



# **USER MANUAL**

## **ISTC Forum web site**

Part 2: Create Institutions, Participants, Collaborators

September, 2023

**Content**

Institution Management	3
Create Institution	4
Create Participant Institution.	9
Create Collaborator	12
Create Co-Funder	14
Create Participants	16

## “Institution Management”



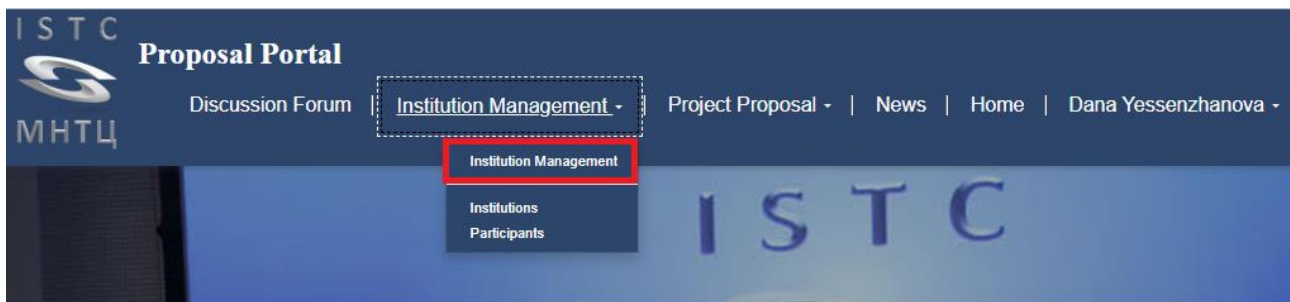
**All information has to be entered in English transcription**

When Administration give access to the next step, start to register Institute and Participants.

- Open the home page of the Forum website
- Go Main “**Institution Management**”, Choose - Institutions
- This menu serves to create Institutions



**To add new Project Participants first you have to add a Participating Institution. You can add a new Participant only to an existing Institution.**



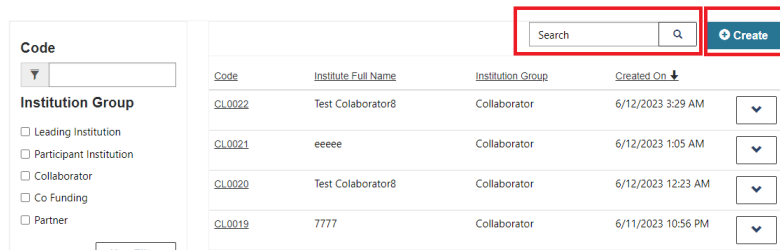
### CREAT INSTITUTION.

Create Leading Institution.

- If your Institute already on the system you can search by clicking Button Search.
- Press “Create”, if your Institute is not on the system



Create Institution



New window will appear which prompt you to select:

- **“Taxpayer Identification Number”** is an identification number of the institute. This number must be selected to avoid duplicates

0

General Information

**Taxpayer Identification Number \***

Institution Group \*

Code

Institute Full Name \*

Short Name

Legal Status

Governmental Agency

Street Address \*

Country \*

City

Zip Code \*

Web Page

Information

Next

- Code will be generated automatically
- On the **“Institution Group”** choose **“Leading Institution”** from the list and start to fill information about Institute

Create  
Institution

- Enter required the information on the table
- To fill the Country and City, please click on Search Icon
- Choose you country from the List or you can Search typing your country on the **“Search”**
- After **“SELECT”** the Country and City where your institution is located in.

Country Name	Country Code
<input type="checkbox"/> Afghanistan	AF
<input type="checkbox"/> Åland Islands	AX
<input type="checkbox"/> Albania	AL
<input type="checkbox"/> Algeria	DZ
<input type="checkbox"/> American Samoa	AS
<input type="checkbox"/> Andorra	AD
<input type="checkbox"/> Angola	AO



**If the necessary Country or City is not contained in the selection table, you need to email [portal@istc.int](mailto:portal@istc.int).**

➤ When you finish to fill all information, Click on “Next”

Country \*

City

Zip Code \*

Web Page

Information

Next

New window will appear which prompt you to fill **Signature Authority** information.

- Click on Button “**Previous**” if you want to change information about Institute.
- “**Individual identification number**” is an identification number of the participants. This number must be selected to avoid duplicates.
- Enter Personnel data of the participant and his duties within the project.

#### Create Institution

50%

Signature Authority

Individual identification number \*

Last Name \*

First Name

Title

Department \*

Position \*

Email \*

Phone

Provide a telephone number

Gender \*

Date of birth

M/D/YYYY

Category

Sensitive Knowledge

No  Yes

Previous Submit

- When you finish to fill all information, Click on “**Submit**”



Create Participant Institution.

- If your Institute already on the system you can search by clicking Button Search.
- Press “Create”, if your Institute is not on the system

General Information

**Taxpayer Identification Number \***

**Institution Group \***

**Code**

**Institute Full Name \***

**Short Name**

- Enter required the information on the table
- To fill the Country and City, please click on Search Icon
- Choose you country from the List or you can Search typing your country on the “Search”
- After “SELECT” the Country and City where your institution is located in.

Code

Institute Full

Short Name

Legal Status

Government

Street Address

Country \*

City

Lookup records

Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Country Name ↑	Country Code
<input type="checkbox"/>	Afghanistan	AF
<input type="checkbox"/>	Åland Islands	AX
<input type="checkbox"/>	Albania	AL
<input type="checkbox"/>	Algeria	DZ
<input type="checkbox"/>	American Samoa	AS
<input type="checkbox"/>	Andorra	AD
<input type="checkbox"/>	Angola	AO

< 1 2 3 4 5 6 7 8 .. 25 >



If the necessary Country or City is not contained in the selection table, you need to email [portal@istc.int](mailto:portal@istc.int).

➤ When you finish to fill all information, Click on “Next”

Non-Government v

**Governmental Agency**

**Street Address \***

**Country \***

x q

**City**

x q

**Zip Code \***

**Web Page**

**Information**

**Bank details**

[Create](#)

Bank Name <span style="font-size: small;">↑</span>	Bank account	SWIFT Code	Branch Name	Branch Code	Created On
--	--------------	------------	-------------	-------------	------------

There are no records to display.

[Next](#)

New window will appear which prompt you to fill **Signature Authority** information.

- Click on Button “**Previous**” if you want to change information about Institute.
- “**Individual identification number**” is an identification number of the participants. This number must be selected to avoid duplicates.
- Category-**Sensitive Knowledge**
- Select the Category.
  - Category 1: Leading Scientific and Technical staff.  
Project managers and Sub managers;  
Leading experts in the technical area of project – no more than 2-3 participants from each participating institution.  
(recommended daily rate 60 – 70 USD)
  - Category 2: Other Scientific and technical staff with higher education  
(recommended daily rate 40 – 50 USD)
  - Category 3: Supporting staff (recommended daily rate 30 – 40 USD)

### Create Institution

50%

Signature Authority

Gender \*

Date of birth

M/D/YYYY

Category

Sensitive Knowledge

No  Yes

Individual identification number \*

Last Name \*

First Name

Title

Department \*

Position \*

Email \*

Phone

Provide a telephone number

Previous Submit

- When you finish to fill all information, Click on “**Submit**”

## Create Collaborator

- If your Institute already on the system you can search by clicking Button Search.
- Press “**Create**”, if your Institute is not on the system

### General Information

**Code**

I0097

**Institute Full Name \***

1

**Short Name****Institution Group \***

Collaborator

**Legal Status****Governmental Agency****Street Address \***

1

**Country \***

Armenia

**City**

Yerevan

**Zip Code \***

1

New window will appear which prompt you to fill **Contact Person** information.

- Click on Button “**Previous**” if you want to change information about Institute.
- “**Individual identification number**” is an identification number of the participants. This number must be selected to avoid duplicates.
- Enter Personnel data of the participant and his duties within the project.

50%

Contact Person

**Individual identification number \***  
1111114

**Last Name \***  
Jerry

**First Name**

**Title**

**Department \***  
Geochemistry

**Position \***  
Professor

**Email \***  
jerry@mail.ru

**Phone**  
123131546

**Gender \***  
Male

**Date of birth**  
1/2/1963

**Category**

**Sensitive Knowledge**  
 No  Yes

- When you finish to fill all information, Click on “**Submit**”

## Create Co-Funder

- If your Institute already on the system you can search by clicking Button Search.
- Press “**Create**”, if your Institute is not on the system

General Information

**Code**  
10097

**Institute Full Name \***  
1

**Short Name**

**Institution Group \***  
Co Funding

**Legal Status**

**Governmental Agency**

**Street Address \***  
1

**Country \***  
Armenia

**City**  
Yerevan

**Zip Code \***  
1

New window will appear which prompt you to fill **Signature Authority** information.

- Click on Button “**Previous**” if you want to change information about Institute.
- “**Individual identification number**” is an identification number of the participants. This number must be selected to avoid duplicates.

50%

**Signature Authority**

**Individual identification number \***

**Last Name \***

**First Name**

**Title**

**Department \***

**Position \***

**Email \***

**Phone**

**Gender \***

**Date of birth**

**Category**

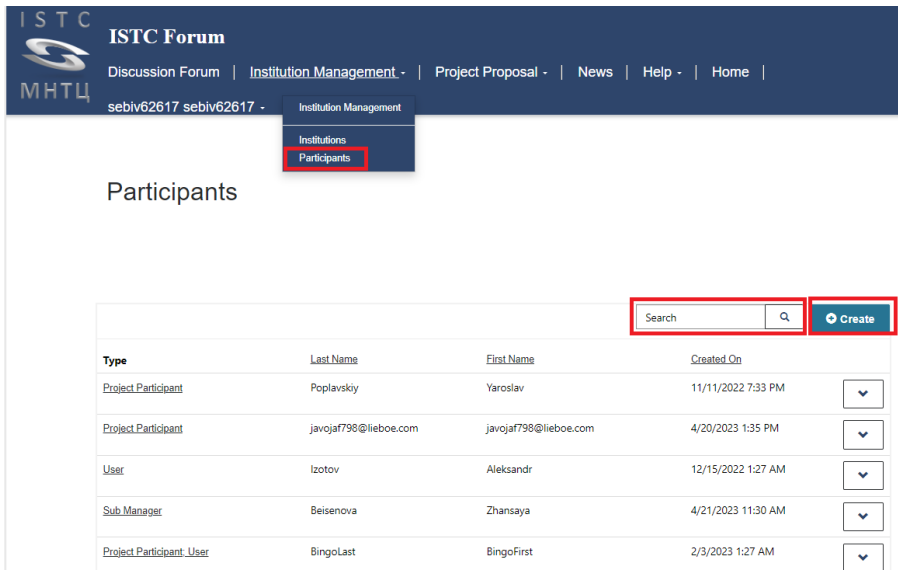
**Sensitive Knowledge**

No  Yes

- When you finish to fill all information, Click on “**Submit**”

## Create Participants

- Click on the button “**Create**” to create a new Participant.



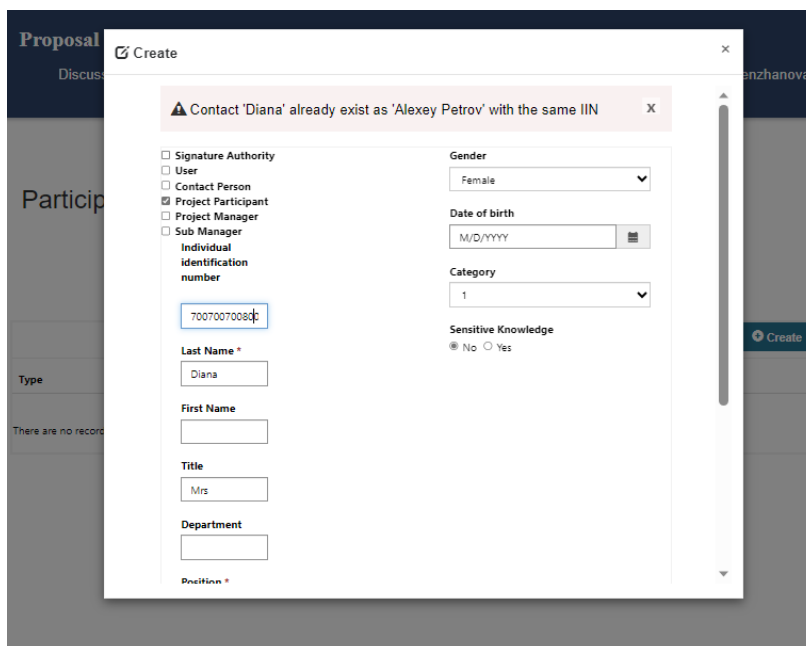
The screenshot shows the ISTC Forum web site interface. The top navigation bar includes the ISTC logo and the text 'ISTC Forum'. Below the navigation bar, there are links for 'Discussion Forum', 'Institution Management', 'Project Proposal', 'News', 'Help', and 'Home'. The user is logged in as 'sebiv62617 sebiv62617'. A dropdown menu is open under 'Institution Management', with 'Participants' highlighted in red. The main content area is titled 'Participants' and contains a table with columns: 'Type', 'Last Name', 'First Name', and 'Created On'. A search bar and a 'Create' button are also visible.

Type	Last Name	First Name	Created On
Project Participant	Poplavskiy	Yaroslav	11/11/2022 7:33 PM
Project Participant	javoja798@lieboe.com	javoja798@lieboe.com	4/20/2023 1:35 PM
User	Izotov	Aleksandr	12/15/2022 1:27 AM
Sub Manager	Beisenova	Zhansaya	4/21/2023 11:30 AM
Project Participant, User	BingoLast	BingoFirst	2/3/2023 1:27 AM



**To add new Project Participants first you have to add a Participating Institution. You can add a new Participant only to an existing Institution.**

If you face following error (see picture), so it means that participant with the same Individual Identification number exist. You need to go to the main list and choose it. If you would like to change anything please contact: [portal@istc.int](mailto:portal@istc.int)



The screenshot shows the 'Create' form in the ISTC Forum web site. The form is titled 'Create' and has a close button (X). An error message is displayed at the top: 'Contact 'Diana' already exist as 'Alexey Petrov' with the same IIN'. The form fields include: 'Signature Authority' (checkbox), 'User' (checkbox), 'Contact Person' (checkbox), 'Project Participant' (checkbox, checked), 'Project Manager' (checkbox), 'Sub Manager' (checkbox), 'Individual identification number' (text input, value: 70070070080), 'Last Name \*' (text input, value: Diana), 'First Name' (text input), 'Title' (text input, value: Mrs), 'Department' (text input), 'Position \*' (text input), 'Gender' (dropdown menu, value: Female), 'Date of birth' (text input, value: M/D/YYYY), 'Category' (dropdown menu, value: 1), and 'Sensitive Knowledge' (radio buttons, value: No).




➤ New window will appear which prompt you to fill Participant Personnel data.

Select the Role of this Participant within the Project

- Signature Authority
- User
- Contact person
- Project participant
- Project manager
- Sub manager

➤ When you finish to fill all information, Click on “Submit”

 Create

<input type="checkbox"/> Signature Authority <input type="checkbox"/> User <input type="checkbox"/> Contact Person <input type="checkbox"/> Project Participant <input type="checkbox"/> Project Manager <input type="checkbox"/> Sub Manager	<p><b>Gender *</b></p> <input type="text" value="v"/> <p><b>Date of birth *</b></p> <input type="text" value="M/D/YYYY"/>  <p><b>Category</b></p> <input type="text" value="v"/> <p><b>Sensitive Knowledge</b></p> <input type="text" value="v"/>
<p><b>Last Name *</b></p> <input type="text"/> <p><b>First Name</b></p> <input type="text"/> <p><b>Title</b></p> <input type="text"/> <p><b>Department *</b></p> <input type="text"/>	<p><b>Institution</b></p> <input type="text"/> <input type="button" value="Q"/>
<p><b>Position *</b></p> <input type="text"/> <p><b>Email *</b></p> <input type="text"/> <p><b>Phone *</b></p> <input type="text" value="Provide a telep"/>	

**Submit**