Exchange Programme Online System - User Guide to the NCP portal

This user guide contains the following sections:

1. INTRODUCTION

EJTN's Online System for the Exchange Programme is a tool for managing the participants of EJTN's Exchange Programme.

Version 2 of the NCP portal, released in late 2016, offers new features and enhanced functionality. These include multiple editing of applications, enhanced filtering of data, export of multiple applications in PDF-format, a new cancellation view and enhanced sorting of columns.

The system manages the data and flow of information between the four (4) different phases of the Exchange Programme:
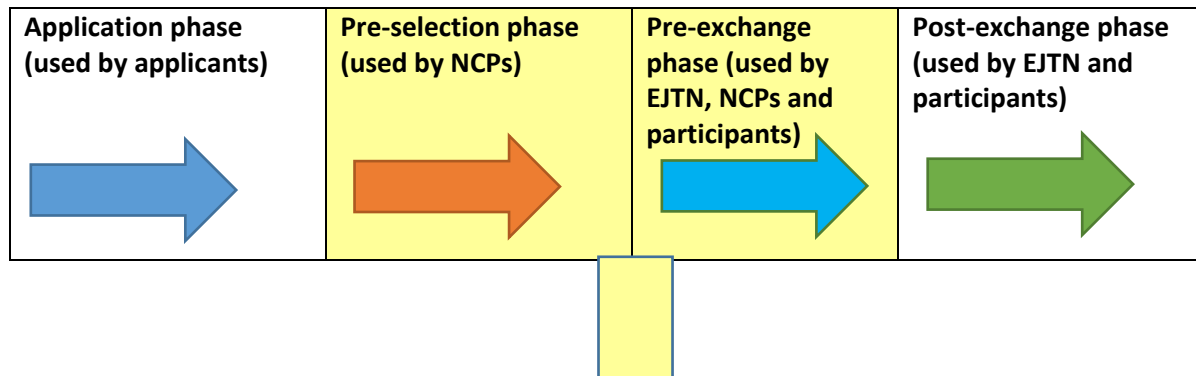
- **Application phase**, where judges, prosecutors and trainers apply online to participate[*] This phase is achieved through the online application interface that may be accessed through the following URL: https://ejtn-exchange.azurewebsites.net/

- **Pre-selection phase**, where NCPs (National Contact Points) select and rank applicants*.This phase is achieved through the NCP portal that may be accessed through the following URL: https://ejtn-ncp.azurewebsites.net/. EJTN then subsequently allocates the participants.

- **Pre-exchange phase**, where NCPs allocate hosting locations/dates and tutors for incoming participants, participants register their banking details (via their own secure interface) and EJTN's staff handle pre-exchange formalities (prepayment). This phase is achieved through both the NCP portal

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[*] This phase does not apply to the AIAKOS Programme.

(through the following URL: https://ejtn-ncp.azurewebsites.net/) and EJTN internal Content Management System (CMS).

- **Post-exchange phase**, where EJTN's staff handle post-exchange formalities (travel reimbursements, assessments and certificates) and participants upload post-exchange documentation including financial evidence. This phase is achieved through both the EJTN internal content management system and the Registration/Reporting participant interface that may be accessed through the following URL: http://ejtn-exchange.azurewebsites.net/Participant .

Application phase (used by applicants)	Pre-selection phase (used by NCPs)	Pre-exchange phase (used by EJTN, NCPs and participants)	Post-exchange phase (used by EJTN and participants)

This User Guide covers information and instructions for both the Pre-selection and Pre-exchange phases of the process, where NCPs select and rank applicants to the EJTN Exchange Programme and allocate hosting locations/dates and tutors for incoming participants.

2. PREREQUISITES

Before using the NCP portal, it is necessary to note four (4) prerequisites:
- Hardware
- Software
- Microsoft email address
- Sending your Microsoft email address to EJTN

Hardware
Being an online and "in the cloud" application, you normally do not require any new hardware in order to use the NCP portal. Your current computer, laptop or tablet is normally sufficient for using the NCP portal.

Software

Being an online and "in the cloud" application, you normally do <u>not</u> require any new software downloaded or running on your computer or laptop in order to run the NCP portal.

You will need a relatively recent version of a web browser (Internet Explorer, Chrome or Mozilla Firefox) in order to use the NCP portal.
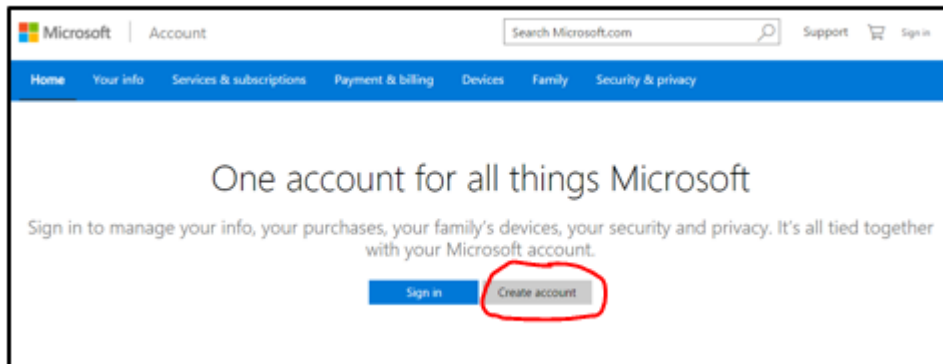
Microsoft email address

In order to use the NCP portal, you **must** first have a working <u>Microsoft email address</u>. This address, along with your account's password will give you access to the NCP portal.
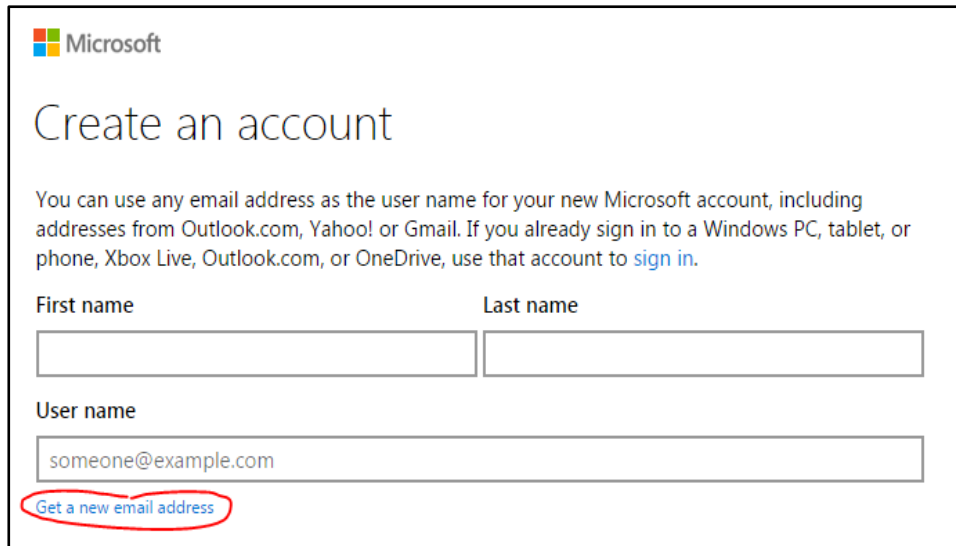
If you do not yet have a Microsoft email address to log on with, the easiest Microsoft addresses to use and/or set up are either <u>outlook.com</u> or <u>hotmail.com</u> addresses.

To create a new Microsoft account and <u>outlook.com</u> or <u>hotmail.com</u> address:

1. Go to the following URL: <u>https://account.microsoft.com/about</u>
2. Click 'Create Account'

3. Fill in the needed details and click 'Get a new email address'

4. Click 'Create account'

Sending your Microsoft email address to EJTN
You must send either your existing Microsoft email address or your newly-created Microsoft email address to EJTN. Your address will be added by EJTN into the system.

Send only your email address to EJTN, to the new exchangeprogramme@ejtn.eu email address.

3. LOGGING ON TO THE NCP PORTAL

To log on the NCP Portal, complete the following steps:
1. Go to the following URL to log on the NCP portal: https://ejtn-ncp.azurewebsites.net/
2. Enter your Microsoft email address and password.
3. Once you have successfully logged on, you will arrive at the following landing page:
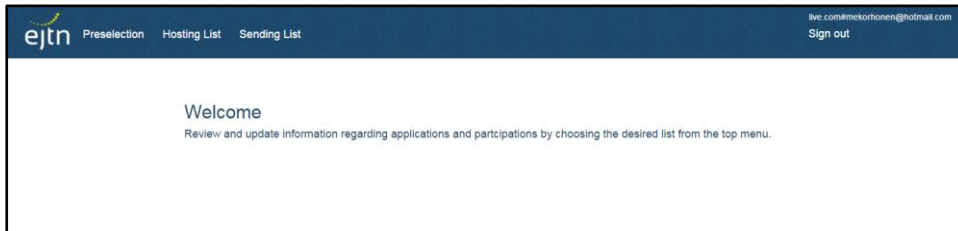
You are now ready to use the NCP Portal

4. USING THE NCP PORTAL – THE THREE LISTS (Preselection, Hosting and Sending)

Using the NCP Portal means working with the three different lists of the system:

- **Preselection List**, which is for selecting, ranking or rejecting applicants as well as for generating a PDF-format file for each applicant, generating an Excel file of all applicants and changing certain data fields of applicants. The Preselection list contains only not yet allocated applicants (with applying, waiting or preselected status)

- **Hosting List**, which is for viewing incoming Exchange participants to be hosted by your institution, generating a PDF-format file for each participant, generating an Excel file of all participants to be hosted and completing certain data fields of applicants. The Hosting list contains only allocated applicants (with participating status).

- **Sending List**, which is to view the selected participants going abroad for an exchange from your institution/country. Generating a PDF-format file for each participant or an Excel file of all participants is also possible. The Sending list contains only allocated applicants (with participating status)

In the system's three different lists, each applicant's information is stored in a table containing many columns. Your task will be to view/edit the data of each applicant, within the Preselection List, Hosting List and Sending List.

4.1 USING THE NCP PORTAL – PRESELECTION LIST

Working with the Preselection List is your first task with the NCP Portal. In this phase, applicants are selected and ranked or rejected.

The Preselection List features 50 columns of information, which are noted and explained in the following table:

Column name	Additional explanation of column	Which application form question column relates to
Status	The default status is "Applying". When proceeding to the preselection, you must choose either 'Preselected' or 'Waiting' for each applicant.	N/A
Rejected	If applicant is to be ineligible for an exchange, the 'Rejected' box must be activated.	N/A
Priority	Each applicant is to receive a priority number.	N/A
Reference code	Specific country-specific reference code given by some NCPs	Please enter below the reference code that has been given to you by your National Contact Point.
Call	1st or 2nd call	N/A
Activity Type	Short-term, Long-Term, Study visit or AIAKOS	N/A
Long-term Authorisation	For long-term applicants, only: Indicates whether the applicant has checked the box related to required authorisation from hierarchy to take part.	I am aware that without the authorisation from my hierarchy my application will not be accepted and that such an authorisation will be verified by the national contact point during the selection process
Last Name		
First Name		

|		
Title	Mr/Mrs	
Email1		
Email2		
Nationality		
Land	In Germany, the name of the Land is entered here.	
Function		
Career Entry		
Origin Court		
Court – Office Level		
Type of cases		
Type of training		
Specialisation		
Country choice 1		
Training Language 1		
Preferred period 1		
Country choice 2		
Training language 2		
Preferred period 2		
Country choice 3		
Training language 3		
Preferred period 3		
Requested court – office		In which institution would you like to undertake your training
Requested training institution		In which institution would you like to undertake your training
SV- LT institution		Please specify your training preferences: Please select an institution
SV period		Please select the period of the study visit
LT length choice		Please select the length of the training period
Requested exchange type		Please specify your training preferences: Type of Exchange

Special interest (ie. Specialisation)		Please indicate any special interest (ie. specialisation)
1st language		Linguistic Skills
2nd language		Linguistic Skills
3rd language		Linguistic Skills
Motivation		Please indicate your wishes and expectations concerning the exchange that you wish to participate in
Most recent participation		If yes, please indicate the year of your most recent participation
Previous activities		Have you in the past taken part in any of the below activities (select all that apply)?
Birth Date		
Professional Address		
Business Phone		
Mobile		
Fax		
Notes		N/A
Created	Date application was received.	N/A
Modified	Date of last modification.	N/A

Within the Preselection List, you are required to activate the editing function for each applicant of your country/institution in order to manage his/her application. You may either edit each applicant individually or use the multiple edit functionality to edit the data of several applicants at the same time.

1. To edit each applicant individually:

- Click on the button "Edit" in the row of the applicant whose data you wish to edit. **See Point 1 in below illustration.**
  An editing window then opens and displays the various fields that may be edited.
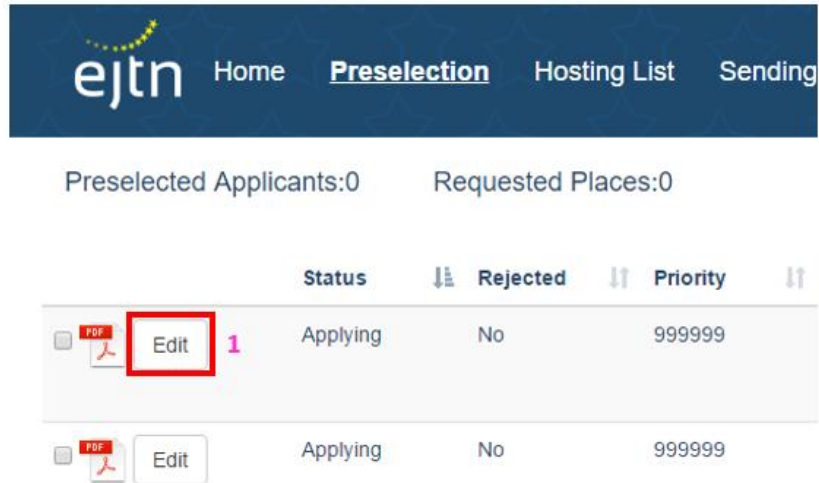
- Assign each applicant a Status – you may <u>only</u> select either of the two following values:
  - ○ 'Preselected' to indicate that the applicant is an approved candidate for participating in the exchange.
  - ○ 'Waiting' to indicate that the applicant is not yet approved as a candidate for participating in the exchange and is therefore placed on the reserve list
    Please ensure that each applicant is assigned a status. **See Point 2 in below illustration.**

- Assign the numerical priority to candidates who are either 'Preselected' or 'Waiting' **See Point 4 in below illustration.**
  - ○ Assign each candidate Priority by giving each candidate a number, starting with the number 1 to indicate the highest priority. The candidate with the second highest priority will be assigned a number 2, the candidate with the third highest priority will be assigned a 3, and so on…

    » Note! The priority field is assigned the predefined value of 999999. When assigning priority, please change this default to the desired priority value. You may assign the same priority value to one or more candidates.

- If a candidate is not to be approved for an exchange, the candidate must be 'Rejected'. **See Point 3 in below illustration.**

  » Note! Even for 'Rejected' applications, a priority number must be assigned. While any number may be entered in this field, for the sake of uniformity of all rejected applicants, adding the number 500 as the numerical priority for rejected applicants is suggested.
  Additionally, an applicant cannot be at the same time 'Rejected' and be assigned a 'Preselected' or 'Waiting' status. Once an applicant is saved as 'Rejected', it will not be possible to reinstate the applicant's profile.

- When you have finished editing, remember to click 'Save' (**see Point 5 in below illustration**).

Edit applicant information for   ✕

First Name: TEST AUDE 3   Last Name: TEST MAGEN 3

Status	Preselected ▼	2
Rejected	☐	3
Priority	999999	4
Function	Judge/Juge ▼	
Country choice 1	Belgium/Belgique ▼	
Training language 1	English/Anglais ▼	
Country choice 2	Croatia/Croatie ▼	
Training language 2	English/Anglais ▼	
Country choice 3	Portugal ▼	
Training language 3	English/Anglais ▼	

5 | Save |

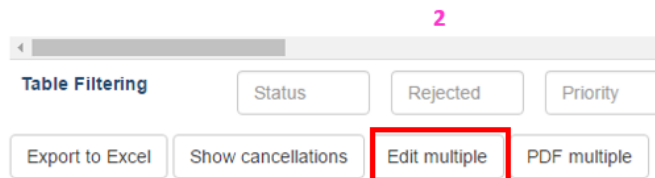**2. To use the edit multiple functionality**

- Select several applicants using the checkboxes in the first column of the preselection list (**see Point 1 in below illustration**).
  » Note! To multi-select, hold the CTRL key while checking boxes

- Click on the button "Edit multiple" at the bottom of the page (**see Point 2 in below illustration**).
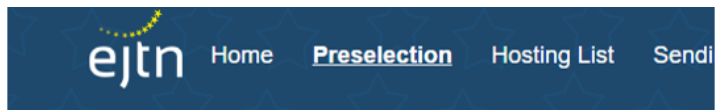
- The multiple editing window will open. The edit multiple functionality can be used for the following three values: the status of the applicant (preselected or waiting); the priority number; and, the function of the applicant (**see Point 3, 4 and 5) in below illustration**).

Edit applicant information for
3 rows

3	Status	Applying
4	Priority	999999
5	Function	Administrative Judge/Juge administratif

Save

- In case the existing value of a given field is different for the multiple applicants selected, a notification message will be displayed (**see Point 6 in below illustration**). If the value of this field is subsequently changed, it will be applied to all of the multiple applicants selected.

Edit applicant information for
3 rows

Status
6   Multiple values
The selected items contain different values for this input. To edit and set all items for this input to the same value, click or tap here, otherwise they will retain their individual values.

Priority   Multiple values

Function   Judge/Juge

Save

- Change the status of the applicants corresponding to the selected rows as needed (ie. Preselected). (**see Point 7 in below illustration**). When you have finished editing, remember to click 'Save' (**see Point 8 in below illustration**).


- Once you have closed the editing windows (when editing either one or multiple applicants), a yellow-coloured icon will appear beside the Edit button for each application you have changed. The yellow icon reminds you that there are unsaved changes for an application, which must still be saved.
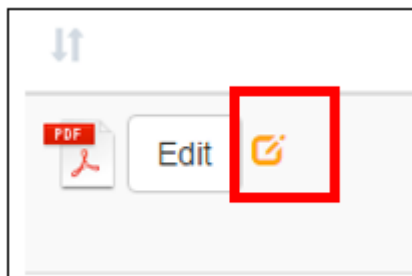
- When you have finished all editing of applicants, remember to click 'Save changes' (**see Point 9 in below illustration**) or, alternatively 'Cancel All' to negate all the changes you have made (**see Point 10 in below illustration**).
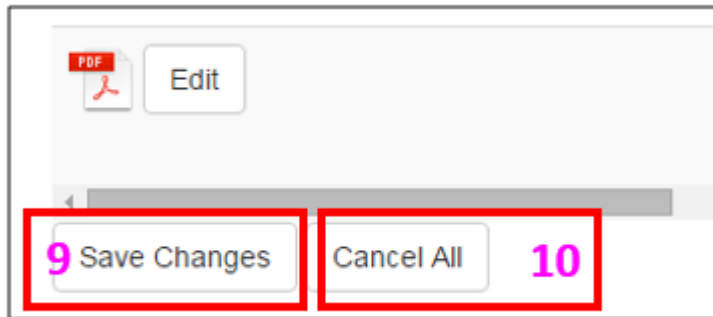
Within the Preselection List, your <u>optional tasks</u> are the following:

1. To review the number of Preselected Applicants
- Reviewing the number of 'Preselected Applicants' and 'Requested places': **See Point 1 in below illustration.**
    - 'Requested places' indicates the number of participants in exchanges requested by your institution/country (including short-term and long-term exchanges) while 'Preselected Applicants' refers to the number of applicants you have already preselected.
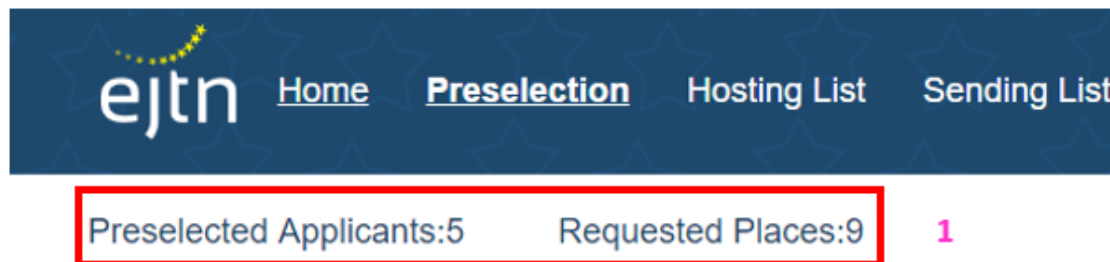
2. To edit the data fields of an applicant's file
- Editing other data fields within an applicant's file.
    - Within any candidate's application data, using the individual editing window allows you to edit also the data relating to the function, the country and languages choices, **see Point 2 in below illustration**.

- When you have finished editing, remember to click 'Save' (**see Point 3 in below illustration**).

Edit applicant information for   ✕

First Name: TEST AUDE 3   Last Name: TEST MAGEN 3

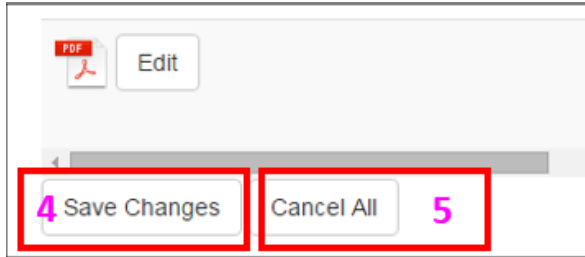|	
Status	Preselected ▾
Rejected	☐
Priority	999999
Function	Judge/Juge ▾
Country choice 1	Belgium/Belgique ▾
Training language 1	English/Anglais ▾
Country choice 2	Croatia/Croatie ▾
Training language 2	English/Anglais ▾
Country choice 3	Portugal ▾
Training language 3	English/Anglais ▾

2

3   Save

- Once you have closed the editing window above, a yellow-coloured icon will appear beside the Edit button for each application you have changed. The yellow icon reminds you that there are unsaved changes for an application, which must still be saved.

- When you have finished all editing of applicants, remember to click 'Save changes' (**see Point 4 in below illustration**) or, alternatively 'Cancel All' to negate all the changes you have made (**see Point 5 in below illustration**).

3. To export and save an Excel file of applicant's data

- Export and save an Excel file of all applicants' data by clicking on the 'Export to Excel' button, **see Point 6 in below illustration**:
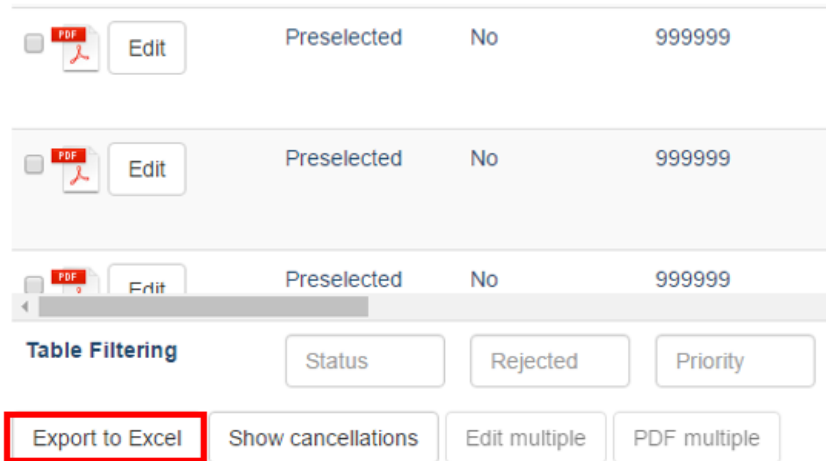
4. To download a PDF file of one or several applicants

To download one PDF file, click of the PDF icon in front of the relevant applicant (**see Point 7 in below illustration**)

To download several PDF files, select the relevant applications using the checkboxes in the first column of the preselection list (**see Point 8 in below illustration**). Then, click on the 'PDF multiple' button at the bottom of the page (**see Point 9 in below illustration**).

5. To view the list of cancellations

You may view the list of cancellations of your nationals by clicking on the 'Show cancellations' button at the bottom of the page. **See Point 10 in the below illustration**.

» Note! Once cancelled, applicants are no longer displayed in the preselection list, but only in the cancellation list.
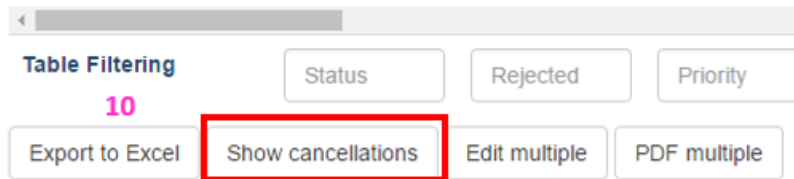
Once in the list of cancellations, click on the 'Show applications' button to return to the Preselection list. **See Point 11 in the below illustration**.
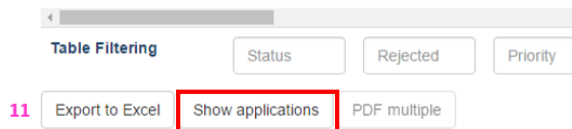
6. To search for a particular term/name or figure by filtering

You may filter in the columns by searching for a particular term, name or figure by using the filtering fields at the bottom of each column.

- o To filter for a particular term, name or figure in a specific column, type it into any respective column's Table filtering field.
  » Note! Do not press the enter/return key on your keyboard. Filtering begins to work as soon as something is entered into the field.
- o The results will be immediately displayed in the table – rows containing the searched-for term, name or figure will be displayed.
- o To return to the normal view, delete any term, name or figure that has been typed into the Table filtering field(s).
- o **See Point 12 in the below illustration**:

» Note! There is a time-limited period for editing the Preselection list. Editing the Preselection list is only possible from once the application period has closed up until the preselection deadline, which is a date set by EJTN and generally in December of each year.

The Preselection list contains only applicants with applying, preselected and waiting status.

4.2 USING THE NCP PORTAL – HOSTING LIST

The Hosting List represents those exchange participants that your institution/state will host.

The Hosting List features 43 columns of information, which are noted and explained in the following table:

Column name	Additional explanation of column	Which application form question column relates to / Which action is required
Status	You must choose either 'Selected' or 'Waiting' for each applicant.	None
Activity type	Short-term, study visit, etc.	None
Last Name		None
First Name		None
Title	Mr/Mrs	None
Nationality		None
Function		None
Email1		None
Host Institution - City	Institution/city allocated to participant	Can be added by NCP
Activity Start	First day of exchange	Can be added by NCP
Activity End	Last day of exchange	Can be added by NCP
Arrival Date	Day of arrival	Can be added by NCP
Departure Date	Day of departure	Can be added by NCP
Tutor Name	Name of allocated tutor	Can be added by NCP
Tutor EMail	E-mail of allocated tutor	Can be added by NCP
Tutor Phone	Phone of allocated tutor	Can be added by NCP

Group Name	Name of allocated group	Can be added by NCP
Allocated exchange type	Type of exchange allocated (group/individual)	None
Length	Length of exchange (2 weeks/1week)	To be added by secretariat (allocation data)
Training language	Language in which the exchange will take place	To be added by secretariat (allocation data)
Requested court - office		In which institution would you like to undertake your training
Preferred period		Preferred period 1 / Période souhaitée 1
Requested training institution		In which institution would you like to undertake your training
Requested exchange type		Please specify your training preferences: Type of Exchange
Special interest (ie. specialisation)		Please indicate any special interest (ie. specialisation)
Motivation		Please indicate your wishes and expectations concerning the exchange that you wish to participate in
Career Entry Year	Year when applicant entered judiciary	None
Origin Court - Office		Please indicate the name of your Court/Prosecutor's Office or Training Institution
Court - Office Level		Please indicate the level of your Court/Prosecutor's Office
Type of cases		Please indicate the type of cases you predominantly handle (ie. General civil or criminal cases, specialisation)
Type of training		Please indicate the type of training activities you predominantly handle
Specialisation		Specialisation if any
Business Phone		None
Mobile		None
Fax		None
Professional Address		None
Personal Address		None

Email2		None
Birth Date		None
1st Language	Spoken/written language level	Linguistic skills
2nd Language	Spoken/written language level	Linguistic skills
3rd Language	Spoken/written language level	Linguistic skills
Applied via Form		None
Call	1st call/2nd call	None

Within the Hosting List, you may do the following:

1. View the details of incoming Exchange participants to be hosted by your institution/state
2. Generate a PDF-format file for each participant
3. Generate an Excel file of all participants to be hosted. The same multiple PDF download functionality as in Preselection list is available in the Hosting list (see details on how to download several PDF files p. 17).
4. Complete/edit/add information about these hosted participants in the following seven (7) fields:

   - Host Institution and City – the hosting institution/court and city.
   - Activity Start – the first day of the hosted exchange.
   - Activity End – the last day of the hosted exchange.
   - Tutor Name – the assigned tutor for the hosted participant.
   - Tutor Email – the assigned tutor's email of the hosted participant.
   - Tutor Phone – the assigned tutor's phone number of the hosted participant.
   - Group Name – In the case of a group exchange, please assign each group a unique group name and indicate to which group this participant belongs using this field.

The same edit multiple functionality as in Preselection list is available in the hosting list allowing you to allocate the same host institution, dates, tutor, group name to several participants. To use the multiple edit functionality in the Hosting list, click on the 'Edit multiple' button at the bottom of the page (**See below illustration**).

The following editing window will open in which you may allocate the same host institution, dates, tutor, group name to the selected participants.

Edit applicant information for

3 rows   ✕

Host Institution - City	Multiple values The selected items contain different values for this input. To edit and set all items for this input to the same value, click or tap here, otherwise they will retain their individual values.
Activity Start	Multiple values
Activity End	Multiple values
Tutor Name	Multiple values
Tutor E-mail	Multiple values
Tutor Phone (if relevant)	Multiple values
Group Name	Multiple values

Save

5. You may also sort columns (according to alphabetical or numerical order) by clicking the small arrow buttons at the top of the columns.

6. You may filter in the columns by searching for a particular term, name or figure by using the filtering fields at the bottom of each column.
   - o To filter for a particular term, name or figure in a specific column, type it into any respective column's Table filtering field.
     » Note! Do not press the enter/return key on your keyboard. Filtering begins to work as soon as something is entered into the field.
   - o The results will be immediately displayed in the table – rows containing the searched-for term, name or figure will be displayed.
   - o To return to the normal view, delete any term, name or figure that has been typed into the Table filtering field(s).

7. Finally, you may view the cancellations of the incoming participants to be hosted by your institution/country by clicking on the 'Show cancellations' button. **» Note! Once cancelled, foreign participants are no longer displayed in the hosting list, but only in the cancellation list.**
Once in the list of cancellations, click on the 'Show applications' button to return to the Hosting list.

» Note! You may return to edit the Hosting list as needed throughout the entire exchange period up until the close of the exchange programme for each year.

The Hosting list contains only applicants with participating status.

4.3 USING THE NCP PORTAL – SENDING LIST

The Sending List represents those exchange participants that your institution/state will send abroad.

The Sending List features 27 columns of information, which are noted and explained in the following table:

Column name	Additional explanation of column	Which action is required
Status	You must choose either 'Selected' or 'Waiting' for each applicant.	None
Activity Type	Short-term, study visit, etc.	None
Last Name		None
First Name		None
Title	Mr/Mrs	None
Email1		None
Function		None
Host Country - Institution	Allocated country/institution	To be added by Secretariat (allocation data)

Host Institution - City	Allocated court/office/institution	To be added by host country NCP
Activity Start	First day of exchange	To be added by host country NCP
Activity End	Last day of exchange	To be added by host country NCP
Allocated exchange type	Type of exchange allocated (group/individual)	To be added by Secretariat
Length	Length of exchange (2 weeks/1week)	To be added by Secretariat (allocation data)
Training language	Language in which the exchange will take place	To be added by Secretariat (allocation data)
Group Name	Name of allocated group	To be be added by NCP
Tutor Name	Name of allocated tutor	To be added by host country NCP
Tutor EMail	E-mail of allocated tutor	To be added by host country NCP
Tutor Phone	Phone of allocated tutor	To be added by host country NCP
Email2		None
Business Phone		None
Mobile		None
Fax		None
Professional Address		None
Personal Address		None
Applied via Form		None
Call	1st call/2nd call	None
Land		None

Within the Sending List, you may do the following:

1. View the details of Exchange participants your institution/state will send abroad
2. Generate a PDF-format file for each participant
3. Generate an Excel file of all participants to be sent abroad
4. You may also sort columns (according to alphabetical or numerical order) by clicking the small arrow buttons at the top of the columns.
5. You may filter in the columns by searching for a particular term, name or figure by using the filtering fields at the bottom of each column.
   o To filter for a particular term, name or figure, type it into any respective column's Table filtering field.
   o The results will be immediately displayed in the table – rows containing the searched-for term, name or figure will be displayed.
   o To return to the normal view, delete any term, name or figure that has been typed into the Table filtering field(s).

6. Finally, you may view the cancellations of those exchange participants that your institution/state is sending abroad by clicking on the 'Show cancellations' button at the bottom of the page. **» Note! Once cancelled, participants are no longer displayed in the sending list, but only in the cancellation list.**
Once in the list of cancellations, click on the 'Show applications' button to return to the sending list.

» Note! You may return to view the Sending List as needed throughout the entire exchange period, up until the close of the exchange programme for each year.
The Sending list contains only applicants with participating status.

5. SYSTEM TIPS

Always sign out after use
After use, always click the 'Sign out' button at the top of the screen. **See Point 11 in the below illustration**:

Clearing your browser's cookies
A good practice is to clear your web broswer's cookies. Go your browser's History tab and select clear browsing history, making sure to activate the clearing of your cookie data.

Using the "Incognito" or "InPrivate" mode of your web browser
Using the system in the "Incognito" or "In Private" mode of your web browser is both a good practice and a security-enhancing action.

If using the Chrome browser, you may activate the "Incognito" mode on your computer according to the following instructions:
https://support.google.com/chrome/answer/95464?hl=en%20or%20http://windows.microsoft.com/en-us/windows/inprivate-faq#1TC=windows-7

If using Internet Explorer, click the 'Tools' icon, select 'Safety' and then select 'InPrivateBrowsing'.