

1. Hello!

We are happy you wish to enter or update your PT schemes on the EPTIS database. This shouldn't be too difficult. We think the software is self-explaining and robust, so you can't do much wrong. Stuck somewhere? Contact us. You find our details on top of this document.

Good to know: we call you a **database editor** if you are registered on EPTIS on behalf of a PT provider. The PT schemes that are listed on the database are called PT scheme **factsheets**.

2. Rules

- The database is for **PT schemes** (a coherent series of single rounds) only. Please do not list single PT rounds in the database as they get outdated quickly.
- Take care your factsheets are **valid and okay**, so that we can publish them swiftly without the need to contact you again and again. Keep your things **up-to-date**.
- Think of **your future customers** who use the database. They search with keywords, so use smart and alternative keywords to be found. Also take care of the title and content.
- Enter >30 PT schemes? Try to **cluster relating PT schemes** into a single factsheet. Better 30 factsheets with related topics than confusing 300 sheets for single PT topics only.

3. Start

Go to www.eptis.org | PT scheme database to get started. A new window opens, see fig. 1.

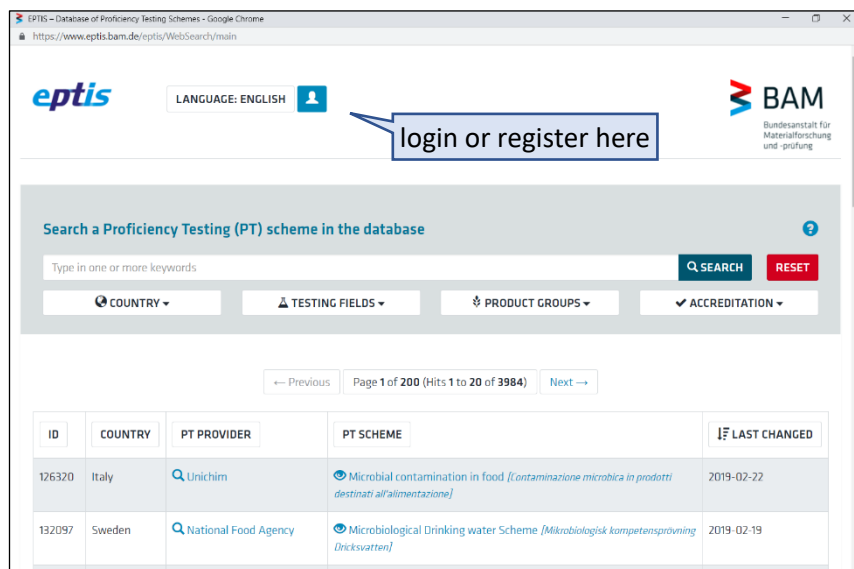


Figure 1: front page of the EPTIS database

4. Register first if you are new on the database

Before you can login and enter any PT scheme factsheets, both your organization and at least one database editor must be registered.

- **Your organization is not yet listed?** Click the blue button on top (see fig. 1), select REGISTER, and complete the form that opens. You do not need any approval from EPTIS to register your organization. You may note that registration is restricted to several countries. If your country is not listed, please contact the EPTIS secretariat for further info.
- **Your organization is listed, and you would like to be added as a further editor?** Click the blue button on top (see fig. 1), select REGISTER, and complete the form that opens. One of your colleague editors from your organization must now approve you as a peer editor, but if nobody does or can, you can ask the EPTIS secretariat to do so for you.
- **Your organization is listed, and you would only like to know who the editors are?** Check the names of the contact persons that are mentioned on the (public) PT scheme factsheets of your organization. Chances are that they are also editors. They can try to login (request a password reset if necessary) and help you. Contact us if this does not work.

You are not a database editor but an EPTIS coordinator? Your registration is taken care of by the EPTIS secretariat. There is a separate manual for coordinators available.

5. Login

Click the blue button on top of the database website (see fig. 1) and select LOGIN. Your user name is your email address, which we also use for our automatic messages so please take care it works. Click RESET PASSWORD if you forgot your password. Once logged in, your website should look like the one in fig. 2.

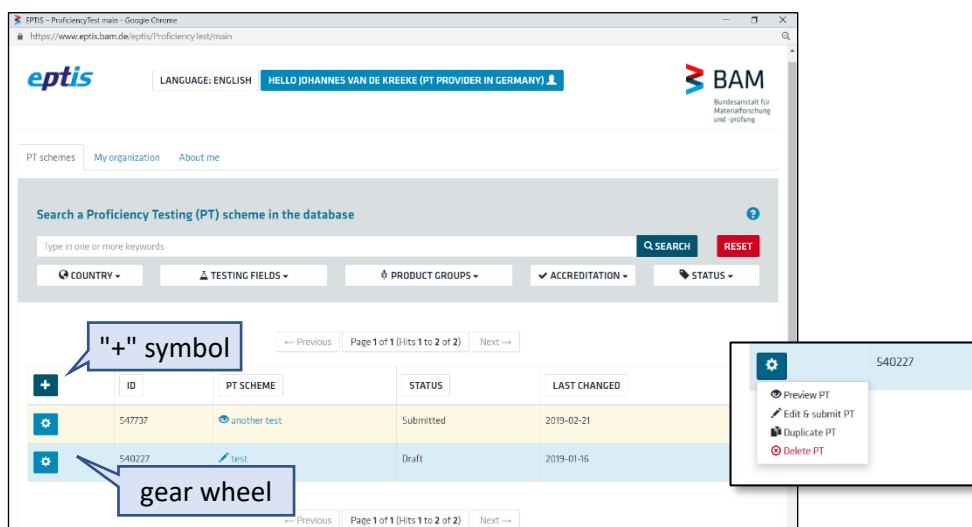


Figure 2: workspace after logging in. Insert: gear wheel button clicked (example)

6. Manage

As an editor, you can manage your factsheets and the information stored about you and your organization. You can do so without our consent, you only need approval if you wish to publish your factsheets (see below). You can't do much wrong: the app will ask you to confirm any action that could have a negative impact. Now get started:

- **create** a new factsheet: click + in the table header and complete the form that opens,
- **edit** an existing factsheet: click on its name and edit the form that opens.

The gear wheel provides further options to you such as:

- **preview**: view the factsheet as you would see it if you were not logged in,
- **duplicate**: create a copy (in DRAFT state) of an existing factsheet,
- **unpublish**: demote a published factsheet (from APPROVED to DRAFT state),
- **delete**: remove from the database (the secretariat can still retrieve it for some time),
- **edit & submit**: this is identical with clicking on the factsheet name, see above.

Ready editing a factsheet? Get approval from EPTIS for publication. The coordinator who is responsible for your country or region (see www.eptis.org/about.htm) will review your entry for completeness, understandability and plausibility and then reject or accept it for publication. Start the approval request by clicking the SUBMIT button you find on the edit form.

You may add a comment in the dialogue window that follows and click *submit with notification* (we receive an automatic email notification) or *submit silently* (we do not). Your factsheet is not visible to the public until it has been approved. Usually we inform you of the review decision but if not, you may check your account, or contact your coordinator.

7. Ready. Thanks!