



**Fundusze
Europejskie**
Pomoc Techniczna



**Rzeczpospolita
Polska**

Unia Europejska
Fundusz Spójności



User Manual

SL2021 – Calendar

Beneficiary Version

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Introduction

The Calendar in the SL2021 Projects system allows users to quickly and easily add events and view important information regarding the project(s) implemented by a given beneficiary.

Users have access to two types of calendars:

- Project Calendar – within this calendar, the user can create, edit, delete, and browse events.
- General Calendar – the user can only browse the events added there.

Project Calendar Module

Project Calendar Preview

To display the Project Calendar, use the Calendar function available in the project's context menu.

Projects list

Number of results: 2

Search for a project

Items per page: 10

Filtering and sorting panel

STHB.03.01-IP.01-0013/23		
Title N-B-Well (Nature-based wellness tourism - a new concept for sustainable development of the SBA)	Applicant Klaipeda University	⋮ Project details Project settlement Correspondence Project calendar Documents
Eligible expenditure 1 616 890,00	Co-financing 1 293 512,00	
Status Contract signed	Date of the last modification 2025-11-07 15:03:12	

In the weekly view (default), the Calendar displays individual days with the following data:

- Day of the week and date in columns,
- Hours in rows,
- An icon symbolizing the event type,
- Event title.

It is possible to change the view from "Week" to "Day", "Work Week", "Month", or "List".

Project calendar

CALENDAR MANAGEMENT PROJECT IMPLEMENTATION

Number of results: 1

Filtering panel

TODAY < > 6 - 12 July 2026 WEEK

DISABLE GROUPING ADD EVENT

	MON	TUE	WED	THU	FRI	SAT	SUN
	6	7	8	9	10	11	12
1 AM							
2 AM							
3 AM							
4 AM							
5 AM							
6 AM							
7 AM				Training06:32 - 16:32			

Viewing Project Event Details

Users can view the details of a specific event that has already been added to the Calendar. To do this, click on the selected event. The system will then display the project event form in read-only preview mode.

Preview project event

Recipient

University of Gdansk (Project partner)

Pomorski Urząd Wojewódzki (Controller - Interreg)

Event title

Training

Event type

Training

Event subtype

Project event

All day

No

Date from

2026-07-09

Date to

2026-07-09

Time from

06:32

Time to

16:32

Description

Training

Notes

Link

Event creator

University of Gdansk

Audit data

OK

Creating a Project Event in the Calendar

To create a new event, use the **Add Event** function available in the Project Calendar view.

Project calendar

CALENDAR MANAGEMENT PROJECT IMPLEMENTATION

Number of results: 1

TODAY < > 6 - 12 July 2026 WEEK

DISABLE GROUPING ADD EVENT

	MON	TUE	WED	THU	FRI	SAT	SUN
	6	7	8	9	10	11	12
4 AM							
5 AM							
6 AM							

Using this function will open the project event creation form.

Create project event

CHOOSE RECEIVERS

Recipient

No data available

Event title

0 / 2000

Event type

Event subtype

Project event

☐ All day

Date from

Date to

Time from

Time to

Description

0 / 4000

Notes

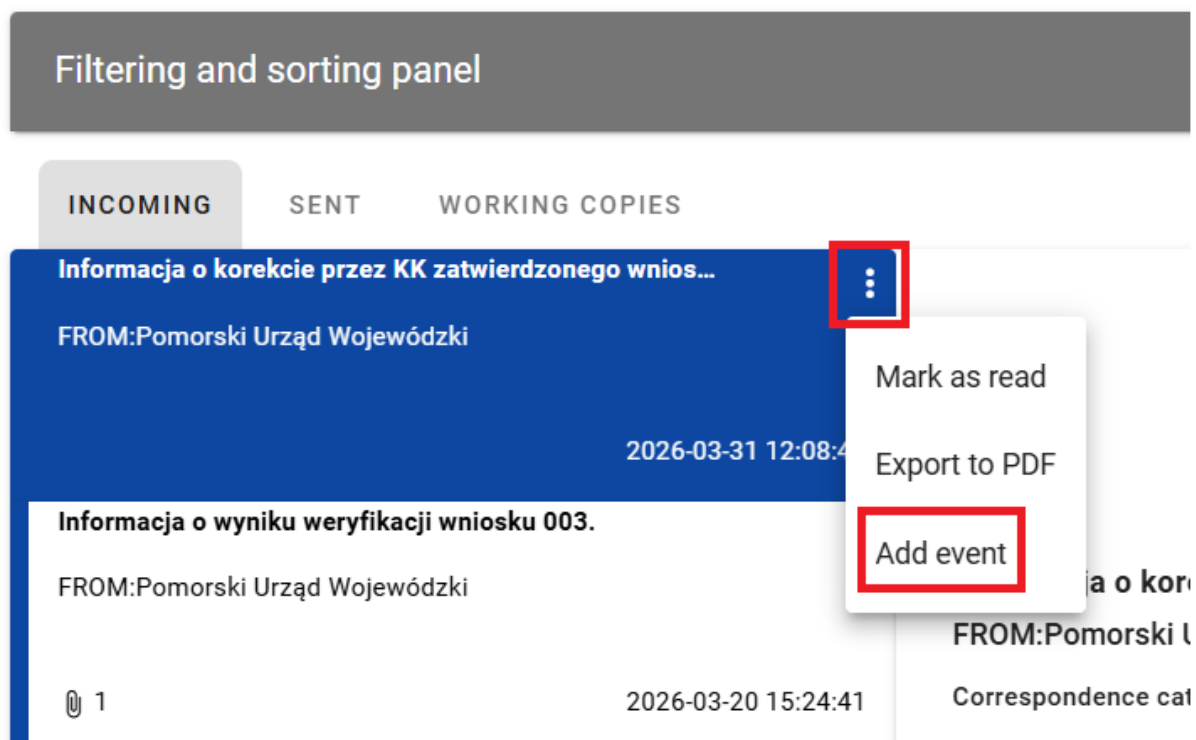
SAVE

CANCEL

Alternatively, an event can be created by double-clicking on a chosen empty space within the calendar view.

Creating a Project Event from Correspondence

An event can also be created directly from the **Correspondence** module. To do this, open the context menu (three-dots icon) next to the selected project message (incoming or sent) and select the **"Add Event"** function.



The system will automatically redirect you to the event creation form in the Project Calendar.

Filling Out the Project Event Form

Several fields are displayed on the form screen. The mandatory data includes:

- Event Recipients – recipients are selected using the "Select Recipients" button. For each recipient, their name is displayed along with their recipient type (project role) shown in parentheses, e.g., "Joint Secretariat PLSN (Project Settling Institution)".
 - **Remember: Be sure to indicate your own entity as an event recipient if you wish to receive notifications and reminders regarding this event.**
 - **Indicate the Joint Secretariat or the Controller (depending on the nature of the event) so that the appropriate institution is informed about the event via system notification and can plan its work accordingly.**
- Event Title – field used to enter the title of the event.
- Event Type – field used to select one event type from a drop-down list to specify what the event relates to.
- Date From – start date of the event.
- Date To – end date of the event.

The user can also fill in optional, non-mandatory fields such as Description, Notes, and Link. These should be filled out depending on the type and character of the event, ensuring that the registered event contains the most precise and helpful information for its recipients/participants.

After completing the data above, click the "Save" function. The system will then send an automated email notification about the event creation to all recipients and schedule reminder notifications 7 and 3 days before the scheduled start of the event.

If an event with identical values in the following fields already exists in the calendar:

- Event Type,
- Event Title,
- Date From,
- Time From,
- Date To,
- Time To,
- Recipient Type,

the system will display a warning message about a duplicate. The user can choose:

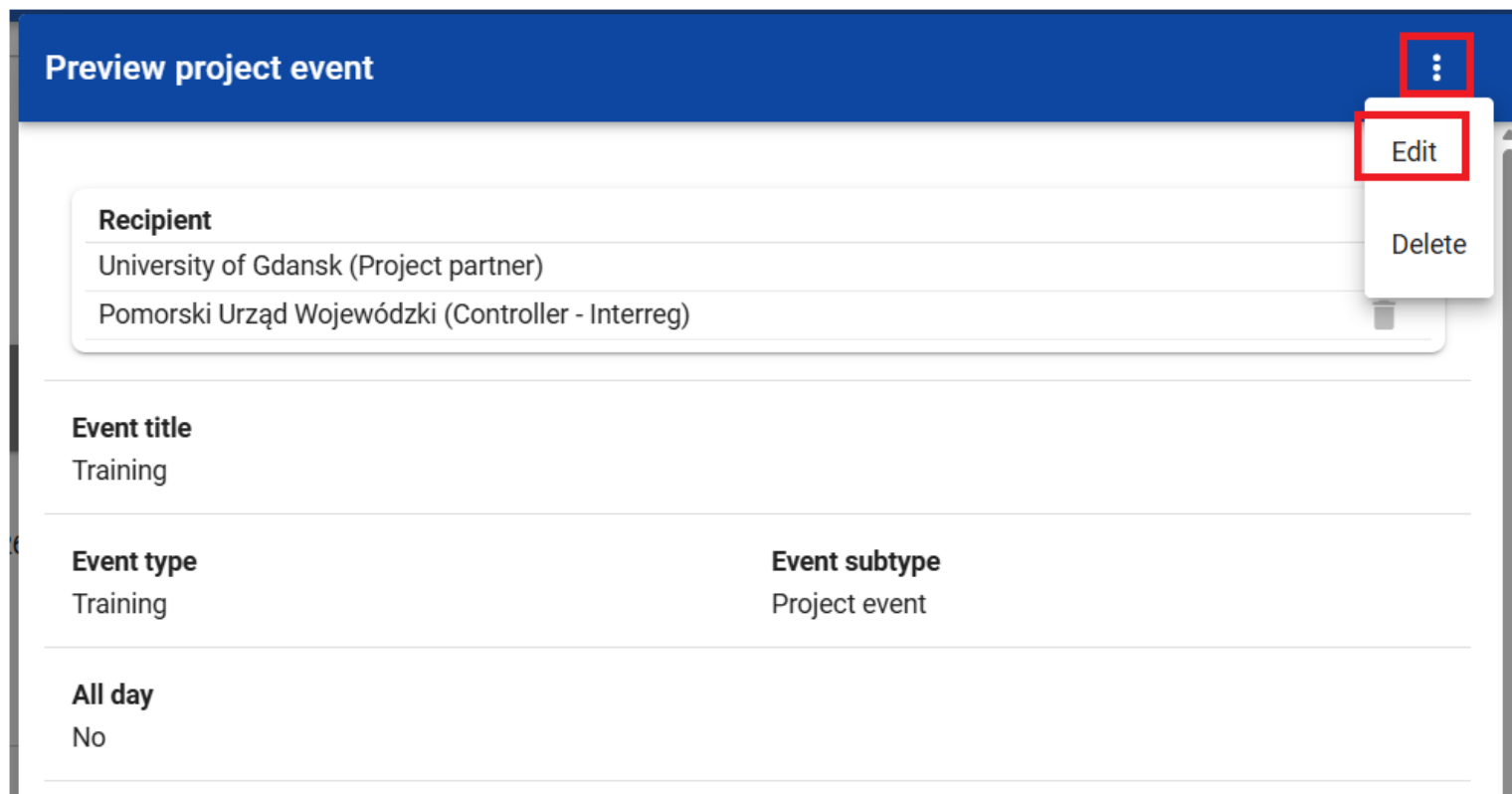
- "Yes" – the system saves the new event, replacing the existing one.
- "No" – the system cancels the operation, and the form remains open with the entered data.

Project events are visible in both the Project Calendar and the General Calendar. They are accessible to:

- Authorized individuals from the entity that is the Creator of the events.
- Users from the entity designated as the event recipient (via the "Select Recipients" function).

Editing a Project Event

Users can modify event data. To change the details entered during its creation, click on the selected event and then launch the "Edit" function located in the event's context menu.



The screenshot shows a web interface for previewing a project event. At the top, a blue header bar contains the text "Preview project event" on the left and a three-dot menu icon on the right. The three-dot icon is highlighted with a red square. A context menu is open below the menu icon, containing two options: "Edit" and "Delete". The "Edit" option is highlighted with a red rectangle. The main content area is a form with several fields:

Recipient	
University of Gdansk (Project partner)	
Pomorski Urząd Wojewódzki (Controller - Interreg)	

Event title	
Training	

Event type	Event subtype
Training	Project event

All day
No

The system will display the edit form with the current event data. The fields "Event Recipients", "Event Type", and "Event Creator" cannot be edited.

After making the modifications, click the "Save" function.

If values in the fields "Date From", "Time From", "Date To", and/or "Time To" are changed, the system will automatically send an email notification about the event update to all recipients and refresh the scheduled notifications for 7 and 3 days prior to the event start.

Deleting an Event

Users can delete a selected event. To delete a single event, click on the event and select the "Delete" function from the event's context menu.

Preview project event

⋮

Edit

Delete

Recipient

University of Gdansk (Project partner)

Pomorski Urząd Wojewódzki (Controller - Interreg)

Event title

Training

Event type

Training

Event subtype

Project event

All day

No

The system will then display a confirmation prompt.

Confirmation

Are you sure you want to delete this data?

YESNO

Note: Confirming the operation will permanently delete the event.

Once deletion is confirmed, the system removes the event from the Calendar and cancels the notifications scheduled for 7 and 3 days before its start. Additionally, the system sends an email notification about the event deletion to all recipients. Selecting "No" cancels the operation – the event remains unchanged, and the system returns to the Project Calendar view.

It is also possible to delete events in groups. To perform a bulk deletion, launch the "Enable Selection for Deletion" function found in the "Calendar Management" menu.

Project calendar

Number of results: 1

TODAY < > 6 - 12 July 2026 WEEK ▼

CALENDAR MANAGEMENT ▲

Enable selection for deletion

PROJECT IMPLEMENTATION ▼

DISABLE GROUPING ADD EVENT

	MON	TUE	WED	THU	FRI	SAT	SUN
	6	7	8	9	10	11	12
4 AM							

Next, mark the events to be deleted within the Project Calendar view and select the "Delete Selected Events" function from the "Calendar Management" menu.

Project calendar

Number of results: 1

The screenshot displays the 'Project calendar' interface. At the top, there are two tabs: 'CALENDAR MANAGEMENT' and 'PROJECT IMPLEMENTATION'. A dropdown menu is open under 'CALENDAR MANAGEMENT', showing options: 'Disable selection for deletion' and 'Delete selected events' (which is highlighted with a red box). Below the tabs is a 'Filtering panel'. The main area shows a table titled 'Selected events to delete' with the following data:

Event title	Date from	Date to
Training	2026-07-09 06:32	2026-07-09 16:32

Below the table is a calendar view for the week of 6 - 12 July 2026. The days are labeled MON (6), TUE (7), WED (8), THU (9), FRI (10), SAT (11), and SUN (12). The 9th is highlighted with a blue circle. At the bottom right, there are buttons for 'DISABLE GROUPING' and 'ADD EVENT'.

Just like with a single deletion, confirming the operation will permanently delete the selected events, cancel the 7 and 3-day reminders, and send an email notification to all recipients.

To delete all visible events simultaneously, use the "Delete All" option available in the "Calendar Management" menu. The subsequent steps are identical to bulk deletion.

What Events to Record in the Calendar

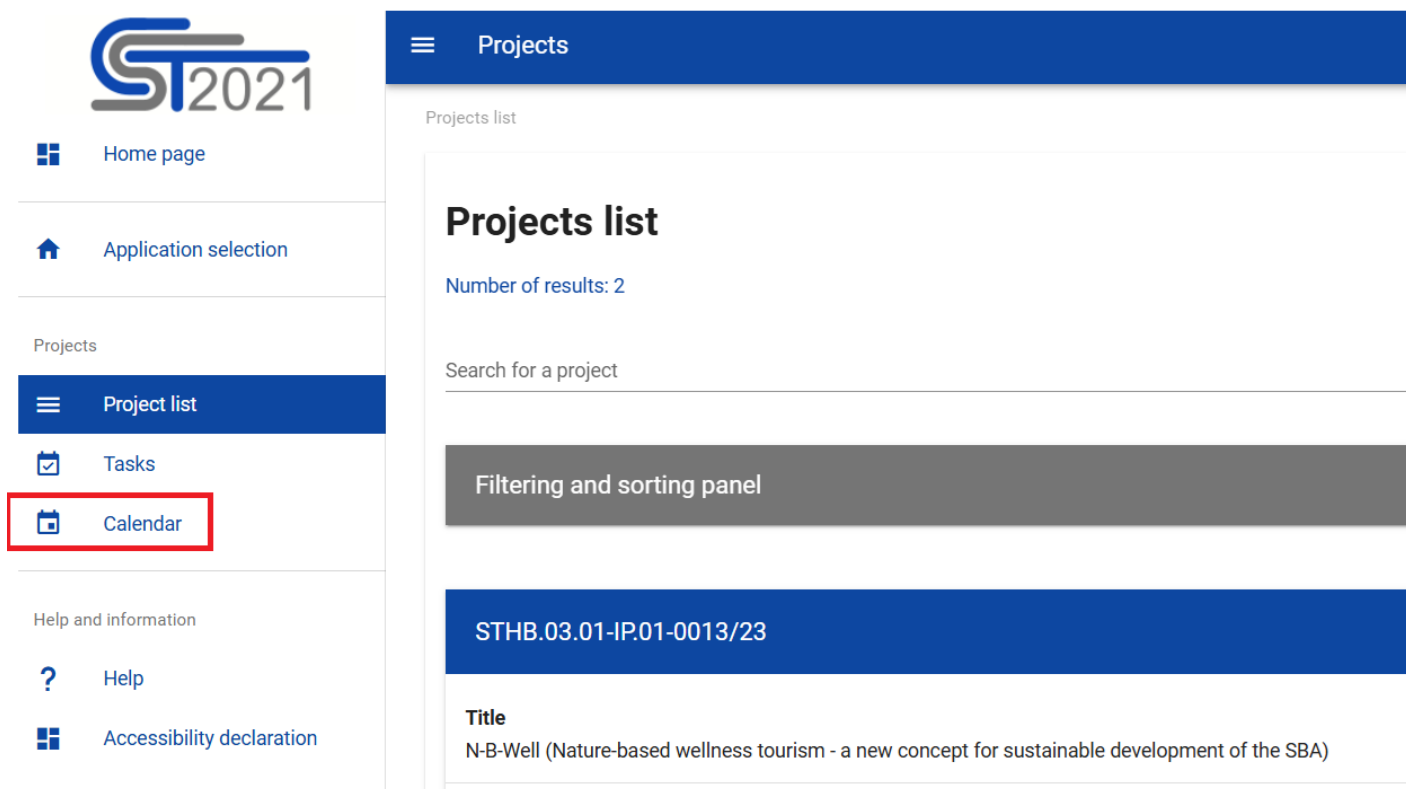
Beneficiaries should log the following events in the Project Calendar:

- Project opening/closing conferences.
- Tender announcements and conclusions.
- Key project purchases (e.g., rescue vehicles).
- Start/completion of works in the project.
- Joint events (e.g., training sessions, workshops, conferences, picnics, river clean-up actions).
- Publication of key project outputs (e.g., joint strategy, report, nature album, cookbook).
- Launch of tools developed within the project (apps, communication platforms).
- Project partners' coordination meetings.
- **For strategic projects:** mandatory events with (potential) European Commission participation.
- Information events for strategic projects.
- Planned deadline for submitting a payment claim to the controller.
- Planned deadline for submitting a payment claim to the joint secretariat.
- In Small Project Funds (SPF) projects:
 - Planned deadlines for small project calls for proposals.
 - Dates of small project committee meetings.

General Calendar Module

General Calendar Preview

To display the General Calendar, use the Calendar function available in the application's side menu. In the General Calendar, the user only has access to view events (read-only).



In the General Calendar, the user only has access to view events (read-only).

In the weekly view (default), the Calendar displays individual days with the following data:

- Day of the week and date in columns,
- Hours in rows,
- An icon symbolizing the event type,
- Event title.

It is possible to change the view from "Week" to "Day", "Work Week", "Month", or "List".

Viewing General Event Details

Users can view the detailed data entered for a given event. To do this, click on the selected event within the general calendar view.

The system will then display the general event form in preview mode.

Preview project event

Project number	Project title	Recipient
STHB.03.01-IP.01-0013/23	N-B-Well (Nature-based wellness tourism - a new concept for sustainable development of the SBA)	University of Gdansk (Project partner)

Event title

Training

Event type

Training

Event subtype

Project event

All day

No

Date from

2026-07-09

Date to

2026-07-09

Time from

06:32

Time to

16:32

Description

Training

Notes

Link

Event creator

University of Gdansk

Audit data

OK

Filtering Events

While working in the Calendar, users can filter events. This is done using the Filtering Panel located above the calendar.

The screenshot displays the ST2021 web application interface. On the left is a sidebar with navigation links: Home page, Application selection, Projects (with sub-links Project list and Tasks), and Calendar (highlighted). Below these are Help and information links: Help and Accessibility declaration. The main content area has a blue header 'Projects' and a 'Calendar' section. It shows 'Number of results: 1' and a 'Filtering panel' (highlighted with a red box). Below the panel are navigation buttons: 'TODAY', navigation arrows, the date '6 - 12 July 2026', a 'WEEK' dropdown, and an 'ALL PROJECTS' dropdown. The calendar grid shows days MON (6), TUE (7), and WED (8) with time slots for 1 AM and 2 AM.

	MON	TUE	WED
6			
7			
8			
1 AM			
2 AM			

