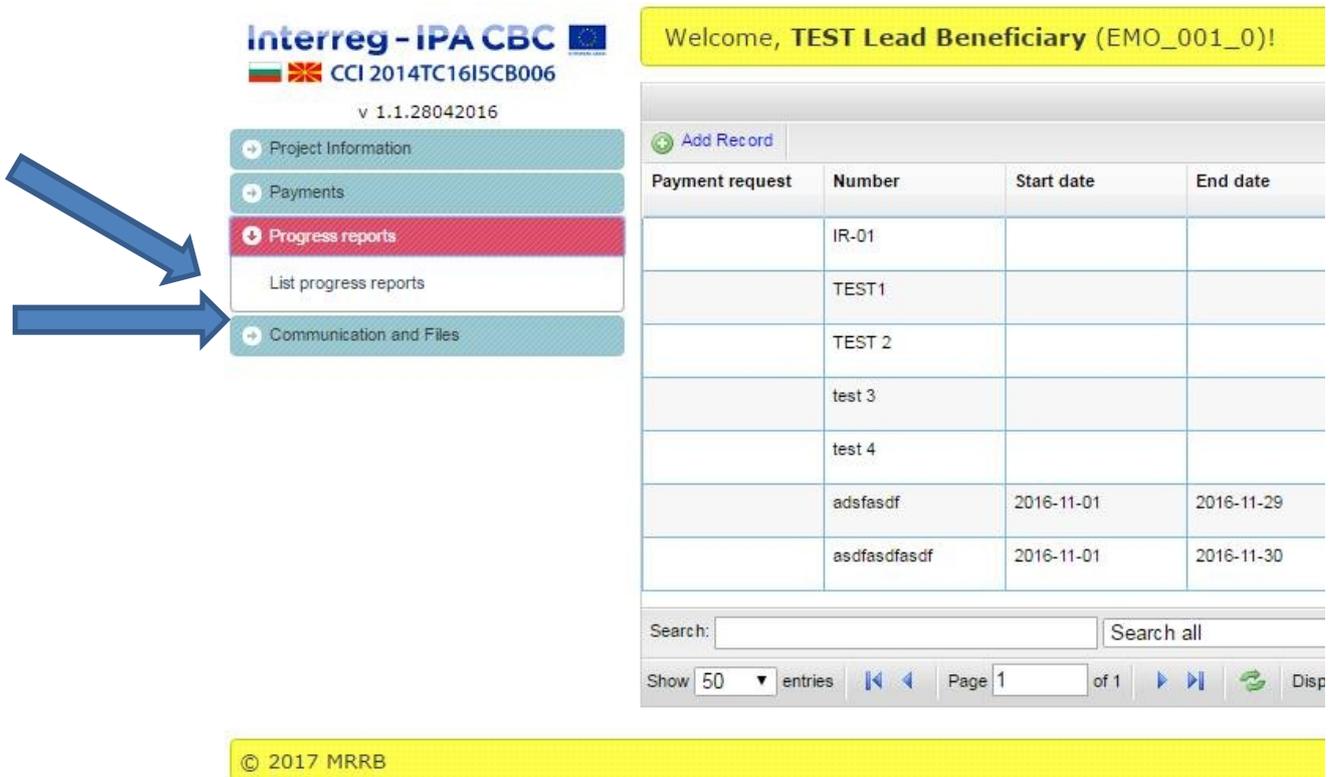


Detailed description of uploading PPP with the use of Beneficiaries Portal

1. Preparation of Project Progress Report in MIS:

- Login in BP
- Select menu: Progress Reports



Interreg - IPA CBC
CCI 2014TC1615CB006
v 1.1.28042016

- Project Information
- Payments
- Progress reports**
 - List progress reports
- Communication and Files

Welcome, **TEST Lead Beneficiary (EMO_001_0)!**

Payment request	Number	Start date	End date
	IR-01		
	TEST1		
	TEST 2		
	test 3		
	test 4		
	asdfasdf	2016-11-01	2016-11-29
	asdfasdfasdf	2016-11-01	2016-11-30

Search: Search all

Show 50 entries Page 1 of 1

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- Select submenu: List Progress Reports
- Press Add Record button in the upper left side of the working area 
- Start filling the form
- Fill in Start date and End date by selecting the date from the calendar

Welcome, TEST Lead Beneficiary (EMO_001_0)!

← Back

Progress report

Start date
2017-01-31

January 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Save

- Fill in all the respective fields

- Save the initial version of the PPP by pressing buttons **DO NOT PRESS SUBMIT BUTTON AT THIS STAGE!**

2. Draft and printing of PPP

- Edit the prepared progress report in View mode:

Report saved

Modified	Modified by	Actions
30.01.2017 14:50:00	TEST Lead Beneficiary (EMO_001_0)	[Print] [Edit]

- Export the PPP in PDF format by pressing EXPORT button
- Print, sign and scan back the PPP;
- Prepare archive file with all the required proofs for activities execution as regarding the PIM
- Drag and drop the file or use "Select files to upload" button to upload the file
- Go to Message section by pressing button **Messages** in the upper right side of the navigation panel

- Edit the Project Progress Report in Edit mode

Report saved

Modified	Modified by	Actions
30.01.2017 14:50:00	TEST Lead Beneficiary (EMO_001_0)	 



- Upload the prepared archive file with the signed PPP and respective proof documents

←

Attachment

Избор на файл	Няма избран файл
---------------	------------------

Save

3. Submitting

- Enter the PPP in View mode;
- Press Submitted