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Release Note

IRU Academy Accredited Training Institutes (ATIs)





RELEASE NOTE

IRU Academy Online (AOL) v3.0 Import and Export Functionality for ATIs

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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 14 February 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
- 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 14 February 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 of Students (in AOL)
- Export of Graduates (from AOL)

Academy On Line (AOL)			ACM
Academy On Line (AOL)			WEB SITE
	IRU ACADEMY ONLINE v3.0 - HOMEPAGE		
ATI Module	Graduate Module	IRU ACADE	4Y
ATI Accreditation Module	Public Graduate Page Access	ATI Promotiona	I Page
No. of the second secon			
			IRU
Worldwide Excellence in Professio	nal Road Transport Training	A	cademy

Figure 1: AOL Homepage



3 New Features

The new AOL release enables ATIs to import students into AOL and to export graduates data from AOL version 3.0. Owing to these features, ATIs wishing to use them can considerably decrease the duration and effort of the process of student creation in AOL, or their efforts of graduate data entry into another application they may need to use in accordance with the national legislation requirements for producing 'National' certificates/diplomas.

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

- Import of Students Data in AOL
- Export of Graduates Data from AOL.

Both 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 OF STUDENTS IN AOL

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 in AOL

In order for AOL to be able to import an ATI's file containing students' data and automatically create the related students' profiles, 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 data specifications and the file format requirements 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	
PERSC	NAL DATA	PROFES	SIONAL DATA	<u> </u>
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 💌
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		TIRCOTAC7216101

Figure 3: AOL Student Profile page - Part 1



Postal Code Suf:		Email:		Previous Enrollments
Country:	South Africa 💽	From Another ATI:		Update
Telephone:	12345678	Student ID:	382427	opulio
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

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	'M' = Male / 'F' = Female
Birth Date	datetime		Ν	Y	Format 'DD- MMM-YY' (e.g. '01-Jan-80')
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	-



Field Name	Data Type	Data Length	Allow Nulls (Yes / No)	Mandatory Field (Yes / No)	Specific Values
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	-
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	Ν	-
Prof Postal Code Suffix	nvrchar	40	Y	Ν	-
Prof Country	nvrchar	50	Y	N	-
Prof Telephone	nvrchar	80	Y	N	-
Prof Mobile	nvrchar	80	Y	N	-
Prof Fax	nvrchar	80	Y	N	
Prof Email	nvrchar	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 <u>section 3.1.1.1 above</u>, 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 300 student profiles.

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

📕 Test2.txt - Note	epad										_ 🗆 ×
File Edit Format	View Help										
Family Name	First Name	Title Gender	Birth Date	Place Of Birth	Country	/ Of Birt		Language	Password	Address 1	Ad 🔺
Triali Try	Mr M	01-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 10		Testplace	100
Trial2 Try	Mr M	02-Jan-80	Testplace	South Africa	ENG	pass	Rue de:	s Bananes 11		Testplace	
Trial3 Try	Mr M	03-Jan-80	Testplace	South Africa	ENG	pass	Rue de:	s Bananes 12		Testplace	
Trial4 Try	Mr M	04-Jan-80	Testplace	South Africa	ENG	pass	Rue de:	s Bananes 13		Testplace	
Trial5 Try	Mr M	05-Jan-80	Testplace	South Africa	ENG	pass	Rue de:	s Bananes 14		Testplace	
Trial6 Try	Mr M	06-Jan-80	Testplace	South Africa	ENG	pass	Rue de:	s Bananes 15		Testplace	
Trial7 Try	Mr M	07-Jan-80	Testplace	South Africa	ENG	pass	Rue de:	s Bananes 16		Testplace	
Trial8 Try	Mr M	08-Jan-80	Testplace	South Africa	ENG	pass	Rue de:	s Bananes 17		Testplace	
Trial9 Try	Mr M	09-Jan-80	Testplace	South Africa	ENG	pass	Rue de:	s Bananes 18		Testplace	
Trial10 Trv	Mr M	10-Jan-80	Testplace	South Africa	ENG	pass	Rue de:	s Bananes 19		Testplace	
Trial11 Try	Mr M	11-Jan-80	Testplace	south Africa	ENG	pass	Rue de:	s Bananes 20		Testplace	
Trial12 Trv	Mr M	12-Jan-80	Testplace	south Africa	ENG	pass		s Bananes 21		Testplace	
Trial13 Try	Mr M	13-Jan-80	Testplace	South Africa	ENG	pass	Rue de:	s Bananes 22		Testplace	
Trial14 Try	Mr M	14-Jan-80	Testplace	South Africa	ENG	pass	Rue de:	s Bananes 23		Testplace	
Trial15 Try	Mr M	15-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 24		Testplace	
Trial16 Try	Mr M	16-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 25		Testplace	
Trial17 Try	Mr M	17-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 26		Testplace	
Trial18 Try	Mr M	18-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 27		Testplace	
Trial19 Try	Mr M	19-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 28		Testplace	
Trial20 Try	Mr M	20-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 29		Testplace	
Trial21 Try	Mr M	21-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 30		Testplace	
Trial22 Try	Mr M	22-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 31		Testplace	
Trial23 Try	Mr M	23-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 32		Testplace	
Trial24 Try	Mr M	24-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 33		Testplace	
Trial25 Try	Mr M	25-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 34		Testplace	
Trial26 Try	Mr M	26-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 35		Testplace	
Trial27 Try	Mr M	27-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 36		Testplace	
Trial28 Try	Mr M	28-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 37		Testplace	
Trial29 Try	Mr M	29-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 38		Testplace	
Trial30 Try	Mr M	30-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 39		Testplace	
Trial31 Try	Mr M	31-Jan-80	Testplace	South Africa	ENG	pass		s Bananes 40		Testplace	
Trial32 Try	Mr M	01-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 41		Testplace	
Trial33 Try	Mr M	02-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 42		Testplace	
Trial34 Try	Mr M	03-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 43		Testplace	
Trial35 Try	Mr M	04-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 44		Testplace	
Trial36 Try	Mr M	05-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 45		Testplace	
Frial37 Try	Mr M	06-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 46		Testplace	
Frial38 Try	Mr M	07-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 47		Testplace	
Trial39 Try	Mr M	08-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 48		Testplace	
Trial40 Try	Mr M	09-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 49		Testplace	
Trial41 Try	Mr M	10-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 50		Testplace	
rial42 Try	Mr M	11-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 51		Testplace	
frial43 Try	Mr M	12-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 52		Testplace	
Trial44 Try	Mr M	13-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 53		Testplace	
Trial45 Try	Mr M	14-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 54		Testplace	
Trial46 Try	Mr M	15-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 55		Testplace	
Trial47 Try	Mr M	16-Feb-80	Testplace	South Africa	ENG	pass		s Bananes 56		Testplace	
Trial48 Try		17-Feb-80	Testplace	South Africa	ENG			s Bariaries 56 s Bananes 57		Testplace	
	Mr M Mr M	18-Feb-80			ENG	pass					
Frial49 Try	INT. IN	T0-F60-00	Testplace	South Africa	ENG	pass	Rue de:	s Bananes 58		Testplace	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.

7 × 2 X - . ٠ My Recent Desktop My Documents To edit your data file using Microsoft Excel, My Computer start up Excel, select File / Open, select 'Files of Type' 'Text Files (*.prn; *.txt; *.csv)', locate your data file and click on 'Open': 2 Text Files (*.prn; *.txt; *.csv) Open - Cancel Tools Text Import Wizard - Step 1 of 3 ? × The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data. Original data type Choose the file type that best describes your data: Delimited - Characters such as commas or tabs separate each field. $C\,\,\mathsf{Fixed}\,\,\underline{w}\mathsf{idth}\,\,$ - Fields are aligned in columns with spaces between each field. Start import at row: 1 File origin: Windows (ANSI) -Click on 'Next >' in the 'Text Import Preview of file W:\IRU Academy\AOL\AOL v3 Deployment\AOL-Deployment 2011\Rema...\Test4.txt. Wizard - Step 1 of 3' screen: 1 Family NameOFirst NameOTitleOGenderOBirth DateOPlace Of BirthOCountry Of 2 Testing1DTestDMrDFD01-Jan-80DEssalvilleDFranceDENCOpassDRoute des Tests 3 Testing2DTestDMrDMD02-Jan-80DEssalvilleDSwitzerlandDENCOpassDRue des Bar 4 Testing3DTestOMrOFD03-Jan-80DEssaivilleOFranceDENGOpassDRoute des Tests 5 Testing4DTestOMrOMD04-Jan-80DEssaivilleOSwitzerlandDENGOpassDRue des Bar -◀ ۲ Cancel Next > Einish 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 helow Delimiters 🔽 <u>T</u>ab \Box Treat consecutive delimiters as one Semicolon . □ <u>C</u>omma □ <u>S</u>pace Text gualifier: • □ <u>O</u>ther: Click on 'Next >' in the 'Text Import Wizard - Step 2 of 3' screen: Data preview Family Name Testingl Title Birth Date Place Of Birth Country Of B First Name Test ender Essaiville Essaiville Essaiville Мr 01-Jan-80 France Testing2 Test Mr 02-Jan-80 Switzerland Testing3 Testing4 03-Jan-80 Test Mr France Essaiville Test Мr 04-Jan-80 Switzerland • • ₽

Einish

< Back

Cancel



AOL v3.0

	Text Import Wiza	ard - Step 3 of	3				<u>?×</u>
Click on 'Finish' in the 'Text Import Wizard – Step 3 of 3' screen:	This screen lets yo Column data form General Text Date: DMY C Do not import	at	'Gener		s numeric values to text.	: to numbers, date val Advanced	ues to dates, and all
	Data preview Ceneral Family Name Testing1 Testing3 Testing4 I	Ceneral First Name Test Test Test		F F M	Birth Date 01-Jan-80 02-Jan-80 03-Jan-80 04-Jan-80	Essaiville Essaiville Essaiville	Country Of B France Switzerland France Switzerland

Your data file will then open in Microsoft Excel:

8		- (🌐	(1)	Ŧ				Test4.t	xt - Microsof	t Excel						
C	Hom	e Insert	Page Lay	out F	ormulas	Data Review	View De	/eloper								(
Fr	om From cess Web	From From Of Text Source Get External Da	s - Co	Existing onnections	Refresh All *	Properties	Ž↓ ŽŽ Z↓ Sort Filte	My Advance	Text to	Remove Data s Duplicates Validation v	Consolidate	What-If Analysis *	Group Un	-		
-	A1	v (a	ua .	<i>f</i> _≭ Fam	nily Name	liections	3011 00	rinter		Data 100	>	0		0	Aurie	
1	A	В	С	D	E	F	G	Н	Ĩ	J	К	Ĺ	M	N	0	
1	Family N	ame First Nam	e Title	Gender	Birth Date	Place Of Birth	Country Of Bir	th Language	Password	Address 1	Address 2	Address 3	City	State	Postal Code Prefix	Posta
2	Testing1	Test	Mr	F	1980-01-01	Essaiville	France	ENG	pass	Route des Tests 1			Essaiville		12500)
3	Testing2	Test	Mr	M	1980-01-02	2 Essaiville	Switzerland	ENG	pass	Rue des Bananes 11			Testplace		12350	1
4	Testing3	Test	Mr	F	1980-01-03	Essaiville	France	ENG	pass	Route des Tests 2			Essaiville		234502	2
5	Testing4	Test	Mr	M	1980-01-04	Essaiville	Switzerland	ENG	pass	Rue des Bananes 12			Testplace		345503	3
6	Testing5	Test	Mr	F	1980-01-05	5 Essaiville	France	ENG	pass	Route des Tests 3			Essaiville		456504	1
7	Testing6	Test	Mr	M	1980-01-06	5 Essaiville	Switzerland	ENG	pass	Rue des Bananes 13			Testplace		567503	5
8	Testing7	Test	Mr	F	1980-01-07	⁷ Essaiville	France	ENG	pass	Route des Tests 4			Essaiville		678500	5
9	Testing8	Test	Mr	M	1980-01-08	8 Essaiville	Switzerland	ENG	pass	Rue des Bananes 14			Testplace		78950	7
10	Testing9	Test	Mr	F	1980-01-09	Essaiville	France	ENG	pass	Route des Tests 5			Essaiville		900508	3
11 12	Testing1	0 Test	Mr	M	1980-01-10	Essaiville	Switzerland	ENG	pass	Rue des Bananes 15			Testplace		1011509	9

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 'yyyy-mm-dd', while the required date format for AOL import is 'dd-mmm-yy'). To convert the date format in the one required for AOL import:

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

0) 🞽 🖬 🤊	- (* - 🏟 🛛	-					Test4.tx	t - Microsof	t Excel
C	Home	Insert Pa	age Lay	out F	ormulas C	Data Review	View Devel	oper		
Fr	om From Fro cess Web Te	xt Sources	Co	Existing	Refresh All *	Properties Edit Links	Ž↓ ŽŽ Ž↓ Sort Filter	Clear CReapply Advanced	Text to Column	
	101	t External Data		£ 0010		lections	Sort & Filt	ter		Data Tool:
	E2	- (0		fx 01/0	01/1980	-				
	A	В	С	D	E	F	G	Н	1	J
1	Family Name	First Name	Title	Gender	Birth Date	Place Of Birth	Country Of Birth	Language	Password	Address 1
2	Testing1	Test	Mr	F	1980-01-01	Essaiville	France	ENG	pass	Route des Tests 1
3	Testing2	Test	Mr	M	1980-01-02	Essaiville	Switzerland	ENG	pass	Rue des Bananes 11
4	Testing3	Test	Mr	F	1980-01-03	Essaiville	France	ENG	pass	Route des Tests 2
5	Testing4	Test	Mr	M	1980-01-04	Essaiville	Switzerland	ENG	pass	Rue des Bananes 12
6	Testing5	Test	Mr	F	1980-01-05	Essaiville	France	ENG	pass	Route des Tests 3
7	Testing6	Test	Mr	M	1980-01-06	Essaiville	Switzerland	ENG	pass	Rue des Bananes 13
8	Testing7	Test	Mr	F	1980-01-07	Essaiville	France	ENG	pass	Route des Tests 4
9	Testing8	Test	Mr	M	1980-01-08	Essaiville	Switzerland	ENG	pass	Rue des Bananes 14
10	Testing9	Test	Mr	F	1980-01-09	Essaiville	France	ENG	pass	Route des Tests 5
11	Testing10	Test	Mr	M	1980-01-10	Essaiville	Switzerland	ENG	pass	Rue des Bananes 15
12										



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



 In the 'Number' screen tab of the 'Format Cells' window, select 'Category' = 'Date', 'Locale (location)' = 'English (US)', 'Type' = '14-Mar-01' and click on 'OK':

Format Cells	<u>? ×</u>
Number Alignment	Font Border Fill Protection
Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special	Sample 01-Jan-80 Type: 03/14/01 14-Mar 14-Mar 14-Mar-01 14-Mar-01 Mar-01 Mar-01
Custom	March 14, 2001 Locale (location): English (U.S.)
V	
begin with an asterisk (*)	and time serial numbers as date values. Date formats that respond to changes in regional date and time settings that are g system. Formats without an asterisk are not affected by
	OK Cancel

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

6) 💕 🖬 🤊	· (· · 🖨 (-					Test4.b	t - Microsof	't Excel						
	Home	Insert Pa	age Lay	out F	ormulas 🛛 🛛	Data Review	View Develo	oper								(
F	cess Web Te	om From Oth ext Sources	- Co	Existing nnections	Refresh All *	Properties	Ž↓ ŽŽŽ Ž↓ Sort Filter	K Clear Reapply Advance	d Column	Remove Data s Duplicates Validation ~ Data Tool	Consolidate	What-If Analysis *	Group Ung	group S		
	E2	- (a		fx 01/0	1/1980	lections	3010 001 11			Data 1001				00	lante	
1	A	B	С	D	E E	F	G	Н	Ĩ	J	К	L	M	N	0	
1	Family Name	First Name	Title	Gender	Birth Date	Place Of Birth	Country Of Birth		Password	Address 1	Address 2	Address 3	City	State	Postal Code Prefix	Posta
2	Testing1	Test	Mr	F	01-Jan-80	Essaiville	France	ENG	pass	Route des Tests 1			Essaiville		12500)
3	Testing2	Test	Mr	M	02-Jan-80	Essaiville	Switzerland	ENG	pass	Rue des Bananes 11			Testplace		123501	1
4	Testing3	Test	Mr	F	03-Jan-80	Essaiville	France	ENG	pass	Route des Tests 2			Essaiville		234502	>
5	Testing4	Test	Mr	M	04-Jan-80	Essaiville	Switzerland	ENG	pass	Rue des Bananes 12			Testplace		345503	\$
6	Testing5	Test	Mr	F	05-Jan-80	Essaiville	France	ENG	pass	Route des Tests 3			Essaiville		456504	1
7	Testing6	Test	Mr	M	06-Jan-80	Essaiville	Switzerland	ENG	pass	Rue des Bananes 13			Testplace		567505	j
8	Testing7	Test	Mr	F	07-Jan-80	Essaiville	France	ENG	pass	Route des Tests 4			Essaiville		678506	;
9	Testing8	Test	Mr	M	08-Jan-80	Essaiville	Switzerland	ENG	pass	Rue des Bananes 14			Testplace		789507	7
10	Testing9	Test	Mr	F	09-Jan-80	Essaiville	France	ENG	pass	Route des Tests 5			Essaiville		900508	3
11	Testing10	Test	Mr	M	10-Jan-80	Essaiville	Switzerland	ENG	pass	Rue des Bananes 15			Testplace		1011509	3
12																



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

As				?
Save in:	C Remarks_Bugs			💽 😔 - 🖄 X 📑 📰
ly Recent ocuments	Name 🔺	Size	Туре	Date Modified
ocuments	import2.txt	2 KB	Text Document	13/01/2012 16:53
esktop	Import7.txt	63 KB	Text Document	08/02/2012 09:11
	🗐 Import-1.txt	17 KB	Text Document	08/02/2012 09:13
/ icuments	Import-2.txt	17 KB	Text Document	08/02/2012 09:15
	Import-3.txt	17 KB	Text Document	08/02/2012 09:17
mputer	Import-4.txt	17 KB	Text Document	08/02/2012 09:18
inputer	🗊 Test1.txt	47 KB	Text Document	06/02/2012 14:20
Network	🗊 Test2.txt	33 KB	Text Document	06/02/2012 14:35
	🗊 Test3.txt	15 KB	Text Document	07/02/2012 17:15
	🗊 Test4.txt	16 KB	Text Document	06/02/2012 16:30
	🗐 Test5.txt	16 KB	Text Document	06/02/2012 16:43
	🗊 Test6.txt	4 KB	Text Document	08/02/2012 08:46
	🗊 Test7.txt	63 KB	Text Document	08/02/2012 08:56
	File name: Test4.txt Save as type: Unicode Text (*.txt)			<u> </u>
	Interest for the set			
Tools				Save Cancel

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

Microsoft	t Office Excel
i)	Test4.txt may contain features that are not compatible with Unicode Text. Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. <u>Yes</u> <u>No</u> <u>H</u> elp

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 in AOL

Once you have prepared your student data file for import in AOL in accordance with the specifications and requirements of the previous sections, you can initiate a request for importing the file in AOL and have AOL automatically check the file for basic consistency. The AOL procedure of import of your students' data file consists of two steps, described in the next two sub-sections:

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

3.1.3.1 Sending the Student Data File for Import

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

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



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



3. Select 'Import Students' on the Student Management page:

IRU		WEB SITE
Academy O	Create New Student From Another A11 Import Student Change Password Contact IRU Academy A11 Home Page	
4		
	Name: First Name:	Select
	Student ID: Diploma ID:	All
-	Diploma Examination Date: From: "To:	
		IRU
Worldwide	Excellence in Professional Road Transport Trai	

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



 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:

Choose File to U	pload			? ×
Look jn:	C Remarks_B	lugs 💌	3 🤣 📂 🖽 -	
My Recent Documents Desktop My Documents My Computer	IRU_Acader IRU_Acader IRU_Acader IRU_Acader IRU_Acader IRU_Acader New-AOLInv Wew-RU_Acader Student_from	ants.xls ts on the AOL Home page.doc my_Import_Students1-06022012.doc my_Import_Students1_IE-06022012.doc my_Import_Students2-06022012.doc my_Import_Students2-06022012.doc my-Authonity_Management-07022012.doc oriceSample-16112011.pdf cademy-bank_account.msg n_another_ATI_Error-17112011.doc ort_mapping.xls	E Test3.txt E Test3.txt E Test5.txt E Test5.txt E Test7.txt E Test7.txt	
	•			•
My Network	File <u>n</u> ame:	Test8.txt	•	<u>O</u> pen
Places	Files of type:	All Files (*.*)	•	Cancel

- <image>
- 5. Click on 'Send file' when back to the 'Import Students from csv file' page:



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



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.



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

Academy On Line	e <i>(AOL)</i>			WEB SITE
	Contact IRU Academy	ATI Home Page		
-	Import S	tudents from csv file		
	Please select the csv file to import :	Browse		
	Note: the following file <u>import csy</u> can be d file in the correct format, you can use the ex- text file.	ownloaded as an example of csv file.	In order to produce a csv	
	Back		Send File	
Worldwide Excelle	nce in Professional Roa	d Transport Training		IRU cademy

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

3.1.3.2 Actual Import of the Students Data File

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

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



3.2 ENROLMENT OF IMPORTED STUDENTS IN ATI'S CLASSES

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

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

	n Line (/	Back	Students in Class	ATI Home Page		1723
			TTR - NEW C	LASS CREATION	4	
	Product Name:	77. ADR Loading & U	nloading Specialist	2		
	Class Name:	ADR-Loader-Class1	Location:	TTR Building	ATLB	OKING CONTACT
n -	Class ID:	TTRCOADR7752		Training Room 1	Name:	TTR Contact
- C.S.	Language:	English 💌	Instructor Name:	Nbonga Goodknigl	Phone:	123456
-	Start Date:	10-FEB-2012	IRU Fee (CHF) Per Graduates:	2.00	Fax	123456
1 11	End Date:	10-FEB-2012	Published On IRU Academy Web Site:		Email:	unknown@getmai
16.0	Days In Total:	1	Description:	You will study the subjects set out in	Web Site:	www.ttr.edu-za
	Seats In Total:	10		the ADR Agreement, All these subjects are		
	Available Seats:					

 Click on the 'Students in Class' button then click on the 'Add New Students' button in the 'Students in Class' page:





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



Figure 8: AOL "STUDENTS LIST" page with 'Last Modification' date span

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





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

and the second s	TTR - STUDENTS LIS	т	
Family Name: Student ID: Last Modification:	First Name: First Name: From: 08-Feb-2012 To: 08-F	Feb-2012	Sele
Testers1	Tester	878019	08-Feb-201:
Testers10	Tester	<u>761204</u>	08-Feb-201:
Testers2	Tester	<u>636551</u>	08-Feb-201:
Testers3	Tester	<u>542342</u>	08-Feb-201:
Testers4	Tester	<u>623798</u>	08-Feb-201:
Testers5	Tester	<u>705254</u>	08-Feb-201
Testers6	Tester	<u>463787</u>	08-Feb-201:
Testers7	Tester	<u>692501</u>	08-Feb-201:

Figure 9: AOL "STUDENTS LIST" page – Selection of students for enrolment in a class

5. After having made your selection, click on 'Update' to enrol the selected students into the chosen class and AOL displays the Students in Class page for the chosen class:

			Back	Con	tact IRU Acad	emy	АТГН	ome Page			8
1	ADR-LO	DADER-CL	ASS1-Ful	1			-				
	Examination Date for Selected Students : Diploma Validity Duration (in months) :							n (in months) :		Upda	
2 1	Title	Family Name	First Name	Student ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate,Diplom	a Sele
1 Th	Mr	Testers1	Tester	<u>878019</u>			E		Dutte		Г
100	Mr	Testers10	Tester	761204							Г
	Mr	Testers2	Tester	636551							Г
	Mr	Testers3	Tester	542342			П				Г
	Mr	Testers4	Tester	<u>623798</u>							Г
	Mr	Testers5	Tester	705254							Г
1.48	Mr	Testers6	Tester	<u>463787</u>			Π				Г
Call In	Mr	Testers7	Tester	<u>692501</u>							Г
	Mr	Testers8	Tester	<u>451033</u>							Г
-	Mr	Testers9	Tester	<u>532490</u>				Π			Г
	Select /	Add Ne		Update		t Certilic		Prin			Ехроп
		Stude	nt	about a		Diploma	8	Lette	rs Stu	ident List Gr	aduat

3.3 EXPORT OF GRADUATES FROM AOL

AOL offers ATIs the possibility to export graduates 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.

3.3.1 Understanding AOL Export Data Files

The graduates' data ATIs can export from AOL consist of the 'Graduate Personal Data', 'Graduate Professional Data', their related 'Class Data' and 'Exam Data'. For ATIs convenience, AOL offers the possibility to export graduates' data from these 4 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.

3.3.1.1 Graduate Data Specifications

The graduates' data ATIs can export from AOL consist of the 'Graduate Personal Data', 'Graduate Professional Data', their related 'Class Data' and 'Exam Data'. For ATIs convenience, AOL offers the possibility to export graduates' data from these 4 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.

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

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Family Name	nvrchar	64	Ν	-
First Name	nvrchar	64	Ν	-
Student ID	numeric	10,0	Ν	
Title	nvrchar	50	N	-
Gender	Bit	1	N	'M' = Male / 'F' = Female
Birth Date	datetime		N	Format 'DD-MMM-YY' (e.g. '01-Jan-80')
Place Of Birth	nvrchar	50	N	-
Country Of Birth	nvrchar	50	N	-
Address 1	nvrchar	80	N	-
Address 2	nvrchar	80	Y	-
Address 3	nvrchar	80	Y	-
City	nvrchar	50	N	-
State	nvrchar	50	Y	-
Postal Code Prefix	nvrchar	40	N	
Country	nvrchar	50	N	-
Telephone	nvrchar	80	Ν	-

1. Graduate Personal Data:



Mobile	nvrchar	80	Y	-
Fax	nvrchar	80	Y	-
Email	nvrchar	80	N	-
Language	nvrchar	3	Ν	3-alpha ISO language code (ISO 639-2 code) (e.g. 'eng' for English language)
Viewing Code	numeric	7,0	Ν	-

2. 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	-

3. Class Data:

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

4. Exam Data:

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Exam Date	datetime		Ν	-
Diploma ID	numeric	8,0	Ν	-
Exam Result	numeric	3,0	Ν	-



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.

3.3.1.2 Data File Format

Besides knowing the graduates data specifications they can expect to find during AOL export mentioned in <u>section 3.3.1.1 above</u>, ATIs need to know how AOL organises the exported graduates 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 <comma> (,) character.

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

0	ExportGraduates[1].csv - Microsoft Excel													
C	Home Insert Page Layout Formulas Data Review View Developer													
	Cut Copy aste Format	Calil Painter		11	• A •	= = ;		Wrap Text Merge & Center *	General	, .0 .00 Cor	ditional Format natting ≠ as Table	Cell Insert De	lete Format	Σ AutoSum * Average [Fill * Sort & F Clear * Filter * S
_	Clipboard	la l	Font		5		Alignment	D.	Nun	iber 🕼	Styles	C	ells	Editing
	A1 👻 🧑 🏂 Family Name													
	А	В	С	D	E	F	G	н		I	J	K	L	M
1	Family Name	First Name	Student ID	Title	Gender	Birth Date	Place Of Birth	Country Of Birth	1	Address 1	City	Postal Code Prefix	Country	Email
2	Bigmum	Madame	378607	Mrs	F	23-Mar-68	Bigmumplace	United States of	America	Bigmumstr 123	Bigplace	12300	South Africa	mbugmum@getmail
3	Bigshot	Mgdriver	979195	Dr	M	17-Aug-78	Bigshotplace	South Africa		Bigshotstr 123	Bigshotplace	12300	South Africa	mbigshot@getmail.c
4	Driver	Madame	467084	Mrs	F	09-Oct-78	Driverplace	South Africa		Driverstreet 123	Driverplace	12300	South Africa	mdriver@getmail.co
5	Driver	Truck	382427	Mr	M	01-Feb-73	Driverplace	South Africa		Driverstreet 123	Driverplace	12300	South Africa	tdriver@getmail.con
6	Nicefellow	Someone	646180	Mr	M	03-Jul-72	Someplace	South Africa		Nicestreet 123	Someplace	12300	South Africa	snicefellow@coldma
7	Rippers	Chauffeur	308848	Dr	F	29-Nov-74	Rippersville	South Africa		Ripperstreet 123	Rippersville	12300	South Africa	crippers@getmail.cc
8	Servee	Buttler	425145	Mr	M	29-Sep-64	Serveeplace	India		Buttlerstr 123	Buttlerplace	12300	South Africa	bservee@getcom.co
9	Shoferskaya	Voditelka	650866	Miss	F	23-Jan-80	Voditelkacity	Russian Federat	ion	Voditelkastr 123	Driverplace	12300		vshoferskaya@coldn
10														

Figure 10: Example Graduate Data CSV file

3.3.1.3 Editing the Graduates Data File

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







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

0	👔 📴 🗟 🧐 👻 🖗 😭 👻 ExportGraduates(1), csv - Microsoft Excel													
C	Home Insert Page Layout Formulas Data Review View Developer													
	aste	Calib		**	A A			Wrap Text Merge & Center *	General	• • • • • • • • • • • •	onditional Format		elete Format	Σ AutoSum * Arr L Fill * Sort & F
	 Format Clipboard 	Painter	Font		5		Alignment	G	Nun	F	ormatting + as Table Styles	10 10 1 0 10 10	• •	Clear + Filter + S Editing
	A1 The family Name													
	A	В	с	D	E	F	G	Н		1	J	K	L	M
1	Family Name	First Name	Student ID	Title	Gender	Birth Date	Place Of Birth	Country Of Birth	6	Address 1	City	Postal Code Prefix	Country	Email
2	Bigmum	Madame	378607	Mrs	F	23-Mar-68	Bigmumplace	United States of	America	Bigmumstr 123	Bigplace	12300	South Africa	mbugmum@getmail
3	Bigshot	Mgdriver	979195	Dr	M	17-Aug-78	Bigshotplace	South Africa		Bigshotstr 123	Bigshotplace	12300	South Africa	mbigshot@getmail.c
4	Driver	Madame	467084	Mrs	F	09-Oct-78	Driverplace	South Africa		Driverstreet 12	3 Driverplace	12300	South Africa	mdriver@getmail.co
5	Driver	Truck	382427	Mr	M	01-Feb-73	Driverplace	South Africa		Driverstreet 12	3 Driverplace	12300	South Africa	tdriver@getmail.con
6	Nicefellow	Someone	646180	Mr	M	03-Jul-72	Someplace	South Africa		Nicestreet 123	Someplace	12300	South Africa	snicefellow@coldma
7	Rippers	Chauffeur	308848	Dr	F	29-Nov-74	Rippersville	South Africa		Ripperstreet 1	23 Rippersville	12300	South Africa	crippers@getmail.cc
8	Servee	Buttler	425145	Mr	M	29-Sep-64	Serveeplace	India		Buttlerstr 123	Buttlerplace	12300	South Africa	bservee@getcom.co
9	Shoferskaya	Voditelka	650866	Miss	F	23-Jan-80	Voditelkacity	Russian Federat	ion	Voditelkastr 12	23 Driverplace	12300)	vshoferskaya@coldn
10														

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

Save As					? ×
Save jn:	🗀 Remarks_Bug:	8	• 0	🦻 😕 🎫-	
My Recent Documents Desktop My Documents My Computer	import1.csv import1Xls.csv import2.csv import.csv Test2.csv				
My Network	File <u>n</u> ame:	ExportGraduates.csv		•	Save
Places	Save as <u>type</u> :	Microsoft Office Excel Comm	a Separateo	d Value 💌	Cancel



3.3.2 Exporting Graduate Data from AOL

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



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

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

AOL v3.0

3. Select the class from which you want to export the graduates 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 checkboxes 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:



To edit or save the graduates data file exported from AOL, refer to the instructions in $\frac{\text{section}}{3.3.1.3}$ 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 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 <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

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