



# CEMES-Manual

Clients

IBS - CEMES Institut GmbH

CEMES-Manual – Clients

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## Content

Introduction .....	4
Preparation .....	5
Login.....	5
Menu selection .....	6
Administration of clients.....	7
Creating a new account .....	7
Editing clients.....	8
Allocating an examination .....	9
Final remarks.....	12

## Introduction

Dear user!

The manual describes the use of the module „Clients“ of the CEMES platform, a web-based application program on the basis of PHP scripts and MySQL data banks.

You can get to the login for that platform via [ibs.cemes.eu](https://ibs.cemes.eu).

For a failure-free work with the CEMES platform it is indispensable that JavaScript as well as Cookies are activated in the browser since JavaScript was used, e.g. for writing different tool tips, the dynamic menus and the language control. Cookies permit the administration of sessions, which remember the user and make an administration of the platform possible.

Important information for using this platform is displayed in this document in a separately marked field.

# Preparation

## Login

After entering the address of the platform in the browser's address line, the Welcome page opens in German language.

**WELCOME TO THE CEMES WEBSITE**

The CEMES platform (Competence Evaluation Method for European Specialists) is an online-based, multilingual system which is able to assess and evaluate professional competences. This system is not only able to recognize formal knowledge acquired through a training course, but it is also able to recognize non-formal and informal knowledge in a selected area. The structure of the CEMES competence assessment system is registered as a European trademark and it is divided into the following levels: competences, skills and technical terms. The technical terms are connected to a number of test questions. This structure enables you to create tests for a competence assessment processes and to specifically evaluate and analyse the results of these tests. For further information about CEMES and its possible applications please consult: [www.kompetenzfeststellung.eu](http://www.kompetenzfeststellung.eu).

**ABOUT THE CREATORS**

IBS - CEMES Institut GmbH is the developer and the distributor of this CEMES platform. A team of project developers, training organisers and programmers stands for the design, functionality and content of this multilingual European platform. The team cooperates with a European network consisting of partners from 17 European countries. The most important partner is IBS: Bildungszentrum Cottbus GmbH.

**LOGIN**

[Login](#)

[Important contact information](#)

[Tutorials](#)

[Demotest](#)

**THE USERS OF THE PLATFORM**

With this platform, examination centres can generate competence tests, create logins for candidates who shall take these tests, and evaluate these tests. Candidates can take tests online on the platform and assessors have a tool for the evaluation of tests and for the assessment of candidates.

**COMPETENCE RECOGNITION**

In the context of lifelong learning, every person constantly develops his/her knowledge and skills during his/her professional career. Competences are mainly acquired through non-formal or informal learning. ... [read more](#)

**DEVELOPMENT**

The CEMES platform originates in a complex of Leonardo da Vinci projects which were funded by the EU. The trademark CEMES - COMPETENCE EVALUATION METHOD FOR EUROPEAN SPECIALISTS traces back to the first project in a development series of three Leonardo da Vinci projects. ... [read](#)

For switching into another language, click the button



in the upper part of the page, then the window opens in the respective language.

For logging in for the platform, first click the button „Login“ on the right side of the page.



LOGIN

Please enter your user-ID and your password and click on "log in".

User-ID or e-mail:

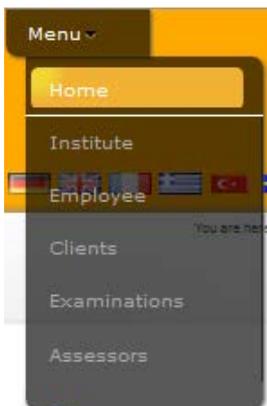
Password:

Login

[Forgot your user-ID or your password?](#)

In the mask open now, please enter your user ID or Email-address as well as the password given to you. Then click on Login. After having logged in, your name appears in the right column of the screen.

## Selection of the menu



When you want to get to the module „Clients“, you have to select the menu point Clients in the upper part of the page first using the mouse.

After that, you see the start page for the administration of clients.

## Administration of clients

### Creating a new account

When you want to create a new account for a client, first click „You would like to create an account for a new account profile?“ and then „Create client profile“.

#### WHAT WOULD YOU LIKE TO DO?

You would like to create an account for a new account profile?

This is very easy. Please click on the button below and fill in the information that is required on the following page.

Create client profile

After clicking „Create client profile“, you are shown a menu bar with „Status“, „Master data“ and „Examinations“. „Examinations“ is separately explained in this manual under „Allocate examination“. At first you have to possibility to change the status of the client between “active” and “inactive”.

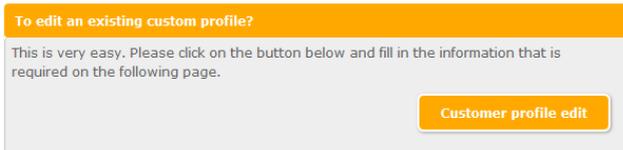
Information: NO candidate can login at the institute when the status is „inactive“.

Then you click the button „Master data“. Here you enter the client's master data, select the standard language as well as the client's sex. The fields marked with \* have to be filled in in any case. Only after filling in the data into these fields, the button „Save“ appears.

Please write down the login-ID and the password, if no email address was entered or automatic sending was not activated (selecting field appears only after entering your email). After that you select the type of administration. For business clients you can add separate company data.

## Edit client profile

When editing an existing client profile, first click on „You would like to edit an existing client profile?“ and then on „Edit client profile“.



A list of the clients is shown with the respective data (when going

List of clients:

Kunde-Franlund, Jan
Kunde-Türkei, Kunde
Kunde-Gollasch, Ulrike
Peter, Miller
Vogeltanz, Christine
<b>Mustermann, Max</b>
Demo-Test, Für MainCert
Brandt, Danilo
Braun, Björn

Information:

Mustermann, Max  
Name, first name

AmGalgenberg 33  
Street/street number

01979 Lauchhammer  
Post code / city

03574 1847436  
Telephone

Fax

maxmuster@mustermx.de  
E-mail

Date of birth: 14.05.1966

Administration: Private

over the button with the name of the client).

After selecting the client by clicking on the name button, the client's status is shown and can be changed. For editing the master data, click the button "Change". Then you can change the data or allocate a new password to the client by clicking "New password". Then you have to go to "Save changes" to finish editing.

## Allocating an examination

There are two possibilities for allocating an examination, the first directly after saving a new account, or the second via editing a client.

The screenshot shows a software interface for allocating examinations. At the top, there are three tabs: 'Status', 'Master data', and 'Examinations'. The 'Examinations' tab is selected and highlighted in orange. Below the tabs, the main heading is 'ALLOCATE NEW EXAMINATIONS'. On the left side, there is a vertical list of five steps: '1. Select examination', '2. Schedule a date', '3. Appoint an assessor', '4. Generate PIN code', and '5. Confirm'. The first step is highlighted. To the right of this list is a section titled 'LIST OF EXAMINATIONS'. This section contains a scrollable list of examination types, each in a separate box with a plus sign on the right side. The visible items are: 'Maincert\_OQ-Test', 'Maincert\_MC-Test', 'Testphase I-1', 'Testphase I - 2', 'Management externer Auftragnehmer', 'Management von Material und Ersatzteilen', 'Dokumenten-/Informations-Management', 'Ermittlung des Instandhaltungsbedarfs', 'Planung, Abwicklung und Nachbereitung von Aufträgen', and 'CA-Multimedia-Compass 1'.

In both cases to have to click Examinations in the client profile. A list appears in which you click the button „+“. In a first step, an examination is selected from the list of existing examinations.

By clicking on the required examination you get to the

next step.

In a second step. The date is fixed, i.e. the date of the examination or a period in which the exam can be taken.

The screenshot shows the 'ALLOCATE NEW EXAMINATIONS' interface. The 'Examinations' tab is active. The steps are: 1. Select examination (Main-Cert Pilot test MC-Questions), 2. Schedule a date, 3. Appoint an assessor, 4. Generate PIN code, 5. Confirm. A calendar for November 2013 is displayed, with the date 26.11.13 selected. Below the calendar, the 'Examination date:' is set to 26.11.13. A note says: 'To determine a time frame, please select the initial date, keep Shift pressed and select the finish date.' A button at the bottom says 'Confirm changes Termin bestätigen'.

After fixing the date, click „Confirm date“ to finish that step.

Now the assessors are appointed. For this go to “Add assessor”, then select one or several assessors in the new window and click

The screenshot shows the 'ALLOCATE NEW EXAMINATIONS' interface. The 'Examinations' tab is active. The steps are: 1. Select examination (Main-Cert Pilot test MC-Questions), 2. Schedule a date (26.11.13), 3. Appoint an assessor, 4. Generate PIN code, 5. Confirm. Below step 3, there is a section titled 'LIST OF ASSESSORS:' with a list box and two buttons: 'To add Assessor' and 'Next'.

In the second last step, the 9-digit pin code for the examination is fixed. This safety code is asked for before the examination can start.

The screenshot shows a web interface with three tabs: 'Status', 'Master data', and 'Examinations'. The 'Examinations' tab is active. The main heading is 'ALLOCATE NEW EXAMINATIONS'. A progress list on the left shows five steps: 1. Select examination, 2. Schedule a date, 3. Appoint an assessor, 4. Generate PIN code (current step), and 5. Confirm. The main content area displays the following information:

- 1. Select examination: Main-Cert Pilot test MC-Questions
- 2. Schedule a date: 26.11.13
- 3. Appoint an assessor: List of assessors
- 4. Generate PIN code: **PIN CODE**  
Please enter a 9-digit pin code, or use the generator to create a PIN.  
A text input field contains '000000000'. Below it are two buttons: 'PIN code generator' and 'Next'.
- 5. Confirm

You can either enter a code yourself or use the pin code generator to get a code generated. Then click “Next”.

The screenshot shows the same web interface as above, but now at step 5: Confirm. The progress list on the left is updated, with step 5 highlighted. The main content area displays the following information:

- 1. Select examination: Main-Cert Pilot test MC-Questions
- 2. Schedule a date: 26.11.13
- 3. Appoint an assessor: List of assessors  
000000000
- 4. Generate PIN code: **ALLOCATE EXAMINATION**  
The data collection for the allocated examination is now complete. Please check the data you have entered to confirm or discard them or enter them again.
- 5. **Confirm**  
 Do you want the client to be informed about the date via e-mail?

At the bottom of the form are two buttons: 'Discard' and 'Confirm'.

The last step is to check the entered data. They can now be confirmed to allocate the examination or be discarded to enter new data.

## Final remarks

Thank you for reading this manual and much success in the administration of clients.