

Approving LOIs using eStamps

This article will explain how to use the eStamp feature, which allows administrators to do the following:

- Approve LOIs, automatically adding the stamp Logo, eStamp number, expiry date, and approver's name and contact information to the LOI and eStamp number and automatically adding the expiry date to the member's profile (LOIs will no longer need to be printed, signed, and stamped).
- Allow members to download their LOIs at any time after approval, complete with approval information.
- Maintain a record of stamps and fees collected for accounting and reporting purposes.

The eStamps request screen has been designed with two administration options in mind:

- A. "One Step Approvals": One person performs all the administrative functions: reviews and authorizes the LOI and issues the eStamps.
- B. "Two Step Approvals": One person reviews and authorizes the LOI, another (treasurer, for example) issues the eStamps at a later date (i.e. once payment is received). You can also use this process if you want to start issuing the LOI, but want to delay adding the authorization to the LOI and profile for some reason (example: you want to wait until you receive payment).

Contents

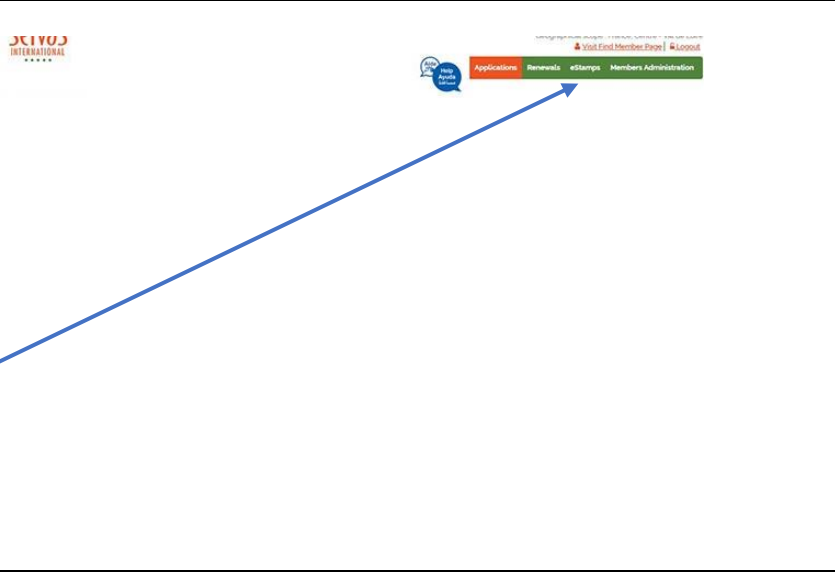
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Reminder: Your screen may look different from the figures here; the view may vary, depending on the device you use (e.g. computer, laptop, phone) or your browser (e.g. Chrome, Safari, etc.).

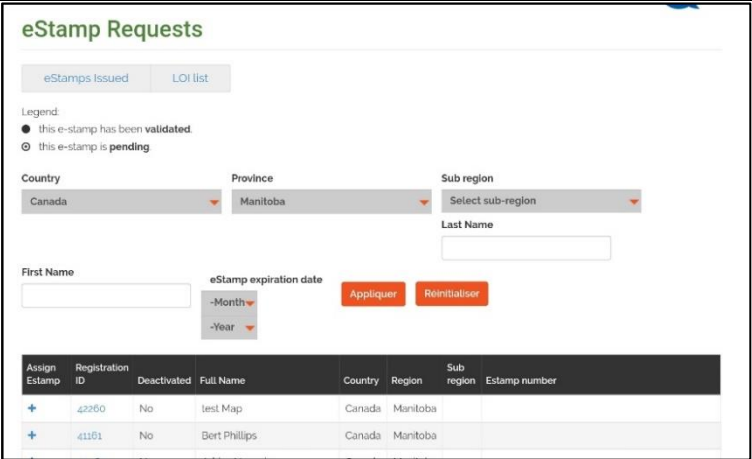
Caution: Before completing the form, be sure that you have selected the correct traveller and are ready to issue the LOI. Once an eStamp number is assigned, the only way to void it is by contacting the International Treasurer.

Issuing eStamp, then validate the LOI

1. Check the member profile, if they have not the photo and filled correctly their profile (age, personal background...), contact the member and help them to complete. The LOI will be filled with the datas of the member profile.
2. Login as administrator and Click the **Visit Admin Page** option and select the green **eStamps** option.
3. All members are listed in the **eStamp Requests** table.

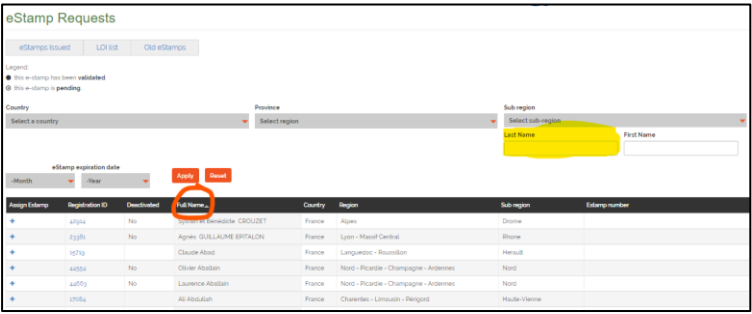


4. Scroll so that the name of the member to whom you want to assign an eStamp is at the top of the list.
5. Alternately, you can search using member **names**, member **location** or **eStamp expiration date** and click **[Apply]** to see the filtered list.

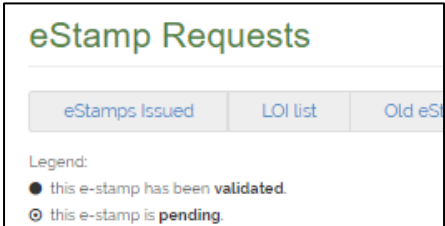


Note: to see the full unfiltered list, click **[Reset]**

6. To sort the list, click on the related heading. An arrow will show the direction of the sort.
7. If an eStamp has been requested for the member, a box will show the eStamp number, the **Fee** and **exp date**.



As explained in the legend above the list, a large black dot alongside the **exp date** indicates that the related request has been **validated**. Other eStamps (empty dot) are pending.



<p>8. Click on the [+] sign to the left of the name of the member to open the eStamp edit screen where you can assign an eStamp to this member.</p> <p>9. Check carefully that you have selected the correct member. If, by mistake, you selected the wrong member, use the browser return arrow to return to the previous screen.</p>	<table border="1"> <thead> <tr> <th>Assign Estamp</th> <th>Registration ID</th> <th>Deactivated</th> <th>Full Name</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>42914</td> <td>No</td> <td>Sylvain</td> </tr> <tr> <td>+</td> <td>23381</td> <td>No</td> <td>Agnès</td> </tr> <tr> <td>+</td> <td>15719</td> <td></td> <td>Claud</td> </tr> <tr> <td>+</td> <td>44554</td> <td>No</td> <td>Olivier</td> </tr> </tbody> </table>	Assign Estamp	Registration ID	Deactivated	Full Name	+	42914	No	Sylvain	+	23381	No	Agnès	+	15719		Claud	+	44554	No	Olivier
Assign Estamp	Registration ID	Deactivated	Full Name																		
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+	15719		Claud																		
+	44554	No	Olivier																		
<p>10. Add the following:</p> <ul style="list-style-type: none"> • Travel start date • Expiration date • Number of travellers (individual for Individual profiles or Couple for Household profiles) • eStamp fee (if needed) • eStamp currency • Payment date <p>11. If it's a one step process, select Add the eStamp to the LOI and add the Approved date, then click on [Save]</p> <p>12. For the 2 steps process, let the Treasurer or the 2nd person Add the eStamp to the LOI and the Approved date, then click on [Save] The Approved date field appear only when the Add eStamp to the LOI is selected</p>																					

Edit the LOI data and View the LOI

<p>13. Click on [eStamps issued]</p>	
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14. It will open a list with all the LOI issued by you or by your country if you have a National access
15. On the right side, at the end of the member line, you have a **pen** to "Edit the LOI" and an **Eye** to "View LOI".

eStamps issued

Legend
 ● This eStamp has been validated
 ○ This eStamp is pending

Page: [Select a country] [Select region] [Select sub-region] [Add] [Reset]

eStamp number	Registration ID	Validated	Username	First Name	Last Name	Approved by	Country	Province	Sub-region	Approved date	Travel start date	Expiration date	Number of Travellers	Payment date	Fee	Currency	Edit eStamp	View LOI
FR-2019-0281	0281	No	Francesca07	Francesca	Cornei	Isabelle Bouze	France	Occitanie - Languedoc-Roussillon - Nord	Occitanie - Languedoc-Roussillon - Nord	● 27 Dec 2019	27 Dec 2019	27 Dec 2020	Individual	24 Dec 2019	17	EUR		
FR-2019-0281	0281	No	Francesca07	Francesca	Cornei	Claude Bode	France	Occitanie - Languedoc-Roussillon - Nord	Occitanie - Languedoc-Roussillon - Nord	● 27 Dec 2019	27 Dec 2019	27 Dec 2020	Individual	24 Dec 2019	17	EUR		
FR-2019-0281	0281	No	Catherine Kintke	Catherine	Kintke	Laurent Legend	France	Île-de-France	Paris	● 27 Dec 2019	12 Jan 2020	12 Jan 2021	Individual	25 Dec 2019	17	EUR		

n	Number of travellers	Payment date	Fee	Currency	Edit eStamp	View LOI
020	Individual	24 Dec 2019	17	EUR		
020	Individual	24 Dec 2019	17	EUR		

16. To Edit, click on the **pen**, to open the form and be able to modify the Travel dates, validity date, fee, currency, payment date or even Approved date
17. Then click on [Update]

First Name:

Last Name:

Country:

State/Region:

Sub-region:

Add the eStamp to the LOI:

Approved Date:

Travel Start Date:

Expiration Date:

Number of Travellers:




eStamp Fee:

eStamp Currency:

Payment Date:

Update

18. To view the LOI, click on the **Eye**

Stamp issued
 Valid until: 30-Nov-2020
 Stamp issued in: Antartique
 member n° (membre n°) 43246

Letter of Introduction
 (version 2019)
 (Carta de presentación (2019))

Family name, first name (nombre, apellidos) : JLTESTO6 jack
 Sex (P/M) /M: Male
 Age (edad) : 29

Occupation (ocupación) : Entrepreneur
 Permanent address (dirección):
 6 rue des Robinsons... A 56423, ANFROUR

Phone (tel.) : 0254202870
 Cellphone (tel. móvil) : 0954794832
 Email : jstest@orange.fr

Other Servas members travelling with you (otros miembros viajando contigo) : N/A

Children travelling with you (niños viajando contigo) :

Emergency contact (nombre, phone, email) en caso de emergencia contactar (nombre, tel. email) :

Languages spoken (idiomas hablados) : English (Inglés), Croatian (Croatian)

Personal background (información personal) :
 See only for yourself, if requested

I understand that items & rules of Servas and will abide by them. (Entiendo las recomendaciones y normas de Servas y me comprometo a respetarlas.)
 I will keep all the information confidential, to be used only by me, and will not ask to be backed without a valid LOI (me comprometo a mantener el contenido confidencial de los datos personales de los miembros, sólo utilizarlos por mí. No voy a preguntar hospitalidad en una carta de presentación (LOI) unless. (El documento sólo puede ser usado por mí, no lo voy a utilizar sin un LOI válido.)

This document is not valid without a stamp, stamp number, expiry date, and approver's name and email address. You can also verify that it is valid by checking the members' profiles in https://www.servas.org. By using it, you are accepting the terms and conditions of the LOI. (Este documento sólo es válido si tiene un sello, un número de membresía, una fecha de validez y el nombre del firmante. Sin estos datos, no puede ser utilizado. (Este documento sólo puede ser usado por mí, no lo voy a utilizar sin un LOI válido.)

Approved by (firmado por) : Joseph Leiding
 Email (email) : jleiding@orange.fr
 Issue Date (fecha de emisión) : 18-Nov-2019
 Travel Start Date (fecha de viaje) : 30-Nov-2019

www.servas.org
 This document is not valid without a stamp, stamp number, expiry date, and approver's name and email address. You can also verify that it is valid by checking the members' profiles in https://www.servas.org. By using it, you are accepting the terms and conditions of the LOI. (Este documento sólo es válido si tiene un sello, un número de membresía, una fecha de validez y el nombre del firmante. Sin estos datos, no puede ser utilizado.)

Datas on the LOI

19. Verify that approval information is as expected:

- **International Stamp Approved**
- **eStamp Number**
- **Valid Until**
- **Stamp Issued in**
- **Member ID number**
- At the bottom of the LOI **Approved by** (Name and email of the Administrator who have approved the LOI)

All the validity information can't be modified by the member.

The member can modify the Personal Background and other details coming from the profile.

Note: Remember the text and the design can be slightly modified from a country to another country.

Letter of Introduction
(version 2019)

Family name, first name (nom, prénom) : Lesiang Joseph
Sex (P/M) (Sex) : Male Age (Age) : 73
Occupation (profession) : retired
Permanent address (adresse domicile) :
9 rue Nationale, , 43120, Challes
Phone (tel) : +332547941253 Cellphone (tel, portable) : +33664302759 Email : jlesiang@yahoo.fr
Other Servas members travelling with you (autres Servas voyageurs avec vous) : Marie-Liwe Julliard-Lesiang
Children travelling with you (enfants mineurs voyageurs avec vous) :
Emergency contact (name, phone, email) (en cas d'urgence prevoir (nom, telephone, email)) :
Languages spoken (langue parler) : English (fluent), French (fluent)
Personal background (biensent-vous) :
Member of SERVAS FRANCE I had been travelling a lot for leisure as well as business in South America, Central America and USA, MiddleEast, NorthAfrica and Europe Since 15 years, we mostly visited South East Asian countries with my wife. We love meeting people, discovering other cultures and we have many friends worldwide. I am a runner and member of a running association. We organise some competitions as The Cheveny Marathon and others local competitions. I'm helping countries to be on servas.org in the Servas on the International Team.

I understand the aims & rules of Servas and will abide by them (Je certifie sur/honneur avoir pris connaissance des statuts et du règlement intérieur Servas et je m'engage à les respecter)
I will keep all host information confidential, to be used only by me, and will not ask to be hosted without a valid LOI (Je m'engage à maintenir les informations concernant les hôtes qu'il des fins strictement personnelles et à ne divulguer aucun détail de leur vie privée, ni à être hébergé sans une LOI valide).

Approved by (Approuvé par) : Marie-Catherine Morel Issue Date (Date d'émission) : 27-Mar-2019
Email (email) : mariecathemorel@orange.fr Travel Start Date (Date début du voyage) : 01-Apr-2019

www.servas.org
This document is not valid without an approved printed stamp, a stamp number, an expiry date, and approver's name and email address. You can also verify that it is valid by checking the member's profile on www.servas.org to see if there is a stamp number listed.
(Ce document n'est valide qu'avec le Timbre International, un N° de timbre, une date de limite de validité ainsi que le nom et l'email de celui qui l'a mis. Vous pouvez également en vérifier la validité en allant voir le profil de l'hôte/vent sur www.servas.org, le numéro du Timbre International doit y figurer)

Record and LOI Archive

All the eStamps and the LOI are kept in **Estamps issued**

To view the history, click on Estamp Number or select the year (you will get the list of the eStamp approved in this year, not the eStamp with this year in the number), then **[Apply]**. You can view also the LOI by clicking on the **Eye**.