



Creating a method for your establishment


A. Go to the home page, then click “My institution” (see ).

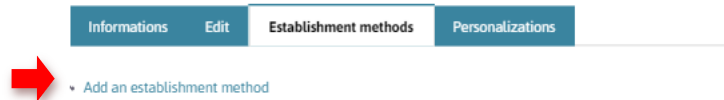
By thematic



B. The three following options will be displayed. Click “Establishment methods” (see ).



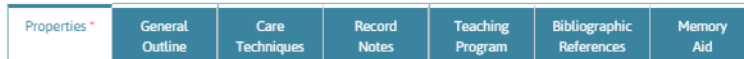
C. The title “Add an establishment method” will appear. Click on it (see ).



D. The following window will open. Start adding information for each section.

User guide for the new OCM platform

Create Establishment method



E. The four following options will be displayed. Click the appropriate one.



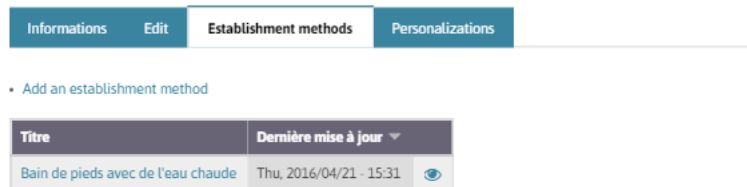
F. When you have finished writing your method, go back to the home page, then click “My institution”.




G. The three following options will be displayed. Click “Methods for my institution”.



H. The following page will open. Check if your new OCM is there.



I. To consult the new OCM, click on the eye symbol beside the title (see .

