INTERREG+ IT System

PROJECT REPORT

for

Interreg–IPA Cross-border Cooperation Programme Hungary–Serbia 2014-2020

User Manual – Front Office

v1.0.0

Version History

Date	Version	Description
2021.01.15	1.0.0	First version for INTERREG+ Project Report

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1. INTRODUCTION

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to assist Lead Beneficiaries of the Interreg–IPA Cross-border Cooperation Programme Hungary–Serbia 2014-2020 in the INTERREG+ system. The document presents the steps and rules of submission of Project Reports (PR) in a process-oriented illustration.

1.2 WHO IS THIS DOCUMENT FOR

This document is intended for Lead Beneficiary users, who are required to submit reports and have the right to record and/or sign a PR as set forth in the Project.

1.3 ACCESS MANAGEMENT

The users can access INTERREG+ IT system in order to manage PRs of the Project at the link provided here: https://husrb.interregplus.eu.

1.4 USER ACCOUNT

The user profiles in the INTERREG+ IT system are managed in so-called user accounts, where each user have their roles assigned, which determines what the user can do in the system and what modules they can use. A Front office User may have one or several projects / project parts assigned to, where they can manage tasks regarding Project Reports. User can only edit and view Project Reports for the Project of which they are assigned to. For more information on user management and user roles, please check the User-management Tool User Manual.

For specific rules and policy on user management, please refer to the *User Manual for Lead Beneficiaries and Beneficiaries* of User Management Tool for INTERREG+ IT system document available on the official Programme website.

2. GENERAL REMARKS

This chapter presents common functions that are accessible and operate in the same way on each screen of the system. Those functions are Project Report Main Menu and the Header, The 'Action buttons' and The 'Function' buttons.

2.1 THE PROJECT REPORT MAIN MENU AND HEADER

The Main Menu is set in the left side of the Header (Fig. 1), where the Project Report, the Project Data, and the User menu can be found. The Beneficiary Report menu appears here, if the user has approved user role to access the Beneficiary Report.The User Account menu access, the Sign-out button and the Messages menu are located in the top right corner. (Fig. 2).

Fig.1. INTERREG+ header

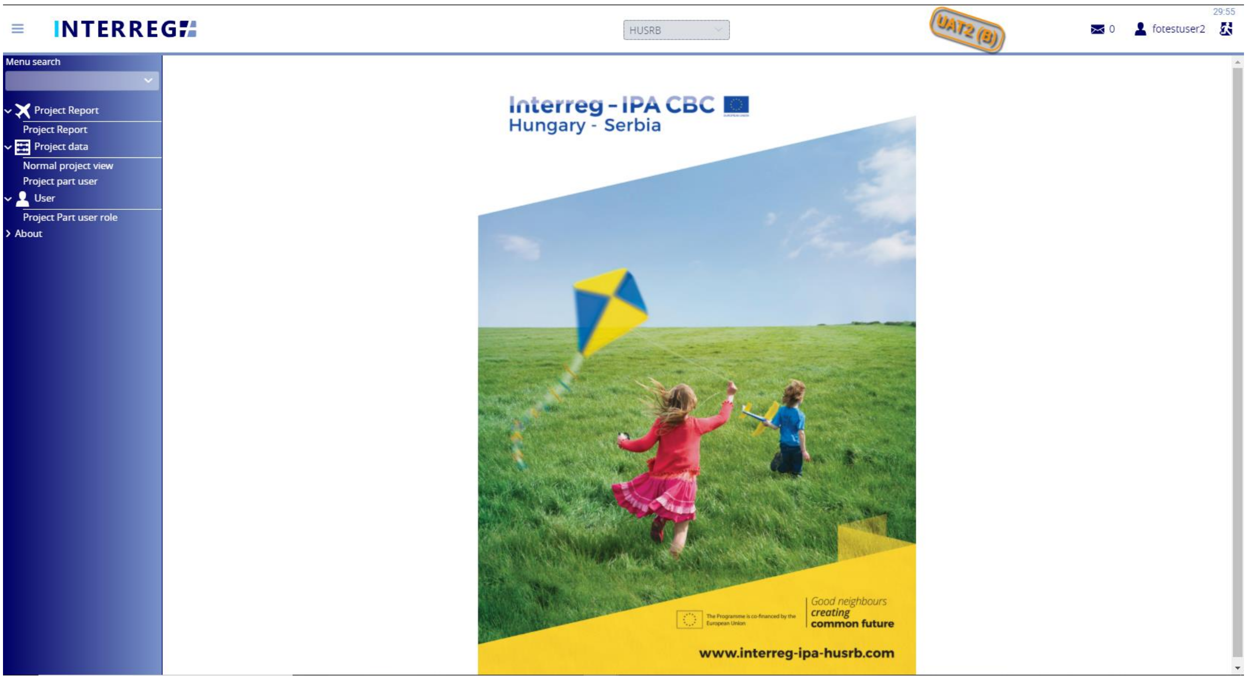


Fig.2. Main menu

The Main Menu is composed of submenus:

1. **The Project Report** submenu: through the Project Report submenu the Project Report management can be accessed.
2. **The Beneficiary Report** submenu (optional, see above): through this menu the Beneficiary Reports can be accessed and managed (for detailes see User Manual for Beneficiary Report Process),

3. **Project data** submenu: The User can access data of projects that were assigned to the User through the **Normal Project view**, and optionanny the **Project Part view** menu point**.**
4. **User** submenu:Through the **Project part user profile** menu point, the Recording User of the Lead Beneficiary can manage the incoming user role requests of all Beneficiaries of the Project (LB project part included) (*see User Management Tool User Manual*).
5. **About** submenu: provides information of the IT system version

In the User Account menu the User's credentials, such as password, can be maintained. In the Messages, the User can manage their messages including sending new messages to other Users.

2.2 THE 'ACTION' BUTTONS

The purpose of „action buttons" is to manage the PR(s) under preparation. Those buttons can be found at the bottom of the screen (Fig.3) they are always visible:

Fig.3. Action buttons

- The Project Report and Application for Reimbursment templates (in pdf format) can be generated at any time in the recording process by pressing the **Generate** button; the "DRAFT" watermark is printed on the documents. The final documents are generated automatically (without the watermark), when the PR is submitted to Back Office for approval.
- When the User presses the **Validate** button, the system runs a validation, if all the required fields have been filled in and if the built-in rules have been complied with. If an error or defect is detected, it is listed in the error message showing up at center top of the screen. If all mandatory fields are filled and all rules are complied with, a confirming message would appear.
- To save the recorded data and leave the PR (close the window) click **Continue later**. By doing so, all data will be saved with no validation running. (The User can return to PR from the Project Report list screen by clicking the **Continue** button after selecting the PR in question.)
- By pressing the **Drop** button, the report is deleted, but it remains viewable and its status is "Deleted". *Note, a dropped PR cannot be restored!*
- By pressing the **Send for signature** button, the process will proceed to the next step. The validation will run automatically and if the system does not detect any deficiency, the task moves to the signatory user's task list; the PR is no longer editable to the recording user.

- By clicking on the **Cancel** button, all recorded and unsaved data will be lost and the PR returns to the last saved state.
- The **PR refresh** button will become active, if there is a project modification implied, which affects the given project. By refreshing the PR, the changes applied in the project modification will be applied in the PR as well. Until the PR is not refreshed by pressing the 'PR refresh' button, the PR cannot be sent for signature.

2.3 THE 'FUNCTION' BUTTONS

The so-called function buttons are those, which always call the same functions:

- the (**View**) button initiates the viewing of a selected item (e.g. PR, Activity, Indicator, etc) from the list;
- the (**Modifiy**) button initiates the modification of an already existing item (e.g. an Activity status, Indicator description, etc);
- the (**Delete**) button deletes the selected item; *Note, if an item is deleted it can no longer be restored!;*
- the (**Upload**) button initiates a pop-up communication panel, where the user can either browse among the files on the computer or just simply drag and drop even multiple files at once; the upload button is usually placed in forms;

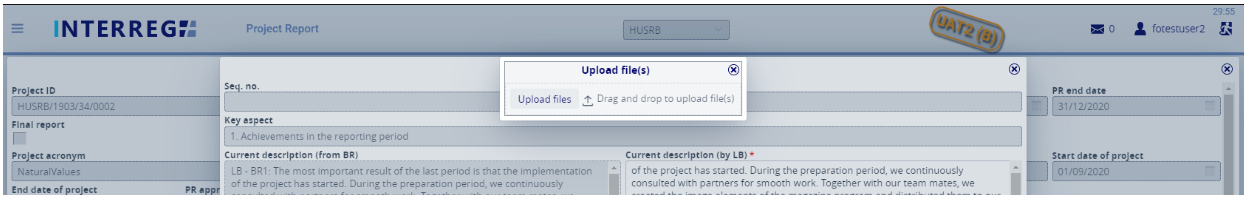


Fig.4. Upload file(s) communication panel

- the (**Download**) and the (Download as zip) button allows downloading even multiple selected files from the list at once;
- the (**Export to**) buttons initiate exporting the content of the list screen into the selected format (xlsx, docx, pdf). *Note that the function would exports the visible content of the screen list.If a screen is expandable, remember to expand it, otherwise the hidden content will not be exported!*
- by the and (**info**) button the details of a field can be viewed.

3. PROJECT REPORT

The purpose of the INTERREG+ Project Report (PR) Front Office interface is for Lead Beneficiaries to submit their reports on the progress in implementation of the project concerned.
The steps to submit a new PR are summarized in the figure below:

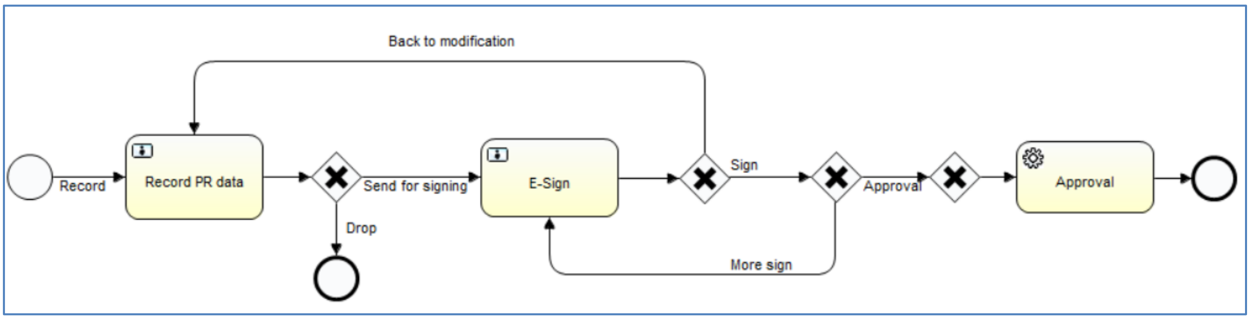


Fig.5. Recording workflow

1. PR Recording: recording users are authorized to record PRs
2. PR Submission: After recording the PR data, the signatory users are entitled to endorse (E-sign and submit) the PR or return it to the recording user (Back to modification). Signatory users cannot edit PR data. After the last signatory user's (in case of more than one) endorsement, the PR is submitted and appears in the Back Office interface as unattended task.
   It is not possible to submit the PR without the e-signature of all signatory users of the Project.
3. PR Approval: After the LB submitted the PR, it appears in the INTERREG+ Back Office interface of the Joint Secretariat. The responsible JS programme managers willcheckthe PR and approve if found it complete. The LB User can follow the status of the PR duping the approval process the Front Office interface, and will be notified of the final decision via automatic e-mail.

PRs are status-managed, it allows the user to keep track of the progress of the respective PR.

3.1 RECORDING NEW PROJECT REPORT

The recording of a new PR can be started via the Project Report menu item. As illustrated in the Fig.6, previously recorded PRs are listed in the list screen. The user can only view PRs of the Project, to which the user is assigned to as a Lead Beneficiary.

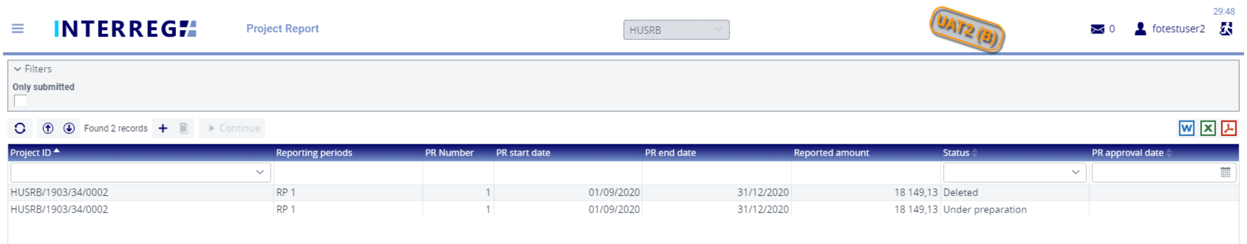


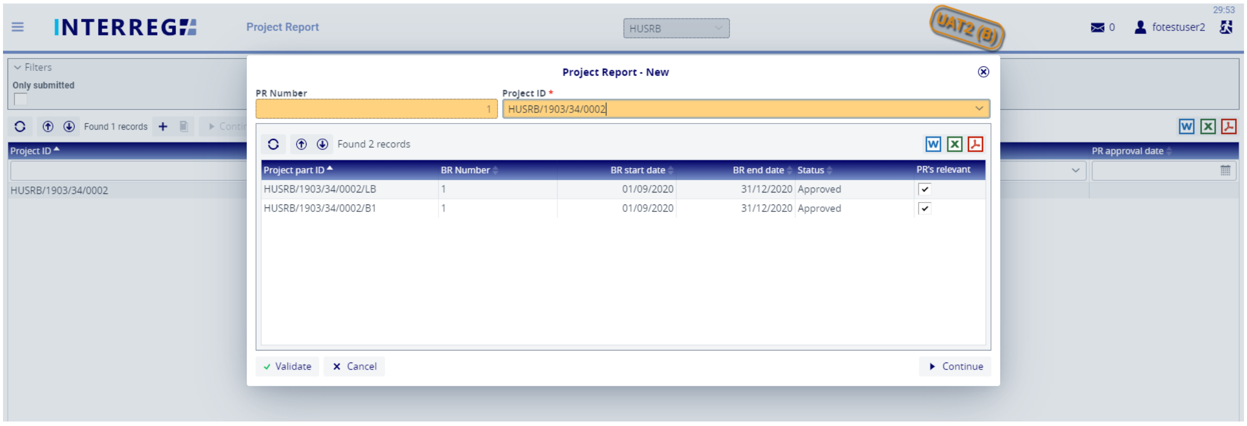
Fig.6. Project Report list

The main rules for PR creation are:

- Recording of a new PR for any given reporting period can only be started if the previous PR has been submitted, i.e. it is in submitted status.
- Only one PR can be edited at a time unless a PR has been returned for completion (status: need amendment).
- Another PR cannot be submitted for approval until the approval process of the previously submitted PR is not closed (Approved / Rejected).
- The number (#) of deleted PRs will be reassigned.
- Only accepted BRs (i.e. BRs of status of Approve or closed without validation) are listed on the BR selection screen, in the first step of PR creation.

3.1.1 Creating New Project Report

Recording of a new PR can be initiated by clicking the (**+**) button. As a result a communication panel pops in, where – after setting the appropriate Project ID (in case of being assigned to more than one projects) – the BR selection can be made. As a default setting, the system selects all accepted BRs independently of their reporting period, however, the user can select which ones shall be included in the given PR by leaving the ticks in. The reporting period, covered by the PR, depends on the reporting period(s) of the selected BRs.
By clicking on **Continue**, the PR is generated based on the BR selection (please see Fig.7).



7. Project Report – new

3.1.2 *Main data*

Under the Main data tab (the first on the tab header, please see Fig.8), the most important information of the given PR is found, such as period covered by the given PR, financial information on BRs selected, etc.

This tab is only for displaying information, there are no editable fields.

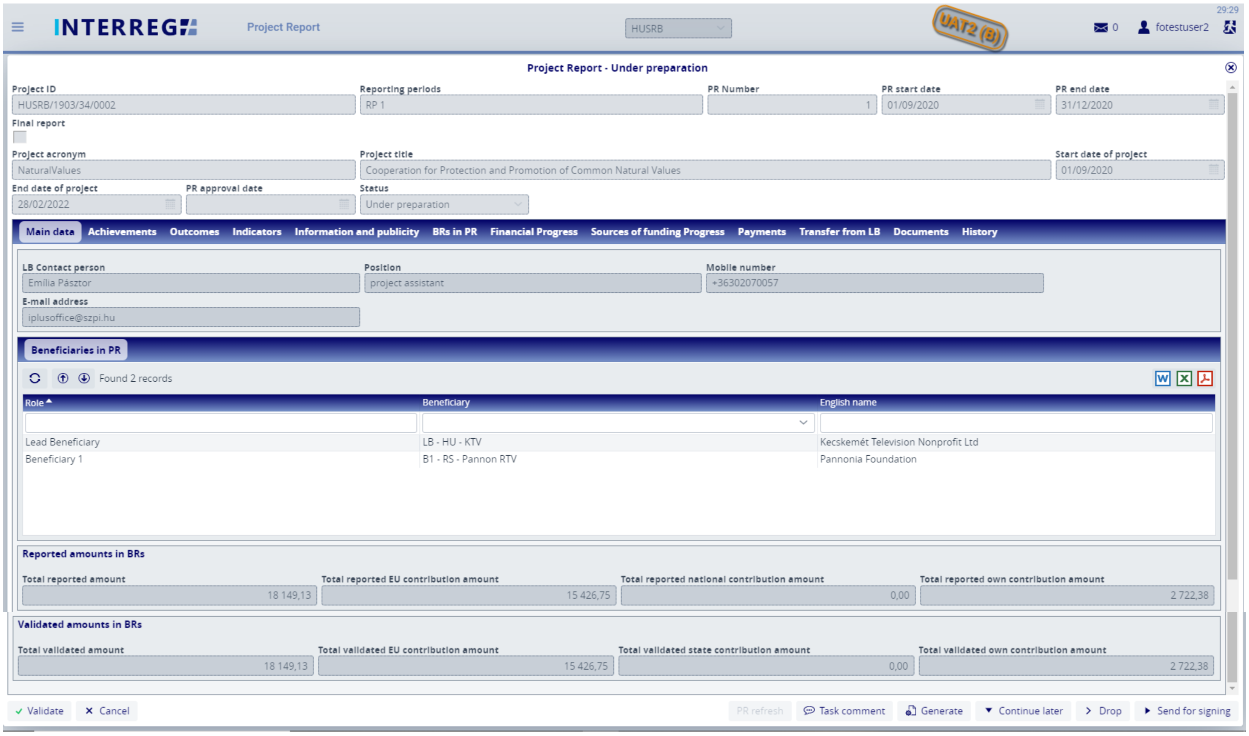


Fig.8. Main data

3.1.3 Achievements

Fig.9. Achievements

The Achievements tab (Fig.9) displays the questions concerning the overall progress of the project implementation to be reported in the Project Report.

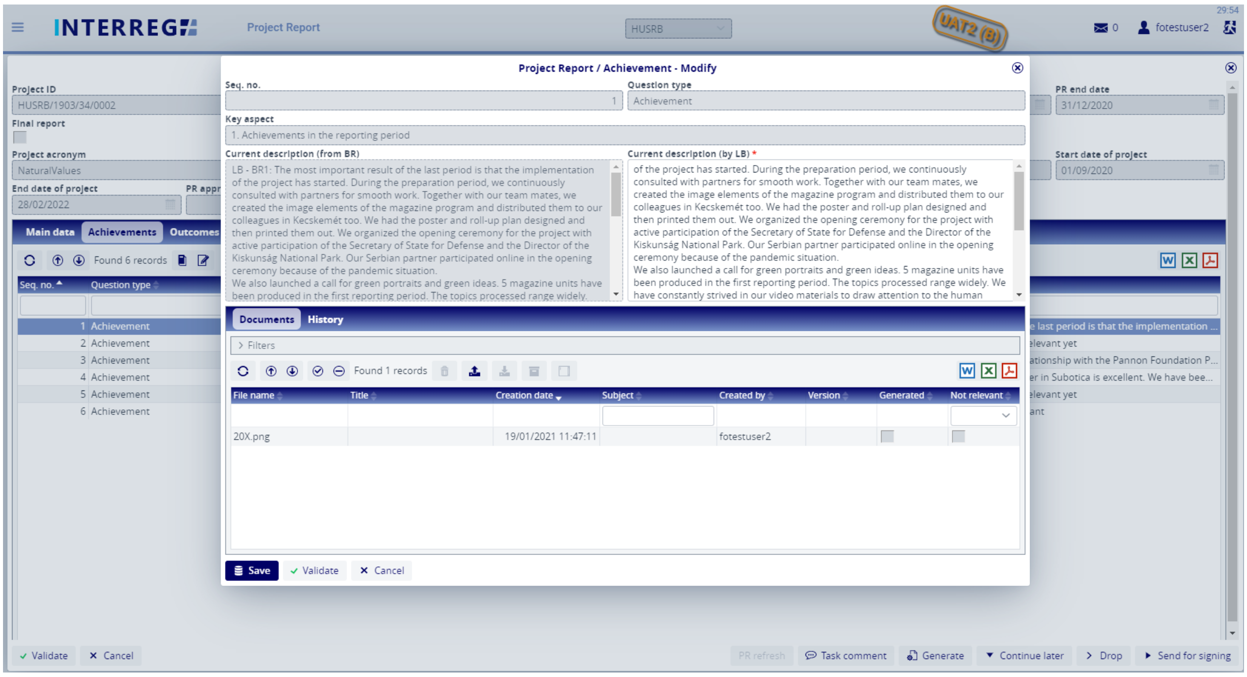


Fig.10. Achievements - Modify

By selecting an item from the list and clicking on the **Modify** button, a communication panel pops in (Fig.10), where the user may record the description of project level progress in the 'Current description (by LB)' field. As a hint, the progress reported by the partner Beneficiaries in the Beneficiary Reports on project part level is displayed in the 'Current description (from BRs)' field. Once the text is entered, the recording has to be finalized by the *'Save'* button.

3.1.4 Outcomes

In the INTERREG+ system the Outcomes are grouped into Activity Groups (AG) providing the ease of navigating among the different Outcomes. After selecting the AG of interest, the Activities and Indicators within can be accessed by the **Modify** button.

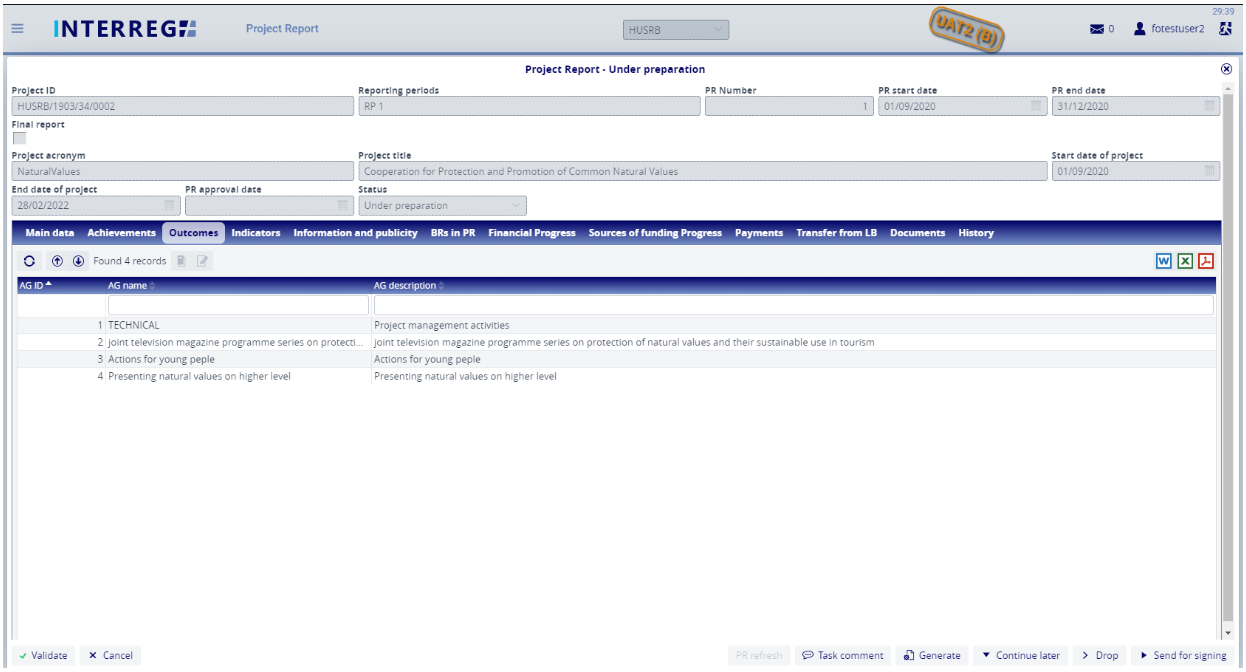


Fig.81. Outcomes

By selecting the Activity of interest, the Activity sheet opens for modification by the **Modify** button.

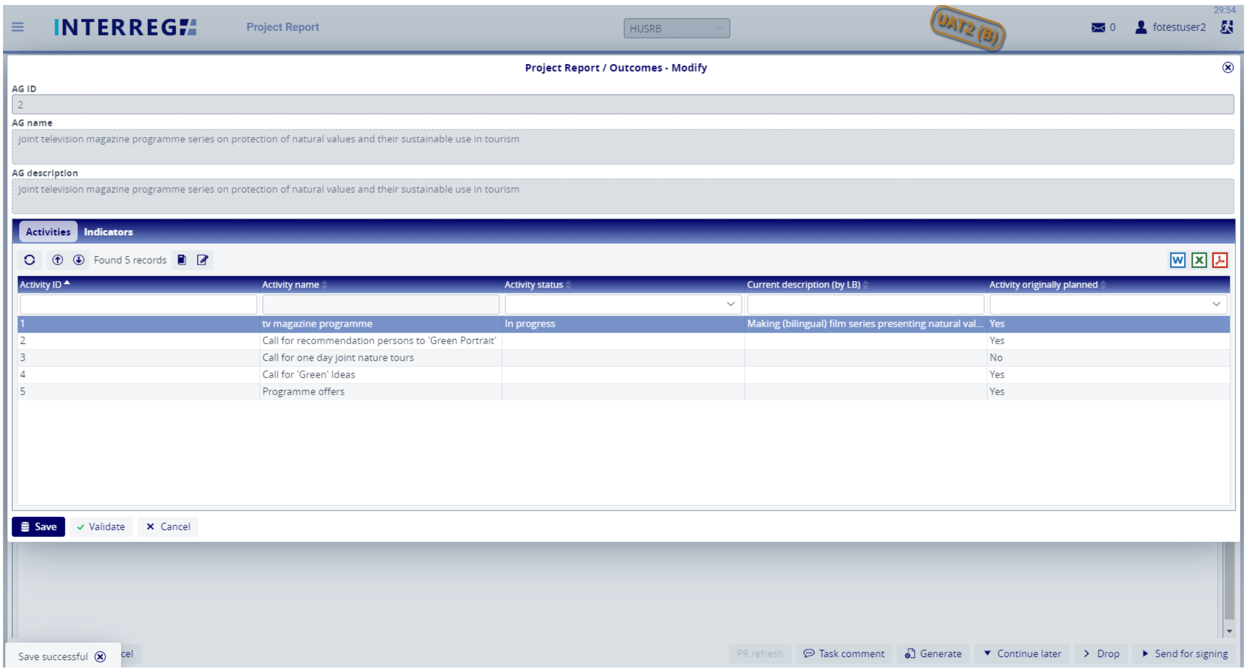
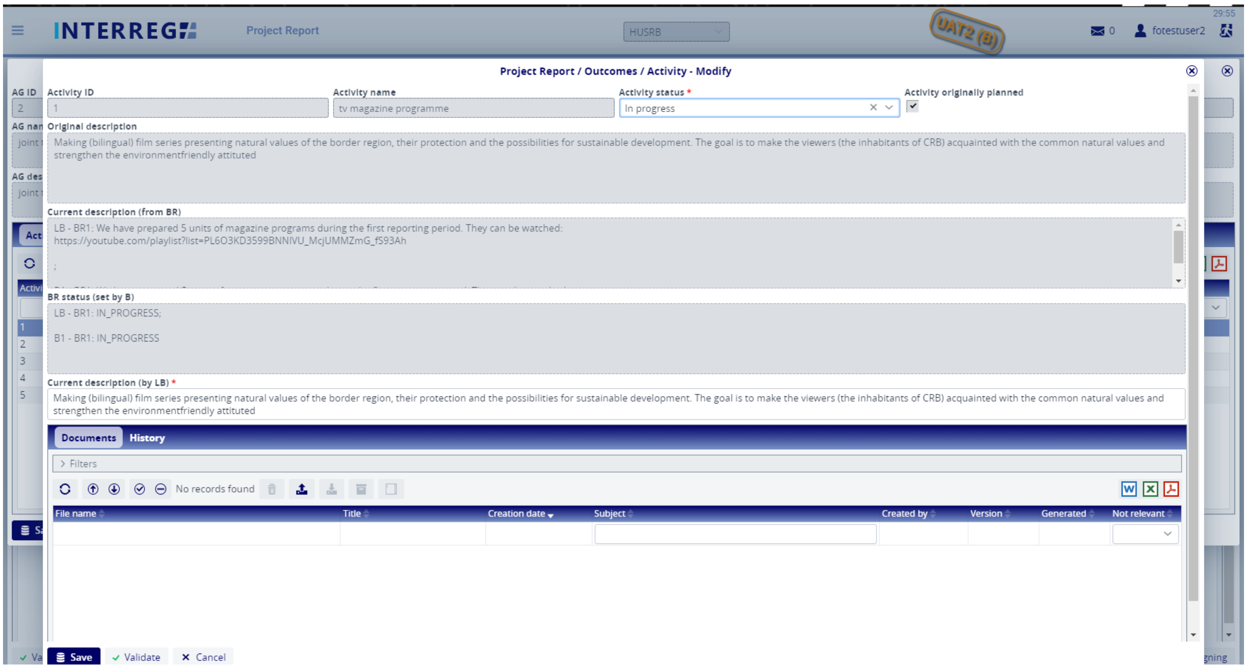


Fig.12. Outcomes – Modify – Activities

On the Activity sheet, the user can set the current status of the activities recorded on the project part in the BRs and provide description of the progress regarding the current report in the associated text description field. To provide insight into the progress reported by the partner Beneficiaries in the Beneficiary Reports on project part level is displayed in the ‘Current description (from BRs)’ field. The status of each activity must be equal to or higher than their status in the previous report.



13. Outcomes / Activity – modify

In the Documents tab the supporting documents can be uploaded by the **Upload** button. In the History tab, the users can view the status and description given in previous PRs providing an easy navigation between reports of the same activity.

The project level indicators connected to a given Outcome are located under the Indicators tab. By selecting the respective Indicator and clicking on **Modify**, a communication panel opens up.

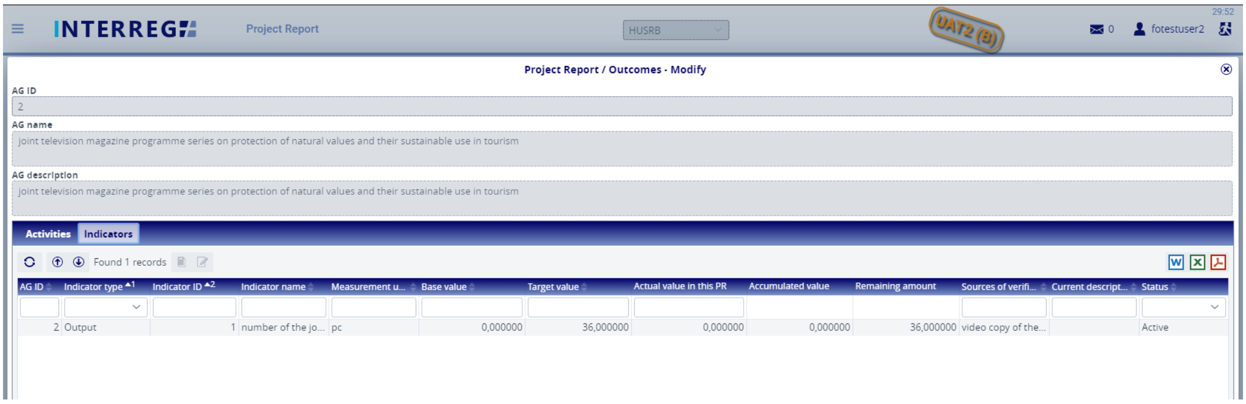


Fig.14. Outcomes – modify – Indicators

On the Indicators sheet of the Outcomes, the user can provide description of the progress reached in the value of the project level indicator in the associated text description field.The user is also obliged to set the value of the respective Indicator in terms of the progress in the given reporting period.

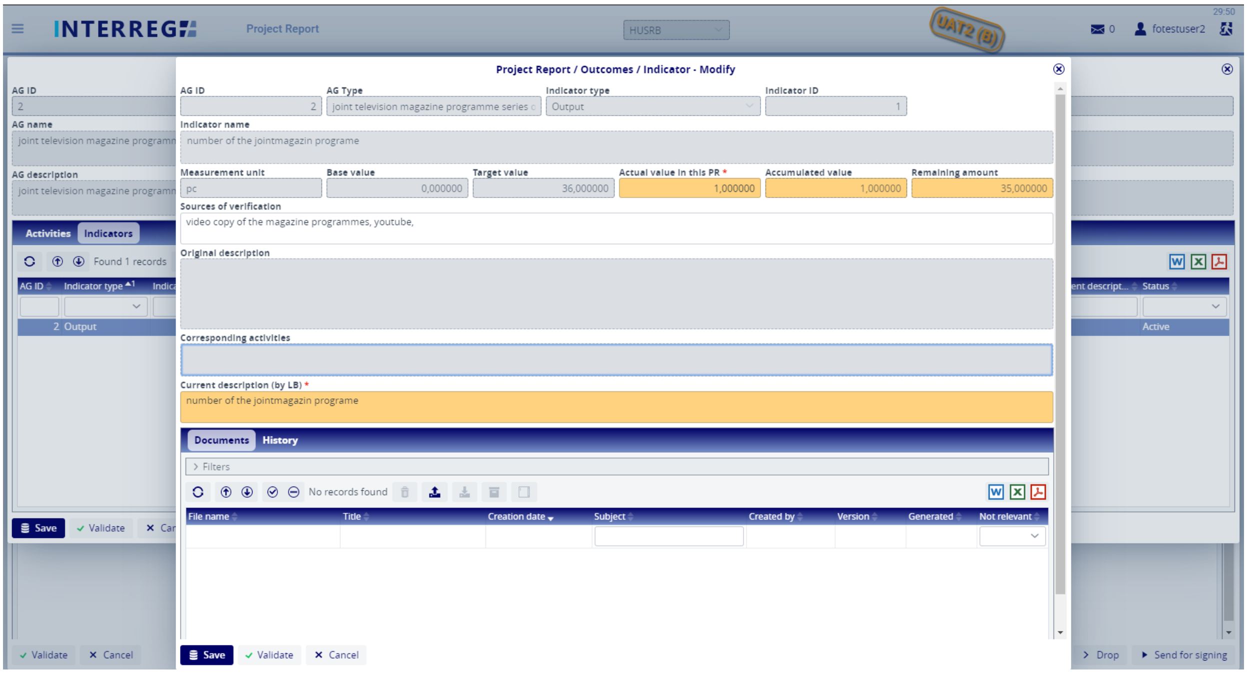


Fig.95. Outcomes / Indicator – modify

In the Documents tab the supporting documents can be uploaded by the **Upload** button. In the History tab, the users can view the status and description given in previous PRs providing an easy navigation among reports of the same project level indicator.

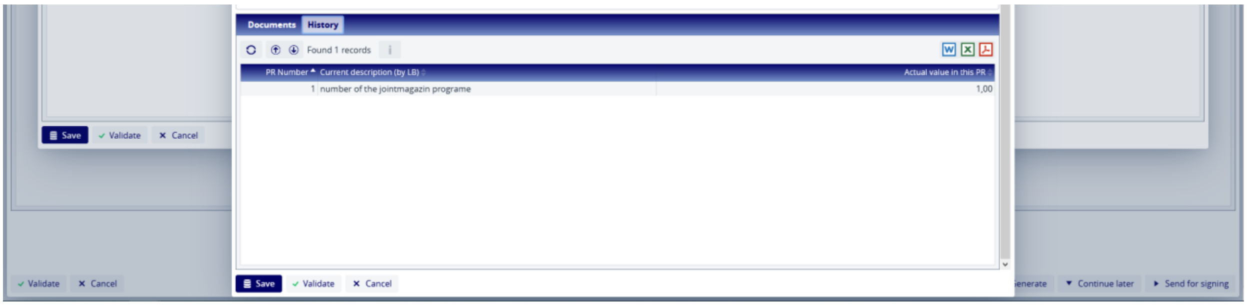


Fig.16. Outcomes / Indicator – History

3.1.5 Indicators

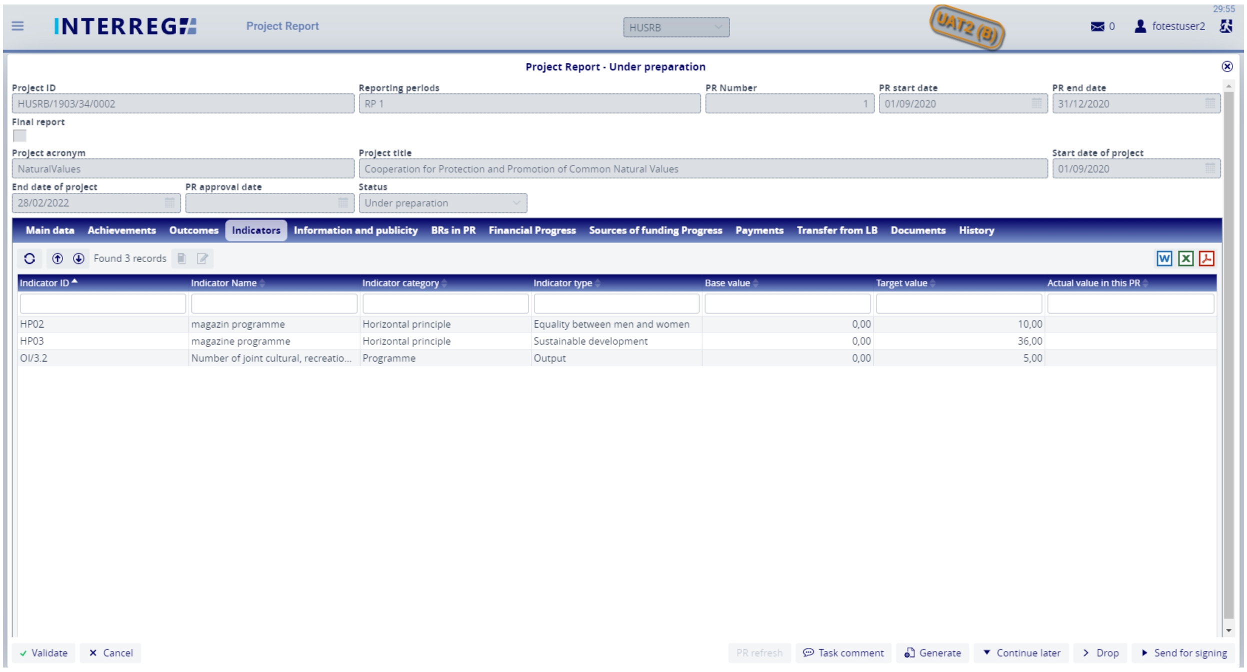


Fig.107. Indicators

The Indicators tab displays programme-level and horizontal indicators planned in the project. The reporting of any indicator can be started by selecting the indicator of interest and clicking on the **Modify** button.

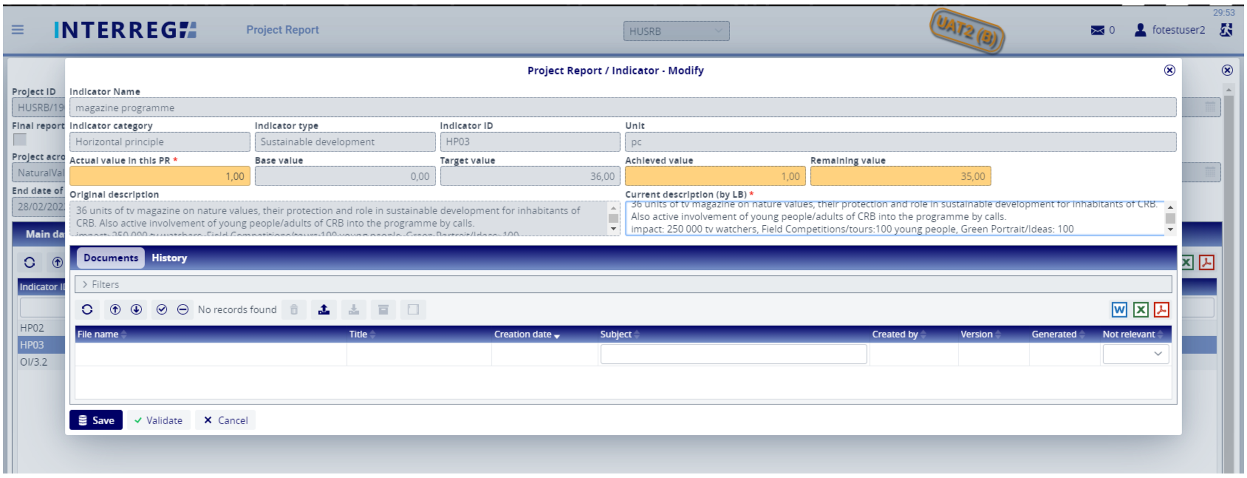


Fig.11. Indicator – modify

The progress in the achievement of the respective project-level indicator has to be provided in numeric form in the ‘Actual value in this PR’ field. The progress should also be described in the ‘Current description by LB’ field by recording an appropriate description.

In the Documents tab the supporting documents can be uploaded by the **Upload** button.

In the History tab, the user can view the status and description given in previous PRs.

3.1.6 Information & Publicity

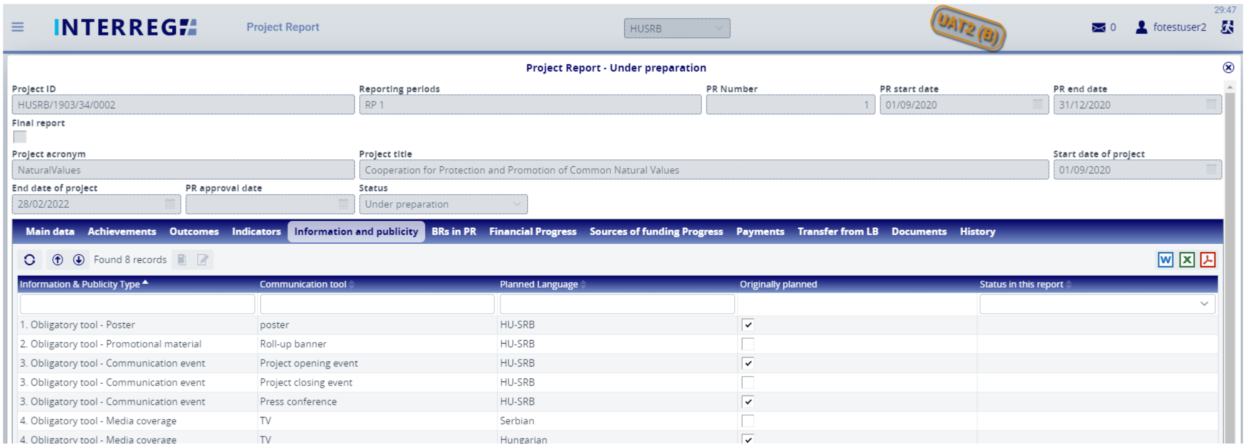


Fig.12. Information & Publicity

On the Information & Publicity tab, the communication-related progress of the commitments undertaken by the project must be recorded.

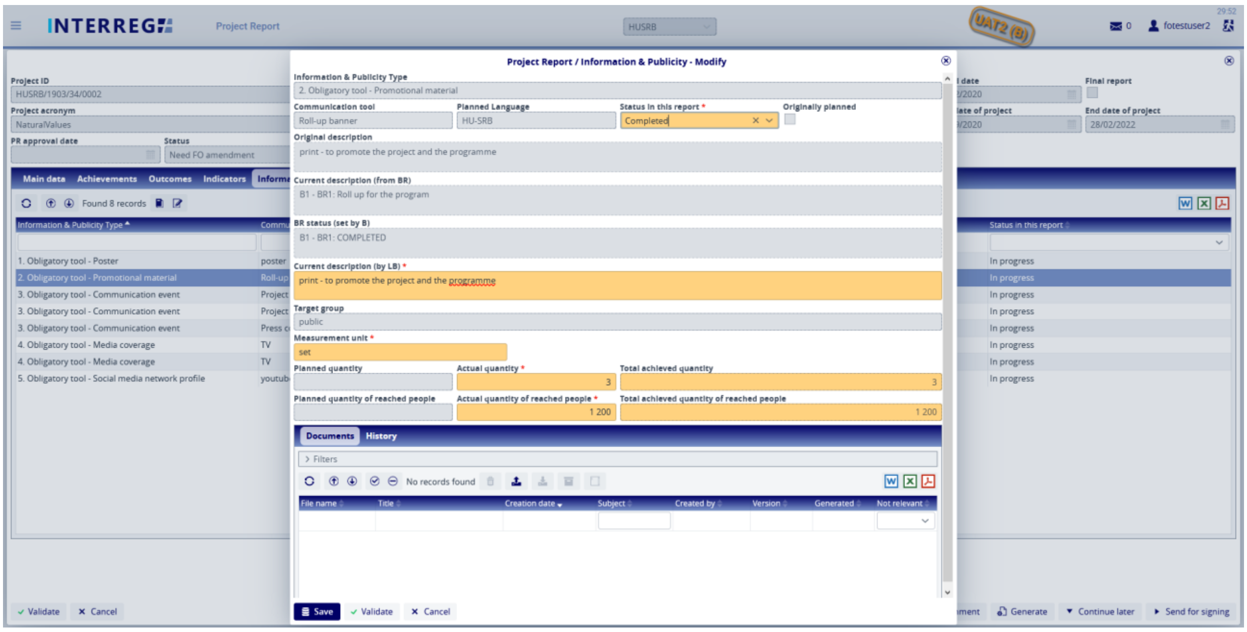


Fig.13. Informaion & Publicity modify

By selecting an item from the list clicking on the **Modify** button, the status, description, other measurements of actual quantity and the number of reached people of the respective Information & Publicity item can be provided. As a hint, the progress reported by the Beneficiaries in the BRs on project part level is displayed in the 'Current description (from BRs)' field.
The status of each activity must be equal to or higher than their status in the previous report.
In the Documents tab the supporting documents can be uploaded by the **Upload** button.
In the History tab, the User can view the status and description were given in previous PRs.

3.1.7 BRs in PR

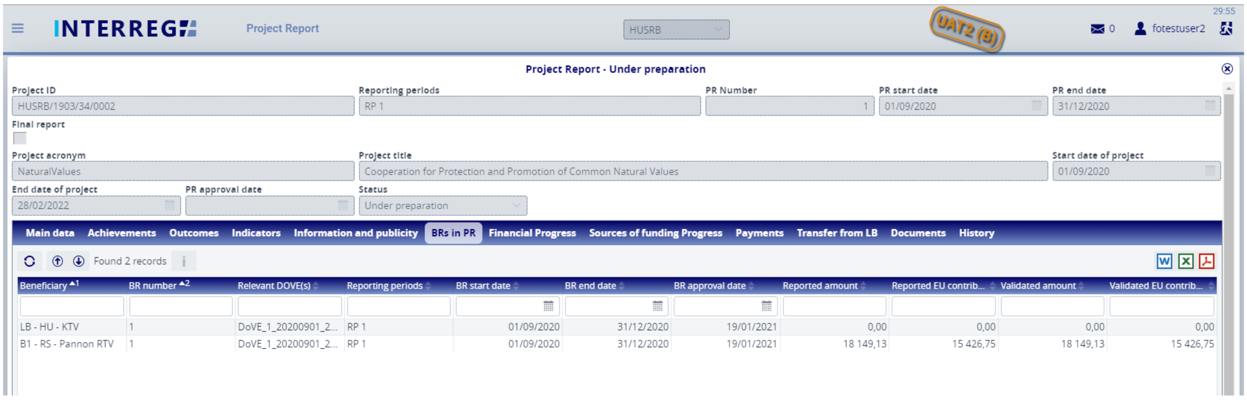


Fig.149. BRs in PR

Under the BRs in PR tab, those Beneficiary Reports are visible, by selecting any of them and clicking on the i (information) button, which are selected into the respective Project Report. For details on contents of Beneficiary Report, please refer to the Beneficiary Report User Manual.
Supporting documents uploaded in the respective BRs can be found under the BR's Documents tab.

3.1.8 Financial Progress

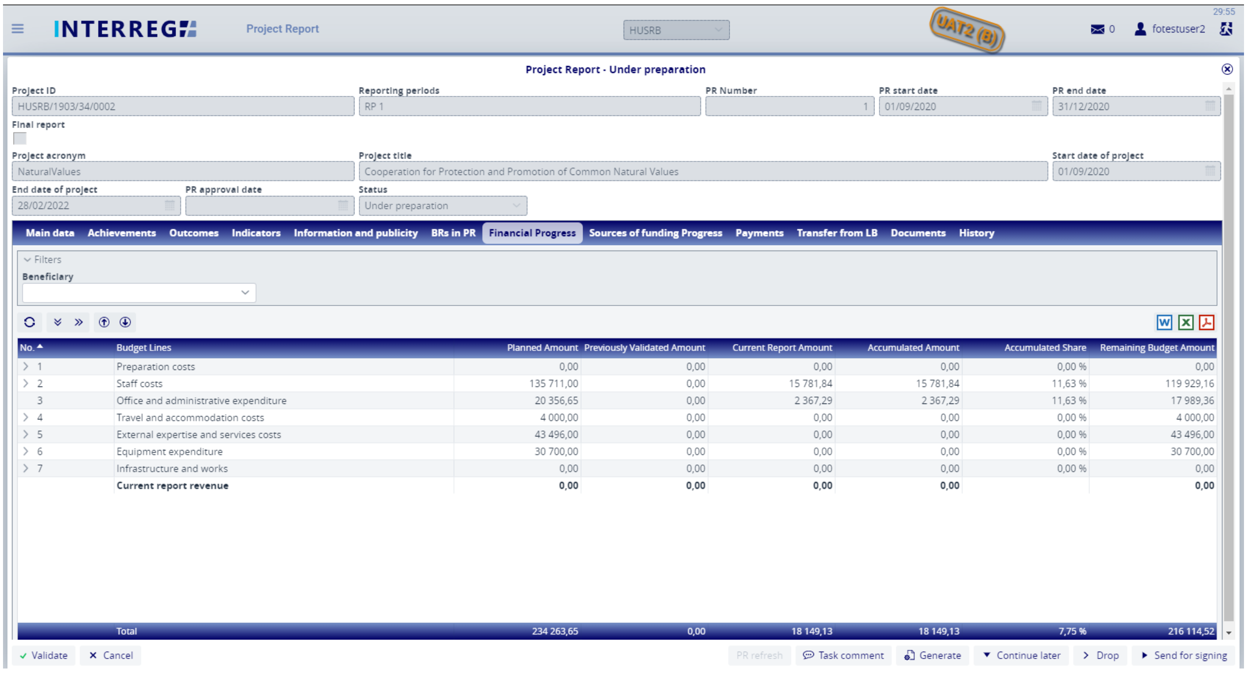


Fig.0. Financial Progress

Under the Financial Progress tab, the financial progress of the project can be tracked,; amounts are shown in EUR.

The **Planned Amount** column displays the budget values specified in the Project.

The **Previously Validated Amount** column shows the cumulative sums of the previously validated amounts approved in the previous PRs.

The **Current Report Amount** is the amount reported in the given PR.

The **Accumulated Amount** is the sum of the Previously Validated Amount and the Current Reported Amount.

The **Remaining Budget Amount** is the difference of the *Planned amount* and the *Accumulated amount*; i.e. the amount, which is not yet accounted for.

In the *Filters* section, data can be filtered by Beneficiary included in the respective PR. If no Beneficiary is selected in the drop-down menu, the table shows the total budget of the project. If the filter is filled, only the budget of the respective Beneficiary is shown in the table.

3.1.9 Sources of Funding Progress

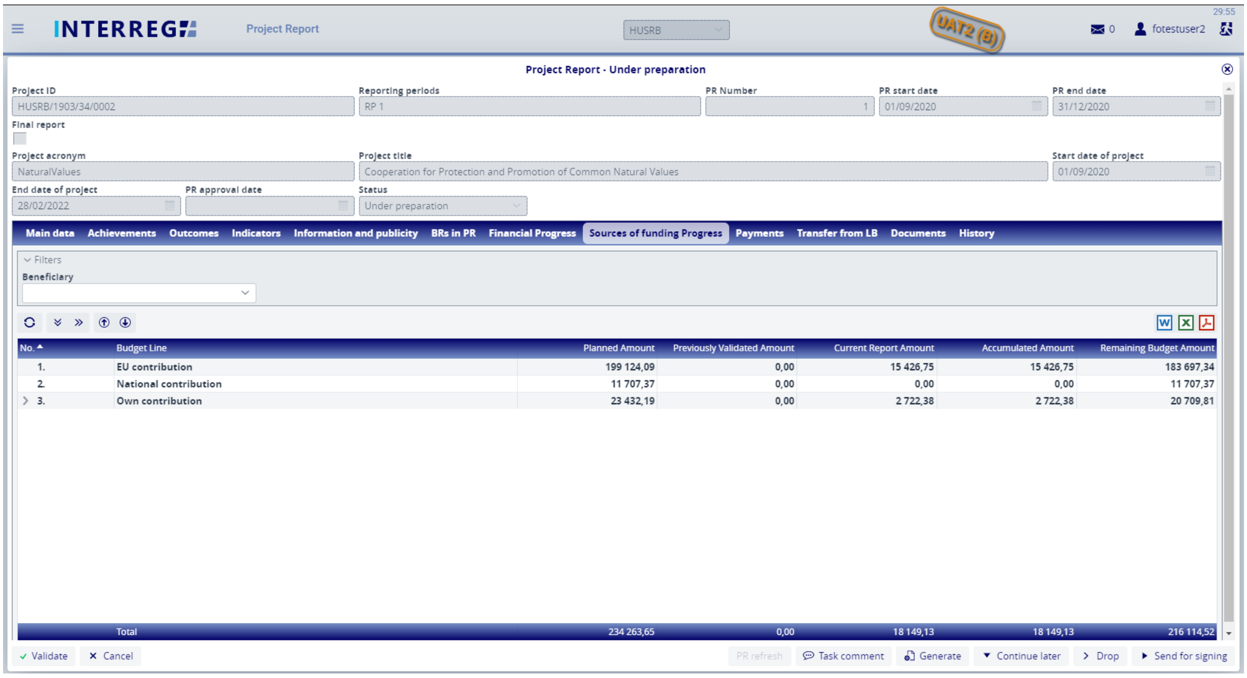


Fig.1. Sources of Funding Progress

In the Sources of Funding tab, the financial progress of the project is shown sorted by the sources of the funding.

The **Planned Amount** column displays the budget values specified in the Project.

The **Previously Validated Amount** column shows the cumulative sums of the previously validated amounts approved in the previous PRs.

The **Current Report Amount** is the amount reported in the given PR.

The **Accumulated Amount** is the sum of the Previously Validated Amount and the Current Reported Amount.

The **Remaining Budget Amount** is the difference of the *Planned amount* and the *Accumulated amount*; i.e. the amount, which is not yet accounted for.

In the *Filters* section, data can be filtered by Beneficiary included in the respective PR. . If no Beneficiary is selected in the drop-down menu, the table shows the total budget of the project. If the filter is filled, only the budget of the respective Beneficiary is shown in the table.

3.1.10 Payments

Fig.2. Payments

Under the Payments tab, the transferable amounts of the EU contribution can be seen.

3.1.11 Documents

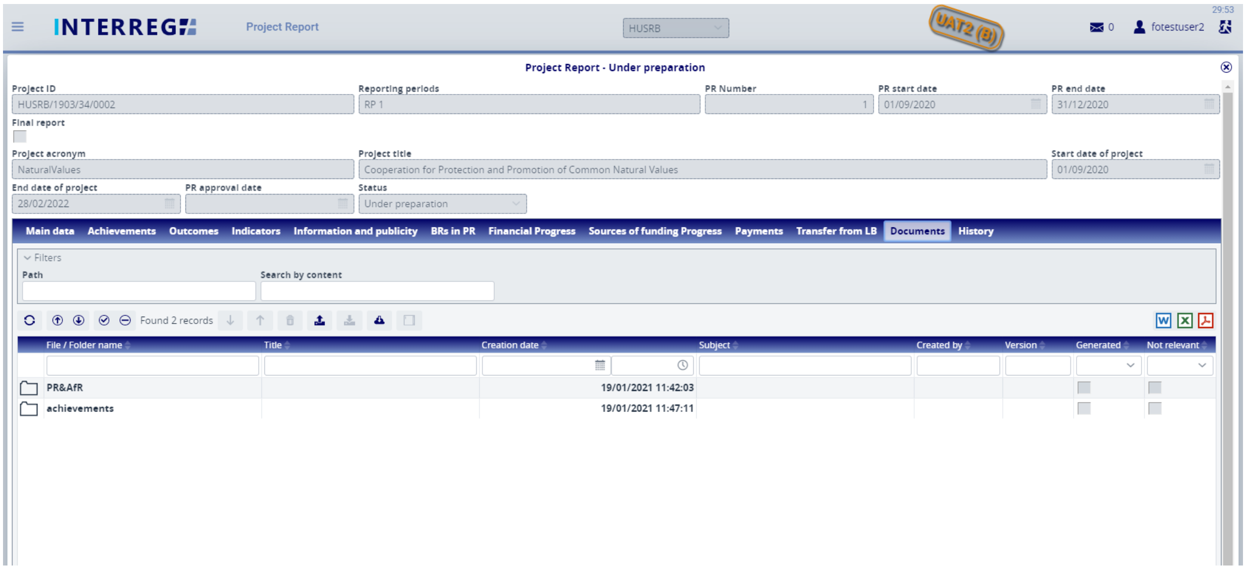


Fig.3. Documents

In the Documents tab, the supporting documents are arranged and can be viewed in a structured way automatically created by the system at the time of uploading a document on a specific sheet. E.g. when uploading a document under the 'Outcomes' tab, the system automatically creates the 'activitygroups' folder and a sub-folder for the specific

activity, in which the document uploaded will be stored and shown on the Documents tab. Here the documents can be seen and edited: the subject, serving as a description for a document, can be specified and changed by clicking on the (**Subject**) icon. Documents can be downloaded individually or grouped as a zip file. Uploading documents is also possible; please upload only documents of general nature, which are not corresponding to any specific sections (i.e. Activities, Indicators, etc.).
Supporting documents uploaded in the respective BRs can be found under the BR's Documents tab.

3.1.12 History

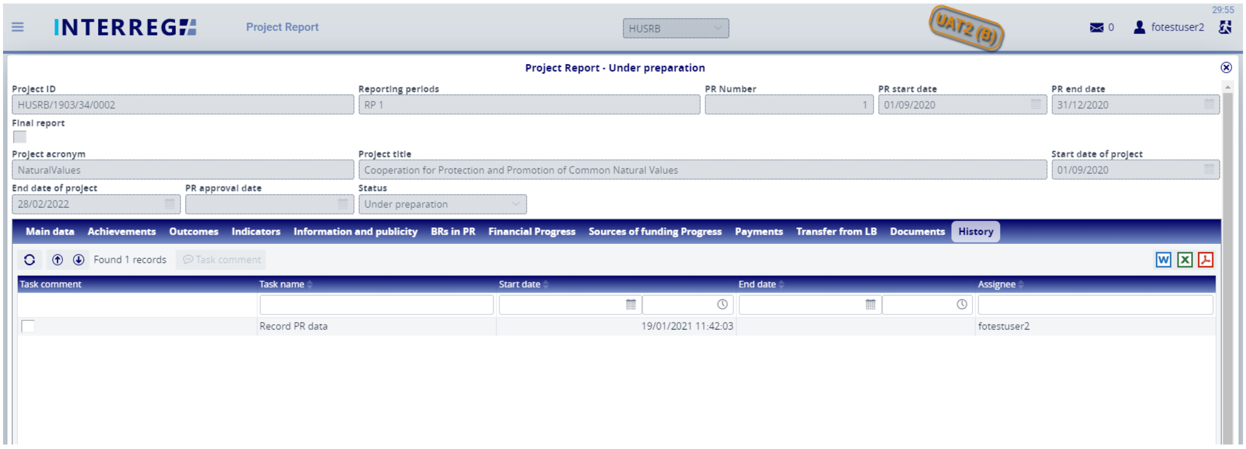


Fig.4. History

In the History tab, the certain actions of the Front Office Progress are listed with corresponding date and time.

3.1.13 Completion

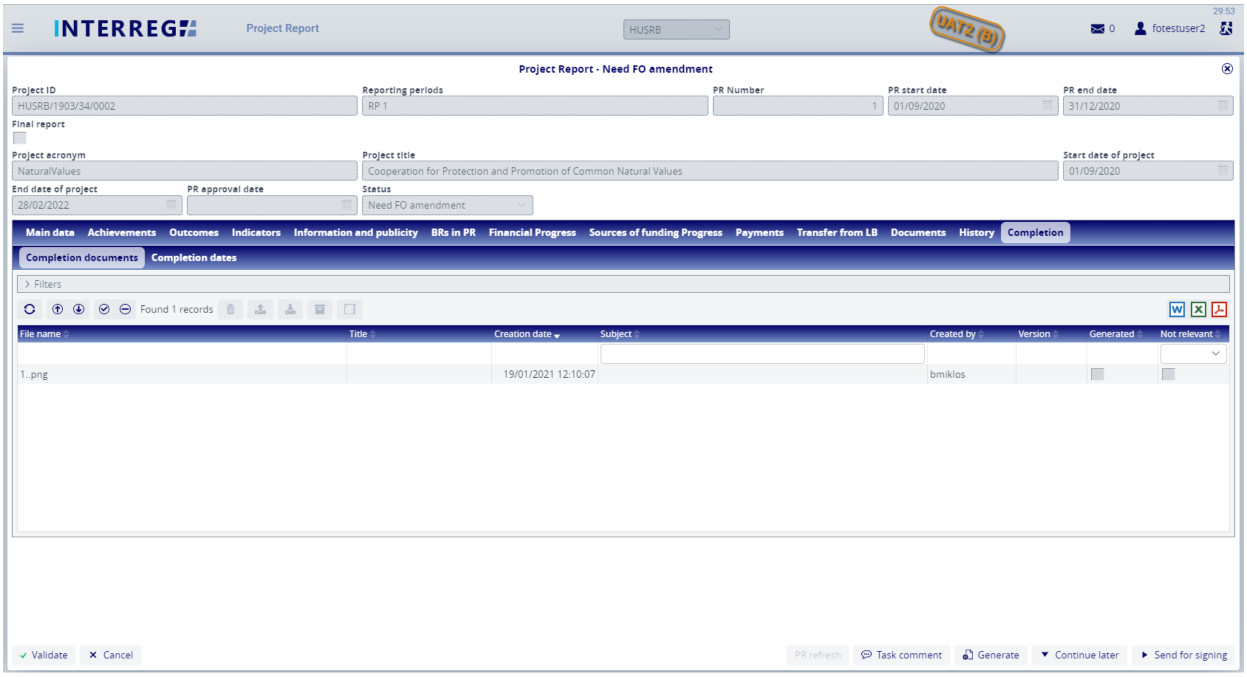


Fig.25. Completion

The Completion tab is only seen if the Project Report needs amendment. Under its Documents subtab, the uploaded completion documents can be found and documents for completion can be uploaded. During completion, documents can be uploaded as usual, under each tab and each sheet (e.g. Activity, etc.).
Under the Dates subtab, most importantly, the completion deadline can be found.

3.2 COMPLETION

Once the Project Report is completed, the recording user can send it to the signatory user for e-singning by clicking on the **Send for signing** action button. The signatory user can only view the PR, editing is not allowed to them. If the signatory user finds the PR correct, it can be submitted by the **Sign** action button. *If there are more than one signatory users recorded for the project, then all of them need to complete this step*. With this action, the PR is submitted and it lands for approval at the Back Office.

If (any of) the signatory user decides that the PR is not fully complete, they can send it back for further editing by the **Back to modification** action button, in which case the **Task comment** field must be filled.

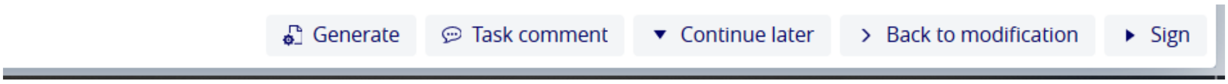


Fig.26. Action buttons of the Signatory User

Once the PR is submitted for approval, based on the decision of the responsible Programme Manager at the JS, the PR can be sent back for completion to the Front Office users. In such case, the PR returns from the Back Office with the status of “Need amendment”. In this case, the required modification can be done by the recording user and the submitting procedure must be repeated as described previously. The below figure explaines the submission process in a visual manner.

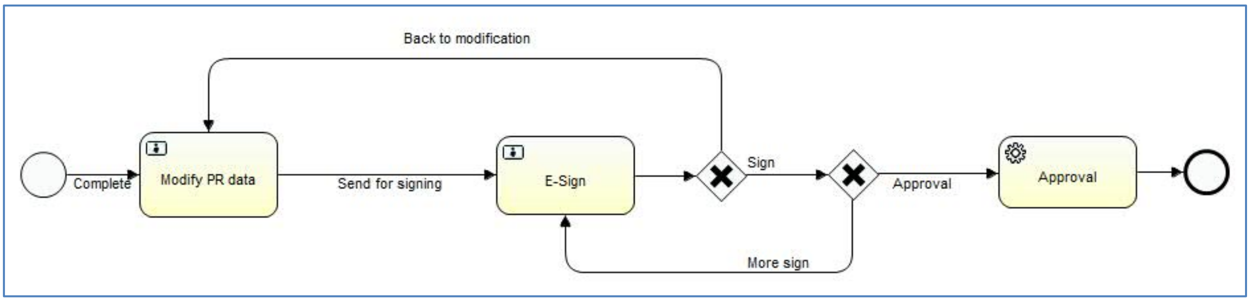


Fig.27. Completion workflow

4. VIEWING THE PROJECT / PROJECT PART

The user can view the Project and Project Part they are assigned to. The function is available through the Main Menu / Project data submenu. The Project and Project Part is available only for viewing; the user cannot edit, modify or delete any piece of data.

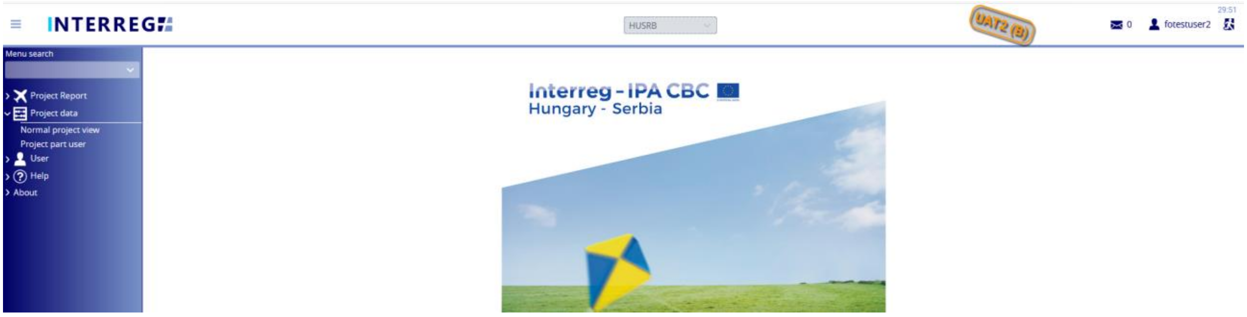


Fig. 28. Project data menu point

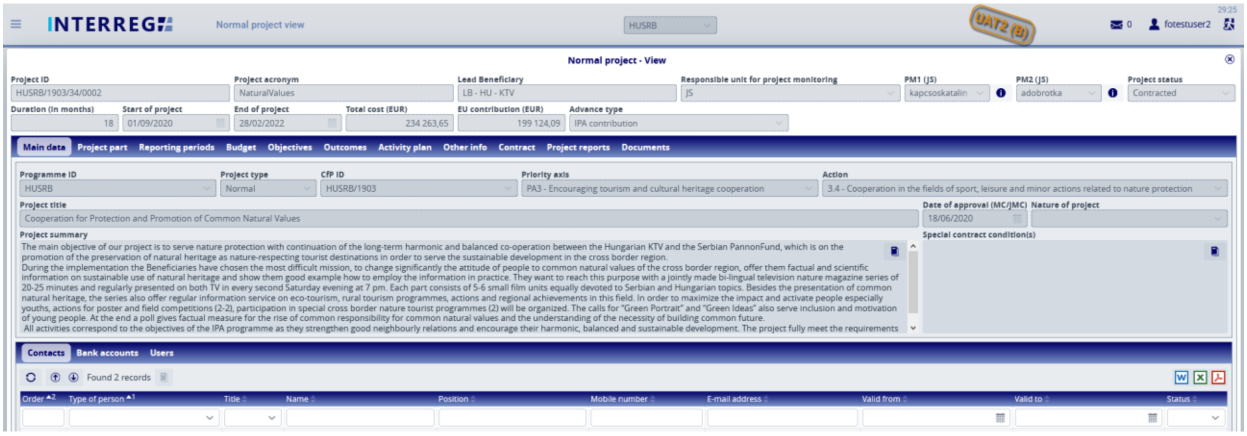


Fig.29. Normal project View

5. INTERREG+ TECHNICAL SUPPORT

Should you experience any technical issue concerning INTERREG+ IT System functioning, please contact INTERREG+ Support Team at the iplussupport@szpi.hu e-mail address.

To support your case, please, provide a description of the problem with as much details as possible, and attach screenshots, of which the entire screen is visible (including most impotantly date and time). Additionally, please provide the Project ID and the username.