CEDEFOP
European Centre
for the Development
of Vocational Training

Education and Culture DG
Lifelong Learning Programme

Thessaloniki, 22 July 2008

Area Enhanced Cooperation in VET and LLL
SV/2008/065 ije/gko/sug

Dear Organisers,

Thank you again for hosting a study visit for education and vocational training specialists.

During the preparation and running of your study visit, you should use our interactive management system, Olive, to get most updated information about participants. We will not notify you if there are any changes.

We have sent you previously your username and password as well as manuals on how to access information in Olive.

PLEASE CHECK OLIVE REGULARLY.

We would like to remind you how to use Olive for your needs.

1. GETTING A LIST OF PARTICIPANTS

If you want to check how many participants are in your group and get a list of the group (name, code, employer, address, telephone, email):

a. go to ***Management Door*** → ***Group management*** → ***View details***, select your group by number (the number is 2008_xxx, xxx being the group number in the catalogue, e.g., Group 24 will have number 2008_024) and press ***View details***. You will see your group data.

b. By pressing on the button ***List of participants***, you will get a list of participants with their contact details. You can export this list in Word or Excel. Select Word or Excel and press ***Export***, you will get a list in the indicated format.

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2. GETTING INFORMATION ON PARTICIPANTS BACKGROUND

If you would like to learn more about participants' background, go to ***Management Door*** → ***Participant management*** →***Update participant data***. In the search window type your Group number and press ***Search***. You will get a list of participants and candidates who are assigned to your group. You can then export this list in Excel file where you can read all information from the application form. OR you can indicate one participant and click ***Participant details***, you will be taken to his/her application form, which you can also print out and use.

Attention: In order to view the participants of your visit choose only those with the Selection Status "Approved" or "Approved – no EC funds".

Participants have already been notified by their National Agencies about their group allocation, so they are expecting news from you.

PLEASE CONTACT THE PARTICIPANTS AS SOON AS POSSIBLE!

Best regards,

Study visits team