Project TEMPUS CERES

Centers of Excellence for young Researchers

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CERES portal v 1.1

User manual (draft)

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Document history

Version	Description	Author	Org	Date
1.00	First draft	Patrik Hrkút	ZU	10/22/2016
1.01	Formal corrections, logos added	Patrik Hrkút	ZU	10/24/2016
1.1	Added import & export info	Patrik Hrkút	ZU	19/05/2017

Contents

Front side (public accessible)

Homepage

The front side of the portal is free accessible (no login needed). Here visitors can find information about the project itself. The third section contains registration forms. A user with a valid username and password can log in the private part of the system in the next section. The last section provides contact information.

Main menu is located in the right upper corner of the main page.

Registration

This section of frontend contains 4 registration forms (student, employee, university, company). Information about registrations are saved and can be displayed in the backend. Registration is not automatically approved, the action of system or organization admin is needed. After approval from the admin the registration will get approved and a new user or organization is added. An e-mail is sent to all system admins, when a new company or university was registered. An e-mail to admin of a particular organization is sent, if a new student or teacher/employee was registered.

A new student can be registered in the following form. Only basic information from the user is required. The form is protected with Captcha from being misuses by web form robots. An information marked with * is required and form will not be sent, if this information is missing.

Student registration form

Personal information ⌄

First name: *

Last name: *

E-mail address: *

Study information ⌄

University name: *

Faculty name:

Department name:

[ ] I'm not a robot   reCAPTCHA
                       Privacy - Terms

SAVE   CANCEL

* required fields

A new Employee can be registered in the following form. Only basic information from the user is required. The form is protected with Captcha from being misuses by web form robots. An information marked with * is required and form will not be sent, if this information is missing.

Employee registration form

Personal information ⌄

First name: *

Last name: *

E-mail address: *

Business information ⌄

University/company name: *

Faculty/Division name:

Department name:

[ ] I'm not a robot   reCAPTCHA
                       Privacy - Terms

SAVE   CANCEL

* required fields

A new university can be registered in the following form. A contact person is important because a new organization admin will be created from this information. The form is protected with Captcha from being misuses by web form robots. An information marked with * is required and form will not be sent, if this information is missing.

University registration form

General info ▾

University name: *

Town: *

Country: *

Contact person ▾

First name: *

Last name: *

E-mail address: *

[ ] I'm not a robot — reCAPTCHA — Privacy - Terms

SAVE **CANCEL**

* required fields

A new company can be registered in the following form. A contact person is important because a new organization admin will be created from this information. The form is protected with Captcha from being misuses by web form robots. An information marked with * is required and form will not be sent, if this information is missing.

Company registration form

General info ▾

Company name: *

Town: *

Country: *

Contact person ▾

First name: *

Last name: *

E-mail address: *

[ ] I'm not a robot — reCAPTCHA — Privacy - Terms

SAVE **CANCEL**

* required fields

Login

To access the private section of the portal login information is needed. A system or organization admin can create an account for a new user. If you check "Keep me signed in" your session will be automatically last 14 days, otherwise it will be cancelled after 20 minutes of inactivity.

Backend portal section (private, login needed)

The main backend portal architecture

This section is accessible only after successful logging in. The backed portal consists of two types of components. A grid table is a component, which contains information about a particular entity, e.g. an organization and a set of forms, e.g. form for an organization record edit.

Grid tables

All portal data are displayed in grid tables. The grid table shows all relevant data of given entity. These components are sortable, filterable and records are divided into pages to keep page size small.

Sorting records

User can sort all records by clicking on the header of a column. Clicking the header again will sort the data in the table in other direction.

Filtering records

The row below the header can be used for records filtering. The records in a table can be filtered by a particular column or filter can be combined, so you can filter more than one column at once (ENTER key or the icon execute the filter). A user can cancel filter by clicking the following icon . Some filters are textual; others use a list of values (e.g. Category):

SCHOOL NAME	ACRONYM	CATEGORY
Zili		University
Žilinská univerzita v Žiline	ZU	University

Paging

User can set how many records he wants to see on each page. Default setting is 20 records per page. If an entity has more than 20 records, the paging tool is displayed and user can move between pages using Next or Previous button, or click directly on the page number.

← Previous 1 2 Next → Items 1 - 20 of 26 20 ▼

Actions

Every editable grid has the action column, where all action icons are located. User can edit the record or perform any allowed operation with the record. E.g. system admin in the grid table Organizations can edit the organization record (the action icon) or define a structure of it (the action icon).

Tabs

If there are several operations on an entity, these operations are arranged into tabs. A user can switch among tabs by clicking on a tab name.

Forms

Forms are the tools for editing or adding records to the portal. They are regular HTML form, where a user can add a new record or edit existing one. Some forms are divided into section, which are foldable and the user can hide any part of a form. In the picture is a sample form with 3 sections, two of them are folded. All fields marked with the red asterisk * are required and if they are empty, the form can't be successfully saved. On the end of a form are always buttons. If you want to send a form data, you press the button Save , if you want to cancel sending form the button Cancel should be pressed. In this case no data will be sent and all changes are lost.

Roles

To define operations for a particular user in the system roles are used. Each user can have only one role in the system. There are four roles in this system:

- System Admin
- Admin (organization)
- Teacher/Employee
- Student

Main menu for System admin:

CERES administration   Organizations   Users   Topics   Applications   Registrations   Log out

Select menu item.

System admin

This role is the role with the highest permissions in the portal. A user with this role can execute all operations in the portal. For example, only user with this role can add a new organization, or set another user as a new system admin. There can be more than one system admin defined.

Admin

A user with this role is an admin for a particular organization. This user can manage information about organization, add or edit a structure of the organization. He can add or edit also all information about employees and students (in case the organization is a university). There can be more than one administrator per organization set.

Teacher/Employee

A user with this role can add a new topic or task for students, or edit existing one, (if he is the author). He can also accept a student on the applied task.

Student

A user with this role is allowed to display all topics and tasks available. A student can apply for a task and see, if the teacher/employee accepts him for a particular task.

Main entities

Organizations

This part of portal allows manage all information about organizations involved in project. A system admin can add a new organization, or edit any organization. Admin can edit only the information about organization, where he is set as its admin. An organization can't be deleted, because there can be other entities, which reference the organization (e.g. faculties, departments or topics by the teacher, who

works at a university). Similarly all faculties or departments, study fields and specializations can't be deleted.

Organizations

List of organizations | Add new organization

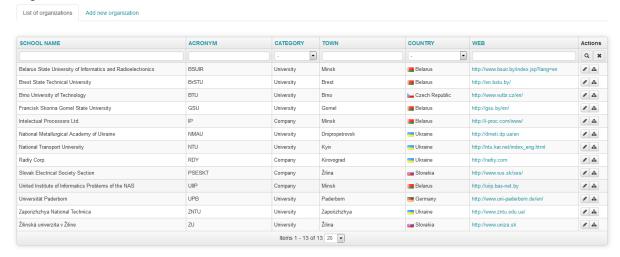| SCHOOL NAME	ACRONYM	CATEGORY	TOWN	COUNTRY	WEB	Actions
		- ▼		- ▼		🔍 ✖
Belarus State University of Informatics and Radioelectronics	BSUIR	University	Minsk	Belarus	http://www.bsuir.by/index.jsp?lang=en	✏ 🔧
Brest State Technical University	BrSTU	University	Brest	Belarus	http://en.bstu.by/	✏ 🔧
Brno University of Technology	BTU	University	Brno	Czech Republic	http://www.vutbr.cz/en/	✏ 🔧
Francisk Skorina Gomel State University	GSU	University	Gomel	Belarus	http://gsu.by/en/	✏ 🔧
Intelectual Processors Ltd.	IP	Company	Minsk	Belarus	http://i-proc.com/www/	✏ 🔧
National Metallurgical Academy of Ukraine	NMAU	University	Dnipropetrovsk	Ukraine	http://dmeti.dp.ua/en	✏ 🔧
National Transport University	NTU	University	Kyiv	Ukraine	http://ntu.kar.net/index_eng.html	✏ 🔧
Radiy Corp.	RDY	Company	Kirovograd	Ukraine	http://radiy.com	✏ 🔧
Slovak Electrical Society Section	PSESKT	Company	Žilina	Slovakia	http://www.vus.sk/ses/	✏ 🔧
United Institute of Informatics Problems of the NAS	UIIP	Company	Minsk	Belarus	http://uiip.bas-net.by	✏ 🔧
Universität Paderborn	UPB	University	Paderborn	Germany	http://www.uni-paderborn.de/en/	✏ 🔧
Zaporizhzhya National Technica	ZNTU	University	Zaporizhzhya	Ukraine	http://www.zntu.edu.ua/	✏ 🔧
Žilinská univerzita v Žiline	ZU	University	Žilina	Slovakia	http://www.uniza.sk	✏ 🔧
Items 1 - 13 of 13 20 ▼						

Each organization can have a structure. Universities can be structured into faculties and departments and companies can have divisions and departments. This classification is optional and organization doesn't need to have a structure.

Faculties/departments and division/departments

Only system admin can edit the structure of any organization. The user with the role admin can edit the structure of its organization (the action icon 🔧 in Organization grid table).

Faculties and Departments
Žilinská univerzita v Žiline

List of faculties and departments | Add new faculty | Add new department

FACULTY NAME	DEPARTMENT NAME	Actions
		🔍 ✖
Faculty of Electrical Engineering	-	✏ 📑
Faculty of Management Science And Informatics	-	✏ 📑
Faculty of Management Science And Informatics	Department of Informatics	✏
Faculty of Management Science And Informatics	Department of Information Networks	✏
Faculty of Management Science And Informatics	Department of Management Theories	✏
Faculty of Management Science And Informatics	Department of Mathematical Methods and Operations Research	✏
Faculty of Management Science And Informatics	Department of Software Technologies	✏
Faculty of Mechanical Engineering	-	✏ 📑
Items 1 - 8 of 8 20 ▼		

Study fields and specializations

A faculty of a university can define study fields and specializations. Study fields can have several specializations. Admin or system admin can edit study fields and specialization after clicking on the action icon 📑 in the grid table Faculties and Departments.

Study fields

Žilinská univerzita v Žiline - Faculty of Management Science And Informatics

| List of study fields | Add new study field | Add new specialisation |

FIELD OF STUDY	SPECIALISATION	Actions
		🔍 ✖
Computer engineering	-	✏
Computer engineering	-	✏
Informatics	-	✏
Information Management	-	✏
Information systems	-	✏
Information systems	Computer graphics	✏
Information systems	Data processing	✏
Information systems	Distributed system	✏
Information systems	Information-comunication systems	✏
Intelligent Information System	-	✏
Intelligent information system	-	✏
Management	-	✏
Management	Bussines Informatics	✏
Network engineering	-	✏
Network engineering	Communication technologies	✏
Network engineering	Embedded systems	✏
Items 1 - 16 of 16 20 ▾		

Users

All users in the portal are either teachers/employees or students. The role of a user can be specified in the Employee form. Only employees can have a role of admin or system admin. A student can't have another role. System admin can edit all employee/teacher or student records. He can also add a new user to the system. The admin of an organization can add a new student or teacher/employee, who belongs to the organization, where he is an admin. To edit employee/teacher or student records the organization admin have to check the option to show only records from organization he manages.
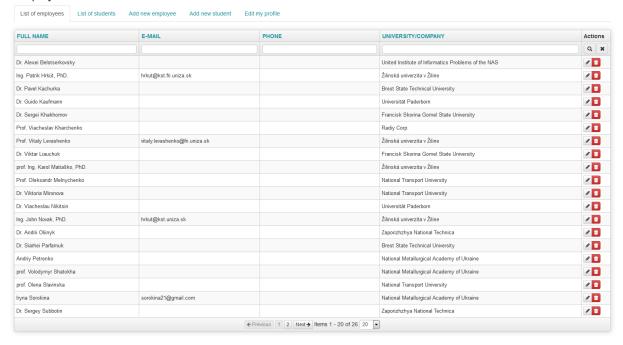
☐ Show only employees from my university (Edit)

User can be deleted using the action icon 🗑 , however the record is not deleted, it is only set to inactive and it will be not displayed in the grid table Employees or Students. All topics and tasks, whose author was marked as deleted remain in the system.
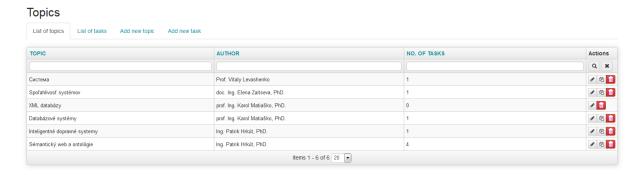
Employees

FULL NAME	E-MAIL	PHONE	UNIVERSITY/COMPANY	Actions
				🔍 ✖
Dr. Alexei Belotserkovsky			United Institute of Informatics Problems of the NAS	✏ 🗑
Ing. Patrik Hrkút, PhD.	hrkut@kst.fri.uniza.sk		Žilinská univerzita v Žiline	✏ 🗑
Dr. Pavel Kachurka			Brest State Technical University	✏ 🗑
Dr. Guido Kaufmann			Universität Paderborn	✏ 🗑
Dr. Sergei Khakhomov			Francisk Skorina Gomel State University	✏ 🗑
Prof. Viacheslav Kharchenko			Radiy Corp.	✏ 🗑
Prof. Vitaly Levashenko	vitaly.levashenko@fri.uniza.sk		Žilinská univerzita v Žiline	✏ 🗑
Dr. Viktar Liauchuk			Francisk Skorina Gomel State University	✏ 🗑
prof. Ing. Karol Matiaško, PhD.			Žilinská univerzita v Žiline	✏ 🗑
Prof. Oleksandr Melnychenko			National Transport University	✏ 🗑
Dr. Viktoria Mironova			National Transport University	✏ 🗑
Dr. Viacheslau Nikitsin			Universität Paderborn	✏ 🗑
Ing. John Novak, PhD.	hrkut@kst.uniza.sk		Žilinská univerzita v Žiline	✏ 🗑
Dr. Andrii Oliinyk			Zaporizhzhya National Technica	✏ 🗑
Dr. Siarhei Parfamuk			Brest State Technical University	✏ 🗑
Andriy Petrenko			National Metallurgical Academy of Ukraine	✏ 🗑
prof. Volodymyr Shatokha			National Metallurgical Academy of Ukraine	✏ 🗑
prof. Olena Slavinska			National Transport University	✏ 🗑
Iryna Sorokina	sorokina21@gmail.com		National Metallurgical Academy of Ukraine	✏ 🗑
Dr. Sergey Subbotin			Zaporizhzhya National Technica	✏ 🗑

⬅ Previous 1 2 Next ➡ Items 1 - 20 of 26 20 ▾

Each user (all roles) can edit his profile. There are personal, login and business information about the user.

Topics

A teacher/employee can add a new topic to the system. A topic is a basic problem definition. After topic adding, any number of tasks can be added to system related to the topic. To see all tasks related to a topic, user can click on the action icon 🗐 in the grid table Topics. An organization admin can edit all topics added by the teachers/employees from organization he manages. A teacher/employee can edit only his own topics or add a new one. A topic can be deleted by clicking the action icon 🗑, however the topic is not deleted (system can contain related tasks), it is only set as inactive, so no new tasks can be added and the deleted topic will be not displayed in the grid table Topics anymore.

Topics

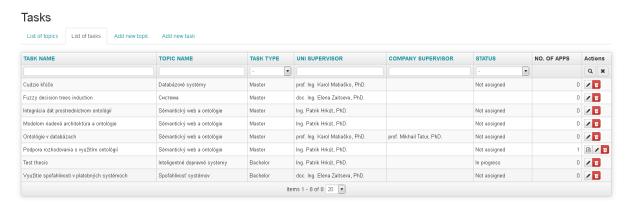| TOPIC	AUTHOR	NO. OF TASKS	Actions
			🔍 ✖
Система	Prof. Vitaly Levashenko	1	✏ 🗐 🗑
Spoľahlivosť systémov	doc. Ing. Elena Zaitseva, PhD.	1	✏ 🗐 🗑
XML databázy	prof. Ing. Karol Matiaško, PhD.	0	✏ 🗐 🗑
Databázové systémy	prof. Ing. Karol Matiaško, PhD.	1	✏ 🗐 🗑
Inteligentné dopravné systemy	Ing. Patrik Hrkút, PhD.	1	✏ 🗐 🗑
Sémantický web a ontológie	Ing. Patrik Hrkút, PhD.	4	✏ 🗐 🗑

Items 1 - 6 of 6 20 ▾

Tasks

A task can be defined as a particular assignment definition. The assignment can specify a master or bachelor thesis, or another kind of assignment. One topic can have many tasks defined. Any teacher/employee can add a new task for a topic, which created another teacher/employee. A user

can see all related tasks for a topic by clicking on the action icon ⬚ in the grid table Topics. If there are no tasks for a topic, the icon is not available. If some students have applied for the task, the action icon ▤ is displayed next to the task record and a user can show all applications. A student can enroll to selected task clicking to the action icon ✋ . If a student is enrolled, he can cancel his enrollment by clicking on the action icon ✋ . A task can be deleted using the action icon 🗑 , so it will be not displayed in the grid table Tasks, however the task will be only marked as inactive and remains in the system.

Tasks

List of topics | List of tasks | Add new topic | Add new task

TASK NAME	TOPIC NAME	TASK TYPE	UNI SUPERVISOR	COMPANY SUPERVISOR	STATUS	NO. OF APPS	Actions
		-			-		🔍 ✖
Cudzie kľúče	Databázové systémy	Master	prof. Ing. Karol Matiaško, PhD.		Not assigned	0	✏ 🗑
Fuzzy decision trees induction	Система	Master	doc. Ing. Elena Zaitseva, PhD.			0	✏ 🗑
Integrácia dát prostredníctvom ontológií	Sémantický web a ontológie	Master	Ing. Patrik Hrkút, PhD.		Not assigned	0	✏ 🗑
Modelom riadená architektúra a ontológie	Sémantický web a ontológie	Master	Ing. Patrik Hrkút, PhD.		Not assigned	0	✏ 🗑
Ontológie v databázach	Sémantický web a ontológie	Master	prof. Ing. Karol Matiaško, PhD.	prof. Mikhail Tatur, PhD.	Not assigned	0	✏ 🗑
Podpora rozhodovania s využitím ontológií	Sémantický web a ontológie	Master	Ing. Patrik Hrkút, PhD.		Not assigned	1	▤ ✏ 🗑
Test thesis	Inteligentné dopravné systemy	Bachelor	Ing. Patrik Hrkút, PhD.		In progress	0	✏ 🗑
Využitie spoľahlivosti v platobných systémoch	Spoľahlivosť systémov	Bachelor	doc. Ing. Elena Zaitseva, PhD.		Not assigned	0	✏ 🗑

Items 1 - 8 of 8 | 20 ▾

Applications

This grid table contains all student applications. If the task is free (no student was accepted for the task), a student can enroll for this task. Student can enroll for more than one task. If the student is accepted for a task by the teacher/employee, all other tasks he enrolled for are set to 'not accepted', but all applications remain in the system. Teacher/employee can accept a student for task, he created using the action icon ✅ . An organization admin can accept any task defined by the teacher/employee from the organization, he manages. System admin can accept any application. If the task is assigned to a student, it changes its status to 'In progress' and the applications from all other students are not accepted.
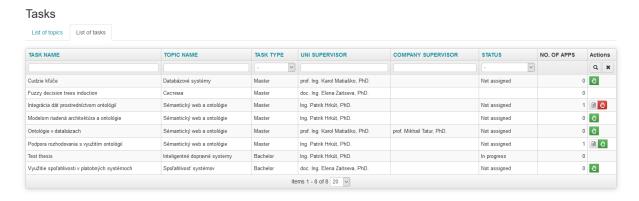
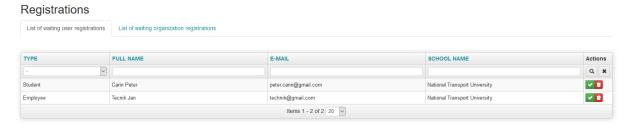A list of applications from a teacher/employee point of view:

Applications

List of applications

TASK NAME	TOPIC NAME	TASK TYPE	UNI SUPERVISOR	COMPANY SUPERVISOR	STUDENT	STATUS	Actions
		-				-	🔍 ✖
Cudzie kľúče	Databázové systémy	Master	prof. Ing. Karol Matiaško, PhD.		Jozef Student	Accepted	
Integrácia dát prostredníctvom ontológií	Sémantický web a ontológie	Master	Ing. Patrik Hrkút, PhD.		Jozef Student	Not Accepted	
Modelom riadená architektúra a ontológie	Sémantický web a ontológie	Master	Ing. Patrik Hrkút, PhD.		Jozef Student	Not Accepted	
Podpora rozhodovania s využitím ontológií	Sémantický web a ontológie	Master	Ing. Patrik Hrkút, PhD.		John Student1	Enrolled	✅
Podpora rozhodovania s využitím ontológií	Sémantický web a ontológie	Master	Ing. Patrik Hrkút, PhD.		Jozef Student	Not Accepted	
Test thesis	Inteligentné dopravné systemy	Bachelor	Ing. Patrik Hrkút, PhD.		John Student3	Accepted	

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A list of applications from a student point of view:

Tasks

List of topics | List of tasks

TASK NAME	TOPIC NAME	TASK TYPE	UNI SUPERVISOR	COMPANY SUPERVISOR	STATUS	NO. OF APPS	Actions
		-			-		🔍 ✖
Cudzie kľúče	Databázové systémy	Master	prof. Ing. Karol Matiaško, PhD.		Not assigned	0	
Fuzzy decision trees induction	Система	Master	doc. Ing. Elena Zaitseva, PhD.			0	
Integrácia dát prostredníctvom ontológií	Sémantický web a ontológie	Master	Ing. Patrik Hrkút, PhD.		Not assigned	1	
Modelom riadená architektúra a ontológie	Sémantický web a ontológie	Master	Ing. Patrik Hrkút, PhD.		Not assigned	0	
Ontológie v databázach	Sémantický web a ontológie	Master	prof. Ing. Karol Matiaško, PhD.	prof. Mikhail Tatur, PhD.	Not assigned	0	
Podpora rozhodovania s využitím ontológií	Sémantický web a ontológie	Master	Ing. Patrik Hrkút, PhD.		Not assigned	1	
Test thesis	Inteligentné dopravné systemy	Bachelor	Ing. Patrik Hrkút, PhD.		In progress	0	
Využitie spoľahlivosti v platobných systémoch	Spoľahlivosť systémov	Bachelor	doc. Ing. Elena Zaitseva, PhD.		Not assigned	0	

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Registrations

A new student, teacher/employee, university or company can register from the frontend. If a new registration is received, all system admins (in case of a new university or company registration) are notified by e-mail. In case of a new student or teacher/employee registration all organization admins (from organization, where a new student or teacher/employee is trying to register to) are notified by e-mail. The registration is not accepted automatically, but the action from a system admin or admin is needed. A new student or teacher/employee can be approved by admin of organization, the admin manages. All registrations are accessible from the backend system. Registration of users (student and teacher/employee) is in the joined into one grid table. Admin of organization (or system admin) can click on the action icon ✔ to show all new user registration, edit and save (approve) it. An e-mail to registered user is sent after save.

Registrations

List of waiting user registrations | List of waiting organization registrations

TYPE	FULL NAME	E-MAIL	SCHOOL NAME	Actions
-				🔍 ✖
Student	Carin Peter	peter.carin@gmail.com	National Transport University	✔ 🗑
Employee	Tecnik Jan	technik@gmail.com	National Transport University	✔ 🗑

Items 1 - 2 of 2 | 20

University and company registration is joined into one grid table. The registration process of an organization has two phases. In first phase a registration of an organization is performed and then, in the second phase a new admin of the created organization have to be set (the action icon 👤)

Registrations

List of waiting user registrations | List of waiting organization registrations

TYPE	SCHOOL NAME	TOWN	COUNTRY	CONTACT NAME	CONTACT E-MAIL	Actions
-			-			🔍 ✖
Company	Slovak society for informatics	Žilina	Slovakia	Slovák Juraj	juraj.slovak67@post.sk	✔ 🗑
University	University of Martin	Martin	Slovakia	Kováč Adam	kovac.adam52@post.sk	✔ 🗑

Items 1 - 2 of 2 | 20

Logout

A user can log out at the end of his work. User is automatically logged out after 20 minutes of inactivity. This timeout can be extended to 14 days, if the user check the option 'Keep me signed in' on login form.

Import & Export

General info about import

This module allows to import data to the portal. Organization admin can import data for the organization, where he is set as admin. System admin can import data for any organization after choosing the organization on import screen. Here are some general comments for successful data import:

1. Only system admin or organization admin can import data.
2. Do NOT import previously exported data, even if you changed them. Import will always create new records, so there will be two (or more) duplicate records after the import, and desired record will NOT be updated.
3. Always use the UTF-8 character encoding, any other encoding will cause mess in data.
4. Do not add an empty line in the end of the imported file.
5. The first line of the imported file MUST be the list of attribute names. You can find allowed attribute names in the following tables. The order of the attributes in header line is not important. Any other attributes will be ignored.
6. All imported lines must have the same number of columns. If the value of an attribute is empty, specify it by omitting the value (two delimiters will one after another).
7. The format a file is CSV (*Comma separated values*). If you create the file manually, don't forget to use double quotes, if there is a delimiter in value! Specify the correct delimiter on import screen.
8. Description and similar columns can contain HTML tags.
9. If there is a problem in data being imported, no data will be imported at all. You can fix the problem and run the import again. If the import was successful, don't run the import again, you will get duplicate records.
10. You cannot import record and set it as deleted (is_enabled = No).
11. You cannot import data for other organization. If any record breaks this rule, all import is cancelled.
12. Don't specify the internal ID of an imported entity (e.g. student), it will be ignored.

Example of imported CSV file

The example for topics import file is shown here (`topics.csv`). The line 1 contains all attributes, which will be imported. You must specify all required attributes; other attributes can be omitted. If the value of an attribute contains the delimiter (line 2 of example, attribute description) you MUST enclose it in double quotes. You can omit a value of attribute, if it is not required as shown on line 3 (attribute description). All attributes for import of entities are described in next chapters.

```
name;name_en;description;science_branch_id;employee_id
Aplikácia pre zber dát;Application for data colletion;"Details comments";48;7
Aplikácia pre spracovanie dát;Application for data processing;;48;8
```

Import of students

The following attributes can be imported:

Column name	Required?	Description
title_before	No	Title before the name
first_name	**Yes**	First name of the student
last_name	**Yes**	Last name of the student
title_after	No	Title after the name
login	No	Login of the student, if no login is specified, a new login will be generated by the portal.
pass	No	Password of the student, if no password is specified, a new password will be generated by the portal.
sex	No	Gender of the student
e_mail	**Yes**	Email address of the student
telephone_no	No	Telephone number of the student
class	No	Student's class
study_group	No	Study group of the student
study_field_id*	No	Internal ID of student's study field
fclanddpt_id**	No	Internal ID of the faculty or department, where student belongs to.
description	No	Additional info about the student

Only study fields from the imported organization can be specified.
*** Only departments or faculties from the imported organization can be specified.*

Import of teachers/employees

The following attributes can be imported:

Column name	Required?	Description
title_before	No	Title before the name
first_name	**Yes**	First name of the teacher/employee
last_name	**Yes**	Last name of the teacher/employee
title_after	No	Title after the name
login	No	Login of the teacher/employee, if no login is specified, a new login will be generated by the portal.
pass	No	Password of the teacher/employee, if no password is specified, a new password will be generated by the portal.
sex	No	Gender of the teacher/employee
e_mail	**Yes**	Email address of the teacher/employee
telephone_no	No	Telephone number of the teacher/employee
from_date	No	The date teacher/employee joined the organization.
to_date	No	The date teacher/employee left the organization.
fclanddpt_id*	No	Internal ID of faculty or department, where the teacher/employee belongs to.
description	No	Additional info about the teacher/employee

Only departments or faculties from the imported organization can be specified.
Note: You cannot import a system admin or admin. User role is always set to Teacher/Employee.

Import of topics

The following attributes can be imported:

Column name	Required?	Description
name	Yes	Name of the topic
name_en	Yes	Name of the topic in english
description	No	Topic description
science_branch_id	Yes	Internal ID of related science branch (see chapter science branches)
employee_id*	Yes	Internal ID of the teacher/employee, who created the topic. You can learn the ID from the export of employees.

Only employees or teachers from the imported organization can be specified.

Import of tasks

The following attributes can be imported:

Column name	Required?	Description
name	Yes	Name of the task
name_en	Yes	Name of the task in English
work_type	Yes	Type of task (Bachelor, Master, PhD. ,CSc., Project)
subject	Yes	Internal ID of related science branch
content	No	Detailed task assignment
supervisor_id*	Yes	Internal ID of the teacher/employee, who is the supervisor of the task. You can learn the ID from the export of teachers/employees.
topic_id**	Yes	Internal ID of the topic related to the task. The topic must exist in the database. You can learn the ID from the export of topics.

* Only employees or teachers from the imported organization can be specified.
** Only topics which author is from the imported organization can be specified.

Note: *Status of the task is always set to 'Not assigned'*

Import of study fields

The following attributes can be imported:

Column name	Required?	Description
degree	Yes	Level of degree, which can be obtained (1-3)
field_of_study	Yes	Name of the study field
specialization	No	Study field specialization (if any)
shortcut	No	Study field shortcut
title	No	Title obtained after study finish
fclanddpt_id*	Yes	Internal ID of associated faculty

* Only faculty from the imported organization can be specified.

Import of student applications

The following attributes can be imported:

Column name	Required?	Description
registration_number	No	Registration number of application
registration_year	No	Year of registration
action*	**Yes**	What will happen with the student application. (Accept on Enroll)
description	No	Additional info about the application
student_id**	**Yes**	Internal ID of the student
task_id	**Yes**	Internal task ID related to application. The task must exist in the database.

If you specify action 'Enroll', student will be enrolled only (not accepted) on the task. If there is another student already accepted on the task, an error message will be displayed. If you specify 'Accept', student will be accepted on the task. If another student is already accepted on the task, an error message will be displayed.

*** Only student from the imported organization can be specified.*

Export

This module allows to export data for using in other information systems. Organization admin can export data for the organization, where he is set as the admin. System admin can export data (one organization per one export) for any organization after choosing the organization in export screen. Here are some general comments for data export:

1. Only system admin or organization admin can export data.
2. Data are exported in UTF-8 character encoding.
3. The format a file is CSV (Comma separated values). Choose the correct delimiter on export screen.
4. Only active (not marked as deleted) records are exported.

Export of students

The structure of the export is the following:

Column name	Description
student_id	Internal student ID
title_before	Title before the name
first_name	First name of the student
last_name	Last name of the student
title_after	Title after the name
login	Login of the student
sex	Gender of the student
is_enabled	Is active? Always set to 'Yes' (only active students are exported).
e_mail	Email address of the student
telephone_no	Telephone number of the student
class	Student's class
study_group	Study group
study_field_id	Internal ID of student's study field

fclanddpt_id	Internal ID of the faculty or department, where the student belongs to.
description	Additional info about the student

Export of teachers/employees

The structure of the export is the following:

Column name	Description
employee_id	Internal teacher/employee ID
title_before	Title before the name
first_name	First name of the teacher/employee
last_name	Last name of the teacher/employee
title_after	Title after the name
login	Login of the teacher/employee
sex	Gender of the teacher/employee
is_enabled	Is active? Always set to 'Yes' (only active students are exported).
e_mail	Email address of the teacher/employee
telephone_no	Telephone number of the teacher/employee
fclanddpt_id	Internal ID of faculty or department, where the teacher/employee belongs to.
description	Additional info about the teacher/employee

Export of topics

The structure of the export is the following:

Column name	Description
topic_id	Internal topic ID
name	Name of the topic
name_en	Name of the topic in English
description	Topic description
science_branch_id	Internal ID of related science branch (see chapter science branches)
employee_id	Internal ID of the teacher/employee, who created the topic

Export of tasks

The structure of the export is the following:

Column name	Description
task_id	Internal task ID
name	Name of the task
name_en	Name of the task in English
work_type	Type of task (Bachelor, Master, PhD., CSc., Project)
subject	Internal ID of related science branch
content	Detailed task assignment
employee_id_school	Internal ID of the teacher from university, who is the supervisor of the task (can be empty)
employee_id_comp	Internal ID of the employee from private company, who is the supervisor of the task (can be empty)
status	Status of the task (Not assigned, In progress, Finished)
topic_id	Internal ID of the topic related to the task

Export of study fields

The structure of the export is the following:

Column name	Description
study_field_id	Internal study field ID
field_of_study	Name of the study field
specialisation	Study field specialization (if any)
shortcut	Study field shortcut
title	Title obtained after study finish
fclanddpt_id	Internal ID of associated faculty

Export of student applications

The structure of the export is the following:

Column name	Description
work_id	Internal application ID
registration_number	Registration number of the application
registration_year	Year of registration
status	Status of the application (Accepted, Not Accepted, Enrolled, Successful, Failed)
description	Additional info about the application
student_id	Internal ID of the student
task_id	Internal task ID related to student's application

Science branches

Here is a list of the used science branches in the portal:

science_branch_id	Branch name	Science
30	Accounting and Taxation	Management and administration
88	Agro Engineering	Agricultural and food science
81	Agronomy	Agricultural and food science
111	Air transport	Transportation
46	Applied Mathematics	Mathematics and statistics
52	Applied Mechanics	Mechanical Engineering
43	Applied Physics and Nanomaterials	Natural Sciences
78	Architecture and town planning	Architecture and building
106	Arms and Military Equipment	Military Science, National Security, Security of the State Border
63	Automation and Computer Integrated Technologies	Automation and Instrumentation
55	Aviation and Space Equipment	Mechanical Engineering
71	Avionics	Electronics and Telecommunications
38	Biology	Biology
68	Biomedical Engineering	Chemical and Bioengineering
67	Biotechnology and Bioengineering	Chemical and Bioengineering
79	Building and Civil Engineering	Architecture and building

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35	Business, Trade and Exchange Activities	Management and administration
109	Civil Security	Civil security
49	Computer Engineering	IT
48	Computer Science and Information Technology	IT
20	Cultural	Humanities
51	Cybersecurity	IT
91	Dental Health	Health
9	Design	Culture and art
41	Earth Sciences	Natural Sciences
39	Ecology	Natural Sciences
23	Economics	Social and behavioral science
58	Electricity, Electronics and Electrical Engineering	Electrical Engineering
69	Electronics	Electronics and Telecommunications
59	Energy Engineering	Electrical Engineering
54	Engineering Sector	Mechanical Engineering
31	Finance, Banking and Insurance	Management and administration
10	Fine Art, Decorative Art Restoration	Culture and art
107	Fire safety	Civil security
72	Food Technology	Production and Technology
105	Forces Maintenance	Military Science, National Security, Security of the State Border
85	Forest	Agricultural and food science
61	Heat and Power Engineering	Electrical Engineering
4	High school (By subject specializations)	Education
101	Hiking	Service sector
18	History and Archaeology	Humanities
83	Horticulture and viticulture	Agricultural and food science
100	Hotel and restaurant business	Service sector
62	Hydropower	Electrical Engineering
66	Chemical Technology and Engineering	Chemical and Bioengineering
40	Chemistry	Natural Sciences
11	Choreography	Culture and art
16	Information, Library and Information Science	Culture and art
28	International Economic Relations	Social and behavioral science
37	International law	Law
27	International Relations, Public Communications and Regional Studies	Social and behavioral science
29	Journalism	Journalism
86	Landscape Economy	Agricultural and food science
36	Law	Law

108	Law Enforcement	Civil security
73	Light Industry Technology	Production and Technology
32	Management	Management and administration
15	Management of Socio-cultural Activities	Culture and art
84	Manufacturing and Processing of Animal Products	Agricultural and food science
34	Marketing	Management and administration
53	Materials	Mechanical Engineering
44	Mathematics	Mathematics and statistics
95	Medical and Psychological Rehabilitation	Health
94	Medical Technology for Diagnosis and Treatment	Health
92	Medicine	Health
57	Metallurgy	Mechanical Engineering
64	Metrology and Information and Measuring Technology	Automation and Instrumentation
65	Micro- and Nano- Technology	Automation and Instrumentation
104	Military administration (by the Armed Forces)	Military Science, National Security, Security of the State Border
75	Mining	Production and Technology
14	Museology, Monuments	Culture and art
12	Music Art	Culture and art
60	Nuclear power	Electrical Engineering
93	Nursing	Health
76	Oil Engineering and Technology	Production and Technology
13	Performing Arts	Culture and art
96	Pharmacy	Health
21	Philology	Humanities
19	Philosophy	Humanities
7	Physical Culture and Sports	Education
97	Physical Rehabilitation	Health
42	Physics and Astronomy	Natural Sciences
24	Political science	Social and behavioral science
2	Preschool Education	Education
3	Primary education	Education
5	Professional education (with specializations)	Education
82	Protection and Plant Quarantine	Agricultural and food science
25	Psychology	Social and behavioral science
33	Public Management and Administration	Management and administration

<u>115</u>	Public Management and Administration	Public Management and Administration
<u>77</u>	Publishing and Printing	Production and Technology
<u>112</u>	Rail transport	Transportation
<u>17</u>	Religion	Humanities
<u>110</u>	River and Maritime Transport	Transportation
<u>113</u>	Road transport	Transportation
<u>1</u>	Science Education	Education
<u>56</u>	Shipbuilding	Mechanical Engineering
<u>99</u>	Social security	Social Work
<u>98</u>	Social Work	Social Work
<u>26</u>	Sociology	Social and behavioral science
<u>47</u>	Software Engineering	IT
<u>6</u>	Special education	Education
<u>103</u>	State Border Security	Military Science, National Security, Security of the State Border
<u>102</u>	State Security	Military Science, National Security, Security of the State Border
<u>45</u>	Statistics	Mathematics and statistics
<u>80</u>	Surveying and Land Management	Architecture and building
<u>50</u>	System Analysis	IT
<u>74</u>	Technology Environmental Protection	Production and Technology
<u>70</u>	Telecommunications and Radio	Electronics and Telecommunications
<u>22</u>	Theology	Theology
<u>114</u>	Transportation Technology	Transportation
<u>90</u>	Veterinary Hygiene, Sanitation and Expertise	Veterinary Medicine
<u>89</u>	Veterinary Medicine	Veterinary Medicine
<u>8</u>	Visual Art and Production	Culture and art
<u>87</u>	Water Bioresources and Aquaculture	Agricultural and food science