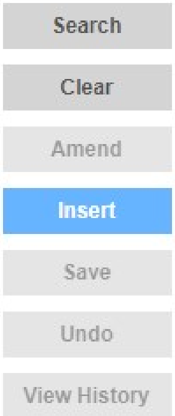
How to Create Union Priorities linked to a Fund

***NOTE*:**

i. You need to have access to the internet.
ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).
iii. You need to have the appropriate editing role to edit the DB.

1. Move your cursor on the "Programming" tab, and then click on "Union Priority".

2. Click on "Insert".



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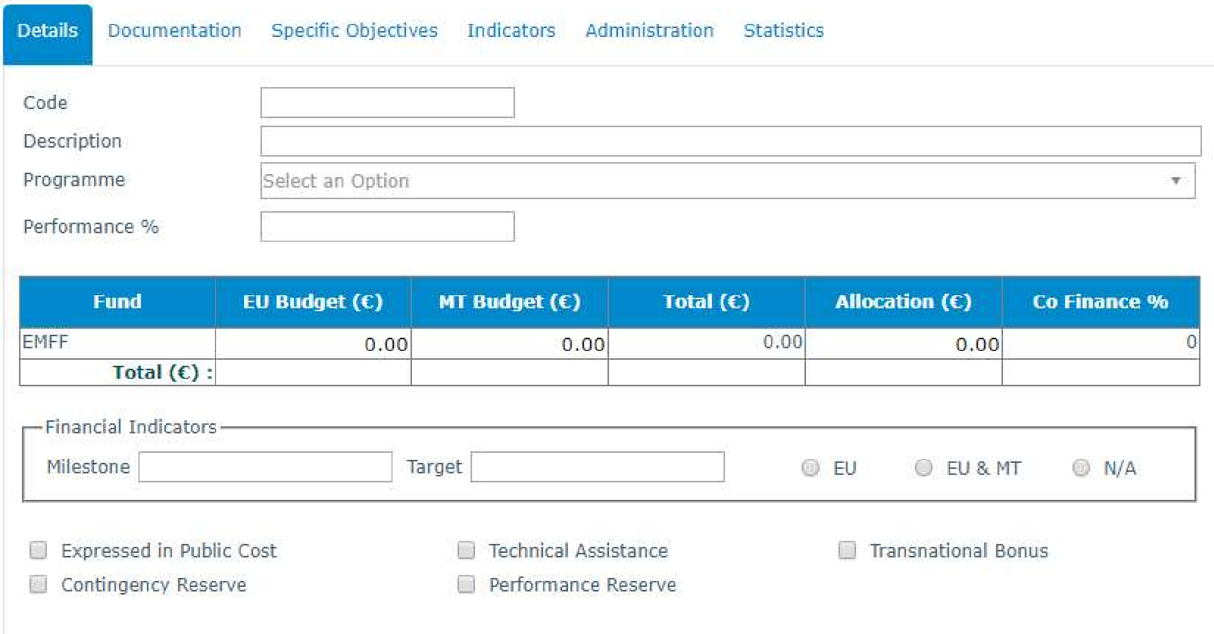
3. Fill in the necessary details in the fields provided, and tick any required boxes at the bottom.



Note: Once an EU Budget is established, choose a Thematic Objective from the box that will automatically pop up.

4. Click on "Save".

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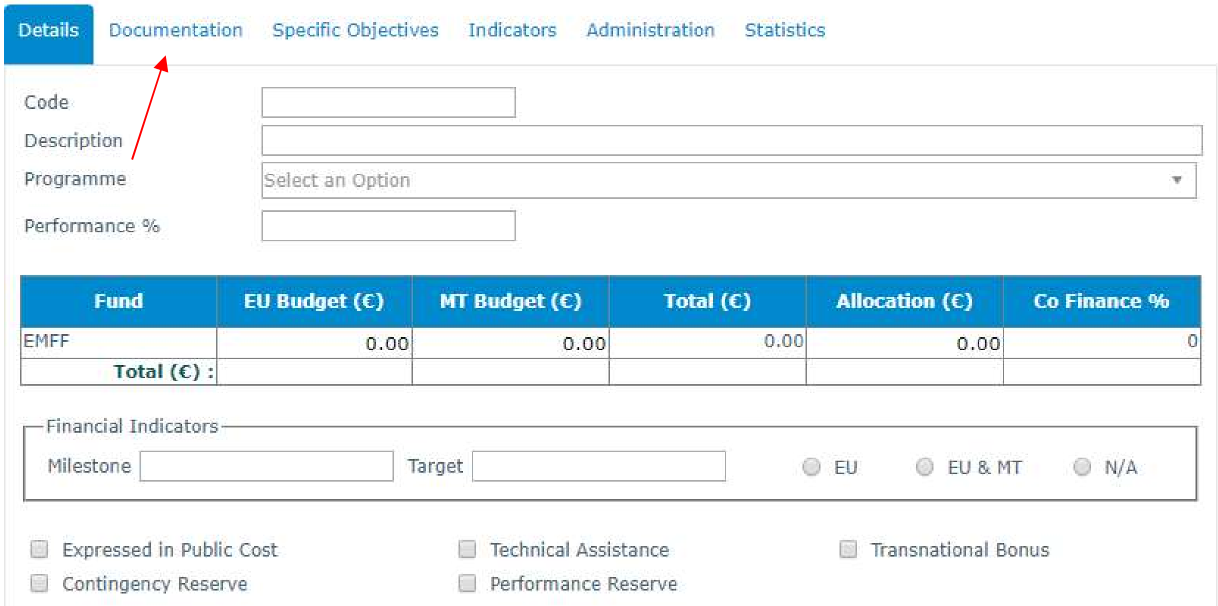
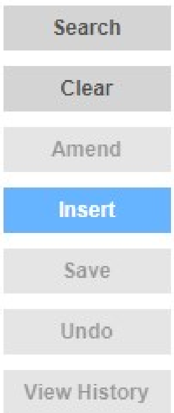
5. Click on the “Documentation” Tab.



6. Click on “Insert”.



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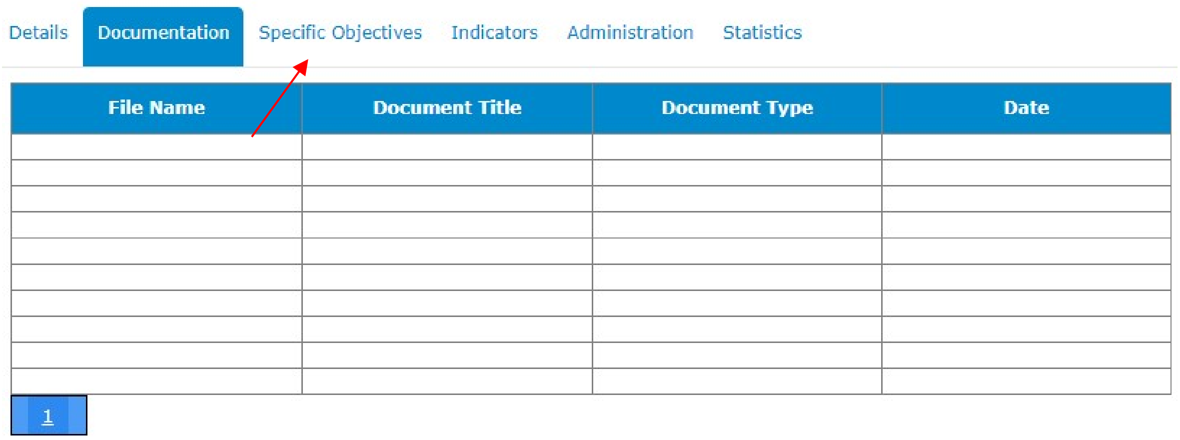
7. Fill in any necessary details and upload any required files.

8. Click on "Save".

9. Click on "Specific Objectives".



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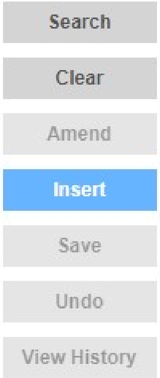
10. Click on “Insert”.



11. Select a Specific Objective and if necessary add any comments in the “Comments” field.

12. Click on “Save”.

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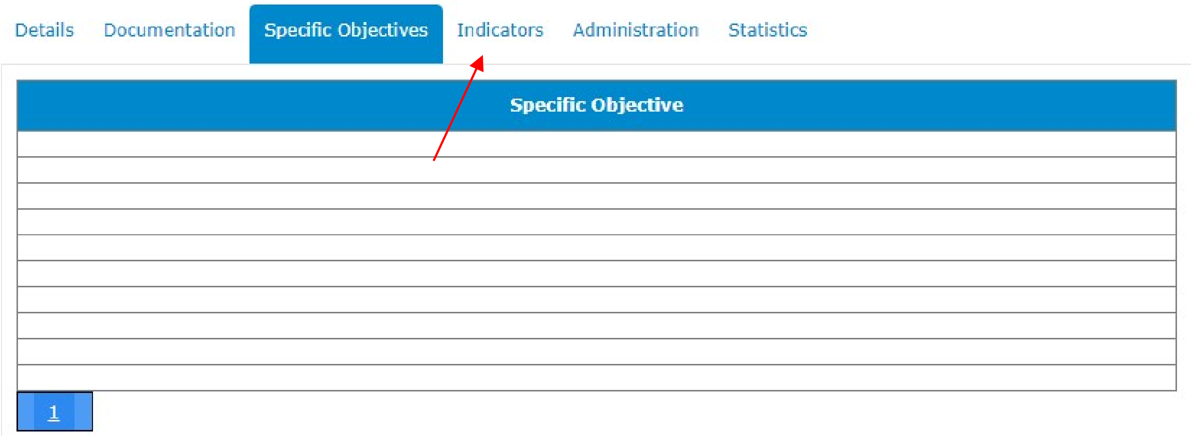
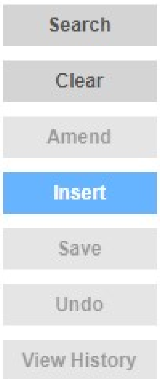
13. Click on the “Indicators” tab.



14. Click on “Insert”.



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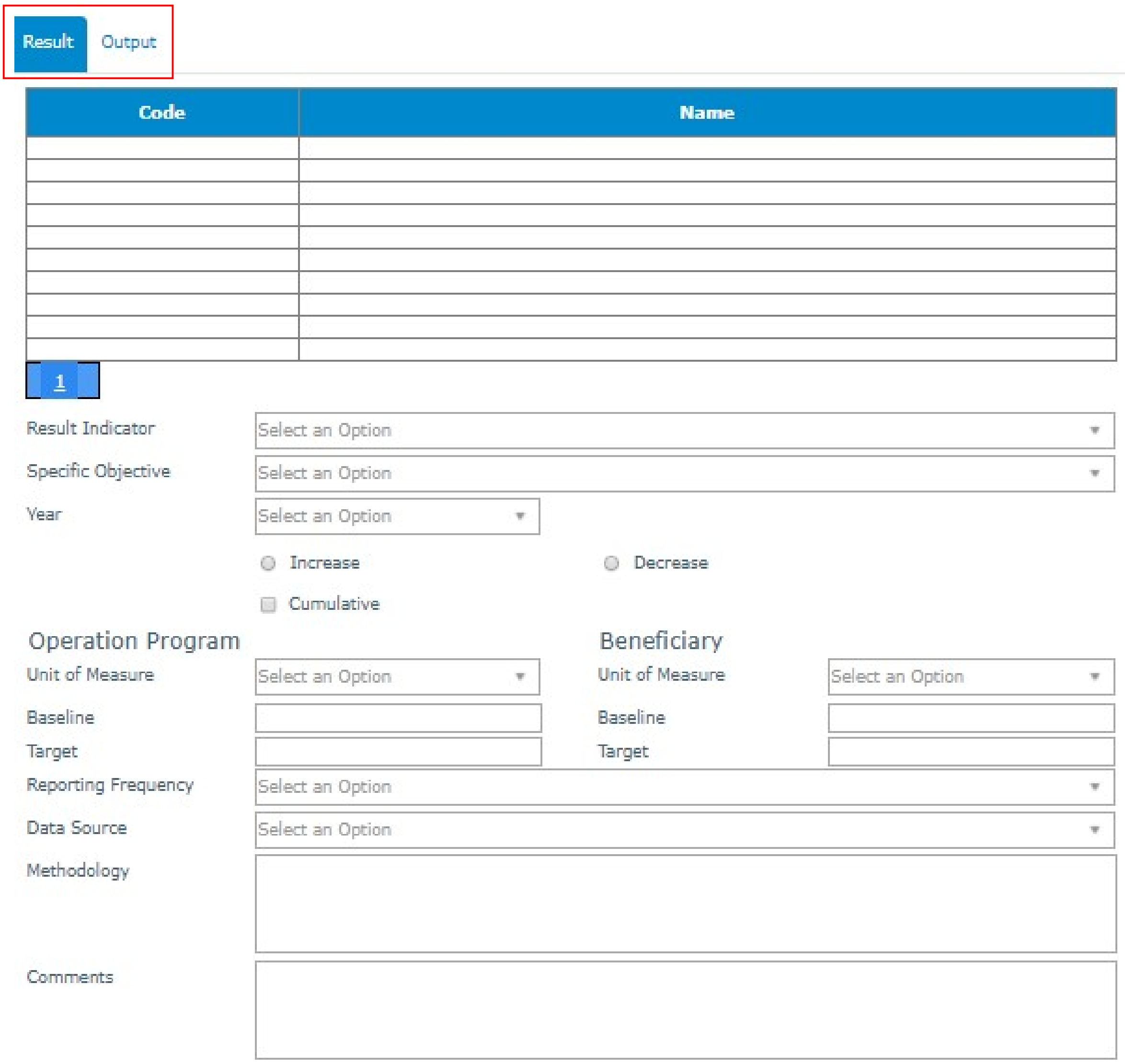
15. Fill in any necessary details, both in the “Result” tab, and the “Output” tab.



16. Click on “Save”.

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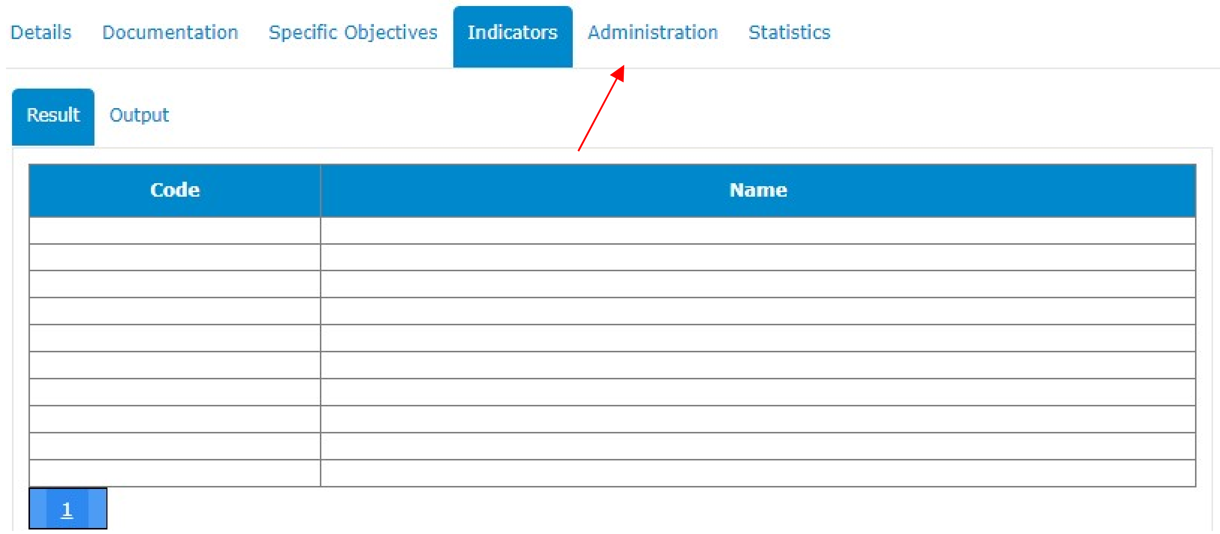
17. Click on the “Administration” Tab.



18. Click on “Insert”.

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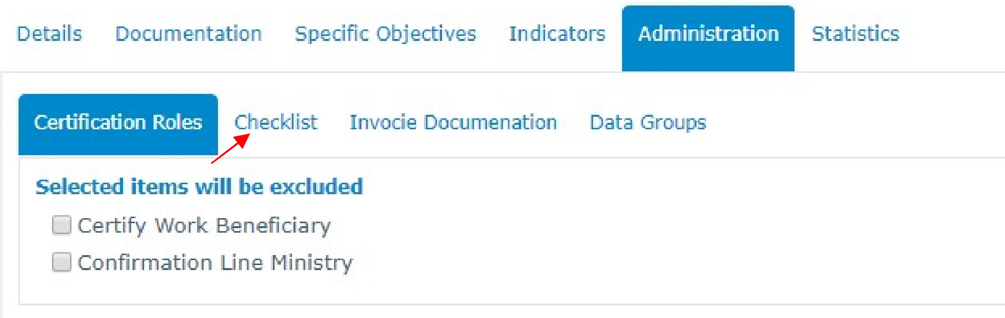
19. Exclude any necessary item/s by clicking on its/their respective box/es.

20. Click on "Save".

21. Whilst staying in the Administration Tab, click on the "Checklist" Tab.



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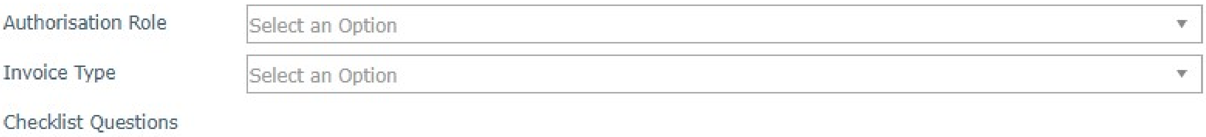
22. Click on “Insert”.

23. Select an Option for “Authorisation Role” and “Invoice Type”. Once an Invoice Type has been selected, Checklist questions should pop up.



24. Click on “Save”.

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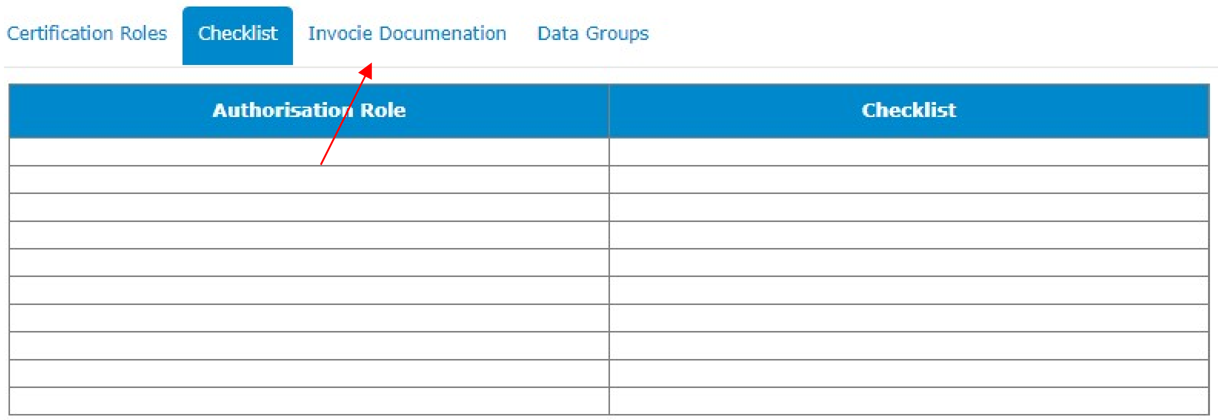
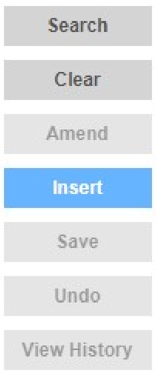
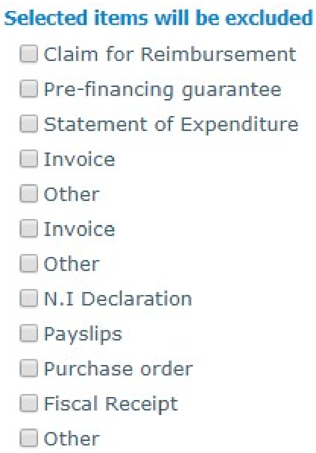
25. Whilst still in the "Administration" tab, click on "Invoice Documentation".



26. Click on "Insert".

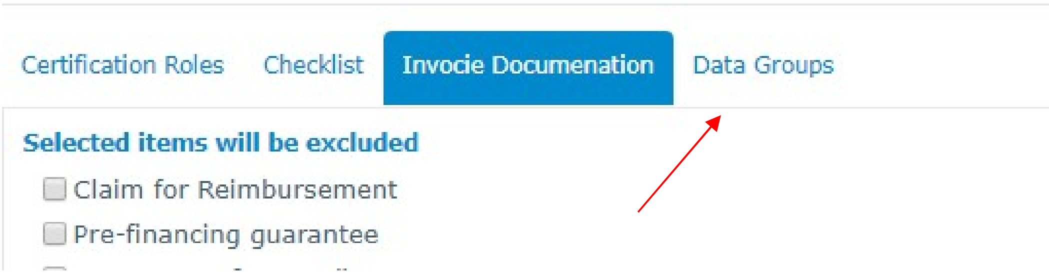


27. Exclude any item/s by clicking on its/their respective box/es.

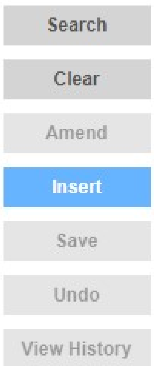


28. Click on "Save".

29. Whilst staying in the "Administration" tab, click on the "Data Groups" tab.



30. Click on "Insert".



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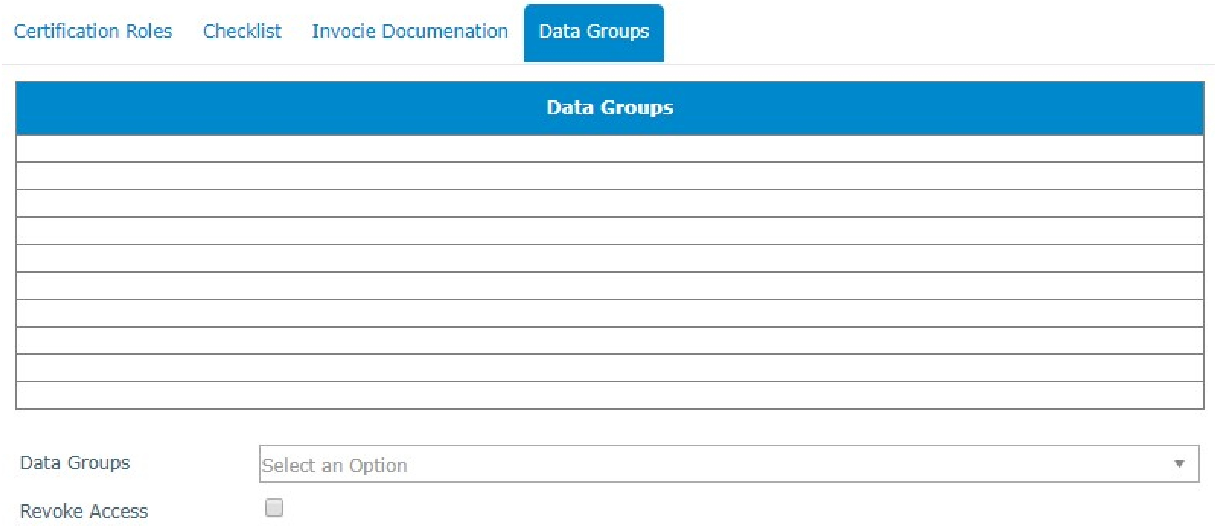
31. Select a Data Group from the drop-down menu and if necessary, tick the "Revoke Access" box.



32. Click on "Save".

-------End of Tutorial-------

<u>Modification History</u>
Creation of Tutorial – 25/07/2017

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