How to invite data providers to the ARQ-DXP

The Officially Appointed Focal Point in consultation with relevant institution, is in charge to **identify the national authority(ies) responsible for completing each and every module of the ARQ**.

The ARQ DXP facilitates the Officially Appointed Focal Points (OFP) to Distribute the ARQ modules to responsible authorities and support OFP to ensure that data are provided in a complete, accurate and timely manner.

OFP have indeed the possibility to create new National Reporting Entities directly in the ARQ-DXP and to invite new user to access the system and to compile one or more modules.
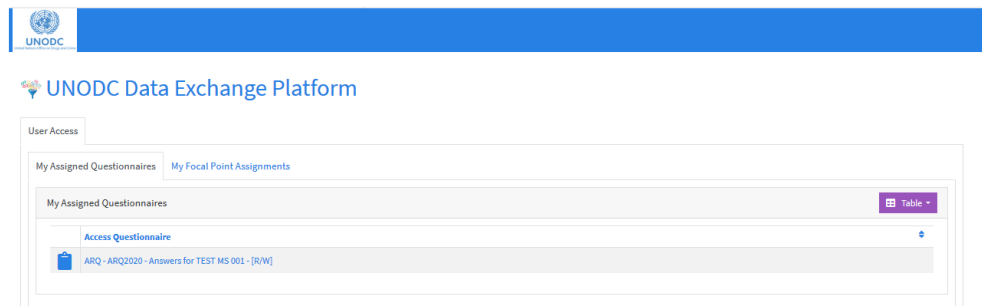
What is a new National Reporting Entity?

The OFP might identify one or more relevant office/agency for the compilations of the ARQ and can create new collaborative environment/virtual office in the ARQ-DXP which are labelled "National Reporting Entities" in the DXP. Any new invited users (having the role of data provider) will be therefore associated to the different National Reporting Entities.
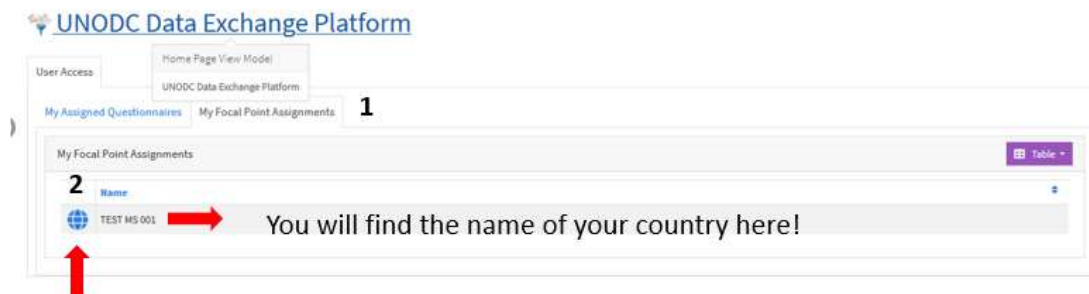
How to create new "National Reporting Entities"?

OFP are kindly asked to login to the Data eXchange Platform. The OFP will see two tabs, the first one "My Assigned Questionnaires" dedicated to the actual compilation of the questionnaire, the other "My Focal Point Assignments" dedicated to the user management.

Please click on "My Focal Point Assignments".

You will therefore find the list of countries assigned to you (usually just one). Please note that "TEST MS 001" and "Kazakhstan" were used for illustrative/testing purposes.

You will see at this point the list of existing "National Reporting Entities" for your country. By default, there are no "National Reporting Entities".

You will find name of your country

By default, there are no National Reporting Entities… How to create a new National Reporting Entity?

Please click on "Add Entity" to create a new collaborative environment/ virtual office in charge for the completion of one or more ARQ modules.
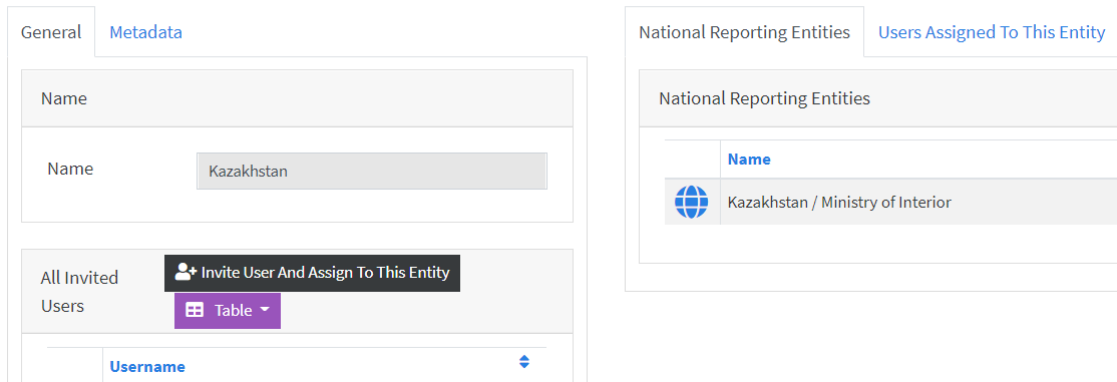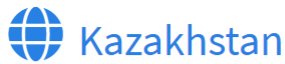
You will be therefore requested to type the name of the new "National Reporting Entity", the "Ministry of Interior" in the example reported:

Type the name of the National Reporting Entity and click OK

After you click "OK", you will be in the special page of "Ministry of Interior". Please, go one page up by clicking on your country name as shown in example below:
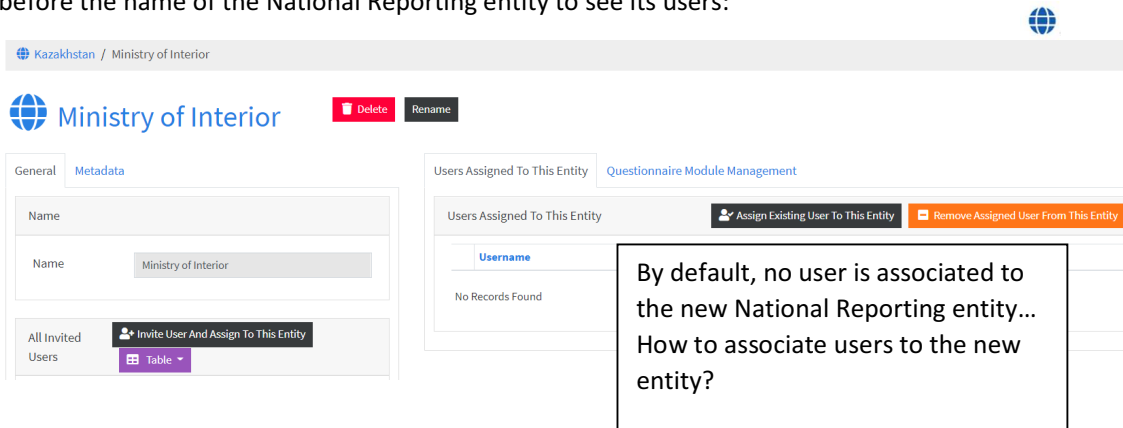

Click to your country name ("Kazakhstan" in this example) to go one page up

Please see that the "Ministry of Interior" has just been added among the already existing ones:

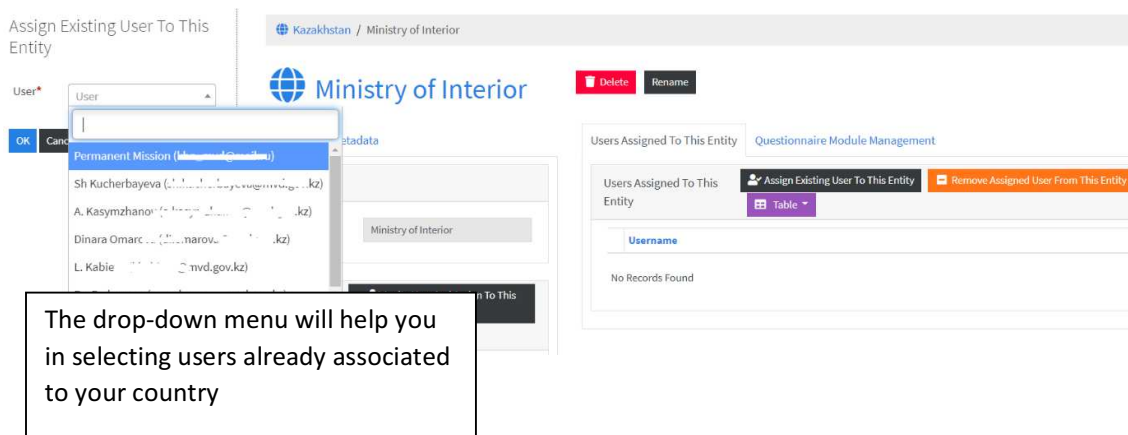## How to associate users to "National Reporting Entities"?

By default, no user is associated to any new "National Reporting Entities", please, click to Globe icon before the name of the National Reporting entity to see its users:

By default, no user is associated to the new National Reporting entity… How to associate users to the new entity?

You have two options at this point: you can either associate already existing users to the new "National Reporting Entities" or invite new users to the new "National Reporting Entities".

Option 1.

Please click on "Assign Existing User To This Entity" and select from the drop-down menu the user you want to associate to the new "National Reporting Entities":

The drop-down menu will help you in selecting users already associated to your country

Option 2.

Click on "Invite User And Assign To This Entity" and you will be asked to type the contact details of the new users to be added (first name, last name and User Email address in the panel popping up on the left). The newly added user will receive the invitation to complete the affiliation process and to login into the DXP.

How to perform the module assignment?

Please click on the tab "Questionnaire Module Management":

Click on "Assign questionnaire module":

You will be then asked to choose from the drop-down menu on the left of the page which module needs to be assigned to the "Ministry of Interior".

Repeat the operation if you want to assign more than one module to the same "National Reporting Entity".