

# NATIONAL FOCAL POINT FAQ

## ACRONYMS

ACRONYMS	DESCRIPTION
NFP	National Focal Point
APP SUPVR	Application Supervisor

## COURSE MANAGEMENT

### Q1) How can I disseminate the information for the applicants to apply?

A1) NFP can make use of the function 'Send Link to Apply' under 'Course Action' button to send the application form for applicants to apply

### Q2) How can I view a summary of all the courses NFP has to endorse?

A2) NFP can make use of the 'back' button beside Course's Name to access the dashboard which shows all the courses that involves corresponding NFP.

## APPLICATION ENDORSEMENT

### Q3) Endorsement only has 'YES' option. What can we do if we do not wish to endorse for an application?

A3) If NFP does not wish to endorse for an application, NFP can choose not to endorse the application and leave it unselected.

### Q4) 'Endorse all' function selects all Application. Is there any function to select all application except for a few?

A4) User can click 'YES' button at top of Endorsement Column to select all Applications. Once all Application has been selected, user can deselect individual applications by clicking 'YES' button in the Endorsement column for the corresponding Application.

### Q5) Can I change my decision after submitting my Endorsement?

A5) No. Endorsement submitted will be final and NFP will not be allowed to change their decision.

### Q6) What is the save function for?

A6) The save function is for NFP to save their decision and not submit their endorsement until they can confirm their final decision.

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**Q7) How can I differentiate between applications that were saved and submitted?**

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A7) Applications that were submitted will have an indication of the final decision in the NFP column. Additionally, the decision in the Endorsement column is non editable. Applications that were saved and not submitted will not have an indication in the NFP column and decisions in the Endorsement column is editable.

