**Admin Desktop Application**

**Students**

- Add a student to the database inputting:  
→ Full name  
→ Date of birth  
→ Contact details  
→ Program they are studying

- View a student’s information including:  
→ Student reference number  
→ Full name  
→ Date of birth  
→ Contact details  
→ Program details  
→ Job details of the jobs they have applied for  
→ Details showing where they are in the application process

- View lists of both active & inactive students showing:  
→ Full name  
→ Programme  
→ Email address

- View a list of active students who have not yet accepted an offer showing:  
→ Full name  
→ Programme  
→ Email address

- View a list of students who have accepted a placement offer including:  
→ Full name  
→ Programme  
→ Email address  
→ Company name  
→ Site name  
→ Job title

- View a report of a student’s application(s) status

- View a pie chart showing the proportion of placed to unplaced students

- View a stacked bar chart showing the number of active students placed & unplaced by programme

- View a calendar of job vacancy closing dates

- Amend student information e.g:  
→ change a student’s address

**Companies**

- Add a company to the database inputting:  
→ Company name  
→ At least one site name & address.

- View a company’s information including:  
→ Company name  
→ List of company sites with site name, address & contact details

- Update a company’s information e.g:  
→ Add an additional site  
→ Amend site information

- Archive a company including the site information.

**Job Vacancies**

- Add a job vacancy inputting:  
→ Relevant job details  
→ Contact details

- View an individual job showing:  
→ Job Title  
→ Job Description  
→ Job Email  
→ Job Telephone  
→ Start Date  
→ Vacancies Available  
→ Application Closing Date  
→ Application Method  
→ Site Name  
→ Site Address

- View a list of jobs (current & past job vacancies) including:  
→ Relevant job details  
→ Contact details

- View a list of jobs that close within the next 7 days that includes:  
→ Company  
→ Site  
→ Job title  
→ Closing date  
→ Number of applications made to date

- Update a given job vacancy e.g:  
→ Change job deadline date

- Archive a job vacancy

**Student Mobile Application**

**Jobs**

- View a list of current jobs (current & past job vacancies) including:  
→ Relevant job details  
→ Contact details

**Applications**

- Record an application made.

- Add a new status of application.

- View a report on the status of all applications and each application made.

**Students**

- View a student’s information including:  
→ Student reference number  
→ Full name  
→ Date of birth  
→ Contact details  
→ Program details  
→ Job details of the jobs they have applied for  
→ Details showing where they are in the application process

- Amend student information e.g:  
→ change a student’s address