APPLICANT GUIDANCE

The Document Center

Version 1.0

In this guidance you can find information on how to add a file to the Document Center, how to delete an and already attached file, and how to update an already attached file.
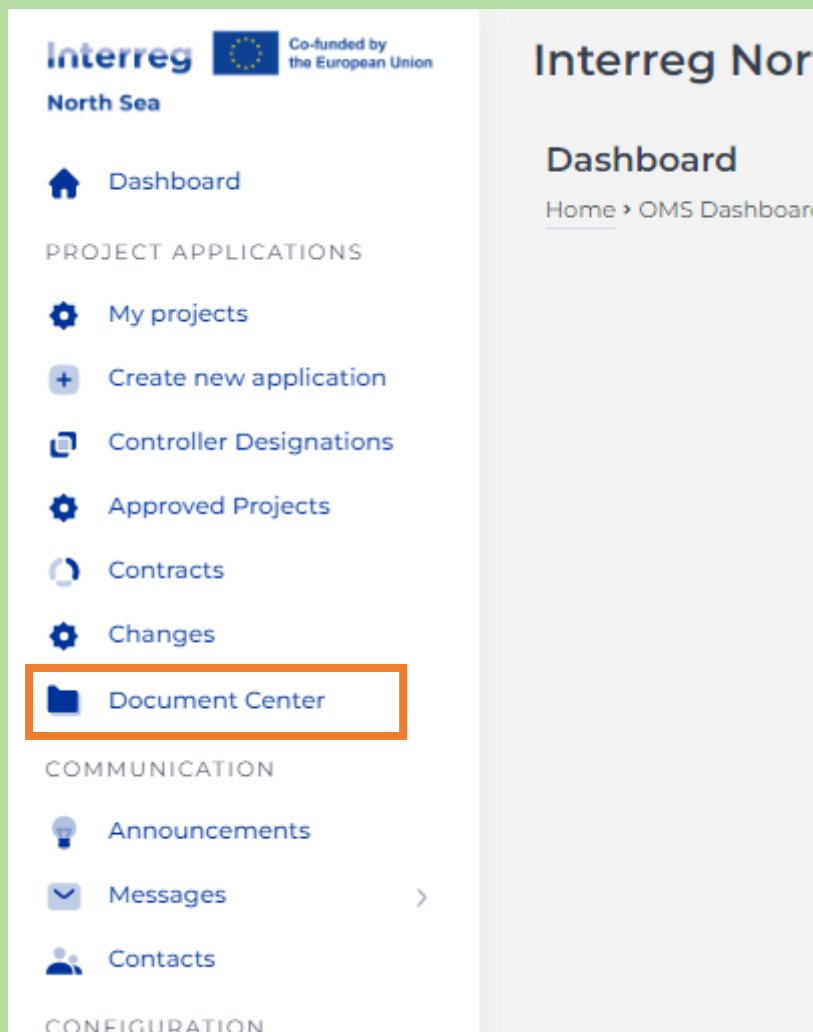
Step 1 – 3: Adding a file to the Document Center.
Step 4 – 7: Creating a new version of an already uploaded file.
Step 8 – 9: Deleting an uploaded file.
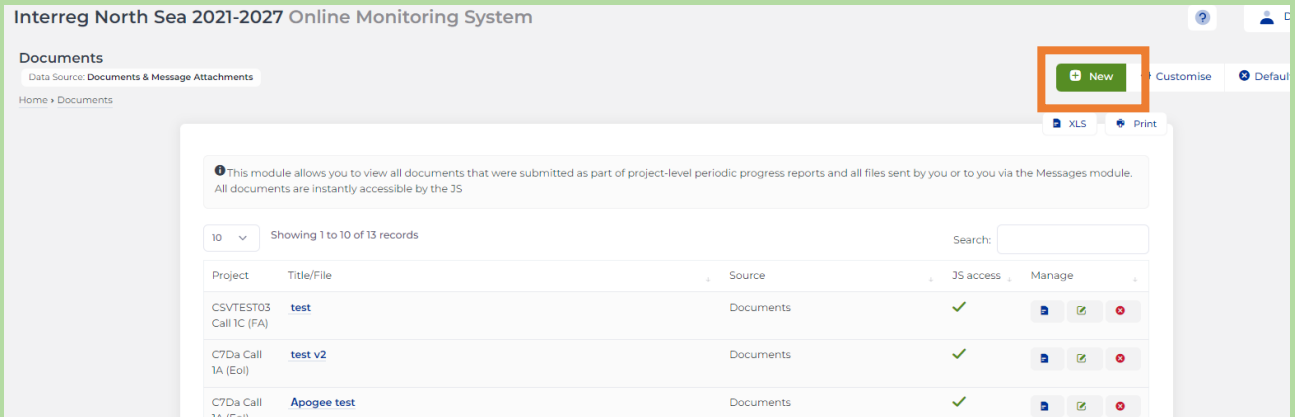
<div style="background-color:#6262b0;color:white;">STEP 1</div>

In order to navigate to the Document Center, please login to the Online Monitoring System and in the navigation menu go the "***Document Center***".

Next, you click on the button "***New***" in the upper right part of the system window.

Now you have to;

1. Provide a title for the upload
2. You can enter a description of the file
3. You need to attach the file (beware of the limited number of accepted formats), and
4. If you are involved in multiple projects you can attribute the file to a given project, chosen on the drop-down list provided.

Remember to click the button "**Save**" once you are ready. You have now attached the file.
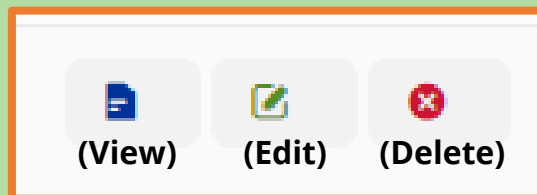
When you have added a file to the Document Center you can add a new version of it. This could be relevant if the JS request you to add or adjust the file uploaded.

To create a new version of the document entry, first find the relevant entry you need to update. Click on the button "***view***".

(View)   (Edit)   (Delete)

STEP 5

To add a new version of the document click the button "***New version***" in the upper right part of the system window.

STEP 6

For the revised document you should
1. Provide the adjusted title of the document
2. Describe what has changed since the previous version
3. Attach the updated file (beware of the limited number of accepted formats), and
4. Attribute the file to a given project, chosen on the drop-down list provided.

(See illustration on the next page)

Click the button "**Save**" once you have completed the four steps above.

STEP 7

After saving the updated entry you can now see the version history of the entry.

STEP 8

If you wish to delete an entry, please go to the Document Center. From the overview you can see the files which you have access to edit and to delete. Find the file you want to delete and click the button "**Delete**".

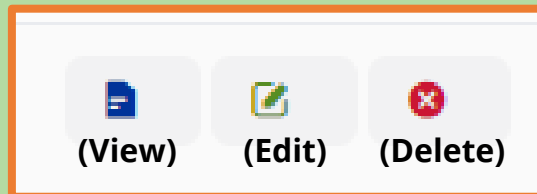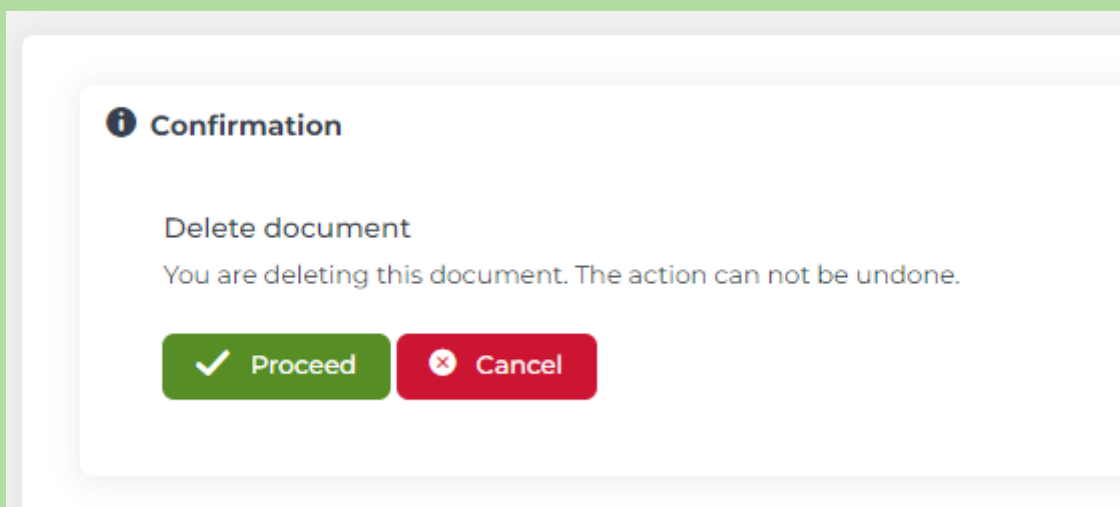| Project	Title/File	Source	JS access	Manage
CSVTEST03 Call 1C (FA)	test	Documents	✓	🗎 ✎ ❌
C7Da Call 1A (EoI)	test v2	Documents	✓	🗎 ✎ ❌
C7Da Call 1A (EoI)	Apogee test	Documents	✓	🗎 ✎ ❌
C7Da Call 1A (EoI)	apogee v2	Documents	✓	🗎 ✎ ❌
C7Da Call 1A (EoI)	apogee v3	Documents	✓	🗎 ✎ ❌
C7Da Call 1A (EoI)	Adding a new file	Documents	✓	🗎 ✎ ❌

Showing 1 to 10 of 14 records

(View) (Edit) (Delete)

STEP 9

Now you have to confirm that you, in fact, want to delete the entry by clicking the button "**Proceed**".

ⓘ Confirmation

Delete document
You are deleting this document. The action can not be undone.

✓ Proceed   ❌ Cancel

Interreg North Sea

Co-funded by the European Union

Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at **interregnorthsea.eu**.