How to use the Search Document Function in SFC2007?

Contents of this guide:

Purpose of this functionality

SFC2007 contains different types of documents linked to the different objects and procedures treated by SFC2007. In order to search, retrieve and consult these documents without the need to navigate first to the specific related object, a centralised document search utility has been created.

Additionally, it is possible to find documents on interpretation of Regulations, guidelines and on administrative procedures presented in the COCOF concerning primarily the 2007-2013 programming period. These documents are not stored in SFC2007 but in a separate database and can only be accessed through the search facility.

Concerned Funds

ERDF/CF	ESF	EFF	EAFRD

User roles and permission needed

MS Authority, MS Managing Authority, MS Certifying Authority, MS Paying Agency, MS Coordinating Body, MS Audit Authority, MS Compliance Assessment Authority.

Before you start, check that…

1. Navigating to the Search Screen

Step by step

1. Select the **UTILITIES** > **SEARCH DOCUMENTS** menu

The system provides the user with 2 search options:

1 Search Documents in SFC2007

▪ Searches for Operational Documents in SFC2007

2 Search Documents in Interpretation Database

▪ Searches for Interpretation Documents

2. Searching for Operational Documents in SFC2007

Step by step

2. Select the **UTILITIES** > **SEARCH DOCUMENTS** > **IN SFC2007** menu .

Step by step

The Search Document screen appears:

Version 1.0 - Last revised: 02/02/2011
For more information on this document please contact **sfc2007-info@ec.europa.eu**

Page 2

Any of the following information can be entered:

- Select the **OBJECT TYPE** from the list of Objects available in SFC2007.
- If the Object type selected contains different Document Types, you can narrow your search (if desired) by selecting the available **DOCUMENT TYPE** for that Object
- You can further narrow your search by selecting the **META DATA** relating to a specific document type (only available for certain document types).
- Enter a **DOCUMENT TITLE**. If you are unsure of the specific title you can enter a keyword and use percentage signs before and after the keyword. The system will find all documents with the selected keyword(s) in the Title. E.g. %Transport% (please note that this search is case sensitive).
- Enter an **ATTACHMENT TITLE**. If you are unsure of the specific title you can enter a keyword and use percentage signs before and after the keyword. The system will find all documents with the selected keyword(s) in the Title. E.g. %Transport%
- Enter a **DOCUMENT DATE** Range (FROM/TO). This will search for all documents that have a date within the specified date range. This can either be done by entering the date manually or selecting the date from the calendar icon . You can also enter todays date by double clicking inside the blank box. Note that entering data in the first box will only search for documents for that date.
- Enter a **SENT DATE** Range (FROM/TO). This will search for all documents that were sent within the specified date range. This can either be done by entering the date manually or selecting the date from the calendar icon . You can also enter todays' date by double clicking inside the blank box. Note that entering data in the first box will only search for documents for that date.
- Select the **LANGUAGE** the document is in.
- Enter a **CCI** number to search for documents relating to a specific CCI.
- Enter the **VERSION/YEAR** for all objects that have either a version number (OP) or a year (AIR) to identify their version.
- Select the **FUND** to search for all documents for a specific Fund.
- Enter the **COMMISSION REGISTRATION** number to search for documents with a specific Commission Registration number.
- Enter the **LOCAL REFERENCE** number to search for documents with a specific local reference number.
- Select the **DIRECTION** to see documents that have been sent either: from the Member State to the Commission or From the Commission to the Member state.
- Select the **MEMBER STATE** to search for document relating to a specific Member state.

Step by step

3. Enter the desired search parameters ①

4. Click **SEARCH** ②..

IMPORTANT	You will only be able to view documents for which you have 'view' privilege (Fund/Role) and which belong to your Member State (For Standalone Documents) or which are linked to objects which transit through your Node (Integral or Referring Documents).

The list of search results appears:

Step by step

5. To view a document click on the link of the document TITLE:

The SFC Document Display screen appears:

6. You can view the document attachment by clicking on the **FILE NAME** link ① in the **ATTACHMENTS** section.

7. You can click on the **CCI** number ② in the **DOCUMENT LINKS** section to view the Object to which the document is linked.

   ▪ The content of this link depends on the object type to which the Document is linked.

8. To return to the list of document search results click on the return to list option ③

3. Searching for Interpretation Documents

Step by step

1. Select the Utilities > Search Documents > In Interpretation Database menu .

Step by step

The Search Document screen appears:

Any of the following information can be entered:

- Select the FUND to search for documents for a specific Fund.
- Enter DOCUMENT CONTENT to search for text that can be found in the content of the document.
- Select a DISTRIBUTION TYPE (External to a Member State, External to all Member States).
- The MEMBER STATE box only becomes available when the Distribution type: External to a Member State option is selected.
- Select the DOCUMENT TYPE/SUBTYPE from the drop-down list.
- Select the REFERENCE (TYPE/YEAR/NUMBER) to search for any Commission document which has a reference number containing the entered format.
- Enter a DOCUMENT DATE Range (FROM/TO). This will search for all documents that have a date within the specified date range. This can either be done by entering the date manually or selecting the date from the calendar icon. You can also enter todays date by double clicking inside the blank box. Note that entering data in the first box will only search for documents for that date.
- Select specific KEYWORDS that have been attributed to a document. Use the buttons to move a selected keyword to/from the search box. Use the to move all keywords to/from the search box.

Step by step

2. Enter the desired search parameters ①

3. Click **SEARCH** ② ..

IMPORTANT | You will only be able to view documents with 'External' Distribution Type.

The list of search results appears:

Step by step

4. To view a document click on the Link of the Reference:

The Interpretation Database Display screen appears:

Step by step

Document Details

Reference: WP 7

Type: Interpretation

Subtype: Working paper of the Commission services

Fund: SF

Title: Working Paper 7 Ex Ante Evaluation and Indicators for INTERREG (Strand A and B)

Default Language: English (Anglais)

Distribution Type: External to All Member States

Last Modified Date: 27/06/2008

Publication Date: 14/06/2005

Reception Date: 27/05/2009

Comments:

Keywords:
- Community Initiatives / INTERREG / Neigh - 21(1083 / 2006), 3(1083 / 2006), 38(1083 / 2006), 7(1083 / 2006), 20(1260 / 1999), 21(1260 / 1999), 12(1080 / 2006), 13(1080 / 2006), 14(1080 / 2006), 15(1080 / 2006), 16(1080 / 2006), 17(1080 / 2006), 18(1080 / 2006), 19(1080 / 2006), 20(1080 / 2006), 21(1080 / 2006), 3(1783 / 1999)
- Evaluation / ex-ante / mid-term / mid-t - 47(1083 / 2006), 48(1083 / 2006), 49(1083 / 2006), 40(1260 / 1999), 41(1260 / 1999), 42(1260 / 1999), 42/4(1260 / 1999), 43(1260 / 1999), 10(5)(1164 / 1994), 13(1164 / 1994), B Annex II(1164 / 1994), 12(3)(1080 / 2006), 4(1081 / 2006)
- Monitoring system / Monitoring indicator - 37(1)(c)(1083 / 2006), 60(1083 / 2006), 66(1083 / 2006), 36(1260 / 1999), 12(1164 / 1994), 13(1164 / 1994), F Annex II(1164 / 1994), 12(4)(1080 / 2006)
- Sector codes / Fields of intervention - 37(1)(d)(1083 / 2006), Annex IV(438 / 2001), Annex IV(1386 / 2002), 36/1(1260 / 1999), 1(1164 / 1994), 2(1)(1164 / 1994), 3(1164 / 1994), 12(5)(1080 / 2006)

Attachments

1 results found, displaying 1 to 1 | ◄ ◄ ► ►| Page(s): 1 Item(s) per page: 15 Show all

File Name	Language	Title
evalInterreg_en.pdf ①	ENG	Working Paper 7 Ex Ante Evaluation and Indicators for INTERREG (Strand A and B)

return to list ②

5. You can view the document attachment by clicking on the FILE NAME link ① in the ATTACHMENTS section.

6. To return to the list of search results click on the return to list option ②