



**Establishing future-oriented training
and qualification quality standards
for fostering a broad uptake of
sustainable energy skills in the
European construction sector**

**e-inventory database
- tutorial and help desk contact
document**



1 INTRODUCTION

The e-inventory dataset is a precious asset of the TRAIN4SUSTAIN project, that upon good management can be long-lasting and help guide end-user groups of the platform on a pan-European scale e.g. building professionals.

The following tutorial is set to provide individual users with input that they can aid autonomous operation of the control panel. This document primarily intended to be used by project partners and later in the project exploitation phase it will be transformed to an e-learning material populated with videos and best practices. Recorded sessions will be cut and edited for serving learning needs and ease the use of the tool.


Primary information source to the ESR e-inventory module is Peter Gyuris (Geonardo) at: peter.gyuris@geonardo.com

2 Tutorial for users to manage the e-inventory database

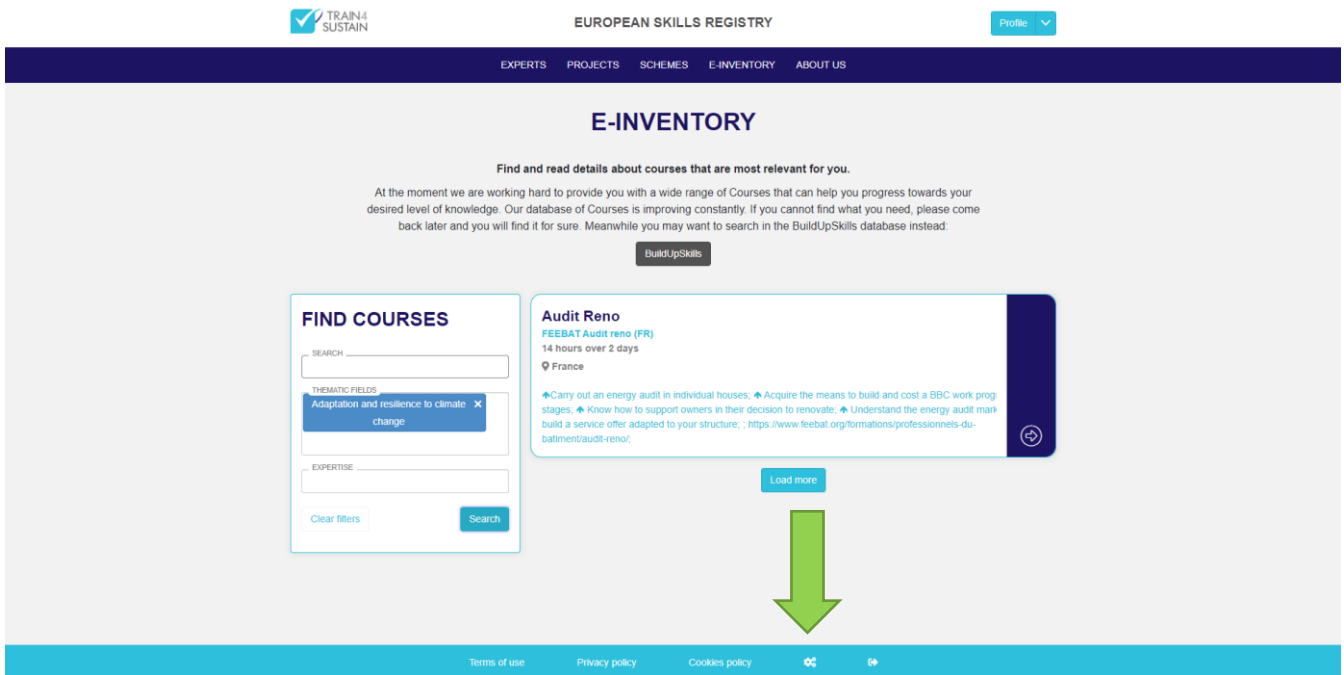
2.1 Control Panel

The Control Panel (CP) is the background administration subsystem of the CMS the Platform is built on. As an integrated part of the Platform, e-inventory's data and content is also managed via the CP.

2.1.1 Access

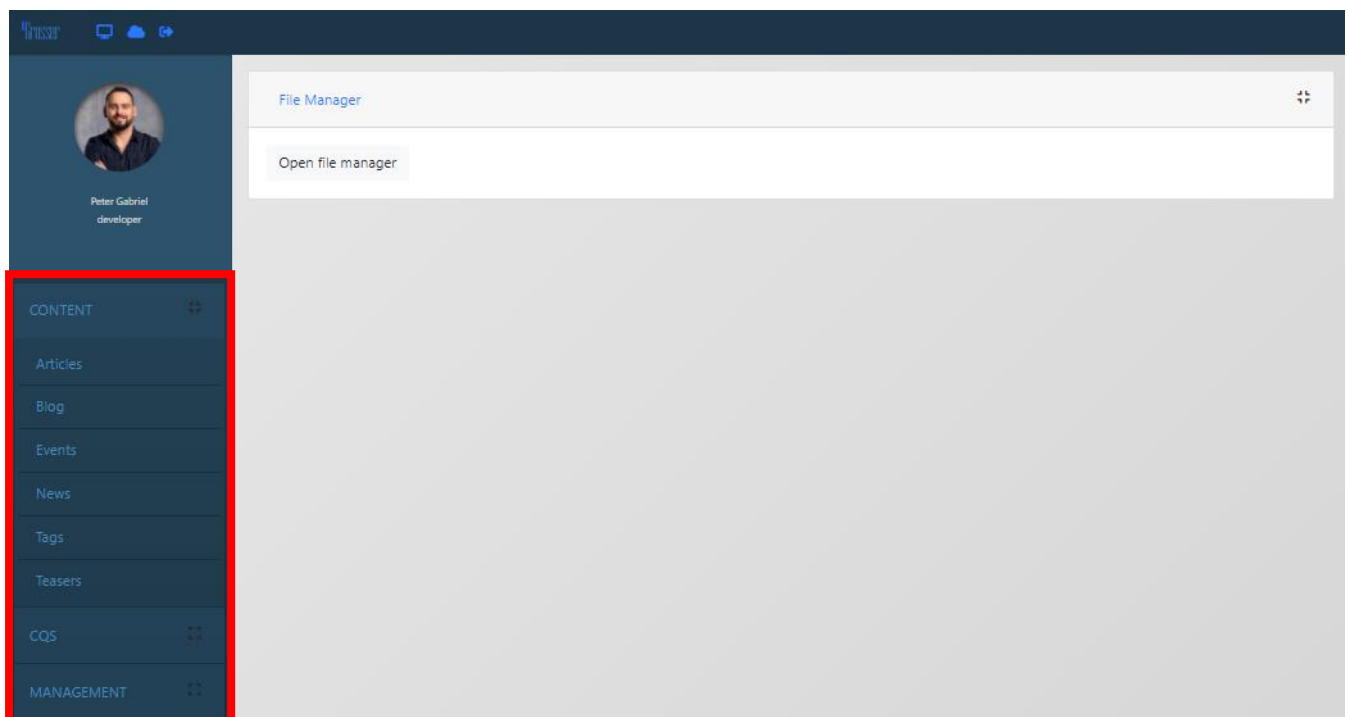
The CP can be accessed by users with *Assistant* or *Administrator* privileges after logging in with their user credentials sent to their email address after registration either typing or copying <https://esr.train4sustain.eu/control-panel> url into the navigation bar, or by clicking the cog icon () in the footer.

It is important to note that the CP icon only shows up if the user is logged in to the Platform.



2.1.2 Content and data management tools

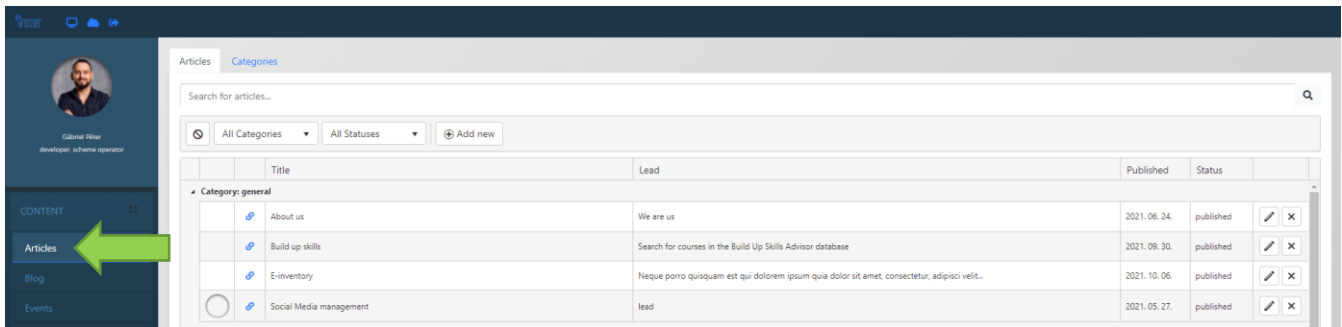
After accessing the CP, the following screen will appear:



This is the main page of the CP, and the menu on the left site can be used to navigate to the module that the user wants to work with. It is important to note that the modules available for a user are depending on their privileges, which may result in having less modules visible as on the screenshot above.

2.1.2.1 Content management

In case of e-inventory related pages the Articles module is used for content management purposes. To access the Articles module, it must be clicked in the left menu bar.

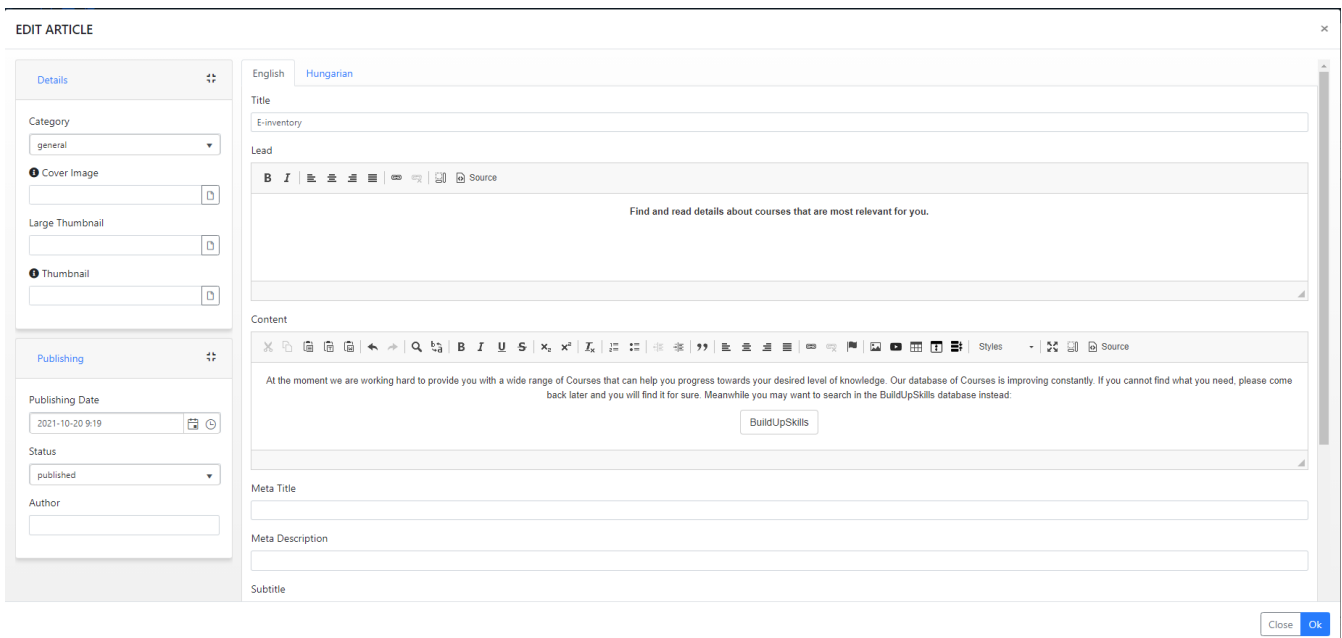


A user with the sufficient rights can start editing an article after clicking the pencil icon () next to the specific article.

In e-inventory there are 2 content elements (Articles) that can be edited within Articles module.

2.1.2.1.1 Main article of Course list page

This is the content element that can be found at the top of the Course list page (see: 3.1). The content of this element can be changed by editing the Article titled *E-inventory*.



2.1.2.1.2 Main article of Build Up Skills Advisor search page

This is the content element that can be found at the top of the Build Up Skills Advisor search page (see: 3.3). The content of this element can be changed by editing the Article titled *Build up skills*.

EDIT ARTICLE

Details

Category:

Cover Image:

Large Thumbnail:

Thumbnail:

Publishing

Publishing Date:

Status:

Author:

English **Hungarian**

Title:

Lead:

Content

The integration of Build Up Skills Advisor data into this Platform enables you to have access even more courses. If you would like to search in the Build Up Skills Advisor database please type your keyword(s) in the field below and click the Search button.
You can find more information on Build Up Skills Advisor here: <https://buildupskillsnederland.nl/>

Meta Title:

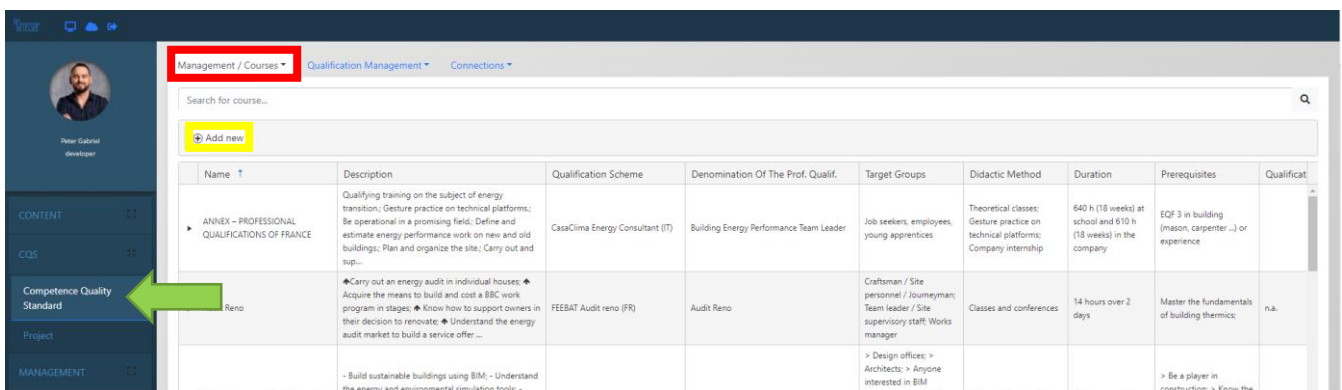
Meta Description:

Subtitle:

Close

2.1.2.2 Data management

Data management of the e-inventory is integrated part of the data management of the Platform, since the Courses are tightly related to other entities of the CQS. As such *Competence Quality Standard* module can be used to manage Courses and their relations.



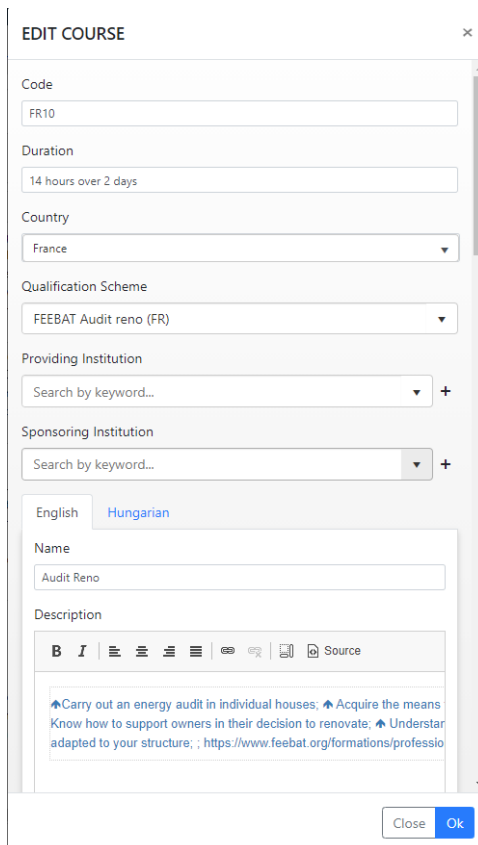
Name	Description	Qualification Scheme	Denomination Of The Prof. Qualif.	Target Groups	Didactic Method	Duration	Prerequisites	Qualificat
ANNEX – PROFESSIONAL QUALIFICATIONS OF FRANCE	Qualifying training on the subject of energy transition. Gesture practice on technical platforms; Be operational in a promising field; Define and estimate energy performance work on new and old buildings; Plan and organize the site; Carry out and trip...	CasaClima Energy Consultant (IT)	Building Energy Performance Team Leader	Job seekers; employees; young apprentices.	Theoretical classes; Gesture practice on technical platforms; Company internship	640 h (18 weeks) at school and 610 h (18 weeks) in the company	EQF 3 in building (mason, carpenter...) or experience	
Reno	<ul style="list-style-type: none"> Carry out an energy audit in individual houses; Acquire the means to build and cost a BBC work program in stages; Know how to support owners in their decision to renovate; Understand the energy audit market to build a service offer... 	FEEBAT Audit reno (FR)	Audit Reno	Craftsman / Site personnel / Journeyman; Team leader / Site supervisory staff; Works manager	Classes and conferences	14 hours over 2 days	Master the fundamentals of building thermics;	n.a.
	- Build sustainable buildings using BIM; - Understand the energy and environmental simulation tools; -			> Design offices; > Architects; > Anyone interested in BIM			> Be a player in construction; > Know the	


2.1.2.2.1 Course management

Course entities can be managed on the Management/Courses tab of CQS module (highlighted with red on the screenshot below).

This tab consists of a pageable table listing the Courses stored in the database. The list can be filtered and ordered by different properties.

Editing a Course




A Course can be edited after clicking the pencil button () at the last column of the row that contains the Course to edit.

A modal will appear with a form representing the properties of a Course, prefilled with the data stored in the database for the Course that is being edited.

Clicking the Ok button () will store the changes into the database.

Deleting a Course

In case a Course must be deleted, it can be done with clicking the delete button () at the last column of the row that contains the Course to delete. It is important to note that this operation is irreversibly removing the Course from the database.

Institution management

As Institutions are stored separately from Courses in the database, the Providing and Sponsoring institutions can be chosen from a prefilled dropdown list in case of Course add and edit operations.



In case the institution related to the Course is not in the list, the plus button (highlighted in red) next to the dropdown input can be used to add a new Institution to the database.

Add new Providing Institution

Abbreviation


Name

Description


Address

Tel




Url

It can be done by filling the form in the upcoming modal with the details of the new Institution before clicking the Add button (). This will store the new Institution in the database, and makes the new institution selectable in the Course editing modal.


Managing relations with Learning Outcomes

As described in 2.1 Courses may have individual LOs connected to them. An Admin can see the list of these related LOs after clicking on the small arrow icon () at the left most column of a Course row.


ANNEX – PROFESSIONAL QUALIFICATIONS OF FRANCE	Qualifying training on the subject of energy transition; Gesture practice on technical platforms; Be operational in a promising field; Define and estimate energy performance work on new and old buildings; Plan and organize the site; Carry out and sup...	CasaClima Energy Consultant	Building Energy Performance Team Leader
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+	Area of Expertise ↑	Learning Outcome ↑
	ANNEX – PROFESSIONAL QUALIFICATIONS OF FRANCE	
 	CT1 - Thermal Comfort Indoor	merge 1

As a result of clicking the arrow, a list of related LOs will become visible right below the Course row.

A relation can be deleted with the Delete button () next to the LO in the list (highlighted in red below).

A new relation can be added by clicking the Plus

button () at the top toolbar of the table containing the LO list (highlighted in yellow below). To add a LO as relation, the LO just has to be chosen from the dropdown list that pops up.

3 Annex y

The TRAIN4SUSTAIN CQS addresses different professions, both white collars (e.