



Students' guide to the RYE database 2010

Multi district Denmark has developed a database for the administration of exchange students. The database can be opened from all PC's that are connected to the Internet and use Internet Explorer as browser. It can be used by anyone who has a username and a password for the database. Username and password will be sent by e-mail to users who are entitled to access the database.

The database is constructed so that a person only has to be entered in the database once, and the same person can then be connected to several students as a contact person. As an example the advantage to this is that if the person changes phone number, it only needs to be corrected in one place in order to be displayed on the pages of all the students that the person in question is connected to.

This guide contains an explanation of all of the functions an exchange student will be likely to use.

All data from former versions have been imported to the new database. Data from the former versions have not always been updated correctly. This can cause mistakes concerning some people in the new database. If you encounter such mistakes, these should be reported to your district counsellor.

The user information that is valid for this database is also used for signing in to rotary-yep.dk

This manual has been composed by

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Access to the database

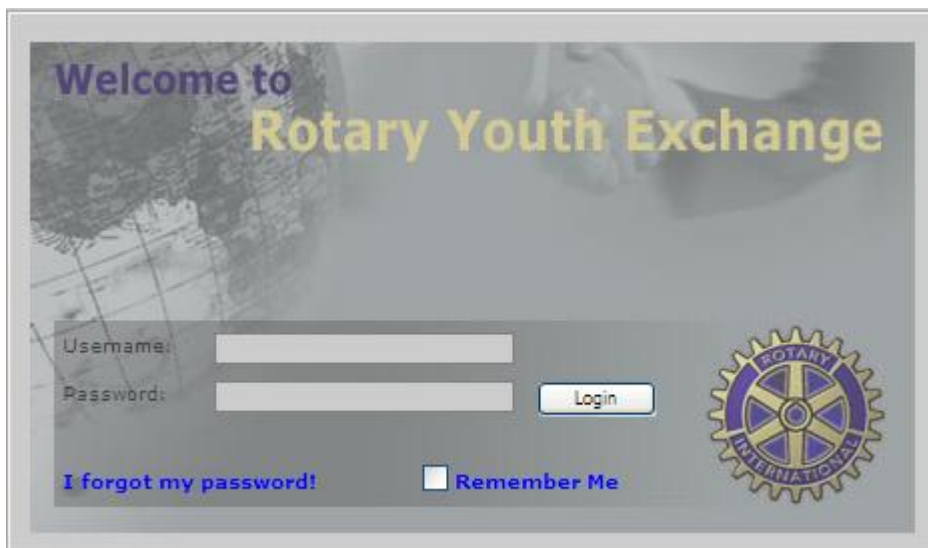


Where can the database be accessed?

The database can be found on the following address: <http://database.rotary-yep.net>

Write this address in the URL of your Internet Explorer browser and press **Enter**.

Following picture can be seen:



In **Username**: Type the e-mail address that you have received by e-mail.

In **Password**: Type the code you have received. If you select the check box **Remember me**, you will not have to enter username and password the next four weeks. Down to the left on the screen there is a function which can be used if you have forgotten your password. (**I forgot my password**)

If you forget your password

Proceed as follows:

Click on **I forgot my password** in the sign up screen, and the function will change. In the field **Please enter your email address** you type your e-mail address and click on **send password**. Your user information will be sent to you automatically within a few minutes.

In the bottom left corner of the screen you can return to the login-picture by clicking on **go to login screen**.



Change your password

Click on **my account** in the left navigation bar, and your picture will be shown in a pop-up window. Then click on **account**.

General	Travel Plan	Contact	Event	Q-Report	Account
Username (Email address):	<input type="text"/>				
Password:	<input type="password" value="*****"/>				<input type="button" value="Update"/>
Times Visited:	<input type="text" value="2"/>				
Expiry Date:	<input type="text" value="20-11-2009"/>				

Here you type your password – click on **update** to save

Other users of the database cannot see your password.

The **Expiration date** is the date when your access to the database will expire.

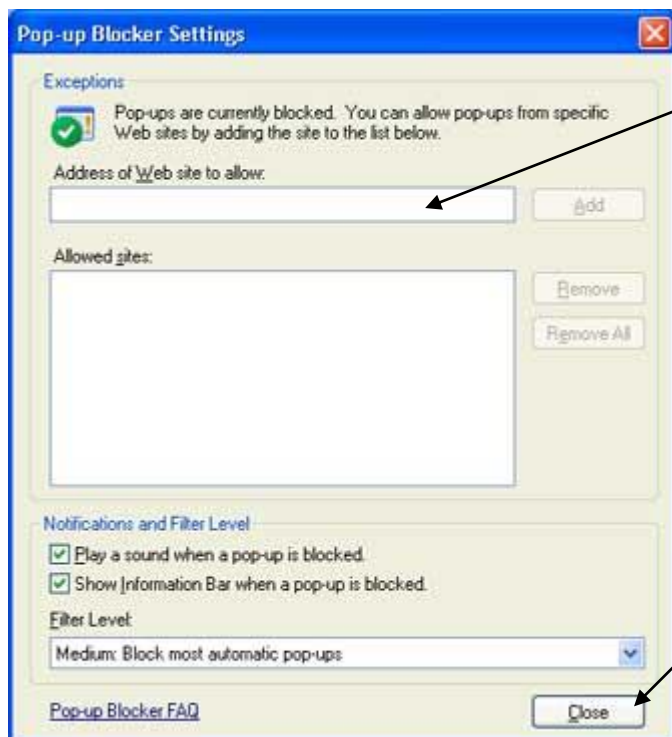
Contact your district counsellor if you wish to have your access prolonged.

Setting up your browser

The database uses pop-up windows. It is important that you set up your browser to allow pop-up windows from the domain: **database.rotary-yep.net**

Allow pop up windows in Internet Explorer

Open Internet explorer and choose **tools > pop-up Blocker > pop-up Blocker settings.**



In this box you type:
<http://database.rotary-yep.net>
 and click on **add**.

You finish by clicking on **Close**.

What does the database contain

User types

The database contains seven different user types that all must be connected to a country, a district and a club. The user types will be described below:

Student

All exchange students, Inbounds and Outbounds that are currently on an exchange or on their way abroad, will be registered in the database. They get access to read everything about themselves and can see their contacts abroad and at home. They also have access to search for information about all other people in the database. They do not have the possibility of changing any data in the database.

Contents of the Database

User Types

The database contains seven different User Types, each of them connected to a country, a district and a club. The User Types are:

Student

All exchange students, Inbounds and Outbounds, who are presently on an exchange or outbound, are created in the database. The students get access to read information on themselves and can see their contacts at home and abroad. In addition, they also get access to seek information on other persons in the database. They do not get access to change data already stored.

**Chairmen - CM**

All Chairmen are updated in the database when their districts are exchanging with your District. A Chairman can create/change/delete all persons with the same **Home** or **Host** Country as his/her own Country. A Chairman can also create/change/delete all other Chairmen.

District Chair - DC

All District Chairs are updated in the database and have access to all data. A District Chair may create/change/delete students with the same **Home** or **Host** Country as his/her own Country.

Assistant District Chair - ADC

All Assistant District Counsellors are updated in the database and have access to all data. An Assistant District Counsellor can create/change/delete students with the same **Home** or **Host** Country as his/her own Country.

Club Counsellor - CC

All Club Counsellors in clubs presently exchanging or having exchanged are updated in the database and have access to all data. They can only create/change/delete Student Families (SF) and attach Student Families to Students connected to their own Rotary club. Club Counsellors can also change data on students from their own club.

Youth Exchange Officer – YEO

Persons who only have access to read data and print lists from the database.

Protection Officer – PO

Persons who only have access to read data, print lists from the database and change data on students from their own club.

Travel Agent - TA

The Travel Agent has access to read and print data from the database and can maintain each Student's travel plan in the tab "**Travel Plan**". – In this way, a Student is always updated on his/her travel plans both when going out and home.

Student Family – SF

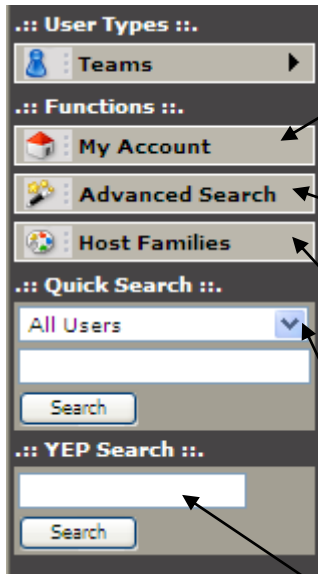
Student Families may be attached to an exchange student both as **Host** and **Home** Student Family – **Home** Student Family will always be the Students own native family and **Host** Student Family will always be the host family that a Student stays with abroad or in your home country.

Emergency Contact – EC

Emergency Contact may be attached to an exchange student both as **Host** and **Home** Emergency Contact.

Functions in the database

The side navigation bar looks like this:



- My Account** shows your information. With my account you get access to change your password and read your data. If they are wrong – contact your District Chair.
- By clicking on **Advanced Search** a new pop-up window is opened where you can make a search based on more specific criteria. This function will be described next in this guide.
- By clicking **Host Families** you can update your current Host Family and Host Period in the family.
- By clicking on the **blue arrow** you can choose what user type you are searching for. In the white box you type your search. Then click search.
- This box is only for the search of YEP numbers. Type the YEP number, and then click on **search**. The picture of the student in question will be shown in a pop-up window.

Advanced search

Advanced search gives you the possibility of a more specific search on all data in the database and on the different user types.

On the next page is an example on how you find all the students belonging to your club. It demands two searches since the database distinguishes between inbounds and Outbounds.

Click on **Advanced search** to open the search screen:

Object Selector for Advanced Search Functionality

Status:

Search Category:

Student	All
N/A	
N/A	
N/A	
N/A	
N/A	
N/A	
N/A	
N/A	
N/A	
N/A	

Performing an advanced search

In this example the search considers all Outbounds from your club.

Do not edit in the top boxes.

Click on the blue arrow and choose **Home club**

In the box next to **Home club** you write your club name

To perform the search click **Search** in the bottom right button of the search screen.

The result will be shown in a new window.

If you change **home** club to **host** club, you will get all the Inbounds connected to your club.

Host Families and Host periods

To manage your Host families and Host Periods just click the Host families' button in the Side menu and following the instructions. You can also find an online manual showing how to do it.

Here is the module:

Click on a name in the left window and Click **Add**. If the family is missing then Click **Add New Host Family**.

Click **Manage Periods >>** to update Host Periods.