



**PineSoft Professional Training Database**  
**Enterprise Web Module : Student Guide**

**Logging On to the Application**

Your University Placement Manager will provide you with the web address to load the Web Module logon screen shown below:

Department of Engineering

 **University of Somewhere**

 PineSoft™ PTD Student Access Module

Please Log-in to access the PineSoft Student Access Module

Department:

E-mail address:

Password:

Enter your initial logon details:

Email Address : Your University Email  
Password : Your Student ID Number

**NOTE**

1. For security purposes please change your password the first time you load the Web Module.
2. If you forget your password please contact your Placement Manager who can reset it.
3. Your Placement Manager will enable Full, Read-Only or remove access to Web Modules and control the information that you may view / update.
4. To save any edited information you must click on the relevant Save / Update Button

## Main Menu Options

When you log in you will see the Main Menu Screen shown below:

You are logged in as 20079624@abertay.ac.uk [Logout](#)

Home	Jobs	My Details	My Account
<b>Job Search</b> Search for a Placement			
<b>My Shortlist</b> Go to my Job Shortlist			
<b>Personal Details</b> Edit my Personal Information			
<b>Job Preferences</b> Edit my Job Preferences			
<b>Placement Information</b> Edit my Placement Information			
<b>My Account</b> Change my password, contact my placement manager			

A brief description of the available options is shown below:

### Job Search

You are logged in as 20079624@abertay.ac.uk [Logout](#)

**Search for a Job**

Location:  Job Sector:  Job Type:

**We found 5 jobs matching your criteria...**

Job Ref	Job Title	Job Summary	Location	Closing Date	
BRE/11/2	Test Engineers & Engineering Technicians	Management of the work within a specialist product testing area. Supervision of Technician Staff. Developing Client relationships to meet future needs.	ENGLAND	18 Apr 2012	<a href="#">More Details</a>
FRS/11/2	Student Assistant : Data Analysis	Analysis of spread of fire in enclosed spaces using a model of a London Underground escalator. Further analysis of previous studies of the Kings Cross disaster.	ENGLAND	25 Apr 2012	<a href="#">More Details</a>
GEC/11/1	Research Assistant	Research assistant	ENGLAND	30 Apr 2012	<a href="#">More Details</a>
GEC/11/2	IT Support Officer	IT Support Officer	ENGLAND	04 May 2012	<a href="#">More Details</a>
GEC/11/3	Modular Instrument Project Research Assistant	Modular Instrument Project Research Assistant	ENGLAND	04 May 2012	<a href="#">More Details</a>

View more information, such as:

- job specification
- start and finish dates
- salary
- information on how to apply



Home      Jobs      My Details      My Account

[Add to Shortlist](#)  
[View My Shortlist >](#)

**Job Reference :** GEC/11/3

**Job Title :** Modular Instrument Project Research Assistant

Location : ENGLAND      Vacancies : 1

Job Sector : Engineering      Start Date : 20 Jun 2012

Job Type : Research Assistant      Finish Date :

Salary : 13000

**How to Apply**

<input type="checkbox"/> CV	<input checked="" type="checkbox"/> Letter
<input checked="" type="checkbox"/> Application Form	<input type="checkbox"/> Online

**Application Closing Date :** 04 May 2012

**Job Summary**

Modular Instrument Project Research Assistant	<input type="checkbox"/> JobFlag1	<input checked="" type="checkbox"/> JobFlag4
	<input type="checkbox"/> JobFlag2	<input type="checkbox"/> JobFlag5
	<input type="checkbox"/> JobFlag3	<input type="checkbox"/> JobFlag6

**Job Details**

Job Description – Modular Instrument Project  
Title: Java and MaxMSP Software Developer  
Salary Scale: Common rate, to be fixed between us.  
Duration: Three months, maybe more  
Start Date: As soon as possible

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code all the algorithmic part, and to manage LOTS of data: Each of these 3 basic type of Modules will come with lots of presets possibilities\*\*, real-time events recording, automation

**Further Information / Attachments**

**Job Description :** [http://www.eichleay.com/careers/jobs/Long\\_Beach/Engineer\\_Civil\\_Structural\\_LB.pdf](http://www.eichleay.com/careers/jobs/Long_Beach/Engineer_Civil_Structural_LB.pdf)

**Employment Application Form :** <http://www.findonitenterprise.com/phpPTD/documents/application2.pdf>

**Job Description – Modular Instrument Project :** <http://www.findonitenterprise.com/phpPTD/documents/description2.pdf>

**Map of Loughborough :** <http://www.findonitenterprise.com/phpPTD/documents/Loughborough.pdf>

You may add jobs to your shortlist, to keep track of your favourites.

## My Shortlist



Home      Jobs      My Details      My Account

### Job Shortlist Preferences

1st choice :  4th choice :

2nd choice :  5th choice :

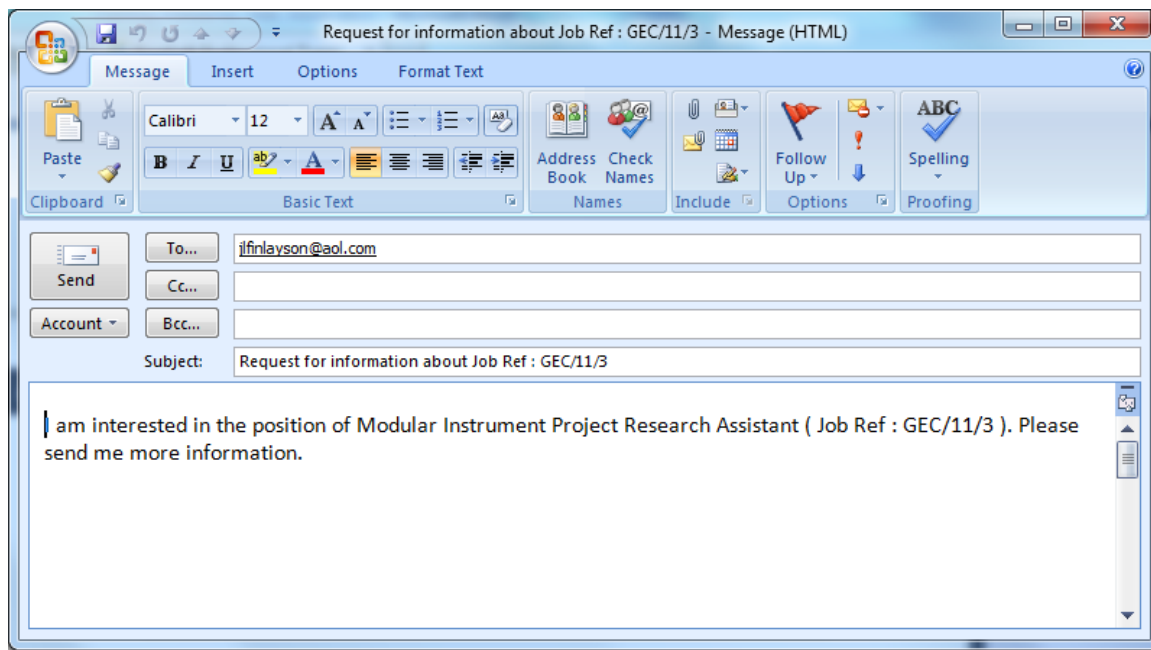
3rd choice :  6th choice :

[Save Job Shortlist Preferences](#)

### My Shortlisted Jobs

	Job Ref	Job Title	Closing Date		
<a href="#">Remove</a>	ANGUS/1327605973	New Job	11 Nov 2012	<a href="#">More Details</a>	<a href="#">Request Info</a>
<a href="#">Remove</a>	GEC/11/3	Modular Instrument Project Research Assistant	04 May 2012	<a href="#">More Details</a>	<a href="#">Request Info</a>

- Save top 6 options to Job Shortlist preferences
- Request further information (by email to placement manager)



## Edit My Personal Details

**FinDonIT** PineSoft™ PTD Student Access Module

You are logged in as 20079624@abertay.ac.uk [Logout](#)

Home Jobs **My Details** My Account

### My Personal Details

**General Information**

Student Ref :	FRASER_FRED	Driving Licence :	<input checked="" type="checkbox"/>
Personal Email :	<input type="text" value="freddie@yahoo.com"/>	Work Permit Required :	<input type="checkbox"/>
Mobile :	<input type="text" value="077409887653"/>	Registered Disabled :	<input type="checkbox"/>
Usertitle1	<input type="text"/>		
Usertitle2	<input type="text"/>		
Usertitle3	<input type="text"/>		
Usertitle4	<input type="text"/>		

**Term Address** **Home Address**

This module is not enabled This module is not enabled

**General Skills**

**IT Skills**

Java and C programmer

**Special Circumstances**

Special Circumstances :  Happy to share :

Need to be in Scotland regularly because of family.

[Save Personal Details](#)

If enabled by your Placement Manager you may check and update personal information, such as:

- personal email
- mobile phone number
- home and term addresses
- skills
- special circumstances

## Edit My Job Preferences

**FinDonIT** PineSoft™ PTD Student Access Module

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Home      Jobs      My Details      My Account

### My Preferences

Location Preferences		Job Sector Preferences	
1st choice :	<input type="text" value="GRAMPIAN"/>	1st choice :	<input type="text" value="Engineering"/>
2nd choice :	<input type="text" value="TAYSIDE"/>	2nd choice :	<input type="text" value="Oil Industry"/>
3rd choice :	<input type="text" value="Please choose from the following..."/>	3rd choice :	<input type="text" value="Please choose from the following..."/>

Job Preferences		Job Type Preferences	
JobFlag1 :	<input checked="" type="checkbox"/>	1st choice :	<input type="text" value="Research Assistant"/>
JobFlag2 :	<input type="checkbox"/>	2nd choice :	<input type="text" value="Statistical Analyst"/>
JobFlag3 :	<input checked="" type="checkbox"/>	3rd choice :	<input type="text" value="Please choose from the following..."/>
JobFlag4 :	<input type="checkbox"/>	4rd choice :	<input type="text" value="Please choose from the following..."/>
JobFlag5 :	<input type="checkbox"/>	5rd choice :	<input type="text" value="Please choose from the following..."/>
JobFlag6 :	<input type="checkbox"/>	6rd choice :	<input type="text" value="Please choose from the following..."/>
Consider Unpaid? :	<input type="checkbox"/>		

#### Preference Notes

I need a placement somewhere in Scotland because of family commitments.

[Save Job Preferences](#)

You may highlight your personal job preferences to aid matching your requirements to appropriate placements. Preferences that are recorded include:

- top 3 locations
- top 3 job sectors
- top 6 job types
- any other specific preferences

## Edit Placement Information



<a href="#">Home</a>	<a href="#">Jobs</a>	<a href="#">My Details</a>	<a href="#">My Account</a>
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### My Placement Details

**Placement No. 1 : SHELL/09/2**

Job Title :	Research Assistant	Address Details :	22 South Road
Start Date :	13 Mar 2009		Thorndyke
Finish Date :	08 Sep 2009		Aberdeen
Student Year :	2		AB8 5HJ

**Archived Record - cannot be updated**

**Placement No. 2 : CON/10/1**

Job Title :	Distribution Analyst	Address Details :	35 Ashgrove Road
Start Date :	26 Mar 2010		Kildaire
Finish Date :	19 Sep 2010		Aberdeen
Student Year :	3		AB3 6CN

**Update Address Information**

You may check and update address information for your active placements.

## Set My Password

Once you have have logged on, you may change your password to something more private and memorable.

## Contact Placement Manager

You may contact the placement manager via email.