

User manual for Electronic Index of Organisations

Access to the Electronic Index of Organisations

Electronic Index of Organisations can be accessed from any page of the web-site by clicking on the link in the right corner as shown in the Figure 1.

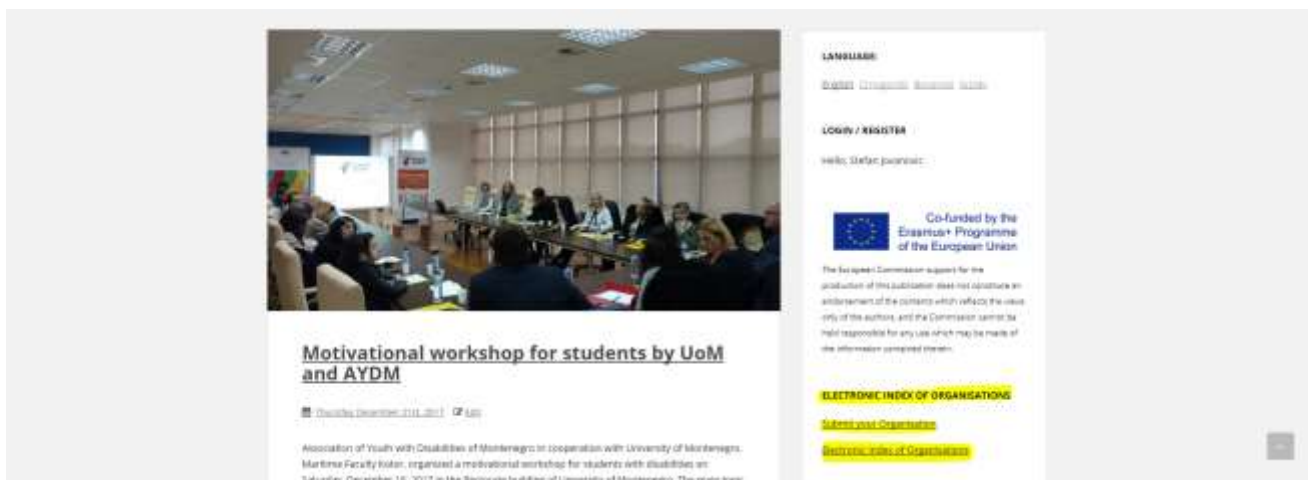


Figure 1 Position of Electronic index of Organisations

If you want to add an Organisation click on the *SUBMIT YOUR ORGANISATION.*, or if you want to search for the organisation press *ELECTRONIC INDEX OF ORGANISATIONS* link.

Submitting an organization

Organization can be submitted from page <http://trans2work.eu/submit-your-organisation/> by fulfilling the form shown in the Figure 2. After submitting an organization notification that entry is saved in the database will be shown and user will be redirected to the [Electronic Index of Organisations](#) page.

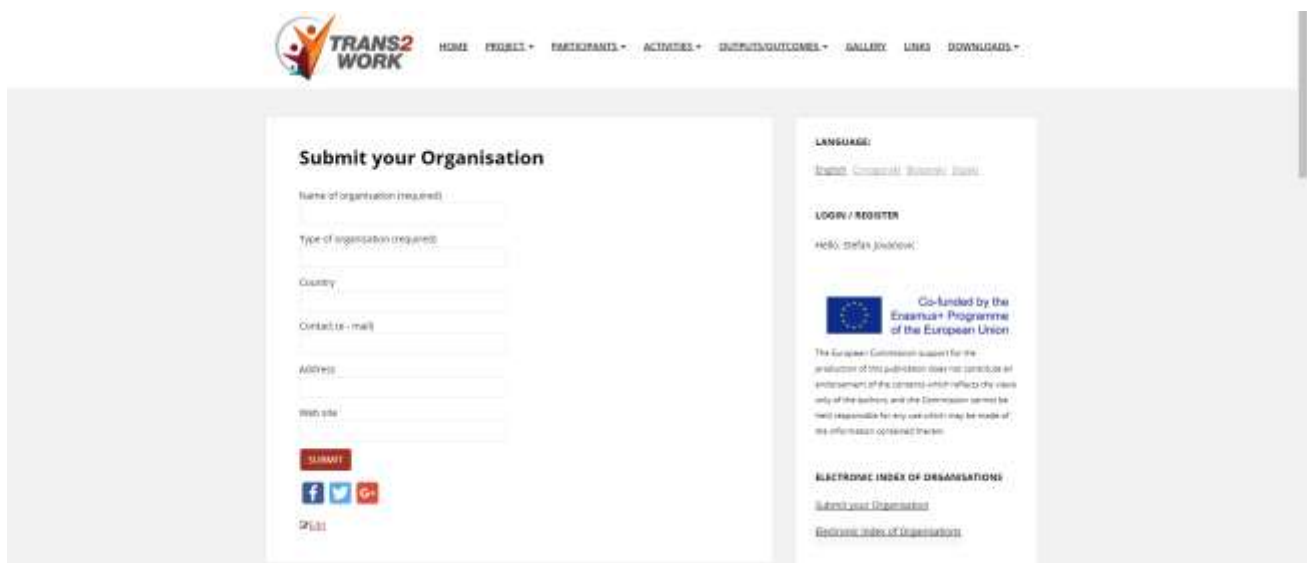
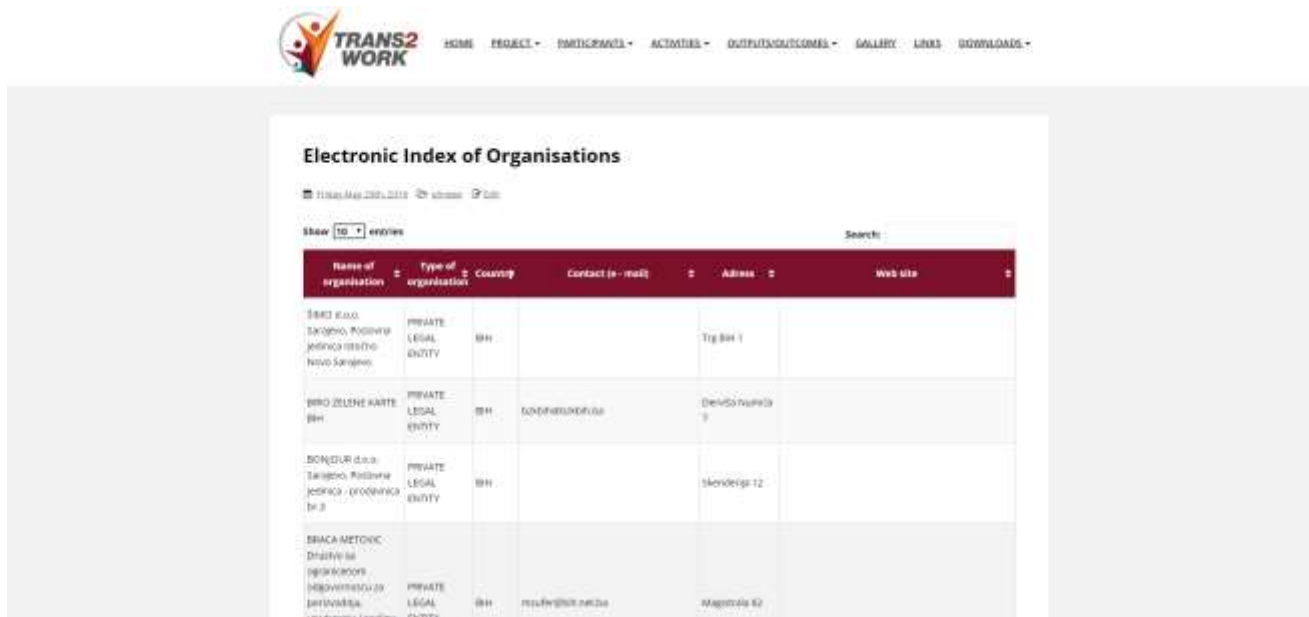


Figure 2 Form that should be fulfilled

Searching Electronic Index of Organizations

Organizations submitted through the form shown in Figure 2 will appear in the Electronic Index of Organisations on the web-page <http://trans2work.eu/electronic-index-of-organisations/>.

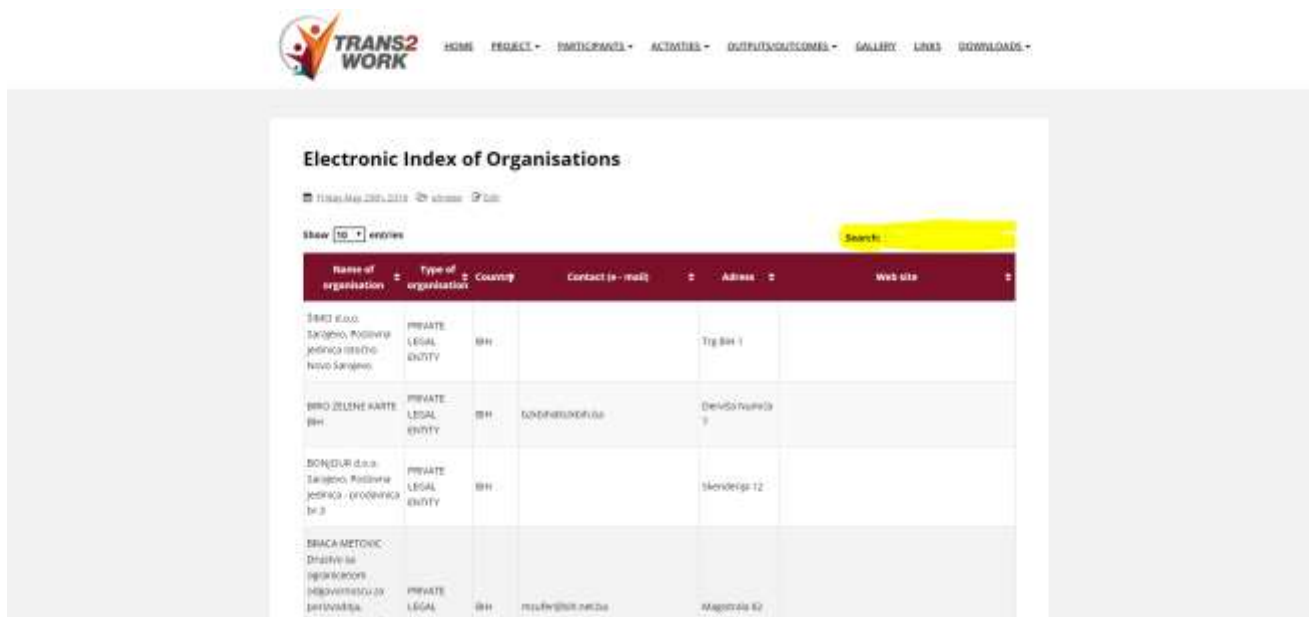


The screenshot shows the 'Electronic Index of Organisations' page. At the top, there is a navigation menu with links: HOME, PROJECT, PARTICIPANTS, ACTIVITIES, OUTPUTS/OUTCOMES, GALLERY, LINKS, and DOWNLOADS. Below the navigation is a search bar and a 'Show 10 entries' dropdown. The main content is a table with the following columns: Name of organisation, Type of organisation, Country, Contact (e-mail), Address, and Web site. The table contains four entries:

Name of organisation	Type of organisation	Country	Contact (e-mail)	Address	Web site
ŠKOLNI KLOZ ŠKOLNO POSREDOVANJE JEDNICA OBISTVO Novo Sarajevo	PRIVATE LEGAL ENTITY	BH		Tig Bih 1	
BRRO ZELENJE KARTICE BH	PRIVATE LEGAL ENTITY	BH	000000000000000000	Đeravica 100000000000000000	
ŠKOLNJEUR d.o.o. ŠKOLNO POSREDOVANJE JEDNICA - GOSPODARSTVO BH	PRIVATE LEGAL ENTITY	BH		Skopje 12	
ŠKOLNA METODIC Društvo za školsko posredovanje MEDIJINSKI POSREDOVANJE SARAJEVO	PRIVATE LEGAL ENTITY	BH	med@skolna.net.ba	Magistrala 82	

Figure 3 Electronic Index of Organisations

Searching of Electronic Index of Organisations can be done through the search panel of the page. Position of the search panel is show in the Figure 4.



The screenshot shows the same 'Electronic Index of Organisations' page as Figure 3, but with the search bar highlighted in yellow. The search bar is located at the top right of the page, above the table.

Figure 4 position of search on the Electronic Index of Organisations page



*School-to-Work Transition for Higher education students with disabilities
in Serbia, Bosnia & Herzegovina and Montenegro
Project No 561847-EPP-1-2015-1-EL-EPPKA2-CBHE-JP (2015-3720)*

Example of searches through:

- Search *SRB* for Serbian organizations
- Search *BIH* for Bosnian and Herzegovinian organizations
- Search *MNE* for Montenegrin organizations
- Search *organization name* for specific organizations
- Search *specific address* for results about specific address of organizations