Instructions to complete the questionnaires:
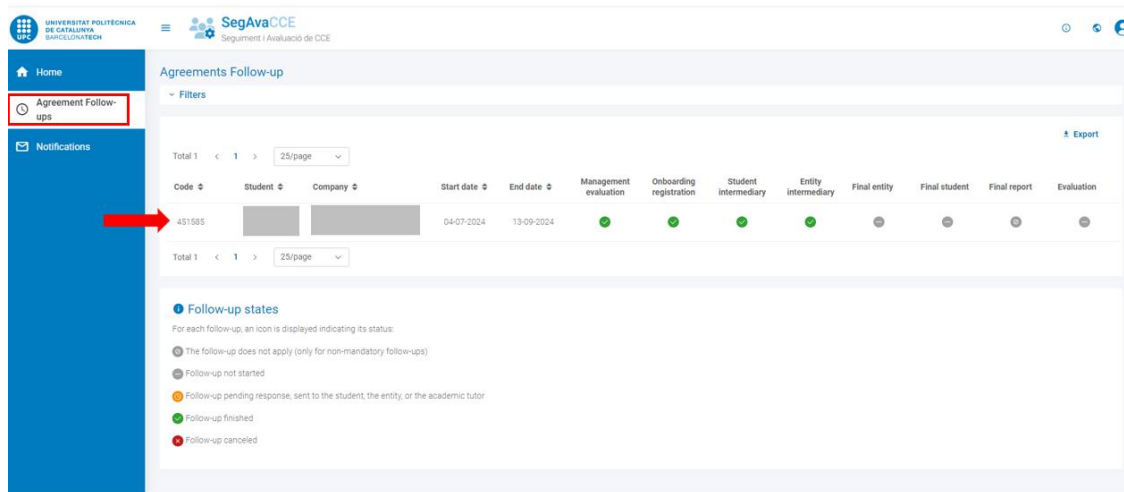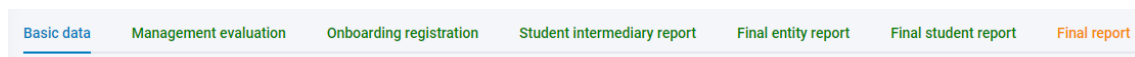
The agreement monitoring application (SegAvaCCE UPC) shows you a view of all agreements in which you participate:

To Access a specific agreement, click on any field thereof and then the system will show you the agreement information organized in tabs:

- The first tab contains the basic data of the agreement (read-only information).
- The rest of the tabs are enabled as the agreement is executed, and contains the forms to be completed at different times during the agreement execution.

Example:

Note: the tab title is show in green colour in the case of forms completed by all the stakeholders. For pending forms, the title is displayed in Orange colour.

To access one of the form, it is necessary to click on the corresponding tab, and the system will show you the detail and the questions of the form.

The system allows you to save the forms with the "Send responses" button. If necessary, you can also sav the form with the "Save draft" button, wich allows you to edit the form again before definitively sending the responses.