

Manual for the SMC Portal

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Introduction

With the new Lime Portal, SMC envisions a change in the way the SMC office and the member organisations cooperate. Keywords: *Transparent and user friendly*.

From intervention to organisation

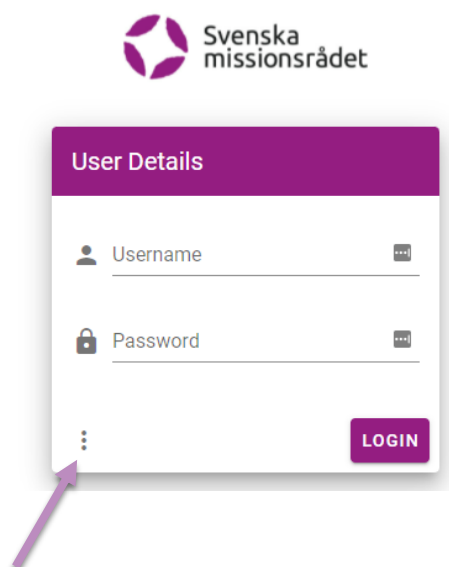
The Portal is built to help us all lift our focus from individual interventions to the organisational level.

- The SMC member organisation assessment system is integrated into the Portal, giving us a shared picture of the organisation's strengths and challenges and the agreed plan for capacity development.
- Access to the Portal is handled by each organisation for their co-workers.
- Detailed information about interventions is entered by the member organisation (expected results and progress towards them; connections between expected results and SMC's goals and/or the Sustainable Development Goals; cooperating partners; countries etc).
- Payment plans, requests for funding and reporting on funds spent is all handled through the Portal.

How to log in

Before you can log in, SMC or your organisation must add you as a user ([Add person](#)).

Go to <https://smc.lime-portal.se>



Click on **the three dots** at the left bottom corner of the login box, choose **ACTIVATE YOUR ACCOUNT** and enter your email address. If your address is found in the system, you will receive an email:

Hello!

You are receiving this email because we received a request to activate your account.

[Activate account](#)

If you did not request to activate your account, no further action is required

Regards,
SMC

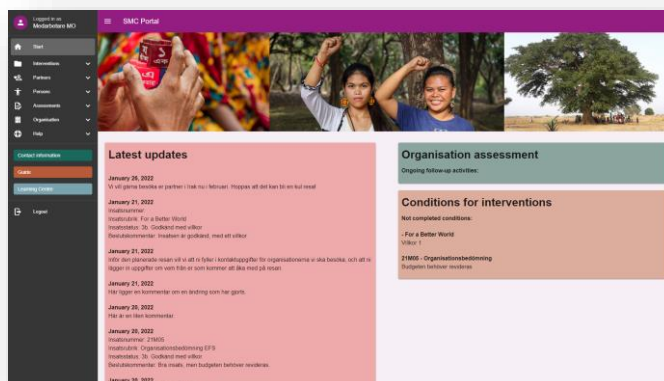
Click the **Activate account** button. Now you can choose a password and log in to the Portal.

The Start Page

The start page consists of four sections:

Latest updates (pink field)

Here you will find important updates regarding e.g. your organisation's interventions or upcoming field visits, but also general information that SMC communicates to all members simultaneously.



Organisation assessment (green field)

In this field, you will see ongoing follow-up activities connected to SMC's assessment of your organisation and your capacity development plan.

See more information under [Assessments](#).

Conditions for interventions (beige field)

A compiled list of any conditions that your organisation needs to meet for any of its ongoing interventions.

To enter updates on conditions, please go to [the conditions tab on the intervention card](#).

Navigation panel (side panel)

Links to all different sections in the Portal, and the most important external SMC links. You can expand or minimise the navigation panel by clicking the three lines at the top of the screen.



If the window is small, the navigation panel is automatically hidden, but you can always bring it out by clicking on the three lines.

- Interventions
- Show interventions
- Add intervention

Interventions can be projects, programs or core support that you are applying or receiving funding for through SMC.

Show interventions

[illegible]

Here you can access all your organisation's interventions. At the top of the page, you can choose between **My active interventions**, **all active interventions**, and **all interventions**.

- You can change the sorting order by clicking on the column headings (Title, Intervention number etc.).

Status

Each intervention has one of the following statuses:

o. Draft

The intervention is at the very start of the application process. You have filled in the form [Add intervention](#).

1. Application

You have submitted your full application to SMC, and there is usually an active dialogue with your desk officer about details big and small.

2. Ready for decision

Your application is complete. You cannot add more information to your application. SMC is getting ready to make a decision.

3. a) Approved

Your application has been approved; it is time to sign agreements.

b) Approved with conditions

Your application has been approved, but there are one or more conditions for the intervention. These conditions are also displayed on the start page of the Portal.

4. Ongoing

Agreements have been signed, and any conditions that must be met before starting the intervention have been met and implementation is taking place together with cooperating partner/s.

5. Final reporting

The activities have been finalised and you are in the process of writing the final report.

6. Completed

The final report has been submitted to SMC. The intervention has been included in the SMC audit and has been reported to Sida. The intervention is completed.

Denied

Your application was denied by SMC, and the intervention will not receive funding.

Withdrawn

Your organisation has chosen to withdraw the application.

Action

- **Action needed**

This indicates that you need to take action in this intervention. SMC will let you know what kind of action is needed, in [the comments field on the intervention card](#).

- **Under review**

SMC is looking into information you have provided regarding the intervention.

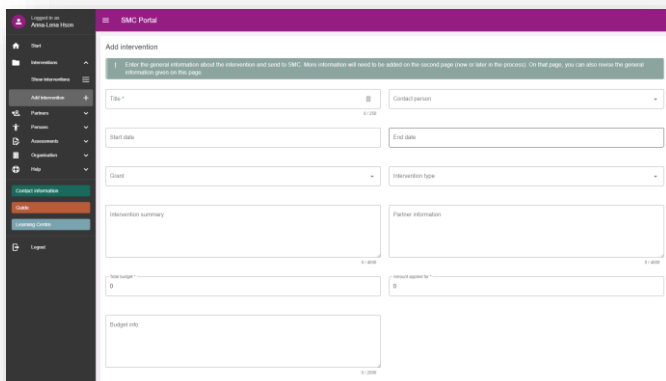
- **Deviation with stopped payment**

Something irregular has happened in this intervention, which means no funds can be transferred at this time.

- **Deviation without stopped payment**

Something irregular has happened in this intervention, but in this case, funds can still be transferred.

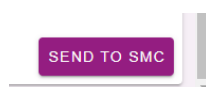
Add intervention



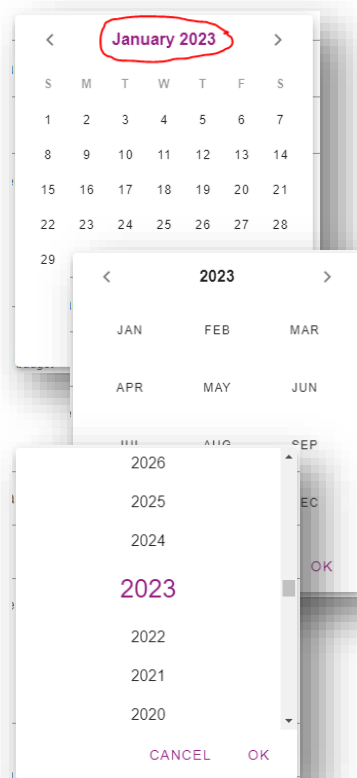
This is the starting point of all applications to SMC. Here you enter basic information about the planned intervention. Nothing here is set in stone, everything can change. This is just the first information to SMC that you will be submitting an application with an approximate budget. There are tooltips to guide you.

- The date fields (**Start date** and **End date**) open a small calendar. You can navigate by clicking on the left and right arrows at the top.
- If you click on the name of the month at the top of the calendar, you get to a list of all months that year:
- If you click on the year at the top of this view, you can choose a year:
- Don't forget to click OK to choose the date.

When you've filled in the general information, click **SEND TO SMC** at the very bottom of the page.

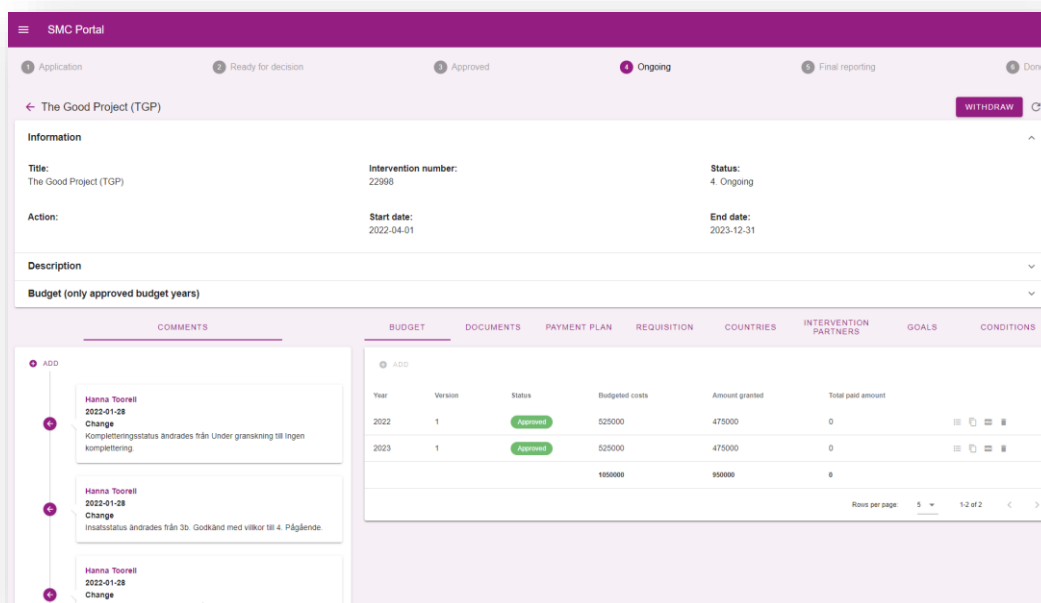


The intervention now has the status: **o. Draft**. And you are taken to the next page, where you can enter any further information you already have. SMC will



now make a first assessment of your suggested intervention, checking whether it is in line with the goals for funding through SMC. If the answer is yes, SMC will give your intervention a number, and you can continue adding information on [the intervention card](#).

The intervention card



The screenshot shows the SMC Portal interface for 'The Good Project (TGP)'. The top navigation bar includes a menu icon, the title 'SMC Portal', and a progress bar with steps: 1 Application, 2 Ready for decision, 3 Approved, 4 Ongoing (current), 5 Final reporting, and 6 Done. A 'WITHDRAW' button is visible in the top right.

The main content area is divided into sections:

- Information:**
 - Title: The Good Project (TGP)
 - Intervention number: 22968
 - Status: 4. Ongoing
 - Action:
 - Start date: 2022-04-01
 - End date: 2023-12-31
- Description:** (expandable section)
- Budget (only approved budget years):** (expandable section)

Below these sections are tabs for: COMMENTS, BUDGET, DOCUMENTS, PAYMENT PLAN, REQUISITION, COUNTRIES, INTERVENTION PARTNERS, GOALS, and CONDITIONS.

The **COMMENTS** tab is active, showing a list of comments:

- ADD** button
- Comment 1: Hanna Toorail, 2022-01-28, Change. Kompletteringsstatus ändrades från Under granskning till Ingen komplettering.
- Comment 2: Hanna Toorail, 2022-01-28, Change. Inomstatus ändrades från 3b. Godkänt med villkor till 4. Pågående.
- Comment 3: Hanna Toorail, 2022-01-28, Change. Kompletteringsstatus ändrades från Ingen komplettering till

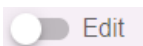
The **BUDGET** tab is also visible, showing a table with columns: Year, Version, Status, Budgeted costs, Amount granted, and Total paid amount.

Year	Version	Status	Budgeted costs	Amount granted	Total paid amount
2022	1	Approved	525000	475000	0
2023	1	Approved	525000	475000	0
			1050000	950000	0

At the bottom right of the budget table, it says 'Rows per page: 5' and '1/2 of 2'.

Each intervention has its own card in the Portal. The card holds a lot of information, in three different fields:

Information - Description - Budget

This field contains a summary of your intervention. The three sections can be expanded and minimised to view more or less of the information. The sections in this field can only be edited when the intervention is marked as **Action needed**, and the **Edit** button is  available:

- If you wish to Edit information, and the **Edit** button is not available, please use the **Comments** section to ask SMC to open the intervention up for editing.

Comments


Here you find updates and messages from SMC regarding this intervention. If you add a comment here, your contact person at SMC will receive a notification in Lime.

There are also eight tabs on the intervention card.

Here you find more information about the intervention. The intervention status decides whether information can be added here or not. You can always add new documents, payment plans and requisitions.

Budget tab (Intervention card)

To create a budget for an intervention

1. On the intervention card, open the budget tab.
2. Click  **ADD** This button is only available when the [Action status](#) for the intervention is **Action needed**.
3. Please note that any previously entered budget items will become inactive when you add a new budget. To [revise an existing budget](#), see below.
4. This opens the form **Create Budget**.

Create Budget

Costs

Cost item

Type

2022

2023

2024

Add item

Fundings

Funding item

Type

2022

2023

2024

Add item

Summary

0 - 0 = 0

If you intend to report your exchange gains/losses as posts in your financial report, you need to add an empty budget line for this purpose here: "Exchange gain/loss". If you have questions, please contact SMC.

☐ I am aware that all my existing budget years on this intervention will be inactive if I submit this form

5. Under **Costs**, enter Cost item and Type. Type can be any of the following:
 - a. MO regional office
 - b. Own costs (Sweden)
 - c. South/East

Then enter the budget amount for each year of the intervention and click **Add item**.

6. If you intend to report your exchange gains/losses as posts in your financial report, you need to add an empty budget line for

Costs

Cost item

Type



2022

2023

Add item

this purpose, called: “Exchange gain/loss”. If you use a system where you write down your exchange gain/ loss in a note, this budget line is not needed. If you have questions regarding this, please do not hesitate to contact SMC.

7. All costs are then listed in a table.

Cost item	Type	2022	2023	
Human rights trainings	South/East	50 000	50 000	 
Sum	-	50 000	50 000	

Each line can be edited (it is then moved back up into the form) or deleted.

8. Under **Funding**, enter Funding item if e.g. there is another donor that will contribute to the intervention (this information is optional, but you have to write something in this field), Type:

- a. Other fundings
- b. Self funding (Egeninsats)
- c. Sida funding

Fundings

Funding item

Type

2022 2023

9. All funding is then listed in a table

Funding item	Type	2022	2023	
Radiohjälpen	Other fundings	100 000	100 000	 
Sum	-	100 000	100 000	

If the funding comes with administration support (administrationsbidrag), this will automatically be handled by SMC, and the numbers will not appear here in the Portal. If you want to know the number, please contact SMC.

10. At the bottom of the page, you find a **Summary** of funding minus costs. The result should always be zero.

Summary

200 000 - 100 000 = 100 000













11. Tick the box to confirm that you understand that this will replace any previous budget lines. Click **Submit**.

The budget is then entered into the system. You also need to upload your detailed budget under documents. SMC will ask for updates or further information, if needed.


To revise a preliminary budget for an intervention









1. On the intervention card, open the budget tab.

ADD

Year	Version	Status	Budgeted costs	Amount granted	Total paid amount	
2022	1	Preliminary	100000	0	0	   
2023	1	Preliminary	100000	0	0	   
2024	1	Preliminary	100000	0	0	   
			300000	0	0	

Rows per page: 5 1-3 of 3

- Open the budget year that you want to edit, by clicking the **Open the budget year** symbol: 

Year	Version	Status	Budgeted costs	Amount granted	Total paid amount	
2022	1	Preliminary	100000	0	0	   
2023	1	Preliminary	100000	0	0	   

Open the budget year

- This opens **the budget year card**, where you can make your changes.

To revise an approved budget year or add a budget year to an existing budget (intervention extension)

There are two ways to change an existing budget year, you reach both via the small figures next to “Open the budget year”, see above. To change an approved budget SMC must first unlock the budget.

- “Copy budget year”. The advantage is that the existing, already approved year remains and you can look at it while waiting for approval of the new budget, since the new year ends up being preliminary. The disadvantage is that all the numbers disappear and you have to fill in everything again - the budget lines remain, however. You also need to re-add the year.
- “Create a new version of the budget year”. The advantage is that the year and numbers remain and you only need to change what needs to be changed (if, for example, only a couple of budget items are to be adjusted), the disadvantage is that then the old year disappears for you in the portal and you can no longer see it.

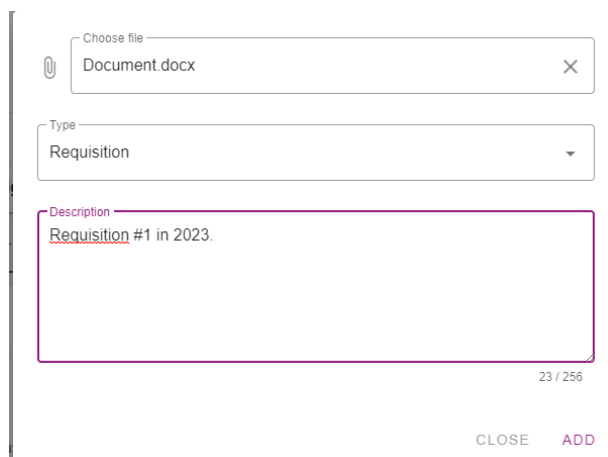
If you want to redo the whole budget, click the **ADD** button. This replaces all previous budget lines.

When you have done the changes you want, and uploaded a budget document, push the “Submit”-button.

Documents tab (Intervention card)

This is the place for all documents relating to this specific intervention. Click **ADD** to add a new document.

1. Choose file – make sure that the file name does not include any commas or other symbols (there is a bug that prevents you from opening the file; SMC can still open it)
2. Type – please select the type of document, for instance *Requisition*. This helps SMC (and you) to find the correct document.
3. Description – write a short description of the document.



The screenshot shows a form for uploading a document. It includes a 'Choose file' button with a paperclip icon, a text input field containing 'Document.docx', and a close button (X). Below this is a 'Type' dropdown menu with 'Requisition' selected. A 'Description' text area contains the text 'Requisition #1 in 2023.' with a character count of '23 / 256'. At the bottom right are 'CLOSE' and 'ADD' buttons.

Payment plan tab (Intervention card)

This is a list of your payment plans (lyftplan) for the intervention. For information on how to add or edit your payment plans, please go to the tab on [the budget year card](#).

Requisition tab (Intervention card)

This is a list of your requisitions and their status. To request money, please go to the tab on [the budget year card](#).

Countries tab (Intervention card)

This is a list of the countries in which the intervention takes place. You can edit the list by adding or deleting countries.

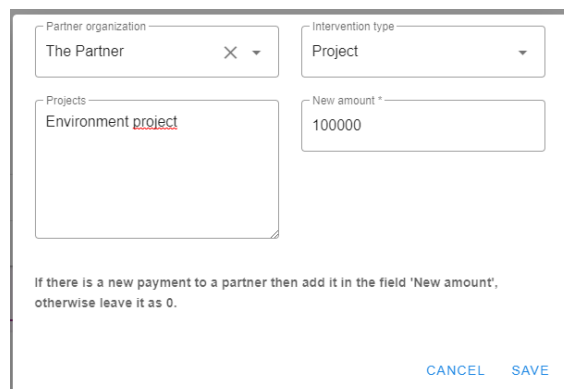
Intervention partners tab (Intervention card)

This is a list of the cooperating partners for this intervention. Here you can:

1. Connect one of your existing partners to the intervention
2. Report funds you have forwarded to a partner.

To connect a partner



Click **ADD**, choose your partner from the list and select if the cooperation is in the form of a project, program or core support. In the **Projects** box you can enter the name of the project or programme if you want to.



The screenshot shows a form for connecting a partner. It includes a 'Partner organization' dropdown menu with 'The Partner' selected and a close button (X). To the right is an 'Intervention type' dropdown menu with 'Project' selected. Below these is a 'Projects' text area containing 'Environment project'. To the right of this is a 'New amount' text input field with '100000'. At the bottom, there is a note: 'If there is a new payment to a partner then add it in the field 'New amount', otherwise leave it as 0.' and two buttons: 'CANCEL' and 'SAVE'.

To report forwarded funds

Click the pen in the table. This opens the same form as above, and you can enter the amount transferred. The table shows the total amount of funds transferred during the intervention.

+ ADD		
Intervention partner	Intervention type	Total amount transmitted
The Partner	Project	150000
		 
Rows per page: 5 1-1 of 1 < >		

Expected Results tab (Intervention Card)

This is a list of the expected results of the intervention. To add an expected result, click **ADD**.

Type in the goal / expected result, and press **ADD**.

This takes you to the [Expected results card](#), where you can enter further information

and connect the expected result to SMC's goals and to the Sustainable Development Goals (Agenda 2030).

Add expected result

! Add the an expected result text below, press 'Add', and then you will be able to add specific goal types to the expected result

Goal description *
10 SHG are established in the area|

35 / 2000

ADD

Conditions tab (Intervention Card)

If your intervention was approved with conditions, you will find them here.

Conditions for all your organisation's interventions are also listed on [the start page](#).

To mark that you have met the condition, click the three lines by the condition.

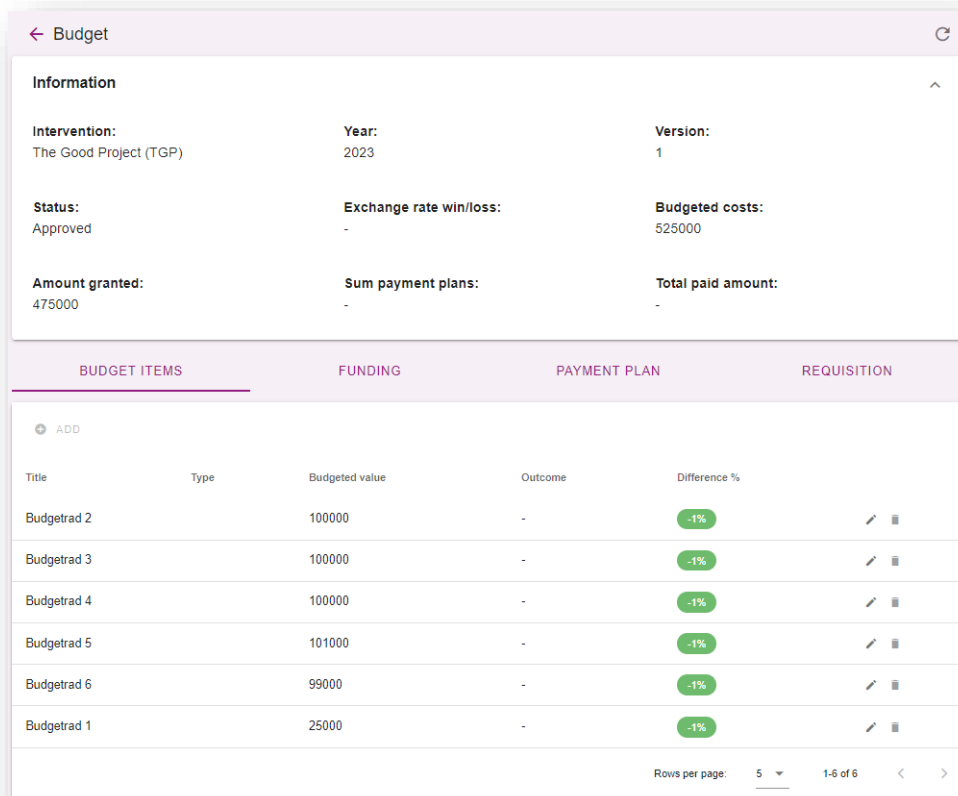
This opens [the Conditions Card](#).

< CONDITIONS			
Status	Required for payment	Name	Description
Approved	Yes	Uppdatera budgeten	Infor första utbetalningen måste budgeten uppdateras med intäkter.
Rows per page: 5 1-1 of 1 < >			

The budget year card

You find the budget year card under the [Budget tab on the Intervention card](#).

The card looks different, depending on the status of the intervention, and whether SMC has asked for additional information or not.



The screenshot shows the 'Budget' card interface. At the top, there's a header with a back arrow and the title 'Budget'. Below this is an 'Information' section with a collapse arrow. The information is organized into three columns:

- Intervention:** The Good Project (TGP)
- Year:** 2023
- Version:** 1
- Status:** Approved
- Exchange rate win/loss:** -
- Budgeted costs:** 525000
- Amount granted:** 475000
- Sum payment plans:** -
- Total paid amount:** -

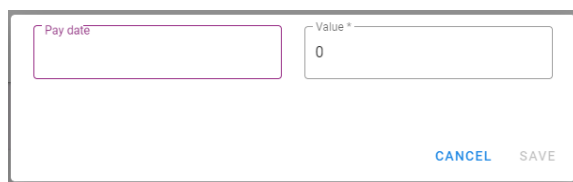
Below the information section are four tabs: 'BUDGET ITEMS' (selected), 'FUNDING', 'PAYMENT PLAN', and 'REQUISITION'. Under the 'BUDGET ITEMS' tab, there's an 'ADD' button and a table with the following columns: Title, Type, Budgeted value, Outcome, Difference %, and action icons (edit and delete).

Title	Type	Budgeted value	Outcome	Difference %	
Budgetrad 2		100000	-	-1%	
Budgetrad 3		100000	-	-1%	
Budgetrad 4		100000	-	-1%	
Budgetrad 5		101000	-	-1%	
Budgetrad 6		99000	-	-1%	
Budgetrad 1		25000	-	-1%	

At the bottom right of the table, there's a pagination control: 'Rows per page: 5' and '1-6 of 6' with navigation arrows.

Payment plan tab (Budget year card)

To create a payment plan, you open the budget year, go to the payment plan and press **ADD** to add a planned payment:

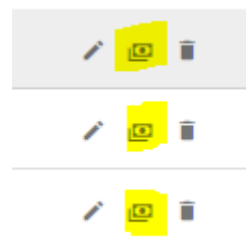


The screenshot shows a form for adding a payment plan. It has two input fields: 'Pay date' and 'Value *'. The 'Value *' field contains the number '0'. Below the fields are two buttons: 'CANCEL' and 'SAVE'.

Enter your planned payment date(s) and amount(s). You also need to upload a signed payment plan document on the [Document tab of the Intervention Card](#).

Requesting funds based on a payment plan

To request funds based on your payment plan, open the payment plan and click on the currency notes in the middle by the corresponding date/payment. The request is sent immediately to SMC, it is not possible for you to make any changes. You also need to upload a signed requisition on the [Document tab of the Intervention Card](#).

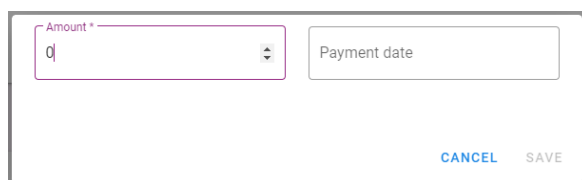


Requisition tab (Budget year card)

On the **Requisition tab** you can see the status of all requisitions made for this intervention through the Portal. If you immediately after making a requisition see that a mistake has been made, you can delete or change the requisition, but if you notice the mistake after some time please contact SMC before you make any changes.

It is possible to request funds from the requisition tab but the easiest way is to go the **Payment Plan tab** and request funds straight from there (see above).

To make a requisition for funds, press **ADD**:

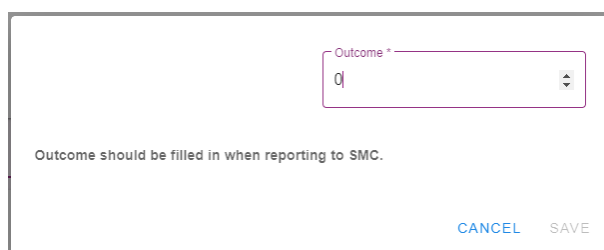


Enter the amount and your preferred payment date. If the requisition is in line with your payment plan, SMC will initiate the transfer. You also need to upload a signed requisition on the [Document tab of the Intervention Card](#).

Financial reporting

Your agreement with SMC states when financial reports should be submitted for the intervention.

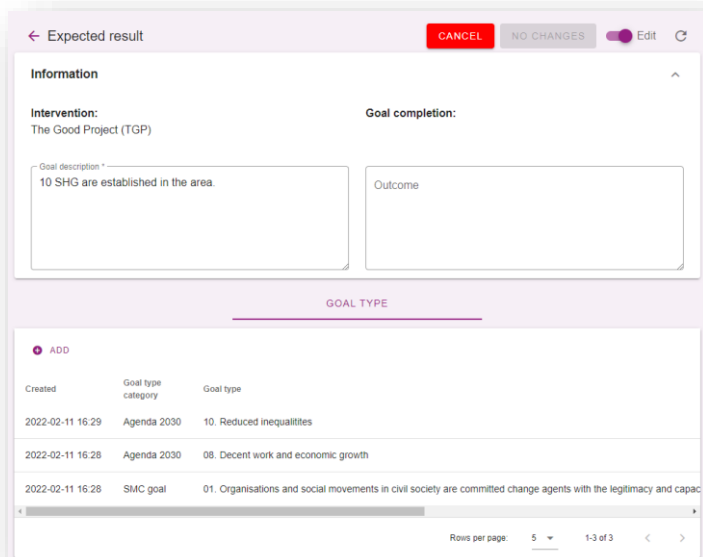
You report the outcome for each of the approved budget lines, by clicking the pen

You also need to upload your financial report on the [Document tab of the Intervention Card](#).

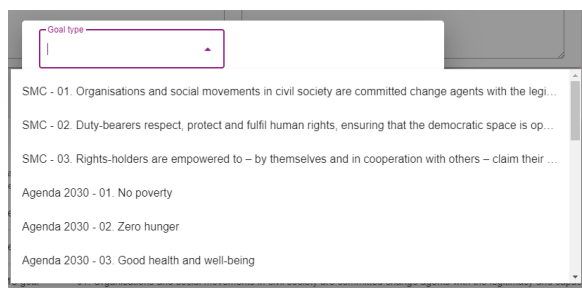
The expected results card

You find the expected results card under the [Expected results tab on the Intervention card](#).



To connect your expected result

At the bottom of the page, add connections to SMC's goals and the Sustainable Development Goals (Agenda 2030). Press **ADD** and choose from the list, please note that you can scroll down to the rest of the list. Each expected result must be connected to at least one of SMC's goals and one of the Sustainable Development Goals (Agenda 2030).



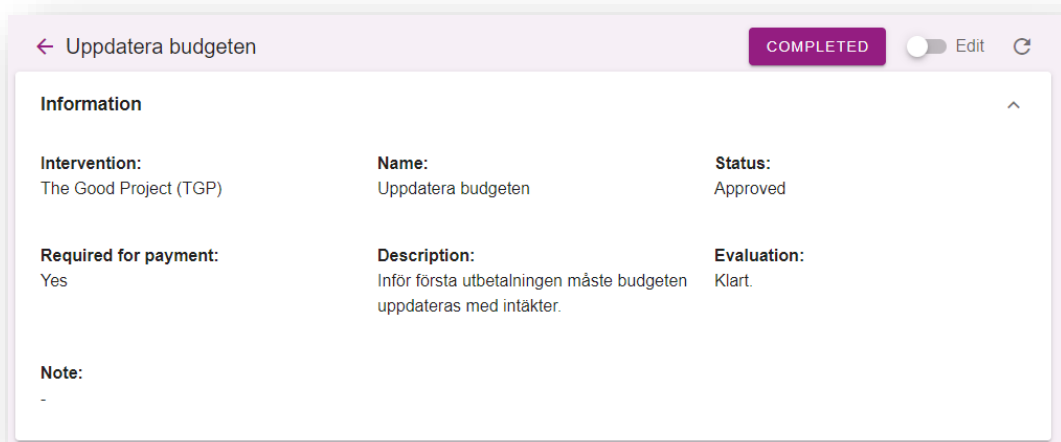
To report outcome on your expected result

Push **Edit** and enter outcome into the Outcome box.

The conditions card

There is a card for each condition for the intervention (if there are any). To report that you have met a condition, open the card from [the Conditions tab on the intervention card](#) and click **Edit**. Enter information in the **Note** box, referring to

any documents added to [the Documents tab on the intervention card](#). Save your comments and mark the condition as **COMPLETED**.



← Uppdatera budgeten **COMPLETED** Edit ↻

Information ^

Intervention: The Good Project (TGP)	Name: Uppdatera budgeten	Status: Approved
Required for payment: Yes	Description: Infor första utbetalningen måste budgeten uppdateras med intäkter.	Evaluation: Klart.
Note: -		

SMC will then assess whether the condition has been met or not.

Partners

Since you know your organisation's partners better than anyone else, you have control over information about your partners in the system. However, in some cases more than one member organisation cooperate with the same partner. When you add a new partner, SMC will need to double check that they are not already in the system (to avoid duplicates).

Show partners

Here you will find a list of your organisation's partners.

Connected partners

These partners are in the system.

Not connected partners

SMC needs to double check that these partners are not already in the system before they are added.

Add partner

When you establish a new cooperation with a partner that you intend to forward SMC funding to, please enter their name and country. In the comment box, please enter any information that might help SMC establish if this partner is indeed new to the SMC network.

Add partner

! When a partner is added to your organisation, SMC will approve it. The partner is only possible to connect to an intervention after the approval.

Partner name and country

0 / 200

Comment

0 / 400

ADD

When you press **ADD**, SMC is notified about the new partner and will check in the system as soon as possible.

Removing a partner

If a partner is not part of any of your ongoing interventions, please contact SMC to have them removed from your list of connected partners.

Persons

In this section you will find a list of all your organisation's employees working with interventions that have funding through SMC. *Your organisation is responsible for keeping this list up to date. All changes take effect immediately.*

Show persons

Here you have a list of all active persons connected to your organisation. If you double click on a name, the **Person card** opens.

ALL PERSONS			
Search <input type="text"/>			
Name ↑	Internal position	Email	
Emmalill Hector	controller	emil...@...global	
Kjetil Brell	Finance	kjet...@...n	
Test Person	Testperson	ton...@...n	
Eva-Maria Våfors	Administratör	vat...@...n	
Jessica Bragd	controller	jes...@...n	
Hanna Toorell	Firmatecknare	hai...@...n	
Anna-Lena Hson	Samordnare	smr...@...n	
Rows per page: 5 1-7 of 7 < >			

From this list you can easily remove person cards of people who are no longer working in your organisation.

Person card

This card is always open for editing by the member organisation.

← Person
Edit

Information

First name:
Anna-Lena

Last name:
Hson

Email:
smr...@...n

Direct phone:
-

Mobile phone:
-

Internal position:
Samordnare


Organisations signatory:
Yes

SMC Board:
No

SMC Development Committee:
No

SMC Contact Person for:
Controller issues, Freedom of Religion or Belief, Communication work, Development work (main contact person), Human resources

Enter or edit information about the co-worker, and note the box at the bottom, where you can choose several alternatives, to stay informed of different aspects of the SMC network:



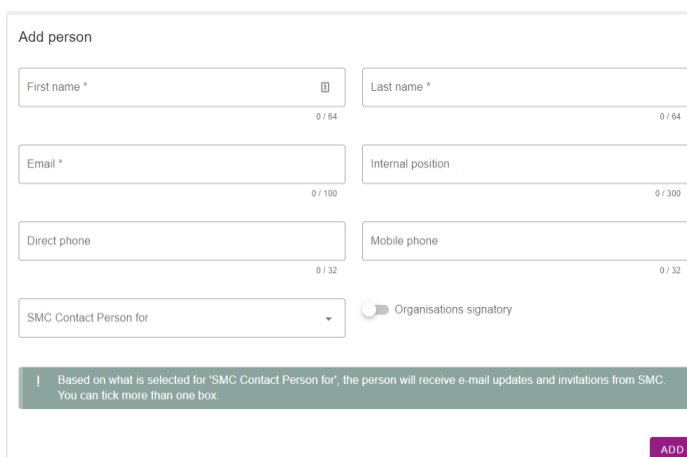
SMC Contact Person for

- ☒ Controller issues
- ☒ Freedom of Religion or Belief
- ☐ Insurance issues
- ☐ Information to organisation leaders
- ☒ Communication work
- ☐ Humanitarian work

Remember to save your changes, before leaving the page.

Add person

Here you can add person cards for new colleagues and give them access to the portal.



Add person

First name * 0 / 64

Last name * 0 / 64

Email * 0 / 100

Internal position 0 / 300

Direct phone 0 / 32

Mobile phone 0 / 32

SMC Contact Person for Organisations signatory

! Based on what is selected for 'SMC Contact Person for', the person will receive e-mail updates and invitations from SMC. You can tick more than one box.

ADD



There is no limit to the number of users you can add.

Assessments

Here you will find the organisation assessment SMC has made of your organisation.

Assessment areas

This is a list of all assessment areas from the SMC assessment of your organisation. You can sort them by assessment level or by title.


ASSESSMENT AREAS	
	Search  
Assessment level today	Title
In need of action	1.1 I vilken utsträckning organisationen har en tydlig identitet, vision och värdegrund, baserad på de mänskliga rättigheterna och principerna för rättighetsbaserat arbetssätt.

If you double click on an assessment area, you open the [Assessment card](#).

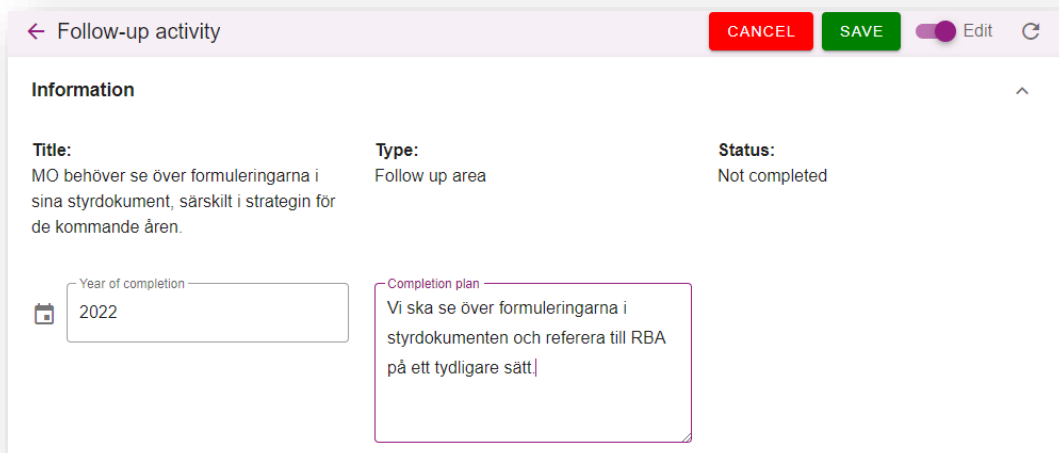
Assessment area			
Information			
Title: 1.1 I vilken utsträckning organisationen har en tydlig identitet, vision och värdegrund, baserad på de mänskliga rättigheterna och principerna för rättighetsbaserat arbetssätt.			
Assessment level today: In need of action			
Motivation: MO behöver jobba lite mer med detta, det saknas referenser till RBA i styrdokument.			
FOLLOW-UP ACTIVITIES		DOCUMENTS	
Status	Type	Year of completion	Title
Not completed	Follow up area	-	MO behöver se över formuleringarna i sina styrdokument, särskilt i strategin för de kommande åren.
Rows per page: 5 1-1 of 1			

Assessment card

Here, you get the assessment level and SMC's motivation to the assessment. You also get a list of follow-up activities (action points; follow-up areas; dialogue issues; and risks) connected to the assessment area.

When you click on the  symbol at the end of the row, you open the [Follow-up activity card](#). You can also add documents to this specific assessment area.

Follow-up activity card



The screenshot shows a web form titled "Follow-up activity". At the top right are buttons for "CANCEL" (red), "SAVE" (green), and "Edit" (purple). The form is divided into sections. The "Information" section contains three fields: "Title:" with the text "MO behöver se över formuleringarna i sina styrdokument, särskilt i strategin för de kommande åren.", "Type:" with the text "Follow up area", and "Status:" with the text "Not completed". Below these are two larger text areas. The "Year of completion" area has a calendar icon and the text "2022". The "Completion plan" area contains the text "Vi ska se över formuleringarna i styrdokumenten och referera till RBA på ett tydligare sätt.".

Here you can enter the year when you plan to act on this, as well as a short description of what actions you are going to take. *Please note that you must click OK to choose a year in the list. Remember to save your changes before closing the card.*

At the bottom of the card, there is also room for comments to SMC.

Follow-up activities

This is a shortcut to your follow-up activities. Double click on a line and you get to the [Follow-up activity card](#).

Organisation

This section is for information about your organisation, organisational documents like policies or annual reports for the whole organisation. This is also the place for planning follow-up visits together with SMC.

Information

This takes you to the data about your organisation. Name, registration number, addresses etc. Please make sure that this information is up to date.

At the bottom of the page is a list of the bank accounts SMC have connected to your organisation. If you need to add or edit bank information, please contact SMC, since we need documentation to verify the information.

Documents

This is a list of your documents on the organisational level.

Add document

Here you can add documents on organisational level. Remember to mark what type of document it is, and to write a short description. Please note that you can add several documents at the time. Before leaving the page, click **ADD**.

Follow-up visits

When SMC plans to make a visit to one of your partners, the trip will appear in this list:

Search 🔍 🔄				
Title	Status	Risk analysis	Start date	End date
En annan uppföljningsresa	Planned	High risk	2022-02-01	2022-02-19
Uppföljningsresa	Planned	Low risk	2022-02-01	2022-02-09
Rows per page: 5 ▼ 1-2 of 2 < >				

If you click on a trip, you get to the [Follow-up visit card](#).

Follow-up visit card

On the card, you will see information added by SMC. You can add documents, participants, partners and comments. In this way, we will share the same information about the trip, both during planning, reporting and follow-up.

Follow-up visit

Information

Title:
 En annan uppföljningsresa

Status:
 Planned

Risk analysis:
 High risk

Start date:
 2022-02-01

End date:
 2022-02-19

Purpose and goal:
 Lite syfte och mål

Locations:
 Olika platser

Addresses and contact information:
 Adresser

Travel information:
 Information om resan

COMMENTS

DOCUMENTS

PARTICIPANTS

PARTNERS

ADD

Anna-Lena Hansson
 2022-01-26
 Vi vill gärna besöka er partner i Irak nu i februari. Hoppas att det kan bli en kul resa!

Search

Created	Description	Filename	Document type	Document	Uploaded by
No data available					

Rows per page: 5

Help

FAQ

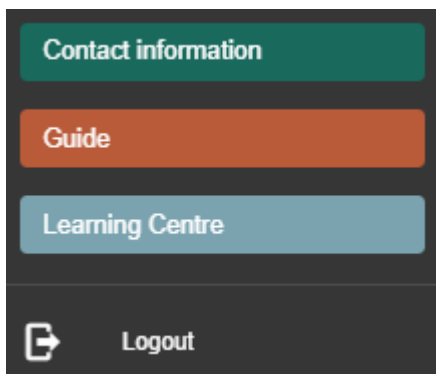
SMC will gather frequently asked questions and instructions in this section.

Template documents

Here you find template documents that may be useful in your cooperation with SMC. Let us know if you cannot find what you are looking for.

Links

In the margin you will also find some useful links to other parts of the SMC web, and at the bottom a Logout button.



Anna-Lena Hansson
Advisor
SMC – Faith in development