

IRIS User Guide: How to Input a Social Enterprise record



SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

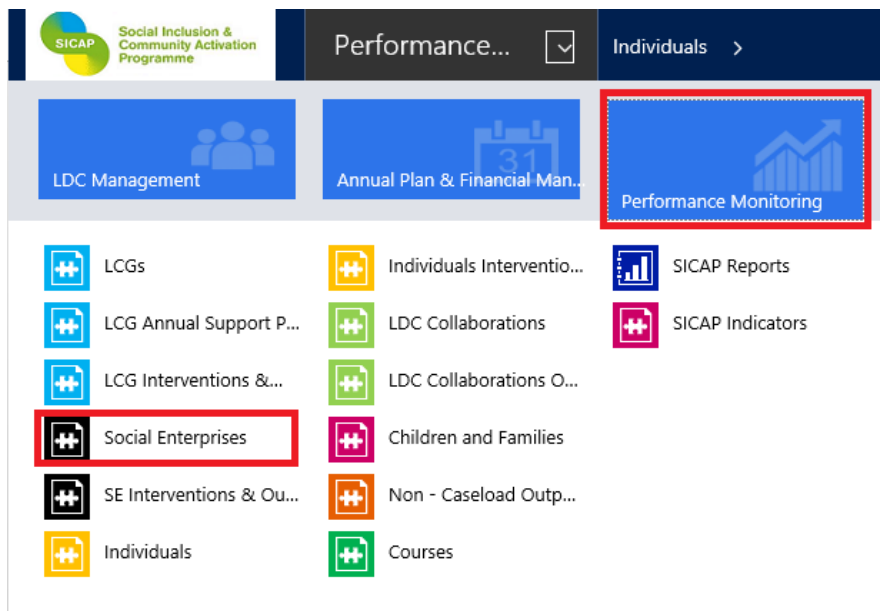
The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

07/02/2018

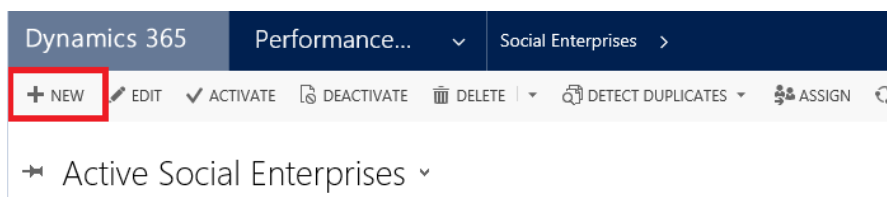
How to Input a Social Enterprise record.

Select the **Performance Monitoring** option from the navigation pane along the top of the IRIS application.

Click on the **Social Enterprise** option under the **Performance Monitoring** section.



Click on the **New** button as highlighted below.



The **New Social Enterprise** record will appear. Fields denoted with a **red asterisk (*)** indicate mandatory fields.

Select the Lot from the look-up list where more than one lot applies.

Input the Name of the Social Enterprise (SE)

The LCG look-up field should only be completed when the Social Enterprise is clearly linked to or part of a existing Local Community Group that is supported by SICAP (KPI1).

Select the **LDC Staff Member** from the look-up list.

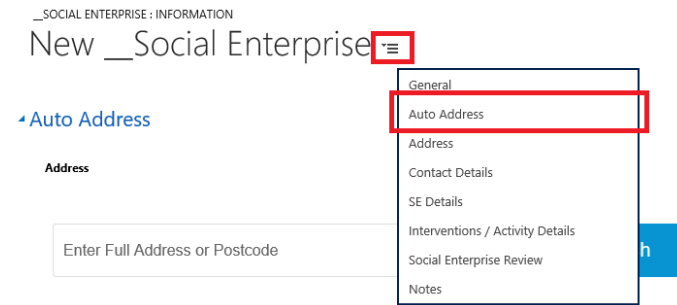
The **SE ID** field is automatically populated when the record is saved.

General

Lot *	<input type="text"/>	LDC Staff Member *	--
Social Enterprise Name *	--	SE ID *	--
LCG	--	File Status	Open

Auto Address

Click on **Auto Address** link to open it.



To add a postal address, enter the full postal address or Eircode in the field provided and click on the **Search** button.

Auto Address

Address

Enter Full Address or Postcode

Once the address is found, the system will then auto populate Address lines 1-4 and the County/Dublin postcode fields.

If an address cannot be found or is not listed email iris@pobal.ie.

In order to save the record you can enter the address in the Address line 1 field.

Contact Details

Complete the contact detail fields denoted with a **red asterisk (*)**

Contact Details

First Name *	Last Name *
--	--
Job Title/ Role *	Email
--	--
Mobile	Phone
--	--
Date of Registration Meeting *	
--	

Social Enterprise Details

Social Enterprise Type is mandatory – select an option from the 4 different types in the lookup list

Social Enterprise Sector is mandatory – select an option from the 8 sectors in the lookup list

Stage of Operation is mandatory – select an option from the 5 stages in the lookup list

Percentage of Statutory Funding is mandatory – this can be calculated from the enterprise accounts

SE Details

SE Type*	--	Stage of Operation at Registration*	--
SE Sector*	--	Start Date	--
Number of Employees – Part Time (at Registration)	--	Current Stage of Operation	--
Number of Employees – Full Time (at Registration)	--	% of statutory funding*	--

SE Interventions / Activity Detail

The **SE Interventions / Activity Detail** sections are auto populated by the system as interventions and outputs are recorded for the Social Enterprise

Interventions / Activity Details

No. of Interventions	--	Date of Last Phone/Email contact	--
Date of Last Intervention/ Activity	--	Date of Last Intervention	--

Social Enterprise Review

Complete the Social Enterprise review section by confirming “Yes or No” to the first question. If Yes, then give a brief description of the supports provided by the Social Enterprise to SICAP target groups

Describe the Objectives and areas of work that will be addressed by SICAP supports for the current year.

Social Enterprise Review

2018

Does the SE provide training, volunteering or employment opportunities for SICAP target groups

--

Objectives and areas of work

--

Click on **Save and Close** to exit the SE record. The record for the Social Enterprise has now been created.

 SAVE  SAVE & CLOSE  NEW