Affecto

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

DATABASE HANDBOOK

2009

Version 2.0

Table of Contents

Abbreviations

AA	Audit Authority
CA	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
TA	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			
Activity report		read	read	write	read			
Indicators		read	read	write	read			
Work packages		read	read	write	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								
Search		read	read	write	read			
New e-mail				write				
Changelog	write	read		read				
Programme								
Funding	write	write	write	read	read			
Documents	write	write	write	write	write			
Statistics	write	read	read	write	read			
Calls & Templates	write			write				
Change Reasons	write	write	write	write	write			
Generic Statistics	write			write				
Sessions	write	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								
TA		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
Reimbursements		read	write	read	read			

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

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.

Figure 3: Logout

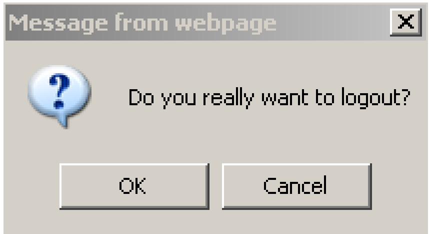


Figure 4: Confirm log out

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.

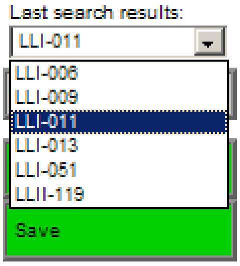


Figure 5: Last search results

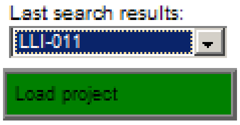


Figure 6: Load project

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.

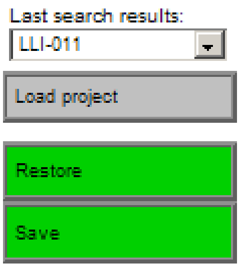


Figure 7: Save and Restore

Figure 8: Confirm restore

2.2 *User account*

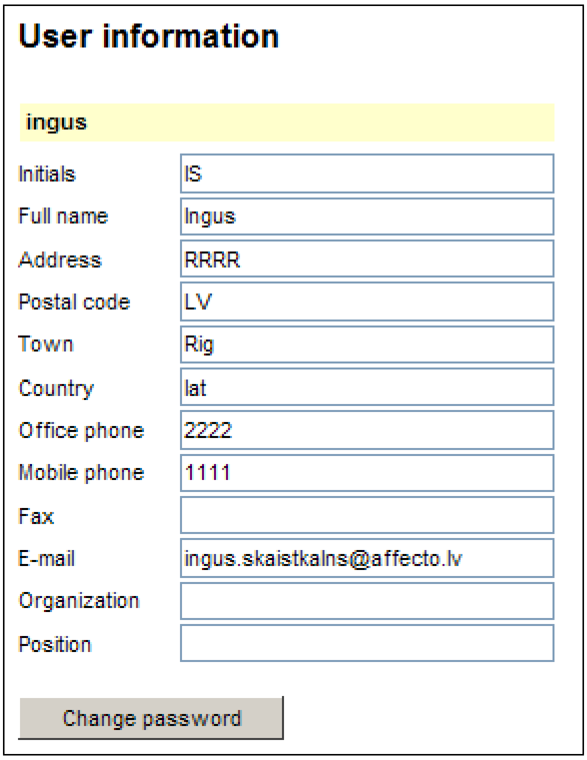


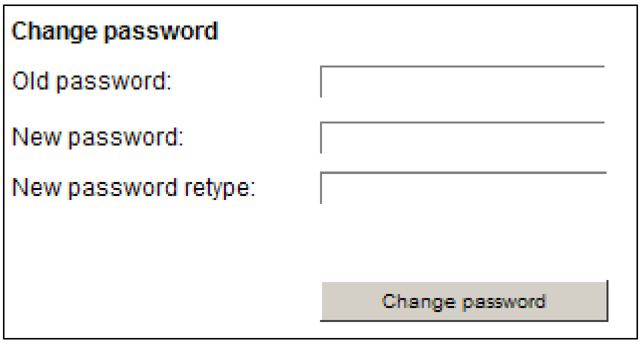
Figure 9: User information

<table>
<tr><th>Functions</th><th>Description</th></tr>
<tr><td>Edit user information</td><td>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

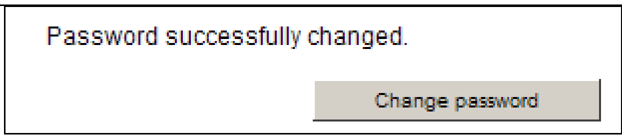
After changing the data, click [Save] button. This user information is used when sending e-mails with this system.</td></tr>
<tr><td>Change password</td><td>To change your account password :

Click on the user name to view user information,
Click on button [Change password],
In Old password write old password, in New password write new password retype new password at field New password retype,
Click button [Change password] to change password.



If password won’t match or will be the same with old one, you will be notice by error message.


If password change will be successful, you will be noticed by successful message.</td></tr>
</table>



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 [<<] or [>>] and change months by clicking [<] or [>]. 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 *Clear*.

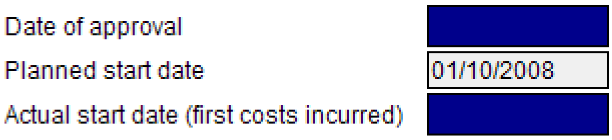


Figure 10: Date textbox

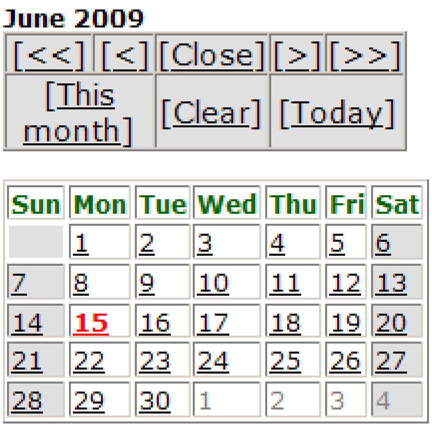


Figure 11: Calendar

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 date
Annual_Budget.xls	27/05/2009 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 *Delete* 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 *Delete* link: 2. Other user click link *Delete*, 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	Update	Close		Delete	
LLI-009	ACTIVE	Administration of Plunge District Municipality	LT	18/03/2009	Update	Close		Delete	
LLI-010	STELLA	Kupiskis District Municipality Administration	LT	23/04/2009	Update	Close		Delete	
LLI-011	BNC	Skuodas District Municipality Administration	LT	26/03/2009	Update	Close		Delete	

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	Close		Delete	
LLI-009	ACTIVE	Administration of Plunge District Municipality	LT	18/03/2009	Update	Close		Delete	ingus

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	Update	Close		Delete	
LLI-010	STELLA	Kupiskis District Municipality Administration	LT	23/04/2009	Update	Close		Delete	
LLI-011	BNC	Skuodas District Municipality Administration	LT	26/03/2009	Update	Close		Delete	

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 ***Please enter Reason*** enter the change reason for field you are changing. You can see what you are changing at field ***You are trying to change***, old value is at field ***Old value***, and new value is at field ***New Value***. 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 ***Use Reason for all remaining changes*** and click button **[Change]** to change all fields. You can choose already predefined reasons from drop down ***Predefined reasons***. 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]**.

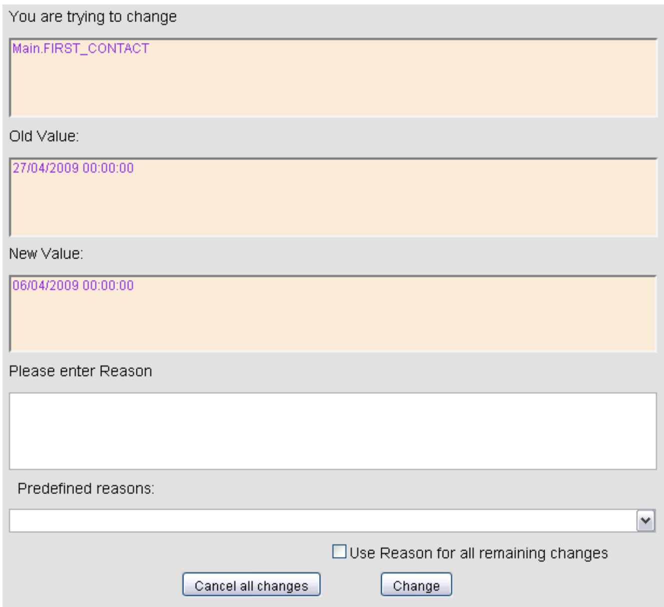


Figure 17: Change reasons

3 Administration

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

3.1 Users

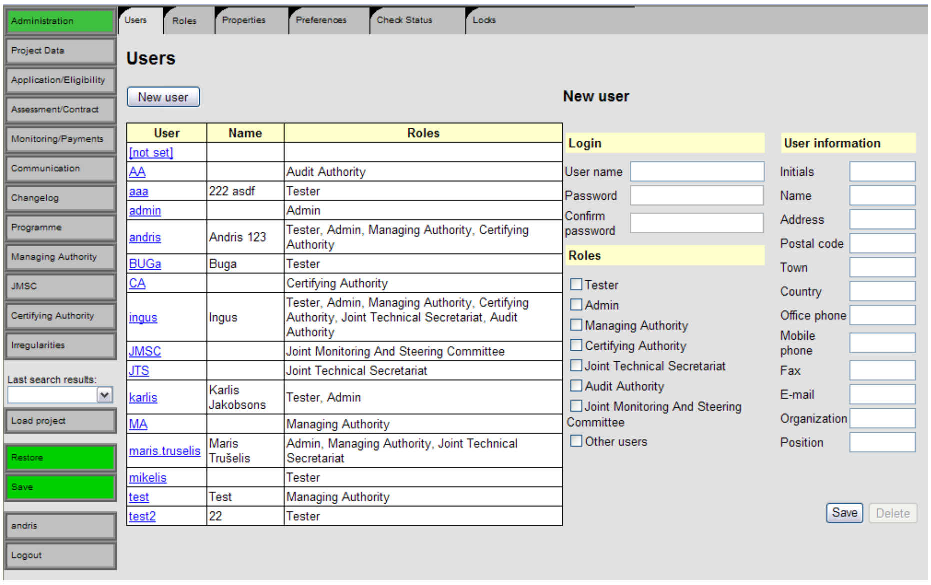


Figure 18: Users

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 (*User name*, *Password*, *Confirm password*) 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

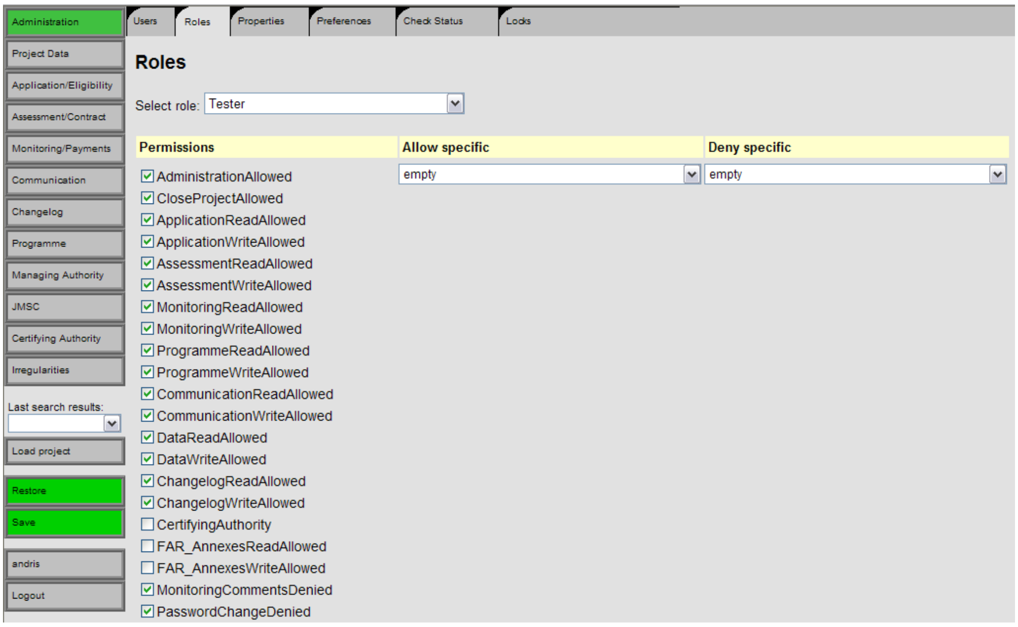


Figure 19: Roles

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

3.3 Locks

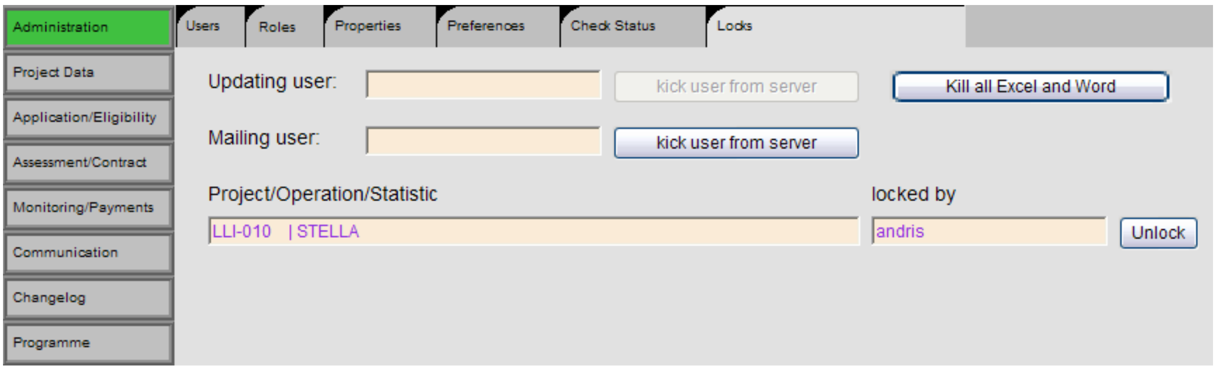


Figure 20: Locks

Functions	Description
Locks overviews	Locks (Figure 20: Locks)
Unlock projects	If this picture is shown

	 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

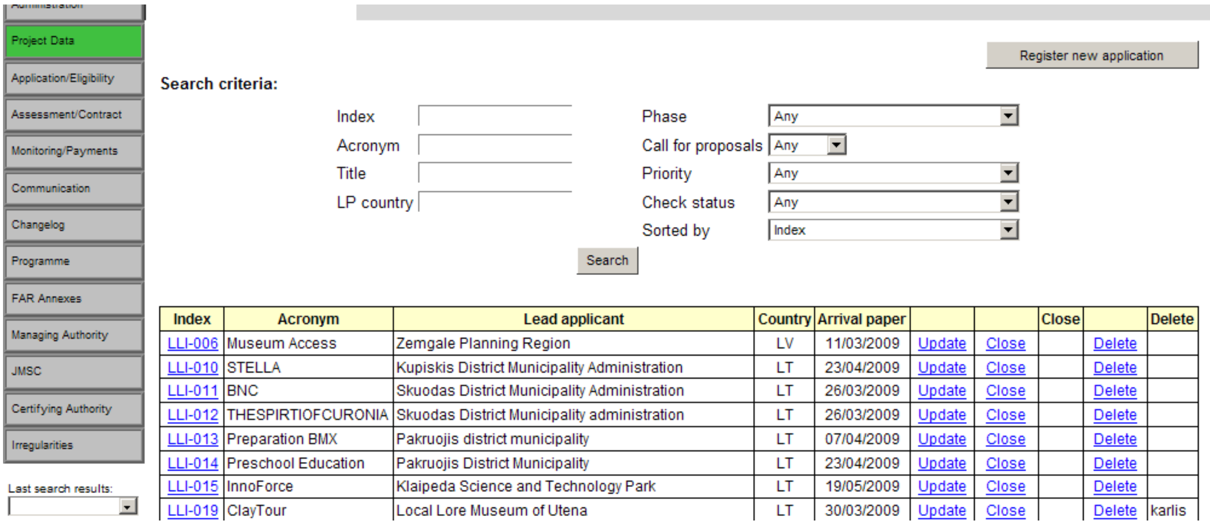


Figure 21: Search

Functions	**Description**
Searching the database for projects which have been already saved	1. 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") 2. Choose how the results should be sorted: • Index Title • Lead applicant • Country • Arrival paper copy 3. To start the search, click **[Search] -** there are any results, than they will be listed below. (Figure 21: Search)
Choosing a project for further editing or reading	1. Search for a project 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

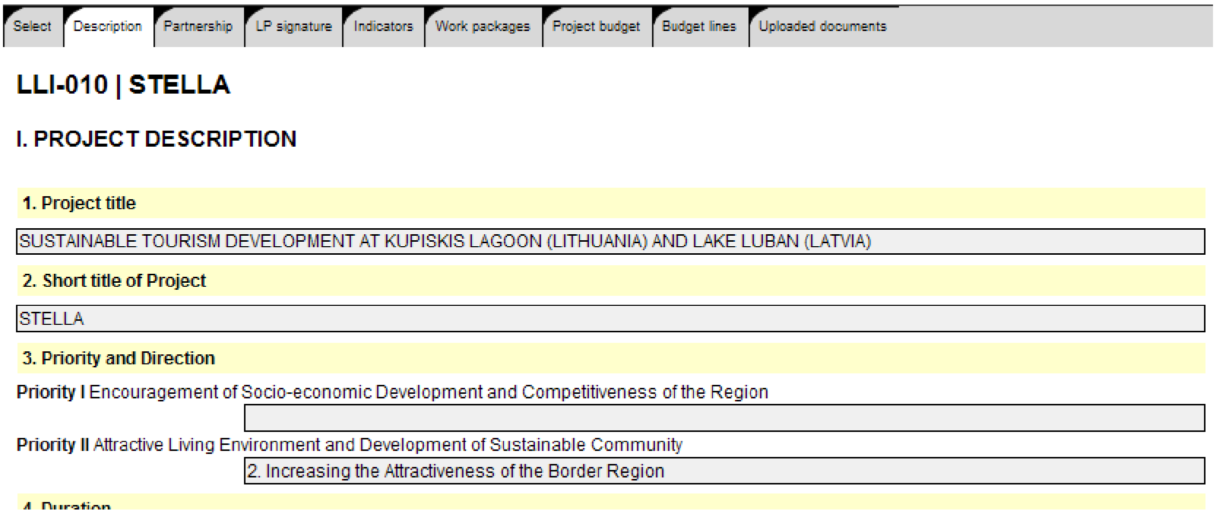
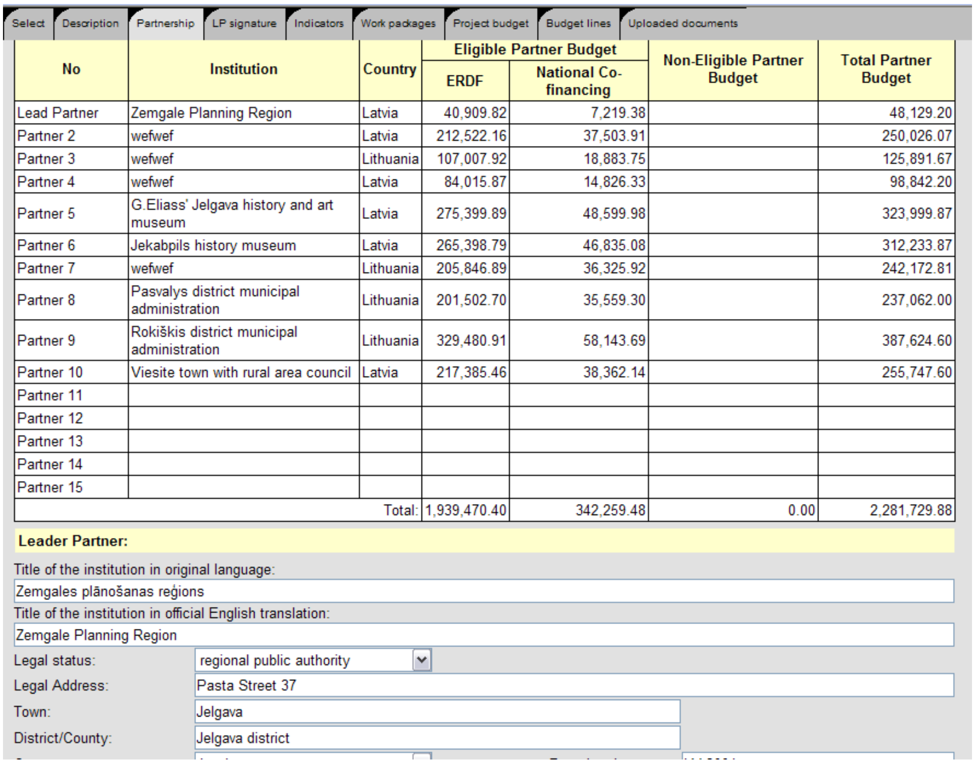


Figure 22: Description

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 packages | Project budget | Budget lines | Uploaded documents

No	Institution	Country	Eligible Partner Budget		Non-Eligible Partner Budget	Total Partner Budget
			ERDF	National Co-financing		
Lead Partner	Zemgale Planning Region	Latvia	40,909.82	7,219.38		48,129.20
Partner 2	wefwef	Latvia	212,522.16	37,503.91		250,026.07
Partner 3	wefwef	Lithuania	107,007.92	18,883.75		125,891.67
Partner 4	wefwef	Latvia	84,015.87	14,826.33		98,842.20
Partner 5	G.Eliass' Jelgava history and art museum	Latvia	275,399.89	48,599.98		323,999.87
Partner 6	Jekabpils history museum	Latvia	265,398.79	46,835.08		312,233.87
Partner 7	wefwef	Lithuania	205,846.89	36,325.92		242,172.81
Partner 8	Pasvalys district municipal administration	Lithuania	201,502.70	35,559.30		237,062.00
Partner 9	Rokiškis district municipal administration	Lithuania	329,480.91	58,143.69		387,624.60
Partner 10	Viesite town with rural area council	Latvia	217,385.46	38,362.14		255,747.60
Partner 11						
Partner 12						
Partner 13						
Partner 14						
Partner 15						
		Total:	1,939,470.40	342,259.48	0.00	2,281,729.88

Leader Partner:

Title of the institution in original language:
Zemgales plānošanas reģions
Title of the institution in official English translation:
Zemgale Planning Region
Legal status: regional public authority
Legal Address: Pasta Street 37
Town: Jelgava
District/County: Jelgava district

Figure 23: Partnership

Functions	Description
Reading and editing data from application form – Partnership	Partnership (Figure 23: 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

LLI-010 | STELLA

LP signature

Signatory's Name and Position:	Žilvinas Aukštikalnis
Lead Partner Organisation:	Kupiškio rajono savivaldybės administracija
Place and date of signature:	Kupiškis, 2008-06-28

Name	Date	Delete
[There are no signatures to display!]		
Upload new		
Browse...	Upload	

Figure 24: LP signature

Functions	Description
Reading data from application form – LP signature	LP signature (Figure 24: LP 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

LLI-010 | STELLA

III. PROJECT INDICATORS

1. Project output indicators

Cross-border events

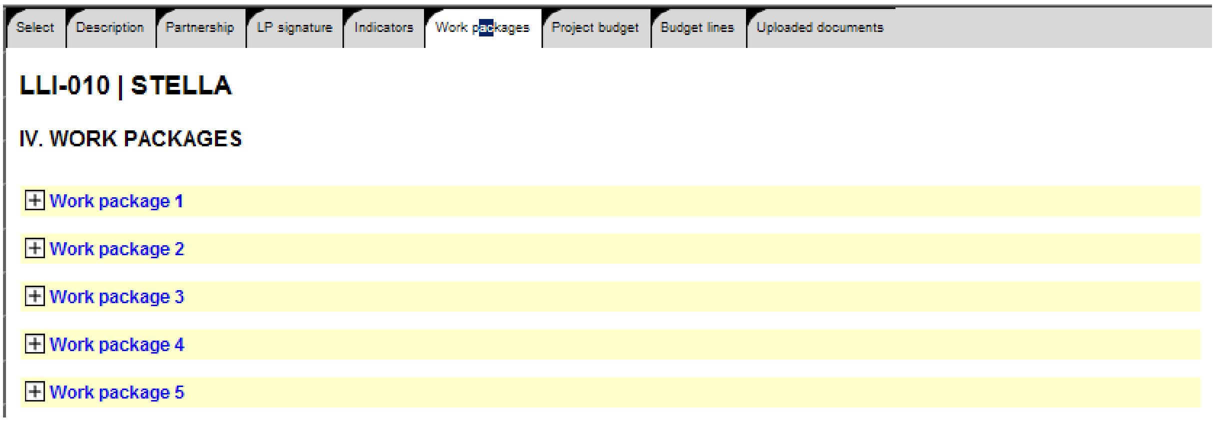
Indicator	Number (total)	Number of participants (total)	Direct target groups	WP
Workshops	3	60	Local community leaders and members of community-based tourism development groups, local enterpreneurs and authorities (decision-makers).	3
Seminars	1	50	The project's Steering Committee and Working Groups, 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) 1. Project output indicators 2. Project result indicators Note: all checkboxes are read only; their values can not be changed!

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

Work package 1

Work package 2

Work package 3

Work package 4

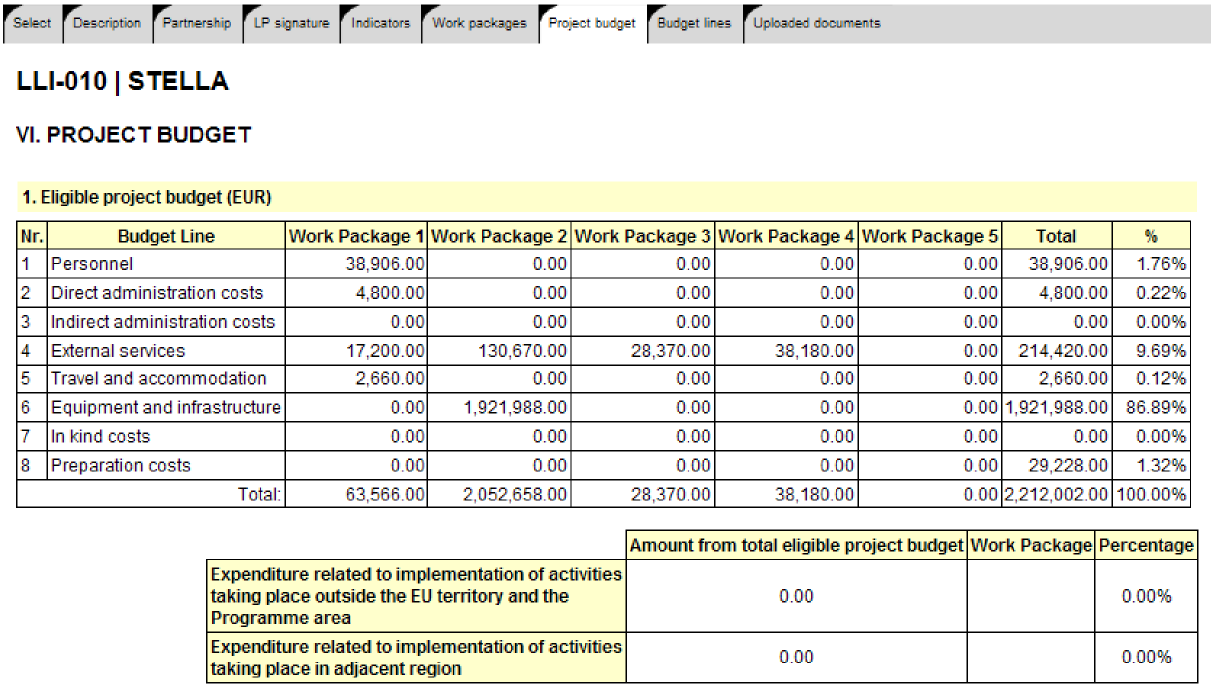
Work package 5

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


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

LLI-010 | STELLA

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 budget	Project budget (Figure 27: Project 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

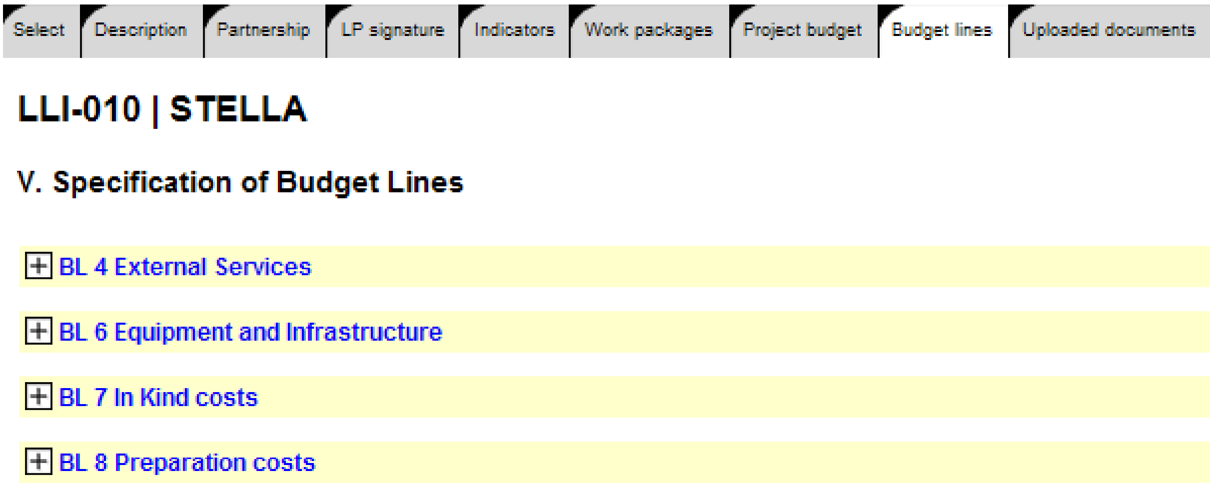


Figure 28: Budget lines

Functions	Description
Reading data from application form – Budget lines	Budget lines (Figure 28: Budget lines) 1. To read information about budget line, just click on at left side of heading to expand information 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.

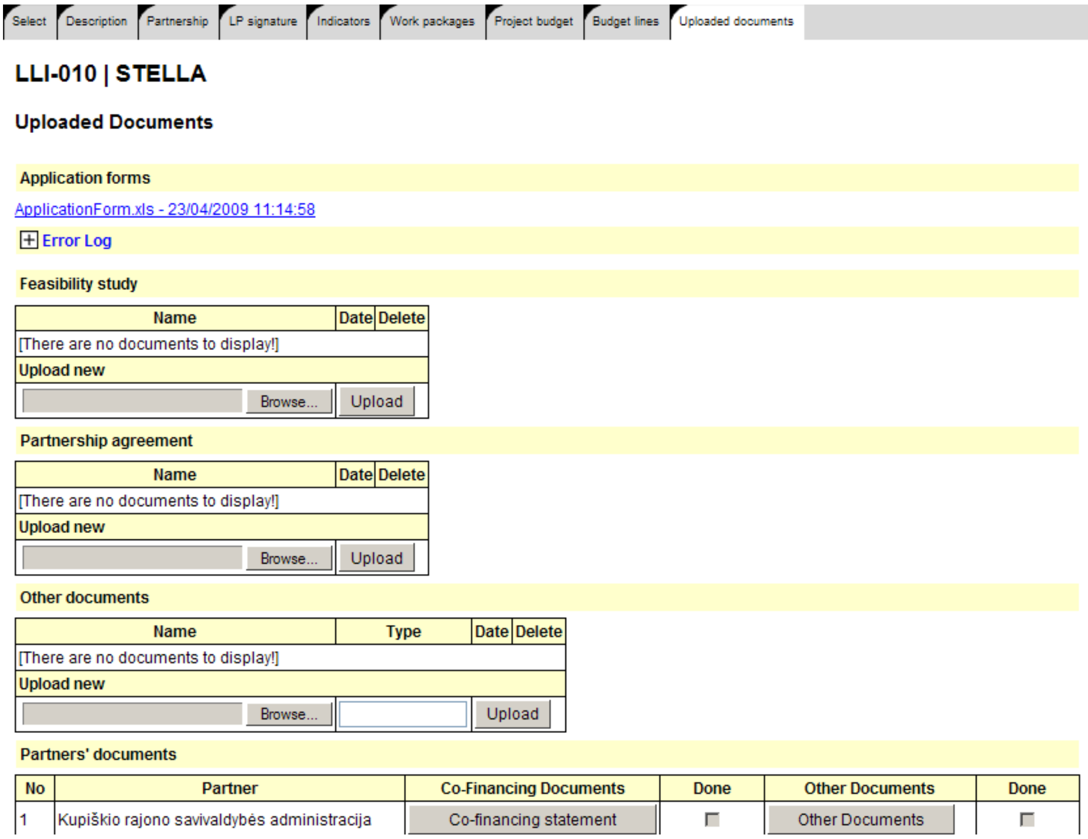


Figure 29: Uploaded documents

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, 2. 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, Partnership agreement or Other documents	See 2.4 File uploading.
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.

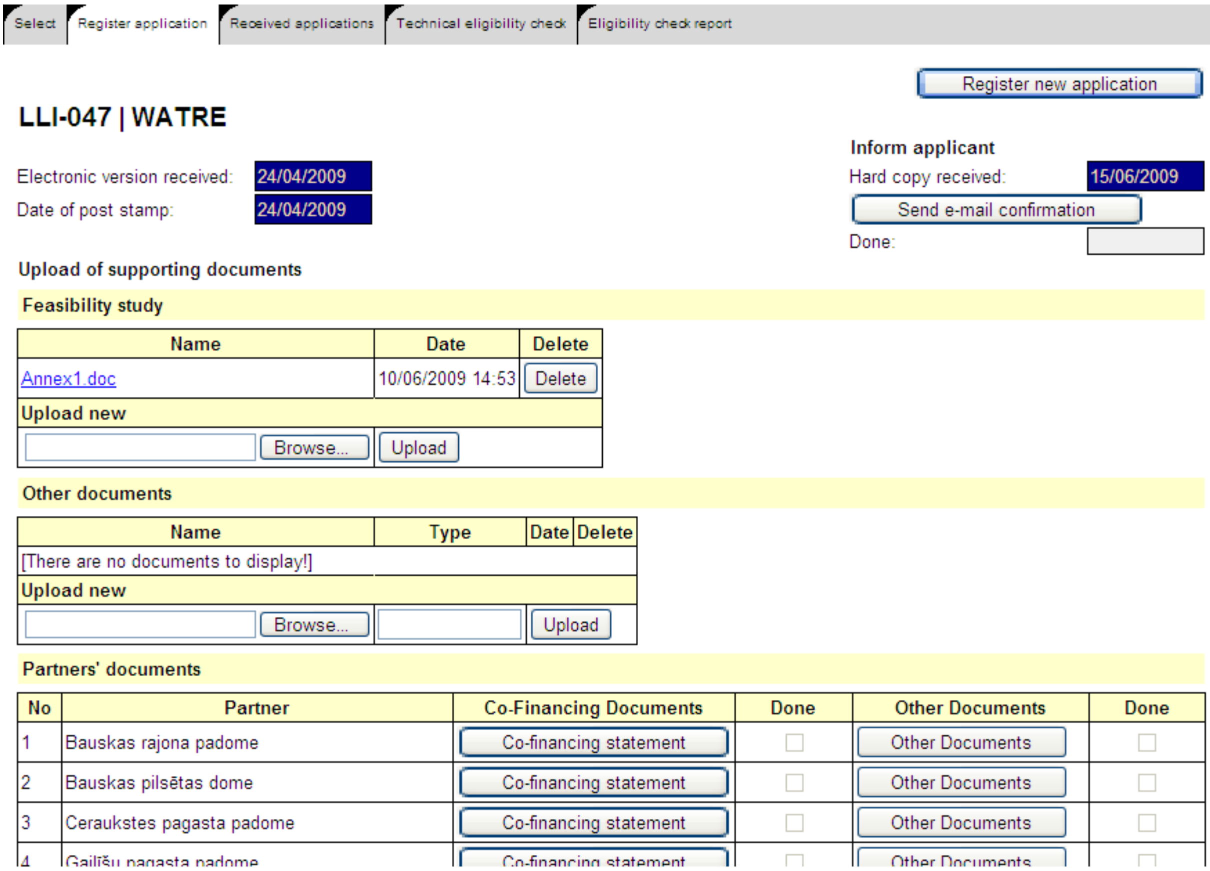
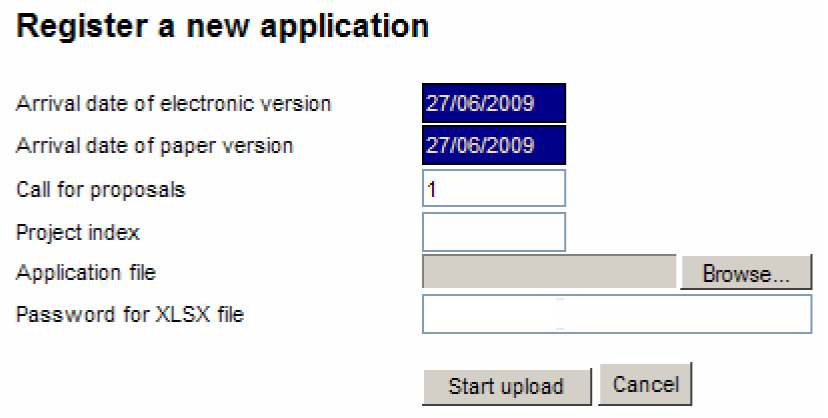


Figure 30: Register application

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

	 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 *Microsoft's Office Excel 2007* 3. Select a file for uploading by clicking button **[Browse…]**. 4. Click **[Start upload]**, to import new application**.** After import you will be redirected back to page *Register Application*.
Informing the applicant by e-mail about the receipt of the application	1. Make sure *Hard copy received* date is correct. 2. Click **[Send e-mail confirmation]** 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 email 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)
Uploading additional documents	There are following types of documents that can be added to the project: 1. Feasibility study. 2. Other documents. 3. Partners' documents: • Click **[Co-financing documents]** button to upload/download partners' co-financing documents. If document is uploaded checkbox is marked as checked at column ***Done***. • Click **[Other documents]** button to upload/download other documents related to corresponding partner. If document is uploaded checkbox is marked as checked at column ***Done***.

	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.

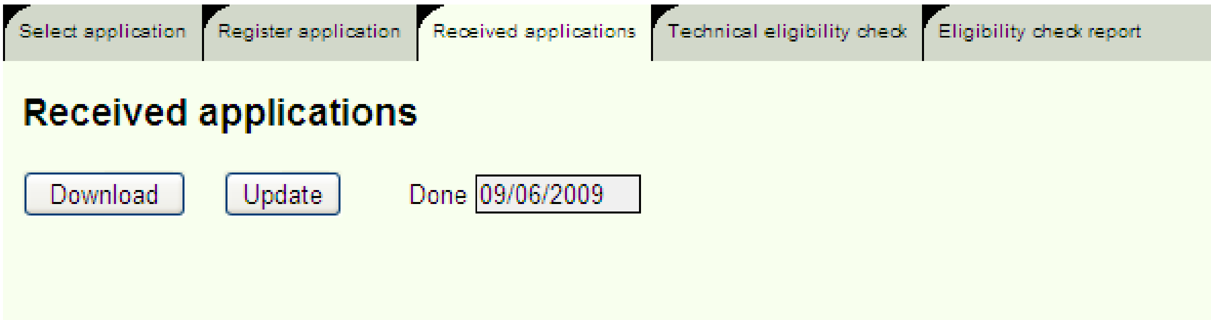


Figure 31: Received applications

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 applications list	Click **[Download]** button to download the last generated Excel 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

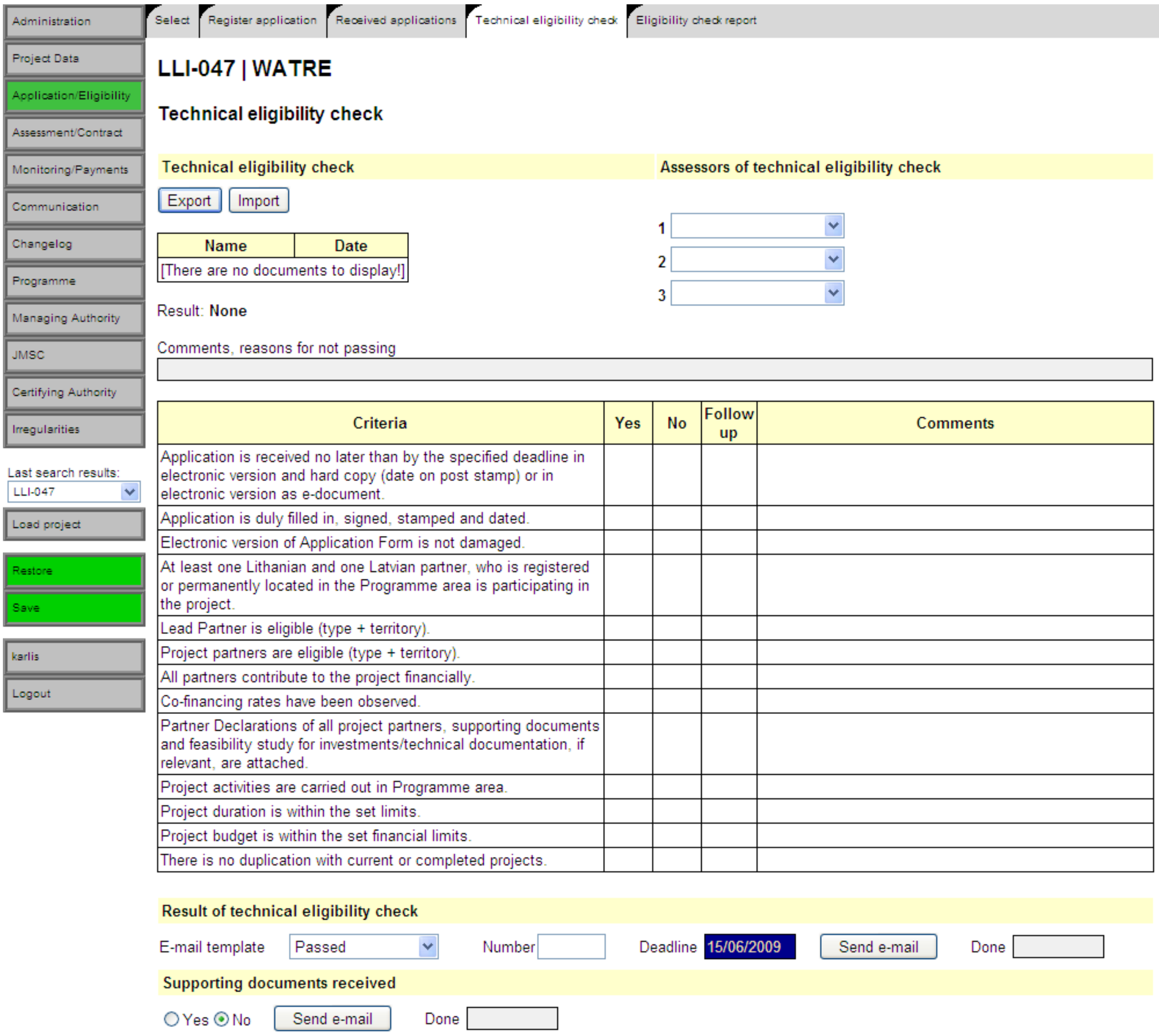


Figure 32: Technical eligibility check

Function	Description
Eligibility check export and import	1. To generate a document for technical eligibility check, click **[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 eligibility check	Select three assessors from the drop-down lists and click **[Save]** button
Result of the technical eligibility check	1. To inform the project Lead Partner about the technical 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.

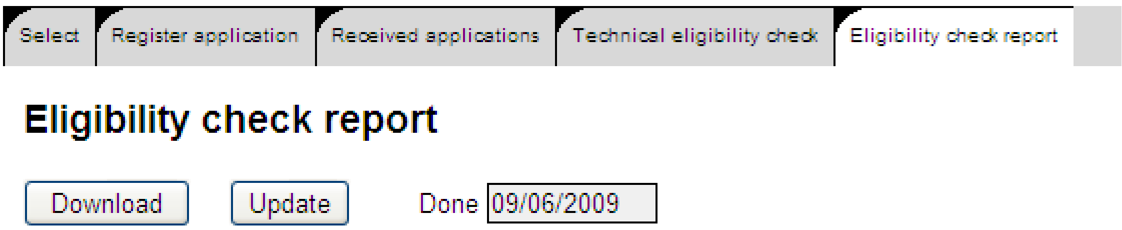


Figure 33: Eligibility check report

Function	Description
Updating eligibility check report	Click **[Update]** button to generate and Excel document containing the eligibility check report. *Done*-field shows the date of the last update.
Downloading eligibility check report	Click **[Download]** button to download the last generated Excel 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

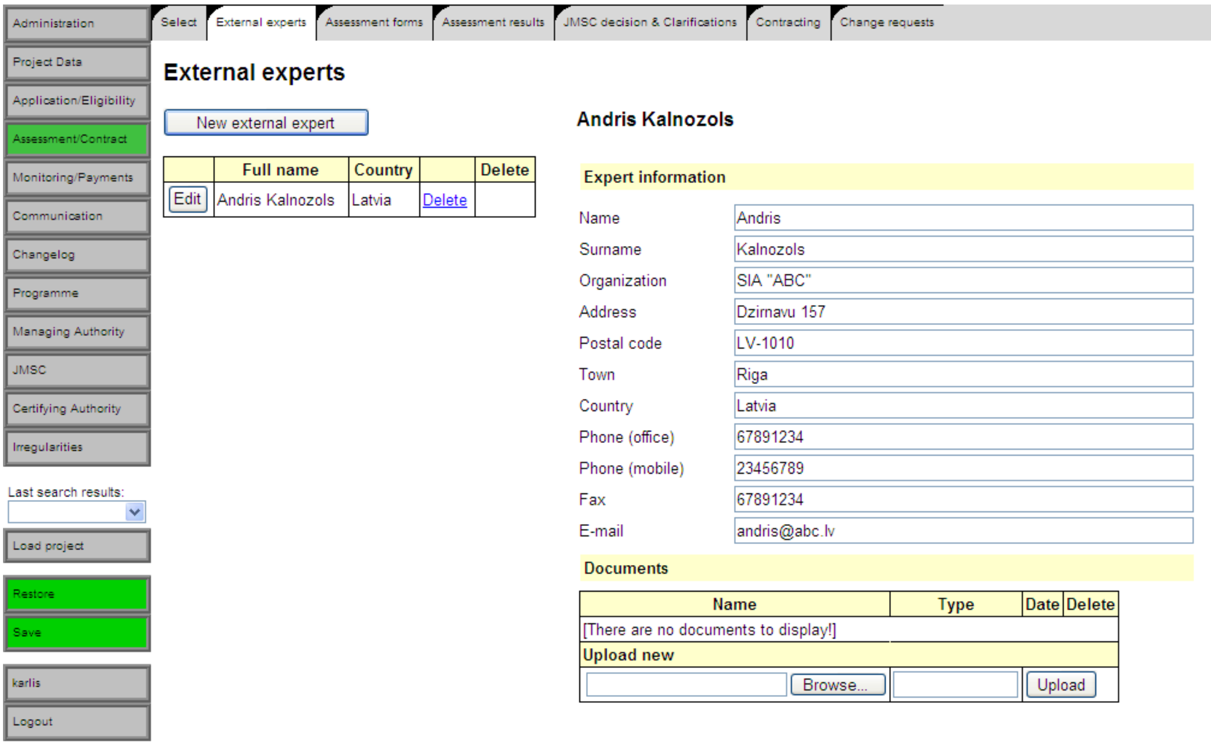
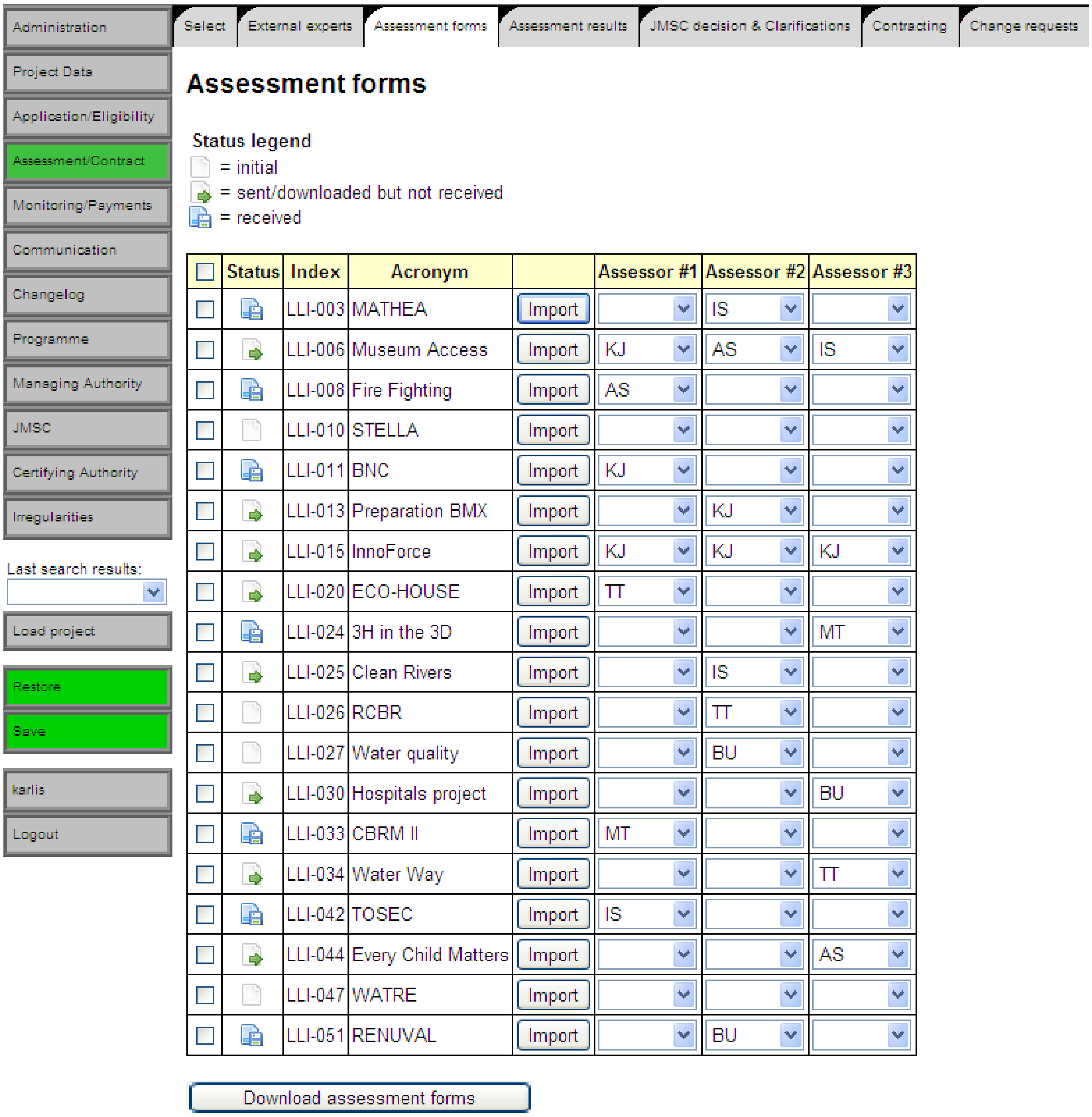


Figure 34: External experts

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



	Status	Index	Acronym		Assessor #1	Assessor #2	Assessor #3
		LLI-003	MATHEA	Import		IS	
		LLI-006	Museum Access	Import	KJ	AS	IS
		LLI-008	Fire Fighting	Import	AS		
		LLI-010	STELLA	Import			
		LLI-011	BNC	Import	KJ		
		LLI-013	Preparation BMX	Import		KJ	
		LLI-015	InnoForce	Import	KJ	KJ	KJ
		LLI-020	ECO-HOUSE	Import	TT		
		LLI-024	3H in the 3D	Import			MT
		LLI-025	Clean Rivers	Import		IS	
		LLI-026	RCBR	Import		TT	
		LLI-027	Water quality	Import		BU	
		LLI-030	Hospitals project	Import			BU
		LLI-033	CBRM II	Import	MT		
		LLI-034	Water Way	Import			TT
		LLI-042	TOSEC	Import	IS		
		LLI-044	Every Child Matters	Import			AS
		LLI-047	WATRE	Import			
		LLI-051	RENUVAL	Import		BU	

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: • *Initial* – assessment form has not yet been downloaded, • *Sent/downloaded but not received* – assessment form is downloaded, • *Received* – 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	1. Click **[Import]** button next to the project acronym to import filled in assessment form. 2. Select a file to import and click **[Upload file]** button. 3. Status of the project will change to *Received*.

6.4 Assessment results

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

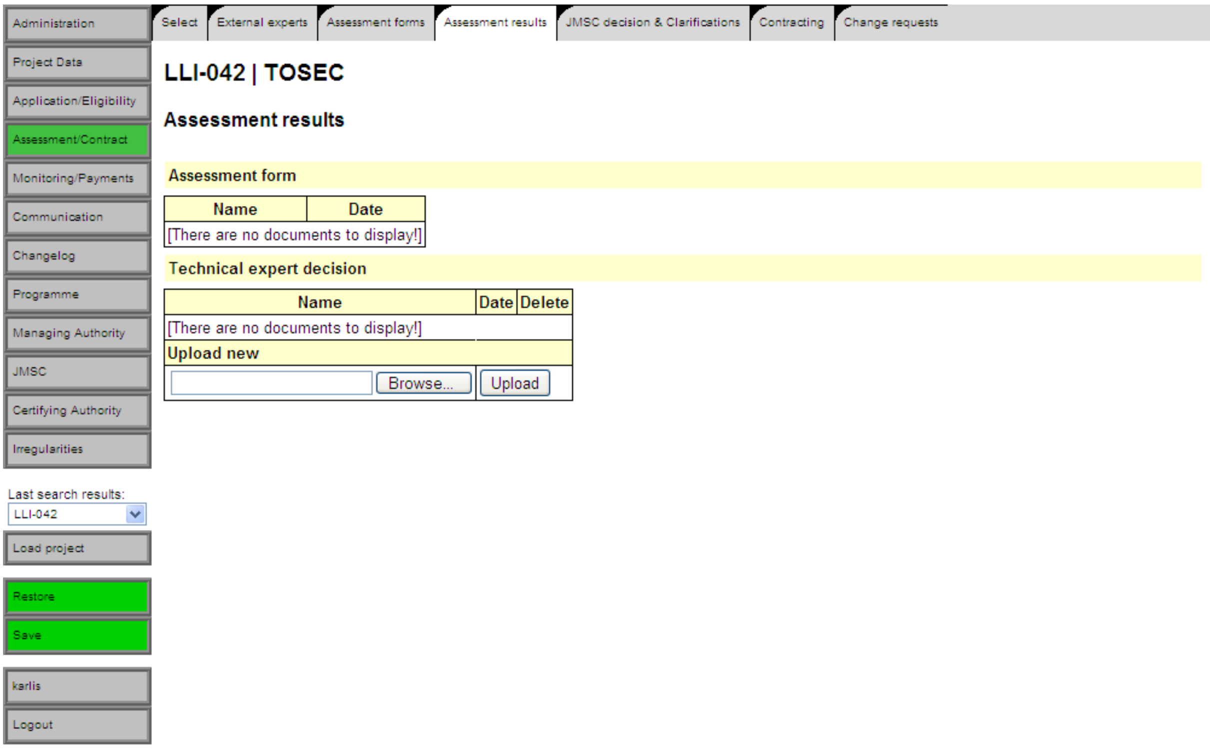


Figure 36: Assessment results

Function	Description
Assessment form	This list displays all assessment forms imported on the *Assessment forms* page for the selected project. Documents can be downloaded by clicking on the link. *Date* column shows the date of the import.
Technical expert decision	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

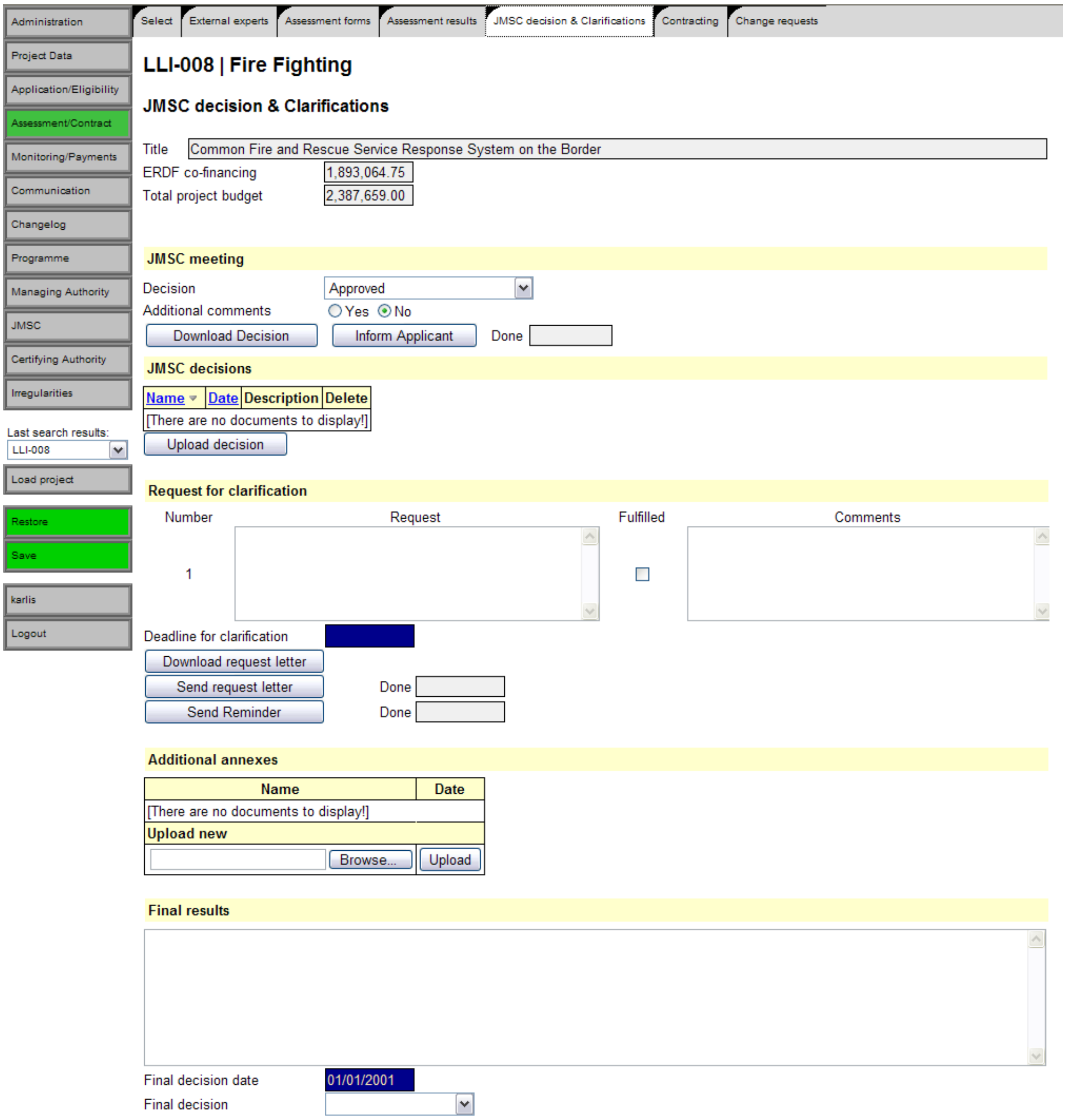


Figure 37: JMSC decisions & Clarifications

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***

	***Applicant]** are enabled otherwise these buttons are disabled.* 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)
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	1. Make sure that the list of requests for clarification is complete. 2. Click **[Download request letter]**. 3. Request letter will be generated in Word format.
Send request for clarification to applications approved under condition	1. Make sure that the list of requests for clarification is complete. 2. Click **[Send request letter]** to send e-mail to the project lead partner. 3. 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 *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)
Send reminder	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 *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)
Additional annexes	Additional annexes can be uploaded and downloaded here. To upload documents follow procedure described in 2.4 File uploading.
Final results	1. Enter comments in the final results field. 2. Select date of the final decision. 3. Select final decision. 4. Click **[Save]** button

Final decision	Enter Final decision date Choose Final decision – *Finally approved* or *Finally not approved* *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

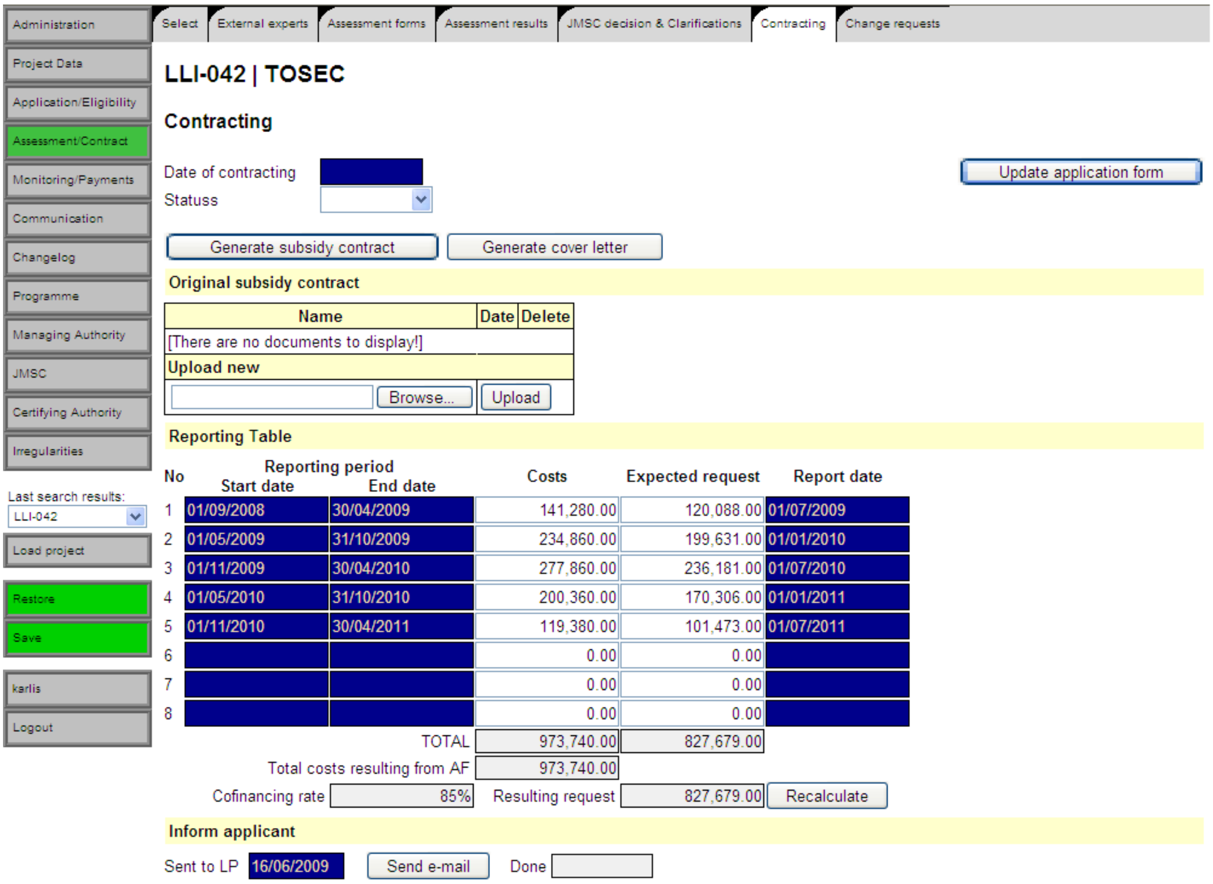


Figure 38: Contracting

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: 1. Click **[Update application form]** button. 2. Choose a file to upload. 3. Click **[Start upload]** button *Note: Don't update the dates of arrival!*

Generate and send out the subsidy contract	1. Select date of contracting and contracting status. 2. Click **[Generate subsidy contract]** button to download subsidy contract. 3. Click **[Generate cover letter]** button to download cover letter.
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 *sent to LP* 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. 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)

6.7 Change Requests

This section describes the process of change requests in project implementation

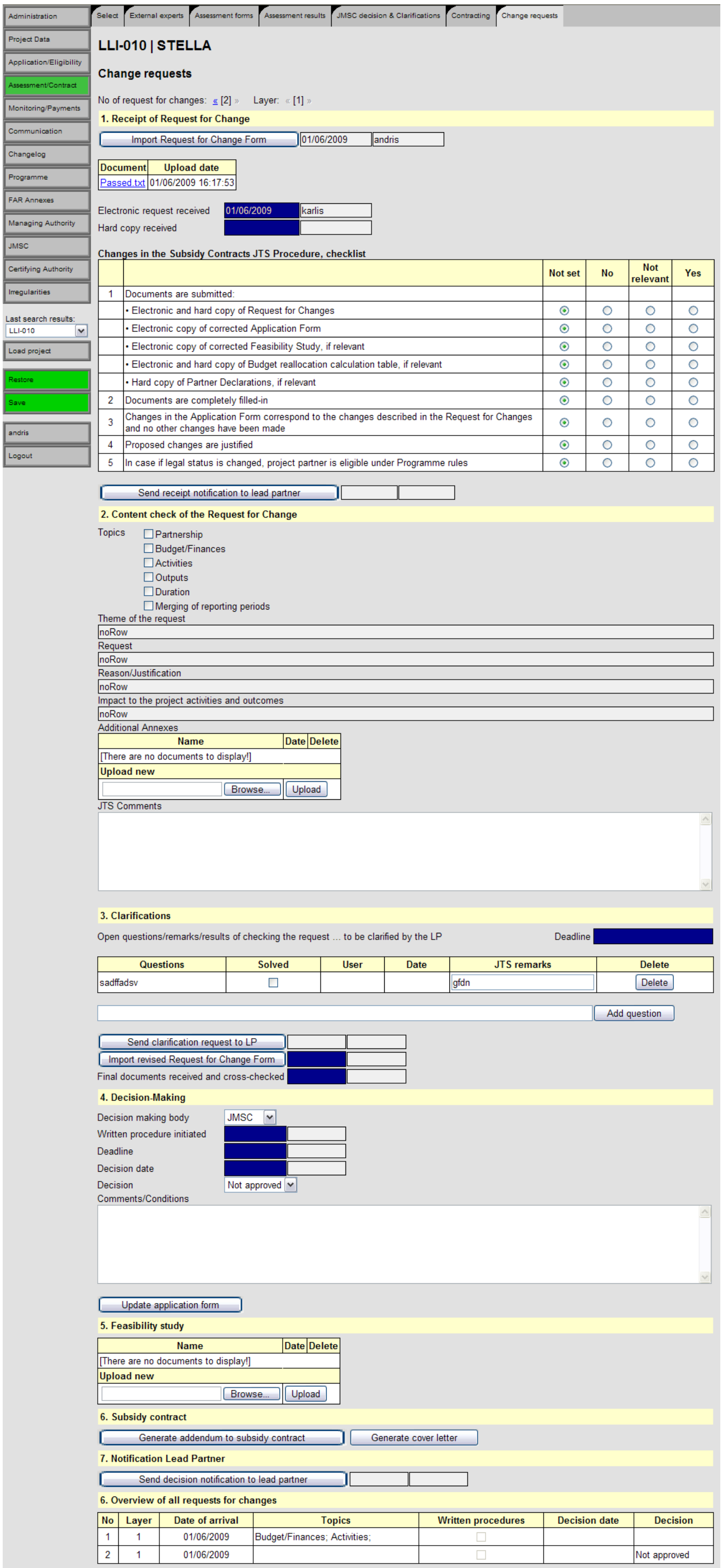


Figure 39: Change requests

Functions	Description

Change request overviews	Change request (Figure 39: Change requests) 1. Receipt of Request for Change 2. Content check of the Request for Change 3. Clarifications 4. Decision-Making 5. Feasibility study 6. Subsidy contract 7. Notification Lead Partner 8. Overview of all requests for changes
Read and change Change request	1. Set "*Change request number*" and "*Layer*" 2. Fill fields 3. 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	1. Click **[Send receipt notification to 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. 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)
Upload/Download Additional Annexes	1. Click **[Browse…]** to choose a file for updating 2. Click **[Upload**] to upload 3. For downloading click on the document name
Add/edit/delete Clarifications	1. Enter question 2. Click **[Add question]** 3. Add *JTS remarks* 4. Check *Solved* 5. 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 *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)
Update application form	Click **[Update application form]**
Feasibility study documents	1. Click **[Browse…]** to choose a file for updating 2. Click **[Upload**] to upload 3. For downloading click on the document name
Generate addendum to subsidy contract	Click **[Generate addendum to subsidy contract]**
Generate cover letter	1. Click **[Generate cover letter]** 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 *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)
Send decision notification to LP	1. Click **[Send decision notification to 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. 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)

7 Monitoring / Payments

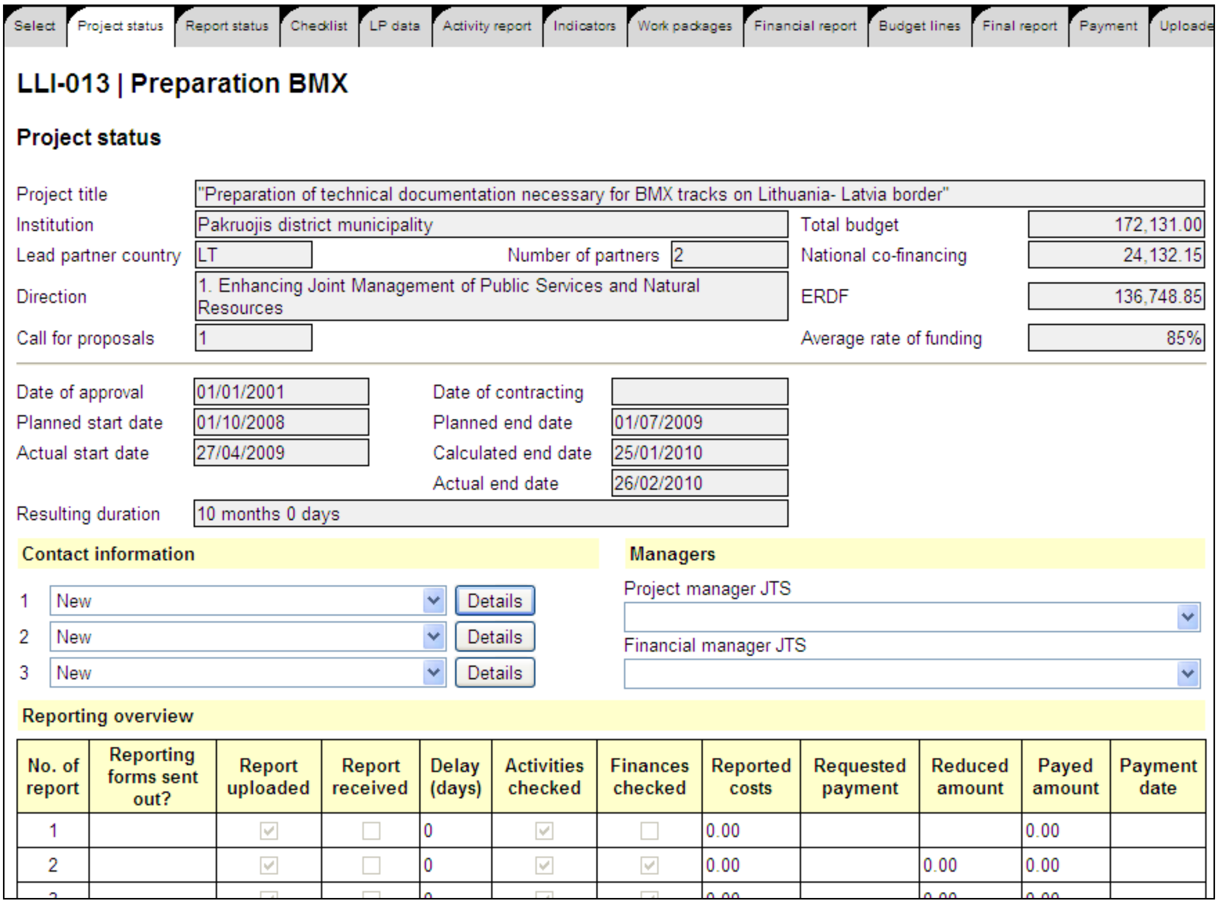
Section explains all procedure of project monitoring (reporting) and payment preparation for submission to CA

7.1 *Select*

Follow the same procedure as in 4.1 Select

7.2 *Project status*

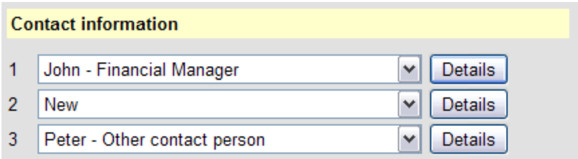
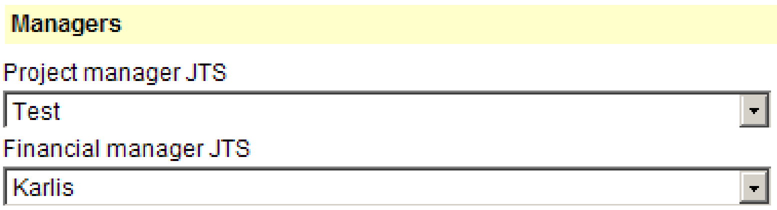
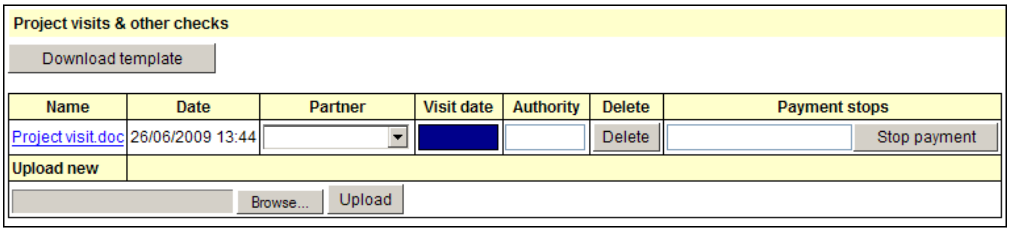
Section provides information on how to read project status data and appoint Project and Financial Manager



No. of report	Reporting forms sent out?	Report uploaded	Report received	Delay (days)	Activities checked	Finances checked	Reported costs	Requested payment	Reduced amount	Payed amount	Payment date
1		☑	☐	0	☑	☐	0.00			0.00	
2		☑	☐	0	☑	☑	0.00		0.00	0.00	

Figure 40: Project status

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

	to change it: 1. Click on textbox, 2. Set date (See 2.3 Date picker), 3. Save data by clicking on button [Save]; The same order applies for *Actual start date*, *Date of contracting*, *Date for statistics and letters*.
Reading/editing Contact Information	Three contacts can be selected for each project. Choose each contact from the drop-down menu. To edit the information of the selected contact, click **[Details]**. 
Add a new contact	1. Choose ***New*** in the drop-down menu 2. Click **[Details]** 3. Add contact information (Figure 41: Add new contact) 4. Click button **[Save]** to save information;
Reading/editing information about Project managers	Two managers for each project can be selected – Project manager and Financial manager. 
Reporting overview	Here you can read such information about all report periods like is report form sent 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. 

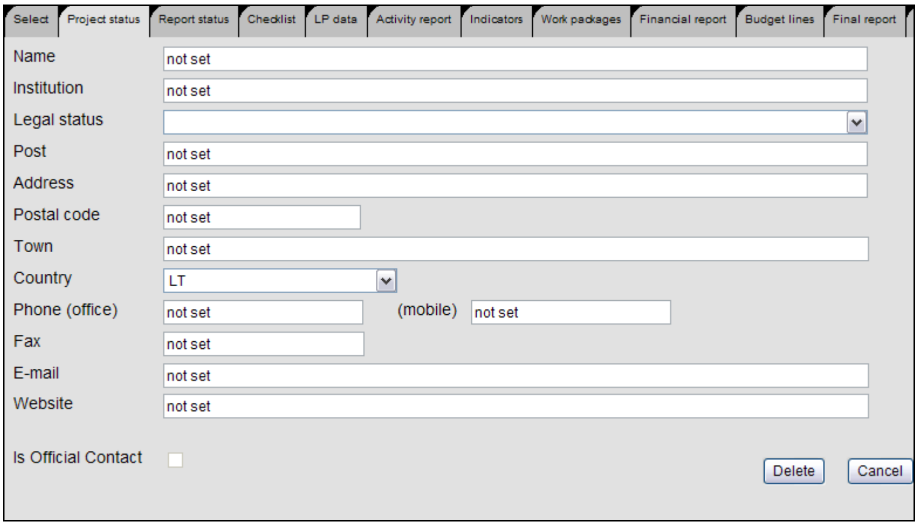


Figure 41: Add new contact

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

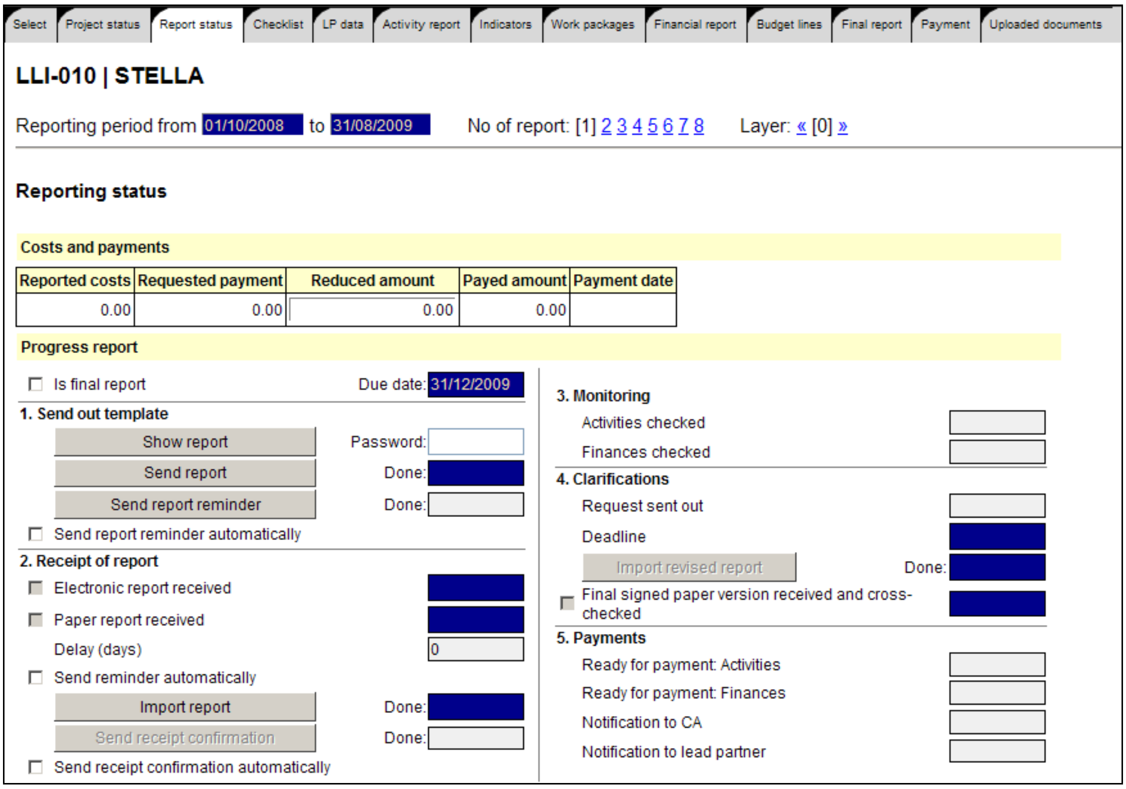
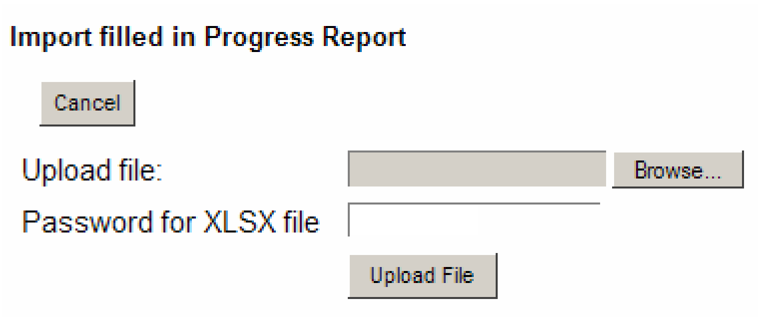
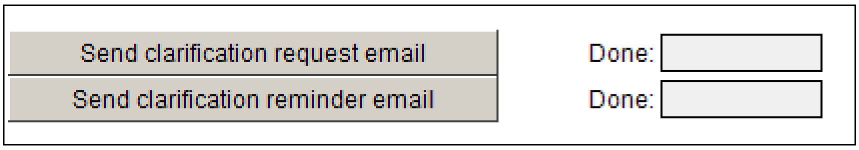
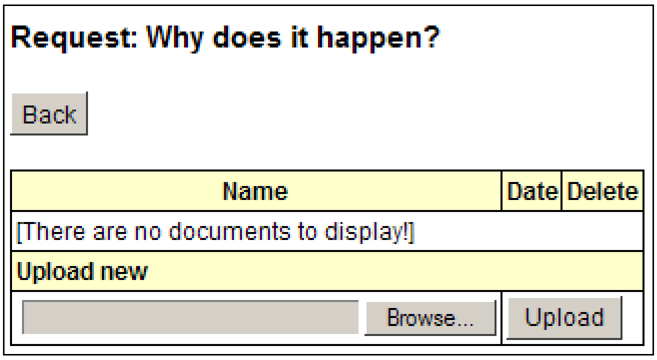


Figure 42: Report status

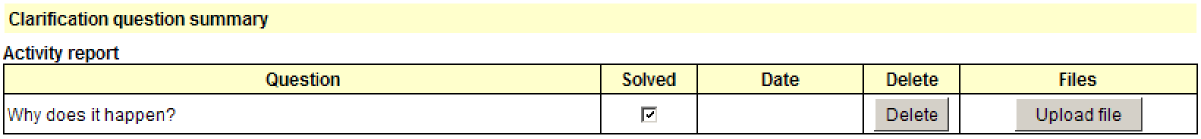
Function	Description

Reading the Report status	Report status (Figure 42: Report status) 1. Costs and payments 2. Progress Report 3. Clarification questions
Choosing the numbers of report	Click on the report number (***No of report***) to chose a reporting period
Set reporting period dates	Default reporting period dates are set from module *Assessment/Contract Contracting* 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 *from* and *to*, that means there is no report period created. To create report period set dates *from* and *to*. To save information click button **[Save].**
Choosing the numbers of layer	Click on the ***Layer*** buttons **[<<]** and **[>>]** to choose a 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 *Is final report* 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 *Password*.
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 *Send report reminder automatically* 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 *Import revised report* function. In order to import report, there must be completed several things: 1. *Application/Eligibility* → *Technical eligibility check* result must be **Passed**, 2. *Assessment/Contract* → *JMSC decision & Clarifications* decision must be **Approved**, 3. *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 *Microsoft Excel 2007* file.  It is recommended that you import *Microsoft Excel 2003* file! When report progress form is imported, import date sets automatically.
Electronic report received	To set *Electronic report received* date you have to click textbox in right side of *Electronic report received* and pick date (See 2.3 Date picker). To clear *Electronic report received* just uncheck *Electronic report received* checkbox and save data.
Paper report received	For this applies same logic as for electronic report received date.
Send reminder automatically about paper report receipt	To send reminder to project manager about paper report receipt after 2 weeks from receipt check checkbox *Send reminder automatically* and save data.
Send receipt confirmation	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 *Send receipt confirmation automatically* 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. 
Clarification request deadline	To set clarification request deadline, pick date (2.3 Date picker) for textbox *Deadline* at section *4.Clarifications*.
Send clarification reminder	To send clarification reminder email, just click button **[Send 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]**, 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 report	Write the comment in to the *Comments* textbox. To save data press **[Save]** button.
Adding questions for clarification	Write the question in to the Questions for clarification textbox. Press **[Save]** button.
Export all report comments	To export all current report comments in *word* file, just click button **[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 clarification question	To upload files for current question, click button **[Upload file]** to get to file uploading form, 

	To upload file see 2.4 File uploading.



Clarification question summary

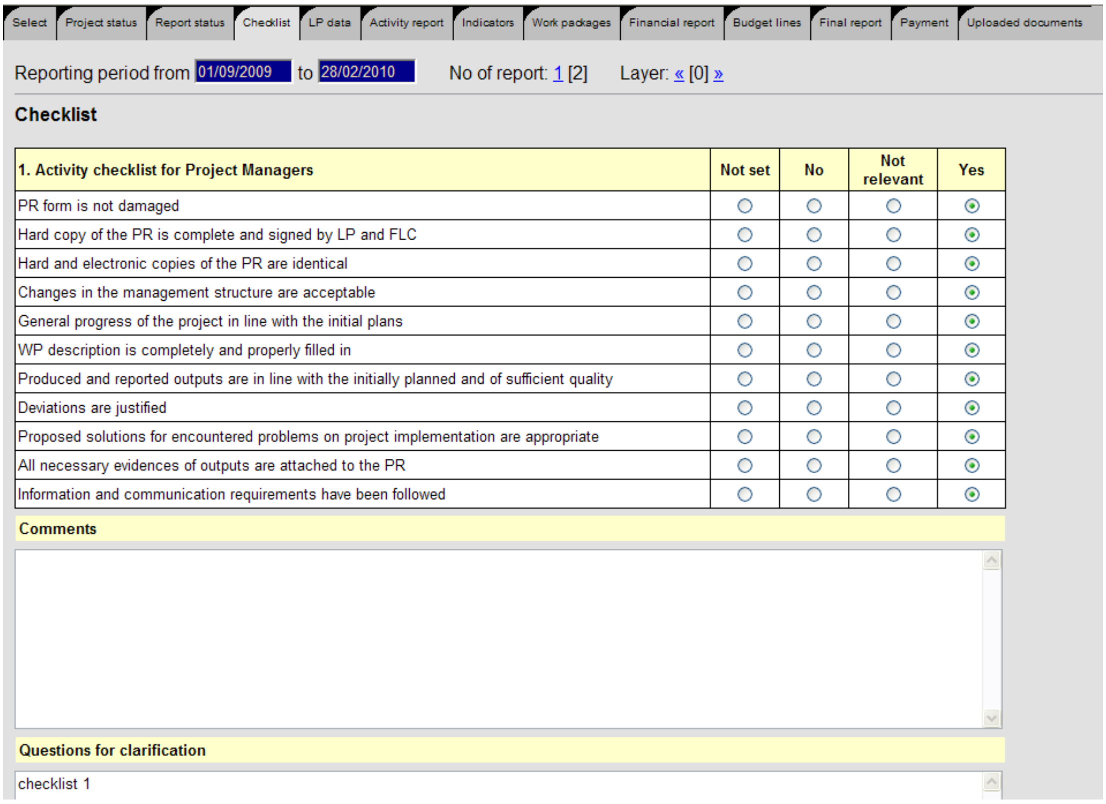
Activity report

Question	Solved	Date	Delete	Files
Why does it happen?	☑		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



Select | Project status | Report status | Checklist | LP data | Activity report | Indicators | Work packages | Financial report | Budget lines | Final report | Payment | Uploaded documents

Reporting period from 01/09/2009 to 28/02/2010 No of report: 1 [2] Layer: « [0] »

Checklist

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

Comments

Questions for clarification

checklist 1

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

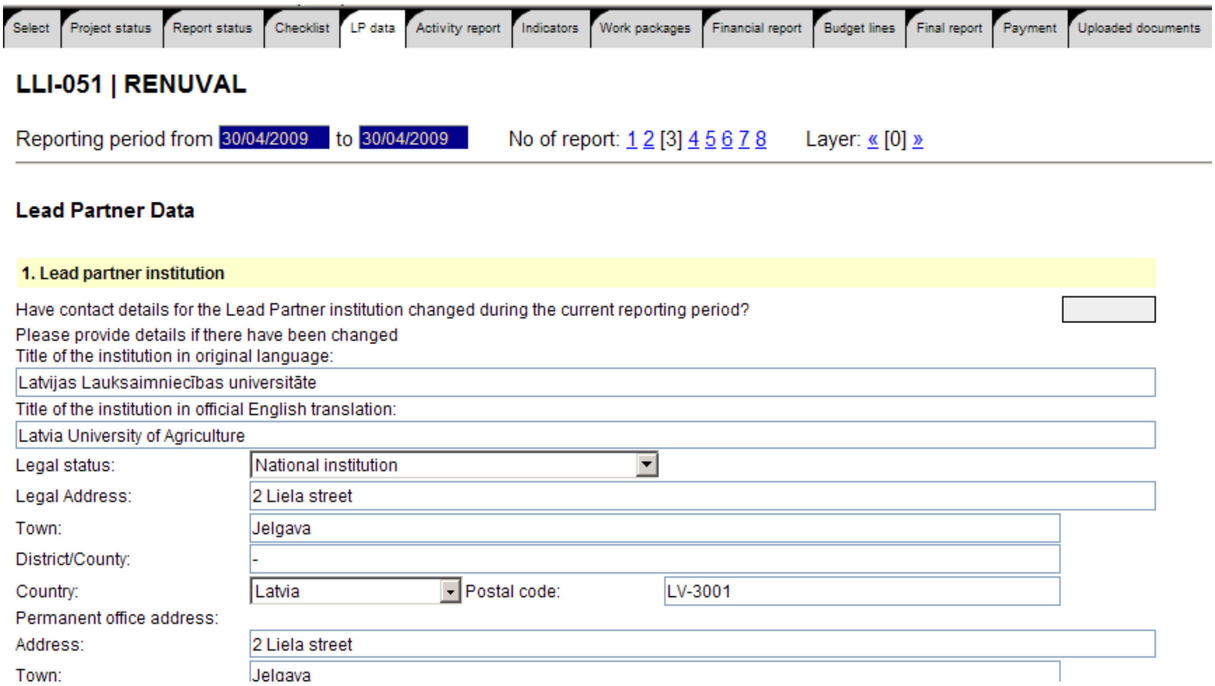
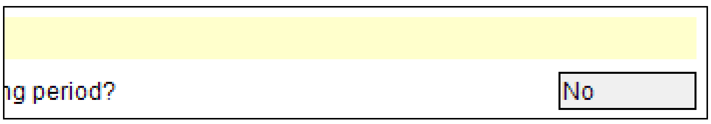


Figure 45: LP data

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". 

7.6 *Activity report*

Reading the Activity report

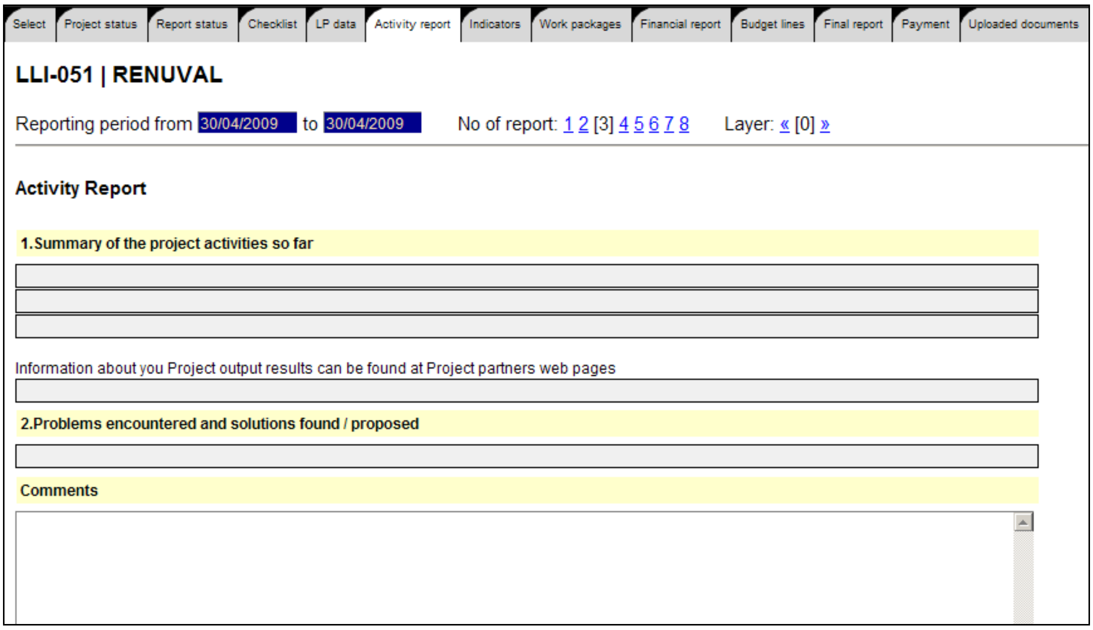


Figure 46: Activity report

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

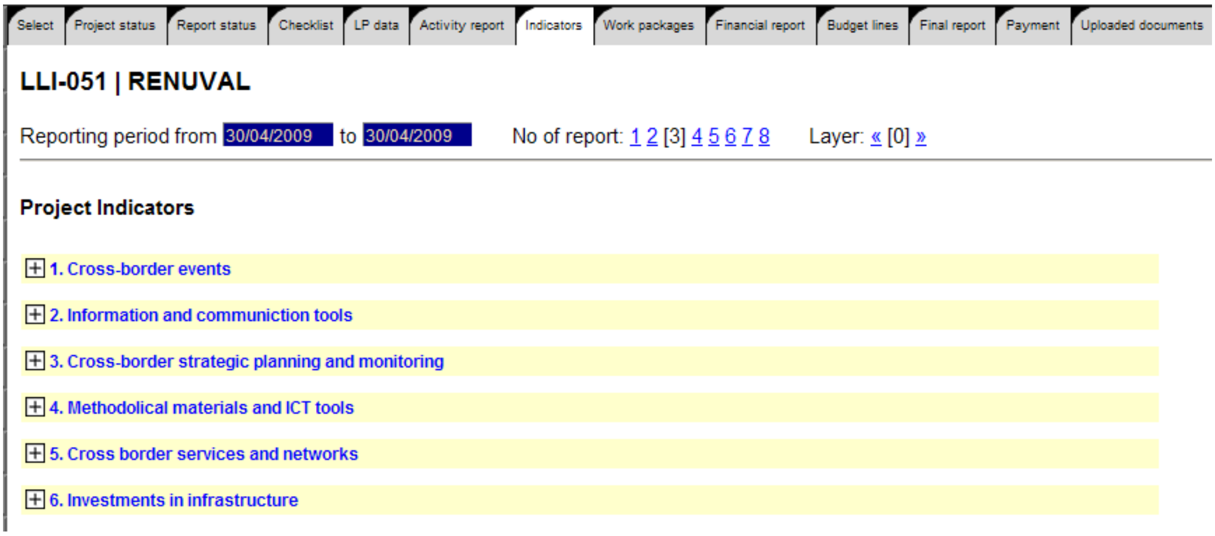


Figure 47: Indicators

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*

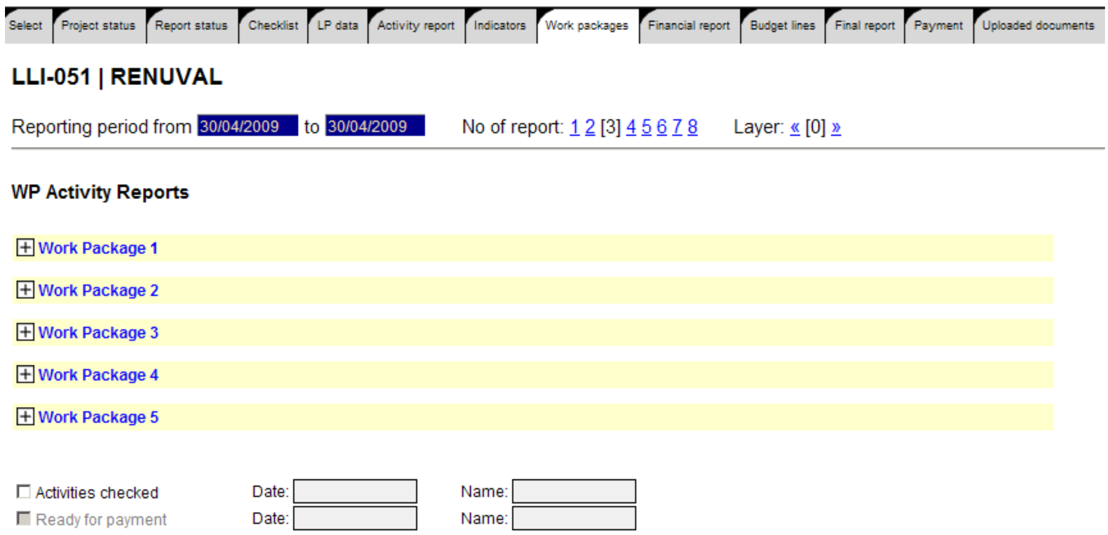


Figure 48: Work packages

Function	Description
Reading project Work packages	Work packages (Figure 48: Work packages) You can read information about all work packages. Click on ⊞ to expand certain work package information's area.
Marking activities as *Checked*	Set ***Activities checked*** 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 payment*	Set ***Ready for payment*** as checked. In order to send payment you have to set ***Ready for payment*** as checked This check is only enabled when all of the following are true: 1. LP and FLC statements are uploaded (see 7.9 Financial report) 2. All checks in activity checklist are set to *Not relevant* or *Yes*. 3. Checkbox ***Activities checked*** is checked.

7.9 Financial report

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

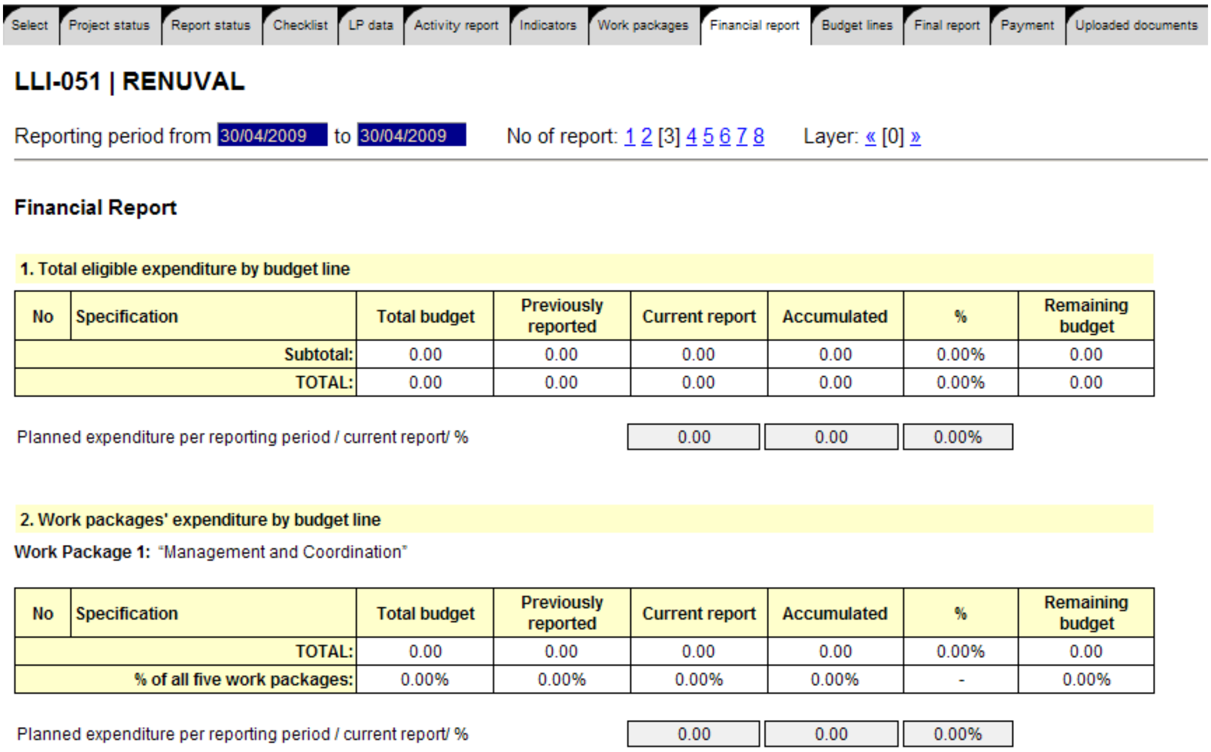


Figure 49: Financial report

Function	Description
Reading project Financial report	Financial report (Figure 49: Financial report) You can read information about sections: 1. Total eligible expenditure by budget line 2. Work packages' expenditure by budget line 3. Expenditure related to implementation of activities taking place outside the EU territory and the Programme area and in adjacent region 4. ERDF vs. National co-financing 5. Confirmation by the Lead Partner 6. Financial Report by partner 7. Cost sharing 8. 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 ***Ready for payment*** checks will be disabled.
Marking finances as *Checked*	Set ***Finances checked*** as checked. In order to send payment ***Finances checked*** have to be checked.
Marking finances as *Ready for payment*	Set ***Ready for payment*** as checked. This check is only enabled when all of the following are true: 1. Checkbox ***Finances checked*** is checked in *Work packages* page (see 7.8 Work packages) 2. All checks in financial checklist are set to *Not relevant* or *Yes*.

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

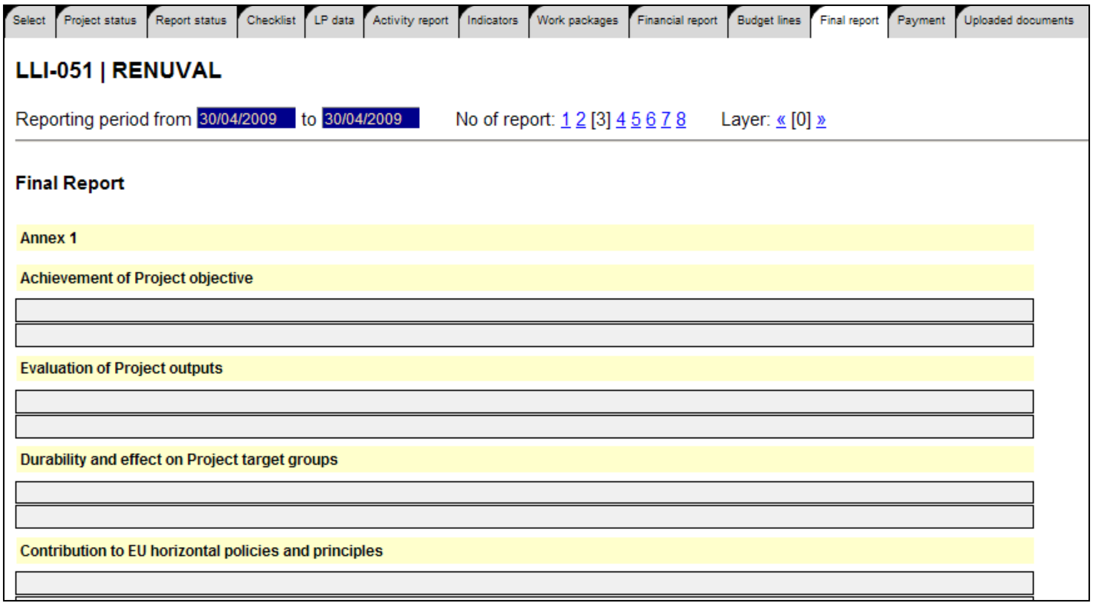


Figure 51: Final report

Function	Description
Reading project Final report	Final report (Figure 51: Final report) You can read information about final report sections *Annex 1* and *Annex 2*. 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.

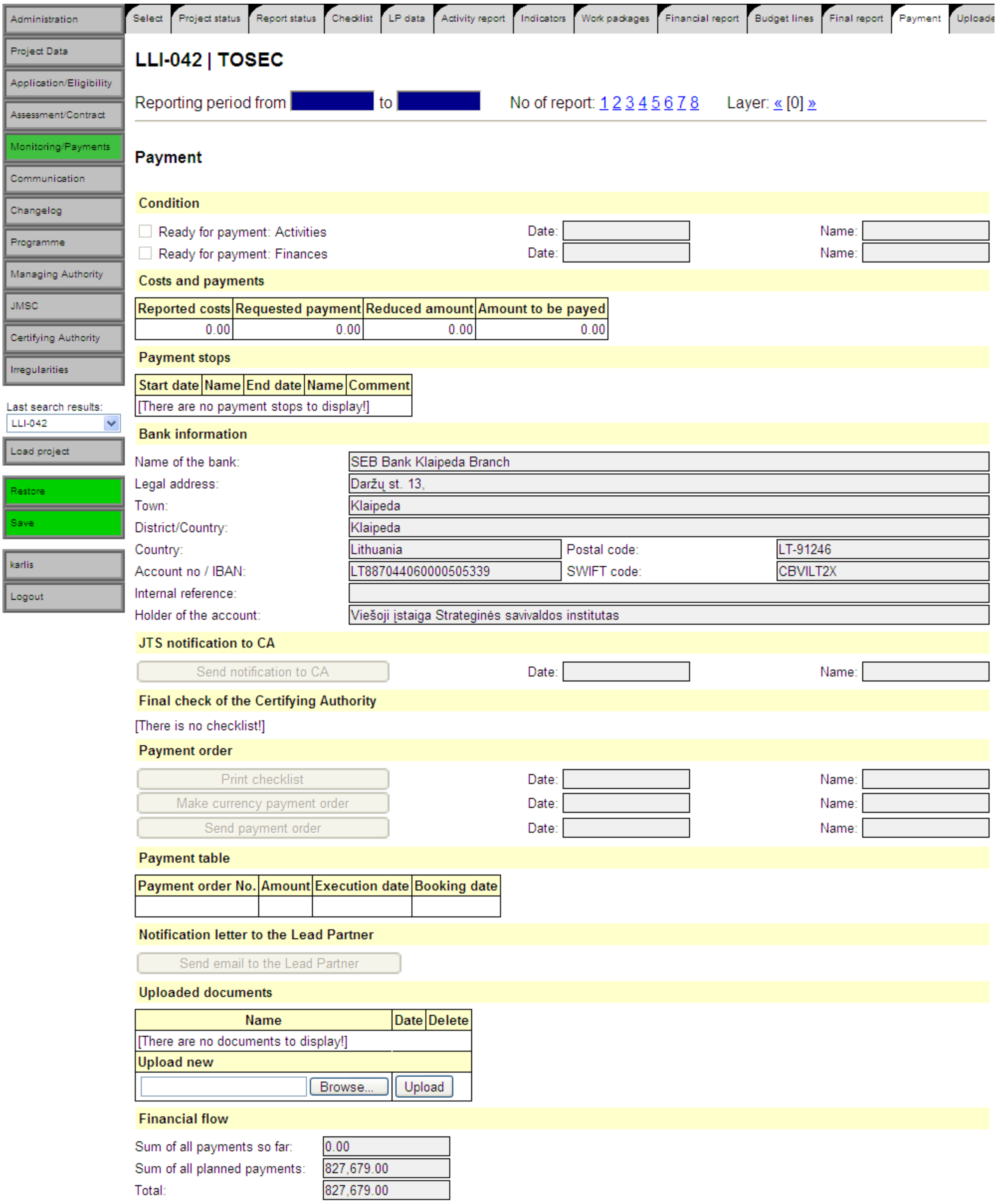


Figure 52: Payment

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

<table>
<tr><td></td><td>
Condition
☐ Ready for payment: Activities
☐ Ready for payment: Finances

If both checks are done payment can be made:

Condition
☑ Ready for payment: Activities
☑ Ready for payment: Finances
</td></tr>
<tr><td>Costs and payments</td><td>
This table shows following data about the current reporting period:

Reported costs,
Requested payment,
Reduced amount,
Amount to be paid.

</td></tr>
<tr><td>Payment stops</td><td>
This table shows all payment stops related to this project. Payment cannot be made unless all payment stops are closed – the End date column must have date:

Payment stops
<table>
<tr><th>Start date</th><th>Name</th><th>End date</th><th>Name</th><th>Comment</th></tr>
<tr><td>18/05/2009</td><td>karlis</td><td>19/05/2009</td><td></td><td>aaa</td></tr>
<tr><td>18/05/2009</td><td>karlis</td><td>19/05/2009</td><td></td><td>aa</td></tr>
<tr><td>05/06/2009</td><td></td><td></td><td></td><td></td></tr>
<tr><td>16/06/2009</td><td>ingus</td><td></td><td></td><td></td></tr>
</table>

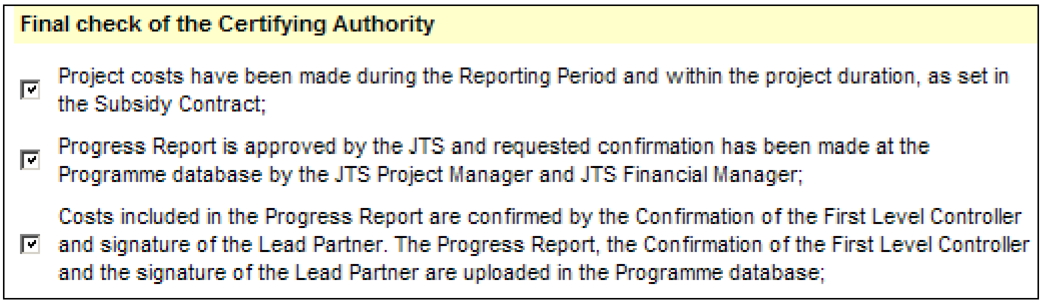
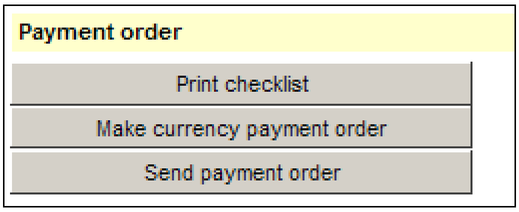
To close payment stops see Error! Reference source not found. Error! Reference source not found..

Payment stops
<table>
<tr><th>Start date</th><th>Name</th><th>End date</th><th>Name</th><th>Comment</th></tr>
<tr><td>26/06/2009</td><td>karlis</td><td>27/06/2009</td><td>ingus</td><td></td></tr>
<tr><td>18/05/2009</td><td>karlis</td><td>27/06/2009</td><td>ingus</td><td>aaa</td></tr>
<tr><td>18/05/2009</td><td>karlis</td><td>27/06/2009</td><td>ingus</td><td>aa</td></tr>
</table>

When all payment stops are closed checklist is available!
</td></tr>
<tr><td>Bank information</td><td>Lead partner’s bank information is displayed in section Bank Information.</td></tr>
<tr><td>JTS notification to CA</td><td>
To send notification to certifying authority:

Click [Send notification to CA] button.
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).

</td></tr>
</table>

	If button is disabled, that means you don't have closed all payment stops and checked activities and finances ***Ready for payment***! 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 CA	Payment cannot be made unless all checks are completed and ticked in the checklist.  If check is disabled that means you haven't closed all payment stops or checked ***Ready for payments*** for activities and finances.
Payment order	Click **[Print checklist]** button to generate a checklist in Word format for checklist signing. Click **[Make 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.  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	This table shows payment data that are sent to and received from the accounting system.
Notification letter to the LP	To send notification email to lead partner to inform him that 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
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 flow	Current balance of all project payments is displayed here.

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

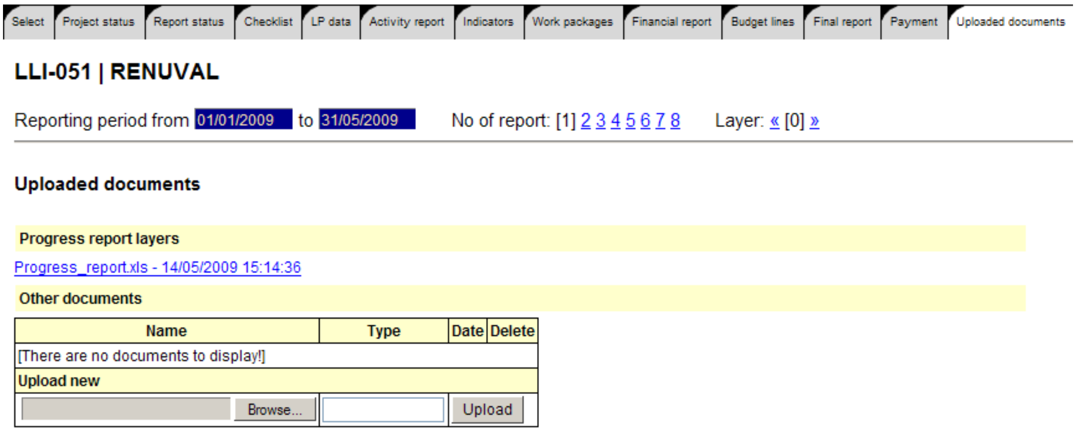


Figure 53: Uploaded documents

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*

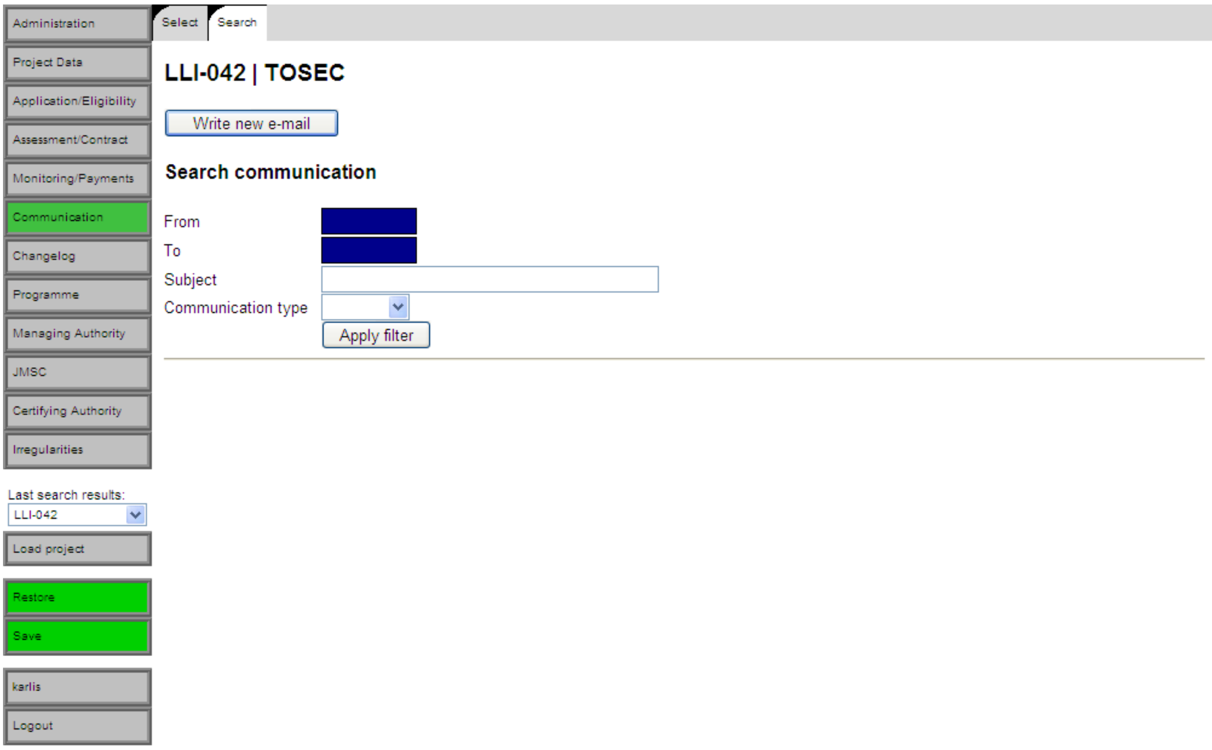


Figure 54: Communication

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.

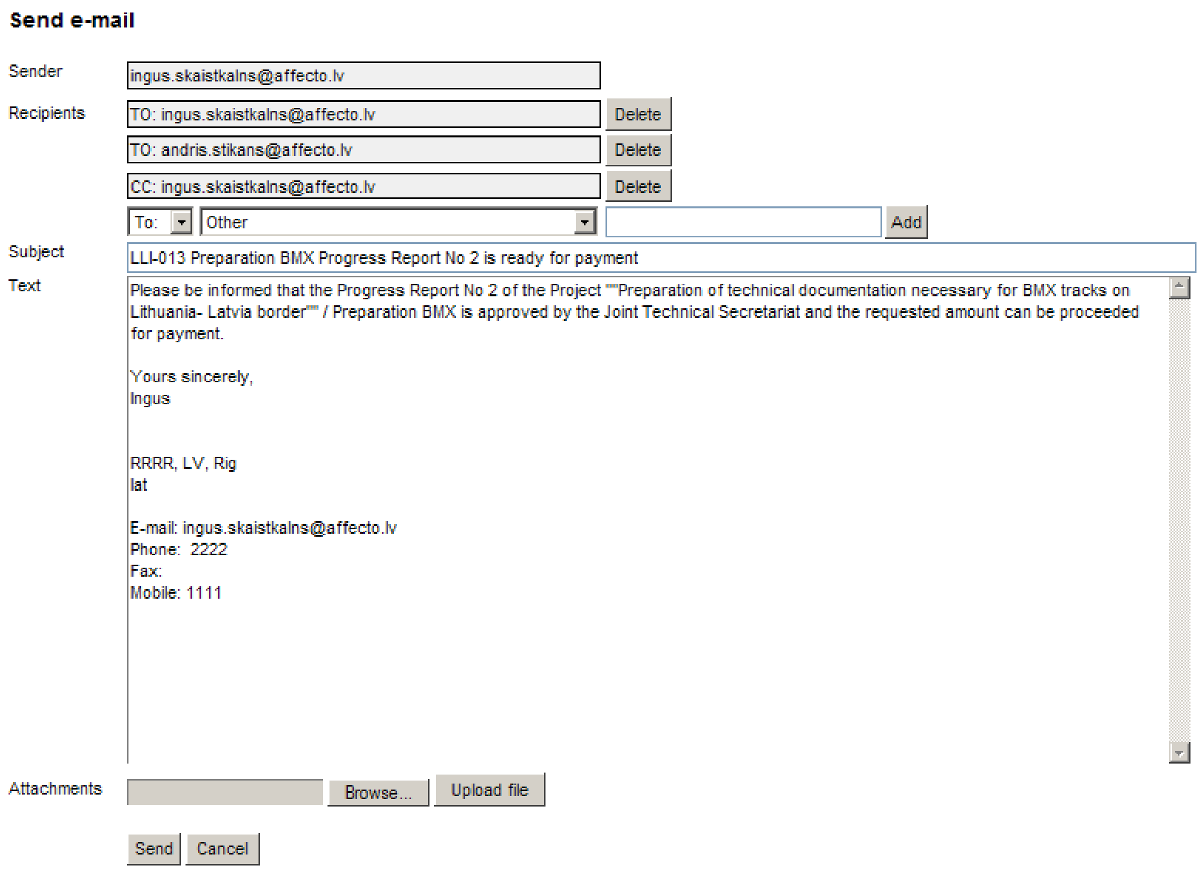
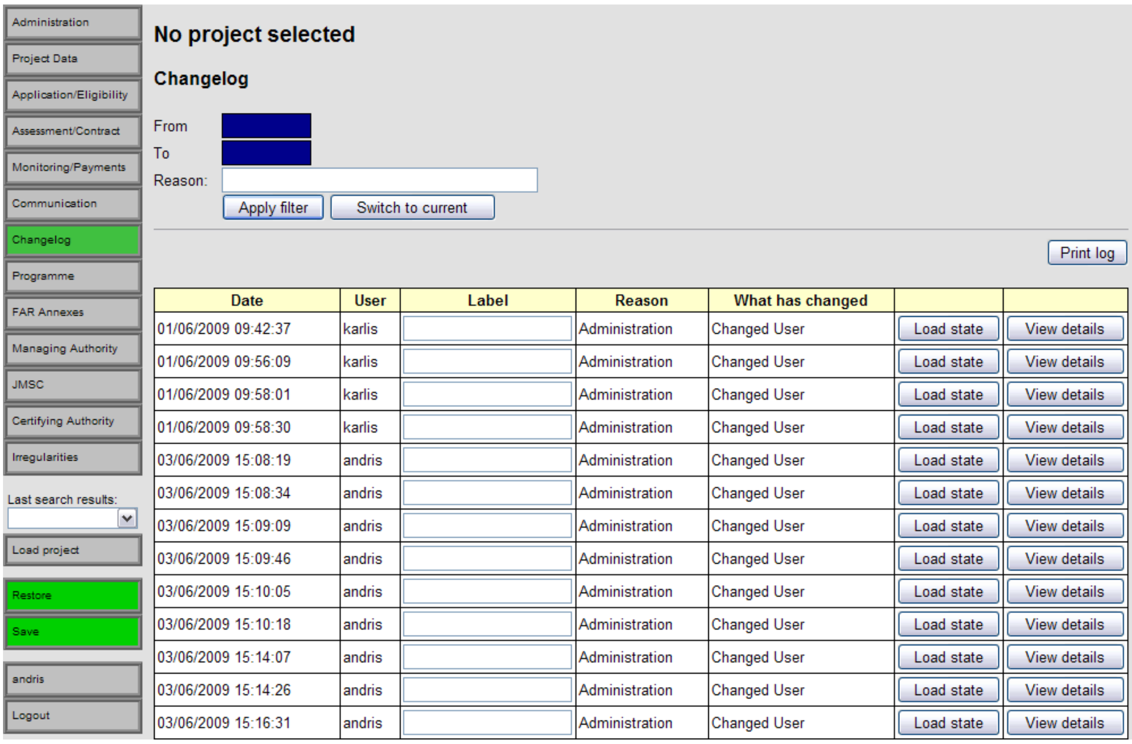


Figure 55: New Email

9 Change log

Section explains how to find and view database entries/changes



Date	User	Label	Reason	What has changed		
01/06/2009 09:42:37	karlis		Administration	Changed User	Load state	View details
01/06/2009 09:56:09	karlis		Administration	Changed User	Load state	View details
01/06/2009 09:58:01	karlis		Administration	Changed User	Load state	View details
01/06/2009 09:58:30	karlis		Administration	Changed User	Load state	View details
03/06/2009 15:08:19	andris		Administration	Changed User	Load state	View details
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
03/06/2009 15:09:46	andris		Administration	Changed User	Load state	View details
03/06/2009 15:10:05	andris		Administration	Changed User	Load state	View details
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
03/06/2009 15:14:26	andris		Administration	Changed User	Load state	View details
03/06/2009 15:16:31	andris		Administration	Changed User	Load state	View details

Figure 56: Changelog

<table>
<tr><th>Function</th><th>Description</th></tr>
<tr><td>Searching for changes in the database</td><td>Every database entry/change is documented in the change log.

If the project is selected, then appears project change log.

1. Changes can be filtered by:
• Time period (from…to) 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</td></tr>
</table>

10 Programme

10.1 Funding

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

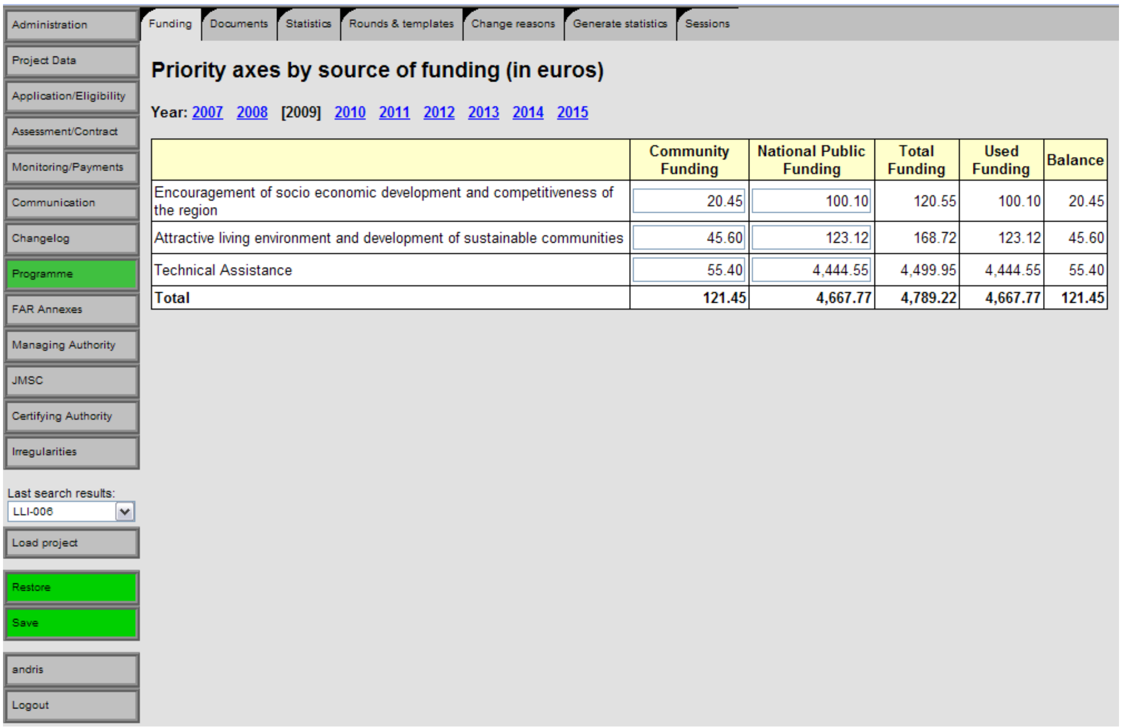


Figure 57: Funding

Functions	Description
Reading and changing the Funding	1. Select the year 2. Change *Community Funding* or *National Public Funding* 3. 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.

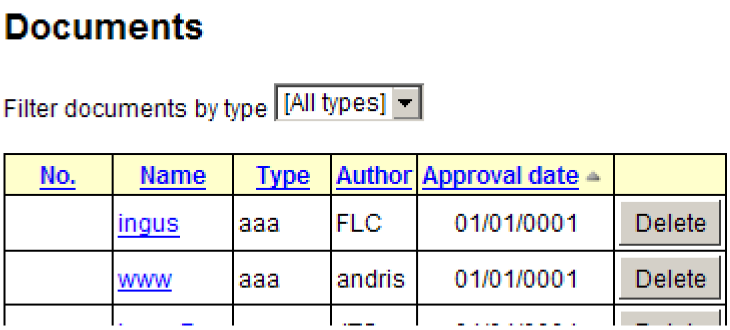


Figure 58: Document type filter

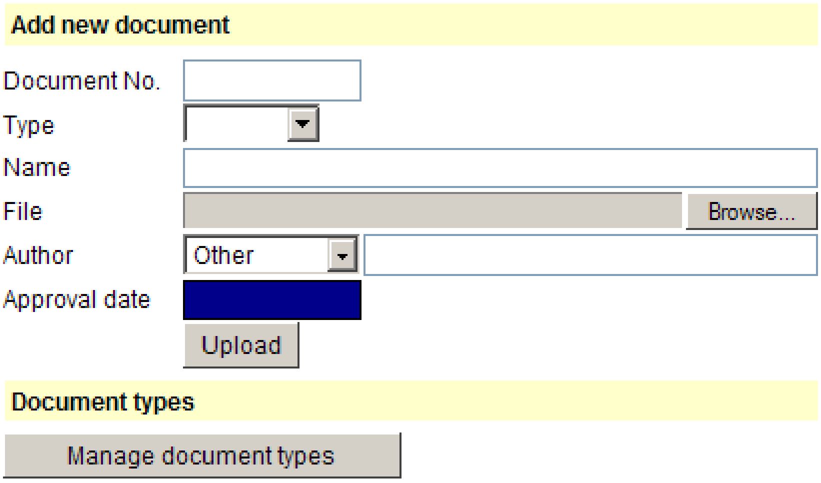


Figure 59: New document

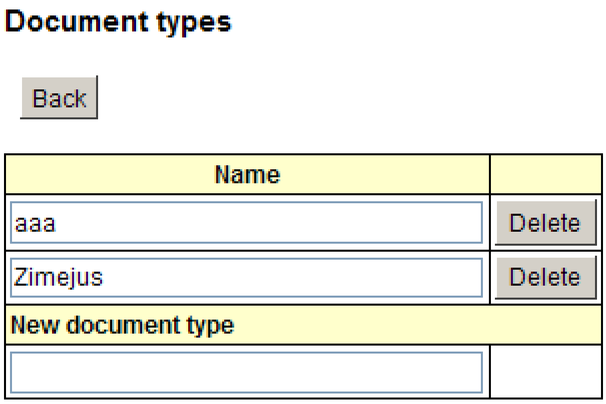


Figure 60: New document type

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

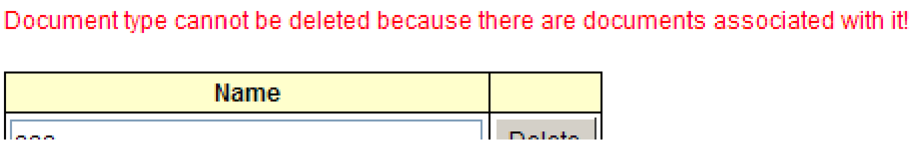


Figure 61: Error message

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: 1. Complete all required fields at form (Figure 59: New document), 2. Browse file, 3. Click button **[Upload]**.
Add new document type	To add new document type: 1. Click button **[Manage document types]** (Figure 59: New document),

	2. Write document type name in the textbox under the label *New document type* (Figure 60: New document type), 3. Click button **[Save]** to save data, click button **[Restore]** to restore data.
Delete document type	To delete document type: 1. Click button **[Manage document types]**, 2. Click button **[Delete]** to that document type you want to delete, 3. 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.

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.

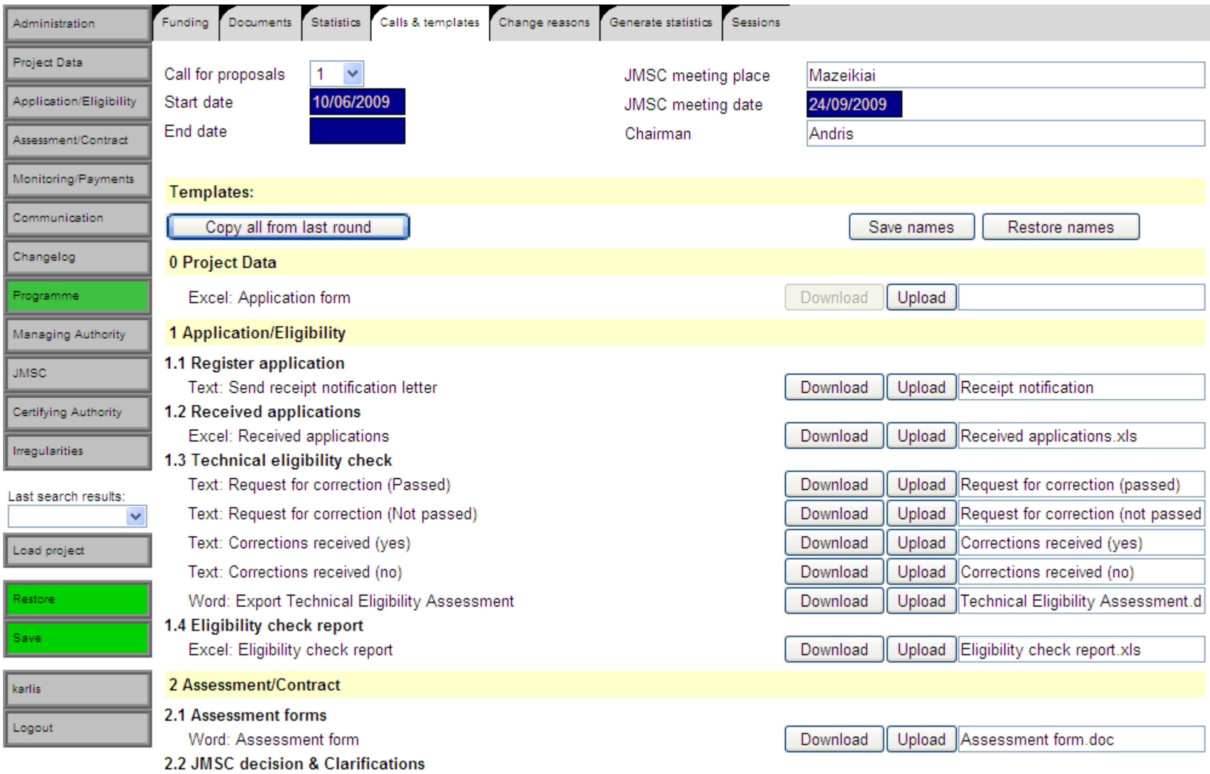
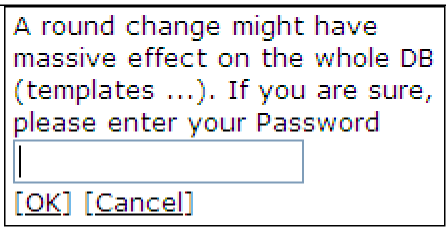
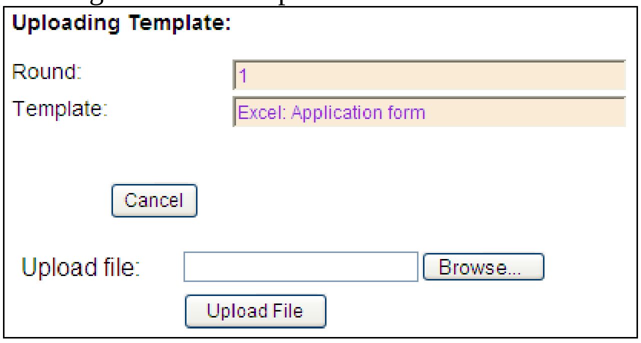


Figure 63: Calls & Templates

Functions	Description
Change number of call for proposals	NB: 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 *Call for proposals* dropdown list. b. A password prompt will open on the right side of the page:

	 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.
Copying all templates from an old to a new call	To copy all the templates for the current call from the previous 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:  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 *Subject names* 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).

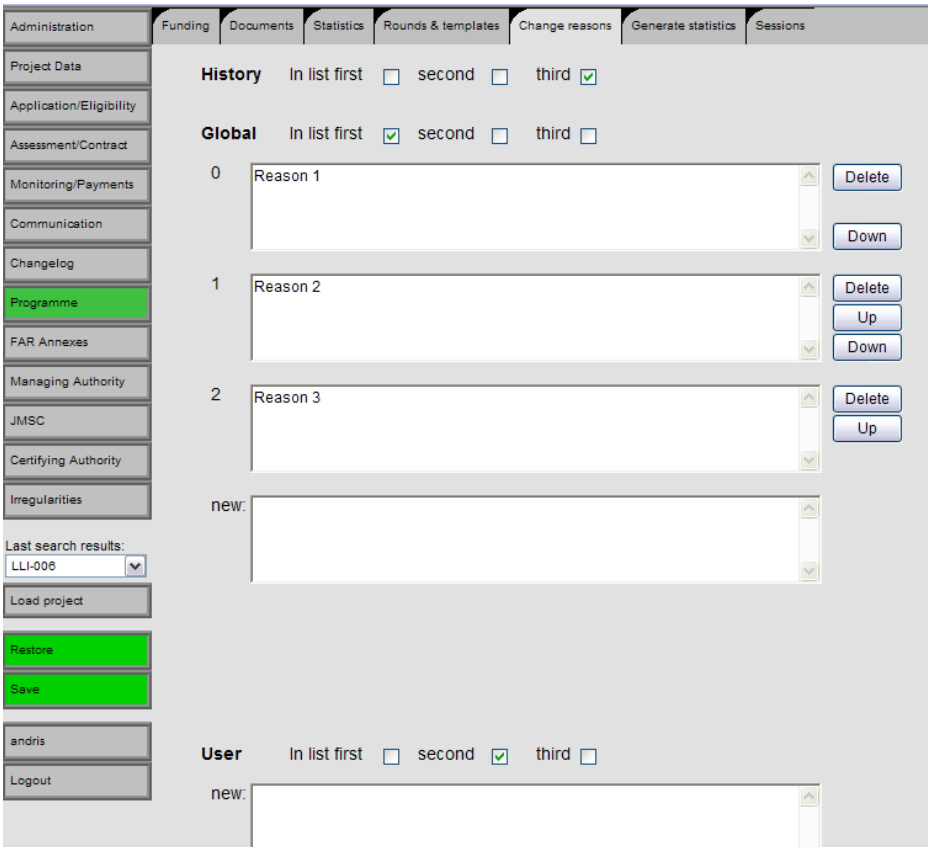


Figure 64: Change reasons

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. *Note: **Global** reasons will see all users. **History** reasons remember last recently use and **User** defined reasons will see only that user which entered them.*
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.

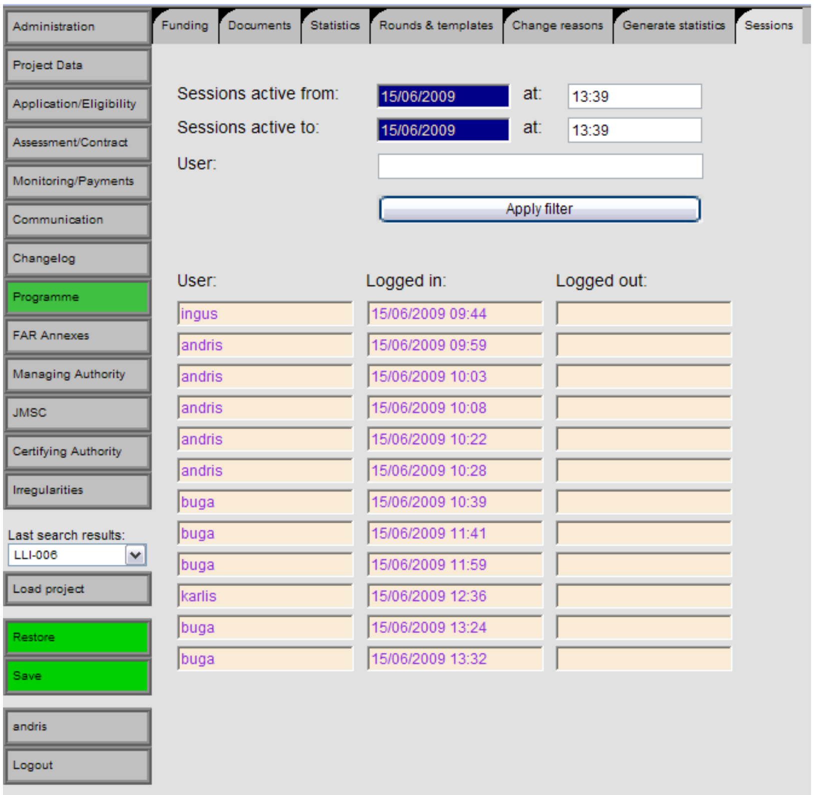


Figure 65: Sessions

Functions	Description
Sessions apply filter	1. Set “*Sessions active from*” and “*Sessions active to*” and/or “*User*” 2. 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.

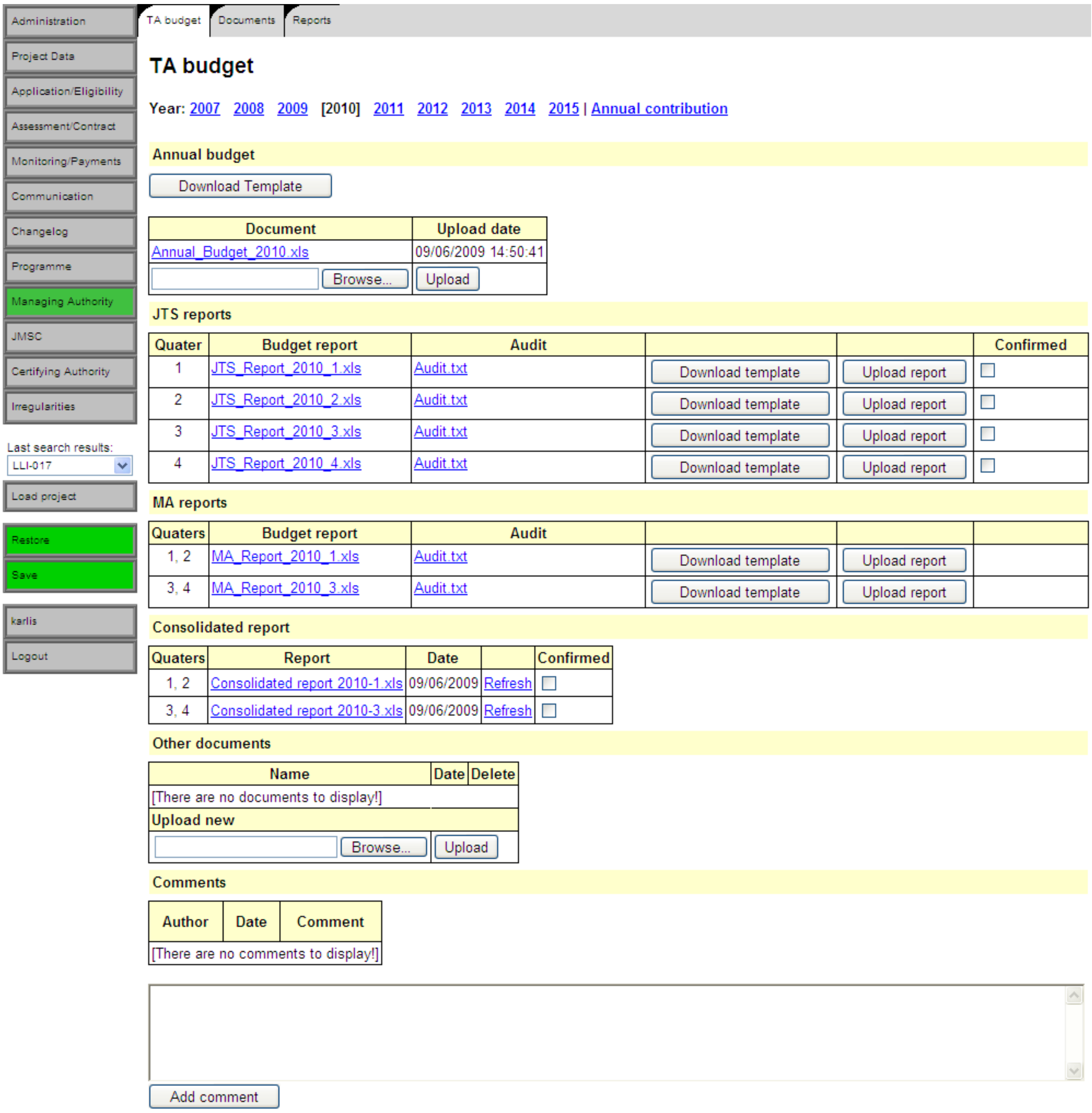
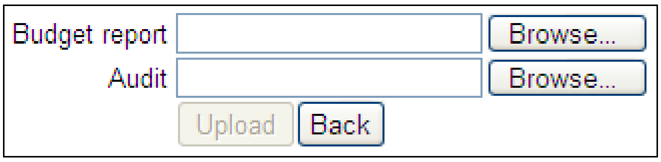


Figure 66: TA budget

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 report* and *TA 200_JTS* (for JTS budget positions) or *TA 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 *Annual budget* 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 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:  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 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

	quarter numbers in the *MA reports* section. 5. Save the generated Excel workbook on your computer and complete it with MA report data by filling in worksheet *TA 200_MA* column #4. 6. Click **[Upload report]** button to upload completed Excel workbook. 7. Following page will be opened:  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. 1. To create the consolidated report make sure that corresponding JTS and MA reports are uploaded. 2. Click link *Refresh* next to the respective quarter numbers in the *Consolidated report* 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.

Annual contribution

Back Export

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 *Priority Axis 3* and *Total* 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.

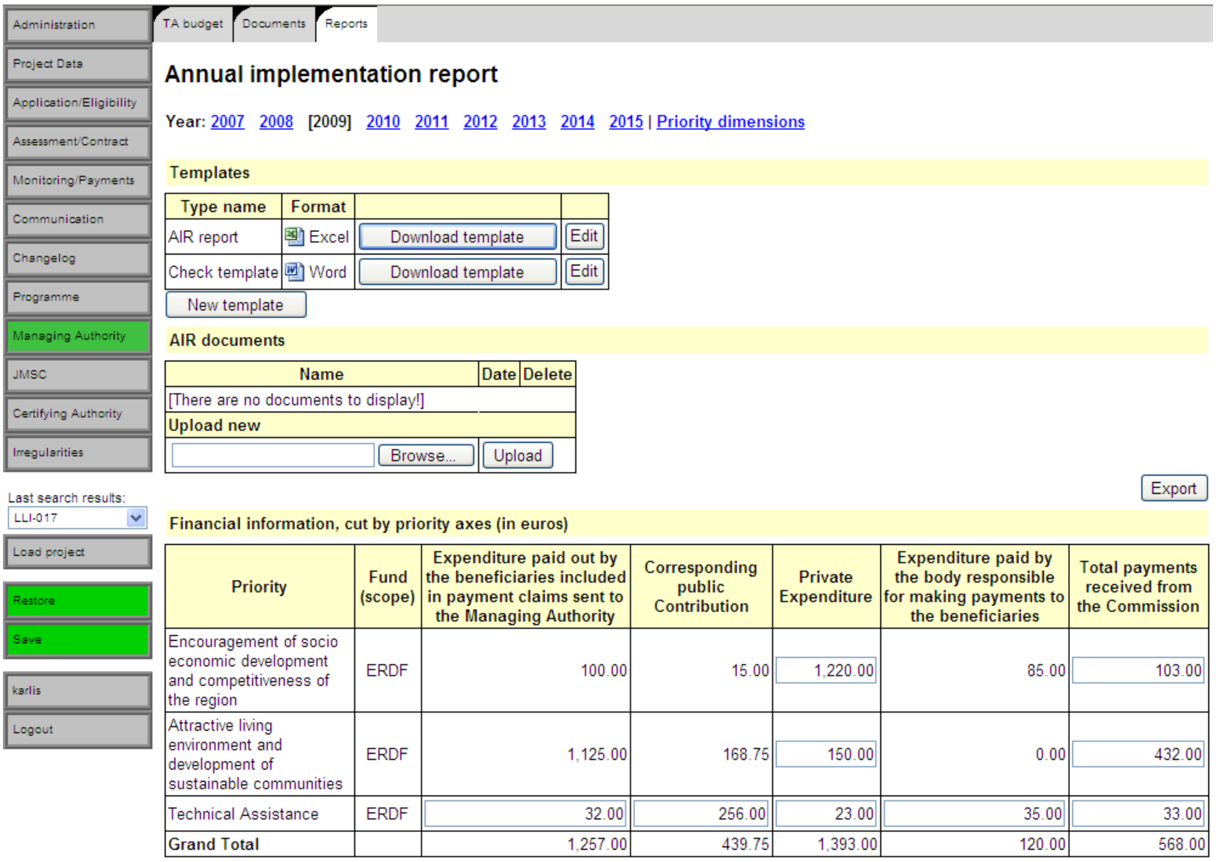
Functions	Description
Documents	Detailed instructions see in the chapter 10.2 Documents.

11.4 Reports

Functions	Description
Reports overview	This page consists of following sections: 1. 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

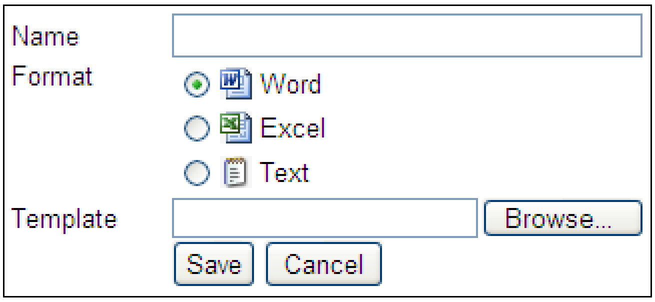
	• Territory type

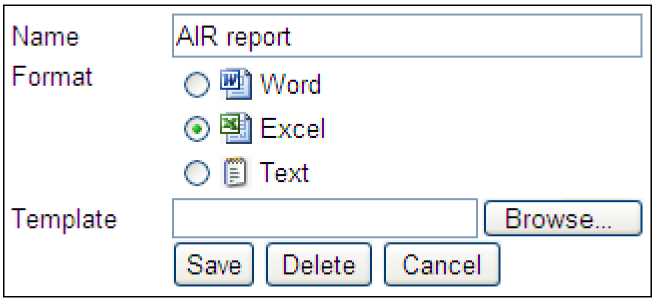
11.4.1 Annual implementation report



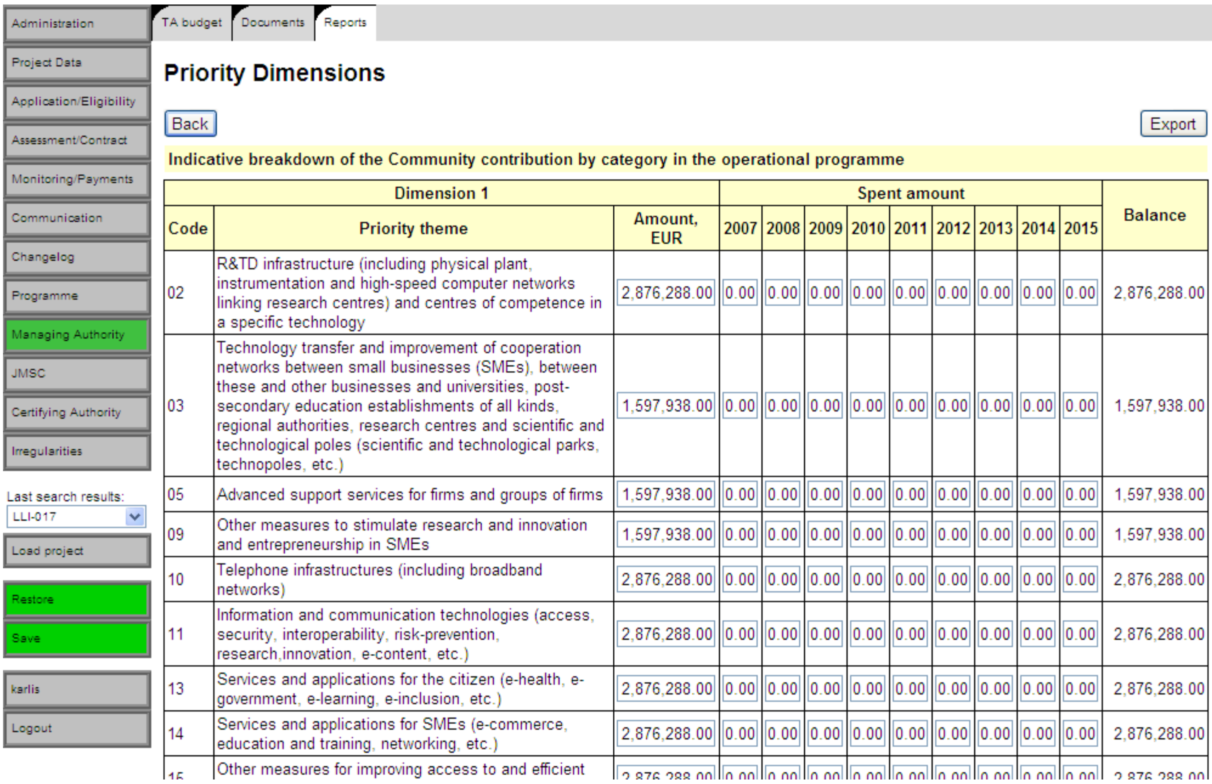
Priority	Fund (scope)	Expenditure paid out by the beneficiaries included in payment claims sent to the Managing Authority	Corresponding public Contribution	Private Expenditure	Expenditure paid by the body responsible for making payments to the beneficiaries	Total payments received from the Commission
Encouragement of socio economic development and competitiveness of the region	ERDF	100.00	15.00	1,220.00	85.00	103.00
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:  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:  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



Dimension 1			Spent amount									Balance
Code	Priority theme	Amount, EUR	2007	2008	2009	2010	2011	2012	2013	2014	2015	
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
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
05	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
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
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
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
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
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,876,288.00

Figure 69: Priority dimensions

Functions	Description
Priority dimensions overview	Click link *Priority dimensions* at Reports page to open Priority dimensions 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	1. Select "*Decision type*" and "*Call for proposals*" and/or "*User*" 2. Click **[Apply filter]**
Sort Decisions	Click on the table head
Download Decision	Click on the document name
Upload new decision	1. Click **[Upload new]** 2. Set "*Call for proposals*" 3. Enter "*Description*" 4. Click **[Browse]** to choose a file for updating 5. Click **[Upload]** to upload
Delete decision	Click **[Delete]**

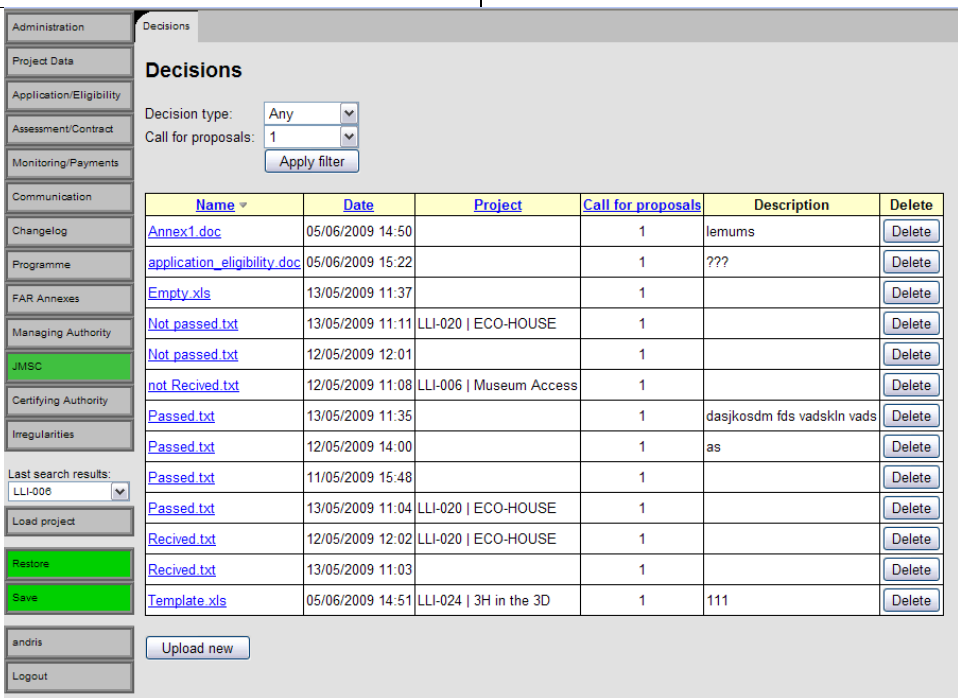


Figure 70: Decisions

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 button.

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).

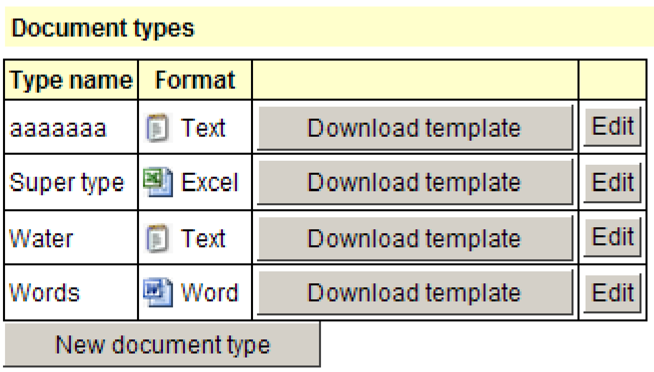


Figure 71: New document type

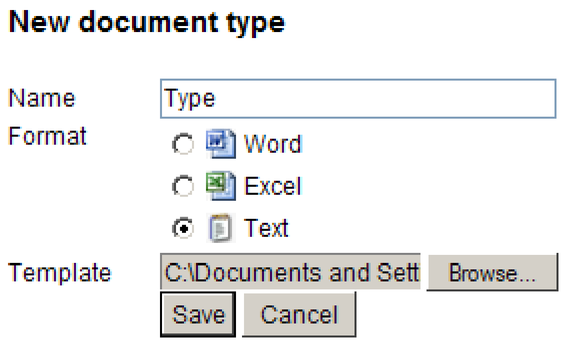


Figure 72: Save document type

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.

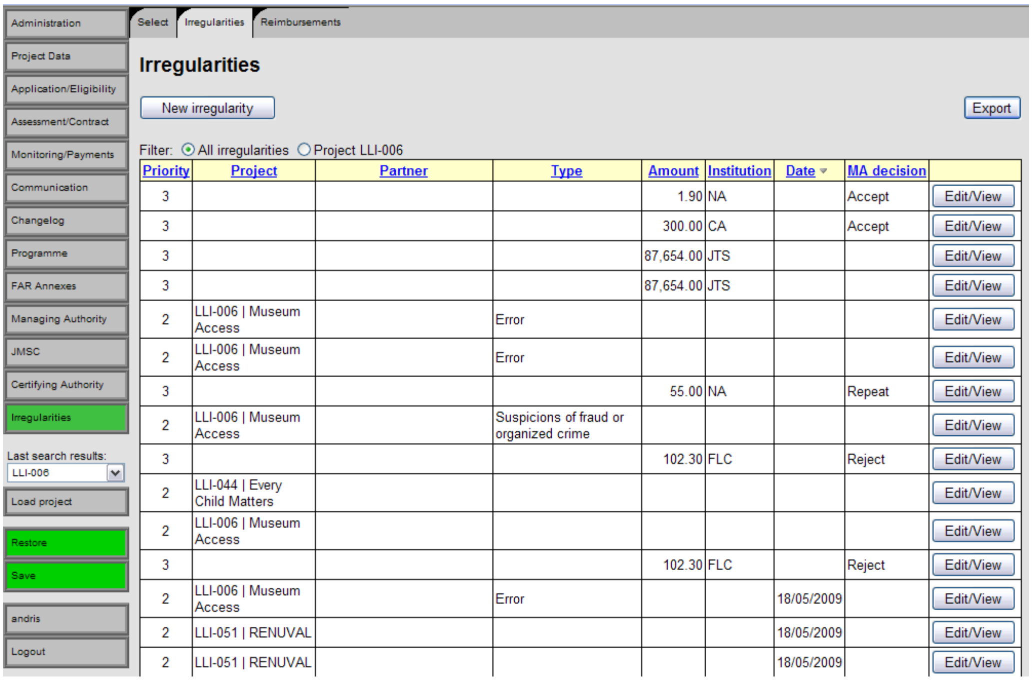
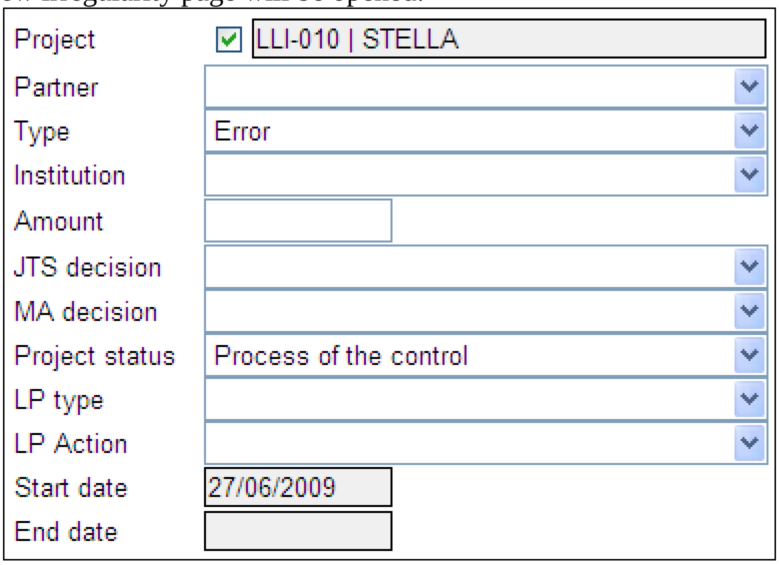


Figure 73: Irregularities

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:

	 They allow filtering only irregularities related to selected project or showing all irregularities. To apply filter, click on the radio button and wait for the page to reload.
Sort Irregularities	List of irregularities can be sorted by following data: • Priority • Project • Partner • Type • Amount • Institution • Date • MA decision By default table is sorted by date. To sort the data, click on the appropriate table header and wait for the page to reload.
New Irregularity	1. To register a new irregularity for a project, make sure that the respective project is selected first (see 14.1 Select). To register a new irregularity for the programme, project selection is not mandatory. 2. Click **[New irregularity]** button. 3. New irregularity page will be opened:  4. If the irregularity is related to project make sure that the correct project index and acronym is displayed and check box is checked. Select project partner from the dropdown list. 5. If it is a programme irregularity, make sure that project check box in unchecked. 6. Fill in all the necessary fields. 7. Click **[Save]** button to save the irregularity in the database.
Edit/view irregularity	1. To view and/or edit the irregularity 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 sections: • Basic irregularity data; • Comments; • Templates • Decision documents • MA/CA decision documents

	• 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	1. To export the list of irregularities to Excel workbook, click **[Export]** button. 2. An Excel file will be generated. 3. Save the file or open it with appropriate application. 4. The Excel workbook contains a worksheet with list of all reimbursements.

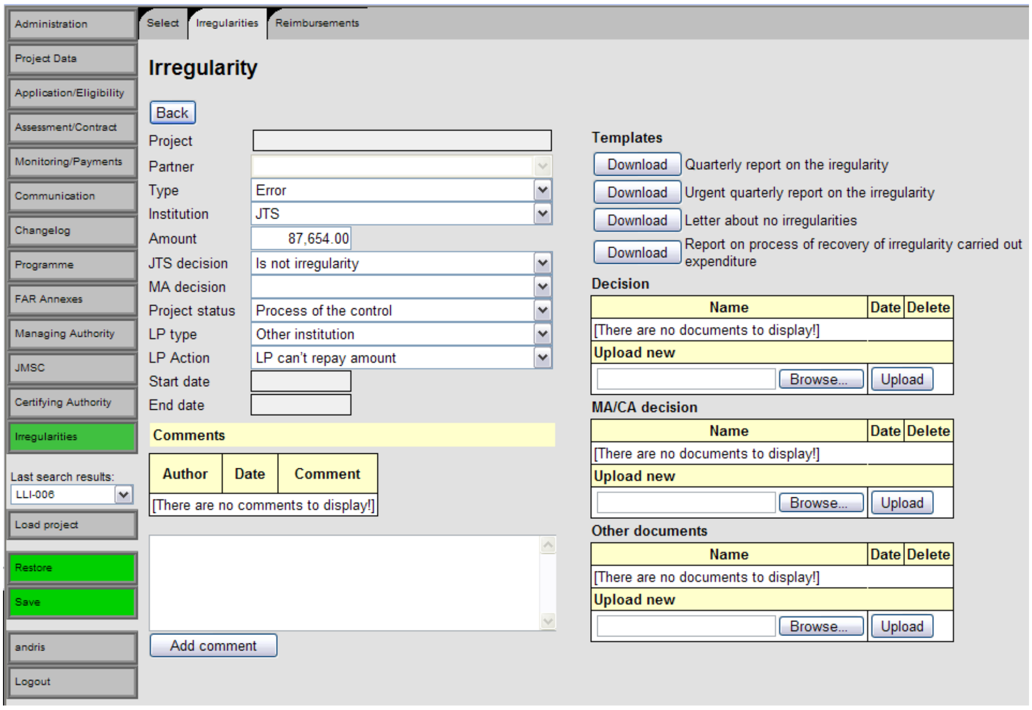


Figure 74: Edit Irregularity

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

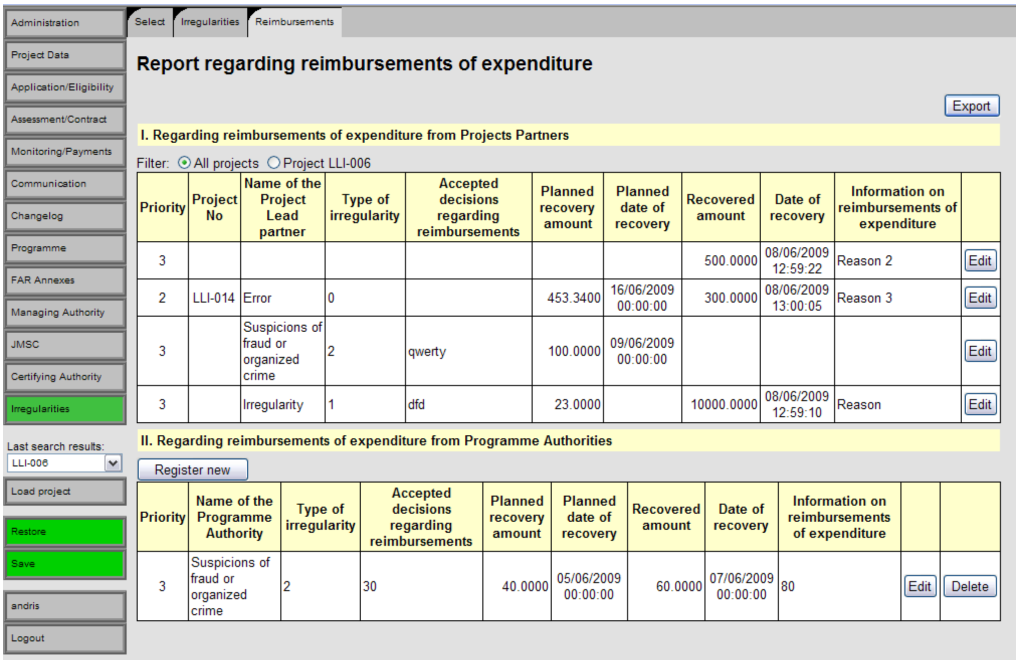


Figure 75: Reimbursements

Functions	Description
Reimbursements overview	This page displays two types of reimbursements of expenditure: • 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.

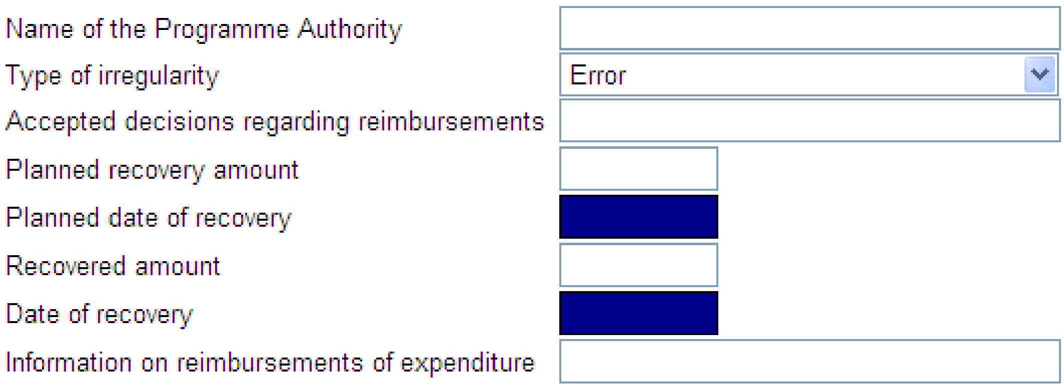
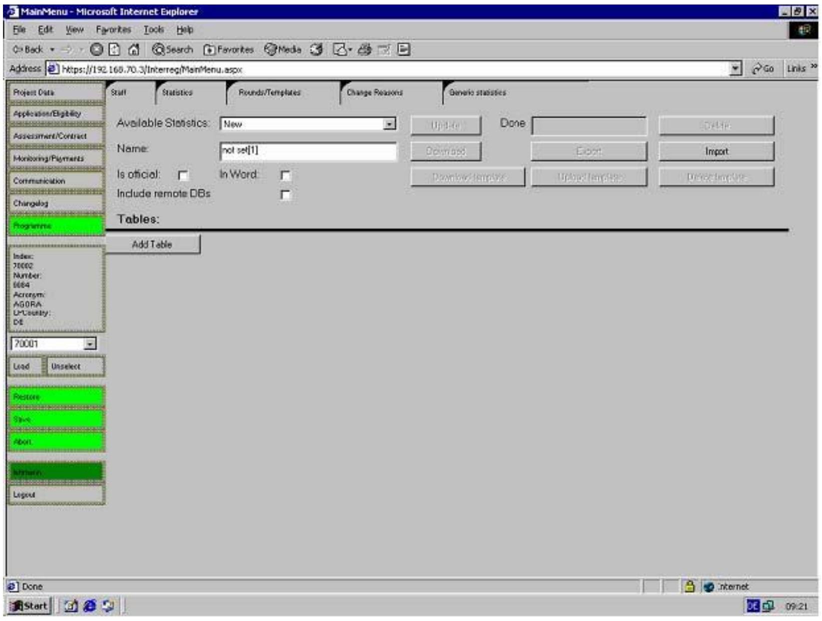


Figure 76: Edit reimbursement

Annex I - Working with the Statistics section[1]

I.I. How to create a new statistic (MS Excel table)



(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.

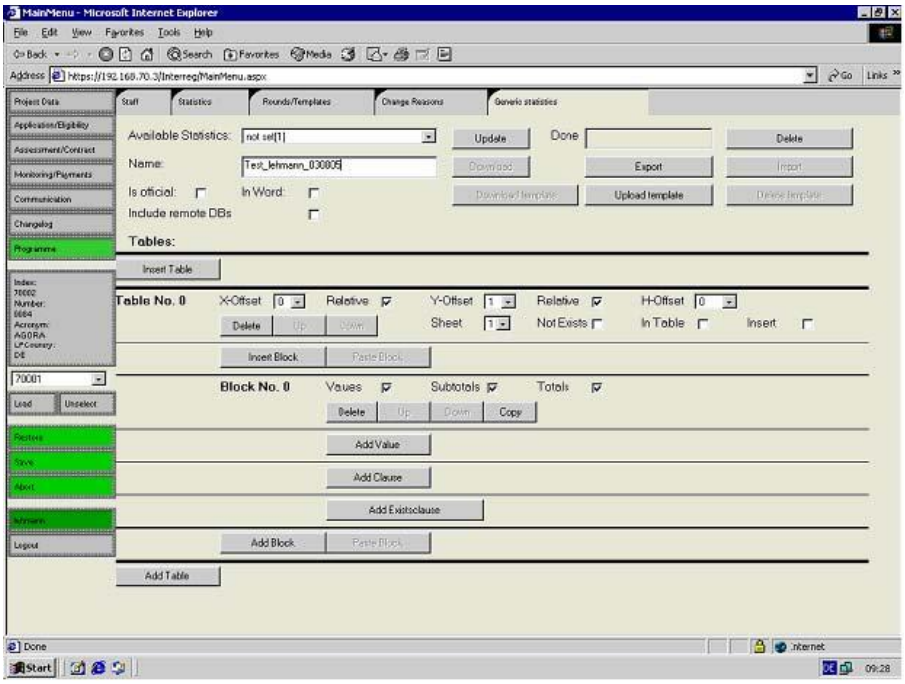
(5) Button “**Add Table**”: A statistic consists of tables. To create a new statistics, please click the button. The first table is numbered “Table No. 0”, the second “Table No. 1” and so on.

(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



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.

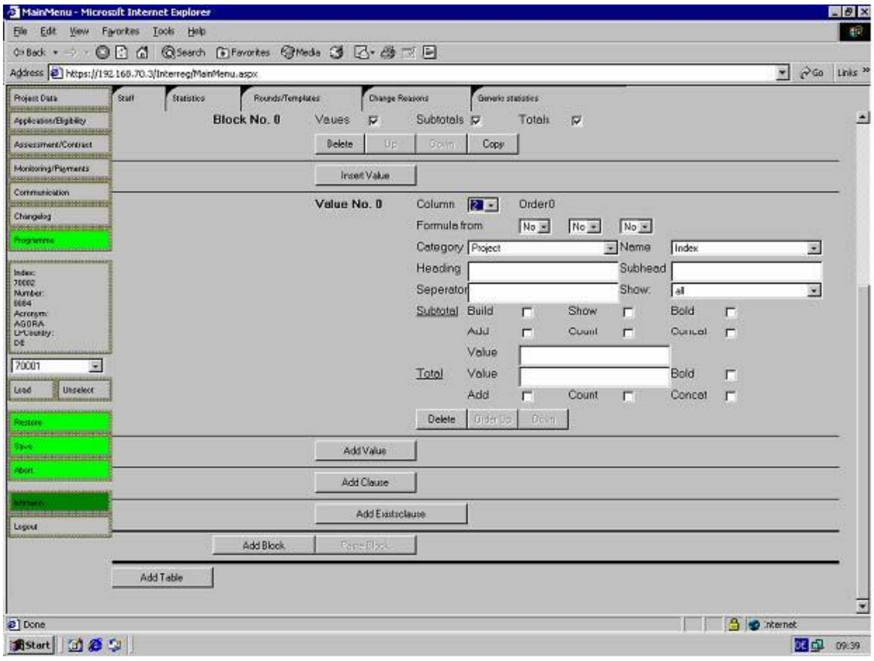
(21) Button "**Up**": Shifts the block one position up. This means "Block No. 1" would become "Block No. 2".

(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:



(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.

<u>Example</u>: 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.

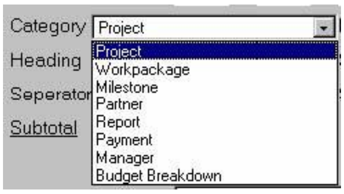
<u>Example</u>: If we take the example above and shift the order of Value No. 0 (index) one position up, it would have Order 1 afterwards. Value No. 1 (acronym) would have Order 0.

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.

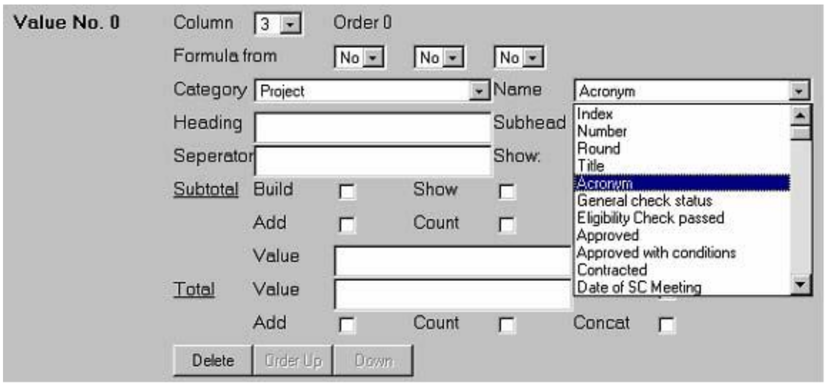
(28) Button “**Order Down**”: Shifts the order of the value one position down.

(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:



(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.



<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”…

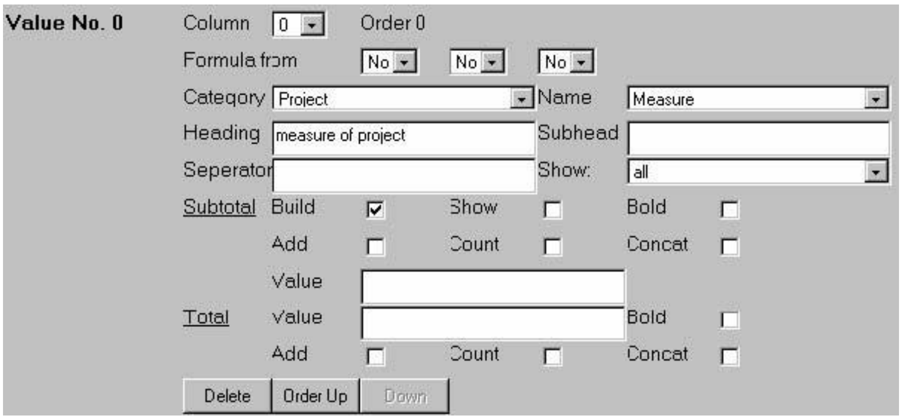
(34) Text box “**Separator**”: Needed when sub-totals or totals are built. See (41).

(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.

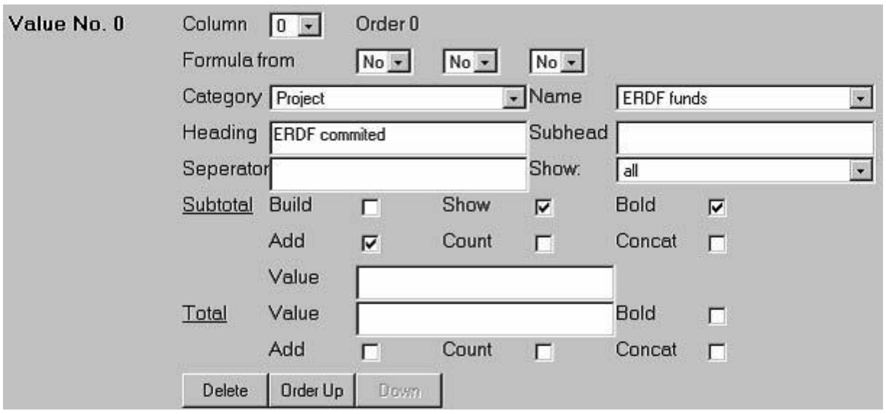
Example: If you want to generate a list of partners involved in approved Projects you might want, for example, the index to be shown only once per Project and not once per partner. In this case you check off this box for the value “Project.Index” and then the index will be shown only for the first partner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

Example: 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).



(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).



(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.

Example: 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:

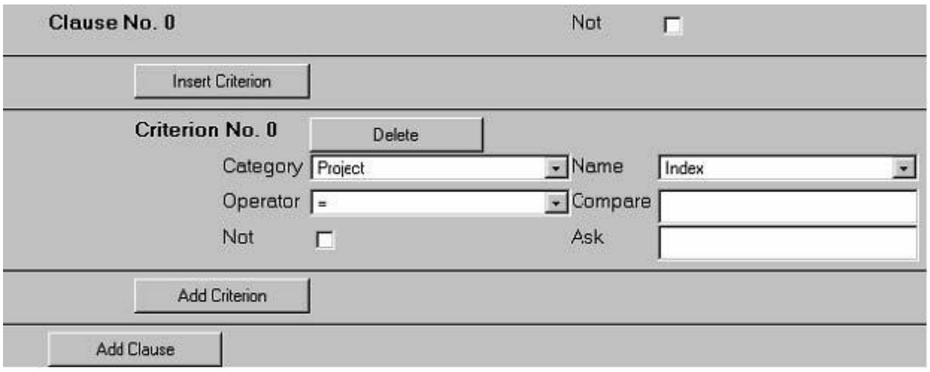
A clause is a filter set for one block. It defines which rows are to be shown in this block (e.g. only Projects from the first round). It is possible to define more than one clause for the same bock. The single clauses are combined using the "**AND**"**-operator**.

Example: 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.

Example: 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.



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

*Example: 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.

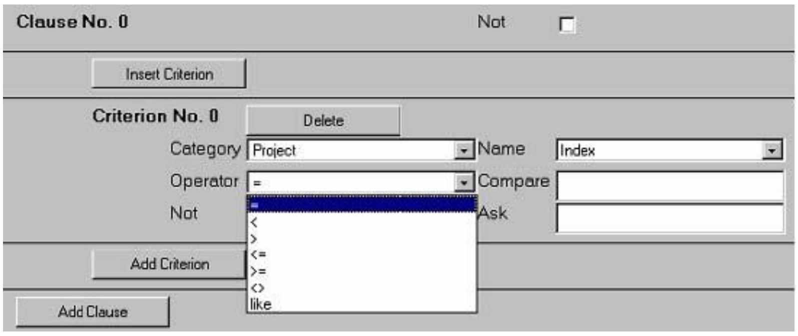
(47) Button "**Delete**": Deletes the criterion.

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.

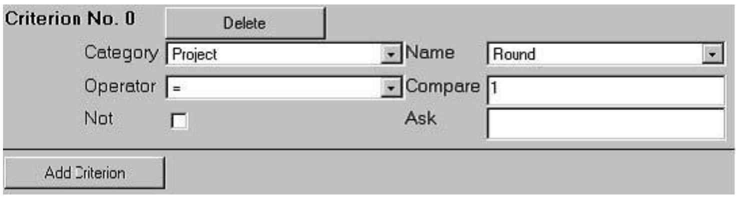
(50) Dropdown list "**Operator**": The operator, which is used for filtering the information given in the rows. There are several operators available (see picture below).



The "like"-operator uses "%" as a wildcat, for example "1N%" matches "1N0005R", "1N0015I", "1N0101N"… "%abc% matches "wabckl", "eeeeabc", "abc"…

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

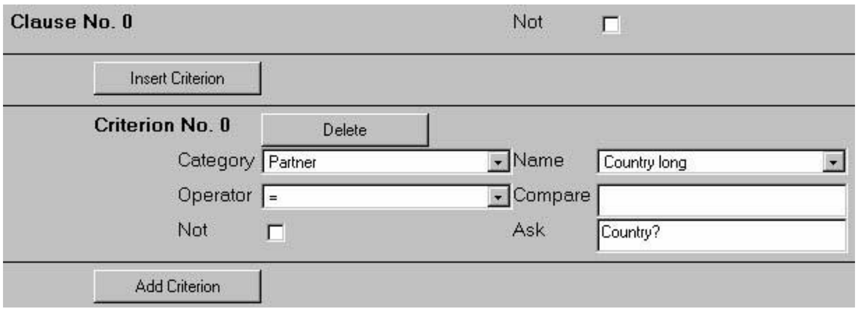
<u>Example</u>*: If the table should contain Projects from the first round only, the category would be "Project", the name would be "Round", the operator would be "=" and in the Compare text box the number "1" would be entered (see picture below).*



(52) Check box "**Not**": If checked, the operator is inverted.

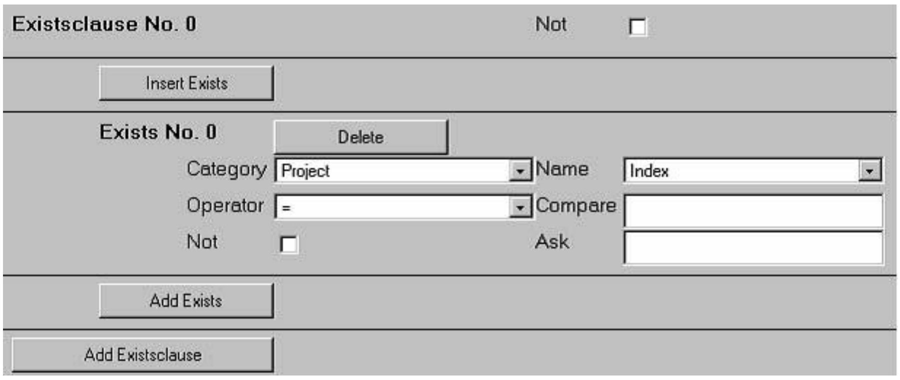
(53) Text box "**Ask**": If something is entered here, you will be asked to define this filter before each update of the statistic. The answer to the question is then used as filter.

<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).*



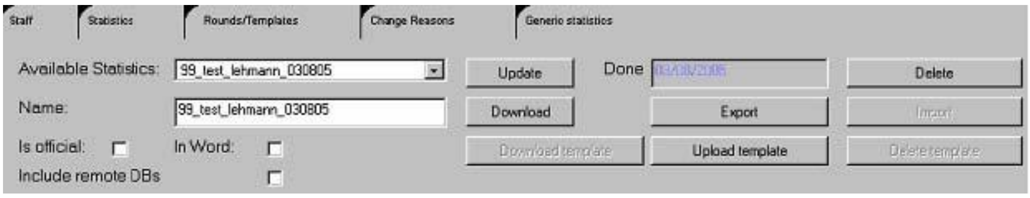
When updating the statistic you will be asked to specify the country (see picture below).

Existsclause:



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



(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.

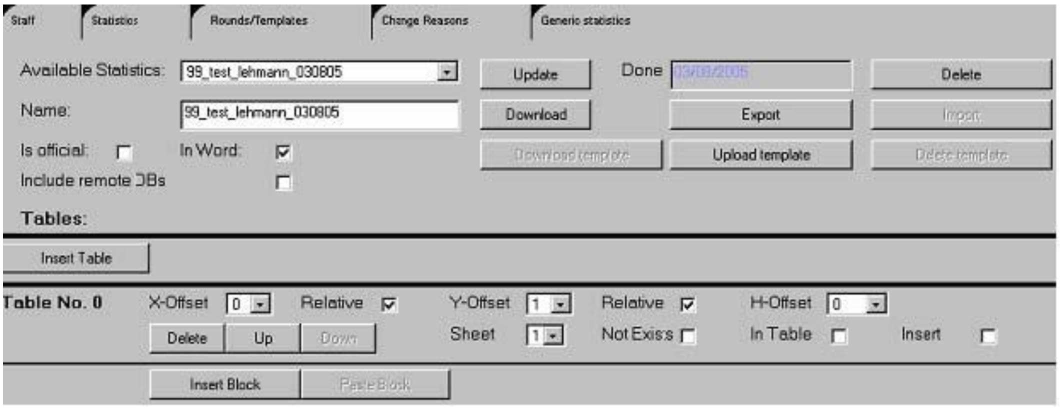
I.IV. Export and import of xml files

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



(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:

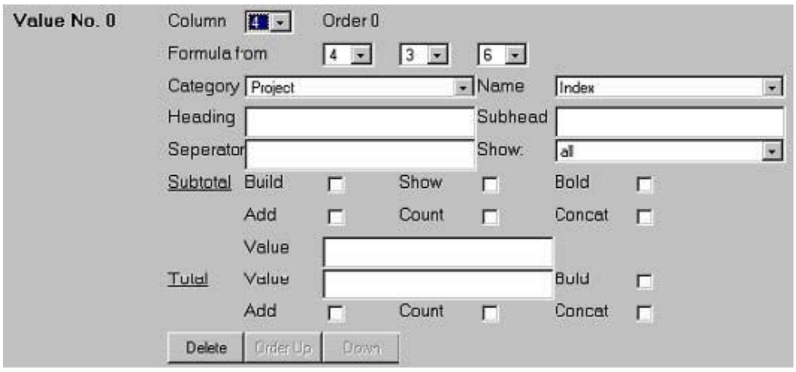
a. In a Wordtable ("In Table" checked off): In this case the Word template needs to contain a table with the correct width but only one row. The tables in the Word template are filled one by one beginning with "Table 0".

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 "D3" 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.



Annex II – Placeholders which can be used in the templates[2]

II.I. Programme

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

II.II. Operation/AF (General)

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

[2] Based on Interreg IIIc Database Handbook version 2.2

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

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

Name	Meaning	Interface
<operationbudget>	The operations planned budget	Operation Data: Summary
<operationfund>	The operations planned ERDF and norwegian national funding	Operation Data: Summary
<norwegianfund>	The operations planned norwegian national funding	Operation Data: Summary
<norwegianadded>	Text: and … EUR Norwegian national funding	Operation Data: Summary
<norwegianaddedtext>	Text: and from the Kingdom of Norway	Operation Data: Summary
<erdffund>	The operations planned ERDF funding	Operation Data: Summary
<outermostcofinancing>	The rate of cofinancing for outermost regions (75 or 85)	Operation Data
<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>	The LPs institution (original)	Operation Data: Partnership
<lpcontactperson>	The LPs contact person	Operation Data: Partnership
<lpaddress>	The LPs address	Operation Data: Partnership
<lppostalcode>	The LPs postal code	Operation Data: Partnership
<lptown>	The LPs town	Operation Data: Partnership
<lplegalstatus>	The LPs legal status	Operation Data: Partnership
<lpcountryname>	The LPs country (as text)	Operation Data: Partnership
<lpcountrycode>	The LPs country (as two letter code)	Operation Data: Partnership
<lpemail>	The LPs email-address	Operation Data: Partnership
<lpphone>	The LPs phone number	Operation Data: Partnership
<lpmobile>	The LPs mobile phone number	Operation Data: Partnership
<lpfax>	The LPs fax number	Operation Data: Partnership
<coinstitution>	The operation coordinators institution	Operation Data: Management Monitoring/Payments: Operation status
<cocontactperson>	The operation coordinators contact person	Operation Data: Management Monitoring/Payments: Operation status
<coaddress>	The operation coordinators address	Operation Data: Management Monitoring/Payments: Operation status
<copostalcode>	The operation coordinators postal code	Operation Data: Management Monitoring/Payments: Operation status
<cotown>	The operation coordinators town	Operation Data: Management Monitoring/Payments: Operation status
<colegalstatus>	The operation coordinators legal status	Operation Data: Management Monitoring/Payments: Operation status
<cocountryname>	The operation coordinators country (as text)	Operation Data: Management Monitoring/Payments: Operation status
<cocountrycode>	The operation coordinators country (as two letter	Operation Data: Management

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

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

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

II.V. Eligibility check and Assessment

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

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

II.VI. Planned reporting

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

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

<reportdate10>	The planned due date for report 10	Assessment/Contract: Contracting

II.VII. Monitoring (Reporting)

Name	Meaning	Interface
<reportnumber>	Number of the currently selected report	Monitoring/Payments
<layer>	Layer of the currently selected report	Monitoring/Payments
<reporttype>	Type of the currently selected report (“Preparation… ”)	Monitoring/Payments
<progressreportdeadline>	Due date of the currently selected report	Monitoring/Payments: Reporting status
<clarificationlistmonitoring>	List of requests for clarification (only not yet solved requests)	Monitoring/Payments: Reporting status
<clarificationlistmonitoringwithsolved>	List of requests for clarification (all)	Monitoring/Payments: Reporting status
<eligibleexpenditures>	The eligible expenditures of the currently selected report	Monitoring/Payments: Expenditures
<totalexpenditures>	The eligible expenditures of the currently selected report	Monitoring/Payments: Expenditures
<eligibleexpendituresa>	Eligible expenditures, financed by objective 1 area partners	Monitoring/Payments: Finances
<eligibleexpendituresb>	Eligible expenditures, financed by non objective 1 area partners	Monitoring/Payments: Finances
<eligibleexpendituresc>	Eligible expenditures, financed by ultra peripheral area partners	Monitoring/Payments: Finances
<eligibleexpendituresd>	Eligible expenditures, financed by norwegian partners	Monitoring/Payments: Finances
<eligibleexpendituresabc>	<eligibleexpendituresa> + <eligibleexpendituresb> + <eligibleexpendituresc>	Monitoring/Payments: Finances
<previousexpendituresa>	Eligible expenditures, financed by objective 1 area partners of previous reports	Monitoring/Payments: Finances
<previousexpendituresb>	Eligible expenditures, financed by non objective 1 area partners of previous reports	Monitoring/Payments: Finances
<previousexpendituresc>	Eligible expenditures, financed by ultra peripheral area partners of previous reports	Monitoring/Payments: Finances
<previousexpendituresd>	Eligible expenditures, financed by norwegian partners of previous reports	Monitoring/Payments: Finances
<paymentrequest>	The resulting ERDF payment request	Monitoring/Payments: Payment
<eligiblerequesta>	The resulting objective 1 area payment request	Monitoring/Payments: Payment
<eligiblerequestb>	The resulting non objective 1 area payment request	Monitoring/Payments: Payment
<eligiblerequestc>	The resulting ultra peripheral area payment request	Monitoring/Payments: Payment
<eligiblerequestd>	The resulting norwegian national payment request	Monitoring/Payments: Payment
<eligiblerequestabc>	<eligiblerequesta> + <eligiblerequestb> + <eligiblerequestc>	Monitoring/Payments: Payment
<previousrequesta>	objective 1 area requests of previous reports	Monitoring/Payments: Finances
<previousrequestb>	non objective 1 area requests of previous reports	Monitoring/Payments: Finances
<previousrequestc>	ultra peripheral area requests of previous reports	Monitoring/Payments: Finances
<previousrequestd>	norwegian national requests of previous reports	Monitoring/Payments: Finances
<preparationpaymentrequest>	The payment request of PCR	Monitoring/Payments:

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

II.VIII. Monitoring (Changerequests)

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

II.IX. Monitoring (sending of emails)

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

<currentdate>	The current date	

II.X. Communication (download printable)

Name	Meaning	Interface
<communicationkind>	Kind of communication (“Letter”,”Email”…)	Communication: New, Search(view/update)
<communicationsubject>	Subject of communication	Communication: New, Search(view/update)
<communicationdate>	Date of communication	Communication: New, Search(view/update)
<communicationfrom>	Sender of communication	Communication: New, Search(view/update)
<communicationto>	Recepient of communication	Communication: New, Search(view/update)
<communicationparticipants>	Participants of communication	Communication: New, Search(view/update)
<communicationplace>	Place of communication	Communication: New, Search(view/update)
<communicationtext>	Text of communication	Communication: New, Search(view/update)
<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 → 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?

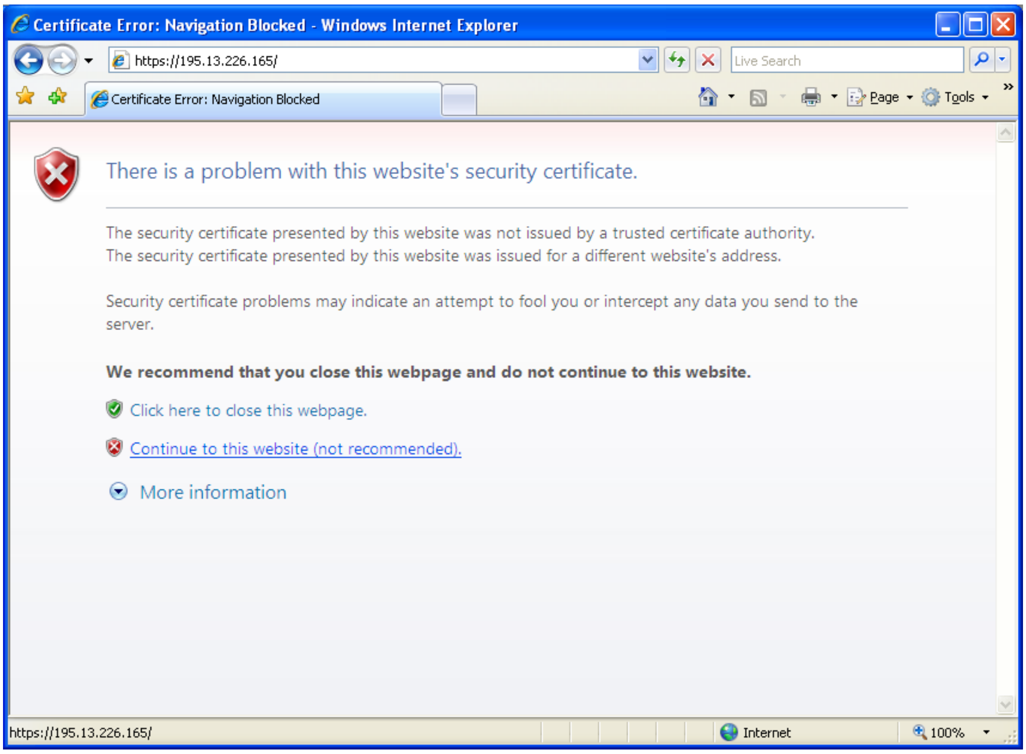
New irregularity may be registered by any user excel Admin and JMSC roles. Irregularities may be edited by MA, CA, and JTS users. See section 14.2 Irregularities for more details.

How to register/edit a new reimbursement of expenditure?

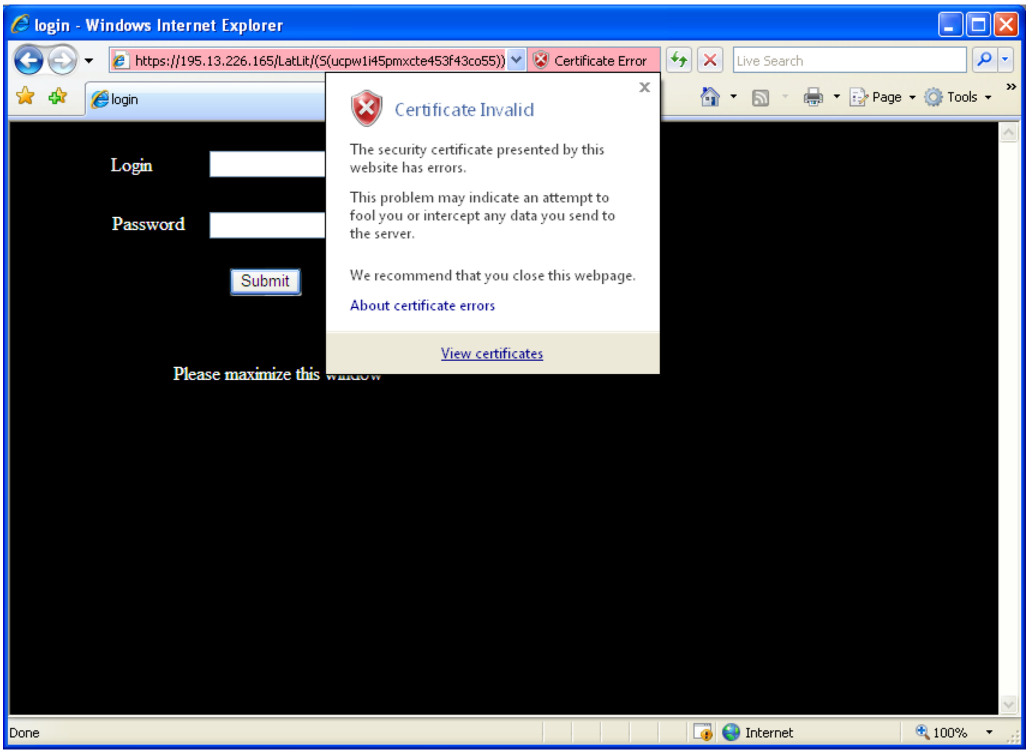
New reimbursements of expenditure may be registered and edited only by CA users. See section 14.3 Reimbursements for more details

Annex III – Installing security certificate

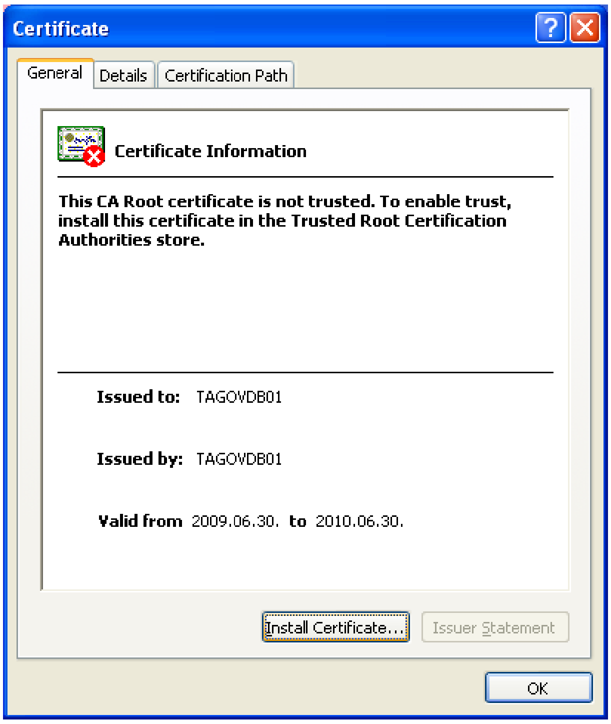
If security certificate of the website is not installed on your computer, you might receive the following warning when connecting to database (if using Internet Explorer 7):



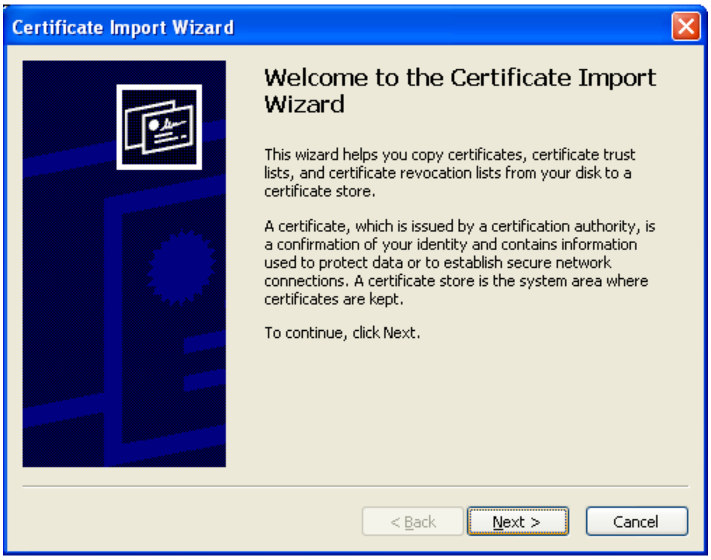
To install the certificate, click link *Continue to this website*. Login page will be displayed:



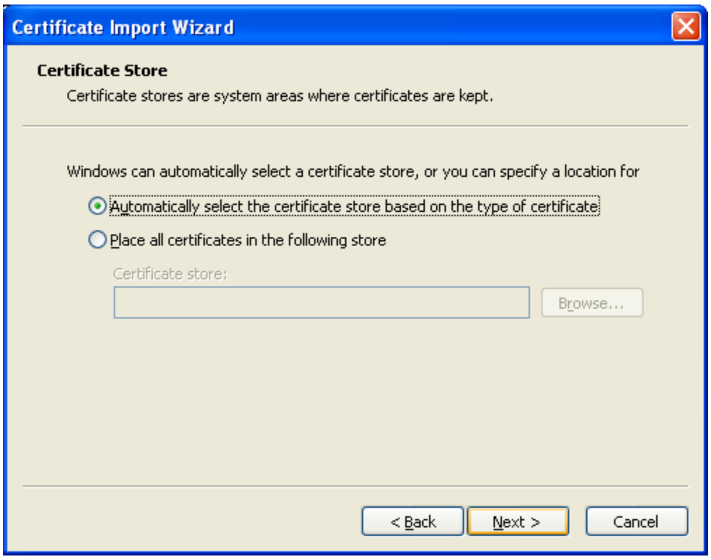
Click on the warning message *Certificate Error* next to the address bar, then click link *View certificates*. Certificate window will open. Click button [Install Certificate…]:



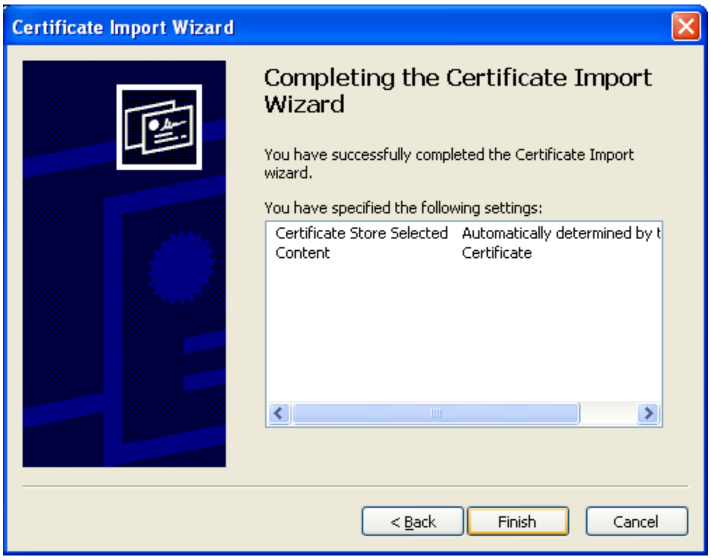
Certificate Import Wizard will start. Click button [Next] here:



Click button [Next] again here:



Click button [Finish] here:



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

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.