

WorkExpo

Managing work experience programs



GETTING STARTED

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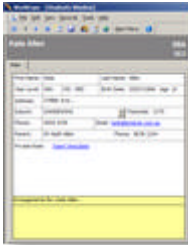
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1 Introduction

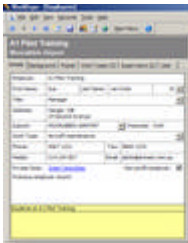
1.1 WorkExpo in a nutshell

In simple terms there are three basic steps to creating a new student arrangement record within WorkExpo.

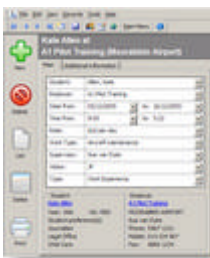
- 1 Add a new student record in the Students window:



- 2 Add a new record for an Employer.



- 3 Finally, create the Arrangement between the student and employer



Some things to be aware of when adding records in WorkExpo

- I Records are saved automatically but you can explicitly save a record by pressing the save button on the toolbar.
- I These three windows are the central work areas in WorkExpo and where you spend most time in WorkExpo.
- I It's important to understand that deleting an arrangement record DOES NOT delete the related student or employer records.
- I A student may have more than one arrangement.
- I An employer may have more than one student undertaking work experience at the same time.


1.2 Add New Student

To add a new student record manually:

1. In the Students window.
2. Select "EDIT" then "Add new student" from the menu or click the STAR button on the WorkExpo ToolBar.
3. Once you have added the details, the new record is saved automatically or you can click the save record button on the toolbar.

To delete a student record:

1. In the Students window.
2. Select "Delete student record" from the EDIT menu.
3. The currently displayed student record will be deleted.
4. The student record is deleted.

 When you delete a student or employer record all arrangements and other details associated with that student or employer are also deleted. WorkExpo will always warn you of this before deleting any records.

1.3 Add New Employer

To add a new employer record manually:

1. In the employer window.
2. Select "EDIT" then "Add new employer" from the menu or click the STAR button on the WorkExpo ToolBar.
3. Once you have added the details, the new record is saved automatically or you can click the save record button on the toolbar.

To delete a employer record:

1. In the employer window.
2. Select "Delete employer record" from the EDIT menu.
3. The currently displayed employer record will be deleted.
4. The employer record is deleted.

Notes:

You can import employer records into WorkExpo from many external sources.

You can delete sample employer records easily. See [Delete Sample Records](#) (on-line documentation)

You can delete multiple employers with just a few clicks. See [Deleting Employer records](#) ('Delete Employer Records' in the on-line documentation).

1.4 Create New Arrangement

The student and employer must already exist in WorkExpo before an arrangement can be created. In the student or employer does not current exist then they will need to be added via the student or employer screens.

To create a new arrangement in WorkExpo:

1. From the WorkExpo main menu click the Arrangements button.
2. In the Arrangements window click the large NEW button at the top left of screen.
3. A new (empty) arrangement record is created and ready for input.
4. Place the cursor in the Student field and type the first few letters of the student's last name.

5. WorkExpo finds the student and populates the field.
6. Press the tab key on the keyboard. WorkExpo moves to the Employer field.
7. Enter the first few letters of the employer name and press tab.
8. Continue to complete the fields in the Arrangements window in this way.
9. Once the record has been entered click the Save button on the toolbar or move off the record to another record.



The minimum fields are student, employer, start date, end date and work type.

2 Setting Up WorkExpo

2.1 School Details

On the School Details page you can enter the school details for your school or college. Enter the address details for the school, indicate what the public liability is and Principal name and Title. These details will appear on letters generated by WorkExpo.

Add/Edit/Delete WorkExpo Users:

In previous versions of WorkExpo the school phone numbers were stored with the school details. With the introduction of multiple-users in WorkExpo these details are now stored on a user-by-user basis.

To add/edit or delete school phone, fax and email details:


1. From the WorkExpo main menu click the large Options button.
2. In the school details section choose Add/Edit/Delete WorkExpo users
3. Add or edit the details for each WorkExpo user.

The phone, fax, mobile phone and email for the logged-in user will appear in all documents and letters.

How to add a password for a particular user:

1. Log into WorkExpo as the user you wish to set a password for.
Note that you can Log Off and change users without having to close WorkExpo. To do this choose Log Off from the File Menu.
2. From the WorkExpo main menu click the large Options button.
3. In the Options dialog click the Password tab.
4. Add or edit the password for the logged-in WorkExpo user.

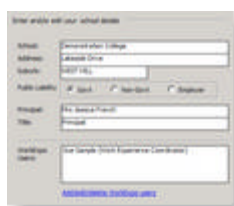
Next time WorkExpo starts you will be prompted for a password.

 You can add up to 5 users if you have a network licence.

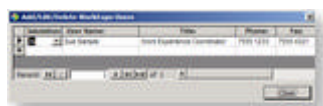
2.2 Add/Edit Users

To add or edit a user in WorkExpo

1. From the WorkExpo Main Menu, click the large Options button.
1. In the school tab, click the link to Add/Edit/Delete WorkExpo users.



The WorkExpo Users dialog box is displayed.



Here you can add, edit or delete WorkExpo users.

2.3 Block Dates

WorkExpo will allow you to store and use an unlimited number of block dates. This will save typing the same dates in many times. Follow these steps to save your block dates in WorkExpo. Saved dates are available in the Arrangements Window and elsewhere.

With the WorkExpo Main Menu on your screen click on the Options button. This will display the Options dialog box. The Options dialog allows you to choose several option settings for WorkExpo so that the program can be setup to suits your working style and needs. Select the Block Dates tab and click OK. The Block Dates dialog box will appear.



Enter your start and end dates for your block in the spaces provided. It is important to type dates in the following format at all times while using WorkExpo.

12/05/2005 Ensure you are **using forward slashes between numbers**

WORKEXPo will automatically save your block dates. Several different sets of dates can be saved. Your block dates are now stored. They will appear in the ARRANGEMENTS window as drop down dates.



Most date fields in WorkExpo have a hidden calendar. Double-click the date field and a calendar will appear. Select a date in the calendar to write the selected date back into the date field.



If you have a typical two week block it is recommended that you enter the first Monday date, the First Friday Date, The Second Monday date and the second Friday date. This way you will have all key dates at your fingertips when choosing dates.

2.4 Default Dates

In the Arrangements window you can set a default start date and a default end date so that each newly created arrangement record has the start date and end date filled in with your current block dates. You can also have a list of alternative dates to choose from in the start and end date drop down boxes.

To set a default start date and a default end date:

1. In the Arrangements window click the OPTIONS tab in the upper right of screen.
2. In the section "Defaults for each new Arrangement" enter the start and end date you'd like each new arrangement to default to.
3. You can double-click these date fields to pop-up a calendar. Choose a date from the calendar and click it and the selected date will appear back in the Arrangements window's default date box.

To edit the dates which appear in the start and end date drop down boxes perform the following:

1. In the Arrangements window, click the large DATES button at the lower left of screen.
2. This pops up the dates edit dialog box where you can add, edit or delete a series of start and end dates. Demo here (Section 2.3)



It is recommended that you enter all possible start and end dates which may occur during the year so that you can easily select a particular start date or end date from the drop down boxes. For example, if you have a two week block for work experience you should enter BOTH Monday dates as possible start dates and BOTH Friday dates as possible end dates. This will mean that when you are entering arrangement records for students undertaking one-week placements you will have the start end end dates readily available from the drop down boxes.

(Data File Corruption.html)

2.5 Optional Tabs

In the students and employers window you can show or hide additional information for students/employers. This information is available on tabs which either are displayed or hidden depending on your choices in the Options tab. In this way WorkExpo allows you to hide any information which is not essential to the running of your program.

Settings for optional student information:

Option	Description
DETAIL	Provides a DETAIL tab which shows detailed information for the current student. Fields such as gender and language spoken at home are available. To make this tab visible place a tick in the DETAIL check box. See Setting Defaults ('Defaults - Student Background Detail' in the on-line documentation) for students.
PREFER	Displays a tab PREFER where students can indicate a preference for work experience. WorkExpo will try to match individual student preferences with employers. See Student Preferences (on-line documentation)
TRACK	Displays TWO tabs called TRACK. On the left side of screen the TRACK tab is used to capture information relating to tracking a student's progress towards work placement. The other TRACK tab on the right of screen provides a matrix where tracking outcomes are visible. See Tracking Overview ('Tracking Students' in the on-line documentation).
COUNSEL	Provides a tab where you can capture counselling information about students. Each counselling interaction can be captured to provide a counselling history on a student-by student basis. See Counselling students (on-line documentation)
USER DEFINED	A tab where you can enter your own user defined fields (on-line documentation).



When tabs are hidden the information is not deleted only hidden.

2.6 WorkExpo Options

WorkExpo is very customizable and offers many options and settings so that you can spend the minimum time with data entry and the maximum time with analysis and outputs.

The following is a list of items or features which offer customization within the program including:


- I Setting the date which appears on letters
- I Setting up your own user-defined fields
- I Maintining Work Type pick lists
- I Setting passwords for multiple users
- I Configuring warnings while you are working
- I Using an ink-jet printer
- I Show or Hide the School Details information in letters
- I Set up your own custom letters
- I Using signature images in letters
- I Warning you of various errors or possible conflicts while you work.

See the OPTIONS chapter in the WorkExpo Help File.

2.7 Passwords

Passwords allow WorkExpo to be password protected.

To set a password click Options / Password from the Main Menu.

 To set or remove a password you must be logged in as the current user.

3 Finding Records

3.1 Find Student Records

You can find student records by Last Name or by First Name. You can enter the first few characters of the name and WorkExpo will try to find a match. For example type in "SAR" and WorkExpo will locate, for example, "SARAH" or "SARA". WorkExpo sorts the records into Last Name order if you search by last name and first name order if you search by first name. This means that if the first record found is not the one you're looking for you can page through the records using the PAGE DOWN key.

1. In the Students window, select the MAIN tab.
2. Choose to search by Last Name or by First Name by selecting the appropriate check box.
3. Enter the Name of the Student and press enter.
4. WorkExpo finds the student and shows the student record.
5. Press the PAGE DOWN key to see the next closest match.



You can also Find Students by using the FIND tool ('Find Students Using the Find Tool' in the on-line documentation) e.g. Find students where the post code = "1234".

3.2 Find Employer By Business Name

You can find an Employer by Name or by *PART* of the employer or business name. You can enter the first few characters and WorkExpo will try to find a match. For example type in "COMM" and WorkExpo will locate, for example, "Commonwealth Bank".

1. In the Employers window, select the GENERAL tab.
2. Enter the Name of the Employer and press enter.
3. WorkExpo finds the employer and shows the employer record in the list.

OTHER WAYS TO FIND EMPLOYERS:

- I You can also Search Employers by Work Type ('Search Employers By Work Type' in the on-line documentation) to find a list of employers who offer a particular type of work.
- I You can also Search Employers by Key Word ('Search Employers By Key Word' in the on-line documentation) e.g. BANK to find all employers with "Bank" in the business name.
- I You can also Find Employers by using the FIND tool ('Find Employer Using the Find Tool' in the on-line documentation) e.g. Find employers where the contact first name is "Robert".

4 Printing

4.1 Sample Documents

WorkExpo can generate the following documents.

**DEPARTMENT OF SCHOOL EDUCATION
WORK EXPERIENCE
EMPLOYER'S REPORT ON STUDENT WORK EXPERIENCE**

SCHOOL: PITTSBURGH COLLEGE TELEPHONE: 333 1111
 ADDRESS: Acme Rd., Pittsburgh 3333

This agreement is for the benefit of the student and should be discussed with the student and others involved in the student's work experience program as well as the school.

Student Name: Henry James Age: 18
 Employer: Walter D. Jones
 Address: 23 Tenth Street Telephone: 333 3333
 Type of work performed: Bookkeeping
 Commencement date: 15-Jan-55 Completion date: 18-Jan-55
 Month and date of last contact: _____

Description of duties: _____

Please check the following areas as to the student's work experience.

Comments and Initiatives	Very good	Good	Satisfactory	Needs Improvement
Ability to do job				
Ability to accept feedback				
Ability to accept feedback				
Appearance and general conduct				
Punctuality				
General attitude and ability to get along with others				

Other comments: _____

Printed by: _____ Position: _____ Date: _____

Employer report form

WORK EXPERIENCE ARRANGEMENT

1. EMPLOYER
 Name: James City: Pittsburgh State: PA Zip: 15207
 Title: President PITTSBURGH TECHNICAL COLLEGE, Acme Rd., Pittsburgh
 Trade or profession: Business Administration Telephone: 333-3333
 Name of immediate supervisor: Franklin D. Roosevelt
 Address: 23 Tenth Street Telephone: 333-3333
 Business hours: 9:00 AM - 5:00 PM School: PITTSBURGH COLLEGE
 Please check the following areas as to the student's work experience program as well as the school.

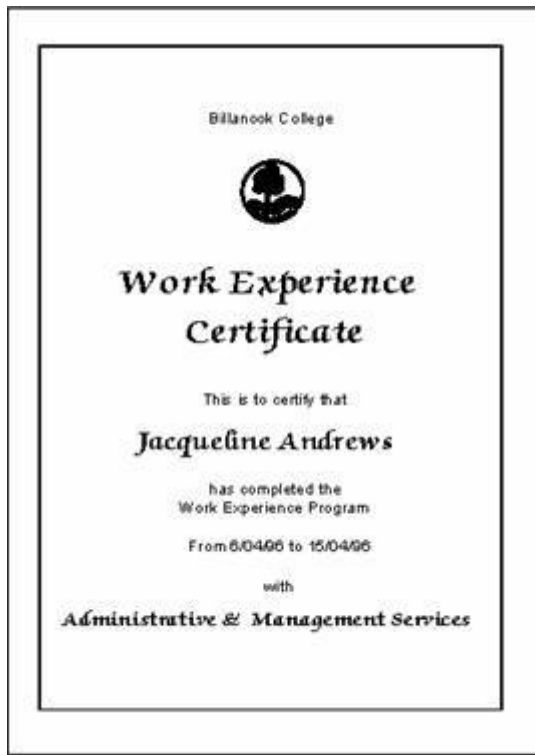
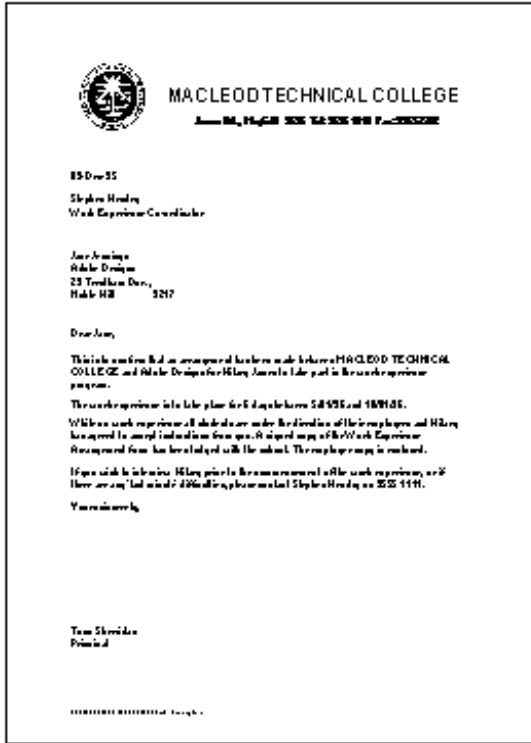
2. THE WORK EXPERIENCE ARRANGEMENT
 Name of student: Henry James Title: Bookkeeper Name of school: PITTSBURGH COLLEGE
 Address: 23 Tenth Street Telephone: 333-3333
 Name of immediate supervisor: Franklin D. Roosevelt
 Business hours: 9:00 AM - 5:00 PM School: PITTSBURGH COLLEGE
 Please check the following areas as to the student's work experience program as well as the school.

3. PURPOSE
 A. To provide the student with a practical experience in the field of Business Administration
 B. To provide the student with a practical experience in the field of Business Administration
 C. To provide the student with a practical experience in the field of Business Administration

4. STUDENT'S RESPONSIBILITIES
 To perform the duties assigned to him by the employer as a condition of his work experience program.
 To maintain a record of his work experience program in the form of a log book.
 To maintain a record of his work experience program in the form of a log book.
 To maintain a record of his work experience program in the form of a log book.

5. RECOMMENDATIONS
 A. To provide the student with a practical experience in the field of Business Administration
 B. To provide the student with a practical experience in the field of Business Administration
 C. To provide the student with a practical experience in the field of Business Administration

Work experience arrangement form



You can print all these documents directly from WorkExpo.

4.2 Print Wizard

Use the Print Wizard to print:

- 1 Multiple documents for an individual student.

- | Multiple copies of a single document for multiple students.
- | Lists and Reports.
- | Documents for Visiting Teachers.
- | Work Experience Arrangement Forms.
- | Statistics relating to work experience.
- | Mailing labels for employers.
- | Blank work experience arrangement forms.
- | Student and employer certificates.
- | Custom one-off letters to employers.
- | ...and more

How to start the Print Wizard:


- | Click the large Print button on the main menu OR
- | Choose Print Wizard from the File menu.

Sorting and filtering results using the Print Wizard:

You can sort the results in the Print Wizard by choosing the sort order on the last page of the wizard.

You can specify a particular year level or homegroup or use a custom group ('Custom Student Groups' in the on-line documentation).

You can use date parameters in many reports.

 The Print Wizard gives you the most options when it comes to printing from WorkExpo.

4.3 Print Work Experience Arrangement form(s)

What to do

Notes

1. With the WORKEXPO main menu on your screen click on the PRINT button.

2. The Print Wizard dialog box will appear. You can choose to print an arrangement form for an individual student or a group of students.

In this example we will print for a group of students.

Select the print for "several students..." option

Click NEXT

3. Select "WE Arrangement forms" and click NEXT

4. Select students

You can select students by date or alternatively print forms for all students in WORKEXP

5. Select to print on official department forms.

Do this by clicking "I want to print on official department forms". Choosing this option will print data only, so that you print on the official forms.

6. Choose Preview or print and click FINISH

5 What else can I do?

5.1 Import Student records

You can import records into WorkExpo from any external electronic record keeping system. You must, however, do this as a 2 step process.

Export the required records from your school's database system to an Excel file. Import this file into WorkExpo, using the Import wizard (File menu)

Select Import Student (or Employer) records. Follow the Import Wizard's instructions on screen.

How to import student records:

1. In WorkExpo, start the import wizard from the File / Import menu.
2. Print the list of fields required in Step 2 of the Import wizard. Then cancel the wizard.
3. Contact your school's central database administrator.
4. Give the field list to the database administrator and request an export file of all Year x records.
5. Request that all fields set out in the field list are included.
6. Open the export file using Microsoft Excel.
7. Format the file as set out in the field list instructions.
8. Once the Excel file has been saved with an .xls extension, re-start the WorkExpo import wizard and follow the instructions.



You can import student records in a special update import to update records rather than replace them.

5.2 Import Employer records

Import - employers You can import employer records into WorkExpo from any external electronic system. You must, however, do this as a 2 step process.

- 1 Export the required records from your system to an Excel file in .xls format
- 1 Import this file into WorkExpo by choosing Tools / Wizards / Import wizard
- 1 Select Import Employer records option from the Import wizard.
- 1 Follow the Import Wizard's instructions on screen.



Export employer records to an XLS spreadsheet, then use that spreadsheet as a template for your import.

EMPLOYER FIELDS (Full List)

BusinessName
ContactSalutation
ContactFirstName
ContactInitial
ContactLastName

EmplAddress
EmplSuburb
EmplPostalcode
EmplWorkPhone
EmplFaxPhone
EmplMobilePhone
TypeOfWE
EmplNote
StateSchool?
LetterName
ReservedText
ReservedDate
ReservedBoolean
ReservedNumber
EmplMailAddress
EmplMailSuburb
EmplMailPostalcode
EmplEmail
EmplWebSite
EmplIndustrySector
EmplIndustrySectorSub
EmplSize
EmplStatus
EmplAttend
EmplWorkSafety
EmplDress
EmplMultiSite
EmplOther
EmplDateCreated
ContactTitle
UserDefinedE1
UserDefinedE2
UserDefinedE3
UserDefinedE4
UserDefinedE5
EmplStartTime
EmplEndTime
EmplRate



Export employer records to an XLS spreadsheet, then use that spreadsheet as a template for your import.

5.3 Import signature images

Letters which appear in WorkExpo, including the letter to parent and letter to employer can have your signature embedded in the document. This will save you time if there are multiple letters to sign. The format of the signature must be a image

format (Bitmap .bmp)

Check the WorkExpo CD for a sample signature image file called UserSig.bmp in the ..Manual Install/Common folder

You can use Windows PAINT program to view your image file before saving.



Follow these steps to import your signature into WorkExpo:

1. Sign your signature on a small piece of paper.
2. Scan the signature and save it as a Windows bitmap file (.bmp)
3. Save the file in MS PAINT as a Windows Monochrome bitmap.
4. The image size should be about 1.76 cm wide by about 1.00 cm tall or about 200 x 100 pixels. In PAINT choose IMAGE / ATTRIBUTES to check the size.
5. Save the file with a .bmp extension.
6. Start WorkExpo and click the "Options" button from the main menu.
7. Click the "Signatures" tab.
8. Select signature being imported – either teacher or principal.
9. Enter the path and filename to the signature.
10. Click the "Import Signature" button.

Check the available options under "Use/Include signatures" . WorkExpo stores the signature internally in the database for future use.

You can also export a signature file, if necessary, from WorkExpo. You may wish to do this to check if the signature is correct.

5.4 Backup Data File

IMPORTANT NOTE: You should regularly back-up your data.

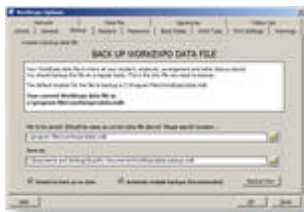
Your data file stores all information you enter into WorkExpo. The default file name is DATA.MDB

This file by default is located in c:\program files\workexpo\data.mdb

To backup this file you can copy it using Windows Explorer tools or WorkExpo can create backups for you.

Follow these steps to backup your WorkExpo data file:

1. From the WorkExpo main menu choose the large Options button.
2. Click the Back-up tab.
3. The Backup Options dialog box will be displayed.




4. In the File To Be Saved box enter the DATA.MDB file and its path. This is the file which stores all your WORKEXPO data, including student, employer and arrangement data.
5. In the Save As box enter the location and name of the backup. The location must pre-exist on your

system but the name for the Save As backup file can be new. You can also choose to be reminded to backup on close.

6. Click CLOSE or press ESC to close off the dialog box and save changes.

NOTES:

- I Remember that ALL your data is stored in a single file - DATA.MDB If you have a reliable recent backup of this file you can completely restore WorkExpo with a minimum of fuss.
- I It is recommended that you backup to a network location. This is typically the most secure form of backup.
- I You can tell WorkExpo to prompt you to backup when exiting the program. You can also restore from a previous backup. Click the restore tab.
- I Also be aware that you can browse and use an existing data file. Choose Open from the File menu.

 WorkExpo will also automatically save a daily copy of each backup for each day of the week in the same folder you nominate. Optionally you save multiple copies of the file. Check the Automatic Multiple Backups tab in the Options dialog.

5.5 Exporting

You can export from WorkExpo. Use the Export wizard for best results.

To start the Export wizard choose Export from the File menu.

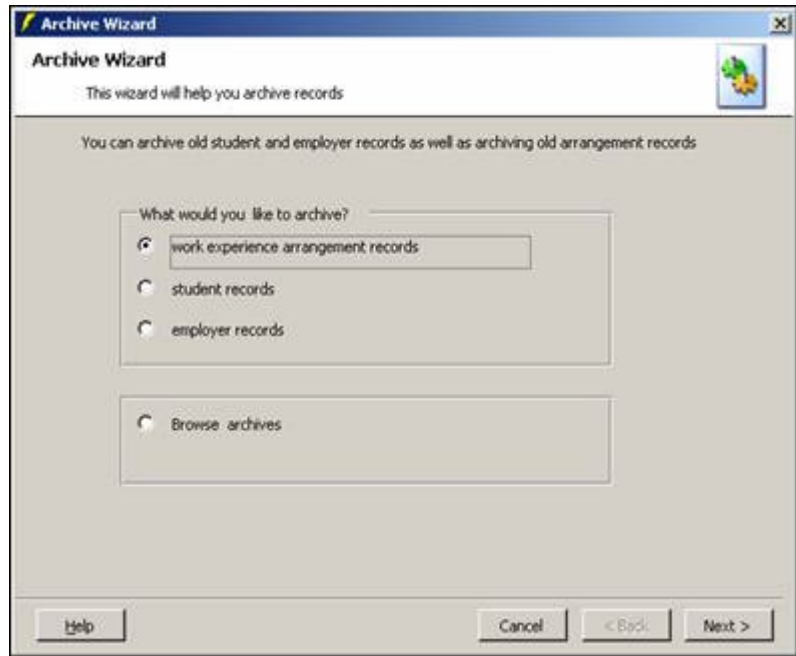
Also be aware that all data for WorkExpo is stored in a single file, by default:

c:\program files\workexpo\data.mdb

If you have a copy of Microsoft Access you can open this file directly and copy and paste rows from the tables.

5.6 Archiving Records And End Of Year Rollover

What to do	Notes
1. With the WORKEXPO main menu on your screen click the TOOLS menu then choose WIZARDS then ARCHIVE wizard.	WORKEXPO can archive student records, employer records or arrangement records. This helps maintain your database.
2. The Archive Wizard dialog box will appear. You can choose to archive arrangement records, student records or employer records. In this example we will archive student records.	
Select "Work Experience Arrangement records"	
Click on the NEXT button...	



3. Select the records you wish to archive in the box.

4. Click ARCHIVE

WORKEXPo archives records by form or year level group.

Your records are now stored in an archive. You can browse the archive at any time by clicking the ARCHIVE button then selecting "I'd like to browse the archives"

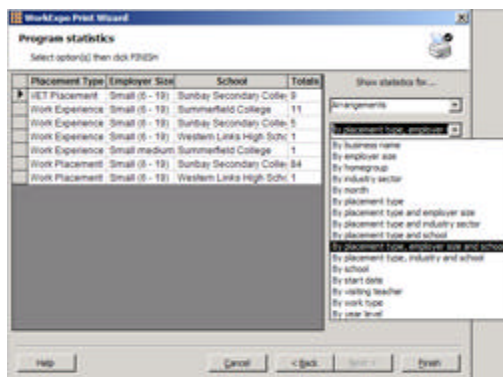
NOTE: Records can be restored or deleted from the archive.

5.7 Generating Statistical Information

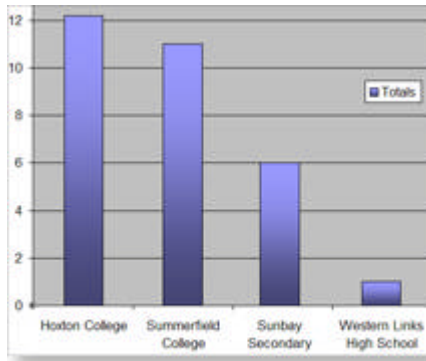
StatYou can print multi-school reports and graph detailed Work Placement information across a range of schools for analysis.

For example, assuming you have imported several schools' data files into WorkExpo; you can gather statistical information for placement type and employer size by school. Follow these steps to generate this information.

1. From the WorkExpo main menu click the large Print button to start the Print Wizard.
2. Choose Miscellaneous / Program Statistics
3. In the Program Statistics dialog box under Show Statistics For , choose Arrangements, then By Placement Type, Employer Size and School



4. WorkExpo will calculate the statistics for the request and display them in the wizard.
5. You have the option of printing these statistics by clicking the Finish button which will send the details to the printer or...
6. Alternatively you can chart the statistics by selecting them and then copying to the clipboard. (Ctrl + C or choose COPY from the right-click shortcut menu) and then...
7. Pasting them into Excel and pressing the F11 key. The F11 key in Excel will generate a graph or chart of the statistics.



5.8 Networking WorkExpo

WorkExpo is a Microsoft Access runtime database. It consists primarily of two key files (databases) - WORKEXPO.MDE (front-end) and DATA.MDB (back-end). It should be installed so that the data file may be shared by different users at different sites while all the program files (incl. front-end) reside on the local machine.

WorkExpo can automatically create a connection to a back-end file on a network drive. You do not need to copy files manually.

1. Install WorkExpo normally on any machine and accept all defaults.
2. Register the software in the usual way. Register via Options/School
3. Start WorkExpo.
4. From the WorkExpo main menu click the "Options" button.
5. Click the "Network" tab:
6. Specify the path to the folder in the "Network Server data file location" box, then
7. Click the "Create Network Connection" button.

WorkExpo will carry out the following steps:

- | Checks to see if a WorkExpo data file (DATA.MDB) exists in the specified network location.
- | If an existing data file is found in the specified network location, WorkExpo connects to it and renames the data file on local machine to data.old
- | If an existing data file is NOT found in the specified network location, WorkExpo copies the current data file on the local drive to the specified network location, then WorkExpo renames the old data file to data.old

NOTES:

- | It is recommended that you use a UNC (Universal Naming Convention) connection rather than a mapped drive connection to the data file.
- | Creating a network connection may result in somewhat slower performance as the data has to be gathered across the wire rather than from a fast hard disk.
- | If the Network is down WorkExpo will not function and will prompt the user for the location of the data file. This may confuse some users.
- | You can use FILE /Open to navigate to a different WorkExpo data files.