



Practical Placement System

User Help Manual

Table of Contents

1	Introduction.....	1
2	Login.....	Error! Bookmark not defined.
2.1	Login	1
2.2	Change Password	2
2.3	Close Application.....	3
3	Main Form	4
3.1	Admin.....	4
3.2	Student.....	5
3.3	Employer	6
3.4	Matching Placement.....	7
3.5	View Agreement	8
3.6	Report.....	9
3.7	Exit	10
3.8	Help	11
4	Admin	12
4.1	User Account.....	12
4.1.1	Add a new user.....	12
4.1.2	Edit an user	14
4.1.3	Delete a user.....	16
4.1.4	Save.....	18
4.1.5	Cancel	19
4.1.6	Reset Password	20
4.1.7	Close	20
4.2	Courses.....	22
4.2.1	Add a new course.....	22
4.2.2	Edit a course.....	24
4.2.3	Delete a course.....	26
4.2.4	Save.....	28
4.2.5	Cancel	29
4.2.6	Close	30
4.3	Department.....	31

4.3.1	Add a new department	31
4.3.2	Edit a department	33
4.3.3	Delete a department	35
4.3.4	Save.....	37
4.3.5	Cancel	37
4.3.6	Change Image	38
4.3.7	Close	40
5	Student Form.....	41
5.1	Student Details	41
5.1.1	Add a new student.....	41
5.1.2	Edit a student.....	43
5.1.3	Delete a student.....	45
5.1.4	Save.....	48
5.1.5	Cancel	48
5.1.6	Navigation.....	49
5.1.7	Close	50
5.2	Course Details	51
5.2.1	Add a new course.....	51
5.2.2	Edit a course.....	53
5.2.3	Delete a course.....	55
5.2.4	Save.....	57
5.2.5	Cancel	57
5.2.6	Navigation.....	58
5.2.7	Close	59
5.3	Placement Details.....	60
5.3.1	Navigation.....	60
5.3.2	Close	61
6	Employer Form	62
6.1	Employer Details.....	62
6.1.1	Add a new employer	62
6.1.2	Edit an employer	63
6.1.3	Delete an employer	65
6.1.4	Save.....	67

6.1.5	Cancel	68
6.1.6	Industry	69
6.1.7	View Map.....	70
6.1.8	Navigation.....	71
6.1.9	Close	72
6.2	Show All Placements	73
6.2.1	Show all, free, used.....	73
6.2.2	Show Comments	74
6.3	Placement Details	75
6.3.1	Add a new placement task	75
6.3.2	Edit a placement task	77
6.3.3	Delete a placement task	80
6.3.4	Save.....	83
6.3.5	Cancel	83
6.3.6	Navigation.....	84
7	Matching Placement.....	85
7.1	Select Student.....	85
7.1.1	By Student ID	85
7.1.2	By Student First Name.....	86
7.1.3	By Student Last Name	87
7.2	Select Placement	88
7.2.1	By Employer	88
7.2.2	By Suburb	89
7.2.3	By Industry Type	90
7.2.4	Display All	91
7.3	Close.....	92
7.4	Create Practical Placement.....	92
7.4.1	Input Work Hours	93
7.4.2	Input Student Comments.....	94
7.4.3	Input Employer Comments	96
7.4.4	Save.....	98
7.4.5	Save.....	100
7.4.6	Cancel	101

7.4.7	Print Reports	102
7.4.8	Close	103
8	View Agreements.....	104
8.1	Select agreement	104
8.2	Close.....	105
9	Reports	106
9.1	Viewing User Reports	106
9.1.1	By First Name	106
9.1.2	By Last Name	107
9.1.3	By ID.....	108
9.2	Viewing Course Reports	109
9.2.1	By Course Code	109
9.2.2	By Course Name	110
9.3	Viewing Student Reports	111
9.3.1	By First Name	111
9.3.2	By Last Name	112
9.3.3	By ID.....	113
9.3.4	By Suburb	114
9.3.5	By Postcode	115
9.4	Viewing Student Course Reports	116
9.4.1	Student in each course	116
9.4.2	Course done by student.....	117
9.5	Viewing Employer Reports.....	118
9.5.1	By Employer Name.....	118
9.5.2	By Industry Type	119
9.5.3	By Suburb	120
9.5.4	By Postcode	121
9.6	Viewing Work Placement Reports.....	122
9.6.1	Practical Placement Agreement	122
9.6.2	Practical Confirmation to Employer	123
9.6.3	Practical Confirmation to Student.....	124
9.6.4	Student Placement for a Week.....	125
9.7	Close Form	127

1 Introduction

The WEC Practical Placement System is a Database designed and based on:
System Request:

- Database for employers and students records
- Assist to capture the details of
 - Employers/placements status
 - Students status
- Reports/forms generating:
 - Employers/placements inquiries
 - Students experience summary
 - Practical Placement Agreement
 - Confirmation of Practical Placement for both employer and student/coordinator

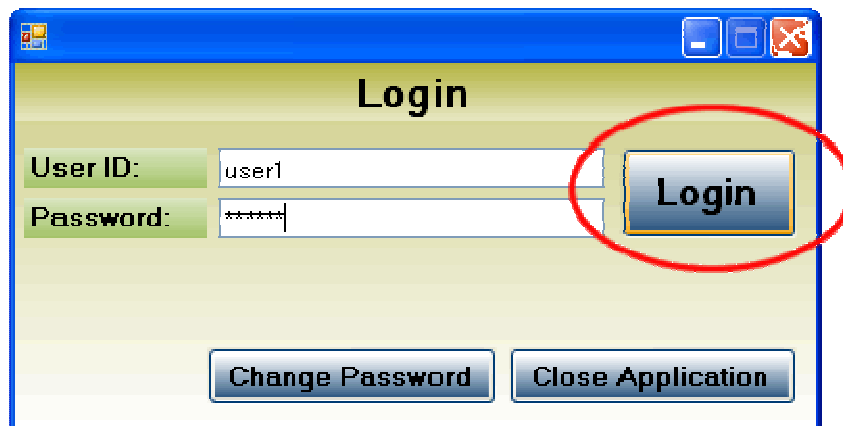
For more detailed information on the application please refer to the System Requirement Specification and the Technical Manual.

2 Beginning

2.1 Login to the System

To login to the system:

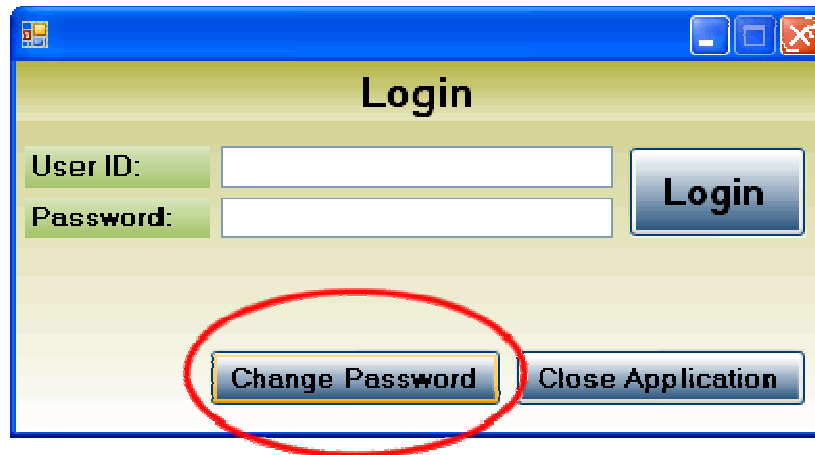
- 1: Type in personal user ID and password.
- 2: Click "Login" button to login the system.



2.2 Changing Your Password

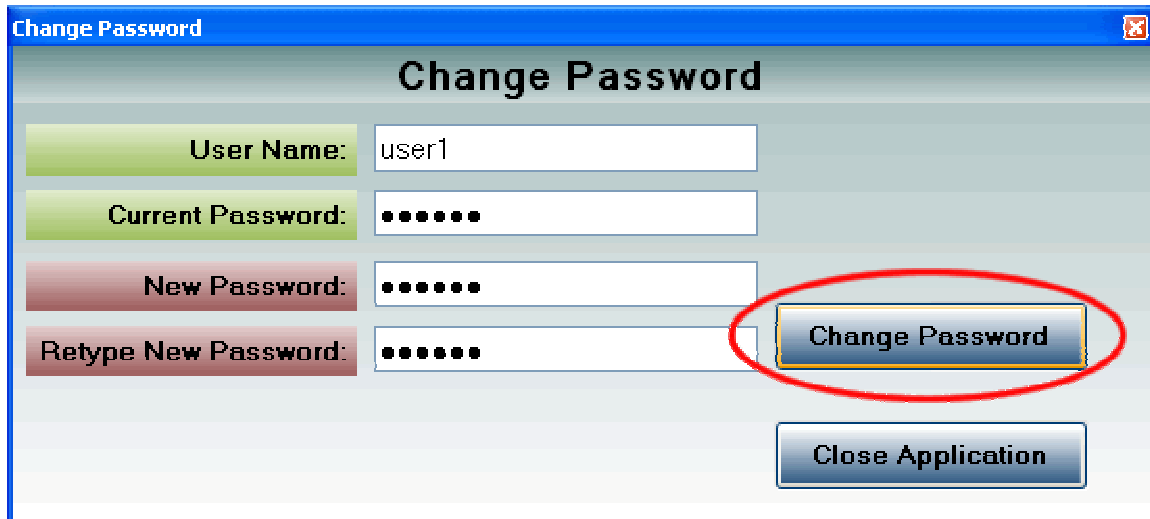
To change your password:

1: Click on "Change Password" button on Login window to open "Change Password" window.



2: In "Change Password" window.

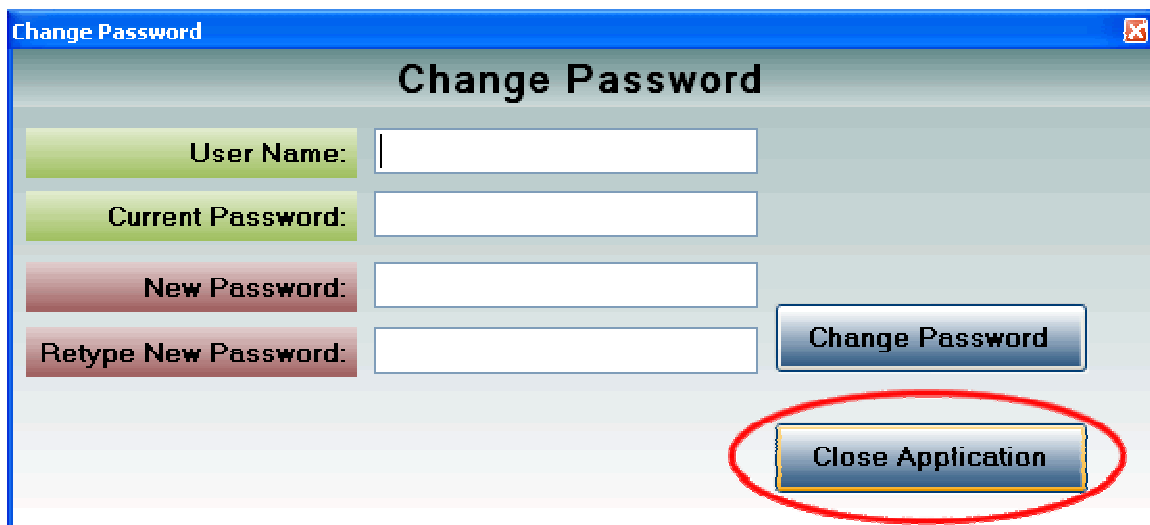
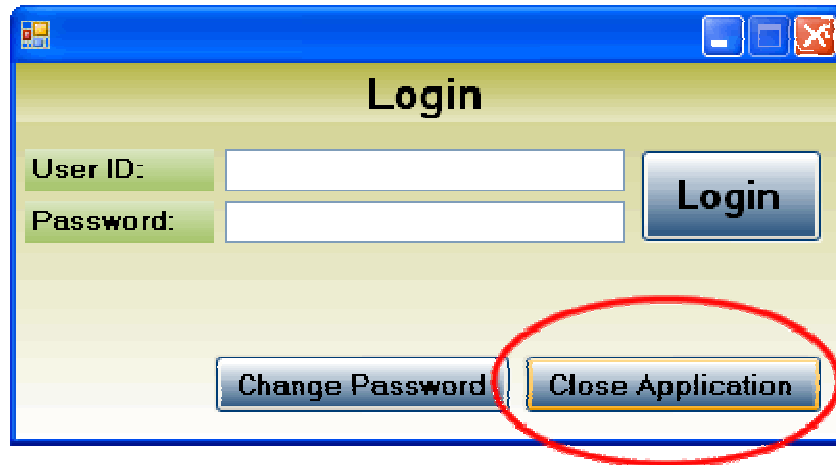
- a. Insert user name
- b. Insert current password.
- c. Insert new password.
- d. Retype new password to confirm
- e. Click "Change Password" button to change your password.



2.3 Closing The Application

To close the application:

- 1: Click on "Close Application" button either on "Login" window or on "Change Password" window to exit the application.

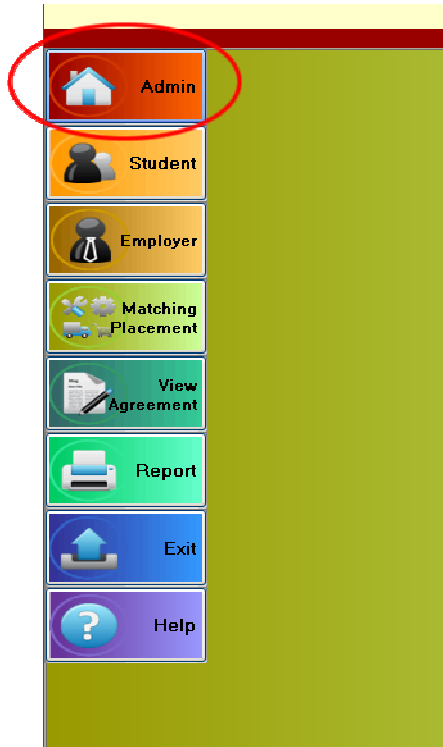


3 Main Form

3.1 Admin

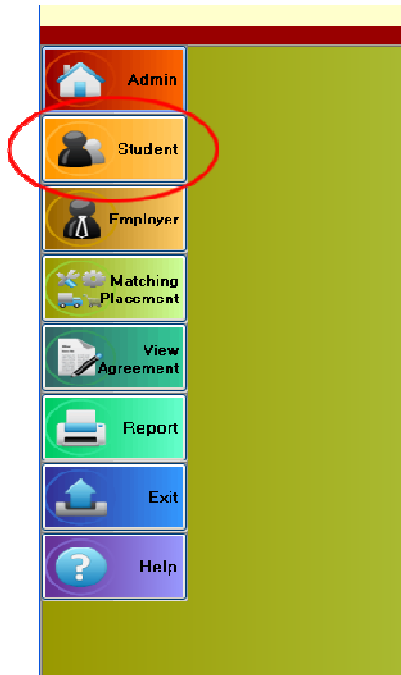
To enter the Admin page simply click on the "Admin" menu button as shown.

Note that this option is only available to users who are administrators. If the button is greyed out it is unavailable.



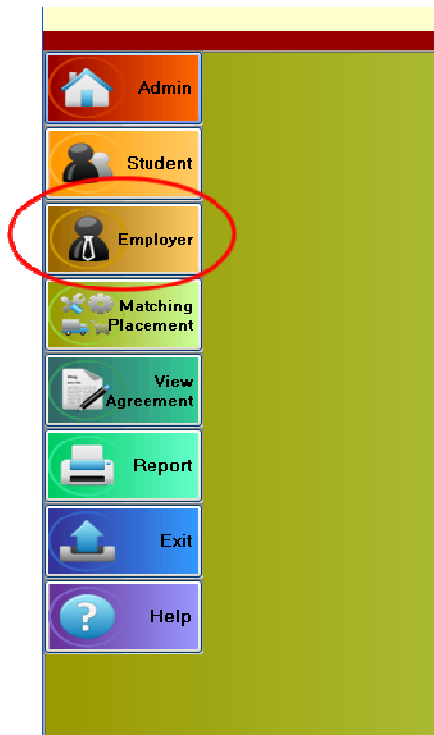
3.2 *Managing Students*

To manage the student records click on the "Student" menu button as shown.



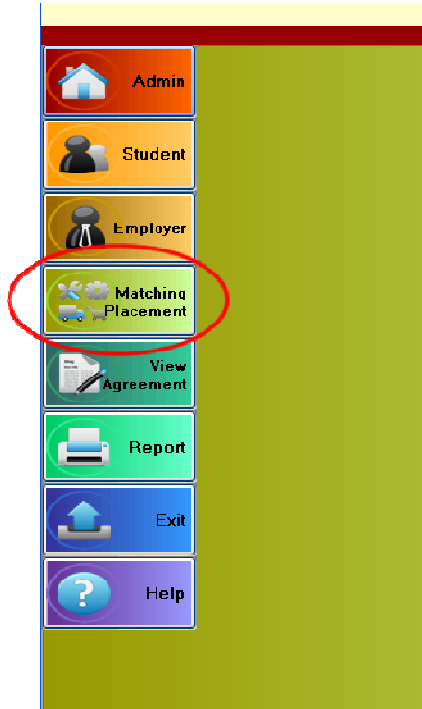
3.3 *Managing Employers*

To manage the Employer records click on the "Employer" menu button as shown.



3.4 *Matching a Student to a Placement*

To match a student to a placement enter the *Matching Placement* page by clicking on the "Matching Placement " menu button as shown.



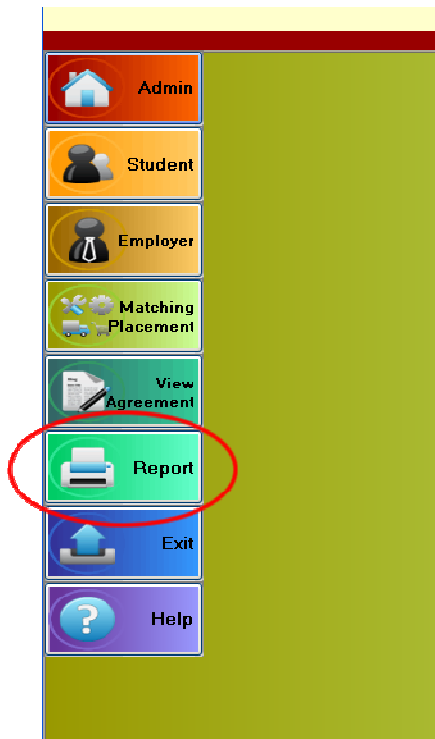
3.5 Viewing Agreements

To enter to the View Agreement page simply click on the *View Agreement* menu button as shown below.



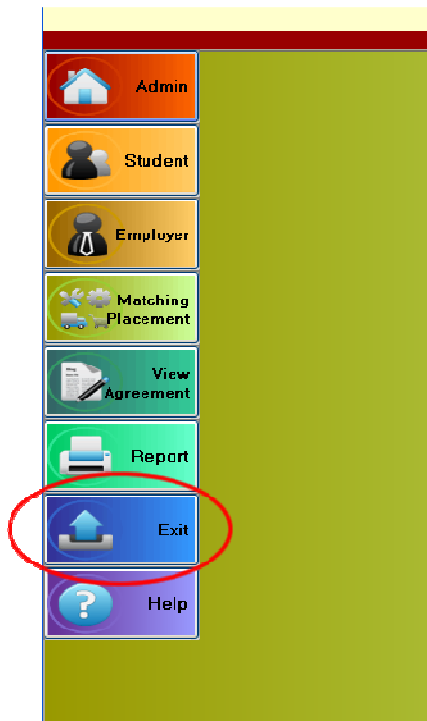
3.6 Report

To enter to the Report page simply click on the "Report" menu button.



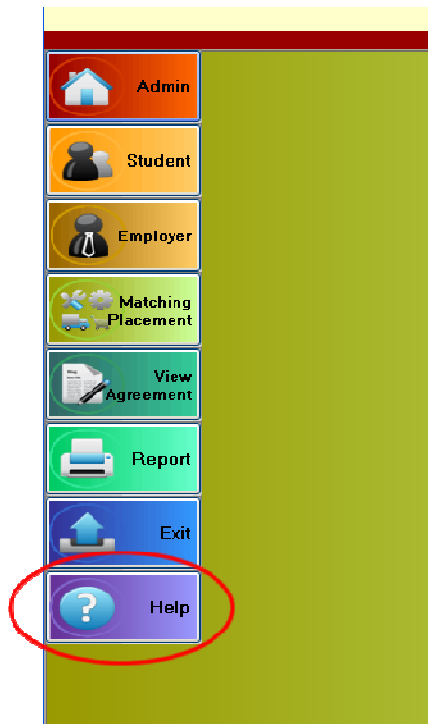
3.7 Exit

To exit the system simply click on the "Exit" menu button.



3.8 Help

To enter to the Help System simply click on the "Help" menu button.



4 Administration

4.1 Managing User Accounts

4.1.1 Adding New Users

To add a new user to the System:

1: Click on the "User Accounts" tab located on top left of the form to open the user page.

2: Click on "Add" button on the right top of the form.

User Accounts, Department Details, Courses

User Accounts Courses Department

Red Field Names must be Completed

Staff Details

User Name: PeterSmith

Staff ID Number: 12420

Job Title: Other

First Name: Peter

Last Name: Smith

Phone Number:

Email Address: Peter@yahoo.com

Access Level: General

Department: Work Education Centre

Reset Password

Add Edit Delete

Save Cancel

Close

User Manual

- 3: Fill in all the required categories correctly in the text boxes.
- 4: Click on "Save" button to create this record or click on "Cancel" button to give up on adding this record.

User Accounts, Department Details, Courses

User Accounts Courses Department

Red Field Names must be Completed

Staff Details

User Name: PeterSmith

Staff ID Number: 12420

Job Title:

First Name: Peter

Last Name: Smith

Phone Number:

Email Address: Peter@yahoo.com

Access Level: General

Department: Work Education Centre

Reset Password

Add

Edit

Delete

Save

Cancel

Close

4.1.2 Editing a user

To edit an user's details to the System:

- 1:** Under User Account page. Click on the arrow of the text box next to "Staff ID Number" label. Select the user you'd like to edit from the drop down list.
- 2:** Click on the "Edit" button on the right top of the form to edit the selected user.

User Accounts, Department Details, Courses

User Accounts Courses Department

Red Field Names must be Completed

Staff Details

User Name: PeterSmith

Staff ID Number: 12420

Job Title: Other

First Name: Peter

Last Name: Smith

Phone Number:

Email Address: Peter@yahoo.com

Access Level: General

Department: Work Education Centre

Reset Password

Add Edit Delete

Save Cancel

Close

- 3:** Fill in all the required categories correctly in the text boxes.
- 4:** Click on "Save" button to update this record or click on "Cancel" button to give up on editing this record.

User Accounts, Department Details, Courses

User Accounts Courses Department

Red Field Names must be Completed

Staff Details

User Name:	PeterSmith
Staff ID Number:	12420
Job Title:	
First Name:	Peter
Last Name:	Smith
Phone Number:	
Email Address:	Peter@yahoo.com
Access Level:	General
Department:	Work Education Centre

Reset Password

Add
Edit
Delete

Save
Cancel

Close

4.1.3 Deleting users

To delete a user from the System:

1. Under User Account page. Click on the arrow of the text box next to "Staff ID Number" label. Select the user you'd like to delete from the drop down list.
2. Click on the "Delete" button on the right top of the form to delete the selected user.

The screenshot displays a web application interface titled "User Accounts, Department Details, Courses". It features three tabs: "User Accounts", "Courses", and "Department". The "User Accounts" tab is selected. Below the tabs, a red message states "Red Field Names must be Completed". The main section is titled "Staff Details" and contains a form with the following fields: "User Name" (Peter Smith), "Staff ID Number" (12420), "Job Title" (Other), "First Name" (Peter), "Last Name" (Smith), "Phone Number", "Email Address" (Peter@yahoo.com), "Access Level" (General), and "Department" (Work Education Centre). A "Reset Password" button is located at the bottom left of the form. On the right side, there are three buttons: "Add", "Edit", and "Delete", which are circled in red. Below these are "Save" and "Cancel" buttons, and a "Close" button at the bottom right.

User Manual

3. Click on "Save" button to delete this record or click on "Cancel" button to give up on deleting this record.

User Accounts, Department Details, Courses

User Accounts | Courses | Department

Red Field Names must be Completed

Staff Details

User Name:	PeterSmith
Staff ID Number:	12420
Job Title:	
First Name:	Peter
Last Name:	Smith
Phone Number:	
Email Address:	Peter@yahoo.com
Access Level:	General
Department:	Work Education Centre

Reset Password

Add
Edit
Delete
Save
Cancel
Close

4.1.4 Saving Your Changes

To save the change you have made just click on "Save" button to complete the change to the System.

User Accounts, Department Details, Courses

User Accounts | Courses | Department

Red Field Names must be Completed

Staff Details

User Name:	PeterSmith
Staff ID Number:	12420
Job Title:	
First Name:	Peter
Last Name:	Smith
Phone Number:	
Email Address:	Peter@yahoo.com
Access Level:	General
Department:	Work Education Centre

Reset Password

Add
Edit
Delete
Save
Cancel
Close

4.1.5 Cancelling Your Changes

To cancel the change you have made just click on "Cancel" button to cancel the change to the System.

User Accounts, Department Details, Courses

User Accounts | Courses | Department

Red Field Names must be Completed

Staff Details

User Name:	PeterSmith
Staff ID Number:	12420
Job Title:	
First Name:	Peter
Last Name:	Smith
Phone Number:	
Email Address:	Peter@yahoo.com
Access Level:	General
Department:	Work Education Centre

Reset Password

Add
Edit
Delete
Save
Cancel
Close

4.1.6 Resetting Passwords

To reset a user's password:

1. Under the User Account page. Click on the arrow of the text box next to "Staff ID Number" label. Select the user you would like to reset the password for from the drop down list.
2. Click on the "Reset Password" button on the bottom left of the form to reset the password to the selected user.

User Accounts, Department Details, Courses

User Accounts Courses Department

Red Field Names must be Completed

Staff Details

User Name: PeterSmith

Staff ID Number: 12420

Job Title: Other

First Name: Peter

Last Name: Smith

Phone Number:

Email Address: Peter@yahoo.com

Access Level: General

Department: Work Education Centre

Reset Password

Add Edit Delete Save Cancel Close

4.1.7 Closing the Admin page

To close the Admin page click on "Close" button located in the bottom right of the form to exit as shown in the diagram above.

User Accounts, Department Details, Courses

User Accounts Courses Department

Red Field Names must be Completed

Staff Details

User Name: PeterSmith

Staff ID Number: 12420

Job Title: Other

First Name: Peter

Last Name: Smith

Phone Number:

Email Address: Peter@yahoo.com

Access Level: General

Department: Work Education Centre

Reset Password

Add

Edit

Delete

Save

Cancel

Close

4.2 Courses

4.2.1 Adding a new course

To add a new course to the System:

1. Click on the "Courses" tab located on top left of the form to open the courses page.
2. Click on "Add" button on the right top of the form.

User Accounts, Department Details, Courses

User Accounts **Courses** Department

Course Details

Course Code: 21671VI

Course Name: Certificate I in Transition Education

CourseCode	CourseName
21671VI	Certificate I in Transition Education
21672VI	Certificate I in Work Education
CUE1010	Certificate I in Live Production
SIT1030	Certificate I in Hospitality (Kitchen Operations)

Buttons: Add, Edit, Delete, Save, Cancel, Close

3. Fill in all the required categories correctly in the text boxes.
4. Click on "Save" button to create this record or click on "Cancel" button to give up on adding this record.

User Accounts, Department Details, Courses

User Accounts **Courses** Department

Course Details

Course Code: 21671VI

Course Name: Certificate I in Transition Education

CourseCode	CourseName
21671VI	Certificate I in Transition Education
21672VI	Certificate I in Work Education
CUE1010	Certificate I in Live Production
SIT1030	Certificate I in Hospitality (Kitchen Operations)

Add
Edit
Delete
Save
Cancel
Close

4.2.2 Edit a course

To edit a course details to the System:

1. Under Courses page. Either click on the arrow of the text box next to "Course Code" label to select the course you'd like to edit from the drop down list or select the course from the list displayed in the table.
2. Click on the "Edit" button on the right top of the form to edit the selected course.

User Accounts, Department Details, Courses

User Accounts **Courses** Department

Course Details

Course Code: SIT1030

Course Name: 21671VI
21672VI
CUE1010
SIT1030

Course Code	Course Name
21671VI	Certificate I in Transition Education
21672VI	Certificate I in Work Education
CUE1010	Certificate I in Live Production
SIT1030	Certificate I in Hospitality (Kitchen Operations)

Add
Edit
Delete
Save
Cancel
Close

3. Fill in all the required categories correctly in the text boxes.
4. Click on "Save" button to update this record or click on "Cancel" button to give up on editing this record.

User Accounts, Department Details, Courses

User Accounts **Courses** Department

Course Details

Course Code: 21671VI

Course Name: Certificate I in Transition Education

CourseCode	CourseName
21671VI	Certificate I in Transition Education
21672VI	Certificate I in Work Education
CUE1010	Certificate I in Live Production
SIT1030	Certificate I in Hospitality (Kitchen Operations)

Add
Edit
Delete
Save
Cancel
Close

4.2.3 Deleting courses

Note that you cannot delete any course that has students in it. The student records must be deleted first.

To delete a course from the System:

1. Under Courses page. Either click on the arrow of the text box next to "Course Code" label to select the course you'd like to delete from the drop down list or select the course from the list displayed in the table.
2. Click on the "Delete" button on the right top of the form to delete the selected course.

User Accounts, Department Details, Courses

User Accounts **Courses** Department

Course Details

Course Code: SIT1030

Course Name: 21671VI
21672VI
CUE1010
SIT1030

Course Code	Course Name
21671VI	Certificate I in Transition Education
21672VI	Certificate I in Work Education
CUE1010	Certificate I in Live Production
SIT1030	Certificate I in Hospitality (Kitchen Operations)

Add
Edit
Delete

Save
Cancel

Close

3. Click on the "Yes" button to delete this record or click on "No" button to give up on deleting this record.

User Accounts, Department Details, Courses

User Accounts Courses Department

Course Details

Course Code: CUE1010

Course Name: Certification I in Live Production

CourseCode	CourseName
21671VI	Certificate I in Transition Education
21672VI	Certificate I in
CUE1010	Certification I in
SIT1030	Certificate I in

Confirm Deletion

Delete this Course?

Yes No

Add

Edit

Delete

Save

Cancel

Close

4.2.4 Saving your Changes

To save the change you have made just click on "Save" button to complete the change to the System.

User Accounts, Department Details, Courses

User Accounts **Courses** Department

Course Details

Course Code: 21671VI

Course Name: Certificate I in Transition Education

	CourseCode	CourseName
▶	21671VI	Certificate I in Transition Education
	21672VI	Certificate I in Work Education
	CUE1010	Certificate I in Live Production
	SIT1030	Certificate I in Hospitality (Kitchen Operations)

Add
Edit
Delete
Save
Cancel
Close

4.2.5 Cancelling your Changes

To cancel the change you have made just click on "Cancel" button to cancel the change to the System.

User Accounts, Department Details, Courses

User Accounts **Courses** Department

Course Details

Course Code: 21671VI

Course Name: Certificate I in Transition Education

	CourseCode	CourseName
▶	21671VI	Certificate I in Transition Education
	21672VI	Certificate I in Work Education
	CUE1010	Certificate I in Live Production
	SIT1030	Certificate I in Hospitality (Kitchen Operations)

4.2.6 Close

To close Admin page click on "Close" button located in the bottom right of the form to exit.

User Accounts, Department Details, Courses

User Accounts **Courses** Department

Course Details

Course Code: 21671VI

Course Name: Certificate I in Transition Education

CourseCode	CourseName
21671VI	Certificate I in Transition Education
21672VI	Certificate I in Work Education
CUE1010	Certificate I in Live Production
SIT1030	Certificate I in Hospitality (Kitchen Operations)

Add
 Edit
 Delete
 Save
 Cancel
 Close

4.3 Department

4.3.1 Add a new department

To add a new department to the System:

1. Click on the "Department" tab located on top left of the form to open the department page.
2. Click on the "Add" button on the right top of the form.

The screenshot shows a web application interface with a title bar 'User Accounts, Department Details, Courses'. Below the title bar are three tabs: 'User Accounts', 'Courses', and 'Department'. The 'Department' tab is selected and circled in red. The main content area is titled 'Department Details' and contains several input fields with labels: 'Department Name' (value: Work Education Centre), 'Address' (value: 77-91 St George Rd), 'Suburb' (value: Preston), 'Postcode' (value: 3072), 'Phone Number' (value: 0392698390), and 'Fax Number' (value: 0392698395). To the right of these fields are three buttons: 'Add', 'Edit', and 'Delete', which are grouped together and circled in red. Below these buttons are 'Save' and 'Cancel' buttons. At the bottom left, there is a section titled 'Change Background Image' with a 'Change Image' button. At the bottom right, there is a 'Close' button.

3. "You Can Not Add Another Department!" warning window pops up.
4. Click on "OK" button to return to Department page.

User Accounts, Department Details, Courses

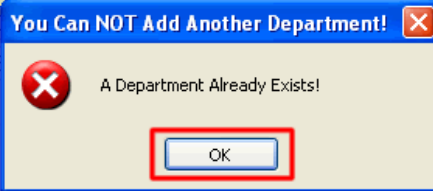
User Accounts Courses **Department**

Department Details

Department Name: Work Education Centre
Address: 77-91 St George Rd
Suburb: Preston
Postcode: 3072
Phone Number: 0392698390
Fax Number: 0392698390

Add
Edit
Delete

Save
Cancel



Change Background Image

Change Image

Close

4.3.2 Edit a department

To edit a department details to the System:

1. Click on "Department" tab to open the Department page.
2. Click on the "Edit" button on the right top of the form to edit the department details.

User Accounts, Department Details, Courses

User Accounts Courses **Department**

Department Details

Department Name: Work Education Centre

Address: 77-91 St George Rd

Suburb: Preston

Postcode: 3072

Phone Number: 0392698390

Fax Number: 0392698395

Add Edit Delete

Save Cancel

Change Background Image

Change Image

Close

3. Fill in all the required categories correctly in the text boxes.
4. Click on "Save" button to update this record or click on "Cancel" button to give up on editing this record.

User Accounts, Department Details, Courses

User Accounts Courses **Department**

Department Details

Department Name:

Address:

Suburb:

Postcode:

Phone Number:

Fax Number:

Add

Edit

Delete

Save

Cancel

Change Background Image

Change Image

Close

4.3.3 Delete a department

To delete a department from the System:

1. Click on the "Department" tab located on top left of the form to open the department page.
2. Click on the "Delete" button on the right top of the form to delete the displayed department.

User Accounts, Department Details, Courses

User Accounts Courses **Department**

Department Details

Department Name: Work Education Centre

Address: 77-91 St George Rd

Suburb: Preston

Postcode: 3072

Phone Number: 0392698390

Fax Number: 0392698395

Add

Edit

Delete

Save

Cancel

Change Background Image

Change Image

Close

3. "You Can Not Delete the Department!" warning window pops up.
4. Click on "OK" button to return to Department page.

User Accounts, Department Details, Courses

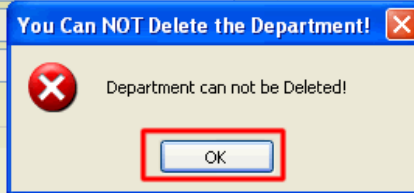
User Accounts Courses **Department**

Department Details

Department Name: Work Education Centre
Address: 77-91 St George Rd
Suburb: Preston
Postcode: 3072
Phone Number: 0392698390
Fax Number: 0392698395

Add
Edit
Delete

Save
Cancel



Change Background Image

Change Image

Close

4.3.4 Save

To save the change you have made just click on "Save" button to complete the change to the System.

User Accounts, Department Details, Courses

User Accounts Courses **Department**

Department Details

Department Name: Work Education Centre

Address: 77-91 St George Rd

Suburb: Preston

Postcode: 3072

Phone Number: 0392698390

Fax Number: 0392698395

Add

Edit

Delete

Save

Cancel

Change Background Image

Change Image

Close

4.3.5 Cancel

To cancel the change you have made just click on "Cancel" button to cancel the change to the System.

4.3.6 Change the background image

To change the image of the background:

1. Click on the "Department" tab located on top left of the form to open the department page.
2. Click on the "Change Image" button on the bottom left of the form to change the image of the background.

User Accounts, Department Details, Courses

User Accounts | Courses | **Department**

Department Details

Department Name:	Work Education Centre	Add Edit Delete
Address:	77-91 St George Rd	
Suburb:	Preston	
Postcode:	3072	Save Cancel
Phone Number:	0392698390	
Fax Number:	0392698395	

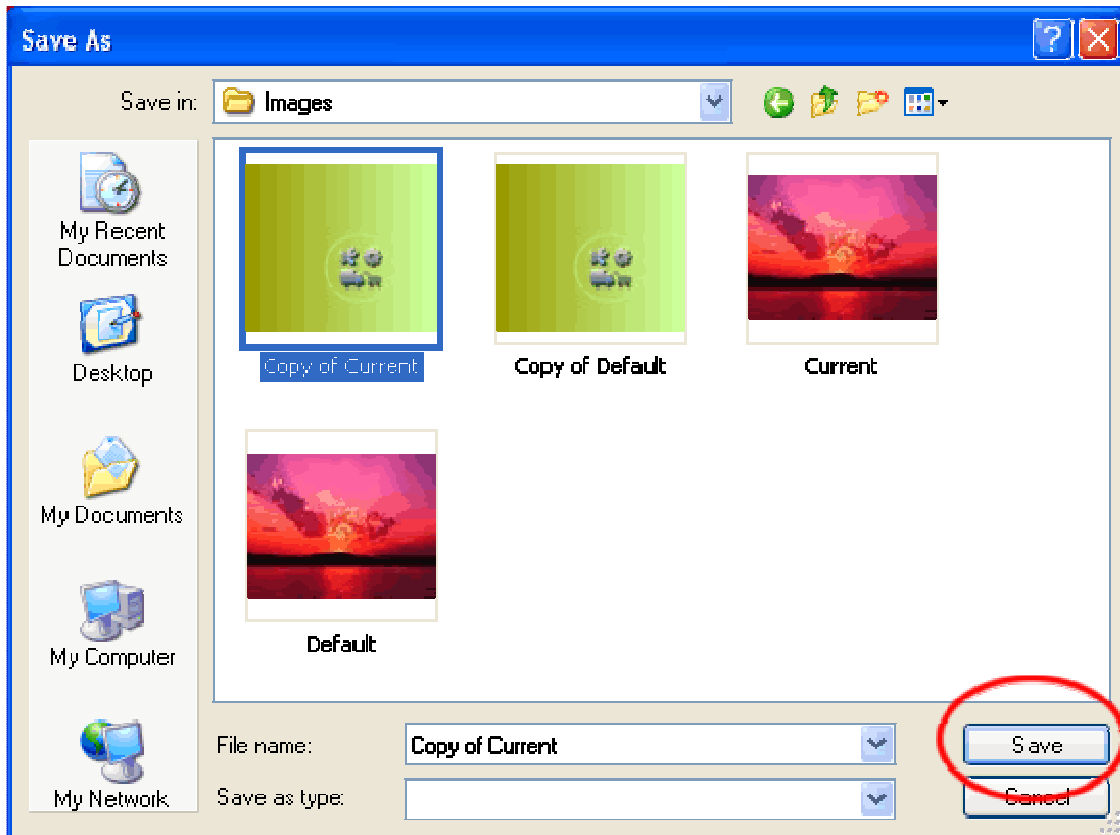
Change Background Image

Change Image Close

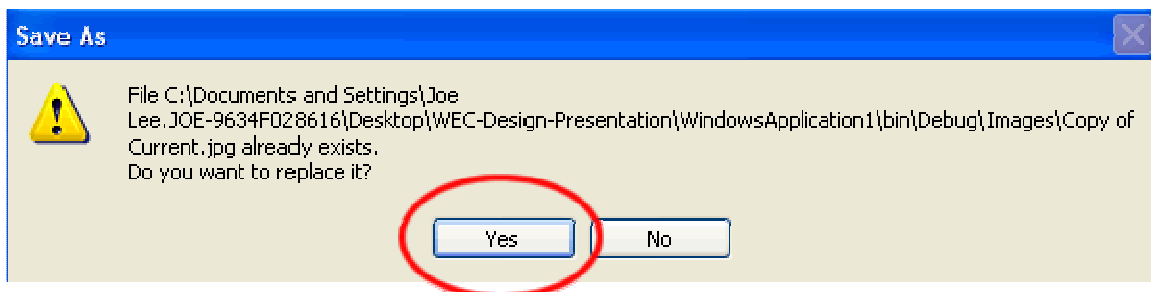
User Manual

3. Select the image you'd like to change to be the background image of the application then click on the "Save" button to make the change.

Note: Do not select "Current" or "Default" image for replacement.



- 4: Click "Yes" button to complete the change.



4.3.7 Close

To close Admin page just click on "Close" button located in the bottom right of the form to exit.

User Accounts, Department Details, Courses

User Accounts Courses **Department**

Department Details

Department Name: Work Education Centre

Address: 77-91 St George Rd

Suburb: Preston

Postcode: 3072

Phone Number: 0392698390

Fax Number: 0392698395

Add

Edit

Delete

Save

Cancel

Change Background Image

Change Image

Close

5 Student Form

5.1 Student Details

5.1.1 Add a new student

To add a new student record to the System:

1. Click on the "Student Details" tab menu located in the centre of your screen.
2. Click on the "Add Student" button on the right top in the tab field.

Student Details

Student ID: 0945215 Gender: ☐ Male ☒ Female

First Name: Martha Last Name: Joneson

Date of Birth: 9/08/1982 Age: 27

Student Details Course Details Placement Details

Address: 158 Station St Suburb: Thomastown Postcode: 3074

Phone: 03-9421-7854 Mobile: 0478-596-542

Email: martha@yahoo.com

Emergency Contact

Name: Tom Phone: 03-7859-6541 Mobile: 04 - -

Relation: Father

Add Student
Edit Student
Delete Student
Save Changes
Cancel Changes


First Student Previous Student Next Student Last Student Close Form

3. Fill in all the required categories correctly in the Personal Details text boxes.

User Manual

4. Click on "Save Changes" button to create this record or click on "Cancel Changes" button to give up on adding this record.

Student Details

Student ID:	0945215	Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female	
First Name:	Martha			
Last Name:	Joneson			
Date of Birth:	9/08/1982	Age:	27	

Student Details Course Details Placement Details

Address:	158 Station St			<div>Add Student</div> <div>Edit Student</div> <div>Delete Student</div> <div>Save Changes</div> <div>Cancel Changes</div>
Suburb:	Thomastown	Postcode:	3074	
Phone:	03-9421-7854	Mobile:	0478-596-542	
Email:	martha@yahoo.com			
Emergency Contact				
Name:	Tom			
Phone:	03-7859-6541	Mobile:	04 - -	
Relation:	Father			

First Student Previous Student Next Student Last Student Close Form

5.1.2 Editing Student Records

To edit a student record:

1. Click on the "Student Details" tab menu located in the centre of your screen.
2. Select the student you'd like to edit by Student ID /First Name /Last Name field or navigation buttons.
3. Click on the "Edit Student" button on the right top in the tab field.

Student Details

Student ID: 0945215
First Name: 0802938
Last Name: 0812457
Date of Birth: 0845612
Gender: Male
Age: 27

Address: 158 Station St
Suburb: Thomastown
Postcode: 3074
Phone: 03-9421-7854
Mobile: 0478-596-542
Email: martha@yahoo.com

Emergency Contact
Name: Tom
Phone: 03-7859-6541
Mobile: 04 - -
Relation: Father


Buttons: Add Student, Edit Student, Delete Student, Save Changes, Cancel Changes, First Student, Previous Student, Next Student, Last Student, Close Form

4. Fill in all the required categories correctly in the Personal Details text boxes.

User Manual

5. Click on "Save Changes" button to update this record or click on "Cancel Changes" button to give up on editing this record.

Student Details

Student ID:	0945215	Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female	
First Name:	Martha			
Last Name:	Joneson			
Date of Birth:	9/08/1982	Age:	27	

Student Details Course Details Placement Details

Address:	158 Station St			<div>Add Student Edit Student Delete Student</div>
Suburb:	Thomastown	Postcode:	3074	
Phone:	03-9421-7854	Mobile:	0478-596-542	
Email:	martha@yahoo.com			
Emergency Contact				
Name:	Tom			<div>Save Changes Cancel Changes</div>
Phone:	03-7859-6541	Mobile:	04 - -	
Relation:	Father			
<div>First Student Previous Student Next Student Last Student Close Form</div>				

5.1.3 Deleting Students

To delete a student record to the System:

1. Click on the "Student Details" tab menu located in the centre of your screen.
2. Select the student you'd like to delete by Student ID /First Name /Last Name field or navigation buttons.
3. Click on "Delete Student" button to delete this record.

Student Details

Student ID: 0945215
First Name: 0802938
Last Name: 0812457
Date of Birth: 0845612
0872121
0878451
0945215

Gender: ☐ Male ☐ Female

Age: 27

Address: 158 Station St
Suburb: Thomastown
Postcode: 3074
Phone: 03-9421-7854
Mobile: 0478-596-542
Email: martha@yahoo.com

Emergency Contact
Name: Tom
Phone: 03-7859-6541
Mobile: 04 - -
Relation: Father

Buttons: Add Student, Edit Student, Delete Student, Save Changes, Cancel Changes, First Student, Previous Student, Next Student, Last Student, Close Form

User Manual

4. Click on the "Yes" button to delete this record or click on "No" button to cancel the deletion.


Student Details

Student ID: Gender: ☐ Male ☐ Female

First Name:

Last Name:

Date of Birth: Age:



Student Details
Course Details
Placement Details

List of Students

Expect End Year	Course Name	Course Code
2009	Certificate I in	21671VI

Confirm Deletion

Delete this Course?

User Manual

- Click the "OK" button to return to the student details page if the student is in a course and cannot be deleted.


Student Details

Student ID: Gender: ☒ Male ☐ Female

First Name:

Last Name:

Date of Birth: Age:



Student Details Course Details Placement Details

Address:

Suburb:

Phone:

Email:

Emergency Contact

Name:

Phone: Mobile:

Relation:

student enroll in a course, you cannot delete

5.1.4 Save

To save the change you have made just click on "Save Changes" button to complete the change to the System.

The screenshot shows a web application interface titled "Student Details". At the top, there are input fields for "Student ID" (0945215), "Gender" (radio buttons for Male and Female, with Female selected), "First Name" (Martha), "Last Name" (Joneson), "Date of Birth" (9/08/1982), and "Age" (27). To the right of these fields is a placeholder image of a man and a woman. Below the input fields are three tabs: "Student Details", "Course Details", and "Placement Details". The "Student Details" tab is selected and circled in red. Below the tabs is a form with several input fields: "Address" (158 Station St), "Suburb" (Thomastown), "Postcode" (3074), "Phone" (03-9421-7854), "Mobile" (0478-596-542), and "Email" (martha@yahoo.com). To the right of these fields are three buttons: "Add Student", "Edit Student", and "Delete Student". Below the main form is an "Emergency Contact" section with fields for "Name" (Tom), "Phone" (03-7859-6541), "Mobile" (04 - -), and "Relation" (Father). To the right of the "Emergency Contact" fields are two buttons: "Save Changes" and "Cancel Changes", both of which are circled in red. At the bottom of the form are five buttons: "First Student", "Previous Student", "Next Student", "Last Student", and "Close Form".

5.1.5 Cancel

To cancel the change you have made just click on "Cancel Changes" button to cancel the change to the System.

5.1.6 Navigation

To navigate through the student records click on "First Student / Previous Student / Next Student / Last Student" as required..

Student Details

Student ID: 0945215 Gender: ☐ Male ☒ Female

First Name: Martha

Last Name: Joneson

Date of Birth: 9/08/1982 Age: 27

Student Details Course Details Placement Details

Address: 158 Station St

Suburb: Thomastown Postcode: 3074

Phone: 03-9421-7854 Mobile: 0478-596-542

Email: martha@yahoo.com

Emergency Contact

Name: Tom

Phone: 03-7859-6541 Mobile: 04 - -

Relation: Father

First Student Previous Student Next Student Last Student

Add Student Edit Student Delete Student Save Changes Cancel Changes Close Form

5.1.7 Close

To close the Student Details page just click on "Close Form " button to exit.

The screenshot shows the 'Student Details' form. At the top, the title 'Student Details' is centered. Below it, there are input fields for 'Student ID' (0945215), 'Gender' (radio buttons for Male and Female), 'First Name' (Martha), 'Last Name' (Joneson), 'Date of Birth' (9/08/1982), and 'Age' (27). To the right of these fields is a placeholder image of a man and a woman. Below the input fields are three tabs: 'Student Details', 'Course Details', and 'Placement Details'. The 'Student Details' tab is selected and circled in red. Below the tabs are several input fields for contact information: 'Address' (158 Station St), 'Suburb' (Thomastown), 'Postcode' (3074), 'Phone' (03-9421-7854), 'Mobile' (0478-596-542), and 'Email' (martha@yahoo.com). To the right of these fields are three buttons: 'Add Student', 'Edit Student', and 'Delete Student'. Below the contact information is an 'Emergency Contact' section with fields for 'Name' (Tom), 'Phone' (03-7859-6541), 'Mobile' (04 - -), and 'Relation' (Father). To the right of this section are two buttons: 'Save Changes' and 'Cancel Changes'. At the bottom of the form are five buttons: 'First Student', 'Previous Student', 'Next Student', 'Last Student', and 'Close Form'. The 'Close Form' button is circled in red.

Student Details

Student ID: 0945215 Gender: Male Female
First Name: Martha
Last Name: Joneson
Date of Birth: 9/08/1982 Age: 27

Student Details Course Details Placement Details

Address: 158 Station St
Suburb: Thomastown Postcode: 3074
Phone: 03-9421-7854 Mobile: 0478-596-542
Email: martha@yahoo.com

Emergency Contact
Name: Tom
Phone: 03-7859-6541 Mobile: 04 - -
Relation: Father

First Student Previous Student Next Student Last Student Close Form

5.2 Course Details

5.2.1 Add a new course

To add a new course to the System:

1. Click on the "Course Details" tab menu located in the centre of your screen.
2. Click on the "Add Course" button on the right top in the tab field.

The screenshot shows the 'Student Details' form with the 'Course Details' tab selected. The 'List of Student Courses' table contains one entry: '2009' for 'Expect End Year', 'Certificate I in Transition Education' for 'Course Name', and '21671VI' for 'Course Code'. The 'Add Course' button is circled in red.

Expect End Year	Course Name	Course Code
2009	Certificate I in Transition Education	21671VI

3. Fill in all the required categories correctly in the Personal Details text boxes.
4. Click on "Save Changes" button to create this record or click on "Cancel Changes" button to give up on adding this record.

User Manual

Student Details

Student ID: 0802938


Gender: ☒ Male ☐ Female

First Name: Omer

Last Name: Sudas

Date of Birth: 31/12/2000

Age: 9



Student Details

Course Details

Placement Details

List of Student Courses

	Expect End Year	Course Name	Course Code
▶	2010	Certificate I in Work Education	21672VI

First Student

Previous Student

Next Student

Last Student

Add Course

Edit Course

Delete Course

Save Changes

Cancel Changes

Close Form

5.2.2 Edit a course

To edit a course details to the System:

1. Click on the "Course Details" tab menu located in the centre of your screen.
2. Select the course you'd like to edit from the list displayed.
3. Click on the "Edit Course" button on the right top in the tab field.

The screenshot shows the 'Student Details' form. At the top, there are fields for Student ID (0812457), Gender (Male/Female), First Name (David), Last Name (Holesworth), Date of Birth (10/12/1982), and Age (27). Below these is a tabbed interface with 'Student Details', 'Course Details', and 'Placement Details'. The 'Course Details' tab is selected and circled in red. Below the tabs is a 'List of Student Courses' table with columns: Expect End Year, Course Name, and Course Code. The table contains one row: 2009, Certificate I in Transition Education, 21671VI. To the right of the table are buttons: Add Course, Edit Course, Delete Course, Save Changes, and Cancel Changes. The 'Edit Course' button is circled in red. At the bottom of the form are buttons: First Student, Previous Student, Next Student, Last Student, and Close Form.

4. Fill in all the required categories correctly in the text boxes.

User Manual

5. Click on "Save Changes" button to update this record or click on "Cancel Changes" button to give up on editing this record.


Student Details

Student ID: 0802938 Gender: ☒ Male ☐ Female

First Name: Omer

Last Name: Sudas

Date of Birth: 31/12/2000 Age: 9



Student Details **Course Details** Placement Details

List of Student Courses

	Expect End Year	Course Name	Course Code
▶	2010	Certificate I in Work Education	21672VI

Buttons: Add Course, Edit Course, Delete Course, **Save Changes**, **Cancel Changes**, Close Form

Navigation: First Student, Previous Student, Next Student, Last Student

5.2.3 Delete a course

To delete a course to the System:

1. Click on the "Course Details" tab menu located in the centre of your screen.
2. Select the course you'd like to delete from the list displayed.
3. Click on "Delete Course" button to delete this record.

The screenshot shows the 'Student Details' form. At the top, there are fields for Student ID (0812457), Gender (Male), First Name (David), Last Name (Holesworth), Date of Birth (10/12/1982), and Age (27). Below these is a tabbed interface with 'Student Details', 'Course Details', and 'Placement Details'. The 'Course Details' tab is selected and circled in red. Below the tabs is a table titled 'List of Student Courses' with columns for Expect End Year, Course Name, and Course Code. The table contains one row: 2009, Certificate I in Transition Education, 21671VI. To the right of the table are buttons for 'Add Course', 'Edit Course', 'Delete Course', 'Save Changes', and 'Cancel Changes'. The 'Delete Course' button is circled in red. At the bottom of the form are buttons for 'First Student', 'Previous Student', 'Next Student', 'Last Student', and 'Close Form'.

Expect End Year	Course Name	Course Code
2009	Certificate I in Transition Education	21671VI

User Manual

4. Click on "Yes" button to delete this record or click on "No" button to give up on deleting this record.


Student Details

Student ID:
Gender: ☒ Male ☐ Female

First Name:

Last Name:

Date of Birth:
Age:



Student Details | **Course Details** | **Placement Details**

Confirm Deletion

Delete this Course?

Expect End Year	Course Name	Course Code
2009	Certificate I in	21671VI

5.2.4 Save

To save the change you have made just click on "Save Changes" button to complete the change to the System.

The screenshot shows the 'Student Details' form with the 'Course Details' tab selected. The form contains fields for Student ID, Gender, First Name, Last Name, Date of Birth, and Age. Below these fields is a tabbed interface with 'Student Details', 'Course Details', and 'Placement Details'. The 'Course Details' tab is active, showing a 'List of Student Courses' table with columns for Expect End Year, Course Name, and Course Code. The table contains one entry: 2010, Certificate I in Work Education, 21672VI. To the right of the table are buttons for Add Course, Edit Course, Delete Course, Save Changes, and Cancel Changes. The 'Save Changes' button is circled in red. At the bottom of the form are buttons for First Student, Previous Student, Next Student, Last Student, and Close Form.

Expect End Year	Course Name	Course Code
2010	Certificate I in Work Education	21672VI

5.2.5 Cancel

To cancel the change you have made just click on "Cancel Changes" button to cancel the change to the System.

5.2.6 Navigation

To navigate the results just click on "First Student / Previous Student / Next Student / Last Student" buttons to display the results.

Student Details

Student ID: 0802938 Gender: ☒ Male ☐ Female

First Name: Omer

Last Name: Sudas

Date of Birth: 31/12/2000 Age: 9

Course Details

List of Student Courses

Expect End Year	Course Name	Course Code
2010	Certificate I in Work Education	21672VI

Navigation Buttons: First Student, Previous Student, Next Student, Last Student, Close Form

5.2.7 Close

To close the Student Details page just click on "Close Form" button to exit.


Student Details

Student ID: 0802938 Gender: ☒ Male ☐ Female

First Name: Omer

Last Name: Sudas

Date of Birth: 31/12/2000 Age: 9



Student Details **Course Details** Placement Details

List of Student Courses

Expect End Year	Course Name	Course Code
2010	Certificate I in Work Education	21672VI

Buttons: Add Course, Edit Course, Delete Course, Save Changes, Cancel Changes

Navigation Buttons: First Student, Previous Student, Next Student, Last Student, **Close Form**

5.3 Placement Details

5.3.1 Navigation

To navigate the results just click on "First Student / Previous Student / Next Student / Last Student" buttons to display the results.

Student Details


Student ID:

Gender: ☒ Male ☐ Female

First Name:

Last Name:

Date of Birth: Age:



Student Details | Course Details | **Placement Details**

List of Student Placements

PlaceID	Employer	Address	Placement Description	Start Date
38	McDonald Thomastown	ONB SETTLEMENT & DAL	Cooking Job	09/09/2009

<
>


5.3.2 Close

To close the Placement Details page just click on "Close Form" button to exit.

Student Details

Student ID: 0002938
First Name: Omer
Last Name: Sudas
Date of Birth: 31/12/2000

Gender: ☒ Male ☐ Female
Age: 9



Student Details | Course Details | **Placement Details**

List of Student Placements

PlaceID	Employer	Address	Placement Description	Start Date
38	McDonald Thornhilltown	CNR SETTLEMENT & DAL...	Cooking Job	09/09/2009

First Student | Previous Student | Next Student | Last Student | **Close Form**

6 Employer Form

6.1 Employer Details

6.1.1 Add a new employer

To Add a new employer record to the System:

1: Click on the "Add" button on the right top of the form.

Employer Details

Employer Information

Company Details

ID: Name: Industry Type:

Address: View Industry Add Industry

Suburb: Postcode:

Contact Person

Name: Where's Link: View Map

Phone: 0_ _ _ _ _ Fax: 0_ _ _ _ _

Email:

< >

Placements

Show All Details

Show Placements: ☒ All ☐ Free ☐ Used Show Comments

2: Fill in all the required categories correctly in the text boxes.

3: Click on "Save" button to create this record or click on "Cancel" button to give up on adding this record.

Employer Details

Employer Information

Company Details

ID: Name:

Address:

Suburb: Postcode:

Industry Type:

Contact Person

Name:

Phone: Fax:

Email:

Placements

Show Placements: ☒ All ☐ Free ☐ Used

6.1.2 Edit an employer

To Edit an employer details to the System:

- 1:** Click on the arrow of the text box next to "Name" label. Select the employer you'd like to edit from the drop down list.
- 2:** Click on the "Edit" button on the right top of the form.

User Manual

Employer Details

Employer Information

Company Details

ID:

Name:

Industry Type:

Address:

Suburb:

Postcode:

View Industry

Add Industry

Contact Person

Name:

WhereIs Link:

View Map

Phone:

0_ _ _ _

Fax:

0_ _ _ _

Email:

|<

<

>

>|

Update

Add

Edit

Delete

Save

Cancel

Placements

Show All

Details

Show Placements:

☒ All ☐ Free ☐ Used

Show Comments

Close Form

ToolStripStatusLabel1

3: Fill in all the required categories correctly in the text boxes.

4: Click on "Save" button to update this record or click on "Cancel" button to give up on editing this record.

Employer Details

Employer Information

Company Details

ID: Name: Industry Type:

Address:

Suburb: Postcode:

Contact Person

Name: WhereIs Link:

Phone: Fax:

Email:

Placements

Show Placements: ☒ All ☐ Free ☐ Used

6.1.3 Delete an employer

To delete an employer's details from the System:

- 1: Click on the arrow of the text box next to "Name" label. Select the employer you'd like to delete from the drop down list.
- 2: Click on the "Delete" button on the right top of the form.

Employer Details

Employer Information

Company Details

ID: Name:

Address:

Suburb: Postcode:

Industry Type:

Contact Person

Name:

Phone: Fax:

Email:

Placements

Show All Details

Show Placements: ☒ All ☐ Free ☐ Used

3: Click on "Save" button to delete this record or click on "Cancel" button to give up on deleting this record.

Employer Details

Employer Information

Company Details

ID:

Name:

Industry Type:

Address:

View Industry

Add Industry

Suburb:

Postcode:

Contact Person

Name:

WhereIs Link:

View Map

Phone:

0_--_--

Fax:

0_--_--

Email:

|<

<

>

>|

Update

Add

Edit

Delete

Save

Cancel

Placements

Show All

Details

Show Placements:

☒ All ☐ Free ☐ Used

Show Comments

Close Form

ToolStripStatusLabel1

6.1.4 Save

To save the change you have made just click on "Save" button to complete the change to the System.

Employer Details

Employer Information

Company Details

ID: Name: Industry Type:

Address:

Suburb: Postcode:

Contact Person

Name: WhereIs Link:

Phone: Fax:

Email:

Placements

Show Placements: ☒ All ☐ Free ☐ Used

6.1.5 Cancel

To cancel the change you have made just click on "Cancel" button to cancel the change to the System.

Employer Details

Employer Information

Company Details

ID: Name:

Address:

Suburb: Postcode:

Industry Type:

[View Industry](#) [Add Industry](#)

Contact Person

Name:

Phone: Fax:

Email:

WhereIs Link: [View Map](#)

[|<](#) [<](#) [>](#) [>|](#)

Update

[Add](#)

[Edit](#)

[Delete](#)

[Save](#)

[Cancel](#)

Placements

[Show All](#) [Details](#)

Show Placements: ☒ All ☐ Free ☐ Used [Show Comments](#)

[Close Form](#)

ToolStripStatusLabel1

6.1.6 Industry

To view or add records to the Industry Type simply click on "View Industry" or "Add Industry" button.

Employer Details

Employer Information
Company Details
ID: Name:
Address:
Suburb: Postcode:
Contact Person
Name:
Phone: Fax:
Email:

Industry Type:

WhereIs Link:

Update

Placements

Show Placements: ☒ All ☐ Free ☐ Used

ToolStripStatusLabel1

6.1.7 View Map

To view the location of selected employer, click on "View Map" button to get the map of the employer's location.

Employer Details

Employer Information

Company Details

ID: Name: Industry Type:

Address:

Suburb: Postcode:

Contact Person

Name:

Phone: Fax:

Email:

Update

Placements

Show Placements: ☒ All ☐ Free ☐ Used

ToolStripStatusLabel1

6.1.8 Navigation

To navigate the results just click on "First Student / Previous Student / Next Student / Last Student" buttons to display the results.

Employer Details

Employer Information

Company Details

ID: Name: Industry Type:

Address:

Suburb: Postcode:

Contact Person

Name: WhereIs Link:

Phone: Fax:

Email:

Placements

Show All

Show Placements: ☒ All ☐ Free ☐ Used

6.1.9 Close

To close the Employer Details page just click on "Close Form" button to exit.

Employer Details

Employer Information

Company Details

ID: Name:

Address:

Suburb: Postcode:

Industry Type:

Contact Person

Name:

Phone: Fax:

Email:

WhereIs Link:

Update

Placements

Show All **Details**

Show Placements: ☒ All ☐ Free ☐ Used

ToolStripStatusLabel1

6.2 Show All Placements

6.2.1 Show all, free, used

To display All, Free, or Used placements:

- 1: Click on the "Show All" button located on the middle left of the form to open the show all page.
- 2: Select All, Free, or Used radio button to display placements.

Employer Details

Employer Information

Company Details

ID: Name: Industry Type:

Address:

Suburb: Postcode:

Contact Person

Name: WhereIs Link:

Phone: Fax:

Email:

Placements

Show Placements: ☒ All ☐ Free ☐ Used

6.2.2 Show Comments

To show student and employer's comments of the selected placement:

- 1: Click on the "Show All" button located on the middle left of the form to open the show all page.
- 2: Select a placement from the list displayed.
- 3: Click on "Show Comments" button to display comments.

Employer Details

Employer Information

Company Details

ID: Name: Industry Type:

Address:

Suburb: Postcode:

Contact Person

Name: WhereIs Link:

Phone: Fax:

Email:

Update

Placements

Show Placements: ☒ All ☐ Free ☐ Used

ToolStripStatusLabel1

6.3 Placement Details

6.3.1 Add a new placement task

To add a new placement task:

- 1: Click on "Details" button located on the middle left of the form to open the details page.
- 2: Click on "Add" button on the right inside the details page.

User Manual

Employer Details

Employer Information

Company Details

ID: Name:

Address:

Suburb: Postcode:

Industry Type:

[View Industry](#) [Add Industry](#)

Contact Person

Name:

Phone: Fax:

Email:

WhereIs Link: [View Map](#)

[<](#) [<<](#) [>>](#) [>](#)

Update

[Add](#)

[Edit](#)

[Delete](#)

[Save](#)

[Cancel](#)

Placements

[Show All](#) [Details](#)

Placement ID: Uniform:

Description:

Start Date: End Date:

Tasks Available:

Navigation: [<](#) [<<](#) [>>](#) [>](#)

[Add](#)

[Edit](#)

[Delete](#)

[Save](#)

[Cancel](#)

[Close Form](#)

3: Fill in all required categories correctly in the text boxes.

4: Click on "Save" button to create this record or click on "Cancel" button to give up on adding this record. (**Note:** Both "Save" and "Cancel" buttons are inside the details page.)

Employer Details

Employer Information

Company Details

ID: Name:

Address:

Suburb: Postcode:

Industry Type:

[View Industry](#) [Add Industry](#)

Contact Person

Name:

Phone: Fax:

Email:

WhereIs Link: [View Map](#)

[<](#) [<<](#) [>>](#) [>](#)

Update

[Add](#)

[Edit](#)

[Delete](#)

[Save](#)

[Cancel](#)

Placements

[Show All](#) [Details](#)

Placement ID: Uniform:

Description:

Start Date: End Date:

Tasks Available:

Navigation: [<](#) [<<](#) [>>](#) [>](#)

[Add](#)

[Edit](#)

[Delete](#)

[Save](#)

[Cancel](#)

[Close Form](#)

ToolStripStatusLabel1

6.3.2 Edit a placement task

To Edit details of a placement task:

- 1: Click on "Details" button located on the middle left of the form to open the details page.
- 2: Use navigation buttons to select the placement task you'd like to edit.

Employer Details

Employer Information

Company Details

ID: Name: Industry Type:

Address: View Industry Add Industry

Suburb: Postcode:

Contact Person

Name: WhereIs Link: View Map

Phone: 0_-_-_-_-_- Fax: 0_-_-_-_-_-

Email:

< < > >

Placements

Show All Details

Placement ID: Uniform:

Description:

Start Date: 1/11/2009 End Date: 1/11/2009

Tasks Available:

Navigation: < < > >

Add Edit Delete Save Cancel

Update

Add Edit Delete Save Cancel

Close Form

ToolStripStatusLabel1

3: Click on "Edit" button on the right inside the details page.

Employer Details

Employer Information

Company Details

ID: Name:

Address:

Suburb: Postcode:

Industry Type:

Contact Person

Name:

Phone: Fax:

Email:

WhereIs Link:

Placements

Placement ID: Uniform:

Description:

Start Date: End Date:

Tasks Available:

Navigation:

4: Fill in all the required categories correctly in the text boxes.

5: Click on "Save" button to update this record or click on "Cancel" button to give up on editing this record. (**Note:** Both "Save" and "Cancel" buttons are inside the details page.)

Employer Details

Employer Information

Company Details

ID: Name:

Address:

Suburb: Postcode:

Industry Type:

[View Industry](#) [Add Industry](#)

Contact Person

Name:

Phone: Fax:

Email:

WhereIs Link: [View Map](#)

Update

[Add](#)

[Edit](#)

[Delete](#)

[Save](#)

[Cancel](#)

Placements

[Show All](#) [Details](#)

Placement ID: Uniform:

Description:

Start Date: End Date:

Tasks Available:

Navigation: [|<](#) [<](#) [>](#) [>|](#)

[Add](#)

[Edit](#)

[Delete](#)

[Save](#)

[Cancel](#)

[Close Form](#)

6.3.3 Delete a placement task

To delete a placement task:

1: Click on "Details" button located on the middle left of the form to open the details page.

2: Use navigation buttons to select the placement task you'd like to delete.

Employer Details

Employer Information

Company Details

ID: Name: Industry Type:

Address: View Industry Add Industry

Suburb: Postcode:

Contact Person

Name: WhereIs Link: View Map

Phone: 0_-_-_-_-_- Fax: 0_-_-_-_-_-

Email:

< < > >

Update

Add Edit Delete Save Cancel

Placements

Show All Details

Placement ID: Uniform:

Description:

Start Date: 1/11/2009 End Date: 1/11/2009

Tasks Available:

Navigation: < < > >

Add Edit Delete Save Cancel

Close Form

ToolStripStatusLabel1

3: Click on "Delete" button on the right inside the details page.

Employer Details

Employer Information

Company Details

ID: Name:

Address:

Suburb: Postcode:

Industry Type:

Contact Person

Name:

Phone: Fax:

Email:

WhereIs Link:

Placements

Placement ID: Uniform:

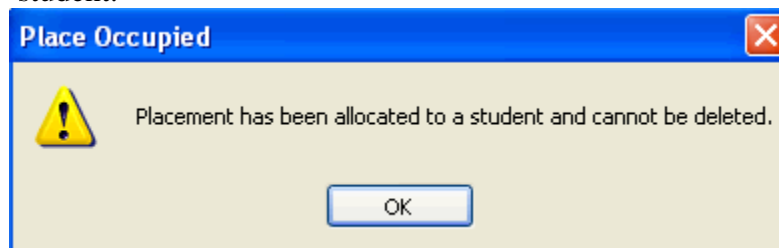
Description:

Start Date: End Date:

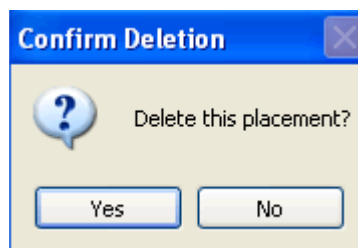
Tasks Available:

Navigation:

4: Click "OK" to return to details page if the placement is allocated to a student.



5: Click "Yes" to confirm the deletion or click "No" to return to details page.



6.3.4 Save

To save the change you have made just click on "Save" button (inside detail page) to complete the change to the System.

Employer Details

Employer Information

Company Details

ID: Name: Industry Type:

Address: View Industry Add Industry

Suburb: Postcode:

Contact Person

Name: WhereIs Link: View Map

Phone: Fax:

Email:

Navigation: |< < > >|

Placements

Show All Details

Placement ID: Uniform:

Description:

Start Date: 1/11/2009 End Date: 1/11/2009

Tasks Available:

Navigation: |< < > >|

Update: Add Edit Delete Save Cancel

Close Form

6.3.5 Cancel

To cancel the change you have made just click on "Cancel" button (inside details page) to cancel the change to the System.

Employer Details

Employer Information

Company Details

ID: Name:

Address:

Suburb: Postcode:

Industry Type:

[View Industry](#) [Add Industry](#)

Contact Person

Name:

Phone: Fax:

Email:

WhereIs Link: [View Map](#)

[<|](#) [<](#) [>](#) [>|](#)

Update

[Add](#)

[Edit](#)

[Delete](#)

[Save](#)

[Cancel](#)

Placements

[Show All](#) [Details](#)

Placement ID: Uniform:

Description:

Start Date: End Date:

Tasks Available:

Navigation: [<|](#) [<](#) [>](#) [>|](#)

[Add](#)

[Edit](#)

[Delete](#)

[Save](#)

[Cancel](#)

[Close Form](#)

ToolStripStatusLabel1

6.3.6 Navigation

To navigate the placement tasks just click on "First (<|) / Previous (<) / Next (>) / Last (>|)" buttons to display the results.

Employer Details

Employer Information

Company Details

ID: Name:

Address:

Suburb: Postcode:

Industry Type:

[View Industry](#) [Add Industry](#)

Contact Person

Name:

Phone: Fax:

Email:

WhereIs Link: [View Map](#)

Update

[Add](#)

[Edit](#)

[Delete](#)

[Save](#)

[Cancel](#)

Placements

[Show All](#) [Details](#)

Placement ID: Uniform:

Description:

Start Date: End Date:

Tasks Available:

Navigation: [|<](#) [<](#) [>](#) [>|](#)

[Add](#)

[Edit](#)

[Delete](#)

[Save](#)

[Cancel](#)

[Close Form](#)

ToolStripStatusLabel1

7 Matching Placement

7.1 Select Student

7.1.1 By Student ID

To select a student by student ID simply click on the arrow of the text box next to "Student ID" label or type in student's ID number in the box to select student from the drop down list.

Match Student for Placement

Student Details

Student ID:	0802938	Address:	147 Gardenia Rd		
First Name:	0802938	Suburb:	Lalor	Postcode:	3075
Last Name:	0812457	Phone-H:	0331054396		
DOB:	0872121	Phone-M:			
Age:	0878451	Email:	omer@mail.com		
	0945215				

Search Placements By:

Employer: KFC - Bundoora Suburb: Kingsbury Industry: Restaurant

[Show All](#)

EmpName	EmpSuburb	ContPhone	ContPerson	IndName	Date Start	Date End
KFC - Bundoora	Bundoora	0394674145	David	Restaurant	26/09/2009	9/10/2009
KFC - Bundoora	Bundoora	0394674145	David	Restaurant	5/10/2009	23/10/2009

Double click on the selected placement to create a new agreement

[Close Form](#)

7.1.2 By Student First Name

To select a student by student first name simply click on the arrow of the text box next to "Student First Name" label or type in student's first name in the box to select student from the drop down list.

Match Student for Placement

Student Details

Student ID: 0802938
First Name: Omer
Last Name: David
DOB: Joe
Age: Jarrod
Peter
Martha

Address: 147 Gardenia Rd
Suburb: Lalor
Postcode: 3075
Phone-H: 0331054396
Phone-M:
Email: omer@mail.com

Search Placements By:

Employer: KFC - Bundoora
Suburb: Kingsbury
Industry: Restaurant

[Show All](#)

	EmpName	EmpSuburb	ContPhone	ContPerson	IndName	Date Start	Date End
▶	KFC - Bundoora	Bundoora	0394674145	David	Restaurant	28/09/2009	9/10/2009
	KFC - Bundoora	Bundoora	0394674145	David	Restaurant	5/10/2009	23/10/2009

Double click on the selected placement to create a new agreement

[Close Form](#)

7.1.3 By Student Last Name

To select a student by student last name simply click on the arrow of the text box next to "Student Last Name" label or type in student's last name in the box to select student from the drop down list.

Match Student for Placement

Student Details

Student ID:	0802938	Address:	147 Gardenia Rd		
First Name:	Omer	Suburb:	Lalor	Postcode:	3075
Last Name:	Sudar	Phone-H:	0331054396		
DOB:	Sudar	Phone-M:			
Age:	Thompson	Email:	omer@mail.com		
	Smith				
	Johnson				
	Joneson				

Search Placements By:

Employer: KFC - Bundoora Suburb: Kingsbury Industry: Restaurant

[Show All](#)

	EmpName	EmpSuburb	ContPhone	ContPerson	IndName	Date Start	Date End
▶	KFC - Bundoora	Bundoora	0394674145	David	Restaurant	28/09/2009	9/10/2009
	KFC - Bundoora	Bundoora	0394674145	David	Restaurant	5/10/2009	23/10/2009

Double click on the selected placement to create a new agreement

[Close Form](#)

7.2 Select Placement

7.2.1 By Employer

To display placements by employer simply click on the arrow of the text box next to "Employer" label or type in employer's company name in the box to select employer from the drop down list.

Match Student for Placement

Student Details

Student ID:	0802938	Address:	147 Gardenia Rd	
First Name:	Omer	Suburb:	Lalor	Postcode:
Last Name:	Sudas	Phone-H:	0331054396	
DOB:	7/10/1990 (DD / MM / YYYY)	Phone-M:		
Age:	19	Gender:	<input checked="" type="radio"/> M <input type="radio"/> F	
		Email:	omer@mail.com	

Search Placements By:

Employer: **Coles Kingsbury** Suburb: **Kingsbury** Industry: **Restaurant** Show All

EmpNa	ContPhone	ContPerson	IndName	Date Start	Date End
ALDI					
Coles					
Coles Kingsbury	0394703800	Darren	Super Market	12/10/2009	23/10/2009
Coles Northland	0394703800	Darren	Super Market	21/09/2009	2/10/2009
Coles Reservoir					
KFC - Bundooora					
KFC - Preston					
KFC - Reservoir					

Double click on the selected placement to create a new agreement

Close Form

7.2.2 By Suburb

To display placements by suburb simply click on the arrow of the text box next to "Suburb" label or type in suburb in the box to select suburb from the drop down list.

Match Student for Placement

Student Details

Student ID:	0802938	Address:	147 Gardenia Rd	
First Name:	Omer	Suburb:	Lalor	Postcode:
Last Name:	Sudas	Phone-H:	0331054396	
DOB:	7/10/1990 (DD / MM / YYYY)	Phone-M:		
Age:	19	Gender:	<input checked="" type="radio"/> M <input type="radio"/> F	
		Email:	omer@mail.com	

Search Placements By:

Employer: Coles Kingsbury Suburb: Kingsbury Industry: Restaurant Show All

EmpName	EmpSuburb	ContPhone	Col	Date Start	Date End
Colles Kingsbury	Kingsbury	0394703888	Dar	12/10/2009	23/10/2009
Colles Kingsbury	Kingsbury	0394703888	Dar	21/09/2009	2/10/2009
			Lalor		
			Preston		
			Preston		
			Preston		

Double click on the selected placement to create a new agreement

Close Form

7.2.3 By Industry Type

To display placements by industry type simply click on the arrow of the text box next to "Industry Type" label or type in industry type in the box to select from the drop down list.

User Manual

Match Student for Placement

Student Details

Student ID:	0802938	Address:	147 Gardenia Rd	
First Name:	Omer	Suburb:	Lalor	Postcode:
Last Name:	Sudas	Phone-H:	0331054396	
DOB:	7/10/1990 (DD / MM / YYYY)	Phone-M:		
Age:	19	Gender:	<input checked="" type="radio"/> M <input type="radio"/> F	
		Email:	omer@mail.com	

Search Placements By:

Employer: Coles Kingsbury Suburb: Kingsbury Industry: **Restaurant** Show All

	EmpName	EmpSuburb	ContPhone	ContPerson	IndName	Date Start	Date End
	Coles Kingsbury	Kingsbury	0394783888	Daren	Super Market	12/10/2009	23/10/2009
	Coles Kingsbury	Kingsbury	0394783888	Daren	Super Market	21/09/2009	2/10/2009

Double click on the selected placement to create a new agreement

Close Form

7.2.4 Display All

To display all placements simply click on "Display All" button.

Match Student for Placement

Student Details

Student ID:	0802938	Address:	147 Gardenia Rd	
First Name:	Omer	Suburb:	Lalor	Postcode:
Last Name:	Sudas	Phone-H:	0331054396	
DOB:	7/10/1990 (DD / MM / YYYY)	Phone-M:		
Age:	19	Gender:	<input checked="" type="radio"/> M <input type="radio"/> F	
		Email:	omer@mail.com	

Search Placements By:

Employer: Coles Kingsbury Suburb: Kingsbury Industry: Restaurant Show All

	EmpName	EmpSuburb	ContPhone	ContPerson	IndName	Date Start	Date End
	KFC - Thornbury	Thornbury	0394845607	Tyler	Restaurant	5/10/2009	16/10/2009
	McDonald Kingsbury	Kingsbury	0394669395	John	Restaurant	28/09/2009	9/10/2009
	McDonald Northland	Preston	0394788451	Simon	Restaurant	26/10/2009	6/11/2009
	McDonald Northland	Preston	0394788451	Simon	Restaurant	28/09/2009	9/10/2009
	McDonald Preston	Preston	0394844887	David	Restaurant	28/09/2009	9/10/2009
	McDonald Preston	Preston	0394844887	David	Restaurant	19/10/2009	30/10/2009
	McDonald Thomastown	Thomastown	0394656188	Jon	Restaurant	9/09/2009	20/09/2009
	Red Rooster Lalor	Lalor	0394656666	James	Restaurant	21/09/2009	2/10/2009
	Red Rooster Lalor	Lalor	0394656666	James	Restaurant	5/10/2009	23/10/2009

Double click on the selected placement to create a new agreement

Close Form

7.3 Close

To close the Matching Placement page just click on "Close Form" button to exit.

Match Student for Placement

Student Details

Student ID:	0802938	Address:	147 Gardenia Rd		
First Name:	Omer	Suburb:	Lalor	Postcode:	3075
Last Name:	Sudas	Phone-H:	0331054396		
DOB:	7/10/1990	(DD / MM / YYYY)	Phone-M:		
Age:	19	Gender:	<input checked="" type="radio"/> M <input type="radio"/> F		
		Email:	omer@mail.com		

Search Placements By:

[Show All](#)

Employer: Coles Kingsbury Suburb: Kingsbury Industry: Restaurant

EmpName	EmpSuburb	ContPhone	ContPerson	IndName	Date Start	Date End
Coles Kingsbury	Kingsbury	0394783888	Darren	Super Market	12/10/2009	23/10/2009
Coles Kingsbury	Kingsbury	0394783888	Darren	Super Market	21/09/2009	2/10/2009

Double click on the selected placement to create a new agreement

[Close Form](#)

7.4 Create Practical Placement

To create a Practical Placement:

- 1: Select a student (See step 6.1)
- 2: Select a placement (See step 6.2)
- 3: Double click on the selected placement from the list to create a Practical Placement.

Match Student for Placement

Student Details

Student ID:	0002930	Address:	147 Gardenia Rd	
First Name:	Omer	Suburb:	Lalor	Postcode:
Last Name:	Sudas	Phone-H:	0331054396	
DOB:	7/10/1990 (DD / MM / YYYY)	Phone-M:		
Age:	19	Gender:	<input checked="" type="radio"/> M <input type="radio"/> F	
Email:	omer@mail.com			

Search Placements By:

Employer: **Coles Kingsbury** Suburb: **Bundoora** Industry: **Restaurant**
Show All

EmpName	EmpSuburb	ContPhone	ContPerson	IndName	Date Start	Date End
Coles Kingsbury	Kingsbury	0394783888	Darren	Super Market	12/10/2009	23/10/2009
Coles Kingsbury	Kingsbury	0394783888	Darren	Super Market	21/09/2009	2/10/2009

Double click on the selected placement to create a new agreement

Close Form

7.4.1 Input Work Hours

Click the arrow next to "Coordinator" label to select the coordinator from the drop down list.

Practical Placement Form

Student: Omer Sudas Employer: Coles Kingsbury Coordinator: Admin User

Placement

Location: Kingsbury Description: Food Handling Uniform: Cooks Outfit

Start Date: 12/10/2009 End Date: 23/10/2009

Work Day/Time/Comments:

Work Hours Student Comments Employer Comments

	PlaceDate	StartTime	EndTime
*			

Place ID: 8 Total Hours:

Save Cancel

Printing Options

7.4.2 Input Student Comments

To input work hours for the Practical Placement:

- 1: Click "Work Hours" tab to open Work Hours page.
- 2: Complete the inputs of PlaceDate, StartTime, and EndTime fields.

User Manual

Practical Placement Form

Student: Omer Sudas Employer: Coles Kingsbury Coordinator: David Wilson

Placement

Location: Kingsbury Description: Food Handling

Start Date: 12/10/2009 End Date: 23/10/2009 Uniform: Cooks Outfit

Work Day/Time/Comments:

Work Hours	Student Comments	Employer Comments						
<table border="1"> <thead> <tr> <th>PlaceDate</th> <th>StartTime</th> <th>EndTime</th> </tr> </thead> <tbody> <tr> <td>Mon 12/10/2009</td> <td>09:00 AM</td> <td>03:00 PM</td> </tr> </tbody> </table>	PlaceDate	StartTime	EndTime	Mon 12/10/2009	09:00 AM	03:00 PM		
PlaceDate	StartTime	EndTime						
Mon 12/10/2009	09:00 AM	03:00 PM						

Save Cancel

Place ID: 8 Total Hours: 6

Printing Options

Print Agreement Print Student letter Print Employer Letter Close Form

3: Click "Save" button to save the inputs.

Practical Placement Form

Student: Employer: Coordinator:

Placement

Location: Duty Type: Uniform:

Start Date: End Date:

Work Day/Time/Comments:

Work Hours	Student Comments	Employer Comments						
<table border="1"> <thead> <tr> <th>Date</th> <th>Start Time</th> <th>Finish Time</th> </tr> </thead> <tbody> <tr> <td>*</td> <td></td> <td></td> </tr> </tbody> </table>	Date	Start Time	Finish Time	*				
Date	Start Time	Finish Time						
*								

Save Cancel

Total Hours:

Printing Options

Print Agreement Print Student letter Print Employer Letter Search Close Form

4: Or click on "Cancel" button to give-up on creating work hours.

Practical Placement Form

Student:
 Employer:
 Coordinator:

Placement

Location:
 Description:

Start Date:
 End Date:
 Uniform:

Work Day/Time/Comments:

Work Hours Student Comments Employer Comments

PlaceDate	StartTime	EndTime
Mon 12/10/2009	09:00 AM	03:00 PM
<div style="background-color: #cccccc; height: 100px; width: 100%;"></div>		

Place ID:
 Total Hours:

Printing Options

7.4.3 Input Employer Comments

To input student comments:

- 1: Click the "Student Comments" tab to open the Student Comments page.
- 2: Type your comments in the text box.

Practical Placement Form

Student: Omer Sudas **Employer:** Coles Kingsbury **Coordinator:** David Wilson

Placement

Location: Kingsbury **Description:** Food Handling

Start Date: 12/10/2009 **End Date:** 23/10/2009 **Uniform:** Cooks Outfit

Work Day/Time/Comments:

Work Hours **Student Comments** **Employer Comments**

It was a good job. I learnt a lot while I was there.

Save **Cancel**

Place ID: 8 **Total Hours:** 6

Printing Options

Print Agreement **Print Student letter** **Print Employer Letter** **Close Form**

3: Click on the "Save" button to store the comments or click on the "Cancel" button to give up on creating comments.

Practical Placement Form

Student: Omer Sudas **Employer:** Coles Kingsbury **Coordinator:** David Wilson

Placement

Location: Kingsbury **Description:** Food Handling

Start Date: 12/10/2009 **End Date:** 23/10/2009 **Uniform:** Cooks Outfit

Work Day/Time/Comments:

Work Hours **Student Comments** **Employer Comments**

It was a good job. I learnt a lot while I was there.

Save **Cancel**

Place ID: 8 **Total Hours:** 6

Printing Options

Print Agreement **Print Student letter** **Print Employer Letter** **Close Form**

7.4.4 Save

To input employer comments:

- 1: Click the "Employer Comments" tab to open the Employer Comments page.
- 2: Type your comments in the text box.

Practical Placement Form

Student: Omer Sudas **Employer:** Coles Kingsbury **Coordinator:** David Wilson

Placement

Location: Kingsbury **Description:** Food Handling
Start Date: 12/10/2009 **End Date:** 23/10/2009 **Uniform:** Cooks Outfit

Work Day/Time/Comments:

Work Hours **Student Comments** **Employer Comments**

The student was very helpful and well behaved.

Save **Cancel**

Place ID: 8 **Total Hours:** 6

Printing Options

Print Agreement **Print Student letter** **Print Employer Letter** **Close Form**

3: Click on the "Save" button to store the comments or click on the "Cancel" button to give up on creating comments.

Practical Placement Form

Student: Omer Sudas Employer: Coles Kingsbury Coordinator: David Wilson

Placement

Location: Kingsbury Description: Food Handling
Start Date: 12/10/2009 End Date: 23/10/2009 Uniform: Cooks Outfit

Work Day/Time/Comments:

Work Hours Student Comments Employer Comments

The student was very helpful and well behaved.

Place ID: 8 Total Hours: 6

Printing Options

Print Agreement Print Student letter Print Employer Letter Close Form

Save **Cancel**

7.4.5 Save

To save the change you have made just click on "Save" button to complete the change to the System.

Practical Placement Form

Student: Omer Sudas **Employer:** Coles Kingsbury **Coordinator:** David Wilson

Placement

Location: Kingsbury **Description:** Food Handling
Start Date: 12/10/2009 **End Date:** 23/10/2009 **Uniform:** Cooks Outfit

Work Day/Time/Comments:

Work Hours Student Comments Employer Comments

PlaceDate	StartTime	EndTime
Mon 12/10/2009	09:00 AM	03:00 PM
<div style="background-color: #cccccc; height: 150px; width: 100%;"></div>		

Place ID: 8 **Total Hours:** 6

Printing Options

Print Agreement Print Student letter Print Employer Letter Close Form

Save
Cancel

7.4.6 Cancel

To cancel the change you have made just click on "Cancel" button to cancel the change to the System.

Practical Placement Form

Student: Omer Sudas Employer: Coles Kingsbury Coordinator: David Wilson

Placement

Location: Kingsbury Description: Food Handling

Start Date: 12/10/2009 End Date: 23/10/2009 Uniform: Cooks Outfit

Work Day/Time/Comments:

Work Hours Student Comments Employer Comments

PlaceDate	StartTime	EndTime
Mon 12/10/2009	09:00 AM	03:00 PM
»		

Place ID: 8 Total Hours: 6

Printing Options

Print Agreement Print Student letter Print Employer Letter Close Form

Save
Cancel

7.4.7 Print Reports

To print reports of:

1. Click on the "Print Agreement" button for Practical Placement Agreement.
2. Click on the "Print Student Letter" button for Practical Confirmation to Student.
3. Click on the "Print Employer Letter" button for Practical Confirmation to Employer.

Practical Placement Form

Student: Employer: Coordinator:

Placement

Location: Duty Type: Uniform:

Start Date: End Date:

Work Day/Time/Comments:

Work Hours		Student Comments	Employer Comments
Date	Start Time	Finish Time	
*			

Total Hours:

Printing Options

7.4.8 Close

To close the Practical Placement Form just click on "Close Form" button to exit.

Practical Placement Form

Student: Omer Sudas **Employer:** Coles Kingsbury **Coordinator:** David Wilson

Placement

Location: Kingsbury **Description:** Food Handling
Start Date: 12/10/2009 **End Date:** 23/10/2009 **Uniform:** Cooks Outfit

Work Day/Time/Comments:

Work Hours Student Comments Employer Comments

PlaceDate	StartTime	EndTime
Mon 12/10/2009	09:00 AM	03:00 PM
<div style="background-color: #cccccc; height: 100px; width: 100%;"></div>		

Place ID: 8 **Total Hours:** 6

Printing Options

Print Agreement Print Student letter Print Employer Letter **Close Form**

8 View Agreements

8.1 Select agreement

To view an agreement simply click on the agreement from the list displayed.

View Agreements

Place ID	Description	Uniform	Start Date	End Date
1	Packing Job	Safety Vest and Boots	12/10/2009	16/10/2009
2	Cleaning Job	Casual Dress	17/09/2009	21/09/2009
3	Cleaning Job	Casual Dress	21/09/2009	02/10/2009
4	Packing Job	Safety Vest and Boots	21/09/2009	09/10/2009
5	Food Handling	Cooks Outfit	28/09/2009	09/10/2009

Employer

Name: Coles

Suburb: Lalor

Employer Comment:

Task Status:

Task Name	Task Done
Packing	<input checked="" type="checkbox"/>
Cleaning	<input type="checkbox"/>

Student

ID: 0845612

Name: Joe Thompson

Suburb: Preston

Student Comment:

Coordinator

Name: David Wilson

Job Title: Coordinator

Placement Date/Hours:

Date	Start Time	End Time
12/10/2009	10:00 AM	12:00 PM
13/10/2009	09:00 AM	12:00 PM

Close Form

8.2 Close

To close the View Agreement page just click on "Close Form" button to exit.

View Agreements

Place ID	Description	Uniform	Start Date	End Date
1	Packing Job	Safety Vest and Boots	12/10/2009	16/10/2009
2	Cleaning Job	Casual Dress	17/09/2009	21/09/2009
3	Cleaning Job	Casual Dress	21/09/2009	02/10/2009
4	Packing Job	Safety Vest and Boots	21/09/2009	09/10/2009
5	Food Handling	Cooks Outfit	28/09/2009	09/10/2009

Employer

Name: Coles

Suburb: Lalor

Employer Comment:

Task Status:

Task Name	Task Done
Packing	<input checked="" type="checkbox"/>
Cleaning	<input type="checkbox"/>

Student

ID: 0845612

Name: Joe Thompson

Suburb: Preston

Student Comment:

Coordinator

Name: David Wilson

Job Title: Coordinator

Placement Date/Hours:

Date	Start Time	End Time
12/10/2009	10:00 AM	12:00 PM
13/10/2009	09:00 AM	12:00 PM

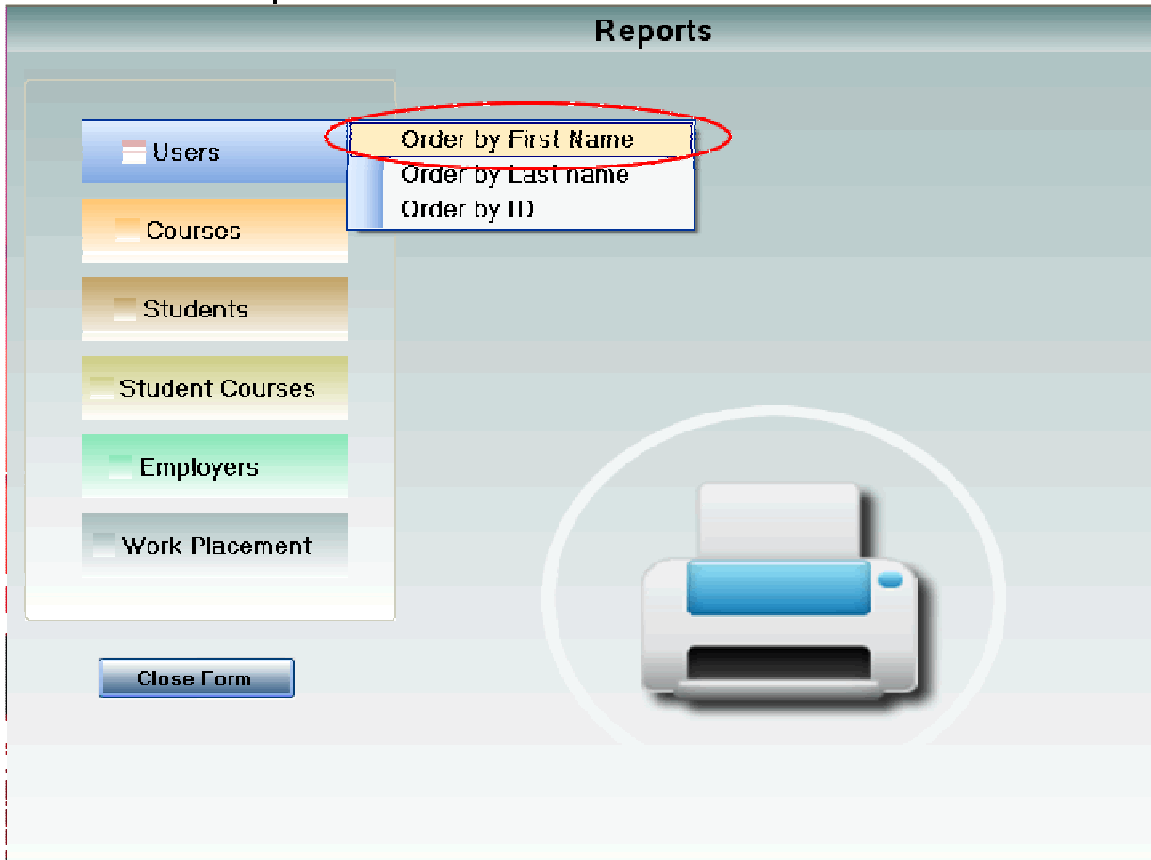
Close Form

9 Reports

9.1 Viewing User Reports

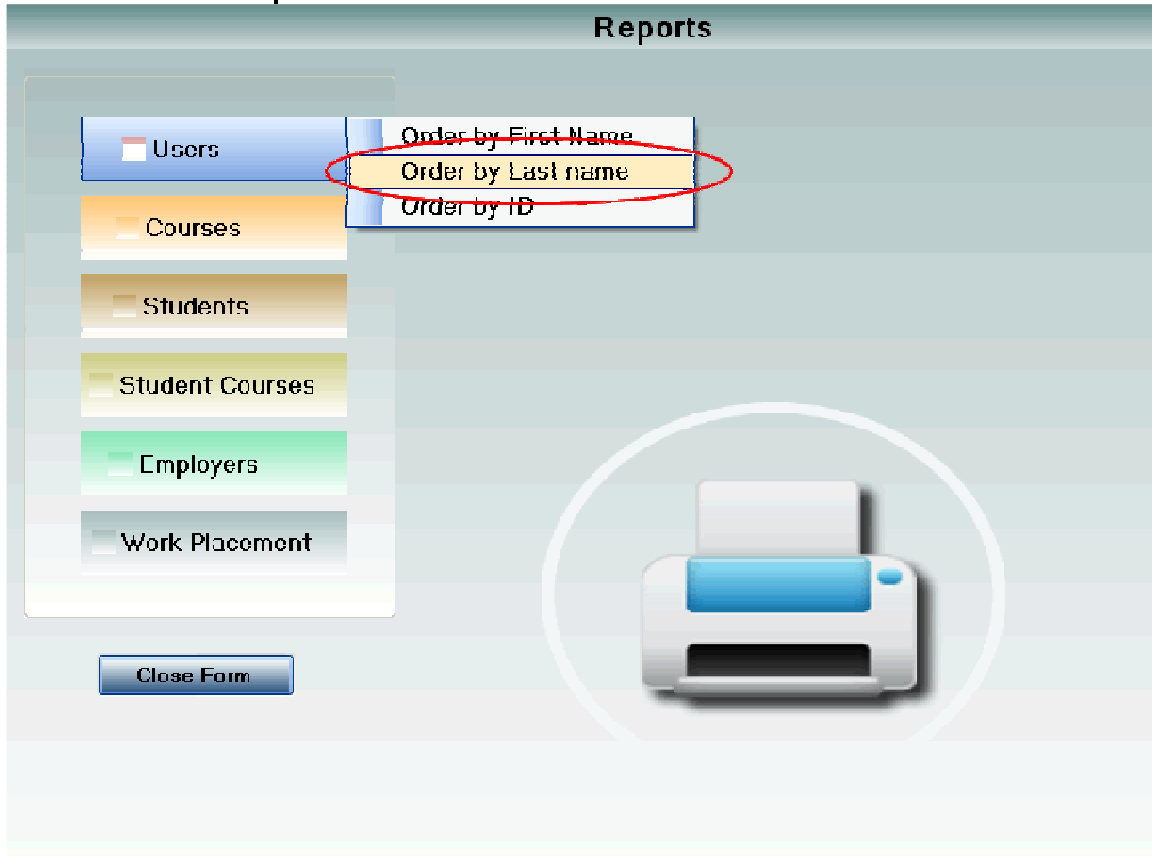
9.1.1 By First Name

To view user reports ordered by user's first name click "Order by First Name" tab under "Users" button:



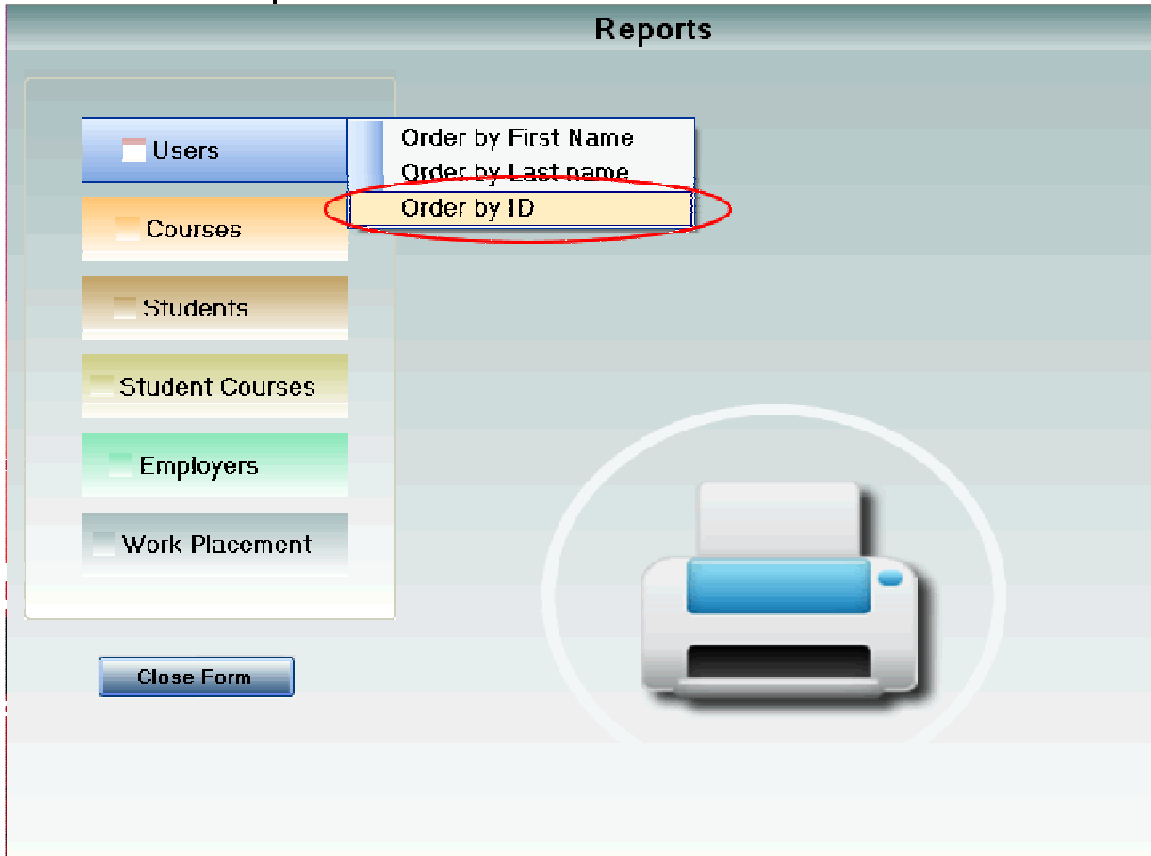
9.1.2 By Last Name

To view user reports ordered by user's last name click "Order by Last Name" tab under "Users" button:



9.1.3 By ID

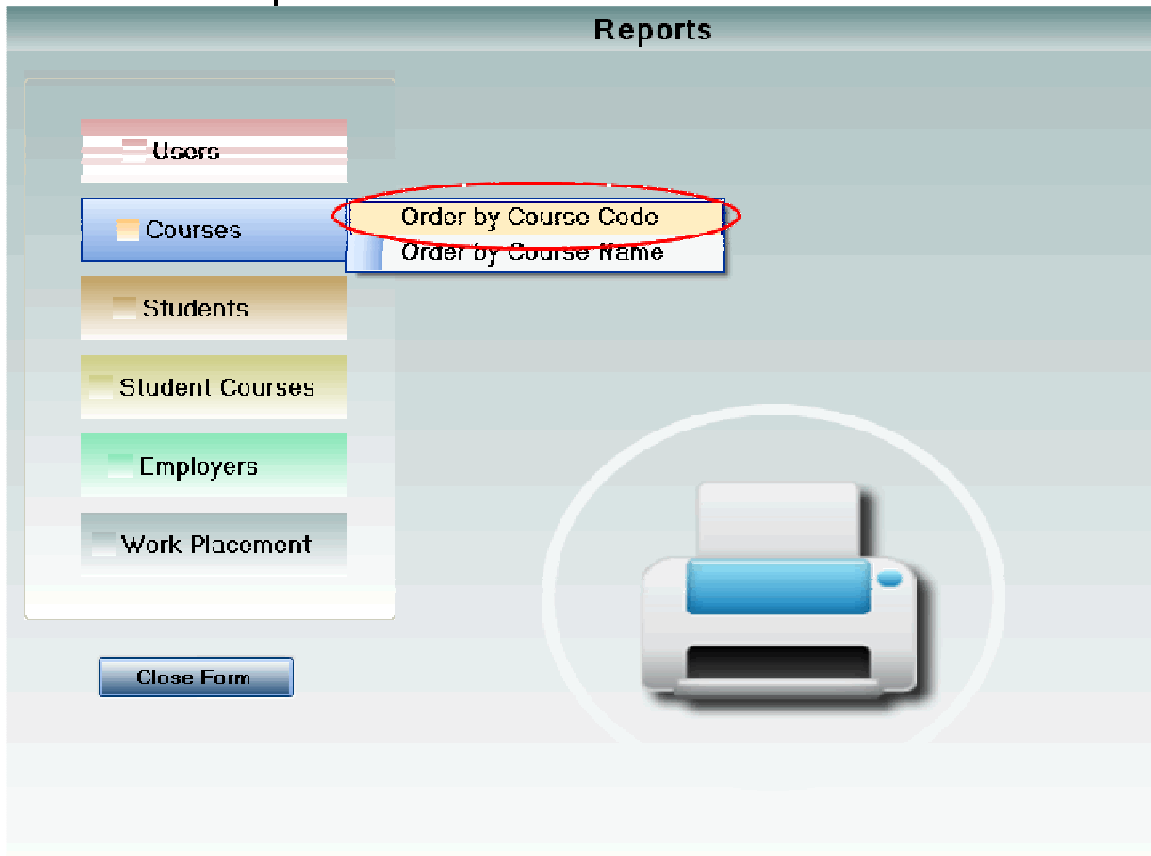
To view user reports ordered by user's ID click "Order by ID" tab under "Users" button:



9.2 Viewing Course Reports

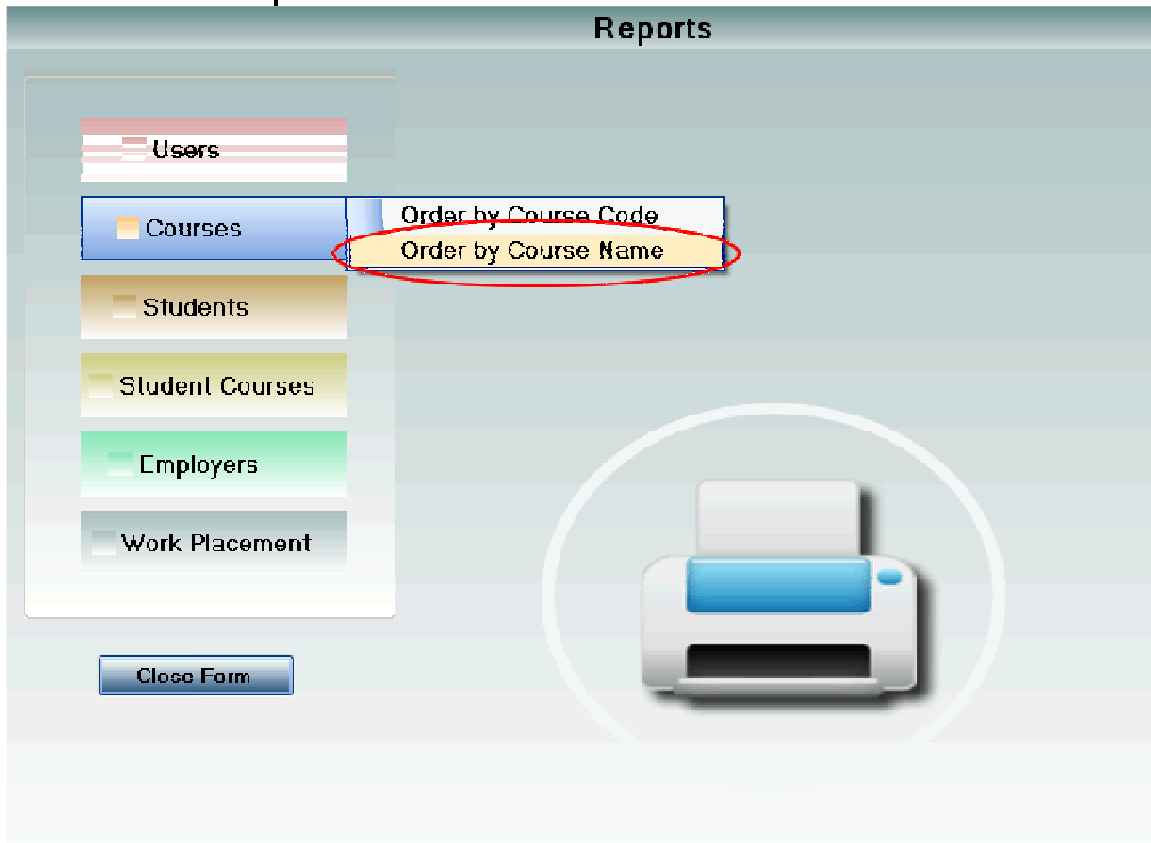
9.2.1 By Course Code

To view course reports ordered by course code click "Order by Course Code" tab under "Courses" button:



9.2.2 By Course Name

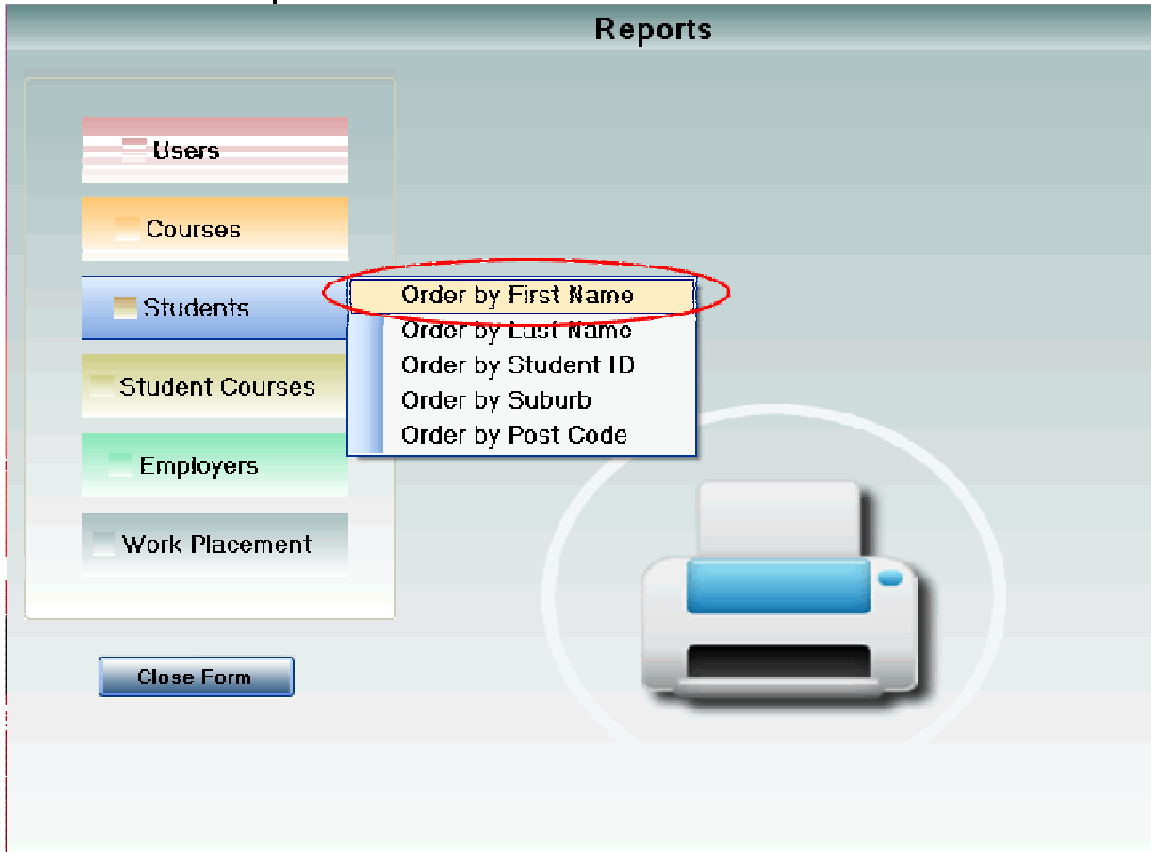
To view course reports ordered by course name click "Order by Course Name" tab under "Course" button:



9.3 Viewing Student Reports

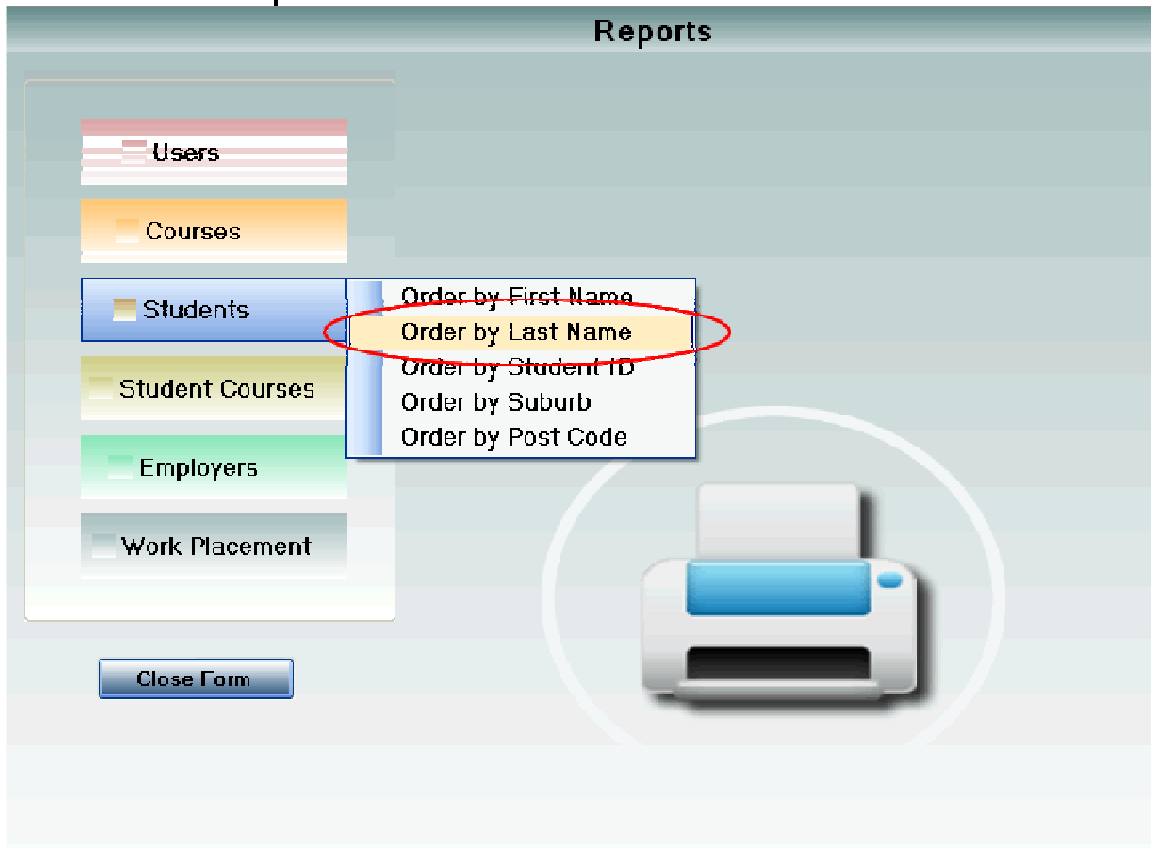
9.3.1 By First Name

To view student reports ordered by student's first name click "Order by First Name" tab under "Students" button:



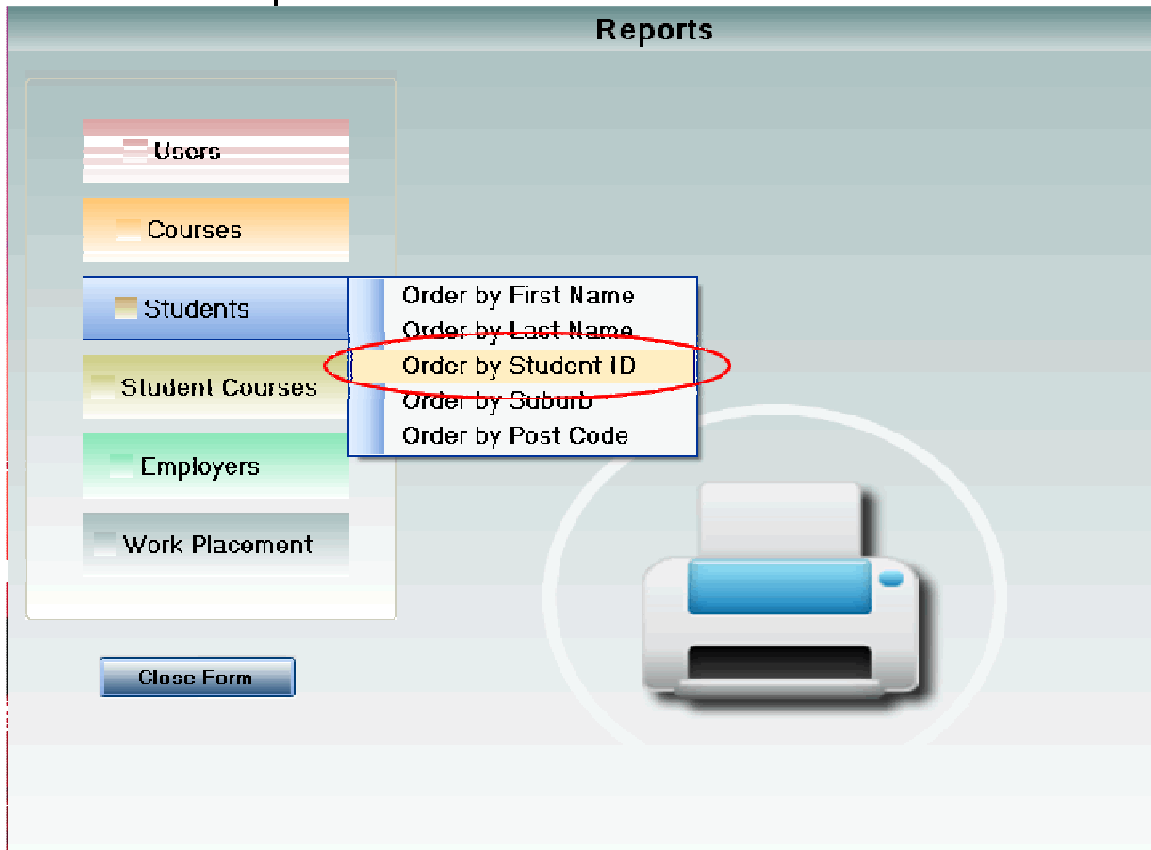
9.3.2 By Last Name

To view student reports ordered by student's last name click "Order by Last Name" tab under "Students" button:



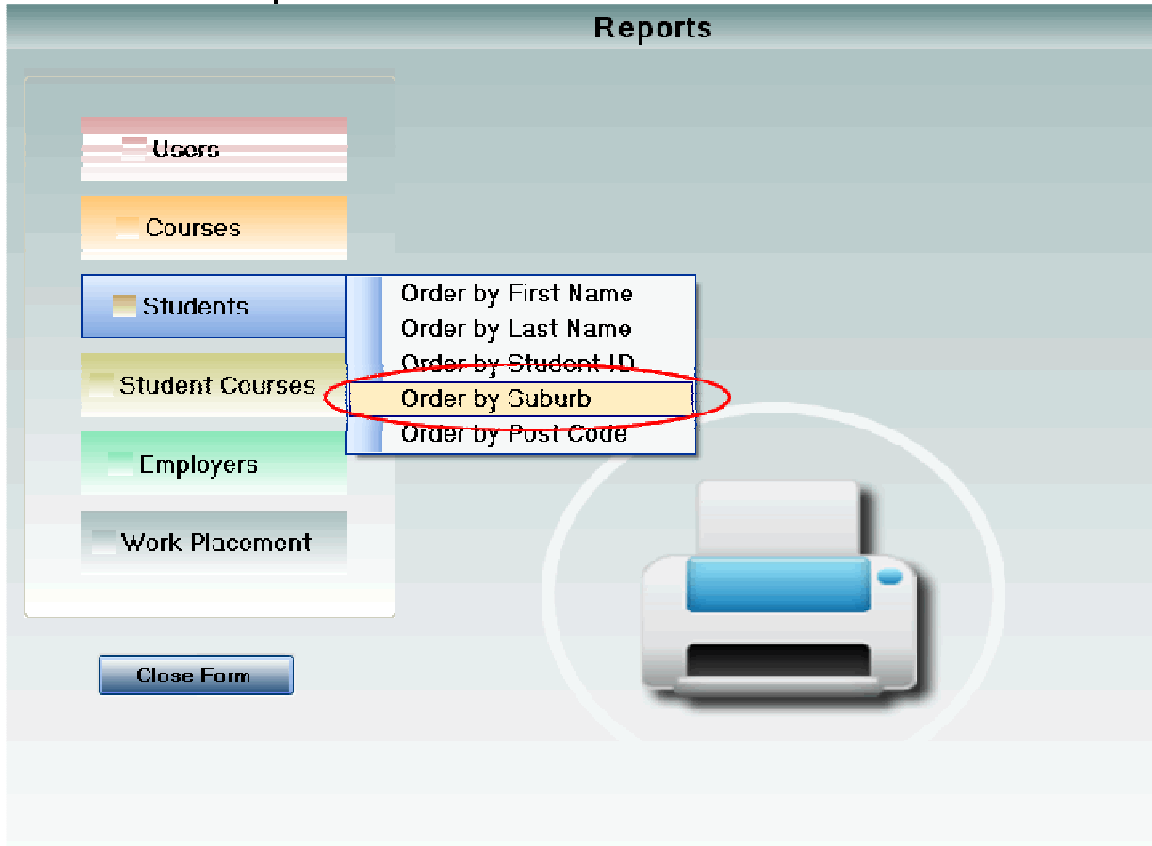
9.3.3 By ID

To view student reports ordered by student's ID click "Order by ID" tab under "Students" button:



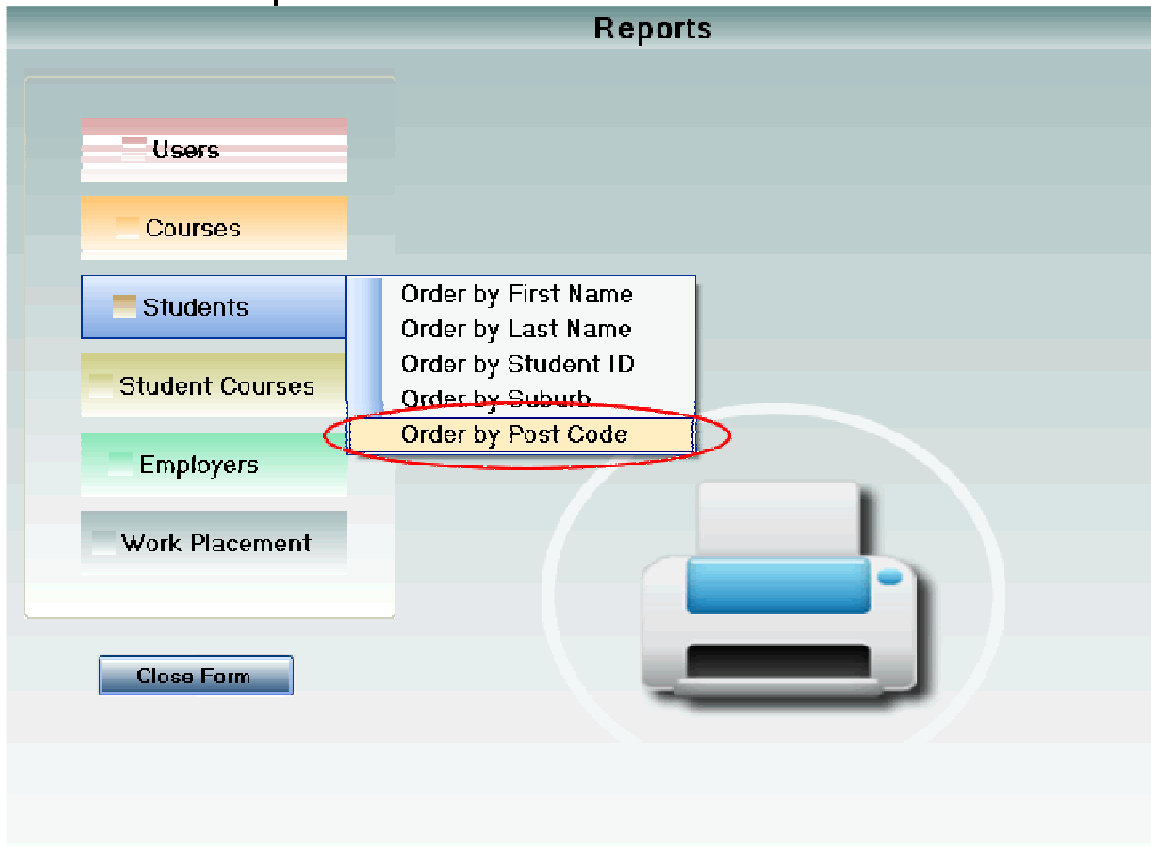
9.3.4 By Suburb

To view student reports ordered by suburb click "Order by Suburb" tab under "Students" button:



9.3.5 By Postcode

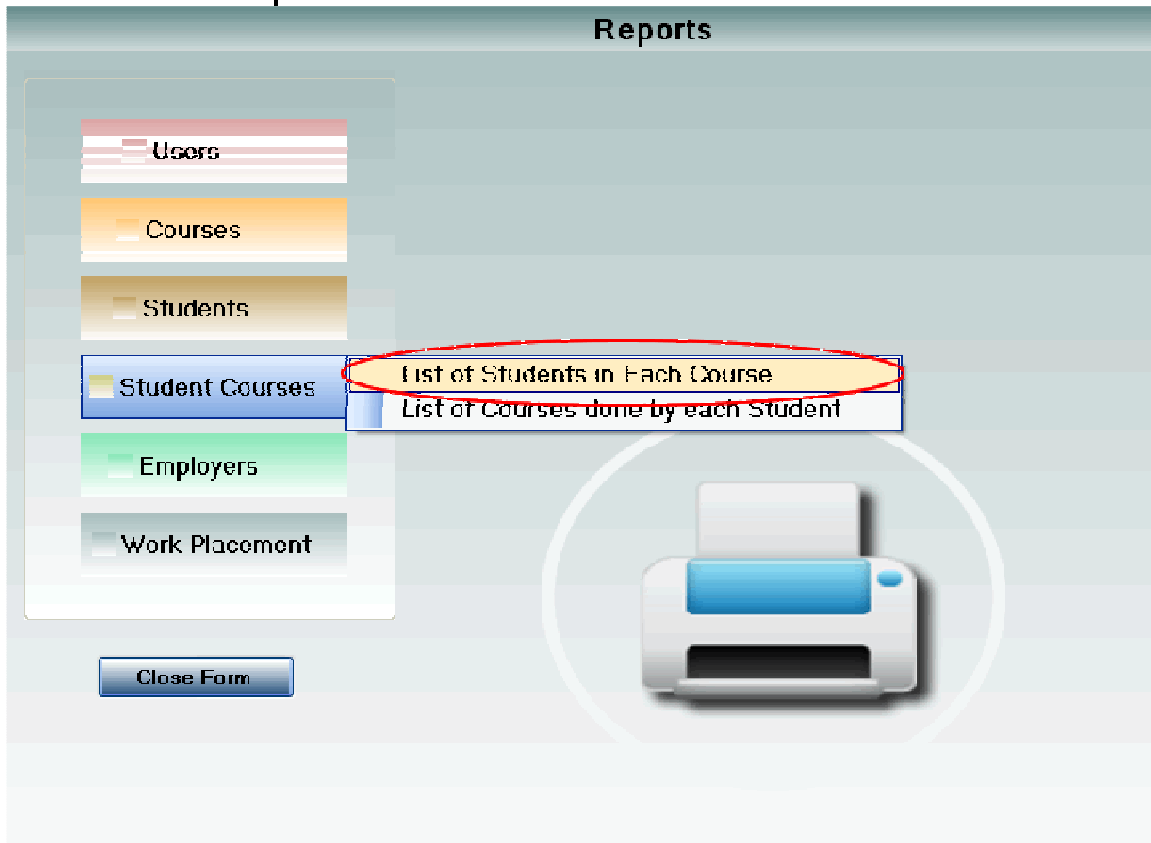
To view student reports ordered by postcode click "Order by Postcode" tab under "Students" button:



9.4 Viewing Student Course Reports

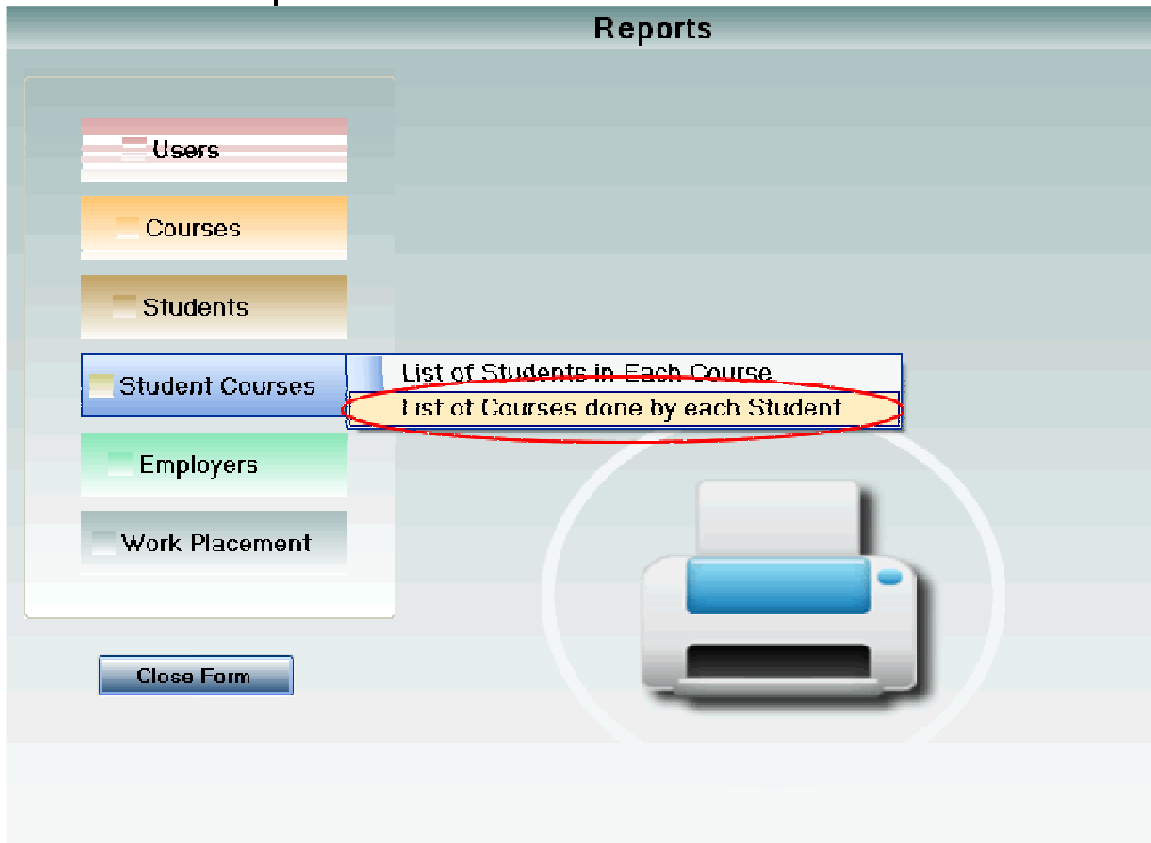
9.4.1 Student in each course

To view the list of all students in each course click "List of Students in Each Course" tab under "Student Courses" button:



9.4.2 Course done by student

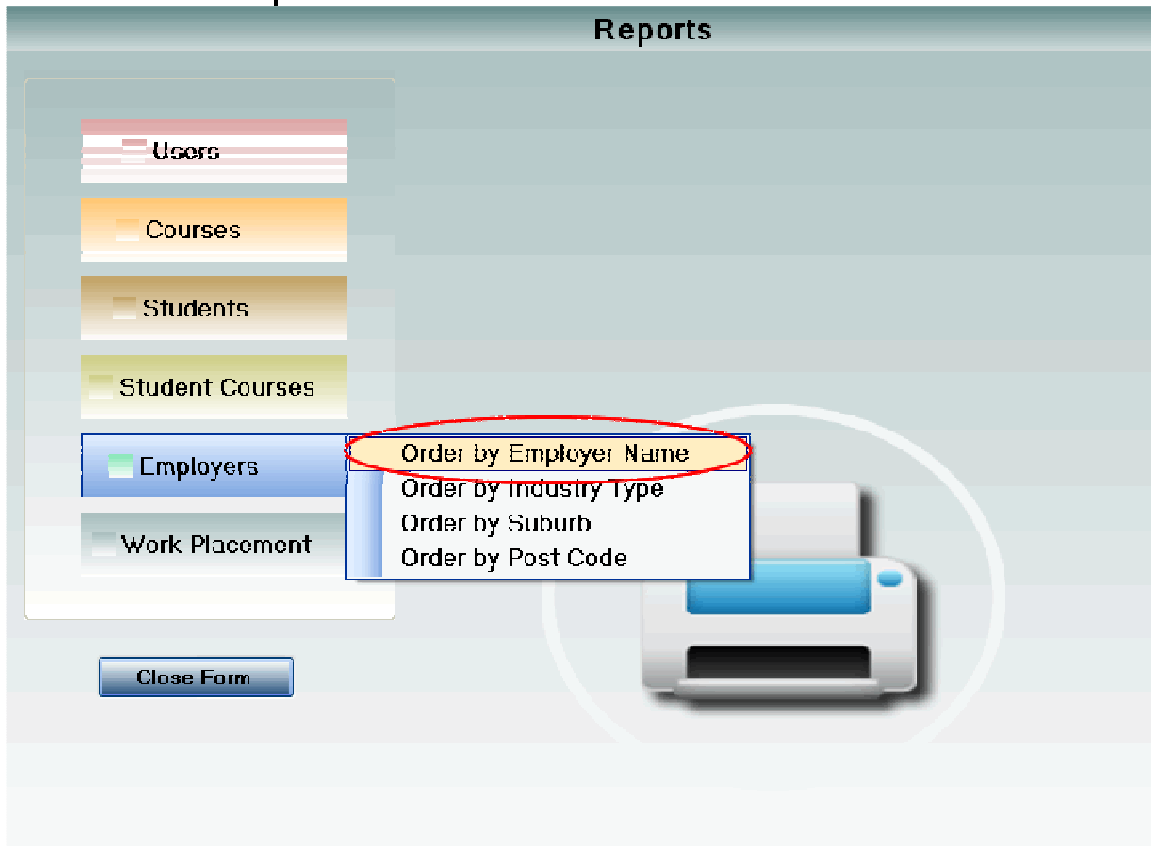
To view the list of courses done by each student click "List of Courses done by each Student" tab under "Student Courses" button:



9.5 Viewing Employer Reports

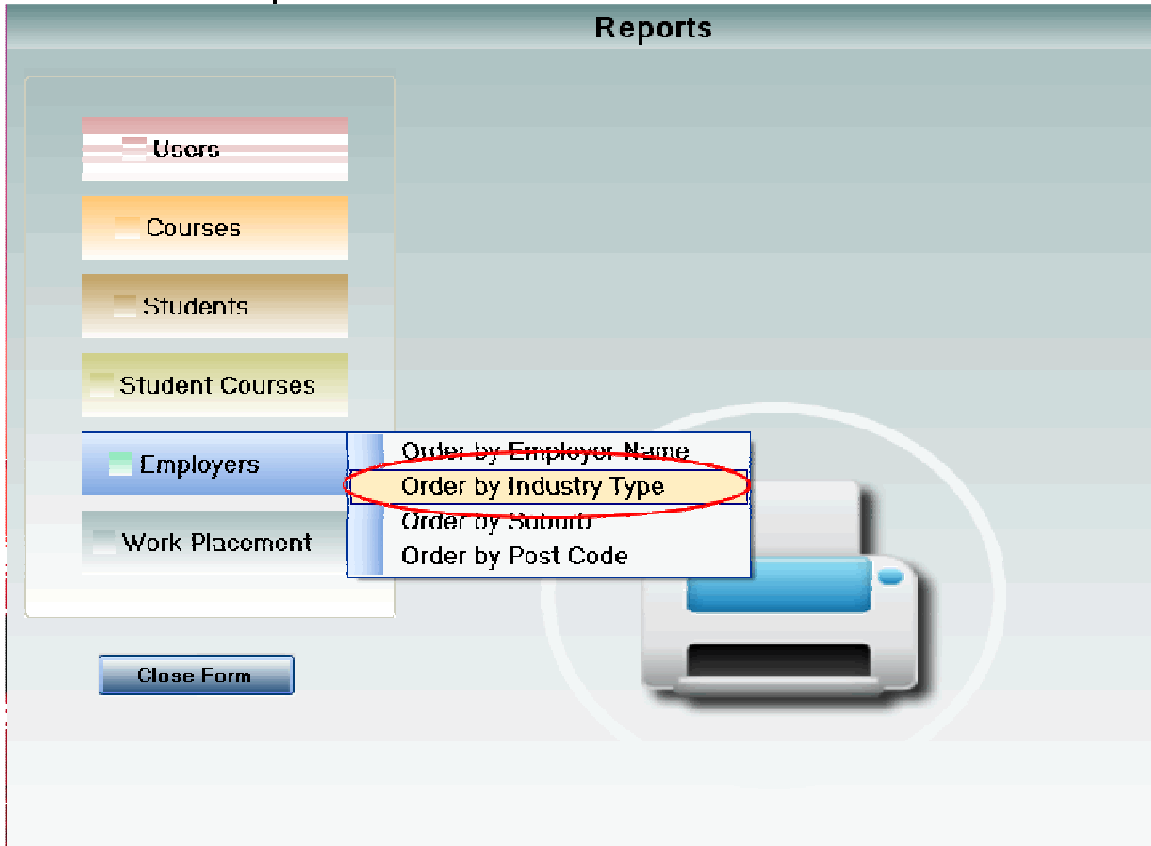
9.5.1 By Employer Name

To view employer reports ordered by employer's name click "Order by Employer Name" tab under "Employers" button:



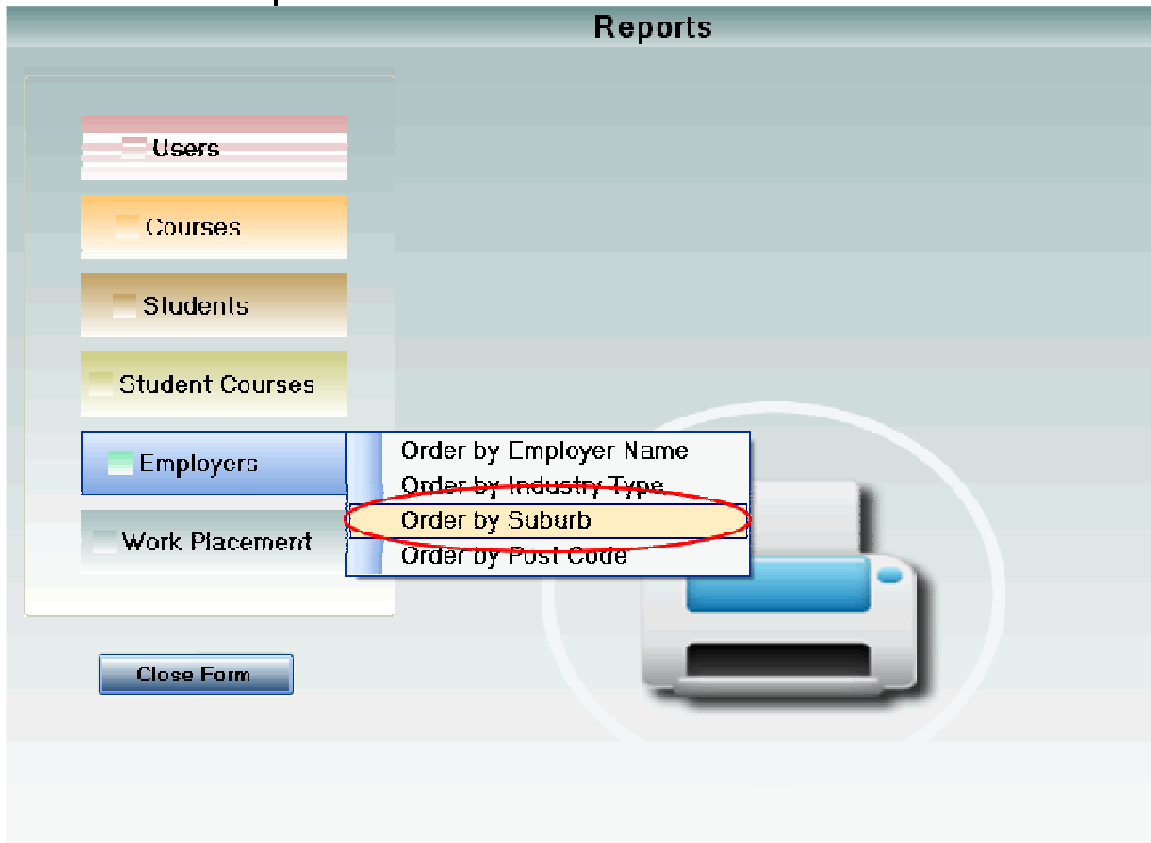
9.5.2 By Industry Type

To view employer reports ordered by industry type click "Order by Industry Type" tab under "Employers" button:



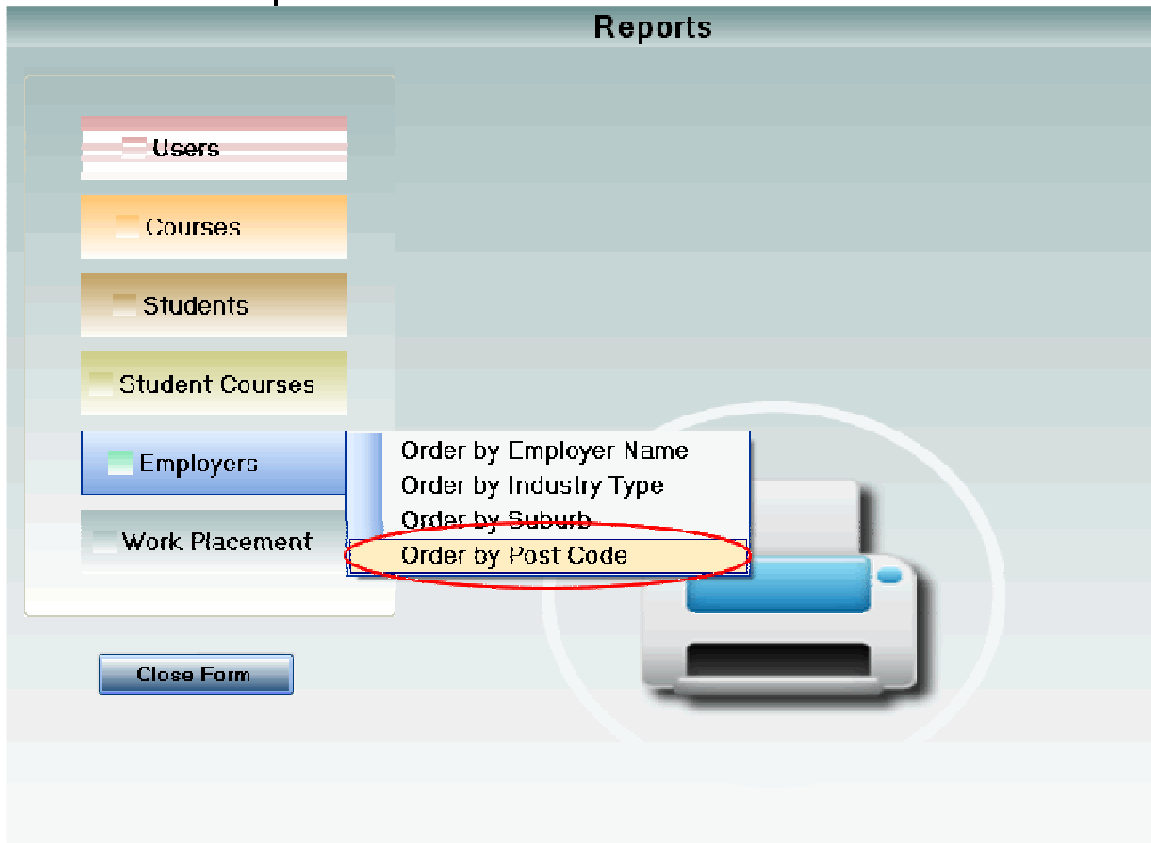
9.5.3 By Suburb

To view employer reports ordered by suburb click "Order by Suburb" tab under "Employers" button:



9.5.4 By Postcode

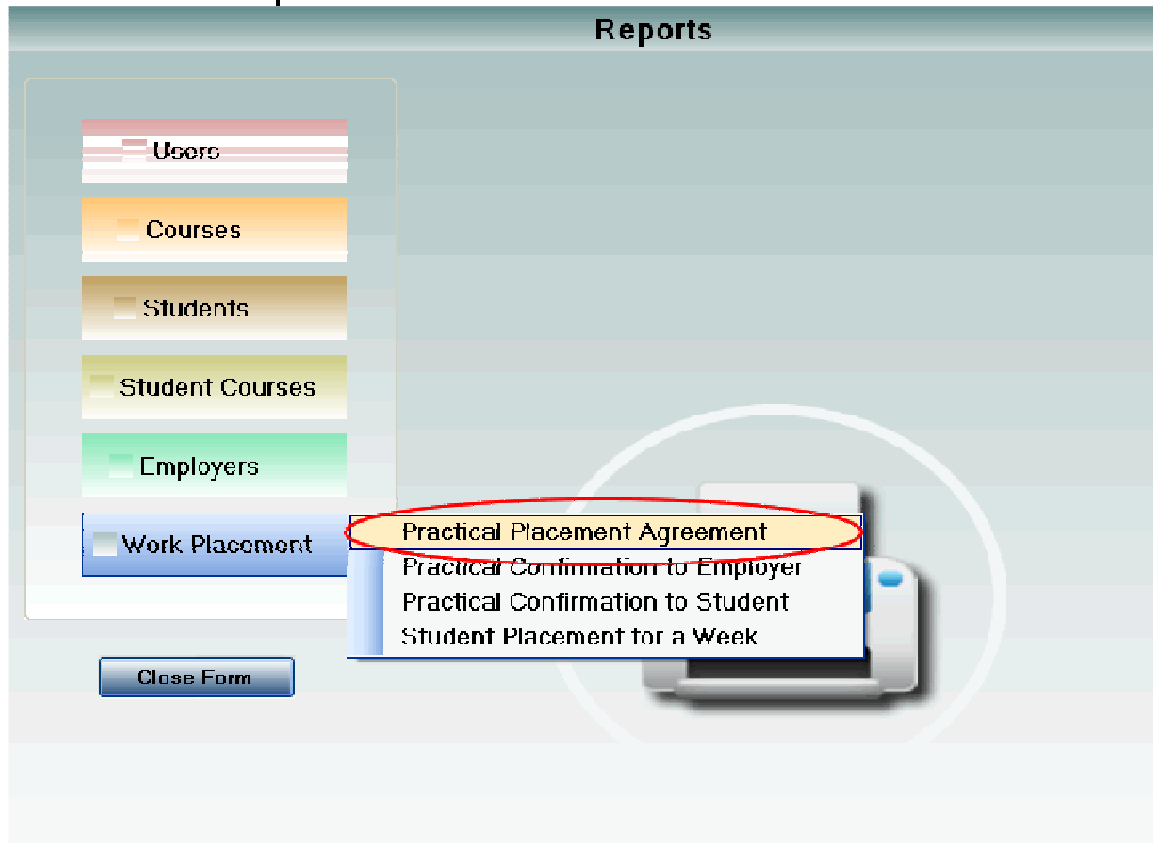
To view employer reports ordered by postcode click "Order by Postcode" tab under "Employers" button:



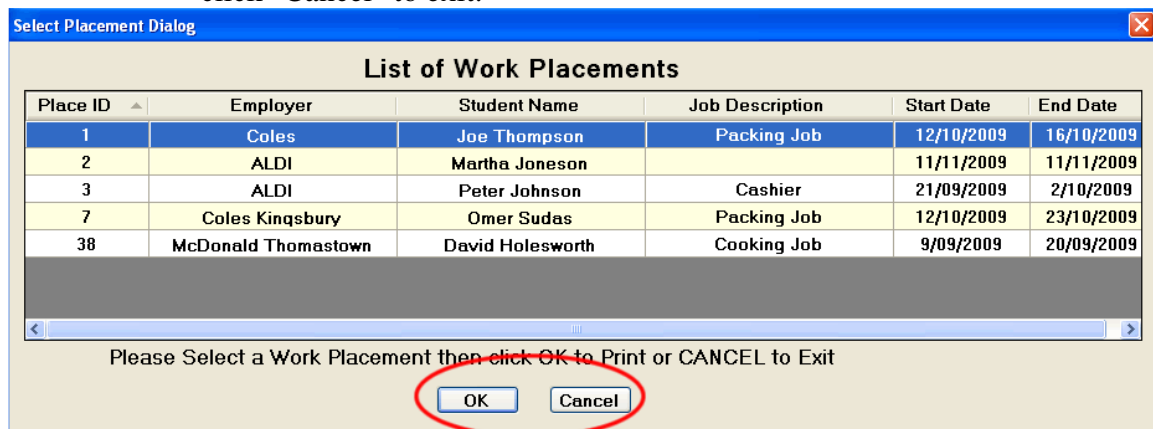
9.6 Viewing Work Placement Reports

9.6.1 Practical Placement Agreement

1: To generate a Practical Placement Agreement first click "Practical Placement Agreement" tab under "Work Placement" button.

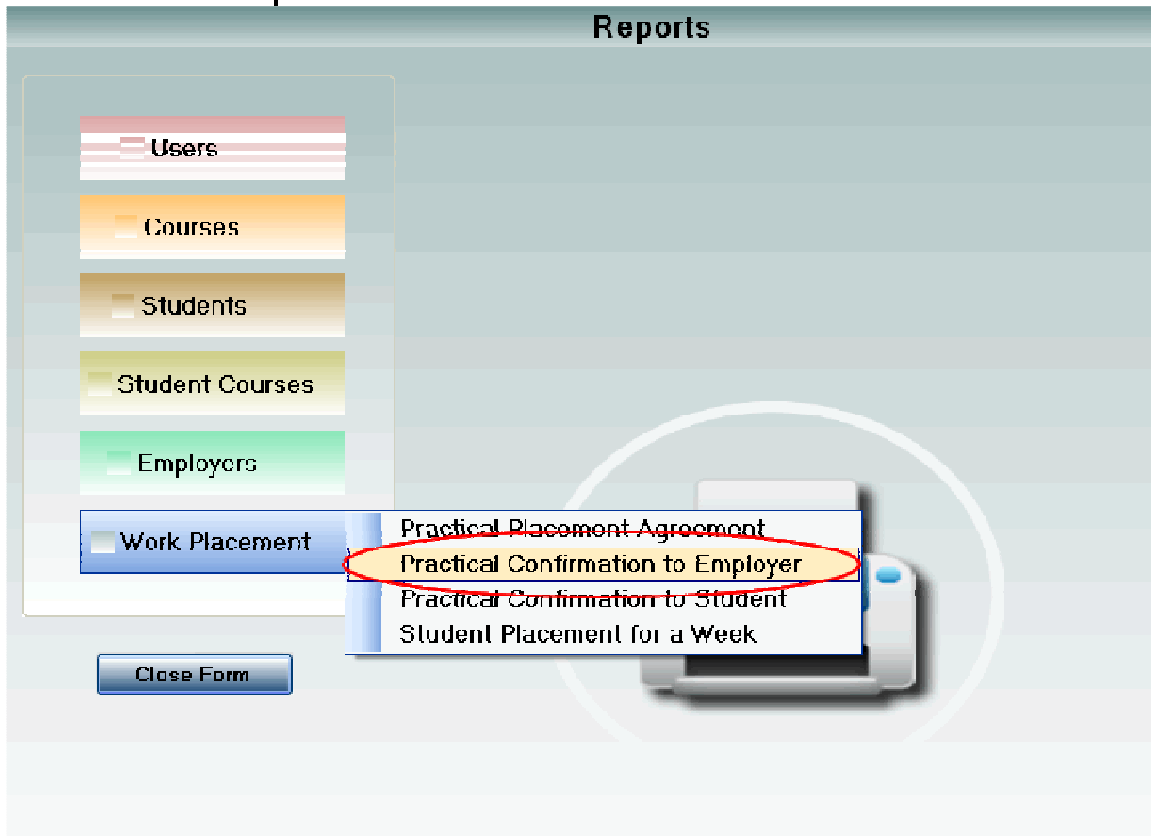


2: Select a Work Placement from the list then click "OK" to print it or click "Cancel" to exit.

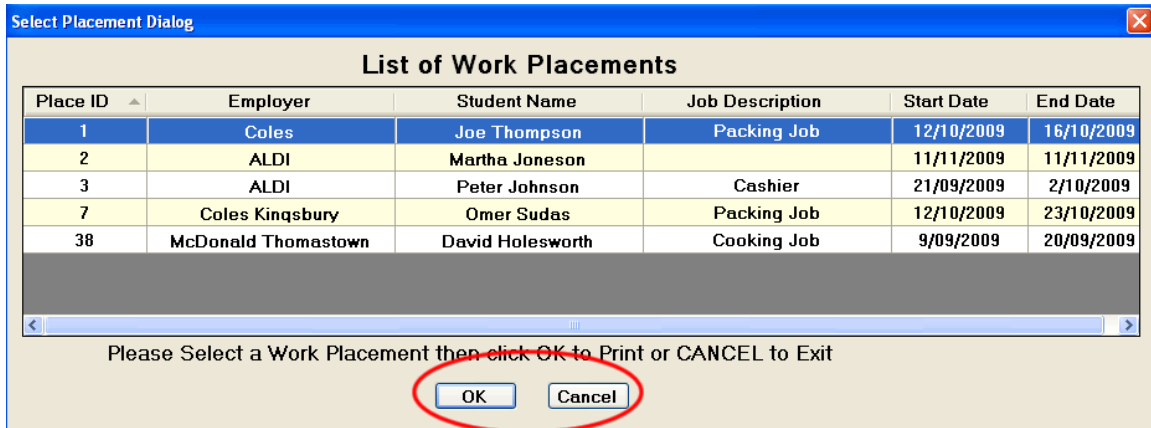


9.6.2 Practical Confirmation to Employer

1: To generate a Practical Confirmation to Employer first click "Practical Confirmation to Employer" tab under "Work Placement" button.

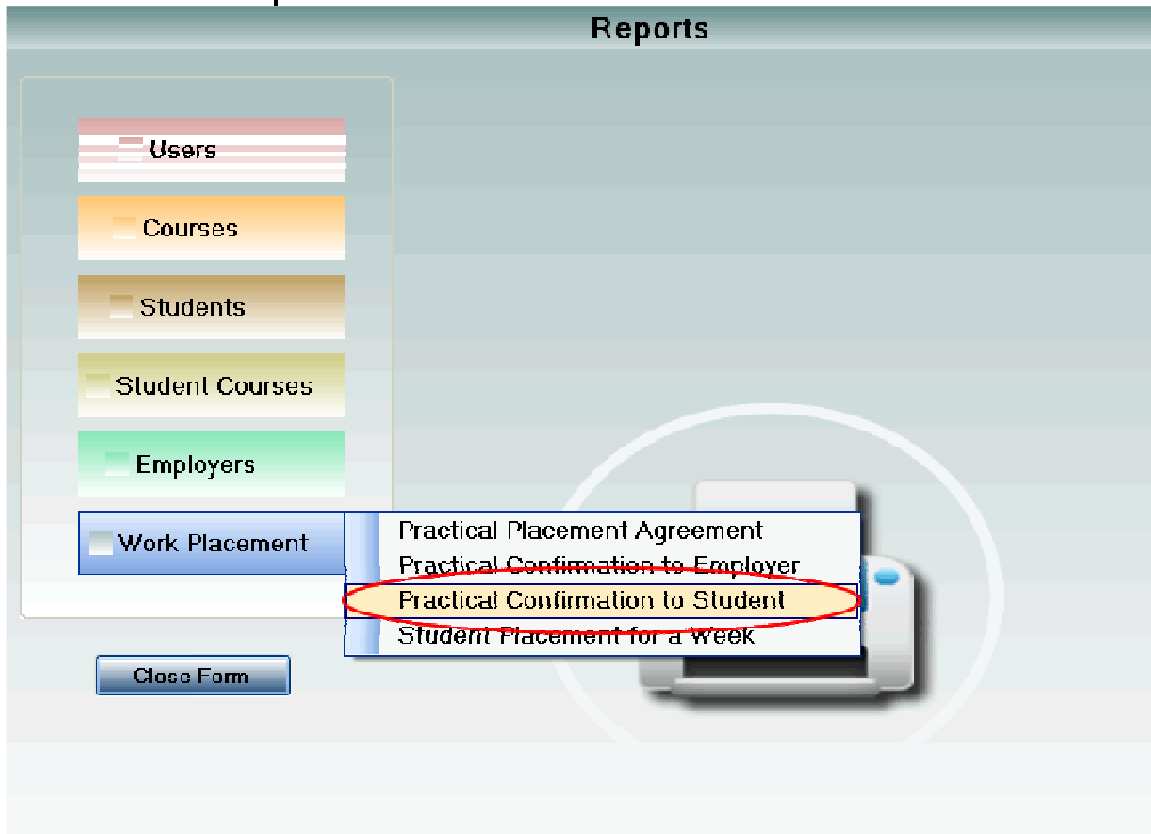


2: Select a Work Placement from the list then click "OK" to print it or click "Cancel" to exit.

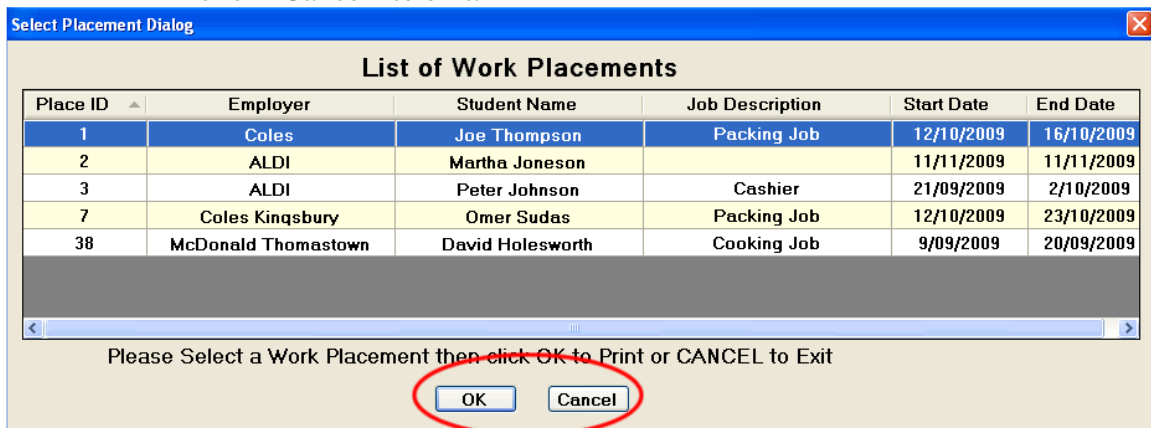


9.6.3 Practical Confirmation to Student

1: To generate a Practical Confirmation to Student first click "Practical Confirmation to Student" tab under "Work Placement" button.

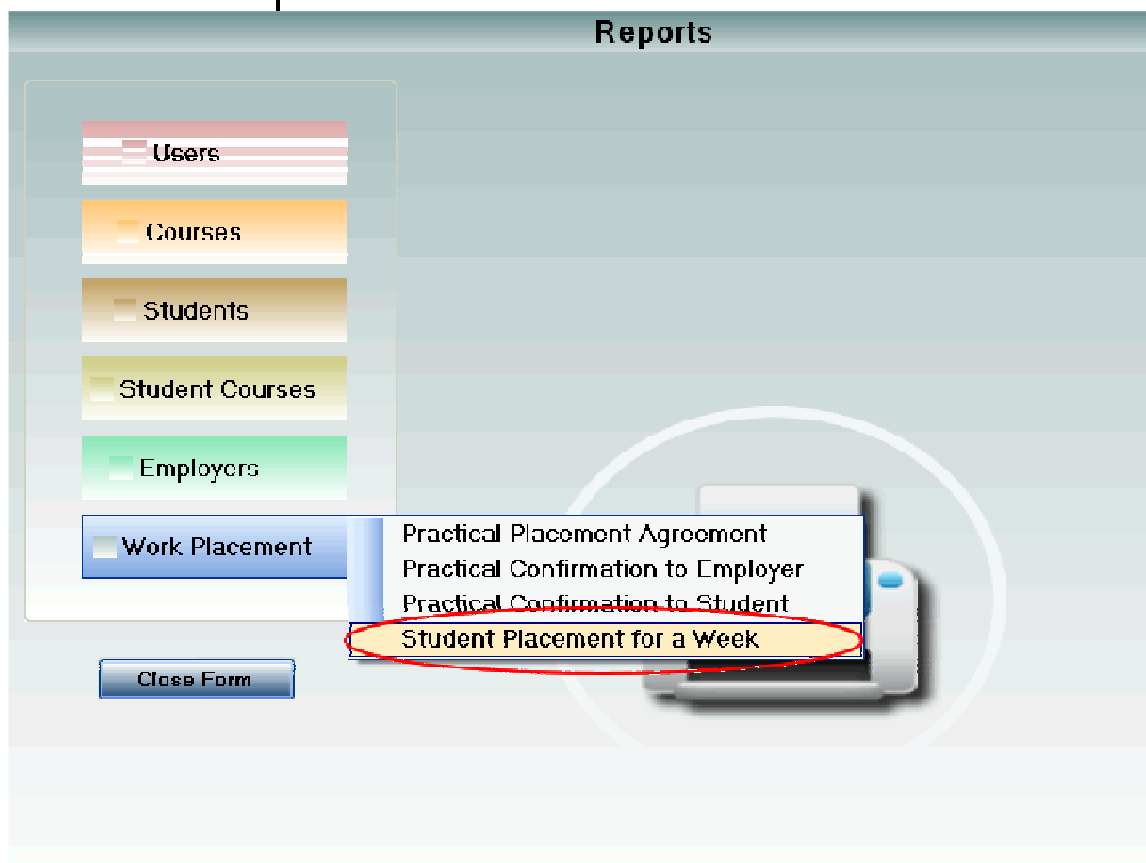


2: Select a Work Placement from the list then click "OK" to print it or click "Cancel" to exit.

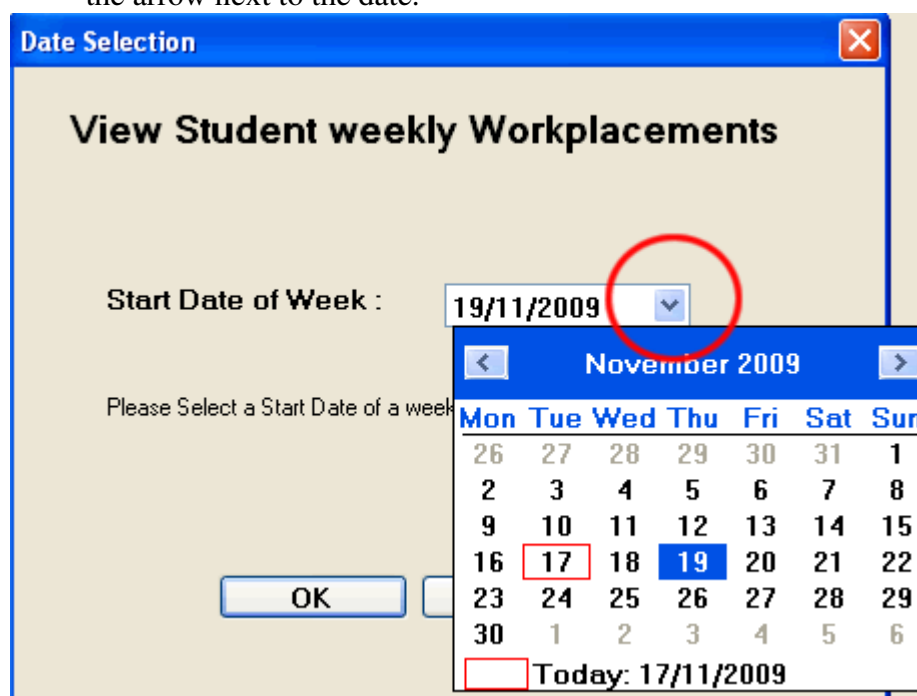


9.6.4 Student Placement for a Week

1: To view all Student Weekly Work Placements first click "Student Placement for a Week" tab under "Work Placement" button.



2: Select the start date of a week on the drop down calendar by clicking on the arrow next to the date.



3: Click "OK" to print it or click "Cancel" to exit.

Date Selection

View Student weekly Workplacements

Start Date of Week : 17/11/2009 ▼

Please Select a Start Date of a week to print weekly Report

OK Cancel

9.7 Close Form

To close Reports form just click on the "Close Form" button located on the bottom left to exit:

Reports

Users

Courses

Students

Student Courses

Employers

Work Placement

Close Form

