Video - I. dio (dodavanje rezultata, loga i URL linka projektnoj kartici; podnošenje projektne kartice na pregled programskim djelatnicima Agencije):
https://www.youtube.com/watch?v=GITfhwUbUso&feature=youtu.be

Video - II. dio (unošenje promjena nakon zahtjeva programskog djelatnika Agencije):
https://www.youtube.com/watch?v=jrsA10DRSkU&feature=youtu.be
How to add and submit changes

In this demo you will see:

- how to add results to your project
- how to add a logo and URL to the project card
- how to submit for review
Text Captions

Your project has been published in the EAC Dissemination Platform.
You have received an email notification inviting you to update, add results and related attachments.

Click on the Beneficiary's Dashboard link.
In order to get access to the Beneficiary's Dashboard, you have to log in using your ECAS username and password.
When logging in for the first time, a pop-up will appear.

Text Captions

When logging in for the first time, a pop-up will appear.
Click on the hyperlink **Terms & Conditions** in order to read and agree with the terms and conditions.
Please pay particular attention to the copyright clauses.

Text Captions

Please pay particular attention to the copyright clauses.
Text Captions

By clicking on YES this message will not appear anymore.
However, you can always find the Terms and Conditions document under Useful Links.
This is the **Beneficiary's Dashboard**. Here you have the list of projects you are responsible for.

**Text Captions**

This is the **Beneficiary's Dashboard**. Here you have the list of projects you are responsible for.
Text Captions

You can view the current **Status** of your projects, which will change when the **End date** of your project has been reached and in case your project results need to be modified.
Thus, it will help you to follow the state of your project.
Until the End date of your project, the status will be Open for uploading results.

**Text Captions**

Until the **End date** of your project, the status will be **Open for uploading results**.
Text Captions

In order to edit the project card click on the Edit icon.
You are now ready to complete your project card.

Text Captions

You are now ready to complete your project card.
Text Captions

You can add or modify your Logo.
Text Captions

You can add or modify your Logo.
You can add or modify your Logo.
Text Captions

You can add or modify the URL field. Type the full address starting with www.
You can add or modify the URL field. Type the full address starting with www.

Text Captions
You can add or modify the URL field. Type the full address starting with www.
Text Captions

The other fields cannot be edited.
Save the changes by clicking on **Save**.

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**Text Captions**

Save the changes by clicking on **Save**.
In order to start adding results, click on the **Results** tab.

**Text Captions**

In order to start adding results, click on the **Results** tab.
To add a new result click on Add Result.
Text Captions

Type a **Title** and provide a **Description** for the result.
Text Captions

Type a **Title** and provide a **Description** for the result.
Once you click on **Save**, the new result appears in the list of results linked to your project.
You can create as many results as you wish by repeating the same steps.

Text Captions

You can create as many results as you wish by repeating the same steps.
Text Captions

You can create as many results as you wish by repeating the same steps.
You are now able to perform three different actions on each result such as edit, delete and attach files by clicking on the icons.
Let’s delete one result. Click on the Delete icon and confirm.

Text Captions

Let’s delete one result. Click on the Delete icon and confirm.
Let’s delete one result. Click on the **Delete** icon and confirm.
The result is deleted and will no longer appear in the list.

Text Captions
The result is deleted and will no longer appear in the list.
Attach files relating to the project result, by clicking on the Add attachments icon.

Text Captions

Attach files relating to the project result, by clicking on the Add attachments icon.
This will allow you to browse for files on your pc and select the one(s) you wish to upload.
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Text Captions

This will allow you to browse for files on your pc and select the one(s) you wish to upload.
You can repeat the operation as many times as required, adding different attachments for the same result.

Text Captions

You can repeat the operation as many times as required, adding different attachments for the same result.
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Text Captions

You can repeat the operation as many times as required, adding different attachments for the same result.
If you wish to delete one attachment click on Remove.
In order to upload the attachments click on Upload File(s).
Text Captions

In order to upload the attachments click on **Upload File(s)**.
Click OK.

Text Captions

Click OK.
Text Captions

In the *Files* column you see how many attachments have been uploaded for each result.

Select the result to display its attachments.
Please, note that the **Save & Submit** button is inactive until the **End date** of your project is reached.

**Text Captions**

Please, note that the **Save & Submit** button is inactive until the **End date** of your project is reached.
Text Captions

Do not forget to save your project card to ensure no loss of data. Click on **Save**.
Text Captions

Saving changes will allow you to come back and continue the modification of your project card at any time.
When the End date of your project has been reached, the Status of your project will change from Open for uploading results into Available for submission after all results uploaded and the Save & Submit button will be activated.
Let's view a project with status *Available for submission after all results uploaded.*

### Text Captions

Let’s view a project with status **Available for submission after all results uploaded.**
As you see the **Save & Submit** button is activated because the **End date** of your project has been reached.

**Text Captions**

As you see the **Save & Submit** button is activated because the **End date** of your project has been reached.
It’s still possible to change or delete existing results and attachments or add new results and attachments.

Text Captions

It's still possible to change or delete existing results and attachments or add new results and attachments.
It's still possible to change or delete existing results and attachments or add new results and attachments.

Text Captions

It's still possible to change or delete existing results and attachments or add new results and attachments.
Notice that you are able to upload various types of files.

Text Captions

Notice that you are able to upload various types of files.
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Text Captions

Notice that you are able to upload various types of files.
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Notice that you are able to upload various types of files.

Text Captions

Notice that you are able to upload various types of files.
Now you are able to submit your results for validation by an officer.

Text Captions

Now you are able to submit your results for validation by an officer.
Once you click on **Save & Submit**, a pop-up will appear.
Click Yes if you are sure that your results are ready to be submitted, or No if you want to further elaborate on your project card.
Text Captions

Before you click on **Save & Submit**, ensure that your results are ready to be published, you comply with copyright rules for all results to be published and that you have uploaded all the results you would like to submit, because once you click on the **Save & Submit** button you will no longer be able to make any further changes and your project will disappear from your Dashboard.
Once the officer has approved or rejected your changes, you will receive a formal message from the Agency with which you signed the Grant Agreement, notifying you that the modifications have been approved or rejected.
If your changes are rejected, you will have to follow the instructions provided by the officer in the rejection message.

Text Captions

If your changes are rejected, you will have to follow the instructions provided by the officer in the rejection message.
End of this demo