

How to Create an Operation with Activities and Sub-Activities

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 click on “Operation & Activities”



2. Click on “Insert”



3. Fill in details where necessary in the Operation Tab

Operation Activities Person In Charge Forecast Doc. Admin Indicators Other Statistics

Programme

Union Priority

Call

Operation Type

Covenant

Scheme

Short Code

Title

Description

Measure

CCI Code

Start Date End Date

Status Status Date

Beneficiary

Entity Classification

Organisation Type

Ministry

Dependant Fund

Approval Body Approval Date

Issue Date Post Code

Remarks

Payment Claim Type

Direct Payment Reimbursement Set at Activity

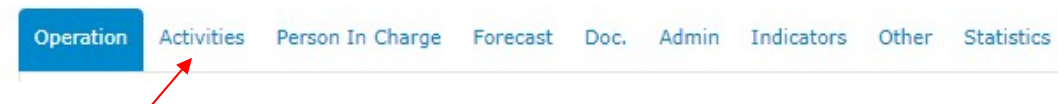
Search
Clear
Amend
Insert
Save
Undo
View History



4. Click on "Save"



5. Click on the "Activities" tab



6. Click on "Insert"



7. Fill in details where necessary

Details
Sub Activities
Statistics

Activity

Select an Option ▼

Measure

Select an Option ▼

Start Date

End Date

Status

Select an Option ▼

Status Date

Remarks

Create Sub Activity

Payment Claim Type

Invoice
 Reimbursement
 Set at Sub Activity

Financial Plan

Eligible		Vat Eligible			Total Eligible	
Not Eligible		Vat Not Eligible			Total Not Eligible	
					Total	

Gozo Contribution Financial Plan

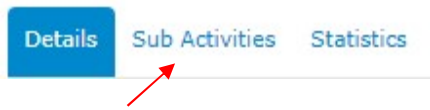
Eligible		VAT Eligible			Total Eligible	
Non Eligible		VAT Non Eligible			Total Non Eligible	
					Total	

8. Click on "Save"

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



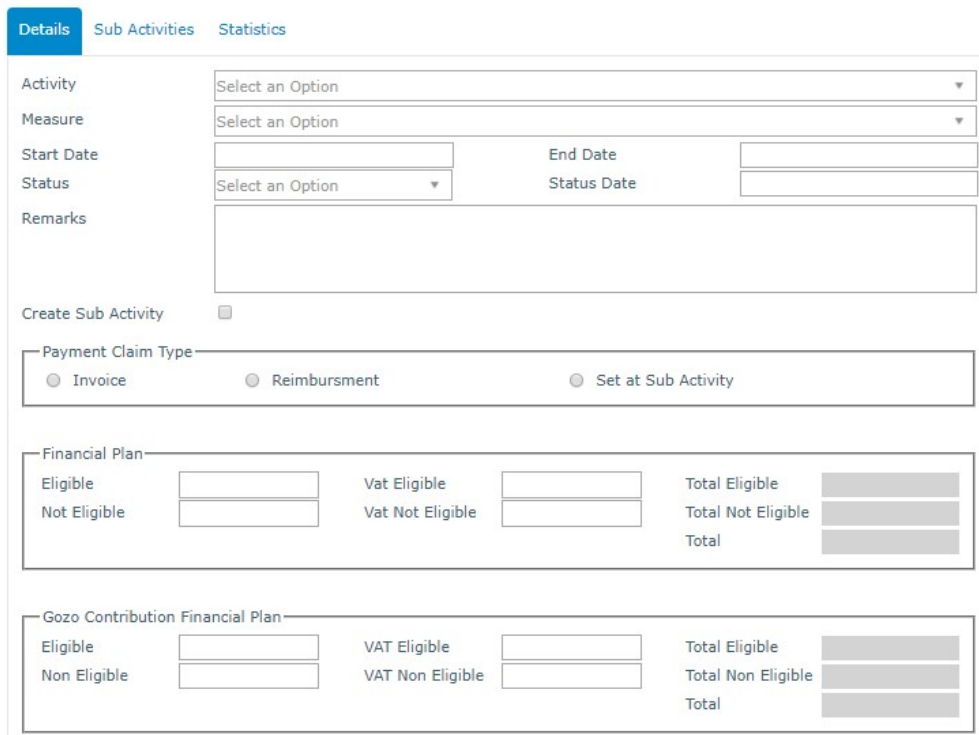
9. Click on "Sub Activities"



10. Click on "Insert"



11. Fill in details where necessary



The screenshot shows the 'Sub Activities' form with the following sections:

- Navigation:** Details (selected), Sub Activities, Statistics
- Activity:** Select an Option (dropdown)
- Measure:** Select an Option (dropdown)
- Start Date:** [Text Input]
- End Date:** [Text Input]
- Status:** Select an Option (dropdown)
- Status Date:** [Text Input]
- Remarks:** [Text Area]
- Create Sub Activity:**
- Payment Claim Type:** Invoice, Reimbursement, Set at Sub Activity
- Financial Plan:**

Eligible	[Text Input]	Vat Eligible	[Text Input]	Total Eligible	[Text Input]
Not Eligible	[Text Input]	Vat Not Eligible	[Text Input]	Total Not Eligible	[Text Input]
				Total	[Text Input]
- Gozo Contribution Financial Plan:**

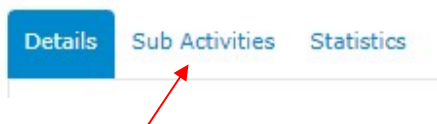
Eligible	[Text Input]	VAT Eligible	[Text Input]	Total Eligible	[Text Input]
Non Eligible	[Text Input]	VAT Non Eligible	[Text Input]	Total Non Eligible	[Text Input]
				Total	[Text Input]



12. Click on “Save”



13. Whilst staying in the “Activities” Section, click on the “Sub-Activities” sub-tab



14. Click on “Insert”



15. Fill in details where necessary

Details
Statistics

Code	<input type="text"/>		
Description	<input type="text"/>		
SCO	Select an Option ▼		
Unit of measure	Select an Option ▼		
Value	<input type="text"/>	Rate	<input type="text"/>
Start Date	<input type="text"/>	End Date	<input type="text"/>
Status	Select an Option ▼	Status Date	<input type="text"/>
Remarks	<div style="border: 1px solid #ccc; height: 30px;"></div>		

Payment Claim Type

Invoice
 Reimbursement
 Set at Contract

Financial Plan

Eligible	<input type="text"/>	Vat Eligible	<input type="text"/>	Total Eligible	<input style="background-color: #ccc;" type="text"/>
Not Eligible	<input type="text"/>	Vat Not Eligible	<input type="text"/>	Total Not Eligible	<input style="background-color: #ccc;" type="text"/>
				Total	<input style="background-color: #ccc;" type="text"/>

Gozo Contribution Financial Plan

Eligible	<input type="text"/>	VAT Eligible	<input type="text"/>	Total Eligible	<input style="background-color: #ccc;" type="text"/>
Non Eligible	<input type="text"/>	VAT Non Eligible	<input type="text"/>	Total Non Eligible	<input style="background-color: #ccc;" type="text"/>
				Total	<input style="background-color: #ccc;" type="text"/>

16. Click on "Save"

Search

Clear

Amend

Insert

Save

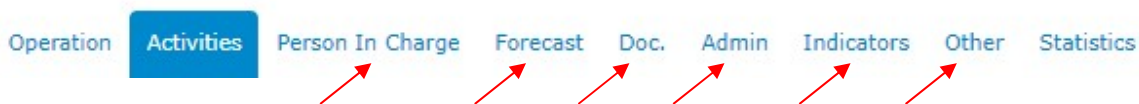
Undo

View History

Notifications



17. In order to fully process the Operation and its Activities, we need to fill in all the tabs.
Click on all the tabs and fill in details where necessary



Note: Do not forget to click on “Insert” before filling in details, and “Save” after filling in details. The tab statistics is not to be filled by the user, it is automatically generated by the system when the user inputs data into the other tabs

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

Modification History

Creation of Tutorial – 28/07/2017

