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Introduction to PCRS
The Peacekeeping Capability Readiness System (PCRS) provides a single platform for Member States and UNHQ to collaborate in the management of pledges and commitments for peacekeeping operations.

PCRS main objective is to provide the Force Generation Service (FGS), Office of Military Affairs (OMA), and Strategic Force Generation and Capability Planning Cell (SFGCPC) with an enhanced and comprehensive system that facilitates an efficient and interactive management of Troop and Police Contributing Countries’ pledges (TCCs/PCCs), including offers for capability building.

Member States use this platform to enter pledge information and related documentation for a fiscal period for later processing and final approval for deployment in peacekeeping missions.

Overview of the application

The home page shows a top menu and 3 sections in the main area. The links on the menu are publicly available and their content is as follows:

- Resources: Public library of documents updated by administrators.
- PCRS FAQ’s: Frequently asked questions about the PCRS application.
- Announcements: List of all released announcements by administrators.
- Contact Us: Information on how to contact different administrators.
- Calendar: Calendar with upcoming events.
- Links: A few interesting links about UN, DFS, DPKO, etc.
- Selectionner langue: This option enables francophone users to switch the default site language from English to French (and vice versa).

The Announcements section below the top slideshow shows the latest three announcements made by the administrators of the site. You can get more information on these announcements by clicking on the text over the pictures. You can view past announcements by clicking the “Announcements” link on the top menu.

The lower part of the home page shows links and images to other peacekeeping related topics like DPKO, DFS, DPA, and so on.

**Signing in to the system**

Click the “Sign In” link and enter your Unite ID credentials.
After signing in as Member State, the top menu will show 2 more links under a new heading (PCRS):

- The “My Pledges” link will take users to the management of the pledges corresponding to their Member State.
The “Capability Requirement Paper” link will take users to a private library where they can find important documents maintained by administrators.

Pledge Forms

Accessing pledge forms
To access your pledge forms, click on the “My Pledges” link on the top menu under the PCRS heading. This will take you to the “Pledge Forms” page with an overview of the pledges created to date, ordered and grouped by reverse chronological fiscal period. The grouping is made with collapsible panels, which will collapse or deploy when you click on their header. You can have as many panels open at a time as you want. This page also contains a button to create new pledges.

Creating new pledge forms
From the “Pledge Forms” page, click the “Create New Pledge” button on the upper left side above the fiscal period panels. This action will load the actual empty pledge form for data input. Some fields are already pre-populated based on the Member State you belong to. These fields are locked and cannot be modified. Your pledge will not be saved into the system until you click the “Save” button. The first time you save a new pledge, it will get its reference number. You can edit the pledge as needed, but to you will need to save your changes every time.
Uploading attachments
You can upload as many attachments as necessary for your pledge to be properly documented, but you can upload only up to 15 documents in a single batch. There is a size limitation of 50 MB per file. Accepted formats for the attachments are: docx, pdf, xlsx and pptx. For the attachments to be uploaded, you have to click the “Save” button. If you have uploaded a wrong attachment or want to replace it, you can delete them at any time. Just click the “Delete” link next to the attachment(s) and click “Save”.

You can upload up to 15 files in a single batch. Each file cannot be larger than 50 MB.

<table>
<thead>
<tr>
<th>File</th>
<th>Size</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>File 1.pdf</td>
<td>111.78 KB</td>
<td><img src="delete.png" alt="Delete" /></td>
</tr>
<tr>
<td>File 2.pdf</td>
<td>111.78 KB</td>
<td><img src="delete.png" alt="Delete" /></td>
</tr>
<tr>
<td>File 3.pdf</td>
<td>111.78 KB</td>
<td><img src="delete.png" alt="Delete" /></td>
</tr>
</tbody>
</table>
**Editing existing pledge forms**

Pledges can only be edited while they are in one of the following 3 statuses:

- Draft
- Returned
- Pending Approval

Pledges that are in any of the approved statuses cannot be modified, but they can be confirmed for a different fiscal period. Approved statuses for a pledge are:

- Accepted in Level 1
- Accepted in Level 2
- Accepted in Level 3
- Rapid Deployment Level
- Registered
- Deployed (cannot be confirmed further)

You can visually distinguish what pledges can be edited and which ones cannot from the “Pledge Forms” view, under the Edit/View column of the table. The eye icon means that the pledge cannot be modified, but you can access it for viewing or confirming it. The pencil and paper icon mean that the pledge can still be modified and submitted for approval.

If you want to edit an existing pledge form, go to the “Pledge Forms” page, click on the header of the fiscal period your pledge form belongs to. A panel will deploy showing a paged table structure with all the pledges for that fiscal period. If there are many pledges, you can use the filter capability of the table,
shown on the upper right corner on top of the table. Once you find the pledge, click on the “Edit” icon for its row. Modifications before submission will not trigger any email notification to the administrators, but modifications after the submission of the pledge will trigger an email notification to the administrators so that they can check the current contents of the pledge and act accordingly.

At the bottom of each pledge form, you can find the activity log which contains a history of all actions performed on the pledge (creation, modification, approval, rejection, status changes, etc.). Every action will have a timestamp and the name of the user performing that action.

CONFIRMING PLEDGES

To confirm a pledge that is in any of the valid statuses mentioned above, click on the eye icon for that pledge in the “Pledge forms” page. You will get redirected to that pledge form. At the bottom of Section 1 you will see the “Confirm pledge” button.

After clicking the “Confirm pledge” button, you will be prompted to enter the fiscal period for which to confirm this pledge.
Confirming a pledge copies the current pledge carrying over all data (including the same reference number), attachments and activity log to the selected fiscal period. After you confirm a pledge, the pledge that is loaded is the new confirmed pledge in the selected fiscal period.

**Printing pledge forms**
You can print pledge forms any time. Use the “Print Pledge” button at the bottom left of the pledge form over the activity log. Before you can print a pledge, there has to be at least one printer added to your local computer.

**Deleting pledges**
Only administrators of the system can delete pledges. If you want to have a pledge deleted from the system, please contact the PCRS administrator whose contact details can be found in the “Contact Us” page.

**Cancelling pledges**
Cancel pledge functionality is only available to Member States. Eligible pledges for cancellation are the ones that have been submitted and are in any valid approved status (except for “Deployed” pledges).

- Eligible pledges will have a red “Cancel” button.

- When the Cancel button is clicked, a modal popup window will ask the Member State to enter the reason for cancellation.
When a cancelled pledge is loaded, 3 things are noticeable:

1. The pledge status is shown in red color.

![Status: Cancelled](image)

2. The only action available for a cancelled pledge is “Resubmit”.

3. Activity log shows the cancel action together with the reason for cancellation.

A cancelled pledge can be modified and resubmitted (attachments as well as fields) for a different fiscal period. In this case, the resubmitted pledge will get a new reference number. The cancelled pledge will remain in the system. If a pledge is resubmitted, a modal popup will ask for the fiscal period this pledge is going to be resubmitted for:
- Resubmitted pledges will always get the “Pending Approval” status and the corresponding notifications will be sent by the system.

Alerts and notifications.
As a registered user for a particular Member State, you can receive email alerts and notifications coming from two sources:

- **Alerts**: Whenever a new document is uploaded to any of the existing libraries, you will get an email alert that will provide information about the library and the document itself. The same applies to new announcements. Once a new announcement is created, an email alert will be sent to all users.

- **Notifications**: During the submission, approval, cancellation or confirmation process of pledges, several email notifications are sent to both the Member State and the administrators of the system. The first notification that a user will receive related to a particular pledge is at submission of the pledge. You will get an acknowledge email that your submission has been received. Other notifications include the rejection and approval of pledges in different statuses.

Registration.
If a Member State wants to have a new user into the system for the management of their pledges, they can request so by using the “Register” link next to the “Sign in” at the home page. The user will be redirected to a form where they can enter all the mandatory fields and register a new user. The requesting user will get an email notification acknowledging receipt of the request and the administrators will also get a notification about the new user. This will trigger an offline registration process whose outcome will be communicated to the requesting user by email.
### Signing out of the system.

- You can log out by clicking on your name to the right on the application top bar, and selecting the “Sign out” option. Close your browser afterwards.

- **IMPORTANT NOTE:** For security reasons, the system will automatically log you out after 20 minutes of inactivity. *Any unsaved work will be lost.* So if you are working on a pledge form, please click “Save” before leaving your browser unattended.