WIE System User Guide

For Lecturer

College of Professional and Continuing Education

The Hong Kong Polytechnic University

Version 1.1

ITU Helpdesk: 3746-0818 (HHB) / 3746-0819 (WK)

Email: pfitoper@cpce-polyu.edu.hk

THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

College of Professional and Continuing Education
專業及持續教育學院
An affiliate of PolyU

Contents

1 Purpose 3
2 Home page and Login 4
3 Manage Jobs 5
3.1 Create New Job 5
3.2 Edit and Copy Job Details 9
3.3 Update Job Status 11
4 Reporting 12
5 Manage Applications 15
5.1 Manage individual application 16
5.2 Batch Offering 18

1 Purpose

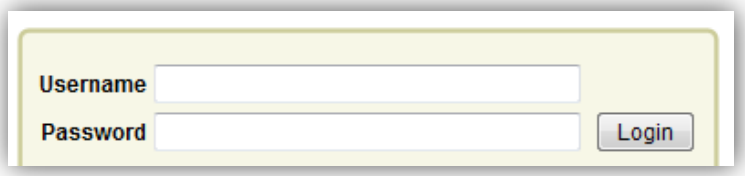
The WIE system provides administrative support for lecturer, administrative staff and student on the operation of WIE. This system provides three major functions for lecturers: reporting, manage job and manage applications. This guide demonstrates system functions and to remind some particulars when using the system.

Please feel free to contact ITU at 3746-0818(HHB) / 3746-0819(WK) if you have questions about the content of this manual.

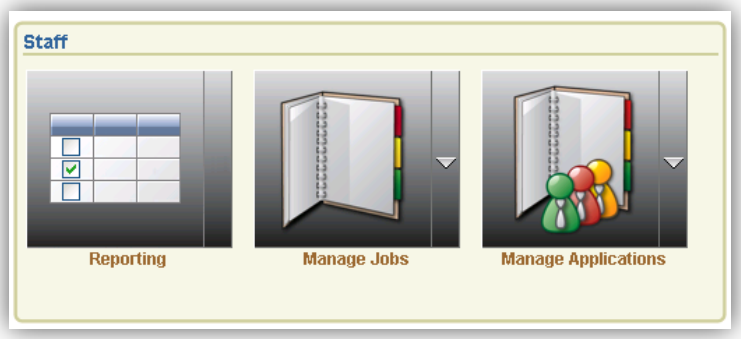
2 Home page and Login

2.1 WIE home page: https://webapp11.cpce-polyu.edu.hk/index.php

2.2 Enter your username and password to login.



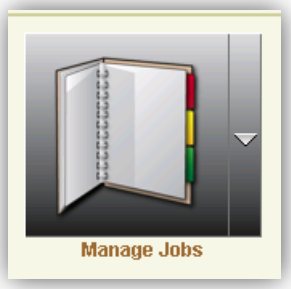
2.3 There are three major functions, namely, ***Reporting, Manage Jobs & Manage Applications.***



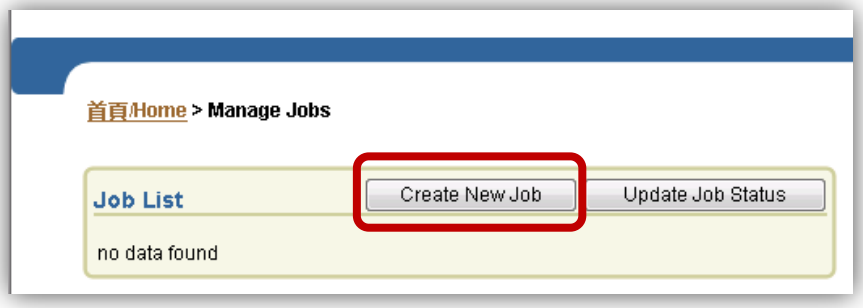
3 Manage Jobs

3.1 Create New Job

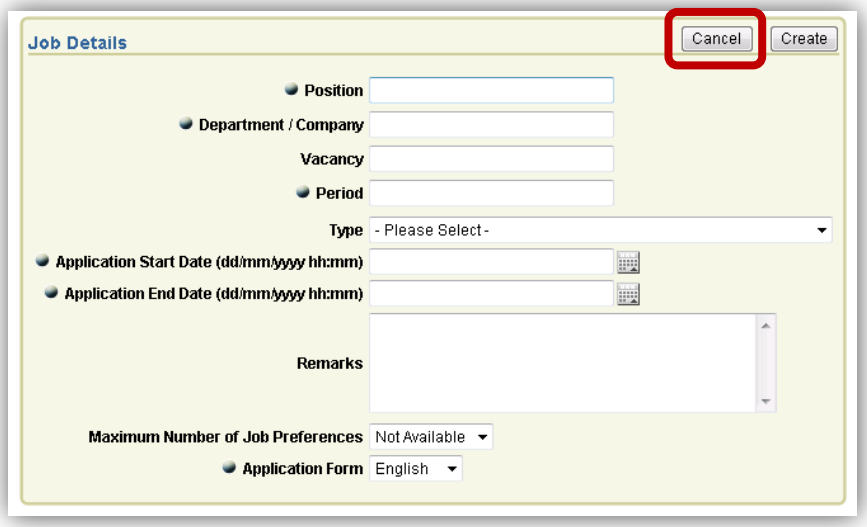
3.1.1 Select ***Manage Jobs*** icon on main page.



3.1.2 Click ***Create New Job***.

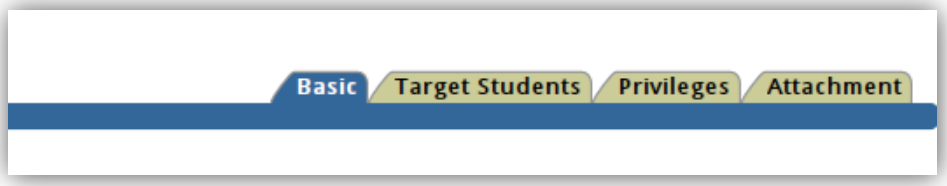


3.1.3 Enter basic information of the job and click ***Create*** button to save.

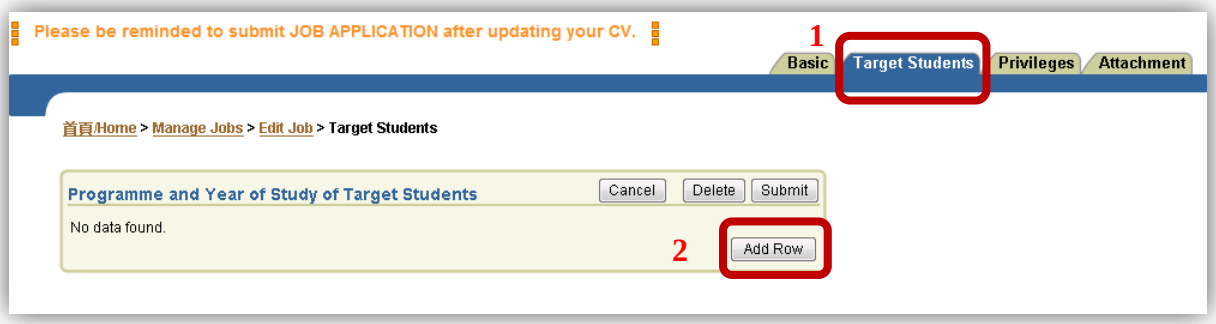


The system will display ***Action Processed*** on the top of the page.

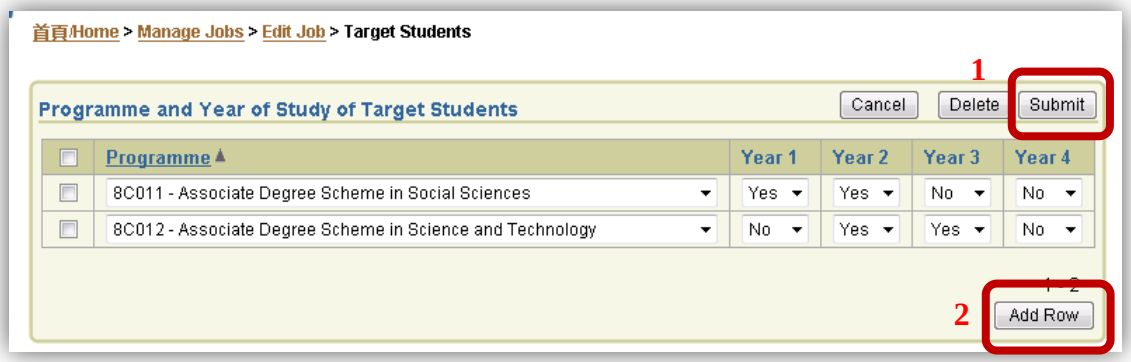
3.1.4 Tabs about details of the job will be shown on the navigation bar.



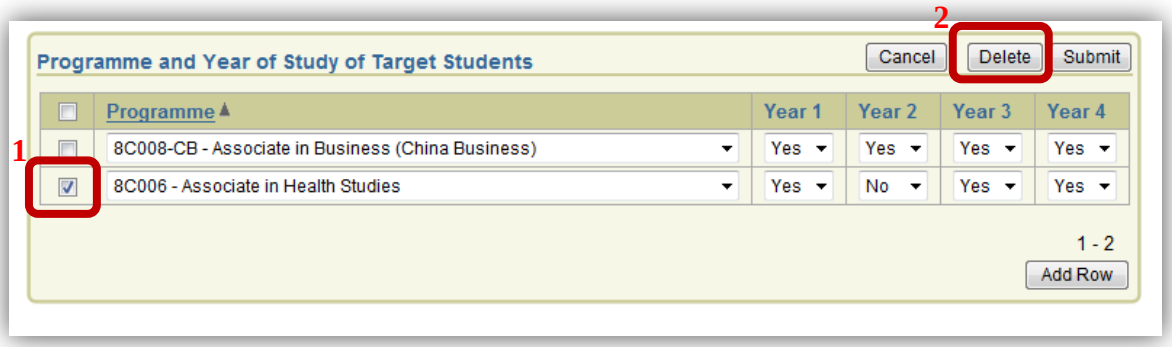
3.1.5 To set the programme and year of study of target students for the job, click ***Target Students*** on the navigation bar. Click ***Add Row*** to insert the first programme**.**



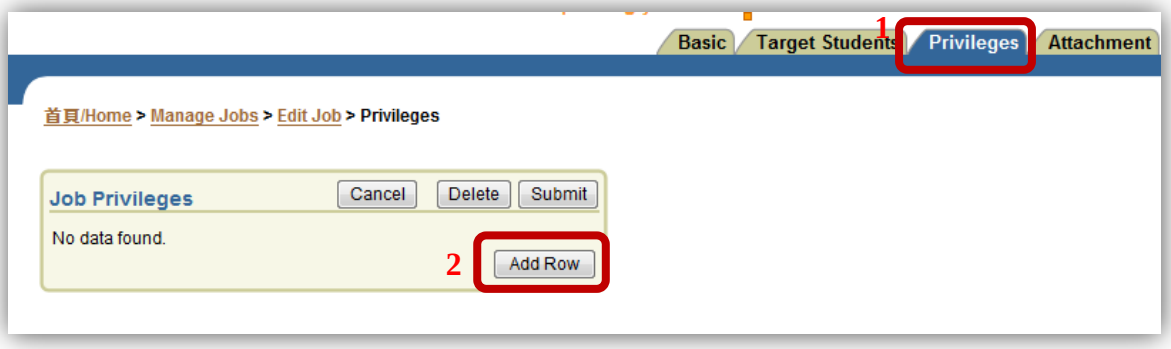
3.1.6 Select ***Programme*** and ***Year of Study*** for the job**,** then click ***Submit*** button to confirm the information. You can add more than one programme if necessary.



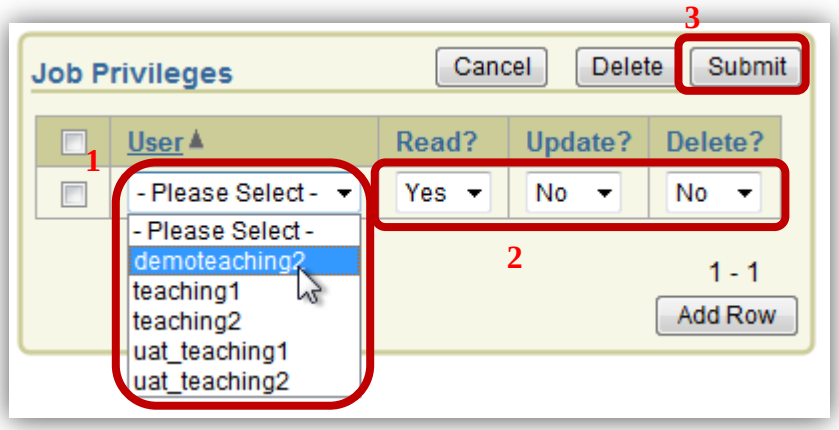
3.1.7 If you want to remove a row, check the box on the left then click ***Delete*** button.



3.1.8 To define privileges of the lecturer to the job, click ***Privileges*** on the navigation bar. Click ***Add Row*** to insert a user. You can add more than one lecturer if necessary.



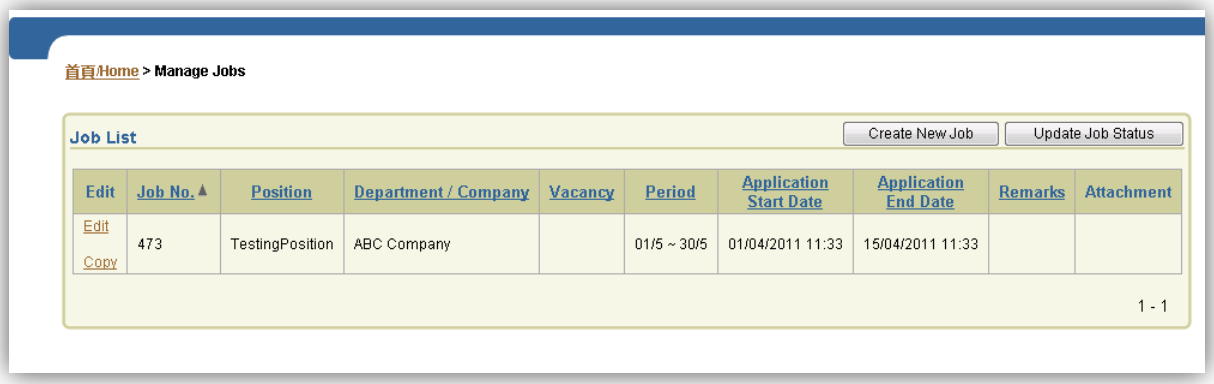
3.1.9 Select the corresponding lecturer to the job, and whether the lecturer can read, update or delete the job. Click ***Submit*** to confirm the information.



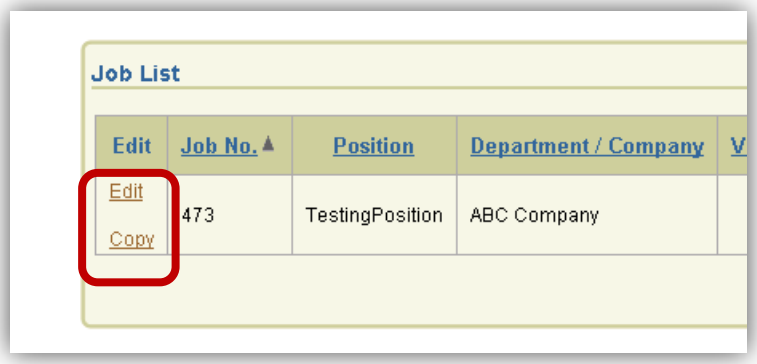
3.1.10 You can upload one attachment in **PDF format** for each job. Click ***Browse*** button to add corresponding attachment then click ***Upload*** button to upload the selected file(s).

3.2 Edit and Copy Job Details

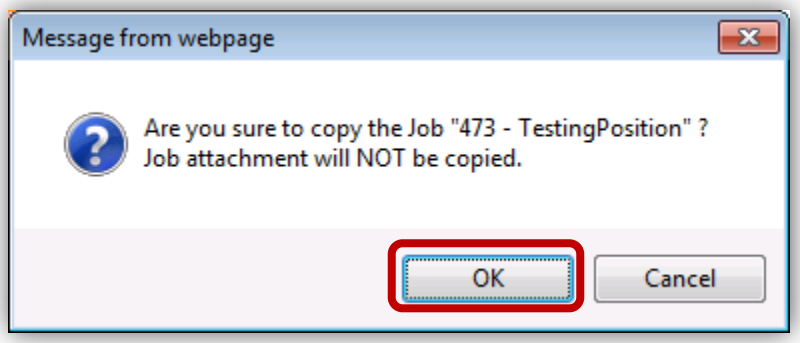
3.2.1 Jobs are shown in ***Manage Jobs*** page after creation.



3.2.2 User can edit and create a copy of the job.



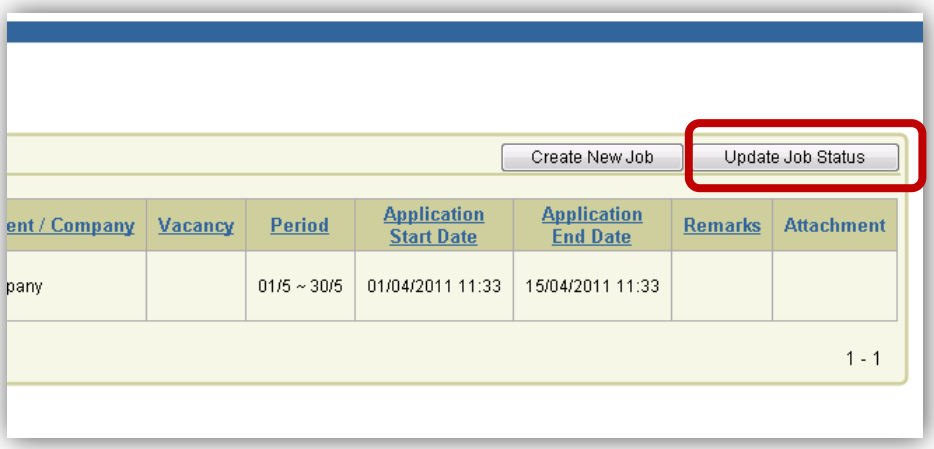
3.2.3 Click ***OK*** in the prompt message and please note that the PDF file attached **will not** be copied to the new job.



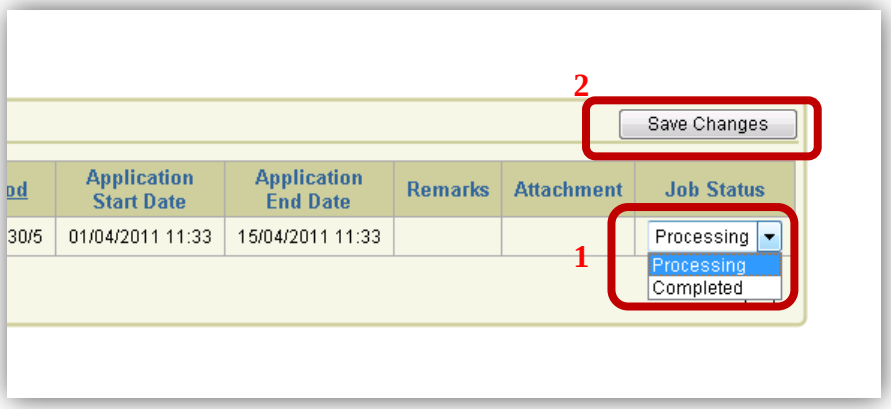
A new job will be created based on the original job information.

3.3 Update Job Status

3.3.1 Click ***Update Job Status*** button.

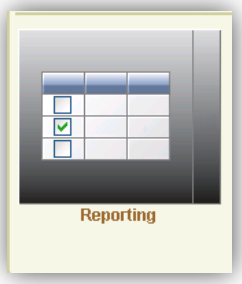


3.3.2 You can change Job Status to ***Processing*** or ***Completed***. Click ***Save Changes*** when finished.

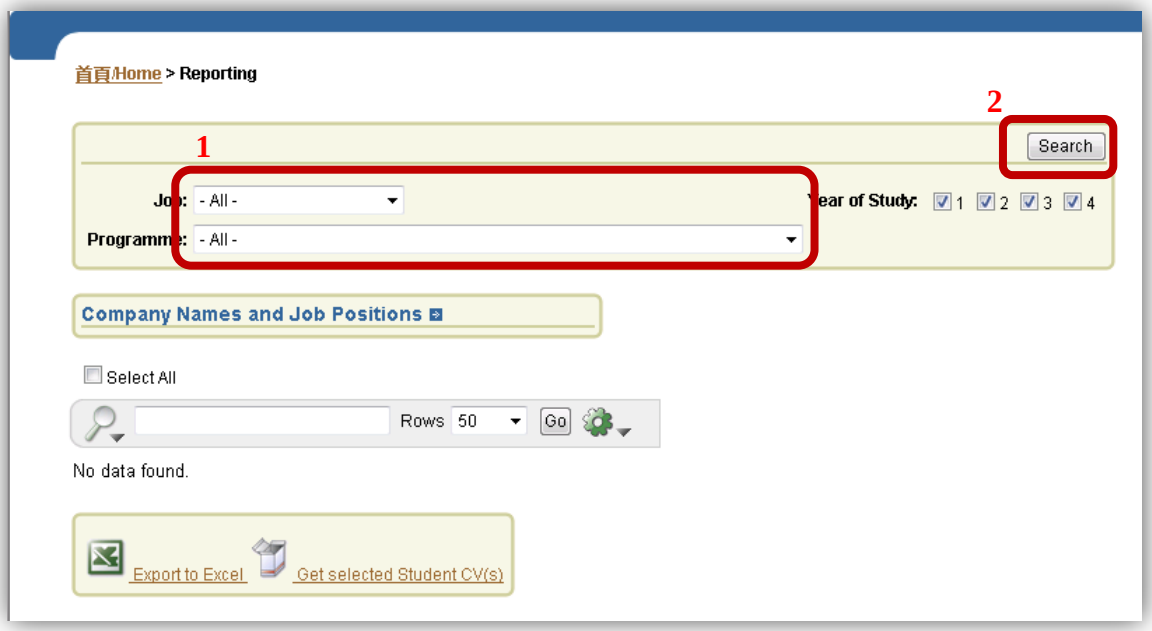


4 Reporting

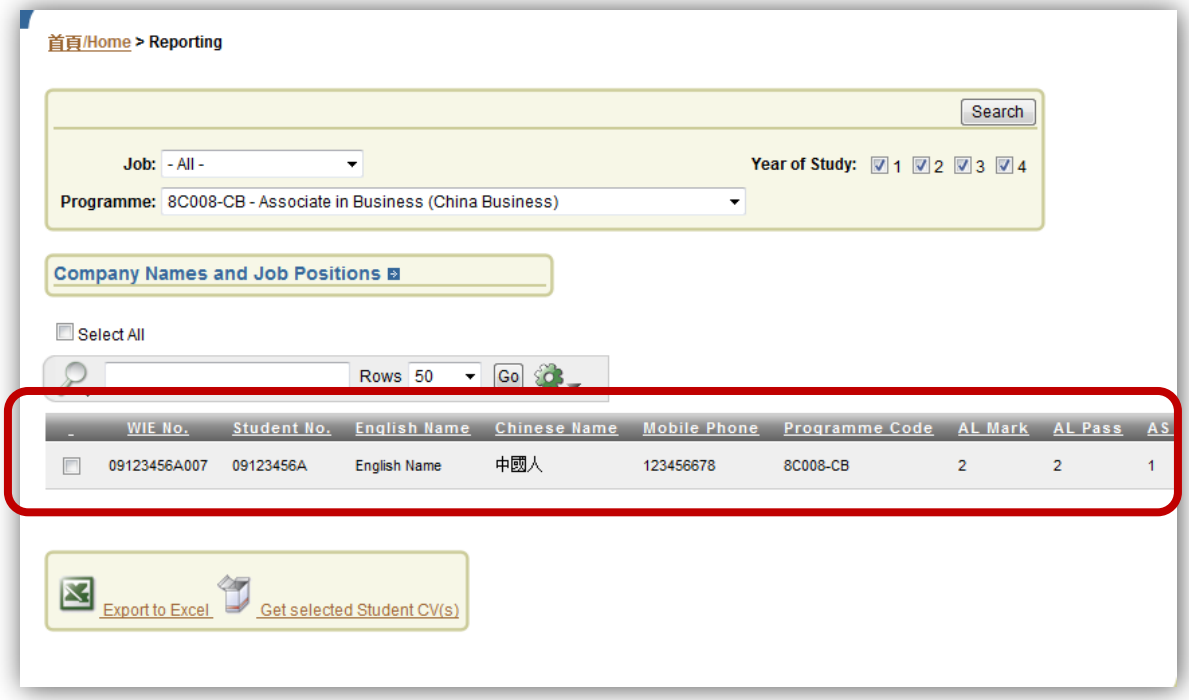
4.1 Reporting allows lecturers to access information of student applied for the job.



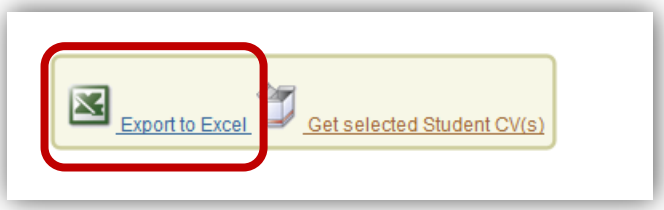
4.2 Enter the information of the job and click ***Search*** button.

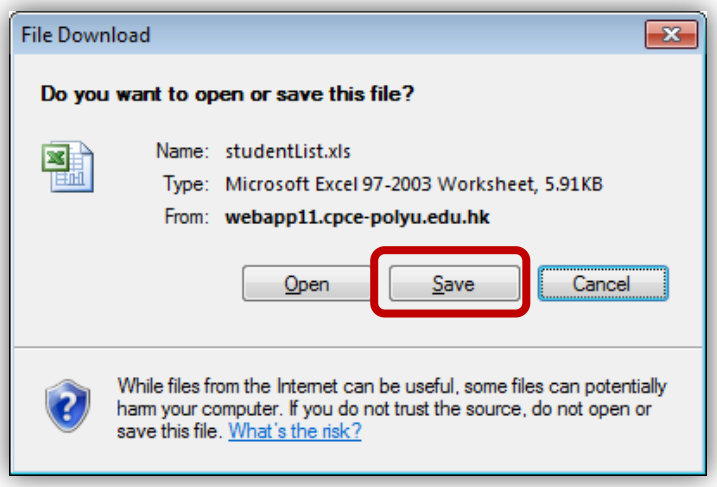


4.3 Results will be listed as shown as below.

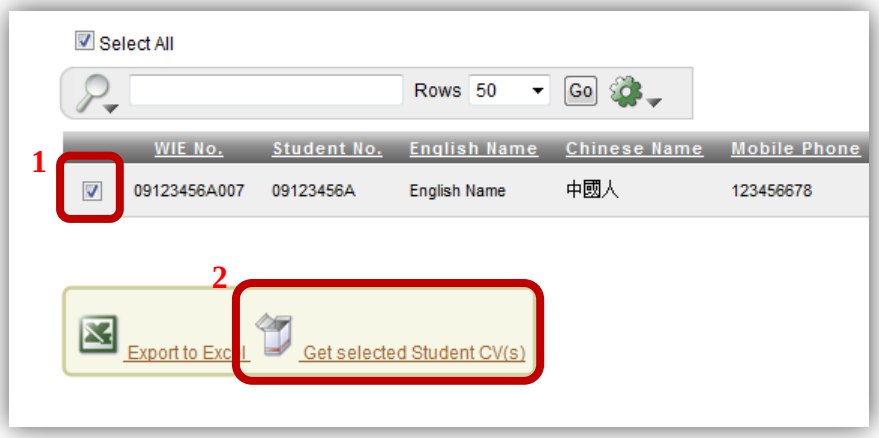


4.4 User can export the result to Excel format file. Click ***Export to Excel*** below the list of students.

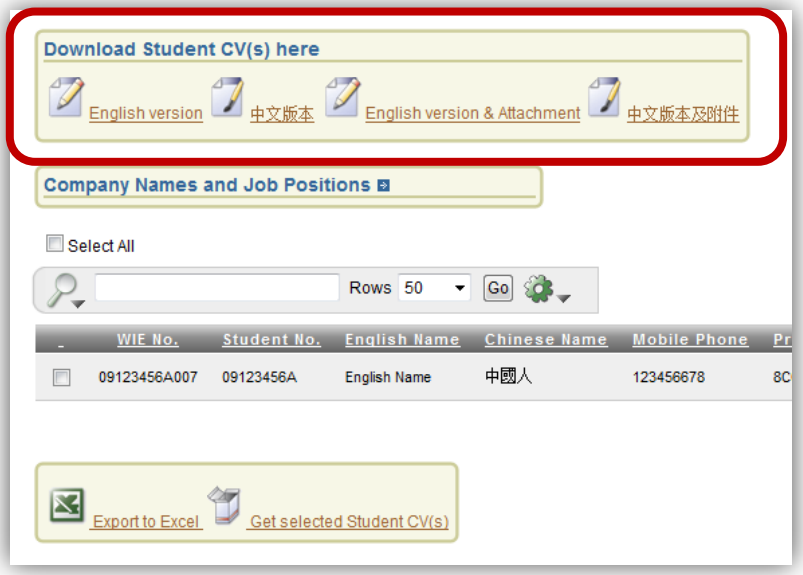




4.5 User can download CV of selected students. Check the box on the left to select student(s) and then click ***Get selected Student CV(s)***.

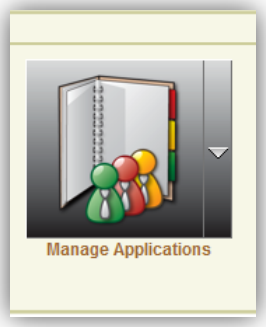


4.6 Icons for download student CV(s) will be shown. Click the appropriate version to download the CV(s) and attachments.



5 Manage Applications

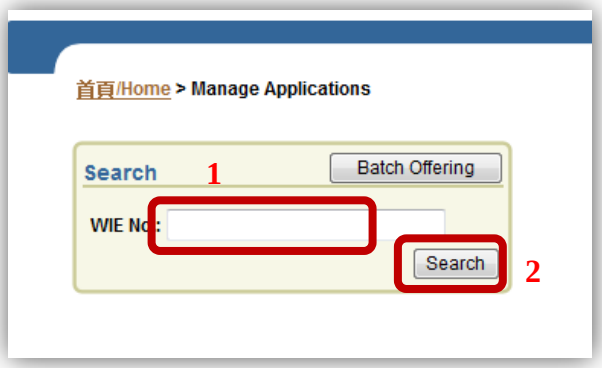
This part is to process the application and decide whether an application is success or not.



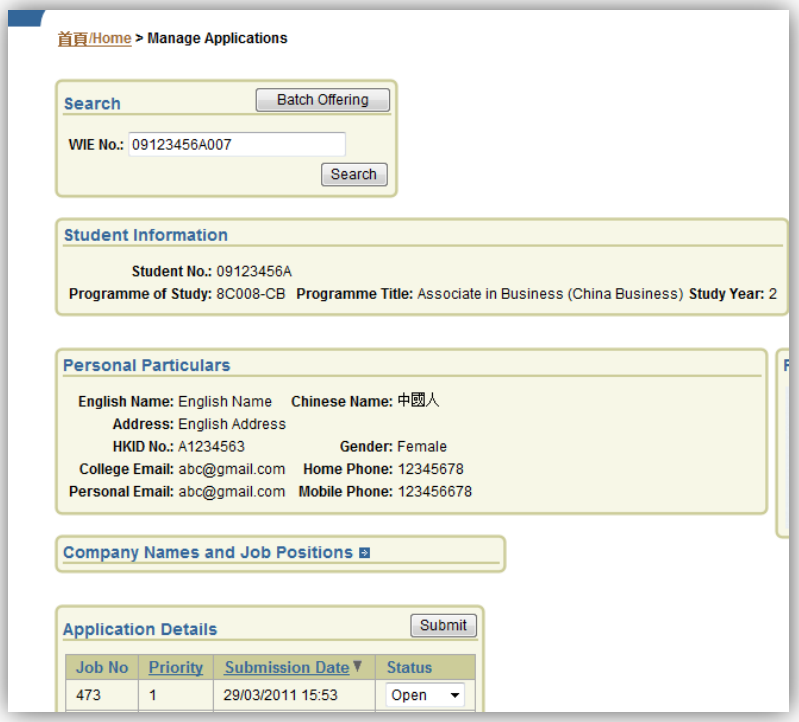
You can manage each individual application one by one or use ***Batch Offering*** to manage a batch of applications.

5.1 Manage individual application

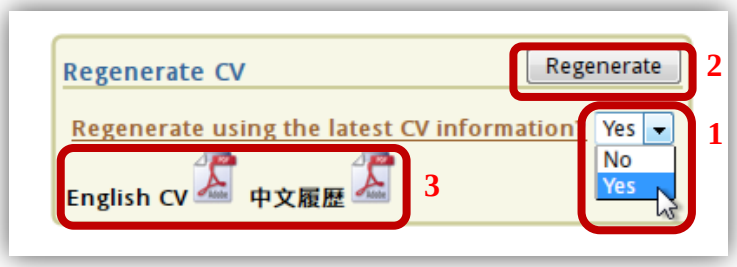
5.1.1 Enter the WIE No. of the application and click ***Search***.



5.1.2 Information of the corresponding student will be shown.



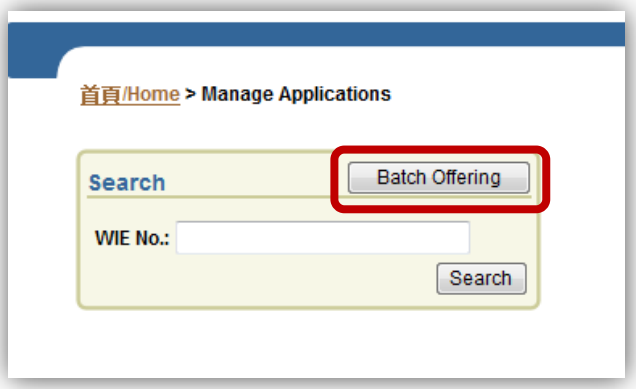
5.1.3 You can get updated CV of the student. Select ***Yes*** if you want to regenerate the CV with the latest information of the student. Click ***Regenerate*** and then the corresponding icon to download the CV(s).



5.3.4 Under Application Details, you can change the status of job application. Click ***Submit*** after finish the change of status.

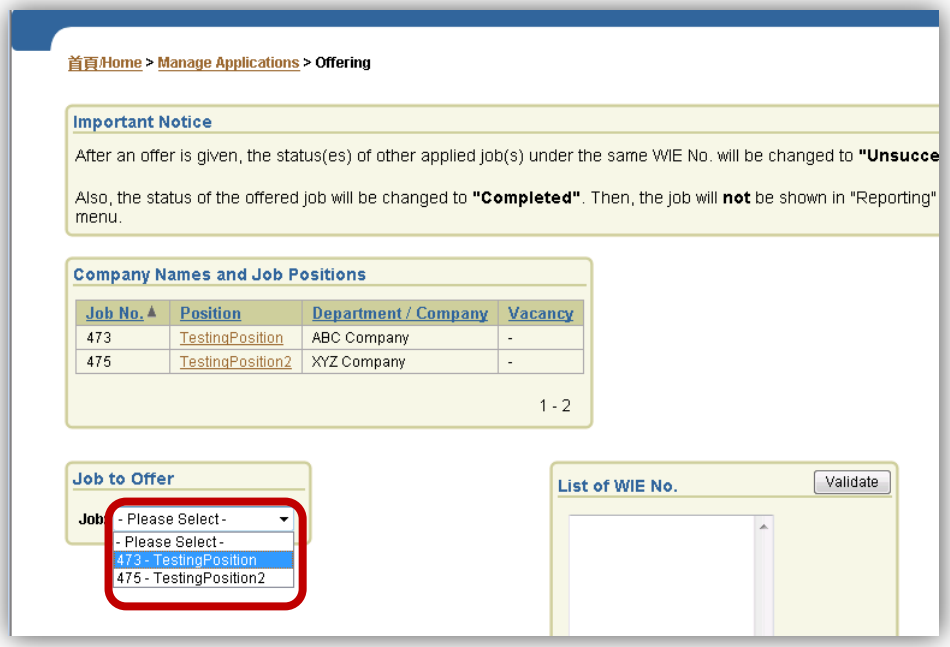
5.2 Batch Offering

5.2.1 Click ***Batch Offering*** button.

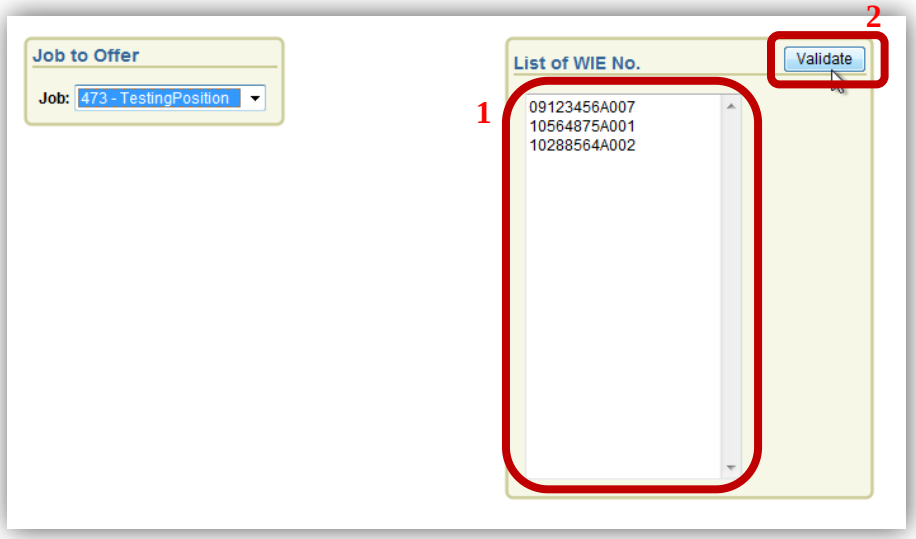


5.2.2 Select the job to offer at the bottom of the page

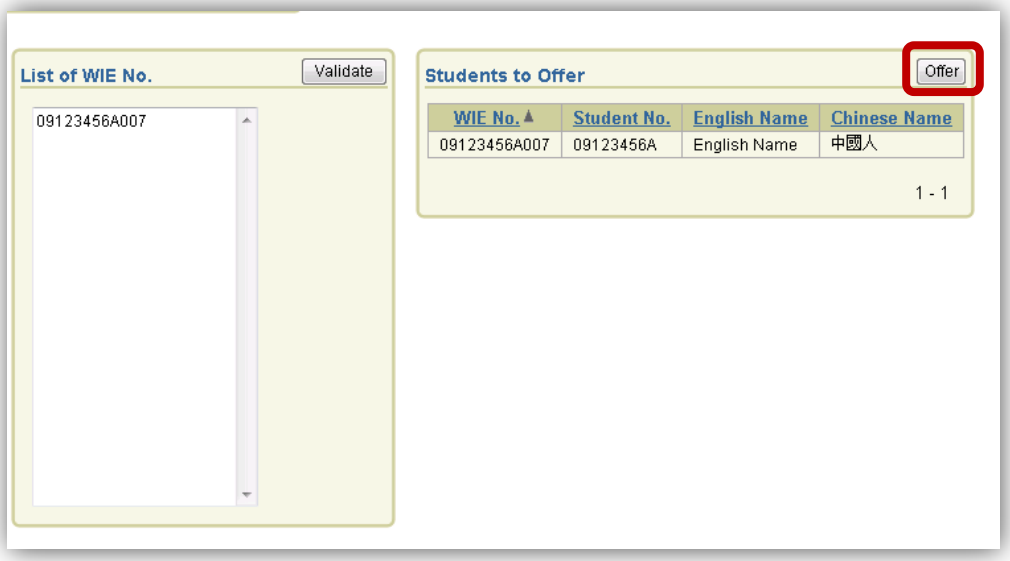
.

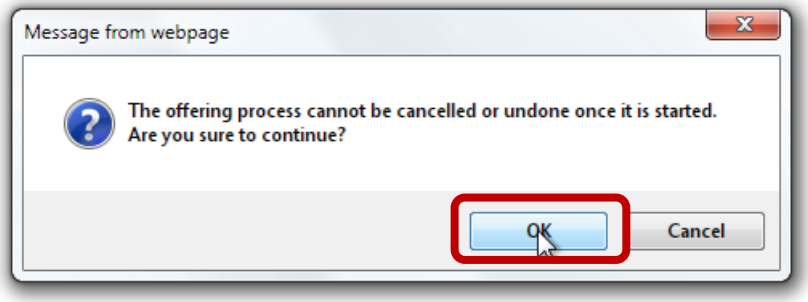
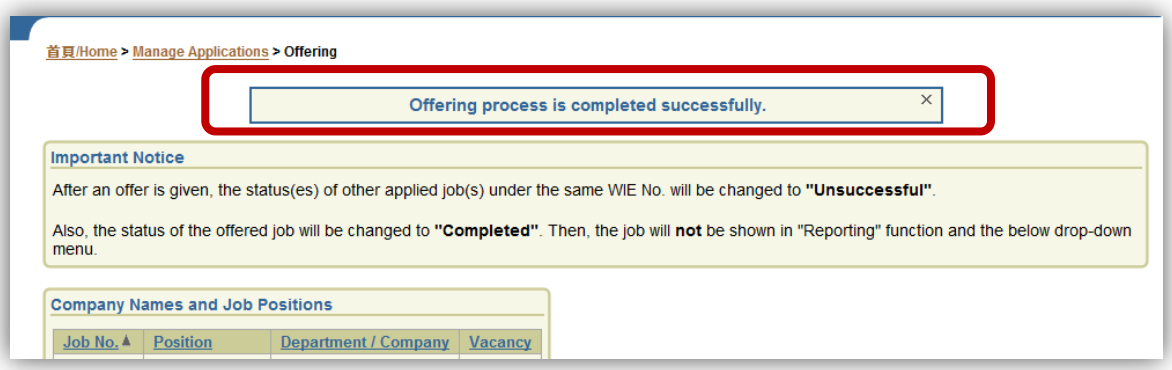


5.2.3 Enter the list of WIE No. which will be offered for this job and click ***Validate***.



5.2.4 The information of students on the offering list will be shown for validation. Error will be shown if invalid WIE No. is entered. Click ***Offer*** to confirm the offering list. Please note that **the offering process cannot be cancelled or undone** and click ***OK*** in the prompt message





5.2.5 A message will be shown on the top of the page to confirm the process.