

Exchange Programme Platform - User Guide to the NCP Interface

VERSION 30/10/2020

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1. INTRODUCTION

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

The system manages the data and flow of information between the four (4) different phases of the Exchange Programme:

- **Application phase**, where judges, prosecutors and trainers apply online to participate* This phase is achieved through the online application interface that may be accessed through the following URL: <https://exp-platform.ejtn.eu/>
- **Pre-selection phase**, where NCPs (National Contact Points) select and rank applicants*. This phase is achieved through the NCP interface that may be accessed through the following URL: <https://exp-platform.ejtn.eu/ospe/>. EJTN then subsequently allocates the participants.
- **Pre-exchange phase**, where NCPs allocate hosting locations/dates and tutors for incoming participants, participants register online and EJTN's staff handle pre-exchange formalities (prepayment).
- **Post-exchange phase**, where EJTN's staff handle post-exchange formalities (travel reimbursements, assessments and certificates) and participants upload post-exchange documentation including financial evidence. This phase is achieved through both the EJTN's Exchange Programme internal platform and the registration/reporting participant interface that may they can access through URL sent by e-mail.

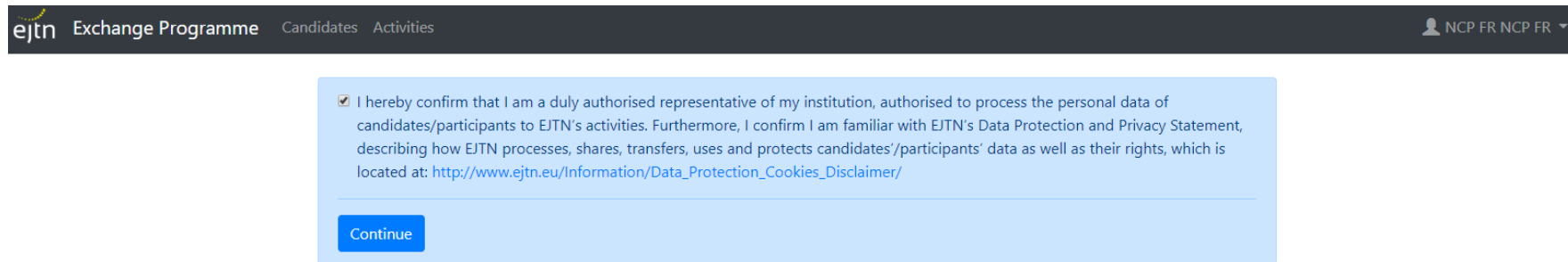
* This phase does not apply to the AIAKOS Programme and bilateral exchanges.

2. LOGGING ON TO THE EXCHANGE PROGRAMME PLATFORM NCP INTERFACE

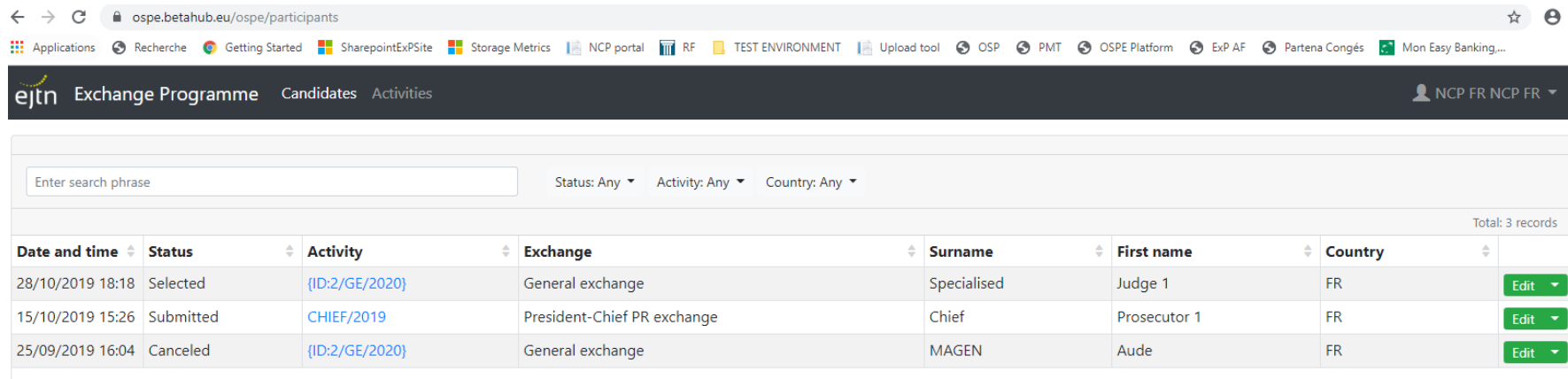
The NCP Interface is designed to work with [Google Chrome](#) and [Mozilla Firefox](#). Some problems may occur if you use Internet Explorer or Edge.

To log on the NCP Interface, complete the following steps:

1. Go to the following URL: <https://exp-platform.ejtn.eu/ospe/>
2. Confirm you are the authorised representative of your institution and click on “Continue” (see screenshot below)



3. Once you have successfully logged on, you will arrive directly at the global list of candidates from your country/institution (see screenshot below):



3. USING THE NCP INTERFACE

The EJTN's Exchange Programme NCP Interface is made of three different sections: the section "Candidates" (1), the section "Activities" (2) and the section "Reports".

The screenshot displays the EJTN Exchange Programme NCP Interface. At the top, there is a navigation bar with three tabs: "Candidates" (1), "Activities" (2), and "Reports" (3). The "Candidates" tab is selected. Below the navigation bar, there is a search bar with the placeholder text "Enter search phrase" and three dropdown menus for "Status: Any", "Activity: Any", and "Function: Any". A blue button labeled "Export list to xlsx" is located above the search bar. The main content area shows a table with 7 records. The table has columns for "Date and time", "Status", "Activity", "Exchange", "Surname", "First name", "Function", and "Country". Each row has a green "Edit" button next to it. The table is sorted by "Date and time" in descending order.

Date and time ↓	Status	Activity	Exchange	Surname	First name	Function	Country	
04/08/2020 17:18	Survey completed	LT Eurojust	Long term training periods	test	Camille Camille Camille	Prosecutor	NL	Edit
25/02/2020 15:59	Approved	AIAKOS/2020/1	AIAKOS programme	Hyrkkö	Heini	Judge	NL	Edit
25/02/2020 15:59	Canceled	AIAKOS/2020/1	AIAKOS programme	Hyrkkö	Heini	Judge	NL	
25/10/2019 18:48	Submitted	MP/LT-TEST/2019-01	Long term training periods	Chief	Judge 1	Judge	NL	
16/10/2019 09:57	Approved	ID2/GE/2020	General exchange	Macron	Emmanuel	Judge	NL	Edit
16/10/2019 09:56	Submitted	ID2/GE/2020	General exchange	Specialised	Judge 1	Administrative Judge	NL	Edit
20/09/2019 17:06	Submitted	ID2/GE/2020	General exchange	Miss	Miss	Chief Prosecutor	NL	Edit

3.1. CANDIDATES SECTION

The candidates section allows you to view and search all the applicants from your country/institution in the different activities of the Exchange Programme.

In the "candidates" section, you can:

- **Search** a specific candidate of your country/institution in any Exchange Programme using the search functionality (1)

- **Filter** candidates Filtering functionality (2) per status, per activity and per function using the filter fields (2)
- **View** and **edit** the application of a candidate by clicking on the edit button (3)
- **Select** a candidate by clicking on the arrow on the right of the edit button (4)
- **Export** the list of candidates in Excel format (5)

ejtn Exchange Programme Candidates Activities Reports NCP NL NCP NL

[Export list to xlsx](#) **5** **1** **2**

Enter search phrase Status: Any Activity: Any Function: Any

Total: 7 records

Date and time ↓	Status	Activity	Exchange	Surname	First name	Function	Country	
04/08/2020 17:18	Survey completed	LT Eurojust	Long term training periods	test	Camille Camille Camille	Prosecutor	NL	Edit
25/02/2020 15:59	Approved	AIAKOS/2020/1	AIAKOS programme	Hyrkkö	Heini	Judge	NL	Edit
25/02/2020 15:59	Canceled	AIAKOS/2020/1	AIAKOS programme	Hyrkkö	Heini	Judge	NL	
25/10/2019 18:48	Submitted	MP/LT-TEST/2019-01	Long term training periods	Chief	Judge 1	Judge	NL	
16/10/2019 09:57	Approved	ID2/GE/2020	General exchange	Macron	Emmanuel	Judge	NL	Edit
16/10/2019 09:56	Submitted	ID2/GE/2020	General exchange	Specialised	Judge 1	Administrative Judge	NL	3 Edit 4
20/09/2019 17:06	Submitted	ID2/GE/2020	General exchange	Miss	Miss	Chief Prosecutor	NL	Edit

3.2. ACTIVITIES SECTION

In the section “Activities” are listed the different activities of the Exchange Programme. From this list, you can click on the activity of your choice to view and manage the candidates of your country/institution and participants visiting your country/institution related to this activity.

Activities	Number	Year	Type	Published
	MP/SV-TEST/2019/01	2019	Study visits	Yes
	2020-1	2019	Long term training periods	Yes
	GEN/2019	2019	General exchange	Yes
	2020	2019	Study visits	Yes
	ST General (test)	2020	General exchange	Yes
	LT Eurojust	2020	Long term training periods	Yes
	{ID:2/GE/2020}	2020	General exchange	Yes
	CHIEF/2019	2019	President-Chief PR exchange	Yes
	SPE/2019	2019	Specialised exchange	Yes
	MP/LT-TEST/2019-01	2019	Long term training periods	Yes

For each type of activity, different lists, corresponding to the different stages of the Exchange Programme, are available:

- Short-term exchanges: the candidates list, the preselected list, the participants (sending) list, the participants (hosting) list and the canceled list.
- Study visits: the candidates list, the preselected list, the participants (sending) list, and the canceled list.
- Long-term training periods: the candidates list, the preselected list, the participants (sending) list, and the canceled list.
- AIAKOS and bilateral exchanges: the participants (sending) list, the participants (hosting) list and the canceled list.

Short-term exchanges, AIAKOS and bilateral exchanges also contain 2 additional sections dedicated to the survey results corresponding to the activity: one section “survey results (sending)” contains the survey results of the participants sent to ExP activities while the other section “survey results (hosting)” contains the survey results of the participants hosted by your institution.

Example Activity “CHIEF 2019”

The screenshot displays the 'ejtn Exchange Programme' interface. The top navigation bar includes 'Candidates', 'Activities', and 'Reports'. The user profile 'NCP NL NCP NL' is visible in the top right. The left sidebar shows a menu for 'CHIEF/2019' with options: 'Participants (hosting)', 'Participants (sending)', 'Preselected', 'Candidates' (highlighted), 'Canceled', 'Survey results (Hosting)', and 'Survey results (Sending)'. Below this is an 'Activities' section with 'Archive'. The main content area features a toolbar with 'Add candidate', 'Select candidates', 'Cancel selected', and 'Export list to xlsx'. A search bar with 'Enter search phrase' and a 'Function: Any' dropdown is present. A status bar indicates 'Total: 0 records'. A large light blue box contains the message 'There are no items to display'.

3.2.1 Sub-section “Candidates”

In the sub-section “Candidates”, you can:

- View the complete profile of a candidate (on screen or download PDF)
- Edit the profile of a candidate
- Select a candidate
- Add a candidate manually
- Cancel a candidate
- Export the list of candidates into an excel table.

To view/edit the profile of the candidate

- Click on the button “edit”: a pop-up window containing all the application details of the candidate opens
- Edit the data: do not forget to save any change made at the bottom of the page (1). This is also where you can add a document to the application, ie. a CV for an applicant to a long-term training period (2).

Important, if you need to submit additional documents to your national contact point (i.e. Language Certificates, C.V.), please submit them.

Add new file 2

Application status

Status

Submitted

Close **Save** 1

To download application details in PDF format

→ Click on arrow of edit button and select application details (PDF) in drop-down menu (1)

The screenshot shows the 'ejtn Exchange Programme' interface. The top navigation bar includes 'Candidates', 'Activities', and 'Reports'. A sidebar on the left lists navigation options like 'Participants (hosting)', 'Candidates', and 'Activities'. The main content area displays a table of candidates. The first row is highlighted, and the 'Edit' button is clicked, opening a dropdown menu. Red arrows and numbers 1 through 5 indicate the steps: 1 points to the 'Application details (PDF)' option in the dropdown; 2 points to the 'Select candidates' button; 3 points to the 'Add candidate' button; 4 points to the 'Cancel selected' button; and 5 points to the 'Export list to xlsx' button. The table has columns for Activity, Surname, First name, Function, Country, and Email. The first record is 'President-Chief PR exchange' with Surname 'Chief', First name 'Prosecutor 1', Function 'Chief Prosecutor', Country 'NL', and Email 'aude.magen@ejtn.eu'.

Activity	Surname	First name	Function	Country	Email
President-Chief PR exchange	Chief	Prosecutor 1	Chief Prosecutor	NL	aude.magen@ejtn.eu

To preselect a candidate

→ Click on arrow of edit button and select “Select candidate” in drop-down menu (2)

Or

→ Click on “Select candidates” button in top menu (2): do not forget to select the candidate(s) you wish to preselect

The below pop-up window will open:

Move candidates to Preselected list

You are about to move candidate to Preselected candidates list

Priority *

Enter numerical value, "RESERVE" or "RESERVE X" where X is a number

Close Approve

You can select several candidates at the same time. For this, make sure you select all the candidates you wish to select and click on “Select candidates” button in the top menu (2). Attention: the same priority will be assigned to all selected candidates.

To assign a numerical priority to a candidate

- In above pop-up window, assign each candidate a priority by giving each candidate a number, starting with the number 1 to indicate the highest priority. The candidate with the second highest priority will be assigned a number 2, the candidate with the third highest priority will be assigned a 3, and so on...You may assign the same priority value to one or more candidates.
- Important: for candidates to be placed on the waiting list, please indicate RESERVE followed by priority number in waiting list.

To add a candidate manually

- Click on button “add candidate” in top menu (3): the below pop-up window will open when you can enter manually the application details of the candidate.

Edit details ×

Title * Surname(s) * First name(s) *

Nationality *

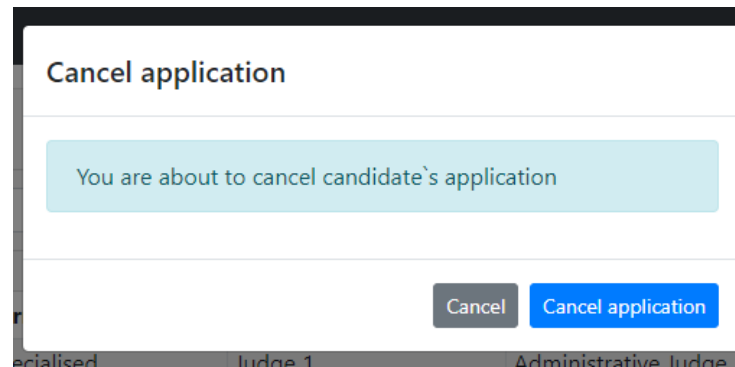
Function *

To cancel a candidate

- Click on arrow of edit button and select “Cancel candidate” in drop-down menu (4)
- Or
- Click on “Cancel selected” button in top menu (4): do not forget to select the candidate(s) you wish to cancel

The below pop-up window will open:

- Click on “Cancel application” to confirm cancellation
- Click on “Cancel” if you do not wish to cancel the application



To export the list of candidates in Excel format

- Click on “Export list to xlsx” button in top menu (5)

3.2.2 Sub-section “Preselected”

In the sub-section “Preselected”, you can:

- View/edit preselected candidates
- Cancel preselected candidates
- Move a candidate back to the candidates list
- Search a preselected candidate
- Filter by function, 1st country, 2nd country, 3rd country, length, exchange type

To view/edit the profile of a candidate

- Click on the button “edit”: a pop-up window containing all the application details of the candidate opens
- Edit the data: do not forget to save any change made at the bottom of the page. This is also where you can add a document to the application, ie. a CV for an applicant to a long-term training period.

ejtn Exchange Programme Candidates Activities Reports NCP NL NCP NL

CHIEF/2019

- Participants (hosting)
- Participants (sending)
- Preselected**
- Candidates
- Canceled
- Survey results (Hosting)
- Survey results (Sending)

Activities

- Archive

2 Move to candidates 3 Cancel selected Export list to xlsx 4

Enter search phrase Function: Any 1st country: Any 2nd country: Any 3rd country: Any Length: Any Exchange type: Any

Total: 1 records

	Activity	Surname	First name	Function	Country	Email	Priority	1st country	2nd country	3rd country	Length	Court level
<input type="checkbox"/>	President-Chief PR	Chief	Prosecutor 1	Chief Prosecutor	NL	aude.magen@ejtn.eu	1	BE			4 days	Supreme

1 Application details (PDF)

3 Cancel candidate

To download application details in PDF format

→ Click on arrow of edit button and select application details (PDF) in drop-down menu (1)

To move a candidate back to candidates list

→ Select candidate in the list

And

→ Click on “Move to candidates” button in top menu (2)

To cancel a preselected candidate

→ Click on arrow of edit button and select “Cancel candidate” in drop-down menu (3)

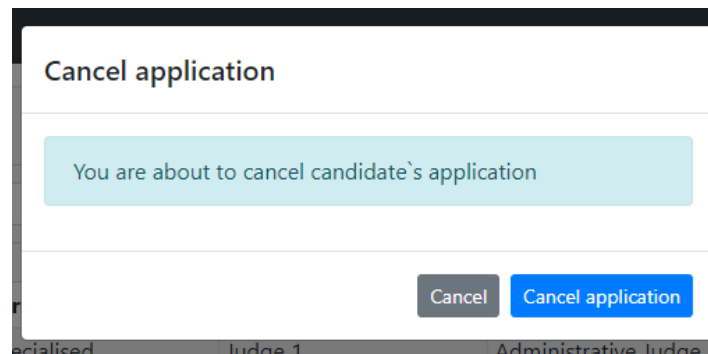
Or

→ Click on “Cancel selected” button in top menu (3): do not forget to select the candidate(s) you wish to cancel

The below pop-up window will open:

→ Click on “Cancel application” to confirm cancellation

→ Click on “Cancel” if you do not wish to cancel the application



To export the list of preselected candidates in Excel format

→ Click on “Export list to xlsx” button in top menu (4)

Attention: only the EJTN secretariat can allocate a participant

3.2.3 Sub-section “Participants (sending)”

In the sub-section “Participants (sending)”, you can:

- View/edit selected candidates
- See the allocation of the participants and dates of exchange
- Cancel allocated participant
- Export list to excel
- Download application details (single application or several at the same time)(4)
- Search for an allocated participant
- Filter by status, function, host country, language, start date, end date, length, exchange type, group name

2 3 4

Cancel selected Export list to xlsx Download application details (PDF)

Enter search phrase Status: Any Function: Any Host country: Any Language: Any Start date: End date: Length: Any Exchange type: Any Group name: Any

Total: 23 records

<input type="checkbox"/>	Notes	Status	Email	Surname	First name	Function	Country	Host country	Language	Host institution/city	Start date	End date	Length	Type of exchange	Group name	
<input type="checkbox"/>		Approved	florence.borcy@igo-ifj.be, florence.borcy@skynet.be	BORCY	Florence	Trainer	BE	EL	English				1 week	Group		<input type="button" value="Edit"/>
<input type="checkbox"/>		Approved	stefanie.vanacker@igo-ifj.be	Vanacker	Stefanie	Trainer	BE	NL	English				1 week	Group		<input type="button" value="Application details (PDF)"/>
<input type="checkbox"/>		Approved	rik.vanhauteghem@gmail.com	Vanhauteghem	Rik	Trainer	BE	PT	English				1 week	Group		<input type="button" value="Cancel candidate"/>
<input type="checkbox"/>		Approved	dagmar.waegeman@igo-ifj.be, dagmar.waegeman@gmail.com	Waegeman	Dagmar	Trainer	BE	IT	English				1 week	Group		<input type="button" value="Edit"/>

5

1

2

NB: The green “Edit” button is now on the left-hand side of the table.

To view/edit the profile of a participant

- Click on the button “edit”: a pop-up window containing all the application details of the candidate opens
- Edit the data: do not forget to save any change made at the bottom of the page.

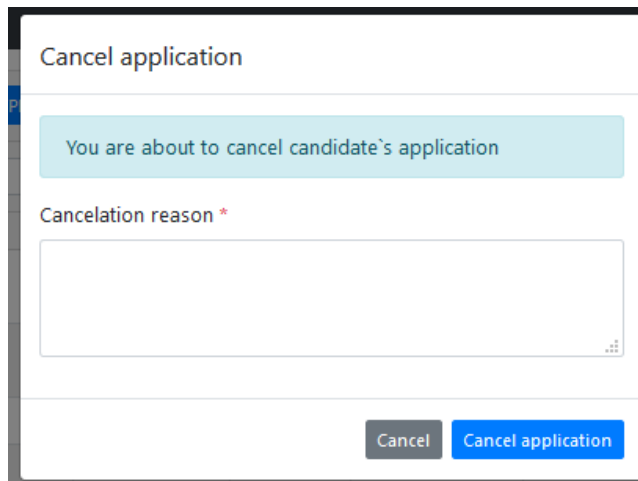
To see the allocation of the participants and dates of exchange

- The table displays the allocation of the sent participants (5).
- The information about the “Host institution”, “Start date” and “End date” is filled in by the hosting NCP (see next section) and the participant when registering.

To cancel a participant

- Click on arrow of edit button and select “Cancel candidate” in drop-down menu (2)
Or
- Click on “Cancel selected” button in top menu (2): do not forget to select the candidate(s) you wish to cancel

The below pop-up window will open:



- Fill in the reason of cancellation. This will help the EJTN secretariat to monitor the cancellations.

- Click on “Cancel application” to confirm cancellation
- Click on “Cancel” if you do not wish to cancel the application

NB: As the hosting NCP does not see the cancellation, when cancelling a participant please also send a quick email to the EJTN Project Manager in charge of the activity to share the information.

To export the list of candidates in Excel format

- Click on “Export list to xlsx” button in top menu (3)

3.2.4 Sub-section “Participants (hosting)”

In the sub-section “Participants (hosting)”, you can:

- Download application details (single application or several at the same time)
- View your hosted participants
- View/edit hosting details (5)
- See the allocation of the participants and dates of exchange
- Export list to excel
- Search for an allocated participant
- Filter by status, function, host country, language, start date, end date, length, exchange type, group name

ST/GEN/2020

Participants (hosting)

Participants (sending)

Preselected

Candidates

Canceled

Survey results (Hosting)

Survey results (Sending)

Activities

5 3 4

Edit hosting details Export list to xls Download application details (PDF)

Enter search phrase Status: Any Function: Any Country: Any Language: Any Start date: Any End date: Any Length: Any Exchange type: Any Group name: Any

Total: 5 records

	Notes	Status	Email	Surname	First name	Function	Country	Host country	Language	Host institution/city	Start date	End date	Length	Type of exchange	Group name
<input type="checkbox"/>		Approved	benoit.blondel@juradm.fr	Blondel	Benoit	Administrative Judge	FR	BE	English				1 week	Individual	
<input type="checkbox"/>		Approved	robert.arts@vgtrjm.rlp.de; robert@arts-net.org	Arts, Dr.	Robert	Administrative Judge	DE	BE	English				1 week	Individual	

1 2

To download application details in PDF format

- Single application: Click on arrow of edit button and select application details (PDF) in drop-down menu (1)
Or
- Several applications: Select several participants and click on the button “Download application details (pdf)” in top menu(4). A zip-folder will be downloaded with applications files in pdf format inside
- The bulk download of applications does not work with the arrow on the edit button

To export the list of candidates in Excel format

- Click on “Export list to xls” button in top menu (3)

To fill in the hosting details of a single participant (2)

- Click on the edit hosting details button

The below pop-up window will open:

Destination select (General exchange) ×

Participant

Name Surname

Host institution/city

Start date End date

Tutor name Tutor e-mail

Tutor phone

Group name

Notes

Close Update

- Fill in the details related of the exchange
- Click on the update button to save your changes

NB: the NCP notes section is independent from the EJTN Project Manager's notes. This section is all yours.

To fill in the hosting details of several participants in the same exchange (5)

This option will modify the hosting details of all the selection, so be careful not to select someone who is not part of the group.

- Select all the participants to whom the change will apply.
- Click on the edit hosting details button on top of the page (5)
- Fill in the details relating to the exchange
- Click on the update button to save your changes

The below pop-up with the number of participants submitted to the change window will open:

Destination select (General exchange) ×

Participant

2 participants

Host institution/city

Start date End date

Tutor name Tutor e-mail

Tutor phone

Group name

Notes

Close Update

NB: the NCP notes section is independent from the EJTN Project Manager's notes. This section is all yours.

Attention: You can only apply the changes to the participants on the page (max 25). If the participants are placed on different pages, the selection will have to be repeated.

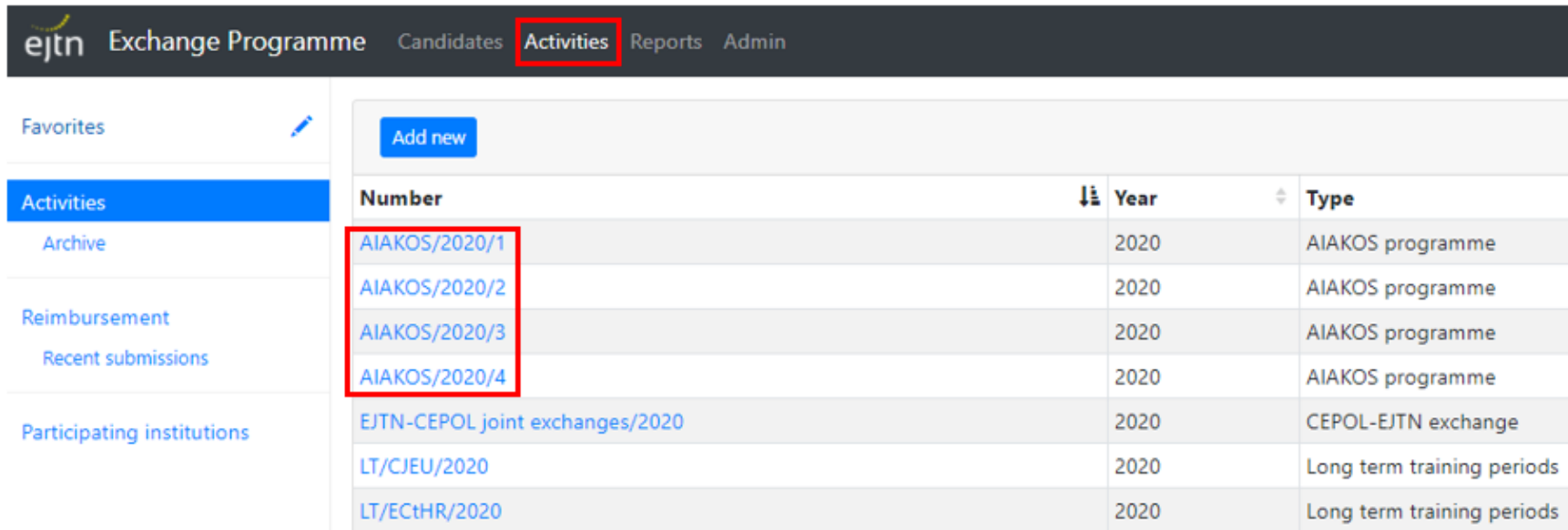
3.2.5 AIAKOS and bilateral exchanges : upload function

Before uploading the list of participants template in the portal, make sure to use the list of participants template shared by the EJTN Project Manager in charge of the activity.

Please see the below example for AIAKOS exchanges.

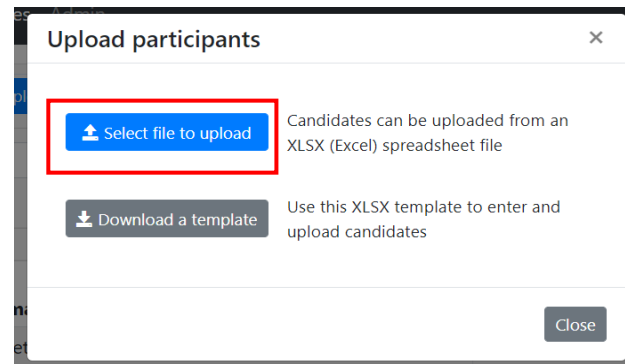
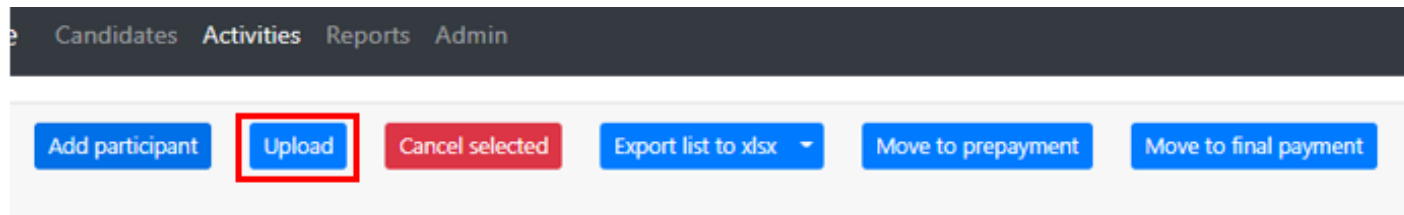
To upload the list of participants' template:

- Upload the list of participants for each AIAKOS week separately by choosing the correct AIAKOS activity in the portal:
 - AIAKOS/01 = 1st week (spring);
 - AIAKOS/02 = 2nd week (spring);
 - AIAKOS/03 = 3rd week (autumn);
 - AIAKOS/04 = 4th week (autumn).



Exchange Programme			
Candidates Activities Reports Admin			
Add new			
Number	Year	Type	
AIAKOS/2020/1	2020	AIAKOS programme	
AIAKOS/2020/2	2020	AIAKOS programme	
AIAKOS/2020/3	2020	AIAKOS programme	
AIAKOS/2020/4	2020	AIAKOS programme	
EJTN-CEPOL joint exchanges/2020	2020	CEPOL-EJTN exchange	
LT/CJEU/2020	2020	Long term training periods	
LT/ECTHR/2020	2020	Long term training periods	

→ Upload the list of participants template duly filled in by selecting the upload function and “select the file”.



- The system notifies with a red exclamation mark should there be any mandatory field missing or incorrect. You do not need to re-upload the entire file, but instead edit and correct the application details of the participant directly in the portal.
- Finally, ‘import’ the participants by ticking the box(es) and selecting ‘Import selected’. As a result, the participants will be visible on the ‘participants (sending)’ column on the left.
- Should there be a change in application details of the participant(s) afterwards, upload a revised excel and the system changes the application details automatically on the basis of the email address of the participant. You may also edit the application details of individual participants by using the “edit” button.

Import participants to AIAKOS/2020/4

<input type="checkbox"/>	#	Surname(s)	First name(s)	E-mail	Function name	Country name
<input type="checkbox"/>	1	Hyrkkö	Heini	heini.hyrkk@ejtn.eu		Belgium

3.2.6 Sub-section “Canceled”

In the “Canceled” section, you will find all the sending participants that have been cancelled in the activity, no matter at which stage they were (candidate, preselected, participant). All columns can be filtered.

You cannot see the canceled hosted participants. For this reason, please send an email to EJTN ExP team when you cancel a participant, so the information can be shared with the other NCPs.

You can:

- Search a canceled participant using the search functionality (1)
- Filter the list of canceled participants by function (2)
- Export the list of canceled participants in Excel format (3)

ST/GEN/2020

Participants (hosting)

Participants (sending)

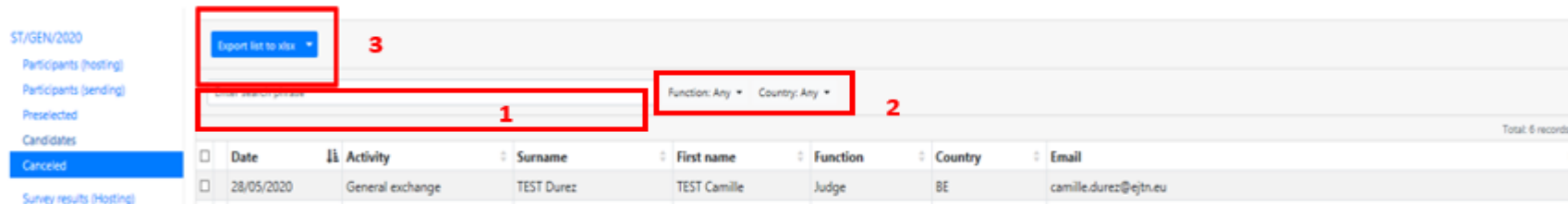
Preselected

Candidates

Canceled

Survey results (Hosting)

<input type="checkbox"/>	Date	Activity	Surname	First name	Function	Country	Email
<input type="checkbox"/>	28/05/2020	General exchange	TEST Durez	TEST Camille	Judge	BE	camille.durez@ejtn.eu



In the exported excel sheet, you can see much more information about the participant, including the cancellation details:

- Who cancelled the participant
- For which reason (if any stated)

	A	B	C
1			
2	Activity:	ST/GEN/2020	
3			
4	Date	Cancelled by	Reason
5	28/09/2020	Camille Durez	canceled by the host
6	16/09/2020	Camille Durez	participant - health reason
7	14/09/2020	Camille Durez	participant - no reason stated
8	29/07/2020	Camille Durez	participant - problem with dates
9	09/07/2020	Chrystelle de Coligny	not available during the dates
10	28/05/2020	Camille Durez	test
11			
12			

3.2.7 Sub-section “Survey results” (hosting and sending)

After each activity, all the participants are requested to fill in a mandatory survey. Different surveys exist for short-term exchanges, study visits, AIAKOS and long-term training periods. The Exchange Programme platform NCP interface now allows you to directly access the information as soon as the participant has replied to the survey.

To see the survey results of the sent or hosted participants

ST/GEN/2020

- Participants (hosting)
- Participants (sending)
- Preselected
- Candidates
- Cancelled
- Survey results (Hosting)**
- Survey results (Sending)

Activities

- Archive

Survey results

Results (xlsx) 1

Survey has 3 responses

I - Organisation of the exchange

1. The information from EJTN before, during and after the exchange (regarding support, logistics, finance information etc.) was:

Answered by: 3 participants

Poor	0 answers
Average	0 answers
Good	100%, 3 answers
Very good/Excellent	0 answers

2. The organisation from hosting institution during the exchange was:

Answered by: 3 participants

Poor	0 answers
Average	0 answers
Good	0 answers
Very good/Excellent	100%, 3 answers

3. Other comments or suggestions:

Answered by: 0 participants

Answers:

II - Expectations and preparation:

1. What were your expectations about the exchange? What did you want to focus on, learn, etc?

Answered by: 3 participants

Answers:

→ On the page, you can directly see the complete answers and the replies to the open questions.

→ Click on “Results (xlsx)” (1) to see the detailed replies of the hosted/sent participants in an excel document. This is useful for individual exchanges if a tutor has to be evaluated. The below excel sheet will open:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N		
1	ejtn															
2	EVALUATION FORM															
3	STIGEN/2020															
4																
5																
6	Total number of participants	762														
7	Survey responses	3														
8	Survey responses (%)	0%														
9																
10																
11																
12											I. Organisation of the exchange		II. Expectations and preparation:			
13											1. The information from EJTN before, during and after the exchange (regarding support, logistics, finance information etc.) was:		2. The organisation from hosting institution during the exchange was:		3. Other comments or suggestions:	
14											Good		Very good/Excellent		1. What were your expectations about the exchange? What did you want to focus on, learn, etc?	
15											Good		Very good/Excellent		2. Did you prepare exchange	
16											Good		Very good/Excellent		The exchange met my expect. Yes (Note: The exchange met my expect. Yes (Note: The exchange met my expect. Yes (Note:	
17																
18																
19																
20																
21																

3.3. ACTIVITIES SECTION: ARCHIVE

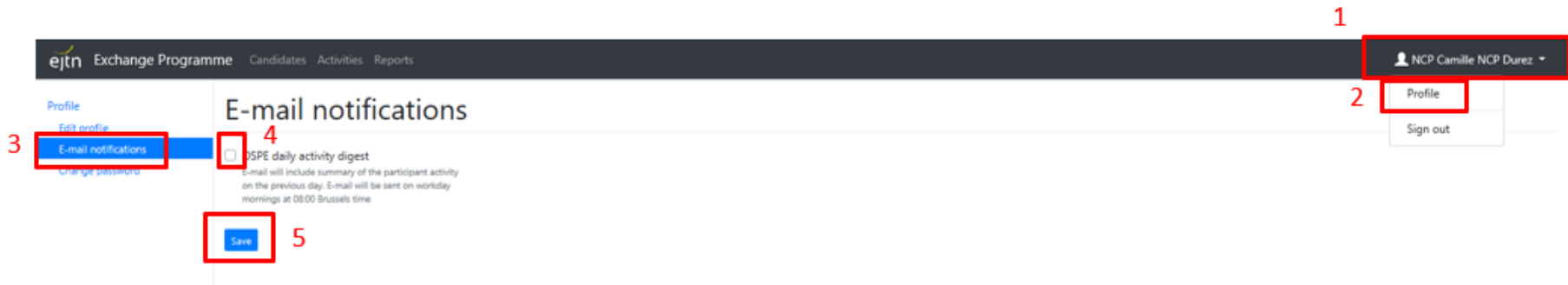
At the end of the year, all the former activities will be moved to the archive section, which can be found in the “Activities” section. On the landing page of the “Activities” section, only the ongoing activities will be displayed.

ejtn Exchange Programme				Candidates	Activities	Reports	NCP Camille NCP Durez	
Activities				Archive				
Number	Year	Type						
AIAKOS/2020/1 - CANCELLED	2020	AIAKOS programme						
AIAKOS/2020/2 - CANCELLED	2020	AIAKOS programme						
AIAKOS/2020/3	2020	AIAKOS programme						
AIAKOS/2020/4	2020	AIAKOS programme						
EJTN-CEPOL joint exchanges/2020	2020	CEPOL-EJTN exchange						

4. DAILY REPORTS

The ExP Platform NCP Interface generates daily reports that can be automatically sent to your mailbox. The reports give you information on all the interactions of the different ExP actors with the platform (ie. applications, registrations, reimbursement requests, cancellations, upload of candidates/participants, etc.)

4.1. DAILY DIGEST



To receive the Daily Digest in your mailbox

- Click on your name on the top-right corner (1)
- Click on “Profile” (2)
- On the left panel, click on “E-mail notification” (3)
- Tick the OSPE daily activity digest (4)
- Save your choice (5)

Daily digest is sent from Monday to Friday.

4.1. REPORTS

If you wish to access previous reports or to see the activity of your participants on a longer period, you can access the “Reports” section on the top menu.

ejtn Exchange Programme Candidates Activities **Reports** NCP Camille NCP Durez

Activity digest **Activity digest**

[Download report \(xlsx\)](#)

1 2 Activity: All Status: Any

Uploaded/Submitted candidates
No candidates uploaded
Selected participants
No participants selected
Canceled participants
No participations cancelled
Invited participants
No participants invited
Completed registration
No participants completed registration
Reimbursement invitations sent
No reimbursement invitations sent
Reimbursement completed
No reimbursements completed

You can search in reports (1) or only select a certain period for your report (2).