



e-ITEP Administrator User Guide



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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 View/Edit	13
2.2.2 <i>Approve</i>	16
2.2.3 <i>Reject</i>	
3 Login	
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	
9.3 Add User Profile	
9.4 Password Policy	
10 Organisations	
10.1 Org Manager	
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	
11.3 Seat Gaps Report	
12 ETOC	
12.1 ETOC Search (without logging into e-ITEP)	
12.1.1 View Existing Course	



12.1	1.2	Exporting the Course List	
12.1	1.3	View Scheduled Course Iterations	40
12.1	1.4	Exporting the Course Iteration List	41
12.2	ETC	OC Search (logged into e-ITEP)	42
12.3	Add	New ETOC Course	43
12.3	3.1	Add ETOC Course	43
12.3	3.2	Applying for NATO Course Certification	45
12.3	3.3	Automation of NATO Course Certification (NCC)	46
12.3	3.4	Approval/Review Pending NATO Course Certification	48
12.3	3.5	E-Learning Courses (WBT's)	51
12.4	Viev	w/Edit Existing ETOC Courses	57
12.4	4.1	View existing course	58
12.4	4.2	View Scheduled Course Iterations	59
12.4	4.3	Requesting Access to and Launching a WBT	60
12.4	4.4	Edit existing course	65
12.4	4.5	Managing Course Resources	66
12.4	4.6	Inactivating existing ETOC course	68
12.4	4.7	Deleting existing ETOC Courses	69
View/	Appro	ove/Review ETOC Pending Courses	70
12.4	4.8	View/Edit	71
12.4	4.9	Approve	72
12.4	4.10	Review/Reject	77
12.5	Acc	ess List for INFOSEC domain (Attaching Secure Access Document to a Course)	78
12.6	Add	ing Certificates to a Course	79
12.7	Add	ing POI, TNA, course certification and other Documents to a Course	
13 Sch	edule		
13.1	Sear	ch Course Iterations	84
13.1	1.1	Export Iteration List to Excel	85
13.1	1.2	Edit Scheduled Iteration	85
13.2	Itera	tion Status	87
13.2	2.1	Status: Active	
13.2	2.2	Status: Modified	
13.2	2.3	Status: Cancelled	



13.2	2.4 Status: Deleted	
13.3	Add Course Iteration	
13.4	Cancelling and Deleting Course Iterations	90
13.5	Bulk Seat Assignments	
13.6	Access List for INFOSEC domain	96
13.7	Printing the PIR (Personal Information Record)	
13.8	Printing Certificates for students	
13.8	3.1 Printing Certificate for Single Student	
13.9	Swapping a student	
13.10	Training Calendar	
13.1	10.1 View by Training Institution	
13.1	10.2 View by Course	
14 App	olication	
14.1	Apply Yourself in a Course Iteration	
14.2	Apply a User in a Course Iteration	
14.3	Apply Yourself in a Course Iteration from the Training Calendar	
14.4	Apply a User in a Course Iteration from the Training Calendar	
14.5	Cancel Your Own Application	
14.6	View/Approve/Cancel Pending Application	
14.6	5.1 View Pending Application	
14.6	5.2 View/Approve/Cancel Pending Application	
14.7	Course application for a METT Course Iteration	
14.8	Course Access Requests:	146
14.9	Send Comments/Questions regarding Scheduled Course Iteration	148
14.10	Printer Friendly Joining Form	
14.11	View Your Schedule	
14.1	11.1 View Joining Form of Application	
14.1	11.2 POC OR Higher role applies a user in course iteration	
14.1	11.3 Submission of Saved Joining Form	
14.1	11.4 View Details of Application	
14.12	View User Schedules	
14.1	12.1 View Details of Application	161
14.1	12.2 Cancel Application	



14.12.3	Swapping student for an Application	164
14.13 N	Aanage Roster - Prior to Iteration Start	164
14.14 N	Aanage Iteration Roster - After Iteration End	
15 Testing		
16 Training	Records	170
16.1 Vie	w User Training Records	170
16.2 Vie	w Your Training Records	171
16.3 Sel:	f-Report Training	
17 Reports.		
17.1 ITE	P Report	174
17.1.1	Course Fields (ITEP Report)	175
17.1.2	Using the ITEP Report	176
17.2 Cou	urse Completion (User) Report	
17.2.1	Report Fields (Course Completion (User) Report)	
17.2.2	Using the Course Completion (User) Report	
17.3 Cor	ntact Details Report	
17.3.1	Report Fields (Contact Details Report)	
17.3.2	Using the Contact Details Report	
17.4 ITE	P Annex Report	
17.4.1	Course Fields (ITEP Report)	
17.4.2	Using the ITEP Report	
18 ADMIN	ISTRATOR TOOLS	
18.1 Key	y points for preparation of Organisation Structures	
18.2 ET	OC: Discipline and Area Tools	190
18.2.1	Add/Edit Disciplines	191
18.2.2	Add/Edit Areas	
18.3 Pos	t Administration	194
18.3.1	Add a New Post (Manually)	195
18.3.2	Edit/Inactivate Existing Post (Manually)	
18.4 Tra	ining Plan Admin	
18.4.1	Adding Training Plan	
18.4.2	And, OR between courses in mandatory, desired requirements	201
18.4.3	Edit/ Update Individual Training Plan	



18.4.4	Remove Individual Training Plan	203
18.5 Ei	nail 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 N	ews Editor	207
18.6.1	View/Edit active and inactive News items and add new Message	208
18.7 Po	oll Editor	214
18.7.1	View/Edit active and inactive Poll Items and add new Poll	214
18.8 H	Q 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 plans, e amende	Automatic amendment/ inactivation of an existing NATO PE/CE HQ Org structure and t exporting NATO PE/CE HQ Organisation structure, making the amendments and importing ed NATO PE/CE HQ Organisation structure	raining the 231
18.8.5 training deactiv	Replace an existing NATO PE/CE HQ Org structure (for instance HQ ISAF 17.1 and ass g plans) with entirely new NATO PE/CE HQ Org structure (for instance HQ ISAF 18.0) and ating the old NATO PE/CE HQ Org structure	ociated l 242
18.9 M	anage 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	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	
	18.12	.3 Course Completion Data Fields	
	18.12	.4 User Data Fields for capturing course completions	
	18.12	.5 Entering Course Completions	
	18.12	.6 Adding and Removing Rows (No. Of Records field)	
	18.12	.7 Adding course completion for eLearning course	
	18.12	.8 Track Emails	
18	8.13	Certificate Signatures	
	18.13	.1 Add New Certificate Signature	
	18.13	.2 Edit/Inactivate existing Certificate Signatures	
18	3.14	Quick Link Admin	270
19	Biddi	ng	270
19	9.1 I	Bidding for Courses	271
	19.1.1	Add/Edit bids for space on courses	271
	19.1.2	2 National Training Manager	271
	19.1.3	3 NATO HQ Training Manager	275
19	9.2 I	Downloading Bidding for Courses data into an Excel file	279
19	9.3 A	Assigning Seats to Allocating HQ's and Nations	
	19.3.1	View Comments entered by each Allocating HQs and Nations	
19	9.4	Administration functions for Bidding for Courses	
20	MPD		
20).1 \	View Partnership Goals	
20).2 /	Application	291
	20.2.1	Apply Yourself in a Course Iteration	297
	20.2.2	2 Apply a User in a Course Iteration	
	20.2.3	3 View/Approve/Cancel Pending Application	
20).3 I	Reports	
20).4	Administrator Tools	
	20.4.1	Partnership Goals	
	20.4.2	2 Organisations	
	20.4.3	3 Training Institutions	
	20.4.4	Room Search	
21	MPD	Bidding	



2	21.1	Poi	nt of Contact	
2	21.2	E-ľ	TEP Administrator	
22	Man	agin	g Help and Resources Sections	
	22.1	.1	Add a Main Header	
	22.1	.2	Add an External Link	
	22.1	.3	Add an internal link to a Sub-Page	
	22.1	.4	Add a Document	
	22.1	.5	Editing and Deleting Resource Items	
23	App	endi	х	
2	23.1	Ter	nplate for NATO PE/CE HQ Organisation Post/Goal Structure	



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:



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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.

NATO Welcom OTAN Educat	e to the NATO electronic In ion Programme (e-ITEP) M	dividual Training and anagement System
NATO electronic Individual Training and Education Programme	FOR REGISTERED USERS	NATO electoric Education and Training Opportunities Catalogue
Reset Password	Promot	For access to the NATO online catalogue Isting all recognized education and
New User Registration	utomatically log you off after 120 minutes	training activities, please click on the ETOC image above (no password required)



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.
 - For PE/CE post after selecting your organisation structure (Organisations) please type in the first letter of your 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)
- 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 autocomplete 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.

This User Agreement (" Forth in this notice was appropriate authoritien authoritien authoritien authoritien and use of t	'Agreement") governs the use of this NATO LMS. Failure to abide by the terms set vill result in being denied further access and may also result in referral to as for administrative, disciplinary, or criminal investigation. As a requirement for this Site, you agree not to use any obscene, indecent or offensive language or to	^
place on the Site any place on the Site any or unauthorised advert	material that is defamatory, abusive, harassing or hateful. Further, you may not material that violates NATO security regulations, is encrypted, constitutes junk mail tising, invades anyone's privacy, or encourages conduct that would constitute a	~
I Accept User Agreement *		
Organisation *		
Organisation *		
Organisation * Reset Org Levels		
Organisation * <u>Reset Org Levels</u> The primary post field is an For a NATO PE/CE post aft respective field	auto complete field. er selecting your organisation structure(Org level 1, Org level 2) please type in the first letter of your NATO post code	in th
Organisation * <u>Reset Org Levels</u> The primary post field is an For a NATO PE/CE post afti respective field. If you are filling a NATO PE/ options(NATO International (auto complete field. er selecting your organisation structure(Org level 1, Org level 2) please type in the first letter of your NATO post code 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 th Civilian, NATO Military, NON-NATO).	in th



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 (<u>eitephelp@act.nato.int</u>) 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.

Resources	Profiles	Individual Training Plan	ETOC	Schedule	Application	Testing	Training Records	Help	Contact Us	LOGOUT
NATO ele	Profile M	anager	NA	Alpha Admi	nistrator		Admin Tools +	Reports	Bidding +	
Individual Training and E	Edit Your	Profile	1925	10 100010804	ndi Crindu					
	Add Use	Profile								
	View Per	sting Users	-							

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 Cont LOGIN ID •	ains % <- <u>Remove from se</u>	arch								
APPEND/UPDATE	Esearch	Rank	Last Name	First Name	Country	Billet	Action			
asd1234567	mslemko@abc.com	A-7	S	mj		POSTING-B	[View] [Approve] [Reject]			
asef23dsgweg	asfsda@asdddf.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 Cont LOGIN ID • APPEND/UPDA	Current Search: Login ID Contains auto <- Remove from search LOGIN ID CONTAINS APPEND/UPDATE SEARCH RESET								
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	[<u>View]</u> [Approve] [Reject]		



Edit Profile

Back to View Pendi	ing User
Organisation *	NATO ETEE NATO COMMAND STRUCTURE SACT NON-PE ORGANISATIONS NATIONAL
Reset Org Levels	
Create Date	27/Oct/2016
The primary post field is an For a NATO PE/CE post aft respective field. If you are filling a NATO PE options(NATO International	auto complete field. ter selecting your organisation structure (using organisation field) please type in the first letter of your NATO post code in the ICE 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 Civilian, NATO Military, NON-NATO).
Primary Post*	NLR-ALB-DEP (2016.1)
Secondary Post	
Third Post	
Last Name	dfgvsadfgag
First Name	sdgdgsdg
Rank	
Gender *	MALE
Date of Birth *	01/Oct/1952
Nationality *	GERMANY - DEU
Active User *	Oyes INo
Lock Out	Oyes @No
Force Password Change	@Yes ONo
Login ID	3342fs
t is recommended that you	change your password every 90 days.
Password *	••••••
Confirm Password *	



If the Email field below is left e system.	mpty/blank, you will not receive any emails fi	om the e-ITEP System. The e-mail field is now mandatory for use of the
Email	gg1@gmail.com	
Setting "Send Training Email A above. If you select No and ha	Announcement(s)" to Yes will authorise your on the provided an email address in your profile.	company to send special Training Announcements to the email address you will continue to receive Session Application and Cancellation emails.
Send Training Announcement(s) *	€Yes ONα	
User Source	E-ITEP V	
In Service	27/Oct/2016	
Account Expiration Date		
Time Zone *	(GMT) GREENWICH MEAN TIME	Y
Automatically Adjust for Daylight Savings *	©Yes ○No	
Request For Access Reason	ddssds	
Roles *		
	-ITEP Administrator	Help Desk Admin
	NATO Administrator	Point Of Contact
	MPD Administrator	MPD POC
	NATO ETOC Manager	National Training Manager
	ETOC Institutions Manager	NATO HQ Training Manager
	e-ITEP Institutions Training Manager	MPD User
	Institution/National Training Manager	☑ User
	Instructor	
	SUBMIT	RESET

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 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] [Approvel] [Reject]	
tuserauto10	GKaur@raytheon.com	OR-1	user	Joe		Test Lori	[View] [Approve] [Reject]	

Roles		
	Super Administrator	Instructor
	Tool Administrator	Help Desk Admin
	e-ITEP Administrator	Point Of Contact
	NATO Administrator	MPD POC
	MPD Administrator	National Training Manager
	NATO ETOC Manager	NATO HQ Training Manager
	ETOC Institutions Manager	MPD User
	e-ITEP Institutions Training Manager	✓ User
	Institution/National Training Manager	
Ple	ase, confirm the approval of this pending u	ser.
	APPROVE BACK	



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 % <- <u>Remove from search</u> 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	[<u>View]</u> [Approve] [Rejgct]
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	[<u>View]</u> [Approve] [Reject]

Reject Pending User

5 Back	
Login ID	mīmaria
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.

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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

OTAN	Welcome to the NATO electronic In Education Programme (e-ITEP) Ma	dividual Training and anagement System
NATO electronic Individual Training and Education I	FOR REGISTERED USERS Secure Sign-In:	NATO electronic Education and Training Opportunities Catalogue
Reset Password	Provent	For access to the NATO online catalogue
New User Repletration	s this site will automatically log you off after 120 minutes	training activities, please click on the ETOC image above (no password required).

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.







	To Individual Taninina & Education Decements	
• ITEP • NA	O Individual Training & Education Programme	
 <u>NITEC - N/</u> Please use thi 	TO Individual Training and Education Conference s link to access the minutes from the annual NITECs (part of Training Synchronis	ation Confernece).
IPB - NATO Please use thi) Individual Training & Education Planning Board s link to access the documents associated with ITEP Planning Boards (Calling left)	ters Executive Summary presentation material et
 DISCIPLIN Please use this 	ES - NATO Education & Training Disciplines s link to access resources associated with the various NATO E&T disciplines.	
ETFs - NA	TO Education & Training Facilities	
Please use thi	s link to access resources associated with the various ETFs (NETFs, COEs, PTE	Cs, NTIS).
• MPD - Mili	ary Partnerships	
Please use thi	s link to access resources associated with the Military Partnership Dirctorate (MPI	D).
POLICY - I Please use thi	IATO Education & Training (E&T) Policy Documents s link to access Policy resources (eg: MC458-3, Bi-SC D075-002, Bi-SC D075-00	7 etc) associated with NATO E&IT.
ETOC Adn	inistrator Guide	
 Bulk Uploa Bulk Uploader 	ider Templates Templates	
Documents ar	e in Adobe Acrobat PDF format and require the Adobe Acrobat Reader. Click the oht to download the free Adobe reader.	



7 Help

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

Testing T	raining Records	Help	Contact Us	LOGOUT
	Admin Tools 🔻	Reports	s Bidding v	

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.



Training Records	Help	Contact Us	LOGOUT
Admin Tools 🔻	Repor	ts Bidding v	

- 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

Site section	
ENTIRE WEB SITE	
Comments	
	*
May we contact you? Yes ONo	
Your name	
Joe User	
Your email	
GKaur@raytheon.com	

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 Manage	r						
Current Search: Last Name Contains m	<- <u>Remove from search</u>						
)				
Post:	All						
User status	ACTIVE V						
Locked Out							
User Source	E-ITEP	ĩ					
		2					
Roles	Selection of POC, Use Manager role would en would enable Disciplin roles in combination w	er roles would e nable the Traini e search filter, ith another role	nable the org structure ng Institution search filt Recommendation: It is belonging to a differen	search filters. Simile er and selection of I not recommended t t search category.	arly, selectio Discipline Co o select any	n of ETOC I ommunity of of the above	nstitutions Interest role • mentioned
	Super Administrate	pr:	Help Desk Admin				
	e-ITEP Administrat	tor	Point Of Contact				
		ager	National Training M	anager			
	ACT Discipline Poi	nt Of Contact	NATO HQ Training	Manager			
	ETOC Institutions 1	Vanager	User				
	Discipline Commun	ity of Interest					
APPEND/UPDATE SEARCH	RESET						
Select View to review User in	formation. Select Edit to o	change User inf	formation.				
123456789101112>	Rec	cord(s) 1 to 20 o	of 224				
Last Name First Nan	ne Organisation Code	Organisation Number	Login ID	Post	Locked Out ?	User Sourc <u>e</u>	Action
Mantzouris Giorgios			gmantzouris	NATO International	No	e-ITEP	(Edit) [View]
Adams Brenton			brentonadams	NATO Military	No	e-ITEP	[Edit]



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.
 - <u>E</u>-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

LAST NAME	▼ CONTAINS ▼	
ost	All	
er status	ACTIVE •	
cked Out	NO 🔻	
er Source	E-ITEP V	
oles	Selection of POC, User roles would e Manager role would enable the Train would enable Discipline search filter, roles in combination with another role	anable the org structure search filters. Similarly, selection of ETOC Institutions ing Institution search filter and selection of Discipline Community of Interest role Recommendation: It is not recommended to select any of the above mentioned a belonging to a different search category.
oles	Selection of POC, User roles would e Manager role would enable the Train would enable Discipline search filter. roles in combination with another role Super Administrator	enable the org structure search filters. Similarly, selection of ETOC Institutions ing Institution search filter and selection of Discipline Community of Interest rol Recommendation: It is not recommended to select any of the above mentioned belonging to a different search category.
oles	Selection of POC, User roles would e Manager role would enable the Train would enable Discipline search filter. roles in combination with another role Super Administrator	enable the org structure search filters. Similarly, selection of ETOC Institutions ing Institution search filter and selection of Discipline Community of Interest rol Recommendation: It is not recommended to select any of the above mentioned a belonging to a different search category. Help Desk Admin Point Of Contact
oles	Selection of POC, User roles would e Manager role would enable the Train would enable Discipline search filter, roles in combination with another role Super Administrator e-ITEP Administrator NATO ETOC Manager	enable the org structure search filters. Similarly, selection of ETOC Institutions ing Institution search filter and selection of Discipline Community of Interest rol Recommendation: It is not recommended to select any of the above mentioned e belonging to a different search category. Help Desk Admin Point Of Contact National Training Manager
oles	Selection of POC, User roles would e Manager role would enable the Train would enable Discipline search filter, roles in combination with another role USUP Administrator e-ITEP Administrator NATO ETOC Manager ACT Discipline Point Of Contact	enable the org structure search filters. Similarly, selection of ETOC Institutions ing Institution search filter and selection of Discipline Community of Interest rol Recommendation: It is not recommended to select any of the above mentioned belonging to a different search category. Help Desk Admin Point Of Contact National Training Manager
bles	Selection of POC, User roles would e Manager role would enable the Train would enable Discipline search filter. roles in combination with another role USUPER Administrator e-ITEP Administrator NATO ETOC Manager ACT Discipline Point Of Contact Discipline Community of Interest	enable the org structure search filters. Similarly, selection of ETOC Institutions ing Institution search filter and selection of Discipline Community of Interest rol Recommendation: It is not recommended to select any of the above mentioned a belonging to a different search category. Help Desk Admin Point Of Contact National Training Manager NATO HQ Training Manager User



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.

û Home	Resources	Profiles	Individual Training Plan	ETOC	Schedule	Application	Testing	Training Records	Help	Contact Us	LOGOUT
Individua	NATO ele I Training and E	ctronic ducation Pro	gramme	NAT	Joe Us O Intern	ier Inal Civilian		Admin Tools ¥	Reports	Bidding 🔻	
e e		EP	-								

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 *	NATO ETEE\ACADEMIA & INDUSTRY	
Reset Org Levels		
Create Date	14/Nov/2016	
The primary post field in For a NATO PE/CE post respective field. If you are filling a NATO options(NATO Internation	an auto complete field. t after selecting your organisation structure (using organisation field) please type in the first letter of your NATO post code in t 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 nal Civilian, NATO Military, NON-NATO).	he
Primary Post*	NON-NATO	
Secondary Post		
Third Post		
Last Name *	ug16	
First Name *	0001 e-ITEP Administrator	
Middle		
Rank	CIVILIAN	

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

Edit Profile

Organisation *	NATO ETEE\ACADEMIA & INDUSTRY
Create Date	14/Nov/2016
The primary post field For a NATO PE/CE po respective field.	is an auto complete field. st after selecting your organisation structure (using organisation field) please type in the first letter of your NATO post code in the OPE/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
If you are filling a NAT options(NATO Internat	onal Civilian, NATO Military, NON-NATO).

4. User clicks *Submit*.

9.3 Add User Profile

Raytheon Professional Services ac

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.
 - For PE/CE post after selecting your organisation structure (Organisations) please type in the first letter of your 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)
- 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 autocomplete feature of the e-ITEP system.



Add User Profile

Organisation *	NATO ETEE/NATO AND PARTNER NATION/NATO NATIONS		
1 - Select a Primary Post	y mpiete field.	2 – The Organisation	
options(NATO International C	ting your organisation structure(Org level 1, Org level 2) plea post but do not know your NATO post code or are filling a Non-1 ivilian, NATO Military, NON-NATO).	the Organisation for the Primary Post) post code in the
Primary Post *	cbcvb (2016.1)		
Secondary Post			
Third Post			
Last Name *			
First Name *			
Middle Name			
Rank			
Gender *	(SELECT ONE)		

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.

Admin Tools v Reports Bir	dding 🔻
Area and Sections Tool Post Admin Tool Departure Locations Email Distribution Tool News Editor Organizations Poll Editor Training Institutions Track Emails Training Plan Admin	Export Organizations/Post/ Goal Structure Import Organizations/Post Structure Organization Hierarchy Tool Organization Manatter
Certificate Signatures	

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

		Organisa To manage organisation before and relative sub- results. The edit button (tions Information, locate a specific Organisation using the search terms from the dropdow It tution. To view Organisation Information, click on the View link next to the Organ present), allows you to edit Organisation Information. If you have trouble using the	vn menus and text entry box sation name in the search search, click on Help above.		
			Org Hierarchy Tool			
Organisat	ion Manager					
Current Search: Organisation Nation ORGANISATION	me Contains % «- <u>Remo</u> NAME V CONTAINS E SEARCH RESET	ee from search	Seconds) 1 to 20 of 951			
Organisation 2	Organisation 3	Organisation 4	Organisation 5	Organisation Number	Organisation Name	Action
Training	NATO Training Institutions	JOINT FORCE TRAINING CENTRE (JFTC)	JOINT FORCE TRAINING CENTRE (JFTC)	4644	JOINT FORCE TRAINING CENTRE (JFTC)	[View]
Training	NATO Training Institutions	JOINT WARFARE CENTER (JWC)	JOINT WARFARE CENTER (JWC)	4645	JOINT WARFARE CENTER (JWC)	[Eait] [View]
Training	NATO Training Institutions	NATO CIS SCHOOL (NCISS)	NATO CIS SCHOOL (NCISS)	2464	NATO CIS SCHOOL (NCISS)	Mew)
Training	NATO Training Institutions	NATO DEFENCE COLLEGE (NDC)	NATO DEFENCE COLLEGE (NDC)	2465	NATO DEFENCE COLLEGE (NDC)	[View]
Training	NATO Training Institutions	NATO SCHOOL OBERAMMERGAU (NSO)	NATO SCHOOL OBERAMMERGAU (NSO)	2466	NATO SCHOOL OBERAMMERGAU (NSO)	View) (Foit)
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.

Individual Training Plan	TOC	Schedule	Applic
View Your Training Plan View a Users Training Plan Individual Training Plans		<u>Joe L</u> AF CJ5PRJ	<u>Jser</u> 0040 (
Seat Gaps Report Post Admin Tool			

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

Train Enter the infor Action column	ing Plan rmation of the User for whom you'd like t of the results that are returned.	see Training Plan information a	and click Submit. Click the T	raining Plan link in the	
View a l	Jser's Training Pla	1			
LAST NAME					
SUBMIT 12345678	3 <u>9101112≥>></u> Re	cord(s) 1 to 20 of 1028			
Last Name	First Name	Login ID	Organisation Name	Organisation Code	Action
Mantzouris aa1	Giorgios 0001 e-ITEP Administrator	gmantzouris aa10001			[View] [View]

1. 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 trainin equirements. Click the Certificate Summary button to vie Certificates link to view certificates which have been issue	igs assigned to the user. Click the post tab to v w the summary of certificates which have beer ad to the user.	view the associated training issued to the user. Click the
Add/	Remove Training Plan Printer Friendly	
iew a User's Training Plan PYRIDON ALEVRAS SC MLC 0010 Coordination & Integration Team MY CERTIFICATIONS Certification Status: Status as of:	OSC MLC 0010 TEAM COORDINATOR (PLAN & PROGRAMMES)	
	Mandatory F&IT Requirements Comple	ted Desired F&IT Requirements Completed
OSC MLC 0010 TEAM COORDINATOR (PLAN & PROGRAMMES)	0%	N/A
Training Plan view in Calendar	CER	TTIFICATE IMMARY

2. 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	D%	N/A
NATO Military	0%	N/A
Training Plan view in Calendar. Course requirements subject to cha Please note that your Training Plai immediately updated with course	nge. n(s) are CERTIFICATE	CERTIFICATES
completions based on current year requirements, but the Certification S	SUMMARY	



Training Calendar

VIE	EW BY COUR	SE												
Slace aliab	Seak to Training Plan Please click on Reset button to search for a different course or search via Training Calendar													
Select Calend	Select Calendar Year: 2015													
Current Sea	Current Search:													
Course Cod	Course Code /s CMI-CM-2057 <- Remove from search													
Course Cod	Course Code /s AUH-AC-2864 <- <u>Kemove from search</u> Course Code /s _UA-SC-1070 _<- Remove from search													
Course Code /s CII-CS-3025 <- Remove from search														
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												•
<u>CMI-CM-</u> 2057	LOUISE MANAGER MANAGER NATO School UB57 Civil- Differacion (CMI/ Onentation Course													

- 3. Once the training calendar page loads, user has the ability to change the search filters including the calendar year.
- 4. In order to search for a different course or search via training calendar, user clicks Rest button
- 5. User clicks on Back to Training Plan link to go back to the View Your Training Plan page
- 6. 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.

Individual Training Plan	ETOC	Schedule	Application
View Your Training Plan		Joe l	<u>Jser</u>
View a Users Training Pla	n	AF CJ5PRJ	0040 (18)
Individual Training Plans			
Seat Gaps Report			
Post Admin Tool			

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

Org Structure											
Organisation 1 *		NATO	•								
Organisation 2 *		NATO CO	MMAND STRUCTURE								
Organisation 3		AIR COM	/AND				•				
)rganisation 4		STAFF AD									
Organisation 5		COMMAN	D SENIOR ENLISTED LEAD	ER 🔻							
rganisation 6 ost		No records	exist at this level.								
SUBMIT Report Date: 12/Ju	n/2016 18:45										
Drg evel2	Org Level3	Org Level4	Org Level5	Org Level6	Post Number	Tour of Duty Length	Job Title	Rank	Nation	Individual Training Mandatory	Individual Training Desired
ATO COMMAND TRUCTURE	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-

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 Yea	Export to Excel - Thre	ee Year		
Seat G	aps Report					
5 Back	s					
Current S	Search:					
Course C	ode Contains % <- <u>Remov</u>	ve from search				
COURSE						
Training In:	stitution					•
Year	2017 •					
AFFEND	AUPDATE SEARCIT					
123456	te: 25/Jan/2017 10:47	Record(s) 1 to 20 of 2	257			
Course Code	Course Title		Demand for Course Mandatory	Demand for Course Desired	Scheduled Seats	Variance +/-
MSP-IS-	Mission Rehearsal Training for	or HQ ISAF and IJC (MRT)	<u>1853</u>	0	0	-1853
MSP-IS- 1738	ISAF Augmentee Pre-Deploy	ment Training (IAPDT)	<u>1760</u>	0	0	-1760
JPL-OP-	NATO Comprehensive Opera	tions Planning Course	<u>349</u>	<u>260</u>	<u>192</u>	-417
CII-CS- 21327	NATO CIS Orientation for NC	o	<u>261</u>	<u>41</u>	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

theor

ofessional Services uc

S Back	S Back to Seat Gap Report												
Current S	Current Search:												
Course C	ode is .	JPL-OP-3555 <- <u>Re</u>	emove from sea	arch									
COURSE	CODE		CONTAINS	$\mathbf{\nabla}$									
Year		2017 🗸											
						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-	NATO	English	27/Nov/2017	08/Dec/2017		48	NATO - School		[Edit]	[User]	Active	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.


NATO Welcome OTAN Educati	e to the NATO electronic In on Programme (e-ITEP) M	dividual Training and anagement System
NATO electronic Individual Training and Education Programme Individual Training and Education Programme International Contraction Reset Password New User Registration	FOR REGISTERED USERS Secure Sign-in: Login (D) Password Sign In	NATO electronic Education and Training Opportunities Catalogue Description Description Description Description Sort access to the NATO online catalogue Isting all recognized education and training activities, please click on the ETOC image above (no password required).

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

ETOC Search			
S Return to Login Par	ge		
COURSE TITLE .	CONTAINS •		
Discipline	ALL		
Area	ALL	•	
Delivery Method	ALL T)	
NATO Course Certification	ALL		
Training Audience	ALL	×.	
Training Institution	ALL		•
Country	ALL	•	
SUBMIT			

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

5 <u>Retu</u>	rn to Login Page	2			
Current S Course T	earch: it <mark>le</mark> Contains %	<- <u>Remove from search</u>			
COURSE	TITLE •				
Discipline		ALL			
Area		ALL		•	
Delivery Me	ethod	ALL			
NATO Cou	rse Certification	ALL			
Training Au	idience	ALL		•	
Training Ins	stitution	ALL			•
Country		ALL		•	
APPEND To view in course infi	formation about a co	RESET	Course Title in the sear	ch results. The Edit button (if present), a	llows you to edit
123456	789101112>>>	Record(s) 1 to 20 c	of 850		
Course Code	Course Title		NATO Course Certification	Training Institution	Action
ACP-SD- 1030	NATO's Reserve I	Forces	Listed	NATO - HQ ACT JFT ADL	[<u>View]</u>
ACP-SD- 1043	Security Policy, In Technology	ternational Relations, and Information	Listed	NATO - HQ ACT JFT ADL	[<u>View</u>]

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



CC	DURSE DETAILS COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION				
DISCIPLINE INFO	RMATION				
Sack to Co	urse 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	IInstructor-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					

*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:



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.

ETOC Click on different tabs to view the course relevant	t details. To launch ETOC, login into e-ITEP syste	em with your login credentials.
	Printer Friendly View Scheduled Iteratio	ns
200 C	J.	
View Course		
COURSE DETAILS	COURSE CONTACT INFORMATION	TRAINING INSTITUTION INFORMATION
DISCIPLINE INFORMATION		
Sack to Course Search		
Last Date Updated		19/Jan/2017 9:39
Training Institution		NATO - School Oberammergau (NSO)
Discipline		Air Operations (AOP)
Area		Systems (AO)
Depth of knowledge Level		1. Remember
NATO Course Certification		Listed

- 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

Search Cours	se Iterations	
Current Search: Course Code is AOF	P-AO-12097 <- <u>Remove from search</u>	
Date Range	24/Jan/2017 To 24/Jan/2018	
Iteration Status	ACTIVE	
	RCH RESET	

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



					Ex	ort to Excel				
Advand	ced Sear	ch								
S Back	to Course Sear	ch								
Select Time	Zone:	(SELECT ONE)		~						
Current Se	arch:									
Course Co	de Contains %	<- Remove from search								
COURSE	ODE									
Date Range		23/Jan/2017 To 23/Jan/2018	T							
Iteration Stat	tus	ACTIVE								
APPENDIU	IPDATE SEARCH	RESET								
1234567	<u>7 8 9 10 11 12 13 1</u>	<u>4 15 16</u> ≥	Recor	rd(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 Sec Course Cor	arch: de Contains %	<- Remove from search								
COURSE C	ODE									
Date Range		23/Jan/2017 To 23/Jan/2018	T							
Iteration Stat	us	ACTIVE								
APPEND/U	PDATE SEARCH	RESET								
1234567	8 9 10 11 12 13 1	1 <u>516≥</u>	Recon	d(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 (p Exod)
Advanced Sear	۳ch
5 Back to Course Sea	rch
Select Time Zone:	(SELECT ONE)
Current Search: Course Code Contains	% <- Remove from search
COURSE CODE	
Date Range	23/Jan/2017 T 23/Jan/2018 .
Iteration Status	ACTIVE 🔽
APPEND/UPDATE SEARCH	RSS

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 Se	earch				
Current Searc Course Title	h: Contains %	<- <u>Remove from search</u>			
COURSE TITL	E	CONTAINS 🔽			
Discipline		ALL			
Area		ALL	~		
Delivery Method		ALL	V		
NATO Course C	ertification	ALL 💌			
Training Audien	ce	ALL	v)		
Training Instituti	on	ALL			
Country		ALL			
Course status		ACTIVE			
APPEND/UPD	ATE SEARCH	RESET			
To view inform course informa	ation about a c tion.	ourse, click on the View link	k next to the Course Title in the search results. The Edi	t button (if pr	esent), allows you to edit
12345678	9 <u>10 11 12 ≥ ≥</u>	Reco	rd(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

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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.

() Home	Resources	Profiles	Individual Training Plan	ETOC	Schedule	Application	Testing	Training Records	Help	Contect Us	LOGOUT
	NATO elec al Training and E		220000 	ETOC : Add Cr View/A Course	Search prise pprove Pendi Uploader	ng Courses		Admin Tools +	Reports	Bidding +	

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	FIN-BT-31952
	2

4. 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

CC	OURSE DETAILS	
Web link only acc	cepts 255 characters	
Web Link	Ŷ	
Training Institution *	(SELECT ONE)	
Discipline *	(SELECT ONE)	
Area *	(SELECT ONE)	
Depth of knowledge Level *	(SELECT ONE)	
The NATO Course "NATO ETF Institu display as NATO	e Certification of the course is automatically updated based on the "Apply for NATO Course Certification" and lutional Accreditation". Unless, these two fields have been completed and validated, the course will automatically Listed.	
NATO Course Certification *	LISTED	
Apply for NATO Course Certification *	Oyes •No	
Upload the NATO While uploading (document visibilit manager and e-IT	Course Certification documents (CCD I, CCD II, CCD III) into Course Resources area. Course Certification documents make sure you select Grade 3 for document visibility. Selection of Grade 3 ity will ensure that these documents are only visible to training institutions managers of your school, NATO ETOC TEP administrators.	

Note:

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



• "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 , <u> bullet lists </u>, 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

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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 "NATO ETF Institu display as NATO I	e Certification of the course is automatically updated based on the "Apply for NATO Course Certification" and utional Accreditation". Unless, these two fields have been completed and validated, the course will automatically isted.
NATO Course Certification *	
Apply for NATO Course Certification *	OYes ●No
Upload the NATO While uploading C document visibilit manager and e-IT	Course Certification documents (CCD I, CCD II, CCD III) into Course Resources area. Course Certification documents make sure you select Grade 3 for document visibility. Selection of Grade 3 ty will ensure that these documents are only visible to training institutions managers of your school, NATO ETOC EP 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

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- 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 SystemTo: NATO ETOC ManagerCC: Training institutions (Application email) and ETOC Institutions Manager of the training institutionSubject: NATO ETF Institutional Accreditation UpdatedBody:

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

<u>NOTE</u>: 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	[<u>View]</u> [Approve NCC] [Reject] ^{III} CC]

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
Courses pending NATO Course Certification (NCC) approval.
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.

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]

4. User enters the Review remarks and clicks Submit button.

NCC Review

 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)

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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;
 - Logged into e-ITEP; the WBT can be accessed through the e-ITEP navigation menu via **ETOC>ETOC Search >View Course page**.
 - 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.

livery Method * WELEARNING	
	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 approve (WBT)	al by an administrator before a user may view the contents of this e-Learning Course
Course Access Required	©lyes ⊖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.

	COURSE DETAILS	COURSE CONT	TACT INFORMATION	TRAINING INSTITUTION INFORMATION
DISCIPLINE INF	FORMATION	E-LEARNING COUR (WBT) DETAILS	SE	
Back to C	ourse Search			
Web link only a	ccepts 255 characters			
Web Link				
Training Institution *	ADL			•
Discipline *	EDUCATION, TRAININ	NG, EXERCISES & EVAL	UATION (ETE)	
Area *	EXERCISES (EX)		•	
Depth of knowledge Level *	1. REMEMBER	۲		
knowledge Level *				

- 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:

COURSE DETAILS	COURSE CONTACT INFORMATION	TRAINING INSTITUTION INFORMATION
E-LEARNING COURSE (WBT) DETAILS		
CORM File		
ALL MARCORD IN MADE DOT	Browse	

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- 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.

	COURSE DETAILS	COURSE CONTACT INFORMATION	TRAINING INSTITUTION INFORMATION
E-LEA (W	RNING COURSE BT) DETAILS		
DL_PRT.	zip		
SCORM F	ile		
		Browse	

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 Sea	irch:	Jomous from sourch			
Course Th	e Contains % <- j	temove from search			
COURSE T		ONTAINS 🔽			
Discipline	ALL				
Area	ALL				
Delivery Meth	iod E-LI	ARNING	\checkmark		
NATO Cours	e Certification ALL				
Training Aud	ence ALL				
Fraining Insti	ution ALL				~
Country	ALL				
Course statu	ACT				
APPEND/U	PDATE SEARCH	ESET			
To view info course infor	rmation about a course nation.	click on the View link next to the Co	urse Title in the search results. The Edit button (if present), allows you <mark>t</mark>	o edit
		Rec	ord(s) 1 to 8		
Course Code	Course Title	NATO Course Certification	Training Institution	Status	Action
NT-AS- 1727	NATO Intelligence	- An Overview Listed	NATO - HQ ACT JFT ADL	Active	[View] [Edit]
NT-SU- 12034	NATO Intelligence Services (CBT)	Functional 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	[<u>∕iew]</u> [Edit] [Delete]
MEG-ME- 12026	Introduction to Military Engineering	NATO Approved	COE - Military Engineering COE (MILENG COE)	Active	[<u>View]</u> [Edit] [D]te]

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



t Course	
CC	DURSE DETAILS COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION
DISCIPLINE INFO	RMATION E-LEARNING COURSE (WBT) DETAILS
S Back to Co	urse Search
Web link only acc	epts 255 characters
Web Link	*
Training Institution *	ADL
Discipline *	EDUCATION, TRAINING, EXERCISES & EVALUATION (ETE)
Area *	E&T (ET)
Depth of knowledge Level *	1. REMEMBER
The NATO Course Accreditation". U	e Certification of the course is automatically updated based on the "NATO Course requirement" and "NATO ETF Inst niess, these two fields have been completed and validated, the course will automatically display as NATO Listed.
NATO Course Certification *	NATO APPROVED V
NATO Course Requirement *	⊖Yes ®No
NATO Course Requirement Document Link	

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

Phone Number *	JADL	
	SUBMIT REMOVE WBT PACKAGE RESET	

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



E-LEARNING COURSE (WBT) DETAILS	
SCORM File successfully uploaded to the Database	
Version Number (xxx.xx) *	0.01
Date *	04/Apr/2014
Author *	JADL
e-Learning Course Standard * Message from webpage	SCORM 2004
Course Creator Details	vill be removed from the system. Do you want to
Name *	
Email *	OK Cancel
Phone Number *	JADL
SUBMIT	

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.



Discipline	ALL		~	
Area	ALL			
Delivery Method	ALL	~		
NATO Course Certification	ALL			
Training Audience	ALL		V	
Training Institution	ALL			~
Country	ALL		~	
Course status	ACTIVE V			

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 Se	earch				
Current Search Course Title	h: Contains %	<- <u>Remove from search</u>			
COURSE TITL	E 🔽	CONTAINS 🔽			
Discipline		ALL			
Area		ALL			
Delivery Method	I .	ALL	v		
NATO Course C	Certification	ALL			
Training Audiend	ce	ALL	~		
Training Institution	on	ALL			`
Country		ALL			
Course status		ACTIVE 🔽			
APPEND/UPD/	ATE SEARCH	RESET			
To view information	ation about a co tion.	ourse, click on the View link	next to the Course Title in the search results. The Ed	lit button (if pr	esent), allows you to edit
123456789	9 <u>10 11 12 ≥ ≥</u>	Record	d(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	Mew] [Edit] [Delete] Mew Scheduled Iterations]



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

Printe	er Friendly View Scheduled Iterations Add Course to Training Plan (Self Select)
ew Course	
COURSE DE	TAILS COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION
DISCIPLINE INFORMATION	
S Back to Course Sear	<u>reh</u>
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 Certificat "NATO ETF Institutional Acc display as NATO Listed.	tion of the course is automatically updated based on the "Apply for NATO Course Certification" and creditation". Unless, these two fields have been completed and validated, the course will automatically
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.

Course	
COURSE DETAILS COUR	RE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION
DISCIPLINE INFORMATION	
Back to Course Search	
Last Date Updated	19/Jan/2017 15:39
Last Date Updated	19/Jan/2017 15:39
Training Institution	NATO - School Oberammergau (NSO)
Last Date Updated	19/Jan/2017 15:39
Training Institution	NATO - School Oberammergau (NSO)
Discipline	Air Operations (AOP)
Last Date Updated	19/Jan/2017 15:39
Training Institution	NATO - School Oberammergau (NSO)
Discipline	Air Operations (AOP)
Area	Systems (AO)
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
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 automat	stically updated based on the "NATO Course requirement" and "NATO ETF
Institutional Accreditation". Unless, these two fields have	ive been completed and validated, the course will automatically display as
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 automat	trically updated based on the "NATO Course requirement" and "NATO ETF
Institutional Accreditation". Unless, these two fields hav	we been completed and validated, the course will automatically display as
NATO Listed.	Listed



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

Search Course Iterations

Current Search: Course Code /s COP-CD-31395 < Remove from search COURSE CODE CONTAINS CONTAINS Date Range 29/Aug/2018 To 29/Aug/2019 Iteration Status ACTIVE													
APPEND	APPENDIUPDATE SEARCH RESET												
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] [Cance]] [Delete] [View Roster] [View Details]	[User] [Self]	Active	В
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)		[<u>Edit]</u> [<u>Cancel]</u> [<u>Delete]</u> [<u>View Roster]</u> [<u>View Details]</u>	[User] [Self]	Active (Modified)	В

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).



LIGG Ocaron

Current Search	1:				
Course Title	Contains % <- Remove fr	om search			
COURSE TITLE					
Discipline	ALL				
Area	ALL				
Delivery Method	E-LEARNING		-		
NATO Course Co	ertification ALL	v			
Training Audienc	e ALL		v		
Training Institutio	ALL				~
Country	ALL				
Course status	ACTIVE 🔽				
APPEND/UPDA	ATE SEARCH RESET				
To view informa course informat	ition about a course, click on t ion.	he View link next to the Course	Title in the search results. The Edit button (if p	resent), allows you to	o edit
		Record	s) 1 to 8		
Course Code	Course Title	NATO Course Certification	Training Institution	Status	Action
INT-AS- 21727	NATO Intelligence - An Over	view Listed	NATO - HQ ACT JFT ADL	Active	[<u>View]</u> [Ee ^{lm}) [Derete]

- 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).



Printer Friendly	Request Access Add Course to Training Plan (Self Select)
View Course	
COURSE DETAILS	COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION
DISCIPLINE INFORMATION	E-LEARNING COURSE (WBT) DETAILS
Search Back to Course Search	https://jadl.act.nato.int
Last Date Updated	29/Aug/2018 10:01
Training Institution	NATO - HQ ACT JFT ADL
Discipline	Consultation, Command and Control (CCC)
Area	Community of Interest Services (CI)
Depth of knowledge Level	1. Remember
NATO Course Certification	Listed
Apply for NATO Course Certification	No

- 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.

w course	
COUR	ISE DETAILS COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION
DISCIPLINE INFORM	ATION E-LEARNING COURSE (WBT) DETAILS
Sack to Course	e Search
S Back to Course	e Search https://iadl.act.nato.int
Back to Course Web Link Last Date Updated	e Search https://jadl.act.nato.int 06/Jun/2016 21:21
<u>Back to Course</u> Web Link Last Date Updated Training Institution	e Search https://iadl.act.nato.int 06/Jun/2016 21:21 NATO - HQ ACT JFT ADL
Back to Course Web Link Last Date Updated Training Institution Discipline	e Search https://iadl.act.nato.int 06/Jun/2016 21:21 NATO - HQ ACT JFT ADL Intelligence (INT)
Back to Course Web Link Last Date Updated Training Institution Discipline Area	e Search https://iadl.act.nato.int 06/Jun/2016 21:21 NATO - HQ ACT JFT ADL Intelligence (INT) All Source Intelligence (AS)

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.

NATO OTAN Welcome Educati	to the NATO electronic Inc ion Programme (e-ITEP) Ma	dividual Training and anagement System
NATO electronic Individual Training and Education Programme Individual Training and Education Programme International Contraction New User Registration In order to protect your security, this site will au of inactivity.	FOR REGISTERED USERS Secure Sign-In: Lopin 0 Patterned Sign In tomatically log you off after 120 minutes	Nate decision Excator and Training Opportunities Catalogue Excator and Training Opportunities Catalogue Excess to the NATO online catalogue Isting all recognized education and Isting all recognized education education

- 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.
 - If the selected WBT requires access approval, then a *Request Access Login required* link is displayed in the ETOC blue instructional box.
 - If the selected course does not require an acce ss 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)



Printer Friendly [Request Access] - Login Required			
v Course	5		
COUR	ISE DETAILS COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION		
ISCIPLINE INFORM	ATION E-LEARNING COURSE (WBT) DETAILS		
Back to Course	e Search https://adl.act.nato.int		
st Date Updated	24/Jan/2017 8:14		
aining Institution	NATO - HQ ACT JFT ADL		

- 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.

<u>Note:</u> "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 , <u> bullet lists </u>, bullet lists and
 line break </br>"

Record(s) 1 to 8						
Course Code	Course Course Title NATO Course Training Institution Status A Code Course Title Certification Training Institution Status A					
INT-AS- 21727	NATO Intelligence - An Overview	Listed	NATO - HQ ACT JFT ADL	Active	[<u>View]</u> [Edit] [D{™te]	

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.

Course	9		
ſ	COURSE DETAILS	COURSE CONTACT INFORMATIO	ON TRAINING INSTITUTION INFORMATION
DISCIPLINE INI	FORMATION	E-LEARNING COURSE (WBT) DETAILS	
b Back to C	ourse Search		
Web link only a	ccepts 255 characters		
Web Link		~	
Training Institution *	CANADIAN FORCES F	FLEET SCHOOL QUEBEC CFFS (Q)	
Discipline *		SM (CTM)	
Area *	COUNTER TERRORIS	SM (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 buton. 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

Create and Assign Document Links for Course: AOP-JF-22079 - Integrated Air and Missile Defence Course (IAMD)	
You are here: Course Information	

- 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, xlsm, 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 douments it is recommended to use Grade 3 for item visibility



Cours	Add New Item Inf	ormation	
Cours	Link the item to a course description, selecting ap checkbox, uploading the	e by choosing the item type as docun propriate visibility grade, entering so respective document and clicking Sa	nent link, entering a title, rt order, checking active ve button.
Ass			
19 -	Title *:		
form	Description:		\sim
	Item Type:	Document Link 🗸	
	Item Visibility:	Grade 2 🗸	
	Sort Order *:		
	Active:		
	Document Upload:		Browse
	Document Rename:	(optional)	
		Save Clear Form Close	

- 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.

Sack to Course Edit	
Create and Assign Document Links for Course: AOP-AO-21253 - ICC operator Course (ICC)	
You are here: Course Information	
Course Information 🕂 😕 🔍	
Accreditation NATO School Oberammergau X	

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 doucments 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 todays 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.

The Level 2 Test dropdown currently only a	applies to SCORM compliant courses.	
Level 2 Test	NONE	
Two Step Application Override (Reqs approval for applying into Iteration)	°Yes ⊂No	
Active Course *	Yes RNo	
Requires Secure Area Access	Cyes @No	
	SUBMIT	

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



Level 2 Test	NONE	
Two Step Application Override (Reqs approval for applying into Iteration)	€Yes ⊂No	
Active Course *	CYes 🖾No	
Requires Secure Area Access	CYes €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

ETOC	Schedule	Application	Testing
ETOC	Search	1	
View/A	porse pprove Pend	ing	
Cours	es		

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

ETOC Search

	CONTAINS V	
Discipline	ALL	
Area	ALL	
Delivery Method	ALL	
NATO Course Certification	ALL	
Training Audience	ALL	
Training Institution	ALL	
Country	ALL	
Course status	ACTIVE	
SUBMIT		

9. 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	[<u>Miew]</u> [Edit] [Dejete] [<u>Mic^{In}]Scheduled Iterations</u>]
AOP-AO- 12087	aa100002	Listed	Albanian & Armed Forces Academy	Active	Niew] [Edit] [Delete] [View Scheduled Iterations]

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

Delete Course	ete Course	
5 Back		
The course will be deleted. Do you wish to continue? Yes No		

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

View/Approve/Review ETOC Pending Courses

- 1. 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.
- 2. User visits e-ITEP and logs in.

Raytheon Professional Services uc

3. 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.)

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



lucation & Individual Tra equirements Jucation & Training oportunities	ining • • • • •	e Pending OC, select search terms from Submit button.	
tudent	•		
	iovo Bonding Courses		
viewAppi	ove Pending Courses		
For opproving/rea	inuing courses conding NATO FTOC Manager con	rough places make sure that the "Course pending NATO Course	
Certification (NC)	C) approval" filter is set to No.	roval, piedse make sure that the Course pending MATO Course	2
If you wish to app Course Certificat	rove/review pending NATO Course Certification re- ion (NCC) approval" filter to Yes and click Append/	quests, please modify the filter criteria and set "Courses pendir Update Search button."	g NATO
Current Search:			
Course Title Co	ontains % <- <u>Remove from search</u>		
COURSE TITLE	CONTAINS		
Courses pending N Course Certification approval.	IATO NO T		
APPEND/UPDATE	SEARCH RESET		
To view informatio	n about a course, click on the View link next to the Co	ourse Title in the search results. The Approve link allows you to app	rove a
course, the Review	while 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] [Approv [Review]
CII-IA-2013	Influence Ops in Multicultural Environment	Hellenic Multinational Peace Support Operations Training	[View] [Approv [Review]
CMI-CM-2015	681 Middle East South Asia and Sub Saharan Africa	United States Naval Postgraduate School (NPS)	[View] [Approv [Review]
COM - CD	368 Computer Science	United States Naval Postgraduate School (NPS)	[View] [Approv

12.4.8 View/Edit

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

Gvan	ced Search		
Current Se	arch:		
Course Tit	e Contains % <- <u>Remove from search</u>		
COURSE			
APPEND/U	PDATE SEARCH RESET		
To view info course, the 12≥	ormation about a course, click on the View link next to the Course Title in the Review link to update the review status. Revord(s) 1 to 20 of 31	ie search results. The Approve link allows you to a	approve a
To view info course, the 12≥ course code	ormation about a course, click on the View link next to the Course Title in the Review link to update the review status. Record(s) 1 to 20 of 31 Course Title	e search results. The Approve link allows you to a Institution Name	approve a Action
To view info course, the 12≥ course code CMI-CM- 140	ormation about a course, click on the View link next to the Course Title in th Review link to update the review status. Record(s) 1 to 20 of 31 Course Title NATO CIMIC / CMI HIGHER COMMAND COURSE (NCHCC)	e search results. The Approve link allows you to a Institution Name Civil-Military Co-operation Centre of Excellence (CIMIC COE)	approve a Action <u>View</u>
To view info course, the l 2 ≥ ourse ode MI-CM- 140 SR-LC- 030	ormation about a course, click on the View link next to the Course Title in the Review link to update the review status. Record(s) 1 to 20 of 31 Course Title NATO CIMIC / CMI HIGHER COMMAND COURSE (NCHCC) Resource Management Education Programme (RMEP) Course	e search results. The Approve link allows you to a Institution Name Civil-Military Co-operation Centre of Excellence (CIMIC COE) NATO School Oberammergau (NSO)	Action



12.4.9 Approve

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

Message	from webpage	X
?	Are you sure you want to approve the course with the following data? The following fields will not be editable upon approval:	
	Training Institution: Baltic Defence College Discipline: Air Operations (AOP) Area: Systems (AO) Depth of knowledge Level: 1. Remember Course Code: AOP-AO-13398 Course Title: autocourse2	
	OK Cancel	

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)	[<u>Approve]</u> [Red ^h jw]


Pending Course Approved

The pending cours	e has been approved and activated		
For approving/rec Certification (NCd If you wish to app Course Certificat Current Search: Course Title Co COURSE TITLE Courses pending N Course Certification approval.	viewing courses pending NATO ETOC Manager ap C) approval" filter is set to No. rove/review pending NATO Course Certification r ion (NCC) approval" filter to Yes and click Append ontains % <- <u>Remove from search</u> CONTAINS IATO NO NO NO NO NO NO NO NO	proval, please make sure that the "Course pending NATO Course equests, please modify the filter criteria and set "Courses pendin J/Update Search button."	9 Ig NATO
APPEND/UPDATE To view informatio course, the Review	n about a course, click on the View link next to the C w link to update the review status.	ourse Title in the search results. The Approve link allows you to app	rove a Action
AJEN	Basic Intelligence Officers Course (BIOC) (AIR)	CANADIAN FORCES SCHOOL OF MILITARY INTELLIGENCE (CFSMI)	[View] [Approve [Review]
CII-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	<u>[View]</u> [Edit] [Q ^{III}]te] [View Scheduled Iterations]

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

<u>Note</u>: 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.

it Course	e
	COURSE DETAILS COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION
DISCIPLINE IN	FORMATION
5 Back to C	Course Search
Web link only a	accepts 255 characters
Web Link	http://www.natoschool.nato.int/A cademics/Resident- Courses/Course-Catalogue/Course- description?ID=61
Training Institution *	NATO - SCHOOL OBERAMMERGAU (NSO)
Discipline *	WEAPONS OF MASS DESTRUCTION / CHEMICAL / BIO (WMD)

- 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*.



Course Or	Course Organisation Edit							
S Back to Course Edit								
Course Code: A Course Title: A	Course Code: ACP-AC-2061 Course Title: Arms Control, Non-Proliferation and Disarmament Course							
Organisations	Enable	Certificate		Certificate of Proficiency				
NATO		E-LEARNING CERTIFICATE	•	E-LEARNING CERTIFICATE				

Below is an example view of an Attendance Certificate

INFORMATION SYSTEMS SCHOOL Latina - Italy TRAINING CERTIFICATE	
Image: State of the state o	
Image: Constraint of the successfully completed the succes	
XXXXXXXX Col ITA AF NCISS Commandant LC SZS SZS SZS SZS SZS SZS SZS SZS SZS SZ	

Below is an example view of a Certificate of Proficiency



	NATO CO	MMUNICATION 8	
		AND	
	INFORMATION 8Y	STEM 8 SCHOOL LATINA	*:
	OF DITIELO ATE	OF PROFILITALY	
	CENTIFICATE	OF PROFICIENC	
Rank	Last Warrs		
WATO Rank	Country of Origin	Service	
-			
A A A GOAD TOP			
-			
Course D C	ourse this	Crece	То
REBULT:	PASSED	NOT PASSED	
0			
A chaved outside are	vi.		
Resources			
12 - 22			
S410006000004			
Latina,			
			ColiffA AF NCISS Commandant
	standard province software		
sertificate was produced als	consulty and is said without game	and age dame.	

Below is an example view of an E-Learning Certificate





5. User clicks the Back to Course Edit link.



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.

Current Se	arch:		
Course Tit	e Contains % <- <u>Remove from search</u>		
COURSE			
APPEND/U	PDATE SEARCH RESET		
Contraction of the			
To view info	rmation about a course, click on the View link next to the Course Title in th Review link to update the review status.	ie search results. The Approve link allows you to	approve a
To view inf course, the	rmation about a course, click on the View link next to the Course Title in the Review link to update the review status.	ie search results. The Approve link allows you to :	approve a
To view inf course, the 12≥	rmation about a course, click on the View link next to the Course Title in th Review link to update the review status. Record(s) 1 to 20 of 31	e search results. The Approve link allows you to :	approve a
To view infi course, the 12≥ Course Code	rmation about a course, click on the View link next to the Course Title in th Review link to update the review status. Record(s) 1 to 20 of 31 Course Title	e Search results. The Approve link allows you to a Institution Name	approve a Action
To view inf course, the 12≥ Course Code CMI-CM- 2140	rmation about a course, click on the View link next to the Course Title in th Review link to update the review status. Record(s) 1 to 20 of 31 Course Title NATO CIMIC / CMI HIGHER COMMAND COURSE (NCHCC)	ie search results. The Approve link allows you to Institution Name Civil-Military Co-operation Centre of Excellence (CIMIC COE)	approve a Action <u>[View]</u>
To view infi course, the 12≥ Course Code CMI-CM- 1140 SR-LC- 030	rmation about a course, click on the View link next to the Course Title in the Review link to update the review status. Record(s) 1 to 20 of 31 Course Title NATO CIMIC / CMI HIGHER COMMAND COURSE (NCHCC) Resource Management Education Programme (RMEP) Course	e Search results. The Approve link allows you to : Institution Name Civil-Military Co-operation Centre of Excellence (CIMIC COE) NATO School Oberammergau (NSO)	Action View IView IApprov IReview

Review Pendin	ng Course				
Back					
Modification Reason	INCORRECT DATA	•			
Modification Explanation					
		SUBMIT	RESET		

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			
Discipline	ALL		2
Area	ALL	v]
Delivery Method	ALL	~	
NATO Course Certification	ALL		
Training Audience	ALL	~	2
Training Institution	ALL		
Country	ALL	$\mathbf{\overline{\mathbf{v}}}$	
Course status	ACTIVE		
SUBMIT			

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	<u>[View]</u> [Edit] [<u>D</u> ^{In})te] [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.

Active Course *	®Yes ⊘No	1
Requires Secure Area Access	The Solution States and States an	

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 V		
Discipline	ALL		
Area	ALL		
Delivery Method	ALL		
NATO Course Certification	ALL		
Training Audience	ALL	~	
Training Institution	ALL		N
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	<u>[View]</u> [Edit] [[2 ^{lm}]te] [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 changes. You may reset the ETOC edit form to require information entry.	n the dropdown menu and text entry boxes below. Click Submit to save your ETOC entry clicking the Reset button at the bottom of the page. Note: the asterisk (*) denotes fields that
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.

<u>Please note</u>: In order to see a customised certificate as an option in the respective drop down, one must upload this certificate via the backend.

Course O	rganisat	tion Edit	
Sack to Co	urse Edit		
Course Code: A Course Title: g	AOP-AO-22054 (kcourse test 1		
Organisations	Enable	Certificate	Certificate of Proficiency
NATO	2	E-LEARNING CERTIFICATE	E-LEARNING CERTIFICATE

Below is an example view of Attendance Certificate

NATO COMMUNICATIONS and INFORMATION SYSTEMS SCHOOL
Latina - Italy
TRAINING CERTIFICATE
This is to certify that
Has successfully completed the
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXX Col ITA AF NCISS Commandant
لیک د <mark>ہمیں</mark> ، دی د <mark>ہمیں</mark> ، دی د میں در میں دیکھی دی دوسی دی دیکھی کے دی

Below is an example view of Certificate of Proficiency



	NATO COM	MUNICATION 8		
		AND	2	
	INFORMATION BY			
	CERTIFICATE	OF PROFICIENC	Y	
	o chi ni chi re		2	
Rank	Last Name			
NATO Park	Country of Orlan	Cambra -		
	0			
Assigned from				
be attended the	following course			
Course ID	Course this	Create	То	
RE BUILT:				
and the second		-		
A chleved GualPlate	an:			
Rentación,				
Responsatione				
1 artists				
-March,			ColiffA AF NCISS Commandan	e :
Aures 12 (Mar 07, 700) &.	minutes al previous editories.			
artificate com predicard als	disertady and is table without goes	ine spid.re.		

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

ETOC	
To edit course details, change the info changes. You may reset the ETOC edi require information entry.	mation in the dropdown menu and text entry boxes below. Click Submit to save your ETOC entry t form by clicking the Reset button at the bottom of the page. Note: the asterisk (*) denotes fields that
View Scheduled Itera	tions Organisations Restrict Course Translate Prerequisites Upload Resources



Course	test	
Description *		<i>"</i>
Course Notes		2
TNA Document	Download	
Aim of the Course		2

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 Course C	Search: Code Con	tains % <- <u>Remo</u>	ve from search	1									
COURSE	CODE	$\mathbf{\mathbf{v}}$	CONTAINS										
Date Rang	le	16/Nov/201	16	To 16	/Nov/2017	5							
Iteration S	tatus	ACTIVE	~										
12345	D/UPDATE S	EARCH RESET) <u>18 19 ≥</u>	Recon	d(s) 1 to 20 of 36	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
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]	[<u>User]</u> [Self]	Active	1
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	1

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.

Export to Excel

Advanced Search

Back to Course Search

13.1.2 Edit Scheduled Iteration

- 1. User visits e-ITEP and logs in.
- 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 %	6 ≪- <u>Remove from search</u>
COURSE CODE	
Date Range	16/Nov/2016 To 16/Nov/2017
Iteration Status	ACTIVE
APPEND/UPDATE SEARCH	RESET

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

Search Course Iterations

Current S	Search: Code Con	tains % <- <u>Remo</u>	ve from search										
COURSE		•	CONTAINS										
Date Rang	e	16/Nov/201	6	To 16	/Nov/2017	R							
Iteration Si	tatus	ACTIVE	~										
123450	WUPDATE S	EARCH RESET) 18 <u>19 ≥</u>	Record	1(s) 1 to 20 of 36	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
Iteration ID 3776	Course Code Cil-Ci- 41465	Course Title NATO Deployable Satellite Communications System (DSGT) Operator Level II	Language English	Start Time 20/Nov/2016 18:00	End Time 24/Nov/2016 18:00	Cutoff Date	Seats Avail	Training Institution NATO - Communications and Information Systems School (NCISS)	Training Delivery Location	Action [Edit] [Cancel] [Delete] Mew Roster] Mew Details]	Apply [User] [Self]	Status Active	Delivery Method
Iteration ID 3776 3862	Course Code CII-CI- 41465 CII-CI- 3835	Course Title NATO Deployable Satellite Communications System (DSGT) Operator Level II LOGFAS - ADAMS Basic Users Course	Language English English	Start Time 20/Nov/2016 18:00 20/Nov/2016 18:00	End Time 24/Nov/2016 18:00 01/Dec/2016 18:00	Cutoff Date	Seats Avail 6 24	Training Institution NATO - Communications and Information Systems School (NCISS) NATO - Communications and Information Systems School (NCISS)	Training Delivery Location	Action [Edit] [Cancel] [Delete] Mew Roster] Mew Details] [Edit] [Cancel] [Delete] Mew Roster] Mew Details]	Apply [User] [Self] [Self]	Status Active Active	Delivery Method

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



Contact Email *	contactmail@gmail.com
Instructor	(SELECT ONE) V
Secondary Instructor	(SELECT ONE) V
Teaching Language *	ENGLISH •
VCT SCOID	
Min Size *	0
Max Size *	10
Max Seats from Waitlist *	0
Iteration Notes	2
Email Notify on Change	⊖Yes ®No
	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.

Pierte a	10710
Status	ACTIVE V

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

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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.



<u>Note</u>:

- 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 Iteratio	on
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 V
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 SCOID	
Min Size *	
Max Size *	10
Max Seats from Waitlist *	0

<u>Note</u>: 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-12088AA100004	~							
Mobile Delivery *	OYes •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	●Yes ONo								

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 % < <u>Remove from search</u> COURSE CODE CONTAINS COURSE CODE IG/Nov/2016 IG/Nov/2017 Iteration Status ACTIVE													
						Record(s	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	1
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	1
4178	AOP- AO- 12091	aa100004	English	03/Dec/2016 0:00	03/Dec/2016 9:00		10	PTEC - Turkish PfP Training Centre, ROOM 3	ROOM 3	[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active	1

3. 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

5 Back To Ite	ration 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:	COURSE NO LONGER HELD AT ETF	
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:

Aessage from webpage		×
Are you sure t	hat you want to cancel th	is Iteration?
	OK III	Cancel

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

Cancel Reason

5 Back To Ite	eration Search								
The Iteration was s	successfully cancelled.								
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:	COURSE NO LONGER HELD AT ETF								

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 S Course C Course C	Current Search: Course Code Contains % <- Remove from search Course Code Contains ap <- Remove from search												
Date Range													
Iteration St	atus	CANCELI	ED 🔽		100/2011								
APPEND	UPDATE SE	EARCH											
						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





3. 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 app <- Remove from search COURSE CODE Image Date Range 16/Nov/2016 Heration Status ACTIVE APPENDUPDATE SEARCH RESET													
						Record(s	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	1
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	1
4178	AOP- AO- 12091	aa100004	English	03/Dec/2016 0:00	03/Dec/2016 9:00		10	PTEC - Turkish PfP Training Centre, ROOM 3	ROOM 3	[Edit] [Cancel] [Delete] [View Roster] [View Details]	[User] [Self]	Active	1

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

Edit Iteratio	on .
Sack to Itera	tion List
Iteration ID	2373
Etf Iteration ID	
Etf Iteration Code	
Course *	JPL-SP-300018DEFENSE PLANNING COURSE
Suitable for Mobile Delivery?*	⊖Yes ●No
Start Time *	30/Mar/2015 At 08:00 •
End Time *	03/Apr/2015 At 17:00 V
Cutoff Date	
Time Zone *	(GMT +02:00) ATHENS, BUCHAREST, ISTANBUL
Automatically Adjust for DaylightSavings *	●Yes ONo
Training Institution (Room)	TURKISH PFP TRAINING CENTRE (ROOM 1)

- -----



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

	View Iteration Changes Assign Seats to Allocating HQ's	
Edit Iteration		
5 Back to Iteration	List	
Iteration ID	4234	
ETF Iteration ID	5352	
ETF Iteration Code	N3-11-A-17	
Course *	NOP-NO-31385NATO NUCLEAR SURETY MANAGEMENT COURSE	
Mobile Delivery *	Oyes INO	
Start Time *	06/Feb/2017 At 08:00 🔽	
End Time *	10/Feb/2017 At 13:00 💌	

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

	Bulk Seat Assignments								
Session Seat Details									
5 Back									
Course Section	4234								
Course Number	NOP-NO-31385								
Course Name	NATO Nuclear Surety Management Course								
Start Date End Date	06/Feb/2017 7:00 10/Feb/2017 12:00								
Seat 1 AV	AILABLE								
Seat 2 AV	AILABLE								

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

5 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
1	EXTERNAL	×	Ì	Add

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

Seat assignment successfully added Sack 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 External Edit Un-Assign Add ~ RESERVED

Bulk Seats Assignments

8. 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



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

Search Course Iterations

Current Search: Course Code Contains	% <- <u>Remove from search</u>			
COURSE CODE	CONTAINS	To	24/Jan/2018	
Iteration Status	ACTIVE			
	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]	L
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]	1
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]	<u>(User)</u> [Self]	L
2845	CII-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] [Cance]] [View Roster] [View Details]	[User] [Self]	1

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/G	ading Export Roster to Excel	Export	All Rosters	to Excel Add Walk On Us	er to Roster	Download PIR	Print Access List Batch Print Certifica	tes	
Iterat	ion Ros	ter								\Box		
5 <u>Ba</u>	ck to Iteration	<u>n List</u>										
Course: Iteration Location Start Da Min Size	AOP-AO-1 4173 NATO - So e: 03/Jan/20 1	2085, aa100001 hool Oberammerg 17 8:00 Er Mi	au (NSO) d Date: 03/Jan/2017 17:00 x 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 Mar	ager 2 aa 10testC					Applied			[Swap] [Cancel] [Email User] [Joining 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



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]	<u>[User]</u> [Self]	1
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 Ronter] [View De]]S]	[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 Ex	port Roster to Excel	Export All F	osters to E	Excel Add Walk On Us	er to Roster	Download PIR	Print Access List Batch Print Certificate	3	
Iterat	ion Ros	ter										
S Ba	ck to Iteration	n List										
Course: Iteration Location Start Da Min Size	AOP-AO-1 4173 : NATO - So e: 03/Jan/20 : 1	12085, aa100001 shool Oberammers 17 8:00 Er M	gau (NSO) nd Date: 03/Jan/2017 17:00 ax Size: 10									
							Class Roster					
РОС	Person ID	Last Name	First Name	Login ID	City S	ate Or	rganisation 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] [Joining 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

Schedule	Application	Testing
Search Co	urse Iterations e Iteration	
Training C	alendar	
Iteration U	ploader	3

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



Search Course Iterations

Current Search: Course Code Contains	% <- <u>Remove from search</u>	1		
COURSE CODE	CONTAINS	•		
Date Range	24/Jan/2017	то	24/Jan/2018	
Iteration Status	ACTIVE			
	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]	<u>[User]</u> [Self]	1
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]	1
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 Ropter] [View De]_[Is]	<u>[User]</u> [Self]	I.

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

			Attendance/Grading Export	Roster to Excel	Export A	All Rosten	s to Excel Add Walk On Us	er to Roster	Download PIR	Print Access List Batch Print Certificate	3	
Itera	tion Ros	ter										
5 B	ack to Iteration	List										
Course	AOP-AO-12	2085, aa100001										
Iteration	n: 4173											
Locatio	n: NATO - Sci	nool Oberammerg	au (NSO)									
Start Da	ate: 03/Jan/201	7 8:00 En	d Date: 03/Jan/2017 17:00									
Min Siz	e: 1	Ma	x 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] [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 Signatu JOHN SMITH	re: CDR		les	
First Name	Last Name	Current Certificate Text	Update Text for Certificate	Action
Group2	User	Outstanding	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

Schedule	Application	Testing							
Search Co Add Cours	urse Iterations e Iteration								
Training C	Training Calendar								
Iteration U	ploader								

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

Search Course Iterations

Current Search: Course Code Contains	% <- <u>Remove from searc</u>	2		
COURSE CODE	CONTAINS			
Date Range	24/Jan/2017	То	24/Jan/2018	
Iteration Status	ACTIVE			
	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]	<u>[User]</u> [Self]	1
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)		[<u>Edit]</u> [<u>Cancel]</u> [<u>View Roster]</u> [<u>View Details</u>]	[User] [Self]	L
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 Det_]]s]	[User] [Self]	L

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

Iteration Roster

5 Bac	k to Iteration	n List											
Course:	AOP-AO-1	12085, aa100001											
Iteration:	4173												
Location:	NATO - Sc	hool Oberamme	rgau (NSO)										
Start Date	c 03/Jan/201	17 8:00 E	End Date:	03/Jan/2017 17:00									
Min Size:	1	h	Aax Size:	10									
								Class Roster					
POC	Person ID	Last Name	First Nan	ne	Login ID	City	State	Organisation Number	Phone	Apply Status	Attendance Certificate Number	Proficiency Certificate Number	Action
	35993	aa1	0007 e-IT	EP Institutions Training Manager 2	aa10testC					Applied			[Swap] [Cancel] [Email 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

5 Back				
Choose Signature: NONE NONE	<u>ع</u>	Print Certificate		
First Name	Last Name	Current Certificate Text	Update Text for Certificate	Action
0007 e-ITEP Institutions Training Manager 2	aa1			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 Cou	rse Iterations	
Current Search: Course Code Conte	iins % <- <u>Remove from search</u>	
COURSE CODE	CONTAINS V	
Date Range	19/Nov/2015 To 19/Nov/2016	
APPEND/UPDATE SE/	ARCH 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]	<u>[User]</u> [Self]	1
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]	1
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 Ropter] [View De	[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

_												
9 B	ick to Iteratio	n List										
Course Iteration Location Start D Min Siz	AOP-AO-1 : 4173 : NATO - Si te: 03/Jan/20 :: 1	12085, aa100001 chool Oberammer 17 8:00 Ei M	gau (NSO) nd Date: 03/Jan/2017 17:00 ax 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			[Swao] [Ca ^{lm} el] [Email User] [Joining Form] [Print Certificate]

6. 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.

Education & Individual Trai Requirements Education & Training Opportunities Student	Swap Swap Users		NATO De	fense College e
Eack Currently Applied: Swap With:	Student, Ralph	×		

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

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

ETOC	Schedule Application Testing								
	Search Course Iterations								
	Training C	alendar							

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

Training Calendar

VIEW BY TRA		VIEW BY COURSE		
Select Calendar Year:	2017			
Select Training Institution:	(SELECT ONE)		~	
Select Iteration Status:	ACTIVE			

4. 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

VIEW BY TRA	NING INSTITUTION VIEW BY COURSE
Select Calendar Year:	2017
Select Training Institution: Select Iteration Status:	MILITARY ACADEMIT VISION 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 - DEFENSE COLLEGE (NDC)
	NATO - HQ ACT JFT ADL NATO - HQ ACT SIGINT ETOC TRAINING INSTITUTION MANAGE NATO - HQ AIR COMMAND NATO - HQ SIPREME 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 - 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 - CAIRO REGIONAL CENTRE FOR TRAINING ON CONFLIC PTEC - CAIRO REGIONAL CENTRE FOR TRAINING ON CONFLIC PTEC - CAIRO REGIONAL CENTRE FOR TRAINING ON CONFLIC

Below is an example view of the search results returned.



Training Calendar

	VIEW BY TRAIN	ING INSTITU	JTION		VIEW BY	COURSE							
Select Calen	dar Year:	2017 🔽											
Select Traini	ng Institution:	NATO - SCH	IOOL OBER	AM <mark>M</mark> ERG	AU (NSO)			•					
Select Iterati	on Status:	ACTIVE											
Choose View 1 <u>2 3 4</u>	: YEARLY MON	ITHLY GRAF	PICAL VIEW	L									
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	<u>aa100001</u>	1.											
AOP-AO- 21590	Introduction to Surface Based Air Defence		•								•		

5. 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 Exc	el Printe	r Friendly	1				
Troinis	ag Colondo	Iteration Details	1							
Trainin	ng Calenda	Iteration Id:	4154							
1	VIEW BY TRAINING	Course Code:	BIT-BI-2139	2						
		Course Title:	NATO Defen Course	ce Leadei	rship In B					
		Start Time:	20/Apr/2017	8:00						
Select Cale	ndar Year: 20'	End Time:	20/Apr/2017	17:00						
		Time Offset:	(UTC +01:00 Bern, Rome,) / UTC + Stockho	-02:00) A Im, Vienn	r.				
Select Training Institution: NA		Training Institution:	NATO - Scho	ol Obera	mmergau					
Select Itera	tion Status: AC									
Choose View	W: YEARLY MONTH									
1 <u>2 3 4</u>	<u>5</u> <u>6</u>									_
Course Code	e Course Title	EDIT ITERATION	APPLY USER	R APP	LY SELF		tembe 017	r October 2017	November 2017	Decembe 2017
AOP-AO- 12085	<u>aa100001</u>									
AOP-AO- 21590	Introduction to Surface Based Air Defence							- 1		
<u>BIT-BI-</u> 21392	NATO Defence Leadership In Building Integrity Course		63						-	

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:

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- 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.

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

Iteration Details	
Iteration Id:	2265
Course Code:	OPS-NC-4002
Course Title:	CBRN Units Evaluators Course
Start Time:	07/Sep/2015 8:00
End Time:	11/Sep/2015 17:00
Time Zone:	(GMT +02:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
Training Institution:	COE Joint Chemical Biological Radialogical Nuclear – Defence (JCBRN COE)
This course is suitable for	or mobile delivery and will be offered at the following delivery location.
Mobile Delivery Location	n: Training Arena, Frankfurt
EDIT ITERATION	APPLY USER APPLY SELF

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 TRAIN	ING INSTITU	JTION		VIEW BY (COURSE							
Select Calen	dar Year:	2017 💌											
Select Traini	ng Institution:	NATO - SCH	IOOL <mark>OBE</mark> R	AMMERGA	AU (NSO)			~					
Select Iterati	on Status:	ACTIVE	~										
Choose View	YEARLY MO	NTHLY GRAF	PICAL VIEW	L									
Course Code	Course Title	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July	August	September	October	November	
							2011	2017	2017	2017	2017	2017	December 2017
AOP-AO- 12085	<u>aa100001</u>	N					2017	2017	2017	2017	2017	2017	December 2017
AOP-AO- 12085 AOP-AO- 21590	aa100001 Introduction to Surface Based Air Defence	N						2017	2017	2017	2017	2017	December 2017

- 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													
Trainin	q Calend	ar			5								
		NC INSTITU	TION	_	MEM DV	COURSE							
Select Calen Select Traini Select Iterati	dar Year:	NATO - SCH		AMMERG	AU (NSO)			V					
Observe Manu				r.									
1 <u>2</u> <u>3</u> <u>4</u>	5 6	THET GRAP	ICAL VIEW	<u>.</u>									
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	<u>aa100001</u>	• =											
AOP-AO- 21590	Introduction to Surface Based Air Defence										- 1		
BIT-BI- 21392 Leadership In Building Infernity Course													
BMD-MD- 2816	Missile Defence Course												
<u>CII-CS-</u> 2544	NATO Consultation, Command, and Control (C3)) 10		

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.


					AUX 2 AN AVAILABLE AVAILABLE								
						8	0						
rainin	ig Calend	ar											
	VIEW BY TRAINI	NG INSTITU	JTION		VIEW BY C	OURSE							
select Calen	dar Year:	2017 🗸											
Select Traini	ing Institution:	NATO - SCH		AMMERG	AU (NSO)								
orect ridini	ing institution.												
elect Iterati	ion Status:	ACTIVE	$\mathbf{\sim}$										
Choose View	YEARLY MON	THLY GRAP	PICAL VIEW	L									
Choose View 1 <u>2 3 4</u>	: YEARLY <u>MON</u> 5 6	THLY GRAF	PICAL VIEW	L				414-1141-1					
Choose View 1 <u>2 3 4</u> ourse Code	: YEARLY <u>MON</u> 5 6 Course Title	THLY GRAF January 2017	PICAL VIEW February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	Decembe 2017
Choose View 1 <u>2 3 4</u> Durse Code <u>AOP-AO-</u> 1 <u>2085</u>	YEARLY MON 5 6 Course Title aa100001	THLY GRAP	PICAL VIEW February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	Decembe 2017
Choose View 1 2 3 4 purse Code AOP-AO- 12085 12085 AOP-AO- 12085 12085 12085	YEARLY MON <u>5 6</u> Course Title aa100001 Introduction to Surface Based Air Defence	THLY GRAP January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	Decembe 2017
Choose View 1 2 3 4 Durse Code AOP-AO- 12085 AOP-AO- 21590 BIT-BI- 21392	YEARLY MON <u>5 6</u> Course Title aa100001 Introduction to Surface Based Air Defence NATO Defence NATO Defence Leadership In Building Introduction to Course	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	Decembe 2017
Choose View 1 2 3 4 ourse Code AOP-AO- 12085 AOP-AO- 12090 BIT-BI- 21390 BIT-BI- 21392 BIMD-MD- 2816 BIA	YEARLY MON <u>5 6</u> <u>6 Course Title aa100001 Introduction to Surface Based Air Defence NATO Defence Leadership In Building Integrity Course Missile Defence Course </u>	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	Decembe 2017

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.



e-ITEP Administrator User Guide

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

VIEW BY TRAI		VIEW BY COURSE		
Select Calendar Year:	2017			
Select Training Institution:	(SELECT ONE)		~	
Select Iteration Status:	ACTIVE 🔽			

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

Training Cale	ndar	
VIEW BY TR	AINING INSTITUTION	
Select Calendar Year:	2013	
Select Training Institution	(SELECT ONE)	

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

Training Calendar

VIEW BY TRAINING INSTITUTION	VIEW BY COURSE	
Select Calendar Year: 2017		
Iteration Status		

Below is an example view of the search results returned.



Albanian & Armed Forces Academy

AOP-AO-12086 aa100001

				Export To	Excel P	rinter Frien	dly							
Trainin	IG Calen	dar INING INSTITUTION		VIEW E	BY COURS	E	ľ							
Select Calen	dar Year: 20 ⁻	17 💌												
Current Se Course Co	earch: de Contains	% <- <u>Remove from s</u>	search		_									
COURSE C	tus													
Choose View	IPDATE SEARCH	ONTHLY GRAPICAL V	<u>1EW</u>											
1234	<u>56789</u>					r							-	
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	Decemb 2017
AOP-AO- 12085	<u>aa100001</u>	NATO - School Oberammergau	۰.											

6. 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)

Trainin	a Calon	Iteration	Details											
Trainin	VIEW BY TRA	Iteration ININC Course Co Course Ti	Id: ode: tle:	4542 AOP-AO- aa10000	12096 6									
Select Calen	dar Year: 20	Start Tim End Time 17⊻ Time Offs	e: : :et:	28/Aug/2 29/Aug/2 (UTC +0 Bern, Ro	2017 8:00 2017 18:0 1:00 / UT me, Stoc	0 00 TC +02:0 kholm, Vi	0) Amstei enna	rdam, Ber	ʻlin,					
Current Se	arch;	Training Institutio	n:	Albanian	& Armed	Forces A	cademy							
Course Co	de Contains	% -												
COURSE C		INTA												
Iteration Stat	tus	A												
APPEND/U Choose View 1 2 3 4	IPDATE SEARCH : YEARLY <u>M</u> 5 6 7 8 9	EDIT ITER	TEW	APPLY	JSER	APPLY SE	LF							
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	<u>aa100001</u>	NATO - School Oberammergau (NSO)	•											
AOP-AO- 12086	<u>aa100001</u>	Albanian & Armed Forces Academy	-	F.										12
AOP-AO- 12088	<u>aa100004</u>	Albanian & Armed Forces Academy	I											
AOP-AO- 12096	<u>aa100006</u>	Albanian & Armed Forces Academy								1	a de			

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:

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- 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.

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

Iteration Details	
Iteration Id:	2265
Course Code:	OPS-NC-4002
Course Title:	CBRN Units Evaluators Course
Start Time:	07/Sep/2015 8:00
End Time:	11/Sep/2015 17:00
Time Zone:	(GMT +02:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
Training Institution:	COE Joint Chemical Biological Radialogical Nuclear – Defence (JCBRN COE)
This course is suitable for	or mobile delivery and will be offered at the following delivery location.
Mobile Delivery Location	Training Arena, Frankfurt
EDIT ITERATION	APPLY USER APPLY SELF

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 TRA	INING INSTITUTION		VIEW E	BY COURS	E								
Select Calend	dar Year: 20	17 🔽												
Current Sea	arch: le Contains	% <- <u>Remove from s</u>	earch											
COURSE C		NTAINS												
Iteration State	us	ACTIVE												
Choose View	PDATE SEARCH		IFW											
1 2 3 4 5	56789													
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	<u>aa100001</u>	NATO - School Oberammergau (NSO)	-											
AOP-AO- 12086 S ^{Im})	<u>aa100001</u>	Albanian & Armed Forces Academy	-											
AOP-AO- 12088	<u>aa100004</u>	Albanian & Armed Forces Academy	1											

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.

COURSE DETAILS	COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION
DISCIPLINE INFORMATION	
Back to Training Calendar	
ast Date Updated	20/Oct/2016 13:12
raining Institution	Albanian & Armed Forces Academy
raining Institution Discipline	Albanian & Armed Forces Academy Air Operations (AOP)
raining Institution)iscipline .rea	Albanian & Armed Forces Academy Air Operations (AOP) Systems (AO)
raining Institution Discipline Area Depth of knowledge Level	Albanian & Armed Forces Academy Air Operations (AOP) Systems (AO) 1. Remember
raining Institution hiscipline wea hepth of knowledge Level he NATO Course Certification of the course is histitutional Accreditation". Unless, these two fi IATO Listed.	Albanian & Armed Forces Academy Air Operations (AOP) Systems (AO) 1. Remember automatically updated based on the "NATO Course requirement" and "NATO ETF ields have been completed and validated, the course will automatically display as
Training Institution Discipline Area Depth of knowledge Level The NATO Course Certification of the course is Institutional Accreditation". Unless, these two fi NATO Listed.	Albanian & Armed Forces Academy Air Operations (AOP) Systems (AO) 1. Remember automatically updated based on the "NATO Course requirement" and "NATO ETF ields have been completed and validated, the course will automatically display as Listed

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 T	o Excel	Printer Frie	ndly							
Frainin	IG Caler	Idar		VIEW	BY COUR	SE								
Select Calen	dar Year: 20	117 💌												
Current Se Course Co	arch: de Contains	% <- <u>Remove from</u>	search											
COURSEC														
Iteration Stat	tus	ACTIVE												
APPEND/L	JPDATE SEARC	H RESET												
Choose View	: YEARLY <u>M</u> 5 6 7 8 9	IONTHLY 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	Decemb 2017
AOP-AO- 12085	<u>aa100001</u>	NATO - School Oberammergau (NSO)	-											
AOP-AO- 12086	<u>aa100001</u>	Albanian & Armed Forces												

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 Frie	ndly							
Trainin	raining Calendar													
	VIEW BY TRA	INING INSTITUTION		VIEW	BY COUR	SE								
Select Calen	dar Year: 20	17 💌												
Current Se	arch:													
Course Co	de Contains	% <- <u>Remove from</u>	search											
COURSE C	ODE 🗸 CO													
Iteration Stat	us	ACTIVE 🔽												
APPEND/U Choose View 1 2 3 4	PDATE SEARCH YEARLY <u>M</u> 5 6 7 8 9	RESET	<u>VIEW</u>											
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	<u>aa100001</u>	Albanian & Armed Forces Academy												



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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

G	distanting to	Profiles	Individual Descent Plan	IN COLOR	Stream	Approximit	Testing.	Daming Here	sun nege	Constit Us	LOGOVT
		teris EP	•	sub	Alaha Admi Do serviciate	Acces a line Acces a line Batch Access VenetAccess	in a Course alon Punding A	na harakan Harakan	ils - August	s Itending •	

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



lame	Email	Organisation	Organisation Code
iorgios Mantzouris	MantzourisG@nmiotc.grc.nato.int		
ourse:			
AOP-AO-21590 - INTROD	UCTION TO SURFACE BASED AIR DEFENCE		•

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

S Back to Cour	self in a Co	urse Iteration				
Name	Email		Organisati	on	Organisation Cod	e
Giorgios Mantzouris	Mantzou	risG@nmiotc.grc.nato.int				
Course Code	Course Title		Course Active fro	m	Course Deactivate	d on
AOP-AO-21590	Introduction to Surfa	ice Based Air Defence	01/Mar/2014		31/Dec/2018	
Click the "Apply" link	next to the Course Iterati	on you wish to apply in. To see Cour	se Iteration details, clic	k "View De	tails".	
Date	Seats Available	Training Institution	City	State	Actions	Status
03/Oct/2016 8:00 to 07/Oct/2016 13:00	40	NATO School Oberammergau (N	150)		[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.



e-ITEP Administrator User Guide

oining Form	
	electronic Individual Training and Education Programme
5 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) V
POC email	
Login ID	gmantzouris
Last Name	Mantzouris
First Name	Giorgios
Email	MantzourisG@nmiotc.grc.nato.int
Phone Number *	
Fax Number	
Emergency Contact Person's Name *	

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	*
Bilitating Policy: 1. Students are encouraged to use the Training Institution's accc 2. NATO School Oberammergau (NSO) reserves the right to chi 3. A 'ro-show' or last minute cancellation fee may be levied for Registration Notes: 1. The applicant's personal information will be processed and st 2. Upon completion of the registration, a confirmation message i In-processing, luition payment, security, transportation and acco with Ihem.	smmodation reservation services: ange reservations due to military necessity and mission requirements students who do not cancel their reservation in advance ored in the NATO School Oberammergau (NSO) data management system. will be sert to the POC and applicant containing detailed administrative information on mmodations. Registered students must bring a copy of their confirmation message
\blacksquare I have carefully read and agree with the statements above. *	
☑ I have completed the internal approve process. (Division/Bra	anch Head/POC). *
✓ I have received national approval. *	
S	

<u>Note</u>: 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
Your application has been saved and can b	e accessed again via Application > view Your Schedule.
5 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 V
POC email	gagan_kaur_999@yahoo.com
Login ID	gmantzouris
Last Name	Mantzouris

8. 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 accom 2. NATO School Oberammergau (NSO) reserves the right to chang 3. A "no-show" or last minute cancellation fee may be levied for stu Registration Notes: 1. The applicant's personal information will be processed and store 2. Upon completion of the registration, a confirmation message will in-processing, tuition payment, security, transportation and accomr with them.	modation reservation services. ge reservations due to military necessity and mission requirements idents who do not cancel their reservation in advance d in the NATO School Oberammergau (NSO) data management system. be sent to the POC and applicant containing detailed administrative information on modations. Registered students must bring a copy of their confirmation message
\blacksquare I have carefully read and agree with the statements above. *	
I have completed the internal approve process. (Division/Branc	h Head/POC). *
I have received national approval. *	
SAV	E SUBMIT RESET

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



Jo	inin	a F	orm
00		M 1	VIIII

Joining <mark>F</mark> orm	
Application for the course is pending POC ap	electronic Individual Training and Education Programme
5 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

	-	PROFILES	Industrial Training Plan	erroc	Scholar	Application	heating	Transa I	lecosts	-	Contact Un	LOGOUT
21 C	NATO electric de la Training and E	EP	*	ave	Alpha Admir 10 Internatio	Apply Youns Apply in Ling Baltin Applica Vew/Approve	ef in a Course Mon Pending Ap	e Heraton Teraton	-	Reports	Biddeng +	

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.



Search for the person to be applied.			
Current Search:			
Last Name Contains % <- Re	move from search		
LAST NAME - CONTAINS	-		
and the second s			
APPEND/UPDATE SEARCH	SET		
APPEND/UPDATE SEARCH	SET		
APPEND/UPDATE SEARCH RE	Record(s) 1 to 20 o	of 689	
APPEND/UPDATE SEARCH RE	Record(s) 1 to 20 o	of 689 Login ID	Select
APPEND/UPDATE SEARCH RE 23456789101112≥≥≥ ast Name	Record(s) 1 to 20 of First Name Goss	of 689 Login ID alanG	Select
APPEND/UPDATE SEARCH RE	Record(s) 1 to 20 of First Name Goss Hoss	of 689 Login ID alanG adamH123	Select [Select] [Select]
APPEND/UPDATE SEARCH RE 23456789101112≥≥≥ ast Name Ian dam ho	Record(s) 1 to 20 (First Name Goss Hoss Jack	of 689 Login ID alanG adamH123 jackaho	Select [Select] [Select]
APPEND/UPDATE SEARCH RE 1 2 3 4 5 6 7 8 9 10 11 12 ≥ ≥> ast Name Jan dam ho dmin	Record(s) 1 to 20 o First Name Goss Hoss Jack Jiffy	of 689 Login ID alanG adamH123 jackaho JiffyAdmin	Select [Select] [Select] [Select] [Select]
APPEND/UPDATE SEARCH RE	Record(s) 1 to 20 of First Name Goss Hoss Jack Jiffy Johnny	of 689 Login ID alanG adamH123 jackaho JiffyAdmin johnapple	Select [Select] [Select] [Select] [Select] [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	Bíró	H045612	[Select]
ABAHAZY	DANIEL	abahazy	[Select]
ALLEN	DAVID	BIUK01	[Sel]]t]

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

Name	Login ID	Email	Organisation	Organisation Cod
DANIEL ABAHAZY	abahazy	daniel.f.abahazy.civ@mai	<u>I.mil</u>	
Course:				
ACP-AC-3018 - COMBI	NED CFE ARMS CO	NTROL VERIFICATION INSPE	ECTOR/ESCORT COURSE	

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



Apply User in a Course Iteration

5 Back to Co	urse List					
Name	Login ID	Email	Organis	ation	Organisation	Code
DANIEL ABAHAZY	abahazy	daniel.f.abahazy.civ@mail.mil				
Course Code	Course Title		Course	Active from	ı Course De	activated on
ACP-AC-3018	Combined CFE Arms Con	trol Verification Inspector/Escort Course	01/Jan/2	013	31/Dec/201	7
Click the "Apply" lin	k next to the Course Iterati	on you wish to apply in. To see Course Iteratio	n details, click '	View Detai	S".	
Date	Seats Available	Training Institution	City	State	Actions	Statu
10/Jun/2017 8:00	10	NATO - School Oberammergau (NSO)			Niew Details]	[Apply]

7. 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 Sack 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** 31/Dec/2017 Combined CFE Arms Control Verification Inspector/Escort Course 01/Jan/2013 ACP-AC-3018 Application for the course is pending approval. Once approved, an application confirmation will be delivered via email

8. 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: hvernon-nr	25.11.2014 15:57 Show Details
Congratulation	yns!	
You are requi and visit the A submit your cl	ired to complete and submit the Joining Form for the below course. Please log into e-ITEP system at e-ITEP s Applications Stats section of the Welcome Page or navigate to Menu > Application > view Your Schedule. On changes. Your Point of Contact will then be notified that you have completed the Joining Form.	system at <u>https://e-itep.act.nato.int/HomePage</u> ace you have completed the Joining Form please
Name : Halifa	ax Walker	
Login ID : hal	liwalker	
Course Title :	: STAGE_REGRESS_02.02	
Email : hverno	on-nr@raytheon.com	
Course Code	e: STAGE_REGRESS_02.02	
Start Time : 0)2/Dec/2014 8:00 (GMT +01:00)	
End Time : 03	3/Dec/2014 17:00 (GMT +01:00)	
Training Institu	tution : Hungarian Defense Forces (HDF NCO Academy)	
Course Notes	s:	
Iteration Note	es : Also test the waitlist	
This is an auto responded to.	omatically generated email sent by the e-ITEP System. Please do not respond to this email. Mail received at th . If you need assistance please contact <u>eitephelp@act.nato.int</u> or visit e-ITEP directly at <u>https://e-itep.act.nato.</u>	iis address is not monitored and will not be 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

Resources Profiles Individual Training Plan Home	EIOC	Schedule	Application	Testing	Training Records	Help	Contact Us	LOGOUT
NATO electronic Individual Training and Education Programme	A	Search Co Add Cours	urse Iterations le Iteration		Admin Tools +	Reports	Bidding +	
Ceriter *		Training Co Iteration U	alendar ploader					

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



Training Calendar

VIEW BY TRA	NING INSTITUTION VIEW BY COURSE	
Select Calendar Year:	2017 🗸	
Select Training Institution:	MILITARY I ACADEMIT & ISING MILITARY UNIVERSITY OF TECHNOLOGY MULTINATIONAL LOGISTICS COORDINATION CENTRE (MLCC) MULTINATIONAL MARITIME SECURITY CENTRE OF EXCELLENCE-	^
Select Iteration Status:	NATO - COMMUNICATIONS AND INFORMATION AGENCY (NCIA) NATO - COMMUNICATIONS AND INFORMATION SYSTEMS SCHOOL NATO - DEFENSE COLLEGE (NDC) NATO - HO ACT GENDER NATO - HO ACT GENDER	
	NATO - HQ ACT SIGINT ETOC TRAINING INSTITUTION MANAGE NATO - HQ ACT SIGINT ETOC TRAINING INSTITUTION MANAGE NATO - HQ AIR COMMAND 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 - SPECIAL FORCE HQ (NSHQ) NATO - SPECIAL FORCE HQ (NSHQ)	
	OFFUTT AIRBASE OLD DOMINION UNIVERSITY (ODU) PEACE OPERATIONS TRAINING INSTITUTE (POTI) PEP 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	~

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

			Export To Exce	el Printer Friendly					
Trainir	a Calanda	Iteration Detail	5		į				
Italilli	ig calenda	Iteration Id:	4154						
1	VIEW BY TRAINING	Course Code:	BIT-BI-21392	2					
		Course Title:	NATO Defenc Course	e Leadership In	Building Integrity				
		Start Time:	20/Apr/2017	8:00					
Select Cale	ndar Year: 201	End Time:	20/Apr/2017	17:00					
		Time Offset:	(UTC +01:00 Bern, Rome,	/ UTC +02:00) Stockholm, Vien	Amsterdam, Berlin, na				
Select Train	Select Training Institution: NA Training Institution:		NATO - Scho	ol Oberammerga					
Select Iterat	tion Status: AC								
Choose Viev	V. YEARLY MONTH								
1234	56								
Course Code	e Course Title	EDIT ITERATION	APPLY USER	APPLY SELF)	tembe 017	October 2017	November 2017	December 2017
<u>AOP-AO-</u> <u>12085</u>	<u>aa100001</u>								
AOP-AO- 21590	Introduction to Surface Based Air Defence						- 1		
<u>BIT-BI-</u> 21392	NATO Defence Leadership In Building Integrity Course		\$					-	

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

6. 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.

Back to Course L	ist						
Name	Login ID	Email	Organization		Organi	zation Code	
Joe User	AlphaAdmin	<u>GKaur@ra</u>	vtheon.com				
Course Code	Course	Title	Course Active from	Course	Deactiv	ated on	
AAA-123-1	Defend	yourself!	Feb/03/2013	Jul/31/2	013		
Click the "Apply"	link next to the Course	Iteration you wish t	o apply in. To see Course Iteration details, click	i "View Detai	ls"_		
	Seats	Training Inst	itution	City	State	Actions	Statu
Date	Available						

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.

1. User visits e-ITEP system and logs in.

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2. User navigates to Schedule > Training Calendar

Resources Profiles Individual Training F	Nan ETOC	Schedule	Application	Testing	Training Records	Help	Contact Us	LOGOUT
NATO electronic Individual Training and Education Programme	A NAT	Search Co Add Cours	urse Iterations e Iteration		Admin Tools +	Reports	Bidding +	
TEP 🚸		Training Co	alendar ploader					

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



Training Calendar

VIEW BY TRAI	NING INSTITUTION VIEW BY COURSE
Select Calendar Year:	2017 🗸
Select Training Institution:	MILITARY UNIVERSITY OF TECHNOLOGY MULTINATIONAL LOGISTICS COORDINATION CENTRE (MLCC) MULTINATIONAL MARTINE SECURITY CENTRE OF EXCELLENCE-
Select Iteration Status:	NATO - COMMUNICATIONS AND INFORMATION AGENCY (NCIA) NATO - COMMUNICATIONS AND INFORMATION SYSTEMS SCHOOL NATO - DEFENSE COLLEGE (NDC)
	NATO - HQ ACT GENDER NATO - HQ ACT JET ADL NATO - HQ ACT SIGINT ETOC TRAINING INSTITUTION MANAGE NATO - HQ AIR COMMAND NATO - HQ SUPREME ALLIED COMMAND TRANSFORMATION (HQ S NATO - HQ SUPREME ALLIED COMMAND TRANSFORMATION (HQ S 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)
	PEACE OPERATIONS CHIVERSHIT (0000) 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 BTEC - CORIS MANAGEMENT AND MULTINATIONAL OPERATIONS

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

			Export To Excel	Printer Friendly					
Trainir	ag Calanda	Iteration Details			1				
Italiili	ig calenua	Iteration Id:	4154						
1	VIEW BY TRAINING	Course Code:	BIT-BI-21392						
_		Course Title:	NATO Defence Course	Leadership In E	Building Integrity				
		Start Time:	20/Apr/2017 8	:00					
Select Cale	ndar Year: 20'	End Time:	20/Apr/2017 1	7:00					
		Time Offset:	(UTC +01:00 / Bern, Rome, S	UTC +02:00) / tockholm, Vienr	Amsterdam, Berlin, Ia				
Select Train	ning Institution: NA	Training Institution:	NATO - School	Oberammergau	ı (NSO)				
Select Itera	tion Status: AC								
Choose View	W: YEARLY MONTH								
1234	56								
Course Code	e Course Title	EDIT ITERATION	APPLY USER	APPLY SELF	l.	tember 017	October 2017	November 2017	December 2017
<u>AOP-AO-</u> <u>12085</u>	<u>aa100001</u>	-							
AOP-AO- 21590	Introduction to Surface Based Air Defence						- 1		
<u>BIT-BI-</u> 21392	NATO Defence Leadership In Building Integrity Course		\$						

- 5. The system loads the Iteration Details pop-op 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.



Search for the person to be applied			
Current Search:			
Last Name Contains W	mous from sourch		
Last name Contains % <- Re	nove nom search		
APPEND/UPDATE SEARCH	SET		
123456789101112>>>	Record(s) 1 to 20	of 689	
1 <u>2 3 4 5 6 7 8 9 10 11 12 ≥ >></u> Last Name	Record(s) 1 to 20 (First Name	of 689 Login ID	Select
1 <u>2 3 4 5 6 7 8 9 10 11 12 ≥ >></u> Last Name Alan	Record(s) 1 to 20 (First Name Goss	of 689 Login ID alanG	Select
1 2 3 4 5 6 7 8 9 10 11 12 ≥ >> Last Name Alan Adam	Record(s) 1 to 20 (First Name Goss Hoss	of 689 Login ID alanG adamH123	Select [Select] [Select]
1 <u>2 3 4 5 6 7 8 9 10 11 12 ≥ >></u> Last Name Alan Adam Aho	Record(s) 1 to 20 (First Name Goss Hoss Jack	of 689 Login ID alanG adamH123 jackaho	Select [Select] [Select] [Select]
1 2 3 4 5 6 7 8 9 10 11 12 ≥ >> Last Name Alan Adam Aho Admin	Record(s) 1 to 20 (First Name Goss Hoss Jack Jiffy	of 689 Login ID alanG adamH123 jackaho JiffyAdmin	Select [Select] [Select] [Select] [Select]
1 2 3 4 5 0 7 8 9 10 11 12 ≥ >> Last Name Alan Adam Aho Admin Adplesed	Record(s) 1 to 20 (First Name Goss Hoss Jack Jiffy Johnny	of 639 Login ID alanG adamH123 jackaho JiffyAdmin johnapple	Select [Select] [Select] [Select] [Select] [Select]

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

123456789101112>>>	Record(s) 1 to 20	Record(s) 1 to 20 of 689		
Last Name	First Name	Login ID	Select	
Alan	Goss	alanG	[Select]	
Adam	Hoss	adamH123	[Set ^m)ti	
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 Y	our Sche	edule				
Sta	art Date between	13/Jun/2016	×			
		14/Jun/2017		SUBMIT		
Name		Login ID	Email	Organis	sation Or	ganisation Code
Alpha Adm	inistrator	AlphaAdmin	casey.dawley@ncia.	nato.int		
You are pend	ling for the following	g courses:				
Course Code	Course Title	Start Time	End Time	Training Institution	Status	Action
JIA-ED- 1033	NATO NCO Orientation Col	15/Jul/2016 urse 8:00	i 29/Jul/2016 13:00	NATO - School Oberammergau (NSO)	Pending POC approval	[<u>Swap]</u> <u>[View Joining Form]</u> [<u>Cancel]</u> [Vic ^{Im}]Details]
						_

4. 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	APPLICANT NO LONGER AVAI	LABLE			
Comments				Ĵ	
Do you wish to c Yes <u>No</u>	ancel this course registration?				

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

Cancel Application

5 Back					
Name	Login ID	Email		Organisati	ion Organisation Code
Alpha Administra	ator AlphaAdmin	casey.dawl	ey@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)

e-ITEP Administrator User Guide



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

Resources Profiles Individual Training Plan ETOC Schedule Home	Application Testing Training Records Help Contact Us LOCOUT
NATO electronic Indvidual Training and Education Programme Indvidual Training and Education Programme	Apply Yourself in a Course Iteration of s * Reports Bidding * Apply a User in a Course Iteration Batch Application MeetApprove Pending Applications
Education & Individual Training Requirements Opportuni	Course Access Requests View Available Sents View Your Schedules View User Schedules

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

View/Appro	ew/Approve Applications								
LAST NAME	CONTAINS	•	1						
Billet	All								

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



View/Approve Applications

Current Search: Last Name Contains % < LAST NAME •	Remove from search 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]
jpusernatonato2	jpusernatonato2	jpusernatonato2		[View]
lori	kay	lorikayabc		[View]
Test	Kay External	testfoc1		[View]
Naina	Madhan	gkaurschool		[View]
user1Testte sttsest thsi	Madhan Testtesttsest thsi	gkuser01		[View]
natomariten	natomariten	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.

Resources Profiles Indevidual Training Plan ETOC Schedule Home	Application Tepping Daming Records Nets Connect Us (1000011)
NATO electronic Industruit Training and Education Programme ITTEP	Apply Yournell in a Course Beration Apply a User in a Course Seration Statch Application Vew/Application
Training Calendar Trang Canstar can be searched in two ways. Either by selecting a taxene Cores bab, ender Yolywood? and each Subert Blac ban digitaged in the Trang Calendar regenerants scheduled course for each	Course Actions Requests Verw Available Seats Verw Your Schoolule Ind Elck on Verw By Verw Vere Schoolules w additional Resident

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.

'iew/Appro	ove Applicatio	ns		
Current Search:				
Last Name Conta	ains % <- <u>Remove from se</u>	arch		
LAST NAME	CONTAINS			
D IOT TO ME				
Billet:	All			
APPEND/UPDATE S	EARCH RESET			
First Name	Last Name	Login ID	Organization Name	Action
First Name loe	Last Name User	Login ID naina12	Organization Name	Action <u>(Vięw)</u>

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

View/App	orove App	lications						
<u>Back</u>								
Name		Login ID	Email		Organizat	ion	c	Organization Code
jpusernatonato2 jp	ousernatonato2	jpusernatonato2	joan.perez@r	aytheon.com	NATO AND	PARTNER NA	TION C	L.
This user is currently	pending for the foll	owing course(s):						
First Name	Last Name	Login ID	Organization Name	Course Code	Course Title	Start Time	End Time	Action
jpusernatonato2	jpusernatonato2	jpusernatonato2		ACP- AC- 2062	Arms Control Implementation Orientation	26/08/2017 8:00:00	26/08/2020 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	
Silleting Policy: 1. Students are encouraged to use the Training 2. NATO School Oberammergau (NSO) reserv 1. A "no-show" or last minute cancellation fee r	institution's accommodation reservation services. es the right to change reservations due to military necessity and mission requirements ray be leveled for students who do not cancel their reservation in advance
Registration Notes: 1. The applicant's personal information will be (2. Upon completion of the registration, a confin processing, tuition payment, security, transport	processed and stored in the NATO School Oberammergeu (NSO) data management system. mation message will be sent to the POC and applicant containing detailed administrative information on in- ation and accommodations. Registered students must bring a copy of their confirmation message with them
begistration Notes: The applicant's personal information will be , Upon completion of the registration, a confin rocessing, tution payment, security, transport intercessing, tution payment, security, transport	processed and stored in the NATO School Oberammergau (NSO) data management system. nation message will be sent to the POC and applicant containing detailed administrative information on in- ation and accommodations. Registered students must bring a copy of their confirmation message with them.
Segistration Notes: The applicant's personal information will be Upon completion of the registration, a confin rocessing, tution payment, security, transport These service sets and agrees with the set of the service set of the registration of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of the set of t	processed and stored in the NATO School Oberammerges (NSO) data management system. nation message will be sent to the POC and applicant containing detailed administrative information on in- ation and accommodations. Registered students must bring a copy of their confirmation message with them.
Registration Notes: 1. The applicant's personal information will be 2. Upon completion of the registration, a confin processing, tution payment, security, transport 1. These security resc and oppress with the size 1. These received national accounts?	processed and stored in the NATO School Oberammergau (NSO) data management system. nation message will be sent to the POC and applicant containing detailed administrative information on in- tion and accommodations. Registered students must bring a copy of their confirmation message with them.

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.



- 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	APPLICANT NO LONGER AVAI	LABLE			
Comments				¢	
Do you wish to c <u>Yes</u> <u>No</u>	ancel this course registration?				

4. 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 A	pplication				
5 Back					
Name	Login ID	Email		Organisati	ion Organisation Code
Alpha Administr	ator AlphaAdmin	casey.dawl	ev@ncia.nato.int		
Course Code	Course Title	Iteration	Start Time	End Time	Training Institution
IIA ED 1022	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

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 Pending Applications Sack Organisation Code Name Login ID Email Organisation Alpha Administrator AlphaAdmin casey.dawley@ncia.nato.int NATO COMMAND STRUCTURE 0 This user is currently pending for the following course(s): First Name Organisation Name Course Code Login ID Last Name **Course Title** Start Time End Time Action Alpha Administrator AlphaAdmin OPS-NC-3072 NATO CBRN 20/Jun/2016 2:00 24/Jun/2016 7:00 [View Joining Form] Defence and Exercise Planning Course

Billeting Policy:

 Subdents are encouraged to use the Training Institution's accommodation reservations durities. 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. Dop or 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. Page reloads displaying the conformation message as shown below.

/iew/Approve Pending Applications									
5 Back									
Your application form ha	as been successfully	v submitted. The request will be revie	wed and an email will be sent to you when i	he status of the application has					
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/Appro	/iew/Approve Applications									
LAST NAME Billet		<u> </u>								

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



View/Approve Applications

LAST NAME Post: APPEND/UPDATE SEARC	All RESET			
First Name	Last Name	Login ID	Organization Name	Action
123456789	123456789	123456789	NATO AND PARTNER NATION	[View]
jpusernatonato	jpusernatonato	jpusernatonato	HQ ISAF	[View]
jpusernatonato3	jpusernatonato3	jpusernatonato3	NATO AND PARTNER NATION	[View]

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

/iew	Approv	e Pendii	ng Applio	cations				
5 Ba	ick							
Name		Login ID	Email		Organisatio	n	o	rganisation Code
Alpha A	dministrator	AlphaAdmin	casey.dawley	@ncia.nato.int	NATO COM	IMAND STRUCTI	URE 0	
nis user i	is currently pendir	ig for the followir	ng 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	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 accom 2. NATO School Oberammergau (NSO) reserves the right to chan 3. A 'no-show' or last minute cancellation fee may be levied for str Registration Notes: 1. The applicant's personal information will be processed and stord 2. Upon completion of the registration, a confirmation message will in-processing, tuition payment, security, transportation and accom with them.	nmodation reservation services. Ige reservations due to military necessity and mission requirements udents who do not cancel their reservation in advance ed in the NATO School Oberammergau (NSO) data management system. Il be sent to the POC and applicant containing detailed administrative information on modations. Registered students must bring a copy of their confirmation message
\blacksquare) have carefully read and agree with the statements above $\ ^{*}$	
\blacksquare I have completed the internal approve process. (Division/Brand	ch 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 accommod 2. NATO School Oberammergau (NSO) reserves the right to change re 3. A "no-show" or last minute cancellation fee may be levied for student Registration Notes: 1. The applicant's personal information will be processed and stored in 2. Upon completion of the registration, a confirmation message will be s in-processing, tuition payment, security, transportation and accommode with them.	ation reservation services. servations due to military necessity and mission requirements is who do not cancel their reservation in advance the NATO School Oberammergau (NSO) data management system. sent to the POC and applicant containing detailed administrative information on titions. Registered students must bring a copy of their confirmation message
\blacksquare) have carefully read and agree with the statements above. *	
I have completed the internal approve process. (Division/Branch He	ad/POC) *
I have received national approval. *	
SAVE	

- 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	APPLICANT NO LONGER AVAI	LABLE		~	
				~	
Comments				~	
Do you wish to c	ancel this course registration?				
Yes No					
0					

4. 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.

pplication				
Login ID	Email		Organisati	ion Organisation Code
tor AlphaAdmin	casey.dawl	ey@ncia.nato.int		
Course Title	Iteration	Start Time	End Time	Training Institution
NATO NCO Orientation Course	3334	15/Jul/2016 8:00	29/Jul/2016 13:00	NATO - School Oberammergau (NSO)
	Login ID tor AlphaAdmin Course Title	Login ID Email tor AlphaAdmin <u>casey.dawl</u> Course Title Iteration NATO NCO Orientation Course 3334	Login ID Email ator AlphaAdmin casey.dawley@ncia.nato.int Course Title Iteration Start Time NATO NCO Orientation Course 3334 15/Jul/2016 8:00	Login ID Email Organisation ator AlphaAdmin casey.dawley@ncia.nato.int Course Title Iteration Start Time End Time NATO NCO Orientation Course 3334 15/Jul/2016 8:00 29/Jul/2016 13:00

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 Administratorand 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.

/iew/App	prove App	olications						
<u>Back</u>								
Name		Login ID	Email		Organi	zation		Organization Code
pusernatonato2 j	pusernatonato2	jpusernatonato2	joan.perez@	raytheon.com	NATO	AND PARTNER I	NATION	0
is user is currentl	ly pending for the fol	lowing course(s):						
First Name	Last Name	Login ID	Organization Name	Course Code	Course Title	Start Time	End Time	Action
pusernatonato2	jpusernatonato2	jpusernatonato2		2013-09- 05 FOC Course	2013-09- 05 FOC Course	05/09/2016 8:00:00	05/09/2020 17:00:00	[View Joining For
Additional Rem Billeting Policy 1. Students are 2. NATO School 3. A "no-show" of Registration No 1. The applicant 2. Upon complet in-processing, tu with them.	r: encouraged to use th l Oberammergau (NS or last minute cancel otes: 's personal informati tion of the registratio uition payment, secu	he Training Institution SO) reserves the righ lation fee may be lev on will be processed n, a confirmation me rity, transportation an with the statements a	n's accommodation t to change reserv- ied for students wi and stored in the ssage will be sent d accommodation	n reservation so rations due to r no do not cance NATO School 0 NATO School 0 s. Registered s	ervices. nilitary neces: el their reserv Oberammerga Oberammerga dapplicat students must	sity and mission r ation in advance au (NSO) data m ntaining detailed bring a copy of t	equirements anagement sys administrative heir confirmatio	tem. information on n message
V (have carefu	leted the internal and	nove process. (Divis	ion/Branch Hood/	200) *				
V Lhave comp	receutie mendial)	nove process. (DIVIS	on/aranon nedu/i					
CENTRAY CIEDEN	ree neevier epp ove							
		SA		REJECT	RESET			2

4. Page reloads displaying conformation message as shown below.


View/Approve Applications

Back										
Back Your application form has been successfully submitted. changed.										
changed.										
changed. Names	Login ID	Email	Organization	Organization Code						

After the final approval by ETOCInstitutions 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]	1

5. User clicks on Apply link under Status column

Apply You	irself in a	Course Iteration				
Name	Login I	D Email	Organisation		Organisation Cod	e
Alpha Administrator	AlphaA	dmin <u>casey.dawley@ncia.natc</u>	<u>).int</u>			
Click the "Apply" lin	k next to the Course	Iteration you wish to apply in. To see Co	ourse Iteration details, click "View De	etails".		
Date	Seats Available	Training Institution	City	State	Actions	Status
13/Jun/2017 8:00 to	10	NATO - Maritime Interdiction Operatio	nal Training Centre (NM	0.	[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 Searc Last Name LAST NAME	:h: Contains % <-	Remove from sea	arch				
Training Center	A	\LL					
APPEND/UPE	DATE SEARCH	RESET					
First Name	Last Name	Login ID	Organization				
	E.G.S.C.Marine	Login ID	Name	Course Code	Course Title	Training Institution	Action
cris	cris	criscris1	Name	Course Code Scorm2004Test	Course Title Scorm2004Test	Training Institution	Action Approve Cancel
cris CrisMCDPOC	cris CrisMCDPOC	criscris1 CrisMCDPOC	Name	Course Code Scorm2004Test 2013.02.5 eLearning	Course Title Scorm2004Test 2013.02.5 eLearning	Training Institution eLearning eLearning	Action Approve Cancel Approve Cancel
cris CrisMCDPOC Iori	cris CrisMCDPOC kay	criscris1 CrisMCDPOC Ikaytest	Name	Course Code Scorm2004Test 2013.02.5 eLearning IonWBTTest2004	Course Title Scorm2004Test 2013.02.5 eLearning IoriWBTTest2004	Training Institution eLearning eLearning eLearning	Action Approve Cancel Approve Cancel Approve Cancel
cris CrisMCDPOC Iori demofirst	cris CrisMCDPOC kay demolast	criscris1 CrisMCDPOC Ikaytest mjsdemotest	Name	Course Code Scorm2004Test 2013.02.5 eLearning IonWBTTest2004 WBT 12.3.13	Course Title Scorm2004Test 2013.02.5 eLearning IorWBTTest2004 WBT 12.3.13	Training Institution eLearning eLearning eLearning HQ Multinational Corps NE (HQ MNCNE)	Action <u>Approve</u> <u>Cancel</u> <u>Approve</u> <u>Cancel</u> <u>Approve</u> <u>Cancel</u> <u>Approve</u> <u>Cancel</u>
cris CrisMCDPOC lori demofirst MjUser	cris CrisMCDPOC kay demolast S	criscris1 CrisMCDPOC Ikaytest mjsdemotest mjslemko	Name	Course Code Scorm2004Test 2013.02.5 eLearning IoriWBTTest2004 WBT 12.3.13 testecourse5	Course Title Scorm2004Test 2013.02.5 eLearning Ion/WBTTest2004 WBT 12.3.13 testecourse5	Training Institution eLearning eLearning HQ Multinational Corps NE (HQ MNCNE) Command and Control Centre of Excellence (C2 COE)	Action Approve Cancel Approve Cancel Approve Cancel Approve Cancel Approve Cancel Approve Cancel
cris CrisMCDPOC lori demofirst MjUser	cris CrisMCDPOC kay demolast S S	criscris1 CrisMCDPOC likaytest mjsdemotest mjslemko	Name	Course Code Scorm2004Test 2013.02.5 eLearning loriWBTTest2004 WBT 12.3.13 testecourse5 WBT 12.3.13	Course Title Scorm2004Test 2013.02.5 eLearning IoriWBTTest2004 WBT 12.3.13 testecourse5 WBT 12.3.13	Training Institution eLearning eLearning eLearning HQ Multinational Corps NE (HQ MNCNE) Command and Control Centre of Excellence (C2 COE) HQ Multinational Corps NE (HQ MNCNE)	Action 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*.

ime Email	Organization Organization Code
e User <u>GKaur@raytheon.com</u>	
ourse:	
CII-CE-3175 - NMS CERTIFICATION AUTHORI	TY/ REGISTRION AUTHORITY OPERATOR

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



Self Application

Name	Email	Organization	c	rganization	Code	
Joe User	<u>GKaur@ravt</u>	heon.com	_	_	_	
Course Code	Course Title		Course Active fr	m (Course Deactivate	ed on
CII-CE-3175	NMS Certificatio	n Authority/ Registrion Authority Operator	12/10/2012	1	10/11/2016	
Click the "Apply" lin	next to the Cours	se Iteration you wish to apply in. To see Course Itera	ion details, click "View	Details".		
Click the "Apply" lin Date	seats Seats Available	se Iteration you wish to apply in. To see Course Itera Training Institution	ion details, click "View City	Details". State	Actions	Statu
Click the "Apply" lini Date 02/02/2014 8:15:00 0 05/05/2015 9:00:00	Seats Available	se Iteration you wish to apply in. To see Course Itera Training Institution Foreign Language Department	ion details, click "View City Shun	Details". State en	Actions [View Details] [Send Comment]	Statu [Apply

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

	Comm	ents/Questions	-	×	
Self Applic	Iteratio Course Course Please	on Id: 858 Code: CII-CE-3175 Name: NMS Certification Authority/ Registrion Authorit enter your comments/questions below(Word Limit: 100	ty Operator 00 Characters):		
Back to Course List				*	
Name					
Joe User					
Course Code	4			act	ivated on
CII-CE-3175				*	
Click the "Apply" link	a a				
Date	1000 SEND	Characters left. Not allowed characters "<" and ">	>".		Status
02/02/2014 8 15:00 to 05/05/2015 9:00:00	10	Foreign Language Department	Shumen	[View Detai [Send Comment]	IS] [Apply]
12/09/2014 6:15:00		NATO Communications and Information Systems School	Lakas	[View Detai	lsì

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



initian with a	Comme	ents/Questions		×	
Self Applic	Iteration Course Course	n Id: 858 Code: CII-CE-3175 Name: NMS Certification Authority/ Registrion Authorit	ty Operator		
Back to Course List	Please e This is a	inter your comments/questions below(Word Limit: 100 an amazing course.	0 Characters):	*	
Name					
Joe User					
Course Code					activated on
CII-CE-3175				•	
Click the "Applu" link	7				
Click the Apply link					
Date	974 Ch SEND	aracters left. Not allowed characters "<" and ">'			; Status
Date 02/02/2014 8:15:00 to 05/05/2015 9:00:00	974 Ch SEND	aracters left. Not allowed characters "<" and ">'	'. Shumen	IView Do ISend Comme	etaiis) nt]

- 7. 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.
- 8. User clicks the Close button.

	Comn	ents/Questions		×	and the second
Self Applic	Iteratio Course Course	on Id: 858 2 Code: CII-CE-3175 2 Name: NMS Certification Authority/ Registrion Authorit	ty Operator		
	Please This is	enter your comments/questions below(Word Limit: 100	0 Characters):		
Back to Course List	11113 13				
Name					
Joe User					
Course Code				а	tivated on
CII-CE-3175				(T)	
Click the "Apply" link	: r				
Date	974 C CLOS	haracters left. Not allowed characters "<" and ">"	'.		Status
02/02/2014 8:15:00 to 05/05/2015 9:00:00	10) Foreign Language Department	Shumen	[View Det [Send Comment	ails] [Apply]

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

	NATO electronic Individual Training and Education Programme
5 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:	

3. On the Joining Form page, user clicks the Printer Friendly link in the blue instructional box.

	Printer Friendly	
Joining Form	Γ	
5 Back		NATO electronic dividual Training and Education Programme
Institution Name	NATO - School Oberammergau (NSO)	
Address	Am Rainenbichl 54	
	Oberammergau	
	82487	
Phone	+49 8822 9481 1303	
Email	studentadmin@natoschool.nato.int	

- 4. e-ITEP opens a new window with a printer friendly version of the joining form, and prompts the user to print the form.
- 5. User clicks the *Print* button to print the form.

14.11 View Your Schedule

Ravtheon

Professional Services LLC

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.

- 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

St	art Date between	25/Jan/2017					
		26/Jan/2018			SUBMIT		
Name		Login ID	Email	1	Organisation	Organis	sation Code
Alpha Adm	inistrator	AlphaAdmin	<u>gkaur@</u>	graytheon.com			
You are pend	ling for the followir	ng 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

Sta	t Date between	25/Jan/2017					
		26/Jan/2018			SUBMIT		
Name		Login ID	Email	1	Organisation	Organis	sation Code
Alpha Admir	nistrator	AlphaAdmin	<u>gkaur(</u> g	<u>praytheon.com</u>			
You are pendi	ng for the followir	ig 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

	NATO electronic Individual Training and Education Programme
5 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

Sta	rt Date between	25/Jan/2017					
		26/Jan/2018			SUBMIT		
Name		Login ID	Email	ļ	Organisation	Organis	sation Code
Alpha Admir	histrator	AlphaAdmin	<u>qkaur(</u>	2ravtheon.com			
You are pendi	ng for the followir	ng 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	Organis	sation Code
Alpha Admir	nistrator	AlphaAdmin	gkauré	Draytheon.com	_		
'ou are pendi	ng for the follow	ing 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] [<u>Miew Joining Form</u>] [Cancel]

5. View Joining Form page loads, user then enters required data in the Joining Form and Saves/Submits the Joining Form.

Additional Remarks	
Billeting Policy: 1. Students are encouraged to use the Training Institution 2. NATO School Oberammengeu (NSO) reserves the rig 3. A Tro-show or risk minute cancellation file may be lex Registration Notes: 1. The applicant's personal information will be processes 2. Upon completion of the registration, a confirmation me processing, tuttion payment, security, transportation and	In's accommodation reservation services. In to change reservations due to military necessity and mission requirements red for students who do not cancel their reservation in advance d and stored in the NATO School Oberanmergau (NSO) data management system. sessage will be sent to the POC and applicant containing detailed administrative information on in- accommodations. Registered students must bring a copy of their confirmation message with them.
I have carefully read and agree with the statements a	bove *
I have completed the internal approve process. (Division)	sion@ranch Head/POC).*
I have received national approval.*	
	SAVE SUBMIT MESET

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*.

- 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		25/Jan/2017					
		26/Jan/2018			SUBMIT		
Name		Login ID	Email	i.	Organisation	Organis	sation Code
Alpha Admir	nistrator	AlphaAdmin	<u>gkaur@</u>	raytheon.com			
You are pendi	ng for the followir	ng 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	Organis	ation Code
Alpha Admir	nistrator	AlphaAdmir	<u>gkaur(</u>	Draytheon.com			
ou are pendi	ng for the follow	ing courses:			Iteration	Application	
Code	Title	Start Time	End Time	Training Institution	Status	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 Joiping Form [Cancel]

5. View Joining Form page loads, user then enters required data in the Joining Form and Saves/Submits the Joining Form.

Additional Remarks	
Bileting Policy: 1. Students are encouraged to use the Training Int 2. NATO School Oberammergau (NSO) reserves 1 3. A 'no-show' or last minute cancellation fee may Registration Notes: 1. The applicant's personal information will be proc 2. Upon completion of the registration, a confirmat processing, lution payment, security, transportation	Infution's accommodation reservation services. The right to change reservations due to military necessity and mission requirements be levied for students who do not cancel their reservation in advance resed and stored in the NATO School Oberammergaru (NSO) data menagement system. on message will be sent to the POC and applicant containing detailed administrative information on in- a nd accommodations. Registered students must bring a copy of their confirmation message with them.
* I have carefully read and agree with the statem	ents above.*
I have completed the internal approve process	(Division/Branch Head/POC).*
I have received national approval.*	
	SAVE SUBMIT RESET

14.11.4 View Details of Application

1. User selects the desired course iteration from the list and clicks on View Details link under Action column.

/ou 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 <u>P</u> etails]
							40

2. *View Details* page loads displaying the Joining Form of the selected course iteration. Below is an example view of the screen.



Iteration Details

5 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)

<u>Note</u>: 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 Sche	edule - 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 % <- <u>Re</u>			
APPEND/UPDATE SEARCH R 123458789101112>>>	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.



Star	t Date between	25/Jan/2017 26/Jan/2018		(SUBMIT		
Name		Login ID	Email		Organisation	Organis	sation Code
Alpha Admir	nistrator	AlphaAdmin	<u>gkaur@</u>	raytheon.com			
You are pendi	ng for the followir	ng 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 pendi	ou 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]						
							4m)						

2. Iteration Details Page loads displaying details of the selected course iteration. Below is an example view of the screen.



Iteration Details

. Dack	
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.

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] [<u>View Joining Form]</u> [Cancel] [Vie[h]petails]

- 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

5 Back								
Name	[Login ID	Email				Organisation	Organisation Code
Alpha Administra	ator	AlphaAdmin	casey.da	awley@nci <mark>a.r</mark>	nato.int			
Course Code	Course Title			Iteration	Start Time		End Time	Training Institution
OPS-NC- 3072	NATO CBRN I Planning Cour	Defence and Exercise se		3419	20/Jun/2017 8:00		24/Jun/2017 13:00	NATO - School Oberammergau (NSO)
Cancel Reasor		IT NO LONGER AVAI	LABLE			~		
Comments						< >		
Do you wish to <u>Yes</u> <u>No</u>	cancel this cou	rse registration?						

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.

Applica	ition					
	Login ID	Email			Organisation	Organisation Code
istrator	AlphaAdmin	<u>casey.d</u> a	awley@ncia.i	nato.int		
Course Title	9		Iteration	Start Time	End Time	Training Institution
NATO CBRI Planning Co	N Defence and Exerci urse	se	3419	20/Jun/2017 8:00	24/Jun/2017 13:00	NATO - School Oberammergau (NSO)
	Applica istrator Course Title NATO CBRt Planning Co	Application Login ID istrator AlphaAdmin Course Title NATO CBRN Defence and Exerci Planning Course	Login ID Email istrator AlphaAdmin casey.dl Course Title NATO CBRN Defence and Exercise Planning Course	Login ID Email istrator AlphaAdmin casey dawley@ncia. Course Title Iteration NATO CBRN Defence and Exercise 3419	Login ID Email istrator AlphaAdmin casey.dawley@ncia.nato.int Course Title Iteration Start Time NATO CBRN Defence and Exercise 3419 20/Jun/2017 8:00 201 8:00	Login ID Email Organisation istrator AlphaAdmin casey.dawley@ncia.nato.int To casey.dawley@ncia.nato.int Course Title Iteration Start Time End Time NATO CBRN Defence and Exercise 3419 20/Jun/2017 24/Jun/2017

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: (Training Ins	Cancellation from the course titution for assistance.	within 7 calendar (days of the start da	ite is not allowed without authorize	ation. Pleas	e contact your

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.

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] [<u>Vic^{Im}Joining Form]</u> [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.

Education & Individual Train Requirements Education & Training Opportunities Student	Swap Users		NATO Dete	ense College
Back Currently Applied: Swap With:	Student, Ralph	T		

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 Course (Search:	ntains % <- <u>Remove</u>	from search										
Date Rang	je tatus	03/Sep/2017 ACTIVE		To 10/Ju	ın/2018								
APPENI	D/UPDATE S	EARCH RESET											
12345 Iteration ID	Course Code	<u>1 12 ≥ ≫</u> Course Title	Language	Start Time) 1 to 20 of 421 End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Action	Apply	Status	Delivery Method
4152	MOP- MO- 11212	Naval Minewarfare 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
6000													

The system displays details of the iteration and provides a list of all Users applications including the application status.

Iteration Roster

nera	uon	NUSter										
Back to	lteration	List										
Upon o	onclusion	of this Iteration, you	will have access t	o enter grades and atten	dance.							
Iteratio	n: 6	JC_GK1, IOC_GK1										
Locatio	in: C	ivil-Military Co-operat	ion Centre of Exc	ellence (CIMIC COE)								
Start Date: 26/09/2013 7:00:00 End Date: 26/09/2013 16:00:00												
Min Siz	te: 1		Max Size:	3								
						Class Ro	ster					
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]

1. 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] [Ca ^{lm} el] [Email User] [Joining Form] [Print Certificate]

2. 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] [Em ^{[17}]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 (Imptificate]

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 Contail	ins % <- Remove from search
COURSE CODE	
Date Range	25/Jan/2017 To 25/Jan/2018
teration Status	ACTIVE

• The system returns search results based on the search criteria. To view the roster, user clicks the *View Roster* link.

Searc	h Cou	irse Itera	tions									
Current Course (Search: Code Cor	ntains % <- <u>Re</u>	move from sea	<u>irch</u>								
COURS	E CODE	v	CONTAIN	s v								
Date Ran	ge	19/Nov/	20 <mark>15</mark>	То	19/Nov/2016							
APPENI	D/UPDATE S	EARCH RESE	1									
12345.	<u>67≥</u>			Record(s	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	teszt	[Edit] [Cancel] [View Rostor]	[User] [Self]	1
								(NCISS)		View Deta		

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 Ros	ter to Excel	Export All Rosters to Excel	Add Walk On	User to Roster	Download PIR Print Access List	Batch Print Certificates	
Iterati	on Roste	r		V								
5 Bac	k to Iteration Li	<u>st</u>										
Course: Iteration: Location: Start Date Min Size:	STC-IO-2536, 4245 NATO - Schoo 09/Jan/2017 8: 30	NATO Information O I Oberammergau (N 00 End Date Max Size	perations Course SO) E 20/Jan/201 E 50	7 13:00								
								Class Roster				
POC	Person ID	Last Name	First Name	Login ID	City	State	Organisation Number	Phone	Apply Status	Attendance Certificate Nun	nber Proficiency Certificate N	umber Action
	12924	Mantzouris	Giorgios	gmantzouris					Applied			ISwap] [Cancel] [Email User] [Jöining 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

S Return	to roster											
Course:	STC-IO-	2536										
01-09-	2017	ĺ										
Start Time:	09/Ja	an/2017 8:0	D									
End Time:	End Time: 20/Jan/2017 13:00 Location: NATO - School Oberammergau (NSO)											
Location: NATO - School Oberammergau (NSO)												
Instructor:					Secon	bary Instructor:						
		Attendar	nce					Gradi	ng			
	Present	Cancel	No Show	Withdrew	N/A	Score Type		Score	Expire Date			
Giorgios Mantzouris	۲	0	0	0	0	PASS		90	24/Jan/2019			
Select All		•	٠	•	•							

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/Grad	g Export Roster to Excel Export All Rosters to Excel Add Walk On Us	r to Roster Download PIR Print Access	List Batch Print Certificates				
Iteratio	n Poster			1						
neratie	in Roster									
5 Back	to Iteration List									
Course:	4245	Information Operat	ions Course							
Location:	NATO - School Obera	ammergau (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 Sa	tisfaction Su	rvey - Instru	uctor Led Tra	ining								
		Page	1 of 1		Finish							
Q1: Please training	answer the f g. (Optional)	ollowing que	stions that re	late to the v	value of this							
	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.	c	c	c	ି	c							
I would recommend this training to others.	o	0	0	0	¢							
Overall, this training was effective.	c	c	c	¢	c							
Q2: Please value o	training was effective. O O O O Q2: Please share any additional comments you may have to improve the value of this training. (Optional) I really liked this class! Image: Comments of this class!											

User clicks *Close* to return to the roster. User repeats steps for each feedback response.

15 Testing

Raytheon Professional Services uc

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.

Testing	Training Records	Help	Contact Us	Explore
Placeme	ent Assessments	tepor	ts Bidding v	
	LOGOUT	-		

The tests can be launched by clicking on the *Launch* link provided along with the Assessment Name and the Course Name.



	Ala fa a A	dealer a fairle a			
NATO electronic	NATO Inter	national Ovlian	Admin Tools +	Reports	Bidding *
Training and Education Programme	((******	Access Service (1)			
	<i>0</i>				
Discourse & Annual State	28.27				
Placement Assessmen	nts				
Placement Assessmer To begin, click the appropriate lin	nts ĸ				
Placement Assessmer To begin, click the appropriate lin	nts k				
Placement Assessmer To begin, click the appropriate lin Assessment Name:	nts k Course Name	Link			
Placement Assessmer To begin, click the appropriate lin Assessment Name Introduction to Engines	nts k. Course Name	Link (Launch)			
Placement Assessmer To begin, click the appropriate lin Assessment Name Introduction to Engines JD Test	nts & Course Name	Link (Launch) (Launch)			
Placement Assessmen To begin, click the appropriate lin Assessment Name Introduction to Engines JD Test Sheliv Test	nts *. Course Name	Link [Jaunth] [Jaunth]			
Placement Assessmer To begin, click the appropriate line Assessment Name Introduction to Engines JD Test Shelly Test TruGreen Samole	k Course Name	Unk [Launch] [Launch] [Launch]			

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.



tion & Individual Tra rements tion & Training tunities nt	aining O Tra To find L Reyword	ining Recc Jser Records, use the drops d [*] and click the Submit built	ords Jown menus, enter your on.			
	Contraction of the second			-		
Current Search: Last Name Coni LAST NAME APPEND/UPDATE 12345678910	tains % <- <u>Remove fron</u> CONTAINS SEARCH RESET	n search	91			
Current Search: Last Name Cont LAST NAME APPEND/UPDATE 12345678910 Last Name	tains % ← <u>Remove fron</u> CONTAINS SEARCH RESET 11112 ≥ >> First Name	n search Record(s) 1 to 20 of 6 Login ID	91 Organization	City	State	Action
Current Search: Last Name Com LAST NAME APPEND/UPDATE 12345678910 Last Name Admin	tains % ← <u>Remove fron</u> CONTAINS E SEARCH RESET 11112 ≥ ≫ First Name Jiffy	n search Record(s) 1 to 20 of 6 Login ID JiffyAdmin	91 Organization	City	State	Action [View]
Current Search: Last Name Com LAST NAME APPEND/UPDATE 12345678910 Last Name Admin Admin	tains % <- <u>Remove fron</u> CONTAINS E SEARCH RESET 21112 ≥ ≫ First Name Jiffy Nascar	n search Record(s) 1 to 20 of 6 Login ID JiffyAdmin adminnascar	91 Organization	City	State	Action Viewi Viewi
Current Search: Last Name Con LAST NAME APPEND/UPDATE 12345678910 Last Name Admin Admin admin	tains % <- <u>Remove fron</u> CONTAINS SEARCH RESET 0.11.12 ≥>> First Name Jiffy Nascar shelly	n search Record(s) 1 to 20 of 6 Login ID JiffyAdmin adminnascar shellyadmin	91 Organization	City	State	Action <u>[View]</u> [View]
Current Search: Last Name Com LAST NAME 12345678910 Last Name Admin Admin Admin Admin	tains % <- <u>Remove from</u> CONTAINS ESEARCH RESET 21112≥≥≥ First Name Jiffy Nascar shelly Test	n search Record(s) 1 to 20 of 6 Login ID JiffyAdmin adminnascar shellyadmin tadmin	91 Organization	City	State	Action Viewi Viewi Viewi Viewi
Current Search: Last Name Com LAST NAME APPENDUPDATE 12345678910 Last Name Admin Admin Admin Admin Admin	tains % < <u>Remove fron</u> CONTAINS SEARCH RESET 21112 ≥ ≥> First Name Jiffy Nascar shelly Test NATO	n search Record(s) 1 to 20 of 6 Login ID JiffyAdmin adminnascar shellyadmin tadmin natoadmin01	91 Organization	City	State	Action Viewi Viewi Viewi Viewi Viewi
Current Search: Last Name Con LAST NAME APPEND/UPDATE 12345678910 Last Name Admin Admin Admin Admin Admin admin admin dminmd	tains % < <u>Remove from</u> CONTAINS SEARCH RESET 1112≥≥≥ First Name Jiffy Nascar shelly Test NATO adminmcd	Record(s) 1 to 20 of 6 Login ID JiffyAdmin adminnascar sheliyadmin tadmin natoadmin01 adminmcd	91 Organization	City	State	Action Niewi Niewi Niewi Niewi Niewi Niewi

User clicks on *View* link to view a user's Training Records. The next screenshot shows a sample Training Record.

View User Training Records

5 Retur	<u>n to User List</u>								
Name	Login ID	Email				Organisation	Orç	anisation Co	de
Giorgios Ma	ntzouris gmantzouris	Mantzouris	<u>G@nmiotc</u>	.grc.nato.i	<u>nt</u>	_			
Active: Curr Inactive: The View Transco • Active COURSE T SUBMIT	ent Common Training courses. ese have been inactivated or are xipt(s): Inactive CODE (CONTAINS)	legacy courses.	Recor	rd(s) 1 to 1	1				
Course	Title	Iteration	Score	Grade	Date	Expires	Source	Audit Person ID	Action
ACP-SD- 1043	Security Policy, International Relations, and Information Technology		90	P	06/Aug/2018	06/Dec/2019	Manual	35100	[Edit]

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			C	rganisation	Orga	nisation Code	
Alpha Adminis	strator AlphaAdmin	<u>casey.da</u>	wley@ncia	a.nato.int		_			
Active: Current Common Training courses. Inactive: These have been inactivated or are legacy courses.									
•Active	Dinactive								
COURSE CO									
COORSE CO									
SUBMIT									
_									
			Reco	rd(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		Р	25/Jun/2018		ETF		[Edit]
AOP-AO- 13401	mrtest		100	Ρ	19/Jun/2018	19/Jun/2021	WBT	35100	[Edit]
ETE-CM- 11	Self Reporting		100	Ρ	18/Jun/2018		Self	35100	[Edit] [View]
JPL-AA- 2678	NATO Information Knowledge Management (IKM) Course	4526	70	Ρ	22/Feb/2018	07/Aug/2018	Manual	35100	[Edit]
ETE-CM-	Self Reporting		90	Р	24/Jan/2018		Self	35100	[Edit]

16.3 Self-Report Training

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.

Training Records	Help	Contact Us
View User Training	Records	Bidding
View Your Training	Records	
Self-Report Trainin	9	

The screenshot below shows an example view of Add Training Record feature.



NATO electronic Individual Training and Education Programme.	Alpha Administrator NATO International Civilian	Admin Toots + Héports Bidding +
Training Record To edit this record, enter transcript details a marked by an asterisk (*).	S sing the dropdown menus and text entry boxes. Click su	bmit to save your changes. Required fields

Add Training Record

ist Name	Mantzouris	
irst Name	Giorgios	
ourse *	(SELECT ONE)	•

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

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)
Battic Defence College	AOP-AO- 13388	autocourse1	0	0	0	0	0	0	0
Battic 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	<u>15</u>	<u>15</u>	0	+15
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MO- 11212	Naval Minewarfare Awareness Course (NATO) (NMWAC-N)	0	0	0	<u>15</u>	<u>15</u>	0	+15
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MO- 22043	NAVAL COORDINATION AND GUIDANCE TO SHIPPING (NCAGS)	0	0	0	<u>45</u>	<u>30</u>	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	<u>12</u>	<u>12</u>	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	<u>10</u>	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	User can search by NATO Course Certification status [NATO Approved, NATO
Certification	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	Updates the search criteria
Button	
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	This shows the demand for the course by counting the manadatory training
Mandatory	requirement of the posts
Demand for Course	This shows the demand for the course by counting the desired training
Desired	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	This number shows if enough seats were offered as compared to the demand for
Solution – Demand by	the course. Positive numbers indicate that more seats were offered/delivered as
ETFs)	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

1. 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						

2. 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		
5 Back		
	TAINS 🔽 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	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 Minewarfare Awareness Course (NATO) (NMWAC-N)	0	0	0	<u>15</u>	<u>15</u>	0	+15
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MO- 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-MO- 31214	Operational Planning Process Intro and 7 Questions Model Planning Course (NATO) - (OPP-7QMP-N)	0	0	0	12	24	0	+24
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	<u>10</u>	<u>10</u>	0	+10
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MO- 32044	SEAFOX TRAINING (NATO)	0	0	0	0	0	0	0
BELGIAN NETHERLANDS NAVAL MINE WARFARE SCHOOL - EGUERMIN	MOP-MO- 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 <u>underlined</u> 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

S 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

5 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

5	ack to ITEP	<u>Report</u>							
Curre	nt Search: se Code is	AOP-AO-12151	<- <u>Remove from s</u>	search					
COU	RSE CODE		CONTAINS)			
Year		2017							
					R	lecord(s) 1 to	1		
	Course Code	Course Title	Start Time	End Time	Cutoff Date	Seats Avail	Training Institution	Training Delivery Location	Status
<u>4555</u>	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

Curre Course	Back to ITEP Report Current Search: Course Code is AOP-AO-12151 <- Remove from search COURSE CODE										
Vear		20	17[]								
rear		20	···								
						Rec	ord(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
<u>4554</u>	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
<u>4555</u>	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 dispalyed 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

5 Back													
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)

5 Back
Current Search:
Course Code Contains app <- Remove from search
Transcript Score Date 26/Nov/2018 To 25/Jan/2017
User Source E-ITEP V
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- AO- 12161	éßçäöüñâá	4232	NATO ETEE	NATO COMMAND STRUCTURE					acc0018	Áßçäöüñâá	Mûllÿan	Afghanistan	NATO Civilian	
AOP- AO- 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- AO- 12113	aab00001	4164	NATO ETEE	NATO AND PARTNER NATION					aab0016	Joe	User	Afghanistan	Civilian	
AOP- AO- 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


e-ITEP Administrator User Guide

	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,	Gives details about the user which has completed the course
Nationality, Rank	
Score, Attendance, Start Date,	Gives details about the user's performance in the course
Completion Date	
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

1. 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.					

2. 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)

5 Back		
COURSE CODE	CONTAINS V acc ×	
Transcript Score Date	26/Nov/2016 To 25/Jan/2017	
User Source	E-ITEP	

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- AO- 12161	éßçäöüñâá	4232	NATO ETEE	NATO COMMAND STRUCTURE					acc0018	Áßçäöüñâá	Mûllÿan	Afghanistan	NATO Civilian	
AOP- AO- 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- AO- 12113	aab00001	4164	NATO ETEE	NATO AND PARTNER NATION					aab0016	Joe	User	Afghanistan	Civilian	
AOP- AO- 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)

Entity	Field Name	Search Filters	Displayed on UI	Download (Excel format)
Course	Course Title	M	$\mathbf{\nabla}$	\square
	Course Code	V	\mathbf{V}	N
	ETF Course ID	V		
	ETF Course Code	V		
	Course Description	V		
	Keyword Search	V		
	Discipline	N		
	Area	V		
	Delivery Method	\mathbf{N}		

17.3.1 Report Fields (Contact Details Report)



	NATO Course Certification	\checkmark	V	\checkmark
	Training Institution	\checkmark	V	V
	Course Status			
	OPR Action Officer Name			$\overline{\checkmark}$
	OPR-Email			
	OPR-Phone Number			
	OPR-Other Information			
	CO-OPR-Action Officer Name			
	CO-OPR-Email			
	CO-OPR-Phone Number			
	CO-OPR-Other Information			
	Course Director-Name			
	Course Director-Position			
	Course Director-Email			 M
	Course Director-Phone			
	Course Director-Fax Number			
Discipline and Area	Discipline		Results are	
			exported into	—
			word	
			document	
	Area		Results are	\checkmark
			exported into	
			word	
			document	
	Requirement Authority			\checkmark
	SHAPE POC			\checkmark
	Department Head			\checkmark
	ACT Point Of Contact			\checkmark
	Area POC			\checkmark
Training Institution	Training Institution	$\overline{\mathbf{A}}$	\square	\checkmark
	NATO ETF Accreditation	M	\square	\checkmark
	NATO ETF Accreditation Expiry		\square	\checkmark
	Email		\square	\checkmark
	Phone		\square	\checkmark
User	Last Name	$\overline{\mathbf{A}}$	\square	\checkmark
	First Name		\square	\checkmark
	Login ID	V	V	\checkmark
	Post	V	Ø	\checkmark
	User Status			\checkmark
	Email		N	$\overline{\mathbf{A}}$
	Locked Out			
	User Source			
	Roles (+ Organisation)			
	Discipline		\square	\checkmark
	Traning Institution	\checkmark	\checkmark	\checkmark

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*

NATO electronic Training and Education Programme	Alpha Administrator (REF) NATO International Civilian	Admin Tools ¥ Reports Bidding ¥
ITEP 🚸		
Course Completions (ORG)	Course participation totals per individual orga	inisation.
Course Completions (ORG - Archived)	Course participation totals per individual orga	inisation (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	s information.
Training Activity Report	View Training Completion information within y	your Region, Zone, or District.
REPORT NAME	REPORT DESCRIPTION	
REPORT NAME	REPORT DESCRIPTION	
REPORT NAME Comprehensive Roadmap Master Planning	REPORT DESCRIPTION MPD Comprehensive Roadmap Report. MasterPlanning	
REPORT NAME <u>Comprehensive Roadmap</u> <u>Master Planning</u> Utilisation Reports	REPORT DESCRIPTION MPD Comprehensive Roadmap Report. MasterPlanning	
REPORT NAME Comprehensive Roadmap Master Planning Utilisation Reports REPORT NAME	REPORT DESCRIPTION MPD Comprehensive Roadmap Report. MasterPlanning REPORT DESCRIPTION	
REPORT NAME Comprehensive Roadmap Master Planning Utilisation Reports REPORT NAME Application Summary (LOC)	REPORT DESCRIPTION MPD Comprehensive Roadmap Report. MasterPlanning REPORT DESCRIPTION Returns application info by training center.	
REPORT NAME Comprehensive Roadmap Master Planning Utilisation Reports REPORT NAME Application Summary (LOC) Contact Details Report	REPORT DESCRIPTION MPD Comprehensive Roadmap Report. MasterPlanning REPORT DESCRIPTION Returns application info by training center. View contact details for Course, Discipline an	d Area, Training Institution and User
REPORT NAME Comprehensive Roadmap Master Planning Utilisation Reports REPORT NAME Application Summary (LOC) Contact Details Report Institution Utilisation[%poot]	REPORT DESCRIPTION MPD Comprehensive Roadmap Report. MasterPlanning REPORT DESCRIPTION Returns application info by training center. View contact details for Course, Discipline an Displays Institution utilisations.	d Area, Training Institution and User
REPORT NAME Comprehensive Roadmap Master Planning Utilisation Reports REPORT NAME Application Summary (LOC) Contact Details Report Institution Utilisation[Report Institution Utilisation Report	REPORT DESCRIPTION MPD Comprehensive Roadmap Report. MasterPlanning REPORT DESCRIPTION Returns application info by training center. View contact details for Course, Discipline an Displays Institution utilisations. Displays instructor utilisations.	d Area, Training Institution and User
REPORT NAME Comprehensive Roadmap Master Planning Utilisation Reports REPORT NAME Application Summary (LOC) Contact Usalia Report Instructor Utilisation[Report Instructor Utilisation Report Seat Gaps Report	REPORT DESCRIPTION MPD Comprehensive Roadmap Report. MasterPlanning REPORT DESCRIPTION Returns application info by training center. View contact details for Course, Discipline an Displays instructor utilisations. Displays instructor utilisations. Gap/Surplus Analysis	d Area, Training Institution and User
REPORT NAME Comprehensive Roadmap Master Planning Utilisation Reports REPORT NAME Application Summary (LOC) Contact Details Report Institution Utilisation Report Seat Gaps Report TEP Annex Report	REPORT DESCRIPTION MPD Comprehensive Roadmap Report. MasterPlanning REPORT DESCRIPTION Returns application info by training center. View contact details for Course, Discipline an Displays institution utilisations. Displays institution utilisations. Gap/Surplus Analysis Yearly Individual Training & Education Progra	d Area, Training Institution and User
REPORT NAME Comprehensive Roadmap Master Planning Utilisation Reports REPORT NAME Application Summary (LOC) Contact Details Report Institutor.Utilisation Neport Seat Gaps Report ITEP Annex Report ITEP Annex Report	REPORT DESCRIPTION MPD Comprehensive Roadmap Report. MasterPlanning REPORT DESCRIPTION Returns application info by training center. View contact details for Course, Discipline an Displays instructor utilisations. Displays instructor utilisations. Gap/Surplus Analysis Yearly Individual Training & Education Progra Deman/Delivery analysis	id Area, Training Institution and User

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:

	li l	al contraction of the second se						
с	ontact Details Report		Conta	ct Detail	e Re	nort		
	Back		Conta	or botan	5 110	port		
s	earch By: Course	Institution O User O	1000	5				
	Currant Saarch-		Back	2				
	Course Title Contains acp <- <u>Remove from search</u>						_	
	COURSE TITLE I CONTAINS		Search By:	Course	O Dis	cipline and Area O Tr	aining Institution 🔍	User O
D	lscipline ALL	V						
A	rea ALL							
	elivery Method ALL		Training Ins	stitution	ALL			
N T	ATO Course Centrication ALL		i i i i i i i i i i i i i i i i i i i					
c	ourse status ALL		NATO ETF	Accreditation	ALL		~	
	APPENDUPDATE SEARCH PESET							
			SUBMIT	RESET				
	Rurse NATO	accerd(s) 1 to 2						
c	ode Course Inte Certific	NATO - Communications and Information Systems Active						
3	2201 II-ES- NATO Messaging System – ACP127 NATO / Gateway Onerotyr	School (NCISS) Approved NATO - Communications and Information Systems Inactive School (NCISS)	See	arch By: 0	ourse O	Discipline and Area O	Training Institution	User 🖲
Cantant Data	lle Denert			AST NAME	CONTAIN	is 🔽		
Contact Deta	ins Report		P			All		
			FO	SL.	R			
5 Back			Use	er status		ACTIVE		
Search By: Cou	rse O Discipline and Area O Training Institut	tion O Liser 🔍	Loc	cked Out		NO 🔽		
				er Source		F-ITEP		
	NTAINS							
Post:	All		Org	g Level 1		ALL		
User status	ACTIVE I		Org	g Level 2		(SELECT ONE)		
Locked Out	NO 🔽		Org	g Level 3		(SELECT ONE)		
User Source	E-ITEP		Org	g Level 4		(SELECT ONE)		
Roles	Selection of POC, User roles would enable	the org structure search filters. Similarly, selection of ETOC Institution accords filter and calculation of Diracipling Community of Inter-	utions Org	g Level 5		(SELECT ONE)		
	would enable Discipline search filter. Recor roles in combination with another role befor	immendation. It is not recommended to select any of the above me inging to a different search category.	ntioned					
			Org	g Level 6		(SELECT ONE)		
	e-ITEP Administrator	oint Of Contact	Rol	les		Selection of POC, User ro	eles would enable the or	g structure se
	NATO ETOC Manager	ational Training Manager				Manager role would enabl would enable Discipline se	le the Training Institution earch filter. Recommend	n search filter dation: It is no
	ACT Discipline Point Of Contact	ATO HQ Training Manager				roles in combination with a	another role belonging t	o a different s
	Discipline Community of Interest	ser				Super Administrator	Help De	sk Admin
	ETOC Institutions Manager					e-ITEP Administrator	Point Of	Contact
			Co	ntact Deta	ails R	eport		
			4	Back				

Search By:	course O Discipline and Area Training Ir	nstitution O User O
Discipline	ALL	
Area	ALL	$\mathbf{\mathbf{x}}$



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

5 Back		
Discipline	ALL	
Area	ALL	
NATO Course Certification	ALL	
Year	2018 🗸	
SUBMIT		

ITEP Annex Report

5 Back									
Current Se	arch:								
Course Co	de Contains	% ∽ <u>R</u> e	emove from search						
COURSEC		CONTAINS							
Discipline		ALL							
Area		ALL							
NATO Cours	e Certification	ALL	V						
Year		2018	a						
APPENDAL	IPDATE SEAR	RES	8						
Report Date	: 03/Sep/2018	14:12							
1234507	89101112	222	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 Alr 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 Alr 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 Alr 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 Alr Command (JF)	AOP- JF- 3750	Personnel Revovery Cordination Cell Course	NATO Approved	Residential	COE - Air Operations Centre of Excellence (AO COE)	0	0	0
Air Operations (AOP)	Joint Force Alr 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 Alr Command (JF)	AOP- JF- 12365	Initial Functional JFAC Training (IFJT)	NATO Selected	Residential	NATO Deployable Air Command and Control Centre (DACCC)	10	5	5

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	User can search by NATO Course Certification status [NATO Approved, NATO
Certification	Selected, or Listed] (default is 'All')
Year	User can search by year
Append/Update Search	Updates the search criteria
Button	
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	NATO Course Certification for matching courses in the system
Certification	
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

17.4.1 Course Fields (ITEP Report)

17.4.2 Using the ITEP Report

1. 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						

2. 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

5 Back										
Current Se Course Co	arch: de Contains	% <- <u>Re</u>	move from search							
COURSE C		ONTAINS								
Discipline	Discipline AIR OPERATIONS (AOP)									
Area		ALL		$\mathbf{\mathbf{v}}$						
NATO Cours	e Certification	ALL	Y							
Year		2018	•							
APPEND/U Report Date	PDATE SEARC	14:32								
1234507	<u>8 9 10 11 12 :</u>	222	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 Alr 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 Alr 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 Alr 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 Alr Command (JF)	AOP- JF- 3750	Personnel Revovery Cordination Cell Course	NATO Approved	Residential	COE - Air Operations Centre of Excellence (AO COE)	0	0	0	
Air Operations (AOP)	Joint Force Alr 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 Alr Command (JF)	AOP- JF- 12365	Initial Functional JFAC Training (IFJT)	NATO Selected	Residential	NATO Deployable Air Command and Control Centre (DACCC)	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	СЕ	MPD
CE/PE Version Number	Year in which PE was	CE Version Number.	Leave Blank
	approved. IE: 2013	IE: 3.1, 18.0	
Org Level 1	NATO	NATO	NATO
Org Level 2	Name of Headquarter. IE:	Name of	NATO and Partner Nation
	HQ SACT	Headquarter. IE: HQ	
		SACT	
Org Level 3	Division Level. IE: JFT	Division Level. IE:	PFP, Méditerranéen
		JFT	Dialogue, CC, ICI, Others
Org Level 4	Sub-Division Level. IE:	Sub-Division Level.	Country. IE: Spain
	JETE	IE: JETE	
Org Level 5	Branch Level. IE:E&IT	Branch Level.	Country. IE: Spain
		IE:E&IT	
Org Level 6	Section Level. IE: E&T	Section Level. IE:	Country. IE: Spain
	Facilities	E&T Facilities	
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	Current Post Number. IE:	Current Post Number.	PG Number. IE: A1976
Number	G0002	IE: G0002	
Job Title or Partnership	Job Title	Job Title	PG Name
Goal Name			
Rank	Rank. IE: OR-1,	Rank. IE: OR-1,	Leave Blank
	CIVILIAN	CIVILIAN	
Nation	Nation. IE: Belgium	IE: Belgium	Leave Blank
Tour Of Duty	Post Duration. IE: 3	Post Duration. IE: 3	Leave Blank
	months, 6 months. (In	months, 6 months. (In	
	months, include the word	months, include the	
	'months')	word 'months')	
Posting Start Date	Only for PE Posts (format	Leave Blank.	Leave Blank
	mm.dd.yyyy)		



e-ITEP Administrator User Guide

Mandatory Courses	In accordance with ETOC	In accordance with	In accordance with ETOC
	Courses. IE: MSP-IS-	ETOC Courses. IE:	Courses. IE: MSP-IS-
	IAPDT	MSP-IS-IAPDT	IAPDT
	(And: ; OR: OR)	(And: ; OR: OR)	(And: ; OR: OR)
Desired courses	In accordance with ETOC	In accordance with	In accordance with ETOC
	Courses. IE: MSP-IS-	ETOC Courses. IE:	Courses. IE: MSP-IS-
	IAPDT	MSP-IS-IAPDT	IAPDT
	(And: ; OR: OR)	(And: ; OR: OR)	(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

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

SUBMIT	Record(s) 1 to 30 of 31		
Discipline		Order	Action
Air Operations (AOP)		1	[Edit]
Ballistic Missile Defence (B	MD)	2	[Edit]
Building Integrity (BIT)		3	[Edit]
Civil-Military Cooperation/In	teraction (CMI)	4	[Edit]

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 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. System displays the add new discipline form, see example image below:



Add Discipline			
Sack to Discipline View	L		
Discipline Name *			
Order *			
Discipline Description *		Ŷ	
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* exiting 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

<u>Note</u>: 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 a	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 V CONTAINS V %			
12345≥ Record(s) Discipline	1 to 20 of 82 Area	Order	Action
Air Operations (AOP)	Systems (AO)	11	[Edit]
Air Operations (AOP)	Air Policing (AP)	12	[Edit]
Air Operations (AOP)	Joint Force Alr 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)	Cyberf 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



Back to Discipline	Area Search	
Discipline *	AIR OPERATIONS (AOP)	
Area Name *		
Order *		
Area Contact Informa	ion	
Area Point Of Contact		GRADE 1 ¥
Address		GRADE 1 V
City		GRADE 1 🔻
State		GRADE 1 V
Zip Code		GRADE 1 V
Country	(SELECT ONE)	GRADE 1 V
Email		GRADE 1 V
Dhone Number		GRADE 1 V

- 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* exiting 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





- 3. 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.*)
- 4. 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 sets the field value as 'NOT FILLED'.

Post Admin Tool

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Select Org Structure											
Organisation 1											
Organisation 2											
Organisation 3		(SELECT ONE)	~								
Post*	Job Title *	Previous Post Number (1)	Previous Post Number (2)	Post Duration	Posting Start Date	Post	CE/PE Version Number*	Rank	Nation *		
				3 MONTHS		CE			(SELECT ONE)	•	Add

5. Upon clicking 'Add', the page reloads and the organisational structure is updated with the new Post.

18.3.2 Edit/Inactivate Existing 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
- 3. 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.*)
- 4. 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	
010-LIB-X1	Librarian	NA	NA	12 months	NOT FILLED	PE	11552.89	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
				3 MONTHS		CE 💌			(SELECT ONE)	Add

5. 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 Varaion Number	Rank	Nation	
010-LIB-X1	Librarian	NA	NA	12 months	NOT FILLED	PE	11552.89	Civilian	Ecuador	Edit Edit Post Courses
020-COO-X1	Cook (basic)			36 MONTHS		NN	11553.11	CIVILIAN 💌	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.

Testing	Training Records Help Contact Us LOGOUT
	Admin Tools v Reports Bidding v
My Sc Apply My Tr Resou	Discipline and Area Tool Post Admin Tool Email Distribution Tool News Editor Organisations > Manage Duplicate Profiles APMS Dashboard Admin f Demand for Courses Admin Poll Editor Training Institutions > Course Completion Admin Track Emails Training Plan Admin Certificate Signatures

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	NATO ETEE
Organisation 2	
Organisation 3	1ST NATO SIGNAL BATTALION
Organisation 4	
Organisation 5	OFFICE OF THE COMMANDER NATO SIGNAL BATTALION
Organisation 6	(SELECT ONE)
Select Post PLEASE SELECT ODN GXX 0010 (2016.1) ODN GXX 0020 (2016.1) ODN GXX 0030 (2016.1) ODN GXX 0030 (2016.1) ODN GXX 0050 (2016.1) ODN GXX 0060 (2016.1) ODN GXX 0080 (2016.1) ODN GXX 0080 (2016.1) ODN GXX 0090 (2016.1)	ease Select

4. User clicks the *Add Course* button to add a Mandatory or Desired course.



Post Administration

Select Org Struc	ture							
Organisation 1	NATO ETEE							
Organisation 2	NATO COMMAND STRUCTU	RE 💌						
Organisation 3	1ST NATO SIGNAL BATTALIC	N	~					
Organisation 4	COMMAND GROUP	2						
Organisation 5	Organisation 5 OFFICE OF THE COMMANDER NATO SIGNAL BATTALION							
Organisation 6	Organisation 6 (SELECT ONE)							
Select Post	(2016.1)							
Training Plan/Pa	rtner Nation Type							
Mandatory/Desire	d			CHANGE				
Mandatory E&IT	Requirements Completed				ADD COURSE			
Course Code	Course Title	Conditions	Order	Actions	Updates			
<u>CII-CS-21327</u>	NATO CIS Orientation for NCO		0	Add OR Add Note Add Test	<u>Update</u> <u>Remove</u>			
Desired E&IT Requirements Completed ADD COURSE								

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.



raining P	lan Admin			
BACK				
Search for courses h	v Course Code			
Search for Courses o	y 000130 0000.			
Search for Course				
%	Course Code SEARCH			
Course Code	Course Title	harros	Order	Add Course
OPS-MA-2099	MIO Execution			Add Course
OPS-MA-2100	Boarding Team MIO Tactical Planning			Add Course
OPS-MA-2101	Boarding Team Psychology Course			Add Course
OPS-MA-2102	Suspect Vessel's Crew Psychology in MIO			Add Course
OPS-MA-2103	Boarding Execution			Add Course
OPS-MA-2520 M	5000 Maritime Operational Terminology			Add Course
OPS-MA-3110 N	1000 Command Team MIO Issues			Add Course
OPS-MA-3120 M	1000 Command Team MIO Issues			Add Course
OPS-MA-3210 N	2000 Boarding Team Classroom Issues			Add Course
OPS-MA-3220 M	2000 Boarding Team Classroom Issues			Add Course
1 2 3 4 5 6 7	<u>8 9 10</u>			

6. User selects the desired course from the list of all available courses, adds the Order and clicks on *Add course* link.

Post Admi	nistration			
BACK	u Caurao Cada			
Search for Courses	y course coue.			
campia		SEARCH		
annpie	Course Code			
Course Code	Course Title	Inactive	Order	Add Course
Sample.10W	Sample.10W		10	Add Course

7. The course will then be added to the Individual Training Plan for the respective Post.



Select Post					
TSC FXX 0010 (2010)				
Training Plan/Pa	rtner Nation Type				
Mandatory/Desire	d			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	<u>Update</u> <u>Remove</u>
Desired E&IT Rea	quirements Completed				ADD COURSE

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							
UC COMDEP 0	020 (4) 💌						
Training Plan/Pa	rtner 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	<u>Update</u> 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 cou	irse 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/Desire	ed	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 Mae Add Test	<u>Update</u> <u>Remove</u>		
MSP-IS-IAPDT	Individual Augmentee Pre-Deployment Training		1	Add OR Add Note Add Test	<u>Update</u> <u>Remove</u>		
Desired E&IT Rea	quirements Completed				ADD COURSE		

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.

Mandatory/Desire	ed			CHANGE	
Mandatory E&IT	Requirements Completed				ADD COURSE
Course Code	Course Title	Conditions	Order	Actions	Updates
MSP-IS-MRT	Mission Rehearsal Training	OR	0	Remove OR Add Note Add Test	<u>Update</u> <u>Remove</u>
MSP-IS-IAPDT	Individual Augmentee Pre-Deployment Training		1	Add OR Add Note Add Test	<u>Update</u> <u>Remove</u>
Desired E&IT Re	quirements Completed				ADD COURSE
There are no cou	irse 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		30	Add OR Add Note Add Test	Update Remule

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		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

View	/iew Emails								
View Inactive Emails Add New Email									
Subject	Message		Created/Updated by	Start Date	End Date	Delete			
A new course will be added to ETOC	Hello, This 15 days.	email is to inform that a new course will be added to ETOC in	Joe User	4/10/2012	4/12/2012	<u>Delete</u>			

4. To view Inactive emails, user clicks on *View Inactive Emails* link.

View I	View Emails							
View Inactive Emails Add New Email								
Subject	Message	Created/Updated by	Start Date	End Date	Delete			
A new course will be added to ETOC	Hello, This email is to inform that a new course will be added to ETOC in 15 days.	Joe User	4/10/2012	4/12/2012	<u>Delete</u>			
< <	Goto Page: 4 /4 > >>							

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.

View E	View Emails							
View Inactive Emails Add New Email								
Subject	Message	Created/Updated by	Start Date	End Date	Delete			
A new course will be add in to ETOC	Hello, This email is to inform that a new course will be added to ETOC in 15 days.	Joe User	4/10/2012	4/12/2012	<u>Delete</u>			
< < (Goto Page: 4 /4 > >>							

4. User makes the necessary changes and clicks *Submit*.

18.5.1.3 Add new email

<u>Note:</u> "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 , <u> bullet lists </u>, 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.

View Emails							
View Inactive Emails Add New Email							
Subject	Message	Created/Updated by	Start Date	End Date	Delete		
A new course will be added to ETOC	Hello, This email is to inform that a new course will be added to ETOC in 15 days.	Joe User	4/10/2012	4/12/2012	<u>Delete</u>		

4. User completes the Add New Email form and clicks *Submit*. Below is a portion of Add New email form.



Add New Email

S Back to Email Distribution Tool	Translate
Required *	
* From Address	eitephelp@act.nato.int
* From Name	e-ITEP
Reply To (use commas to seperate entries)	
* Subject	
• Message • Text OHTML Preview	
1 Start Data	
Start Date	
End Date	
Frequency None •	
To Criteria (Use commas to seperate values)	
Custom OLogin ID OE	mail Address
Organisation ID Organisation Number	

18.5.2 Opting Out of Email Announcements

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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) above. If you select No and have provided an e	" to Yes will authorise your company to send special Training Announcements to the email address mail address in your profile, you will continue to receive Session Application and Cancellation emails.
Send Training Announcement(s) *	Ves No
In Service	21/Nov/2012
Account Expiration Date	
Time Zone *	(GMT +01:00) AMSTERDAM, BERLIN, BERN, ROME, STOCKHOLM, VIENNA
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.

Raytheon

- 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

Order	Туре	Title	Message	Start	End	Delete
1	General Information	<u>Test news item</u>	test	02/Sep/2018	20/Sep/2018	De-Activate first
Home Pa	ge					
		Titla	Message	Start	End	Delete
Order	Туре		an and a second second			

4. To view Inactive News Items, user clicks on View Inactive News Items link.

earcn ci	ick on Help for more in	formation.		e itst of inlactive news	nessages, il you nave	nonne ozniñ me
		View In	active News Items	Add New Message]	
ctive	e News		1			
Login Pa	ge					
Order	Туре	Title	Message	Start	End	Delete
1	General Information	Test news item	test	02/Sep/2018	20/Sep/2018	De-Activate first
Home Pa	ge					
Order	Туре	Title	Message	Start	End	Delete
1	General Information	Test news item	test	02/Sep/2018	20/Sep/2018	De-Activate first



18.6.1.2 Edit news items

<u>Note:</u> "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 , <u> bullet lists </u>, 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.

Login Page							
Order	Туре	Title	Message	Start	End	Delete	
1	General Information	Amazing News	This is just a test to check.	04/04/2012	05/04/2012	De-Activate first	
2 Home Pa	General Information	Interesting News	This is a second test	04/04/2012	06/04/2012	De-Activate first	
2 Home Pa Drder	General Information	Interesting News	This is a second test Message	04/04/2012 Start	06/04/2012 End	De-Activate first Delete	
2 Home Pa Order 1	General Information ge Type General Information	Interesting News	This is a second test Message This is just a test to check.	04/04/2012 Start 04/04/2012	06/04/2012 End 05/04/2012	De-Activate first Delete De-Activate first	

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*	
Test news item	
News Text*	
test	
	U
News Category	
Start Date*	End Date*
02/Sep/2018	20/Sep/2018
Display Order*	
Display Order*	
Display Order*	
Display Order* 1 Active	
Display Order* 1 Active ©Yes ONo	
Display Order* 1 Active ©Yes ONo Roles	Pages
Display Order* 1 Active ©Yes ONo Roles SeleTEP Administrator	Pages SLogin Page
Display Order* 1 Active Yes ONo Roles Pe-ITEP Administrator NATO ETOC Manager	Pages ⊠Login Page ⊡Home Page
Display Order* 1 1 Active ©Yes ONo Roles ☑le-ITEP Administrator ☑NATO ETOC Manager ☑ACT Discipline Point Of Contact ☑IPTOCe Here the enderse	Pages ⊠Login Page ⊠Home Page
Display Order* 1 Active Yes ONo Roles De-ITEP Administrator NATO ETOC Manager ACT Discipline Point Of Contact ElECC Institutions Manager Discipline Computing of Integer	Pages ⊡Login Page ⊡Home Page
Display Order* 1 1 Active ©Yes ONo Roles De-ITEP Administrator DACT Discipline Point Of Contact DETOC Institutions Manager Discipline Community of Interest VHelo Desk Admin	Pages ∳Login Page ∯Home Page
Display Order* 1 1 Active ©Yes ONo Roles ☑e-ITEP Administrator ☑NATO ETOC Manager ☑ACT Discipline Point Of Contact ☑ETOC Institutions Manager ☑Discipline Community of Interest ☑Help Desk Admin ☑National Training Manager	Pages ∳Login Page ∲Home Page
Display Order* 1 Active ©Yes ONo Roles Ze-ITEP Administrator ZNATO ETOC Manager ZACT Discipline Point Of Contact ZETOC Institutions Manager Discipline Community of Interest Zhelp Desk Admin ZNational Training Manager ZNATO HQ Training Manager	Pages ⊠Login Page ⊡Home Page
Display Order* 1 1 Active ©Yes ONo Roles Sele-ITEP Administrator Sele-ITEP Admin Sele-	Pages ⊠Login Page ⊠Home Page
Display Order* 1 Active Yes ONo Roles Act Discipline Point Of Contact Act Discipline Point Of Contact Discipline Community of Interest Help Desk Admin National Training Manager NATO HQ Training Manager Point Of Contact User	Pages ⊠Login Page ⊡Home Page
Display Order* 1 Active Yes No Roles Pe-ITEP Administrator NATO ETOC Manager Act Discipline Point Of Contact Extract Inscipline Point Of Contact Extract Inscipline Community of Interest Help Desk Admin National Training Manager NATO HQ Training Manager Point Of Contact User SELECT ALL ROLES SELECT NONE	Pages ∲Login Page ∳Home Page
Display Order* 1 1 Active ©Yes ONo Roles @a-ITEP Administrator @INATO ETOC Manager @ACT Discipline Point Of Contact @ETOC Institutions Manager @Discipline Community of Interest @IHelp Desk Admin @INational Training Manager @INATO HQ Training Manager @INATO HQ Training Manager @IPoint Of Contact @User SELECT ALL ROLES SELECT NONE	Pages ∲Login Page ∯Home Page

18.6.1.3 Add new news item

<u>Note:</u> "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 , <u> bullet lists </u>, 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.

lews Editor
splays active news messages details. To edit an active news message, click the title of the news message. Click the Add New Message link, 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 arch click on Help for more information.
View Inactive News Items Add New Message

- 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
 - o 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*	
Test news item	
News Text*	
test	^
	~
News Category	
news category	
Start Date*	End Date*
02/Sep/2018	11/Sep/2018
Display Order* 1 Active	
Roles	Pages Vogin Page
NATO ETOC Manager	Home Page
ACT Discipline Point Of Contact	
ETOC Institutions Manager	
Discipline Community of Interest	
Help Desk Admin	
✓National Training Manager	
MINATO HQ Training Manager	
Point Of Contact	
C.User	
SELECT ALL ROLES SELECT NONE	
PREVIEW CHANGES UPDATE FIELD	



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.



-	ditor	trouble usin	e flems link to view	The list of inactive p Help for more info	olis. If you have resulton.	
Poll Ed						
Poll Ed	ten, Annos 1 6461, Sano, Koli					
Poll Ed	ten, ljama i 666. ljane, Kali Title	,	Question	Start Date	End Date	Delete

4. To view Inactive poll items, user clicks on *View Inactive Items* link.

Active	ditor				
Order	Title	Question	Start Date	End Date	Delete
1	Who are you? (Results)	<u>Are you a</u> <u>Pilot?</u>	03/06/2012	04/07/2012	De-Activate first
Update					

18.7.1.2 Edit poll items

<u>Note:</u> "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 , <u> bullet lists </u>, 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.



oll Edito	r				
Active /iew Inactive Items	a <u>Add New Poll</u>				
Order	Title	Question	Start Date	End Date	Delete
1 Wh	o are you? <u>(Results)</u>	<u>Are you a</u> <u>Pilot?</u>	03/06/2012	04/07/2012	De-Activate first

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.

Poll Editor

Poll Editor: Translate		^
Poll Title		
Who are you?		
Poll Question *		
Are you a pilot?	▲	
Order 1		
Option Order Delete		
No I am not 1 add an option	io I	~

18.7.1.3 Add new poll

<u>Note:</u> "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 , <u> bullet lists </u>, 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.


ctive					
iew inactiv	e items Add New Poll				
Order	Title	Question	Start Date	End Date	Delete
order					

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 1		
Save poll to add Poll Options		
Show "Other" Option	2	
Allow user to change answer		
Allow users to view results before voting		
13/Jun/2016		

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.



Training Records Help LOGOUT Testing **Contact Us** Admin Tools v Reports Bidding • **Discipline and Area Tool** Post Admin Tool Email Distribution Tool News Editor Organisations 🕨 Export Organisations/Post/ **Goal Structure** Manage Duplicate Profiles Import Organisations/Post Structure APMS Dashboard Admin Organisation Hierarchy Tool My Sch Demand for Courses Admin Apply fr Organisation Manager My Trai Poll Editor Resour Training Institutions > **Course Completion Admin** Track Emails **Training Plan Admin** Certificate Signatures Quick Link Admin

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)



Import Organisations/Posts Structure



4. User selects the desired .CSV file and clicks on *Open*.



Computer > 1099445 (\\RUEFILE.rum.	eu.ray.com\Userdirs) (H:)	-	4 Search 10994	45 (\\RUEFILE.ru	P
rganize 👻 New folder)H • 🗂 🚺	
Favorites	Name	Date modified	Туре	Size	EP @ Suggested Sites 👻 @ V
Cesktop	🔁 img-2060908-0001	3/7/2012 11:30 AM	Adobe Acrobat D	1,974 KB	
Downloads	1 img-2060909-0002	3/7/2012 11:30 AM	Adobe Acrobat D	957 KB	opplication Testing Train
💹 Recent Places	NATOOrganizationsBillets-3_26_2012	3/26/2012 12:16 PM	Microsoft Office E	772 KB	
	🗐 secpter 2827	3/26/2012 4:20 PM	Microsoft Office E	534 KB	ser
Jibraries	TrainingGap_633_DesiredEAndITRequire	3/27/2012 9:52 AM	Microsoft Office E	21 KB	litary
Documents	UAT ISSUES Trackingv1	3/15/2012 11:55 AM	Microsoft Office E	13 KB	
J Music					
Fictures E					In the second
Videos					
Computer					ations/Billet
Local Disk (C:)					ect the desired .csv file for
2 1099445 (\\RUEFILE.rum.eu.ray.com\Userdirs)					
Courseware Library (\\RUEFILE.RUM.EU.RAY.C					
RUENT1 (\\RUEFILE.RUM.EU.RAY.COM) (0:)					
PUBLIC (\\RUEFILE.RUM.EU.RAY.COM) (P:)					
GROUPX (\\RUEFILE.RUM.EU.RAY.COM) (X:)					
😪 netlogon (\\rum.eu.ray.com) (Z:)					
File name: NATOOrganizationsBill	ets-3 26 2012		✓ All Files (*,*)]
				1	
			Open	Cancel	
	100		ыç	_	
	File to U	pload (Click Browse to	locate the file you wis	h to upload)	
				Browse	
	(*.csv file	es only)			
	a sector of the	al Empile (upp comico)	Ion to consiste multir	(sesses)	
	Addition	al Emails (use semico	ion to separate multip		

5. User clicks the *Analyse File* button to start file validation.

mport Organizations/Posts Structure	
File to Upload (Click Browse to locate the file you wish to upload) H WATOOrganizationsBillets-3_26_2012 csv Browse (* csv files only)	
Additional Emails (use semicolon to separate multiple addresses)	
Analyze File Cancel	

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 6's being added: 0 Number of Org Level 6's being added: 0 Number of Posts being added: 0 Number of Posts being added: 0	
Upload File Cancel	

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 3's added: 0 Number of Org Level 6'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
Return

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

Raytheon

Professional Services LLC

מקרו

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	NATO ETEE
Organisation 2	NATO COMMAND STRUCTURE
Organisation 3	(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 nam	e of the new org level below and click submit.
Org Level 3 Name:	TEST NEW NAME
Hierarchy Tree	
Organisation 1	NATO ETEE
Organisation 2	NATO COMMAND STRUCTURE
Organisation 3	(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.
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	
Organisation 3	TEST NEW NAME
Organisa 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 chain Number of Organisa Number of Organisa Number of Organisa Number of Organisa Number of Organisa Number of users be Are you sure you wan	Inges being made to each Organisation Level then choose Yes or No: ation Level 2's being inactivated: 0 ation Level 3's being inactivated: 0 ation Level 5's being inactivated: 0 ation Level 6's being inactivated: 0 ing moved to the Nations > NON-NATO ation Structure: 0 t to inactivate this Organisation Level? Yes No
Hierarchy Tree	
Organisation 1	NATO ETEE
Organisation 2	
Organisation 3	TEST NEW NAME
Organisation 4	No records exist at this level. No records exist at this level.

- 5. The selected organisation level has now been inactivated from the NATO Organisation structure.
- 6. 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	

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.

Organization Hierarchy Tool Hierarchy Tree NATO • Organization 1 HQ ISAF CE . Organization 2 (SELECT ONE) CHECK CHECKING -Organization 3 HQ COMMAND UC HQ h ISAF JOINT COMMAND NATO NATO AND PARTNER NATION INACTIVATE ORG LEVEL 2 OTHER TRAINING INSTITUTIONS



4. User clicks on *Add Org level 3*.

Organization	Hierarchy Tool
Hierarchy Tree	
Organization 1	NATO
Organization 2	HQ ISAF CE
Organization 3	(SELECT ONE)
INACTIVATE ORG LEVEL	2 ADD ORG LEVEL 3

5. User enters the new Org level 3 name and clicks on *Submit*.

Organization Hierarchy Tool

Please enter the nam	e of the new org level below and click submit.	
Org Level 3 Name:	Office of the Commander	
	CEL	
Hierarchy Tree		
Organization 1	NATO	
Organization 2	HQ SACT	
Organization 3	(SELECT ONE)	

6. New Org level was created successfully.

Organization Hierarchy Tool	
The new org level was created successfully.	
RETURN TO ORG HIERARCHY	

18.8.3.2 User wants to add a new post under the new Org level 3

1. 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.

Select Org Structure										
Organization 1		NATO								
Organization 2		HQ SACT								
Organization 3		OFFICE OF THE COMMANDER	1							
Organization 4		DCOS CAP DEV DCOS IRM DCOS JET DCOS JET								
Billet	Job Title	OFFICE OF CHIEF OF STAFF OFFICE OF COMMAND 3.0 OFFICE OF DEPUTY SACT OFFICE OF SUPPENE ALLIED COMMANDER TRANSCOMMATION	let Duration	Posting Start Date	Billet Post	CE/PE Version Number	Rank	Nation		
LIC COMCOM 0010	NIL	OFFICE OF THE COMMANDER	MONTHS 💌	01.04.2013	PE 💌	2013	CIVILIAN	BELGIUM	•	Add

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.

Billet	Job Title	Previous Billet Number (1)	Previous Billet Number (2)	Billet Duration	Posting Start Date	Billet Post	CE/PE Version Number	Rank	Nation	
IJC COMCOM 0010	NIL	LIC COMCOM 0010		3 MONTHS 🔳	01.04.2013	PE 💌	2013	CIVILIAN	BELGIUM	Add

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).

Select Org Structure	
Organization 1	NATO
Organization 2	HQ SACT
Organization 3	DCOS CAP DEV
Organization 4	(SELECT ONE)
Select Post	
PLEASE SELECT TSC FXX 0010 (2010) TSC FXX 0030 (2010) TSC FXX 0040 (2010) TSC FXX 0050 (2010) TSC FXX 0100 (2010) TSC FXX 0100 (2010)	

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 M	Nation Type		
Mandatory/Desired		CHANGE	
Mandatory E&IT Requi	rements Completed		
There are no course ass	sociated to this section.		
Desired E&IT Requiren	nents Completed		ADD COURSE
There are no course ass	sociated 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 cours	ses by Course Code.			
Search for Cou	rse			
%	Course Code			
Course Code	Course Title	Inactive	Order	Add Course
ACP-AC- 2061	Arms Control Non-Proliferation Course			Add Course
ACP-AC- 2062	Arms Control Implementation Orientation Course			Add Course
ACP-AC- 2064	Conventional Arms Control Information Exchange Course			Add Course
ACP-AC- 2116	Small Arms and Light Weapons (SALW) and Mine Action (MA) Course		(Add Course
ACP-AC- 3018	Combined CFE Arms Control Verification Inspector/Escort Course			Add Course
ACP-AC- 3060	Arms Control - Open Skies Orientation Course			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 b	y Course Code.			
Search for Course				
sample	Course Code	SEARCH		
Course Code	Course Title	Inactive	Order	Add Course
Sample.10W	Sample.10W			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:

- 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 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

- 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.



- 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. <u>Amending the existing NATO PE/CE HQ Org Structure and training plans</u>

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
- \circ User selects the entire .CSV file by clicking on Δ at the top left hand corner of the excel spreadsheet.

6					NATOOn	ganizationsBillets-3_26_2012 - Mic	rosoft Excel				- 3 - X
C	Home Insert Pr	age Layout Formulas Data	Review View	Add-Ins							0 - 5
	A1 -	fx CE/PE Version Num	ber								
0	A	В	С	D	E	F	G	Н	ĺ.	J	K
1	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
2	3	.1 NATO	HQ ISAF CE					CE	Lori	Lori	Lori
3	17	.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMAN	DER			CE			AF COMCOM 0010
4	17	1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMAN	DER			CE			AF COMCOM 0020
5	17	1 NATO	HO ISAF CF	1.0 OFFICE OF THE COMMAN	DER			CE			AF COMCOM 0030

- User clicks on *Home* from the top navigation menu.
- User clicks on *Sort and Filter* sub menu option and then clicks on *Filter*.



	•			-	NATOOrga	nizationsBillets-3_2	6_2012 - Microsoft E	xcel						- 0 <u>- ×</u>
Home Insert	Page Layout Formulas D	ata Review View A	Add-Ins											
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Paste J Format Painter	, B / U · 🗄 · 🖄 · 📥 ·	토콜콜 왕왕 권M	terge & Center * \$ * % •	Condition Formattin	al Format as Table -	Check Cell	Explanatory	Input	Linked Cell	Note	Insert Delete Format	2 Clear * Fi	rt & Find & ter * Select *	
Clipboard	9 Font 19	Alignment	G Number				51	tyles			Cells	Edr	Sort Smallest to Largest	
3	17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE CON	MANDER					CE			2	Sort Largert to Smallert	1 0010
4	17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COM	MANDER					CE				Sourcesgest to smallest	1 0020
5	17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE CON	MANDER					CE				g Cystom Sort	/ 0030
6	17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE CON	MANDER					CE			2	Eitter	/ 0040
7	17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE CON	MANDER					CE			1	k Sleal	1 0070
8	17.1 NATO	HOISAFCE	1.0 OFFICE OF THE CON	MANDER					CE			3	Reapply	4 0010

o 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.

			NATO	OrganizationsBillets-3_26_2012 -	Microsoft Excel				0	
Home Insert Page Layout Formula:	i Data Review View	Add-Ins							0 -	
Calibri - 11 - 4 + 8 - % , 4 1										
	C	D	E	F	G	Н	1	J	K	
	Org Level 2	Org Level 3	Org Level 4	Org Level 5	Org Level 6	PE or CE Billet	Previous Billet Number (💌	Previous Billet Number (Billet Number	
V DA	HQ ISAF CE	1.0 OFFICE OF THE CO	MMANDER			CE			AF COMCOM 001	
HQ ISAF CE		1.0 OFFICE OF THE CO	MMANDER			CE			AF COMCOM 002	
a <u>C</u> opy	HQ ISAF CE		MMANDER			CE		AF COMC		
A Paste	HQ ISAF CE	1.0 OFFICE OF THE CO	MMANDER			CE			AF COMCOM 004	
Paste Special	HQ ISAF CE	1.0 OFFICE OF THE CO	MMANDER			CE			AF COMCOM 007	
Insert Row	HQ ISAF CE	1.0 OFFICE OF THE CO	MMANDER			CE			UC COMCOM 001	
Delete Row	HQ ISAF CE	1.0 OFFICE OF THE CO	MMAN 1.1.0 OFFICE OF THE	DEPUTY COMMANDER		CE			AF COMDEP 0010	
Clear Contents	HQ ISAF CE	1.0 OFFICE OF THE CO	MMAN 1.1.0 OFFICE OF THE	DEPUTY COMMANDER		CE			AF COMDEP 0020	
Second Calls	HQ ISAF CE	1.0 OFFICE OF THE CO	MMAN 1.1.0 OFFICE OF THE	DEPUTY COMMANDER		CE			AF COMDEP 0030	
1 Tounds Centre	HQ ISAF CE	1.0 OFFICE OF THE CO	MMAN 1.1.0 OFFICE OF THE	DEPUTY COMMANDER		CE			AF COMDEP 0040	
Row Height	HQ ISAF CE	1.0 OFFICE OF THE CO	MMAN 1.1.0 OFFICE OF THE	DEPUTY 1.3.0 INTERNATIONA	LAFFAIRS	CE			AF COMINA 0030	
Hide	HQ ISAF CE	1.0 OFFICE OF THE CO	MMAN 1.1.0 OFFICE OF THE	DEPUTY 1.3.0 INTERNATIONA	LAFFAIRS	CE			AF COMINA 0040	

- 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.
- 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*.

(a) <mark>-</mark> 19 × 1 × 1 × 1				NATO	OrganizationsBillets-3_26_2012 - M	icrosoft Excel				- 5 -X
C	Hone Insert	Page Layout Formulas	Data Review View	Add-Ins							0 - 0
	D3 🔹	f∗ HQ Command	3.0								
1	A	В	С	D	E	F	G	Н	1	J	K
1	CE/PE Version Number	Org Level 1	Org Level 2	Crg Level 3	Crg Level 4	Org Level 5	💌 Org Level 6	PE or CE Billet	Previous Billet Number (Previous Billet Number (Billet Number
3		17.1 NATO	HQ ISAF CE	HQ Command 3.0							
4		17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMM	IANDER			Œ			AF COMCOM 0010
5		17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMM	IANDER			CE			AF COMCOM 0020

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.).

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	03	•	• X √ ∄	3 months															
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1 0	irg Level 2		💽 Org L	evel 3	0	rg Level 4 💽	Org Leve	Org Leve	PE or CE	Previo	Previo	Billet Number	Job Title	Rank	 Nation 		Tour of Duty	Mandatory Courses	 Desired
3 H	IQ ISAF CE		HQC	ommand 3.0					CE			IJC COMCOM 0020	UC COMCOM 0020	Civilian	USA		3 months	I	
4 H	Q ISAF CE		1.00	FFICE OF THE CO	MMAND	ER			CE			AF COMCOM 0010	COMMANDER	OF-9	USA		12 months	MSP-IS-KLT; MSP-IS-MRT	STC-IO-

 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). <u>Note:</u>

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.

	С	D	E	F	G	Н	I	J	K	L	М	N	0	р	Q	R	S
1	Org Level 2	Org Level 3	Org Le	e Org Le	Org Le	PE or CE B	Previous Billet Nu	Previous I	Billet or Partners	h Job Title or Pa	Rank	Nation	Tour of Duty	Posting Start Date	Mandatory Cou	Desired Co	Goal Year
2	HQ ISAF 18.0	HQ Comand 3.0				PE	AF CJ5PLN 0012		AF CJ5PLN 0012	NIL	Civilian	CAN	24 months	05.01.2013	NATO-1454; AC	NATO-145	4; ACP-AC-31
3	HQ ISAF 18.0	HQ Comand 3.0				PE			TSC FXX 0010	DCOS CAPABIL	OF-8	USA	9 months	NOT FILLED	ACP-AC-3102	ACP-AC-31	102
4	HQ ISAF 18.0	HQ Comand 3.0				PE			TSC FXX 0030	EXECUTIVE ASS	OF-5	FRA	3 months	05.01.2013	ACP-AC-3102	ACP-AC-31	102

4. User clicks on *Save* to save the changes made to the .CSV file.

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	Home	Insert	Page Layout	Formulas	Data	Review	View Ac	Id-Ins											0 - 0
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1	Org Level 2		Org La	ivel 3	💌 C	org Level 4	Org Leve	Org Leve	PE or CE	Previo	Previo *	Billet Number	Job Title	Rank	Nation		Tour of Duty	Mandatory Courses	 Desired
3	HQ ISAF CE		HQ Co	mmand 3.0					CE			LIC COMCOM 0020	LIC COMCOM 0020	Civilian	USA		3 months		
4	HQ ISAF CE		1.0 0	FICE OF THE CO	MMAND	ER			CE			AF COMCOM 0010	COMMANDER	OF-9	USA		12 months	MSP-IS-KLT; MSP-IS-MRT	STC-IO-

- 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-I
8	17.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMANDER	CE	AF COMCOM 0070	COMMAND SERGEANT M	AUCOR-9	USA	12 months	ETE-ET-5084; MSP-IS-MR
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.

<u>Note:</u> 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.

<u>Note:</u> The process of adding a course is the same for both a PE and a CE Post.

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D	E	F	G	н	1	J	K	L	M	N	0	P	Q
Org Level 3	• Org	Org Leve	OrgLeve	PE or CE	Previo	Previo	Billet Number	💌 Job Title	Rank	 Nation 	Tour of Duty	Mandatory Courses	Desired Courses
HQ Command 3.0				CE			LIC COMCOM 0020	LIC COMCOM 0020	Civilian	USA	3 months		
1.0 OFFICE OF THE COMMANDER	2			CE			AF COMCOM 0010	COMMANDER	OF-9	USA	12 months	MSP-IS-KLT; MSP-IS-MRT	STC-IO-2016; ACP-SD-403
1.0 OFFICE OF THE COMMANDER	8			CE			AF COMCOM 0020	AIDE DE CAMP	OF-3	USA	6 months	MSP-IS-KLT; MSP-IS-MRT OR MS	P-IS-IAPDT
1.0 OFFICE OF THE COMMANDER	1			CE			AF COMCOM 0030	MILITARY ASSISTANT	OF-6	USA	12 months	MSP-IS-KLT; MSP-IS-MRT OR MS	P-IS-IAPDT
1.0 OFFICE OF THE COMMANDER	8			CE			AF COMCOM 0040	MILITARY ASSISTANT	OF-4	USA	6 months	MSP-IS-MRT OR MSP-IS-IAPDT	
1.0 OFFICE OF THE COMMANDER	2			CE			AF COMCOM 0070	COMMAND SERGEANT MA	JCOR-9	USA	12 months	ETE-ET-5084; MSP-IS-MRT OR M	SP-IS-I ETE-ET-1033; ETE-ET-3095
1.0 OFFICE OF THE COMMANDE	2			CE			LIC COMCOM 0010	UC COMCOM 0010	Civilian		3 months		ETE-ET-3082

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

Choose File to Upload	Name Taylor			×	Lot Bay Ing. Brook Bod
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G Libraries Documents Music G Notures G Videos M Computer	Adobe Reader X Shortcut Shortcut Shortcut Shortcut Shortcut Shortcut Shortcut Job Kat TrueCrypt TrueCrypt	Lotus Notes 8.5 Shortcut 1.81 KB Shortcut 1.87 KB WinZip Shortcut		E	Admin T
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File name:		•	All Files (*.*) Open Can	• cel	
	File tc (*.csv Addtb	Upload (Click Browse to locate files only) onal Emails (use semicolon to s	e the file you wish to upload) Browse Separate multiple addresse) s)	

4. User selects the desired .CSV file and clicks on open.



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Documents	UAT ISSUES Trackingv1	3/15/2012 11:55 AM	Microsoft Office E.,	13 KB		
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File name: NATOOrganizationsB	illets-3_26_2012		✓ All Files (*.*)		•	
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	File to U	pload (Click Browse to	locate the file you wis	sh to upload)		
	/t cou fil	es estul	_	Browse		
	(.csv in	es only)				
	Addition	al Emails (use semico	Ion to separate multip	ole addresses)		
				Ana	lyze File	Cancel

5. User clicks *Analyse 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 locke the file you wish to upload) Browse.....

(".csv files only)

Additional Emails (use semicolon to separate multiple addresses)

7. 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

port Organizations/Posts Structure	
e to Upload: NATOOrganizationsBillets-3_26_2012.csv ditional Emails: alyze 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	
Upload File Cancel	

- 8. 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.ct	iv.	
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 added: 0		
	Return	

<u>Important Note</u>: 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.

Individual Training Plan	ETOC
View Your Training Plan	
View a Users Training Pla	n
Individual Training Plans	
Seat Gaps Report	1
Post Admin Tool	
	120

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 *	NATO ETEE
Organisation 2 *	ACADEMIA & INDUSTRY
Organisation 3	No records exist at this level.
Post	
SUBMIT	

3. Individual Training Plan page reloads displaying list of posts under the selected Organisation structure.

Individual Training Plans

Org Structure											
Organisation 1 *		NAT	o etee 💌								
Organisation 2 *		NAT	O COMMAND S								
Organisation 3		HQ	SACT								
Organisation 4		(SEL	ECT ONE)			•					
Post											
SUBMIT											
Report Date: 17/	Nov/2016 9:0	12									
123456789	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		<u>ETE-IT-</u> 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		<u>ETE-IT-</u> 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 4/m CI-2S- 2544 AND JPL-OP- 3555 AND ETE-CT- 21180	

5. ETOC page loads displaying details of the selected course. Below is a portion of the Course details page.

COURSEDET	AILS COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION
DISCIPLINE INFORMATION	
S Back to Course Searc	2h
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 Certificatio Institutional Accreditation". U NATO Listed.	on of the course is automatically updated based on the "NATO Course requirement" and "NATO ETF inless, these two fields have been completed and validated, the course will automatically display as
NATO Course Certification	NATO Approved
Course Code	JIA-ED-1032
Course Title	NATO Staff Officer Orientation Course
	I-Instructor-Led Training
Delivery Method	
Delivery Method Suitable for Mobile Delivery?	No

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. <u>Deactivating (Deleting) existing entire Organisation structure (for instance HQ ISAF 17.1) and</u> copying the new Organisation structure (for instance HQ ISAF 18.0)

- 1. User filters the excel spreadsheet to display only ISAF 17.1
- \circ User selects the entire .CSV file by clicking on Δ at the top left hand corner of the excel spreadsheet.

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Ŷ	A	B	C	D	E	F	G	Н	1	1 I	K
1	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
2		3.1 NATO	HQ ISAF CE					CE	Lori	Lori	Lori
3	1	7.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMA	INDER			CE			AF COMCOM 0010
4	1	7.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMA	INDER			CE			AF COMCOM 0020
5	ſ	7.1 NATO	HQ ISAF CE	1.0 OFFICE OF THE COMMA	INDER			CE			AF COMCOM 0030

- User clicks on Home from the top navigation menu
- User clicks on Sort and Filter sub menu option, and then clicks on Filter

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3		17.1 NATO	HQ ISAF CE	LO OFFICE OF THE COMMANDE	R				CE			z	1 Sort Largest to Smallest	/ 0010
4		17.1 NATO	HQ ISAF CE	LO OFFICE OF THE COMMANDE	R				CE			A	, Jon Larger to Sublex	/ 0020
5		17.1 NATO	HQ ISAF CE	LO OFFICE OF THE COMMANDE	R				CE			*	g custom sort	/ 0030
6		17.1 NATO	HQ ISAF CE	LO OFFICE OF THE COMMANDE	R				CE			1	i <u>E</u> ilter	/ 0040
7		17.1 NATO	HQ ISAF CE	LO OFFICE OF THE COMMANDE	R				CE			Y	k Qiea	/ 0070
8		17.1 NATO	HQ ISAF CE	LO OFFICE OF THE COMMANDE	R				CE			8	Reapply	vi 0010

• User clicks on the drop down arrow displayed on the First row of the Column CE/PE Version Number

0	Home Insert	Pag	e Layout	Formula	Data
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1	CE/PE Version Number		Org Le	vel 1	
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	Sort by Color			- F.	
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	Number <u>Filters</u>				
	 2 1.1 2 2 2 3.2 2 3.2 2 4 2 5 2 17.1 2 18 2 (Blafks) 				
	OK		Cancel		



• 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. Below is the portion of excel spreadsheet.

	J 17 - (**)	\$					NAT	OOrganizatio	insBillets-3_26_2011	- Microsoft	Excel												- C X
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1 CE/	PE VI Org Lev	* Org Lev *	PE or CI + P	revio Pre	vio Billet	Job Titl	Rank	* Nation	Tour of Mai	ndat 💌 Des	irec + ours	ses							1				
3	17.1 NATO	HQ ISAF C HQ Command 3.0	CE		UC CO	MC(UC CON	CrCivilian	USA	3 months														
4	17.1 NATO	HQ ISAF C 1.0 OFFICE OF THE COMMANDER	CE		AF CO	MCCOMM	N OF-9	USA	12 months MS	P-IS-KL STC	-10-2016; 4	ACP-SD-4	031										
5	17.1 NATO	HQ ISAF C 1.0 OFFICE OF THE COMMANDER	CE		AF CO	MCCAIDE DE	C. OF-3	USA	6 months MSI	P-IS-KLT; N	ISP-IS-MRT	OR MSP-	IS-IAPDT										
5	17.1 NATO	HQ ISAF C 1.0 OFFICE OF THE COMMANDER	CE		AF CO	MCCMILITAI	W OF-6	USA	12 months MS	P-IS-KLT; N	ISP-IS-MRT	OR MSP-	IS-IAPDT										
7	17.1 NATO	HQ ISAF C 1.0 OFFICE OF THE COMMANDER	CE		AF CO	MCCMILITAI	W.OF-4	USA	6 months MSI	P-IS-MRT C	R MSP-IS-I	IAPDT											
8	17.1 NATO	HQ ISAF C 1.0 OFFICE OF THE COMMANDER	CE		AF CO	MCCOMM	N OR-9	USA	12 months ETE	ET-50 ETE	ET-1033; E	ETE-ET-30	95										
9	17.1 NATO	HQ ISAF C 1.0 OFFICE OF THE COMMANDER	CE		LIC CO	MC(UC CON	C(Civilian		3 months	ETE	-ET-3082												
.0	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFICE OF THE DEPUTY CO	CE		AF CO	MDEDEPUTY	CLOF-8	GBR	12 months MS	P-IS-KL STC	-10-2016; 4	ACP-SD-4	031										
1	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFICE OF THE DEPUTY CO	CE		AF CO	MDEMILITAI	W OF 4	GBR	6 months MSI	P IS MRT C	R MSP IS I	IAPDT											
.2	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFICE OF THE DEPUTY CO	CE		AF CO	MDEMILITAI	W.OF-3	USA	6 months MS	P-IS-MRT C	IR MSP-IS-I	IAPDT											
3	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFICE OF THE DEPUTY CO	CE		AF CO	MDI AIDE DI	C.OF-2	GBR	6 months MS	P-IS-MRT C	R MSP-IS-I	IAPDT											
5	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFI 1.3.0 INTERNATION	CE		AF CO	MIN SPECIA	A OF-5	USA	12 months MS	P-IS-KLT; N	ISP-IS-MRT	FOR MSP-	IS-IAPDT										
.6	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFI 1.3.0 INTERNATION	CE		AF CO	MIN SPECIA	A OF-5	FREE	12 months MS	P-IS-M ACF	P-SD-4031												
.7	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFI 1.3.0 INTERNATIONA	CE		AF CO	MIN SPECIA	A OF-5	NOR	12 months MSI	P-IS-M ACF	-SD-4031												
.8	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFI 1.3.0 INTERNATION	CE		AF CO	MIN SPECIA	A OF-4	DNK	12 months MS	P-IS-M ACP	P-SD-4031												
0	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFI 1.4.0 OFFICE OF THE	CE		AF CO	MLE SENIOR	LE OF-5	USA	12 months MSI	P-IS-KLLGL	-LG-4034												
1	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFI 1.4.0 OFFICE OF THE	CE		AF CO	MLE DEPUTY	LEOF-4	USA	6 months MS	P-IS-M LGL	-LG-4034												
2	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFI 1.4.0 OFFICE OF THE	CE		AF CO	MLE LEGAL A	D'OF-4	GBR	12 months MSI	P-IS-M LGL	-LG-4034												
3	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFI 1.4.0 OFFICE OF THE	CE		AF CO	MLE ASSIST	N OF-3	FREE	6 months MS	P-IS-M LGL	-LG-4034												
25	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFI 1.5.0 COMDS INITIAT	CE		AF CO	MCI DIRECT	OR OF-5	USA	12 months MS	P-IS-KLACE	-SD-4031												
26	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFI 1.5.0 COMDS INITIAT	CE		AF CO	MCI DEUTY I	DIF OF-4	USA	12 months MS	P-IS-MRT C	R MSP-IS-I	IAPDT											
27	17.1 NATO	HQ ISAF C 1.0 OFFICE 1.1.0 OFFI 1.5.0 COMDS INITIAT	CE		AF CO	MCI STAFF (OFF OF-4	USA	12 months MS	P-IS-MRT C	R MSP-IS-I	IAPDT											
28	17.1 NATO	HO ISAF C 1.0 OFFICE 1.1.0 OFFI 1.5.0 COMDS INITIAT	CF		AFCO	MCI STAFE A	SSOR-7	USA	6 months MS	P-IS-M FTE	FT-3082												

3. User selects the entire spreadsheet displayed in previous, right clicks and selects delete from the drop down menu.

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229	17.1 NATO	HO ISAFC 300	DCOS STABILITY			CE			AF STRAR	FINANC	E OE3	BEI	6 months	MSP.IS.A	ART OR M	ASP.IS.IAPD	T										
240	17.1 NATO	HO ISAF C 3 0.00	DCOS STABILITY			CE			AF STRAR	COMM	IN OF-3	NES	6 months	MSD.IS.N	ART OR M	ASP-IS-IAPD	т										
241	17.1 NATO	HO ISAF C 3.0.01	DCOS STABILITY			CE			AF STRAR	CIVIL ET	IG OF-3	FREE	6 months	MSP-IS-M	ART OR N	ASP-IS-IAPD	т										
242	17.1 NATO	HO ISAF C 3.0.01	DCOS STABILITY			CE			AF STRAR	AGRICU	IT OF-4	USA	6 months	MSP-IS-N	ART OR N	ASP-IS-IAPD	T										
243	17.1 NATO	HQ ISAF C 3.0.0	DCOS STABILITY			CE			AF STBAR	RURALI	DE'OF-3	NES	6 months	MSP-IS-N	ART OR N	ASP-IS-IAPD	T										
244	17.1 NATO	HO ISAF C 3.0.01	DCOS STABILITY			CE			AF STBHR	MILITAR	RY OF-5	ESP	12 month	MSP-IS-N	ART OR N	ASP-IS-IAPD	т										
245	17.1 NATO	HO ISAF C 3.0.01	DCOS STABILITY			CE			AF STRHR	CONCE	PTLOF-3	FREE	6 months	MSP-IS-M	ART OR N	ASP-IS-IAPD	т										
					_																		1				

- 4. The existing entire Organisation structure (ISAF 17.1) is deactivated (deleted).
- 5. User copies the new 18.0 Org structure from the excel spreadsheet and pastes it in the NATO Organisation/post structure (.CSV) file.



6. 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

- 3. User visits e-ITEP and logs in.
- 4. User navigates to Admin Tools > Organisations > Import Organisation/Post structure.



5. User clicks on Browse and navigates to the location of desired .CSV file

Choose File to Upload	Statement Suppose			×	that they include that
Desktop +			Search Desktop	Q	
Organize 👻 New folder			a: • 🗔	0	
	Libraries System Folder System Folder System Folder System Folder Adobe Reader X Shortcut Shortcut Jos KB TrueCypt Stortcut Jos KB December Stortcut Sto	Kaur, Gagandeep System Folder Network System Folder Lotus Notes 8.5 Shortcut Shortcut Sinsglt 9 Shortcut 1.97 K8 VinZip Shortcut 1.02 K8 Fiel Folder Fiel Folder PNG image Ayr KB		E	P @ Web Sirce upplication Testing Training Reco itary upplication ations/Billets Steet the desired .csv file for
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File name:		• A	All Files (*.*)	-	
			Open Cance		
	File tr (*.csv Additi	o Upload (Click Browse to locate the rfiles only) ional Emails (use semicolon to sep	e file you wish to upload) Browse parate multiple addresses))	



5. User selects the desired .CSV file and clicks on open.

Choose File to Upload	Segure Taylow				×	Cont Real (real Manual)
Computer > 1099445 (\\RUEFILE.rum.	eu.ray.com\Userdirs) (H:)		• 4• Search 1099	145 (\\RUEFILE.n	p	
Organize - New folder				£ • □	0	
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💹 Recent Places	NATOOrganizationsBillets-3_26_2012	3/26/2012 12:16 PM	Microsoft Office E	772 KB		
	secpter 2827	3/26/2012 4:20 PM	Microsoft Office E	534 KB		ser
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👌 Music						
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Computer Co						ect the desired .csv file for
File name: NATOOrganizationsBille	ts-3_26_2012		✓ All Files (*.*)		•	
			Open	Cance		
	File to I (*.csv fi	Jpload (Click Browse to les only) nal Emails (use semico	locate the file you wi	sh to upload) Browse ple addresses) An	alyze Fil	e [Cancel]

10. User clicks on Analyse file to start file validation.

Import Organizations/Posts Structure	
File to Upload (Click Browse to locate the file you wish to upload) H WATOOrganizationsBillets-3_26_2012 csv Browse (* csv files only) Additional Emails (use semicolon to separate multiple addresses)	
Analyze File Cancel	

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 locke the file you wish to upload) Browse

(".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:	
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 3'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	
Upload File Cancel	

- 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.



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	Duplic	ate Pr	ofiles
--------	--------	--------	--------

Current Search	hi: Contains % ≪ <u>Remove from search</u> ♥ CONTAINS ♥								
APPEND/UPD	ATE 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



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 Searc Last Name LAST NAME	h: Contains % « <u>Remove from search</u> CONTAINS V ATE SEARCH RESET								
12345678	9≥		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

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

S Back to Duplicate User Profiles	
Organisation	NATO ETEE\NATO 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 organ respective field. If you are filing a NATO PE/CE post but do not kno options(NATO International Civilian, NATO Military,	isation structure (using organisation field) please type in the first letter of your NATO post code in the ow your NATO post code or are filling a Non-NATO post please type N and select one of the three 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

Manage Duplicate Profiles

Current Searc	:h: Contains % ≪ <u>Remove from search</u>								
LAST NAME	CONTAINS V								
APPEND/UPD	ATE SEARCH RESET								
12345678	<u>8</u> 2		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

4. 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:

Current Search: Last Name Conta <- Remove from search LAST NAME V CONTAINS DATE SEARCH RESET 123456789> umber of Profiles to be deleted: 1 or of Fraining Plans to be deleted: 0 er of Applications to be deleted: 0 er of Schedules to be deleted: 1 er of Training Records to be deleted er of Certificates to be deleted: 0 er of Certificates to be deleted: 0 er of Pending Applications to be de First Na Login II Last Logged I Profile St User S ted: (Edit View Delete ns to be deleted: 0 0002 NATO Administrato acc0003 0/.lan/2017 Active e-ITEP Edit View Delete ure you want to delete the User Profile? e-ITEP acc 0005 ETOC Institutions Manag acc000 9/Jan/2017 Active OK Cancel acc0008 19/Jan/2017 Active e-ITEP

5. 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*	Select a course.
Year*	2017 💟
SUBMIT	


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

ETOC Course Code*	aop AOP-AO-12150 - acc00001	×
Year*	AOP-AO-12152 acc00002 AOP-AO-12152 acc00004 AOP-AO-12153 - acc00005 AOP-AO-12154 - acc00005	
SUBMIT	AOP-AO-12155 - acc00007 AOP-AO-12181 - éßçäöüñåá AOP-AO-12188 - éßçäöüñåá	

- 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

ETOC Course Code*	AOP-AO-12151 - acc00002
Year*	2017 🗹

4. The dialog box expands so that course demands can be added:



Demand for Courses Admin

	aut [2]	
Year*	2017	
APPEND/UPDATE SEA	KCH RESET	
APPEND/UPDATE SEA	RCH RESET	

5. 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*	AOP-AO-12151 - acc	00002		
/ear*	2017 💌			
APPEND/UPDATE SEAR	CH RESET			
Organisation*		No. Of Seats (Demand)*	Iteration ID	Action
Command	×	1	SELECT ITERATION	Add
	IONS\ISAF JOINT COMM	AND 4.0		
NATO ETEEVNATO MISS				~
NATO ETEE\NATO MISS	IONS\ISAF JOINT COMM	AND 4.0/ISAF JOINT COMMAND		~
NATO ETEENATO MISS NATO ETEENATO MISS NATO ETEENATO COM	IONS\ISAF JOINT COMM/ MAND STRUCTURE	AND 4.0/ISAF JOINT COMMAND		
NATO ETEENATO MISS NATO ETEENATO MISS NATO ETEENATO COM NATO ETEENATO COM	IONS\ISAF JOINT COMM	AND 4.0VISAF JOINT COMMAND		Î
NATO ETEENATO MISS NATO ETEENATO COM NATO ETEENATO COM NATO ETEENATO COM NATO ETEENATO COM NATO ETEENATO COM	IONS\ISAF JOINT COMM/ MAND STRUCTURE MAND STRUCTURE\SAC [®] MAND STRUCTURE\SAC [®] WAND STRUCTURE\SAC [®]	AND 4.0VISAF JOINT COMMAND T NON-PE ORGANISATIONS T NON-PE ORGANISATIONSWATION T NON-PE ORGANISATIONSWATION	IAL LIAISON REPRESENTATIVES (NLR) IAL LIAISON REPRESENTATIVES (NLR)VAL	BANIA
NATO ETEENATO MISS NATO ETEENATO MISS NATO ETEENATO COM NATO ETEENATO COM NATO ETEENATO COM NLR NATO ETEENATO COM NLR	IONS\ISAF JOINT COMM MAND STRUCTURE MAND STRUCTURE\SAC MAND STRUCTURE\SAC MAND STRUCTURE\SAC	AND 4.0VISAF JOINT COMMAND T NON-PE ORGANISATIONS T NON-PE ORGANISATIONSWATION T NON-PE ORGANISATIONSWATION	IAL LIAISON REPRESENTATIVES (NLR) IAL LIAISON REPRESENTATIVES (NLR) AL IAL LIAISON REPRESENTATIVES (NLR) IHI	.BANIA JNGARY

6. 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*	AOP-AO-12151 - acci	00002		
Year*	2017 V RESET			
Organisation*		No. Of Seats (Demand)*	Iteration ID	Action
NATO ETEENATO COM	MAND STRUCTURE	ť	4554 (01/02/2017 - 01/02/2017)	Add

7. 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*	AOP-AO-12151 - acc	00002		
Year* APPEND/UPDATE SEAR Demand for NATO ETEE/NA		IRF successfully added		
Organisation*		No. Of Seats (Demand)*	Iteration ID	Action
NATO ETEEWATO COM	AND STRUCTURE	1	4554 (01/02/2017 - 01/02/2017)	Edit
Select an organisation.		1		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

1. 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*	P-AO-12151 - acc00002		
Year* 20	17 🔽		
APPEND/UPDATE SEARCH	RESET		
APPEND/UPDATE SEARCH	MMAND STRUCTURE successfully added		
APPEND/UPDATE SEARCH Demand for NATO ETEEWATO CO Organisation*	MMAND STRUCTURE successfully added No. Of Seats (Demand)*	Iteration ID	Action
APPEND/UPDATE SEARCH Demand for NATO ETEEWATO CO Organisation* NATO ETEEWATO COMMAND S	MMAND STRUCTURE successfully added No. Of Seats (Demand)* TRUCTURE 1	Iteration ID 4554 (01/02/2017 - 01/02/2017)	Action

2. The user is given three options: Update, Cancel, and Delete

Demand for Courses Admin

ETOC Course Code*	AOP-AO-12151 - act	:00002		
Year*	2017			
APPEND/UPDATE SEARCH	RESET			
Organisation*		No. Of Seats (Demand)*	Iteration ID	Action
				Update
I NATO ETEE/NATO COMMANE	DISTRUCTURE	1	4554 (01/02/2017 01/02/2017) N	Consol

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.

Admin Tools v Reports Bidding v	
Discipline and Area Tool	
Post Admin Tool	
Departure Locations >	ge
Email Distribution Tool	ne
News Editor	
Organisations ►	
Manage Duplicate Profiles	
Demand for Courses Admin	
Poll Editor	
Training Institutions >	Add Room
Course Completion Admin	Add Training Institution
Track Emails	Room Search
Training Plan Admin	Training Institution Search
Student Quarters +	
Certificate Signatures	
Quick Link Admin	

- 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.



Training Ctr ID		0	
Name *			
Address			
City			
State			
Zip Code			
Country		(SELECT ONE)	
Application Met	hod *	External Application Method	
Application Ema	ail *		
NATO ETF Instit	tutional Accreditation *	NOT ACCREDITED V	
NATO ETF Instit	tutional Accreditation Expiry	17/Nov/2015	
NATO ETF Instit	tutional Accreditation Remarks		
		Å	
	and a set of the second second blands		
NATO ETF Instit	utional Document Link		
NATO ETF Instit	uutonai Document Link		
NATO ETF Instit	uutonai Document Link	∠ ⊖Yes ®No	
NATO ETF Instit	unonal Jocument Link	_γes ⊛No	
NATO ETF Instit Use ETF Interfac	unonal Jocument Link	∠ ∵Yes ®No	
NATO ETF Instit Use ETF Interfac Room Info	unonal Jocument Link	x ∵yes ⊕No	
NATO ETF Instit Use ETF Interfac Room Info Room Number Room Name *	unonal Jocument Link	Ves ®No	
NATO ETF Instit Use ETF Interfar Room Info Room Number Room Name * Max Seats	unonal Jocument Link		
NATO ETF Instit Use ETF Interfar Room Info Room Number Room Name * Max Seats	ce?+		
NATO ETF Instit Use ETF Interfar Room Info Room Number Room Name * Max Seats	unonal Jocument Link		
NATO ETF Instit Use ETF Interfar Room Number Room Number Room Name * Max Seats Classroom Res	ce?*		
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NATO ETF Instit Use ETF Interfar Room Info Room Number Room Number Classroom Res Services Provid (Accommodation chronsportation of 'hone	ource Description ed by the Training Institution ons, Social Events, available? Add it here)		
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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.

Training I	nstitution Search	
NAME		
SUBMIT	, 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 I	nstitution \$	Search							
Current Search: Name Contain	s % <- <u>Remove fror</u>	n search							
NAME	CONTAINS								
Country	ALL								
_									
APPEND/UPDA	TE SEARCH RESET	3							
1 <u>2345678≥</u>			Record	(s) 1 to 20 of 1	47				
Name	Address	City	State	Country	Primary Phone	Primary Fax	Primary Email	Application Email	Actior
Albanian Armed Forces Academy	Rruga e Dibrës	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	3de & 23ste Linieregimentsplein	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.



Room ID	0		
Training Institution *	NATO TRAINING CENTER		
Room Number	Sample 2nd Room		
Room Name *	Ocean View		
Max Seats	12		

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.



Search Room

Current Search: Location Name Cont LOCATION NAME	ains nato <- <u>Removi</u> CONTAINS CH RESET	e from search		
Room	Туре	Seats	Location	Action
Sunny Room	TC	25	NATO Training Center	[Edit]
Ocean View	TC	12	NATO Training Center	E

18.12 Course Completion Admin

The Course Completion Admin is used to a capture course completions for courses and course iterations. It can add and update course completion records for existing e-ITEP users, and goves 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 -	Allows the user to search for ETF Course Code – ID combinations for active courses
ID	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 -	Displays the ETF Iteration ID – Code combinations for active course iterations
Code	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:	The number of course completions the user would like to add. This corresponds to
70)	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

ETOC Course Code*	Select a course
ETF Course Code - ID	Select a course
Iteration ID*	(SELECT ONE)
ETF Iteration ID - Code	(SELECT ONE)
Date Of Completion*	05/Mar/2018
No. Of Records (Max:70 records)*	
SUBMIT	

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.

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

Table 18.11.4: User Data Fields



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

e-ITEP Person ID	First Name*	Last Name*	Gender*	Organisation*
ug160016 - 0016 User 1 ug16	0016 User 1	ug16	FEMALE	NATO ETEE ACADEMIA & INDUSTRY

Figure 18.11.4.2: User Data fields: Rank - Grade

Rank*	Date Of Birth*	Nationality*	Score	Grade*
	06/Jan/1990	AFGHANISTAN		(SELECT ONE)
(SELECT ONE)		(SELECT ONE)		(SELECT ONE)

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 dispalys 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 autocompete 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

-ITEP Person ID	First Name*
ug1	×
ug160007 - 0007 e-ITEP Insti	tutions Training Manager 2 ug16
ug160008 - 0008 Institution/N	ational Training Manager ug16
ug160009 - 0009 Instructor ug	916
ug160010 - 0010 Help Desk /	Admin ug16
ug160011 - 0011 Point Of Co	ntact ug16
ug160012 - 0012 MPD POC u	Jg16
ug160013 - 0013 National Tra	aining Manager ug16
ug160014 - 0014 NATO HQ T	raining Manager ug16
ug160015 - 0015 MPD User u	Jg16
ug160016 - 0016 User 1 ug16	5
ug160017 - 0017 User 2 ug16	3

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 ETEEVACADEMIA & INDUSTRY		06/Jan/

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.

- 5. Optionally, the user enters a score for the course completion. The score must be a whole number between 1 and 100.
- 6. The user selects a grade from the drop down menu.

7. 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

Raytheon

Professional Services uc

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.

- 1. User visits e-ITEP and logs in the system.
- 2. User navigates to Admin Tools > Track Emails.



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



ng					
27/Apr/2016	To	26/Jul/2016	×		
	AINS V 27/Apr/2016	AINS V 27/Apr/2016 To	AINS V 27/Apr/2016 To 26/Jul/2016	AINS V 27/Apr/2016 To 26/Jul/2016	AINS V 27/Apr/2016 To 26/Jul/2016

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

Current Search: Subject Contains % <- <u>Remove from search</u>				
Sent Between 27/Apr/2016	To 26/Jul/2016			
APPEND/UPDATE SEARCH RESET				
APPEND/UPDATE SEARCH RESET				
APPEND/UPDATE SEARCH RESET				
APPEND/UPDATE SEARCH RESET 123456789101112>>> Rec	cord(s) 1 to 20 of 4366			
APPEND/UPDATE SEARCH RESET 123456789101112>>> Rec Subject Rec	cord(s) 1 to 2D of 4366 To	sCC	BCC	Delivery Date
APPEND/UPDATE SEARCH RESET	cord(s) 1 to 20 of 4366 To casey.dawley@ncia.nato.int;	sCC	BCC	Delivery Date 25/Jul/2016 13:35
APPEND/UPDATE SEARCH RESET 123456789101112>>>> Rec Subject e-ITEP Learning: Posts/Org Import Log e-ITEP Account Rejection	cord(s) 1 to 20 of 4366 To casey.dawley@ncia.nato.int; gg@gmail.com	sCC	BCC	Delivery Date 25/Jul/2016 13:35 22/Jul/2016 11:56
APPEND/UPDATE SEARCH RESET 123456789101112≥≫ Rec Subject e-ITEP Learning: Posts/Org Import Log e-ITEP Account Rejection New User requires authorisation	cord(s) 1 to 20 of 4366 To casey.dawley@ncia.nato.int; gg@gmail.com eitephelp@act.nato.int	sCC	всс	Delivery Date 25/Jul/2016 13:35 22/Jul/2016 11:56 22/Jul/2016 11:54
APPEND/UPDATE SEARCH RESET 123456789101112≥≫ Rec Subject e-ITEP Learning: Posts/Org Import Log e-ITEP Account Rejection New User requires authorisation e-ITEP Learning: (Error) Posts/Org Import Log	cord(s) 1 to 20 of 4366 To casey.dawley@ncia.nato.int; gg@gmail.com eitephelp@act.nato.int casey.dawley@ncia.nato.int;	sCC	BCC	Delivery Date 25/Jul/2016 13:35 22/Jul/2016 11:56 22/Jul/2016 11:54 21/Jul/2016 12:57
APPEND/UPDATE SEARCH RESET 1 2 3 4 5 6 7 8 9 10 11 12 ≥ >> Rec Subject E-ITEP Learning: Posts/Org Import Log e-ITEP Account Rejection New User requires authorisation e-ITEP Learning: (Error) Posts/Org Import Log e-ITEP Learning: (Error) Posts/Org Import Log e-ITEP Learning: Posts/Org Import Log e-ITEP Learning: (Error) Posts/Org Import Log	cord(s) 1 to 20 of 4366 To casey.dawley@ncia.nato.int; gg@gmail.com eitephelp@act.nato.int casey.dawley@ncia.nato.int; casey.dawley@ncia.nato.int;	sCC	BCC	Delivery Date 25/Jul/2016 13:35 22/Jul/2016 11:56 22/Jul/2016 11:54 21/Jul/2016 12:57 21/Jul/2016 12:51
APPEND/UPDATE SEARCH RESET 1 2 3 4 5 6 7 8 9 10 11 12 ≥ ≥> Rest Subject e-ITEP Learning: Posts/Org Import Log e-ITEP Learning: (Error) Posts/Org Import Log	cord(s) 1 to 20 of 4366 To casey.dawley@ncia.nato.int; gg@gmail.com eitephelp@act.nato.int casey.dawley@ncia.nato.int; casey.dawley@ncia.nato.int; casey.dawley@ncia.nato.int;	sCC	BCC	Delivery Date 25/Jul/2016 13:35 22/Jul/2016 11:56 22/Jul/2016 11:54 21/Jul/2016 12:57 21/Jul/2016 12:51 21/Jul/2016 12:45
APPEND/UPDATE SEARCH RESET 123456789101112≥≥> Rest Subject Rest e-ITEP Learning: Posts/Org Import Log Rest e-ITEP Learning: (Error) Posts/Org Import Log Rest	cord(s) 1 to 20 of 4366 To casey.dawley@ncia.nato.int; gg@gmail.com eitephelp@act.nato.int casey.dawley@ncia.nato.int; casey.dawley@ncia.nato.int; casey.dawley@ncia.nato.int; casey.dawley@ncia.nato.int;	scc	BCC	Delivery Date 25/Jul/2016 13:35 22/Jul/2016 11:56 22/Jul/2016 11:54 21/Jul/2016 12:57 21/Jul/2016 12:51 21/Jul/2016 12:45 21/Jul/2016 12:43
APPEND/UPDATE SEARCH RESET 123456789101112≥≥> Rest Subject Rest e-ITEP Learning: Posts/Org Import Log Rest e-ITEP Account Rejection New User requires authorisation e-ITEP Learning: (Error) Posts/Org Import Log Rest/Org Import Log e-ITEP Learning: (Error) Posts/Org Import Log Rest/Org	cord(s) 1 to 20 of 4366 To casey.dawley@ncia.nato.int; gg@gmail.com eitephelp@act.nato.int casey.dawley@ncia.nato.int; casey.dawley@ncia.nato.	sCC	BCC	Delivery Date 25/Jul/2016 13:35 22/Jul/2016 11:56 22/Jul/2016 11:54 21/Jul/2016 12:57 21/Jul/2016 12:51 21/Jul/2016 12:43 20/Jul/2016 15:00
APPEND/UPDATE SEARCH RESET 123456789101112≥≥> Rec Subject E-ITEP Learning: Posts/Org Import Log e-ITEP Account Rejection New User requires authorisation e-ITEP Learning: (Error) Posts/Org Import Log E-ITEP Learning: (Error) Posts/Org Import Log e-ITEP Learning: (Error) Posts/Org Import Log E-ITEP Learning: (Error) Posts/Org Import Log e-ITEP Learning: (Error) Posts/Org Import Log E-ITEP Learning: (Error) Posts/Org Import Log e-ITEP Learning: (Error) Posts/Org Import Log E-ITEP Learning: (Error) Posts/Org Import Log	cord(s) 1 to 20 of 4366 To casey.dawley@ncia.nato.int; gg@gmail.com eitephelp@act.nato.int casey.dawley@ncia.nato.int; casey.dawley@ncia.nato.int; casey.dawley@ncia.nato.int; casey.dawley@ncia.nato.int; casey.dawley@ncia.nato.int; casey.dawley@ncia.nato.int; casey.dawley@ncia.nato.int;	scc	BCC	Delivery Date 25/Jul/2016 13:35 22/Jul/2016 11:56 22/Jul/2016 11:54 21/Jul/2016 12:57 21/Jul/2016 12:51 21/Jul/2016 12:43 20/Jul/2016 15:00 20/Jul/2016 14:10

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.

	Certificate Signature Ad Click Edit link to edit the signature and its Title.	lmin Tool	
Signature	-	Title	
John Smith		Manager	Edit
CDR Frederic TEPPE		SACT/JFT/JETE/EIT	Edit
LTC Duelo		instructor	Edit
dfghdh		dfhfh	Edit
			Add

4. The system displays the updated data and the confirmation message to the user as shown in the screenshot below.

ignature successfully added.		
Signature	Title	
Third Guy	Backup to the Senior	Edit
John Smith	Manager	Edit
John User	Business User	Edit
		Add

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.

lignature	Title	
Third Guy	Backup to the Senior	<u>Edit</u>
John Smith	Manager	<u>e</u> ")
John User	Business User	Edit

Editing Certificate Signature details

4. User makes the desired changes and clicks on *Update* link.

ignature	Tītle	
Third Guy	Senior	<u>Update</u> <u>Car</u> imj Delana
John Smith	Manager	Edit
John User	Business User	Edit

5. User can click the *Cancel* link to cancel the changes made to the Certificate Signature details.

ignature	Title	
Fhird Guy	Backup to the Senior	Edit
John Smith	Manager	Edit

Inactivating Certificate Signature

6. User clicks the Delete link.



gnature	Title	
hird Guy	Backup to the Senior	Edit
John Smith	Manager	Edit
John User	Business User	Update Cancel Delete

18.14 Quick Link Admin

NATO electronic	Alpha Administrator (REF) NATO International Civilian	Admin Tools ¥ Reports Bidding ¥
		Discipline and Area Tool
		Post Admin Tool
		Email Distribution Tool
		News Editor
		Organisations ►
You are here: Quick Link Documents		Manage Duplicate Profiles
Quick Link Documents		APMS Dashboard Admin
	to all	Demand for Courses Admin
 <u>NATO(NTEF) - NSO - Link to websi</u> Link to website: https://www.natoschool. 	te 😕 nato.int	Poll Editor
NATO/NTEE) NCISS Link to web	site 2	Totalia Institution
Link to website: http://www.nciss.nato.in	/About/home.htm	Training institutions ►
NATO(NTEF) - NMIOTC - Link to we	ebsite 🏏	Course Completion Admin
Link to website: http://www.nmiotc.gr/		Track Emails
NATO(NTEF) - NDC - Link to websi	te 🗵	Training Plan Admin
Link to website: http://www.ndc.nato.int/	aducation/courses.php?icode=16	Certificate Signatures
NATO(NTEF) - JWC - Link to website http://www.iwc.nato.int/	te 🏏	Quick Link Admin
		5
 <u>NATO(NTEF) - JFTC - Link to webs</u> Link to website: http://www.jftc.nato.int/ 	ite Z	
• COE List of the COES		
Link to website: http://www.act.nato.int/c	entres-of-excellence	
PTC - Link to a list of the PTCsl 📝		
Link to website: http://www.act.nato.int/p	tecs	
Documents are in Adobe Acrobat PDF fi image to the right to download the free A	ormat and require the Adobe Acrobat Reader. Click the dobe reader.	Get 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. <u>Note:</u>
- User only sees the CE posts.
- Nation selection list displays 4 options: Free, NFS, All, Nation (of the User).
- Default option in the Nation selection is the Nation (of the User).
 Below is an example view of the page.



() Home	Resources	Profiles	Individual Training Plan	EIOC	Schedule	Application	Testing	Training Records	Help	Contact Us	LOGOUT
Individua	NATO ele Il Training and E	ctronic iducation Prop	yramme	NAT	Alpha Admir FO Internatik	nistrator onal Civilian		Admin Tools +	Reports	Bidding ¥	
	Bido To enter a t year, and c Iterations" in Enter your s	ling 1 oid for seals lick the "App nik in the "Si seat bids in 1	For Course on a course, select criteria fin end/Update Search* button bat Bid* column. the "PE/CE Post Seat Bids* a	nn the dro Find the c nd the "No	op down select ourse in the lit on PE/CE Pos	lors, ensure tha at that you want t Seat Bids*, ent	t uhe Year s to enter a bi er a comme	elector is set to the d for, and click on the int in the "Comments"	following View field with		

Bidding for Course

D BACK		
Headquarter	ALL	•
Nation	ALL	•
Year	2018	•
Filter by School	NATO - JOINT FO	ORCES CC .

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.

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					
Headquarte	HQ ISAF CE				
Nation	AUT				
Year	2013	×			
Courses	ALL				
APPEND/U	PDATE SEARCH RESET	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)	<u>16</u>	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	22	2	View terations
		(NCISS)			view iterations
STC-PO- 3008	NATO Operations Planners' PSYOPS Course	(NCISS) NATO School Oberammergau (NSO)	0	3	View Iterations
STC-PO- 3008 ETE-ET- 5084	NATO Operations Planners' PSYOPS Course Command Senior Enlisted Leader Course	(NCISS) NATO School Oberammergau (NSO) NATO School Oberammergau (NSO)	0 1	<u>3</u> 1	View iterations View iterations View iterations

5. User clicks on *View Iterations* link under the Seat Bid column to view iterations of the selected course.

<u>≤123</u> 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
CII-CS- 2402	ISAF CIS System Course	NATO Communications and Information Systems School (NCISS)	<u>16</u>	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)	<u>22</u>	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
<u>≤1234</u>		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

Start date	End date	Training	Seats	F CIS System Course" PE/CE Billet Seat Bids	ID(408) Non PE/CE Billet Seat Bids	Seat
27/11/2013	29/11/2013	NATO Communications and Information Systems School (NCISS)	10	5	2	0
02/02/2013	02/02/2013	Cairo Regional Centre for Training on Conflict Resolution	100	0	0	0
	Start date and time 27/11/2013 02/02/2013	Start date and time End date and time 27/11/2013 29/11/2013 02/02/2013 02/02/2013	Start date and time End date mod time Training Institution 27/11/2013 29/11/2013 NATO Communications and Information (NCISS) 02/02/2013 02/02/2013 Cairo Regional Centre for Training on Conflict Resolution	Start date and timeEnd date and timeTraining stututionSeats Available27/11/201329/11/2013NATO Communications and Information Systems School (NCISS)10 communications and Information Systems School Conflict Resolution02/02/201302/02/2013Cairo Regional Conflict Resolution100 conflict Resolution	Iterations for Course "ISAF CIS System Course" Start date and time End date and time Training Institution Seats Available PE/CE Billet Seat Bids 27/11/2013 29/11/2013 NATO Communications and Information Systems School (NCESS) 10 5 02/02/2013 02/02/2013 Cairo Regional Centre for Training on Conflict Resolution 100 0	Iterations for Curse "ISAF CIS System Course" ID(408) Start date and time Ind date and time Ining Institution Seats Available PE/CE Billet Seat Bids Non PE/CE Billet Seat Bids 27/11/2013 29/11/2013 NATO Communications and Information Systems School (MCESS) 10 5 2 2 02/02/2013 02/02/2013 Caire Regional Conflict Resolution 100 0 0 0

7. User enters the comment in the *Comment* field and clicks *Submit*.

	in ses	terations for C	ourse "ISA	F CIS System Course"	ID(408)	
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
27/11/2013	29/11/2013	NATO Communications and Information Systems School (NCISS)	10	5	2	0
02/02/2013	02/02/2013	Cairo Regional Centre for Training on Conflict Resolution	100	0	0	0
equired.						
	Start date and time 27/11/2013 02/02/2013 equired.	Start date End date and time and time 27/11/2013 29/11/2013 02/02/2013 02/02/2013 equized.	Iterations for Co Start date End date Institution 27/11/2013 29/11/2013 NATO Communications and Information Systems School (NCISS) 02/02/2013 02/02/2013 Cairo Regional Centre for Training on Conflict Resolution	Iterations for Course "ISA Start date and time End date and time Training Institution Seats Available 27/11/2013 29/11/2013 NATO Communications and Information (NCISS) 10 Communications and Information (NCISS) 02/02/2013 02/02/2013 Cario Regional Centre for Training on Conflict Resolution 100 equized. End date End date End date	Iterations for Course "ISAF CIS System Course" Start date and time End date and time Training Institution Seats Available PE/CE Billet Seat Bids 27/11/2013 29/11/2013 NATO Communications and Information Systems School (NCISS) 10 5 02/02/2013 02/02/2013 Calio Regional Centre for Training on Conflict Resolution 100 0	Specific Courses Iterations for Course "ISAF CIS System Course" ID(408) Start date and time End date and time Training Institution Seats Available PE/CE Billet Seat Bids Non PE/CE Billet Seat Bids 27711/2013 29/11/2013 NATO Communications and Information Systems School (NOISS) 10 5 2 02/02/2013 02/02/2013 Caro Regional Centre for Training on Communication 100 0 0 equized.

8. A confirmation message is shown to the user as shown in the screenshot below.



Biddin Back	ig for Co	ourse Iterati	ons for Course "ISAF CI	S System Co	ourse" 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	0	0	0
212	02/02/2013	02/02/2013	NATO Communications and Information Systems School (NCISS)	100	10	30	0
688	04/05/2013	04/05/2013	NATO Communications and Information Systems School (NCISS)	2	0	0	0
omment [*] hsi is r	eguired						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.

	() Home	Resources	Profiles	Individual Training Plan	ELOC	Schedole	Application	testing	Training Records	Help	Contact Us	LOGOUT)
24	Individua	NATO ele Training and E	ctronic ducation Prop	ramme 	NAT	Joha Admi O Internata	nistrator mal Civilian		Admin Tools +	Reports	Bidding •		

- 3. The Bidding for Courses page loads. <u>Note:</u>
- User only sees the PE posts of the users HQ.
- Nation selection list displays 4 options: Free, NFS, All
- 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 "Appenditybate Search" button. Find the course in the list that you want to enter a boltor, and click on the "Year teations" link in the "Sear Bid" column. Enter your seat bids in the "PEICE Post Seat Bids" and the "Non PEICE Post Seat Bids", enter a comment in the "Comments" field with		
Bidding for Course			
S Back			
Headquarter ALL			
Nation ALL			
Year 2017 💌			
Filter by School NATO - JOINT FORCES CC			
APPENDIUPDATE SEARCH RESET			

- 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.
 - 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".



	g for Courses				
Back					
Headquar	HQ ISAF CE				
Nation	ALL				
Year	2013	×			
Courses	ALL				
APPEND	UPDATE SEARCH RESET				
APPEND	NUPDATE SEARCH RESET	Record(s) 61 to 65 of 65			
APPEND/ <1234 Course Code	Course Title	Record(s) 61 to 65 of 65 Training Institution	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	Seat Bid
APPEND/ ≤1234 Course Code CII-CS- 2402	Course Title	Record(s) 61 to 65 of 65 Training Institution NATO Communications and Information Systems School (NCISS)	Mandatory # of Seats required by Billets 0	Desired # of Seats required by Billets	Seat Bid View Iterations
APPEND ≤1234 Course Code CII-CS- 2402 S5-43	Course Title ISAF CIS System Course Comprehensive Operations Planning Course	Record(s) 61 to 65 of 65 Training Institution NATO Communications and Information Systems School (NCISS) NATO School Oberammergau (NSO)	Mandatory # of Seats required by Billets 0 Not a PE/CE Billets Course	Desired # of Seats required by Billets 0 Not a PEICE Bilets Course	Seat Bid View terations • No iterations available
APPENDI \$1234 Course Code Cli-CS- 2402 S5-43 Cli-CS- 3401	Course Title ISAF CIS System Course Comprehensive Operations Planning Course ISAF CIS Officer Course	Record(s) 61 to 65 of 65 Training Institution NATO Communications and Information Systems School (NCISS) NATO School Oberammergau (NSO) NATO Communications and Information Systems School (NCISS)	Mandatory # of Seats required by Billets 0 Not a PE/CE Billets Course 0	Desired # of Seats required by Billets 0 Not a PE/CE Bilets Course	Seat Bid View terations • No iterations available View terations •
APPEND/ \$1234 Course Code CAPECAL Coll-CS- 2402 S5-43 CH-CS- 3401 STC-PO- 3008	Course Title ISAF CIS System Course Comprehensive Operations Planning Course ISAF CIS Officer Course NATO Operations Planners' PSYOPS Course	Record(s) 61 to 65 of 65 Training Institution NATO Communications and Information Systems School (NCISS) NATO School Oberammergau (NSO) NATO Communications and Information Systems School (NCISS) NATO School Oberammergau (NSO)	Mandatory # of Seats required by Billets 0 Not a PE/CE Billets Course 0	Desired # of Seats required by Billets 0 Not a PE/CE Billets Course 0	Seat Bid View kerations No terations available View kerations View kerations
APPEND \$1234 Course Cdi-CS- 2402 S5-43 Cli-CS- 3401 STC-PO- 3008 ETE-ET- 5084	UPDATE SEARCH RESET COURSE Title ISAF CIS System Course Comprehensive Operations Planning Course ISAF CIS Officer Course NATO Operations Planners' PSYOPS Course Command Senior Enlisted Leader Course	Record(s) 61 to 65 of 65 Training Institution NATO Communications and Information Systems School (NCISS) NATO School Oberammergau (NSO) NATO School Oberammergau (NSO) NATO School Oberammergau (NSO) NATO School Oberammergau (NSO)	Mandatory # of Seats required by Billets 0 Not a PE/CE Billets Course 0 0	Desired # of Seats required by Billets 0 Not a PE/CE Bilets Course 0 0	Seat Bid View terations No iterations available View terations View terations View terations View terations available

5. User clicks on *View Iterations* link under the Seat Bid column to view iterations of the selected course.

<u>≤123</u> 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
CII-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
CII-CS- 3401	ISAF CIS Officer Course	NATO Communications and Information Systems School (NCISS)	Ũ	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
<u>≤123</u> 4		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.



Biddin Back	g for Co	urses					
Iteration	Start date and time	Ite End date and time	Training	urse "ISA Seats Available	F CIS System Course" PE/CE Billet Seat Bids	ID(408) Non PE/CE Billet Seat Bids	Sea Bid
167	Nov/27/2013	Nov/29/2013	NATO Communications and Information Systems School (NCISS)	10	4	4	0
212	Feb/02/2013	Feb/02/2013	Cairo Regional Centre for Training on Conflict Resolution	100	0	0	0
Comment*							
							SUBMIT

7. User enters the comment in the *Comment* field and clicks *Submit*.

Back		lte	rations for Co	urse "ISA	F 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	4	4	0
212	Feb/02/2013	Feb/02/2013	Cairo Regional Centre for Training on Conflict Resolution	100	0	0	0
omment*							
is is e	ssential						
							SUBMIT

8. A confirmation message is shown to the user as shown in the screenshot below.



Bidding for Course

			Your bidding was succ	essfully 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	0	0	0
212	02/02/2013	02/02/2013	NATO Communications and Information Systems School (NCISS)	100	10	30	0
688	04/05/2013	04/05/2013	NATO Communications and Information Systems School (NCISS)	2	0	0	0
omment*							
isi is r	equired						

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.

C Resource	s Profiles	Individual Training Plan	ETOC	Schedule	Application	Testing	Training Records	Help	Contact Us LOGOUT
NATO	electronic d Education Pro	gramme	Alph NAT	n <mark>a Adminis</mark> TO Internatio	trator (REF) onal Civilian		Admin Tools 🔹	Reports	Bidding
	GD	do							Bidding for Courses
	کاکا	de.							Bidding Administration

3. Bidding for Courses page loads. Below is an example view of the page.



e-ITEP Administrator User Guide



Bidding for Course

5 Back	
Headquarter	ALL
Nation	ALL
Year	2018
Filter by School	NATO - JOINT FORCES CC
APPEND/UPDATE	SEARCH RESET

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.

Back					
Headquart	er HQ ISAF CE				
Nation	AUT				
Year	2013	×			
Courses	ALL	×			
APPEND/U	PDATE SEARCH RESET				
APPEND/U	PDATE SEARCH RESET	Record(s) 61 to 65 of 65			
APPEND/U <1234 Course Code	Course Title	Record(s) 61 to 65 of 65 Training Institution	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	Seat Bid
APPENDAU ≤1234 Course Code CII-CS- 2402	Course Title	Record(s) 61 to 65 of 65 Training Institution NATO Communications and Information Systems School (NCISS)	Mandatory ≢ of Seats required by Billets <u>16</u>	Desired # of Seats required by Billets	Seat Bid View Iterations
APPENDAU ≤1234 Course Code Cli-CS- 2402 S5-43	Course Title Course Title Comprehensive Operations Planning Course	Record(s) 61 to 65 of 65 Training Institution NATO Communications and Information Systems School (NCISS) NATO School Oberammergau (NSO)	Mandatory # of Seats required by Billets 16 Not a PE/CE Billets Course	Desired # of Seats required by Billets 0 Not a PE/CE Billets Course	Seat Bid View terations
APPENDAU ≤1234 Course Code CILCS- 2402 S5-43 CILCS- 3401	Course Title ISAF CIS System Course Comprehensive Operations Planning Course ISAF CIS Officer Course	Record(s) 61 to 65 of 65 Training Institution NATO Communications and Information Systems School (NCISS) NATO School Oberammergau (NSO) NATO Communications and Information Systems School (NCISS)	Mandatory # of Seats required by Billets 15 Not a PE/CE Billets Course 22	Desired # of Seats required by Billets 0 Not a PE/CE Billets Course 2	Seat Bid View terations No ferations available View terations
APPEND/U ≤1234 Course Coll-CS- 2402 S5-43 CII-CS- 3401 STC-PO- 3008	Course Title EAF CIS System Course Comprehensive Operations Planning Course EAF CIS Officer Course NATO Operations Planners' PSYOPS Course	Record(s) 61 to 65 of 65 Training Institution NATO Communications and Information Systems School (NCISS) NATO School Oberammergau (NSO) NATO School Oberammergau (NSO) NATO School Oberammergau (NSO)	Mandatory # of Seats required by Billets 16 Not a PE/CE Billets Course 22 0	Desired # of Seats required by Billets 0 Not a PE/CE Billets Course 2 3	Seat Bid View terations • No ferations available View terations • View terations •
APPEND/U ≤1234 Course Code CI-CS- 2402 S5-43 CI-CS- 3401 STC-PO- 3008 ETE-ET- 5084	POATE SEARCH RESET Course Title ISAF CIS System Course Comprehensive Operations Planning Course ISAF CIS Officer Course NATO Operations Planners' PSYOPS Course Command Senior Enlisted Leader Course	Record(s) 61 to 65 of 65 Training Institution NATO Communications and Information Systems School (NCISS) NATO School Oberammergau (NSO) NATO School Oberammergau (NSO) NATO School Oberammergau (NSO) NATO School Oberammergau (NSO)	Mandatory # of Seats required by Billets 16 Not a PE/CE Billets Course 22 0 1	Desired # of Seats required by Billets 0 Not a PE/CE Billets Course. 2 3 1	Seat Bid View terations • No terations available View terations • View terations • No terations available



5. 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 seate on a course, select criteria from the drop down selecto year, and cick the "Ageneral/patale Seater" button. Find the course in the list literations" into in the "Seate Bid" column. Enter your seat bids in the "PE/CE Post Seat Bids" and the "Non PE/CE Post Seater Bids" and the Non PE/CE Post Seater Bids	rs, ensure that the Year selector i that you want to enter a bid for, and Seat Bids", enter a comment in the '	s set to the following click on the "View 'Comments" field with		
		Exporto	Excel			
Bidding for	or Course					
5 Back						
Headquarter	ALL					
Nation	ALL					
Year	2017					
Filter by School	NATO - JOINT FORCES CC					
	E 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 Brunssum In theater		0	14	0 0
INT-AS-3827	LINK ANALYSIS TRAINING	NATO - Joint Forces Command Brunssum In theater		0	<u>16</u>	0 0
INT-AS-3828	ASAS TRAINING COURSE	NATO - Joint Forces Command Brunssum In theater		0	14	0 🖸

6. 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

APPEN Course Code	Course	Title	Reco	rd(s) 1 to 12 Nation or Headquarter	Mandatory # of Seats required by Posts	Desired # of Seats required by Posts	Se Bi
APPEN			Reco	rd(s) 1 to 12			
-	D/UPDATE S	EARCH	3				
Filter by	School	NATO - JOINT FC					
Year	(2017					
Nation	(ALL					
Headqu	arter	ALL					

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.

<



l



3. 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.

B	id	di	ng	for	Cou	irse	

Back						
Headqua	rter HQ ISAF 18.0					
Nation	ALL					
Year	2014					
Filter by	School NATO COMMUNICA					
APPEND	UPDATE SEARCH RESET					
1 <u>234</u> ≥		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	<u>29</u>	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 0
CII-CS- 1101	NATO CIS Orientation for Officers Course	NATO Communications and Information Systems School (NCISS)	HQ ISAF 18.0	0	<u>10</u>	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 0

4. 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	<u>24</u>	0	5 👷
CII-CS- 3401	ISAF CIS Officer Course	NATO Communications and Information Systems School (NCISS)	HQ ISAF 18.0	<u>29</u>	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 🖸



5. 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								
<u>Back</u>								
		Iteratior	is for Course "ISAF	CIS Syste	m Course" I	D(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

6. 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.

<u>ck</u>						
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 PARTNE	R o	0	2	1	0	View Comments
Course Name IS Start Date 8/ End Date 8/	AF CIS System Course 21/2014 6:00:00 AM 21/2014 3:00:00 PM					
Seat 1 NATO A	ND PARTNER NATION					
Seat 2 NATO A	ND PARTNER NATION					
Seat 3 NATO A	ND PARTNER NATION					

- 7. 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.
- 8. 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.



<u>User can also Assign Seats to Allocating HQ's and Nation in the following way:</u>

- 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	% <- <u>Remove from searc</u>	h		
COURSE CODE	CONTAINS			
Date Range	26/Jan/2017	То	26/Jan/2018	×
Iteration Status	ACTIVE			
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] [O ^{lm} cel] [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*.

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 UO's				
View iteration changes Assign seats to Anocating high				

6. 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

5 Back			
Course Section Course Numbe Course Name Start Date End Date	AOP-AO-12151 acc00002 01/Feb/2017 7:00 01/Feb/2017 16:00		
Seat 1 AV	AILABLE		
Seat 2 AV	AILABLE		
Seat 3 AV	AILABLE		

- 7. 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.
- 8. 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.

- 19.3.1 View Comments entered by each Allocating HQs and Nations
 - 1. User clicks on the View Comments like for the desired Allocating HQ/Nation on Session Details page.



Session Seat Details

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 Comment
NATO AND PARTNE NATION	R 0	0	2	1	0	View Comment
Course Section 92	19					
Course Number C	I-C \$-2402					
Course Name 15	AF CIS System Course					
Start Date 8/	21/2014 6:00:00 AM					
End Date 8/	21/2014 3:00:00 PM					

- 2. Bidding Comments page loads displaying list of comments entered by users belonging to the selected Allocating HQ/Nation.
- 3. User clicks on the Back link.

Bidding: Comments Back Iteration ID: 929 Course Number: CII-CS-2402 Headquarter/Nation: CANADA - CAN Login ID **Comment Date** Comment First Name Last Name Role Jun/24/2013 test1 Mjsnattrain3 Trainer National Training Manager s

4. 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.

- 5. User visits e-ITEP and logs in.
- 6. User navigates to Bidding > Bidding Administration.



7. Bidding Administration page loads. Below is an example view of the page.



Bidding Administration

Bid Opening date *	02/Jan			
Bid Opening days before to send email *	1			
Bid Closing date *	30/Dec 📰			
Bid closing days before to send email *	1			
Bidding is available for				
	Albanian & Armed Forces Academy	Multinational Logistics Coordination Centre (MLCC)		
	Aus Bildung Centre	MULTINATIONAL MARITIME SECURITY CENTRE OF EXCELLENCE-MARSEC		
	Baltic Defence College	NATO - Communications and Information Agency (NCIA)		
	Belgium IVS-ERS	NATO - Communications and Information Systems School (NCISS)		
	CANADIAN FORCES FLEET SCHOOL QUEBEC CFFS (Q NATO - Defense College (NDC)			
	CANADIAN FORCES SCHOOL OF MILITARY INTELLIGENCE (CFSMI)	NATO - HQ ACT GENDER		
	Centre for Integrity in the Defence Sector (CIDS)	NATO - HQ ACT JFT ADL		
	CF-III Joint Imagery Training and IMINT Centre	NATO - HQ ACT SIGINT ETOC TRAINING		
	COE - Center for Analysis & Simulation for the Preparation NATO - HQ Air Command of Air Operations (CASPOA)			
	COE - CENTER OF EXCELLENCE FOR CRISIS MANAGEMENT AND DISASTER RESPONSE	NATO - HQ ISAF		
	COE - CENTRE OF EXCELLENCE DEFENCE AGAINST TERRORISM	NATO - HQ Supreme Allied Command Transformation (HQ SACT)		
	COE - Centre of Excellence for Cold Weather Operations (CWO COE)	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.
	e-ITEP Administrator User Guide
☐ Joint Forces Training Centre (JFTC) ☐ Joint Special Operations University ☐ Joint Warfare Centre (JWC)	The United States Naval Postgraduate School (NPS) Turkish PIP Training Centre UK Defence Academy
SUBMIT R	ESET

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.

🛕 Resources Profil Home	es Partnership Goals	ETOC	Schedule	Application	Testing	Training Records	Help	Contact Us	LOGOUT
electronic Individual Training and Edu	Partnership Goals		IPD N	Administrate ION-NATO	or acc	Admin To	ools 🔻	Reports Bidd	ding v

3. Partnership Goal page loads displaying the user's profiled Organisation structure and Year defaulted to Current Year, user clicks *Submit*.

Partnership Go	als	
Org Structure		
Organization 1 *	NATO	
Organization 2 *	NATO AND PARTNER NATION	
Organization 3	(SELECT ONE)	
Year	2012	

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.



Org Structure						
Organization 1 *	NATO					
Organization 2 *	NATO AND	PARTNER NATION]			
Organization 3	(SELECT OF	NE)				
Year	2012					
SUBMIT						
Report Date: 10/25/2012 6	:14:37 AM					
		Goal Name	Nation Training Requirement	Priority	Mandatory Training	Desired Training
OrgLevel6	Goal Number					
OrgLevel6 AFGHANISTAN (AFG)	Goal Number GENERIC GOAL 1	Generic Goal 1	2	1	ACP-AC-2062	
OrgLevel6 AFGHANISTAN (AFG) ALBANIA - ALB	GOAL Number GENERIC GOAL 1 GENERIC GOAL 1	Generic Goal 1 Generic Goal 1	2	1	ACP-AC-2062	
OrgLevel6 AFGHANISTAN (AFG) ALBANIA - ALB BULGARIA - BGR	Goal Number GENERIC GOAL 1 GENERIC GOAL 1 L 0895	Generic Goal 1 Generic Goal 1 Advanced combat system for personnel	2 2 0	1 1 1 1	ACP-AC-2062	

- 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.

Org Structure						
Drganization 1 *	NATO					
Organization 2 *	NATO AND	PARTNER NATION]			
Organization 3	(SELECT OF	IE)				
/ear	2012 -					
SUBMIT						
_						
Report Date: 10/25/2012	5:14:37 AM					
Report Date: 10/25/2012	5:14:37 AM Goal Number	Goal Name	Nation Training Requirement	Priority	Mandatory Training	Desired Training
Report Date: 10/25/2012 DrgLevel6 AFGHANISTAN (AFG)	6:14:37 AM Goal Number GENERIC GOAL 1	Goal Name Generic Goal 1	Nation Training Requirement 2	Priority 1	Mandatory Training	Desired Training
Report Date: 10/25/2012 DrgLevel6 NFGHANISTAN (AFG) NLBANIA - ALB	Goal Number Generic Goal 1 GENERIC GOAL 1	Goal Name Generic Goal 1 Generic Goal 1	Nation Training Requirement 2 2	Priority 1	Mandatory Training <u>ACP-AC-2062</u> (^h 7)	Desired Training
Report Date: 10/25/2012 / OrgLevel6 AFGHANISTAN (AFG) ALBANIA - ALB BULGARIA - BGR	Goal Number Generic Goal 1 Generic Goal 1 L 0895	Goal Name Generic Goal 1 Generic Goal 1 Advanced combat system for personnel	Nation Training Requirement 2 2 0	Priority 1 1 1	Mandatory Training	Desired Training



View Course

COURSE DETA	ILS COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION			
DISCIPLINE INFORMATION				
S Back to Training Plan I	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 Institutional Accreditation". Un NATO Listed.	n of the course is automatically updated based on the "NATO Course requirement" and "NATO ETF lless, these two fields have been completed and validated, the course will automatically display as			
NATO Course Certification	NATO Approved			
Course Code	JPL-SP-3054			
C <mark>ourse Title</mark>	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 1*4 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-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. 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.
 - 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*.

Name	Login ID	Email	Organisation	Organisation Code
Alpha Administrator	AlphaAdmin	casey.dawley@ncia.nato.int		
Course:				
ACP-AC-3060 - OPEN S	KIES ORIENTATION C	OURSE	~	

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

5 Back to Cours	se List						
Name	Login ID	Email		Organi	sation	Organisation C	Code
Alpha Administrator	AlphaAdmin	casey.dawley@n	<u>cia.nato.int</u>				
Course Code	Course Title		Course Active fr	om	C	ourse Deactivated on	9
ACP-AC-3060	Open Skies Orienta	tion Course	01/Jan/2013		31	/Dec/2017	
Click the "Apply" link n	ext to the Course Iteratio	n you wish to apply in. To	see Course Iteration de	tails, click '	View Deta	Is".	Status
Date	Seats Available	Training institution		City	State	Actions	Status
05/Dec/2016 8:00 0	40	NATO - School Obera	mmergau (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	
	electronic Individual Training and Education Programme
5 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) V
POC email	
Login ID	gmantzouris
Last Name	Mantzouris
First Name	Giorgios
Email	MantzourisG@nmiotc.grc.nato.int
Phone Number *	
Fax Number	
Emergency Contact Person's Name *	

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.

i.



Request installation pass for a vehicle, if required?	∂Yes ©No
Additional Remarks	*
Billeting Policy: 1. Students are encouraged to use the Training Institution's acc 2. NATO Communications and Information Systems School (Norequirements) 3. A "no-show" or last minute cancellation fee may be levied for Registration Notes: 1. The applicant's personal information will be processed and simanagement system. 2. Upon completion of the registration, a confirmation message in-processing, tuition payment, security, transportation and account with them.	ommodation reservation services. CISS) reserves the right to change reservations due to military necessity and mission students who do not cancel their reservation in advance tored in the NATO Communications and Information Systems School (NCISS) data will be sent to the POC and applicant containing detailed administrative information on ommodations. Registered students must bring a copy of their confirmation message
I have carefully read and agree with the statements above.	•
\square I have completed the internal approve process. (Division/Br	anch 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	
Your application has been saved and can b	e accessed again via Application > View Your Schedule.
S 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 *	
POC email	gagan_kaur_999@yahoo.com
Login ID	gmantzouris
Last Name	Mantzouris



8. 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 a 2. NATO Communications and Information Systems School requirements 3. A "no-show" or last minute cancellation fee may be levied Registration Notes: 1. The applicant's personal information will be processed and management system. 2. Upon completion of the registration, a confirmation messa in-processing, tuition payment, security, transportation and a with them.	accommodation reservation services. (NCISS) reserves the right to change reservations due to military necessity and mission for students who do not cancel their reservation in advance d stored in the NATO Communications and Information Systems School (NCISS) data ige will be sent to the POC and applicant containing detailed administrative information on accommodations. Registered students must bring a copy of their confirmation message
$\overline{\ensuremath{\mathbb V}}$ I have carefully read and agree with the statements above	/e. *
☑ I have completed the internal approve process. (Division	/Branch Head/POC). *
☑ I have received national approval. *	
	SAVE SUBMIT RESET

9. 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	
Application for the course is pending POC ap	electronic Individual Training and Education Programme
5 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 Contair	is % <- Remove from search		
aut manne	<u>remote tempedien</u>		
	CONTAINS		
ASI NAME Y			
APPEND/UPDATE SE	EARCH		
APPEND/UPDATE SE	ARCH RESET		
APPEND/UPDATE SE	EARCH		
APPEND/UPDATE SE	EARCH RESET	to 5	
APPEND/UPDATE SE	EARCH RESET Record(s) 1	to 5	
APPEND/UPDATE SE	EARCH RESET Record(s) 1 First Name	to 5 Login ID	Select
APPEND/UPDATE SE ast Name	RESET Record(s) 1 First Name 0001 e-ITEP Administrator	to 5 Login ID cca20001	Select
APPEND/UPDATE SE ast Name ca2 cc	EARCH RESET Record(s) 1 First Name 0001 e-ITEP Administrator 0003 MPD Administrator	to 5 Login ID cca20001 acc0003	Select [Select] [Select]
APPEND/UPDATE SE ast Name ca2 cc	EARCH RESET Record(s) 1 First Name 0001 e-ITEP Administrator 0003 MPD Administrator 0012 MPD POC	to 5 Login ID cca20001 acc0003 acc0012	Select [Select] [Select] [Select]
APPEND/UPDATE SE ast Name ca2 cc cc cc	EARCH RESET Record(s) 1 First Name 0001 e-ITEP Administrator 0003 MPD Administrator 0012 MPD POC 0015 MPD User	to 5 Login ID cca20001 acc0003 acc0012 acc0015	Select [Select] [Select] [Select] [Select]

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



Apply User in a Course Iteration

Search for the persor	to be applied.		
Current Search:			
Last Name Contain	is % <- <u>Remove from search</u>		
	ADCH		
AFTENDIOF DATE 3	RESET		
123456789101	1.12 ≥ ≥> Record(s) 1 to 20 of 838		
1 <u>2 3 4 5 6 7 8 9 10 1</u> .ast Name	L12 ≥ ≥> Record(s) 1 to 20 of 838 First Name	Login ID	Select
ast Name	L12 ≥ ≥ Record(s) 1 to 20 of 838 First Name Administrator	Login ID Administrator	Select [Select]
1 2 3 4 5 6 7 8 9 10 1 ast Name Idministrator	L12 ≥>> Record(s) 1 to 20 of 838 First Name Administrator Ahmad Mostafah Abdelwahhab	Login ID Administrator ahmadmostafah	Select (Select) [Select]
2 3 4 5 6 7 8 9 10 1 ast Name dministrator bdellatif dministrator	t12 ≥ ≥> Record(s) 1 to 20 of 838 First Name Administrator Ahmad Mostafah Abdelwahhab Alpha	Login ID Administrator ahmadmostafah AlphaAdmin	Select [Select] [Select] [Select]
23456789101 ast Name dministrator bdellatif dministrator NDERSON	1.12 ≥ >> Record(s) 1 to 20 of 838 First Name Administrator Ahmad Mostafah Abdelwahhab Alpha ANDY	Login ID Administrator ahmadmostafah AlphaAdmin andyanderson	Select (Select) (Select) (Select) (Select)
1 2 3 4 5 6 7 8 9 10 1 ast Name dministrator ubdellatif dministrator NDERSON ndrås	Interference Record(s) 1 to 20 of 838 First Name Administrator Ahmad Mostafah Abdelwahhab Alpha ANDY Biró	Login ID Administrator ahmadmostafah AlphaAdmin andyanderson H045612	Select (Select) (Select) (Select) (Select)
1 2 3 4 5 6 7 8 9 10 1 .ast Name Administrator Addininistrator NDERSON Nndrás BACHAZY	L12 ≥>> Record(s) 1 to 20 of 838 First Name Administrator Ahmad Mostafah Abdelwahhab Alpha ANDY Biró DANIEL	Login ID Administrator ahmadmostafah AlphaAdmin andyanderson H045612 abahazy	Select [Select] [Select] [Select] [Select] [Select]

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

Name	Login ID	Email	Organisation	Organisation Code
DANIEL ABAHAZY	abahazy	daniel.f.abahazy.civ@mail.mil		
Course:				
ACP-AC-3060 - OPEN	SKIES ORIENTATIO	N COURSE		•

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

5 Back to Cour	<u>se List</u>						
Name	Login ID	Email		Organis	ation	Organisation	Code
DANIEL ABAHAZY	abahazy	daniel.f.abahazy.civ@n	nail.mil				
Course Code	Course Title		Course Active	from	Ċ	ourse Deactivated	on
ACP-AC-3060	Open Skies Orienta	tion Course	01/Jan/2013		31	/Dec/2017	
Click the "Apply" link r	ext to the Course Iteration	on you wish to apply in. To s	ee Course Iteration d	etails, click '	∿iew Deta	ils".	
Date	Seats Available	Training Institution		City	State	Actions	Status
5/Dec/2016 8:00	40	NATO - School Oberami	mergau (NSO)			[View Details] [Send Comment]	[Apply]

7. 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.

×				
Back				
Name	Login ID	Email	Organisa	tion Organisation Code
DANIEL ABAHAZY	abahazy	daniel.f.abahazy.o	tiv@mail.mil	
Course Code	Course Title		Course Active from	Course Deactivated on
ACP-AC-3060	Open Skies Orienta	tion Course	01/Jan/2013	31/Dec/2017

8. 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.

- 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/Appr	ove Applications	
LAST NAME Billet	CONTAINS AIL	

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

/iew/Appro	ove Pending A	pplications		
Current Search: Last Name Conta LAST NAME Post:	ains % <- Remove from se	arch	_	
APPEND/UPDATE	SEARCH RESET	Login ID	Organisation Name	Action
Giorgios	Mantzouris	gmantzouris	BAHRAIN (BHR)	[View]

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

/iew//	Approv	e Pendi	ng Appli	cation	S			
5 Bacl	K							
Name		Login ID	Email			Organisation	Org	anisation Code
Biorgios M	lantzouris	gmantzour	is <u>Mantzou</u>	urisG@nmiot	c.grc.nato.int	BAHRAIN (BH	IR) 0	
lis user is (First Name	Last Name	Login ID	ng course(s): Organisation Name	Course Code	Course Title	Start Time	End Time	Action
Giorgios	Mantzouris	gmantzouris		OPS- MA- 2807	Allied Worldwide Navigation Information system Course (AWNIS	29/Aug/2016 9:00	02/Sep/2016 16:00	Miew Joining For

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

5 Back								
Name		Login ID	Email			Org	anisation	Organisation Code
Giorgios Mar	ntzouris	gmantzouris	Mantzouri	isG@nn	hiotc.grc.nato.int			
Course Code	Course Title	1	ltera	ation	Start Time	End Time	Training Ins	stitution
OPS-MA- 2807	Allied Worldwid system Course	de Navigation Inform (AWNIS Basic)	ation 407	9	29/Aug/2016 9:00	02/Sep/2016 16:00	COE - NAV OF EXCELL	AL MINE WARFARE CENTRE ENCE (NMW COE)
Cancel Rea	ason APPLIC/	ANT NO LONGER A	VAILABLE			~		
Comments	*1					0		
Do you wisł <u>Yes</u> <u>No</u>	n to cancel this co	ourse registration?						

4. 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.

Cance	Applic	cation					
5 Back							
Name		Login ID	Email		Org	anisation	Organisation Code
Giorgios Ma	ntzouris	gmantzouris	MantzourisG@n	miotc.grc.nato.int			
Course Code	Course Titl	le	Iteration	Start Time	End Time	Training In	istitution
OPS-MA- 2807	Allied World system Cou	dwide Navigation Informati Irse (AWNIS Basic)	on 4079	29/Aug/2016 9:00	02/Sep/2016 16:00	COE - NAV OF EXCEL	AL MINE WARFARE CENTRE LENCE (NMW COE)
The applicati	on has been su	ccessfully cancelled.					

20.2.3.1.3 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/	/iew/Approve Pending Applications											
5 Bac	<u>k</u>											
Name		Login ID	Email			Organisation	Org	anisation Code				
Giorgios N	lantzouris	gmantzour	ris <u>Mantzor</u>	urisG@nmiot	tc.grc.nato.int	BAHRAIN (BH	IR) 0					
This user is	currently pendi	ng for the follow	ing 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	[<u>View Joiping Form]</u>				

Additional Remarks	Ç
Billeting Policy: 1. Students are encouraged to use the Training Institution's 2. COE - NAVAL MINE WARFARE CENTRE OF EXCELLE mission requirements 3. A "no-show" or last minute cancellation fee may be levied Registration Notes: 1. The applicant's personal information will be processed ar data management system. 2. Upon completion of the registration, a confirmation mess in-processing, tuition payment, security, transportation and them.	accommodation reservation services. NCE (NMW COE) reserves the right to change reservations due to military necessity and I for students who do not cancel their reservation in advance ad stored in the COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE) age will be sent to the POC and applicant containing detailed administrative information on accommodations. Registered students must bring a copy of their confirmation message with
✓ I have carefully read and agree with the statements abo	ve. *
\checkmark I have completed the internal approve process. (Division	/Branch Head/POC). *
✓ I have received national approval. *	
SAVE	APPROVE REJECT RESET

3. Page reloads displaying the conformation message as shown below.



View/Approve Pending Applications

Back				
		and the second		
Your application form has changed.	s been successfully su	omitted. The request will be reviewed and an	email will be sent to you whe	n the status of the application I
Your application form has changed. Name	s been successfully su Login ID	omitted. The request will be reviewed and an	email will be sent to you whe Organisation	n the status of the application I Organisation Code

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.

Application	Testing	Training Rec
Apply Yourse	elf in a Cours	se Iteration
Apply a User	in a Course	Iteration
Batch Applica	ation	
View/Approv	e Pending A	pplications
View Availab	le Seats	
View Your So	hedule	
View User So	hedules:	

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		

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

/iew/Appro	ove Pending A	pplications		
Current Search: Last Name Conta	iins % <- <u>Remove from se</u>	<u>arch</u>		
LAST NAME	CONTAINS All			
APPEND/UPDATE	SEARCH			
First Name	Last Name	Login ID	Organisation Name	Action
Giorgios	Mantzouris	gmantzouris	BAHRAIN (BHR)	[View]

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

/iew//	Approv	e Pendi	ng Appli	cation	S			
5 Bac	<u>k</u>							
Name		Login ID	Email			Organisation	Orga	anisation Code
Giorgios N	lantzouris	gmantzour	is <u>Mantzou</u>	urisG@nmiot	c.grc.nato.int	BAHRAIN (BH	iR) 0	
lis user is First Name	Last Name	Login ID	ng course(s): 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	Ç
Billeting Policy: 1. Students are encouraged to use the Training Institution's 2. COE - NAVAL MINE WARFARE CENTRE OF EXCELLE mission requirements 3. A "no-show" or last minute cancellation fee may be levied Registration Notes: 1. The applicant's personal information will be processed ar data management system. 2. Upon completion of the registration, a confirmation mess in-processing, tuition payment, security, transportation and them.	accommodation reservation services. NCE (NMW COE) reserves the right to change reservations due to military necessity and d for students who do not cancel their reservation in advance ad stored in the COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE) age will be sent to the POC and applicant containing detailed administrative information on accommodations. Registered students must bring a copy of their confirmation message with
✓ I have carefully read and agree with the statements abo	Ve. *
I have completed the internal approve process. (Division	n/Branch Head/POC). *
✓ I have received national approval. *	
SAVE	APPROVE REJECT RESET

20.2.3.2.1 Reject Pending Application

1. User clicks the Reject button to cancel the pending application for that course.

Additional Remarks	Ĵ
Billeting Policy: 1. Students are encouraged to use the Training Institution's 2. COE - NAVAL MINE WARFARE CENTRE OF EXCELLE mission requirements 3. A "no-show" or last minute cancellation fee may be levied Registration Notes: 1. The applicant's personal information will be processed an data management system. 2. Upon completion of the registration, a confirmation mess in-processing, tuition payment, security, transportation and them.	accommodation reservation services. ENCE (NMW COE) reserves the right to change reservations due to military necessity and d for students who do not cancel their reservation in advance nd stored in the COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE) age will be sent to the POC and applicant containing detailed administrative information on accommodations. Registered students must bring a copy of their confirmation message with
I have carefully read and agree with the statements abo	we.*
\checkmark I have completed the internal approve process. (Divisio	n/Branch Head/POC). *
✓ I have received national approval. *	
SAV	APPROVE REJECT RESET



Cancel Application

5 Back								
Name		Login ID	Email			Org	anisation	Organisation Code
Giorgios Mar	ntzouris	gmantzouris	Mantzo	urisG@nr	miotc.grc.nato.int			2
Course Code	Course Title	1	It	eration	Start Time	End Time	Training Ins	titution
OPS-MA- 2807	Allied Worldwid system Course	de Navigation Inform (AWNIS Basic)	ation 4	079	29/Aug/2016 9:00	02/Sep/2016 16:00	COE - NAVA OF EXCELL	AL MINE WARFARE CENTRE ENCE (NMW COE)
Cancel Rea	ason APPLICA	ANT NO LONGER A'	VAILABLE			~		
Comments	*1					0		
Do you wisł <u>Yes</u> <u>No</u>	n to cancel this co	ourse registration?						

2. 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 Organization Code Login ID Email Organization Joe mpduser1 mpduser1 ioe mpduser1@vahoo.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

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



View/	Approv	e Pendi	ng Appli	cation	IS			
5 Bac	<u>k</u>							
Name		Login ID	Email			Organisation	Org	anisation Code
Giorgios N	fantzouris	gmantzour	is <u>Mantzou</u>	urisG@nmiot	c.grc.nato.int	BAHRAIN (BH	R) 0	
This user is	currently pendi	ng for the followi	ing 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	Miew Joining Form

Additional Remarks	Ŷ
 Billeting Policy: 1. Students are encouraged to use the Training Institution's 2. COE - NAVAL MINE WARFARE CENTRE OF EXCELLE mission requirements 3. A "no-show" or last minute cancellation fee may be levied Registration Notes: 1. The applicant's personal information will be processed ar data management system. 2. Upon completion of the registration, a confirmation mess in-processing, tuition payment, security, transportation and them. 	accommodation reservation services. NCE (NMW COE) reserves the right to change reservations due to military necessity and I for students who do not cancel their reservation in advance Ind stored in the COE - NAVAL MINE WARFARE CENTRE OF EXCELLENCE (NMW COE) age will be sent to the POC and applicant containing detailed administrative information on accommodations. Registered students must bring a copy of their confirmation message with
✓ I have carefully read and agree with the statements abo	ve. *
$\ensuremath{\overline{\!$	/Branch Head/POC), *
✓ I have received national approval. *	
SAVE	APPROVE REJECT RESET

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



View/Approve Pending Applications

and a second				
A	s been successfully su	bmitted. The request will be reviewed and an	email will be sent to you when	n the status of the application I
Your application form ha changed.	,			
Your application form ha changed. Name	Login ID	Email	Organisation	Organisation Code

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.

dmin Tools v Reports Bid	lding v
Partnership Goals 🕨	Add Partnership Goals
Organisations ►	Modify Partnership Goals
Training Institutions >	Nation Requirements Tool

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 V		
Organisation 2	NATO AND PARTNER NATION	•	
Organisation 3	MPD T		
Organisation 4	(SELECT ONE)		
Year	2016 •		
Goal Number	Goal Name	Year	
Goal123	Goal1	2016	<u>Edit</u> Edit Goal Courses Edit Goal Nations
Test	Testing1	2016	Add th

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.

²artnership Goals ►	Add Partnership Goals
Organisations 🕨	Modify Partnership Goals
raining Institutions >	Nation Requirements Tool

- 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 El th <u>Goal Courses</u> Ecr. <u>Goal Nations</u>
Test-4056	Test-Gags	2012	Edit Edit Goal Courses Edit Goal Nations

5. 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 Calmpi Inat-dvate
Test-4056	Test-Gags	2012	<u>Edit</u> Edit Goal Courses Edit Goal Nations

6. User clicks on *Cancel* link to cancel the changes made to the partnership goal details.

Goal Number	Goal Name	
A5082	FlightJet23	Update Cancel
M0001	Mega Test	Edit Edit Goal Courses

7. User clicks on *Inactivate* link to inactivate the selected partnership goal.

Goal Number	Goal Name	
A5082	FlightJet23	Update Cancel
M0001	Mega Test	Edit Oal 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

Raytheon

Professional Services LLC

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	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 Mations
Test-4056	Test-Gags	2012	Edit Edit Goal Courses Edit Goal Nations
			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 Struct	ure		
Organization 1	NATO 💌		
Organization 2			
Organization 3	MCD		
Organization 4	(SELECT ONE)		
Year	2012		
Goal Number	Goal Name	Year	
Testing-12	12Test	2012	<u>Edit</u> Edit Goal Courses Edit Goal Nations
Test-4056	Test-Gags	2012	Edit (h) 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

Raytheon

Professional Services uc

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.

Venin Tools v Reports Bid	lding 🔻
Partnership Goals 🕨	Add Partnership Goals
Organisations ►	Modify Partnership Goals
Training Institutions 🕨	Nation Requirements Tool

- 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	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) TESTING-G (0)	

5. User clicks the *Add Course* button to add a Mandatory or Desired course. **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 G	ical	
TESTING-G (0)		
Training Plan/Partner N	ation Type	
Mandatory/Desired		CHANGE
Mandatory E&IT Require	ements Completed	ADD COURSE
There are no course asso	ociated to this section.	Ċ
Desired E&IT Requirem	ents Completed	ADD COURSE
There are no course asso	ociated to this section.	

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 Co	urse Code.			
Search for Course				
%	Course Code			
Course Code	Course Title	malle	Order	Add Course
000-Training-Gap	Training Gap Title			Add Course
000218	Training Jump			Add Course
105-CIS	105-CIS			Add Course
11-22-33	test course CDR BAUSA			Add Course
1234St.Anton	1234St.Anton			Add Course
ACP-AC-1081 ADL 081	Orientation to Arms Control and Arms Control Agreements			Add Course
ACP-SD-1030 ADL 030	NATO's Reserve Force			Add Course
ACP-SD-2035	Bi-SC Command & Control Course			Add Course
ACP-SD-4031	NATO Senior Officer Policy Course			Add Course
ADL 022	Legal Aspects of Combatting Terrorism			Add Course
1 2 3 4 5 6 7 8	9 <u>10</u>			

7. 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		Order	Add Course
000-Training-Gap	Training Gap Title			Add Course
000218	Training Jump			Add Course
105-CIS	105-CIS		10	Add Course

8. The course will then be added to the respective Partnership Goal.



rship Goal				
artner Nation Type				
ad			CHANGE	
Requirements Completed				ADD COURSE
Course Title	Conditions	Order	Actions	Updates
ISAF CIS System Course		10	Add OR Add Note Add Test	<u>Update</u> <u>Remove</u>
equirements Completed			(ADD COURSE
	ship Goal Ther Nation Type d Requirements Completed ISAF CIS System Course quirements Completed se associated to this section.	ship Goal Ship Goal	ship Goal Ther Nation Type d Requirements Completed ISAF CIS System Course 10 quirements Completed se associated to this section.	ship Goal Ther Nation Type d CHANCE Requirements Completed ISAF CIS System Course 10 Add OR Add Note Add Test guirements Completed se associated to this section.

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.

Select Partner	rship Goal				
TESTING-G (0)					
Training Plan/Pa	rtner Nation Type				
Mandatory/Desire	ed			CHANGE	
Mandatory E&IT	Requirements Completed				ADD COURSE
Course Code	Course Title	Conditions	Order	Actions	Updates
<u>CII-CS-2402</u>	ISAF CIS System Course		10	Add OR Add Note Add Test	<u>Update</u> <u>Remove</u>
Desired E&IT Re	quirements Completed			(ADD COURSE

- 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)	0	۲	0	
ALBANIA - ALB	0	0	۲	
ALGERIA (DZA)	۲	0	0	
ARGENTINA (ARG)	0	0	۲	
ARMENIA (ARM)	0	0	۲	
Australia (AUS)	۲	0	0	
AUSTRIA (AUT)	0	0	۲	
AZERBAIJAN (AZE)	0	0	۲	
BAHRAIN (BHR)	0	0	۲	
BANGLADESH (BGD	0	0	۲	

• User clicks the desired radio button to associate the selected course as *desired* for the respective Nation.

Nations	Mandatory	Desired	not available
AFGHANISTAN (AFG)	O	0	0
ALBANIA - ALB	0	0	0
ALGERIA (DZA)	0	0	۲
ARGENTINA (ARG)	0	0	۲
ARMENIA (ARM)	0	0	۱
AUSTRALIA (AUS)	۲	0	0
AUSTRIA (AUT)	0	0	٥
AZERBAIJAN (AZE)	0	0	١
BAHRAIN (BHR)	0		0
BANGLADESH (BGD	O	bis	۲
BELARUS (BLR	O	0	0

• *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)	0	0	0
ALBANIA - ALB	۲	0	0
ALGERIA (DZA)	0	0	۲
ARGENTINA (ARG)	0	0	٥
ARMENIA (ARM)	0	0	۲
AUSTRALIA (AUS)	۲	0	0
AUSTRIA (AUT)	0	0	0
AZERBAIJAN (AZE)	0	0	۲
BAHRAIN (BHR)	0	0	0
BANGLADESH (BGD	0	0	۲
BELARUS (BLR	0	0	۲
BELGIUM - BEL	0	0	٢
BOLIVIA, PLURINATIONAL STATE OF (BOL)	0	0	0
BOSNIA AND HERZEGOVINA (BIH)	0	0	R
BRAZIL (BRA)	0	0	S

• User clicks on Update link at the bottom of the page after making desired changes in the Course Requirements Tool.

TURKMENISTAN (TKM)	0	O	۲	
UKRAINE (UKR)	O	0	۲	
UNITED ARAB EMIRATES (ARE)	0	0	۲	
UNITED KINGDOM - GBR	0	0	۲	
UNITED STATES - USA	0	0	۲	
URUGUAY (URY)	0	O	۲	
UZBEKISTAN (UZB)	0	0	۲	
VENEZUELA, BOLIVARIAN REPUBLIC OF (VEN)	O	O	۲	
				Update
				2.7

3. 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

- 1. User visits e-ITEP and logs in.
- 2. User navigates to Admin Tools > Partnership Goals > Modify Partnership Goals.

dmin Tools v Reports Bidd	ing v
Partnership Goals 🕨	Add Partnership Goals
Organisations ►	Modify Partnership Goals
Training Institutions +	Nation Requirements Tool
۲	

- 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 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.

raining Plan/P	artner Nation Type				
Mandatory/Desir	ed			CHANGE	
Mandatory E&I	Requirements Completed				DD COURSE
Course Code	Course Title	Conditions	Order	Actions	Updates
II-CS-3401	ISAF CIS Officer Course		30	Add OR Add Note	Update Remue

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.

dmin Tools v Reports Bidd	iing v
Partnership Goals 🕨	Add Partnership Goals
Organisations ►	Modify Partnership Goals
Training Institutions >	Nation Requirements Tool
•	

- 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.



Select Partner	ship Goal				
TESTING-G (0)					
Training Plan/Pa	rtner Nation Type				
Mandatory/Desire	d			CHANGE	
Mandatory E&IT	Requirements Completed				ADD COURSE
Course Code	Course Title	Conditions	Order	Actions	Updates
<u>CII-CS-3401</u>	ISAF CIS Officer Course		30	Add OR Add Note Add Test	Update Remove
Desired E&IT Re	quirements Completed				ADD COURSE
There are no cour	rse associated to this section.				

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 Requirement s 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*.

Partnership Goals by Nations							
Partnership Goal	ALL	×					
Year SUBMIT	2012						

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.

urtheramp oou	Is by Nations				
Partnership Goal	ALL		-		
Year	2012				
SUBMIT					
SUBMIT					
SUBMIT 123456≥	Record(s) 1 to 20) of 119			
SUBMIT 123456≥ Partnership Goal	Record(s) 1 to 20 Nation) of 119 Active	Training requirement	Priority	Action
SUBMIT 123456≥ Partnership Goal Airborne early warning	Record(s) 1 to 20 Nation AFGHANISTAN (AFG)) of 119 Active No	Training requirement	Priority	Action
SUBMIT 123455≥ Partnership Goal Airborne early warning Airborne early warning	Record(s) 1 to 20 Nation AFGHANISTAN (AFG) ALBANIA - ALB) of 119 Active No No	Training requirement	Priority	Action
SUBMIT 123456≥ Partnership Goal Airborne early warning Airborne early warning Airborne early warning	Record(s) 1 to 20 Nation AFGHANISTAN (AFG) ALBANIA - ALB ALGERIA (DZA)) of 119 Active No No <u>No</u>	Training requirement	Priority	Action Toggle Toggle Toggle
SUBMIT 123456≥ Partnership Goal Airborne early warning Airborne early warning Airborne early warning Airborne early warning	Record(s) 1 to 20 Nation AFGHANISTAN (AFG) ALBANIA - ALB ALGERIA (DZA) ARGENTINA (ARG)	o of 119 Active No No	Training requirement	Priority	Action Toggle Toggle Toggle Toggle
SUBMIT 123456≥ Partnership Goal Airborne early warning Airborne early warning Airborne early warning Airborne early warning Airborne early warning	Record(s) 1 to 20 Nation AFGHANISTAN (AFG) ALBANIA - ALB ALGERIA (DZA) ARGENTINA (ARG) ARMENIA (ARM)	O of 119 Active No No No No	Training requirement	Priority	Action Toggle Toggle Toggle Toggle
SUBMIT 123456≥ Partnership Goal Airborne early warning Airborne early warning Airborne early warning Airborne early warning Airborne early warning	Record(s) 1 to 20 Nation AFGHANISTAN (AFG) ALBANIA - ALB ALGERIA (DZA) ARGENTINA (ARG) ARMENIA (ARM) AUSTRALIA (AUS)	O of 119 Active No No No No No	Training requirement	Priority	Action Toggle Toggle Toggle Toggle 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 Year	ALL 2012 •				
SUBMIT		ecord(e) 4 to 30 (\$440		
Partnership Goal	Nation	Active	Training requirement	Priority	Action
Airborne early warning	AFGHANISTAN (AFG)	No			Toggle
Airborne early warning	ALBANIA - ALB	No			Toggle
Airborne early warning	ALGERIA (DZA)	Yes	2 I	1	I Toggle
Airborne early	ARGENTINA (ARG)	No			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 I	lations
------------------------	---------

Partnership Goal	ALL			•	
Year	2012				
SUBMIT					
1 <u>23456≥</u>	R	ecord(s) 1 to 20 c	of 119		
1 <u>23456≥</u> Partnership Goal	R	ecord(s) 1 to 20 c Active	f 119 Training requirement	Priority	Action
123456≥ Partnership Goal Airborne early warning	R Nation AFGHANISTAN (AFG)	ecord(s) 1 to 20 c Active No	of 119 Training requirement	Priority	Action
123456≥ Partnership Goal Airborne early warning Airborne early warning	R Nation AFGHANISTAN (AFG) ALBANIA - ALB	ecord(s) 1 to 20 c Active No No	of 119 Training requirement	Priority	Action CToggle
123456≥ Partnership Goal Airborne early warning Airborne early warning warning	R Nation AFGHANISTAN (AFG) ALBANIA - ALB ALGERIA (DZA)	ecord(s) 1 to 20 o Active No No Yes	of 119 Training requirement	Priority	Action Toggle 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 Year	ALL 2012 💌				
SUBMIT 123456≥ Partnership Goal	R	ecord(s) 1 to 20 o Active	of 119 Training requirement	Priority	Action
Airborne early warning	AFGHANISTAN (AFG)	No			□Toggle
Airborne early warning	ALBANIA - ALB	No			Toggle
Airborne early warning	ALGERIA (DZA)	Yes	5] [1	I Toggle
Airborne early warning	ARGENTINA (ARG)	No			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:

- 1. Manual creation/inactivation of a new MPD Org structure.
- 2. Manual amendment of an existing MPD Org structure, Partnership Goal and Partnership Goal courses.



3. 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.

Drganization Hierarchy Tool		
Hierarchy Tree		
Organization 1	NATO	
Organization 2		
Organization 3	(SELECT ONE)	
ADD ORG LEVEL 3		

4. User enters the Org level name and clicks *Submit*.

Organizatio	n 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			
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

The new org level was create RETURN TO ORG HIERARCH	ed successfully.
Hierarchy Tree	
Organization 1	NATO
Organization 2	NATO AND PARTNER NATION
Organization 3	(SELECT ONE)

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*.

Drganization Hierarchy Tool		
Hierarchy Tree		
Organization 1	NATO	
Organization 2		
Organization 3	MCD	
Organization 4	(SELECT ONE)	
	VEL 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.



Organization Hierarchy Tool

Please confirm the char Number of Organiz Number of Organiz Number of Organiz Number of Organiz Number of Organiz Number of Organiz Number of users be	nges being made to each Organization Level then choose Yes or No: ation Level 2's being inactivated: 0 ation Level 3's being inactivated: 1 ation Level 5's being inactivated: 87 ation Level 6's being inactivat	
Hierarchy Tree		
Organization 1	NATO	
Organization 2	NATO AND PARTNER NATION	
Organization 3	MCD	
organization 5		

- 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 succ	essfully inactivated	
Hierarchy Tree		
Organization 1	NATO	
Organization 2	NATO AND PARTNER NATION	
Organization 3	TEST-12 (SELECT ONE)	
Organization 4	NATO NATIONS slevel.	
INACTIVATE ORG LE	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		
Hierarchy Tree		
Organization 1	NATO	
Organization 2	NATO AND PARTNER NATION	
Organization 3	(SELECT ONE)	
ADD ORG LEVEL 3		

4. User enters the new Org level 3 name and clicks on *Submit*.

Organizatio	n 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	NATO		
Organization 1 Organization 2			
Organization 3	(SELECT ONE)		

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.

Select Billet Org Structure			
Organization 1	NATO		
Organization 2	NATO AND PARTNER NATION		
Organization 3	MCD		
Organization 4	(SELECT ONE)		
Year	2012		
Goal Number	2012 2013 2014 Goal Name	Year	
Test-0045	2015 2016 2017 Gags-Test	2012	Edit Edit Goal Courses Edit Goal Nations
Teting-12	Testing-G	2012	Edit Edit Goal Courses Edit Goal Nations
			Add

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.

Select Post Org Structure				
Organisation 1	NATO			
Organisation 2				
Organisation 3	MPD			
Organisation 4	(SELECT ONE)			
Year	2016			
Goal Number	Goal Name	Year		
Test goal1	Testing	2016	×	Add

4. Page reloads displaying the new Partnership Goal and a confirmation message. Below is an example view of the screen.



Partnership Goal success	fully added		
Select Post Org Structur	e		
Organisation 1	NATO		
Organisation 2			
Organisation 3	MPD		
Organisation 4	(SELECT ONE)		
Year	2016		
Goal Number	Goal Name	Year	
Test goal1	Testing	2016	<u>Edit</u> 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		
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 Partne	rship Goal				
Training Plan/Pa	artner Nation Type				-
Mandatory/Desire	ed			CHANGE	
Mandatory E&IT	Requirements Completed				ADD COURSE
Course Code	Course Title	Conditions	Order	Actions	Updates
<u>CII-CS-2402</u>	ISAF CIS System Course		10	Add OR Add Note Add Test	<u>Update</u> <u>Remove</u>
Desired E&IT Re	equirements Completed				ADD COURSE
There are no cou	rse associated to this section.				

4. 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*.

Fraining Plar	n Admin			
BACK				
Search for courses by Co	urse Code.			
Search for Course				
%	Course Code SEARCH			
Course Code	Course Title	ineriter.	Order	Add Course
000-Training-Gap	Training Gap Title		(Add Course
000218	Training Jump			Add Course
105-CIS	105-CIS		(Add Course
11-22-33	test course CDR BAUSA			Add Course
1234St Anton	1234St.Anton			Add Course
ACP-AC-1081 ADL 081	Orientation to Arms Control and Arms Control Agreements			Add Course
ACP-SD-1030 ADL 030	NATO's Reserve Force			Add Course
ACP-SD-2035	Bi-SC Command & Control Course			Add Course
ACP-SD-4031	NATO Senior Officer Policy Course			Add Course
ADL 022	Legal Aspects of Combatting Terrorism			Add Course
1 <u>2 3 4 5 6 7 8</u>	9 10			

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.



Training Plar	Admin		
BACK Search for courses by Co	urse Code.		
Search for Course			
%	Course Code		
Sec. Sec.			×-010/
Course Code	Course Title	Order	Add Course
000-Training-Gap	Training Gap Title		Add Course
000218	Training Jump		Add Course
105-CIS	105-CIS	[Add Course
11-22-33	test course CDR BAUSA	[Add Course
1234St.Anton	1234St.Anton	[Add Course
ACP-AC-1081 ADL 081	Orientation to Arms Control and Arms Control Agreements	1	Add Course
ACP-SD-1030 ADL 030	NATO'S Reserve Force	10	Add Course
ACP-SD-2035	Bi-SC Command & Control Course		Add Course

6. 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

<u>Note</u>: 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:

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- 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.

Admin Tools v Reports	
Partnership Goals ►	
Organizations	Export Organizations/Post/ Goal Structive Import Organizations/Post Structure
Student	Organization Hierarchy Tool Organization Manager

3. A pop-up window appears displaying options to Save/Open the NATO Organisation Post/Goal .CSV file.

Do you want to save NATOOrganizationsPosts-1_26_2017.csv (145 KB) from stag	jing-eitep.rps-emea.co	om?	×
	<u>S</u> ave	•	<u>C</u> ancel

- 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.

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2	NATO	NATO AND PARTNER NATION	MCD			
3 💑	Cut	ATO AND PARTNER NATION	MCD			
4 0	Copy	ATO AND PARTNER NATION	MCD			
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6	Paste Special	ATO AND PARTNER NATION	MCD	ICI	KUWAIT (KWT)	KUWAIT (KWT)
7	Insert	ATO AND PARTNER NATION	MCD	ICI	QATAR (QAT)	QATAR (QAT)
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1	clear contents	ATO AND PARTNER NATION	MCD	MEDITERRANEAN DIALOGUE	EGYPT (EGY)	EGYPT (EGY)
1	Format Cells	ATO AND PARTNER NATION	MCD	MEDITERRANEAN DIALOGUE	ISRAEL (ISR)	ISRAEL (ISR)
1	Row Height	ATO AND PARTNER NATION	MCD	MEDITERRANEAN DIALOGUE	JORDAN (JOR)	JORDAN (JOR)
1	Hide	ATO AND PARTNER NATION	MCD	MEDITERRANEAN DIALOGUE	MAURITANIA (MRT)	MAURITANIA (MRT)
1	Unhide	ATO AND PARTNER NATION	MCD	MEDITERRANEAN DIALOGUE	MOROCCO (MAR)	MOROCCO (MAR)
15	NATO	NATO AND PARTNER NATION	MCD	MEDITERRANEAN DIALOGUE	TUNISIA (TUN)	TUNISIA (TUN)
16	NATO	NATO AND PARTNER NATION	MCD	OTHER	ARGENTINA (ARG)	Argentina (ARG)
17	NATO	NATO AND PARTNER NATION	MCD	OTHER	BANGLADESH (BGD	BANGLADESH (BGD
18	NATO	NATO AND PARTNER NATION	MCD	OTHER	BOLIVIA, PLURINATIONAL STATE OF (BOL)	BOLIVIA, PLURINATIONAL STAT
19	NATO	NATO AND PARTNER NATION	MCD	OTHER	BRAZIL (BRA)	BRAZIL (BRA)
20	NATO	NATO AND PARTNER NATION	MCD	OTHER	BRUNELDARUSSALAM (BRNI)	BRUNELDARUSSALAM (BRN)

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- 3. User now enters the Organisation structure data in the new row inserted in previous step.
- 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.

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2		NATO	NATO AND PARTNER NATION	NATO-3					
3		NATO	NATO AND PARTNER NATION	MCD					
4		NATO	NATO AND PARTNER NATION	MCD					
5		NATO	NATO AND PARTNER NATION	MCD					
6		NATO	NATO AND PARTNER NATION	MCD	ICI	BAHRAIN (BHR)		BAHRAIN (BHR)	
7		NATO	NATO AND PARTNER NATION	MCD	ICI	KUWAIT (KWT)		KUWAIT (KWT)	
8		NATO	NATO AND PARTNER NATION	MCD	ICI	QATAR (QAT)		QATAR (QAT)	
9		NATO	NATO AND PARTNER NATION	MCD	ICI	UNITED ARAB EMIRATES (ARE)		UNITED ARAB EMIRATES	(ARE)
10		NATO	NATO AND PARTNER NATION	MCD	MEDITERRANEAN DIALOGUE	ALGERIA (DZA)		ALGERIA (DZA)	

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.

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2	NATO	NATO A	ND PALNA	ATO-3																			19
3	NATO	NATO A	ND PALM	CD			1				1		Test-004	45	Gags-Test		1		CII-0	S-3401	CII-CS-2402	2012	
+4	NATO	NATO A	ND PAI M	CD							1		G50123		New-G							2012	
5	NATO	NATO A	ND PAI M	CD			_						Teting-1	12	Testing-G				CII-0	CS-2402		2012	
6	NATO	NATO A	ND PAIM	CD									Flight-T	est	New-Test							2012	

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).



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1	Org Leve 💌	Org Level 2	Org ♥ Ort		PE Prev Prev Pl	Billet Numb	JOD IITI	Ra(* Natic	· Tour of Du ·	Mandatory Course	Desired Cours(*)	Goal Ye	×	_
2	NATO	NATO AND PARTNER NATION	NATO-3											
3	NATO	NATO AND PARTNER NATION	MCD			Test-0045	Gags-Test	t		CII-CS-3401	CII-CS-2402	2012		_
4	NATO	NATO AND PARTNER NATION	MCD			G50123	New-G					2012		
5	NATO	NATO AND PARTNER NATION	MCD			Teting-12	Testing-G	i		CII-CS-2402		2012		
-	NATO	NATO AND PARTNER NATION	N MCD			Flight-Test	New-Test	t 👘				2012		
7	NATO	NATO AND PARTNER NATION	MCD ICI	BAHRAIN BAHR	RAIN (BHR)							0		
8	NATO	NATO AND PARTNER NATION	MCD ICI	KUWAIT KUW	AIT (KWT)							0		
9	NATO	NATO AND PARTNER NATION	MCD ICI	QATAR (QATA	AR (QAT)							0		

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.

	.											NATOC	Irganization	sBillets-7_19_	2012 (2) - Microsoft 8	intel								1	• • • ×	
9	Нопе	insert	Page Layout F	ormulas	Data Re	rview Vie	ew Add	I-lins																		×
Paste	∦ Cut ≧a Copy ∮ Format P	ainter	Calibri - 11 B I <u>U</u> - U	• A x	==	<mark>=</mark> ≫· ≡ # #	Si Wrap	Text e & Center *	General	• % d	Condit Format	tional For	nat Che	mal ck Cell	Bad Explanatory	Good Input	Neutral Linked Cell	Calculation Note	Insert Del	te Format	∑ AutoSum	Sort & Filter	Find & Select *			
0	ipboard	- 6 j	Font		*[Align	ment	9	Nui	mber	• [Stj	les			Ce	к	E	gnist	2			
	P6	-	CII-	CS-2402 OR	ACP-SD-40	31																				¥
1	A	в	C D	E	F	G	н	1	J	K	L	M	N	0		p		Q	R	S	T	U	V	W	X	
1 CE/F	E Ver Org	Level (Org Level Org Leve	Org Level	Org Level	Org Level	PE or CE E	Previous El	Previous B	Billet Nun.	Job Title	Rank	Nation	Tour of D	Mandatory Cours	ies	Desired Course	5	Goal Year							
2	NAT	0 1	NATO ANI NATO-3																							
3	NAT	0 1	NATO ANI MCD							Test-0045	Gags-Test				CII-CS-3401		CII-CS-2402		2013							
4	NAT	0 1	NATO ANI MCD							Teting-12	Testing-G				CII-CS-2402				2013							
5	NAT	0 1	NATO ANI MCD							G50123	New-G				CII-CS-2402				2013							11 I.
6	NAT	0 1	NATO ANI MCD							Flight-Tes	New-Test				CII-CS-2402 OR A	CP-SD-4031			2013							1
7	NAT	0 1	NATO ANI MCD	ICI	BAHRAIN	BAHRAIN	(BHR)												0							í III

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.

rganize 🔻 New fold	er		I= • 🛄 🐠	tion Testing Training Records Help Contact Us Explore
Favorites	Name	Date modified	Туре	
Desktop	eMTEP_POW_Full_Pow_Event_List_10-07	10.07.2012 15:16	Microsoft Office I	Admin Tools v Reports Bidding v
bownloads	eMTEP_POW_Full_Pow_Event_List_10-07	10.07.2012 15:17	Microsoft Office I	TO
Recent Places	eMTEP_POW_Full_Pow_Event_List_10-07	10.07.2012 15:17	Microsoft Office I	LOGOUT
	eMTEP_POW_Full_Pow_Event_List_10-07	10.07.2012 17:15	Microsoft Office I	
🗧 Libraries 🛛 🗉	eMTEP_POW_Full_Pow_Event_List_10-07	10.07.2012 17:25	Microsoft Office I	A Statement I .
Documents	eMTEP_POW_Full_Pow_Event_List_10-07	10.07.2012 13:23	Microsoft Office F	
J Music	MTEP_POW_Support_Level_10-07-2012	10.07.2012 13:26	Foxit Reader PDF	
E Pictures	🖳 forsimran	07.07.2012 19:31	WinZip File	
Videos	🛓 Man Ate Naam by Bhai B S Banda	07.07.2012 19:31	VLC media file (.n ≣	the desired .csv file for
	MATOOrganizationsBillets-7_19_2012 (1)	19.07.2012 10:33	Microsoft Office I	
Computer	NATOOrganizationsBillets-7_19_2012 (2)	19.07.2012 10:48	Microsoft Office I	
🏭 Local Disk (C:)	NATOOrganizationsBillets-7_19_2012	19.07.2012 09:51	Microsoft Office I +	
GROUPX (\\RUEF 🔻	•		E F	
File	aame: NATOOrganizationsBillets-7_19_2012 (2)	✓ All Files (*.*)	•	
		Open	Cancel	
		- Color	Cancer	
	Import Organizat	ions/Bille	ts Structure	1
	File to Upload (Click Browse to loc	cate the file you wish	n to upload)	
	(f. onu files only)		Browse	
	(* csy files only)			

5. User clicks on Analyse file to start file validation.

mport Organizations/B	illets Structure
File to Upload (Click Browse to locate the file yo C:\Users\1099445\Desktop\Book1.csv (* csv files only)	u wish to upload) Browse
Additional Emails (use semicolon to separate m	Itiple addresses)
	Analyze File Cancel

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) Browse... (*.csv files only) Additional Emails (use semicolon to separate multiple addresses)

7. 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

Even of the second seco

- 8. 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 6's added: 0 Number of Org Level 6's added: 0 Number of Posts added: 0 Number of Posts added: 0	
Please click on the date to view the log file: 7/27/2016 12:34:00 PM	
Return	

<u>Important Note</u>: 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 Go	bals	
Org Structure		
Organization 1 *	NATO	
Organization 2 *		
Organization 3	MCD	
Organization 4	(SELECT ONE)	
Year	2012	
SUBMIT		

3. Partnership Goal page reloads displaying list of partnership goals under the selected Organisation structure.

Partnership Goals	5					
Org Structure						
Organization 1 *	NATO	•				
Organization 2 *	NATO AND PAR					
Organization 3	MCD					
Organization 4	(SELECT ONE)					
Year	2012 💌					
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 III CII-CS-2-402

5. ETOC page loads displaying details of the selected course. Below is a portion of the Course details page.

COURSE DETA	COURSE CONTACT INFORMATION TRAINING INSTITUTION INFORMATION				
DISCIPLINE INFORMATION					
Sack 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 Certificatio Institutional Accreditation". U NATO Listed. NATO Course Certification	n of the course is automatically updated based on the "NATO Course requirement" and "NATO ETF nless, these two fields have been completed and validated, the course will automatically display as NATO Approved				
	JPL-SP-3054				
Course Code					
Course Code Course Title	NATO Comprehensive Operations Planning Course				
Course Code Course Title Delivery Method	NATO Comprehensive Operations Planning Course IInstructor-Led Training				
Course Code Course Title Delivery Method Suitable for Mobile Delivery?	NATO Comprehensive Operations Planning Course IInstructor-Led Training No				

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

1. 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.

NAME		
Country	ALL	

The system returns results based on the search criteria. To view a Training Institution, user clicks the View link.

Training I	nstitution S	Search							
Current Search: Name Contain: NAME	s % <- <u>Remove fror</u>	n search							
Country	ALL								
APPEND/UPDA1	E SEARCH RESET		Record	(s) 1 to 20 of 1	47				
Name	Address	City	State	Country	Primary Phone	Primary Fax	Primary Email	Application Email	Action
Albanian Armed Forces Academy	Rruga e Dibrës	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	3de & 23ste Linieregimentsplein	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
1.00III	ocarcii

Current Sear Location Nan	ch: ne <i>Contair</i> AME ~	os % <- <u>e</u> CONTAINS	Remove from search	
APPEND/UPI	DATE SEARC <u>9 10</u> ≥	H RESI	Record(s) 1 to 20 of 194	
Room	Type	Seats	Location	
Room	Туре	Seats	Location	
toom Demo	Type TC	Seats	Location NATO - School Oberammergau (NSO)	
Room Demo est	Type TC TC TC	Seats 40 13 40	Location NATO - School Oberammergau (NSO) NATO - School Oberammergau (NSO)	
Room Jemo est Vest	Type TC TC TC TC	Seats 40 13 40 50	Location NATO - School Oberammergau (NSO) NATO - School Oberammergau (NSO) NATO - School Oberammergau (NSO) NATO - School Oberammergau (NSO)	
Room Demo est est Vest Demo room	Type TC TC TC TC TC	Seats 40 13 40 50 900	Location NATO - School Oberammergau (NSO) NATO - School Oberammergau (NSO) NATO - School Oberammergau (NSO) NATO - School Oberammergau (NSO) NATO - School Oberammergau (NSO)	
Room Demo est est Vest Demo room	Type TC TC TC TC TC TC	Seats 40 13 40 50 900 25	Location NATO - School Oberammergau (NSO) NATO - School Oberammergau (NSO) NATO - School Oberammergau (NSO) NATO - School Oberammergau (NSO) NATO - School Oberammergau (NSO) COE - ChildMilitary Co-operation Centre of Excellence (CIMIC COE)	
emo est est vest emo room coom 1	Type TC TC TC TC TC TC TC	Seats 40 13 40 50 900 25 50	Location NATO - School Oberammergau (NSO) COE - Civil-Military Co-operation Centre of Excellence (CIMIC COE) COE - CENTRE OF EXCELLENCE DEFENCE AGAINST TERROBISM	
Room Demo est fest Vest Demo room Room 1 Room 1	Type TC TC TC TC TC TC TC TC	Seats 40 13 40 50 900 25 50 10	Location NATO - School Oberammergau (NSO) COE - Civil-Military Co-operation Centre of Excellence (CIMIC COE) COE - CENTRE OF EXCELLENCE DEFENCE AGAINST TERRORISM COE - NATO Centre of Excellence (or Military Medicine (MII MED COE)	
Room Demo test Test West Demo room Room 1 Room 1 Room 1 Room 1	Type TC TC TC TC TC TC TC TC	Seats 40 13 40 50 900 25 50 10 25	Location NATO - School Oberammergau (NSO) COE - Civil-Military Co-operation Centre of Excellence (CIMIC COE) COE - CENTRE OF EXCELLENCE DEFENCE AGAINST TERRORISM COE - NATO - Communications and Information Systems School (NCISS)	

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.



 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.

<u>Note</u>: 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.

Biddir	g for Course					
Back						
Headqua	ter NATO					
Nation	AUSTRIA (AUT)					
Year	2013					
Filter by	School NATO COMMUNICA					
APPEND	RESET	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
CII-SS- 2226	LOGFAS Logistic Reporting Basic Course (External ISAF)	NATO Communications and Information Systems School (NCISS)		0	0	0 🖸
CII-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.



Siduin	g for Cou	rse				
Back						
Headquart	er NATO					
Nation	AUSTRI	A (AUT)				
Year	2013					
Filter by S	chool NATO C					
APPEND/	JPDATE SEARCH	RESET				
<u>≤1</u> 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	۰ 🕏
		(·······				
ABTEST- 12-00	TestNaina	NATO Communications and Information Systems School (NCISS)	-	0	0	0 🖸
ABTEST- 12-00 666	TestNaina BLABLA	NATO Communications and Information Systems School (NCISS) NATO Communications and Information Systems School (NCISS)		0	0	0 •
ABTEST- 12-00 666 007	TestNaina BLABLA james bond	NATO Communications and Information Systems School (NCISS) NATO Communications and Information Systems School (NCISS) NATO Communications and Information Systems School (NCISS)	-	0	0	0 🗢

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*.

Biddir	ng for Co	ourse						
Back								
		Itera	ations for Course "ISA	AF CIS Offic	cer Course" IE	0(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	5	2	0	<u>Assign</u> <u>Seats</u>
216	07/08/2013	07/08/2013	NATO Communications and Information Systems School (NCISS)	10	4	3	0	<u>Assiqn</u> Seats
657	11/06/2013	11/06/2013	NATO Communications and Information Systems School (NCISS)	10	2	0	0	<u>Assign</u> <u>Seats</u>
Comment*								
his is r	equired							



6. A confirmation message 'Your bidding was successfully added' is displayed to the user after the successful submission of the bids.

		Itera	ations for Course "ISA Your bidding wa	AF CIS Offic as successfully	cer Course'' ID added.	0(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	5	2	0	<u>Assign</u> <u>Seats</u>
216	07/08/2013	07/08/2013	NATO Communications and Information Systems School (NCISS)	10	4	3	0	<u>Assign</u> <u>Seats</u>
657	11/06/2013	11/06/2013	NATO Communications and Information Systems School (NCISS)	10	2	0	0	Assign Seats
omment*								
is is r	equired							

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.

- 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, 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.

<u>Note</u>: 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						
Headquar	ter NATO					
Nation	AFGHANIST	AN (AFG)				
Year	2013					
Filter by S	ichool NATO COM					
APPEND/	UPDATE SEARCH	ESET				
≤ <u>1</u> 2	U	Record(s) 21 to 28 of	28			
Course Code	Course Title	Training Institution	Nation or Headquarter	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	Seat Bid
CII-IA- 4279	INFO SEC (COMPUSEC) Practioner	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.

Course Code	Course Title	Training Institution	Nation or Headquarter	Mandatory # of Seats required by Billets	Desired # of Seats required by Billets	Seat Bid
CII-IA- 4279	INFO SEC (COMPUSEC) Practioner	NATO Communications and Information Systems School (NCISS)		D	D	0 🖸
CII-NS- 3086	BME Technician	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	۰ 🔁
CII-CS- 3401	ISAF CIS Officer Course	NATO Communications and Information Systems School (NCISS)	-	0	0	0 🖸
Anu-Test	Anu-Test	NATO Communications and Information Systems School (NCISS)		0	0	0 🖸
Test-4056	Test	NATO Communications and Information Systems School (NCISS)		0	0	0 🖸
vinay- course	vinay-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 🖸
<u>≤1</u> 2		Record(s) 21 to 28 of	28			

5. User enters the bid value in the *MPD Validates* column for the selected scheduled iteration, enters comment and clicks *Submit*.



Bidding for Course

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	5	0	Assign Seats
212	02/02/2013	02/02/2013	NATO Communications and Information Systems School (NCISS)	100	26	28	10	0	Assign Seats
omment*									
his is r	equired								

A confirmation message 'Your bidding was successfully added' is displayed to the user after the successful submission of the bids.

Bidding for Course

Back	
Duck	

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	5	0	Assign Seats
212	02/02/2013	02/02/2013	NATO Communications and Information Systems School (NCISS)	100	26	28	10	0	<u>Assiqn</u> <u>Seats</u>
Comment*									
This is r	equired								
									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.

ධ Home	Resources	Profiles	Individual 1	raining Plan
Individua	NATO ele al Training and E	ctronic Education Prog	ramme	
e e		EP	\$	
Training Rec	ords Help	Contact Us	LOGOUT	
Re	ports Bidding	•		

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

Resource	s
ADMINISTRAT	E [ON] [OFF]

2. All elements exist in "parent/child" relationships. The main "parent" is the Resources page. User Adds a child to the Resources page.

You are here: Resou	irces
Resources	1 2 O
NATO Test 🔌 🗶 Test more	Add New Child

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 Info	ormation
Link the item to a course description, selecting app checkbox, uploading the	by choosing the item type as document link, entering a title, propriate visibility grade, entering sort order, checking active respective document and clicking Save button.
Title *:	This will be a header item
Description:	The description will appear as paragraph text below the header.
Item Type:	Embedded Subitem
Resource Visibility:	Grade 2 🗸
Sort Order *:	20
Active:	
	Save Clear Form Close

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.

Sample -	k 🔊 🗶 💿
Sample	Add New Child

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 cours description, selecting an checkbox, uploading the	se by choosing the item type as document link, entering ppropriate visibility grade, entering sort order, checking e respective document and clicking Save button.	a title, active		
Title *:	This item will be an external link			
Description:	This is an optional description	$\langle \rangle$		
Item Type:	External Link			
Resource Visibility:	Grade 2 🗸			
Sort Order *:	50			
Active:	\checkmark			
External URL:	http://www.google.com Please prefix External URLs with "http://"	×		
	Save Clear Form Close			

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 *:	Sample Internet Link	
Description:	0	
Item Type:	Internal Link	
Resource Visibility:	Grade 2 🗸	
Sort Order *:	30	
Active:	\checkmark	
	Save Clear Form Close	

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, xlsm, 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.

Training and Education Prog	ramme	NATO International Civilian	
JTF5D	Edit Item Information		
	Item successfully created		
	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.		
You are here: Resource	Title *:	Sample Child Document of Internal Link Document	
Sample Intern Sample Child Do This is the description	Description:	This is the description	
Documents are in Ad- image to the right to c	Item Type:	Document Link	
	Resource Visibility:	Grade 1	
ADMINISTRATE [OF		<u>10607.txt</u>	
	Sort Order *:	<u>30</u>	
	Active:		
	Document Upload:	Browse	
	Document Rename:	NewName (optional)	
		Save Clear Form Close	

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.

