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RESEARCH & INNOVATION
Grant Management Services

European Commission

Generic DEVUSERCOORDINATOR

MY PROJECT
HORIZON 2020

Call: H2020-SCC-2015
Type of Action: CSA
Acronym: 161992 [GAP]
[H2020_SCC] Automation tests
[ABAC: ABACBUDL]
Current Phase: Grant Management
Number: 161992
Duration: 36 months
GA based on the: H2020 General MGA — Multi - 5.null
Start Date: 23 Aug 2019
Estimated Project Cost: €819.00
Requested EU Contribution: €50.00
Contact: [Virginie BRAEKMAN](#)

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H2020 ONLINE MANUAL

Periodic Reporting
REP-161992-1 - period 23/02/2018 > 22/08/2019

23 Aug 2019 22 Oct 2019 (3/60 days)

Draft Submitted Paid

Technical Part contribution
Financial Part AST [PIC 973276467] drafting
Periodic Report composition

Process documents
Process communications
Process history

Continuous Reporting
161992 - 161992 [GAP]
[H2020_SCC] Automation tests
[ABAC: ABACBUDL]

23 Aug 2019

Started Completed

Continuous reporting data

Process documents
Process communications
Process history

Proposal Management & Grant Preparation 01 Aug 2019

HOW TO

Messages are stored at two levels:

1. Process communications: at process level
2. Communication Centre: at project level (all process messages are also stored here together with all other project messages)

The messaging feature allows fast and easy communication between the consortium and the European Union (EU). Particularly during an ongoing **process**, messaging can be useful. These messages will be stored within the process. All messages are also stored at **project** level though, where they can be filtered and sorted according to your needs.




Everybody having a role in the project can see the messages, but only the Coordinator can add messages. The relevant EU officers will receive an e-mail when a new message is added.

How to access


The Grant Management Services will always initially display the **Process List**.

Click **Process communications** in the concerned process box to display all messages related to that process.

⚠ Please note that in case that there are new messages their number will be now displayed on the right hand side of the "Process communications" box.

| | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------|-------------|
| Process communications | | New message |
|  | Coordinator (DEVUSERCOORDINATOR, Generic) Message 3 test | 11:35 |
|  | Coordinator (DEVUSERCOORDINATOR, Generic) Message 2 Test | 11:34 |
|  | Coordinator (DEVUSERCOORDINATOR, Generic) test GAP test | 11:34 |

How to add messages (only for the coordinator)

Click **Process communications** to open the message facility and press **New message** to create a new message (only the Coordinator  can see this button).

| | | |
|------------------------|--|-------------|
| Process communications | | New message |
| No topics | | |

The message editor opens:

Message editor

Please write your message here. You may upload several files of different types. Then click send. Please note that each time you click "New message" a draft is automatically saved, giving you the possibility to continue drafting at any time. Please do not forget to save it every time. Once your message is ready to be sent, click the send button.

Subject:

Message:

H1 H2 H3 H4 H5 H6 P pre "

B I U ~~ABC~~

-

-

 C ↺ ↻ 🔗 🔗

</> Words: 0 Remaining characters: 3989

Upload files

Save Send

complete the subject
complete the body

Please note that a rich text editor is available, allowing the users:

- to create and format their text by using the bold, italic, underline, justify, indent, etc. buttons;
- to set different font names and sizes
- to set as style existing HTML elements
- options to easily insert and format lists, tables, images, hyperlinks and form elements

Each time you click "New message", a draft is immediately created, giving you the possibility to continue drafting at any time. Please do not forget to save your changes every time. Just close the message if you want to keep it as a draft.upload files if needed (several attachments of different types can be uploaded):

- click **Upload files** - all types of attachments can be uploaded (.pdf, .zip, .doc, .docx, .rtf, .csv, .xml, 7z, .gif, .jpg, .jpeg, .png, .odt). The maximum file size is: 50MB.
- click **add new attachment** and choose the file you want to upload

to remove an attachment click the remove button

once you finished editing your message, click **Save**

Please note that the system saves only one draft per process.

to continue editing your message, go to the **Process communications**, find the draft and click **Edit draft** . The message editor will open and you can continue drafting. Please do not forget to save your changes.

once you finished drafting and you want to send the message click **Send** .

The sent message can be found in the **Process communications** and **Communication Centre** boxes.
For each sent message, the following information will be displayed:

- the sender
- the subject
- the first words of the message
- if the message contains attachments
- when the message was sent (please hover-over the time/date for more information about when the message has been sent)

The screenshot displays the 'Continuous Reporting' interface. At the top, a progress bar indicates the process status from 'Started' to 'Completed' on 01 Aug 2017. Below this, the 'Continuous reporting data' section is visible. The 'Process documents' section shows 'No documents.' The 'Process communications' section contains a message from 'nbhataaa' with the subject 'Message 1' and content 'This is the content', dated 14:54. A 'New message' button is located to the right of this message. The 'Process history' section shows a log entry: 'EU launched the process on 01 Aug 2017 14:01'. A timestamp '02 Aug 2017 14:54:27' is visible in the bottom right corner of the communications area.

The Project Officer (and his/her backup) are notified of the message via an e-mail.

How to add a reply (only for the coordinator)

In the **Process communications** box, click on the message/subject you would like to reply and after that press **New reply**.

The screenshot shows the 'Process communications' section. It lists two messages. The first message is from 'Coordinator (DEVUSERCOORDINATOR, Generic)' with the subject 'message 6' and content 'text', dated 11:47. To the right of this message is a 'New message' button and a 'New reply' button, which is highlighted with a red rectangle. The second message is from 'EU' with the subject 'reply from the PO', dated 11:58.

The message editor opens:

Message editor

Please write your message here. You may upload several files of different types. Then click send. Please note that each time you click "New message" a draft is automatically saved, giving you the possibility to continue drafting at any time. Please do not forget to save it every time. Once your message is ready to be sent, click the send button.

Subject:

this is a test

Message:

H1H2H3H4H5H6Ppre

BBIU~~S~~≡≡≡C↺↻

</>🖼️🔗📺


Words: 0Remaining characters: 3989

Upload files

SaveSend

Each time you click "New message", a draft is immediately created, giving you the possibility to continue drafting at any time. Please do not forget to save your changes every time. Just close the message if you want to keep it as a draft.

upload files if needed (several attachments of different types can be uploaded):

click  - all types of attachments can be uploaded (.pdf, .zip, .doc, .docx, .rtf, .csv, .xml, 7z, .gif, .jpg, .jpeg, .png, .odt). The maximum file size is: 50MB.

click **add new attachment** and choose the file you want to upload

to remove an attachment click the remove button

Message editor

Please write your message here. You may upload several files of different types. Then click send. Please note that each time you click "New message" a draft is automatically saved, giving you the possibility to continue drafting at any time. Please do not forget to save it every time. Once your message is ready to be sent, click the send button.

Subject:

Message:

H1 H2 H3 H4 H5 H6 P pre

B *I* U ~~ABC~~

Words: 0 Remaining characters: 3989

Add new attachment

picture 1

Save Send

once you finished editing your message, click **Save**

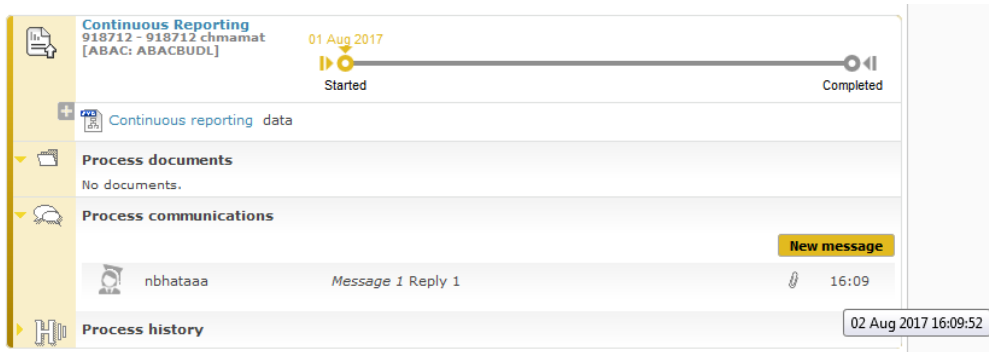
Please note that the system saves only one draft per process.

to continue editing your message, go to the **Process communications**, find the message and click **Edit draft reply**. The message editor will open and you can continue drafting. Please do not forget to save your changes.

once you finished drafting and you want to send the message click **Send**.

The reply will be saved under the message, and the information displayed for the message will change as follows:

the subject line of the reply will be added to that of the message
the reply time and date will be displayed instead of that of the message (please hover-over the time /date for more information about when the message has been sent)



How to access

The Grant Management Services will always initially display the **Process List**.

Click **Communication Centre** to view all project messages (processes specific messages as well as other project related messages).

How to filter messages

The page lists all informal messages exchanged between beneficiaries and the EU. By default, all project messages are displayed in the page (sent/received messages, drafts, replies).

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Help

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Communication Centre

This page lists all the informal messages between beneficiaries and the EU.


Please make a selection from the drop-down menu to be able to create a message.

All messages Search...

| | | |
|-------------------------------------------|-----------------------------|-------|
| Coordinator (DEVUSERCOORDINATOR, Generic) | message 6 reply from the PO | 11:58 |
| Coordinator (DEVUSERCOORDINATOR, Generic) | message 5 test | 11:41 |
| Coordinator (DEVUSERCOORDINATOR, Generic) | message 4 test | 11:40 |
| Coordinator (DEVUSERCOORDINATOR, Generic) | Message 3 test | 11:35 |
| Coordinator (DEVUSERCOORDINATOR, Generic) | Message 2 Test | 11:34 |
| Coordinator (DEVUSERCOORDINATOR, Generic) | test GAP test | 11:34 |

All messages and their replies can now be filtered by process and/or keyword (in the subject line and body).

To filter messages by keywords in the subject line and body, please type the term you are looking for in the **Search** box.



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Communication Centre

This page lists all the informal messages between beneficiaries and the EU.

Please make a selection from the drop-down menu to be able to create a message.

All messages


from the

Coordinator
(DEVUSERCOORDINATOR,
Generic)

message 6 reply from the PO

11:58

You can also filter messages by process using the drop-down list on the left-hand side of the page. Click the list and choose the process you are interested in. Only the messages related to that particular process (whether in draft or finalised) will be displayed.



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Communication Centre

This page lists all the informal messages between beneficiaries and the EU.

Please make a selection from the drop-down menu to be able to create a message.

All messages
REP-161992-1
GAP-161992
DLV-161992
Project messages

from the

Coordinator
(DEVUSERCOORDINATOR,
Generic)

message 6 reply from the PO

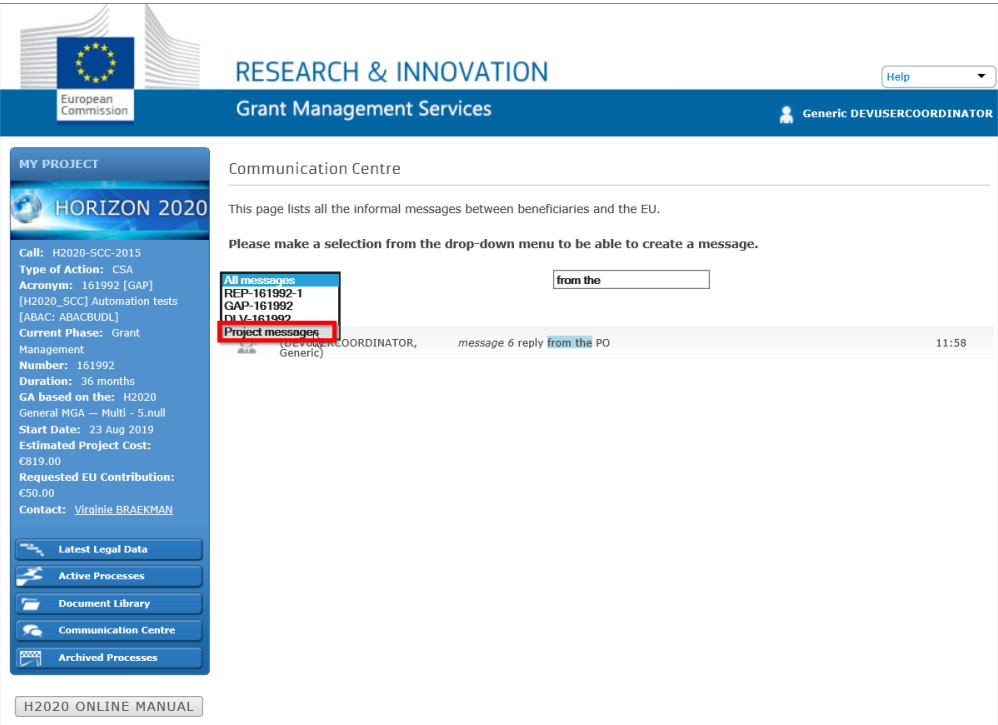
11:58

How to add process messages

If a process is chosen from the drop-down list, all process communication (create, draft and send a message or a reply) can be also done from here (please see the [Process communications](#) for more information about how to do all these actions).

How to add project messages

To create, draft or send a project message/reply (that is not process-specific) you should choose **Project messages** from the drop-down list.



The messaging feature for project messages is the same as for process messages (for more information, please see the [Process communications](#) section of this page).

★ 4. How to access your messages