

## PLATAFORMA DE CONCURSOS

### GUIA RÁPIDO PARA SUBMETER DOCUMENTOS

## CALL FOR APPLICATIONS PLATFORM

### QUICK GUIDE TO SUBMIT DOCUMENTS

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|           |           |           | <b>01</b> | <b>02</b> | Aceder à plataforma de concursos<br>Accessing the call for applications platform |
| <b>03</b> | <b>04</b> | <b>05</b> | <b>06</b> | <b>07</b> | Submeter documentos<br>Upload documents  |
|           |           |           |           | <b>08</b> | Apagar documentos<br>Delete documents  |
|           |           |           |           | <b>09</b> | Substituir documentos<br>Replace documents                                       |
|           |           |           |           | <b>10</b> | Submeter vários documentos de uma vez<br>Upload several documents at a time      |
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01

Clique na ligação enviada na mensagem de correio eletrónico

Follow the URL provided in the e-mail message

**Subject:** Re: Call for applications 2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence  
**Date:** Tue, 23 Jun 2015 17:53:58 +0100  
**From:** Jane <jane@tecnico.ulisboa.pt>  
**To:** John Smith <[redacted]>

Dear John Smith,

We acknowledge your interest in this call.

The following documents will be required to complete the application:

- Curriculum vitae
- Synopsis of the most relevant academic contributions
- PDF version of the most relevant scientific publications
- Scientific and pedagogical project
- Other relevant works
- Signed declaration on honor

To upload the required documents please use the following URL (PDF file format is highly recommended):

<https://dot.tecnico.ulisboa.pt/admissions/candidate/1416132321869843?hash=31ae43ea-d864-4c43-a5df-3edb50266798>

The above URL will be active until 2015.08.12 11.50 pm (GMT+1). You are allowed to add or replace a given document until this deadline (make sure to use the same file name in case of a document replacement).

You can find instructions to upload the documents at <http://drh.tecnico.ulisboa.pt/>.....

If you have any further questions, please do not hesitate to reply to this message.

Best regards,  
 Jane



02

Acederá à sua área na plataforma do concurso

You will access your area in the call for applications platform

The screenshot shows a web application interface. At the top left, there is a blue tab labeled "Avisos". Below this, the main content area has a header "1 Candidate John Smith" and a subtitle "Call for Applications 2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence 2015-06-17 00:00 - 2015-08-02 00:00". Underneath, there is a section titled "Documents Submitted by the Candidate" with a table header containing "File", "Size", "Created", and "Modified". Below the table header, there is a file upload section with the text "Add File" followed by an empty text input field, a "Browse..." button, the text "No file selected.", and an "Upload" button.



03

Para carregar um documento, preencha o campo com o respectivo nome

To upload a document fill the box with the document name

Avisos

## 1 Candidate John Smith

Call for Applications 2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence 2015-06-17 00:00 - 2015-08-02 00:00

Documents Submitted by the Candidate

| File   | Size | Created | Modified |
|--|------|---------|----------|
| <p>Add File <input type="text" value="Curriculum vitae"/> <input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/></p> |      |         |          |



04

Prima o botão 'Browse'

Press the button 'Browse'

Avisos

## 1 Candidate John Smith

Call for Applications **2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence** 2015-06-17 00:00 - 2015-08-02 00:00

Documents Submitted by the Candidate

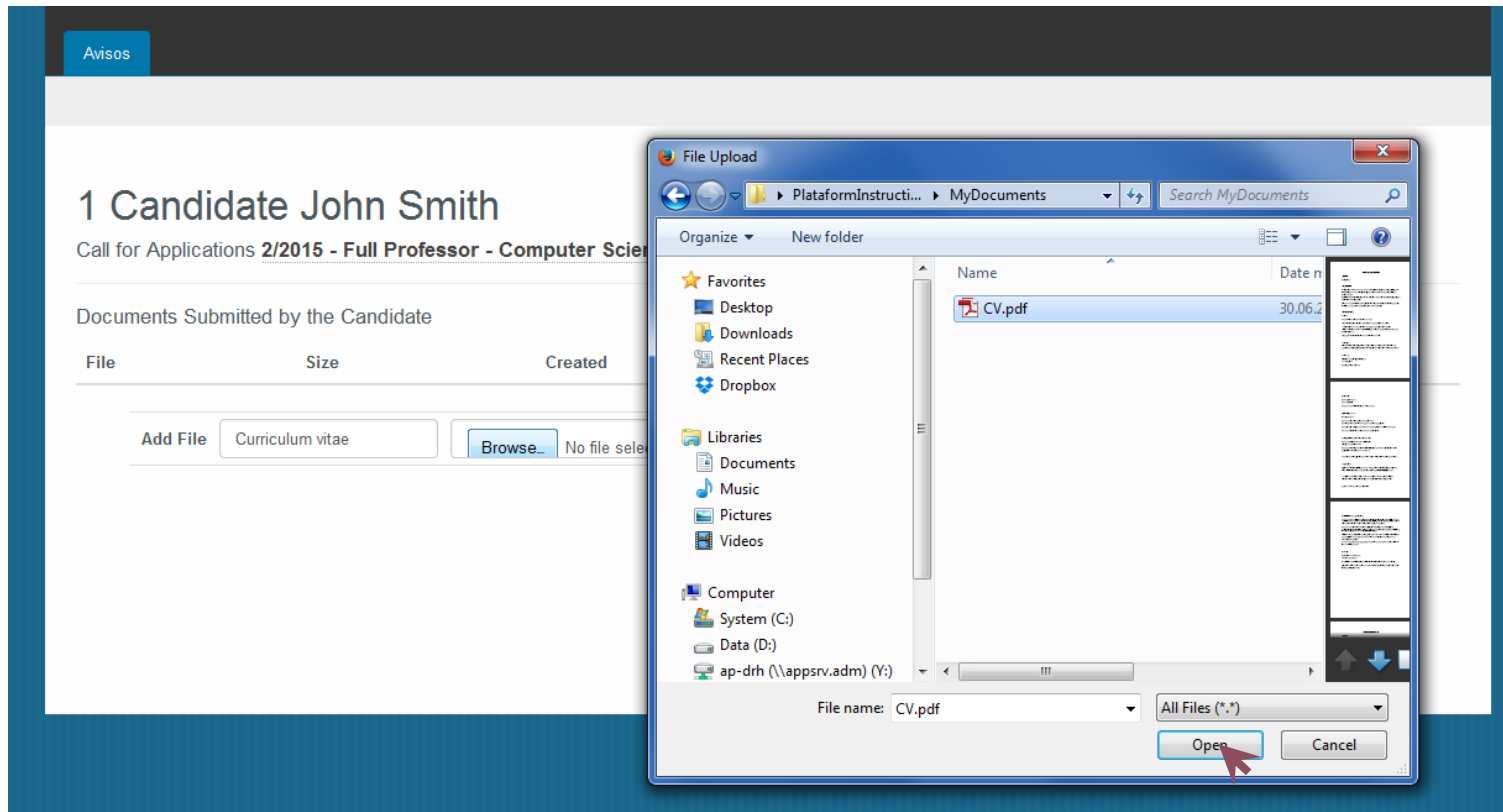
| File   | Size | Created | Modified |
|--|------|---------|----------|
| <p>Add File <input type="text" value="Curriculum vitae"/> <input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/></p> |      |         |          |



05

Escolha o ficheiro que pretende carregar

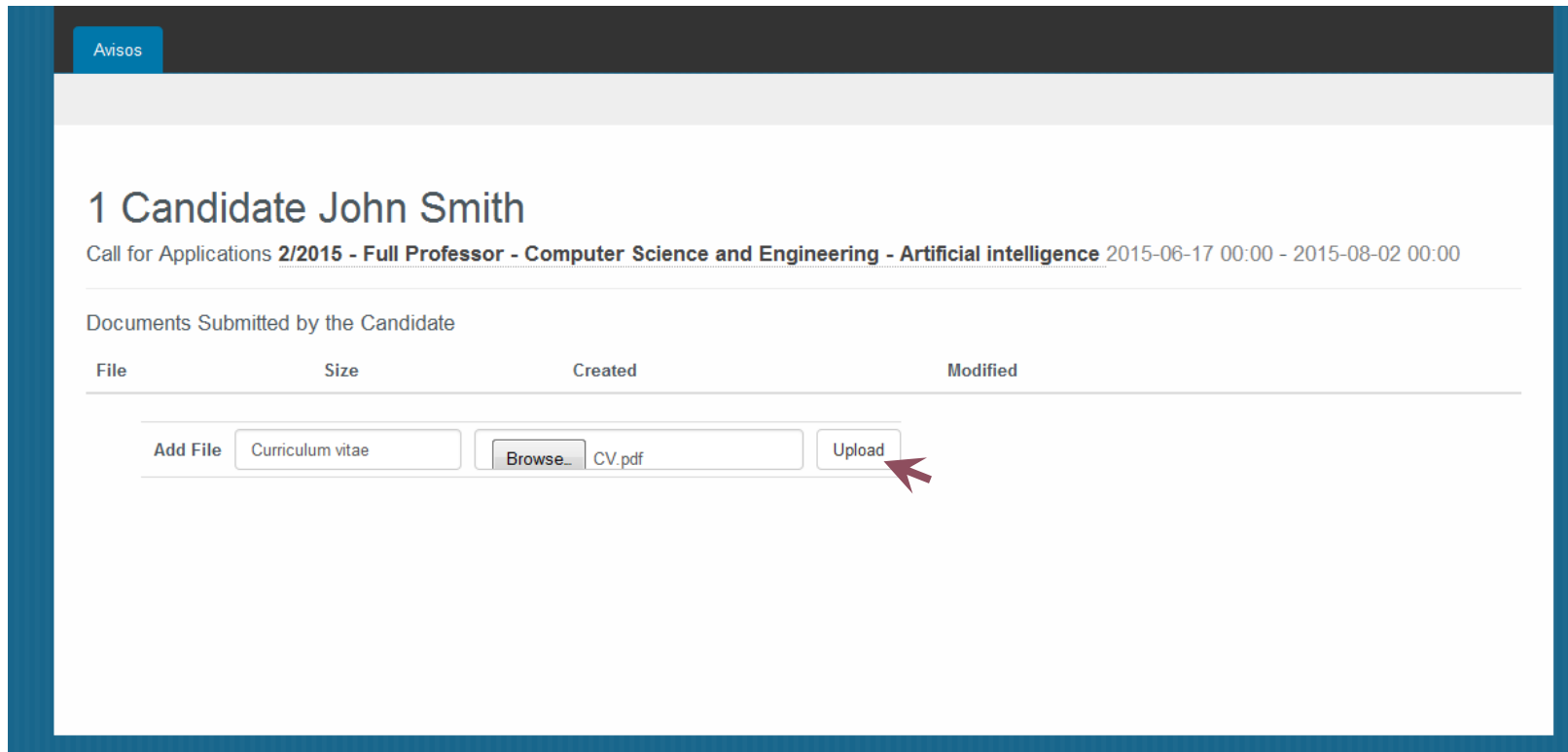
Choose the file you want to upload



06

Prima o botão 'Upload'

Press the button 'Upload'



07

O documento será adicionado à sua pasta de candidato  
 The document will be added to your candidate folder

Avisos

### 1 Candidate John Smith

Call for Applications **2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence** 2015-06-17 00:00 - 2015-08-02 00:00

Documents Submitted by the Candidate

| File             | Size   | Created          | Modified         |
|------------------|--------|------------------|------------------|
| Curriculum vitae | 207240 | 2015-06-30 10:51 | 2015-06-30 10:51 |

Download Delete

Add File   No file selected.





08

Para apagar um documento, pressione o botão 'Delete'

To delete a document, press the button 'Delete'

The screenshot shows a web interface for document management. At the top left, there is a blue tab labeled 'Avisos'. Below it, the page title is '1 Candidate John Smith'. Underneath, there is a subtitle: 'Call for Applications 2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence 2015-06-17 00:00 - 2015-08-02 00:00'. The main section is titled 'Documents Submitted by the Candidate' and contains a table with the following data:

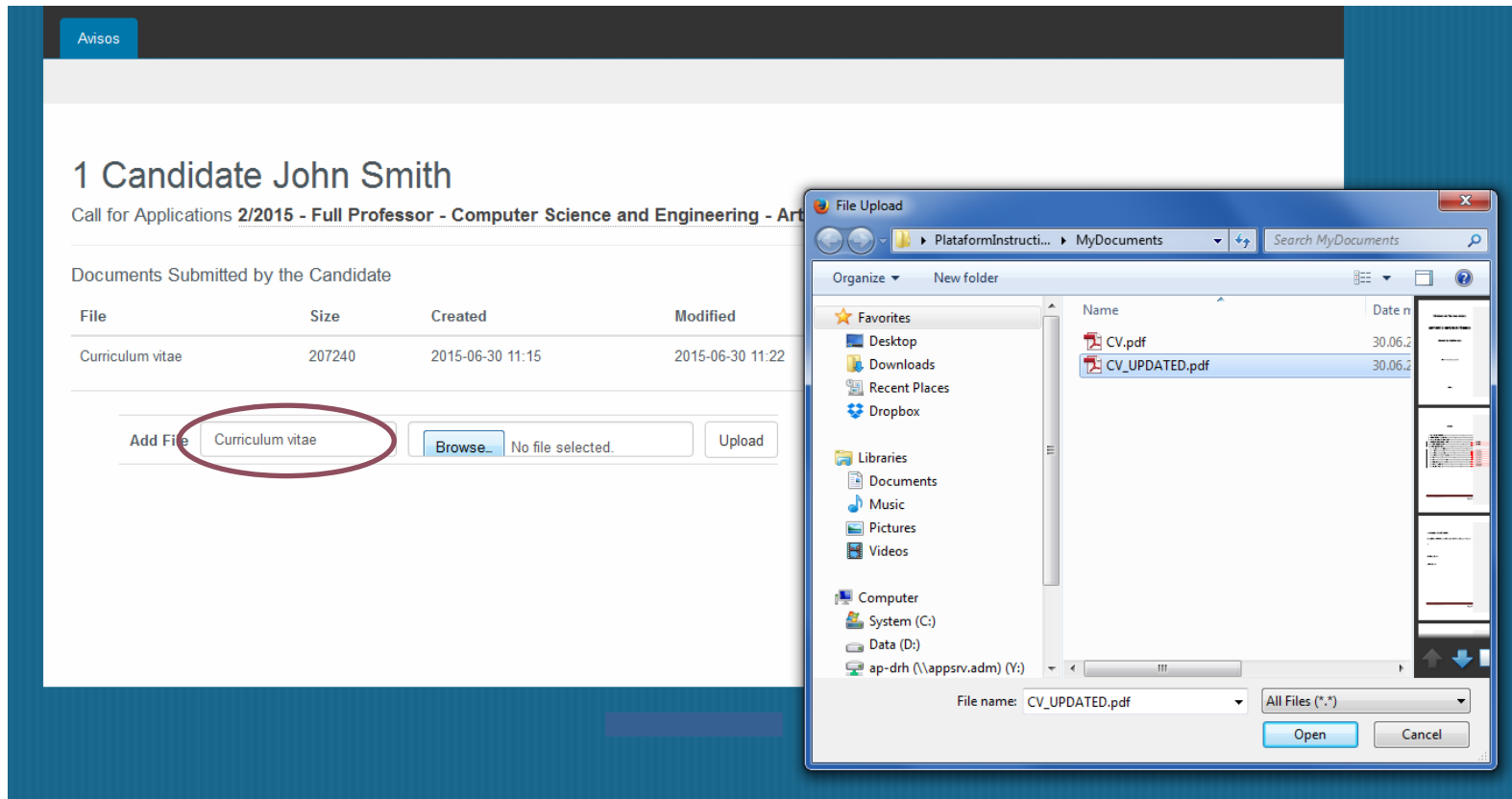
| File             | Size   | Created          | Modified         |   |
|------------------|--------|------------------|------------------|---|
| Curriculum vitae | 207240 | 2015-06-30 10:51 | 2015-06-30 10:51 | <input type="button" value="Download"/> <input type="button" value="Delete"/> |

Below the table, there is an 'Add File' section with an input field, a 'Browse...' button, the text 'No file selected.', and an 'Upload' button. A red arrow points to the 'Delete' button in the table.



09

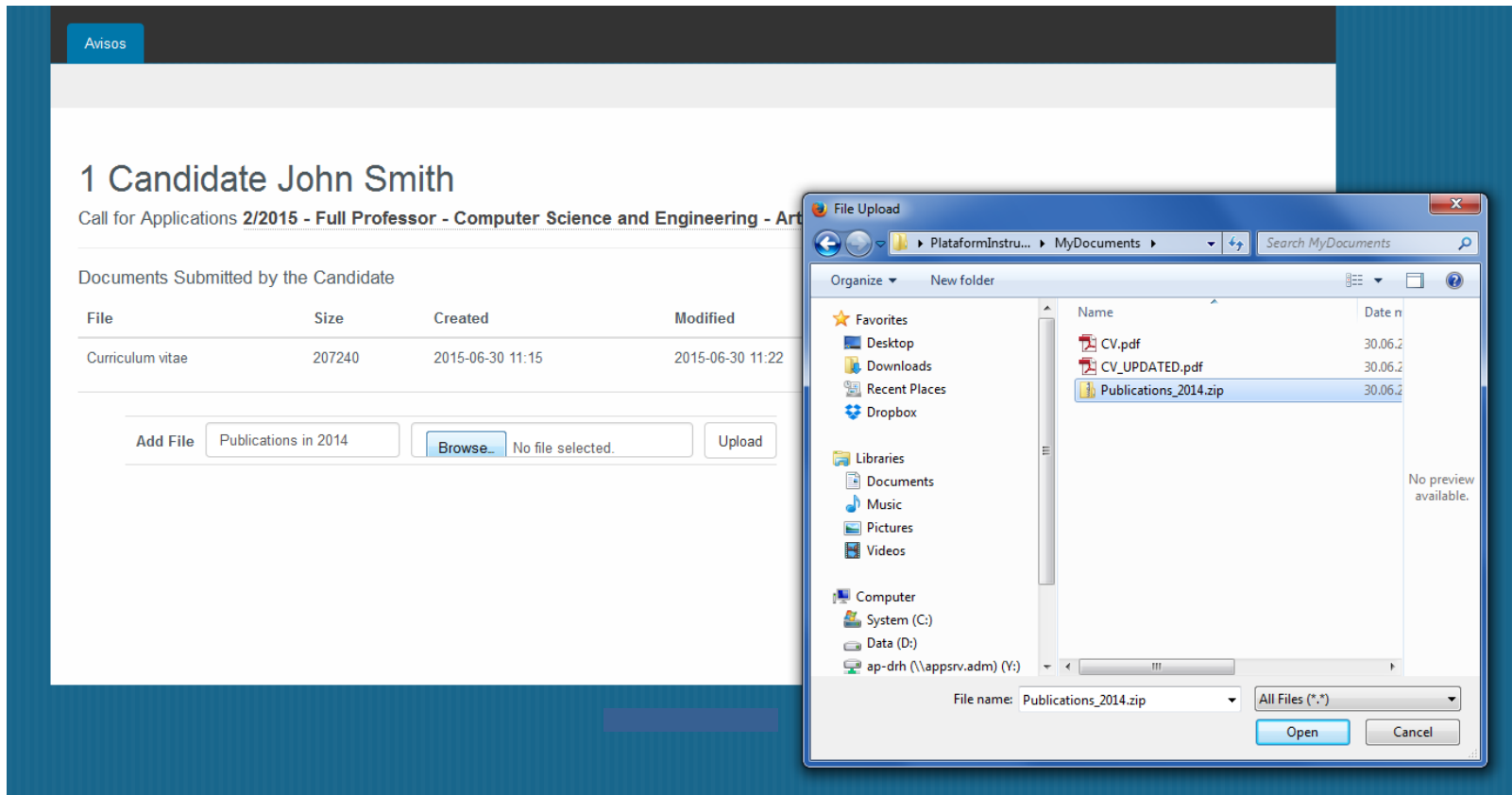
Para substituir um documento, submeta-o novamente, assegurando que tem o mesmo nome  
 To replace a document, submit it again, making sure that you give it the same name



10

Se pretender carregar vários documentos simultaneamente, pode submeter um ficheiro compactado (.zip)

If you wish to upload several files at a time, you may submit a compacted file (.zip)



11

Pode descarregar os documentos previamente submetidos, pressionando o botão 'Download'

You may download the documents you submitted, by pressing the button 'Download'

Avisos

### 1 Candidate John Smith

Call for Applications **2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence** 2015-06-17 00:00 - 2015-08-02 00:00

Documents Submitted by the Candidate

| File                 | Size   | Created          | Modified         |          |        |
|----------------------|--------|------------------|------------------|----------|--------|
| Curriculum vitae     | 207240 | 2015-06-30 11:15 | 2015-06-30 11:22 | Download | Delete |
| Publications in 2014 | 134    | 2015-06-30 11:50 | 2015-06-30 11:50 | Download | Delete |

Add File   No file selected.



12

Na data indicada na mensagem de correio eletrónico, a ligação deixará de funcionar. Até essa data, deverá submeter/lacrar a candidatura.

After the date/hour indicated in the email, the URL will no longer work. Until that moment, you must submit and seal your application.

**Subject:** Re: Call for applications 2/2015 - Full Professor - Computer Science and Engineering - Artificial Intelligence  
**Date:** Tue, 23 Jun 2015 17:53:58 +0100  
**From:** Jane <jane@tecnico.ulisboa.pt>  
**To:** John Smith <[redacted]>

Dear John Smith,

We acknowledge your interest in this call.

The following documents will be required to complete the application:

- Curriculum vitae
- Synopsis of the most relevant academic contributions
- PDF version of the most relevant scientific publications
- Scientific and pedagogical project
- Other relevant works
- Signed declaration on honor

To upload the required documents please use the following URL (PDF file format is highly recom

<https://dot.tecnico.ulisboa.pt/admissions/candidate/4446132321869843?hash=31ae43ea-d86>

The above URL will be active until 2015.08.12 11.50 pm (GMT+1). You are allowed to add or rep

You can find instructions to upload the documents at <http://drh.tecnico.ulisboa.pt/>.....

If you have any further questions, please do not hesitate to reply to this message.

Best regards,  
 Jane



13

Para submeter e lacrar a sua candidatura, use o botão no final da página  
 To submit and seal your application, use the button at the end of the page

The screenshot displays a user interface for document submission. At the top, there is a blue header with the word 'Avisos'. Below it, the main content area shows the profile of '1 Candidate John Smith' for a 'Call for Applications 2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence' with dates from 2015-09-17 to 2015-10-12. A table lists documents submitted by the candidate: 'Curriculum vitae.pdf' (207240 bytes, created 2015-09-22 10:46) and 'Publications in 2014.zip' (134 bytes, created 2015-09-22 10:52). Below the table is an 'Add File' section with a 'Browse...' button and an 'Upload' button. A yellow warning box states: 'Final submission of your application is a MANDATORY STEP if you wish your application to be considered for evaluation. Submission of your application should only be done AFTER all necessary application documents have been uploaded. After submitting your application you will not be allowed to add, change or delete any previously submitted document.' At the bottom, a 'Submit Application' button is circled in red.

TENHA EM ATENÇÃO

- ☑ A submissão da candidatura é **obrigatória**
- ☑ Se não for submetida, a candidatura **não será considerada**
- ☑ Certifique-se que só submete a candidatura **após ter carregado todos os documentos** e antes da data/hora indicada na mensagem de *email* e na plataforma
- ☑ Depois de ser submetida, a candidatura fica lacrada e **não poderá adicionar, modificar ou apagar documentos**

PLEASE NOTE

- ☑ Final submission of the application is **mandatory**
- ☑ If you don't submit it, the application **will not be considered**
- ☑ Make sure you submit the application only **after all application documents have been uploaded** and before the date/hour indicated in the email and in the platform
- ☑ After submitting, the application will be sealed and you **won't be able to add, change or delete documents**

