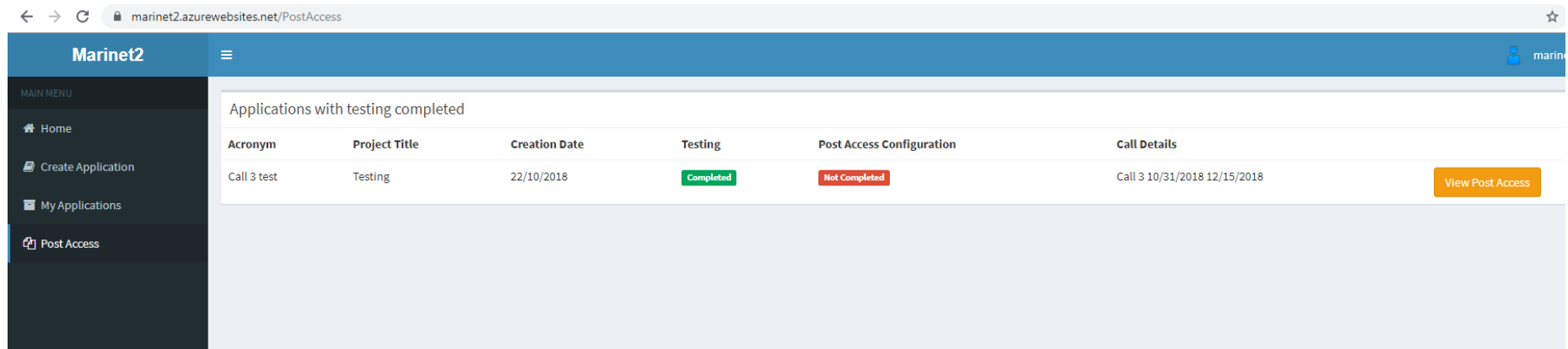


## User Guidelines for completing Post-Access obligations on the Users' Portal

- Go to <https://marinet2.azurewebsites.net/>
- Log-in using Username and Password as used when submitting application(s)
- Select **Post Access** from the left-hand column



The screenshot shows the Marinet2 portal interface. The browser address bar displays "marinet2.azurewebsites.net/PostAccess". The left-hand navigation menu includes "Home", "Create Application", "My Applications", and "Post Access". The main content area is titled "Applications with testing completed" and contains a table with the following data:

Acronym	Project Title	Creation Date	Testing	Post Access Configuration	Call Details	
Call 3 test	Testing	22/10/2018	Completed	Not Completed	Call 3 10/31/2018 12/15/2018	<a href="#">View Post Access</a>

- Each application, for which testing has been signed-off on by the Facility Manager, will appear in this Post Access section. If the application for which you are trying to complete post-access obligations does not appear in this section, it may be because the Facility Manager has not logged into the portal to sign-off on testing. Please ask him/her to do so
- Click on the **View Post Access** button and the screen below appears

marinet2.azurewebsites.net/PostAccess/Details?reference=5c3f1b66-18a0-4558-adf6-78d222ae9e8c

Marinet2

marinet2.user@gmail.com

MAIN MENU

- Home
- Create Application
- My Applications
- Post Access

## Application Details

Acronym	Call 3 test
Project Title	Testing
Creation Date	22/10/2018
Reference Number	5c3f1b66-18a0-4558-adf6-78d222ae9e8c

### ACCESS INFORMATION

Configuration Not Completed

CONFIGURE

### REPORT SUBMISSION

Configuration Not Completed

CONFIGURE

### SUMMARY FOR WEB

Configuration Not Completed

CONFIGURE

### SATISFACTION QUESTIONNAIRE

Configuration Not Completed

CONFIGURE

[Go Back](#)

- Complete each of the four red boxes – **Access Information, Report Submission, Summary for Web, Satisfaction Questionnaire**. They will change colour to green when completed in full.

### 1) Access Information

Provide a summary of main project objectives and achievements

marinet2.azurewebsites.net/PostAccessInformation/Create?reference=5c3f1b66-18a0-4558-adf6-78d222ae9e8c

Marinet2

MAIN MENU

- Home
- Create Application
- My Applications
- Post Access

## User Project Information

Please Complete the form with all the missing information

**Project Objectives** - short, medium and long term of the proposed access project (max. 1500 characters), including potential commercial benefits/progress.

**Achievements** - Describe the main achievements obtained and possible impact, as well as possible difficulties encountered during the execution of the Project. (no more than 2500 characters)

[Create](#)

[Go Back](#)

## 2) Report Submission

Complete the post-access report (template provided on portal)

The screenshot shows a web browser window with the URL `marinet2.azurewebsites.net/PostAccessReport/Create?reference=5c3f1b66-18a0-4558-adf6-78d222ae9e8c`. The page has a blue header with the 'Marinet2' logo and a hamburger menu icon. A dark sidebar on the left contains a 'MAIN MENU' with items: Home, Create Application, My Applications, and Post Access. The main content area has a light blue background. At the top, it says 'Please Download Report Template Here' with a 'DOWNLOAD' link. Below this is a 'Submit Report' section with a 'Choose File' button, the text 'No file chosen', and 'Please attach completed file'. A green 'Create' button is centered below. At the bottom left, there is a 'Go Back' link.

## 3) Summary for Web

Provide a brief description of the project and attach 2 images

The screenshot shows a web browser window with the URL `marinet2.azurewebsites.net/PostAccessSummaryForWeb/Create?reference=5c3f1b66-18a0-4558-adf6-78d222ae9e8c`. The page layout is similar to the previous one, with the 'Marinet2' header and the same sidebar. The main content area has a light blue background. It features a text input field with the instruction: 'Summary for website - Short summary, one or two paragraphs (can be a copy of the Executive Summary from the Report), to publicise the testing/access received, profile the technology if desired, and to highlight the key progress, learnings and scientific output of the access received. Add pictures below.' Below the text field are two image upload sections, each with an 'Add Image One' or 'Add Image Two' label, a 'Choose File' button, the text 'No file chosen', and 'Please attach image file'. A green 'Create' button is centered at the bottom. A 'Go Back' link is at the bottom left.

#### 4) Satisfaction Questionnaire

Complete the EC's H2020 Research Infrastructures: User Group Questionnaire (link provided) and attach the completed file

The screenshot shows a web browser window with the URL [marinet2.azurewebsites.net/PostAccessSatisfaction/Create?reference=5c3f1b66-18a0-4558-adf6-78d222ae9e8c](https://marinet2.azurewebsites.net/PostAccessSatisfaction/Create?reference=5c3f1b66-18a0-4558-adf6-78d222ae9e8c). The page has a dark blue header with the 'Marinet2' logo and a hamburger menu icon. A dark sidebar on the left contains a 'MAIN MENU' with links for 'Home', 'Create Application', 'My Applications', and 'Post Access'. The main content area is light blue and contains the text 'Please Download Report Template Here' and 'Satisfaction Questionnaire'. Below this, there is a 'Submit Report' button, a 'Choose File' button (with 'No file chosen' text), and a 'Please attach completed file' instruction. A green 'Create' button is positioned below the 'Submit Report' button. A 'Go Back' link is located at the bottom left of the main content area.

- When you have completed the Post-Access section of the portal please inform the Facility Manager. He/she will then log into the portal, check the post access documents and if approved, sign-off on Post-Access. When this step is complete the User Group can then submit its claim for Travel & Subsistence (up to a **max. of €1000 per group per week** of access) to the Facility Manager.
- In addition, Users are expected to attend one of two User Workshops to present their experience and results and acknowledge MaRINET2 in publications/dissemination resulting from the project by using the sentence *'The research leading to these results has received funding from the European Union Horizon 2020 Framework Programme (H2020) under grant agreement no 731084'*. Please notify the Coordinator when results obtained through MaRINET2 testing are published. Email [marinet2@ucc.ie](mailto:marinet2@ucc.ie)
- ***N.B. In addition to the post-access obligations on the portal, the User Group Info form below must be completed for each member of the User Group that accessed the test site and emailed to [marinet2@ucc.ie](mailto:marinet2@ucc.ie) This information is required for reporting to the European Commission. Ask the Facility Manager for a word version of this form to complete.***

# User Group Info

**Please complete this form for every member of the User Group that visited facility**

Date:

Project Reference No:

Project Acronym:

## Personal Information

User Group Leader? Y/N	
Title	
Family Name	
First Name	
Activity Domain (Discipline) <sup>1</sup>	
Gender	
Birth Year	
Nationality	
Country where User works	
Phone	

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## Institute Information

Institute Name	
Legal Status <sup>2</sup>	
Institute Acronym	
Email	
Position Held in Institute	
Institute Postal Address	
Institute Country	
Institute Web Address	

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## Facility Accessed

Facility Name	
Country	
Dates of testing	
Main Point of Contact	

<sup>1</sup> Choose Physics, Chemistry, Life Sciences & Biotech, Earth Sciences & Environment, Engineering & Technology, Mathematics, Information & Communication Technologies, Material Sciences, Energy, Social Sciences or Humanities

<sup>2</sup> Choose UNI - University and other higher education organisations, RES - Public research organisation (including international research organisation as well as private research organisation controlled by a public authority), SME, PRV - Other Industrial and/or profit Private organization or OTH – Other

