

User Manual



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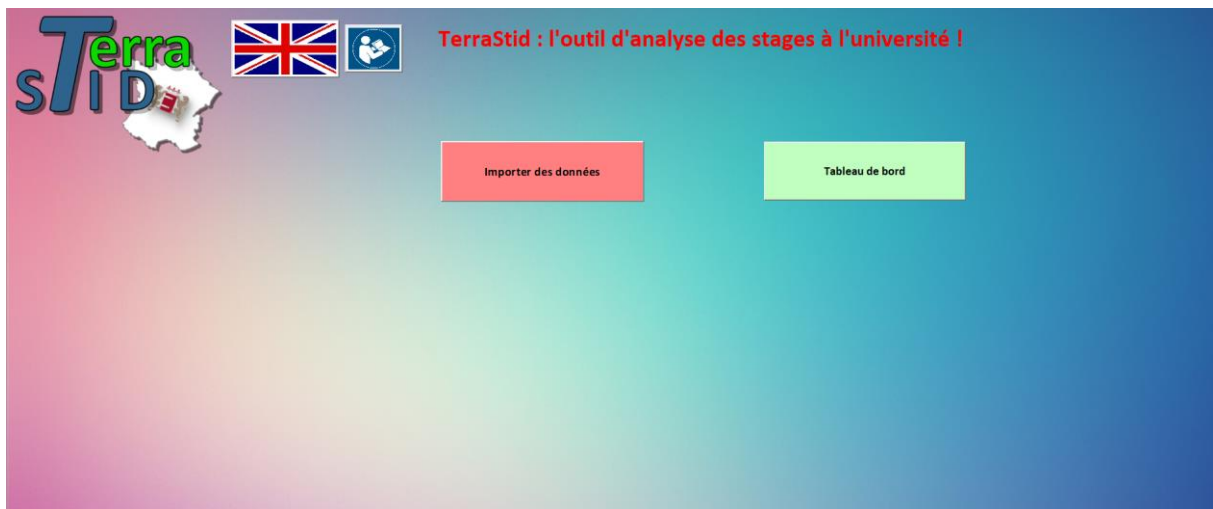
I] – Introduction:

What is Terrastid?

Terrastid is a software to visualize the internships carried out by the students of the University of Poitiers. Whether internships abroad and in France, you can select the internships that suit you over one or more years and see several indicators such as the number of internships completed, the distribution by country or details on the host structures.

In this manual, you will learn how to use Terrastid well. Feel free to consult the technical manual provided with the application in order to understand how the application works in the background and understand how the data you have chosen is processed.

II] – Home:



The image above shows Terrastid's welcome. When you launch the app, you are automatically redirected to home. You can notice 4 buttons.

'Flag' button: allows you to switch to the English version of the application.

'Person with a book' button: Allows you to launch the simplify user guide.

'Import data' button: Allows you to insert a new database into the application.

Note: Only .xlsx and .csv files are supported.

'Dashboard' button: Allows you to launch the form in order to select the data you want to analyze.

III] – Update data:

Scenario. 1 year has passed since the creation of Terrastid and you still want to use the application?

No worries! the application has been designed to adapt to any dataset. It is enough to respect 1 condition, the name of the variables should not be changed. If you add years, training or even new reception structures, Terrastid will adapt over time!

To start importing new data, please first go to the home and click on the 'Import Data' button.

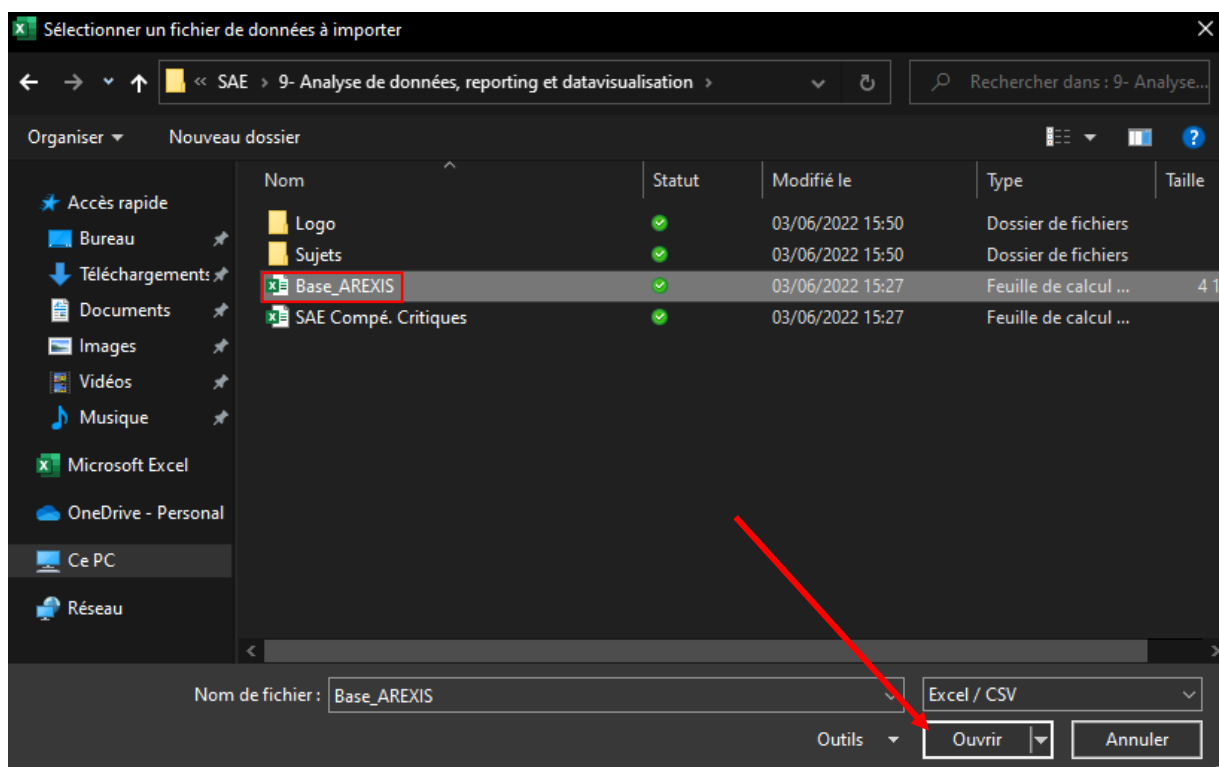
ATTENTION

Veuillez sélectionner votre fichier de données au format .xlsx ou .csv

✕ This message warning you to select either a .xlsx file or .csv is completely normal. Please click Ok afterwards.

OK

Subsequently, a file explorer will open. Please go to the directory containing your file with the new data to import and open it.



Then, click Open.

Note: A .csv file may take longer to open than a .xlsx file.

ATTENTION



A message then informs you that the data has been imported.

Les données ont bien été importées !

If this is not the case or if your data has not been updated correctly, please check the extension of your files and check the name of the variables (columns) of your file with the new data.

OK

IV] – Dashboard / Data selection:

Want to start analyzing internships? Please go to the reception. Then, please click on the 'Dashboard' button.

Sélection des données



Veillez sélectionner les données à analyser

Sélectionner une ou plusieurs formations :

DUT 2 GEA - Gestion Management Organisations - An. Spéciale
DUT Chimie 2 opt Chimie Analytique et de Synthèse
DUT GEA 1 - NIORT
DUT GEA 2 opt Gestion des Ressources Humaines
DUT GEA 2 - Gest. et Management des Organisations-POITIERS
DUT GEA 2 - Gestion et Management des Organisations - NIORT
DUT GEA 2 opt Gestion Comptable et Financière - NIORT

Sélectionner un diplôme :

OU

☐ DUT

☐ LP

Annuler

Sélectionner une ou plusieurs années :

2020
2019
2018
2017

Valider

Fermer

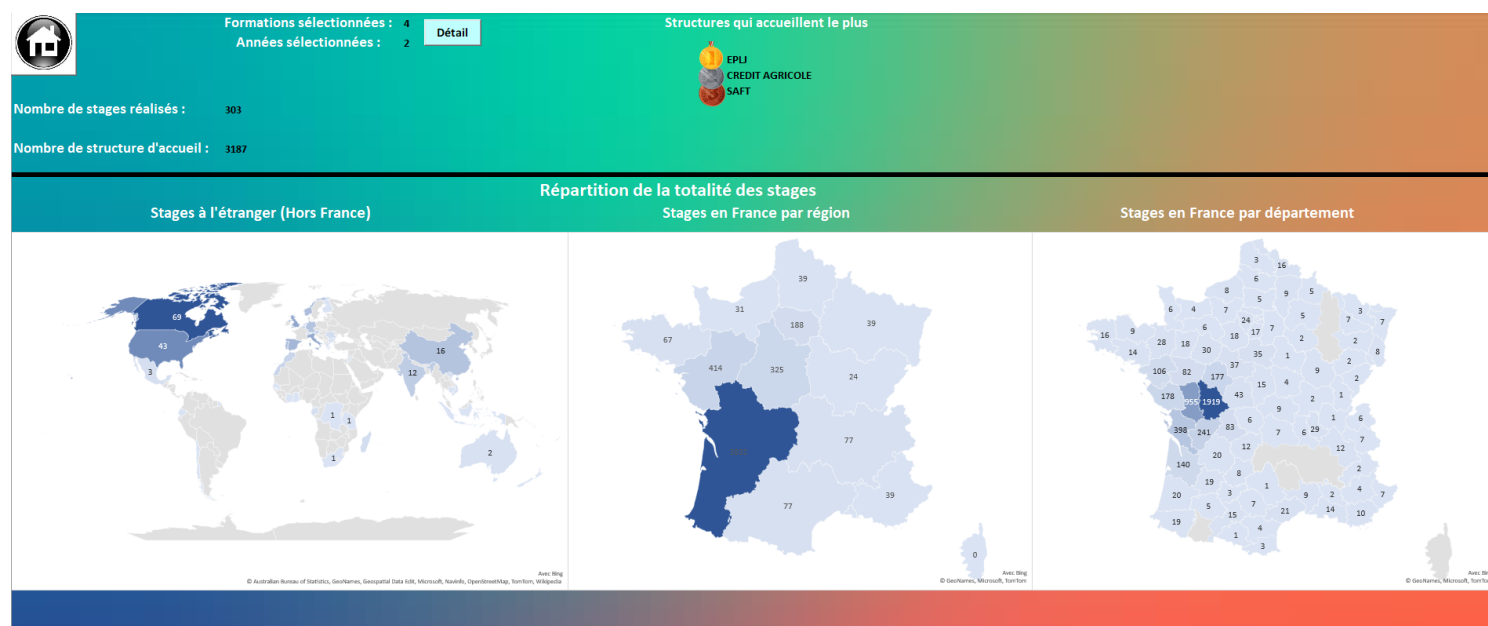
You will then notice that a form opens. You can then do several things. The first is to select one or more courses.

2 choices are available to you, either you choose a selection of training courses or you choose a diploma in particular. You cannot take a diploma and training.

Then you can choose to sort your choice by one or more years.

Note: The chosen data is highlighted blue.

Once your data is selected, please click on the Validate button.



You will later notice that you are redirected directly into the dashboard. You therefore have several indicators such as the list of structures that host the most, the number of internships carried out but also maps with the distribution of all internships.

You will notice a button at the top 'Detail'.

When you click on it, you will be able to see the details of each training you have selected over all the years chosen.

Années sélectionnées	Formations sélectionnées	Retour	Total	2020	2019
2020	DUT 2 GEA - Gestion Management Organisations - An. Spéciale		2	2	0
2019	DUT Chimie 2 opt Chimie Analytique et de Synthèse		140	88	52
	DUT GEA 1 - NIORT		111	76	35
	DUT GEA 2 opt Gestion des Ressources Humaines		50	27	23

you see the breakdown over each year as well as a total. This is convenient if you want to refine your searches when you select several courses but also several years.

If you want to choose a new dataset, you must return to Home.

Caution: Reselecting data will cause you to lose your current analyses. If you want to return to the dashboard later, please access it manually via the sheets navigation bar at the bottom.

click on the 'Back' button on the 'Detail' page, and once on the dashboard, please click on the 'Home' button to return to home.