Affecto

Latvia-Lithuania Cross Border Cooperation Programme under European Territorial Cooperation Objective 2007-2013 DATABASE HANDBOOK

2009

Version 2.0

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Abbreviations

AA	Audit Authority
СА	Certifying Authority
ERDF	European Regional Development Fund
JMSC	Joint Monitoring and Steering Committee
JTS	Joint Technical Secretariat
LP	Lead Partner
MA	Managing Authority
MS	Member State
BL	Budget line
FLC	First Level Control
ТА	Technical Assistance

User roles

There are following user roles in the database:

- Administrator (Admin)
- Managing Authority (MA)
- Certifying Authority (CA)
- Joint Technical Secretariat (JTS)
- Audit Authority (AA)
- Joint Monitoring And Steering Committee (JMSC)
- First Level Control (FLC)
- National Authority (NA)

Each user can have one or more roles. Each role has a specific set of permissions and access rights to sections of the database:

	Admin	MA	CA	JTS	AA	JMSC	FLC	NA
Administration	write							
Project Data								
Select		read	read	write	read	read	read	read
Description		read	read	write	read	read	read	read
Partnership		read	read	write	read	read	read	read
LP signature		read	read	write	read	read	read	read
Indicators		read	read	write	read	read	read	read
Work package		read	read	write	read	read	read	read
Project budget		read	read	write	read	read	read	read
Budget lines		read	read	write	read	read	read	read
Uploaded documents		read	read	write	read	read	read	read
Application/Eligibility								
Select application		read	read	write	read	read		
Register application		read	read	write	read	read		
Received applications		read	read	write	read	read		
Technical eligibility check		read	read	write	read	read		
Eligibility check report		read	read	write	read	read		
Assessment/Contract								
Select		read	read	write	read	read	read	read
External experts		read	read	write	read	read		
Assessment forms		read	read	write	read	read		
Assessment results		read	read	write	read	read		
SC decision & Clarification		write	read	write	read	read		
Contracting		read	read	write	read	read	read	read
Change requests		read	read	write	read			
Monitoring/Payments								
Select		read	read	write	read			

Project status	read	read	write	read			
Report status	read	read	write	read			
Checklist	read	read	write	read			
LP data	read	read	write	read			
	read	read	write	read			
Activity report			write				
Indicators	read read	read	write	read			
Work packages		read		read			
Financial report	read	read	write	read			
Budget lines	read	read	write	read			
Final report	read	read	write	read			
Payment	read	write*	write*	read			
Uploaded document	read	write	write	read			
Communication					1	1	
Search	read	read	write	read			
New e-mail			write				
Changelog wr	te read		read				
Programme					1	1	
Funding wr	te write	write	read	read			
Documents wr	te write	write	write	write			
Statistics wr	te read	read	write	read			
Calls & Templates wr	te		write				
Change Reasons wr	te write	write	write	write			
Generic Statistics wr	te		write				
Sessions wr	te write	write	write	write			
Managing Authority							
TA budget	write	write	write	read			
Documents	write	read	read	read			
Reports	write	write	write	read			
JMSC							
Decisions	read	read	write	read			
Certifying Authority	·			•			
ТА	read	write	read	read			
Reports	read	write	read	read	read		
Forecast	read	write	read	read	read		
Irregularities						•	
Search	write	write	write	read			
View/Edit irregularity	write*	write*	write*	read			
Add new irregularity	write	write	write	write		write	write
ride new niczulality							

Legends:

- Read users are only allowed to view data in this section.
- Write users may view and modify data in this section.
- Write* users may view all data in this section and modify part of it (see respective section in this document for more details).
- Empty cell means that user has no access to this section.

Preface

Implementation of the Latvia–Lithuania Cross Border Cooperation Programme 2007-2013 (hereinafter – the Programme) is aimed to bring the cooperation between Latvia and Lithuania to a new level and to stimulate motivation for acceleration of socio-economic development of the Porgramme's area. The programme supports the cross-border cooperation between Latvia and Lithuania. The whole programme is financed by the European Regional Development Fund (ERDF), as part of the Structural Funds, and co-financed by the partners in the projects.

The users of the database system are mainly staff members of Joint Technical Secretariat, Managing and Certifying Authority of the Programme. Furthermore, the database allows publishing data on the running projects on the Web that additionally extends the benefit from the database usage.

The mentioned below principles for the development of the database were used to set up a secure, user friendly and functional system. The database provides tools for:

- Easily accessible and searchable data on projects
- Management of project data
- Support of the administration and selection of applications
- Project monitoring and programme monitoring
- Financial management and payment requests
- Data analysis
- Data transfer / export / exchange

The database also helps to standardise the workflows of the programme in different parts of the project cycle.

This manual shall support experienced and new users of the database to get an overview of the functions provided by the system and to understand how to use them. The division into chapters follows the structure of the database. For each database section there is a detailed description of all available functions, supported by a number of screenshots.

1 Login

This section describes how user can enter and leave system (data base).

Function	Description
Logging into the database	1. Open login page
	2. Login with your ID and password (Figure 1: Login)
	Notice: Only administrators are able to create new accounts for
	the database.
	After successful login a website with the main menu and the
	programme logo will appear. (Figure 2: Main menu)
Install Security Certificate	If security certificate of the website is not installed on your
	computer you might receive a security warning when connecting
	to database. To install the certificate, follow procedure described
	in Annex III – Installing security certificate.



Figure 1: Login





bringing neighbours closer

Figure 2: Main menu

Functions	Description
Logout	Button [Logout] is located at the bottom of main menu area (Figure 3:
	Logout). Simply click [Logout] to log out. After you have clicked on button,
	you are asked for confirmation to log out (Figure 4: Confirm log out). Press
	[OK] to log out. Press [Cancel] to continue working with system.

Restore	
Save	
	_
ingus	
Logout	

Figure 3: Logout

Message from web	page 🗙
😲 Do you re	ally want to logout?
ОК	Cancel

Figure 4: Confirm log out

2 Common functions

This section describes functions of toolbar which is permanently located on the left side of the screen:

- Last search results
- Load project
- Save
- Restore

as well as how to change user information and to change user password.

Section also describes some other functions which can be used working in various sections of data base:

- How to pick a date from calendar
- How to upload and delete files and other objects.

2.1 Load project, save and restore

Functions	Description			
Load Project	Under the all modules at main menu area you can find a function to load project. To load project from last search results you have to:			
	1. Select project you want to load (Figure 5: Last search results),			
	2. Press button [Load project] (Figure 6: Load project).			
	After you complete these steps project is loaded.			
	To load a project that is not listed in the last search results, follow procedure described in 4.1 Select.			



Figure 5: Last search results



Figure 6: Load project

Functions	Description
Save and Restore	Under the control panel for project loading at main menu area you can find
	two buttons - [Save] and [Restore] (Figure 7: Save and Restore). Button
	[Save] is used for saving the data you have changed in form. If you want to
	save changes you have made, just click on button [Save].

Button [**Restore**] is used to cancel changes you have made in form. If you want to cancel changes, just click on button [**Restore**]. After you have clicked the button, you are asked for confirmation to cancel changes (Figure 8: Confirm restore). Press [**OK**] to restore data. Press [**Cancel**] to continue changing data.

Last search results: LLI-011	•
Load project	
Restore	
Save	

Figure 7: Save and Restore

Message from webpage 📃 👂				
Are yet	ou sure?			
OK	Cancel			

Figure 8: Confirm restore

2.2 User account

User information			
ingus			
Initials	IS		
Full name	Ingus		
Address	RRRR		
Postal code	LV		
Town	Rig		
Country	lat		
Office phone	2222		
Mobile phone	1111		
Fax			
E-mail	ingus.skaistkalns@affecto.lv		
Organization			
Position			
Change pa	ssword		

Figure 9: User information

Functions	Description
Edit user information	The name of the currently logged in user is displayed above the [Logout]
	button (Figure 3: Logout). Click on the user name to view and edit user
	information (Figure 9: User information):
	• Initials
	 Full name
	Address
	Postal code
	Town
	Country
	Office phone
	Mobile phone
	Fax
	• E-mail
	Organization
	Position
	After changing the data, click [Save] button. This user information is used
	when sending e-mails with this system.
Change password	To change your account password :
Change password	
	1. Click on the user name to view user information,
	2. Click on button [Change password],
	3. In <i>Old password</i> write old password, in <i>New password</i> write new
	password retype new password at field New password retype,
	4. Click button [Change password] to change password.
	Change password
	Old password:
	New password:
	New password retype:
	Change password
	If password won't match or will be the same with old one, you will be notice by error message.
	Receiverde pet metabling, plages enter accin
	Passwords not matching, please enter again.
	Change password
	If password change will be successful, you will be noticed by successful
	message.

Password successfully changed.
Change password

2.3 Date picker

Functions	Description
Pick Date	Textboxes with dark blue background are supposed for date select (Figure 10:
	Date textbox). To select a date for the textbox:
	1. Click on textbox,
	Notice that calendar appears at the right side of screen (Figure 11: Calendar).
	You can change years by clicking $[\leq\leq]$ or $[\geq\geq]$ and change months by
	clicking $[\leq]$ or $[\geq]$.
	2. Select date by clicking on a certain day.
	After selecting the date, it will appear in a textbox. If you want to clear the textbox, click on the textbox and then click on <i>Clear</i> .



Figure 10: Date textbox

June 2009	[Close]	[>][>>]	
Thic		[<u>Today</u>]	
			_1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<u>1</u>	2	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>7</u>	<u>8</u>	9	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
14	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	20
<u>21</u>	22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
<u>28</u>	<u>29</u>	<u>30</u>	1	2	3	4

Figure 11: Calendar

2.4 File uploading

Functions	Description
File Upload	To upload certain file:
	1. Click button [Browse] (Figure 12: File Upload),

2.	Select a file and click [OK] ,
3.	Click button [Upload] (Figure 13: File Uploaded).

Document	Upload date		
There are no documents to display!]			
	Browse	Upload	

Figure 12: File Upload

Document	Upload	l date	
Annual Budget.xls	27/05/2009	9 14:25:31	
	Browse	Upload	

Figure 13: File Uploaded

2.5 Delete objects

Functions	Description
Delete objects	To delete project or external expert there must be two user confirmations about deleting before it gets deleted. To delete:
	1. Click link <i>Delete</i> on that object you want to delete (Figure 14: Delete project),
	Notice that your name appears in column Delete opposite to your object (Figure 15: Name at column).
	Now another user has to click <i>Delete</i> link:
	2. Other user click link <i>Delete</i> ,
	Object has been deleted after that (Figure 16: Deleted project).

Index	Acronym	Lead applicant	Country	Arrival paper			Close		Delete
LLI-006	Museum Access	Zemgale Planning Region	LV	11/03/2009	<u>Update</u>	<u>Close</u>		<u>Delete</u>	
LLI-009	ACTIVE	Administration of Plunge District Municipality	LT	18/03/2009	<u>Update</u>	<u>Close</u>		<u>Delete</u>	
LLI-010	STELLA	Kupiskis District Municipality Administration	LT	23/04/2009	<u>Update</u>	Close		<u>Delete</u>	
LLI-011	BNC	Skuodas District Municipality Administration	LT	26/03/2009	Update	Close		Delete	
111.049		Revolution District Municipality administration	IТ	0000120130	Undata	Class		Doloto	

Figure 14: Delete project

Index	Acronym	Lead applicant	Country	Arrival paper			Close		Delete
LLI-006	Museum Access	Zemgale Planning Region	LV	11/03/2009	Update	<u>Close</u>		<u>Delete</u>	
LLI-009	ACTIVE	Administration of Plunge District Municipality	LT	18/03/2009	Update	<u>Close</u>		<u>Delete</u>	ingus
111.040	OTELLA	Kunickie District Municipality Administration	ΙТ	0000110000	Undata	Classe		Doloto	

Figure 15: Name at column

Index	Acronym	Lead applicant	Country	Arrival paper			Close		Delete
LLI-006	Museum Access	Zemgale Planning Region	LV	11/03/2009	<u>Update</u>	<u>Close</u>		<u>Delete</u>	
LLI-010	STELLA	Kupiskis District Municipality Administration	LT	23/04/2009	<u>Update</u>	<u>Close</u>		<u>Delete</u>	
LLI-011	BNC	Skuodas District Municipality Administration	LT	26/03/2009	<u>Update</u>	<u>Close</u>		<u>Delete</u>	

Figure 16: Deleted project

2.6 Change reasons

Functions	Description
Change reasons	If you change some fields, that require providing reason in order to change data, you will be asked to provide change reason page (Figure 17: Change reasons):
	1. At field <i>Please enter Reason</i> enter the change reason for field you are changing. You can see what you are changing at field <i>You are trying to change</i> , old value is at field <i>Old value</i> , and new value is at field <i>New Value</i> .
	2. Click button [Change] to accept change for specific field.
	If you have changed more than one field, you will be asked for reason providing for every field. If you want to provide the same reason for all fields, just check checkbox <i>Use Reason for all remaining changes</i> and click button [Change] to change all fields.
	You can choose already predefined reasons from drop down <i>Predefined reasons</i> . To define new reasons, please, see 10.5 Predefined change reasons.
	If you want to cancel all changes have made, just click button [Cancel all changes].

You are trying to change	9		
Main.FIRST_CONTACT			
Old Value:			
27/04/2009 00:00:00			
New Value:			
06/04/2009 00:00:00			_
Please enter Reason			
Predefined reasons:			
			~
	Cancel all changes	Use Reason for all remaining changes	

Figure 17: Change reasons

3 Administration

Section provides information on how to create and delete user profiles and how to assign predefined roles.

3.1 Users

Interference in the second sec	aa dmin ndris IUGa	Name 222 asdf Andris 123 Buga	Roles Audit Authority Tester Admin Tester, Admin, Managing Authority Authority	7, Certifying	New user Login User name Password Confirm password	User information Initials Name Address			
sment/Contract toring/Payments munication agelog adi aging Authority C	User not set] A aa dmin ndris UGa	222 asdf Andris 123	Audit Authority Tester Admin, Managing Authority Authority	/, Certifying	Login User name Password Confirm	Initials Name Address			
ssment/Contract itoring/Payments immunication Aaa aging Authority aging Authority C	User not set] A aa dmin ndris UGa	222 asdf Andris 123	Audit Authority Tester Admin, Managing Authority Authority	γ, Certifying	Login User name Password Confirm	Initials Name Address			
ramme and CC	not set] A aa dmin ndris UGa	222 asdf Andris 123	Audit Authority Tester Admin, Managing Authority Authority	γ, Certifying	User name Password Confirm	Initials Name Address			
munication AAA ngelog addi ramme and aging Authority BU c CA	A aa dmin ndris UGa	Andris 123	Tester Admin Tester, Admin, Managing Authority Authority	/, Certifying	User name Password Confirm	Name Address			
ngelog aad ramme and aging Authority BU c CA	aa dmin ndris IUGa	Andris 123	Tester Admin Tester, Admin, Managing Authority Authority	/, Certifying	Password Confirm	Name Address			
ramme and	ndris IUGa		Tester, Admin, Managing Authority Authority	/, Certifying					
naging Authority BU SC CA	IUGa		Authority	/, Certifying	password				
		Buga	-			Postal code			
			Tester		Roles	Town			
artifying Authority ing	A		Certifying Authority		Tester	Country			
	igus	Ingus	Tester, Admin, Managing Authority Authority, Joint Technical Secretar Authority		Admin Managing Authority	Office phone Mobile			
regularities JM	MSC		Joint Monitoring And Steering Com	nmittee	Certifying Authority	phone			
st search results:	<u>TS</u>		Joint Technical Secretariat		Joint Technical Secretariat	Fax			
	arlis	Karlis Jakobsons	Tester, Admin		Audit Authority Joint Monitoring And Steering	E-mail			
oad project MA	<u>1A</u>		Managing Authority		Committee	Organization			
estore	naris.truselis	Maris Trušelis	Admin, Managing Authority, Joint Secretariat	Technical	Other users	Position			
ave	nikelis		Tester						
tes	est	Test	Managing Authority						
ndris	est2	22	Tester			Save			

Figure 18: Users

Functions	Description
Users overviews	Users (Figure 18: Users)
Create new user	1. Click [New user]
	2. Fill login fields (User name, Password, Confirm password)
	3. Check roles
	4. Fill User information (Initials, Name, Address, Postal code,
	Town, Country, Office phone, Mobile phone, Fax, E-mail,
	Organization, Position)
	5. Click [Save]
Edit user information	1. Click on user name from user table
	2. Change login information (<i>User name, Password, Confirm password</i>)
	3. Change roles
	4. Change user information(Initials, Name, Address, Postal code,
	Town, Country, Office phone, Mobile phone, Fax, E-mail,
	Organization, Position)
	5. Click [Save]
Delete user	1. Click on user name from user table
	2. Click [Delete]

3.2 Roles

Administration	Users Roles Properties Preferences	Check Status Locks								
Project Data	Roles									
Application/Eligibility										
Assessment/Contract	Select role: Tester	~								
Monitoring/Payments	Permissions	Allow specific	Deny specific							
Communication	AdministrationAllowed	empty	empty	~						
Changelog	CloseProjectAllowed ApplicationReadAllowed									
Programme	ApplicationWriteAllowed									
Managing Authority										
JMSC	MonitoringReadAllowed	MonitoringReadAllowed								
Certifying Authority	MonitoringWriteAllowed									
Centrying Automy	ProgrammeReadAllowed									
Irregularities	ProgrammeWriteAllowed									
Last search results:	CommunicationReadAllowed									
Last search results:	CommunicationWriteAllowed									
	☑ DataReadAllowed									
Load project	✓ DataWriteAllowed									
Restore	ChangelogReadAllowed									
	ChangelogWriteAllowed									
Save	CertifyingAuthority									
	FAR_AnnexesReadAllowed									
andris	FAR_AnnexesWriteAllowed									
Logout	MonitoringCommentsDenied									
	PasswordChangeDenied									

Figure 19: Roles

Functions	Description
Roles overviews	Roles (Figure 19: Roles)
Edit Role	1. Chose role from drop down box – <i>Select role</i>
	2. Check permissions for that role
	3. Click [Save]

3.3 Locks

Administration	Users	Roles	Properties	Preferences	Check	Status	Lodis		
Project Data	Upd	ating use	er:			kick u	ser from server	Kill all Excel and W	ord
Application/Eligibility	Mail	ing user:				kicku	ser from server	1	
Assessment/Contract		y	J			KICK U	Set from Server	J	
Monitoring/Payments	Proj	ect/Oper	ation/Statist	ic				locked by	
		010 STE	ELLA					andris	Unlock
Communication									
Changelog									
Programme									

Figure 20: Locks

-

LOCKED!
Is currently opened by: andris
Open readonly Don't open
someone has opened project that you want to open.
Here in Locks can see all locked projects. Click [Unlock] to unlock the project.
Note: If someone is open project and change data, you unlock that project, changed data will be lost.

4 Project data

This section describes how to work with Application Form files, additional files related to Application Form and how to view information provided in Application Form and additional documents.

4.1 Select

Section provides information:

- How to upload (and delete) new Application Form
- How to search for uploaded Application Form using search criteria
- How to select Application Form for further work with it

Project Data								Re	aister ne	w applica	tion
Application/Eligibility	Search	criteria:							giotor no	app.ou	
Assessment/Contract		Index		Phase	Any			•			
Monitoring/Payments		Acronyn	ı 🗌	Call for proposal	s Any	•					
Communication		Title		Priority	Any			•			
Communication		LP cour	try	Check status	Any			•			
Changelog				Sorted by	Index			•			
Programme				Search							
FAR Annexes			_								
	Index	Acronym	Lead app	licant	Country	Arrival paper			Close		Delete
Managing Authority	LLI-006	Museum Access	Zemgale Planning Region		LV	11/03/2009	<u>Update</u>	<u>Close</u>		<u>Delete</u>	
JMSC	LLI-010	STELLA	Kupiskis District Municipality	Administration	LT	23/04/2009	<u>Update</u>	<u>Close</u>		<u>Delete</u>	
	LLI-011	BNC	Skuodas District Municipality Administration			26/03/2009	Update	<u>Close</u>		<u>Delete</u>	
Certifying Authority	LLI-012	THESPIRTIOFCURONIA	Skuodas District Municipality	administration	LT	26/03/2009	Update	Close		<u>Delete</u>	
Irregularities	LLI-013	Preparation BMX	Pakruojis district municipality		LT	07/04/2009	<u>Update</u>	<u>Close</u>		<u>Delete</u>	
	LLI-014	Preschool Education	Pakruojis District Municipality		LT	23/04/2009	<u>Update</u>	<u>Close</u>		<u>Delete</u>	
Last search results:	LLI-015	InnoForce	Klaipeda Science and Techn	ology Park	LT	19/05/2009	<u>Update</u>	Close		<u>Delete</u>	
•	LLI-019	ClayTour	Local Lore Museum of Utena		LT	30/03/2009	Update	Close		Delete	karlis

Figure 21: Search

Functions	Description
Searching the database for projects which have been already saved	 Enter/select one or more of following features to search for a project: index, project number, title, acronym, lead partner country, phase, call for proposals, status of project, and/or check. To save time you may also enter only parts of the data (e.g. under Index "11") and all projects with these data will be listed (e.g. Index "NI-011") Choose how the results should be sorted: Index Title Lead applicant Country Arrival paper copy
Choosing a project for further editing or reading	 3. To start the search, click [Search] - there are any results, than they will be listed below. (Figure 21: Search) 1. Search for a project 2. Click the button with the index number (for example
editing or reading	2. Click the button with the index number (for example

	[LLI-006])
Deleting / updating / closing a dataset	1. Search for a project 2. Click [Delete], [Update], [Close] to delete/update/close.
	For security reasons deleting and closing of a dataset has to be confirmed by a second user. When the first user clicks delete or close his/her login will be shown in the white field next to the respective button. A second user has to click the same button again in order to proceed the deleting/closing of the dataset.

4.2 Description

Reading data from Application Form – Project Description

								-
Select	Description	Partnership	LP signature	Indicators	Work packages	Project budget	Budget lines	Uploaded documents

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I. PROJECT DESCRIPTION

1. Project title
SUSTAINABLE TOURISM DEVELOPMENT AT KUPISKIS LAGOON (LITHUANIA) AND LAKE LUBAN (LATVIA)
2. Short title of Project
STELLA
3. Priority and Direction
Priority I Encouragement of Socio-economic Development and Competitiveness of the Region
Priority II Attractive Living Environment and Development of Sustainable Community 2. Increasing the Attractiveness of the Border Region
4 Duration

Figure 22: Description

Functions	Description
Reading data from application form – Description	Description (Figure 22: Description)
	1. Project title
	2. Short title of Project
	3. Priority and Direction
	4. Duration
	5. Brief summary of Project
	6. Total Project budget
	7. Brief history and justification of Project
	8. Objective and sub-objectives of Project
	9. Project target groups
	10. Approach and methodology of Project
	11. Contribution to Programme objectives
	12. Contribution to EU horizontal policies
	13. Added value and innovativeness of Project
	14. Information and publicity activities

4.3 Partnership

Reading and editing data from Application Form - Project Partnership

Select Description	Partnership LP signature Indicators	Work package			loaded documents		
	1. 11. 11		Eligible	Partner Budget	Non-Eligible Partner	Total Partner	
No	Institution	Country	ERDF	National Co- financing	Budget	Budget	
Lead Partner	Zemgale Planning Region	Latvia	40,909.82	7,219.38		48,129.2	
Partner 2	wefwef	Latvia	212,522.16	37,503.91		250,026.0	
Partner 3	wefwef	Lithuania	107,007.92	18,883.75	5	125,891.6	
Partner 4	wefwef	Latvia	84,015.87	14,826.33		98 <mark>,</mark> 842.2	
Partner 5	G.Eliass' Jelgava history and art museum	Latvia	275,399.89	48,599.98		323,999.8	
Partner 6	Jekabpils history museum	Latvia	265,398.79	46,835.08		312,233.8	
Partner 7	wefwef	Lithuania	205,846.89	36,325.92	2	242,172.8	
Partner 8	Pasvalys district municipal administration	Lithuania	201,502.70	35 <mark>,</mark> 559.30		237,062.0	
Partner 9	Rokiškis district municipal administration	Lithuania	329,480.91	58,143.69		387,624.6	
Partner 10	Viesite town with rural area council	Latvia	217,385.46	38,362.14		255,747.0	
Partner 11							
Partner 12							
Partner 13							
Partner 14							
Partner 15							
		Total:	1,939,470.40	342,259.48	0.00	2,281,729.8	
Leader Partne	r:						
Title of the institu	ution in original language:						
Zemgales plāno	šanas reģions						
	ution in official English translation:						
Zemgale Plannir	ng Region						
Legal status:	regional public authority	•	 Image: A set of the set of the				
.egal Address:	Pasta Street 37						
Fown:	Jelgava						
District/County:	Jelgava district						

Figure 23: Partnership

Functions	Description
Reading and editing data from application form –	Partnership (Figure 23: Partnership)
Partnership	
	1. Project partnership
	2. Leader Partner data
	3. Experience of the Lead Partner
	4. Project Coordinator
	5. Financial Manager
	6. Do you plan to sub-contract or employ Project
	Coordinator/Financial Manager after project
	approval?
	7. Information about partners
	8. Relevance and contribution of Partners

4.4 LP signature

Section provides information how to read data from Application Form – LP signature, and how to upload LP signature page from Application Form

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LP signature

Signatory's Name and Position:	Žilvina	is Aukštikalnis
Lead Partner Organisation:	Kupiš	kio rajono savivaldybės administracija
-		
Place and date of signature:	Kupiš	kis, 2008-06-28
Name Da	ate Delete	
Name Da [There are no signatures to display!]	ate Delete	
I	ate Delete	

Figure 24: LP signature

Functions	Description
Reading data from application form – LP	LP signature (Figure 24: LP signature)
signature	
	1. Signatory's Name and Position
	2. Lead Partner Organisation
	3. Place and date of signature
	4. Upload scanned image of confirmation and
	signature (see 2.4 File uploading)

4.5 Indicators

Reading data from Application Form - Indicators

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III. PROJECT INDICATORS

1. Project output indicated	ators			
Cross-border events				
Indicator	Number (total)	Number of participiants (total)	Direct target groups	WP
Workshops	3	60	Local community leaders and members of community-based tourism development groups, local enterpreneurs and authorities (decision-makers).	3
Seminars	1	50	The project's Steering Committee and Working Groups, local community leaders, local enterpreneurs and authorities (decision-makers), journalists.	4
Conferences				

Figure 25: Indicators

Functions	Description				
Reading data from application form – Indicators	Indicators (Figure 25: Indicators)				
	 Project output indicators Project result indicators 				
	Note: all checkboxes are read only; their values				
	can not be changed!				

1

4.6 Work packages

Reading data from application form - Work packages

Select Description Partnership	LP signature Indicators	Work packages Project	budget Budget lines	Uploaded documents
LLI-010 STELLA				
IV. WORK PACKAGES	i			
H Work package 1				
H Work package 2				
+ Work package 3				
+ Work package 4				
+ Work package 5				

Figure 26: Work packages

Functions	Description
Reading data from application form – Work packages	 Work packages (Figure 26: Work packages) 1. To read information about certain work package, just click on at left side of heading to expand information area.

4.7 Project budget

Reading data from application form – Project budget



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VI. PROJECT BUDGET

1. Eligible project budget (EUR)

Nr.	Budget Line	Work Package 1	Work Package 2	Work Package 3	Work Package 4	Work Package 5	Total	%
1	Personnel	38,906.00	0.00	0.00	0.00	0.00	38,906.00	1.76%
2	Direct administration costs	4,800.00	0.00	0.00	0.00	0.00	4,800.00	0.22%
3	Indirect administration costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4	External services	17,200.00	130,670.00	28,370.00	38,180.00	0.00	214,420.00	9.69%
5	Travel and accommodation	2,660.00	0.00	0.00	0.00	0.00	2,660.00	0.12%
6	Equipment and infrastructure	0.00	1,921,988.00	0.00	0.00	0.00	1,921,988.00	86.89%
7	In kind costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
8	Preparation costs	0.00	0.00	0.00	0.00	0.00	29,228.00	1.32%
	Total:	63,566.00	2,052,658.00	28,370.00	38,180.00	0.00	2,212,002.00	100.00%

Amount from total eligible project budget Work Package Percentage

Expenditure related to implementation of activities taking place outside the EU territory and the Programme area	0.00	0.00%
Expenditure related to implementation of activities taking place in adjacent region	0.00	0.00%

Figure 27: Project budget

Functions	Description

Reading data from application form – Project	Project budget (Figure 27: Project budget)
budget	
	1. Eligible project budget (EUR)
	2. Spending plan
	3. Indicative breakdown of the project partner
	budget per Work Packages

4.8 Budget lines

Reading data from application form - Budget lines

Select	Description	Partnership	LP signature	Indicators	Work packages	Project budget	Budget lines	Uploaded documents

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V. Specification of Budget Lines

+ BL 4 External Services	
+ BL 6 Equipment and Infrastructure	
+ BL 7 In Kind costs	
+ BL 8 Preparation costs	

Figure 28: Budget lines

nes (Figure 28: Budget lines)
ad information about budget line, just on at left side of heading to expand nation area.
•

4.9 Uploaded documents

This section explains how to upload and view additional documents:

- Feasibility Study
- Co-financing statements
- Partnership Agreement
- other Project related documents.

Also it provides information how to download to your computer Application Form in MS Excel file.

Select	Description	Partnership	LP signature	Indicators	Work packages	Project budget	Budget lines	Uploaded documents	

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Uploaded Documents

Application forms								
ApplicationForm.xls - 23/04/2009 11:14:58								
+ Error Log								
Feasibility study								
Name Date Del	ete							
[There are no documents to display!]								
Upload new								
Browse Upload								
Partnership agreement								
Name Date Del	ete							
[There are no documents to display!]								
Upload new								
Browse Upload								
Other documents								
Name Ty	pe Date Delete							
[There are no documents to display!]								
Upload new								
Browse Upload								
Partners' documents								
No Partner	Co-Financing Documents	Done	Other Documents	Done				
1 Kupiškio rajono savivaldybės administracija	Co-financing statement		Other Documents	Π				

Figure 29: Uploaded documents

Functions	Description
Download application form	To download certain application form:
	1. click on document link you want to download,
	2. wait while your browser response and offers
	you to save file,
	3. save file;
Read application form's import errors	To read last application form's import errors, just
	click on $$ at left side of heading "Error Log" to
	expand information area.
Uploading a document for Partners' documents	1. Click on button [Co-financing statement] to
	upload document,
	 Upload certain document (See 2.4 File uploading).
	When document is uploaded, the checkbox for
	certain partner sets marked as checked. The same
	order applies to other partners' documents
Uploading a document for Feasibility study,	See 2.4 File uploading.
Partnership agreement or Other documents	
Deleting a document	Click [Delete] button next to the respective

document to delete that document.

5 Application / Eligibility

This section explains the process of Technical (eligibility) check. Also there is information on how to get MS Excel file with information about Received Project Applications during certain call and MS Excel file with information about Eligibility check results (Eligibility check report) for projects from a certain call.

5.1 Select

Follow the same procedure as in 4.1 Select

5.2 Register application

Description on how to register a new Application Form and upload additional documents related to the Application Form. The same procedure can be done also in Project data section.

Select	Register application Received application	Technical eligibility ch	edk Eligibility check report			
Electr Date (-047 WATRE ronic version received: 24/04/2009 of post stamp: 24/04/2009 ad of supporting documents				Register new ap Inform applicant Hard copy received: Send e-mail confirmation Done:	15/06/2009
	sibility study					
	Name ex1.doc		elete			
	ad new Browse	Upload				
Othe	er documents					
[Ther	Name re are no documents to display!]	Type D	ate Delete			
Uplo	ad new	-				
	Browse		Jpload			
Parti	ners' documents					
No	Partner	Co-Fin	ancing Documents	Done	Other Documents	Done
1	Bauskas rajona padome	Co-fir	ancing statement		Other Documents	
2	Bauskas pilsētas dome	Co-fir	ancing statement		Other Documents	
3	Ceraukstes pagasta padome	Co-fir	ancing statement		Other Documents	
4	Gailišu nanasta nadome	Co-fir	ancing statement		Other Documents	

Figure 30: Register application

Function	Description
Registering a new application	1. Click [Register new application], notice that new page opens:

	Register a new applicati	on		
	Arrival date of electronic version Arrival date of paper version Call for proposals Project index Application file Password for XLSX file	27/06/2009 27/06/2009 1 Browse		
		Start upload Cancel		
	 2. Enter following data: Arrival date of electronic version Arrival date of paper version Call for proposals Project index Provide password if importing file is <i>Microsoft's Office Excel 2007</i> 3. Select a file for uploading by clicking button [Browse]. 4. Click [Start upload], to import new application. 			
	After import you will be r <i>Application</i> .	redirected back to page Register		
Informing the applicant by e- mail about the receipt of the application	 Make sure <i>Hard copy received</i> Click [Send e-mail confirmation] The database email-page will text and add/remove recipients sending (see 8.3 Write new ending 	tion] button. appear where you can amend the s and attachments, if needed, before		
		via email has been sent the <i>Done</i> -A copy of the email will be saved in the database (see 8.		
Uploading additional documents	There are following types of doc project:	uments that can be added to the		
	 partners' co-financing do checkbox is marked as ch Click [Other documents documents related to corr 	cuments] button to upload/download ocuments. If document is uploaded necked at column <i>Done</i> . b] button to upload/download other responding partner. If document is arked as checked at column <i>Done</i> .		

To upload/download/delete documents follow procedure described in
(2.4 File uploading)

5.3 Received applications

Instructions on how to download MS Excel file with information about received Application Forms during a certain call for proposals.



Figure 31:	Received	applications
------------	----------	--------------

Function	Description
Updating received applications list	Click [Update] button to generate and Excel document
	containing the list of received applications. Done-field shows the
	date of the last update.
Downloading received	Click [Download] button to download the last generated Excel
applications list	document containing the list of received applications for the
	current call for proposals.

5.4 Technical eligibility check

This section explains process of Technical eligibility check:

- How to download prefilled Technical eligibility check form
- How to upload filled Technical eligibility form
- How to send request for additional documents

Administration	Select Register application Received applications Technical eligibility check El	Eligibility check report						
Project Data	LLI-047 WATRE							
Application/Eligibility								
Assessment/Contract	Technical eligibility check							
Monitoring/Payments	Technical eligibility check	Assessors of technical eligibility check						
Communication	Export Import	1						
Changelog	Name Date							
Programme	[There are no documents to display!]							
Managing Authority	Result: None	3						
JMSC	Comments, reasons for not passing							
Certifying Authority								
Centrying Automy	Criteria Yes	No Follow Commente						
Irregularities		No up Comments						
Last search results:	Application is received no later than by the specified deadline in electronic version and hard copy (date on post stamp) or in electronic version as e-document.							
Load project	Application is duly filled in, signed, stamped and dated.							
	Electronic version of Application Form is not damaged.							
Restore	At least one Lithanian and one Latvian partner, who is registered or permanently located in the Programme area is participating in the project.							
	Lead Partner is eligible (type + territory).							
karlis	Project partners are eligible (type + territory).							
1	All partners contribute to the project financially.							
Logout	Co-financing rates have been observed.							
	Partner Declarations of all project partners, supporting documents and feasibility study for investments/technical documentation, if relevant, are attached.							
	Project activities are carried out in Programme area.							
	Project duration is within the set limits.							
	Project budget is within the set financial limits.							
	There is no duplication with current or completed projects.							
	Result of technical eligibility check							
		Deadline 15/06/2009 Send e-mail Done						
	Supporting documents received							
	OYes ⊙No Send e-mail Done							

Figure 32: Technical eligibility check

Function	Description
Eligibility check export and	1. To generate a document for technical eligibility check, click
import	[Export] button. A Word document will be created with all
	criteria.
	2. Fill in the document.
	3. Click [Import] button. You will be redirected to import page.
	Select the technical eligibility check document and click
	[Upload file] button.
	4. Data will be imported and displayed on the screen. Imported
	file will appear in the list.
Assessors of the technical	Select three assessors from the drop-down lists and click [Save]
eligibility check	button
Result of the technical eligibility	1. To inform the project Lead Partner about the technical
check	eligibility check result, select the appropriate e-mail template.
	2. Make sure that following data is correct:
	• Number
	• Deadline

	3. Click [Send e-mail] button.			
	4. The database email-page will appear where you can amend			
	the text and add/remove recipients and attachments, if needed,			
	before sending (see 8.3 Write new email).			
	Notice: When the notification via e-mail has been sent the Done-			
	field will show the send date. A copy of the e-mail will be saved			
	in the communication section of the database (see 8.			
	Communication)			
Supporting documents received	1. Select the appropriate radio button (Yes or No).			
	2. Click [Send e-mail] button.			
	3. The database email-page will appear where you can amend			
	the text and add/remove recipients and attachments, if needed,			
	before sending (see 8.3 Write new email).			
	Notice: When the notification via e-mail has been sent the			
	Done-field will show the send date. A copy of the email will			
	be saved in the communication section of the database (see 8.			
	Communication)			

5.5 Eligibility check report

Instructions on how to download MS Excel file with information about Eligibility check results for a certain call for proposals.



Eligibility check report

Download

Update

Done 09/06/2009

Figure 33: Eligibility check report

Function	Description
Updating eligibility check report	Click [Update] button to generate and Excel document
	containing the eligibility check report. <i>Done</i> -field shows the date
	of the last update.
Downloading eligibility check	Click [Download] button to download the last generated Excel
report	document containing the eligibility check report for the current
	call for proposals.

6 Assessment / Contract

Section provides information how to precede project Quality assessment, how to enter JMSC decision and how to prepare Subsidy contract for approved project

6.1 Select

Follow the same procedure as in 4.1 Select

6.2 External experts

Instructions explain how to add (delete) information about external experts who participate in the evaluation of construction documents

Administration	Select	External experts A	ssessment forn	Asses	sment results	JMSC decision & Clarification	ns Contracting Change	requests	
Project Data	Exter	rnal expert	s						
Application/Eligibility Assessment/Contract	Ne	w external expert		_		Andris Kalnozol	S		
Monitoring/Payments		Full name	Country		Delete	Expert information			
Communication	Edit	Andris Kalnozols	Latvia	<u>Delete</u>		Name	Andris		
Changelog	ĺ					Surname	Kalnozols		
Programme	1					Organization	SIA "ABC"		
	1					Address	Dzirnavu 157		
Managing Authority						Postal code	LV-1010		
JMSC						Town	Riga		
Certifying Authority	1					Country	Latvia		
Irregularities	1					Phone (office)	67891234		
	1					Phone (mobile)	23456789		
Last search results:						Fax	67891234		
Load project	1					E-mail	andris@abc.lv		
Loso project	1					Documents			
Restore						N	ame	Туре	Date Delete
Save						[There are no docum	ents to display!]		· ·
	1					Upload new		1	
karlis							Browse		Upload
Logout									

Figure 34: External experts

Function	Description
New external expert	1. Click [New external expert] button.
	2. Enter information about expert.
	3. Click [Save] button.
	4. New expert will be added to the list.
List of external experts	List of all external experts for the current call for proposals are
	displayed on the left side of the page.
	Click [Edit] button to view/edit expert information and
	upload/download documents related to the expert.
	Click [Delete] button to delete the external expert (follow
	procedure described in 2.5 Delete objects).

6.3 Assessment forms

In this section processes of downloading and uploading of Quality assessment forms are described

Administration	Selec	t Exter	nal expert	s Assessment forms	Assessment n	esults	JMSC d	lecision & Clar	fications	Contracting	Change requ
Assessment forms											
Application/Eligibility											
Assessment/Contract	sment/Contract Status legend										
Monitoring/Payments	= sent/downloaded but not received										
Communication		- receiv	eu								
		Status	Index	Acronym		Asses	sor #1	Assessor #	2 Asses	isor #3	
Changelog		B	LLI-003	MATHEA	Import		*	IS 💊		*	
Programme			LLI-006	Museum Access	Import	KJ	*	AS 💊	IS	*	
Managing Authority		B	LLI-008	Fire Fighting	Import	AS	*	~		~	
JMSC			LLI-010	STELLA	Import		*	~		~	
Certifying Authority		B	LLI-011	BNC	Import	KJ	*	~		~	
Irregularities			LLI-013	Preparation BMX	Import		*	KJ 💌		~	
Last search results:			LLI-015	InnoForce	Import	KJ	*	KJ 💌	KJ	~	
			LLI-020	ECO-HOUSE	Import	Π	*	~	•	~	
Load project		B	LLI-024	3H in the 3D	Import		*	~	MT	~	
Restore			LLI-025	Clean Rivers	Import		*	IS 💌	•	~	
Save			LLI-026	RCBR	Import		*	Π		*	
0376			LLI-027	Water quality	Import		*	BU 💌		*	
karlis			LLI-030	Hospitals project	Import		*	~	BU	~	
Logout		B	LLI-033	CBRM II	Import	MT	*	~		~	
			LLI-034	Water Way	Import		*	~	Π	*	
			LLI-042	TOSEC	Import	IS	*	·		*	
			LLI-044	Every Child Matters	Import		*	×	AS	*	
			LLI-047	WATRE	Import		*			~	
		B	LLI-051	RENUVAL	Import		*	BU 💌		*	
	_				_						

Download assessment forms

I

Figure 35: Assessment forms

Function	Description					
List	List displays all projects of the current call for proposals. Each					
	project is in one of the following statuses:					
	• <i>Initial</i> – assessment form has not yet been downloaded,					
	• Sent/downloaded but not received – assessment form is					
	downloaded,					
	• <i>Received</i> – filled in assessment form is imported in DB.					
Download assessment forms	Check necessary projects in the list and click [Download					
	assessment forms] button. A ZIP archive will be generated					
	containing one assessment form for each selected project. Forms					

	are generated as Word documents.
	Statuses of the corresponding projects will change to Sent/downloaded but not received
Import assessment form	 Click [Import] button next to the project acronym to import filled in assessment form. Select a file to import and click [Upload file] button. Status of the project will change to <i>Received</i>.

6.4 Assessment results

Explanation how to view results of Quality assessment – Assessment form and Technical expert decision

Administration	Select External experts Assessment forms Assessment results JMSC decision & Clarifications Contracting Change requests
Project Data	LLI-042 TOSEC
Application/Eligibility	Assessment results
Assessment/Contract	Assessment results
Monitoring/Payments	Assessment form
Communication	Name Date [There are no documents to display!]
Changelog	Technical expert decision
Programme	Name Date Delete
Managing Authority	[There are no documents to display!]
JMSC	Upload new Browse Upload
Certifying Authority	
Irregularities	
Last search results:	
Load project	
Restore	
Save	
karlis	
Logout	

Figure 36: Assessment results

Function	Description
Assessment form	This list displays all assessment forms imported on the <i>Assessment forms</i> page for the selected project. Documents can be downloaded by clicking on the link. <i>Date</i> column shows the
Technical expert decision	date of the import.Decisions of the technical expert can be uploaded and downloaded here. To upload documents follow procedure described in 2.4 File uploading.

6.5 JMSC decisions & Clarifications

This section provides information how to enter and download JMSC decision, and how to proceed with requests for clarification

Administration	Select Extern	al experts	Assessment forms	Assessment results	JMSC decision & Clarifi	ications Contr	acting	Change requests		
Project Data	LLI-008	l Fire F	iahtina							
Application/Eligibility										
Assessment/Contract	JMSC dec	ision &	Clarification	S						
Monitoring/Payments			-		stem on the Border					
Communication	ERDF co-fina Total project	-	1,893,06							
Changelog	rota: projoct	budgot	2,001,00	0.00						
Programme	JMSC meet	tina								
Managing Authority	Decision	5	Approve	d	~					
JMSC	Additional co		OYes			1				
Certifying Authority		ad Decisio	n Info	rm Applicant	Done]				
Irregularities	JMSC decis									
			iption Delete nts to display!]							
ast search results:	Upload d]							
Load project	Request for	r clarifica	tion							
Restore	Number	rciarifica	uon	Request		Fulfilled			Comments	
Save					<u>^</u>					~
Jave	1									
karlis					~					~
Logout	Deadline for	clarificatio	n							
		request le		Dese	_					
		equest lett Reminder		Done Done	_					
	Additional				7					
	There are n	Nai o documei	ne nts to display!]	Date	-					
	Upload nev		no to diopidy.j							
			Brows	e Upload						
	Final result	te								
										~
			01/01/02	04						~
	Final decisio Final decisio		01/01/20	001 V						

Figure 37: JMSC decisions & Clarifications

Function	Description
JMSC decision	Enter following data:
	Decision
	Additional comments (yes/no)
	Click [Download decision] button to generate a decision document.
	Click [Inform applicant] to send e-mail to the project lead partner. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending.
	Note: If Decision is Approved, not Approved or Approved under conditions, buttons [Download Decision] and [Inform
	<i>Applicant]</i> are enabled otherwise these buttons are disabled.
---	---
	Notice: When the notification via e-mail has been sent the <i>Done</i> -field will show the send date. A copy of the email will be saved in the communication section of the database (see 8. Communication)
JMSC decisions	 All JMSC decisions related to the selected project are displayed here. To upload a new decision: 1. Click [Upload decision] button. 2. Select call for proposals number and enter description. 3. Choose a file to upload 4. Click [Upload] button.
Add request for clarifications	Enter request for clarification in the request field. Click [Save] button. The request will be saved and an empty request field added. Repeat this until all requests for clarifications are entered.
Download request letter	 Make sure that the list of requests for clarification is complete. Click [Download request letter]. Request letter will be generated in Word format.
Send request for clarification to applications approved under condition	 Make sure that the list of requests for clarification is complete. Click [Send request letter] to send e-mail to the project lead partner. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending. Notice: When the notification via e-mail has been sent the <i>Done</i>-field will show the send date. A copy of the email will be saved in the communication section of the database (see 8.
Send reminder	 Communication) 1. Click [Send reminder] to send e-mail to the project lead partner. 2. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending. Notice: When the notification via e-mail has been sent the <i>Done</i>-field will show the send date. A copy of the e-mail will be saved in the communication section of the database (see 8.
Additional annexes	Communication) Additional annexes can be uploaded and downloaded here. To upload documents follow procedure described in 2.4 File uploading.
Final results	 Enter comments in the final results field. Select date of the final decision. Select final decision. Click [Save] button

Final decision	Enter Final decision date
	Choose Final decision – <i>Finally approved</i> or <i>Finally not approved</i>
	Note: If Final decision is chosen like Finally approved then Decision drop down box disabled on the top. To enable Decision drop down box choose Final decision - Finally not approved.

6.6 Contracting

This section explains how to generate Subsidy Contract for the project and how to update changed Application Form. Also section provides information how to change project Reporting periods' dates, and expected ERDF request sums

Administration	Select External experts	Assessment forms Asses	sment results JMSC dec	ision & Clarifications	Contracting Change request	5
Project Data	LLI-042 TOSE	EC				
Application/Eligibility						
Assessment/Contract	Contracting					
Monitoring/Payments	Date of contracting					Update application form
Communication	Statuss	~				
Changelog	Generate subsid	Jy contract	Generate cover lette	r		
Programme	Original subsidy co	ntract				
	Na	me	Date Delete			
Managing Authority	[There are no docume	nts to display!]				
JMSC	Upload new					
Certifying Authority		Browse	Upload			
Irregularities	Reporting Table					
Last search results:	No Reporti Start date	ng period End date	Costs	Expected request	Report date	
LLI-042	1 01/09/2008	30/04/2009	141,280.00	120,088.00	01/07/2009	
Load project	2 01/05/2009	31/10/2009	234,860.00	199,631.00	01/01/2010	
	3 01/11/2009	30/04/2010	277,860.00	236,181.00	01/07/2010	
Restore	3 01/11/2009 4 01/05/2010	30/04/2010 31/10/2010	277,860.00 200,360.00	236,181.00 170,306.00		
Restore	4 01/05/2010 5 01/11/2010		· · · ·	170,306.00 101,473.00	01/01/2011	
	4 01/05/2010	31/10/2010	200,360.00	170,306.00	01/01/2011	
	4 01/05/2010 5 01/11/2010 6 7	31/10/2010	200,360.00 119,380.00 0.00 0.00	170,306.00 101,473.00 0.00 0.00	01/01/2011	
Save	4 01/05/2010 5 01/11/2010 6	31/10/2010 30/04/2011	200,360.00 119,380.00 0.00 0.00 0.00	170,306.00 101,473.00 0.00 0.00 0.00	01/01/2011	
Save karlis	4 01/05/2010 5 01/11/2010 6 7 8 8	31/10/2010 30/04/2011 	200,360.00 119,380.00 0.00 0.00 0.00 973,740.00	170,306.00 101,473.00 0.00 0.00	01/01/2011	
Save karlis	4 01/05/2010 5 01/11/2010 6 7 8 Total co	31/10/2010 30/04/2011 TOTAL osts resulting from AF	200,360.00 119,380.00 0.00 0.00 973,740.00 973,740.00	170,306.00 101,473.00 0.00 0.00 0.00 827,679.00	01/01/2011 01/07/2011	
Save karlis	4 01/05/2010 5 01/11/2010 6 7 8 Total co Cofinancing rate	31/10/2010 30/04/2011 TOTAL osts resulting from AF	200,360.00 119,380.00 0.00 0.00 0.00 973,740.00	170,306.00 101,473.00 0.00 0.00 0.00	01/01/2011	
Save karlis	4 01/05/2010 5 01/11/2010 6 7 8 Total co	31/10/2010 30/04/2011 TOTAL osts resulting from AF	200,360.00 119,380.00 0.00 0.00 973,740.00 973,740.00	170,306.00 101,473.00 0.00 0.00 0.00 827,679.00	01/01/2011 01/07/2011	

Figure 38: Contracting

Function	Description
Updating the application form	 If the application form has been changed during the clarification process, you can update the data by importing the new version of the application form as follows: Click [Update application form] button. Choose a file to upload. Click [Start upload] button
	Note: Don't update the dates of arrival!

Generate and send out the subsidy	1. Select date of contracting and contracting status.
contract	 Select date of contracting and contracting status. Click [Generate subsidy contract] button to download
contract	subsidy contract.
	-
	3. Click [Generate cover letter] button to download cover letter.
This decision that	
Editing the reporting table	You can amend the reporting table for the Subsidy Contract if the
	reporting periods differ from the standard periods. Following
	characteristics can be changed manually:
	• Start date (of reporting period)
	• End date (of reporting period)
	• Costs
	• Expected request
	Report date
	Total
	Note: preparation costs are added to the first reporting period
	costs
Recalculating the budget	If the budget has been changed in the updated application form,
	you have to recalculate the budget table before generating the
	Subsidy Contract by clicking on [Recalculate] button.
Original subsidy contract	Upload a scanned copy of the original subsidy contract here. To
	upload a file follow procedure described in 2.4 File uploading.
Inform applicant	1. Select <i>sent to LP</i> date.
	2. Click [Send e-mail] button.
	3. The database email-page will appear where you can amend
	the text and add/remove recipients and attachments, if needed,
	before sending.
	berore senang.
	Notice: When the notification via e-mail has been sent the Done-
	field will show the send date. A copy of the e-mail will be saved
	in the communication section of the database (see 8.
	Communication)
	Communication

6.7 Change Requests

This section describes the process of change requests in project implementation

Administration	Select External experts Assessment forms Assessment results JMSC decision & Clarifications	Contracting Change requi	iests			
Project Data		contracting change redu				
Application/Eligibility	LLI-010 STELLA					
Assessment/Contract	Change requests					
	No of request for changes: <u>«</u> [2] » Layer: «[1] »					
Monitoring/Payments	1. Receipt of Request for Change					
Communication	Import Request for Change Form 01/06/2009 andris					
Changelog	Document Upload date					
Programme	Passed.txt 01/06/2009 16:17:53					
FAR Annexes	Electronic request received 01/06/2009 karlis					
Managing Authority	Hard copy received					
JMSC	Changes in the Subsidy Contracts JTS Procedure, checklist					
Certifying Authority			Not set	No	Not	Yes
Irregularities	1 Documents are submitted:				relevant	
Last search results:	Electronic and hard copy of Request for Changes		۲	0	0	0
LLI-010 💌	Electronic copy of corrected Application Form		۲	0	0	0
Load project	Electronic copy of corrected Feasibility Study, if relevant		•	0	0	0
Restore	Electronic and hard copy of Budget reallocation calculation table, if relevant Hard copy of Partner Declarations, if relevant		 	0	0	0
Save	2 Documents are completely filled-in		•	0	0	0
3872	2 Changes in the Application Form correspond to the changes described in the F	Request for Changes	۲	0	0	0
andris	3 and no other changes have been made 4 Proposed changes are justified		•	0	0	0
Logout	5 In case if legal status is changed, project partner is eligible under Programme i	ules	•	0	0	0
			~	~	~	~
	Send receipt notification to lead partner					
	2. Content check of the Request for Change					
	Topics Partnership Budget/Finances					
	Outputs					
	Duration Merging of reporting periods					
	Theme of the request					
	noRow Request					
	noRow Reason/Justification					
	noRow					
	Impact to the project activities and outcomes noRow					
	Additional Annexes					
	Name Date Delete [There are no documents to display!]					
	Upload new					
	Browse Upload					
	JTS Comments					
	3. Clarifications					
	Open questions/remarks/results of checking the request to be clarified by the LP		Deadline	•		
	Questions Solved User Date	JTS remark	(5	1	Delete	
	sadffadsv	gfdn			Delete	
		r				
				Add	question	
	Send clarification request to LP					
	Import revised Request for Change Form					
	Final documents received and cross-checked					
	4. Decision-Making					
	Decision making body JMSC Written procedure initiated					
	Deadline					
	Decision date					
	Decision Not approved 🛩					
	Comments/Conditions					
						~
						100
	Update application form					
	5. Feasibility study					
	Name Date Delete [There are no documents to display!]					
	Upload new					
	Browse Upload					
	6. Subsidy contract					
	Generate addendum to subsidy contract Generate cover lett	er				
	7. Notification Lead Partner					
	Send decision notification to lead partner					
	6. Overview of all requests for changes					
		itten procedures	Decisio	on date	Deci	sion
	1 1 01/06/2009 Budget/Finances; Activities;					
	2 1 01/06/2009				Not appro	ved

Figure 39: Change requests

Functions

Description

Change request overviews	Change request (Figure 39: Change requests)
	 Receipt of Request for Change Content check of the Request for Change Clarifications Decision-Making Feasibility study Subsidy contract Notification Lead Partner Overview of all requests for changes
Read and change Change request	 Set "Change request number" and "Layer" Fill fields Click [Save]
Import new Change request	Click [Import Request for Changes Form]
	Note: New "Change request No" will appear
Import revised Request for Change Form	Click [Import revised Request for Change Form]
	Note: New "Change request layer" will appear. All Change request documents can be downloaded on the top of page
Send receipt notification	 Click [Send receipt notification to lead partner] button. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending.
	Notice: When the notification via e-mail has been sent the <i>Done</i> -field will show the send date. A copy of the e-mail will be saved in the communication section of the database (see 8. Communication)
Upload/Download Additional Annexes	 Click [Browse] to choose a file for updating Click [Upload] to upload For downloading click on the document name
Add/edit/delete Clarifications	 Enter question Click [Add question] Add JTS remarks Check Solved Click [Delete]
Send clarification request to LP	1. Click [Send clarification request to LP] button.

	2. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending.
	Notice: When the notification via e-mail has been sent the <i>Done</i> -field will show the send date. A copy of the e-mail will be saved in the communication section of the database (see 8. Communication)
Update application form	Click [Update application form]
Feasibility study documents	 Click [Browse] to choose a file for updating Click [Upload] to upload For downloading click on the document name
Generate addendum to subsidy contract	Click [Generate addendum to subsidy contract]
Generate cover letter	 Click [Generate cover letter] button. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending.
	Notice: When the notification via e-mail has been sent the <i>Done</i> -field will show the send date. A copy of the e-mail will be saved in the communication section of the database (see 8. Communication)
Send decision notification to LP	 Click [Send decision notification to lead partner] button. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending.
	Notice: When the notification via e-mail has been sent the <i>Done</i> -field will show the send date. A copy of the e-mail will be saved in the communication section of the database (see 8. Communication)

7 Monitoring / Payments

Section explains all procedure of project monitoring (reporting) and payment preparation for submission to CA

7.1 Select

Follow the same procedure as in 4.1 Select

7.2 Project status

Section provides information on how to read project status data and appoint Project and Financial Manager

Select Project status	Report status	Checklist LP	data Activity	report Indicat	ors Work pad	ages Financ	cial report B	udget lines	Final report	Payment	Upload
LLI-013 Preparation BMX											
Project status											
Project title	"Preparation	n of technica	al documentat	tion necessar	y for BMX tra	cks on Lithu	ania- Latvia	border"			
Institution	Pakruojis di	strict munici	ipality		-		Total budge	et		172,	131.00
Lead partner country	LT			Number of	partners 2		National co	-financing		24,	132.15
Direction	1. Enhancin Resources	g Joint Man	agement of P	ublic Service:	s and Natural		ERDF			136,	748.85
Call for proposals	1						Average rat	te of funding			85%
Date of approval Planned start date Actual start date Resulting duration	01/01/2001 01/10/2008 27/04/2009 10 months 0) days	Planne Calcula	ⁱ contracting d end date ited end date end date	01/07/2009 25/01/2010 26/02/2010						
Contact information	n				Manage						
1 New 2 New				tails tails		anager JTS manager JTS	S				*
3 New			✓ De	tails							*
Reporting overviev	v										
No. of report out?				Activities checked	Finances checked	Reported costs	Requeste paymer				yment late
1	\checkmark		0	V		0.00			0.00		
2	×		0	×	×	0.00		0.00	0.00		
2			0			0.00		0.00	0.00		

Figure 40: Project status

Function	Description
Reading the	Project status (Figure 40: Project status)
Project status	
	1. Project status summary
	2. Contact information
	3. Managers
	4. Reporting overview
	5. Project visits
Date of	Date of approval is set automatically from application form import, but if you have
approval	

	to shonge it										
	to change it:										
	1. Click on textbox,										
	 Set date (See 2.3 Date picker), 										
	 Save data by clicking on button [Save]; 										
	5. Save data by checking on batton [Save],										
	The same order applies for Actual start date, Date of contracting, Date for										
	statistics and letters.										
Reading/editin	Three contacts can be selected for each project. Choose each contact from the drop-										
g Contact	down menu. To edit the information of the selected contact, click [Details].										
Information											
	Contact information										
	1 John - Financial Manager										
	2 New V Details										
	3 Peter - Other contact person 🔽 Details										
Add a new	1. Choose <i>New</i> in the drop-down menu										
contact	2. Click [Details]										
	3. Add contact information (Figure 41: Add new contact)										
	4. Click button [Save] to save information;										
Reading/editin	Two managers for each project can be selected – Project manager and Financial										
g information	manager.										
about Project											
managers	Managers										
	Project manager JTS										
	Test										
	Financial manager JTS										
	Karlis										
Reporting	Here you can read such information about all report periods like is report form sent										
overview	out, what is delay, is activities checked and so on.										
Project visits	To download template click button [Download template].										
	When completed project visit's document has been uploaded, you can choose, witch										
	partner is associated with visit document, set visit date, fill authority.										
	If there is need to stop payment, than leave comment and click button [Stop										
	payment], so new irregularity is made.										
	Project visits & other checks										
	Download template										
	Download template										
	Name Date Partner Visit date Authority Delete Payment stops										
	Name Date Partner Visit date Authority Delete Payment stops Project visit doc 26/06/2009 13:44 Image: Comparison of the stop payment Delete Stop payment										

Select Project status	Report status	Checklist	LP data	Activity report	Indicators	Work packages	Financial report	Budget lines	Final report
Name	not set								
Institution	not set								
Legal status									~
Post	not set								
Address	not set								
Postal code	not set								
Town	not set								
Country	LT			~					
Phone (office)	not set			(mobile)	not set				
Fax	not set								
E-mail	not set								
Website	not set								
Is Official Contact								Delete	Cancel

Figure 41: Add new contact

7.3 Report status

This section informs how to:

- View project report status
- Download prefilled progress report
- Send prefilled progress report to the LP
- Import received progress report
- Send clarification requests
- Switch between progress reports

Select	Project status	Report status	Checklist	LP data	Activity report	Indicators	Work packages	Financial report	Budget lines	Final report	Payment	Uploaded docu	iments
LLI	LLI-010 STELLA												
Repo	Reporting period from 01/10/2008 to 31/08/2009 No of report: [1] 2 3 4 5 6 7 8 Layer: <u>«</u> [0] <u>»</u>												
Rep	Reporting status												
_	s and paymen												
Repo	rted costs Re 0.00	equested pay	7 vment 0.00	Reduced	0.00	-	o <mark>unt</mark> Payment ().00	date					
Prog	ress report												
	s final report			D	ue date: 31/1:	2/2009	3. Monitorine						
1. Se	nd out templa	te					Activities checked						
	S	how report		Pa	ssword:		Finances	checked					
	S	end report			Done:		4. Clarificati	ons					
	Send	report remino	der		Done:		Request	sent out					
	Send report re	minder autor	matically				Deadline	•					
	ceipt of repor						Imp	ort revised rep	ort	0	Done:		
	Electronic rep	ort received						ned paper vers	ion received	and cross-			
	Paper report r	eceived					checked 5. Payments						
	Delay (days)				0			r payment: Acti	vities				
	Send reminde	r automatica	lly					r payment: Fina					
	In	nport report]	Done:		Notificati						
	Send re	ceipt confirm	ation		Done:				ner				
	Send receipt confirmation automatically												

Figure 42: Report status

Function	Description

Reading the Report status	Report status (Figure 42: Report status)
Reading the Report status	Report status (Figure 42. Report status)
	1. Costs and payments
	2. Progress Report
	3. Clarification questions
Choosing the numbers of	Click on the report number (<i>No of report</i>) to chose a reporting period
report Set reporting period dates	Default reporting period dates are set from module Assessment/Contract
Set reporting period dates	<i>Contracting</i> Reporting Table, but user can change them by clicking on textboxes, choosing date (See 2.3 Date picker) and saving information by clicking button [Save].
Report period creating	If selected report has no dates for textboxes <i>from</i> and <i>to</i> , that means
	there is no report period created. To create report period set dates <i>from</i> and <i>to</i> . To save information click button [Save].
Choosing the numbers of	Click on the <i>Layer</i> buttons [<<] and [>>] to choose a layer
layer	
Costs and payments	Reported costs and requested payment are imported from progress report form.
	Reduced amount is entered by user. Paid amount is calculated requested – reduced amount.
	Payment date is set when payment has been sent to accounting system.
Final report	To set current report as final, just check <i>Is final report</i> checkbox and
	save data by clicking on button [Save]
Download report progress template	To download report progress template click button [Show report].
	If button is disabled – either:
	1. You haven't selected report number,
	2. Selected report has no reporting period dates,
	3. Report progress template is not imported,
	4. You don't own permissions.
	Report progress template is locked by password that is written in textbox named <i>Password</i> .
Send report template	To send report template, just click button [Send report] and email with report progress template is sent to project lead partner's mailbox.
Send report remainder	To send report reminder to project lead partner that progress report form must be completed.
	If you want that report reminder sends automatically, check checkbox <i>Send report reminder automatically</i> and save data.
Import report	To import report click button [Import report], select file, and click

	button [Upload].			
	You can import report for current report period only one time. If you need to import revised report for the same report number, you have to use <i>Import revised report</i> function.			
	In order to import report, there must be completed several things:			
	 Application/Eligibility → Technical eligibility check result must be Passed, Assessment/Contract → JMSC decision & Clarifications decision must be Approved, Assessment/Contract → Contracting status must be Signed, 			
	other way button [Import report] is disabled.			
	If button is still disabled, you don't own required permissions!			
	When you open progress report's upload form you have to provide a password if you are importing <i>Microsoft Excel 2007</i> file.			
	Import filled in Progress Report			
	Cancel Upload file: Password for XLSX file Upload File			
	It is recommended that you import <i>Microsoft Excel 2003</i> file!			
	When report progress form is imported, import date sets automatically.			
Electronic report received	To set <i>Electronic report received</i> date you have to click textbox in right side of <i>Electronic report received</i> and pick date (See 2.3 Date picker). To clear <i>Electronic report received</i> just uncheck <i>Electronic report</i>			
Paper report received	<i>received</i> checkbox and save data.			
Paper report received Send reminder	For this applies same logic as for electronic report received date. To send reminder to project manager about paper report receipt after 2			
automatically about paper	weeks from receipt check checkbox Send reminder automatically and			
report receipt Send receipt confirmation	save data. To send receipt confirmation just click button [Send receipt			
	confirmation] and email will be sent.			
	To send receipt confirmation automatically one day after paper report is imported, just check checkbox <i>Send receipt confirmation automatically</i> and save data.			

Send clarification request	To send clarification request email, just click button [Send clarification request email] at the end of page. Email sends automatically and sets dates when request was sent out.			
	Send clarification request email Done: Send clarification reminder email Done:			
Clarification request deadline	To set clarification request deadline, pick date (2.3 Date picker) for			
Send clarification reminder	textbox <i>Deadline</i> at section <i>4.Clarifications</i> . To send clarification reminder email, just click button [Send			
Sena clarification femiliaei	clarification reminder email] at the end of page. Email sends			
	automatically and sets dates when reminder was sent out.			
Import revised report	To import revised report, just click button [Import revised report],			
import revised report	select revised report file un upload. After you import revised report, new			
	layer is made. Also importing date is set.			
Final signed paper version	To set date for final signed paper version of progress report just pick			
	date for textbox Final signed paper version received and cross-checked			
	and save data.			
	To clear date, just uncheck checkbox and save data.			
Adding comments to the	Write the comment in to the <i>Comments</i> textbox. To save data press [Save] button.			
report Adding questions for	Write the question in to the Questions for clarification textbox. Press			
clarification	[Save] button.			
Export all report comments	To export all current report comments in <i>word</i> file, just click button			
Emport un report commons	[View all comments for this report], wait for browser response and			
	save file.			
Solve clarifications	To solve current clarification questions, just check checkbox for solved			
	question at column Solved and save data (Figure 43: Solve			
	Clarification).			
Delete clarification	To delete current clarification question, just click button [Delete] at			
	column Delete for question you want to delete (Figure 43: Solve			
	Clarification).			
Upload file for	To upload files for current question, click button [Upload file] to get to			
clarification question	file uploading form,			
	Request: Why does it happen?			
	Back			
	Name Date Delete			
	[There are no documents to display!]			
	Upload new			
	Browse Upload			

To upload file see 2.4 File uploading.

Activity report					
Question	Solved	Date	Delete	Files	
Why does it happen?	7		Delete	Upload file	

Figure 43: Solve Clarification

7.4 Checklist

Section provides information how to work with checklists for Project Manager and for Financial Manager

. Activity checklist for Project Managers	Not set	No	Not relevant	Yes
PR form is not damaged	0	0	0	۲
lard copy of the PR is complete and signed by LP and FLC	0	0	0	۲
lard and electronic copies of the PR are identical	0	0	0	۲
Changes in the management structure are acceptable	0	0	0	۲
General progress of the project in line with the initial plans	0	0	0	۲
VP description is completely and properly filled in	0	0	0	۲
Produced and reported outputs are in line with the initially planned and of sufficient quality	0	0	0	۲
Deviations are justified	0	0	0	۲
Proposed solutions for encountered problems on project implementation are appropriate	0	0	0	۲
All necessary evidences of outputs are attached to the PR	0	0	0	۲
nformation and communication requirements have been followed	0	0	0	۲
Comments				
Duestions for clarification				
Questions for clarification				

Figure 44: Checklist

Function	Description
Completing checklist	Checklist (Figure 44: Checklist)
	To complete checklist:
	1. Choose appropriate report progress period,
	2. Select appropriate values form four choices (Not set, No, Not relevant, Yes) for each checklist item.
	Complete checklist for:
	1. Activity checklist for Project Managers

2. Financial checklist for Financial Managers
If you don't see the checklist, that means there is no imported report form for selected report progress period.

7.5 LP data

Viewing and changing LP data

Select Project status Report status Checklist LP data Activity repo	rt Indicators Work packages Financial rej	port Budget lines	Final report	Payment	Uploaded documents
LLI-051 RENUVAL					
Reporting period from 30/04/2009 to 30/04/2009	No of report: <u>1 2 [3] 4 5 6 7 8</u>	Layer: <u>«</u> [0]	<u>»</u>		

Lead Partner Data

1. Lead partner institution					
Have contact details for the Lead Partner institution changed during the current reporting period?					
Please provide details if there have been changed					
Title of the institution in origina Latvijas Lauksaimniecības un					
Title of the institution in official	English translation:				
Latvia University of Agriculture					
Legal status:	National institution				
Legal Address:	2 Liela street				
Town:	Jelgava				
District/County:	-				
Country:	Latvia Postal code: LV-3001				
Permanent office address:					
Address:	2 Liela street				
Town:	Jeloava				

Figure 45: LP data

Function	Description
Changing lead partner data	LP data (Figure 45: LP data)
	You can change information for sections:
	1. Lead partner institution
	2. Bank information
	3. Project Coordinator
	4. Financial Manager
	5. Other contact person
	For each section you can see is LP data changed for selected report progress period or not changed. If it is changed text "Yes" will appear at text area under section heading, otherwise text is "No".
	ng period? No

7.6 Activity report

Reading the Activity report

Select	Project status	Report status	Checklist	LP data	Activity report	Indicators	Work packages	Financial report	Budget lines	Final report	Payment	Uploaded documents
LLI	-051 RE	NUVAL										
Rep	orting period	d from 30/04	4/2009	to 30/04	/2009	No of rep	oort: <u>1 2</u> [3] <u>4</u>	<u>5678</u>	Layer: <u>«</u> [0]	<u>»</u>		
Activ	vity Report	t										
1.Su	mmary of the	e project activ	vities so fa	ır								
Inform	mation about y	/ou Project ou	itput result	s can be	found at Proj	ect partner	s web pages					
2.Pro	<mark>oblems encol</mark>	untered and s	solutions f	ound / pr	oposed							
Com	iments											
												<u></u>

Figure 46: Activity report

Function	Description
Reading the Activity report	Activity report (Figure 46: Activity report)
	Here you can read information about:
	1. Summary of the project activities so far for selected report period
	2. Problems encountered and solutions found / proposed for selected report period

7.7 Indicators

Reading project Indicators

Select Project status Report sta	atus Checklist LP data	Activity report In	dicators Work packages	Financial report	Budget lines	Final report	Payment	Uploaded documents
LLI-051 RENUVA	L							
Reporting period from 3	0/04/2009 to 30/04	/2009 No	of report: <u>1 2</u> [3] 4	<u>5678</u>	Layer: <u>«</u> [0]	<u>»</u>		
Project Indicators								
+ 1. Cross-border events								
+ 2. Information and com	muniction tools							
+ 3. Cross-border strateg	ic planning and monite	oring						
+ 4. Methodolical materia	Is and ICT tools							
+ 5. Cross border service	s and networks							
+ 6. Investments in infras	tructure							

Figure 47: Indicators

Function	Description
Reading project Indicators	Indicators (Figure 47: Indicators)
	You can read information about indicators for selected report progress:
	1. Cross-border events
	2. Information and communication tools
	3. Cross-border strategic planning and monitoring
	4. Methodological materials and ICT tools
	5. Cross-border services and networks
	6. Investments in infrastructure

7.8 Work packages

Reading project Work packages, marking activities as *Checked and* marking activities as *Ready for* payment

Select Project status Report statu	s Checklist LP data	Activity report	Indicators Work packa	ges Financial report	Budget lines	Final report	Payment	Uploaded documents
LLI-051 RENUVAL								
Reporting period from 30/	04/2009 to 30/0	4/2009 No	o of report: <u>1 2 [</u> 3	3] <u>4 5 6 7 8</u>	Layer: <u>«</u> [0]	<u>»</u>		
WP Activity Reports								
H Work Package 1								
+ Work Package 2								
+ Work Package 3								
H Work Package 4								
+ Work Package 5								
Activities checked Ready for payment	Date:		ame:					

Figure	48:	Work	packages
- igui e	••••		puchages

Function	Description
Reading project Work packages	Work packages (Figure 48: Work packages)
Marking activities as <i>Checked</i>	You can read information about all work packages. Click on to expand certain work package information's area. Set <i>Activities checked</i> as checked. In order to send payment you have to set activities as checked.
	Note: when you check activities, saving is done automatically after checking.
Marking activities as Ready for	Set <i>Ready for payment</i> as checked. In order to send payment you
payment	have to set <i>Ready for payment</i> as checked This check is only enabled when all of the following are true:
	 LP and FLC statements are uploaded (see 7.9 Financial report) All checks in activity checklist are set to <i>Not relevant</i> or
	Yes.
	3. Checkbox <i>Activities checked</i> is checked.

7.9 Financial report

Reading project Financial report, marking finances as *Checked and* marking finances as *Ready for* payment

Select	Project status	Report status	Checklist	LP data	Activity report	Indicators	Work packages	Financial report	Budget lines	Final report	Payment	Uploaded documents
LLI	-051 RE	NUVAL										
Repo	orting period	from 30/04	/2009	to 30/04/	/2009	No of rep	ort: <u>1 2</u> [3] <u>4</u>	<u>5678</u> l	_ayer: <u>«</u> [0]	<u>»</u>		

Financial Report

No	Specification	Total budget	Previously reported	Current report	Accumulated	%	Remaining budget
	Subtotal:	0.00	0.00	0.00	0.00	0.00%	0.00
	TOTAL:	0.00	0.00	0.00	0.00	0.00%	0.00
	ed expenditure per reporting period / cu	irrent report/ %		0.00	0.00	0.00%	
	rk packages' expenditure by budget i	·		0.00	0.00	0.00%	
. Wo		ine		0.00	0.00	0.00%	
. Wo	rk packages' expenditure by budget l	ine	Previously reported	0.00 Current report	0.00 Accumulated	0.00% %	Remaining budget

0.00 0.00 0.00 0.00 0.00% 0.00 TOTAL: 0.00% % of all five work packages: 0.00% 0.00% 0.00% 0.00% -Planned expenditure per reporting period / current report/ % 0.00 0.00 0.00%

Figure 49: Financial report

Function	Description
Reading project Financial report	Financial report (Figure 49: Financial report) You can read information about sections:
	 Total eligible expenditure by budget line Work packages' expenditure by budget line Expenditure related to implementation of activities taking place outside the EU territory and the Programme area and in adjacent region ERDF vs. National co-financing Confirmation by the Lead Partner Financial Report by partner Cost sharing Cost sharing sums per partner
Upload LP and FLC statements	To upload LP or FLC statement click button [Upload LP] or [Upload FLC]. Select file and click button [Upload file].
Download LP and FLC statements	To download LP or FLC statement click button [Download LP] or [Download FLC]. If buttons are disabled, that means there are no documents uploaded for statements. In order to send payment you have to upload statements, otherwise <i>Ready for payment</i> checks will be disabled.
Marking finances as <i>Checked</i>	Set <i>Finances checked</i> as checked. In order to send payment <i>Finances checked</i> have to be checked.
Marking finances as <i>Ready for</i> payment	Set <i>Ready for payment</i> as checked. This check is only enabled when all of the following are true:
	 Checkbox <i>Finances checked</i> is checked in <i>Work</i> packages page (see 7.8 Work packages) All checks in financial checklist are set to <i>Not relevant</i> or <i>Yes</i>.

7.10 Budget lines

Reading project Budget lines



Figure 50: Budget lines

Function	Description
Reading project Budget lines	Budget lines (Figure 50: Budget lines)
	You can read information about sections:
	1. Specification of BL No 4 'External services'
	2. Specification of BL No 6 'Equipment and infrastructure'
	3. Specification of BL No 7 'In Kind costs'
	4. Specification of BL No 8 'Preparation costs'

7.11 Final report

Reading project Final report

Select Project status Report status Checklist LP data Activity report Indicators Work packages Financial report Budget lines Final report Payment Uploaded documents
LLI-051 RENUVAL
Reporting period from 30/04/2009 to 30/04/2009 No of report: 1 2 [3] 4 5 6 7 8 Layer: « [0] »
Final Report
Annex 1
Achievement of Project objective
Evaluation of Project outputs
Durability and effect on Project target groups
Contribution to EU horizontal policies and principles

Figure 51: Final report

Function	Description
Reading project Final report	Final report (Figure 51: Final report)
	You can read information about final report sections <i>Annex 1</i> and <i>Annex 2</i> .
	If project got no final report yet, final report sections are blank
	with no information.

7.12 Payment

This section explains how to send notification to the CA that progress report is checked and ready for payment; how CA makes the final check and precedes the payment.

Administration	Select Project status Report status Che	sklist LP data Activity repo	ort Indicators Work packages Financial	report Budget lines Final report Payment Uploade
Project Data	LLI-042 TOSEC			
Application/Eligibility	Reporting period from	to	No of report: <u>1 2 3 4 5 6 7 8</u>	Layer: « [0] »
Monitoring/Payments	Payment			
Changelog	Condition			
Programme	 Ready for payment: Activities Ready for payment: Finances 		Date:	Name:
Managing Authority	Costs and payments			
JMSC	Reported costs Requested payment		ount to be payed 0.00	
Certifying Authority	Payment stops	1 1		
Irregularities	Start date Name End date Name			
LLI-042	Bank information	•y:]		
Load project		SEB Bank Klaipeda Bran	ch	
Restore	-	Daržų st. 13,		
Save	Town: District/Country:	Klaipeda Klaipeda		
	Country:	Lithuania	Postal code:	LT-91246
karlis	Account no / IBAN:	LT887044060000505339	SWIFT code:	CBVILT2X
Logout	Internal reference:	Coloradore Otosta alasta		
		Viešoji įstaiga Strateginės	s savivaidos institutas	
	JTS notification to CA		Date:	Name
	Send notification to CA		Date.	Name:
	Final check of the Certifying Authors [There is no checklist!]	ority		
	Payment order			
	Print checklist		Date:	Name:
	Make currency payment order	_	Date:	Name:
	Send payment order		Date:	Name:
	Payment table			
	Payment order No. Amount Execu	tion date Booking date		
	Notification letter to the Lead Part	ner	-	
	Send email to the Lead Partne	er		
	Uploaded documents			
	Name [There are no documents to display!]	Date Delete		
	Upload new			
	Brow	se Upload		
	Financial flow			
		579.00 579.00		

Figure 52: Payment

Function	Description
Condition	Payment cannot be made unless both checks are done:
	Ready for payment: Activities
	Ready for payment: Finances

		Condition				
	Ready for payment: Activities					
	Ready for payment: Finances					
	If both checks are done p	payment can be 1	nade:			
		Condition				
		Ready for	r payment: Activities			
		-	r payment: Finances			
Center and	TT1.'					
Costs and payments	This table shows followiReported costs,	ing data about th	e current reporting pe	r10d:		
payments	Requested paym	vent				
	 Reduced amount 					
	 Amount to be pa 					
Payment			ated to this project. I	Payment cannot be made		
stops	unless all payment stops	are closed – the	End date column mu	st have date:		
	Payment stops					
	Start date Name E	Ind date Name	Con	nment		
	18/05/2009 karlis 19	9/05/2009	ааа			
	18/05/2009 karlis 19	9/05/2009	аа			
	05/06/2009					
	16/06/2009 ingus					
		1	1	1		
	To close payment stops see Error! Reference source not found. Error! Reference					
	source not found.					
	Payment stops					
		id date Name	Сог	nment		
		06/2009 ingus				
		06/2009 ingus	aaa			
	18/05/2009 karlis 27/0	06/2009 ingus	аа			
		I				
	When all payment stops	are closed check	list is available!			
Bank	Lead partner's bank information is displayed in section <i>Bank Information</i> .					
information						
JTS	To send notification to certifying authority:					
notification to CA	1. Click [Send not	ification to CA	button			
IU CA		-		mend the text and		
	2. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending (see 8.3					
	Write new email	-	. , , , ,			

If button is disabled, that means you don't have closed all payment stops and checked activities and finances <i>Ready for payment</i> ! Notice: When the notification email has been sent the <i>Date</i> -field will show the send date and <i>Name</i> -field will show the name of the user that sent the email. A copy of the email will be saved in the communication section of the database (8.3 Write new email) Final check Payment cannot be made unless all checks are completed and ticked in the checklist. of the CA Final check of the Certifying Authority Project costs have been made during the Reporting Period and within the project duration, as set in the Subsity Contract. Final check of the Certifying Authority Programme database by the JTS and requested confirmation has been made at the Programme database by the JTS Project Manager and JTS Financial Manager. Costs include in the Programs Report as confirmation of the First Level Controler and the signature of the Lead Partner are uploaded in the Programme database; Payment If check is disabled that means you haven't closed all payment stops or checked <i>Ready for payments</i> for activities and Finances. Payment Click [Finit checklist] button to generate a checklist in Word format for checklist signing. Click [Send payment order] button to send the payment order to the accounting system. Send payment order Vitics (Send payment order] button to send the payment order to the accounting system. Notice: When the operations above are performed, date and name of the user are displayed next in the tuban. Payme						
Notice: When the notification email has been sent the Date-field will show the send date and Name-field will show the name of the user that sent the email. A copy of the email will be saved in the communication section of the database (8.3 Write new email) Final check of the Cartifying Authority Payment cannot be made unless all checks are completed and ticked in the checklist. of the CA Final check of the Certifying Authority Project costs have been made during the Reporting Period and within the project duration, as set in the Subsky Contract. IP Programe database by the JTS and requested confirmation has been made at the Programme database by the JTS Programes Report as confirmed by the Confirmation of the First Level Controller and the signature of the Lead Partner. The Programs Report are confirmed by the Confirmation of the First Level Controller and the signature of the Lead Partner. The Programs Report are confirmed by the Confirmation of the First Level Controller and the signature of the Lead Partner. The Programs Report are confirmed by the Confirmation of the First Level Controller and the signature of the Lead Partner. The Programs Report are confirmed by the Confirmation of the First Level Controller and the signature of the Lead Partner. The Programs database. Payment Click [Print checklist] button to generate a checklist in Word format for checklist signing. Click [Rake currency payment order] button to generate payment order in Word format for payment order signing. Click [Send payment order] button to send the payment order to the accounting system. Payment If buttons are disabled that means you haven't completed checklist!						
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system. Payment order Print checklist Make currency payment order Send payment order If buttons are disabled that means you haven't completed checklist! Notice: When the operations above are performed, date and name of the user are displayed next to the button. Payment table system. Notification letter to the LP 1. Click [Send email to the Lead Partner] button 2. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending (8.3 Write new email). Notice: A copy of the email will be saved in the communication section of the database		format for payment order signing.				
Payment orderPrint checklistMake currency payment orderSend payment orderSend payment orderIf buttons are disabled that means you haven't completed checklist!Notice: When the operations above are performed, date and name of the user are displayed next to the button.Payment tableThis table shows payment data that are sent to and received from the accounting system.Notification letter to the LP1. Click [Send email to the Lead Partner] button 2. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending (8.3 Write new email).Notice: A copy of the email will be saved in the communication section of the database						
Print checklistMake currency payment orderSend payment orderSend payment orderIf buttons are disabled that means you haven't completed checklist!Notice: When the operations above are performed, date and name of the user are displayed next to the button.PaymentThis table shows payment data that are sent to and received from the accounting system.NotificationTo send notification email to lead partner to inform him thatLP1. Click [Send email to the Lead Partner] button 2. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending (8.3 Write new email).Notice: A copy of the email will be saved in the communication section of the database		system.				
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Notice: When the operations above are performed, date and name of the user are displayed next to the button.Payment tableThis table shows payment data that are sent to and received from the accounting system.Notification letter to the LPTo send notification email to lead partner to inform him that1. Click [Send email to the Lead Partner] button 2. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending (8.3 Write new email).Notice: A copy of the email will be saved in the communication section of the database						
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displayed next to the button.Payment tableThis table shows payment data that are sent to and received from the accounting system.Notification letter to the LPTo send notification email to lead partner to inform him that1. Click [Send email to the Lead Partner] button 2. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending (8.3 Write new email).Notice: A copy of the email will be saved in the communication section of the database		Notice: When the operations above are performed, date and name of the user are				
Payment This table shows payment data that are sent to and received from the accounting system. Notification To send notification email to lead partner to inform him that letter to the I. Click [Send email to the Lead Partner] button 2. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending (8.3 Write new email). Notice: A copy of the email will be saved in the communication section of the database						
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Notification To send notification email to lead partner to inform him that letter to the I. Click [Send email to the Lead Partner] button LP 1. Click [Send email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending (8.3 Write new email). Notice: A copy of the email will be saved in the communication section of the database						
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2. The database email-page will appear where you can amend the text and add/remove recipients and attachments, if needed, before sending (8.3 Write new email).Notice: A copy of the email will be saved in the communication section of the database	letter to the					
recipients and attachments, if needed, before sending (8.3 Write new email). Notice: A copy of the email will be saved in the communication section of the database	LP	1. Click [Send email to the Lead Partner] button				
Notice: A copy of the email will be saved in the communication section of the database		2. The database email-page will appear where you can amend the text and add/remove				
~~		recipients and attachments, if needed, before sending (8.3 Write new email).				
Uploaded Documents related to the payment can be uploaded and downloaded here. To upload		Notice: A copy of the email will be saved in the communication section of the database				
	Uploaded	Documents related to the payment can be uploaded and downloaded here. To upload				

documents	documents follow procedure described in 2.4 File uploading.
Financial	Current balance of all project payments is displayed here.
flow	

7.13 Uploaded documents

Section explains how to view all imported progress report files and how to upload and view other progress report related documents

Select Project status Report status Cher	klist LP data	Activity report	Indicators	Work packages	Financial report	Budget lines	Final report	Payment	Uploaded documents
LLI-051 RENUVAL									
Reporting period from 01/01/2009	to 31/05/	2009	No of rep	ort: [1] <u>2 3 4</u>	<u>5678</u> I	_ayer: <u>«</u> [0]	<u>»</u>		
Uploaded documents									
Progress report layers									
Progress_report.xls - 14/05/2009 15:1	4:36								
Other documents									
Name		Туре [Date Delet	te					
[There are no documents to display!]									
Upload new									
Bro	wse		Upload						

Figure 53: Uploaded documents

Function	Description
Progress report layers	This list displays all imported report progress files for this report.
	Click the link to download the file.
Other documents	Other documents related to the report can be uploaded and
	downloaded here. To upload documents follow procedure
	described in 2.4 File uploading.

8 Communication

Instructions how information on communication with the project can be searched and viewed, as well how new e-mail can be sent

8.1 Select

Follow the same procedure as in 4.1 Select

8.2 Search

Administration	Select Search
Project Data	LLI-042 TOSEC
Application/Eligibility	Write new e-mail
Assessment/Contract Monitoring/Payments	Search communication
Communication	From
Changelog	То
Programme	Subject Communication type
Managing Authority	Apply filter
JMSC	
Certifying Authority	
Irregularities	
Last search results:	
Load project	
Restore	
Save	
karlis	
Logout	

Figure 54: Communication

Function	Description
Searching communication	1. Enter following search criteria:
	• Date period (from – to)
	• Subject
	Communication type
	2. Click [Apply filter] button.
	3. All e-mails matching the search criteria sent in scope of the
	selected project will be displayed in the list.

8.3 Write new email

Function	Description
Write new e-mail	See Figure 55: New Email.
	1. To write a new e-mail, click [Write new e-mail] button.

2. The database email-page will appear.
3. Add/remove recipients as needed:
• To add a project partner select the partner from the
recipient list and click [Add] button.
• To add other recipient, select "Other" in the list, enter e-
mail in the textbox and click [Add] button
4. Enter subject.
5. Enter e-mail text.
6. Add attachments, if needed:
• Select a file to attach.
Click [Upload file] button.
7. Click [Send] button to send the e-mail. To cancel the e-mail
sending and delete the draft message, click [Cancel] button.

Send e-mail

Sender	ingus.skaistkalns@affecto.lv					
Recipients	TO: ingus.skaistkalns@affecto.lv	Delete				
	TO: andris.stikans@affecto.lv Delete					
	CC: ingus.skaistkalns@affecto.lv Delete					
	To: 🔽 Other			Add		
Subject	LLI-013 Preparation BMX Progress Report No 2 is ready for pay	ment				
Text	Please be informed that the Progress Report No 2 of the Project ""Preparation of technical documentation necessary for BMX tracks on Lithuania- Latvia border" / Preparation BMX is approved by the Joint Technical Secretariat and the requested amount can be proceeded for payment. Yours sincerely, Ingus					
	RRR, LV, Rig lat					
	E-mail: ingus.skaistkalns@affecto.lv Phone: 2222 Fax: Mobile: 1111					
Attachments	Browse Upload file Send Cancel				Y	

Figure 55: New Email

9 Change log

Section explains how to find and view database entries/changes

Administration Project Data	No project selecte	ed					
Application/Eligibility	Changelog						
Assessment/Contract	From						
Monitoring/Payments	To Reason:						
Communication	Apply filter	Switch	to current				
Changelog							Print log
Programme	Date	User	Label	Reason	What has changed		
FAR Annexes	01/06/2009 09:42:37	karlis	Luber	Administration	Changed User	Load state	View details
Managing Authority	01/06/2009 09:56:09	karlis		Administration	Changed User	Load state	View details
JMSC	01/06/2009 09:58:01	karlis		Administration	Changed User	Load state	View details
Certifying Authority	01/06/2009 09:58:30	karlis		Administration	Changed User	Load state	View details
Irregularities	03/06/2009 15:08:19	andris		Administration	Changed User	Load state	View details
Last search results:	03/06/2009 15:08:34	andris		Administration	Changed User	Load state	View details
	03/06/2009 15:09:09	andris		Administration	Changed User	Load state	View details
Load project	03/06/2009 15:09:46	andris		Administration	Changed User	Load state	View details
Restore	03/06/2009 15:10:05	andris		Administration	Changed User	Load state	View details
Save	03/06/2009 15:10:18	andris		Administration	Changed User	Load state	View details
	03/06/2009 15:14:07	andris		Administration	Changed User	Load state	View details
andris	03/06/2009 15:14:26	andris		Administration	Changed User	Load state	View details
Logout	03/06/2009 15:16:31	andris		Administration	Changed User	Load state	View details

Figure 56: Changelog

Function	Description
Searching for changes in the	Every database entry/change is documented in the change log.
database	If the project is selected, then appears project change log.
	1. Changes can be filtered by:
	• Time period (fromto) AND/OR
	• Reason
	 2. A list of changes will appear showing following information about each change: Date User Label What has changed
	3. More details can be added by clicking on [view details] next to the items listed
	4. For printing click [Print log] button

10 Programme

10.1 Funding

In this section users can view information regarding the source of funding of the Progarmme cut by priority axes.

Administration	Funding Documents Statistics Rounds & templates Change reasons Generate st	atistics Sessions					
Project Data	Priority axes by source of funding (in euros)						
Application/Eligibility	Year: 2007 2008 [2009] 2010 2011 2012 2013 2014 2015						
Assessment/Contract		Community	National Public	Total	Used		
Monitoring/Payments		Funding	Funding	Funding	Funding	Balance	
Communication	Encouragement of socio economic development and competitiveness of the region	20.45	100.10	120.55	100.10	20.45	
Changelog	Attractive living environment and development of sustainable communities	45.60	123.12	168.72	123.12	45.60	
Programme	Technical Assistance	55.40	4,444.55	4,499.95	4,444.55	55.40	
FAR Annexes	Total	121.45	4,667.77	4,789.22	4,667.77	121.45	
Managing Authority JMSC Certifying Authority Irregularities Last search results: LLI-000 v Load project Aestore Save andris Logout							

Figure 57: Funding

Functions	Description
Reading and changing the Funding	 Select the year Change <i>Community Funding</i> or <i>National Public Funding</i> Click [Save]

10.2 Documents

In this section users can upload and download Programme documents (EU regulations, procedures, minutes, decisions, etc.) and manage their types.

Documents

Filter documents by type [All types]

<u>No.</u>	Name	<u>Type</u>	Author	Approval date	
	ingus	aaa	FLC	01/01/0001	Delete
	www	aaa	andris	01/01/0001	Delete

Figure 58: Document type filter

Add new docur	nent			
Document No.				
Туре				
Name				
File			Browse	
Author	Other -			
Approval date				
	Upload			
Document type	s			
Manage d	Manage document types			

Figure 59: New document

Document types

R	2	c	k
-	a	u	

Name				
ааа	Delete			
Zimejus	Delete			
New document type				

Figure 60: New document type

To get back to Document page click button [Back].

Document type cannot be deleted because there are documents associated with it!

Name	
	Delete

Figure 61: Error message

Functions	Description		
Filter documents	To filter documents by type, just select you interesting type of the		
	document from drop down-list (Figure 58: Document type filter).		
Add new document	To add new document:		
	 Complete all required fields at form (Figure 59: New document), Browse file, Click button [Upload]. 		
Add new document type	To add new document type:		
	 Click button [Manage document types] (Figure 59: New document), 		

	 Write document type name in the textbox under the label <i>New document type</i> (Figure 60: New document type), Click button [Save] to save data, click button [Restore] to restore data.
Delete document type	To delete document type:
	 Click button [Manage document types], Click button [Delete] to that document type you want to delete, When you are asked for confirmation click [OK] to delete type.
	If there are some documents uploaded with that type, type cannot be deleted and error message will be displayed (Figure 61: Error message).

10.3 Statistics

Here you can see all published statistics, to generate new statistics see 10.6 Generate Statistics.

Administration	Funding	Documents S	tatistics Ro	unds & templates	Change reasons	Generate statistics	Sessions
Project Data	Stati	stics					
Application/Eligibility							
Assessment/Contract	Name stat1	Last updated 28/05/2009	Update Update	Download Download	1		
Monitoring/Payments	stat3	28/05/2009	Update	Download			
Communication	stat4	28/05/2009	Update	Download			
Changelog	stat5	28/05/2009	Update	Download			
Programme	stat6	28/05/2009	Update	Download			
FAR Annexes			<u> </u>	, <u> </u>	<u>'</u>		
Managing Authority							
JMSC							
Certifying Authority							
Irregularities							
Last search results:							
Losd project							
Restore							
Save							
andris							
Logout							

Figure 62: Statistics

Functions	Description
Statistical overviews	The database data can be used for generation of several statistical overviews – in MS Excel or MS Word format.

	The statistics in the section Statistics are a selection of main official statistics for all users (only statistics marked as "is official" in the section Generate Statistics are shown here).
	The box indicates the date, when there was made the last update of the statistic.
	For updating of the statistical data the user must click the button [Update]
Downloading statistics	Click [Download] next to the requested statistic

10.4 Calls & Templates

In this section users can change calls for proposals and to upload or download respective templates and documents, copy templates from one application round/call for proposals to another.

Administration	Funding Documents Statistics Calls & templates Change reasons	Generate statistics Sessions	
Project Data	Call for proposals	JMSC meeting place	Mazeikiai
Application/Eligibility	Start date 10/06/2009	JMSC meeting date	24/09/2009
Assessment/Contract	End date	Chairman	Andris
Monitoring/Payments	Templates:		
Communication	Copy all from last round		Save names Restore names
Changelog	0 Project Data		
Programme	Excel: Application form		Download Upload
Managing Authority	1 Application/Eligibility		
JMSC Certifying Authority Irregularities	1.1 Register application Text: Send receipt notification letter 1.2 Received applications Excel: Received applications 1.3 Technical eligibility check		Download Upload Receipt notification Download Upload Received applications xIs
Last search results:	Text: Request for correction (Passed) Text: Request for correction (Not passed)		Download Upload Request for correction (passed) Download Upload Request for correction (not passed)
Load project	Text: Corrections received (yes)		Download Upload Corrections received (yes)
Restore	Text: Corrections received (no) Word: Export Technical Eligibility Assessment 1.4 Eligibility check report Excel: Eligibility check report		Download Upload Corrections received (no) Download Upload Technical Eligibility Assessment.d Download Upload Eligibility check report.xls
karlis	2 Assessment/Contract		
Logout	2.1 Assessment forms Word: Assessment form 2.2 JMSC decision & Clarifications		Download Upload Assessment form.doc

Figure 63: Calls & Templates

Functions	Description
Change number of call for proposals	<u>NB</u> : Changing the number of call for proposals has a significant impact on some other database sections and templates. Therefore changing this parameter too often is not recommended.
	To change the number of call for proposals:a. Click on the <i>Call for proposals</i> dropdown list.b. A password prompt will open on the right side of the page:

	A round change might have
	massive effect on the whole DB
	(templates). If you are sure,
	please enter your Password
	[OK] [Cancel]
	c. Enter your user password and click [OK].
	d. Select the necessary number of call for proposals and click
	[Save] button.
	Note: Each call for proposals has a separate list of templates.
	After call is changed, templates should be added for the new
	call.
Convince all termelates from an ald	
Copying all templates from an old	To copy all the templates for the current call from the previous
to a new call	call, click the [Copy all from the last call] button.
	Note: Please note that this will overwrite all templates of the
	current call. Therefore please use this function after the
	selection of a new call only!
Uploading a new template	1. To upload a new template or change an existing one, find the
	template in the list.
	2. Click [Upload] button.
	3. Following form will be opened:
	Uploading Template:
	Round: 1
	Template: Excel: Application form
	Cancel
	Upload file: Browse
	Upload File
	4. Make sure that the correct call for proposals and template
	name is displayed.
	5. Select the template file you wish to upload.
	6. Click [Upload File] to upload the template.
Downloading a template	1. Click [Download] button next to the template name you
	wish to download.
	2. Save the template file to your computer of open it with
	appropriate application.
Creating/changing subject names	The text of the textbox <i>Subject names</i> is used either for the file-
	name (for Word or Excel templates) or for the Subject of the e-
	mail (for text templates).
	· · · · · · · · · · · · · · · · · · ·
	1. Enter the text into the respective textbox next to the
	-
	respective template name (Note that also placeholders can be
	used here).
	2. Click [Save names] button to save the changes.

10.5 Predefined change reasons

These predefined reasons are used for specifying change reasons (see 2.6 Change reasons).

Administration	Funding Doo	cuments Statistics	Rounds & templa	ates Change reason	s Generate statistics	Sessions
Project Data	Histor	y In list first	second	third 🔽		
Application/Eligibility						
Assessment/Contract	Globa	I In list first	second	third		
Monitoring/Payments	0	Reason 1				Delete
Communication						Down
Changelog]				
Programme	1	Reason 2				Delete
FAR Annexes						Down
Managing Authority	2	Reason 3				Delete
JMSC						Up
Certifying Authority						
Irregularities	new:					<u> </u>
Last search results:						~
Load project		,				
Restore						
Save						
andris	User	In list first	second	V third		
Logout	new:					

Figure 64: Change reasons

Functions	Description
Editing reasons for change	For every change the database asks the user to specify a change reason (See Figure 17: Change reasons). In order to save time and to standardize reasons a list of predefined reasons can be administered on this page (Figure 64: Change reasons). When a change page asks for a reason they can be selected from a pull- down menu. <i>Note: Global reasons will see all users. History reasons</i> <i>remember last recently use and User defined reasons will see only</i> <i>that user which entered them.</i>
Changing the order of the 'change reasons'	Click [Up] or/and [Down]
Entering a new 'change reasons'	Enter text in the field "New"
Deleting a 'change reasons'	Click [Delete]

10.6 Generate Statistics

Existing statistics may be edited here and new statistics created. See ANNEX I – WORKING WITH THE STATISTICS SECTION for detailed description how to use this section.

10.7 Sessions

In this section users can view information on the Programme database access -user names, date and time of logging in and out from the Programme database.

Administration	Funding	Documents	Statistics	Rounds & templates	Change	e reasons	Generate statistics	Sessions
Project Data								
Application/Eligibility		ons active		15/06/2009	at:	13:39		
Assessment/Contract		ons active	to:	15/06/2009	at:	13:39		
Monitoring/Payments	User:							
Communication	1				Apply fi	lter		
Changelog								
Programme	User:			Logged in:		Logged	out:	
	ingus			15/06/2009 09:44				
FAR Annexes	andris	3		15/06/2009 09:59				
Managing Authority	andris	6		15/06/2009 10:03				
JMSC	andris	3		15/06/2009 10:08				
Certifying Authority	andris	3		15/06/2009 10:22				
	andris	3		15/06/2009 10:28				
Irregularities	buga			15/06/2009 10:39				
Last search results:	buga			15/06/2009 11:41				
LLI-006	buga			15/06/2009 11:59				
Load project	karlis			15/06/2009 12:36				
Restore	buga			15/06/2009 13:24				
Save	buga			15/06/2009 13:32				
	1							
andris								
Logout								

Figure 65: Sessions

Functions	Description
Sessions apply filter	 Set "Sessions active from" and "Sessions active to" and/or "User" Click [Apply filter]

11 Managing Authority

11.1 TA budget

In this section users can download and upload documents related to the Programme TA budget for all programming period, about TA annual budgets, make consolidated reports of the TA budget, add comments and upload other documents concerning TA budget.

Administration	TA budget	Documents Reports								
Project Data	TA bu	dget								
Application/Eligibility		-	2042 2042 1	044 2045 1 4	and a susperior stars					
Assessment/Contract	Year: 2007 2008 2009 [2010] 2011 2012 2013 2014 2015 Annual contribution									
Monitoring/Payments	Annual budget									
Communication	Download Template									
Changelog		Document	Upload da							
Programme	Annual_E	Budget_2010.xls	09/06/2009 14:	50:41						
		Browse	Upload							
Managing Authority	JTS rep	orts								
JMSC	Quater	Budget report		Audit			Confirmed			
Certifying Authority	1	JTS_Report_2010_1.xls	<u>Audit.txt</u>		Download template	Upload report				
Irregularities	2	JTS_Report_2010_2.xls	<u>Audit.txt</u>		Download template	Upload report				
	3	JTS_Report_2010_3.xls	<u>Audit.txt</u>		Download template	Upload report				
Last search results:	4	JTS_Report_2010_4.xls	<u>Audit.txt</u>		Download template	Upload report				
Load project	MA repo	orts								
Restore	Quaters	Budget report		Audit						
Save	1, 2	MA_Report_2010_1.xls	<u>Audit.txt</u>		Download template	Upload report				
	3, 4	MA_Report_2010_3.xls	<u>Audit.txt</u>		Download template	Upload report				
karlis	Consolio	dated report				·				
Logout	Quaters	Report	Date	Confirmed						
	1, 2	Consolidated report 2010-1.xls	09/06/2009 Refr	esh 🔲						
	3, 4	Consolidated report 2010-3.xls	09/06/2009 Refr	esh 🔲						
	Other do	ocuments								
		Name	Date Delet	e						
	-	e no documents to display!]								
	Upload I	Browse		-						
			Upload							
	Comme	nts								
	Author	Date Comment								
	[There ar	e no comments to display!]								
							~			
	Add c	omment								

Figure 66: TA budget

Functions	Description
Upload annual TA budget	Annual TA budget is the first document to be uploaded for a
	programme year. To upload the budget document:
	1. Select the year you want to work with.
	2. Click [Download Template] button (in the Annual
	budget section) to download annual TA budget template.
	3. Save the Excel workbook on your computer and fill it

	with budget data. Budget data must be entered in
	worksheet Annual TA budget column #2.
	4. New budget positions may be added to the report
	workbook. When doing that, make sure that budget
	positions are added to both worksheets – Annual TA
	*
	<i>report</i> and <i>TA 200_JTS</i> (for JTS budget positions) or <i>TA</i>
	200_MA (for MA budget positions). Also make sure that
	all Excel formulas in the newly created rows are
	consistent and totals are calculated correctly.
	5. Upload completed Excel workbook to the <i>Annual budget</i>
	section.
	6. If annual TA budget is changed, an updated workbook
	may be uploaded. Previous versions will remain in the list
	of uploaded documents.
JTS reports	Each quarter JTS should upload a budget report and an audit
1	document:
	1. Select the year you want to work with.
	2. Make sure that annual TA budget document is uploaded
	for the selected year.
	3. Make sure that JTS report for previous quarter is
	uploaded (unless current quarter is #1).
	4. Click [Download template] button next to the current
	quarter number in the JTS reports section.
	5. Save the generated Excel workbook on your computer
	and complete it with JTS report data by filling in
	worksheet TA 200_JTS column #4.
	6. Click [Upload report] button to upload completed Excel
	workbook.
	7. Following page will be opened:
	Budget report Browse
	Audit Browse
	Upload Back
	8. Select both the budget report file and an audit document.
	9. Click [Upload] button.
	10. Selected files will be uploaded to the database.
	11. To confirm the uploaded report, check the checkbox next
	to the report and click [Save] button.
	12. Confirmation date will be displayed and an e-mail will be
2.5.1	sent automatically to all MA users.
MA reports	MA should upload reports twice a year:
	1. Select the year you want to work with.
	2. Make sure that annual TA budget document is uploaded
	for the selected year.
	3. If creating report for the second half of the year, make
	sure that previous MA report is uploaded.
	4. Click [Download template] button next to the current
	Fundamental second seco

	 quarter numbers in the <i>MA reports</i> section. 5. Save the generated Excel workbook on your computer and complete it with MA report data by filling in worksheet <i>TA 200_MA</i> column #4. 6. Click [Upload report] button to upload completed Excel workbook. 7. Following page will be opened:
	Budget report Browse Audit Browse Upload Back 8. Select both the budget report file and an audit document. 9. Click [Upload] button.
	Selected files will be uploaded to the database.
Consolidated TA budget report	This report consolidates JTS reports for two quarters and MA
	report in one Excel workbook.
	 To create the consolidated report make sure that corresponding JTS and MA reports are uploaded. Click link <i>Refresh</i> next to the respective quarter numbers
	in the <i>Consolidated report</i> section.3. Consolidated report will be generated and link to the
	report file will be displayed.
	4. To confirm the generated report, check the checkbox next
	to the respective report and click [Save] button.5. Confirmation date will be displayed and an e-mail will be sent automatically to all CA users.
Other documents	Any other documents related to TA budget may be uploaded here.
	To upload a document, choose the file you wish to upload and
	click [Upload] button.
Comments	Comments related to TA budget may be added here. To add a
	comment, enter the comment text and click [Add comment]
	button. Comment will be displayed in the list showing the author
	and date of the comment.

11.2 Annual TA budget contribution

In this section users can get following financial information:

- used community funding and contribution by the Member States (MS) real payments divided by priority axis;
- Programme annual contribution by MS to the TA budget and ERDF co-financing.
Affecto

Annual contribution

Back

Used Community Funding (CF) and contribution by the Member States (MS) - real payments, EUR

	2007	2008	2009	2010	2011	2012	2013	2014	2015	TOTAL
Priority Axis 1	315.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	865.00
Priority Axis 2	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
Priority Axis 3	20.00	0.00	6.00	577,078.00	10.00	0.00	10.00	0.00	0.00	577,124.00
• JTS	10.00	0.00	0.00	576,496.00	0.00	0.00	10.00	0.00	0.00	576,516.00
• MA/CA/AA	10.00	0.00	6.00	582.00	0.00	0.00	0.00	0.00	0.00	598.00
TOTAL	335.00	550.00	16.00	577,078.00	10.00	0.00	10.00	0.00	0.00	577,999.00
Latvia - Lithuania CBC programme 2007-2013 TA annual contribution by Member States and ERDF, EUR										
	2007	2008	2009	2010	2011	2012	2013	2014	2015	TOTAL

Figure 67: Annual contribution

Functions	Description
Annual contribution	Click link Annual contribution in the section TA budget to open
	Annual contribution.
	Complete tables with data. To save data click button [Save], to restore data, click button [Restore].
	Data in the table rows <i>Priority Axis 3</i> and <i>Total</i> will be generated automatically from the database source.
	Click button [Export] to export tables in excel file (Figure 67: Annual contribution).
	To get back to TA budget page click button [Back] (Figure 67: Annual contribution).

11.3 Documents

In this section users can upload and download documents issued by the MA and manage their types.

Functions	Description
Documents	Detailed instructions see in the chapter 10.2 Documents.

11.4 Reports

Functions	Description
Reports overview	This page consists of following sections:
	 Annual implementation report (see 11.4.1 Annual implementation report). Here for each year of the programme you may upload and download AIR templates, upload filled in AIR documents and view/edit financial information for the selected year.
	 2. Priority dimensions (see 11.4.2 Priority dimensions). This page displays finances in three dimensions: Priority theme Form of finance

Export

• Territory type

11.4.1 Annual implementation report

Administration	TA budget Documents Repo	rts					
Project Data	Annual implementation report						
Application/Eligibility	Year: 2007 2008 [2009] 2010 2011 2012 2013 2014 2015 Priority dimensions						
Assessment/Contract							
Monitoring/Payments	Templates						
Communication	Type name Format	Dow	nload template				
Changelog	Check template Word		Inload template				
Programme	New template						
Managing Authority	AIR documents						
JMSC	Name Date Delete						
Certifying Authority	[There are no documents t Upload new	o display!]				
Irregularities	opioau new	Brov	wse Upload				
			opioad				
Last search results:							Export
LLI-017 💌	Financial information, c	ut by prio	ority axes (in euros)				
Load project Restore	Priority	Fund (scope)	Expenditure paid out by the beneficiaries included in payment claims sent to the Managing Authority	Corresponding public Contribution	Private Expenditure	Expenditure paid by the body responsible for making payments to the beneficiaries	Total payments received from the Commission
Save	Encouragement of socio economic development and competitiveness of the region	ERDF	100.00	15.00	1,220.00	85.00	103.00
Logout	Attractive living environment and development of sustainable communities	ERDF	1,125.00	168.75	150.00	0.00	432.00
	Technical Assistance	ERDF	32.00	256.00	23.00	35.00	33.00
	Grand Total		1,257.00	439.75	1,393.00	120.00	568.00

Figure 68: Annual implementation report

Functions	Description					
AIR overview	In this page you may upload and download AIR templates, upload filled in AIR documents and view/edit financial information for for each year of the programme (Figure 68: Annual implementation report). First, make sure that the year you want to work with is selected.					
Create new template	To create a new template for the selected year:					
	1. Click [New template] button.					
	2. Following page will be opened:					
	Name					
	Format 💿 👜 Word					
	Excel					
	🔘 🗐 Text					
	Template Browse					
	Save Cancel					
	3. Enter template name and choose file format.					
	4. Select the file you want to upload.					
	5. Click [Save] button to create save the template in the database.					
Download template	To download a document template, click [Download template] button.					

	Previously uploaded template may then be downloaded.						
Edit/Delete template	To edit a template:						
	6. Click [Edit] button next to the respective template name.						
	7. Following page will be opened:						
	Name AIR report						
	Format 🔘 👜 Word						
	🔿 🗐 Text						
	Template Browse						
	Save Delete Cancel						
	8. Edit template name and file format and select a new file if necessary.						
	9. Click [Save] button to save the changes.						
	10.Click [Cancel] button to discard the changes.						
	11.Click [Delete] button to delete the template from the database.						
Upload AIR documents	To upload and AIR document select the file and click [Upload] button. The						
	document will be uploaded to the database and displayed in the list of AIR						
	documents.						
Financial information	This table displays financial information for each year of the programme. To						
	edit the data, fill in textboxes with appropriate data and click [Save] button.						
	Financial information data may be exported to Excel workbook.						
	1. To export the data, click [Export] button.						
	2. An Excel file will be generated.						
	3. Save the file or open it with appropriate application.						

11.4.2 Priority dimensions

Administration	TA budg	et Documents Reports											
Project Data	Prio	rity Dimensions											
Application/Eligibility	Back												Export
Assessment/Contract	_	』 ative breakdown of the Community contribution by c	ategory in the	opera	ationa	l prog	gramn	ne					Export
Monitoring/Payments		Dimension 1		-			Spe	nt am	ount				
Communication	Code	Priority theme	Amount, EUR	2007	2008	2009	2010	2011	2012	2013	2014	2015	Balance
Changelog Programme	02	R&TD infrastructure (including physical plant, instrumentation and high-speed computer networks linking research centres) and centres of competence in a specific technology	2,876,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,876,288.00
Managing Authority JMSC Certifying Authority Irregularities	03	Technology transfer and improvement of cooperation networks between small businesses (SMEs), between these and other businesses and universities, post- secondary education establishments of all kinds, regional authorities, research centres and scientific and technological poles (scientific and technological parks, technopoles, etc.)	1,597,938.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,597,938.00
Last search results:	<mark>0</mark> 5	Advanced support services for firms and groups of firms	1,597,938.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,597,938.00
LLI-017 V	09	Other measures to stimulate research and innovation and entrepreneurship in SMEs	1,597,938.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,597,938.00
Restore	10	Telephone infrastructures (including broadband networks)	2,876,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,876,288.00
Save	11	Information and communication technologies (access, security, interoperability, risk-prevention, research,innovation, e-content, etc.)	2,876,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,876,288.00
karlis	13	Services and applications for the citizen (e-health, e- government, e-learning, e-inclusion, etc.)	2,876,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,876,288.00
Logout	14	Services and applications for SMEs (e-commerce, education and training, networking, etc.)	2,876,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,876,288.00
	15	Other measures for improving access to and efficient	2 876 288 00	0 00	0 00	n nn	0 00	0 00	0 00	0 00	0 00	0 00	2 826 288 00

Figure 69: Priority dimensions

Functions	Description
Priority dimensions	Click link Priority dimensions at Reports page to open Priority dimensions
overview	page (see Figure 69: Priority dimensions). This page displays finances in
	three dimensions:
	Priority theme
	• Form of finance
	Territory type
	To return to the Reports page click [Back] button.
Edit data	To complete tables fill textboxes and click [Save] button to save the data.
Export data	Priority dimensions data may be exported to Excel workbook.
	1. To export the data, click [Export] button.
	2. An Excel file will be generated.
	3. Save the file or open it with appropriate application.

12 JMSC

12.1 Decisions

In this section users can upload and download the JMSC decisions taken regarding the Programme or project management, monitoring and implementation.

The JMSC decisions on the projects can be uploaded in the section JMSC decisions & Clarifications.

Functions	Description
Decisions overviews	Decisions (Figure 70: Decisions)
Decisions apply filter	 Select "Decision type" and "Call for proposals" and/or "User" Click [Apply filter]
Sort Decisions	Click on the table head
Download Decision	Click on the document name
Upload new decision	 Click [Upload new] Set "Call for proposals" Enter "Description" Click [Browse] to choose a file for updating Click [Upload] to upload
Delete decision	Click [Delete]

Administration	Decisions					
Project Data	Decisions					
Application/Eligibility						
Assessment/Contract	Decision type: Any Call for proposals: 1	*				
Monitoring/Payments	· · ·	ly filter				
Communication	<u>Name</u> ▼	Date	Project	Call for proposals	Description	Delete
Changelog	Annex1.doc	05/06/2009 14:50		1	lemums	Delete
Programme	application_eligibility.doc	05/06/2009 15:22		1	???	Delete
FAR Annexes	Empty.xls	13/05/2009 11:37		1		Delete
Managing Authority	Not passed.txt	13/05/2009 11:11	LLI-020 ECO-HOUSE	1		Delete
JMSC	Not passed.txt	12/05/2009 12:01		1		Delete
Certifying Authority	not Recived.txt	12/05/2009 11:08	LLI-006 Museum Access	1		Delete
	Passed.txt	13/05/2009 11:35		1	dasjkosdm fds vadskln vads	Delete
Irregularities	Passed.txt	12/05/2009 14:00		1	as	Delete
Last search results:	Passed.txt	11/05/2009 15:48		1		Delete
Load project	Passed.txt	13/05/2009 11:04	LLI-020 ECO-HOUSE	1		Delete
coss project	Recived.txt	12/05/2009 12:02	LLI-020 ECO-HOUSE	1		Delete
Restore	Recived.txt	13/05/2009 11:03		1		Delete
Save	Template.xls	05/06/2009 14:51	LLI-024 3H in the 3D	1	111	Delete
andris Logout	Upload new					

Figure 70: Decisions

13 Certifying Authority

13.1 TA

In the TA section CA uploads following documents:

- CA information letter regarding verification of documentation
- Checklist for certification of TA budget
- Report on verification of TA budget expenditures
- Timetable for implementing the recommendations;
- Checklist for Timetable for implementing the recommendations
- Information on received amount for TA

To upload new document see 10.2. Documents.

Functions	Description				
Create new document type	 To create new document type: 1. Click button [New document type] (Figure 71: New document type), 2. Write document type name, choose format, 3. Select template file you want to upload, 4. Click button [Save] (Figure 72: Save document type). 				
Download template	To download template click button [Download template], to edit template click button [Edit]. To delete template click button [Edit] and next click button [Delete].				
Upload template To upload completed document just upload documents using upload					

To edit type click button **[Edit]**, to delete type click button **[Edit]**, next click button **[Delete]**. To download template click button **[Download template]** (Figure 71: New document type).

Document	types		
Type name	Format		
ааааааа	🗊 Text	Download template	Edit
Super type	🗐 Excel	Download template	Edit
Water	🗊 Text	Download template	Edit
Words	🛃 Word	Download template	Edit
New do	cument typ	be	

Figure 71: New document type

New document type

Name	Туре
Format	🔿 🛃 Word
	O 🗐 Excel
	💿 🔋 Text
Template	C:\Documents and Sett Browse
	Save Cancel

Figure 72: Save document type

13.2 Report and Forecast

In the Report section upload following documents:

- Annual statement on withdrawn and recovered amounts and pending recoveries
- Application for Interim Payment
- Request of national co-financing for TA from MSs
- Certificate and statement of expenditure and application for payment
- report regarding usage of European Regional Development Fund financing and payment of Programme Member States to Joint Monitoring and Steering Committee
- other reports

In the Forecast section upload following documents:

- Provisional forecasts of likely payment applications, for the current and subsequent financial year
- CA calculation of forecast of likely payment
- Information received from Joint Technical Secretariat on the projects planned yearly reporting amounts

To upload new documents and create new document types see 13.1. TA.

14 Irregularities

14.1 Select

In this section users can select irregularities in order to register or edit irregularities identified in particular project.

To select a project follow the same procedure as in 4.1 Select

14.2 Irregularities

In this section users can do following:

- register irregularities on the project or the Programme level;
- download templates:
 - Quarterly report on the irregularity;
 - Urgent quarterly report on the irregularity;
 - Letter on no irregularities;
 - Report on process of recovery of irregularity carried out expenditure;
- upload decisions and other documents concerning irregularities;
- edit/view registered irregularities;
- export table with registered irregularities to Excel file.

Administration	Select I	rregularities Reimburser	nents						
Project Data	Irreg	ularities							
Application/Eligibility									
Assessment/Contract	New	irregularity							Export
Monitoring/Payments		All irregularities O							
Communication	Priority	Project	<u>Partner</u>	<u>Type</u>		Institution	<u>Date</u> ▼	MA decision	
Changelog	3				1.90			Accept	Edit/View
Changelog	3				300.00	CA		Accept	Edit/View
Programme	3				87,654.00	JTS			Edit/View
FAR Annexes	3				87,654.00	JTS			Edit/View
Managing Authority	2	LLI-006 Museum Access		Error					Edit/View
JMSC	2	LLI-006 Museum Access		Error					Edit/View
Certifying Authority	3				55.00	NA		Repeat	Edit/View
Irregularities	2	LLI-006 Museum Access		Suspicions of fraud or organized crime					Edit/View
Last search results:	3				102.30	FLC		Reject	Edit/View
Load project	2	LLI-044 Every Child Matters							Edit/View
Restore	2	LLI-006 Museum Access							Edit/View
Save	3				102.30	FLC		Reject	Edit/View
andris	2	LLI-006 Museum Access		Error			18/05/2009		Edit/View
	2	LLI-051 RENUVAL					18/05/2009		Edit/View
Logout	2	LLI-051 RENUVAL					18/05/2009		Edit/View

Figure 73: Irregularities

Functions	Description
Irregularities overview	This page lists all irregularities related to projects or programme (Figure
	73: Irregularities).
Filter irregularities	If a project has been selected (see 14.1 Select), filter can be applied to the
	table of irregularities. Two radio buttons appear at the top of the table:

		ties OProject LLII-001
	They allow filtering only irregularit	es related to selected project or
	showing all irregularities.	tten and weit for the near to related
Sort Irregularities	To apply filter, click on the radio bu List of irregularities can be sorted by	
Soft megularities	Priority	y following data.
	Project	
	Partner	
	• Type	
	• Amount	
	Institution	
	Date	
	MA decision	
	By default table is sorted by date.	
	To sort the data, click on the approp	riate table header and wait for the
	page to reload.	
New Irregularity	1. To register a new irregularity for	a project, make sure that the
		(see 14.1 Select). To register a new
	irregularity for the programme, pr	oject selection is not mandatory.
	2. Click [New irregularity] button.	
	3. New irregularity page will be ope	ned:
	Project V LLI-010 S	ITELLA
	Partner	×
	Type Error	~
	Institution	✓
	Amount	
	JTS decision	~
	MA decision	~
	Project status Process of the	e control 💌
	LP type	*
	LP Action	~
	Start date 27/06/2009	
	End date	1
	4. If the irregularity is related to prov	ect make sure that the correct project
	index and acronym is displayed an	
	project partner from the dropdown	
	5. If it is a programme irregularity, r	
	unchecked.	
	6. Fill in all the necessary fields.	
	7. Click [Save] button to save the irr	- .
Edit/view irregularity		y data, click [Edit/view] button next
	to the respective reimbursement. 2. Edit reimbursement form will be	opened (see Figure 74: Edit
	Irregularity). It contains following	· · ·
	Basic irregularity data;	,
	• Comments;	
	Templates	
	Decision documents	
	• MA/CA decision documents	
L	1	

	 Other documents 3. Update data, write comment, and upload documents if necessary. Note that not all users have permission to edit data in this page. 4. Start date and end date are set automatically. Start date is the date when irregularity was registered. End date is set when project status is changed to "Process closed". 5. Click [Save] button to save all changes. 6. Click [Back] button to return to the previous page.
Export Irregularity	 Crick [Back] button to retain to the previous page. To export the list of irregularities to Excel workbook, click [Export] button. An Excel file will be generated. Save the file or open it with appropriate application. The Excel workbook contains a worksheet with list of all reimbursements.

Administration	Select Irregularit	ies Reimbursements					
Project Data	Irregularit	ty .					
Application/Eligibility	-	-					
Assessment/Contract	Back			Templates			
Monitoring/Payments	Project Partner			Download	Quarterly report or	n the iregularity	
Communication	Туре	Error	~	Download	3	eport on the irregularity	
Changelog	Institution	JTS	~	Download	Letter about no irre	egularities	
	Amount	87,654.00		Download	Report on process	of recovery of irregulari	ty carried out
Programme	JTS decision MA decision	Is not irregularity	×	Decision	o expenditure		
FAR Annexes	Project status	Process of the control	~		Name	Date Delet	te
Managing Authority	LP type	Other institution	~	-	documents to displ	ay!]	
JMSC	LP Action	LP can't repay amount	~	Upload new			_
Certifying Authority	Start date					Browse Upload	
Certifying Authority	End date			MA/CA decis			_
Irregularities	Comments			These are as	Name documents to displ	Date Delet	æ
Last search results:	Author D	ate Comment		Upload new		ayıj	-
LLI-006 🗸	There are no c	omments to display!]				Browse Upload	-
Load project				Other docum	nents		
Restore			<u>^</u>		Name	Date Delet	te
Restore					documents to displ	ay!]	
Save				Upload new			_
andris	Add comme	nt	<u></u>		E	Browse Upload	
Logout							

Figure 74: Edit Irregularity

14.3 Reimbursements

In this section users can:

- view/edit information on reimbursements of expenditure from project partners;
- register/edit reimbursement of expenditure from the Programme authorities

Administration	Select In	regularities	Reimburse	ments											
Project Data	Repo	rt rega	arding I	eimbi	ursen	nents of	expen	diture							
Application/Eligibility		-	-												Export
Assessment/Contract	L Dogo	rding rol	mhuraoma	nte of ou	mondit	ure from Pro	ioota Day	thora							Export
Monitoring/Payments		Ŭ	cts OPro				jects rai	ulers							
Communication			Name of t	he		Accept		Planned	Plan	nned			Informa	tion on	
Changelog	Priority	Project No	Project Lead partner	irreg	pe of jularity	decisio regardi reimburse	ing	recovery amount	date reco	e of	Recovered amount	Date of recovery	reimburse expen		of
Programme	3										500.0000	08/06/2009 12:59:22	Reason 2		Edit
FAR Annexes Managing Authority	2	LLI-014	Error	0				453.3400	16/06/ 00:0		300.0000	08/06/2009 13:00:05	Reason 3		Edit
JMSC Certifying Authority	3		Suspicions fraud or organized crime	of 2		qwerty		100.0000	09/06/ 00:00						Edit
Irregularities	3		Irregularity	1		dfd		23.0000			10000.0000	08/06/2009 12:59:10	Reason		Edit
ast search results:	II. Rega	rding re	imbursem	ents of e	xpendi	ture from Pro	ogramme	e Authoritie	es						
LLI-008 🗸	Regis	ter new			-							_			
Load project Restore	Priority	Name Progra Autho	mme irro	ype of gularity	de re	ccepted ecisions garding oursements	Planne recover amoun	y date d	of Re	ecover amoun		reimbu	ation on rsements enditure		
Save	3	Suspicio fraud or organize crime	2		30		40.00	05/06/2		60.00	000 07/06/20			Edit	Delete
Logout															

Figure 75: Reimbursements

Functions	Description
Reimbursements	This page displays two types of reimbursements of expenditure:
overview	
	• from Project Partners;
	from Programme Authorities.
Filter reimbursements	If a project has been selected (see 14.1 Select), filter can be applied to the
	table of reimbursements. Two radio buttons appear at the top of the table:
	Filter: 💿 All projects 🔘 Project LLI-006
	They allow filtering only reimbursements from selected project or
	showing all reimbursements.
	To apply filter, click on the radio button and wait for the page to reload
New reimbursement	1. Reimbursements of expenditure from Projects Partners:
	New recoveries from projects are added automatically when data are
	received from the accounting system.
	2. Reimbursements of expenditure from Programme Authorities:
	1. To add a new reimbursement of expenditure click button
	[Register new].
	2. New reimbursement form will be opened (see Figure 76: Edit reimbursement).
	3. Enter appropriate values in the fields.
	4. Click [Save] button to save the reimbursement in the database.
	5. Click [Back] to return to the previous page.
Edit reimbursement	1. To edit a reimbursement, click [Edit] button next to the respective
	reimbursement.
	2. Edit reimbursement form will be opened (see Figure 76: Edit
	reimbursement).
	3. Enter appropriate values in the fields.
	4. Click [Save] button to save the changes.
	5. Click [Back] to return to the previous page.
Delete reimbursement	Only reimbursements of expenditure from Programme Authorities can be
	deleted.

	1. To delete a reimbursement, click [Delete] button next to the respective
	reimbursement.
	2. Click [OK] to confirm the deleting.
	3. Reimbursement will be deleted.
Export reimbursements	Both tables of reimbursements can be exported to Excel workbook.
_	1. To export the data, click [Export] button.
	2. An Excel file will be generated.
	3. Save the file or open it with appropriate application.
	4. The Excel workbook has two worksheets in it each containing one
	table of reimbursements.



Figure 76: Edit reimbursement

Annex I - Working with the Statistics section¹

<i>I.I</i> .	How	to				statistic	(MS	Excel	table)	
			This big big and a big	cener 0	Internet Find	and the second se				



- (1) Choose "New" in the dropdown list "**Available statistics**". (If you want to alter/update an existing statistic, choose the name of the respective statistic.)
- (2) Please fill in the name of the new statistic in the text box "**Name**". If an already existing name is chosen for a new statistic, a number in brackets is appended in order to make the name unique. It is not possible to have the same name for more than one statistic.
- (3) Check box "**Is official**": If this box is checked off, the chosen statistic is displayed in the section "Programme / Statistics".
- (4) Check box "**In Word**": Statistics can be generated either in MS Excel or in MS Word. The default is MS Excel. For MS Word this box has to be checked off.
- (5) Button "**Add Table**": A statistic consists of tables. To create a new statistics, please click the button. The first table is numbered "Table No. 0", the second "Table No. 1" and so on.
- (6) Dropdown list "X-Offset": The number of empty columns, which are inserted left to the table.
- (7) Dropdown list "**Y-Offset**": The number of empty rows, which are inserted on top of the table.
- (8) Dropdown list "**H-Offset**": The number of empty rows between the heading of the table and the table itself. If "none" is chosen no heading will be shown.

¹ Based on Interreg IIIc Database Handbook version 2.2

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A table consists of a number of attributes (see picture above):

- (9) Check boxes "**Relative**": If this box is checked off, the table is inserted in the top left corner of the Excel sheet / Word table or, in case of more than one table, below the down right-hand corner of the preceding table. If this box is not checked off, you have to define the X-Offset and the Y-Offset manually.
- (10) Button "Delete": Permanently deletes this table from the statistic.
- (11) Button: "**Up**": Shifts the table one position up. The tables are numbered ascending from top of the page to the bottom. Example: If you have three tables and you shift "Table No. 2" one position up it becomes "Table No. 3".
- (12) Button "Down": Shifts the table one position down.

<u>Example</u>: If we take the example above and shift "Table No. 2" one position down it becomes "Table No. 1".

- (13) Check box "**Not Exists**": If checked off, the "Existsclause" that exists for this table is interpreted as "does not exist" (see also: "Existsclause").
- (14) Check box "**In table**": If a statistic is generated in MS Word format, there are two different ways to insert the table in the MS Word file:

a. in a MS Word table ("In table" is checked off)

b. in a list ("In table" is not checked off) Please see separate chapter under point 5.

Blocks:

A table consists of blocks. The blocks in one table are located one beside the other. The first block is numbered "Block No. 0", the second "Block No. 1" and so on. Initially a table consists of only one block. Further blocks have to be added in case different "Clauses" or "Existsclauses" have to be defined for different columns of the table.

- (15) Button "Insert Block": A new block is inserted before the current block.
- (16) Button "Add Block": A new block is added after the current block.

A block consists of different attributes: a list of "Values", a list of "Clauses" and a list of "Existsclauses".

Values:

- (17) Check box "**Values**": If this box is checked off, the single values defined are shown in this block. If not checked off, the values are not visible.
- (18) Check box "**Subtotals**": If this box is checked off, the sub-totals are shown in this block. If not checked off, the sub-totals are not visible.
- (19) Check box "**Totals**": If this box is checked off, the totals are shown in this block. If not checked off, the sub-totals are not visible.
- (20) Button "**Delete**": Permanently deletes the whole block.
- (21) Button "**Up**": Shifts the block one position up. This means "Block No. 1" would become "Block No. 2".
- (22) Button "**Down**": Shifts the block one position down. This means "Block No. 1" would become "Block No. 0".
- (23) Button "**Add Value**": Initially a table/block does not contain any values. To add a value, please click the button "Add value". The first value is numbered "Value No. 0".
- (24) Button "Insert Value": Inserts a new value between already existing values.

A value consists of different attributes:

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(25)Dropdown list "**Column**": This is the number of the column in the MS Excel table in which this value will be shown. If the column is changed and another value is set to use the same column, these two columns are exchanged automatically.

If a value is inserted (button "Insert Value"), all following values will automatically be shifted one column to the right.

(26) Label "**Order**": The number shown here defines how the rows are sorted in the MS Excel table, by which column/value.

Example: Value No. 0 (e.g. index) has Order 0; Value No. 1 (e.g. acronym) has Order 1 and Value No. 2 (e.g. title) has Order 2.

The generated table would be sorted first by Value No. 0 (index), then by Value No. 1 (acronym) and then by Value No. 2 (title).

(27) Button "Order Up": Shifts the order of the value one position up.

<u>Example</u>: If we take the example above and shift the order of Value No. 0 (index) one position up, it would have Order 1 afterwards. Value No. 1 (acronym) would have Order 0.

This would mean the generated table would be sorted first by Value No. 1 (acronym), then by Value No. 0 (index) and then by Value No.2 (title). (28) Button "Order Down": Shifts the order of the value one position down.

- (28) Button "Order Down": Shifts the order of the value one position down.
- (29) Dropdown lists "**Formula from**": These three dropdown lists are relevant for MS Excel tables only. See chapter 6.
- (30) Dropdown list "**Category**": The values that are available for generating a statistical overview are grouped in categories:

Category	Project 💌
Heading	Project Workpackage
Seperator	Milestone Partner
<u>Subtotal</u>	Report Payment
	Manager Budget Breakdown

(31)Dropdown list "**Name**": This is the unique name of the value. For example, "Project" would be the category, "Acronym" the name. "Project.Acronym" would then be the unique identifier of this value.

Value No. 0	Column	3 -	Order 0				
	Formula	from	No 🔹	No 💌	No 🕶		
	Category	Project		1	Name	Acronym	
	Heading				Subhead	Index Number	
	Seperato	or			Show:	Round Title	. [
	<u>Subtotal</u>	Build	Г	Show	Г	Actionum General check status	
		Add		Count	Г	Eligibility Check passed Approved	
		Value	-			Approved with conditions Contracted	
	Total	Value	<u> </u>			Date of SC Meeting	
		Add	Г	Count	Г	Concat 🖵	
	Delete	Grder Up	Down				

<u>Example</u>: If you choose Category "Project" and Name "Acronym" for Value No. 0 you would get a list all acronyms in column 0. If you then add Value No. 1 and choose Category "Project" and Name "Title" you would get a second column (column 1) with the associated titles. (32) Text box "Heading": Here you can define the heading of this column. The heading will be visible in the generated MS Excel table (in bold).

- (33) Text box "**Subhead**": This text box defines a grouped heading, e.g. the "Subhead" could be "Financial contribution", and the "Headings" could be "ERDF", "Norwegian National Funds"...
- (34) Text box "Separator": Needed when sub-totals or totals are built. See (41).
- (35) Check box "**Distinct only**": If this box is checked off, the value is only shown, if it is different from the value in the preceding row.

<u>Example</u>: If you want to generate a list of partners involved in approved Projects you might want, for example, the index to be shown only once per Project and not once per partner. In this case you check off this box for the value "Project.Index" and then the index will be shown only for the first partner belonging to this Project.

(36) Check box Subtotal "**Build**": If checked off, a sub-total row is inserted in the table every time the value in this column changes.

<u>Example</u>: If you have a list of Projects (sorted by the Project's measure) and you would like to have a sub-total per measures of Project, then you would check off this box for the value "Project.measure" (see picture below).

Value No. 0	Column	0 -	Order 0				
	Formula	fr⊃m	No 👻	No 💌	No 💌		
	Category	Project			Name	Measure	×
	Heading	measure of	f project		Subhead		
	Seperato	or			Show:	all	
	<u>Subtotal</u>	Build		Show		Bold	
		Add		Count		Concat	
		√alue			42.674		
	<u>Total</u>	√alue	<u> </u>			Bold	
		Add		Count		Concat	
	Delete	Order Up	Down	1			

(37) Check box Subtotal "Show": If checked off, the sub-total is shown in the sub-total row of this column. Example: If you would like to have the ERDF committed per measure of Project you check off the "Subtotal Build" check box for the value "Project.measure" (see example above) and the "Subtotal Show" check box for the value "Project.ERDF funds" (see example below).

Value No. 0	Column	0 💌	Order 0	1			
	Formula	from	No 🕶	No 🕶	No 🕶		
	Category	Project]Name	ERDF fun	ds 💽
	Heading	ERDF com	mited		Subhead		
	Seperato	or			Show:	all	•
	<u>Subtotal</u>	Build		Show	N	Bold	
		Add	N	Count	Г	Concat	
		Value				1	
	<u>Total</u>	Value	<u> </u>			Bold	
		Add		Count		Concat	
	Delete	Order Up	Down				

- (38) Check box Subtotal "Bold": If checked off, the sub-total is shown in bold.
- (39) Check box **Subtotal** "**Add**": If checked off, the single values are added. The sub-total is the sum of the values in this column (e.g. for ERDF funds committed).

- (40) Check box **Subtotal** "**Count**": If checked off, the distinct single values are counted (e.g. for counting the number of partners per country)
- (41) Check box Subtotal "Concat": If checked off, the single values are concatenated.

Example: If you have the years 2002, 2003, 2004 and you check off this box the sub-total would be "2002-2003-2004". The "Separator" would in this case be "-".

(42) Text box **Subtotal** "**Value**": If entered, this value/name is used in the sub-total row in this column.

<u>Example</u>: If we have a list of Projects that is sorted by measure of Project and we have sub-totals per measure of Project one could enter "Sub-total" for the value "Project.measure".

(43) The "Total" attributes have got exactly the same meaning as the "Subtotal" attributes.

Clauses:

A clause is a filter set for one block. It defines which rows are to be shown in this block (e.g. only Projects from the first round). It is possible to define more than one clause for the same bock. The single clauses are combined using the "**AND**"-**operator**.

<u>Example</u>: If we have one clause "Was PIF" and another clause "first round" the table will contain Projects that are from PIF AND from the first round only.

If a clause is applicable for other blocks of the same table, it is automatically transferred to the other blocks also.

<u>Example</u>: If you want to have all first-round Projects in the first column, the partners from Germany in the second columns and the partners from Norway in the third column, you would need to create a table with two blocks. The first block consists of column 1 and 2; the second block of column 3. For the first block you need two clauses. The first defines the round (first round), the second the partner country (Germany). For the second block you need one clause only. The clause defining the round is automatically transferred to the second block. You just have to define one clause and that is the one for the partner country (Norway).

(44) Buttons "Add Clause" and "Insert Clause": A clause can be inserted at any position.

Clause No. 0		Not		
Insert Criterion				
Criterion No. 0	Delete			
Category	Project	- Name	Index	
Operator	=	→ Compare		
Not		Ask	Ì	
Add Criterion				

(45)Check box "Not": If checked off, the clause is inverted before it is combined with the other clauses.

<u>Example</u>: If clause 1 defines the Project as PIF and clause 2 the round "first round" the table will contain Projects from PIF AND from the first round only. If we check off "Not" for the second clause (first round) the table would contain all PIF Projects (clause 1) from all rounds **except** from the first round (clause 2).

Criteria:

Each clause exists of several criteria. The criteria of one single clause are combined using the "**OR**"-**operator**.

- (46) Buttons "Insert Criterion" and "Add Criterion": Criteria can be inserted at any position.
- (47) Button "**Delete**": Deletes the criterion.

One single criterion consists of the following attributes:

- (48) Dropdown list "**Category**": The category (see also Value), which is used for filtering the information given in the rows.
- (49) Dropdown list "**Name**": The unique name (see also Value), which is used for filtering the information given in the rows.
- (50) Dropdown list "**Operator**": The operator, which is used for filtering the information given in the rows. There are several operators available (see picture below).

Clause No. 0		Not		
Insert Criterion				
Criterion No. 0	Delete	1		
Category Pr	oject	✓Name	Index	-
Operator =		- Compare		
Not 🗧		Ask		
Add Criterion				
Add Clause				

The "like"-operator uses "%" as a wildcat, for example "1N%" matches "1N0005R", "1N00151", "1N0101N"... "%abc% matches "wabckl", "eeeeabc", "abc"...

(51) Text box "Compare": The value that is used for filtering the information.

<u>Example</u>: If the table should contain Projects from the first round only, the category would be "Project", the name would be "Round", the operator would be "=" and in the Compare text box the number "1" would be entered (see picture below).

Criterion	No. 0	Delete	1		
	Category	Project	✓ Name	Round	
	Operator	=	Compare	1	
	Not		Ask	Í	

- (52) Check box "**Not**": If checked, the operator is inverted.
- (53) Text box "**Ask**": If something is entered here, you will be asked to define this filter before each update of the statistic. The answer to the question is then used as filter.

<u>Example</u>: If you want to produce lists of partners per country, e.g. for France, you create one list containing all partners and then you add an "Ask" clause (see picture below).

Clause No. O		Not		
Insert Criterion				
Criterion No. 0	Delete			
Category	Partner		Country long	•
Operator	=	- Compan	e	
Not		Ask	Country?	
Add Criterion				

When updating the statistic you will be asked to specify the country (see picture below).

Cancel		
Update		
Country?	Germany	

Existsclause:

Insert Exists			
Exists No. 0	Delete	14	
Category	Project	✓Name Index	
Operator	=	- Compare	
Not		Ask	
Add Exists		фе.	

Existsclauses contain exactly the same controls/attributes as clauses. The only difference is, that the resulting expression returns "true", if a row exists, which fulfils this expression. This functionality can be used for example, to filter all Projects, where a partner exists, which comes from "Norway". The complete existsexpression for one table can be inverted with the "Not Exists"-attribute of the table.

I.II. Update, download and delete statistics

italf Statistics	Rounds/Templates	Change Reasons	Generio statistics		
Available Statistics:	99_test_lehmann_030805	L Upd	ate Done	03408/2005	Delete
Name:	99_test_lehmann_030805	Down	load	Export	linari
ls official: 🕅	In Word:	Dov.	woad template	Upload template	Delete template
Include remote DBs			1		()

- (1) Button "**Update**": Updates the statistic that is shown in the dropdown list "Available statistics". The date of the last update is shown in the field "Done".
- (2) Button "**Download**": Downloads the statistic that is shown in the dropdown list "Available statistics".
- (3) Button "**Delete**": Permanently deletes the statistic that is shown in the dropdown list "Available statistics".

I.III. Use of templates

If you want to use a template for your statistic you first have to create the template (in MS Excel/MS Word), save it on you computer and then upload it to the database ("**Upload template**" button). Once uploaded you can download the template ("**Download template**" button) and delete the template ("**Delete template**" button).

If a template is uploaded the data will be inserted in this file.

I.IV. Export and import of xml files

The generated statistic is a *.xml file which can be exported and imported (see picture above).

- (1) Button "**Export**": To transfer a statistic from your database to another database click the "Export" button and save the xml file on your computer.
- (2) Button "**Import**": Imports an xml file to your database, e.g. if you want to generate/alter an existing statistic. Before importing you have to select "New" from the dropdown list "Available Statistics".

I.V. Generating statistics in MS Word

Available Stati	stics: 99_test_lehr	nann_030805	• Update	Done 03/09	2005	Delete
Name:	99_test_lehn	ann_030805	Download		Export	Impor.
Is official: Include remote			Dowwood	templote	Upload template	Didete templete
Tables:	1					
110000000000	X-Offset 0	Pelative 🕫	Y-Offset 1 .	Relative 🔽 NotExiss 🗂	H-Offset [0]	

- (1) Check box "In Word": If checked off the statistic will be generated in MS Word.
- (2) Check box "**In Table**": If a statistic is generated in MS Word, there are two different ways to insert the table in the MS Word file:

a. In a Wordtable ("In Table" checked off): In this case the Word template needs to contain a table with the correct width but only one row. The tables in the Word template are filled one by one beginning with "Table 0".

b. In a List ("In Table" not checked off): The Word template needs to contain placeholders named "<placeholder0>", "<placeholder1>", … These are replaced by the table in form of a list (see also Value-attributes "Heading" and "Subhead").

I.VI. Working with formulas

Dropdown lists "Formula from": If you want to use this function you have to upload an Excel template. In the template you have to enter the formula you want to use. The first dropdown list defines the column, the second the row and the third the sheet.

<u>Example</u>: If you have entered a formula in the cell "\$D\$3" in sheet 3 of your template and you want to use this formula in your table, you have to select "4" from the first list, "3" from the second and "6" from the third (see picture below). The formula will be automatically copied from the specified cell to the statistic table. The result will be calculated for each row.

Value No. 0	Column		Order 0				
	Formula	fom	4 -	3 🗸	6 -		
	Category	Project			Name	Index	
	Heading				Subhead		
	Seperato	or T			Show:	al	
	<u>Subtotal</u>	Build	Г	Show		Bold	
		Add	Г	Count		Concat	
		Value					
	Tutal	Value				Buld	
		Add	E	Count		Concat	
	Delete	Grder Up	Down				

Annex II – Placeholders which can be used in the templates²

II.I. Programme

Name	Meaning	Interface
<roundnumberfigure></roundnumberfigure>	The current application round as figure $(1,)$	Programme: Rounds/Templates
<roundnumberword></roundnumberword>	The current application round as text ("first",)	Programme: Rounds/Templates
<roundstartdate></roundstartdate>	The current application rounds starting date	Programme: Rounds/Templates
<roundenddate></roundenddate>	The current application rounds ending date	Programme: Rounds/Templates
<numberapplications></numberapplications>	The number of applications in the current round	
<numberapprovedapplications></numberapprovedapplications>	The number of approved application in the current round	
<chairman></chairman>	The chairman of the current application round	Programme: Rounds/Templates
<nextroundnumberfigure></nextroundnumberfigure>	The next application round as figure $(1,)$	
<nextroundnumberword></nextroundnumberword>	The next application round as text ("first",)	
<nextroundstartdate></nextroundstartdate>	The next application rounds starting date	
<nextroundenddate></nextroundenddate>	The next application rounds ending date	

II.II. Operation/AF (General)

Name	Meaning	Interface
<operationindex></operationindex>	The Index as shown in the navigationbar	Application/Eligibility: Register application
<operationacronym></operationacronym>	The currently selected operations acronym	Operation Data: Summary
<operationtitle></operationtitle>	The currently selected operations title	Operation Data: Summary
<operationtype></operationtype>	The currently selected operations type	Operation Data: Summary
<operationtopics></operationtopics>	The currently selected operations topics	Operation Data: Summary
<operationstartdate></operationstartdate>	The operations starting date	Operation Data: Summary
<operationenddate></operationenddate>	The operations ending date	Operation Data: Summary
<duration></duration>	The operations duration in months	Operation Data: Summary
<submissiondateaforiginal></submissiondateaforiginal>	The original submission date of the AF	Operation Data:
		Statement/Signature
<submissiondatelatestaf></submissiondatelatestaf>	The submission date of the latest submitted AF	Operation Data:
		Statement/Signature
<signatorylatestaf></signatorylatestaf>	Signature of the latest AF	Operation Data:
		Statement/Signature
<bankholder></bankholder>	Holder of the operations bank account	Operation Data: Partnership
<bankholderadress></bankholderadress>	The holders address	Monitoring/Payments: Payment
<bankholdertown></bankholdertown>	The holders town	Monitoring/Payments: Payment
<bankname></bankname>	Name of the operations bank account	Operation Data: Partnership
		Monitoring/Payments: Payment
<bankaccount></bankaccount>	The operations bank account	Operation Data: Partnership
		Monitoring/Payments: Payment
<banknationalcode></banknationalcode>	The operations bank accounts national code	Operation Data: Partnership
		Monitoring/Payments: Payment
<bankadress></bankadress>	The operations bank accounts address	Operation Data: Partnership
	The operations bank accounts address	Monitoring/Payments: Payment
<bankpostalcode></bankpostalcode>	The operations bank accounts postal code	Operation Data: Partnership
		Monitoring/Payments: Payment
<banktown></banktown>	The operations bank accounts town	Operation Data: Partnership

² Based on Interreg IIIc Database Handbook version 2.2

		Monitoring/Payments: Payment
<bankcountry></bankcountry>	The operations bank accounts country (as text)	Operation Data: Partnership
		Monitoring/Payments: Payment
<bankswift></bankswift>	The operations bank accounts swift	Operation Data: Partnership
		Monitoring/Payments: Payment
<bar>bankinternalreference></bar>	The operations bank accounts internal reference	Operation Data: Partnership
		Monitoring/Payments: Payment

II.III. Operation/AF (Budget/Finances)

Name	Meaning	Interface
<pre><operationbudget></operationbudget></pre>	The operations planned budget	Operation Data: Summary
<operationfund></operationfund>	The operations planned ERDF and norwegian national funding	Operation Data: Summary
<norwegianfund></norwegianfund>	The operations planned norwegian national funding	Operation Data: Summary
<norwegianadded></norwegianadded>	Text: and EUR Norwegian national funding	Operation Data: Summary
<norwegianaddedtext></norwegianaddedtext>	Text: and from the Kingdom of Norway	Operation Data: Summary
<erdffund></erdffund>	The operations planned ERDF funding	Operation Data: Summary
<outermostcofinancing></outermostcofinancing>	The rate of cofinancing for outermost regions (75 or 85)	Operation Data
<cofinancingrate></cofinancingrate>	The planned average cofinancing rate (ERDF and norwegian)in format xx	Operation Data: Summary
< cofinancingratefourdigits >	The planned average cofinancing rate (ERDF and norwegian)in format xx.xx	Operation Data: Summary

II.IV. Operationcontacts

Name	Meaning	Interface
<lpinstitution></lpinstitution>	The LPs institution (original)	Operation Data: Partnership
<lpcontactperson></lpcontactperson>	The LPs contact person	Operation Data: Partnership
<lpaddress></lpaddress>	The LPs address	Operation Data: Partnership
<lppostalcode></lppostalcode>	The LPs postal code	Operation Data: Partnership
<lptown></lptown>	The LPs town	Operation Data: Partnership
<lplegalstatus></lplegalstatus>	The LPs legal status	Operation Data: Partnership
<lpcountryname></lpcountryname>	The LPs country (as text)	Operation Data: Partnership
<lpcountrycode></lpcountrycode>	The LPs country (as two letter code)	Operation Data: Partnership
<lpemail></lpemail>	The LPs email-address	Operation Data: Partnership
<lpphone></lpphone>	The LPs phone number	Operation Data: Partnership
<lpmobile></lpmobile>	The LPs mobile phone number	Operation Data: Partnership
<lpfax></lpfax>	The LPs fax number	Operation Data: Partnership
<coinstitution></coinstitution>	The operation coordinators institution	Operation Data: Management Monitoring/Payments: Operation status
<cocontactperson></cocontactperson>	The operation coordinators contact person	Operation Data: Management Monitoring/Payments: Operation status
<coaddress></coaddress>	The operation coordinators address	Operation Data: Management Monitoring/Payments: Operation status
<copostalcode></copostalcode>	The operation coordinators postal code	Operation Data: Management Monitoring/Payments: Operation status
<cotown></cotown>	The operation coordinators town	Operation Data: Management Monitoring/Payments: Operation status
<colegalstatus></colegalstatus>	The operation coordinators legal status	Operation Data: Management Monitoring/Payments: Operation status
<cocountryname></cocountryname>	The operation coordinators country (as text)	Operation Data: Management Monitoring/Payments: Operation status
<cocountrycode></cocountrycode>	The operation coordinators country (as two letter	Operation Data: Management

		Manitaning /D. ()
	code)	Monitoring/Payments: Operation status
<coemail></coemail>	The operation coordinators emailaddress	Operation Data: Management Monitoring/Payments: Operation status
<cophone></cophone>	The operation coordinators phone number	Operation Data: Management Monitoring/Payments: Operation status
<comobile></comobile>	The operation coordinators mobile phone number	Operation Data: Management Monitoring/Payments: Operation status
<cofax></cofax>	The operation coordinators fax number	Operation Data: Management Monitoring/Payments: Operation status
<fininstitution></fininstitution>	The financial managers institution	Operation Data: Management Monitoring/Payments: Operation status
<fincontactperson></fincontactperson>	The financial managers contact person	Operation Data: Management Monitoring/Payments: Operation status
<finaddress></finaddress>	The financial managers address	Operation Data: Management Monitoring/Payments: Operation status
<finpostalcode></finpostalcode>	The financial managers postal code	Operation Data: Management Monitoring/Payments: Operation status
<fintown></fintown>	The financial managers town	Operation Data: Management Monitoring/Payments: Operation status
<finlegalstatus></finlegalstatus>	The financial managers legal status	Operation Data: Management Monitoring/Payments: Operation status
<fincountryname></fincountryname>	The financial managers country (as text)	Operation Data: Management Monitoring/Payments: Operation status
<fincountrycode></fincountrycode>	The financial managers country (as two letter code)	Operation Data: Management Monitoring/Payments: Operation status
<finemail></finemail>	The financial managers emailaddress	Operation Data: Management Monitoring/Payments: Operation status
<finphone></finphone>	The financial managers phone number	Operation Data: Management Monitoring/Payments: Operation status
<finmobile></finmobile>	The financial managers mobile phone number	Operation Data: Management Monitoring/Payments: Operation status
<finfax></finfax>	The financial managers fax number	Operation Data: Management Monitoring/Payments: Operation status
<operationinstitution></operationinstitution>	The operation coordinators if exists, else the LPs institution	Operation Data: Management, Partnership Monitoring/Payments: Operation status
<operationcontactperson></operationcontactperson>	The operation coordinators if exists, else the LPs contact person	Operation Data: Management, Partnership Monitoring/Payments: Operation status
<operationaddress></operationaddress>	The operation coordinators if exists, else the LPs address	Operation Data: Management, Partnership Monitoring/Payments: Operation status
<operationpostalcode></operationpostalcode>	The operation coordinators if exists, else the LPs	Operation Data: Management,

	postal code	Partnership Monitoring/Payments: Operation status
<operationtown></operationtown>	The operation coordinators if exists, else the LPs town	Operation Data: Management, Partnership Monitoring/Payments: Operation status
<operationlegalstatus></operationlegalstatus>	The operation coordinators if exists, else the LPs legal status	Operation Data: Management, Partnership Monitoring/Payments: Operation status
<operationcountryname></operationcountryname>	The operation coordinators if exists, else the LPs country (as text)	Operation Data: Management, Partnership Monitoring/Payments: Operation status
<operationcountrycode></operationcountrycode>	The operation coordinators if exists, else the LPs country (as two letter code)	Operation Data: Management, Partnership Monitoring/Payments: Operation status
<operationemail></operationemail>	The operation coordinators if exists, else the LPs email-address	Operation Data: Management, Partnership Monitoring/Payments: Operation status
<operationphone></operationphone>	The operation coordinators if exists, else the LPs phone number	Operation Data: Management, Partnership Monitoring/Payments: Operation status
<operationmobile></operationmobile>	The operation coordinators if exists, else the LPs mobile phone number	Operation Data: Management, Partnership Monitoring/Payments: Operation status
<operationfax></operationfax>	The operation coordinators if exists, else the LPs fax number	Operation Data: Management, Partnership Monitoring/Payments: Operation status
<firstinstitution></firstinstitution>	The contact 1 (MP-Section) institution	Monitoring/Payments: Operation status
<firstcontactperson></firstcontactperson>	The contact 1 (MP-Section) contact person	Monitoring/Payments: Operation status
<firstaddress></firstaddress>	The contact 1 (MP-Section) address	Monitoring/Payments: Operation status
<firstpostalcode></firstpostalcode>	The contact 1 (MP-Section) postal code	Monitoring/Payments: Operation status
<firsttown></firsttown>	The contact 1 (MP-Section) town	Monitoring/Payments: Operation status
<firstlegalstatus></firstlegalstatus>	The contact 1 (MP-Section) legal status	Monitoring/Payments: Operation status
<firstcountryname></firstcountryname>	The contact 1 (MP-Section) country (as text)	Monitoring/Payments: Operation status
<firstcountrycode></firstcountrycode>	The contact 1 (MP-Section) country (as two letter code)	Monitoring/Payments: Operation status
<firstemail></firstemail>	The contact 1 (MP-Section) emailaddress	Monitoring/Payments: Operation status
<firstphone></firstphone>	The contact 1 (MP-Section) phone number	Monitoring/Payments: Operation status
<firstmobile></firstmobile>	The contact 1 (MP-Section) mobile phone number	Monitoring/Payments: Operation status
<firstfax></firstfax>	The contact 1 (MP-Section) fax number	Monitoring/Payments: Operation status
<secondinstitution></secondinstitution>	The contact 2 (MP-Section) institution	Monitoring/Payments: Operation status
<secondcontactperson></secondcontactperson>	The contact 2 (MP-Section) contact person	Monitoring/Payments: Operation

		status
<secondaddress></secondaddress>	The contact 2 (MP-Section) address	Monitoring/Payments: Operation
<secolidaddress></secolidaddress>	The contact 2 (MF-Section) address	status
<secondpostalcode></secondpostalcode>	The contact 2 (MP-Section) postal code	Monitoring/Payments: Operation
		status
<secondtown></secondtown>	The contact 2 (MP-Section) town	Monitoring/Payments: Operation
<secondtown></secondtown>	The contact 2 (MF-Section) town	status
<secondlegalstatus></secondlegalstatus>	The contact 2 (MP-Section) legal status	Monitoring/Payments: Operation
		status
<secondcountryname></secondcountryname>	The contact 2 (MP-Section) country (as text)	Monitoring/Payments: Operation
		status
<secondcountrycode></secondcountrycode>	The contact 2 (MP-Section) country (as two	Monitoring/Payments: Operation
	letter code)	status
<secondemail></secondemail>	The contact 2 (MP-Section) emailaddress	Monitoring/Payments: Operation
		status
<secondphone></secondphone>	The contact 2 (MP-Section) phone number	Monitoring/Payments: Operation
		status
<secondmobile></secondmobile>	The contact 2 (MP-Section) mobile phone	Monitoring/Payments: Operation
	number	status
<secondfax></secondfax>	The contact 2 (MP-Section) fax number	Monitoring/Payments: Operation
		status

II.V. Eligibility check and Assessment

Name	Meaning	Interface
<receivabilitychecknotyes></receivabilitychecknotyes>	List of failed receivability criteria	Register/Eligibility:
		Receivability Check
<receivabilitychecknotyescomments></receivabilitychecknotyescomments>	List of failed receivability criteria with the	Register/Eligibility:
	JTS comments	Receivability Check
<receivabilitydeadline></receivabilitydeadline>	Deadline for the correction of failed	Register/Eligibility:
	receivability criteria	Receivability Check
<failedeligibilitylist></failedeligibilitylist>	List of failed eligibility criteria	Register/Eligibility: Eligibility Check
<failedeligibilitylistwithcomments></failedeligibilitylistwithcomments>	List of failed eligibility criteria with the JTS comments	Register/Eligibility: Eligibility Check
		Assessment/Contract:
<clarificationlistcontracting></clarificationlistcontracting>	Requests for clarification	Clarifications
<clarificationcontractingdeadline></clarificationcontractingdeadline>	Deadline for the answer on requests for	Assessment/Contract:
ç	clarification	Clarifications
	Comments on the annexel	Assessment/Contract:
<approvalcomments></approvalcomments>	Comments on the approval	Clarifications
<approvalconditions></approvalconditions>	Conditions for funding	Assessment/Contract: SC Decision
<rejectionreason></rejectionreason>	Reasons for not supporting the application	Assessment/Contract: SC Decision
<approvedoperationbudget></approvedoperationbudget>	The approved IIIA budget	Assessment/Contract: SC
		Decision
<approvedoperationfund></approvedoperationfund>	The approved funding (ERDF)	Assessment/Contract: SC
		Decision
<approvederdffund></approvederdffund>	The approved ERDF funding	Assessment/Contract: SC Decision
<approvednorwegianfund></approvednorwegianfund>	The approved norwegain national funding	Assessment/Contract: SC Decision
<approvednorwegianadded></approvednorwegianadded>	Text: and EUR Norwegian national funding	Assessment/Contract: SC Decision
<approvedcofinancingrate></approvedcofinancingrate>	The approved cofinancing rate (ERDF and	Assessment/Contract: SC
	norwegian) in format xx	Decision
<approvedcofinancingratefourdigits></approvedcofinancingratefourdigits>	The approved cofinancing rate (ERDF and	Assessment/Contract: SC
	norwegian) in format xx.xx	Decision
<contractdate></contractdate>	The date of contracting	Assessment/Contract: Contracting
<contractplace></contractplace>	The place of contracting	Assessment/Contract:

		Contracting
<contractsigners></contractsigners>	Signam of contract	Assessment/Contract:
<contractsigners></contractsigners>	Signers of contract	Contracting
<scmeetingdate></scmeetingdate>	Date of SC Decision	Assessment/Contract: SC
		Decision Programme:
		Rounds/Templates
		Assessment/Contract: SC
<scmeetingplace></scmeetingplace>	Place of SC meeting	Decision Programme:
		Rounds/Templates
<lastoperationstartdate></lastoperationstartdate>	Latest date the operation may start: 3	
	months after SC meeting	

II.VI. Planned reporting

Name	Meaning	Interface
<preparationcosts></preparationcosts>	The planned preparation costs	Assessment/Contract: Contracting
<reportingperiodcosts1></reportingperiodcosts1>	The planned costs for reportingperiod 1	Assessment/Contract: Contracting
<reportingperiodcosts2></reportingperiodcosts2>	The planned costs for reportingperiod 2	Assessment/Contract: Contracting
<reportingperiodcosts3></reportingperiodcosts3>	The planned costs for reportingperiod 3	Assessment/Contract: Contracting
<reportingperiodcosts4></reportingperiodcosts4>	The planned costs for reportingperiod 4	Assessment/Contract: Contracting
<reportingperiodcosts5></reportingperiodcosts5>	The planned costs for reportingperiod 5	Assessment/Contract: Contracting
<reportingperiodcosts6></reportingperiodcosts6>	The planned costs for reportingperiod 6	Assessment/Contract: Contracting
<reportingperiodcosts7></reportingperiodcosts7>	The planned costs for reportingperiod 7	Assessment/Contract: Contracting
<reportingperiodcosts8></reportingperiodcosts8>	The planned costs for reportingperiod 8	Assessment/Contract: Contracting
<reportingperiodcosts9></reportingperiodcosts9>	The planned costs for reportingperiod 9	Assessment/Contract: Contracting
<reportingperiodcosts10></reportingperiodcosts10>	The planned costs for reportingperiod 10	Assessment/Contract: Contracting
<sumreportingperiodcosts></sumreportingperiodcosts>	The sum of costs of all reportingperiods	Assessment/Contract: Contracting
<preparationcostspayment></preparationcostspayment>	The planned preparationcost payment	Assessment/Contract: Contracting
<reportingperiodpayment1></reportingperiodpayment1>	The planned payment for reportingperiod 1	Assessment/Contract: Contracting
<reportingperiodpayment2></reportingperiodpayment2>	The planned payment for reportingperiod 2	Assessment/Contract: Contracting
<reportingperiodpayment3></reportingperiodpayment3>	The planned payment for reportingperiod 3	Assessment/Contract: Contracting
<reportingperiodpayment4></reportingperiodpayment4>	The planned payment for reportingperiod 4	Assessment/Contract: Contracting
<reportingperiodpayment5></reportingperiodpayment5>	The planned payment for reportingperiod 5	Assessment/Contract: Contracting
<reportingperiodpayment6></reportingperiodpayment6>	The planned payment for reportingperiod 6	Assessment/Contract: Contracting
<reportingperiodpayment7></reportingperiodpayment7>	The planned payment for reportingperiod 7	Assessment/Contract: Contracting
<reportingperiodpayment8></reportingperiodpayment8>	The planned payment for reportingperiod 8	Assessment/Contract: Contracting
<reportingperiodpayment9></reportingperiodpayment9>	The planned payment for reportingperiod 9	Assessment/Contract: Contracting
<reportingperiodpayment10></reportingperiodpayment10>	The planned payment for reportingperiod 10	Assessment/Contract: Contracting
<sumreportingperiodpayments></sumreportingperiodpayments>	The sum of payments of all reportingperiods	Assessment/Contract: Contracting

		1
<reportingperiodyear1></reportingperiodyear1>	The year, reportingperiod 1 starts in	Assessment/Contract: Contracting
<reportingperiodyear2></reportingperiodyear2>	The year, reportingperiod 2 starts in	Assessment/Contract: Contracting
<reportingperiodyear3></reportingperiodyear3>	The year, reportingperiod 3 starts in	Assessment/Contract: Contracting
<reportingperiodyear4></reportingperiodyear4>	The year, reportingperiod 4 starts in	Assessment/Contract: Contracting
<reportingperiodyear5></reportingperiodyear5>	The year, reportingperiod 5 starts in	Assessment/Contract: Contracting
<reportingperiodyear6></reportingperiodyear6>	The year, reportingperiod 6 starts in	Assessment/Contract: Contracting
<reportingperiodyear7></reportingperiodyear7>	The year, reportingperiod 7 starts in	Assessment/Contract: Contracting
<reportingperiodyear8></reportingperiodyear8>	The year, reportingperiod 8 starts in	Assessment/Contract: Contracting
<reportingperiodyear9></reportingperiodyear9>	The year, reportingperiod 9 starts in	Assessment/Contract: Contracting
<reportingperiodyear10></reportingperiodyear10>	The year, reportingperiod 10 starts in	Assessment/Contract: Contracting
<preparationreportingperiod></preparationreportingperiod>	MMM yyyy – MMM yyy of preparation reportingperiod	Assessment/Contract: Contracting
<reportingperiod1></reportingperiod1>	MMM yyyy – MMM yyy of reportingperiod 1	Assessment/Contract: Contracting
<reportingperiod2></reportingperiod2>	MMM yyyy – MMM yyy of reportingperiod 2	Assessment/Contract: Contracting
<reportingperiod3></reportingperiod3>	MMM yyyy – MMM yyy of reportingperiod 3	Assessment/Contract: Contracting
<reportingperiod4></reportingperiod4>	MMM yyyy – MMM yyy of reportingperiod 4	Assessment/Contract: Contracting
<reportingperiod5></reportingperiod5>	MMM yyyy – MMM yyy of reportingperiod 5	Assessment/Contract: Contracting
<reportingperiod6></reportingperiod6>	MMM yyyy – MMM yyy of reportingperiod 6	Assessment/Contract: Contracting
<reportingperiod7></reportingperiod7>	MMM yyyy – MMM yyy of reportingperiod 7	Assessment/Contract: Contracting
<reportingperiod8></reportingperiod8>	MMM yyyy – MMM yyy of reportingperiod 8	Assessment/Contract: Contracting
<reportingperiod9></reportingperiod9>	MMM yyyy – MMM yyy of reportingperiod 9	Assessment/Contract: Contracting
<reportingperiod10></reportingperiod10>	MMM yyyy – MMM yyy of reportingperiod 10	Assessment/Contract: Contracting
<preparationreportdate></preparationreportdate>	The planned due date for PCR	Assessment/Contract: Contracting
<reportdate1></reportdate1>	The planned due date for report 1	Assessment/Contract: Contracting
<reportdate2></reportdate2>	The planned due date for report 2	Assessment/Contract: Contracting
<reportdate3></reportdate3>	The planned due date for report 3	Assessment/Contract: Contracting
<reportdate4></reportdate4>	The planned due date for report 4	Assessment/Contract: Contracting
<reportdate5></reportdate5>	The planned due date for report 5	Assessment/Contract: Contracting
<reportdate6></reportdate6>	The planned due date for report 6	Assessment/Contract: Contracting
<reportdate7></reportdate7>	The planned due date for report 7	Assessment/Contract: Contracting
<reportdate8></reportdate8>	The planned due date for report 8	Assessment/Contract: Contracting
<reportdate9></reportdate9>	The planned due date for report 9	Assessment/Contract: Contracting

<reportdate10></reportdate10>	The planned due date for report 10	Assessment/Contract: Contracting
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II.VII. Monitoring (Reporting)

Name	Meaning	Interface
<reportnumber></reportnumber>	Number of the currently selected report	Monitoring/Payments
layer>	Layer of the currently selected report	Monitoring/Payments
<reporttype></reporttype>	Type of the currently selected report	Monitoring/Payments
	("Preparation")	
<progressreportdeadline></progressreportdeadline>	Due date of the currently selected report	Monitoring/Payments:
		Reporting status
<clarificationlistmonitoring></clarificationlistmonitoring>	List of requests for clarification (only not	Monitoring/Payments:
	yet solved requests)	Reporting status
<clarificationlistmonitoringwithsolved></clarificationlistmonitoringwithsolved>	List of requests for clarification (all)	Monitoring/Payments: Reporting status
<eligibleexpenditures></eligibleexpenditures>	The eligible expenditures of the currently	Monitoring/Payments:
5 · · · · ·	selected report	Expenditures
<totalexpenditures></totalexpenditures>	The eligible expenditures of the currently	Monitoring/Payments:
<u>r</u>	selected report	Expenditures
<eligibleexpendituresa></eligibleexpendituresa>	Eligible expenditures, financed by	Monitoring/Payments:
	objective 1 area partners	Finances
<eligibleexpendituresb></eligibleexpendituresb>	Eligible expenditures, financed by non	Monitoring/Payments:
	objective 1 area partners	Finances
<eligibleexpendituresc></eligibleexpendituresc>	Eligible expenditures, financed by ultra	Monitoring/Payments:
(engleteenperiorene)	peripheral area partners	Finances
<eligibleexpendituresd></eligibleexpendituresd>	Eligible expenditures, financed by	Monitoring/Payments:
Congroteexperiaturesus	norwegian partners	Finances
<eligibleexpendituresabc></eligibleexpendituresabc>	<pre><eligibleexpendituresa> +</eligibleexpendituresa></pre>	Monitoring/Payments:
<engloicexpendituresube></engloicexpendituresube>	<eligibleexpendituresb> +</eligibleexpendituresb>	Finances
	<eligibleexpendituresc></eligibleexpendituresc>	1 manoes
<previousexpendituresa></previousexpendituresa>	Eligible expenditures, financed by	Monitoring/Payments:
<pre>>previousexpendituresa></pre>	objective 1 area partners of previous	Finances
	reports	1 manees
<previousexpendituresb></previousexpendituresb>	Eligible expenditures, financed by non	Monitoring/Payments:
(previousexpenditures))	objective 1 area partners of previous	Finances
	reports	1 manoes
<previousexpendituresc></previousexpendituresc>	Eligible expenditures, financed by ultra	Monitoring/Payments:
<pre>spieviousexperiantifese></pre>	peripheral area partners of previous	Finances
	reports	T manees
<previousexpendituresd></previousexpendituresd>	Eligible expenditures, financed by	Monitoring/Payments:
<pre>spreviousexperiantaresa></pre>	norwegian partners of previous reports	Finances
<paymentrequest></paymentrequest>	The resulting ERDF payment request	Monitoring/Payments:
<pre>>paymentequest></pre>	The resulting ERDT payment request	Payment
<eligiblerequesta></eligiblerequesta>	The resulting objective 1 area payment	Monitoring/Payments:
	request	Payment
<eligiblerequestb></eligiblerequestb>	The resulting non objective 1 area	Monitoring/Payments:
Conditioned and the state of th	payment request	Payment
<eligiblerequestc></eligiblerequestc>	The resulting ultra peripheral area	Monitoring/Payments:
Construction of the second	payment request	Payment
<eligiblerequestd></eligiblerequestd>	The resulting norwegian national	Monitoring/Payments:
	payment request	Payment
<eligiblerequestabc></eligiblerequestabc>	<pre>eligiblerequesta> + <eligiblerequestb> +</eligiblerequestb></pre>	Monitoring/Payments:
Congrotorequestion	<eligiblerequestc></eligiblerequestc>	Payment
<previousrequesta></previousrequesta>	objective 1 area requests of previous	Monitoring/Payments:
~proviousioquesui>	reports	Finances
<previousrequestb></previousrequestb>	non objective 1 area requests of previous	Monitoring/Payments:
~picviousicquesio>	• • • •	Finances
<pre>/previousrequests></pre>	reports ultra peripheral area requests of previous	Monitoring/Payments:
<previousrequestc></previousrequestc>		
(proviousroguesta)	reports	Finances
<previousrequestd></previousrequestd>	norwegian national requests of previous	Monitoring/Payments:
company and in an array of the second	reports	Finances
<preparationpaymentrequest></preparationpaymentrequest>	The payment request of PCR	Monitoring/Payments:

		Payment
<payedamount></payedamount>	The paid amount of currently selected report	Monitoring/Payments: Payment
<payedamountabc></payedamountabc>	The paid ERDF amount of currently selected report	Monitoring/Payments: Payment
<bookingdate></bookingdate>	The bookingdate of the currently selected report	Monitoring/Payments: Payment
<clarificationprogressreportdeadline></clarificationprogressreportdeadline>	Deadline for the answer on requests for clarification	Monitoring/Payments: Reporting status
<commentsindicators></commentsindicators>	Comments on the indicators of currently selected report	Monitoring/Payments: AR Indicators
<commentssummary></commentssummary>	Comments on the activities summary of currently selected report	Monitoring/Payments: AR General
<commentsprogress></commentsprogress>	Comments on the activities progress of currently selected report	Monitoring/Payments: AR General
<commentsstatusapplication></commentsstatusapplication>	Comments on the status of 3rd country applications of currently selected report	Monitoring/Payments: AR General
<commentspublicity></commentspublicity>	Comments on the publicity activities of currently selected report	Monitoring/Payments: AR General
<commentsinvolvementpartners></commentsinvolvementpartners>	Comments on the involvement of partners of currently selected report	Monitoring/Payments: AR General
<commentsproblems></commentsproblems>	Comments on the encountered problems of currently selected report	Monitoring/Payments: AR General
<commentscoordinator></commentscoordinator>	Comments on changes of coordinators contactdetails of currently selected report	Monitoring/Payments: Cover sheet
<commentsfinancialmanager></commentsfinancialmanager>	Comments on changes of financial managers contactdetails of currently selected report	Monitoring/Payments: Cover sheet
<commentsauditor></commentsauditor>	Comments on changes of auditors contactdetails of currently selected report	Monitoring/Payments: Cover sheet
<commentssteeringgroup></commentssteeringgroup>	Comments on changes of steering group of currently selected report	Monitoring/Payments: Cover sheet
<commentsexpenditurescp1></commentsexpenditurescp1>	Comments on expenditures of CP 1	Monitoring/Payments: AR Components
<commentsexpenditurescp2></commentsexpenditurescp2>	Comments on expenditures of CP 2	Monitoring/Payments: AR Components
<commentsexpenditurescp3></commentsexpenditurescp3>	Comments on expenditures of CP 3	Monitoring/Payments: AR Components
<commentsexpenditurescp4></commentsexpenditurescp4>	Comments on expenditures of CP 4	Monitoring/Payments: AR Components
<commentsexpenditurescp5></commentsexpenditurescp5>	Comments on expenditures of CP 5	Monitoring/Payments: AR Components
<commentscp1></commentscp1>	Comments on CP 1 of currently selected report	Monitoring/Payments: AR Components
<commentscp2></commentscp2>	Comments on CP 2 of currently selected report	Monitoring/Payments: AR Components
<commentscp3></commentscp3>	Comments on CP 3 of currently selected report	Monitoring/Payments: AR Components
<commentscp4></commentscp4>	Comments on CP 4 of currently selected report	Monitoring/Payments: AR Components
<commentscp5></commentscp5>	Comments on CP 5 of currently selected report	Monitoring/Payments: AR Components
<commentsexpenditures></commentsexpenditures>	Comments on Expenditures of currently selected report	Monitoring/Payments: Expenditures
<commentsfinances></commentsfinances>	Comments on Finances of currently selected report	Monitoring/Payments: Finances
<commentsreportstatus></commentsreportstatus>	Comments on status of currently selected report	Monitoring/Payments: Reporting status
<jscomments></jscomments>	List of JS Comments on Operation status	Monitoring/Payments: Operation status

II.VIII. Mon	itoring (Chan	gerequests)
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Name	Meaning	Interface
<changerequestnumber></changerequestnumber>	Currently selected changerequests number	Monitoring/Payments: Change Requests
<changerequestlayer></changerequestlayer>	Currently selected changerequests layer	Monitoring/Payments: Change Requests
<changerequesttitle></changerequesttitle>	Currently selected changerequests title	Monitoring/Payments: Change Requests
<changerequesttopic></changerequesttopic>	Currently selected changerequests topic	Monitoring/Payments: Change Requests
<changerequest></changerequest>	Currently selected changerequests requesttext	Monitoring/Payments: Change Requests
<changerequestreason></changerequestreason>	Currently selected changerequests reason/justification	Monitoring/Payments: Change Requests
<changerequestjtscomments></changerequestjtscomments>	JTS Comments on currently selected changerequest	Monitoring/Payments: Change Requests
<changerequestcomments></changerequestcomments>	Comments/Conditions for currently selected changerequest	Monitoring/Payments: Change Requests
<changerequestclarifications></changerequestclarifications>	List of requests for clarification of currently selected changerequest	Monitoring/Payments: Change Requests
<changerequestclarificationsdeadline></changerequestclarificationsdeadline>	Deadline for answer on requests for clarification of currently selected changerequest	Monitoring/Payments: Change Requests
<changerequestdecision></changerequestdecision>	Decision on the approval of currently selected changerequest	Monitoring/Payments: Change Requests
<changerequestdecisiondate></changerequestdecisiondate>	Date of decision	Monitoring/Payments: Change Requests
<changerequestvalidfromreport></changerequestvalidfromreport>	The reportnumber, the changerequest (uploaded AF) is valid from	Monitoring/Payments: Change Requests
<changerequestvalidfromdate></changerequestvalidfromdate>	The date, the changerequest (uploaded AF) is valid from	Monitoring/Payments: Change Requests

II.IX. Monitoring (sending of emails)

Name	Meaning	Interface
<irname></irname>	The DB users name	Programme: Staff
		Administration: Users
<irinitials></irinitials>	The DB users initials	Programme: Staff
		Administration: Users
<iraddress></iraddress>	The DB users address	Programme: Staff
		Administration: Users
<irpostalcode></irpostalcode>	The DB users postal code	Programme: Staff
		Administration: Users
<irtown></irtown>	The DB users town	Programme: Staff
		Administration: Users
<ircountry></ircountry>	The DB users country	Programme: Staff
		Administration: Users
<iremail></iremail>	The DB users email address	Programme: Staff
		Administration: Users
<irphone></irphone>	The DB users phone number	Programme: Staff
<iipliole></iipliole>	The DB users phone number	Administration: Users
<irmobile></irmobile>	The DB users mobile phone number	Programme: Staff
		Administration: Users
<irfax></irfax>	The DB users fax number	Programme: Staff
		Administration: Users
<letterdate></letterdate>	The date, entered in interface, usually	
<letteruate></letteruate>	current date	
<a>lattor	The place, entered in interface, usually	
<letterplace></letterplace>	HRO	

<currentdate>

The current date

II.X. Communication (download printable)

Name	Meaning	Interface
<communicationkind></communicationkind>	Kind of communication	Communication: New,
	("Letter", "Email")	Search(view/update)
<communicationsubject></communicationsubject>	Subject of communication	Communication: New,
		Search(view/update)
<communicationdate></communicationdate>	Date of communication	Communication: New,
		Search(view/update)
<communicationfrom></communicationfrom>	Sender of communication	Communication: New,
		Search(view/update)
<communicationto></communicationto>	Receptent of communication	Communication: New,
		Search(view/update)
<communicationparticipants></communicationparticipants>	Participants of communication	Communication: New,
		Search(view/update)
<communicationplace></communicationplace>	Place of communication	Communication: New,
		Search(view/update)
<communicationtext></communicationtext>	Text of communication	Communication: New,
		Search(view/update)
<communicationattachments></communicationattachments>	List of attachments to the communication	Communication: New,
		Search(view/update)

Annex III – Frequently asked questions

How to download and upload the Programme's documents?

All DB users may download Programme's documents. Document uploading is available for all users except JMSC role. Do upload or download Programme's documents follow procedure described in section 10.2 Documents.

How to work with statistics?

All DB users may view generated statistics (see 10.3 Statistics). To modify or update statistics, user has to have Admin or JTS role (see 10.6 Generate Statistics).

How to change calls and templates?

Calls & Templates may be changed by everyone except JMSC users. See section 10.4 Calls & Templates for more details.

How to register/edit change reasons?

Calls & Templates may be changed by everyone except JMSC users. See section 10.5 Predefined change reasons for more details.

How to upload and consolidate JTS, MA reports and annual TA budget?

All users except administrator may view uploaded reports and TA budget. JTS users may upload JTS reports,MA and CA users have full access to the page. To upload and consolidate reports, see section 11.1 TA budget.

How to upload the annual implementation report?

Annual implementation report may be uploaded in page Certifying Authority \rightarrow Reports. All users except JMSC have write permissions in this page. See 11.4.1Annual implementation report for more details.

How to select irregularities?

To select irregularities, follow procedure described in 14.2 Irregularities. Only users following roles may access this page: MA, CA, JTS, AA.

How to register/edit an irregularity?

New irregularity may be registered by any user excel Admin and JMSC roles. Irregularities may be edited by MA, CA, and JTS users. See section 14.2 Irregularities for more details.

How to register/edit a new reimbursement of expenditure?

New reimbursements of expenditure may be registered and edited only by CA users. See section 14.3 Reimbursements for more details

Annex III – Installing security certificate

If security certificate of the website is not installed on your computer, you might receive the following warning when connecting to database (if using Internet Explorer 7):

🖉 Certifica	te Error: Navigation Blocked - Windows Internet Explorer	
() -	► https://195.13.226.165/ ► Live Search	P -
🚖 🏟 👔	🗳 Certificate Error: Navigation Blocked	• 🍈 T <u>o</u> ols • 🂙
8	There is a problem with this website's security certificate.	
	The security certificate presented by this website was not issued by a trusted certificate authority. The security certificate presented by this website was issued for a different website's address.	-
	Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.	
	We recommend that you close this webpage and do not continue to this website.	
	Click here to close this webpage.	
	Scontinue to this website (not recommended).	
	More information	
		V
https://195.13.	.226.165/ 😜 Internet	🔍 100% 🔻 🚲

To install the certificate, click link Continue to this website. Login page will be displayed:



Click on the warning message *Certificate Error* next to the address bar, then click link *View certificates*. Certificate window will open. Click button [Install Certificate...]:

Certificate ?	
General Details Certification Path	
Certificate Information This CA Root certificate is not trusted. To enable trust, install this certificate in the Trusted Root Certification Authorities store.	
Issued to: TAGOVDB01	
Issued by: TAGOVDB01	
Valid from 2009.06.30. to 2010.06.30.	
Install Certificate] Issuer Statement	
ОК	

Certificate Import Wizard will start. Click button [Next] here:



Click button [Next] again here:

Certificate Import Wizard
Certificate Store Certificate stores are system areas where certificates are kept.
Windows can automatically select a certificate store, or you can specify a location for
\odot Automatically select the certificate store based on the type of certificate
<u>Place all certificates in the following store</u>
Certificate store:
Browse
< <u>B</u> ack <u>N</u> ext > Cancel

Click button [Finish] here:

Certificate Import Wizard	
	Completing the Certificate Import Wizard You have successfully completed the Certificate Import wizard.
	You have specified the following settings:
	Certificate Store Selected Automatically determined by t Content Certificate
	< Back Finish Cancel

In the Security Warning message click button [Yes] to install the certificate:

Security Warning	
	You are about to install a certificate from a certification authority (CA) claiming to represent:
<u> </u>	TAGOVDB01
	Windows cannot validate that the certificate is actually from "TAGOVDB01". You should confirm its origin by contacting "TAGOVDB01". The following number will assist you in this process:
	Thumbprint (sha1): 488204A6 6E222475 2167E29F 2F2F5D3A 198A6384
	Warning: If you install this root certificate, Windows will automatically trust any certificate issued by this CA. Installing a certificate with an unconfirmed thumbprint is a security risk. If you click "Yes" you acknowledge this risk.
	Do you want to install this certificate?
	<u>∐⊻es</u> <u>N</u> o

Certificate will be imported and success message displayed. Click button [OK]:



Click button [OK] again in the Certificate window. Close Internet Explorer and reopen it again. Try to connect to the database again. Security certificate warning should not appear and you should be taken to Login page.