

# IRIS User Guide: How to Input an LDC Collaboration record



## SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

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Ireland's European Structural and Investment Funds Programmes 2014-2020

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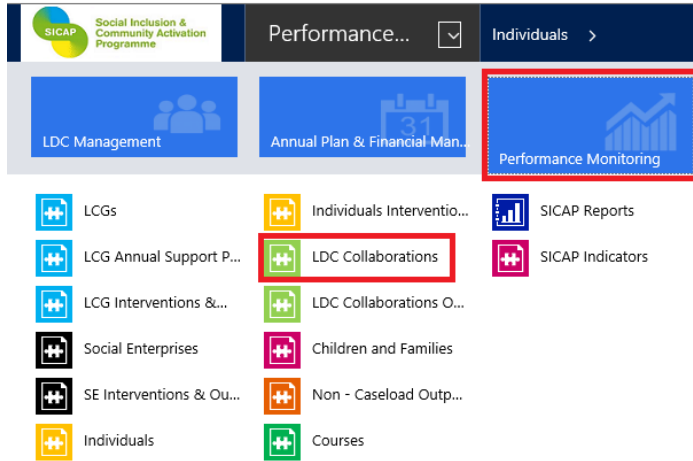


An Roinn Forbartha  
Tuaithe agus Pobail  
Department of Rural and  
Community Development

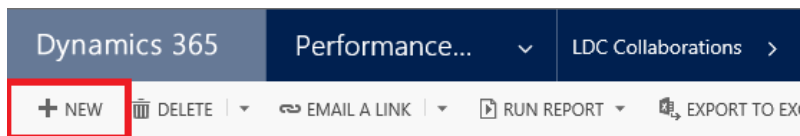
## How to Add a New LDC Collaboration

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

Click on the **LDC Collaborations** option under the **Performance Monitoring** section.

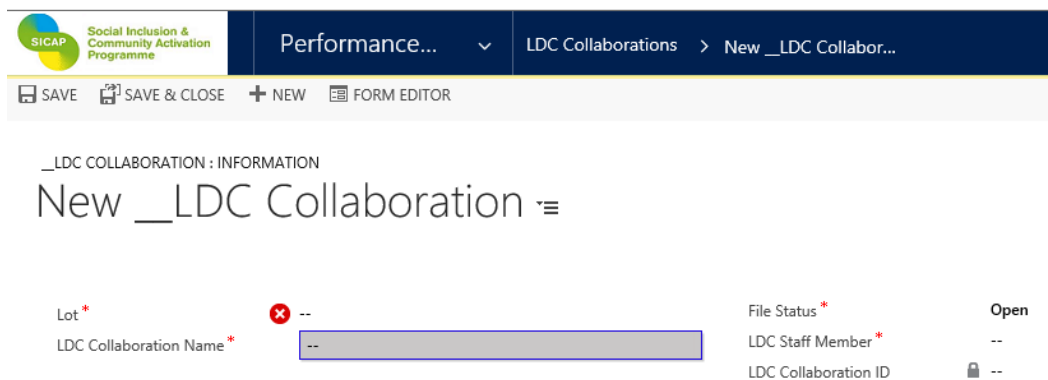


Click on the **New** button as highlighted below.



➤ Active LDC Collaborations ▾

The **New LDC Collaboration** record will appear. Fields denoted with a **red asterisk (\*)** indicate mandatory fields.



SAVE SAVE & CLOSE + NEW FORM EDITOR

\_\_LDC COLLABORATION : INFORMATION

### New \_\_LDC Collaboration ☰

Lot *	--	File Status *	Open
LDC Collaboration Name *	<input type="text"/>	LDC Staff Member *	--
		LDC Collaboration ID	🔒 --

#### ◀ Contact Person

First Name	--	Email	--
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The **File Status** will be automatically set to Open. The **Lot** will be auto-populated with the exception of LDCs with more than 1 Lot.

Input the **Name of the LDC Collaboration**

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

Select the **LDC Staff Member** from the look-up list and complete the contact details for the LDC Collaboration

## LDC Collaboration Details

### ↳ LDC Collaboration Details

LDC Collaboration Type\* -- Is the LDC Collaboration? + --  
 Level of Involvement by LDC\* --

Core Focus \*

--

**LDC Collaboration Type** is mandatory – select one of the 3 different types from the lookup list

Choose between a **Formal or Informal** LDC Collaboration

**Level of Involvement by LDC** is mandatory – select one of the 4 options from the dropdown list

Complete the free text field on the **Core Focus** of the collaboration

**Does the collaboration address social exclusion and disadvantage through:** answer each of the Yes/No questions and there is a free text field **'Other'** to provide more information, if relevant.

## SICAP Target Group Representation

Identify the **SICAP target groups** that are represented as partners in the LDC Collaboration. Provide details of any **good practice or innovative actions** associated with the collaboration that you would like to highlight.

### ↳ SICAP Target Group Representation


Children & Families	No	People with disabilities	No
Disadvantaged Young People	No	Roma	No
Disadvantaged women	No	The unemployed	No
Lone Parents	No	Travellers	No
Low Income workers/households	No	People living in disadvantaged communities	No
New Communities	No	The Disengaged from the labour market	No
Emerging needs group	--		


Highlight any good practice or innovative actions

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Click on **Save**. The new record for the LDC Collaboration has now been created.

Once you have saved the record the grids to name the various partners of each type involved in the **with this LDC Collaboration** will be enabled.

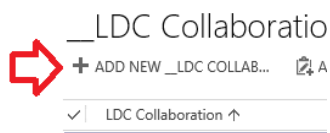
To add a partner click the  as highlighted below to identify the name of the organisation or select the LCG or SE record.

Organisations associated to this LDC Collaboration are added by clicking the  on the right hand side of the grid.

↳ Organisations Associated with this LDC Collaboration


LDC Collaboration ↑	Organisation	Created On	Created By	Modified By	Modified On
No _LDC Collaboration Organisation records found.					

Click on Add new\_ LDC Collaboration Organisation and select from the list of Organisations or generic organisation types that are partners in the collaboration.



Click on **Save and Close**.



LCGs linked to this LDC Collaboration can also be added by clicking the  on the right hand side of the grid.

↳ LCGs linked to this LDC Collaboration


LCG ↑	LDC Collaboration
No _LDC Collaboration LCG records found.	

Click on Add new\_ LDC Collaboration LCG and select from the list of LCGs, supported by SICAP (KPI1), that are partners in the collaboration.



Click on **Save and Close**.



SEs linked to this LDC Collaboration can also be added by clicking the  on the right hand side of the grid.

↳ SE's linked to this LDC Collaboration

Lot	LDC Staff Member	SE ID	Social Enterprise Name ↑	File Status	SE Sector	No. of Interventions	No. of Interventions 20...	No. of Intervent
No _Social Enterprise records found.								

Click on Add Existing\_Social Enterprise to select from the list of existing Social Enterprises, supported by SICAP, that are partners in the collaboration.

