

DG EMPL

User manual of the ESCO mapping platform

Everis

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2 INTRODUCTION

The mapping platform is an online application created as one of the IT platforms supporting ESCO.

It is used by experts from the Public Employment Services (PES) and the European Commission to create mapping relations between ESCO v1 and their national, regional and sectoral classifications¹.

Examples of the platform functionalities:

- Create mapping relations
- Download information in spreadsheet format for offline review
- Provide automated suggestions for candidate mappings
- Comment and discuss the mappings with other experts

2.1 PURPOSE

This document aims at:

- guiding the users navigate on the mapping platform;
- defining their roles;
- explaining the different functionalities of the interface that are attached to each role and
- describing how to use those functionalities to create and manage mapping relations.

2.2 USER ROLES

The platform includes three roles: mapper, reviewer and administrator, each with a different workflow:

- **Mappers** perform the mapping actions on the platform (review suggestions and assign mappings) to establish relations between concepts of the two classifications;
- **Reviewers** assess the mapping relations established by mappers. They can approve/reject/delete individual mappings and change the status of the concepts.
- **Administrators** have access to the administration section of the application to monitor the mapping process via key performance indicators (KPIs). This section can be accessed through the user area of the mapping platform and serves only for administration purposes. Neither mappers nor reviewers, can enter.

¹ In this document the terms NOC (National Occupational Classification) and NSC (National Skill Classification) will be used to refer to the national, regional and sectoral classifications of occupations and skills respectively.

The following table lists actions per user role.

Functionality	User role		
	Mapper	Reviewer	Admin
Select mapping effort	Yes	Yes	Yes
Browse through concepts	Yes	Yes	Yes
Filter and search for concepts	Yes	Yes	Yes
Map a concept	Yes	Yes	Yes
Change concept status to "Ready for review"	Yes	Yes	Yes
Change concept status to "Accepted", "Rejected" or "In progress"	No	Yes	Yes
Approve/Reject/Delete mapping relations	No	Yes	Yes
Comment on a concept	Yes	Yes	Yes
Access the profile section of the user area	Yes	Yes	Yes
Access to the Extra section of the user settings	No	No	Yes
Access the dashboard in the Extra section	No	No	Yes
Import taxonomy	No	No	N/A
Import mapping	No	No	N/A
Export mapping table	No	No	Yes

2.3 PREREQUISITES

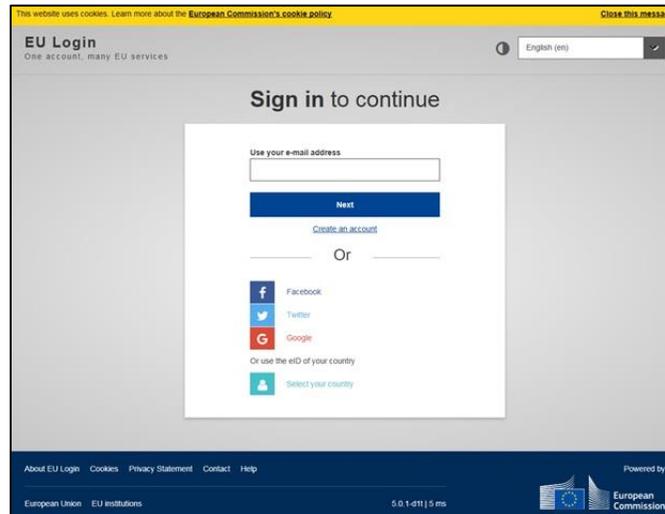
Users must be connected to the internet in order to use the platform. They must also have an account on the [EU login](#) (formerly ECAS) and permission rights from the EC to use it. The mapping platform is supported by the following browsers:

- Internet Explorer 11+
- Firefox 38+
- Chrome 47+
- Safari 6+

3 GENERAL OVERVIEW OF THE SCREEN ELEMENTS

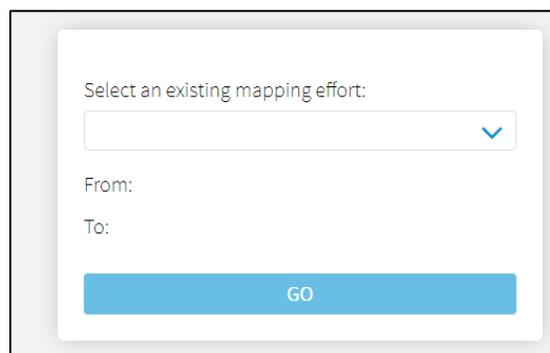
3.1 LOGIN SCREEN

Access to the ESCO mapping platform is managed through the [EU login](#) (formerly ECAS) portal. Each user must have an EU login account and permission assigned by the Commission to access the mapping platform.



3.2 CHOOSE MAPPING EFFORT SCREEN

After logging in, the user is directed to choose the “mapping effort”. Each “mapping effort” consists of two taxonomies (classifications) that are being mapped to each other.

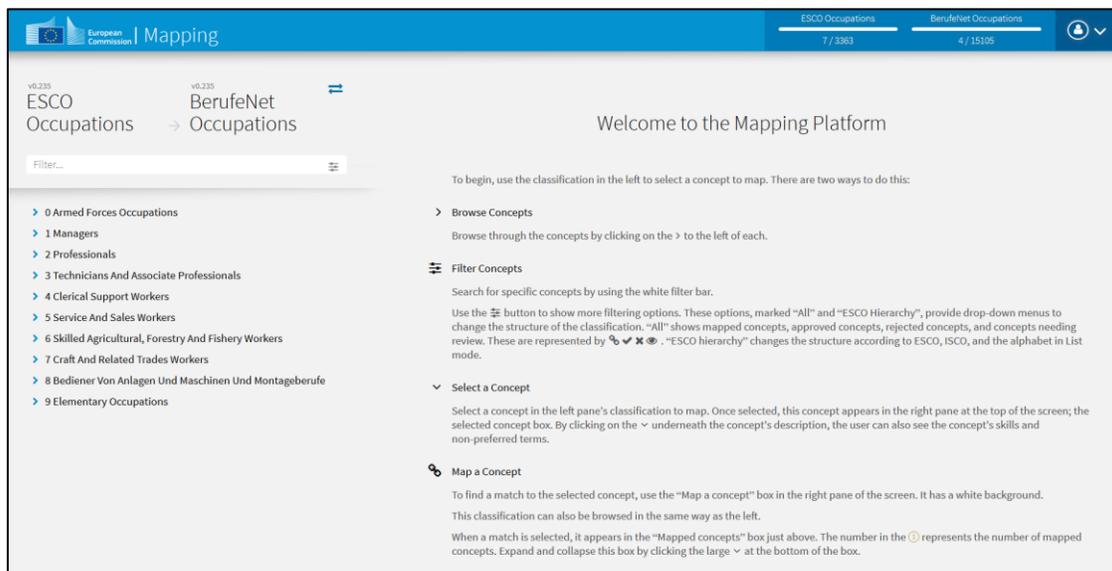




3.3 MAIN SCREEN

Once the mapping effort is selected, users are directed to the main screen. This screen includes a **user area**, **workspace** and **tutorial**:

- The **user area** is accessed through a top-right icon in the page header and is the place where default settings can be changed. It also allows the users to select a mapping effort.
- The **workspace** is positioned on the left side of the page and serves for browsing each selected classification. The workspace of the platform is split into two panes; the source classification on the left and the target classification on the right.
- The right pane of the main screen displays a **tutorial**. The tutorial provides a brief reference on how to use the mapping platform.



Once a concept in the workspace is selected, the tutorial view is replaced with the target classification. Here, users can search for and/or generate suggestions to map concepts from the source classification to the target one.

On the top of the screen there is a blue header with KPIs which show the number of mapped concepts out of the total number of concepts in each classification. Please note that the number of mapped concepts here indicate the number of concepts that have at least one relation established to them.



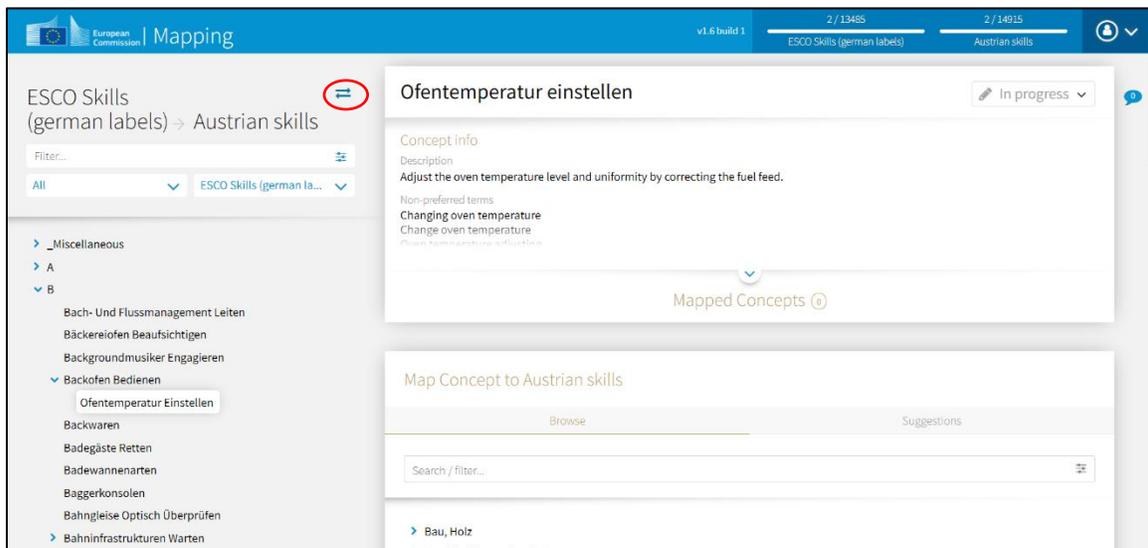
4 MAIN WORKFLOW

Once a concept is selected in the source classification in the left pane, it can be mapped by choosing a concept in the right pane's target classification that best corresponds to it. The type of relationship can be indicated as: **“match”**, **“more specific than”**, **“more general than”** or **“close match”**. Once this is indicated, mappings can be reviewed (only by reviewers and administrators) by choosing the options of **“delete, confirm or reject”** mapping.

4.1 SELECT THE CONCEPT TO BE MAPPED

On the top of the workspace area the names of the classification systems that are being mapped are alongside their version information. This shows to the user which classification is the source (positioned on the left), and which is the target (positioned on the right).

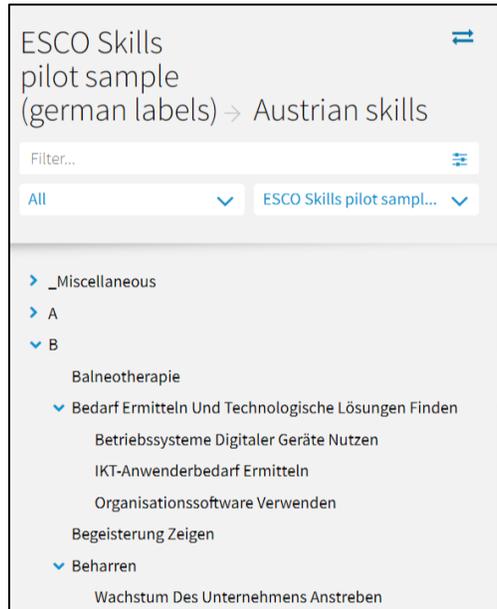
On the right end of the workspace area there is button allowing the user to switch source and target classification – represented by a **two opposite directions arrows icon**.



To begin mapping, a concept must first be chosen in the source classification. The platform provides two ways to select a concept to be mapped:

Browse through the hierarchical view

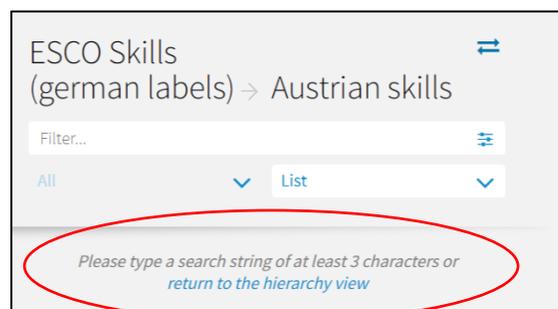
Concepts can be browsed in the source classification by clicking **>** in the hierarchy.



Filtering view

Concepts in the source classification can be filtered and searched for by using the **white filter bar** on the top of the area, just under the names of the classifications. To search for a specific concept, users can type into the top filter bar. A list of results will appear underneath triggered by a type-ahead mechanism.

To stop the search and get back to the hierarchical view, delete the concept from the search bar. Once the search bar is empty the user can click **“return to hierarchy view”** which will redirect them to the hierarchy.

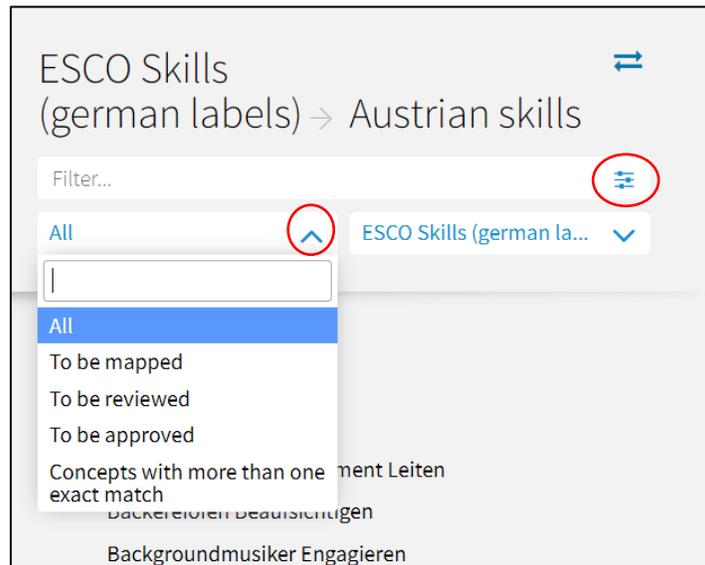


Furthermore, by clicking on the first circled icon, users can (un)hide more filtering options. The selection under **“All”** allows the user to filter the results s/he wishes to see. The options are:

- **All**
- **To be mapped:** concepts which do not have any relation established to/from them
- **To be reviewed:** concepts which are set to status “Ready for review”

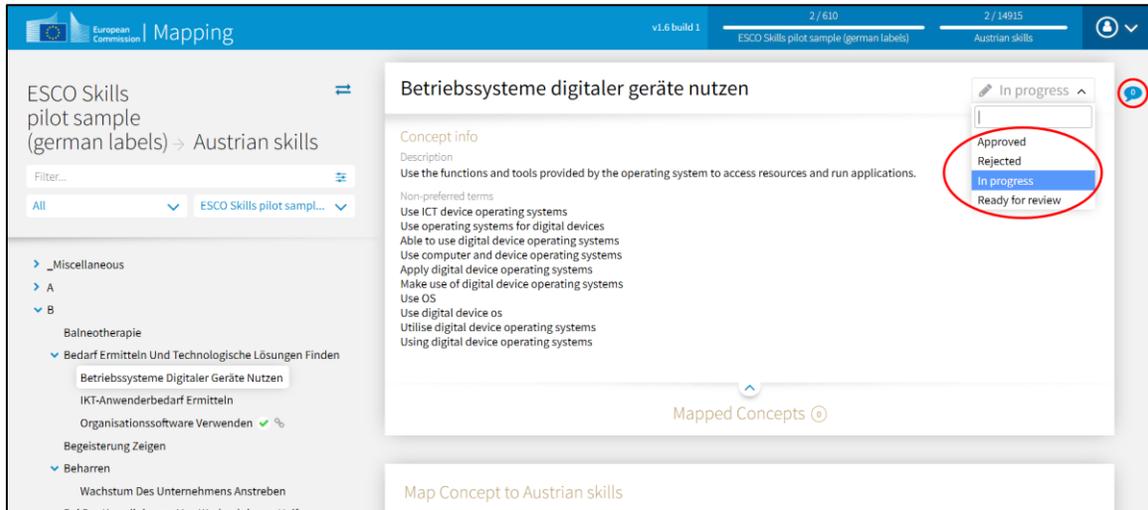
- **To be approved:** concepts containing mapping relations which are not approved yet
- **Concepts with more than one exact match**

This allows users to see where they stand in the mapping process and filter on concepts according to their status. When these filters are chosen, only concepts relevant to the filter appear.

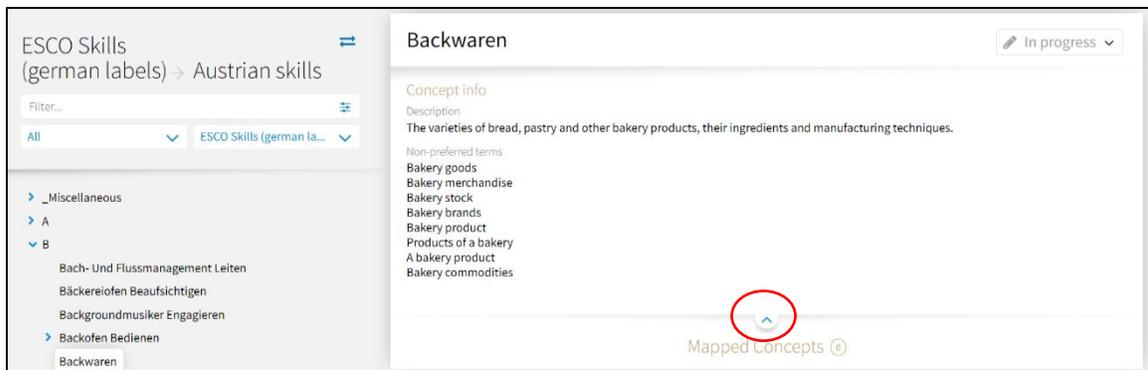


4.2 VIEW DETAILED INFORMATION OF A CONCEPT

When a concept is selected in the source classification, it appears in the right pane. It is accompanied by its description and other related metadata. The status bar on the top-right of this box indicates the mapping status of this concept: “In progress” or “Ready for review” visible to all user roles, “Approved” or “Rejected” only visible to reviewers and administrator roles. There is also a **dialogue icon** located on the right which contains comments related to this concept.

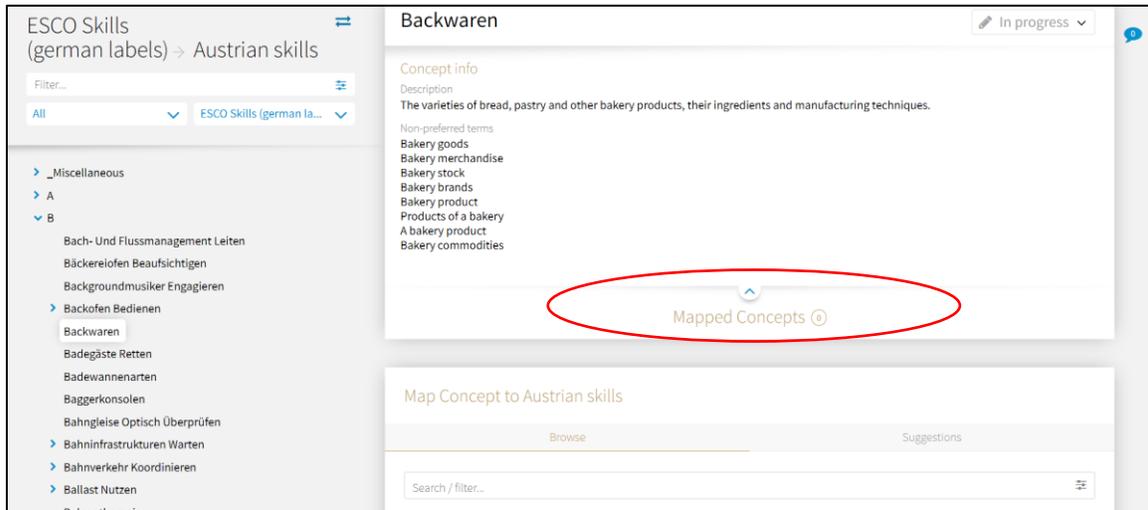


By clicking the arrow within this box, the concept’s metadata is expanded beneath its description. This information can be collapsed again in the same way.



4.3 MAP A CONCEPT

Underneath the selected concept box is the **Map Concept to ...** box. Concepts presented in this section represent the target classification. Here, concepts in the target classification can be mapped to the selected concept of the source classification. To establish a mapping relation (add a concept as mapped), click on the **+** icon next to its name. When a concept is chosen, it will appear in the **Mapped Concepts** box directly above.

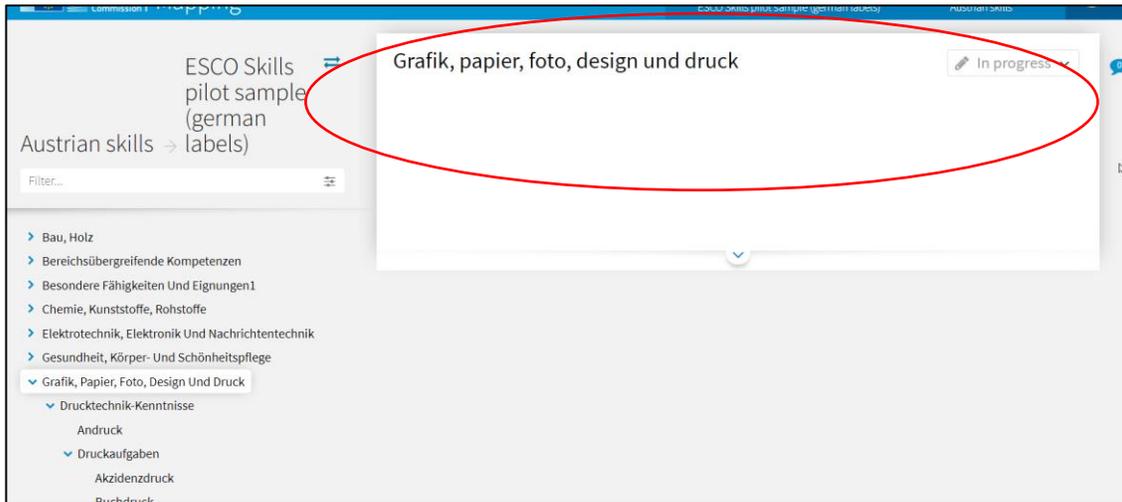


Note: When a concept is mapped, the number of mapped occupations/skills is reflected in the blue header for both taxonomies.



The section **Map Concept to ...** provides two ways to find a concept to be mapped: (1) Browse and (2) Suggestions. Each of these methods is described in a dedicated section below.

Note: Only concepts which are located at the lowest levels of the classification can be mapped. ESCO occupation groups are excluded from the mapping process. They only serve for navigation purposes. However, these can still be selected to view their details but the section **Map Concept to ...** is not displayed and it is not possible to create mapping relations to/from them.



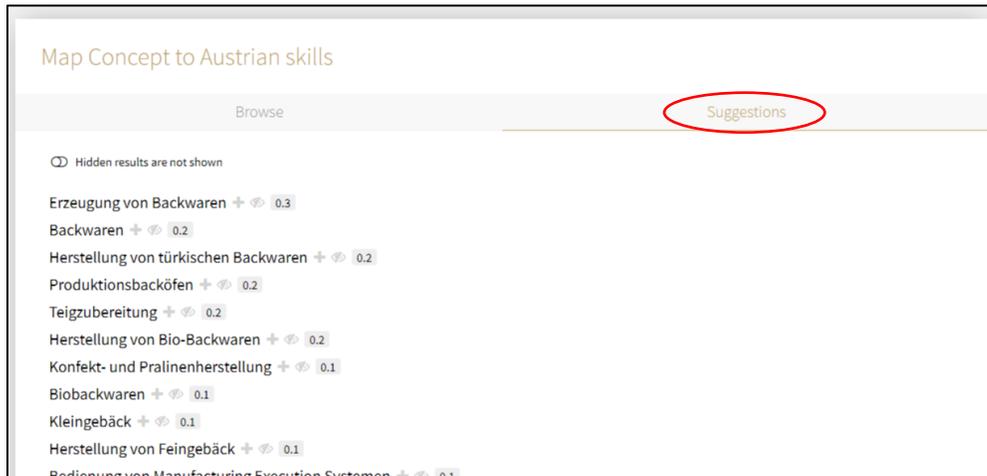
Browse target classification for mapping

The browsing operates identically to browsing using the hierarchical view and filtering of the source classification. You can find more information in the section *Browse through the hierarchical view* and *Filtering view* (p.11).



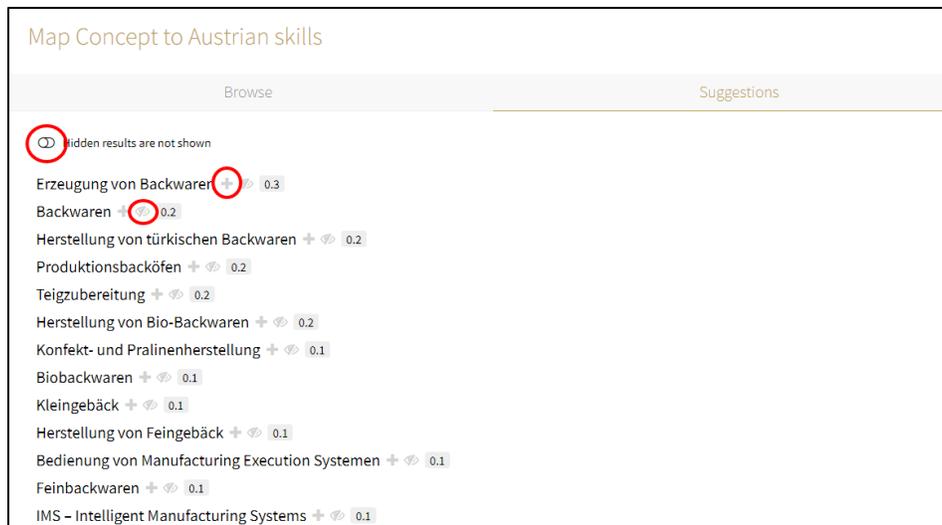
Get suggestions for mapping

The target classification has the option to use suggestions in order to facilitate the mapping process. This option can be found in the section **Map Concept to ...** on the right.



Mapping platform suggestions work with a scoring parameter. The scoring number ranges from zero to ten and indicates the relevance of each suggestion.

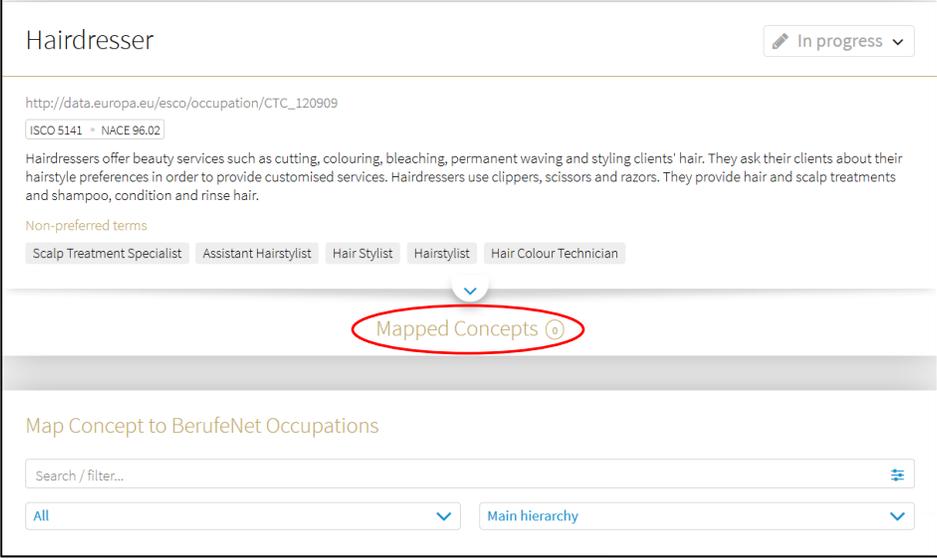
Some suggested concepts may be hidden. In order to see hidden concepts, click on the **Hidden results icon**. The user can, also, hide suggested concepts by clicking on the **eye icon** next to the **+** icon. By hiding suggested concepts, the user eliminates concepts which least match the selected concept (in the source classification).



Note: The scoring of suggestions is based on the labels of each concept (preferred and non-preferred terms) and not on its list of competences; therefore, it may be that even highly scoring suggestions will not represent a correct mapping.

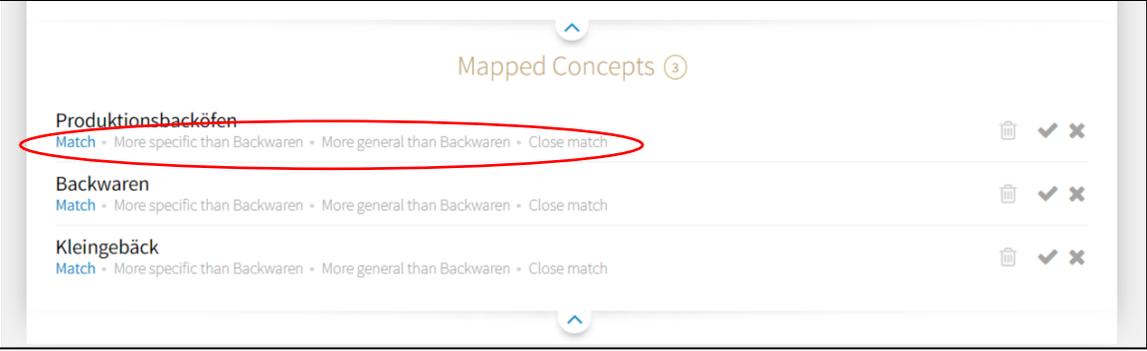
4.4 REFINE MAPPED CONCEPTS

The **Mapped Concepts** box is located between the selected concept at the top of the right panel and the **Map Concept to...** the section below. The box can be expanded and collapsed by clicking on the arrow.



Hairdresser ✎ In progress ▾
 http://data.europa.eu/esco/occupation/CTC_120909
 ISCO 5141 • NACE 96.02
 Hairdressers offer beauty services such as cutting, colouring, bleaching, permanent waving and styling clients' hair. They ask their clients about their hairstyle preferences in order to provide customised services. Hairdressers use clippers, scissors and razors. They provide hair and scalp treatments and shampoo, condition and rinse hair.
 Non-preferred terms
 Scalp Treatment Specialist • Assistant Hairstylist • Hair Stylist • Hairstylist • Hair Colour Technician
▾
Mapped Concepts ③
 Map Concept to BerufeNet Occupations
 Search / filter... ☰
 All ▾ Main hierarchy ▾

Match, **More specific than...**, **More general than...** and **Close match** appear beneath each mapping and can be clicked to indicate precisely the type of the relationship between the two concepts.



▾
Mapped Concepts ③

Produktionsbacköfen Match • More specific than Backwaren • More general than Backwaren • Close match	🗑️ ✓ ✕
Backwaren Match • More specific than Backwaren • More general than Backwaren • Close match	🗑️ ✓ ✕
Kleingebäck Match • More specific than Backwaren • More general than Backwaren • Close match	🗑️ ✓ ✕

▾

Mapped concepts in the target classification's hierarchy are indicated with a **tick** on their right.



Selected concepts from the source classification with mappings appear with a **link** on their right. This keeps track of the mapping process.

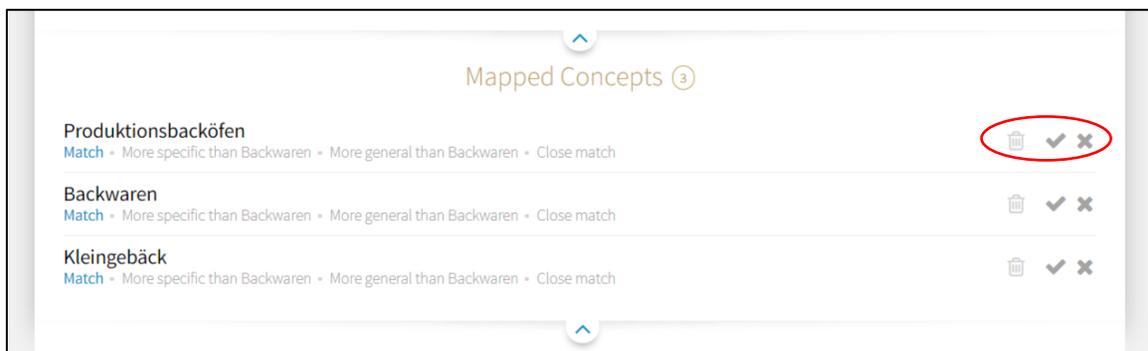
4.5 REVIEW MAPPING

The mapping process can be reviewed by reviewers and administrators. The validation can be done on two levels: (1) review the mapping relations and (2) review the status of the concepts. Each of these approaches is described further in the section below.

Review the mapping relations

The mappings listed in the **Mapped Concepts box** can be validated by reviewers and administrators, choosing among the following options: **confirm**, **reject** or **delete a mapped concept** from the list:

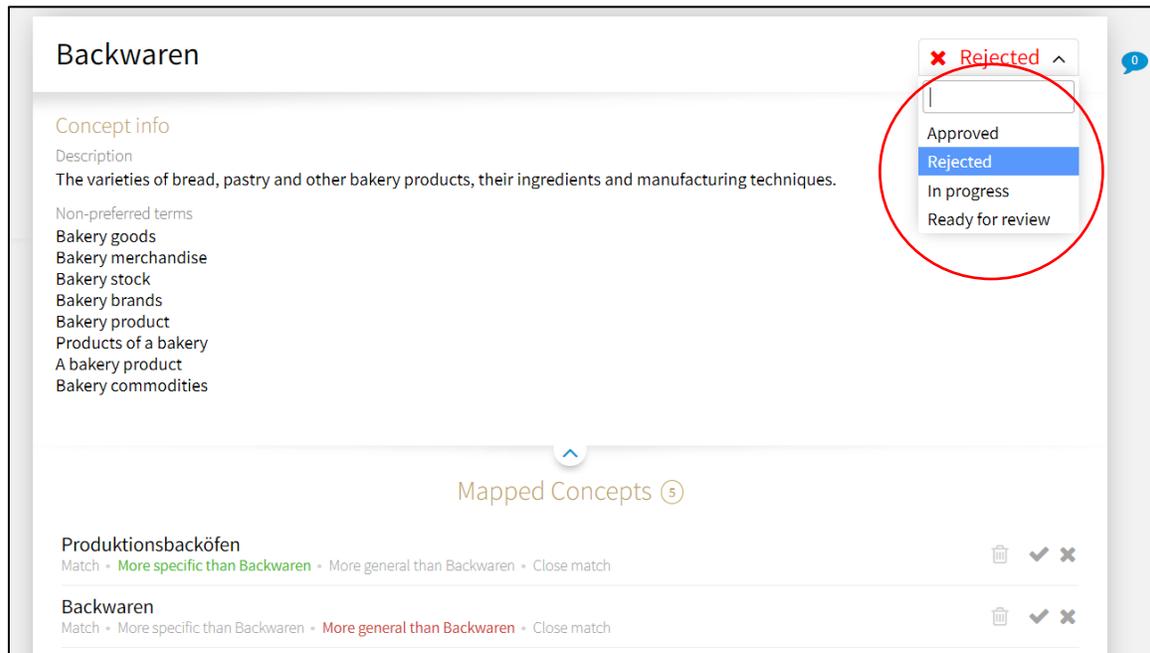
- The **bin icon** deletes a concept from this list entirely
- The **tick icon** confirms/approves the mapping
- The **cross icon** rejects the mapping



In the case a mapping is deleted, and no other concepts are mapped here, the selected concept returns to the status of “unmapped.”

Review the status of the concepts

Concepts can be tracked according to their status as **In progress**, **Approved**, **Rejected** and **Ready for review**. These changes can be made by clicking on the icon at the top right of the selected concepts box. They are only available to reviewers and administrators who check the mappings.



Backwaren

Concept info

Description
The varieties of bread, pastry and other bakery products, their ingredients and manufacturing techniques.

Non-preferred terms
Bakery goods
Bakery merchandise
Bakery stock
Bakery brands
Bakery product
Products of a bakery
A bakery product
Bakery commodities

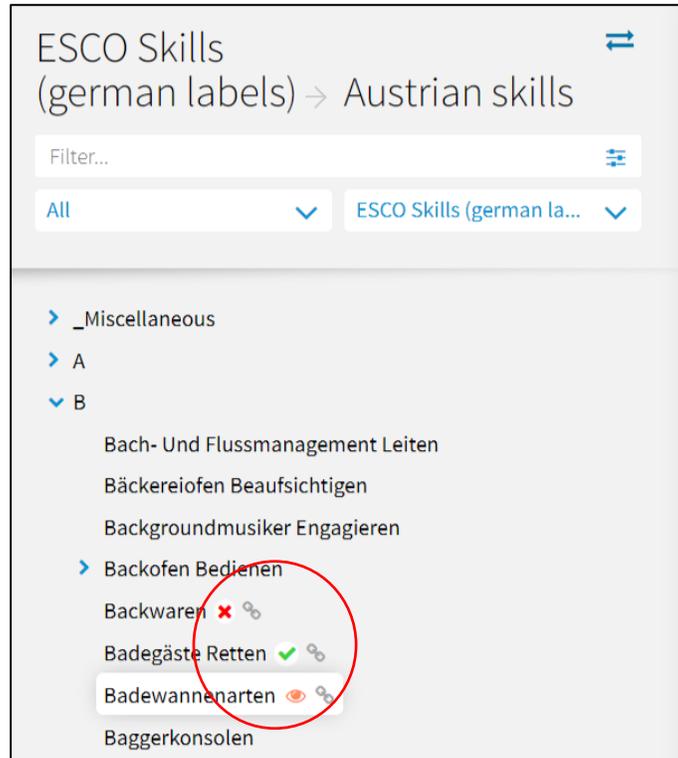
Mapped Concepts (5)

Produktionsbacköfen Match - More specific than Backwaren - More general than Backwaren - Close match	  
Backwaren Match - More specific than Backwaren - More general than Backwaren - Close match	  

Dropdown menu options: Rejected, Approved, In progress, Ready for review

When the mapping status of a selected concept (from the source classification) is modified, an icon reflecting that change is displayed next to it:

- **Approved** = Green tick icon
- **Rejected** = Red cross icon
- **In progress** = no signifier
- **Ready for review** = Orange eye icon



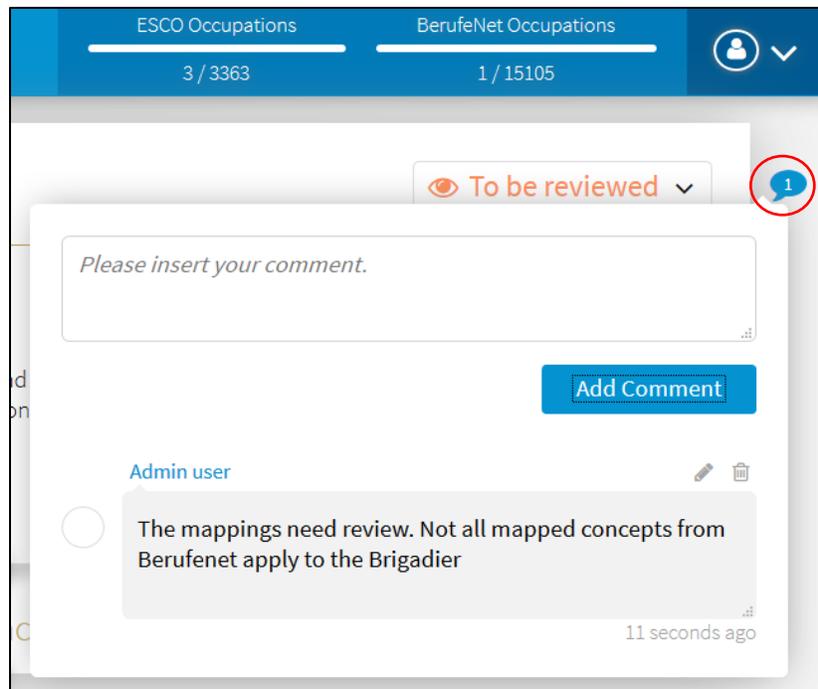
5 ADDITIONAL FEATURES

In addition to the main workflow, the mapping platform offers the following functionalities in the workspace:

- Commenting on a concept
- Switching sides of the classifications
- Tooltips

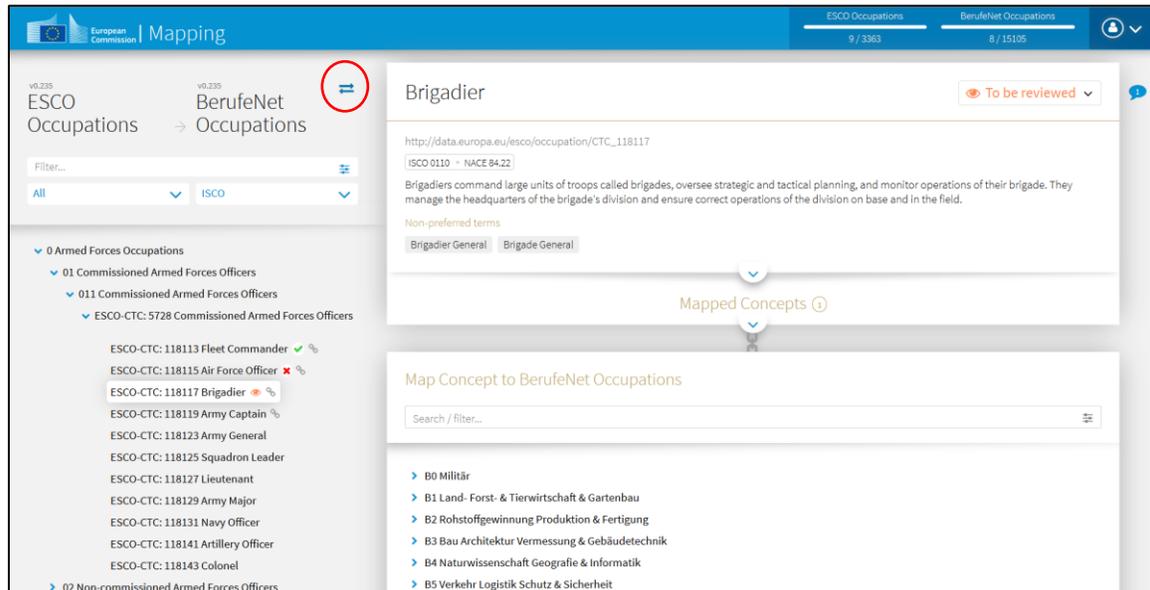
5.1 COMMENT ON A MAPPING

Clicking on the **dialogue icon** on the right of the selected concept box allows comments to be posted and see the comments of others. It appears as a pop-up and can be closed again by clicking on the same icon. Comments can be edited and deleted. The number in the **dialogue icon** represents the number of comments for a concept.



5.2 SWITCH CLASSIFICATION SIDES

The classifications can be interchanged on the platform, switching the target classification to the source and vice versa. This is done by clicking on the **inverted arrow icons**.



The screenshot shows the 'Mapping' interface with the following elements:

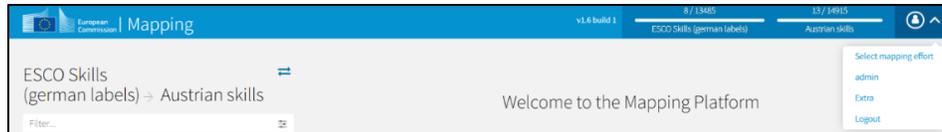
- Navigation:** ESCO Occupations (9 / 3363) and BerufeNet Occupations (8 / 15105).
- Page Title:** Brigadier (To be reviewed).
- URL:** http://data.europa.eu/esco/occupation/CTC_118117
- Classification:** ISCO 0110 - NACE 84.22
- Description:** Brigadiers command large units of troops called brigades, oversee strategic and tactical planning, and monitor operations of their brigade. They manage the headquarters of the brigade's division and ensure correct operations of the division on base and in the field.
- Non-preferred terms:** Brigadier General, Brigade General
- Mapped Concepts:** A section with a search/filter input and a list of categories:
 - B0 Militär
 - B1 Land- Forst- & Tierwirtschaft & Gartenbau
 - B2 Rohstoffgewinnung Produktion & Fertigung
 - B3 Bau Architektur Vermessung & Gebäudetechnik
 - B4 Naturwissenschaft Geografie & Informatik
 - B5 Verkehr Logistik Schutz & Sicherheit
- Left Panel (Armed Forces Occupations):**
 - 01 Commissioned Armed Forces Officers
 - 011 Commissioned Armed Forces Officers
 - ESCO-CTC: 5728 Commissioned Armed Forces Officers
 - ESCO-CTC: 118113 Fleet Commander ✓
 - ESCO-CTC: 118115 Air Force Officer ✗
 - ESCO-CTC: 118117 Brigadier (highlighted with a red circle and inverted arrow icon)
 - ESCO-CTC: 118119 Army Captain %
 - ESCO-CTC: 118123 Army General
 - ESCO-CTC: 118125 Squadron Leader
 - ESCO-CTC: 118127 Lieutenant
 - ESCO-CTC: 118129 Army Major
 - ESCO-CTC: 118131 Navy Officer
 - ESCO-CTC: 118141 Artillery Officer
 - ESCO-CTC: 118143 Colonel
 - 02 Non-commissioned Armed Forces Officers

5.3 TOOLTIPS

The mapping platform contains tooltips which enhance its usability. These tooltips provide information on the functionality of clickable items and specific areas. Tooltips can be activated by hovering the mouse over a designated space. This triggers a brief description pop up which illustrates the purpose of the specific item.

6 USER AREA

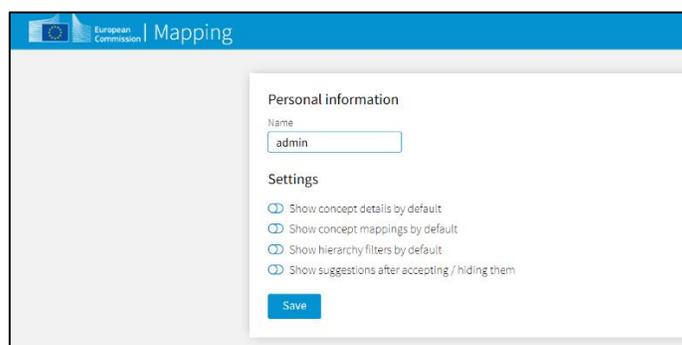
The user area is accessed by clicking on the **person icon** in the blue header on the right top of the web page. **Select mapping effort, Profile** (default name), **Extra** (only for administrators) or **Logout** can be chosen from the drop-down menu. To leave this area and go back to the workspace, click on the Commission logo in the blue header on the left top of the web page.



6.1 PROFILE

The second option – **admin** – in the drop-down menu contains the platform’s settings and the option to change usernames. There are four switches where default settings can be changed. These are:

- **Show concept details by default:** changes the view of the selected concept. When it is turned on, the selected concept box is expanded with its description and metadata.
- **Show concept mappings by default:** changes the settings so that mappings in the mapped concepts box are automatically shown. The box is always expanded in this mode each time a new concept is selected in the left pane.
- **Show hierarchy filters by default:** makes the hierarchy filters automatically appear beneath the filter bar in the classification. In this way, the user no longer opens them in the filter bar specific button.
- **Show suggestions after accepting/hiding them**



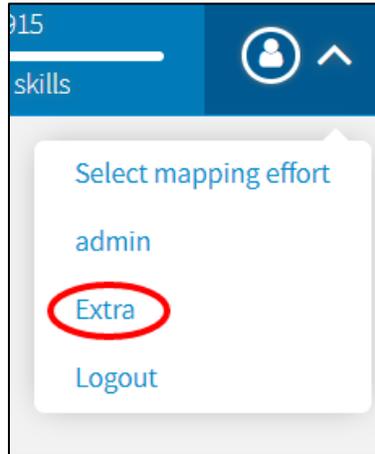
6.2 LOGOUT

Logging out of the mapping platform occurs in the user area. This is the last option in the drop-down menu of the header.



7 ADMIN FEATURES

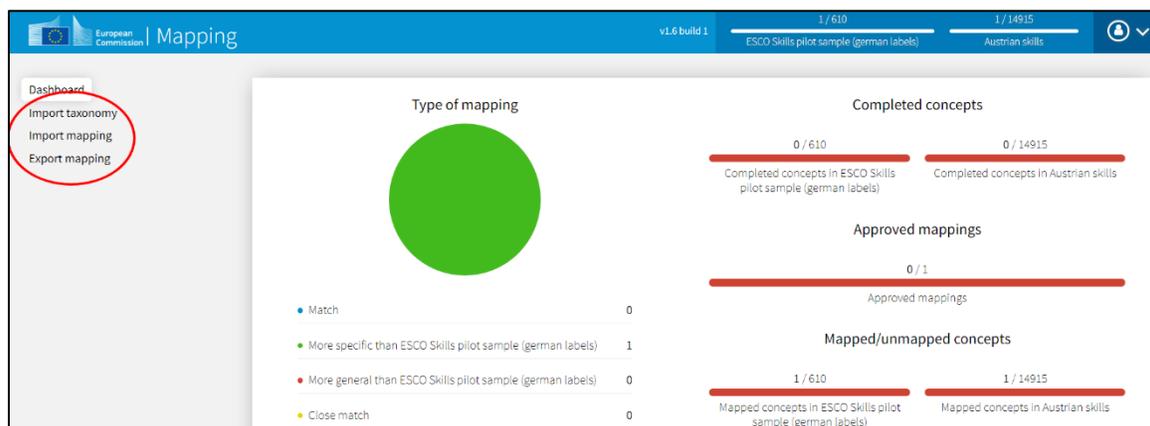
This chapter presents the additional features that administrators can access. The admin features can be accessed through an “Extra” menu option, in the user area.



The Extra section contains four key features available to mappers and reviewers:

- Dashboard
- Import taxonomy
- Import mapping
- Export mapping

Upon entering the extra area, the “dashboard” page opens by default. The other three options, “Import taxonomy”, “Import mapping” and “Export mapping,” are on the left side of the page.



7.1 DASHBOARD

The dashboard includes a pie chart and progress bars which monitor the status of the mappings via KPIs. Occupation groups are not included in these figures.

The **pie chart** on the left of the screen indicates numbers per type of mappings:

- match
- more specific than ESCO Occupations/Skills
- more general than ESCO Occupations/Skills
- close match

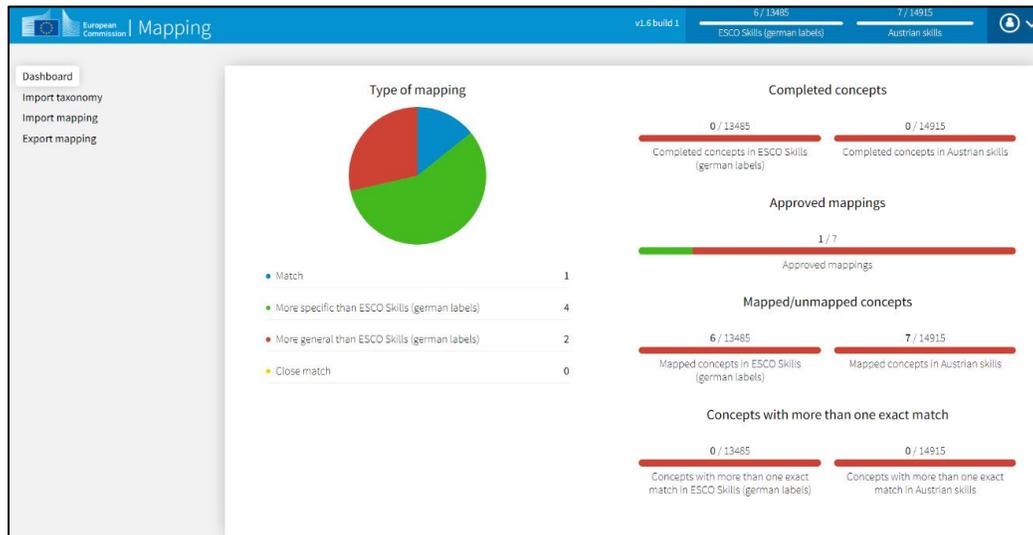
On the right of the pie chart there are bars with additional information on the mapping process. These bars contain KPIs to monitor the mapping progress and can be consulted for more information.

Completed Concepts: shows how many concepts are set to status “approved” out of the total number of concepts in each classification. Basically, it is the exact same information as displayed in the blue header on the top right.

Approved mappings: represents the number of mapping relations confirmed/approved out of the total number of mapping relations established.

Mapped/unmapped concepts: represents the number of mapped concepts in each classification.

Concepts with more than one exact match



This area can be also accessed by clicking on the KPIs on the blue header.

7.2 IMPORT A TAXONOMY – Feature not available

7.3 IMPORT A MAPPING – Feature not available

7.4 EXPORT A MAPPING TABLE

The next option in the menu, “Export,” is where administrators can download mappings in Comma Separated Values (CSV) format by clicking the **download** button. The downloaded file gives information about:

- ESCO URI
- ESCO Preferred Label
- URI of the concept in the national classification
- ID of the concept in the national classification
- Proffered term of the concept in the national classification
- Mapping type
- Status of the mapping

Download Mappings

Use the button below to download the mappings in a CSV format, with three columns: the origin of the mapping as a URI, the target of the mapping as a URI and the kind of mapping according to the [SKOS taxonomy](#).

[Download](#)