USER MANUAL FOR OLIVE

http://studyvisits.cedefop.europa.eu

Group Management – View Details / Chapter 4.2

4.2 'View Details'

This section provides the ability to authorized users to see information related to the study visits. You will be able to :
- search visits,
- sort visits,
- view details of a visit,
- see the participant's data of the study visits taking place in your country/ you are organising.
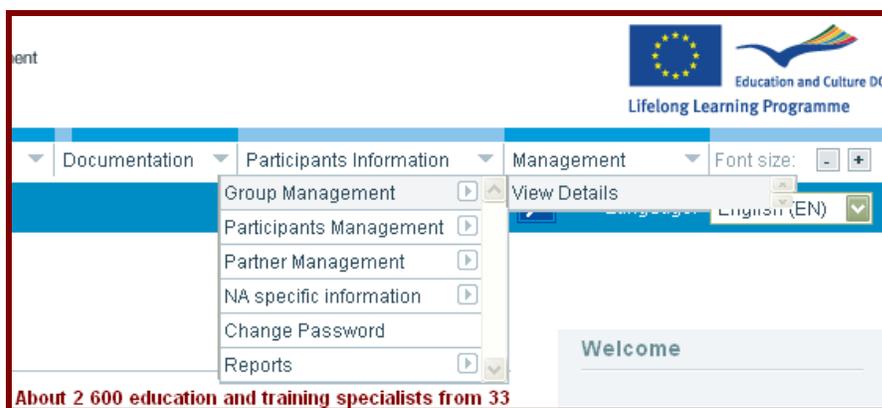

Picture 4.2-1 : Group Management Options

In order to open the menu "View Details" the following steps must be performed:
- move the cursor over the '**Management Door**' and wait for the menu option for this door to become visible;
- point the cursor on top of the menu and move it over the menu option '**Group Management**'. When the background color of the menu option changes to light yellow (current selection indicator), the submenu "**View Details**" appears;
- click on "**View Details**" in order to open this menu.

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Note
The page contains a java applet which has been implemented in order to display the data. For the proper operation of the page the browser must support **at least Java Virtual Machine 1.1**. In case that you should have any questions in this regard, please send an email to studyvisits@cedefop.europa.eu.
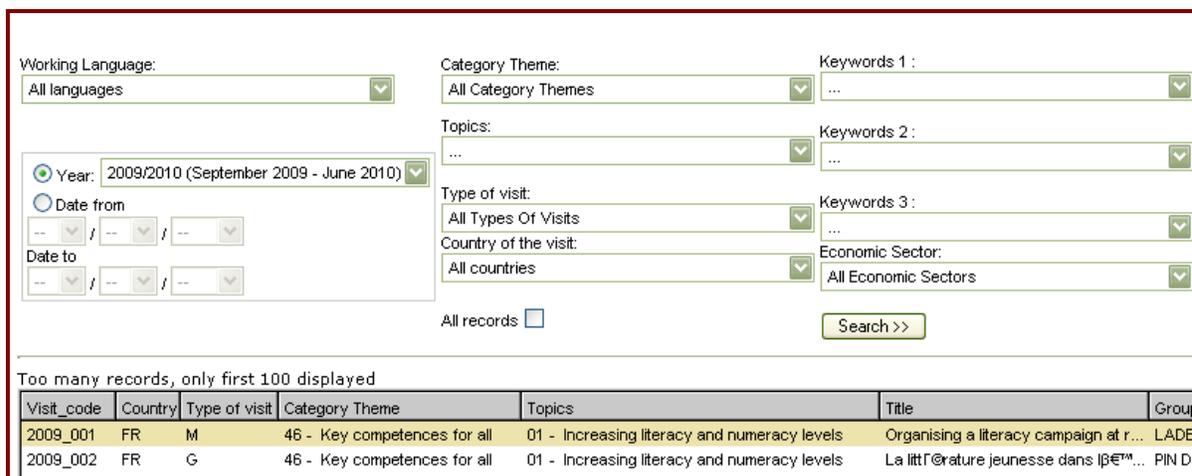
Picture 4.2-2 : View details – window shows visits and gives filtering options

4.2.1 Visits Filtering and Exporting

Drop-down boxes with pre-specified options and free text fields are provided in order to narrow the results of the filtering. Some of the criteria that are used for the filtering are shown in picture 4.2-2 and are the following:

- *Working Language*: A drop-down box which contains a list of the languages of the available study visits. In order to select a language from this drop-down box click on the flash at the right side of the box and select in the appearing list a working language by clicking on it.

- *Year*: A drop-down box that contains a list with all the available years that have study visits. In order to select a year from this drop-down box you first need to make sure that the circle which is indicated in front of the year is ticked (a green point will be shown). Click then on the flash at the right side of the box and select in the appearing list a year by clicking on it. Please note that the 'Year' is a mandatory field for any search.

- *Date from:* In order to be able to indicate a concrete time frame you first need to select this option by clicking in the circle which is displayed in front of 'Date from'. A green point will be shown and now you can insert a date in 'Date from' and 'Date to' in order to specify the period for which you want to see the visits.

- *Category Theme:* A drop-down box which contains a list of all the categories of themes. In order to select a category theme click on the flash at the right side of the box and select in the appearing list the relevant theme by clicking on it.

- *Topics* A drop-down box which contains a list of all the topics. In order to see the topics in the drop down list, you first need to choose a category of theme. Just afterwards the topics of the chosen category theme will be displayed in the drop-down box. Click on the flash at the right side of the box in order to see the relevant topics and select then in the appearing list the relevant topic by clicking on it.

- *Type of visit*: A drop-down box which contains a list of the different types of a visit. In order to select a type click on the flash at the right side of the box and select in the appearing list the relevant type by clicking on it.

- *Country of visit*: A drop-down box that contains a list of all available countries in the following form (Country Code - Country Name). If you want to know what visits will take place in a certain country, click on the flash at the right side of the box and select in the appearing list the relevant country by clicking on it.

- *Keywords (1 to 3):* A drop-down box that contains a list of all available keywords. Click on the flash at the right side of the box and select in the appearing list the relevant keyword by clicking on it. Please note that in case you enter in each keyword field a keyword (meaning in the field 'Keyword 1', 'Keyword 2', 'Keyword 3') and click on search, just those visits are displayed which indicate all the chosen keywords in their description.

- *Economic sector:* A drop-down box which contains a list of the economic sectors of a visit. In order to select an economic sector click on the flash at the right side of the box and select in the appearing list the relevant economic sector by clicking on it. Please note that not all visits have an economic sector related to them.

- *All records:* If you do not tick this box you will just see a maximum of 100 study visits. In order to see all visits which are relevant to your search criteria please click in the box 'All records'. A little green dot appears inside the circle which indicates that 'All records' is selected. Clicking again the check box is deselected and the check mark disappears.

  After you finalized your filtering you need to click on the 'Search' button and wait a few seconds until the relevant visits which will match the indicated search criteria will be displayed

The possible results after your search can be as following:

1) No available records that are matching the particular searching criteria:
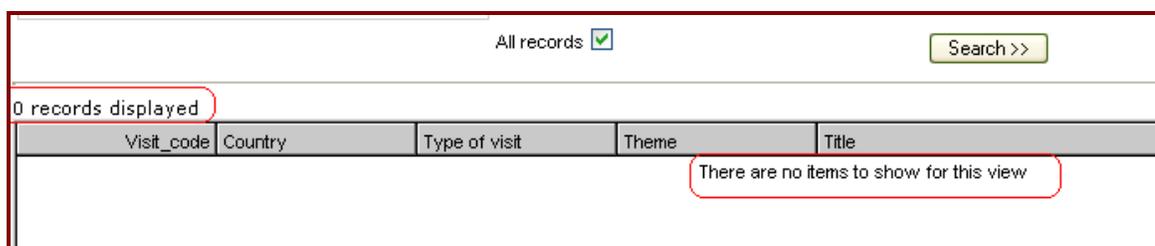
Picture4.2-3: Search with no records as a result

2) Available records are indicated and in the shown search the result indicates more than 100 visits but just the first 100 are shown. In order to see all visits you need to tick the box "all records" and click again on the search button.

Picture 4.2-4: Search with more than 100 records as a result

You can export a selected study visit or a group of visits into an excel file by doing the following steps:

- Select the excel file format by clicking inside the corresponding circle. A little green dot appears inside the circle (picture 4.2-5). You have now two different options to define the data's which you want to export. By clicking on the button:
  1) **'Export selected'**, you will export the data of this study visit which you have selected (the selected record is highlighted by a light yellow background).
  2) '**Export'**, you will export the data of all the study visits which are the relevant result of any search you did.

Picture 4.2-5 : List of visits – exporting displayed data

4.2.2   Viewing details of a study visit

**To display the details of a Study Visit the following steps must be done:**
- select a study visit from the available list displayed in the grid by clicking on top of the record (selected record/study visit is identified by a light yellow background);
- to initiate the retrieval of the particular study visit details, click on the 'View details' button, which is located on the right bottom of the page (picture 4.2-5). A pop-up window will be opened and will display the data of the visit which are also mentioned in the study visits catalogue (picture 4.2-6).
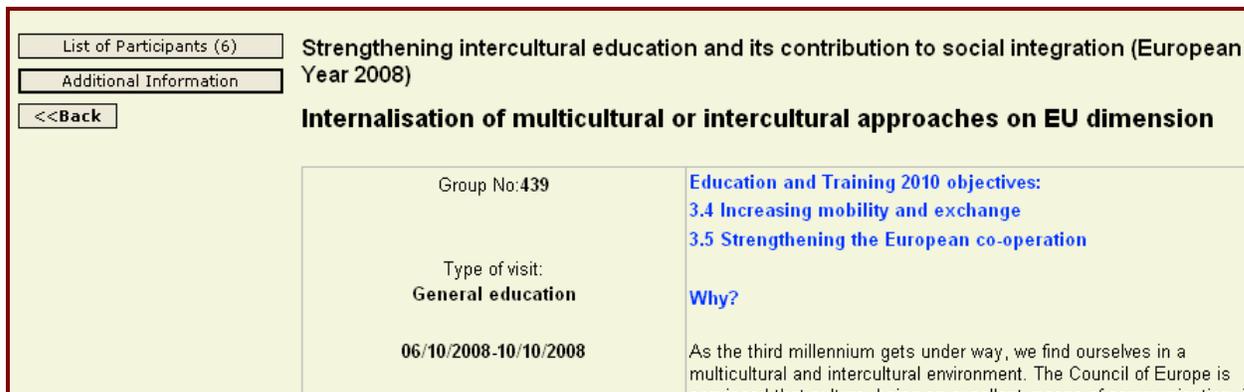
Picture 4.2-6: Study Visit Details

In order to enter the list of participants please click on the button 'List of Participants' which is on the top left of the window. A new pop-up window will be opened where the following 2 sections are displayed:

In the first section there are general details of the group displayed (see picture 4.2-7):
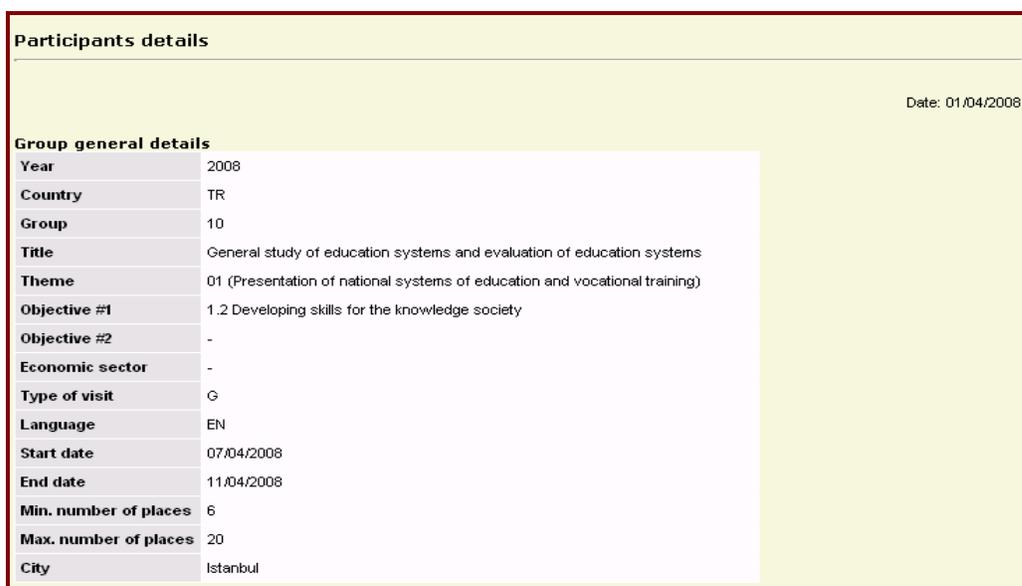
Picture 4.2-7: Group general details

In the second section the following information of the participants are displayed (picture 4.2-8):
Name and code of participant, Sex, Employer name and address, Professional contact details, Personal contact details.

Picture 4.2-8: Participants details (personal data of the participants are deleted in the screenshot)

Note

Please be aware that organisers are just able to see the data's of those participants who are participating in a study visit they are organising. The contact person of the National Agency is just able to see the participants of those study visits which will be organised in his/her country!

At the bottom of the form 'Participants details' there are three buttons (picture 4.2-9) with the following functionalities:

- if you click on the button 'Back' you will return to the form of picture 4.2-2;
- in order to close the window click on the button 'Close' and you will return to the start page;
- finally you are able to **'Export' the details about participants** in Excel's or Word's file format by doing the following steps:
  - select the format in which you would like to export the data by clicking in the circle which is before 'MS word document' or 'MS excel worksheet' (at the left bottom of the page – picture 4.2-9)
  - click on the button 'Export' and the data will be exported in the chosen format.

Picture 4.2-9: Export the participants details (personal data of the participants are deleted in the screenshot)

If you click on the button "Additional Information" (Picture 4.2-6) a new window will open (Picture 4.2-10) where Information which are interesting to the participants of the working group are saved (e.g. programme, End of visits report, cultural information on the place of the study visit). These information are of course also visible to the participants.

Picture 4.2-10 Additional Information

Note

In case that you want to publish useful information for your participants in Olive (e.g. Programme, travel information) please send those information to studyvisits@cedefop.europa.eu . We will upload these information in Olive so that also the participants can see them.

4.2.3   Label Section

For the indicated study visits several information are displayed on the screen. They are headed by the following labels:

Picture 4.2-11: Label Section

The labels contain the following information:

Label	Description
Visit Code	Indicates the code of the study visit
Country	Indicates the country where the study visit will take place
Type of visit	Indicates the type of the visit: general education, VET or mixed
Theme	Indicates the theme of the study visit
Title	Indicates the title of the study visit
Group Organiser	Indicates the name of the contact person of the organiser
Start Date	Indicates the day when the study visit will begin
End Date	Indicates the day when the study visit will end
Working Languages	Indicates the working language of the study visit
Minimum number of places	Indicates the minimum number of participants which must be reached in order to implement the visit
Maximum number of places	Indicates the maximum number of participants who can participate in the visit
Objective 1	Indicates the first Education and training 2010 objective of the study visit
Objective 2	Indicates the first Education and training 2010 objective of the study visit
Economic Sector	Indicates the economic sector which is relevant for the study visit
Active	Indicates how many participants are participating in this study visit

The Label section is the one that defines in the grid the name and the width of the record fields. You can resize the width of the labels inside the grid by:
  - Pointing the cursor in the separator positioned between the label to be expanded and the subsequent one. The cursor's appearance takes the west-east arrow form (↔).
  - Keeping the cursor in this position, click the left or right button of your mouse and move the mouse left or right. By doing this, the width of the field is correspondingly decreased or increased.

In addition you have the possibility to **sort each of the fields values** that are displayed in the grid (picture 4.2-12). Sorting is a way of arranging items (An item is the basic element that holds information in the grid. Items include field values and names) **in ascending or descending order**. Items can be sorted based on one field or multiple fields.

Picture 4.2-12: Sorting functionality for each field – in the screenshot the sorted fields are 'Country' and 'Theme'

To sort all the available record information that are currently displayed inside the grid, the following steps must be followed:

  - choose the label in the grid which you want to sort and click on top of it (click on the grey caption);
  - wait for some seconds until the shorting will be completed;
  - the first time that a label will be selected a₇ shorting in ascending order for that field will be

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done (an arrow appears which points up (picture 4.2-13). Clicking again on the same label the shorting will be done in descending order for that field (an arrow appears which points down);

↓ to add an available label (field) in the sorting sequence of the displayed list of data, the above mentioned steps must be repeated with the "SHIFT" button pressed down during all the time that the selection of the second label (field) takes place. For additional fields that you want to use in the sorting sequence, repeat the process as described for selecting the second field;

Ascending order indicator	Descending order indicator
Code △	Code ▽

Picture 4.2-13: Ascending and descending order indicators

In the case of sorting several fields, the first field selected has the first priority in sorting, the second selected has the second priority and so on.