

ACCREDITATION MANAGEMENT BY EMPLOYEE

Inserting a new Accreditation

1. An Employee needs to be assigned the *Insertor* role at his Organization to be able to add Accreditations. To add a new Accreditation, this role is selected after login. A new accreditation can be inserted by selecting an *Accreditation Group* top-right of the page, and enter at least all the required data. Then click “**Ready for validation!**”:

The screenshot shows the 'Insert Accreditation' form in the BRAINCHAIN system. The form is titled 'Insert Accreditation' and shows the 'Accreditation group' as 'Group A'. It is divided into two main sections: 'Accreditation' and 'Person'. The 'Accreditation' section includes fields for 'Original Title*' (Accreditation Original Title), 'English Title*' (Accreditation English Title), 'Date issued*' (11/07/2018), and 'Level*' (Bachelor). There is also an 'Additional Translations' section with a '+', a dropdown for 'Deutsch', and a text input for 'Accreditation Deutsch Title'. The 'Person' section includes fields for 'First name*' (Applicant), 'Last name*' (First), 'Email' (a1@gmail.com), 'National ID N°*' (MP9999999), 'Region*' (Europe), and 'Country*' (Belarus). A blue button labeled 'Ready for validation!' is located at the bottom right of the form.

After, the Accreditation needs to be validated by an employee who is assigned as *Validator* for that Accreditation Group (see next paragraph).

Validating Accreditations

1. An Employee needs to be assigned the *Validator* role at his Organization to be able to validate Accreditations. To validate an inserted Accreditation, this role is selected after login. Then the “Validate Accreditations” page can be opened via the Navigation bar to access all accreditations pending validation. If the Validator has this role in more than one Accreditation Group, he can go to the one he chooses by selecting an Accreditation Group top-right:



2. To Validate one, select one by clicking the corresponding line:

The screenshot shows a web interface for 'Validate Accreditations'. At the top, there is a navigation bar with 'BRAIN <> CHAIN' and 'Validate Accreditations'. On the right, there is a user profile 'e1@temp.org' and a language dropdown 'EN'. Below the navigation, there are filters for 'Role: Validator' and 'Group: Group A'. The main content area is titled 'Accreditations' and contains a table with the following data:

Title	Date issued	Level	Applicant Name	Location	
Accreditation Original Title	11/08/2018	Bachelor	Applicant First	Belarus	
Accreditation Original Title	11/08/2018	Bachelor	Applicant Second	Belarus	
Accreditation Original Title	11/08/2018	Bachelor	Applicant Third	Belarus	

This opens the details page:

The screenshot shows the 'Validate Accreditation' details page. At the top, there is a navigation bar with 'BRAIN <> CHAIN' and 'Validate Accreditations'. On the right, there is a user profile 'e1@temp.org' and a language dropdown 'EN'. Below the navigation, there are filters for 'Role: Validator' and 'Group: Group A'. A link '[Return to list of Accreditations](#)' is visible. The main content area is titled 'Validate Accreditation' and shows a progress bar '0/3'. There are two main sections: 'Accreditation' and 'Person'. The 'Accreditation' section has fields for 'Original Title*' (Accreditation Original Title), 'English Title*' (Accreditation English Title), 'Date issued*' (11/08/2018), and 'Level*' (Bachelor). The 'Person' section has fields for 'First name*' (Applicant), 'Last name*' (First), 'Email' (a1@gmail.com), and 'National ID N°*' (MP1111111). There is a 'Next Accreditation' link on the right. At the bottom, there is a section for 'Additional Translations'.



3. The Validator can validate the *current* Accreditation by clicking “**Validate Accreditation**” at the bottom of the page:

1 Accreditation validated successfully! x

[Next Accreditation](#)

Accreditation		Person	
Original Title*	<input type="text" value="Accreditation Original Title"/>	First name*	<input type="text" value="Applicant"/>
English Title*	<input type="text" value="Accreditation English Title"/>	Last name*	<input type="text" value="Second"/>
Date issued*	<input type="text" value="11/08/2018"/>	Email	<input type="text" value="a2@gmail.com"/>
Level*	<input type="text" value="Bachelor"/>	National ID N°*	<input type="text" value="MP2222222"/>
Additional Translations		Country*	<input type="text" value="Europe"/>
Deutsch	<input type="text" value="Accreditation Deutsch Title"/>		<input type="text" value="Belarus"/>

Leave comment for Reviewer

At successful validation, a feedback message is given and the next Accreditation in the list is opened for the validator.

Sending an Accreditation back for review

4. If there is a mistake(-s) in the Accreditation data, the Validator can correct them individually. The system keeps automatic trace of all historic values and the Validator also has the option to add an explanation for the Insertor on his correction:

BRAIN <> CHAIN Validate Accreditations e1@temp.org EN

Role: Validator Group: Group A

[← Return to list of Accreditations](#)

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1

[Next Accreditation](#)

Accreditation		Person	
Original Title*	<input type="text" value="Accreditation Title Original"/>	First name*	<input type="text" value="Applicant"/>
English Title*	<input type="text" value="Accreditation English Title"/>	Last name*	<input type="text" value="Second"/>
Date issued*	<input type="text" value="11/08/2018"/>	Email	<input type="text" value="a2@gmail.com"/>
Level*	<input type="text" value="Bachelor"/>	National ID N°*	<input type="text" value="MP2222222"/>
Additional Translations			

Old content: Accreditation Original Title

Proposed content: Accreditation Title Original

Message:

Wrong original title



5. To send this Accreditation back for review, the Validator clicks “Send Back for Review” :

The screenshot shows a web form titled "Validate Accreditation" with a progress bar at the top indicating step 1. The form is divided into two main sections: "Accreditation" and "Person".

Accreditation Section:

- Original Title*: Accreditation Title Original (highlighted with a red box)
- English Title*: Accreditation English Title
- Date issued*: 11/08/2018
- Level*: Bachelor
- Additional Translations: Deutsch: Accreditation Deutsch Title

Person Section:

- First name*: Applicant
- Last name*: Second
- Email: a2@gmail.com
- National ID N°*: MP2222222
- Country*: Europe (dropdown menu with Belarus selected)

At the bottom of the form, there is a text area for "Leave comment for Reviewer" containing the text "Check the original title". Two buttons are located at the bottom: "Send Back for Review" (highlighted in grey) and "Validate Accreditation" (blue).

This sends the Accreditation back to the Insertor for review and loads the next Accreditation in the list:

The screenshot shows the same "Validate Accreditation" form, but now it is displaying the second accreditation in the list. The progress bar at the top indicates step 2.

Accreditation Section:

- Original Title*: Accreditation Original Title
- English Title*: Accreditation English Title
- Date issued*: 11/08/2018
- Level*: Bachelor
- Additional Translations: (Section header visible)

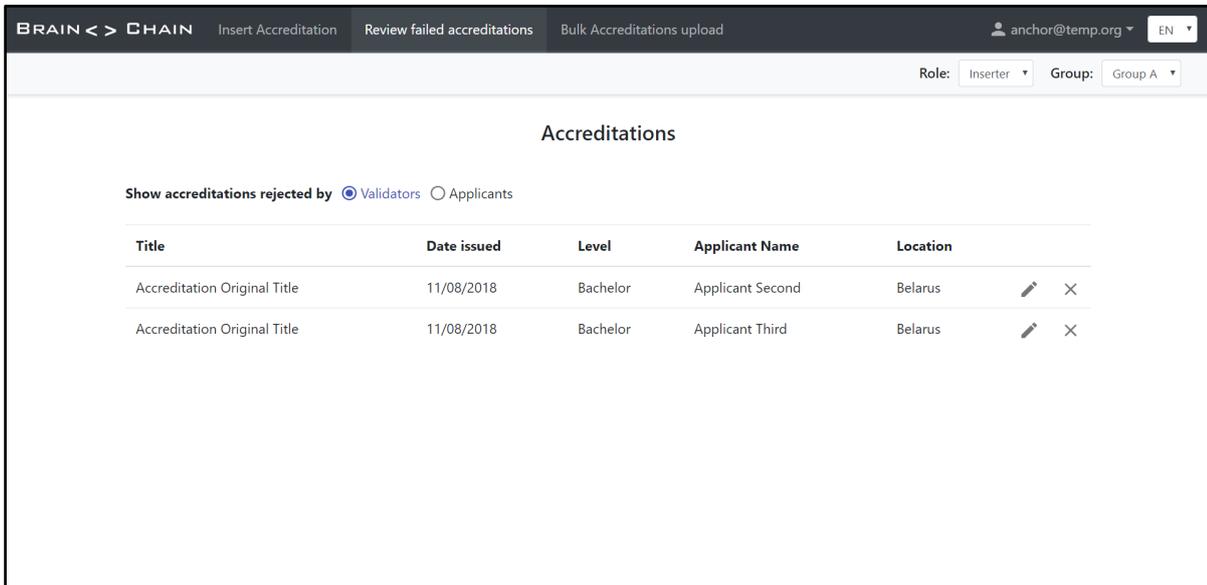
Person Section:

- First name*: Applicant
- Last name*: Third
- Email: e3@gmail.com
- National ID N°*: MP3333333

At the top of the page, there is a navigation bar with "BRAIN > CHAIN" and "Validate Accreditations". A green notification box says "Accreditation validated successfully!". The user's role is "Validator" and the group is "Group A". A link "Return to list of Accreditations" is visible on the left.

Reviewing a failed Accreditation

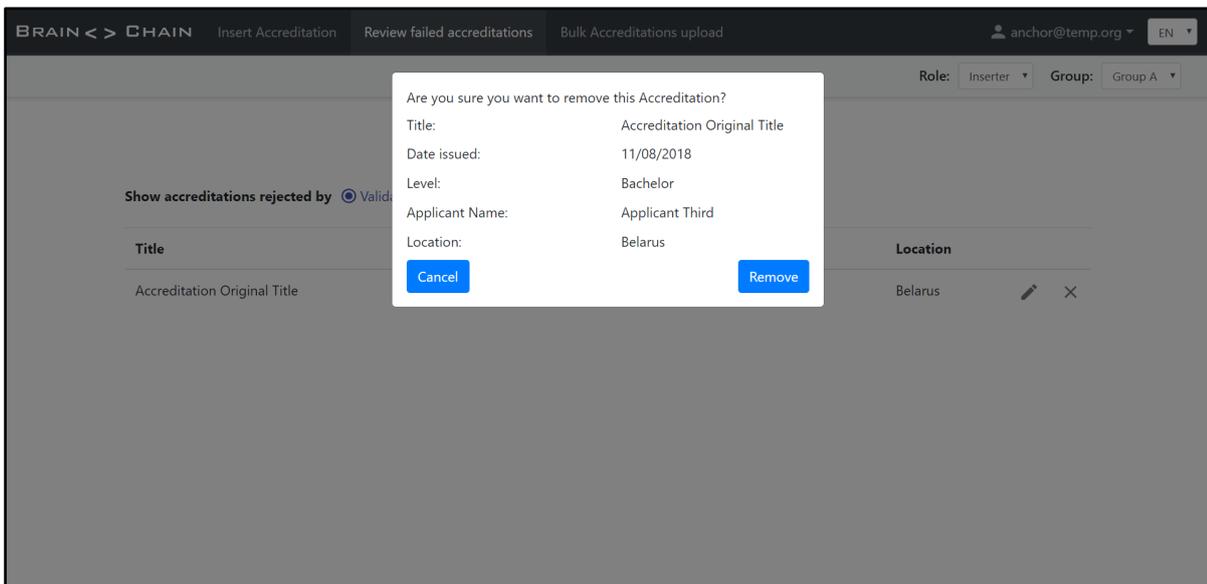
1. To review failed Accreditations, an Employee who is assigned as Inserter can log in, click the "Review Failed Accreditations" tab in the navigation bar atop and select the Accreditation Group he wishes to work with right below the top navigation. Then the Inserter can further filter between 2 types of failed accreditations: rejected by *Applicant* or rejected by *Validator* by using the corresponding radio button:



The screenshot shows the 'Review failed accreditations' page in the BRAIN <> CHAIN system. The user is logged in as 'anchor@temp.org' and has the role of 'Inserter'. The page displays a table of accreditations with the following columns: Title, Date issued, Level, Applicant Name, and Location. There are two rows of data, both for 'Accreditation Original Title' issued on '11/08/2018' at the 'Bachelor' level, one for 'Applicant Second' and one for 'Applicant Third', both located in 'Belarus'. Each row has edit and delete icons. The 'Show accreditations rejected by' filter is set to 'Validators'.

Title	Date issued	Level	Applicant Name	Location
Accreditation Original Title	11/08/2018	Bachelor	Applicant Second	Belarus
Accreditation Original Title	11/08/2018	Bachelor	Applicant Third	Belarus

To remove an Accreditation, clicking "X" at the corresponding row will open a model dialog asking for confirmation:



The screenshot shows the same 'Review failed accreditations' page, but with a confirmation dialog box open. The dialog asks 'Are you sure you want to remove this Accreditation?' and displays the details of the selected accreditation: Title: Accreditation Original Title, Date issued: 11/08/2018, Level: Bachelor, Applicant Name: Applicant Third, and Location: Belarus. There are 'Cancel' and 'Remove' buttons at the bottom of the dialog.

To remove the accreditation Inserter should click on "Remove" button.



2. To *review* an Accreditation, the Inserter selects the corresponding line which opens its details page:

BRAIN <> CHAIN Insert Accreditation Review failed accreditations Bulk Accreditations upload anchor@temp.org EN

Role: Inserter Group: Group A

[← Return to list of Accreditations](#)

Review failed Accreditation

0/2

[Next Accreditation](#)

Feedback from Validator

Check the original title

Accreditation	Person
Original Title* <input style="border: 2px solid green;" type="text" value="Accreditation Title Original"/>	First name* <input type="text" value="Applicant"/>
English Title* <input type="text" value="Accreditation English Title"/>	Last name* <input type="text" value="Second"/>
Date issued* <input type="text" value="11/08/2018"/>	Email <input type="text" value="a2@gmail.com"/>
Level* <input type="text" value="Bachelor"/>	National ID <input type="text" value="MP2222222"/>

If the Validator left a general message to the Validator, this is shown atop in the other zone.

3. The Inserter can click on the fields highlighted in green *or* on the question mark next to such fields to see what was changed by the Validator.

BRAIN <> CHAIN Insert Accreditation Review failed accreditations Bulk Accreditations upload anchor@temp.org EN

Role: Inserter Group: Group A

[← Return to list of Accreditations](#)

Review failed Accreditation

0/2

[Next Accreditation](#)

Feedback from Validator

Check the original title

Old content: Accreditation Original Title
Proposed content: Accreditation Title Original
Message: Wrong original title

Accreditation	Person
Original Title* <input style="border: 2px solid green;" type="text" value="Accreditation Title Original"/>	First name* <input type="text" value="Applicant"/>
English Title* <input type="text" value="Accreditation English Title"/>	Last name* <input type="text" value="Second"/>
Date issued* <input type="text" value="11/08/2018"/>	Email <input type="text" value="a2@gmail.com"/>
Level* <input type="text" value="Bachelor"/>	National ID <input type="text" value="MP2222222"/>



4. If the value proposed by the Validator is wrong, the Inserter can change it again which will change the field's highlight colour from *green* to *orange*:

The screenshot shows the 'Review failed Accreditation' page. The 'Original Title*' field contains 'Title Original' and is highlighted in orange. A tooltip above it shows 'Old content: Accreditation Original Title' and 'Proposed content: Accreditation Title Original'. The 'Message' field contains 'Wrong original title'. The 'Feedback from Validator' section has a yellow bar with the text 'Check the original title'. The 'Accreditation' section includes fields for 'English Title*' (Accreditation English Title), 'Date issued*' (11/08/2018), and 'Level*' (Bachelor). The 'Person' section includes fields for 'First name*' (Applicant), 'Last name*' (Second), 'Email' (a2@gmail.com), and 'National ID' (MP2222222).

5. The Inserter can, after inspection, also change fields that were left untouched by the Validator. Such Inserter-corrections are then highlighted in *blue* instead of *orange*:

The screenshot shows the 'Review failed Accreditation' page. The 'English Title*' field contains 'English Title' and is highlighted in blue. A tooltip above it shows 'Old content: Accreditation English Title'. The 'Original Title*' field contains 'Title Original' and is highlighted in orange. The 'Feedback from Validator' section has a yellow bar with the text 'Check the original title'. The 'Accreditation' section includes fields for 'Date issued*' (11/08/2018) and 'Level*' (Bachelor). The 'Person' section includes fields for 'First name*' (Applicant), 'Last name*' (Second), 'Email' (a2@gmail.com), and 'National ID' (MP2222222).



6. The Insertor can then re-insert the Accreditation for Validator validation by clicking " **Re-Insert for validation** ":

1/2 Accreditation re-inserted successfully! ✕

[Next Accreditation](#)

Feedback from Validator

This accreditation need to be removed

Accreditation		Person	
Original Title*	<input type="text" value="Accreditation Original Title"/>	First name*	<input type="text" value="Applicant"/>
English Title*	<input type="text" value="Accreditation English Title"/>	Last name*	<input type="text" value="Third"/>
Date issued*	<input type="text" value="11/08/2018"/>	Email	<input type="text" value="e3@gmail.com"/>
Level*	<input type="text" value="Bachelor"/>	National ID N°*	<input type="text" value="MP3333333"/>
Additional Translations		Region*	<input type="text" value="Europe"/>
<input type="text" value="Deutsch"/>	<input type="text" value="Accreditation Deutsch Title"/>	Country*	<input type="text" value="Belarus"/>

Then the next Accreditation in the list will open.

7. The Insertor can also remove the Accreditation by clicking " **Remove** " , which first opens a modal dialog asking removal confirmation:

0/1 [Next Accreditation](#)

Feedback from Validator

This accreditation need to be removed

Are you sure you want to remove this Accreditation?

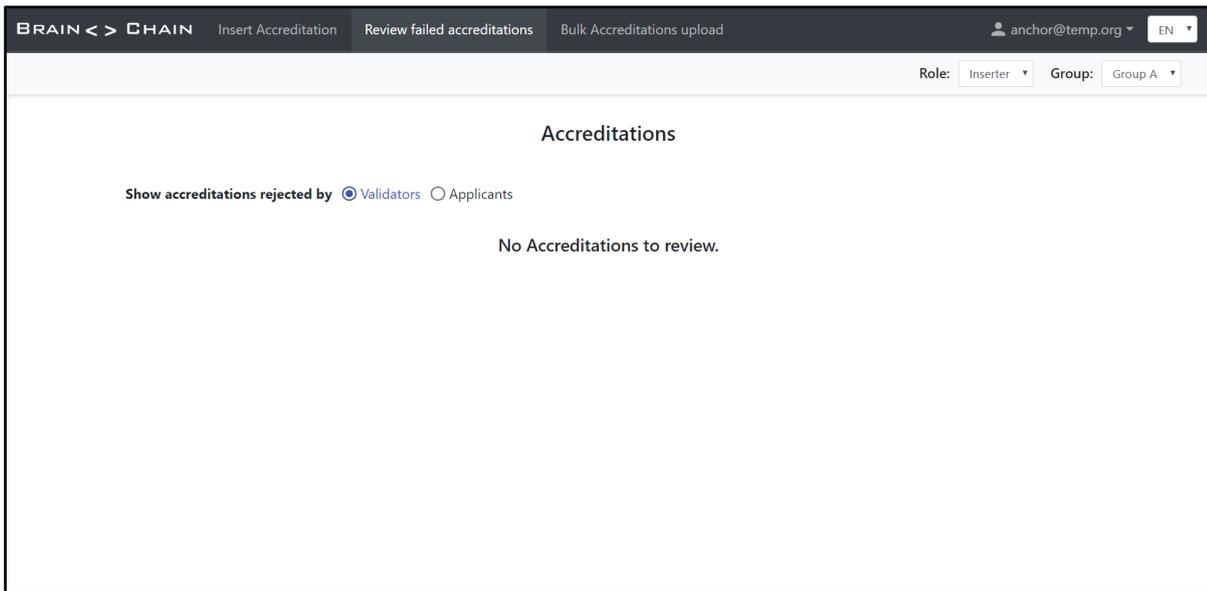
Accreditation		Person	
Original Title*	<input type="text" value="Accreditation Original Title"/>	First name*	<input type="text" value="Applicant"/>
English Title*	<input type="text" value="Accreditation English Title"/>	Last name*	<input type="text" value="Third"/>
Date issued*	<input type="text" value="11/08/2018"/>	Email	<input type="text" value="e3@gmail.com"/>
Level*	<input type="text" value="Bachelor"/>	National ID N°*	<input type="text" value="MP3333333"/>
Additional Translations		Region*	<input type="text" value="Europe"/>
<input type="text" value="Deutsch"/>	<input type="text" value="Accreditation Deutsch Title"/>	Country*	<input type="text" value="Belarus"/>

To confirm the requested removal, the Insertor should click " **Remove** ".



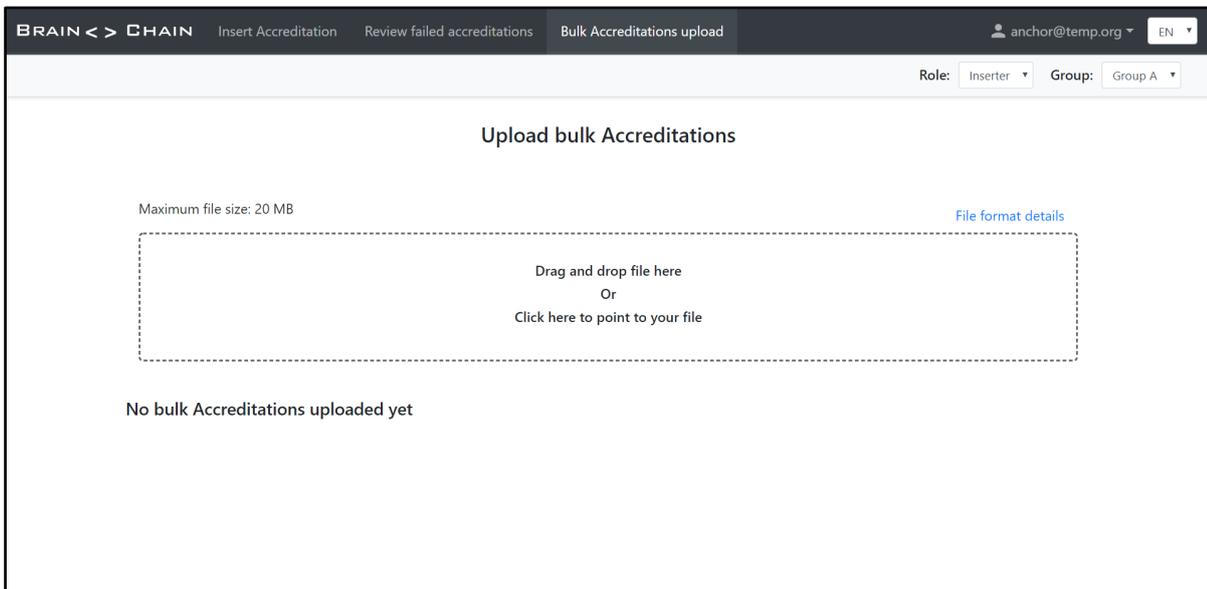


8. When all subsequent Accreditations are reviewed (or re-inserted/removed), the Inserter is redirected to the list.



Bulk Accreditations upload

1. To upload Accreditations in bulk fashion, the Inserter should open the "Bulk Accreditation upload" in the navigation bar atop the page and select the Accreditation Group he wished to work with:





2. To learn more about the correct file format to be used for bulk uploads, the Insertor should click the “[File format details](#)” - link right above the drag’n’drop area.

Role: Group:

[← Back to Bulk Accreditations upload](#)

File format info

[CSV file format](#) [XML file format](#)

Please liaise with IT staff to ensure proper formatting.

Please adhere to the CSV file format.

CSV-formatted file example

```
email,firstName,lastName,countryCode,nationalId,issuedAt,level,original,en,fr,nl
june.rogers@email.com,June,Rogers,CA,836154446309,2017-05-01,MASTER,Original title,English title,Titre
français,Nederlandse titel
dean.arnold@email.com,Dean,Arnold,US,289298416441,2017-09-15,POST_GRADUATE,Original title,English
title,Titre français,Nederlandse titel
terry.mullins@email.com,Terry,Mullins,GB,273822698758,2012-12-12,TECHNICAL,Original title,English
title,Titre français,Nederlandse titel
velma.walsh@email.com,Velma,Walsh,FR,627573870715,2007-06-25,PHD,Original title,English title,Titre
français,Nederlandse titel
kelly.larson@email.com,Kelly,Larson,DE,622358932838,2004-03-07,BACHELOR,Original title,English
title,Titre français,Nederlandse titel
```

To return to the “Bulk Accreditations upload”, the Insertor should click the “[← Back to Bulk Accreditations upload](#)” - link.

3. To upload a file, the Insertor should drop it right onto the *drag & drop* area or use the file browser (via “Click here...”) to select a file.

Role: Group:

Upload bulk Accreditations

Maximum file size: 20 MB [File format details](#)

Drag and drop file here
Or
Click here to point to your file

Uploaded file: bulk_1.csv

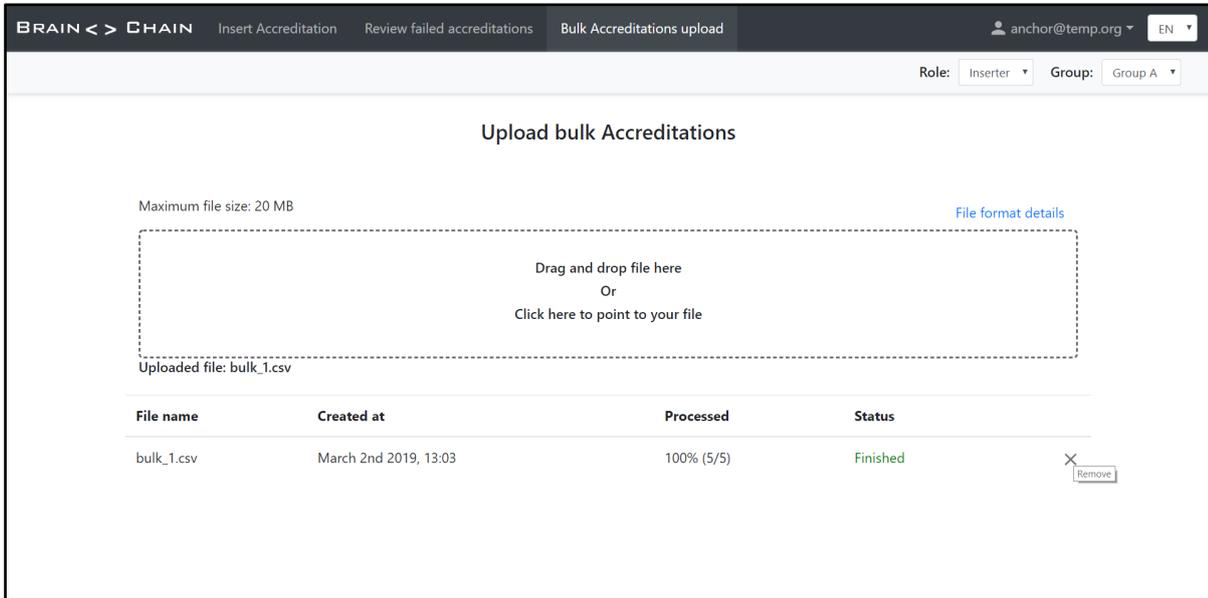
File name	Created at	Processed	Status
bulk_1.csv	March 2nd 2019, 13:03	0% (0/5)	In progress...





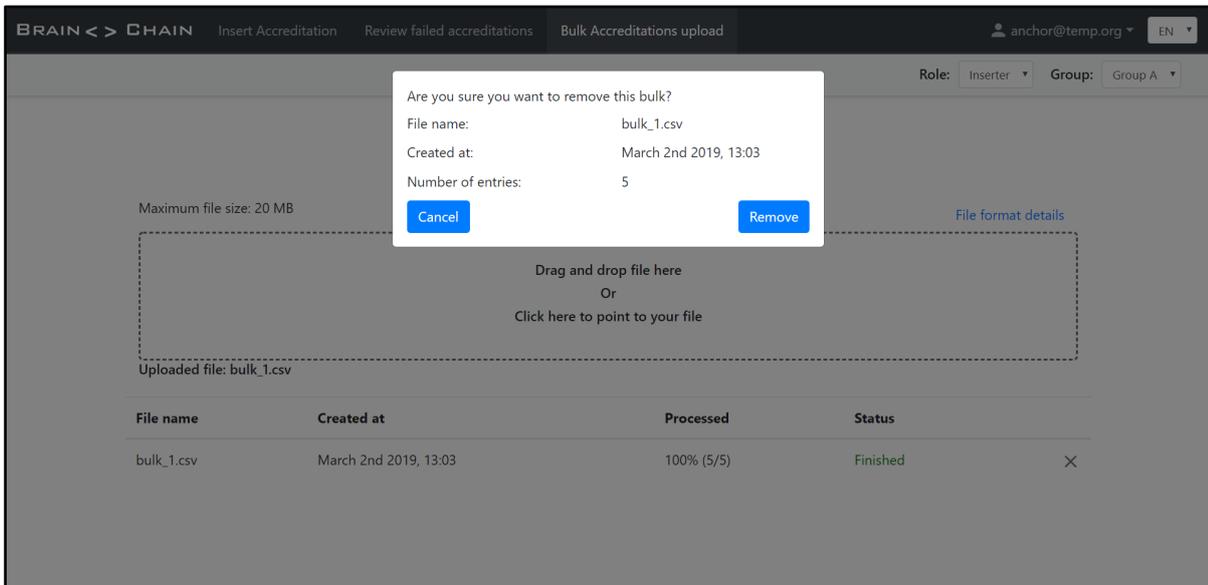
4. When file processing is finished, the Inserter can remove the uploaded file from the list by clicking "x" at the corresponding line.

Note: No need for panic: This will *not* delete the uploaded files from BrainChain, just remove the uploaded file from the displayed list! 🙌



A modal dialog will open, requesting removal confirmation:

5. To confirm, click "Remove" :





6.

BRAIN < > CHAIN Insert Accreditation Review failed accreditations Bulk Accreditations upload anchor@temp.org EN

Role: Inserter Group: Group A

Upload bulk Accreditations

Maximum file size: 20 MB [File format details](#)

Drag and drop file here
Or
Click here to point to your file

Uploaded file: bulk_1.csv

No bulk Accreditations uploaded yet

... and the file will be removed.