Instructions for Project Administrators of a Society

What is my role

Important: This is a functional account, not a personal access. Since the person holding the position of project administrator / guideline officer can change, you cannot create a declaration of interest with this access.

As project administrator of a society (or a comparable position), you are entitled to manage and view all projects of your society, to determine participants as well as coordinators and appraisers.

In contrast to coordinators and appraisers, however, they do not have the right to view and appraise declarations of interest.

How do I log on?

You will receive a login that will be set up for you by the portal administration. This login applies to all projects that you create on the portal. Please only pass it on to authorized persons within your company.

You will receive an email with a link to set your password.

How can I create a new project?

After logging in, you will see the list of your previously created projects, as well as the "Create new project" button. Click on this button and fill out the following input form to create a new project.
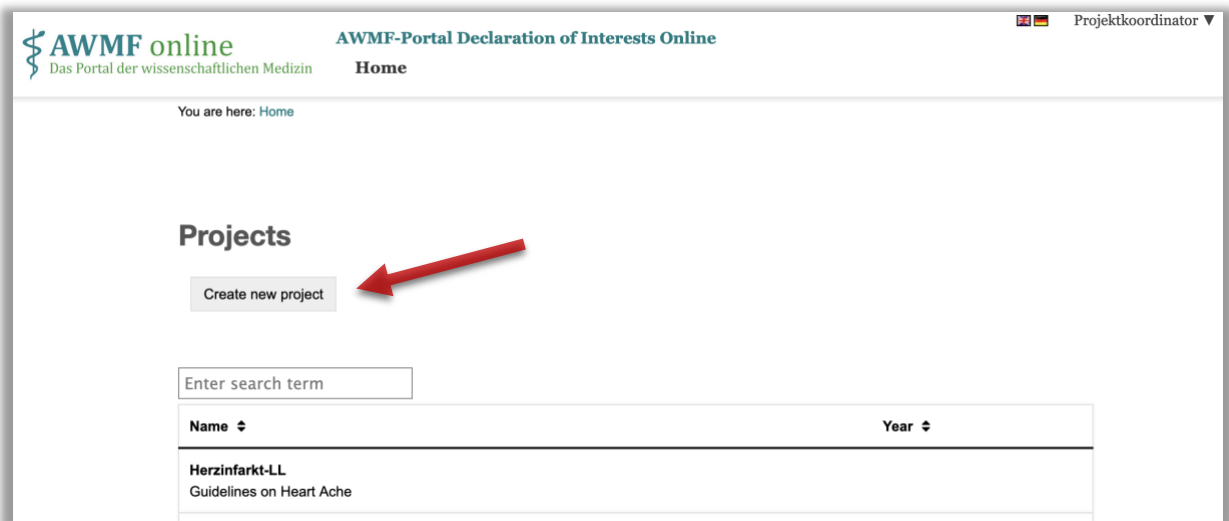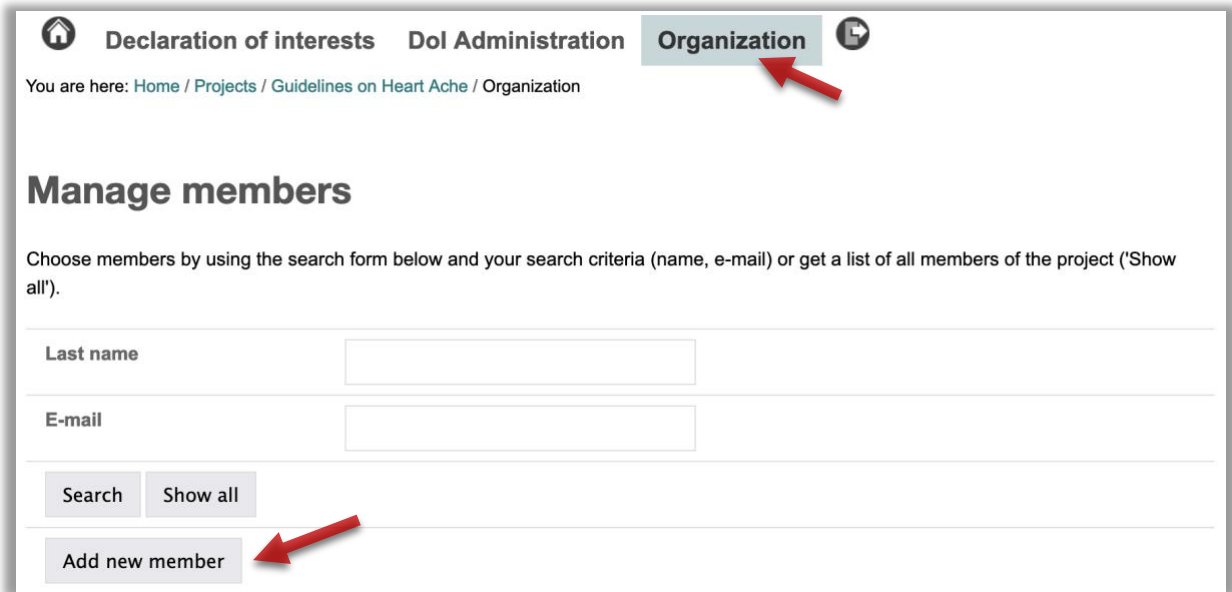

Figure 1: Create new project

How can I add and invite coordinators?

After the project has been created, switch to the project.

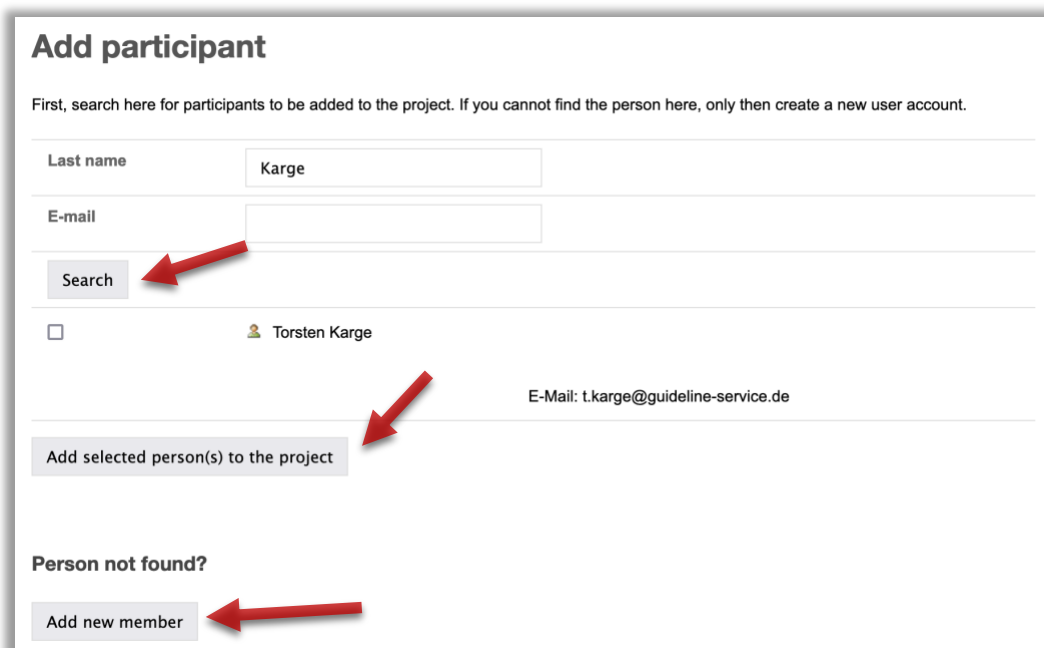To add participants, select "Organization" => "Manage participants" in the header menu and click on "Add new participants".

Figure 2: Add participants

Here you first check whether the coordinator is already registered on the platform from other projects.

Search by name or email address. If the person concerned is displayed, activate the checkbox and select "Add selected person(s) to the project".
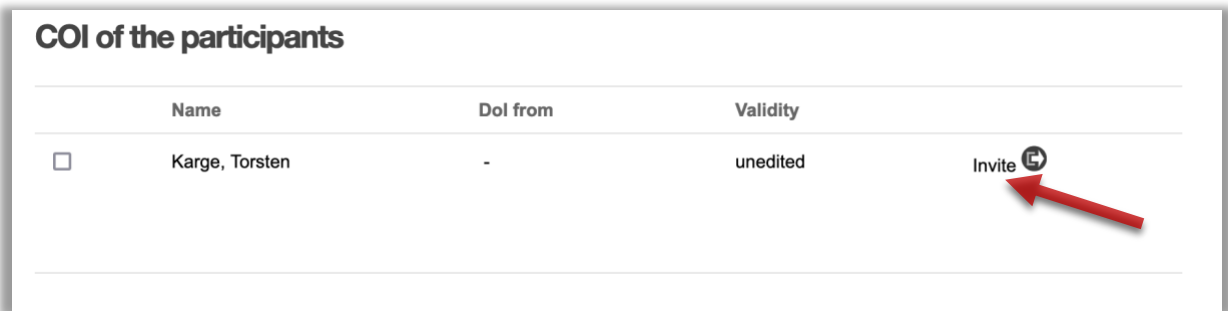

Figure 3: Add registered participants

Only if the person has not yet been registered on the portal, create a new account. To do this, select "Add new member" and fill out the registration form. Then click save.

To assign the person the role of "coordinator", select "Organization" => "Manage participants" in the header menu. Click on the person concerned and activate the "Coordination" checkbox. Click on "Save".

Note that the coordinator has only been assigned to the project but has not received an invitation email, yet.

To invite the person, select "DoI Administration" in the header menu and click on "Invite". An email will be sent to the stored address containing a link for direct access to the project.

Figure 4: Invite participants