

Electronic Exchange Platform user guide

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I. Electronic Exchange Platform (EEP)

In order to simplify the procedures of the new generation of European Territorial Cooperation (ETC) programmes and reduce the administrative burden on applicants and beneficiaries alike, the European Commission has developed the e-Cohesion initiative.

"e-Cohesion" is a new European initiative intended to support the reduction of administrative burden for beneficiaries and belongs to the elements that provide simplification and streamlining towards implementation of Structural Funds including the European Regional Development Fund (ERDF).

The concept of e-Cohesion, as outlined in Article 122(3) of the Common Provisions Regulation (CPR), concerns the **electronic exchange of information between beneficiaries and Programme bodies** during the 2014-2020 programming period.

The scope of the electronic exchange covers information, which must be submitted after the signing of the subsidy contract. The information requirements - reporting on progress, declaration of expenditure and exchange of information related to management, verifications and audits - shall be undertaken via electronic exchange. It is not required to set up a facility enabling electronic submission of project applications, but if wished so, Programme Authorities may decide to extend the concept of e-Cohesion to applicants as well¹.

This is what the 2 Seas Programme Authorities have decided to do: besides the legal obligation to organise the information exchange during project implementation in an electronic manner, the application procedure will become a dematerialised process as well.

The 2 Seas Joint Secretariat has to this end been working together with an external supplier over the last year to establish the "Electronic Exchange Platform" (EEP). The EEP will be an essential tool throughout the 2014-2020 programming period as the main communication tool between project applicants as well as approved projects on the one hand and the Programme Authorities on the other hand.

It is through this system that applicants will be able to submit a Concept Note, as such performing the first step in the 2 Seas 2014-2020 application procedure.

The 2 Seas EEP is hosted at <http://eep.interreg2seas.eu/> and will send, when applicable, notification emails from a standardised email address. The user is therefore requested to add no-reply@interreg2seas.eu to their list of trusted email addresses. If no emails are received from the system in spite of this, the user is asked to check their spam folder.

This user guide describes the first step in the 2 Seas application process, starting from creating an account in the EEP until the actual Concept Note submission, as well as some additional EEP functionalities and "tips and tricks".

It is meant as a first aid kit for applicants who encounter problems when completing the Concept Note or submitting it.

The Programme Authorities wish all applicants good luck in developing innovative Concept Notes within their partnerships and are looking forward to receiving high quality project proposals.

All the best,
The 2 Seas team

¹ See http://www.interact-eu.net/e_cohesion/e_cohesion/512/12238.

II. Glossary

CN	Concept Note
CPR	Common Provisions Regulation
EEP	Electronic Exchange Platform
ERDF	European Regional Development Fund
ETC	European Territorial Cooperation

III. Step by step: submitting a Concept Note through the 2 Seas EEP²

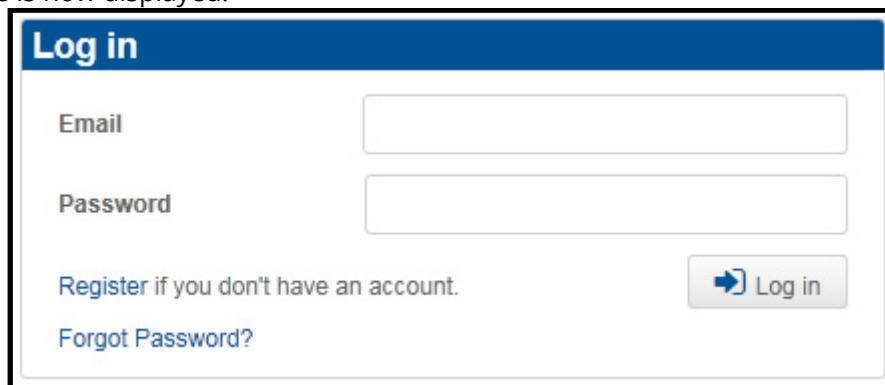
A. Creating and activating an account in the EEP

The person in charge of completing the required information in the online Concept Note template will need to create an account to be able to access the system.

It is possible for the same user to create and submit several Concept Notes using the same account during the same Call for Proposals.

1. Access the EEP through the following link: <http://eep.interreg2seas.eu/>.

→ The login page is now displayed:

A screenshot of the login page for the EEP system. The page has a blue header with the text "Log in". Below the header, there are two input fields: "Email" and "Password". To the right of the "Password" field is a "Log in" button with a right-pointing arrow icon. Below the input fields, there are two links: "Register if you don't have an account." and "Forgot Password?".

² Some screenshots in the text below may be slightly outdated as a result of ongoing EEP updates since the drafting of this user guide.

2. New users shall create an account by clicking on “Register”.

→ The following information is requested by the system:


Register

Forename

Surname


Email

Confirm email


Try another Code

Enter code

[Go to log in](#)



3. The user must complete all fields and click on “Register”.

→ A confirmation message saying that a validation link has been sent to the indicated email address is displayed:

Register

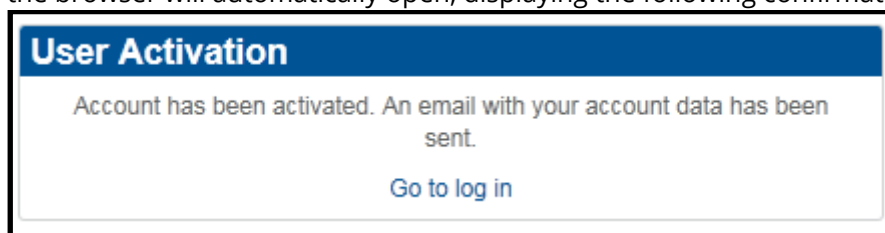
The credentials will be sent to your email address. **a.detremmerie@interreg4a-2mers.eu**

If you do not receive an email from the system after 5 minutes please check your SPAM folder or check your spelling of the address.

[Go to log in](#)

4. The user must now open the said email and click on the activation link included therein. Please note that the link will expire after 14 days.

→ A new page in the browser will automatically open, displaying the following confirmation message:



5. In order to obtain the login credentials assigned to the user by the system, the user must open the second email which will contain the validated email login as well as the password randomly generated by the system.
6. The user clicks on "Go to login" as shown in step 4 and will see once more the login page as per step 1.
7. The user must now enter the login credentials assigned to him/her by the system in the login page as shown in step 1.

Please note that one can change his/her password once logged into the system. For more information on the steps to change passwords, refer to section IV.1 of this guide.

→ If the login is successful, the user is automatically taken to the first part of the Concept Note (Part A – Concept Note Summary):



B. Completing a Concept Note in the EEP

Before detailing the actual process of completing and submitting a CN in the EEP, the user needs to be aware of the CN language requirements and how this affects the work process in the EEP and the way in which the system was built.

Concept Notes shall be submitted in all three official Programme languages: English, French and Dutch. This means:

1. Text fields related to the content of the CN (project objectives, crossborder approach, description of outputs, etc.) must be translated in all three languages.
2. However, some information must be blocked from one language to another in order to ensure the consistency between the three language versions of the CN (estimated budget, selected Programme priority specific objective, addresses of partner organisations, etc.).

In order to address both points, **the user shall first complete requested information in English before translating.** English should be considered the working language for project applications on which French and Dutch translations are based. This is also the logic according to how the EEP was built.




Users have two ways of dealing with the translation obligations:

- One can entirely fill out the CN in English and translate all text fields at once afterwards.
- One can proceed tab by tab, that is to say complete a tab in English and immediately translate it into Dutch and French before going to the next one.

The user guide below adopted the second scenario, although it is up to the user to choose the scenario that suits his/her needs best.

Finally, the **fields which must be filled in by the user are white.** Grey fields will be completed automatically with information indicated elsewhere in the template or by automatic calculations performed by the system. Grey fields in the Dutch and French versions of the CN are also blocked to safeguard the consistency between all language versions (cf. point 2 above).

❖ Section A.1 – Project Identification

Part A - Concept Note Summary	
A.1 Project Identification	
Acronym 	<input type="text"/>
Title	<input type="text"/>
Lead partner	Will be filled out in the 'Partner' tab
Project duration	Start date <input type="text"/>
	End date <input type="text"/>
	Total No. months <input type="text" value="0"/>
Programme Priority 	Will be filled out in the 'Project Description' tab
Programme priority specific objective 	Will be filled out in the 'Project Description' tab

1. The user is requested to indicate the acronym of the project for which s/he submits a Concept Note, while respecting the character limit.

2. The user is requested to indicate the full title of the project for which s/he submits a Concept Note, while respecting the character limit.
3. The user is requested to indicate both the start and end dates of the project for which s/he submits a Concept Note, while respecting the restrictions in terms of project duration imposed in the Terms of Reference of a given Call for Proposals (if any).

❖ Section A.2 – Project Summary

A.2 Project Summary ⓘ	
Common challenge ⓘ	<div>The common challenge of the programme area you are jointly tackling in your project</div> <div>0 / 3,000 characters</div>
Overall objective ⓘ	<div>The overall objective of the project and the expected change your project will make to the current situation</div> <div>0 / 3,000 characters</div>
Main outputs ⓘ	<div>The main outputs you will produce and who will benefit from them</div> <div>0 / 3,000 characters</div>
Cross-border approach ⓘ	<div>Why is cross-border approach needed?</div> <div>0 / 3,000 characters</div>
What is new? ⓘ	<div>What is new/original about it?</div> <div>0 / 3,000 characters</div>

4. The user is requested to formulate an answer to the five questions/topics under this header, while respecting the character limit.

❖ Section A.3 – Concept Note Estimated Budget

A.3 Concept note estimated budget	
Estimated budget (€)	<input type="text" value="0.00"/>

5. The user is requested to indicate an estimation of the overall project budget.

❖ Section A.4 – Project and Programme Performance

A.3 Project and Programme Performance
The project and programme performance overview is shown, once the programme priority specific objective is selected in the description tab.

6. This section will contain a table once the entire project intervention logic is established under Concept Note section C.3.1. The EEP will automatically draft this table according to the information provided under section C.3.1.

7. !!! The user must now translate the entire Part A – Project Summary of the CN into French and Dutch³. !!!

The user selects the languages by clicking on the corresponding flag displayed in the upper right corner of the screen:



→ A similar page either in French or Dutch will be displayed:

Partie A – Synthèse de la note de conception


A.1 Identification du projet

Deel A – Samenvatting conceptnota

A.1 Projectidentificatie

The same questions must be answered, yet now the user must translate the initial English answer into French and Dutch.

For the translations, the applicant can share the login with his/her native Dutch and French partners. The latter may also work in the working versions of the CN, which can be found on the 2 Seas website. In this case, the applicant can then copy paste the translations into the EEP. The same character limits apply in Dutch and French.

If all requested information has been correctly supplied, a visual indicator  next to the tab will indicate that the user has completed “Part A – Project Summary”:

Interreg 2 Seas Mers Zeeën

★ Active Project
Acronym: TEST18/12 Title: Test 18 december

Alexander Detremmerie

Dashboard | My Projects

Home > Concept Note > Partners > Edit Partner

✓ Project Summary | ! Partners | ! Project Description | Overview and Submit

Save | Check For Errors | + New Partner | ← Back To List

UK FR NL

³ The CN must be submitted in all three official Programme languages. The system is built around the logic that the English version of the CN is the basis on which the Dutch and French translations are made.

❖ Section B – Partners

8. The user must now proceed to the second part of the CN template by clicking on the tab “Partners”.

→ The following screen is displayed:

No partners found

Interreg 2 Seas Mers Zeeën

★ Active Project

Home | Projects | User Management

Home > Projects > Partner

! Project Summary ! Partner ! Project Description ! Project Budget Overview and submit

+ New Partner Check Rules

No partners found

9. The user clicks on the “+ New Partner” button, found in the button bar on top of the screen and as shown in the screenshot above, to add a partner.

→ The generic partner page is opened for what will become partner 1:

Part B - Partner 1

Partner role in the project Please select

Name of organisation in original language

Name of organisation in english

Department/ unit/ division

Contact person

Forename

Surname

Phone number

Email

Country Please select

NUTS 3 level Please select Country first

Legal status Please select Type of partner Please select

Thematic competences and experiences Which are the organisation's thematic competences and experiences relevant for the project? 0 / 500 characters

Organisation's experience in EU or international projects If applicable, describe the organisation's experience in participating in and / or managing EU co-financed projects or other international projects. 0 / 500 characters

10. The user is requested to complete the following fields (in English first, as always):

- Partner role
- Name in native language
- Name in English
- Department/unit/division of the organisation involved in the project (if applicable)
- Contact person:
 - Forename
 - Surname
 - Phone number
 - Email
- Country
- NUTS3
- Legal status
- Type of partner organisation
- Thematic competences and experiences
- Experience with EU or international projects

11. !!! In order to finalise the creation of the first partner, the user has to translate the data for this partner into Dutch and French. !!!

The user selects the languages by clicking on the corresponding flag displayed in the upper right corner of the screen:



→ A similar page as the one shown under step 8 will be displayed either in French or Dutch.

The only elements to be translated into Dutch and French are the two last ones:

- Thematic competences and experiences
- Experience with EU or international projects


12. Steps 8 to 10 are to be repeated for each and every partner the user wants to add.

If all requested information for each partner created has been correctly supplied, a visual indicator next to the tab will indicate that the user has completed “Part B – Partners”:



Interreg

2 Seas Mers Zeeën



★ Active Project

Acronym: Test 18/12 Index Number: 2S01-006

Interreg Admin

▼

Dashboard

|

My Projects

|

User Management

Home

>

Concept Note

>

Partners

✓ Project Summary

|

✓ Partners

|

! Project Description




|

Overview and Submit


+ New Partner

|

⌚ Check for Errors

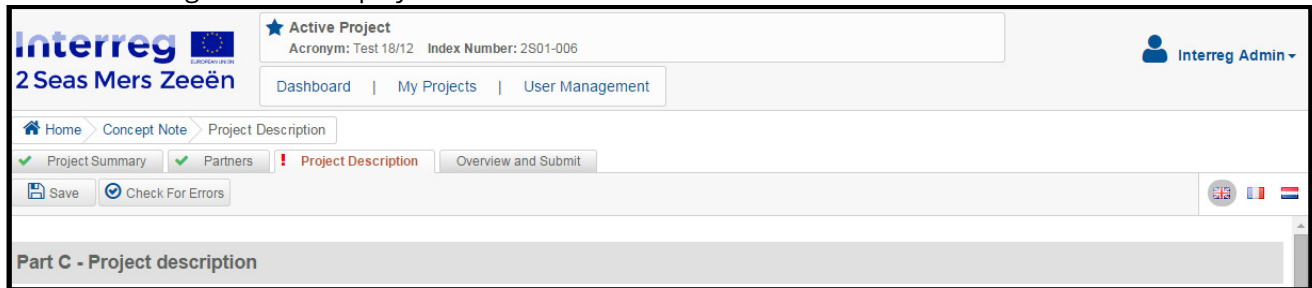
Role	Name of organisation in original language	Country	Complete	
LP	Random County Council	 UK	✓	✗
PP 2	Random Département	 FR	✓	✗
PP 3	Random Gemeente	 NL	✓	✗

It is to be noted that by clicking on the tab "Partners", the user will now see an overview page of all partners created as shown in the screenshot above.

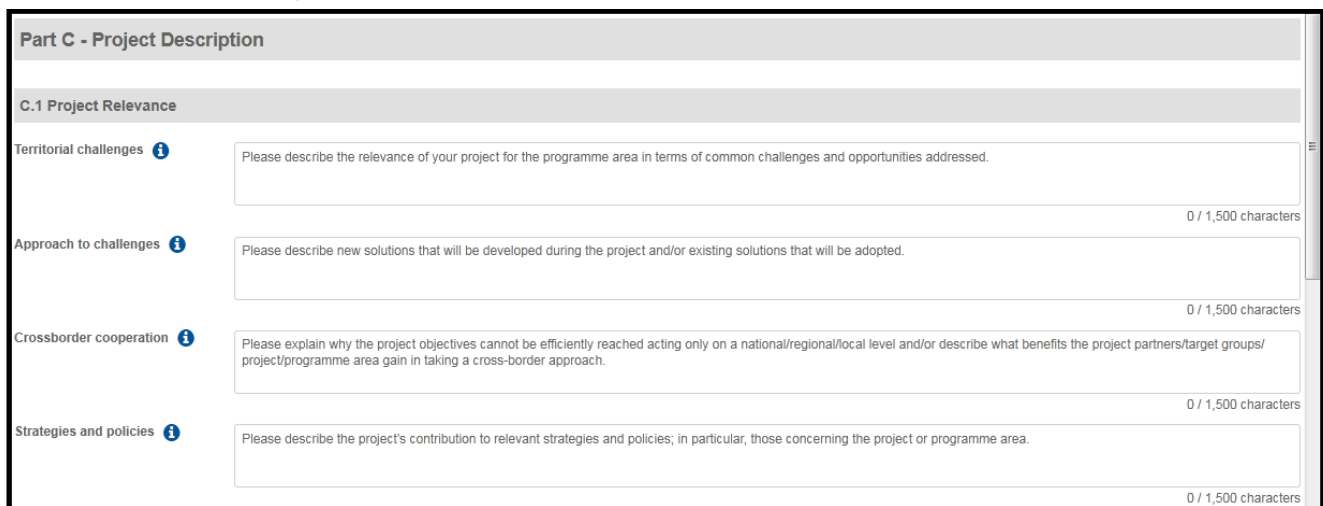
The user can access all separate partner pages from here as well as remove partners by clicking on the  button next to the concerned partner organisation.

13. The user must now proceed to the third and final part of the CN template by clicking on the tab "Project Description".

→ The following screen is displayed:

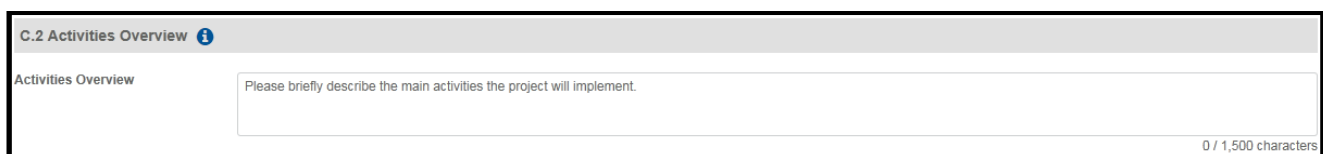


❖ Section C.1 – Project Relevance



14. The user is requested to formulate an answer to the four questions/topics under this header, while respecting the character limit.

❖ Section C.2 – Activities Overview







15. The user is requested to briefly describe the main activities the project will implement, while respecting the character limit.

❖ Section C.3 – Project Focus: What does the project want to change and deliver?

C.3.1. Project Objectives, Expected Results and Main Outputs



This is an extremely important section of the Concept Note as it outlines the project intervention logic, i.e. it should be understood from this section how the project will contribute to the Programme strategy. In order to be sure to understand all the terms in a correct manner, please refer to the glossary which can be accessed through <http://www.interreg4a-2mers.eu/2014-2020/Glossary/en>. The intervention logic is also explained in fact sheets 1 and 2 of the Programme Manual, which are accessible via <http://www.interreg4a-2mers.eu/2014-2020/how-to-apply/en>. Finally, the Programme strategy can be found in the Cooperation Programme, which is available via <http://www.interreg4a-2mers.eu/2014-2020/key-info/en>.



C.3.1 Project Objectives, Expected Results and Main Outputs



Programme priority specific objective  Please select  Programme result indicator  -- Select -- 

Please select the Programme priority specific objective


Please select the Programme priority specific objective





Project main objective  0 / 500 characters Project main result/s  0 / 500 characters


Project specific objectives  0 / 150 characters 


Programme output indicator(s)  Please select 


Programme Output Indicator Target

Project Output(s) 

Output Nr.	Project Output(s)	Project Output Target 	Expected project specific result (s) 	Responsible Partner/s: Who will deliver the output/s?
1	0 / 100 characters		0 / 500 characters	 Responsible Partner 

 Add project main output

 Add programme output indicator


 Add specific objectives

16. The user must select here the Programme priority specific objective to which his/her project will contribute (left side). The corresponding result indicator will be selected automatically by the system in function of the Programme priority specific objective (right side).



17. The user has then to define the project main objective (left side) as well as the project main result/s (right side), both of which should be in line with the Programme priority specific objective and Programme result indicator respectively.
18. Eventually, the user can define up to three project specific objectives, by clicking on the "+ Specific Objective" button (blue level).
19. Within each project specific objective, the user can select a Programme output indicator to which his/her project will contribute in reaching the given project specific objective. Within one and the same project specific objective, the user can add more Programme output indicators by clicking on the "+ Programme Output Indicator" button (very light blue level).
20. For each selected Programme output indicator, the user can then define the output/s that the project will produce and which should contribute to the achievement of that Programme output indicator and the given project specific objective. The user can add more outputs by clicking on the "+ Project Main Output" button (grey level).

For each envisaged output, the user is required to provide the following information:

- Description of the output
- Number of that type of output that will be produced
- The immediate and concrete advantage of producing that output
- The partners involved in producing the output

The user is able to delete project specific objectives, Programme output indicators and project outputs by clicking on the  next to the said element. However, the user must save before the removing of those elements becomes final.

C.3.2 Target Groups: Please tell us who will use the project outputs and how

C.3.2 Target Groups: Please tell us who will use the project outputs and how 		
Project Output(s)	Target Groups 	Please further specify the target groups
<input type="text"/>	<input type="text"/>	<input type="text"/>
	0 / 150 characters	0 / 500 characters

21. The user is requested to indicate the target group and provide a description of that target group for each and every envisaged output defined in section C.3.1 of the CN, while respecting the character limit.

The system will create automatically one line per output indicated in section C.3.1.

C.3.3 Durability of Project Outputs

C.3.3 Durability of Project Outputs

Durability of project outputs ⓘ

How will the project ensure that project outputs have a lasting effect beyond project duration?

0 / 1,500 characters

- 22. The user is requested to describe how the project outputs will have a lasting effect beyond project duration, while respecting the character limit.**

C.3.4 Durability of Project Results

C.3.4 Durability of Project Results

Durability of project results ⓘ

How will the project ensure that project results have a lasting effect beyond project duration?

0 / 1,500 characters

- 23. The user is requested to describe how the project results will have a lasting effect beyond project duration, while respecting the character limit.**

- 24. !!! The user must now translate the entire Part C – Project Description of the CN into French and Dutch. !!!**


The user selects the languages by clicking on the corresponding flag displayed in the upper right corner of the screen:




→ A similar page as the one shown under steps 13 and 14 will be displayed either in French or Dutch.

Everything except for the choices made on the basis English version has to be translated (items in dropdown lists are automatically provided in the Dutch and French versions, as well as the intervention logic as defined in section C.3.1).

This means that, if the user wants to change these elements, this shall be done first in the English version.

If all requested information has been correctly supplied, a visual indicator  next to the tab will indicate that the user has completed “Part C – Project Description”:

Interreg  **2 Seas Mers Zeeën**

★ Active Project
Acronym: Test 18/12 Index Number: 2S01-006




Interreg Admin

Dashboard | My Projects | User Management

Home > Concept Note > Project Description

✓ Project Summary ✓ Partners ✓ **Project Description** Overview and Submit

Save Check For Errors

C. Officially submitting a Concept Note through the EEP

25. Given that all tabs have been completed in a satisfactory manner (cf. visual indicator next to the tabs), the user can now proceed with the actual submission of the CN.

The user must click on the “Overview and Submit” tab.

→ The following page is displayed:

The screenshot shows the Interreg 2 Seas Mers Zeeën EEP interface. At the top, there is a header with the logo and navigation links. The main content area displays the 'Overview and Submit' tab, which includes a 'Create PDF' button and a 'Submit' button. The interface also shows a list of tabs: 'Project Summary', 'Partners', 'Project Description', and 'Overview and Submit'. The 'Overview and Submit' tab is currently selected. The user is logged in as 'Interreg Admin'.

26. Before (or after) submitting the CN, the user can export his/her CN in a PDF version by clicking the “Create PDF” button as shown in the screenshot above. By switching from one language to another using the flags, the user can export a PDF for each language.

27. To submit the CN, the user must click on the “Submit” button as shown in the screenshot above.

28. A confirmation email will be sent to the user’s email address. This email must be retained by the user.

It is highly recommended that applicants avoid last minute submissions before the deadline of the Call so as not to overload the system.

→ The status of the CN will now have changed from “CN drafting” to “CN submitted”, as indicated in this screenshot:

The screenshot shows the Interreg 2 Seas Mers Zeeën EEP interface, specifically the 'My Projects' section. The user is logged in as 'Alexander Detremmerie'. The interface displays a table of projects with columns for Index Number, Acronym, Title, Call, Programme Priority, and Status. The project 'UserGuideTest' is shown with a status of 'CN submitted'.

Index Number	Acronym	Title	Call	Programme Priority	Status
PGI00003	UserGuideTest	Test CN to write User Guide	Call 1	Low carbon technologies	CN submitted

The user can access this section of the EEP by clicking the “My Projects” button on the top of the screen. Here all projects created by the user will be displayed.

It is also from this page that a user can create a new CN by clicking the “+ New Project” button (cf. above: the same user can create more than one CN).

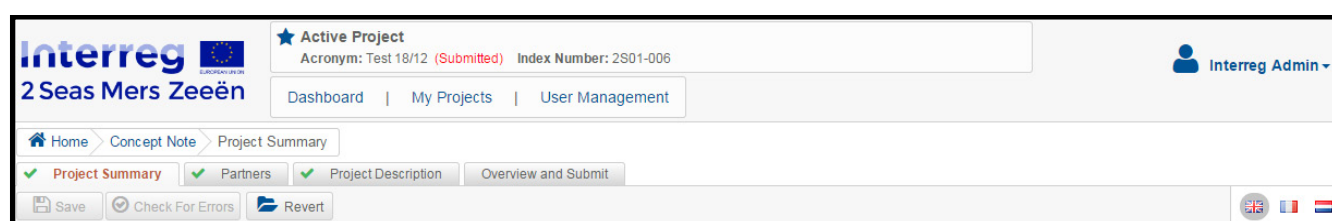
D. Updating and officially re-submitting a previously submitted Concept Note

For as long as the Concept Note stage of a Call for Proposals is open, **users are permitted to update a previously submitted CN.**

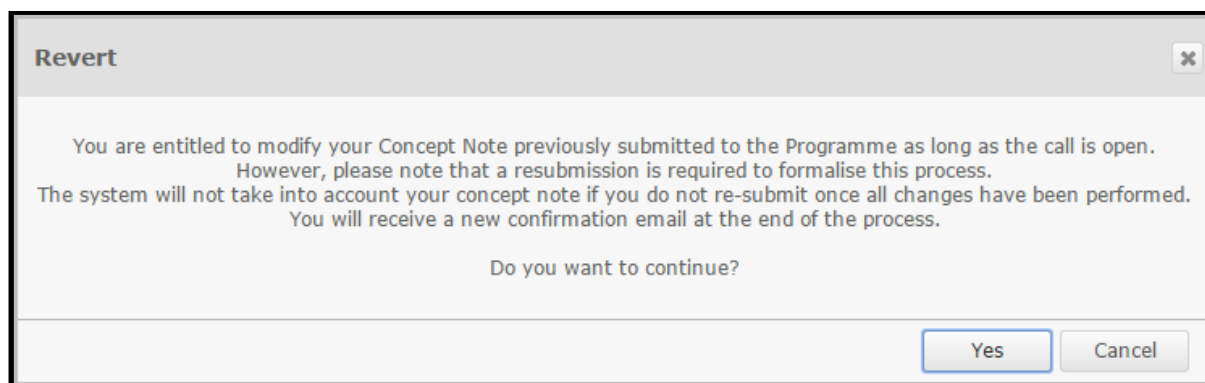
However, because re-opening and updating a previously submitted CN cancels a formal step in the 2 Seas application process (i.e. the initial submission), the **user is required to formally re-submit the updated CN.** This is done according to the process explained under steps 25-28.

In case the user does not formally re-submit the updated CN, it shall not be taken into consideration by the evaluators.

1. After logging into the EEP, the user can open his/her previously submitted CN by clicking the “Revert” button as shown in the screenshot below. This button can be found in all tabs of the CN:



→ The following warning message appears after clicking the “Revert” button, in line with the explanation in the blue box above:



2. The user must click “Yes” in order to open up all fields in each tab of the CN.
3. All fields that need updating can now be changed. As always, the user shall start his/her changes in the English version of the CN.

4. **!!! The user shall not forget to translate the updated fields of the CN into French and Dutch. !!!**

The user selects the languages by clicking on the corresponding flag displayed in the upper right corner of the screen:



5. **Once all desired updates have been performed, the user selects the “Overview and Submit” tab and clicks “Submit” to formally re-submit the updated CN. The user can export the PDFs in each language if required.**
6. **A new confirmation email will be sent to the user’s email address. This email must be retained by the user.**

It is highly recommended that applicants avoid last minute submissions before the deadline of the Call so as not to overload the system.

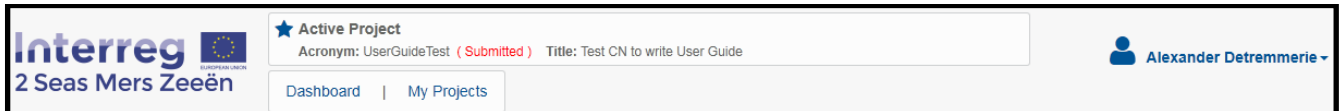
IV. Other EEP functionalities

A. Changing passwords

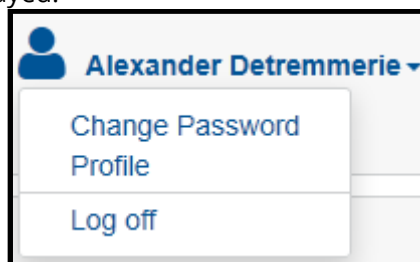
As explained above, the EEP will generate a random password for the user during the process of creating an account. If the user wishes to do so, s/he can change this password.

This is done through the following steps:

1. The user must click on his/her name in the upper right corner of the screen as shown below.



→ The following menu will be displayed:



2. The user selects "Change Password" from the list.

→ A dialogue box will now pop up:

3. The user is requested to complete the following fields:


- Old password


For security purposes, the user will not be able to copy paste the old password into this field. It must be typed manually.)

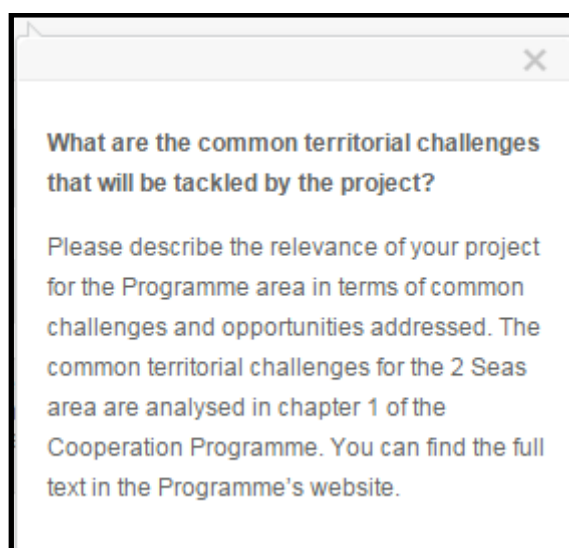
- New password, fulfilling the password policy requirements as indicated in the screenshot above
- Confirm new password

4. If all password policy requirements are fulfilled, the user must click "OK" and a confirmation message saying that the user's password has been changed will appear.

B. Guidance in the "I" fields




Guidance on questions asked and information sought in the Concept Note template can be found in the  next to those questions.

The user can open these guidance bubbles by clicking on the  symbol. The following speech bubbles will appear when doing so:



These pop-ups contain questions and/or further explanation on what type of information is sought in a given field to be completed.

Some general tips and tricks on how to use these pop-ups are provided below:

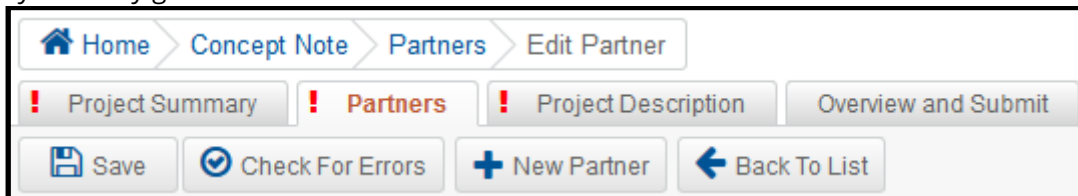
- The pop-ups do not disappear when typing in text fields. Therefore, the user can formulate an answer to a question while reading the corresponding guidance.
- One can open as many  pop-ups as wished at the same moment.
- By clicking and holding the empty bar next to the , one can drag the pop-up to any place wished on the screen.
- The pop-ups can be closed by clicking .

C. Saving your progress

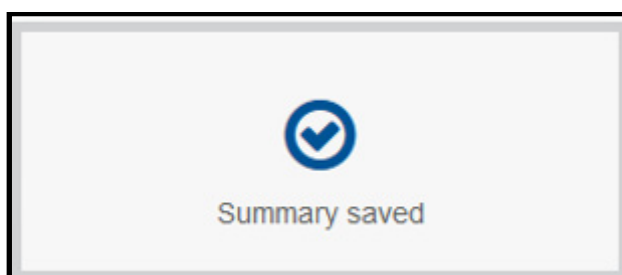
It is imperative that the user saves frequently in order not to lose any progress made since the last save.

Some general information on the “Save” functionality of the EEP is provided below:

- The “Save” button is always the button at the far left in the button bar, regardless of the page displayed at any given time:

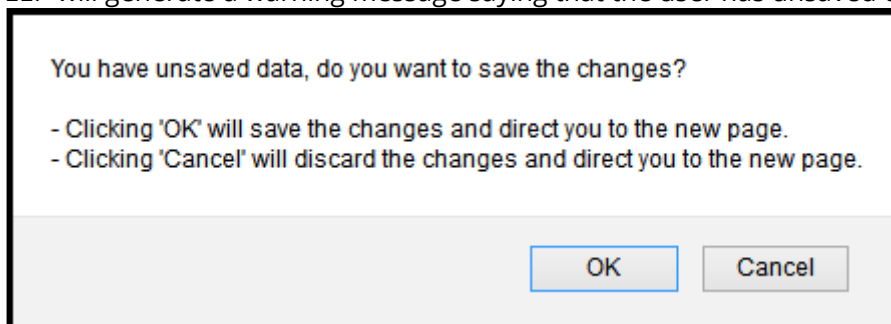


- When all goes well while saving, the EEP will display a message confirming that the user’s progress was saved successfully:



This message will automatically disappear after a couple of seconds.

- A safeguard is built into the system if a user clicks on another language (the flags) or switches between tabs (from “Project Summary” to “Partners”, for example) without having saved first. In this case, the EEP will generate a warning message saying that the user has unsaved data:



The system needs to know what to do with this data before moving to the requested page. The user can either save the data or discard the changes by respectively clicking “OK” or “Cancel”.

Regardless of the option chosen, the user will be directed to the requested page which led to the generation of the warning message in the first place.

- Last but not least, it is stressed again that the user should save very regularly by clicking the standard “Save” button.

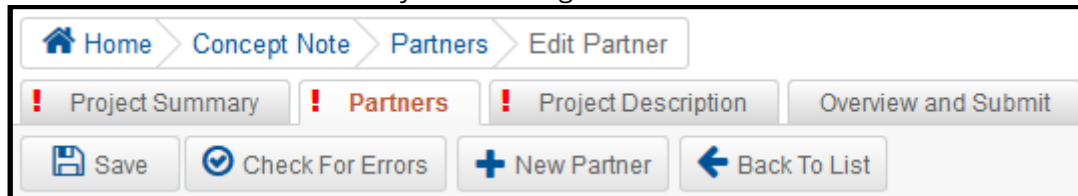
D. Checking for errors

The system has a built-in feature that is meant to aid the user in properly completing the Concept Note form in all languages and in line with the eligibility requirements for applications.

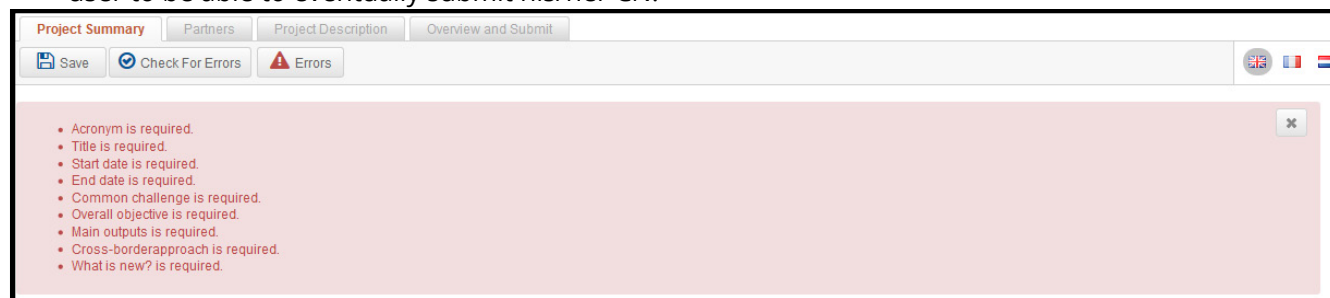
The “Check for Errors” button will help spot any element that blocks the submission of the CN. These issues can be manifold: empty fields, fields which exceed the allowed character limit, fields which contain words but require numeric information, etc.


Some general information on how to use this functionality is provided below:

- The “Check for Errors” button is always situated right next to the “Save” button in the button bar:



- Clicking this button will generate on the top of the screen a list of errors to be rectified in order for the user to be able to eventually submit his/her CN:



- This list can be hidden and shown again by clicking the  button that has now appeared in the button bar (cf. screenshot above).
- In addition to the list of identified errors, the system will also visually indicate which fields these errors relate to. These fields will be circled in red:


A screenshot of the 'Part A - Concept Note Summary' form. The form is divided into sections: A.1 Project identification, Acronym, Title, Lead partner, and Project duration. The 'Acronym' and 'Title' fields are highlighted with red borders, indicating errors. The 'Lead partner' field has a greyed-out area with the text 'Will be filled out in the "Partner" tab'. The 'Project duration' section includes 'Start date', 'End date', and 'Total N° Months' fields. The 'Total N° Months' field has a value of 0. The form is titled 'Part A - Concept Note Summary' and 'A.1 Project identification'.

- In most cases, the user can save his/her progress even if there are some errors present in the current version of the Concept Note. This feature was added so that users could easily log out of the system and continue filling in of the CN later on.

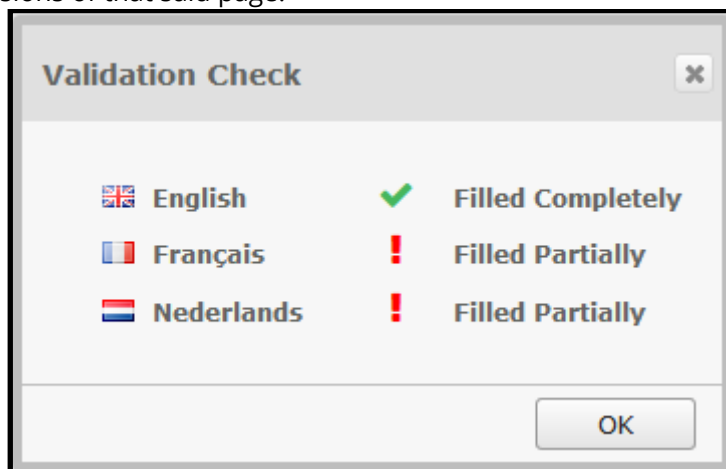
For example, the text field in the screenshot below largely exceeds the allowed character limit. This text can be saved nevertheless. But if the user clicks the “Check for Errors” button, s/he is notified of this error and the relevant field is circled in red.

- However, in other cases, the user cannot save before completing some absolutely essential fields. For instance, in the screenshot below, the system refuses to save until the user has completed the “Acronym” and “Title” boxes. Corresponding errors are displayed upon clicking the “Save” button, while the concerned fields are circled in red.

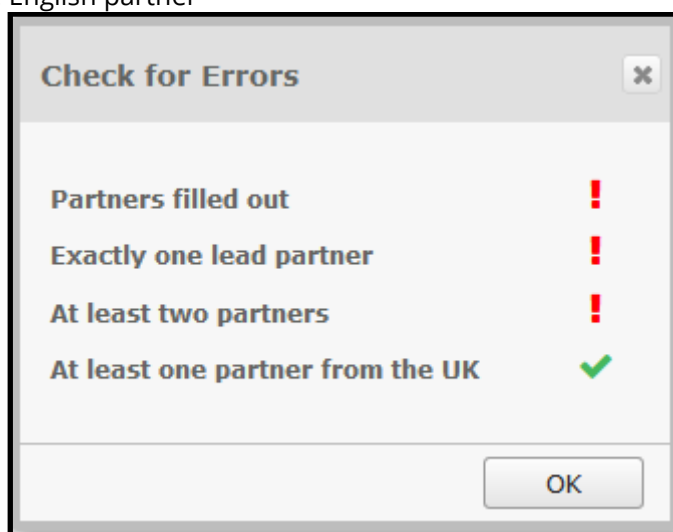
Even if it is possible for practical purposes to save progress in spite of certain errors in some cases, the user must ensure that **all** errors have been solved in order to be able to submit his/her Concept Note.

Every tab that does not have the  indicator next to it contains an error message somewhere, which should be addressed by the user.

- The “Check for Errors” functionality is dynamic in the sense that it will help users in a different way depending on the progress they have made on filling in the CN or on the page they are on.
 - Assuming that a user has properly completed all fields in the English version of a given page, there will be no more errors to detect on that page. S/he will instead see the following message when clicking the “Check for Error” button, suggesting that information is missing in both French and Dutch versions of that said page.



- If a user clicks the “Check for Error” button when in the overview of the “Partners” tab, the EEP will indicate if the currently proposed partnership complies with the eligibility requirements of the Programme:
 - Exactly one Lead Partner
 - At least two partners
 - At least one English partner



E. User management

The person who created an account so as to complete the online Concept Note template is also able to create additional users for that given project.

This can be useful when the partnership feels it would be appropriate to have a login for native speakers who are meant to complete text fields that require translation.

At present, this feature is limited to creating accounts under the Lead Partner's name to keep the system as simple as possible.

The process is as follows:

1. The user clicks on "Dashboard" on the top of the screen. An overview of the project the user is currently working on will be displayed, as shown in the screenshot below:

The screenshot shows the Interreg 2 Seas Mers Zeeën dashboard. At the top, there's a header with the logo, a star icon, and project details: "Active Project", "Acronym: TEST 06/01/2015", and "Index Number: 2S01-002". Below this is a navigation bar with "Dashboard", "My Projects", and "User Management". The main content area is divided into two sections. On the left, "Project History" shows a table with columns "Title", "Version", and "Last Update". It contains one entry: "Concept Note", version "1", with the last update "interreg@gecko.de - 06/01/2015 15:10:39". On the right, "Project Users" shows a dropdown menu set to "Concept Note (Version 1)" and a "Modify Users" link. Below this is a table with columns "Number", "Name of organisation in original language", "Email", and "Status". It contains one entry: "LP", with email "interreg@gecko.de" and status "Active".

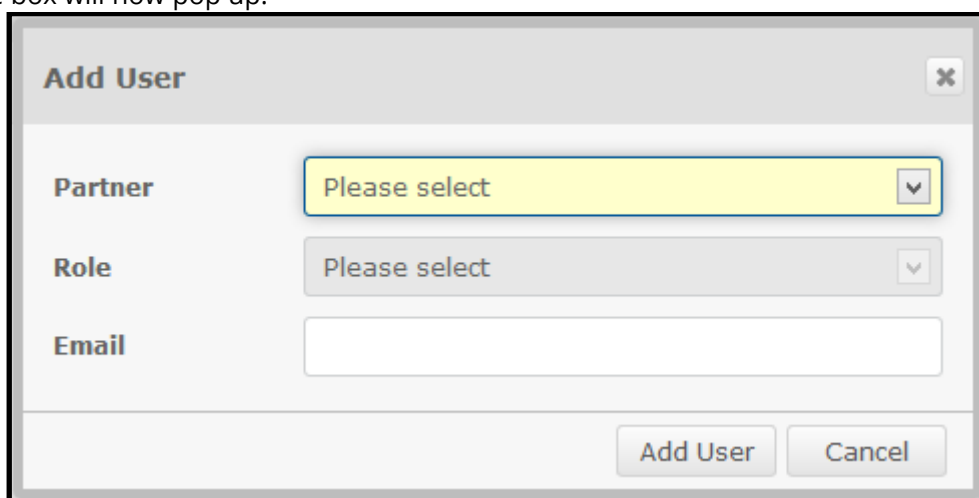
2. The project users are displayed at the right side of the page. To add one, the user must click "Modify Users".

→ An overview of all project users is displayed:

The screenshot shows the "Modify Users" page. At the top, there's a breadcrumb "Home > Modify Users" and a "+ New User" button. Below this is a section titled "Project users for project 'TEST 06/01/2015', version 1". It contains a table with columns "Number", "Name of organisation in original language", "Email", "Status", and a delete icon (X). It contains one entry: "LP", with email "interreg@gecko.de" and status "Active".

3. To add a user, one clicks the “New User” button in the upper left corner of the page as shown in the screenshot above.

→ A dialogue box will now pop up:



4. The user fills out the requested information. As indicated in the blue box above, it is at this stage only possible to select “Lead Partner”.

A valid email address must be indicated and the user clicks eventually the “Add User” button.

5. The new user will receive an email in his or her inbox (or spam folder) with an activation link. Once s/he has clicked this link, his/her account will be activated and s/he will be able to access the project for which they were granted access by the initial user with the login credentials provided by the system.

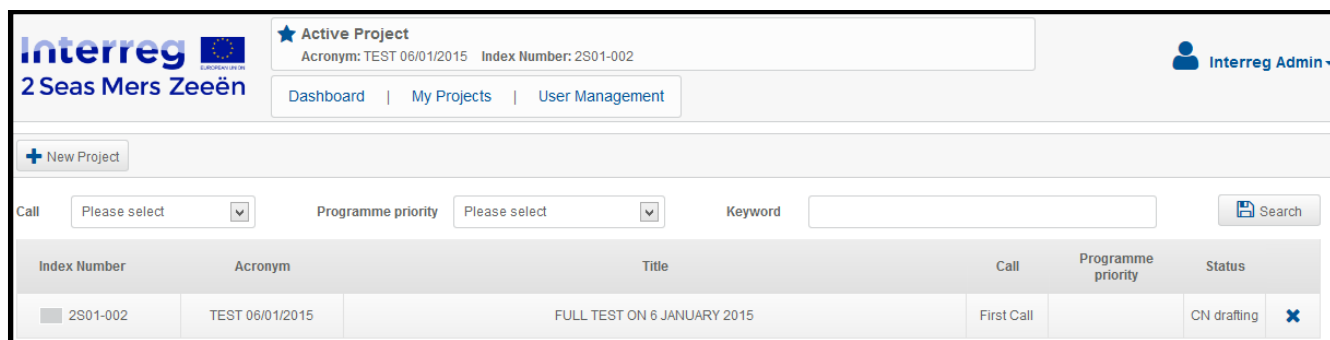
Additional users can be removed by clicking the  next to the said user. A dialogue box asking if the user is sure will appear. After deletion, a confirmation message will be displayed.


F. Adding a new project after having opened or submitted a first Concept Note

As stated in the beginning of this user guide, it is possible for the same user to create and submit several Concept Notes using the same account during the same Call for Proposals.

The process is as follows:

1. The user clicks on “My Projects” on the top of the screen. An overview of the projects the user has created or was granted access to by another user (cf. point 5 here above) will be displayed, as shown in the screenshot below:




Interreg  **2 Seas Mers Zeeën**

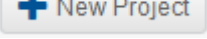
★ **Active Project**
Acronym: TEST 06/01/2015 Index Number: 2S01-002

[Dashboard](#) | [My Projects](#) | [User Management](#)


[+ New Project](#)

Call: Programme priority: Keyword: [Search](#)

Index Number	Acronym	Title	Call	Programme priority	Status
2S01-002	TEST 06/01/2015	FULL TEST ON 6 JANUARY 2015	First Call		CN drafting 

2. The user now clicks on the  button to create a new project for which a Concept Note has to be drafted.

3. The user repeats all steps indicated under chapter 3 of this user guide.

Projects can be removed by clicking the  next to the said project. A dialogue box asking if the user is sure will appear. After deletion, a confirmation message will be displayed.