

Agency administration

The agencies can define the folder structure to store applicant details. This includes the ability to create any number of new folders which the agency can define. The applications could then be dragged and dropped into the folders.

The screenshot shows the STEP website interface in Microsoft Internet Explorer. The address bar displays <https://agency.step.org.uk/index.htm>. The navigation menu includes HOME, FORUM, APPLICATIONS, and LOGOUT. The main content area features the STEP logo and a 'WELCOME' banner. A 'FOLDER LIST' sidebar on the left shows a tree structure under 'STEP HQ' with folders like 'STUDENT INBOX', 'COMPANY INBOX', and 'REVIEW STUDENTS'. The 'Duplicates' section contains a table with the following data:

TYPE	NAME	DEGREE TITLE	POST DATE
	Jemil Mustafa	BA(Hons) Business Studies	23 Feb 2004
12	Jemil Mustafa	BA(Hons) Business Studies	23 Feb 2004
12	HOLLY MCCAIN	BA (HONS) FURNITURE AND PROD	23 Feb 2004
12	He Zhang	English and Media cultural Studies	11 Feb 2004
12	he zhang	English and Media Cultural Studies	11 Feb 2004
12	Kathryn Loomes	Marketing BA	26 Jan 2004
12	Yanning Wang	BA (hons) Business Studies Sandwic	15 Jan 2004
S	Carl Jones	BA Marketing	18 Feb 2004
S	Carl Jones	BA Marketing	18 Feb 2004
S	Carl Jones	BA Marketing	18 Feb 2004
S	Christopher Pegram	Bsc Geography	03 Feb 2004
S	Helen Downing	Management Studies	28 Jan 2004
S	Hazel Lowe	Physios BSc	21 Jan 2004
S	Lorna Archibald	BA (HONS) Marketing Management	14 Nov 2003

The screenshot shows the 'Agency Administration' section of the STEP website. The address bar displays <https://stephdev.step.org.uk/>. The navigation menu includes HOME, AGENCIES, ECRM, and LOGOUT. The main content area features the STEP logo and a 'WELCOME' banner. The 'Agency Administration' section contains an 'Assign Agency' table with the following data:

AGENCY	ADDRESS	APPLICATION TYPES
Nottinghamshire Enterp	Edwinstowe House High Street Edwinsto	F S

Below this table is a section for 'ASSIGNED LOCATION ID'S FOR Nottinghamshire' with the following data:

LOCATION	COUNTY	APPLICATION TYPES
STEP Nottinghamshire	Nottinghamshire	F S
not in use	Nottinghamshire	
Hucknall branch	Nottinghamshire	
Arnold Branch	Nottinghamshire	
Mansfield branch	Nottinghamshire	
Chesterfield branch	Nottinghamshire	
New do Not Use	Nottinghamshire	F S
DJTest	Nottinghamshire	
DJTEST1	Nottinghamshire	
DJTEST2	Nottinghamshire	

At the bottom of the 'Assign Agency' section are buttons for BACK, DELETE LOCATION, RENAME LOCATION, ADD LOCATION, and FINISH.

The agency details could be maintained using a series of update screens

