

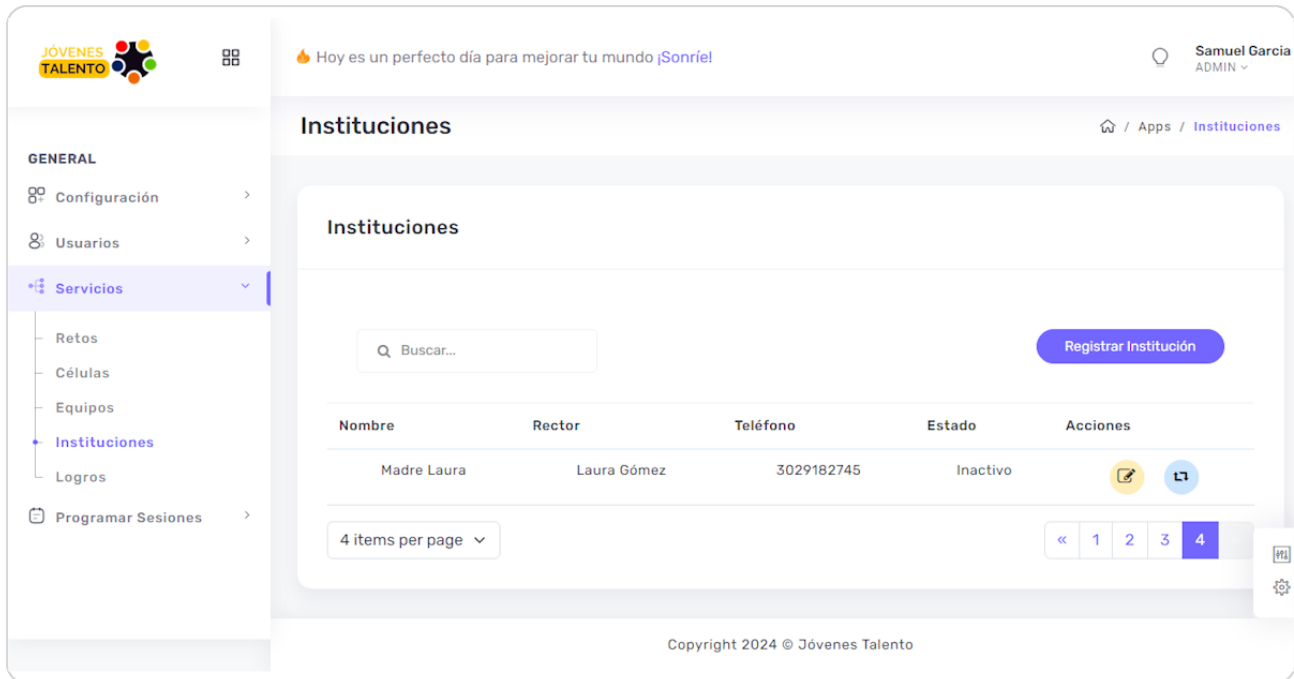
Proceso de Registro y Actualización de Institución en Jóvenes Talento

16 Steps [View most recent version on Tango.us](#) 

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Samuel Gaviria	Nov 20, 2024	Nov 20, 2024

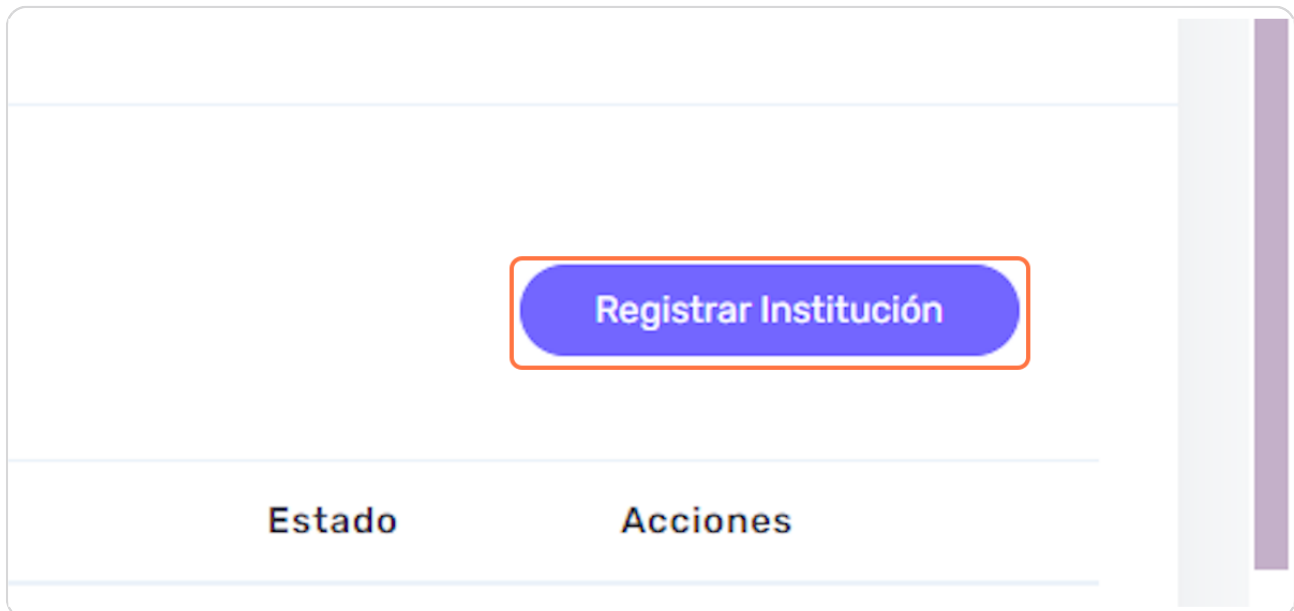
STEP 1

Ingresamos al módulo Instituciones



STEP 2

Presionamos el botón "Registrar Institución"



STEP 3

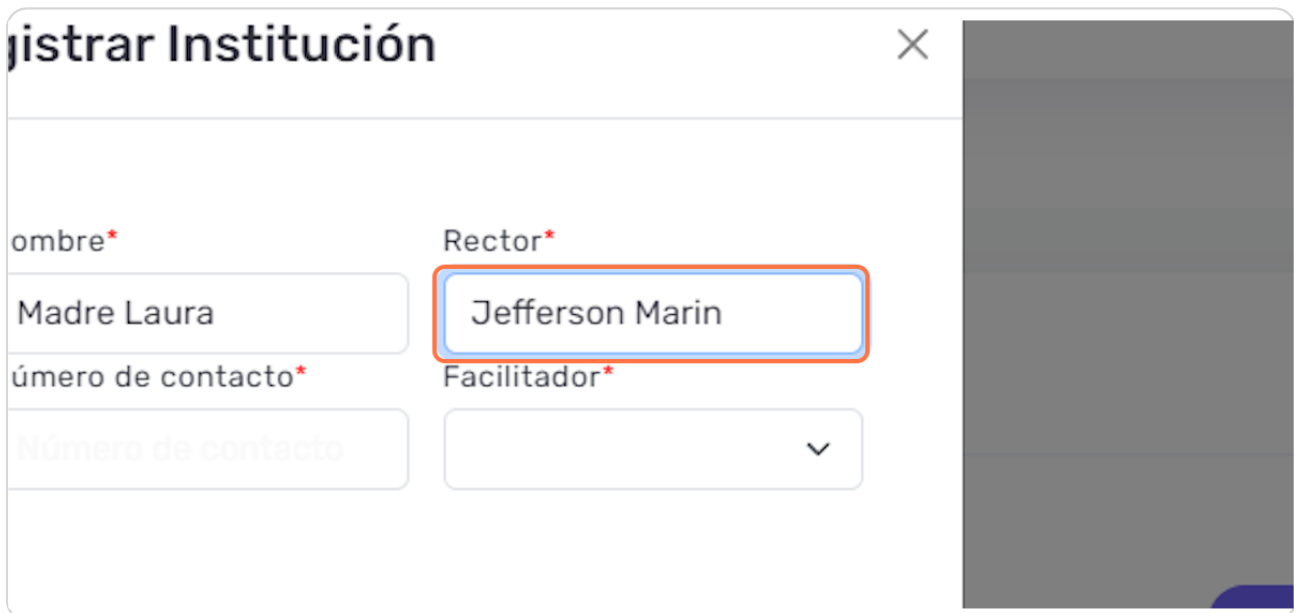
Rellenamos el campo "Nombre"



The screenshot shows a web form titled "Registrar Institución". On the left, there is a vertical sidebar with a blurred image of a building and the word "Institución" repeated. The main form area contains four input fields arranged in a 2x2 grid. The top-left field, labeled "Nombre*" with a red asterisk, contains the text "Madre Laura" and is highlighted with a red and blue border. The top-right field, labeled "Rector*" with a red asterisk, contains the placeholder text "Rector". The bottom-left field, labeled "Número de contacto*" with a red asterisk, contains the placeholder text "Número de contacto". The bottom-right field, labeled "Facilitador*" with a red asterisk, is empty and has a downward arrow icon on its right side.

STEP 4

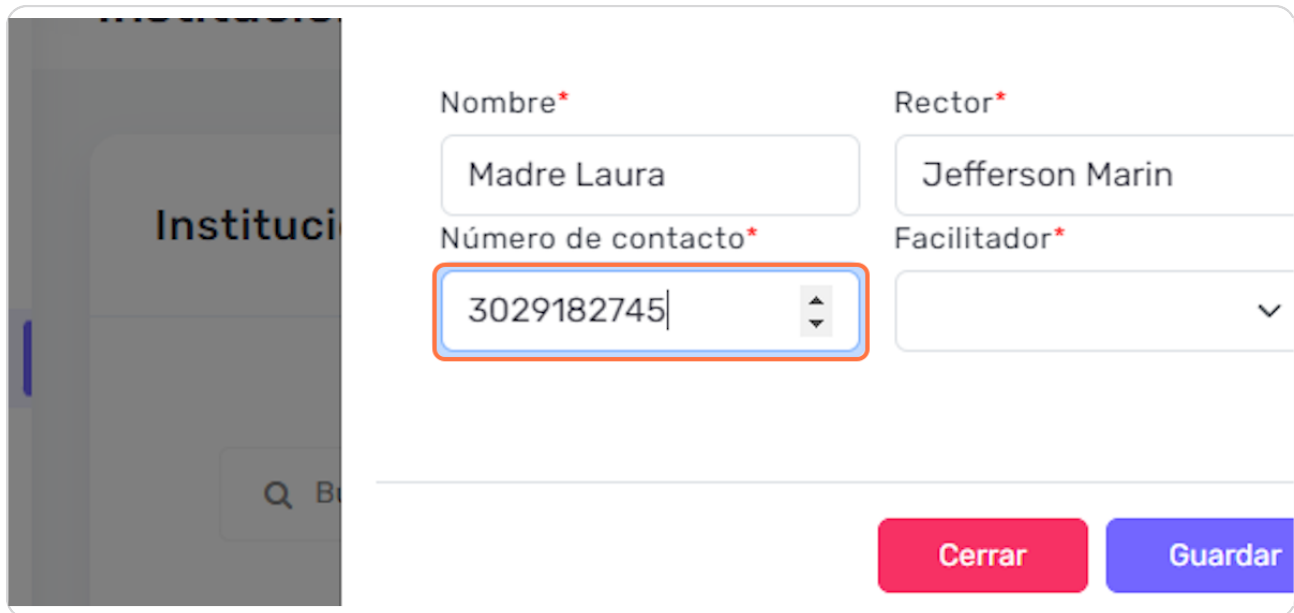
Rellenamos el campo "Rector"



The screenshot shows the same "Registrar Institución" form, but now the "Rector*" field is highlighted with a red and blue border and contains the text "Jefferson Marin". The "Nombre*" field still contains "Madre Laura". The "Número de contacto*" field still contains the placeholder "Número de contacto". The "Facilitador*" field remains empty with a downward arrow icon. A close button (X) is visible in the top right corner of the form's header.

STEP 5

Rellenamos el campo "Número de contacto"



Nombre*

Madre Laura

Rector*

Jefferson Marin

Número de contacto*

3029182745

Facilitador*

Cerrar

Guardar

STEP 6

Seleccionamos al facilitador asociado a la institución



Nombre*

Madre Laura

Rector*

Jefferson Marin

Número de contacto*

3029182745

Facilitador*

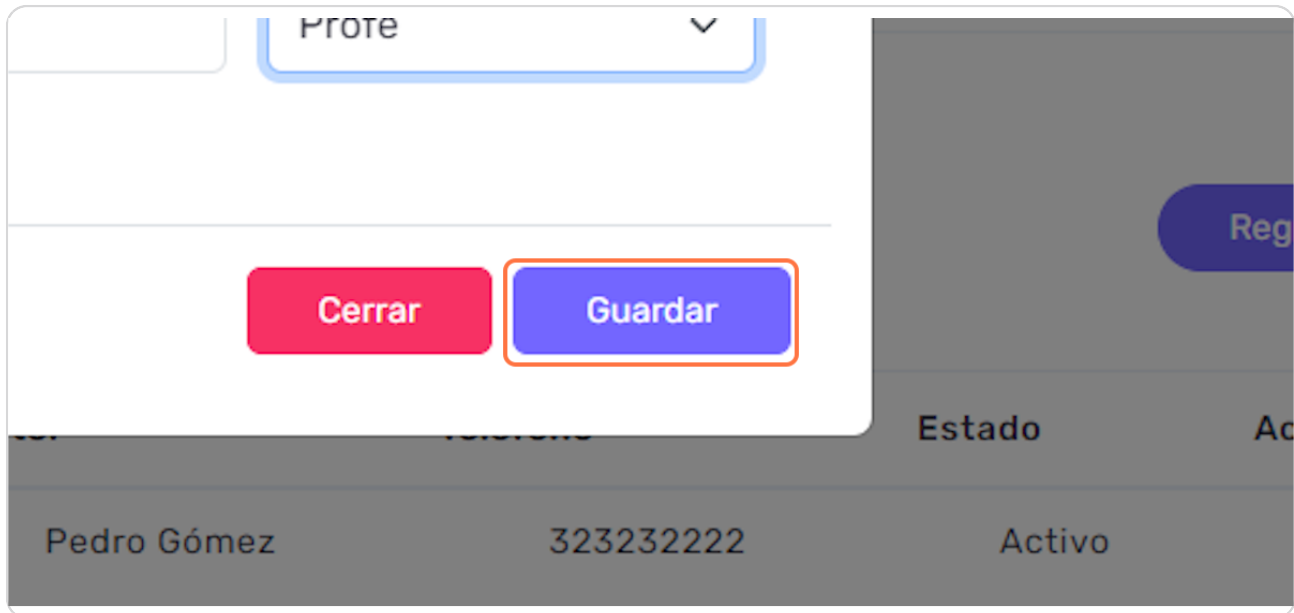
Profe

Cerrar

Guardar

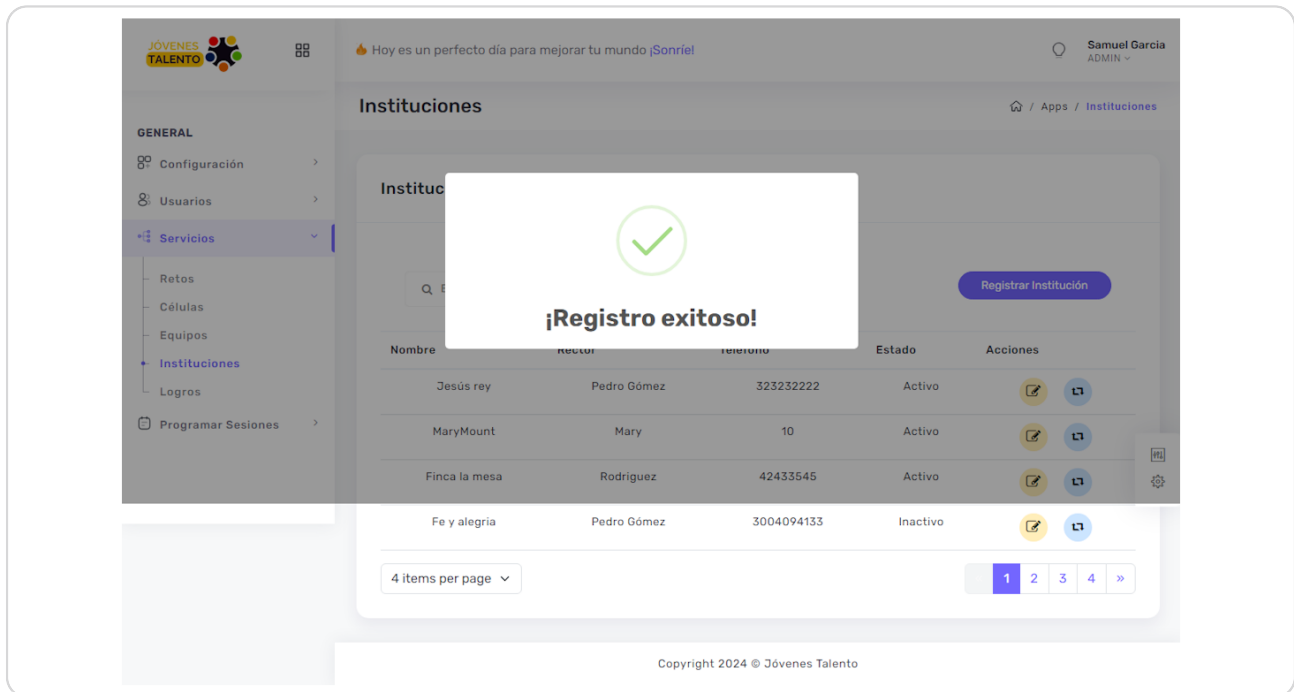
STEP 7

Presionamos el botón "Guardar"



STEP 8

Mensaje de confirmación del registro



STEP 9

Presionamos el botón "Editar institución"



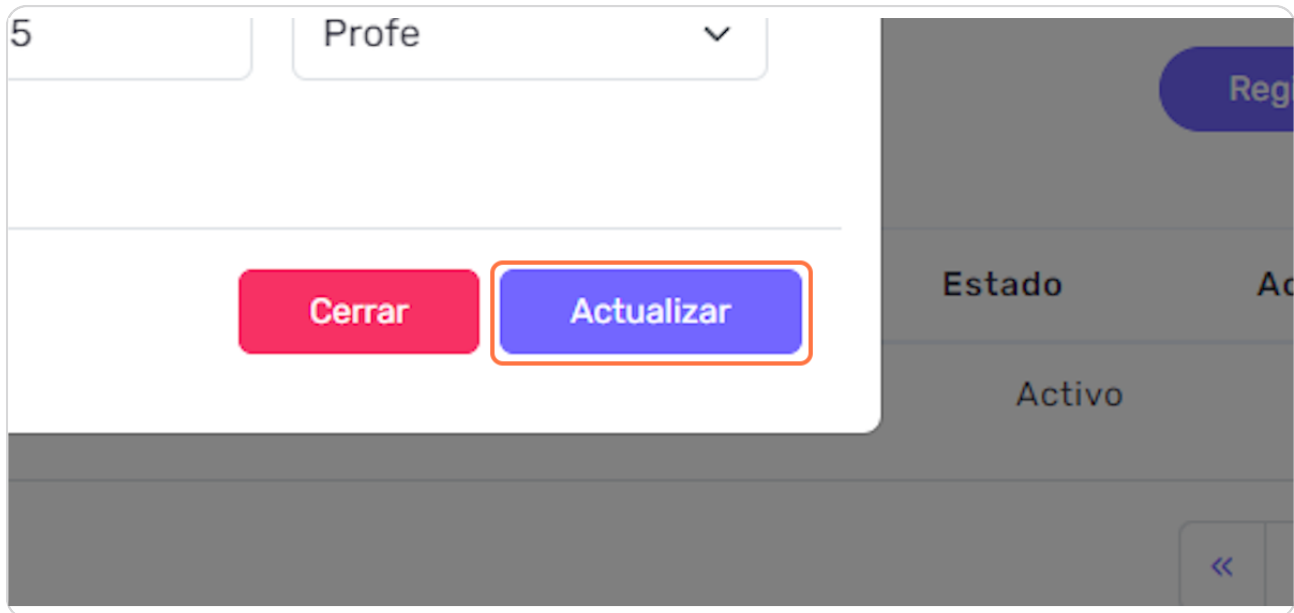
STEP 10

Editamos el campo "Rector"

A screenshot of a form titled 'Editar Institución' with a close button (X) in the top right corner. The form contains several input fields and a dropdown menu. The 'Nombre*' field contains 'Madre Laura'. The 'Rector*' field contains 'Laura Gómez' and is highlighted with a red square. The 'Número de contacto*' field contains '3029182745'. The 'Empleado*' dropdown menu is set to 'Profe' with a downward arrow. A blue button with the letter 'R' is partially visible on the right side of the form.

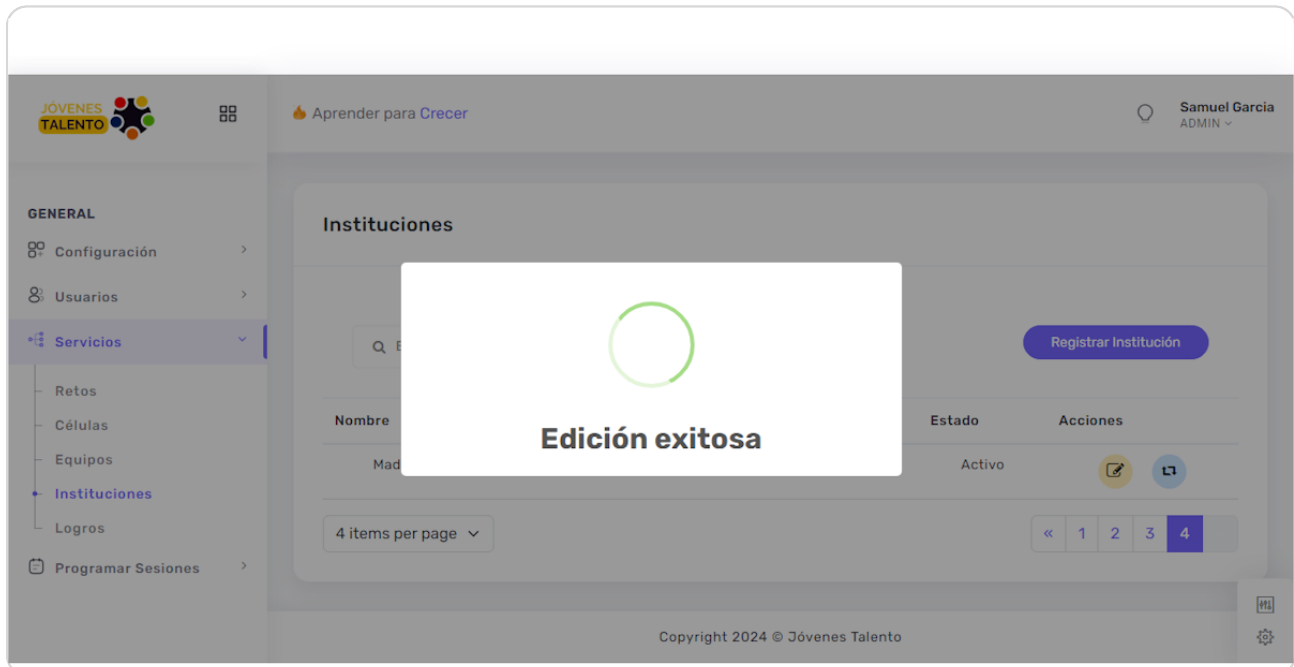
STEP 11

Presionamos el botón "Actualizar"



STEP 12

Mensaje de confirmación de la edición



Cambiar estado de una institución

4 Steps

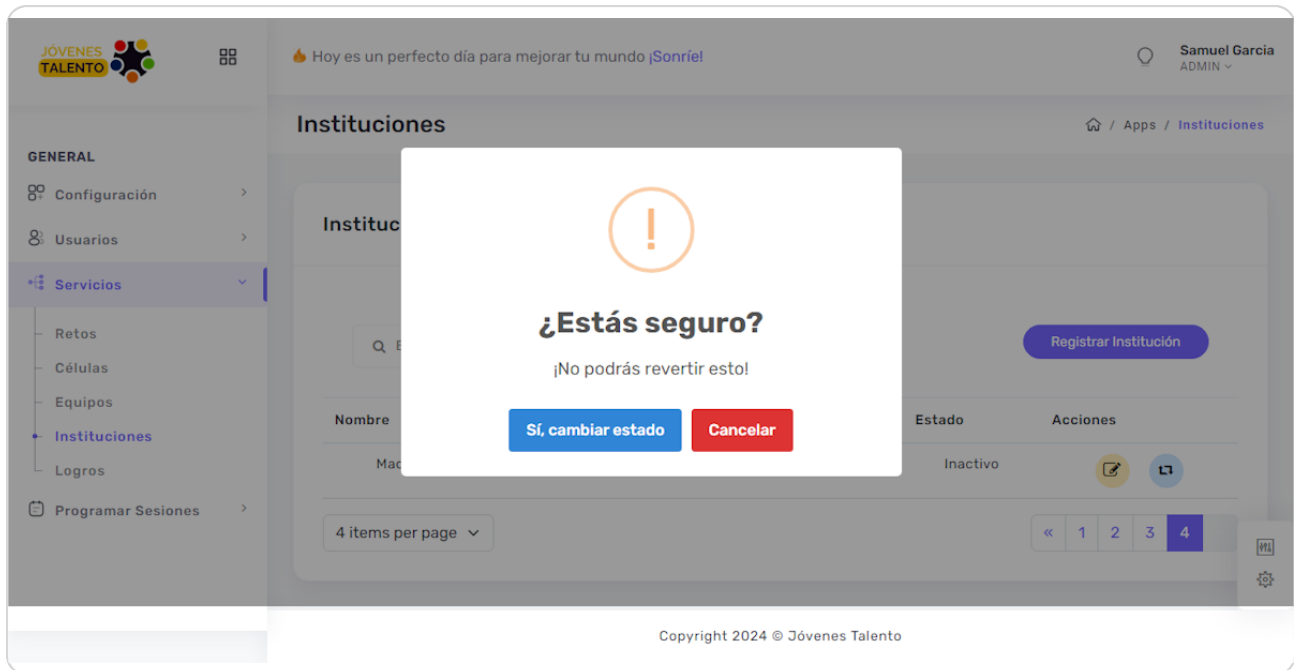
STEP 13

Presionamos el botón "Cambiar estado"



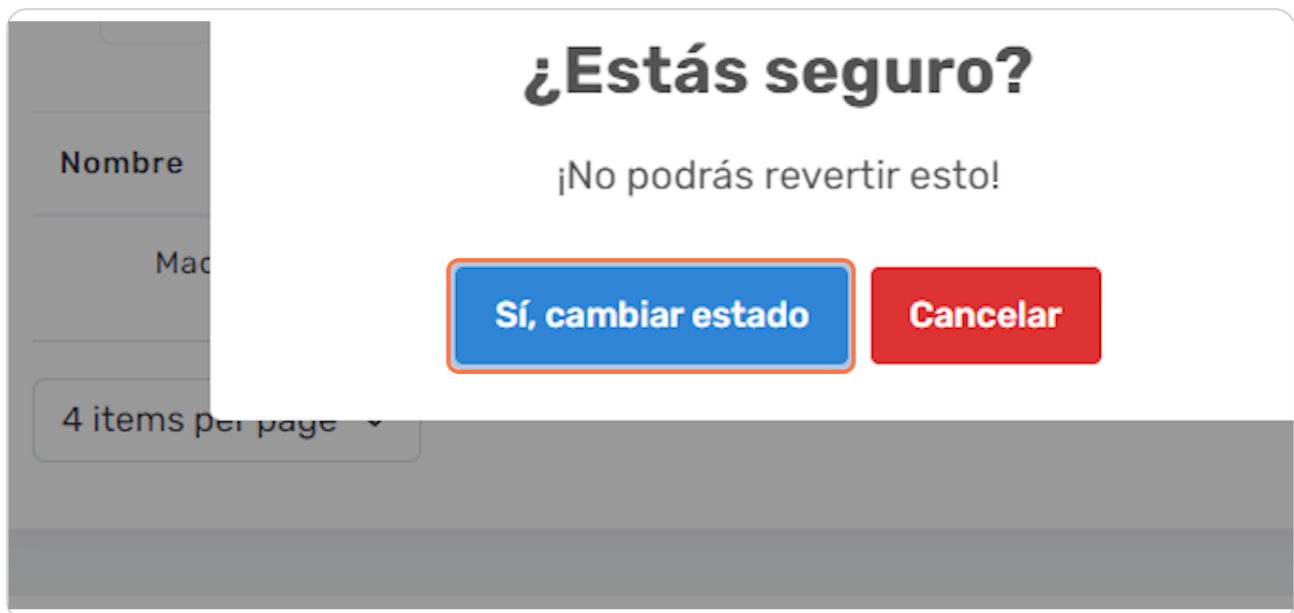
STEP 14

Mensaje de advertencia de cambio de estado



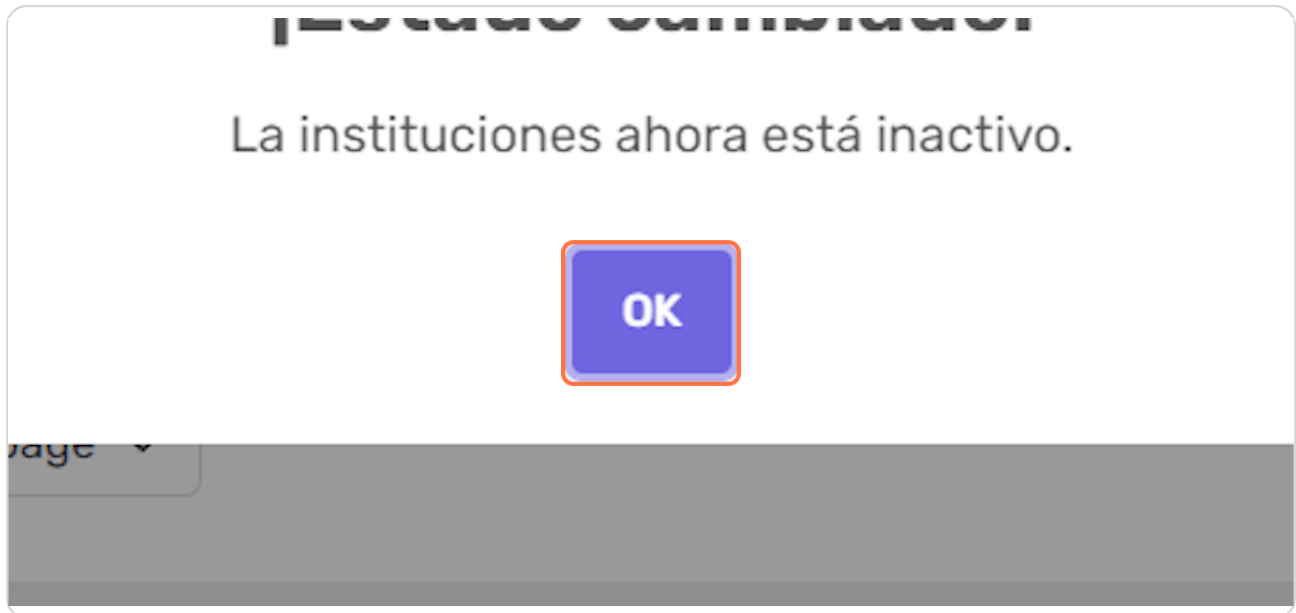
STEP 15

Presionamos el botón "Sí, cambiar estado"



STEP 16

Presionamos el botón "OK"



Tango

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