

How to Create a Record in the Procurement Menu

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 “Operation” Tab, and then click on “Procurement”.



2. Click on “Insert”.



3. Fill in necessary details.

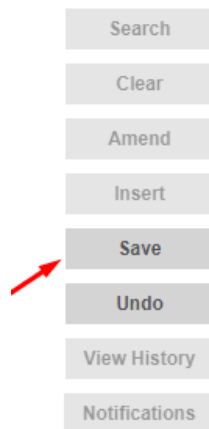
Details Procurement Documentation Contract

Code	<input type="text" value="Code"/>		
Description	<input type="text" value="Description of Record"/>		
Operation	<input type="text" value="EMFF 6.2.1 - Data Collection Framework Multiannual Programme 2014-2016"/>		
Activity	<input type="checkbox"/> Activity Type 1 <input type="checkbox"/> Activity Type 2 <input type="checkbox"/> Activity Type 3 <input type="checkbox"/> Activity Type 4 <input type="checkbox"/> Activity Type 5 <input type="checkbox"/> Activity Type 6	Sub Activity	<input type="text"/>
Start Date	<input type="text" value="Start Date"/>	End Date	<input type="text" value="End Date"/>
Status	<input type="text" value="Select an Option"/>	Status Date	<input type="text"/>

Search
Clear
Amend
Insert
Save
Undo
View History
Notifications

Note: Activity box will become available once an Operation is chosen, and Sub Activity box will become available once an Activity is chosen.

4. Click on "Save".



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

Modification History

Creation of Tutorial – 18/07/2017

