

Prospects

Prospects Profiles

The following is a set of instructions for Prospects Profiles. Prospects Profiles can be populated by you on behalf of others, or you can set up those providing profiles with an account to complete themselves. Those completing a profile can do it at their own pace saving regularly. It does not have to be completed in one sitting.

The image below shows the main administration functions.

Admin- Home

choose from » [case study admin](#) | [add a case study](#) | [edit case study](#) | [add photo](#) | [released case studies](#) | [unreleased case studies](#) | [shared case studies](#) | [all case studies](#) | [share case studies](#) | [user accounts](#) | [admin search](#) | [public search](#) | [MIS](#) | [user agreement](#)

Welcome to the graduate case study database system. Use the links above to manage and administer the graduate case studies

The first thing you need to do is create the user accounts for the administrators to the system. This can be done by selecting 'user accounts'. This will bring you to the list of users associated with your Profiles system. You can add a new user by selecting new user from the menu (as below). You can also edit the user details from this menu.

User Accounts

choose from » [case study admin](#) | [add a case study](#) | [edit case study](#) | [add photo](#) | [released case studies](#) | [unreleased case studies](#) | [shared case studies](#) | [all case studies](#) | [share case studies](#) | [user accounts](#) | [admin search](#) | [public search](#) | [MIS](#) | [user agreement](#)

[add new user](#)

| Name | Email | User type | Task |
|---------------------------------|------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------|
| Muhammad Sarwar | m.sarwar@prospects.ac.uk | Staff | Edit user Change password Delete user |

To add an account fill in all of the relevant details and select whether the account is for Alumni (user account for adding a case study) or for Staff (full administration account)

Graduate Case Study Registration

choose from » [case study admin](#) | [add a case study](#) | [edit case study](#) | [add photo](#) | [released case studies](#) | [unreleased case studies](#) | [shared case studies](#) | [all case studies](#) | [share case studies](#) | [user accounts](#) | [admin search](#) | [public search](#) | [MIS](#) | [user agreement](#)

Please fill in the form below. Mandatory fields are marked marked with *

First Name(s)*

Surname*

Title* Select from list... if other, please specify

Telephone (we will only telephone if we have an urgent query about your case study before it goes live)

Email address*

Password* (minimum of three characters long)*

User Type: Alumni user Staff User

Prospects Profiles

To add or edit a case study select 'Add a case study' or 'Edit case study' from the menu

choose from » [case study admin](#) | [add a case study](#) | [edit case study](#) | [add photo](#) | [released case studies](#) | [unreleased case studies](#) | [shared case studies](#) | [all case studies](#) | [share case studies](#) | [user accounts](#) | [admin search](#) | [public search](#) | [MIS](#) | [user agreement](#)

MAIN

You do not have to complete your case study in one session; it can be saved. As you complete or partially complete each case study section, you will be able to save any information you have inputted into the profile by clicking on the "Save" button at the bottom of each of the section pages. Once you have completed all the case study sections, and all the listed sections below are indicated with a green tick, you can scroll to the bottom of this page and follow the instructions for submitting your case study to Prospects.ac.uk.

Before you submit your case study, we ask that you carefully read the User Agreement below, which sets out how we will store your information, who will have access to it and how it will be used. Graduate Prospects takes very seriously issues of client confidentiality and data protection.

Please read User agreement terms and conditions before submitting your case study

Please note that questions marked in * are mandatory

- BIOGRAPHICAL DETAILS
- UNIVERSITY EXPERIENCE
- LIFE AFTER UNIVERSITY
- MY CURRENT JOB
- MISCELLANEOUS

If you have fully completed your case study and it is ready for public viewing

Please tick this box in order to declare that you have clearly explained your case study

If you have fully completed your case study and it is ready for public viewing

Each section of the profile can be added and saved individually so that the user can complete the profile at their own pace. Compulsory sections of the profile are marked with a red asterisk. The tabs along the top of the profile can be used to jump between sections

MAIN BIOGRAPHICAL DETAILS UNIVERSITY EXP* LIFE AFTER UNIVERSITY* CURRENT JOB* MISCELLANEOUS*

Biographical questions * Compulsory section

First Name(s)*

Family Name*

Title*

Do you want us to use your real name in the published case study? [explain this](#) Yes No

Email address*

Postal address

Qualifications* [explain this](#)

Subject studied at university*

Mode of study at university*

University attended*

Year of graduation*

Your current job title* [explain this](#)

Type of work you currently do*

Employment sector you currently work in*

Age when you started university

Once complete the Profile is submitted providing the person providing the profile agrees to the Terms and Conditions. Once the profile has been marked as complete it will be moved to the 'Unreleased Case Studies' section where you can proof it and release it to the public.

choose from » [case study admin](#) | [add a case study](#) | [edit case study](#) | [add photo](#) | [released case studies](#) | [unreleased case studies](#) | [shared case studies](#) | [all case studies](#) | [share case studies](#) | [user accounts](#) | [admin search](#) | [public search](#) | [MIS](#) | [user agreement](#)

You can also add a photo to a profile you can do so by selecting 'Add photo'

Prospects Profiles

Other administration functions:

[choose from »](#) [case study admin](#) | [add a case study](#) | [edit case study](#) | [add photo](#) | [released case studies](#) | [unreleased case studies](#) | [shared case studies](#) | [all case studies](#) | [share case studies](#) | [user accounts](#) | [admin search](#) | [public search](#) | [MIS](#) | [user agreement](#)

Released Case Studies: This shows you a complete list of profiles that have been released to the public

Unreleased Case Studies: This shows a complete list of profiles that have been started by users and the status of that profile

| Name | Status | User released? | Created on | Last modified | Tasks |
|-----------------------------|-------------|----------------|------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Anita Lopes | Unpublished | No | 11/05/06 | 11/05/06 | admin view Select from list... admin view edit CS add additional info web links add photo delete download PDF |

You can view the profile by clicking on the name of the user.

In the released and unreleased case studies list a variety of information is displayed. Including the status of the case study, when the case study was created and when it was last modified. It is also possible for the admin user to perform a number of admin functions from this screen. These include:

Admin View: Allows you to view the case study in full

Edit CS: Allows you to edit the profile

Add additional info: Allows you to add additional information to the profile

Web Links: Allows you to add useful URLs to different sections of the profile

Add Photo: Allows you to add a photo to the case study

Delete: Allows you to delete the profile

Download pdf: Allows you to download a pdf of the profile

All Case Studies: This shows you to view a complete list of all of the case studies associated with your Profiles system regardless of the status

Admin Search: This allows you to search on the name, email address, keyword or staff member associated with a profile

Public Search: Allows you to search on the public facing information (this is the search that visitors to your site will see

Please choose your selection criteria below.

Higher Education subject studied: Archaeology

Mode of study at university: Select from list...

Higher Education Institution attended: Select from list...

Year of graduation: Select from list...

Type of work currently undertaken: Select from list...

Age at start of Higher Education course: Select from list...

Currently living: Select...

Gender: Select...

To refine your search, please highlight any of the following issues that may affect you

Disability/health
Gender
Ethnic minority
Refugees and asylum seekers

Search now

MIS: Shows you the MIS (Management Information Statistics) available on the Profiles system. These include statistics on: Total Number of Case Studies, Total Case Studies Added by Date, Case Studies Added by Date, Total Access by week, month and year, Most popular Case Study by week, month and year, Top 10 Case Studies, Individual Case Study Accesses, Case Studies with Pseudonyms

User Agreement: Shows you the current user agreement that users must agree to when submitting their profiles

Below is an example of the student facing pages of the Profiles System

Prospects Profiles

Life after Graduation

[choose from »](#) [graduate case studies](#) | [view all case studies](#) | [search for case studies](#) | [log in](#)

Prospects.ac.uk has developed a database of graduate case studies in order to provide other graduates and students with role model and case profile information. The case studies illustrate graduates' current jobs, their university experiences and their job hunting activities.

- You can either search and view the existing library of case studies; or
- You can add your own case study.

All case studies submitted to the database are vetted before they go live. All graduates submitting case studies must agree to our terms and conditions listed in our [User Agreement](#).

If you are a new user and would like to enter your profile, please [register here](#)

The user visiting your site can view the complete list of profiles, search the case studies or register in order to login to create their own profile. Note that Profiles will not be live on your website until they have been vetted by a member of your admin staff.

Prospects Profiles

[choose from »](#) [graduate case studies](#) | [view all case studies](#) | [search for case studies](#) | [log in](#)

| Name | Subject studied | Higher education institution | Current job |
|----------------------------------|-------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------|
| Peter Baird | Geography | University of Nottingham | Planner |
| Joanne Beever | Hospitality management/hotel and catering | University of Huddersfield | E Commerce Sales Advisor |
| Matthew Burfield | History | University of Essex | Assistant Key Curriculum Leader Humanities/Subject Leader Citizenship/Year 11 Leader |
| Sinead Burke | Community/youth studies | University of Derby | Social Worker |

The profile can be viewed by clicking on the Name of the individual who provided it. A number of other pieces of information can be seen in the list of profiles.