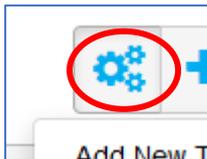




How to do (just about) anything in Modeshift STARS: A quick start guide for all users

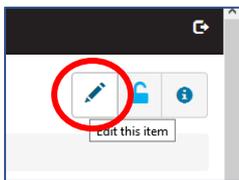
The Key is in the Cogs

You add surveys, targets, issues, initiatives, etc. by using the 'perform process' (cogs) icon accessed via the 'Site' tab. There are cogs on other pages, functions change depending on the page.



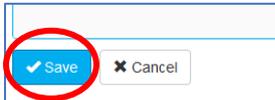
Default View is Read Only

Most pages default as read only. Once in a page, click on the pencil icon to open it for editing.



Remember to Save

At the bottom of each page is the Save button, always save after changing anything in Modeshift STARS and before leaving your current screen.



Return Focus to 'Site'

The 'Site' tab is a site's homepage and most processes are available from here. To return to the 'Site' tab to access the perform process menu again, 'Promote Focus' by pressing the up arrow next to 'Site'



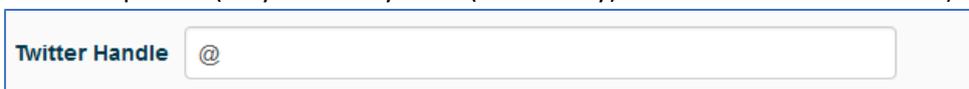
Colour Schemes

When editing or adding information, STARS has standard colours for different field types:

Yellow = Mandatory



White = Optional (may become yellow (mandatory) if other conditions are met)



Grey = Not editable / system auto-filled

Category

Red outline = Field needs completing before saving, or wrong type of information entered, e.g., text into a number box.

Number of full time employees 

Some tabs only appear when there is something in them

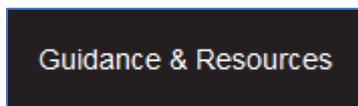
By default, only certain tabs are visible depending on the site type. The remainder appear as you add items. Click on a Tab to open it for viewing or editing.



There is help in the system

The  icon, visible during edit contains help related to the field or section it is next to. Click to open.

Other user guides are available in the Guidance and Resources menu.



Graphs and Tables

Double click on items in graphs and tables to open the data behind them.



Survey Results (Result 1 of 1)							
<input type="checkbox"/>	Type of Survey	School	Year Group	Method of Transport	Usual or Preferred	Class	Number of Students
<input type="checkbox"/> 1	 Current Pupil Travel Modes	Hogwarts Primary School		Car	Usual		16.41