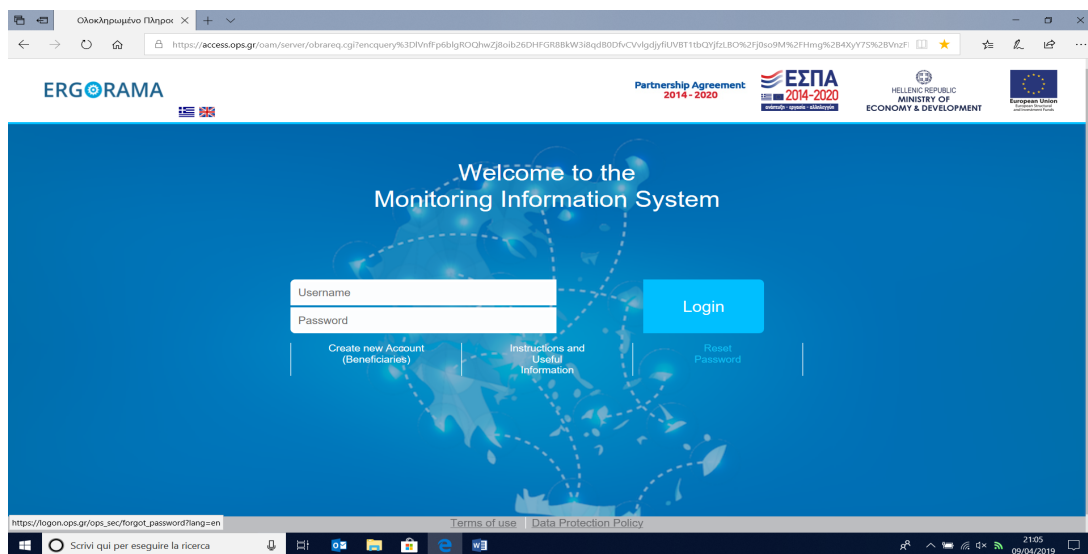


INSTRUCTIONS ON HOW TO CREATE A NEW VERSION OF THE APPLICATION FORM

SECTION 2.2 OF THE MIS

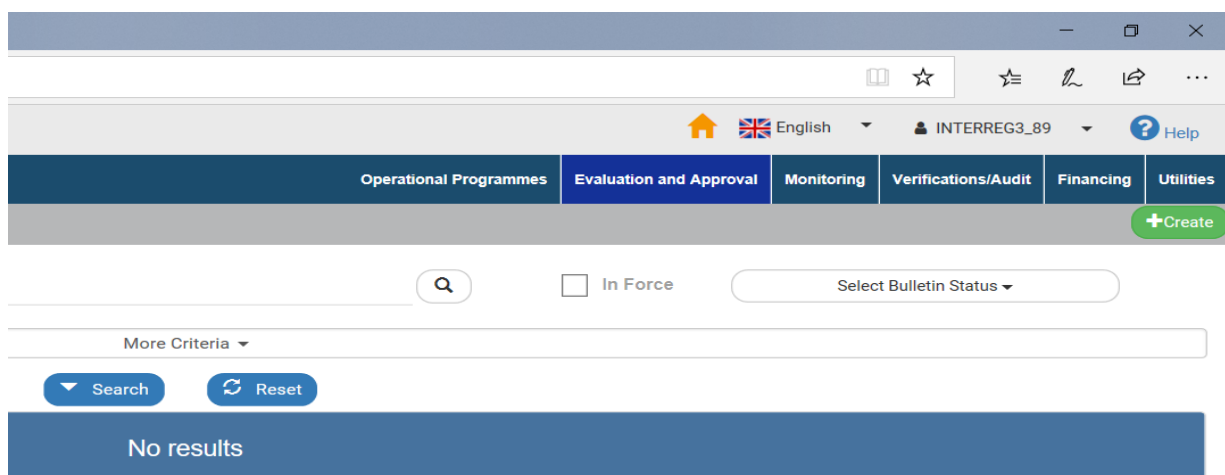
The aim of this guide is to provide instructions to the Lead Beneficiaries in order they will be able to correctly create and process a new version of the Application Form (section 2.2).

1) Log into the MIS system with your credentials. If you have lost your password, you can reset the password with the "RESET PASSWORD" function on the home page of the System.

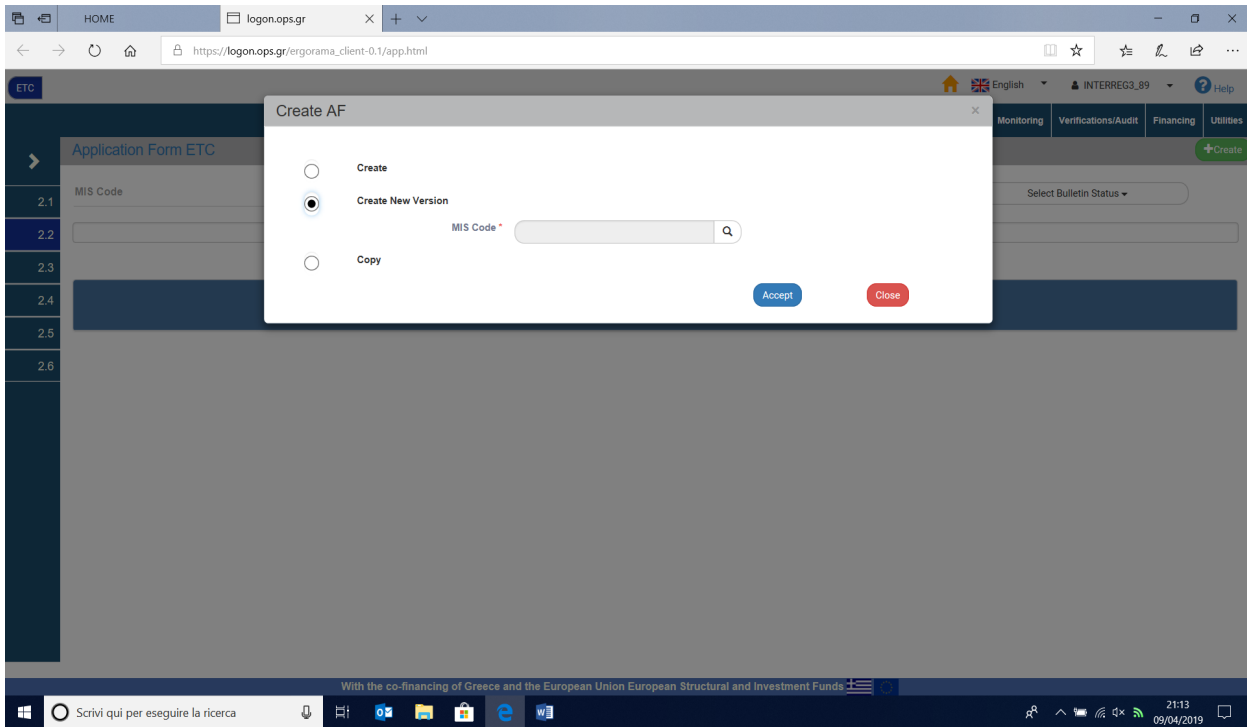


2) Once in the system, the LB clicks on "Projects - Programmes" and he will access directly to the Section 2.2 of the "Application Form ETC" system;

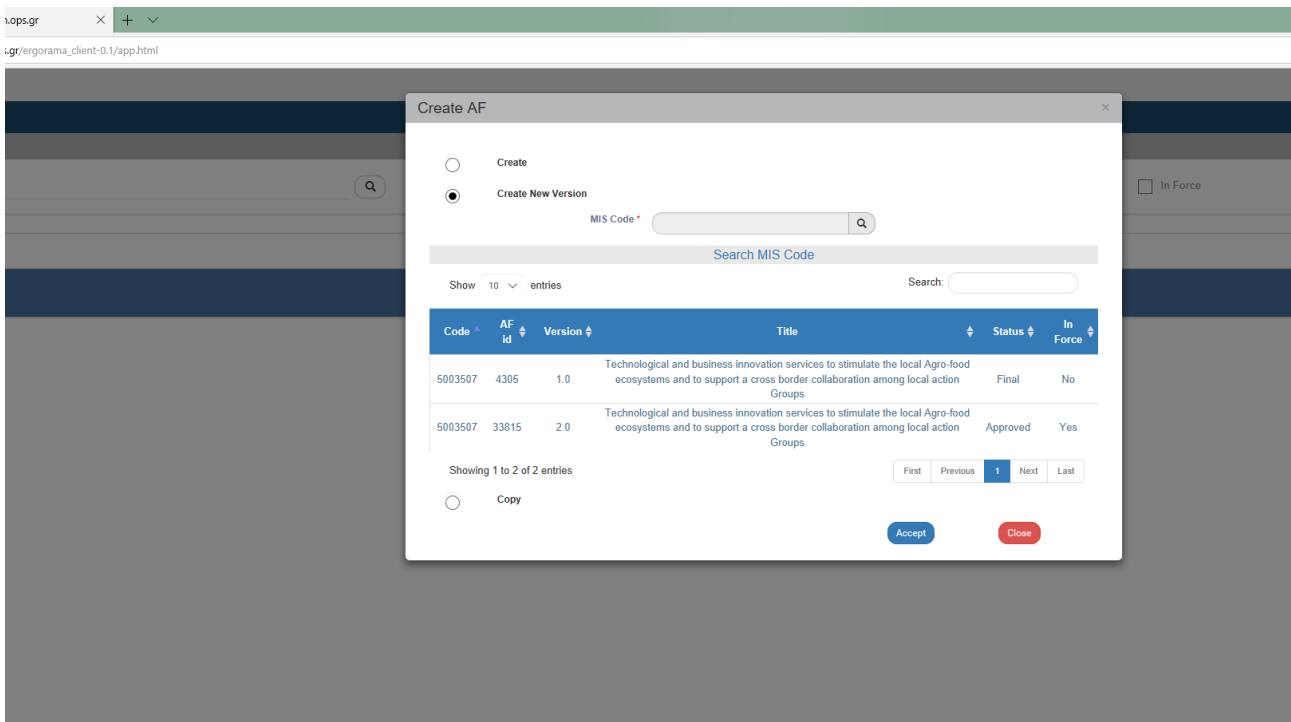
3) The LB clicks on the green bottom "Create" (on the right top corner);



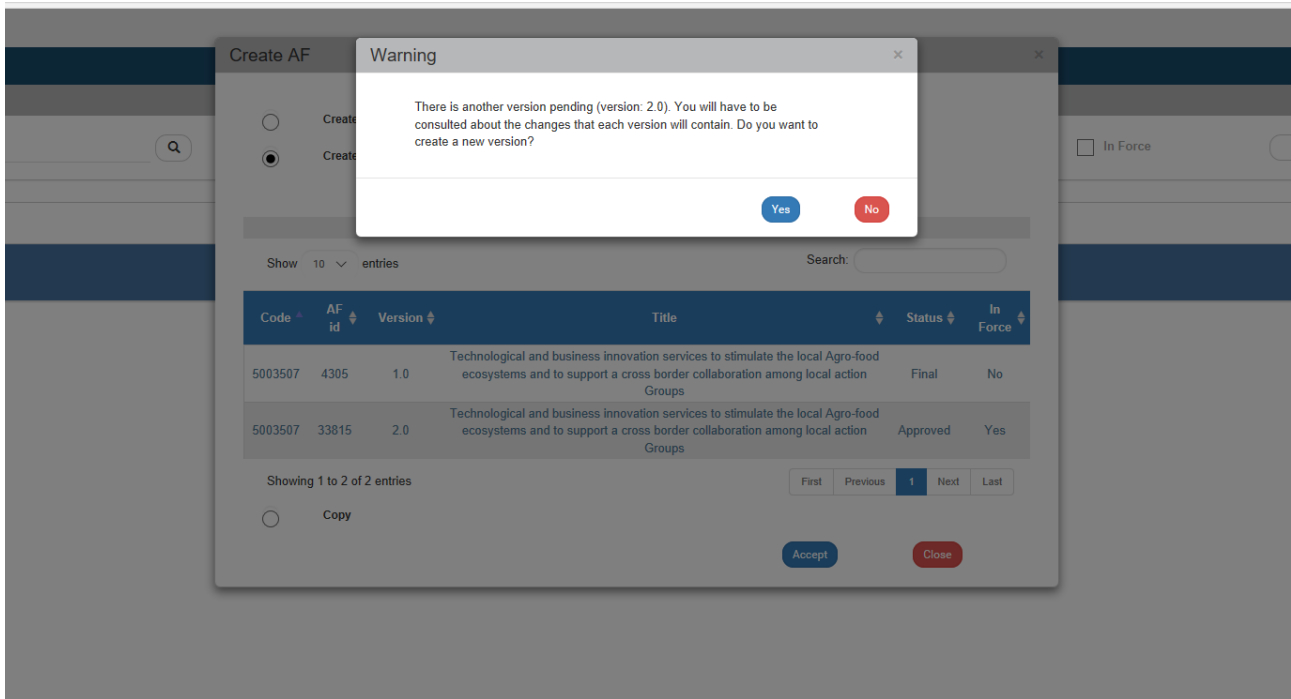
4) A pop up windows will appear “Create AF”. The LB selects “Create new version” (1) and then clicks on “Accept” (2)



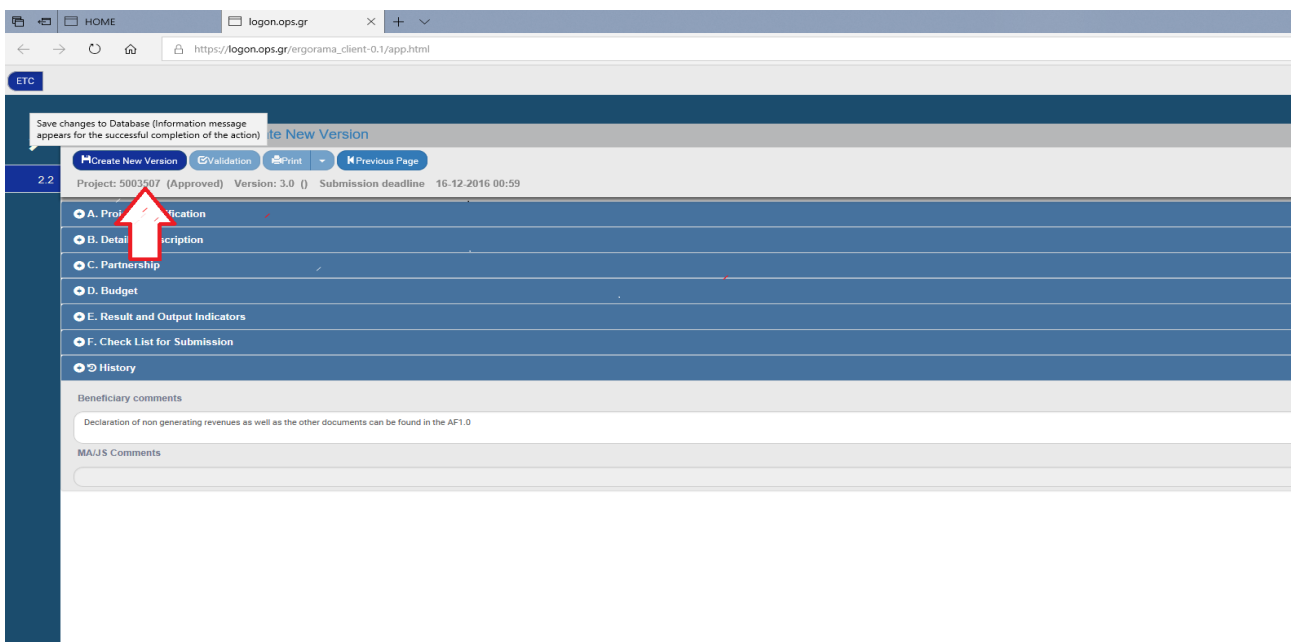
5) The LB enters the MIS Code (1) and/or clicks on the magnifying lens and a list of the AFs created so far will appear. The LB selects the last version of the Application Form (2) and then clicks on “Accept” (3).

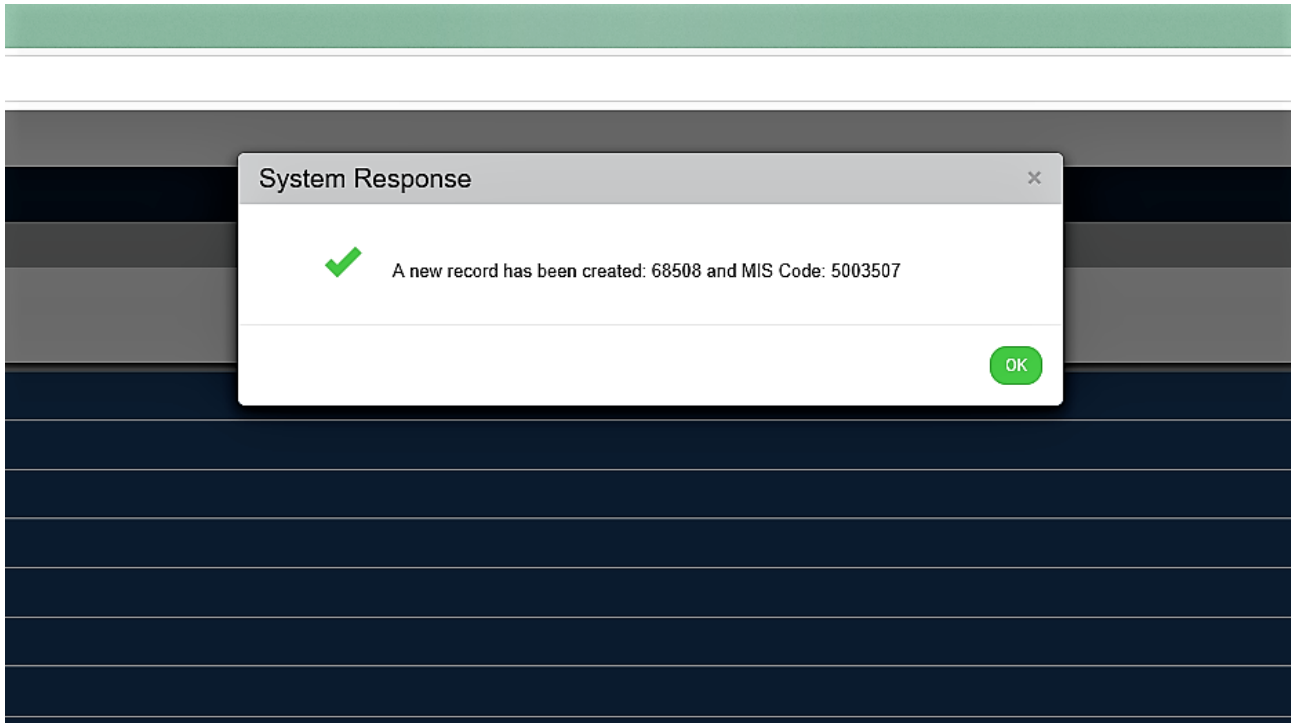


6) If a warning message appears, the LB selects “YES” (1) and then he clicks on “Accept” (2).

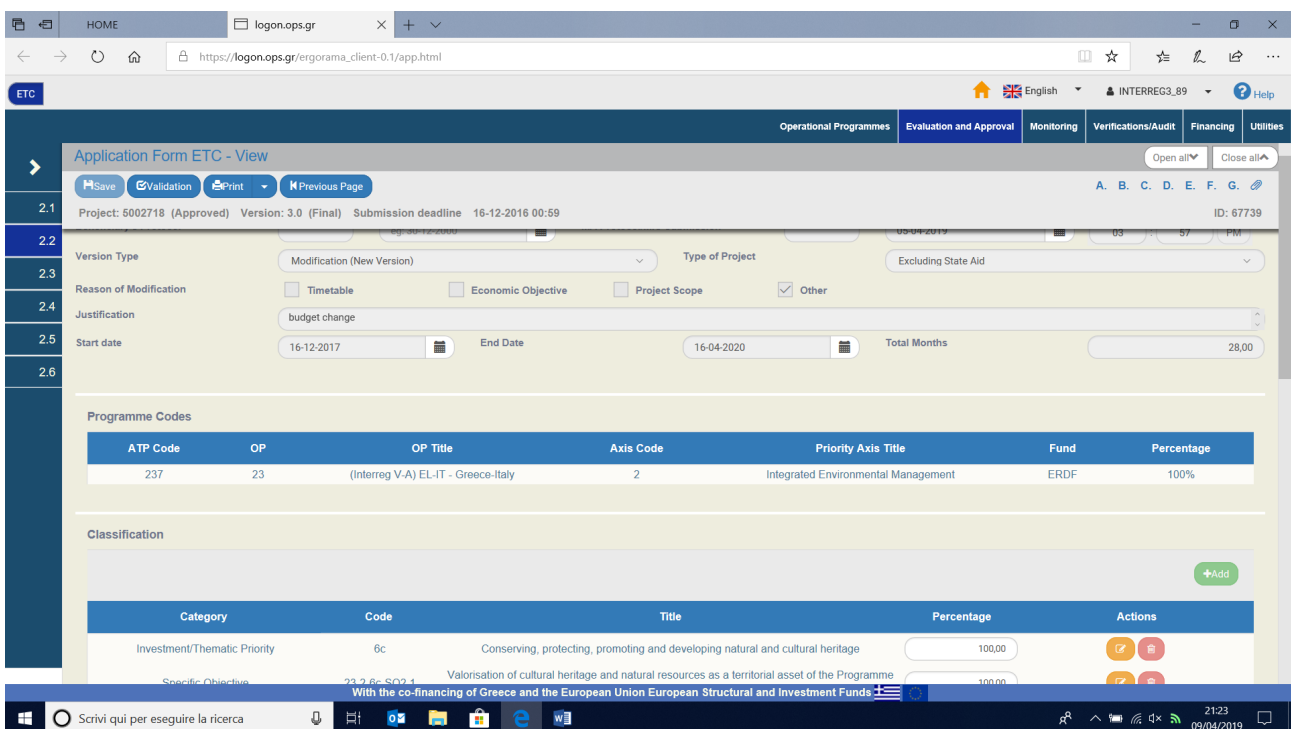


7) The LB clicks on “Create new version” on the left top corner (1) and a pop-up windows will be displayed confirming that a new record has been created (2).





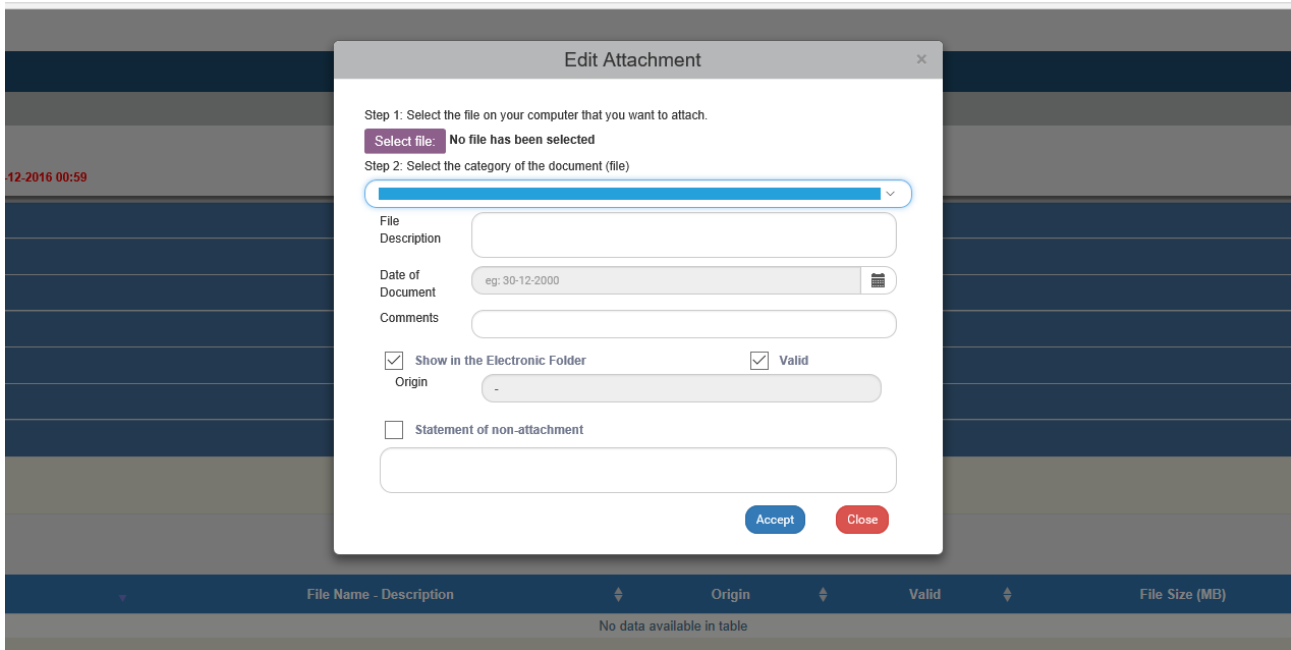
8) In the Section A, the LB edits, if necessary, the following fields: 1)"Version Type", 2)"Reason of modification" 3) "Justification" fields.



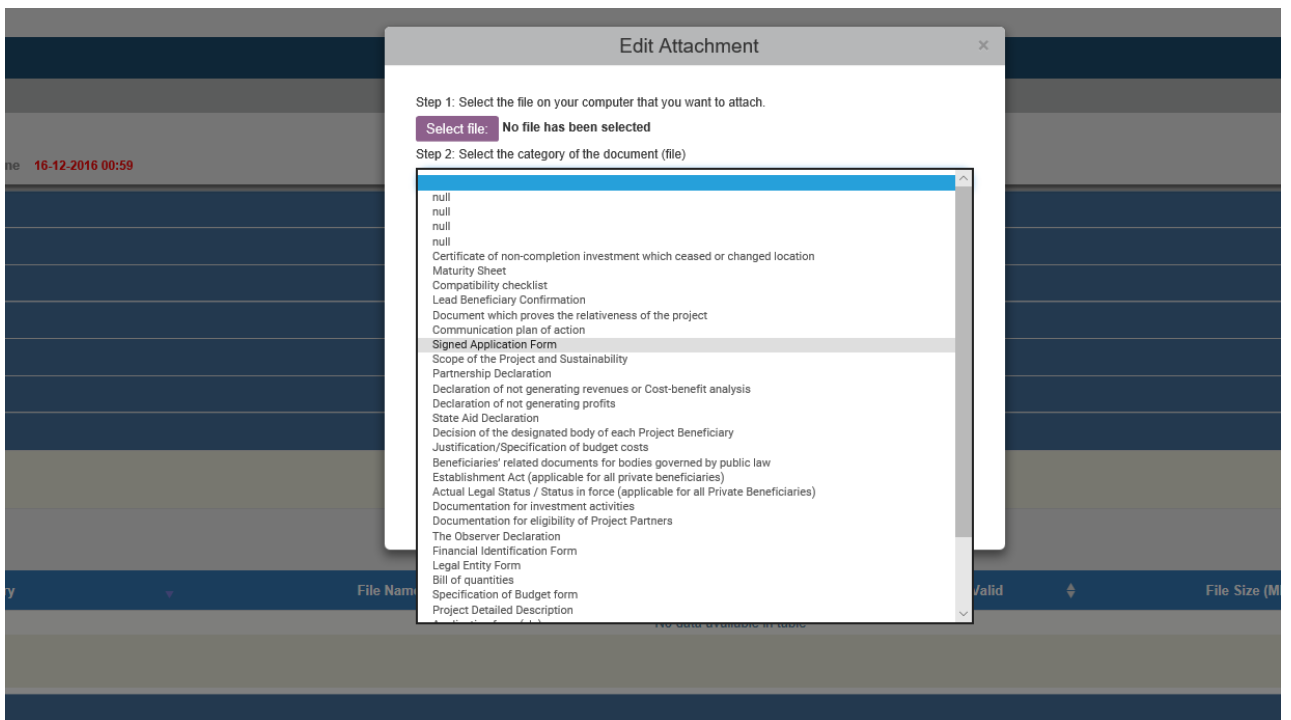
9) After completing the filling the Section A, B, C, D, the LB moves on "ATTACHMENTS".

[+Attach New File](#)

In the Section “Attachments” the LB selects the green bottom . A pop-up window appears and, in the Section: “**Step 1 select the file from your computer that you need to attach**”, the LB clicks on “Select file”.



Once the attachment has been uploaded, he moves on to the 2nd Step, where it is requested to select the “Document Category” from the drop-down list, as shown below:



For uploading the new Procurement Plan and Milestones files choose “Null”.

Finally, fill in the other information about the attachments such as “Date of the Document”, “File description” etc.. and click on Accept.

Edit &Delete Attachments

To edit an attachment, the LB selects the Edit function, while to delete an attachment, he/she selects the Delete Function.

- The new AF version is identical to the previous one; therefore, it will be necessary to modify the section “D. BUDGET” with the new budget data, as it was approved by the MA/JS following a budget modification;
- Every time the LB entered new data, he clicks on “Save” and then “Validation” (on the left top in the corner) in order to make sure that validation will be succeeded;
- Before submitting the Application Form, the LB asks the JS for checking the entered data;
- Do not forget to upload the following attachments:
 1. **JOB in excel and PDF version (if there is a budget change)**
 2. **Procurement plan (for the concerned year)**
 3. **Milestones (for the concerned year)**
 4. **AF signed by the LB’s legal representative (PDF version)**