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# <u>User Manual</u> IRU Academy Accredited Training Institutes (ATIs)



# IRU Academy Online AOL

# **USER MANUAL**

FOR IRU ACADEMY ACCREDITED TRAINING INSTITUTES (ATIS)

This User Manual

is in addition to the Computer Based Training (CBT) package

on the use of the IRU Academy Online made available to your ATI.

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### 1 Access, Login and Homepage

#### 1.1 Access

To start using Academy On-Line, you need the following:

- A computer running Internet Explorer 6.0 or higher
- An internet connection
- Adobe Acrobat 6.0 or higher (to print Certificates/Diplomas).

First connect to <u>https://demo.iruacademyonline.com</u>. The following screen will appear:

Academy On Line (AOL)			ACM
Academy On Line (AOL)			WEB SITE
IRU	J ACADEMY ONLINE v3.0 - HOMEPA	GE	
ATI Module	Graduate Module	IRU ACADE	му
ATI Accreditation Module	Public Graduate Page Access	ATI Promotion	al Page
	Check Qualification Certificate		
			<b>IRU</b> cademy
Worldwide Excellence in Professio	onal Road Transport Trainir	ng A	cademy

Academy Homepage

**NOTE:** Be sure to disable any pop-up blocking software, otherwise you will not be able to display the AOL screens. Pop-up blockers often come with customised toolbars such as those supplied by Yahoo, Google, etc. You need to either disable all of them or press <CTRL F5>, which bypasses ALL pop-up blockers.



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 emy
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 Academy

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#### 1.2 Login

To Login, you must have a User Name and Password. The way you log into AOL v3.0 depends on whether you are logging in as a new Training Institute for the first time (without being accredited for any IRU Academy programme), or as an already existing (Accredited) Training Institute, when you can login into the AOL "ATI Module".

#### 1.2.1 Login as a New Training Institute

If you are a training institute interested in becoming accredited for any of the IRU Academy programmes, you need to:

- go to the AOL v3.0 Homepage (at URL: <u>https://www.iruacademyonline.com</u>)
- click on the "ATI Accreditation Module" button.

AOL will display the ATI login page:

IRU		ACM
Academy On Line (AOL)		WEB SITE
PROME IN EAR	SECTION IV. Institute Staff	SECTION V Instructor(s) Q: P
Welcome to the IRU Academy On Accreditation, Reaccreditation and Information Please check one of the following I	Update Process	
	am a Staff Member of an already Ac Istitute (ATI) or an Institute which ha accreditation process.	
	Password:	
The second secon	Did You Forget Your Passwor	rd?
Cancel Continue		
		IRU
Worldwide Excellence in Professional Road Transport T		cademy



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Select the "This is my First Time on this web site" radio-button, enter your valid "Email" address and click on the "Continue" button:



AOL displays the ATI Accreditation "Section I Introduction" screen tab:



3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy To identify yourself as a representative of the training institute interested in becoming accredited for an IRU Academy programme, select your "Title", enter your "Name", "First Name", "Job Title", "Telephone" number, "Mobile" telephone number, then click on the "Submit & Continue" button:



AOL immediately sends you a 'New AOL Login Account Information' on the e-mail you have indicated in the "Section I Introduction" screen tab and displays a message to check the email for your login information:

Click on the "OK" button to close the message and return to the AOL Homepage:



To proceed with starting the accreditation process, check your e-mail (indicated in the previous step) where you should find an 'Activate your IRU Academy On-Line (AOL) Accreditation Account – New AOL Login' message received from <u>academy@iru.org</u>:

	📕 🗣 Hi, Aol 👻   Sign Out   Options 🍷   Help 👻				Make Y! My Homepage			×	
$Y_{A}$ HO	<b>О!</b> ма	IL				Q Search		Search	
WHAT'S NEW	INBOX (1)	CONTAG	TS UPDATES						
Compose Message	•	Delete	Reply 🔻	Forward Spam	3 · II · O ·			(* * <u>1</u> * *)	
📮 Inbox	1 🕑		FROM		SUBJECT		DATE 👻	8 📩	
Drafts			academy@iru.org		Activate your IRU Academy On-Line (AOL) Accredita	tion Account - New AOL Login	4:42 PM		
🔛 Sent 🕕 Spam	Ξ	Delet	e Reply 👻	Forward Spam	0 • III • 0 •			(* * <u>1</u> * *)	
	П;	RU	Accredited Training Institute		Page 8 of 182 pages		Π	RU	
	Acad	lemy	'		national Road Transport Union • IRU arembé • B.P. 44 • CH-1211 Geneva		Aca	ademy	
		Tel:	+41-22-918 2	20 51 • Fax: +4	1-22-918 27 41 • E-mail: academy@	iru.org • Web: www	w.iru.org/a	cademy	

Open this e-mail message and you will find the automatically-generated first time 'User Name' and 'Password' which you should use for login into the AOL ATI Accreditation Module in order to start the accreditation process:

Activate your IRU Academy On-Line (AOL) Accreditation Account - New AOL Login	TO: You CC: 1 recipient	Show Details
Dear AOL visitor,		
Thank you for your interest in the activities of the IRU Academy and your recent request for obtaining access to the Academy On-line (AOL) system for acc	reditation.	
In order to activate your account, please log in with your username and password:		
User Name: aol11585		
Password: Tra21408		
to the IRU Academy On-line at:		
http://aol3v12-test.iru.org/ati/aorredit/UserLogin.aspx		
Following your first login to AOL with your credentials, you will be invited to provide us with the information required for IRU Academy programme accred pdf instructions.	litation, in accordance with	h the attached
We invite you to visit us on our website, www.iru.org/academy for any further questions.		
IRU Academy academy@iru.org		
Reply to academy@inu.org		×

You will then need to use the details given in the 'Activate your IRU Academy On-Line (AOL) Accreditation Account – New AOL Login' message to logon to the AOL ATI Accreditation Module by selecting the "I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process' radiobutton, entering the "User Name" and "Password" provided to you in the e-mail message and by clicking on the "Continue" button:



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Accredited

Training

AOL will display the ATI Accreditation "Section I Introduction" screen tab completed with the details you have entered previously and with the (automatically-generated) "User Name" and "Password" (same as in the e-mail received on the account you indicated):



Click on the "Submit & Continue" button to start the accreditation process as a new ATI. AOL will take you to the "Programme Selection" page:

RU cademy On Line	(AOL)			WEB SITE
			SECTION IV	BECTION V
PROGRESS BAR	Introduction Training Institute	Authorities	Institute Staff	Instructor(s) G
and the second second				
Pleas	e select the Programme and Course for wh	ich you would like to obta	ain IRU Academy Accred	itation:
Programme Name	Please Select			
Course Name:				
How many studen	ts do you forecast your Training Institue will enro	for this course during:		
		10000000		
	The calendar year			
	The calendar year			
			=	
	The calendar year The calendar year	2012 		
If you received an	The calendar year	2012 	-	_
If you received an	The calendar year The calendar year	2012 		Submit &
× 1	The calendar year The calendar year	2012 		Submit & Continue
× 1	The calendar year The calendar year	2012 		Continue
× 1	The calendar year The calendar year	2012 		Continue
× 1	The calendar year The calendar year	2012 		
Back	The calendar year The calendar year			Continue
Back	The calendar year The calendar year			Continue
Back	The calendar year The calendar year IRU Academy Promotional Code, please enter it the in Professional Road Tr			Continue

Academy International Road Transport Union • IRU Academy 3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy Select the "Programme" and "Course" you want to start the accreditation process for, indicate the estimated number of students your training institute expects to have for the selected programme and course during the current and the next 2 calendar years, then click on the "Submit & Continue" button:

IRU		ACM
Academy On Line (AOL)		WEB SITE
FROME & LAA I Information Introduction Training Institute Authonities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: P
Please select the Programme and Course for which you would like to ob	tain IRU Academy Accred	litation:
Programme Ilame: Certificate of Professional Competence in Dangerous Goods by Road (AD	DR)	
Course Name: 69, Adr Driver: Packagings And Bulk, Excluding Classes 1 & 7		
How many students do you forecast your Training Institue will enrol for this course during:		
The calendar year		
The calendar year		
ine calendar year		
If you received an IRU Academy Promotional Code, please enter it here:		
Back		Submit & Continue
	A.,	IRU
Worldwide Excellence in Professional Road Transport Train	ing 🖌	Academy

AOL displays an empty "Section II Training Institute" screen tab:

RU ademy On L	SECTION		SECTION III Authorities	SECTION IV	SECTION V
		se enter the following information a	bout your Training	Institute(TI):	
	Institute Name:     Short Name:     Code:     Address1:		Telephone: Fax: Mobile: Email: Web Site:		
	Address2: Address3: City: State: Postal Code: Country:	Please Select 🗶	Do you have an	y Branch Training Institute?	
T	Back			-	Submit & Insert Logo
Worldwide Exe	cellence in Pro	ofessional Road Trar	sport Train		cadem
	Accredited Training Institute	Page 11 o	f 182 pages	S	Π:

Academy International Road Transport Union • IRU Academy 3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy Enter your training institute details, select the appropriate 'Branch' radio-button and click on the "Submit & Insert Logo" button:

IRU	Ū				ACM
Academy On Li	ne (AOL)				WEB SITE
PROOFE & BAR	SECTION I Introduction	SECTION II Training Institute	SECTION III Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: Pr
	Please en	iter the following information	n about your Training Ir	nstitute(TI):	
<u>/  </u>	Institute Name: Short Name: Code:	TE ST Training TTR TTR TTR	Telephone: Fax: Mobile: Email:	12345678 12345677 12345679 agoja.Jovanovs	ki@iru.org
	Address1: Address2: Address3: City:	Teststreet 123 P.O. Box 123 Testcity	Web Site:	www.ttr.edu.sa Branch Training Institute?	
	State: Postal Code: Country:	12300 South Africa		C Yes C No	
	Back				Submit & Insert Logo
					IRU
Worldwide Excel	lence in Profes	ssional Road Tra	nsport Trainii	ng A	cademy

AOL will then take you to the "Submit your Training Institute (TI) logo" page:

WEB SITE				e (AOL)		<b>RU</b> demy	
SECTION V Instructor(s)	SECTION IV Institute Staff	SECTION III Authorities	SECTION Training Insti	SECTION I Introduction	Information	E & J BAR	PROBRESS
		ning Institute (TI) logo		oes your logo include a w ) Yes @ No		8	-1
	2 x 20, for example}	s using no more than 40		our Training Institute (TI) I haracters. Please insert y			5
	ttach Positive Logo File	Browse		× Size:356*291 Format:.gif/j		A	-
	ttach Negative Logo File	Browse		Size:356*291 Fomat:.gif/.j			1
Submit	S	Logout		Back		T	I
<b>IRU</b> <i>cademy</i>		ananart Train	anional Pa	onoo in Orofo	do Evocili	Maridari	
		ansport Train	ssional Roa	ence in Profe	de Excelle	Worldwie	

Accredited Training Institute

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Academy International Road Transport Union • IRU Academy Academy 3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy To attach your training institute's logo, click on the "Browse" button above the "Attach Positive Logo File" button, then select the location and the file (required format: \*.jpg or \*.gif, maximum size 356\*290 pixels) and click on the "Attach Positive Logo File" button.

You also have the possibility of attaching the negative of your training institute's logo if you wish. To do so, follow the same procedure as described for attaching a positive file by using the "Browse" and "Attach Negative Logo File" buttons instead.

Complete the required information on the "Submit your Training Institute (TI) logo" page and click on the "Submit" button to continue:

IRU		ACM
Academy On Line (AOL)		WEB SITE
PRODUCTION II SECTION II SECTION II SECTION II Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: Pr
Submit your Training Institute (TI) log Does your logo include a web address?	0 -	-
Your Training Institute (TI) logo must include a web address using no more than 4 characters. Please insert your web address below:	0(2 x 20, for example)	
Browse BILMYO_weblogo.gif	Attach Positive Logo File	
Size:356*291 Format:.gf/j	Attach Negative Logo File	
Back Logout		Submit
		IRU
Worldwide Excellence in Professional Road Transport Train		Cademy

AOL displays a message asking you to contact an IRU Academy Administrator in order to proceed further with the accreditation request:

Click on the "OK" button to close the message and return to the AOL Homepage:





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At the moment you see this message on your screen the IRU Academy receives an automatic e-mail from AOL, informing it that your training institute intends to start the accreditation process for the programme and course you have selected. The IRU Academy will then need to allow you to continue the accreditation process and will inform you accordingly once this is done.

You will then need to login into the AOL ATI Accreditation Module once again with the details given in the 'Activate your IRU Academy On-Line (AOL) Accreditation Account – New AOL Login' message by selecting the "I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process" radio-button, entering the "User Name" and "Password" provided to you in the e-mail message and by clicking on the "Continue" button:

c-mail message and by clicking on the	Continue Duttor	1.	
Academy On Line (AOL)			WEB SITE
PROOFE & EAR	SECTION II SECTIO Training Institute Author		SECTION V Instructor(s) Q; P
Credit     Credit     Credit	Welcome to the IRU Academ tation, Reaccreditation and Inform Please check one of the follow	ation Update Process	has started the
Worldwide Excellence in Professio	onal Road Transpor	t Training	Academy

AOL will display the ATI Accreditation "Section II Training Institute" screen tab completed with the details you have entered previously:



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Academy On L	In SECTION I	SECTION II Training Institute	SECTION III Authorities	SECTION IV Institute Staff	WEB SITE Instructor(s) C P
	Institute Name: Short Name: Code: Address1: Address2: Address3: City: State: Postal Code: Country:	TE ST Training TTR TTR Teststreet 123 P.O. Box 123 Testoity 12300 South Africa	Telephone: Fax: Mobile: Email: Web Site: Do you have a	12346678 12346677 12346678 Blagoja Jovanov www.ttr.edu.sa any Branch Training Institute? Ves © No	ski@iru.o
Worldwide Exc	Back	essional Road Tra	Logout ansport Trai.		Submit & nsert Logo

Click on "Submit & Insert Logo" and AOL will display the "Submit your Training Institute (TI) logo" page as you have completed it in the previous step:

IRU		ACM.
Academy On Line (AOL)		WEB SITE
PROOFE & SARE Information SECTION I SECTION II Introduction Training Institute	SECTION III SECTION IV Authorities Institute Staff	SECTION V Instructor(s) Q: Pr
Submit your Training Does your logo include a web address? C Yes © No	Institute (TI) logo	
Your Training Institute (TI) logo must include a web address us characters. Please insert your web address below: www.ttr.edu.sa	ing no more than 40(2 x 20, for example)	
BEYKOZ LOJISTIK WESLEK YÜKSEKOKULU	nowse Attach Positive Logo File	
Size:356*291	Attach Negative Logo File	
Back	ut	Submit
Worldwide Excellence in Professional Road Trans	sport Training	<b>RU</b> Academy



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Click on the "Submit" button to continue and AOL will display the 'Section III Authorities' screen tab, allowing you to enter data about the official authority and examination body related to the programme and course you want to become accredited for:

related to the programme and boar	55 , 54 and to 5000		
IRU			
Academy On Line (AOL)			000 000
		1 . 1	1 4 A A A A
PROOFE & BAR DInformation SECTION I	SECTION II Training Institute Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: Pr
	the Official Authority's Name and Contact		_
Control of the second sec	Full Name: Short Name:	Person responsible Title: Dr	
There is no Examination Body	anor name.	Name:	
	Address1:	First Name:	
	Address2:	Job Title:	
	Address3:	Telephone: Fax:	
	City:	Mobile:	
	State: Postal Code:	Email:	
	Country: South Africa *	Web Site:	
Back	Logout		Submit & Continue
LAW IE			Property in the local division of the local
			IRU
Worldwide Excellence in Drefession	al Road Transport Train		cademy
Worldwide Excellence in Profession	iai Roau Transport Traini	ng F	cauelly

If there is no Examination Body designated in your country for the programme and course you want to become accredited for, make sure you have selected the "There is no Examination Body" check box.

Enter your country's Official Authority and responsible person details, then click on the "Submit & Continue" button:



In case you have left the "There is no Examination Body" check-box unselected, AOL will display the 'Section III Authorities' screen tab, allowing you to enter data about the examination body related to the programme and course you want to become accredited for:

Academy C	n Line (AOL)			WEB SITE
		SECTION II raining Institute SECTION II Authorities the Examination Body's Name and Contact Full Name:	SECTION IV Institute Staff	SECTION V Instructor(s)
	Examination Body There is no Examination Body	Short Name:         Address1:         Address2:         Address3:         City:         State:         Postal Code:         Country:       South Africa	Title:     Dr       Name:	
	Back	Logout		Submit & Continue
Worldwide	Excellence in Profession	al Road Transport Traini		<b>RU</b> cademy

Enter your country's Examination Body and responsible person details, then click on the "Submit & Continue" button:

<complex-block><complex-block><complex-block><complex-block><form><form><form><form></form></form></form></form></complex-block></complex-block></complex-block></complex-block>	Academy On Line (AOL)			WEB SITE
Back       Logout       Continue         Worldwide Excellence in Professional Road Transport Training       Accademy         Accredited       Page 17 of 182 pages	Process saw I Information Introduction Train Picease enter the Difficial Authority Examination Body	Address1:     SAEB       Address2:	Institute Staff Ormation: Person responsibl Title: Name: First Name: First Name: Fielephone: Fax: Mobile: Email:	e e tonga libert 2345678 2345680 ntonga@saeb.gov.sa
Institute Inst	Worldwide Excellence in Professiona	al Road Transport Trainin	g	

Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy

AOL will display the 'Section III Authorities' screen tab, allowing you to enter data about your training institute's contact persons and their responsibilities:

IRU			ACM.
Academy On Line (AOL)			WEB SITE
SECTION I		SECTION IV	SECTION V Instructor(s) Q: Pr
Rati General Manager     ATI Programme Manager     ATI Programme Manager     ATI Principal AOL Administrator     ATI Supplementary AOL Administrator     ATI Supplementary Program Manager	e enter GM's Name and Contact information:          Title:       Dr         Name:	Director of the The ATI Genera information wil	I Manager's I be printed on a and/or Diploma
Back	Logout		Submit & Continue
Worldwide Excellence in Professiona	al Road Transport Training	1000	<b>IRU</b> <i>cademy</i>

<u>N.B.</u> For each programme your training institute wants to become accredited by the IRU Academy you need to indicate the General Manager, Programme Manager, Liaison Person, Finance Manager and Principal AOL Administrator. You will normally have the same person as the training institute's General Manager, but the other functions may be held by different persons based on the programme.

One and the same contact person of the training institute can hold several functions at the same time (e.g. it can happen that the Principal AOL Administrator is also the Programme Manager and the Liaison Person, while the General Manager is also the Finance Manager).

Note that ONLY YOUR training institute's GENERAL MANAGER AND PRINCIPAL AOL ADMINISTRATOR CAN ENTER / CHANGE DATA in the AOL ATI Accreditation Module. All other persons (Programme Manager, Liaison Person and Finance Manager) can only access and modify their own data in the AOL ATI Accreditation Module, while they can use all the functions of the ATI Module.

There are two ways of entering data about each of your training institute's contact persons concerned with the accreditation:

- entry of a new contact person details under a role
- copying of previously-entered contact person details



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#### 1.2.1.1 Entry of a New Contact Person

For each of your training institute's persons connected with the accreditation process (General Manager, Programme Manager, Liaison Person, Finance Manager, Principal AOL Administrator):

1) enter the contact information and, if necessary, click on the "Insert Signature" button:

		SECTION II Ining Institute	SECTION III Authorities	SECTION IV Institute Staff	SECTION V Instructor(s)
	Please ATI General Manager ATI Linos Person ATI Finance Manager ATI Finance Manager ATI Finance Manager ATI Supplementary AOL Administrator ATI Supplementary Program Manager	e enter GM's Name Title: Hame: First Name: Job Title: Telephone: Mobile: Email: User Name: Confirm Password:	and Contact informations	The ATI Genera Director of the The ATI Genera information wil	l be printed on e and/or Diploma
Worldwide Ex	Back ccellence in Professiona	Logout al Road Tra	unsport Training		Submit & Continue

2) Click on the "Print Signature Form" button to produce a PDF signature form with instructions on how to attach signatures:

	CONNU SECTION IV Institute Staff Institute Staff	
Submit Signatu	re	
	EMIC ned Yet	
Worldwide Excellence in Professional Road Transpo	ort Training Academy	
Accredited Page 19		RU
Academy International Road T	ransport Union • IRU Academy	ademy

Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy

3) Print the PDF form, have it signed by the person in the 'Signature Box', then scan the signed form and save the scanned image on your PC / network:

#### TOP

## Signature Form

Instructions and Signature Box

This procedure allows you to attach to your Application Form the electronic signature of the person whose details you have just entered / viewed. This electronic signature will then be automatically printed on IRU Academy Certificates, Diplomas and joining letters. This signature can be removed at any time.

#### To attach a signature:

- Have the person whose signature is to be submitted sign in the signature box below. He or she should use a thick black pen, and sign within the frame.
- Scan the page with the signature and save it in JPEG format (remember where you saved your file).
- 3. Click the "Attach Signature File" button and follow the instructions.
- If you are not satisfied with the result, start again.

Signature Box. Please sign within the frame below:

Kagoja Jaranovski



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4) After having selected the file containing the scanned signature using the "Browse" button, click on the "Attach Signature File" button and AOL will display the attached signature on the page:

Academy On Line (A	(OL)		WEB SITE
	SECTION II SECTION II SECTION III Introduction Training Institute Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) SECTION V SECTION V SE
	Submit Signature		
	INSTRUCTIONS FOR CORRECTLY SUBMITTIN TRAINER ACADEMIC Blaygn Johnnadi	G A SIGNATURE FOR	
Remove	Browse	nove Signature File" button l	Print
Baok	Logout	Signature File Sig	Submit & Continue
Worldwide Excellence	in Professional Road Transport Tra	1000	<b>IRU</b> Academy

5) Click on the "Submit & Continue" button and AOL will save all details of the new contact person you have just entered and display the 'Section III Authorities' screen tab, allowing you to enter data about your training institute's next contact persons in the same way as described above (in the case, the next contact person details you are expected to enter are those of your training institute's Programme Manager):



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	CTION III SECTION III Authorities	SECTION IV Institute Staff	WEB SITE
Please	enter PM's Name and Contact information: Select Existing Staff Member: Title: Dr Name: First Name: Job Title: Telephone: Mobile: Email: User Name: Password: Cassword: Logout	The ATI Program in charge of on IRU Academy F	person's name our AT/s b page linked nt IRU nis role can be neral Manager, staff member.
Worldwide Excellence in Professional	Road Transport Training		

6) Continue entering details of your training institute's next contact person concerned with the programme you want to become accredited for – in the same way as described above in points 1-5, or by copying a previously entered contact person, as described below (section 1.2.1.2).



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#### 1.2.1.2 Copying of a Previously Entered Contact Person

To copy one of your training institute's previously entered contact persons and assign them another role in the accreditation process:

1) select the "Select Existing Staff Member" check-box and click on the "Name" dropdown list to select the previously entered contact person:

IRU		ACM.
Academy On Line (AOL)		WEB SITE
FROME IS SAR	SECTION IV Institute Staff	SECTION V Instructor(s) C: Pr
Image:	The ATI Progra in charge of or IRU Academy I (Important: Thi will show on y promotional w writh the relev: Programme). I filled by the G	s person's name our ATI's eb page linked ant IRU his role can be eneral Manager, r staff member.
Back Logout		Submit & Continue
Worldwide Excellence in Professional Road Transport Trainin	ng J	<b>IRU</b> Academy



The selected contact person's details are displayed:

Training



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3) Click on the "Submit & Continue" button and AOL will save all details of the contact person you have just copied and display the 'Section III Authorities' screen tab, allowing you to enter / copy data about your training institute's next contact persons in the same way as described above (in the case, the next contact person details you are expected to enter are those of your training institute's Liaison Manager).

#### 1.2.1.3 Completing the Training Institute's Contact Persons Entry

Continue the data entry / copying of all your training institute's contact persons concerned with the programme you want to become accredited for as described above in sections <u>1.2.1.1</u> or <u>1.2.1.2</u>. When AOL displays the 'Section III Authorities' screen tab, allowing you to enter / copy data about your training institute's 'Supplementary AOL Administrator' or 'Supplementary Programme Manager', you may choose to either enter / copy their details or leave these 2 roles blank and simply click on the "Submit & Continue" button.

AOL displays a message asking you to contact an IRU Academy Administrator in order to proceed further with the accreditation request:

Click on the "OK" button to close the message and return to the AOL Homepage:



At the moment you see this message on your screen the IRU Academy receives an automatic e-mail from AOL, informing it that your training institute has finished entering information about its contact persons who will be involved in the accreditation process.

From this moment on, each of your training institute's contact persons can login into the ATI Accreditation Module with the User Name and Password assigned upon the contact person's data entry. In other words, as of this moment the first time user login account (*in our example User Name = 'aol11585' and Password = 'Tra21408'*) is disabled and can no longer be used for login into AOL.

#### 1.2.2 Login as an Existing Accredited Training Institute

If you are the ATI General Manager, Programme Manager, Liaison Person, Finance Manager or Principal AOL Administrator, AOL v3.0 will have created and supplied you with a User Name and Password. If you do not already have this information, contact your ATI's General Manager or Principal AOL Administrator.

If you are an ATI user, AOL v3.0 will have created and supplied you with a User Name and Password. If you do not already have this information, contact your Principal AOL Administrator.



Once you have this information, click on the "ATI Module" hyperlink on the ATI Homepage above to display the Login screen.

Academy On Line (A	OL)		WEB SITE
			G.
	IRU ACADEMY ON-L	INE LOGIN	
	User Name:	_	
	Cancel	Login	
Worldwide Excellence ii	n Professional Road Transpo	ort Training A	cademy

Enter your User Name in the User Name field. Enter your Password in the Password field.

Academy On Line (AC	DL)	10		WEB SITE
	C IR User flame: Password:	U ACADEMY ON-LINE LOGIN		
	Cancel		Login	
Worldwide Excellence in	Professional	Road Transport Traini	ng	<b>IRU</b> Academy

Click the "Login" button to continue. This will take you to your ATI Homepage.



#### 1.3 ATI Homepage



At the top of the ATI Homepage are six blue buttons (and a yellow 'Logout' button) which give access to the following four ATI functions:

#### <u>Class Management</u>

This module is used to create and manage classes, enrol students and provides access to the diploma/certificate/joining letter printing functions. These features are described in <u>section 4</u>.

# <u>Student Management</u> This module is used to create and manage student information, as well as for enrolling students to previously created classes. These features are described in <u>section 6</u>. List of Transactions

# This module is used to display and print Academy On-Line transactions. These features are described in <u>section 9</u>.

#### <u>Staff Management</u>

This module is used to create and manage staff information for other ATI staff then General Manager or Principal AOL Administrators. These features are described in <u>section 3</u>.



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#### • Instructor Management

This module is used to manage your ATI's instructors after your ATI has obtained an IRU Academy accreditation in any training programme. These features are described in <u>section 4</u>.

#### <u>Contact IRU Academy</u>

This module is used to create an e-mail intended for the IRU Academy generic e-mail address (academy@iru.org) reserved for your communications with the IRU Academy and support concerning the use of AOL.

#### 1.3.1 Navigation

From these ATI function screens, you change screens by clicking on the function buttons, yellow or blue (e.g. "Select", "View") or by clicking a hyperlink (e.g. TTRCOADR6910103). You can view information and enter data by typing it in a field, by selecting it from a drop-down menu, or by checking or un-checking a check box.

All actions MUST be confirmed by clicking the "Update" button. If you leave a screen without updating, the database will not change and you will lose the data you entered.

To return to the previous screen, some screens have a blue "Back" button or a blue "Cancel" button. Otherwise you can leave a screen by clicking on the "ATI Home Page" button.

Each screen also has the following two buttons at the top of the page:

#### 1.3.2 Contact IRU Academy

Click the blue "Contact IRU Academy" button you create an Email in your Email system to <u>academy@iru.org</u>.

#### 1.3.3 Logout

On the ATI Homepage, click the yellow "Logout" button to leave the ATI Homepage and return to the AOL Home Page.



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#### 1.4 Change Password

If you wish to change your Password, click the blue "Change Password" button on any screen except the ATI Homepage. The following screen will appear:

IRU		ACM.
Academy On Line (AOL)		WEB SITE
Change Password Contact IRU Academy ATI Home Page		
CHANGE PASSWORD		
Current Password:		
Re-enter New Password:		
Update C	ancel	
		IRU
Worldwide Excellence in Professional Road Transport Trainin	ng A	cademy

Change Password

Enter the current and new password, confirm the new password and click the "Update" button.



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## 2 Accreditation Process

The new AOL version enables all training institutes interested in becoming accredited to contact the IRU Academy and manage the entire accreditation process from the moment of demonstrating first intention to become accredited by the IRU Academy for any programme. It also enables the new training institutes to enter and submit all information necessary for the accreditation process, including settlement of the accreditation fees (by bank transfer or by credit card payment, based on an IRU Academy invoice produced by the AOL application).

ATIs that have already started the accreditation process or have already been accredited by the IRU Academy for one programme can use AOL v3.0 to submit requests for accreditations for other programmes. In such cases, all ATI data previously submitted during passed accreditation processes can be re-used, thus saving the ATI effort in re-entering the same data several times.

#### 2.1 New Training Institutes

If you are a training institute interested in becoming accredited for any of the IRU Academy programmes, you need to:

- go to the AOL v3.0 Homepage (at URL: <u>www.academyonline.org</u>)
- click on the "ATI Accreditation Module" button;
- follow the steps for creation of your (temporary) first time user account and for the creation of your Training Institute's staff involved in the accreditation process (see <u>section 2.1.1</u> below).



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### 2.1.1 Start New Accreditation – New Training Institutes

If you are a training institute interested in becoming accredited for any of the IRU Academy programmes, you need to:

- go to the AOL v3.0 Homepage (at URL: <u>www.academyonline.org</u>)
- click on the "ATI Accreditation Module" button.

AOL will display the ATI login page:

IRU		ACM.
Academy On Line (AOL)		WEB SITE
PRODUCTION I SECTION I SECTION II SECTION II Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: P
	n Update Process boxes: am a Staff Member of an already Ac institute (ATI) or an institute which ha accreditation process.	
Cancel Continue	User Name: Password: Did You Forget Your Passwor	rd?
Worldwide Excellence in Professional Road Transport 1		<b>IRU</b> Academy

Select the "This is my First Time on this web site" radio-button, enter your valid "Email" address and click on the "Continue" button:



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<b>Academy</b> On Line (AOL)	~~ 	WEB SITE
	n Update Process boxes: am a Staff Member of an already Acc istitute (ATI) or an Institute which ha accreditation process. User Name: Password: Did You Forget Your Passwor	d?
Worldwide Excellence in Professional Road Transport T		cademy

AOL displays the ATI Accreditation "Section I Introduction" screen tab:



Academy Institute Academy International Road Transport Union • IRU Academy 3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy To identify yourself as a representative of the training institute interested in becoming accredited for an IRU Academy programme, select your "Title", enter your "Name", "First Name", "Job Title", "Telephone" number, "Mobile" telephone number, then click on the "Submit & Continue" button:



AOL immediately sends you a 'New AOL Login Account Information' on the e-mail you have indicated in the "Section I Introduction" screen tab and displays a message to check the email for your login information:

Click on the "OK" button to close the message and return to the AOL Homepage:



To proceed with starting the accreditation process, check your e-mail (indicated in the previous step) where you should find an 'Activate your IRU Academy On-Line (AOL) Accreditation Account – New AOL Login' message received from academy@iru.org:

🚺 🔍 Hi, Aol 🕶   Sign Out   O	ptions 🕶   Hel	p -		Make Y! My Homepage		1
$Y_{A}$ HOO! ма	<b>IL</b>			Q Search		Search
WHAT'S NEW INBOX (1)	CONTACTS	UPDATES				
Compose Message 🔹	Delete	Reply 🔻 Fo	orward Spam 💽 🕶	E- 0-		+ + 1 + +
📮 Inbox 1 🔮		FROM		SUBJECT	DATE 👻	0 📩
🗇 Drafts		academy@iru.org		Activate your IRU Academy On-Line (AOL) Accreditation Account - New AOL Login	4:42 PM	
Sent	Delete	Reply 🔻 F	iorward Spam 💽 🕶			(* * 1 * *)
П	RU	Accredited Training Institute		Page 32 of 182 pages	Π:	U
Acad	lemy			nal Road Transport Union • IRU Academy bé • B.P. 44 • CH-1211 Geneva 20 • Switzerland	Acad	emy

Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy

Open this e-mail message and you will find the automatically-generated first time 'User Name' and 'Password' which you should use for login into the AOL ATI Accreditation Module in order to start the accreditation process:

Activate your IRU Academy On-Line (AOL) Accreditation Account - New AOL Login	TO: You CC: 1 recipient	Show Details
Dear AOL visitor,		
Thank you for your interest in the activities of the IRU Academy and your recent request for obtaining access to the Academy On-line (AOL) system for access	editation.	
In order to activate your account, please log in with your username and password:		
User Name: aol11585		
Password: Tra21408		
to the IRU Academy On-line st:		
http://sol3v12-test.iru.org/ati/accredit/UserLogin.aspx		
Following your first login to AOL with your credentials, you will be invited to provide us with the information required for IRU Academy programme accredit pdf instructions.	tation, in accordance with	h the attached
We invite you to visit us on our website, www.iru.org/academy for any further questions.		
IRU Academy academy@iru.org		
Reply to academy@iru.org		×

You will then need to use the details given in the 'Activate your IRU Academy On-Line (AOL) Accreditation Account – New AOL Login' message to logon to the AOL ATI Accreditation Module by selecting the "I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process" radiobutton, entering the "User Name" and "Password" provided to you in the e-mail message and by clicking on the "Continue" button:

IRU		ACM
Academy On Line (AOL)		B SITE
PROME & EAR SECTION I SECTION II Information Introduction Training Institute	SECTION III SECTION IV SECTIO Authorities Institute Staff Instruct	
Accreditation, Reaccreditation	e IRU Academy Online n and Information Update Process of the following boxes:	
This is my First Time on this web site     Email:	I am a Staff Member of an already Accredited Tr. Institute (ATI) or an Institute which has started th accreditation process.	
	i Password: ••••••	
F	Did You Forget Your Password?	
Cancel	Continue	
		RU
Worldwide Excellence in Professional Road T		lemy

Academy
Institute
International Road Transport Union • IRU Academy
3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland
Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy

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Accredited

Training

AOL will display the ATI Accreditation "Section I Introduction" screen tab completed with the details you have entered previously and with the (automatically-generated) "User Name" and "Password" (same as in the e-mail received on the account you indicated):



Click on the "Submit & Continue" button to start the accreditation process as a new ATI.

ACM WEB SITE ademy On Line (AOL) e select the Program ne and Course for which y . Programme Name: Please Select -.2011 The calendar year .2012 The calendar year. 2013 If you received an IRU Academy Promotional Code, please enter it here Back Worldwide Excellence in Professional Road Transport Training Accredited Page 34 of 182 pages Training

AOL will take you to the "Programme Selection" page:



Select the "Programme" and "Course" you want to start the accreditation process for, indicate the estimated number of students your training institute expects to have for the selected programme and course during the current and the next 2 calendar years, then click on the "Submit & Continue" button:

IRU		ACM
Academy On Line (AOL)		WEB SITE
RECTION I     SECTION I     SECTION I     SECTION II     SECTION II     Autorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: P
Please select the Programme and Course for which you would like to obtain	IRU Academy Accredi	itation:
Programme Name: Certificate of Professional Competence in Dangerous Goods by Road (ADR)		
Course Name: 69, Adr Driver: Packagings And Bulk, Excluding Classes 1 & 7		
How many students do you forecast your Training Institue will enrol for this course during:		
The calendar year	_	
The calendar year		
If you received an IRU Academy Promotional Code, please enter it here: Back		Submit & Continue
Worldwide Excellence in Professional Road Transport Training		<b>IRU</b> Academy

AOL displays an empty "Section II Training Institute" screen tab:

Accredited

Training

IRU		ACM.
Academy On Line (AOL)		WEB SITE
PROMIE II EAA I Information Introduction Training Institute Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: Pr
Please enter the following information about your Train	ning Institute(TI):	
Short Name: Fax: Code: Code: C		
Address1: Address2: Address3: Address3: Do you hav	e any Branch Training Institute?	
City: State: Postal Code: Country: Please Select	● Yes C No	
Back	1	Submit & Insert Logo
		IRU
Worldwide Excellence in Professional Road Transport Tra	aining 🖌	Cademy



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Enter your training institute details, select the appropriate 'Branch' radio-button and click on the "Submit & Insert Logo" button:

Academy On Li			245		WEB SITE
	200	SECTION II Training Institute			SECTION V Instructor(s)
	Institute Name: Short Name: Code: Address1: Address2:	TEST Training TTR TTR TTR Teststreet 123 P.O. Box 123	Telephone: Fax: Mobile: Email: Web Site:	12345678 12345677 12345679 agoja.Jovanovsk www.ttr.edu.sa	ki@iru.org
	Address3: City: State: Postal Code: Country:	Testcity 12300 South Africa		anch Training Institute? 9 Yes 🔍 No	
	Back				Submit & nsert Logo
Worldwide Exce	llence in Profe	ssional Road Tran	sport Trainin	A	<b>IRU</b> cademy
AOL will then take yo	ou to the "Sub	omit your Trainir	ng Institute	(TI) logo" pa	age:

Academy On Li	ine (AOL)				WEB SITE	
PRODECES EAR	SECTION I	SECTION II Training Institute	SECTION III Authorities	SECTION IV Institute Staff	SECTION V Instructor(s)	Q: Pr
1	-		ining Institute (TI) logo	)		
	Does your logo include a web Yes Ito Your Training Institute (TI) log characters. Please insert you	jo must include a web addre:	ss using no more than 40	(2 x 20, for example)		
	X Size:356*291		Browse			
	Size:356*291 Format:.gif/j		Browse	ttach Positive Logo File		
The state	Back		Logout	ttach Negative Logo File	Submit	
					IRU	7
Worldwide Exce	ellence in Profes	sional Road Tr	ansport Train		cademy	

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Accredited

To attach your training institute's logo, click on the "Browse" button above the "Attach Positive Logo File" button, then select the location and the file (required format: \*.jpg or \*.gif, maximum size 356\*290 pixels) and click on the "Attach Positive Logo File" button.

You also have the possibility of attaching the negative of your training institute's logo if you wish. To do so, follow the same procedure as described for attaching a positive file by using the "Browse" and "Attach Negative Logo File" buttons instead.

Complete the required information on the "Submit your Training Institute (TI) logo" page and click on the "Submit" button to continue:

IRU				- ACM
Academy On Line (AOL	L)			WEB SITE
PROOFESS EAR		SECTION III Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: Pr
Does your logo incl C Yes © No	Submit your Tra ude a web address?	ining Institute (TI) lo	go	
characters. Please	ute (TI) logo must include a web addre insert your web address below: www.ttr.edu		40(2 x 20, for example)	
BEYKOZ UDJISTIK YÖKSEKOKULU	BLMYO_weblogo.gif	Browse	Attach Positive Logo File	
Size:356*291 Format:.gf/j		Browse	Attach Negative Logo File	
Back		Logout		Submit
Worldwide Excellence in P	rofessional Road Tr	ansport Tra		<b>IRU</b> Academy

AOL displays a message asking you to contact an IRU Academy Administrator in order to proceed further with the accreditation request:

Click on the "OK" button to close the message and return to the AOL Homepage:



At the moment you see this message on your screen the IRU Academy receives an automatic e-mail from AOL, informing it that your training institute intends to start the accreditation process for the programme and course you have selected. The IRU Academy will then need to allow you to continue the accreditation process and will inform you accordingly once this is done.



You will then need to login into the AOL ATI Accreditation Module once again with the details given in the 'Activate your IRU Academy On-Line (AOL) Accreditation Account – New AOL Login' message by selecting the "I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process" radio-button, entering the "User Name" and "Password" provided to you in the e-mail message and by clicking on the "Continue" button:

o mai moodage and by energing on the		
<b>RU</b> Academy On Line (AOL)		WEB SITE
SECTION I SECTION I SECTION I Training Institute	s SECTION III SECTION IV Authorities Institute Staff	SECTION V Instructor(s) Q: P
Accreditation, Reaccred	o the IRU Academy Online itation and Information Update Process a one of the following boxes:	
	Did You Forget Your Password?	
Cancel	Continue	
Worldwide Excellence in Professional Road		RU

AOL will display the ATI Accreditation "Section II Training Institute" screen tab completed with the details you have entered previously:

IRU					ACM.	
Academy On Li	ne (AOL)				WEB SITE	
PROUBE 11 EAR	SECTION I	SECTION II Training Institute	SECTION III Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: Pr	
PROUVE 22 EAR	Introduction	maining mature	Automites	insurble Stan		
	Please	enter the following informati	on about your Training I	nstitute(TI):		
282 - <mark>1</mark>	Institute Name: Short Name: Code:	TEST Training TTR TTR	Telephone: Fax: Mobile:	12345678 12345677 12345679		
	Address1: Address2: Address3:	Teststreet 123 P.O. Box 123	Email: Web Site:	Blagoja.Jovanov www.ttr.edu.sa Branoh Training Institute?	ski@iru.o	
	City: State: Postal Code: Country:	Testoity 12300 South Africa		O <sub>Yes</sub> O <sub>No</sub>		
F	Back		Logout		Submit &	
		-			nsert Logo	
Worldwide Exce	llanca in Profe	assional Road Tr	ansport Traini	1	<b>IRU</b> cademy	
	Accredited Fraining		38 of 182 pa			J
Academy		International Road			Acad	lemy
Tel: +41		Fax: +41-22-918 27				demy

Click on "Submit & Insert Logo" and AOL will display the "Submit your Training Institute (TI) logo" page as you have completed it in the previous step:

IRU			ACM.
Academy On Line (AOL)	)		WEB SITE
PHOME IS LAN.		CTION III SECTION IV thorities Institute Staff	SECTION V Instructor(s) Q: Pr
Does your logo include	Submit your Training Ins	titute (TI) logo	
C Yes  No Your Training Institute	(TI) logo must include a web address using sert your web address below:	no more than 40(2 x 20, for example)	
	www.ttr.edu.sa		
VÜKSEKOKULU X Size:356'291	BLMYO_weblogo.gif	Attach Positive Logo File	
Formatgf/4		Attach Negative Logo File	
Back	Logout		Submit
Worldwide Excellence in Pro	ofessional Road Transp	ort Training	Academy

Click on the "Submit" button to continue and AOL will display the 'Section III Authorities' screen tab, allowing you to enter data about the official authority and examination body related to the programme and course you want to become accredited for:

IRU			ACM.
Academy On Line (AOL)			WEB SITE
PROBE & BAR Information Introduction	SECTION II Training Institute	SECTION IV Institute Staff	SECTION V Instructor(s) SECTION V Instructor(s) SECTION V SECTION
Pease entre Contrati Authonit Contrati Authonit	r the Official Authority's Name and Contact info Full Name: Address1: Address2: Address3: City: State: Postal Code: Country: South Africa		
Back	Logout		Submit & Continue
Worldwide Excellence in Professio	nal Road Transport Training		<b>IRU</b> cademy
Accredited Training	Page 39 of 182 pages		П-Л



If there is no Examination Body designated in your country for the programme and course you want to become accredited for, make sure you have selected the "There is no Examination Body" check box.

Enter your country's Official Authority and responsible person details, then click on the "Submit & Continue" button:

IRU		ACM
Academy On Line (AOL)		WEB SITE
SECTION II SECTION II SECTION II Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: P
Please enter the Official Authority's Hame and Contact into Contract Authority's Hame and Contact into Contract Authority's Hame and Contact into Contract Authority's Hame and Contact into Subtractions of the Subtract Authority's Hame and Contact into Subtractions of the Subtract Authority's Hame and Contact into Subtractions of the Subtractions of the Subtr	Person responsible Title: Mr Name: Qu First flame: Ma Job Title: Se Telephone: 122 Fax: 122 Mobile: 122 Email: mq	inteas butto hior Advisor 446578 946679 946679 946800 uinteas@saoa.gov.sa ww.saoa.gov.sa
Back		Submit & Continue
Worldwide Excellence in Professional Road Transport Training		Academy

In case you have left the "There is no Examination Body" check-box unselected, AOL will display the 'Section III Authorities' screen tab, allowing you to enter data about the examination body related to the programme and course you want to become accredited for:

<form></form>	101.			
<form></form>	IRU			- ACM
<form><form><form></form></form></form>			Tanang	
<form><form><form></form></form></form>	Academy on Line (AOL)			• • • • • • • • • • • •
<form><form><form></form></form></form>	SECTION	SECTION II	SECTION IV	SECTION V
Image: Second				
Image: Second				
Image: Series is not calculated before     Image: Series is not calculated beg: Series is not calculated before <	Please	e enter the Examination Body's Name and Contac	ct information:	
Image: Serie is no Examination Body     Image: Serie is no Examin	Cofficial Authority	Full Name:	and the second se	
Image: Second secon	Examination Body	Short Name:		<u> </u>
Image: Address :     Address :   Addres	There is no Examination Body			
Address?     International Road Transport Union • IRU Academy		Address1:		
Image: Second Secon			and the second	
Setting				
Pestel Code:   County:   Book     Logout     Book     Logout     County:     Book     Logout     County:     Book     Logout     County:     Book     Logout     County:     Book     County:     County:     County:     Book     County:     County:     County:     County:     County:     County:     County:   <			Mobile:	
County:       South Africa         Back       Logout         Back       Logout         Worldwide Excellence in Professional Road Transport Training       County         Worldwide Excellence in Professional Road Transport Training       Page 40 of 182 pages         International Road Transport Union • IRU Academy       S, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland				
Back       Legot       Continue         Worldwide Excellence in Professional Road Transport Training       Fraining       Page 40 of 182 pages         More Accredited       Page 40 of 182 pages       International Road Transport Union • IRU Academy       S, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland		Country: South Africa 👻	Web Site:	
Back       Legot       Continue         Worldwide Excellence in Professional Road Transport Training       Fraining       Page 40 of 182 pages         More Accredited       Page 40 of 182 pages       International Road Transport Union • IRU Academy       S, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland				
Back       Legot       Continue         Worldwide Excellence in Professional Road Transport Training       Fraining       Page 40 of 182 pages         More Accredited       Page 40 of 182 pages       International Road Transport Union • IRU Academy       S, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland				
Back       Legot       Contrue         Worldwide Excellence in Professional Road Transport Training       Fraining       Page 40 of 182 pages         More Accredited       Page 40 of 182 pages       International Road Transport Union • IRU Academy       S, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland				
Back       Legot       Contrue         Worldwide Excellence in Professional Road Transport Training       Fraining       Page 40 of 182 pages         More Accredited       Page 40 of 182 pages       International Road Transport Union • IRU Academy       S, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland				
Back       Legot       Contrue         Worldwide Excellence in Professional Road Transport Training       Fraining       Page 40 of 182 pages         More Accredited       Page 40 of 182 pages       International Road Transport Union • IRU Academy       S, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland				
Back       Legot       Contrue         Worldwide Excellence in Professional Road Transport Training       Fraining       Page 40 of 182 pages         More Accredited       Page 40 of 182 pages       International Road Transport Union • IRU Academy       S, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland				Submit &
Worldwide Excellence in Professional Road Transport Training       Academy         Accredited Training Institute       Page 40 of 182 pages         International Road Transport Union • IRU Academy       International Road Transport Union • IRU Academy         3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland       Switzerland	Back	Logout		
Worldwide Excellence in Professional Road Transport Training       Academy         Accredited Training Institute       Page 40 of 182 pages         International Road Transport Union • IRU Academy       International Road Transport Union • IRU Academy         3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland       Switzerland	1.44 12			
Worldwide Excellence in Professional Road Transport Training       Academy         Accredited Training Institute       Page 40 of 182 pages         International Road Transport Union • IRU Academy       International Road Transport Union • IRU Academy         3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland       Switzerland				
Worldwide Excellence in Professional Road Transport Training       Academy         Accredited Training Institute       Page 40 of 182 pages         International Road Transport Union • IRU Academy       International Road Transport Union • IRU Academy         3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland       Switzerland				
Accredited Training Institute Academy Academy Academy Academy 3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland			All second	
International Road Transport Union • IRU Academy         3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland	Worldwide Excellence in Profes	ssional Road Transport Trair	ning A	cademy
International Road Transport Union • IRU Academy         3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland				
Academy Institute International Road Transport Union • IRU Academy 3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland		Page 40 of 182	2 pages	
Academy         International Road Transport Union • IRU Academy         Academy           3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland         Academy			1	// 1 /
3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland		International Road Transport		Acadomy

Enter your country's Examination Body and responsible person details, then click on the "Submit & Continue" button:



AOL will display the 'Section IV Institute Staff' screen tab, allowing you to enter data about your training institute's contact persons and their responsibilities:

IRU		ACM
Academy On Line (AOL)		WEB SITE
RECTION II SECTION II SECTION II Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: Pr
Please enter GM's Name and Contact information:		
Image:	Director of the J The ATI Genera information will	I Manager's I be printed on and/or Diploma
Back Logout		Submit & Continue
Worldwide Excellence in Professional Road Transport Training		<b>IRU</b> <i>cademy</i>



N.B. For each programme your training institute wants to become accredited by the IRU Academy you need to indicate the General Manager, Programme Manager, Liaison Person, Finance Manager and Principal AOL Administrator. You will normally have the same person as the training institute's General Manager, but the other functions may be held by different persons based on the programme. One and the same contact person of the training institute can hold several functions at the same time (e.g. it can happen that the Principal AOL Administrator is also the Programme Manager and the Liaison Person, while the General Manager is also the Finance Manager). Note that ONLY YOUR training institute's GENERAL MANAGER AND PRINCIPAL AOL ADMINISTRATOR CAN ENTER / CHANGE DATA in the AOL ATI Accreditation Module. All other persons (Programme Manager, Liaison Person and Finance Manager) can only access and modify their own data in the AOL ATI Accreditation Module, while they can use all

There are two ways of entering data about each of your training institute's contact persons concerned with the accreditation:

- entry of a new contact person details under a role
- copying of previously-entered contact person details

the functions of the ATI Module.

#### 2.1.1.1 Entry of a New Contact Person

For each of your training institute's persons connected with the accreditation process (General Manager, Programme Manager, Liaison Person, Finance Manager, Principal AOL Administrator):

1) enter the contact information and, if necessary, click on the "Insert Signature" button:



2) Click on the "Print Signature Form" button to produce a PDF signature form with instructions on how to attach signatures:



 Print the PDF form, have it signed by the person in the 'Signature Box', then scan the signed form and save the scanned image on your PC / network:

Accredited

Training

This procedure allows you to attach to your Application Form the electronic signature of the person whose details you have just entered / viewed. This electronic signature will then be automatically printed on IRU Academy Certificates, Diplomas and joining letters. This signature can be removed at any time. To attach a signature: Have the person whose signature is to be submitted sign in the signature box below. He or she should use a thick black pen, and sign within the frame. The of the property and a time towns point unit of the property trained to the trained.
 Scan the proper with the signature and save it in JPEG format (remember where you saved your file).
 Click the "Attach Signature File" button and follow the instructions.
 If you are not satisfied with the result, start again. Signature Box. Please sign within the frame below: Blagga Jaramorski

\* \* \* \*

TOP

Signature Form Instructions and Signature Box



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4) After having selected the file containing the scanned signature using the "Browse" button, click on the "Attach Signature File" button and AOL will display the attached signature on the page:

Academy On Line (AOL)		WEB SITE
SECTION II FROME IS BAR SECTION II Introduction SECTION II Authorities SECTION II Authorities	SECTION IV Institute Staff	SECTION V Instructor(s)
Submit Signature		
INSTRUCTIONS FOR CORRECTLY SUBMITTING A S TRAINER ACADEMIC	IGNATURE FOR	
IF YOU WISH TO REMOVE THIS SIGNATURE Please click the "Remove Signature"	Allach	Print hature Form
Back Logout		Submit & Continue
Worldwide Excellence in Professional Road Transport Trainin		<b>IRU</b> Academy

<u>N.B.</u> If you had chosen to attach the scanned signature of your ATI's General Manager, this scanned signature will automatically be produced on all printed IRU Academy certificates/diplomas your ATI issues to its graduates.

In case you have not scanned and attached your General Manager's signature in the course of the accreditation process, you can still do it after having obtained accreditation from the IRU Academy using the AOL ATI Module. You can find more details on how to scan and attach your ATI General Manager's signature after accreditation and using the AOL ATI Module in <u>section 3.5</u>.



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5) Click on the "Submit & Continue" button and AOL will save all details of the new contact person you have just entered and display the 'Section IV Institute Staff' screen tab, allowing you to enter data about your training institute's next contact persons in the same way as described above (in the case, the next contact person details you are expected to enter are those of your training institute's Programme Manager):

Academy On Line (A	OL)				÷.	WEB SIT	
	ntroduction Training	TON II Institute ter PM's Name a	SECTION III Authorities	SECTIC Institute		SECTION V Instructor(s)	Q: PI
ATI Suppleme	e Manager rson	Title: Name: First Name: Job Title: Telephone: Mobile: Email: User Name: Password:	Staff Member:		The ATI Program in charge of one I(III) Academy P) I(III) promotional we with the relevan programme). Th filled by the Ger Programme). Th filled by the Ger or by any other This person mu English.	rogrammes. person's name our ATI's b page linked nt IRU iis role can be teral Manager, staff member.	
Back		Confirm Password: Logout		8	Insert Signature	Hext Staff Member Submit & Continue	
Worldwide Excellence i	n Professional F	Road Trai	nsport Train	ing		cader	

6) Continue entering details of your training institute's next contact person concerned with the programme you want to become accredited for – in the same way as described above in points 1-5, or by copying a previously entered contact person, as described below (section 2.1.1.2).



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# 2.1.1.2 Copying of a Previously Entered Contact Person

To copy one of your training institute's previously entered contact persons and assign them another role in the accreditation process:

1) select the "Select Existing Staff Member" check-box and click on the "Name" dropdown list to select the previously entered contact person:

IRU			ACM
Academy On Line (AOL)			WEB SITE
	SECTION III SECTION III Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: Pr
Please	e enter PM's Name and Contact Information Select Existing Staff Member,  Title: Iname: Please Select First Hame: Please Select First Hame: Please Select Telephone: Nobile: Email: Veer Name: Password: Confirm C	The ATI Progra in charge of on [10] IRU Academy f (Important Thii will show on y promotional w with the releva Programme). T	s person's name our ATI's eb page linked ant IRU his role can be meral Manager, staff member.
Back	Logout		Submit & Continue
Worldwide Excellence in Professiona	al Road Transport Trainir		<b>IRU</b> Academy



2) The selected contact person's details are displayed:

ademy International Road Transport Union • IRU Academy 3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy 3) Click on the "Submit & Continue" button and AOL will save all details of the contact person you have just copied and display the 'Section III Authorities' screen tab, allowing you to enter / copy data about your training institute's next contact persons in the same way as described above (in the case, the next contact person details you are expected to enter are those of your training institute's Liaison Manager).

# 2.1.1.3 <u>Completing the Training Institute's Contact Persons Entry</u>

Continue the data entry / copying of all your training institute's contact persons concerned with the programme you want to become accredited for as described above in sections 2.1.1.1 or 2.1.1.2. When AOL displays the 'Section III Authorities' screen tab, allowing you to enter / copy data about your training institute's 'Supplementary AOL Administrator' or 'Supplementary Programme Manager', you may choose to either enter / copy their details or leave these 2 roles blank and simply click on the "Submit & Continue" button.

AOL displays a message asking you to contact an IRU Academy Administrator in order to proceed further with the accreditation request:

Click on the "OK" button to close the message and return to the AOL Homepage:



At the moment you see this message on your screen the IRU Academy receives an automatic e-mail from AOL, informing it that your training institute has finished entering information about its contact persons who will be involved in the accreditation process.

From this moment on, each of your training institute's contact persons can login into the ATI Accreditation Module with the User Name and Password assigned upon the contact person's data entry. In other words, as of this moment the first time user login account (*in our example User Name = 'aol11585' and Password = 'Tra21408'*) is disabled and can no longer be used for login into AOL.



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After you have completed the process of creating all your Training Institute's contact persons involved in the accreditation process, the next step in the process, consisting of setting the 'Accreditation Fees' and the 'Accreditation Fees Payment Method' agreed with your training institute, needs to be undertaken by the IRU Academy. Once this is done, AOL will automatically inform you that you can continue the accreditation process by sending an 'Accreditation Process Started' e-mail message to your Principal AOL Administrator's e-mail account provided. An example of this e-mail message is shown in the figure below:

0.	G 9 0 + +	) <del>-</del>		ATI Accreditation Proces	s Started - Messa	ae (HTML) _ = = X
	Message Devel					
	001		Safe Lists -		A Find	
					Related -	
Reply	Reply Forward E to All	Delete Move to Create Other Folder * Rule Actions *	Block Not Junk Ca Sender	tegorize Follow Mark as Up + Unread	Select -	
	Respond	Actions	Junk E-mail	Options 🕞	Find	
From:	IRU ACADEMY					Sent: Tue 13/09/2011 11:12
To: Cc:	Jovanovski, Blag IRU ACADEMY	goja				
Subject		on Process Started				
Des	r Madame Trainer					
Dea	i wadanie franci	3				
Tha	nk you for your int	tent to start the IRU Acaden	ny accreditation process	for the institute TES	T Training for	the following programme / course(s):
	_					
	-	me: Certificate of Profession			I (ADR)	
	Course Na	me: ADR Driver: Packaging	s and Bulk, excluding C	lasses 1 & /		
Plea	se find below the l	list of Accreditation and An	nual fees for the course	(s) of your choice:		
_						
Cou	rse			Accreditation Fee (CHF)	Annual Fee* (CHF)	
ADI	C Driver: Packaging	s and Bulk, excluding Classes 1 &	27	(CIII)		0
	The Annual Easter		C			
0	The Annual Fee Is	not payable for the first yea	r or accreditation			
In o	rder to proceed wi	ith the IRU Academy accred	iitation process, please p	roceed with settlement	nt of the abov	e fees by using the jointly-agreed payment method as already set in the AOL
Syst	em and providing	the remaining required infor	mation for your ATI's a	ccreditation (ATI's st	aff, ATI's pri	ncipal AOL administrator, course instructor, course examination body)
Par	aining at your dig	nasal far any further quarties	wa valated to the IDII A	as domas a source ditation		re looking forward to your follow-up action and remain committed to the rapid
	dusion of the accre		is related to the IKO A	catenity accreditation	process, we a	e tooking forward to your follow-up action and remain committed to the rapid
You	rs sincerely,					
Detri	ick Philipp					
	d of IRU Academ	v				
		~				
		ansport Union (IRU)				
	e de Varembé/B.P. 1211 Geneva 20	. 44				
	zerland					
	+41 22 918 20 82					
Web	www.iru.org					
П	Interna					
Ш	Hoad Tr Union	ransport				•

Your training institute's General Manager or Principal AOL Administrator will then need to use their own login details (User Name and Password) to logon to the AOL ATI Accreditation Module in order to continue the accreditation process.

The remaining steps of the accreditation process are the same as those which are described in <u>section 2.2</u> below for accreditation processes initiated by existing training institutes.



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# 2.1.2 Start New Accreditation – Existing Training Institutes

If you are a training institute which has already obtained IRU Academy accreditation for one or more programme(s) and you want to become accredited for any other IRU Academy programme, your training institute's General Manager or Principal AOL Administrator need to logon to the AOL ATI Accreditation Module in order to initiate the accreditation process:



After clicking on the "Continue" button, you will be requested to indicate the role within your training institute with which you are accessing the AOL ATI Accreditation Module. *Remember that ONLY the General Manager and the Principal AOL Administrator roles have the right to start a new accreditation process!* 

Make sure you select 'GM' (General Manager) or 'PA' (Principal AOL Administrator) from the "Roles" dropdown list, enter your "Password again and click on the "Continue" button to continue.





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 International Road Transport Union • IRU Academy
 Academy

 3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland
 Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy

AOL will then display the "Welcome B	sack" page:		
IRU			ACM.
Academy On Line (AOL)			WEB SITE
		-	
	Welcome Back!		
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	What do you like to do?		
1. I would like to update my existing course	accreditation(s).		
Select the appropriate course accreditatio "Submit & Continue" button.	n below and then click the		
I have 0 Started Application(s):	Please Select		
I have 0 Pending Application(s):	Please Select		
I have 0 Reaccreditations(s) Due:	Please Select		
I have 1 Granted Course accreditation(s):	Please Select		
2. I would like to submit a new application for	or course accreditation:		
3. I would like to obtain access to the live IR	RU Academy Online application:		
	Logout		Submit & Continue
			IRU
Worldwide Excellence in Professi	ional Road Transport Trainin	g A	cademy

will +6 dia n v +h - "Mal <u>مار"</u> 

Select the "I would like to submit a new application for course accreditation" check-box

2. I would like to submit a new application for course accreditation:

and click on the "Submit & Continue" button in this page.



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AOL will then display the PT	byramme Selection pay	с.	
IRU			ACM
Academy On Line (AC	)L)		WEB SITE
	TION I SECTION II SECTIO duction Training Institute Authorit		SECTION V Instructor(s) Q: Pi
Please select	the Programme and Course for which you would	t like to obtain IRU Academy Accredi	
Programme Name: Pleas	e Select		
Course Name:			
How many students do you	forecast your Training Institue will enrol for this course	e during:	
	The calendar year2011		
C TOBA	The calendar year2012		
10	The calendar year2013		
If you received an IRU Aca	demy Promotional Code, please enter it here:		
Baok			Submit & Continue
			IRU
Worldwide Excellence in	Professional Road Transport	t Training 🛛 🗛	cademy

AOL will then display the "Programme Selection" page:

Select the new "Programme" and "Course" you want to start the accreditation process for, indicate the estimated number of students your training institute expects to have for the selected programme and course during the current and the next 2 calendar years, then click on the "Submit & Continue" button:

IRU			ACM.
Academy On Line (A	4 <i>0L)</i>		WEB SITE
PROOFE & BLAR	SECTION I SECTION II SECTION III Introduction Training Institute Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: P
Please	select the Programme and Course for which you would like to obtain	n IRU Academy Accredi	
Programme Name:	IRU Academy Safe Loading and Cargo Securing for Truck Drivers		
Course Name:	81, Safe Loading And Cargo Securing For Truck Drivers		
How many students	do you forecast your Training Institue will enrol for this course during: The calendar year	=	
If you received an I	RU Academy Promotional Code, please enter it here:		_
Back	Logout		Submit & Continue
			IRU
	in Professional Road Transport Trainin	g A	cademy
<b>IRU</b> Accredited Training Institute	Page 51 of 182 pages		IRU
Academy	International Road Transport Union • IRU A 3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20		Academy
Tel: +41-22-918 2	20 51 • Fax: +41-22-918 27 41 • E-mail: academy@in	.org . Web: www	.iru.org/academy

AOL displays the "Section II Training Institute" screen tab completed with your data submitted in the course of the accreditation procedures for the previous programmes:

Academy On L	Line (AOL)			~~~~ <b>1.11.1</b>	WEB SITE
PROOFE & BAR		SECTION II Training Institute	SECTION III Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: P
	Address1: Address2: Address3: City: State: Postal Code: Country:	TEST Training TTR TTR Teststreet 123 P.O. Box 123 Testcity 12300 South Africa	Telephone: Fax: Mobile: Email: Web Site: Do you have any	12345678 12345677 12345679 Blagoja. Jovan www.ttr.edu.s. Branoh Training Institute? Yes © No	a
Worldwide Ex	Back	essional Road Tra	Logout		submit & Insert Logo

The accreditation process will then start for the new IRU Academy programme as described in the previous section 2.1.1. You can then:

- modify the data on each of the screens, if necessary, or 1)
- 2) re-confirm (keep) the data displayed on each of the screens
- 3) do not forget to click on the lower right-hand button on each screen (in the case above, on the "Submit & Insert Logo" button).

The remaining part of the accreditation process is exactly the same as described above, in section 2.2.



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# 2.2 Existing Training Institutes

As soon as AOL informs you that you can continue the accreditation process by sending an 'Accreditation Process Started' e-mail message, your training institute's General Manager or Principal AOL Administrator need to logon to the AOL ATI Accreditation Module in order to continue the accreditation process:

IRU		ACM
Academy On Line (AOL)		WEB SITE
SECTION I SECTION I SECTION II Information Introduction Training Institute	SECTION III SECTION IV Authorities Institute Staff	SEGTION V Instructor(s) Q: Pr
Accreditation, Rescreditation Please check one This is my First Time on this web site Email:	e IRU Academy Online on and Information Update Process e of the following boxes: I am a Staff Member of an already A institute (AT) or an institute which I accreditation process User Name: tacademic Password: Did You Forget Your Password:	has started the
Worldwide Excellence in Professional Road T		Academy

When you click on the "Continue" button, AOL will take you to the "Section IV Institute Staff" screen tab and will display your own details as previously entered:



You can change some of your own details (*note that no change is possible to your User Name!*) or enter / copy details of some of the other contact persons of your training institute (Programme Manager, Liaison Person, Finance Manager, Supplementary AOL Administrator or Supplementary Program Manager) in accordance with the procedure described in sections <u>2.1.1.1</u> or <u>2.1.1.2</u> above.

Keep clicking on the "Submit & Continue" button to enter / copy (or simply confirm) all your training institute contact persons' details until AOL displays the "Section V Instructor(s)" screen tab:

IRU			ACM.
Academy On Line (AOL)			WEB SITE
PROOFE II BAR I Information		SECTION IV Institute Staff	SECTION V Instructor(s) Q: Pr
	ase enter the ATI Principal Instructor's Name and Co	ontact information:	
ATI Principal Instru ATI Additional Instru	r lease select existing instantion.	There must be one li	
	Title: Dr Name:	called the "ATI Princ Instructor", who wi	ll be
	First Name:	Primarily responsibl Academy for the Cou	urse, and
	Job Title:	who must attend the Academy Briefing fo	
	Date of Birth: DD-MMM-YYYY	Course. This is the i whose data you will	
	Telephone:	first.	
	Mobile:		
	Email:		
- 1991	User Name:		1.00
	Password:		
	Confirm Password:	insert Signature	
1-			
			Submit &
Back	Logout		Continue
			IRU
			Inv
Mandahaida Essallan as in Des	for stand David Transact Top		
worlawide Excellence in Pro	fessional Road Transport Trai	ning A	cademy

There are two ways of entering data about each of your training institute's instructors' data:

- entry of a new (principal or additional) instructor details (in the course of the accreditation process)
- copying of an existent (principal or additional) instructor details
- managing (principal or additional) instructors after accreditation (for more details, see <u>section 4</u>)



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### 2.2.1 Entry of a New Instructor

For entering a new instructor, you need to select his/her "Title", enter the "Name", "First Name", "Job Title", "Date of Birth" (in format '**DD-MMM-YYYY**), "Telephone" number, "Mobile" number, "Email" address, "User Name" and "Password", as shown in the figure below:

IRU					ACM
Academy On Line (AOL)					WEB SITE
PRODESS EAR	Tr	SECTION II raining Institute	SECTION III Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: Pr
Please ente	r the		structor's Name and Contac existing instructor:	t information: There must be one I called the "ATI Print Instructor", who wi primarily responsib Academy for the Co who must attend the Academy Briefing for Course. This is the i whose data you will first.	sipal II be e to the IRU urse, and IRU r this nstructor
Back		Password: Confirm Password:	Logout	insert Signature	Submit & Continue
Worldwide Excellence in Professi	ion	al Road 1	Fransport Trainir		<b>IRU</b> cademy

You have also the possibility to add a scanned signature to the Instructor's profile by clicking on the "Insert Signature" and following the same procedure as described above in <u>section 2.1.1.1</u>.



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Click on the "Submit & Continue" button and AOL will take you to the next page of the "Section V Instructor(s)" screen tab asking you to answer the instructor questions:



Answer the 2 instructor questions, enter any related comments in the "Please comment if appropriate" field and click on the "Submit & Continue" button:

IRU				OCACM.
Academy On Line (AOL)				WEB SITE
FROOME IT BAR I Information SECTION I Training Institute		ECTION		SECTION V Instructor(s)
Instructor Nar Which of the following topics in this Course does this teach? (Check all that apply)			dknight In which language(s) will this Instru this Course?	ctor deliver
1 General Requirements [ADR, 8.2.2.3.2 (a)] 2 Main Types of Hazard (ADR, 8.2.2.3.2 (b)] 1 Information on Environmental Protection (Transfer of Wastej [ADR, 8.2.2.3.2 (c)]		-		V V V
Safety Measures (ADR, 8.2.2.3.2 (d))     Actions after an Accident (ADR, 8.2.2.3.2 (d))     Actions after an Accident (ADR, 8.2.2.3.2 (e))     Marking & Labelling (ADR, 8.2.2.3.2 (f))     Divers Responsibilities (ADR, 8.2.2.3.2 (g))     Technical Equipment on Vehicles (ADR, 8.2.2.3.2 (b))     B	র র র র		Please comment if appropriate: The instructor is skilful in teaching lopics of the ADR course	all 📕
Back	Select /			Submit & Continue
Worldwide Excellence in Professional Road 7	īrans	port		RU



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AOL displays the "Section V Instructor(s)" screen tab allowing you to enter / copy details about any additional instructor(s) you may have for courses related to this programme:

IRU			ACM
Academy On Line (AOL)			WEB SITE
PROOFE & BAR	SECTION II Training Institute Authorities	SECTION IV Institute Staff	SECTION V Instructor(s) Q: Pr
	e ATI Additional Instructor's Name and Co	ontact Information:	
ATI Principal Instructor	Please select existing instructor:       Image: Constructor:         Title:       Dr         First Name:       Image: Constructor:         Job Title:       Image: Constructor:         Date of Birth:       DO-MIMM-YYYY         Telephone:       Image: Constructor:         Mobile:       Image: Confirm         Password:       Image: Confirm	The ATI Additional In will replace and/or : ATI Principal Instrue needed.	assist the
Back	Logout		Submit & Continue
Worldwide Excellence in Profession	nal Road Transport Train		<b>IRU</b> cademy

Note that AOL does not require the ATIs to indicate any additional instructors for a programme. If your ATI does not have any other instructors involved in the given programme than the principal instructor, you may simply click on the "Submit & Continue" button without entering / copying any additional instructor details: this will bring you to the next step of the accreditation process (described in <u>section 2.3</u> below).



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### 2.2.2 Copying of an Existing Instructor

AOL allows you to "copy" details of any instructors registered in the system rather than recreating them again. This feature facilitates the instructor data entry process and supports assignment of the same instructor (as Principal or Additional instructor) to several programmes.

In order to "copy" an existent instructor details rather than entering them once again, when in the "Section V Instructor(s)" screen tab:

IRU			ACM
Academy On Line (AOL)		Wei	B SITE
PROME 18 BAR	SECTION III Training Institute	SECTION IV Institute Staff Instructo	
Please enter th	e ATI Additional Instructor's Name and (	Contact Information:	
ATI Principal Instructor(s)	Please select existing instructor:     Image: Constructor:       Title:     Dr       Name:     Image: Constructor:       First Name:     Image: Constructor:       Job Title:     Image: Constructor:       Date of Birth:     Image: Constructor:       Telephone:     Image: Constructor:       Mobile:     Image: Constructor:       Password:     Image: Constructor:       Password:     Image: Constructor:	The ATI Additional Instructor will replace and/or assist the ATI Principal Instructor when needed.     Insert	
Back	Logout	Submit & Continue	
Worldwide Excellence in Profession	nal Road Transport Tra		

select the "Please select existing instructor" check-box and select the instructor's "Name" from the dropdown list:

Please select existing instructor: 💌						
Title:	Dr 🗸					
Name:	Please Select 🔹					
First Name:	Please Select					
Job Title:	Bahrain Instructor					
Date of Birth:	Instructor Buttheadsister					
Telephone:	Goodknight					

AOL displays all details of the instructor selected for "copying" in the "Section V Instructor(s)" screen tab:



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Academy On Line (AOL)				WEB SITE
	SECTION II raining Institute	SECTION III Authorities	SECTION IV Institute Staff	SECTION V Instructor(s)
All Principal Instructor(s)	Please select ( Title: Name: First Name: Job Title: Date of Birth: Telephone: Mobile: Email: User Name: Password: Confirm Password:	existing instructor: Dr Instructors Bahamas Dr 11-Dec-1980 12245678 12245678 12245679 Blagoja.Jovanovski@iru.c Bahamas.Instructors.6	The ATI Additional In will replace and/or a ATI Principal Instruc needed.	ssist the
Back Worldwide Excellence in Profession	al Road 1	Logout Transport Traini		Sudmit & Continue Cademy

You will notice that in case you are copying an existent instructor the generated "User Name" will contain a suffix ".6", whereby the digit "6" means that the same instructor is becoming related to a 6<sup>th</sup> programme accreditation. The reason for this is that each instructor needs to have a separate (AOL ATI Module) login profile for managing each of the programmes to which he/she is assigned.

Enter the "Password" for the 'copied' instructor and click on the "Submit & Continue" button:



AOL will then display a warning message which you should confirm by clicking on "Yes" if you wish to 'copy' the selected instructor's details and continue with the accreditation process:



AOL will take you to the next page of the "Section V Instructor(s)" screen tab asking you to answer the instructor questions about the instructor being copied:

IRU					ACM
Academy O	n Lin	e (AOL)			WEB SITE
PROGRESSEAR	formation	SECTION I SECTION II Introduction Training Institute	SECTIO		SECTION V Instructor(s) Q: F
	inem and in				
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Instructor Nat	me: Bahamas I	nstructors	
10	Which o	of the following topics in this Course does this teach? (Check all that apply)	Instructor	In which language(s) wil this Co	
3 - 5 M	1	General Requirements [ADR, 8.2.2.3.2 (a)]		Language1	
and the second second	1 2	Main Types of Hazard [ADR, 8.2.2.3.2 (b)]		Language2	
Contraction of the local distance of the loc	3	Information on Environmental Protection (Transfer of Waste) [ADR, 8.2.2.3.2 (c)]		Language3	<u> </u>
	<b>1</b> 4	Safety Measures [ADR, 8.2.2.3.2 (d)]			
	5	Actions after an Accident [ADR, 8.2.2.3.2 (e)]		Please comment if app	opriate:
THE	6	Marking & Labelling [ADR, 8.2.2.3.2 (f)]			
100	7	Technical Environment on Vahialas (ADB 0.2.2.2.)			
-	8	(h)]	- <u>-</u>		
T			Select All		Add Next Instructor
THE		Back	Logout		Submit & Continue
1.10 (2)					
					IRU
	Energy	ence in Professional Road		1 Training	Academy

Answer the 2 instructor questions for the instructor you are 'copying', enter any related comments in the "Please comment if appropriate" field and click on the "Submit & Continue" button:



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Academy On Lin	SECTION I Introduction	SECTION III Authorities	SECTION IV Institute Staff
	Instructor Nam of the following topics in this Course does this i teach? (Check all that apply)	ne: Bahamas Instr Instructor	uctors ) which language(s) will this Instructor deliver this Course?
	General Requirements [ADR, 8.2.2.3.2 (a)]     Main Types of Hazard [ADR, 8.2.2.3.2 (b)]     Information on Environmental Protection (Transfer     of Waste) [ADR, 8.2.2.3.2 (c)]	2 2 2	Language1 English 💌 Language2 French 💌 Language3
	4         Safety Measures [ADR, 8.2.2.3.2 (d)]           5         Actions after an Accident [ADR, 8.2.2.3.2 (e]]           6         Marking & Labelling [ADR, 8.2.2.3.2 (f)]           7         Drivers Responsibilities [ADR, 8.2.2.3.2 (g)]           8         Technical Equipment on Vehicles [ADR, 8.2.2.3.2 (h)]		Please comment if appropriate: Instructor borrowed from the Bahamas for courses of the ADR programme
	Back	Select All	Add Next Instructor Submit & Continue
Worldwide Excel	ence in Professional Road T	ransport 1	IRU

AOL will then take you through the process of answering the instructor and quality process questions related to the accreditation requested, explained in <u>section 2.3</u> below.



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# 2.3 Accreditation Questions

As soon as you finish entering details of your ATI's Principal (and any Additional) Instructor(s) and answer the questions related to this/these instructors, AOL displays the "Section VI Q: Principal Instructor" screen tab asking you a set of questions concerning the programme your ATI is requesting accreditation for:

IRU		ACM
Academy On Line (AOL)		WEB SITE
SECTION II SECTION II SECTION III SECTION III II SECTION III II SECTION III II SECTION III III SECTION III III SECTION III III IIIIIII SECTION III IIIIIIIIII IIIIIIIIIIIIIIIIIIII	SECTION V	SECTION VI S
	insuddoi(s)	
Answer Progress Bar:		
Cuestion No. 1.00 (Choose only one answer)		
YOU WOULD DESCRIBE THE ATI PRINCIPAL ADR INSTRUCTOR'S SUBJECT KNOWLEDGE OF THIS COURSE OR PARTICULAR TOPIC(S) AS:	Image Comment Type	
Reeds enhancement (needs support to explain some Course topics)     Satisfactory (can explain Course topics, but needs support for some		
Guislatudi (can explain course topics, put needs support or some     guislatudi (can explain course topics, put needs support or some     Good (needs no support)		
C Excellent (recognised expert, consults outside your institute)		
Back Logout		Submit & Continue
FI		Containe
		IRU
Worldwide Excellence in Professional Road Transport Tra		Academy

Answer each of the questions by following the instructions on the question's page and click on "Submit & Continue".

When you click on "Submit & Continue" after answering the last question in the "Section VI Q: Principal Instructor" screen tab:



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IRU					ACM.
Academy On	Line (AOL)				WEB SITE
	TION I SECTION II duction Training Institute	e SECTION III Authorities	SECTION IV	SECTION V Instructor(s)	SECTION VI
		Answer Progr	ress Bar:		
1000					
- A 1	Question No. 8.00 (Choose only one answer)				
5	AND ONE OF THE FOLLOWING PRINCIPAL ADR IN STRUCTOR	TO IRU ACADEMY THE INSTRUCTOR G DOCUMENTS ATTESTING THE ATI 'S TEACHING EXPERIENCE: as a teacher, instructor or professor (		e comment if appropriate:	
		Document title in English and the ori			
THE	least 12 months teaching exp	al organisation stating that he/she ha perience (Please provide in the comr h and the original language, issuing nail)			2
	Your Institute's Attestatio less than 12 months teaching	n for an ATI Principal ADR Instructor g experience	with		
THE .	Back	Logo	ut		Submit & Continue
					IRU
Worldwide E	Excellence in Profe	essional Road Tran	sport Trainin	g A	cademy

AOL will take you through the set of 'Quality Process Questions' displayed in the "Section VII Q: Quality Process" screen tab as shown in the figure below:

IRU		ACM.
Academy On Line (AOL)		WEB SITE
SECTION III SECTION IV SECTION VI Authorities Institute Staff Instituto(s) Q. Principal Institutor	SECTION VII Q: Quality Process	SECTION VIII Enri(s): Institute Staff Re
Answer Progress Bar:		
Question No. 1.00 (Choose only one answer)         IS YOUR INSTITUTE CERTIFIED BY AN OFFICIAL AUTHORITY TO TEACH THIS COURSE?         Please	e comment if appropriate	e:
C Yes C Our country has no legislation C Our application is pending		
C Not certified		
Back Logout		Submit & Continue
		IRU
Worldwide Excellence in Professional Road Transport Training	1 4	Academy

Answer each of the questions by following the instructions on the question's page and click on "Submit & Continue".



When you click on "Submit & Continue" after answering the last question in the "Section VII Q: Quality Process" screen tab:

IRU		ACM
Academy On Line (AOL)		WEB SITE
ECTION III SECTION IV SECTION V Authorities Institute Staff Instructor(s) C: Prindpal Instructor		ON VIII Section stitute Staff Review:App
Answer Progress Bar:		
Question No. 12.00 (Choose one or more answer(s))		
DOES YOUR ATHAVE ANY PROFESSIONAL TRANSPORT TRAINING PROGRAMMES IN ANY OF THE BELOW FIELDS? (IF YES, PLEASE ENTER THEIR NAMES IN ENGLISH IN THE COMMENTS FIELD)	Please comment if appropriate	-
CPC Manager (Certificate of Professional Competence for Managers in Road Transport)     CPC Driver (Certificate of Professional Competence for Drivers in Road Transport)		
Control of the second sec	_	<b>y</b>
Back Logout		Submit & Continue
		IRU
Worldwide Excellence in Professional Road Transport	Training A	cademy

AOL will display a message saying that your principal administrator must receive training on how to use the Academy On-Line (AOL) Internet application:

Click on the "OK" button to continue:





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At the same time, AOL will automatically send an "ATI Answered All Questions -Evaluate Answers" e-mail to the IRU Academy (with a copy to your ATI's Principal AOL Administrator)

ATI Ansv	wered All Questions - Evaluate Answers - Message (HTML)
👌 📄 🕹 🗞 Safe Lists + 🚦	
👌 📄 🗞 🗞 Safe Lists 🐐 🚪	
	orize Follow Mark as Up + Unread k Select +
Junk E-mail	Options 🕞 Find
Ru	Rule Actions * Sender *

#### Dear IRU Academy user,

Please take note that the ATI TEST Training from South Africa has answered the AOL Accreditation questions and is now ready to conclude the IRU Academy acc following course(s):

		Answers Date
Certificate of Professional Competence in Dangerous Goods by Road (ADR)	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	13-Sep-2011

Please evaluate the answers provided by this ATI and ensure the necessary follow-up.

Training

AOL noreply

After having clicked on "OK" in the previous message,

AOL will take you to the "Section IX Review: Application" screen tab and will display a message with useful information about the remaining part of the accreditation process:





Click on the "OK" button and AOL displays your ATI's Application data in the "Section IX Review: Application" screen tab:

IRU	1				ACM
Academy	On Line (A	OL)			WEB SITE
PROORE \$3 BAR Staff	SECTION V Instructor(s)		SECTION VII SECTION V Quality Process Enri(s): Institute		n Section X Training Fees
		ADR Driver: Packa	gings and Bulk, excluding Classe	s1&7	
1000		APF	LICATION REPORT - DATA		
	Course Data Status Course Name Accreditation No Accreditation Fee Expiry Date	Started ADR Driver: Packagings a TTR786438ADR69ZAF 0 12-Sep-2011	nd Bulk, excluding Classes 1 & 7		4
	TIDATA				
一曲	Institute Data		(Update)		<u>.</u>
T	Vi≥w Data	View Questions & Answers	View Comments		Print To Pdf
THE	Back		Logout		Approve & Continue
Worldwid	de Excellence i	n Professional Ro	ad Transport Traini		<b>IRU</b> cademy

By clicking on the "<u>Update</u>" links in the application data you can navigate to the appropriate screen tab with a possibility to modify the chosen data.

From the "Section IX Review: Application" screen tab, you can do the following:

 Click on the "View Questions & Answers" button to have all questions and answers displayed, with a possibility to change any of the selected answers – AOL will then display all the accreditation questions and your answers to each of them:

IRU				
cademy On L	Line (AOL)			WEB SITE
PROORE & BAR		CTION VIII Section IX Review:Application		Section XI Se w:ATI Agreement Pay
1	ADR Drive	er: Packagings and Bulk, excluding	Classes 1 & 7	
10 0	APPLIC	ATION REPORT-QUESTION, ANSWERS	& COMMENTS	
No.	Questions 🧾	Change Answers Answer(s)		-
1.00	YOU WOULD DESCRIBE THE ATT PRINCIPAL ADR INSTRUCTOR'S SUBJECT KNOWLEDGE OF THIS COURSE OR PARTICULAR TOPIC(S) AS:	Excellent (recognised expe	rt, consults outside your institute}	
2.00	YOUR INSTITUTE MUST SEND TO THE IRU ACADEMY THE FOLLOWING DOCUMENTS ATTESTING THE ATL PRINCIPAL		val to instruct ADR Courses issued Regional) Official Authority (Please	
Pro la	View Question Data & Anowers	is View Comments	Change P Selected Answers	Print To Pdf
	Back	Logout		Approve & Continue
Worldwide Ex	cellence in Professio	nal Road Transport		<b>IRU</b> Academy



To modify any of your answers, select the answer to change (by selecting the related 'Change Answer(s)' check-box and clicking on the "Change Selected Answers" button).

Click on the "Back" or the "View Data" button to go back to the application data page.

 Click on the "View Comments" button to have the comments you have entered for a particular question displayed, with a possibility to change any of the selected comments – AOL will then display all the accreditation questions, answers and your comments related to each of them:

IRU							
Academy O	n L	ine (A	OL)		1.	WEB SITE	Ŗ
	TION V ructor(s)		TION VI pal Instructor Q; Quality			Section X Training Fees	Se Review:A
A	125		ADR Driver: Pac	kagings and Bulk, exclu	ding Classes 1 & 7		
100			APPLICATION R	REPORT-QUESTION, ANSW	ERS & COMMENTS		
1.11	No.	Questions	Answers		Change Comment Comment (s)	s 📕	
	Pres 1.00	YOU WOULD DI THE ATI PRINCI INSTRUCTOR'S KNOWLEDGE O COURSE OR P/ TOPIC(S) AS:	PALADR SUBJECT Excellent (recogni )FTHIS institute)	ised expert, consults outsi	de your		
THE		YOUR IN STITUT SEND TO THE II ACADEMY THE	RU	of approval to instruct AD	R		
F		View Data	View Questions & Answers	View Comments	Change Selected Comments	Print To Pdf	
THE		Back		Logout		Approve & Continue	
	-		Defectional	D	d Training	Academ	
wonawide	EXC	ellence	n Professional	Ruau Transpo	nt fraining	Academ	y

To modify any of your comments, select the comment to change (by selecting the related 'Change Comment(s)' check-box and clicking on the "Change Selected Comments" button).

Click on the "Back" or the "View Data" button to go back to the application data page.



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3) Click on the "Print To Pdf" button to have all the accreditation application data prepared for printing in PDF format - AOL will then create a PDF file with all the application data and popup a "File Download" window:



Click on the "Open" button to view the application in PDF format and be able to print it:

	obe Acrobat Professional - [ApplicatonReportDataTTRCOADR6 e Edit <u>View Document Comments</u> Tools <u>A</u> dvanced <u>Wi</u> ndow !		X X			
		DF 🗸 🍣 Comment & Markup 🔹 🖉 Send for Review 🔹 🔗 Secure 🔹 🥒 Sign 🔹 🔚 Forms 🔹				
1	🚺 k Select 📷 🖡 k 🔍 🛱 💊 💝 🔲 - 🗄 - 1	T • 🔲 Object Data Tool 🔍 • 📑 🛟 😁 159% • 💿 📑 • 🏹 🖗 🖓 Help •				
atures Bookmarks		Application Report-Data	×.			
- Big	Training Institute TTR					
Pages	Course : ADR Driver: Packagings and Bulk, excluding Classes 1 & 7					
	Course : ADR Driver:					
	COURSE DATA					
	Status:					
	Course Name:					
	Accreditation No:					
-	Accreditation Fees:					
	Expiry Date:	12/09/2011				
	TI Data					
	Institute Data					
	Institute Name:	TEST Training				
	Short Name:	TTR				
nents	Code:	TTR				
Attachmen	Address1:	Teststreet 123				
22 22	Address2:	P.O. Box 123				
Commen	Address3:					
	City:	Testcity				
	Postal Code:	12300   14 4 1 1 of 5   5   6 0 0				

You can then save a copy of the application form completed with your ATI's data or print it.

Simply close down Adobe Acrobat Reader to return to the AOL "Section IX Review: Application" screen tab.



4) After having ensured that all the application data are correct, click on the "Approve & Continue" button – AOL displays the "Section X Training Fees" screen tab:

<b>IRU</b> Academy	On Line (AOL)			WEB SITE
PROORE & BAR				Section XI Sec CATI Agreement Pay 4
	Course Name: ATI Short Name: ATI local currency: Full training cost applied per student: Last Annex A update made on: ATI Training Report for the calendar year: Number of students trained: Number of graduates: Last Annex B update made on:	Training Fees ADR Driver: Packagings and Bulk, e TTR Please sele No currency s 0 13-Sep-2011 2011 0 0 13-Sep-2011	elected Upd	late Annex A late Annex B
	Back	Logout		Submit & Continue
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# 2.4 Training Fees and ATI Agreement

As soon as you finish entering application data AOL moves you to the "Section X Training Fees" screen tab allowing your training institute to fulfil the requirements stemming out of the new IRU Academy ATI Agreement. Your obligations in accordance with the new IRU Academy ATI Agreement are explained in more details in <u>section 10</u> below, which is why here you will only find instructions on the steps you need to undertake on this screen tab restricted to the accreditation process only.

IRU	7		ACM.
	On Line (AOL)		WEB SITE
PROGRESS BAR			ection X Section XI Section XI Review:ATI Agreement Pay I
		Training Fees	•
J.	Course Name: ATT Short Name: ATT local ourency: Full training cost applied per student: Last Annex A update made on:	ADR Driver: Packagings and Bulk, excl TTR Please sele No currency sele 0 13-Sep-2011	
	ATI Training Report for the calendar year: Number of students trained: Number of graduates: Last Annex B update made on:	2011 <b>•</b> 0 0 13-Sep-2011	Update Annex B
A			
	Back	Logout	Submit & Continue
			IRU
Worldw	ide Excellence in Professiona	Road Transport Training	

Select the currency in which your training institute intends to charge / charges students enrolled to classes of the programme for which you want to become accredited from the "ATI local currency" dropdown list, enter the cost your training institute charges to each student enrolled to classes of this programme in the "Full training cost applied per student" field and click on the "Update Annex A" button.



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AOL then saves the data you have entered and displays the next "Section XI Review: ATI Agreement" screen tab:

IRU			ACM.
Academy On Line (AO	L)		WEB SITE
PROGRESS BAR IN VI SECTION VII Instructor Q: Quality Process	SECTION VIII Enri(s): Institute Staff Review Application Training		Section XII Pay & Submit
A -	ADR Driver: Packagings and Bulk, excluding Clas	ses 1 & 7	
	[♥] [▶ Select 📷   ♥ + 🚺 🕶 😁 188	‰ <b>-                                   </b>	
	CADEMY ACCREDITED TRAINING INSTITUTE AGRI	EEMENT	
	tuce Produce ex A Annex B		
Back	Logout		Approve & Continue
Worldwide Excellence in F	Professional Road Transport Train		<b>IRU</b> cademy
Accredited Training Institute	Page 71 of 182 pages		RU
Academy 3, rue	International Road Transport Union • IRU Aca a de Varembé • B.P. 44 • CH-1211 Geneva 20 • ax: +41-22-918 27 41 • E-mail: academy@iru.c	Switzerland	cademy
From the "Section XI Review: ATI Agreement" screen tab, you can do the following:

- Save and print the IRU Academy ATI Agreement in 2 copies which your training institute will then need to sign and return to the IRU Academy (together with the completed and signed Annex A to the IRU Academy ATI Agreement) – see point
   below for instructions how to produce and print Annex A to the IRU Academy ATI Agreement
- 2) Click on the "Produce Annex A" button AOL will then display Annex A to the IRU Academy ATI Agreement in PDF format:

IRU				ACM
	On Line (AC	DL)		WEB SITE
PROGRESS BAR FUCE	or Q: Quality Process E	SECTION VIII Endly: Institute Staff Review Application Training Rees	Section XI Review:ATI Agreement	Section XII Pay & Submit
1		ADR Driver: Packagings and Bulk, excluding Classe:	s 1 & 7	
18 1	🖉 Sign 🗸 🍸	🗿 🚺 []k Select 📷 🔍 - 🚺 💽 😁 88%	• • II • • II 😕	
			ANNEX A	
10		FEES TO BE PAID TO THE IRU ACADEMY PER TRAINING PROGRAMME AND PER STUDENT		
F		roduce Insc A Annex B		
	Back	Logout	8	Approve & Continue
Worldwi	de Excellence in	Professional Road Transport Trainir	and the second	RU

Save and print Annex A to the IRU Academy ATI Agreement in 2 copies which your training institute will then need to sign and return to the IRU Academy (together with the signed IRU Academy ATI Agreement)

3) Remember not to use the "Produce Annex B" button in the course of the accreditation process, but only after IRU Academy accreditation is granted and at the end of the calendar year! You will find more information about this button and action in section 10.1 below. If you still decide to click on the "Produce Annex B" button, AOL will display an error message:





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4) When you have finished printing both the IRU Academy ATI Agreement and its Annex A, click on the Approve & Continue" button – AOL will then display the "Section XII Pay & Submit" screen tab:





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### 2.5 Payment of the Accreditation Fee

At the end of the accreditation process, AOL takes you to the "Section XII Pay & Submit" screen tab allowing your training institute to settle the Accreditation fee for the programme for which it wants to become accredited by the IRU Academy. Depending on the mode of payment of the accreditation fee agreed in advance between your training institute and the IRU Academy, the "Section XII Pay & Submit" screen tab displays with or without a "Pay & Submit" button in the lower right-hand corner of the screen – just below the "Print Invoice To PDF" button (in the figure below, without such a button):



We will explain here only the case where the agreed method of payment of the IRU Academy Accreditation Fee is by bank transfer, based on an IRU Academy Invoice. The procedure of settlement of the accreditation fee by credit card payment is explained in more details in section 2.5.1 below.

When the agreed method of payment of the accreditation fees is by bank transfer, you will first need to have the related invoice printed. You can print the IRU Academy accreditation fees invoice by clicking on the "Print Invoice To PDF" button – AOL will then create a PDF file with the invoice data and popup a "File Download" window:





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Click on the "Open" button to view the invoice in PDF format and be able to print it:

You can then save a copy of the invoice or print it. Simply close down Adobe Acrobat Reader to return to the AOL "Section XII Pay & Submit" screen tab.

#### 2.5.1 Settlement of Accreditation Fees by Credit Card Payments

As already mentioned in <u>section 2.5</u> above, AOL v3.0 allows ATIs to settle the IRU Academy accreditation fee for a programme by credit card payment in a secure (Saferpay) environment. In order to be able to settle the accreditation fees by a credit card payment, your training institute would have to inform the IRU Academy when starting the accreditation process for the programme that it intends to settle these fees by credit card. Based on this, the IRU Academy would set this mode of payment when entering the accreditation fees and allowing the training institute to start the accreditation process.

When your training institute completes all other accreditation steps and your General Manager (or Principal AOL Administrator) reaches the final "Section XII Pay & Submit" screen tab, you will notice that the "Section XII Pay & Submit" screen tab displays a "Pay & Submit" button in the lower right-hand corner of the screen:



IRU			ACM
	On Line (AOL)		WEB SITE
PROBRE 31 BAR UCCO	SECTION VII C. Quality Process Enri(s): Institute Staff Review Application Training Fees R	Section XI eview:ATI Agreement	Section XII Pay & Submit
	Safe Loading and Cargo Securing for Truck Drivers		
19 1	You have reviewed and approved the data and quality control questions that you entered in application for accreditation. You also reviewed and approved your IRU Academy ATI Agre The final steps in your online application for accreditation are:		Academy
	<ol> <li>To click the button 'Print Invoice' below to see a PDF copy of your invoice, which yo aware that the IRU Academy will automatically send an electronic copy to your ATI'</li> <li>To input your credit card details below and click the "Pay and Submit" button in orde This fee will cover the IRU Academy's costs for processing your application you are</li> </ol>	s Finance Manage er to pay your Acc	er.
	PLEASE NOTE THAT THERE IS NO REFUND OF THE ACCREDITATION FEE, EVEN IF YOUR APPLICATION.	THE IRU ACADE	MY REJECTS
-			
E			Print Invoice To PDF
	Back		Pay & Submit
			RU
Worldwid	le Excellence in Professional Road Transport Training	A	cademy

You can click on the "Print Invoice To PDF" button if you want to have the IRU Academy invoice for payment of the accreditation fee for the given programme printed.

To proceed with the settlement of the accreditation fee by credit card payment, click on the "Pay & Submit" button.

AOL displays the Saferpay terminal tab completed with the payment details:

erpayTerminal 🗙	<u>a</u>
	Languages: English
Your payment	
Merchant: IRU Union Internationale des Transports Routiers	
Offer: Accreditation Fee-Safe Loading and Cargo Securing for Truck Driver	CHF 10.00
Please select your preferred payment means: Pay per credit card	
Saferpay™ Encrypted transmission	All rights reserved. Saferpay is a registered trademark of SXC Card Solutions

Select the credit card type (MasterCard or Visa) and click on "Next" – AOL takes you to the Saferpay "Card Data" screen tab:



erminal X	2
	Languages: English
Payment means Card data	Confirmation
Your payment	
Merchant: IRU Union Internationale des Transports Routiers	
Offer: Accreditation Fee-Safe Loading and Cargo Securing for Truck Drivers	CHF 10.00
Card data	VISA
Card number * 1234587891	
Valid until* 01 💌 2012 💌	
Card verification code* 357	
Cardholder's name * Tester Academic	
* mandatory fields	
Back Quit Pay	
Saferpay Enorpted transmission	Verisign Secured
© 2011 CARD SOLUTIONS All rights reserved. Saferpay is a	a registered trademark of SIX Card Solution
	Payment means       Card data         Your payment       Merchant: IRU Union Internationale des Transports Routiers         Offer: Accreditation Fee-Safe Loading and Cargo Securing for Truck Drivers         Card data         Card data         Card number *         1234587891         Valid until*         01 •         2012 •         Card verification code*         387 •         Cardholder's name *         Tester Academic         * mandatory fields         Back Outit Pay

Enter your credit card number, expiry date, card verification code (3-digit code on the reverse of the credit card), enter the cardholder's name and click on the "Pay" button.

After a successful verification of the credit card details entered on the above screen, Saferpay will display the "Confirmation" screen tab to inform you about the acceptance of the payment. Upon closing of the Saferpay "Confirmation" screen tab, AOL will take you back to the "Section XII Pay & Submit" screen tab and will confirm that the credit card payment has been made.



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## 2.6 ATI Completion of the Accreditation Process

Following the settlement of the accreditation fee, you have completed the entire AOL computerised accreditation process. In accordance with the usual accreditation procedure, the IRU Academy will then start considering your accreditation request and will also register the progress in AOL. At this stage, you need to log out from AOL by clicking on the "Logout" button:

IRU			ACM
	On Line (AOL)		WEB SITE
	SECTION VII SECTION VIII Section IX Section X Q Quality Process Enrifs) Institute Staff Review Application Training Fees	Section XI Review ATI Agreemen	Section XII Pay & Submit
			()  }
1	ADR Driver: Packagings and Bulk, excluding Classes		
, All	You have reviewed and approved the data and quality control questions that you ente application for accreditation. You also reviewed and approved your IRU Academy ATI The final steps in your online application for accreditation are:		Academy
	<ol> <li>To click the button 'Print Invoice' below to see a PDF copy of your invoice, whic aware that the IRU Academy will automatically send an electronic copy to you</li> <li>To input your credit card details below and click the 'Pay and Submit' button in This fee will cover the IRU Academy's costs for processing your application yo</li> </ol>	r ATI's Finance Manag n order to pay your Ac	jer. creditation Fee.
THE R	PLEASE NOTE THAT THERE IS NO REFUND OF THE ACCREDITATION FEE, EVI YOUR APPLICATION.	EN IF THE IRU ACAD	EMY REJECTS
T			Print Invoice To PDF
	Back		
Worldwid	le Excellence in Professional Road Transport Training		<b>IRU</b> cademy

The next time your training institute's Principal AOL Administrator will receive an automatic e-mail message is when the IRU Academy will confirm receipt of your payment of the accreditation fee and express its readiness to grant the accreditation required in AOL.

The "ATI Accreditation Fees Payment Received – IRU Academy Ready to Grant Accreditation" e-mail message your Principal AOL Administrator will receive then is given in the figure below:



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ATI Acc	reditation Fees Payment Received - IRU A	Academy Ready to Grant Accreditation	n - Message (HTML) 💶 🗖 🗙
Message Developer Add-Ins			0
🔍 🔍 🔍 🗙 👗 🎽 🏠 🕸 🕸	iafe Lists * 🚦 🥐 阕	A Find	
Reply Reply Forward Delete Move to Create Other Block Nove to All Folder Rule Actions Sender	Iot Junk Categorize Follow Mark as	as	
Respond Actions Junk E-m		Find Find	
From: IRU ACADEMY To: Jovanovski, Blagoja			Sent: Wed 14/09/2011 11:15
Cc: IRU ACADEMY			
Subject: ATI Accreditation Fees Payment Received - IRU Academy Ready to	Grant Accreditation		
Dear Madame Trainer,			
We have the pleasure to acknowledge the receipt of the TEST	Training payment of the		
accreditation fees for the following course(s):	Accreditation	Payment	
Course	Fee(CHF)	Receipt Date	
Certificate of Professional Competence in Dangerous Goods			
ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	1900	14-Sep-2011	
Please be aware that the IRU Academy is, as of today 14-Sep-	-2011, ready to grant the accredi	litation(s) requested by your A	TI.
In order to proceed with the conclusion of the IRU Academy through the AOL application.	accreditation process, please pro	oceed with completing the ren	naining ATI information and answering the course-related questions
Please also take note that the outcome of the IRU Academy as evaluation of your provided answers.	ccreditation process for your AT	II depends on the IRU Acade	my
Remaining at your disposal for any further questions related to conclusion of the accreditation process.	the IRU Academy accreditation	on process, we are looking for	ward to your follow-up action and remain committed to the rapid
Yours sincerely,			
Patrick Philipp Head of IRU Academy			
International Road Transport Union (IRU) 3 rue de Varembé B.P. 44 CH-1211 Geneva 20 Switzerland			
Tel: +41 22 918 20 82 Web:www.iru.org			
International Road Transport Union			

Following this message, your ATI will need to have at least the Principal Instructor for this programme trained by the IRU Academy and the Principal AOL Administrator trained in the use of the IRU Academy On-Line (AOL) Internet application. The IRU Academy will also take into consideration all your training institute's data submitted via AOL and by mail (signed IRU Academy ATI Agreement and its Annex A, answers to the accreditation questions, etc).

The last intervention by your training institute in the AOL ATI Accreditation Module, in order to complete the accreditation process, is due at the time your Principal AOL Administrator has completed training on the use of AOL, and in any case after the above e-mail is received.



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To conclude your training institute's accreditation process for the given programme, your Principal AOL Administrator will need to logon to the AOL ATI Accreditation Module. AOL will then take your Principal AOL Administrator to the "Welcome Back" page:

IRU			 ACM
Academy	On Line (AOL)		WEB SITE
		Welcome Back! What do you like to do?	
	1. I would like to update my existing course a Select the appropriate course accreditation "Submit & Continue" button. I have 1 Started Application(s):		
	I have 0 Pending Application(s): I have 0 Reaccreditations(s) Due:	Please Select Please Select	
ithi.	I have 0 Granted Course accreditation(s): 2. I would like to submit a new application fo	Please Select	
F	3. I would like to obtain access to the live IRU	J Academy Online application:	
THE		Logout	Submit & Continue
Worldwid	le Excellence in Professio	onal Road Transport Traini	<b>IRU</b> cademy

The Principal AOL Administrator will then need to:

1) select the programme for which you want to conclude the accreditation process from the "I have 1 Started Application(s)' dropdown list

I have 1 Started Application(s): 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7 💽 🗹

2) select the "I would like to obtain access to the live IRU Academy Online application" check-box

3. I would like to obtain access to the live IRU Academy Online application:

Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy

3) Click on the "Submit & Continue" button

AOL will then display a message thanking you for the completion of the accreditation steps and asking you to logout:

Click on the "OK" button to close the message.

Accredited

Training Institute

Academy



AOL takes you to the "Section XII Pay & Submit" screen tab to indicate that your training institute has completed all accreditation steps:



Click on the "Logout" button to log off the AOL ATI Accreditation Module and return to the AOL homepage.

When you select the "I would like to obtain access to the live IRU Academy Online application" check-box and click on the "Submit & Continue" button, you will receive a copy of an "ATI Principal Administrator Ready to Use Live AOL" e-mail AOL sends automatically to the IRU Academy:

II " U ▲ ♥ =	ATI Principal Administrator Read	ly to Use Live AOL - Message (HTML)
Message Developer Add-Ins		
Reply Forward to All		H Find Related ~ Select ~
Respond Actions	Junk E-mail 🕞 Options 🖼	Find
rom: IRU ACADEMY 2: IRU ACADEMY 2: Jovanovski, Blagoja ubject: ATI Principal Administrator Ready to Use Live A	oL	
Dear IRU Academy user,		
Please take note that		
Please take note that		
the Principal AOL Administrator: Madame Trai	ner	
from the ATI TEST Training from South Africa	L <sub>2</sub>	
has indicated his/her readiness to use live AOL	an 14 San 2011	
has indicated insider readiness to use live AOL	on 14-3ep-2011.	
The above ATI has requested IRU Academy ac	creditation for the following course(s):	
	Course Name	
Programme Name		
Certificate of Professional Competence in Dangerous Goods by Road (ADR)	ADR Driver: Packagings and Bulk, excluding ( 7	Classes 1 &
THE REPORT OF THE PARTY OF THE PARTY OF THE	AND A LONG OFFICE AND A COMPANY AND	
Please check the status of this ATI accreditation	1 process and ensure the necessary follow-up.	
AQL noreniv		
AOL noreply		
AOL noreply		
AOL noreply		



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After having received this e-mail, AOL will automatically change your training institute's accreditation status for the programme to 'Pending'. The IRU Academy will then have to decide whether it will grant or deny the accreditation by registering it in AOL as well.

## 2.7 IRU Academy Completion of the Accreditation Process

As soon as the IRU Academy decides to grant (or deny) the accreditation request by your training institute, you will receive an automatic e-mail from AOL informing you about the accreditation status change as per the IRU Academy decision.

In case the IRU Academy decided to grant your training institute the accreditation requested, your Principal AOL Administrator will receive an automatic "ATI Accreditation Granted" e-mail:

强 🖻 Ö 🌢 🔶 Ŧ	ATI Accredit	tation Granted - Message (HTML)	_ = ×
Message Developer Add-Ins	🗋 🗞 🕸 Safe Lists - 📕 🥐	A Find	٥
Reply Reply Forward Delete Move to Create Oth	ner Block Not Junk Categorize Follow I	Mark as	
to All Folder * Rule Actio Respond Actions	Ins * Sender Up * Up	Unread Find	
From:         IRU ACADEMY           To:         Jovanovski, Blagoja           Cc:         IRU ACADEMY           Subject:         ATI Accreditation Granted			Sent: Wed 14/09/2011 14:52
Dear Madame Trainer,			Â
Following the evaluation of your answers, we	have the pleasure of informing you that the	e IRU Academy has granted it	accreditation to:
TEST Trainin	g		
for the following course(s): Programme	Course	Accreditation	
Certificate of Professional Competence in	ADR Driver: Packagings and Bulk,	Date	
Dangerous Goods by Road (ADR)	excluding Classes 1 & 7	14-Sep-2011	
Remaining at your disposal for any questions of professional training for the road transport of professional training for the road transport of professional Road Transport Union (IRU) and the de Varembé B.P. 44 CH-1211 Geneva 20 Switzelland Tel: +41 22 918 20 82 Web.www.inu.org		process, we are looking forwar	d to the close cooperation with you in achieving high results in the field

From the moment you receive an IRU Academy accreditation for the programme you have requested, you can no longer use the AOL ATI Accreditation Module for this accreditation. Naturally, you can use the AOL ATI Accreditation Module in case you want to start the accreditation process for another IRU Academy programme or when you will need to produce and print out Annex B to the IRU Academy ATI Agreement which is in itself a part of the <u>section 10.1</u> below.

From the moment you obtain an IRU Academy accreditation for one of its programmes, you can manage your classes, students and related activities by using the AOL ATI Module, after logging into it by using the credentials (User Name and Password) which have already been created for you during the accreditation process.



# 3 Staff Management

Normally, Staff Management rights are restricted to the ATI General Manager and Principal AOL Administrators. As General Manager or Administrator, you can perform administrative tasks, such as creating staff members, modifying their profiles, assigning them roles and deleting staff members. These actions are all described in this chapter.

From the ATI Homepage, click on the Staff Management button, which displays the following screen:

ionowing screen.				
IRU				WER SITE
Academy On L	ine (AOI	)		WEB SITE
rioudoniy on L	inte prot	-/		000 0 0
				and the second second
	Change	Password Contact IRU	Academy ATI Home Page	1. A.M. M.
A COLORED OF THE OWNER				
A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER OWNE		ST	AFF MANAGEMENT	
17. The second s			STAFF MEMBERS AND ROLES	
	Name	First Name	User Name Role	
	Academic	Juniorette	jacademic	Finance Manager
		Testers		LissionPerson
		Trainer	tacademic	ATI General Manager
A REAL PROPERTY AND A REAL				
Na	me First Name	User Name	Course Name	Role
	Finance	facademic	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Programme Manager
1999			ADR Driver: Tanks, excluding Classes 1 & 7	Programme Manager
121			ADR Loading & Unloading Specialist	PrincipalAdmin
- CONT	Juniorette	<u>jacademic</u>	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	PrincipalAdmin
			ADR Driver: Tanks, excluding Classes 1 & 7	PrincipalAdmin
and the second se				Add
1 2 2 1 1				A CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR O
				and the second division of the second divisio
				IRU
Morldwide Ew	allanaa in D	reference De	ad Transport Training	Academy
	cellence in P	rolessional Roa	ad Transport Training	Academy
Staff Management				

This List of Staff Members and Roles table contains the following columns:

Name	First Name	User Name	Right
Staff member's (last) family name	Staff member's first name	The hyperlink in this column is used to access the staff member's profile page, and can be used to delete or modify this staff member's information.	This column displays the roles (rights) currently assigned to this staff member

Click the hyperlink in the User Name column.



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Academy C	)n Line (	AOL)			WEB SITE
	3	Change Password Contact IR	U Academy ATI Home Page	1	
	A A	ATI ST/	AFF MEMBER PROFILE		
	Title: Family Name: First Name: Job Title : Telephone:	Mrs Academic Finance Deputy General Manager 12345678	Mobile : Email: User Name: Password: Delete Staff Nember:	12345679 Blagoja.Jovanovski facademic •••••••	Biru.o
	Cancel	1			Update
Worldwide		e in Professional Ro	ad Transport Trainin	g A	<b>IRU</b> cademy

ATI Staff Member Profile

# N.B. The access rights assigned to ATI users in AOL v3.0 depend on the staff roles assigned during the accreditation process.

To change any of the selected staff member's details, re-type the correct detail over the previous entry in the appropriate field, then click the "Update" button to confirm.

To delete the selected ATI staff member, click on the "Delete Staff Member" check box and confirm the deletion when asked.



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## 3.1 Add a Staff Member

To add a staff member, click the "Add" button on the "Staff Management" screen. The following screen appears:

Academy O		AOL)			<u>~</u>	WEB SITE
	71	Change Password	Contact IRU Academ	ny ATI Home Page		
	No.		A TI STAFF MI	EMBER PROFILE		
	Title: Family Name: First Name: Job Title : Telephone:	Please Select		Mobile : Email: User Name: Password: Delete Staff Member:	_	
	Cancel					Update
Worldwide	Excellence	e in Professi	onal Road Ti	ransport Trainin	g A	<b>IRU</b> <i>cademy</i>

ATI Staff Member Profile

#### The "ATI Staff Member Profile" page contains the following fields:

Field Name	Туре	Action	
Title	Mandatory	Select one of the titles from the drop- down list	
Family Name	Mandatory	Enter the staff member's family name in this field	
First Name	Mandatory	Enter the staff member's first name in this field	These fields are
Job Title	Mandatory	Enter the staff member's job title at your ATI in this field	used for ATI staff- member information
Telephone	Mandatory	Enter the staff member's telephone number in this field	purposes.
Mobile	Mandatory	Enter the staff member's mobile number in this field	
Email	Mandatory	Enter the staff member's email address in this field	
User Name	Mandatory	This is the staff member's user login name.	These fields contain the staff member's
Password	Mandatory	This is the staff member's login password	login credentials
Delete Staff Member	Optional check box	This check box is used to DELETE a staff member	This check box is only used to DELETE a staff member



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Enter the staff member's personal information in each field. If you fail to enter information into any mandatory fields, a warming message will be displayed when you click the "Update" button.

To cancel your data entry, click the "Cancel" button. Either of these actions will return you to the Staff Management screen.

#### 3.2 Modify a Staff Member

To modify data for an existing staff member click the Staff Member's hyperlink in the "User Name" column:





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You can now modify the Staff Member's personal information. Click the Update button to confirm these changes, or click the Cancel button to cancel this operation. Staff Member Profile page fields are described in <u>section 3.1</u> above.



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### 3.3 Delete a Staff Member

To delete a staff member, select the desired staff member (as described in <u>section 3.2</u>) to display the ATI Staff Member Profile screen. Then check the Delete Staff Member check box as shown below.

Academy C	On Line (	(AOL)		
		Change Password Contact IRU	ATI Home Page	
	Title: Family Name: First Name: Job Title : Telephone:	Mrs  Academic Finance Deputy General Manager 12346678	Mobile : Email: User Name: Password: Dalete Staff Member:	12345679 Blagoja Jovanovski@iru.o facademic •••••••
	Cancel	1		Update
Worldwidd	e Excellenc	e in Professional Roa	d Transport Trainir	ng Academy

Click the "Update" button to confirm the Delete operation or "Cancel" to abort the operation.

To confirm Staff Member deletion, you must click "Yes" on the following screen:



The staff member profile will then be permanently deleted. This staff member will no longer appear in the list of ATI staff members.



## 3.4 (Re-)Assign Role to a Staff Member

To assign / reassign role to a given ATI staff member, select the desired role (click on the Role hyperlink) in the lower part of the AOL Staff Management page:

		ACM
Image Passwoit       Ottot Bill Order Marcing       Et It		WEB SITE
First Name       Start Name         Academic       Juniorette         Juniorette       Jacademic         Traine       Jacademic         Marci       Marcinette         Academic       Juniorette         Marcinette       Jacademic         Marcinette       Jacademic         Marcinette       Jacademic         Marcinette       Jacademic         Marcinette       Jacademic         ADR Driver: Parkagings and Bulk, excluding C       ADR Driver: Parkagings and Bulk, excluding C         Juniorette       Jacademic       ADR Driver: Parkagings and Bulk, excluding C         ADR Driver: Tanks, excluding C       ADR Driver: Tanks, excluding C         Juniorette       Jacademic       ADR Driver: Tanks, excluding C         ADR Driver: Tanks, excluding C       ADR Driver: Tanks, excluding C         Marcinette       Jacademic       ADR Driver: Tanks, excluding C		1122
ISTOF STAFF MEMBERS NUTH         ISTOF STAFF MEMBERS NUTH         Name       First Name       User Name       User Name         Name       First Name       User Name       User Name         Name       First Name       User Name       User Name         Name       First Name       User Name       Course Name         Name       First Name       User Name       ADR Diver: Tanks, excluding C         Name       Juniorette       Jacadamic       ADR Diver: Tanks, excluding C         Name       Name       Name       ADR Diver: Tanks, excluding		
Name       First Name       User Name         Academic       Juniorette       Jacademic         Trainer       Jacademic         Trainer       Jacademic         Name       First Name       User Name         Trainer       Jacademic         Name       First Name       User Name         Course Name       Course Name         Finance       facedemic       ADR Driver: Packagings and Bulk, excluding C         ADR Driver:       Trais, excluding C       ADR Driver: Tans, excluding C         Juniorette       Jacademic       ADR Driver: Packagings and Bulk, excluding C         ADR Driver:       Tans, excluding C       ADR Driver: Tans, excluding C         Worldwide Excellence in Professional Road Transport Training       Accredited         Page 89 of 182 pages       Page 89 of 182 pages		1000
Academic       Juniorette       jacademic         Trainer       Jacademic         Trainer       Jacademic         Mame       First Name       User Name         Course Name       Course Name         Finance       facedemic       ADR Driver: Packagings and Bulk, excluding C         ADR Driver:       Finance       facedemic       ADR Driver: Tanks, excluding C         Juniorette       jacedemic       ADR Driver: Packagings and Bulk, excluding C       ADR Driver: Tanks, excluding C         Juniorette       jacedemic       ADR Driver: Tanks, excluding C       ADR Driver: Tanks, excluding C         Worldwide Excellence in Professional Road Transport Training         Macredited       Page 89 of 182 pages		
Trainer       Lacademic         Name       First Name       User Name       Course Name         Finance       facademic       ADR Driver: Padagings and Bulk, excluding C         ADR Driver:       Trains, excluding C         Junicrette       Jacademic       ADR Driver: Padagings and Bulk, excluding C         Junicrette       Jacademic       ADR Driver: Padagings and Bulk, excluding C         ADR Driver:       Trains, excluding C       ADR Driver: Padagings and Bulk, excluding C         Junicrette       Jacademic       ADR Driver: Padagings and Bulk, excluding C         ADR Driver:       Trains, excluding C       ADR Driver: Trains, excluding C         Worldwide Excellence in Professional Road Transport Training       Mage 89 of 182 pages	Role	Finance Manager
Name       First Name       User Name       Course Name         Finance       fassismic       ADR Driver: Padagings and Bulk, excluding C         ADR Driver:       ADR Driver: Tanks, excluding C         Juniorette       jacsdemic       ADR Driver: Padagings and Bulk, excluding C         ADR Driver:       ADR Driver:       Padagings and Bulk, excluding C         ADR Driver:       Tanks, excluding C       ADR Driver:         ADR Driver:       Tanks, excluding C       ADR Driver:         Worldwide       Excellence in Professional Road Transport Training         Page 89 of 182 pages		LiasionPerson
Finance       facademic       ADR Driver: Padagings and Bulk, excluding C         ADR Driver: Tanks, excluding C       ADR Driver: Tanks, excluding C         Juniorette       jacademic       ADR Driver: Padagings and Bulk, excluding C         ADR Driver: Padagings and Bulk, excluding C       ADR Driver: Padagings & Unloading C         ADR Driver: Padagings and Bulk, excluding C       ADR Driver: Padagings & Unloading C         ADR Driver: Tanks, excluding C       ADR Driver: Tanks, excluding C         Worldwide Excellence in Professional Road Transport Training       Accredited         Page 89 of 182 pages       Page 89 of 182 pages		ATI General Manager
ADR Driver Tanis, excluding C Worldwide Excellence in Professional Road Transport Training Accredited Training Page 89 of 182 pages	Classes 1 & 7 ing Specialist	Role <u>Programme Manager</u> PrincigelAdmin PrincigelAdmin
Accredited Training Page 89 of 182 pages		PrincipalAdmin
Accredited Training Page 89 of 182 pages		Add
Training Page 69 01 162 pages	2	Academy
Academy International Road Transport Union • IRU Ad		Acade
3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru		

AOL displays	the "Change	Role X for: `	Y" screen:

emy On Lin	e (AOL)		WEB
	Change Password Contact IRU	Academy ATI Home Page	P
	Change Password Contact Inv	Academy All Home Page	
The state			
Cha	nge Role Programme mamage	er for:ADR Driver: Tanks	, excluding Classes 1 & 7
2.5			
1	This rol	le is now assigned to:	
Select Ex	isting Staff Memeber : Please Select		
Title:	Mrs	Mobile :	12345679
Family Nan	ne: Academic	Email:	Blagoja.Jovanovski@iru.o
	Finance	User Name:	facademic
First Name:	Denote Concern Management	Password:	•••••
Job Title :	Deputy General Manager		
		Delete Staff Member:	
Job Title :		Delete Staff Member:	
Job Title :		Delete Staff Member:	
Job Title :		Delete Staff Member.	
Job Title :		Delete Staff Member.	Update
Job Title : Telephone		Delete Staff Member.	_
Job Title : Telephone		Delete Staff Member	_
Job Title : Telephone		Delete Staff Member	Update
Job Title : Telephone		Delete Staff Member	_

whereby X stands for the selected role and Y stands for the Programme name.

To assign this role to another ATI staff member, select the other staff member from the "Select Existing Staff Member" dropdown list, change any of this staff member's details, then click on the "Update" button.

AOL will save your changes and display the updated Staff Management page:

	Change Pass	word Contact IRU	Academy ATI Home Page	
No. Concern		STA	FF MANAGEMENT	
		LIST OF	STAFF MEMBERS AND ROLES	
N	ame	First Name	User Name Rol	e
	Academic	Juniorette	jacademic	Einange Manager
				LissionPerson
	Sector States	Trainer	tacademic	ATI General Manager
Name		Name ademic ademic	Course Name ADR Driver: Packagings and Bulk, excluding Classes 1 & 7 ADR Driver: Tanks, excluding Classes 1 & 7 ADR Loading & Unloading Specialist ADR Driver: Packagings and Bulk, excluding Classes 1 & 7 ADR Driver: Tanks, excluding Classes 1 & 7	Rote Ercoramme Manager Ercoramme Manager ErincicalAdmin ErincicalAdmin ErincicalAdmin
	7			Add
Vorldwide Excell	ence in Profe	essional Roa	d Transport Training	Academy
Tra	ccredited ining titute	Pa	ge 90 of 182 pages	

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## 3.5 Scan and Attach General Manager's Signature After Accreditation

ATIs can scan and attach their scanned General Manager's signature by using the AOL ATI Module after having obtained accreditation in any IRU Academy training programmes. The only restriction in this case is that only the ATI staff with the AOL role of 'General Manager' or 'Principal AOL Administrator' can use this AOL module and scan and attach their General Manager's signature.

In case an ATI already has one or more accreditations already granted and no accreditation requests which are not granted yet (AOL Accreditation Status 'Started' or 'Pending'), applying the procedure described in this sub-section will affect all IRU Academy programmes for which the ATI has already been accredited.

The procedure to follow in order to scan and attach an ATI General Manager's signature using the AOL ATI Module (after accreditation) requires the ATI Principal AOL Administrator or General Manager to:

1) Logon to the AOL ATI Module using their appropriate login details (Username and Password):

IRU				ACM
Academy On Line (AC	DL)			WEB SITE
		10		
	D IR	U ACADEMY ON-LINE LOGIN		
	User Name:	cmonoleg		
	Password:	••••••		
	Cancel		Login	
				IRU
Worldwide Excellence in	Professional	I Road Transport Training	I A	cademy



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2) Click on the 'Staff Management' button when in the ATI Homepage:



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Management page: -----ACM WEB SITE cademy On Line (AOL) Change Password Contact IRU Academ ATI Home Page í. STAFF MANAGEMENT LIST OF STAFF MEMBERS AND ROLES User Name **First Name** Role Monoleg Cayley Queenteas Cuntha gcuntha ATL User N **First Name** Cayley ADR Driver: Packagings and Bulk, excluding Classes 1 & 7 ADR Driver: Tanks, excluding Classes 1 & 7 Progr nme I ADR Driver: Packagings and Bulk, excluding Classes 1 & 7 ADR Driver: Tanks, excluding Classes 1 & 7 Add Worldwide Excellence in Professional Road Transport Training

3) Click on the 'ATI General Manager' hyperlink in the upper part of the Staff



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4) Click on the 'Signature' button in the lower part of the Change Role ATI General Manager page:

	ugo.					ACM.
Academy Or	n Line (	AOL)				WEB SITE
		Change Password	Contact IRU Acader	ny ATI Home Page		
		Chan		neral Manager for: ow assigned to:	TTLtd	
CAL THE	Select Existing	Staff Memeber : P	ease Select 💌			
and a state	Title:	Please Select	<b>X</b>	Mobile :	+12345679	
	Family Name:	Queenteas		Email:	bgiovani66@hotmail.	.com
	First Name:	Cuntha		User Name:	qcuntha	
and the second second	Job Title :	Dean		Password:	•••••	
101	Telephone:	+12345678		Delete Staff Member:		
	Cancel	2	Sig	Inature		Update
Worldwide	Excellence	e in Professio	onal Road Tr	ansport Trainir	ng A	<b>IRU</b> cademy



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5) Click on the "Print Signature Form" button to produce a PDF signature form with instructions on how to attach signatures:

IRU		ACM
Academy On Line (AOL)		WEB SITE
PROGRESS BAR	SECTION IV Institute Staff	SECTION V Instructor(s) Q: Pr
Submit Signature		
INSTRUCTIONS FOR CORRECTLY SUBMITTING A SUCURTHA QUEEN TEAS	IGNATURE FOR	2
No Signature Attached Yet		
IF YOU WISH TO INSERT A NEW SIGNATURE: Please click the "Print Sign ONCE YOU HAVE SCANNED YOUR SIGNATURE: Please click the "Attach Si		
Remove Signature	Attach ignature File	Print Signature Form
Back Logout		Submit & Continue
		IRU
Worldwide Excellence in Professional Road Transport Training	g	Academy



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6) Print the PDF form, have it signed by the General Manager in the 'Signature Box' (using a thick pen and aligning the signature to the left border of the frame), then scan the entire (A4 format) signed form in JPG format and save the scanned image on your PC / network:

TOP Signature Form Instructions and Signature Box This procedure allows you to attach to your Application Form the electronic signature of the person whose details you have just entered / viewed. This electronic signature will then be automatically printed on IRU Academy Certificates, Diplomas and joining letters. This signature can be removed at any time. To attach a signature: Have the person whose signature is to be submitted sign in the signature box below. 1. He or she should use a thick black pen, and sign within the frame. Scan the page with the signature and save it in JPEG format (remember where you 2 saved your file). Click the "Attach Signature File" button and follow the instructions. 3. If you are not satisfied with the result, start again. 4 Signature Box. Please sign within the frame below: gga jaknovski



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7) After having selected the file containing the scanned signature using the "Browse" button, click on the "Attach Signature File" button and AOL will display the attached signature on the page:

Academy On Line (AOL)			WEB SITE
Change Password	Contact IRU Academy ATI Home Page		O.
	Submit Signature		
INSTRUCTIONS FOR	CORRECTLY SUBMITTING A SIGN Cuntha Queenteas	ATURE FOR	
IF YOU WISH TO REMOVE THIS SI	Signer Jarwash	ure File button below	
Remove Signature			
Back			
Worldwide Excellence in Profession	al Poad Transport Trainin		<b>IRU</b> <i>cademy</i>

8) The process of attaching your General Manager's signature is thus finished. Click on the 'ATI Home Page' to return to the ATI Homepage or click on the 'Back' button to return to the Staff Management page.



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# 4 Instructor Management (After Accreditation)

The new AOL release enables all ATIs to manage their instructors, both principal and additional, for any programme they have already been accredited by the IRU Academy, after the ATI has received the accreditation.

ATIs' needs to add, remove or change their existing instructors between various IRU Academy programmes for which they have already been accredited is thus greatly facilitated and simplified as they no longer need to repeat the AOL accreditation process to do this.

The only restriction in this new AOL release is that only the ATI's Principal AOL Administrator or General Manager can manage the ATI's instructors using the AOL ATI Module.

The procedure to follow in order to manage your instructors using the AOL ATI Module (after accreditation) requires the ATI Principal AOL Administrator or General Manager to:

 Logon to the AOL ATI Module using their appropriate login details (Username and Password):





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This will bring you to the AOL Instructor Management page using which you can add, remove or change instructors. These actions are explained in more details in the subsections below.



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# 4.1 Adding New Instructor After Accreditation

To add a new instructor and register all relevant details, after logging in the AOL ATI Module and selecting the 'Instructor Management' function, the ATI's Principal AOL Administrator or General Manager need to:

1) Click on the 'Add' button in the Instructor Management page:





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 Select the course to which you wish to assign the new instructor, enter the instructor's details (including User Name and Password), then click on the 'Update' button in the ATI Instructor Profile page:

Academy On I	Line (/	4 <i>0L)</i>		p agai	~~~ <b>1,11,1</b>	WEB SITE
		2		CTOR PROFILE		
Tit Fa	lect Existing Instr le: mily Name: st Name: structor Type: b Title :		• •	Mobile : Email: User Name: Set password	asses 1 & 7 ▼ +12345679 ggorky@getmail.com ggorky	
Bir	lephone: th Date: Cancel	+12345678 02-Nov-1978		Password: Confirm Password:		Update
Worldwide Ex	cellence	in Professiona	al Road Tr	ansport Training		<b>RU</b> cademy



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3) AOL saves the new instructor and displays him/her in the updated Instructor Management page:

Inallayetter	n page.			
IRU				ACM
Academy On	Line (AO	L)		WEB SITE
	No. of Lot.			R. J. S. 197
	Chang	e Password Con	tact IRU Academy ATI Home Page	1 In 1
	-		Canada and the state of the sta	
100 million (1997)		IN	STRUCTOR MANAGEMENT	
			PRINCIPAL INSTRUCTORS	
100	Name First Name	User Name	Course	Role
	Filinus Pricu	is nfilinus	69 ADR Driver Packagings and Bulk excluding Classes 1 & 7	
Gir	ovanowsky Gork		69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	
A CONTRACTOR OF	Lazna Sant	a <u>slazna</u>	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
and the second				
			ADDITIONAL INSTRUCTORS	
Nar	me First Name U	lser Name	Course	Role
La	azna Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
La	azna Santa		Course	Additional Instructor
La	azna Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
La	azna Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
La	azna Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
La	azna Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
La	azna Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
La	azna Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor Additional Instructor
La	azna Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor Additional Instructor
La	azna Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor Additional Instructor
La	azna Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor Additional Instructor
La	azna Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor Additional Instructor
La Yai	zzna Santa cina Totana :	<u>slazna</u> Totana Yacina	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor Additional Instructor



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# 4.2 Removing an Instructor After Accreditation

To remove an existing instructor from your ATI's list of instructors and disable his AOL login, after logging in the AOL ATI Module and selecting the 'Instructor Management' function, the ATI's Principal AOL Administrator or General Manager need to:

1) Click on the 'User Name' hyperlink of the instructor who needs to be removed in the Instructor Management page:

			n page.		
Academy O	n Line	(AOL,	)		WEB SITE
		Change F	assword Con	tact IRU Academy ATI Home Page	
and the second second			IN	STRUCTOR MANAGEMENT	a second second
				PRINCIPAL INSTRUCTORS	
	Name F	First Name	User Name	Course	Role
	Filipus	Pricus	pfilipus	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
	Giovanowsky	Gorky	ggorky	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
and the second second	Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
		1	-	ADDITIONAL INSTRUCTORS	
			er Name	Course	Role
-16.0	Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
1000	Panther	Pink	ppink	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
1990	Yacina	Totana To	tan <mark>a. racina</mark>	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
F					
Worldwide	Excellen	ce in Pro	ofessional		Add



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2) Select the 'Delete Instructor' check-box, then click on the 'Update' button in the ATI Instructor Profile page:

Academy O					<i>~</i> ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	WEB SITE
		Change Password	Contact IRU Acade	emy ATI Home Page		
-5				JCTOR PROFILE		
	Title: Family Name: First Name: Job Title : Telephone: Birth Date:	Dr Panther Pink Assistent +12345678 30-Jul-1993		Mobile : Email: User Name: Change password: Delete instructor:	+12345679 ppanther@getmail.co ppink	m .
A A	Cancel	Y				Update
Worldwide	Excellence	e in Professio	onal Road T	ransport Trainir		<b>IRU</b> cademy



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3) AOL marks the selected instructor as deleted and displays the updated Instructor Management page without the removed instructor's profile:

Property and a second s				loved instructor's prome.	
IRU					ACM
Academy O	n Line	(AOL)			WEB SITE
		Change Pa	assword Con	tact IRU Academy ATI Home Page	ET!
			IN	STRUCTOR MANAGEMENT	
				PRINCIPAL INSTRUCTORS	1.1
- CO.	Name	First Name	User Name	Course	Role
	Filipus	Pricus	pfilipus	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
	Giovanowsky	Gorky	ggorky	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
	Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
	11/200	AT I		ADDITIONAL INSTRUCTORS	
	14 M		Name	Course	Role
	Lazna	Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
	14 M	Santa		Course	
	Lazna	Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
	Lazna	Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
	Lazna	Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor Additional Instructor
	Lazna	Santa	slazna	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
	Lazna Yacina	Santa Totana <u>Tota</u>	slazna ana.Yacina	Course 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor Additional Instructor



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# 4.3 Changing an Instructor After Accreditation

To change an existing instructor to one of your ATI's training programmes under IRU Academy accreditation, after logging in the AOL ATI Module and selecting the 'Instructor Management' function, the ATI's Principal AOL Administrator or General Manager need to:

1) Click on the 'Role' hyperlink of the instructor you need to replace in the Instructor Management page (e.g. 'Additional Instructor' Santa Lazna needs to be replaced with Gorky Giovanowsky):

IRU		.,			ACM
Academy On	Line	(AOL)	)		WEB SITE
		Change P	assword Con	tact IRU Academy ATI Home Page	211日
	Sec.		IN	STRUCTOR MANAGEMENT	1.1.1.1.1.1.1.1.1
				PRINCIPAL INSTRUCTORS	
- CO	Name	First Name	User Name	Course	Role
	Filipus	Pricus	pfilipus	69, ADR Driver: Packagings and Bulk, excluding Classes 1 &	7 Principal Instructor
	Giovanowsky	Gorky	ggorky	69, ADR Driver: Packagings and Bulk, excluding Classes 1 &	7 Principal Instructor
	Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 &	7 Principal Instructor
	Giovanowsky	Gorky	ggorky	70, ADR Driver: Tanks, excluding Classes 1 &	7 Principal Instructor
	ame First	Name Use	r Name	ADDITIONAL INSTRUCTORS	Role
and the second second second	Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 &	7 Additional Instructor
	Yacina	Totana Tot	ana.Yacina	69, ADR Driver: Packagings and Bulk, excluding Classes 1 &	7 Additional Instructor
					Add
Worldwide E	Excellen	ce in Pro	ofessional	Road Transport Training	Academy



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2) Select the instructor with whom you want to replace the selected instructor from the 'Select Existing Instructor' dropdown list, then click on the 'Update' button:

Academy On Line (	AOL)		~~ IIIII	WEB SITE
Select Existing Ins	69, ADR Driver: Packagi	dditional Instructor for		
Title:       Family Name:         First Name:       Instructor Type:         Job Title :       Telephone:         Birth Date:       Instructor	Piease Select Pico Filipus Pricus Giovanowsky Gorky Lazna Santa Yacina Totana Santa Additional Instructor +12345678 25-Jun-1980	Mobile : Email: User Name: Remove Instructor:	+12345678 slazna@getmail.com slazna	
Cancel Worldwide Excellence				Update



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3) AOL returns to the Instructor Management page updated as per your changes:



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#### **Class Management** 5

This chapter explains how Classes can be created, viewed and modified.

From your ATI Homepage, click the "Class Management" button. You will see the following screen:

IRU							АСМ
Academy Or	n Line (AOL)	)				WEB	SITE
			ew Class		1 . 1	<b>1</b>	2
	Change Pa	assword Contact IR	U Academy	ATI Home Page		1	
1		CL	ASS MANA	GEMENT			
121	Class ID: Please Select	2					Select
	Class Name	Class ID	Start Date	End Date	Students in Class	Seats Left	Delete
	ADRLoaders-Class1-2011	TTRCOADR7712	08-Oct-2011	08-Oct-2011	5	5	
	ADR1-Class1-2011	TTRCOADR6910	05-Oct-2011	05-Oct-2011	10	0	
	ADR2-Class1-2011	TTRCOADR7011	05-Oct-2011	05-Oct-2011	8	4	
	Print					u	pdate
Worldwide I	Excellence in Pro	ofessional Ro	ad Transp	port Trainii	ng		U emy
ass Manageme							

Class Management

This screen contains two sections.

The first section contains a "Class ID" drop down list, and a "Select" button.

The second section contains the following columns:

Class Name	Class ID	Start Date	End Date	Students in Class	Seats Left	Delete
The name you assign to the class	This is a system- generated code	The first day of class	The last day of class	Number of seats allocated to the class	The application calculates the number of seat you allocate to a class minus the number of seats already reserved	Click this check box to delete a class



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### 5.1 Create a New Class

To add a new class, click the "Create New Class" button on the Class Management screen. The following screen will appear:

IRU	Ū					ACM.
Academy On	Line (A	AOL)				WEB SITE
	-1		Students In Class	240	1 3	
in the second		Back	Contact IRU Academy	ATI Home Page	l la constante de la constante	Contraction of the second
	Product Name:	Please Select		•		
10.0	Class Name:		Location;		ATI BOOKIN	IG CONTACT
1.11	Class ID:				Name:	
S	Language:	Please Select	+ Instructor Name:	Please Select 👘	Phone:	
	Start Date:		IRU Fee (CHF) Per Graduates:		Fax:	
	End Date:		Published On IRU Academy Web Site:		Email:	
745	Days In Total:		Description:	E	Web Site:	
- CHE	Seats In Total:					
F	Available Seats:					
	JZ.					Create
Worldwide E	Excellence	in Professi	ional Road Tra	ansport Train	ing	<b>IRU</b> Academy

New Class Creation

#### This screen contains the following fields:

Field Name	Туре	Action		
Product Name	Mandatory	Select the PP Name from the drop down list.	This information is generated by IRU	
Class Name	Mandatory	Enter the class name for this class.	This allows the ATI to give a name to each class	
Class ID	Application- generated		This code is unique for every class	
Language	Mandatory	Select one of the languages from the drop-down list.	This is the language used in the class	
Start Date	Mandatory	Enter the day and the time in the format DD-MMM-YYYY hh:mm Eg 05-Dec-2005 08:30 The time is optional	You can modify this information after as long as no Examination Date is specified for any of the students in the same class	
End Date	Mandatory		For information only	
Days in Total	Mandatory	Enter the number of days the course will last	This is used to calculate the Seats in Total	
	Accredited Training Institute	Page 110 of 182 pages	IRU	



		Enter the total number of a set-	1
Seats in Total	Mandatory	Enter the total number of seats (students) you can accept into this course	
Available Seats	Application- generated		Calculates the number of seats you allocate to a class minus the number of seats already reserved
Location	Optional		
Instructor Name	Optional		For information only
Description	Application- generated		This information is
IRU Fee (CHF) Per Graduates	Application- generated		generated by AOL
<b>ATI BOOKING</b>	CONTACT		
Name	Mandatory		IRU needs this
Phone	Mandatory		information to contact
Fax	Mandatory		the ATI about this course
Email	Optional		For information only
Website	Optional		For information only
Published On IRU Academy Web Site	Optional	Click this check-box if you want the information to be published on the IRU Web Site.	If this box is not ticked, students cannot see this class on the IRU Web Site

Click the "Create" button, and enter the information in each field.

If you fail to enter information into any mandatory fields, a warning message will be displayed when you click the "Update" button:



Academy O	n Line (/	AOL)		-	1.1	WEB SITE
	1	Back	Students In Class Contact IRU Academy	ATI Home Page		
	Product Name:	69, ADR Driver: Packa		-CLASS2-TEST		
	Class Name:	ADR1-Class2-Test	Location:	TTR Corporate Building	ATI BO	OKING CONTACT
111	Class ID:	TTRCOADR6914		Room 124	Name:	Juniorette Academic
AL P	Language:	English	Instructor Name:	Nbonga Goodknigh 💌	Phone:	12345678
2000	Start Date:	06-Oct-2011 00:00	IRU Fee (CHF) Per Graduates:	1.78769	Fax:	12345679
	End Date:	06-Oct-2011 00:00	Published On IRU Academy Web Site:		Email:	jacademic@coldmail.
147	Days In Total:	1	Description:	You will study the subjects set out in the ADR	Web Site:	www.ttr.edu.za
all	Seats In Total:	5		Agreement. All these subjects are professionally		
F	Available Seats:	5				
THE	S/					Update
						IRU

The completed screen will then look like this:

Once you have entered all of the data, click the "Update" button to confirm. This will register the new data in the database, and change the heading of the above screen from "New Class Creation" to the name of the course – in this case "ADR Test Class 1".

To cancel your data entry, leave the screen by, for example, clicking the "Back" button. The data will be lost.

You can now add students to the class by clicking the "Students in Class" button (described in <u>section 7.1</u>).

Alternatively, you can click the "Back" button to return to the "Class Management" screen, from where you can create another new class, or modify or delete an existing one.



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### 5.2 View or Modify a Class

NOTE: You can modify a class as long as no Examination Date has been entered for any of the students enrolled in the class!

To view or modify an existing class, you must first select the class. There are two ways of doing this:

1. In the upper section of the screen, click on the Class ID drop down list. Scroll the list until you find the ID of the class you wish to modify, and then click the "Select" button:

Dutton.							
Academy C	on Line (AOL)				 1		
1		Create N	ew Class	1000	1	10 Ac	
						2 40	
	Change Pa	ssword Contact IR	J Academy	ATI Home Page		2 -	
A		CL	ASS MANA	GEMENT			
	Class ID: Please Select						Select
1 1 1 1/ -	Please Select TTRCOADR7712						
100 Million	TTRCOADR6914 CI TTRCOADR6910	Class ID	Start Date	End Date	Students in Class	Seats Left	Delete
A CONTRACTOR	ADRLoaders-Class1-2011	TTRCOADR7712	06-Oct-2011	08-Oct-2011	5	5 Seats Cent	
	ADR1-Class2-Test	TTRCOADR6914	06-Oct-2011	08-Oct-2011	0	5	-
	ADR1-Class1-2011	TTRCOADR6910	05-Oct-2011	05-Oct-2011	10	0	
	ADR2-Class1-2011	TTRCOADR7011	05-Oct-2011	05-Oct-2011	6	4	
the							
	S. M						
~	11 10						
CON.	Print						Jpdate
						_	U
Worldwide	e Excellence in Pro	fessional Ro	ad Transr	ort Trainir	na I	Acad	emv
Class Managem			aa manop	one month			
Class Manayem	CIII						

2. Scroll the lower section until you find the class you wish to modify, and then click the hyperlink in the "Class ID" column.

Either of these actions will give you the following screen:



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RU ademy Or	lino (/					WEB SITE
ademy Of			Students in Class Contact IRU Academy	ATI Home Page		
	Product Name:	69, ADR Driver: Packa		-CLASS2-TEST		
1.6	Class Name:	ADR1-Class2-Test	Location:	TTR Corporate Building	ATI BO	DOKING CONTACT
1 - 1 - 1 - I	Class ID:	TTRCOADR6914		Room 124	Name:	Juniorette Academic
	Language:	English 💌	Instructor Name:	Nbonga Goodknigh 💌	Phone:	12345678
10-	Start Date:	06-Oct-2011 00:00	IRU Fee (CHF) Per Graduates:	1.78769	Fax:	12345679
	End Date:	06-Oct-2011 00:00	Published On IRU Academy Web Site:		Email:	jacademic@coldmail.
-	Days In Total:	1	Description:	You will study the subjects set out in	Web Site:	www.ttr.edu.za
11	Seats In Total:	5		the ADR Agreement. All these subjects are professionally		
	Available Seats:	5		professionally		
T	JZ.					Update
	Even lleree	in Drofession	ol Dood Tr	ansport Traini	ing	Academ

You can now modify the data on this screen, except for the application-generated data, in grey. The fields are described in section 6.1, "Create a New Class".

Click the "Update" button to confirm your changes.

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The updated screen will look like this:

2			Students In Class			1725
2		Back	Contact IRU Academy	ATI Home Page		
	Product Name:	CO. ADD Driver Deale		ding Classes 1 & 7		
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Class Name:	ADR1-Class2-Test	Location:	TTR Corporate Building	ATI BO	OKING CONTACT
2	Class ID:	TTRCOADR6914		Room 124	Name:	Juniorette Academio
1	Language:	Dutch; Flemish	Instructor Name:	Nbonga Goodknigh	Phone:	12345678
-	Start Date:	06-Oct-2011 00:00	IRU Fee (CHF) Per Graduates:	1.78769	Fax:	12345679
	End Date:	06-Oct-2011 00:00	Published On IRU Academy Web Site:	R	Email:	jacademic@coldma
	Days In Total:	1	Description:	You will study the subjects set out in	Web Site:	www.ttr.edu.za
	Seats In Total:	5		the ADR Agreement. All these subjects are		
	Available Seats:	5		professionally		
-	1.14					_
						U





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To cancel your data entry, leave the screen by, for example, clicking the "Back" button. The changes will be lost.

Note that you can print certificates/diplomas from this course, once it is finished. For an explanation of this, see <u>section 8.2</u>.

#### 5.2.1 "Students in Class"

You can also get a list of students from the Class screen (above) by clicking the "Students in Class" button. The following screen appears:

	1		Back	Contact	IRU Academy	A	TI Home	Page		16.4	
1				AD	R1-CLAS	S1-20	11-Fi	all			
2 1	Title	Family Name	First Name	Student ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate,Diploma	Sele
11	Mrs	Bigmum	Madame	378607			Γ	Г			Π
34	Dr	Bigshot	Mgdriver	979195				E			
100	Mrs	Driver	Madame	467084							
1000	Mr	Driver	Truck	382427			Г	Г			Γ
- A.	Dr	Knowsall	Wiseguy	610641			Г				
	Mr	Nicefellow	Someone	646180			Г				
	Dr	Rippers	Chauffeur	308848			Π				
100	Mr	Servee	Buttler	425145							Γ
ALL .	Miss	Shoferskaya	Voditelka	650866			Г				
	Miss	Soretto	Sorella	<u>152907</u>			Π	Г			
T	Select A	II Add New Student		Updaia		Pr	int Certii Diplon		Print Letter		nt List



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### 5.3 Delete a Class

NOTE: You cannot delete a class after the Start Date!

To delete a class, locate the desired class from the second section of the "Class Management" screen, then check the "Delete" check box as shown below.

Academy O	) n Line (AOL)	)				WEB	
	Change Pa		ew Class	ATI Home Page			
			ASS MANAG	GEMENT			
111	Class ID: Please Select						Select
COLUMN TO A	Class Name	Class ID	Start Date	End Date	Students in Class	Seats Left	Delete
the second second	ADRLoaders-Class1-2011	TTRCOADR7712	06-Oct-2011	08-Oct-2011	5	5	
	ADR1-Class2-Test	TTRCOADR6914	06-Oct-2011	08-Oct-2011	0	5	F
	ADR1-Class1-2011	TTRCOADR6910	05-Oct-2011	05-Oct-2011	10	0	
THE	ADR2-Class1-2011	TTRCOADR7011	05-Oct-2011	05-Oct-2011	8	4	
~							
and a	Print					U	pdate
						Π	
Worldwide	Excellence in Pro	ofessional Ro	ad Transp	oort Trainii		Acade	

Click the "Update" button to confirm the Delete operation.

To confirm Class deletion, you must click "Yes" on the following screen:



The class will then be permanently deleted. This class will no longer appear in the list of ATI classes.

#### 6 Student Management

Information about students who have taken courses, or who are about to take courses, is stored in the ATI database. This section explains how to enter information on a new student, and how to change information on existing students. This is done from the "Student Management" page.

From your ATI Homepage, click the "Student Management" button. You will see the "Student Management" screen:



Student Management

This screen contains, at the top, the "Quick Student Selector" to locate existing students. The use of this Selector is explained in section 6.2.1.



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### 6.1 Create a Student

There are two ways to create a student in your ATI's database:

- If the student has never taken a course at any ATI before, enter his / her data by clicking the "Create New Student" button.
- If the student has taken one or more courses at another ATI, click the "From Another ATI" button to copy the details.

#### 6.1.1 Create New Student – Student Profile screen

Click on the "Create New Student" button. The "Student Profile" screen appears:

IRU						ACM
Academy On Lin	e (AOL	.)				WEB SITE
	в	ack Contac	ct IRU Academy	ATI Home Page	1 3	
			STUDENT	PROFILE		-
	PERSO	NAL DATA	PROFES	SIONAL DATA		
COMP.	Title	and the second s	Employer Name:			
	Gender:	M: OF: O	Job Title:		View The Graduate	
	Family Name:		Address 1:		Private Page	
	First Name:		Address 2:		User Intent:	
A REAL PROPERTY OF	Birth Date:		Address 3:		View	
	Place Of Birth:		City:		VIEW	
	Country Of Birth:	Please Select 🖳	State:			
	Address 1:		Postal Code Pre:		Certificates/Diplomas Hide	
141	Address 2:		Postal Code Suf:			
	Address 3:		Country:	Please Select		
	City:		Telephone:			
	State:		Mobile:			
	Postal Code Pre: Postal Code Suf:		Fax: Email:			
			Email: From Another	-	Previous Enroliments	
	Country:	Please Select 💌	ATI			<u>×</u>
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The screen is divided into three columns:

- First Column: Personal Data
- Second Column: Professional Data
- Third Column: Graduate Data

Each of the fields in the first two columns is described in the tables below. The third column, not relevant for creating a new student, is described in <u>section 6.1.1.3</u>.





Field Name	Туре	Action	
Title:	Mandatory	Select the title from the	
	Manualory	drop down list	
Gender:	Mandatory	Click the radio button M	
	mandatory	(Male) or F (Female)	
Family Name:	Mandatory		
First Name:	Mandatory	Enter the information	
Birth Date:	Mandatory		
Place Of Birth:	Mandatory		
Country Of Birth:	Mandatory	Select the country of birth from the drop down list	
Address 1:	Mandatory		
Address 2:	Optional	_	
Address 3:	Optional	Enter the information	
City:	Mandatory		
State:	Optional		For information only
Postal Code Pre:	Mandatory	Enter the Postal Code; if it is in two parts, enter the prefix (first part)	1 of mornation only
Postal Code Suf:	Optional	If the Postal Code is in two parts, enter the suffix (last part)	
Country:	Mandatory	Select the country of residence from the drop down list	
Telephone:	Mandatory	4	
Mobile:	Optional	Enter the information	
Fax	Optional		
Email	Mandatory		
Language	Mandatory	Select the principal language spoken by the student from the drop- down list	

#### 6.1.1.1 First Column: Personal Data



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#### 6.1.1.2 Second Column: Professional Data

Field	Туре	Action				
Employer						
Name:						
Job Title:						
Address 1:						
Address 2:						
Address 3:						
City:						
State:		Enter the				
Postal Code	Optional	information	For information only			
Pre:						
Postal Code						
Suf:						
Country:						
Telephone:						
Mobile: Fax:						
Email:						
			Indicates whether this student			
From Another			first took a course at another			
ATI:			ATI			
Student ID:						
Password:	System-	No action				
	generated		Communicated to the student			
			via the joining letter, so that			
Viewing Code			he/she can access the			
			Diplomas/Certificates			
		Select a class	If you select a class and click			
Enroll in Class		prom the drop	"Update", the student is			
		down list	registered in that class			
	Optional	Click this check				
<b>Close Graduate</b>		box if you wish to				
Web Site		close the Student's				
		web site				

Enter Personal and Professional Data, and click the "Update" button.

You will see the following screen, shown it two views with different scrolls to give the complete list of fields:



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Mandatory fields are in light yellow.

To enrol a student in a class (second column, bottom), see section 7.2.

### 6.1.2 Student "From Another ATI"

Click the "From Another ATI" button on the "Student Management" screen. The "Student Profile" screen appears:

IRU						ACM
Academy On Lir	ne (AOL	.)				WEB SITE
	в	lack Cont	act IRU Academy	ATI Home Page	1 3	
			STUDENT	PROFILE		2 202
	PERSC	DNAL DATA	PROFES	SIONAL DATA		
1000	Title:	Notice and the second second	Employer Name	Contraction of the local data and the local data an		
	Gender:	M: C F: C	Job Title:		View The Graduate	
	Family Name:		Address 1:		Private Page	
	First Name:		Address 2:		User Intent:	
A CONTRACTOR OF	Birth Date:		Address 3:			
	Place Of Birth:		City:		Vi⊵w	
	Country Of Birth:	Please Select	State:			
	Address 1:	E	Postal Code Pre		Certificates/Diplomas Hide	
THE	Address 2:		Postal Code Suf	:	nice	
1881	Address 3:		Country:	Please Select		
- COM	City:		Telephone:			
	State:		Mobile:			
~	Postal Code Pre:		Fax:			
	Postal Code Suf:		Email:		Pravious Enrollmants	
1791	Country:	Please Select	From Another			
Worldwide Excel	lence in Pi	rofessional	Road Tra	nsport Train		<b>IRU</b> <i>cademy</i>
Student Profile From						

Student Profile – From Another ATI

Note that it differs from the "Student Profile" screen for adding a new student in that all fields are greyed out except Student "Birth Date" and "Student ID", and that the "From Another ATI" check box in column two is checked.

Enter data in the two open fields, and click the "Validate" button. If the student has already taken a course at anther ATI, you will see the "Student Profile" screen filled out as in section 6.1.1.3 above. Press the "Update" button to complete.



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If you enter data which does not match a student at another ATI, you will see the following error screen:



You should check your data.



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## 6.2 Modify an Existing Student

If you wish to modify information on an existing student, you first need to select the student from the "Student Management" page. You do this with the "Quick Student Selector" at the top of the page.

#### 6.2.1 "Quick Student Selector"

Academy O	n Line (AOL)				WEB SITE
	Create No.	ew Student From A Contact IRU Academy	ATI Home Page		
			ANAGEMENT		
1	Name:	First Name:		Select	
	Student ID:	Diploma ID:		All	
22	Diploma Examination Date: From:	"То:			
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The "Quick Student Selector" contains the following columns:

Name	First name	Student ID	Diploma ID	Diploma Examination Date : From	Diploma Examination Date : To
Student's (last) family name	Student's first name	A 6 digit code, e.g. <b>485466</b>	A 16 character code, e.g. ATITCOADR5240100	The first day of the period when the student may have taken an examination	The first day of the period when the student may have taken an examination

There are two ways to select students:

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- click the "All" button in the top section to get a list of all students
- enter data on the student in one or more of the above fields, and click the "Select" button, to get a list of selected students.



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#### 6.2.2 List of Students

In both cases, you will see a list of one or more students in the second section:

in bour cases, you win	300 8 1131 01 01				1360101	1.
IRU				-	•	ACM
Academy On Li	ne (AOL)					WEB SITE
	Create	e New Student From	Another ATI		. 78	1.2
States and a state of the state	Change Password	Contact IRU Academ	y ATI Home Page		. 64	
1		STUDENT	MANAGEMENT			
1000	1 Area	QUICK STUE	DENT SELECTOR			
Name:	Driver	First Name:			Select	
Student I	D:	Diploma ID:			All	
Diploma	Examination Date: From:	"То:				
	12 12 14 14					
Fir	st Name Fam	ily Name S	itudent ID	Diploma ID	Hide Diploma	Close Web Site
			467084			
	Truck D	river	382427			
~	-16					
Print						Update
					_	
						RU
Worldwide Excel						ademy

In the second section, the data is displayed as in the first four fields of the "Quick Student Selector". There are also two check boxes, "Hide Diploma" and "Close Web Site".

The list can be printed by clicking the "Print" button.

Three actions are possible from this screen:

- Click one of the check boxes to hide a Diploma or close a Web Site.
- Click one of the Diploma ID hyperlinks to display that Diploma.
- Click a Student ID hyperlink to display the student Profile screen of that student. The student information can then be viewed or modified.

#### 6.2.2.1 Hide Diploma, Close Web Site Check Boxes

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Click the "Hide Diploma" check box next to any diploma, then click the "Update" button, in order to hide this diploma from viewing on the Web site.

Click the "Close Web Site" check box next to any student, then click the "Update" button, in order to hide this student's Web site.



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In the case where there are multiple diplomas or multiple students, clicking on the "All" check boxes above the "Hide Diploma" and "Close Web Site" columns selects all the diplomas or students. For example, all students' web sites have been selected for closing in the following screen:

IRU	Ū			-		ACM.
Academy O	n Line (AOL	_)				WEB SITE
		Create New Student	From Another ATI	1	177	
1	Change	Password Contact IR	U Academy ATI Home	Page		200
			DENTMANAGEME			
100		QU	ICK STUDENT SELECTOR			
St. 11	Name: Driver	Fi	rst Name:		Select	
S	Student ID:	D	iploma ID:	_	All	
	Diploma Examination Date:	From:	"To:		□ <sub>All</sub>	E All
	First Name	Family Name	Student ID	Diploma ID	Hide Diploma	Close Web Site
142	Madame Truck	Driver Driver	<u>467084</u> 382427		<u>।</u> ज	V V
- COL	ITUCK	Driver	302421			
F	11/1					
and i	Print					Update
					Γ	RU
Worldwide	Excellence in P	rofessional Ro	ad Transport T	raining	Ac	ademy

Clicking the "Update" button will now close these students' web sites.



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### 6.2.2.2 Diploma ID

Click one of the Diploma ID hyperlinks (for example TTRCOADR6910103) to display that Diploma in PDF format.





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#### 6.2.2.3 Student ID – Student Profile screen

Click a Student ID hyperlink (for example 328427) to display the Student Profile screen of that student.



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The student information can then be viewed or modified. Any changes must be confirmed by clicking the "Update" button.

Note that because this is an existing student, the Third Column of the "Student Profile", Graduate Data, is now relevant. The other two columns have already been described in sections 6.1.1.1 (Personal Data) and 6.1.1.2 (Professional Data).

#### 6.2.2.4 <u>"Student Profile" Third Column: Graduate Data</u>

The first two columns of the "Student Profile" are described in <u>section 6.1.1</u>. The third column consists of:

- the box "View The Graduate Private Page"
- the box "Certificates/Diplomas"
- the button "Previous Enrollments".

The elements in this column are only relevant for existing students.

#### 6.2.2.5 <u>"View the Graduate Private Page"</u>

This window has a drop-down list "User Intent" with three options: /J1 /P1 /STUDENTS1

A list of certificates which the student has obtained from IRU can be seen on the Graduate's private web pages. Each graduate has three private web pages. They are identical, except for the promotional message at the beginning. The graduate is given three viewing codes, one for each page. The three pages relate to:

Job inquiries, suffix /J1 Professional activities, suffix /P1 Private student activities, suffix /STUDENTS1

By choosing the appropriate suffix from the drop down list, you can view any of these pages. Click on any of these options and view the web page.



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Click on the hyperlink code of any of these documents (for example TTRCOADR6910103) to see the document.

#### 6.2.2.5.1 <u>"Certificates/Diplomas"</u>

Also in the third column of the "Student Profile" screen is the "Certificates/Diplomas" box. This scroll-down box lists the codes all the Certificates and Diplomas earned by the student.

Clicking the hyperlink of the code will display the Certificate/Diploma in a separate window.

Click the "Hide" check-box, and click the "Update" button, so that the link to this Certificate/Diploma is not displayed on the Web site.



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#### 6.2.2.5.2 <u>"Previous Enrollments"</u>

This page also has the button "Previous Enrollments". Clicking on this button will show you previous courses that the student has taken at your ATI.

you previous courses i	lat the student has	aken al your Ar	1.	
Academy On Line	(AOL)	A 40 5	 	WEB SITE
	Back Contact IRU #	Academy ATI Home Page	- 97	
	STUDENT PF	REVIOUS ENROLLMENTS		
Student ID: Family Name: First Name:	392427 DRIVER TRUCK	Today's D	ate: 05-Oct-2011	
	Class Name	Start Date	End Date	Certified
	ADRLoaders-Class1-2011	06-Oct-2011	08-Oct-2011	
	ADR1-Class1-2011	05-Oct-2011	05-Oct-2011	
	ADR2-Class1-2011	05-Oct-2011	05-Oct-2011	
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If the student has no previous enrolments, the following screen will appear:



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### 6.3 Delete a Student

A student cannot be deleted. Hiding his / her diplomas and closing his / her Web Site (see <u>section 6.2.2.1</u>) will serve in blocking information on that student reaching the outside.

# 7 Add (Enroll) a Student to a Class

There are two ways to add a student to a class:

- from the "Class Management", select a class, then click the "Add a Student" button. You may do this when you first create the class, or when you have several students to add to the same class. Note that the student(s) must already be in the ATI database.
- from the "Student Management" function, "Student profile" page, create or select a student, then click the "Enrol in Class" drop down list from the "Student Profile" screen. You may do this when you first create a student. Note that the class must already be in the ATI database.

### 7.1 Add a Student from Class Management

Click the "Add New Student" button from a selected class "Class Management" screen:

IRU											АСМ.
cademy C	n Li	ne (AC	DL)							WEB	SITE
		1				0	2			10.2	1
-			Back	Contact	RU Academy	TA	1 Home	Page		15. 14	
A				ADRL	OADERS	-CLA	SS1-2	2011			
10 9	Title	Family Name	First Name	Student ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate,Diplom	<sup>a</sup> Select
- 11/	Mrs	Bigmum	Madame	<u>378607</u>			Г	Г			
	Mr	Driver	Truck	382427			Γ		-		
100 Mar 1	Mr	Nicefellow	Someone	<u>646180</u>			Γ				
	Mr	Servee	Buttler	<u>425145</u>			Г	Ε			
-	Miss	Shoferskaya	Voditelka	650866			Г	Г			
	Select Al	Add New Student		Update		Pri	int Certii Diplom		Print Leiters		rint nt List
Worldwide	e Exce	llence in	Professi	ional R	oad Tra	nspo	ort T	raining		Acad	



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and you get the following screen:



#### 7.1.1 "Add New Student" Box

Note that this box only appears if students can be added to the class, that is, if the start date of the class has not yet passed.

You can select a student with this box in two ways:

- To get a list of one or a limited number of students, enter data for the student(s) in any one of the three fields ("Family Name", "First Name" and "Student ID"), can click the "Select" button.
- To get a list of all students, click the "All" button.

You will see a list of the student or students which fit your selection. In the example below, the student with Family Name "some" was selected:



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Family Name Some   Student ID     Family Name     Family Name     Family Name     First Name     Someone     Example     Strest     Someone     Example     Strest     Image: Someone     Image: Someone     Someone     Example     Strest     Image: Someone     Im	Academy (	On Line (AOL) Back	Contact IRU Academy ATT Home Page		WEB SITE
Someone Example <u>\$74977</u>	A.				
		Print			update

To add a student to the class list, click the yellow "Select" box on the right, and then click the "Update" button.



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You will return to the previous page, and the student will have been added to the class list:

			Back	Contact	IRU Academy	TA	1 Home	Page		16.19	l
1				ADRL	OADERS	-CLA	SS1-	2011			
10 9	Title	Family Name	First Name	Student ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate,Diploma	Select
74. CT/	Mrs	Bigmum	Madame	<u>378607</u>			Г				
	Mrs	Driver	Madame	467084			Г	F			
and the second second	Mr	Driver	Truck	382427			Г				
	Mr	Nicefellow	Someone	<u>846180</u>			Π				
	Mr	Servee	Buttler	<u>425145</u>			Г				
	Miss	Shoferskaya	Voditelka	<u>650866</u>							
Contract of the	Sir	Someone	Example	<u>674877</u>			Г	E		-	
	Select A	II Add New Student		Update		Pri	int C≘rti Diplor	ñcates/ nas	Print Letter		

You can now repeat the operation, if you wish.

Note that you can also print diplomas from this page. This operation is described in <u>section 8.2</u>.



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## 7.2 Add (Enrol) a Student from Student Profile Page

Select a student with the "Quick Student Selector" (see <u>section 6.2.1</u>), and from the "Student Profile" page, second column at the bottom, click the "Enroll In Class" drop down list. This will give you a list of class codes into which you can enrol the student. The example below has only one code:

IRU						ACM
Academy On Line	(AOL	.)				WEB SITE
	B	ack Contac	t IRU Academy	ATI Home Page	1 3	
			STUDENT	PROFILE	A and	2 202
	ni oate.	02 000 1010	Muoress U.			
Plane Call	ace Of Birth:	Somewhere	City:		View	
	ountry Of Birth:	South Africa	State:			
	idress 1:	Somestreet 123	Postal Code Pre:		Certificates/Diplomas	
Ad	idress 2:		Postal Code Suf:		Hide	
Ad	idress 3:		Country:	Please Select		
Cit	ty:	Someplace	Telephone:			
St	ste:		Mobile:	12345676		
Po	stal Code Pre:	12300	Fax:			
Po	stal Code Suf:		Email:			
	ountry:	South Africa 💌	From Another ATI:		Previous Enrolliments	
Te	elephone:	12345678	Student ID:	674877	Update	
M	obile:	12345676	Password:	•••••		
The second secon	EX:	12345679	Viewing Code:	6748779		
En	nail:	esomeone@getmail.co	Enroll In Class:	Please Select		
	inguage:	English 💽	Close Graduate Web Site:	Please Select TTRCOADR6914		-
						IRU
Worldwide Excellen	ce in Pr	rofessional F	Road Tra	nsport Traini	ng 🖌	Academy

Click the code, then click the "Update" button. The student is enrolled in the course.

In the case where there were more classes in the list, you could enrol this student in other classes.



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# 8 End of Class Actions: Student Results, Printing

When a class is finished, you must enter the student results, and print the Diplomas and the joining letters.

### 8.1 Enter Student Results

To enter the student results of a class which has finished, display the course page from the "Class Management" menu. Click the "Students in Class" button.

IOIIOW	ing clas	s scree	11.						-	
									- <u>-</u>	АСМ
n Li	ine (AC	DL)							WEB	SITE
					0		21		10.2	
		Back	Contact	IRU Academy	AT	I Home	Page		10 4	
			A CO				-	and a	2 -	1
			ADRL	OADERS	-CLA	SS1-2	2011			
Title	Family Name	First Name	Student ID	Diploma ID	Result	Pass	Distinction	Examination Date		<sup>1</sup> Select
Mrs	Bigmum	Madame	378607			E	F	Cont		
Mrs	Driver	Madame	467084			п	F		-	
Mr	Driver	Truck	382427			П				
Mr	Nicefellow	Someone	646180			Г	F			
Mr	Servee	Buttler	425145			Г				
Miss	Shoferskaya	Voditelka	650866			Г				
Sir	Someone	Example	674877			П				
	Add New				Pri	ni Cerili	īcaies/	Print	Pr	int
Select Al	Student		Update						s Stude	nt List
										TT
									Acade	
	Title Mrs Mrs Mr Mr Mr Miss Sir	Title     Family Name       Mrs     Bignum       Mrs     Driver       Mr     Driver       Mr     Driver       Mr     Servee       Miss     Shofenskaya       Sir     Someone	The Line (AOL)       Back       Back       Title     First Name       Mrs     Bigmum     Madame       Mrs     Driver     Madame       Mr     Driver     Madame       Mr     Driver     Madame       Mr     Nicefellow     Someone       Mr     Servee     Buttler       Mis     Shoferskaya     Voditelka       Sir     Someone     Example	An Line (AOL) Back Contact Lack	Back     Contact IRU Academy       Back     ADRLOADERS       Title     Family Name     First Name     Student ID     Diploma ID       Mrs     Bigmum     Madame     278807       Mrs     Driver     Madame     487094       Mr     Driver     Truck     282427       Mr     Nicefellow     Someone     645190       Mr     Servee     Buttler     425146       Miss     Shoferskaya     Voditelka     650886       Sir     Someone     Example     674877	A Line (AOL) Bac Ontact RU Academy A A Contact RU AC	Back       Ontact RU Academy       All Home         Back       Ontact RU Academy       All Home         Back       Ontact RU Academy       All Home         DEDELORADERS-CLASSE1       Diploma D       Result       Result         Mis       Bigmum       Madame       278807       Image: Classe1       Image: Classe1         Mis       Driver       Madame       427884       Image: Classe1       Image: Classe1       Image: Classe2       Imag	Back         Ontact IRU Academy         Alt Home Page           Back         Ontact IRU Academy         Alt Home Page           DEDEDEDEDEDEDEDEDEDEDEDEDEDEDEDEDEDEDE		

You will see the following Class screen:

Note that the "Add New Student" box is disabled because students can no longer be added to the class; the start date of the class has passed.



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The "Students in Class" screen contains the following data:

Title	
Title	Civil title of the student
Family Name	Student's (last) family name
First Name	Student's first name
Student ID	The System-generated hyperlink in this column is used to access
Student ID	the student's profile page
Dinlama	The System-generated hyperlink in this column is used to access
Diploma ID	the student's diploma, once available
Result (%)	Enter here the student result
	The minimum pass level is set by IRU Academy. If the student
Pass	equals or exceeds this level, this check box will be ticked by the
	system
Distinction	The distinction level is set by IRU Academy. If the student equals
Distinction	or exceeds this level, this check box will be ticked by the system
Examination	When you display the Diploma on the screen for printing, this
Date	check box will be ticked by the system
Certificate,	Once the system has produced the certificates/diplomas and
Diploma, Letter	joining letters, the system will indicate the date of their production
Printed	in this field
Coloot	Check box used to activate the function of a button (Update, Print
Select	Certificates/Diplomas, Print Letters, Print Student List)

You are expected to complete the only two active fields: "Result (%)" and "Examination Date". Changes in either must be confirmed by clicking the "Update" button.

Enter a student result and the examination date, tick the 'Select' check box and click the "Update" button. The screen is refreshed, the "Diploma ID" field, "Pass" and "Distinction" check boxes and the "Certificate/Diploma Letter Printed" field are updated, if appropriate:

				F		CLAS	SS1-2	011			
1.1	Title	Family Name	First Name	Student ID	Diploma ID	Result (%)	Pass	Distinction	n Examination Date	Certificate,Diplon Letter Printed	a Sele
11	Mrs	Bigmum	Madame	<u>378607</u>	TTRCOADR7712100	76		Г	05-Oct-2011	05-Oct-2011	Г
34	Mrs	Driver	Madame	487084			Г				Ē
1.5	Mr	Driver	Truck	382427			П	Π			Г
	Mr	Nicefellow	Someone	846180		-	П	П			Г
	Mr	Servee	Buttler	425145			E	Γ	-		Г
	Miss	Shoferskaya	Voditelka	650866			Г	F			Г
	Sir	Someone	Example	<u>874877</u>		-	Г	E			ſ
	Select	All Add I Stud			lpdate	Prir	nt Certifi Diplom		Prin Letter		rint ent Lis

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## 8.2 Print Diplomas and Joining Letters

When a student has passed a course, he / she should be given a Diploma, and sent a letter ("Joining Letter") explaining how to use the Web site.

				A	ADRLOADERS-	CLA	SS1-2	011			
<b>y</b>	Title	Family Name	First Name	Student ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate,Diploma Letter Printed	Selec
	Mrs	Bigmum	Madame	378607	TTRCOADR7712100	76	F	П	05-Oct-2011	05-Oct-2011	
344	Mrs	Driver	Madame	467084	TTRCOADR7712101	83	F		05-Oct-2011	05-Oct-2011	
1. 60	Mr	Driver	Truck	382427	TTRCOADR7712102	92			05-Oct-2011	05-Oct-2011	
	Mr	Nicefellow	Someone	646180	TTRCOADR7712103	67	E	П	05-Oct-2011	05-Oct-2011	
1	Mr	Servee	Buttler	425145		53	Г	П			
	Miss	Shoferskaya	Voditelka	650866	TTRCOADR7712104	87	E		05-Oct-2011	05-Oct-2011	•
	Sir	Someone	Example	<u>874877</u>	TTRCOADR7712105	69		E	05-Oct-2011	05-Oct-2011	
	Select	All Add N Stud		u	lpdate	Prir	nt Certifi Diploma		Print Letter		

On the "Students in Class" page, click the "Select All" button:

You can now print joining letters (by clicking on the "Print Letters" button) or print certificates/diplomas (by clicking on the "Print Certificates/Diplomas" button).

Note that students who have not passed the exam (their result is inferior to the threshold set for the programme by the IRU Academy) are not entitled to certificates/diplomas and joining letters. This is why for such students the "Diploma ID" and "Certificate, Diploma, Letter Printed" fields will remain empty and such students will not be taken into account when you select to print letters or certificates/diplomas.



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### 8.2.1 Print Certificates/Diplomas

If you click the "Print Certificates/Diplomas" button, AOL will display a PDF file containing all certificates/diplomas which can be printed:



In the example above, there are 6 certificates/diplomas of students who have passed the exam in the list.

Click on the Internet browser "Back" button to return to the "Students in Class" page.



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#### 8.2.2 Print Joining Letter

To print joining letters, select all the students in the class once you have entered the examination results and click the "Print Letters" button. The letter(s) of the selected graduate(s) will be displayed on the screen in PDF format:

📄 Save a Copy 🚔 🚝 🐏 👔 Search 🛛 🕐 🕩 Select 📷 🔍 • 👔 🔤 🗢 154% • 💿 🎦 • 😻 🕫 • 👔 🖉 Sign • 🍸 10	
the world road transport organisation	
Mrs Madame BIGMUM Bigmumstr 123 12300 Bigplace South Africa	
Dear Mrs Bigmum,	
Once again, our congratulations! Through the TTR IRU Academy Accredited Training Institut (ATI), you have now added the qualification Training for Specialists loading and uloadin dangerous goods, to your earlier training achievements. The IRU Academy and TTR are provide to present you with the corresponding IRU Academy Certificate of Professional Competence Dangerous Goods by Road (ADR)	ng ud
May I remind you that one of the many advantages you have as an internationally recognise IRU Academy Graduate is <b>your own IRU Academy web site</b> : a unique promotional tool! access it, <b>log on to www.iruacademyonline.com</b> and click on "Graduate Module". Ent <b>your personal Student ID</b> and <b>Password.</b> As you know, you have the option to publish you curriculum vitae (CV) on your own IRU Academy web site, either in English or in your own language, and it is still your sole responsibility to keep your details accurate and up-to-date	To er our vn
Continue to use your personal web site to promote your IRU Academy qualification where you can also publish your CV.	18

In the example above, there are 6 letters to students who have passed the exam in the list.

Click on the Internet browser "Back" button to return to the "Students in Class" page.



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# 9 List of Transactions

A "Transaction" represents the IRU Academy charge per certificate/diploma issued per graduate from any of your ATI's classes. IRU Academy invoices the ATI for each transaction.

To view a list of transactions, from the ATI Homepage, click the "List of Transactions" button. This will give you the following screen:

IRU		ACM
Academy On Line (AOL)		WEB SITE
Change Password Contact IRU Academy ATI Home Page		ET.
ATIS TRANSACTIONS MANAGEMEN TRANSACTIONS SELECTOR	NT	
Monthly Period: Please Select  CCT-2011 Cottenant  Cott		Search All
		IRU
Worldwide Excellence in Professional Road Transport Trainin		Academy

This screen consists of the "Transactions Selector" (upper part) and the "List of Transactions" (lower part).

### 9.1 "Transactions Selector"

The "Translation Selector" consists of a "monthly Period" drop down box, and two fields for the beginning of the List of Transactions period "LoT Period: From") and the end of the period ("To:").

There are three ways to select the period:

- if you want a list for a particular month, select that month from the drop down box; the first and last days of the selected month will be automatically inserted into the "From" and "To" fields. Then click the "Search" button.
- if you want any other period, enter the dates in the "From" and "To" fields. Then click the "Search" button.
- if you want all transactions, click the "All" button.



## 9.2 "List of Transactions"

Upon clicking the "Search" or "All" button, the screen will refreshed with the relevant the "List of Transactions":



This list can be printed by clicking the "Print" button.



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## **10 ATI Agreement and Resulting Obligations**

The May 2011 version of the IRU Academy ATI Agreement, including the obligations of the ATIs as per the latter agreement, is entirely integrated in AOL v3.0. The list of ATI obligations of the new IRU Academy ATI Agreement and the AOL v3.0 features introduced to support each one of them is given in the table below:

	ATI obligation	AOL Module and page	ATI User Manual section
1.	Sign the IRU Academy ATI Agreement	ATI Accreditation Module – screen tab "Section XI Review: ATI Agreement"	<u>2.4</u>
2.	Complete and sign Annex A (applied per student fees)	ATI Accreditation Module – screen tabs "Section X Training Fees" and "Section XI Review: ATI Agreement"	<u>2.4</u>
3.	Complete and sign Annex B (end of the year number of graduates per programme accredited by the IRU Academy)	ATI Accreditation Module – screen tabs "Section X Training Fees" and "Section XI Review: ATI Agreement"	<u>3.3.1</u>
4.	Complete the IRU Academy programme application form	ATI Accreditation Module – all screen tabs	<u>2.3</u>
5.	Settlement of the IRU Academy accreditation fee by bank transfer	ATI Accreditation Module – screen tab "Section XII Pay & Submit"	<u>2.5</u>
6.	Settlement of the IRU Academy accreditation fee by credit card payment	ATI Accreditation Module – screen tab "Section XII Pay & Submit"	<u>2.5.1</u>
6.	Systematically print IRU Academy certificates / diplomas to graduates from accredited programmes	ATI Module – Class management and Student Management functions	None (already existing in AOL v2.0)
7.	Undergo a re-accreditation process when requested to by the IRU Academy	ATI Accreditation Module	<u>2.1.2</u>

You may refer to the instructions in the related sections of this Release Note referenced in the 'Release Note Section' column of the table above to find out how to fulfil your training institute's obligations.



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### 10.1 Produce Annex B of the New IRU Academy ATI Agreement

This section explains the procedure to be followed by training institutes in order for them to fulfil the obligation in accordance with clause 6.6 of the new IRU Academy ATI Agreement:

"...every year, latest by 15th January, the ATI shall return to the IRU Academy Secretariat one duly completed and signed copy of Annex B for all programmes for which it holds IRU Academy accreditation".

In order to produce Annex B for a specific programme for which your training institute has been accredited over the last calendar year, follow the steps below:

- 1) your General Manager or Principal AOL Administrator should logon into the AOL ATI Accreditation Module with their usual credentials (and with the appropriate role)
- 2) select the programme for which you want to produce Annex B from the "Programme Selection" page and click on the "Submit & Continue" button:

RU			■ <sub>⊙⊙</sub> ACM <sub>⊙</sub>
ademy On Line (AOL)	)		WEB SITE
		S 38	HI I
	Welcome Back!		
	What do you like to do?		
1. I would like to update my existi	ng course accreditation(s).		
Select the appropriate course a "Submit & Continue" button.	ccreditation below and then click the		
I have 1 Started Application(s):	Please Select		
I have 0 Pending Application(s):	Please Select		
I have 0 Reaccreditations(s) Du	e: Please Select		
I have 2 Granted Course accred	ditation(s): 69, ADR Driver: Packagings and Bulk, excluding	Classes 1 & 7	• •
2. I would like to submit a new ap	plication for course accreditation:		
3. I would like to obtain access to	the live IRU Academy Online application:		
	Logout		Submit & Continue
31			
			IRU
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3) select the "Section X Training Fees" screen tab by directly clicking on the screen tab name:

PROGRE \$ 8 BAR 5		SECTION VIII Enrits: Institute Staff Review Application	Section X Training Fees Section XI Review ATI Agreement
		Training Fees	
24	Course Name: ATT Short Name: ATT local currency: Full training cost applied per student: Last Annex A update made on:	ADR Driver: Packagings and Bulk, exclud AIRC UAH Arrow Hyvnia 700 04-Oct-2011	ling Classes 1 & 7 Update Annex A
	ATI Training Report for the calendar year. Number of students trained: Number of graduates: Last Annex B update made on:	2011 💌 0 0 04-Oct-2011	Update Annex B
1	Back	Logout	Submit & Continue
Worldv	vide Excellence in Professiona	I Road Transport Training	Academy

4) select the last calendar year, enter the number of graduates from the programme as per your training institute's evidence and click on the "Update Annex B" button:

IRU				ACM
	On Line (AOL)			WEB SITE
	SECTION VI SECTION VII	SECTION VIII Section IX	Section X	Section XI
PROGRE \$ 8 BAR 5)	Q: Principal Instructor Q: Quality Process	Enri(s): Institute Staff Review:Applicati	on Training Fees	Review:ATI Agreement
		Training Fees		
	Course Name:	ADR Driver: Packagings and Bulk, ex	kduding Classes 1 & 7	
- CONTRACT	ATI Short Name:	AIRC		
6 20	ATI local currency:	UAH Hryvnia		
	Full training cost applied per student:	700	Up	date Annex A
100 Million	Last Annex A update made on:	04-Oct-2011		
States 1	ATI Training Report for the calendar year:	2011		
	Number of students trained:	300		
	Number of graduates:	264		
	Last Annex B update made on:	04-Oct-2011	Up	date Annex B
A.				Submit &
	Back	Logout		Continue
Worldwi	de Excellence in Professiona	l Road Transport Trainii		<b>IRU</b> cademy
Π:	Accredited Training Institute	Page 146 of 182 pages		IRU

Academy International Road Transport Union • IRU Academy 3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy  click on the "Produce Annex B" button in the "Section XI Review: ATI Agreement" screen tab – AOL will then display Annex B to the IRU Academy ATI Agreement in PDF format:

T DI TOIN	iat.			
IRU	1			ACM
Academy	On Line (AOL)			WEB SITE
PROOFE SS BAR			ection IX Section X vApolication Training Fees	Section XI Review:ATI Agreement
A		ADR Driver: Packagings and Bulk, excludin	ng Classes 1 & 7	
28 1	🗎 🚔 🧮 🐏 🕅 🤇	🏷 []) Select 📷 🛛 🔍 🗸 🚺 🕶 🤅	88% • 🖲 📑 •	19 1 · · ·
	Pages		ANNEX B	
	NUMBER OF	EPORT ON THE ATI TRAINING ACTIVIT! PROGRAMMES UNDERTAKEN, STUDE AVING RECEIVED IRU ACADEMY DIPLO	INTS TRAINED	
THE .	This Annex should be du	y filled in by the ATI and returned to the IRU Acader	my before the 15th January	-
101	E	1 of 2 📦 🕅	00	
F	View Produce ATI Agreement Annex A	Produce Annex B		
	Back	Logout		Approve & Continue
				IRU
Worldwid	de Excellence in Profe	essional Road Transport		Academy

Save and print Annex B to the IRU Academy ATI Agreement in 2 copies which your training institute will then need to sign and return to the IRU Academy.

- 6) Logout from the AOL ATI Accreditation Module once you have completed all previous steps
- 7) follow the procedure in steps 1-6 for producing Annex B forms for each other programme your training institute is accredited by the IRU Academy.



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## 11 Import of Students in AOL

AOL enables all ATIs to have their student profiles automatically created based on import of student data files prepared by themselves either by means of data export from another system or by preparing student data files. In both cases, ATIs wishing to use this AOL function need to observe certain rules regarding the data and the format of the files which AOL can then import.

ATIs may use the AOL student import function to significantly facilitate the creation of student profiles in AOL by automating this process in case they dispose of the students data organised in data files.

### 11.1 Preparing the Students' Data File for Import in AOL

In order for AOL to be able to import an ATI's file containing students' and driver qualification card data, automatically create the related students' profiles and enrol them in a class, the following conditions must be met:

- the ATI data file containing students and allocated cards needs to be prepared in accordance with certain technical requirements, for both the data in the file and the format of the file;
- the class in which imported students are to be automatically enrolled needs to be previously created by the ATI using AOL.

The student and card data specifications, the file format requirements and the process of activating the function of student import and direct enrolment in a class are explained in detail in the sub-sections below.

### 11.1.1 Student and Card Data Specifications

The student and card data made ready by ATIs for import in AOL must comply with the data type, length, cardinality (mandatory or optional data) and specific values as expected in AOL. All the fields participating in the process of creation of a student's profile in AOL bear the same logical names as their labels visible on the AOL 'Student profile' page, an example of which is shown in the figure below:



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		STUDENT	PROFILE	
PERSO	NAL DATA	PROFES	SIONAL DATA	<u> </u>
Title:	Mr	Employer Name:		
Gender:	M: O F: O	Job Title:		
Family Name:	Driver	Address 1:		View The Graduate Private Page
First Name:	Truck	Address 2:		User Intent:
Birth Date:	01-Feb-1973	Address 3:		/J1
Place Of Birth:	Driverplace	City:		View
Country Of Birth:	South Africa 💽	State:		
Address 1:	Driverstreet 123	Postal Code Pre:		Certificates/Diplomas
Address 2:		Postal Code Suf:		Hide
Address 3:		Country:	Please Select	TTRCOADR6921102
City:	Driverplace	Telephone:		TTRCOADR7011102
State:		Mobile:	12345676	
Postal Code Pre:	12300	Fax:		TIRCOTAC7216101
Postal Code Suf:		Email:		Previous Enrollments
Country:	South Africa 💽	From Another ATI:		Update
Telephone:	12345678	Student ID:	382427	
Mobile:	12345676	Password:	•••••	
Fax:	12345679	Viewing Code:	5296863	
Email:	tdriver@getmail.com			
Language:	Enalish 💌	Close Graduate Web Site:		

The 'Student ID' and 'Viewing Code' values are generated by AOL upon creation of the student's profile, while the 'Certificates/Diplomas' section of the Student Profile page displays those certificates/diplomas that the student has already acquired. For these reasons, the 'Student ID' and 'Viewing Code', as well as the 'Certificates/Diplomas' hyperlinks should not be included in the ATI's student data files being imported in AOL.

The full specification of the student profile data fields, their type, maximum length, character and example values for those fields which are specific are given in the table below:

Field Name	Data Type	Data Length	Allow Nulls (Yes / No)	Mandatory Field (Yes / No)	Specific Values	
Family Name	nvrchar	64	N	Y	Latin characters	
Family Name Local	nvarchar	64	Ν	Y	Other characters	
First Name	nvrchar	64	N	Y	Latin characters	
First Name Local	nvarchar 64		Ν	Y	Other characters	
Title	nvrchar	50	N	Y	-	
Gender	Bit	1	N	Y	Male = 'M' /	
Acci	redited	Page 1	149 of 182 page			

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Training Institute

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Birth Date     datetime     N     Y     Format "DD- MMM-YYY" (e.g. '01-Jan- 1980')       Place of Birth     nvrchar     40     N     Y     Lain characters Other       Place of Birth     nvarchar     40     N     Y     Chiner characters       Country of Birth     nvrchar     50     N     Y     English name of the country (e.g. 'SWitzerland')       Language     nvrchar     3     N     Y     english language code (iso 639-2 code) (e.g. 'engl for 'english language)       Password     nvrchar     50     N     Y     english language       Address 1     nvrchar     80     N     Y     Latin characters containing at least 1 digit (number) (e.g. 'password')       Address 1     nvrchar     80     Y     N     Latin characters containing at least 1 digit (number) (e.g. 'password')       Address 2     nvrchar     80     Y     N     Latin characters Chira characters       Address 3     nvrchar     80     Y     N     Latin characters       Address 3     nvrchar     80     Y     N     Latin characters       City     nvarchar     40     Y     N     Cher characters       City     nvrchar     80     Y     N     Latin characters       City     nvrchar						Female = 'F'				
Birth Date         Date time         N         Y         (e.g. '11-Jan- 1990')           Place of Birth         nvirchar         50         N         Y         Latin characters Other           Place of Birth         nvirchar         40         N         Y         Chier           Country Of Birth         nvirchar         50         N         Y         Chier           Country Of Birth         nvirchar         50         N         Y         Chier           Language         nvirchar         50         N         Y         Colo (e.g. 'switzerland')           Language         nvirchar         3         N         Y         Code) (e.g. 'eng' for 'English           Password         nvirchar         50         N         Y         Latin characters containing at least 1 digit (number) (e.g. 'password1')           Address 1         nvirchar         80         N         Y         Latin characters           Address 2         nvirchar         80         Y         N         Latin characters           Address 3         nvirchar         80         Y         N         Latin characters           Address 1         nvarchar         40         Y         N         Characters           Ad						Format 'DD-				
Place Of Birth     nvrchar     50     N     Y     Latin characters       Place of Birth     nvarchar     40     N     Y     Catin characters       Country Of Birth     nvrchar     50     N     Y     English name of the country (e.g. 	Birth Date	datetime		N	Y					
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Prof Address 1       nvrchar       80       Y       N       -         Prof Address 2       nvrchar       80       Y       N       -         Prof Address 3       nvrchar       80       Y       N       -         Prof Address 3       nvrchar       80       Y       N       -         Prof Address 3       nvrchar       50       Y       N       -         Prof City       nvrchar       50       Y       N       -         Prof State       nvrchar       50       Y       N       -         Prof Postal Code       nvrchar       40       Y       N       -         Prof Postal Code       nvrc		nvrchar	80	Y		-				
Prof Address 2       nvrchar       80       Y       N       -         Prof Address 3       nvrchar       80       Y       N       -         Prof Address 3       nvrchar       50       Y       N       -         Prof City       nvrchar       50       Y       N       -         Prof State       nvrchar       50       Y       N       -         Prof Postal Code       nvrchar       40       Y       N       -						-				
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Suffix					
Prof Country	nvrchar	50	Y	Ν	-
Prof Telephone	nvrchar	80	Y	Ν	-
Prof Mobile	nvrchar	80	Y	Ν	-
Prof Fax	nvrchar	80	Y	Ν	-
Prof Email	nvrchar	80	Y	Ν	-
Civil Reg No	nvarchar	40	Y	Ν	-
Driver Licence No	nvarchar	40	Y	Ν	-
Driver Card ID	nvarchar	40	Y	Ν	-
Card Issuing Authority	nvarchar	40	Y	Ν	Latin characters
Card Issuing Authority Local	nvarchar	40	Y	Ν	Other characters

All mandatory fields (student data) that need to be included in the ATI's student data files ready for import in AOL are highlighted in light red.

For ensuring compatibility with national requirements for printing driver qualification cards using both English (transcription) and national language (character set), AOL allows import of necessary data for printing of bilingual driver qualification cards in both English and in the national language, using a Latin and another country-specific character set (e.g. Cyrillic or Arabic).

#### 11.1.2 Data File Format and Limitations

Besides observing the student and card data specifications mentioned in <u>section 11.1.1</u> <u>above</u>, ATIs wishing to use the AOL Student and Card Data Import functionality need to organise the student and card data in data files observing certain file format requirements and limitations guaranteeing the proper import of the contained students data. AOL would accept for import student data organised in:

- UNICODE TEXT or CSV files (\*.txt or \*.csv), with field names in the top row and data fields delimited by a <Tab> character;
- Data files containing maximum:
  - 300 student profiles (for massive students import, without direct enrolment into a class);
  - 50 student profiles (for direct students import and enrolment into a class).

An example of such a student data (TEXT) file prepared in accordance with the AOL requirements is given in the figure below:





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### 11.2 Editing the Students' Data File

If for any reasons you cannot comply with some of the AOL data requirements, because your data source for instance cannot provide for a specific field format, you can always edit your prepared TEXT (or CSV) data file using Microsoft Excel.

~

	Stopen					
To edit your data file using Microsoft	Organize • Nowfelder III • III •					
Excel, start up Excel, select File / Open,	Ex. Microsoft Office Excel Students_Export_Data_30062014.txt 30.06.2014 11.1.4 Text Document 2 KB					
select 'Files of Type' 'Text Files (*.prn;	Favorites         Students_Import.bit         21.05.2014 10:50         Text Document         2 KB           Image: Desktop         Students_Import_30062014_1.bit         30.06.2014 10:50         Text Document         3 KB					
*.txt; *.csv)', locate your data file and	Bownloads         Students, Import, Cards, 30062014, 2.bt.         30.06.2014 10.58.         Text Document         3.KB           The Recent Places         Students, Import, No, Cards bot         03.07.2014 17:29.         Text Document         2.KB					
click on 'Open':	2 Distantes					
	Cocuments     Music					
	Schures					
	Computer					
	▲ Local Dok (C)					
	File name: Students, Import, Cards, 30062014, 2.b.t • (Text Files (".pm,".b.t;".cov) •					
	Tools v Open v Cancel					
Text Import Wizard - Step 1 of 3						
The Text Wizard has determined that your data is Delimited.						
If this is correct, choose Next, or choose the data type that best describes your data. Original data type						
Choose the file type that best describes your data:						
C [pelimited]     - Characters such as commas or tabs separate each field.     C Fixed width     - Fields are aligned in columns with spaces between each field.						
Start import at row: 1 A File grigin: Windows (ANSI)	Olisha an Olisat din the Teast langert					
	Click on 'Next >' in the 'Text Import					
Preview of file W:\IRU Academy\AOL\AOL v3 Deployment\AOL-Deployment 2011\Rema\Test4.txt.	Wizard – Step 1 of 3' screen:					
Freework is the w.inco.Academy(Act, as Dephoyment, Act, bephoyment, act, and the state of the st						
2 TestinglDTestDMrDFOOl-Jan-80DEssaivilleDFranceDENGDpassDRoute des Tests . 3 Testing2DTestDMrDMD02-Jan-80DEssaivilleDSwitzerlandDENGDpassDRue des Ban						
4 Testing3DTestDHrDFD03-Jan-80DEssaivilleDFranceDENGDpassDRoute des Tests 5 Testing4DTestDHrDHD04-Jan-80DEssaivilleDSwitzerlandDENGDpassDRue des Ban						
Cancel <beck einish<="" td=""><td></td></beck>						
	Text Import Wizard - Step 2 of 3					
	This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.					
	Delimiters					
Click on 'Next >' in the 'Text Import Wizard	Semicolon Treat consecutive delimiters as one					
<ul> <li>Step 2 of 3' screen:</li> </ul>	☐ <u>C</u> omma ☐ Space					
	Cther:					
	Data greview					
	Family Name First Name Title Gender Birth Date Place Of Birth Country Of B					
	Testingl Test Mr F Ol-Jan-80 Essaiville France Testing2 Test Mr M O2-Jan-80 Essaiville Switzerland					
	Testing3 Test Mr F 03-Jan-80 Essaiville France Testing4 Test Mr M 04-Jan-80 Essaiville Switzerland V					
Text Import Wizard - Step 3 of 3						
This screen lets you select each column and set the Data Format.	Cancel < <u>Back</u> Einish					
Column data format						
Text     'General' converts numeric values to numbers, date values to dates, and all     remaining values to text.     Date: DMY     Advanced						
C Date: DMY Advanced						
Data preview	Click on 'Finish' in the 'Text Import Wizard					
Ceneral Ceneral CeneralCeneral Ceneral Ceneral Family Name First Name Title Cender Birth Date Place Of Birth Country Of B	- Step 3 of 3' screen:					
Testing1         Test         Mr         F         01-Jan-80         Essaiville         France           Testing2         Test         Mr         M         02-Jan-80         Essaiville         Switzerland	•					
Testing3 Test Mr F D3-Jan-80 Essaiville France Testing4 Test Mr M D4-Jan-80 Essaiville Switzerland						
Cancel < Back Next; > Einish						
Accredited Page 1	52 of 182 pages					
	Transport Union • IRU Academy <b>Academy</b> 44 • CH-1211 Geneva 20 • Switzerland					
	44 • CH-1211 Geneva 20 • Switzenand 11 • E-mail: academy@iru.org • Web: www.iru.org/academy					

#### Your data file will then open in Microsoft Excel:

a		** 🕽 🗳 🚔 🖨 )					Students	Import_Cards_3006	2014_2.txt - Microsoft E	rcel	_	-				- 0 -	8
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	Clipboard		Font	6	Alignm	ient	6	Number	G Style	s	Cells		Editin	9			
	A2	+ (9 fi	JONES														
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				First Name Local	Title	Gender	Birth date		Place Of Birth Local							Address 2 A	40
	JONES	џонс	Jackline	<b>Џеклин</b>	Mrs	F	7-Mar-198		Киев	Ukraine	ENG			Ул. Џџонс бр. 2			
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cal	a)															· •	

### 11.3 Importing the Students' Data File

Once you have prepared your student data file for import in AOL in accordance with the specifications and requirements of the previous sections, you can initiate a request for importing the file in AOL and have AOL automatically check the file for basic consistency. AOL then allows you to proceed in 2 different ways:

- Import the students from a data file (used for massive students import, without direct enrolment into a class); or
- Import and automatically enrol students from a data file in a class (used for direct ATI enrolment of students after their import).

The two ways to import students in AOL and the procedures to follow are explained in details in the sections below.

### 11.3.1 Massive Students Import, Without Enrolment Into a Class

The procedure of massive import of your students' data file consists of two steps, described in the next two sub-sections:

- 1. The ATI needs to send the students' data file for import to AOL;
- 2. An IRU Academy user checks the data file once again, carries out the import in AOL and keeps you informed about the outcome of the import.

In this way you may import large student data files containing up to 300 student records.



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### 11.3.1.1 Sending the Student Data File for Import

To start the procedure of import of a students' data file in AOL, follow the procedure described below:

1. Logon to the AOL ATI Module with your User Name and Password

2. Select 'Student Management' from the ATI Home Page:





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 Select 'Import Students' on the Student Management page:

IRU					- ACM.
Academy O	n Line (AOL)				WEB SITE
	Create Now Student		Import Students	178	847 I
	Change Password	Contact IRU Academy	ATI Home Page	100	1. 1. 1.
		STUDENT MA	NAGEMENT		
1000		QUICK STUDEN	IT SELECTOR		
1.11	Name:	First Name:		Select	
	Student ID:	Diploma ID:		All	
Sec.	Diploma Examination Date: From:	"To:			
	2.2				
THE					
- All					
1-					
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All and the second second					IRU
Worldwide	Excellence in Professi	ional Road Tra	nsport Training		cademy

AOL opens up the 'Import Students from csv file' page offering you to open an example of a csv file (<u>import.csv</u> hyperlink) or to have the example opened for editing in Excel (<u>import.xls</u> hyperlink):

Academy On Line (	AOL)			WEB SITE
	Contact IRU Academy	ATI Home Page		
	Import S	tudents from csv file		
P	ease select the csv file to import :	1		
fil	ote: the following file <u>importices</u> can be d in the correct format, you can use the ex ct <sup>+</sup> file. Back			
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 Click on the 'Browse' button, then select the file containing the students' data to import in AOL and click on 'Open' in the 'Choose File to Upload' window:



 Click on 'Send file' when back to the 'Import Students from csv file' page:



AOL will carry out an automatic check on the file format and data consistency and will display an error message indicating the position and the nature of the first data consistency problem identified in the file selected for import:

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If you see such a message, edit the data file using Microsoft Excel, enter the missing student data in the indicated line, save the file and try to import again.



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6. When AOL accepts the student data file for import, it will give you a confirmation message in green (The file has been submitted to IRU successfully and will be imported into the system shortly). Click on the 'ATI Home Page' button to return to the ATI Home page when you receive the confirmation message:

IRU				WEB SITE
Academy On Line	Contact IRU Academy	ATI Home Page		
	Import S	tudents from csv file		
	Please select the csv file to import :	Browse	1	
Sale I	The file has been submitted to IRI system shortly.		ported into the	
	Note: the following file <u>import.csv</u> can be do file in the correct format, you can use the exo text <sup>+</sup> file.			
~	Back		Send File	
				IRU
Worldwide Excelle	nce in Professional Roa	d Transport Training		cademy

### 11.3.1.2 Actual Import of the Students Data File

Once an ATI successfully sends a student data file for import in AOL, the IRU Academy obtains an automatic e-mail from AOL asking its staff to import the data file. The IRU Academy staff will then check the data file once again in order to avoid any duplicate records in the database and will then import the data file sent from the ATI. After the attempt to actually import the data file, the IRU Academy will inform your ATI by e-mail about the outcome of the import, giving you the number of student records imported in AOL.

From the moment of actual import of your students' data file in AOL and receipt of the return information from the IRU Academy, your ATI can find the students' profiles created in the AOL database and open any of them using the AOL ATI Module / Student Management function.



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#### 11.3.1.3 **Enrolment of Imported Students in ATI's Classes**

Following a successful import of students in AOL, ATIs can now use the new functionality to massively enrol imported students into classes. Since the process of AOL student import does not allow import / creation of classes, the procedure which the ATI should follow if it wants to use massive enrolment of imported students in classes is the following:

1. Create a new class in AOL to be the class to which you need enrol all to students you had imported recently:

2.

							0	ACM.
	Academy On	Line (A						WEB SITE
	House of the			Students in Class	045	7		10.00
			Back	Contact IRU Academy	ATI Home Page		1.65	10
Create a new				TTR - NEW CI	LASS CREATION			
class in AOL to		Product Name:	77. ADR Loading & Un	loadino Specialist				
be the class to	18 8	Class Name:	ADR-Loader-Class1	Location:	TTR Building		BOOKING CONT	
vhich you need		Class ID:	TTRCOADR7752		Training Room 1	Name:	TTR Contac	ж
o enrol all	A STATE OF A	Language	English	Instructor Name: IRU Fee (CHF) Per	Nbonga Goodknig	Phone:	123456	
students you		Start Date:	10-FEB-2012	IRU Fee (CHF) Per Graduates: Published On IRU	2.00	Fax Email:	123456	and and and
ad imported		Days In Total:	1	Academy Web Site: Description:	You will study the	Web Site:	unknowng www.ttr.ed	
ecently:	181	Seats In Total:	10		subjects set out in the ADR Agreement, All			
ecentry.		Available Seats:	_		these subjects are 🖃			
	-							
								Update
							-	
								KU
	Worldwide E.	xcellence	in Profession	al Road Tra	ansport Traini	ng	Ac	ademy
Click on the 'Students in Class' button then click on the 'Add New Students' button in the 'Students in Class' page:		R-LOADER-C Examination	Back		or ATI Home Page Diploma Validiti Durat			Update
	Worldwide E	Excellence	in Profession	nal Road Tr	ansport Train	ing	A	cademy

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ACM

3. Use the new 'Last Modification' – 'From' and 'To' date fields in the 'STUDENTS LIST' page to indicate the date span when the students to be enrolled to the class have been imported in AOL (receipt of successful import e-mail from the IRU Academy):



You can either indicate the dates manually or click in a date field and select the date from a calendar which appears:



4. After clicking on 'Select', AOL will display the results of your search in a grid in the lower of the 'STUDENTS LIST' page. Select the students to be enrolled to the given class one by one (by selecting their 'Select' check boxes) or simply click on the 'Select All' button to select all the students displayed in the grid:

1		TTR - STUDENTS LIST		
191	Family Name: Student ID: Last Modification: From:	First Name: 03.Feb.2012 To: 03.Fe	b-2012	Select
St.	Testers 1	Tester	876019	08-Feb-2012
-	Testers 10	Tester	761204	08-Feb-2012
	Testers2	Tester	636551	08-Feb-2012
5	Testers3	Tester	542342	08-Feb-2012 P
- 716 C	Testers4	Tester	623798	08-Feb-2012
111	Testers5	Tester	705254	08-Feb-2012 🔽
-	Testers6	Tester	463707	08-Feb-2012 🔽
-	Testers7	Tester	692501	08-Feb-2012 💌
	Print Select All	essional Road Transport Tr		Update IRU Academ

Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy

ACM 5. After having WEB SITE On Line (AOL) made your selection. DR-LOADER-CLASS1-Full click on 'Update' to enrol the selected Testers 10 761204 Г Teste E Techere? Teste 636551 E Г students into П Testers3 Tester 542342 г Testers 623798 Г п the chosen 705254 Testers5 Teste E П class and Tactores 463787 Е П AOL displays Testers Teste 692501 E П Testers Teste 451033 П Г the Students Testers Teste 532490 E П in Class page for the chosen class: Worldwide Excellence in Professional Road Transport Training

### 11.3.2 Direct Students Import and Enrolment Into a Class

Once you have prepared your student and card data file for import in AOL in accordance with the specifications and requirements of the previous sections, you can initiate the procedure of import of the student and card data file and automatic enrolment of the students in a class in AOL. When initiating this procedure, AOL will check the file for basic consistency. The AOL procedure of direct import of your student and card data file consists of three steps, described in the next three sub-sections:

- 1. The ATI needs to create a class in AOL into which it wants to have the imported students directly enrolled;
- 2. AOL checks the student profiles in the data file against available student records in the database and, in case it finds such, it updates the student profiles concerned with the information in the students data file;
- 3. The ATI user carries out the import in AOL by clicking on a button and is informed about the outcome of the import and enrolment of the students by AOL.

### 11.3.2.1 Creating a Class Where Imported Students Should be Enrolled

To create a class in which you want to directly enrol imported students in AOL, follow the procedure described below:

1. Logon to the AOL ATI Module with your User Name and Password

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Select 'Class Management' 2. from the ATI Home Page:

3. Select 'Create New Class' on the Class Management page:



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4. Select 'Product Name', then click on the 'Create' button in the New Class Creation page:

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AOL opens up the full 'New Class Creation' page offering you to enter all class details:

 Fill in the necessary class data as usually upon creation of a new class in AOL, then click on 'Update'

	3	Back	Students In Class	ATI Home Page		12.1
-			TTR - NEW C	LASS CREATION	1	
	Product Name:	80. Safe Loading and	Caroo Securino			
	Class Name:	ImportClass	Location:	Geneva	ATLBO	DOKING CONTACT
1	Class ID:	TTRCOSL \$8070		Training Room 1	Name:	Enrolment Contac
-	Language	English 💌	Instructor Name:	Nbonga Goodknigi	Phone:	12345678
-	Start Date:	02-Apr-2012	IRU Fee (CHF) Per Graduates:	2.00	Fax	12345679
	End Date:	03-Apr-2012	Published On IRU Academi Web Site:	<b>—</b>	Email:	enrolment@getm
14.0	Days In Total:	2	Description:	In full compliance	Web Site:	www.ati.com
E I	Seats In Total:	10		Consolidated Resolution on Road Traffic, the		
	Available Seats:					
-	1.12					

- <u>N.B.</u> AOL now allows you to set a class 'Start Date' and 'End Date' in the past and update these dates at any time. The conditional relationship between these dates which you have to observe is:
  - a class 'End Date' cannot be earlier than the 'Start Date';
  - a class 'Examination Date' cannot be earlier than the 'End Date' and later than the current AOL system date;
  - the class 'Start Date' and 'End Date' can be updated at any time, as long as no 'Examination Date' has been set for any of the students in the same class.
- Click on the 'OK' button when informed that the new class has been created





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7. Click on the 'Students In Class' button when the new class is displayed

8. Click on the 'Import Students' button in the Students In Class page



AOL opens up the 'Import Students from csv file' page offering you to open an example of a csv file (<u>import.csv</u> hyperlink) or to have the example opened for editing in Excel (<u>import.xls</u> hyperlink):

Academy On Line (A	OL) Contact IRU Academy ATT Home Page		WEB SITE
	Import Students from csv fil	le	
Pleas	e select the csv file to import :	wse	
	the following file <u>import csy</u> can be downloaded as an example of c the correct format, you can use the excel file <u>import vis</u> and save your le. Back		
Worldwide Excellence	in Professional Road Transport Trai		<b>IRU</b> Academy
Accredited Training Institute	Page 163 of 182 page	ès	
Academy	International Road Transport Union • I	RU Academy	Academ

3, rue de Varembé • B.P. 44 • CH-1211 Geneva 20 • Switzerland Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy  Click on the 'Browse' button, then select the file containing the students' data to import in AOL and click on 'Open' in the 'Choose File to Upload' window:





10. Click on 'Import File' when back to the 'Import Students from csv file' page:

### 11.3.2.2 Checking the Students' Data File for Existing Students

AOL will carry out an automatic check on the file format and data consistency and will display an error message indicating the position and the nature of the first data consistency problem identified in the file selected for import:



If you see such a message, edit the data file using Microsoft Excel, enter the missing student data in the indicated line, save the file and try to import again.



### 11.3.2.3 <u>Actual Import of the Students Data File</u> and Direct Students' Enrolment into the Class

11. When AOL accepts the student data file for import, it will give you a confirmation message in green (<number> students imported successfully). Click on the 'Back' button to return to the Students In Class page when you receive the confirmation message:

<b>IRU</b> Academy On Li	ne (AOL)		WEB SITE
1	Contact HU Academy ATHome Page	•	
	Please select the carelle to moot.  Please select the carelle to moot.  Double to topology the property of the topology of topology of the topology of the topology of topology of the topology of topology of the topology of	le. In order to produce a cs	×
	Bek	Import File	
Worldwide Exce	llence in Professional Road Transport Traini		<b>IRU</b> <i>cademy</i>

AOL displays the 'Students in Class' page for the class into which imported students were enrolled:

IRU												ACM
Academy (	Dn L	.ine (A	OL)									
			Back		Contact I	RU Academy		TI Hom	e Page		14	
			-		8				F I		12	
	IMPOR	Examination	Date for Sel	ected Studer	nts :		Diplon	na Valid	ity Duration (	in months):		Update
12 1	Title	Family Name	First Name	Student ID	Driver Card ID	Diploma ID	Result	Pass	Distinction	Examination Date	Certificate,Dip	oloma Select
5 8 M	Ms	JOHNSONS	Jacquie	<u>571560</u>	n/a							
CALL THE CAL	Mrs	JONES	Jackline	<u>110293</u>	n/a							
	Select	All Add N		Import Students	Uį	odate P	rint Cer Dipl	tificate				Export Fraduates
Worldwid	e Exc	ellence	in Prof	ession	al Ro	oad Tra	nsp	ort 1	Fraining	9		RU demy

You can then proceed with the registration of the end of class actions (indication of examination results for the students, entering Examination Date for the students, printing certificates / diplomas and accompanying letters for the students in the class) in the usual way.

<u>N.B.</u> Like already mentioned in <u>section 11.3.2.1</u> above, AOL allows you to change the class Start Date and End Date even after enrolment of students in the class, but ONLY as long as no Examination Date has been specified for any of the students in the class!



## 12 Export of Graduates from AOL

AOL offers ATIs the possibility to export graduate and card data from ATI classes in data files designed in such a way as to ensure wide compatibility upon integration in other applications ATIs may use and their easy processing. The data specifications and the file format of the graduate data files exported by AOL are explained in detail in the subsections below.

### 12.1 Understanding AOL Export Data Files

The graduate and card data ATIs can export from AOL consist of the 'Graduate Personal Data', 'Graduate Personal Data Local', 'Graduate Professional Data', their related 'Class Data', 'Exam Data' and 'Driver Card Data'. For ATIs convenience, AOL offers the possibility to export graduate and card data from these 6 categories in accordance with the ATI's wish and needs. Thus any time ATIs need to export graduates' data from AOL, they may choose to export different set of data fields. For convenience, AOL keeps the ATI's selection of graduate and card data elements for export once an export is made until the ATI changes it.

#### 12.1.1 Graduate Data Specifications

Data fields which AOL offers for export into graduates' data files (per category) are:

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Family Name	nvrchar	64	N	-
First Name	nvrchar	64	N	-
Student ID	numeric	10,0	N	
Title	nvrchar	50	N	-
Gender	Bit	1	N	'M' = Male / 'F' = Female
Birth Date	datetime		Ν	Format <b>'DD-MMM-YY'</b> (e.g. '01-Jan-1980')
Place Of Birth	nvrchar	50	N	-
Country Of Birth	nvrchar	50	N	-
Address 1	nvrchar	80	N	-
Address 2	nvrchar	80	Y	-
Address 3	nvrchar	80	Y	-
City	nvrchar	50	N	-
State	nvrchar	50	Y	-
Postal Code Prefix	nvrchar	40	N	-
Country	nvrchar	50	N	-
Telephone	nvrchar	80	N	-
Mobile	nvrchar	80	Y	-
Fax	nvrchar	80	Y	-
Email	nvrchar	80	N	-
Language	nvrchar	3	Ν	3-alpha ISO language code (ISO 639-2 code) (e.g. 'eng' for English language)
Viewing Code	numeric	7,0	N	-

1. Graduate Personal Data:



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Gladuale Felsonal Data Local.								
Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values				
Family Name Local	nvrchar	64	Ν	-				
First Name Local	nvrchar	64	Ν	-				
Title Local	nvrchar	50	Ν	-				
Place Of Birth Local	nvrchar	50	Ν	-				
Country Of Birth Local	nvrchar	50	Ν	-				
Address 1 Local	nvrchar	80	N	-				
Address 2 Local	nvrchar	80	Y	-				
Address 3 Local	nvrchar	80	Y	-				
City Local	nvrchar	50	Ν	-				
State Local	nvrchar	50	Y	-				
Postal Code Prefix Local	nvrchar	40	Ν	-				
Postal Code Suffix Local	nvrchar	40	Ν	-				
Country Local	nvrchar	50	N	-				

#### 2. Graduate Personal Data Local:

#### 3. Graduate Professional Data:

			Nulls Allowed	
Field Name	Data Type	Length	(Yes / No)	Specific Values
Employer Name	nvrchar	80	Y	-
Job Title	nvrchar	80	Y	-
Address 1	nvrchar	80	Y	-
Address 2	nvrchar	80	Y	-
Address 3	nvrchar	80	Y	-
City	nvrchar	50	Y	-
State	nvrchar	50	Y	-
Postal Code Prefix	nvrchar	40	Y	-
Postal Code Suffix	nvarchar	40	Y	-
Country	nvrchar	50	Y	-
Telephone	nvrchar	80	Y	-
Mobile	nvrchar	80	Y	-
Fax	nvrchar	80	Y	-
Email	nvrchar	80	Y	-

#### 4. Class Data:

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Class ID	numeric	4,0	N	-
Class Name	nvarchar	255	N	-
Start Date	datetime		N	-
End Date	datetime		N	-
Instructor Name	nvarchar	128	N	-

### 5. Exam Data:

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Exam Date	datetime		N	-
Diploma ID	numeric	8,0	N	-
Exam Result	numeric	3,0	N	-
IRU Accuration	Page	e 167 of 182 page	s <b>IRU</b>	

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#### 6. Driver Card Data:

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Civil Reg No	nvarchar	40	Y	-
Driver Licence No	nvarchar	40	Y	-
Driver Card ID	nvarchar	40	Y	-
Card Issuing Authority	nvarchar	40	Y	-
Card Issuing Authority Local	nvarchar	40	Y	-

All graduates (personal and professional) data are exported using the same keyboard set (Latin or other) like the one your ATI has used upon registration of the student profiles in AOL.

#### 12.1.2 Data File Format

Besides knowing the graduate and card data specifications they can expect to find during AOL export mentioned in <u>section 12.1.1 above</u>, ATIs need to know how AOL organises the exported graduate and card data in data files. AOL would export graduates data organised in:

- UNICODE CSV files called 'ExportGraduates.csv';
- with field names in the top row;
- with data fields delimited by a <Tab> (->|) character.

An example of a graduate and card data file exported from AOL is given in the figure below:





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#### 12.1.3 Editing the Graduate and Card Data File

All CSV files can be edited using Microsoft Excel. As a part of the graduate and card data export procedure implemented in AOL, as soon as the graduate and card export file is produced, AOL will display a 'File Download' dialog window proposing you to open or to save the created file:



To edit your graduate and card data file exported from AOL, click on 'Open' and the graduate and card data export file will open up in Microsoft Excel:

		Insert	Page Layout	Formulas	Data Review	View Acro	bat									0 - 5
Paste	Cut Ca Copy			• 11 • A		Wrap			ndtional Fo	Mormal	Bad Check Cell	Good	Neutral		Delete Format	Σ AutoSum * 27 Phi → Fill - Sort & Find &
	Format I Clipboard	Painter C	Fe			ignment		mber G	matting + as T	lable *	Styles				ells	Clear * Filter * Select * Editing
	A2	• (*	f.c	JOHNSONS												
	A	В	С	D	E	F	G	н	1	J	K	L	M	N	0	P
	amily Name	First Nam	Student ID	Exam Date	Diploma ID	Exam Result	Family Name Local	First Name Local	Title Local	Place Of Birth Local	Address 1 Local	City Local P	ostal Code Prefix Local	Country Local	Driver Card Id	Driver Card Issuing Authority
		Jacquie	571560	30-Jun-2014	TTRCOECO92117100	75	UOHCOHC	Жаки		Софија	Ул. Џџонс бр. 3	Кејптаун			JJ12345680	Министерство за транспорт
	OHNSONS															
JC		Jackline	110293	30-Jun-2014	TTRCOECO92117101	80	UOHC .	Џеклин		Киев	Ул. Џџонс бр. 2	Кејптаун			JJ12345679	Министерство за транспорт
JC			110293	30-Jun-2014	TTRCOEC092117101	80	џонс	<b>Џеклин</b>		Киев	Ул. Џџонс бр. 2	Кејптаун			JJ12345679	Министерство за транспорт

If you click on 'Save', AOL will open up a 'Save As' dialogue window offering you to save the export data file under the name and at the network drive location of your choice:

Save As					<u>? ×</u>
Save jn:	C Remarks_Bug	3	- 🕓 🕫 🛤	••	
My Recent	import1.csv import1XIs.csv import2.csv				
Documents	import.csv Test2.csv				
Desktop					
My Documents					
My Computer					
<b>S</b>					
My Network Places	File <u>n</u> ame:	ExportGraduates.csv	-	<u>S</u> a	ave
- Haces	Save as <u>typ</u> e:	Microsoft Office Excel Comma 9	Separated Value 💌	] Ca	ncel



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## 12.2 Exporting Graduate and Card Data from AOL

To start the procedure of export of a graduates' data file from AOL, follow the procedure described below:

1. Logon to the AOL ATI Module with your User Name and Password

2. Select 'Class Management' from the ATI Home Page:





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3. Select the class from which you want to export the graduates by clicking on <sup>•</sup>Class the ID' hyperlink:

					c, <sup>adb</sup>	(in	ACM
IRU						-01 -000	ACM.
cademy O	n Line (J	401)			1	WEB	SITE
cauciny o	I LINC ()	ICL/			-		
			Create New Class			112.00	
-		Change Password	Contact IRU Acader	ny ATI Home Page		1. E.B. 74	
100	_						-
			CLASS M	ANAGEMENT			
10 AL				terent the state of the state			
	Class ID: Please	Select 💌					Select
1.11	T REAL						
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Charles Martin		as ID Start	Date End Date	Charles to C	lass Seats Left D	elete 🖻
	Class Nam ADR-Loader-O		DR7752 10-Fet		Students in C	ass Seats Left D	Elete -
	SLCS-TestCla	and the second	SLS8050 09-Fet		100	0	<b>F</b>
	TestCPCM		PC6045 23-Jar		5	0	E .
	Cource1/20	12 TTRCO	FAC7244 19-Jan	-2012 19-Jan-2012	1	3	•
2.617	SLCS_Court	se1 TTRCO	0L98033 16-Jan	-2012 18-Jan-2012	0	10	с <u>–</u>
101	ADRL77_Te	st1 <u>TTRCO</u>	DR7727 10-De	-2011 10-Dec-2011	0	2	п
	TestADR2	1 TIRCO	DR6921 06-De	-2011 06-Dec-2011	3	0	E .
	10122011	TIRCO	FAC7218 30-No	-2011 30-Nov-2011	4	11	г,
Cademy O	n Line (/	4 <i>0L)</i>	Students in Class				ACM. SITE
-		Back	Contact IRU Acaden	ny ATI Home Page			Ц
100			TTR - ADR	1-CLASS1-2011			
10 AL	Product Name:	69. ADR Driver: Paci	tabinos and Bulk, exc	ludina Classes 1 & 7 🚊	]		
14	Class Name:	ADR1-Class1-2011	Location:	TTI Corporate Buildin	ATLBO	DOKING CONTACT	
144	Class ID	TTRCOADR6910	1	Room 123	Name:	Juniorette	1
A.	Language:	English 🗵	Instructor Name:	Nbonga Goodknigl 💌	Phone:	Academic	1
1	Start Date:	05-Oct-2011 00:00	IRU Fee (CHF) Pe Graduates:	1.70769	Fax	12345676	-
	End Date:	05-Oct-2011 00:00	Published On IRU Academy Web Site	, El	Email:	jacademic@coldmai	
ALC: N							1
ALL I	Days In Total:	1	Description:	You will study the subjects set out in the ADR	Web Site:	www.tti.edu.za	
1	Days In Total: Seats In Total: Available Seats:	1	Description:	subjects set out in	THE ONE	www.tti.edu.za	

4. In the Class Details page, click on 'Students in Class':

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5. In the 'Students in Class' page, click on 'Select All' and then click on 'Export Graduates'

	-		Back		Contact IRU Academ	7	ATTH	ome Page			
diam'	ADR1	-CLASS1-	2011-Ful	I							
		Examinate	on Date for Se	elected Stu	dents :	Dipl	oma Va	alidity Durati	on (in months) : [		Upd
2 1	Title	Family Name	First Name	Student	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate,Diplom	ia Sel
2.19	Mrs	Bigmum	Madame	378607	TTRCOADR6910100	72	E	E	05-Oct-2011	05-Oct-2011	F
100	Dr	Bigshot	Mgdriver	979195	ITRCOADR6910101	61	E	П	05-Oct-2011	05-Oct-2011	F
	Mrs	Driver	Madame	457084	TTRCOADR6910102	76	E	E	05-Oct-2011	05-Oct-2011	F
	Mr	Driver	Truck	382427	TTRCOADR6910103	87	F	F	05-Oct-2011	05-Oct-2011	1
	Dr	Knowsall	Wiseguy	610641		53	E	E			1
1	Mr	Nicefellow	Someone	646180	TTRCOADR6910104	72	R	П	05-Oct-2011	05-Oct-2011	1
1983	Dr	Rippers	Chauffeur	308848	TTRCOADR6910105	64	R		05-Oct-2011	05-Oct-2011	1
and in	Mr	Servee	Buttler	425145	TTRCOADR6910106	89	F	E	05-Oct-2011	05-Oct-2011	1
	Miss	Shoferskaya	Voditelka	650856	TTRCOADR6910107	92	F	F	05-Oct-2011	05-Oct-2011	F
	Miss	Soretto	Sorella	152907		49	E	E	[		F

6. In the 'Choose Graduate Data to Export' page, select the data fields from each of the categories you want to have exported by ticking the check-boxes next to each of the data fields:



You may also click the 'Select All' button to have all data fields of all the 4 categories selected for export.

Clicking the 'Select None' button will unselect all data fields of all the 4 categories for export.

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7. To actually export the selected data fields from AOL in a file, click on the 'Export Data' button in the 'Choose Graduate Data to Export' page.

AOL will then display a dialogue window proposing you to either open or save the graduates export file:

File Dow	load	×
Do you	want to open or save this file?	
<sup>®</sup> a,	Name: ExportGraduates.csv Type: Microsoft Office Excel Comma Separated Values File From: <b>demo.iruacademyonline.com</b>	
	<u>O</u> pen <u>S</u> ave <u>Cancel</u>	
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	

To edit or save the graduate and card data file exported from AOL, refer to the instructions in <u>section 12.1.3</u> above.



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## 13 Scanning and Attaching Official Authority / Examination Body Signatures on IRU Academy Certificates / Diplomas

Official Authorities / Examination Bodies agreeing to sign IRU Academy certificates / diplomas issued by their national ATI(s) can scan and attach their scanned authorised representative's signature by using the AOL ATI Module.

Authorised representatives of Official Authorities / Examination Bodies can obtain access to the ATI Module upon request to the IRU Academy.

Once the IRU Academy has created the Official Authority / Examination Body profile and has set the login parameters for their authorised representatives, AOL sends the login details (username and password) to the authorised representative(s) by e-mail to the address indicated in their profile.

The procedure to follow in order to have the authorised representative of the Official Authority / Examination Body signature scanned and attached using the AOL ATI Module (after accreditation) requires the authorised representative to:

1) Logon to the AOL ATI Module using their appropriate login details (Username and Password):

IRU				ACM.
Academy On Line (AC	DL)			WEB SITE
	O IF	RU ACADEMY ON-LINE LOGIN	I	
	User Name:	rmougaby		
	Password:	•••••		
A -	Cancel		Login	
Worldwide Excellence in	Professiona	ıl Road Transport Trainii	ng A	<b>IRU</b> cademy



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		in nomepaye.	
IRU	/		• ACM
Academy	On Line (AOL)		WEB SITE
			ET.
- 61	South African Mini	stry	
10 9	IRU Academy Accredited Training Institut	tes (Alphabetically Listed)	
T	View View Per ATI Per Course		Print To Pdf
	Logout		Continue
Worldwid	de Excellence in Professional Road Transpo		<b>IRU</b> <i>cademy</i>

2) Click on the 'Continue' button when in the ATI Homepage:

3) Click on the 'Continue' button once again when in the Student Forecast per ATI page:

Academy	On Line (AOL)		WEB SITE
a sea of the	South African Ministry		
	Student ForeCast per ATI, per Course(Alphabeti	cally Listed)	
100	Based on ATI ForeCasts you will sign 90 IRU Academy Certificates/Diplomas. This will t minutes. Decide on the next screen whether to sign manually o	take you approximately 0	0 hour(s) and 30
	Test Training Ltd  Test Training Ltd  Certificate of Professional Competence in Dangerous Goods by Road (ADR)		
-			
~	View View Per ATI Per Course		Print To Pdf
	Back		Continue
Worldwid	le Excellence in Professional Road Transport Trainin		<b>IRU</b> cademy

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4) Click on the 'Signature' button in the lower part of the Official Authority / Examination Body page displaying your details:

Academy	On Line (AOL)			-	
	Image: Contract of the contract	* Short Name: * Address1: Address2: Address3: * City: State: * Postal Code:	SAM Street 123	* Name: * First Name: * Job Title: * Telephone: Fax: Mobile: * Email: Web Site: User Name:	Prof Dr  Mougaby Rob Ninister +12345678 +12345679 +12345680 Blagoja.Jovanovski@iru.c www.mot.gov.za
Worldw	Back	Logou		ining	Submit & Continue Academy

5) Click on the "Print Signature Form" button to produce a PDF signature form with instructions on how to attach signatures:





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6) Print the PDF form, have it signed by the General Manager in the 'Signature Box' (using a thick pen and aligning the signature to the left border of the frame), then scan the entire (A4 format) signed form in JPG format and save the scanned image on your PC / network:

TOP Signature Form Instructions and Signature Box This procedure allows you to attach to your Application Form the electronic signature of the person whose details you have just entered / viewed. This electronic signature will then be automatically printed on IRU Academy Certificates, Diplomas and joining letters. This signature can be removed at any time. To attach a signature: 1. Have the person whose signature is to be submitted sign in the signature box below. He or she should use a thick black pen, and sign within the frame. Scan the page with the signature and save it in JPEG format (remember where you 2 saved your file). Click the "Attach Signature File" button and follow the instructions. 3. If you are not satisfied with the result, start again. 4 Signature Box. Please sign within the frame below: jeja jaranovski



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7) After having selected the file containing the scanned signature using the "Browse" button, click on the "Attach Signature File" button and AOL will display the attached signature on the page – click on the 'Back' button to finish the process and return to the Official Authority / Examination Body page:



8) Click on the 'Submit & Continue' button to save the attached scanned signature, then logout from the ATI Module to. The process of attaching your General Manager's signature is thus finished.



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## 14 Adding Barcodes on IRU Academy Certificates / Diplomas

To ensure further security and enable easy veracity checks of each IRU Academy certificate / diploma issued by the ATIs, AOL now also generates and prints unique certificate / diploma barcodes, based on the unique Diploma ID allocated automatically upon generation of each certificate / diploma.

The certificate / diploma barcode used in AOL is based on the GS1 QR barcode:

- integrated in each produced certificate/diploma,
- made up of the direct URL of the new AOL "Check Qualification Certificate" function, concatenated with the certificate / diploma ID, and
- ATIs may use this barcode when printing driver qualification cards, as a way to ensure veracity check of the related IRU Academy certificate / diploma as a proof of the driver's qualification.

As from the date of deployment of the present AOL release (16 July 2014), all IRU Academy certificates / diplomas issued by the ATIs will have an integrated GS1 QR barcode in the upper left-hand corner next to the graduate's name, as shown in the image below:



Due to technical constraints, the GS1 QR barcode attributed by AOL to any generated graduate certificate / diploma cannot be exported from AOL ready for its reuse for printing of driver qualification cards by the ATIs. However, to overcome this constraint, ATIs wishing to use the certificate / diploma GS1 QR barcodes for their printing on driver qualification cards may contact the IRU Academy and obtain an application which they can use to generate the identical barcodes which they can then reproduce for printing on driver qualification cards.



By means of the added GS1 QR barcodes on graduate certificates / diplomas generated in AOL, the process of checking the acquired professional qualification is simplified and made more straight-forward, as it is explained in the section 15 below.

## 15 Direct Certificate / Diploma Veracity Check

AOL significantly simplifies the task of checking of the veracity of any certificate / diploma issued as a proof of the acquired professional qualification owing to the introduction of the direct 'Check Qualification Certificate' function and the integrated GS1 QR barcodes. Veracity of certificates / diplomas can be checked easily and at any time in either of the following 2 ways:

1. Using the new 'Check Qualification Certificate' function (button on the AOL Home Page):



2. By scanning of the GS1 QR barcode printed on the IRU Academy certificate / diploma (or driver qualification card) using a scanner or a mobile device (e.g. smart-phone).

Please note that, unlike the 'Public Graduate Page Access' functionality, the new 'Check Qualification Certificate' function does not require any keys or passwords to be able to use it. All it simply requires is the certificate / diploma ID number as reproduced on the printer certificates / diplomas, or a mobile device able to scan GS1 QR barcodes.

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### 15.1 Direct Check using the 'Check Qualification Certificate' Function

To directly check a qualification certificate / diploma, control authorities or anybody else wishing to do so needs to:

- Open up the AOL Home Page (URL: <u>https://www.iruacademyonline.com</u>); Click on the 'Check Qualification Certificate' button \_
- -

\_

IRU			ACM.
Academy On Line (AOL)			WEB SITE
IRU	ACADEMY ONLINE v3.0 - HOMEPA	GE	
ATI Module	Graduate Module	IRU ACADE	IMY
ATI Accreditation Module	Public Graduate Page Access	ATI Promotion	al Page
	Check Qualification Certificate		
			IRU
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Type the 'Certificate No' in the Certificate / Diploma Search page and click on 'Check':

CERTIFICATE / DIPLOMA SEARCH
Certificate No: TTRCOCPD8755100
Cancel Check
sional Road Transport Training
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AOL then displays the certificate / diploma (without signatures) as generated upon its initial creation:



### 15.2 Direct Check using the Certificate / Diploma GS1 QR Barcode

To directly check a qualification certificate / diploma, control authorities or anybody else wishing to do so needs to:

- scan the certificate / diploma barcode using a mobile device (e.g. a smartphone);
- open the hyperlink displayed on screen following the successful scanning.

The mobile device will then directly display on screen the AOL certificate / diploma (without signatures) as generated upon its initial creation in the same way as shown in the figure above.

\* \* \* \* \*



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The International Road Transport Union (IRU), through its network of National Member Associations on all five continents, represents the entire road transport industry worldwide.

It provides exclusive international recognition of professional excellence to Graduates holding Certificates and Diplomas delivered by IRU Academy Accredited Training Institutes (ATIs).

It speaks for the operators of buses, coaches, taxis and trucks, from large fleets to ownerdrivers, in all international bodies that make decisions affecting road transport.

Working with its Members and Partner Organisations for the highest professional standards, the IRU ensures the mobility of people and goods whilst improving environmental performance, safety and security.

> Working together for a better future



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