"Opportunities for the young and graduates employability in Vietnam"

# VOYAGE Platform Instructions for Use

Staff Area

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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.
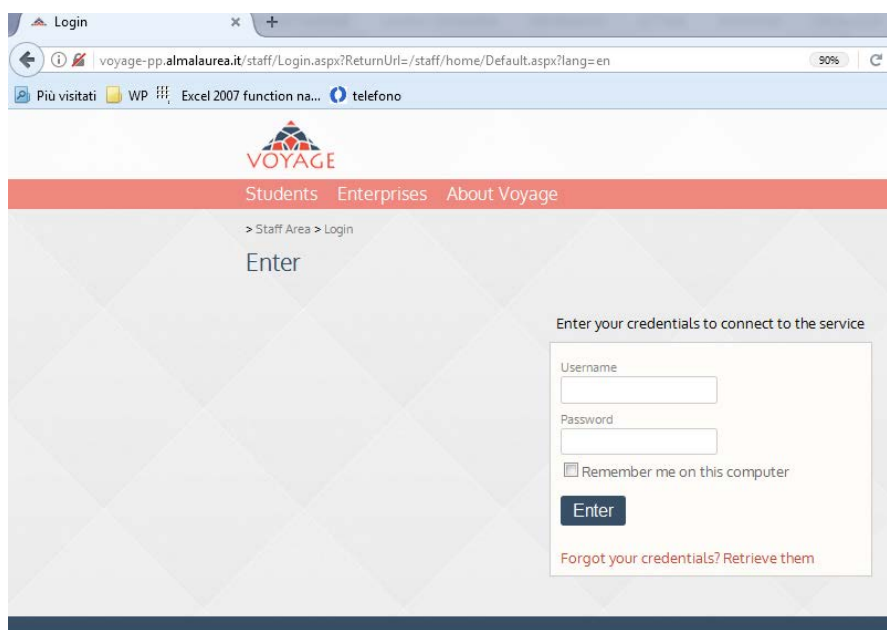
VOYAGE Platform-Instruction for Use

1. Staff

1. On the platform (http://voyage.almalaurea.it/) click on the "Staff" area.
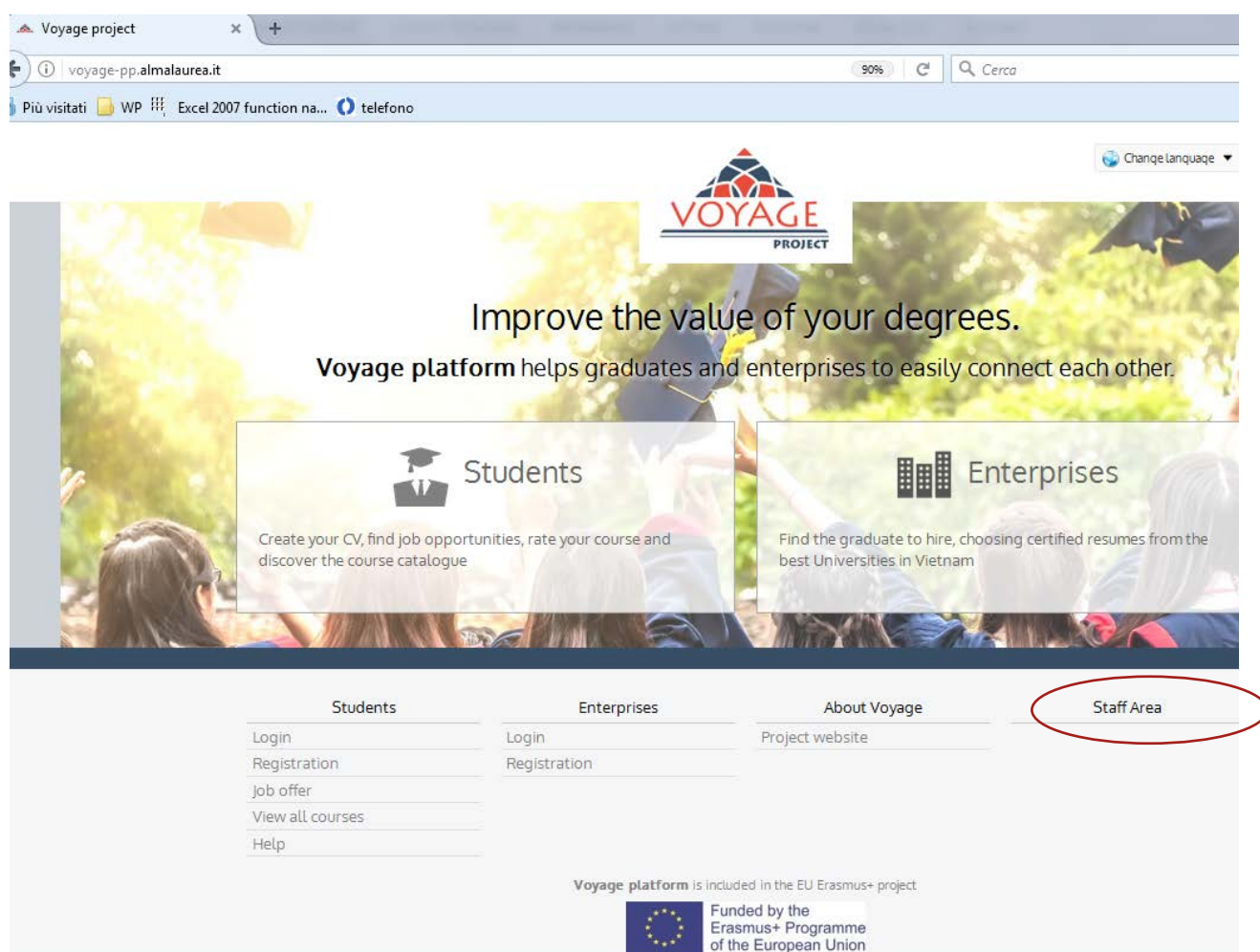
Enter your Username and password (only the university team appointed as Staff will receive credentials-username and password-to enter the platform as staff).


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.
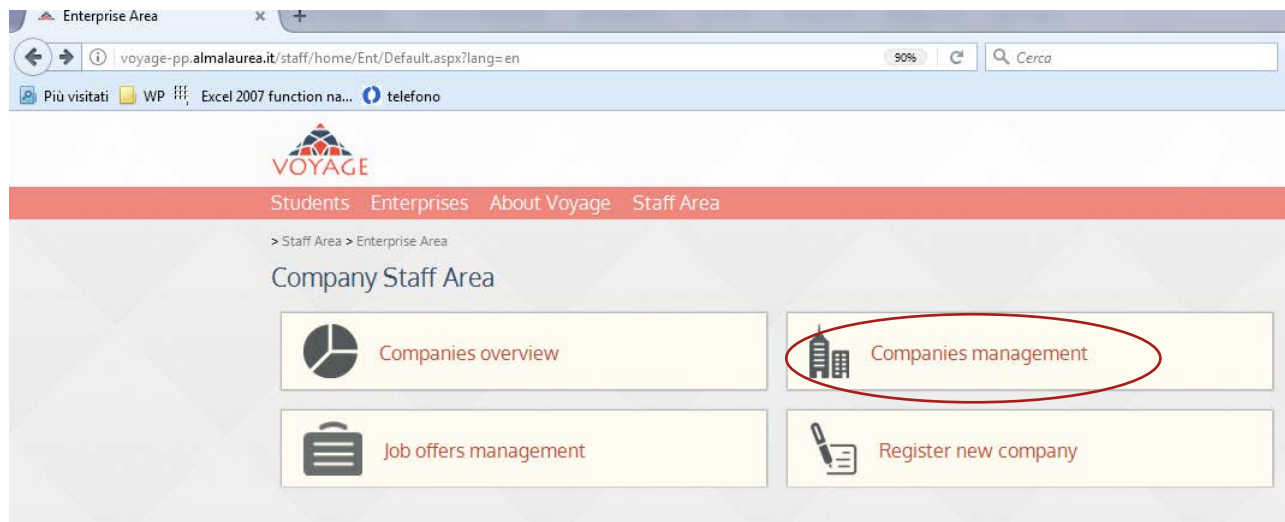
1.1. Company Accreditation
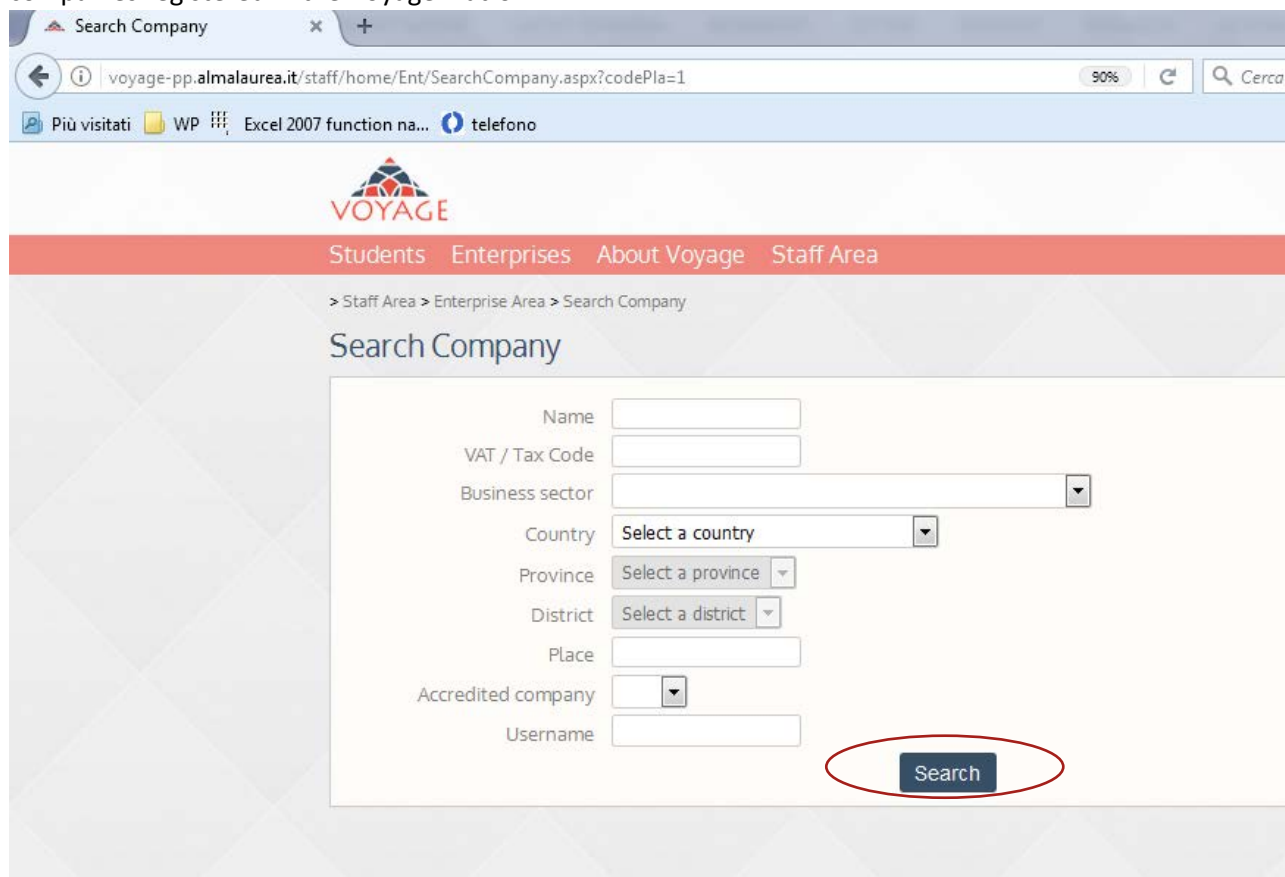Staff Area > Company Staff Area > Companies management
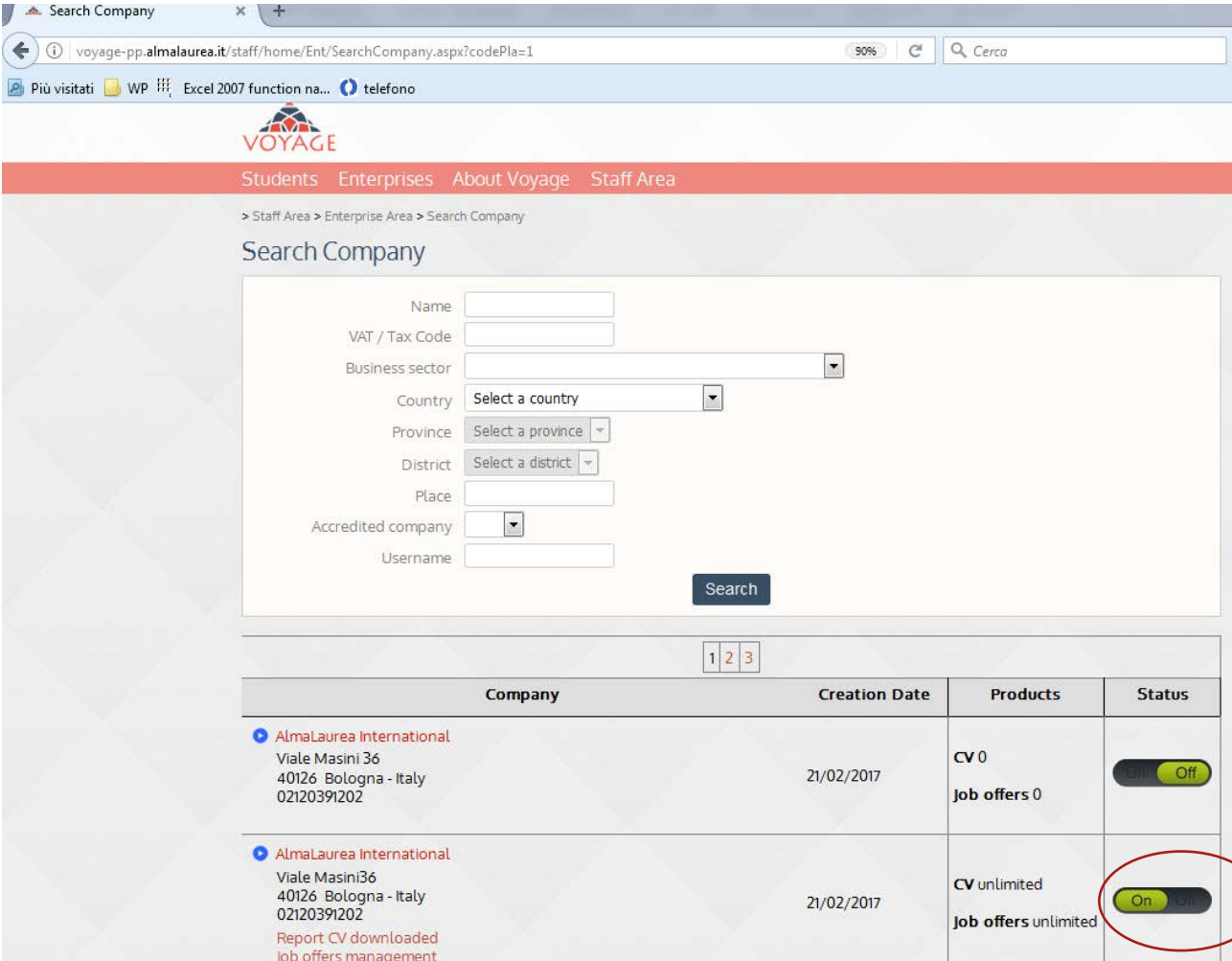In the Staff Area, go to "Company Staff Area"
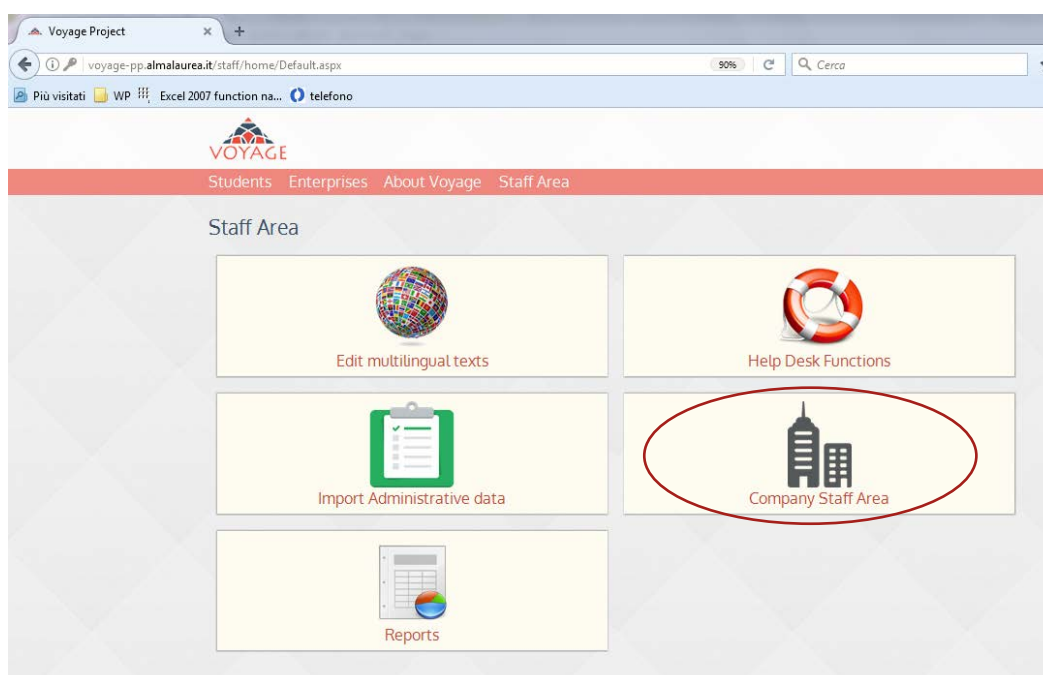
In Company Staff area click on "**Companies management**":

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 accreditated).

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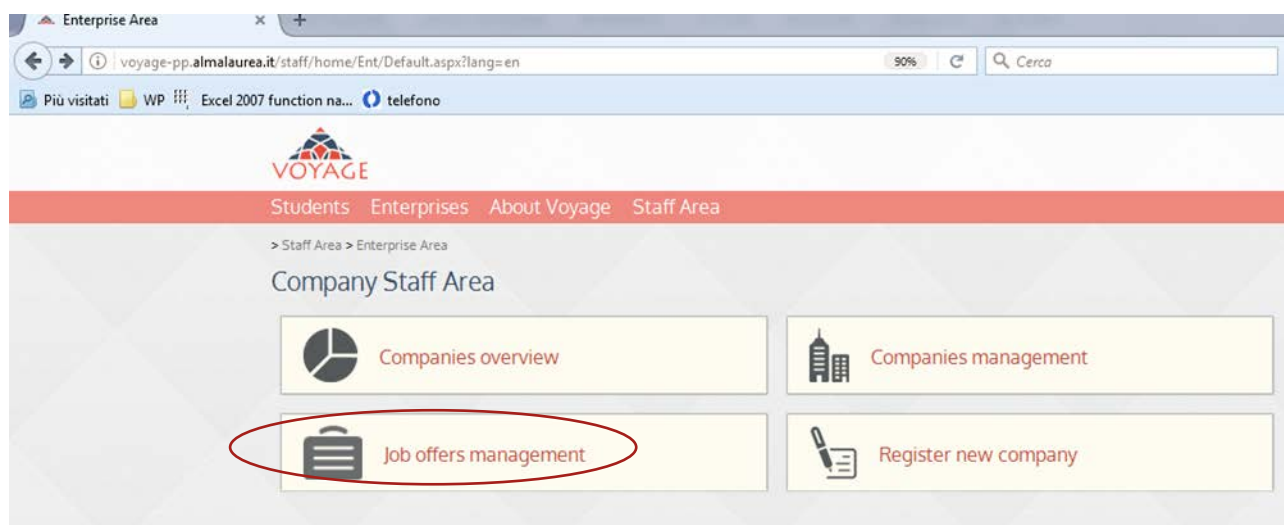
You can edit the job offer settings, like the start and end dates of the job offer, the status of the job offer (draft, to be published, published, expired, deleted), the duration of the visibility after expiration.

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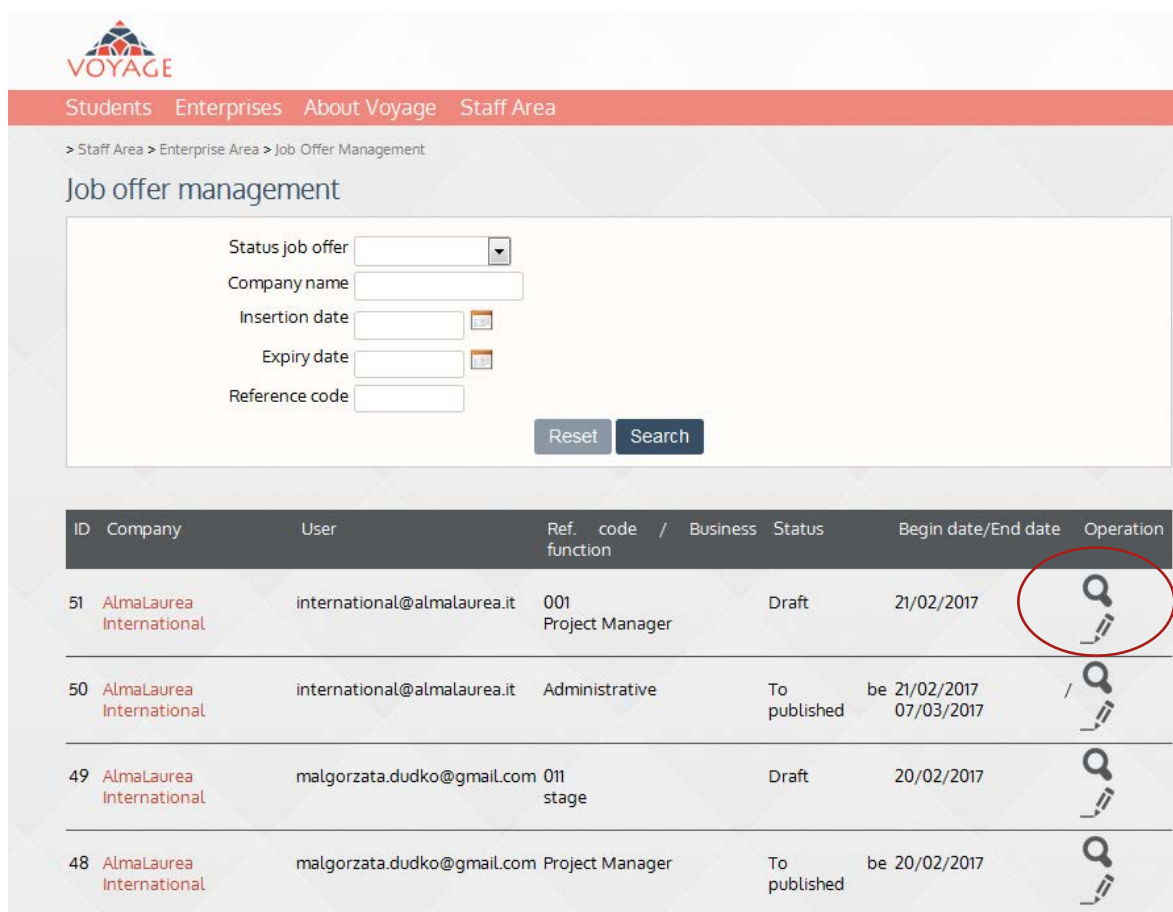
By clicking on the "*pencil icon*" you can see the job offer settings, you can publish the job offer (status job offer) and decide the length of the application visibility. Once the job offer is published it is visible to the graduates who can apply to the job offer directly through the platform.
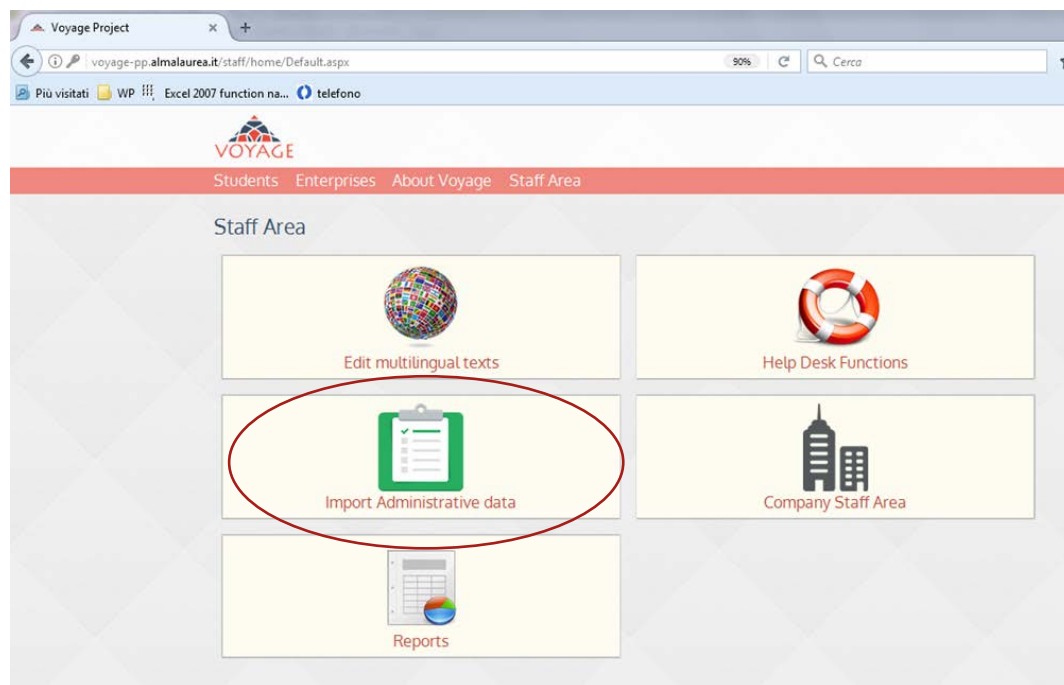

Be clicking on the save button at the bottom of the page the job offer is modified.
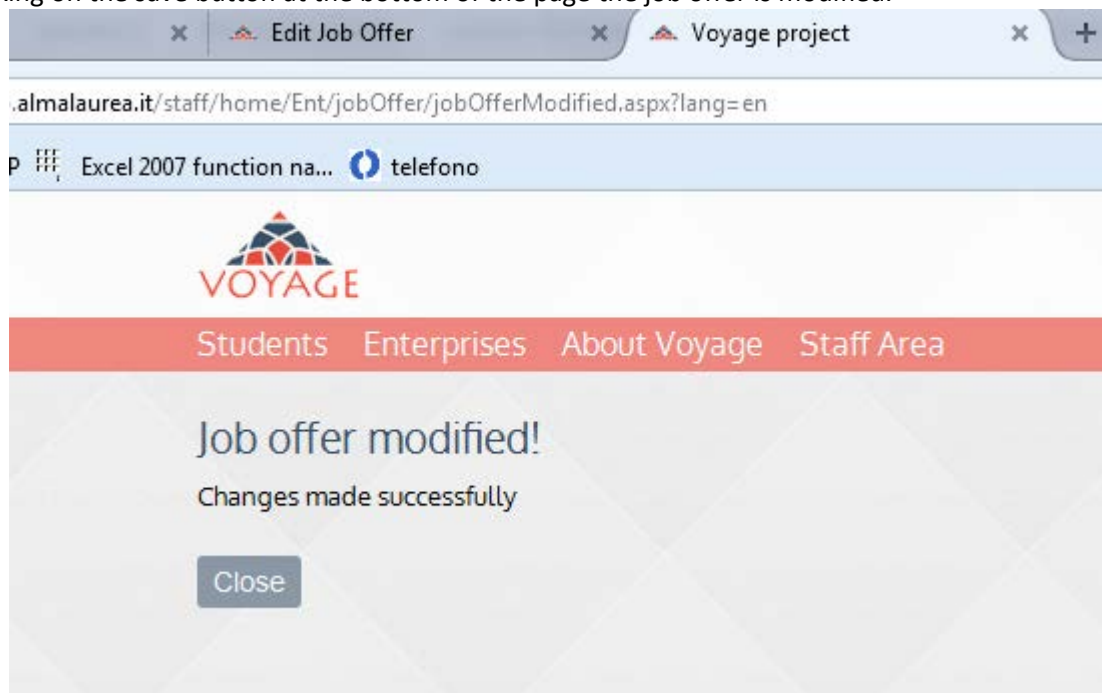
The company will be notified by e-mail on the publication of their job offer.

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.

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

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

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**.

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

1.4. Helpdesk

Staff area >Help Desk Functions

By clicking oh "Help Desk Functions" the staff can perform different related actions as search student, reply to their tickets and help their registration in the platform.
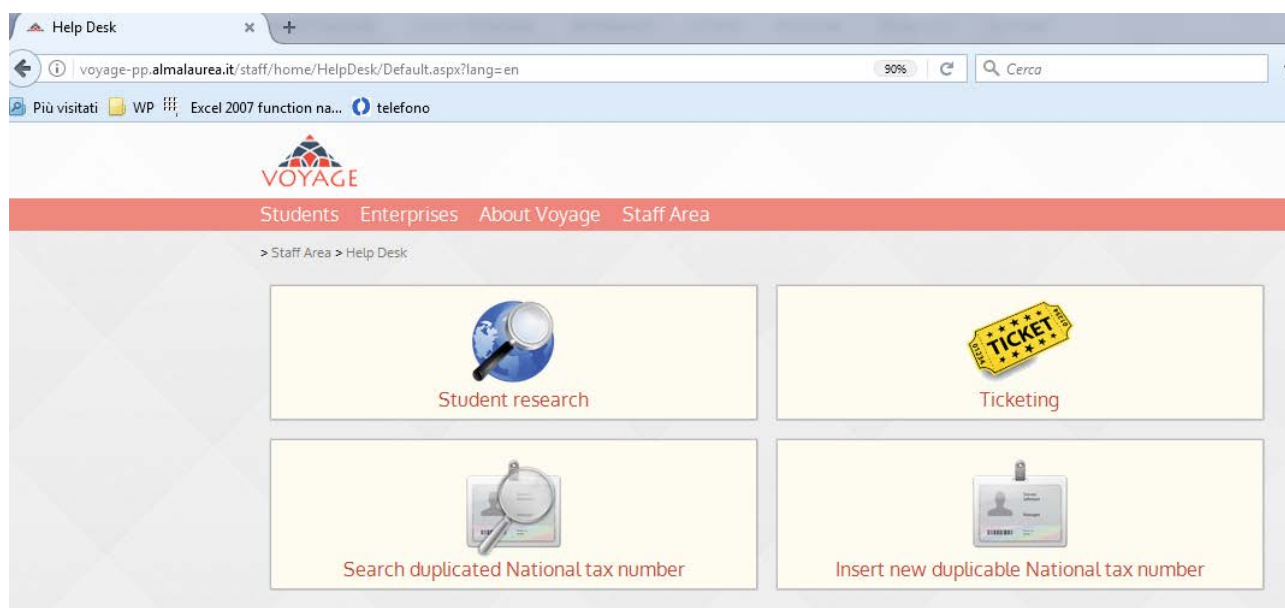
In "*Student Search*" you can search for the graduates according to different criteria: personal information, university, institute ecc. The function "Excluded" allow you to delete the graduate from the databank according to the request of the graduate.

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 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.

1.5 Report

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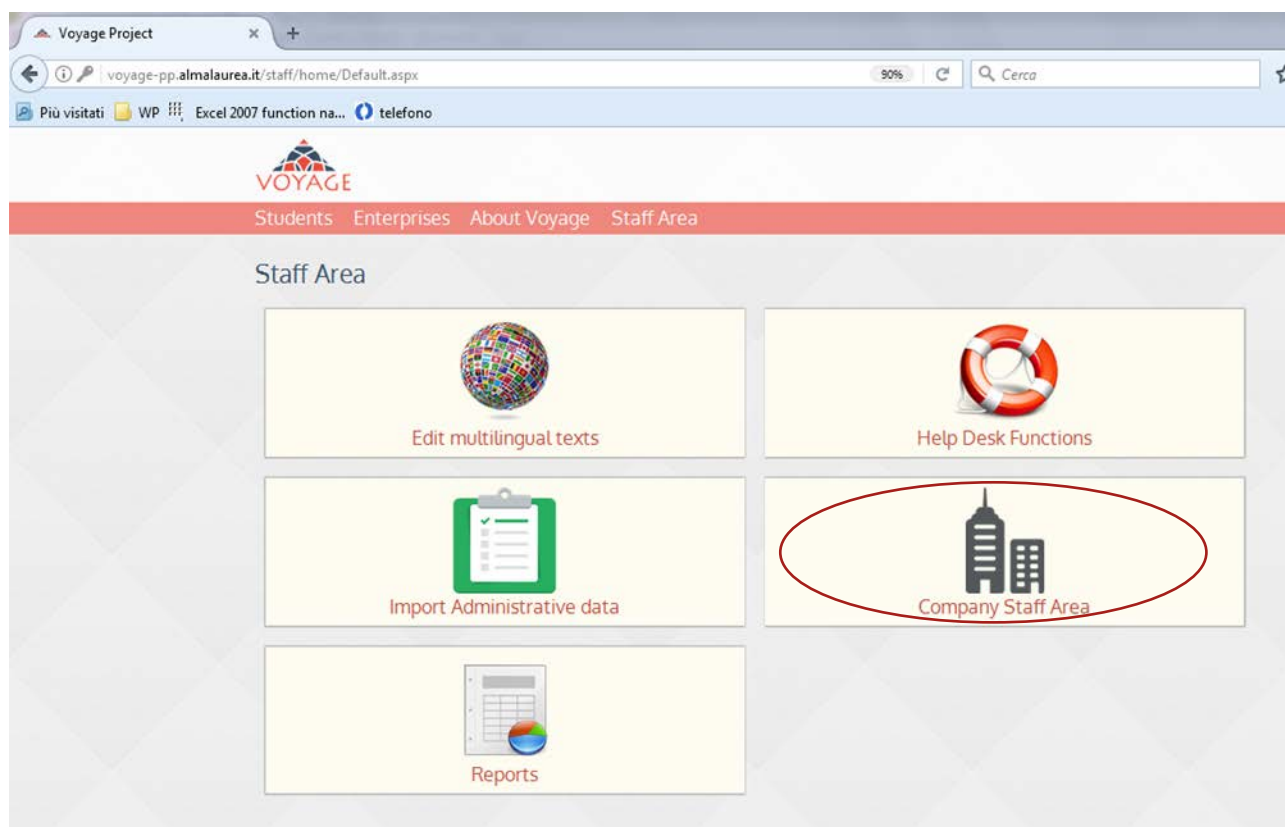
By clicking on staff area you have access to the platform data warehouse. Here you can find a set of statistics and data on the rate or registration within the platform according to a set of criteria.
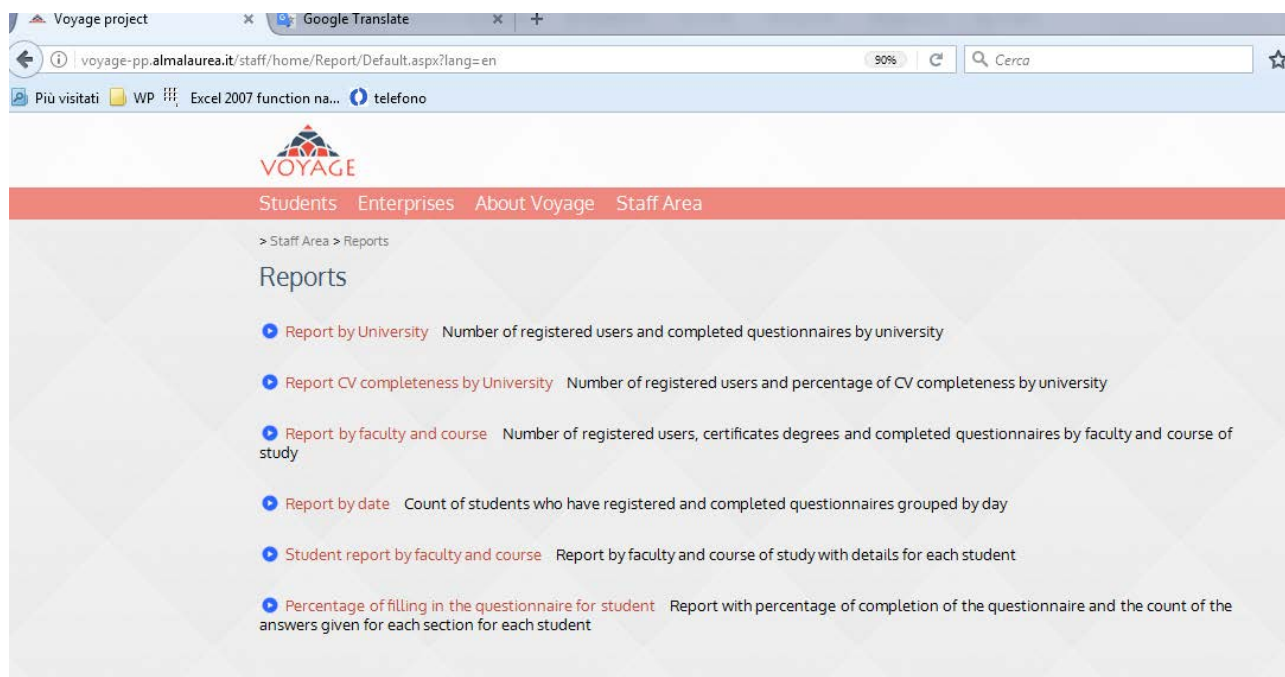
Log out

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