Pre Registration Tool for Users

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Scope

- PRT stands for Pre Registration Tool

- It will be used by identified users in Institutes (secretary, Team Leader, Deputy Team Leader…) to pre-register the users for their collaborations.

- Its goal is to
  - Do as much as necessary work *before* the arrival
  - Reduce invalid cases to the *minimum*.
  - Reduce the arrival process time to the *minimum*.

- It is also foreseen to extend the tool to follow-up USERs while at CERN and to ease the departure processes.
History of the project

• PRT is in use for External Firm Staff (large contracts only) since 2006. 6000 registration forms have been created since then.

• A first attempt to extend the tool to Users Office in 2010 failed due to lack of stable / long term resources and change of technology stack within AIS.

• Users Office and CERN CFO funded dedicated resources for Users Office in March 2013. PRT for UO was then restarted using AIS new technical framework.

• Currently: 1 dedicated developer + 2 part-time persons
Principle 1/2: Pre Registration

**USER**
- to be registered
- provides information to institute

**PRT User**
- (secretariat or Team Leader)
- creates form and
- uploads scans of documents

**(Deputy) Team Leader**
- Validates form and documents
- and sends To Users Office

**Users Office**
- Validates form and documents
- and pre-register
- person and documents in CERN databases

**CERN databases**

**Documents**

**Registration Form**

**Documents**

Principle 2/2: Arrival

**USER**
Arrives at Users Office desk with originals of all documents

**Users Office**
Checks documents and finalizes registration in CERN databases

Documents

CERN databases
Advantages

- Error trapping, rules checking
- Reduces data entry duplication and errors
- Dynamic (shows certain fields only when needed)
- Intuitive, online help
- Potentially multilingual
- Minimizes administrative procedure on arrival
- Verify completeness of provided documents
Error Trapping, rules checking

- Form errors summary

- Form errors details
Dynamic form

- Extra fields show up only when needed
Mandatory documents

- Mandatory documents must be attached before sending the form
Personalized list of documents

- List of documents varies with personal situation
Preview of document in application

Attach new document

Person
Type
Comments
File
* Only PDF files are allowed. Get Free PDF converters

The document has been attached successfully.

Attach document

Documents
* For the scanned documents, the user has to provide the originals once the person arrives at CERN.

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<td>Birth Certificate</td>
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<td>Hoffman, Leni</td>
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Security

- Institutes can only register for their collaborations
- Institutes can only see their personnel
- All (D)TL have access to PRT for their institute in the collaboration
- (D)TL can grant creation rights to any CERN primary account
- Only D(TL) can «send» the filled registration form to the Users’ Office
Restrictions

• The users cannot fill in the form themselves
  (1830 registrations last year, max 28, avg 3 per Team)

• Once sent a registration form cannot be modified

• PRT won’t replace all paper forms

More than users

• In addition to External Firm Staff, PRT will also be used by CERN Departments for COAS and VISC Pre Registration
Next steps

Milestones 1 and 2 (Registration and Arrival)

• January 2014: beta for TH group and some local institutes

Milestone 3 (Follow-up and Departure)

• Early 2014: beta tests

Production version to all institutes

• Mid-March 2014 if tests are successful and feedback positive