

MALTA ENTERPRISE

Get Qualified User Manual

Institute Guide

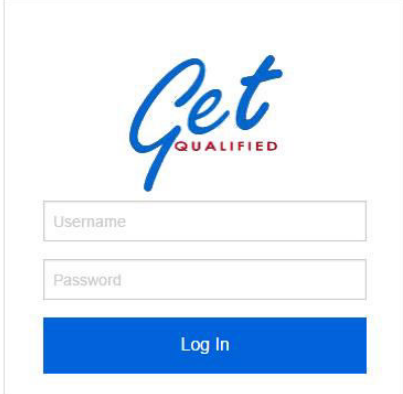


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1. Logon




1. To gain access to the system first enter the URL getqualified.maltaenterprise.com into the URL bar and press enter.
2. Type your username and password into the respective textboxes and click on the 'Log In' button.
3. If the credentials are correct the browser will redirect you to the institute's 'Applications' page.



The logon form features the 'Get QUALIFIED' logo at the top. Below the logo are two input fields: 'Username' and 'Password'. At the bottom of the form is a blue button labeled 'Log In'.

2. Applications

Applications

Application ID	Student ID	Name	Surname	Email	Course Name	Status	
5	454568M	Mandy	Faarrugia	mandyjb97@gmail.com	BSc CIS	Approved by admin.	
7	184697M	Mandy	Farrugia	mandyjb97@gmail.com	Web Designer Associate	Awaiting student form submission	
8	248692M	Daphne	Agius	daphneagius@hotmail.com	Prince 2 Practitioner (inc. Foundation)	Awaiting student form submission	

1. In the 'Applications' page all applications listed under the institute can be viewed.
2. To view an application's details click on the row of the application. A pop up is displayed showing the application details and student details.
3. The application list can be filtered by either using the student search function or through the buttons at the bottom section (as explained in the next page).

Filtering by search




The search filter form consists of a text input field with the placeholder text 'Student ID' and a blue button labeled 'Go'.

The search function searches through the Student ID of all the applications listed under your institute.

1. Type the search term in the text box (case insensitive).
2. Click on the 'Go' button.
3. If successful, the filtered applications are listed in the table, otherwise no results will be displayed.

Show Required Action

A blue rectangular button with the text "Show Required Action" in white.

Clicking on the 'Show Required Action' button shows all the applications which require the institute's approval or disapproval.

1. Click on the application to view the details.
2. Files associated with the application can be viewed by clicking on the file name. Such files are displayed either through a pop up or through a new tab, depending on the content type.
3. When submitting an approval or rejection, the user has an option to include a side note.
4. Click 'Approve' or 'Reject' to submit status.

Show Active

A blue rectangular button with the text "Active" in white.

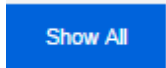
The 'Active' button shows all open applications pertaining to the current institute.

Expiring in 30 days

A red rectangular button with the text "Expiring in less than 30 days" in white.

This section shows the applications which are going to exceed the one year time limit when the application was submitted.

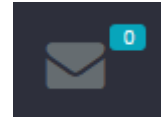
Show All

A blue rectangular button with the text "Show All" in white.

Click 'Show All' button to show all applications without any filtering.

3. Messages

The 'Inbox' page can be accessed by clicking on the 'Inbox' link in the sidebar or the envelope icon at the top of the page. The initial view is a list of messages in the 'Inbox'. Switching between tabs one can view the 'Inbox' and 'Sent' messages.



Inbox

4. To view a message click anywhere inside the row of the particular message.
5. A popup window is opened with the message details.
6. Clicking of the 'Reply' button will open a new popup with the 'Subject' already filled and a text area where the user can write the new 'Body' of the reply. Click 'Send' when you wish to send the email or 'Cancel' to discard.

Sent

1. To view a message click anywhere inside the row of the particular message.
2. A popup window is opened with the message details.

Application Messages

Messages can also be sent associated with an application.

1. In the 'Applications' section each application listed has a 'Send Message' button.
2. Click on the button to open the popup window with the message form.



4. Profile

To update the details of your institute go to the 'Profile' section of the application. This section consists of three tabs: Profile, Account and Password.

Profile

The 'Profile' tab enables you to update the details of your institute. After changing the necessary fields click on 'Save' to save all the changes.

Account

The username and email address associated to the institute can be found in this section.

Password

Enables the changing of the password for the current account.

1. First type the current password.
2. Next type the new password and re-type the password to confirm.
3. Click on the 'Save' button to update changes.

5. Enrolments

The 'Enrolments' section enables you to open an account or an application for a student undertaking studies with the institute.

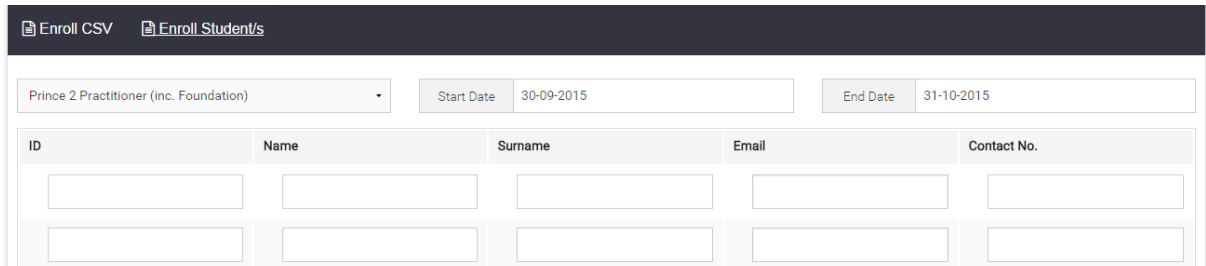
If a student is applying for the Get Qualified scheme for the first time a new account together with a new application is created under his/her name, in the case where the student's account already exists within the system an application will be created while maintaining the same account details. An email is sent to the student to notify him/her that an account and/or application have been created for him/her.

To enrol students to the scheme two choices are available, either through manual input or by uploading a CSV file.

Enrol Students

This method enables you to enrol students manually into the system.

1. Select one of the courses from the drop down list (This list consists of only the courses allocated to your institute).
2. Enter the starting and ending date of the course in question.



ID	Name	Surname	Email	Contact No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. When these three inputs are filled, ten rows of input fields will be displayed. Each row represents one student applying for the same scheme.
4. First enter the student's ID (ID card number or Income Tax number), if the account does not exist you must fill all details within the same row. If the ID is already registered within the system, the fields will be automatically filled.
5. When done inputting students click on the 'Submit' button.

Enrol CSV

From this section you are able to download a copy of a CSV file that will be used to upload the student and course details.

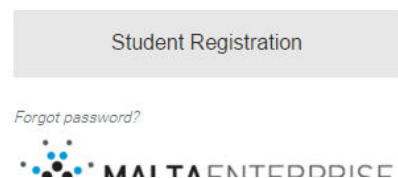
A table with courses allocated to your institute can be viewed with the course's ID. This ID shall be applied to the CSV file.

The bottom section of the page shows the minimum mandatory data that must be submitted in order to successfully create the list of applications and/or accounts. A pop up will display the errors (if any) of an application that has been submitted or otherwise a success message will be displayed.

Student ID	Enrollment Status
191919M	Student has already applied.
197865148	New Account Created. Application Created
197865248	Start date not correctly formatted.
197865248	End date not correctly formatted.

6. Lost Password

If the user has forgotten or lost his/her password, a new one can be generated and sent to the user. The 'Forgot password?' feature can be found in the login page under the 'Student Registration button.



1. Clicking on the 'Forgot Password?' link will open a form where the user can insert his/her username (ID No. / Income Tax No.).
2. An email will be sent to the email address already registered under that username, with a confirmation link.
3. Once the user clicks on the link he is redirected to a confirmation page.
4. Upon confirmation, a newly generated password will be sent to the user on his/her registered email address (We recommend that passwords are changed upon next login).