



CEMES-Manual

Employees

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Introduction

Dear user!

The manual describes the use of the module „Employees“ 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.

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.

The screenshot shows the homepage of the CEMES platform. The header is orange and contains the CEMES logo, a European Union flag, and a 'Menu' button. Below the header, the word 'HOME' is centered. The main content area is divided into several sections:

- WELCOME TO THE CEMES WEBSITE:** A text block explaining the platform's purpose and providing contact information.
- ABOUT THE CREATORS:** A text block describing the organization behind the platform.
- LOGIN:** A section with a 'Login' button and links for 'Important contact information', 'Tutorials', and 'Demotest'.
- THE USERS OF THE PLATFORM:** A text block describing the platform's use by examination centers.
- COMPETENCE RECOGNITION:** A text block describing the platform's role in recognizing professional knowledge.
- DEVELOPMENT:** A text block describing the platform's development history.

For switching into another language, click the button



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

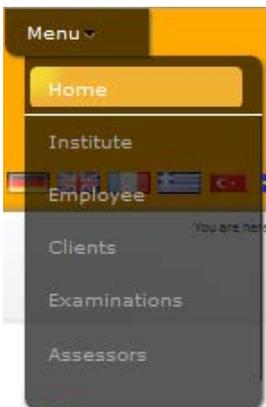
For logging in for the platform, first click the button „Login“ on the right side of the page.



The image shows a login interface. At the top, there is a horizontal menu of various national flags. Below this is a 'LOGIN' section. It contains the text: 'Please enter your user-ID and your password and click on "log in".' There are two input fields: 'User-ID or e-mail:' and 'Password:'. Below the fields is a yellow 'Login' button. At the bottom of the form, there is a link that says '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 in the menu



For getting to the module Employees, you have to select the menu button „Employee“ in the upper part of the page using the mouse.

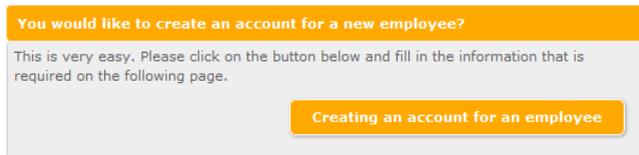
Then you see the starting page for the administration of staff.

Administration of employees

Creating an account for a new employee

When you intend to create a new account, first click on „You would like to create an account for a new employee?“ and then „Creating

WHAT WOULD YOU LIKE TO DO?



The screenshot shows a user interface for creating a new employee account. It features a yellow header bar with the text "You would like to create an account for a new employee?". Below this is a grey box containing the text "This is very easy. Please click on the button below and fill in the information that is required on the following page." and a yellow button labeled "Creating an account for an employee".

an account for an employee”.

After clicking that, you are shown the respective fields for entering the data of the new employee: status, master data, areas, modules and institutes.

Status: Here you can choose between „active“ and „inactive“. When choosing „inactive“, the data of the new employee are saved but cannot be used yet. By changing it to “active” later, the data can be used.

Information: An „inactive“ employee can not log in.

Master data: Here you enter the employee's personal data, his user's rights as well as the standard language.

Information: Please note that fields marked with * have to be filled in in any case.

Areas: By clicking „?“ you can select the areas. The selected area is then marked with “!” instead of „?“. You can have the description of the area shown by clicking „Read description“.



Modules: By clicking „?“ you can select the modules. The selected module is then marked with “!” instead of „?“. You can have the description of the module shown by clicking „Read description“.



Institute: Here you can select the institutes the employee is planned to have access to. The standard institute has been pre-selected. The standard institute is the institute at which the account for the employee is or was created.

The screenshot shows a software interface for selecting an institute. At the top, there are navigation tabs: 'Status', 'Master data', 'Areas', 'Modules', and 'Institute'. The 'Institute' tab is selected. Below the tabs, there are two institute entries. The first entry is highlighted in orange and shows a German flag icon, the name 'IBS - CEMES Institut GmbH', the address 'CottbuserStrasse 01979 Lauchhammer', and a radio button that is selected next to the text 'standard institut'. The second entry is in a white box with a question mark icon, a German flag icon, the name 'IHK-Bildungszentrum Cottbus', and the address 'Goethestrasse 03046 Cottbus'.

After entering all data, save them by clicking „Save“. After getting the information that the data have been successfully saved, you can create new accounts or change to the survey of employees.

Editing employees

When you want to edit an existing employee, you have to click „You would like to edit the account of an existing employee“ first and then „Editing employee accounts“.

The screenshot shows a confirmation dialog box. The title bar is orange and reads "You would like to edit the account of an existing employee?". The main text area is light gray and contains the message: "This is very easy. Please click on the button below and fill in the information that is required on the following page." At the bottom right, there is an orange button with the text "Editing employee accounts".

At first the list of employees is displayed.

This list is in alphabetical order for the examination institutes. For

OVERVIEW OF THE EMPLOYEES

FILTER SEARCH RESULTS: Examination centre
IBS - CEMES Institut GmbH
Employees 14

select examination centre

AZ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3

| Title | Name | First name | Profil ? | Delete ? |
|-------|----------|------------|----------------------|-------------------|
| Prof | Brumby | Lennart | edit | x |
| | Cemes | User | edit | x |
| | Fabiunke | Jörg | edit | x |
| | Finking | Jörg | edit | x |
| | Jahn | Michael | edit | |
| | Klein | Bernd | edit | x |

getting to the existing data of an employee

(employee's profile), click "Edit" next to the name of the respective employee.

As already described for creating a new account, you can now change or update the employee's data:

status, master data, areas, modules and institute.

After editing, click „Save“ for saving the data. When the changes have

been successfully saved, you can return to the survey of employees.

SAVE OF DATA SUCCESSFULLY

SUCCESSFUL AMENDMENT OF DATA

The data amendments have been successfully saved.

[Go the overview of the employees](#)

Final remarks

Thank you for reading this manual, and much success in opening and editing an account for an employee.