

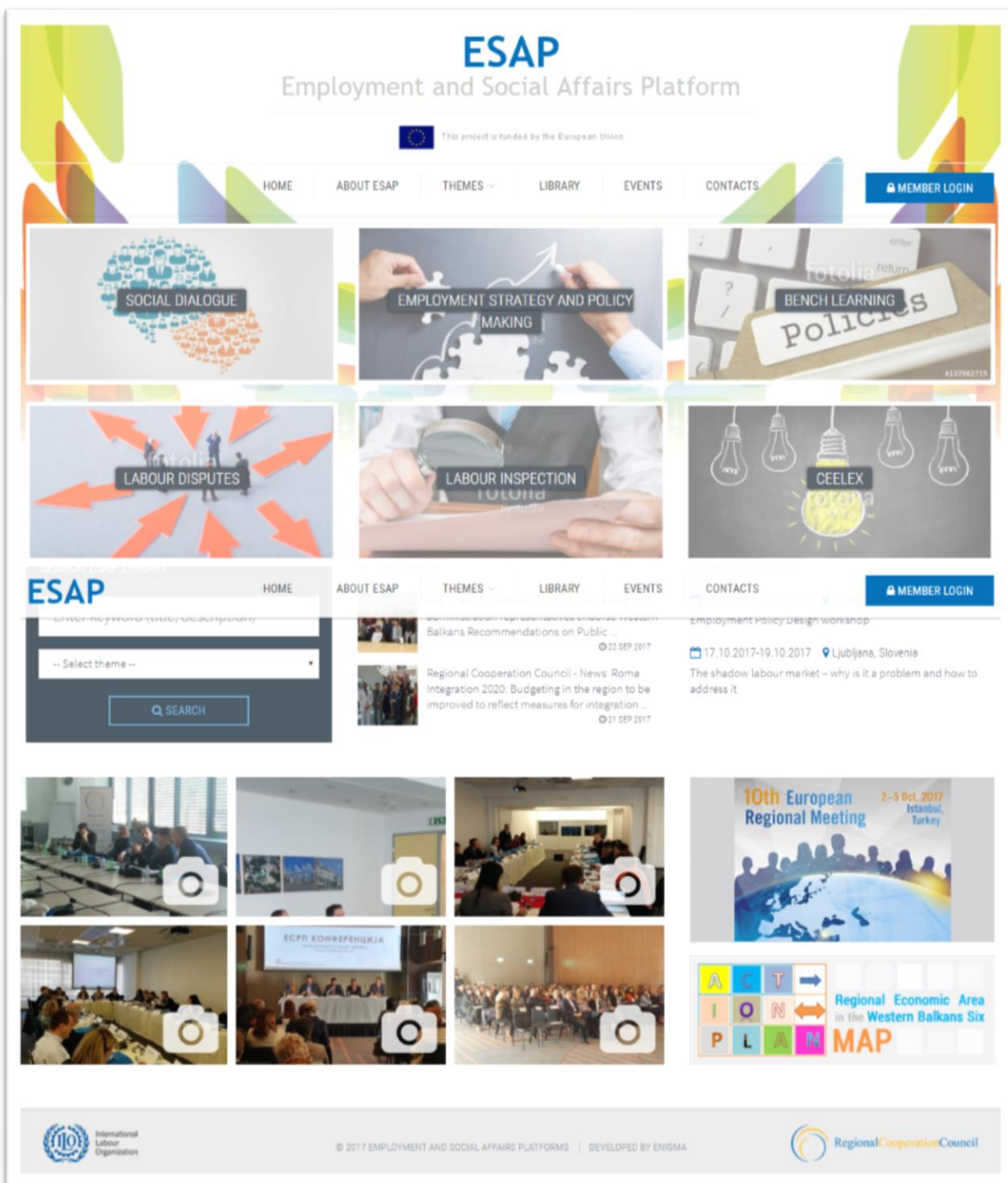
ESAP PLATFORM
CASE DATABASE
User Manual

Contents

- 1. ESAP HOME PAGE 3
- 2. COMMUNITY OF PRACTICE - CoP LOGIN 4
- 3. CASE DATABASE ACCESS 5
- 4. CASE DATABASE FEATURES..... 5
 - 4.1. SEARCH FEATURE 5
 - 4.2. MY CASES FEATURE..... 9
 - 4.3. EDIT CASE 10
 - 4.4. DELETE CASE 12
 - 4.5. ADD NEW CASE 13

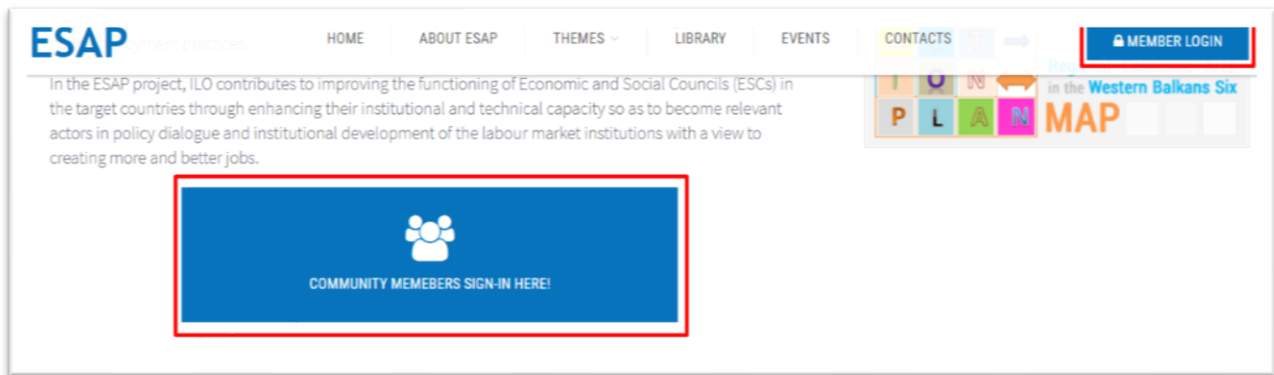
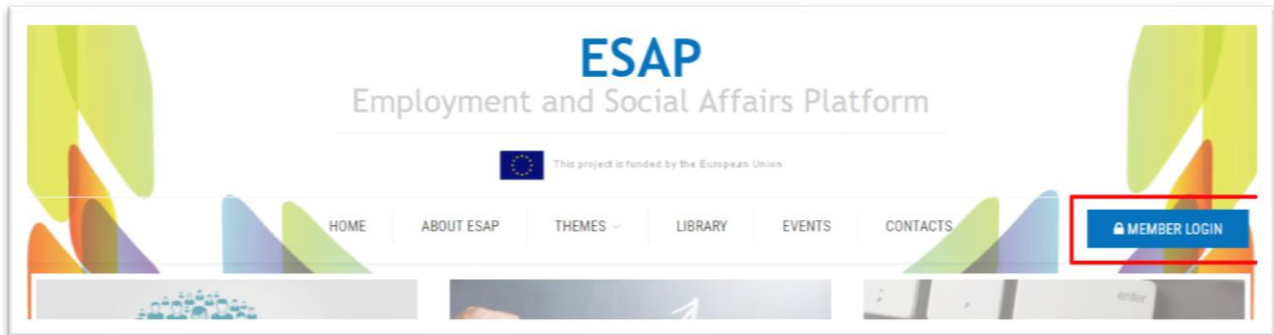
1. ESAP HOME PAGE

The Case Database is a part of the overall ESAP application, so for users to access it, they need to access the ESAP home page which is available through the following web addresses <http://www.esap.online> or <http://esap.rcc.int>. By entering this web address in the address bar of their preferred web browser they will get home page of the ESAP platform opened as shown in the following image.

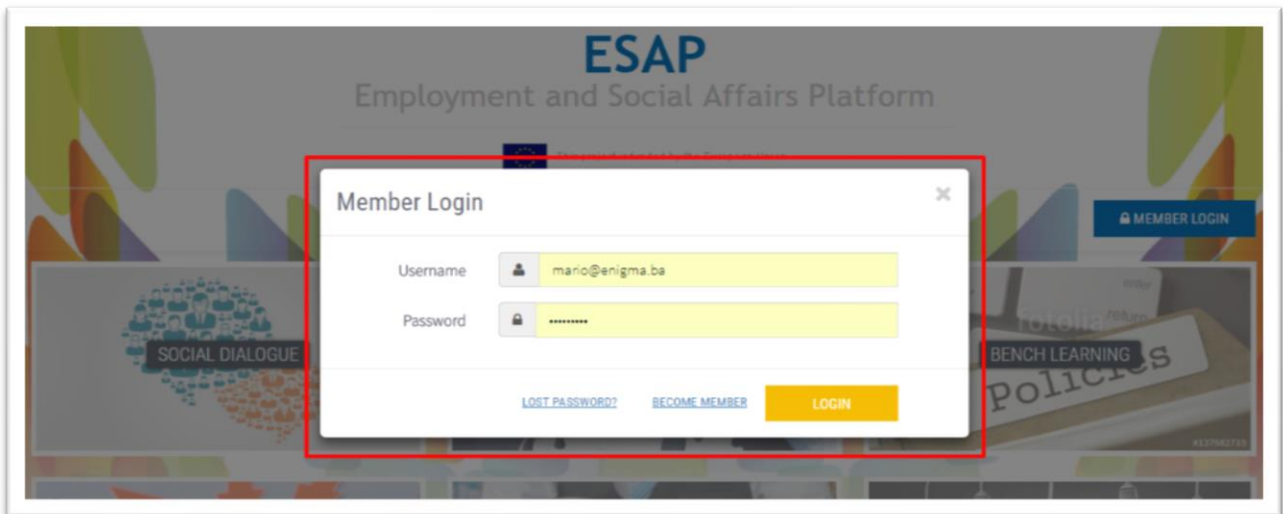


2. COMMUNITY OF PRACTICE - CoP LOGIN

The actual Case Database is available within one of the existing Community of Practices – CoP, called “Network of Agencies for Peaceful Settlement of Labour Disputes”, which is protected part of the ESAP application, and where users need to have proper login credentials. The login form is available by clicking the “Member login” button in the upper right corner of the overall ESAP application template or “Community members sign-in here!” button available within every Theme sub-page.



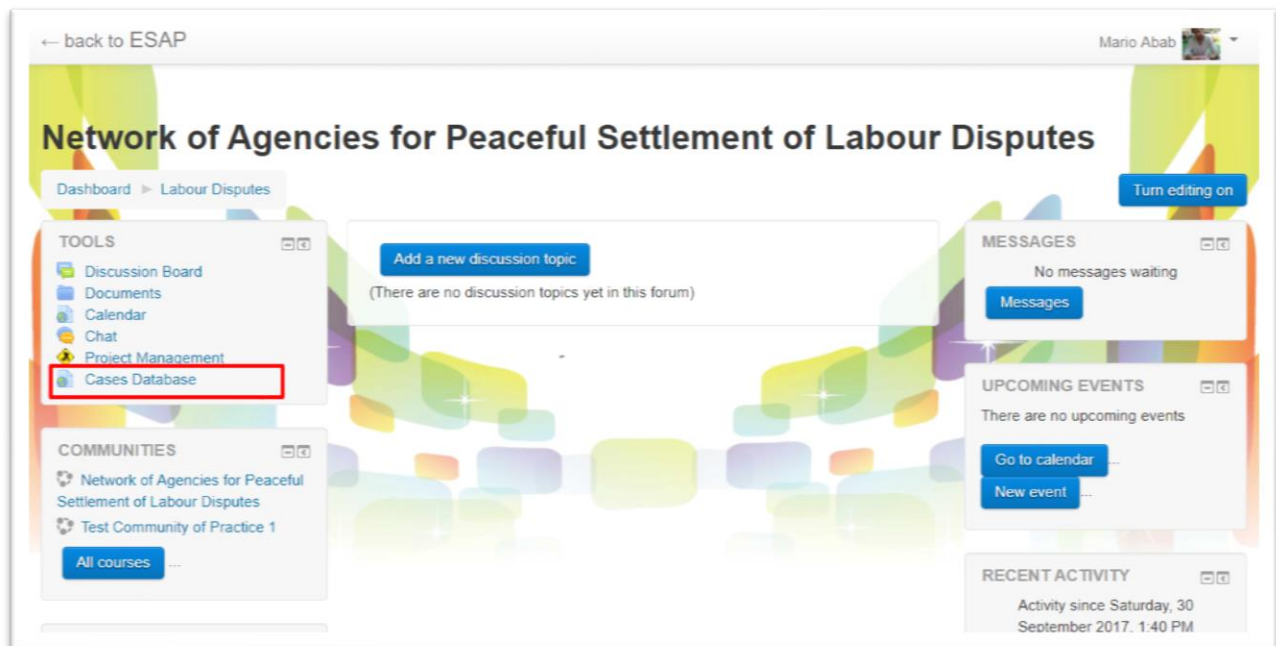
By clicking on any of these Login buttons the Login form will be displayed.



In case of any problems with signing in, within the login form there is an option “Lost password” for guided password recovery procedure. Also, there is an option “Become member” which leads to the registration form, which will be automatically emailed to the ESAP administrators who will then decide on membership activation.

3. CASE DATABASE ACCESS

After successful login to the “Network of Agencies for Peaceful Settlement of Labour Disputes” CoP, within the CoP home page, there is a secondary vertical navigational menu with the link to the actual Case Database.



4. CASE DATABASE FEATURES

4.1. SEARCH FEATURE

By clicking on the “Case Database” link, in the main central part of the page, the search feature of the Case Database will be shown. Within the search feature users can search through the Case Database, by combining different search filters. Also, from the search results they can access full details on single selected case.

Network of Agencies for Peaceful Settlement of Labour Disputes

Dashboard > My Communities > Labour Disputes > Case Database

TOOLS

- Discussion Board
- Documents
- Calendar
- Chat
- Case Database

ADMINISTRATION

- URL module administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
- Community administration
- Site administration

Search

Case Database

Country:
--All countries--

Dispute type:
--All types--

Dispute subject:
--All subjects--

Settlement type:
--All settlement types--


Role of conciliator/mediator/arbitrator:
--All roles--

SEARCH

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Duis eget turpis in enim vehicula venenatis. Fusce hendrerit eu est maximam blandit. Curabitur tristique nunc sed conallis gravida. Nam non dictum lacus, eu placerat ipsum. Aliquam dignissim dui metus, vitae commodo quam eutmod vitae. Maecenas sapien odio, malesuada tincidunt ante id, sagittis mattis ...









← back to ESAP Mario Abab 

Network of Agencies for Peaceful Settlement of Labour Disputes

Dashboard > Labour Disputes > Cases Database

TOOLS

-  Discussion Board
-  Documents
-  Calendar
-  Chat
-  Project Management
-  Cases Database

ADMINISTRATION

- ▼ URL module administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
- ▶ Community administration
- ▶ Switch role to...
- ▶ Site administration

[Search](#)

Cases Database

Dispute type:

Dispute subject:

Settlement type:

[SEARCH](#)

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Donec tincidunt augue ut ipsum laoreet cursus

Phasellus id neque dui. Proin elementum ligula nulla, id ultrices lorem consequat vel. Donec rhoncus ullamcorper mi ut interdum. Duis vel tortor auctor, tempus ligula non, euismod purus. Nulla facilisi. Suspendisse tincidunt faucibus mattis. Nunc magna velit, pulvinar vel justo eget, fermentum ...



International Labour Organization

[Moodle Docs for this page](#)

You are logged in as Mario Abab (Log out)

Labour Disputes



Regional Cooperation Council

Overview of the search results page with list of the cases returned as search results based on the selected search filters.

← back to ESAP

Network of Agencies for Peaceful Settlement of Labour Disputes

Dashboard > My Communities > Labour Disputes > Case Database

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Search

Case Database

22 DEC 2017

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Country	Albania
Dispute type	Individual dispute
Dispute subject	Non-payment of wages/other benefits or compensations provided for in the law, regulations, individual employment contract or applicable collective agreement
Dispute description	Duis eget turpis in enim vehicula venenatis. Fusce hendrerit eu est maximus blandit. Curabitur tristique nunc sed convallis gravida. Nam non dictum lacus, eu placerat ipsum. Aliquam dignissim dui metus, vitae commodo quam euismod vitae. Maecenas sapien odio, malesuada tincidunt ante id, sagittis mattis magna. Integer convallis molestie eros ullamcorper ornare. Maecenas scelerisque purus mauris, eget rhoncus ipsum vehicula a. Nulla viverra mattis ex vitae suscipit. Nam at sem tortor. Maecenas laculis ex quis euismod pulvinar. Nunc suscipit fermentum odio, quis laoreet ex faucibus eu. Praesent viverra lacus nunc. Quisque pulvinar eleifend erat sit amet porttitor.
Settlement type	Conciliation /mediation
Short description of the settlement process	Mauris a odio massa. Proin laoreet vulputate nisi. Aliquam quis sem vel ante vulputate tincidunt. Nulla pulvinar sem vel finibus lobortis. Pellentesque imperdiet mi vel nibh fringilla, ut mattis elit feugiat. Mauris non erat feugiat, aliquam libero id, consectetur tortor. Morbi vehicula, tortor vitae tempor condimentum, orci nunc lacinia eros, et congue mi metus et quam. Quisque gravida dolor sed dui pellentesque porta.
Role of the conciliator/mediator /arbitrator in the settlement	The conciliator/mediator convened the parties and made them listen to each other

[BACK TO SEARCH](#)

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You are logged in as Mario Abab (Log out)
Labour Disputes

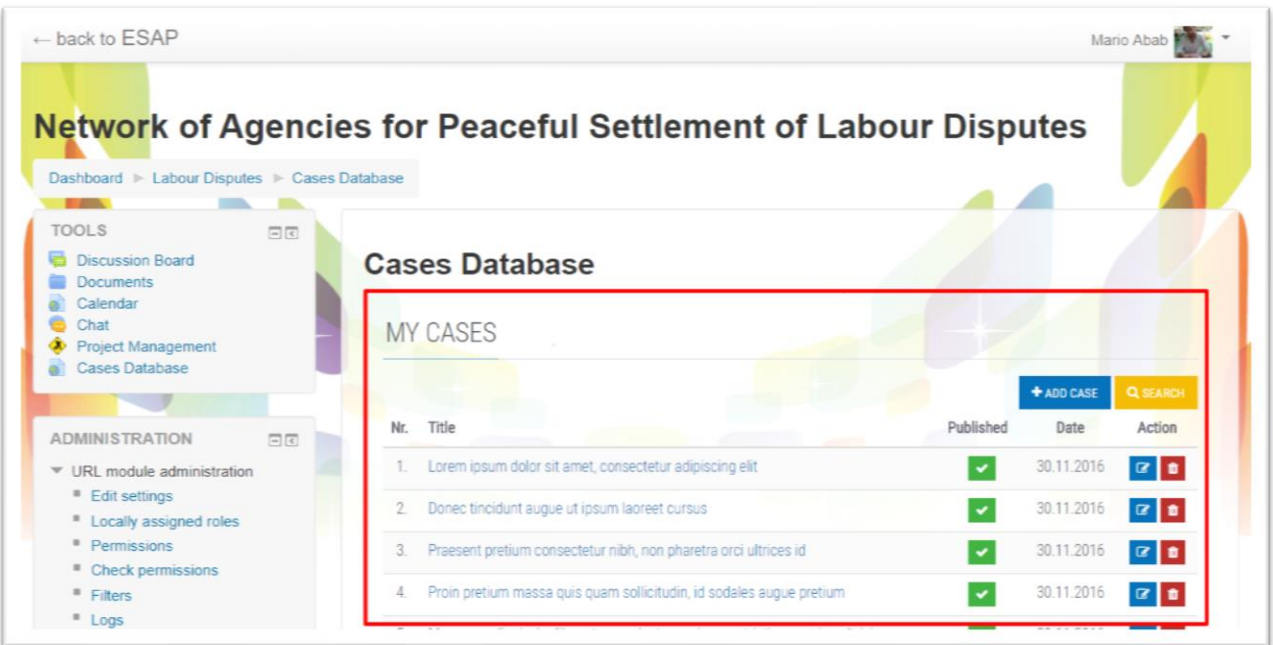
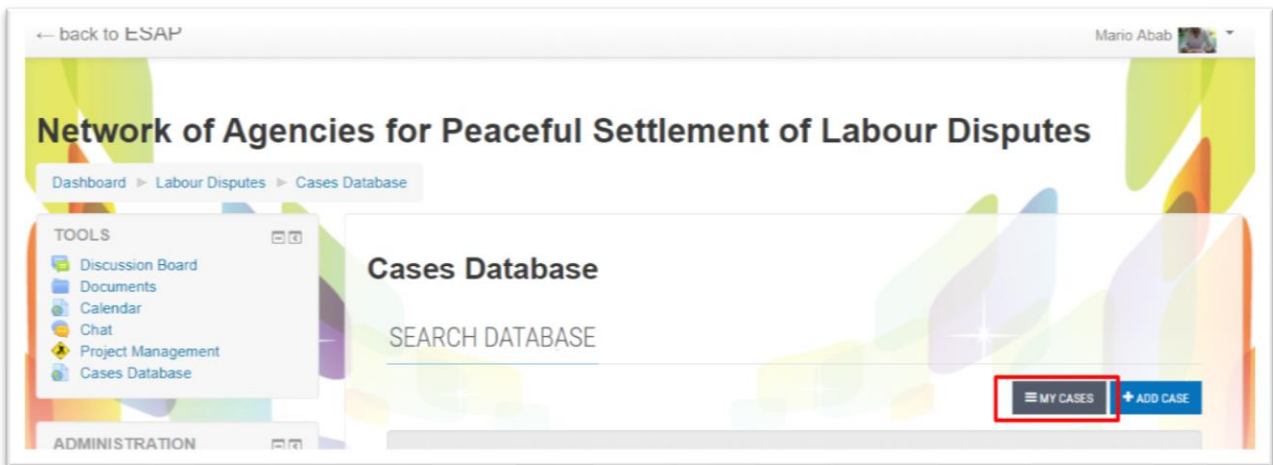
International Labour Organisation

Regional Cooperation Council

Overview of the single case page with full details, available through a link from the list of the search results page.

4.2. MY CASES FEATURE

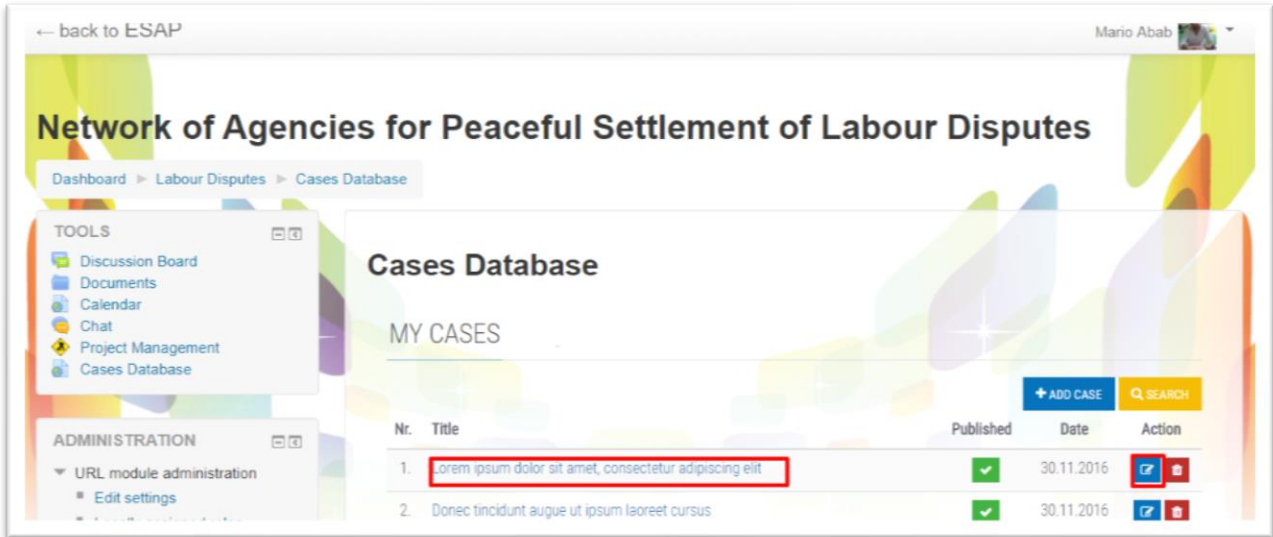
Within the default search page there are two features buttons in the upper right end where one of the button is titled “My Cases”. By clicking on this button in the main central part of the page, the list of the submitted cases of the currently logged user will be shown.



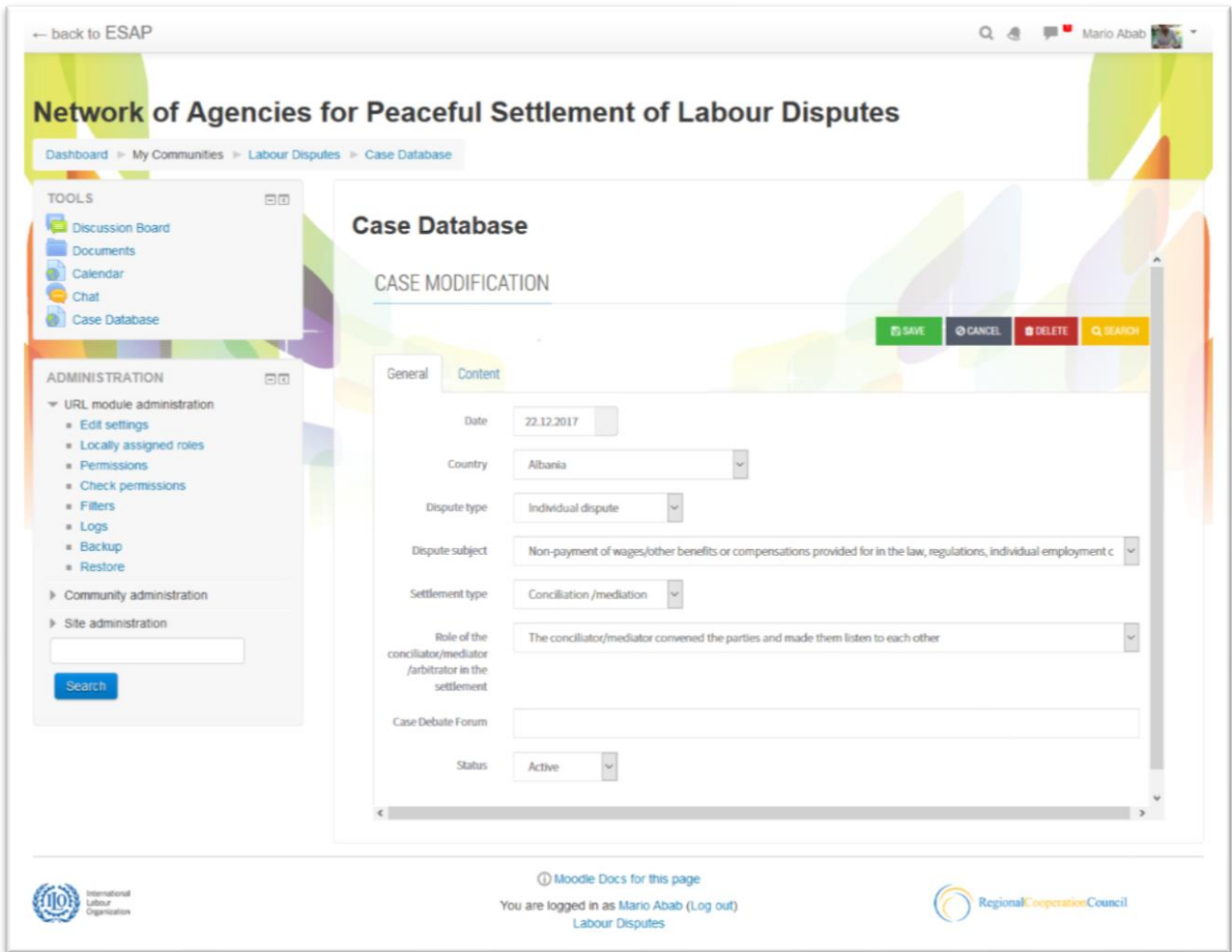
For each of the submitted Case user has option to edit it or to delete it through the action buttons on the right side of each enlisted Case.

4.3. EDIT CASE

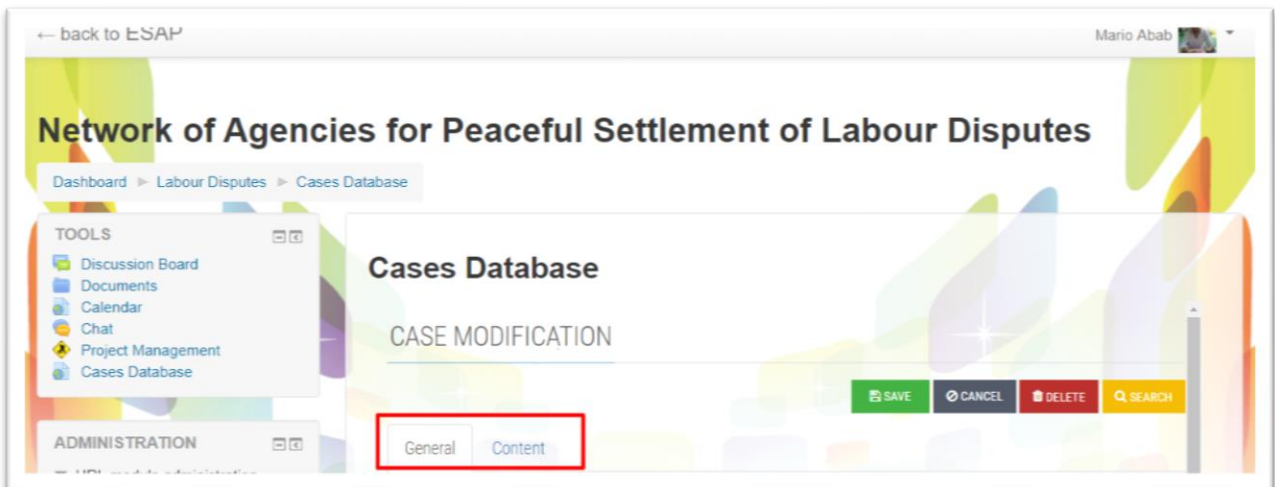
For each entered case user has option to edit it either by clicking the case title, or by clicking the edit action button on the right side of each case row.



By clicking one of the edit action links, the full editable case details will be shown with action button for saving any changes made or other options such as cancel editing, back to search or my cases.



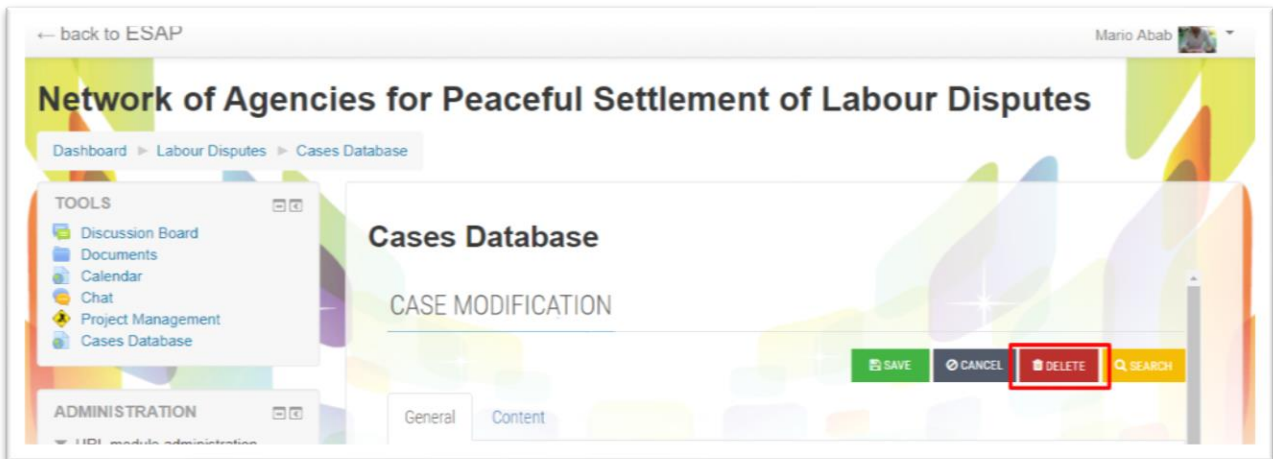
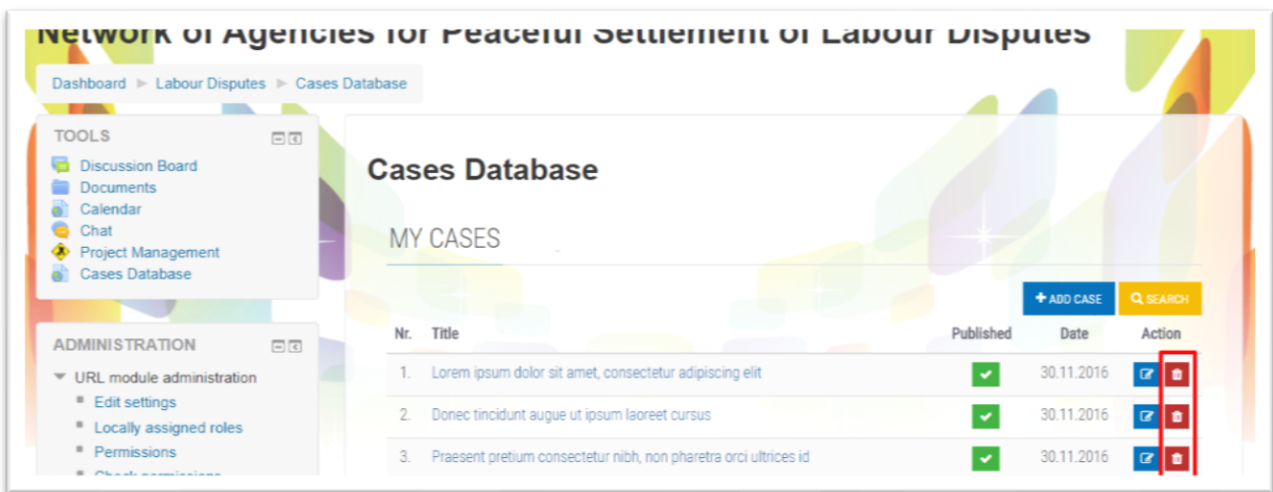
Within the Case edit page in the top of the edit form there are two tabs “General” and “Content” for two different types of case data.



After the editing of case data, in the top right corner there “Save” and “Cancel” action buttons, for saving changes, or canceling them and return to the My Cases feature.

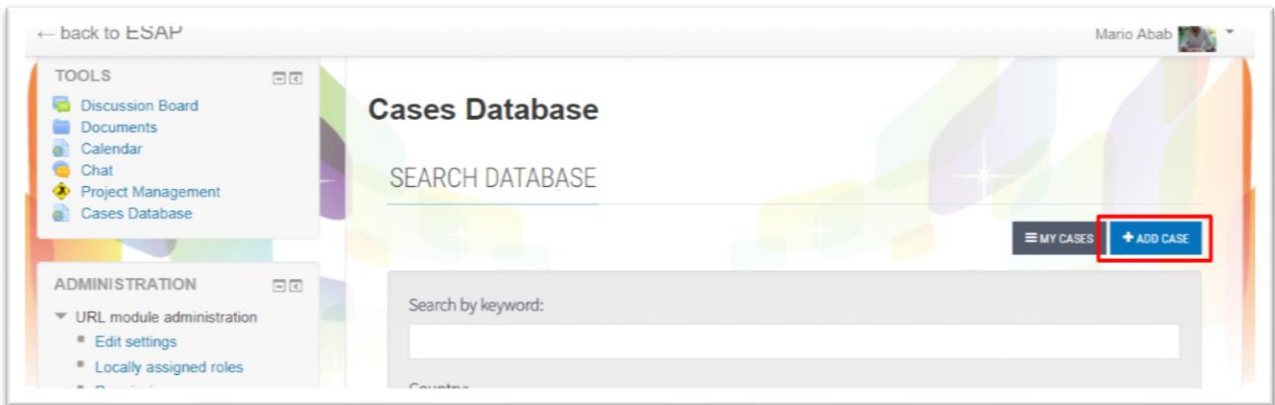
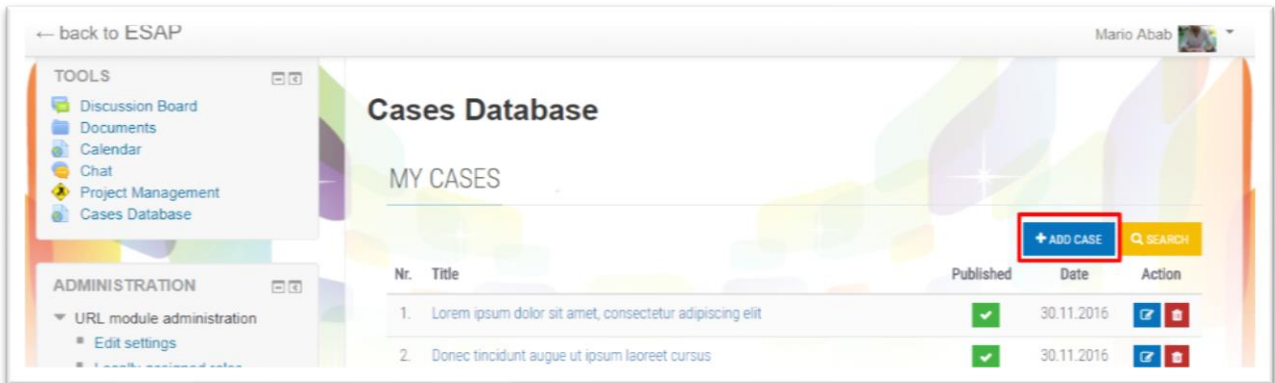
4.4. DELETE CASE

Within the implemented features for Case management there is a Delete feature for removing the selected case from the database. Every user can delete only cases which he/she submitted to the database. The delete action is final and irreversible. For practical case deletion user should click on one of the available delete action buttons. First one is accessible within the My Case feature on the right side of each case row, and second within the case edit feature. Both options for case deletion are shown in the following images.



4.5. ADD NEW CASE

Authorized users of the Case Database are also able to add new cases. To add new case user should click on the “Add case” action button, available on two places, as shown on the following images. The first one is actions menu (top right side) within the My Case feature, and second is within the Search feature.



Once the “Add case” action button is clicked the form for entering new case data is shown. As with the edit feature, there are also two tabs “General” and “Content” for these 2 types of case data.

← back to ESAP

Network of Agencies for Peaceful Settlement of Labour Disputes

Dashboard > My Communities > Labour Disputes > Case Database

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Search

Case Database

NEW CASE

SAVE CANCEL SEARCH

General Content

Title

Dispute description

Settlement description

Settlement outcome

300 words left

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After the new case data are filled at the top action menu there is a “Save” action button for final case submission, with other actions such as cancel of adding new case, and back to search feature.