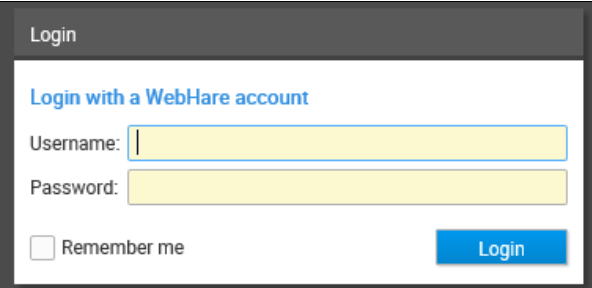
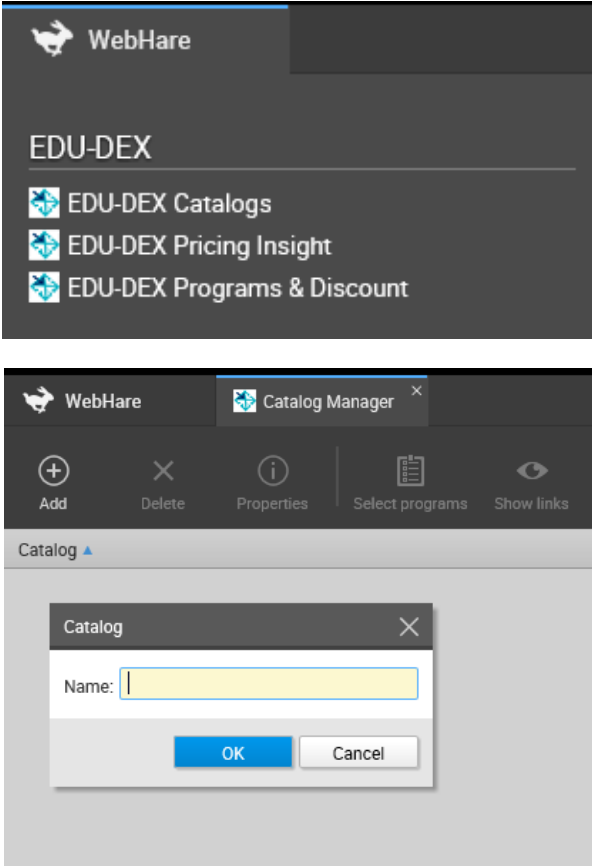
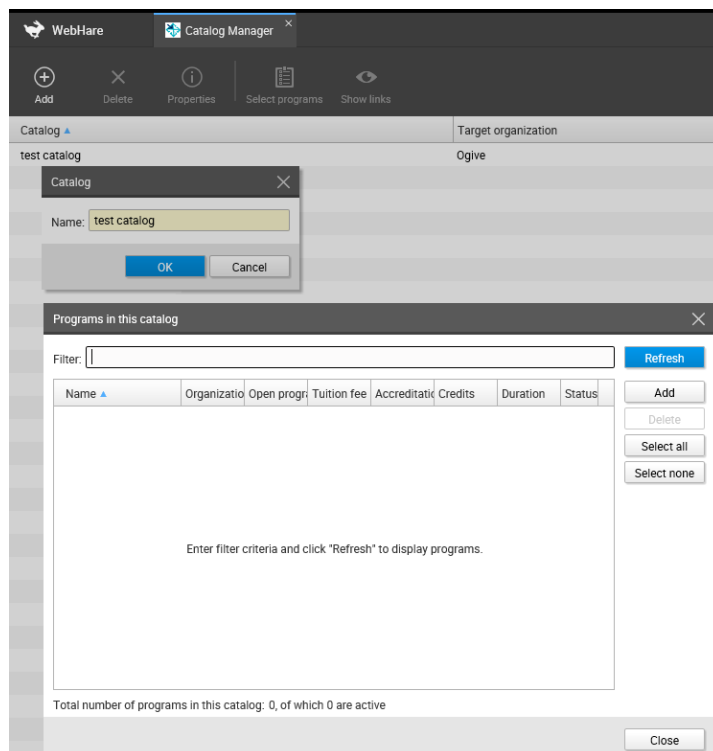


## INSTRUCTION EDU-DEX SELECTION

<p>Go to <a href="https://beheer.edudex.nl">https://beheer.edudex.nl</a></p> <p>Enter the username and password you received from EDU-DEX.</p> <p>Click on your name at the bottom left of the screen to adjust your personal settings (including password).</p>	
<p><b><u>Create your own selection of suppliers and programmes</u></b></p> <p>In module EDU-DEX Catalogs you may create your own selection of training suppliers and programmes about which you want to receive information.</p> <p>When you represent a training supplier, you will only be able to see your own programmes here.</p> <p>Choose "Add" to create a new catalog</p> <p>When creating a new catalog you can choose a recognizable name yourself.</p>	

The next step is adding programmes to the newly created catalog:

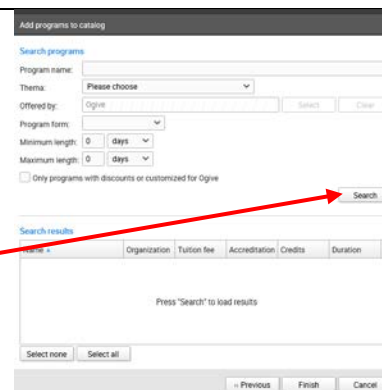


Click on "Add" and the selection screen opens. Here you may select programmes using different criteria:

- Keyword in the programme name
- Theme
- Supplier (from drop-down list)
- Form of education
- Duration of the program

Fill in one or more selection criteria and press "Search".  
A list of programmes that meet the search criteria will appear.

Note: in case of large selections, this may take a while.



Using the check boxes (one by one) or the buttons "Select all" and "Select none" you may indicate which programmes have to be added to the selection.

Then press "OK" to add the selected programmes to your list.

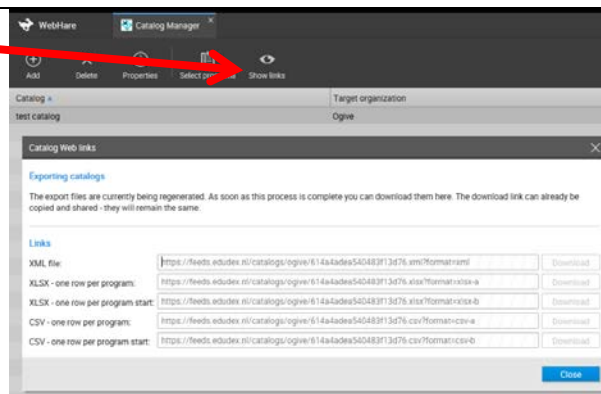
Note: programmes that have been added previously can be selected and added again through another search, but will only appear once in the list.

The programme selection does not change automatically – new programmes must be added manually via "Add training". Programmes that will no longer run in the future will no longer be shown in the selection, but will automatically reappear when they are *published* again. (Temporarily) *unpublished* courses are recognizable in Catalogue Management as displayed in gray and with an 'unpublished' icon.

### Show links

Using this menu option, the catalog can be downloaded as an XML file or as a spreadsheet (XLSX- or CSV-format). The XLSX format is recommended. You may choose one line per programme, or one line per start date (multiple lines per programme). In exports with one line per programme, the first start date is shown, even if it is in the past. If there is no planning (start date) the generic schedule is shown. The export shows the information as it is at the time of export.

In addition to the download function, you may also use the links in this menu as a daily 'pick-up address' for the most up-to-date information.



### Any further questions?

Feel free to contact Stichting EDU-DEX, [info@edudex.eu](mailto:info@edudex.eu) or tel. +31 (0)85 877 1088