

*This document, so-called Synergie guide, has been prepared by the Joint Secretariat of the Interreg MED Programme, aiming to facilitate the use of the on line monitoring tool of the Programme, Synergie CTE, during project implementation. It describes the steps to follow for the actions that must be carried out in the system as well as recommendations and complementary information useful for the partner. It should be used as a support to the Programme Manual.*

## How to generate and retrieve a PDF document in Synergie CTE

During the programming period 2014/2020, some of the document composing the project audit trail would be stocked in the on line monitoring tool of the Interreg MED Programme, according to article EU Regulation. Nonetheless in case of on-the-spot visits or second level audits the original documentation shall be kept available by the concerned structure according to the Programme Audit trail and the rules stated in the programme contractual documents .

### Background (What, Why, Who, When)

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The present guide covers the process to upload any PDF document in Synergie CTE.


**All actors of the Programme, partners, Lead Partners, national authorities, Managing Authority, Certifying Authority, will use this functionally according to the rules and procedures established by the Programme.**

▲ Kindly be reminded that the document will be retrieved in the language of the page (English or French) at the time of launching the PDF retrieve.

Only the information you included in the box under the flag of the same language will be included in the document. For example, if you want to have the document in French you need to be sure that all comments have been included in the comment box with the French flag and that, on the moment of generating your PDF, your page is in French as well. If this is not the case, comments included in the Synergie ETC will not appear in the PDF.

### How

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On the index page of any document, click on the PDF icon  . A message in green on the top of the screen will inform you that your request has been taken into consideration.

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After that you can SAVE the document in your computer, and/or PRINT it at your convenience.

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