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USER DOCUMENTATION DESCRIPTION

eVET (ONLINE VOCATIONAL
EDUCATION AND TRAINING
PLATFORM)

Project Number | 2017-1-TR01-KA202-046541



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Revision History

| Name | Date | Reason For Changes | Version |
|---|------------|---------------------|---------|
| Birgul Kutlu Bayraktar | 31.1.2018 | Created | 1.0 |
| Birgul Kutlu Bayraktar, Meltem Ozturan, Mustafa Gulsoy | 20.05.2018 | Information updates | 2.0 |
| Birgul Kutlu Bayraktar | 27.07.2018 | SDD included | 2.1 |

References

User Guide template (IDA-MS-UG) for use by IDA projects in producing system-specific user guides.

Retrieved from: <http://ec.europa.eu/idabc/servlets/Doc45ed.pdf?id=18647>



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1. Purpose

This document is a generic User Guide document for use by eVET project (2017-1-TR01-KA202-046541).

2. Introduction

2.1 Intended Readership

This User Guide is addressed for:

- End users: Experience for end users is not required, usage of web browsers should be sufficient.
- Administrators: System administration, security and performance sections are related to system administrators.

This User Guide will be prepared in multiple languages.

2.2 Applicability Statement

The software release that this issue of the User Guide applies to will be specified after work package 4.

2.3 Purpose

The purpose of the User Guide is to help end users and administrators to perform the processes specified in SRS_Evet document.

2.4 How to Use this Document

Description for what each section of the document contains, its intended use, and the relationship between sections will be specified after work package 4.

2.5 Related Documents

The documents referred to in this document are shown in below table.

| Num | Title | Author | Date | Issue |
|-----|----------|--------|-----------|---------------------|
| 1 | SRS_Evet | BKB | May 2018 | Process Definitions |
| 2 | SDD_Evet | BKB | July 2018 | Design Definitions |
| | | | | |

2.6 Problem Reporting Instructions

Software problems will be reported via email.

3. Overview

The system provides a platform for VET providers to search for possible project partners, help them to create contracts in order to prepare projects. All providers will be legitimate institutions that are approved by European Commission via PIC number registration. The communication of possible partners will be outside this system. The level of expertise required for end users are: use of a browser for web-based applications, filling a web based form, picking a value from a drop-down list.

4. Instructions

The functional description, cautions and warnings, procedures, input operations, what results to expect, and probable errors and possible causes for operations are described in SRS_Evet document.

User interface based operation descriptions will be given after work package 4.

4.1 General Operations

This part will include general operations as: register as a new user, login the system, change a password, obtain help and report a fault.

4.2 Administrative Operations

This part will include administrative operations as: usage permissions, user administration and support, security administration, password administration, data



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encryption, protection against viruses and other malevolent agents, set-up and maintenance of system data, storage space allocation and management, data back-up and recovery, verification of data integrity

correction of data corruption, usage and performance, collecting and reporting on measures of system behaviour and performance, performance tuning, control of system operation, monitoring of activity levels, operational control of telecommunications, telecommunications status reporting, system installation, diagnosis of system faults.



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A. Error Messages and Recovery Procedures

This section will list all the error messages, give a diagnosis and suggest recovery procedures. If recovery action is likely to involve loss of inputs or loss of stored data, the user should be reminded about backup and archiving procedures.

B. Glossary

SRS: Software Requirements Specification

SDD: Software Design Description