Application Management Tool

User Manual

Versioning

Date	Version	Comment
20 October 2022	1	Initial version
14 February 2023	2	Additions due to questions from users

Introduction

In this document you will find information on how to use the CoreTrus Seal Application Management Tool.

Account Management

In order to use the AMT you need to have an account.

Create New Account

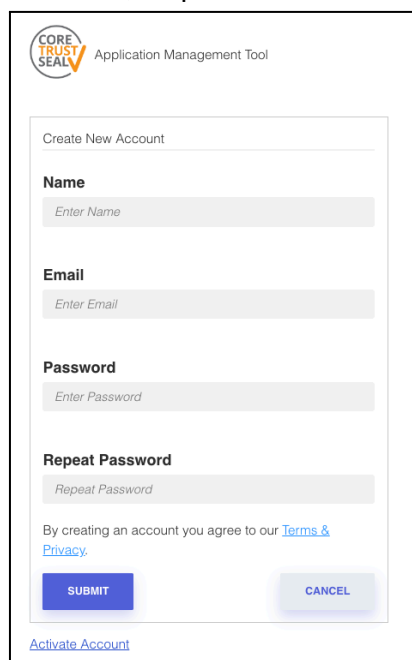Before you can use CTS AMT you need to create an account.

1. On the landing page click the sign up button
   a. https://amt.coretrustseal.org/
2. Fill in and submit the form
3. Check your email for account activation message
4. Activate your account on the activation page provided via email

Create New Account, step 1:
On the landing page (https://amt.coretrustseal.org/) click the sign up button
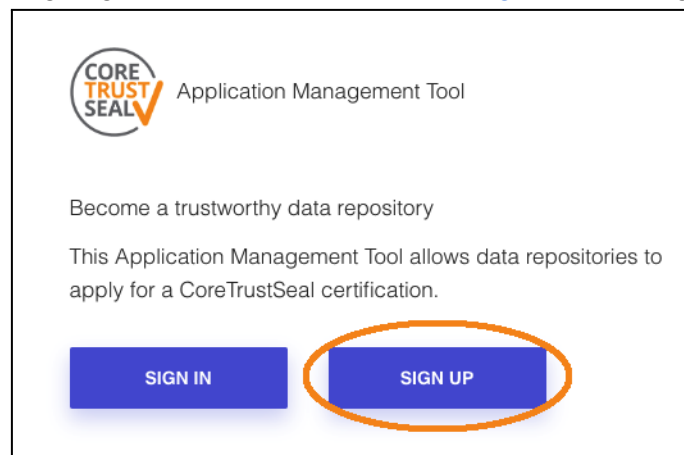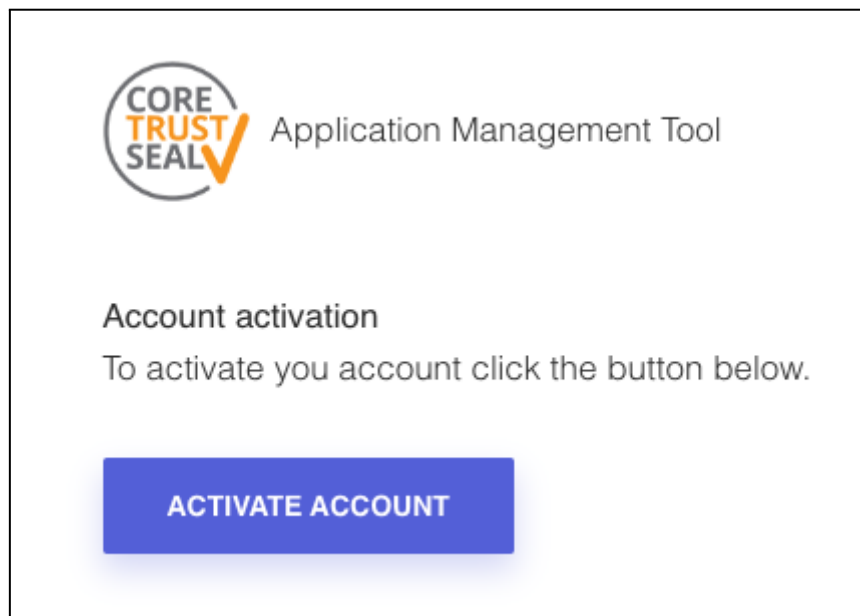

Create New Account, step 2: Fill in and submit the form

Create New Account, step 3: Check your email for account activation message

Create New Account, step 4: Activate your account on the activation page provided via email
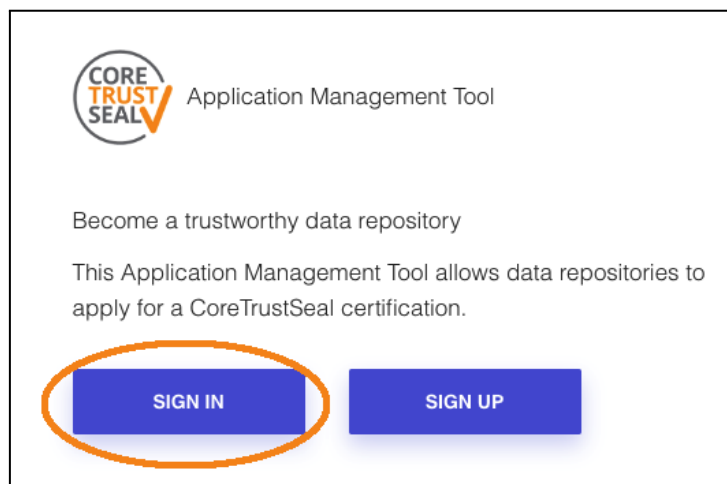
Password Reset

To reset your password do the following.

1. On the landing page click the sign in button
   a. https://amt.coretrustseal.org/
2. On the sign in page click Reset Password
3. Fill in and submit the form to request a password reset
4. Check your email for password reset message
5. Fill in and submit the form to reset your password

Note, if you fill in an incorrect email address the AMT will not display any kind of warning. If you do not receive an email double check your email address is correct.
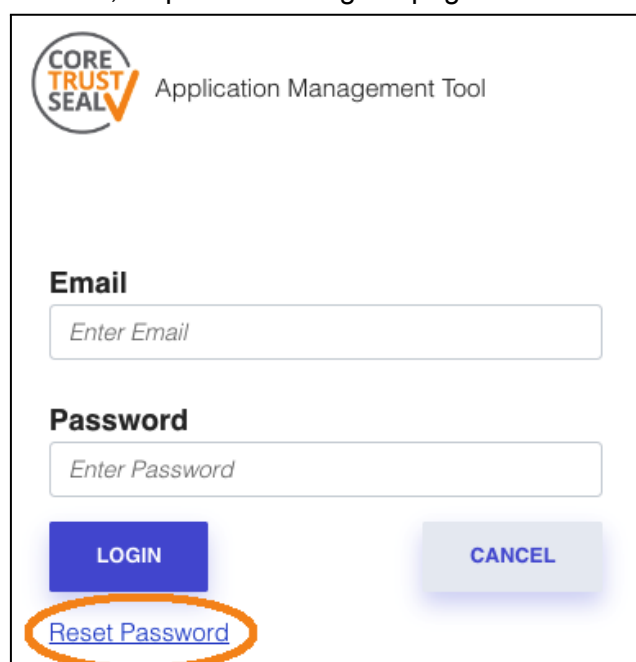
Password Reset, step 1:
On the landing page (https://amt.coretrustseal.org/) click the sign in button
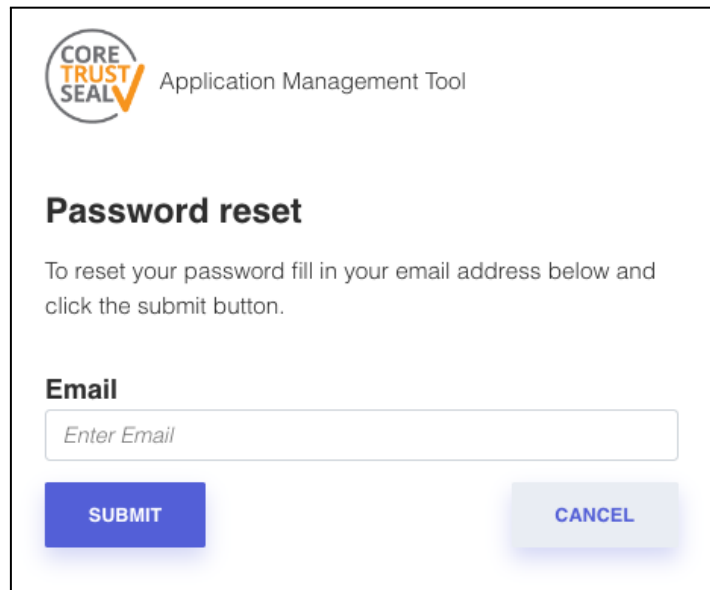

Password Reset, step 2: On the sign in page click Reset Password

Password Reset, step 3: Fill in and submit the form to request a password reset

Password Reset, step 4: Check your email for password reset message

Password Reset, step 5: Fill in and submit the form to reset your password
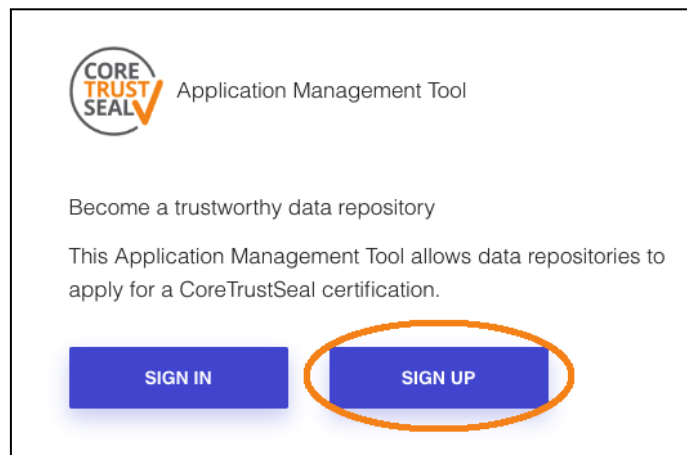
Account Activation

If you can not activate your account because your token is no longer valid you can request a new activation token.
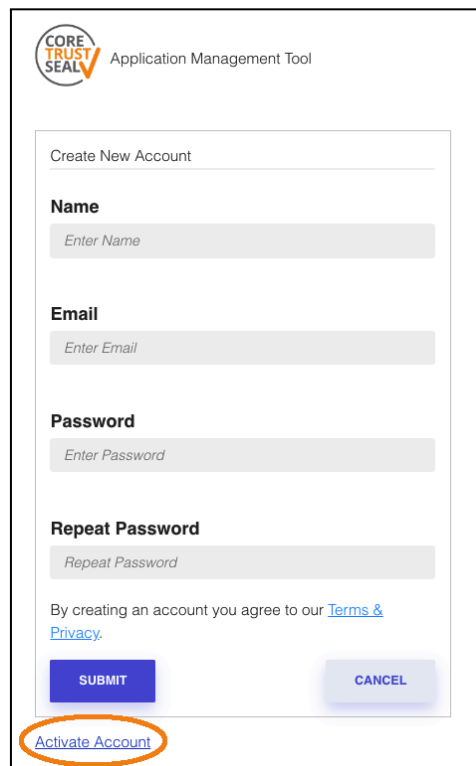
1. On the landing page (https://amt.coretrustseal.org/) click the sign up button
2. Click on Activate Account below the form
3. Fill in and submit the form to request a new activation token
4. Check your email for account activation message
5. Activate your account on the activation page provided via email

Account Activation, step 1:
On the landing page (https://amt.coretrustseal.org/) click the sign up button

Account Activation, step 2: Click on Activate Account below the form

Account Activation, step 3:
Fill in and submit the form to request a new activation token

CORE TRUST SEAL ✓ Application Management Tool

Request New Token
If your activation code has expired fill in and submit the form below to request a new token.

Email

Enter Email

SUBMIT   CANCEL

Account Activation, step 4: Check your email for account activation message

Account Activation, step 5:
Activate your account on the activation page provided via email

CORE TRUST SEAL ✓ Application Management Tool

Account activation
To activate you account click the button below.

ACTIVATE ACCOUNT

Log In

In order to use the application you must log in.

1. Browse to the CoreTrustSeal AMT
   a. https://amt.coretrustseal.org/
2. Click Sign In button
3. Fill in the form and click Log In

Log In, step 1: Browse to https://amt.coretrustseal.org/

Log In, step 2: Click Sign In button
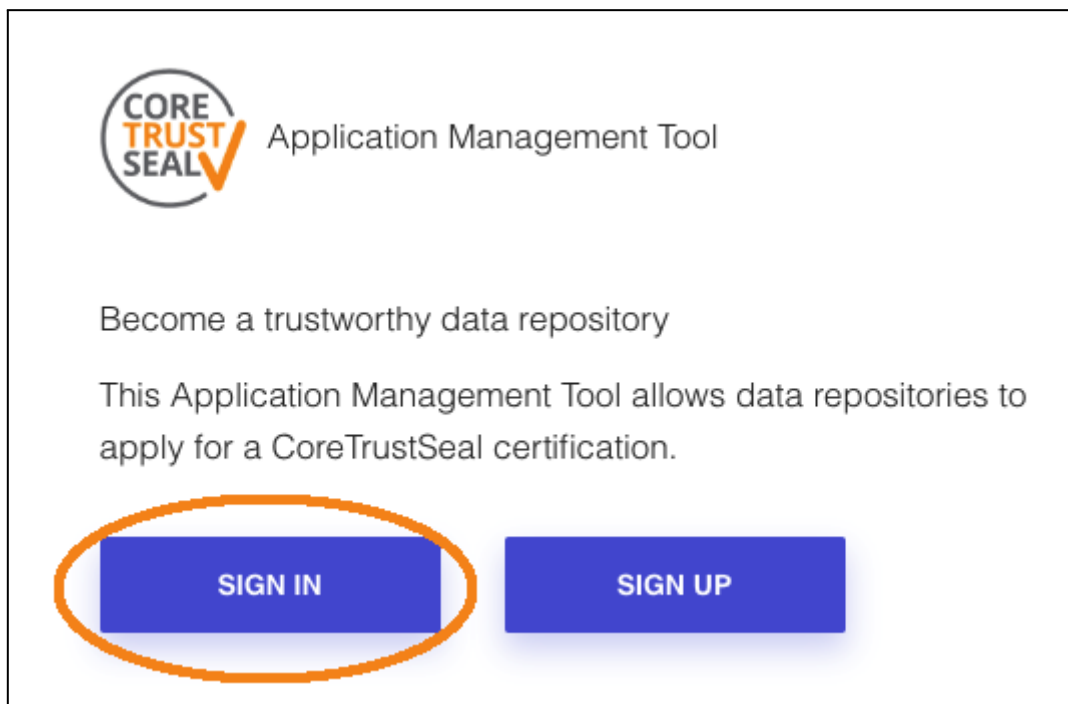
Log In, step 3: Fill in the form and click Log In

Log Out

You can log out by clicking on the button in the top right corner.

Dashboard

After you log in you will see the dashboard page. The dashboard is split into multiple sections that allows you to perform certain tasks. Available options depend on your current role.

Roles

You can change your role from the menu in the top right corner. Every time you switch roles you will be brought to the dashboard.
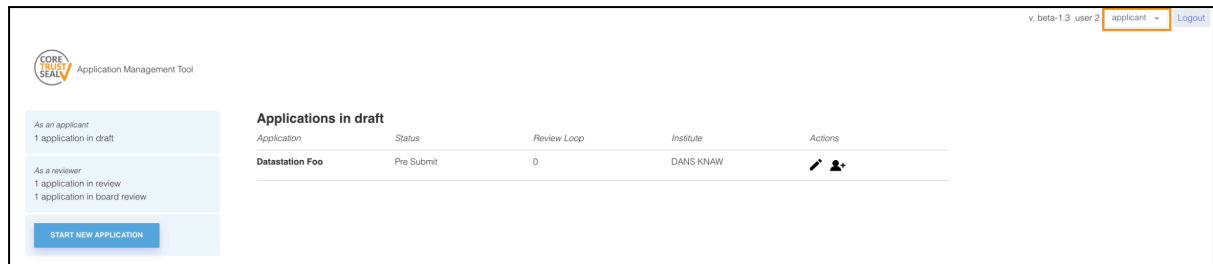
Applicant

In the Applicant role you can apply for certification and perform various other tasks related to this subject.
The Applicant role is assigned by default to each account.

Reviewer

In the Reviewer role you can review the applications of other repositories.

Board Member

In the Board Member role you can perform the board review of applications.

Applications

1 - Application Overview

On the left hand side you will see the overview of currently running applications grouped by role. This overview is the same regardless of your current role.

2 - Actions Menu

You can perform multiple tasks via the actions menu. The menu changes dynamically based on your role and the status of the application. Icons are explained below.

Work on your application or review.

Invite additional applicants.

Invitations are bound to email addresses, therefore it is important that you use the correct email address to invite collaborators. Invitees will be notified via email.
If the invitee does not have an AMT account they can register and activate their account. Upon account activation the invitee will be assigned as an additional applicant.
If the invitee already has an AMT account they will be assigned as an additional applicant automatically.

Export the application as a PDF file.

Application Process

This chapter describes the application process for the Applicant role. In this role you can fill in a form in order to get your repository certified.

The application process contains multi-steps. Below is a brief description of the steps in order. More detailed information will be provided in the following sections.

1 - Start New Application
The process starts by creating a new application. This step is the same for all new applications, it does not matter if this is the first time or a renewal of your certification.

2 - First Application
Once you have started the application you can start filling out the form, it is split up in multiple requirements.

3 - First Submit
Once you have filled in the form complete you can submit it. Warning, once submitted you can not alter the form!

4 - Review
Your submission will be reviewed. This will result in either a request for revision, acceptance, or rejection. In case revision is needed the reviewers will provide feedback.

4A - Revise Loop
If your first submission is not accepted you will enter the revise loop. During this loop you will be provided with the opportunity to revise your application multiple times.

> **Revise Application**
> Revise your application form according to the feedback given.

> **Revise Submit**
> Submit your revised form. Warning, once submitted you can not alter the form!

> **Revise Review**
> Your submission will be reviewed. This will result in either a request for revision, acceptance or rejection. In case revision is needed the reviewers will provide feedback and you start with **Revise Application** again.

5a - Acceptance
When the CoreTrustSeal board accepts your application the process finishes. Your repository is now certified and your application will be published on the website: https://amt.coretrustseal.org/certificates

5b - Rejection
When the CoreTrustSeal board rejects your application the process finishes. Your application will not be made public.

Start New Application

To start a new application follow the steps below.

Select institution / repository
You can select any institution or repository that is known to the AMT from the menu. The available repositories are based on the selected institution. If your institution and/ or repository is not known yet please create a new one (see below).

Create new institution / repository
When you create a new institution or repository you will be presented with a pop up window that contains the required form. Fill in the form and click save to create the institution or repository.

Steps for starting a new application:

1. Log in
2. Select the Applicant role
3. Click "start new application" in top left corner
4. Select or create the correct institution
   a. Select institution
   b. Create new institution
      i. Note when adding the contact address please use a generic email for your institute so you are always updated on changes to your application or requests for renewal even when persons attached to the application leave your institution.
5. Select or create the correct repository
   a. Select repository
   b. Create new repository

Application Process step 3, Click "Start new application" in top left corner
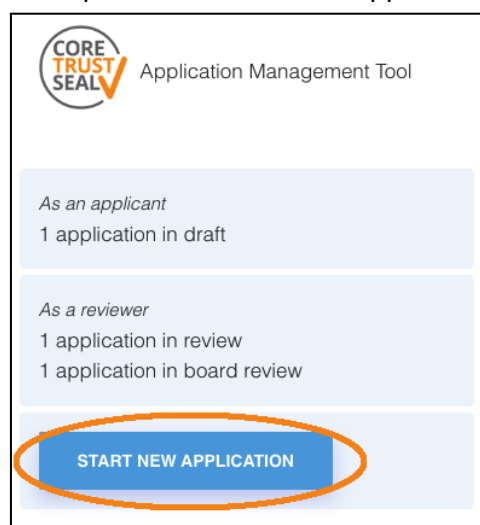
Application Process step 4a, Select existing institution

Application Management Tool

As an applicant
1 application in draft

As a reviewer
1 application in review
1 application in board review

START NEW APPLICATION

Specify Institution

Choose existing Institution

Select option

CONTINUE   CANCEL   NEW

Application Process step 4b, Create new institution

Application Management Tool

As an applicant
1 application in draft

As a reviewer
1 application in review
1 application in board review

START NEW APPLICATION

Specify Institution

Choose existing Institution

Select option

CONTINUE   CANCEL   NEW

Application Process step 5a, Select existing repository

Application Management Tool

As an applicant
1 application in draft

As a reviewer
1 application in review
1 application in board review

START NEW APPLICATION

Specify Repository

Choose existing Repository

Select option

CONTINUE   CANCEL   NEW

Application Process step 5b, Create new repository

Application Management Tool

As an applicant
1 application in draft

As a reviewer
1 application in review
1 application in board review

START NEW APPLICATION

Specify Repository

Choose existing Repository

Select option

CONTINUE   CANCEL   NEW

Fill Application Form

The application form contains multiple elements, each of which are described below. On the next page you will find an illustration along with the numbers of the elements described below.

1 - Requirement Navigation

On the left hand side of the screen you will find requirement navigation. You can click on any requirement to jump to it

2 - Evidence

At the center of the screen the evidence area is displayed, this is the main area of business for the application. Here you can select a **compliance level**, give a **written statement**, and provide **links** to external statements.

Level of Compliance
Choose one of the following compliance levels:
- In Progress: the repository is in the implementation phase.
- Implemented: the requirement has been fully implemented by the repository.

Evidence - Written statement
Please provide written evidence for the chosen compliance level. Applications under review are confidential to CoreTrustSeal reviewers and the Board, but successful applications are made publicly available. Applicants should therefore keep all of these audiences in mind when filling the statement.

Evidence Links

When you enter the urls you add a name and the link.
You are welcome to add numbers to the name of the url and refer to them in the text with the number you assigned.
Note:
- Evidence Links are reusable. Once created you can select it from the menu at any requirement.
- Evidence links cannot be changed. Simply remove the 'wrong' link from the requirement(s) and add a new one.

Attachments

You can upload files via the Attachment tab. Attachments are not tied to a requirement, they are tied to the Application Form instead. In other words, each attachment will show up at every requirement.

For detailed instructions on attachment management see the How To section of the manual.

Note: all field are mandatory for some fields it is accepted to fill N.A. (not applicable):
- **Re3data Identifier** -> you can apply for an identifier via https://www.re3data.org/ or fill N.A.
- **Applicants renewing their CoreTrustSeal certification: summary of significant changes since last application.** -> this field should only be filled when you are recertifying for CoreTrustSeal, this means you have been awarded a CoreTrustSeal certification before. If this is the first time your repository is applying for a CoreTrustSeal certification you can fill N.A.
- **Applicant Feedback** -> We welcome feedback on the CoreTrustSeal Requirements and the Certification procedure. Please leave any general comments/ questions you would like to put to the CoreTrustSeal board in this field or fill N.A.

More information on how to fill the different requirements can be found in the CoreTrustSeal Extended Guidance 2023-2025.

3 - Tabs Menu

On the right hand side of the screen you will find the tabs menu. You will always be able to see the Guidance tab and Attachment tab. After your application has been reviewed you will also be able to see the reviews under the added review tab.

4 - Actions Menu

On the bottom right of the screen you will find the actions menu with the following buttons:

Save
Saves the input for the current requirement and jumps to the next
- If you are at the last requirement it will ask you to submit your application instead of jumping to the next requirementment.

Home

Brings you back to the dashboard

Publish
Publish your application for review
       ○   This is only possible if you have filled in the form completely.

Note for your First Application:
Fill in the required information for each requirement and click save, this can be done in any order you like. Before you publish your application for review, double check your work.
Warning, once you have published your application you can no longer alter it!

Revise Application

When revising an application the applicant should update the evidence (compliance level, written statement and/or links) in reaction to the reviewer(s) comment(s).
During revision the Application Form has two more features as described below.

1 - Requirement Navigation
The navigation menu will show you which requirements have been accepted and which need to be revised. The system shows the Accepted or Revision flag based on the decision taken by the reviewers. The Accepted flag is shown when all reviewers have accepted the answer. Otherwise the Revision flag is shown.

2 - Tabs Menu
The Review tab is now available in the tabs menu. To see the review of the current requirement click on the Review tab. Each review has its own sub tab, you can switch between reviews by clicking on the sub tabs.

CORE TRUST SEAL Application Management Tool

1

Background Information

Repository Type — `Accepted`

Description of Repository — `Accepted`

Organizational Infrastructure

R8 Mission/Scope — `Accepted`

R9 Licenses — `Revision`

Digital Object Management

R14 Data integrity and authenticity — `Accepted`

R15 Appraisal — `Accepted`

Technology

R22 Technical infrastructure — `Revision`

R23 **Security** — `Revision`

Requirement **R23**

The technical infrastructure of the repository provides for protection of the facility and its data, products, services, and users.

Level of compliance

3 – The repository is in the implementation phase

Evidence

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. In hac habitasse platea dictumst vestibulum rhoncus est pellentesque elit. Dolor magna eget est lorem ipsum dolor sit amet. Consectetur adipiscing elit duis tristique sollicitudin nibh sit. Faucibus vitae aliquet nec ullamcorper sit. Semper quis lectus nulla at volutpat diam ut. Tortor pretium viverra suspendisse potenti nullam ac tortor vitae. Adipiscing tristique risus nec feugiat in fermentum posuere urna nec. Eu turpis egestas pretium aenean pharetra magna ac. Est ante in nibh mauris. In nulla posuere sollicitudin aliquam ultrices. Fusce id velit ut tortor. Malesuada nunc vel risus commodo viverra maecenas accumsan lacus vel. Eget egestas purus viverra accumsan in. Non pulvinar neque laoreet suspendisse interdum. Diam maecenas sed enim ut.

Evidence links

example link – (http://google.nl)   ✕

`NEW`

2

Guidance | Reviews

Review | Review 2

Level of compliance

0 – Not applicable

Verdict

REVISION

Review

Posuere morbi leo urna molestie at. Sit amet consectetur adipiscing elit duis. Nisi quis eleifend quam adipiscing vitae. Phasellus egestas tellus rutrum tellus pellentesque eu tincidunt tortor aliquam. Habitant morbi tristique senectus et netus et. Egestas dui id ornare arcu odio. Molestie a iaculis at erat pellentesque adipiscing commodo. Dapibus ultrices in iaculis nunc sed. Vitae congue eu consequat ac felis donec et odio pellentesque. Dui ut ornare lectus sit amet. Sit amet facilisis magna etiam tempor orci eu lobortis. Duis at consectetur lorem donec massa sapien faucibus et molestie. Sed nisi lacus sed viverra. Cum sociis natoque penatibus et magnis dis parturient montes nascetur. Mauris nunc congue nisi vitae suscipit tellus mauris a diam. Vestibulum mattis ullamcorper velit sed ullamcorper morbi. Phasellus egestas tellus rutrum tellus pellentesque eu tincidunt tortor. Euismod in pellentesque massa placerat duis ultricies. Sed

`SAVE`   `HOME`   `PUBLISH`

Review Process

This chapter describes the application review process for the Review role. In this role you can review the applicant's work and provide them with feedback if needed.

Become a reviewer

Once you have completed a CoreTrustSeal application successfully your institute will be asked to provide a reviewer. You can also request to become a reviewer yourself by sending an email to info@coretrustseal.org. Please note you must have participated in at least 1 successful CoreTrustSeal application. Once accepted as a reviewer you will be assigned the reviewer role in the AMT and can then be added to a certain application as a reviewer.

Review an application

Select the Reviewer role in the top right hand corner, the dashboard will reload and you now see which applications you can review. Select the application you wish to review via the actions menu. You can also export the application as a PDF file from the actions menu.

Select application to review or export PDF file

Once you have selected an application to review you will be presented with the review form. This form is very similar to the application form with a few exceptions. You will find an illustration along with the numbers of the elements described below.

1 - Requirement Navigation
On the left hand side of the screen you will find requirement navigation. You can click on any requirement to jump to it.
If this is the second, third, etc., review you will also see which requirements the applicant revised.

2 - Evidence
At the center of the screen the evidence area is displayed. Here you will find the evidence provided by the applicant consisting of: Level of compliance, Evidence - written statement, and Evidence links to external evidence provided.

3 - Tabs Menu
On the right hand side of the screen you will find the tabs menu. As a reviewer you have both the Guidance and Review tabs available.
In the Review tab you can write your review for each requirement by selecting a compliance level, verdict (REVISE or ACCEPT), and providing a written statement.
Note: If your verdict is REVISE you must provide a written explanation.

4 - Actions Menu
On the bottom right of the screen you will find the actions menu with the following buttons:

Save
Saves the input for the current requirement and jumps to the next
- If you are at the last requirement it will ask you to submit your review instead of jumping to the next requirementment.

Home
Brings you back to the dashboard

Publish
Publish review to notify the administrator that you have finished
- This is only possible if you have filled in the form completely.

Warning, once you have published your review you can no longer alter it!

Review Diff Tool

After the first review you will be able to use a "diff tool" to quickly find the difference between the previous and current evidence. This option is available for any requirement that has been revised by the applicant.

The diff tool highlights removed text in red and new text in green. That that was unchanged is not highlighted.

To use the diff tool:
1. Click the Show Difference button on a revised requirement
2. Inspect the difference

Step 1, click the Show Difference button

Evidence

Bibendum est ultricies integer quis auctor. Curabitur gravida arcu ac tortor dignissim.

Show Difference

Step 2, inspect the difference

Evidence

Review Loop: 0 → Review Loop: 1

```
@@ -1,1 +1,1 @@
1        Lorem mollis
         aliquam ut porttitor leo a diam sollicitudin. Id diam vel quam elementum pulvinar
         etiam non quam lacus. Morbi leo urna molestie at elementum eu facilisis sed odio.
    -    Mauris vitae
         ultricies leointeger malesuada. Placerat in egestas erat imperdiet sed euismod. Dui
         ut ornare lectus sit amet est placerat.
    1    Bibendum est ultricies integer quis auctor. Curabitur gravida arcu ac tortor
    +    dignissim.
```

Close Difference

How To

The following chapter describes performing certain tasks in the tool.

Attachment Management

As an Applicant you can manage attachments for your Certification Request. You can upload files, download files, and delete files. Users with different roles than the applicant role can only download attachments.
Note: these attachments will be shared with the reviewers during the review process, but will not be made public once the application is approved.

Steps for uploading an attachment:

1. Click on the Attachments tab
2. Click on the browse button
   a. A new window will open that allows you to select a file from your computer
   b. Select the file you want to upload and click open
   c. The selected file is now shown on screen
3. Click on the upload button
4. Click on OK in the confirmation window

Step 1 & 2a-b: Click on the Attachments tab then click the Browse button

Step 2c: The selected file is now shown on screen

Step 3: Click on the Upload File button
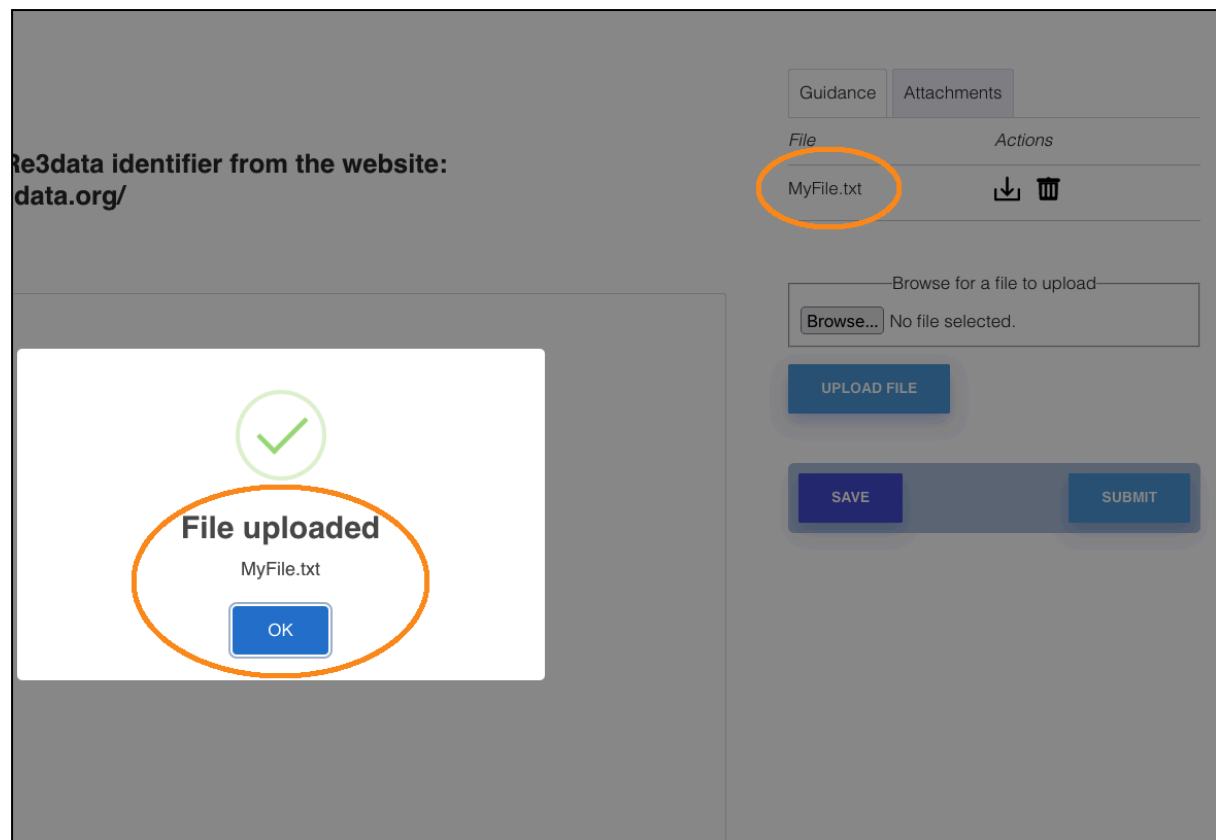
Step 4: Click on the OK button.

From left to right: download attachment, delete attachment