



Pre-Registration Tool

<http://prt.cern.ch>



Quick Reference Guide

v1.0 – 13th October 2005

Version française disponible sur <http://ais.cern.ch/apps/prt>

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“Pre Registration Tool” (PRT) is part of the Administrative Information Services (AIS) provided by CERN Information Technology (IT) Department.

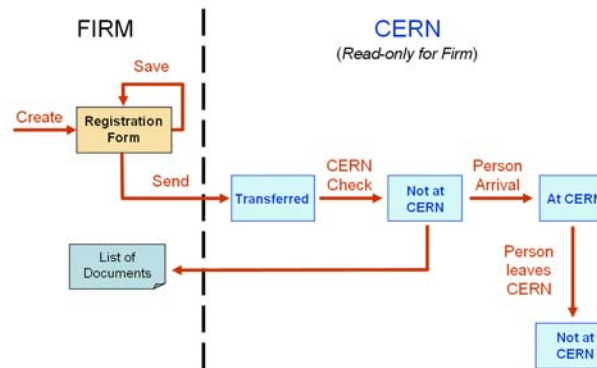
A. Introduction

PRT allows firm's representatives to fill electronic version of the Registration Form and provide it to Registration Office days before the actual arrival of personnel at CERN.

This allows a pre-check of all information provided and actual registration in CERN Personnel Database.

Added to this pre-registration process, PRT also allows External Firms' Representatives to follow up the lifecycle of their personnel at CERN.

B. Life cycle of a person in PRT



C. Access PRT

You can access PRT from most browsers (Internet Explorer recommended) at <http://prt.cern.ch>.

If you do not have access to the application and feel you should, please contact prt.support@cern.ch

D. Screens in PRT

The 3 screens in PRT (top menu) are:

1. Overview
2. Registration form
3. Employers

1. Overview

This screen displays all the personnel you have registered and allows to keep track of the person's life cycle in PRT.

This overview provides you with various information.






- Click on **Reg Form** to access Registration Form. The data in this form is the data entered originally by the firm NOT the current data managed by CERN in its database!
- Click on **Docs List** to access the list of documents for Swiss and French authorities. This list can be handed out to the person before coming at CERN. The documents to be provided will depend on the local private address country and nationality of the person. These documents are absolutely needed to finalize person's registration in CERN Database and allow access to CERN site!
- Click on **CERN Data** to view the data of the person from CERN Personnel Database.
- The **STATUS** column in the overview gives indications about the persons' life cycle in PRT:

SAVED means the data is still owned by the firm and can still be modified by the firm representatives.

TRANSFERRED means the data has been transferred to CERN, is owned by CERN, still needs manual control on CERN side. Person's data is read-only for firm representatives.

NOT AT CERN means the data has been fully checked by CERN but that the persons has not yet arrived with needed documents for final registration. At that point, you can print the list of needed documents to be handed out to the person prior arrival at CERN. Person's data is read-only for firm representatives.

AT CERN means that the persons is physically present at CERN and has fully registered in CERN Database. The person has now a CERN identification number (CERNid). Person's data is read-only for firm representatives.

- Placing the mouse pointer over the  icon (not supported in Firefox) shows by who and when was last modified this data.
- The  column shows the number of keys currently held by the person. All keys should be returned to CERN Locks and Keys service (building 570) before leaving CERN.
- The  column shows if the person holds currently an active CERN card. CERN card should be returned to Registration Office (building 55) before leaving CERN.
- The  column shows if the persons holds currently a dosimeter. Docimeter should be returned to Dosimeter service (building 24/E-011) before leaving CERN.
- The  column shows the number of access rights currently held by the person. No action is needed before leaving CERN.

2. Registration form

This form is used to register all the information about a person who will come to work at CERN.

Contract information is to be filled in first. Information entered can be saved without sending (*Save (don't send)*) the form in order to update it later.

Once the form is sent, the information is no longer editable and can only be read.

In case personal data has to be modified once the registration form has been sent, please get in touch with prt.support@cern.ch providing all details of the modification.

3. Employers

This screen displays the list of employers which may differ from the main contractor.


You can fill this form and create an employer in case the **legal** employer of the person (bound with the employee with a labour contract) **differs** from the contractor who has signed the contract with CERN (mandatory information required by Host States authorities).

Once registered here, employers are selectable from the Registration Form.

E. Common page items

- Clicking on a field name gives more information about that field:



- Mandatory fields are indicated by the * sign
- In the “date” fields, click on the  icon to display a calendar.
- Clicking on the “Plus sign” next to Help will display a hidden help text
- ▶ Help
- Clicking on the “Plus sign” next to Audit will display information related to the creation and modification of the data entered in the registration form.
- ▶ Audit
- Whenever you leave the application, you must click on the ‘Logout’ option.



IMPORTANT:

Please refrain from using BACK and FORWARD buttons from your browser. We recommend using existing links and buttons available on the application's page.

IN CASE OF PROBLEM:

Get in touch with prt.support@cern.ch