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Release Note

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RELEASE NOTE

IRU Academy Online (AOL) v3.0
Import and Direct Enrolment of Students by ATIs
Update of Student Details by ATIs

TABLE OF CONTENTS

1	OVERVIEW	3
2	WHAT'S NEW IN AOL V3.0.....	4
3	NEW FEATURES.....	5
3.1	<i>IMPORT AND DIRECT ENROLMENT OF STUDENTS IN ATI CLASSES.....</i>	<i>6</i>
3.1.1	Preparing the Students' Data File for Import and Enrolment in Classes in AOL.....	6
3.1.1.1	<i>Student Data Specifications</i>	<i>6</i>
3.1.1.2	<i>Data File Format and Limitations</i>	<i>9</i>
3.1.2	Editing the Students Data File	10
3.1.3	Importing the Student Data File and Enrolling the Imported Students in a Class	14
3.1.3.1	<i>Creating a Class Where Imported Students Should be Enrolled</i>	<i>14</i>
3.1.3.2	<i>Checking the Students' Data File for Existing Students.....</i>	<i>19</i>
3.1.3.3	<i>Actual Import of the Students Data File and Direct Students' Enrolment into the Class</i>	<i>20</i>
3.2	<i>SELECTION OF DATES FROM CALENDARS IN AOL.....</i>	<i>21</i>
3.3	<i>UPDATE OF STUDENT DETAILS AT ANY TIME.....</i>	<i>23</i>
4	TECHNICAL SUPPORT.....	27
4.1	AOL SUPPORT.....	27
4.2	BUG REPORT	27
4.3	CONTACT INFORMATION.....	28

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 19 April 2012 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:

- Import and direct enrolment of students in ATI classes
- Selection of dates from calendars
- Update of student details by ATIs at any time



Figure 1: AOL Homepage

3 NEW FEATURES

The new AOL release enables ATIs to import students and directly enrol them in classes created in AOL, to select dates from calendars rather than to enter them manually in the required format, to update student details at any time after creation of student records, as well as to print scanned signatures of ATI General Managers and authorised representatives of Official Authorities or Examination Bodies. Owing to these features, ATIs wishing to use them can considerably decrease the duration and effort of the process of student creation and update in AOL, or their efforts of having certificates / diplomas issued using AOL signed by the authorised signatories in the ATI and country.

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

- Import and direct enrolment of students in ATI classes
- Selection of dates from calendars
- Update of student details by ATIs at any time.

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



Figure 2: AOL Homepage – ATI Module

3.1 IMPORT AND DIRECT ENROLMENT OF STUDENTS IN ATI CLASSES

The new AOL release 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.

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' 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 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 students' 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 Data Specifications

The students' 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			
PERSONAL DATA		PROFESSIONAL DATA	
Title:	<input type="text" value="Mr"/>	Employer Name:	<input type="text"/>
Gender:	M: <input checked="" type="radio"/> F: <input type="radio"/>	Job Title:	<input type="text"/>
Family Name:	<input type="text" value="Driver"/>	Address 1:	<input type="text"/>
First Name:	<input type="text" value="Truck"/>	Address 2:	<input type="text"/>
Birth Date:	<input type="text" value="01-Feb-1973"/>	Address 3:	<input type="text"/>
Place Of Birth:	<input type="text" value="Driverplace"/>	City:	<input type="text"/>
Country Of Birth:	<input type="text" value="South Africa"/>	State:	<input type="text"/>
Address 1:	<input type="text" value="Driverstreet 123"/>	Postal Code Pre:	<input type="text"/>
Address 2:	<input type="text"/>	Postal Code Suf:	<input type="text"/>
Address 3:	<input type="text"/>	Country:	<input type="text" value="Please Select"/>
City:	<input type="text" value="Driverplace"/>	Telephone:	<input type="text"/>
State:	<input type="text"/>	Mobile:	<input type="text" value="12345676"/>
Postal Code Pre:	<input type="text" value="12300"/>	Fax:	<input type="text"/>

[View The Graduate Private Page](#)
 User Intent:

Certificates/Diplomas
 Hide
☐ [TTRCOADR6910103](#)
☐ [TTRCOADR6921102](#)
☐ [TTRCOADR7011102](#)
☐ [TTRCOADR7712102](#)
☐ [TTRCOTAC7216101](#)

Figure 3: AOL Student Profile page – Part 1

Postal Code Suf:	<input type="text"/>	Email:	<input type="text"/>	<input type="button" value="Previous Enrollments"/>
Country:	<input type="text" value="South Africa"/>	From Another ATI:	<input type="checkbox"/>	<input type="button" value="Update"/>
Telephone:	<input type="text" value="12345678"/>	Student ID:	<input type="text" value="382427"/>	
Mobile:	<input type="text" value="12345676"/>	Password:	<input type="text" value="....."/>	
Fax:	<input type="text" value="12345679"/>	Viewing Code:	<input type="text" value="5296863"/>	
Email:	<input type="text" value="tdriver@getmail.com"/>	Enroll In Class:	<input type="text" value="Please Select"/>	
Language:	<input type="text" value="English"/>	Close Graduate Web Site:	<input type="checkbox"/>	

Figure 3: AOL Student Profile page – Part 2

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	-
First Name	nvrchar	64	N	Y	-
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	-
Country Of Birth	nvrchar	50	N	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	-
Address 1	nvrchar	80	N	Y	-
Address 2	nvrchar	80	Y	N	-
Address 3	nvrchar	80	Y	N	-
City	nvrchar	50	N	Y	-
State	nvrchar	50	Y	N	-
Postal Code Prefix	nvrchar	40	N	Y	-
Postal Code Suffix	nvrchar	40	Y	N	-
Country	nvrchar	50	N	Y	English name of the country (e.g. 'Switzerland')
Telephone	nvrchar	80	N	Y	-

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

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 wide comprehension of the student data and their proper merge in the certificates/diplomas issued in AOL, all data should be written using a Latin keyboard set. Please note that students' data written using other keyboard sets (e.g. Cyrillic or Arabic) are not allowed for import in AOL.

3.1.1.2 Data File Format and Limitations

Besides observing the students' data specifications mentioned in [section 3.1.1.1 above](#), ATIs wishing to use the AOL Student Import functionality need to organise the student 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 data (TEXT) file prepared in accordance with the AOL requirements is given in the figure below:

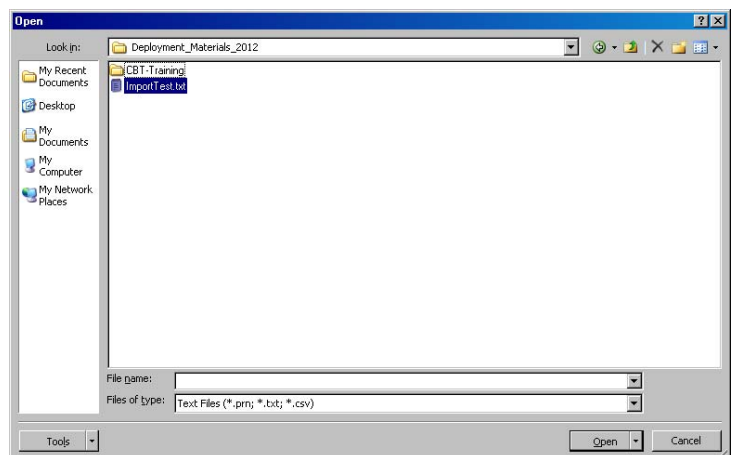
Family Name	First Name	Title	Gender	Birth Date	Place of Birth	Country	Of Birth	Language	Password	Address 1
Dumas	Tester	Mrs	F	01-Jan-1980	Testville	France	ENG	pass	Route des Tests 1	Testville
Dumasov	Tester	Mr	M	02-Jan-1981	Testville	Switzerland	ENG	pass	Rue des Bananes 11	Testplace
Dumasova	Testerka	Mrs	F	03-Jan-1983	Testville	France	ENG	pass	Route des Tests 2	Testville
Dummy	Tester	Mr	M	04-Jan-1984	Testville	Switzerland	ENG	pass	Rue des Bananes 12	Testplace
Dummys	Tester	Mrs	F	05-Jan-1985	Testville	France	ENG	pass	Route des Tests 3	Testville
Prosta	Tester	Mr	M	06-Jan-1986	Testville	Switzerland	ENG	pass	Rue des Bananes 13	Testplace
Prosta	Tester	Mrs	F	07-Jan-1987	Testville	France	ENG	pass	Route des Tests 4	Testville
Driver	Tester	Mr	M	08-Jan-1988	Testville	Switzerland	ENG	pass	Rue des Bananes 14	Testplace
Drivers	Tester	Mrs	F	09-Jan-1989	Testville	France	ENG	pass	Route des Tests 5	Testville
Chauffeur	Tester	Mr	M	10-Jan-1990	Testville	Switzerland	ENG	pass	Rue des Bananes 15	Testplace

Figure 4: Example Student Data TEXT file

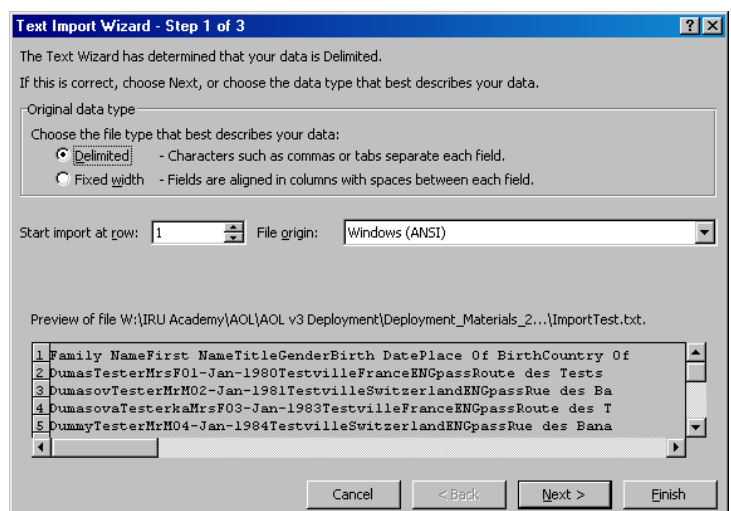
3.1.2 Editing the Students Data File

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.

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:



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

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

☒ Tab
☐ Semicolon
☐ Comma
☐ Space
☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

Family Name	First Name	Title	Gender	Birth Date	Place Of Birth	Country Of
Dumas	Tester	Mrs	F	01-Jan-1980	Testville	France
Dumasov	Tester	Mr	M	02-Jan-1981	Testville	Switzerland
Dumasova	Testerka	Mrs	F	03-Jan-1983	Testville	France
Dummy	Tester	Mr	M	04-Jan-1984	Testville	Switzerland

Cancel < Back **Next >** Finish

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

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General
☐ Text
☐ Date:
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	General	General	General	General	General
Family Name	First Name	Title	Gender	Birth Date	Place Of Birth	Country Of
Dumas	Tester	Mrs	F	01-Jan-1980	Testville	France
Dumasov	Tester	Mr	M	02-Jan-1981	Testville	Switzerland
Dumasova	Testerka	Mrs	F	03-Jan-1983	Testville	France
Dummy	Tester	Mr	M	04-Jan-1984	Testville	Switzerland

Cancel < Back Next > **Finish**

Your data file will then open in Microsoft Excel:

ImportTest.txt - Microsoft Excel

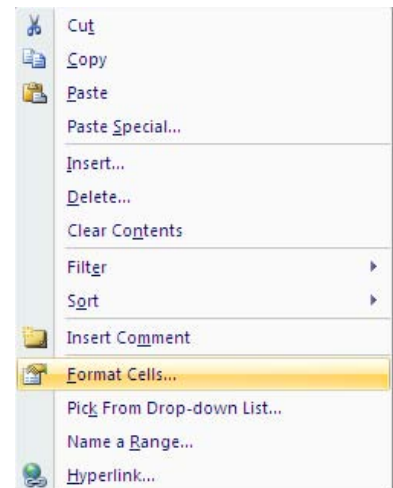
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Family Name	First Name	Title	Gender	Birth Date	Place Of Birth	Country Of Birth	Language	Password	Address 1	Address 2	Address 3	City	State	Postal Code Prefix	Pos
1	Dumas	Tester	Mrs	F	01-Jan-80	Testville	France	ENG	pass	Route des Tests 1			Testville			12500
2	Dumasov	Tester	Mr	M	02-Jan-81	Testville	Switzerland	ENG	pass	Rue des Bananes 11			Testplace			123501
3	Dumasova	Testerka	Mrs	F	03-Jan-83	Testville	France	ENG	pass	Route des Tests 2			Testville			234502
4	Dummy	Tester	Mr	M	04-Jan-84	Testville	Switzerland	ENG	pass	Rue des Bananes 12			Testplace			345503
5	Dummys	Tester	Mrs	F	05-Jan-85	Testville	France	ENG	pass	Route des Tests 3			Testville			456504
6	Prost	Tester	Mr	M	06-Jan-86	Testville	Switzerland	ENG	pass	Rue des Bananes 13			Testplace			567505
7	Prosta	Tester	Mrs	F	07-Jan-87	Testville	France	ENG	pass	Route des Tests 4			Testville			678506
8	Driver	Tester	Mr	M	08-Jan-88	Testville	Switzerland	ENG	pass	Rue des Bananes 14			Testplace			789507
9	Drivers	Tester	Mrs	F	09-Jan-89	Testville	France	ENG	pass	Route des Tests 5			Testville			900508
10	Chauffeur	Tester	Mr	M	10-Jan-90	Testville	Switzerland	ENG	pass	Rue des Bananes 15			Testplace			1011509

As you can see, the above example TEXT file with students data displays the 'Birth Date' fields using a date format inappropriate for import in AOL (the date format in the file is 'dd-mmm-yy', while the required date format for AOL import is 'dd-mmm-yyyy'). To convert the date format in the one required for AOL import:

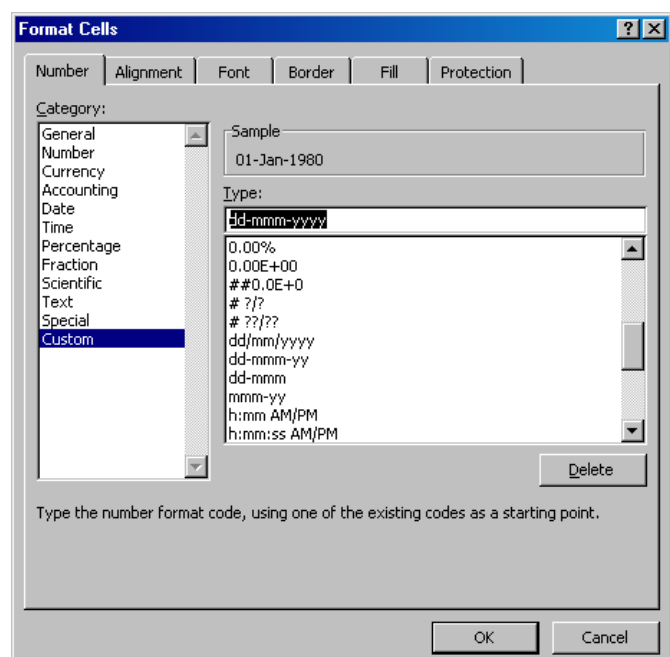
1. select the column with the 'Birth Date' values:

	A	B	C	D	E	F	G	H	I	J
1	Family Name	First Name	Title	Gender	Birth Date	Place Of Birth	Country Of Birth	Language	Password	Address 1
2	Dumas	Tester	Mrs	F	01-Jan-80	Testville	France	ENG	pass	Rue des Bananes 1
3	Dumasov	Tester	Mr	M	02-Jan-81	Testville	Switzerland	ENG	pass	Rue des Bananes 11
4	Dumasova	Testerka	Mrs	F	03-Jan-83	Testville	France	ENG	pass	Rue des Tests 2
5	Dummy	Tester	Mr	M	04-Jan-84	Testville	Switzerland	ENG	pass	Rue des Bananes 12
6	Dummys	Tester	Mrs	F	05-Jan-85	Testville	France	ENG	pass	Rue des Tests 3
7	Prost	Tester	Mr	M	06-Jan-86	Testville	Switzerland	ENG	pass	Rue des Bananes 13
8	Prosta	Tester	Mrs	F	07-Jan-87	Testville	France	ENG	pass	Rue des Tests 4
9	Driver	Tester	Mr	M	08-Jan-88	Testville	Switzerland	ENG	pass	Rue des Bananes 14
10	Drivers	Tester	Mrs	F	09-Jan-89	Testville	France	ENG	pass	Rue des Tests 5
11	Chauffeur	Tester	Mr	M	10-Jan-90	Testville	Switzerland	ENG	pass	Rue des Bananes 15
12										

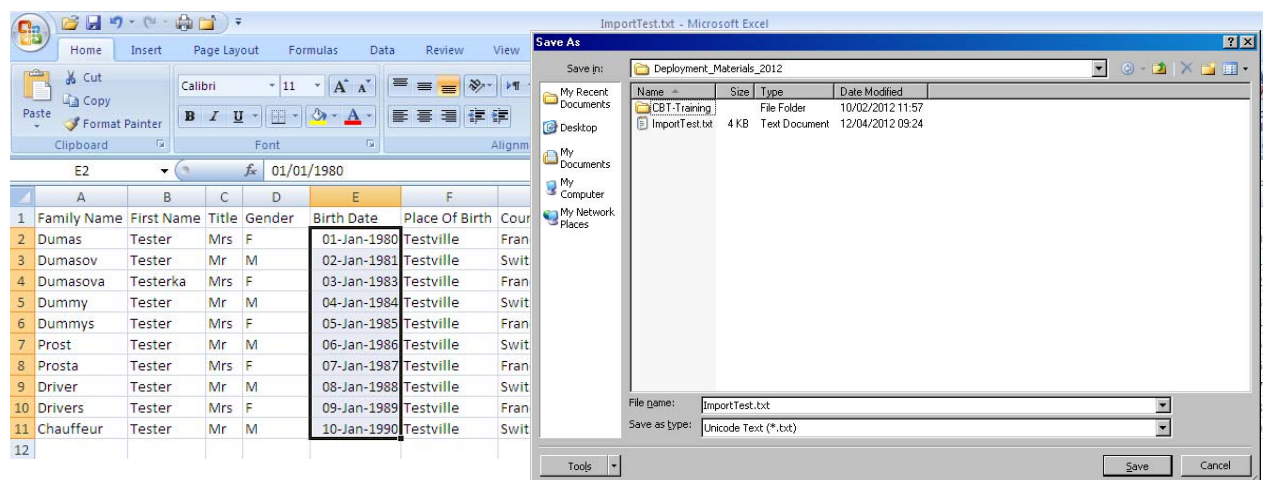
2. right-click with your mouse and select 'Format cells':



3. In the 'Number' screen tab of the 'Format Cells' window, select 'Category' = 'Custom', enter 'Type' = 'dd-mmm-yyyy' and click on 'OK':



Microsoft Excel displays the values of the 'Birth Date' column in the date format required for AOL import (dd-mmm-yyyy):



4. Select 'File / Save As', make sure 'Save as type:' = 'Unicode Text (*.txt)' and click on 'Save':

5. Click on 'Yes' when asked if you want to replace the existing file, then click 'Yes' again when you see this window:



When you close the file you have just edited in Microsoft Excel, you will have it ready for import in AOL.

3.1.3 Importing the Student Data File and Enrolling the Imported Students in a Class

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 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 students' 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.

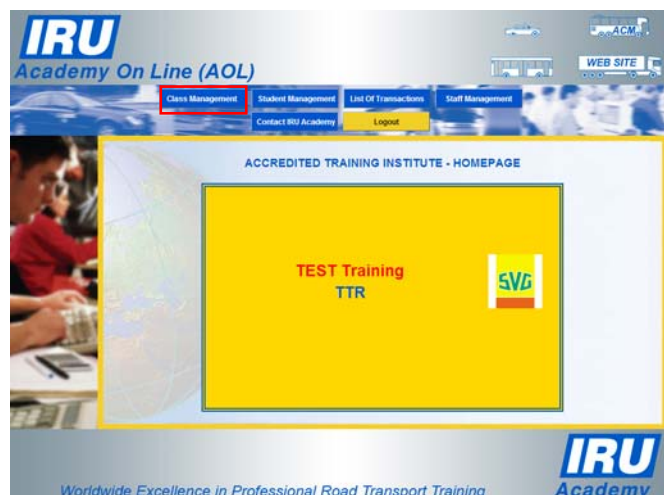
3.1.3.1 Creating a Class Where Imported Students Should be Enrolled

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:



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

IRU Academy On Line (AOL)

CLASS MANAGEMENT

Class ID:

Class Name	Class ID	Start Date	End Date	Students in Class	Seats Left	Delete
Test3	ITRCOSL88002	10-Apr-2012	10-Apr-2012	10	0	<input type="checkbox"/>
Test2	ITRCOCP08059	20-Mar-2012	20-Mar-2012	0	10	<input type="checkbox"/>
OldClassTest	ITRCOCP08062	01-Mar-2012	03-Mar-2012	10	0	<input type="checkbox"/>
TestNico 1	ITRCOCP08069	01-Mar-2012	01-Mar-2012	1	29	<input type="checkbox"/>
GLC6-Test	ITRCOSL88059	20-Feb-2012	20-Feb-2012	10	0	<input type="checkbox"/>
Qualification Bus and Coach	ITRCOCP08064	15-Feb-2012	15-Feb-2012	2	0	<input type="checkbox"/>
Qualification Trucks	ITRCOCP08067	15-Feb-2012	15-Feb-2012	2	3	<input type="checkbox"/>
Periodic for passenger	ITRCOCP08064	14-Feb-2012	14-Feb-2012	3	2	<input type="checkbox"/>

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

IRU Academy On Line (AOL)

TTR - NEW CLASS CREATION

Product Name:

Class Name: Location: **ATL BOOKING CONTACT**

Class ID: Name:

Language: Instructor Name: Phone:

Start Date: IRU Fee (CHF) Per Graduate: Fax:

End Date: Published On IRU Academy Web Site: ☐ Email:

Days in Total: Description: Web Site:

Seats in Total:

Available Seats:

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

IRU Academy On Line (AOL)

TTR - NEW CLASS CREATION

Product Name:

Class Name: Location: **ATL BOOKING CONTACT**

Class ID: Name:

Language: Instructor Name: Phone:

Start Date: IRU Fee (CHF) Per Graduate: Fax:

End Date: Published On IRU Academy Web Site: ☐ Email:

Days in Total: Description: Web Site:

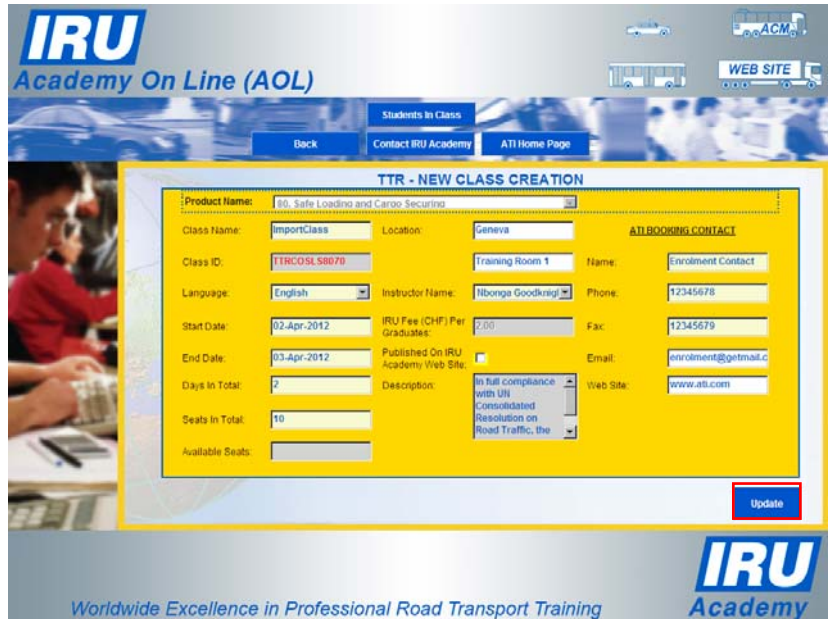
Seats in Total:

Available Seats:

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



IRU Academy On Line (AOL)

TTR - NEW CLASS CREATION

Product Name:

Class Name: Location:

Class ID: Training Room 1:

Language: Instructor Name: Phone:

Start Date: IRU Fee (CHF) Per Graduate: Fax:

End Date: Published On IRU Academy Web Site: ☐ Email:

Days In Total: Description:

Seats In Total: Web Site:

Available Seats:

Update

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N.B. 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.

6. Click on the 'OK' button when informed that the new class has been created



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

The screenshot shows the IRU Academy On Line (AOL) interface. At the top, there is a navigation bar with buttons for 'Back', 'Contact IRU Academy', and 'ATI Home Page'. The main content area displays the 'TTR - IMPORTCLASS' form. The form includes fields for Product Name, Class Name, Class ID, Language, Start Date, End Date, Days in Total, Seats in Total, and Available Seats. It also has a section for 'ATI BOOKING CONTACT' with fields for Name, Phone, Fax, Email, and Web Site. The 'Students In Class' button is highlighted in red.

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

The screenshot shows the IRU Academy On Line (AOL) interface. At the top, there is a navigation bar with buttons for 'Back', 'Contact IRU Academy', and 'ATI Home Page'. The main content area displays the 'IMPORTCLASS' page. The page includes a search bar for 'Examination Date for Selected Students' and a 'Diploma Validity Duration (in months)' field. Below the search bar, there is a large map of Europe. At the bottom of the page, there is a row of buttons: 'Select All', 'Add New Student', 'Import Students', 'Update', 'Print Certificate/Diplomas', 'Print Letters', 'Print Student List', and 'Export Graduates'. The 'Import Students' button is highlighted in red.

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

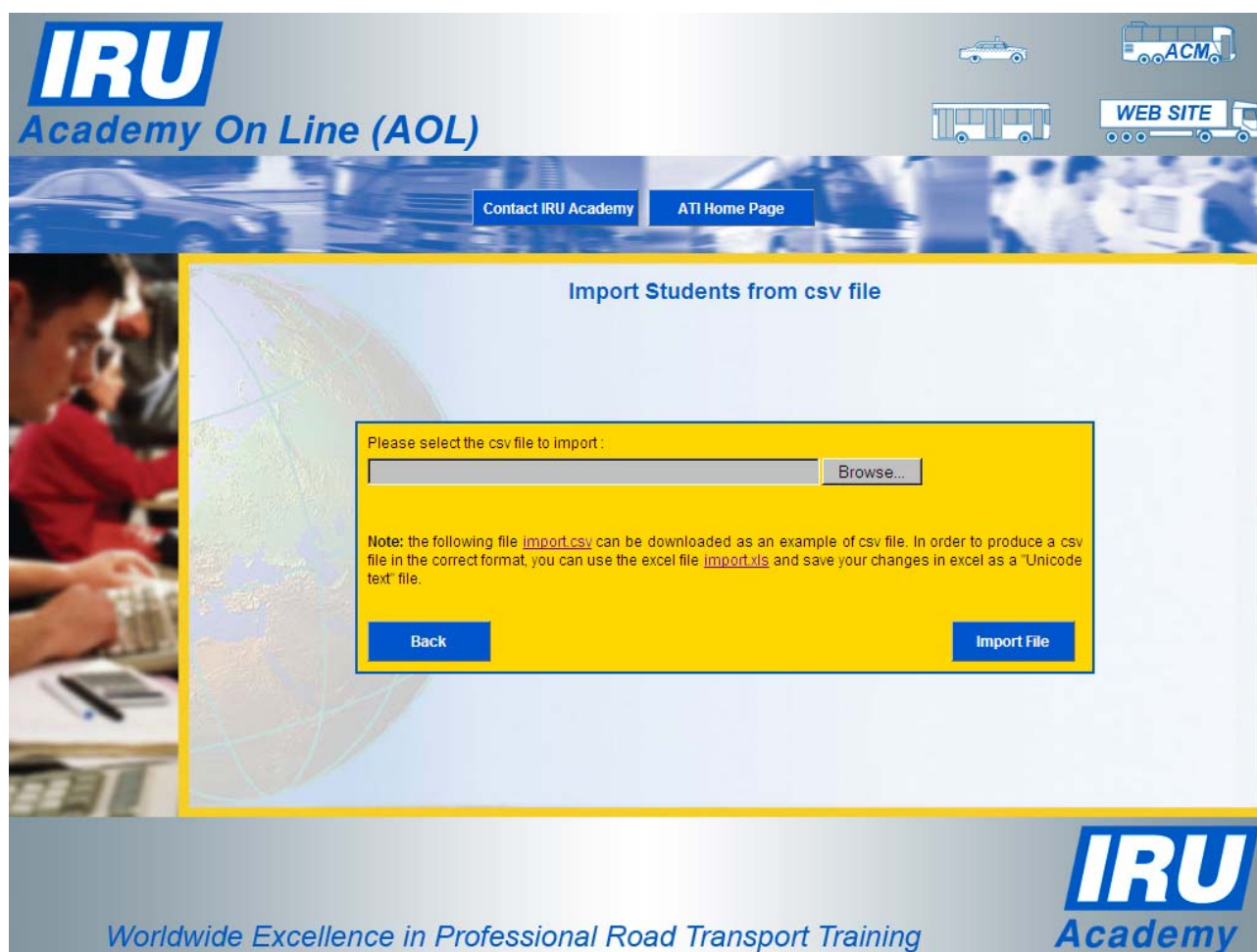
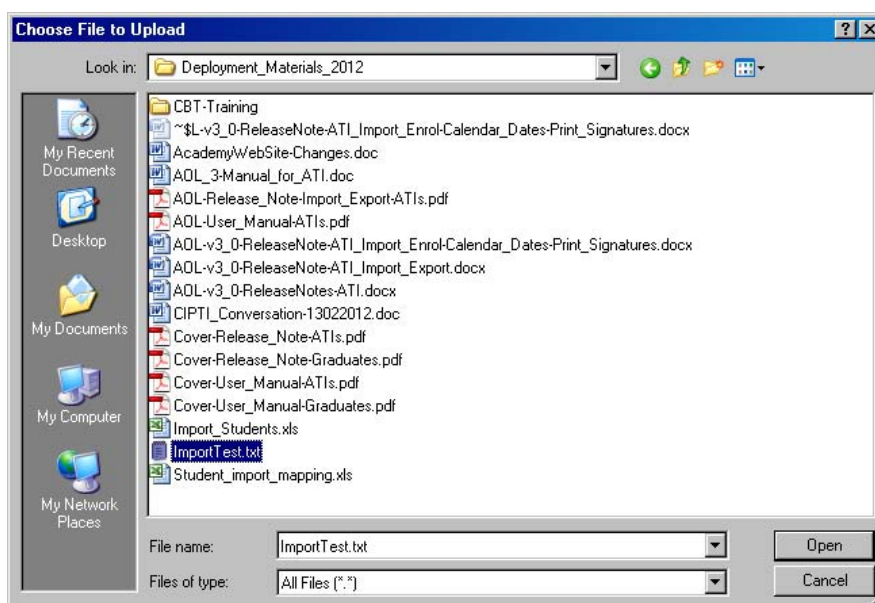
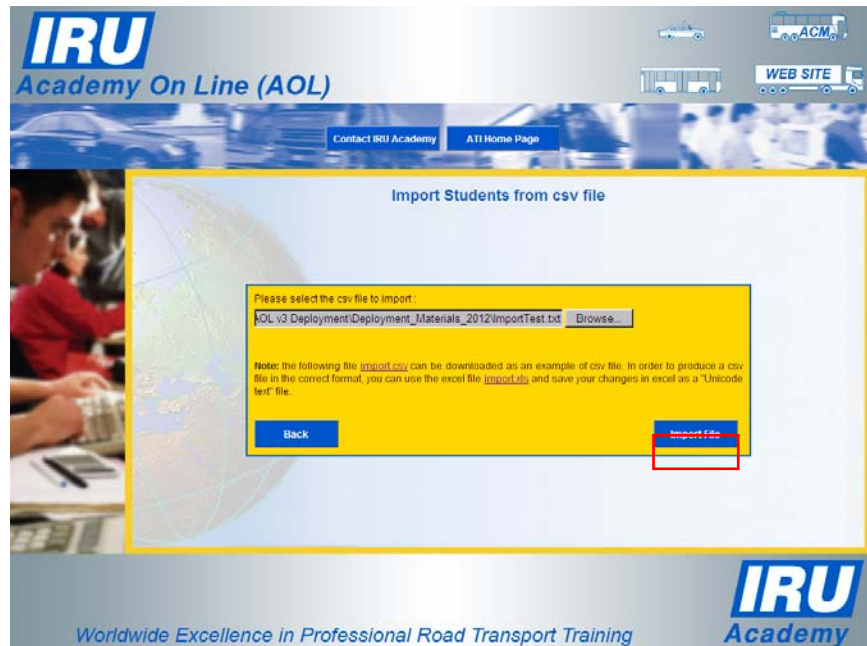


Figure 5: AOL "Import Students from csv file" page

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:



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



3.1.3.2 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:

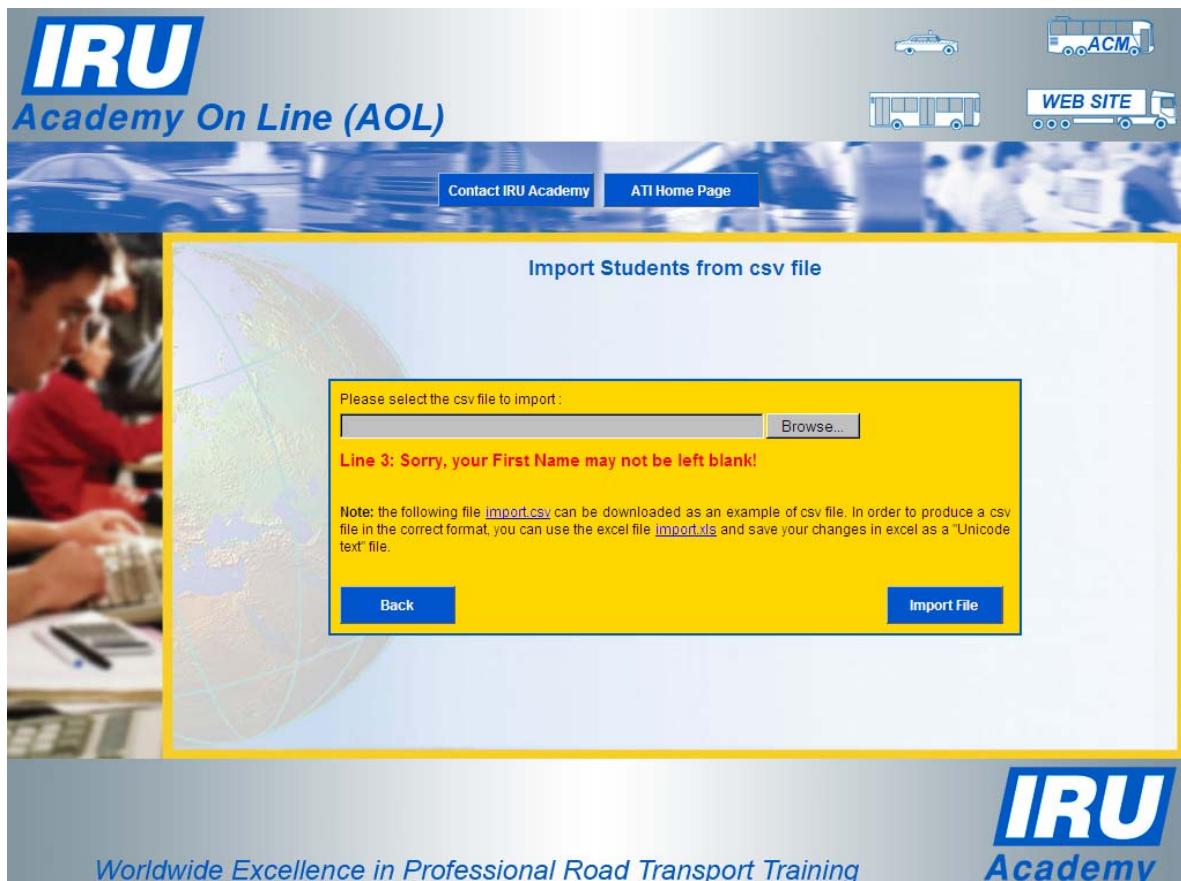


Figure 6: AOL "Import Students from csv file" page with a data check error message

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.

3.1.3.3 Actual Import of the Students 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:

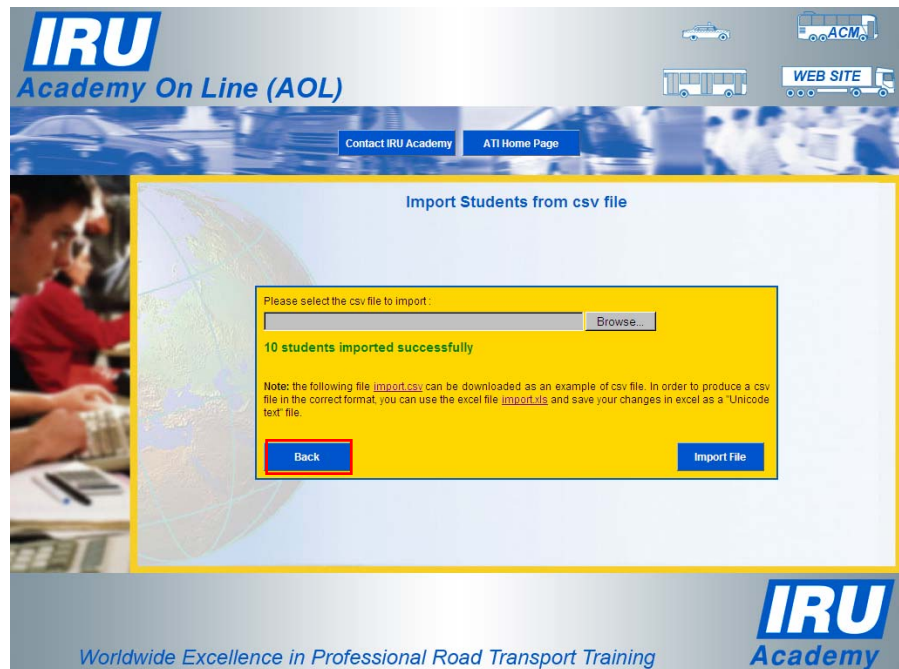
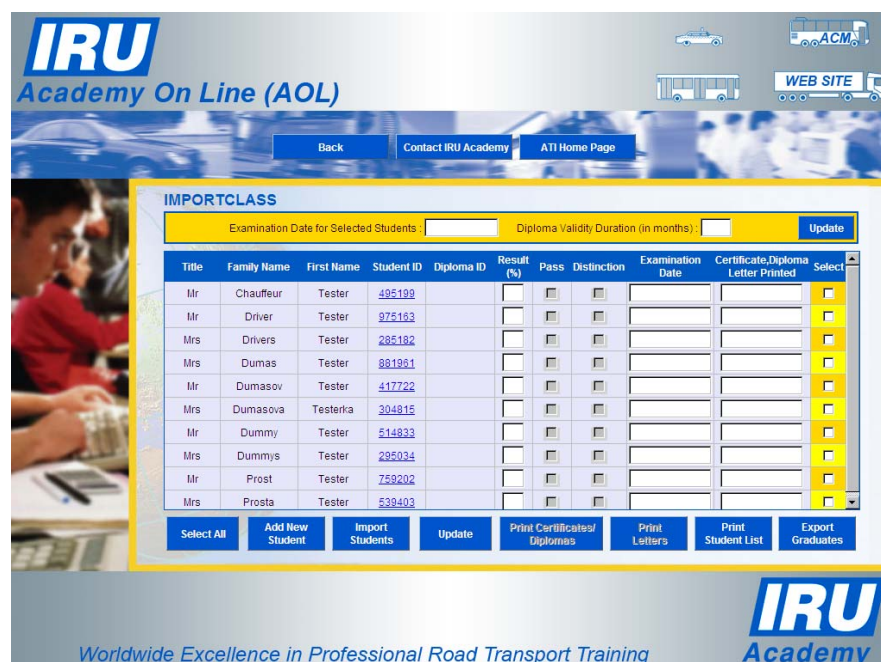


Figure 7: AOL "Import Students from csv file" page after a successful sending of students data file for import

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



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.

N.B. Like already mentioned in [section 3.1.3.1](#) 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!

3.2 SELECTION OF DATES FROM CALENDARS IN AOL

For better convenience, the AOL user interface has been changed in this new AOL release so that the users are not obliged to enter dates manually into data fields in a format required by AOL, but they can select dates from a calendar. Following the selection of a date from a calendar, AOL automatically converts and displays the selected date in its required format.

Selection of dates from calendars is implemented throughout AOL, in all fields requiring user indication of a date. The specification of a date in AOL by using a calendar is demonstrated in this section by using the example of an ATI user updating a class. The selection of a date from a calendar in any other AOL date field is done in the same way.

1. From the AOL ATI Module, select the 'Class Management' function and open the class for which you want to change the 'Start Date' and 'End Date':

The screenshot displays the 'IRU Academy On Line (AOL)' interface. At the top, there are navigation links: 'Students in Class', 'Back', 'Contact IRU Academy', and 'ATI Home Page'. The main content area is titled 'TTR - IMPORTCLASS' and contains a form with the following fields:

- Product Name: TTR - Safe Loading and Cargo Securing
- Class Name: ImportClass
- Class ID: TTRCOSL58070
- Language: English
- Start Date: 02-Apr-2012 00:00
- End Date: 03-Apr-2012 00:00
- Days in Total: 2
- Seats in Total: 10
- Available Seats: 0
- Location: Geneva
- Training Room: Training Room 1
- Instructor Name: Ibongwe Goodingwe
- IRU Fee (CHF) Per Graduate: 2,000.00
- Published On: IRU Academy Web Site
- ATI Booking Contact:
 - Name: Enrolment Contact
 - Phone: 12345678
 - Fax: 12345679
 - Email: enrolment@gmail.com
 - Web Site: www.ati.com

An 'Update' button is located at the bottom right of the form. The footer of the page reads 'Worldwide Excellence in Professional Road Transport Training' and 'IRU Academy'.

- Click inside the 'End Date' field and AOL will display a calendar just below the field, with the current system date highlighted:

- Click on the left or right arrow in the calendar month / year line (◀ / ▶) to change the month or the year of the calendar (e.g. select the month of March 2012):

- Click on the desired day within the selected month and year (e.g. 29) and AOL will close down the calendar below the 'End Date' field and display the selected date (29 March 2012) in the field using the required format:

In exactly the same way you can select a date from a calendar by clicking in any AOL field requesting user entry of a date.

3.3 UPDATE OF STUDENT DETAILS AT ANY TIME

AOL allows ATIs to modify all student details at any time, including once certificates / diplomas or accompanying letters have been issued for the student. The only exception to this rule are the system generated student data (AOL attributed "Student ID" and "Viewing Code"). In case certificates / diplomas have been issued for the student whose details are being modified, AOL will re-generate the same certificates / diplomas by merging the last modified details.

For demonstration purposes, let us see an example how to modify First Name, Last Name and Date of Birth for a student called "Voditelka Shoferskaya", born on "3 January 1982", holder of a number of certificates / diplomas one of which bears the Certificate ID "TTRCOADR7712104" issued on 5 October 2011:



In order to update the student details, you need to log into the AOL ATI Module, select the 'Student Management' function and search for the student's record, as shown in the figure below for the example student:

1. Click on the 'Student ID' hyperlink to open the student's record:



STUDENT MANAGEMENT

QUICK STUDENT SELECTOR

Name: First Name:

Student ID: Diploma ID:

Diploma Examination Date: From: To:

First Name	Family Name	Student ID	Diploma ID	Hide Diploma	Close Web Site
Vozacka	Shoferskaya	592285	ITICOADR0912100	<input type="checkbox"/>	<input type="checkbox"/>
Voditelka	Shoferskaya	550855	ITICOADR0917101	<input type="checkbox"/>	<input type="checkbox"/>
			ITICOADR0918102	<input type="checkbox"/>	<input type="checkbox"/>
			ITICOADR0711104	<input type="checkbox"/>	<input type="checkbox"/>

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2. AOL displays the student's record:



STUDENT PROFILE

PERSONAL DATA

Title: Gender: Family Name: First Name: Birth Date: Place Of Birth: Country Of Birth: Address 1: Address 2: Address 3: City: State: Postal Code: Pre:

PROFESSIONAL DATA

Employer Name: Job Title: Address 1: Address 2: Address 3: City: State: Postal Code: Driver place: Telephone: Mobile: Fax:

Certificates/Diplomas

Hide

- ITICOADR0912100
- ITICOADR0917101
- ITICOADR0918102
- ITICOADR0711104
- ITICOADR0712104
- ITICOADR0918102

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3. Make the changes to the student's Family Name, First Name and Birth Date (e.g. change name from "Voditelka Shoferskaya" to "Vodytelka Soferskaia" and date of birth from "3 January 1982" to "23 April 1978"):

4. Using the vertical scroll button at the right of the Student Profile page, move down the page until you see the 'Update' button:

5. Click on the 'Update' button and AOL will save the changes and display the Student Profile page with the modified details:

6. If you click on a previous certificate / diploma hyperlink in the right-hand grid on the Student Profile page (e.g. on Certificate ID “TTRCOADR7712104” issued on 5 October 2011), AOL will display the same certificate / diploma with the modified student details:



You can see that now the student's modified First Name, Family Name and Date of Birth appear on the certificate / diploma, while the Certificate ID (TTRCOADR7712104) and examination date (5 October 2011) remain unchanged.

Follow the same procedure as described in steps 1-6 above if you need to modify any of the other student's details. The only restriction is, as already mentioned, that you can never modify the "Student ID" and "Viewing Code" values because these are system-generated and unique identifiers of the student.

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 academy@iru.org.

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 academy@iru.org. 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 <i>Head of IRU Training</i>	Patrick.Phillipp@iru.org	+41 22 918 2082
Blagoja Jovanovski <i>In Charge of IRU Training Learning Technologies</i>	Blagoja.Jovanovski@iru.org	+41 22 918 2061
Tatiana Iachina <i>Ico Programme & Training Coordination</i>	Tatiana.Iachina@iru.org	+41 22 918 2032
Monika Lacna <i>Ico IRU Academy ATI Management</i>	Monika.Lacna@iru.org	+41 22 918 2739

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Web: www.iru.org

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 owner-drivers, 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*



s i n c e 1 9 4 8

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