


### 1. Installation of the software

In order to install the software on your computer, make sure that you have administrator rights on your machine (e.g. private laptop or personal computer) or seek assistance from your administrator (e.g. if your work computer is part of a network).

### 2. The portal

The portal of the software contains an **Introduction** (please read it before commencing your self-assessment) and the list of articles of the Convention to be reviewed. From the top right-hand corner, you can select one of the six official languages of the United Nations in which the self-assessment will be carried out. The system will remember the language you have chosen when opening your self-assessment again.

### 3. The sliding windows on the left-hand side of the screen

By positioning the pointer on any indicator on the left-hand side of the screen, a sliding window will appear. By positioning the pointer out of the window, the window will automatically slide back. By clicking on this symbol  on the top right-hand corner of the sliding window, this will stand still on the screen. By clicking again on the same symbol, the window will slide back.

### 4. Start new self-assessment

From the portal, click on “Start Self-Assessment”. A dialog box will appear. Click on “Create New Self-Assessment”. Another dialogue box will appear. Enter the requisite information and then click on “Create”.


### 5. Working on a self-assessment already created

From the portal, click on “Start Self-Assessment”. A dialog box will appear. If you have already created a self-assessment, this will appear in the dialogue box. Select it and then click on “Open Self-Assessment”. The software will bring you to the self-assessment you have selected which has been previously initiated.


## 6. Conduct self-assessment

After creating a new self-assessment or opening one previously saved, by clicking on “Expand All” (from the top left-hand corner of the screen) you will see, on the left-hand side of your screen, all the provisions to be reviewed. By clicking on “Collapse All” (from the top left-hand corner of the screen) you will minimize all the provisions and see only the four Chapters of the Convention to be reviewed. Select a Chapter and its first provision. The text of the selected provision will appear at the top of your screen. The questions to be answered will appear in the middle of the screen.

## 7. Mandatory and optional questions

Questions marked with this symbol  are mandatory. The software will not allow you to proceed to the next question unless you answer the previous, mandatory one.

## 8. How do I save my answers?

After answering a question, click on this symbol  to proceed to the next one. The software will automatically save your answer.

## 9. How do I proceed to the next provision?

After answering the last question of the provision under review, a dialogue box will appear. This will read, “This is the last question on this provision”, “Do you want to proceed to the next provision?”, “Yes”, “No”. By clicking on “Yes”, you will be automatically taken to the next provision. By clicking on “No”, you will have to manually select, from the left-hand side of the screen, the next provision to review.

## 10. I want to change my answer/s

Every answer can be changed at any time. On the right-hand side of the screen, you will see the “Questions List”. You can select one of the questions you have previously completed and provide a different answer.

## 11. No need to go from self-assessment back to the portal

While conducting the self-assessment, all necessary information will appear on the screen: sliding windows on the left-hand side, pull-down menus with a summary of main requirements (of the provision under review) and a list of related articles. The latter are also clickable.

#### 12. Filling in a free-text box

Whenever a free-text box appears, please provide the requisite information in as detailed a manner as possible. In particular, when you cite a law or another measure that gives effect (in full or in part) to the provision under review, additional information (e.g. relevant text of the cited law, if available in one of the United Nations official languages) is most desirable, although not mandatory. **The software does not support attachments.** However, such attachments can be sent together with the final self-assessment report as part of the submission e-mail (see point 15 below).

#### 13. The menu “Self-Assessment” at the top of the screen

By clicking on the menu “Self-Assessment” at the top of the screen, you will be able to:




- a. Preview your self-assessment report
- b. Print your self-assessment report
- c. Save (on your local drive) your self-assessment report as a PDF file
- d. Save (on your local drive) your self-assessment report as a XML file
- e. **Submit** the report to UNODC
- f. **Merge** portions of the self-assessment report created by different users

#### 14. **How to merge the various portions of the report?**

More users need to work on different portions of the self-assessment report or, the same user has created different versions of the self-assessment. In this case, all users concerned have to install the software on their computer (see point 1 above), agree on the division of labour and designate a **focal point**. After completing their portions, the users have to send them electronically, as an XML file (see point 13 d. above) to the focal point (users are encouraged to send to the focal point the PDF files - see point 13 c. above - as well, for

the latter to be able to visualize the narrative version of the report prepared by the former). The focal point has to save, on his/her local drive, the XML file/s and activate the **merge** function (see point 13 f. above). By clicking on “Merge Self-Assessments” from the menu “Self-Assessments”, the focal point will visualize a new screen. This contains two key buttons: “Import self-assessment (XML)” and “Choose second self-assessment” (drop-down menu).

a. By clicking on “Import self-assessment (XML)” the focal point will be able to select the XML file sent by another user and previously saved. Once selected, the focal point has to double-click on (or open) it. A dialogue box reading “Self-assessment successfully imported” will appear.

b. By clicking on the drop-down menu “Choose second self-assessment”, the focal point will be able to see and select the imported self-assessment. By selecting it, under the column “Self-assessment 2”, the provisions reviewed by the different user will appear marked in green . Under the column “Self-assessment 1”, the self-assessment conducted by the focal point (the one open when the merge function is activated) will appear. By clicking on this symbol , available from the column “Merge”, the selected provisions of self-assessment 2 will be incorporated in self-assessment 1. Once all relevant provisions have been selected , by clicking on “Merge”, all selected provisions from self-assessment 2 will be merged with self-assessment 1.

c. By clicking on the drop-down menu “Choose second self-assessment”, you (user or focal point) can also select and merge version of the self-assessment you have previously created with the one open when the merge function is activated.

The merge function can be activated as many times as needed for the focal point (or user) to have various portions of the self-assessment converge into the final report.

If the **focal point has not worked on any portion of the report**, retaining exclusively coordinating functions, he/she has to receive electronically, and save on the local drive as XML files, the portions of the self-assessment prepared by other users. Then, he/she has to create a new self-assessment (see point 4 above) and leave it blank. From the blank

self-assessment, the focal point has to import and merge (points 14 a. and b. above) the various portions.

15. Submit report to UNODC

From the menu “Self-Assessment” at the top of the screen, click on “Submit to UNODC”. Your e-mail application will be automatically launched and two files, PDF and XML, will be automatically attached. Since not all e-mail applications support this function, before sending the e-mail to UNODC make sure that the two files are attached. If not, save them on your local drive (see points 13 c. and d. above) and attach them manually. Please enclose relevant attachments as you see fit (see point 12 above).