

IRIS User Guide: How to Access ESF Claim folder (LCDC IRIS Users)



SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

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17/09/2020

SharePoint Document Storage

SICAP Programme Implementers are required to upload relevant documents to the SICAP Sharepoint library. Access to this library is limited to authorised users who need to review and approve these documents to meet SICAP or ESF requirements. Users who have an IRIS user account can access documents relating to the ESF Claim by accessing SICAP SharePoint library. Local authority staff can request a user account for the IRIS by submitting an LCDC user mandate to iris@pobal.ie. Pobal issue login credentials for the IRIS database and authorise access to the SharePoint library.

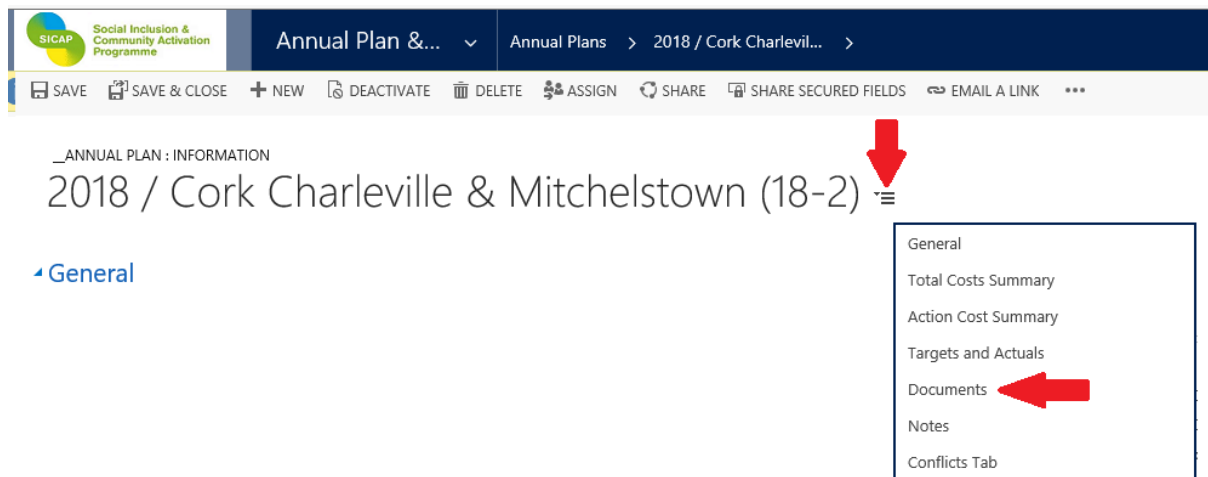
How to Access the SharePoint Library

The SharePoint Library can be accessed in two ways:

1. Click on the link for direct access - <https://online.pobal.ie/sites/SICAPDocs2018/default.aspx> or open your internet browser and insert the link address (above).

OR

2. From with the IRIS database - click on the **Documents** link from the navigation menu for the relative entity (Fin & Mon Report or Annual Plan record)

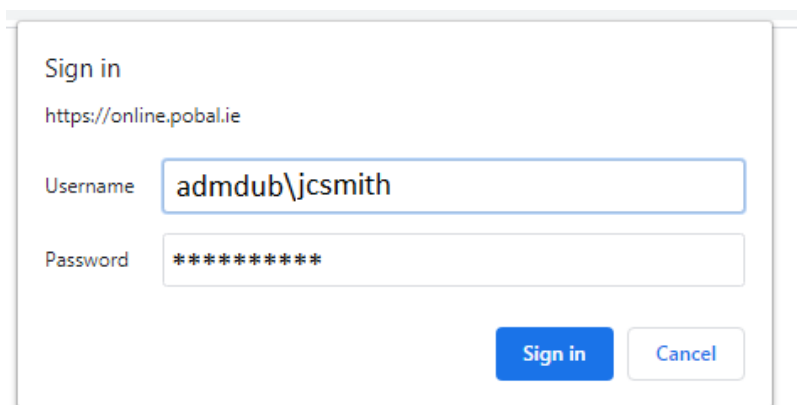


Sign In to SharePoint Library

When you have completed one of the two options above, the following screen will appear, under the **SICAP Users Sign In** section click on the **'Click here to Sign In'** icon and insert your **IRIS Username** and **password** (issued to you by Pobal). The Portal Users Sign In is only for users who **DO NOT** have an IRIS user account.



A windows sign in screen will appear, input prefix **admdub** followed by your IRIS username (you must include admdub\ before your IRIS username to prevent any conflict with your local server) and then input your **IRIS password**.

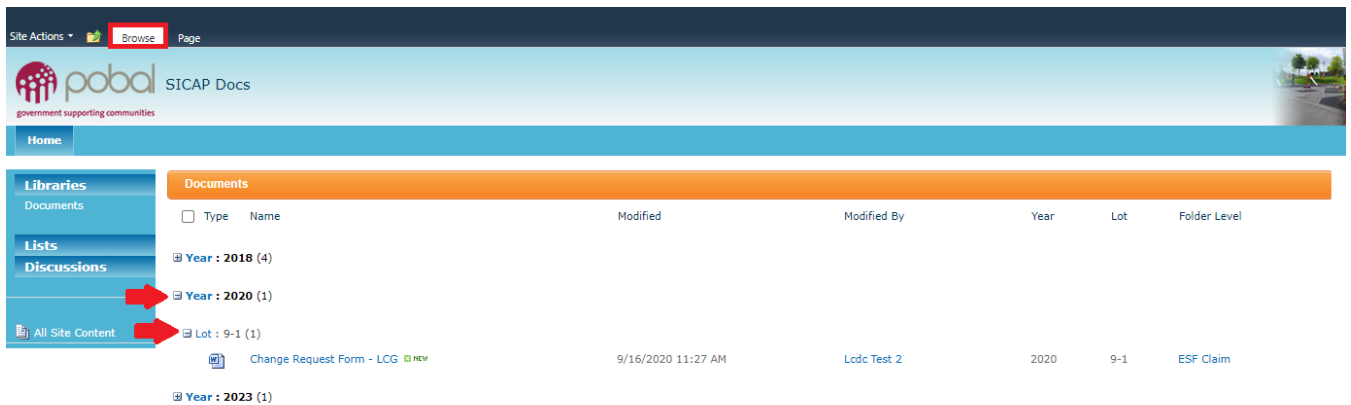


Note: depending your operating system or browser, the sign in screen might not look the same.

SharePoint Document Library

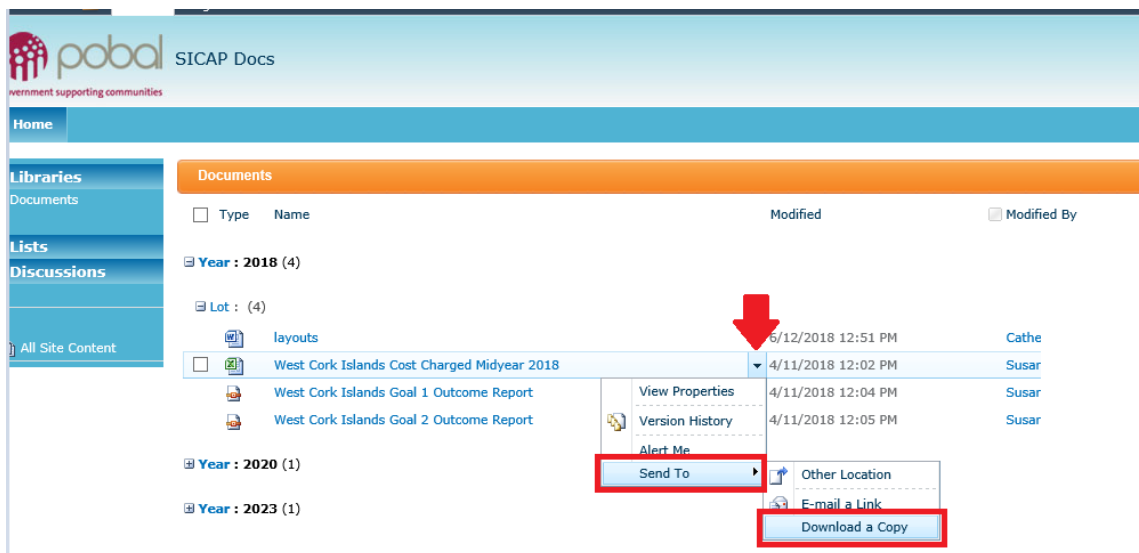
Once you have successfully logged in the SICAP Docs SharePoint library screen will open. Ensure that you have the **Browse** tab open as shown below. To view documents that have been uploaded, click on the + icon to expand the Year and Lot headings. All documents for the selected Year/Lot are listed and the Folder Level is displayed on the right hand side. If no documents are listed in the ESF Claim folder then the Programme Implementer has still to upload the relevant documents.

NOTE: Click on SICAP Docs link (in the header) to return to this page if you navigate to the wrong section at any time.



Open/Download a Document

To open and view a document, hover over the document name and click on the dropdown arrow to the right. Select **Send To** and then **Download a Copy**.



Once you have completed your review you can close the document without saving. If the document is required for upload to eCohesion you can save it to your PC.

Please email iris@pobal.ie if you require further support.