

Manual for using DELTA

Orange Knowledge Programme - Institutional Collaboration Projects

Version 1.1

Introduction

Are you a project coordinator, project director or legal officer in a Dutch or local organisation active in an institutional collaboration project in the Orange Knowledge Programme? Then we have introduced some new features available for you in our administration system DELTA. The DELTA system is already in use for group training and individual scholarships, but will now start with some features for institutional collaboration projects as well.

DELTA for Institutional collaboration

The launch of DELTA for institutional collaboration projects means that staff - from both sides of projects - are able to upload documents directly into the DELTA system. You are also able to access documents uploaded by Nuffic, and receive reminders from the system for tasks that need your action. Working with a protected system is a safer way of dealing with documents rather than handling and sending them over e-mail.

The additional features in DELTA do not replace tasks to be done in AkvoRSR, but merely eliminate the submission of documents via e-mail.

Access

Project coordinators and project directors (both local and Dutch) will receive a notification from the system asking to login in DELTA by visiting <http://deltabo.nuffic.nl/>.

If there has been a change among the contact persons, please notify your country manager so that access rights can be removed and granted accordingly.

After your first login, we will take care of your user rights and give you phased access to the projects in which you are involved. Don't be alarmed if you do not see all your projects immediately in DELTA. Due to the phased transfer, it can take some time before all your projects are active and visible in DELTA. As long as your project is not visible in DELTA, we ask you to keep continuing your usual process of contacting your country manager and e-mailing your documents to us.

You do not have to continuously check Delta to see whether your projects are already visible. Once we have given you access to a project DELTA, the system of automatic reminders and rappels will start working and this will send automatically generated notices reminding you to access Delta for the submission of (part of) your report(s).

User manual & help

To help you find your way through DELTA for managing institutional collaboration projects, we have created this short user manual, which will be available on our website.

Home Screen

After logging in, you will land on this page:



Filter	Programme	Years
▶	OKP-SC Round 1 2021 - Orange Knowledge Programme Short Courses [293] (Applications: 208)	23 Mar 2021 16:00 (CET)
▶	OKP-MA Round 1 2021 - Orange Knowledge Programme Master's [292] (Applications: 171)	23 Mar 2021 16:00 (CET)
▶	MSP-SC Round 1 2021 - MSP-SC [291] (Applications: 17)	23 Mar 2021 16:00 (CET)
▶	OKP-SC Round 3 2020 Dec - Orange Knowledge Programme Short Courses [274]	5 Jan 2021 16:00 (CET)
▶	MSP-SC November 2020 - MSP-SC [2561] (Applications: 860)	13 Oct 2020 16:00 (CEST)

Filter Home screen

By clicking on [Programme], you can select the programme(s) that you would like to see. Sometimes it is possible to choose from multiple programmes. This depends on your rights in Delta (e.g. OKP-TMT, etc). You will only be able to see the programmes to which you were assigned rights.

By clicking on [Years], you can select the year you want to see. To visualise your institutional collaboration project, choose the year '2020'. It is possible to choose multiple years.

The list of workflows will now be filtered.

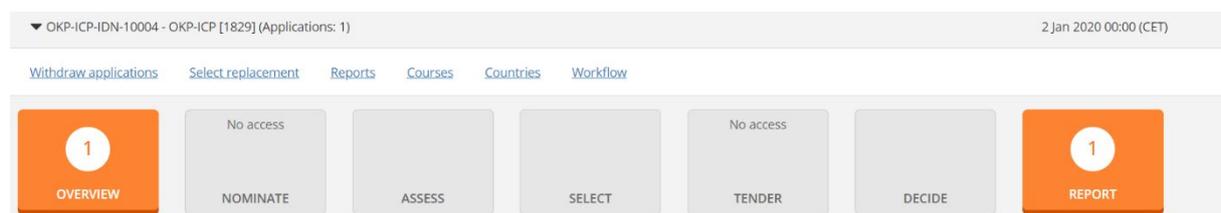
Please note: Delta will save your filters automatically. If there is a change in your access rights, you need to adjust your filters to be able to see all information.

You can also search in this screen by using 'Ctrl + F'.

Workflow (projects) view

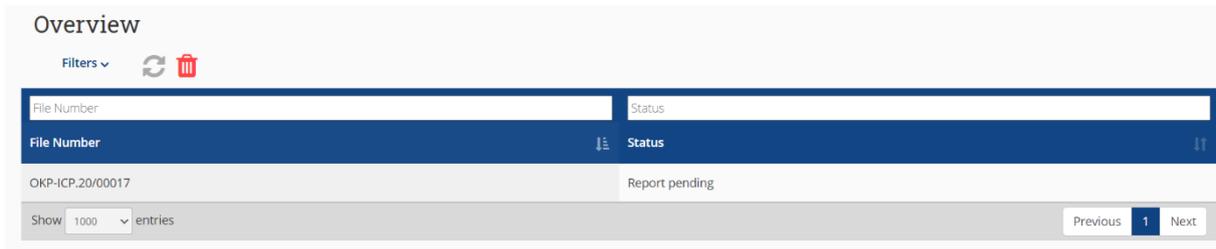
Select the project you want to view/adjust.

Click on the project line and the following screen will open:



The orange buttons indicate which phase is active. This also depends on the rights that are assigned to you.

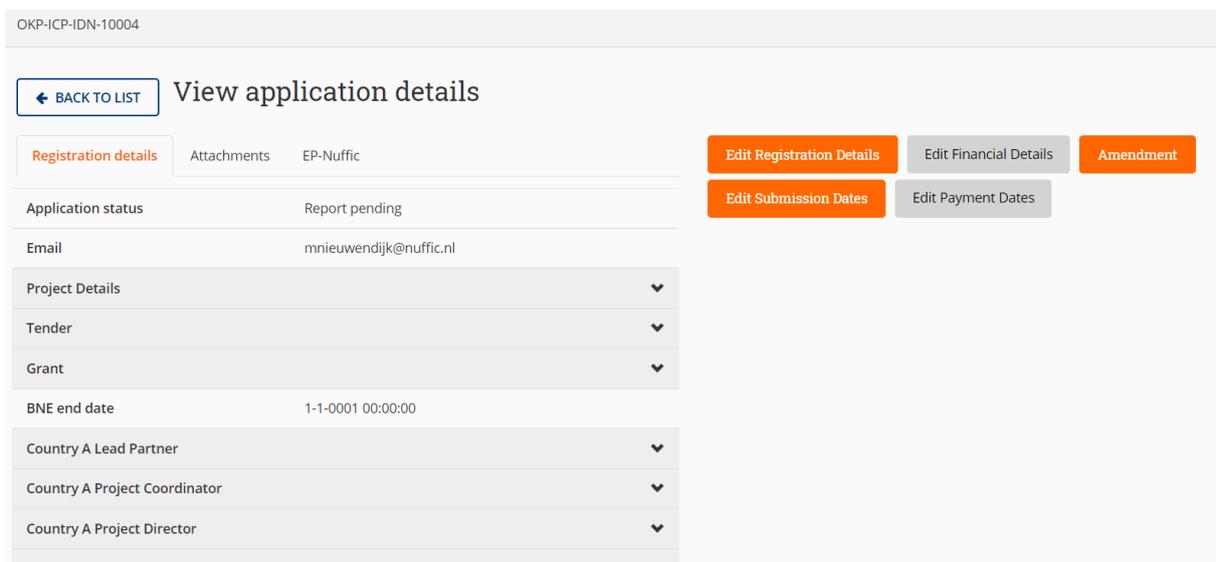
Click on 'overview' and the following screen will open:



It is possible to adjust the view of the projects by clicking on 'Filters'. Here you will find possible categories to which you can customise to your own needs. Please note that Delta will save your selection of categories. They can be adjusted by you anytime by clicking on 'Filters' again.

With the migration to DELTA, new file numbers have been automatically created that you will not recognise or associate with your project. Using the filters can help to create a better user experience.

Click on the project line of the project and the following screen will open:



You will find the project data on the left side of the screen.

By clicking on the **^** symbol, the underlying data will appear:

Project Details ^	
Call name	Integrated Coastal Zone Management for sustainable development in Central Java
Programme	OKP
Country	Indonesia
Sector	Water & Sanitation
Legislation	GO&C 2.0
TVET	No
Call outline budget	1000000
Planned publication date	12-9-2018 00:00:00
E-mail Financial Officer	avandijk@nuffic.nl
E-mail Country Manager	mnieuwendijk@nuffic.nl
Project outcome grant	Water is used sustainably and equitably, ensuring the needs of all sectors and the environment
Project outcome	TVET/HE organisations (in Indonesia and in NL) perform better their core tasks, firmly embedded in their environment (in line with country / regional specific labour market needs & aiming at inclusiveness)

On the right side of the screen you will see a couple of buttons. When a button is orange, you have the rights to adjust data. When a button is grey you do not have the rights to adjust data.

Report

To upload a report you have to go back to the Workflow (projects) view.

If you have selected your project, you will see the following buttons:

Withdraw applications Select replacement Reports Courses Countries Workflow

1 OVERVIEW	No access NOMINATE	ASSESS	SELECT	No access TENDER	DECIDE	1 REPORT
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If you click on the report button, use the tab 'upload report'.

In the tab 'upload report' you can select your project:

Report

[Upload report](#)
[Assess report](#)
[Approve settlement letter](#)
[Approve application amendment](#)

Filters  

File Number	Status
OKP-ICP.20/00061	Report pending

Show 1000 entries Previous 1 Next

On the left side of the screen you will see the registration details of your project. On the right side of the screen you will see the report part.

You can choose if the report that you want to upload is an intermediate, final or extra report.

The option 'extra report' can be used, for example, to inform Nuffic of a change in the experts or to submit the 'format to report on changes in the outputs/outcomes'.

Upload document Fields with * are required

Type of document *

Intermediate report
 Final report
 Extra report

Select the label type

Report

Document *

[Browse](#) Government Statement.pdf

You can only upload pdf,doc,docx,xls,xlsx,jpg,jpeg,bmp,gif,png,mp4,msg files (max. 10 MB)

Is this document uploaded to AKVO?

Document uploaded to AKVO

Date of uploading

23/02/2021 

[Upload document](#)

You can also select the label type of the document:

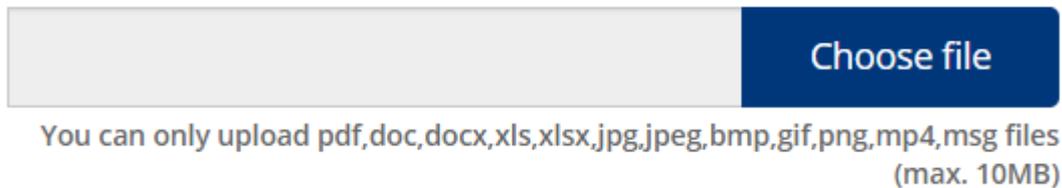
Select the label type

Select an Option

Choose 'Report'.

If you click on the 'Browse' button, you can select the file you would like to upload.

Please note: The following criteria apply to uploading documents:



Please note: you can only upload 1 document, so you need to merge the different documents into one document.

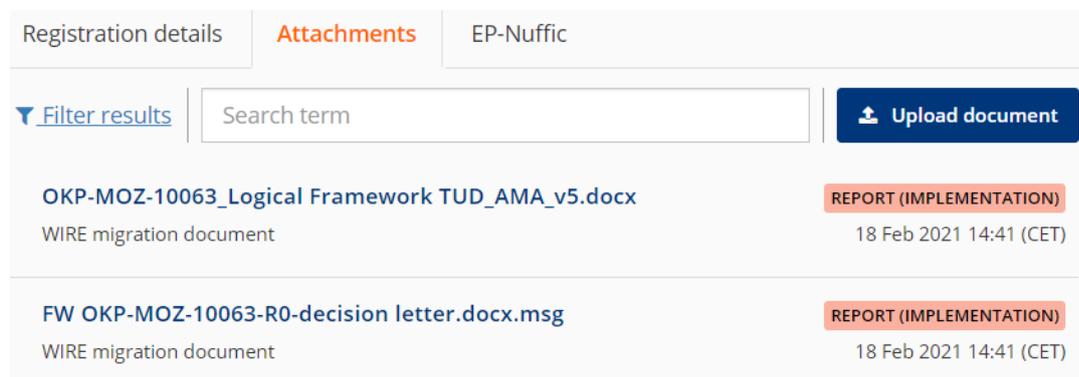
You can use this tool: <https://www.adobe.com/acrobat/online/merge-pdf.html> (MERGE)

If your file is too big, you can use the following tool to compress the document.

<https://www.adobe.com/nl/acrobat/online/compress-pdf.html> (COMPRESS)

You can check the box to indicate that the indicator results have been updated in AkvoRSR and on which date. The report is not complete if AkvoRSR has not been filled-in.

After clicking on 'Upload Document', you can find the report under the tab 'attachments'.



Searching for documents:

The search interface includes a search bar with a 'Filter results' button on the left and an 'Upload document' button on the right. Below the search bar are two dropdown menus for 'Documenttype' and 'Document label', both currently showing 'Select an Option'. Underneath these are three radio button options for 'Show': 'Documents and e-mails' (selected), 'Only documents', and 'Only e-Mails'. A 'Reset' button is located at the bottom of the filter section.

There are 2 ways to look up a document:

1. Entering a search term in the search field. Delta will show the search results.
2. Using the filter option. You can filter by document type and Delta will show the results.

Uploading documents:

You can also upload a document into the system by clicking on 'Upload Document'

This screenshot is identical to the previous one, but the 'Upload document' button is highlighted with a blue border, indicating it is the focus of the next step.

A new window will then open.

The dialog box is titled 'Upload document for this Application' and includes a close button (X). Below the title, it states 'Fields with * are required'. The form contains the following fields:

- Document ***: A text input field followed by a 'Choose file' button. Below this field is a note: 'You can only upload pdf, doc, docx, xls, xlsx, jpg, jpeg, bmp, gif, png, mp4, msg files (max. 10MB)'.
- Documenttype ***: A dropdown menu showing 'Select an Option'. Below it is a note: 'Documenttypes marked with a * are privacy sensitive.'
- Privacy ***: A checkbox labeled 'Document is privacy sensitive', which is currently unchecked.
- Document label**: A dropdown menu showing 'Select an Option'.

 At the bottom of the dialog are two buttons: 'Cancel' and 'Upload'.

Please click on 'choose file' to upload a document from your computer.

Under document type, please select the most appropriate option.

If the document contains privacy sensitive information, select the box 'privacy'.

Adding a document label is optional.

When you're ready, click on 'upload'. The document will appear under the attachments.