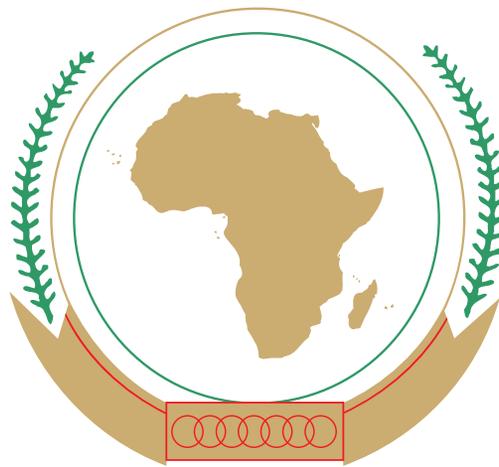


African Standby Capacity (ASC)



ASCdatabase User Manual for Desk Officers



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The Peace Support Operations Division (PSOD) staff involved in this project are, Mr. Eustace Chiwombe, Senior Rostering Officer and Mr. Zinurine Alghali, Senior Training Officer: Policy.

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In cooperation with



African Standby Capacity (ASC)

**ASCdatabase User Manual
for Desk Officers**

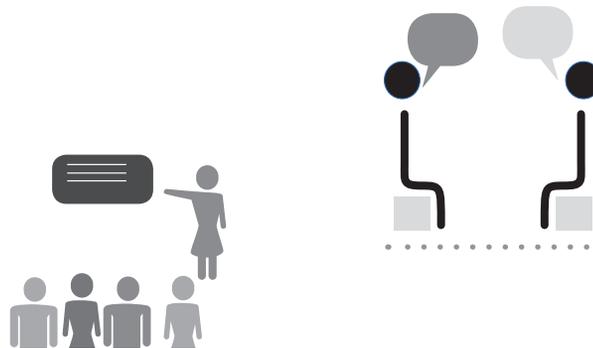
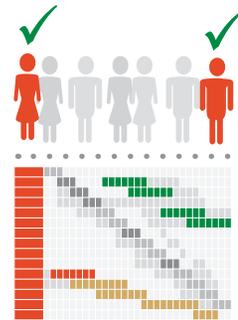
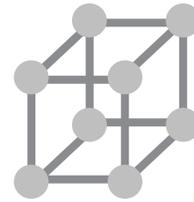
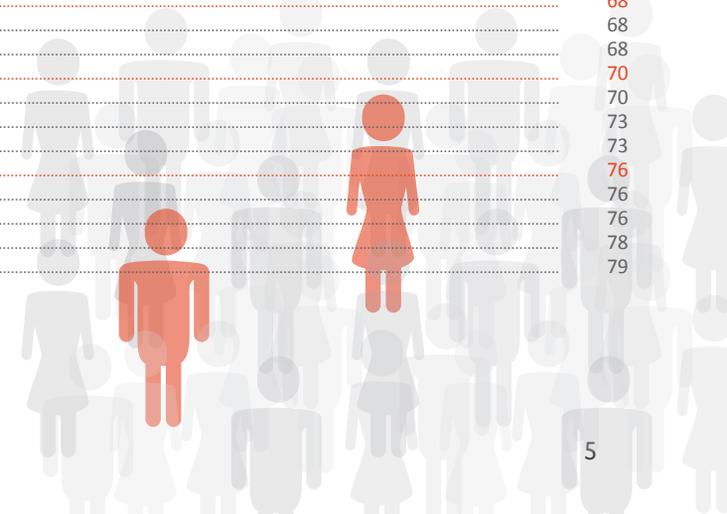


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Foreword

Over the course of the past decade, the African Union (AU) and sub-regional organisations and mechanisms have become increasingly active and important actors in international peace and security. This has occurred not only at the political-strategic level through making their voices more effectively heard and representing the interests and needs of the continent globally, but also as operational actors undertaking a range of interventions in crises.

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This manual has been developed by Anita Janassary, Aleta Weber and Sebastian Dworack of the Center for International Peace Operations (ZIF) Berlin in collaboration with the AUC.

List of Acronyms

AHRM	Department of Administration and Human Resources Management
APSA	African Peace and Security Architecture
APSTA	African Peace Support Trainers' Association
ASC	African Standby Capacity
ASF	African Standby Force
AU	African Union
AUC	African Union Commission
CV	Curriculum Vitae (Resumé)
EAC	East African Community
EASF	East African Standby Force
EASFSec	East African Standby Force Secretariat
ECCAS	Economic Community of Central African States
ECOWAS	Economic Community of West African States
GIZ	Deutsche Gesellschaft fuer Internationale Zusammenarbeit
HRFP	Human Resources Focal Point
NARC	North African Regional Capability
PCRD	Post-Conflict Reconstruction and Development
PSD	Peace and Security Department
PSO	Peace Support Operation
PSOD	Peace Support Operations Division
REC	Regional Economic Community
RFP	Roster Focal Point
RM	Regional Mechanism
SADC	Southern Africa Development Community
SGM	Selection Guidelines Manual
SME	Subject Matter Expert
TCE	Training Centre of Excellence
UNOAU	United Nations Office to the African Union
ZIF	Center for International Peace Operations



1. Introduction

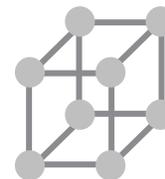
Dear Desk Officers, Roster Focal Points and Human Resources Officers,

The ASCdatabase is the primary IT support tool of the African Standby Capacity (ASC) for the effective management of (civilian) personnel for African peace and security operations. In particular, the ASC is supposed to meet the needs (at this stage) of the Peace Support Operations Division (PSOD), the Mediation Unit, and the Post-Conflict Reconstruction and Development (PCRD) Unit of the African Union Commission's Peace and Security Department (PSD) on the continental level. In addition, the Regional Economic Communities (RECs) and Regional Mechanisms (RMs) of the African Standby Force (ASF) are equally important stakeholders of the African Standby Capacity (ASC). Hence, the ASCdatabase application provides a tool to interlink and coordinate human resources management efforts in the field of peace and security operations at regional and continental levels.

This user manual aims at familiarising you with all important features and functions of the ASCdatabase and support you in your day-to-day operation of the database application. The database features are based on the defined ASC recruitment and selection as well as nomination workflows and cover the technical aspects of these two workflows. Hence, the database complements and assists the recruitment and selection activities taking place outside the database, e.g. selection interview, reference checks or signing deployment contracts. Both components together form the admission process to the African Standby Capacity (ASC) and a subsequent mission deployment.

1.1 Main Objectives of the User Manual

The two main objectives of the ASCdatabase application are to screen and assess candidates for the different rosters of professionals for deployment to both continental and/or regional African peace and security operations in an integrated manner. The database application is envisaged to enable you as RFPs and HRFPs to pursue a more effective and target-oriented approach in field deployments. In addition, the ASCdatabase serves as a tool to provide field-oriented preparation for personnel in such operations.



As a web-based application, the ASCdatabase allows all members of the African Standby Capacity (ASC) and applicants to register themselves for the roster and/or edit their data from any computer, anywhere in the world. At the same time, Roster Focal Points (RFPs), who are authorized AUC, REC and RM staff, can submit an entire expert profile if requested or desired to the database.

This illustrated user manual for desk officers, be it RFPs or HRFPs, provides insight and useful information on how to use and operate the ASCdatabase application.

1.2 Optimal Adjustments

To ensure that the application and its elements are displayed correctly the following hardware and software requirements and adjustments are essential:

- Browser: Mozilla Firefox 32 and above or Microsoft Internet Explorer 9 and above
- An at least 19-inch screen display
- At least 1024 x 768 resolution (if a 22-inch screen display is available you may switch to a higher resolution such as 1680 x 1050)

TIPS
Please use full screen mode for optimal results.
By zooming in or out you can change the font size.

2. ASCdatabase Landing Page

The ASCdatabase is a web based application and therefore accessible online (via the internet) from all over the world. The ASCdatabase’s web address (URL) is <https://database.africanstandbycapacity.org>. Access to the database is through valid login credentials, via the login page. Login credentials are obtained upon registration. You as RFPs will have desk officer accounts created by the ASCdatabase administrator (asc@africanstandbycapacity.org), which will provide you with your personal login credentials. Applicants for the ASC will get their login credentials either automatically when registering online to the respective capacity of the ASCdatabase or from you as their assigned RFP.



The **MAIN MENU** on the ASCdatabase’s start page (<https://database.africanstandbycapacity.org>) contains four tabs: **WELCOME**, **REGISTER**, **LOGIN**, **ABOUT**. Each section is easily accessed by clicking on the tab in question.

2.1 Welcome Tab

The Welcome section on the start page briefly explains the purpose of the ASCdatabase application. This section refers also to the Terms and Conditions. Since the section’s purpose is to provide information only, no further features are integrated.

2.2 Register Tab

All applicants who would like to register for the ASC are required to select a user name and enter their personal data in the respective data entry field of the registration screen. The user name must consist of at least five characters and should contain letters, numbers and only these special characters: “.”, “-”, “_”.

In addition, all applicants are required to select the capacity they would like to register/apply for (“**APPLICATION FOR**” field). In technical terms, the different stakeholders of the ASC and ASCdatabase are referred to as “tenants”

 A screenshot of the registration form on the ASCdatabase website. The form is titled "Please choose a user name and fill in your personal data". It contains several input fields: "User Name:", "First Name:", "Last Name:", "Date of Birth:" (with a calendar icon), "Country of Birth:" (with a dropdown menu), "Place of Birth:", "Email Address:", "Verify Email Address:", and "Application For:" (with a dropdown menu). Below the "Application For:" field, there are three options: "Mediation Capacity", "Post-Conflict Reconstruction and Development", and "Peace Support Operations". A note states: "Please note that user name All fields are mandatory." Below this, there is a checkbox for "I accept the Terms & Conditions and the Privacy Policy of African Standby Capacity (ASC). I have saved and/or printed out a copy of the Terms & Conditions." and a "Register" button. At the bottom, there is a link: "If you prefer to register offline, please download the registration document, fill out and send us by mail or email."

of the ASCdatabase. Hence, in the following chapters the term “tenant” is used simultaneously for AUC Divisions and/or regional organisations, which constitute the ASC.

While Mediation and Post-Conflict Reconstruction and Development (PCRD) capacities are managed on the continental level, the Peace Support Operations capacity is, in accordance with the structure of the African Standby Force (ASF), managed on the regional level. Hence, applicants for the PSO capacity have to indicate the regional organisation/mechanism they wish to register for. Thus, they have to fill in the additional field “Region”, which appears once the capacity Peace Support Operations is selected. As result of this selection, applicants’ data will automatically be registered in the roster of the respective regional organisation. This means that, as long as the expert profile is not shared (see 6.1.3) with other tenants or nominated for any mission deployment, the organisation that has been selected by the applicant has exclusive access to the expert’s data.

Applicants who want to register offline can find a link for downloading the ASC CV/Offline Registration Form at the bottom of the registration screen. The completed registration form as well as the corresponding documents have to be sent to the respective AUC Division or regional organisation via email, mail or fax. Hence, they might end up on your desk for you to register the respective expert via the “Create Profile” feature, which will be explained in detail in chapter 6.1.3.

The combination of the information on first name, last name, date and place of birth constitutes the unique identification combination of each expert and aims at preventing multiple registrations.

TIPS

RFPs and HRFPs receive their personal login details from the ASCdatabase administrator. Hence, you do not have to register first.

The general data that is requested for registration ensures that a person cannot register twice.

After the successful online registration, applicants will receive an automatically generated system email message via the email address given during registration. This email contains an activation link and a brief explanation of how to proceed and complete the individual Personal Expert Profile (PEP) in the ASCdatabase.



TIPS

Please note that both user name and password are case sensitive.

Applicants will get their login details either automatically when registering online to the ASCdatabase or from you as their assigned RFP when you register them based on the submitted offline application documents.

If you have forgotten your password click on Password forgotten?. Follow the instructions and your password will be sent automatically to your email address.

If you do not have a user name or password, please contact the database administrator (asc@africanstandbycapacity.org).

Once logged in, your login expires after a certain period of inactivity. In this case, just log in again via the login window. This is a security and data protection measure.

[Terms and Conditions](#) | [Imprint](#)

2.3 Login Tab

By means of the **LOGIN** Tab you as RFPs/HRFPs, similar to registered experts and ASC members, can access the ASCdatabase application. In order to log in, you have to enter your user name and password in the respective fields and click the **LOGIN** button.

2.4 About Tab

The **ABOUT** Tab briefly explains the background of the ASCdatabase application and who its initiators are. Since the section's purpose is to provide information only, no further features are integrated.

2.5 Footer Menu

The **FOOTER** Menu on the ASCdatabase's landing page (database.africanstandbycapacity.org) contains two sections: Terms and Conditions and Imprint. Each section can be easily accessed by clicking on the section link in question.

Terms and Conditions

By clicking on Terms and Conditions in the **FOOTER** Menu of the ASCdatabase's landing page, the entire "Terms and Conditions" text will be displayed in a new window. The text provides you with detailed information on the application's purpose as well as on the privacy policy and the terms of use that have to be accepted by all users of the ASCdatabase at the point of registration. Since the section's purpose is to provide information only, no further features are integrated.

Imprint

Clicking on Imprint in the **FOOTER** Menu of the ASCdatabase's landing page leads you to information on copyright, links to external websites, the exclusion of liability, legal validity of this exclusion of liability and the conception and technical implementation of the database. Since the section's purpose is to provide information only, no further features are integrated.

3. Desk Officer User Roles and Access Rights

In order to effectively use the different human resources (HR) management features of the ASCdatabase and to apply the predefined roster admission and nomination workflows, several desk office (DO) user roles exist. These have different purposes, tasks and responsibilities and, subsequently, access rights. The table below lists user roles with corresponding access rights for the ASCdatabase and Admin Center. Each role and associated access rights will be elaborated below.

Overview of user roles and corresponding access rights for the views “**ALL PROFILES**”, “**MY PROFILES**”, “**EDIT PROFILE**” and “**DELETE PROFILE**”.

User role	All Profiles	My Profiles	Edit Profile	Delete profile
Assignable	Yes	No	Yes	Yes
Human Resource	No	Yes (only experts that are assigned to a mission position of your tenant that is managed by you as respective HRF)	Yes (only if under “ MY PROFILES ” and: read-only in the position assignment status „Nominated“, „Applied“ or “Declined”; full access in the position assignment status “Accepted”, “Contracted” or “OnMission”)	No
Training	No	Yes (only experts that are assigned to a training of your tenant)	Yes (read-only and only if under „My Profiles“)	No
Report Viewer	No	No	No	No
Supervisor	Yes	Yes	Yes	Yes
AdminCenter Administrator	Yes	Yes	Yes	Yes

Overview of user roles and corresponding access rights for the functions “**MISSION**”, “**TRAINING**”, “**TENANT-SPECIFIC REPORTS**”

User role	Mission	Training	Tenant-specific Reports
Assignable	Yes (as DO assignable you may nominate profiles of your tenant for upcoming missions of all tenants)	Yes (as DO assignable you may nominate profiles of your tenant for upcoming trainings of your tenant)	No
Human Resource	Yes (read and write access for all missions of your tenant)	No	No
Training	No	Yes (as DO training you may view, create, manage and modify trainings of your tenant)	No
Report Viewer	No	No	Yes
Supervisor	Yes	Yes	Yes
AdminCenter Administrator	Yes	Yes	Yes

Overview of user roles and corresponding access rights for the functions “AdminCenter”, “Logs”

User role	Admin Center (email templates and thematic pools)	Admin Center (expert profiles)	Logs
Assignable	No	No	No
Human Resource	No	No	No
Training	No	No	No
Report Viewer	No	No	No
Supervisor	Yes	No	No
AdminCenter Administrator	Yes	Yes	No

3.1 Advisor

The user role “**ADVISOR**” is the basic user role, which will be automatically assigned to each DO upon creation of the DO account. This user role allows the system to distinguish between expert and desk officer. The basic Advisor role has to be combined with one or more of the other user roles, but cannot remain as stand-alone.

3.2 Assignable

The user role “Assignable” is the main role for desk officers operating the ASCdatabase on a regular basis, hence it is assigned to the RFP of the respective tenant.

As DO “Assignable” you have the following access rights:

1. You can view and modify all expert profiles registered and released within your tenant. Hence, you can see and edit the tabs “All Profiles” and “Edit Profile” (PEP).
2. You can register experts via the “Create Profile” feature based on their offline application and subsequently edit and modify their profiles.
3. You may nominate experts to mission positions of all tenants and trainings of your tenant.
4. You may delete PEPs by using the “Delete Profile” feature.

3.3 Human Resources

The user role “Human Resources” is assigned to desk officers that are tasked with the management and administration of a mission. DOs “HR” manage PEPs once they have been contracted to a mission which this DO has created in the ASCdatabase and also manages. Usually this applies for staff working in the human resources division of the AUC or the regional organisations. DOs “HR” have access rights to PEPs that differ from the ones of DOs “Assignable”. In contrast to the view of DOs “Assignable”, DOs “HR” see the tab “My Profiles” instead of “All Profiles”, which lists the PEPs of experts that have been contracted and deployed to the mission this DO manages. For the duration of the mission assignment, DOs “HR” have full access rights, i.e. read and write to the respective PEPs.

DOs “HR” receive read-only access rights to a PEP as soon it has been nominated for a position within the mission this DO manages. This allows the DO “HR” to screen and evaluate the nomination and, if suitable, include the expert in the subsequent selection process.



3.4 Training

The user role “Training” is assigned to DOs that manage training activities of the respective tenant, i.e. AUC Division or regional organisation and could also be assigned to representatives of training centers. Similar to the user role “HR”, DO’s with the user role “Training” can view all profiles which have applied TO/ been nominated for a training of their tenant in the list “MY PROFILES”. Access to these PEPs is read-only. DOs “Training” cannot modify and edit PEPs. Nevertheless, they can view, create and modify training courses of their tenant.

3.5 Supervisor

The user role “Supervisor” combines the functions and access rights of the user roles “Assignable”, “Human Resources” and “Training”. In addition, DOs “Supervisor” have access to the Admin Center of their tenant. Here, they can view, create and modify email templates and thematic pools.

3.6 AdminCenter Administrator

The user role “AdminCenter Administrator” combines the functions and access rights of the user roles “Assignable”, “Human Resources” and “Training”. DOs “AdminCenter Administrator” have access to the Admin Center of their tenant and, in addition to the user role “Supervisor”, have access to the tab “Profiles”. Hence, they can view all unreleased, released and deleted profiles of their tenant and potentially delete them.

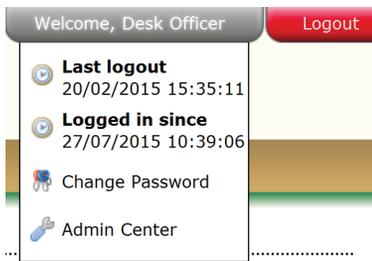
3.7 Report Viewer

DOs “Report Viewer” can view reports in the ASCdatabase. Reports are created in order to illustrate certain statistical data of PEPs within the database application.

4. ASCdatabase Main Page

After you have successfully logged in to the ASCdatabase, you will see the Main Page with the PEP List Overview. Here, a range of features is provided to support your daily operation of the ASCdatabase and PEPs registered to your tenant. In comparison, the features displayed and provided for registered experts are far fewer as they can only access their personal data stored in their ASCdatabase account.

In the following chapters, you will be familiarized with each feature in detail. The chapters are illustrated with screen shots wherever deemed helpful. The sequence of chapters starts at the top of the Main Page and works its way downwards. Hence, we start with the Header Menu followed by the Main Menu, the Sub Menu, and later on the Side Navigation Bar, the Drop Down Menus and further features.



4.1 Header Menu

The Header Menu contains a drop down menu with several features. The drop down menu will be displayed when sliding the cursor over the Welcome button. Information on your last logout is provided as well as the time elapsed since your last login. In addition, you can change your password or access the Admin Center (depending on your user role).

4.1.1 Change Password

Furthermore, users can change their password by means of the Change Password feature. Simply click on Change Password and follow the instructions that are given in the small dialogue window.

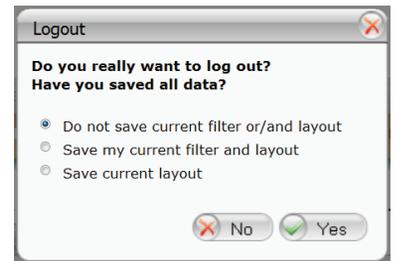


4.1.2 Admin Center

Should you have been assigned the user role “Supervisor” or “AdminCenter Administrator”, you can access the Admin Center of your tenant through the Header Menu. Once you click on  Admin Center you will be directed to the Admin Center start page, where you can log into the Admin Center. The Admin Center will be explained in more detail in chapter 13.

4.1.3 Logout

If you would like to log out from your ASCdatabase desk officer account, you press the red Logout button. Subsequently, a pop-up window will be displayed to help avoid unintended logouts. You will be prompted on whether you really want to logout and if so, whether you would like to save the currently used layout and/or filtering adjustments. The logout is completed, once you press the Yes button.



ASCdatabase

MAIN MENU

Manage Profiles

Edit Profile

Manage Events

Reports

Show O

Filter My Profiles

All Profiles

Sharing Offers

Create Profile

Personal O

To Do

No Tasks available

SIDE NAVIGATION BAR

Pool Filter

Nationality Filter

Reminder

My Views

All Views

Manage Profiles » All Profiles

DROP DOWN MENU

Edit ▾
 Export ▾
 Print
 Configuration ▾
 Clear Filter

Drag a column header here to group by that column

		<input type="checkbox"/>	Number	First Name	First Nationality	Permanent Address
		<input type="checkbox"/>	2076	Patrice	Rwandan	
		<input type="checkbox"/>	2090	Blake	Gambian	
		<input type="checkbox"/>	2128	Marie-Ange	Kenyan	Flower Road 1 03801 Nairobi Kenya
		<input type="checkbox"/>	2195	Tajeu	Liberian	
		<input type="checkbox"/>	2170	irene	Kenyan	
		<input type="checkbox"/>	2091	Wakeele	Cameroonian	
		<input type="checkbox"/>	2072	Malinga	Zimbabwean	+27124204841 Harare Zimbabwe
		<input type="checkbox"/>	2121	Yaya Sireh	Ghanaian	
		<input type="checkbox"/>	2165	Huria	Ethiopian	EUSTACE STREET 3243 ADDIS ABABA Ethiopia
		<input type="checkbox"/>	2172	Myself	Kenyan	Sdnfp;.dj Nairobi Kenya

PEP LIS

Page 2 of 3 (30 items) ◀ 1 [2] 3 ▶

QUICK PAGE NAVIGATION BAR

Create Filter

Welcome, Desk Officer

Logout

HEADER MENU

changes

rganizer

Quick Search:

Search

Age	Sex	Expert Status	Blood Group	Pools	Tenants
54	Male	Roster Member	AB (Rh negative)	Basic, SADC Basic, EC	EASFSec, ECCAS, EC
51	Male	Roster Member	B (Rh positive)	Basic, SADC Basic, Ba	EASFSec, ECCAS, EC
37	Female	Roster Member	O (Rh negative)	Basic, SADC Basic, Ba	EASFSec, ECCAS, EC
39	Male	Roster Member	O (Rh negative)	Basic, ECCAS Mission	EASFSec, ECCAS, Me
32	Female	Roster Member	A (Rh positive)	Basic, SADC Basic, Ba	AU-DPA, AU-DSA, EA
36	Male	Roster Member	O (Rh positive)	Basic, SADC Basic, Ba	EASFSec, ECCAS, EC
37	Male	Roster Member	O	Basic, Basic, ECOWAS	ECOWAS, Mediation,
31	Female	Roster Member	A (Rh negative)	Basic, SADC Basic, Ba	EASFSec, ECCAS, EC
41	Female	Roster Member	O (Rh positive)	Basic, SADC Basic, Ba	EASFSec, ECOWAS,
33	Male	Roster Member	O (Rh positive)	Basic, ECOWAS Basic	EASFSec, ECCAS, EC

ST OVERVIEW

5. Main Menu

The Main Menu comprises of four sections or tabs: Manage Profiles, Edit Profile, Manage Events and Show Changes. All sections are divided into subsections that contain different processing options.

Depending on your user role, you will see different subsection headlines:



View for desk officers with the user role Assignable: **1**

View for desk officers with the user role Human Resources: **2**

View for desk officers with the user role Training: **3**

View for desk officers with the user roles Report Viewer, Supervisor/Administrator will see an additional tab Reports: **4**

TIPS

The section you are in is always highlighted.

Only one tab can be displayed at any time.

The Edit Profile tab is only active – or checkable – if a PEP is marked.

Name	First Name	Title	First Nationality	Current City	Age	Sex	Blood Group	Expert
2020	Delawade	Dr	South African	Johannesburg	35	Female	B (26 - registered)	Raster
2021	Abayeh	Dr	South African		46	Male	B (26 - registered)	Raster
2022	Olwe	Dr	Ghanaian	Accra	47	Female	A (26 - registered)	Raster

5.1 Manage Profiles

The PEP List Overview under Manage Profiles / All Profiles or / My Profiles lists all PEPs you have full access to. Each PEP contains the personal data of an expert stored in your tenant of the ASCdatabase.

The overview displays main categories for structuring the PEP List. These categories are sorted in columns. The sequence of category columns can be changed and by drag and drop. Columns can be added or removed via the “Configuration” drop down menu.

Depending on your user role, the Manage Profiles tab contains six subsections: Filter, My Profiles, All Profiles, Sharing Offers, Create Profile and Personal Organizer.

All subsections apart from “Filter” will be introduced to you in the following chapter. Chapter 12 elaborates the “Filter” subsection and the use of the “Filter” feature.

5.1.1 All Profiles and My Profiles

The subsections All Profiles is displayed to DOs with the user role “Assignable”, while DOs with the user role “Human Resources” and “Training” will see My Profiles instead. While the All Profiles section lists all PEPs available to the DO “Assignable” in the PEP list, the My Profiles section displays only PEPs that have been assigned to the DO “Human Resources” in the frames of a mission deployment or have applied or been nominated for a training of the DO “Training”.

DOs with the user roles “Supervisor” and “AdminCenter Administrator” see both tabs (My Profiles as well as All Profiles).

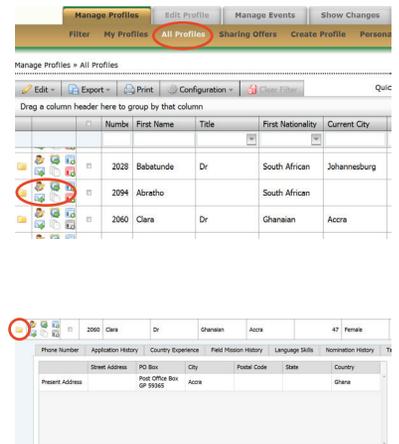
The icons in the second column from the left of each PEP provide shortcuts to the following functions:

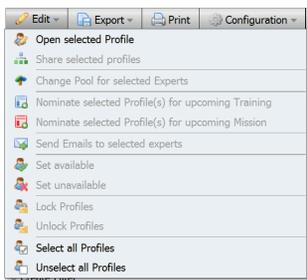
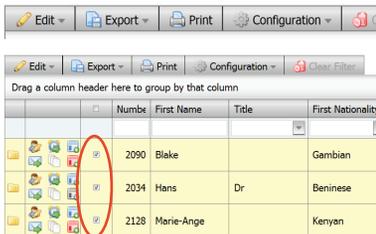
Edit Profile 	Set Reminder  (Personal Organizer)	Add Expert to Training  (DOs Assignable only)
Send Email to Expert 	Show Email list (Dossier) 	Add Expert to Mission  (DOs Assignable only)

Apart from the different views relating to All Profiles and My Profiles, there are, due to the different tasks, more features available in the Edit Profile Menu. I.e. only DOs “Assignable” have access to the features: “Nominate Expert for Training”, “Nominate Expert for Mission”, “Share selected Profile(s)”, “Change Pool for selected Profile(s)”, “Lock Profile(s)”, “Unlock Profile(s)”, “Set available” and “Set unavailable”.

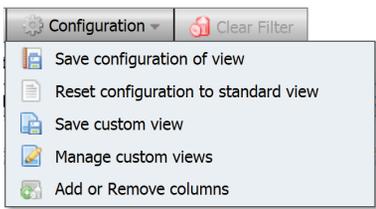
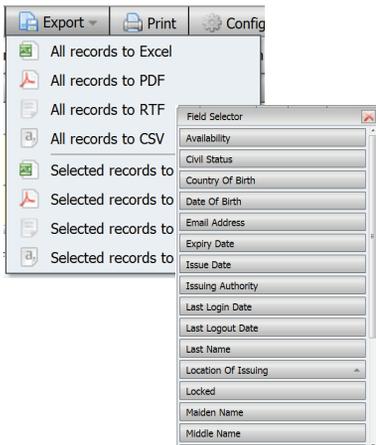
By clicking on the  icon, a short profile summary will be displayed in the PEP Overview.

The information displayed is only for reading purposes and cannot be edited. To edit a PEP click on  or double-click on the PEP. Now the Edit Profile tab will open.





TIP
Select one or more profiles by ticking the check box in the third column from the left of a PEP displayed in the main field before applying one of the functions in the Edit drop down menu.



5.1.1.1 Drop Down Menu

The My Profiles and All Profiles sections contain five drop down menus with which you can navigate through the features of the PEP List Overview: Edit, Export, Print, Configuration and Clear Filter.

5.1.1.2 Edit

The **EDIT** feature provides you with a multitude of options for editing PEPs. A drop down menu appears when you move the cursor over the **EDIT** button. All functions provided in the menu can be applied to the PEPs selected.

5.1.1.3 Export

The **EXPORT** dropdown menu appears when you slide the cursor over the **EXPORT** button. The functions in that menu provide several options to export the listed data into other file formats. You can export either the entire list or selected profiles. The following file formats are available for export: Excel, PDF, RTF, CSV. After clicking on one of the commands listed in the Export drop down menu, a dialogue window appears. By following the instructions, you can generate an Excel, PDF, RTF or CSV file that contains the exported data.

5.1.1.4 Configuration

The Configuration drop down menu appears when you slide the cursor over the Configuration button. The functions provided in this menu help to customize the view of the main PEP overview. The columns view can be configured by adding or removing columns.

When clicking on the command Add or Remove columns, a pop-up window opens, the so-called Field Selector. Categories can be added or removed by drag and drop: Drag a header to the column header section

and drop the selected header there. The same method is used to remove a category: Drag a header out of the column header section and drop it in the Field Selector area.

To save the customized view (i.e. the selection of columns that should be displayed by default) click on the command Save custom view and follow the instructions. You may give the custom view a specific name and description and save it either under “My Views” or by ticking the Save as public view box under “All Views”. To do so, either tick the Save as public view box or click on the Manage custom views and follow the instructions.

By selecting the command Reset configuration to standard view you can exit the customized view and return to the standard view.

5.1.1.5 Print

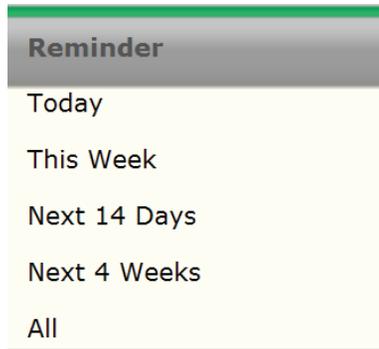
By means of the Print button, you can print the currently displayed PEP list. Simply click the Print button and follow the instructions in the dialogue window.

5.1.1.6 Quick Page Navigation Bar

The Quick Page Navigation Bar at the bottom shows how many PEPs are listed in the main overview. The total number of PEPs is displayed in brackets.

Each page contains a maximum of ten PEPs. Thus the Quick Page Navigation Bar also shows which page the PEPs are listed on (here: Page 1 of 4 with a total of 37 PEPs). By clicking on the numbers on the right, you can fast track to a certain page. By clicking on the left or right arrow, page by page is displayed.

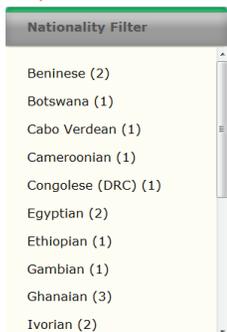




TIPS
You can assign PEPs to thematic pools by the Change pool feature.

Upon registration and profile release, PEPs are assigned to the “Basic” pool of the respective tenant by default.

Pools can only be created or changed in the AdminCenter. The AdminCenter can be accessed with the user roles “Supervisor” or “AdminCenter Administrator” only.



5.1.2 Side Navigation Bar

The sidebar displays the following features. To Do, Pool Filter, Nationality Filter, Reminder, My Views, All Views.

The PEPs listed in the main overview list are usually ordered alphabetically. However, you can adjust your view by using the categories listed in the side navigation bar.

5.1.2.1 To Do & Reminder

The To Do and Reminder sections in the side navigation bar on the left contain information on tasks that you have deposited in the Personal Organizer section.

5.1.2.2 Pool Filter

When you select the Pool Filter headline, all thematic pools of your tenant will be displayed. The numbers in brackets show how many PEPs each pool contains. In order to show the PEPs contained in each pool, select the pool in question.

5.1.2.3 Nationality Filter

You can sort PEPs of your tenant by nationality by means of the Nationality Filter in the left side navigation bar. By clicking on one of the nationalities displayed, PEPs with respective first nationality will be listed in the main overview. The nationality is chosen by the experts when registering their PEP or by a DO when creating an expert profile by means of the “Create Profile” feature.

In the “Share Profiles” window you can see all selected profiles as well as checkboxes for each tenant the PEP can be shared with. Tenants are displayed with their abbreviations. The check boxes for tenants, which you have previously offered PEPs or with which sharing exists already, are checked and inactive. Hence, you cannot share this PEP with the respective tenant twice. In addition, you may add a short comment or remark in the optional “Comments” text field.

Once you have selected all tenants you would like to share and added all comments, you may click “OK” and conclude the sharing process. By clicking “Close”, you can abort sending a sharing offer.

5.1.3.2 Offer Sharing and Abandon Sharing from Profile

If you would like to initiate a Profile sharing from the profile view, you click the button in the Action Menu. Again, the window “Share Profiles” opens, where the selected profile is displayed.



If the profile is shared with at least one other tenant, you can abandon the sharing by clicking in the Action Menu of the respective PEP. This button is disabled, if the PEP has not been shared with and accepted by another tenant in order to avoid loss of data.

5.1.3.3 Accept/Decline Sharing Offer in the Sharing Offers Overview

Only DOs “Assignable” can view the “Sharing Offers” Overview accessible from the Main Menu Manage Profiles. The overview displays basic information about each PEP that has been offered for sharing by another tenant.

Each PEP tile shows first name, last name, date of birth, place of birth, country of birth, photo and comment for each sharing offer. The abbreviation of the tenant, which offered the sharing is displayed in the bottom right corner.



If you would like to accept the offer, you may click , while clicking  declines the offer.

By clicking the button “View profile” on the left lower corner of the tile, you can view the offered profile (read-only). If the offer is accepted, it disappears from the sharing offers overview and is displayed in the profile overview “All Profiles”, where you can view and modify the profile. If the offer is declined, the tile is removed from the overview and the profile is not shared.

5.1.3 Create Profile

Although it is expected that applicants for the ASC register themselves only, some might not have reliable internet connection or other reasons prevent them from registering online. For these cases, the Create Profile feature exists. With this feature, you as DO “Assignable” can create a PEP based on a paper application (e.g. CV, certificates, etc.) without the expert having to register for the database. To that end, experts can download the ASC Offline Registration Form from the Register page of the database, which includes a CV and space for further information required for a complete profile registration and release as well as instructions. The Create Profile feature functions in the same manner as the Register as Expert feature.

Accordingly, you are required to fill in some general data of the expert (user name, first name, last name, date of birth, country of birth, place of birth, e-mail address). If the applicant has not specified a user name in the Offline Registration and CV Form, you would have to choose the user name on behalf of the applicant.

Once you have filled out all data entry fields and have pressed the OK button, the PEP is saved in your tenant and the system automatically creates a PEP number. Contrary to PEPs that have been created online by experts, PEPs that have been created by means of the Create Profile feature are visible to you even before profile release. Hence, you can complete all other sections of the profile until profile release. To that end, search for the respective name in the database and follow the instructions in the chapter on Edit Profile.

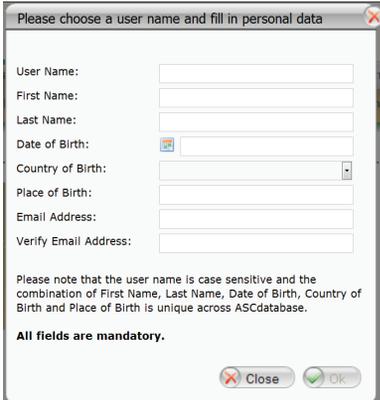
TIPS

Please be aware that only PEPs in profile status “RosterMember” can be shared.

Sharing offers can be found in the “Sharing Offers” overview and can be either accepted or declined.

You may abandon a PEP, i.e. the profile disappears from your Profile Overview and cannot be accessed by you anymore. In this case the profile automatically moves to the tenants it has been shared with previously.

Please be aware that abandoning a PEP is only possible, if the profile has been shared with at least one other tenant in order to avoid loss of data.



Please choose a user name and fill in personal data

User Name:

First Name:

Last Name:

Date of Birth:

Country of Birth:

Place of Birth:

Email Address:

Verify Email Address:

Please note that the user name is case sensitive and the combination of First Name, Last Name, Date of Birth, Country of Birth and Place of Birth is unique across ASCdatabase.

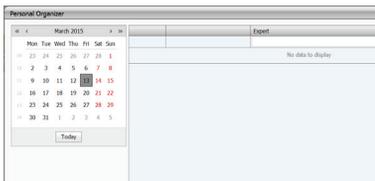
All fields are mandatory.

Close OK

If you would like the expert to have access and complete the PEP, you can manually send an activation link.

In the profile overview, a desk officer can send an activation link to an expert. The email dialogue allows to select a system email template for this purpose, which is called “Activation Link” template. You are able to modify the text of the email before sending. The placeholder [ACTIVATION_LINK] is replaced with the actual activation link after closing the dialogue.

The mail template used is the template “ExpertActivation”, which you find and edit in the Admin Center, under “Email Templates - Show System Templates”, if you possess the user role DO “Supervisor” or “AdminCenter Administrator”.



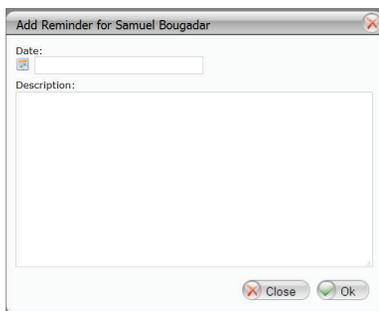
TIP

A list of reminders is also displayed in the Reminder and To Do section of the side navigation bar in the Manage Profiles section.

5.1.4 Personal Organizer

The subsection Personal Organizer of the Manage Profiles tab displays an overview of all reminders set in relation to a specific expert in form of a calendar.

To set a reminder use the 🌐 Set Reminder icon of a PEP displayed in the Profile Overview. By clicking on it, a dialogue window opens. Enter the requested data and save the reminder or exit the window by clicking on close or the red cross in the upper right corner of the dialogue window.



TIP

A reminder can only be set in relation to a specific expert.

ASCDatabse

Navigation

- Personal Details
- Contact Information
- Email Addresses
- Availability and Restrictions
- CV
- References
- Employment
- Education
- Training
- Other Details
- Language Skills
- Areas of Expertise
- Relevant Regional and Country Experience
- Field Mission History
- Application History
- Nomination History
- Upload
- Dossier

MAIN MENU

Manage Profiles | Is Available | Change Pool | Send Email | Manage Events | Reports | Show Changes

Lock Profile | Delete Profile

SUB MENU

Personal Details | Contact Information | Email Addresses | Availability and Restrictions | CV | References | Employment | Education | Training | Other Details | Language Skills

FEATURE MENU

Back | Apply | Save | Reload | Share | Abandon

HEADER MENU

Welcome, Desk Officer | Logout

Active Profile

Clara Shalewa

User Name: clara-shalewa

City: Accra

Date Of Birth: 24/06/1968

Age: 47 years

Gender: Female

Education: ECCAS Basic, Basic Leadership, ECOWAS Basic, ECCAS Logistics HR Officer

Field: ECOWAS (ECOWAS Bar PSOD (Basic, Senior Leadership) Mediation (HR Officer) ECOWAS (ECOWAS Basic, Leadership, ECCAS Logistics

Current Position: Procurement Officer (EASFCOM Test Desk Officer: HumanResource EASFCOM

Status: Roster Member

Email: african.roster@gmail.

SIDE NAVIGATION BAR

Number: 2060

User Name: clara-shalewa

Title: Dr

First Name: Clara

Last Name: Shalewa

Middle Name:

Other Names:

Nick Name:

Sex: Male Female

Country of Birth: Ghana

Place of Birth: Accra

Date of Birth: 24/06/1968

Civil Status: Married

Nationalities:

Nationality	Type
Ghanaian	First Nationality

Blood Group: A (Rh negative)

Driving Licenses: Armored vehicles

Driving Skills: Armored vehicles

Dependants:

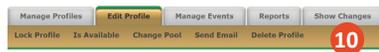
Name	Year of Birth	Relationship
------	---------------	--------------

PEP SECTION

Is needed for a completed profile. * Is required for saving

5.2 Edit Profile

The Edit Profile section of the Main Menu is only active when a PEP is open. With this function, you can add, modify and update data within the respective PEP. In addition and depending on your user role, you may lock a profile, set a PEP as unavailable, change pools, delete a profile or send emails to the expert directly from the database.



View for desk officers with the role Assignable, Report Viewer, Supervisor/AdminCenter Administrator **10**



View for desk officers with the role Human Resources, Training **11**

TIP

To enter the Edit Profile section double-click on a PEP in the PEP List Overview or click on the PEP icon. Alternatively, you can open a PEP by checking the box in the third column of a PEP and then selecting the command Open selected Profile in the edit drop down menu of the Manage Profiles section.

The login data for user patrice-kogame were not correct. Please try again or contact your respective organization.

TIP

To lock or unlock more than one PEP select the PEPs in the PEP Overview List by marking the check boxes in the third column of each PEP. Afterwards, use the Lock Profiles or Unlock Profiles command in the Edit drop down menu.

5.2.1 Sub Menu of Edit Profile

As displayed above, the Sub Menu of the Edit Profile Main Menu allows you to lock a profile, set a PEP as unavailable, change pools, delete a profile or send emails to the expert directly from the database. These features are explained in the following paragraphs.

5.2.1.1 Lock Profile

If you would like to prevent experts from editing or modifying their PEP, you may lock their PEP. If their PEP is locked, experts cannot log into the ASCdatabase and will receive an error message. You as DO “Assignable”, however, can still access and edit the PEP.

In order to lock a PEP, please click on the Lock Profile button of the Sub Menu. After having confirmed the query, the profile is locked. After successfully having locked the PEP, the Lock Profile button in the Sub Menu changes to Unlock Profile. Subsequently, in order to unlock a PEP click on the Unlock Profile button.

5.2.1.2 Not Available

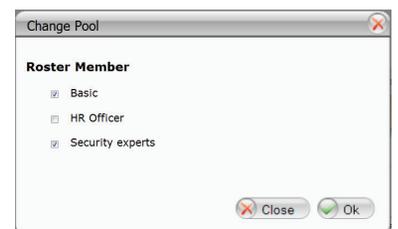
Although it is assumed by default that ASC members are available for mission deployments, individual experts might not be available for a certain time due to various reasons. In such cases there is no need to delete the PEP from the database, as the expert is likely to come back and be available for deployment at a later stage. In this case, you can mark the PEP as not available.

In order to mark a PEP as not available click on the Is Available button of the Sub Menu and confirm the query. After the confirmation, the system automatically informs the expert about the change of availability by email.

After having marked a PEP as not available, the button Is Available of the Sub Menu will change to Not Available. Once, the expert has informed you about his/her availability for mission deployments, you may click the Not Available button to mark a PEP as available again. Equally, the expert now will automatically be informed that his/her PEP has been set as available again.

5.2.1.3 Change Pool and Pool Assignment

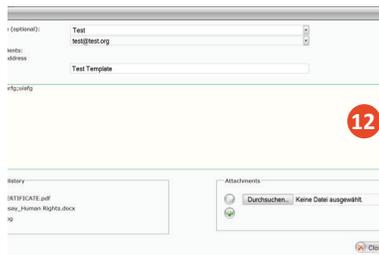
In order to manage your PEPs more effectively, you may cluster them in and assign them to thematic pools. The “Change Pool” feature is enabled only in state “Roster Member”. In order to do this, you first have to create thematic pools in the Admin Center. Once you press “Change Pool”, you will be displayed the previously created pools and can select which pool you would like the PEP to be assigned to.



TIPS

If you would like to move more than one PEP into a thematic pool, select the PEPs in the PEP Overview List section by marking the check boxes in the third column of each PEP. Afterwards, use the Change Pool command in the Edit drop down menu and follow the instructions.

Once having reached the status “RosterMember”, PEPs are automatically assigned to the “Basic” pool of the respective tenant.



TIPS

Filling in the Subject line is mandatory for sending an email.

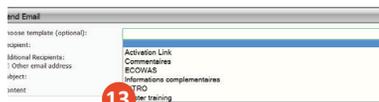
You may enclose an attachment to the email by searching for an attachment in the Attachments section or ticking one of the check boxes in the Attachment History area that contains all documents that are related to an expert's PEP.

To enclose more than one attachment press the Green Cross button  in the Attachments section.

To remove an attachment press the corresponding Remove button  in the Attachment section or remove the mark in the check box in the Attachment History section.

To exit the pop-up window without sending an email press the Close button or the red cross  in the upper right corner of the window.

To send an email to more than one expert select the PEPs in the PEP Overview List by marking the check boxes in the third column of each PEP. Afterwards, use the Send Email to selected experts command in the Edit drop down menu and follow the instructions



5.2.1.4 Send Email to Expert

Apart from automatic email correspondence of the database system with experts, e.g. after having registered or released the PEP; you may send an email to an expert directly from the application. In order to use the email feature, click on the Send Mail button in the Sub Menu of the Edit Profile section. **12**

A pop-up window will open in which the email text and subject can be entered. Furthermore, an already existing email template can be selected via the drop down menu. Choosing a template is optional. It is possible to edit the content of the message in the Content field. The recipient's main email address is pre-inserted in the Recipient line. However, additional email addresses can be added or other email addresses can be chosen by ticking the check box Other email address.

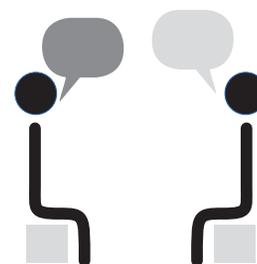
5.2.1.5 Manually Send Activation Link

If you have started creating a PEP on behalf of an expert by means of the "Create Profile" feature and would like to have the expert complete the PEP, you may manually send an activation link to the respective expert. To this end, you press "Send Email" and select the "Activation Link" template from the drop down menu of "Choose template" in the Send Email pop-up window. You are able to modify the text before sending. The placeholder [ACTIVATION_LINK] is replaced with the actual activation link once the email is sent. **13**

5.2.2 PEP Sections

Below the Main Menu and the Feature Menu all sections of the PEP are displayed in the Top Navigation Bar, which have to be completed either by the applicant or you as DO "Assignable". They correspond to the sections displayed in the Side Navigation Bar. The following paragraphs describe each section in detail. **14**





5.2.2.1 Personal Details

The Personal Details section contains all personal data required to identify a person. Drop down menus help avoid typing errors or different spellings so that the filtering functions can work properly. The data can either be filled in by the expert or by you as DO “Assignable”.

5.2.2.2 Contact Information

The Contact Information section contains all contact data of the expert. This section should be completed and regularly updated by experts in order to ensure that they can be contacted in any event. Drop down menus make sure that all required contact information is entered. It is possible to distinguish between an expert’s Present Address and Home Address and select different means of Telephone communication.

5.2.2.3 Email Addresses

The Email Addresses section contains all email addresses of the expert deposited in the ASCdatabase application. This area is usually completed and regularly updated by the experts in order to ensure that they can be contacted in any event. By checking the box next to an email entry the experts can indicate their primary email address. This so-called Main email address will be automatically used whenever an email is sent to the expert via the ASCdatabase application. Additional email addresses can be added or deleted by pressing the buttons. Pressing the envelope allows you to send an email to the expert via the database, pressing the Outlook symbol allows you to send the email via your email client.

TIP
Information on email addresses is stored in the separate Email Addresses section (see next paragraph).



5.2.2.4 Availability and Restrictions

In the Availability and Restrictions section, experts or DOs can provide information on the time frame an expert can be deployed (Availability) and whether there are any restrictions on deployment in certain areas. This area should be regularly updated by the expert. The text boxes allow for explanations of potential restrictions. The boxes are only activated when questions b), c) or d) are answered with Yes. If the tick box “Yes” is active, the expert has to fill in the corresponding information.

5.2.2.5 CV

The CV section lists all documents that have been uploaded to a PEP such as CVs (Résumés) or professional certificates. These documents may contain information that might not be stored in the PEP or can be forwarded to relevant partner organisations or missions.

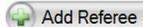
In most cases the documents are uploaded by the experts. They can, however, also be added by you, should you use the “Create Profile” feature. If you would like to prevent uploaded documents from being changed, edited or deleted, you can lock the respective document.

TIPS

To lock a document tick the  icon and confirm the confirmation query.

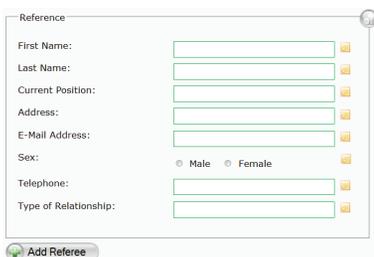
Although a locked document cannot be unlocked, additional and updated documents may still be uploaded.

5.2.2.6 References

Experts are requested to provide contact details of at least two referees. This data is stored in the References section. They may add as many references as desired by clicking on the  button. Individual references can be deleted by clicking on the “Delete” button  in the top right hand corner of the reference box.

5.2.2.7 Employment

The Employment section contains all relevant employments that an expert has had. Data is limited to the duration and time of the employment, the employer’s name and the position the expert held during this time.



Reference

First Name: 

Last Name: 

Current Position: 

Address: 

E-Mail Address: 

Sex: Male Female 

Telephone: 

Type of Relationship: 



Experts can add as many employments as desired by clicking on the “Add an element” button . Individual entries can be deleted by clicking the “Delete” button .

5.2.2.8 Education

The Education section lists all data concerning the educational background of an expert. In the Qualifications achieved box all academic degrees can be indicated by checking the respective check box. In the section below, attended and completed formal education or training can be described in more detail.

Additional entries can be added by clicking on the Add Education  button. Individual entries can be deleted by clicking the “Delete” button.

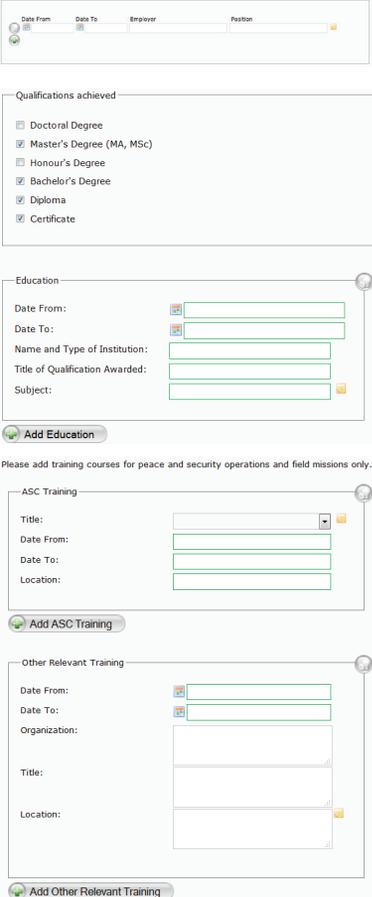
5.2.2.9 Training

The Training section lists information on training courses that are relevant for deployments in peace and security operations and field missions. In the ASC Training section training courses currently offered by your tenant can be chosen by its course name from the drop down menu. All other relevant course details will be automatically added.

Additional entries can be added by clicking on the “Add ASC Training” button or the “Add Other Relevant Training” button. Individual entries can be deleted by pressing the “Delete” button.

5.2.2.10 Other Details

The Other Details section contains data that is crucial for rapid deployment, such as Passport Data and Security Clearance (if applicable). The section also contains information on IT Skills.



The screenshot displays three sections of a software interface:

- Qualifications achieved:** A list of checkboxes for various degrees: Doctoral Degree, Master's Degree (MA, MSc), Honour's Degree, Bachelor's Degree, Diploma, and Certificate. The Master's, Bachelor's, Diploma, and Certificate options are checked.
- Education:** A form with fields for Date From, Date To, Name and Type of Institution, Title of Qualification Awarded, and Subject. Each date field has a calendar icon. Below the form is an "Add Education" button.
- ASC Training:** A form with fields for Title (with a dropdown menu), Date From, Date To, and Location. Below the form is an "Add ASC Training" button.
- Other Relevant Training:** A form with fields for Date From, Date To, Organization, Title, and Location. Each date field has a calendar icon. Below the form is an "Add Other Relevant Training" button.

Below the ASC Training section, there is a note: "Please add training courses for peace and security operations and field missions only."

TIPS

The drop down menu in the ASC Training area lists all training courses that have been created in the Training Management section for your tenant.

Training courses that are not listed in the drop down menu of the ASC Training area but are relevant to Peace Support Operations can be added in the Other Relevant Training section.

Language	Language Skill Rating
Dzongkha	Basic knowledge
French	Mother tongue
English	Working proficiency

5.2.2.11 Language Skills

The Language Skills section lists languages that the expert speaks and corresponding levels of proficiency (Language Skill Rating). As a quality assurance mechanism this section can only be completed by you as DO “Assignable” on the basis of proof and documentation, which has been provided by the expert. In order for you to be able to verify and properly assess the expert’s language skills, please ask for appropriate documentation and proof.

Available proficiency ratings are: Mother tongue, Working proficiency, Independent user, Conversational level, and Basic user.

Depending on the documentation and proof received, you can add as many entries on language skills as desired and necessary by clicking the green cross . Individual entries can be deleted by clicking the “Delete” button. However, it makes sense to only add languages that are relevant for field mission deployments (AU or regional organisation official languages).

TIP

Please remember: Information on language skills can only be filled in by a desk officer, not by an expert. This is a quality assurance measure.

5.2.2.12 Areas of Expertise (AoE)

The Areas of Expertise section is crucial when it comes to expert selection procedures as it lists the expert’s knowledge, thematic working experience and expertise. Hence, it should always be kept up to date and correct. In addition, it should reflect the criteria and standards defined for ASC membership. As a quality assurance mechanism, and in order to guarantee compliance with the ASC standards and criteria, the Areas of Expertise section can be modified only by you as DO “Assignable” and not by experts themselves. Should you be unsure about the claimed expertise and experience and the provided documentation does not give sufficient proof, seek for additional verifiable reference.

The AoE section is divided into four main areas: Programme Fields, Mission Administration and Support, Mission Leadership, Mediation. Each main area contains sub-divisions of the individual subject matter. In order to mark each subject matter expertise that can be attributed to the respective expert, please check the corresponding tick box.

5.2.2.13 Relevant Regional and Country Experience

The Relevant Regional and Country Experience section lists information on relevant regional experience and the type and duration of one's experience (Knowledge through desk work and research, up to 2 months in situation, up to 6 months in situation, up to 1 year in situation, up to 2 years in situation, more than 2 years in situation). As a quality assurance mechanism it can only be edited by you as DO "Assignable" on the basis of documentation and proof provided by the respective expert.

Region	Country	Type of Experience
Northern America	United States of America	Up to 1 year in situation
Western Africa	Liberia	Up to 2 years in situation
Western Africa	Sierra Leone	More than 2 years in situation
Eastern Africa	Somalia	Up to 1 year in situation

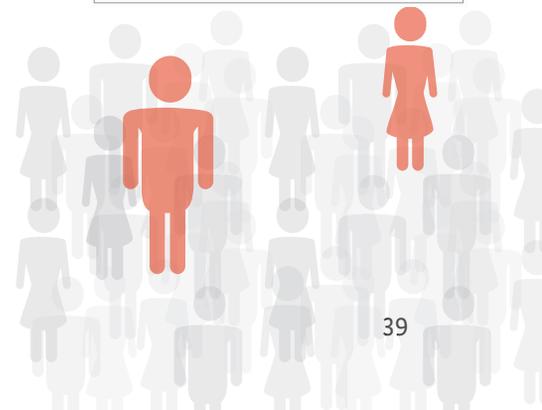
Drop down menus for Region, Country and Type of Experience help avoid typing errors or spelling differences and ensure that the filtering function of the ASCdatabase application can be applied properly.

You may add as much Relevant Regional and Country Experience information as necessary and desired by clicking on the green cross. Individual entries can be deleted by pressing the "Delete" button.

5.2.2.14 Application History

An automatic entry is added to the application history, if an expert applies for a position of a mission. This application history is available for all tenants and experts (read-only). It cannot be changed and edited.

Application History	
Date of Application:	<input type="text"/>
Mission Name:	<input type="text"/>
Position:	<input type="text"/>
Organization:	<input type="text"/>
Region:	<input type="text"/>
Country:	<input type="text"/>
Organizing Tenant:	<input type="text"/>



5.2.2.15 Nomination History

Nomination History

Date of Nomination:	05/11/2014
Mission Name:	AUMOS
Position:	Logistics Officer
Organization:	EASF
Region:	Eastern Africa
Country:	Seychelles
Organizing Tenant:	EASFSec
Nominating Tenant:	SADC

The Nomination History lists all position the expert has been nominated by you or, if the PEP has been shared with other tenants, by the respective other tenants. Entries are automatically filled in, when you nominate the PEP to a certain position. The entries cannot be changed here, but only in the mission management.

The section displays the date of the nomination, the position nominated for, the organisation mandating the mission or field deployment, the name of the operation, the region and country of deployment as well as the organisation or division (tenant) that has mandated the mission and the tenant that has nominated the expert for this deployment.

5.2.2.16 Field Mission History

Field Mission History

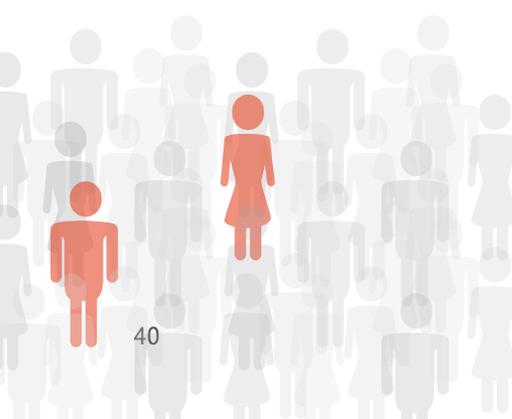
Date From:	
Date To:	
Organization:	
Mission Name:	
Position:	
Region:	
Country:	
Mandating Organisation:	

The Field Mission History is divided into two sections. The upper section can be edited manually in order to display mission deployments prior or independent from ASC membership. This list can be modified by the expert or by you as DO “Assignable”.

The lower section contains an automatically generated list of mission position assignments in state “OnMission” and “Participated”, which have been created by means of the Mission Management feature of the ASC-database. The Mission Management feature will be explained in detail in chapter 8.1.

In accordance with the data entered for the respective position in the Mission Management and the mission management workflow, the Field Mission History automatically displays and updates information on duration of deployment, mission details and position. If the mission assignment is cancelled, the entry will be removed from the list.

Entries are ordered by date in an ascending manner and can be viewed by everyone who has access to the profile.



5.2.2.17 Upload

In this section, experts upload all documents required for profile release as well as potential additional documents or a photo. Should you have created the PEP, please upload the mandatory documents here. The following document categories are available:

- **CV/Offline Registration Form** (mandatory for profile release)
- Motivation Statement (optional, but recommended)
- Photo (optional, but recommended)
- **Education/Professional Certificates** (mandatory for profile release)
- Other Supporting Documents (optional)
- **Scanned Copy of Passport** (mandatory for profile release)
- Police Report (optional)

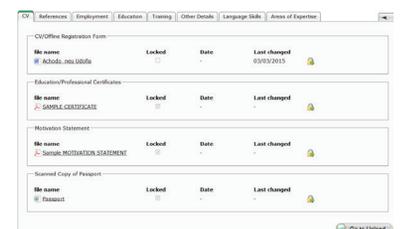
Generally, one document can be uploaded per category. In the categories “Education/Professional Certificates” and “Other Supporting Documents” up to four different documents can be uploaded.

If an expert or you as DO “Assignable” uploads a new document and

- there is no document of that category yet: The new document is added;
- there is an existing unlocked document of that category: The new document overwrites the existing unlocked document;
- there is/are existing documents, but these are locked: The uploaded document will be added, if the maximum number of documents for that category is not been reached yet; else an error message will be displayed.

There is a maximum upload capacity of 10MB, which is divided among the categories in the following manner:

- CV/Offline Registration Form: 2 MB, maximum one document;
- Motivation Statement/Photo/Copy of Passport: 1 MB each, maximum one document per category;



TIP

In order to upload a file, click on the Browse/Parcourir/Pesquisar button, select and open the respective file, and press the “Save” or “Apply”

button in the Feature Menu.

- Educational/Professional Certificates 1 MB each, up to four documents;
- Other Supporting Documents 1 MB each, up to four documents.

The following file format can be used for uploading documents:

- CV/Offline Registration Form, Other Supporting Documents, Motivation Statement: *.pdf; *.doc; *.docx; *.odt
- Photo: *.jpg; *.png; *.gif
- Certificates, Passport Copy: *.jpg; *.png; *.gif; *.pdf.

5.2.2.18 Dossier

Dossier				
Personal Details				
Contact Information				
Email Addresses				
Availability and Restriction				
Add Memo Refresh				
Drag a column header here to group by that column				
Subject	Content	Source Type	Cr	
<input type="checkbox"/> Training Course History changed	Applied for a Training Course : Membership Status for Training Course 'EASF Foundation course' done	Training	15	
<input type="checkbox"/> Availability changed	The availability was changed to 'Is Available' for 'Abraham Udofo' on 3/20/2015.	Availability	20	
<input type="checkbox"/> Pool changed	The expert was assigned to pool ECCAS Logistics.	Status	18	
<input type="checkbox"/> Pool changed	The expert was assigned to pool ECCAS Logistics.	Status	18	

The Dossier section is only visible to you as DO and displays all correspondence between you and the expert, which has been sent via the ASCdatabase application. Furthermore, all status changes of the roster admission process or pool changes as well as changes in availability are listed here.

In addition, you can generate, modify or delete Memos. Memos are meant to store and exchange information between DOs, which should not be visible to the expert.

TIPS

If a newly generated memo does not show immediately in the Dossier section click on the Refresh button next to the Add Memo button.

The Dossier section is NOT visible for experts and serves for internal communication.

To Add a Memo, simply click on the “Add Memo” button . Follow the instructions in the pop-up window and do not forget to save the memo by clicking on the OK button. If you want to exit the pop-up window without generating a memo click on the Close button or the red cross in the upper right corner of the window.

5.2.3 Active Profile Sidebar

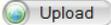
The “Active Profile” sidebar on the right hand side displays a short summary of the most important information of the PEP, which is currently open. If you click on the name of a capacity (Mediation, PCRD) or an organisation (EASE, ECCAS, ECOWAS, NARC, SADC) in the section “Tenants”, a document with respective contact information opens in a new window.

Fields	Description
Pool	Shows a list of thematic pools the expert is assigned to
Tenants	Shows a list of all tenants the PEP is shared with (the names of the thematic pools are displayed in parentheses)
Upcoming Position/ Current Position	Shows the name of the upcoming mission position the expert has been accepted for or has already signed a contract for. Or shows the name of the position in a field mission the expert currently holds.
Desk Officer	Displays the name of the desk officer, who is responsible for the current mission assignment.
Status	Shows the status of the PEP in the roster admission process from “Applicant” to “Roster Member”. Please be aware that a PEP can only be considered for a mission deployment, if the roster admission process has been completed successfully and the expert has been granted the status “Roster Member”.
Email	Displays the main email address the expert has provided.



Active Profile





Name:
Clara Shalewa

User Name:
clara-shalewa

City:
Accra

Date Of Birth:
24/06/1968

Age:
47 years

Pool:
ECCAS Basic, Basic, ECCAS Pro, Senior Leadership, ECOWAS Basic, ECCAS Logistics HR Officer

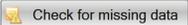
Tenants:
ECOWAS (ECOWAS Bas PSOD (Basic, Senior Leadership) Mediation (HR Officer) ECCAS (ECCAS Basic, ECCAS Pro, ECCAS Logistics)



5.2.4 Feature Menu

The Feature Menu assists you to navigate between the different views of a PEP or perform some features.

5.2.4.1 Check Profile for Missing Data

The Check for missing data button in the Feature Menu allows experts to check whether their profile is filled in completely and which section is missing. Same applies to you as DO when having used the Create Profile feature to register a PEP. When pressing the “Check for missing data” button  a new window opens and displays the missing

TIPS

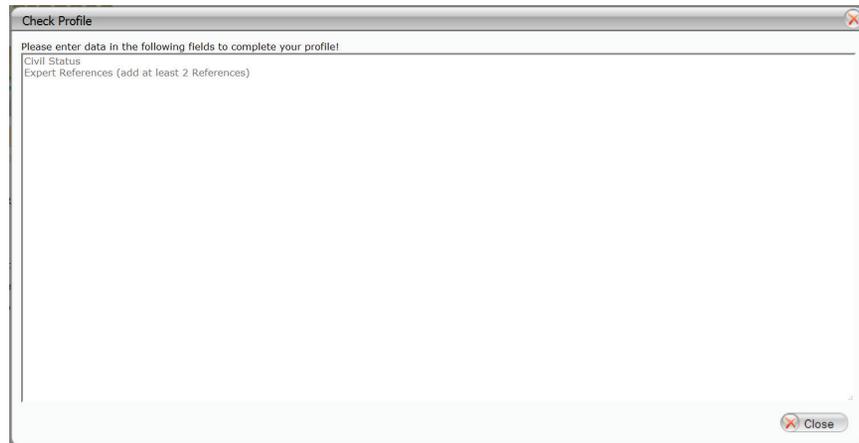
The “BACK” button leads you back to the PEP List Overview.

Any changes that are made within the PEP can be buffered by clicking on the “APPLY” button  in the Feature Menu. The application remains in the PEP in question.

In order to save all changes made while editing a PEP, click on the “SAVE” button  and the application automatically returns to the PEP Overview List.

The “RELOAD” button enables you to reload the desktop view.

data or incomplete section. Once all relevant sections of a PEP have been completed the “CHECK FOR MISSING DATA” button disappears automatically.



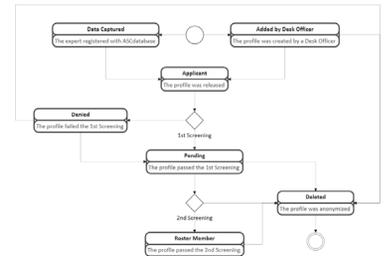
6. PEP Status Changes during Roster Admission Process

The different stages of the roster admission process taking place outside the database are reflected by corresponding status changes of the PEPs within the ASCdatabase. In the course of the roster admission process each PEP within the ASCdatabase passes through the status changes displayed in the chart below.

Most of the status changes take place between the first and second screening. The profile status is displayed at the bottom of the Active Profile Sidebar

A profile can be deleted by the expert in each status (see chapter 11 for more in details).

The next subchapters explain each profile status individually.



6.1 Status “DataCaptured” or “AddedByDeskOfficer”

All PEPs that are created via online registration (register form) by experts are automatically assigned to status “DataCaptured”. In this status, the PEP is not visible for DOs.

Once a PEP has been completed and released, the profile status changes from “DataCaptured” to “Applicant” and the system will automatically send an email to the expert (see the predefined system email template ConfirmationOfReceipt in the Admin Center) confirming receipt of the application for ASC admission. DOs “Assignable” are subsequently able to view and access the profile.

If you as DO “Assignable” register a profile (by means of “Create Profile” feature), the profile is assigned to status “AddedbyDeskOfficer”. If you add data to the PEP, the system will automatically check, whether you have inserted all required data for a profile release. Once all data for profile release has been added, the PEP will automatically be released and the following message will be displayed:



The following status changes are possible:

- DataCaptured → Applicant (manually, once the profile is complete, by accepting the terms & conditions)
- AddedByDeskOfficer → Applicant (automatically, once the profile is completed and has been released)

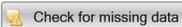


6.2 Profile Release

After registration and activation applicants get access to their PEP, which is in status “DataCaptured”.

In this status the following profile sections are available in the profile view:

To release a profile, all required data entry fields need to be completed. Only if the profile is released (next status “Applicant”) the desk officers of the tenant the expert has chosen during the registration can view the profile.

By clicking the  button the profile is checked for missing data, and a pop-up with information about the data that still needs to be entered to reach the profile state “Applicant” is shown.

When saving the profile, the system checks, whether the profile is complete. If the profile is complete, the release query opens.

After checking both tick boxes and confirming the release request, the profile will automatically be released, and the status is changed from “DataCaptured” to “Applicant”. The button “Check for missing data” disappears. The PEP appears in the PEP Overview List of the tenant the expert has registered for and you as corresponding DO “Assignable” have access to the profile now.

If the expert has rejected to release the profile, he/she can release it manually at a later stage by clicking the button  in the Top Menu of the profile view. Once the release query has been confirmed, the system automatically sends a confirmation to the expert, confirming receipt of the application and giving further instructions on completing additional sections, which are shown after profile release. These are explained in the next paragraphs.



6.3 Profile after Release

Once the profile is released, additional sections are displayed for the applicants. They now see the sections Employment, Education, Training, Other Details, Language Skills, Areas of Expertise, Relevant Regional and Country Experience in the Side Navigation Bar of their PEP. In accordance with the conformation email they have received, applicants are required to complete the sections on Employment, Education Training and Other Details. As a quality assurance mechanism, the section on Language Skills, Areas of Expertise and Relevant Regional and Country Experience can only be completed by you as DO “Assignable” after having received sufficient proof and documentation of the claimed skills.

6.4 Status “Applicant”

Once a PEP has been released, it reaches the status “Applicant”. It is now visible to the DO “Assignable” of the tenant the expert has registered for. The respective DO can now conduct the first screening of the data and uploaded documents of the PEP. During the first screening you as DO “Assignable” should check whether

1. the PEP contains all required upload documents, i.e. at least CV, relevant education and professional certificates, copy of passport, as well as additional optional documents, and
2. the expert meets the basic standards and criteria for admission to the ASC, and
3. all information is filled correctly and accurately and specifically all contact details are valid and up-to-date.

Navigation
Personal Details
Contact Information
Email Addresses
Availability and Restrictions
CV
References
Employment
Education
Training
Other Details
Language Skills
Areas of Expertise
Relevant Regional and Country Experience
Field Mission History
Application History
Nomination History
Upload

The following toolbar is displayed for these actions:



If the above mentioned three steps have been completed, the PEP is complete and all standards and criteria for ASC admission have been met, you may press the “First screening passed” button. If the PEP is incomplete and has not been completed even after you have requested the applicant to add the mission data or the expert does not meet all standards and criteria for ASC admission, you may press the “First screening failed” button. If “First screening failed” is clicked the profile state changes from “Applicant” to “Denied” and the system will send an email to the expert (see the predefined system email template “FirstScreeningFailed” in the Admin Center). The email will be informing the applicant that not all standards and criteria have been met and reapplication is possible once all standards and criteria have been met.

The following status changes are possible:

- Applicant → Denied (manually by “First screening failed”)
- Applicant → Pending (manually by “First screening passed”)

6.5 Status “Denied”

Once, you as DO “Assignable” have pressed the “First screening failed” button, the PEP is assigned to status “Denied”. This means that the PEP is excluded from further processing within the ASC admission process, until all criteria have been met. The “First screening failed” button disappears and only the “First screening passed” button remains in order to allow you to press it at a later stage, when all preconditions have been met.

Once this is the case, you may press the “First screening passed” button and continue with the next step of the ASC admission process.

The following status changes are possible:



- Denied → Pending (by “First screening passed” after previous “first screening failed”). The following toolbar is displayed:

6.6 Status “Pending”

By pressing the “First screening passed” button, the PEP automatically transfers to status “Pending”. This means you can now process the data in the next stage of the roster admission process, i.e. conduct a selection interview, do reference checks and have the expert attend basic training.

The following toolbar is displayed:

Only once the expert has passed through all these activities successfully, you may press the “Second screening passed” button. This means that the expert is now a roster member. Analogically, the PEP status changes from “Pending” to “RosterMember” and the PEP will automatically be added to the Basic Pool of your tenant.



If the expert does not complete the roster admission process successfully, i.e. fails the interview and hence cannot be admitted to the ASC, you may press the “Second screening failed” button. This results in the PEP being deleted from the ASCdatabase. This is a measure to reduce the data garbage within the ASCdatabase. Hence, before pressing the “Second screening failed” button, you should be 100% sure that the corresponding expert should not become an ASC member and is unsuitable for field deployments. There will be no email sent out from the ASCdatabase to the expert, in case the PEP has been deleted. The decision to refuse ASC membership should be communicated by you in the frames of the roster admission process, hence, after a failed interview or negative reference checks.

The following status changes are possible:

- Pending → Roster Member (manually by “Second screening passed”)
- Pending → Deleted (manually by “Second screening failed”).

6.7 Status “RosterMember”

A profile in state “RosterMember” has successfully completed the roster admission process, hence, is a full-fledged member of the ASC.

You as DO “Assignable” can now share the PEP with other tenants or nominate the expert for a matching position in a mission or for a training.



The following toolbar is displayed:

By clicking the button “Share”, you can share the PEP with one or more other tenants. Consequently, the PEP will appear in the “Sharing Offers” section of the tenant(s) you have offered the PEP to. By clicking “Abandon” you can abandon the sharing of a profile. Hence, you will not have access to this PEP anymore. Abandoning a profile is only possible if the profile is shared with at least one other tenant. For more information on how to share an expert profile, please see chapter 6.1.3.

6.8 Profile as a Roster Member



In the status “RosterMember” experts can either be nominated or apply themselves for mission positions or trainings.

6.9 Availability Statuses

In addition to the described statuses during the roster admission process, a PEP can have a number of different availability statuses, once a “RosterMember”. The availability status is displayed in the respective columns of the PEP Overview List.

The following statuses are possible:

- “Available”
This is the default status, as it is assumed that every expert that has registered for the ASC is available for mission deployments. This status changes, once an expert is on mission or the respective profile has been set to “Not Available”.
- “OnMission”
An expert has status “OnMission” once they have been nominated and selected for a mission (for further information on Mission Management please see chapter 8.1).
- “NotAvailable”
This status illustrates that the expert is currently not available for mission deployments. Hence, the PEP can manually be set “Not Available” by you as DO “Assignable”.

Profile	Role	Country of Birth	First Nationality	Availability	Expert Status	Specialties	Pool
2181	Expert	Egypt	Egyptian	Available	Router Handler	EMSPS, ECCAS, ECON, SACC, Basic	
2178	Specialist	Somali	Somali	Available	Router Handler	AU-CPA, AU-OSA, EAFI, SACC, Basic	
2121	Specialist	Ghanaian	Ghanaian	Available	Router Handler	EMSPS, ECCAS, ECON, Basic, SACC	
2106	Specialist	Nigerian	Nigerian	Available	Router Handler	EMSPS, FCSI, Basic, SACC	
2184	Specialist	Nigerian	Nigerian	Available	Router Handler	EMSPS, ECCAS, ECON, Basic, SACC	
2128	Specialist	South African	South African	Available	Router Handler	EMSPS, ECCAS, ECON, Mission Sup	
2145	Specialist	Ethiopian	Ethiopian	Available	Router Handler	EMSPS, ECONVIG, HAI, Basic, SACC	
2185	Specialist	Congolese Democratic Rep.	Congolese	Available	Router Handler	EMSPS, ECCAS, ECON, Basic, SACC	

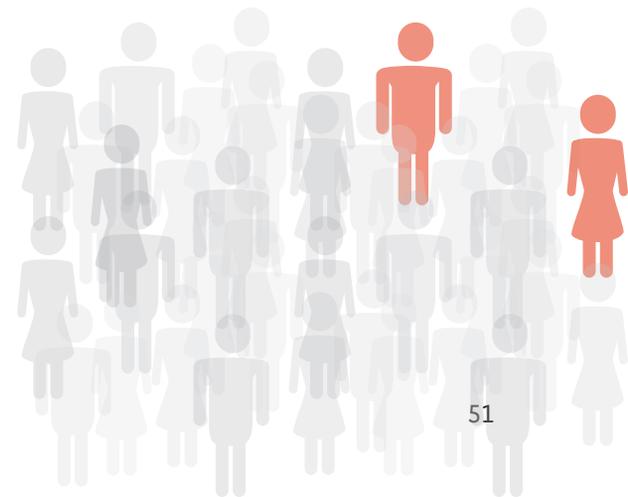
6.10 Status Locked

As already explained above, if you would like to prevent experts from editing or modifying their PEP, you as DO “Assignable” can lock a PEP. A PEP can only be locked in profile statuses “Applicant” and above. Locked PEPs are displayed in yellow in the PEP Overview List.

If their PEP is locked, experts cannot log into the ASC database and will receive an error message. You as DO “Assignable”, however, can still access and edit the PEP.

[Open selected Profile](#)
[Share selected profiles](#)
[Change Pool for selected Experts](#)
[Nominate selected Profile\(s\) for upcoming Training](#)
[Nominate selected Profile\(s\) for upcoming Mission](#)
[Send Emails to selected experts](#)
[Set available](#)
[Set unavailable](#)
Lock Profiles
[Unlock Profiles](#)
[Select all Profiles](#)
[Unselect all Profiles](#)

The login data for user patrice-kogame were not correct. Please try again or contact [your respective organization](#).



7. Manage Events

The Manage Events tab and underlying workflows enable you to effectively and transparently manage and track PEPs in the course of a nomination and deployment for a mission position or participation in a training. Subsequently, the Sub Menu of the Manage Events tab displays all features that can be applied in connection with these activities. Depending on your user role and access rights, you may nominate experts for mission positions or trainings, view vacancies for mission positions, have received nominations displayed or manage missions or trainings.

The user roles DO “Human Resources” for Mission Management and DO “Training” for Training are most relevant for many activities of the Manage Events feature.



View for desk officers Assignable

View for desk officers Human Resources

View for desk officers Training

View for desk officers Supervisor and AdminCenter Administrator

7.1 Mission Management

DOs “Human Resources” or “Supervisor” manage missions, mission positions and mission position assignments of the corresponding PEPs. The Mission Management is tenant-specific, i.e. as DO “Human Resources” you can create and edit only missions of your tenant.

ID	Name	Description	Status	Date
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14
15	15	15	15	15
16	16	16	16	16
17	17	17	17	17
18	18	18	18	18
19	19	19	19	19
20	20	20	20	20

The mission management is accessed via “Manage Events” in the Main Menu followed by clicking on “Mission Management” in the Sub Menu. Now you can view all missions that have been created in your tenant in the past, with the following details:

1. Name,
2. Start Date,
3. End Date,
4. Mandating Organization,
5. Country of deployment, and
6. Description of the mission.

7.1.1 Mission Overview

In addition to the above, you can create new missions by clicking on “Add new mission”. Furthermore, you can export or print the mission overview and edit or delete missions.

	deletes a mission (only visible, if no mission position exists yet)
	opens the main data page of a mission for editing

7.1.1.1 Add New Mission

If you would like to create a new mission, all data entry fields marked with a red asterisk in the screenshot on the left have to be completed by you as DO “Human Resources”. Your name will be automatically filled in the field Responsible Desk Officer. If there are other colleagues in your AUC Division or regional organisation with the same user role, you may also select another colleague from the corresponding drop down menu. The following list explains all fields in more detail.

Data entry field	Description
Responsible Desk Officer	Drop down; displays a list of desk officers in role “Human Resources” of your tenant (the responsible desk officer of a mission is displayed in the profile sidebar of the expert’s PEP)
Organization	Drop down, displays a list of potential mandating organisations
Start Date	Calendar with which you can select the start date of the mission
End Date	Calendar with which you can select the end date of the mission
Type of Mission	Drop down; displays a list of mission types

Description	Optional description of the mission
-------------	-------------------------------------

Once you have completed all data entry fields, pressing “Ok” will get you back to the mission overview. Here you can further edit the mission.

7.1.1.2 Edit Mission – Main Data

If you click the edit mission button , the following screen is shown:



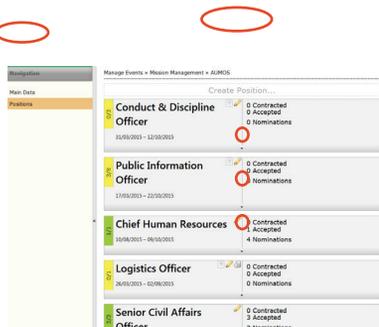
If necessary, you can modify the main mission details here. Please keep in mind that all fields are mandatory except “Description”. In addition, you can create a staffing table or individual mission positions. If you want to create mission positions for this mission, the duration of the mission positions must be fully within the duration of the mission. Hence, the start date of the mission has to be prior or equal to the start date of all positions, and the end date of the mission has to be equal or after the end date of all positions.

TIP
As DO “Human Resources” or “Supervisor” you can edit any mission of your tenant, but you cannot access missions of other tenants.

7.1.1.3 Edit Mission – Mission Positions Overview

The subpage “Positions” displays all existing positions of a mission. In addition, it allows you to create new positions via the Create Position feature.

Each mission position is displayed as a tile. Several features allow you to either edit, modify or manage the respective position and the nomination and deployment workflow. You have the following options:



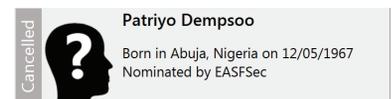
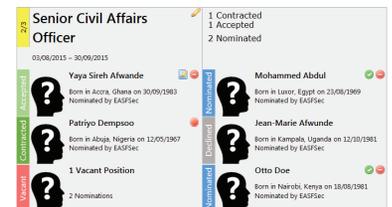
Button/Data	Action/Description
	Starts the download of the stored job description document, only visible, if a document was uploaded (see features “Create Position” or “Edit Position”)
	Deletes the position; only enabled, if the position has only expert assignments in statuses “Nominated”, “Declined” or “Cancelled”
	Opens the “Edit Mission Position” dialogue in order to modify the position data

2/3	The counter shows the amount of active assignments (in state “nominated”, “declined”, “accepted” and “contracted”) and the maximum number of positions. As long as the display is yellow the maximum number has not been reached. Once, it has been reached, the display turns green.
03/08/2015 – 30/09/2015	Shows the start date and end date of the position.
1 Contracted 1 Accepted 2 Nominated	These statistics count the assignments in state “Contracted”, “Accepted” and “Nominated”

7.1.1.4 Extended Mission Position Assignment View

By clicking the small triangle at the bottom of a mission position tile you can open the extended position assignment view. It displays all position assignments of the profiles, which are nominated or have applied for the respective mission position.

The tile for a position assignment displays the following information: first name and last name of the expert, state of the assignment, photo, place of birth, country of birth, date of birth and the source of the nomination/application (tenant and/or the expert him-/herself). If multiple tenants nominated the expert, they are shown as a comma-separated list.



The following assignment status displays exist:

Assignment Status	Description
Patriyo Dempsoo Born in Abuja, Nigeria on 12/05/1967 Nominated by EASFSec	The profile was nominated or has applied for the mission position
Abraztho Udofia Born in Pretoria, South Africa on 23/08/1969 Nominated by SADC	The profile’s nomination or application for the position was declined (previous state: “Nominated” or “Accepted”)
Yaya Sireh Afwande Born in Accra, Ghana on 30/09/1983 Nominated by EASFSec	The profile was accepted for the position by a desk officer (previous state: “Nominated”)
Patriyo Dempsoo Born in Abuja, Nigeria on 12/05/1967 Nominated by EASFSec	The profile is contracted for the position (previous state: “Accepted”)
Patriyo Dempsoo Born in Abuja, Nigeria on 12/05/1967 Nominated by EASFSec	The profile’s assignment to the position was cancelled (previous state: “Contracted”)
Peter Coulibaly Born in Bujumbura, Burundi on 26/08/1963 Nominated by EASFSec	The profile is currently on mission (previous state: “Contracted”)

 <p>Hans Mxumbe Born in Sotche, Angola on 30/06/1996 Nominated by EASFSec</p>	<p>The profile has concluded the mission assignment (previous state: "On-Mission")</p>
 <p>3 Vacant Positions 0 Nominations</p>	<p>Indicates the amount of vacant positions (= quantity of planned positions minus assignments in state "Accepted", "Contracted" or "OnMission")</p>



You cannot nominate the same expert more than once for the same position at one point of time unless the previous nomination has been declined.

By clicking on (Photo) you can open the PEP with read-only access rights, if the assignment state is "Nominated", "Declined", "Cancelled" or "Participated".

If a position assignment for a profile is in state "Accepted", "Contracted" or "OnMission" you as DO "Human Resources" have full access to the PEP and subsequently can edit and modify it, if necessary.

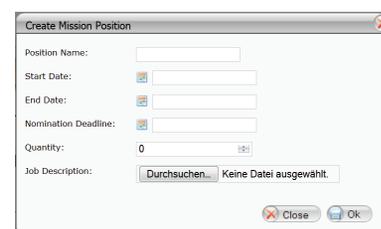
In order to manually initiate status transitions, you as DO "Human Resources" are provided with the following features illustrated by icons.

Icon	Action
 (Accept)	<p>Accepts the application or nomination and changes the assignment status from "Nominated" to "Accepted"</p>
 (Decline)	<p>Declines the application or nomination and changes the assignment status from "Nominated" or "Accepted" to "Declined"</p>
 (Contract)	<p>Contracts the expert and changes the state of assignment from "Accepted" to "Contracted"</p>
 (Cancel)	<p> Cancels the contract and changes the state of assignment from "Contracted" to "Cancelled"</p>
<p>(OnMission)</p>	<p>This assignment status is changed automatically from "Contracted" to "OnMission" when the start date of the respective position has been reached.</p>
 (Finish)	<p>Marks the mission assignment as finished and changes the assignment status from "OnMission" to "Participated"</p>

7.1.1.5 Create Mission Position

By clicking on [Create Position...](#), you can create a mission position in the mission that you have opened. Following, you should complete all data entry fields, which are described in detail below. The amount of possible positions is not limited.

Data entry field	Description
Position Name	text field
Start Date	Calendar; must be between (\geq) start date and (\leq) end date of the mission and must be before ($<$) the end date of the position
End Date	Calendar; must be between (\geq) start date and (\leq) end date of the mission and must be after ($>$) the start date of the position
Nomination Deadline	Calendar; must be before the start date of the position
Quantity	data field; indicates the number of positions available
Job Description	optional; uploads only one document in any file format



7.1.1.6 Mission Sidebar

The mission sidebar is shown on the right side of the subpages “Main Data” and “Positions”, and lists the main data of the mission.

Info	Description
Mission	The name of the mission
Start Date	The start date of the mission
End Date	The end date of the mission
Positions	Lists the positions and the names of the experts assigned to these positions in the following manner: If there are expert assignments in state “Accepted”, “Contracted” or “Participated”: Shows the name of the position, start date of position, end date of position, and a comma-separated list of the experts in state “Accepted” or above (first name + last name) If there are only expert assignments in state “Nominated”: Shows the name of the position, start date of position, end date of position and the string “Nominations available” If there are no expert assignments available: Shows the name of the position, start date of position, end date of position and the string “None”

Mission Info

Mission
AUMOS

Start Date
05/11/2014

End Date
04/11/2015

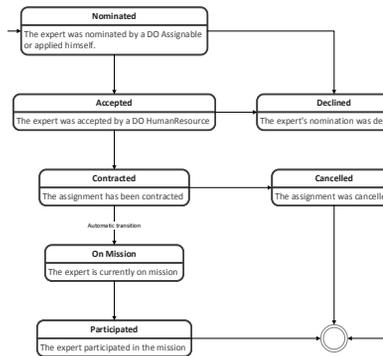
Positions
Conduct & Discipline Officer
 31/03/2015-12/10/2015
 None

Public Information Officer
 17/03/2015-22/10/2015
 Babatunde Anikulapo-Kuti, Peter Coulibaly

Chief Human Resources
 29/07/2015-09/10/2015
 Yaya Sireh Afwande

Logistics Officer
 26/03/2015-02/09/2015
 None

Senior Civil Affairs Officer
 03/08/2015-30/09/2015
 Mohammed Abdul, Otto Doe



7.1.1.7 Status Transitions of Mission Position Assignments

In the course of the nomination or mission assignment status PEPs undergo several transitions in order to map the respective status of the PEP within the process. The cart below outlines the status transitions.

The following paragraphs describe each position assignment status in more detail:

7.1.1.7.1 Position Assignment Status “Nominated”

Predecessor status: none, i.e. this is the first status a PEP will be assigned at the beginning of the transition process.

After an expert has applied for a mission position or you as DO “Assignable” in response to a vacancy announcement have nominated an expert for a mission position, the assignment is shown in status “Nominated” in the position assignment overview. There are no restrictions in terms of the number of nominations for a mission position. A profile can be nominated only once for any given mission position. Once a PEP has been nominated, the DO “Human Resources” responsible for this mission has read-only access to the profile.

By clicking on  the DO “Human Resources” can change the assignment status from “Nominated” to “Accepted”.

By clicking on  the DO “Human Resources” can change the assignment status from “Nominated” to “Declined”.

7.1.1.7.2 Position Assignment Status “Accepted”

Predecessor status: “Nominated”, i.e. status “Accepted” is reached once a nomination has been accepted. You as responsible DO “Human Resources” now have full access to the PEP.

Nominated



Otto Doe

Born in Nairobi, Kenya on 18/08/1981
Nominated by EASFSec




Dada Dimka could not be accepted: Accepting the expert would exceed the position's quantity.



TIP
It is not possible to accept more nominations/experts than the number of vacancies for this position. If the maximum number is reached, further transitions from state “Nominated” to “Accepted” are prohibited, i.e. no more nominations can be accepted. Instead an error message is displayed.

By clicking on the sign contract icon  the desk officer can change the assignment state from “Accepted” to “Contracted”.

If the expert is already contracted for another mission position that overlaps the period (start date – end date) of the selected mission position, the status change from “Accepted” to “Contracted” is not possible. An info about the assignment clash is displayed:

By clicking on , you can revert your acceptance of the PEP, i.e. the assignment status changes from “Accepted” to “Declined”.

7.1.1.7.3 Position Assignment Status “Contracted”

Predecessor status: “Accepted”, i.e. status “Contracted” is reached once you as DO “Human Resources” have signed a contract with an expert for a mission assignment and have pressed the  button. You continue to have full access to the PEP. By clicking on  you can cancel the assignment/contract. Hence, the assignment status changes from “Contracted” to “Cancelled”.

Once contracted, the assignment status automatically transitions from “Contracted” to “OnMission” when the start date of position is reached. This transition cannot be done manually.

7.1.1.7.4 Position Assignment Status “OnMission”

Predecessor status: “Contracted”, i.e., as described above, status “OnMission” is automatically assigned once the start date of the mission assignment/contract has been reached. You as DO “Human Resources” continue to have full access to the PEP. In order to allow for a contract/assignment extension without having to go through the whole assignment transition process again, the assignment remains in state “OnMission”, even though the end date of mission position/contract has been reached.

Accepted  **Mohammed Abdul** 
Born in Luxor, Egypt on 23/08/1969
Nominated by EASFSec

Declined 
Destia Tinibu could not be contracted: The following assignments clash:
Destia Tinibu is on mission AUSWAZ (Gender Affairs Officer) from 03/10/2014 to 17/10/2014.

Contracted  **Yaya Sireh Afwande** 
Born in Accra, Ghana on 30/09/1983
Nominated by EASFSec

On Mission  **Babatunde Anikulapo-Kuti** 
Born in Johannesburg, South Africa on 30/06/1996
Nominated by EASFSec

In order to complete an assignment, you have to press the 📅 button and manually conduct the assignment transition from “OnMission” to “Participated”. Should you forget to do so beyond the actual mission assignment, the respective PEP cannot be nominated in response to other vacancies. Hence, it is advised to set a reminder to end the mission assignment by means of the “Personal Organizer” feature.

7.1.1.7.5 Position Assignment Status “Participated”

Predecessor status: “OnMission”, i.e. transition to the status “Participated” has to be done manually, once a position assignment/mission deployment has been completed or at any other point of time during an assignment (e.g. premature end of mission).

In the status “Participated” you as DO “Human Resources” retain read-only access to the PEP.

7.1.1.7.6 Position Assignment Status “Declined”

Predecessor status: “Nominated”, “Accepted”, i.e. status “Declined” is reached, if you either decline a nominated from the beginning or revert your decision to accept a nomination.

In the status “Declined” you as DO “Human Resources” have read-only access to the PEP. After declining a nomination, a new nomination of the same PEP is still possible.

7.1.1.7.7 Position Assignment Status “Canceled”

Predecessor status: “Contracted”, i.e. status “Canceled” is reached manually by terminating a contract with an expert before the start date of a field deployment.

In the status “Canceled” you as DO “Human Resources” have read-only access to the PEP. This assignment status cannot be reverted and a new nomination of the same expert for the same position is prohibited.

Participated



Hans Mkumbe
Born in Stube, Angola on 30/06/1996
Nominated by EASFSec

Declined



Abratho Udofia
Born in Pretoria, South Africa on 01/08/1968
Nominated by SADC

Cancelled



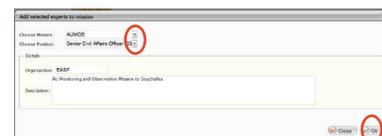
Patriyo Dempsoo
Born in Abuja, Nigeria on 12/05/1967
Nominated by EASFSec

7.1.1.8 Apply for Mission by Roster Member

Apart from being nominated by you as DO “Assignable”, roster members/experts can apply for mission positions of all tenants individually. This is possible only, if they are not “Contracted” or already “OnMission” on another mission position assignment at the same time.

In order to apply for a vacant position, the expert first has to click on “Apply for Mission” in the Main Menu of his/her PEP. In the subsequent pop-up window, they can choose a mission via the dropdown box “Choose Mission” and a position from the “Choose Position” dropdown menu.

By this action a mission position assignment in status “Nominated” is created for the expert. This is the starting point of the status transition process aligned to the nomination process.



7.2 Nomination Process

Besides the roster admission process, the nomination process is the second workflow that is mapped in the ASCdatabase. This process allows DOs “Assignable” to nominate suitable PEPs for vacant positions in a mission, which previously has been created by a DO “Human Resources” (see Mission Management). In the paragraphs below, the various mutually complementary features of the ASCdatabase that allow DOs to manage and track PEPs in the nomination process are explained in more detail.

7.2.1 Vacancies

As soon as applicable positions within a new mission have been created, they appear as vacancies in the “Vacancies” section in the Mission Management Sub Menu. As DO “Assignable” you can now see the list of currently vacant positions of all tenants. The overview lists vacancies before the nomination deadline.

Mission Name	Position Name	Start Date	End Date	Organizing Organization	Country	Desk Name	Last Name
UNEP	Senior Desk Officer	01/01/2015	31/12/2015	UNEP	Kenya	Senior Desk Officer	John Doe
UNEP	Senior Desk Officer	01/01/2015	31/12/2015	UNEP	Kenya	Senior Desk Officer	John Doe

TIPS

By clicking on the column header you can sort the information in the list in either ascending or descending order.

Clicking on  in the first column on the left side displays the vacancy announcement that has been uploaded for this position.

Mission Name	Position Name	Start Date	End Date	Organizing Organization	Country	Assignment State
UNEP	Senior Desk Officer	01/01/2015	31/12/2015	UNEP	Kenya	Notified
UNEP	Senior Desk Officer	01/01/2015	31/12/2015	UNEP	Kenya	Notified

TIPS

By clicking on the column header you can sort the information in the list in either ascending or descending order.

If you click on the  icon, the PEP of the nominated expert will be displayed.

The overview contains the following columns:

Column	Description
Mission Name	The name of the mission (see “Create Position”)
Mission Type	The type of the mission (see “Create Position”)
Position Name	The name of the position (see “Create Position”)
Start Date	The start date of the mission (see “Create Position”)
End Date	The end date of the mission (see “Create Position”)
Organizing Tenant	The abbreviation of the tenant, that manages or has mandated the mission
Country	The country of deployment of the mission
First Name	The first name of the responsible desk officer of the mission
Last Name	The last name of the responsible desk officer of the mission

7.2.2 Our Nominations

In order to retain an overview of nominations you have made in the past and their corresponding result, the “Our Nominations” section in the Mission Management Sub Menu lists all nominations initiated by you as DO “Assignable”.

The overview contains the following columns:

Column	Description
Mission Name	The name of the mission (see Create Position) you have nominated for
Mission Type	The type of the mission (see Create Position)
Position Name	The name of the position (see Create Position) you have nominated for
Start Date	The start date of the mission (see Create Position)
End Date	The end date of the mission (see Create Position)
Organizing Tenant	The abbreviation of the tenant, that manages or has mandated the mission
First Name	The first name of the nominated expert
Last Name	The last name of the nominated expert
Assignment State	The assignment status of the position in reaction to your nomination

Likewise, experts can apply only for trainings managed by tenants which they are registered for or have been shared with. Equally, DOs “Assignable” can nominate experts only for trainings managed by their tenant. If you as DO “Assignable” would like to nominate an expert for a training of another tenant, the PEP would have to be shared with this tenant first.

DOs “Training” have read-only access to the PEPs of those experts, who have applied/have been nominated for a training that is managed/has been created by them.

7.3.1 Add New Training

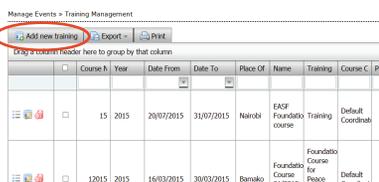
As DO “Training” you can create a new course by clicking on “Add new training” in the Sub Menu Training Management. In the subsequent pop-up window you may fill all required course data (mandatory fields are marked with a red asterisk). After having completed all data entry fields and having pressed the “Ok” button, the newly created course appears in the overview. Drop down menu entries have to be created in the Admin Center.

7.3.2 Show Participants’ List

You can view the list of course participants by clicking on the icon in the left hand column of the course overview.

All course participants are sorted in columns, which contain the following information:

Column	Description
Number	The sequence in which participants have applied/been nominated
Member Status	The current status of the course participant
Sex	The sex of the course participant
Last Name	The last name of the course participant
First Name	The first name of the course participant
Date of Birth	The date of birth of the course participant

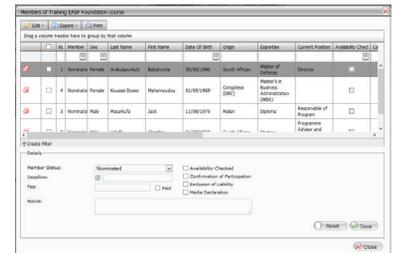


TIPS
Mandatory fields cannot remain empty.

You can edit or modify the main course data, by clicking on the  icon in the left hand column of the course overview.

The icon  deletes the respective course.

Email Address	The email address of the course participant
Origin	The country of origin of the course participant
Expertise	The academic qualification of the course participant
Current Position	The current position of the course participant
Availability Checked	Tick box! If the availability of the course participant has been confirmed, you as DO "Training" can tick the box confirming the availability.
Confirmation of Participation	Tick box! Once the course participant has participated in the training course, you as DO "Training" can tick the box confirming the participation.
Fee	Here the desk officer training can have a look, which fee the training course member has paid.
Paid	Tick box! If the desk officer has checked the payment of the course member one can tick the box, that the payment is checked.
Deadline	
Notice	

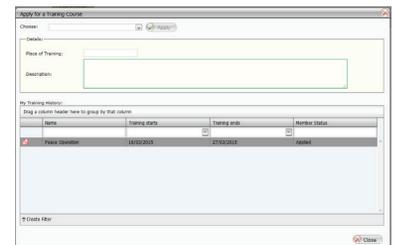


In the box below the participants' list, you may further edit information on individual course participants.

7.3.3 Apply for Training by Expert

Experts can apply for trainings created by a DO "Training" of the tenant they have registered for or have been shared with. To that end, they may press **Apply for Training** in the Sub Menu of their PEP. In the subsequent pop-up window, they can select a training course currently open for applications.

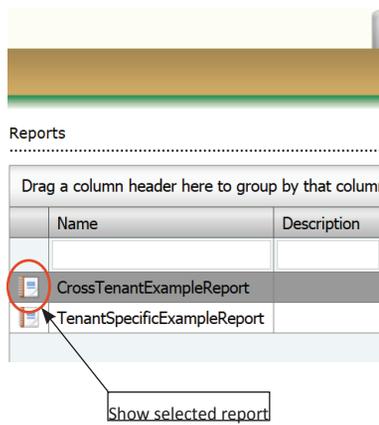
Previously attended courses are listed in the „My Training History“ section. DOs "Training" have read-only access to PEPs of nominated experts or persons that have directly applied for their courses.



8. Reports

Reports allow DOs to cluster statistical data of PEPs in reference to pre-defined categories. Reports can be accessed by DOs “Tenant specific Report Viewer” via the Reports section in the Main Menu.

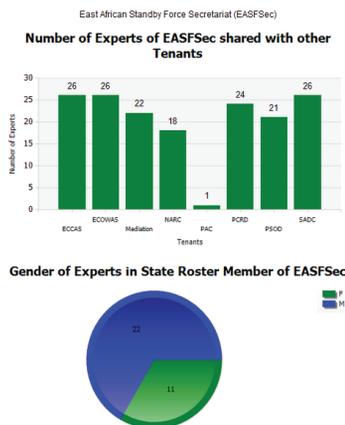
As the name suggests, the user role “Tenant specific Report Viewer” grants access to all tenant-specific reports. Tenant-specific reports according to pre-defined statistical data of PEPs can be either created, displayed, printed or exported.



8.1 Accessing a Report

Clicking on the Report section in the Main Menu leads you to a list of all reports deposited for your tenant. Depending on which report is chosen, the content appears immediately or has to be selected from different parameters. There are different varieties of reports, some with only a single value and others that allow for several values.

By clicking on Show Selected Report , the chosen report opens in the right preview section in consideration of the chosen parameters.



8.2 Working with a Report

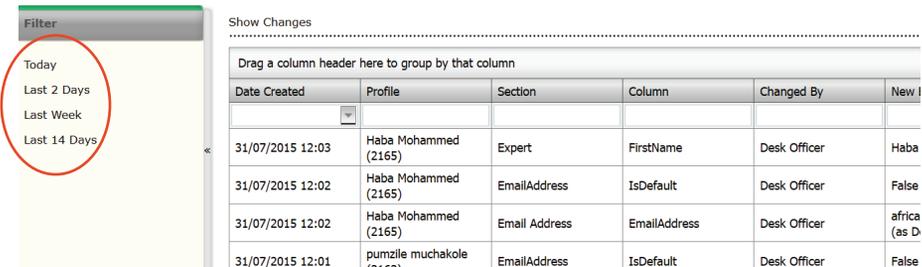
The toolbar at the top of the preview section allows for a variety of functions on how to use the report. By using the header menu of the report, you can browse through the report by using the arrow buttons, search for specific terms via the input field and the “Find” button, export the report to PDF, Excel or Word via the  icon or refresh the report by clicking on the  icon.

TIP 1 of 1 > >> Find | Next

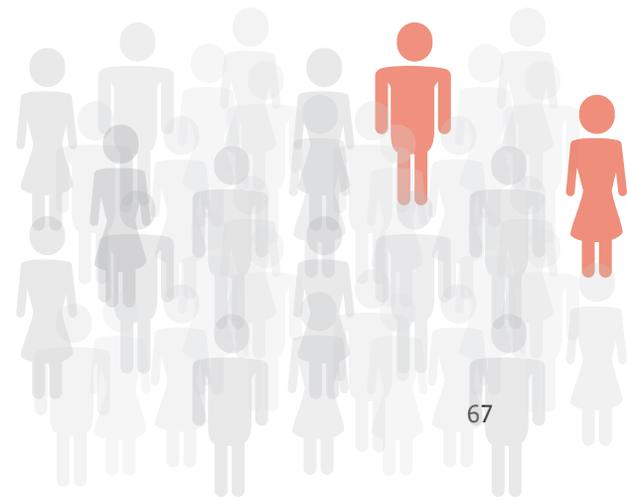
 You can print all exported reports.

9. Show Changes

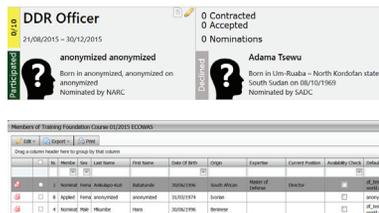
The Show Changes feature allows viewing all changes made to PEPs in your tenant over a certain period of time (today, last 2 days, last week, last 14 days) sorted by date shown on the left hand side.



Show Changes					
Drag a column header here to group by that column					
Date Created	Profile	Section	Column	Changed By	New I
31/07/2015 12:03	Haba Mohammed (2165)	Expert	FirstName	Desk Officer	Haba
31/07/2015 12:02	Haba Mohammed (2165)	EmailAddress	IsDefault	Desk Officer	False
31/07/2015 12:02	Haba Mohammed (2165)	Email Address	EmailAddress	Desk Officer	africa (as D
31/07/2015 12:01	pumzile muchakole	EmailAddress	IsDefault	Desk Officer	False



10. Profile Deletion



TIP

After pressing “Second screening failed”, the respective PEP will be deleted and only the hash value remains.

In order to reduce possible data garbage and keep the ASC database dynamic and functional, you can delete PEPs that are not to be used anymore. After having been deleted, PEPs cannot be accessed in the application (Profile Overview, Missions, etc.) any longer. As the PEP does not exist anymore, experts cannot log in. Deletion of a profile cannot be reverted. If the profile status changes to deleted, all personal data of the PEP are removed except for references to missions and trainings, and some statistically relevant data, like gender, nationality and date of birth.

A hash value is added to that profile which is used to mark further registrations of an expert with the same basic data as “Re-registered”.

10.1 Profile Deletion by an Expert



Experts can delete their PEPs if they are not locked at any time. This can be the case when an expert does not want to be member of the ASC any longer. Should the profile assignment status be “OnMission” or “Contracted” for a mission position, the following message is shown: “You are currently assigned to a position, you cannot delete your profile”. In any other case, the expert only has to confirm the deletion query and the PEP is deleted.

10.2 Profile Deletion by a Desk Officer



In addition to an expert, PEPs can also be deleted by DOs. However, this is only possible, if the following conditions are met:

- The profile is not locked,
- The profile does not have any mission position assignment in state “On-Mission” or “Contracted”,
- The profile is not shared with other tenants.

If the profile does not meet any of the conditions described above, the deletion will fail and you will be informed by an error message.

DOs “Assignable” can delete PEPs from within the Personal Expert Profile.

DOs “AdminCenter Administrator” can, in addition, delete released and un-released PEPs in the Admin Center.



11. Filtering and Searching PEPs

11.1 Terminology: Searching, Grouping, Sorting, Filtering

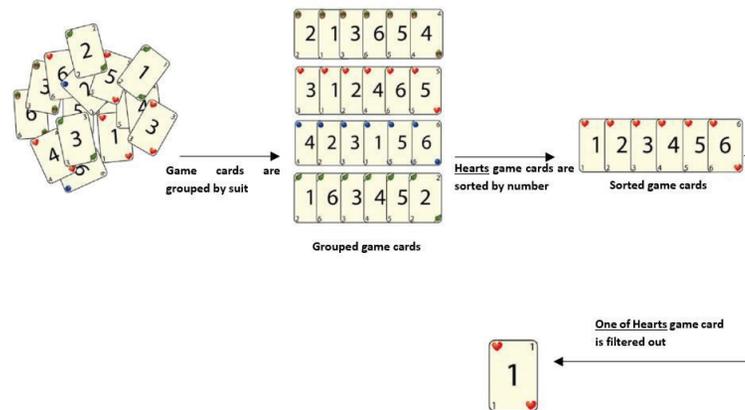
The ASCdatabase application allows you as DOs to group, to sort, to filter, and to search data. These terms and functions will be defined and explained with the help of a pack of cards. The cards are not directly related to the ASCdatabase. However, they are intended to help understand the difference between grouping, sorting, filtering, and searching.

11.1.1 Searching

Searching describes a general selection process for one or more elements from a number of elements. Grouping, sorting or filtering are methods to search for such an element.

Selection process example:

Search for game card One of Hearts

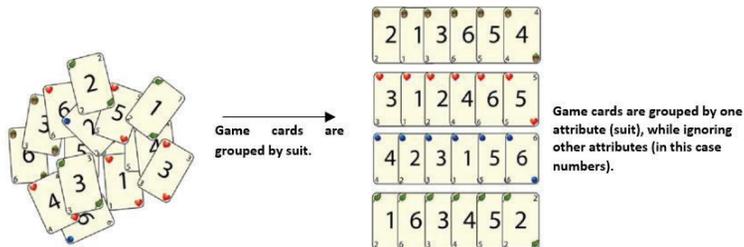


11.1.2 Grouping

Grouping is a classification process. Elements with at least one attribute in common are assigned to a group. Hence, it is necessary to decide which attribute elements are to be grouped before grouping them.

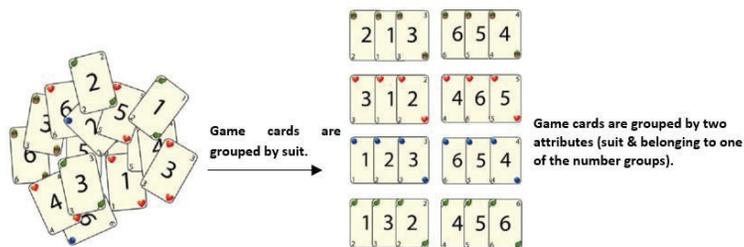
Classification process example 1:

Grouping game cards by suit



Classification process example 2:

Grouping game cards by suit and two groups of numbers (lower or equal 3 and higher or equal 4)

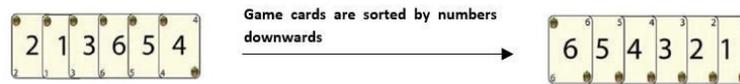


11.1.3 Sorting

Sorting is a re-ordering process of elements. Users choose the desired sequence.

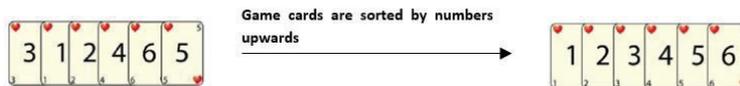
Re-ordering process example 1:

Sorting game cards by numbers descending



Re-ordering process example 2

Sorting game cards by numbers ascending



11.1.4 Filtering

Filtering is a method to fine-tune search results. This advanced searching process can follow as many sorting and/or grouping categories as desired.

Filtering example:

Filtering game cards by one grouping category and one sorting category



11.2 Sorting PEPs in the PEP Overview

By clicking on a header's name all PEPs will be sorted in relation to the respective category in a descending or ascending sequence. The little triangle next to a header's name indicates the category according to which the current list is sorted.

11.3 Filtering PEPs in the PEP Overview

Whenever a column category contains only a certain number of characteristics a drop down menu is available in the line below the column header. If no drop down menu exists, you may still enter a search term into the field under the column header.

11.3.1 Grouping PEPs in the PEP Overview List

Above the column headers, the grouping section helps to group all listed PEPs according to certain categories.

To group the PEPs according to the experts' country of birth drag the column header country of birth to the grouping line and drop it there. The figure to the right shows the first results of the current grouping.

The results can be grouped again in sub-groups by dragging another column header to the grouping line and dropping it there.

11.3.2 Quick Search Function

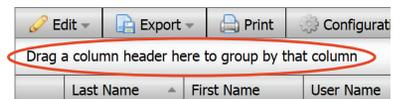
In the Quick Search function you may enter individual search terms. PEPs containing this term will be shown in the PEP Overview List.

Last Name	First Name	User Name	Country Of Birth	First Nationality
A%				

TIPS

If you cannot remember the correct spelling of a search term just replace letters with the characters * or %. For example if you are looking for all persons whose last name starts with the letter A: first insert A* or A% in the field below the Last Name header and press enter. All PEPs filtered by experts' last names will then be displayed.

It is possible to filter the list according to more than one category. For example, you could filter the list for all persons whose first name starts with an A and were born after January 1, 1970.



Country Of Birth	Number	Last Name	First Name	User Name	First Nationality
Country Of Birth: Angola					
Country Of Birth: Bahamas	2034	Muambe	Hans	HansWurst	Bonese
Country Of Birth: Bosnia	2013	Three	Expert	Expert3	Nepan
Country Of Birth: Botswana	2120	Skuka	Caroline	SKUKA	Botswana
Country Of Birth: Burundi					

TIP

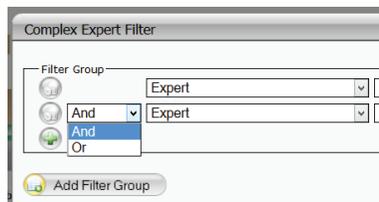
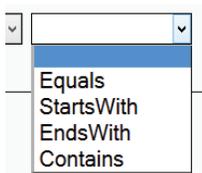
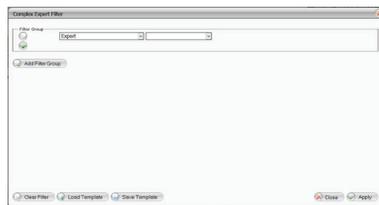
Sorting, filtering and grouping functions can be combined.

Quick Search:

Search in First Name
Search All

TIP

If you cannot remember the correct spelling of a search term just replace letters with the characters * or %. It is possible to replace any letter within a search term by using * or %. It is not important whether the letter is the initial, final or in-between letter of a search term.



TIPS

Data entry boxes with drop down menus cannot be filled in manually.

Drop down menus of data entry boxes list all possible stored data in the database in alphabetical order. In order for you to use the Complex Expert Filter properly, it is recommended that you get a general idea of the stored data categories beforehand.

11.3.3 Clear Filter

With the Clear Filter function  Clear Filter at the bottom of the PEP Overview List, you can remove all filter settings with only one click.

11.3.4 Complex Expert Filter

The Sub Menu Filter leads you to the Complex Expert Filter of all data stored in the ASCdatabase.

11.3.4.1 Overview Complex Expert Filter

The Complex Expert Filter is divided in Filter Groups that each consist of several editing lines. If you would like to generate a filter, you have to insert a combination of profile criteria in the editing lines. This can be a combination of insert boxes (drop down menu) and/or text fields.

11.3.4.2 Create a Filter / Generate a Query

You can create a filter by selecting the terms to be searched for in the first Filter Group. The criteria can be entered in a text field or a drop down menu. Whenever a drop down menu is available it is indicated by a triangle icon next to the data entry box.

After having chosen a selection criterion, the Complex Expert Filter automatically enables you to further specify its characteristics and link it with functional commands. In this case a new drop down menu appears.

After completing one edit line, you can add another edit line by using the “Add edit line” button. Here you specify whether the next criterion is to be a characteristic that is presented in a PEP at the same time as the first criterion (AND case) or the query is searching for PEPs with the first OR the second criterion (OR case).

In order to make this easy to understand, we use a graphic chart. The blue box in the background of the figure to the right represents the total data stored in the ASCdatabase. The red circle represents the number of PEPs within the ASCdatabase with the criterion X. The green circle represents the number of PEPs within the ASCdatabase with the criterion Y. The overlapping area Z would be the result of an AND case query and represents the number of PEPs in the ASCdatabase that possess both criteria: X AND Y.

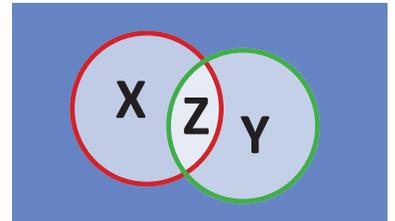
The area of X and Y (including the overlapping area Z) would be the result of an OR case query and represents the number of PEPs in the ASCdatabase that possess one or the other criterion: X OR Y.

If you would like to refine your search, you can add yet another Filter Group Complex in the Expert Filter by clicking on the Add Filter Group button . Again, you should link the Filter Groups with the functional term AND or OR in order to define whether the result of Filter Group 2 should be simply added to the result of Filter Group 1 (OR case) or the overlapping results of Filter Group 1 and 2 should be displayed (AND case).

11.3.4.3 Save a Filter Query

The ASCdatabase application allows you to save a filter query. This is a useful feature if a query is to be applied again in the future. To save a filter query click on the Save template button  in the Complex Expert Filter pop-up window. Another pop-up window will open and you may choose a name for the template. Now you can save the filter query under this name.

To apply a filter query again, open the Complex Expert Filter pop-up window and press the Load template button . Then follow the instructions.



TIPS

If the search does not result in any PEPs with the criteria you were looking for, the result list in the PEP Overview will be empty and the sentence “No data to display” will be displayed.

The total number of PEPs of your filtering result is displayed in brackets in the quick page navigation bar at the bottom.

Before applying a new query make sure that the Clear Filter button was clicked. Otherwise, your results might be incorrect.

To apply a query do not forget to press the “Apply” button.

If you wish to exit the Complex Expert Filter pop-up window, click on the Close button or the red cross  button in the upper right hand corner of the pop-up window.

TIPS

When saving a filter query, only the filtering criteria and how they relate to each other will be saved. The results of a query will not be saved.

To save the results of a query use the Export function.

12. Admin Center

Each tenant has an Admin Center to manage and edit email templates, thematic pools and view PEPs in unreleased, released and deleted status. The Admin Center can be accessed with the user roles “Supervisor” or “AdminCenter Administrator”. DOs “AdminCenter Administrator” have access to all functions of the Admin Center, while DOs “Supervisor” may only access email templates and pools. Experts and DOs with all other user roles do not have access to the Admin Center.

Login

Please enter your username and password.

Account Information

Username

Password



12.1 Login and Header Menu

The Admin Center can be accessed via the link <https://admincenter.africanstandbycapacity.org>

Similar to the database, you have to identify yourself before being able to access the Admin Center. To that end, you use the same username and password as for the ASCdatabase application.

Once you have logged in successfully, you will see the functions at hand. These will be explained in more detail in the following paragraphs.

12.2 Email Templates

The menu item Email Templates allows you to create and manage the email templates stored in your tenant of the ASCdatabase. In this feature you can view pre-drafted templates of system emails that the application sends out automatically at certain stages of the roster admission process. These should not be changed!

Furthermore, you can view and create so-called user defined customized templates, which you can generate for certain purposes of your email correspondence with experts. This could be, for example, the “Activation Link” template.

12.2.1 Create User Defined Template

You can generate a customized template by means of the “Create User Defined Template” feature in the “Email Templates” menu. All fields are mandatory.

Email Template List

Template Name	Subject	Body	Sender Email Address
 Activation Link	Please activate your...	[ENGLISH_SALUTATIONS], This is to inform you th...	PSOD.noreply@africanstandbycapacity.o
 New Mission Assignment	New Mission Assignme...	[ENGLISH_SALUTATION], We would like to inform y...	PSOD.noreply@africanstandbycapacity.o

System Email Template List

Type	Subject	Body	Sender Email Address
  TeamActivation	Welcome to the African St...	[ENGLISH_SALUTATIONS], You have been registered...	PSOD.noreply@africanstandbycapacity.org
  TeamNewPassword	New password for your PSO...	[ENGLISH_SALUTATIONS], This email contains the	PSOD.noreply@africanstandbycapacity.org

12.2.2 Show System Templates

The menu item “Show system templates” lists all pre-defined system email templates. You may modify or disable individual templates. However, as all system email templates are standardised for all tenants of the ASCdatabase,

Create Template

Subject*

Body*

Sender Email Address

Template Name

TIP

The “Sender Email Address” is the address, which appears as the sender to the addressee. If the addressee shall not respond to the email, you may choose the “noreply” email address of your tenant, which is used for the automatic system emails.

TIP

Templates can be edited or deleted by means of the   icons .

it is strongly recommended that you contact the ASCdatabase administrator before you make any modifications! If you click on a template, a preview of the template is displayed on the right side.

System generated emails use placeholders for certain phrases. It is recommended not to tamper with these placeholders, as otherwise experts might receive incorrect messages.

System Email Template List Quicksearch:

Type	Subject	Body	Sender Email Address
 TeamActivation	Welcome to the African St...	[ENGLISH_SALUTATIONS], You have been registered...	PSOD.noreply@africanstandbycapacity.org

Welcome to the African Standby Capacity (ASCdatabase) of PSOD!

[ENGLISH_SALUTATIONS],

You have been registered as desk officer with the ASCdatabase tenant of PSOD.

12.3 Profiles



The “Profiles” menu item shows all released, unreleased and deleted PEPs of your tenant. The list of PEPs will be displayed when clicking on the corresponding menu item.

12.3.1 Show Unreleased Profiles

Here you can see all unreleased profiles registered online by experts with corresponding user names, email addresses, phone numbers and dates of registration. With the Quick Search function, you can search for individual users in the list. With the icon , you can delete an unreleased profile irrevocably.

Unreleased Profiles Quicksearch:

	Number	Last Name	First Name	User Name	Email Address	Phone	Creation Date
	2140	Didi-Achodo	Charles	Charles-Didi-Achodo	zifmail@visual-world.de		24/11/2014
	2134	Zuma	Emrush	zuma-emrush	african.roster@gmail.com	+284658600	19/11/2014

12.3.2 Show Released Profiles

Released Profiles Quicksearch:

Number	Last Name	First Name	User Name	Date of Birth
2081	Abdul	Mohammed	mohammed-abdul	23/08/1969
2178	Aden	Rowdo	Rowoabdirashid	01/01/1973
2121	Afwande	Yaya Sireh	AFWANDE	30/09/1983

Here you can see all profiles that have been released by experts within your tenant, including their user names and dates of birth. The PEPs shown here correspond to the PEPs you see in the PEP Overview List in your ASCdatabase DO account. The structure is similar to the overview of the unreleased profiles.

12.3.3 Show Deleted Profiles

Here you can see all deleted profiles within your tenant. Due to data security reasons you can only see a user ID instead of the expert's name whose PEP has been deleted. The Timestamp indicates the exact date and time of the profile deletion. The Initiated By column shows who initiated the deletion; either user (expert) or desk officer.

State Log for Deleted Profiles

User ID	Timestamp	Profile Action	Initiated By
c7545561-7473-4ead-9b40-bcb9b4fe0907	26/11/2014 11:40:56	Registration	User
3869f0dc-3804-43c2-9e97-ecb43299cc2f	19/03/2015 10:56:41	Destruction	Administrator
f115b43a-99af-4483-b367-2ab0f623dc1b	17/03/2015 09:32:23	Destruction	Administrator
d19683e4-ef7c-4f5f-b021-ded0d105c165	09/03/2015 15:01:25	Deletion	Administrator
993f9723-251c-4c8c-abf6-0c7d986b7090	06/01/2015 10:06:22	Registration	User

12.4 Configuration – Manage Pools

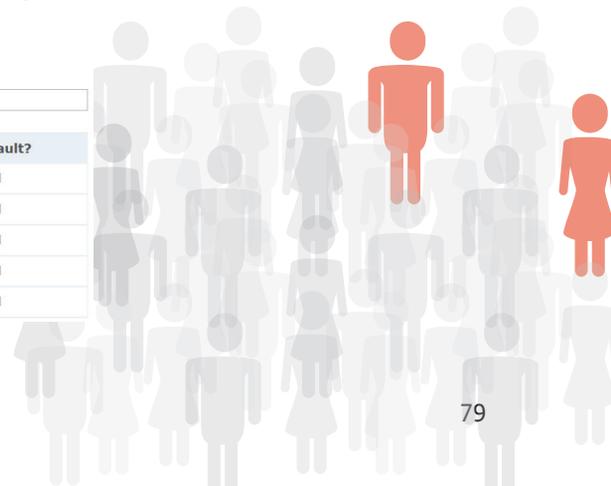
Via the menu item Configuration you can create and edit thematic pools, which aim at assisting you to cluster your PEPs effectively and logically. You can edit or modify existing pools from the list or create new thematic pools.



Manage Pools Quicksearch:

[Create Pool](#)

Name	Order	Default?
Basic	0	<input checked="" type="checkbox"/>
HR officer	1	<input type="checkbox"/>
HR	2	<input type="checkbox"/>
EASFSec Pro	3	<input type="checkbox"/>
EASFSec Young Professionals	4	<input type="checkbox"/>

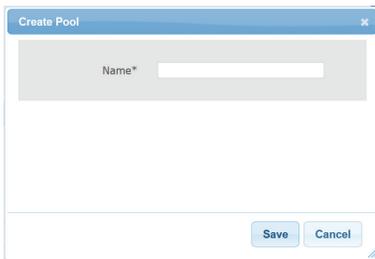


12.4.1 Default Pool

Please be aware that the “Basic” pool has automatically been created by the system and should not be deleted or disabled. Otherwise, the sharing feature does not function properly and data might be lost! Renaming the default pool is possible.

12.4.2 Create Pool

You can generate new thematic pools for your tenant via the Create Pool feature. A pop-up window appears and you may fill in the name of the corresponding new pool. To save the new pool, click on “Save” and the new pool will appear in the pool list.



12.4.3 Manage Pools

The icons on the left hand side of the pool overview  allow you to manage the pools. Here you can modify the pool’s name, disable or delete the pool (except the default pool) or change the display sequence.

The ASCdatabase is the primary IT support tool of the African Standby Capacity (ASC) for the effective management of (civilian) personnel for African peace and security operations. It provides for interlinking and coordinating human resources management efforts in the field of peace and security operations at regional and continental levels.

This user manual aims at familiarising personnel operating the ASC roster with all important features and functions of the ASCdatabase and support them in your day-to-day operation of the database application. The database features are based on the defined ASC recruitment and selection as well as nomination workflows and cover the technical aspects of these two workflows. Hence, the database complements and assists the recruitment and selection activities taking place outside the database, e.g. selection interview, reference checks or signing deployment contracts as spelled out in the ASC Selection Guidelines Manual (SGM). Both components together form the admission process to the African Standby Capacity (ASC) and subsequent mission deployments.