# PROMAS

# USER GUIDE FOR PROJECT PARTNER

#### Version control:

Version	Change date	Modifier	Rationale	Description
ID				
1.01	29.03.2019	T. Nurmi	Version control added	Phase 2 (&3) Project partner instructions
1.02	1.4.2019	T. Nurmi	Minor updates	Chapter 3.3 Minor picture/text updates. Chapter 3.4 minor updates
1.03	2.4.2019	T. Nurmi	Minor updates	Chapter: 2.1 Pics/minor text updated
1.04	4.4.2019	T. Nurmi	New chapter	Chapter 2.3 added
1.05	5.4.2019	T. Nurmi	New chapter	Chapter 3.2 added
1.06	17.05.2019	T.Nurmi	Some clean up and minor updates	Project update/interim report authority approval chapters removed. Purchase Annexes added
1.07	10.06.2019	T.Nurmi	Minor update	Final report reopened email updated
1.08	18.08.2019	T.Nurmi	New chapter	Chapter 3.2 Request for partner changes added

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# 1. Requesting payments

During the project life cycle, project partner can request following payments via PROMAS:

- First pre-financing payment
- Interim payment
- Final payment

Project partner must supplement the payment request with corresponding reports that are described later in this user guide:

- Interim payment request with Interim report
- Final payment with Final report

#### 1.1 Payments

With this functionality project partner can create and submit payment requests to the authorities.

Choose Project management > Payments. Payments window opens.

Hon	ne	Support	User rights	Projec	t management						
Pa	yme	ents									
$\ominus$ s	Search	h									
Dat	e			Тур	e of the payment requ	uest					
					Select	•					
•	- Add	equest status d new elected Project nam		▼ C	Status	eset	Type of the payment request	Payment request	Edit	Payment order	Delete
		Sadesieniä	(	09/10/2017	Draft		First pre-financing payment	Q	<b>AND</b>		圃
	9	Sadesieniä	C	05/10/2017	Submitted		First pre-financing payment	Q			
	9	Sadesieniä	C	04/10/2017	Submitted		First pre-financing payment	Q			
		o 1 - 1 - 19									
		Sadesieniä	(	04/10/2017	Submitted		First pre-financing payment	Q			

Following functionalities and information is displayed and available in the Payments page:

- Search functionality
- Add new functionality

• Delete selected functionality (only for drafts)

Please note that when project partner is accessing payments page first time there will not be any information available in the result view. After creating first payment request, the details of the payment request are displayed as follows:

- Project name
- Date. Date when payment request has been submitted
- Status. Payment request status: Draft, Submitted, Approved
- Type of payment request: First pre-financing payment, Interim payment, Final payment
- Support function buttons:
  - o Payment request. View payment request with statuses Submitted and Approved
  - Edit. Edit the payment request with status draft
  - Payment order. Payment order will be visible when Payment request status is approved
  - Delete (only for status Draft).

### 1.2 Search payments

Click + sign on the left side of Search text

Search options are displayed

Payments		
⊖ Search		
Date	Type of the payment request Select	
Payment request status Select	Q Search Reset	

Available search options are:

- 1. Date. Calendar selection for the date of the payment request submission date
- 2. **Type of payment request.** Dropdown list {First pre-financing payment, Interim payment, Final payment}
- 3. Payment request status = Dropdown list
  - **Draft**. Project partner has started to work with the payment request but has not submitted it (not visible to Authority)
  - **Submitted**. Project partner has submitted the payment request but authority has not approved it
  - **Approved**. Payment request has been approved by Authority

Click Search push button to excecute the search. Reset push button clears the given search criterias.

Search result is displayed and is having same content that Payments page.

# 1.3 Create payment request

Choose Project management> Payments. Choose Add new on the left.

# + Add new

Add payment request page is opened. Add payment request page contains following information and input fields for the project partner to be filled for the payment request.

Add payment request	8	Print PDF	•	Back
Fields marked with asterisk ( * ) are mandatory.				
Basic information				
Name of the project: Sadesieniä				
Project ID: AMush1000				
Business ID: AMush1000_1111				
Priority: Mushroom know how				
Implementation period of the project: 19/10/2017 to 27/10/2017 (0 Months)				
Name of the lead partner: Puolangan sienestäjät ry				
Postal address: 909999 Puolanka				

### Basic information:

- Name of the project
- Project ID
- Business ID (from Grant contract)
- Priority
- Implementation period of the project
- Name of the lead partner
- Postal address

Payment request	
Date	19/05/2017
Contact person of the action	1
Telephone	
Emai	
Contact person for accounting	
Telephone	
Emai	
Emai	

Following information is needed to provide for the payment request:

- Date. Calendar selection for the payment request date.
- Contact person of the action.

- Telephone.
- Email. Email check validation.
- Contact person for accounting.
- Telephone.
- Email. Email check validation.

#### Payment type selection:

• First pre-financing payment

Type of the payment request $st$	First pre-financing payment		
Requested amount *	0,00		€

# • Interim payment/Final payment

Type of the payment request *	Interim payment	•	
Start date of the reporting period *			
End date of the reporting period *			
Requested amount *	0,00	:	€
Verified expenditure *	0,00	:	€

- Type of the payment request {First pre- financing payment, Interim payment, Final payment} Mandatory
- Start date of the reporting period.Calendar selection (mandatory). Not available with first prefinancing payment
- End date of the reporting period. Calendar selection (mandatory). Not available with first prefinancing payment
- Requested amount
- Verified expenditure Not available with first pre-financing payment

#### Provide payment receiver details:

	Payment receiver		
Name of the account owner			
IBAN number			
Account number (non IBAN)			
BIC/SWIFT code			
Additional Information	Image: State     I	E Styles • Format	Font • Size •
<ul> <li>Name of the ac</li> </ul>	count owner		
IBAN number			
Account number	er (non IBAN)		

BIC/SWIFT code

• Additional information input field

	I hereby certify that the information contained in this request is complete, faithful and reliable.		
Name	Hudson Hawk		
Position	Clerk		
Date	31/05/2017		
	Save & Stay Submit Cancel		
Attachments			
Attachment file	Browse		
	Upload Cancel		
	File Name	Download	Delete
	OK.docx	Ŧ	Ŵ

- Project partners name
- Position
- Date

Project partner can also add attachments to the payment request.

User can save the work and stay in the add payment request page by pressing Save & Stay push button. System confirms that the payment request was updated succesfully.



Once the payment request is ready, project partner can submit by Submit push button.

A window confirms that project partner wants to submit the payment request to the Managing authority.



System confirms that payment request has been submitted succesfully and takes the project partner to the payments page.



### 1.4 View payment request

Choose Project management > Payments. Click on the View icon of the the payment request that you want to view.

View Payment Request	
	Close

By Close push button to return back to Payments page.

# 1.5 Edit payment request

Choose Project Management > Payments. Click on the Edit icon of the payment request that you want to edit.

Project name	Date	Status 🔺	Type of the payment request	Payment request	Edit	Payment order	Delete
Hawk hunting	02/06/2017	Draft	Interim payment	۹	dan .		Ŵ

Payment request page is opened for the editing.

Edit the payment request and click Save push button.

#### A window confirms the update.



#### 1.6 View payment order

Choose Project Management > Payments. Click on the View icon of the the payment order that you want to view.

	Home	Support	User rights	Project mar	agement							
	Davm	nents										
	_											
e	) Sear	rch		Type of t	ne payment req	luest						
				Selec			•					
	Payment Selec	request status		• Q	Search R	eset						
	+ /	Add new										
	Delete	e selected										
		Project nam	ne l	Date 🗸	Status			Type of the payment request	Payment request	Edit	Payment order	Delete
		Sadesieniä	(	09/10/2017	Approved			First pre-financing payment	Q			

Payment order page is opened. Following information is displayed on payment order details page:

Payment order details	😝 Print PDF 🥱 Back
Basic information	Payment request information
Name of the project: Sadesieniä	Date of the payment request: 09/10/2017
Project Id: AMush1000	Requested amount: 30.00
Business ID: wew1222	Verified expenditure: 0.00
Priority: Mushroom know how	Type of the payment request: First pre-financing payment
Implementation period of the project: 19/10/2017 to 27/10/2017 (Months)	
Name of the lead partner: Puolangan sienestäjät ry	
Postal address: 909999 Puolanka	

#### Basic information:

- Name of the project
- Project ID
- Business ID (from Grant contract)
- Priority
- Implementation period of the project
- Name of the lead partner
- Postal address

### Payment request:

- Date of the payment request
- Reporting period{only with Interim payment and Final payment}
- Type of the payment request {First pre- financing payment, Interim payment, Final payment}

- Requested amount
- Verified expenditure {only with Interim payment and Final payment}

Managing authority		
topi Korvasienenkuja 6789		li
Payment order made b	by	
Name	Topi Nurmi	
Email	topi.nurmi@testlab.fi	
Telephone number		

Managing Authority details (from Grant contract) showing following editable information:

- Managing Authority (e.g. Karelia CBC Programme)
- Address

Author of the payment order:

- Name
- Email
- Telephone number

Reported costs per cost element from the budget template updated by the authority and Expenditure verification report details are shown.

Reported costs		
Travel	200	€
Training	200	€
Licences	200	€
Salaries	200	€
Total	800	€
Expenditure verificatio	n report	
Reported costs	800	€
Verified costs	600	€ 75 %

Approved costs per cost element from the budget template are also be visible.

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Approved costs		
Travel	150	€
Training	150	€
Licences	100	€
Salaries	200	€
Total	600	€

# Ineligble expenditures are also visible in the payment order.

neligible expe	nditure		
Verificate	Justification	Euros	
	оок	100	€
Total		100	€
Difference		700	

# Payment decision in Total and specification of the payment decision.

Decision on payment, T	OTAL		
FINLAND	100		¢
Norway	100		¢
Sweden	100		€
Russia	0		€
EU	200		€
Total	500		€
Additional information			
Specification of the dec	ision on pay	ment	
Name of the receiver		Торі	
Bank Acount Number		11111	
SWIFT		22222	
FINLAND		100.00	
Norway		100.00	
Sweden		100.00	
Russia		100.00	
EU		100.00	
Total		500	
Additional information		Alles kyyd	
		anna di fa	

# Outside funding information, Payment approval details and Signatures

Funding paid outside o	f the programme region		
Outside programme area funding	0	€	
Date of the payment order	09/10/2017		
Payment date	09/10/2017		
Payment order status	Approved 🔻		
Signature	tOPI	nURMI	
1	Close		
Attachment details			
File name			Download
OK.docx			*

# **1.7** Delete payment request

Choose Project management > Payments. Click on the Delete icon of the question that you want to delete or alternatively tick the tickbox front of the question and press Delete selected push button. Deletion can be done only requests with status draft.

Date 🕶	Status	Type of the payment request	Payment request	Edit	Payment order	Delete
02/06/2017	Draft	Interim payment	Q	di t		Û
firm the dele	tion					
n Dialog						
	02/06/2017	02/06/2017 Draft	02/06/2017 Draft Interim payment	02/06/2017 Draft Interim payment Q	02/06/2017 Draft Interim payment Q 🥔	02/06/2017 Draft Interim payment Q

#### and confirms the deletion.



#### 2. Manage project reports

During the project life cycle, project partner is required to provide following reports via PROMAS to the authorities:

- Project update
- Interim report
- Final report

Choose Project management > Project reports. Manage project report page is opened.

Home	Support	User rights	Project management								
Mana	Manage project reports										
O Proje	ct update 🔘	Final report 🔘	Interim report								
+ /	Add new										
Doloto	e selected										
Delete	Selected										
	Report type		Start date of the reporting period $\bigstar$	End date of the reporting period	Status	Submitted date	View	Edit	Delete		
	Project updat	e	21/09/2017	21/09/2017	Pending			<b>A</b>	Ŵ		
Page siz	Page size : 20 - Records 1 to 1 of (1)										

In this view Project partner can create following reports:

- Project update
- Final report
- Interim report

By selecting report type to be created and by pressing Add new push button.

Manage project reports view contains following information of the created reports of the project partner:

- Report type {Project update, Interim report, Final report}
- Start date of the reporting period
- End date of the reporting period
- Status {Draft, Submitted, Reopened, Approved}
- Submitted date
- Support function buttons {View with statuses, Submitted & Approved, Edit with statuses Draft & Reopened, Delete with statuses Draft & Reopened}

# 2.1 **Project update report**

Select Project update radiobutton from the manage project reports view and press Add new push button. Project update page opens.

Project update		I	5	Back
Basic information         Project progress         Ar           Basic information         Ar	nnexes			
Name of the lead partner	Puolangan sienestäjät ry			
Name of the project	Sadesieniä			
Project ID	AMush1000			
Partners	Puolangan sienestäjät ry			
Start date of the project				
End date of the project				
Start date of the reporting period				
End date of the reporting period				
		× S	Save &	Next

Project update report is divided into three different tabs:

- Basic information
- Project progress
- Annexes

# 2.1.1 Basic information

In the Basic information view partner and project details are updated as the default from the Grant Contract and project partner needs to provide following information:

- Start date of the project
- End date of the project
- Start date of the reporting period
- End date of the reporting period

Project partner can save the updates and move to the next tab by pressing Save & Next push button.

# 2.1.2 Project progress

Basic information Project progress Annexes	
Project progress	
2.1 Progress of the implemented activities in relation to all project activities (%):	15,40
2.2 Level of incurred expenditure in relation to the total budget {%}:	20,50
2.3 Has the project been able to follow the indicative work plan? If no, why?	
2.4 Is there need to change the work plan? If yes, describe the needed changes.	
2.5 Description of the progress of the project:	
BIUS Normal	Font Size
1	

In Project progress view, project partner is asked to provide following information:

- Progress of the implemented activities in relation to all project activities (%):
- Level of incurred expenditure in relation to the total budget (%):
- Has the project been able to follow the indicative work plan? If no, why? Textfield
- Is there need to change the work plan? If yes, describe the needed changes. Textfield
- Description of the progress of the project:

Project partner can save the updates and move to the next tab by pressing Save & Next push button.

#### 2.1.3 Annexes

nexes				
oad and name the	annexes			
nnexes				
Description *				
Attachment file *		Browse		
Annexes:	Upload Reset	Description	Download	Delete
	OK.docx	ok	÷	Ē
ontact information				
Filled in by	Puolangan sienestäjät ry			
Date	22/11/2017			
Contact person name	1			
Email				

In Annexes view, project partner can attach annexes and provide contact information details. Project partner can save the project update as a draft or submit it by pressing Submit push button.

System asks to confirm the submission of the report.



Press OK. System confirms that report has been submitted successfully.



#### 2.1.4 Project update reopened by the authority

Authority might require additional information to be provided for the project update. In this case, Authority Reopens the report and indicates what type of information is required from the project partner for the project update.

Project partner will receive an email of the reopened project update:

ti 2.4.2019 13.57	
N Noreply <	<noreply@navidium.com></noreply@navidium.com>
Project updat	te reopened
/astaanottaja Otopi.nurmi@gmail.c	
(opio ○ topi.nurmi@gmail.com; ○	
<ol> <li>Jos tämän viestin näyttämisessä or</li> </ol>	n ongelmia, napsauta tästä, niin viesti avautuu selaimeen.
The Managing Authority has n	eopened your project update for corrections.
The managing mathematic master	opported four project aparate for corrections
Basic Information	
Name of the project	: Koppelon suojelumetsä
Project ID	: ATOP2001
Name of the lead partner	: Jäälin kanakerho
Click here to Login	
Promas homepage	
This is an extension of a P	and an all allows do not such
This is an automatically genera	ated email, please do not reply.

In the manage project reports, status of the project update has changed to reopened and it is editable for the project partner.

Manage project re	ports				
○ Project update ○ Final rep	ort 🔘 Interim report				
+ Add new					
Delete selected					
Report type	Start date of the reporting period ▲	End date of the reporting period	Status	Submitted date	View Edit Delete
Project update			Reopened	02/04/2019	Q 🖉
Page size : 20 🗸 Records 1	to 1 of (1)				1

Project partner opens the report for editing by clicking Edit icon of the project update.

Project update view opens.

Project update		😞 Comments 🥱 Ba
Basic Information Project Progress An	nnexes	
Basic Information		
Name of the lead partner	Jääli hunt klubben	
Name of the project	Hawk hunting	
Project ID	T0PI4000	
Partners	Jääli hunt klubben	
Start date of the project	13/06/2017	
End date of the project	30/06/2017	
Start date of the reporting period	14/06/2017	
End date of the reporting period	15/06/2017	
		» Save & N

By clicking Comments push button, project partner can see what authority user has requested to be provided as additional information for the project update.

Comments	3
1	
Please update project plan	
— By admin on <i>23/11/2017 09:01</i>	

Project partner provides the requested additional information and Submits the project update with additional comments by pushing Submit push button.

Additional o	comments						
	Comments Updated		-				÷
		«	Previous	8	Save as Draft	8	Submit
	Confirmation dialog						
	re you sure you want to submit this project odate						
	OK Cancel						

Press OK. System confirms that project update has been submitted successfully.

Information dialog

Report submitted successfully.

OK

#### 2.2 Interim report

Select Interim report radiobutton from the manage project reports view and press Add new push button.



Interim report view opens.

nterim repo	ort						₽	Print PDF	5	Bac
Basic information	Summary	Work plan	Indicators	Communication and visibility	Annexes	Signature				
Basic informat	tion									
1	Name of the lea	id partner	Jäälin kanaker	ho						
	Name of t	he project	Koppelon suojelumetsä							
		Project ID	AT0P2001							
		Partners	Jäälin kanakerho							
	Start date of t	he project	02/04/2019							
	End date of the project									
Start dat	te of the report	ing period	02/04/2019							
End dat	te of the report	ing period	11/04/2019							
tinas								»	Save &	Nex

Interim report is divided into following different sections by following Tabs:

- Basic information
- Summary
- Work plan
- Indicators
- Communication and visibility
- Annexes
- Signature

In the basic information view, partner and project details are updated as the default from the Grant Contract and project partner needs to provide following information:

- Start date of the project
- End date of the project
- Start date of the reporting period
- End date of the reporting period

Project partner can save the updates and move to the next tab by pressing Save & Next push button.

#### 2.2.2 Interim report - Summary

Interim report Back
Basic information         Summary         Work plan         Indicators         Communication and visibility         Annexes         Signature
Summary
Description of the implemented projet activities, financial situation, addressed challenges and cooperation between partners during the reporting period.
BIUSS I≣ III III III III III III III III II
t

In the summary section of the interim report, project partner can add free text to describe the implemented projet activities, financial situation, addressed challenges and cooperation between partners during the reporting period.

Project partner can save the updates and move to the next tab by pressing Save & Next push button.

#### 2.2.3 Interim report – Work plan

Project partner can update the activity work plan for the project. Updated activity plan is a new version of the activity plan as original Activity plan will remain as it was in the application. In case several Interim reports will be created, and activity plan will be updated, the previous activity plan in the approved interim report will be the template for the new version of the activity plan in the new Interim report.

« Previous » Save & Next

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New activity can be added by clicking Click + sign.

Name	Description	Output	Region
Sienikartta		Kartta	(Finland-Kaenuu)
Kartan jakeli			(Finland-Lappi) (Russia-West Russia)
Sienien keruu			(Finland-Lappi) (Russia-West Russia)
Ryöppäys	Kiehuva vesi	val	Finland-Lappi

And existing activity can be edited or edited by double clicking task name in the activity planner.

🔍 Day 🔍 Week 🔍	Month 🖲 Yea	r																
Task name	Start time	Duration										20	17					
Task name Stant ume Dur	Durauon	ration 🕂	:t	Nov	Dec	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	De	
E Sadesieniä	2017-09-13	99	+		isk: Kartar uration: 9											Sade	sieniä	
Sienikartta	2017-09-13	8	×			e activity:	To_do								→si-			
🗋 Kartan jakeli	2017-09-20	9	×												<mark>→</mark> Ka			
Sienien keruu	2017-10-19	63	×													L, ;	Sienien ke	eruu

Activity pop up window opens for creating a new task or editing purposes.

Add activity		×
Name of the activity *	Sienien keruu	
Description		11
Status of the activity	To do	•
Estimated start date *	19/10/2017	
Estimated end date *	20/12/2017	
Activity order *	3	
Responsible partner	Select Puolangan sienestäjät ry	*
Accountable partner	Select	v
Consulted partner	Select Puolangan sienestäjät ry	•
Informed partner	Select Puolangan sienestäjät ry	•
Location	×Finland-Lappi ×Russia-West Russia	
Output		
	Save Cancel Delete	

Project partner can input the needed information for the activity and then save the changes. Also, activity can be deleted by pushing Delete push button.

Updated activity is visible the work plan and activity planner view as well as in the RACI matrix.

# 2.2.4 Interim report - Indicators

	Back
cators Communication and visibility Annexes	Signature
Target value	Realised cumulative value
50.00	0
50.00	0
Target value	Realised cumulative value
0.00	0
	Previous     Save & Next
	Target value 50.00 50.00

In indicators part of the Interim report, project partner is expected to provide realised cumulative value for thematic indicators and project specific indicators.

Project partner can save the updates and move to the next Tab by pressing Save & Next push button.

#### 2.2.5 Interim report – Communication and visibility

Interim repo	ort									Sack
Basic information	Summary	Work plan	Indicators	Communic	ation and visibili	ty Annexes	Signature			
Communicatio	n and visi	bility								
Describe implementat sources.	ion of the comr	munication and	visibility activiti	es, reached ta	arget groups and	completed outpu	ts and results,	if any. List published n	naterial and links	to project related
		Source	<b>4 8</b> 8	tyles 👻	Normal +	Font -	Size +			
olicant/InterimReport/Int	erimReportDeta	ails#tab-1							« Previous	» Save & Next

Project partner can update the implemented communication and visibility activities to this part of the interim report. Once completed, project partner can save the update and move to the next Tab by pressing Save & Next push button.

#### 2.2.6 Interim report – Annexes

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Interim rep	ort								5	Back
Basic information	Summary	Activities	Indicators	Communication and visibility	Annexes	Signature				
Annexes										
Annexes										
Desc	cription *									
Attachm	ent file *			Browse						
	Annexes:	Upload F	Reset							
							«	Previous	» Save &	& Next

In Annexes section, project partner can attach documents to interim report. Once needed documents have been attached project partner can move to the signaturetab by pressing Save & Next push button.

### 2.2.7 Interim report – Signature

Interim report										5	Back
Basic information Summar	y Activities	Indicators	Communication a	and visibility	Annexes	Signature					
Contact information											
Filled in by	Puolangan sie	enestäjät ry									
Date	24/11/2017										
Contact person name											
Email											
Telephone											
Signature											
Name											
Position											
Date											
Signature											
							« Previous	8	Save as Draft	B	Save

In signature section of the interim report, project partner must provide contact person details:

- Filled in by
- Date
- Name of the contact person
- Email
- Telephone

Project partner must also sign the interim report by providing:

- Name
- Position
- Date
- Signature (printed report)

Once report is ready, Project partner can submit the report by pressing Save push button. System ask to confirm the report sending.

	Confirmation dialog										
Δ	Are you sure	you wan	t to submit t	he interim report?							
		0K	Cancel								

Press OK and system confirms that report has been submitted successfully.



### 2.2.8 Interim report reopened by the authority

Authority might require additional information to be provided for the Interim report. In this case, authority reopens the report and indicates what type of information is required from the project partner for the interim report.

Project partner will receive an email of the reopened Interim report.

Vastaanottaja <sup>ke 3.4.2019 8.41</sup> Noreply <noreply@navidium.com> Interim report reopened <sup>vostaanottaja</sup> <sup>o</sup> topi.nurmi@gmail.com</sub>

Jos tämän viestin näyttämisessä on ongelmia, napsauta tästä, niin viesti avautuu selaimeen.

The Managing Authority has reopened your interim report for corrections.

#### **Basic Information**

Name of the project	: Koppelon suojelumetsä
Project ID	: ATOP2001
Name of the lead partner	: Jäälin kanakerho

#### Click here to Login

Promas homepage

This is an automatically generated email, please do not reply.

In the manage project reports, status of the interim report has changed to reopened and it is editable for the project partner.

Mana	age project report	ts						
O Proje	ect update 🔿 Final report 🔿	Interim report						
+	Add new							
Delet	e selected							
	Report type	Start date of the reporting period 🔺	End date of the reporting period	Status	Submitted date	View	Edit	Delete
	Project update	27/08/2018	30/08/2018	Approved	27/08/2018	Q		
	Interim report	28/08/2018	29/08/2018	Reopened	27/08/2018	Q	<b>SAN</b>	

Project partner opens the report for editing by clicking edit icon of the interim report.

Interim report view opens.

26 (60)

#### **PROMAS** user guide

Basic information Summary	Work plan	Indicators	Communication and visibility	Annexes	Signature			
asic information								
Name of the le	ead partner	Торі1						
Name of	the project	Topi yksivaihtei	nen					
	Project ID	AATN1000						
	Partners	Topi1						
Start date of	the project	27/08/2018						
End date of	the project	27/09/2018						
Start date of the repor	ting period	28/08/2018						
End date of the repor	ting period	29/08/2018						

By clicking Comments push button, project partner can see what Authority user has requested to be provided as additional information for the interim report.

PRO	MAS		Comment details	8	Welcome, AMush1000
Home			P		
View	interim	report	Please provide attachment — By admin on <i>10/10/2017 08-33</i>		Comments 49 Back

Project partner provides the requested additional information and Submits by pushing Submit push button. Authority will receive an email of the submitted interim report.

# 2.3 Final report

Select Final report radiobutton from the manage project reports view and press Add new push button.



Add final report view opens.

asic information Activities Indicators	Results Impact Mo	onitoring and evaluation	Environmental impact	Communication and visibility	
essessment of project administration Asse	essment of the programme	Annexes			
sic information					
Name of the lead partner	Jäälin kanakerho				
Name of the project	Koppelon suojelumetsä				
Project ID	ATOP2001				
Partners	Jäälin kanakerho				
Start date of the project					

Final report is divided into following different sections by following Tabs:

- Basic information
- Activities
- Indicators
- Results
- Impact
- Monitoring and evaluation
- Environmental impact
- Communication and visibility
- Assesment of project administration
- Assessment of the programme
- Annexes

### 2.3.1 Final report - Basic information

In the basic information view, partner and project details are updated as the default from the Grant Contract and project partner needs to provide following information:

- Start date of the project
- End date of the project

Project partner can save the updates and move to the next tab by pressing Save & Next push button.

#### 2.3.2 Final report - Activities

dd final rep								🔒 Print PDF	
Basic information	Activities Indicat	ors Results	Impact	Monitoring and evalu	uation En	wironmental impact	Communication	and visibility	
ssessment of project	administration A	ssessment of the	programme	Annexes					
tivities									
Describe the status o	f the activites at the e	nd of project							
lame	Description		Outpu	ut		Region			
Alkukisa						(Fishers) Burnstein	1		
11						Finland-Rovaniem	1		
Describe the changes	made to the work pla	n, and reasons to	the changes.	during the implementa	ation of the pr	oject.			
	- 🛛 - 🕞 Source								
B I <u>U</u> <del>S</del>		E 2 3 8	Styles	* Normal *	Font	* Size *			
BIUS			Styles	• Normal •	Font	* Size *			
BIUS		E ± ± E	Styles	• Normal •	Font	• Size •			
<u>BIUS</u>		E ± ± E	Styles	• Normal •	Font	* Size *			
	<u>}</u> : :			• Normal •					
Assess the functional	<u>}</u> : :								

In the activity section of the Final report, project partner is requested to provide information to the following sections:

- 1.1 Describe the status of the activities at the end of project
- 1.2 Describe the changes made to the work plan, and reasons to the changes, during the implementation of the proejct
- 1.3 Assess the functionality of the original work plan (activities, schedule and responsibilities) in reaching the objectives of the project

Project partner can save the updates and move to the next tab by pressing Save & Next push button.

#### 2.3.3 Final report – Indicators

dd final report				🖨 Print PDF	Sack
Basic information Activities Indicators	Results Impact	Monitoring and evaluation	Environmental impact	Communication and visibility	
Assessment of project administration Asse	essment of the programme	Annexes			
dicators					
Thematic indicators					
Thematic indicator	Target value		Realised value		
Topi2 Thematic indicator	25.00		0		
Project specific indicators					
Indicator	Target value		Realised value		
own	100.00		0		
				« Previous »	Save & Next

In indicators part of the Final report, project partner is expected to provide realised cumulative value for thematic indicators and project specific indicators.

Project partner can save the updates and move to the next Tab by pressing Save & Next push button.

# 2.3.4 Final report – Results

Add final rei	port					🖶 Print PDF 🦘	Back
Basic information	Activities In	ndicators Results	Impact	Monitoring and evaluation	Environmental impact	Communication and visibility	
Assessment of proje	ct administration	Assessment of the	programme	Annexes			
Results							
.1 Describe the result	s of the project						
	• 🖸 • 🙆 Sour	rce					
			Styles	+ Normal + Font	+ Size +		
8.2 Were the objectives	s described in the U	ogical framework met?	if not, why?				
	- 🖸 - 问 Sour	roe					
	15 15 (d) 4						

#### **PROMAS** user guide

In the result section of the Final report, project partner is requested to provide information to the following sections:

- 3.1 Describe the results of the project
- 3.2 Were the objectives described in the logical framework met? if not, why?
- 3.3 Were the objectives relevant? if not, why?
- 3.4 How did the project contribute to the cross-cutting issues of the programme?

Project partner can save the updates and move to the next tab by pressing Save & Next push button.

# 2.3.5 Final report – Impact

Edit final report 🕒 Print PDF 🦘	Back
Basic information     Activities     Indicators     Results     Impact     Monitoring and evaluation     Environmental impact     Communication and visibility       Assessment of project administration     Assessment of the programme     Annexes	
Impact	
4.1. How and by whom will the project's main outputs be further utilised once the project has been finalised?	
Image: Style     I	
4.2. How will the sustainability of the expected results be maintained financially and operationally?	
Image: Image	
4.3. Describe the expected impact of the project within next five years.	
Image: Source       B I U S       Image: Styles	
Ι	

In the impact section of the Final report, project partner is requested to provide information to the following sections:

- 4.1. How and by whom will the project's main outputs be further utilised once the project has been finalised?
- 4.2. How will the sustainability of the expected results be maintained financially and operationally?
- 4.3. Describe the expected impact of the project within next five years

Project partner can save the updates and move to the next tab by pressing Save & Next push button.

#### 2.3.6 Final report – Monitoring and evaluation

Edit final report		•	Comments 😝 Print PDF 🦘 Back
Basic information Activities	Indicators Results Impact Monito	ing and evaluation Environmental impact	Communication and visibility
Assessment of project administ	ation Assessment of the programme Anne	kes	
Monitoring and evalua	tion		
5.1. Describe the monitoring and e	valuation arrangements; how the project implement	ation and achieving of the results were monitored	d and evaluated?
	Source		
B I <u>U</u> <del>S</del> ∐ :≡ :≡	No	mal 🔹 Font 🔹 Size 🔹	
1			

Partner must provide the answer to the following question in monitoring and evaluation section:

• 5.1. Describe the monitoring and evaluation arrangements; how the project implementation and achieving of the results were monitored and evaluated?

Project partner can save the updates and move to the next tab by pressing Save & Next push button

#### 2.3.7 Final report – Environmental impact

Edit final re	port					2	Comments	😝 Print PDF	•	Back
Basic information	Activities	Indicators	Results	Impact	Monitoring and evaluation	Environmental impact	Communication	and visibility		
Assessment of proje	ect administrat	ion Assess	ment of the p	programme	Annexes					
Environmenta	l impact									
6.1 Does the project ha	ave any negativ	e or positive en	vironmental	impact? Anal	yze the environmental impact,	if any				

■		20		<u>-</u>	Α-	0	Source										
В	I	U	s	1= 2=	:=	÷IE	÷IE	≘	Ē	Styles	•	Norm	nal	•	Font	•	Size
1																	
6																	

In the Environmental impact section of the Final report, project partner is requested to provide information to the following question:

• 6.1 Does the project have any negative or positive environmental impact? Analyze the environmental impact, if any

Project partner can save the updates and move to the next tab by pressing Save & Next push button

#### 2.3.8 Final report – Communication and visibility

dit final re	port					•	Comments 😝 Print PDF 🦘 B
Basic information	Activities	Indicators	Results	Impact	Monitoring and evaluation	Environmental impact	Communication and visibility
Assessment of proje	ct administrat	tion Assess	ment of the	programme	Annexes		
ommunicatio	n and visi	ibility					
1. Describe the comm	nunication and	l visibility chanr	nels, tactics a	ind tools that	were used in the project.		
	- 🛛 -	Source					
B I <u>U</u> <del>S</del>	1= := -1E			Styles	▼ Normal ▼ Font	▼ Size ▼	
<u>ľ</u>							
. Describe the impa							

Project partneris requested to update the implemented communication and visibility activities to this part of the Final report:

- 7.1. Describe the communication and visibility channels, tactics and tools that were used in the project
- 7.2. Describe the impact of the communication and visibility activities
- 7.3. Summary of the project including objectives, main activities and achievements of the project . The summary will be published by the Managing Authority.

Once completed, project partner can save the update and move to the next Tab by pressing Save & Next push button.

# 2.3.9 Final report – Assessment of the project administration

Edit final re	port						•	Comments	θ	Print PDF	5	Back
Basic information	Activities	Indicators	Results	Impact	Monitoring an	d evaluation	Environmental impact	Communication	n and visib	pility		
Assessment of proje	ect administra	tion Assess	ment of the j	programme	Annexes							
Assessment of	f project a	administra	ition									

8.1. Assess the project management (reporting, internal communication, division of the tasks).

	≣	50	<u>A</u>	•		🗃 Sou	rce											
В	I	U	s		=	- E -	E	2	Ē	=	Styles	•	Normal	•	Font	-][	Size	•
1																		

In the assessment of the project administration section of the Final report, project partner is requested to provide information to the following question:

- 8.1. Assess the project management (reporting, internal communication, division of the tasks)
- 8.2. Assess the financial management of the project.
- 8.3. Assess the cooperation between the partners
- 8.4. Lessons learnt

Project partner can save the updates and move to the next tab by pressing Save & Next push button

# 2.3.10 Final report – Assessment of the programme

Assessment of project administration Assessment of the programme Annexes Assessment of the programme Annexes Assess the CBC programme as a financing instrument	
Access the CPC programme as a financing instrument	
. Assess the CDC programme as a mancing instrument	
B I U S J = := : # # E E E E E E E E Styles ▼ Normal ▼ Font ▼ Size ▼	

Project partner is requested to update the implemented communication and visibility activities to this part of the Final report:

• 9.1. Assess the XXX programme as a financing instrument

- 9.2. Assess the cooperation with the Managing Authority and Branch Office(s)
- 9.3. Suggestions for improvements

Once completed, project partner can save the update and move to the next Tab by pressing Save & Next push button.

#### 2.3.11 Final report – Annexes

In Annexes section, project partner can attach documents to Final report.

Assessment of project administration	Assessment of the programme	Annexes

An	ne	Ve	a c
AII	ine	NC	

Annexes			
Description *			
Attachment file *		Browse	
Annexes	Upload Reset File name	Description	Download Delete
	No record found.		

Filled in by	Jäälin kanakerho	
Date	04/04/2019	
Name of the contact person		
Email		
Telephone		

Name							
Position							
Date							
Signature							
				-			
		*	Previous	B	Save as Draft	B	Submit
In signature section of the Final report, project partner must provide contact person details:

- Filled in by
- Date
- Name of the contact person
- Email
- Telephone

Project partner must also sign the Final report by providing:

- Name
- Position
- Date
- Signature (printed report)

Once report is ready, Project partner can submit the report by pressing Submit push button. System ask to confirm the report sending.

Confirmation dialog						
Δ	Are you sure you want to submit the final report?					
		OK	Cancel			

Press OK and system confirms that report has been submitted successfully.

Information dialog					
1	Report submitted successfully.				
	UN				

# 2.3.12 Final report reopened by the authority

Authority might require additional information to be provided for the Final report. In this case, authority reopens the report and indicates what type of information is required from the project partner for the Final report.

Project partner will receive an email of the reopened Final report.

		pe 7.6.2019 7.47	
1	V	Noreply	
ς.	$\mathbf{O}$		al Report reopened
Vastaar	nottaja 🥝	Topi Nurmi	
Kopio	🛛 Topi N	urmi; O Support Navio	dium
eol 🚺	s tämän vie:	stin näyttämisessä on o	ongelmia, napsauta tästä, niin viesti avautuu selaimeen.
ть	o Managi	ag Authority has roo	opened your final report for corrections.
in	e wanagi	ig Authonity has red	opened your final report for corrections.
	Basic In	formation	
N	Name of t	he project	: Sienimetsä
P	Project ID		: ATOP1000
N	Name of t	he lead partner	: Stringreel
<u>Cli</u>	ick here t	to Login	
_			
Pr	omas ho	mepage	

This is an automatically generated email, please do not reply.

In the manage project reports, status of the Final report has changed to reopened and it is editable for the project partner.

Manage project re	ports						
O Project update O Final rep	ort 🔘 Interim report						
+ Add new							
Delete selected							
Report type	Start date of the reporting period 🔺	End date of the reporting period	Status	Submitted date	View	Edit	Delete
Final report			Reopened	04/04/2019	Q	<b>S</b>	

Project partner opens the report for editing by clicking edit icon of the Final report.

Final report view opens.

PROMAS	Comment details	Welcome, ATOP2001
lome Support User rights P		
	Please check the indicators	
Edit final report	— By admin on <i>04/04/2019 13:47</i>	🛛 Comments 🤞 Print PDF 🦘 Back
Basic information Activities Indicator	s Results Impact Monitoring and evalua	stion Environmental impact Communication and visibility
Assessment of project administration Ass	essment of the programme Annexes	
Basic information		
Name of the lead partner	Jäälin kanakerho	
Name of the project	Koppelon suojelumetsä	
Project ID	AT0P2001	
Partners	Jäälin kanakerho	
Start date of the project	12/03/2019	
End date of the project	25/04/2019	
		> Save & Next

By clicking Comments push button, project partner can see what Authority user has requested to be provided as additional information for the Final report.

Project partner provides the requested additional information and Submits by pushing Submit push button. Authority will receive an email of the submitted Final report.

2.3.13 Final report approved by the authority

When Final report is approved by the authority, status of the final report changes to Approved. Please note that project partner will not receive any email concerning the approval of the final report.

Home	Support	User rights	Project management	Documents	
0	Payment re	equest	Payments Requests for change Addendum Recoveries		6.
Project r Applican	proposal name: Top name: Koppelon su t name: number: PR000101	ojelumetsä	Memorandum Project summary Project reports	C	Call for Project Applican Order n

# 3. Project Management

# 3.1 Request for change

Choose Project Management > Request for change. Request for change page is opened. In case there is no previous requests for change done, result view is empty.

Reque	Requests for change					
+ Ad	d new					
Delete s	elected					
	Project ID	Submission date	Change request status	Edit/Add File	Delete	View
	AMush1000	26/09/2017	Submitted			Q
	AMush1000	26/09/2017	Draft	e de la companya de la	Ŵ	
Page size :	20 V Records 1 to 2 of (2)					1

In the Requests for change result view, the details are displayed as follows:

- Project ID
- Submission date
- Change request status (Draft, Submitted, Rejected, Approved)
- Edit with status Draft
- Delete with status Draft
- View (with status: Draft, Submitted, Approved, Rejected)

Click Add new push button to create a new Request for change.

Add request for change page is opened which contains following information and input fields for the project partner to be filled for the request for change.

#### Request for change

# Sack

# Project basic information



Basic information:

- Name of the lead partner
- Name of the project
- Project ID
- Priority
- Implementation period of the project

Project partner must provide following request basic information:

- Date
- Change; Activities, Budget, Implementation Period, Others

# • Proposed change

equest for change details		
Date *	28/08/2018	
Change *	Select Activities	
Proposed change	Budget Implementation Period	
	Other Partners	Styles ▼ Format ▼ Font ▼ Size ▼

Project partner must also provide:

- Grounds for the change
- Budget impacts

And details of the requestor:

- Organization
- Name
- Position

Grounds for the change	
Budget impacts	
Requested by	
nequested by	
Organization	
Name	
Position	

Annexes		
Attach	ment file Browse	
	Upload Reset	
	File name	Download Delete
	No files uploaded.	
	Save as Draft Submit Cancel	

Project partner can also attach attachments to the request for change.

By pressing Submit project partner can submit the request for change for Authority review and approval.

Confirmation dialog					
Δ	Are you sure you	u want to	o submit the	e request for change?	
		0K	Cancel		

Press OK.

	Information dialog
•	Request for change submited succesfully
	ОК

3.1.1 Change request decisions by the authority

Decision of the authority for the request for change can be seen from the change request status.

Requests for change					
+ Add new Delete selected					
Project ID	Date	Request for change status	Edit/Add File	Delete	View
Amush2000	26/03/2018	Approved			Q
Page size : 20 V Records 1 to 1 of (1)					1

Click View icon for the request that you want to view.

Decision		
Decision made by	Topi Nurmi	
Decision	Approved	
Grounds		
Contract addendum to be made	No	
Date	27/09/2017	

Decision of the authority is visible from the Decision section:

- Decision made by
- Decision: Approved or Rejected
- Grounds
- Contract addendum to be made: Yes or No
- Date

### 3.2 Request for partner change

Choose Project Management > Request for partner change. Request for partner change page is opened. In case there is no previous requests for change done, result view is empty.

ome	Support	User rights	Project management	Documents				
0.011	oct for r	oartner ch	2000					
equ	estion	Jarther ch	ange					
+ /	Add new To	add a new partner	, click Add new.					
— F	Remove To r	emove an existing	partner, click remove button.					
Part	tner		Country	Region	Туре 🔺	Active	Add/Edit information	View
Dem	io emo		Finland	Rovaniemi	Partner	Inactive	<i>i</i>	Q
Sam	iin mopot		Finland	Rovaniemi	Partner	Inactive		Q
Lalu	ın lelut		Russia	Murmansk	Partner	Active		Q
Hölk	ky pölkky		Finland	Rovaniemi	Partner	Inactive	<b>AN</b>	Q
Part	nerin lisäys		Finland	Rovaniemi	Partner	Active		Q

Page size : 20 • Records 1 to 6 of (6)

#### In the Requests for partner change result view, the details are displayed as follows:

- Partner name
- Country
- Region
- Partner type
- Partner status (Inactive, Active)

PROMAS manual for Ongoing projects 8.8.20191

43 (60)

- Add/Edit information (for inactive partners only or requests that have not been submitted)
- View

Requests for partner changes which have been submitted but not yet approved by the authority are displayed as follows:

- Partner request for adding new partner, displayed in green color with status Inactive, once approved by the authority, color changes to black and status to Active
- Partner request for removing existing partner, displayed in red color with status Active, once approved by the authority, color changes to grey and status to inactive
- 3.2.1 Request for adding a new partner

Click Add new push button to create a new Request for new partner.

Request for partner change page is opened which contains following information and input fields for the project partner to be added.

Request for partne	er change			Sack
Identity				
Туре	Partner			
Full legal name				
Name of the organisation in original language				
Country	Select	v		
Region	Select	•		
Department/ unit in charge of the activities				
Business ID				
Legal status	Public	*		
Type of organisation	Select			
Description of the organisation				1.
Official address				
Postal address				11
Telephone number				
Email of the organisation				
Website of the organisation				

Provide/update following Identity information for the Lead Partner:

- Name of the organisation in original language (from Concept Note)
- Country
- Region
- Department/unit in charge of the activities
- Business ID
- Legal status (Selection; Public or Private)
- Type of the organisation (Selection from the list)
- Description of the organisation
- Official address
- Postal address
- Telephone number
- Email of the organisation
- Website of the organisation

### Continue with providing contact person details:

Contact person	
Name	Topi Nurmi
Position	Sienivastaava
Telephone number	
Email	

# Fill the Motivation and Capacity sections:

Motivation
What is the role of the partner in the project?
Why does the organisation participate in the project (reason and motivation)?
How does the organisation benefit from participating in the project?
Operational capacity
What are the organisation's thematic competences and experiences relevant for the project?
Describe the organisation's previous experience in participating in and/or managing EU co-financed projects or other international projects.
In the case of partners from outside the programme's core area: What is the added value of this partner for the project?
1

## Provide Financial capacity information.

Financial capacity			
Does the organisation have a euro based bank account or can i	t be established?	○ Yes ● No ○ NA	
Can the project costs be separately allocated and reported in the bookkeeping?	he organisation's	🔘 Yes 🖲 No 🔘 NA	
Can the organisation transfer or receive programme funding to partners?	/from other project	🔘 Yes 🖲 No 🔘 NA	
Does the organisation participate in the financing of the project	1?	⊙ Yes ⊛ No	
Organisation's average annual turnover			£
Other public financing			
Other public financing in the field of this application wi	thin 3 previous years.		
Financier name	Name of th	e project	Amount
$\Theta$			
$\oplus$			
Has public financing for same or similar 🔘 Yes 💿 No	D		

activities been applied for?

Provide following basic information for the request for partner changes:

- Date
- Change: default value Partners
- Proposed change

Request for change	
Date *	
Change *	Partners 🔻
Proposed change	Image: Style     Format     Format     Format     Size

Project partner must also provide:

- Grounds for the change
- Budget impacts

And details of the requestor:

- Organization
- Name
- Position

Grounds for the change		
Budget impacts		
Requested by		
Organization		
Name		
Position		
Annexes		
Attachment file	Browse	
	Upload Reset	
	File name Download De	elete
	No files uploaded.	
	Save as Draft Submit Cancel	
	South Santer	

Project partner can also attach attachments to the request for partner change.

By pressing Submit the request for partner change will be submitted for the authority review and approval.

	C	onfirma	tion dialog					
Δ	Are you sure you want to submit the request for change?							
		0K	Cancel					
			ouncer					

Press OK.

	Information dialog
•	Request for change submited succesfully OK

# 3.2.2 Request for removing an existing partner

Click Remove push button to create a request for the removal of the existing partner.

Request for change page is opened. Provide following basic information for the request for partner changes:

- Date
- Change: default value Partners
- Partner selection; select the partner to be removed (existing & active partners)
- Proposed change

quest for change						
Date *						
Change *	Partners	•				
Partner *	Lalun lelut Partnerin lisäys					
		-				
Proposed change		irce				
	B I U S := := := :=		Styles +	Format +	Font -	Size +

Project partner must also provide:

- Grounds for the change
- Budget impacts

#### And details of the requestor:

- Organization
- Name
- Position

Grounds for the change		
Budget impacts		
Requested by		
Organization		
Name		
Position		
Annexes		
Attachment file	Browse	
	Upload Reset	
	File name Download	Delete
	No files uploaded.	
	Save as Draft Submit Cancel	

Project partner can also attach attachments to the request for partner removal.

By pressing Submit the request for partner change will be submitted for the authority review and approval.



Press OK.

	Information dialog						
•	Request for change submited succesfully OK						

# 3.2.3 Partner change request decisions by the authority

• Add new To add a new p	artner, click Add new.					
• Remove To remove an e	xisting partner, click remove bu	tton.				
Partner	Country	Region	Туре 🔺	Active	Add/Edit information	Vie
Demo emo	Finland	Rovaniemi	Partner	Inactive	<i>d</i> <sup>2</sup>	Q
Samin mopot	Finland	Rovaniemi	Partner	Inactive		a
Lalun lelut	Russia	Murmansk	Partner	Active		a
Hölkky pölkky	Finland	Rovaniemi	Partner	Inactive	(Jan)	Q
Partnerin lisäys	Finland	Rovaniemi	Partner	Active		Q
New partner demo emo	Finland	Rovaniemi	Partner	Inactive		Q
Јоро Моро			Partner	Inactive	Salt.	Q

Request for partner changes are visible also in the request for change view, where status of the request for change can be seen from the change request status.

eques	ts for change					
+ Add	new					
Delete sel	lected					
	Project ID	Date	Request for change status	Edit/Add File	Delete	View
	ATOP1000	25/06/2019	Approved			Q
	AT0P1000	25/06/2019	Approved			Q
	ATOP1000	26/06/2019	Approved			Q
	ATOP1000	26/06/2019	Approved			Q
	ATOP1000	25/06/2019	Approved			Q
	ATOP1000	25/06/2019	Submitted			Q
	ATOP1000	25/06/2019	Approved			Q
	ATOP1000	18/07/2019	Submitted			Q
	ATOP1000	18/07/2019	Submitted			Q
	ATOP1000	18/07/2019	Draft	<b>A</b>	Ē	
Page size :	20 • Records 1 to 10 of (10)					

Also partner requests which has been saved as draft but not yet submitted are visible and editable and deletable (status Draft).

### Click View icon for the request that you want to view.

Decision		
Decision made by	Topi Nurmi	
Decision	Approved	
Grounds		
Contract addendum to be made	No	
Date	27/09/2017	

Decision of the authority is visible from the Decision section:

- Decision made by
- Decision: Approved or Rejected
- Grounds
- Contract addendum to be made: Yes or No
- Date

# 3.3 Contract addendum

Go to Project management-> Addendums. Addendums page opens:

### Addendums

Date	View
05/04/2019	
Page size : 20 • Records 1 to 1 of (1)	

In the Addendums view, the details are displayed as follows:

- Date (approval)
- View

# Lead partner can view addendum by clicking View icon. Grant contract view is opened.

Grant contract								🖶 Prin	it form	5	Back
Basic information											
Name of the project: Koppelon suojelumetsä											
Project Id: ATOP2001											
Grant contract identification number: 555555											
Priority: Priority 2_Topi											
Implementation period of the project: 02/04/2019	to 25/04/2019	(1 Months)									
Name of the lead partner: Jäälin kanakerho											
Postal address: Olemassa											
Contract article details											
contract at ticle defails											
Grant contract basics Article 1 Article :	Article 3	Article 4	Article 5	Article 6	Article 7	Article 8	Signature	Addendum			
Upload Document											

# Click Addendum tab. Addendum view opens.

Contract article det	ails								
Grant contract basics	Article 1 Artic	le 2 Article 3	Article 4	Article 5	Article 6	Article 7	Article 8	Signature	Addendum
Upload Document									
Change request num	ber CR000026								
Cha	nge Budget			v					
Proposed cha	nge More money								
Grounds for the cha	nge Empty pocl	ket							
Budget impa	No money								
Requested	d by								
Organiza	tion Lahjadivisi	oona							
Na	ime Jaska Joku	inen							
Posi	tion Ajattelija								

### Change request details:

- Change request number
- Change
- Proposed change
- Grounds for the change
- Budget impacts
- Requested by
- Organization
- Name
- Position

Idendum						
e following pro	vision of the	Grant Contract are replaced/co	ompleted as follows:			
	<u>∧</u> • Ø• s]]≣ :	<ul> <li>Source</li> <li>I → E → E = = =</li> </ul>	Styles - For	mat - Font	- Size -	
tekstiä						
	Date	05/07/2019				
			previous addendums rema	ain unchanged. The a	ddendum shall enter into force on t	he later date of signature by the
rties unless ot	nd condition herwise agr	s of the Grant Contract and its				he later date of signature by the
rties unless ot ne in English i	nd condition herwise agr	is of the Grant Contract and its j				he later date of signature by the Download
rties unless ot one in English i	nd condition herwise agr n two origina	is of the Grant Contract and its j eed. als: one original being for the M	fanaging Authority and one	e original being for th		
rties unless ot ne in English i	nd condition herwise agr n two origini Document	is of the Grant Contract and its j eed. als: one original being for the M File name Admin check - KO 1st call fo	fanaging Authority and one	e original being for th		Download
rties unless ot me in English i	nd condition herwise agr n two origini Document	s of the Grant Contract and its j eed. als: one original being for the M File name	fanaging Authority and one	e original being for th		Download
rties unless ot me in English i	nd condition herwise agr n two origini Document	is of the Grant Contract and its j eed. als: one original being for the M File name Admin check - KO 1st call fo	fanaging Authority and one	e original being for th	e Lead Partner.	Download
ırties unless ot	nd condition herwise agr n two origini Document For the	is of the Grant Contract and its j eed. als: one original being for the M File name Admin check - KO 1st call fo	fanaging Authority and one	e original being for th	e Lead Partner. For the Managing Author	Download

Addendum details:

- · The following provision of the Grant Contract are replaced/completed as follows
- Date
- Attachements
- Signatures

### 3.4 Memorandum

In case memorandums are prepared by the authority, lead partner can view memorandums in Promas.

Go to Project management-> Memorandum. Memorandum page opens:

# Memorandums

Name of the memorandum -	Date	View
Topi's change	01/04/2019	
Page size : 20 V Records 1 to 1 of [1]		1

Click View icon. Selected memorandum opens.

View memorandum		
Basic information		
Name of the lead partner: Karelia mushrooms Name of the Project: Business mushrooms Project ID: Amush2000 Priority: Mushroom crossborder commercializ Implementation period of the project: 22/03/20	ration	
Memorandum details		
Issue	Cost	
Description	Tetx	
Name	Topi Nurmi	
Date	26/03/2018	
	Close	
Annexes		
Attachment file	File name	Download
	Free_ITIL_Training_Download_Report.pdf	*

# Following information is displayed.

Project Basic Information:

- Name of the lead partner
- Name of the project
- Project ID
- Priority
- Implementation period of the project

Memorandum details:

- Issue
- Description
- Name of the authority
- Date

Press Close push button to get back to Memorandum main page.

# 3.5 Project summary

#### Select Project Management > Project summary. Manage project summary view is opened.

Manage proje	ect summary								
Project information	Managing authority	Partners	Personnel list	Purchases					
Project informa	Project information								
	Project ID	AT0P1001							
S	Start date of the project	01/04/201	9						
	End date of the project	18/04/201	9						
	Extended end date								
	Grant	6 000			€				
To	otal costs of the project	9 000			€				
					» Next				
Application sta	tus details								
Co	ontracted 01/04/2019 To	pi Nurmi							
	Ongoing 01/04/2019								
		Tormin	ated 🔵 Finalise	d					
		Termin		u					
Desc	ription *								

Manage project summary view is divided into following tabs:

- Project information
- Managing authority
- Partners
- Personnel list
- Purchases

Application status details (maintained by Authority):

- Contracted date
- Ongoing date
- Status: Ongoing, Terminated, Finalised
- Description



# 3.5.1 Project information

Project information tab contains following information:

- Project ID (from Grant contract)
- Start date of the project (from Grant contract)
- End date of the project (from Grant contract)
- Extended end date
- Grant
- Total cost of the project

### 3.5.2 Managing authority

Manage proj	ect summary							
Project information	Managing authority	Partners	Personnelist	Purchases				
Managing autho	ority							
Contact person 🔺		Position			Telephone number	Email		View
tipoj								Q
Торі		Jopo			678799			Q
Page size : 20 🔻 F	Records 1 to 2 of (2)							1
							« Previous » I	Next

The details of the contact person of the managing authority can be found in the manaing authority tab.

# 3.5.3 Partners

Manage proje	ect summary							
Project information	Managing authority	Partners	Personnelist	Purchases				
Partners								
Provide contact and au	ditor information for e	each partner.						
Name 🔺	Туре		Contact perso	n	Position	Email	Auditor	Edit
Puolangan sienestä	jät ry Lead Partnei	r	Sieni Jaakko		Sohvaperuna	email@email.com	Pottumaa	
Page size : 20 🔻 R	ecords 1 to 1 of (1)							1
							« Previous	» Next

In partners view, contact and auditor information for each partner can be maintained.

#### Click Edit sign in the view. Contact information view is opened in partners tab.

Project information M	lanaging authority Part	ners Personnel list	Purchases							
Partners										
Provide contact and audito	rovide contact and auditor information for each partner.									
Name 🔺	Туре	Contact person	I	Position	Email	Auditor	Edit			
Karelia mushrooms	Lead Partner	Topi Nurmi	9	Sienipomo			e de la constante de la consta			
Page size : 20 🗸 Reco	rds 1 to 1 of (1)						1			
Contact informatio	in									
Na	ame Karelia mushroor	ns								
Т	ype Lead Partner									
Contact per	son Topi Nurmi									
Posi	tion Sienipomo									
Telephone num	nber 05044444									
Er	mail									
Auditing comp	any Autits OYJ									
Contact information of aud	the <u>Juppe</u> Tarkastaja litor									
	Save Cancel									
						<b>«</b> Previous	» Next			

Update/provide following partner information:

- Contact person
- Position
- Telephone number
- Email
- Auditing company
- Contact information of the auditor

Press Save button to save the done changes and updates.

System informs that Lead partners updates succesfully. Press Ok.

Information dialog								
•	Lead partner updated successfully.							
	ОК							

Desis et information	Managina autority	Denterene	Personnel list	Purchases			
Project information	Managing authority	Partners	Personnel list	Purchases			
Personnel list							
+ Add new							
List all the employees	of the project						
Name				Position	Edit	Delete	View
No record found.							
	Name						
	Name						
	Organization						
	Position						
	Tasks in the project						
	rusks in the project						
S	itart date in the project						
	End date in the project						
		۲	Full-time	O Pa	rt-time		
		Add	Reset				

### 3.5.4 Personnel list (NOT obligatory to use)

Persons working with the project can be added to the personnel list.

Provide the following details:

- Name
- Organization
- Position
- Tasks in the project
- Start date in the project
- End date in the project
- Allocation: select Full-time or Part -time

Press Add push button and added person is visible in the personnel list.

Personnel list					
+ Add new Personnel list					
List all the employees of the project					
Name	Position	Edit	Delete	View	
Sami	Ingeneör	din a		Q	
				« Previous	» Next

Person details can be edited, viewed and deleted via this functionality.

### 3.5.5 Purchases (NOT obligatory to use)

The details of the purchases for the project can be provided via Purchases functionality.

PROM	MAS								Welcome, AM	lush1000	
Home	Support	User rights	Project manage	ment							
Mana	age proj	ect summ	ary								
Project	information	Partners M	lanaging authority	Personnel ist	Purchases						
<b>+</b> A	dd new purch	ase									
No reco	ord found.										

Press Add new purchases push button.

New window opens. Provide the details of the purchase:

- Item
- Purchaser
- Supplier
- Value in original currency
- Date
- Method of tender

Purchases		
ltem		
Purchaser		
Supplier		
Value in original currency		
Date		
Method of tender		
Annexes		
Attachment file *	Bro	Recommended maximum size is 15 Mb per file.
	Upload Reset	
Annexes:		
	Save Cancel	

Also purchase related attachments can be added to the purchase.

Browse the file that you want to attach to the purchase. Press Upload. System informs that file has been uploaded successfully.

	Information dialog
•	File uploaded successfully.
	ОК

Attached file is now visible in the annexes.

Annexes								
Attachment file *		Browse	Recommended maximum size is 15 Mb per file.					
	Upload Reset							
Annexes:								
	File name			Download	Delete			
	Kalastuslupa.pdf			<u>+</u>	Ē			

Press Save push button to save purchase details.

System informs that Purchase successfully saved.



### Added purchase item is visible the purchase list.

Item 🔺	Value in original currency	Date	Edit	Delete
Uistin	122	06/10/2017	(a)	圃
Page size : 20  Records 1 to 1 of (1)				1

# 4. Recoveries