

Surgical critical care and Acute care surgery Fellowship Application Service (SAFAS)

www.safas.smapply.io

PROGRAM INSTRUCTIONS

SAFAS ACCOUNT and LOG IN:

1. Your Account must be Created by SAFAS Administrator.
2. You will receive a notification E-mail with each Application.
3. You will receive a notification E-mail with each Recommendation.
4. Log In to SAFAS.

FELLOWSHIP PROGRAM HOME PAGE:

5. Go to "START".

REVIEW DASHBOARD:

6. Click on "Instructions" in top navigation bar.
7. This Dashboard lists ALL Applicants to your Program.
8. Click on Up Arrows in Column Headings:
To sort by "Submit Date" or Alphabetical order.
9. This Dashboard may be printed or saved as PDF (Landscape).
10. Click on pencil icon to enter "Quick review".
11. Review ratings/comments are only visible to your Program's Reviewers.

VIEW and DOWNLOAD APPLICATIONS:

12. Click on the "●●●" Options icon at the right of each Applicant entry.
13. Click on "View application" or "Download application".

DOWNLOAD SINGLE MERGED PDF DOCUMENT:

14. Default "Separate PDF for each selected application":
- All of this Applicant's documents in a single merged PDF document.
15. Change file name to Applicant Name.
16. Default "All application tasks" includes all of this Applicant's documents.
17. "Choose application tasks" allows selection of specific documents.

DOWNLOAD ZIP FILE OF INDIVIDUAL DOCUMENTS:

18. Change to "Separate PDF for each selected application (with attachments in original format)":
- ZIP file of this Applicant's individual documents in separate files.
19. Change file name to Applicant Name.
20. Default "All application tasks" includes all of this Applicant's documents.
21. "Choose application tasks" allows selection of specific documents.

HELP and SUPPORT:

22. Resources, Links, and Contact information at the SAFAS Home page.
23. For SAFAS service support, contact SAFAS Administrator:
SAFAS Administrator: webmaster@sccpds.org

Revised: 03/01/2022