

Familiarization

Training Manual

GINA

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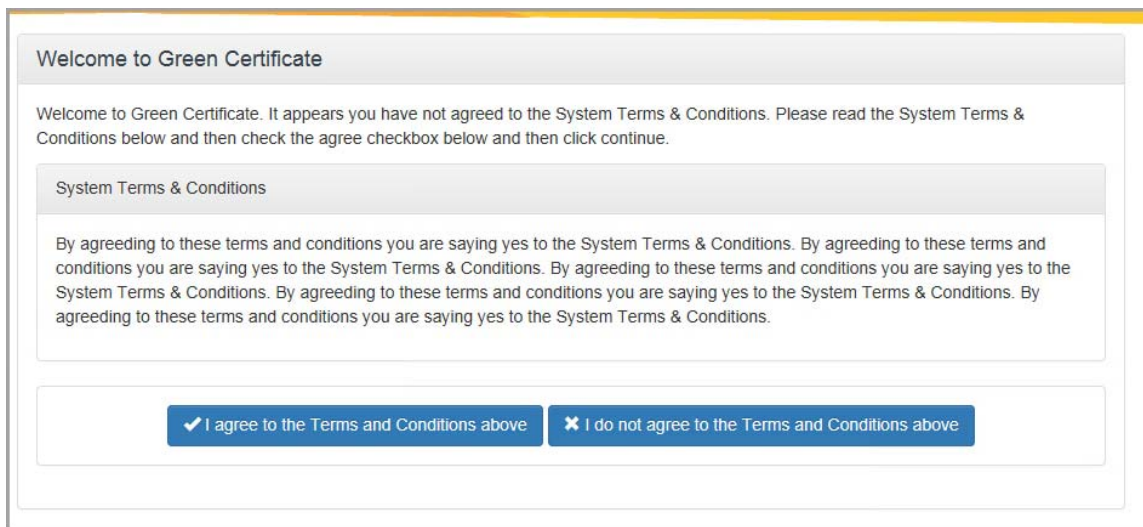
INTRODUCTION

The Green certificate Information Network Application (GINA) allows users to enter and maintain Green Certificate registrations. Test schedules can be defined and test results recorded. Familiarization training will explain the following:

- Accessing Gina
- Screen Layout
- Home Page
- General Business Processes

Accessing GINA

The first time a user logs onto GINA the *Terms and Conditions* are displayed.



The screenshot shows a web interface for the Green Certificate application. At the top, it says "Welcome to Green Certificate". Below that, a message states: "Welcome to Green Certificate. It appears you have not agreed to the System Terms & Conditions. Please read the System Terms & Conditions below and then check the agree checkbox below and then click continue." Underneath this message is a section titled "System Terms & Conditions" which contains a block of text: "By agreeing to these terms and conditions you are saying yes to the System Terms & Conditions. By agreeing to these terms and conditions you are saying yes to the System Terms & Conditions. By agreeing to these terms and conditions you are saying yes to the System Terms & Conditions. By agreeing to these terms and conditions you are saying yes to the System Terms & Conditions. By agreeing to these terms and conditions you are saying yes to the System Terms & Conditions." At the bottom of the screen, there are two buttons: a blue button with a checkmark icon and the text "I agree to the Terms and Conditions above", and a blue button with an 'X' icon and the text "I do not agree to the Terms and Conditions above".

Figure 1: Terms and Conditions Sample Screen

1. After reading the terms and conditions, click *I agree to the Terms and Conditions above* in order to continue.

SCREEN LAYOUT

The screen consists of several areas.

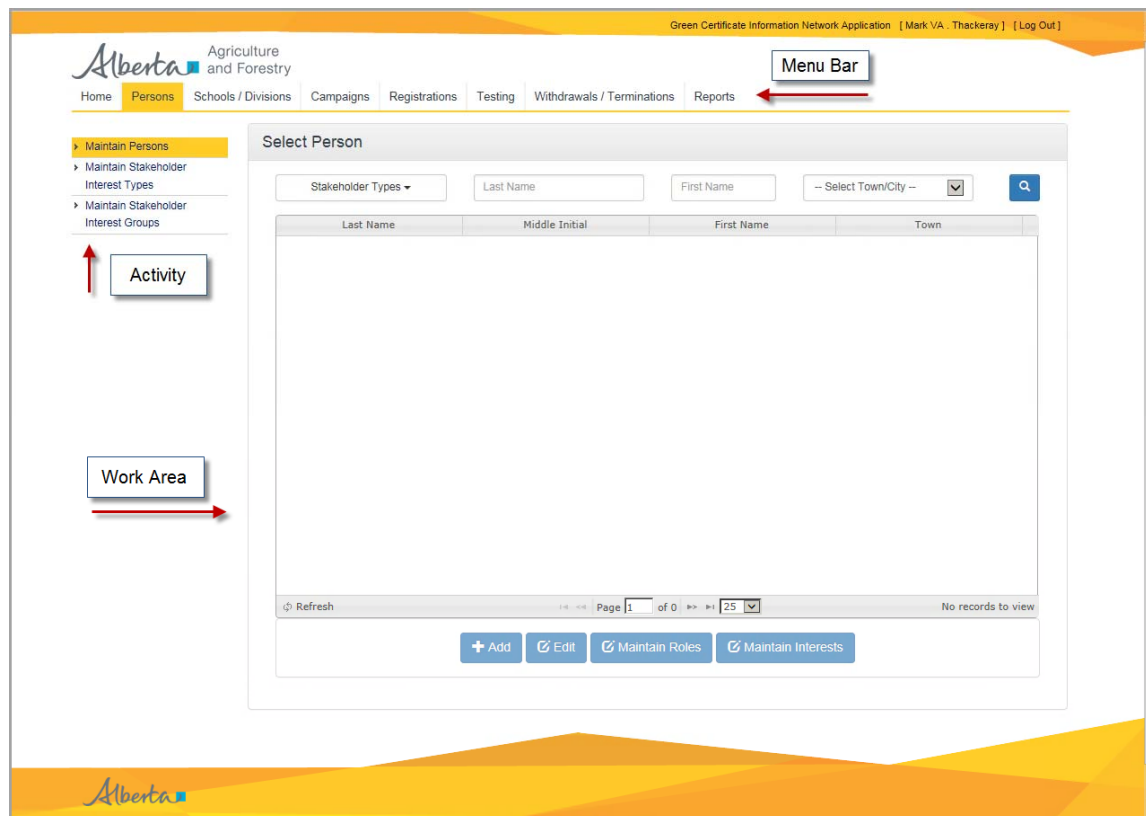


Figure 2: Screen Layout

The options in the menu bar change depending on the security access you have. Each menu option has one or more activities on the left. The work area is where information is displayed and data is entered and updated. Information in the work area changes depending on the activity chosen and the area will expand vertically as needed.

System Buttons

Save will save the work you did and return to the previous page.

Close will return to the previous page without saving your work. Remember to save first.

Add will allow you to add a new item. A search should always be done first. This will reduce the risk of duplicate information.

Edit will display the selected row and you can either view the information or update it depending on your security access.

Log Out will log you out of GINA without saving your work. Remember to save first.



It is not recommended to use the back button on your browser. Instead use the menus and activities to navigate.

Messages

Messages can be displayed as a popup or directly within the work area.

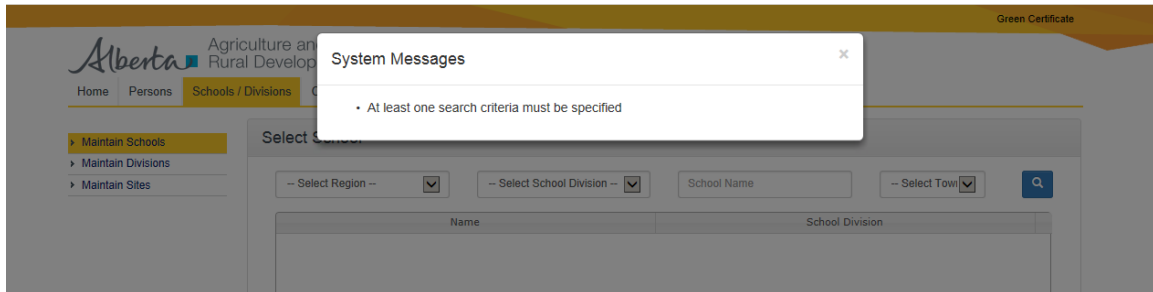


Figure 3: Popup Message

Work area messages are shown under the specific field and at the top of the work area. Mandatory fields are marked with an asterisk (*).

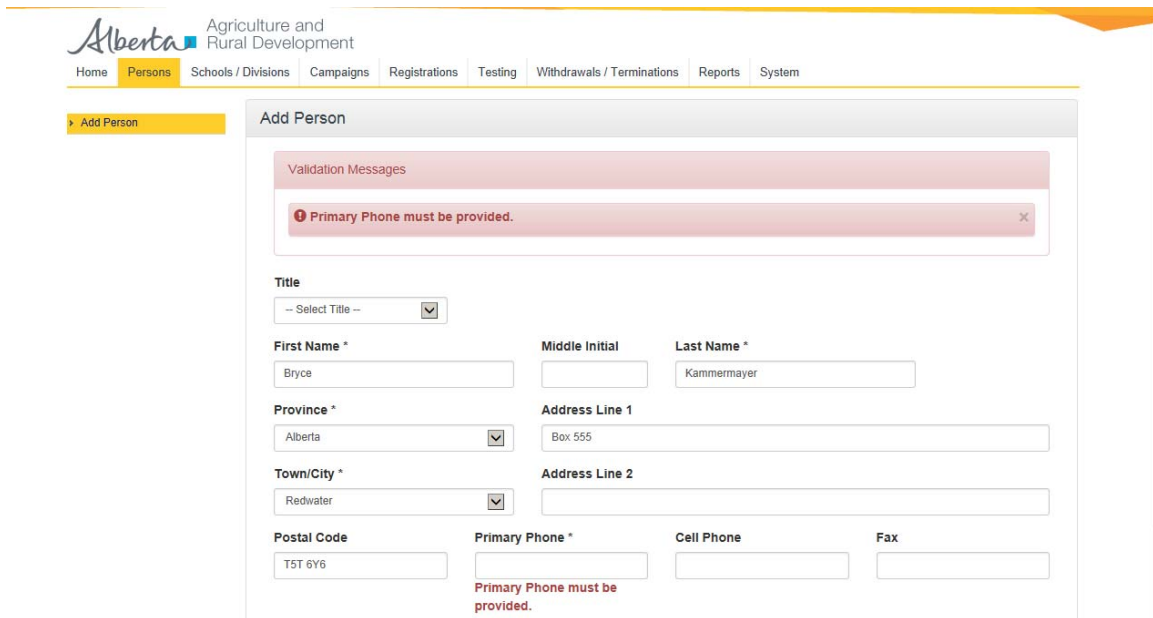


Figure 4: Work Area Message

Working with Grids

Grids can be sorted by clicking on the column name. Click once to sort ascending (up arrow appears in the column name) and twice to sort descending (down arrow appears in the column name).

Select Person

Stakeholder Types ▾ % First Name -- Select Town/City --

Last Name ↑	Middle Initial	First Name	Town
Albertson	VA	Monica	St. Paul
Alcott	VA	Judy	St. Paul
Anderson	VA	Joseph	St. Paul
Anderson	VA	Susan	St. Paul
Andrews		Victoria	Edmonton
Charles	VA	Bob	St. Paul
Charles	VA	Nick	St. Paul
Charles	VA	Nora	St. Paul

Figure 5: Ascending sort by Last Name

Select Person

Stakeholder Types ▾ % First Name -- Select Town/City --

Last Name ↓	Middle Initial	First Name	Town
Wentworth	VA	Fred	St. Brides
Walsh	VA	Rob	Elk Point
Walker	VA	Sandra	St. Paul
Vance	VA	Susan	St. Paul
User	DS	Devtest1	Edmonton
Tyler	VA	Bill	Edson
Tyler	VA	Susan	Edson

Figure 6: Descending sort by Last Name

The column widths in grids can be changed by dragging the column separator to the left or right.

School	Specialty	Status
Johnny Bright School	Dairy-Calf Beef	Active
St Paul Regional High School	Field Crop	Active
St Paul Regional High School	Field Crop	Active

Figure 7: Changing Column Width

Data Entry

Fields that you have access to are open for data entry. Read only fields are displayed in grey and when you place your mouse over them you will see the 'no entry' symbol which is a circle with a line through it.

Registration Form

Registration ID

Registration ID

Figure 8: No Entry Symbol

Entering Dates

Date fields will display a calendar but you can also type a date into the field. The format is yyyy-mm-dd. With the calendar displayed you can move between months and years.

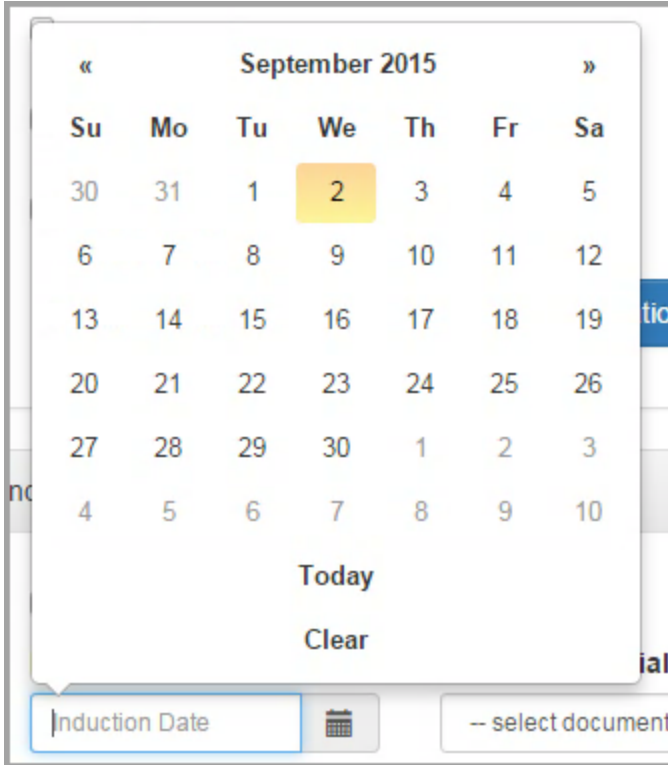


Figure 9: Date Field with Calendar

Click on the month to change the display to months.

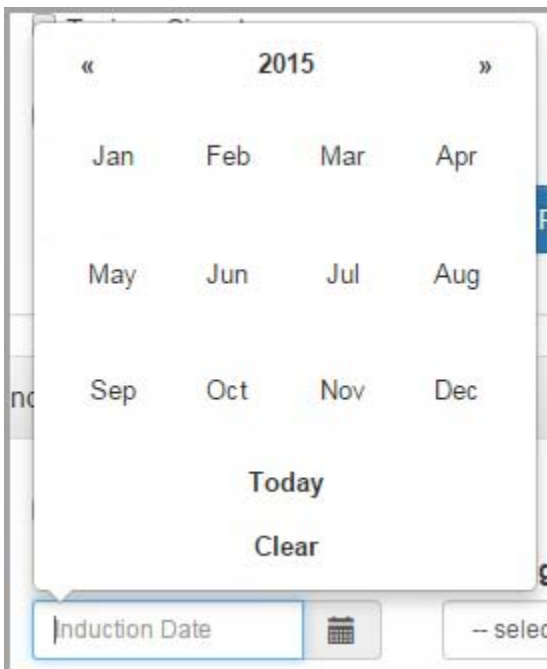


Figure 10: Date Field with Calendar Months

Click on the year to change the display to years.

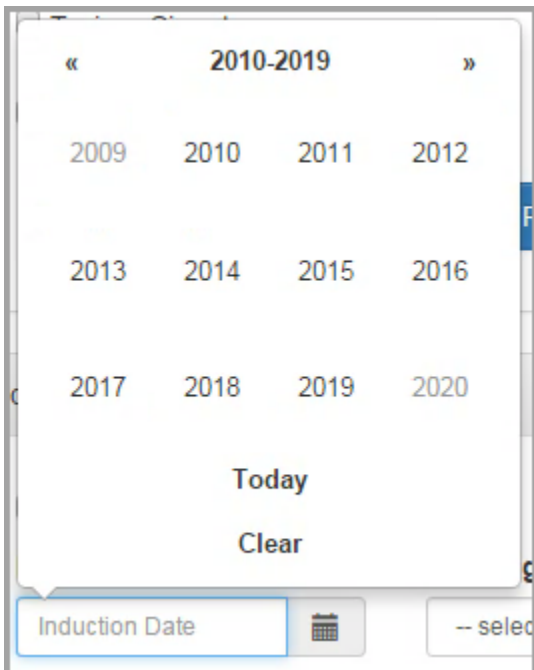


Figure 11: Date Field with Calendar Years

HOME PAGE

The Home Page is the default screen shown when you log on. The activities shown change depending on your security access.

Dashboard

The dashboard appears on the left of your home page, with the activities. It will indicate if there is pending work for you. In the example below the user's dashboard indicates they have:

- 1 pre-registration waiting to be processed
- 2 school approvals to review
- 1 withdrawal request to review

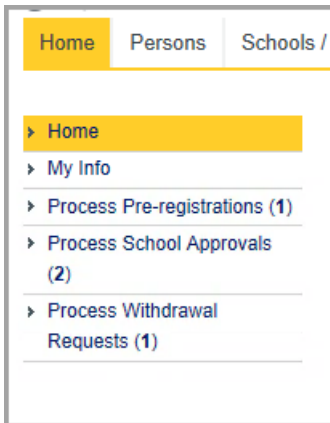


Figure 12: Dashboard Sample

Notifications

Notifications are shown in the work area of the Home Page. Notifications are activities that need your attention. They correspond to emails you receive from GINA. Examples include the following:

- Registrations that need approval
- Withdrawal requests
- Trainees who have submitted a registration

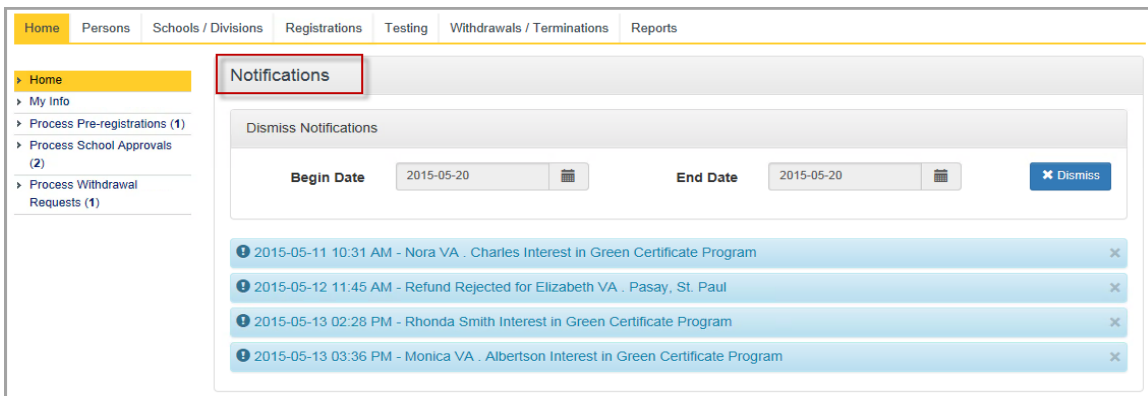


Figure 13: Notification List

You can see more detail by clicking on the text in the row of a notification.

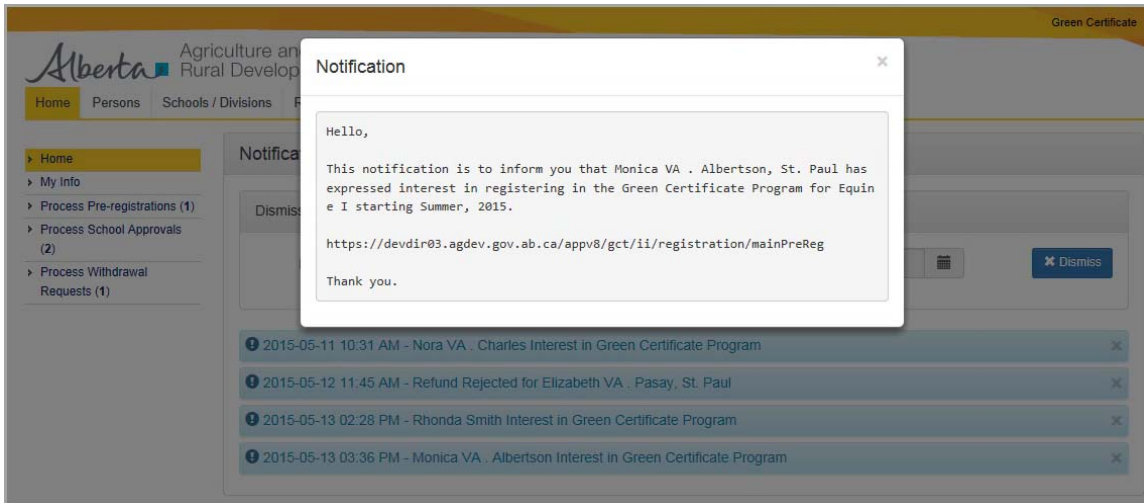
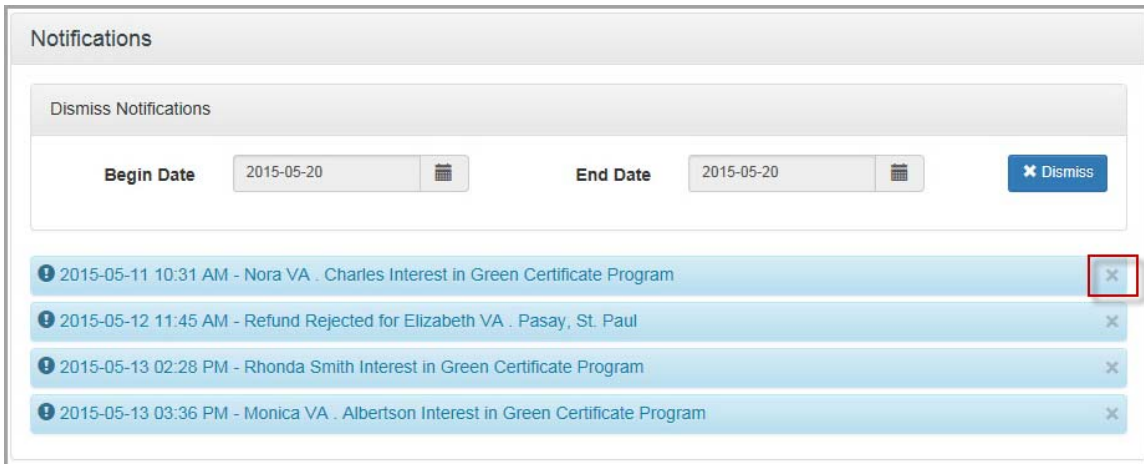


Figure 14: Notification Detail

Notifications will remain in your list until you dismiss them.

1. You can dismiss notifications individually by clicking **X** on the right side of the row.



- You can dismiss multiple notifications using the **Begin Date** and/or an **End Date** and clicking **Dismiss**.

Notifications

Dismiss Notifications

Begin Date: 2015-05-11 End Date: 2015-05-12 Dismiss

- 2015-05-11 10:31 AM - Nora VA . Charles Interest in Green Certificate Program
- 2015-05-12 11:45 AM - Refund Rejected for Elizabeth VA . Pasay, St. Paul
- 2015-05-13 02:28 PM - Rhonda Smith Interest in Green Certificate Program
- 2015-05-13 03:36 PM - Monica VA . Albertson Interest in Green Certificate Program

My Info

My Info allows you to edit your personal information.

Home Persons Schools / Divisions Registrations Testing Withdrawals / Terminations Reports

Edit My Info

Title: -- Select Title --

First Name *: Nick Middle Initial: VA Last Name *: Charles

Province *: Alberta Address Line 1: 4340 - 44 St

Town/City *: St. Paul Address Line 2:

Postal Code: T5T 6Y6 Primary Phone *: 780-555-4412 Cell Phone: Fax:

Email: nickcharles@ard.com

Username: green.user2 Expiry Date:

Contact by email?

Alternate Contacts:

No alternate contacts have been specified.

I have read the [Contact Info Sharing Terms & Conditions](#) and agree to share my contact information.

agric.gov.ab.ca/app21

Figure 15: Edit My Info

See the Maintain Persons training manual for details.

SEARCHING

Search pages require at least one search criteria in order to run the search. Some search pages will have default criteria already specified.

There are often more than one search criteria to choose from. If multiples are chosen then all must be true for information to be shown. If a specific criteria is not chosen then any value is acceptable. Search criteria are not case sensitive.

In the example below the user is looking for all schools in the Northeast region and the St. Paul division with any school name in any town.

Name	School Division
------	-----------------

Figure 16: Search Criteria

The percent sign (%) is the only wildcard that can be used in searches. A wildcard is a symbol that can be substituted for any character or number. It is very helpful when you don't know how a word is spelt.

For example the last name 'Smith' could also be spelt 'Smyth' or 'Smythe'. In a search you could specify 'Sm%' in the last name and GINA would display persons where the last name starts with 'SM' thereby finding any spelling of Smith.

If you want to see all results you can simply use the % in the search field and everything will be shown.

In the example below the user is searching for persons where the last name begins with 'c'.

The screenshot shows a web application interface titled "Select Person". At the top, there are four input fields: "Stakeholder Types" (a dropdown menu), a search field containing "c%", "First Name" (empty), and "-- Select Town/City --" (a dropdown menu). A search button with a magnifying glass icon is to the right. Below the search fields is a table with the following data:

Last Name	Middle Initial	First Name	Town
Charles		Nick	St. Paul
Charles		Nora	St. Paul
Chu		Tommy	Edmonton

At the bottom of the interface, there is a "Refresh" button, a pagination control showing "Page 1 of 1" with a dropdown menu set to "25", and a "View 1 - 3 of 3" indicator.

Figure 17: Search with wildcard

Search results are shown in the grid below the criteria. The buttons at the bottom of the grid allow you to refresh the list and move between pages of results.

Registrations Search

-- Select Region -- -- Select School -- -- Select Specialty --

% Last Name -- Select Town/City --

-- Select Status -- 🔍

School	Specialty	Status	Full Name	Town	Registration Date
Johny Bright School	Cow-Calf Beef	Active	Kathy Seldon	St. Paul	2015-05-12
St Paul Regional High Sc	Field Crop	Active	Rhonda Smith	St. Paul	2015-05-12
Johny Bright School	Equine	Terminated	Rebecca Fung	Edmonton	2015-05-18
tcSchool	Field Crop	Active	Rebecca Fung	Edmonton	2015-05-14
Johny Bright School	Equine	Withdrawn	TraineeRejectRefundPA	Edmonton	2015-05-08
tcSchool	Beekeeping	Withdrawn	TraineeFirstName T . Tr	unknown	2015-05-08
tcSchool	Beekeeping	Withdrawn	TraineeFirstName T . Tr	unknown	2015-05-08
St Paul Regional High Sc	Sheep	Cancelled	Nora VA . Charles	St. Paul	
St Paul Regional High Sc	Cow-Calf Beef	Withdrawn	Nora VA . Charles	St. Paul	2015-05-11
Johny Bright School	Equine	Pending Regional Approv	Rebecca Fung	Edmonton	
St Paul Regional High Sc	Equine	Active	Monica VA . Albertson	St. Paul	2015-05-13
Johny Bright School	Feedlot	Active	Patrick MG . Daggler	Edmonton	2015-05-14
Johny Bright School	Cow-Calf Beef	Active	TraineeNW DS . Training	Edson	2015-05-15
Johny Bright School	Beekeeping	Active	TraineeNW DS . Training	Edson	2015-05-15
Johny Bright School	Field Crop	Complete	Bill VA . Tyler	Edson	2015-05-15
St Paul Regional High Sc	Swine Farrow to Finish	Active	Joseph VA . Anderson	St. Paul	2015-05-12
Johny Bright School	Business of Agriculture	Pending Regional Approv	Rebecca Fung	Edmonton	
St Paul Regional High Sc	Cow-Calf Beef	Pending Regional Approv	Rebecca Fung	Edmonton	

🔄 Refresh Page 1 of 3 25 View 1 - 25 of 55

+ Add Edit

Figure 18: Search results