



28 August 2018

ESF Information Memo 19/18

Dear Project Promoter,

ESIF Database – New Functionality

Fluent Technology have released a recent update to the ESIF Database. This update has now added the following functionality:

- Bulk update of Participant Data and;
- Export of Participant Data.

This functionality will allow Projects to export all participant data to a spreadsheet and will also allow bulk update of Start Dates, End Dates, Participants Completed and Participants Left Early.

Instructions for using these additional functions can be accessed at Annex A.

Yours sincerely

Annie McGowan

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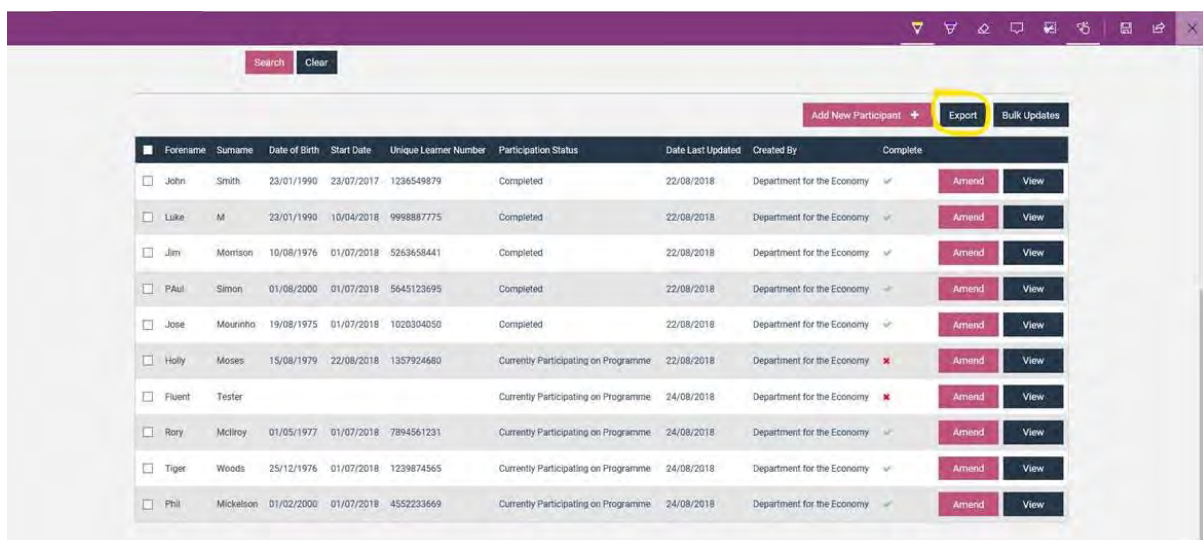
Head of ESF Project Delivery Branch

ANNEX A

Instructions for Bulk Update of Participant Data to ESIF Database & Export of Participant Data

To Export Data

For the export function, on the screen listing the participants there is a button marked “Export”, see below. Simply click on this button, you will be asked do you wish to “Open” “Save” or “Cancel”. When selecting “Open” it will open a spreadsheet with all the participants listed, with any blanks highlighted in yellow.

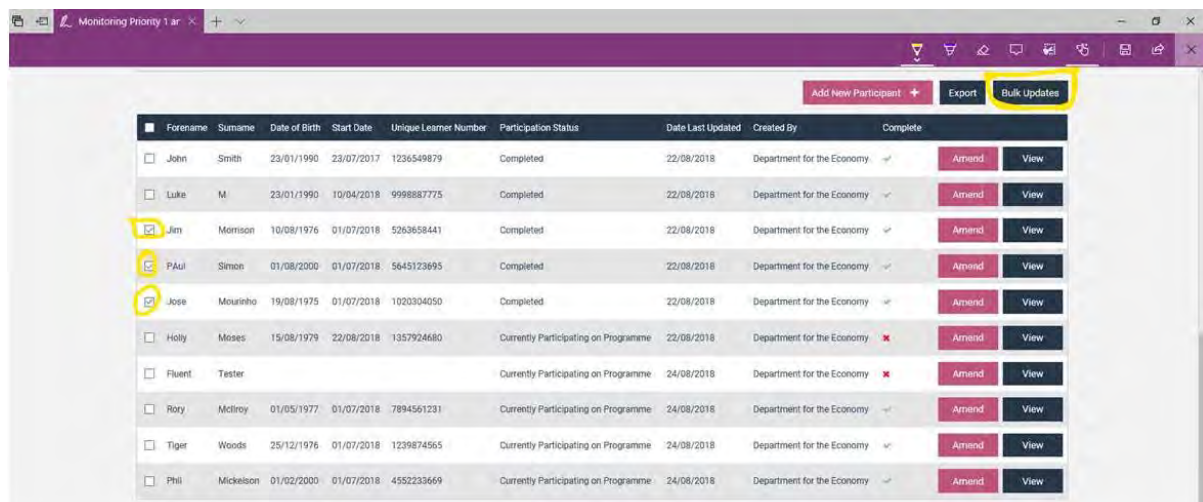


The screenshot shows a web application interface for managing participants. At the top, there is a search bar with 'Search' and 'Clear' buttons. Below the search bar, there are three buttons: 'Add New Participant +', 'Export', and 'Bulk Updates'. The 'Export' button is highlighted with a yellow circle. The main area contains a table with the following columns: Forename, Surname, Date of Birth, Start Date, Unique Learner Number, Participation Status, Date Last Updated, Created By, and Complete. The table lists several participants, including John Smith, Luke M., Jim Morrison, PAul Simon, Jose Mourinho, Holly Moses, Fluent Tester, Rory McIlroy, Tiger Woods, and Phil Mickelson. Each row has 'Amend' and 'View' buttons at the end.

Forename	Surname	Date of Birth	Start Date	Unique Learner Number	Participation Status	Date Last Updated	Created By	Complete	Amend	View
John	Smith	23/01/1990	23/07/2017	1236549879	Completed	22/08/2018	Department for the Economy	✓	Amend	View
Luke	M.	23/01/1990	10/04/2018	9998887775	Completed	22/08/2018	Department for the Economy	✓	Amend	View
Jim	Morrison	10/08/1976	01/07/2018	5263658441	Completed	22/08/2018	Department for the Economy	✓	Amend	View
PAul	Simon	01/08/2000	01/07/2018	5645123695	Completed	22/08/2018	Department for the Economy	✓	Amend	View
Jose	Mourinho	19/08/1975	01/07/2018	1020304050	Completed	22/08/2018	Department for the Economy	✓	Amend	View
Holly	Moses	15/08/1979	22/08/2018	1357924680	Currently Participating on Programme	22/08/2018	Department for the Economy	✗	Amend	View
Fluent	Tester				Currently Participating on Programme	24/08/2018	Department for the Economy	✗	Amend	View
Rory	McIlroy	01/05/1977	01/07/2018	7894561231	Currently Participating on Programme	24/08/2018	Department for the Economy	✓	Amend	View
Tiger	Woods	25/12/1976	01/07/2018	1239874565	Currently Participating on Programme	24/08/2018	Department for the Economy	✓	Amend	View
Phil	Mickelson	01/02/2000	01/07/2018	4552233669	Currently Participating on Programme	24/08/2018	Department for the Economy	✓	Amend	View

To Bulk Update

For Bulk Updates, on the screen which lists the participants, select the records you wish to carry out a bulk update on by clicking on the box on the left hand side. Select “Bulk Updates”, see below.



The screenshot shows the same participant list interface as above. The 'Bulk Updates' button is highlighted with a yellow circle. In the table, the checkboxes for Jim Morrison, PAul Simon, and Jose Mourinho are selected, indicated by yellow circles around the checkboxes.

Forename	Surname	Date of Birth	Start Date	Unique Learner Number	Participation Status	Date Last Updated	Created By	Complete	Amend	View	
<input type="checkbox"/>	John	Smith	23/01/1990	23/07/2017	1236549879	Completed	22/08/2018	Department for the Economy	✓	Amend	View
<input type="checkbox"/>	Luke	M.	23/01/1990	10/04/2018	9998887775	Completed	22/08/2018	Department for the Economy	✓	Amend	View
<input checked="" type="checkbox"/>	Jim	Morrison	10/08/1976	01/07/2018	5263658441	Completed	22/08/2018	Department for the Economy	✓	Amend	View
<input checked="" type="checkbox"/>	PAul	Simon	01/08/2000	01/07/2018	5645123695	Completed	22/08/2018	Department for the Economy	✓	Amend	View
<input checked="" type="checkbox"/>	Jose	Mourinho	19/08/1975	01/07/2018	1020304050	Completed	22/08/2018	Department for the Economy	✓	Amend	View
<input type="checkbox"/>	Holly	Moses	15/08/1979	22/08/2018	1357924680	Currently Participating on Programme	22/08/2018	Department for the Economy	✗	Amend	View
<input type="checkbox"/>	Fluent	Tester			Currently Participating on Programme	24/08/2018	Department for the Economy	✗	Amend	View	
<input type="checkbox"/>	Rory	McIlroy	01/05/1977	01/07/2018	7894561231	Currently Participating on Programme	24/08/2018	Department for the Economy	✓	Amend	View
<input type="checkbox"/>	Tiger	Woods	25/12/1976	01/07/2018	1239874565	Currently Participating on Programme	24/08/2018	Department for the Economy	✓	Amend	View
<input type="checkbox"/>	Phil	Mickelson	01/02/2000	01/07/2018	4552233669	Currently Participating on Programme	24/08/2018	Department for the Economy	✓	Amend	View

When you click on “Bulk Updates” the screen below will appear. Selecting either Start Date or End date will bring up the box for the date to be entered. When you have selected the area to update click on update. The system will confirm that X number of records have been updated.

