

e-ITEP Administrator User Guide



e-ITEP Administrator User Guide

TABLE OF CONTENTS

TABLE OF CONTENTS	2
1 System Overview	9
1.1 Roles Matrix.....	10
2 New User Registration.....	11
2.1 Creating New User Account	11
2.2 New User Account Approval/Rejection	13
2.2.1 <i>View/Edit</i>	13
2.2.2 <i>Approve</i>	16
2.2.3 <i>Reject</i>	18
3 Login.....	18
3.1 Logging in to e-ITeP	19
4 Home Page	19
5 Navigation Menu	20
6 Resources	20
7 Help.....	22
8 Contact Us.....	22
9 Profiles.....	23
9.1 Profile Manager	23
9.2 Edit Your Profile.....	26
9.3 Add User Profile	28
9.4 Password Policy.....	29
10 Organisations	30
10.1 Org Manager	30
11 Individual Training Plan for PE/CE (NCS) Posts.....	30
11.1 View a User's Training Plan	31
11.2 View Your Training Plan.....	33
11.3 Seat Gaps Report.....	34
12 ETOC.....	36
12.1 ETOC Search (without logging into e-ITeP).....	36
12.1.1 View Existing Course	38

12.1.2	Exporting the Course List	39
12.1.3	View Scheduled Course Iterations	40
12.1.4	Exporting the Course Iteration List.....	41
12.2	ETOC Search (logged into e-ITeP)	42
12.3	Add New ETOC Course	43
12.3.1	<i>Add ETOC Course</i>	43
12.3.2	Applying for NATO Course Certification	45
12.3.3	Automation of NATO Course Certification (NCC).....	46
12.3.4	Approval/Review Pending NATO Course Certification.....	48
12.3.5	E-Learning Courses (WBT's)	51
12.4	View/Edit Existing ETOC Courses.....	57
12.4.1	View existing course.....	58
12.4.2	View Scheduled Course Iterations	59
12.4.3	Requesting Access to and Launching a WBT	60
12.4.4	Edit existing course.....	65
12.4.5	Managing Course Resources.....	66
12.4.6	Inactivating existing ETOC course	68
12.4.7	Deleting existing ETOC Courses	69
	View/Approve/Review ETOC Pending Courses	70
12.4.8	<i>View/Edit</i>	71
12.4.9	<i>Approve</i>	72
12.4.10	<i>Review/Reject</i>	77
12.5	Access List for INFOSEC domain (Attaching Secure Access Document to a Course).....	78
12.6	Adding Certificates to a Course.....	79
12.7	Adding POI, TNA, course certification and other Documents to a Course.....	83
13	Schedule.....	84
13.1	Search Course Iterations	84
13.1.1	Export Iteration List to Excel.....	85
13.1.2	Edit Scheduled Iteration.....	85
13.2	Iteration Status	87
13.2.1	Status: Active	87
13.2.2	Status: Modified.....	87
13.2.3	Status: Cancelled.....	87



13.2.4	Status: Deleted	88
13.3	Add Course Iteration.....	88
13.4	Cancelling and Deleting Course Iterations	90
13.5	Bulk Seat Assignments	93
13.6	Access List for INFOSEC domain.....	96
13.7	Printing the PIR (Personal Information Record).....	98
13.8	Printing Certificates for students.....	99
13.8.1	Printing Certificate for Single Student.....	101
13.9	Swapping a student	102
13.10	Training Calendar	104
13.10.1	View by Training Institution.....	104
13.10.2	View by Course.....	109
14	Application.....	115
14.1	Apply Yourself in a Course Iteration.....	121
14.2	Apply a User in a Course Iteration.....	125
14.3	Apply Yourself in a Course Iteration from the Training Calendar	128
14.4	Apply a User in a Course Iteration from the Training Calendar	130
14.5	Cancel Your Own Application.....	132
14.6	View/Approve/Cancel Pending Application.....	134
14.6.1	View Pending Application	134
14.6.2	View/Approve/Cancel Pending Application.....	135
14.7	Course application for a METT Course Iteration	145
14.8	Course Access Requests:	146
14.9	Send Comments/Questions regarding Scheduled Course Iteration.....	148
14.10	Printer Friendly Joining Form.....	151
14.11	View Your Schedule	152
14.11.1	View Joining Form of Application	153
14.11.2	<i>POC OR Higher role applies a user in course iteration</i>	154
14.11.3	Submission of Saved Joining Form.....	156
14.11.4	View Details of Application	158
14.12	View User Schedules	159
14.12.1	View Details of Application	161
14.12.2	Cancel Application.....	162

14.12.3	Swapping student for an Application.....	164
14.13	Manage Roster - Prior to Iteration Start.....	164
14.14	Manage Iteration Roster - After Iteration End.....	166
15	Testing.....	169
16	Training Records.....	170
16.1	View User Training Records.....	170
16.2	View Your Training Records.....	171
16.3	Self-Report Training.....	172
17	Reports.....	173
17.1	ITeP Report.....	174
17.1.1	Course Fields (ITeP Report).....	175
17.1.2	Using the ITeP Report.....	176
17.2	Course Completion (User) Report.....	180
17.2.1	Report Fields (Course Completion (User) Report).....	180
17.2.2	Using the Course Completion (User) Report.....	181
17.3	Contact Details Report.....	182
17.3.1	Report Fields (Contact Details Report).....	182
17.3.2	Using the Contact Details Report.....	184
17.4	ITeP Annex Report.....	186
17.4.1	Course Fields (ITeP Report).....	187
17.4.2	Using the ITeP Report.....	187
18	ADMINISTRATOR TOOLS.....	188
18.1	Key points for preparation of Organisation Structures.....	189
18.2	ETOC: Discipline and Area Tools.....	190
18.2.1	Add/Edit Disciplines.....	191
18.2.2	Add/Edit Areas.....	192
18.3	Post Administration.....	194
18.3.1	Add a New Post (Manually).....	195
18.3.2	Edit/Inactivate Existing Post (Manually).....	196
18.4	Training Plan Admin.....	197
18.4.1	Adding Training Plan.....	198
18.4.2	And, OR between courses in mandatory, desired requirements.....	201
18.4.3	Edit/ Update Individual Training Plan.....	202

18.4.4	Remove Individual Training Plan	203
18.5	Email Distribution Tool	203
18.5.1	View/Edit active and inactive emails/ Add new emails	203
18.5.2	Opting Out of Email Announcements.....	207
18.6	News Editor	207
18.6.1	View/Edit active and inactive News items and add new Message	208
18.7	Poll Editor	214
18.7.1	View/Edit active and inactive Poll Items and add new Poll	214
18.8	HQ Organisational Structures	217
18.8.1	First time upload of NATO PE/CE HQ Org Structure.....	218
18.8.2	Manual creation/inactivation of NATO PE/CE HQ Organisation Structure	222
18.8.3	Manual amendment of an existing NATO PE/CE HQ Org structure and training plans.....	226
18.8.4	Automatic amendment/ inactivation of an existing NATO PE/CE HQ Org structure and training plans, exporting NATO PE/CE HQ Organisation structure, making the amendments and importing the amended NATO PE/CE HQ Organisation structure	231
18.8.5	Replace an existing NATO PE/CE HQ Org structure (for instance HQ ISAF 17.1 and associated training plans) with entirely new NATO PE/CE HQ Org structure (for instance HQ ISAF 18.0) and deactivating the old NATO PE/CE HQ Org structure	242
18.9	Manage Duplicate Profiles.....	248
18.9.1	Search for potential duplicate users	248
18.9.2	View information about a potential duplicate user	249
18.9.3	Delete a duplicate user	250
18.10	Demand for Courses Admin	251
18.10.1	Access the Demand for Courses Admin	251
18.10.2	The Demand for Courses Admin Page.....	252
18.10.3	Adding a Course Demand.....	253
18.10.4	Editing/Deleting the Course Demand	255
18.11	Training Institutions.....	256
18.11.1	Add a new Training Institution	257
18.11.2	View and Edit existing Training Institutions	258
18.11.3	Add a new Room.....	260
18.11.4	View, Edit, and Delete existing Rooms	261
18.12	Course Completion Admin	262
18.12.1	Permissions	262

18.12.2	Accessing the Course Completion Admin Tool.....	262
18.12.3	Course Completion Data Fields	262
18.12.4	User Data Fields for capturing course completions	263
18.12.5	Entering Course Completions	264
18.12.6	Adding and Removing Rows (No. Of Records field).....	266
18.12.7	Adding course completion for eLearning course	266
18.12.8	Track Emails	266
18.13	Certificate Signatures.....	267
18.13.1	Add New Certificate Signature	267
18.13.2	Edit/Inactivate existing Certificate Signatures.....	268
18.14	Quick Link Admin	270
19	Bidding.....	270
19.1	Bidding for Courses	271
19.1.1	Add/Edit bids for space on courses.....	271
19.1.2	National Training Manager.....	271
19.1.3	NATO HQ Training Manager.....	275
19.2	Downloading Bidding for Courses data into an Excel file.....	279
19.3	Assigning Seats to Allocating HQ's and Nations	282
19.3.1	View Comments entered by each Allocating HQs and Nations	286
19.4	Administration functions for Bidding for Courses.....	287
20	MPD.....	289
20.1	View Partnership Goals	289
20.2	Application.....	291
20.2.1	Apply Yourself in a Course Iteration.....	297
20.2.2	Apply a User in a Course Iteration.....	302
20.2.3	View/Approve/Cancel Pending Application.....	304
20.3	Reports	314
20.4	Administrator Tools	315
20.4.1	Partnership Goals	316
20.4.2	Organisations	329
20.4.3	Training Institutions.....	345
20.4.4	Room Search.....	346
21	MPD Bidding.....	347



21.1	Point of Contact	347
21.2	E-ITEP Administrator	350
22	Managing Help and Resources Sections	353
22.1.1	Add a Main Header	353
22.1.2	Add an External Link	355
22.1.3	Add an internal link to a Sub-Page	356
22.1.4	Add a Document	357
22.1.5	Editing and Deleting Resource Items	358
23	Appendix	358
23.1	Template for NATO PE/CE HQ Organisation Post/Goal Structure	358

1 System Overview

The e-ITEP is the web-based commercial off the shelf software application customised by Raytheon Professional Services GmbH for NATO to implement the Individual Training and Education Programme (ITEP). The ITEP is the programme and management process to match NATO and global partners Education and Individual Training (E&IT) requirements and opportunities and provide synchronised training solutions to fulfil NATO assigned missions in the most effective, efficient and affordable way. The NATO Education and Training Opportunities Catalogue (ETOC) embedded in the e-ITEP includes the training opportunities offered by NATO education and training Institutions, as well as from nations, global partners, and other international organisations to integrate their activities and open NATO to a wider community of shared interest.

Optimised for use by NATO, Nations, global partners and education & training institutions, the e-ITEP provides the ability to programme and manage Education and Individual Training requirements at all levels. One of the main products is the ability to produce individual training plans for those deploying into a NATO post. This training plan will map out the E&IT requirements supplying the when and where these training and education opportunities will be available as well as allowing registration and course administration.

The e-ITEP supports the goal of delivering the right training to the right people at the right time allowing the individuals to possess upon arrival to a NATO post the skills and competencies necessary to perform their assigned duties. The system allows near-real time visibility by all users to ensure transparency and improve the communication of training requirements and opportunities.

Below is the overall Process Flow Diagram of e-ITEP functionalities.



1.1 Roles Matrix

Below is the high level roles matrix of the e-ITEP System:

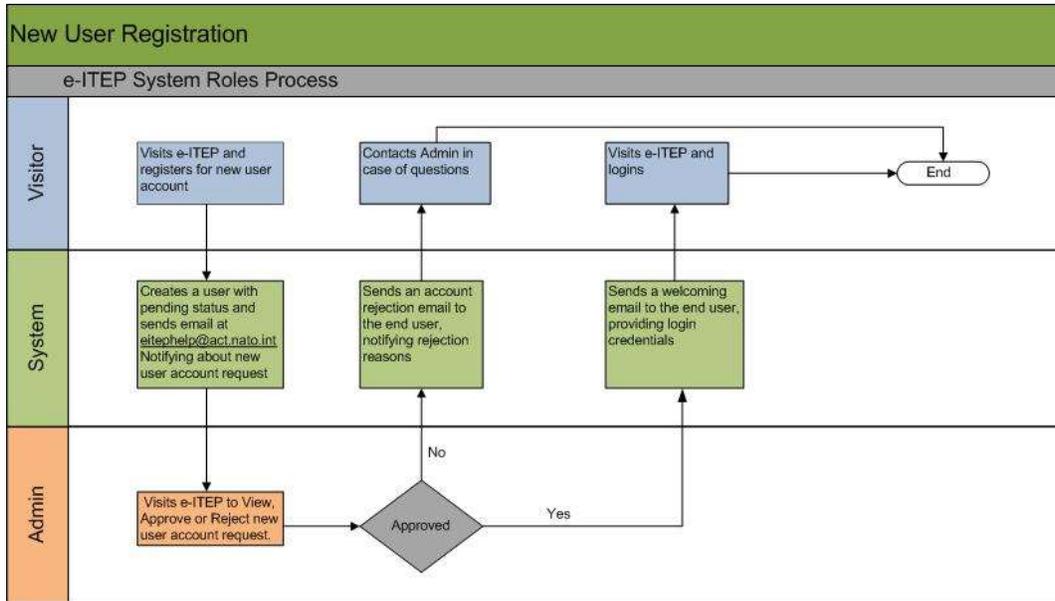


Roles Matrix

2 New User Registration

The *New User Registration* feature, accessible from the Login Page of e-ITeP allows the visitor to create a new e-ITeP user account which provides them with a unique Login ID and password to interact with the system.

Below is the Process Flow diagram of the New User Registration feature.



2.1 Creating New User Account

1. Visitor navigates to e-ITeP Login Page.
2. Visitor clicks on *New User Registration* button.



3. Visitor completes the New User Registration form and clicks Submit. Below is the portion of New User Registration form.

Note:

- a. The Organisation field in the New User Registration form is an auto complete field. To select your organisation structure please enter the word(s) which appears in your organisation and the system will show an auto complete list of top 100 organisation structure which contains the respective word(s).
- b. The primary post field in the New User Registration form is an auto complete field.
 - o For PE/CE post after selecting your organisation structure (Organisations) please type in the first letter of your post code in the respective field.
 - o If you are filling a NATO PE/CE post but do not know your NATO post code or are filling a Non-NATO post please type N and select one of the three options(NATO International Civilian, NATO Military, NON-NATO)
4. The system gives the ability to the user to complete their organization structure automatically by selecting their Post Code in the following way:
 - a. User types in one or more letter of their Post code in the Primary Post Field.
 - b. System displays auto-complete list.
 - c. User selects the appropriate Post code from the auto-complete list.
 - d. Page refreshes and user's org structure is filled automatically.
 - e. User can still modify their org structure and select the appropriate Post code using the auto-complete feature of the e-ITEP system.
5. After the successful submission of new user registration form, a new account request notification email is sent to users that are part of NATO distribution list for review.

New User Registration

This User Agreement ("Agreement") governs the use of this NATO LMS. Failure to abide by the terms set forth in this notice will result in being denied further access and may also result in referral to appropriate authorities for administrative, disciplinary, or criminal investigation. As a requirement for access to and use of this Site, you agree not to use any obscene, indecent or offensive language or to place on the Site any material that is defamatory, abusive, harassing or hateful. Further, you may not place on the Site any material that violates NATO security regulations, is encrypted, constitutes junk mail or unauthorised advertising, invades anyone's privacy, or encourages conduct that would constitute a criminal offense. This user agreement is hereby accepted by the user. The System

I Accept User Agreement *

Organisation *

[Reset Org Levels](#)

The **primary post** field is an auto complete field.
 For a **NATO PE/CE post** after selecting your organisation structure(Org level 1, Org level 2) please type in the first letter of your NATO post code in the respective field.
 If you are filling a **NATO PE/CE post** but do not know your NATO post code or are filling a Non-NATO post please type N and select one of the three options(NATO International Civilian, NATO Military, NON-NATO).

Primary Post *

2.2 New User Account Approval/Rejection

6. A New User Account request notification email is sent to the Users that are part of NATO distribution list (eitephelp@act.nato.int) after each successful submission of new user registration form.
7. Admin visits e-ITEP and logs in.
8. Admin clicks on *Profiles*, accessible from the navigation menu and clicks on *View Pending Users* from the sub-menu.



View Pending Users feature allows the user with e-ITEP Administrator Role to search for the list of pending user accounts and view, approve or reject their account request. Below is an example of search performed on *View Pending Users* feature, with result set. (All search functions allow users to search with empty search criteria.)

View Pending Users

Current Search:
 Login ID Contains % <- Remove from search

LOGIN ID CONTAINS

APPEND/UPDATE SEARCH RESET

Login ID	Email	Rank	Last Name	First Name	Country	Billet	Action
asd1234567	mslemko@abc.com	A-7	s	mj		POSTING-B	[View] [Approve] [Reject]
asef23dsgweg	asfsda@asddf.com	Civilian	awfra	qwer		NEW	[View] [Approve] [Reject]
fdfdsafasdfs	ser@ser.net	A-1	fdfas	fdsaf		fdsafads	[View] [Approve] [Reject]
orikay	lori.kay@raytheon.com	NATO Civilian	kay	lori		naina	[View] [Approve] [Reject]
newuser1	GKaur@raytheon.com	OR-7	user	new		Test Lori	[View] [Approve] [Reject]
newuser3	GKaur@raytheon.com	OR-5	user	new		Test Lori	[View] [Approve] [Reject]

2.2.1 View/Edit

9. User clicks on *View* to view or edit the new user account and clicks Submit.

View Pending Users

Current Search:

Login ID *Contains* auto <- [Remove from search](#)

Login ID	Email	Rank	Last Name	First Name	Country	Post	Action
tuserauto10	GKaur@raytheon.com	OR-1	user	Joe		Test Lori	[View] [Approve] [Reject]
tuserauto11	GKaur@raytheon.com	OR-1	user	Joe		Test Lori	[View] [Approve] [Reject]

Edit Profile

[Back to View Pending User](#)

Organisation *

[Reset Org Levels](#)
 Create Date 27/Oct/2016

The primary post field is an auto complete field.
 For a NATO PE/CE post after selecting your organisation structure (using organisation field) please type in the first letter of your NATO post code in the respective field.
 If you are filling a NATO PE/CE post but do not know your NATO post code or are filling a Non-NATO post please type N and select one of the three options(NATO International Civilian, NATO Military, NON-NATO).

Primary Post *

Secondary Post

Third Post

Last Name dfgvsadfgag
 First Name sgdgdsdg

Rank

Gender *

Date of Birth *

Nationality *

Active User * Yes No

Lock Out Yes No

Force Password Change Yes No

Login ID

It is recommended that you change your password every 90 days.

Password *

Confirm Password *

If the Email field below is left empty/blank, you will not receive any emails from the e-ITEP System. The e-mail field is now mandatory for use of the system.

Email

Setting "Send Training Email Announcement(s)" to Yes will authorise your company to send special Training Announcements to the email address above. If you select No and have provided an email address in your profile, you will continue to receive Session Application and Cancellation emails.

Send Training Announcement(s) * Yes No

User Source

In Service

Account Expiration Date

Time Zone *

Automatically Adjust for Daylight Savings * Yes No

Request For Access Reason

Roles *

<input type="checkbox"/> e-ITEP Administrator	<input type="checkbox"/> Help Desk Admin
<input type="checkbox"/> NATO Administrator	<input type="checkbox"/> Point Of Contact
<input type="checkbox"/> MPD Administrator	<input type="checkbox"/> MPD POC
<input type="checkbox"/> NATO ETOC Manager	<input type="checkbox"/> National Training Manager
<input type="checkbox"/> ETOC Institutions Manager	<input type="checkbox"/> NATO HQ Training Manager
<input type="checkbox"/> e-ITEP Institutions Training Manager	<input type="checkbox"/> MPD User
<input type="checkbox"/> Institution/National Training Manager	<input checked="" type="checkbox"/> User
<input type="checkbox"/> Instructor	

2.2.2 Approve

10. In order to Approve the New User Account request, the user clicks on *Approve*. The user is given a chance to view all of the application details before approving (see the sample below).
11. User clicks on the Approve button Upon displayed at the bottom of the page. Upon approval a welcoming email is sent to the user that requested the new account. The email contains a unique Login-ID and password for the new user of the system.

View Pending Users

Current Search:

Login ID *Contains* % <- [Remove from search](#)

Login ID	Email	Rank	Last Name	First Name	Country	Post	Action
newuser3	GKaur@raytheon.com	OR-5	user	new		Test Lori	[View] [Approve] [Reject]
tuserauto10	GKaur@raytheon.com	OR-1	user	Joe		Test Lori	[View] [Approve] [Reject]

Roles

- Super Administrator
- Tool Administrator
- e-ITEP Administrator
- NATO Administrator
- MPD Administrator
- NATO ETOC Manager
- ETOC Institutions Manager
- e-ITEP Institutions Training Manager
- Institution/National Training Manager
- Instructor
- Help Desk Admin
- Point Of Contact
- MPD POC
- National Training Manager
- NATO HQ Training Manager
- MPD User
- User

Please, confirm the approval of this pending user.

2.2.3 Reject

12. User clicks on *Reject*, fill in the Rejection reason and clicks Submit. An account rejection email is sent to the user that requested the new account, notifying the rejection reasons. Below is an example view of the Reject Pending User screen.

View Pending Users

Current Search:
 Login ID Contains % <- Remove from search

LOGIN ID CONTAINS

APPEND/UPDATE SEARCH RESET

Login ID	Email	Rank	Last Name	First Name	Country	Post	Action
newuser3	GKaur@raytheon.com	OR-5	user	new		Test Lori	[View] [Approve] [Reject]
tuserauto10	GKaur@raytheon.com	OR-1	user	Joe		Test Lori	[View] [Approve] [Reject]
tuserauto11	GKaur@raytheon.com	OR-1	user	Joe		Test Lori	[View] [Approve] [Reject]
tuserauto12	GKaur@raytheon.com	OR-1	user	Joe		Test Lori	[View] [Approve] [Reject]

Reject Pending User

[Back](#)

Login ID mfmaria

Rejection reason *

SUBMIT RESET

3 Login

All users have a unique *Login ID* with which they log in to the system. The Login ID is tied to a permission based user profile. The scope of permission and consequently which e-ITEP features and functionality the user sees is dictated by the *Role* that the profile is assigned. While the Role of the user affects what the user sees *after* they are logged into the site, the Login page is same for all the users.

Though the system is equipped with several roles, the main focus of this user guide will be on the *e-ITEP Administrator*, *Point of Contact Role* and the *User Role*.

3.1 Logging in to e-ITEP

1. User navigates to the e-ITEP Login Page
2. User enters their Login ID and Password and clicks *Submit*



4 Home Page

The *Home Page* provides a common entry point for users to interact with the system. From this portal, system elements are presented and access is dependent upon each user's individual system profile.

The Home Page is sectioned off into the following key areas:

- Top Menu Navigation
- *Welcome User* box consisting of a banner and personalised profile information
- *Status and News* box, to which snippets of information and links can be added by a system admin
- Three boxes containing links to other areas in the site
 - *Education & Individual Training Requirements*
 - *Education & Training Opportunities*
 - *Student*

Below is an example view of the Home Page for an e-ITEP Administrator.



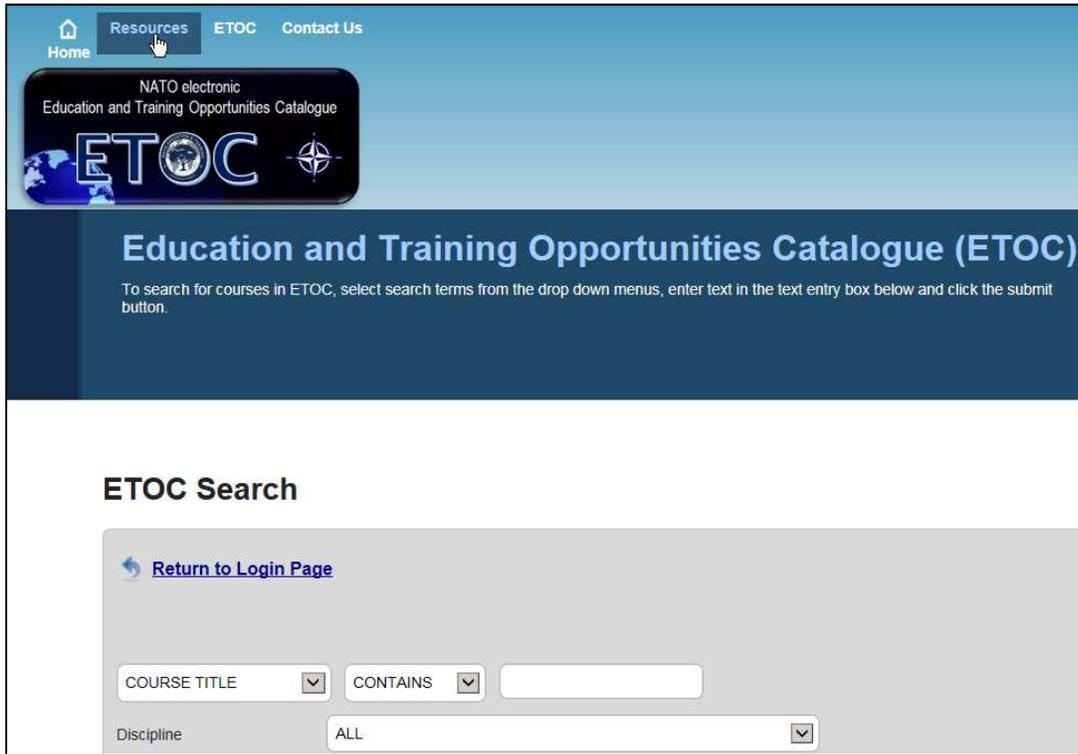
5 Navigation Menu

A menu consisting of a series of links located across the top of each page in the system, allows the user to navigate through the key features of the site. These links either lead to other pages in the system or expand to reveal sub-categories which lead to other pages in the system. The *Admin Tools*, *Reports* and *Bidding* menu options and several sub-category menu options are Manager Features and therefore not available to the Student role.



6 Resources

The *Resources* feature is a repository for reference material, documents, links, commonly used training materials for example: maps to training facilities, or training guides and images. It is accessible from the navigation menu and is available to all the users outside and inside the e-ITEP system. The individual resource items are accessible depending on the match between the user role and the resource visibility grading of the respective resource item.



[Home](#) | **Resources** | [ETOC](#) | [Contact Us](#)

NATO electronic
 Education and Training Opportunities Catalogue


Education and Training Opportunities Catalogue (ETOC)

To search for courses in ETOC, select search terms from the drop down menus, enter text in the text entry box below and click the submit button.

ETOC Search

[Return to Login Page](#)

COURSE TITLE CONTAINS

Discipline: ALL



[Home](#) | [Resources](#) | [Profiles](#) | [Individual Training Plan](#) | [ETOC](#) | [Schedule](#) | [Application](#) | [Testing](#) | [Training Records](#) | [Help](#) | [Contact Us](#) | [LOGOUT](#)



Alpha Administrator
 NATO International Civilian

[Admin Tools](#) | [Reports](#) | [Bidding](#)

You are here: [Resources](#)

Resources

- [ITEP - NATO Individual Training & Education Programme](#)**
- [NITEC - NATO Individual Training and Education Conference](#)**
 Please use this link to access the minutes from the annual NITECs (part of Training Synchronisation Conference).
- [IPB - NATO Individual Training & Education Planning Board](#)**
 Please use this link to access the documents associated with ITEP Planning Boards (Calling letters, Executive Summary, presentation material etc).
- [DISCIPLINES - NATO Education & Training Disciplines](#)**
 Please use this link to access resources associated with the various NATO E&T disciplines.
- [ETFs - NATO Education & Training Facilities](#)**
 Please use this link to access resources associated with the various ETFs (NETFs, COEs, PTECs, NTIs).
- [MPD - Military Partnerships](#)**
 Please use this link to access resources associated with the Military Partnership Directorate (MPD).
- [POLICY - NATO Education & Training \(E&T\) Policy Documents](#)**
 Please use this link to access Policy resources (eg: MC458-3, BI-SC D075-002, BI-SC D075-007 etc) associated with NATO E&T.
- [ETOC Administrator Guide](#)**
- [Bulk Uploader Templates](#)**
 Bulk Uploader Templates

Documents are in Adobe Acrobat PDF format and require the Adobe Acrobat Reader. Click the image to the right to download the free Adobe reader.



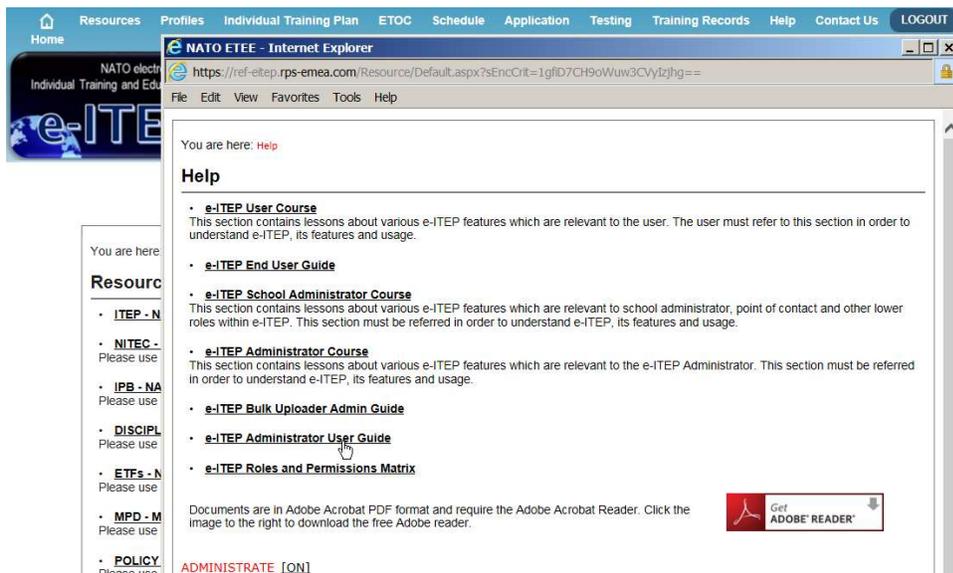
[ADMINISTRATE \[ON\]](#)

7 Help

The *Help* feature of e-ITEP system is available to all the users and is accessible from the navigation menu.



The Help section provides the users with a link to download the pdf version of the e-ITEP Administrator User Guide.



8 Contact Us

Contact Us feature gives the ability to all the users of the e-ITEP system to send their questions, responses, requests, comments, doubts, etc. and contact the Help Desk Section of the e-ITEP System. This feature is accessible from the navigation menu.



1. User visits e-ITEP and logs in the system.
2. User navigates to Contact Us.
3. Feedback page loads, users fills the Feedback form and clicks the *Send Feedback* button. Below is an example view of the screen.

Feedback

The contact Us feature is also available to users outside of e-ITEP. These guest users can access this feature from the login page by click on the ETOC image. Once the user clicks on the ETOC image the Contact Us feature is accessible from the navigation menu.

9 Profiles

Profiles contain user information such as Name, Login ID/User ID, Password, Rank, Post, Role, and Email Address, etc.

9.1 Profile Manager

Users with Point of Contact Role or higher with the exception of ACT Discipline Point Of Contact and Discipline Community Of Interest role have the ability to manage their employees profiles through the *Profile Manager* feature, accessible from the navigation menu.



Below is an example view of a search performed on the Profile Manager feature, with results set.

Profile Manager

Current Search:

Last Name Contains m <- [Remove from search](#)

Post:

User status:

Locked Out:

User Source:

Roles
 Selection of POC, User roles would enable the org structure search filters. Similarly, selection of ETOC Institutions Manager role would enable the Training Institution search filter and selection of Discipline Community of Interest role would enable Discipline search filter. Recommendation: It is not recommended to select any of the above mentioned roles in combination with another role belonging to a different search category.

Super Administrator Help Desk Admin
 e-ITEP Administrator Point Of Contact
 NATO ETOC Manager National Training Manager
 ACT Discipline Point Of Contact NATO HQ Training Manager
 ETOC Institutions Manager User
 Discipline Community of Interest

Select View to review User information. Select Edit to change User information.

1 2 3 4 5 6 7 8 9 10 11 12 ≥ Record(s) 1 to 20 of 224

Last Name	First Name	Organisation Code	Organisation Number	Login ID	Post	Locked Out ?	User Source	Action
Mantzouris	Giorgios			gmantzouris	NATO International Civilian	No	e-ITEP	[Edit] [View]
Adams	Brenton			brentonadams	NATO Military	No	e-ITEP	[Edit] [View]

Note: e-ITEP administrator or any other person with higher roles does not have the ability to edit the following fields (personal data) of any other person other than themselves. These fields are editable only by the user itself.

1. Last Name
 2. First Name
 3. Middle Name
 4. Email
- User with e-ITEP Administrator and Help Desk Admin roles have the ability to see the additional user status and roles search filter on Profile Manager page. This gives them the ability to see Active and Inactive users on Profile Manager page.
 - When user selects ETOC Institutions Manager role then, system displays the Training Institution search filter in addition to the existing search filters. Whereas, when user selects any of the following roles (User, Point Of Contact) then, system displays org level search filters in addition to the existing search filters.
 - If the user selects the Discipline Community of Interest role then the additional *Discipline* drop down search filter is displayed.
 - **Note:** It is not recommended to select any of the above mentioned roles in combination with another role belonging to a different search category.
 - **E-ITEP** Administrator users also have the ability to see the User source column on the profile manager page which allows them to filter for profiles which have been created using e-ITEP or via ETF Transcript upload/transfer.

Below is an example view of the page with result set.

Profile Manager

Current Search:

Last Name Contains % <- Remove from search

LAST NAME ▾ CONTAINS ▾

Post:

User status:

Locked Out:

User Source:

Roles

Selection of POC, User roles would enable the org structure search filters. Similarly, selection of ETOC Institutions Manager role would enable the Training Institution search filter and selection of Discipline Community of Interest role would enable Discipline search filter. Recommendation: It is not recommended to select any of the above mentioned roles in combination with another role belonging to a different search category.

<input type="checkbox"/> Super Administrator	<input type="checkbox"/> Help Desk Admin
<input type="checkbox"/> e-ITEP Administrator	<input type="checkbox"/> Point Of Contact
<input type="checkbox"/> NATO ETOC Manager	<input type="checkbox"/> National Training Manager
<input type="checkbox"/> ACT Discipline Point Of Contact	<input type="checkbox"/> NATO HQ Training Manager
<input type="checkbox"/> Discipline Community of Interest	<input type="checkbox"/> User
<input type="checkbox"/> ETOC Institutions Manager	

9.2 Edit Your Profile

All users have the ability to update their own profile through the *Edit Your Profile* feature, accessible from the navigation menu and by clicking on their name in the Welcome User box of the Home Page.

1. User visits e-ITEP and logs in.
2. User clicks on their name in the Welcome User box of the Home Page.



Or navigates to Profiles > Edit Your Profile.



3. Edit User page loads, user makes the desired changes to their profile. Below is an example view of the Edit User page.

Edit Profile

Organisation *

[Reset Org Levels](#)

Create Date 14/Nov/2016

The **primary post** field is an auto complete field.
 For a **NATO PE/CE post** after selecting your organisation structure (using organisation field) please type in the first letter of your NATO post code in the respective field.
 If you are filling a **NATO PE/CE post** but do not know your NATO post code or are filling a Non-NATO post please type N and select one of the three options(NATO International Civilian, NATO Military, NON-NATO).

Primary Post *

Secondary Post

Third Post

Last Name *

First Name *

Middle

Rank

Note: when logged in as a User, the Organisation field is disabled and the Reset Org Levels link is not shown:

Edit Profile

Organisation *

Create Date 14/Nov/2016

The **primary post** field is an auto complete field.
 For a **NATO PE/CE post** after selecting your organisation structure (using organisation field) please type in the first letter of your NATO post code in the respective field.
 If you are filling a **NATO PE/CE post** but do not know your NATO post code or are filling a Non-NATO post please type N and select one of the three options(NATO International Civilian, NATO Military, NON-NATO).

Primary Post *

4. User clicks *Submit*.

9.3 Add User Profile

Users with Point of Contact Role or higher with the exception of ACT Discipline Point Of Contact and Discipline Community Of Interest role also have the ability to create new user profiles through the *Add User Profile* feature, accessible from the navigation menu. Below is a portion of the Add User Profile form.

1. User visits e-ITEP and logs in.
2. User navigates to Profiles > Add User Profile

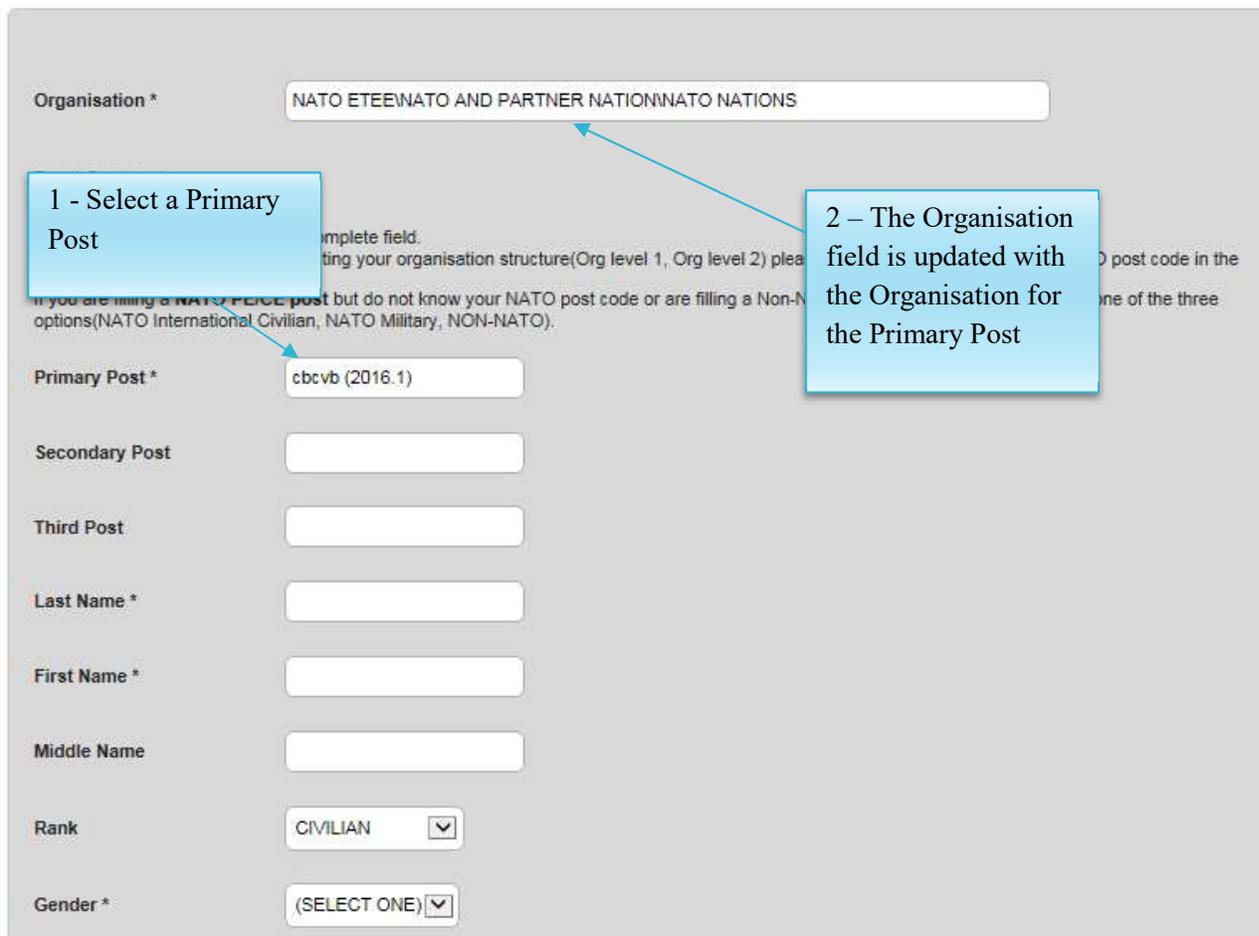


3. User completes the Add User form and clicks *Submit*. Below is an example view of the Add User from.

Note:

- a. The Organisation field in the New User Registration form is an auto complete field. To select your organisation structure please enter the word(s) which appears in your organisation and the system will show an auto complete list of top 100 organisation structure which contains the respective word(s).
- b. The primary post field in the New User Registration form is an auto complete field.
 - o For PE/CE post after selecting your organisation structure (Organisations) please type in the first letter of your post code in the respective field.
 - o If you are filling a NATO PE/CE post but do not know your NATO post code or are filling a Non-NATO post please type N and select one of the three options(NATO International Civilian, NATO Military, NON-NATO)
4. The system gives the ability to the user to complete their organization structure automatically by selecting their Post in the following way:
 - a. User types in one or more letter of their post in the Primary Post Field.
 - b. System displays auto-complete list.
 - c. User selects the appropriate Post code from the auto-complete list.
 - d. Page refreshes and user's org structure is filled automatically.
 - e. User can still modify their org structure and select the appropriate Post code using the auto-complete feature of the e-ITEP system.

Add User Profile



Organisation *

Primary Post *

Secondary Post

Third Post

Last Name *

First Name *

Middle Name

Rank

Gender *

1 - Select a Primary Post

2 - The Organisation field is updated with the Organisation for the Primary Post

5. User clicks *Submit*.

9.4 Password Policy

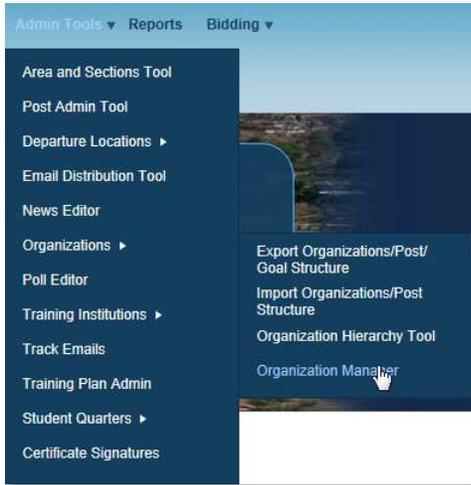
Following are the specifications of the password policy of the e-ITeP System:

Policy	Description
Password length	8 characters long minimum
Password specifications	Must contain 1 Uppercase, 1 lowercase, 1 digit and 1 special character
Default period of the prompt to change the password	90 days

10 Organisations

10.1 Org Manager

The *Org Manager* feature, accessible from the Admin Tools Menu in the navigation menu allows user with e-ITEP Administrator, NATO ETOC Manager Role to search for the Organisations they are associated with and to View and Edit their Org information.



Below is an example view of a search performed on the Org Manager feature, with results set.

Organisations

To manage Organisation information, locate a specific Organisation using the search terms from the dropdown menus and text entry box below and click the Submit button. To view Organisation information, click on the View link next to the Organisation name in the search results. The edit button (if present), allows you to edit Organisation information. If you have trouble using the search, click on Help above.

Org Hierarchy Tool

Organisation Manager

Current Search:
 Organisation Name Contains % <- Remove from search

ORGANISATION NAME CONTAINS

APPEND/UPDATE SEARCH RESET

1 2 3 4 5 6 7 8 9 10 11 12 >>> Record(s) 1 to 20 of 951

Organisation 2	Organisation 3	Organisation 4	Organisation 5	Organisation Number	Organisation Name	Action
Training Institutions	NATO Training Institutions	JOINT FORCE TRAINING CENTRE (JFTC)	JOINT FORCE TRAINING CENTRE (JFTC)	4644	JOINT FORCE TRAINING CENTRE (JFTC)	View Edit
Training Institutions	NATO Training Institutions	JOINT WARFARE CENTER (JWC)	JOINT WARFARE CENTER (JWC)	4645	JOINT WARFARE CENTER (JWC)	View Edit
Training Institutions	NATO Training Institutions	NATO CIS SCHOOL (NCISS)	NATO CIS SCHOOL (NCISS)	2464	NATO CIS SCHOOL (NCISS)	View Edit
Training Institutions	NATO Training Institutions	NATO DEFENCE COLLEGE (NDC)	NATO DEFENCE COLLEGE (NDC)	2465	NATO DEFENCE COLLEGE (NDC)	View Edit
Training Institutions	NATO Training Institutions	NATO SCHOOL OBERAMMERGAU (NSO)	NATO SCHOOL OBERAMMERGAU (NSO)	2466	NATO SCHOOL OBERAMMERGAU (NSO)	View Edit
Training Institutions	NATO Training Institutions	NMIOTC	NMIOTC	2467	NMIOTC	View Edit

11 Individual Training Plan for PE/CE (NCS) Posts

The *Individual Training Plan for PE/CE (NCS) Posts* feature provides a centralised list of mandatory and desired courses for a selected post, which is selected in the user profile by the user’s supervisor.

11.1 View a User's Training Plan

View a User's Training Plan feature, accessible from the navigation menu allows user with Roles higher than Point of Contact with an exception of ACT Discipline Point Of Contact and Discipline Community Of Interest role to search for their employees and view their Training Plans.



Below is an example view of a search performed on the View a User's Training Path feature, with results set.

Training Plan

Enter the information of the User for whom you'd like to see Training Plan information and click Submit. Click the Training Plan link in the Action column of the results that are returned.

View a User's Training Plan

LAST NAME

CONTAINS

SUBMIT

1 2 3 4 5 6 7 8 9 10 11 12 >>>
Record(s) 1 to 20 of 1028

Last Name	First Name	Login ID	Organisation Name	Organisation Code	Action
Mantzouris	Giorgios	gmantzouris			View
aa1	0001 e-ITeP Administrator	aa10001			View

- From the results set, the Point of Contact can view the list of Training Plans that an employee is working on by clicking on the *View* link associated with that employee.

Training Plan

Displays user's certifications, posts and associated trainings assigned to the user. Click the post tab to view the associated training requirements. Click the Certificate Summary button to view the summary of certificates which have been issued to the user. Click the Certificates link to view certificates which have been issued to the user.

[Add/Remove Training Plan](#) [Printer Friendly](#)

View a User's Training Plan

SPYRIDON ALEVRA S
OSC MLC 0010
Coordination & Integration Team

MY CERTIFICATIONS **OSC MLC 0010 TEAM COORDINATOR (PLAN & PROGRAMMES)**

Certification Status:
Status as of:

	Mandatory E&IT Requirements Completed	Desired E&IT Requirements Completed
OSC MLC 0010 TEAM COORDINATOR (PLAN & PROGRAMMES)	0%	N/A

[Training Plan view in Calendar](#)

Course requirements subject to change. Please note that your Training Plan(s) are immediately updated with course completions based on current year requirements, but the Certification Status is as of a specific date and time.

[CERTIFICATE SUMMARY](#) [CERTIFICATES](#)

- To view scheduled course iterations for courses in user's training plan in a Training Calendar view, user clicks on Training Plan view in the Calendar link. The Training calendar displays scheduled course iterations in the current year for all courses (with values other than Passed or Completed under the Status column) within user's training plan.

MY CERTIFICATIONS

Certification Status:
Status as of:

	Mandatory E&IT Requirements Completed	Desired E&IT Requirements Completed
NATO International Civilian	0%	N/A
NATO Military	0%	N/A

[Training Plan view in Calendar](#)

Course requirements subject to change. Please note that your Training Plan(s) are immediately updated with course completions based on current year requirements, but the Certification Status is as of a specific date and time.

[CERTIFICATE SUMMARY](#) [CERTIFICATES](#)

Training Calendar

VIEW BY COURSE

[Back to Training Plan](#)

Please click on Reset button to search for a different course or search via Training Calendar

Select Calendar Year: 2015

Current Search:

Course Code is CMI-CM-2057 <- [Remove from search](#)

Course Code is ACP-AC-2864 <- [Remove from search](#)

Course Code is JIA-SC-1070 <- [Remove from search](#)

Course Code is CII-CS-3025 <- [Remove from search](#)

COURSE CODE CONTAINS

RESET

Choose View: YEARLY | MONTHLY GRAPICAL VIEW

Course Code	Course Title	Training Institution	January 2015	February 2015	March 2015	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015
ACP-AC-2864	Arms Control Information Exchange Course	ACT SIGINT ETOC TRAINING INSTITUTION MANAGER												
CMI-CM-2057	NATO Civil-Military Interaction (CMI) / CIMIC Orientation Course	NATO School Oberammergau (NSO)												

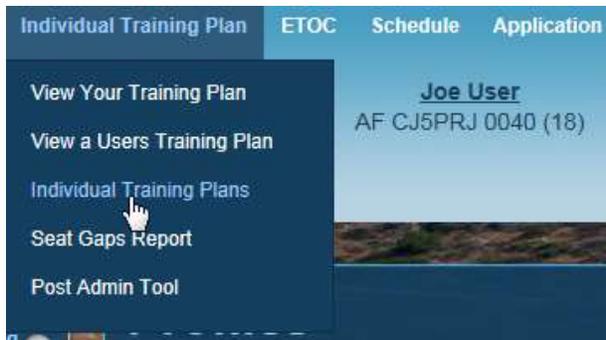
- Once the training calendar page loads, user has the ability to change the search filters including the calendar year.
- In order to search for a different course or search via training calendar, user clicks Rest button
- User clicks on Back to Training Plan link to go back to the View Your Training Plan page
- Clicking on the *Certifications/Certificates* link displays a user’s certificate and allows the user to download certificates.

11.2 View Your Training Plan

Users can view their own Training Paths through the *View Your Training Plan* feature, accessible from the navigation menu.



Also the *Individual Training Plan* feature, accessible from the navigation menu provides a centralised list of mandatory and desired courses for a selected post, which is selected in the user profile by the user’s Point of Contact.



Below is an example view of a search performed on the *Individual Training Plan* feature, with results set.

Individual Training Plans

Org Structure

Organisation 1 *

Organisation 2 *

Organisation 3

Organisation 4

Organisation 5

Organisation 6 No records exist at this level.

Post

SUBMIT

Report Date: 12/Jun/2016 16:45

Org Level2	Org Level3	Org Level4	Org Level5	Org Level6	Post Number	Tour of Duty Length	Job Title	Rank	Nation	Individual Training Mandatory	Individual Training Desired
NATO COMMAND STRUCTURE	AIR COMMAND	STAFF ADVISORY GROUP	COMMAND SENIOR ENLISTED LEADER	OAC	GSN 0010	36 months	COMMAND SENIOR ENLISTED LEADER	OR-9	United Kingdom	ETE-IT-3631 AND ETE-IT-4633	

11.3 Seat Gaps Report

Seat Gaps Report feature is accessible from the navigation menu under Individual Training Plan menu item as well as under Reports menu item depending upon the user’s role. It provides *Gap/ Surplus Analysis* report and also gives 1 Year and 3 Year *Export To Excel* capabilities to the users.



Below is an example view of a Seat Gap Report based upon the search performed.

Note: The values displayed under Demand for Course Mandatory or Demand for Course Desired columns will not include the demand of courses for PE Posts with a Posting Start date of "NOT FILLED"

[Export to Excel - One Year](#) [Export to Excel - Three Year](#)

Seat Gaps Report

[Back](#)

Current Search:

Course Code *Contains* % [Remove from search](#)

COURSE CODE CONTAINS

Training Institution: ALL

Year: 2017

[APPEND/UPDATE SEARCH](#) [RESET](#)

Report Date: 25/Jan/2017 10:47

1 2 3 4 5 6 7 8 9 10 11 12 13 > Record(s) 1 to 20 of 257

Course Code	Course Title	Demand for Course Mandatory	Demand for Course Desired	Scheduled Seats	Variance +/-
MSP-IS-2740	Mission Rehearsal Training for HQ ISAF and IJC (MRT)	1853	0	0	-1853
MSP-IS-1738	ISAF Augmentee Pre-Deployment Training (IAPDT)	1760	0	0	-1760
JPL-OP-3555	NATO Comprehensive Operations Planning Course	349	260	192	-417
CII-CS-21327	NATO CIS Orientation for NCO	261	41	0	-302
INT-AS-2806	Resolute Support Intelligence Orientation Course	255	3	0	-258

Link from Demand for Course Mandatory/Desired

Clicking on a number from this column links the user to a report which shows the list of posts which contains the selected course as mandatory/desired training requirement.

Link from Scheduled Seats

Clicking on a number from this column links the user to search course iterations page and displays list of course iterations whose sum of max seats are resulting in the number displayed under scheduled seats column on the seat gap report.

Search Course Iterations

[Back to Seat Gap Report](#)

Current Search:
 Course Code is JPL-OP-3555 <- [Remove from search](#)

COURSE CODE CONTAINS

Year

Record(s) 1 to 4

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Status	Delivery Method
4328	JPL-OP-3555	NATO Comprehensive Operations Planning Course	English	06/Mar/2017 8:00	17/Mar/2017 13:00		48	NATO - School Oberammergau (NSO)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active (Modified)	I
4327	JPL-OP-3555	NATO Comprehensive Operations Planning Course	English	05/Jun/2017 8:00	16/Jun/2017 13:00		48	NATO - School Oberammergau (NSO)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active (Modified)	I
4326	JPL-OP-3555	NATO Comprehensive Operations Planning Course	English	25/Sep/2017 8:00	06/Oct/2017 13:00		48	NATO - School Oberammergau (NSO)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active (Modified)	I
4325	JPL-OP-3555	NATO Comprehensive Operations Planning Course	English	27/Nov/2017 8:00	08/Dec/2017 13:00		48	NATO - School Oberammergau (NSO)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active (Modified)	I

12 ETOC

The ETOC contains all available courses. Each ETOC entry contains information about a course and in many cases a link to the course and a list of available class iterations for Residential, Seminar and VCT courses.

e-ITeP system allows e-ITeP Administrators, NATO ETOC Managers and ETOC Institutions Managers to bulk upload courses using the Course Uploader functionality available in the ETOC. For further details, please refer to “Bulk Uploader of ETOC Courses and Course Iterations (Templates)” user guide.

12.1 ETOC Search (without logging into e-ITeP)

The ETOC Search feature is also accessible also without a login for e-ITeP allowing users to search for courses in the ETOC.

1. User clicks on either the “Click Here to Launch ETOC” link or the ETOC image.



2. User is directed to Advanced Search page.
3. User enters desired search criteria and clicks Submit.

ETOC Search

[Return to Login Page](#)

COURSE TITLE CONTAINS

Discipline: ALL

Area: ALL

Delivery Method: ALL

NATO Course Certification: ALL

Training Audience: ALL

Training Institution: ALL

Country: ALL

12.1.1 View Existing Course

4. ETOC Search page refreshes displaying results matching user's search criteria.
5. User clicks on the View link under the Action column.

ETOC Search

[Return to Login Page](#)

Current Search:

Course Title *Contains* % <- [Remove from search](#)

COURSE TITLE ▾ CONTAINS ▾

Discipline ▾

Area ▾

Delivery Method ▾

NATO Course Certification ▾

Training Audience ▾

Training Institution ▾

Country ▾

APPEND/UPDATE SEARCH **RESET**

To view information about a course, click on the View link next to the Course Title in the search results. The Edit button (if present), allows you to edit course information.

1 2 3 4 5 6 7 8 9 10 11 12 > >> Record(s) 1 to 20 of 850

Course Code	Course Title	NATO Course Certification	Training Institution	Action
ACP-SD-1030	NATO's Reserve Forces	Listed	NATO - HQ ACT JFT ADL	View
ACP-SD-1043	Security Policy, International Relations, and Information Technology	Listed	NATO - HQ ACT JFT ADL	View

6. View Course loads displaying selected course details as shown in the image below.

View Course

COURSE DETAILS
COURSE CONTACT INFORMATION
TRAINING INSTITUTION INFORMATION

DISCIPLINE INFORMATION

[Back to Course Search](#)

Web Link	http://www.caspoa.org
Last Date Updated	03/Mar/2016 13:39
Training Institution	COE - Center for Analysis & Simulation for the Preparation of Air Operations (CASPOA)
Discipline	Air Operations (AOP)
Area	Air Operations (AO)
Depth of Knowledge Level	2. Understand
NATO Course Certification	NATO Approved

Course Code	AOP-AO-21250
Course Title	Air Battle Elementary Training Course (Q1)
Delivery Method	I-Instructor-Led Training
Course Description	The Air Battle Elementary Training Course provide company grade officers or non-commissioned Officers with the basic principles of a Command and Control (C2) structure. Its aim is to instruct French or foreign officers destined to hold a post in a division such as AIR PLANS or AIR OPS within a Air Command and Control Structure (or CAOC). This course is two weeks long with one week of theory followed by a practical exercise in a simulated AOC operations room during the second week. Due to availability, priority will be given to students most likely to be involved in air operations (ie: flight crew, controller, GBAD, Intel).
Course Notes	Internal Course Code AIR-M3-Q103

*Discipline Information Tab displays contact information regarding respective discipline and area associated with the selected course.

12.1.2 Exporting the Course List

The list of course results can be exported to a word document, a pdf, or an excel spreadsheet by using the respective buttons above the search options:



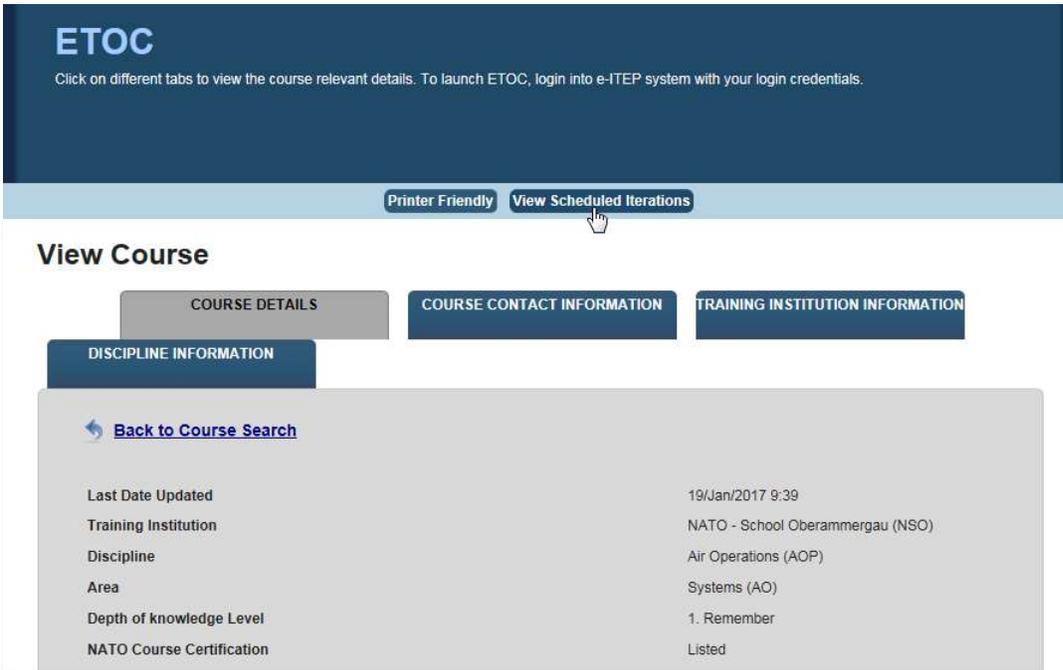
ETOC Search

Exporting to Excel will create a spreadsheet which contains the list of courses, with all of the details associated with each course.

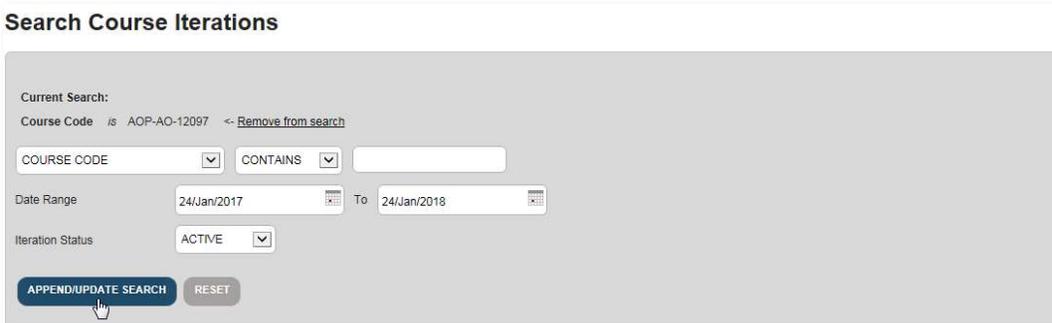
Exporting to a word or PDF document will create the respective document, which contains descriptive data about each of the courses in the list.

12.1.3 View Scheduled Course Iterations

7. User clicks on View Scheduled Iterations button above the 'View Course' header.



8. Advanced Search page loads displaying list of iterations for the selected course within the date range search filter.
9. User modifies the search criteria and clicks on Append/Update Search button



10. Advanced Search page refreshes displaying list of scheduled course iterations matching user' search criteria.

[Export to Excel](#)

Advanced Search

[Back to Course Search](#)

Select Time Zone: (SELECT ONE) ▼

Current Search:

Course Code Contains % [Remove from search](#)

COURSE CODE ▼ CONTAINS ▼

Date Range: 23/Jan/2017 To 23/Jan/2018

Iteration Status: ACTIVE ▼

[APPEND/UPDATE SEARCH](#) [RESET](#)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 > Record(s) 1 to 20 of 308

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Location	Apply	Status
4261	ETE-EV-3863	ACO Logistics Tactical Evaluation (TACEVAL) Evaluator Course	English	23/Jan/2017 2:00	27/Jan/2017 7:00		36	NATO - School Oberammergau (NSO)	Apply - Login Required	Active (Modified)
4265	ETE-EV-31374	ACO Air and ASACS Operations TACEVAL Evaluator Course	English	23/Jan/2017 2:00	27/Jan/2017 7:00		48	NATO - School Oberammergau (NSO)	Apply - Login Required	Active (Modified)

11. User clicks on the Apply-Login Required link under the Apply column, to apply into the desired course iteration.

Current Search:

Course Code Contains % [Remove from search](#)

COURSE CODE ▼ CONTAINS ▼

Date Range: 23/Jan/2017 To 23/Jan/2018

Iteration Status: ACTIVE ▼

[APPEND/UPDATE SEARCH](#) [RESET](#)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 > Record(s) 1 to 20 of 308

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Location	Apply	Status
4261	ETE-EV-3863	ACO Logistics Tactical Evaluation (TACEVAL) Evaluator Course	English	23/Jan/2017 2:00	27/Jan/2017 7:00		36	NATO - School Oberammergau (NSO)	Apply - Login Required	Active (Modified)
4265	ETE-EV-31374	ACO Air and ASACS Operations TACEVAL Evaluator Course	English	23/Jan/2017 2:00	27/Jan/2017 7:00		48	NATO - School Oberammergau (NSO)	Apply - Login Required	Active (Modified)

12. User clicks on the e-ITeP logo displayed on the top left corner of the page to return back to e-ITeP Login Page.

12.1.4 Exporting the Course Iteration List

The list of course iterations can be exported to Excel by clicking the 'Export to Excel' button in the blue action menu bar

[Export to Excel](#)

Advanced Search

[Back to Course Search](#)

Select Time Zone: (SELECT ONE) ▼

Current Search:

Course Code Contains % [Remove from search](#)

COURSE CODE ▼ CONTAINS ▼

Date Range: 23/Jan/2017 To 23/Jan/2018

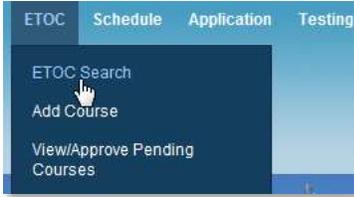
Iteration Status: ACTIVE ▼

[APPEND/UPDATE SEARCH](#) [RESET](#)

Exporting the list will create an Excel spreadsheet with all of the details about the iterations.

12.2 ETOC Search (logged into e-ITEP)

1. User navigates to ETOC > ETOC Search



Below is an example view of the ETOC Search page with result set

ETOC Search

Current Search:
 Course Title Contains % <- [Remove from search](#)

Discipline:

Area:

Delivery Method:

NATO Course Certification:

Training Audience:

Training Institution:

Country:

Course status:

To view information about a course, click on the View link next to the Course Title in the search results. The Edit button (if present), allows you to edit course information.

> >>
 Record(s) 1 to 20 of 775

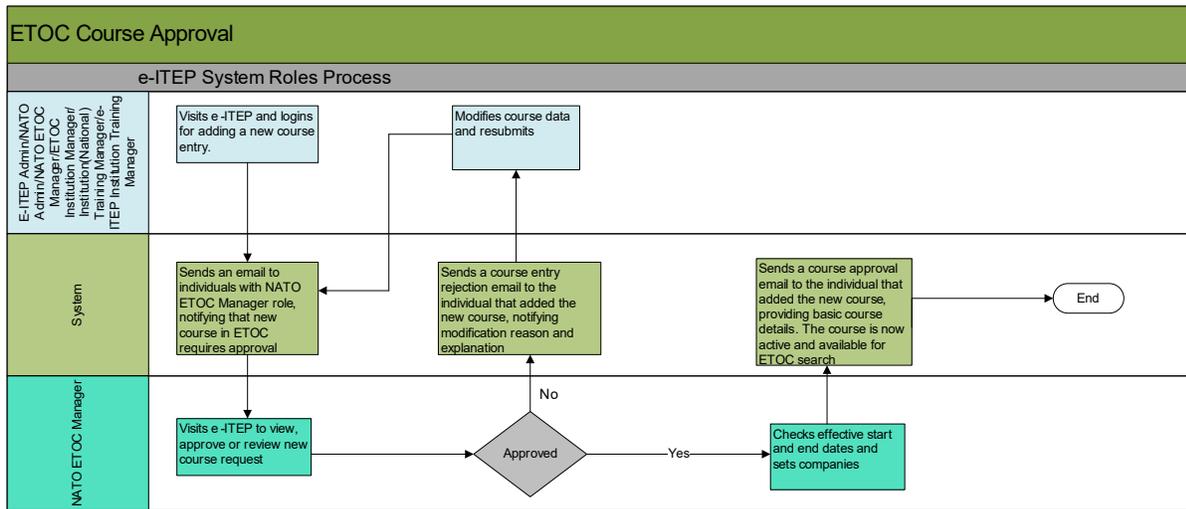
Course Code	Course Title	NATO Course Certification	Training Institution	Status	Action
AOP-AO-12085	aa100001	Listed	NATO - School Oberammergau (NSO)	Active	View Edit Delete View Scheduled Iterations

From this screen the user can export the list into excel, word, and PDF files. Please see section 12.1.2 for more details.

12.3 Add New ETOC Course

The *Add Course* feature, accessible from the navigation menu after logging in to e-ITEP system, allows users with E-ITEP Admin/NATO Admin/ NATO ETOC Manager/ETOC Institution Manager/ Institution (National) Training Manager/e-ITEP Institution Training Manager Roles to add a New ETOC Course.

Below is the Process Flow diagram of the ETOC Course Approval feature.



12.3.1 Add ETOC Course

1. User navigates to e-ITEP Login Page and clicks on *Add Course*, accessible under the ETOC from the navigation menu.



2. User completes the *Add Course* form and clicks Submit. Below is the example view of *Add Course* form.

Automatic generation of ETOC course codes

1. The course code is an automated field and will be generated based on the selection of discipline, area, depth of knowledge and automated number.
2. For example: Discipline is Financial (FIN); Area is Budget (BT), Depth Of Knowledge is 3. Apply then, the auto generated course code will be FIN-BT-3xxxx where xxxx is the number which has been automatically generated by the system.
3. Upon successful addition of the course, the automatically generated course code will be displayed in the course code field. See reference image below:

Course Code

- Successful updates to Discipline, Area and Depth of Knowledge of the course will automatically update the respective course code which will be displayed in the course code field.

Add Course

COURSE DETAILS

Web link only accepts 255 characters

Web Link

Training Institution *

Discipline *

Area *

Depth of Knowledge Level *

The NATO Course Certification of the course is automatically updated based on the "Apply for NATO Course Certification" and "NATO ETF Institutional Accreditation". Unless, these two fields have been completed and validated, the course will automatically display as NATO Listed.

NATO Course Certification *

Apply for NATO Course Certification * Yes No

Upload the NATO Course Certification documents (CCD I, CCD II, CCD III) into Course Resources area. While uploading Course Certification documents make sure you select Grade 3 for document visibility. Selection of Grade 3 document visibility will ensure that these documents are only visible to training institutions managers of your school, NATO ETOC manager and e-ITeP administrators.

Note:

- In order to submit the course for ETOC approval, 'Submit Course for ETOC Upload' field should be set to 'Yes'.

Submit course for ETOC Upload Yes No

Submit course for ETOC approval ONLY AFTER completing the form completely. For an eLearning Course submit the course for approval ONLY After attaching the WBT package.

Active Course * Yes No

Requires Secure Area Access Yes No

- "Fields in the Add Course form which requires text to be included within the system, permits the following application functions to display text in a readable format:

<u> underline </u>, <i> italics </i>, bold , bullet lists , bullet lists and
 line break </br>”

- **e-ITEP system supports Mobile Education Training Teams (METTs). For courses which are suitable for mobile delivery, please select yes for Suitable for Mobile Delivery? field.**
- **Upon successful addition of the course, the system redirects the user to the Edit Course page. The system also displays an additional Discipline Information tab which displays the discipline and area contact information for the respective course.**
- **e-ITEP system supports different types of course delivery methods: Blended, E-Learning, Residential, Seminar, Virtual Classroom Training(VCT)**

12.3.2 Applying for NATO Course Certification

e-ITEP provides the ability to apply for NATO Course Certification for an ETOC course on the Add/Edit course page. User must fill in the following fields on the Add/Edit course page to apply for the NATO Course Certification for the respective course.

NOTE: ETOC Institutions Manager cannot change the NATO Course Certification for a course using the bulk uploader as it involves uploading of the course documentation to support the NATO Course Certification process..

The NATO Course Certification of the course is automatically updated based on the "Apply for NATO Course Certification" and "NATO ETF Institutional Accreditation". Unless, these two fields have been completed and validated, the course will automatically display as NATO Listed.

NATO Course Certification *

Apply for NATO Course Certification * Yes No

Upload the NATO Course Certification documents (CCD I, CCD II, CCD III) into Course Resources area. While uploading Course Certification documents make sure you select Grade 3 for document visibility. Selection of Grade 3 document visibility will ensure that these documents are only visible to training institutions managers of your school, NATO ETOC manager and e-ITEP administrators.

NATO Course Certification Remarks

Remarks regarding the NATO Course certification can be captured in the NATO Course Certification Remarks field.

*When adding a new course firstly you must fill in all the required data and submit the add course form. Secondly you must upload the documents supporting the NATO Course Certification under the course resources.

Once the document has been uploaded under the course resources section of the respective course, navigate to the edit course page of the course, select yes for the Apply for NATO Course Certification field, enter the appropriate NATO Course Certification Remarks (if any) and click thr Submit button.

For existing course, you must upload the documents supporting the NATO Course Certification under the course resources. Once the document has been uploaded under the course resources section of the respective

course, navigate to the edit course page of the course, select yes for the Apply for NATO Course Certification field, enter the appropriate NATO Course Certification Remarks (if any) and click the Submit button.

12.3.3 Automation of NATO Course Certification (NCC)

The NATO Course Certification of the course is automated based on the NATO Course Requirement of the course and the NATO ETF Institution accreditation of the training institution offering the course.

Process of adding, approving and editing an ETOC course as ETOC Institutions Manager

For new Course

5. When users with role ETOC Institutions Manager **adds a new course via bulk uploader or via the Add course page then**, the NATO Course Certification of the course is defaulted to NATO Listed. (The course is still not approved)
6. The user then navigates to ETOC > ETOC Search, performs search for the respective course and clicks on Edit link.
7. User selects the correct value for Apply for NATO Course Certification field for the course and clicks Submit
8. Upon clicking the Submit button, system calculates the NATO Course Certification of the course and updates it automatically based on the values for Apply for NATO Course Certification and NATO ETF Institutional Accreditation of the respective training institution.
9. User then submits the course for ETOC approval.
10. NATO ETOC Manager approved the course pending ETOC Approval.
 - a. The system also performs an automatic calculation of the NATO Course Certification upon successful approval of the course. In case the calculated value of NCC is different than the current, the new NCC goes pending Approval. An email notification is sent to NATO ETOC Manager and ETOC Institutions Manager informing them regarding the update which has been requested for the NATO Course Certification of the course.

For existing Course

11. ETOC Institutions Manager updates the value of Apply for NATO Course Certification field for the course and clicks Submit.
12. Upon clicking the Submit button, system calculates the NATO Course Certification of the course based on the values of Apply for NATO Course Certification and NATO ETF Institutional Accreditation of the training institution.
13. For courses which have been approved, in case the new calculated NATO Course Certification is different than the current value of the NATO Course Certification, the new NCC goes pending Approval. An email notification is sent to NATO ETOC Manager and ETOC Institutions Manager informing them regarding the update which has been requested for the NATO Course Certification of the course.
14. Below is an example view of the email:

From: e-ITeP Management System
To: NATO ETOC Manager

CC: Training institutions (Application email) and ETOC Institutions Training Manager of the training institution

Subject: NATO ETF Institutional Accreditation Updated

Body:

Unfortunately, the NATO institutional accreditation of the training institution mentioned below has expired on <NATO ETF Institutional Accreditation Expiry>. As a result, the NATO Course Certification of the ETOC courses offered by the training institutions has been affected. Please log into e-ITEP, navigate to Admin Tools > Training Institutions > Training Institution Search, search for the training institution and update the institutional accreditation.

Training Institution: <Training Institution Name>

NATO ETF Institutional Accreditation: <NATO ETF Institutional Accreditation>

NATO ETF Institutional Accreditation Expiry: <NATO ETF Institutional Accreditation expiry date>

Regards

Your e-ITEP Administration Center Team

Process of adding, approving and editing an ETOC course as NATO ETOC Manager

1. When users with role NATO ETOC Manager **add a new course via bulk uploader then**, the NATO Course Certification of the course is defaulted to NATO Listed. The course has by passed the ETOC approval process.
2. The user then navigates to ETOC > ETOC Search, performs search for the respective course and clicks on Edit link.
3. User captures the value for Apply for NATO Course Certification field for the course and clicks Submit
4. Upon clicking the Submit button, system calculates the NATO Course Certification of the course based on the values of Apply for NATO Course Certification field and NATO ETF Institutional Accreditation of the training institution.
5. For courses which have been approved, in case the new calculated NATO Course Certification is different than the current value of the NATO Course Certification, the new NCC goes pending Approval. An email notification is sent to NATO ETOC Manager and ETOC Institutions Manager informing them regarding the update which has been requested for the NATO Course Certification of the course.
6. Below is an example view of the email:

From: e-ITEP Management System

To: NATO ETOC Manager

CC: Training institutions (Application email) and ETOC Institutions Manager of the training institution

Subject: NATO ETF Institutional Accreditation Updated

Body:

Unfortunately, the NATO institutional accreditation of the training institution mentioned below has expired on <NATO ETF Institutional Accreditation Expiry>. As a result, the NATO Course

Certification of the ETOC courses offered by the training institutions has been affected. Please log into e-ITEP, navigate to Admin Tools > Training Institutions > Training Institution Search, search for the training institution and update the institutional accreditation.

Training Institution: <Training Institution Name>

NATO ETF Institutional Accreditation: <NATO ETF Institutional Accreditation>

NATO ETF Institutional Accreditation Expiry: <NATO ETF Institutional Accreditation expiry date>

Regards

Your e-ITEP Administration Center Team

NOTE: Only users with role e-ITEP Administrator has the ability to modify/manually overwrite the value of NATO Course Certification field after the course has been improved. Please note that the NATO Course Certification will be updated automatically if there is change to "NATO Course Certification " and "NATO ETF Institutional Accreditation".

12.3.4 Approval/Review Pending NATO Course Certification

Once the course has been approved, the NATO Course Certification field is update automatically and undergoes NATO Course Certification (NCC) approval if the new value of NCC is different than the current value of NCC.

1. User navigates to *ETOC > View/Approve Pending Courses*
2. User enters desired search criteria, sets the *Course Pending NATO Course Certification (NCC) approval* filter to Yes and clicks *Submit* button

Approve Pending NCC

3. User clicks on Approve NCC link displayed under Action column.

Course Code	Course Title	Institution Name	Current NATO Course Certification	New NATO Course Certification	Action
AOP-AO-22054	gkcourse test 1	NATO - Maritime Interdiction Operational Training Centre (NMIOTC)	NATO Selected	NATO Approved	View Approve NCC Reject NCC

4. System displays the confirmation message to the user as shown below, sends an email notification to the NATO ETOC Manager, Application email address of the training institution and ETOC Institutions Managers and displays the new NCC for the respective course throughout the system :

NCC Approved

The pending NATO course certification request for the course AOP-AO-22054 has been approved.

For approving/reviewing courses pending NATO ETOC Manager approval, please make sure that the "Course pending NATO Course Certification (NCC) approval" filter is set to No.

If you wish to approve/review pending NATO Course Certification requests, please modify the filter criteria and set "Courses pending NATO Course Certification (NCC) approval" filter to Yes and click Append/Update Search button."

Current Search:

Course Title *Contains* % <- [Remove from search](#)

COURSE TITLE CONTAINS

Courses pending NATO Course Certification (NCC) approval.

To view information about a course, click on the View link next to the Course Title in the search results. The Approve link allows you to approve a course, the Review link to update the review status.

Below is an example view of the email:

From: e-ITEP Management System

To: Training institutions (Application email) and ETOC Institutions Managers of the training institutions

CC: NATO ETOC Manager

Subject: NATO Course Certification request approved

Body:

Congratulations, your request for the NATO course certification for the following course has been approved.

Course Code: <Course Code>

Course Name: <Course Name>

NATO Course Certification: <NATO Course Certification Acknowledgment attached>

Training Institution: <Training Institution Name>

NATO ETF Institutional Accreditation: < NATO ETF Institutional Accreditation>

NATO ETF Institutional Accreditation Expiry: <NATO ETF Institutional Accreditation Expiry>

Regards

Your e-ITEP Administration Center Team

Review Pending NCC

3. User clicks on Reject NCC link displayed under Action column.

Course Code	Course Title	Institution Name	Current NATO Course Certification	New NATO Course Certification	Action
ETE-IT-22055	testgk123	NATO - Maritime Interdiction Operational Training Centre (NMIOTC)	NATO Selected	NATO Approved	[View] [Approve NCC] [Reject NCC]

- User enters the Review remarks and clicks Submit button.

NCC Review

[Back](#)

Review Remarks *

- System sends an email notification to the NATO ETOC Manager, Application email address of the training institution and ETOC Institutions Training Managers. The NCC of the course remains unchanged throughout the system:

Below is an example view of the email:

From: e-ITEP Management System
 To: Training institutions (Application email) and ETOC Institutions Training Managers of the training institutions
 CC: NATO ETOC Manager
 Subject: NATO Course Certification request not approved
 Body:

Unfortunately, your request for the NATO course certification for the following course has not been approved.

Course Code: <Course Code>
 Course Name: <Course Name>
 NATO Course Certification: <NATO Course Certification>
 Review Remarks* : < Review Remarks>
 Training Institution: <Training Institution Name>
 NATO ETF Institutional Accreditation: < NATO ETF Institutional Accreditation >
 NATO ETF Institutional Accreditation Expiry: <NATO ETF Institutional Accreditation Expiry>

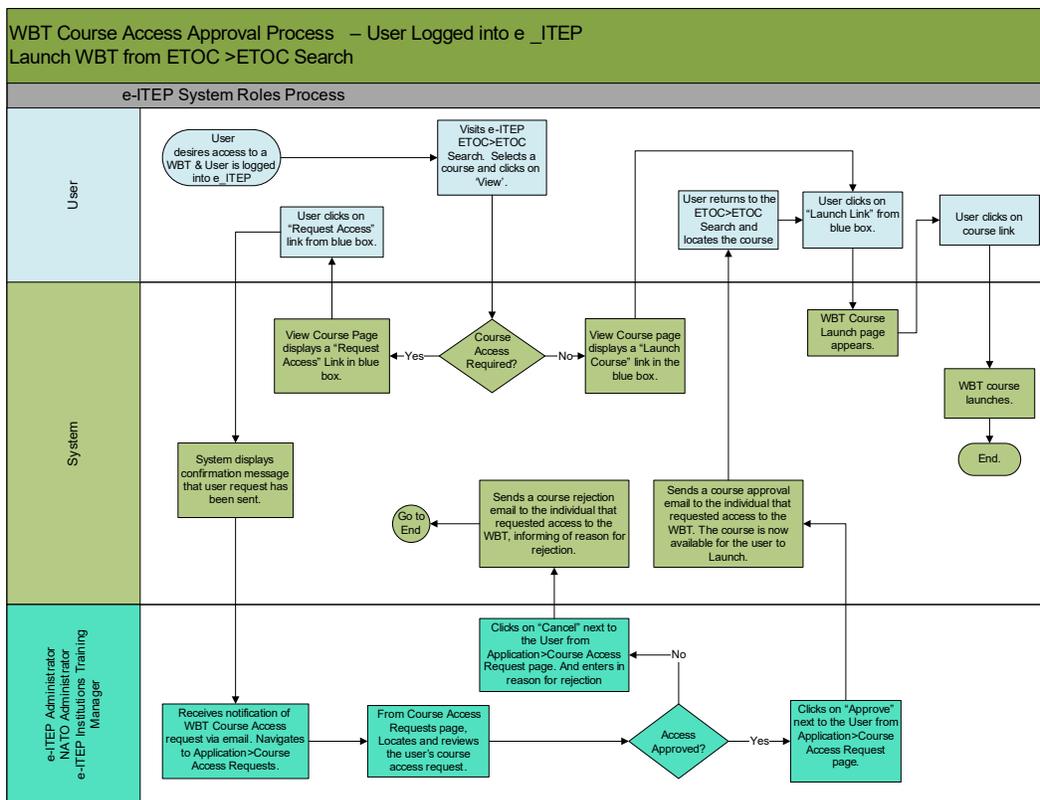
Regards
 Your e-ITEP Administration Center Team

12.3.5 E-Learning Courses (WBT's)

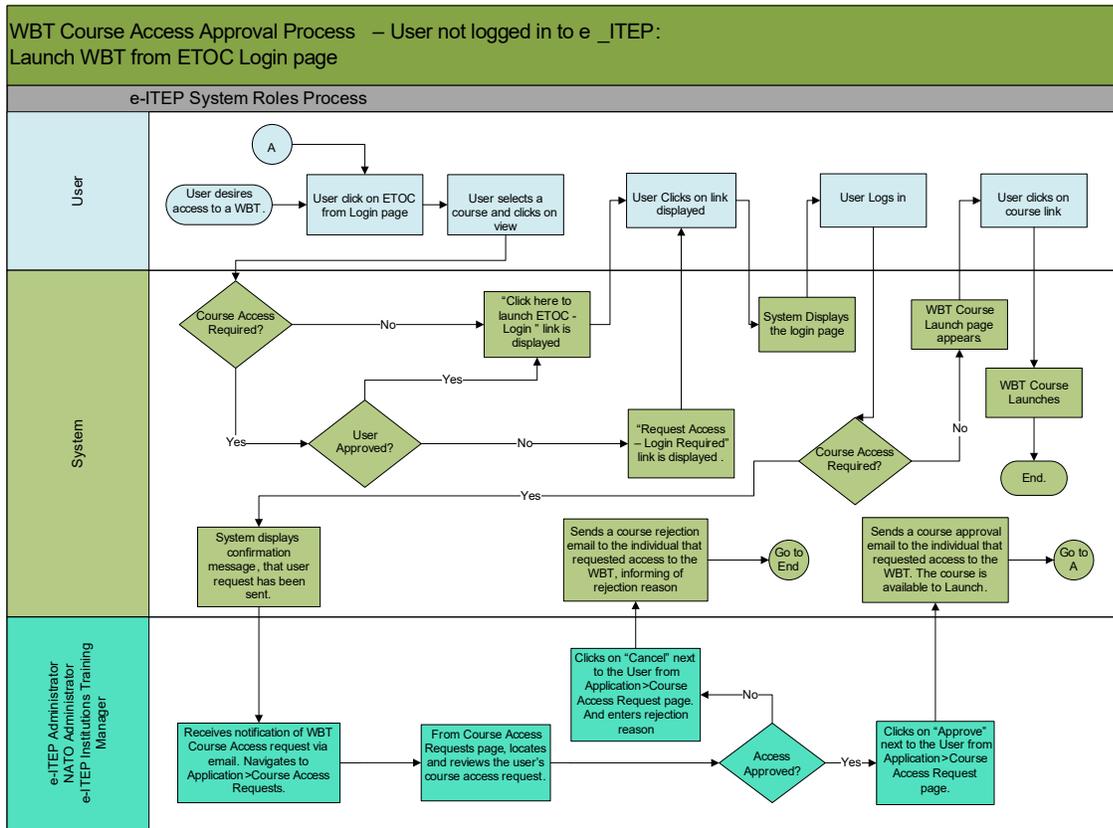
E-learning courses are set up in similar manner to all other courses however there are differences. The differences are:

1. Access to WBT can be restricted to approved users. If the *Require Access* flag on the add course page is set to *Yes* then before a user can view the content of the WBT, an authorized administrator (e-ITEP Administrator, ETOC Institutions Manager) must approve the user's access. Course creation is discussed in 12.2.2.1 and approval is discussed in 14.5.
2. A SCORM package (external file) is uploaded to the course, requiring the completion of an additional screen in the course addition process. Discussed in 12.2.2.2.
1. A WBT can be launched in two ways (discussed in 12.3.2): If a user is;
 - o Logged into e-ITEP; the WBT can be accessed through the e-ITEP navigation menu via **ETOC>ETOC Search >View Course page**.
 - o Not logged in to e-ITEP; the WBT can be accessed from the **ETOC Login Page**.

Below is the process flow diagram of the WBT Course Approval Workflow that is followed if the user launches the WBT from the View Course Page.



Below is the process flow diagram of the WBT Course Approval Workflow that is followed if the user launches the WBT from the ETOC Login page.



12.3.5.1 Creating WBT

Complete the Add Course page fields as required and as described above, however specifically for a WBT, user must follow the steps below:

1. User selects *W-ELEARNING* as the delivery method.



2. User selects the 'Submit Course for ETOC Upload' field as 'No'.
This will remain as 'No' until the Meta-data for the WBT is complete. This flag is changed to 'Yes' (as described above in "Adding a Course") only when the data entry and uploads are complete and the course is ready to be submitted for approval.



3. If approval is required prior to the course being launched and the course contents being viewed then user selects *Course Access Required* field as *Yes*.

Selecting a value of "Yes" will require approval by an administrator before a user may view the contents of this e-Learning Course (WBT)

Course Access Required Yes No

4. User completes the Add Course form and clicks *Submit*.
5. User then clicks on *E-Learning Course (WBT) Details* tab, below is an example view of E-Learning Course (WBT) Details tab.

6. User complete the required fields on E-Learning Course (WBT) Details tab. User ensures that the *e-Learning Course Standard* field value matches with the *SCORM file format* that will be attached to the respective course.
7. User clicks *Submit*. Upon submission the 'SCORM File' upload feature is activated and is displayed on the E-Learning Course (WBT) Details tab as shown in the screen shot below:

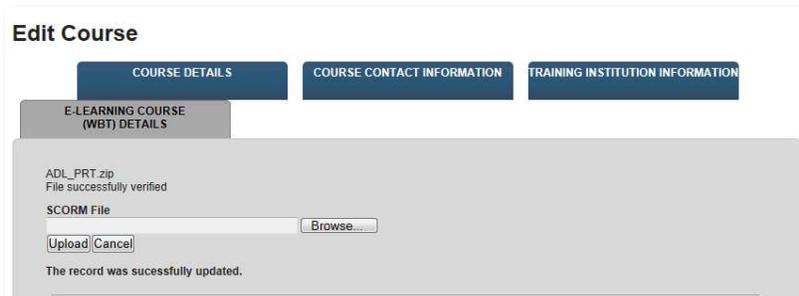
12.3.5.2 Uploading a SCORM Package

1. User locates the SCORM file for upload using the *Browse* button displayed under *E-Learning Course (WBT) Details* tab.
2. User clicks *Verify*. Verify will check the selected file, ensuring proper SCORM format based on the selected e-Learning Course Standard.

Note: The verification process may return warnings that do not prevent the uploading of the WBT.

If this does occur, it is **strongly recommended** that user perform the following steps:

- User checks that all the files referenced in the imsmanifest.xml file exists in the .zip file as sometimes if files referenced in the imsmanifest.xml file does not exists in the .zip file, it leads to incorrect functioning of WBT.
 - User clicks through and reviews the course to ensure that it functions correctly.
3. Upon completion of the verification process an *Upload* button is displayed.
 4. User clicks the *Upload* button to attach the SCORM file to the respective WBT.



5. Upon successful upload the system displays the following confirmation message:

SCORM File uploaded to the database.

The record was successfully updated.

6. User completes the Add Course process (refer to step 12.2.1 above) by changing the ‘Submit Course for ETOC Upload’ to ‘Yes’.
7. User clicks *Submit*.

12.3.5.3 Deleting a WBT Package

To delete a WBT package from a course, the course must first be inactive. To delete a WBT Package from an inactive course:

1. User visits e-ITEP and logs in
2. User navigates to ETOC > ETOC Search
3. User enters the search criteria to find the inactive course where the WBT package will be deleted from and clicks *Submit*.

ETOC Search

Current Search:
 Course Title Contains % <- [Remove from search](#)

COURSE TITLE CONTAINS

Discipline: ALL

Area: ALL

Delivery Method: E-LEARNING

NATO Course Certification: ALL

Training Audience: ALL

Training Institution: ALL

Country: ALL

Course status: ACTIVE

APPEND/UPDATE SEARCH **RESET**

To view information about a course, click on the View link next to the Course Title in the search results. The Edit button (if present), allows you to edit course information.

Record(s) 1 to 8

Course Code	Course Title	NATO Course Certification	Training Institution	Status	Action
INT-AS-21727	NATO Intelligence - An Overview	Listed	NATO - HQ ACT JFT ADL	Active	View Edit Delete
INT-SU-12034	NATO Intelligence Functional Services (CBT)	Listed	NATO - Communications and Information Agency (NCIA)	Active	View Edit Delete

4. User clicks *edit* next to the course that will have the WBT package deleted in the Action column.

Course Code	Course Title	NATO Course Certification	Training Institution	Status	Action
INT-AS-21727	NATO Intelligence - An Overview	Listed	NATO - HQ ACT JFT ADL	Active	View Edit Delete
INT-SU-12034	NATO Intelligence Functional Services (CBT)	Listed	NATO - Communications and Information Agency (NCIA)	Active	View Edit Delete
MEG-ME-12026	Introduction to Military Engineering	NATO Approved	COE - Military Engineering COE (MILENG COE)	Active	View Edit Delete

5. The user is taken to the *Edit Course* page. User clicks the *E-LEARNING COURSE (WBT) DETAILS* tab.

Edit Course

COURSE DETAILS COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION
 DISCIPLINE INFORMATION E-LEARNING COURSE (WBT) DETAILS

[Back to Course Search](#)

Web link only accepts 255 characters

Web Link

Training Institution *

Discipline *

Area *

Depth of knowledge Level *

The NATO Course Certification of the course is automatically updated based on the "NATO Course requirement" and "NATO ETF Institutional Accreditation". Unless, these two fields have been completed and validated, the course will automatically display as NATO Listed.

NATO Course Certification *

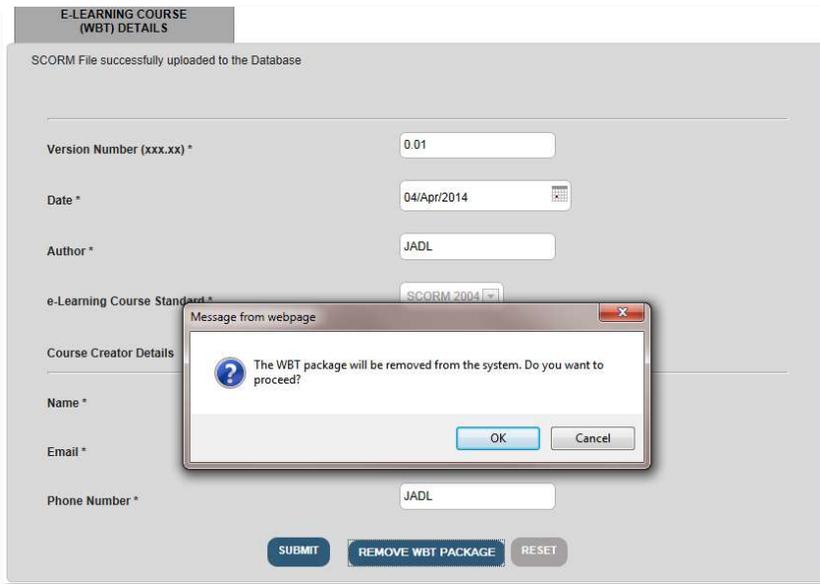
NATO Course Requirement * Yes No

NATO Course Requirement Document Link

- In this tab, click the *REMOVE WBT PACKAGE* button to remove the WBT package.

Phone Number *

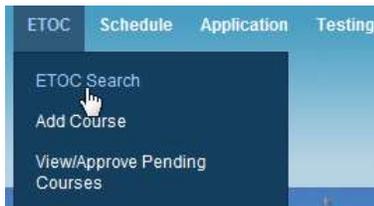
- e-ITeP warns the user that the package will be removed from the system.



8. To proceed, click *OK*. The system informs the user that the WBT package has been removed.

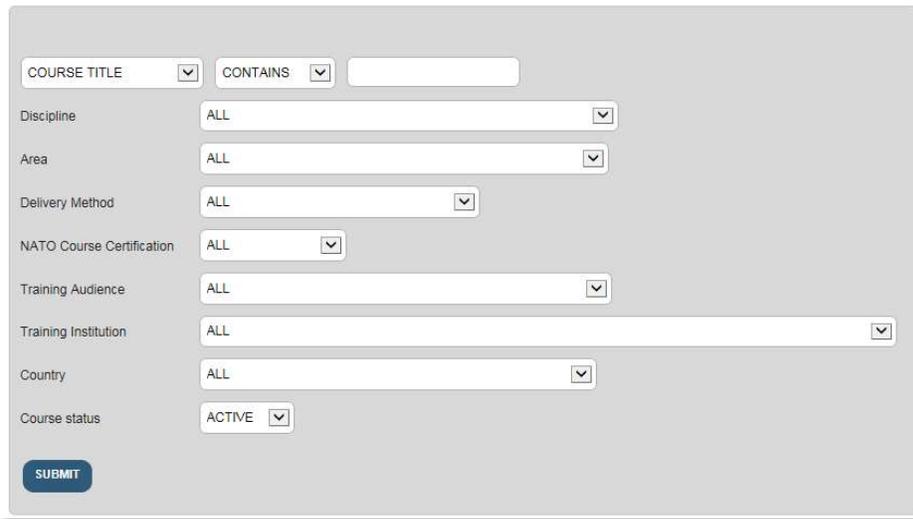
12.4 View/Edit Existing ETOC Courses

1. User visits e-ITP and logs in.
2. User navigates to ETOC > ETOC Search



3. User enters the search criteria to perform ETOC Course search and clicks *Submit*.

ETOC Search



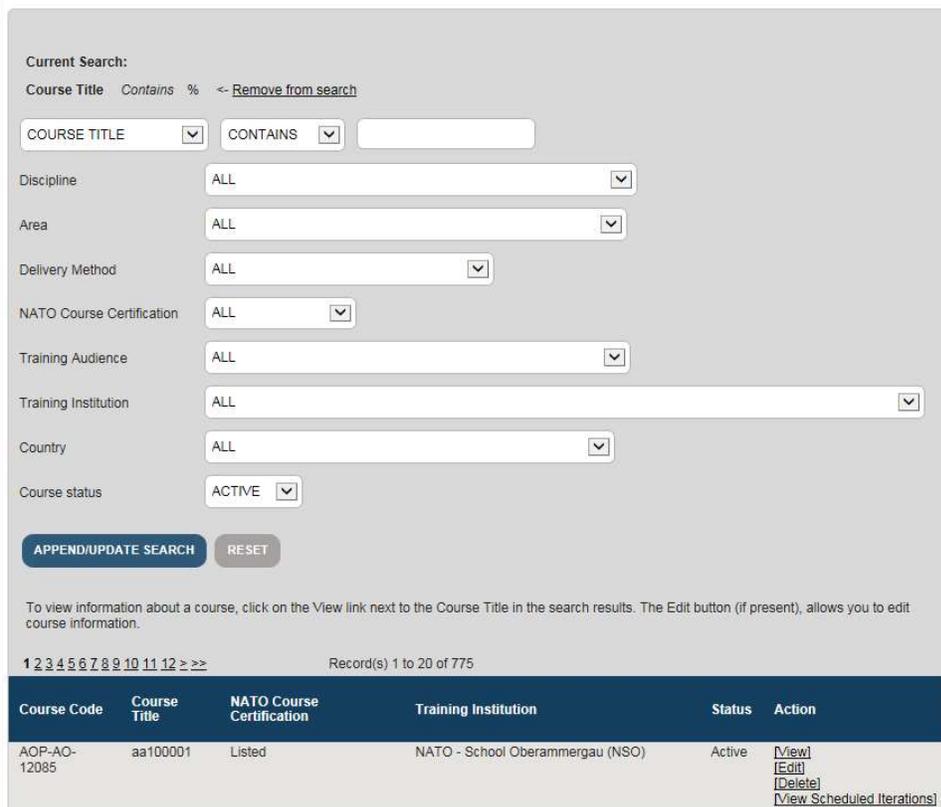
COURSE TITLE CONTAINS
 Discipline: ALL
 Area: ALL
 Delivery Method: ALL
 NATO Course Certification: ALL
 Training Audience: ALL
 Training Institution: ALL
 Country: ALL
 Course status: ACTIVE

4. User selects the desired course from the list of courses displayed as a search result.

12.4.1 View existing course

User clicks on *View* link for the selected course.

ETOC Search



Current Search:
 Course Title Contains % <- Remove from search
 COURSE TITLE CONTAINS
 Discipline: ALL
 Area: ALL
 Delivery Method: ALL
 NATO Course Certification: ALL
 Training Audience: ALL
 Training Institution: ALL
 Country: ALL
 Course status: ACTIVE

To view information about a course, click on the View link next to the Course Title in the search results. The Edit button (if present), allows you to edit course information.

1 2 3 4 5 6 7 8 9 10 11 12 >>> Record(s) 1 to 20 of 775

Course Code	Course Title	NATO Course Certification	Training Institution	Status	Action
AOP-AO-12085	aa100001	Listed	NATO - School Oberammergau (NSO)	Active	View Edit Delete View Scheduled Iterations

View course page loads displaying the selected course details. Below is an example view of the page.

Printer Friendly View Scheduled Iterations Add Course to Training Plan (Self Select)

View Course

COURSE DETAILS COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION

DISCIPLINE INFORMATION

[Back to Course Search](#)

Web Link	http://www.caspoa.org
Last Date Updated	29/Aug/2018 15:40
Training Institution	COE - Air Operations Centre of Excellence (AO COE)
Discipline	Air Operations (AOP)
Area	Systems (AO)
Depth of knowledge Level	2. Understand

The NATO Course Certification of the course is automatically updated based on the "Apply for NATO Course Certification" and "NATO ETF Institutional Accreditation". Unless, these two fields have been completed and validated, the course will automatically display as NATO Listed.

NATO Course Certification	NATO Approved
Apply for NATO Course Certification	Yes
NATO Course Certification Remarks	test

Course Code	AOP-AO-21253
ETF Course Code	ICC
Course Title	ICC operator Course (ICC)

12.4.2 View Scheduled Course Iterations

User clicks on View Scheduled Iterations link displayed in the blue instructional box.

Printer Friendly **View Scheduled Iterations** Add Course to Training Plan (Self Select)

View Course

COURSE DETAILS COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION

DISCIPLINE INFORMATION

[Back to Course Search](#)

Last Date Updated	19/Jan/2017 15:39
Training Institution	NATO - School Oberammergau (NSO)
Discipline	Air Operations (AOP)
Area	Systems (AO)
Depth of knowledge Level	1. Remember

The NATO Course Certification of the course is automatically updated based on the "NATO Course requirement" and "NATO ETF Institutional Accreditation". Unless, these two fields have been completed and validated, the course will automatically display as NATO Listed.

NATO Course Certification	Listed
NATO Course Requirement	No

Search Course Iterations page loads displaying list of scheduled course iterations matching user' search criteria.

Search Course Iterations

Current Search:
 Course Code is COP-CD-31395 <- [Remove from search](#)

COURSE CODE CONTAINS

Date Range: 29/Aug/2018 To 29/Aug/2019

Iteration Status: ACTIVE

[APPEND/UPDATE SEARCH](#) [RESET](#)

Record(s) 1 to 2

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Status	Delivery Method
5460	COP-CD-31395	Cyber Incident Handling & Disaster Response Course	English	31/Aug/2018 8:00	31/Aug/2018 17:00		10	NATO - School Oberammergau (NSO)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active	B
5215	COP-CD-31395	Cyber Incident Handling & Disaster Response Course	English	03/Sep/2018 8:00	09/Nov/2018 13:00		60	NATO - School Oberammergau (NSO)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active (Modified)	B

12.4.3 Requesting Access to and Launching a WBT

WBTs can be launched in two ways: If a user is;

- Logged in the system, the WBT can be accessed through the e-ITEP navigation menu via **ETOC>ETOC Search >View Course page**.
- Not logged in the system, the WBT can be accessed from the **ETOC Login Page**.

12.4.3.1 Accessing WBT from e-ITEP navigation menu; ETOC>ETOC Search; user is logged in the system

1. User visits e-ITEP and logs in the system.
2. User navigates to ETOC>ETOC Search and locates the desired E-Learning course (WBT).

ETOC Search

Current Search:

Course Title *Contains %* <- [Remove from search](#)

COURSE TITLE CONTAINS

Discipline

Area

Delivery Method

NATO Course Certification

Training Audience

Training Institution

Country

Course status

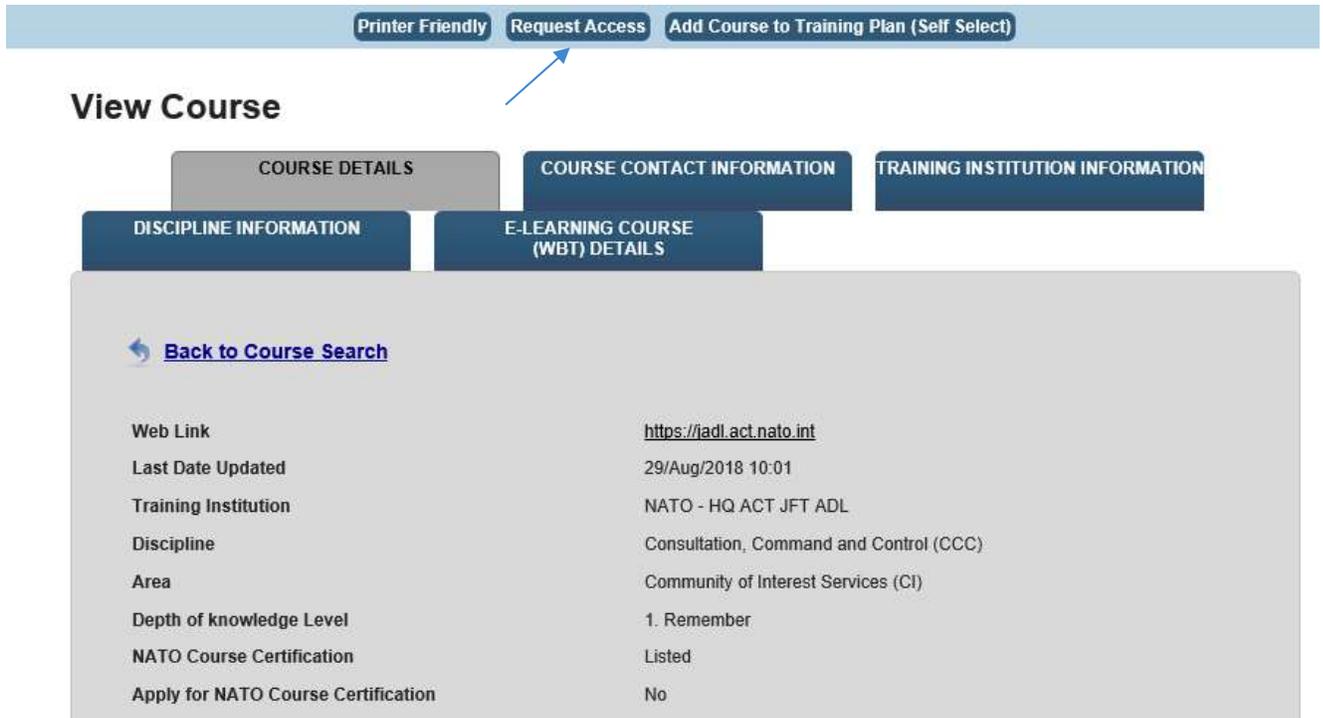
APPEND/UPDATE SEARCH **RESET**

To view information about a course, click on the View link next to the Course Title in the search results. The Edit button (if present), allows you to edit course information.

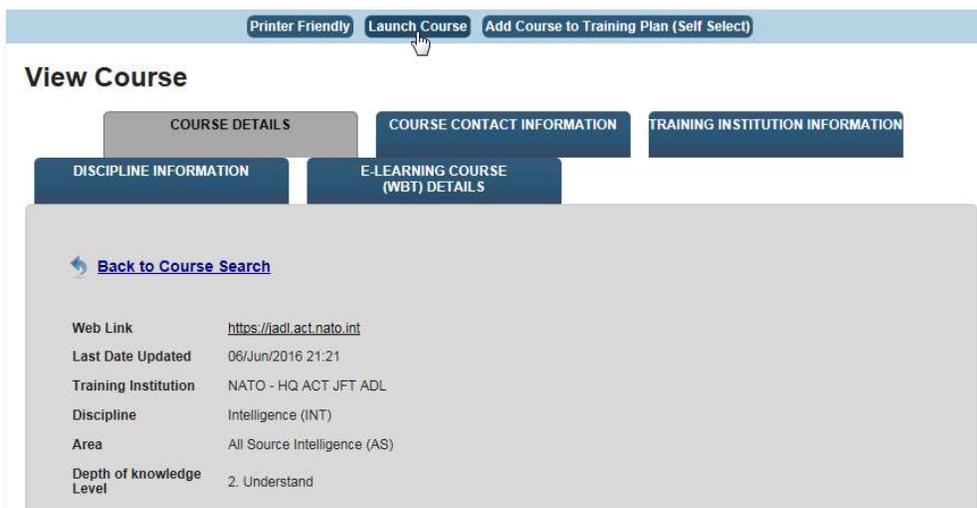
Record(s) 1 to 8

Course Code	Course Title	NATO Course Certification	Training Institution	Status	Action
INT-AS-21727	NATO Intelligence - An Overview	Listed	NATO - HQ ACT JFT ADL	Active	View Edit Delete

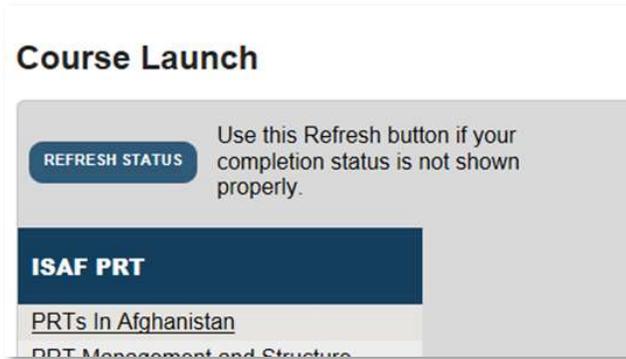
3. User clicks on the *View* link under action column for the selected course.
4. System displays View Course page for the respective course.
 - If the selected WBT requires access approval, then a *Request Access* link appears in the ETOC blue box.
 - If the selected WBT does not require access approval or if approval has already been granted, then a *Launch Course* link will appear (refer steps 9-11 below).



5. User clicks on the *Request Access* link. The course is then added to the Course Access Requests list for approval by an Administrator (refer to section 14.3 below – Course Access Requests).
6. User waits for course access approval (or non-approval) notification via system generated email.
7. Upon receipt of approval email the user can return to ETOC> ETOC Search.
8. User locates their course and clicks on *View* link for the respective course. User is directed to View Course page of the selected course.
9. *Launch Course* link is displayed in the blue instructional box.



10. User clicks on the *Launch Course* link. The *Course Launch* page is displayed as shown below:



11. User clicks on the course link to launch the WBT.

12.4.3.2 Accessing WBT from e-ITEP login page; user is not logged in the system

1. User visits e-ITEP Login Page and clicks on *Click Here to Launch ETOC* link.



2. ETOC advanced search page loads. User completes the search criteria on the advanced search page and clicks *Submit*.
3. User locates the desired course and clicks on *View* link under action column.
 - o If the selected WBT requires access approval, then a *Request Access – Login required* link is displayed in the ETOC blue instructional box.
 - o If the selected course does not require an access request then the *Launch Course-Login required* link is displayed in the ETOC blue instructional box. Upon click the user logs in the system and is directed to the *Course Launch* page. (refer steps 14-17 below)



4. User clicks on the *(Request Access)-Login required* link and is directed to the e-ITeP login page.
5. User logs in the system.
6. Upon login a confirmation message is displayed to the user and the course is then added to the Course Access Request list for approval by an Administrator (refer to section 14.3 below – Course Access Requests).
7. User waits for the course access approval (or non-approval) notification via systems generated email.
8. User receives the access approval email and visits e-ITeP login page.
9. User clicks on *Click Here to Launch ETOC* link displayed on the e-ITeP login page.
10. User is directed to ETOC Advanced Search page.
11. User enters the desired search criteria and clicks *Submit*.
12. User selects a desired WBT and clicks on *View* link under action column for the respective WBT.
13. User is directed to *View Course* page for the selected course.
14. *Launch Course-Login required* link is displayed in the ETOC blue instructional box.
15. User clicks on the *Launch Course-Login required* link and is directed to the e-ITeP login page.
16. User logs in the system and is directed to the *Course Launch* Page.
17. User clicks on the course link to launch the WBT.

12.4.4 Edit existing course

User with the e-ITeP Administrator, NATO ETOC Manager and ETOC Institutions Manager have the ability to edit Course details. For users with role Discipline Community of Interest have ability to manage the course resources area for courses belonging to the user’s discipline.

User selects a desired course and clicks on *Edit* link under action column.

Note: “Fields in the Add Course form which requires text to be included within the system, permits the following application functions to display text in a readable format:

<u> underline </u>, <i> italics </i>, bold , bullet lists , bullet lists and
 line break </br>”

Record(s) 1 to 8

Course Code	Course Title	NATO Course Certification	Training Institution	Status	Action
INT-AS-21727	NATO Intelligence - An Overview	Listed	NATO - HQ ACT JFT ADL	Active	View Edit Delete

User makes necessary changes and clicks *Submit* to save the changes made to the course details. Below is an example view of the *Edit Course* page.

Edit Course

[DISCIPLINE INFORMATION](#)
[E-LEARNING COURSE \(WBT\) DETAILS](#)
[COURSE CONTACT INFORMATION](#)
[TRAINING INSTITUTION INFORMATION](#)

[Back to Course Search](#)

Web link only accepts 255 characters

Web Link:

Training Institution *: CANADIAN FORCES FLEET SCHOOL QUEBEC CFFS (Q)

Discipline *: COUNTER TERRORISM (CTM)

Area *: COUNTER TERRORISM (CT)

Depth of knowledge Level *: 2. UNDERSTAND

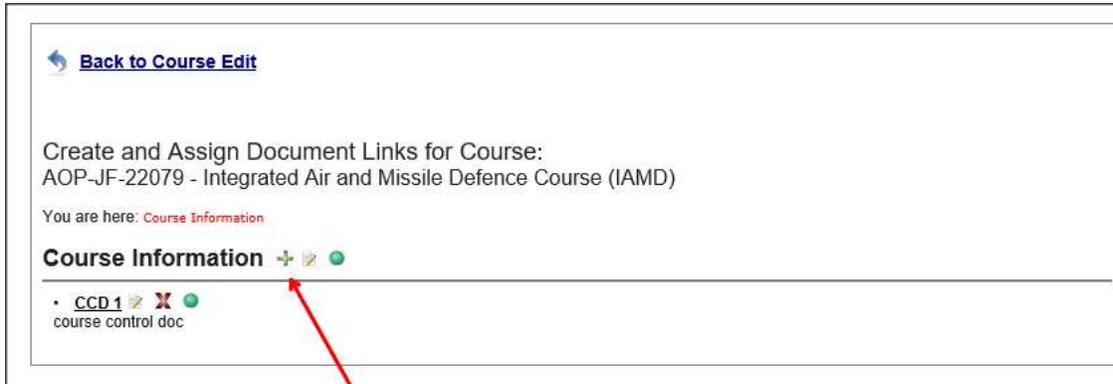
User can perform various activities like viewing Scheduled course iterations, editing course restrictions, editing Pre-requisites, upload course resources, translation, editing Organisations by clicking on various links displayed in the blue instructional box at the top of the Edit Course page.

12.4.5 Managing Course Resources

To manage course resources, user navigates to Edit Course page and clicks on Upload Resources action menu button. Please note: The document repository is separate for each course i.e. If you want to upload a document for 2 courses then you have to upload and link the document under each course separately.

To add a new course resource item

1. User clicks on the plus sign to add a new course resource item



2. User fills in the data like Title, Description, Item Type, Item Visibility, Sort Order in the yellow course resource window.
 - 2.1 Title: User enters the Title for the course resource item
 - 2.2 Item Type – Internal Link should be used for creating internal –ITEP links pointing to different pages, resources. Whereas Document Link item type should be used for uploading files related to the course (allowed file types are – Pdf, xlsx, xlsx, doc, gif, mp, png, jpg, txt)
 - 2.3 Item Visibility: User selects the desired visibility rights for the resource item.

Grade 1: Allows the item to be visible to all the e-ITEP roles including the guest user.

Grade 2: Allows the item to be visible to all the e-ITEP roles.

Grade 3: Allows the item to be visible to the training institution administrators and higher roles.

Grade 4: Allows the item to be visible to the ACT Discipline Point Of contact and higher roles.

- 2.4 Sort Order: User enters the desired sort order

- 2.5 Item Visibility: User select the desired visibility rights for the respective resource item. For course control documents it is recommended to use Grade 3 for item visibility

Add New Item Information

Link the item to a course by choosing the item type as document link, entering a title, description, selecting appropriate visibility grade, entering sort order, checking active checkbox, uploading the respective document and clicking Save button.

Title *:

Description:

Item Type: ▾

Item Visibility: ▾

Sort Order *:

Active:

Document Upload:

Document Rename:
(optional)

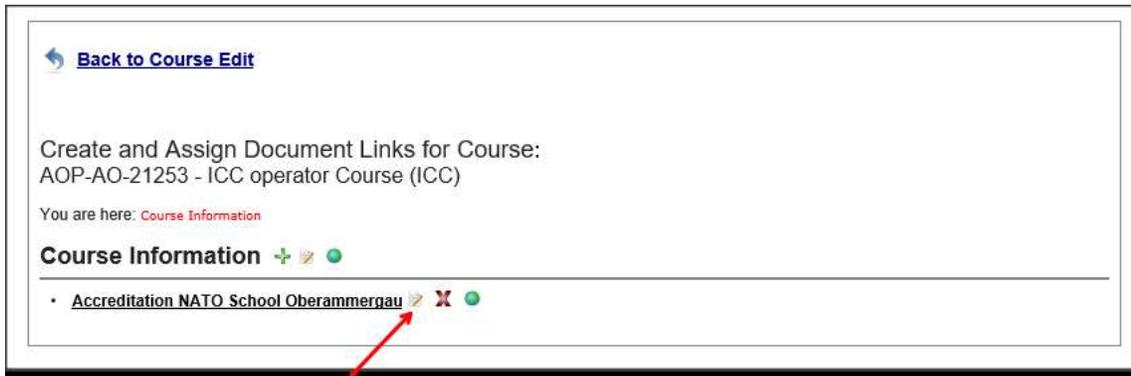
3. User fills in the data as mentioned in previous step, clicks save and close button:
4. User clicks on Back to course Edit link



5. The Edit and View course page displays the newly created course document link.

To edit existing course resource item

1. Click on the edit pen symbol displayed besides the respective resource item.



2. Update details displayed in the yellow course resources window and click the Save and close button.

To delete existing course resource item

1. Click on the cross symbol displayed besides the respective resource item.
2. Confirm the deletion action by click OK button in the pop up confirmation window.

To link and unlink documents to course

1. If the active checkbox is checked for the respective resource then the resource item is active and linked to the course
2. If the active checkbox is not checked for the respective resource item then the item is inactive and is not linked to the course. However, it will still be displayed as an inactive item on the Create and Assign Document Links for Course page.

12.4.6 Inactivating existing ETOC course

In the *Edit Course* page shown above, user selects the *No* radio button for the *Active Course* field. This will automatically set the course deactivated on date to today's date.

On the other hand one can also set the Course Deactivated On date to be in the past which will automatically set the active course field to No.

User clicks the *Submit* button to save the changes made to the course details.

The Level 2 Test dropdown currently only applies to SCORM compliant courses.

Level 2 Test

Two Step Application Override (Reqs approval for applying into Iteration) Yes No

Active Course * Yes No

Requires Secure Area Access Yes No

12.4.7 Deleting existing ETOC Courses

This feature is only meant for deleting courses created in error.

6. User visits e-ITP and logs in.
7. User navigates to ETOC > ETOC Search



8. User searches for the inactive course with no scheduled iterations, and no WBTs attached that will be deleted and clicks *Submit*.

ETOC Search

COURSE TITLE CONTAINS

Discipline

Area

Delivery Method

NATO Course Certification

Training Audience

Training Institution

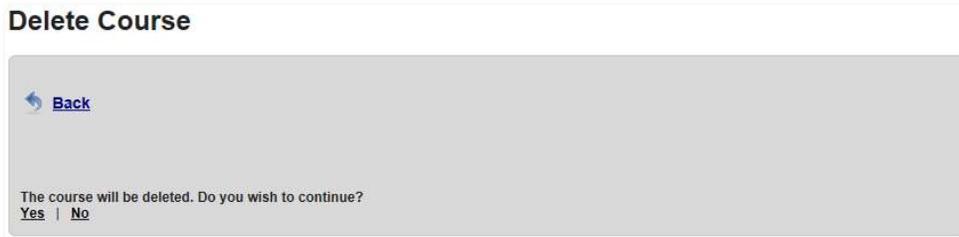
Country

Course status

- To delete the course, assure that the course is inactive, does not have any iterations (active or cancelled), and does not have any WBT packages attached, and click *Delete* in the Action column:

Course Code	Course Title	NATO Course Certification	Training Institution	Status	Action
AOP-AO-12085	aa100001	Listed	NATO - School Oberammergau (NSO)	Active	[View] [Edit] [Delete] [View Scheduled Iterations]
AOP-AO-12086	aa100001	Listed	Albanian & Armed Forces Academy	Active	[View] [Edit] [Delete] [View Scheduled Iterations]
AOP-AO-12087	aa100002	Listed	Albanian & Armed Forces Academy	Active	[View] [Edit] [Delete] [View Scheduled Iterations]

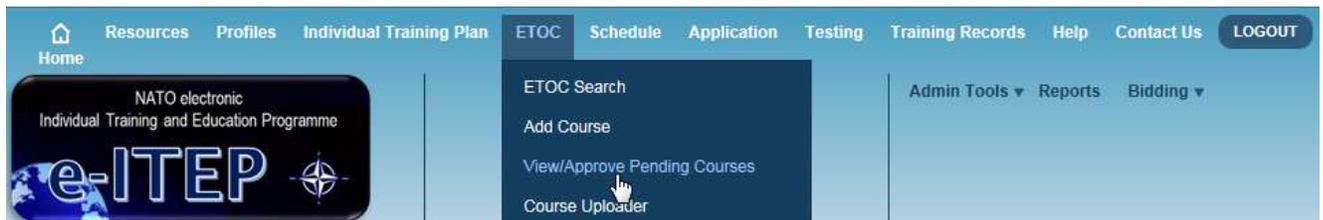
- e-ITEP warns the user that the course will be deleted. The user clicks *Yes* to continue.



- e-ITEP informs the user that the course was deleted

View/Approve/Review ETOC Pending Courses

- A New ETOC Course request notification email is sent to the Users with NATO ETOC Manager Role after each successful submission of *ETOC Course* for approval.
- User visits e-ITEP and logs in.
- User navigates to ETOC > View/Approve Pending Courses.



View/Approve Pending Courses feature allows the User with e-ITEP Administrator/ NATO ETOC Manager Roles to search for the list of pending ETOC Courses and view, approve or review/reject them. Below is an example of search performed on *View/Approve Pending Courses* feature, with result set. (All search functions allow users to search with empty search criteria.)

Note: Make sure to set Course Pending NATO Course Certification (NCC) approval to No while searching for courses which are pending ETOC approval.

Education & Individual Training Requirements

Education & Training Opportunities

Student

View/Approve Pending

To find a pending course in the ETOC, select search terms from the dropdown menus and click the Submit button.

View/Approve Pending Courses

For approving/reviewing courses pending NATO ETOC Manager approval, please make sure that the "Course pending NATO Course Certification (NCC) approval" filter is set to No.

If you wish to approve/review pending NATO Course Certification requests, please modify the filter criteria and set "Courses pending NATO Course Certification (NCC) approval" filter to Yes and click Append/Update Search button.

Current Search:

Course Title *Contains* % <- [Remove from search](#)

COURSE TITLE CONTAINS

Courses pending NATO Course Certification (NCC) approval: NO

APPEND/UPDATE SEARCH RESET

To view information about a course, click on the View link next to the Course Title in the search results. The Approve link allows you to approve a course, the Review link to update the review status.

Course Code	Course Title	Institution Name	Action
AJEL	Basic Intelligence Officers Course (BIOC) (NAVY)	CANADIAN FORCES SCHOOL OF MILITARY INTELLIGENCE (CFSMI)	View Approve Review
AJEN	Basic Intelligence Officers Course (BIOC) (AIR)	CANADIAN FORCES SCHOOL OF MILITARY INTELLIGENCE (CFSMI)	View Approve Review
CIHA-2013	Influence Ops in Multicultural Environment	Hellenic Multinational Peace Support Operations Training	View Approve Review
CM-ICM-2015	681 Middle East South Asia and Sub Saharan Africa	United States Naval Postgraduate School (NPS)	View Approve Review
COM - CD	368 Computer Science	United States Naval Postgraduate School (NPS)	View Approve Review

12.4.8 View/Edit

- User clicks on *View* link to view or edit the new ETOC Course, make desired changes and clicks *Submit* to save the changes made.

Advanced Search

Current Search:

Course Title *Contains* % <- [Remove from search](#)

COURSE TITLE CONTAINS

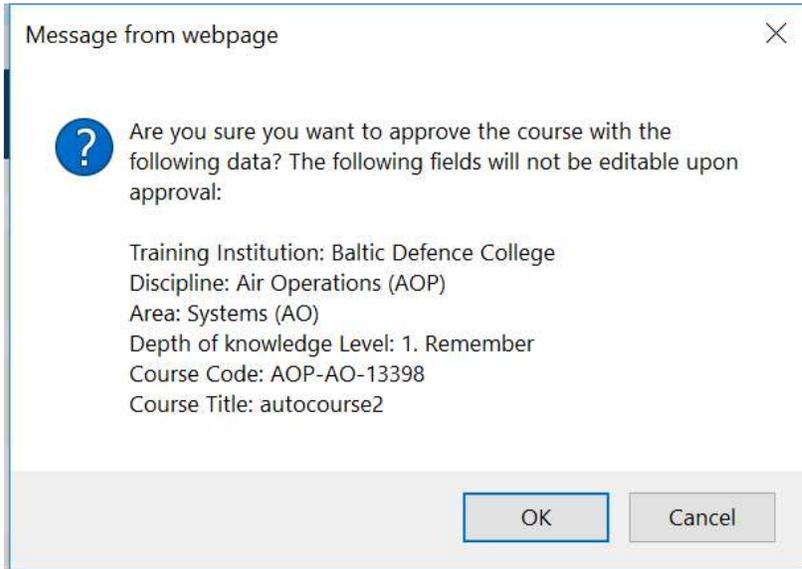
APPEND/UPDATE SEARCH RESET

To view information about a course, click on the View link next to the Course Title in the search results. The Approve link allows you to approve a course, the Review link to update the review status.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 67

12.4.9 Approve

1. User clicks on *Approve* link for the respective course.
2. System displays a confirmation window displaying the course details which cannot be changed after approval



3. Upon approval, the course becomes active and is available for ETOC Search. A course approval email is sent to the user that requested the new course containing the basic course details.

Course Code	Course Title	Institution Name	Action
AOP-AO-22054	gkcourse test 1	NATO - Maritime Interdiction Operational Training Centre (NMIOTC)	View Approve Review

Pending Course Approved

The pending course has been approved and activated

For approving/reviewing courses pending NATO ETOC Manager approval, please make sure that the "Course pending NATO Course Certification (NCC) approval" filter is set to No.

If you wish to approve/review pending NATO Course Certification requests, please modify the filter criteria and set "Courses pending NATO Course Certification (NCC) approval" filter to Yes and click Append/Update Search button."

Current Search:

Course Title Contains % <- Remove from search

COURSE TITLE CONTAINS

Courses pending NATO Course Certification (NCC) approval. NO

APPEND/UPDATE SEARCH RESET

To view information about a course, click on the View link next to the Course Title in the search results. The Approve link allows you to approve a course, the Review link to update the review status.

Course Code	Course Title	Institution Name	Action
AJEN	Basic Intelligence Officers Course (BIOC) (AIR)	CANADIAN FORCES SCHOOL OF MILITARY INTELLIGENCE (CFSMI)	[View] [Approve] [Review]
CIH-IA-2013	Influence Ops in Multicultural Environment	Hellenic Multinational Peace Support Operations Training	[View] [Approve] [Review]

Note: NATO is automatically assigned as the organisation when the course is approved. To change the organisation, and to edit the certificates, see 12.5.2.1 below.

Note: Once a course is approved, the NATO Course Accreditation (NCA) field can only be edited by e-ITEP Administrators.

12.4.9.1 Editing Organisations and Certificates

1. User navigates to ETOC > ETOC Search and clicks 'Submit' to search for the course. When the desired course is found, the user clicks 'Edit' to edit the course.

Course Code	Course Title	NATO Course Certification	Training Institution	Status	Action
AOP-AO-12085	aa100001	Listed	NATO - School Oberammergau (NSO)	Active	[View] [Edit] [Delete] [View Scheduled Iterations]

2. The Edit Course page loads, User clicks on the *Organisations* link displayed in the blue instructional box.

Note: The e-ITEP System supports multiple Organisations and the organisation can be changed for a course if necessary. This feature helps to restrict the availability of the Course for users belonging to other organisations which are not assigned to the course. The user is also allowed to assign more than one organisation to a course.

Example: NSO offers many other courses which are not offered by NATO. Therefore in the future NSO has the ability to use the e-ITEP System for these courses and assign the Company NSO to the respective courses. This will make those courses available only for users belonging to the Company NSO.

Edit Course

COURSE DETAILS
COURSE CONTACT INFORMATION
TRAINING INSTITUTION INFORMATION

DISCIPLINE INFORMATION

[Back to Course Search](#)

Web link only accepts 255 characters

Web Link:

Training Institution *:

Discipline *:

Area *:

3. The Course Organisation Edit page loads, User enables the course for the desired organisations by checking the box under Enable column.
4. User selects the Certificate and Certificate of Proficiency from the drop down menu and clicks *Update*.

NATO UNCLASSIFIED

**NATO COMMUNICATIONS
AND
INFORMATION SYSTEMS SCHOOL LATINA**
 04010 BORGO PIAVE (LT), ITALY
CERTIFICATE OF PROFICIENCY

Rank: _____ Last Name: _____ First Name: _____

NATO Rank: _____ Country of Origin: _____ Service: _____

Assigned from: _____

You attended the following course:

Course ID: _____ Course Title: _____ Date: _____ To: _____

RESULT: **PASSED** **NOT PASSED**

Achieved Qualification: _____

Signature: _____

Comments: _____

Date: _____

Coliffi, AF
NCSG Commandant

NATO UNCLASSIFIED

Below is an example view of an E-Learning Certificate



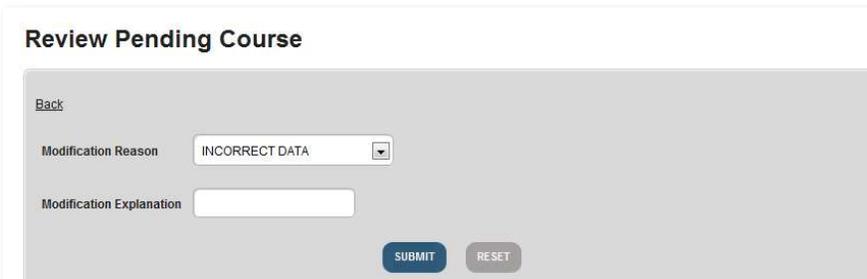
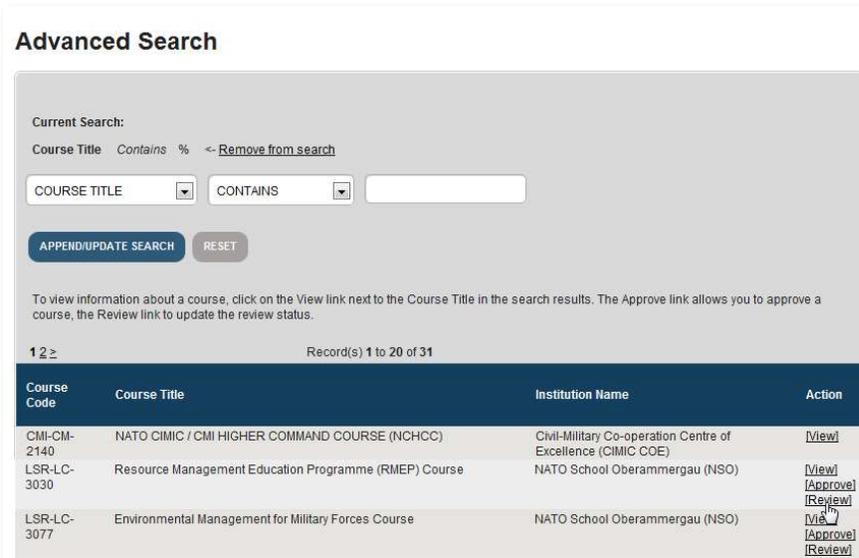
5. User clicks the Back to Course Edit link.

Course Organisation Edit



12.4.10 Review/Reject

4. User clicks the *Review* link to reject the new ETOC Course, fills in the Modification reason, explanation and clicks *Submit*. Below is an example view of the screen, when user clicks on Review link.



5. Upon rejection, a course rejection email is sent to the user that requested the new course, notifying the modification reason, explanation. The user then modifies the course data and resubmits the course if desired.

12.5 Access List for INFOSEC domain (Attaching Secure Access Document to a Course)

Note: This feature is currently applicable only for NCISS specific Courses. This document serves as a valid Clearance Certificate after being signed by NCISS INFOSEC Officer. The Secure Area Access document comprises of the list of students who can be admitted into the INFOSEC Area after the completion of identification process. The students who are not listed in this document should not be admitted into the INFOSEC Area without prior reference to NCISS INFOSEC Officer.

User with roles e-ITeP Administrator, NATO ETOC Manager, ETOC Institutions Manager have the ability to attach Secure Access Document to ETOC courses.

Following steps must be followed in order to set the *secure area access required* attribute for a course:

1. User navigates to ETOC > ETOC Search.



2. User enters the search criteria and clicks *Submit*.

ETOC Search



3. User selects the desired course from the list to attach the Secure Access Document to and clicks on *Edit* link under Action column for the selected course.

Course Code	Course Title	NATO Course Certification	Training Institution	Status	Action
AOP-AO-12085	aa100001	Listed	NATO - School Oberammergau (NSO)	Active	[View] [Edit] [Delete] [View Scheduled Iterations]

4. User scrolls to the bottom of the page and selects *Yes* for the *Requires Secure Area Access* field. User clicks the *Submit* button to save the changes. Below is an example view of the *Requires Secure Area Access* field.



12.6 Adding Certificates to a Course

There are 2 different types of Certificates that can be attached to an ETOC course, a *Certificate of Attendance* and a *Certificate of Proficiency*. Cer

1. User navigates to ETOC > ETOC Search.



2. User enters the search criteria and clicks *Submit*.

ETOC Search

COURSE TITLE CONTAINS

Discipline: ALL

Area: ALL

Delivery Method: ALL

NATO Course Certification: ALL

Training Audience: ALL

Training Institution: ALL

Country: ALL

Course status: ACTIVE

SUBMIT

3. User selects the desired course and clicks on *Edit* link under Action column for the selected course.

Course Code	Course Title	NATO Course Certification	Training Institution	Status	Action
AOP-AO-12085	aa100001	Listed	NATO - School Oberammergau (NSO)	Active	[View] [Edit] [Delete] [View Scheduled Iterations]

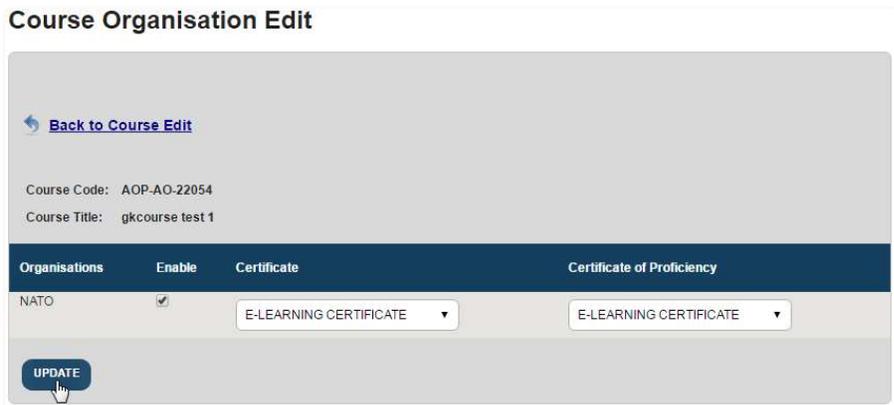
4. User clicks on *Organisations* link located in the blue instructional box at the top of the page.

ETOC

To edit course details, change the information in the dropdown menu and text entry boxes below. Click Submit to save your ETOC entry changes. You may reset the ETOC edit form by clicking the Reset button at the bottom of the page. Note: the asterisk (*) denotes fields that require information entry.

[View Scheduled Iterations](#)
[Organisations](#)
[Restrict Course](#)
[Translate](#)
[Prerequisites](#)
[Upload Resources](#)

5. User selects the required certificates for 1 or both selections and clicks the *Submit* button to save the selections.
Please note: In order to see a customised certificate as an option in the respective drop down, one must upload this certificate via the backend.



Below is an example view of Attendance Certificate



Below is an example view of Certificate of Proficiency

NATO UNCLASSIFIED

NATO COMMUNICATIONS
AND
INFORMATION SYSTEMS SCHOOL LATINA
04010 BORGO PIAVE (LT), ITALY
CERTIFICATE OF PROFICIENCY

Rank:	Last Name	First Name	
NATO Rank:	Country of Origin	Service	
Assigned from:			
User attended the following course:			
Course ID:	Course title	Start	To
RESULT:	PASSED <input checked="" type="checkbox"/>	NOT PASSED <input type="checkbox"/>	
Achieved Qualification:			
Remarks:			
Recommendation:			
Latina,	C/DIR AF NCSG Commandant		

AFSS Form 13 (Rev 07/2002) - Supersedes all previous editions.
This certificate was produced electronically and is valid without genuine signature.

NATO UNCLASSIFIED

Below is an example view of an E-Learning Certificate



12.7 Adding POI, TNA, course certification and other Documents to a Course

1. User navigates to ETOC > ETOC Search.
2. User enters the search criteria and clicks *Submit*.
3. User selects the desired course from the list and click on *Edit* link under Action column for the selected course.
4. User clicks on *Upload Resources* link located in the blue instructional box at the top of the page
5. User adds documents links following the steps described in section 12.4.5 of this document



The screenshot shows a form with the following fields:

- Course Description ***: A text area containing the word "test".
- Course Notes**: An empty text area.
- TNA Document**: A section with a "Download" link and a small icon.
- Aim of the Course**: An empty text area.

13 Schedule

The *Schedule* feature allows user to access course iterations and to view *Training Calendar*. Users with e-ITEP Administrator, NATO ETOC Manager, ETOC Institutions Manager, Point of Contact, National Training Manager, NATO HQ Training Manager Roles can apply themselves and their employees in course iterations from the Schedule; users with all other roles can apply themselves in a course iteration.

e-ITEP system allows user with e-ITEP Administrator role to bulk upload courses iterations using the Iteration Uploader functionality available in the Schedule. For further details, please refer to “Bulk Uploader of ETOC Courses and Course Iterations (Templates)” user guide.

An audit entry is created for following actions which are performed for Course schedule data (iterations): Add, Edit, Cancel, Activate and Delete an iteration.

13.1 Search Course Iterations

The *Search Course Iterations* feature, accessible from the navigation menu allows user to search for course sessions.



Below is an example view of a search performed on the Search Course Iterations feature, with results set.

Search Course Iterations

Current Search:

Course Code Contains % <- [Remove from search](#)

COURSE CODE CONTAINS

Date Range: 16/Nov/2016 To 16/Nov/2017

Iteration Status: ACTIVE

APPEND/UPDATE SEARCH RESET

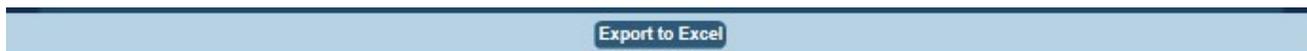
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 > Record(s) 1 to 20 of 361

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Status	Delivery Method
3776	CII-CI-41465	NATO Deployable Satellite Communications System (DSGT) Operator Level II	English	20/Nov/2016 18:00	24/Nov/2016 18:00		6	NATO - Communications and Information Systems School (NCISS)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active	I
3862	CII-CI-3835	LOGFAS - ADAMS Basic Users Course	English	20/Nov/2016 18:00	01/Dec/2016 18:00		24	NATO - Communications and Information Systems School (NCISS)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active	I
3877	CII-CI-31476	LOGFAS - LOGREP Basic Users Course	English	20/Nov/2016 18:00	24/Nov/2016 18:00		24	NATO - Communications and Information Systems School (NCISS)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active	I

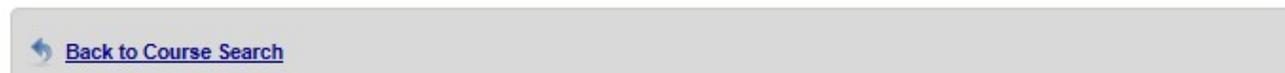
Users with Instructor Role or higher also have the ability to add/edit single iteration through the *Schedule* feature.

13.1.1 Export Iteration List to Excel

The list can be exported by clicking on the Export to Excel button. Please see section 12.1.4 for more information.



Advanced Search



13.1.2 Edit Scheduled Iteration

1. User visits e-ITEP and logs in.
2. User navigates to Schedule > Search Course Iterations.



- User enters the search criteria and clicks *Append/Update Search*

Search Course Iterations

Current Search:

Course Code *Contains* % <- [Remove from search](#)

COURSE CODE CONTAINS

Date Range To

Iteration Status

- User selects the desired iteration and clicks on *Edit* link.

Search Course Iterations

Current Search:

Course Code *Contains* % <- [Remove from search](#)

COURSE CODE CONTAINS

Date Range To

Iteration Status

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 > Record(s) 1 to 20 of 361

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Status	Delivery Method
3776	CII-CI-41465	NATO Deployable Satellite Communications System (DSGT) Operator Level II	English	20/Nov/2016 18:00	24/Nov/2016 18:00		6	NATO - Communications and Information Systems School (NCISS)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active	I
3862	CII-CI-3835	LOGFAS - ADAMS Basic Users Course	English	20/Nov/2016 18:00	01/Dec/2016 18:00		24	NATO - Communications and Information Systems School (NCISS)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active	I
3877	CII-CI-31476	LOGFAS - LOGREP Basic Users Course	English	20/Nov/2016 18:00	24/Nov/2016 18:00		24	NATO - Communications and Information Systems School (NCISS)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active	I

- Edit Iteration page loads, user makes the necessary changes to the scheduled iteration and clicks *Submit*.

13.2 Iteration Status

Iterations are given ‘Active’ status. Iterations can be cancelled on the Edit Iteration page by changing the Status from ‘Active’ to ‘Cancelled’ and clicking the ‘Submit’ button.

Iterations can be re-activated by changing the value ‘Cancelled’ in the Status field to ‘Active’.

ETOC Institutions Managers can only activate courses for their training institution.

13.2.1 Status: Active

The default status of the iteration is Active.

13.2.2 Status: Modified

An iteration will receive ‘Active (Modified)’ status if any changes are made to any of the following fields after the iteration has been created:

Course, Start Time, End Time, Cutoff Date, Time Zone, Automatically Adjust for Daylight Savings, Training Institution (Room), Instructor, Secondary Instructor, Teaching Language, VCT SCO ID, Min Size, Max Size, Max Seats from Waitlist, Iteration Notes, Email Notify on Change, or Status

Iterations that are Active (Modified) will appear light blue in the training calendar.

13.2.3 Status: Cancelled

When an iteration is cancelled, the following takes place:

- All students enrolled in the iteration are cancelled from the iteration. If the iteration is re-activated, the students must reapply to the iteration.
- Entries for the Iteration in the training calendar become red to indicate that the iteration is cancelled

Iterations which have already ended cannot be cancelled.

13.2.4 Status: Deleted

If an iteration is deleted, it is removed from the system entirely. The Delete option is displayed underneath the Action column in the iterations list on the Search Course Iterations page. School managers can delete iterations if:

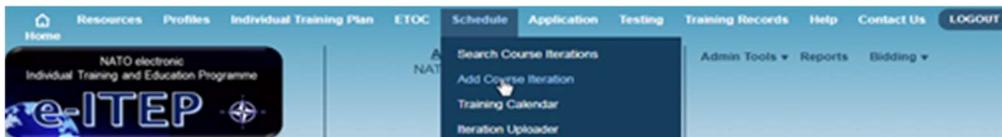
- The iteration has not yet started and
- The iteration is the same as the training institution in the school manager’s profile

Note: Iterations cannot be cancelled or deleted if there are certificates that have been awarded to the user from the iteration.

13.3 Add Course Iteration

Users with the ETOC Institutions Manager role or higher have the ability to add new single iteration through the *Add Course iteration* feature, accessible from the navigation menu. Below is an example view of the Add single Course iteration form.

1. User visits e-ITEP and logs in.
2. User navigates to Schedule > Add Course Iteration.



3. User clicks on *Single Iteration* link.

Schedule Selection

To schedule one Iteration, click the Single Iteration link.

[Single Iteration](#)

4. User completes the Add Iteration form and clicks *Submit*. Below is an example view of an *Add single Course iteration* form. The status of the iteration is active by default.

Note:

- Training Institution (Room) and Instructor fields are not mandatory fields for Adding an iteration
- If the Training Institution is not populated in the scheduled Course Iteration, then the system will use the Training Institution information from the ETOC Course details for the Training Calendar view and Iteration Details view.

Add Iteration

Iteration ID: 0

Etf Iteration ID:

Etf Iteration Code:

Course *: (SELECT ONE) ▼

Suitable for Mobile Delivery? *: Yes No

Start Time *: 19/Nov/2015 At 08:00 ▼

End Time *: 19/Nov/2015 At 17:00 ▼

Cutoff Date:

Time Zone *: (GMT +01:00) AMSTERDAM, BERLIN, BERN, ROME, STOCKHOLM, VIENNA ▼

Automatically Adjust for DaylightSavings *: Yes No

Training Institution (Room): (SELECT ONE) ▼

Instructor: (SELECT ONE) ▼

Secondary Instructor: (SELECT ONE) ▼

Teaching Language *: ENGLISH ▼

VCT SCO ID:

Min Size *:

Max Size *: 10

Max Seats from Waitlist *: 0

Note: If user sets Mobile Delivery field to Yes then, system displays Mobile Delivery Location and Contact Email field. In addition, system also performs a check to see if the selected course is suitable for mobile delivery.

After entering all of the required information on the *Add Iteration* page, user clicks the *Submit* button at the bottom of the page. The page will refresh displaying the updated data and confirmation message. In the blue action menu bar, 2 new buttons will be displayed. Below is an example view of the screen.

Schedule

To edit the Iteration details, make changes using the dropdown menus and text entry boxes. Click Submit to save your changes. You may reset the schedule edit form by clicking the Reset button at the bottom of the page.

[View Iteration Changes](#) [Assign Seats to Allocating HQ's](#)

Edit Iteration

The record was successfully inserted.

Iteration ID 4548

ETF Iteration ID

ETF Iteration Code

Course * AOP-AO-12088--AA100004

Mobile Delivery * Yes No

Start Time * 24/Jan/2017 At 08:00

End Time * 24/Jan/2017 At 17:00

Cutoff Date

Time Zone * (UTC +01:00) AMSTERDAM, BERLIN, BERN, ROME, STOCKHOLM, VIENNA

Automatically Adjust for Daylight Savings Yes No

13.4 Cancelling and Deleting Course Iterations

Please see sections 13.2.3 (Status: Cancelled) and 13.2.4 (Status: Deleted), for more information about the limitations and results of cancelling and deleting iterations.

To cancel or delete an iteration:

1. User navigates to Schedule > Search Course Iterations
2. User finds the iteration that will be cancelled or deleted by entering search criteria and clicking the 'Append/Update' button:

Search Course Iterations

Current Search:

Course Code *Contains* % <- [Remove from search](#)

Course Code *Contains* aop <- [Remove from search](#)

COURSE CODE CONTAINS

Date Range To

Iteration Status

Record(s) 1 to 10

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Status	Delivery Method
3913	AOP-AO-41484	NATO Video Tele Conferencing Server (VTC MGC) Course	English	20/Nov/2016 18:00	24/Nov/2016 18:00		6	NATO - Communications and Information Systems School (NCISS)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active	I
3154	AOP-JF-31888	Conduct After Capture (CAC) Course	English	28/Nov/2016 2:00	02/Dec/2016 11:00		20	International Special Training Centre (ISTC), ISTC HQ	ISTC HQ	[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active	I
4178	AOP-AO-12091	aa100004	English	03/Dec/2016 0:00	03/Dec/2016 9:00		10	PTEC - Turkish PIP Training Centre, ROOM 3	ROOM 3	[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active	I

- To cancel or delete the iteration, user clicks on the Cancel or Delete link under Action column and follow the steps mentioned below:

Clicking the 'Cancel' link will:

- Open the Cancel Reason page:

Cancel Reason

[Back To Iteration Search](#)

Course Code: AOP-AO-41484

Course Title: NATO Video Tele Conferencing Server (VTC MGC) Course

Location: NATO - Communications and Information Systems School (NCISS)

Start Date: 20/Nov/2016 18:00

End Date: 24/Nov/2016 18:00

Min Size: 2

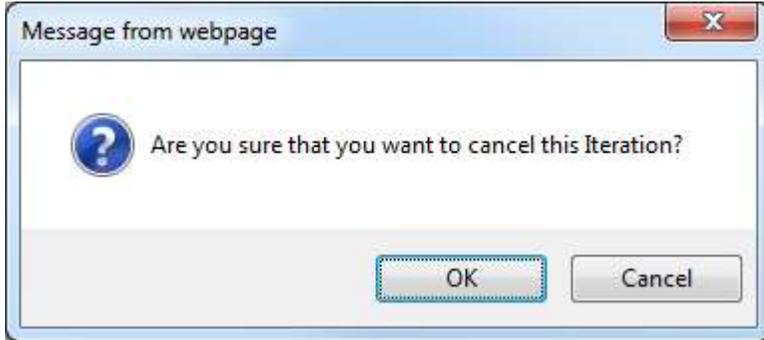
Max Size: 6

Cancel Reason:

[Cancel Iteration](#)

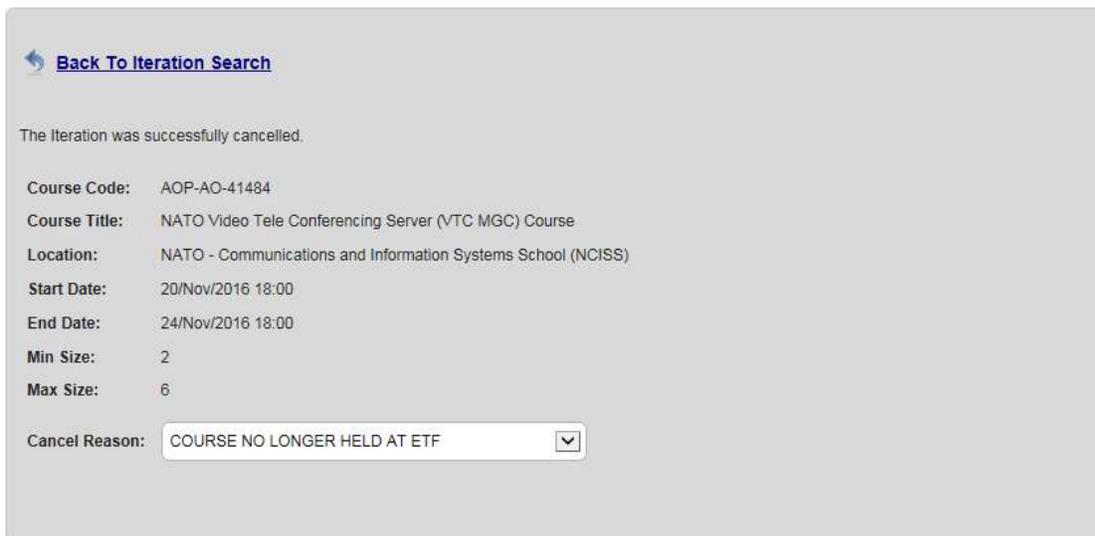
On this page, the user chooses the Cancel Reason, and clicks the 'Cancel Iteration' link at the bottom of the

page. The system prompts the user to confirm the cancellation:



Clicking the 'OK' button will return the user to the Cancel Reason page, this time without the 'Cancel Iteration link

Cancel Reason



Clicking the 'Back to Iteration Search link will return the user to the search list. Changing the Iteration Status to 'All' or 'Cancelled' will show the cancelled iteration:

Note: Users can also cancel iterations in the Edit Page, by changing the status from 'Active' to 'Cancelled', and clicking the 'Submit' button. Users will then be taken to the Cancel Reason page to continue the cancellation process.

Search Course Iterations

Current Search:

Course Code Contains % <- [Remove from search](#)

Course Code Contains aop <- [Remove from search](#)

COURSE CODE CONTAINS

Date Range 16/Nov/2016 To 16/Nov/2017

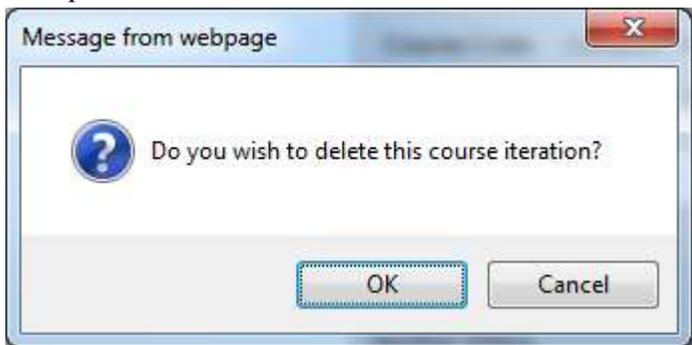
Iteration Status CANCELLED

Record(s) 1 to 1

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Status	Delivery Method
3913	AOP-AO-41484	NATO Video Tele Conferencing Server (VTC MGC) Course	English	20/Nov/2016 18:00	24/Nov/2016 18:00		6	NATO - Communications and Information Systems School (NCISS)		[Edit] [Activate] [Delete] [View Details]	[User Self]	Cancelled	I

Clicking 'Delete' will:

- Prompt the user to confirm delete of the iteration:

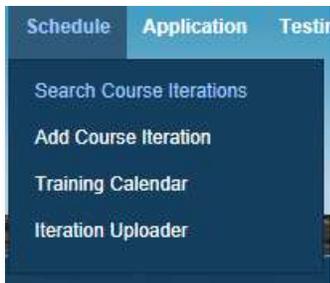


- Clicking OK will delete the Iteration.

13.5 Bulk Seat Assignments

Bulk seat assignments allow users to assign multiple seats to a course iteration from a single page.

1. User visits e-ITEP and logs in the system.
2. User navigates to Schedule > Search Course Iterations



- The Advanced Search page loads. The user enters the criteria to find the course iteration that will be used for the Bulk Seat assignment.

Search Course Iterations

Current Search:

Course Code Contains % <- [Remove from search](#)

Course Code Contains aop <- [Remove from search](#)

COURSE CODE [v] CONTAINS [v] [input type="text"]

Date Range: 16/Nov/2016 To 16/Nov/2017

Iteration Status: ACTIVE [v]

APPEND/UPDATE SEARCH **RESET**

Record(s) 1 to 10

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Status	Delivery Method
3913	AOP-AC-41484	NATO Video Tele Conferencing Server (VTC MGC) Course	English	20/Nov/2016 18:00	24/Nov/2016 18:00		6	NATO - Communications and Information Systems School (NCISS)		[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User/ Self]	Active	I
3154	AOP-JF-31838	Conduct After Capture (CAC) Course	English	28/Nov/2016 2:00	02/Dec/2016 11:00		20	International Special Training Centre (ISTC), ISTC HQ	ISTC HQ	[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User/ Self]	Active	I
4178	AOP-AC-12091	aa100004	English	03/Dec/2016 0:00	03/Dec/2016 9:00		10	PTEC - Turkish PIP Training Centre, ROOM 3	ROOM 3	[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User/ Self]	Active	I

- User selects the desired course from the list and clicks Edit link under action column. e-ITEP loads the Edit Iteration Page.

Edit Iteration

[Back to Iteration List](#)

Iteration ID: 2373

Etf Iteration ID: [input type="text"]

Etf Iteration Code: [input type="text"]

Course *: JPL-SP-300018--DEFENSE PLANNING COURSE [v]

Suitable for Mobile Delivery? * Yes No

Start Time *: 30/Mar/2015 [calendar] At 08:00 [v]

End Time *: 03/Apr/2015 [calendar] At 17:00 [v]

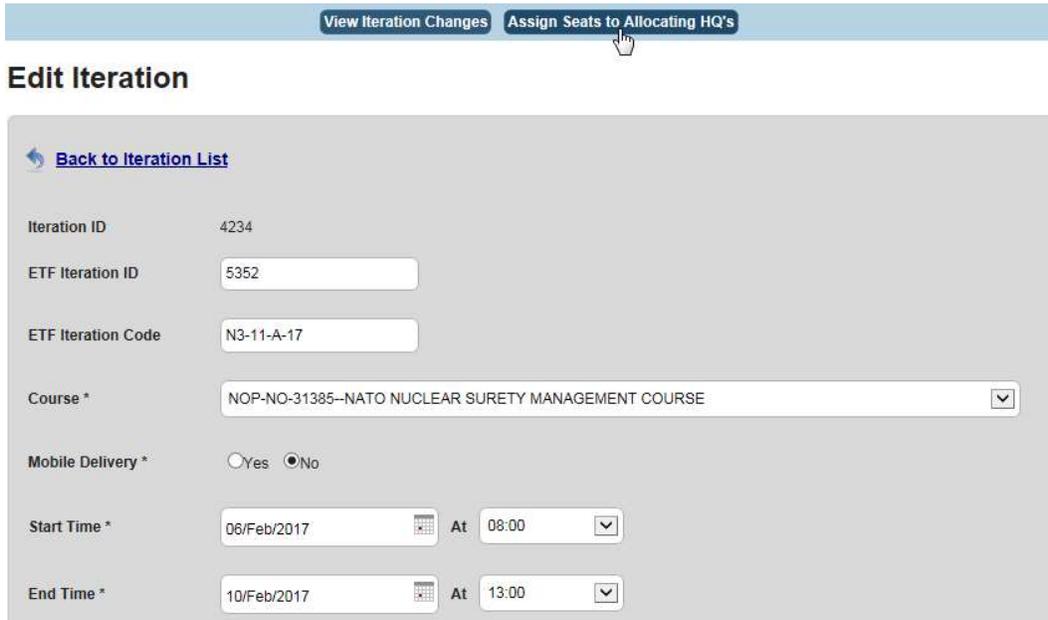
Cutoff Date: [calendar]

Time Zone *: (GMT +02:00) ATHENS, BUCHAREST, ISTANBUL [v]

Automatically Adjust for Daylight Savings * Yes No

Training Institution (Room): TURKISH PFP TRAINING CENTRE (ROOM 1) [v]

5. User clicks the *Assign Seats to Allocating HQ's* link in the blue action menu bar.



6. e-ITeP loads the Session Seat Details Page. In the blue action menu bar, the user clicks the *Bulk Seat Assignments* link.



7. e-ITeP loads the Bulk Seats Assignments page. Here the user can choose how to allocate seats for the course iteration. To assign seats, enter the number of seats in the number of seats column, and choose the Allocation from the drop down menu, and click Add.

Bulk Seats Assignments

[Back](#)

Iteration ID 4234
 Course Number NOP-NO-31385
 Course Name NATO Nuclear Surety Management Course
 Start Date 06/Feb/2017 7:00 Total Number of Seats to be assigned 36
 End Date 10/Feb/2017 12:00 Total Number of Seats set to available 36

Number Of Seats	Allocation	Action
<input type="text" value="1"/>	EXTERNAL <input type="button" value="v"/>	Add

Note: The number of seats to allocate cannot exceed the Total Number of Seats to be assigned.

Bulk Seats Assignments

Seat assignment successfully added.

[Back](#)

Iteration ID 4234
 Course Number NOP-NO-31385
 Course Name NATO Nuclear Surety Management Course
 Start Date 06/Feb/2017 7:00 Total Number of Seats to be assigned 36
 End Date 10/Feb/2017 12:00 Total Number of Seats set to available 35

Number Of Seats	Allocation	Action
<input type="text" value="1"/>	External <input type="button" value="v"/>	Edit Un-Assign Add
<input type="text"/>	RESERVED <input type="button" value="v"/>	

- To unassign the bulk seat assignment, click Un-Assign in the Action column next to the row with the bulk seat assignment.

13.6 Access List for INFOSEC domain

Note: This feature is currently applicable only for NCISS specific Courses. This document serves as a valid Clearance Certificate after being signed by NCISS INFOSEC Officer. The Secure Area Access document comprises of the list of students who can be admitted into the INFOSEC Area after the completion of identification process. The students who are not listed in

this document should not be admitted into the INFOSEC Area without prior reference to NCISS INFOSEC Officer.

To print the Secure Access Document for a course iteration

1. User visits e-ITeP and logs in the system.
2. User navigates to Schedule > Search Course Iterations



3. User enters the search criteria and clicks *Append/Update Search*.

Search Course Iterations

Current Search:

Course Code Contains % <- Remove from search

COURSE CODE [v] CONTAINS [v] [input type="text"]

Date Range 24/Jan/2017 [x] To 24/Jan/2018 [x]

Iteration Status ACTIVE [v]

APPEND/UPDATE SEARCH [button] RESET [button]

4. User selects the desired course iteration from the list and clicks on *View Roster* link under Action column for the selected course iteration.

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Delivery Method
2740	CI-CS-41287	UHF TacSat Basic	English	23/Nov/2015 0:00	27/Nov/2015 0:00		10	NATO Communications and Information Systems School (NCISS)	teszt	[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I
2772	CI-SS-2043	New Transportable Satellite Ground Terminal	English	23/Nov/2015 0:00	04/Dec/2015 0:00		6	NATO Communications and Information Systems School (NCISS)		[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I
2820	CI-SS-2221	LOGFAS - ACROSS Users Course	English	23/Nov/2015 0:00	04/Dec/2015 0:00		24	NATO Communications and Information Systems School (NCISS)		[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I
2845	CI-SS-2224	LOGFAS - ADAMS Basic Users Course	English	23/Nov/2015 0:00	04/Dec/2015 0:00		24	NATO Communications and Information Systems School (NCISS)		[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I

5. User clicks on *Print Access List* link located in the blue action menu bar. Below is an example view of the *View Roster* page with the *Print Access List* link.

Attendance/Grading | Export Roster to Excel | Export All Rosters to Excel | Add Walk On User to Roster | Download PIR | **Print Access List** | Batch Print Certificates

Iteration Roster

[Back to Iteration List](#)

Course: AQP-AO-12085, aa100001
 Iteration: 4173
 Location: NATO - School Oberammergau (NSO)
 Start Date: 03/Jan/2017 8:00 End Date: 03/Jan/2017 17:00
 Min Size: 1 Max Size: 10

Class Roster

POC	Person ID	Last Name	First Name	Login ID	City	State	Organisation Number	Phone	Apply Status	Attendance Certificate Number	Proficiency Certificate Number	Action
	35993	aat1	0007 e-ITEP Institutions Training Manager 2	aa10testC					Applied			[Swap] [Cancel] [Email User] [Change Form] [Print Certificate]

13.7 Printing the PIR (Personal Information Record)

Note: This feature is currently applicable only for NCISS specific Courses. This document contains the personal information about all the applied users in the respective course iteration.

1. User visits e-ITEP and logs in the system.
2. User navigates to Schedule > Search Course Iterations



3. User enters the search criteria and clicks *Submit*.

Search Course Iterations

Current Search:

Course Code Contains % <- Remove from search

COURSE CODE [v] CONTAINS [v] [input type="text"]

Date Range 24/Jan/2017 [calendar icon] To 24/Jan/2018 [calendar icon]

Iteration Status ACTIVE [v]

APPEND/UPDATE SEARCH [button] RESET [button]

4. User selects the desired course iteration from the list and click on View Roster link under Action column for the selected course iteration.

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Delivery Method
2740	CII-CS-41287	UHF TacSat Basic	English	23/Nov/2015 0:00	27/Nov/2015 0:00		10	NATO Communications and Information Systems School (NCISS)	teszt	[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I
2772	CII-SS-2043	New Transportable Satellite Ground Terminal	English	23/Nov/2015 0:00	04/Dec/2015 0:00		6	NATO Communications and Information Systems School (NCISS)		[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I
2820	CII-SS-2221	LOGFAS – ACROSS Users Course	English	23/Nov/2015 0:00	04/Dec/2015 0:00		24	NATO Communications and Information Systems School (NCISS)		[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I

5. User clicks on *Download PIR* link located in the blue action menu bar located at the top of the page.

Attendance/Grading | Export Roster to Excel | Export All Rosters to Excel | Add Walk On User to Roster | **Download PIR** | Print Access List | Batch Print Certificates

Iteration Roster

[Back to Iteration List](#)

Course: AOP-AO-12085, aa100001
 Iteration: 4173
 Location: NATO - School Oberammergau (NSG)
 Start Date: 03/Jan/2017 8:00 End Date: 03/Jan/2017 17:00
 Min Size: 1 Max Size: 10

Class Roster

POC	Person ID	Last Name	First Name	Login ID	City	State	Organisation Number	Phone	Apply Status	Attendance Certificate Number	Proficiency Certificate Number	Action
	35993	aa1	0007 e-ITEP Institutions Training Manager 2	aa10testC					Applied			[Swap] [Cancel] [Email User] [Sending Form] [Print Certificate]

13.8 Printing Certificates for students

1. User visits e-ITEP and logs in the system.
2. User navigates to Schedule > Search Course Iterations

The screenshot shows a navigation menu with three main categories: 'Schedule', 'Application', and 'Testing'. Under the 'Schedule' category, there are four sub-items: 'Search Course Iterations', 'Add Course Iteration', 'Training Calendar', and 'Iteration Uploader'. A mouse cursor is pointing at the 'Search Course Iterations' option.

3. User enters the search criteria and clicks *Submit*.

Search Course Iterations

Current Search:

Course Code *Contains* % <- [Remove from search](#)

COURSE CODE CONTAINS

Date Range: 24/Jan/2017 To 24/Jan/2018

Iteration Status: ACTIVE

[APPEND/UPDATE SEARCH](#) [RESET](#)

4. User selects the desired course iteration from the list and clicks on *View Roster* link under Action column for the selected course iteration.

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Delivery Method
2740	CII-CS-41287	UHF TacSat Basic	English	23/Nov/2015 0:00	27/Nov/2015 0:00		10	NATO Communications and Information Systems School (NCISS)	teszt	[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I
2772	CII-SS-2043	New Transportable Satellite Ground Terminal	English	23/Nov/2015 0:00	04/Dec/2015 0:00		6	NATO Communications and Information Systems School (NCISS)		[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I
2820	CII-SS-2221	LOGFAS - ACROSS Users Course	English	23/Nov/2015 0:00	04/Dec/2015 0:00		24	NATO Communications and Information Systems School (NCISS)		[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I

5. User clicks on *Batch Print Certificates* link located in the blue action menu bar

Attendance/Grading | Export Roster to Excel | Export All Rosters to Excel | Add Walk On User to Roster | Download PIR | Print Access List | **Batch Print Certificates**

Iteration Roster

[Back to Iteration List](#)

Course: AOP-AO-12085, aa100001
 Iteration: 4173
 Location: NATO - School Oberammergau (NSO)
 Start Date: 03/Jan/2017 8:00 End Date: 03/Jan/2017 17:00
 Min Size: 1 Max Size: 10

Class Roster

POC	Person ID	Last Name	First Name	Login ID	City	State	Organisation Number	Phone	Apply Status	Attendance Certificate Number	Proficiency Certificate Number	Action
	35993	aa1	0007 e-ITEP Institutions Training Manager 2	aa10testC					Applied			[Save] [Cancel] [Email User] [Joining Form] [Print Certificate]

6. User selects the signature for the respective certificate and enters the text that should appear on the certificate for each student and clicks on *Save Text* link. After the signature has been selected and the text entered, user clicks the *Print Certificates* link to print the certificates. Below is an example view of the *Print Certificates* page.

Print Certificate

[Back](#)

Choose Signature:
 JOHN SMITH CDR FREDERIC TEPPE [Print Certificates](#)

First Name	Last Name	Current Certificate Text	Update Text for Certificate	Action
Group2	User	Outstanding	<input type="text" value="Excellent"/>	Save Text

13.8.1 Printing Certificate for Single Student

1. User visits e-ITEP and logs in the system.
2. User navigates to Schedule > Search Course Iterations



3. User enters the search criteria and clicks *Submit*.

Search Course Iterations

Current Search:

Course Code Contains % [Remove from search](#)

COURSE CODE CONTAINS

Date Range To

Iteration Status ACTIVE

4. User selects the desired course iteration from the list and clicks on *View Roster* link under Action column for the selected course iteration.

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Delivery Method
2740	CII-CS-41287	UHF TacSat Basic	English	23/Nov/2015 0:00	27/Nov/2015 0:00		10	NATO Communications and Information Systems School (NCISS)	teszt	[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I
2772	CII-SS-2043	New Transportable Satellite Ground Terminal	English	23/Nov/2015 0:00	04/Dec/2015 0:00		6	NATO Communications and Information Systems School (NCISS)		[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I
2820	CII-SS-2221	LOGFAS - ACROSS Users Course	English	23/Nov/2015 0:00	04/Dec/2015 0:00		24	NATO Communications and Information Systems School (NCISS)		[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I

5. User clicks on *Print Certificate* link under *Action* column for any of the students with a status of *Applied*.

Iteration Roster

[Back to Iteration List](#)

Course: AOP-AO-12085_aa100001
 Iteration: 4173
 Location: NATO - School Oberammergau (NSO)
 Start Date: 03/Jan/2017 8:00 End Date: 03/Jan/2017 17:00
 Min Size: 1 Max Size: 10

Class Roster

POC	Person ID	Last Name	First Name	Login ID	City	State	Organisation Number	Phone	Apply Status	Attendance Certificate Number	Proficiency Certificate Number	Action
	35993	aa1	0007 e-ITeP Institutions Training Manager 2	aa10testC					Applied			[Swap] [Cancel] [Edit User] [Joining Form] [Print Certificate]

7. This will open the *Print Certificate* page. User selects the signature for the certificate, enters the text that should appear on the certificate for the selected student and clicks on *Save Text* link. After the signature has been selected and the text entered, user clicks on *Print Certificate* link to print the certificate. Below is an example view of the *Print Certificate* page.

Print Certificate

[Back](#)

Choose Signature:

NONE NONE [Print Certificate](#)

First Name	Last Name	Current Certificate Text	Update Text for Certificate	Action
0007 e-ITeP Institutions Training Manager 2	aa1		<input type="text"/>	Save Text

13.9 Swapping a student

1. User visits e-ITeP and logs in the system.
2. User navigates to Schedule > Search Course Iterations



3. User enters the search criteria and clicks *Submit*.

Search Course Iterations

Current Search:

Course Code *Contains* % <- [Remove from search](#)

COURSE CODE [v] CONTAINS [v] [input type="text"]

Date Range 19/Nov/2015 [calendar icon] To 19/Nov/2016 [calendar icon]

APPEND/UPDATE SEARCH **RESET**

4. User selects the desired course iteration from the list and clicks on *View Roster* link under Action column for the selected course iteration.

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Delivery Method
2740	CII-CS-41287	UHF TacSat Basic	English	23/Nov/2015 0:00	27/Nov/2015 0:00		10	NATO Communications and Information Systems School (NCISS)	teszt	[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I
2772	CII-SS-2043	New Transportable Satellite Ground Terminal	English	23/Nov/2015 0:00	04/Dec/2015 0:00		6	NATO Communications and Information Systems School (NCISS)		[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I
2820	CII-SS-2221	LOGFAS – ACROSS Users Course	English	23/Nov/2015 0:00	04/Dec/2015 0:00		24	NATO Communications and Information Systems School (NCISS)		[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I

5. User selects the student that needs to be swapped out of an iteration and clicks on the *Swap* link in the *Action* column for the respective user.

Iteration Roster

[Back to Iteration List](#)

Course: ACP-AC-12085_aa100001
 Iteration: 4173
 Location: NATO - School Oberammergau (NSO)
 Start Date: 03/Jan/2017 8:00 End Date: 03/Jan/2017 17:00
 Min Size: 1 Max Size: 10

Class Roster

POC	Person ID	Last Name	First Name	Login ID	City	State	Organisation Number	Phone	Apply Status	Attendance Certificate Number	Proficiency Certificate Number	Action
	35993	aa1	0007 e-ITEP Institutions Training Manager 2	aa10testC					Applied			[Swap] [Lock] [Unlock] [Enter User] [Admin Form] [Print Certificate]

- This will open the Swap page. User selects the student from the drop down list to replace the current student and clicks the *Swap* button to swap the students on the iteration. Below is an example view of the Swap Users page.

13.10 Training Calendar

Training Calendar feature of the e-ITEP system gives its users the ability to view scheduled iterations of the courses in a calendar format. It also provides the flexibility to the users to view the Training Calendar for an year by Training Institutions or by Courses. This feature is available to all the users of the e-ITEP system and is accessible from the navigation menu.

13.10.1 View by Training Institution

- User visits e-ITEP system and logs in.
- User navigates to Schedule > Training Calendar

- Training Calendar* page loads allowing users to *View by Training Institution* or *View by Course*. Below is an example view of the screen.

Training Calendar

Training Calendar can be searched in two ways. Either by selecting a training institution, or by course. To search by course click on View By Course tab, enter "Keyword" and click Submit. Blue bars displayed in the Training Calendar represents scheduled course iterations. Click on the desired blue bar to view additional iteration details.

Training Calendar

Select Calendar Year:

Select Training Institution:

Select Iteration Status:

- User enters the search criteria by selecting a Year and a Training Institution from the drop down menus as shown in the screen shot below.

Training Calendar

Select Calendar Year:

Select Training Institution:

Select Iteration Status:

MILITARY ACADEMY OF TECHNOLOGY
 MILITARY UNIVERSITY OF TECHNOLOGY
 MULTINATIONAL LOGISTICS COORDINATION CENTRE (MLCC)
 MULTINATIONAL MARITIME SECURITY CENTRE OF EXCELLENCE-
 NATO - COMMUNICATIONS AND INFORMATION AGENCY (NCIA)
 NATO - COMMUNICATIONS AND INFORMATION SYSTEMS SCHOOL
 NATO - DEFENSE COLLEGE (NDC)
 NATO - HQ ACT GENDER
 NATO - HQ ACT JFT ADL
 NATO - HQ ACT SIGINT ETOC TRAINING INSTITUTION MANAGE
 NATO - HQ AIR COMMAND
 NATO - HQ ISAF
 NATO - HQ SUPREME ALLIED COMMAND TRANSFORMATION (HQ S
 NATO - JOINT ANALYSIS & LESSONS LEARNED CENTRE (JALLC)
 NATO - JOINT FORCES COMMAND BRUNSSUM IN THEATER
 NATO - JOINT FORCES TRAINING CENTRE (JFTC)
 NATO - JOINT WARFARE CENTRE (JWC)
 NATO - MARITIME INTERDICTION OPERATIONAL TRAINING CEN
 NATO - SCHOOL OBERAMMERGAU (NSO)
 NATO - SOF CAMPUS (NSTEP)
 NATO - SPECIAL FORCE HQ (NSHQ)
 NLD SCHOOL FOR PEACE OPERATIONS
 OFFUTT AIRBASE
 OLD DOMINION UNIVERSITY (ODU)
 PEACE OPERATIONS TRAINING INSTITUTE (POTI)
 PFP TRAINING CENTER
 POLAND'S NATIONAL DEFENCE UNIVERSITY
 PTEC - REGIONAL DEPARTMENT OF DEFENSE RESOURCES MANA
 PTEC - AUSTRIAN ARMED FORCES INTERNATIONAL CENTRE (AU
 PTEC - CAIRO REGIONAL CENTRE FOR TRAINING ON CONFLIC
 PTEC - CRISIS MANAGEMENT AND MULTINATIONAL OPERATIONS

Below is an example view of the search results returned.

Training Calendar

VIEW BY TRAINING INSTITUTION | VIEW BY COURSE

Select Calendar Year: 2017

Select Training Institution: NATO - SCHOOL OBERAMMERGAU (NSO)

Select Iteration Status: ACTIVE

Choose View: YEARLY | MONTHLY GRAPICAL VIEW

1 2 3 4 5 6

Course Code	Course Title	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
AOP-AO-12085	aa100001	■											
AOP-AO-21590	Introduction to Surface Based Air Defence		■								■		

- To view Iteration ID, Start Date/Time, End Date/Time and Training Institution of a scheduled course iteration, user clicks on the desired box in the Training Calendar(a box displayed on the Training Calendar signifies a scheduled course iteration). Dark blue boxes are for Active iterations, light blue boxes are for iterations that are Active (Modified), and red boxes are for cancelled iterations.

Export To Excel | Printer Friendly

Training Calendar

VIEW BY TRAINING INSTITUTION

Select Calendar Year: 2017

Select Training Institution: NATO - SCHOOL OBERAMMERGAU (NSO)

Select Iteration Status: ACTIVE

Choose View: YEARLY | MONTHLY GRAPICAL VIEW

1 2 3 4 5 6

Iteration Details

Iteration Id: 4154

Course Code: BIT-BI-21392

Course Title: NATO Defence Leadership In Building Integrity Course

Start Time: 20/Apr/2017 8:00

End Time: 20/Apr/2017 17:00

Time Offset: (UTC +01:00 / UTC +02:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Training Institution: NATO - School Oberammergau (NSO)

EDIT ITERATION | APPLY USER | APPLY SELF

Course Code	Course Title	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
AOP-AO-12085	aa100001	■											
AOP-AO-21590	Introduction to Surface Based Air Defence		■								■		
BIT-BI-21392	NATO Defence Leadership In Building Integrity Course											■	

System displays the Start Time, End Time and Time Zone of the scheduled iteration for IBT Courses based on actual scheduled iteration details. For scheduled iterations for VCT courses, system displays the Start Time, End Time and Time Zone based on user's local computer time.

Based on the user's role permissions, the system gives the ability to do the following:

- a. Edit Iteration: User clicks on the Edit Iteration button displayed in the new Iteration Details window.
- b. Apply User: User clicks on the Apply User button displayed in the new Iteration Details window.
- c. Apply Self: User clicks on the Apply Self button displayed in the new Iteration Details window.

Note 1: *The user will not see the Apply Self or Apply User button if the iteration has already started.*

Note 2: *If the course iteration is being delivered at a mobile location then, Iterations Details window will look as shown in the example image below:*



6. To view the complete details of scheduled course iteration, user clicks on the Course code displayed under Course code column or Course Name displayed under Course Title column.

Training Calendar

VIEW BY TRAINING INSTITUTION | **VIEW BY COURSE**

Select Calendar Year: 2017

Select Training Institution: NATO - SCHOOL OBERAMMERGAU (NSO)

Select Iteration Status: ACTIVE

Choose View: YEARLY | MONTHLY GRAPICAL VIEW

1 2 3 4 5 6

Course Code	Course Title	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
AOP-AO-12085	aa100001	■											
AOP-AO-21590	Introduction to Surface Based Air Defence		■							■	■		
BIT-BI-21392	NATO Defence Leadership In Building Integrity Course				■							■	

7. *View Course* page loads as shown in the screen shot below. User clicks on ‘*Back to Training Calendar*’ link to go back to the Training Calendar.
8. To export the Training Calendar in a excel format, user clicks on *Export to Excel* link displayed in the blue action menu bar. User Opens or Saves the excel file as desired.

[Export To Excel](#) [Printer Friendly](#)

Training Calendar

VIEW BY TRAINING INSTITUTION | **VIEW BY COURSE**

Select Calendar Year: 2017

Select Training Institution: NATO - SCHOOL OBERAMMERGAU (NSO)

Select Iteration Status: ACTIVE

Choose View: YEARLY | MONTHLY GRAPICAL VIEW

1 2 3 4 5 6

Course Code	Course Title	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
AOP-AO-12085	aa100001	■	■										
AOP-AO-21590	Introduction to Surface Based Air Defence		■							■	■		
BIT-BI-21392	NATO Defence Leadership In Building Integrity Course				■							■	
BMD-MD-2816	Missile Defence Course										■		
CIJ-CS-2544	NATO Consultation, Command and Control (C3) Course				■						■		

9. To view and print the print friendly version of the Training Calendar, user clicks on the *Printer Friendly* link displayed in the blue action menu bar.

Export To Excel Printer Friendly

Training Calendar

VIEW BY TRAINING INSTITUTION VIEW BY COURSE

Select Calendar Year: 2017

Select Training Institution: NATO - SCHOOL OBERAMMERGAU (NSO)

Select Iteration Status: ACTIVE

Choose View: YEARLY | MONTHLY GRAPICAL VIEW

1 2 3 4 5 6

Course Code	Course Title	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
AOP-AO-12085	aa100001	■											
AOP-AO-21590	Introduction to Surface Based Air Defence		■								■	■	
BIT-BI-21392	NATO Defence Leadership In Building Integrity Course				■							■	
BMD-MD-2816	Missile Defence Course										■		
CII-CS-2544	NATO Consultation, Command, and Control (C3) Course				■						■		

13.10.2 View by Course

1. User visits e-ITEP system and logs in.
2. User navigates to Schedule > Training Calendar



3. *Training Calendar* page loads allowing users to *View by Training Institution* or *View by Course*. Below is an example view of the screen.

Training Calendar

Training Calendar can be searched in two ways. Either by selecting a training institution, or by course. To search by course click on View By Course tab, enter "Keyword" and click Submit. Blue bars displayed in the Training Calendar represents scheduled course iterations. Click on the desired blue bar to view additional iteration details.

Training Calendar

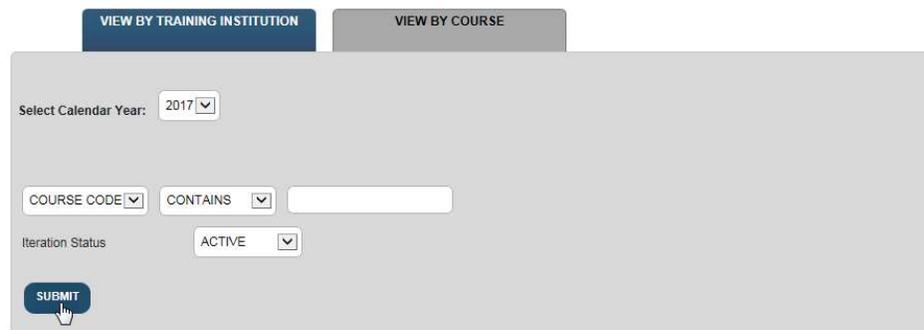


4. User clicks on *View by Course* blue tab.



5. User enters the desired search criteria and clicks *Submit*.

Training Calendar



Below is an example view of the search results returned.

Export To Excel Printer Friendly

Training Calendar

VIEW BY TRAINING INSTITUTION VIEW BY COURSE

Select Calendar Year: 2017

Current Search:

Course Code Contains % <- Remove from search

COURSE CODE CONTAINS

Iteration Status ACTIVE

APPEND/UPDATE SEARCH RESET

Choose View: YEARLY | MONTHLY GRAPICAL VIEW

Course Code	Course Title	Training Institution	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
AOP-AO-12085	aa100001	NATO - School Oberammergau (NSO)	■											
AOP-AO-12086	aa100001	Albanian & Armed Forces Academy	■											

- To view Iteration ID, Start Date/Time, End Date/Time and Training Institution of a scheduled course iteration, user clicks on the desired box in the Training Calendar(a box displayed on the Training Calendar signifies a scheduled iteration)

Training Calendar

VIEW BY TRAINING INSTITUTION

Select Calendar Year: 2017

Current Search:

Course Code Contains %

COURSE CODE CONTAINS

Iteration Status ACTIVE

APPEND/UPDATE SEARCH

Choose View: YEARLY | MONTHLY GRAPICAL VIEW

1 2 3 4 5 6 7 8 9

Course Code	Course Title	Training Institution	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
AOP-AO-12085	aa100001	NATO - School Oberammergau (NSO)	■											
AOP-AO-12086	aa100001	Albanian & Armed Forces Academy	■											
AOP-AO-12088	aa100004	Albanian & Armed Forces Academy												
AOP-AO-12096	aa100006	Albanian & Armed Forces Academy												

Iteration Details

Iteration Id: 4542

Course Code: AOP-AO-12096

Course Title: aa100006

Start Time: 28/Aug/2017 8:00

End Time: 29/Aug/2017 18:00

Time Offset: (UTC +01:00 / UTC +02:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Training Institution: Albanian & Armed Forces Academy

EDIT ITERATION APPLY USER APPLY SELF

System displays the Start Time, End Time and Time Zone of the scheduled iteration for IBT Courses based on actual scheduled iteration details. For scheduled iterations for VCT courses, system displays the Start Time, End Time and Time Zone based on user's local computer time.

Based on the user's role permissions, the system gives the ability to do the following:

- a. Edit Iteration: User clicks on the Edit Iteration button displayed in the new Iteration Details window.
- b. Apply User: User clicks on the Apply User button displayed in the new Iteration Details window.
- c. Apply Self: User clicks on the Apply Self button displayed in the new Iteration Details window.

Note 1: *The user will not see the Apply Self or Apply User button if the iteration has already started.*

Note 2: *If the course iteration is being delivered at a mobile location then, Iterations Details window will look as shown in the example image below:*



7. To view the complete details of scheduled course iteration, user clicks on the Course code displayed under Course code column or Course Name displayed under Course Title column.

Training Calendar

VIEW BY TRAINING INSTITUTION | VIEW BY COURSE

Select Calendar Year: 2017

Current Search:
 Course Code Contains % <- Remove from search
 COURSE CODE CONTAINS
 Iteration Status: ACTIVE

APPEND/UPDATE SEARCH | RESET

Choose View: YEARLY | MONTHLY GRAPICAL VIEW

Course Code	Course Title	Training Institution	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
AOP-AO-12088	aa100001	NATO - School Oberammergau (NSO)	■											
AOP-AO-12088	aa100001	Albanian & Armed Forces Academy		■										
AOP-AO-12088	aa100004	Albanian & Armed Forces Academy			■									

8. *View Details* page loads as shown in the screen shot below. User clicks on ‘*Back to Training Calendar*’ link to go back to the Training Calendar.

Printer Friendly | View Scheduled Iterations | Add Course to Training Plan (Self Select)

View Course

COURSE DETAILS | COURSE CONTACT INFORMATION | TRAINING INSTITUTION INFORMATION

DISCIPLINE INFORMATION

[Back to Training Calendar](#)

Last Date Updated	20/Oct/2016 13:12
Training Institution	Albanian & Armed Forces Academy
Discipline	Air Operations (AOP)
Area	Systems (AO)
Depth of knowledge Level	1. Remember

The NATO Course Certification of the course is automatically updated based on the "NATO Course requirement" and "NATO ETF Institutional Accreditation". Unless, these two fields have been completed and validated, the course will automatically display as NATO Listed.

NATO Course Certification	Listed
NATO Course Requirement	No

9. To export the Training Calendar in a excel format, user clicks on *Export to Excel* link displayed in the blue action menu bar. User Opens or Saves the excel file as desired.

[Export To Excel](#) [Printer Friendly](#)

Training Calendar

[VIEW BY TRAINING INSTITUTION](#) [VIEW BY COURSE](#)

Select Calendar Year: 2017

Current Search:

Course Code Contains % <- Remove from search

COURSE CODE CONTAINS

Iteration Status: ACTIVE

APPEND/UPDATE SEARCH RESET

Choose View: YEARLY | MONTHLY GRAPICAL VIEW

1 2 3 4 5 6 7 8 9

Course Code	Course Title	Training Institution	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
AOP-AO-12085	aa100001	NATO - School Oberammergau (NSO)	■											
AOP-AO-12086	aa100001	Albanian & Armed Forces Academy		■										

10. To view and print the print friendly version of the Training Calendar, user clicks on the *Printer Friendly* link displayed in the blue inaction menu bar.

[Export To Excel](#) [Printer Friendly](#)

Training Calendar

[VIEW BY TRAINING INSTITUTION](#) [VIEW BY COURSE](#)

Select Calendar Year: 2017

Current Search:

Course Code Contains % <- Remove from search

COURSE CODE CONTAINS

Iteration Status: ACTIVE

APPEND/UPDATE SEARCH RESET

Choose View: YEARLY | MONTHLY GRAPICAL VIEW

1 2 3 4 5 6 7 8 9

Course Code	Course Title	Training Institution	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
AOP-AO-12085	aa100001	NATO - School Oberammergau (NSO)	■											
AOP-AO-12086	aa100001	Albanian & Armed Forces Academy		■										

14 Application

The Application menu item consists of the following application features which enable users to search for and apply in or reserve a seat in a course iteration:

1. Apply Yourself in a Course Iteration
2. Apply a User in a Course Iteration
3. Batch Application
4. View/Approve Pending Applications
5. View Your Schedule
6. View Users Schedules

This section details the introduction to two application methods namely **Internal Application Method** and **External Application Method**. This is necessary because some Training Institutions have their own software applications that they use to manage applications into course iterations. The internal application method allows e-ITEP to handle the entirety of the application process. The external application method supports the application process until the Training Institution Approval is required.

Below is the brief explanation about the Internal Application Process feature:

1. User requests to attend a training/course iteration by means of the Joining Form, which gives the ability to the user to fill, save and submit the form and start the application process
2. Upon initial request by the user to attend the training, user's application is sent to the concerned Point of Contact.
3. Point of Contact has the ability to Approve or Reject user's application to attend a training/course iteration. Both the approval and the rejection are executed through the Joining Form.
 - a. Upon rejection of user's application by the Point of Contact, the user is informed about the rejection of the application via email.
 - b. Whereas upon approval of user's application by the Point of Contact if the user belongs to one of the MPD Countries then the application process follows the point 4 and 5 otherwise the application process follows the point 5 where the user's application is sent to the ETOC Institutions Training Manager (School Admin) of the concerned Training Institution.
4. User's application is sent to the E-ITEP Administrator who has the ability to Approve or Reject user's application.
 - a. Upon rejection of user's application by E-ITEP Administrator, the concerned Point of Contact and user is informed about the rejection of the application via email.
 - b. Upon approval of user's application by E-ITEP Administrator the user's application is sent to the ETOC Institutions Training Manager (School Admin) of the concerned Training Institution.
5. This is the final step in the application process where the ETOC Institutions Training Manager (School Admin) of the concerned Training Institution has the ability to Approve or Reject user's application to attend a training/course iteration.
 - a. Upon rejection of user's application by ETOC Institutions Training Manager (School Admin), the concerned E-ITEP Administrator (applicable only for users belonging to the MPD Countries), Point of Contact and user is informed about the rejection of the application via email.
 - b. Upon approval of user's application by ETOC Institutions Training Manager (School Admin), the concerned E-ITEP Administrator (applicable only for users belonging to the MPD Countries), Point of Contact and user is informed about the final approval of the application via email.

- c. In case when there are no seats available on the course iteration, then the user is added to the waitlist of the course for the respective training institution.
6. If the application method is external, the Training Institution Manager should not approve the application by using the e-ITEP system.

The Joining Form allows the user to **Save/Submit** the application. Hence, when the user *saves* the application, it becomes *Pending* status and the user can complete it later on. Upon submission of Joining Form by the user, the application of the user is sent to the concerned Point of Contact

The e-ITEP offers two application methods namely **Internal Application Method** and **External Application Method**. The internal application method allows e-ITEP to handle the entirety of the application process (Steps 1 to 5). The external application method supports the application process until the Training Institution Approval is required (Steps 1 to 4).

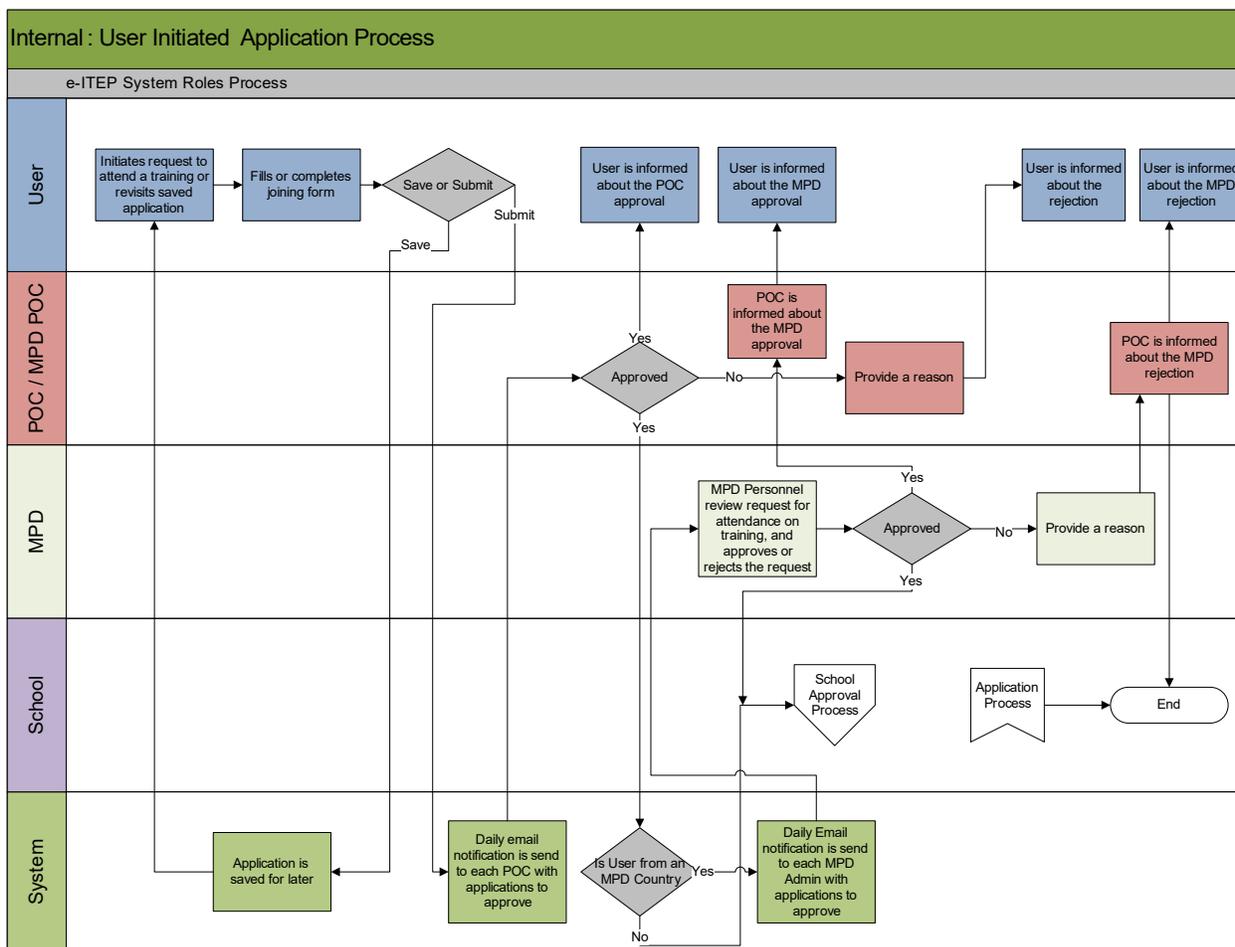
In addition to the two above mentioned Application methods, e-ITEP also supports **Mobile Education Training Teams (METTs)**. If a course iteration is being delivered at a mobile location then after application approval in step ³/₄ described above, the course application becomes **Pending METT Approval**. The system at this time sends following email notification:

- An email notification is sent to the training institution including the joining form.
- An email notification is sent to the user, POCs, MPD Admins (If applicable) and the contact email of the mobile location including the joining form.

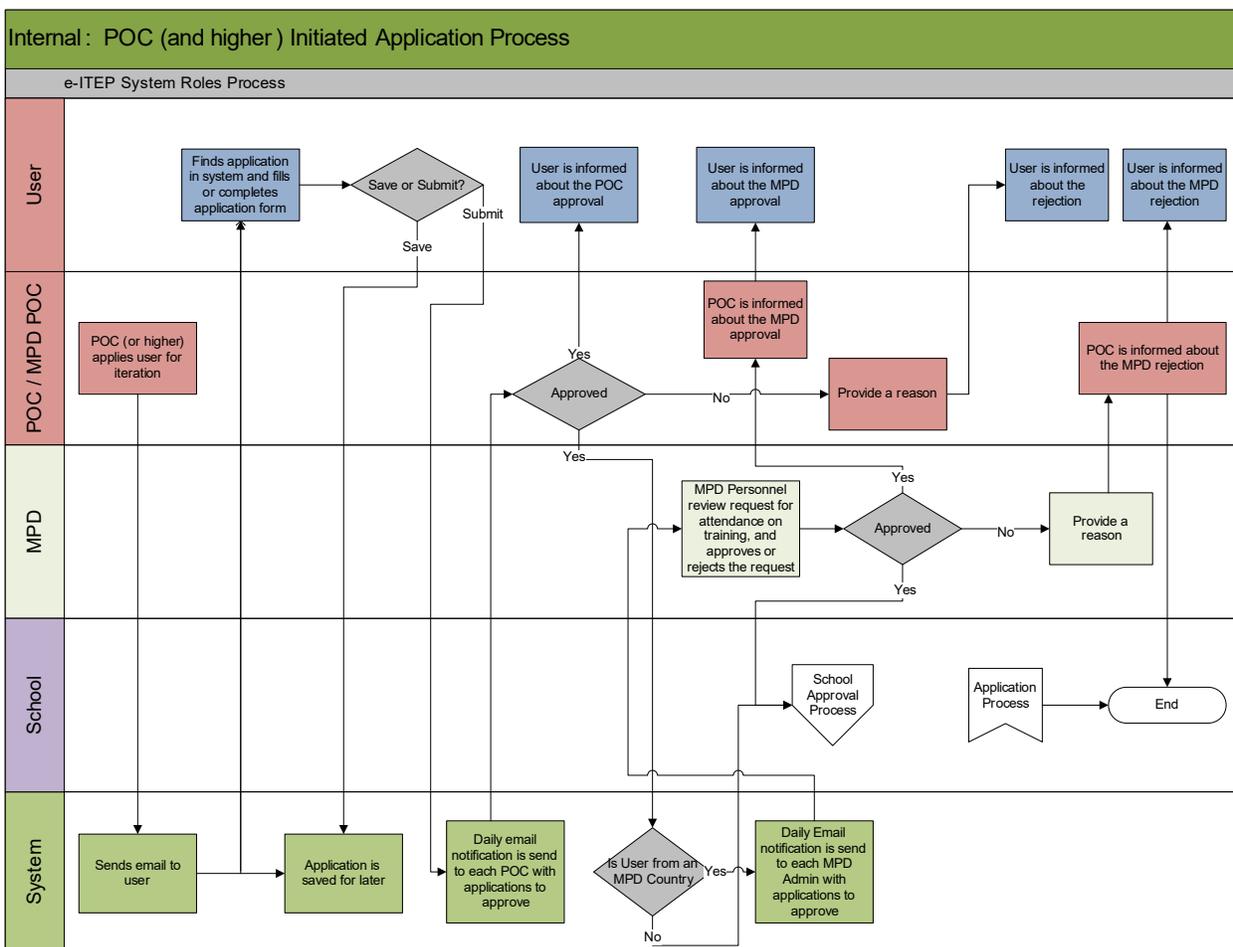
In addition to the Internal and External Application Methods, the e-ITEP System allows a POC role (or higher) to apply a user in a course iteration. In that moment, the application becomes *Pending* until the user completes the application by means of the submission of the completed Joining Form.

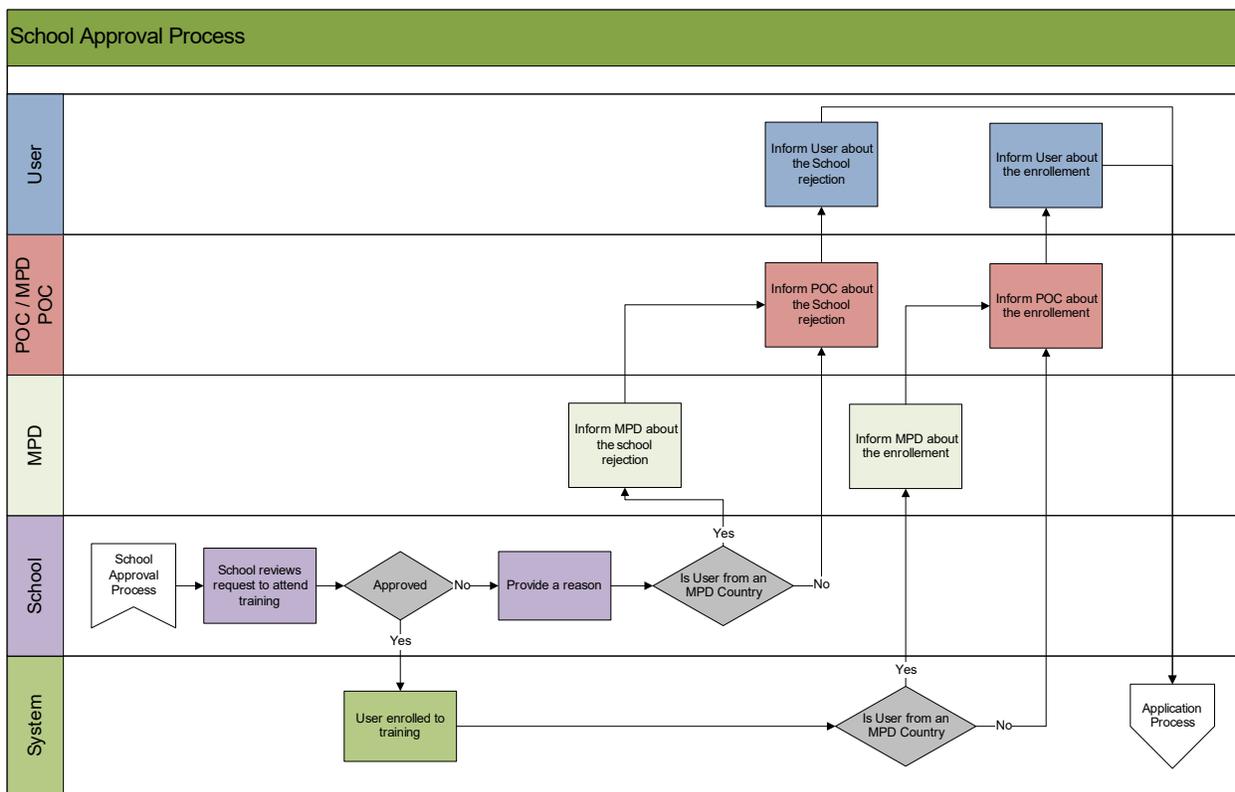
Below are the Process Flow Diagrams of both Internal and External Application Process features.

Internal: User Initiated Application Process

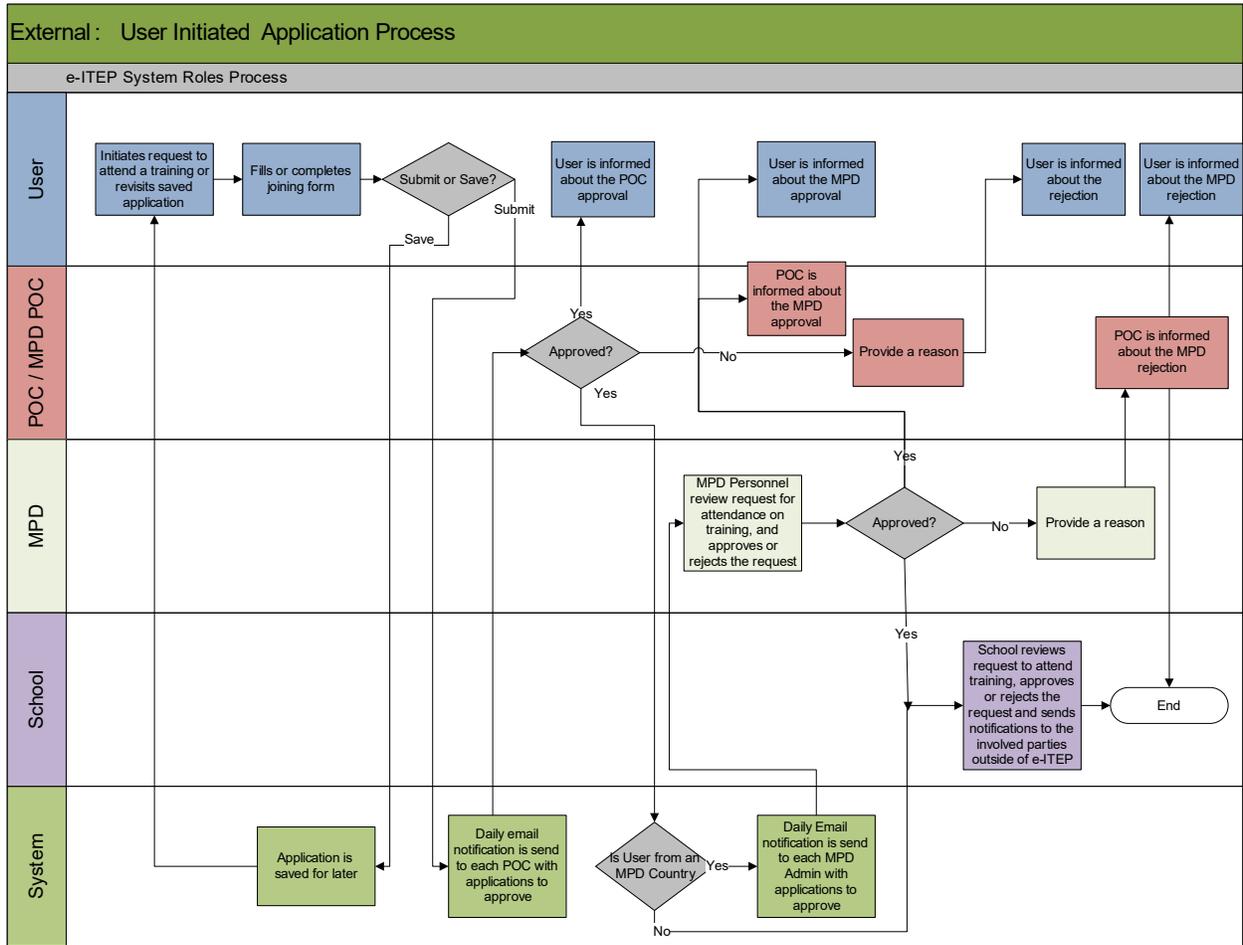


Internal: POC (and higher) Initiated Application Process

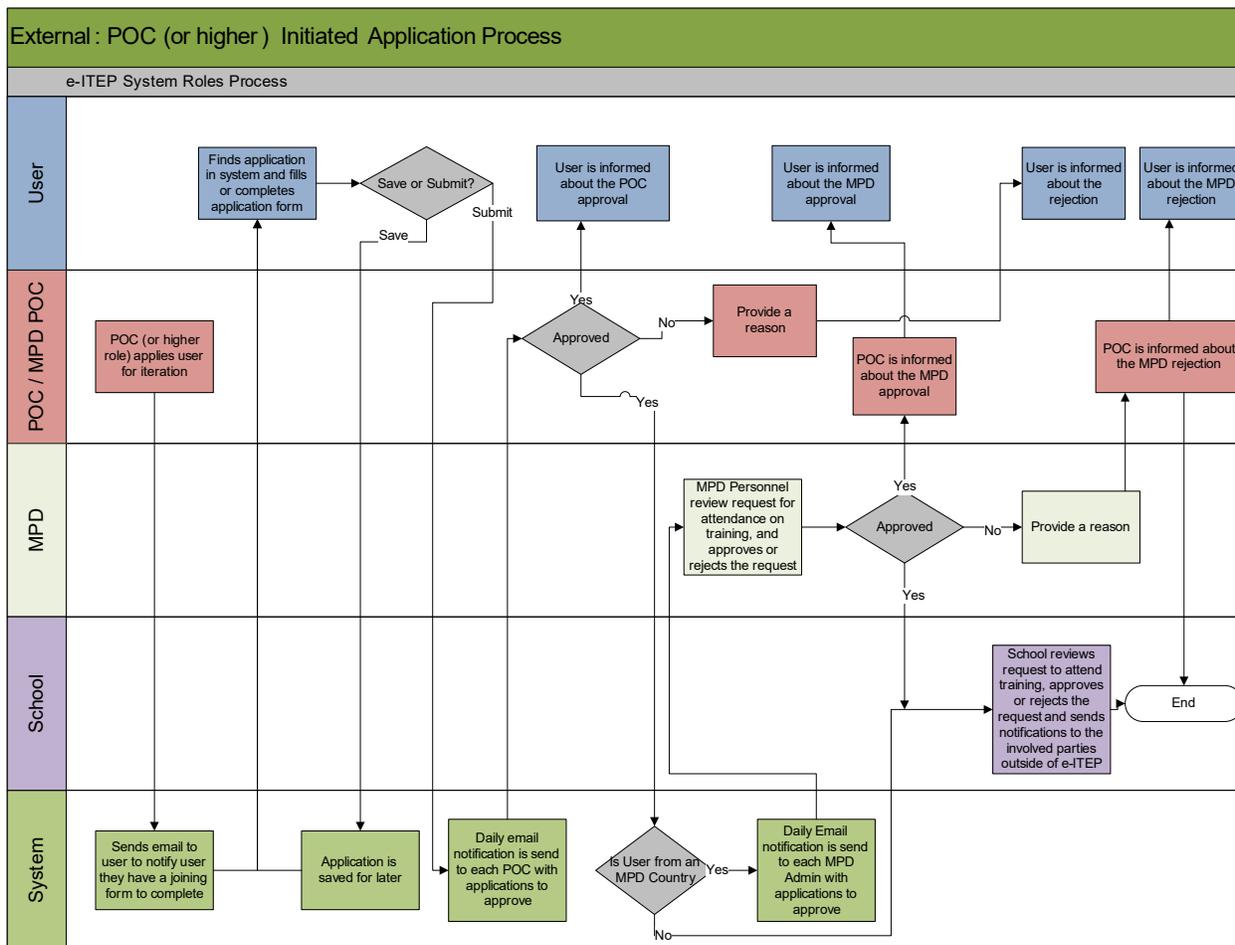




External: User Initiated Application Process



External: POC (or Higher) Initiated Application Process



14.1 Apply Yourself in a Course Iteration

All users have the ability to apply in course iterations.

1. User visits e-ITEP system and logs in.
2. User navigates to Application > Apply Yourself in a Course



3. User selects the course from the Course drop down menu and clicks *Submit*.

Apply Yourself in a Course Iteration

Name	Email	Organisation	Organisation Code
Giorgios Mantzouris	MantzourisG@nmiotc.grc.nato.int		

Course:

AOP-AO-21590 - INTRODUCTION TO SURFACE BASED AIR DEFENCE

SUBMIT

4. User selects the course iteration from the list of iterations and clicks on *Apply* link.

Apply Yourself in a Course Iteration

[Back to Course List](#)

Name	Email	Organisation	Organisation Code
Giorgios Mantzouris	MantzourisG@nmiotc.grc.nato.int		

Course Code	Course Title	Course Active from	Course Deactivated on
AOP-AO-21590	Introduction to Surface Based Air Defence	01/Mar/2014	31/Dec/2018

Click the "Apply" link next to the Course Iteration you wish to apply in. To see Course Iteration details, click "View Details".

Date	Seats Available	Training Institution	City	State	Actions	Status
03/Oct/2016 8:00 to 07/Oct/2016 13:00	40	NATO School Oberammergau (NSO)			View Details Send Comment	Apply

5. The system loads the Joining Form and gives the ability to the user to fill, save, submit the Joining Form and start their application process. Below is an example view of the screen.

Joining Form



e-ITEP
 electronic
 Individual Training and Education Programme

[Back](#)

Institution Name	NATO School Oberammergau (NSO)
Address	Am Rainenbichl 54 Oberammergau 82487
Phone	+49 8822 9481 1303
Email	studentadmin@natoschool.nato.int
Applicant Information:	
Trainee's HQ/Agency	NATO COMMAND STRUCTURE/1ST NATO SIGNAL BATTALION
POC Name *	(SELECT ONE) ▼
POC email	
Login ID	gmantzouris
Last Name	Mantzouris
First Name	Giorgios
Email	MantzourisG@nmiotc.grc.nato.int
Phone Number *	<input type="text"/>
Fax Number	<input type="text"/>
Emergency Contact Person's Name *	<input type="text"/>

6. User enters data for all the required fields in the Joining Form and clicks the *Save* button to save the status of this Joining Form without submitting it for approval.

Request installation pass for a vehicle, if required? Yes No

Additional Remarks

Billing Policy:

1. Students are encouraged to use the Training Institution's accommodation reservation services.
2. NATO School Oberammergau (NSO) reserves the right to change reservations due to military necessity and mission requirements
3. A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

Registration Notes:

1. The applicant's personal information will be processed and stored in the NATO School Oberammergau (NSO) data management system.
2. Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *
 I have completed the internal approve process. (Division/Branch Head/POC). *
 I have received national approval. *

Note: After user saves the Joining Form for later editions and submission, they can access the Joining Form by navigating to Application > View Your Schedule and searching for the course iteration.

- System reloads the Joining Form and displays a confirmation message to the user.

Joining Form


 electronic Individual Training and Education Programme

Your application has been saved and can be accessed again via [Application > View Your Schedule](#).

[Back](#)

Institution Name	NATO School Oberammergau (NSO)
Address	Am Rainenbichl 54 Oberammergau 82487
Phone	+49 8822 9481 1303
Email	studentadmin@natoschool.nato.int
Applicant Information:	
Trainee's HQ/Agency	NATO COMMAND STRUCTURE/1ST NATO SIGNAL BATTALION
POC Name *	LORI KAY POC ▾
POC email	gagan_kaur_999@yahoo.com
Login ID	gmantzouris
Last Name	Mantzouris

- After the completion of the Joining Form, user submits it for approval by clicking the *Submit* button.

Request installation pass for a vehicle, if required? Yes No

Additional Remarks

Billing Policy:

- Students are encouraged to use the Training Institution's accommodation reservation services.
- NATO School Oberammergau (NSO) reserves the right to change reservations due to military necessity and mission requirements
- A "No-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

Registration Notes:

- The applicant's personal information will be processed and stored in the NATO School Oberammergau (NSO) data management system.
- Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *
 I have completed the internal approve process. (Division/Branch Head/POC). *
 I have received national approval. *

- Once the Joining Form is submitted by the user, the system reloads the Joining Form and displays a confirmation message to the user.

Joining Form



electronic
Individual Training and Education Programme

Application for the course is pending POC approval. Once approved, an application confirmation will be delivered via email.

[Back](#)

Institution Name	NATO School Oberammergau (NSO)
Address	Am Rainenbichl 54 Oberammergau 82487
Phone	+49 8822 9481 1303
Email	studentadmin@natoschool.nato.int
Applicant Information:	
Trainee's HQ/Agency	NATO COMMAND STRUCTURE/1ST NATO SIGNAL BATTALION
POC Name	lori kay POC
POC email	gagan_kaur_999@yahoo.com
Login ID	gmantzouris
Last Name	Mantzouris
First Name	Giorgios

14.2 Apply a User in a Course Iteration

Users with POC and higher Roles have the ability to apply user in a course Iteration.

1. User visits e-ITEP and logs in.
2. User navigates to Application > Apply a User in a Course Iteration



3. User enters the search criteria for the user and clicks *Submit*. Below is an example view of the search performed for users with result set.

User Application

Search for the person to be applied.

Current Search:

Last Name Contains % <- [Remove from search](#)

LAST NAME CONTAINS

APPEND/UPDATE SEARCH RESET

1 2 3 4 5 6 7 8 9 10 11 12 > >> Record(s) 1 to 20 of 689

Last Name	First Name	Login ID	Select
Alan	Goss	alanG	[Select]
Adam	Hoss	adamH123	[Select]
Aho	Jack	jackaho	[Select]
Admin	Jiffy	JiffyAdmin	[Select]
Appleseed	Johnny	johnapple	[Select]
Admin	Nascar	adminnascar	[Select]

4. User selects a user and clicks on *Select*.

Last Name	First Name	Login ID	Select
Administrator	Administrator	Administrator	[Select]
Abdellatif	Ahmad Mostafah Abdelwahhab	ahmadmostafah	[Select]
Administrator	Alpha	AlphaAdmin	[Select]
ANDERSON	ANDY	andyanderson	[Select]
András	Biró	H045612	[Select]
ABAHAZY	DANIEL	abahazy	[Select]
ALLEN	DAVID	BIUK01	[Select]

5. User selects the course from the Course drop down menu and clicks *Submit*.

Apply User in a Course Iteration

Name	Login ID	Email	Organisation	Organisation Code
DANIEL ABAHAZY	abahazy	daniel.f.abahazy.civ@mail.mil		

Course:

ACP-AC-3018 - COMBINED CFE ARMS CONTROL VERIFICATION INSPECTOR/ESCORT COURSE

SUBMIT

6. User selects the course iteration from the list of iterations and clicks on *Apply* link.

Apply User in a Course Iteration

[Back to Course List](#)

Name	Login ID	Email	Organisation	Organisation Code
DANIEL ABAHAZY	abahazy	daniel.f.abahazy.civ@mail.mil		

Course Code	Course Title	Course Active from	Course Deactivated on
ACP-AC-3018	Combined CFE Arms Control Verification Inspector/Escort Course	01/Jan/2013	31/Dec/2017

Click the "Apply" link next to the Course Iteration you wish to apply in. To see Course Iteration details, click "View Details".

Date	Seats Available	Training Institution	City	State	Actions	Status
10/Jun/2017 8:00 to 10/Jun/2017 17:00	10	NATO - School Oberammergau (NSO)			View Details Send Comment	Apply

- The system loads the confirmation page and an email is sent to the user to fill in the Joining Form. Below is an example view of the Confirmation page.

Apply User in a Course Iteration

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
DANIEL ABAHAZY	abahazy	daniel.f.abahazy.civ@mail.mil		

Course Code	Course Title	Course Active from	Course Deactivated on
ACP-AC-3018	Combined CFE Arms Control Verification Inspector/Escort Course	01/Jan/2013	31/Dec/2017

Application for the course is pending approval. Once approved, an application confirmation will be delivered via email.

- User receives an email notifying them about the application and instructing them to navigate to *Application > View Your Schedule* or *Pending Joining Forms* link in the Application Stats section on the Welcome Page. Below is an example view of the email which is sent to the user:



Action Required: Joining Form requires your input
 e-ITEP Learning to: hvernmon-nr

25.11.2014 15:57
[Show Details](#)

Congratulations!

You are required to complete and submit the Joining Form for the below course. Please log into e-ITEP system at e-ITEP system at <https://e-itep.act.nato.int/HomePage> and visit the Applications Stats section of the Welcome Page or navigate to Menu > Application > view Your Schedule. Once you have completed the Joining Form please submit your changes. Your Point of Contact will then be notified that you have completed the Joining Form.

Name : Halifax Walker
 Login ID : haliwalker
 Course Title : STAGE_REGRESS_02.02
 Email : hvernmon-nr@raytheon.com
 Course Code : STAGE_REGRESS_02.02
 Start Time : 02/Dec/2014 8:00 (GMT +01:00)
 End Time : 03/Dec/2014 17:00 (GMT +01:00)
 Training Institution : Hungarian Defense Forces (HDF NCO Academy)
 Course Notes :
 Iteration Notes : Also test the waitlist

This is an automatically generated email sent by the e-ITEP System. Please do not respond to this email. Mail received at this address is not monitored and will not be responded to. If you need assistance please contact citephelp@act.nato.int or visit e-ITEP directly at <https://e-itep.act.nato.int/HomePage>.

14.3 Apply Yourself in a Course Iteration from the Training Calendar

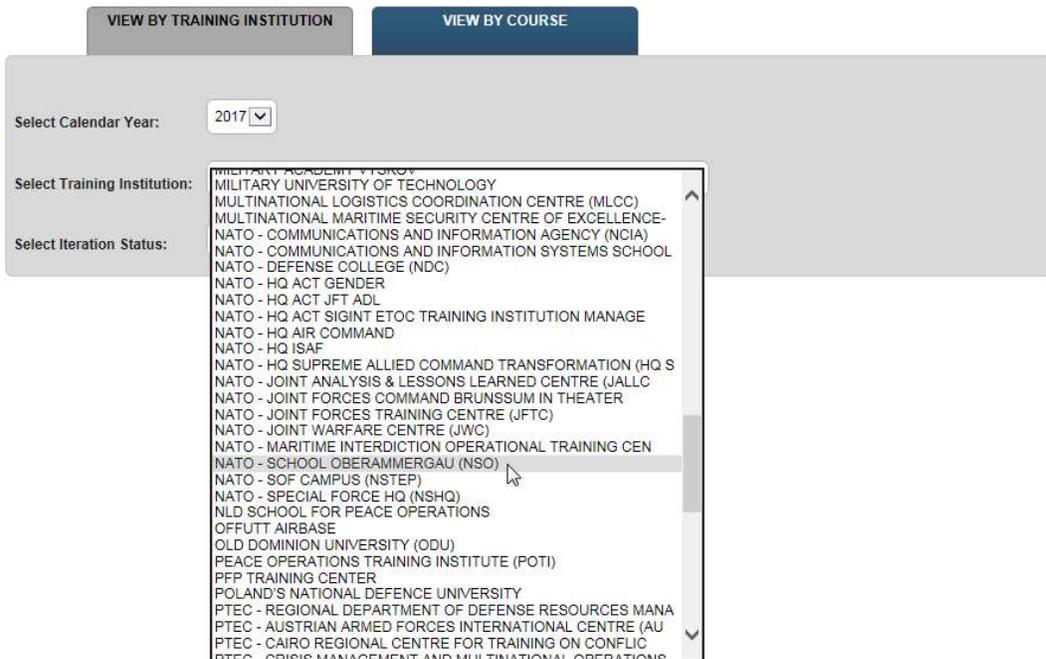
All users have the ability to apply in course iterations from the Training Calendar.

1. User visits e-ITEP system and logs in.
2. User navigates to Schedule > Training Calendar

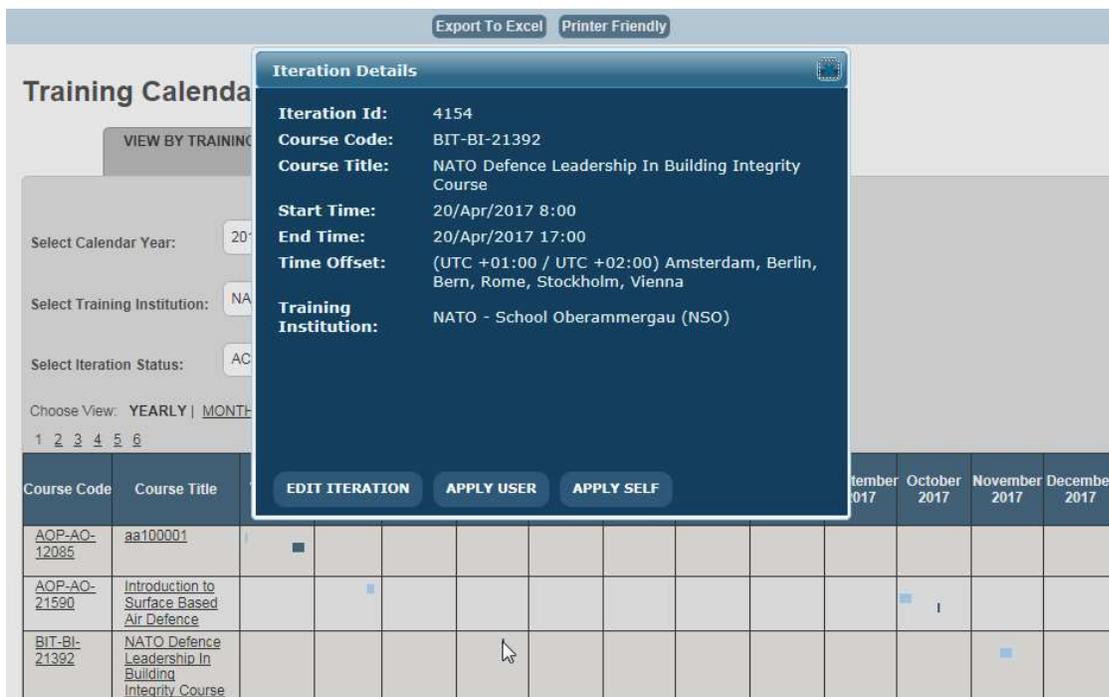


3. User selects the Training Institution from the Training Institution drop down menu and clicks *Submit*.

Training Calendar



4. User selects the course iteration (a light or dark blue box) from the Training Calendar and clicks on it.



5. The system loads the Iteration Details pop-up window. The user clicks on the *Apply self* button.

- Self Application page reloads displaying the Status of the application and the user can apply to the iteration in the same way as it is described in the previous section. Below is an example view of the screen.

Self Application

[Back to Course List](#)

Name	Login ID	Email	Organization	Organization Code
Joe User	AlphaAdmin	GKaur@raytheon.com		

Course Code	Course Title	Course Active from	Course Deactivated on
AAA-123-1	Defend yourself	Feb/03/2013	Jul/31/2013

Click the "Apply" link next to the Course Iteration you wish to apply in. To see Course Iteration details, click "View Details".

Date	Seats Available	Training Institution	City	State	Actions	Status
Oct/09/2013 23:00:00 to Oct/11/2013 23:00:00	1	NATO Communications and Information Systems School (NCISS)	Latina		[View Details] [Send Comment]	[Apply]

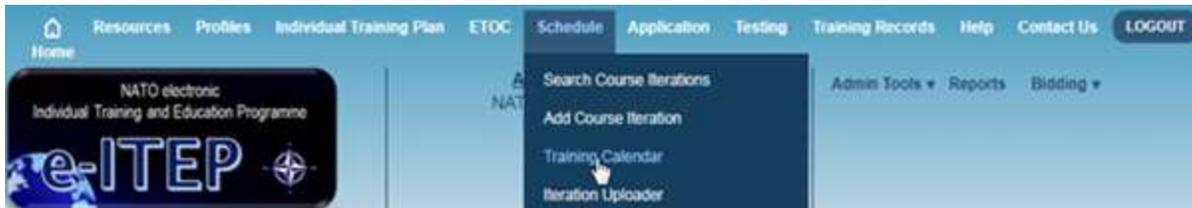
Note 1: In case when there are no seats available on course iteration, then the user is added to the waitlist of the course for the respective training institution.

Note 2: This page also allows users to add comments or ask questions related to the course iteration.

14.4 Apply a User in a Course Iteration from the Training Calendar

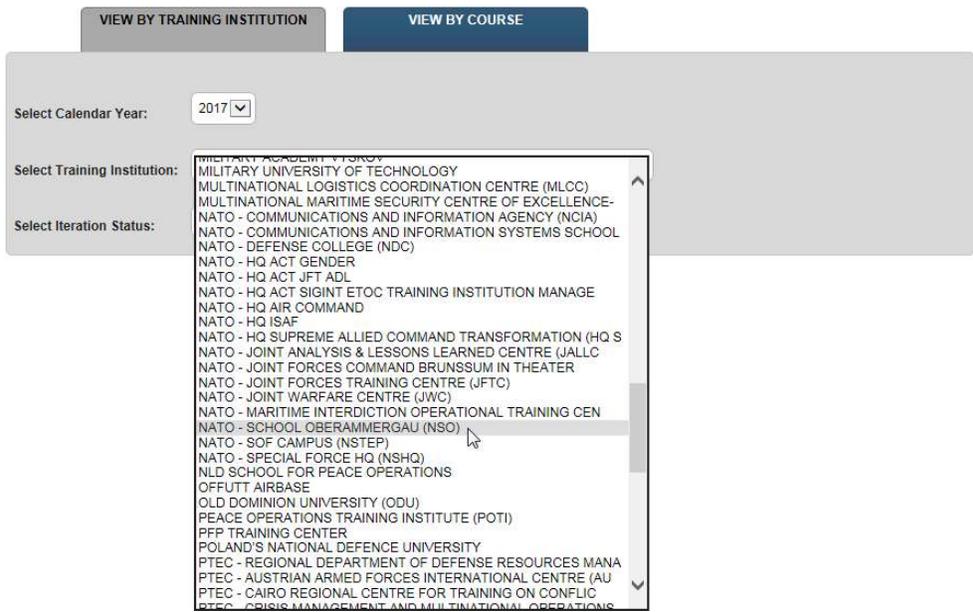
Users with Role e-ITEP Administrator, ETOC Institution Manager, e-ITEP Institution Manger, NATO HQ Training Manager, National Training Manager and Instructor have the ability to apply user in a course Iteration.

- User visits e-ITEP system and logs in.
- User navigates to Schedule > Training Calendar

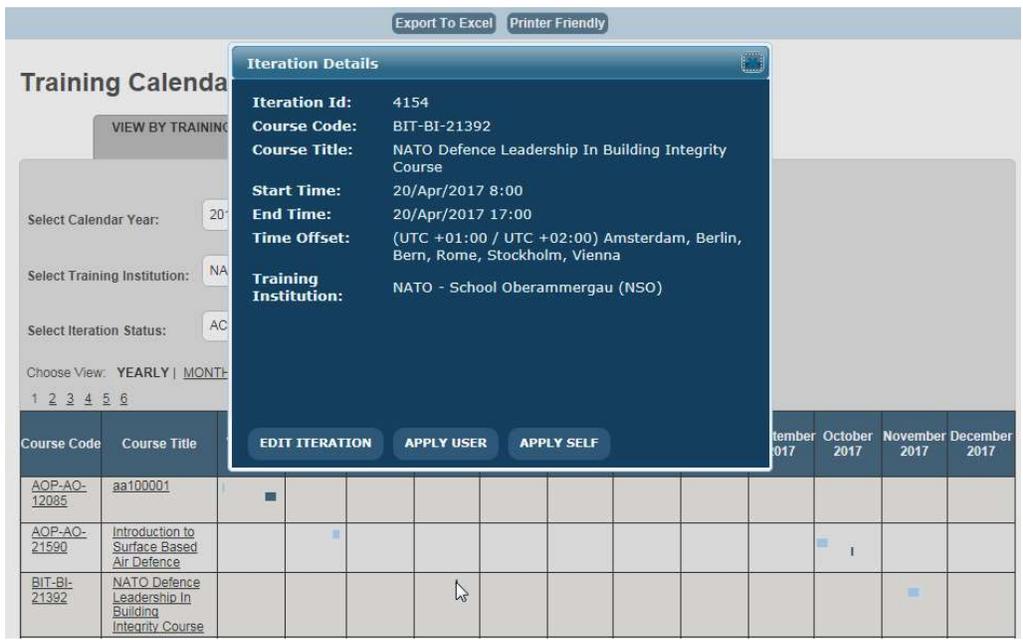


- User selects the Training Institution from the Training Institution drop down menu and clicks *Submit*.

Training Calendar



4. User selects the course iteration (a light or dark blue box) from the Training Calendar and clicks on it.



5. The system loads the Iteration Details pop-up window. The user clicks on the *Apply User* button.
6. User enters the search criteria for the user and clicks *Submit*. Below is an example view of the search performed for users with result set.

User Application

Search for the person to be applied.

Current Search:

Last Name Contains % <- [Remove from search](#)

LAST NAME CONTAINS

APPEND/UPDATE SEARCH RESET

1 2 3 4 5 6 7 8 9 10 11 12 > >> Record(s) 1 to 20 of 689

Last Name	First Name	Login ID	Select
Alan	Goss	alanG	[Select]
Adam	Hoss	adamH123	[Select]
Aho	Jack	jackaho	[Select]
Admin	Jiffy	JiffyAdmin	[Select]
Appleseed	Johnny	johnapple	[Select]
Admin	Nascar	adminnascar	[Select]

7. User selects a user and clicks on *Select*.

1 2 3 4 5 6 7 8 9 10 11 12 > >> Record(s) 1 to 20 of 689

Last Name	First Name	Login ID	Select
Alan	Goss	alanG	[Select]
Adam	Hoss	adamH123	[Select]
Aho	Jack	jackaho	[Select]
Admin	Jiffy	JiffyAdmin	[Select]
Appleseed	Johnny	johnapple	[Select]
Admin	Nascar	adminnascar	[Select]

8. User clicks on the Select link and can apply to the iteration in the same way as it is described in the previous sections.

14.5 Cancel Your Own Application

All users have ability to cancel an own course application

1. User visits e-ITEP system and logs in.
2. User navigates to Application > View Your Schedule
3. User selects the course and clicks on *Cancel* link under the *Action* column.

View Your Schedule

Start Date between

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casey.dawley@ncia.nato.int		

You are pending for the following courses:

Course Code	Course Title	Start Time	End Time	Training Institution	Status	Action
JIA-ED-1033	NATO NCO Orientation Course	15/Jul/2016 8:00	29/Jul/2016 13:00	NATO - School Oberammergau (NSO)	Pending POC approval	[Swap] [View Joining Form] [Cancel] [View Details]

- The system loads the Cancel Application page and gives the user the ability to choose a *Cancel Reason* and write *Comments* related to the cancellation.

Course Code	Course Title	Iteration	Start Time	End Time	Training Institution
JIA-ED-1033	NATO NCO Orientation Course	3334	15/Jul/2016 8:00	29/Jul/2016 13:00	NATO - School Oberammergau (NSO)

Cancel Reason:

Comments:

Do you wish to cancel this course registration?

[Yes](#) | [No](#)

- The user clicks on the *Yes* link and the system shows the confirmation message to the user.

Cancel Application

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casey.dawley@ncia.nato.int		

Course Code	Course Title	Iteration	Start Time	End Time	Training Institution
JIA-ED-1033	NATO NCO Orientation Course	3334	15/Jul/2016 8:00	29/Jul/2016 13:00	NATO - School Oberammergau (NSO)

14.6 View/Approve/Cancel Pending Application

14.6.1 View Pending Application

Users with Roles e-ITEP Administrator, NATO ETOC Manager, National Training Manager and NATO HQ Training Manager have the ability to *View Pending Applications*.

1. User visits e-ITEP and logs in.
2. User navigates to Application > View/Approve Pending Applications



3. View/Approve Applications page loads displaying user search filter. User enters search criteria and clicks Submit.

View/Approve Applications

The screenshot shows the 'View/Approve Applications' search form. It includes a search filter with a dropdown menu for 'LAST NAME' and a dropdown menu for 'CONTAINS'. Below the search filter, there is a text input field for 'Billet' with the value 'All'. A blue 'SUBMIT' button is located at the bottom left of the form, with a mouse cursor hovering over it.

4. The system loads a list of users that have pending applications.

View/Approve Applications

Current Search:

Last Name Contains % <- Remove from search

LAST NAME CONTAINS

Post: All

APPEND/UPDATE SEARCH RESET

First Name	Last Name	Login ID	Organization Name	Action
20130523NATOTM	20130523NATOTM	20130523NATOTM		[View]
Anna	Boros	aboros		[View]
itepSchoolAdmin	itepSchoolAdmin	itepSchoolAdmin		[View]
jperezTM2	jperezTM2	jperezTM2		[View]
jpusematonato2	jpusematonato2	jpusematonato2		[View]
lori	kay	lorikayabc		[View]
Test	Kay External	testfoc1		[View]
Naina	Madhan	gkaurschool		[View]
user1Testte sttsest thsi	Madhan Testtesttsest thsi	gkuser01		[View]
natomaritep	natomaritep	natomaritep		[View]

14.6.2 View/Approve/Cancel Pending Application

Users with Roles Point of Contact ,ETOC Institutions Training Manager have ability to view/approve/cancel pending applications.

Point of Contact Approval by Point of Contact is the first step in the Application Approval Process.

1. User visits e-ITEP and logs in.
2. User navigates to Application > View/Approve Pending Applications.



3. View/Approve Applications page loads displaying user search filter. User enters search criteria and clicks *Submit*.

View/Approve Applications

4. User selects a user from the result list and clicks on *View* link.

View/Approve Applications

Current Search:
 Last Name Contains % <- Remove from search

LAST NAME CONTAINS [input field]

Billet: All

APPEND/UPDATE SEARCH RESET

First Name	Last Name	Login ID	Organization Name	Action
Joe	User	naina12	NATO	View
Joe	User	naina123	NATO	View

5. Page reloads displaying pending application details. Below is an example view of the page.

View/Approve Applications

[Back](#)

Name	Login ID	Email	Organization	Organization Code
jpusematonato2	jpusematonato2	joan.perez@raytheon.com	NATO AND PARTNER NATION	0

This user is currently pending for the following course(s):

First Name	Last Name	Login ID	Organization Name	Course Code	Course Title	Start Time	End Time	Action
jpusematonato2	jpusematonato2	jpusematonato2		ACP-AC-2062	Arms Control Implementation Orientation	26/08/2017 8:00:00	28/08/2020 17:00:00	View Joining Form

Note: Previous Iteration(s) attended pane will also be displayed in the screen above only if the user has attended previous iterations of the respective course.

6. User clicks on *View Joining Form* link.
7. The system loads the Joining Form and gives the ability to the user to save/approve / reject the application. Below is an example of the screen.

Additional Remarks

Billing Policy:

1. Students are encouraged to use the Training Institution's accommodation reservation services.
2. NATO School Oberammergau (NSO) reserves the right to change reservations due to military necessity and mission requirements
3. A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

Registration Notes:

1. The applicant's personal information will be processed and stored in the NATO School Oberammergau (NSO) data management system.
2. Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *

I have completed the internal approve process. (Division/Branch Head/POC) *

I have received national approval. *

SAVE APPROVE REJECT RESET

14.6.2.1.1 Reject Pending Application

1. User selects the *View Joining Form* link for a course and clicks the *Reject* button to cancel the pending application for that course.

Additional Remarks

Billing Policy:

1. Students are encouraged to use the Training Institution's accommodation reservation services.
2. NATO School Oberammergau (NSO) reserves the right to change reservations due to military necessity and mission requirements
3. A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

Registration Notes:

1. The applicant's personal information will be processed and stored in the NATO School Oberammergau (NSO) data management system.
2. Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *

I have completed the internal approve process. (Division/Branch Head/POC) *

I have received national approval. *

SAVE APPROVE REJECT RESET

2. System loads the *Cancel Application* page and a confirmation message is displayed 'Do you wish to cancel this course registration?' User selects a *Cancel Reason* and / or fills in the 'Comments' field.
3. User clicks on 'Yes' to cancel the course registration or clicks on 'No' to undo the cancelation of the course application. Below is an example view of the screen.

Course Code	Course Title	Iteration	Start Time	End Time	Training Institution
JIA-ED-1033	NATO NCO Orientation Course	3334	15/Jul/2016 8:00	29/Jul/2016 13:00	NATO - School Oberammergau (NSO)

Cancel Reason:

Comments:

Do you wish to cancel this course registration?

Yes | No

- Upon clicking 'Yes' for the cancelation of the course application, a confirmation message is displayed on the screen and also an email is sent to the user (cc: all the POCs within user organization structure) notifying them about rejection of the pending application.

Cancel Application

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casey.dawley@ncia.nato.int		

Course Code	Course Title	Iteration	Start Time	End Time	Training Institution
JIA-ED-1033	NATO NCO Orientation Course	3334	15/Jul/2016 8:00	29/Jul/2016 13:00	NATO - School Oberammergau (NSO)

14.6.2.1.2 Approve Pending Application

- User selects the course via View Joining Form link and clicks the Approve button to approve the pending application for that course.

View/Approve Pending Applications

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casey.dawley@ncia.nato.int	NATO COMMAND STRUCTURE	0

This user is currently pending for the following course(s):

First Name	Last Name	Login ID	Organisation Name	Course Code	Course Title	Start Time	End Time	Action
Alpha	Administrator	AlphaAdmin		OPS-NC-3072	NATO CBRN Defence and Exercise Planning Course	20Jun/2016 2:00	24Jun/2016 7:00	View Joining Form

Billeting Policy:

1. Students are encouraged to use the Training Institution's accommodation reservation services.
2. NATO - School Oberammergau (NSO) reserves the right to change reservations due to military necessity and mission requirements
3. A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

Registration Notes:

1. The applicant's personal information will be processed and stored in the NATO - School Oberammergau (NSO) data management system.
2. Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *
 I have completed the internal approve process. (Division/Branch Head/POC). *
 I have received national approval. *

2. Page reloads displaying the confirmation message as shown below.

View/Approve Pending Applications

[Back](#)

Your application form has been successfully submitted. The request will be reviewed and an email will be sent to you when the status of the application has changed.

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casey.dawley@ncia.nato.int	NATO COMMAND STRUCTURE	0

14.6.2.2 ETOC Institutions Training Manager

As discussed above in this document that there is **Internal Application Method** and **External Application Method**. The internal application method allows e-ITEP to handle the entirety of the application process. The e-ITEP System supports the external application method until the Training Institution Approval is required, as the e-ITEP Training Institutions Manager approval/rejection in this case is handled outside the e-ITEP system and the concerned users are informed about the application decision by the Training Institution via other means of communication.

Steps mentioned below describe application handling by ETOC Institutions Training Manager for Internal Application Method:

Approval by ETOC Institutions Training Manager is the final step in the Application Approval Process.

1. User visits e-ITEP and logs in.
2. User navigates to Application > View/Approve Pending Applications.



3. View/Approve Applications page loads displaying user search filter. User enters search criteria and clicks *Submit*.

View/Approve Applications

4. User selects a user from the result list and clicks on *View* link.

View/Approve Applications

Current Search:

Last Name *Contains* % <- [Remove from search](#)

Post:

First Name	Last Name	Login ID	Organization Name	Action
123456789	123456789	123456789	NATO AND PARTNER NATION	[View]
jpusematonato	jpusematonato	jpusematonato	HQ ISAF	[View]
jpusematonato3	jpusematonato3	jpusematonato3	NATO AND PARTNER NATION	[View]

5. System loads the pending applications related to the user.

View/Approve Pending Applications

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casey.dawley@ncia.nato.int	NATO COMMAND STRUCTURE	0

This user is currently pending for the following course(s):

First Name	Last Name	Login ID	Organisation Name	Course Code	Course Title	Start Time	End Time	Action
Alpha	Administrator	AlphaAdmin		OPS-NC-3072	NATO CBRN Defence and Exercise Planning Course	20/Jun/2016 2:00	24/Jun/2016 7:00	[View Joining Form]

Note: Previous Iteration(s) attended pane will also be displayed in the screen above only if the user has attended previous iterations of the respective course.

6. The user clicks on *View Joining Form* link and the system loads the *Joining Form* application page giving the ability to the user to Save/Approve/Reject the application for the respective course iteration. Below is an example *Joining Form* page.

Request installation pass for a vehicle, if required? Yes No

Additional Remarks

Billeting Policy:
 1. Students are encouraged to use the Training Institution's accommodation reservation services.
 2. NATO School Oberammergau (NSO) reserves the right to change reservations due to military necessity and mission requirements
 3. A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

Registration Notes:
 1. The applicant's personal information will be processed and stored in the NATO School Oberammergau (NSO) data management system.
 2. Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *

I have completed the internal approve process. (Division/Branch Head/POC) *

I have received national approval. *

SAVE APPROVE REJECT RESET

14.6.2.2.1 Reject Pending Application

1. User selects the View Joining Form link for a course and clicks the Reject button to cancel the pending application for that course.

Additional Remarks

Billeting Policy:
 1. Students are encouraged to use the Training Institution's accommodation reservation services.
 2. NATO School Oberammergau (NSO) reserves the right to change reservations due to military necessity and mission requirements
 3. A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

Registration Notes:
 1. The applicant's personal information will be processed and stored in the NATO School Oberammergau (NSO) data management system.
 2. Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *

I have completed the internal approve process. (Division/Branch Head/POC) *

I have received national approval. *

SAVE APPROVE REJECT RESET

3. System loads the *Cancel Application* page and a confirmation message is displayed 'Do you wish to cancel this course registration?' User selects a *Cancel Reason* and / or fills in the 'Comments' field.
3. User clicks on 'Yes' to cancel the course registration or clicks on 'No' to undo the cancelation of the course application. Below is an example view of the screen.

Course Code	Course Title	Iteration	Start Time	End Time	Training Institution
JIA-ED-1033	NATO NCO Orientation Course	3334	15/Jul/2016 8:00	29/Jul/2016 13:00	NATO - School Oberammergau (NSO)

Cancel Reason:

Comments:

Do you wish to cancel this course registration?

[Yes](#) | [No](#)

- Upon clicking 'Yes' for the cancelation of the course application a confirmation message is displayed on the screen and also an email is sent to the user notifying rejection of the pending application.

Cancel Application

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casev.dawley@ncia.nato.int		

Course Code	Course Title	Iteration	Start Time	End Time	Training Institution
JIA-ED-1033	NATO NCO Orientation Course	3334	15/Jul/2016 8:00	29/Jul/2016 13:00	NATO - School Oberammergau (NSO)

Upon clicking 'Yes' for the cancelation of the course application a confirmation message is displayed on the screen and also an email is sent notifying rejection of the pending application.

*** If the user has the role of 'User', an email is sent to the User with the Point of Contact, all accounts with role of E-ITEP Administrator and all ETOC Institutions Training Managers of the respecting training institution on copy.*

*** If the user does not have the role of 'User', an email is sent to the User with the POC and all ETOC Institutions Training Managers of the respecting training institution on copy.*

14.6.2.2.2 Approve Pending Application

1. User selects the course via View Joining Form link and clicks the Approve button to approve the pending application for that course.

View/Approve Applications

[Back](#)

Name	Login ID	Email	Organization	Organization Code	
jpusematonato2	jpusematonato2	jpusematonato2	joan.perez@raytheon.com	NATO AND PARTNER NATION	0

This user is currently pending for the following course(s):

First Name	Last Name	Login ID	Organization Name	Course Code	Course Title	Start Time	End Time	Action
jpusematonato2	jpusematonato2	jpusematonato2		2013-09-05 FOC Course	2013-09-05 FOC Course	05/09/2016 8:00:00	05/09/2020 17:00:00	[View Joining Form]

Additional Remarks

Billeting Policy:

1. Students are encouraged to use the Training Institution's accommodation reservation services.
2. NATO School Oberammergau (NSO) reserves the right to change reservations due to military necessity and mission requirements
3. A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

Registration Notes:

1. The applicant's personal information will be processed and stored in the NATO School Oberammergau (NSO) data management system.
2. Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *
 I have completed the internal approve process. (Division/Branch Head/POC). *
 I have received national approval. *

4. Page reloads displaying conformation message as shown below.

View/Approve Applications

[Back](#)

Your application form has been successfully submitted. changed.

Name	Login ID	Email	Organization	Organization Code
jpusematonato2	jpusematonato2	joan.perez@raytheon.com	NATO AND PARTNER NATION	0

After the final approval by ETOC Institutions Training Manager an application approval confirmation email is sent to the ETOC Institutions Training Mangers, POC and the user.

In case of User, the approval confirmation email is sent to e-ITEP Institutions Training Mangers, all MPD Admin, POCs and the user.

14.7 Course application for a METT Course Iteration

1. User visits e-ITEP system and logs in.
2. User navigates to Schedule > Search Course Iterations
3. User performs search for the respective iteration
4. User clicks on Self link under Apply column

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Delivery Method
4094	AOP-AO-22054	gkcourse test 1	English	13/Jun/2017 8:00	13/Jun/2017 17:00		10	NATO - Maritime Interdiction Operational Training Centre (NMIOTC)	Test Location Frankfurt	[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I

5. User clicks on Apply link under Status column

Apply Yourself in a Course Iteration

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casey.dawley@ncja.nato.int		

Click the "Apply" link next to the Course Iteration you wish to apply in. To see Course Iteration details, click "View Details".

Date	Seats Available	Training Institution	City	State	Actions	Status
13/Jun/2017 8:00 to 13/Jun/2017 17:00	10	NATO - Maritime Interdiction Operational Training Centre (NMIOTC)			[View Details] [Send Comment]	[Apply]

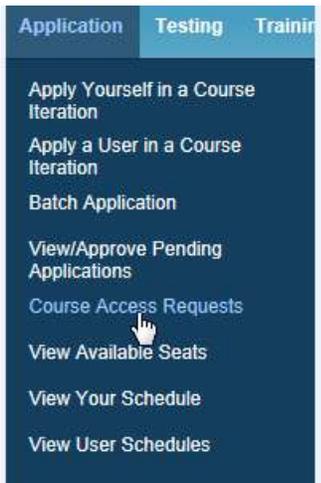
6. User fills in the Joining Form and clicks on the Submit button.
7. The course application is now Pending POC Approval.
8. POC approves/rejects the joining form as described in the previous section of this document.
9. Once the application has been approved by the POC, system sends an email notification to the Application email address of the training institution containing the joining form. An email notification containing the joining form details is also sent out to the contact email address of the mobile delivery location with user and POC on copy.
10. The user can now see the course application under View Your Schedule with the status of *Pending METT Approval*.

14.8 Course Access Requests:

The Course Access Requests page is used by Administrators to approve a user’s request for access to a WBT that has the ‘Course Access Required’ field marked as ‘Yes’ in the ETOC>Edit/Add Course page.

Users with Roles e-ITEP Administrator, ETOC Institutions Training Manager have the ability to Approve or Cancel access requests to restricted WBTs.

1. User navigates to Application > Course Access Requests.



2. User is directed to Access Required course Requests page, user enters the search criteria and clicks Submit. Below is an example view of the page:

Access Required Course Requests

Current Search:

Last Name Contains % <- [Remove from search](#)

Training Center:

First Name	Last Name	Login ID	Organization Name	Course Code	Course Title	Training Institution	Action
cris	cris	criscris1		Scorm2004Test	Scorm2004Test	eLearning	Approve Cancel
CrisMCDPOC	CrisMCDPOC	CrisMCDPOC		2013.02.5 eLearning	2013.02.5 eLearning	eLearning	Approve Cancel
lori	kay	lkaytest		loriWBTTest2004	loriWBTTest2004	eLearning	Approve Cancel
demofirst	demolast	mjsdemotest		WBT 12.3.13	WBT 12.3.13	HQ Multinational Corps NE (HQ MNCNE)	Approve Cancel
MjUser	S	mjslemko		testcourse5	testcourse5	Command and Control Centre of Excellence (C2 COE)	Approve Cancel
MjUser	S	mjslemko		WBT 12.3.13	WBT 12.3.13	HQ Multinational Corps NE (HQ MNCNE)	Approve Cancel
RG	Testuser	rgtestuser01		2013.02.5 eLearning	2013.02.5 eLearning	eLearning	Approve Cancel

3. User selects the desired user's access request.
4. User clicks *Approve* link under action column to approve the user's course access request. Upon approval an email notification is sent to the user notifying that their course access request has been approved. The user can then launch the WBT from the *View Course Page* of the respective WBT.
5. User clicks *Cancel* link under action column and enters the reason for cancellation to cancel the user's course access request. Upon cancellation an email notification is sent to the user notifying that their course access request has been cancelled.

14.9 Send Comments/Questions regarding Scheduled Course Iteration

Send Comment feature allows user to send their comments/questions for specific scheduled course iteration. This feature is available to all the users of the e-ITEP System and is accessible via Self Application page and User Application page, which is accessible from the navigation menu.

1. User visits e-ITEP system and logs in.
2. User navigates to Application > Apply Yourself in a Course



3. User selects the course from the Course drop down menu and clicks *Submit*.

Self Application

Name	Email	Organization	Organization Code
Joe User	GKaur@raytheon.com		

Course:

4. User selects the course iteration from the list of iterations and clicks on *Send Comment* link under Actions column.

Self Application

[Back to Course List](#)

Name	Email	Organization	Organization Code
Joe User	GKaur@raytheon.com		

Course Code	Course Title	Course Active from	Course Deactivated on
CII-CE-3175	NMS Certification Authority/ Registrion Authority Operator	12/10/2012	10/11/2016

Click the "Apply" link next to the Course Iteration you wish to apply in. To see Course Iteration details, click "View Details".

Date	Seats Available	Training Institution	City	State	Actions	Status
02/02/2014 8:15:00 to 05/05/2015 9:00:00	10	Foreign Language Department	Shumen		[View Details] [Send Comment]	[Apply]
12/09/2014 6:15:00 to 13/09/2014 19:00:00	0	NATO Communications and Information Systems School (NCISS)	Latina		[View Details] [Send Comment]	[Apply]

5. System displays Comments/Questions window as shown in the image below.

Comments/Questions

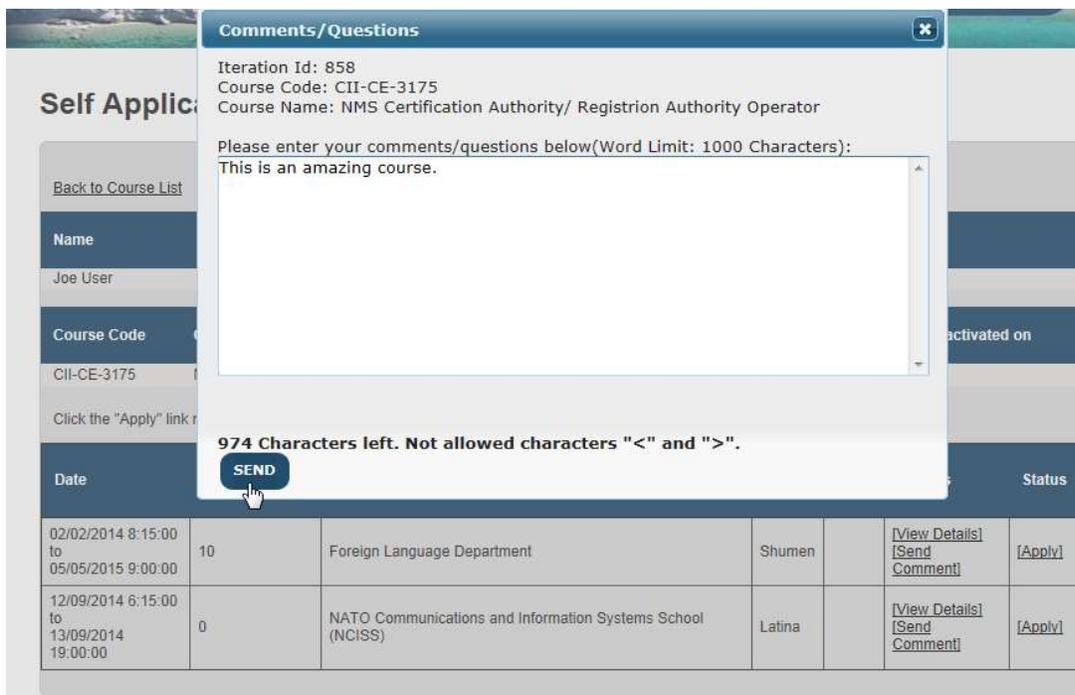
Iteration Id: 858
 Course Code: CII-CE-3175
 Course Name: NMS Certification Authority/ Registrion Authority Operator

Please enter your comments/questions below (Word Limit: 1000 Characters):

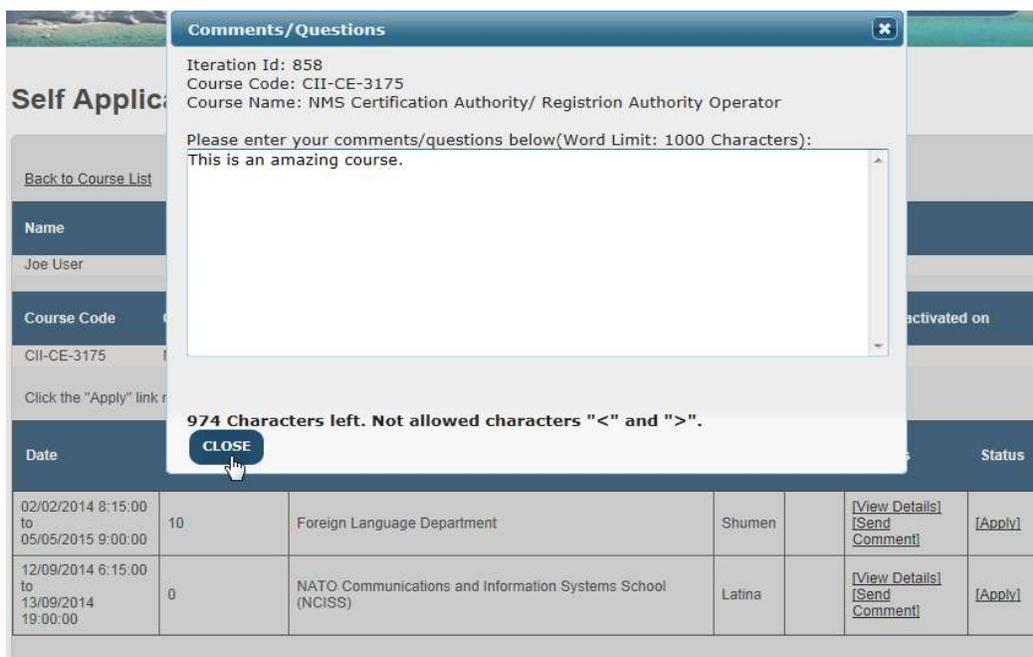
1000 Characters left. Not allowed characters "<" and ">".

SEND

6. User enters their comments/questions and clicks the Send button.



- System sends the user's comments/questions to the ETOC Institutions Training Manager (School Admin) of the Training Institution associated with the scheduled course iteration and displays a confirmation message to the user.
- User clicks the Close button.



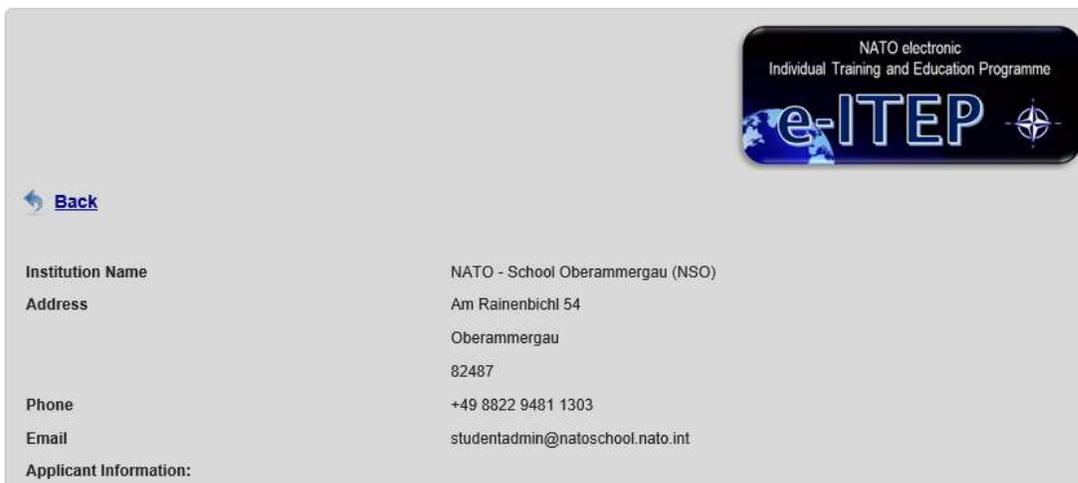
The above mentioned functionality is also accessible via User Application page (Application > Apply a user in a Course Iteration).

14.10 Printer Friendly Joining Form

The Joining Form has a printer friendly version. The Printer Friendly version is available from the *View Joining Form* page. To access it:

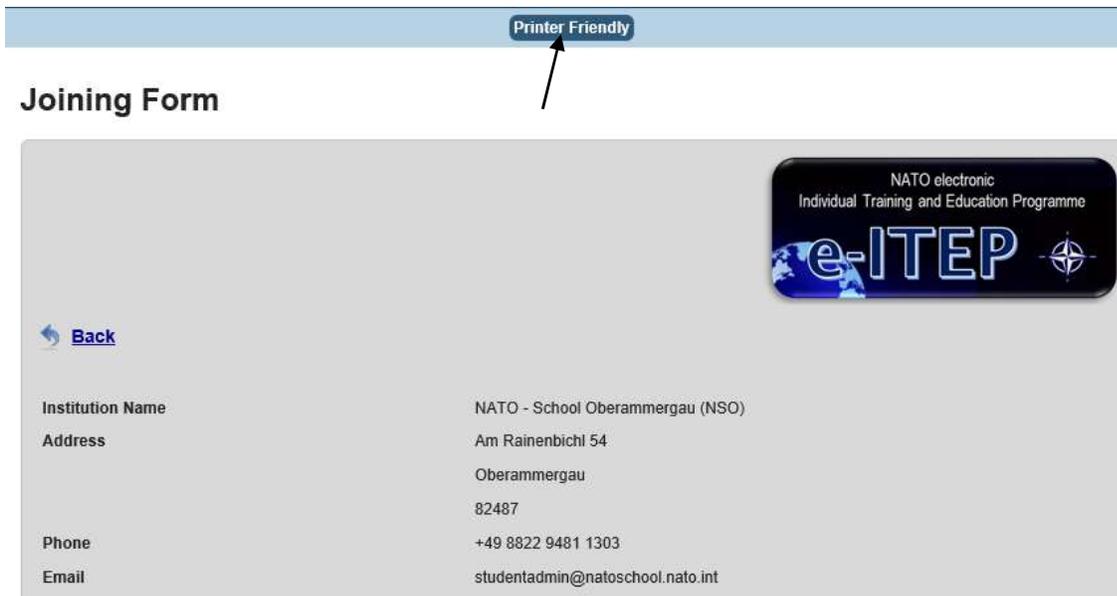
1. User visits e-ITEP system and logs in.
2. User navigates to the *View Joining Form* page by either:
 - viewing their schedule: Application > View Your Schedule > View Joining Form
 - viewing another user's schedule: Application > View User Schedule > Select > View Joining Form
 - viewing the course roster: Schedule > View Course Iterations > View Roster > Joining Form

Joining Form



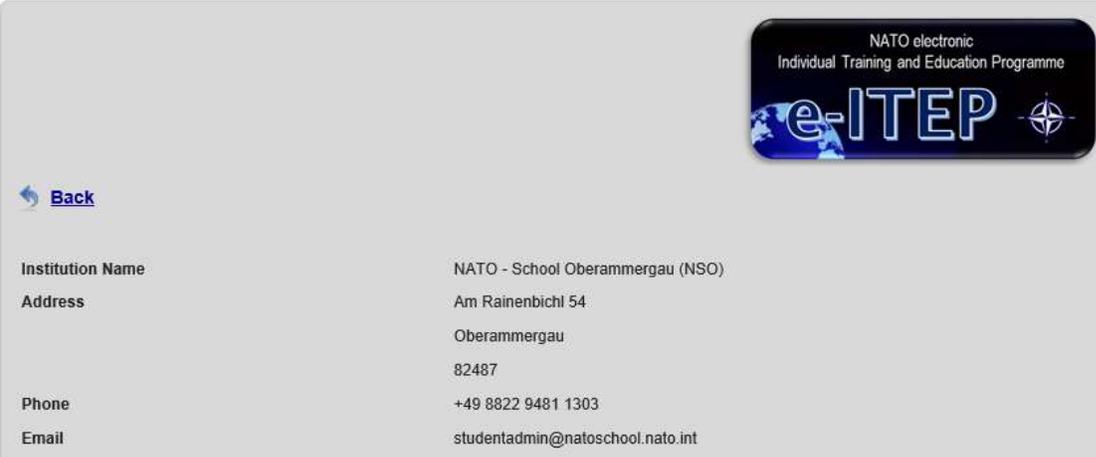
		
Institution Name	NATO - School Oberamergau (NSO)	
Address	Am Rainenbichl 54 Oberamergau 82487	
Phone	+49 8822 9481 1303	
Email	studentadmin@natoschool.nato.int	
Applicant Information:		

3. On the *Joining Form* page, user clicks the *Printer Friendly* link in the blue instructional box.



Printer Friendly

Joining Form



		
Institution Name	NATO - School Oberamergau (NSO)	
Address	Am Rainenbichl 54 Oberamergau 82487	
Phone	+49 8822 9481 1303	
Email	studentadmin@natoschool.nato.int	

- e-ITEP opens a new window with a printer friendly version of the joining form, and prompts the user to print the form.
- User clicks the *Print* button to print the form.

14.11 View Your Schedule

View Your schedule feature allows user to view their training schedule and also gives them the ability to View Joining Form, View Details, Cancel their application. The user also has the ability to Swap user for a course iteration. This feature is available to all the users of the e-ITEP System and is accessible through Application, which is accessible from the navigation menu.

- User visits e-ITEP and logs in the system.
- User navigates to Application > View Your Schedule.



- User Schedule* Page loads displaying the schedule of the user. User can also modify the *Start Date Between* search filter and click *Submit* to perform specific search. Below is an example view of the screen.

View Your Schedule

Start Date between

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	gkaur@raytheon.com		

You are pending for the following courses:

Course Code	Course Title	Start Time	End Time	Training Institution	Iteration Status	Application Status	Action
AOP-AO-12096	aa100006	01/Jun/2017 8:00	03/Jun/2017 17:00	Albanian & Armed Forces Academy	Active (Modified)	Pending POC approval	[Swap] [View Joining Form] [Cancel] [View Details]

14.11.1 View Joining Form of Application

1. User selects the desired course iteration from the list and clicks on *View Joining Form* link under Action column.

View Your Schedule

Start Date between

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	gkaur@raytheon.com		

You are pending for the following courses:

Course Code	Course Title	Start Time	End Time	Training Institution	Iteration Status	Application Status	Action
AOP-AO-12096	aa100006	01/Jun/2017 8:00	03/Jun/2017 17:00	Albanian & Armed Forces Academy	Active (Modified)	Pending POC approval	[Swap] [View Joining Form] [Cancel] [View Details]

2. *Joining Form* Page loads displaying the Joining Form of the selected course iteration. Below is an example view of the screen.

Joining Form



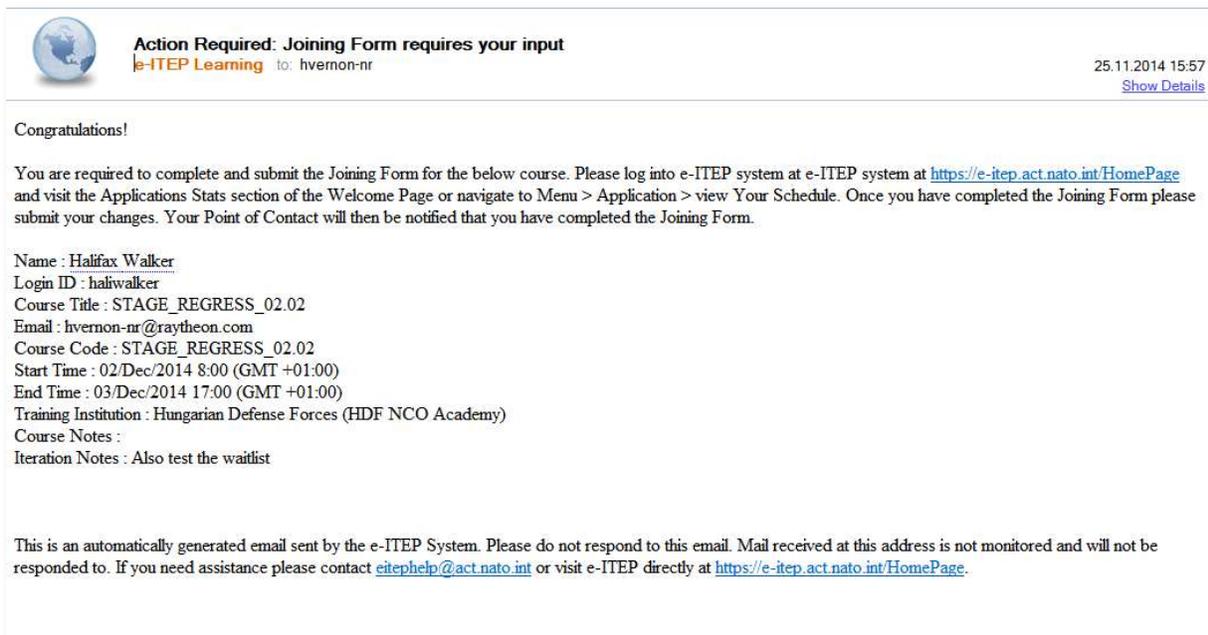
[Back](#)

Institution Name	NATO - School Oberammergau (NSO)
Address	Am Rainenbichl 54 Oberammergau 82487
Phone	+49 8822 9481 1303
Email	studentadmin@natoschool.nato.int
Applicant Information:	

14.11.2 POC OR Higher role applies a user in course iteration

POC or higher roles in the e-ITEP System have the ability to apply a user in course iteration. In this scenario, user receives an email notifying them about the application and instructing them to navigate to *Application > View Your Schedule*.

Below is an example view of the email which is sent to the user:



User access the Joining Form by following the steps mentioned below:

1. User visits e-ITEP and logs in the system.

2. User navigates to Application > View Your Schedule.



3. *User Schedule* Page loads displaying the schedule of the user. User can also modify the *Start Date Between* search filter and click *Submit* to perform specific search. Below is an example view of the screen.

View Your Schedule

Start Date between

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	gkaur@raytheon.com		

You are pending for the following courses:

Course Code	Course Title	Start Time	End Time	Training Institution	Iteration Status	Application Status	Action
AOP-AO-12096	aa100006	01/Jun/2017 8:00	03/Jun/2017 17:00	Albanian & Armed Forces Academy	Active (Modified)	Pending POC approval	[Swap] [View Joining Form] [Cancel] [View Details]

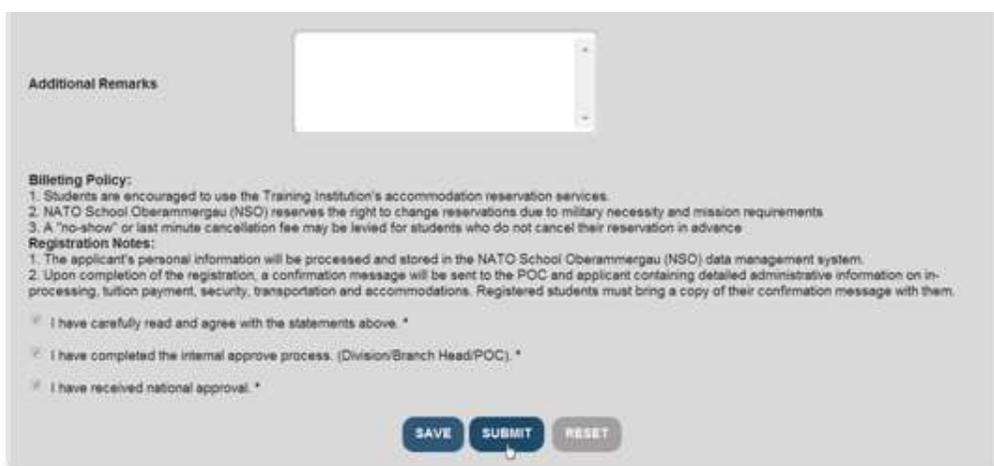
4. User clicks on the View Joining Form link displayed under Action column for the respective course iteration.

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	gkaur@raytheon.com		

You are pending for the following courses:

Course Code	Course Title	Start Time	End Time	Training Institution	Iteration Status	Application Status	Action
AOP-AO-12096	aa100006	01/Jun/2017 8:00	03/Jun/2017 17:00	Albanian & Armed Forces Academy	Active (Modified)	Pending POC approval	[Swap] [View Joining Form] [Cancel] [View Details]

- View Joining Form page loads, user then enters required data in the Joining Form and Saves/Submits the Joining Form.



Additional Remarks

Billing Policy:

- Students are encouraged to use the Training Institution's accommodation reservation services.
- NATO School Oberammergau (NSO) reserves the right to change reservations due to military necessity and mission requirements
- A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance.

Registration Notes:

- The applicant's personal information will be processed and stored in the NATO School Oberammergau (NSO) data management system.
- Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *
 I have completed the internal approve process. (Division/Branch Head/POC). *
 I have received national approval. *

14.11.3 Submission of Saved Joining Form

User has the ability to access saved Joining Forms of his/her applications for course iterations by following the steps mentioned below.

Note: The applications with saved Joining Forms have the application status as *Pending*.

- User visits e-ITEP and logs in the system.
- User navigates to Application > View Your Schedule.



3. *User Schedule* Page loads displaying the schedule of the user. User can also modify the *Start Date Between* search filter and click *Submit* to perform specific search. Below is an example view of the screen.

View Your Schedule

Start Date between

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	gkaur@raytheon.com		

You are pending for the following courses:

Course Code	Course Title	Start Time	End Time	Training Institution	Iteration Status	Application Status	Action
AOP-AO-12096	aa100006	01/Jun/2017 8:00	03/Jun/2017 17:00	Albanian & Armed Forces Academy	Active (Modified)	Pending POC approval	[Swap] [View Joining Form] [Cancel] [View Details]

4. User clicks on the View Joining Form link displayed under Action column for the respective course iteration.

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	gkaur@raytheon.com		

You are pending for the following courses:

Course Code	Course Title	Start Time	End Time	Training Institution	Iteration Status	Application Status	Action
AOP-AO-12096	aa100006	01/Jun/2017 8:00	03/Jun/2017 17:00	Albanian & Armed Forces Academy	Active (Modified)	Pending POC approval	[Swap] [View Joining Form] [Cancel] [View Details]

- View Joining Form page loads, user then enters required data in the Joining Form and Saves/Submits the Joining Form.

Additional Remarks

Billing Policy:

- Students are encouraged to use the Training Institution's accommodation reservation services.
- NATO School Oberammergau (NSO) reserves the right to change reservations due to military necessity and mission requirements.
- A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance.

Registration Notes:

- The applicant's personal information will be processed and stored in the NATO School Oberammergau (NSO) data management system.
- Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *

I have completed the internal approve process. (Division/Branch Head/POC). *

I have received national approval. *

14.11.4 View Details of Application

- User selects the desired course iteration from the list and clicks on View Details link under Action column.

You are pending for the following courses:

Course Code	Course Title	Start Time	End Time	Training Institution	Iteration Status	Application Status	Action
AOP-AO-12096	aa100006	01/Jun/2017 8:00	03/Jun/2017 17:00	Albanian & Armed Forces Academy	Active (Modified)	Pending POC approval	[Swap] [View Joining Form] [Cancel] [View Details]

- View Details page loads displaying the Joining Form of the selected course iteration. Below is an example view of the screen.

Iteration Details

[Back](#)

Iteration	4209
ETF Iteration ID	5314
ETF Iteration Code	N2-02-A-17
Course Code	INT-AS-2522
Course Title	NATO Intelligence Course
Mobile Delivery	No
Start Time	30/Jan/2017 8:00
End Time	03/Feb/2017 13:00
Training Institution (Room)	NATO - School Oberammergau (NSO)
Teaching Language	English
Min Size	40
Max Size	80
Max Seats from Waitlist	0
Email Notify on Change	No
Status	Active (Modified)

Note: POC or higher roles also have the ability to Cancel their application and Swap user for a course iteration from View Your Schedule depending upon their e-ITEP role permissions. (Refer to the section 14.10 below for more details)

To *Cancel* the application, user clicks on the Cancel link displayed under Action column, fills in the cancellation reason and clicks Yes link to confirm the cancellation.

To *Swap* user for a course iteration, user clicks on Swap link under Action column, select the user from the list of users and clicks the Swap button.

14.12 View User Schedules

View User Schedules feature allows users with a Point of Contact Role or higher to view training schedule of their employees and also gives them the ability to View Details of their employee's applications, Swap/Cancel their application depending upon user role in the e-ITEP System. This feature is accessible through Application, which is accessible from the navigation menu.

1. User visits e-ITEP and logs in the system.
2. User navigates to Application > View User Schedules



3. User enters the search criteria and clicks *Submit*.

User Schedule - User

LAST NAME CONTAINS

4. User selects the desired user from the list and clicks on *Schedule* link under Action column.

View User Schedules

Current Search:
 Last Name Contains % <- Remove from search

LAST NAME CONTAINS

1 2 3 4 5 6 7 8 9 10 11 12 >>> Record(s) 1 to 20 of 1137

Last Name	First Name	Login Id	Action
Mantzouris	Giorgios	gmantzouris	[Schedule]
ABAHAZY	DANIEL	abahazy	[Schedule]
Abdel Wahab	Wael	CCCPA1	[Schedule]

6. User Schedule Page loads displaying the schedule of the selected user. User can also modify the *Start Date Between* search filter and click *Submit* to perform specific search. Below is an example view of the screen.

Start Date between 



Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	gkaur@raytheon.com		

You are pending for the following courses:

Course Code	Course Title	Start Time	End Time	Training Institution	Iteration Status	Application Status	Action
AOP-AO-12096	aa100006	01/Jun/2017 8:00	03/Jun/2017 17:00	Albanian & Armed Forces Academy	Active (Modified)	Pending POC approval	[Swap] [View Joining Form] [Cancel] [View Details]

14.12.1 View Details of Application

1. User selects the desired course iteration from the list and clicks on *View Details* link under Action column.

You are pending for the following courses:

Course Code	Course Title	Start Time	End Time	Training Institution	Iteration Status	Application Status	Action
AOP-AO-12096	aa100006	01/Jun/2017 8:00	03/Jun/2017 17:00	Albanian & Armed Forces Academy	Active (Modified)	Pending POC approval	[Swap] [View Joining Form] [Cancel] [View Details]

2. Iteration Details Page loads displaying details of the selected course iteration. Below is an example view of the screen.

Iteration Details

[Back](#)

Iteration	4209
ETF Iteration ID	5314
ETF Iteration Code	N2-02-A-17
Course Code	INT-AS-2522
Course Title	NATO Intelligence Course
Mobile Delivery	No
Start Time	30/Jan/2017 8:00
End Time	03/Feb/2017 13:00
Training Institution (Room)	NATO - School Oberammergau (NSO)
Teaching Language	English
Min Size	40
Max Size	80
Max Seats from Waitlist	0
Email Notify on Change	No
Status	Active (Modified)

14.12.2 Cancel Application

1. User selects the desired course iteration from the list and clicks on *Cancel* link under Action column.

You are pending for the following courses:

Course Code	Course Title	Start Time	End Time	Training Institution	Iteration Status	Application Status	Action
AOP-AO-12096	aa100006	01/Jun/2017 8:00	03/Jun/2017 17:00	Albanian & Armed Forces Academy	Active (Modified)	Pending POC approval	[Swap] [View Joining Form] [Cancel] [View Details]

2. System loads the *Cancel Application* page and a confirmation message is displayed ‘Do you wish to cancel this course registration?’ User selects a *Cancel Reason* and / or fills in the ‘Comments’ field.
3. User clicks on ‘Yes’ to cancel the course registration or clicks on ‘No’ to undo the cancelation of the course application. Below is an example view of the screen.

Cancel Application

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casey.dawley@ncia.nato.int		

Course Code	Course Title	Iteration	Start Time	End Time	Training Institution
OPS-NC-3072	NATO CBRN Defence and Exercise Planning Course	3419	20/Jun/2017 8:00	24/Jun/2017 13:00	NATO - School Oberammergau (NSO)

Cancel Reason:

Comments:

Do you wish to cancel this course registration?
[Yes](#) | [No](#)

Upon clicking ‘Yes’ for the cancelation of the course application a confirmation message is displayed on the screen and also an email is sent to the user notifying rejection of the pending application.

Cancel Application

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casey.dawley@ncia.nato.int		

Course Code	Course Title	Iteration	Start Time	End Time	Training Institution
OPS-NC-3072	NATO CBRN Defence and Exercise Planning Course	3419	20/Jun/2017 8:00	24/Jun/2017 13:00	NATO - School Oberammergau (NSO)

14.12.2.1 A Note on cancelling course applications which start within 7 days

If the course iteration falls within 7 calendar days of the course application, then only higher roles (i.e. Admins and training institution managers for the course) can cancel the application. When this is the case, the cancel link appears in red, only for the higher roles. A sample screen is shown below:

Course Code	Course Title	Start Time	End Time	Training Institution	Status	Action
OPS-MA-3120	Introduction to Maritime Security	01/Jan/2013 1:00	31/Jan/2017 1:00	NATO School Oberammergau (NSO)	Wait List	[Swap] [View Joining Form] [Cancel]

WARNING: Cancellation from the course within 7 calendar days of the start date is not allowed without authorization. Please contact your Training Institution for assistance.

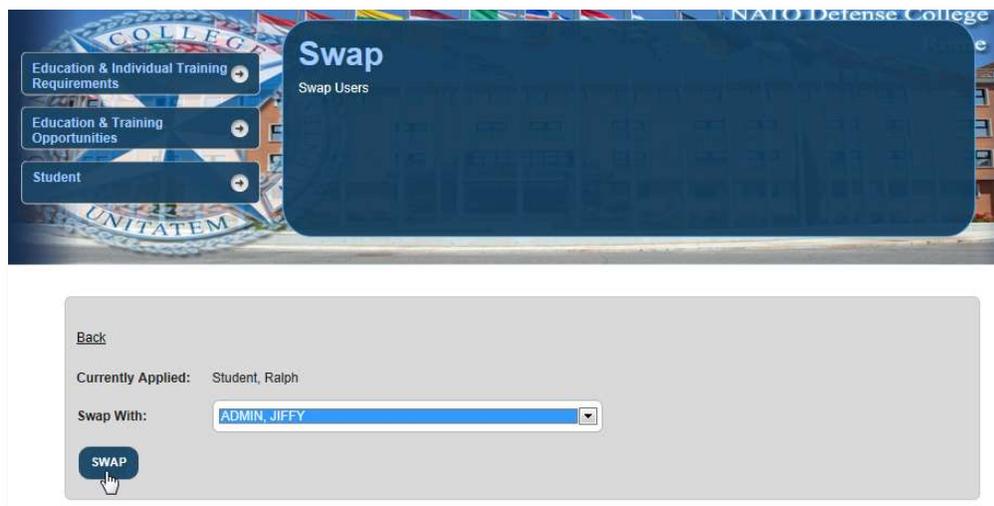
14.12.3 Swapping student for an Application

1. User selects the desired course iteration from the list and clicks on *Swap* link under Action column.

You are pending for the following courses:

Course Code	Course Title	Start Time	End Time	Training Institution	Iteration Status	Application Status	Action
AOP-AO-12096	aa100006	01/Jun/2017 8:00	03/Jun/2017 17:00	Albanian & Armed Forces Academy	Active (Modified)	Pending POC approval	[Swap] [View Joining Form] [Cancel] [View Details]

2. This will open the Swap page. User selects the student from the drop down list to replace the current student and clicks the *Swap* button to swap the students on the iteration. Below is an example view of the Swap Users page to select the new student.



14.13 Manage Roster - Prior to Iteration Start

The options available on the iteration roster change depending on whether the course iteration occurs in the future, or in the past. This example will examine the functionality available prior to an iteration start.

- Search for the existing iteration by clicking on Schedule, then search course iterations.
- Enter and submitting the search criteria.

- The system returns search results based on the search criteria. To view the roster, click the *View Roster* link.

Search Course Iterations

Current Search:

Course Code Contains % <- Remove from search

COURSE CODE CONTAINS

Date Range: 03/Sep/2017 To 10/Jun/2018

Iteration Status: ACTIVE

APPEND/UPDATE SEARCH RESET

1 2 3 4 5 6 7 8 9 10 11 12 >>> Record(s) 1 to 20 of 421

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Status	Delivery Method
4152	MOP-MO-11212	Naval Mine Warfare Awareness Course (NATO) (NMWAC-N)	English	04/Sep/2017 8:00	08/Sep/2017 17:00		15	BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN		[Edit] [View Roster] [View Details]		Active	R
5022	AOP-JF-51251	JFAC Leadership Seminar (JFAC LS)	English	04/Sep/2017 8:00	04/Sep/2017 17:00		10	COE - Air Operations Centre of Excellence (AO COE)		[Edit] [View Roster] [View Details]		Active	R

The system displays details of the iteration and provides a list of all Users applications including the application status.

Iteration Roster

[Back to Iteration List](#)

Upon conclusion of this iteration, you will have access to enter grades and attendance.

Course: foc_gk1, foc_gk1
 Iteration: 6
 Location: Civil-Military Co-operation Centre of Excellence (CIMIC COE)
 Start Date: 26/09/2013 7:00:00 End Date: 26/09/2013 16:00:00
 Min Size: 1 Max Size: 3

Class Roster

POC	Person ID	Last Name	First Name	Login ID	City	State	Organization Number	Phone	Apply Status	Attendance Certificate Number	Proficiency Certificate Number	Action
	35221	Craig	Lee	craiglee					Applied			[Swap] [Cancel] [Email User] [Joining Form] [Print Certificate]

- To swap a student's application with another student at that location, user clicks the *Swap* link under Action column. Swapping will cancel the original application and then add the new application to the roster.

POC	Person ID	Last Name	First Name	Login ID	City	State	Organization Number	Phone	Apply Status	Attendance Certificate Number	Proficiency Certificate Number	Action
	35221	Craig	Lee	craiglee					Applied			[Swap] [Cancel] [Email User] [Joining Form] [Print Certificate]

- To cancel a user's application, user clicks the *Cancel* link under Action column.

POC	Person ID	Last Name	First Name	Login ID	City	State	Organization Number	Phone	Apply Status	Attendance Certificate Number	Proficiency Certificate Number	Action
	35221	Craig	Lee	craiglee					Applied			[Swap] [Cancel] [Email User] [Joining Form] [Print Certificate]

Note: if the course iteration starts within 7 calendar days, the Cancel link will only be available to higher roles (i.e. Admins and Training Institution managers), and will appear in red.

3. To View the Joining Form, user clicks the *Joining Form* link under Action column.

POC	Person ID	Last Name	First Name	Login ID	City	State	Organization Number	Phone	Apply Status	Attendance Certificate Number	Proficiency Certificate Number	Action
	35221	Craig	Lee	craiglee					Applied			[Swap] [Cancel] [Email User] [Joining Form] [Print Certificate]

To download the roster to Excel, user clicks the *Export Roster to Excel* link. The Excel roster is a useful tool to use as a sign-in sheet for a course.

If the course has a waitlist, a View Waitlist link will appear at the top of the roster. To view the waitlist, user clicks the *View Waitlist* link in the action menu bar

The Waitlist Roster allows the user to cancel or swap a student's waitlist status. The waitlist operates on a first in, first out priority, so a waitlist swap will allow the swapped-in user to have a higher spot on the waitlist than if they simply applied for the course and became waitlisted.

14.14 Manage Iteration Roster - After Iteration End

After iteration ends, the system provides functionality for marking grading and attendance and recording Level 1 Evaluations.

- User navigates to Search > Search Course Iteration



- User enters the search criteria and clicks *Append/Update Search* button.

Search Course Iterations

Current Search:
 Course Code *Contains* % <- [Remove from search](#)

COURSE CODE [v] CONTAINS [v] [input type="text"]

Date Range 25/Jan/2017 [calendar] To 25/Jan/2018 [calendar]

Iteration Status ACTIVE [v]

APPEND/UPDATE SEARCH RESET

- The system returns search results based on the search criteria. To view the roster, user clicks the *View Roster* link.

Search Course Iterations

Current Search:
 Course Code *Contains* % <- [Remove from search](#)

COURSE CODE [v] CONTAINS [v] [input type="text"]

Date Range 19/Nov/2015 [calendar] To 19/Nov/2016 [calendar]

APPEND/UPDATE SEARCH RESET

1 2 3 4 5 6 7 > Record(s) 1 to 20 of 135

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Delivery Method
2740	CII-CS-41287	UHF TacSat Basic	English	23/Nov/2015 0.00	27/Nov/2015 0.00		10	NATO Communications and Information Systems School (NCISS)	teszt	[Edit] [Cancel] View Roster View Details	[User] [Self]	I
2772	CII-SS-2043	New Transportable Satellite Ground Terminal	English	23/Nov/2015 0.00	04/Dec/2015 0.00		6	NATO Communications and Information Systems School (NCISS)		[Edit] [Cancel] View Roster View Details	[User] [Self]	I

The system displays details of the iteration and provides a list of all users applications including their application status.

To mark attendance and grading, user clicks the *Attendance/Grading* link displayed in the action menu bar

[Attendance/Grading](#) |
 [Export Roster to Excel](#) |
 [Export All Rosters to Excel](#) |
 [Add Walk On User to Roster](#) |
 [Download PIR](#) |
 [Print Access List](#) |
 [Batch Print Certificates](#)

Iteration Roster

[Back to Iteration List](#)

Course: STC-IO-2536, NATO Information Operations Course
 Iteration: 4245
 Location: NATO - School Oberammergau (NSO)
 Start Date: 09/Jan/2017 8:00 End Date: 20/Jan/2017 13:00
 Min Size: 30 Max Size: 50

Class Roster

POC	Person ID	Last Name	First Name	Login ID	City	State	Organisation Number	Phone	Apply Status	Attendance Certificate Number	Proficiency Certificate Number	Action
	12924	Mantzouris	Giorgios	gmantzouris					Applied			[Swap] [Cancel] [Email User] [Joining Form] [Print Certificate]

On the attendance and grading form, for each user, user selects an application status, attendance status, enters a score type, and score, and optionally, enters an expiration date. The expiration date is the date that user’s credit for that course will expire. User repeats the steps for each user displayed on the page and then clicks *Submit*.

Grading

[Return to roster](#)

Course: STC-IO-2536

01-09-2017

Start Time: 09/Jan/2017 8:00
 End Time: 20/Jan/2017 13:00
 Location: NATO - School Oberammergau (NSO)
 Instructor: Secondary Instructor:

Attendance					Grading			
Present	Cancel	No Show	Withdrew	N/A	Score Type	Score	Expire Date	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PASS	90	24/Jan/2019	
Select All	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

SUBMIT

To add a walk on user to the roster (a user that was not enrolled in the iteration), user clicks the *Add Walk On User to Roster* link. User enters the User ID and clicks *Submit*.

[Attendance/Grading](#) |
 [Export Roster to Excel](#) |
 [Export All Rosters to Excel](#) |
 [Add Walk On User to Roster](#) |
 [Download PIR](#) |
 [Print Access List](#) |
 [Batch Print Certificates](#)

Iteration Roster

[Back to Iteration List](#)

Course: STC-IO-2536, NATO Information Operations Course
 Iteration: 4245
 Location: NATO - School Oberammergau (NSO)
 Start Date: 09/Jan/2017 8:00 End Date: 20/Jan/2017 13:00
 Min Size: 30 Max Size: 50

The system allows the higher roles to record *Level 1 Feedback Results* for the course iteration if the “Level 1 Evaluation” field on Edit Course Page is set to a value other than “None” for the respective course.

To record Level 1 Feedback Results, user clicks on *Level 1 Feedback* link displayed below Attendance/Grading link in the blue instructional box. The Level 1 Feedback will open in a new window. User enters the student's responses to the feedback form and clicks *finish*.

Customer Satisfaction Survey - Instructor Led Training

Page 1 of 1 Finish

Q1: Please answer the following questions that relate to the value of this training. (Optional)

	Strongly Disagree	Disagree	Somewhat Agree	Agree	Strongly Agree
This training will help me to be more productive on my job, now or in the future.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
I would recommend this training to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Overall, this training was effective.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Q2: Please share any additional comments you may have to improve the value of this training. (Optional)

I really liked this class!

User clicks *Close* to return to the roster. User repeats steps for each feedback response.

15 Testing

The *Testing* feature provides a list of assessments for all the courses. This feature helps the users to test their knowledge related to a course by giving them the ability to launch and complete assessments assigned to the courses. Upon completion of assessment by the user, the user is graded automatically by the system. The user also receives a transcript for the respective course.

Below is an example view of the *Placement Assessments* feature accessible from the navigation menu.



The tests can be launched by clicking on the *Launch* link provided along with the Assessment Name and the Course Name.



16 Training Records

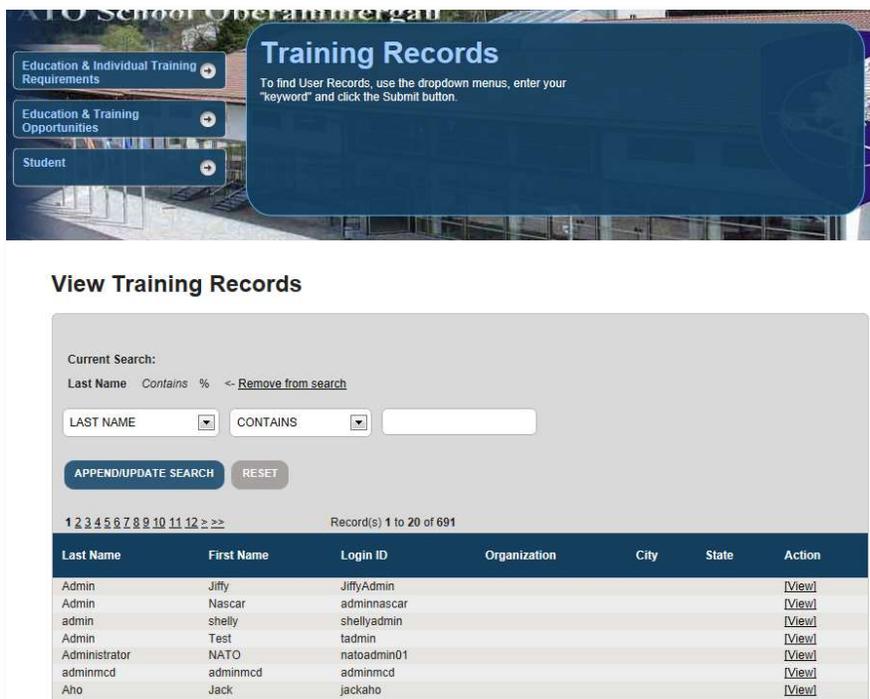
The *Training Records* feature provides a list of transcripts for all the courses that a user has credit for. These transcripts are grouped into Active and Inactive records. A transcript is categorized as an Active Record if it has not expired and it belongs to an active course. A transcript is categorized as an Inactive Record if it has expired or it belongs to an inactive course/legacy course.

16.1 View User Training Records

The *View User Training Records* feature, accessible from the navigation menu allows user with a Point of Contact and Help Desk Admin Roles to search for their employees and view their Training Records.

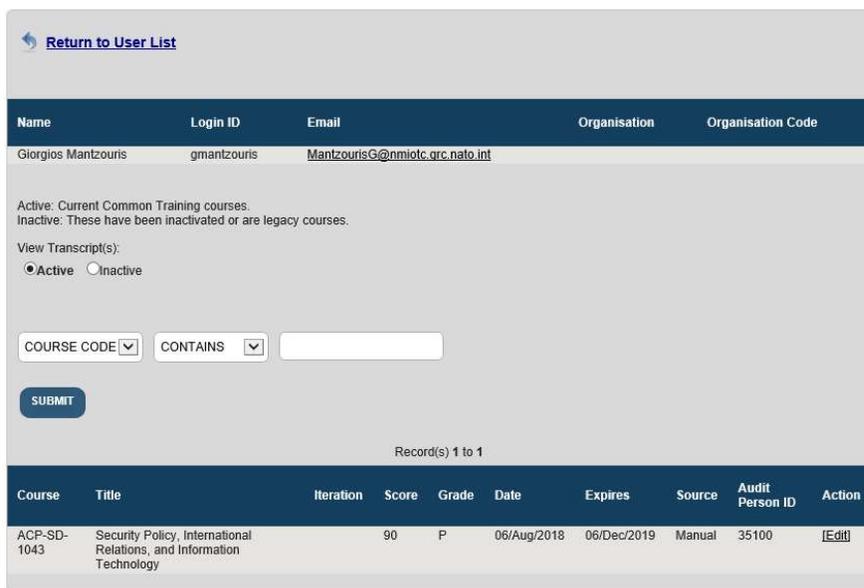


Below is an example view of a search performed on the View User Training Records feature, with results set.



User clicks on *View* link to view a user's Training Records. The next screenshot shows a sample Training Record.

View User Training Records



16.2 View Your Training Records

Users can also view their own Training Records through the *View Your Training Records* feature, accessible from the navigation menu.



View Your Training Records

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casey_dawley@ncia.nato.int		

Active: Current Common Training courses.
Inactive: These have been inactivated or are legacy courses.

View Transcript(s):
 Active Inactive

COURSE CODE CONTAINS

SUBMIT

Record(s) 1 to 6

Course	Title	Iteration	Score	Grade	Date	Expires	Source	Audit Person ID	Action
ETE-CM-11722	NATO Response Force (NRF) Concept	34		I	09/Aug/2018		ETF		[Edit]
AOP-AO-21590	Introduction to NATO Surface Based Air Defence	4761		P	25/Jun/2018		ETF		[Edit]
AOP-AO-13401	mrtest	100		P	19/Jun/2018	19/Jun/2021	WBT	35100	[Edit]
ETE-CM-11	Self Reporting	100		P	18/Jun/2018		Self	35100	[Edit] [View]
JPL-AA-2678	NATO Information Knowledge Management (IKM) Course	4526	70	P	22/Feb/2018	07/Aug/2018	Manual	35100	[Edit]
ETE-CM-11	Self Reporting	90		P	24/Jan/2018		Self	35100	[Edit] [View]

16.3 Self-Report Training

The *Self Report Training* feature allows users to add their own Training Records for the trainings which has been taken by the user outside the e-ITEP. It helps the users to maintain all their training records in one central place. This feature is available to all the users and is accessible from the navigation menu.



The screenshot below shows an example view of Add Training Record feature.



Add Training Record

The screenshot shows a form titled 'Add Training Record'. At the top left of the form area, there is a link that says 'Return to User Transcripts' with a small blue icon. Below this, the form contains several fields: 'Last Name' with the value 'Mantzouris', 'First Name' with the value 'Giorgios', 'Course' which is a dropdown menu currently showing '(SELECT ONE)', and 'Score' which is an empty text input field.

17 Reports

Reports feature, accessible from the navigation menu provides a list of available online reports which users can query to return a result set.



The Reports are scoped so that the list of reports that a user sees depends upon the user's role. Below is an example view of a portion of the online Reports available in the system.

Application Reports

REPORT NAME	REPORT DESCRIPTION
Application Report	Application information and waitlist totals per course iteration and application information by user.
Organisation Application Summary	Shows the status of all training events within an organisation (per user, per course).
Waitlist Report	Displays the number of people on a waitlist for every course at a training center.
e-Learning (WBT) Course Information	Displays a list of users that have taken an eLearning Course including the start and completion of the eLearning Course.

Completion Reports

REPORT NAME	REPORT DESCRIPTION
Course Completions (ORG)	Course participation totals per individual organisation.
Course Completions (ORG - Archived)	Course participation totals per individual organisation (uses archived training record data).
Course Completions (User)	Returns course completion detail information.
Course Completions (User - Archived)	Returns course completion detail information (uses archived training record data).
Course Not Completed (ORG)	Total Number of participants by Organisation that have not completed a course.
Course Not Completed (User)	List of participants that have not completed a specific course.
Organisation Training Summary	Snapshot of organisation users training status information.
Training Activity Report	View Training Completion information within your Region, Zone, or District.

MPD Reports

REPORT NAME	REPORT DESCRIPTION
Comprehensive Roadmap	MPD Comprehensive Roadmap Report.
Master Planning	MasterPlanning

Utilisation Reports

REPORT NAME	REPORT DESCRIPTION
Application Summary (LOC)	Returns application info by training center.
Institution Utilisation Report	Displays Institution utilisations.
Instructor Utilisation Report	Displays instructor utilisations.
Seat Gaps Report	Gap/Surplus Analysis
ITEP Report	Demand/Delivery analysis
Trends of Course Attendance	Trends of Course Attendance

Test Engine

REPORT NAME	REPORT DESCRIPTION
Level 1 WBT Report	Export Level 1 Data for WBT Courses.
Level 1 VCT Report	Export Level 1 Data for VCT Courses.
Level 1 ILT Report	Export Level 1 Data for ILT Courses.
Level 2 Placement Assessment Test Report	Export Level 2 Data for Placement Assessment Tests.
Level 2 Post Test Report	Export Level 2 Data for Post Tests.

17.1 ITEP Report

The ITEP Report gives an analysis of mandatory/desired training requirements, demand data by ETFs, planned solution, delivered solution and course completion for the selected course and year.

Below is an example of the ITEP Report, and an explanation of the fields in the report.

ITEP Report

[Back](#)

Current Search:
 Course Title Contains acc <- Remove from search

COURSE CODE CONTAINS

Training Institution ALL

Discipline ALL

Area ALL

NATO Course Certification ALL

Year 2017

Baseline Date* 31/Oct/2016

APPEND/UPDATE SEARCH RESET

Training Institution	Course Code	Course Title	Demand for Course Mandatory	Demand for Course Desired	Demand by ETFs	Planned Solution	Delivered Solution	Course Completions	Assessment (Delivered Solution - Demand by ETFs)
Baltic Defence College	AOP-AO-13388	autocourse1	0	0	0	0	0	0	0
Baltic Defence College	AOP-AO-13391	autocourse1	0	0	0	0	0	0	0
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-C4-21242	Allied Worldwide Navigation Information system Course (AWNIS Basic)	0	0	0	15	15	0	+15
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MO-11212	Naval Mine Warfare Awareness Course (NATO) (NMWAC-N)	0	0	0	15	15	0	+15
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MO-22043	NAVAL COORDINATION AND GUIDANCE TO SHIPPING (NCAGS)	0	0	0	45	30	0	+30
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MO-31214	Operational Planning Process Intro and 7 Questions Model Planning Course (NATO) - (OPP-7QMP-N)	0	0	0	12	12	0	+12
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MO-31241	MCM exclusive Planning, Evaluation Risk Assessment and Decision Aid for Risk Evaluation Software Tools Course (MCMEXPERT/DARE)	0	0	0	10	10	0	+10

17.1.1 Course Fields (ITEP Report)

Field Name (Search)	Description
Course Selection	Choose the search criteria to be used when searching for the course. User can search by Course Code or Course Title, select which type of search [contains, is, begins with, ends with], and enter the text to search for
Training Institution	User can search by Training Institution (default is 'All')
Discipline	User can search by Discipline (default is 'All')
Area	User can search by Area (default is 'All'). If a Discipline has been chosen, only the areas which belong to this discipline can be selected.
NATO Course Certification	User can search by NATO Course Certification status [NATO Approved, NATO Selected, or Listed] (default is 'All')
Year	User can search by year
Baseline Date	User can search by Baseline Date (default is Oct, 31th of the previous year)
Append/Update Search Button	Updates the search criteria
Reset Button	Resets search criteria
Field Name (Table)	Description
Training Institution	Training Institution for matching courses in the system
Course Code	Course Code for matching courses in the system
Course Title	Course Title for matching courses in the system
Demand for Course Mandatory	This shows the demand for the course by counting the mandatory training requirement of the posts
Demand for Course Desired	This shows the demand for the course by counting the desired training requirement of the posts
Demand by ETFs	This column dispalys the demand for the course which have been captured by the administrator or school manager for the respective course and year. This number

	should ideally correspond to the demand for course mandatory and demand for course desired
Planned Solution	This is the total number of seats which were initially planned for the respective course and year. This number is then reviewed by the school managers after receiving the demand data.
Delivered Solution	This is the total number of seats that were finally offered/delivered for the course for the selected year. This number is produced after the analysis of the demand data received by the school managers)
Course Completions	This number shows how many users have completed the course in the selected year.
Assessment (Delivered Solution – Demand by ETFs)	This number shows if enough seats were offered as compared to the demand for the course. Positive numbers indicate that more seats were offered/delivered as compared to the demand data; negative numbers mean that less seats were offered/delivered compared to the demand data

17.1.2 Using the ITEP Report

- Administrators and School Managers can access the report by navigating to **Reports** and clicking on the link for the **ITEP Report**

Utilisation Reports	
REPORT NAME	REPORT DESCRIPTION
Application Summary (LOC)	Returns application info by training center.
Institution Utilisation Report	Displays Institution utilisations.
Instructor Utilisation Report	Displays instructor utilisations.
Seat Gaps Report	Gap/Surplus Analysis
ITEP Report 	Demand/Delivery analysis
Trends of Course Attendance	Trends of Course Attendance

- In the search fields, enter the search criteria that will be used to find the desired courses. Once all search criteria has been entered, click the ‘Submit’ button.

ITEP Report

[Back](#)

COURSE CODE CONTAINS aac

Training Institution ALL

Discipline ALL

Area ALL

NATO Course Certification ALL

Year 2017

Baseline Date* 31/Oct/2016

SUBMIT

3. A table of matching courses and the demand and delivery metrics is displayed.

Training Institution	Course Code	Course Title	Demand for Course Mandatory	Demand for Course Desired	Demand by ETFs	Planned Solution	Delivered Solution	Course Completions	Assessment (Delivered Solution - Demand by ETFs)
Baltic Defence College	ACP-AO-13398	autocourse1	0	0	0	0	0	0	0
Baltic Defence College	ACP-AO-13391	autocourse1	0	0	0	0	0	0	0
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-C4-11212	Allied Worldwide Navigation Information system Course (AWNIS Basic)	0	0	0	<u>15</u>	<u>15</u>	0	+15
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MC-22043	Naval Mine Warfare Awareness Course (NATO) (NMWAC-N)	0	0	0	<u>15</u>	<u>15</u>	0	+15
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MC-22043	NAVAL COORDINATION AND GUIDANCE TO SHIPPING (NCAGS)	0	0	0	<u>15</u>	<u>30</u>	0	+30
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MC-31214	Operational Planning Process Intro and 7 Questions Model Planning Course (NATO) - (OPP-7QMP-N)	0	0	0	<u>12</u>	<u>24</u>	0	+24
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MC-31241	MCM exclusive Planning, Evaluation Risk Assessment and Decision Aid for Risk Evaluation Software Tools Course (MCMEXPERT/DARE)	0	0	0	<u>10</u>	<u>10</u>	0	+10
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MC-32044	SEAFOX TRAINING (NATO)	0	0	0	0	0	0	0
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MC-41213	Principle Warfare Officer specialization NMW Course (NATO) (PWO NMW-N)	0	0	0	<u>15</u>	<u>15</u>	0	+15

A list of the table fields with their descriptions can be found in the section above in this document. Number that are underlined in the table are links to different areas in e-ITEP. In the same way as the main report page each of the sub pages has an Excel download functionality.

A description of the linking behaviour is below:

Link from “Demand for Course Mandatory/desired”

Clicking on a number from this column links the user to a report which shows the list of posts which contains the selected course as mandatory/desired training requirement.

ITeP Report

[Back](#)

Course Code: AOP-AO-12085
 Course Title: aa100001
 Year: 2017
 Demand for Course Mandatory: 1
 NATO Course Certification: All
 Training Centre: All

Record(s) 1 to 1

Post Name	Job Title	Duration
Post A	Title	9 months

Link from “Demand by ETFs”:

Clicking on a number from this column links the user to a report which shows the demand data added for the course using the Demand for Courses Admin tool.

ITeP Report

[Back](#)

Course Code: AOP-AO-12150
 Course Title: acc00001
 Year: 2017
 NATO Course Certification: All
 Training Centre: All

Record(s) 1 to 1

Organization	Demand (No. of Seats)	Last Updated on
NATO ETEE\Training Institutions	5	25 Jan 2017 11:49:00

Link from “Planned Solution”:

Clicking on a number from the Planned Solution column takes the user to a list of iterations for the course and displays only active/active modified iterations for the selected course and year. Planned solution displays the course schedule for the selected course which has been planned before the baseline date

Planned Solution

[Back to ITEP Report](#)

Current Search:
 Course Code is AOP-AO-12151 <- [Remove from search](#)

COURSE CODE CONTAINS

Year

Record(s) 1 to 1

Course Code	Course Title	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Status
4555	AOP-AO-12151	acc00002	05/May/2017 7:00	19/May/2017 16:00	5	COE - Civil-Military Co-operation Centre of Excellence (CIMIC COE),		Active

Link from “Delivered Solution”:

Clicking on a number from the Delivered Solution column takes the user to a list of iterations for the course and displays active/cancelled iterations for the selected course and year. Delivered solution displays the overall changes which were made to the course schedule of the selected year.

Delivered Solution

[Back to ITEP Report](#)

Current Search:
 Course Code is AOP-AO-12151 <- [Remove from search](#)

COURSE CODE CONTAINS

Year

Record(s) 1 to 2

Course Code	Course Title	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Status	Last Modified Details	Last Modified Date
4554	AOP-AO-12151	acc00002	01/Feb/2017 8:00	01/Feb/2017 17:00	9	COE - Civil-Military Co-operation Centre of Excellence (CIMIC COE)		Active		25/Jan/2017
4555	AOP-AO-12151	acc00002	05/May/2017 7:00	19/May/2017 16:00	5	COE - Civil-Military Co-operation Centre of Excellence (CIMIC COE)		Cancelled	Status	26/Jan/2017

Please note the iteration ids displayed on the Planned and Delivered pages link to the Iteration Changes page which displays the history of changes which were made to the iteration.

Iteration Changes

Course Code	Course Title	Language	Start Time	End Time	Cutoff	Min Size	Seats Available	Location	Status	Last Modified Details	Change Time	Change Type	Changed By
MOP-C4-21242	Allied Worldwide Navigation Information system Course (AWNIS Basic)		01/Oct/2018 8:00	05/Oct/2018 17:00		4	15		Active	Start Time, End Time	24/Jan/2018 12:53	Update	VANDENBROUCK, FRANK
MOP-C4-21242	Allied Worldwide Navigation Information system Course (AWNIS Basic)		22/Oct/2018 8:00	26/Oct/2018 17:00		4	15		Active	Course iteration added	15/Jun/2017 11:11	Insert	VANDENBROUCK, FRANK

17.2 Course Completion (User) Report

The Course Completion (User) Report shows the list of users that have completed a course within a certain time period. Below is a sample of the report. This report shows the completion by both user sources e-ITEP and ETF Transcript and provides a complete picture of the course completion for the respective course.

Course Completions (User)

[Back](#)

Current Search:

Course Code Contains aop <- Remove from search

COURSE CODE CONTAINS

Transcript Score Date 26/Nov/2016 To 25/Jan/2017

User Source E-ITEP

APPEND/UPDATE SEARCH RESET

Record(s) 1 to 4

Course Code	Course Title	Iteration ID	Organisation 1	Organisation 2	Organisation 3	Organisation 4	Organisation 5	Organisation 6	Login ID	First Name	Last Name	Nationality	Rank	Score
AOP-AC-12161	68çäöüñää	4232	NATO ETEE	NATO COMMAND STRUCTURE					acc0018	Äßçäöüñää	Mülljjan	Afghanistan	NATO Civilian	
AOP-AC-12085	aa100001	4173	NATO ETEE	NATO COMMAND STRUCTURE	SACT NON-PE ORGANISATIONS	NATIONAL LIAISON REPRESENTATIVES (NLR)	ALBANIA NLR		AlphaAdmin	Alpha	Administrator	Turkey	Civilian	90
AOP-AC-12113	aab00001	4164	NATO ETEE	NATO AND PARTNER NATION					aab0016	Joe	User	Afghanistan	Civilian	
AOP-AC-12113	aab00001	4164	NATO ETEE	NATO AND PARTNER NATION					aab0017	Joe	User	Afghanistan	Civilian	

17.2.1 Report Fields (Course Completion (User) Report)

Field Name (Search)	Description
Course Selection	Choose the search criteria to be used when searching for the course. User can search by Course Code or Course Title, select which type of search [contains, is, begins with, ends with], and enter the text to search for
Transcript Score Date	Search within the dates the transcript was created for the course completion
User Source	Choose between All, E-ITEP, and ETF Transcript. If user was created using the course completion admin tool or via ETF

	Interface, then the user is created with user source as ETF Transcript. (Default: E-ITEP)
Append/Update Search Button	Updates table using updated search criteria
Reset Button	Resets search criteria
Field (Table)	Description
Course Code	Course Code for matching courses in the system
Course Title	Course Title for matching courses in the system
Iteration ID	Iteration ID associated with the respective course iteration
Organisation 1 – 6	Lists the user’s organisations by organisation level
Login ID, First Name, Last Name, Nationality, Rank	Gives details about the user which has completed the course
Score, Attendance, Start Date, Completion Date	Gives details about the user’s performance in the course
User Source	Shows the source of the user which completed the course, if the user who completed the course was created via new user registration or via add new user form then the source of the user is e-ITEP. However, if the user was created as a result of the course completion admin tool or via ETF interface, then the source of the user is ETF transcript
Completion Notes	Shows any additional notes associated with the course completion

17.2.2 Using the Course Completion (User) Report

- Administrators and School Managers can access the report by navigating to **Reports** and clicking on the link for the **Course Completion (User) Report**

Completion Reports	
REPORT NAME	REPORT DESCRIPTION
Course Completions (ORG)	Course participation totals per individual organisation.
Course Completions (ORG - Archived)	Course participation totals per individual organisation (uses archived training record data).
Course Completions (User) 	Returns course completion detail information.
Course Completions (User - Archived)	Returns course completion detail information (uses archived training record data).
Course Not Completed (ORG)	Total Number of participants by Organisation that have not completed a course.
Course Not Completed (User)	List of participants that have not completed a specific course.
Organisation Training Summary	Snapshot of organisation users training status information.

- In the search fields, enter the search criteria that will be used to find the desired course completions. Once all search criteria has been entered, click the ‘Submit’ button.

Course Completions (User)

3. A table of matching courses and course completion data including user details is displayed.

Course Code	Course Title	Iteration ID	Organisation 1	Organisation 2	Organisation 3	Organisation 4	Organisation 5	Organisation 6	Login ID	First Name	Last Name	Nationality	Rank	Score
AOP-AC-12161	ἑῶςᾄουῖῆᾄᾄ	4232	NATO ETEE	NATO COMMAND STRUCTURE					acc0018	Ἄβςᾄουῖῆᾄᾄ	Mülljan	Afghanistan	NATO Civilian	
AOP-AC-12085	aa100001	4173	NATO ETEE	NATO COMMAND STRUCTURE	SACT NON-PE ORGANISATIONS	NATIONAL LIAISON REPRESENTATIVES (NLR)	ALBANIA NLR		AlphaAdmin	Alpha	Administrator	Turkey	Civilian	90
AOP-AC-12113	aab00001	4164	NATO ETEE	NATO AND PARTNER NATION					aab0016	Joe	User	Afghanistan	Civilian	
AOP-AC-12113	aab00001	4164	NATO ETEE	NATO AND PARTNER NATION					aab0017	Joe	User	Afghanistan	Civilian	

An export to excel feature is also available for this report. Clicking on the export to excel button displayed in the blue action menu bar will export the results returned on the page in the excel form.

17.3 Contact Details Report

The Contact Details Report allows the users with e-ITEP Administrator and NATO ETOC Manager roles to search for courses, various point of contacts for desired training institution, discipline and area. This report also give the ability to search for users. The selector mask for this report is very flexible and depends on the entity the user has decided to search for.

Note: ACT Discipline Point of Contact role also has limited access to Contact details report (System allows to search for Discipline and Area entity)

17.3.1 Report Fields (Contact Details Report)

Entity	Field Name	Search Filters	Displayed on UI	Download (Excel format)
Course	Course Title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Course Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	ETF Course ID	<input checked="" type="checkbox"/>		
	ETF Course Code	<input checked="" type="checkbox"/>		
	Course Description	<input checked="" type="checkbox"/>		
	Keyword Search	<input checked="" type="checkbox"/>		
	Discipline	<input checked="" type="checkbox"/>		
	Area	<input checked="" type="checkbox"/>		
	Delivery Method	<input checked="" type="checkbox"/>		



e-ITEP Administrator User Guide

	NATO Course Certification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Training Institution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Course Status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	OPR Action Officer Name			<input checked="" type="checkbox"/>
	OPR-Email			<input checked="" type="checkbox"/>
	OPR-Phone Number			<input checked="" type="checkbox"/>
	OPR-Other Information			<input checked="" type="checkbox"/>
	CO-OPR-Action Officer Name			<input checked="" type="checkbox"/>
	CO-OPR-Email			<input checked="" type="checkbox"/>
	CO-OPR-Phone Number			<input checked="" type="checkbox"/>
	CO-OPR-Other Information			<input checked="" type="checkbox"/>
	Course Director-Name			<input checked="" type="checkbox"/>
	Course Director-Position			<input checked="" type="checkbox"/>
	Course Director-Email			<input checked="" type="checkbox"/>
	Course Director-Phone			<input checked="" type="checkbox"/>
	Course Director-Fax Number			<input checked="" type="checkbox"/>
Discipline and Area	Discipline	<input checked="" type="checkbox"/>	Results are exported into word document	<input checked="" type="checkbox"/>
	Area	<input checked="" type="checkbox"/>	Results are exported into word document	<input checked="" type="checkbox"/>
	Requirement Authority			<input checked="" type="checkbox"/>
	SHAPE POC			<input checked="" type="checkbox"/>
	Department Head			<input checked="" type="checkbox"/>
	ACT Point Of Contact			<input checked="" type="checkbox"/>
	Area POC			<input checked="" type="checkbox"/>
Training Institution	Training Institution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	NATO ETF Accreditation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	NATO ETF Accreditation Expiry		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Email		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Phone		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User	Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Login ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Post	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	User Status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Email		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Locked Out	<input checked="" type="checkbox"/>		
	User Source	<input checked="" type="checkbox"/>		
	Roles (+ Organisation)	<input checked="" type="checkbox"/>		
	Discipline	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Traning Institution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

17.3.2 Using the Contact Details Report

Administrators and School Managers can access the report by navigating to Reports and clicking on the link for the *Contact Details Report*

The screenshot shows the e-ITEP Reports menu. At the top, it displays the user's role as 'Alpha Administrator (REF)' and 'NATO International Civilian'. Below this, there are navigation links for 'Admin Tools', 'Reports', and 'Bidding'. The main content area is divided into several sections:

- Course Completions (ORG)**: Course participation totals per individual organisation.
- Course Completions (ORG - Archived)**: Course participation totals per individual organisation (uses archived training record data).
- Course Completions (User)**: Returns course completion detail information.
- Course Completions (User - Archived)**: Returns course completion detail information (uses archived training record data).
- Course Not Completed (ORG)**: Total Number of participants by Organisation that have not completed a course.
- Course Not Completed (User)**: List of participants that have not completed a specific course.
- Organisation Training Summary**: Snapshot of organisation users training status information.
- Training Activity Report**: View Training Completion information within your Region, Zone, or District.

Below these are three main report categories:

- MPD Reports**:

REPORT NAME	REPORT DESCRIPTION
Comprehensive Roadmap	MPD Comprehensive Roadmap Report.
Master Planning	MasterPlanning
- Utilisation Reports**:

REPORT NAME	REPORT DESCRIPTION
Application Summary (LOC)	Returns application info by training center.
Contact Details Report	View contact details for Course, Discipline and Area, Training Institution and User
Institution Utilisation Report	Displays Institution utilisations.
Instructor Utilisation Report	Displays instructor utilisations.
Seat Gaps Report	Gap/Surplus Analysis
ITEP Annex Report	Yearly Individual Training & Education Programme (ITEP)
ITEP Report	Demand/Delivery analysis
Trends of Course Attendance	Trends of Course Attendance
- Test Engine**

In the search fields, enter the search criteria that will be used to find the desired data. Following search masks are available: Course, Discipline and Area, Training Institution and User. Once all search criteria has been entered, click the 'Submit' button. The reports can be viewed and downloaded in Excel or Word format (Discipline and Area).

Here are the different views of the Contact Details Report depending on the selection:

Contact Details Report

Export to Excel

[Back](#)

Search By: Course Discipline and Area Training Institution User

Current Search:

Course Title: Contains [Remove from search](#)

COURSE TITLE CONTAINS

Discipline: ALL

Area: ALL

Delivery Method: ALL

NATO Course Certification: ALL

Training Institution: ALL

Course status: ALL

APPEND/UPDATE SEARCH RESET

Records: 1 to 2

Course Code	Course Title	NATO Course Certification	Training Institution	Status
CCO-ET-32091	NRF Afloat Command Platform (ACP)	Listed	NATO - Communications and Information Systems School (NCISS)	Active
CI-ES-21302	NATO Messaging System - ACP127 Gateway Operator	NATO Approved	NATO - Communications and Information Systems School (NCISS)	Inactive

Contact Details Report

[Back](#)

Search By: Course Discipline and Area Training Institution User

Training Institution: ALL

NATO ETF Accreditation: ALL

SUBMIT RESET

Contact Details Report

[Back](#)

Search By: Course Discipline and Area Training Institution User

LAST NAME CONTAINS

Post: ALL

User status: ACTIVE

Locked Out: NO

User Source: E-ITeP

Roles

Selection of POC, User roles would enable the org structure search filters. Similarly, selection of ETOC Institutions Manager role would enable the Training Institution search filter and selection of Discipline Community of Interest role would enable Discipline search filter. Recommendation: It is not recommended to select any of the above mentioned roles in combination with another role belonging to a different search category.

Super Administrator Help Desk Admin
 e-ITeP Administrator Point Of Contact
 NATO ETOC Manager National Training Manager
 ACT Discipline Point of Contact NATO HQ Training Manager
 Discipline Community of Interest User
 ETOC Institutions Manager

SUBMIT RESET

Search By: Course Discipline and Area Training Institution User

LAST NAME CONTAINS

Post: All

User status: ACTIVE

Locked Out: NO

User Source: E-ITeP

Org Level 1: ALL

Org Level 2: (SELECT ONE)

Org Level 3: (SELECT ONE)

Org Level 4: (SELECT ONE)

Org Level 5: (SELECT ONE)

Org Level 6: (SELECT ONE)

Roles

Selection of POC, User roles would enable the org structure search filters. Similarly, selection of ETOC Institutions Manager role would enable the Training Institution search filter and selection of Discipline Community of Interest role would enable Discipline search filter. Recommendation: It is not recommended to select any of the above mentioned roles in combination with another role belonging to a different search category.

Super Administrator Help Desk Admin
 e-ITeP Administrator Point Of Contact

Contact Details Report

[Back](#)

Search By: Course Discipline and Area Training Institution User

Discipline: ALL

Area: ALL

EXPORT TO WORD

17.4 ITEP Annex Report

The ITEP annex report gives you an overview of yearly course offerings. The overview gives an insight into total number of seats offered, demand by ETFs and demand vs seat analysis for every course for the respective year. This report is used by HQ SACT to advertise course offerings for the year.

Below is an example view of the ITEP Annex Report, and an explanation of the fields in the report.

ITEP Annex Report

[Back](#)

COURSE CODE CONTAINS

Discipline: ALL

Area: ALL

NATO Course Certification: ALL

Year: 2018

SUBMIT

ITEP Annex Report

[Back](#)

Current Search:
 Course Code Contains % <- [Remove from search](#)

COURSE CODE CONTAINS

Discipline: ALL

Area: ALL

NATO Course Certification: ALL

Year: 2018

APPEND/UPDATE SEARCH **RESET**

Report Date: 03/Sep/2018 14:12

1 2 3 4 5 6 7 8 9 10 11 12 >>> Record(s) 1 to 20 of 1023

Discipline	Area	Course Code	Course Title	NATO Course Certification	Delivery Method	Training Institution	Total Seats Available	Demand	Demand vs Seats
Air Operations (AOP)	Joint Force Air Command (JF)	AOP-JF-21250	JFAC Operations Course "Basic" (JFAC OC B)	NATO Approved	Residential	COE - Air Operations Centre of Excellence (AO COE)	0	0	0
Air Operations (AOP)	Joint Force Air Command (JF)	AOP-JF-31248	JFAC Planning Course	NATO Approved	Residential	COE - Air Operations Centre of Excellence (AO COE)	0	0	0
Air Operations (AOP)	Joint Force Air Command (JF)	AOP-JF-31252	JFAC Space Cell Course	NATO Approved	Residential	COE - Air Operations Centre of Excellence (AO COE)	0	0	0
Air Operations (AOP)	Joint Force Air Command (JF)	AOP-JF-3750	Personnel Recovery Coordination Cell Course	NATO Approved	Residential	COE - Air Operations Centre of Excellence (AO COE)	0	0	0
Air Operations (AOP)	Joint Force Air Command (JF)	AOP-JF-51251	JFAC Leadership Seminar (JFAC LS)	NATO Approved	Residential	COE - Air Operations Centre of Excellence (AO COE)	0	0	0
Air Operations (AOP)	Joint Force Air Command (JF)	AOP-JF-12365	Initial Functional JFAC Training (IFJT)	NATO Selected	Residential	NATO Deployable Air Command and Control Centre (DACCC)	10	5	5

17.4.1 Course Fields (ITEP Report)

Field Name (Search)	Description
Course Selection	Choose the search criteria to be used when searching for the course. User can search by Course Code or Course Title, select which type of search [contains, is, begins with, ends with], and enter the text to search for
Discipline	User can search by Discipline (default is 'All')
Area	User can search by Area (default is 'All'). If a Discipline has been chosen, only the areas which belong to this discipline can be selected.
NATO Course Certification	User can search by NATO Course Certification status [NATO Approved, NATO Selected, or Listed] (default is 'All')
Year	User can search by year
Append/Update Search Button	Updates the search criteria
Reset Button	Resets search criteria
Field Name (Table)	Description
Discipline	Discipline for matching courses in the system
Area	Area for matching courses in the system
Course Code	Course Code for matching courses in the system
Course Title	Course Title for matching courses in the system
NATO Course Certification	NATO Course Certification for matching courses in the system
Delivery Method	Delivery Method for matching courses in the system
Training Institution	Training Institution for matching courses in the system
Total Seats Available	Total number of Seats offered for the respective course in the system
Demand	This column dispalys the demand for the course which have been captured by the administrator or school manager for the respective course and year
Demand Vs Seats	This number shows if enough seats were offered as compared to the demand for the course. Positive numbers indicate that more seats were offered/delivered as compared to the demand data; negative numbers mean that less seats were offered/delivered compared to the demand data

17.4.2 Using the ITEP Report

- Administrators can access the report by navigating to **Reports** and clicking on the link for the **ITEP Annex Report**

Utilisation Reports	
REPORT NAME	REPORT DESCRIPTION
Application Summary (LOC)	Returns application info by training center.
Contact Details Report	View contact details for Course, Discipline and Area, Training Institution and User
Institution Utilisation Report	Displays Institution utilisations.
Instructor Utilisation Report	Displays instructor utilisations.
Seat Gaps Report	Gap/Surplus Analysis
ITEP Annex Report ←	Yearly Individual Training & Education Programme (ITEP)
ITEP Report	Demand/Delivery analysis
Trends of Course Attendance	Trends of Course Attendance

- In the search fields, enter the search criteria that will be used to find the desired courses. Once all search criteria has been entered, click the 'Submit' button.

ITEP Annex Report

[Back](#)

Current Search:

Course Code Contains % <- [Remove from search](#)

COURSE CODE CONTAINS

Discipline AIR OPERATIONS (AOP)

Area ALL

NATO Course Certification ALL

Year 2018

APPEND/UPDATE SEARCH RESET

Report Date: 03/Sep/2018 14:32

1 2 3 4 5 6 7 8 9 10 11 12 > >> Record(s) 1 to 20 of 1023

Discipline	Area	Course Code	Course Title	NATO Course Certification	Delivery Method	Training Institution	Total Seats Available	Demand	Demand vs Seats
Air Operations (AOP)	Joint Force Air Command (JF)	AOP-JF-21250	JFAC Operations Course "Basic" (JFAC OC B)	NATO Approved	Residential	COE - Air Operations Centre of Excellence (AO COE)	0	0	0
Air Operations (AOP)	Joint Force Air Command (JF)	AOP-JF-31248	JFAC Planning Course	NATO Approved	Residential	COE - Air Operations Centre of Excellence (AO COE)	0	0	0
Air Operations (AOP)	Joint Force Air Command (JF)	AOP-JF-31252	JFAC Space Cell Course	NATO Approved	Residential	COE - Air Operations Centre of Excellence (AO COE)	0	0	0
Air Operations (AOP)	Joint Force Air Command (JF)	AOP-JF-3750	Personnel Revcovery Cordination Cell Course	NATO Approved	Residential	COE - Air Operations Centre of Excellence (AO COE)	0	0	0
Air Operations (AOP)	Joint Force Air Command (JF)	AOP-JF-51251	JFAC Leadership Seminar (JFAC LS)	NATO Approved	Residential	COE - Air Operations Centre of Excellence (AO COE)	0	0	0
Air Operations (AOP)	Joint Force Air Command (JF)	AOP-JF-12385	Initial Functional JFAC Training (IFJT)	NATO Selected	Residential	NATO Deployable Air Command and Control Centre (DACC)	10	5	5

An export to excel feature is also available for this report. Clicking on the export to excel button displayed in the blue action menu bar will export the results returned on the page in the excel form.

18 ADMINISTRATOR TOOLS

The Administrator Tools menu item consists of the following ADMIN features. The list of features that a user sees depends upon the user's role in the e-ITEP system.

1. Discipline and Area Tool
2. Post Admin Tool
3. Email Distribution Tool
4. News Editor
5. Organisations

6. Manage Duplicate Profiles
7. APMS Dashboard Admin
8. Demand for Courses Admin
9. Pool Editor
10. Training Institutions
11. Course Completion Admin
12. Track Emails
13. Training Plan Admin
14. Certificate Signatures
15. Quick Link Admin

18.1 Key points for preparation of Organisation Structures

The information mentioned below is useful in preparation of NATO Organisation Post/Goal Structure (.CSV) file for importing in the e-ITEP system. (Please use the attached NATO Organisation Post/Goal Template in the Appendix)

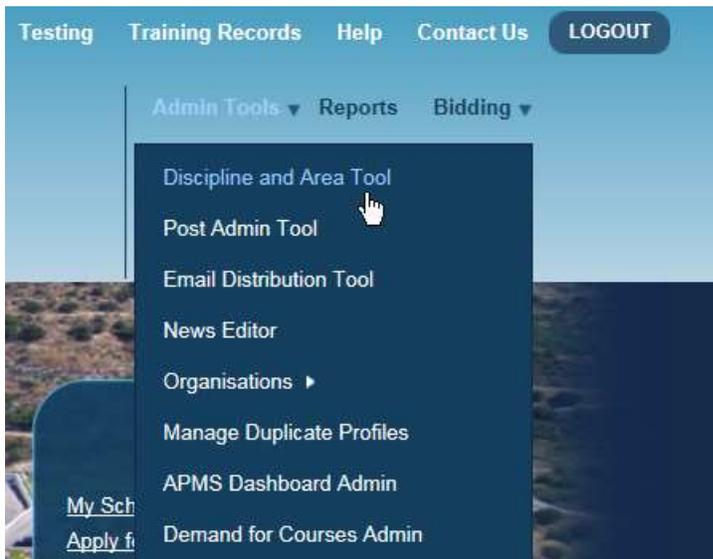
Fields	PE	CE	MPD
CE/PE Version Number	Year in which PE was approved. IE: 2013	CE Version Number. IE: 3.1, 18.0	Leave Blank
Org Level 1	NATO	NATO	NATO
Org Level 2	Name of Headquarter. IE: HQ SACT	Name of Headquarter. IE: HQ SACT	NATO and Partner Nation
Org Level 3	Division Level. IE: JFT	Division Level. IE: JFT	PFP, Méditerranéen Dialogue, CC, ICI, Others
Org Level 4	Sub- Division Level. IE: JETE	Sub- Division Level. IE: JETE	Country. IE: Spain
Org Level 5	Branch Level. IE:E&IT	Branch Level. IE:E&IT	Country. IE: Spain
Org Level 6	Section Level. IE: E&T Facilities	Section Level. IE: E&T Facilities	Country. IE: Spain
PE or CE Post	PE	CE	Leave Blank
Previous Post Number (1)	Leave Blank	Only for CE Post	Leave Blank
Previous Post Number (2)	Leave Blank	Only for CE Post	Leave Blank
Post or Partnership Goal Number	Current Post Number. IE: G0002	Current Post Number. IE: G0002	PG Number. IE: A1976
Job Title or Partnership Goal Name	Job Title	Job Title	PG Name
Rank	Rank. IE: OR-1, CIVILIAN	Rank. IE: OR-1, CIVILIAN	Leave Blank
Nation	Nation. IE: Belgium	IE: Belgium	Leave Blank
Tour Of Duty	Post Duration. IE: 3 months, 6 months. (<i>In months, include the word 'months'</i>)	Post Duration. IE: 3 months, 6 months. (<i>In months, include the word 'months'</i>)	Leave Blank
Posting Start Date	Only for PE Posts (<i>format mm.dd.yyyy</i>)	Leave Blank.	Leave Blank

Mandatory Courses	In accordance with ETOC Courses. IE: MSP-IS-IAPDT (And: ; OR: OR)	In accordance with ETOC Courses. IE: MSP-IS-IAPDT (And: ; OR: OR)	In accordance with ETOC Courses. IE: MSP-IS-IAPDT (And: ; OR: OR)
Desired courses	In accordance with ETOC Courses. IE: MSP-IS-IAPDT (And: ; OR: OR)	In accordance with ETOC Courses. IE: MSP-IS-IAPDT (And: ; OR: OR)	In accordance with ETOC Courses. IE: MSP-IS-IAPDT (And: ; OR: OR)
Priority	Leave Blank	Leave Blank	Values are 1, 2, and 3 only.

Note for PE/CE: The PE/CE Version Number supports up to 2 places to the right of the decimal point, up to 8 places to the left of the decimal point. IE: 12345678.90. You can enter a whole number such as '18' or '18.0' or '18.00'. Display will trim off trailing zeroes after the decimal places. IE: 12.10 will display as 12.1, 12.0 will display as 12.

18.2 ETOC: Discipline and Area Tools

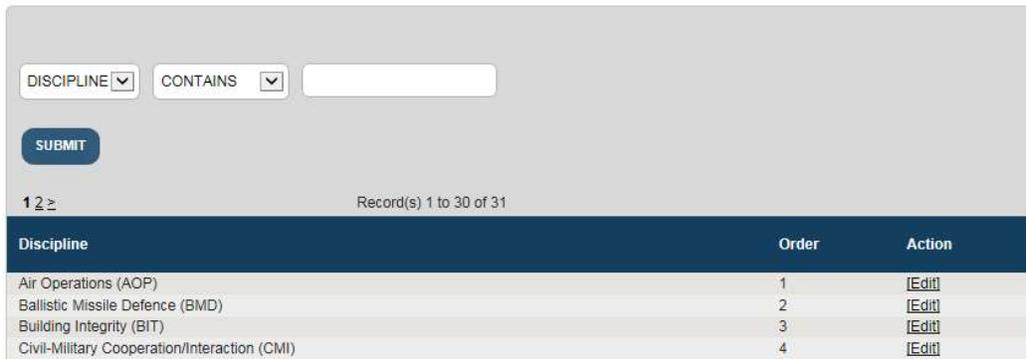
This feature allows the User with e-ITEP Administrator, NATO ETOC Manager, ACT Discipline Point of Contact and Point of Contact roles to add, view and edit the ETOC Areas and Sections, and is accessible from the Admin Tools which is accessible from the navigation menu.



Below is an example view of search performed on the *ETOC Discipline and Area Tools* feature, with result set.



View Discipline



18.2.1 Add/Edit Disciplines

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Discipline and Area Tool.
3. User clicks on Add New Discipline in the blue instructional box.



View Discipline



4. System displays the add new discipline form, see example image below:

Add Discipline

[Back to Discipline View](#)

Discipline Name *

Order *

Discipline Description *

Governance

Requirement Authority * GRADE 1

Address GRADE 1

City GRADE 1

State GRADE 1

Zip Code GRADE 1

Country (SELECT ONE) GRADE 1

Email * GRADE 1

Phone Number GRADE 1

5. User fills in the required fields, the respective visibility grade for the given fields and clicks Submit button. (Move the mouse over the Grade drop down menu to see the help text regarding the different grade options)
6. User clicks on Back to Discipline View link

Depending on their role users are able to edit the core Discipline information:

*To **Edit** existing disciplines, user clicks on Edit link under the Action column for the desired line, user makes necessary changes and clicks the Submit button.

*To **Delete** existing disciplines, user clicks on Edit link, clicks on *Delete this Discipline* link in blue instructional box and confirms the action by clicking Yes

Note: System only allows deletion of discipline if there is no course currently attached to the respective discipline.

18.2.2 Add/Edit Areas

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Discipline and Area Tool.
3. User clicks on View Areas link in the blue instructional box

View Discipline

To edit a discipline, click on the Edit link, fill in the appropriate information and click submit to save your entry.

[View Areas](#) [Add New Discipline](#)

View Discipline

4. User enters search criteria and clicks Submit button

View Areas

Current Search:

AREA CONTAINS %

[SUBMIT](#)

1 2 3 4 5 > Record(s) 1 to 20 of 82

Discipline	Area	Order	Action
Air Operations (AOP)	Systems (AO)	11	[Edit]
Air Operations (AOP)	Air Policing (AP)	12	[Edit]
Air Operations (AOP)	Joint Force Air Command (JF)	13	[Edit]
Ballistic Missile Defence (BMD)	Ballistic Missile Defence (MD)	21	[Edit]
Building Integrity (BIT)	Building Integrity (BI)	31	[Edit]
CIMIC & CMI (CMI)	Civil Military Cooperation (CM)	41	[Edit]
CIMIC & CMI (CMI)	Civil Military Interaction (CI)	42	[Edit]
Communications and Information (CII)	Communication Services (CS)	51	[Edit]
Communications and Information (CII)	Core Enterprise Services (ES)	52	[Edit]
Communications and Information (CII)	Service Management and Control (SM)	53	[Edit]
Communications and Information (CII)	Community of Interest Services (CI)	54	[Edit]
Communications and Information (CII)	Information Assurance Services (IA)	55	[Edit]
Counter Improvised Explosive Device (IED)	Counter Improvised Explosive Device (ED)	61	[Edit]
Counter Terrorism (CTM)	Counter Terrorism (CT)	71	[Edit]
Cyber Defence Operations (COP)	Cyber Defence Operations (CD)	81	[Edit]
Education, Training, Exercises and Evaluation (ETE)	ETEE (ET)	91	[Edit]
Education, Training, Exercises and Evaluation (ETE)	Education and Individual Training (IT)	92	[Edit]

5. User clicks on Add new Area link in the blue instructional box

Add Area

[Back to Discipline Area Search](#)

Discipline *

Area Name *

Order *

Area Contact Information

Area Point Of Contact

Address

City

State

Zip Code

Country

Email

Phone Number

6. User fills in the required fields, the respective visibility grade for the given fields and clicks Submit button. (Move the mouse over the Grade drop down menu to see the help text regarding the different grade options)
7. User clicks on Back to Discipline Area Search link

Depending on their role users are able to edit the core Area information:

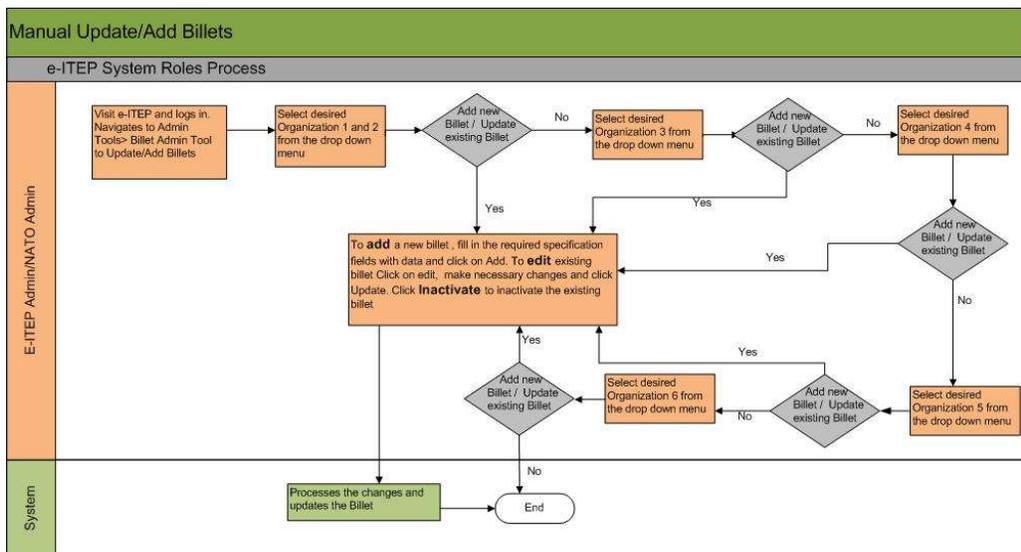
*To **Edit** existing areas, user clicks on Edit link under the Action column for the desired line, makes necessary changes and clicks the Submit button.

*To **Delete** existing areas, user clicks on Edit link, clicks on *Delete this Area* link in blue instructional box and confirms the action by clicking Yes

Note: System only allows deletion of area if there is no course currently attached to the respective area.

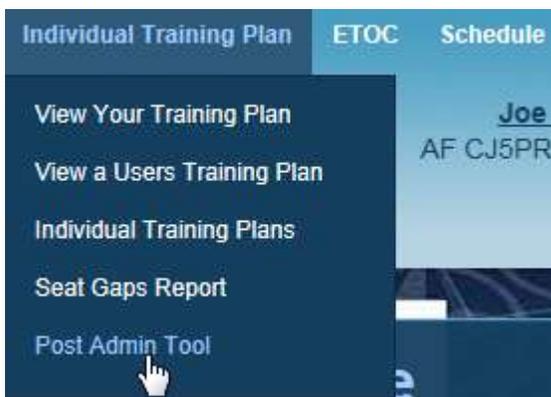
18.3 Post Administration

Post Admin tool feature allows the User with e-ITeP Administrator roles to add/edit/inactivate posts in different levels of an Organisation Structure. Below is the Process Flow diagram of the Post Admin Tool feature.



18.3.1 Add a New Post (Manually)

1. User visits e-ITEP and logs in.
2. User clicks on *Post Admin tool* feature accessible from the navigation menu.
 - User navigates to Individual Training Plan > Post Admin Tool or
 - User navigates to Admin Tools > Post Admin Tool



- User navigates through the 6 Level Organisation structure by selecting the desired organisation from the drop down menu to locate the placement for the new desired post. *(Note: The page will automatically refresh once the Organisation is selected.)*
- User enters the Post Name, Job Title, Previous Post Numbers 1 and 2 (only for CE posts), Post Duration, Posting Start Date (for PE Posts only), Post, CE/PE Version Number, Rank, Nation and clicks on *Add* link.

Note: If the Post is a PE Post then the field 'Posting Start Date' is a required field. By default the system sets the field value as 'NOT FILLED'. The user has the ability to choose the Posting Start Date using Calendar Picker or by entering it manually in the DD:MM:YYYY format. If the Posting Start Date is entered in the wrong format or if the field is left blank then upon Add or Update, the system will set the field value as 'NOT FILLED'.

Post Admin Tool

- Upon clicking 'Add', the page reloads and the organisational structure is updated with the new Post.

18.3.2 Edit/Inactivate Existing Post (Manually)

- User visits e-ITEP and logs in.
- User clicks on *Post Admin tool* feature accessible from the navigation menu.
 - User navigates to Individual Training Plan > Post Admin Tool or
 - User navigates to Admin Tools > Post Admin Tool
- User navigates through the 6 Level Organisation structure by selecting the desired organisation from the drop down menu to locate the existing Post to edit. *(Note: The page will automatically refresh once the Organisation is selected.)*
- User locates the Edit link to the right of the Post that requires editing and clicks on *Edit* link.

Post	Job Title	Previous Post Number (1)	Previous Post Number (2)	Post Duration	Posting Start Date	Post	CE/PE Version Number	Rank	Nation	
D10-LIB-X1	Librarian	NA	NA	12 months	NOT FILLED	PE	11552.09	Civilian	Ecuador	Edit Edit Post Courses
020-COO-X1	Cook (basic)			36 months	NOT FILLED	NN	11553.11	Civilian	Colombia	Edit Edit Post Courses
030-HIS-X2	Historian			36 months	NOT FILLED	PE	11500	Civilian	Venezuela, Bolivarian Republic Of	Edit Edit Post Courses Add

- User makes the necessary changes to the Post and clicks on *Update* link to submit the changes.

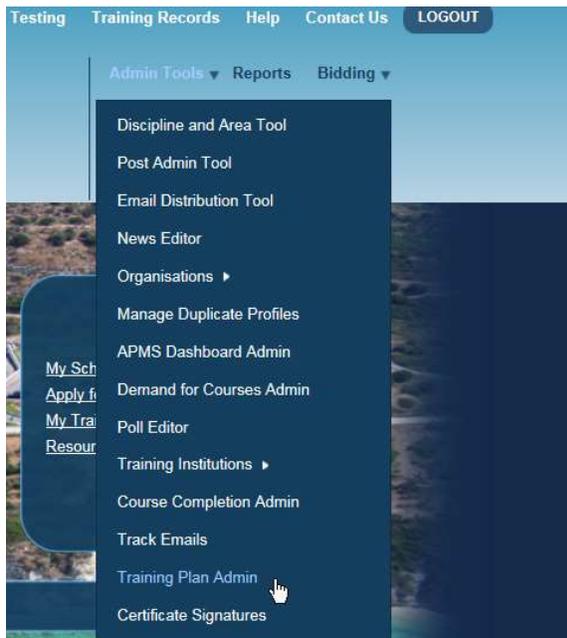
Post	Job Title	Previous Post Number (1)	Previous Post Number (2)	Post Duration	Posting Start Date	Post	CE/PE Version Number	Rank	Nation	
D10-LIB-X1	Librarian	NA	NA	12 months	NOT FILLED	PE	11552.09	Civilian	Ecuador	Edit Edit Post Courses
020-COO-X1	<input type="text" value="Cook (basic)"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="36 MONTHS"/>	<input type="text"/>	<input type="text" value="NN"/>	<input type="text" value="11553.11"/>	<input type="text" value="CIVILIAN"/>	<input type="text" value="COLOMBIA"/>	Update Cancel Inactivate
030-HIS-X2	Historian			36 months	NOT FILLED	PE	11500	Civilian	Venezuela, Bolivarian Republic Of	Edit Edit Post Courses

6. User clicks on *Cancel* link to cancel the changes made to the Post specification.
7. User clicks on *Inactivate* link to inactivate the selected post. This will remove the Post completely from the organisational structure.

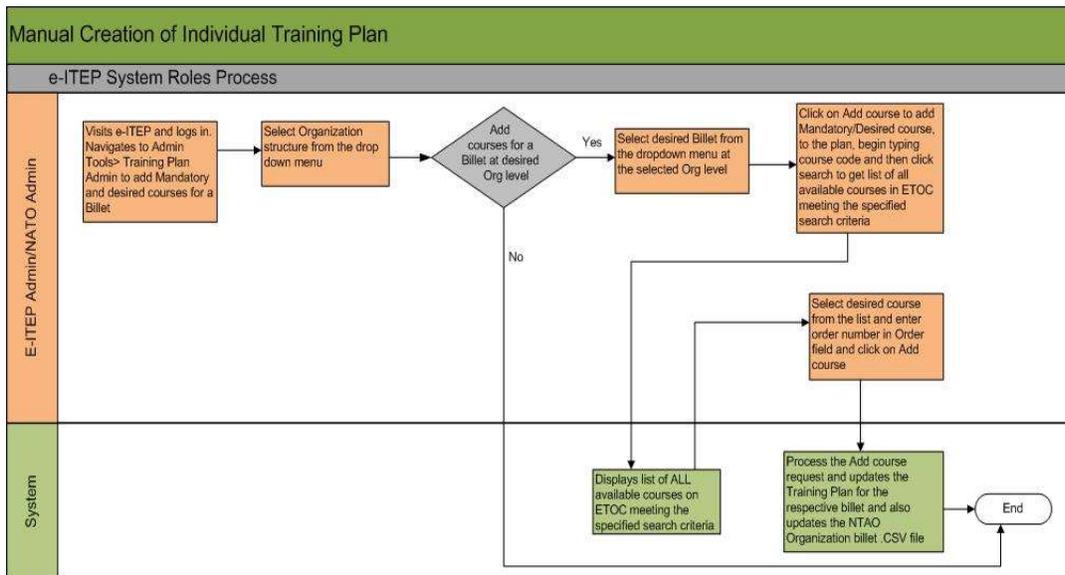
Administrators can also Add/Update Posts automatically by exporting the PE/CE NATO HQ Organisation Structure .CSV file and importing it after adding/editing desirable post. (Refer Section 18.8.4)

18.4 Training Plan Admin

Training Plan Admin feature gives the ability to the administrators to manage Mandatory/ Desirable courses for a Post and is accessible from the navigation menu. To add a post reference select Post Admin Tool.



Below is the Process Flow Diagram of the Training Plan Admin feature.



18.4.1 Adding Training Plan

1. User with e-ITEP Administrator role visits e-ITEP, logs in and navigates to Admin Tools > Training Plan Admin.
2. User navigates through the 6 Level Organisation structure by selecting the desired organisation from the drop down menu to locate the desired organisation structure. *(Note: The page will automatically refresh once the Organisation is selected.)*
3. User selects the desired post from the drop down menu at the respective organisation level. *(Note: The page will automatically refresh once the post is selected.)*

Post Administration

Select Org Structure

Organisation 1	<input type="text" value="NATO ETEE"/>
Organisation 2	<input type="text" value="NATO COMMAND STRUCTURE"/>
Organisation 3	<input type="text" value="1ST NATO SIGNAL BATTALION"/>
Organisation 4	<input type="text" value="COMMAND GROUP"/>
Organisation 5	<input type="text" value="OFFICE OF THE COMMANDER NATO SIGNAL BATTALION"/>
Organisation 6	<input type="text" value="(SELECT ONE)"/>

Select Post

PLEASE SELECT

ODN GXX 0010 (2016.1)
 ODN GXX 0020 (2016.1)
 ODN GXX 0030 (2016.1)
 ODN GXX 0040 (2016.1)
 ODN GXX 0050 (2016.1)
 ODN GXX 0060 (2016.1)
 ODN GXX 0070 (2016.1)
 ODN GXX 0080 (2016.1)
 ODN GXX 0090 (2016.1)

4. User clicks the *Add Course* button to add a Mandatory or Desired course.

Post Administration

Select Org Structure

Organisation 1	<input type="text" value="NATO ETEE"/>
Organisation 2	<input type="text" value="NATO COMMAND STRUCTURE"/>
Organisation 3	<input type="text" value="1ST NATO SIGNAL BATTALION"/>
Organisation 4	<input type="text" value="COMMAND GROUP"/>
Organisation 5	<input type="text" value="OFFICE OF THE COMMANDER NATO SIGNAL BATTALION"/>
Organisation 6	<input type="text" value="(SELECT ONE)"/>

Select Post

Training Plan/Partner Nation Type

Mandatory/Desired CHANGE

Mandatory E&IT Requirements Completed ADD COURSE

Course Code	Course Title	Conditions	Order	Actions	Updates
CII-CS-21327	NATO CIS Orientation for NCO		<input type="text" value="0"/>	Add OR Add Note Add Test	Update Remove

Desired E&IT Requirements Completed ADD COURSE

There are no course associated to this section.

5. User begins typing Course code and clicks the *Search* button or enters ‘%’ and clicks the *Search* button to get list of all available courses in ETOC.

Training Plan Admin

[BACK](#)

Search for courses by Course Code.

Search for Course

Course Code [SEARCH](#)

Course Code	Course Title	Inactive	Order	Add Course
OPS-MA-2099	MIO Execution		<input type="text"/>	Add Course
OPS-MA-2100	Boarding Team MIO Tactical Planning		<input type="text"/>	Add Course
OPS-MA-2101	Boarding Team Psychology Course		<input type="text"/>	Add Course
OPS-MA-2102	Suspect Vessel's Crew Psychology in MIO		<input type="text"/>	Add Course
OPS-MA-2103	Boarding Execution		<input type="text"/>	Add Course
OPS-MA-2520 M	5000 Maritime Operational Terminology		<input type="text"/>	Add Course
OPS-MA-3110 N	1000 Command Team MIO Issues		<input type="text"/>	Add Course
OPS-MA-3120 M	1000 Command Team MIO Issues		<input type="text"/>	Add Course
OPS-MA-3210 N	2000 Boarding Team Classroom Issues		<input type="text"/>	Add Course
OPS-MA-3220 M	2000 Boarding Team Classroom Issues		<input type="text"/>	Add Course

1 2 3 4 5 6 7 8 9 10 ...

- User selects the desired course from the list of all available courses, adds the Order and clicks on *Add course* link.

Post Administration

[BACK](#)

Search for courses by Course Code.

Search for Course

Course Code [SEARCH](#)

Course Code	Course Title	Inactive	Order	Add Course
Sample.10W	Sample.10W		<input type="text" value="10"/>	Add Course

- The course will then be added to the Individual Training Plan for the respective Post.

Select Post

TSC FXX 0010 (2010)

Training Plan/Partner Nation Type

Mandatory/Desired CHANGE

Mandatory E&IT Requirements Completed ADD COURSE

Course Code	Course Title	Conditions	Order	Actions	Updates
Sample.10W	Sample.10W		10	Add OR Add Note Add Test	Update Remove

Desired E&IT Requirements Completed ADD COURSE

There are no course associated to this section.

18.4.2 And, OR between courses in mandatory, desired requirements

When user adds more than 1 course in mandatory, desired requirements of a post, then the user has choice to make *And* or option between the two courses in mandatory, desired requirements. Below is an example view of Training Plan Admin page.

Select Billet

IJC COMDEP 0020 (4)

Training Plan/Partner Nation Type

Mandatory/Desired CHANGE

Mandatory E&IT Requirements Completed ADD COURSE

Course Code	Course Title	Conditions	Order	Actions	Updates
MSP-IS-MRT	Mission Rehearsal Training		0	Add OR Add Note Add Test	Update Remove
MSP-IS-IAPDT	Individual Augmentee Pre-Deployment Training		1	Add OR Add Note Add Test	Update Remove

Desired E&IT Requirements Completed ADD COURSE

There are no course associated to this section.

- In the screenshot above there are 2 course namely MSP-IS-MRT, MSP IS-IAPDT in mandatory requirements.
- By default system adds *And* option in between the courses.
- In order to make a choice that is *OR* option between the two courses, user should click *Add OR* link displayed adjacent to course MSP-IS-MRT.

Training Plan/Partner Nation Type					
Mandatory/Desired					CHANGE
Mandatory E&IT Requirements Completed					ADD COURSE
Course Code	Course Title	Conditions	Order	Actions	Updates
MSP-IS-MRT	Mission Rehearsal Training		<input type="text" value="0"/>	Add OR Add Note Add Test	Update Remove
MSP-IS-IAPDT	Individual Augmentee Pre-Deployment Training		<input type="text" value="1"/>	Add OR Add Note Add Test	Update Remove
Desired E&IT Requirements Completed					ADD COURSE
There are no course associated to this section.					

Below is an example view of the result screen, which shows that the mandatory requirement of Post 'IJC COMDEP 0020 (4)' is MSP-IS-MRT OR MSP-IS-IAPDT course.

Training Plan/Partner Nation Type					
Mandatory/Desired					CHANGE
Mandatory E&IT Requirements Completed					ADD COURSE
Course Code	Course Title	Conditions	Order	Actions	Updates
MSP-IS-MRT	Mission Rehearsal Training	OR	<input type="text" value="0"/>	Remove OR Add Note Add Test	Update Remove
MSP-IS-IAPDT	Individual Augmentee Pre-Deployment Training		<input type="text" value="1"/>	Add OR Add Note Add Test	Update Remove
Desired E&IT Requirements Completed					ADD COURSE
There are no course associated to this section.					

18.4.3 Edit/ Update Individual Training Plan

1. User visits e-ITEP, logs in and navigates to Admin Tools > Training Plan Admin.
2. User navigates through the 6 Level Organisation structure by selecting the desired organisation from the drop down menu to locate the desired organisation structure. *(Note: The page will automatically refresh once the Organisation is selected.)*
3. User selects the desired post from the drop down menu at the respective organisation level. *(Note: The page will automatically refresh once the post is selected.)*
4. User makes the desired changes like changing the Order of the course and clicks on *Update* link.

Course Code	Course Title	Conditions	Order	Actions	Updates
000-Training-Gap	Training Gap Title		<input type="text" value="30"/>	Add OR Add Note Add Test	Update Remove

5. Admin also have the ability to Add/Edit/Remove a note, test for the course.

18.4.4 Remove Individual Training Plan

1. User navigates through the 6 Level Organisation structure by selecting the desired organisation from the drop down menu to locate the desired organisation structure. *(Note: The page will automatically refresh once the Organisation is selected.)*
2. User selects the desired post from the drop down menu at the respective organisation level. *(Note: The page will automatically refresh once the post is selected.)*
3. User clicks on *Remove* link associated with the selected course to remove from the training plan for the respective post.

Course Code	Course Title	Conditions	Order	Actions	Updates
000-Training-Gap	Training Gap Title		<input type="text" value="10"/>	Add OR Add Test	Update Remove
Note:	essential			Edit Note	Remove

Administrator can also Manage Mandatory, Desired courses for a post automatically by exporting the NATO PE/CE HQ Organisation Structure .CSV file and importing it after adding/editing courses for desirable post. (Refer Section 18.8.4)

18.5 Email Distribution Tool

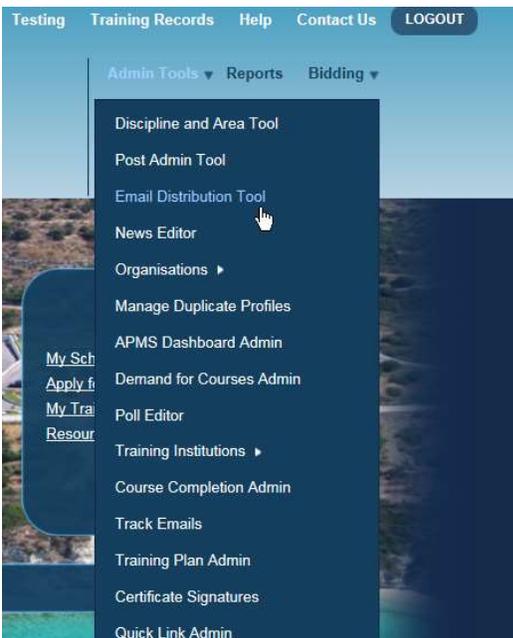
This feature allows User with Help Desk Admin, e-ITEP Administrator role to send automatic email announcements (general and important e-ITEP related information) to users of e-ITEP system, view, delete active and inactive emails and to add new email. Emails can be targeted to broad audiences such as entire Organisation structure, Roles, Posts, specific audience such as group of e-ITEP Login IDs, Email addresses, etc.

Note: The email address used to send email announcements are the ones linked to the user's profile.

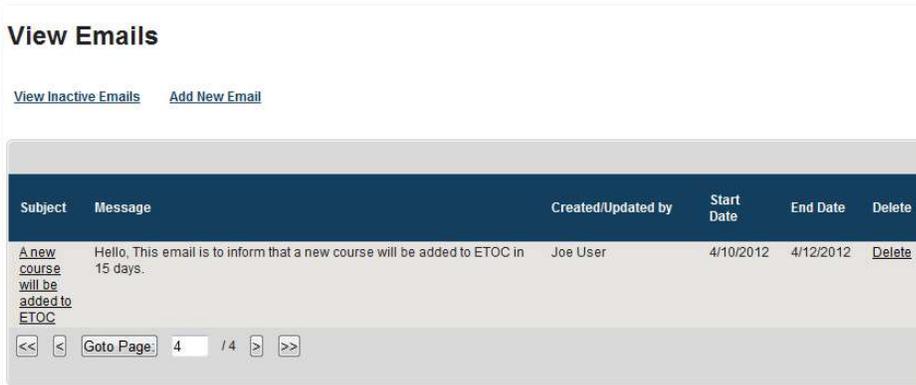
18.5.1 View/Edit active and inactive emails/ Add new emails

18.5.1.1 View active and inactive emails

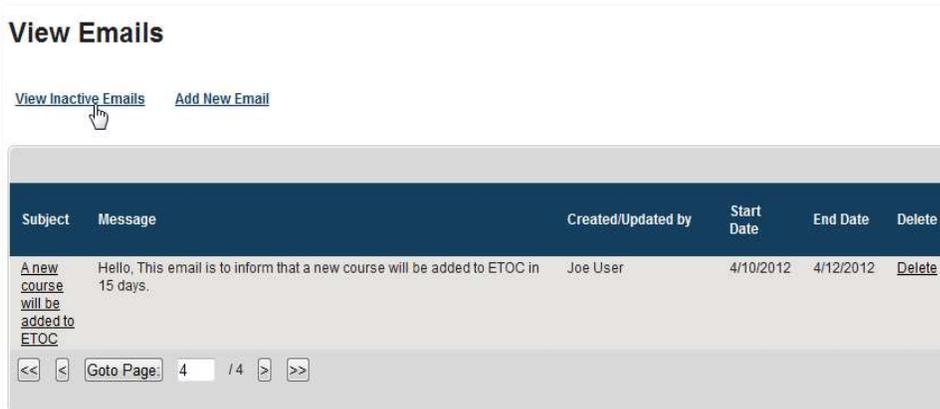
1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Email Distribution Tool.



3. View emails page loads displaying list of active emails

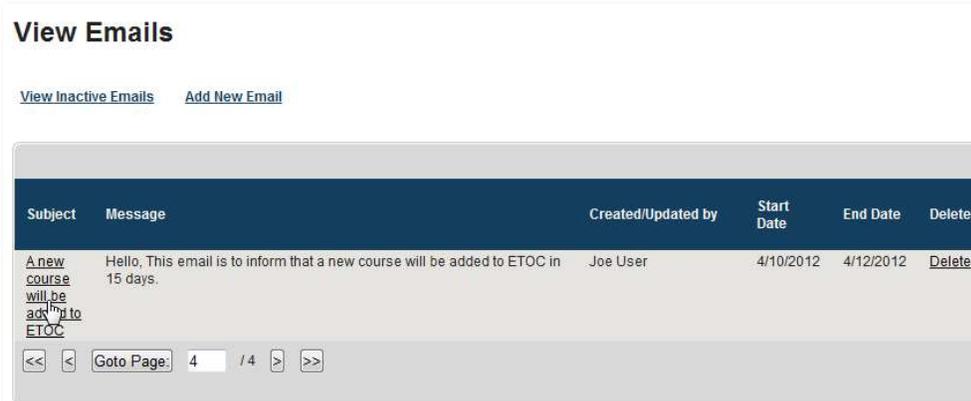


4. To view Inactive emails, user clicks on *View Inactive Emails* link.



18.5.1.2 Edit existing email

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Email Distribution Tool.
3. User selects the desired email to edit from the list and clicks on Subject of the email.



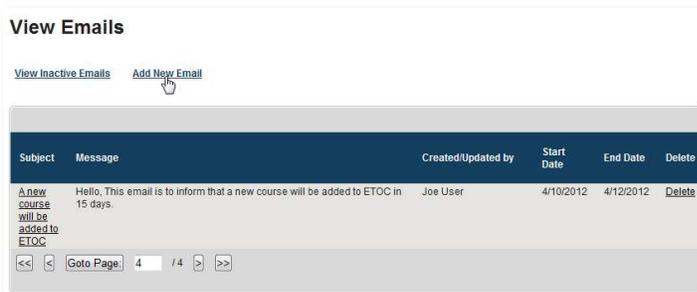
4. User makes the necessary changes and clicks *Submit*.

18.5.1.3 Add new email

Note: “Fields in the Add Course form which requires text to be included within the system, permits the following application functions to display text in a readable format:

<u> underline </u>, <i> italics </i>, bold , bullet lists , bullet lists and
 line break </br>”

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Email Distribution Tool.
3. User clicks on *Add New email* link.



4. User completes the Add New Email form and clicks *Submit*. Below is a portion of Add New email form.

Add New Email

[Back to Email Distribution Tool](#) [Translate](#)

Required *

* From Address

* From Name

Reply To (use commas to separate entries)

* Subject

* Message Text HTML Preview

* Start Date

End Date

Frequency None

To Criteria (Use commas to separate values)

Custom Login ID Email Address

Organisation ID Organisation Number

18.5.2 Opting Out of Email Announcements

All users of the e-ITEP system can opt out of receiving email announcements (general and important e-ITEP related information) by setting the *Send Training Email Announcements* radio button under their profile to No. (Note: This will not opt out the user from receiving automatic bidding emails.)

1. User visits e-ITEP and logs in.
2. User navigates to Profiles > Edit Your Profile.
3. User sets the *Send Training Announcements* radio button to No

Setting "Send Training Email Announcement(s)" to Yes will authorise your company to send special Training Announcements to the email address above. If you select No and have provided an email address in your profile, you will continue to receive Session Application and Cancellation emails.

Send Training Announcement(s) * Yes No

In Service

Account Expiration Date

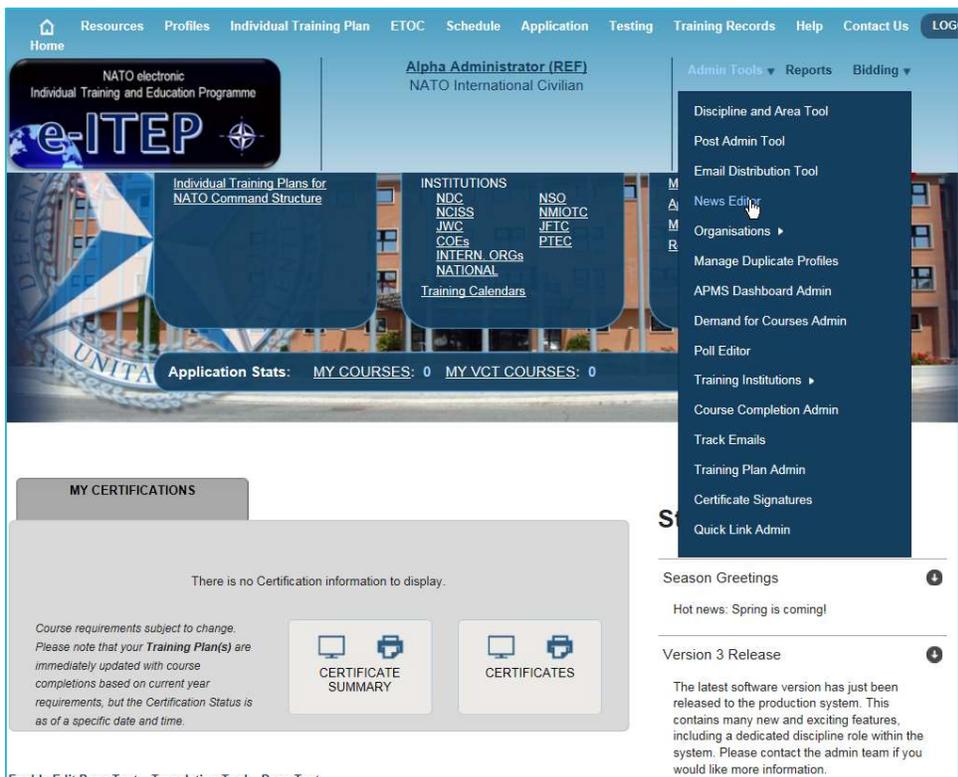
Time Zone *

Automatically Adjust for Daylight Savings * Yes No

4. User clicks the *Submit* button and save the changes made to the profile.

18.6 News Editor

News Editor Feature allows User with Help Desk Admin, e-ITEP Administrator, NATO ETOC Manager Roles to place important messages on the Home Page and as pop-up messages. The News items are placed under the header *Status & News* on the Home Page.



18.6.1 View/Edit active and inactive News items and add new Message

This feature also allows the users to view/edit active and inactive News Items and add new message.

18.6.1.1 View active and inactive news items

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > News Editor.
3. Active News Page loads. Below is an example view of the Active News page.

News Editor

Displays active news messages details. To edit an active news message, click the title of the news message. Click the Add New Message link, to add a new news message. Click the View Inactive News Items link to view the list of inactive news messages. If you have trouble using the search click on Help for more information.

[View Inactive News Items](#) [Add New Message](#)

Active News

Login Page						
Order	Type	Title	Message	Start	End	Delete
1	General Information	<u>Test news item</u>	test	02/Sep/2018	20/Sep/2018	De-Activate first

Home Page						
Order	Type	Title	Message	Start	End	Delete
1	General Information	<u>Test news item</u>	test	02/Sep/2018	20/Sep/2018	De-Activate first

[UPDATE](#)

- To view Inactive News Items, user clicks on *View Inactive News Items* link.

News Editor

Displays active news messages details. To edit an active news message, click the title of the news message. Click the Add New Message link, to add a new news message. Click the View Inactive News Items link to view the list of inactive news messages. If you have trouble using the search click on Help for more information.

[View Inactive News Items](#) [Add New Message](#)

Active News

Login Page						
Order	Type	Title	Message	Start	End	Delete
1	General Information	<u>Test news item</u>	test	02/Sep/2018	20/Sep/2018	De-Activate first

Home Page						
Order	Type	Title	Message	Start	End	Delete
1	General Information	<u>Test news item</u>	test	02/Sep/2018	20/Sep/2018	De-Activate first

[UPDATE](#)

18.6.1.2 Edit news items

Note: “Fields in the add new message form which requires text to be included within the system, permits the following application functions to display text in a readable format:

<u> underline </u>, <i> italics </i>, bold , bullet lists , bullet lists and
 line break </br>”

1. User visits e-ITEP and logs in.
2. User navigates Admin Tools > News editor.
3. User selects the desired News Item from the list and clicks on Title of the selected News Item.

Active News

Login Page

Order	Type	Title	Message	Start	End	Delete
1	General Information	<u>Amazing News</u>	This is just a test to check.	04/04/2012	05/04/2012	De-Activate first
2	General Information	<u>Interesting News</u>	This is a second test	04/04/2012	06/04/2012	De-Activate first

Home Page

Order	Type	Title	Message	Start	End	Delete
1	General Information	<u>Amazing News</u>	This is just a test to check.	04/04/2012	05/04/2012	De-Activate first
2	General Information	<u>Interesting News</u>	This is a second test	04/04/2012	06/04/2012	De-Activate first

UPDATE

4. News Editor Page loads, user makes the desired changes and clicks the *UPDATE FIELD* button. Below is a portion of News Editor Page displaying the selected News Item.

Edit Message

News Title*

News Text*

News Category

Start Date* **End Date***

Display Order*

Active
 Yes No

<p>Roles</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> e-ITEP Administrator <input checked="" type="checkbox"/> NATO ETOC Manager <input checked="" type="checkbox"/> ACT Discipline Point Of Contact <input checked="" type="checkbox"/> ETOC Institutions Manager <input checked="" type="checkbox"/> Discipline Community of Interest <input checked="" type="checkbox"/> Help Desk Admin <input checked="" type="checkbox"/> National Training Manager <input checked="" type="checkbox"/> NATO HQ Training Manager <input checked="" type="checkbox"/> Point Of Contact <input checked="" type="checkbox"/> User <p><input type="button" value="SELECT ALL ROLES"/> <input type="button" value="SELECT NONE"/></p>	<p>Pages</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Login Page <input checked="" type="checkbox"/> Home Page
---	---

18.6.1.3 Add new news item

Note: “Fields in the add new message form which requires text to be included within the system, permits the following application functions to display text in a readable format:

<u> underline </u>, <i> italics </i>, bold , bullet lists , bullet lists and
 line break </br>”

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > News editor.

3. User clicks on *Add New Message* link.



4. User completes the Add New Message form and clicks the *Update Field* button. Below is an example view of Add New Message Form.
 - User enters a News Title
 - User enters the News text
 - User selects the News Category as General Information or Banner
 - When user selects banner image, the user must upload the banner image using the browse button
 - User selects the Start Date and the End Date of the News
 - User selects the Display Order of the News Item(only numeric is allowed)
 - User selects the Active radio button to Yes(to activate the News Item)
 - User selects the Roles(User roles who will see the News Item)
 - User selects the pages to display the News Item.



Add New Message

News Title*

News Text*

News Category

Start Date* **End Date***

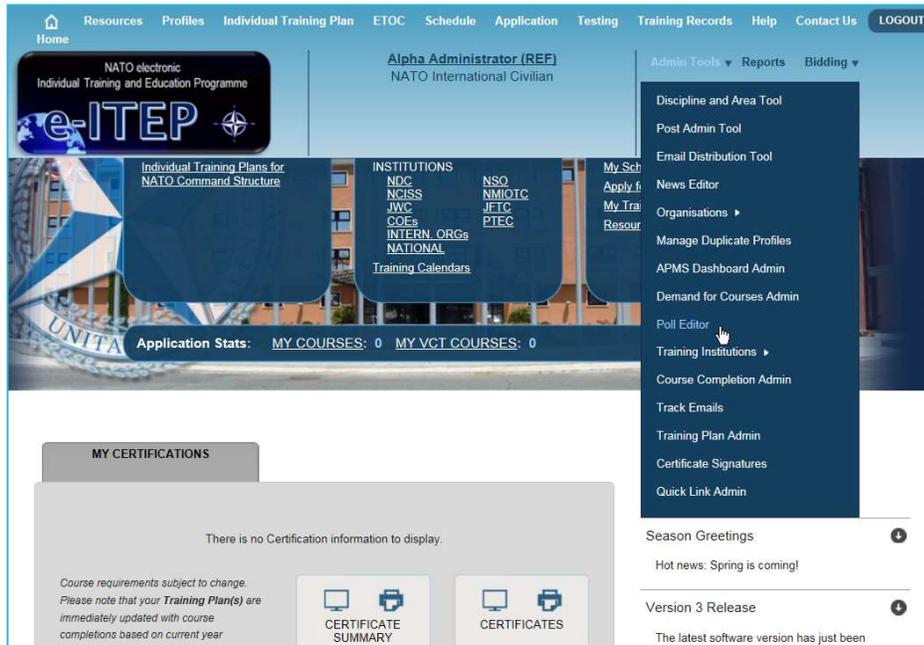
Display Order*

Active
 Yes No

Roles	Pages
<input checked="" type="checkbox"/> e-ITEP Administrator	<input checked="" type="checkbox"/> Login Page
<input checked="" type="checkbox"/> NATO ETOC Manager	<input checked="" type="checkbox"/> Home Page
<input checked="" type="checkbox"/> ACT Discipline Point Of Contact	
<input checked="" type="checkbox"/> ETOC Institutions Manager	
<input checked="" type="checkbox"/> Discipline Community of Interest	
<input checked="" type="checkbox"/> Help Desk Admin	
<input checked="" type="checkbox"/> National Training Manager	
<input checked="" type="checkbox"/> NATO HQ Training Manager	
<input checked="" type="checkbox"/> Point Of Contact	
<input checked="" type="checkbox"/> User	

18.7 Poll Editor

This feature allows User with Help Desk Admin, ITEP Administrator, NATO ETOC Manager Roles to place important poll questions for the group of Users on the Home Page to record user views. The poll question is placed under the *Status & News* header on the Home Page.

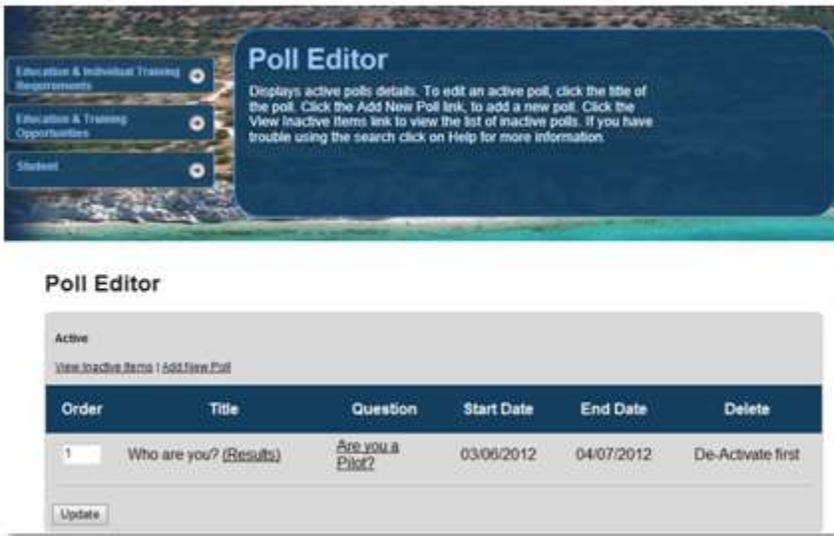


18.7.1 View/Edit active and inactive Poll Items and add new Poll

This feature allows users to view/edit active, inactive Poll Items and to add new poll.

18.7.1.1 View active and inactive poll items

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Poll Editor.
3. Poll Editor Page loads displaying list of Active polls.



4. To view Inactive poll items, user clicks on *View Inactive Items* link.



18.7.1.2 Edit poll items

Note: “Fields in the poll editor form which requires text to be included within the system, permits the following application functions to display text in a readable format:

<u> underline </u>, <i> italics </i>, bold , bullet lists , bullet lists and
 line break </br>”

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Poll Editor.
3. User selects the desired poll from the list of Active poll items and clicks on the Question of the selected Poll Item.



4. Poll Editor Page loads displaying the selected poll item, user makes the desired changes and clicks the *Update Field* button. Below is a portion of the Poll Editor page.



18.7.1.3 Add new poll

Note: “Fields in the add poll form which requires text to be included within the system, permits the following application functions to display text in a readable format:

<u> underline </u>, <i> italics </i>, bold , bullet lists , bullet lists and
 line break </br>”

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Poll Editor.
3. User clicks on *Add New Poll* link.

Poll Editor

Active

[View Inactive Items](#) | [Add New Poll](#)

Order	Title	Question	Start Date	End Date	Delete
1	Who are you? (Results)	Are you a Pilot?	03/06/2012	04/07/2012	De-Activate first

4. User completes the Add New Poll form and clicks the *Update Field* button. Below is a portion of Add New Poll form.

Poll Editor

Poll Editor:
[Translate](#)

Poll Title
Am I Genius?

Poll Question *
Of course I am...

Order

Save poll to add Poll Options...

Show "Other" Option

Allow user to change answer

Allow users to view results before voting

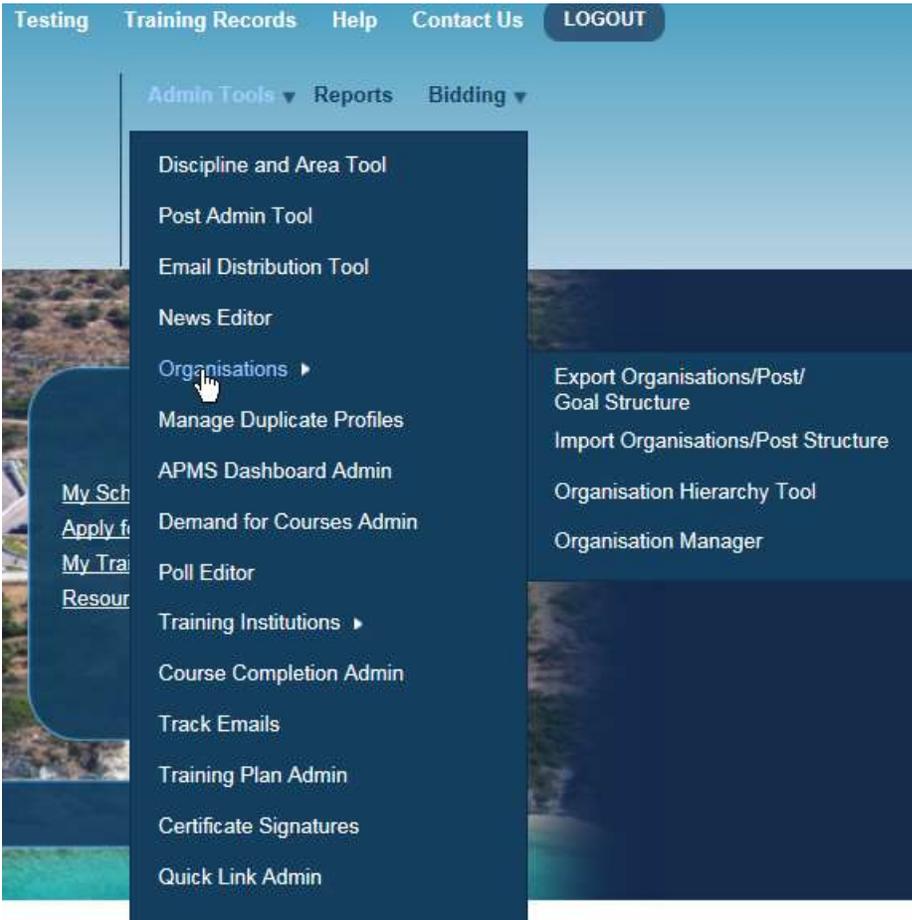
Start Date:

18.8 HQ Organisational Structures

This feature allows User with e-ITeP Administratorrole to perform the following functions:

1. First upload of NATO PE/CE HQ Org Structure.
2. Manual creation/inactivation of a new NATO PE/CE HQ Org structure.
3. Manual amendment of an existing NATO PE/CE Org structure and training plans.
4. Automatic amendment/ inactivation of an existing NATO PE/CE HQ Org structure and training plans, exporting NATO PE/CE HQ Org structure, making the amendments and importing the amended NATO PE/CE HQ Org structure.
5. Replace an existing NATO PE/CE HQ Org structure and training plan for another entirely new PE/CE HQ Org structure and deactivate the old PE/CE HQ Org structure.

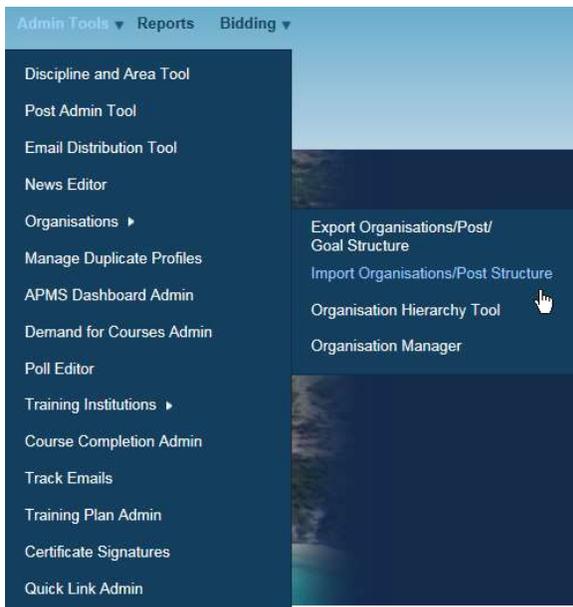
This feature is accessible from the Admin Tools in the navigation menu.



18.8.1 First time upload of NATO PE/CE HQ Org Structure

Users with e-ITeP Administrator role have ability to upload NATO PE/CE Org Structure for the first time. This process will only be done once when NATO receives the e-ITeP software from NCSA. The steps are as follows:

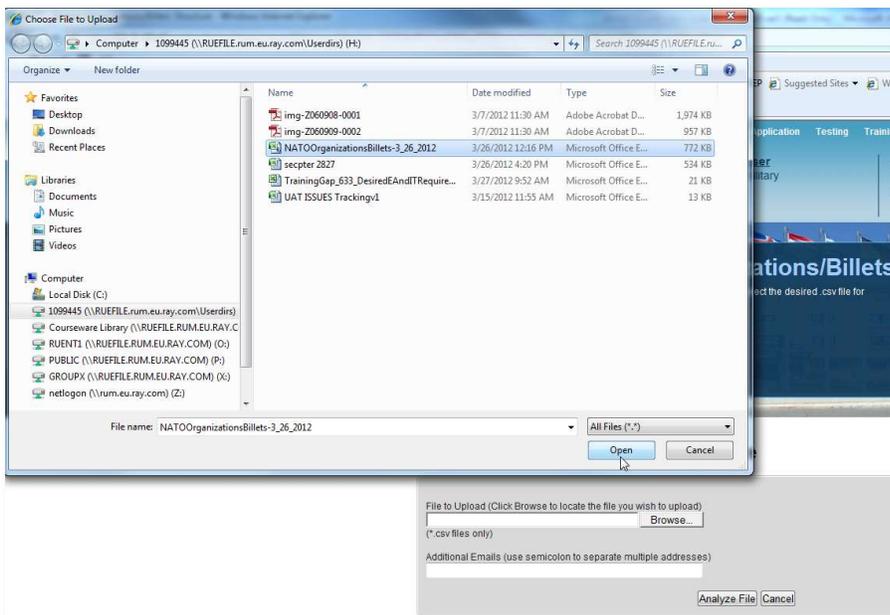
1. User visits e-ITeP and logs in.
2. User navigates to Admin Tools > Organisations > Import Organisations/Post Structure.



3. User clicks on Browse and navigates to the location of desired NATO Organisation/Post structure (.CSV file)



4. User selects the desired .CSV file and clicks on *Open*.



5. User clicks the *Analyze File* button to start file validation.



6. If the file analysis returns error, user makes necessary changes and saves .CSV file and repeats from Step 2 onwards.



7. If the file analysis returns no error, then the system displays the analysed summary of the .CSV file. User clicks the *Upload File* button to initiate the uploading of selected .CSV file

Import Organisations/Posts Structure

File to Upload: NATOOrganizationsPosts-7_27_2016.csv

Additional Emails:

Analyse Summary:

- Number of Org Level 1's being added: 0
- Number of Org Level 2's being added: 0
- Number of Org Level 3's being added: 0
- Number of Org Level 4's being added: 0
- Number of Org Level 5's being added: 0
- Number of Org Level 6's being added: 0
- Number of Posts being added: 0
- Number of Posts being updated: 0

8. NATO Organisation/Post structure.CSV file has been successfully uploaded.

Import Organisations/Posts Structure

File has been successfully uploaded: NATOOrganizationsPosts-7_27_2016.csv

Notification email with the log file has been sent to: Frank.BENDER@shape.nato.int;

Commit Summary:

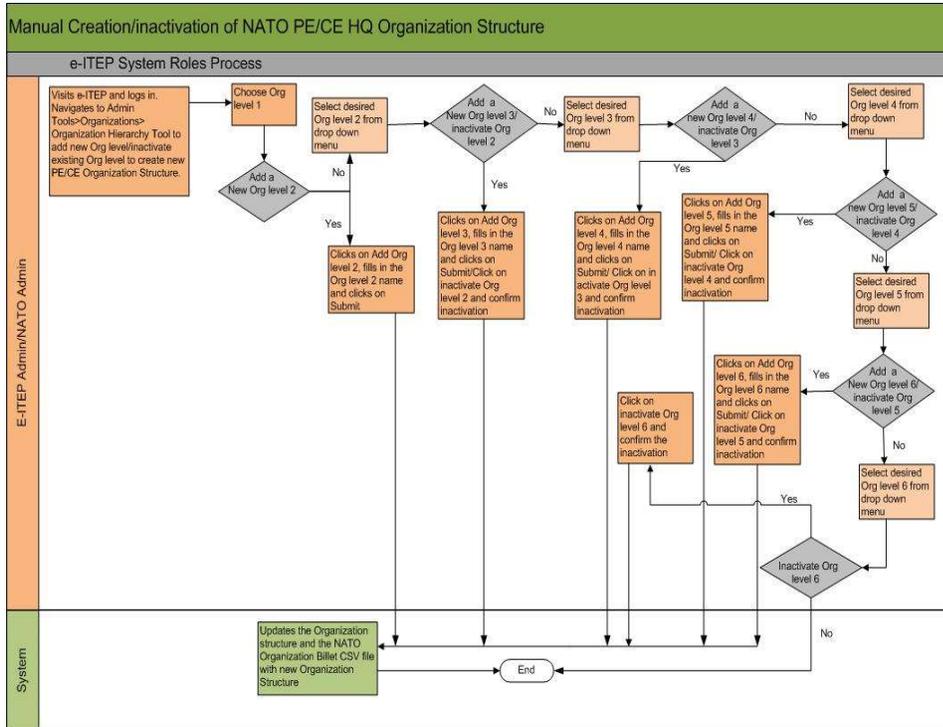
- Number of Org Level 1's added: 0
- Number of Org Level 2's added: 0
- Number of Org Level 3's added: 0
- Number of Org Level 4's added: 0
- Number of Org Level 5's added: 0
- Number of Org Level 6's added: 0
- Number of Posts added: 0
- Number of Posts updated: 0

Please click on the date to view the log file: [7/27/2016 12:34:00 PM](#)

9. Upon completion of the file uploading process an email is sent to the Administrator who imported the CSV file notifying the file import status with log file as an attachment. User clicks return to go back to Organisation > Import Organisation/Post structure.

18.8.2 Manual creation/inactivation of NATO PE/CE HQ Organisation Structure

Below is the Process Flow diagram of Manual creation/ inactivation of NATO PE/CE HQ Organisation structure.



18.8.2.1 Manual Creation of a new NATO PE/CE HQ Org structure

1. User visits e-ITEP, logs in and navigates to Admin Tools > Organisations > Organisation Hierarchy Tool.
2. User navigates through the 6 Level Organisation structure by selecting the desired organisation from the drop down menu to locate the placement for the new Organisation level. *(Note: The page will automatically refresh once the Organisation is selected.)*
3. User clicks the *Add Org Level* button.

Organisation Hierarchy Tool

Hierarchy Tree

Organisation 1	<input type="text" value="NATO ETEE"/>
Organisation 2	<input type="text" value="NATO COMMAND STRUCTURE"/>
Organisation 3	<input type="text" value="(SELECT ONE)"/>

INACTIVATE ORG LEVEL 2
ADD ORG LEVEL 3

4. User enters the new Org level name and clicks *Submit*.

Organisation Hierarchy Tool

Please enter the name of the new org level below and click submit.

Org Level 3 Name:

SUBMIT
CANCEL

Hierarchy Tree

Organisation 1	<input type="text" value="NATO ETEE"/>
Organisation 2	<input type="text" value="NATO COMMAND STRUCTURE"/>
Organisation 3	<input type="text" value="(SELECT ONE)"/>

5. The new desired Org level has now been created and updated in the NATO Organisation structure.
6. User clicks the *Return To Org Hierarchy* button.

Organisation Hierarchy Tool

The new org level was created successfully.

[RETURN TO ORG HIERARCHY](#)

Hierarchy Tree

Organisation 1	NATO ETEE
Organisation 2	NATO COMMAND STRUCTURE
Organisation 3	(SELECT ONE)

7. User repeats steps 1 to 6 for adding any level of Organisation structure.

18.8.2.2 Inactivation of NATO PE/CE HQ Org structure

1. User visits e-ITEP, logs in and navigates to Admin Tools > Organisations > Organisation Hierarchy Tool.
2. User navigates through the 6 Level Organisation structure by selecting the desired organisation from the drop down menu to locate the existing Organisation level to inactivate. *(Note: The page will automatically refresh once the Organisation is selected.)*
3. User clicks on *Inactivate Org level* button.

Organisation Hierarchy Tool

Hierarchy Tree

Organisation 1	NATO ETEE
Organisation 2	NATO COMMAND STRUCTURE
Organisation 3	TEST NEW NAME
Organisation 4	No records exist at this level.

[INACTIVATE ORG LEVEL 3](#) [ADD ORG LEVEL 4](#)

4. User clicks on *Yes* to confirm the inactivation of selected Organisation level.
Note: Please read and confirm the summary of the changes being made to each Organisation level upon inactivation of selection Organisation level.

Organisation Hierarchy Tool

Please confirm the changes being made to each Organisation Level then choose Yes or No:

- Number of Organisation Level 2's being inactivated: 0
- Number of Organisation Level 3's being inactivated: 1
- Number of Organisation Level 4's being inactivated: 0
- Number of Organisation Level 5's being inactivated: 0
- Number of Organisation Level 6's being inactivated: 0
- Number of users being moved to the Nations > NON-NATO Organisation Structure: 0

Are you sure you want to inactivate this Organisation Level? [Yes](#) | [No](#)

Hierarchy Tree

Organisation 1	NATO ETEE
Organisation 2	NATO COMMAND STRUCTURE
Organisation 3	TEST NEW NAME
Organisation 4	No records exist at this level. No records exist at this level.

- The selected organisation level has now been inactivated from the NATO Organisation structure.
- User reloads the page by selecting a different Organisation at higher Organisation level.

Organisation Hierarchy Tool

Organisation level successfully inactivated

Hierarchy Tree

Organisation 1	NATO ETEE
Organisation 2	NATO COMMAND STRUCTURE
Organisation 3	(SELECT ONE) 1ST NATO SIGNAL BATTALION 2ND NATO SIGNAL BATTALION 3RD NATO SIGNAL BATTALION AIR COMMAND CAOC TORREJON CAOC UEDEM DEPLOYABLE AIR COMMAND AND CONTROL CENTRE HQ SACT JFHQ BRUNSSUM JFHQ NAPLES JOINT ANALYSIS AND LESSONS LEARNED CENTRE JOINT FORCE TRAINING CENTRE JOINT WARFARE CENTRE LAND COMMAND HQ MARITIME COMMAND NATO CIS GROUP HQ SACT NON-PE ORGANISATIONS SHAPE OSC

[ADD ORG LEVEL 3](#)

18.8.3 Manual amendment of an existing NATO PE/CE HQ Org structure and training plans

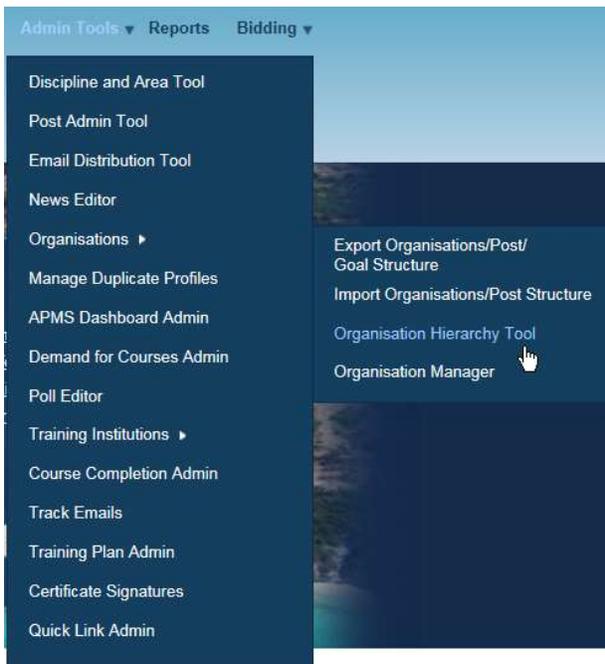
If user wants to Amend/Update an existing Organisation structure

For instance:

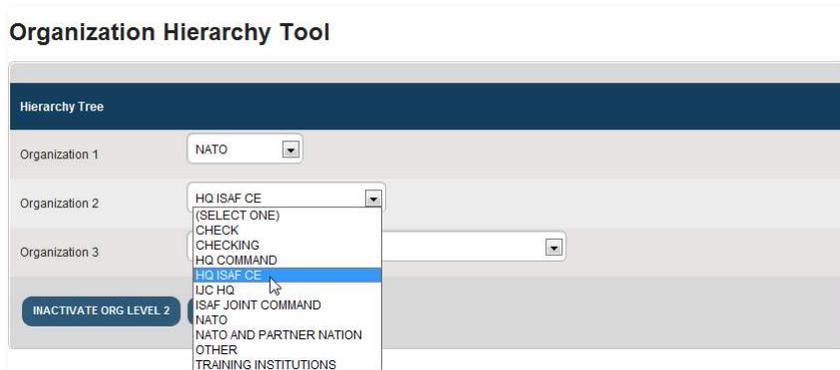
- a. User wants to add a new Org level 3 under existing Org level 1 and Org level 2.
- b. User wants to add a new post under the new Org level 3
- c. User wants to add a new course under existing Post Number (IJC COMCOM 0010) under Org level 3 (1.0 OFFICE OF THE COMMANDER).

18.8.3.1 User wants to add a new Org level 3 under existing Org level 1 and Org level 2

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Organisations > Organisation Hierarchy Tool.



3. User selects the desired Org level 1 and Org level 2.



- User clicks on *Add Org level 3*.

Organization Hierarchy Tool

Hierarchy Tree

Organization 1: NATO

Organization 2: HQ ISAF CE

Organization 3: (SELECT ONE)

- User enters the new Org level 3 name and clicks on *Submit*.

Organization Hierarchy Tool

Please enter the name of the new org level below and click submit.

Org Level 3 Name:

Hierarchy Tree

Organization 1: NATO

Organization 2: HQ SACT

Organization 3: (SELECT ONE)

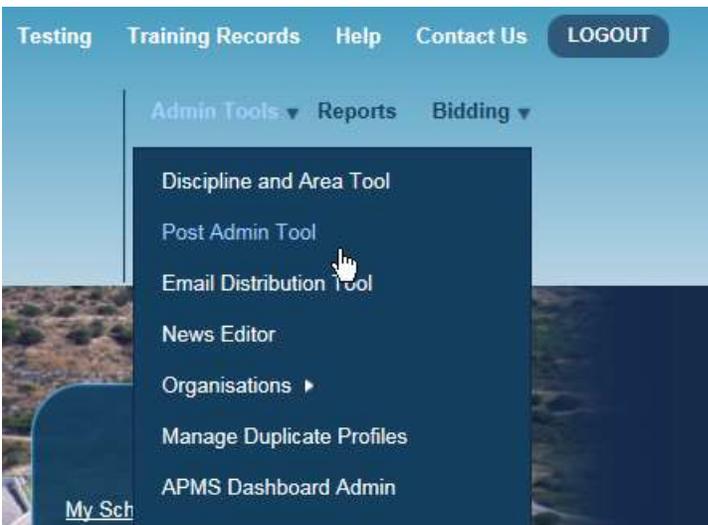
- New Org level was created successfully.

Organization Hierarchy Tool

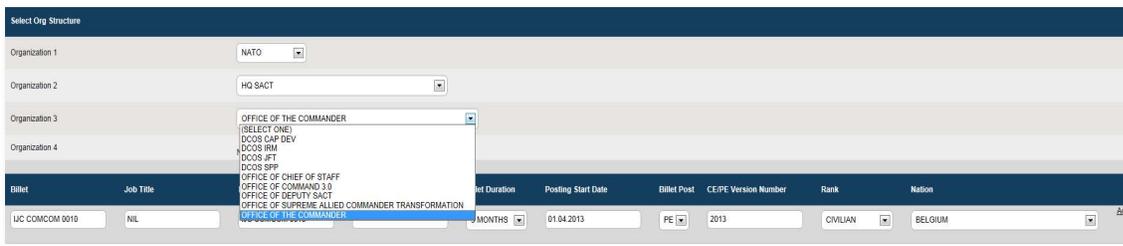
The new org level was created successfully.

18.8.3.2 User wants to add a new post under the new Org level 3

- User navigates to Admin Tools > Post Admin Tool.



2. User selects the Org level 1, Org level 2 and Org level 3 as selected in the above section.



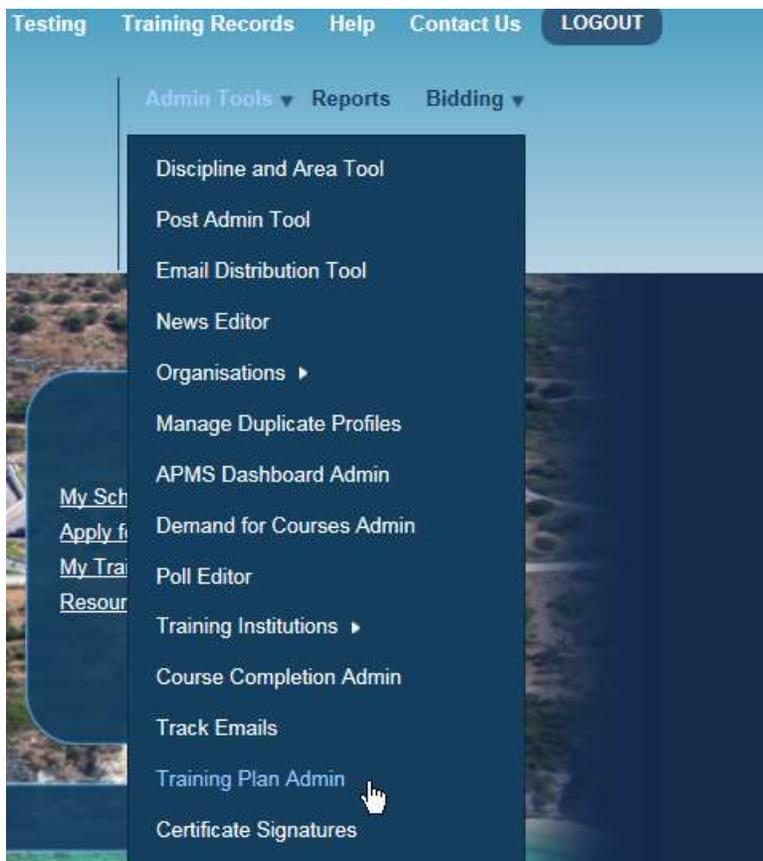
3. Post Admin page reloads and displays the selected Organisation structure and Add Post capability. User completes the New Post data fields and clicks on *Add* link.



4. Page reloads with a message “Post successfully added”.

18.8.3.3 User wants to add a new Desired course under existing Post Number (IJC COMCOM 0010) under Org level 3 (1.0 OFFICE OF THE COMMANDER).

1. User navigates Admin Tools > Training Plan Admin.



2. User selects the Org level 1, Org level 2, Org level 3(1.0 OFFICE OF THE COMMANDER) and Post (IJC COMCOM 0010).

3. Training Plan Admin page loads, user clicks the *Add Course* button (for Desired Courses).

Course removed from Training Plan successfully.

Select Org Structure

Organization 1: NATO

Organization 2: HQ SACT

Organization 3: DCOS CAP DEV

Organization 4: (SELECT ONE)

Select Post

TSC FXX 0010 (2010)

Training Plan/Partner Nation Type

Mandatory/Desired CHANGE

Mandatory E&IT Requirements Completed ADD COURSE

There are no course associated to this section.

Desired E&IT Requirements Completed ADD COURSE

There are no course associated to this section.

4. User enters % in the search field and clicks the *Search* button to get a list of all active ETOC Courses or begins typing the Course code and clicks *Search*.

BACK

Search for courses by Course Code.

Search for Course

Course Code **SEARCH**

Course Code	Course Title	Inactive	Order	Add Course
ACP-AC-2061	Arms Control Non-Proliferation Course		<input type="text"/>	Add Course
ACP-AC-2062	Arms Control Implementation Orientation Course		<input type="text"/>	Add Course
ACP-AC-2064	Conventional Arms Control Information Exchange Course		<input type="text"/>	Add Course
ACP-AC-2116	Small Arms and Light Weapons (SALW) and Mine Action (MA) Course		<input type="text"/>	Add Course
ACP-AC-3018	Combined CFE Arms Control Verification Inspector/Escort Course		<input type="text"/>	Add Course
ACP-AC-3060	Arms Control - Open Skies Orientation Course		<input type="text"/>	Add Course

5. User selects the desired course from the list of ETOC Courses, enters the Order for the selected course and clicks on *Add Course* link.

BACK

Search for courses by Course Code.

Search for Course

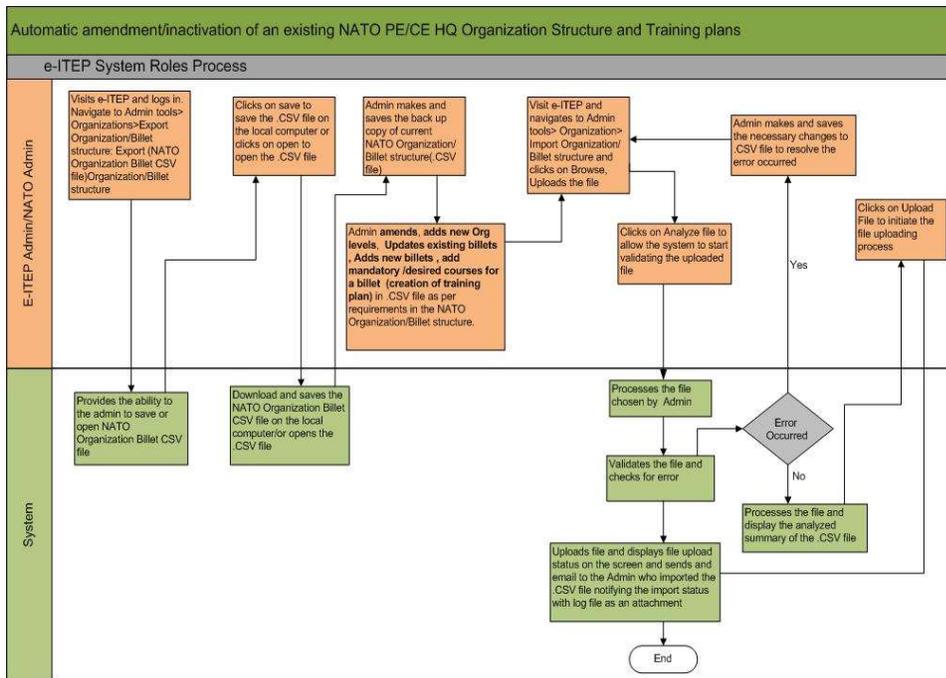
Course Code **SEARCH**

Course Code	Course Title	Inactive	Order	Add Course
Sample.10W	Sample.10W		<input type="text"/>	Add Course

6. The selected course has been successfully added under Mandatory Course for the Post.

18.8.4 Automatic amendment/ inactivation of an existing NATO PE/CE HQ Org structure and training plans, exporting NATO PE/CE HQ Organisation structure, making the amendments and importing the amended NATO PE/CE HQ Organisation structure

Below is the Process Flow Diagram of Automatic amendment/inactivation of an existing NATO PE/CE HQ Organisational structure and training.



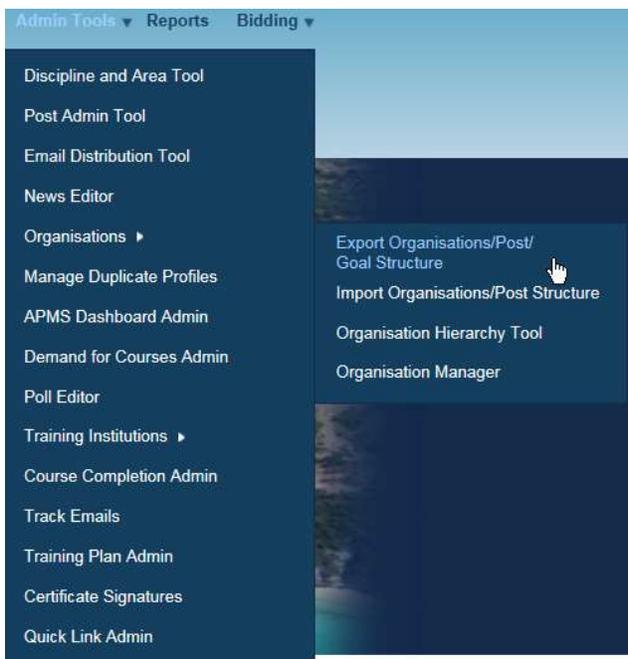
User wants to Amend/Update an existing Organisation structure automatically.

For instance:

- User wants to add a new Org level 3 under existing Org level 1 and Org level 2.
- User wants to add a new post under the new Org level 3
- User wants to add a new desired course under existing Post Number (IJC COMCOM 0010) under Org level 3 (1.0 OFFICE OF THE COMMANDER).

I. Exporting the NATO PE/CE HQ Organisation Structure (.CSV) file

- User visits e-ITEP and logs in.
- User navigates to Admin Tools > Organisations > Export Organisations/Post structure.



3. A pop-up window appears displaying options to Save/Open the NATO Organisation/Post structure .CSV file.



4. User saves the .CSV file at the desired location on the computer.
5. User makes a back up copy of the Current NATO Organisation/Post structure (.CSV file).
6. User opens the .CSV file from the saved location.

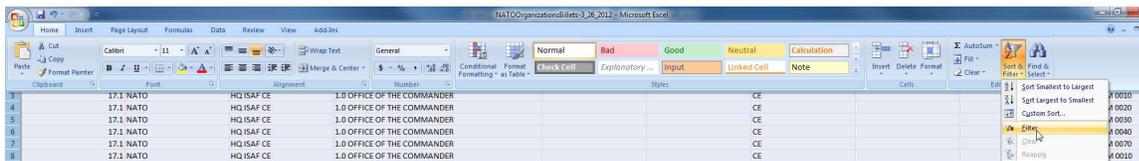
II. Amending the existing NATO PE/CE HQ Org Structure and training plans

18.8.4.1 User wants to add a new Org level 3 under existing Org level 1 and Org level 2.

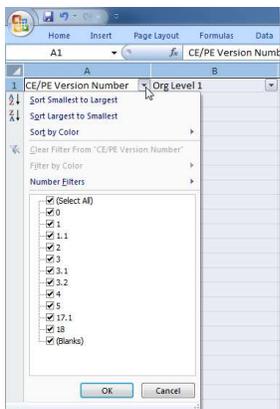
1. User filters the excel spreadsheet to display only ISAF 17.1
 - o User selects the entire .CSV file by clicking on  at the top left hand corner of the excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K
	CE/PE Version Number	Org Level 1	Org Level 2	Org Level 3	Org Level 4	Org Level 5	Org Level 6	PE or CE Billet	Previous Billet Number (1)	Previous Billet Number (2)	Billet Number
1		3.1 NATO	HQ ISAF CE					CE	Lori	Lori	Lori
2		17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMANDER				CE			AF COMCOM 0010
3		17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMANDER				CE			AF COMCOM 0020
4		17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMANDER				CE			AF COMCOM 0030

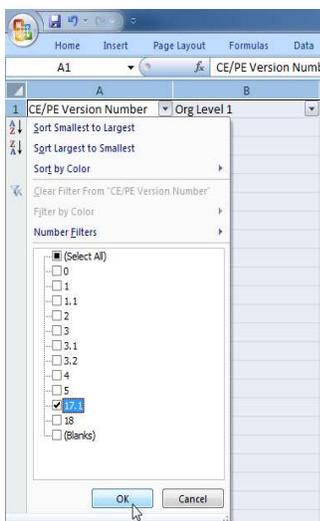
- o User clicks on *Home* from the top navigation menu.
- o User clicks on *Sort and Filter* sub menu option and then clicks on *Filter*.



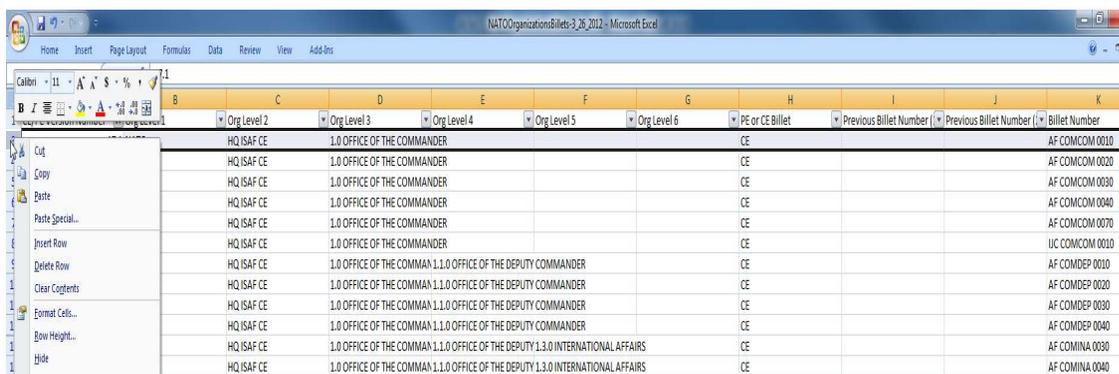
- User clicks on the drop down arrow displayed on the First row of the Column CE/PE Version Number



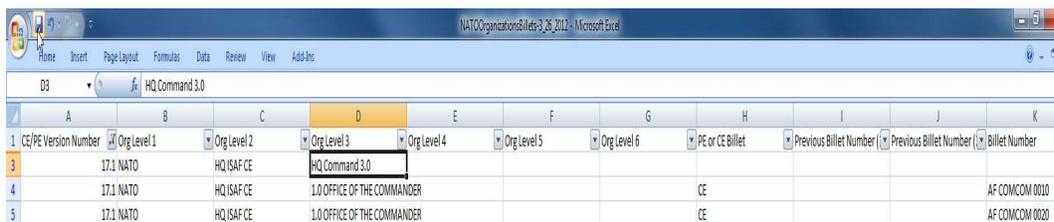
- User un-checks Select All and then checks 17.1 and clicks Ok.



2. The excel spreadsheet now only displays CE/PE Version Number 17.1
3. User right Clicks at the left hand corner of the first row of data.

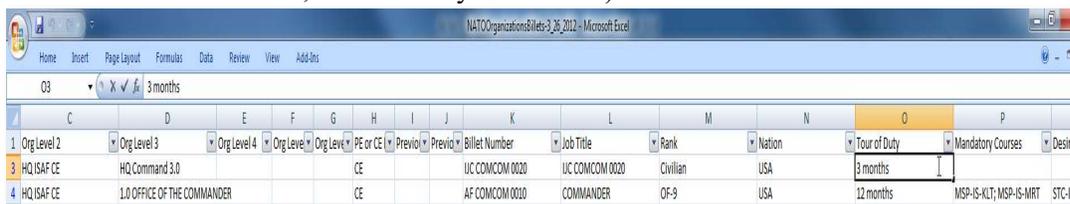


4. User clicks on Insert Row from the drop down menu displayed in step 3.
5. User now enters the Organisation structure data in the new row inserted in previous step.
 - o CE/PE Version Number: 17.1, Org level 1: NATO, Org level 2: HQ ISAF CE, Org level 3: User enters the name of the new Org level (HQ Command 3.0) and clicks on Save.



18.8.4.2 User wants to add a new post under the new Org level 3

1. User locates the row of the Organisation structure to add the new post. In this example we are adding a new post to the new Org level 3 created in previous section. User clicks on the cell for PE or CE Post of the selected row.
2. Adding a CE Post: User clicks on the Post Number cell and enters the value (IJC COMCOM 0020).
 - a. User enters the desired data in the following fields (Job Title: IJC COMCOM 0020, Rank: Civilian, Nation: USA, Tour of Duty: 3 Months.).



3. Adding a PE Post: User clicks on the Post Number cell and enters the desired data in the following fields (Post Number, Job Title, Rank: Civilian, Nation, Tour of Duty, and Posting Start Date).

Note:

For PE Posts the 'Posting Start Date' is a required field.

- If there is a posting start date for the PE Post then it must be numeric and entered in the format "DD.MM.YYYY".
- If there is no posting start date for the PE Post then the Posting Start Date field in the import file must contain the value "NOT FILLED".

- If the field is left blank or posting start date is entered in the wrong format (i.e. with '/' separators, etc), then the import file will be rejected during the process of Import Organization/Post/Goal structure.

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S		
1	Org Level 2	Org Level 3	Org Le	Org Le	Org Le	PE or CE	B	Previous Billet	Nur	Previous	Billet or Partnersh	Job Title or Pat	Rank	Nation	Tour of Duty	Posting Start Date	Mandatory Cou	Desired Ci	Goal Year
2	HQ ISAF 18.0	HQ Comand 3.0				PE		AF CJSPLN 0012			AF CJSPLN 0012	NIL	Civilian	CAN	24 months	05.01.2013	NATO-1454; ACI NATO-1454; ACP-AC-3102		
3	HQ ISAF 18.0	HQ Comand 3.0				PE					TSC FXN 0010	DCOS CAPABIL OF-8		USA	9 months	NOT FILLED	ACP-AC-3102	ACP-AC-3102	
4	HQ ISAF 18.0	HQ Comand 3.0				PE					TSC FXN 0030	EXECUTIVE ASS OF-5		FRA	3 months	05.01.2013	ACP-AC-3102	ACP-AC-3102	

4. User clicks on *Save* to save the changes made to the .CSV file.

18.8.4.3 User wants to add a new desired course under existing Post Number (IJC COMCOM 0010) under Org level 3 (1.0 OFFICE OF THE COMMANDER).

1. User locates the row of Organisation structure consisting of Org level 3(1.0 OFFICE OF THE COMMANDER) with Post Number (1.0 OFFICE OF THE COMMANDER).

4	17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMANDER			CE					AF COMCOM 0010	COMMANDER	OF-9	USA	12 months		MSP-IS-KLT; MSP-IS-MRT		
5	17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMANDER			CE					AF COMCOM 0020	AIDE DE CAMP	OF-3	USA	6 months		MSP-IS-KLT; MSP-IS-MRT		
6	17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMANDER			CE					AF COMCOM 0030	MILITARY ASSISTANT	OF-6	USA	12 months		MSP-IS-KLT; MSP-IS-MRT		
7	17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMANDER			CE					AF COMCOM 0040	MILITARY ASSISTANT	OF-4	USA	6 months		MSP-IS-MRT OR MSP-IS-IAPOT		
8	17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMANDER			CE					AF COMCOM 0070	COMMAND SERGEANT MAJ	OR-9	USA	12 months		ETE-ET-3084; MSP-IS-MRT		
9	17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMANDER			CE					IJC COMCOM 0010	IJC COMCOM 0010	Civilian		3 months				

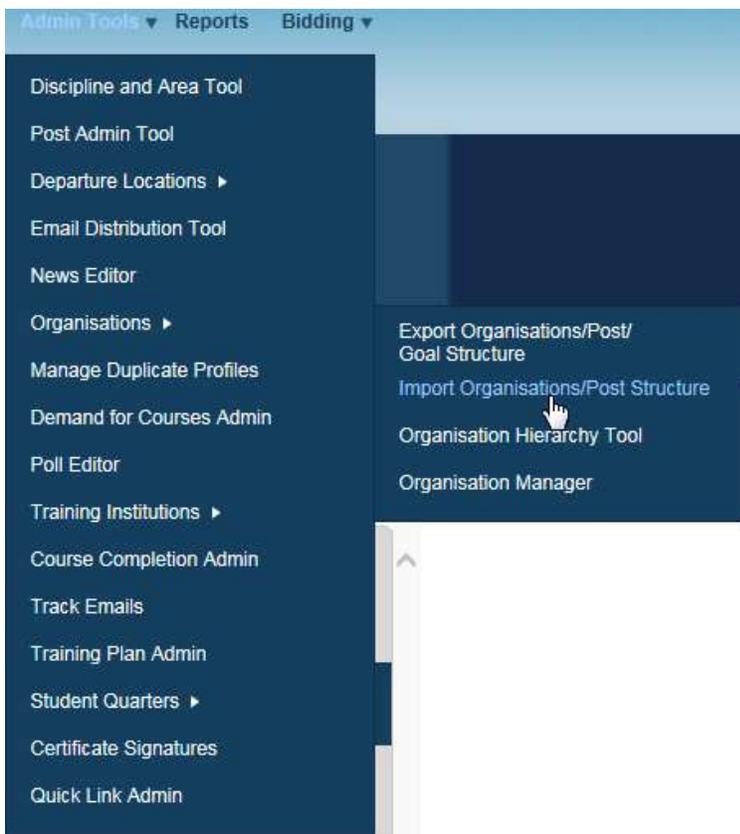
2. User clicks on Desired Courses cell of the same row and enters the desired course code (ETE-ET-3082) and clicks Save.

Note: In case the user wants to add two courses, for instance ETE-ET-3082, MSP-IS-MRT in desired requirements. Then the user can choose to add an And (denoted as ';') or OR (denoted as 'OR') option in between the courses in desired requirements.

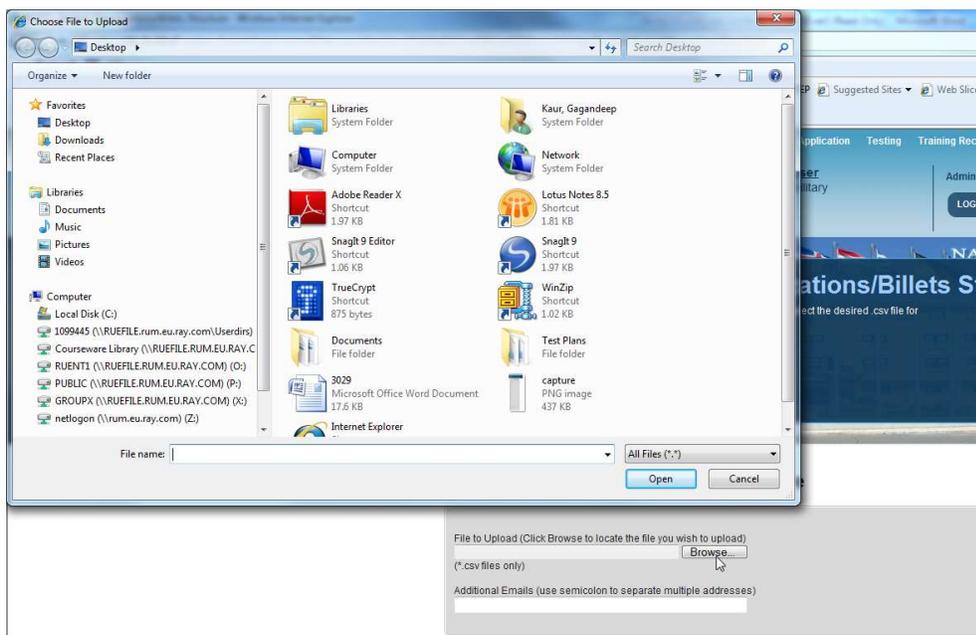
Note: The process of adding a course is the same for both a PE and a CE Post.

III. Importing the amended NATO PE/CE HQ Organisation Structure (.CSV) file

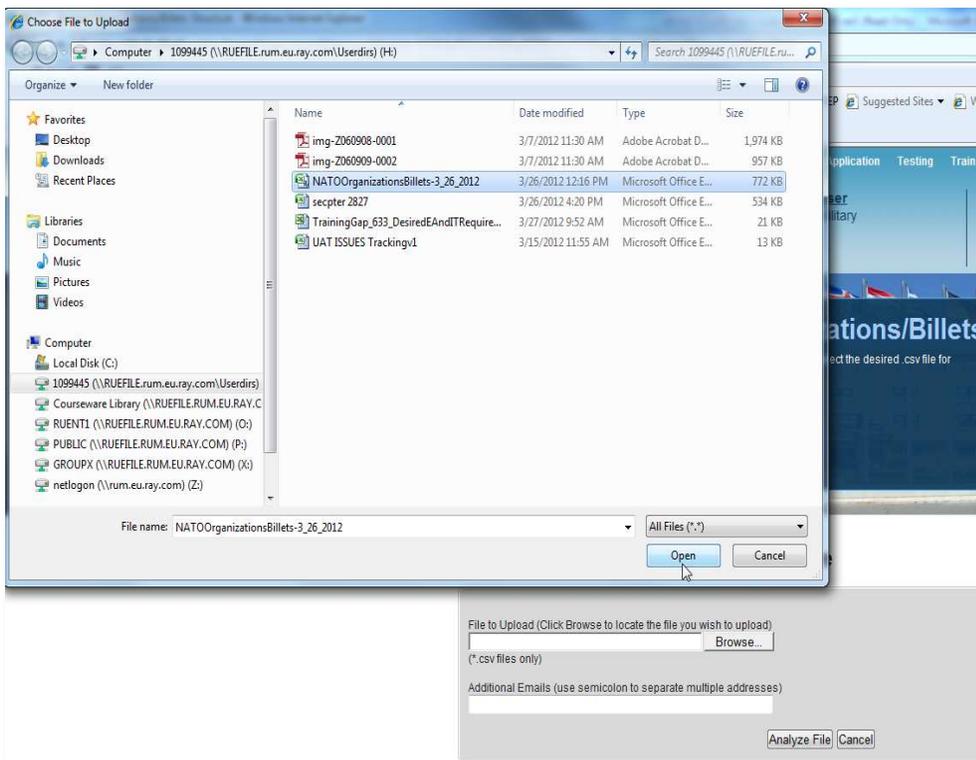
1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Organisations > Import Organisation/Post structure.



3. User clicks on Browse and navigates to the location of desired .CSV file



4. User selects the desired .CSV file and clicks on open.



5. User clicks *Analyze File* to start file validation.



6. If the file analysis returns error, user makes necessary changes and saves .CSV file and repeats from Step 9 onwards.

Import Organizations/Posts Structure

ERROR: PE or CE Billet () doesn't exist - Row: 4

File to Upload (Click Browse to locate the file you wish to upload)

(* .csv files only)

Additional Emails (use semicolon to separate multiple addresses)

- If the file analysis returns no error, then the system displays the analysed summary of the .CSV file. User clicks on *Upload File* to initiate the uploading of selected .CSV file

Import Organizations/Posts Structure

File to Upload: NATOOrganizationsBillets-3_26_2012.csv

Additional Emails:

Analyze Summary:

Number of Org Level 1's being added: 0
 Number of Org Level 2's being added: 0
 Number of Org Level 3's being added: 0
 Number of Org Level 4's being added: 0
 Number of Org Level 5's being added: 0
 Number of Org Level 6's being added: 0
 Number of Billets being added: 0
 Number of Billets being updated: 0

- NATO Organisation/Post structure.CSV file has been successfully uploaded.
- Upon completion of file uploading process an email is sent to the Admin who imported the CSV file notifying the file import status with log file as an attachment. Click return to go back to Organisation > Import Organisation/Post structure.

Import Organizations/Posts Structure

File to Upload: NATOOrganizationsBillets-3_26_2012.csv

Additional Emails:

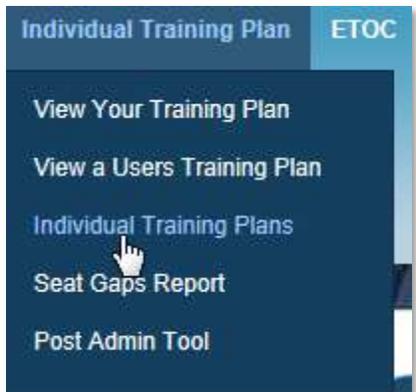
Analyze Summary:

Number of Org Level 1's being added: 0
 Number of Org Level 2's being added: 0
 Number of Org Level 3's being added: 0
 Number of Org Level 4's being added: 0
 Number of Org Level 5's being added: 0
 Number of Org Level 6's being added: 0
 Number of Billets being added: 0
 Number of Billets being updated: 0

Return

Important Note: Training Plans are linked automatically to ETOC after importing the NATO PE/CE HQ Organisation Structure (.CSV) file

1. User navigates to Individual Training Plans > Individual Training Plans.



2. User selects the desired Organisation Structure (Organisation 1: NATO ETEE, Organisation 2: NATO COMMAND STRUCTURE, Organisation 3: HQ SACT) and clicks *Submit*. Note that Organisation 1 is defaulted to 'NATO ETEE' and cannot be modified.

Individual Training Plans

Org Structure

Organisation 1 *

Organisation 2 *

Organisation 3

Post

3. Individual Training Plan page reloads displaying list of posts under the selected Organisation structure.

Individual Training Plans

Org Structure

Organisation 1 *

Organisation 2 *

Organisation 3

Organisation 4

Post

Report Date: 17/Nov/2016 9:02

1 2 3 4 5 6 7 8 9 10 11 12 > >> Record(s) 1 to 20 of 853

Org Level2	Org Level3	Org Level4	Org Level5	Org Level6	Post Number	Tour of Duty Length	Job Title	Rank	Nation	Individual Training Mandatory	Individual Training Desired
NATO COMMAND STRUCTURE	HQ SACT	COMMAND GROUP	OFFICE OF CHIEF OF STAFF		TSC GXC 0010	36 months	CHIEF OF STAFF SACT	OF-8	United Kingdom		MCP-LA-2581
NATO COMMAND STRUCTURE	HQ SACT	COMMAND GROUP	OFFICE OF CHIEF OF STAFF		TSC GXC 0030	36 months	EXECUTIVE ASSISTANT	OF-5	Netherlands		MCP-LA-2581 AND ETE-IT-2834
NATO COMMAND STRUCTURE	HQ SACT	COMMAND GROUP	OFFICE OF CHIEF OF STAFF		TSC GXC 0040	36 months	MILITARY ASSISTANT	OF-4	United Kingdom		ETE-IT-2834
NATO COMMAND STRUCTURE	HQ SACT	COMMAND GROUP	OFFICE OF CHIEF OF STAFF		TSC GXC 0050	36 months	AIDE TO COS	OF-2	United States		ETE-IT-2834

4. User clicks on an Individual Training Mandatory Course

Org Level2	Org Level3	Org Level4	Org Level5	Org Level6	Post Number	Tour of Duty Length	Job Title	Rank	Nation	Individual Training Mandatory	Individual Training Desired
NATO COMMAND STRUCTURE	1ST NATO SIGNAL BATTALION	COMMAND GROUP	OFFICE OF THE COMMANDER NATO SIGNAL BATTALION		ODN GXX 0010	36 months	COMMANDER (NATO SIGNAL BATTALION)	OF-4	Germany	ETE-IT-2834	

5. ETOC page loads displaying details of the selected course. Below is a portion of the Course details page.

View Course

COURSE DETAILS
COURSE CONTACT INFORMATION
TRAINING INSTITUTION INFORMATION

DISCIPLINE INFORMATION

[Back to Course Search](#)

Web Link	http://www.natoschool.nato.int/Academics/Resident-Courses/Course-Catalogue/Course-description?ID=33
Last Date Updated	28/Jan/2015 14:20
Training Institution	NATO School Oberammergau (NSO)
Discipline	Joint Interagency Approach (JIA)
Area	Education (ED)
Depth of knowledge Level	1. Remember

The NATO Course Certification of the course is automatically updated based on the "NATO Course requirement" and "NATO ETF Institutional Accreditation". Unless, these two fields have been completed and validated, the course will automatically display as NATO Listed.

NATO Course Certification	NATO Approved
---------------------------	---------------

Course Code	JIA-ED-1032
Course Title	NATO Staff Officer Orientation Course
Delivery Method	I-Instructor-Led Training
Suitable for Mobile Delivery?	No
Course Description	NSO Course Code: M5-32
Course Notes	For further information (e.g. list of learning objectives or eligibility requirements) please refer to the full course description via the above given web link.

18.8.5 Replace an existing NATO PE/CE HQ Org structure (for instance HQ ISAF 17.1 and associated training plans) with entirely new NATO PE/CE HQ Org structure (for instance HQ ISAF 18.0) and deactivating the old NATO PE/CE HQ Org structure

I. Exporting the existing NATO PE/CE HQ Organisation Structure (.CSV) file

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Organisations > Export Organisations/Post structure.
3. A pop-up window appears displaying options to Save/Open the NATO Organisation/Post structure .CSV file.

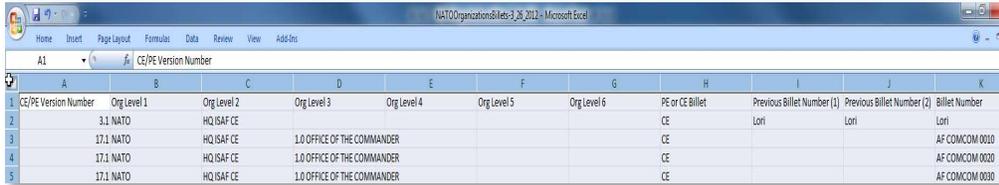
Note: This file contains the complete NATO PE/CE HQ Org structure.



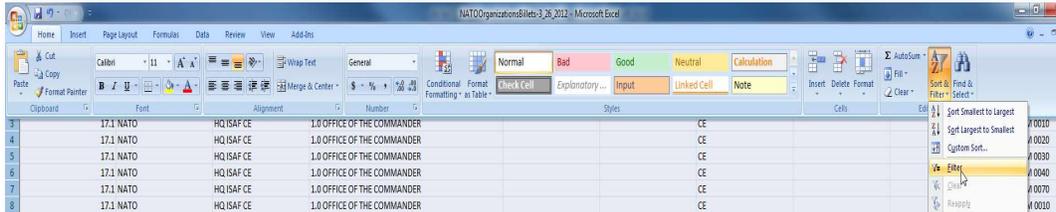
4. User saves the .CSV file at the desired location on the computer.
5. User makes a back up copy of the current complete NATO PE/CE HQ Org structure (.CSV file).
6. User opens the .CSV file from the saved location.

II. Deactivating (Deleting) existing entire Organisation structure (for instance HQ ISAF 17.1) and copying the new Organisation structure (for instance HQ ISAF 18.0)

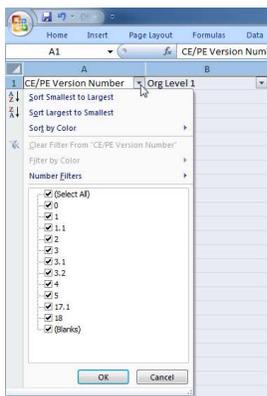
1. User filters the excel spreadsheet to display only ISAF 17.1
 - o User selects the entire .CSV file by clicking on  at the top left hand corner of the excel spreadsheet.



- o User clicks on Home from the top navigation menu
- o User clicks on Sort and Filter sub menu option, and then clicks on Filter



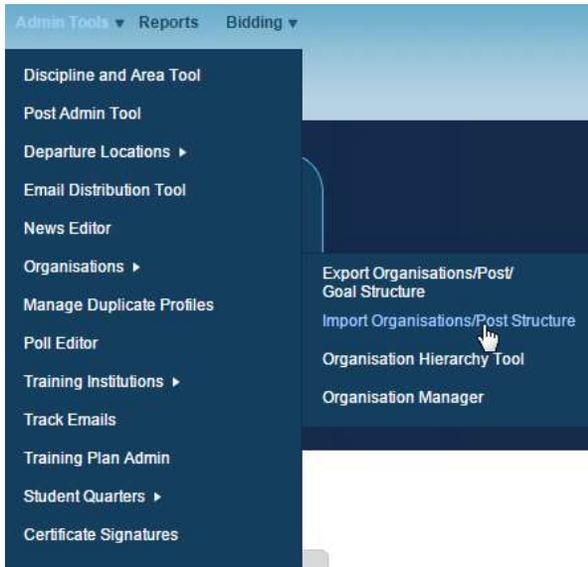
- o User clicks on the drop down arrow displayed on the First row of the Column CE/PE Version Number



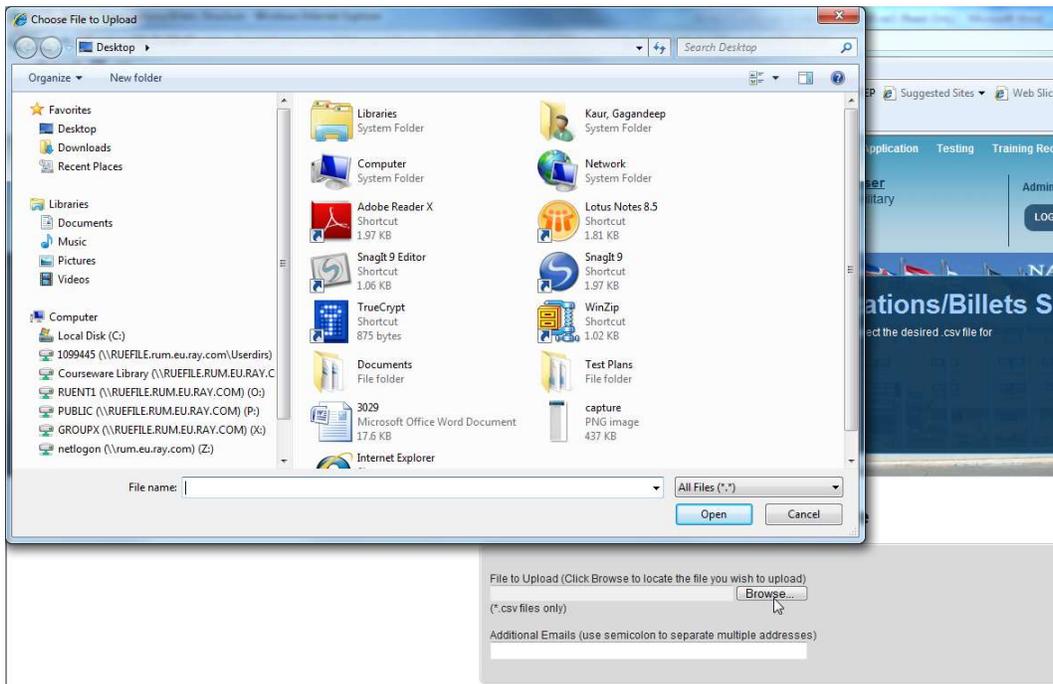
- After adding the new Organisation structure, user clicks save to save the changes made to NATO Organisation/Post structure (.CSV) file.

III. Importing the new complete NATO PE/CE HQ Org Structure (.CSV) file

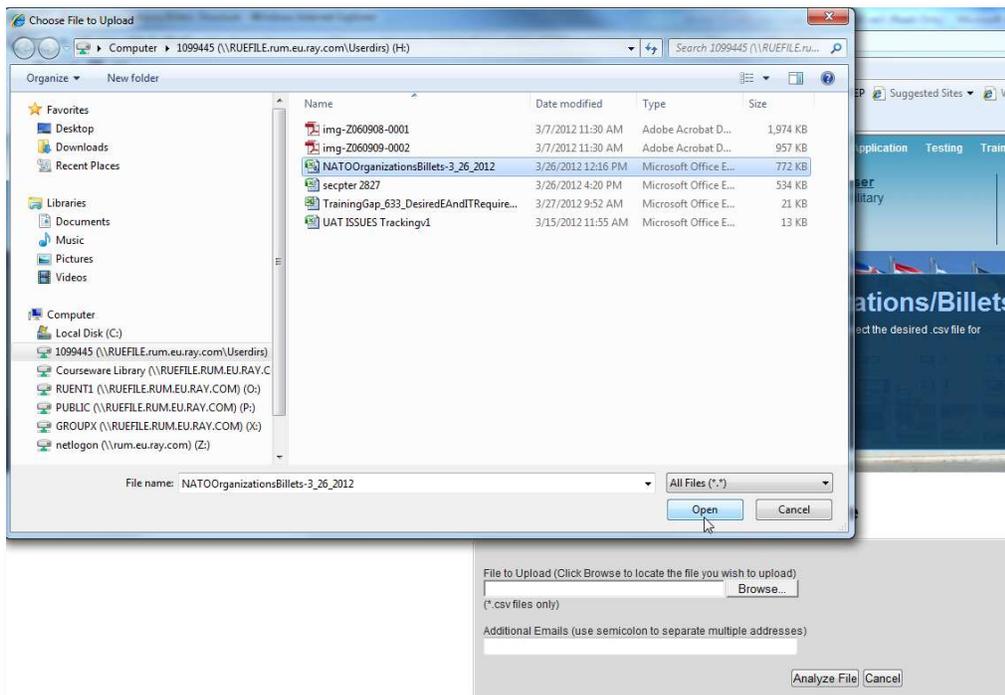
- User visits e-ITEP and logs in.
- User navigates to Admin Tools > Organisations > Import Organisation/Post structure.



- User clicks on Browse and navigates to the location of desired .CSV file



5. User selects the desired .CSV file and clicks on open.



10. User clicks on Analyse file to start file validation.



11. If the file analysis returns error, user makes necessary changes and saves .CSV file and repeats from Step 9 onwards.

Import Organizations/Posts Structure

ERROR: PE or CE Billet () doesn't exist - Row: 4

File to Upload (Click Browse to locate the file you wish to upload)

(* .csv files only)

Additional Emails (use semicolon to separate multiple addresses)

12. If the file analysis returns no error, then the system displays the analysed summary of the .CSV file. User clicks on *Upload File* to initiate the uploading of selected .CSV file

Import Organizations/Posts Structure

File to Upload: NATOOrganizationsBillets-3_26_2012.csv

Additional Emails:

Analyze Summary:

Number of Org Level 1's being added: 0
Number of Org Level 2's being added: 0
Number of Org Level 3's being added: 0
Number of Org Level 4's being added: 0
Number of Org Level 5's being added: 0
Number of Org Level 6's being added: 0
Number of Billets being added: 0
Number of Billets being updated: 0

13. NATO Organisation Post .CSV file has been successfully uploaded.
14. Upon completion of the file uploading process an email is sent to the Admin who imported the CSV file notifying the file import status with log file as an attachment. Click return to go back to Organisation > Import Organisation/Post structure.

Import Organizations/Posts Structure

File to Upload: NATOOrganizationsBillets-3_26_2012.csv

Additional Emails:

Analyze Summary:

Number of Org Level 1's being added: 0
Number of Org Level 2's being added: 0
Number of Org Level 3's being added: 0
Number of Org Level 4's being added: 0
Number of Org Level 5's being added: 0
Number of Org Level 6's being added: 0
Number of Billets being added: 0
Number of Billets being updated: 0

18.9 Manage Duplicate Profiles

The Manage Duplicate Profiles tool can be used to locate and manage potential duplicate users in the e-ITEP system. e-ITEP identifies potential duplicate users by looking at the user’s first name, last name, login ID, and email address, and matching two of the criteria with other users in the system. If two criteria match, then both users appear in the table as potential duplicate users.

18.9.1 Search for potential duplicate users

To find potential duplicate users in the system:

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Manage Duplicate Profiles



3. The Duplicate User Profiles page is opened. Here, the user can refine the results by searching for specific last names, first names, and email addresses. An example of the table is shown below:

Manage Duplicate Profiles

Current Search:
 Last Name Contains % <- Remove from search

LAST NAME CONTAINS

APPEND/UPDATE SEARCH RESET

1 2 3 4 5 6 7 8 >

Record(s) 1 to 20 of 167

Last Name	First Name	Login ID	Email	Post	Role	Last Logged In	Profile Status	User Source	Action
acc	0001 e-ITEP Administrator	acc0001	hvernnon-nr@raytheon.com	NON-NATO	e-ITEP Administrator	19/Jan/2017	Active	e-ITEP	Edit View Delete
acc	0002 NATO Administrator	acc0002	hvernnon-nr@raytheon.com	NON-NATO	NATO Administrator	19/Jan/2017	Active	e-ITEP	Edit View Delete

18.9.2 View information about a potential duplicate user

To find potential duplicate users in the system:

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Manage Duplicate Profiles



3. The Duplicate User Profiles page is opened. Here, the user can refine the results by searching for specific last names, first names, and email addresses. An example of the table is shown below:

Manage Duplicate Profiles

Current Search:

Last Name Contains % <- Remove from search

LAST NAME CONTAINS

APPEND/UPDATE SEARCH RESET

Record(s) 1 to 20 of 167

Last Name	First Name	Login ID	Email	Post	Role	Last Logged In	Profile Status	User Source	Action
acc	0001 e-ITEP Administrator	acc0001	hvernnon-nr@raytheon.com	NON-NATO	e-ITEP Administrator	19/Jan/2017	Active	e-ITEP	Edit View Delete
acc	0002 NATO Administrator	acc0002	hvernnon-nr@raytheon.com	NON-NATO	NATO Administrator	19/Jan/2017	Active	e-ITEP	Edit View Delete

4. To view information about a user, click *View* in the Action column. e-ITEP shows the *View User* page with the user’s details. A sample is shown below:

View User

[Back to Duplicate User Profiles](#)

Organisation	NATO ETEENATO COMMAND STRUCTURE
Create Date	19/Jan/2017

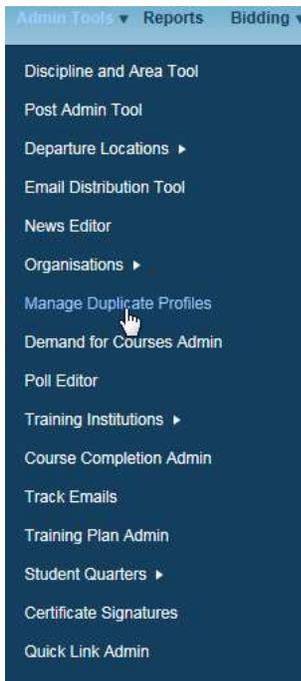
The **primary post** field is an auto complete field.
 For a **NATO PE/CE post** after selecting your organisation structure (using organisation field) please type in the first letter of your NATO post code in the respective field.
 If you are filling a **NATO PE/CE post** but do not know your NATO post code or are filling a Non-NATO post please type N and select one of the three options(NATO International Civilian, NATO Military, NON-NATO).

Primary Post	NON-NATO
Secondary Post	
Third Post	
Last Name	acc
First Name	0001 e-ITeP Administrator
Rank	Civilian
Gender	Female
Date of Birth	06/Jan/1990

18.9.3 Delete a duplicate user

To delete a duplicate user in the system:

1. User visits e-ITeP and logs in.
2. User navigates to Admin Tools > Manage Duplicate Profiles



3. The Duplicate User Profiles page is opened. Here, the user can refine the results by searching for specific last names, first names, and email addresses. An example of the table is shown below:

Manage Duplicate Profiles

Current Search:
 Last Name Contains % <- Remove from search

LAST NAME CONTAINS

APPEND/UPDATE SEARCH RESET

Record(s) 1 to 20 of 167

Last Name	First Name	Login ID	Email	Post	Role	Last Logged In	Profile Status	User Source	Action
acc	0001 e-ITEP Administrator	acc0001	hvernon-nr@raytheon.com	NON-NATO	e-ITEP Administrator	19/Jan/2017	Active	e-ITEP	Edit View Delete
acc	0002 NATO Administrator	acc0002	hvernon-nr@raytheon.com	NON-NATO	NATO Administrator	19/Jan/2017	Active	e-ITEP	Edit View Delete

- To delete a user, click *Delete* in the Action column. e-ITEP prompts the user with a warning showing what will be deleted. A sample is shown below:

Manage Duplicate Profiles

Current Search:
 Last Name Contains % <- Remove from search

LAST NAME CONTAINS

APPEND/UPDATE SEARCH RESET

Record(s) 1

Last Name	First Name	Login ID	Email	Last Logged In	Profile Status	User Source	Action
acc	0001 e-ITEP Administrator	acc0001	hvernon-nr@	19/Jan/2017	Active	e-ITEP	Edit View Delete
acc	0002 NATO Administrator	acc0002	hvernon-nr@	19/Jan/2017	Active	e-ITEP	Edit View Delete
acc	0005 ETOC Institutions Manager	acc0005	hvernon-nr@	19/Jan/2017	Active	e-ITEP	Edit View Delete
acc	0008 Institution/National Training Manager	acc0008	hvernon-nr@	19/Jan/2017	Active	e-ITEP	Edit View Delete

Message from webpage

Please confirm the following deletions, then choose OK or Cancel:

- Number of Profiles to be deleted: 1
- Number of Training Plans to be deleted: 0
- Number of Applications to be deleted: 0
- Number of Schedules to be deleted: 1
- Number of Training Records to be deleted: 0
- Number of Certificates to be deleted: 0
- Number of Pending Applications to be deleted: 0

Are you sure you want to delete the User Profile?

OK Cancel

- To delete the profile, click *Ok*. The profile is deleted, and the user is returned to the *Duplicate User Profiles* page.

18.10 Demand for Courses Admin

The Demand for Courses Admin is a tool that allows school managers and administrators to capture demand data which have been received by them from various HQs and Nations. This demand data is then used by the school manager to review their course iterations planning for the following year. The information added using this tool is also reported in the ITEP report and ITEP Annex report for managing and planning purposes of the yearly course offerings.

18.10.1 Access the Demand for Courses Admin

The Demand for Courses Admin tool is located in **Admin Tools > Demand for Courses Admin**, and is accessible to school managers and administrators.



18.10.2 The Demand for Courses Admin Page

Demand for Courses Admin

Use this page to capture demand data for ETOC course for a selected year. Select an ETOC course by typing the first three letters of the ETOC Course code and selecting the course using the auto complete list. Select the year from the year drop down and click Submit button.

To Add the demand data, select the organisation using the organisation auto complete field, enter number of seats (demand), select the

Demand for Courses Admin

ETOC Course Code*

Year*

18.10.3 Adding a Course Demand

To add a demand for a course, in the ETOC Course Code field:

1. Enter at least the first three characters of the course code in the box:

Demand for Courses Admin



2. A drop-down list will appear with a list of courses that matches the characters entered. Select the course from the drop-down list that will have the course demand added.
3. Select the year that will be used for the course demand. Once the course and year have been selected, click the 'Submit' button:

Demand for Courses Admin



4. The dialog box expands so that course demands can be added:

Demand for Courses Admin

ETOC Course Code*
 Year*

Organisation*	No. Of Seats (Demand)*	Iteration ID	Action
<input type="text" value="Select an organisation."/>	<input type="text" value="1"/>	<input type="text" value="SELECT ITERATION"/>	Add

- In the Organisation box, enter a word/words that are in the organisation who demanded seats for the course. The system will display a drop-down list of matches. From the list, select the organisation that is to be used:

Demand for Courses Admin

ETOC Course Code*
 Year*

Organisation*	No. Of Seats (Demand)*	Iteration ID	Action
<input type="text" value="Command"/> x <div style="border: 1px solid gray; padding: 2px;"> NATO ETEEWATO MISSIONS\ISAF JOINT COMMAND 4.0 NATO ETEEWATO MISSIONS\ISAF JOINT COMMAND 4.0\ISAF JOINT COMMAND NATO ETEEWATO COMMAND STRUCTURE NATO ETEEWATO COMMAND STRUCTURE\ISACT NON-PE ORGANISATIONS NATO ETEEWATO COMMAND STRUCTURE\ISACT NON-PE ORGANISATIONS\NATIONAL LIAISON REPRESENTATIVES (NLR) NATO ETEEWATO COMMAND STRUCTURE\ISACT NON-PE ORGANISATIONS\NATIONAL LIAISON REPRESENTATIVES (NLR)\ALBANIA NLR NATO ETEEWATO COMMAND STRUCTURE\ISACT NON-PE ORGANISATIONS\NATIONAL LIAISON REPRESENTATIVES (NLR)\HUNGARY NLR NATO ETEEWATO COMMAND STRUCTURE\ISACT NON-PE ORGANISATIONS\NATIONAL LIAISON REPRESENTATIVES (NLR)\ITALY NLR NATO ETEEWATO COMMAND STRUCTURE\ISACT NON-PE ORGANISATIONS\NATIONAL LIAISON REPRESENTATIVES (NLR)\LATVIA NLR </div>	<input type="text" value="1"/>	<input type="text" value="SELECT ITERATION"/>	Add

- Once the organisation has been selected, enter the number of seats and the iteration (if there is an iteration associated with the demand data), and click 'Add' to add the course demand.

Demand for Courses Admin

ETOC Course Code*

Year*

Organisation*	No. Of Seats (Demand)*	Iteration ID	Action
<input type="text" value="NATO ETEEVNATO COMMAND STRUCTURE"/>	<input type="text" value="1"/>	<input type="text" value="4554 (01/02/2017 - 01/02/2017)"/>	Add

- After clicking the 'Add' link, the course demand has been added. The system shows a success message, and the course demand is added to the table.

Demand for Courses Admin

ETOC Course Code*

Year*

Demand for NATO ETEEVNATO COMMAND STRUCTURE successfully added

Organisation*	No. Of Seats (Demand)*	Iteration ID	Action
<input type="text" value="NATO ETEEVNATO COMMAND STRUCTURE"/>	<input type="text" value="1"/>	<input type="text" value="4554 (01/02/2017 - 01/02/2017)"/>	Edit
<input type="text" value="Select an organisation."/>	<input type="text" value="1"/>	<input type="text" value="SELECT ITERATION"/>	Add

Note: If the user enters the no. of seats and clicks on Add then the system associates the demand to NATO ETEE organisation. The Iteration id field is an optional field.

18.10.4 Editing/Deleting the Course Demand

- To edit a course demand, click on the 'Edit' button in the Action column next to the course demand:

Demand for Courses Admin

ETOC Course Code*

Year*

Demand for NATO ETEEWATO COMMAND STRUCTURE successfully added

Organisation*	No. Of Seats (Demand)*	Iteration ID	Action
NATO ETEEWATO COMMAND STRUCTURE	1	4554 (01/02/2017 - 01/02/2017)	Edit Add
<input type="text" value="Select an organisation."/>	<input type="text" value="1"/>	<input type="text" value="SELECT ITERATION"/>	

2. The user is given three options: **Update**, **Cancel**, and **Delete**

Demand for Courses Admin

ETOC Course Code*

Year*

Organisation*	No. Of Seats (Demand)*	Iteration ID	Action
NATO ETEEWATO COMMAND STRUCTURE	1	4554 (01/02/2017 - 01/02/2017)	Update Cancel Delete

Update: saves changes to the course demand after the user has made changes. To use this feature, change the data in any of the columns, then click 'Update' to save.

Cancel: cancels any changes made to the course demand data

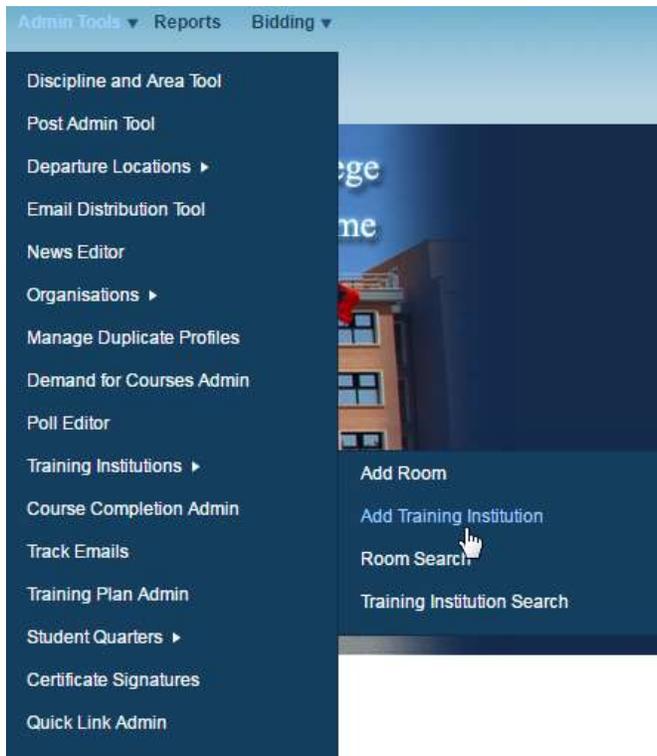
Delete: deletes the course demand data

18.11 Training Institutions

Training Facilities include all training Institutions offering courses in ETOC.

18.11.1 Add a new Training Institution

1. User navigates to Admin Tools > Training Institutions > Add Training Institution.



2. User completes the Add Training Institution form.
 - a. User picks the correct NATO ETF Institutional Accreditation and respective NATO ETF Institutional Accreditation Expiry date
 - b. User enter relevant remarks in the NATO ETF Institutional Accreditation Remarks field
3. User clicks *Submit* to save the new Training Institution.

Add Training Institution

Training Ctr ID: 0

Name *

Address

City

State

Zip Code

Country (SELECT ONE)

Application Method * External Application Method

Application Email *

NATO ETF Institutional Accreditation * NOT ACCREDITED

NATO ETF Institutional Accreditation Expiry 17/Nov/2015

NATO ETF Institutional Accreditation Remarks

NATO ETF Institutional Document Link

Use ETF Interface? * Yes No

Room Info

Room Number

Room Name *

Max Seats

Classroom Resource Description

Services Provided by the Training Institution
(Accommodations, Social Events, Transportation available? Add it here)

Phone

Primary Phone	Number	Description	
<input type="radio"/>	<input type="text"/>	<input type="text"/>	Save

Fax

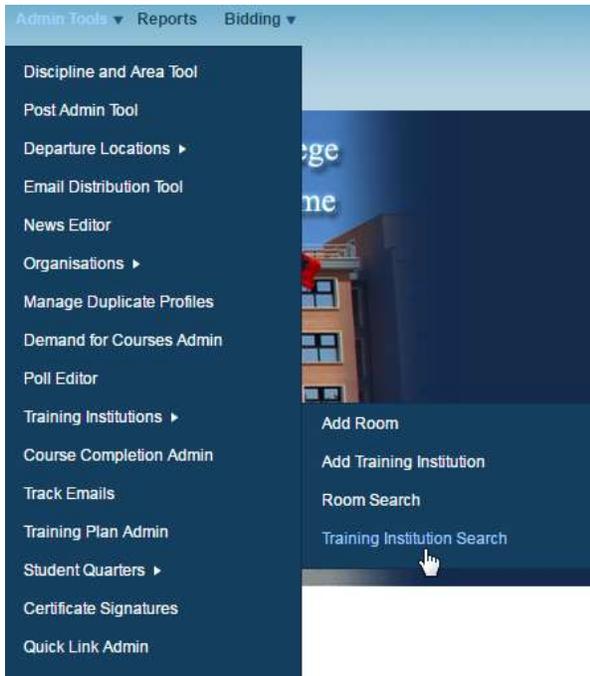
Primary Fax	Number	Description	
<input type="radio"/>	<input type="text"/>	<input type="text"/>	Save

Email

Primary Email	Address	Description	
<input type="radio"/>	<input type="text"/>	<input type="text"/>	Save

18.11.2 View and Edit existing Training Institutions

1. User navigates to Admin Tools > Training Institutions > Training Institution Search.



2. User enters the search criteria and clicks *Submit*. The example below will find The NATO Training Centre.

A screenshot of the 'Training Institution Search' form. The form has a title 'Training Institution Search' and a search area with the following fields: 'NAME' (dropdown), 'CONTAINS' (dropdown), a text input field, 'Country' (dropdown), and a 'SUBMIT' button. The 'Country' dropdown is currently set to 'ALL'.

The system returns results based on the search criteria. To view a Training Institution, user clicks the *View* link. To edit a Training Institution, user clicks the *Edit* link. Edit allows you to modify any of the fields entered on the Add New Training Institution form.

Training Institution Search

Current Search:

Name Contains % <- Remove from search

NAME CONTAINS

Country ALL

APPEND/UPDATE SEARCH RESET

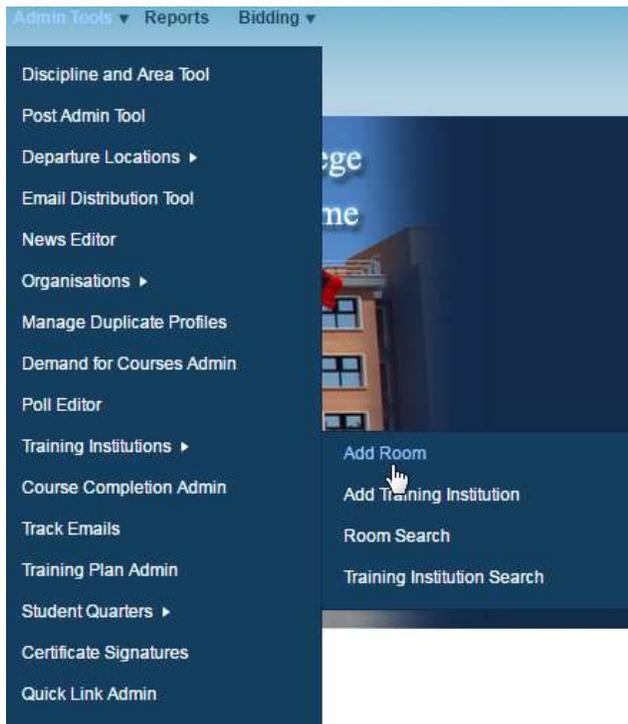
1 2 3 4 5 6 7 8 > Record(s) 1 to 20 of 147

Name	Address	City	State	Country	Primary Phone	Primary Fax	Primary Email	Application Email	Action
Albanian Armed Forces Academy	Rruga e Dibrës	Kufia Postare: 2423		Albania	+355 4 2 363 465		Insert mail address here	MAIL@MAIL.MAIL	View Edit
Aus Bildung Centre				Germany				christophstegemann@bundeswehr.org	View Edit
Baltic Defence College	12, Riia Street	Tartu	NIL	Estonia				igors.rajevs@baldefcol.org	View Edit
BELGIAN NETHERLANDS NAVAL MINE	3de & 23ste Liniegrimentsplein	Oostende	West-Vlaanderen	Belgium	+32 244 31121		beparteguermin-planning@mil.be	beparteguermin-planning@mil.be	View Edit

18.11.3 Add a new Room

This example will add a new room to the NATO Training Centre.

1. User navigates to Admin > Training Institutions > Add Room.



2. User completes the Add Room Form.
3. User selects a Training Institution from the dropdown list, enters a room number, room name and max seats.
4. User clicks *Submit* to save the new room.

Add Room

Room ID: 0

Training Institution *: NATO TRAINING CENTER

Room Number: Sample 2nd Room

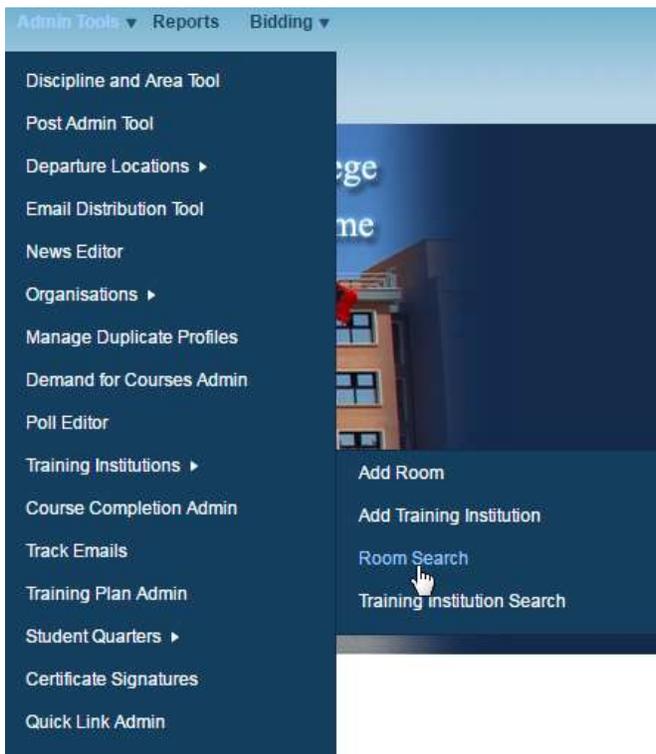
Room Name *: Ocean View

Max Seats: 12

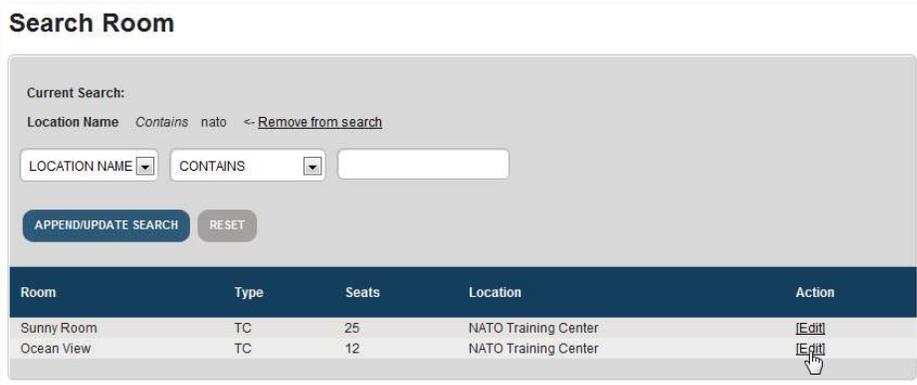
SUBMIT RESET

18.11.4 View, Edit, and Delete existing Rooms

1. User navigates to Admin Tools > Training Institutions > Room Search.



2. User enters the search criteria and clicks *Submit*. The example below will find rooms the NATO Training Centre.
3. User clicks on Edit link in order to edit room details.



18.12 Course Completion Admin

The Course Completion Admin is used to capture course completions for courses and course iterations. It can add and update course completion records for existing e-ITEP users, and gives the ability to capture course completions for users which does not exist in e-ITEP. As a result of the course completion, system adds a user in the e-ITEP system with a user source ETF transcript. School Managers (e.g. the ETOC Institution Manager, and Administrators (e.g. the e-ITEP Admin, and NATO ETOC Manager) have access to the Course Completion Admin tool.

18.12.1 Permissions

School managers are only able to add course completions for courses that belong to their training institutions. Administrators do not have this restriction.

18.12.2 Accessing the Course Completion Admin Tool

The Course Completion Admin tool is accessible via Admin Tools (Admin Tools > Course Completion Admin)

18.12.3 Course Completion Data Fields

The Course Completion admin tool allows the user to select the course and iteration for which the user wants to add course completion, the date of the course completion and the number of records that will be added. The table below provides more information about each field:

Table 18.11.3.1: Course Completion Data Fields

Field	Description
ETOC Course Code	Allows the user to search for active courses by typing in the first 3 or more characters of the course code. For school managers, only courses belonging to their training institution will be shown. Based on the selection of ETOC Course Code the ETF Course Code – ID field is automatically populated.
ETF Course Code - ID	Allows the user to search for ETF Course Code – ID combinations for active courses by typing into the field and choosing the right combination using the auto-complete. Based on the selection of ETF Course Code – ID, the ETOC Course Code field is automatically updated.
Iteration ID	Displays the active iterations for the ETOC Course Code that was selected. Based on the selection of Iteration ID, system automatically populates the ETF Iteration ID – Code field.

ETF Iteration ID - Code	Displays the ETF Iteration ID – Code combinations for active course iterations belonging to selected course. Based on the selection of ETF Iteration ID - Code, system automatically populates Iteration ID field.
Date of Completion	The date that is to be used for the Course Completion. Unless changed this field will be defaulted to the current date.
No. of Records (Max: 70)	The number of course completions the user would like to add. This corresponds to the number of rows that will appear to capture course completions once user clicks Submit or Append/Update button

Figure 18.11.3.1: Course Completion Data Selection

Course Completion

The screenshot shows a form with the following fields:

- ETOC Course Code*: Select a course
- ETF Course Code - ID: Select a course
- Iteration ID*: (SELECT ONE) [dropdown arrow]
- ETF Iteration ID - Code: (SELECT ONE) [dropdown arrow]
- Date Of Completion*: 05/Mar/2018 [calendar icon]
- No. Of Records (Max:70 records)*: [text input field]

A blue SUBMIT button is located at the bottom left of the form.

18.12.4 User Data Fields for capturing course completions

The user data fields appear after the user has entered all of the course details for capturing course completions. The fields allow the user to enter user information that will be used for capturing the course completion. If data is entered for the e-ITeP Person ID field (minimum 3 characters must be entered) , and a match is found, then all of the user-related fields (i.e. all fields except ‘Score’ and ‘Grade’) will be filled in automatically.

Table 18.11.4: User Data Fields

Field	Description
e-ITeP Person ID	Allows the user to search for existing users by typing in minimum 3 characters in the user’s login id. If a matching user is found and selected, then the rest of the user data (i.e. all remaining fields except Score and Grade) is filled in with the user’s information automatically
First Name	The First Name of the user
Last Name	The Last Name of the user
Gender	The Gender of the user
Organisation	The Organisation of the user

Rank	The Rank of the user
Date Of Birth	The date of birth of the user
Nationality	The Nationality of the user
Score	The score to be used for the course completion. This field is limited to integers between 1 and 100.
Grade	The grade to be given for the course completion. Options are: Pass, Incomplete, and Attended.

Figure 18.11.4.1: User Data fields: e-ITeP Person ID - Organisation

The screenshot shows a web form with two rows of data entry. At the top, there are buttons for 'APPEND/UPDATE SEARCH' and 'RESET'. The form has a dark blue header with the following columns: 'N°', 'e-ITeP Person ID', 'First Name*', 'Last Name*', 'Gender*', and 'Organisation*'. Row 1 contains the following data: '1' in the N° column, 'ug160016 - 0016 User 1 ug16' in the e-ITeP Person ID column, '0016 User 1' in the First Name* column, 'ug16' in the Last Name* column, 'FEMALE' in the Gender* dropdown, and 'NATO ETEEACADEMIA & INDUSTRY' in the Organisation* dropdown. Row 2 contains: '2' in the N° column, empty fields for the other three columns, and '(SELECT ONE)' in the Gender* dropdown. At the bottom, there is a button labeled 'ADD COURSE COMPLETION'.

Figure 18.11.4.2: User Data fields: Rank - Grade

The screenshot shows a web form with two rows of data entry. The form has a dark blue header with the following columns: 'Rank*', 'Date Of Birth*', 'Nationality*', 'Score', and 'Grade*'. Row 1 contains the following data: 'CIVILIAN' in the Rank* dropdown, '06/Jan/1990' in the Date Of Birth* field, 'AFGHANISTAN' in the Nationality* dropdown, an empty field for Score, and '(SELECT ONE)' in the Grade* dropdown. Row 2 contains: '(SELECT ONE)' in the Rank* dropdown, an empty field for Date Of Birth*, '(SELECT ONE)' in the Nationality* dropdown, an empty field for Score, and '(SELECT ONE)' in the Grade* dropdown.

18.12.5 Entering Course Completions

1. User logs into e-ITeP as either as administrators or as ETOC Institutions Manager
2. User navigates to Admin Tools > Course Completions Admin
3. On the Course Completion page, user enters data into all fields in the Course Completion Data section (18.12.3) and clicks the 'Submit' button
4. The system displays course completion data rows equal to the number entered in the 'No. Of Records' fields. In the rows, there are three ways to enter a course completion for a user:

Using the e-ITeP Person ID Field:

The user enters 3 or more characters contained in the user's login id, and selects the user from the autocomplete list displayed by the system matching the search criteria. Once this user is selected, the system will fill in the remaining user fields automatically except score and grade:

Figure 18.11.5.1: Selecting a User from the e-ITeP Person ID field

N°	e-ITeP Person ID	First Name*
1	ug1	
	ug160007 - 0007 e-ITeP Institutions Training Manager 2 ug16	
	ug160008 - 0008 Institution/National Training Manager ug16	
	ug160009 - 0009 Instructor ug16	
	ug160010 - 0010 Help Desk Admin ug16	
	ug160011 - 0011 Point Of Contact ug16	
	ug160012 - 0012 MPD POC ug16	
	ug160013 - 0013 National Training Manager ug16	
	ug160014 - 0014 NATO HQ Training Manager ug16	
	ug160015 - 0015 MPD User ug16	
	ug160016 - 0016 User 1 ug16	
	ug160017 - 0017 User 2 ug16	

Figure 18.11.5.2: Auto-populated Fields after User Selection

	First Name*	Last Name*	Gender*	Organisation*	Rank*	Date Of
1	ug16	0016 User 1	ug16	FEMALE	NATO ETEEACADEMIA & INDUSTRY	CIVILIAN

Entering User Data Directly:

The user enters the First Name, Last Name, Gender, Organisation, Rank, Date Of Birth, Nationality, Score and Grade for a user in the system. If the system can find a user match based on the exact match of First Name, Last Name, Date Of Birth, Nationality and Gender then a record for a course completion will be created or updated for the respective user.

Adding a New User and A Course Completion:

The user enters the First Name, Last Name, Gender, Organisation, Rank, Date Of Birth, Nationality, Score and Grade for a user in the system. If the user data is unique based on First Name, Last Name, Date Of Birth, Nationality and Gender (and therefore cannot be matched to an existing user), then a new user is created, and a record for a course completion will be created and associated with the new user.

- Optionally, the user enters a score for the course completion. The score must be a whole number between 1 and 100.
- The user selects a grade from the drop down menu.

- Once all the required fields for all rows have been entered, the user clicks the ‘Add Course Completion’ button. The system will display a message about the course completions that have been added or updated, users which have been created, or any form errors that the system has encountered.

18.12.6 Adding and Removing Rows (No. Of Records field)

Rows are always added to and removed from the end of the list of user data rows. Rows can be added by entering a larger number in the ‘No. Of Records’ field and clicking ‘Append/Update Search’. The data in the existing rows is maintained, and new, empty rows are added to the table list.

Rows can be removed from the list by entering a smaller number in the ‘No. Of Records’ field, and clicking ‘Append/Update Search’. Rows will be removed from the end of the list. **Note:** Rows are removed regardless of whether or not they contain data. The data in the remaining rows is maintained.

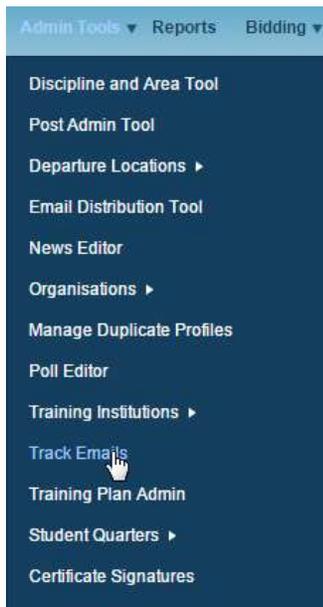
18.12.7 Adding course completion for eLearning course

When user selects an eLearning course using the ETOC Course Code then the system automatically greys out the Iteration ID, ETF Iteration ID – Code as these fields are irrelevant for the eLearning course.

18.12.8 Track Emails

Track Emails feature gives ability to users with e-ITEP Administrator and ETOC Institutions Manager roles to track emails which are sent out of the e-ITEP system to its users. This feature is accessible through the Admin Tool, which is accessible from the navigation menu. The feature gives ability to search Emails by Date search filter, Subject and To fields of emails.

- User visits e-ITEP and logs in the system.
- User navigates to Admin Tools > Track Emails.



- User enters the search criteria and clicks *Submit*.

Email Tracking

Below is an example view of a search performed on the Track Emails feature, with results set.

Email Tracking

Current Search:

Subject Contains % <- [Remove from search](#)

SUBJECT CONTAINS

Sent Between 27/Apr/2016 To 26/Jul/2016

APPEND/UPDATE SEARCH RESET

1 2 3 4 5 6 7 8 9 10 11 12 > >> Record(s) 1 to 20 of 4366

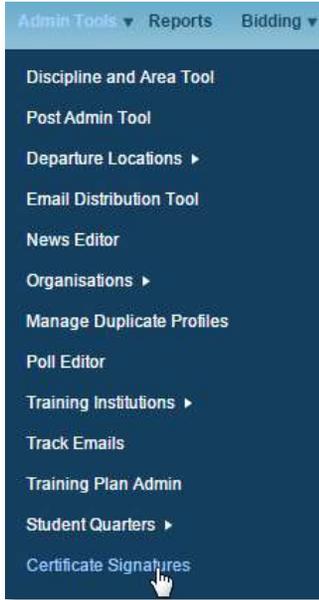
Subject	To	sCC	BCC	Delivery Date
e-ITEP Learning: Posts/Org Import Log	casey.dawley@ncia.nato.int;			25/Jul/2016 13:35
e-ITEP Account Rejection	gg@gmail.com			22/Jul/2016 11:56
New User requires authorisation	eitephelp@act.nato.int			22/Jul/2016 11:54
e-ITEP Learning: (Error) Posts/Org Import Log	casey.dawley@ncia.nato.int;			21/Jul/2016 12:57
e-ITEP Learning: Posts/Org Import Log	casey.dawley@ncia.nato.int;			21/Jul/2016 12:51
e-ITEP Learning: (Error) Posts/Org Import Log	casey.dawley@ncia.nato.int;			21/Jul/2016 12:45
e-ITEP Learning: (Error) Posts/Org Import Log	casey.dawley@ncia.nato.int;			21/Jul/2016 12:43
e-ITEP Learning: (Error) Posts/Org Import Log	casey.dawley@ncia.nato.int;			20/Jul/2016 15:00
e-ITEP Learning: (Error) Posts/Org Import Log	casey.dawley@ncia.nato.int;			20/Jul/2016 14:10
e-ITEP Learning: Posts/Org Import Log	casey.dawley@ncia.nato.int;			20/Jul/2016 14:07

18.13 Certificate Signatures

Certificate Signatures feature gives ability to the users with e-ITEP Administrator role to manage Certificate Signatures. This feature is accessible through Admin Tools, which is accessible from the navigation menu.

18.13.1 Add New Certificate Signature

1. User visits e-ITEP and logs in the system.
2. User navigates to Admin Tools > Certificate Signatures.



3. User enters the data in the Signature and Title field for the new Certificate Signature and clicks the *Add* link.



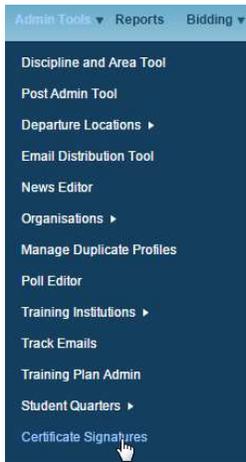
Signature	Title	
John Smith	Manager	Edit
CDR Frederic TEPPE	SACT/JFT/JETE/EIT	Edit
LTC Duolo	Instructor	Edit
djgnh	djgnh	Edit
<input type="text"/>	<input type="text"/>	Add

4. The system displays the updated data and the confirmation message to the user as shown in the screenshot below.



18.13.2 Edit/Inactivate existing Certificate Signatures

1. User visits e-ITEP and logs in the system.
2. User navigates to Admin Tools > Certificate Signatures.



3. User selects the desired Certificate Signature from the list and clicks the *Edit* link.

Signature	Title	
Third Guy	Backup to the Senior	Edit
John Smith	Manager	Edit
John User	Business User	Edit
<input type="text"/>	<input type="text"/>	Add

Editing Certificate Signature details

4. User makes the desired changes and clicks on *Update* link.

Signature	Title	
<input type="text" value="Third Guy"/>	<input type="text" value="Senior"/>	Update
John Smith	Manager	Cancel
John User	Business User	Delete
		Edit

5. User can click the *Cancel* link to cancel the changes made to the Certificate Signature details.

Signature	Title	
Third Guy	Backup to the Senior	Update
John Smith	Manager	Cancel
<input type="text" value="John User"/>	<input type="text" value="Business User"/>	Delete
		Edit

Inactivating Certificate Signature

6. User clicks the Delete link.

Signature	Title	
Third Guy	Backup to the Senior	Edit
John Smith	Manager	Edit
<input type="text" value="John User"/>	<input type="text" value="Business User"/>	Update Cancel Delete

18.14 Quick Link Admin

NATO electronic Training and Education Programme

Alpha Administrator (REF)
NATO International Civilian

Admin Tools Reports Bidding

You are here: [Quick Link Documents](#)

Quick Link Documents

- [NATO\(NTEF\) - NSO - Link to website](#)
Link to website: <https://www.natoschool.nato.int>
- [NATO\(NTEF\) - NCISS - Link to website](#)
Link to website: <http://www.nciss.nato.int/About/home.htm>
- [NATO\(NTEF\) - NMIOTC - Link to website](#)
Link to website: <http://www.nmiotc.gr/>
- [NATO\(NTEF\) - NDC - Link to website](#)
Link to website: <http://www.ndc.nato.int/education/courses.php?icode=16>
- [NATO\(NTEF\) - JWC - Link to website](#)
Link to website: <http://www.jwc.nato.int/>
- [NATO\(NTEF\) - JFTC - Link to website](#)
Link to website: <http://www.jftc.nato.int/>
- [COE - List of the COES](#)
Link to website: <http://www.act.nato.int/centres-of-excellence>
- [PTC - Link to a list of the PTCs](#)
Link to website: <http://www.act.nato.int/ptecs>

Documents are in Adobe Acrobat PDF format and require the Adobe Acrobat Reader. Click the image to the right to download the free Adobe reader.

ADMINISTRATE [OFF]

This feature allows users with administrator role to edit the Quick Links on the home page which lead to external sites. User clicks on the edit pen symbol displayed besides each of the quick links to edit the same. The screen Edit Item Information open and contains the same details as in the Resource tool.

19 Bidding

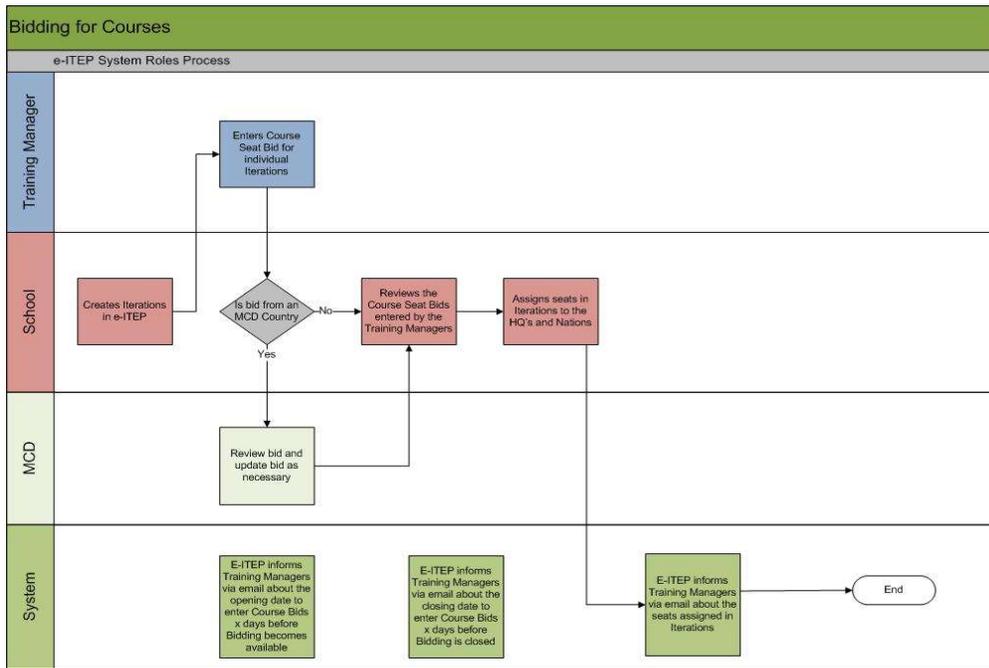
Bidding feature allows each HQ and Nation to enter their bids for courses for seats required by them.

Users with Roles NATO HQ Training Manager and National Training Manager have the ability to enter their bids for courses and Users with Roles e-ITEP Administrator, e-ITEP Institution Training Manager have abilities to view, manage submitted bids and assign seats to NATO HQ's and Nations. User with role e-ITEP Administrator is also allowed to administer and change various functions for Bidding for Courses process.

19.1 Bidding for Courses

This feature allows NATO HQ Training Manager and National Training Manager to enter their bids for courses and users with roles e-ITEP Administrator, e-ITEP Institution Training Manager to view, manage submitted bids and assign seats to NATO HQ's and Nations.

Below is the Process Flow Diagram of the Bidding for Courses feature:



19.1.1 Add/Edit bids for space on courses

19.1.2 National Training Manager

1. User with Roles National Training Manager visits e-ITEP and logs in.
2. User navigates to Bidding.

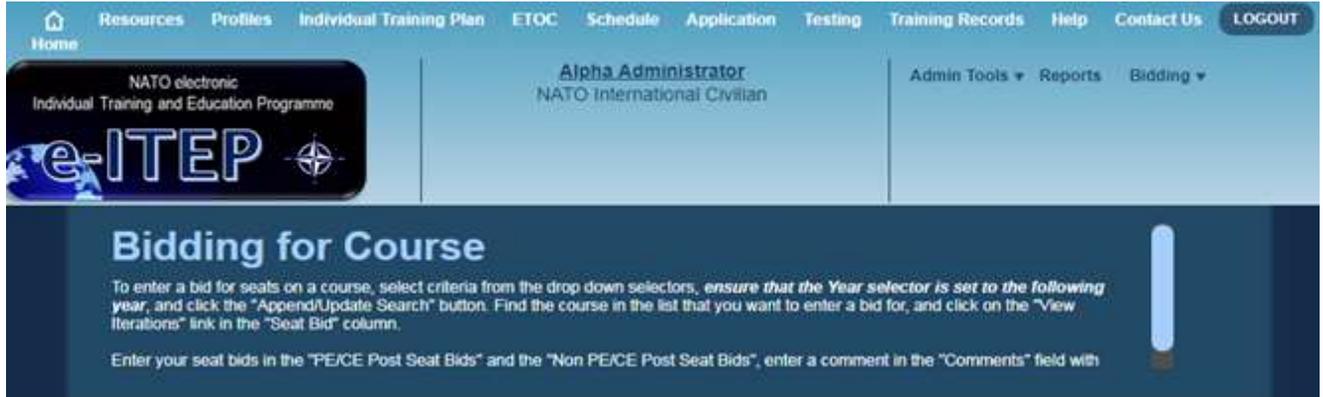


3. The Bidding for Courses page loads.

Note:

- o User only sees the CE posts.
- o Nation selection list displays 4 options: Free, NFS, All, Nation (of the User).
- o Default option in the Nation selection is the Nation (of the User).

Below is an example view of the page.



Bidding for Course

- User enters the search criteria to get a list of courses for entering the bids and clicks the *Append/Update Search* button. Below is an example view of the search performed on the Bidding for Courses feature, with result set.

Note:

- If a year is selected in the past, the seat bidding columns 'PE/CE Post Seat Bids' and 'Non PE/CE Post Seat Bids' are read only and cannot be modified. Bidding for courses is only possible for future years.*
- The values displayed under Mandatory or Desired Number of Seats Required by Posts columns will not include the demand of courses for PE Posts with a Posting Start date of "NOT FILLED".*

Bidding for Courses

[Back](#)
 Headquarter:
 Nation:
 Year:
 Courses:

Record(s) 61 to 65 of 65

Course Code	Course Title	Training Institution	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	Seat Bid
CII-CS-2402	ISAF CIS System Course	NATO Communications and Information Systems School (NCISS)	16	0	View Iterations
S5-43	Comprehensive Operations Planning Course	NATO School Oberammergau (NSO)	Not a PE/CE Billets Course	Not a PE/CE Billets Course	No iterations available
CII-CS-3401	ISAF CIS Officer Course	NATO Communications and Information Systems School (NCISS)	22	2	View Iterations
STC-PO-3008	NATO Operations Planners' PSYOPS Course	NATO School Oberammergau (NSO)	0	3	View Iterations
ETE-ET-5084	Command Senior Enlisted Leader Course	NATO School Oberammergau (NSO)	1	1	No iterations available

Record(s) 61 to 65 of 65

5. User clicks on *View Iterations* link under the Seat Bid column to view iterations of the selected course.

Record(s) 61 to 65 of 65

Course Code	Course Title	Training Institution	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	Seat Bid
CII-CS-2402	ISAF CIS System Course	NATO Communications and Information Systems School (NCISS)	16	0	View Iterations
S5-43	Comprehensive Operations Planning Course	NATO School Oberammergau (NSO)	Not a PE/CE Billets Course	Not a PE/CE Billets Course	No iterations available
CII-CS-3401	ISAF CIS Officer Course	NATO Communications and Information Systems School (NCISS)	22	2	View Iterations
STC-PO-3008	NATO Operations Planners' PSYOPS Course	NATO School Oberammergau (NSO)	0	3	View Iterations
ETE-ET-5084	Command Senior Enlisted Leader Course	NATO School Oberammergau (NSO)	1	1	No iterations available

Record(s) 61 to 65 of 65

6. User enters the bids (numbers) in *PE/CE Post Seat Bids*, *Non PE/CE Post Seat Bids* fields for the desired scheduled iteration.

Bidding for Courses

[Back](#)

Iterations for Course "ISAF CIS System Course" ID(408)

Iteration ID	Start date and time	End date and time	Training Institution	Seats Available	PE/CE Billet Seat Bids	Non PE/CE Billet Seat Bids	Seat Bid
167	27/11/2013	29/11/2013	NATO Communications and Information Systems School (NCISS)	10	<input type="text" value="5"/>	<input type="text" value="2"/>	0
212	02/02/2013	02/02/2013	Cairo Regional Centre for Training on Conflict Resolution	100	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Comment*

7. User enters the comment in the *Comment* field and clicks *Submit*.

Bidding for Courses

[Back](#)

Iterations for Course "ISAF CIS System Course" ID(408)

Iteration ID	Start date and time	End date and time	Training Institution	Seats Available	PE/CE Billet Seat Bids	Non PE/CE Billet Seat Bids	Seat Bid
167	27/11/2013	29/11/2013	NATO Communications and Information Systems School (NCISS)	10	<input type="text" value="5"/>	<input type="text" value="2"/>	0
212	02/02/2013	02/02/2013	Cairo Regional Centre for Training on Conflict Resolution	100	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Comment*

This is required.

8. A confirmation message is shown to the user as shown in the screenshot below.

Bidding for Course

[Back](#)

Iterations for Course "ISAF CIS System Course" ID(408)
Your bidding was successfully added.

Iteration ID	Start date and time	End date and time	Training Institution	Seats Available	PE/CE Billet Seat Bids	Non PE/CE Billet Seat Bids	Seat Bid
167	27/11/2013	29/11/2013	NATO Communications and Information Systems School (NCISS)	10	<input type="text" value="0"/>	<input type="text" value="0"/>	0
212	02/02/2013	02/02/2013	NATO Communications and Information Systems School (NCISS)	100	<input type="text" value="10"/>	<input type="text" value="30"/>	0
688	04/05/2013	04/05/2013	NATO Communications and Information Systems School (NCISS)	2	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Comment*
This is required

SUBMIT

9. User clicks on *back* link to go back to search result and repeat steps 4-7 for adding/editing bids for more courses.

19.1.3 NATO HQ Training Manager

1. User with Roles NATO HQ Training Manager visits e-ITEP and logs in.
2. User navigates to Bidding.



3. The Bidding for Courses page loads.
 - Note:
 - o User only sees the PE posts of the users HQ.
 - o Nation selection list displays 4 options: Free, NFS, All
 - o Default option in the Nation selection is All.

Below is an example view of the page.

Bidding for Course

To enter a bid for seats on a course, select criteria from the drop-down selectors, ensure that the Year selector is set to the following year, and click the "Append/Update Search" button. Find the course in the list that you want to enter a bid for, and click on the "View Iterations" link in the "Seat Bid" column.

Enter your seat bids in the "PE/CE Post Seat Bids" and the "Non PE/CE Post Seat Bids", enter a comment in the "Comments" field with

Bidding for Course

[Back](#)

Headquarter:

Nation:

Year:

Filter by School:

- User enters the search criteria to get a list of courses for entering the bids and clicks the *Append/Update Search* button. Below is an example view of the search performed on the Bidding for Courses feature, with result set.

Note:

- If a year is selected in the past, the seat bidding columns 'PE/CE Post Seat Bids' and 'Non PE/CE Post Seat Bids' are read only and cannot be modified. Bidding for courses is only possible for future years.*
- The values displayed under Mandatory or Desired Number of Seats Required by Posts columns will not include the demand of courses for PE Posts with a Posting Start date of "NOT FILLED".*

Bidding for Courses

[Back](#)
 Headquarter:
 Nation:
 Year:
 Courses:

 ≤ 1 2 3 4 Record(s) 61 to 65 of 65

Course Code	Course Title	Training Institution	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	Seat Bid
CI-CS-2402	ISAF CIS System Course	NATO Communications and Information Systems School (NCISS)	0	0	View Iterations +
S5-43	Comprehensive Operations Planning Course	NATO School Oberammergau (NSO)	Not a PE/CE Billets Course	Not a PE/CE Billets Course	No iterations available
CI-CS-3401	ISAF CIS Officer Course	NATO Communications and Information Systems School (NCISS)	0	0	View Iterations +
STC-PO-3008	NATO Operations Planners' PSYOPS Course	NATO School Oberammergau (NSO)	0	0	View Iterations +
ETE-ET-5084	Command Senior Enlisted Leader Course	NATO School Oberammergau (NSO)	0	0	No iterations available

≤ 1 2 3 4 Record(s) 61 to 65 of 65

- User clicks on *View Iterations* link under the Seat Bid column to view iterations of the selected course.

≤ 1 2 3 4 Record(s) 61 to 65 of 65

Course Code	Course Title	Training Institution	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	Seat Bid
CI-CS-2402	ISAF CIS System Course	NATO Communications and Information Systems School (NCISS)	0	0	View Iterations +
S5-43	Comprehensive Operations Planning Course	NATO School Oberammergau (NSO)	Not a PE/CE Billets Course	Not a PE/CE Billets Course	No iterations available
CI-CS-3401	ISAF CIS Officer Course	NATO Communications and Information Systems School (NCISS)	0	0	View Iterations +
STC-PO-3008	NATO Operations Planners' PSYOPS Course	NATO School Oberammergau (NSO)	0	0	View Iterations +
ETE-ET-5084	Command Senior Enlisted Leader Course	NATO School Oberammergau (NSO)	0	0	No iterations available

≤ 1 2 3 4 Record(s) 61 to 65 of 65

- User enters the bids (numbers) in *PE/CE Post Seat Bids*, *Non PE/CE Post Seat Bids* fields for the desired scheduled iteration.

Bidding for Courses

[Back](#)

Iterations for Course "ISAF CIS System Course" ID(408)

Iteration ID	Start date and time	End date and time	Training Institution	Seats Available	PE/CE Billet Seat Bids	Non PE/CE Billet Seat Bids	Seat Bid
167	Nov/27/2013	Nov/29/2013	NATO Communications and Information Systems School (NCISS)	10	<input type="text" value="4"/>	<input type="text" value="4"/>	0
212	Feb/02/2013	Feb/02/2013	Cairo Regional Centre for Training on Conflict Resolution	100	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Comment*

7. User enters the comment in the *Comment* field and clicks *Submit*.

[Back](#)

Iterations for Course "ISAF CIS System Course" ID(408)

Iteration ID	Start date and time	End date and time	Training Institution	Seats Available	PE/CE Billet Seat Bids	Non PE/CE Billet Seat Bids	Seat Bid
167	Nov/27/2013	Nov/29/2013	NATO Communications and Information Systems School (NCISS)	10	<input type="text" value="4"/>	<input type="text" value="4"/>	0
212	Feb/02/2013	Feb/02/2013	Cairo Regional Centre for Training on Conflict Resolution	100	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Comment*

This is essential

8. A confirmation message is shown to the user as shown in the screenshot below.

Bidding for Course

[Back](#)

Iterations for Course "ISAF CIS System Course" ID(408)
Your bidding was successfully added.

Iteration ID	Start date and time	End date and time	Training Institution	Seats Available	PE/CE Billet Seat Bids	Non PE/CE Billet Seat Bids	Seat Bid
167	27/11/2013	29/11/2013	NATO Communications and Information Systems School (NCISS)	10	<input type="text" value="0"/>	<input type="text" value="0"/>	0
212	02/02/2013	02/02/2013	NATO Communications and Information Systems School (NCISS)	100	<input type="text" value="10"/>	<input type="text" value="30"/>	0
688	04/05/2013	04/05/2013	NATO Communications and Information Systems School (NCISS)	2	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Comment*
This is required

SUBMIT

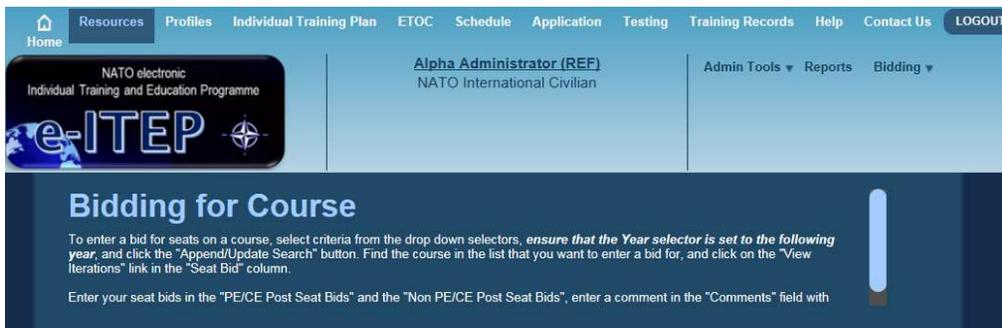
9. User clicks on *back* link to go back to search result and repeat steps 4-7 for adding/editing bids for more courses.

19.2 Downloading Bidding for Courses data into an Excel file

1. User with Roles e-ITEP Administrator, e-ITEP Institution Training Manager NATO HQ Training Manager and National Training Manager, visits e-ITEP and logs in.
2. User navigates to Bidding.



3. Bidding for Courses page loads. Below is an example view of the page.



Bidding for Course

4. User enters the search criteria to get a list of courses for entering the bids and clicks the *Append/Update Search* button. Below is an example view of the search performed on the Bidding for Courses feature, with result set.

Bidding for Courses

Course Code	Course Title	Training Institution	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	Seat Bid
CI-CS-2402	ISAF CIS System Course	NATO Communications and Information Systems School (NCISS)	18	0	View Iterations
SS-43	Comprehensive Operations Planning Course	NATO School Oberammergau (NSO)	Not a PE/CE Billets Course	Not a PE/CE Billets Course	No iterations available
CI-CS-3401	ISAF CIS Officer Course	NATO Communications and Information Systems School (NCISS)	22	2	View Iterations
STC-PO-3008	NATO Operations Planners' PSYOPS Course	NATO School Oberammergau (NSO)	0	3	View Iterations
ETE-ET-5084	Command Senior Enlisted Leader Course	NATO School Oberammergau (NSO)	1	1	No iterations available

- User clicks the *Export to Excel* button to export the bidding for courses data for the selected Headquarter, Nation, Year and courses into an excel file.

Bidding for Course

To enter a bid for seats on a course, select criteria from the drop down selectors, ensure that the Year selector is set to the following year, and click the "Append/Update Search" button. Find the course in the list that you want to enter a bid for, and click on the "View Bidding" link in the "Seat Bid" column.

Enter your seat bids in the "PE/CE Post Seat Bids" and the "Non PE/CE Post Seat Bids", enter a comment in the "Comments" field with

[Export to Excel](#)

Bidding for Course

[Back](#)

Headquarter:

Nation:

Year:

Filter by School:

[APPEND/UPDATE SEARCH](#) [RESET](#)

Record(s) 1 to 12

Course Code	Course Title	Training Institution	Nation or Headquarter	Mandatory # of Seats required by Posts	Desired # of Seats required by Posts	Seat Bid
INT-AS-3826	JOIOC BASIC USER DATABASE MANAGER	NATO - Joint Forces Command Brunssum In theater	---	0	14	0
INT-AS-3827	LINK ANALYSIS TRAINING	NATO - Joint Forces Command Brunssum In theater	---	0	16	0
INT-AS-3828	ASAS TRAINING COURSE	NATO - Joint Forces Command Brunssum In theater	---	0	14	0

- A pop-up window appears displaying options to Save/Open the Bidding.xls file.

Bidding for Course

To enter a bid for seats on a course, select criteria from the drop down selectors, **ensure that the Year selector is set to the following year**, and click the "Append/Update Search" button. Find the course in the list that you want to enter a bid for, and click on the "View Iterations" link in the "Seat Bid" column.

Enter your seat bids in the "PE/CE Post Seat Bids" and the "Non PE/CE Post Seat Bids", enter a comment in the "Comments" field with

Export to Excel

Bidding for Course

Back

Headquarter: ALL

Nation: ALL

Year: 2017

Filter by School: NATO - JOINT FORCES CC

APPEND/UPDATE SEARCH RESET

Record(s) 1 to 12

Course Code	Course Title	Training Institution	Nation or Headquarter	Mandatory # of Seats required by Posts	Desired # of Seats required by Posts	Seat Bid
INT-AS-3826	JOICC BASIC USER DATABASE MANAGER	NATO - Joint Forces Command Brunsum In theater	---	0	14	0
INT-AS-3827						

Do you want to save Biddings.xls (5,75 KB) from staging-eitep.rps-emea.com?

Save Cancel

7. User saves the Bidding.xls file at the desired location on the computer.

19.3 Assigning Seats to Allocating HQ's and Nations

User with e-ITEP Administrator, e-ITEP Institutions Training Manger Roles have the ability to assign seats to Allocating HQ's and Nations

1. User visits e-ITEP and logs in the system.
2. User navigates to Bidding > Bidding for Courses.



- Bidding for Courses page loads, user selects the desired headquarter, Nation, Year, Filter by School fields and clicks the *Append/Update Search* button. Below is an example view of the search performed on Bidding for Courses feature with result set.

Bidding for Course

Back

Headquarter: HQ ISAF 18.0

Nation: ALL

Year: 2014

Filter by School: NATO COMMUNICATIONS

APPEND/UPDATE SEARCH RESET

1 2 3 4 > Record(s) 1 to 20 of 77

Course Code	Course Title	Training Institution	Nation or Headquarter	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	Seat Bid
CII-CS-2402	ISAF CIS System Course	NATO Communications and Information Systems School (NCISS)	HQ ISAF 18.0	24	0	5 +
CII-CS-3401	ISAF CIS Officer Course	NATO Communications and Information Systems School (NCISS)	HQ ISAF 18.0	29	0	0 +
CII-SS-2226	LOGFAS Logistic Reporting Basic Course (External ISAF)	NATO Communications and Information Systems School (NCISS)	HQ ISAF 18.0	2	0	0 +
CII-CS-1101	NATO CIS Orientation for Officers Course	NATO Communications and Information Systems School (NCISS)	HQ ISAF 18.0	0	10	0 +
CII-SM-4180	NATO Deployed Spectrum Management Operations Course	NATO Communications and Information Systems School (NCISS)	HQ ISAF 18.0	0	4	0 +
CII-IA-1280	NATO INFOSEC Officer Course	NATO Communications and Information Systems School (NCISS)	--	0	0	0 +
CII-SS-4251	LOGFAS Staff Officer Course	NATO Communications and Information Systems School (NCISS)	HQ ISAF 18.0	2	2	0 +

- User selects the desired course from the list and clicks on blue Arrow under Seat Bid column for the selected course.

Course Code	Course Title	Training Institution	Nation or Headquarter	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	Seat Bid
CII-CS-2402	ISAF CIS System Course	NATO Communications and Information Systems School (NCISS)	HQ ISAF 18.0	24	0	5 +
CII-CS-3401	ISAF CIS Officer Course	NATO Communications and Information Systems School (NCISS)	HQ ISAF 18.0	29	0	0 +
CII-SS-2226	LOGFAS Logistic Reporting Basic Course (External ISAF)	NATO Communications and Information Systems School (NCISS)	HQ ISAF 18.0	2	0	0 +

- Bidding for Courses page loads, user selects the desired course iteration to assign seats for and clicks on *Assign Seats* link under Action column for the selected course iteration.

Bidding for Course

[Back](#)

Iterations for Course "ISAF CIS System Course" ID(408)

Iteration ID	Start date and time	End date and time	Training Institution	Seats Available	PE/CE Billet Seat Bids	Non PE/CE Billet Seat Bids	MCD Validate	Action
929	Aug/21/2014	Aug/21/2014	NATO School Oberammergau (NSO)	10	4	4	0	Assign Seats

- Session Seat Details Page loads which allows the user to assign seats of the course iteration to Allocating HQ's, Nations, available to anyone or to reserve the seats.

Session Seat Details

[Back](#)

Headquarters/ Nation	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	PE/CE Billet Seat Bids	Non PE/CE Billet Seat Bids	MCD Validates	Comments
CANADA - CAN	0	0	2	3	0	View Comments
NATO AND PARTNER NATION	0	0	2	1	0	View Comments

Course Section 929
 Course Number CII-CS-2402
 Course Name ISAF CIS System Course
 Start Date 8/21/2014 6:00:00 AM
 End Date 8/21/2014 3:00:00 PM

Seat 1

Seat 2

Seat 3

Seat 4

- The page will also display the total number of Seats Bids that have been entered by the Allocating HQ's and Nations for the course iteration currently being viewed.
- When all of the seats for the iteration have been assigned to required status, user clicks the *Submit* button at the bottom of the page to save the seat assignments.

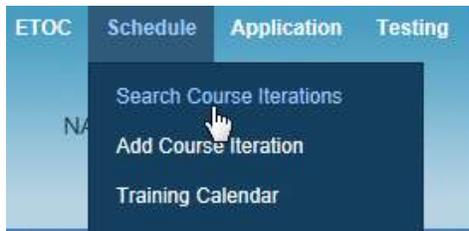
Seat 9

Seat 10

SUBMIT

User can also Assign Seats to Allocating HQ's and Nation in the following way:

1. User visits e-ITEP and logs in the system.
2. User navigates to Schedule > Search Course Iterations.



3. User enters the search criteria and clicks *Submit*.

Search Course Iterations

Current Search:

Course Code *Contains* % <- [Remove from search](#)

COURSE CODE [v] CONTAINS [v] []

Date Range 26/Jan/2017 [] To 26/Jan/2018 []

Iteration Status ACTIVE [v]

[APPEND/UPDATE SEARCH](#) [RESET](#)

4. User selects the desired course iteration from the list and clicks on *Edit* link displayed under Action column.

Iteration ID	Course Code	Course Title	Language	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Action	Apply	Delivery Method
929	CII-CS-2402	ISAF CIS System Course	English	Aug/21/2014 8:00:00	Aug/21/2014 17:00:00		10	NATO School Oberammergau (NSO), 0	[Edit] [Cancel] [View Roster] [View Details]	[User] [Self]	I

5. User clicks the *Assign Seats to Allocating HQ's* button in the blue action bar in the middle of the page. Below is an example of the link to click to *Assign Seats to Allocating HQ's*.

Schedule

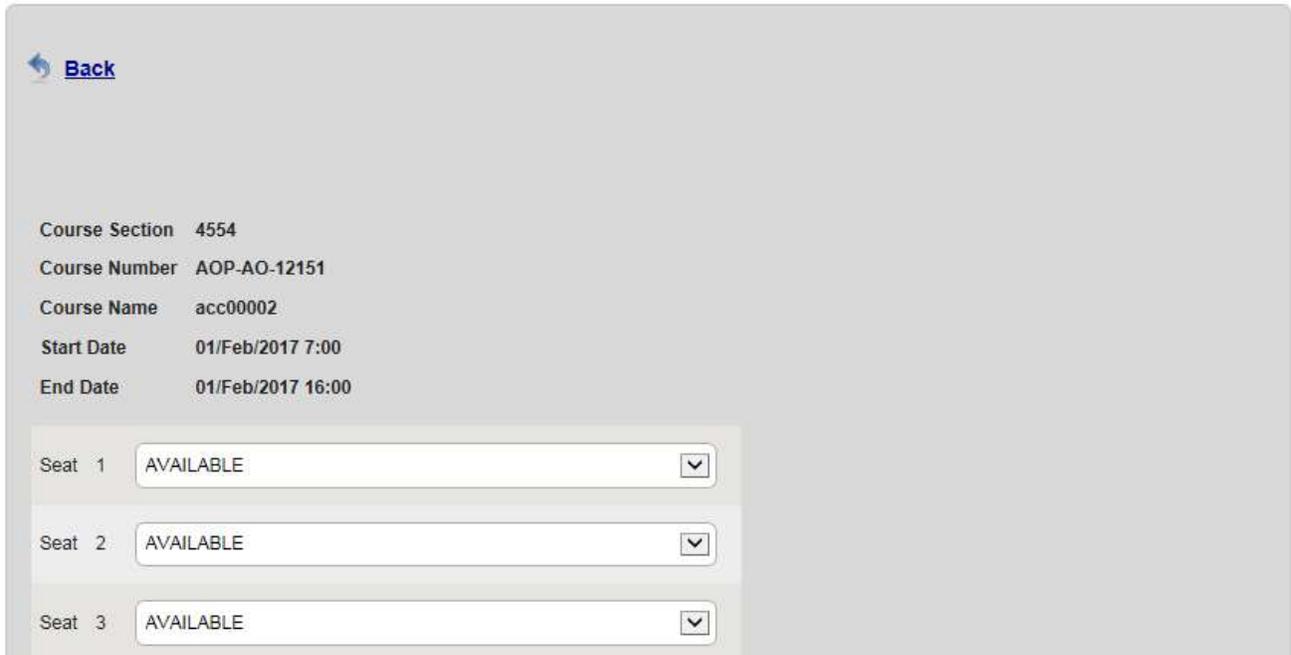
To edit the Iteration details, make changes using the dropdown menus and text entry boxes. Click Submit to save your changes. You may reset the schedule edit form by clicking the Reset button at the bottom of the page.

View Iteration Changes
Assign Seats to Allocating HQ's

Edit Iteration

- After clicking on the *Assign Seats to Allocating HQ's* link, the following page will be displayed to assign the seats of the selected course iteration to Allocating HQ's, Nations, available to anyone or to reserve the seats.

Session Seat Details



[Back](#)

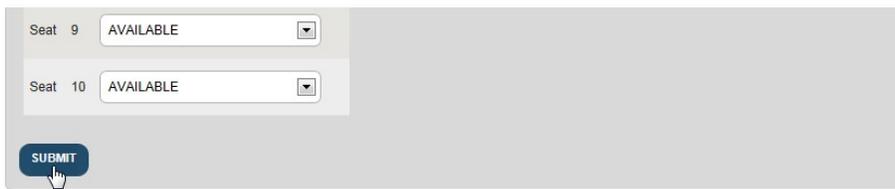
Course Section 4554
 Course Number AOP-AO-12151
 Course Name acc00002
 Start Date 01/Feb/2017 7:00
 End Date 01/Feb/2017 16:00

Seat 1

Seat 2

Seat 3

- The page will also display the total number of Seats Bids that have been entered by the Allocating HQs and Nations for the iteration currently being viewed.
- When all of the seats for the iteration have been assigned to required status, user clicks the *Submit* button at the bottom of the page to save the seat assignments.



Seat 9

Seat 10

19.3.1 View Comments entered by each Allocating HQs and Nations

- User clicks on the View Comments like for the desired Allocating HQ/Nation on Session Details page.

Session Seat Details

[Back](#)

Headquarters/ Nation	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	PE/CE Billet Seat Bids	Non PE/CE Billet Seat Bids	MCD Validates	Comments
CANADA - CAN	0	0	2	3	0	View Comments
NATO AND PARTNER NATION	0	0	2	1	0	View Comments

Course Section 929
 Course Number CII-CS-2402
 Course Name ISAF CIS System Course
 Start Date 8/21/2014 6:00:00 AM
 End Date 8/21/2014 3:00:00 PM

Seat 1

- Bidding Comments page loads displaying list of comments entered by users belonging to the selected Allocating HQ/Nation.
- User clicks on the Back link.

Bidding: Comments

[Back](#)

Iteration ID: 929
 Course Number: CII-CS-2402
 Headquarter/Nation: CANADA - CAN

Comment Date	Comment	Login ID	First Name	Last Name	Role
Jun/24/2013	test1	Mjsnatrain3	Trainer	s	National Training Manager

- User is directed back to the Session Details page.

19.4 Administration functions for Bidding for Courses

Users with e-ITEP Administrator Role have ability to administer and change various functions for Bidding for Courses process.

- User visits e-ITEP and logs in.
- User navigates to Bidding > Bidding Administration.



- Bidding Administration page loads. Below is an example view of the page.

Bidding Administration

Bid Opening date *

Bid Opening days before to send email *

Bid Closing date *

Bid closing days before to send email *

Bidding is available for

<input type="checkbox"/> Albanian & Armed Forces Academy	<input type="checkbox"/> Multinational Logistics Coordination Centre (MLCC)
<input type="checkbox"/> Aus Bildung Centre	<input type="checkbox"/> MULTINATIONAL MARITIME SECURITY CENTRE OF EXCELLENCE-MARSEC
<input type="checkbox"/> Baltic Defence College	<input type="checkbox"/> NATO - Communications and Information Agency (NCIA)
<input type="checkbox"/> Belgium IVS-ERS	<input type="checkbox"/> NATO - Communications and Information Systems School (NCISS)
<input type="checkbox"/> CANADIAN FORCES FLEET SCHOOL QUEBEC CFFS (Q)	<input type="checkbox"/> NATO - Defense College (NDC)
<input type="checkbox"/> CANADIAN FORCES SCHOOL OF MILITARY INTELLIGENCE (CFSMI)	<input type="checkbox"/> NATO - HQ ACT GENDER
<input type="checkbox"/> Centre for Integrity in the Defence Sector (CIDS)	<input type="checkbox"/> NATO - HQ ACT JFT ADL
<input type="checkbox"/> CF-III Joint Imagery Training and IMINT Centre	<input type="checkbox"/> NATO - HQ ACT SIGINT ETOC TRAINING INSTITUTION MANAGER
<input type="checkbox"/> COE - Center for Analysis & Simulation for the Preparation of Air Operations (CASPOA)	<input type="checkbox"/> NATO - HQ Air Command
<input type="checkbox"/> COE - CENTER of EXCELLENCE FOR CRISIS MANAGEMENT AND DISASTER RESPONSE	<input type="checkbox"/> NATO - HQ ISAF
<input type="checkbox"/> COE - CENTRE OF EXCELLENCE DEFENCE AGAINST TERRORISM	<input type="checkbox"/> NATO - HQ Supreme Allied Command Transformation (HQ SACT)
<input type="checkbox"/> COE - Centre of Excellence for Cold Weather Operations (CWO COE)	<input type="checkbox"/> NATO - Joint Analysis & Lessons Learned Centre (JALLC)

8. User has the ability to edit the following fields:

- Bid Opening Date
- Bid Opening days before to send email *(to specify how many days before 'Bid Opening Date' the 'Seat bidding opens..' email is sent from the e-ITEP system)*
- Bid Closing Date
- Bid closing days before to send email *(to specify how many days before 'Bid Closing Date' the 'Seat bidding closes..' email is sent from the e-ITEP system)*
- Bidding is available for *(list of institutions is displayed to select the institution for Bidding for Courses process, check the checkbox to select an Institution)*

User makes the necessary changes and clicks *Submit*.

Joint Forces Training Centre (JFTC)
 The United States Naval Postgraduate School (NPS)

Joint Special Operations University
 Turkish PIP Training Centre

Joint Warfare Centre (JWC)
 UK Defence Academy

9. Page reloads displaying the confirmation message ‘The record was successfully updated’.

20 MPD

20.1 View Partnership Goals

The *Partnership Goal* feature provides a centralised list of mandatory and desired courses for a selected partnership goal for the Organisation structure selected in the user profile by the Point of Contact. Users with Roles User, Point of Contact and E-ITEP Administrator have the ability to view Partnership Goals for their Nations.

1. User visits e-ITEP and logs in.
2. User navigates to Partnership Goals > Partnership Goals.



3. Partnership Goal page loads displaying the user’s profiled Organisation structure and Year defaulted to Current Year, user clicks *Submit*.

Partnership Goals

Org Structure

Organization 1 *

Organization 2 *

Organization 3

Year

4. Page reloads displaying Partnership Goals for the user’s profiled Organisation structure. Below is an example view of the search performed on the Partnership Goals feature with result sets.

Partnership Goals

Org Structure

Organization 1 *

Organization 2 *

Organization 3

Year

Report Date: 10/25/2012 6:14:37 AM

OrgLevel6	Goal Number	Goal Name	Nation Training Requirement	Priority	Mandatory Training	Desired Training
AFGHANISTAN (AFG)	GENERIC GOAL 1	Generic Goal 1	2	1	ACP-AC-2062	
ALBANIA - ALB	GENERIC GOAL 1	Generic Goal 1	2	1		
BULGARIA - BGR	L 0895	Advanced combat system for personnel	0	1		
SWEDEN (SWE)	L 0895	Advanced combat system for personnel	2	1	QPS-MA-2099	CII-CS-1101

5. Users click on course code displayed under mandatory training or desired training columns.
6. View course page loads displaying Course details of the selected course. Below is an example view of the screens.

Partnership Goals

Org Structure

Organization 1 *

Organization 2 *

Organization 3

Year

Report Date: 10/25/2012 6:14:37 AM

OrgLevel6	Goal Number	Goal Name	Nation Training Requirement	Priority	Mandatory Training	Desired Training
AFGHANISTAN (AFG)	GENERIC GOAL 1	Generic Goal 1	2	1	ACP-AC-2062	
ALBANIA - ALB	GENERIC GOAL 1	Generic Goal 1	2	1		
BULGARIA - BGR	L 0895	Advanced combat system for personnel	0	1		
SWEDEN (SWE)	L 0895	Advanced combat system for personnel	2	1	QPS-MA-2099	CII-CS-1101

View Course

COURSE DETAILS
COURSE CONTACT INFORMATION
TRAINING INSTITUTION INFORMATION

DISCIPLINE INFORMATION

[Back to Training Plan Report](#)

Web Link	http://www.natoschool.nato.int/Academics/Resident-Courses/Course-Catalogue/Course-description?ID=55
Last Date Updated	07/Jan/2016 16:02
Training Institution	NATO - School Oberammergau (NSO)
Discipline	Operational Planning, Assessment and AITA (JPL)
Area	Operational Planning (OP)
Depth of knowledge Level	3. Apply

The NATO Course Certification of the course is automatically updated based on the "NATO Course requirement" and "NATO ETF Institutional Accreditation". Unless, these two fields have been completed and validated, the course will automatically display as NATO Listed.

NATO Course Certification	NATO Approved
---------------------------	---------------

Course Code	JPL-SP-3054
Course Title	NATO Comprehensive Operations Planning Course
Delivery Method	I--Instructor-Led Training
Suitable for Mobile Delivery?	No
Course Description	NSO Course Code: S5-54
Course Notes	For further information (e.g. list of learning objectives or eligibility requirements) please refer to the full course description via the above given web link.

20.2 Application

The Application menu item consists of the following application features which enable users to search for and apply in or reserve a seat in course iteration:

1. Apply Yourself in a Course Iteration
2. Apply a User in a Course Iteration
3. View/Approve Pending Applications
4. View Your Schedule (refer section 14.11)
5. View Users Schedules (refer section 14.12)
6. Apply Yourself in a Course Iteration from the Training Calendar (Refer section 14.1)
7. Apply a User in a Course Iteration from the Training Calendar (Refer section 14.2)

As well as it is described on section 14 *Application*, the e-IETP system allows two application methods namely Internal Application Method and External Application Method. This is necessary because some Training Institutions have their own software applications that they use to manage applications into course iterations. The internal application method allows e-IETP to handle the entirety of the application process. The external application method supports the application process until the Training Institution Approval is required.

Below is the brief explanation about the Internal Application Process feature:

1. User requests to attend a training/course iteration by means of the Joining Form, which gives the ability to the user to fill, save and submit the form and start the application process.
2. Upon initial request by the user to attend the training, user's application is sent to the concerned Point of Contact.

3. User Point of Contact has the ability to Approve or Reject user's application to attend a training/course iteration. Both the approval and the rejection are executed through the Joining Form.
 - a. Upon rejection of user's application by the Point of Contact ,the user is informed about the rejection of the application via email.
 - b. Whereas upon approval of user's application by the Point of Contact, if the user belongs to one of the MPD Countries then the application process follows the point 4 and 5 otherwise the application process follows the point 5 where the user's application is sent to the ETOC Institutions Training Manager (School Admin) of the concerned Training Institution.
4. User's application is sent to the E-ITEP Administrator who has the ability to Approve or Reject user's application.
 - a. Upon rejection of user's application by E-ITEP Administrator, the concerned User Point of Contact and user is informed about the rejection of the application via email.
 - b. Upon approval of user's application by E-ITEP Administrator the user's application is sent to the ETOC Institutions Training Manager (School Admin) of the concerned Training Institution.
5. This is the final step in the application process where the ETOC Institutions Training Manager (School Admin) of the concerned Training Institution has the ability to Approve or Reject user's application to attend a training/course iteration.
 - a. Upon rejection of user's application by ETOC Institutions Training Manager (School Admin), the concerned E-ITEP Administrator (applicable only for users belonging to the MPD Countries), Point of Contact and user is informed about the rejection of the application via email.
 - b. Upon approval of user's application by ETOC Institutions Training Manager (School Admin), the concerned E-ITEP Administrator (applicable only for users belonging to the MPD Countries), Point of Contact and user is informed about the final approval of the application via email.
 - c. In case when there are no seats available on the course iteration, then the user is added to the waitlist of the course for the respective training institution.
6. If the application method is external, the Training Institution Manager should not approve the application by using the e-ITEP system.

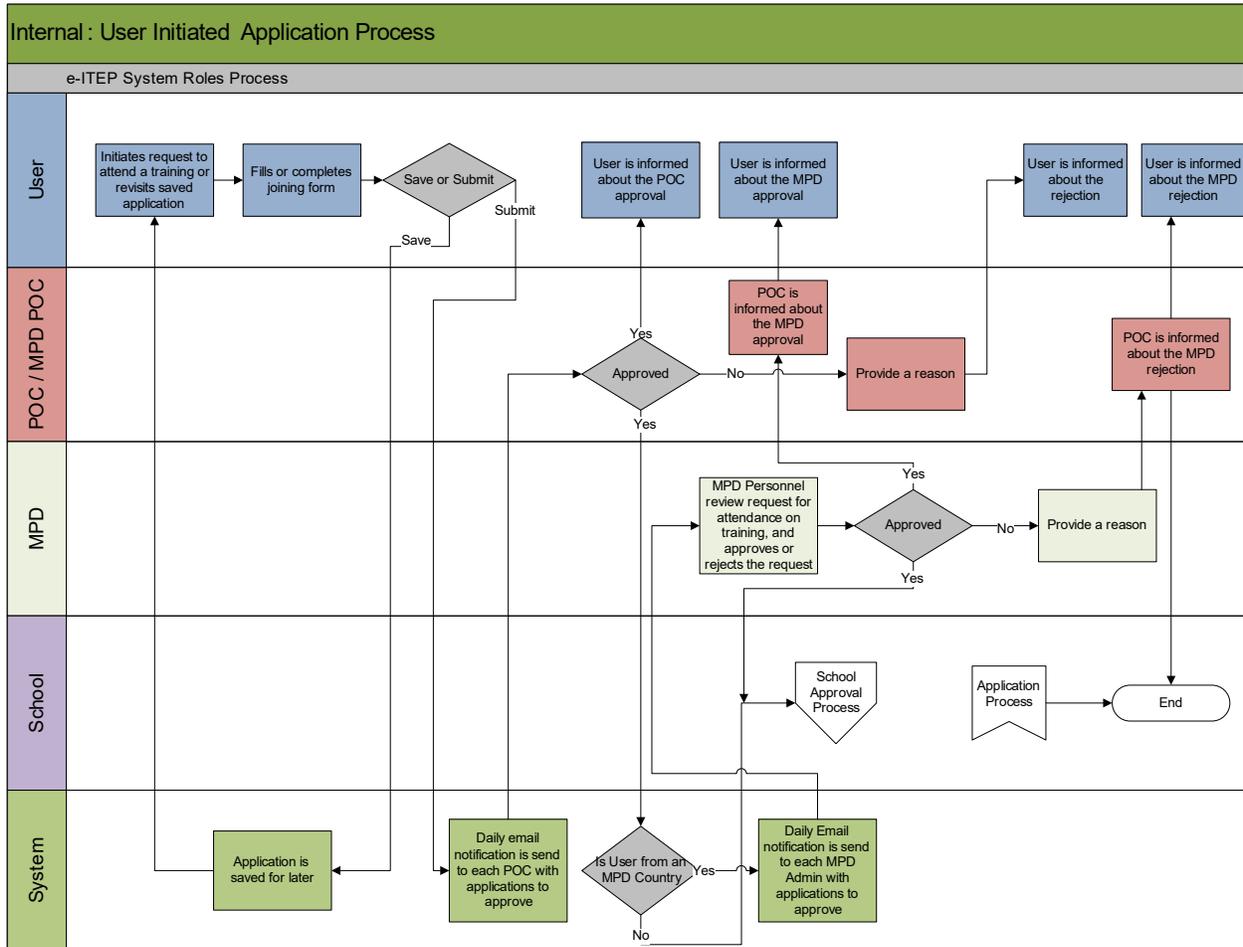
The Joining Form allows the user to Save/Submit the application. Hence, when the user *saves* the application, it becomes *Pending* status and the user can complete it later on. Upon submission of Joining Form by the user, the application of the user is sent to the concerned Point of Contact

The e-ITEP offers two application methods namely Internal Application Method and External Application Method. The internal application method allows e-ITEP to handle the entirety of the application process (Steps 1 to 5). The external application method supports the application process until the Training Institution Approval is required (Steps 1 to 4).

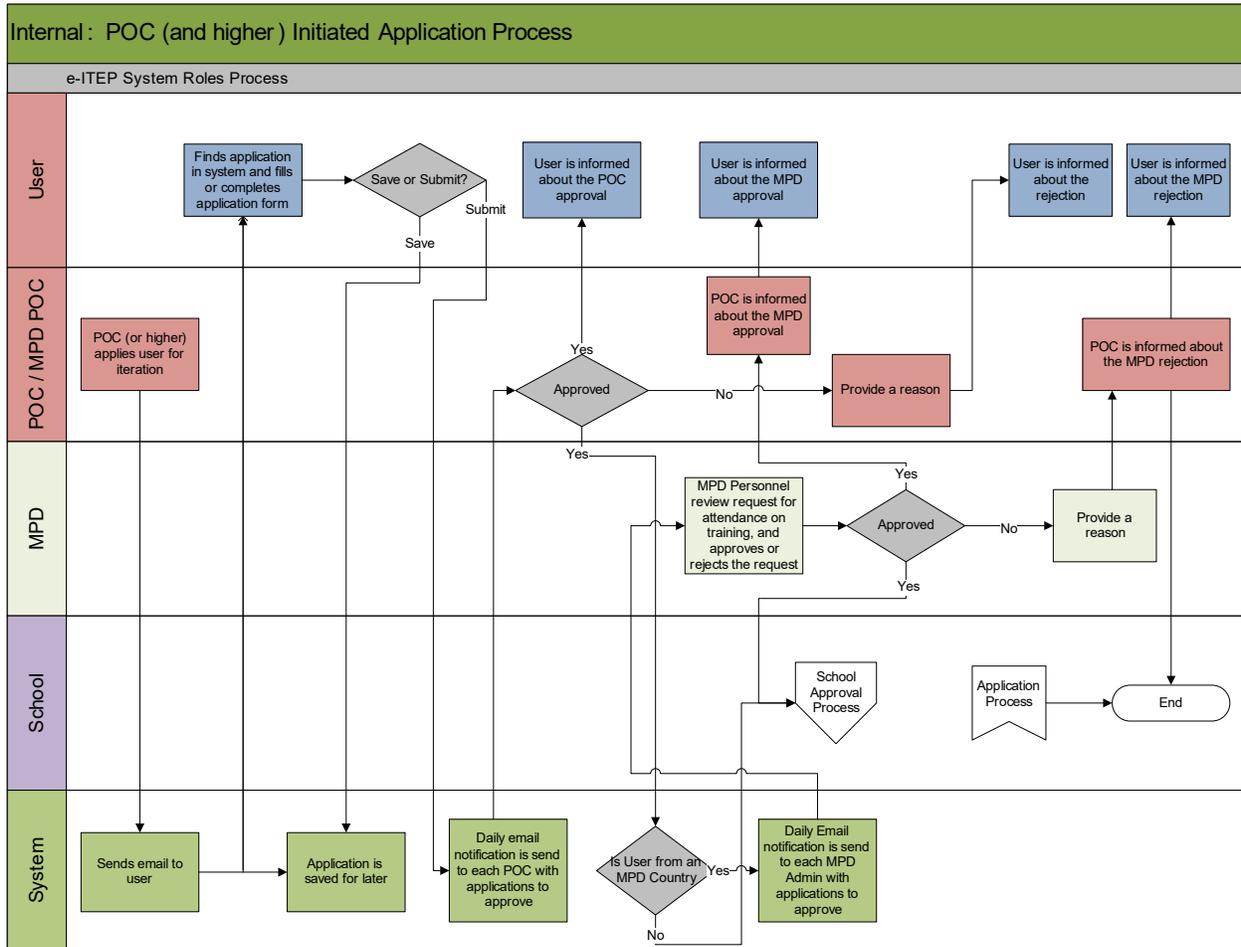
In addition to the Internal and External Application Methods, the e-ITEP System allows a POC role (or higher) to apply a user in a course iteration. In that moment, the application becomes *Pending* until the user completes the application by means of the submission of the completed Joining Form.

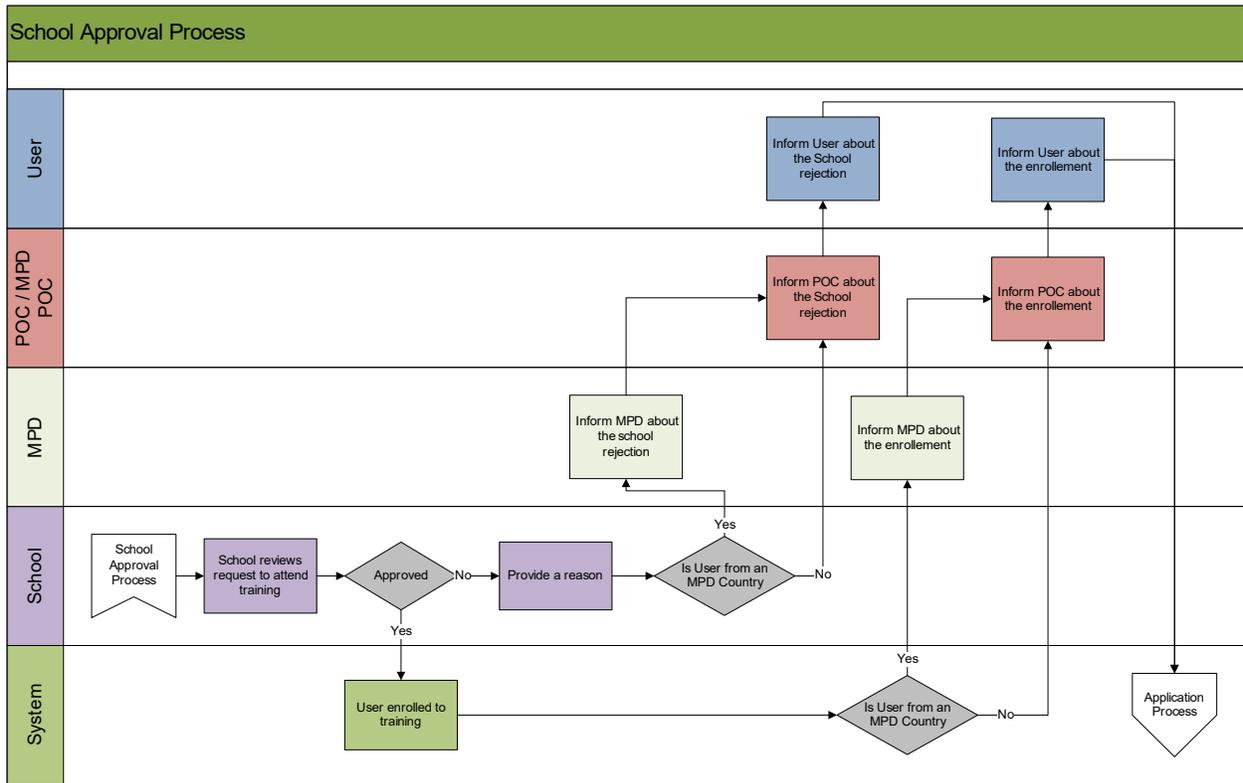
Below are the Process Flow Diagrams of both Internal and External Application Process features.

Internal: User Initiated Application Process

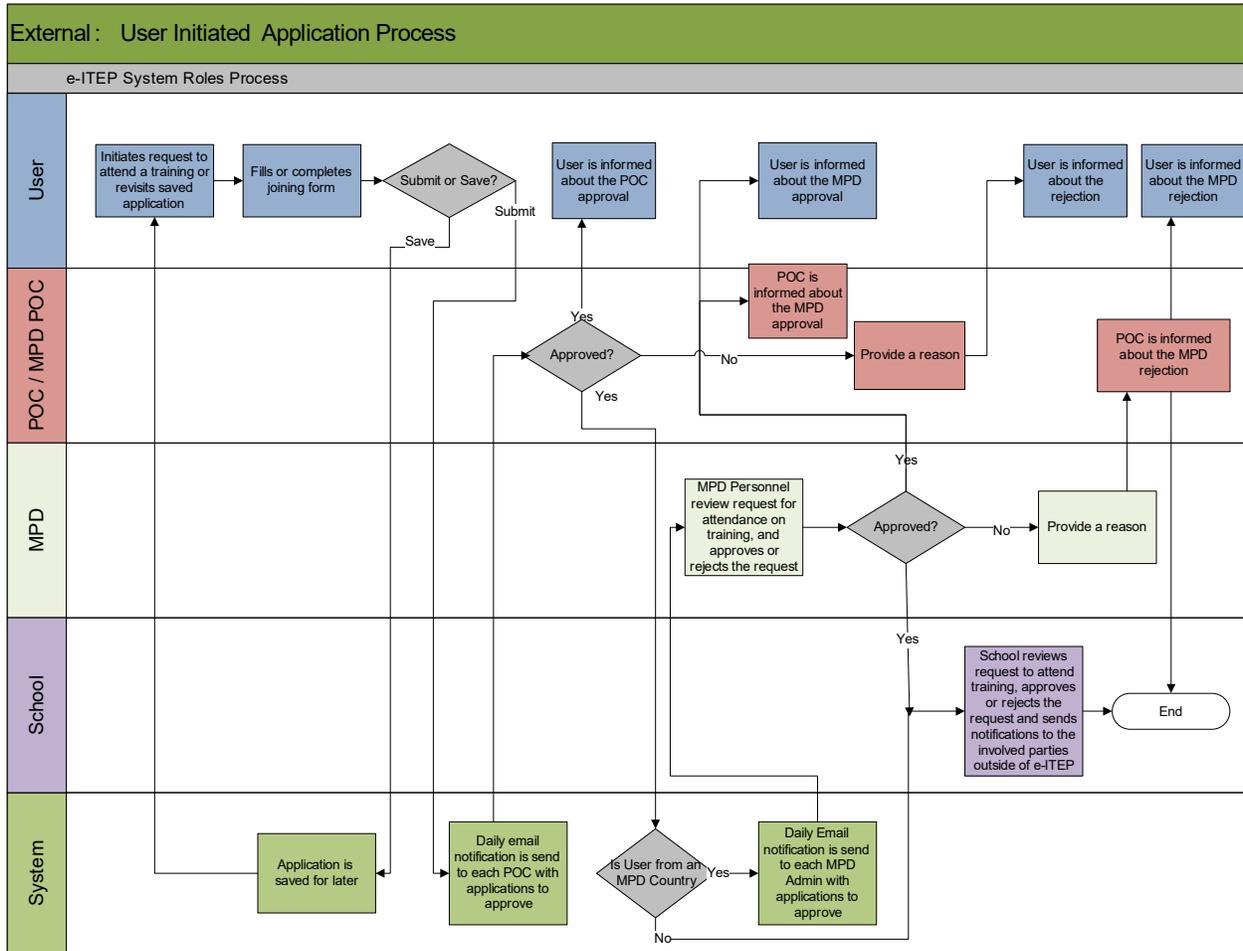


Internal: POC (and higher) Initiated Application Process

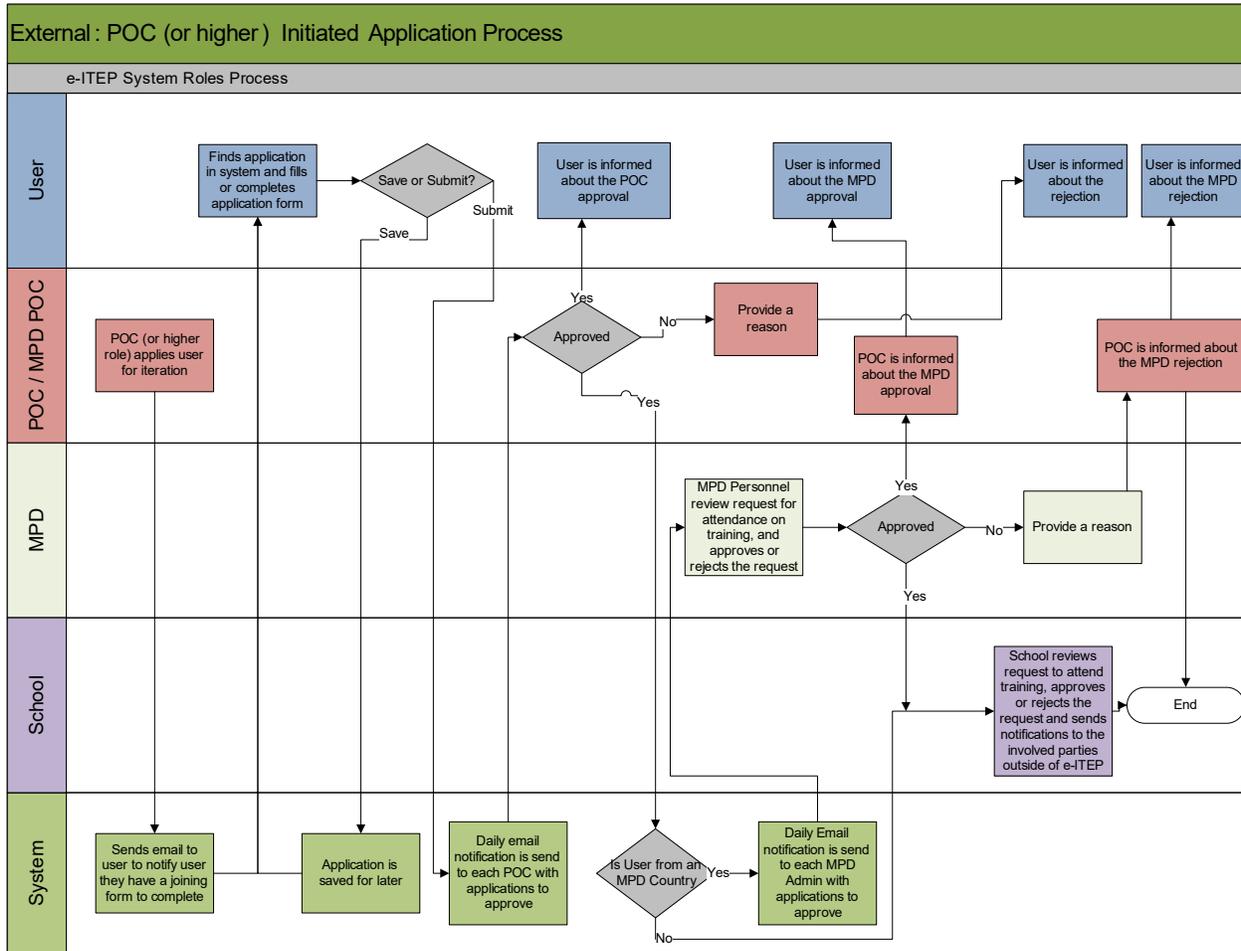




External: User Initiated Application Process



External: POC (or Higher) Initiated Application Process



20.2.1 Apply Yourself in a Course Iteration

All users have the ability to apply in course iteration

1. User visits e-ITEP system and logs in.
2. User navigates to Application > Apply Yourself in a Course.



3. User selects the course from the course drop down menu and clicks *Submit*.

Apply Yourself in a Course Iteration

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casey.dawley@ncia.nato.int		

Course:

ACP-AC-3060 - OPEN SKIES ORIENTATION COURSE

4. User selects the course iteration from the list of iterations and clicks on *Apply*.

Apply Yourself in a Course Iteration

[Back to Course List](#)

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casey.dawley@ncia.nato.int		

Course Code	Course Title	Course Active from	Course Deactivated on
ACP-AC-3060	Open Skies Orientation Course	01/Jan/2013	31/Dec/2017

Click the "Apply" link next to the Course Iteration you wish to apply in. To see Course Iteration details, click "View Details".

Date	Seats Available	Training Institution	City	State	Actions	Status
05/Dec/2016 8:00 to 09/Dec/2016 13:00	40	NATO - School Oberammergau (NSO)			View Details Send Comment	Apply

- The system loads the Joining Form and gives the ability to the user to fill, save, submit the Joining Form and start their application process. Below is an example view of the screen.

Joining Form



[Back](#)

Institution Name	NATO School Oberammergau (NSO)
Address	Am Rainenbichl 54 Oberammergau 82487
Phone	+49 8822 9481 1303
Email	studentadmin@natoschool.nato.int
Applicant Information:	
Trainee's HQ/Agency	NATO COMMAND STRUCTURE/1ST NATO SIGNAL BATTALION
POC Name *	(SELECT ONE) ▼
POC email	
Login ID	gmantzouris
Last Name	Mantzouris
First Name	Giorgios
Email	MantzourisG@nmiotc.grc.nato.int
Phone Number *	<input type="text"/>
Fax Number	<input type="text"/>
Emergency Contact Person's Name *	<input type="text"/>

- User enters data for all the required fields in the Joining Form and clicks the *Save* button to save the status of this Joining Form without submitting it for approval.

Request installation pass for a vehicle, if required? Yes No

Additional Remarks

Billeting Policy:

1. Students are encouraged to use the Training Institution's accommodation reservation services.
2. NATO Communications and Information Systems School (NCISS) reserves the right to change reservations due to military necessity and mission requirements
3. A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

Registration Notes:

1. The applicant's personal information will be processed and stored in the NATO Communications and Information Systems School (NCISS) data management system.
2. Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *
 I have completed the internal approve process. (Division/Branch Head/POC). *
 I have received national approval. *

Note: After user saves the Joining Form for later editions and submission, they can access the Joining Form by navigating to Application > View Your Schedule and searching for the course iteration.

7. System reloads the Joining Form and displays a confirmation message to the user.

Joining Form



e-ITEP
electronic
Individual Training and Education Programme

Your application has been saved and can be accessed again via Application > View Your Schedule.

[Back](#)

Institution Name	NATO School Oberammergau (NSO)
Address	Am Rainenbichl 54 Oberammergau 82487
Phone	+49 8822 9481 1303
Email	studentadmin@natoschool.nato.int
Applicant Information:	
Trainee's HQ/Agency	NATO COMMAND STRUCTURE/1ST NATO SIGNAL BATTALION
POC Name *	LORI KAY POC ▼
POC email	gagan_kaur_999@yahoo.com
Login ID	gmantzouris
Last Name	Mantzouris

- After the completion of the Joining Form, user submits it for approval by clicking the *Submit* button.

Request installation pass for a vehicle, if required? Yes No

Additional Remarks

Billeting Policy:
 1. Students are encouraged to use the Training Institution's accommodation reservation services.
 2. NATO Communications and Information Systems School (NCISS) reserves the right to change reservations due to military necessity and mission requirements
 3. A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

Registration Notes:
 1. The applicant's personal information will be processed and stored in the NATO Communications and Information Systems School (NCISS) data management system.
 2. Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *

I have completed the internal approve process. (Division/Branch Head/POC). *

I have received national approval. *

- Once the Joining Form is submitted by the user, the system reloads the Joining Form and displays a confirmation message to the user.

Joining Form



electronic
 Individual Training and Education Programme

Application for the course is pending POC approval. Once approved, an application confirmation will be delivered via email.

[Back](#)

Institution Name	NATO School Oberammergau (NSO)
Address	Am Rainenbichl 54 Oberammergau 82487
Phone	+49 8822 9481 1303
Email	studentadmin@natoschool.nato.int
Applicant Information:	
Trainee's HQ/Agency	NATO COMMAND STRUCTURE/1ST NATO SIGNAL BATTALION
POC Name	lori kay POC
POC email	gagan_kaur_999@yahoo.com
Login ID	gmantzouris
Last Name	Mantzouris
First Name	Giorgios

20.2.2 Apply a User in a Course Iteration

Users with Roles E-ITeP Administrator and Point of Contact have the ability to apply user in course iteration.

1. User visits e-ITeP and logs in.
2. User navigates to Application > Apply a User in a Course Iteration.



3. User enters the search criteria for the user and clicks *Submit*. Below is an example view of the search performed for users with result set.

Apply User in a Course Iteration

Search for the person to be applied.

Current Search:

Last Name Contains % <- [Remove from search](#)

LAST NAME [v] CONTAINS [v] [input type="text"]

APPEND/UPDATE SEARCH [RESET]

Record(s) 1 to 5

Last Name	First Name	Login ID	Select
cca2	0001 e-ITeP Administrator	cca20001	[Select]
acc	0003 MPD Administrator	acc0003	[Select]
acc	0012 MPD POC	acc0012	[Select]
acc	0015 MPD User	acc0015	[Select]
Khilkevych	Volodymyr	Volkh75	[Select]

4. User selects a user and clicks on *Select*.

Apply User in a Course Iteration

Search for the person to be applied.

Current Search:

Last Name Contains % <- [Remove from search](#)

[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
[8](#)
[9](#)
[10](#)
[11](#)
[12](#)
[>](#)
[>>](#)
Record(s) 1 to 20 of 838

Last Name	First Name	Login ID	Select
Administrator	Administrator	Administrator	[Select]
Abdellatif	Ahmad Mostafah Abdelwahhab	ahmadmostafah	[Select]
Administrator	Alpha	AlphaAdmin	[Select]
ANDERSON	ANDY	andyanderson	[Select]
András	Biró	H045612	[Select]
ABAHAZY	DANIEL	abahazy	[Select]
ALLEN	DAVID	BIUK01	[Select]

5. User selects the course from the Course drop down menu and clicks *Submit*.

Apply User in a Course Iteration

Name	Login ID	Email	Organisation	Organisation Code
DANIEL ABAHAZY	abahazy	daniel.f.abahazy.civ@mail.mil		

Course:

6. User selects the course iteration from the list of iterations and clicks on *Apply*.

Apply User in a Course Iteration

[Back to Course List](#)

Name	Login ID	Email	Organisation	Organisation Code
DANIEL ABAHAZY	abahazy	daniel.f.abahazy.civ@mail.mil		

Course Code	Course Title	Course Active from	Course Deactivated on
ACP-AC-3060	Open Skies Orientation Course	01/Jan/2013	31/Dec/2017

Click the "Apply" link next to the Course Iteration you wish to apply in. To see Course Iteration details, click "View Details".

Date	Seats Available	Training Institution	City	State	Actions	Status
05/Dec/2016 8:00 to 09/Dec/2016 13:00	40	NATO - School Oberammergau (NSO)			View Details Send Comment	[Apply]

- The system loads the confirmation page and an email is sent to the user to fill in the Joining Form. Below is an example view of the Confirmation page.

Apply User in a Course Iteration

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
DANIEL ABAHAZY	abahazy	daniel.f.abahazy.civ@mail.mil		

Course Code	Course Title	Course Active from	Course Deactivated on
ACP-AC-3060	Open Skies Orientation Course	01/Jan/2013	31/Dec/2017

Application for the course is pending approval. Once approved, an application confirmation will be delivered via email.

- User receives an email notifying them about the application and instructing them to navigate to *Application > View Your Schedule* or *Pending Joining Forms* link in the Application Stats section on the Welcome Page.

20.2.3 View/Approve/Cancel Pending Application

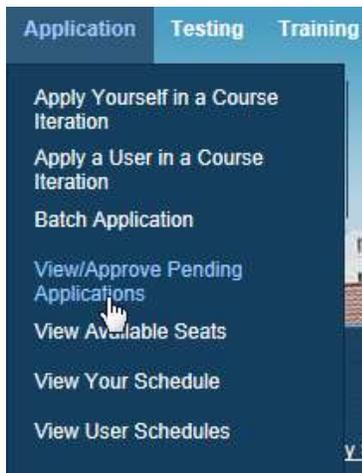
Users with Point of Contact, E-ITEP Administrator Roles have the ability to view/approve/cancel pending applications.

20.2.3.1 View / Approve / Cancel Pending Application

20.2.3.1.1 Point of Contact

Approval by Point of Contact is the first step in the Application Approval Process.

- User visits e-ITEP and logs in.
- User navigates to Application > View/Approve Pending Applications.



- View/Approve Applications page loads displaying user search filter. User enters search criteria and clicks *Submit*.

View/Approve Applications

LAST NAME CONTAINS

Billet:

- User selects a user from the result list and clicks on *View* link under Action column.

View/Approve Pending Applications

Current Search:
 Last Name Contains % <- Remove from search

LAST NAME CONTAINS

Post:

First Name	Last Name	Login ID	Organisation Name	Action
Giorgios	Mantzouris	gmantzouris	BAHRAIN (BHR)	View

- Page reloads displaying pending application details. Below is an example view of the page.

View/Approve Pending Applications

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Giorgios Mantzouris	gmantzouris	MantzourisG@nmiotc.qrc.nato.int	BAHRAIN (BHR)	0

This user is currently pending for the following course(s):

First Name	Last Name	Login ID	Organisation Name	Course Code	Course Title	Start Time	End Time	Action
Giorgios	Mantzouris	gmantzouris		OPS-MA-2807	Allied Worldwide Navigation Information system Course (AWNIS Basic)	29/Aug/2016 9:00	02/Sep/2016 16:00	View Joining Form

Note: Previous Iteration(s) attended pane will also be displayed in the screen above only if the user has attended previous iterations of the course.

6. User clicks on *View Joining Form* link.
7. The system loads the Joining Form and gives the ability to the user to save/approve / reject the application. Below is an example of the screen.

20.2.3.1.2 Reject Pending Application

1. User selects the *View Joining Form* link for a course and clicks the *Reject* button to cancel the pending application for that course.

2. System loads the *Cancel Application* page and a confirmation message is displayed ‘*Do you wish to cancel this course registration?*’ User selects a *Cancel Reason* and / or fills in the ‘*Comments*’ field.
3. User clicks on ‘*Yes*’ to cancel the course registration or clicks on ‘*No*’ to undo the cancelation of the course application. Below is an example view of the screen.

Cancel Application

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Giorgios Mantzouris	gmantzouris	MantzourisG@nmiotc.qrc.nato.int		

Course Code	Course Title	Iteration	Start Time	End Time	Training Institution
OPS-MA-2807	Allied Worldwide Navigation Information system Course (AWNIS Basic)	4079	29/Aug/2016 9:00	02/Sep/2016 16:00	COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE)

Cancel Reason:

Comments:

Do you wish to cancel this course registration?
[Yes](#) | [No](#)

- Upon clicking 'Yes' for the cancelation of the course application, a confirmation message is displayed on the screen and also an email is sent to the user (cc: all the Point of Contacts within user organization structure) notifying them about rejection of the pending application.

Cancel Application

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Giorgios Mantzouris	gmantzouris	MantzourisG@nmiotc.qrc.nato.int		

Course Code	Course Title	Iteration	Start Time	End Time	Training Institution
OPS-MA-2807	Allied Worldwide Navigation Information system Course (AWNIS Basic)	4079	29/Aug/2016 9:00	02/Sep/2016 16:00	COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE)

The application has been successfully cancelled.

20.2.3.1.3 Approve Pending Application

- User selects the course via View Joining Form link and clicks the Approve button to approve the pending application for that course.

View/Approve Pending Applications

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Giorgios Mantzouris	gmantzouris	MantzourisG@nmiotc.qrc.nato.int	BAHRAIN (BHR)	0

This user is currently pending for the following course(s):

First Name	Last Name	Login ID	Organisation Name	Course Code	Course Title	Start Time	End Time	Action
Giorgios	Mantzouris	gmantzouris		OPS-MA-2807	Allied Worldwide Navigation Information system Course (AWNIS Basic)	29/Aug/2016 9:00	02/Sep/2016 16:00	View Joining Form

Additional Remarks

Billeting Policy:

- Students are encouraged to use the Training Institution's accommodation reservation services.
- COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE) reserves the right to change reservations due to military necessity and mission requirements
- A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

Registration Notes:

- The applicant's personal information will be processed and stored in the COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE) data management system.
- Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *
 I have completed the internal approve process. (Division/Branch Head/POC). *
 I have received national approval. *

3. Page reloads displaying the conformation message as shown below.

View/Approve Pending Applications

[Back](#)

Your application form has been successfully submitted. The request will be reviewed and an email will be sent to you when the status of the application has changed.

Name	Login ID	Email	Organisation	Organisation Code
Giorgios Mantzouris	gmantzouris	MantzourisG@nmiotc.qrc.nato.int	BAHRAIN (BHR)	0

20.2.3.2 E-ITEP Administrator

Approval by E-ITEP Administrator is the second step in the Application Approval Process.

1. User visits e-ITEP and logs in.
2. User navigates to Application > View/Approve Pending Applications.



3. View/Approve Applications page loads displaying default search filter. User enters search criteria and clicks *Submit*.

View/Approve Pending Applications

LAST NAME

▼

CONTAINS

▼

Post: All

SUBMIT

- User selects a user from the result list and clicks on *View* link under Action column.

View/Approve Pending Applications

Current Search:
 Last Name Contains % <- [Remove from search](#)

LAST NAME

▼

CONTAINS

▼

Post: All

APPEND/UPDATE SEARCH
RESET

First Name	Last Name	Login ID	Organisation Name	Action
Giorgios	Mantzouris	gmantzouris	BAHRAIN (BHR)	View

- Page reloads displaying pending application details. Below is an example view of the page.

View/Approve Pending Applications

[← Back](#)

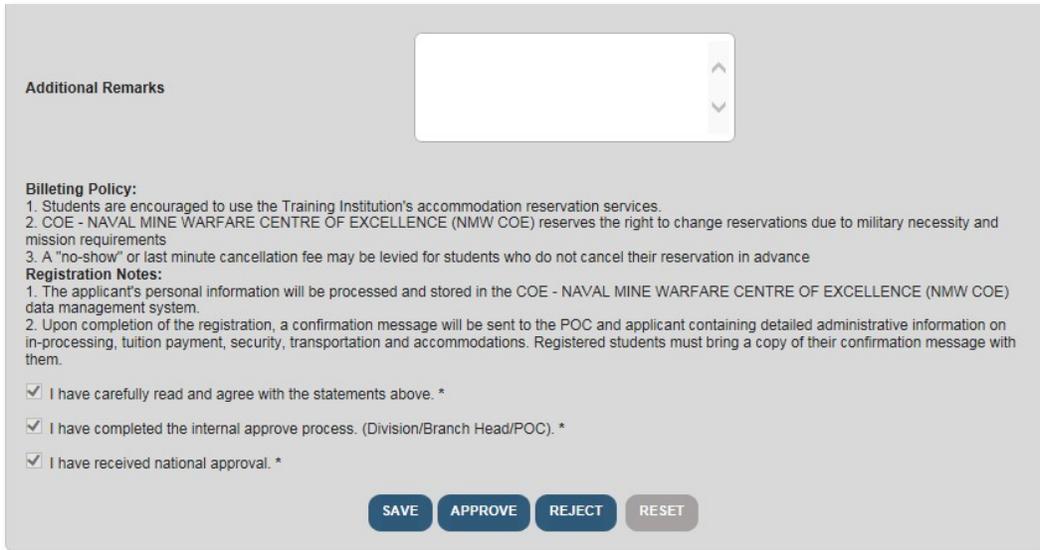
Name	Login ID	Email	Organisation	Organisation Code
Giorgios Mantzouris	gmantzouris	MantzourisG@nmiotc.grc.nato.int	BAHRAIN (BHR)	0

This user is currently pending for the following course(s):

First Name	Last Name	Login ID	Organisation Name	Course Code	Course Title	Start Time	End Time	Action
Giorgios	Mantzouris	gmantzouris		OPS-MA-2807	Allied Worldwide Navigation Information system Course (AWNIS Basic)	29/Aug/2016 9:00	02/Sep/2016 16:00	View Joining Form

Note: Previous Iteration(s) attended pane will also be displayed in the screen above only if the user has attended previous iterations of the course.

6. User clicks on *View Joining Form* link.
7. The system loads the Joining Form and gives the ability to the user to save/approve / reject the application. Below is an example of the screen.



Additional Remarks

Billing Policy:

1. Students are encouraged to use the Training Institution's accommodation reservation services.
2. COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE) reserves the right to change reservations due to military necessity and mission requirements
3. A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

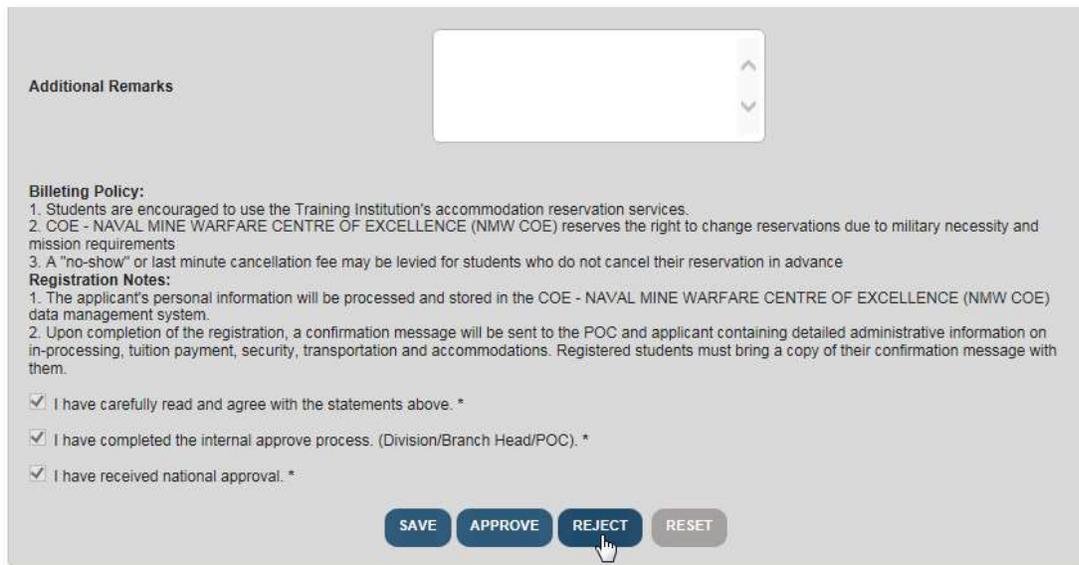
Registration Notes:

1. The applicant's personal information will be processed and stored in the COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE) data management system.
2. Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *
 I have completed the internal approve process. (Division/Branch Head/POC). *
 I have received national approval. *

20.2.3.2.1 Reject Pending Application

1. User clicks the Reject button to cancel the pending application for that course.



Additional Remarks

Billing Policy:

1. Students are encouraged to use the Training Institution's accommodation reservation services.
2. COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE) reserves the right to change reservations due to military necessity and mission requirements
3. A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

Registration Notes:

1. The applicant's personal information will be processed and stored in the COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE) data management system.
2. Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *
 I have completed the internal approve process. (Division/Branch Head/POC). *
 I have received national approval. *

Cancel Application

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Giorgios Mantzouris	gmantzouris	MantzourisG@nmiotc.qrc.nato.int		

Course Code	Course Title	Iteration	Start Time	End Time	Training Institution
OPS-MA-2807	Allied Worldwide Navigation Information system Course (AWNIS Basic)	4079	29/Aug/2016 9:00	02/Sep/2016 16:00	COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE)

Cancel Reason:

Comments:

Do you wish to cancel this course registration?
[Yes](#) | [No](#)

- Upon clicking 'Yes' for the cancelation of the course application a confirmation message is displayed on the screen and also an email is sent to User (cc: all the Point of Contacts and MPD Admins within user organization structure) notifying them about rejection of the pending application.

Cancel Application

[Back](#)

Name	Login ID	Email	Organization	Organization Code
Joe mpduser1	mpduser1	joe_mpduser1@yahoo.co.uk		

Course Code	Course Title	Iteration	Start Time	End Time	Training Institution
foc_gk1	foc_gk1	7	30/09/2013 9:00:00	30/09/2013 18:00:00	NATO Communications and Information Systems School (NCISS)

The application has been successfully cancelled.

20.2.3.2.2 Approve Pending Application

- User selects the course via View Joining Form link and clicks the Approve button to approve the pending application for that course.

View/Approve Pending Applications

[Back](#)

Name	Login ID	Email	Organisation	Organisation Code
Giorgios Mantzouris	gmantzouris	MantzourisG@nmiotc.qrc.nato.int	BAHRAIN (BHR)	0

This user is currently pending for the following course(s):

First Name	Last Name	Login ID	Organisation Name	Course Code	Course Title	Start Time	End Time	Action
Giorgios	Mantzouris	gmantzouris		OPS-MA-2807	Allied Worldwide Navigation Information system Course (AWNIS Basic)	29/Aug/2016 9:00	02/Sep/2016 16:00	View Joining Form

Additional Remarks

Billeting Policy:

- Students are encouraged to use the Training Institution's accommodation reservation services.
- COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE) reserves the right to change reservations due to military necessity and mission requirements
- A "no-show" or last minute cancellation fee may be levied for students who do not cancel their reservation in advance

Registration Notes:

- The applicant's personal information will be processed and stored in the COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE) data management system.
- Upon completion of the registration, a confirmation message will be sent to the POC and applicant containing detailed administrative information on in-processing, tuition payment, security, transportation and accommodations. Registered students must bring a copy of their confirmation message with them.

I have carefully read and agree with the statements above. *

I have completed the internal approve process. (Division/Branch Head/POC). *

I have received national approval. *

2. Page reloads displaying the conformation message as shown below.

View/Approve Pending Applications

[Back](#)

Your application form has been successfully submitted. The request will be reviewed and an email will be sent to you when the status of the application has changed.

Name	Login ID	Email	Organisation	Organisation Code
Giorgios Mantzouris	gmantzouris	MantzourisG@nmiotc.qrc.nato.int	BAHRAIN (BHR)	0

After the approval by E-ITEP Administrator, the application is sent to the ETOC Institutions Training Manager for final approval of the application.

20.3 Reports

Reports feature, accessible from the navigation menu provides a list of available online reports including MPD specific reports displayed under MPD Reports header. Users with E-ITEP Administrator and Point of Contact Roles have access to this feature and can query to return a result set.



The Reports are scoped so that the list of reports that a user sees depends upon the user's role in the e-ITEP system. Below is an example view of a portion of the online Reports available in the system.

Application Reports

REPORT NAME	REPORT DESCRIPTION
Application Report	Application information and waitlist totals per course iteration and application information by user.
Organisation Application Summary	Shows the status of all training events within an organisation (per user, per course).
Waitlist Report	Displays the number of people on a waitlist for every course at a training center.
e-Learning (WBT) Course Information	Displays a list of users that have taken an eLearning Course including the start and completion of the eLearning Course.

Completion Reports

REPORT NAME	REPORT DESCRIPTION
Course Completions (ORG)	Course participation totals per individual organisation.
Course Completions (ORG - Archived)	Course participation totals per individual organisation (uses archived training record data).
Course Completions (User)	Returns course completion detail information.
Course Completions (User - Archived)	Returns course completion detail information (uses archived training record data).
Course Not Completed (ORG)	Total Number of participants by Organisation that have not completed a course.
Course Not Completed (User)	List of participants that have not completed a specific course.
Organisation Training Summary	Snapshot of organisation users training status information.

MPD Reports

REPORT NAME	REPORT DESCRIPTION
Comprehensive Roadmap	MPD Comprehensive Roadmap Report.
Master Planning	MasterPlanning

Utilisation Reports

REPORT NAME	REPORT DESCRIPTION
Application Summary (LOC)	Returns application info by training center.
Institution Utilisation Report	Displays Institution utilisations.
Instructor Utilisation Report	Displays instructor utilisations.
Seat Gaps Report	Gap/Surplus Analysis
Trends of Course Attendance	Trends of Course Attendance

Test Engine

REPORT NAME	REPORT DESCRIPTION
Level 1 WBT Report	Export Level 1 Data for WBT Courses.
Level 1 VCT Report	Export Level 1 Data for VCT Courses.
Level 1 ILT Report	Export Level 1 Data for ILT Courses.
Level 2 Placement Assessment Test Report	Export Level 2 Data for Placement Assessment Tests.
Level 2 Post Test Report	Export Level 2 Data for Post Tests.

20.4 Administrator Tools

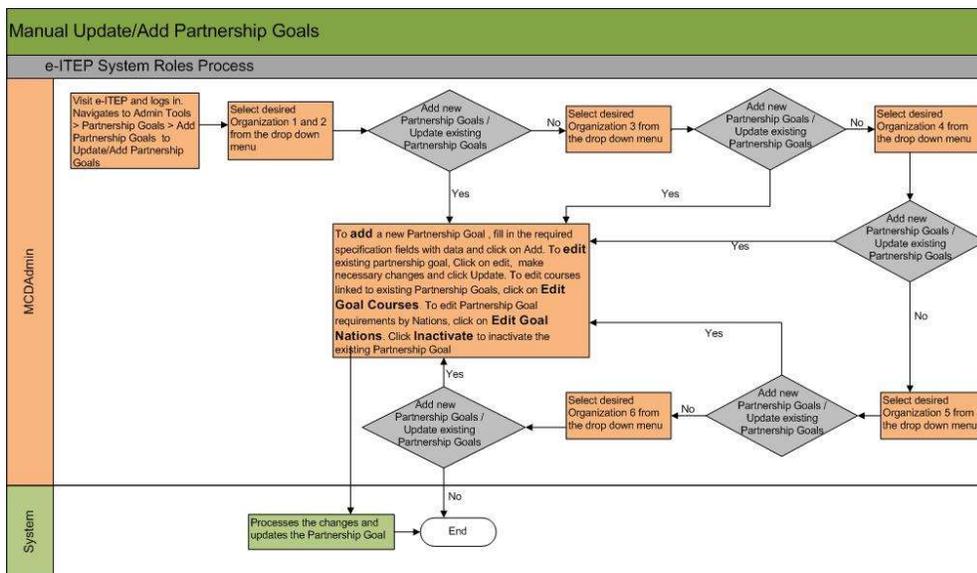
The *Administrator Tools* consist of the following ADMIN features. This feature is accessible from the navigation menu and is only available to users with the MPD Administrator role.

1. Partnership Goals

2. Organisations
3. Training Institutions

20.4.1 Partnership Goals

Partnership Goal administration feature allows users with E-ITEP Administratorin role to add/edit/inactivate partnership goals at different levels of Organisation structure. Below is the process flow diagram of the Partnership Goals feature.



20.4.1.1 Add New Partnership Goal (Manually)

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Partnership Goals > Add Partnership Goals.



3. User selects the desired Year for adding Partnership Goals from the drop down menu and enters Goal Number, Goal Name and Goal Year (numeric only in YYYY format) and clicks on *Add* link.

Partnership Goal successfully added

Select Post Org Structure

Organisation 1: NATO

Organisation 2: NATO AND PARTNER NATION

Organisation 3: MPD

Organisation 4: (SELECT ONE)

Year: 2016

Goal Number	Goal Name	Year	
Goal123	Goal1	2016	Edit Edit Goal Courses Edit Goal Nations
Test	Testing1	2016	Add

4. Upon click, the new partnership goal is updated in the Organisation structure and a confirmation message is displayed on the screen.

20.4.1.2 Edit/Inactivate Existing Partnership Goal (Manually)

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Partnership Goals > Add Partnership Goals.



3. User selects the desired Year for editing Partnership Goal from the drop down menu and selects the desired Partnership Goal from the list displayed for the selected year.
4. User clicks on edit link for the selected Partnership Goal.

Select Billet Org Structure

Organization 1: NATO

Organization 2: NATO AND PARTNER NATION

Organization 3: MCD

Organization 4: (SELECT ONE)

Year: 2012

Goal Number	Goal Name	Year	
Testing-12	12Test	2012	Edit Edit Goal Courses Edit Goal Nations
Test-4056	Test-Gags	2012	Edit Edit Goal Courses Edit Goal Nations

- User makes the necessary changes to the partnership Goal and clicks on *Update* link to save the changes.

Select Billet Org Structure

Organization 1: NATO

Organization 2: NATO AND PARTNER NATION

Organization 3: MCD

Organization 4: (SELECT ONE)

Year: 2012

Goal Number	Goal Name	Year	
Testing-12	12Test	2012	Update Cancel Inactivate
Test-4056	Test-Gags	2012	Edit Edit Goal Courses Edit Goal Nations

- User clicks on *Cancel* link to cancel the changes made to the partnership goal details.

Goal Number	Goal Name	
A5082	FlightJet23	Update Cancel Inactivate
M0001	Mega Test	Edit Edit Goal Courses

- User clicks on *Inactivate* link to inactivate the selected partnership goal.

Goal Number	Goal Name	
A5082	FlightJet23	Update Cancel Inactivate
M0001	Mega Test	Edit Edit Goal Courses

Administrator can also Add/Update Partnership Goals automatically by exporting the NATO MPD Organisation Structure .CSV file and importing it after adding/editing desirable partnership goal. (Refer Section 21.4.2.3).

20.4.1.3 Edit Goal Courses

User selects the Partnership Goal and clicks on *Edit Goal Courses* link as shown in the example view of the screen below.

Select Billet Org Structure

Organization 1:

Organization 2:

Organization 3:

Organization 4:

Year:

Goal Number	Goal Name	Year	
Testing-12	12Test	2012	Edit Edit Goal Courses Edit Goal Nations
Test-4056	Test-Gags	2012	Edit Edit Goal Courses Edit Goal Nations
<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Training Plan Admin page loads for the selected Partnership Goal where the user has the ability to add/edit mandatory/desired courses for partnership goals, associate mandatory/desired attributes to courses for each Nation for respective partnership goal. Refer to section 21.4.1.5 of the User Guide for detailed process description.

20.4.1.4 Edit Goal Nations

User selects the Partnership Goal and clicks on *Edit Goal Nations* link as shown in the example view of the screen below.

Select Billet Org Structure

Organization 1:

Organization 2:

Organization 3:

Organization 4:

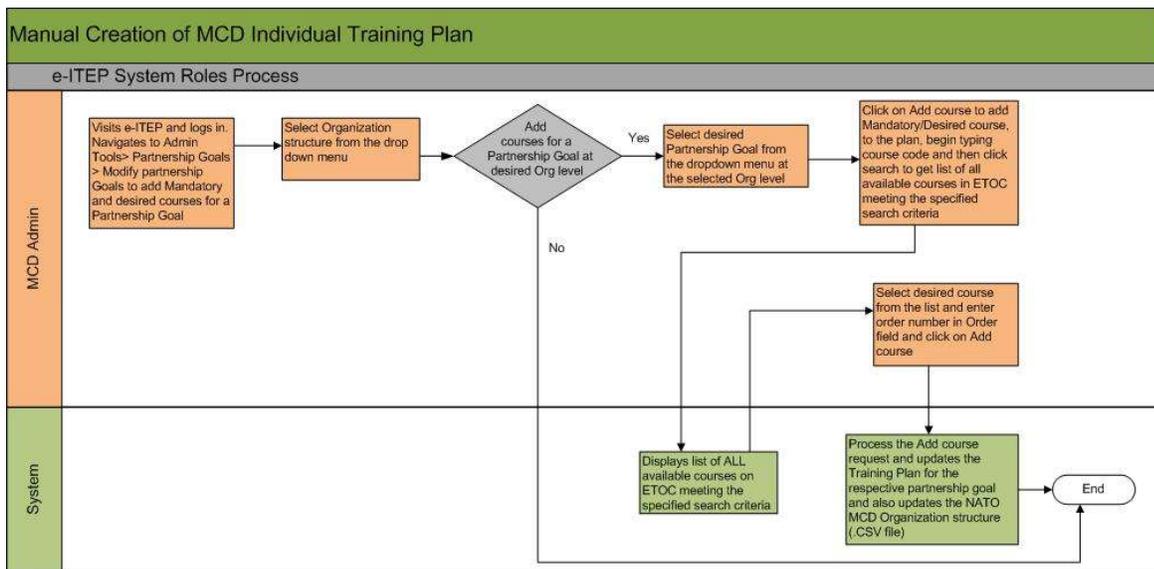
Year:

Goal Number	Goal Name	Year	
Testing-12	12Test	2012	Edit Edit Goal Courses Edit Goal Nations
Test-4056	Test-Gags	2012	Edit Edit Goal Courses Edit Goal Nations

Partnership Goals Nation Requirements page loads where the user has the ability to activate/edit partnership goals for each Nation. Refer to section 21.4.1.6 of the User Guide for detailed process description.

20.4.1.5 Managing Courses for Partnership Goals

Training Plan Admin feature gives ability to the users with E-ITeP Administrator Role to manage Mandatory/Desirable courses for a Partnership Goal and associate mandatory/desired attributes to courses for each Nation. This feature is accessible through Partnership Goals, which is accessible from the navigation menu. To add a partnership goal, reference Partnership Goal section under Administrator Tools section (21.4). Below is the process flow diagram of the Training Plan Admin feature.



This feature allows users with E-ITeP Administrator Role to perform following functions:

20.4.1.5.1 Adding Courses to Partnership Goal

1. User with Role E-ITeP Administratorin visits e-ITeP and logs in.
2. User navigates to Admin Tools > Partnership Goals > Modify Partnership Goals.



3. User navigates through the 6 Level Organisation structure by selecting the desired organisation from the drop down menu to locate the desired organisation structure. (Note: The page will automatically refresh once the Organisation is selected.)
4. User selects the desired Year and Partnership Goal from the drop down menu at the respective organisation level. (Note: The page will automatically refresh once the partnership goal is selected.)

Partnership Goal Administration

Select Org Structure

Organization 1	<input type="text" value="NATO"/>
Organization 2	<input type="text" value="NATO AND PARTNER NATION"/>
Organization 3	<input type="text" value="MCD"/>
Organization 4	<input type="text" value="(SELECT ONE)"/>
Year	<input type="text" value="2012"/>

Select Partnership Goal

5. User clicks the *Add Course* button to add a Mandatory or Desired course.

Partnership Goal Administration

Select Org Structure

Organization 1	<input type="text" value="NATO"/>
Organization 2	<input type="text" value="NATO AND PARTNER NATION"/>
Organization 3	<input type="text" value="MCD"/>
Organization 4	<input type="text" value="(SELECT ONE)"/>
Year	<input type="text" value="2012"/>

Select Partnership Goal

Training Plan/Partner Nation Type

Mandatory/Desired	<input type="button" value="CHANGE"/>
<div style="background-color: #f0f0f0; padding: 5px;"> Mandatory E&IT Requirements Completed <div style="float: right;"><input type="button" value="ADD COURSE"/></div> <p>There are no course associated to this section.</p> </div>	
<div style="background-color: #f0f0f0; padding: 5px;"> Desired E&IT Requirements Completed <div style="float: right;"><input type="button" value="ADD COURSE"/></div> <p>There are no course associated to this section.</p> </div>	

6. User begins typing Course code and clicks the *Search* button or enters ‘%’ and clicks the *Search* button to get list of all available courses in ETOC.

Training Plan Admin

[BACK](#)
 Search for courses by Course Code.

Search for Course

Course Code [SEARCH](#)

Course Code	Course Title	Inactive	Order	Add Course
000-Training-Gap	Training Gap Title		<input type="text"/>	Add Course
000218	Training Jump		<input type="text"/>	Add Course
105-CIS	105-CIS		<input type="text"/>	Add Course
11-22-33	test course CDR BAUSA		<input type="text"/>	Add Course
1234StAnton	1234StAnton		<input type="text"/>	Add Course
ACP-AC-1081 ADL 081	Orientation to Arms Control and Arms Control Agreements		<input type="text"/>	Add Course
ACP-SD-1030 ADL 030	NATO's Reserve Force		<input type="text"/>	Add Course
ACP-SD-2035	Bi-SC Command & Control Course		<input type="text"/>	Add Course
ACP-SD-4031	NATO Senior Officer Policy Course		<input type="text"/>	Add Course
ADL 022	Legal Aspects of Combatting Terrorism		<input type="text"/>	Add Course

1 2 3 4 5 6 7 8 9 10 ...

- User selects the desired course from the list of all available courses, adds the Order and clicks on *Add course* link.

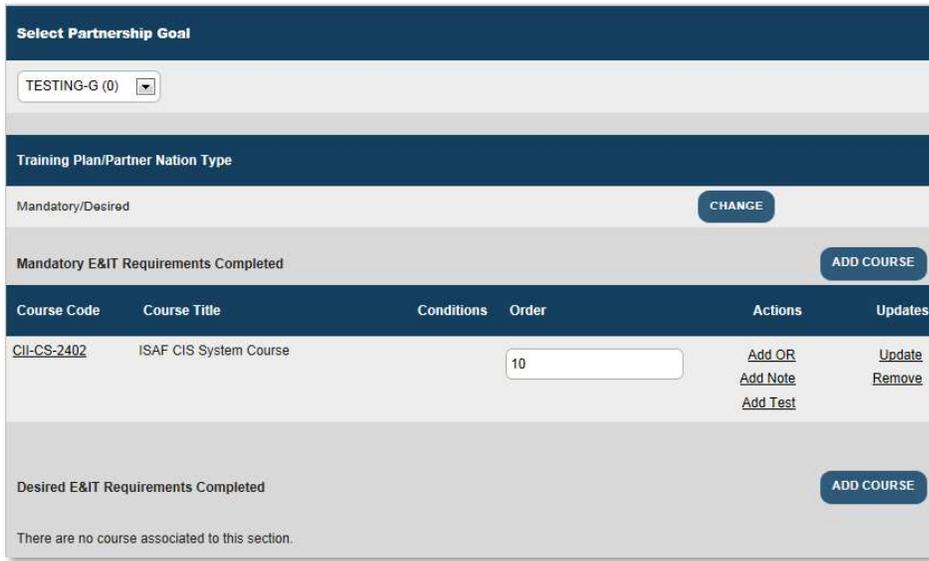
[BACK](#)
 Search for courses by Course Code.

Search for Course

Course Code [SEARCH](#)

Course Code	Course Title	Inactive	Order	Add Course
000-Training-Gap	Training Gap Title		<input type="text"/>	Add Course
000218	Training Jump		<input type="text"/>	Add Course
105-CIS	105-CIS		10 <input type="text"/>	Add Course

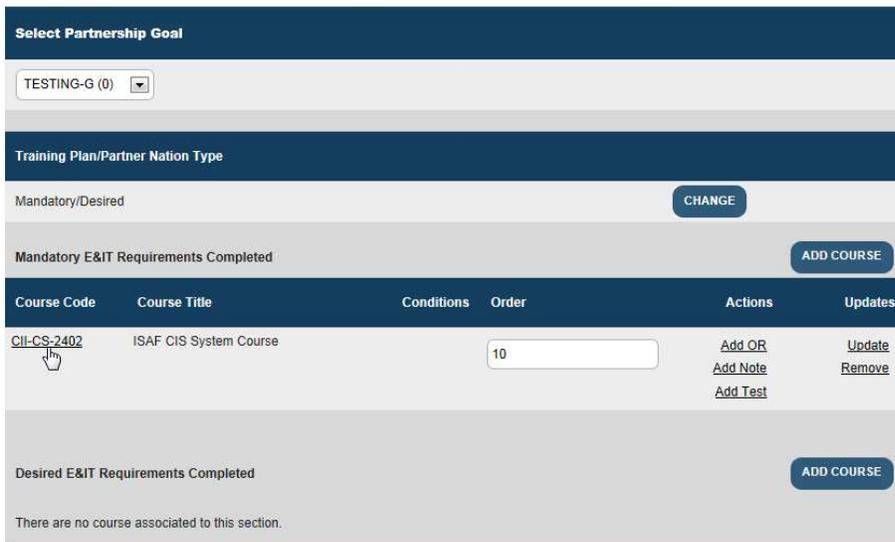
- The course will then be added to the respective Partnership Goal.



20.4.1.5.2 Partnership Goal Course Priority Requirements by Nation

MPD Course Requirements Tool allows E-ITEP Administrator to associate mandatory and desired attributes to courses associated with selected Partnership Goal for each Nation.

1. User clicks on the Course code associated with the selected Partnership Goal on Partnership Goal Administration page as shown in the screen shot below.



2. Course Requirements Tool page loads displaying list of Nations.
 - User selects a particular Nation and clicks the *mandatory* radio button to associate the selected course as mandatory for the respective Nation.

Course Requirements Tool

Course Requirements Tool

Export to Excel

Nations	Mandatory	Desired	not available
AFGHANISTAN (AFG)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
ALBANIA - ALB	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ALGERIA (DZA)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ARGENTINA (ARG)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ARMENIA (ARM)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Australia (AUS)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
AUSTRIA (AUT)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
AZERBAIJAN (AZE)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAHRAIN (BHR)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BANGLADESH (BGD)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- User clicks the desired radio button to associate the selected course as *desired* for the respective Nation.

Nations	Mandatory	Desired	not available
AFGHANISTAN (AFG)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
ALBANIA - ALB	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ALGERIA (DZA)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ARGENTINA (ARG)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ARMENIA (ARM)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
AUSTRALIA (AUS)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
AUSTRIA (AUT)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
AZERBAIJAN (AZE)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAHRAIN (BHR)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
BANGLADESH (BGD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
BELARUS (BLR)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- Not Available* is the system's default value, if the user does not want the course to be associated with a particular Nation then user leaves the radio button as *Not Available* as highlighted in the screenshot below.

Nations	Mandatory	Desired	not available
AFGHANISTAN (AFG)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
ALBANIA - ALB	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ALGERIA (DZA)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ARGENTINA (ARG)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ARMENIA (ARM)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
AUSTRALIA (AUS)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
AUSTRIA (AUT)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
AZERBAIJAN (AZE)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAHRAIN (BHR)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
BANGLADESH (BGD)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BELARUS (BLR)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BELGIUM - BEL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BOLIVIA, PLURINATIONAL STATE OF (BOL)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
BOSNIA AND HERZEGOVINA (BIH)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BRAZIL (BRA)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- User clicks on Update link at the bottom of the page after making desired changes in the Course Requirements Tool.

TURKMENISTAN (TKM)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
UKRAINE (UKR)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
UNITED ARAB EMIRATES (ARE)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
UNITED KINGDOM - GBR	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
UNITED STATES - USA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
URUGUAY (URY)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
UZBEKISTAN (UZB)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
VENEZUELA, BOLIVARIAN REPUBLIC OF (VEN)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

[Update](#)

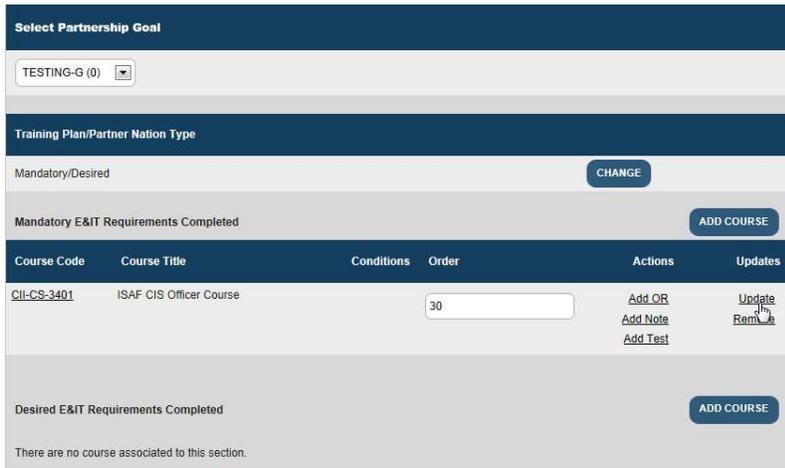
- User repeats the step above for other Nations in the list and other courses associated with Partnership Goals.

20.4.1.5.3 Edit/Update Courses for Partnership Goal

- User visits e-ITEP and logs in.
- User navigates to Admin Tools > Partnership Goals > Modify Partnership Goals.



- User navigates through the 6 Level Organisation structure by selecting the desired organisation from the drop down menu to locate the desired organisation structure. *(Note: The page will automatically refresh once the Organisation is selected.)*
- User selects the desired Year and Partnership Goal from the drop down menu at the respective organisation level. *(Note: The page will automatically refresh once the partnership goal is selected.)*
- User makes the desired changes like adding a new course, changing the Order of the course. Below is an example view of the screen showing changing the order of the course and clicking on update.



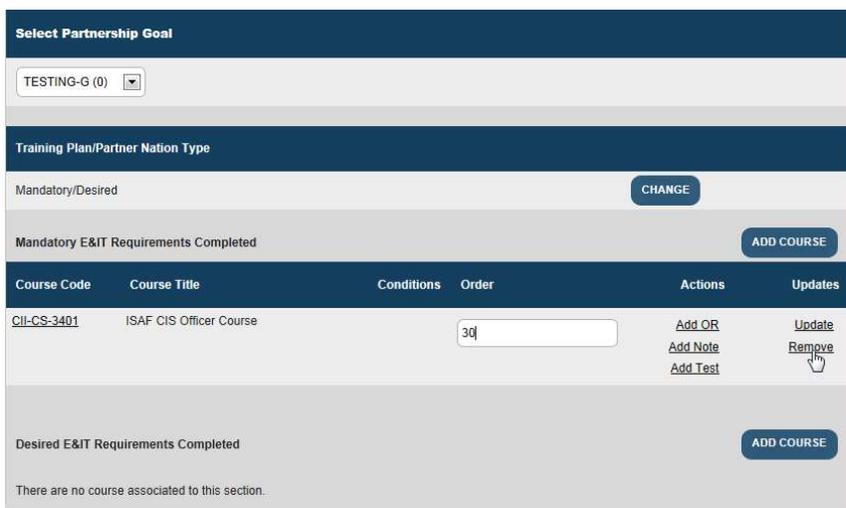
6. User also has the ability to Add/Edit/Remove a note, test for the course.

20.4.1.5.4 Remove Courses from Partnership Goal

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Partnership Goals > Modify Partnership Goals.



3. User navigates through the 6 Level Organisation structure by selecting the desired organisation from the drop down menu to locate the desired organisation structure. *(Note: The page will automatically refresh once the Organisation is selected.)*
4. User selects the desired Year and Partnership Goal from the drop down menu at the respective organisation level. *(Note: The page will automatically refresh once the partnership goal is selected.)*
5. User clicks on *Remove* link associated with the selected course to remove the courses for the respective partnership goal.



Administrators can also Manage Mandatory, Desired courses for a partnership goal automatically by exporting the MPD Organisation Structure .CSV file and importing it after adding/editing courses for desirable partnership goal. (Refer Section 19.4.2.3).

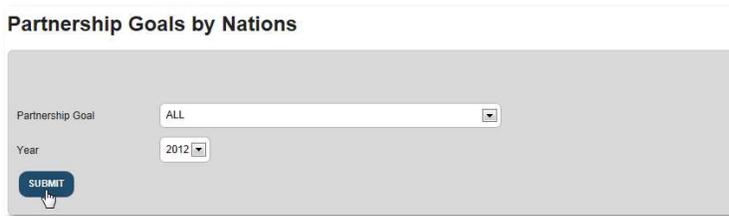
20.4.1.6 Partnership Goals Nation Requirements by Nation

Partnership Goals Nation Requirements Tool allows user with E-ITEP Administrator Role to activate/edit partnership goals for each Nation.

1. User visits e-ITEP and logs in.
2. User navigates to Admin Tools > Partnership Goals > Nation Requirements Tool.



3. Partnership Goal Nation Requirements page loads, user selects the desired Partnership Goal or selects All, Year from the drop down menu and clicks *Submit*.



4. Partnership Goals are displayed in a list. Each Nation has an entry for each partnership Goal.

20.4.1.6.1 Activating Partnership Goals for the Nations

- User selects the desired Nation and clicks on *No* link under Active column if the Partnership Goal is inactive for the Nation.

Partnership Goals by Nations

Partnership Goal: ALL

Year: 2012

SUBMIT

1 2 3 4 5 6 > Record(s) 1 to 20 of 119

Partnership Goal	Nation	Active	Training requirement	Priority	Action
Airborne early warning	AFGHANISTAN (AFG)	No			<input type="checkbox"/> Toggle
Airborne early warning	ALBANIA - ALB	No			<input type="checkbox"/> Toggle
Airborne early warning	ALGERIA (DZA)	No			<input type="checkbox"/> Toggle
Airborne early warning	ARGENTINA (ARG)	No			<input type="checkbox"/> Toggle
Airborne early warning	ARMENIA (ARM)	No			<input type="checkbox"/> Toggle
Airborne early warning	AUSTRALIA (AUS)	No			<input type="checkbox"/> Toggle
Airborne early warning	AUSTRALIA (AUS)	No			<input type="checkbox"/> Toggle

- Upon click the system activates the selected Partnership Goal for the selected Nation and defaults the Training requirement to 2 and Priority to 1

Partnership Goals by Nations

Partnership Goal: ALL

Year: 2012

SUBMIT

1 2 3 4 5 6 > Record(s) 1 to 20 of 119

Partnership Goal	Nation	Active	Training requirement	Priority	Action
Airborne early warning	AFGHANISTAN (AFG)	No			<input type="checkbox"/> Toggle
Airborne early warning	ALBANIA - ALB	No			<input type="checkbox"/> Toggle
Airborne early warning	ALGERIA (DZA)	Yes	2	1	<input checked="" type="checkbox"/> Toggle
Airborne early warning	ARGENTINA (ARG)	No			<input type="checkbox"/> Toggle

20.4.1.6.2 Editing Partnership Goals for the Nations

- User selects the desired Partnership Goal to edit for a selective Year and Nation and makes necessary changes to Training requirement and Priority fields.
Note: The system automatically saves the changes made to the fields without having the user to perform any further action.

Partnership Goals by Nations

Partnership Goal: ALL

Year: 2012

SUBMIT

1 2 3 4 5 6 ≥ Record(s) 1 to 20 of 119

Partnership Goal	Nation	Active	Training requirement	Priority	Action
Airborne early warning	AFGHANISTAN (AFG)	No			<input type="checkbox"/> Toggle
Airborne early warning	ALBANIA - ALB	No			<input type="checkbox"/> Toggle
Airborne early warning	ALGERIA (DZA)	Yes	5	1	<input checked="" type="checkbox"/> Toggle
Airborne early warning	ARGENTINA (ARG)	No			<input type="checkbox"/> Toggle

20.4.1.6.3 Inactivating Partnership Goals for the Nations

- User selects the desired Nation and click on *Yes* link under Active column if the Partnership Goal is active for the Nation.

Partnership Goals by Nations

Partnership Goal: ALL

Year: 2012

SUBMIT

1 2 3 4 5 6 ≥ Record(s) 1 to 20 of 119

Partnership Goal	Nation	Active	Training requirement	Priority	Action
Airborne early warning	AFGHANISTAN (AFG)	No			<input type="checkbox"/> Toggle
Airborne early warning	ALBANIA - ALB	No			<input type="checkbox"/> Toggle
Airborne early warning	ALGERIA (DZA)	Yes	5	1	<input checked="" type="checkbox"/> Toggle
Airborne early warning	ARGENTINA (ARG)	No			<input type="checkbox"/> Toggle

- Upon click the system inactivates the selected Partnership Goal for the respective Nation.

20.4.2 Organisations

This feature allows Users with E-ITEP Administrator Role to perform the following functions:

- Manual creation/inactivation of a new MPD Org structure.
- Manual amendment of an existing MPD Org structure, Partnership Goal and Partnership Goal courses.

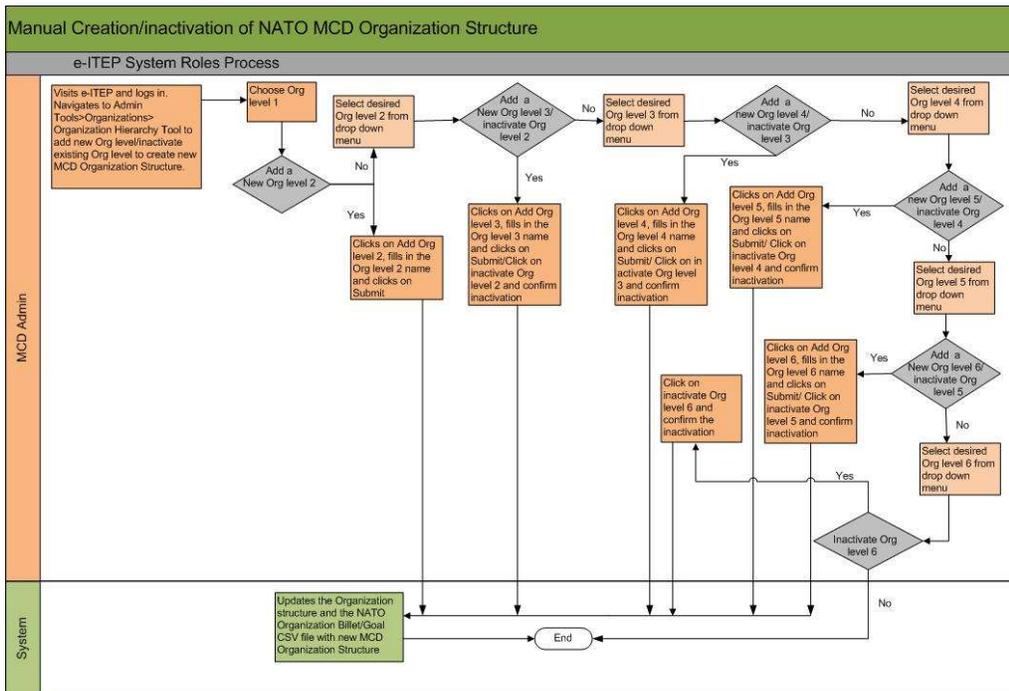
- Automatic amendment/ inactivation of an existing MPD Org structure and Partnership Goal, Partnership Goal courses, exporting MPD Org structure, making the amendments and importing the amended MPD Org structure.

This feature is accessible from the Admin Tools in the navigation menu.



20.4.2.1 Manual creation/inactivation of MPD Organisation Structure

Below is the Process Flow diagram of Manual creation/ inactivation of MPD Organisation structure.



20.4.2.1.1 Manual Creation of a new MPD Org structure

1. User visits e-ITeP, logs in and navigates to Admin Tools > Organisations > Organisation Hierarchy Tool.
2. User navigates through the 6 Level Organisation structure by selecting the desired organisation from the drop down menu to locate the placement for the new Organisation level. *(Note: The page will automatically refresh once the Organisation is selected.)*
3. User clicks on *Add Org Level*.



Organization Hierarchy Tool

Hierarchy Tree

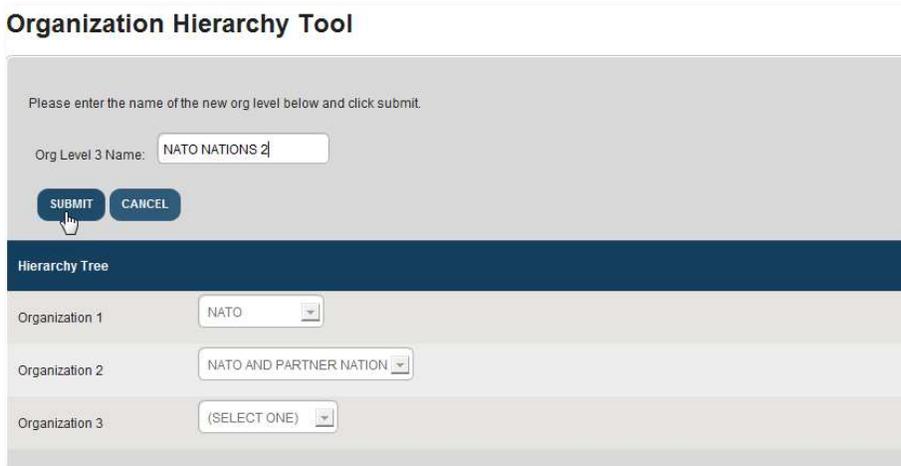
Organization 1: NATO

Organization 2: NATO AND PARTNER NATION

Organization 3: (SELECT ONE)

ADD ORG LEVEL 3

4. User enters the Org level name and clicks *Submit*.



Organization Hierarchy Tool

Please enter the name of the new org level below and click submit.

Org Level 3 Name: NATO NATIONS 2

SUBMIT **CANCEL**

Hierarchy Tree

Organization 1: NATO

Organization 2: NATO AND PARTNER NATION

Organization 3: (SELECT ONE)

5. The new desired Org level has now been created and updated in the NATO Organisation structure.
6. User clicks on *Return To Org Hierarchy*.

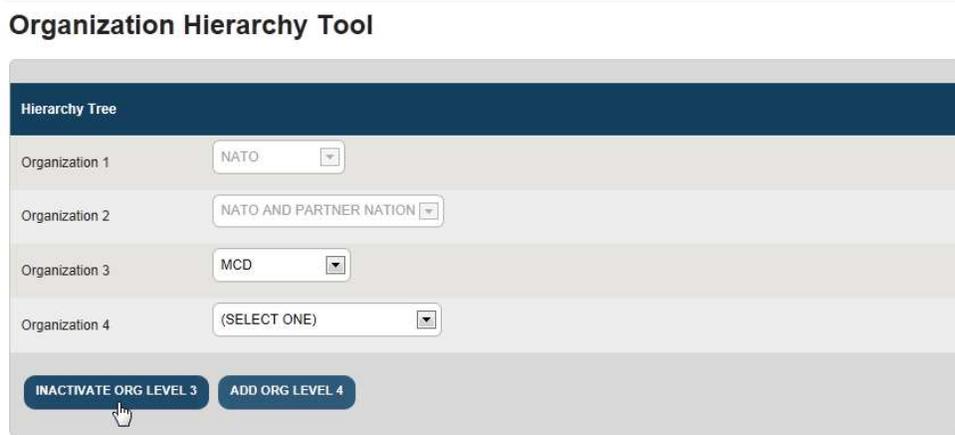
Organization Hierarchy Tool



7. User repeat steps 1 to 6 for adding any level of Organisation structure.

20.4.2.1.2 Inactivation of MPD Org structure

1. User visits e-ITEP, logs in and navigates to Admin Tools > Organisations > Organisation Hierarchy Tool.
2. User navigates through the 6 Level Organisation structure by selecting the desired organisation from the drop down menu to locate the existing Organisation level to inactivate. *(Note: The page will automatically refresh once the Organisation is selected.)*
3. User clicks on *Inactivate Org level*.



4. User clicks on *Yes* to confirm the inactivation of selected Organisation level.
Note: Please read and confirm the summary of the changes being made to each Organisation level upon inactivation of selection Organisation level.

Organization Hierarchy Tool

Please confirm the changes being made to each Organization Level then choose Yes or No:

Number of Organization Level 2's being inactivated: 0
 Number of Organization Level 3's being inactivated: 1
 Number of Organization Level 4's being inactivated: 5
 Number of Organization Level 5's being inactivated: 87
 Number of Organization Level 6's being inactivated: 87
 Number of users being moved to the Nations > NON-NATO Organization Structure: 2

Are you sure you want to inactivate this Organization Level? [Yes](#) | [No](#)

Hierarchy Tree

Organization 1	NATO
Organization 2	NATO AND PARTNER NATION
Organization 3	MCD
Organization 4	(SELECT ONE)

5. The selected organisation level has now been inactivated from the MPD Organisation structure.
6. User reloads the page by selecting a different Organisation at higher or same Organisation level.

Organization Hierarchy Tool

Organization level successfully inactivated

Hierarchy Tree

Organization 1	NATO
Organization 2	NATO AND PARTNER NATION
Organization 3	TEST-12 (SELECT ONE)
Organization 4	MCD NATO NATIONS TEST-12

INACTIVATE ORG LEVEL 3 ADD ORG LEVEL 4

20.4.2.2 Manual amendment of an existing MPD Org structure, Partnership Goal and Partnership Goal courses

If user wants to Amend/Update an existing Organisation structure

For instance:

- a. User wants to add a new Org level 3 under existing Org level 1 and Org level 2.
- b. User wants to add a new partnership goal under MPD
- c. User wants to add a new course under existing Partnership Goal Name (Testing-G) under Org level 3 (MPD) for the Year 2012.

20.4.2.2.1 User wants to add a new Org level 3 under existing Org level 1 and Org level 2

1. User visits e-ITEP and logs in the system.
2. User navigates to Admin Tools > Organisations > Organisation Hierarchy Tool.



3. User clicks on *Add Org level 3*.

Organization Hierarchy Tool

4. User enters the new Org level 3 name and clicks on *Submit*.

Organization Hierarchy Tool

5. System displays a confirmation message to the user. Below is an example view of the screen.

Organization Hierarchy Tool

The new org level was created successfully.

[RETURN TO ORG HIERARCHY](#)

20.4.2.2.2 User wants to add a new partnership goal under MPD

1. User navigates to Admin Tools > Add Partnership Goals.
2. User selects the Year from the drop down menu.

3. Post Admin Tool MPD page reloads and displays the Organisation structure, selected Year and Add Partnership Goal capability. User completes the New Partnership Goal data fields and clicks on *Add* link.

4. Page reloads displaying the new Partnership Goal and a confirmation message. Below is an example view of the screen.

Partnership Goal successfully added

Select Post Org Structure

Organisation 1: NATO

Organisation 2: NATO AND PARTNER NATION

Organisation 3: MPD

Organisation 4: (SELECT ONE)

Year: 2016

Goal Number	Goal Name	Year	
Test goal1	Testing	2016	Edit Edit Goal Courses Edit Goal Nations Add

20.4.2.2.3 User wants to add a new Desired course under existing Partnership Goal Name (Testing-G) under Org level 3 (MPD) for the Year 2012.

1. User navigates to Admin Tools > Partnership Goals > Modify Partnership Goals.
2. User selects the Org level 1(NATO), Org level 2 (NATO AND PARTNER NATIONS), Org Level 3(MPD) and Partnership Goal (Testing-G).

Partnership Goal Administration

Select Org Structure

Organization 1: NATO

Organization 2: NATO AND PARTNER NATION

Organization 3: MCD

Organization 4: (SELECT ONE)

Year: 2012

Select Partnership Goal

PLEASE SELECT

- PLEASE SELECT
- GAGS-TEST (0)
- NEW-TEST (0)
- TESTING-G (0)

3. Partnership Goal Administration page loads, user clicks on *Add Course* (for Desired Courses).

Select Partnership Goal

TESTING-G (0) ▾

Training Plan/Partner Nation Type

Mandatory/Desired CHANGE

Mandatory E&IT Requirements Completed ADD COURSE

Course Code	Course Title	Conditions	Order	Actions	Updates
CII-CS-2402	ISAF CIS System Course		<input type="text" value="10"/>	Add OR Add Note Add Test	Update Remove

Desired E&IT Requirements Completed ADD COURSE

There are no course associated to this section.

- User enters % in the search field and clicks on *Search* to get a list of all active ETOC Courses or begin typing the Course code and clicks *Search*.

Training Plan Admin

[BACK](#)

Search for courses by Course Code.

Search for Course

Course Code [SEARCH](#)

Course Code	Course Title	Inactive	Order	Add Course
000-Training-Gap	Training Gap Title		<input type="text"/>	Add Course
000218	Training Jump		<input type="text"/>	Add Course
105-CIS	105-CIS		<input type="text"/>	Add Course
11-22-33	test course CDR BAUSA		<input type="text"/>	Add Course
1234StAnton	1234StAnton		<input type="text"/>	Add Course
ACP-AC-1081 ADL 081	Orientation to Arms Control and Arms Control Agreements		<input type="text"/>	Add Course
ACP-SD-1030 ADL 030	NATO's Reserve Force		<input type="text"/>	Add Course
ACP-SD-2035	BI-SC Command & Control Course		<input type="text"/>	Add Course
ACP-SD-4031	NATO Senior Officer Policy Course		<input type="text"/>	Add Course
ADL 022	Legal Aspects of Combatting Terrorism		<input type="text"/>	Add Course

1 2 3 4 5 6 7 8 9 10 ...

- User selects the desired course from the list of ETOC Courses, enters the Order for the selected course and clicks on *Add Course* link.

Training Plan Admin

BACK

Search for courses by Course Code.

Search for Course

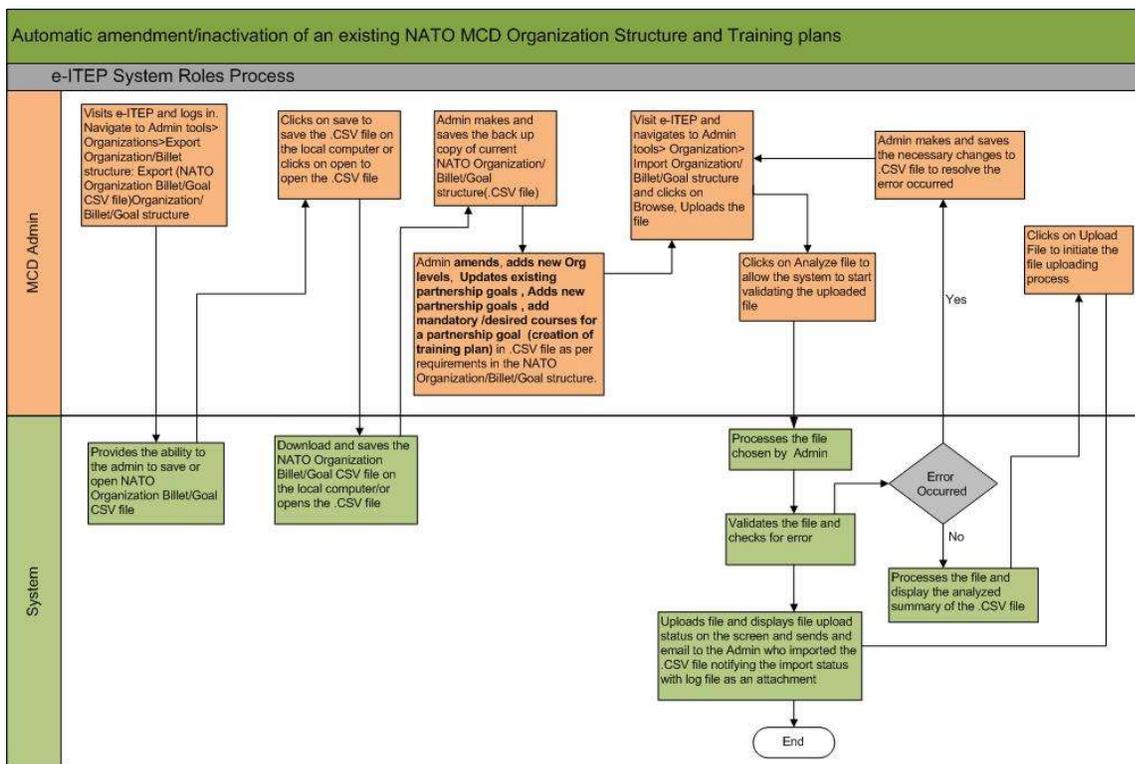
% Course Code

Course Code	Course Title	Inactive	Order	Add Course
000-Training-Gap	Training Gap Title	<input type="checkbox"/>	<input type="text"/>	Add Course
000218	Training Jump	<input type="checkbox"/>	<input type="text"/>	Add Course
105-CIS	105-CIS	<input type="checkbox"/>	<input type="text"/>	Add Course
11-22-33	test course CDR BAUSA	<input type="checkbox"/>	<input type="text"/>	Add Course
1234StAnton	1234StAnton	<input type="checkbox"/>	<input type="text"/>	Add Course
ACP-AC-1081 ADL 081	Orientation to Arms Control and Arms Control Agreements	<input type="checkbox"/>	<input type="text"/>	Add Course
ACP-SD-1030 ADL 030	NATO's Reserve Force	<input type="checkbox"/>	10 <input type="text"/>	Add Course
ACP-SD-2035	Bi-SC Command & Control Course	<input type="checkbox"/>	<input type="text"/>	Add Course

- The selected course has been successfully added under Desired Course for the Partnership Goal (Testing-G).

20.4.2.3 Automatic amendment/ inactivation of an existing MPD Org structure and training plans, exporting MPD Organisation structure, making the amendments and importing the amended MPD Organisation structure

Below is the Process Flow Diagram of Automatic amendment/inactivation of an existing NATO MPD Organisational structure and training.



User wants to Amend/Update an existing Organisation structure automatically

Note: User can only add Org Structure, Partnership Goals, Mandatory Course and Desired Courses via this automatic process of amending MPD Organisation structure. Partnership Goal Nation requirements and Nation Course requirements, priority needs to be defined via Admin Tool in e-ITEP system.

For instance:

- a. User wants to add a new Org level 3 under existing Org level 1 and Org level 2.
- b. User wants to add a new Partnership Goal under the Org level 3 (MPD) for the Year 2012
- c. User wants to add a new mandatory course under existing Partnership Goal Name (New-Test) under Org level 3 (MPD) for the Year 2012.

Exporting the MPD Organisation Structure (.CSV) file

1. User visits e-ITEP and logs in the system.
2. User navigates to Admin Tools > Organisations > Export Organisations/Post/Goal structure.



3. A pop-up window appears displaying options to Save/Open the NATO Organisation Post/Goal .CSV file.

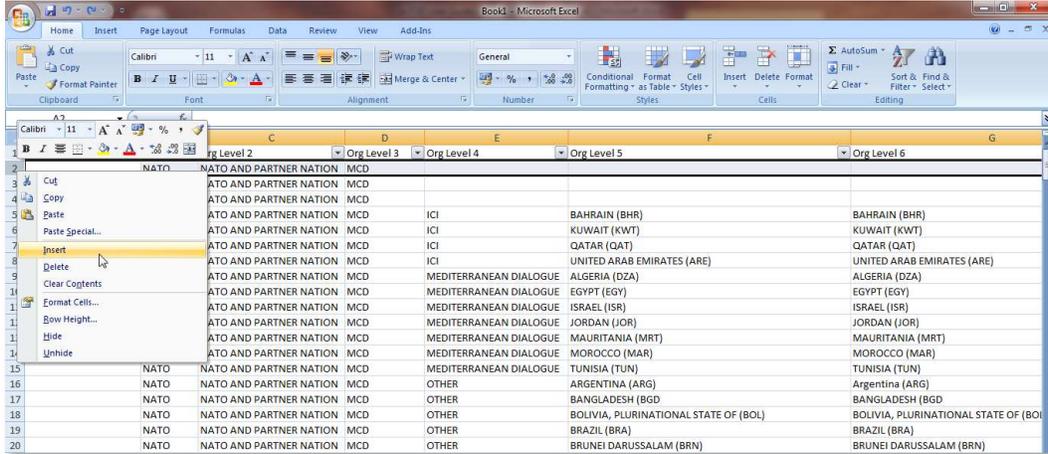


4. User saves the .CSV file at the desired location on the computer.
5. User makes a back up copy of the Current NATO Organisation/Post/Goal structure (.CSV file).
6. User opens the .CSV file from the saved location.

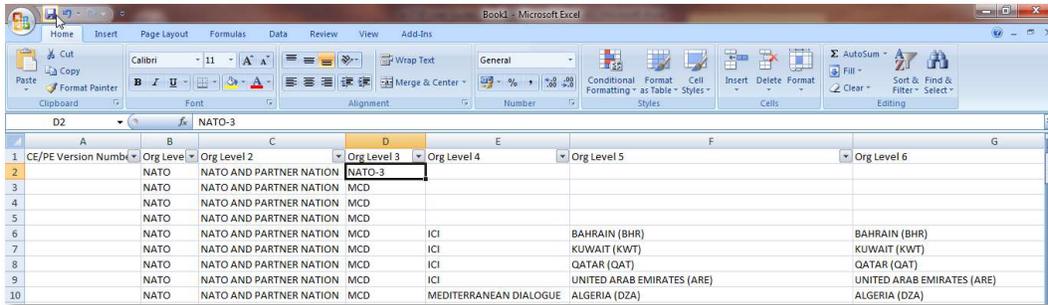
Amending the existing MPD Org Structure and training plans

20.4.2.3.1 User wants to add a new Org level 3 under existing Org level 1 and Org level 2.

1. The (.CSV) file only displays MPD Organisation Structure.
2. User right clicks at the left hand corner of the first row of data and clicks on Insert from the drop down menu.

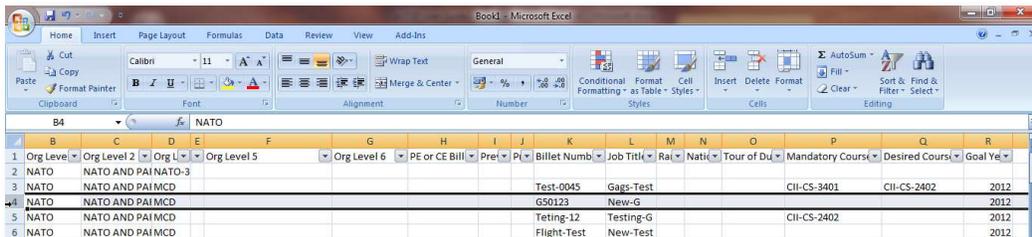


3. User now enters the Organisation structure data in the new row inserted in previous step.
 - o Org level 1: NATO, Org level 2: NATO AND PARTNER NATION, Org level 3: User enters the name of the new Org level (NATO-3) and clicks on Save.



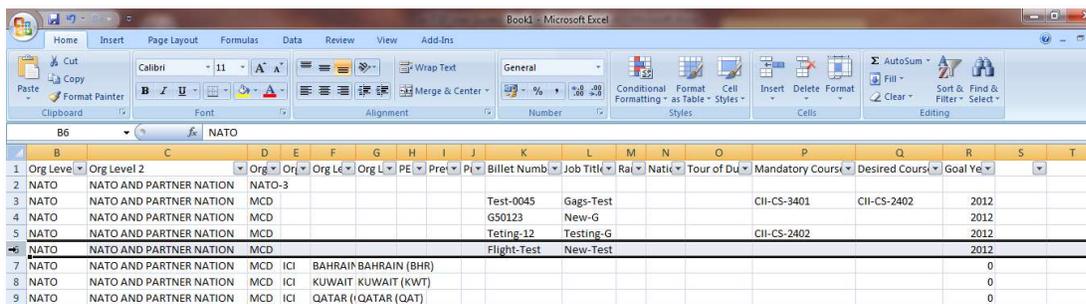
20.4.2.3.2 User wants to add a new partnership goal under the Org level 3 (MPD) for the Year 2012

1. User locates the row of the Organisation structure to add the new partnership goal under Org Level 3(MPD). User clicks on the Partnership Goal Number cell and enters the value (G50123).
2. User clicks on the Partnership Goal Name cell and enters the value: (New-G).
3. User clicks on the Goal Year cell and enters the value 2012 and clicks on Save to save the changes made to the .CSV file.

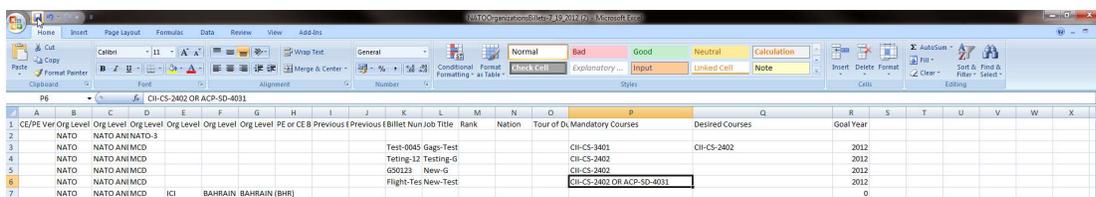


20.4.2.3.3 User wants to add a new mandatory course under existing Partnership Goal Name (New-Test) under Org level 3 (MPD) for the Year 2012

1. User locates the row of Organisation structure consisting of Org level 3(MPD) with Partnership Goal Name (New-Test).



2. User clicks on Mandatory Courses cell of the same row and enters the mandatory course codes (CII-CS-2402 OR ACP-SD-4031) and clicks Save.

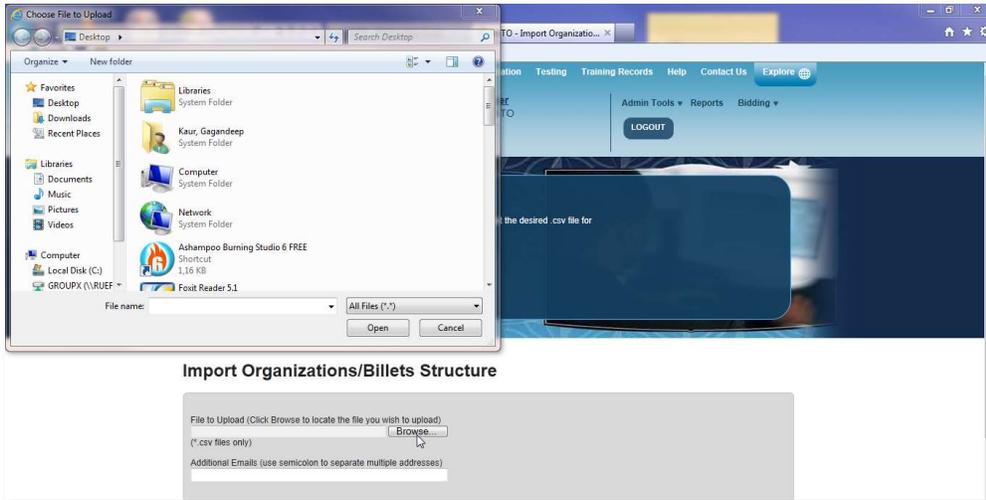


Importing the amended MPD Organisation Structure (.CSV) file

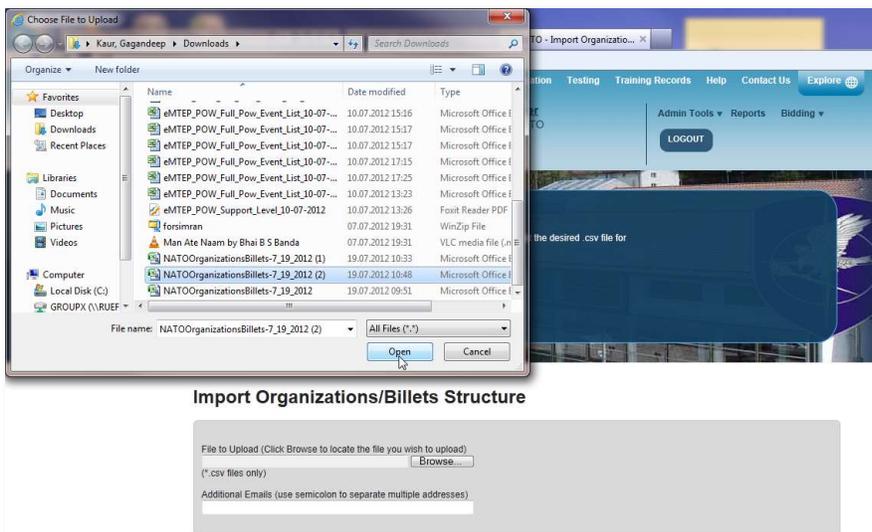
1. User visits e-ITEP and logs in the system.
2. User navigates to Admin Tools > Organisations > Import Organisation/Post/Goal structure.



3. User clicks on Browse and navigates to the location of desired .CSV file.

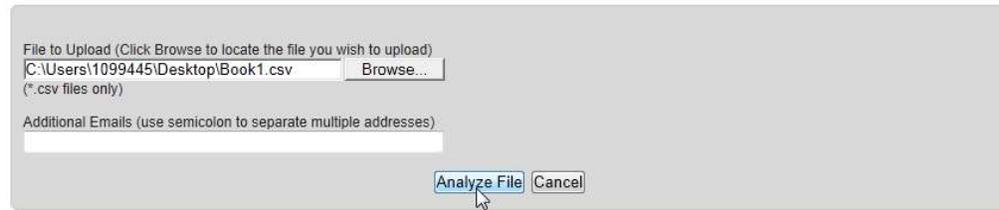


4. User selects the desired .CSV file and clicks on open.



5. User clicks on Analyse file to start file validation.

Import Organizations/Billets Structure



6. If the file analysis returns error, user makes necessary changes and saves .CSV file and repeats from Step 1 onwards.

Import Organizations/Billets Structure

ERROR: Missing column(s) in CSV file.

File to Upload (Click [Browse](#) to locate the file you wish to upload)

(* .csv files only)

Additional Emails (use semicolon to separate multiple addresses)

- If the file analysis returns no error, then the system displays the analysed summary of the .CSV file. User clicks on *Upload File* to initiate the uploading of selected .CSV file

Import Organisations/Posts Structure

File to Upload: NATOOrganizationsPosts-7_27_2016.csv

Additional Emails:

Analyse Summary:

- Number of Org Level 1's being added: 0
- Number of Org Level 2's being added: 0
- Number of Org Level 3's being added: 0
- Number of Org Level 4's being added: 0
- Number of Org Level 5's being added: 0
- Number of Org Level 6's being added: 0
- Number of Posts being added: 0
- Number of Posts being updated: 0

- NATO Organisation Post/Goal .CSV file has been successfully uploaded.
- Upon completion of file uploading process an email is sent to the Admin who imported the CSV file notifying the file import status with log file as an attachment. User clicks Return to go back to Organisation > Import Organisation/Post structure.

Import Organisations/Posts Structure

File has been successfully uploaded: NATOOrganizationsPosts-7_27_2016.csv

Notification email with the log file has been sent to: Frank.BENDER@shape.nato.int.

Commit Summary:

- Number of Org Level 1's added: 0
- Number of Org Level 2's added: 0
- Number of Org Level 3's added: 0
- Number of Org Level 4's added: 0
- Number of Org Level 5's added: 0
- Number of Org Level 6's added: 0
- Number of Posts added: 0
- Number of Posts updated: 0

Please click on the date to view the log file: [7/27/2016 12:34:00 PM](#)

Important Note: *Mandatory/Desired Courses are linked automatically to ETOC after importing the MPD Organisation Structure (.CSV) file*

1. User navigates to Partnership Goals > Partnership Goals
2. User selects the desired Organisation Structure (Org level 1: NATO, Org level 2: NATO AND PARTNER NATION, Org level 3: MPD), Year 2012 and clicks *Submit*.

Partnership Goals

Org Structure

Organization 1 *

Organization 2 *

Organization 3

Organization 4

Year

SUBMIT

3. Partnership Goal page reloads displaying list of partnership goals under the selected Organisation structure.

Partnership Goals

Org Structure

Organization 1 *

Organization 2 *

Organization 3

Organization 4

Year

SUBMIT

Report Date: 19/07/2012 12:39:54 PM

OrgLevel6	Goal Number	Goal Name	Nation Training Requirement	Priority	Mandatory Training	Desired Training
AFGHANISTAN (AFG)	G-50123	New-G	2	1	CII-CS-2402	
AFGHANISTAN (AFG)	Flight-Test	New-Test	2	1	ACP-SD-4031 OR CII-CS-2402	
AFGHANISTAN (AFG)	Testing-12	Testing-G	2	1		CII-CS-3401
AUSTRALIA (AUS)	G-50123	New-G	2	1		
BELARUS (BLR)	Flight-Test	New-Test	2	1		ACP-SD-4031 OR CII-CS-2402

4. User clicks on the Mandatory Course code (CII-CS-2402) OR course code (ACP-SD-4031), which has been added by the user automatically in above section for the Partnership Goal Name (New-Test).

OrgLevel6	Goal Number	Goal Name	Nation Training Requirement	Priority	Mandatory Training	Desired Training
AFGHANISTAN (AFG)	G-50123	New-G	2	1	CII-CS-2402	
AFGHANISTAN (AFG)	Flight-Test	New-Test	2	1	ACP-SD-4031 OR CII-CS-2402	
AFGHANISTAN (AFG)	Testing-12	Testing-G	2	1		CII-CS-3401
AUSTRALIA (AUS)	G-50123	New-G	2	1		
BELARUS (BLR)	Flight-Test	New-Test	2	1		ACP-SD-4031 OR CII-CS-402

- ETOC page loads displaying details of the selected course. Below is a portion of the Course details page.

View Course

COURSE DETAILS
COURSE CONTACT INFORMATION
TRAINING INSTITUTION INFORMATION

DISCIPLINE INFORMATION

[Back to Training Plan Report](#)

Web Link	http://www.natoschool.nato.int/Academics/Resident-Courses/Course-Catalogue/Course-description?ID=55
Last Date Updated	07/Jan/2016 16:02
Training Institution	NATO - School Oberammergau (NSO)
Discipline	Operational Planning, Assessment and Alta (JPL)
Area	Operational Planning (OP)
Depth of knowledge Level	3: Apply

The NATO Course Certification of the course is automatically updated based on the "NATO Course requirement" and "NATO ETF Institutional Accreditation". Unless, these two fields have been completed and validated, the course will automatically display as NATO Listed.

NATO Course Certification	NATO Approved
---------------------------	---------------

Course Code	JPL-SP-3054
Course Title	NATO Comprehensive Operations Planning Course
Delivery Method	I--Instructor-Led Training
Suitable for Mobile Delivery?	No
Course Description	NSO Course Code: S5-54
Course Notes	For further information (e.g. list of learning objectives or eligibility requirements) please refer to the full course description via the above given web link.

20.4.3 Training Institutions

Training Facilities include all training Institutions offering courses in ETOC. This feature is available to users with E-ITEP Administrator Role and gives them the ability to manage Training Institutions. It is accessible through Admin Tools, which is accessible from the navigation menu.

20.4.3.1 View and Edit existing Training Institutions

- User navigates to Admin Tools > Training Institutions > Training Institution Search.



2. User enters the search criteria and clicks *Submit*. This example will find The NATO Training Centre.

Training Institution Search

NAME CONTAINS

Country

SUBMIT

The system returns results based on the search criteria. To view a Training Institution, user clicks the *View* link.

Training Institution Search

Current Search:
 Name Contains % <- Remove from search

NAME CONTAINS

Country

APPEND/UPDATE SEARCH **RESET**

1 2 3 4 5 6 7 8 > Record(s) 1 to 20 of 147

Name	Address	City	State	Country	Primary Phone	Primary Fax	Primary Email	Application Email	Action
Albanian Armed Forces Academy	Rruga e Dibres	Kutia Postare: 2423		Albania	+355 4 2 363 465		Insert mail address here	MAIL@MAIL.MAIL	View Edit
Aus Bildung Centre				Germany				christophstegemann@bundeswehr.org	View Edit
Baltic Defence College	12, Riia Street	Tartu	NIL	Estonia				igors.rajevs@baltdefcol.org	View Edit
BELGIAN NETHERLANDS NAVY MARE	3de & 23ste Linierregimentsplein	Oostende	West-Vlaanderen	Belgium	+32 244 31121		beparteguermin-planning@mil.be	beparteguermin-planning@mil.be	View Edit

20.4.4 Room Search

Below is the view of the room search page.

Room Search

Current Search:

Location Name Contains % <- [Remove from search](#)

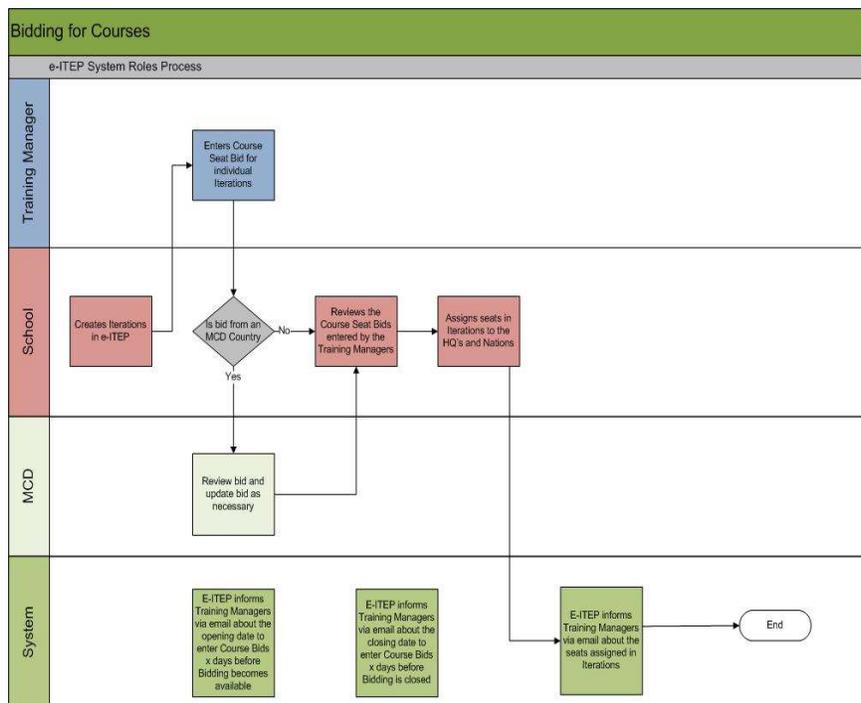
LOCATION NAME CONTAINS

1 2 3 4 5 6 7 8 9 10 > Record(s) 1 to 20 of 194

Room	Type	Seats	Location
Demo	TC	40	NATO - School Oberammergau (NSO)
test	TC	13	NATO - School Oberammergau (NSO)
Test	TC	40	NATO - School Oberammergau (NSO)
West	TC	50	NATO - School Oberammergau (NSO)
Demo room	TC	900	NATO - School Oberammergau (NSO)
Room 1	TC	25	COE - Civil-Military Co-operation Centre of Excellence (CIMIC COE)
Room 1	TC	50	COE - CENTRE OF EXCELLENCE DEFENCE AGAINST TERRORISM
Room 1	TC	10	COE - NATO Centre of Excellence for Military Medicine (MILMED COE)
Room 1	TC	25	NATO - Communications and Information Systems School (NCISS)
Room 1	TC	25	NATO - Maritime Interdiction Operational Training Centre (NMIOTC)

21 MPD Bidding

Below is the Process Flow Diagram of the Bidding for Courses feature:



21.1 Point of Contact

Bidding for Courses feature allows users with Point of Contact Role to enter their bids for courses for seats required by their Nation.

1. User visits e-ITeP and logs in.
2. User navigates to Bidding > Bidding for Courses.



3. Bidding for Courses page loads, user selects the desired headquarters, Nation (defaulted to Nation selected at Org Level 5 in user's profile), Year, Filter by School fields and clicks the *Append/Update Search* button. Below is an example view of the search performed on Bidding for Courses feature with result set.

Note: Bidding is only available for scheduled iteration in future Years. In case of selection of Year in the past or current year, the PE/CE Seat Bids, Non PE/CE Seat Bids columns are read only.

Bidding for Course

Back

Headquarter: NATO

Nation: AUSTRIA (AUT)

Year: 2013

Filter by School: NATO COMMUNICATIONS

APPEND/UPDATE SEARCH RESET

1 2 3 Record(s) 1 to 20 of 26

Course Code	Course Title	Training Institution	Nation or Headquarter	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	Seat Bid
CI-SS-2226	LOGFAS Logistic Reporting Basic Course (External ISAF)	NATO Communications and Information Systems School (NCISS)	--	0	0	0 +
CI-CS-1101	NATO CIS Orientation for Officers Course	NATO Communications and Information Systems School (NCISS)	--	0	0	0 +

4. User selects the course from the list and clicks on arrow under Seat Bid column.

Bidding for Course

[Back](#)
 Headquarter:
 Nation:
 Year:
 Filter by School:

≤ 1 2 Record(s) 21 to 26 of 26

Course Code	Course Title	Training Institution	Nation or Headquarter	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	Seat Bid
NCSISS-TEST1	NCSISS-TEST1	NATO Communications and Information Systems School (NCISS)	---	0	0	0
CII-CS-2402	ISAF CIS System Course	NATO Communications and Information Systems School (NCISS)	---	0	0	0
CII-CS-3401	ISAF CIS Officer Course	NATO Communications and Information Systems School (NCISS)	---	0	0	0
ABTEST-12-00	TestNaina	NATO Communications and Information Systems School (NCISS)	---	0	0	0
666	BLABLA	NATO Communications and Information Systems School (NCISS)	---	0	0	0
007	james bond	NATO Communications and Information Systems School (NCISS)	---	0	0	0

≤ 1 2 Record(s) 21 to 26 of 26

5. User enters the bids (numbers) for the desired course iterations in the PE/CE Seat Bids, Non PE/CE Seat Bids columns, enters a comment and clicks *Submit*.

Bidding for Course

[Back](#)
Iterations for Course "ISAF CIS Officer Course" ID(409)

Iteration ID	Start date and time	End date and time	Training Institution	Seats Available	PE/CE Billet Seat Bids	Non PE/CE Billet Seat Bids	Seat Bid	Action
215	10/04/2013	10/04/2013	NATO Communications and Information Systems School (NCISS)	10	<input type="text" value="5"/>	<input type="text" value="2"/>	0	Assign Seats
216	07/08/2013	07/08/2013	NATO Communications and Information Systems School (NCISS)	10	<input type="text" value="4"/>	<input type="text" value="3"/>	0	Assign Seats
657	11/06/2013	11/06/2013	NATO Communications and Information Systems School (NCISS)	10	<input type="text" value="2"/>	<input type="text" value="0"/>	0	Assign Seats

Comment*
 This is required

- A confirmation message ‘Your bidding was successfully added’ is displayed to the user after the successful submission of the bids.

Bidding for Course

[Back](#)

Iterations for Course "ISAF CIS Officer Course" ID(409)
Your bidding was successfully added.

Iteration ID	Start date and time	End date and time	Training Institution	Seats Available	PE/CE Billet Seat Bids	Non PE/CE Billet Seat Bids	Seat Bid	Action
215	10/04/2013	10/04/2013	NATO Communications and Information Systems School (NCISS)	10	<input type="text" value="5"/>	<input type="text" value="2"/>	0	Assign Seats
216	07/08/2013	07/08/2013	NATO Communications and Information Systems School (NCISS)	10	<input type="text" value="4"/>	<input type="text" value="3"/>	0	Assign Seats
657	11/06/2013	11/06/2013	NATO Communications and Information Systems School (NCISS)	10	<input type="text" value="2"/>	<input type="text" value="0"/>	0	Assign Seats

Comment*
This is required

21.2 E-ITEP Administrator

Bidding for Courses feature allows users with E-ITEP Administrator Role to modify the bids entered by the MPD Nations before they are reviewed and seats are assigned/ allocated by Training Facilities.

- User visits e-ITEP and logs in.
- User navigates to Bidding > Bidding for Courses.



- Bidding for Courses page loads, user selects the desired headquarters, Nation, Year, Filter by School fields and clicks the *Append/Update Search* button. Below is an example view of the search performed on Bidding for Courses feature with result set.

Note: *Bidding is only available for scheduled iteration in future Years. In case of selection of Year in the past or current year, the MPD Validates column is read only.*

Bidding for Course

[Back](#)

Iterations for Course "ISAF CIS System Course" ID(408)

Iteration ID	Start date and time	End date and time	Training Institution	Seats Available	PE/CE Billet Seat Bids	Non PE/CE Billet Seat Bids	MCD Validate	Seat Bid	Action
167	27/11/2013	29/11/2013	NATO Communications and Information Systems School (NCISS)	10	2	4	<input type="text" value="5"/>	0	Assign Seats
212	02/02/2013	02/02/2013	NATO Communications and Information Systems School (NCISS)	100	26	28	<input type="text" value="10"/>	0	Assign Seats

Comment*
This is required

SUBMIT

A confirmation message 'Your bidding was successfully added' is displayed to the user after the successful submission of the bids.

Bidding for Course

[Back](#)

Iterations for Course "ISAF CIS System Course" ID(408)
Your bidding was successfully added.

Iteration ID	Start date and time	End date and time	Training Institution	Seats Available	PE/CE Billet Seat Bids	Non PE/CE Billet Seat Bids	MCD Validate	Seat Bid	Action
167	27/11/2013	29/11/2013	NATO Communications and Information Systems School (NCISS)	10	2	4	<input type="text" value="5"/>	0	Assign Seats
212	02/02/2013	02/02/2013	NATO Communications and Information Systems School (NCISS)	100	26	28	<input type="text" value="10"/>	0	Assign Seats

Comment*
This is required

SUBMIT

22 Managing Help and Resources Sections

The Help and Resources sections can be used as repositories for documents, links, and images and are accessible from the navigation menu.



The Help section will provide users with the information about e-ITEP and available training. Raytheon will pre-populate the Help section with user guides helping to explain basic e-ITEP system features.

The Resources section can contain any commonly used training materials, discipline and area information for example, maps to training facilities, or training guides.

The Help and Resources sections support all types of electronic files. However, due to size constraints and for consistency, Raytheon recommends using Adobe Acrobat (.pdf) format for static documents, and Macromedia Flash (.swf) format for movie clips. Content in the Help and Resources sections can be roles and permission based and thus is accessible to specific user group. Administration of these sections is assigned on a per user basis.

Administration of the Help and Resources Sections is the same. This example focuses on the Resources section. Users having the role ACT Discipline Point of Contact can only edit resources under the parent resource “Disciplines”. For resources outside this parent they only have view rights. Users having the role Discipline Community of Interest can only edit resources inside their discipline and according to the resource visibility grade.

Tip: Content can be loaded from any location, including your local hard drive, available network drives, and portable media such as CD-Rom or ZIP disk. To help speed the process of adding resources, it is best to gather all content into one location.

22.1.1 Add a Main Header

Initially, the Resources section will be blank. Begin by adding a main header.

1. User turns Administration ON



2. All elements exist in "parent/child" relationships. The main "parent" is the Resources page. User Adds a child to the Resources page.



3. To add a header, user chooses Item Type = Embedded Sub item. An Embedded Sub item is a new main section within the resources section. User Adds a title. The title will appear as the header text. Optionally, user can add a description. The description will appear as paragraph text below the header. User enters an integer number for Sort Order. This will control the order the item appears on the page. *Tip: Raytheon recommends ordering items in multiples of 10 (10, 20, 30, 40, etc...).* This way, if the user needs to add items later, the user does not need to reorder all other items. The Resource Visibility monitors which roles have access to the resource item. User Flags the item as Active and clicks Save to save the new item.

Add New Item Information

Link the item to a course by choosing the item type as document link, entering a title, description, selecting appropriate visibility grade, entering sort order, checking active checkbox, uploading the respective document and clicking Save button.

Title *:

Description:

Item Type:

Resource Visibility:

Sort Order *:

Active:

22.1.2 Add an External Link

Links can be added to external web sites.

1. User turns Administration ON, if it is not already.
2. User decides where to add the link. User clicks on Add New Child for the "parent" that the user wants to add the link to. This example will add a link under the Sample header.



3. To add an external link, user chooses Item Type = External Link. User adds a title, and optionally a description. User enters a Sort Order, and flags the item as active. User enters the full external URL beginning with http:// and clicks save to save the new item.

Add New Item Information

Link the item to a course by choosing the item type as document link, entering a title, description, selecting appropriate visibility grade, entering sort order, checking active checkbox, uploading the respective document and clicking Save button.

Title *:

Description:

Item Type:

Resource Visibility:

Sort Order *:

Active:

External URL: Please prefix External URLs with "http://"

22.1.3 Add an internal link to a Sub-Page

Internal links can be used to create new sub-pages to hold additional resources. Internal links can create a table of contents structure, with each link linking to a new page that contains additional resources.

1. User turns Administration ON, if it is not already.
2. User decides where to add the link. This example will add a link under the Sample header.



3. To add an internal link, user chooses Item Type = Internal Link. User adds a title, and optionally a description. User enters a Sort Order, flags the item as Active and selects the Grade influencing the visibility of the item according to the Grade schema shown on the help text. Then clicks Save to create the the new item.

Add New Item Information

Link the item to a course by choosing the item type as document link, entering a title, description, selecting appropriate visibility grade, entering sort order, checking active checkbox, uploading the respective document and clicking Save button.

Title *:

Description:

Item Type:

Resource Visibility:

Sort Order *:

Active:

22.1.4 Add a Document

Users can view documents online or save them for later reference.

1. User turns Administration ON, if it is not already.
2. User decides where to add the link. User clicks on the Add New Child link for that "parent".



3. To add a document, user chooses Item Type = Document Link. User enters a title, and optionally a description. User selects the Resource Visibility grade which indicates which role the user must have in order to see the document, enters a Sort Order, flags the item as active and clicks on the Browse link to find a document to upload. User clicks save to save the new item.
 - a. Title: User enters the Title of the course as displayed by the system
 - b. Item Type – Internal Link should be used for creating internal –ITEP links pointing to different pages, resources. Whereas Document Link item type should be used for uploading files (allowed file types are – Pdf, xlsx, xlsx, doc, gif, mp, png, jpg, txt)
 - c. Item Visibility: User selects the desired visibility rights for the resource item.
 - Grade 1: Allows the item to be visible to all the e-ITEP roles including the guest user.
 - Grade 2: Allows the item to be visible to all the e-ITEP roles.
 - Grade 3: Allows the item to be visible to the training institution administrators and higher roles.

- Grade 4: Allows the item to be visible to the ACT Discipline Point Of contact and higher roles.
- d. Sort Order: User enters the desired sort order
- e. Item Visibility: User select the desired visibility rights for the respective resource item.

22.1.5 Editing and Deleting Resource Items

To edit or delete a resource item, user turns Administration ON. Then, user clicks on the Edit symbol or Delete symbol link corresponding to that item. During the Edit process, the user may change the same fields as when adding a new item.

23 Appendix

23.1 Template for NATO PE/CE HQ Organisation Post/Goal Structure

Note: Download the NATO Org Structure (.CSV) file below and use it as a template to create NATO PE/CE HQ Organisation Post/ MPD Organisation Structure and then import the modified (.CSV) file by logging in the e-ITEP System.



Template for NATO Org Structure.csv