



How to use the Search Document Function in SFC2007?

Contents of this guide:

1. **NAVIGATING TO THE SEARCH SCREEN**..... 2
2. **SEARCHING FOR OPERATIONAL DOCUMENTS IN SFC2007** 2
3. **SEARCHING FOR INTERPRETATION DOCUMENTS** 5

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
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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...

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Version 1.0 - Last revised: 02/02/2011

For more information on this document please contact sfc2007-info@ec.europa.eu

1. Navigating to the Search Screen

Step by step

1. Select the UTILITIES > SEARCH DOCUMENTS menu



The screenshot shows the SFC2007 application interface. At the top, there is a header with the SFC 2007 logo and the text 'System for Fund management in the European Community 2007-2013'. Below the header, there is a navigation menu with 'Utilities' selected. A dropdown menu is open under 'Utilities', showing options: 'CCI Requests', 'Search Documents', 'Reports', 'Current Programme Authorities', and 'User Information'. The 'Search Documents' option is highlighted, and a sub-menu is visible with 'in SFC2007' and 'in Interpretation Database' options. The 'in SFC2007' option is highlighted.

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 .



The screenshot shows the SFC2007 application interface. At the top, there is a header with the SFC 2007 logo and the text 'System for Fund management in the European Community 2007-2013'. Below the header, there is a navigation menu with 'Utilities' selected. A dropdown menu is open under 'Utilities', showing options: 'CCI Requests', 'Search Documents', 'Reports', 'Current Programme Authorities', and 'User Information'. The 'Search Documents' option is highlighted, and a sub-menu is visible with 'in SFC2007' and 'in Interpretation Database' options. The 'in SFC2007' option is highlighted.

Step by step

The Search Document screen appears:





The screenshot shows the SFC2007 application interface. At the top, there is a header with the SFC 2007 logo and the text 'System for Fund management in the European Community 2007-2013'. Below the header, there is a navigation menu with 'Utilities' selected. The main content area shows the 'Search' screen with various search criteria fields: 'Object Type', 'Document Type', 'Metadata', 'Document Title', 'Attachement Title', 'Document Date', 'Sent Date', 'Language', 'CCI', 'Version/Year', 'Fund', 'Commission Registration N°', 'Local Reference', 'Direction', and 'Member State'. There are 'Search' and 'Clear' buttons at the bottom right.

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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 today's 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 today's 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.

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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**:

Title	Type	Language	Document Date	Sent Date
My IPA official proposal	Official Operational Programme Proposal	English	01/03/2008	10/09/2010
official OP	Official Operational Programme Proposal	English	02/12/2008	04/12/2008

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The SFC Document Display screen appears:

Step by step

System for Fund management in the European Community 2007-2013
Utilities > Search Documents > In SFC2007 > Display Sfc Document

Document Details

Document Type: Official Operational Programme Proposal
Document Title: official OP
Document Date: 02/12/2008
Commission Registration N°:
Comments:
Member State: Hungary
Annual Examination Year:
Direction: Memberstate - Commission

Sent Date: 04/12/2008
Language: English
Local Reference:

Attachments

Title	File Name	Upload Date
official OP - sophies test	sophies test document.doc 1	04/12/2008

Document Links

CCI	Version
2007HU161P001 2	1

[return to list](#) 3

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

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

System for Fund management in the European Community 2007-2013
ERDF/CF, ESF, EAFRD and EFF

Utilities

- CCI Requests
- Search Documents**
 - in SFC2007
 - in Interpretation Database**
- Reports
- Current Programme Authorities
- User Information

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Step by step

The Search Document screen appears:

User: m000006 Node: n01 Profile: m0000065 - HEMA1608 Version: 4.2.29 Help Home Logout

English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Fund: [dropdown]
Document Content: [text box]
Distribution Type: [dropdown] Member State: [dropdown]
Document Type/Subtype: [dropdown]
Reference (Type/Year/Number): [dropdown] / [dropdown] / [text box]
Document Date: [text box] Between: [text box] [calendar icon]
Keywords: [dropdown list]
[left arrow] [right arrow] [left arrow] [right arrow]
[Search] [Clear]

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 today's 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.

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Step by step

2. Enter the desired search parameters 1
3. Click **SEARCH** 2..

The screenshot shows the SFC2007 search interface. At the top, there is a navigation menu with 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. The main search area contains several fields: 'Fund', 'Document Content', 'Distribution Type' (set to 'External to all Member States'), 'Document Type/Subtype' (set to 'Interpretation / Working paper of the Commission services'), 'Reference (Type/Year/Number)', and 'Document Date'. A 'Keywords' section is also present with a list of terms and a search box. The 'Search' button is highlighted with a red box and labeled '2'. A red box labeled '1' encompasses the entire search form area.

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 screenshot shows a table of search results. The table has the following columns: Reference, Title, Type, and Fund. The first row is highlighted with a red box. The table contains 6 results.

Reference	Title	Type	Fund
WP 9	WORKING PAPER no 9 The Update of the Mid Term Evaluation of Structural Fund Interventions	Interpretation / Working paper of the Commission services	SF
WP 8a	WORKING PAPER NO 8 a The Mid Term Evaluation of Structural Fund Interventions - INTERREG III	Interpretation / Working paper of the Commission services	SF
WP 7	Working Paper 7 Ex Ante Evaluation and Indicators for INTERREG (Strand A and B)	Interpretation / Working paper of the Commission services	SF
CDCR/03/0139/00	Note to the Committee on the Conversion and Development of Regions on ERDF Co-Financing of Loan-based Subsidies	Interpretation / Working paper of the Commission services	SF
CDCR/01/0125/00	Bank identification details required before commitment and payment operations can go ahead	Interpretation / Working paper of the Commission services	SF
CDCR/03/0027/00	Implementation of a "Contract of confidence" for the control of the Structural Funds	Interpretation / Working paper of the Commission services	SF

The Interpretation Database Display screen appears:

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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

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