



***“Opportunities for the young and graduates
employability in Vietnam”***

VOYAGE Platform Instructions for Use
Staff Area

"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"



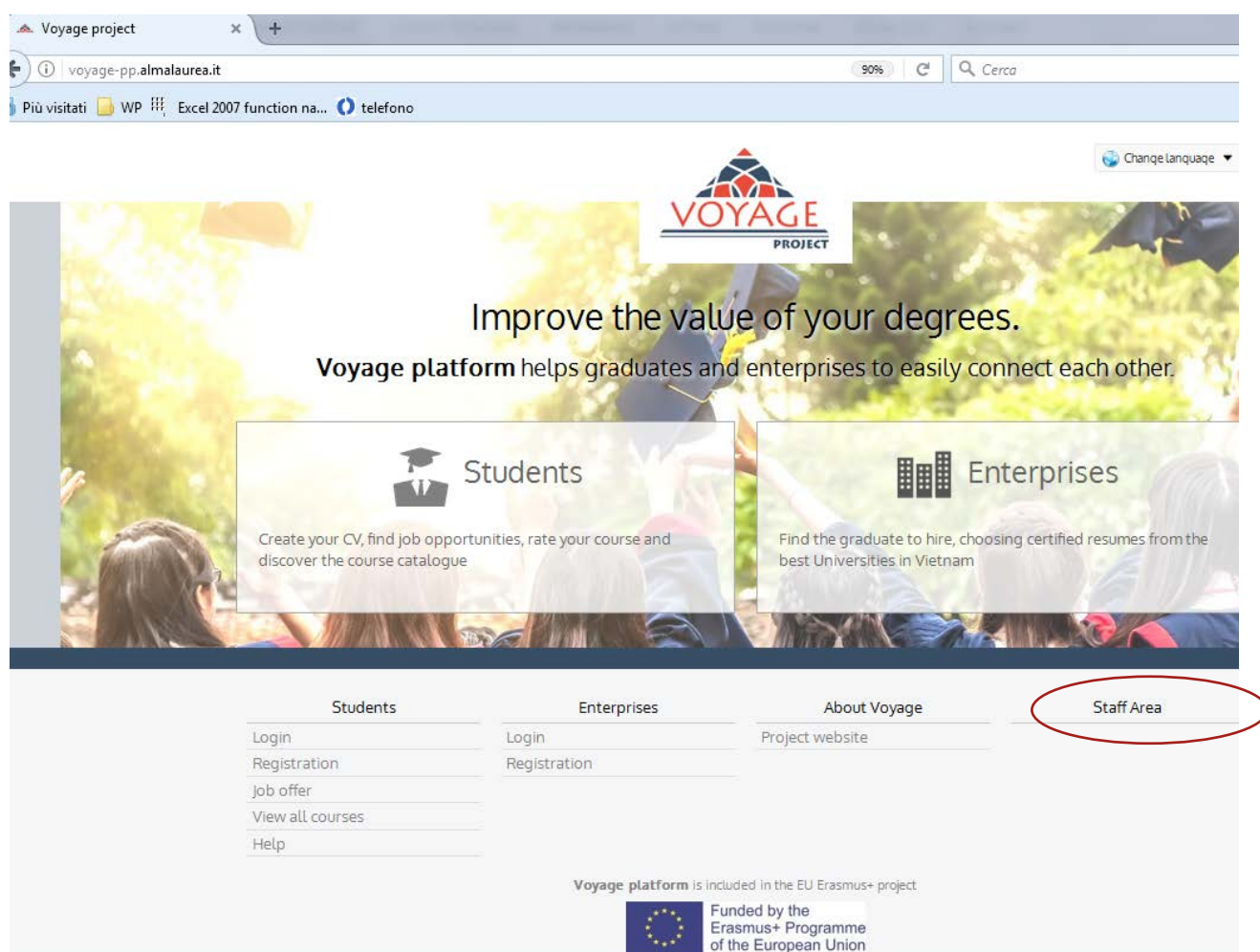
Co-funded by the
Erasmus+ Programme
of the European Union

The Voyage Platform staff area is devoted to the appointed staff of the Voyage universities that can perform different actions as: manage students and companies registration in the platform, accreditate companies profile, reply to students questions thanks to the helpdesk functions.

VOYAGE Platform-Instruction for Use

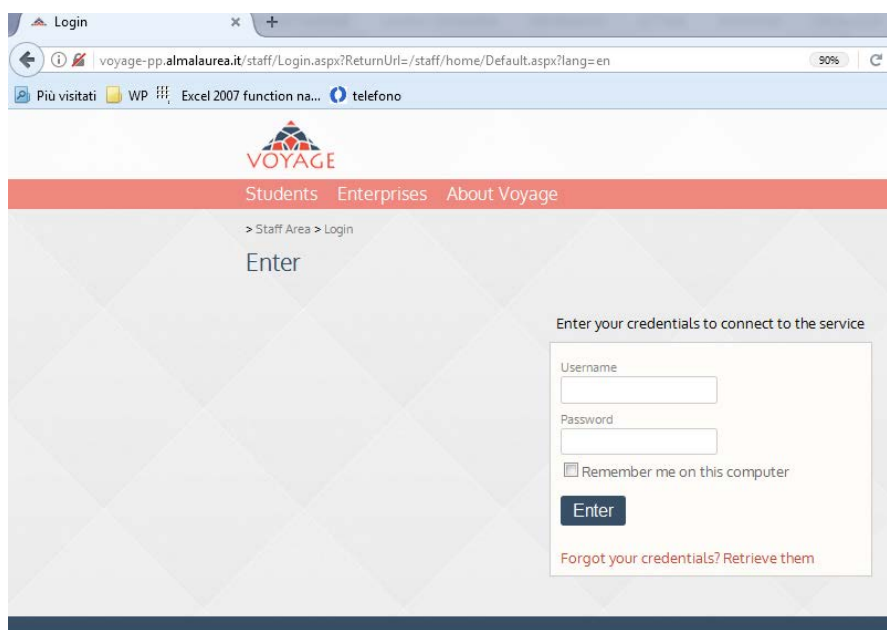
1. Staff

1. On the platform (<http://voyage.almalaurea.it/>) click on the “Staff” area.



project No. 561656-EPP-1-2015-1-IT-EPPKA2-CBHE-JP - ERASMUS+ CBHE

Enter your Username and password (only the university team appointed as Staff will receive credentials-username and password-to enter the platform as staff).



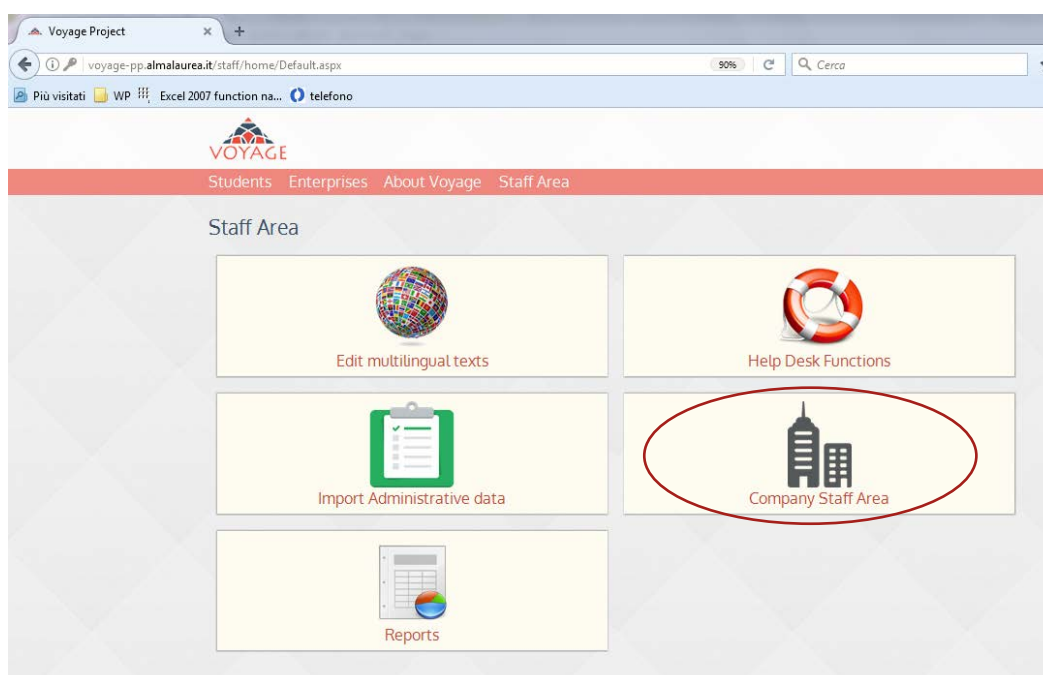
The screenshot shows a web browser window with the URL `voyage-pp.almalaurea.it/staff/Login.aspx?ReturnUrl=/staff/home/Default.aspx?lang=en`. The page features the Voyage logo and a navigation bar with links for Students, Enterprises, and About Voyage. Below the navigation bar, there is a breadcrumb trail: > Staff Area > Login. The main content area is titled "Enter" and contains a login form. The form has fields for Username and Password, a checkbox for "Remember me on this computer", and an "Enter" button. Below the form, there is a link: "Forgot your credentials? Retrieve them".

Once you log in you can perform different actions: see registration number and statistics (*Report area*); reply to student ticket (*Help desk functions*); manage registered companies (*Company Staff area*); translate the platform contents in different languages (*Edit multilingual texts*) and certify student academic careers (*Import administrative data*). Let's see the main functionalities of the platform for the staff.

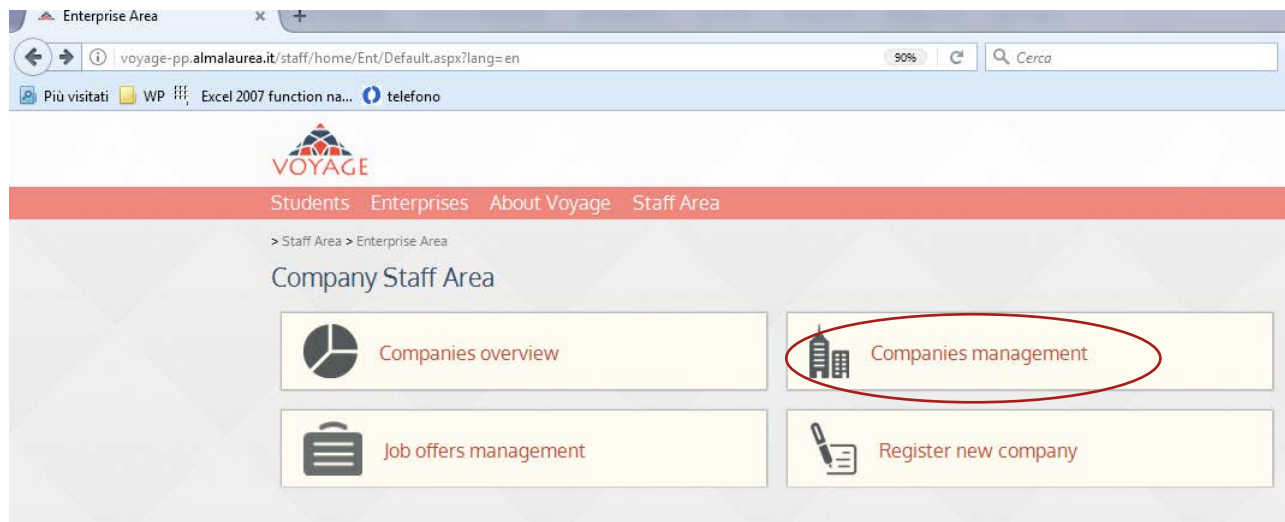
1.1. Company Accreditation

Staff Area > Company Staff Area > Companies management

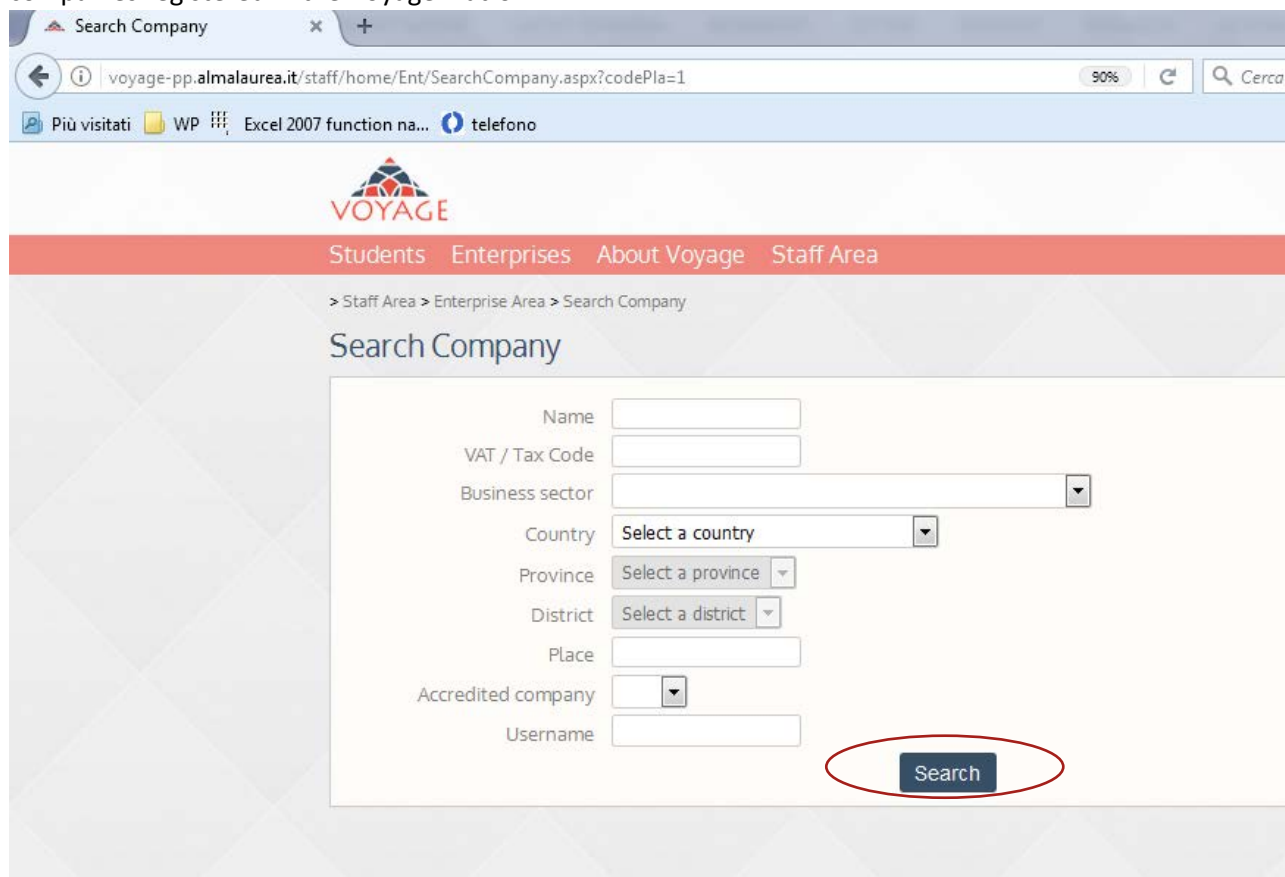
In the Staff Area, go to "Company Staff Area"



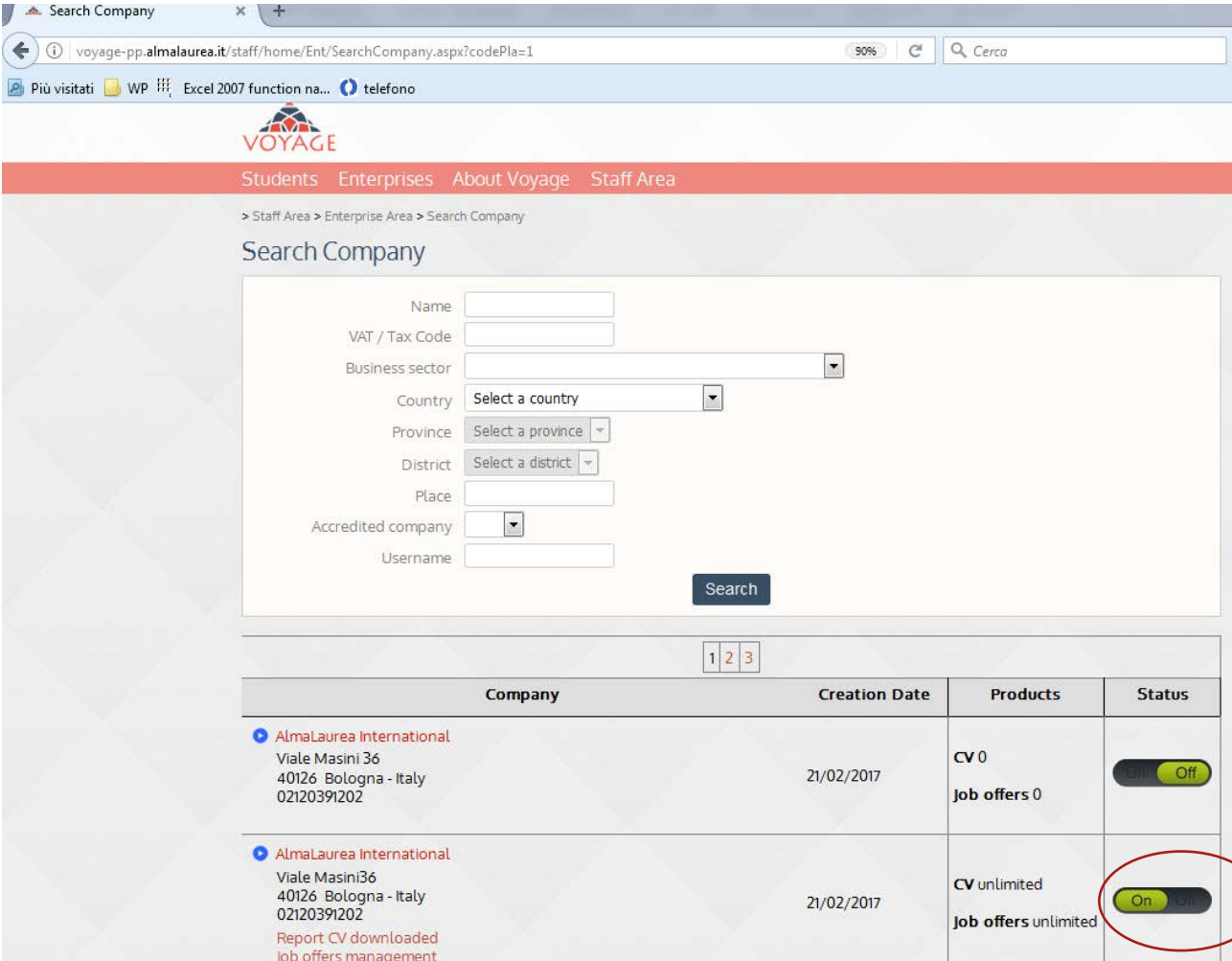
In Company Staff area click on “**Companies management**”:



Here you can search for a specific company or, without entering any filters, you can see the list of all the companies registered in the Voyage Platform.



On the right column “Status”, the buttons “ON” or “OFF” specify if the company is accredited or not. It is the staff who have to accreditate the company that is to validate their data and allow the companies to utilize the platform tools (publish job offer, search for the graduates CVs). You can accreditate the companies by clicking on the “ON/OFF” button (the ON status means that the companies have been accredited).



The screenshot displays the 'Search Company' interface on the Voyage platform. The search form includes fields for Name, VAT / Tax Code, Business sector, Country (dropdown), Province (dropdown), District (dropdown), Place, Accredited company (checkbox), and Username. A 'Search' button is located below the form. Below the search form is a table with the following columns: Company, Creation Date, Products, and Status. The table lists two companies, both 'AlmaLaurea International', with a creation date of 21/02/2017. The first company has a status of 'Off', and the second company has a status of 'On', which is circled in red.

Company	Creation Date	Products	Status
AlmaLaurea International Viale Masini 36 40126 Bologna - Italy 02120391202	21/02/2017	CV 0 Job offers 0	Off
AlmaLaurea International Viale Masini36 40126 Bologna - Italy 02120391202 Report CV downloaded Job offers management	21/02/2017	CV unlimited Job offers unlimited	On

By clicking on the name of the company, you can assign a plafond to the company for the number of CVs they are able to download and the number of job offers they can publish.

The screenshot shows a web browser window with the URL `voyage-pp.almalaurea.it/staff/home/Ent/BuyProducts.aspx?codePla=1&entid=92`. The page is titled 'Manage Company' and features the 'VOYAGE' logo. A navigation bar includes links for 'Students', 'Enterprises', 'About Voyage', and 'Staff Area'. The main content area displays the company details for 'AlmaLaurea International' and a list of management actions.

Company: AlmaLaurea International
Viale Masini36
40126 Bologna - Italy
VAT / Tax Code: 02120391202

User : international@almalaurea.it
Malgorzata Dudko
Email: international@almalaurea.it
Telephone: 00390516088932
Mobile: 00390516088920

CV Download:
download unlimited CV
Plafond : unlimited
Expire : 16/02/2037

Board job offers:
insert unlimited job offers
Plafond : unlimited
Expire: 16/02/2037

Management Actions:

- Users Management
- Edit Company
- Delete Company
- Report CV downloaded
- Job offers management

Assigning plafond to Company

CV Download

Products: Annual subscription 500 CV **Assign**

Board job offers

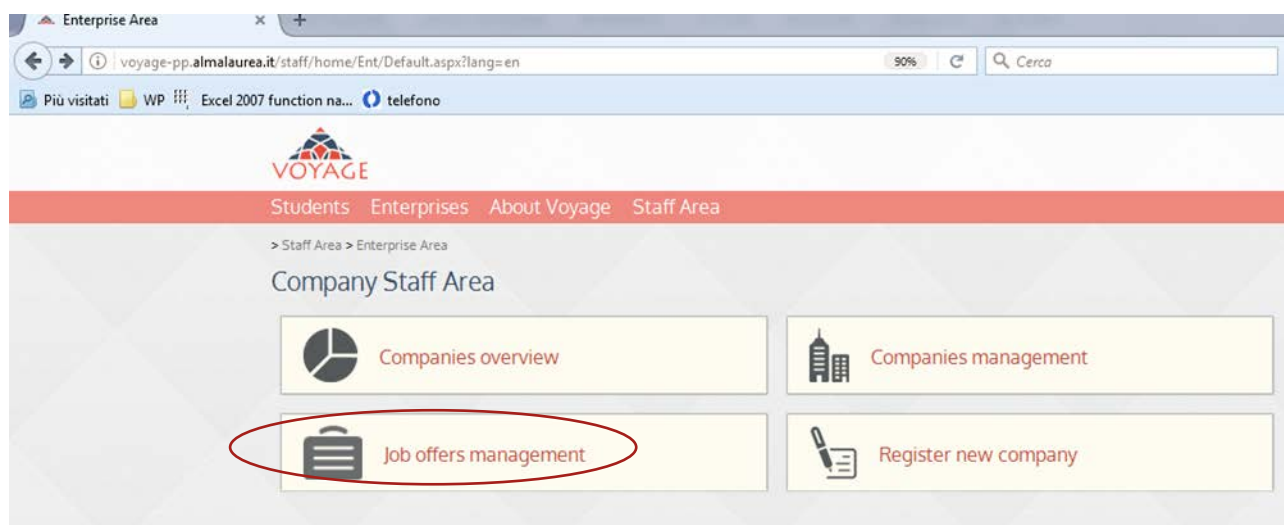
Products: insert unlimited job offers **Assign**

The enterprise will be automatically notified by email of this assignment.

1.2. Job Offer management

Staff Area > Company Staff Area > Job Offers management

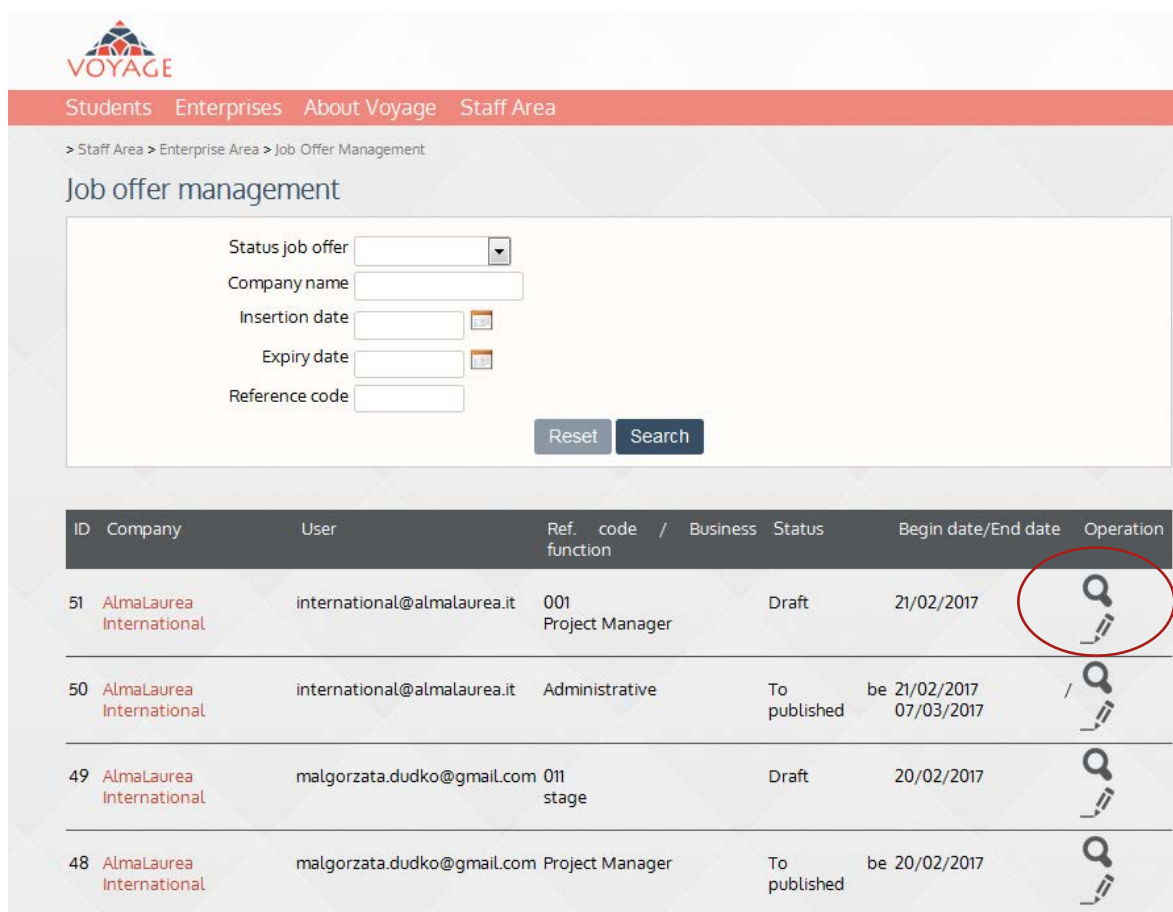
From the Staff Area, go to “Company Staff Area” and then click on Job offer management



You can edit the job offer settings, like the start and end dates of the job offer, the status of the job offer (draft, to be published, published, expired, deleted), the duration of the visibility after expiration.

You can check the job offer description that appears by clicking on the “*lens*”.

Once you have seen the job offer, you can **publish the job offer**, clicking on the “*pencil icon*”




By clicking on the “*pencil icon*” you can see the job offer settings, you can publish the job offer (status job offer) and decide the length of the application visibility. Once the job offer is published it is visible to the graduates who can apply to the job offer directly through the platform.

Voyage project Edit Job Offer

voyage-pp.almalaurea.it/staff/home/Ent/jobOffer/JobOffer.aspx?id=51&codePla=1

Più visitati WP Excel 2007 function na... telefono

Logo

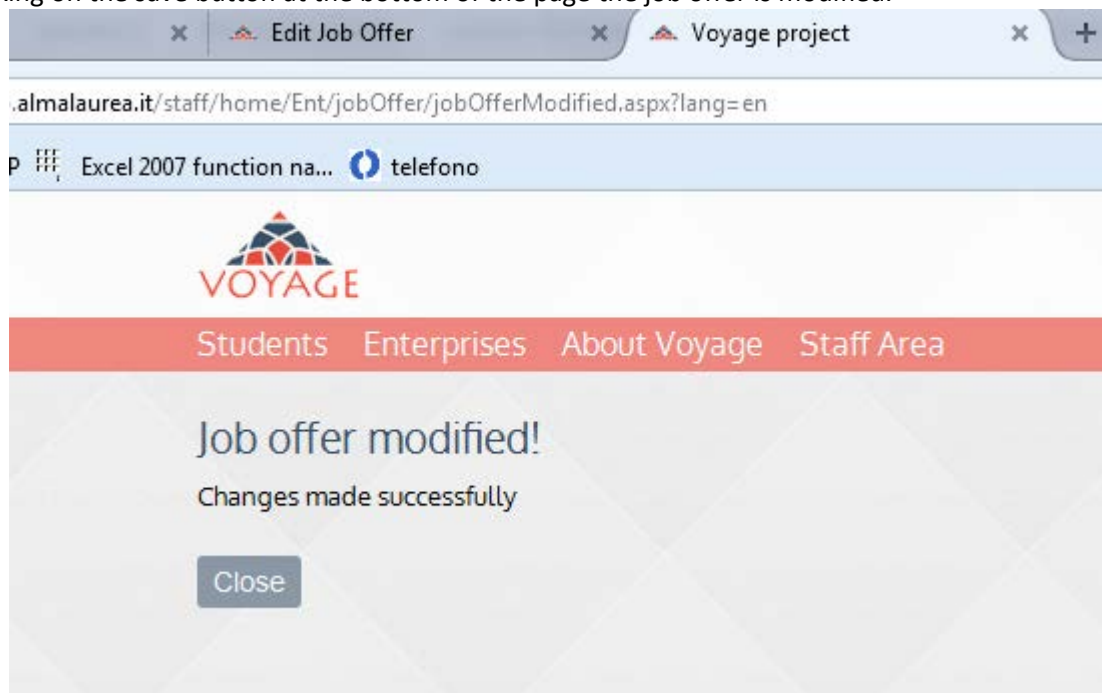


Change Delete

Job offer settings

Userid international@almalaurea.it
Insertion date 21/02/2017
Last modified international@almalaurea.it (21/02/2017)
Start date 21/02/2017
End date
Status job Offer Published
Visible in job offers list Visible
Applications visibility days after the expiry Applications visible for 90 days after job offer expiry

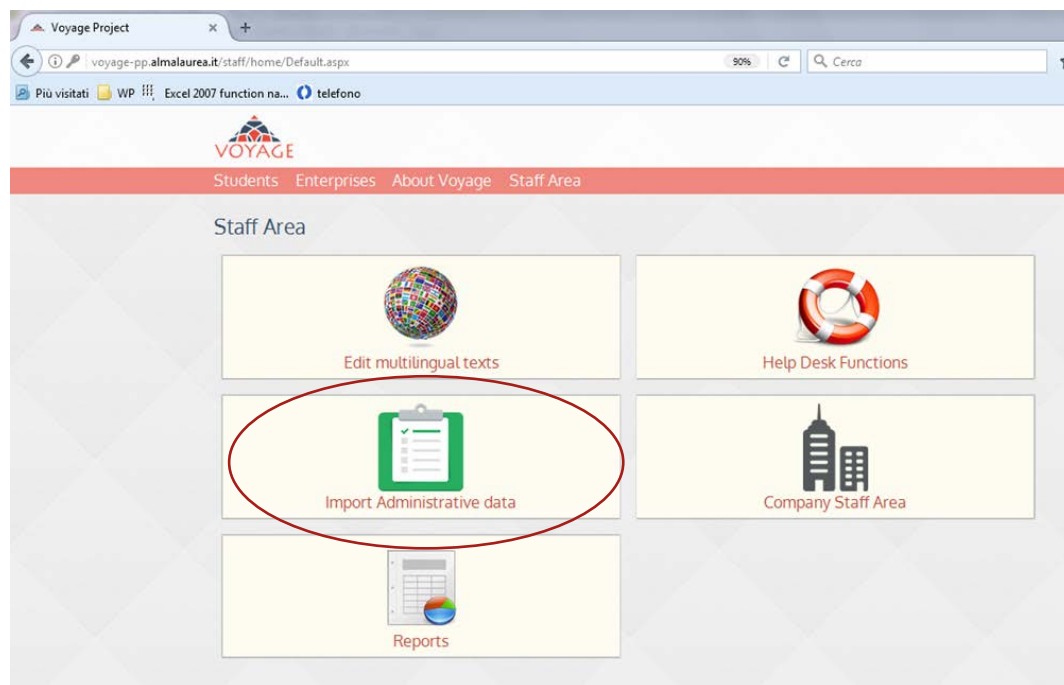
Be clicking on the save button at the bottom of the page the job offer is modified.



The company will be notified by e-mail on the publication of their job offer.

1.3 Import Administrative data




Staff Area > Import administrative data







By clicking on “administrative data” the staff can use the manual validation tool for certifying the academic career of the graduates. The certification can be done by choosing the university and eventually also the institute of belonging of the graduates. By choosing the flag “show only the degree to certify”, only the degree not certified yet will appear.

A screenshot of the 'Manual Import' form within the Voyage Project Staff Area. The browser's address bar shows 'voyage-pp.almalaurea.it/staff/home/ImportADMDData/manual/'. The page has a navigation bar with 'Students', 'Enterprises', 'About Voyage', and 'Staff Area'. Below this, the 'Manual Import' section contains a form with the following fields: 'Name' (text input), 'Surname' (text input), 'Date of birth' (text input), 'University' (dropdown menu with 'Hanoi University' selected), and 'Institute' (dropdown menu). There is a checkbox labeled 'show only degree to certify' which is checked. At the bottom of the form are 'Search' and 'Reset' buttons.

By clicking on search the list of academic career (degree) to be certified will appear.

home/ImportADMDData/manual/   Voyage project 

and Cooper...  Erasmus+ - European Co...  ALMALAUREA - AlmaLaur... 



Students Enterprises About Voyage Staff Area


> Staff Area > Administrative data > Manual Administrative Data

Manual Import

Name


Surname

Date of birth:


University: 


☒ show only degree to certify


Students found: 10

Conti Luana 


Username: luanaconti@almalaura.it
Date of birth: 20/06/1984
Place of birth: Viet nam - Bà Nà
National ID: 1234567890
Student number: 8481


 Edit student info


Master's Degree (Master's Degree) Computer Science Faculty of International and Post-graduate Studies Posts and Telecommunications Institute of Technology	Mark: - / 10	Graduation date: -	 Edit degree
---	--------------	--------------------	---

Conti Luana 


Username: luana.conti4@almalaura.it
Date of birth: 27/06/1985
Place of birth: Viet nam - Cà Mau
National ID: 12345678
Student number: 8474


 Edit student info


Master's Degree (Master's Degree) Business Administration Faculty of International and Post-graduate Studies Posts and Telecommunications Institute of Technology	Mark: - / 10	Graduation date: -	 Edit degree
--	--------------	--------------------	---

contiu Luana 


Username: luana.conti2@almalaura.it
Date of birth: 21/05/1984
Place of birth: Viet nam - Bến Tre
National ID: 123456
Student number: 8472

 Edit student info

Master's Degree (Master's Degree) English language Post-graduate Studies Department Hanoi University	Mark: - / 10	Graduation date: -	 Edit degree
---	--------------	--------------------	---

Dang Anh 

Username: leanhth@gmail.com
Date of birth: 19/12/1990
Place of birth: Viet nam - Hà Nội
National ID: 100000
Student number: 100000

 Edit student info

project No. 561656-EPP-1-2015-1-IT-EPPKA2-CBHE-JP - ERASMUS+ CBHE

In order to certify the degree (academic career) of the graduates you can click on: edit student data and edit degree:

Nguyen Huy (M)

Username: ngh30985@gmail.com
Date of birth: 30/09/1985
Place of birth: Viet nam - Hà Nội
National ID: 456789
Student number: 032565223

Bachelor's Degree (4 years) (Bachelor's Degree) Mark: - / 10 Graduation date: -
English language
Department of English Studies
Hanoi University

Edit student info

Edit degree

Surname: Nguyen Huy
Name: Khanh
Date of birth: 10/08/1987
Country: Viet nam
Province: Hải Dương
Gender: Male

Update Cancel

By clicking on *"Edit student info"* you can modify the data of the student with the ones from the administrative files of your university.

In *"Edit degree"* you can validate the university career of the student by inserting the related data collected in the administrative files/information of your university.

By clicking on ***"save and update the career"***, the career of the student is certified.

Country: Viet nam

Degree of Phung Van Huy (user: huyvp@almaurea.it)


University: Hanoi University
Institute: Faculty of International Studies
Degree Level: Bachelor's Degree
Course: International studies
Mark: on 10 ☐ with distinction
Graduation date:

Save Save and certify Cancel


A green cockade will appear on the certified career of the graduates ensuring that the administrative data are validated by the University of belonging.


Conti Luana (F)

Username: luana.conti4@almalaurea.it
Date of birth: 27/06/1985
Place of birth: Viet nam - Cà Mau
National ID: 12345678
Student number: 8474

 Edit student info

Master's Degree (Master's Degree) Mark: 9 / 10 Graduation date: 22/11/2016
Business Administration
Faculty of International and Post-graduate Studies
Posts and Telecommunications Institute of Technology

 Edit degree



1.4. Helpdesk

Staff area > Help Desk Functions

Voyage Project

voyage-pp.almalaurea.it/staff/home/Default.aspx


90% Cerca


Più visitati WP Excel 2007 function na... telefono


VOYAGE


Students Enterprises About Voyage Staff Area


Staff Area


Edit multilingual texts

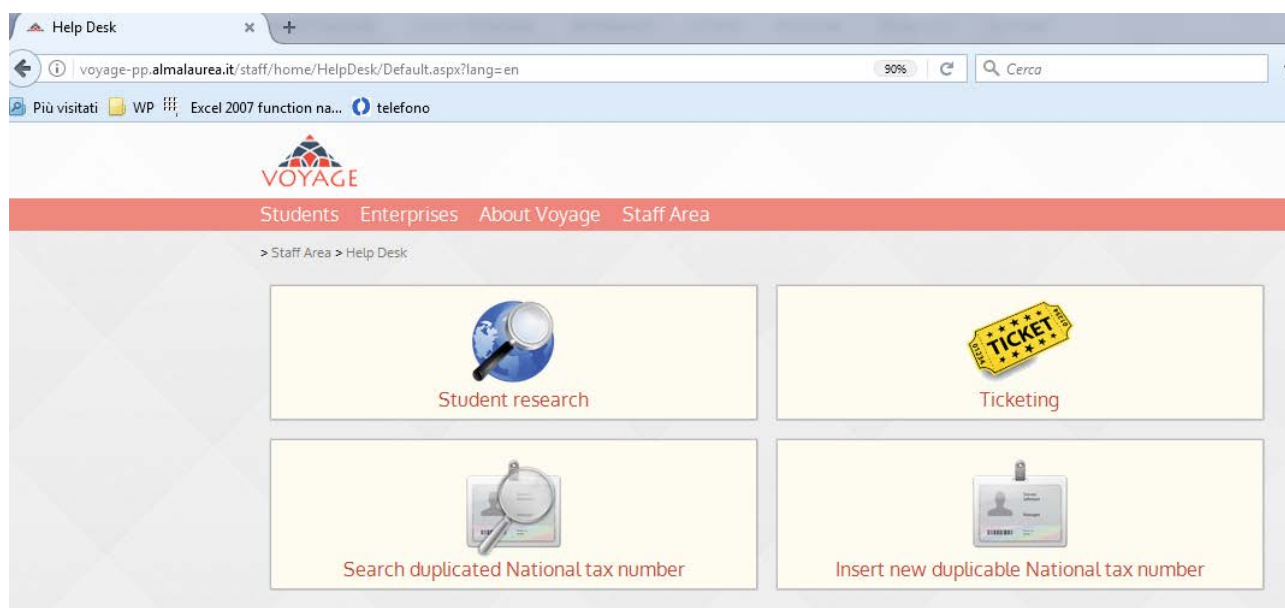

Help Desk Functions


Import Administrative data


Company Staff Area


Reports

By clicking on "Help Desk Functions" the staff can perform different related actions as search student, reply to their tickets and help their registration in the platform.



In “*Student Search*” you can search for the graduates according to different criteria: personal information, university, institute ecc. The function “*Excluded*” allow you to delete the graduate from the databank according to the request of the graduate.

Student	Info User
<p>Abaghyan Ani</p> <p>Date of birth: 05/12/1992</p>	<p>ID: 1038</p> <p>The user is excluded:</p>
<p>contini Luana</p> <p>National tax number: 123456</p> <p>Date of birth: 21/05/1984</p> <p>Email: luana.conti2@almalaurea.it</p>	<p>ID: 8349</p> <p>Username: luana.conti2@almalaurea.it</p>
<p>Dongio Kid</p> <p>National tax number: 2020202020</p> <p>Date of birth: 07/02/1990</p>	<p>ID: 8352</p> <p>The user is excluded:</p>

project No. 561656-EPP-1-2015-1-IT-EPPKA2-CBHE-JP - ERASMUS+ CBHE

In “*Search Duplicated National Tax Number*” you can search the student according to the National Tax Number that is the unique code that identify the student. The search for duplicated national tax number is a way to check that the students records are unique and properly recorded in the database.

The screenshot shows a web browser window with the URL `http://voyage-pp.almalaurea.it/staff/home/HelpDesk/SearchCIN.aspx?lang=en`. The page title is "Search duplicated National ...". The breadcrumb navigation is "> Staff Area > Help Desk > Search duplicated National tax number".

Below the breadcrumb, there is a search form with a text input field labeled "National tax number" and a "Search" button.

Below the search form, there is a table with the following data:

National tax number	Usable	Used
123456	8	1
123456789	2	2
987	2	1
111	1	1
12345678	5	4

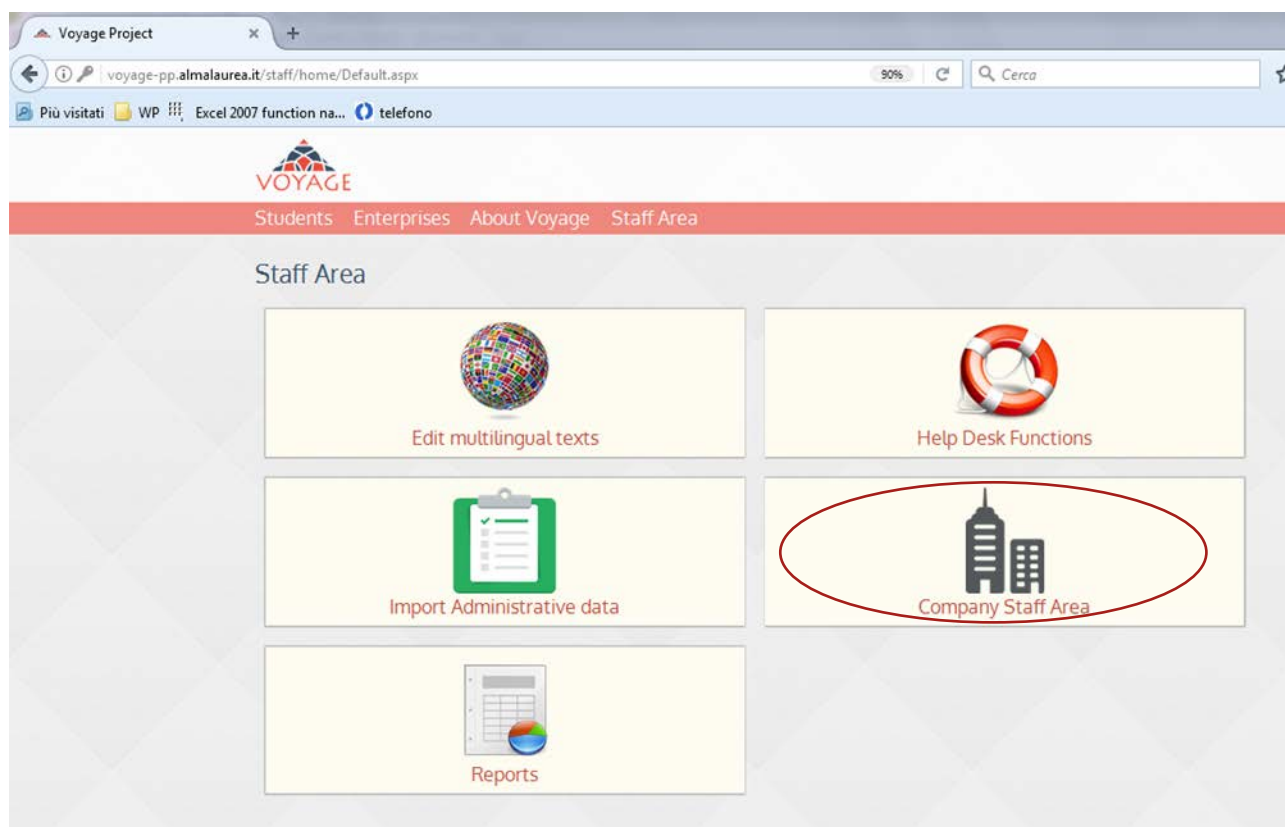
The function “*Insert New Duplicable Tax Number*” can be used in case of same national tax number applying to more than one student. When a student cannot register in the platform as there is already a student registered with the same tax number, the staff can apply an exception and allow the registration of more students sharing the same national tax number. In the field *National Tax Number* the tax number applying to more students should be specified. In the field “*Usable*” the N of times the National Tax number can be duplicated (for instance maximum for 5 students); in the field “*Used*” the N of times the National Tax Number has been already used.

The screenshot shows a web browser window with the URL `voyage-pp.almalaurea.it/staff/home/HelpDesk/InsertCIN.aspx?lang=en`. The page title is "Insert new duplicable Nati...". The breadcrumb navigation is "> Staff Area > Help Desk > Insert new duplicable National tax number".

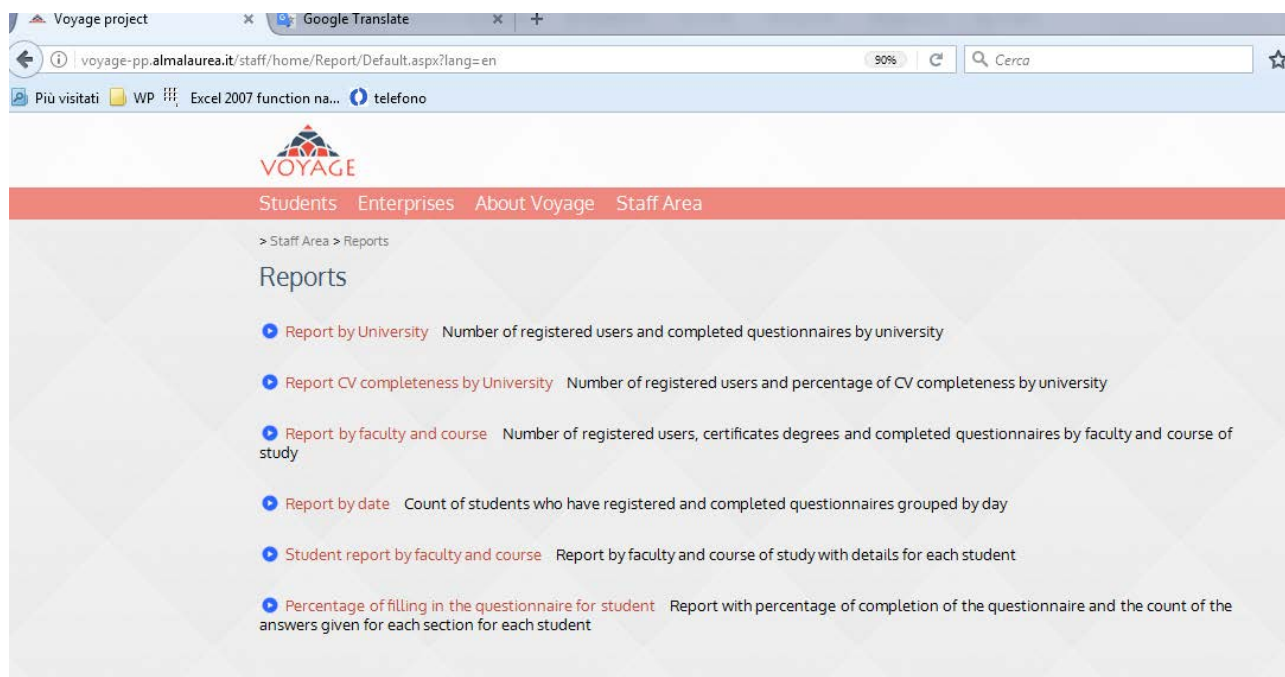
Below the breadcrumb, there is a form with three input fields: "National tax number", "Usable", and "Used". Below these fields is a "Save" button.

1.5 Report

Staff area > Reports



By clicking on staff area you have access to the platform data warehouse. Here you can find a set of statistics and data on the rate or registration within the platform according to a set of criteria.



Log out

Remember to log out once you finished all your operations on the VOYAGE platform.