

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.

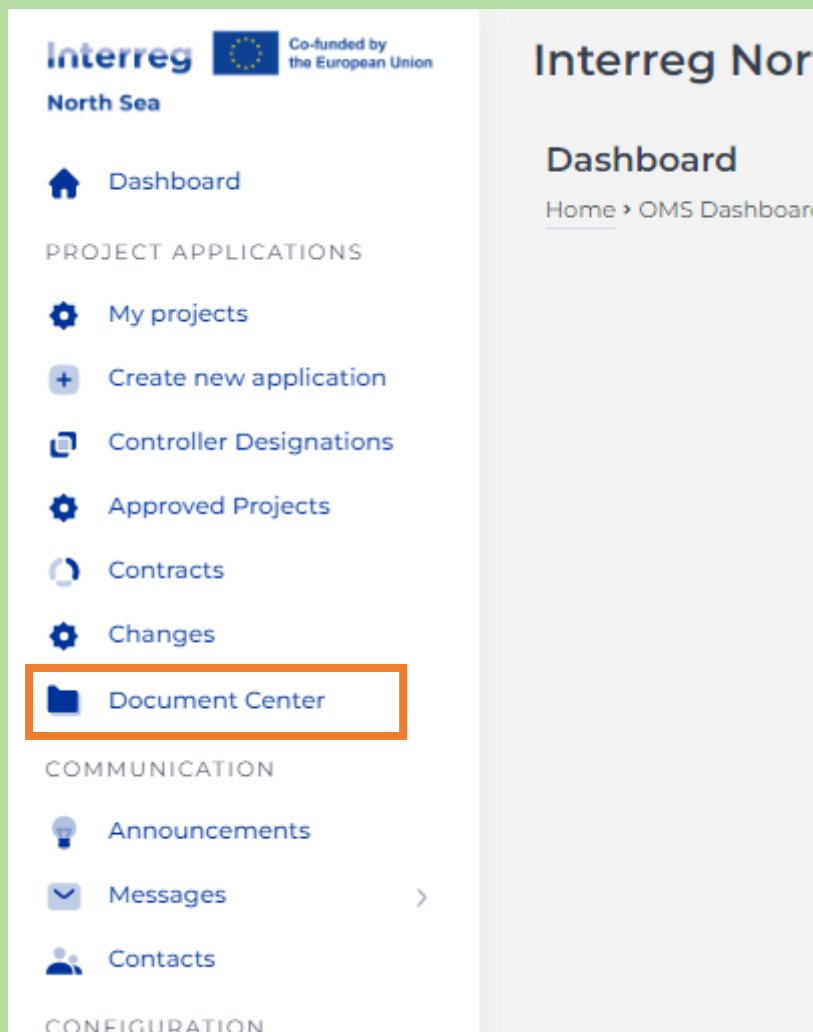
Step 1 – 3: Adding a file to the Document Center.

Step 4 – 7: Creating a new version of an already uploaded file.

Step 8 – 9: Deleting an uploaded file.

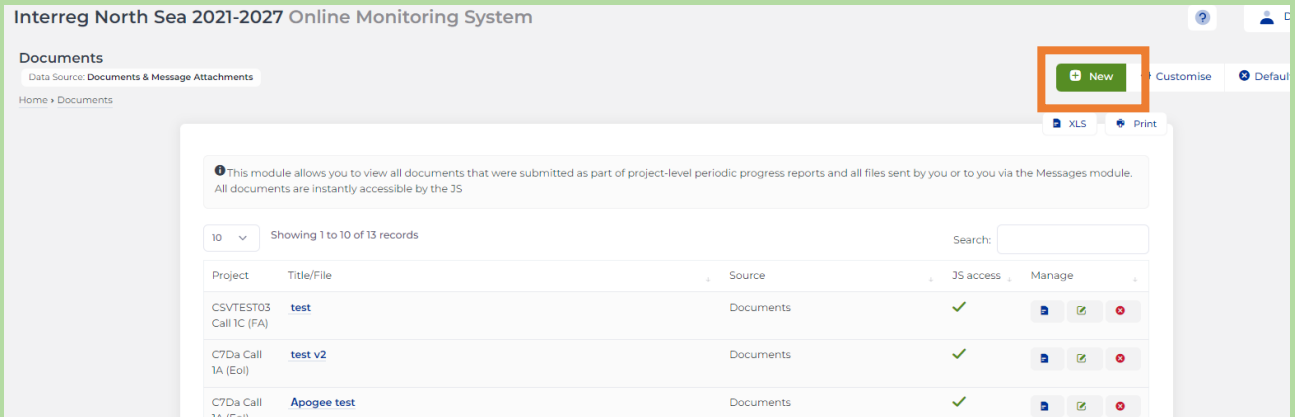
STEP 1

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



STEP 2

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



STEP 3

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.

The screenshot shows the document upload form with four numbered callouts highlighting the fields:

1. Title: A text input field containing 'Adding a new file'.
2. Description: A rich text editor with a toolbar and the text 'What is in the file.'.
3. File: A file upload field showing 'Vælg fil test.docx' and 'Accepted file types: DOC, XLS, PPT, PDF, ZIP. File size limit: 20MB'.
4. Project: A dropdown menu showing 'C7Da Call 1A (Eol)'.

At the bottom right of the form is a 'Save' button.



















Remember to click the button "**Save**" once you are ready. You have now attached the file.

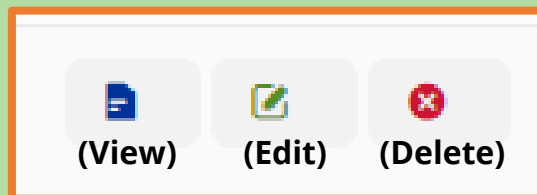
STEP 4

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**".

10 ▾ Showing 1 to 10 of 14 records Search:

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



STEP 5

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

Adding a new file

Documents > Adding a new file

Download Edit **New version**

Information	
Title	Adding a new file
Version	1
doc_Version	
Description	What is in the file.
File	20230320112519_test.docx
Accessible by the JS	Yes
Project	C7Da Call 1A (Eol)
Created by	Demian LeadBen @ OMS-LB
Created on	20/03/2023 10:36:15
Modified by	20/03/2023 11:25:01

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)

Documents
Home > Documents

Title * **1**

Original Document Adding a new file

Version 2

Description **2**

↶ ↷ **B I I** [🔗](#) — ☰ ☲ ☱ ☴ ☰ ☲ ☱ ☴ ☰ ☲ ☱ ☴ ☰ ☲ ☱ ☴ ☰ ☲ ☱ ☴ ☰ ☲ ☱ ☴

File * **3** Upload a file
 Der er ikke valgt nogen fil
Accepted file types: DOC, XLS, PPT, PDF, ZIP. File size limit: 20MB

Accessible by the JS Yes

Project * **4**

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.

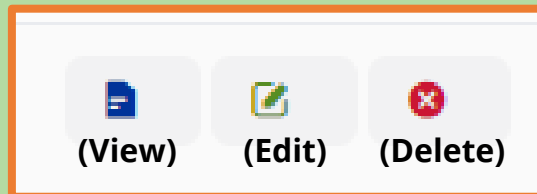
Adding a new file - version 2
Home > Documents > Adding a new file - version 2

Information	
Title	Adding a new file - version 2
Original Document	Adding a new file
Version	3
Other versions	Adding a new file - version 2 (Version 2) Adding a new file (Version 1)
Description	This is the updated document
File	20230321143322_test-version2.docx
Accessible by the JS	Yes
Project	C7Da Call 1A (Eol)
Created by	Demian LeadBen @ OMS-LB
Created on	21/03/2023 14:32:45
Modified by	21/03/2023 14:32:45

STEP 8

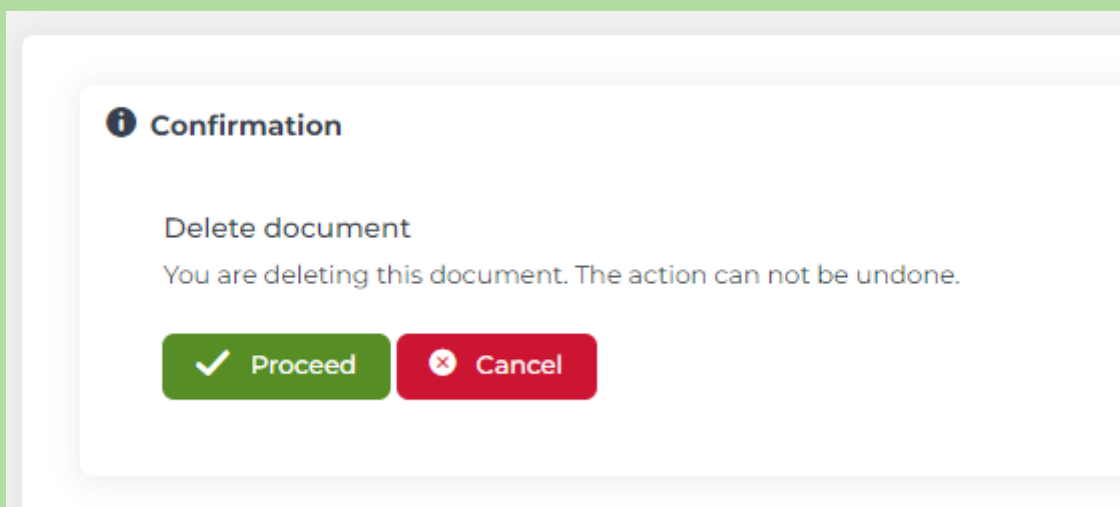
If you wish to delete an entry, please go to the Document Center. From the overview you can see the files which you have access to edit and to delete. Find the file you want to delete and click the button "**Delete**".

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



STEP 9

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



Questions or comments?

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

