

User Guide

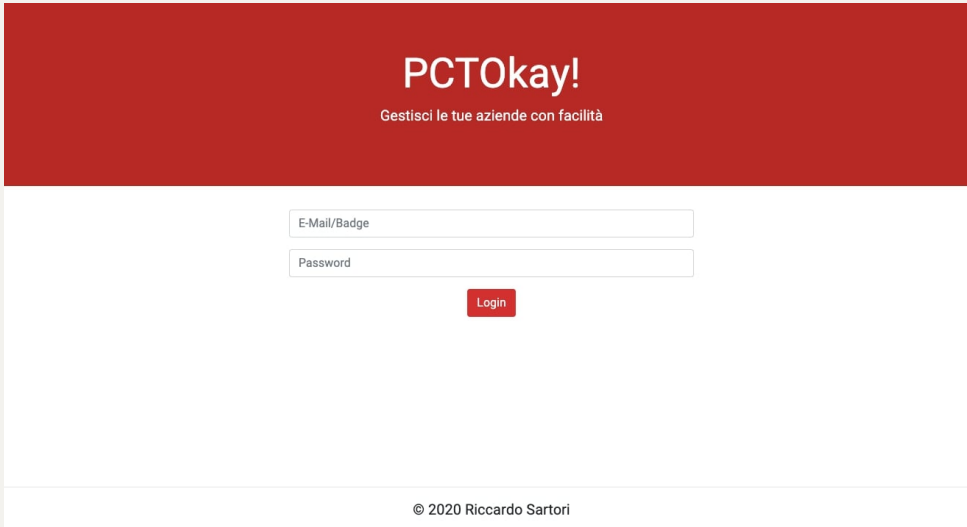
Change History

VERSION	DATE	MODIFIER	DESCRIPTION OF CHANGE
0.1	29 Mar 2020	Riccardo Sartori	Initial draft.

1. Introduction

The PCTOkay! application allows users to quickly search companies for their internship. It will also allow PCTO tutors to easily manage said companies, add new ones and record the carried out internships. The application is currently hosted at riccardosartori.it/pctokay. Although the documentation is in English, this project was made in Italian.

2. Getting Started



PCTOkay!
Gestisci le tue aziende con facilità

E-Mail/Badge

Password

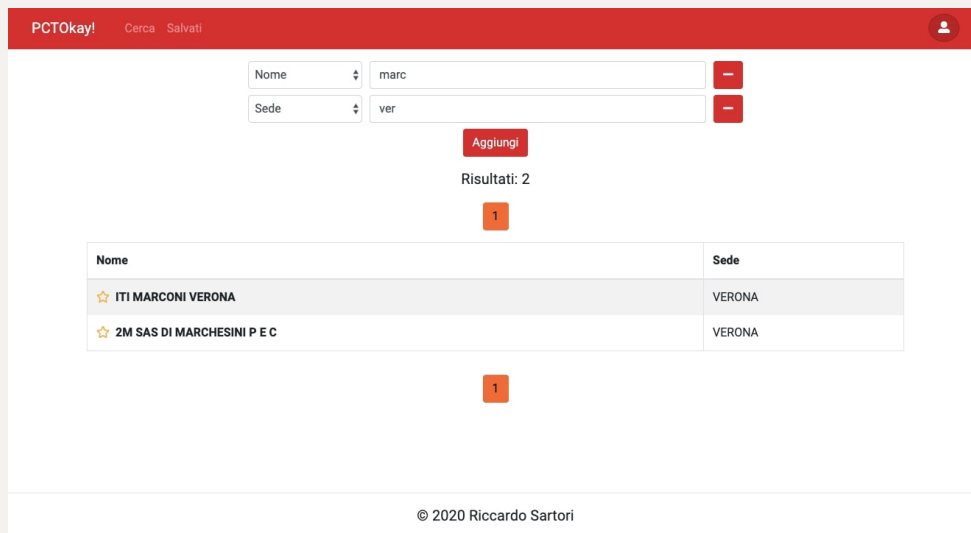
Login

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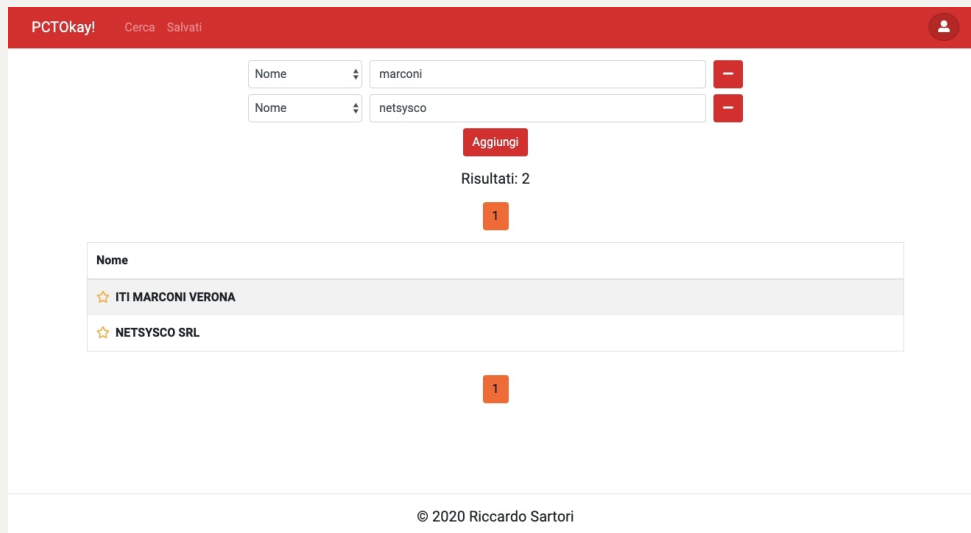
The first thing you'll see will be the login screen. Type the same credentials you use for the Classeviva Spaggiari application. The application only allows ITI G. Marconi students inside.

3. Searching companies

3.1 Basic search



Authenticated users can search companies by a large amount of fields. These fields can vary over time, since the PCTO tutors can change them. To start searching, click the "Cerca" button. You can also search the same field multiple times, as shown below.



3.2 Saving companies

PCTOkay! allows users to save their companies so they don't forget about them. To save a page, simply click the small star next to the company's name. The saved companies can be seen in the corresponding page. You can save up to 50 companies.

PCTOkay! Cerca Salvati

Aziende salvate

Nome
★ MARCHIOL SPA
★ DATA CHECK
★ EB NEURO S.P.A.
★ ITI MARCONI VERONA

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4. Companies

4.1 Company's page

While the search page only shows basic company information, the company's own page displays everything known about the company.

PCTOkay! Cerca Salvati

ASSOCIAZIONE VERONA FABLAB

Organizzazione	ASSOCIAZIONE
Sede	GREZZANA
Provincia	VR
Stato	ITALIA
CAP	37023
Telefono	3440458663
E-Mail	scuola@veronafablab.it ✉
Sito web	www.veronafablab.it 🌐
N. Dipendenti	3
Data convenzione	08-01-2019
Indirizzo (scuola)	
Codice Ateco	94.99.20

PCTO tutors have also access to buttons that allow them to change a company's data.

- **Trash icon:** Deletes the company
- **Pencil icon (name):** Changes the name. The name cannot be empty.
- **Pencil icon (field):** Changes a field's value. When you insert an invalid value, the textbox glows red (see section 5).

PCTOkay! Cerca Salvati Struttura Aggiungi Attività Privilegi	
   ASSOCIAZIONE VERONA FABLAB 	
Organizzazione	ASSOCIAZIONE 
Sede	GREZZANA 
Provincia	VR 
Stato	ITALIA 
CAP	37023 
Telefono	3440458663 
E-Mail	scuola@veronafablab.it  
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N. Dipendenti	3 
Data convenzione	08-01-2019 
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4.2 Internships

Clicking on the business man icon next to the company's name, you can see all of the company's internships over the years.

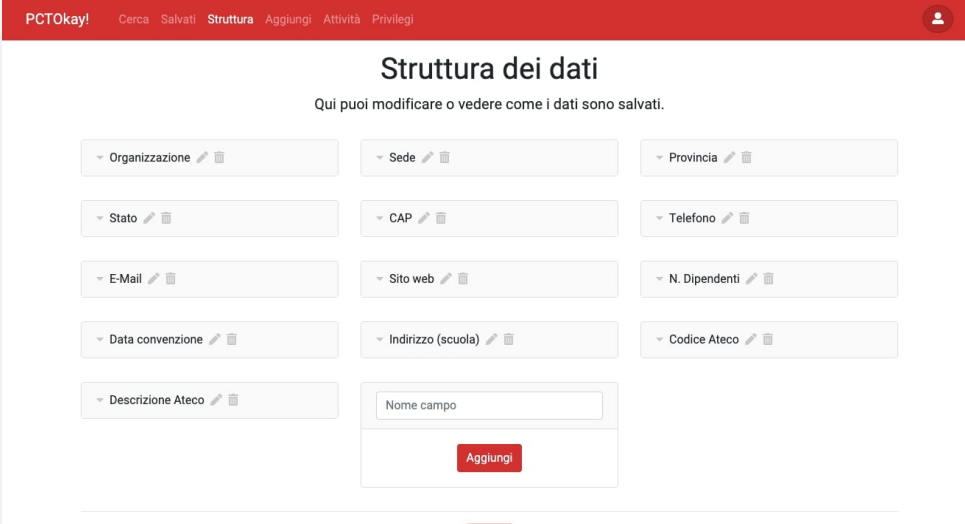
PCTOkay! Cerca Salvati	
« Torna a ASSOCIAZIONE VERONA FABLAB	
Attività di ASSOCIAZIONE VERONA FABLAB	
INF06 - Addetto alla manutenzione hardware e software	
Le professioni comprese in questa unità installano, riparano e testano apparecchiature informatiche installano, mantengono e sostituiscono parti di personal computer e delle loro componenti periferiche.	
INF01 - Tecnico programmatore	
Le professioni classificate in questa unità assistono i progettisti e analisti di software traducendo istruzioni e specifiche di controllo, di procedure o di soluzioni di problemi, in diagrammi logici di flusso per la programmazione in linguaggio informatico sviluppando e scrivendo programmi per memorizzare, ricercare ed elaborare informazioni e dati.	
INF02 - Sviluppatore di applicazioni per il web e multimediali	
Le professioni comprese in questa unità si occupano dell'ideazione, della realizzazione, dell'integrazione e della verifica dei software impiegati in un sito o in un'applicazione web. Progettano dal punto di vista funzionale siti e applicazioni web, scelgono le tecnologie più adatte in termini di costi, efficienza e affidabilità programmano le funzionalità necessarie eseguono test e simulazioni per valutare l'accessibilità, l'usabilità, la robustezza e la sicurezza delle soluzioni realizzate.	
FARI AR - AI TERNAI AR - IOT	

While normal users can only see the type of internships carried out to safeguard the interns' privacy, tutors can also see who was in those internships and in which years. Of course, they can also edit any aspect of those internships and add new ones.

5. Data structure

5.1 Overview

PCTOkay! is made to be as flexible as possible, and this means that tutors can change how company data is handled with a simple user interface through the "Structure" page.



The screenshot shows the 'Struttura dei dati' (Data Structure) page in the PCTOkay! application. The page has a red header with the logo and navigation links: 'Cerca', 'Salvati', 'Struttura', 'Aggiungi', 'Attività', and 'Privilegi'. The main content area is titled 'Struttura dei dati' and includes the instruction 'Qui puoi modificare o vedere come i dati sono salvati.' Below this, there is a grid of 13 data field configuration boxes, each with a dropdown arrow, a pencil icon for editing, and a trash icon for deletion. The fields are: 'Organizzazione', 'Sede', 'Provincia', 'Stato', 'CAP', 'Telefono', 'E-Mail', 'Sito web', 'N. Dipendenti', 'Data convenzione', 'Indirizzo (scuola)', 'Codice Ateco', and 'Descrizione Ateco'. At the bottom of the grid, there is a text input field labeled 'Nome campo' and a red 'Aggiungi' button.

5.2 Data types

This page allows tutors to change field names, delete them, create new ones or change existing ones.

▲ Indirizzo (scuola) ✎ 🗑

Valori del campo

Valore fisso ▾

Valori permessi

INFORMATICA ✎ 🗑

COSTRUZIONE DEL MEZZO ✎ 🗑

ELETTRONICA ✎ 🗑

TELECOMUNICAZIONI ✎ 🗑

LOGISTICA ✎ 🗑

Nuovo... +

There are many possible presets to choose from, for example emails, dates, any or custom, where you can describe how a datum is formatted yourself.

▲ CAP ✎ 🗑

Valori del campo

Personalizzato

Numero Lettera

Maiuscola Minuscola

123 × 123 × 123 × 123 × 1

Esempio: 12730

The custom field has four data types:

- **Numero:** A digit
- **Lettera:** Any letter, case insensitive.
- **Maiuscola:** An uppercase letter.
- **Minuscola:** A lowercase letter.

As you change the field's value, a preview will display under the input field. For example, the CAP is made of five digits, so by pressing the "Numero" button five times we can get the result we want.

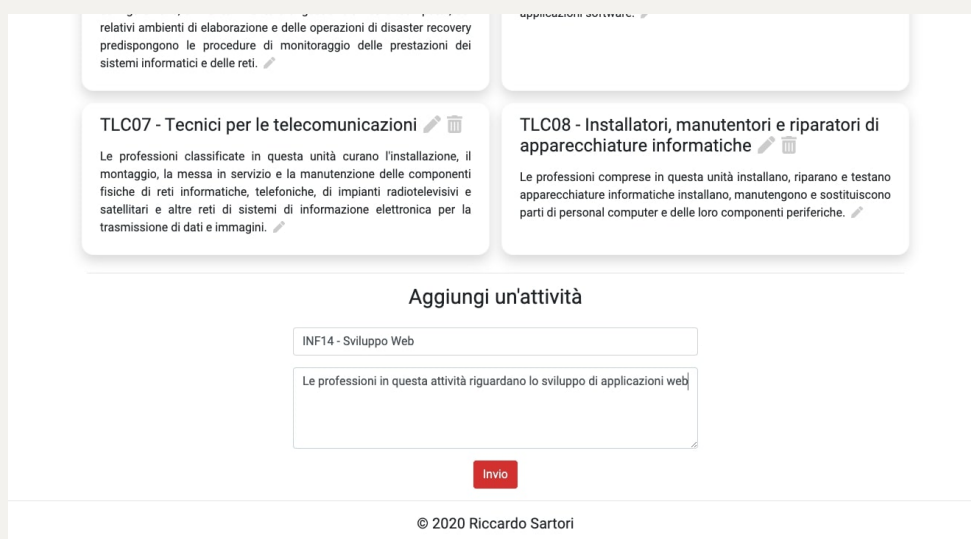
After you're done with the changes, you can press the "Save" button.

6. Activities

Activities are the types of internships that companies will eventually carry out. They can be managed in their corresponding page.

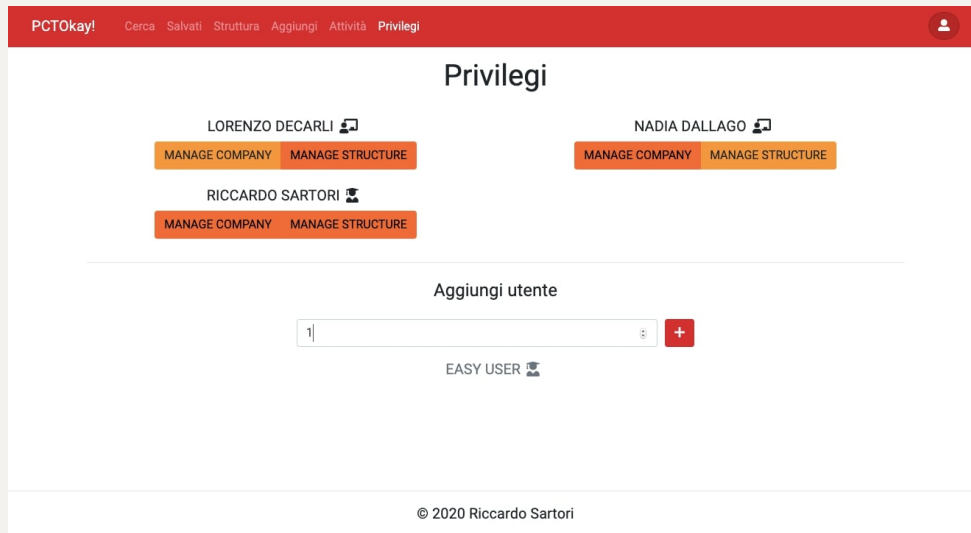


The page allows the deletion, modification or creation of new activities.

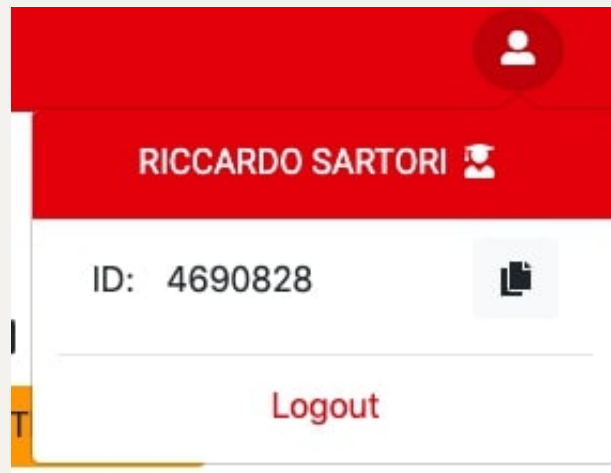


7. Privileges

When new teacher wants to become a tutor, they must be granted the privileges they need to the site. The privilege page allows that to happen. This page can only be accessed by a single admin user.



To add privileges to a new user, insert their ID in the input field below, and then press the plus button. The corresponding user's name will appear below to confirm that it's the correct one. To get your own ID, simply click the small user button in the top-right of the screen.



Once the user was added, click the privileges you want to give them. Grante privileges will be have a dark orange background.