

## How to Create a Programme

**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 “Programme”.



2. Click on “Insert”.



3. Fill in the necessary details, including the top row of the table.

[Details](#)
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Short Code   
 Title   
 Framework   
 CCI Code   
 Start Year  End Year   
 Eligible Date From  Eligible Date To   
 Comments   
 Elig. Justification   
 Current Version  Working Version   
 Contains Trans. Supp.

Fund	EU Budget (€)	MT Budget (€)	Total (€)	Allocation (€)
EMFF Fund	0.00	0.00	0.00	0.00
<b>Total Amount (€) :</b>				

4. Click on “Save”.

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5. Click on the “Documentation” tab.

Details **Documentation** Decommitment Statistics Data Groups

Short Code

Title

Framework

6. Click on “Insert”.

Search

Clear

Amend

**Insert**

Save

Undo

View History

7. Fill in the necessary details, and upload any necessary files.

Details **Documentation** Decommitment Statistics Data Groups

File Name	Document Title	Document Type	Date

1

Title

Description

Document Type

Content Type

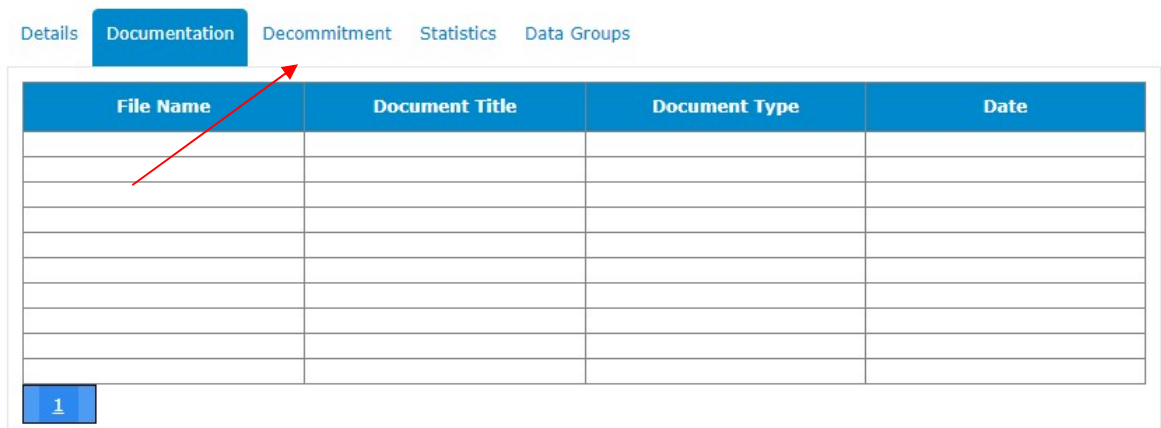
Document Date   No file chosen



8. Click on "Save".



9. Click on the "Decommitment" tab.



10. Click on "Insert".



11. Fill in the necessary details.

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Code	Year	Planned Certified Amount	PCA Accumulative	Revised Amount	Advanced Payment Amount	APA Accumulative

1

Fund	<input type="text" value="Select an Option"/>
Year	<input type="text"/>
Planned Certified Amount	<input type="text"/>
PCA Accumulative	<input type="text"/>
Revised Amount	<input type="text"/>
Advanced Payment Amount	<input type="text"/>
APA Accumulative	<input type="text"/>

12. Click on "Save".

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13. Click on “Data Groups”.

Details Documentation **Decommitment** Statistics Data Groups

Code	Year	Planned Certified Amount	PCA Accumulative	Revised Amount	Advanced Payment Amount	APA Accumulative

14. Click on “Insert”.

- Search
- Clear
- Amend
- Insert**
- Save
- Undo
- View History

15. Select a Data group and if necessary tick “Revoke Access”.

Data Group

Revoke Access



16. Click on "Save".



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

**Modification History**

Creation of Tutorial – 25/07/2017

