

What is WorkView?

The principal job of the WorkView software is to assist you and your teachers to find you the most appropriate and most rewarding work experience placements.

The way in which work experience is organised varies not only from county to county around the country but even from school to school. It is therefore not possible for us to write a software manual that will tell precisely what you must do and when – your teachers will brief you on this.

The WorkView software will allow you to browse easily through the work experience job descriptions that are available to you. If it suits the way work experience is organised in your school, you may also be able to record a range of job choices using WorkView.

The Purpose of this Student User Guide

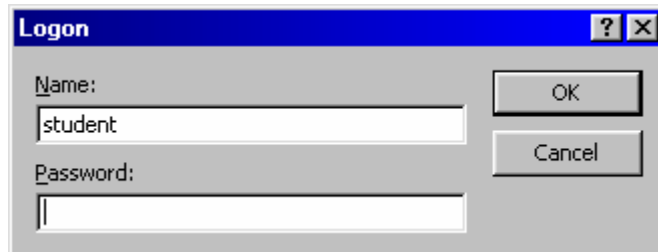
The purpose of this guide is to explain the full range of facilities that may be available to you through the WorkView software. Don't worry if you see some screens in these pages that aren't available to you. It will only be because your teachers have set-up the software to suit the way that work experience works best in your school and in your area.

If it needs a book it must be difficult!

Well, no. Using WorkView is really easy and you'll probably get on just fine without reading this guide at all! However, if you get stuck or need to know more, you'll probably find the answer you're looking for in these pages.

Signing-on to WorkView

You'll probably open WorkView by clicking on a Windows Desktop icon. Unless your teachers have automated the logon, the next thing you'll see is the logon window (below). Just enter your name as "student" and click the OK button. That's all you have to do to open the WorkView software.



The WorkView Logon box

The Main Menu

After you have logged-on to WorkView, the next thing you'll see is the main menu. From here you can browse for jobs, record job choices (if your teacher needs you to do this) and exit back to the Windows Desktop.



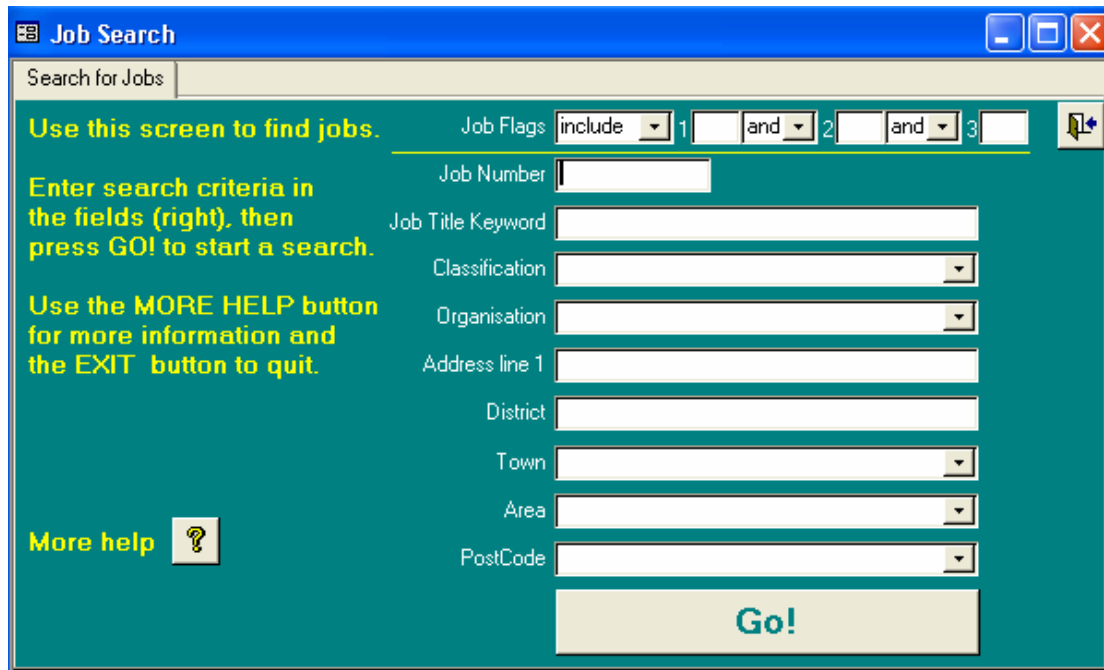
The WorkView Main Menu

Browsing the job file

Browse the job file

Clicking on the job browse button will lead you to the job search screen

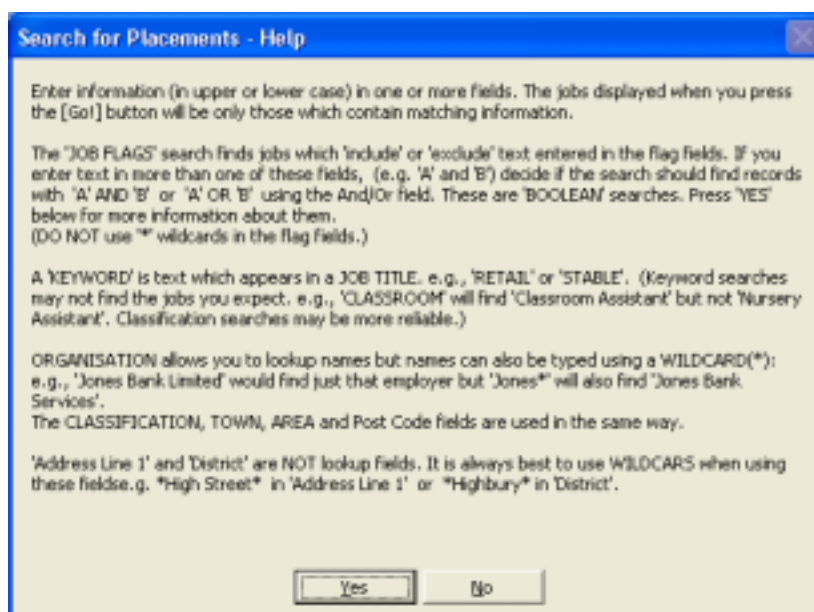
(Note: The 'Job Flag' fields shown at the top of this screen may not appear in your version of veryan WorkView.)



The screenshot shows a window titled "Job Search" with a search interface. On the left, there is instructional text: "Use this screen to find jobs. Enter search criteria in the fields (right), then press GO! to start a search. Use the MORE HELP button for more information and the EXIT button to quit." Below this is a "More help" button with a question mark icon. The search fields on the right include: "Job Flags" (include, 1, and, 2, and, 3), "Job Number", "Job Title Keyword", "Classification", "Organisation", "Address line 1", "District", "Town", "Area", and "PostCode". A large "Go!" button is at the bottom right.



The Help Button – displays about how to search:



The screenshot shows a dialog box titled "Search for Placements - Help". It contains the following text: "Enter information (in upper or lower case) in one or more fields. The jobs displayed when you press the [Go!] button will be only those which contain matching information. The 'JOB FLAGS' search finds jobs which 'include' or 'exclude' text entered in the flag fields. If you enter text in more than one of these fields, (e.g. 'A' and 'B') decide if the search should find records with 'A AND B' or 'A OR B' using the And/Or field. These are 'BOOLEAN' searches. Press 'YES' below for more information about them. (DO NOT use '*' wildcards in the flag fields.) A 'KEYWORD' is text which appears in a JOB TITLE. e.g., 'RETAIL' or 'STABLE'. (Keyword searches may not find the jobs you expect. e.g., 'CLASSROOM' will find 'Classroom Assistant' but not 'Nursery Assistant'. Classification searches may be more reliable.) ORGANISATION allows you to lookup names but names can also be typed using a WILDCARD(*): e.g., 'Jones Bank Limited' would find just that employer but 'Jones*' will also find 'Jones Bank Services'. The CLASSIFICATION, TOWN, AREA and Post Code fields are used in the same way. 'Address Line 1' and 'District' are NOT lookup fields. It is always best to use WILDCARS when using these fields.g. *High Street* in 'Address Line 1' or *Highbury* in 'District'." At the bottom are "Yes" and "No" buttons.

Enter search criteria and click  to select option from list

Job Flags

Job Number

Job Title Keyword

Classification

Organisation

Address line 1

District

Town

Area

PostCode



This button starts a search and displays placements based on selected criteria

JobNumber	Job Title	MailMergeFlag	Organisation	Classificati
669	Admin/Architectural Assistant		Pendle Borough Council	CAG Local go
12228	Post Office Assistant	A	Scotland Road Post Office	CAM Public b
782	Committee Clerk		Pendle Borough Council	CAT Secretari

Record: 1 of 543

Double click on **JobNumber** or **Job Title** to change from the "DataSheet" view (above) to the "Form" view (below)

Jobs Job Number Administration Assistant Job flag

Job Description | Conditions | Health & Safety | Organisation Detail | Local Notes

Organisation: Classification:

Town: Area:

Activities: The student will be involved in general office work.
 Photocopying;
 Data input;
 Filing;
 Answering the telephone;
 Working on various computer programmes including Access [Database], Excel and Word 97.

Requirements: Good standard of education;
 Computer literate.

This job supports these Key Skills

Record: 2 of 326

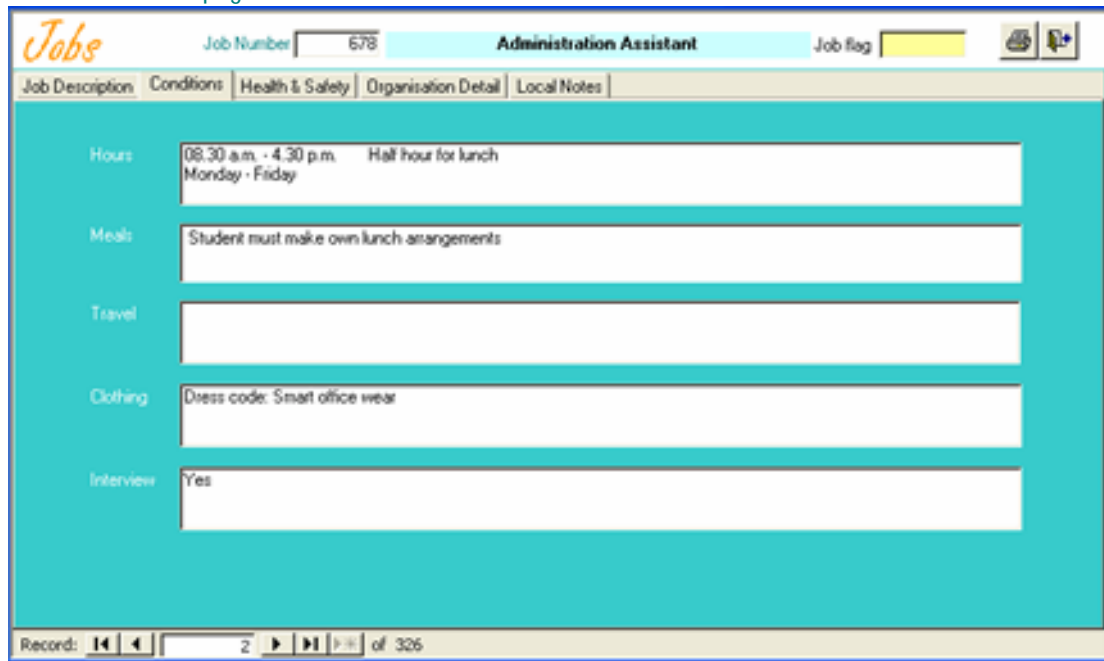
Job flag 

The "Job Flag" field may contain codes that your teacher will tell you about.

The Form View of the job description shows you Five pages.

They are, Job Description (displayed on the previous page) and Conditions, Health and Safety, Organisation Detail and Local Notes (displayed on the next few pages).

The Conditions page

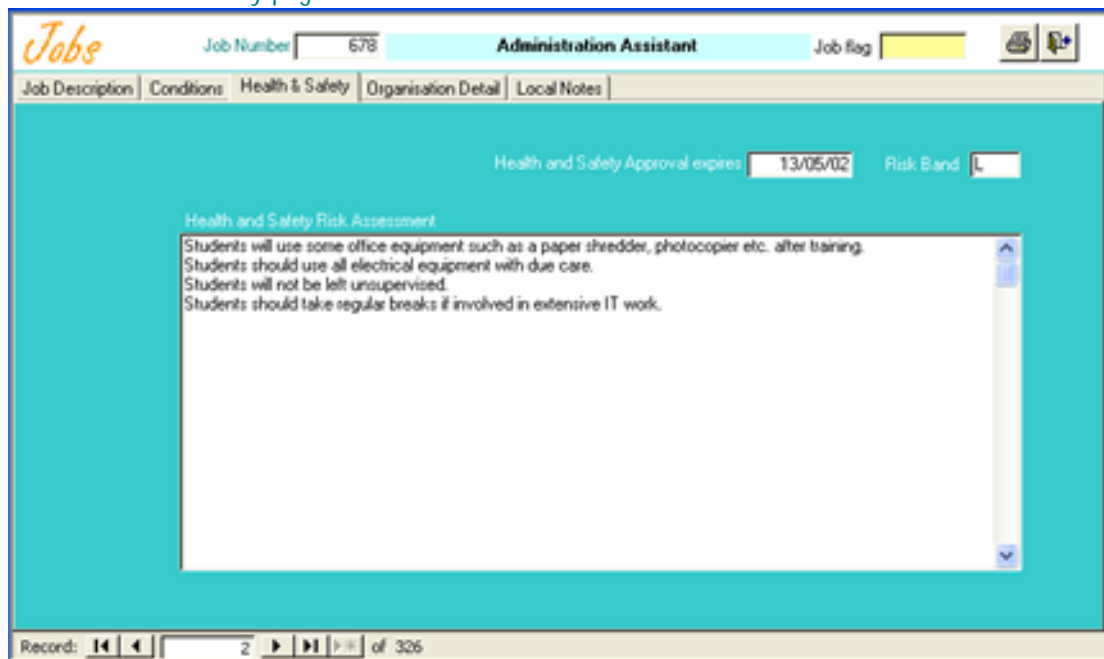


The screenshot shows the 'Jobs' system interface. At the top, the 'Jobs' logo is on the left, followed by 'Job Number' 678, 'Administration Assistant' job title, and a yellow 'Job flag' icon. Below this is a navigation bar with tabs for 'Job Description', 'Conditions', 'Health & Safety', 'Organisation Detail', and 'Local Notes'. The 'Conditions' tab is active. The main content area is teal and contains several fields:

- Hours:** 08.30 a.m. - 4.30 p.m. Half hour for lunch Monday - Friday
- Meals:** Student must make own lunch arrangements
- Travel:** (Empty field)
- Clothing:** Dress code: Smart office wear
- Interview:** Yes

At the bottom, there is a record navigation bar showing 'Record: 2 of 326'.

The Health and Safety page



The screenshot shows the 'Jobs' system interface. At the top, the 'Jobs' logo is on the left, followed by 'Job Number' 678, 'Administration Assistant' job title, and a yellow 'Job flag' icon. Below this is a navigation bar with tabs for 'Job Description', 'Conditions', 'Health & Safety', 'Organisation Detail', and 'Local Notes'. The 'Health & Safety' tab is active. The main content area is teal and contains:

- Health and Safety Approval expires: 13/05/02
- Risk Band: L
- Health and Safety Risk Assessment:**
 - Students will use some office equipment such as a paper shredder, photocopier etc. after training.
 - Students should use all electrical equipment with due care.
 - Students will not be left unsupervised.
 - Students should take regular breaks if involved in extensive IT work.

At the bottom, there is a record navigation bar showing 'Record: 2 of 326'.

The Organisation Detail page

The screenshot shows the 'Jobs' system interface. At the top, the 'Jobs' logo is on the left, and the job details 'Job Number 678', 'Administration Assistant', and 'Job flag' are on the right. Below this is a navigation bar with tabs for 'Job Description', 'Conditions', 'Health & Safety', 'Organisation Detail' (which is selected), and 'Local Notes'. The main content area is teal and contains two columns of form fields. The left column is titled 'Organisation' and includes fields for 'Department of Education', 'P.O. Box 142', 'Newgate', and 'LN1 8QJ'. The right column is titled 'Contact' and includes fields for 'Ms Ann Sanders', 'Position', 'Phone 01234 509356', 'CellPhone', 'Fax', 'E-Mail', and 'Web Site'. Below these is a 'Supervisor' section with fields for 'Ms Ann Sanders', 'Position', 'Phone 01234 50935', 'CellPhone', 'Fax', 'E-Mail', and 'Company size'. At the bottom, a record navigation bar shows 'Record: 2 of 326'.

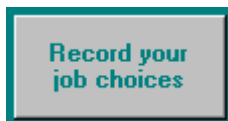
The Local Notes page. This page may display any notes your teacher(s) have added about the job.

The screenshot shows the 'Jobs' system interface for the 'Local Notes' page. The top navigation bar and job details are identical to the previous screenshot. The main content area is teal and contains a message: 'The notes on this page are held exclusively in WorkView'. Below this are two large, empty text input boxes. The first is labeled 'Local notes about this Employer / Job' and the second is labeled 'Notes about contacts made with this Employer / Job'. At the bottom, a record navigation bar shows 'Record: 2 of 326'.

Use the search screen and the DataSheet and Form views of the Job Descriptions to study the details of jobs that may interest you.

You will not be able to record any information in WorkView until you have been given a "Pin Number" (There's more about this on the next page.) In the mean time, if you find a job that interests you, make sure you make a note of its' "Job Number" from the top of the screen.

Recording your Job Choices



Record job choices

Name and Password

Look up your name and enter your **WorkView** password.

Name

PIN No

Click and select your name from the pull-down list

Enter your PIN No (If you don't have one you can't continue.)

Click the button to continue

This will lead you to the "Choices" screen. Use this screen to look up the Jobs you are interested in from column 1. You must give each of your selections a "Choice Number" in column 4 (prioritise your choices by giving them a number between 1 and 6).

Note: Your teacher(s) will tell you if you need to use the "Period" information in column 3 and the last column will tell you how many people (including you) have chosen each job.

Choices

Job choices

Job selections for

Job No	Job Title - Double-click to view the job	Period	Choice	Numbers choosing this job
24	Boatyard Assistant		1	1
60	Engine/Airframe Fitter		2	1
132	Technical Engineers - Electronics		3	1



If you want more help with this screen, just press the help button

Choices

Job choices | Help

Click the help button again to hide the help text.

Job selections for

	2 Job No	3 Job Title - Double-click to view the job	4 Period	5 Choice	Numbers choosing this job
1	24	Boatyard Assistant		1	1
	60	Engine/Airframe Fitter		2	1
	132	Technical Engineer - Electronics		3	1

1. To delete a row, click in the grey area, then press the delete key.

2. Type a job number here. New rows are created for each new job.

3. The job title will appear automatically in this box. You cannot type anything here.

4. If necessary, select the period of your placement here. This may not be required - please ask your teacher if unsure.

5. Type a number between 1 and 6 to show your job choice.