

Final Projects in Otys

- Go to <http://www.finalproject.nl> or <http://projectenbureau.yourit.nl/hotels>

The screenshot shows the homepage of the 'finalproject.nl' website. At the top, there is a navigation bar with links for 'Home', 'Student login', 'Group form', 'Leads for Final Projects', and 'Beneficial to the Industry'. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a large banner image of a building entrance with a person standing in front of it. To the left of the banner is the logo for 'HOTELSCHOOL THE HAGUE Projects'. To the right of the banner are three vertical buttons: 'Hotelschool', 'Alumni', and 'Placements'. Below the banner, there is a section titled 'Welcome at finalproject.nl!' followed by a paragraph of text. Below that is another paragraph of text. At the bottom, there is a section titled 'Participating companies' followed by a paragraph of text. On the right side of the page, there is a yellow box with the text 'Login and update your project' and a 'Project login >' button.

- Go to **Group form**

Custom form

NAME OF PROJECT:

We suggest that you use the company name or a reference to for instance a new concept as the name of the project. If you do not have an assignment yet, please provide us with a provisional name. After signing up as a team, you can also apply to projects / leads on this website.

CLIENT INFO

Name company	<input type="text"/>
Name contact person	<input type="text"/>
Function contact person	<input type="text"/>
(postal) address	<input type="text"/>
Place/postal code	<input type="text"/>
Country	<input type="text"/>
Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
e-mail	<input type="text"/>
URL	<input type="text"/>

Recent placements

Hotelschool Den Haag Aging in the Hospitality (Dutch speaking) Final Project for Dutch speaking Final project in Confidential

HDH Search Agents

Enter your e-mail address to login to HDH Search Agents.

E-mail address

Login >>

- Fill in the group form and upload it at the end of the page

- Note: If the uploading doesn't work yet, please copy/paste the text below (--- start form--) in an email to projectDH@hdh.nl (when project in The Hague) or projectAMS@hdh.nl (when project in Amsterdam).

----- start form -----

***NAME OF PROJECT:.....**

We suggest that you use the company name or a reference to for instance a new concept as the name of the project.

If you do not have an assignment yet, please provide us with a provisional name. After signing up as a team, you can also apply to projects / leads on this website.

CLIENT info

- *Name company**
- *Name contact person**
- *Function contact person**
- *(postal) address**
- *Place/postal code**
- *Country**
- *Phone**
- * Mobile Phone**
- *e-mail**
- * url**

If the company is established outside Holland, please give the international VAT number
.....

***STUDENTS** *(Please give members of your final projectteam in the following format:
Example: Bob Contact (561234), Robert Chan (56234), Felix Nom (5613456) & Jip Last (564567)*

Please note that the first person is the administrative contact

.....

SHORT Description Project

Please give a short description of your project (in maximum 75 words).

.....
.....

-----end form-----

➤ **Go to Student login**

The screenshot shows the 'Student login' page of the Hotelschool The Hague Projects website. The navigation bar includes 'Home', 'Student login', 'Group form', 'Leads for Final Projects', and 'Beneficial to the Industry'. The main content area features the 'Student login' heading, instructions for logging in, and input fields for 'E-mail / Username (school email)' and 'Password'. A 'Login' button is present below the fields. A 'Forgot password?' link is also available, with instructions on how to request a password reset. A yellow call-to-action box on the right says 'Login and update your project' with a 'Project login >>' link. The footer contains the copyright notice '© Stagebureau 2009' and 'Powered by CTYS'.

- Your username is your school email
- The password is sent to you by email

➤ **If you have logged in, you will see your personal page**

The screenshot shows the 'Personal page' of the Hotelschool The Hague Projects website. The navigation bar is the same as in the previous screenshot. The main content area features the 'Personal page' heading, a navigation menu with links for 'Home', 'Login data', 'Personal', 'Agents', 'Applications', and 'Logout', and a welcome message. Below the message, it states 'You have not applied for any jobs yet.' and 'Important message' section with 'There are currently no articles.' A yellow call-to-action box on the right says 'Login and update your project' with a 'Project login >>' link. The footer contains the copyright notice '© Stagebureau 2009' and 'Powered by CTYS', along with the 'Leading HOTEL SCHOOLS OF THE WORLD' logo.

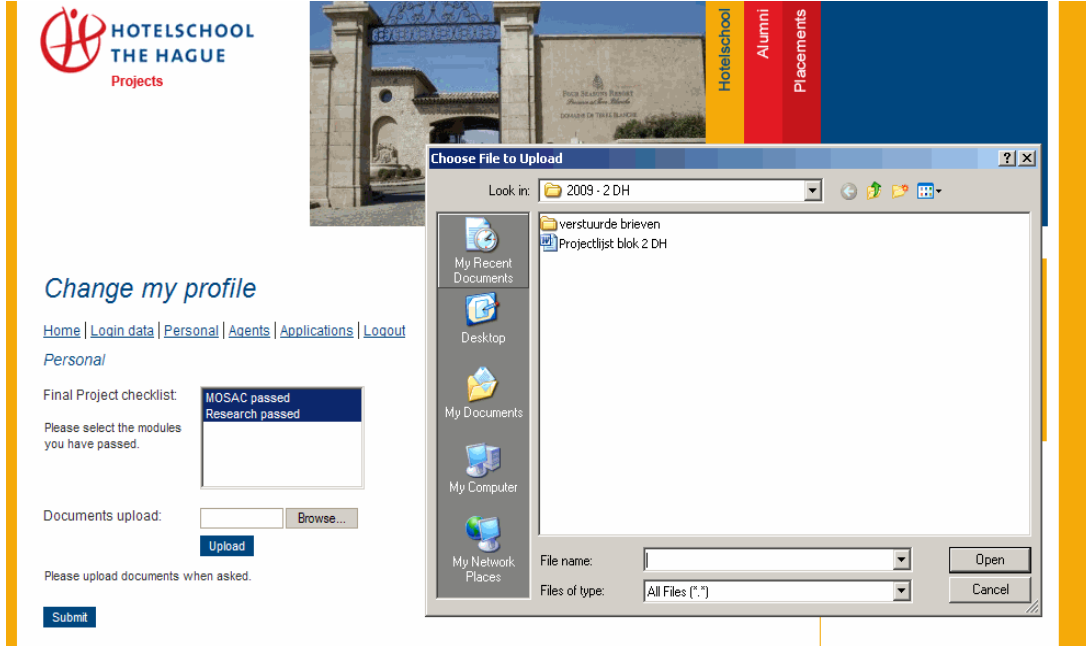
- **Go to Login Data if you want to change your password**

The screenshot shows the Hotelschool The Hague website interface. At the top, there is a navigation bar with links: Home, Student login, Group form, Leads for Final Projects, and Beneficial to the Industry. A search bar is located on the right. The main content area features the Hotelschool logo and a photograph of a person standing in front of a stone archway. A vertical sidebar on the right contains links for Hotelschool, Alumni, and Placements. The central focus is the 'Change login data' section, which includes a breadcrumb trail (Home | Login data | Personal | Agents | Applications | Logout), a brief instruction, and three input fields for 'Old password', 'New password', and 'Confirm password'. A 'Submit' button is positioned below the fields. On the right side of the page, there is a yellow call-to-action box with the text 'Login and update your project' and a 'Project login >>' link.

- **Go to Personal and select the modules you passed**

This screenshot displays the 'Change my profile' section of the Hotelschool The Hague website. The layout is consistent with the previous screenshot, including the navigation bar and sidebar. The main content area shows the 'Change my profile' heading, followed by a breadcrumb trail (Home | Login data | Personal | Agents | Applications | Logout) and the sub-section 'Personal'. The 'Final Project checklist' section contains a list of modules: 'MOSAC passed' and 'Research passed', with a text prompt 'Please select the modules you have passed.' Below this is a 'Documents upload' section with a text input field, a 'Browse...' button, and an 'Upload' button. A note at the bottom of this section reads 'Please upload documents when asked.' A 'Submit' button is located at the bottom of the form. The yellow call-to-action box on the right remains visible, displaying 'Login and update your project' and the 'Project login >>' link.

➤ Then upload your project proposal



Click “browse” and select your project proposal in your documents

➤ Then click on the “upload” button

Now you can see the document in the list of uploaded files



- Upload your plan of approach when approved.
- Also upload the final report when this is complete.
- Please upload the file as an PDF file because the maximum is 5 Mb.