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Release Note

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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)



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:

The screenshot shows a web form titled "STUDENT PROFILE" with two main sections: "PERSONAL DATA" and "PROFESSIONAL DATA".

PERSONAL DATA:

- Title: Mr (dropdown)
- Gender: M (selected), F (radio buttons)
- Family Name: Driver
- First Name: Truck
- Birth Date: 01-Feb-1973
- Place Of Birth: Driverplace
- Country Of Birth: South Africa (dropdown)
- Address 1: Driverstreet 123
- Address 2: (empty)
- Address 3: (empty)
- City: Driverplace
- State: (empty)
- Postal Code Pre: 12300

PROFESSIONAL DATA:

- Employer Name: (empty)
- Job Title: (empty)
- Address 1: (empty)
- Address 2: (empty)
- Address 3: (empty)
- City: (empty)
- State: (empty)
- Postal Code Pre: (empty)
- Postal Code Suf: (empty)
- Country: Please Select (dropdown)
- Telephone: (empty)
- Mobile: 12345676
- Fax: (empty)

Additional Fields:

- View The Graduate Private Page (link)
- User Intent: /J1 (dropdown)
- View (button)
- Certificates/Diplomas (section header)
- Hide (checkbox)
- TRCOADR6910103 (checkbox)
- TRCOADR6921102 (checkbox)
- TRCOADR7011102 (checkbox)
- TRCOADR7712102 (checkbox)
- TRCOTAC7216101 (checkbox)

Figure 3: AOL Student Profile page – Part 1

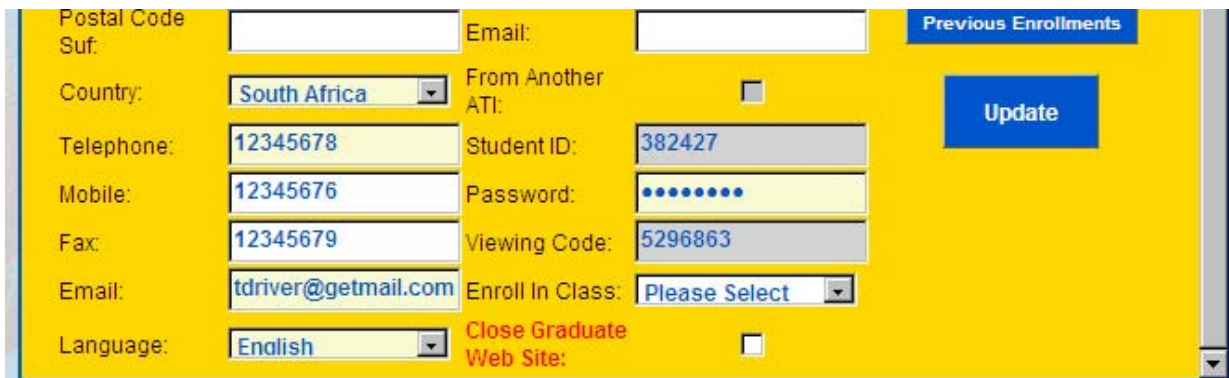


Figure 3: AOL Student Profile page – Part 2

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		N	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	nvarchar	80	Y	N	-
Address 3	nvarchar	80	Y	N	-
City	nvarchar	50	N	Y	-
State	nvarchar	50	Y	N	-
Postal Code Prefix	nvarchar	40	N	Y	-
Postal Code Suffix	nvarchar	40	Y	N	-
Country	nvarchar	50	N	Y	English name of the country (e.g. 'Switzerland')
Telephone	nvarchar	80	N	Y	-
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 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:

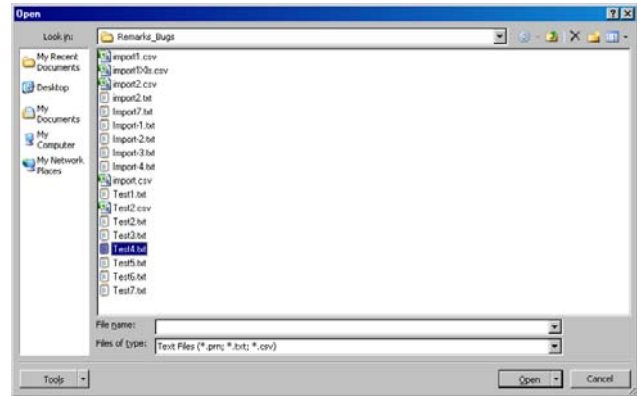
Family Name	First Name	Title	Gender	Birth Date	Place of Birth	Country	Of Birth	Language	Password	Address 1
Trial1	Try	Mr	M	01-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 10	Testplace
Trial2	Try	Mr	M	02-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 11	Testplace
Trial3	Try	Mr	M	03-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 12	Testplace
Trial4	Try	Mr	M	04-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 13	Testplace
Trial5	Try	Mr	M	05-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 14	Testplace
Trial6	Try	Mr	M	06-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 15	Testplace
Trial7	Try	Mr	M	07-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 16	Testplace
Trial8	Try	Mr	M	08-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 17	Testplace
Trial9	Try	Mr	M	09-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 18	Testplace
Trial10	Try	Mr	M	10-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 19	Testplace
Trial11	Try	Mr	M	11-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 20	Testplace
Trial12	Try	Mr	M	12-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 21	Testplace
Trial13	Try	Mr	M	13-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 22	Testplace
Trial14	Try	Mr	M	14-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 23	Testplace
Trial15	Try	Mr	M	15-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 24	Testplace
Trial16	Try	Mr	M	16-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 25	Testplace
Trial17	Try	Mr	M	17-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 26	Testplace
Trial18	Try	Mr	M	18-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 27	Testplace
Trial19	Try	Mr	M	19-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 28	Testplace
Trial20	Try	Mr	M	20-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 29	Testplace
Trial21	Try	Mr	M	21-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 30	Testplace
Trial22	Try	Mr	M	22-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 31	Testplace
Trial23	Try	Mr	M	23-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 32	Testplace
Trial24	Try	Mr	M	24-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 33	Testplace
Trial25	Try	Mr	M	25-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 34	Testplace
Trial26	Try	Mr	M	26-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 35	Testplace
Trial27	Try	Mr	M	27-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 36	Testplace
Trial28	Try	Mr	M	28-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 37	Testplace
Trial29	Try	Mr	M	29-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 38	Testplace
Trial30	Try	Mr	M	30-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 39	Testplace
Trial31	Try	Mr	M	31-Jan-80	Testplace	South Africa	ENG	pass	Rue des Bananes 40	Testplace
Trial32	Try	Mr	M	01-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 41	Testplace
Trial33	Try	Mr	M	02-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 42	Testplace
Trial34	Try	Mr	M	03-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 43	Testplace
Trial35	Try	Mr	M	04-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 44	Testplace
Trial36	Try	Mr	M	05-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 45	Testplace
Trial37	Try	Mr	M	06-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 46	Testplace
Trial38	Try	Mr	M	07-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 47	Testplace
Trial39	Try	Mr	M	08-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 48	Testplace
Trial40	Try	Mr	M	09-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 49	Testplace
Trial41	Try	Mr	M	10-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 50	Testplace
Trial42	Try	Mr	M	11-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 51	Testplace
Trial43	Try	Mr	M	12-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 52	Testplace
Trial44	Try	Mr	M	13-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 53	Testplace
Trial45	Try	Mr	M	14-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 54	Testplace
Trial46	Try	Mr	M	15-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 55	Testplace
Trial47	Try	Mr	M	16-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 56	Testplace
Trial48	Try	Mr	M	17-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 57	Testplace
Trial49	Try	Mr	M	18-Feb-80	Testplace	South Africa	ENG	pass	Rue des Bananes 58	Testplace

Figure 4: Example Student Data TEXT file

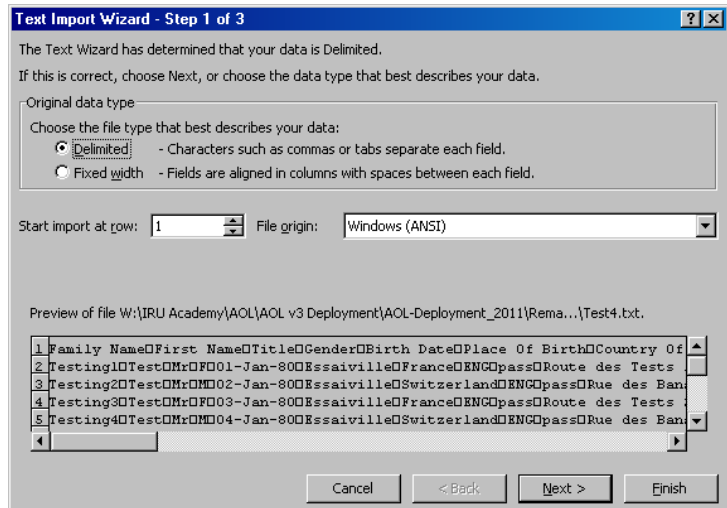
3.1.2 Editing the Students Data File

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.

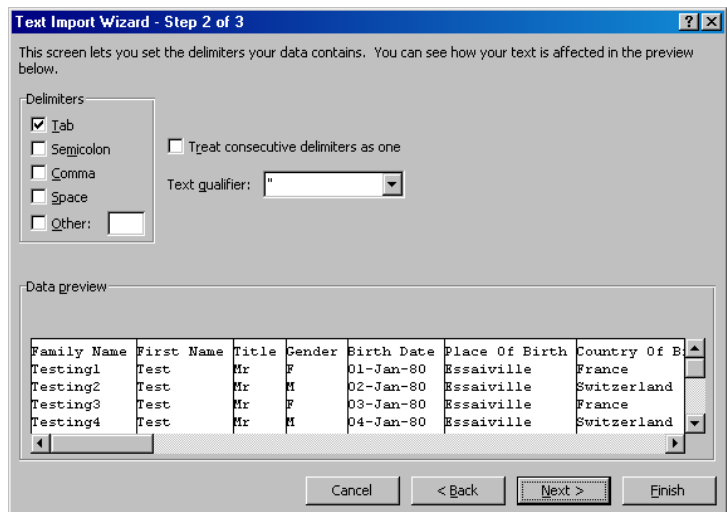
To edit your data file using Microsoft Excel, start up Excel, select File / Open, select 'Files of Type' 'Text Files (*.prn; *.txt; *.csv)', locate your data file and click on 'Open':



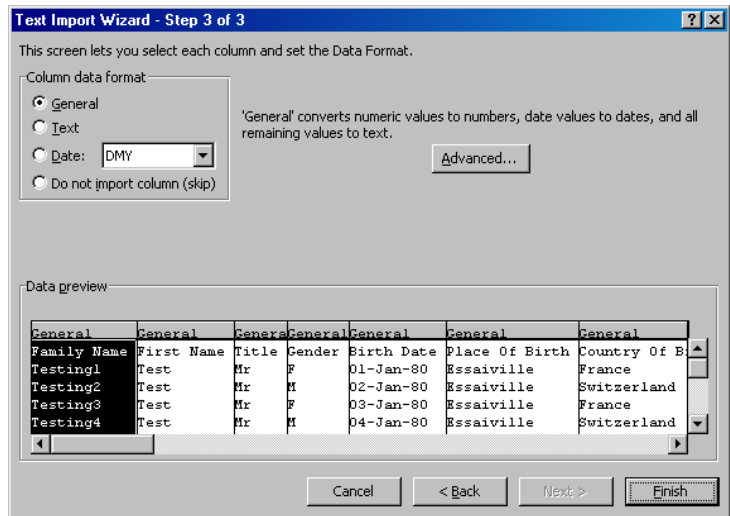
Click on 'Next >' in the 'Text Import Wizard – Step 1 of 3' screen:



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



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



Your data file will then open in Microsoft Excel:

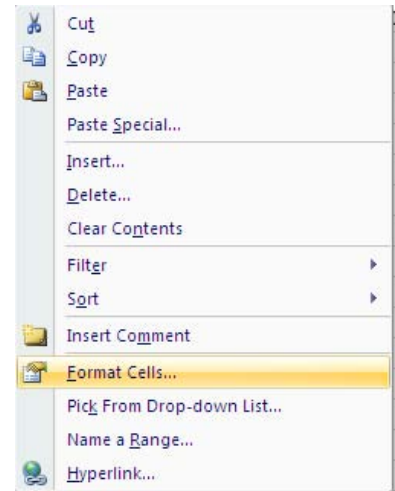
	Family Name	First Name	Title	Gender	Birth Date	Place Of Birth	Country Of Birth	Language	Password	Address 1	Address 2	Address 3	City	State	Postal Code Prefix	Postal Code
1	Testing1	Test	Mr	F	1980-01-01	Essaiville	France	ENG	pass	Rue des Tests 1			Essaiville			12500
2	Testing2	Test	Mr	M	1980-01-02	Essaiville	Switzerland	ENG	pass	Rue des Bananes 11			Essaiville			123501
3	Testing3	Test	Mr	F	1980-01-03	Essaiville	France	ENG	pass	Rue des Tests 2			Essaiville			234502
4	Testing4	Test	Mr	M	1980-01-04	Essaiville	Switzerland	ENG	pass	Rue des Bananes 12			Testplace			345503
5	Testing5	Test	Mr	F	1980-01-05	Essaiville	France	ENG	pass	Rue des Tests 3			Essaiville			456504
6	Testing6	Test	Mr	M	1980-01-06	Essaiville	Switzerland	ENG	pass	Rue des Bananes 13			Testplace			567505
7	Testing7	Test	Mr	F	1980-01-07	Essaiville	France	ENG	pass	Rue des Tests 4			Essaiville			678506
8	Testing8	Test	Mr	M	1980-01-08	Essaiville	Switzerland	ENG	pass	Rue des Bananes 14			Testplace			789507
9	Testing9	Test	Mr	F	1980-01-09	Essaiville	France	ENG	pass	Rue des Tests 5			Essaiville			900508
10	Testing10	Test	Mr	M	1980-01-10	Essaiville	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 '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:

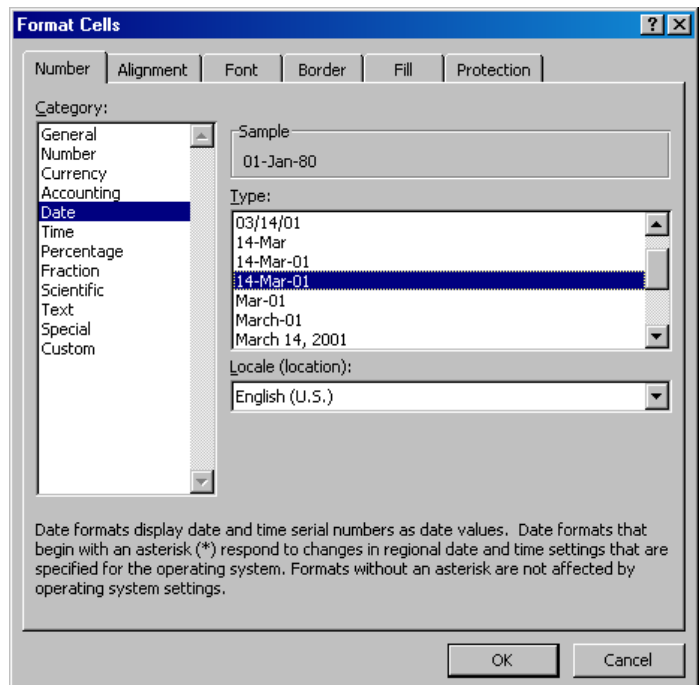
1. select the column with the 'Birth Date' values:

	Family Name	First Name	Title	Gender	Birth Date	Place Of Birth	Country Of Birth	Language	Password	Address 1
1	Testing1	Test	Mr	F	1980-01-01	Essaiville	France	ENG	pass	Rue des Tests 1
2	Testing2	Test	Mr	M	1980-01-02	Essaiville	Switzerland	ENG	pass	Rue des Bananes 11
3	Testing3	Test	Mr	F	1980-01-03	Essaiville	France	ENG	pass	Rue des Tests 2
4	Testing4	Test	Mr	M	1980-01-04	Essaiville	Switzerland	ENG	pass	Rue des Bananes 12
5	Testing5	Test	Mr	F	1980-01-05	Essaiville	France	ENG	pass	Rue des Tests 3
6	Testing6	Test	Mr	M	1980-01-06	Essaiville	Switzerland	ENG	pass	Rue des Bananes 13
7	Testing7	Test	Mr	F	1980-01-07	Essaiville	France	ENG	pass	Rue des Tests 4
8	Testing8	Test	Mr	M	1980-01-08	Essaiville	Switzerland	ENG	pass	Rue des Bananes 14
9	Testing9	Test	Mr	F	1980-01-09	Essaiville	France	ENG	pass	Rue des Tests 5
10	Testing10	Test	Mr	M	1980-01-10	Essaiville	Switzerland	ENG	pass	Rue des Bananes 15

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



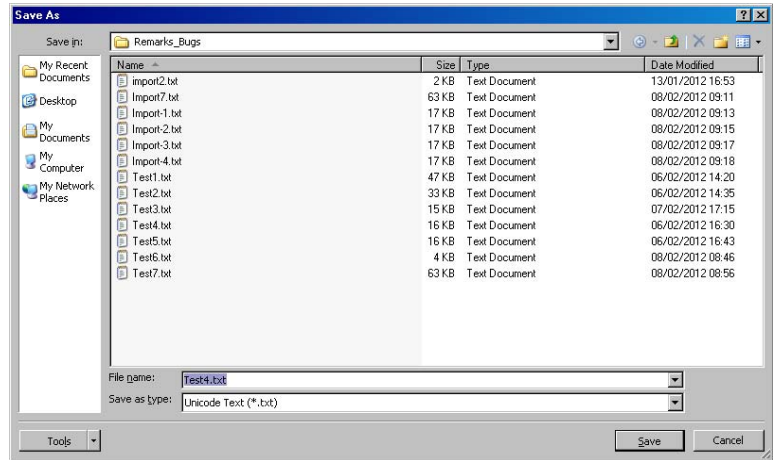
3. In the 'Number' screen tab of the 'Format Cells' window, select 'Category' = 'Date', 'Locale (location)' = 'English (US)', 'Type' = '14-Mar-01' and click on 'OK':



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

	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	Post
1	Testing1	Test	Mr	F	01-Jan-80	Essaiville	France	ENG	pass	Route des Tests 1			Essaiville				12500
2	Testing2	Test	Mr	M	02-Jan-80	Essaiville	Switzerland	ENG	pass	Rue des Bananes 11			Testplace				123501
3	Testing3	Test	Mr	F	03-Jan-80	Essaiville	France	ENG	pass	Route des Tests 2			Essaiville				234502
4	Testing4	Test	Mr	M	04-Jan-80	Essaiville	Switzerland	ENG	pass	Rue des Bananes 12			Testplace				345503
5	Testing5	Test	Mr	F	05-Jan-80	Essaiville	France	ENG	pass	Route des Tests 3			Essaiville				456504
6	Testing6	Test	Mr	M	06-Jan-80	Essaiville	Switzerland	ENG	pass	Rue des Bananes 13			Testplace				567505
7	Testing7	Test	Mr	F	07-Jan-80	Essaiville	France	ENG	pass	Route des Tests 4			Essaiville				678506
8	Testing8	Test	Mr	M	08-Jan-80	Essaiville	Switzerland	ENG	pass	Rue des Bananes 14			Testplace				789507
9	Testing9	Test	Mr	F	09-Jan-80	Essaiville	France	ENG	pass	Route des Tests 5			Essaiville				900508
10	Testing10	Test	Mr	M	10-Jan-80	Essaiville	Switzerland	ENG	pass	Rue des Bananes 15			Testplace				1011509

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 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.

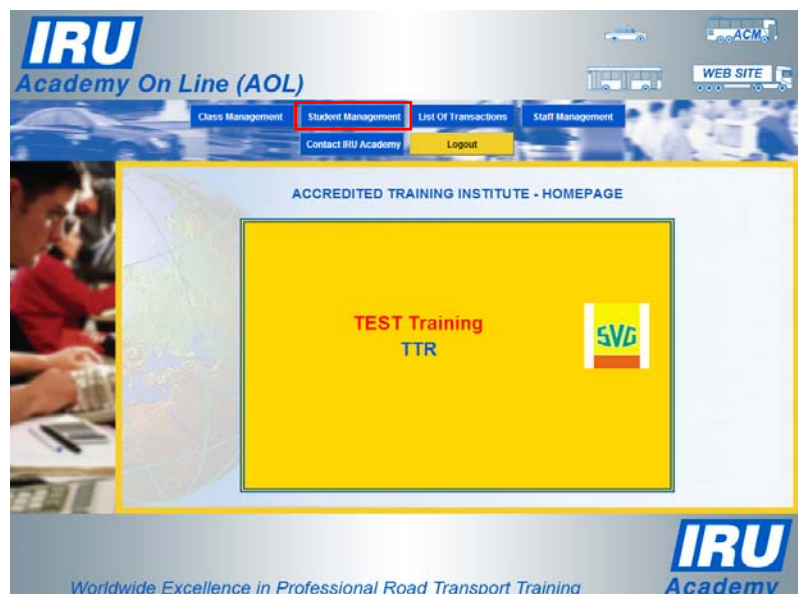
3.1.3.1 Sending the Student Data File for Import

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

1. 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:



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):

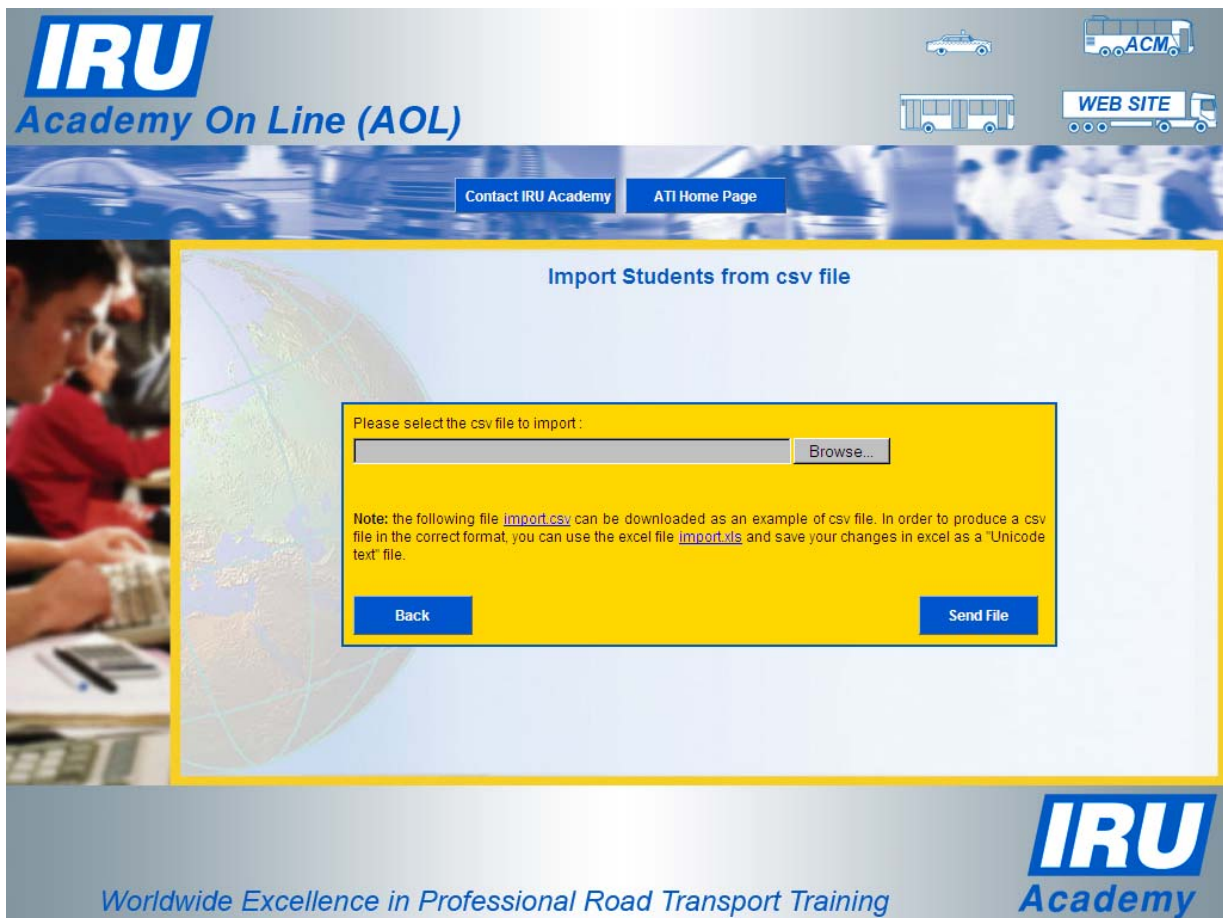
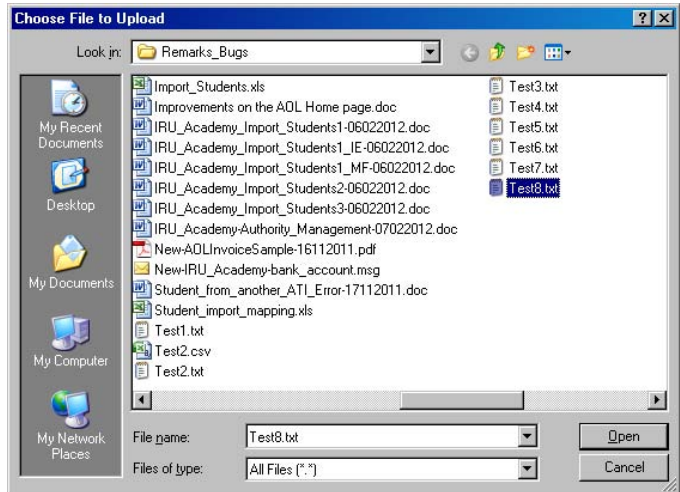
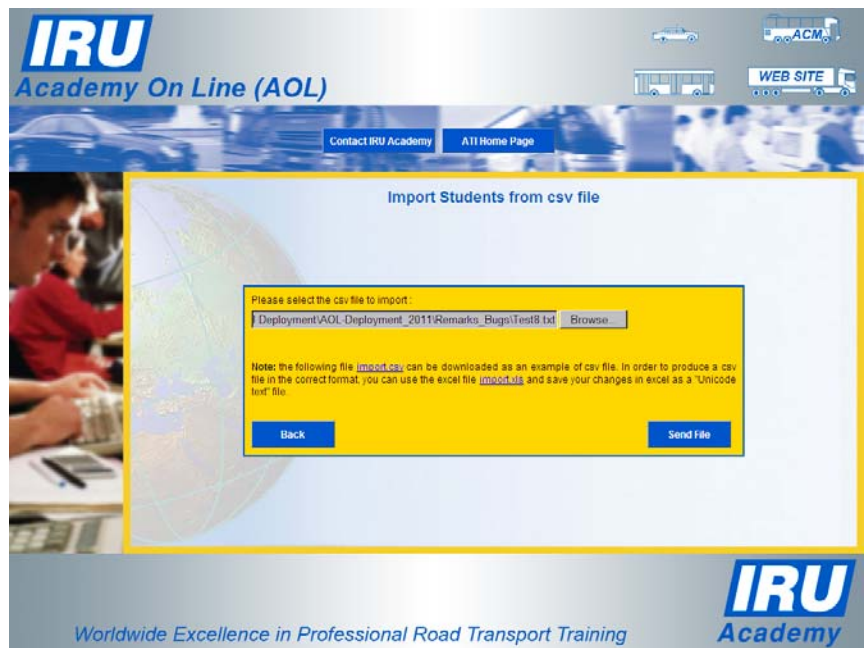


Figure 5: AOL "Import Students from csv file" page

- 4. 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:



- 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:

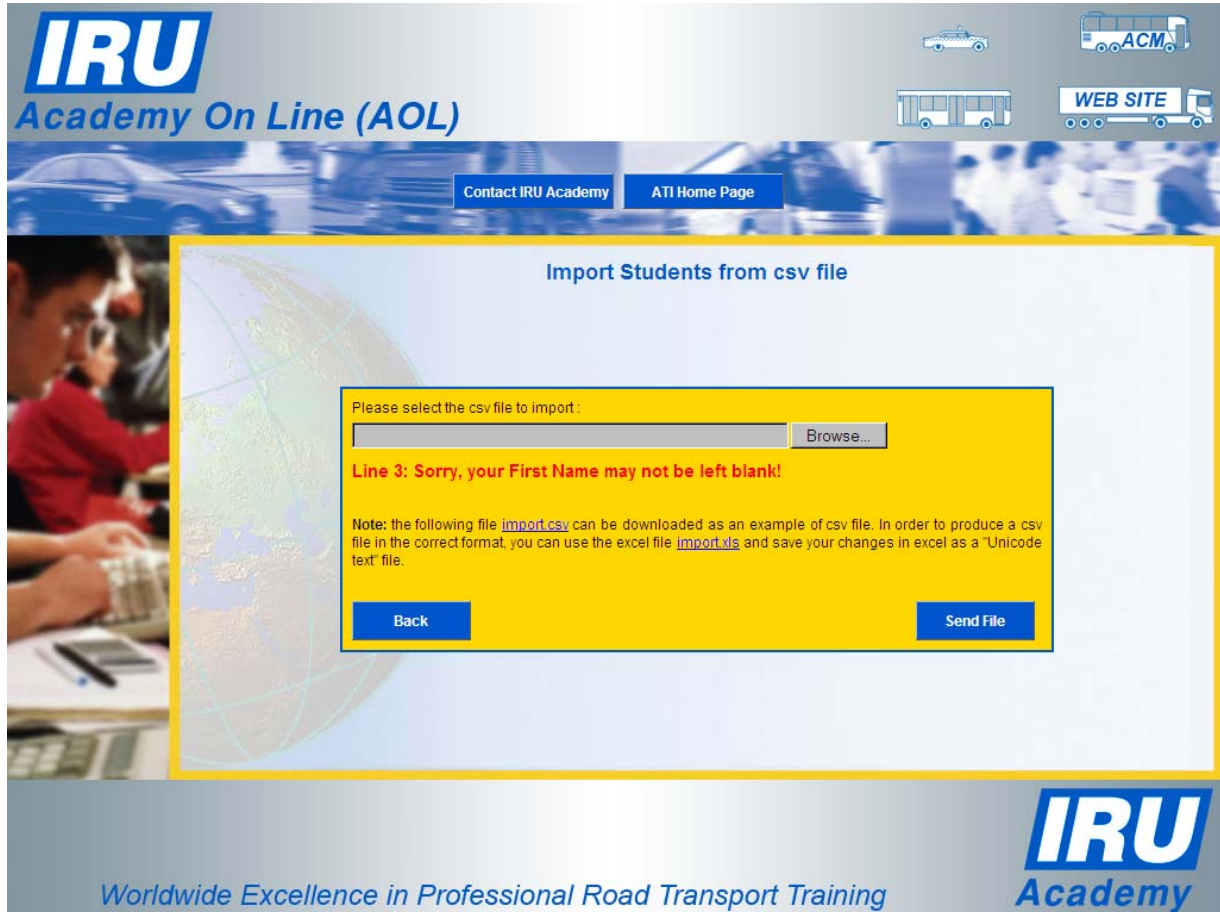


Figure 6: AOL "Import Students from csv file" page with a data check error message

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.

- 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:

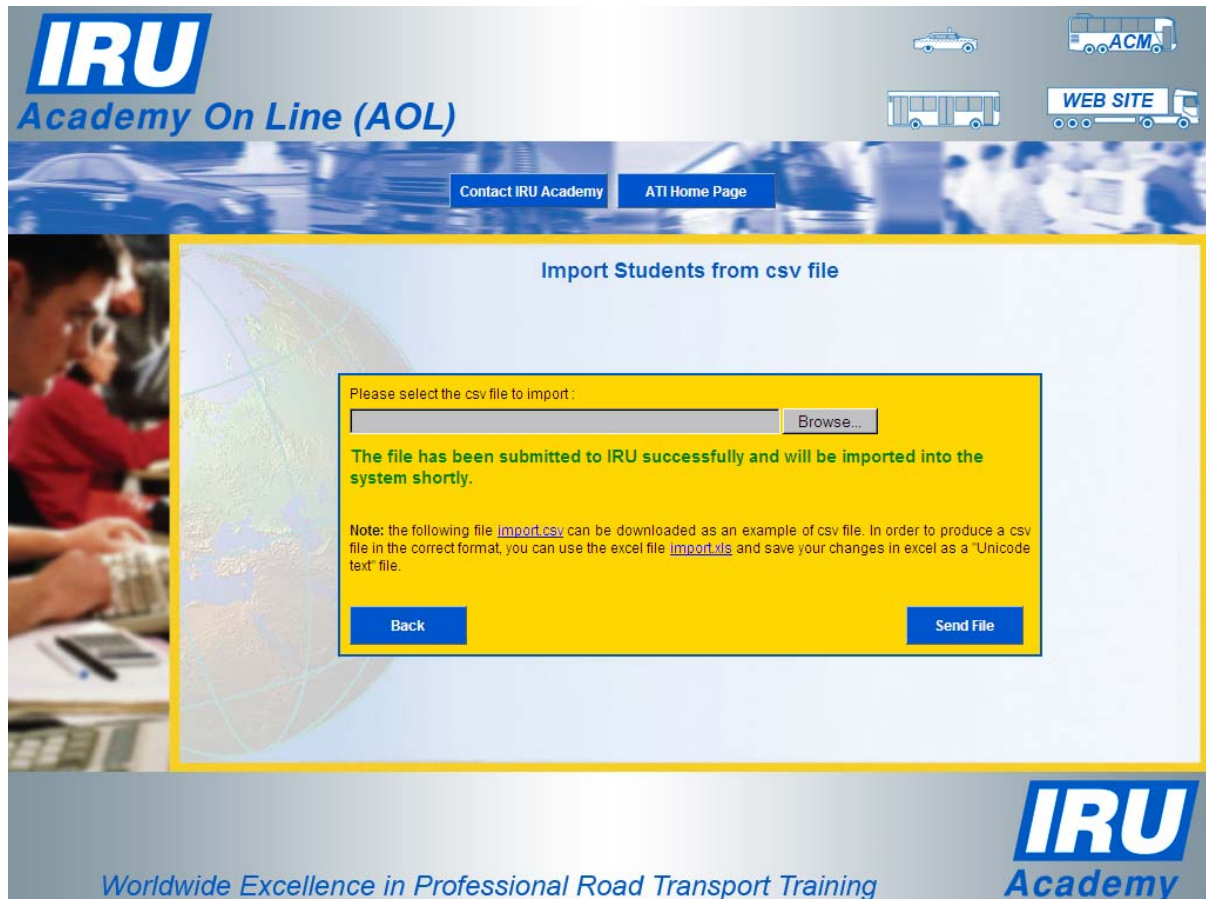


Figure 7: AOL “Import Students from csv file” page after a successful sending of students data file for import

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.

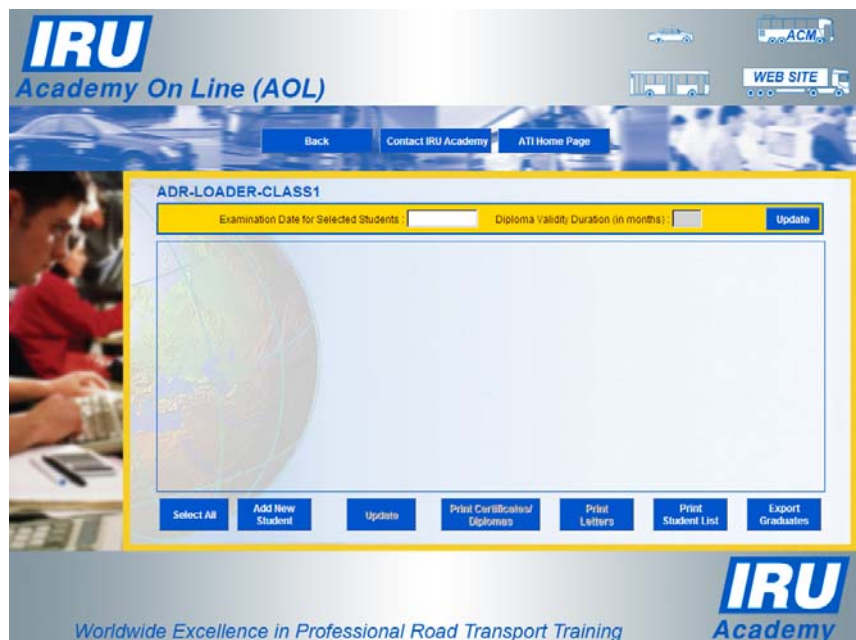
3.2 ENROLMENT OF IMPORTED STUDENTS IN ATI'S CLASSES

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:

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



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

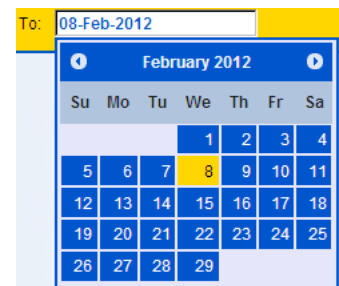


- Use the new 'Last Modification' – 'From' and 'To' date fields in the 'STUDENTS LIST' page to indicate the date span when the students to be enrolled to the class have been imported in AOL (receipt of successful import e-mail from the IRU Academy):



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:



- 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:

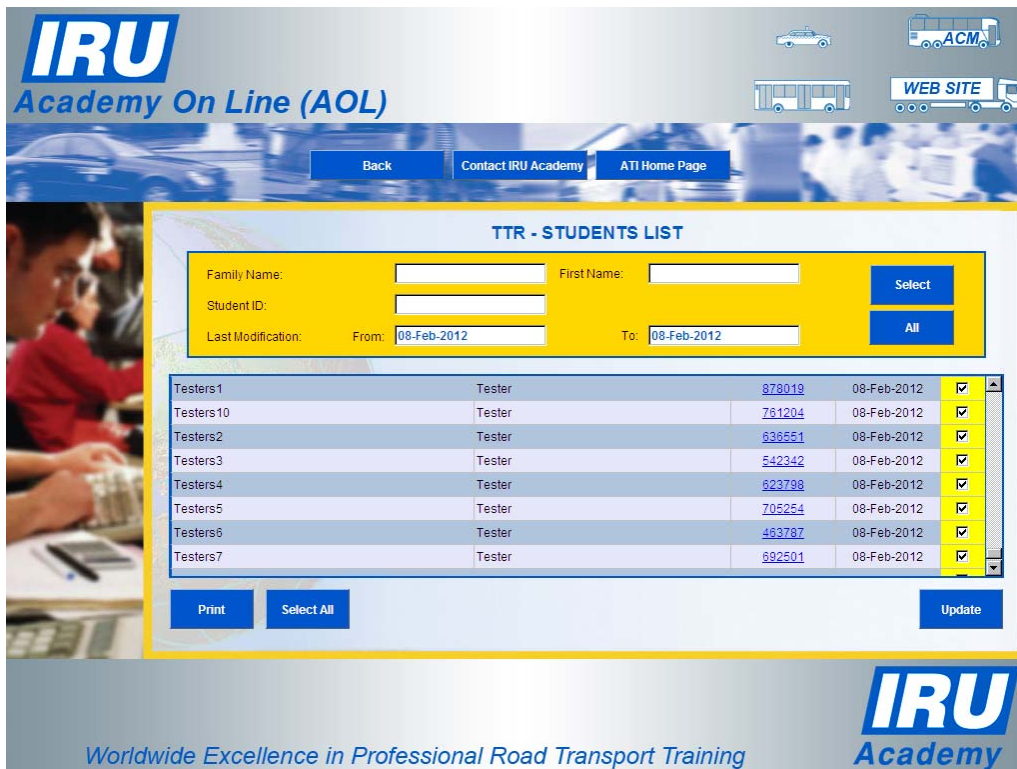


Figure 9: AOL "STUDENTS LIST" page – Selection of students for enrolment in a class

- 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:



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:

1. Graduate Personal Data:

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Family Name	nvarchar	64	N	-
First Name	nvarchar	64	N	-
Student ID	numeric	10,0	N	-
Title	nvarchar	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	nvarchar	50	N	-
Country Of Birth	nvarchar	50	N	-
Address 1	nvarchar	80	N	-
Address 2	nvarchar	80	Y	-
Address 3	nvarchar	80	Y	-
City	nvarchar	50	N	-
State	nvarchar	50	Y	-
Postal Code Prefix	nvarchar	40	N	-
Country	nvarchar	50	N	-
Telephone	nvarchar	80	N	-

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

2. Graduate Professional Data:

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

3. 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	-

4. 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	-

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 [section 3.3.1.1 above](#), 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.

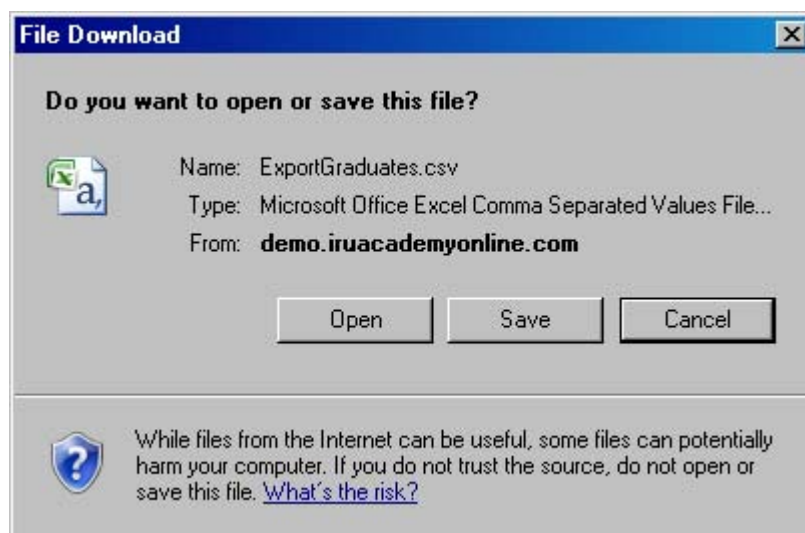
An example of a graduate data file exported from AOL is given in the figure below:

Family Name	First Name	Student ID	Title	Gender	Birth Date	Place Of Birth	Country Of Birth	Address 1	City	Postal Code Prefix	Country	Email
Bigmum	Madame	378607	Mrs	F	23-Mar-68	Bigmumplace	United States of America	Bigmumstr 123	Bigplace	12300	South Africa	mbugmum@getmail
Bigshot	Mgdriver	979195	Dr	M	17-Aug-78	Bigshotplace	South Africa	Bigshotstr 123	Bigshotplace	12300	South Africa	mbigshot@getmail.c
Driver	Madame	467084	Mrs	F	09-Oct-78	Driverplace	South Africa	Driverstreet 123	Driverplace	12300	South Africa	mdriver@getmail.co
Driver	Truck	382427	Mr	M	01-Feb-73	Driverplace	South Africa	Driverstreet 123	Driverplace	12300	South Africa	tdriver@getmail.com
Nicefellow	Someone	646180	Mr	M	03-Jul-72	Someplace	South Africa	Nicestreet 123	Someplace	12300	South Africa	snicefellow@coldm
Rippers	Chauffeur	308848	Dr	F	29-Nov-74	Rippersville	South Africa	Ripperstreet 123	Rippersville	12300	South Africa	crippers@getmail.cc
Servee	Buttler	425145	Mr	M	29-Sep-64	Serveeplace	India	Buttlerstr 123	Buttlerplace	12300	South Africa	bservee@getcom.co
Shoferskaya	Voditelka	650866	Miss	F	23-Jan-80	Voditelkacity	Russian Federation	Voditelkastr 123	Driverplace	12300		vshoferskaya@coldm

Figure 10: Example Graduate Data CSV file

3.3.1.3 Editing the Graduates Data File

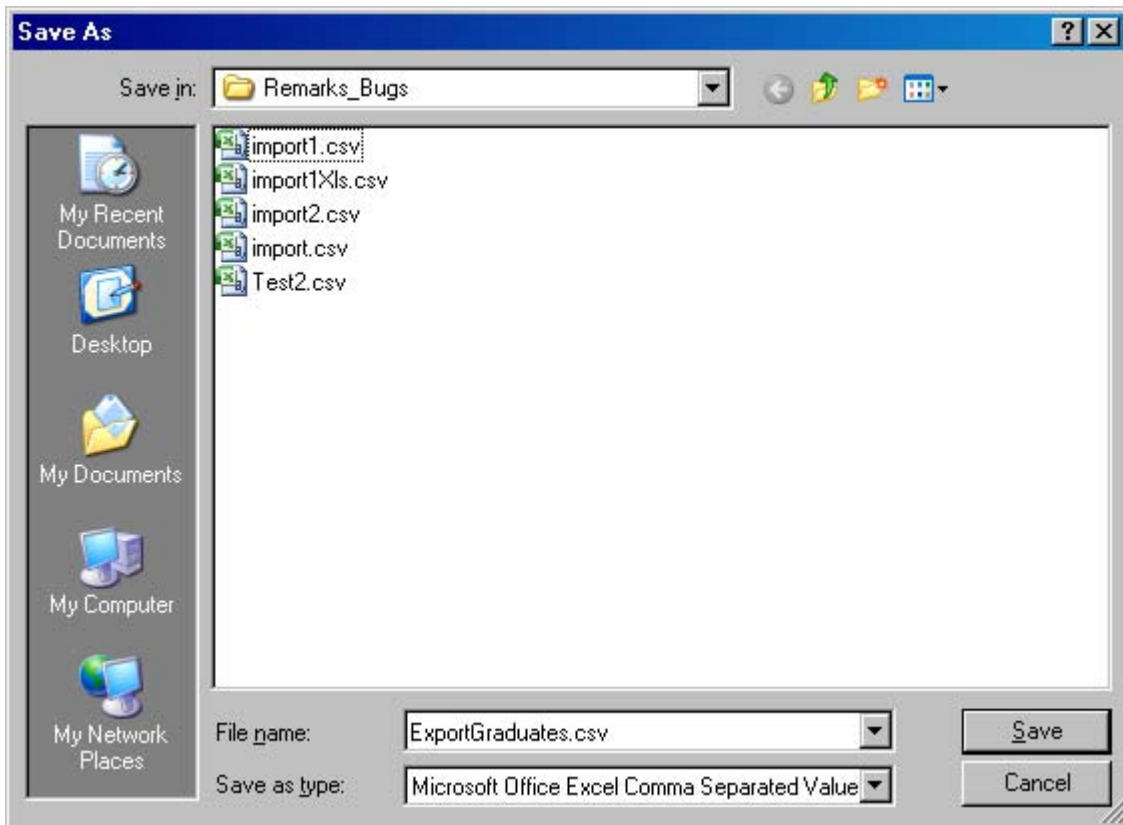
All CSV files can be edited using Microsoft Excel. As a part of the graduate data export procedure implemented in AOL, as soon as the graduates export file is produced, AOL will display a 'File Download' dialog window proposing you to open or to save the created file:



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

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Family Name	First Name	Student ID	Title	Gender	Birth Date	Place Of Birth	Country Of Birth	Address 1	City	Postal Code Prefix	Country	Email
1	Bigmum	Madame	378607	Mrs	F	23-Mar-68	Bigmumplace	United States of America	Bigmumstr 123	Bigplace	12300	South Africa	mbugmum@gmail
2	Bigshot	Mgdriver	979195	Dr	M	17-Aug-78	Bigshotplace	South Africa	Bigshotstr 123	Bigshotplace	12300	South Africa	mbigshot@gmail.c
3	Driver	Madame	467084	Mrs	F	09-Oct-78	Driverplace	South Africa	Driverstreet 123	Driverplace	12300	South Africa	mdriver@gmail.co
4	Driver	Truck	382427	Mr	M	01-Feb-73	Driverplace	South Africa	Driverstreet 123	Driverplace	12300	South Africa	tdriver@gmail.com
5	Nicefellow	Someone	646180	Mr	M	03-Jul-72	Someplace	South Africa	Nicestreet 123	Someplace	12300	South Africa	snicefellow@coldm
6	Rippers	Chauffeur	308848	Dr	F	29-Nov-74	Rippersville	South Africa	Ripperstreet 123	Rippersville	12300	South Africa	crippers@gmail.cc
7	Servee	Buttler	425145	Mr	M	29-Sep-64	Serveeplace	India	Buttlerstr 123	Buttlerplace	12300	South Africa	bservee@getcom.co
8	Shoferskaya	Voditelka	650866	Miss	F	23-Jan-80	Voditelkacity	Russian Federation	Voditelkastr 123	Driverplace	12300		vshoferskaya@coldn
9													
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:



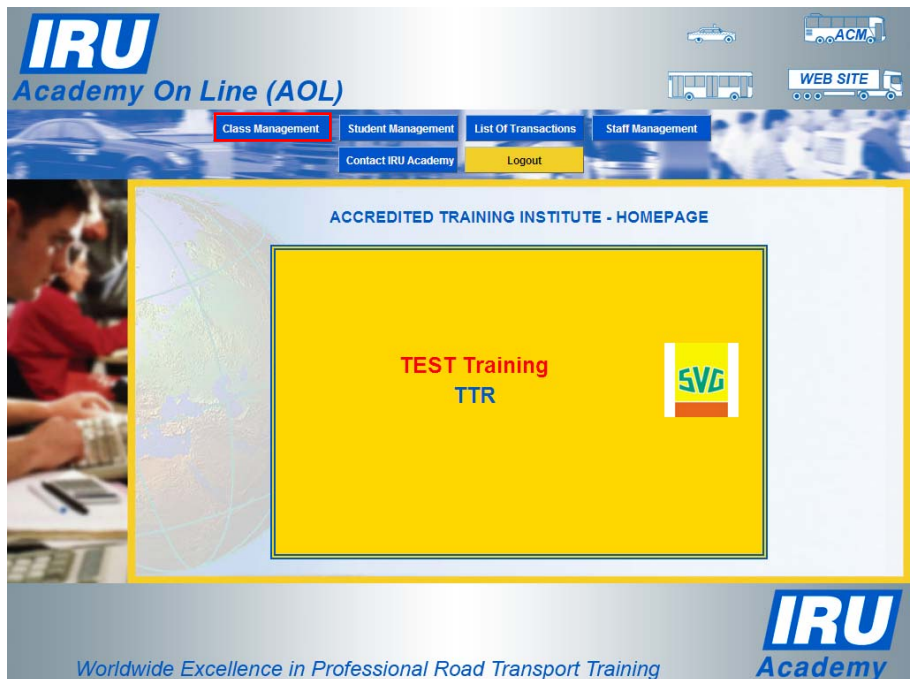
3.3.2 Exporting Graduate Data from AOL

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:



- Select the class from which you want to export the graduates by clicking on the 'Class ID' hyperlink:

CLASS MANAGEMENT

Class ID:

Class Name	Class ID	Start Date	End Date	Students in Class	Seats Left	Delete
ADR-Loader-Class1	TTRCOADR7752	10-Feb-2012	10-Feb-2012	10	0	<input type="checkbox"/>
SLCS-TestClass1	TTRCOSLS9850	09-Feb-2012	10-Feb-2012	100	0	<input type="checkbox"/>
TestCPCM-60	TTRCOCPC6045	23-Jan-2012	23-Jan-2012	5	0	<input type="checkbox"/>
Course12012	TTRCOTAC7244	19-Jan-2012	19-Jan-2012	1	3	<input type="checkbox"/>
SLCS_Course1	TTRCOSLS9832	16-Jan-2012	19-Jan-2012	0	10	<input type="checkbox"/>
ADRL77_Test1	TTRCOADR7722	10-Dec-2011	10-Dec-2011	0	2	<input type="checkbox"/>
TestADR2	TTRCOADR6921	06-Dec-2011	06-Dec-2011	3	0	<input type="checkbox"/>
10122011	TTRCOTAC7218	30-Nov-2011	30-Nov-2011	4	11	<input type="checkbox"/>

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

TTR - ADR1-CLASS1-2011

Product Name:

Class Name: Location: **ATI BOOKINGS CONTACT**

Class ID: [TTRCOADR6910](#) Room: Name:

Language: Instructor Name: Phone:

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

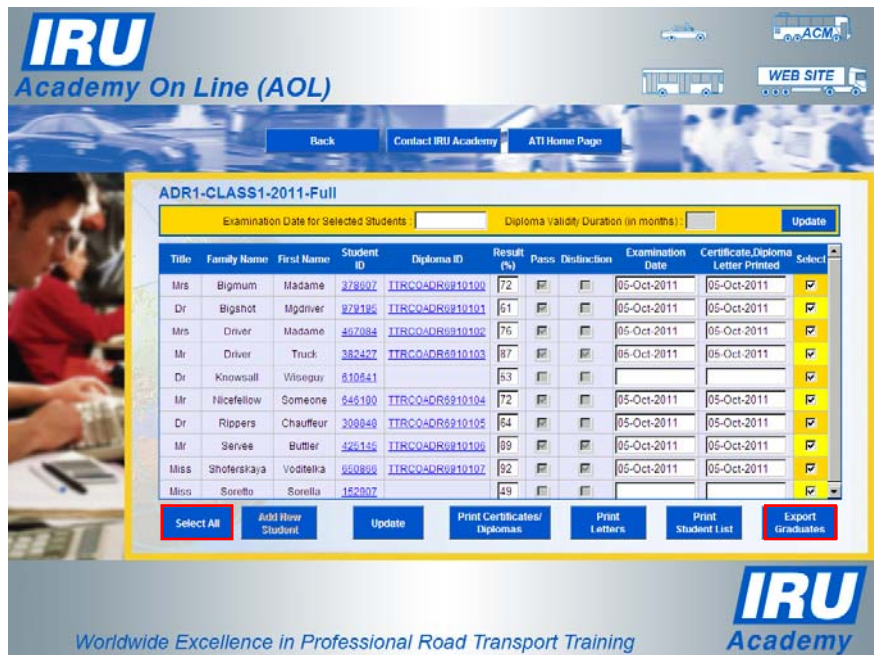
End Date: Published On IRU Academy Web Site: Email:

Days in Total: Description: Web Site:

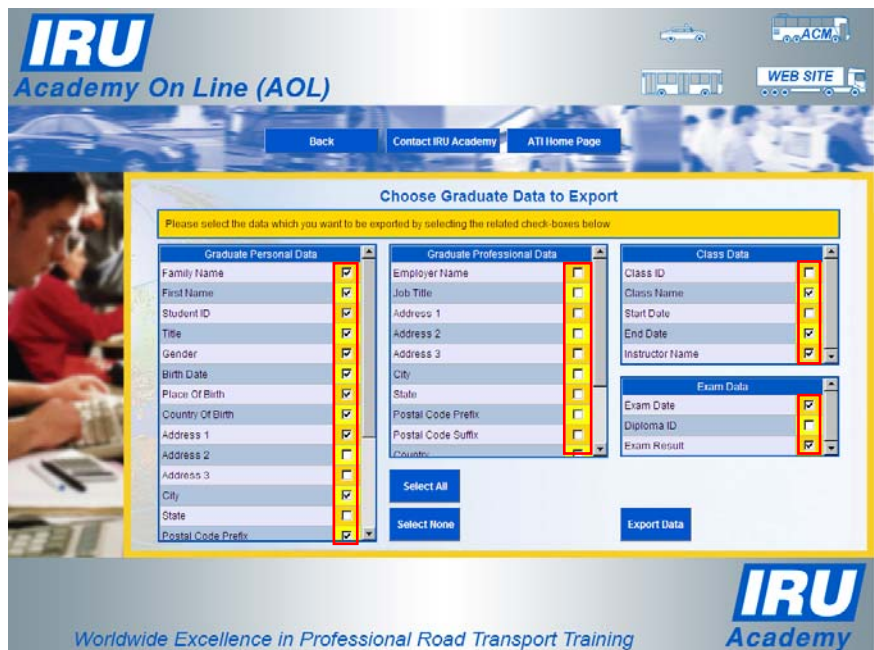
Seats in Total: Available Seats:

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



- 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:



To edit or save the graduates data file exported from AOL, refer to the instructions in [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 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.Philipp@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

Address

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3, rue de Varembe / BP. 44

CH – 1211 Geneva 20

Switzerland

Web: www.iru.org

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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*

The logo for the International Road Transport Union (IRU) features the letters 'IRU' in a bold, white, sans-serif font. The letters are set against a blue background that is shaped like a stylized road or a banner, with a slight upward curve on the right side.

s i n c e 1 9 4 8

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