







www.iru.org

# **Release Note**

IRU Academy Accredited Training Institutes (ATIs)





## **RELEASE NOTE**

IRU Academy Online (AOL) v3.0 Adaptation for Printing of Driver Cards Barcodes on IRU Academy Certificates / Diplomas **Direct Certificate / Diploma Veracity Checks** 



## TABLE OF CONTENTS

1	OVE	ERVIEW	3
2	WH/	AT'S NEW IN AOL V3.0	4
3	NEV	V FEATURES	5
	3.1	AOL ADAPTATION FOR PRINTING OF DRIVER QUALIFICATION CARDS	
		3.1.1 Preparing the Students' Data File for Import and Enrolment in Classes in AOL	6
		3.1.1.1 Student and Card Data Specifications	7
		3.1.1.2 Data File Format and Limitations	10
		3.1.2 Editing the Students Data File	
		3.1.3 Importing the Student Data File and Enrolling the Imported Students in a Class	13
		3.1.3.1 Creating a Class Where Imported Students Should be Enrolled	13
		3.1.3.2 Checking the Student and Card Data File for Existing Students	17
		3.1.3.3 Actual Import of the Student and Card Data File and Direct Students' Enrici	
		3.1.4 Preparing the Graduate and Card Data File for Export from AOL	19
		3.1.4.1 Graduate and Card Data Specifications	20
		3.1.4.2 Data File Format and Limitations	22
		3.1.5 Editing the Student and Card Data File	23
		3.1.6 Exporting the Student and Card Data File from a Class	24
	3.2	Adding Barcodes on IRU Academy Certificates / Diplomas	28
	3.3	DIRECT CERTIFICATE / DIPLOMA VERACITY CHECKS	29
		3.3.1 Direct Check using the 'Check Qualification Certificate' Function	
		3.3.2 Direct Check using the Certificate / Diploma GS1 QR Barcode	31
4	TEC	HNICAL SUPPORT	32
	4.1	AOL SUPPORT	32
	4.2	BUG REPORT	32
	4.3	CONTACT INFORMATION	33



## **1** OVERVIEW

#### **Document Purpose**

This document provides the "what's new" information for the 3.0 version of the IRU Academy Online (AOL) Internet application. The updated AOL version 3.0 is released on 19 April 2012. In case you are upgrading from an older version, please read these releases notes carefully.

#### **Requirements for ATI Machines**

- Operating System recommended MS Windows XP Professional or Windows 7
- Internet Browser Internet Explorer 6.0 or higher / Mozilla Firefox 3 or higher
- An Internet connection
- Adobe Acrobat Reader 6.0 or higher
- WinZip 7.0 or higher



# 2 WHAT'S NEW IN AOL V3.0

The updated AOL version 3.0 Internet application is deployed on 16 July 2014 and in this Release Note document we will step through the new features in terms of the application use by IRU Academy Accredited Training Institutes (ATIs).

Chapter 3 covers the new functionality in the last AOL version 3.0 release such as:

- AOL Adaptation for printing of driver qualification cards
- Adding barcodes on IRU Academy certificates / diplomas
- Direct IRU Academy certificate / diploma veracity checks



Figure 1: AOL Homepage



## **3 New Features**

The new AOL release continues supporting previously added functions for student import and direct enrolment in classes created in AOL, except that now it also enables another type of import of student data containing additional data usually required for printing of driver qualification cards. Owing to these features, ATIs can print driver qualification cards using their own system and technology once they establish the unequivocal direct link with the related IRU Academy certificate / diploma attesting to the student's acquired qualification.

To facilitate the establishing of the unequivocal direct link between the driver qualification card and the related IRU Academy certificate / diploma, AOL has been changed in such a way that the entire certificate / diploma number is contained in the unique barcode attributed to it. ATIs wishing to print driver qualification cards using their own systems can then use this barcode instead of the certificate / diploma number to print it on the driver qualification cards and enable control authorities to directly check veracity of the related IRU Academy certificate / diploma based on which the driver has acquired the necessary qualification.

In brief, the main new features available for ATIs in this release of AOL v3.0 are the following:

- Adaptation for printing of driver qualification cards
- Adding of barcodes on IRU Academy certificates / diplomas
- Direct IRU Academy certificate / diploma veracity check.

The new ATI features are accessible from the AOL v3.0 Homepage, by clicking on the "ATI Module" button:

Academy On	Line (AOL)			WEB SITE
		Mineral Alline		
-5	IRU	ACADEMY ONLINE v3.0 - HOMEPAGE		
	ATI Module	Graduate Module	IRU ACADEN	IY
	ATI Accreditation Module	Public Graduate Page Access	ATI Promotiona	l Page
R		Check Qualification Certificate		
			L	IRU
Worldwide E	xcellence in Professio	nal Road Transport Training	A	cademy

Figure 2: AOL Homepage – ATI Module



### **3.1 AOL ADAPTATION FOR PRINTING OF DRIVER QUALIFICATION CARDS**

The new AOL release enables ATIs wishing to print driver qualification cards using external systems to have their student profiles automatically created based on import of student data files prepared by means of data export from another system, including data necessary for printing of the cards. 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.

The procedure ATIs need to observe in order to be able to use AOL data for printing of driver qualification cards consists of the following steps:

- 1. Prepare the student and card data file for import in AOL (manually or by export from an external system);
- 2. Create the class where students will be enrolled upon import in AOL;
- 3. Import the student and card data file in AOL by direct enrolment of students into the created class in AOL;
- 4. Generate certificates / diplomas for the students in the class (by entering students' results, examination date and certificate / diploma validity period if necessary);
- 5. Export graduate, certificate / diploma and card data from AOL;
- 6. Import the graduate, certificate / diploma and card data file into the external system used for printing of driver qualification cards.

ATIs may use the AOL student card 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.

# 3.1.1 Preparing the Students' Data File for Import and Enrolment in Classes 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.



#### 3.1.1.1 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:

			STUDENT	PROFILE		
	PERSO	NAL DATA	PROFES	SIONAL DATA		-
	Title:	Mr 💽	Employer Name:			
	Gender:	M: 👁 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	
1	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	TTRCOADR7712102	
	Postal Code Pre:	12300	Fax:		TTRCOTAC7216101	-

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	Enroll In Class:	Please Select	
Language:	Enalish 💽	Close Graduate Web Site:		

Figure 3: AOL Student Profile page - Part 2

Note that the additional driver qualification card data, although they can be imported in AOL, are not displayed anywhere in the Student Profile page. They are only kept in the AOL database for the purpose of linking the card data with the AOL certificate / diploma and for exporting them together with the certificate / diploma data before passing them to the external system printing the driver qualification cards.

Figure 3: AOL Student Profile page - Part 1



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:

example valuee for a		on are ope	come are green		
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	N	Y	Other characters
First Name	nvrchar	64	N	Y	Latin characters
First Name Local	nvarchar	64	N	Y	Other characters
Title	nvrchar	50	N	Y	-
Gender	Bit	1	N	Y	Male = 'M' / Female = 'F'
Birth Date	datetime		N	Y	Format 'DD- MMM-YYYY' (e.g. '01-Jan- 1980')
Place Of Birth	nvrchar	50	N	Y	Latin characters
Place of Birth Local	nvarchar	40	N	Y	Other characters
Country Of Birth	nvrchar	50	Ν	Y	English name of the country (e.g. 'Switzerland')
Language	nvrchar	3	N	Y	3-alpha ISO language code (ISO 639-2 code) (e.g. 'eng' for English language)
Password	nvrchar	50	N	Y	Min. 8 characters, containing at least 1 digit (number) (e.g. 'password1')
Address 1	nvrchar	80	N	Y	Latin characters
Address 1 Local	nvarchar	40	N	Y	Other characters



Field Name	Data Type	Data Length	Allow Nulls (Yes / No)	Mandatory Field (Yes / No)	Specific Values
Address 2	nvrchar	80	Y	N	Latin characters
Address 2 Local	nvarchar	40	Y	N	Other characters
Address 3	nvrchar	80	Y	N	Latin characters
Address 3 Local	nvarchar	40	Y	N	Other characters
City	nvrchar	50	N	Y	Latin characters
City Local	nvarchar	40	N	Y	Other characters
State	nvrchar	50	Y	N	-
Postal Code Prefix	nvrchar	40	N	Y	-
Postal Code Suffix	nvrchar	40	Y	Ν	-
Country	nvrchar	50	N	Y	English name of the country (e.g. 'Switzerland')
Telephone	nvrchar	80	N	Y	-
Mobile	nvrchar	80	Y	N	-
Fax	nvrchar	80	Y	N	-
Email	nvrchar	80	N	Y	-
Employer Name	nvrchar	80	Y	N	-
Job Title	nvrchar	80	Y	N	-
Prof Address 1	nvrchar	80	Y	N	-
Prof Address 2	nvrchar	80	Y	N	-
Prof Address 3	nvrchar	80	Y	N	-
Prof City	nvrchar	50	Y	N	-
Prof State	nvrchar	50	Y	N	-
Prof Postal Code Prefix	nvrchar	40	Y	N	-
Prof Postal Code Suffix	nvrchar	40	Y	N	-
Prof Country	nvrchar	50	Y	N	-
Prof Telephone	nvrchar	80	Y	N	-
Prof Mobile	nvrchar	80	Y	N	-
Prof Fax	nvrchar	80	Y	N	-



Field Name	Data Type	Data Length	Allow Nulls (Yes / No)	Mandatory Field (Yes / No)	Specific Values
Prof Email	nvrchar	80	Y	N	-
Civil Reg No	nvarchar	40	Y	N	-
Driver Licence No	nvarchar	40	Y	N	-
Driver Card ID	nvarchar	40	Y	N	-
Card Issuing Authority	nvarchar	40	Y	N	Latin characters
Card Issuing Authority Local	nvarchar	40	Y	N	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).

#### 3.1.1.2 Data File Format and Limitations

Besides observing the student and card data specifications mentioned in <u>section 3.1.1.1 above</u>, ATIs wishing to use the AOL Student and Card 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 50 student profiles.

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

Students_Import_Cards_30062014_2.txt - Notepad	Besite iterity to defend on the up Automation ( and a loss )
File Edit Format View Help	
JONES UDHC Jackline Ueknuh Mrs F 07	first Nume Local Title Gender Birth date Place of Birth Local Country of birth Language Password Address 1 - T-Mar-1985 Kiev xwee Likraine Evis password1 Jones Str 2 %. Upunc 6p. 2 Capetown Kreintawn 6-Dec-1986 Sofia Codwja Bulgaria Evis password1 Jones Str 2 %. Upunc 6p. 3 Capetown Kreintawn Capetown Kreintawn
and the second sec	
۲. III	1

Figure 4: Example Student Data TEXT file

#### 3.1.2 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.



#### AOL v3.0

To edit your data file using Microsoft Excel, start up Excel, select File / Open, select 'Files of Type' 'Text Files (\*.prn; \*.txt; \*.csv)', locate your data file and click on 'Open':

Click on 'Next >' in the 'Text Import Wizard – Step 1 of 3' screen:

	OL v3 Deploymen	t      Post_Deployment-Chan	ge Requests + Tech				
Contraction of the local division of the	0.0010-000-0110-000	r rescorpsyment chan	Actualities . Les	5_000 · ·	49 Search 7		-
Organize • New folder				20000000000000000000000000000000000000	1.000	122	08
Microsoft Office Excel	- n	Name		Date modified	Type		Size
· Contract Contract		Students_Export_Data_30	0062014.txt	30.06.2014 11:14	Text Docum		2
Favorites		Students_Import.txt		21.05.2014 10:50	Text Docur		2
Desktop		Students_Import_300620		30.06.2014 10.50	Test Docus		2
Recent Places		Students Import Cards		30.06.2014 10:58 03.07.2014 17:29	Text Docur Text Docur		3
212 NOCOL PIECES		Students_Import_No_Ca	195-04	033012014 11123	Ten Doron	intern.	-
Ja Libraries							
Documents							
Music							
Pictures							
Videos Videos							
Computer							
Local Disk (C:)							
Public (\\sc001088) (N	A)						
Blovanovski (\\sc0010							
File na	me: Students_Im	port_Cards_30062014_2.txt			+ Text Files	(".pm;".txt;".	csv)
				Tools	• Open	•	Cancel
				100200			
ext Import Wizard	- Step 1 o	f 3					
e Text Wizard bas (	determined t	hat your data is Delim	ited				
this is correct, choo	ise Next, or a	hoose the data type	that best desc	ribes your dat	:a.		
Driginal data type —							
nginaraaca cypo							
Choose the file type	e that hest de	escribes your data:					
Delimited	- Character	's such as commas or	tabs separate (	each field.			
C Eived width				and a set of the later			
	<ul> <li>Heids are</li> </ul>	aligned in columns wi	th spaces betw	een eacn riei	3.		
	- Hields are	aligned in columns wi	th spaces betw	een each riek	J.		
- Hixed <u>middi</u>			th spaces betw	een each riei	].		
			th spaces betw Vindows (ANSI)				
art import at <u>r</u> ow: Preview of file W:\If	1	File <u>o</u> rigin: V	Vindows (ANSI) nent\Deployme	nt_Materials_	2\Import		
art import at <u>r</u> ow: Preview of file W:\If <b>1 Family Name</b> ł	1 RU Academy' First Nam	File origin: V AOL\AOL v3 Deployn	Vindows (ANSI) nent\Deploymer :th DatePla	nt_Materials_ ce Of Bir	2\Import	y Of	
art import at row: Preview of file W:\If I Family Name1 2 DumasTesterN	1 ; RU Academy First Nam ArsF01-Ja:	File grigin: V AOL\AOL v3 Deployn aTitleGenderBir n-1980Testville	Vindows (ANSI) nent\Deployme th DatePla FranceENGp	nt_Materials_ ce Of Bir assRoute	2\Import thCountr des Test	y Of	
art import at row: Preview of file W:\JI 1 Family Name1 2 DumasTestern 3 DumasovTeste	I	File grigin: V AOL\AOL v3 Deployn eTitleGenderBir n-1980Testville n-1981Testvill	Vindows (ANSI) nent\Deploymen th DatePla FranceENGp LeSwitzerla	nt_Materials_ ce Of Bir assRoute ndENCpass	2\Import thCountr des Test Rue des	y Of s Ba	
art import at row: Preview of file W:\II 1 Family NameJ 2 DumasTesterT 3 DumasovTest 4 DumasovaTest	1 RU Academy First Nam MrsF01-Ja arMrM02-J cerkaMrsF	File grigin: V AOL\AOL v3 Deployn eTitleGenderBir n-1980Testvill 03-Jan-1983Test	Vindows (ANSI) nent\Deploymen th DatePla :FranceBNGP :eSwitzerla :villeFranc	nt_Materials_ ce Of Bir assRoute ndENGpassR	2\Import thCountr des Test Rue des oute des	y Of s Ba T	
art import at row: Preview of file W:\II 1 Family NameJ 2 DumasTestert 3 DumasovaTest 4 DumasovaTest 5 DumayTestert	1 RU Academy First Nam MrsF01-Ja arMrM02-J cerkaMrsF	File grigin: V AOL\AOL v3 Deployn eTitleGenderBir n-1980Testville n-1981Testvill	Vindows (ANSI) nent\Deploymen th DatePla :FranceBNGP :eSwitzerla :villeFranc	nt_Materials_ ce Of Bir assRoute ndENGpassR	2\Import thCountr des Test Rue des oute des	y Of s Ba T	
art import at row: Preview of file W:\II 1 Family NameJ 2 DumasTesterT 3 DumasovTest 4 DumasovaTest	1 RU Academy First Nam MrsF01-Ja arMrM02-J cerkaMrsF	File grigin: V AOL\AOL v3 Deployn eTitleGenderBir n-1980Testvill 03-Jan-1983Test	Vindows (ANSI) nent\Deploymen th DatePla :FranceBNGP :eSwitzerla :villeFranc	nt_Materials_ ce Of Bir assRoute ndENGpassR	2\Import thCountr des Test Rue des oute des	y Of s Ba T	
art import at row: Preview of file W:\II 1 Family NameJ 2 DumasTestert 3 DumasovaTest 5 DumayTestert	1 RU Academy First Nam MrsF01-Ja arMrM02-J cerkaMrsF	File grigin: V AOL\AOL v3 Deploym eTitleGenderBir n-1980Testville an-1981Testvill 03-Jan-1983Test -1984Testville8	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerla villeFranc Switzerland	nt_Materials_ ce Of Bir assRoute ndENGpassRu ENGpassRu	2\Import thCountr des Test Rue des Rue des e des Ba	y Of s Ba T	
art import at row: Preview of file W:\II 1 Family NameJ 2 DumasTestert 3 DumasovaTest 5 DumayTestert	1 RU Academy First Nam MrsF01-Ja arMrM02-J cerkaMrsF	File grigin: V AOL\AOL v3 Deployn eTitleGenderBir n-1980Testvill 03-Jan-1983Test	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerla villeFranc Switzerland	nt_Materials_ ce Of Bir assRoute ndENGpassR	2\Import thCountr des Test Rue des oute des	y Of s Ba T	Einish
art import at row: Preview of file W:\II 1 Family NameJ 2 DumasTestert 3 DumasovaTest 4 DumasovaTest 5 DumayTestert	1 RU Academy First Nam MrsF01-Ja arMrM02-J cerkaMrsF	File grigin: V AOL\AOL v3 Deploym eTitleGenderBir n-1980Testville an-1981Testvill 03-Jan-1983Test -1984Testville8	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerla villeFranc Switzerland	nt_Materials_ ce Of Bir assRoute ndENGpassRu ENGpassRu	2\Import thCountr des Test Rue des Rue des e des Ba	y Of s Ba T	
art import at row: Preview of file W:\II I Family Namel 2 DumasTesterf 4 DumasovTest 4 DumasovTest 5 DummyTesterf 4	I Academy First Nam frsf01-Ja cerkaMrsF frM04-Jan	File grigin: V AOL\AOL v3 Deploym eTitleCenderBir n-1980Testvilia 03-Jan-1983Test -1984TestvilleS Can	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerla villeFranc Switzerland	nt_Materials_ ce Of Bir assRoute ndENGpassRu ENGpassRu	2\Import thCountr des Test Rue des Rue des e des Ba	y Of s Ba T	Einish
art import at row: Preview of file W:\II I Family Namel 2 DumasTesterf 4 DumasovTest 4 DumasovTest 5 DummyTesterf 4	I Academy First Nam frsf01-Ja cerkaMrsF frM04-Jan	File grigin: V AOL\AOL v3 Deploym eTitleCenderBir n-1980Testvilia 03-Jan-1983Test -1984TestvilleS Can	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerla villeFranc Switzerland	nt_Materials_ ce Of Bir assRoute ndENGpassRu ENGpassRu	2\Import thCountr des Test Rue des Rue des e des Ba	y Of s Ba T	Einish
art import at row: Preview of file W:\II Preview of file W:\II Panily NameI DumasovTester DumasovTester DumayTesterI A SummyTesterI A Ext Import Wizard his screen lets you s	I     Image: Second Secon	File grigin: V AOL\AOL v3 Deploym eTitleCenderBir n-1980Testvilia 03-Jan-1983Test -1984TestvilleS Can	Vindows (ANSI) nent\Deploymen th DatePla :FranceENGp :Switzerla .villeFranc Switzerland	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba <u>N</u> ext >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II Preview of file W:\II Pamily NameI DumasovTester DumasovTester DumayTesterI A Ext Import Wizard is screen lets you s	I     Image: Second Secon	File origin: V AOL\AOL v3 Deployn eTitleGenderBir n-1980Testville an-1981Testville 03-Jan-1983Test -1984TestvilleS Can	Vindows (ANSI) nent\Deploymen th DatePla :FranceENGp :Switzerla .villeFranc Switzerland	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba <u>N</u> ext >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II 1 Family NameI 2 JumasTester1 3 JumasovTester1 4 JumasovTester1 4 JumasovTester1 4 JumasovTester1 4 JumasovTester1 4 JumasovaTester1 4 JumasovaTester1	I     Image: Second Secon	File origin: V AOL\AOL v3 Deployn eTitleGenderBir n-1980Testville an-1981Testville 03-Jan-1983Test -1984TestvilleS Can	Vindows (ANSI) nent\Deploymen th DatePla :FranceENGp =Switzerla .villeFranc Switzerland	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba <u>N</u> ext >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II Preview of file W:\II Pr	I     Image: Second Secon	File origin: V AOL\AOL v3 Deployn eTitleGenderBir n-1980Testville an-1981Testville 03-Jan-1983Test -1984TestvilleS Can	Vindows (ANSI) nent\Deploymen th DatePla :FranceENGp =Switzerla .villeFranc Switzerland	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba <u>N</u> ext >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II Pamily Namel DumasovTester DumasovTester DumasovTester DumasovTester Numerovartest Dumasovartest Dumasovartest SummyTester A A A A A A A A A A A A A	1       RU Academy/       First Nam       rrMrN02-J       arMrM02-J       arMrM04-Jan       - Step 2 o       et the delimit	File grigin:      File grigin:      V     AOL\AOL v3 Deployn     eTitleGenderBir     n-1980Testville     m-1981Testvill     O-Jan-1983Test     -1984TestvilleS     Can     f3     ers your data contain	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerland villeFranc switzerland ncel	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba <u>N</u> ext >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II Pamily Namel DumasovTester DumasovTester DumasovTester DumasovTester Numerovartest Dumasovartest Dumasovartest SummyTester A A A A A A A A A A A A A	1       RU Academy/       First Nam       rrMrN02-J       arMrM02-J       arMrM04-Jan       - Step 2 o       et the delimit	File origin: V AOL\AOL v3 Deployn eTitleGenderBir n-1980Testville an-1981Testville 03-Jan-1983Test -1984TestvilleS Can	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerland villeFranc switzerland ncel	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba <u>N</u> ext >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II  Praview of file W:\II  Praview of file W:\II  Praview of file W:\II  Praview of the test of test	Image: state	File origin: AOU\AOU v3 Deployn TitleGenderBir n-1980Testville an-1983Testville3 Jan-1983Testville3 Can f 3 ers your data contain consecutive delimiters	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerland villeFranc switzerland ncel	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba <u>N</u> ext >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II  Preview of file W:II  A  A  A  A  A  A  A  A  A  A  A  A	1       RU Academy/       First Nam       rrMrN02-J       arMrM02-J       arMrM04-Jan       - Step 2 o       et the delimit	File origin: AOU\AOU v3 Deployn TitleGenderBir n-1980Testville an-1983Testville3 Jan-1983Testville3 Can f 3 ers your data contain consecutive delimiters	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerland villeFranc switzerland ncel	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba <u>N</u> ext >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II  Preview of file W:\II  Family Name1 JumasovTeste JumasovTeste JummyTesterI  Ext Import Wizard nis screen lets you s low. Delimiters Semicolon Comma Space	Image: state	File origin: AOU\AOU v3 Deployn TitleGenderBir n-1980Testville an-1983Testville3 Jan-1983Testville3 Can f 3 ers your data contain consecutive delimiters	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerland villeFranc switzerland ncel	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba <u>N</u> ext >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II  Preview of file W:II  Preview of the file	Image: state	File origin: AOU\AOU v3 Deployn TitleGenderBir n-1980Testville an-1983Testville3 Jan-1983Testville3 Can f 3 ers your data contain consecutive delimiters	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerland villeFranc switzerland ncel	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba <u>N</u> ext >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II  Preview of file W:II  Preview of the file	Image: state	File origin: AOU\AOU v3 Deployn TitleGenderBir n-1980Testville an-1983Testville3 Jan-1983Testville3 Can f 3 ers your data contain consecutive delimiters	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerland villeFranc switzerland ncel	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba Next >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II  Preview of file W:\III  Preview of file W:\II	Image: state	File origin: AOU\AOU v3 Deployn TitleGenderBir n-1980Testville an-1983Testville3 Jan-1983Testville3 Can f 3 ers your data contain consecutive delimiters	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerland villeFranc switzerland ncel	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba Next >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II Pamily NameI JumasTesterN JumasovTeste DumasovTests DumayTesterN M RetImport Wizard is screen lets you s Newimiters I Jab Semicolon Comma Space Qther: Delma	Image: state	File origin: AOU\AOU v3 Deployn TitleGenderBir n-1980Testville an-1983Testville3 Jan-1983Testville3 Can f 3 ers your data contain consecutive delimiters	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerland villeFranc switzerland ncel	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba Next >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II Pamily NameI JumasTesterN JumasovTeste DumasovTests DumayTesterN M RetImport Wizard is screen lets you s Newimiters I Jab Semicolon Comma Space Qther: Delma	Image: state	File origin: AOU\AOU v3 Deployn TitleGenderBir n-1980Testville an-1983Testville3 Jan-1983Testville3 Can f 3 ers your data contain consecutive delimiters	Vindows (ANSI) ment\Deployment Th DatePla FranceENOp LeSwitzerland villeFranc switzerland ncel	nt_Materials_ ce Of Bir assRoute mdBNOpassR eENCpassRu ENCpassRu (Back	2\Import thCountr des Test Rue des oute des e des Ba Next >	y Of Ba Tima	Einish
art import at row: Preview of file W:\II Preview of the file of the	I     Image: State of the state	File origin: AOU\AOU v3 Deployn TitleCenderBir n-1980Testville TitleSenderBir n-1980Testville3 Can f3 ers your data contair fier:	Vindows (ANSI) nent\Deployment FranceRNGp eSwitzerland incel	nt_Materials_ ce Of Bir asRoute eBNCpassRu ENCpassRu (Back [ e how your te	2\Import thCountr des Test Rue des oute des e des Ba Next >	ry Of .s Ba : T ma ed in the	Einish
art import at row: Preview of file W:\II Preview of the test of	I RU Academy/ First Nam Trsv01-Jan SterkaMrsF TrMO4-Jan Step 2 0 et the delimit Try Treat Text gual	File grigin: V AOL\AOL v3 Deployn TitleGenderBir n-1980Testville an-1980Testville Can	Vindows (ANSI) nent\Deployment th DatePla FranceENOp eSwitzerland villeFranc witzerland ncel	nt_Materials_ ce Of Bir assRoute assRoute ENCpassR ENCpassR (BBck) bhow your te bhow your te	2\Import thCountr des Test Rue des oute des e des Ba <u>N</u> ext > xt is affect	y Of s Ba : T ma ed in the	Einish
art import at row: Preview of file W:\II  Preview of the test of test	I     Image: State of the state	File grigin: V AOL\AOL v3 Deployn eTitleGenderBir an-1981Testvill 03-Jan-1983Test -1984TestvilleS Can f 3 ers your data contair fier: " Title Gender E trs F	Vindows (ANSI) nent\Deployment th DatePla FranceENOp LeSwitzerland villeFranc Switzerland neel	ht_Materials_ ce Of Bir assRoute mdENCpass ENCpassRu BNCpassRu Back	2\Import thCountr des Test Rue des oute des e des Ba <u>N</u> ext > xt is affect	y Of s Ba s T ma ed in the count ry france	Einish previe
art import at row: Preview of file W:\II Preview of file W:\II Dumas Tester1 DumasovTeste DumasovTeste DumasovTester1 N N N N N N N N N N N N N N N N N N N	Image: start	File origin: V AOU\AOU v3 Deployn eTitleGenderBir n-1980Testville an-1980Testville Can f3 ers your data contair fier: " Title Gender E firs F fir f	Vindows (ANSI) nent\Deployment FFranceEMOp eSwitzerland icel	ht_Materials_ ce Of Bir asRoute dENCpassR ENCpassR NCpassR (Back [ chow your te bhow your te bhow your te	2\Import thCountr des Test Rue des oute des e des Ba Mext > Xt is affect st is affect Birth f e s	y Of s Ba ; T ma ed in the count ry Trance	Einish previe
art import at row: Preview of file W:\II  Preview of the test of test o	I     Image: State of the state	File grigin: V AOL\AOL v3 Deployn TitleGenderBir an-1980Testville an-1980Testville Can I 3 ers your data contair fier: " Title Cender E Irs F Ir II Irs II Irs II Ir II Irs II Irs II Ir II Irs	Vindows (ANSI) nent\Deployment th DatePla FranceENOp LeSwitzerland villeFranc Switzerland neel	nt_Materials_ ce Of Bir assRoute assRoute BINCpassR BINCpassRu BINCpassRu bow your te show your te show your te	2\Import thCountr des Test Pue des oute des e des Ba <u>N</u> ext > 	y Of s Ba s T ma ed in the count ry france	Einish Previe

Click on 'Next >' in the 'Text Import Wizard – Step 2 of 3' screen:

•

Þ

Einish

Cancel < <u>B</u>ack <u>Next</u> >



Column data for General C Text C Date: DM C Do not impo	rmat	'Genera		to text.	to numbers, date valu dvanced	es to dates, and
Data preview	General	Genera	General	General	General	General
General	Ceneral e First Name			General Birth Date	Ceneral Place Of Birth	Ceneral Country Of
General					Place Of Birth	
- General Family Name	e First Name	Title		Birth Date	Place Of Birth Testville	Country Of
<u>General</u> Family Name Dumas	e First Name Tester	Title Mrs	Gender F	Birth Date 01-Jan-1980	Place Of Birth Testville Testville	Country Of France
<u>Ceneral</u> Family Name Dumas Dumasov	e First Name Tester Tester	Title Mrs Mr	Gender F M	Birth Date 01-Jan-1980 02-Jan-1981	Place Of Birth Testville Testville Testville	Country Of France Switzerland

Click on 'Finish' in the 'Text Import Wizard – Step 3 of 3' screen:

Your data file will then open in Microsoft Excel:

G		- 1 🖻 🖬 🌒	÷				Students	s_Import_Cards_3006	2014_2.txt - Microsoft Ex	cel	_	-					3
ſĽ	Home	Insert Page Layout	Formula	s Data Revi	ew Viev	v Acrob	at									0 - 🕫	х
Pa	Cut	Calibri B I U ·	• 11 •			Wrap Te		General	Conditional For Formatting * as Ta	mat Cell I	Insert Delete	Eormat	Fill * Sc	T & Find & ter * Select *			
	Clipboard	G I	Font	ra.	Alignm	ient	R.	Number	Style:	s	Cells		Editin	g			
	A2	<b>-</b> (◦ f <sub>×</sub>	JONES														¥
	А	В	С	D	E	F	G	н	1	J	K	L	М	N	0	р	
		Family Name Local		First Name Local	Title	Gender	Birth date		Place Of Birth Local		th Language					Address 2 A	"
		џонс		Џеклин	Mrs	F	7-Mar-19			Ukraine	ENG			Ул. Џџонс бр. 2			- 11
3	JOHNSONS	џонсонс	Jacquie	Жаки	Ms	F	16-Dec-19	86 Sofia	Софија	Bulgaria	ENG	password1	Jjones Str 2	Ул. Џџонс бр. 3			- 11
4																	- 1
5																	- 1
6																	- 11
7																	- 11
8																	- 11
10																	-
11																	
12																	
13																	
14																	•
		nts_Import_Cards_3	0062014_	<u></u>							111	_				>	
Rea	dy												_	100%	0	0	



#### 3.1.3 Importing the Student Data File and Enrolling the Imported Students in 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 students 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.

#### 3.1.3.1 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





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



#### AOL v3.0

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

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

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

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



Worldwide Excellence in Professional Road Transport Training



- <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



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

#### AOL v3.0





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):



Figure 5: AOL "Import Students from csv file" page



<text><text><complex-block></complex-block></text></text>		Choose File to Upload				
<complex-block></complex-block>		🚱 🔍 🗣 🕌 « AOL 🕨 AOL v3 Deploym	ent + Post_Deployment-Change_Requests + Test	ts_CR7 👻	Search Tests_CR7	Q
<text><complex-block><complex-block></complex-block></complex-block></text>		Organize 🔻 New folder	-		8==	- 10
<ul> <li>9. 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:</li> <li>10. Click on 'Import File' when back to the 'Import Students' for each of the 'Import Students' for</li></ul>		★ Favorites	Name	Date modified	Туре	Size
<ul> <li>9. 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:</li> <li>10. Click on 'Import File' when back to the 'Import Students' for cov file' page:</li> </ul>		🛄 Desktop	ATI Module_Students_In_Class_case1.docx	18.03.2014 11:53	Microsoft Office	468 KB
<complex-block></complex-block>	9 Click on the 'Browse' button		ATI Module_Students_In_Class_case2.docx	18.03.2014 16:42	Microsoft Office	900 KB
10. Click on 'Import File' when back to the 'Import Students' row csv file' page:	-	Recent Places				
the students' data to import in AOL and click on 'Open' in the 'Choose File to Upload' window:          Image: Students by Click words       Image: Students by Click wo	then select the file containing					
AOL and click on 'Open' in the 'Choose File to Upload' window:	•					
AOL and click on 'Open' in the 'Choose File to Upload' window:	the students' data to import in					
<ul> <li>'Choose File to Upload' window:</li> <li>'' Choose File to Upload' window:</li> <li>'' Choose File to Upload'</li> <li>'' Choose File to Upload File to Up</li></ul>	$\Lambda OL$ and click on 'Opon' in the	-				
'Choose File to Upload' window:          'Choose File to Upload'         Window:         10. Click on 'Import File' when back to the 'Import Students from csv file' page:		_				
window:	'Choose File to Upload'					
10. Click on 'Import File' when back to the 'Import Students from csv file' page:		🖳 Computer				
10. Click on 'Import File' when back to the 'Import Students from csv file' page:	window:	🚢 Local Disk (C:)		30.06.2014 10:32	Microsoft Office E	26 KB
<pre>public (illupa (k)</pre>		Public (\\sc001088) (M:)	Students_Import_Cards_30062014_1.xls	30.06.2014 10:49	Microsoft Office E	26 KB
10. Click on 'Import File' when back to the 'Import Students from csv file' page:		🚽 BJovanovski (\\sc001088\Users\$) (	Students_Import_Cards_30062014_2.txt	30.06.2014 10:58	Text Document	3 KB
10. Click on 'Import File' when back to the 'Import Students from csv file' page:		PUBLIC (\\LUPA) (X:)	Students_Import_Cards_30062014_2.xls	30.06.2014 10:58	Microsoft Office E	27 KB 🔻
10. Click on 'Import File' when back to the 'Import Students from csv file' page:		-	•	III		•
<text></text>		File name: Students_	Import_Cards_30062014_2.txt		✓ All Files (*.*)	•
<ul> <li>A cademy On Line (AOL)</li> <li>Cotact BU Addem The Department of the Unit of the Students from csv file</li> <li>Cotact BU Addem The Cotact BU Addem The Department of the Students from csv file of the Students from csv file of the Students from csv file of the Students for the Students from csv file of the Students for the Student for the Studen</li></ul>					Open 🔻	Cancel
	back to the 'Import Students	Academy On Line	Contact BU Academy ATH Kome Pe Import Students for Please select the cavifie to import. M Vacademy VAOL VAOL v3 Deployment Poot_Deployment Methods the following file importany can be downloaded as as is the correct format you can use the excel file important out file.	om csv file	In order to produce a cay	

AOL v3.0

×

#### 3.1.3.2 Checking the Student and Card Data File for Existing Students

Choose File to Un

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 an error 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.



#### 3.1.3.3 Actual Import of the Student and Card Data File 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:



Figure 7: AOL "Import Students from csv file" page after a successful sending of students data file for import

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

RU											ē1		асм
cademy (	On L	.ine (A	OL)									WEB .	SITE
			Back		Contact I	RU Academy		TI Hom	e Page		15		r
-	1										123	-	
100	IMPOR	TCLASS				_					-	IIn	date
roll.		Examination	Date for Sel	ected Stude			P		lity Duration (		0		
- 11	Title	Family Name	First Name	Student ID	Driver Card ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificat Letter	e,Dipioma Printed	Select
1	Ms	JOHNSONS	Jacquie	<u>571560</u>	n/a								
	Mrs	JONES	Jackline	<u>110293</u>	n/a								
	Select	All Add 1		import	U	odate	Print Cer			int	Print	Expo	
	Jelect	All Stud	lent	Students			Dipl	omas	Le	Atters St	udent List	Gradua	

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 3.1.3.1</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!

#### 3.1.4 Preparing the Graduate and Card Data File for Export 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 sub-sections below.

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.



#### 3.1.4.1 Graduate and Card Data Specifications

Data fields which AOL offers for export into graduate and card data files (per category) are:

#### 1. Graduate Personal Data:

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		N	Format <b>'DD-MMM-YYYY'</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	-
Postal Code Suffix	nvarchar	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	N	3-alpha ISO language code (ISO 639-2 code) (e.g. 'eng' for English language)
Viewing Code	numeric	7,0	Ν	-

#### 2. Graduate Personal Data Local:

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Family Name Local	nvrchar	64	N	-
First Name Local	nvrchar	64	N	-
Title Local	nvrchar	50	N	-
Place Of Birth Local	nvrchar	50	N	-
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	N	-
State Local	nvrchar	50	Y	-
Postal Code Prefix Local	nvrchar	40	N	-
Postal Code Suffix Local	nvarchar	40	N	-
Country Local	nvrchar	50	N	-

#### 3. Graduate Professional Data:

Field Name	Data Type	Data Length	Nulls Allowed (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	-

#### 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.

#### 3.1.4.2 Data File Format and Limitations

Besides knowing the graduate and card data specifications they can expect to find during AOL export mentioned in <u>section 3.1.4.1 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:



Figure 4: Example Graduate and Card Data TEXT file



#### 3.1.5 Editing the Student 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 graduates and card export file is produced, AOL will display a 'File Download' dialog window proposing you to open or to save the created file:

File Dow	nload				×			
Do you want to open or save this file?								
<sup>I≊</sup> a,	Type: Micro			rated Values File				
		Open	Save	Cancel	]			
2	While files from the harm your compute save this file. <u>What</u>	r. If you do no			,			

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:

Your data file will then open in Microsoft Excel:

6		(V + 🛄 🕻	<b>* (4 1 2</b>			4	Type Ma	Student	s_Export_Data	a.bit - Microsoft Excel	ker Fits.					
re	🕐 Home Insert Page Layout Formulas Data Review View Acrobat 😰 = 🕫 🗙															
				• 11 • A		Wrap				Normal	Bad	Good	Neutral	1		Σ AutoSum * 🛃 🕅
PI	Ste 🛷 Forma	t Painter	BIU.	🖽 • ] 🎰 • 🛓		🐖 💀 Merg	e & Center * 📑 * 1		nditional Fe matting * as	Table - Calculation	Check Cell	Explan	atory Input	Insert	Delete Format	2 Clear * Filter * Select *
	Clipboard	6	Fo	int	G AS	gnment	G N	lumber G			Styles				Cells	Editing
	A2	- (	n ∫x	JOHNSONS												8
4	A	В	с	D	E	F	G	н	1	1	к	L	M	N	0	P
1	Family Nam	e First Na	m Student ID	Exam Date	Diploma ID	Exam Result	Family Name Loca	First Name Local	Title Local	Place Of Birth Local	Address 1 Local	City Local	Postal Code Prefix Local	Country Local	Driver Card Id	Driver Card Issuing Authority L
2	JOHNSONS	Jacquie	571560	30-Jun-2014	TTRCOECO92117100	7	ОНСОНС	Жаки		Софија	Ул. Џџонс бр. 3	Кејптаун			JJ12345680	Министерство за транспорт
3	JONES	Jackline	110293	30-Jun-2014	TTRCOECO92117101	8	џонс	Џеклин		Киев	Ул. Џџонс бр. 2	Кејптаун			JJ12345679	Министерство за транспорт
4																*
14	+ + H Stud	ents_Expo	ort_Data 🥂	17							0 4					× 1
Rea	sdy	_		_								_				100% 🕤 💎 🔅

ACM



#### **3.1.6 Exporting the Student and Card Data File from a Class**

To start the procedure of export of a graduate and card data file from AOL, follow the procedure described below:

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



2. Select

Management'

the ATI Home Page:

'Class

from

#### AOL v3.0



3. Select the class from which you want to export the graduate and card data by clicking on the 'Class ID' hyperlink:





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

#### AOL v3.0



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

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.



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 Down	nload		×
Do you	want to op	en or save this file?	
a,	Type:	ExportGraduates.csv Microsoft Office Excel Comma Separated Values File <b>demo.iruacademyonline.com</b>	
		<u>O</u> pen <u>S</u> ave Cancel	]
2	harm your co	om the Internet can be useful, some files can potentially omputer. If you do not trust the source, do not open or . <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 3.1.5</u> above.



### 3.2 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 3.3 below.

### 3.3 DIRECT CERTIFICATE / DIPLOMA VERACITY CHECKS

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):

<b>Academy</b> On Line (AOL)		
Academy On Line (AOL)		
IF	RU ACADEMY ONLINE v3.0 - HOMEPA	GE
ATI Module	Graduate Module	IRU ACADEMY
ATI Accreditation Module	Public Graduate Page Access	ATI Promotional Page
	Check Qualification Certificate	
Worldwide Excellence in Professi	ional Road Transport Trainir	ng Academy

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.

#### 3.3.1 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

Academy On	Line (AOL)	20	~~ 	WEB SITE
	IRU ATI Module	J ACADEMY ONLINE v3.0 - HOMEPAC		MY
	ATI Accreditation Module	Public Graduate Page Access	ATI Promotiona	al Page
		Check Qualification Certificate		
Worldwide E	xcellence in Professio	onal Road Transport Trainin	g A	IRU cademy

Type the 'Certificate No' in the Certificate / Diploma Search page and click on 'Check':





AOL then displays the certificate / diploma (without signatures) as generated upon its initial creation:



#### 3.3.2 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 smart-phone);
- 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.



# **4 TECHNICAL SUPPORT**

## 4.1 AOL Support

After many years, AOL has acquired a certain degree of complexity and perfection. You will most likely find the features you are looking for, and if you have found a hole, you are encouraged to participate in the dialog and post your comments, questions and suggestions to the IRU Academy team accessible via the mailing list <u>academy@iru.org</u>.

## 4.2 Bug Report

#### How to report bugs?

In order for our team to react faster to your calls every time you need assistance, please address your problem to <u>academy@iru.org</u>. In this case, your call will be addressed to the entire team and anyone available at the moment will be able to help you.

If you find a bug, please send an e-mail to the IRU Academy team at IRU with the information listed below. Please make sure to include a very brief summary of the problem in the e-mail Subject line.

\_\_\_\_\_ Your Name: Your E-mail: Your Phone: \_\_\_\_\_ **Bug Description** Summary: Steps to Reproduce: 1. 2. 3. **Expected Results:** Actual Results: \_\_\_\_\_ Platform: \_\_\_\_\_



## **4.3 Contact Information**

Here are all contact details of the IRU Academy team members, in case you need urgent help:

Name	E-mail	Telephone	
Patrick Philipp	Patrick.Philipp@iru.org	+41 22 918 2082	
Head of IRU Training			
Blagoja Jovanovski	Blagoja.Jovanovski@iru.org	+41 22 918 2061	
In Charge of IRU Training Learning Technologies			
Tatiana lachina	Tatiana.lachina@iru.org	+41 22 918 2032	
Ico Programme & Training Coordination			
Monika Lacna	Monika.Lacna@iru.org	+41 22 918 2739	
Ico IRU Academy ATI Management			

#### Address

International Road Transport Union (IRU) IRU Academy 3, rue de Varembé / BP. 44 CH – 1211 Geneva 20 Switzerland

Web: <u>www.iru.org</u>

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



### International Road Transport Union, IRU Academy

3, rue de Varembé B.P. 44 CH-1211 Geneva 20 Switzerland Tel: +41-22-918 20 51 (IRU Academy direct) Fax: +41-22-918 27 41 Email: academy@iru.org Web: www.iru.org/academy