CONTENT

❖ IMIS team

❖ Login to the IMIS 2014-2020

❖ Beneficiary report in IMIS 2014-2020

❖ HelpDesk

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IMIS TEAM

❖ Technical support for the FO users (Applicant, Beneficiaries, Lead Beneficiaries)

❖ Close cooperation with MA, JS and NA, FLC controllers

❖ Online Helpdesk system

IMIS 2014-2020 FUNCTIONALITY

❖ Online application modul

❖ Beneficiary level online reporting (both sides)

❖ Integrated control modul for both sides

❖ Communication module (automatic emails)

❖ New visual identity and technical solutions

❖ Time stamp, e-signatures

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TECHNICAL REQUIREMENTS

❖ Language of the system: English

❖ Operating system: using a desktop operating system is recommended (e.g. Microsoft Windows)

❖ Browser: Mozilla Firefox 46.0.1 and above, Google Chrome 50.0 and above, Internet Explorer 11.0 and above

❖ PDF reader (e.g.: Adobe Reader), Document management software (e.g.: Microsoft Office) to open .DOC files.

❖ Internet connection

INSTALLATION OF THE CERTIFICATE – 1.

❖ The FO reporting and signatory users will be created on the Back Office.

❖ The FO reporing user will receive automatically email from the system:

❖ Sender: noreply@imis2014-2020.eu

❖ Subject: IMIS 2014-2020 system Front Office - Login information

❖ check also your spam folder

Dear Sir or Madam,

Your account for the IMIS 2014-2020 system has been successfully created.

For accessing **the Front Office** please download this link:

Download certificate

which contains **your individual certificate** to access the Front Office and a **short guide for successful installation.**

For entering the Front Office please use the link below:

Login

- Username: HUSRB1602320106LBR01
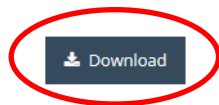- Password: 3fc77cdd31403f78
- Certificate password: 3fe674e9a4749076

Kind regards,

IMIS Office Team

imisoffice@szpi.hu

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INSTALLATION OF THE CERTIFICATE – 2.

❖ download the certification (link is in the email)

⬇ Download

Description of installing the downloaded certificate

❖ install your certification according to the description

❖ login to the system

LOGIN TO THE FRONT OFFICE

❖ Select the certificate belongs to your user name

❖ Enter the Username and Password

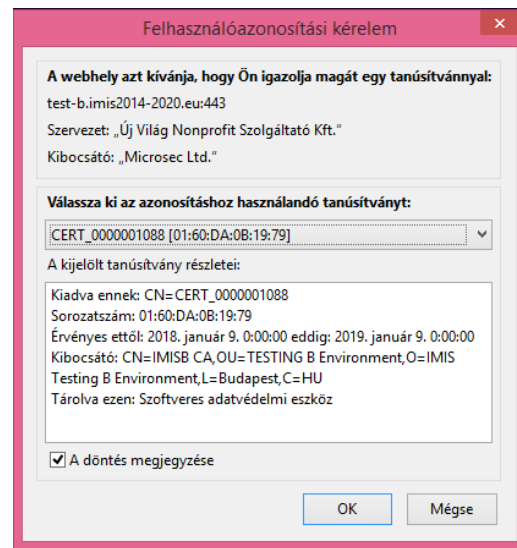from the registration email

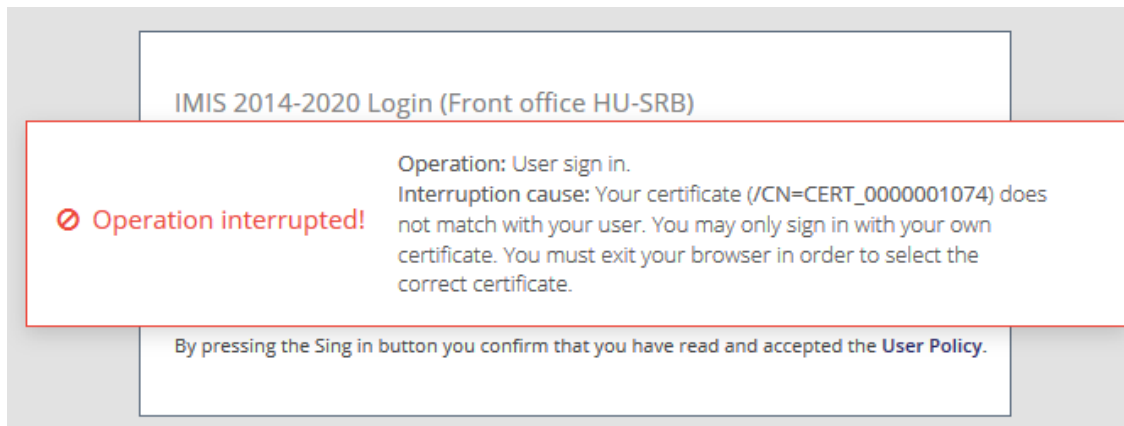IMIS 2014-2020 Login (Front office HU-SRB)

USERNAME !

PASSWORD !

👤 | 🔒 | ➡ Sign in

Forgot password

By pressing the Sing in button you confirm that you have read and accepted the **User Policy**.

Felhasználóazonosítási kérelem   ✕

A webhely azt kívánja, hogy Ön igazolja magát egy tanúsítvánnyal:
test-b.imis2014-2020.eu:443
Szervezet: „Új Világ Nonprofit Szolgáltató Kft."
Kibocsátó: „Microsec Ltd."

Válassza ki az azonosításhoz használandó tanúsítványt:

CERT_0000001088 [01:60:DA:0B:19:79]   ⌄

A kijelölt tanúsítvány részletei:

Kiadva ennek: CN=CERT_0000001088
Sorozatszám: 01:60:DA:0B:19:79
Érvényes ettől: 2018. január 9. 0:00:00 eddig: 2019. január 9. 0:00:00
Kibocsátó: CN=IMISB CA,OU=TESTING B Environment,O=IMIS
Testing B Environment,L=Budapest,C=HU
Tárolva ezen: Szoftveres adatvédelmi eszköz

☑ A döntés megjegyzése

OK   Mégse

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POSSIBLE ERRORS DURING THE LOGIN – 1.

❖ Not the right certificate was selected at the first step

IMIS 2014-2020 Login (Front office HU-SRB)

⊘ Operation interrupted!

Operation: User sign in.
Interruption cause: Your certificate (/CN=CERT_0000001074) does not match with your user. You may only sign in with your own certificate. You must exit your browser in order to select the correct certificate.

By pressing the Sing in button you confirm that you have read and accepted the **User Policy**.

Restart your browser, and select the right certificate

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POSSIBLE ERRORS DURING THE LOGIN – 2.

❖ Not the right username was given

IMIS 2014-2020 Login (Front office HU-SRB)

⊘ Operation interrupted!   Operation: User sign in.
Interruption cause: The user not found by name: HUSRBtestuser!

Forgot password

By pressing the Sing in button you confirm that you have read and accepted the **User Policy**.
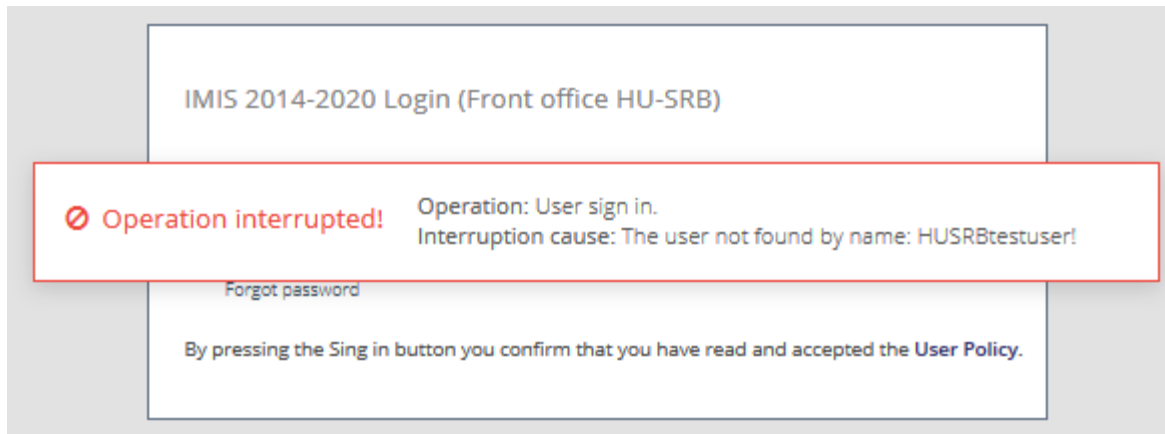
Check the registration email and your username again

POSSIBLE ERRORS DURING THE LOGIN – 3.

❖ The FO user creation process has not finished yet

IMIS 2014-2020 Login (Front office HU-SRB)

⊘ Operation interrupted!   Operation: User sign in.
Interruption cause: The user is not valid. The login operation for this user is currently not allowed.

By pressing the Sing in button you confirm that you have read and accepted the **User Policy**.
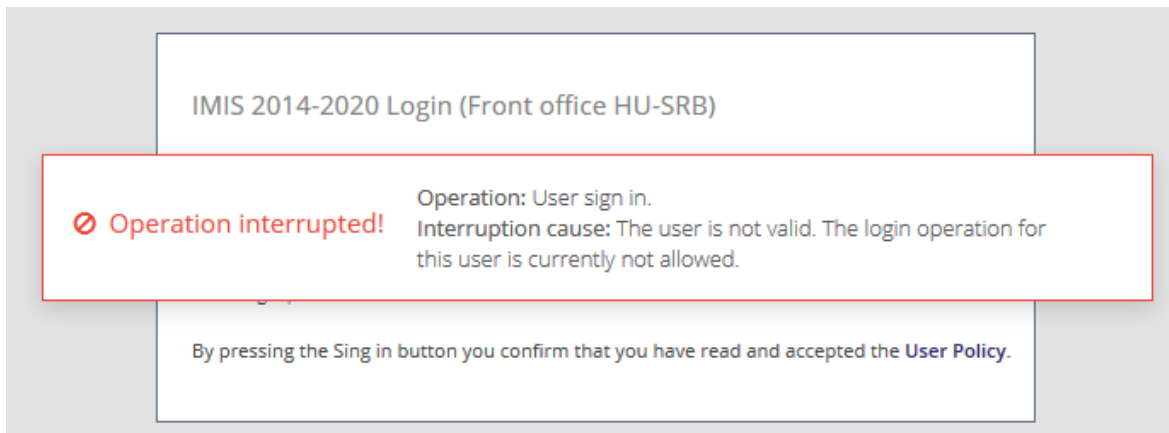
Please, wait 1 hour, then try it again.
If it still exists, please contact the FLC

POSSIBLE ERRORS DURING THE LOGIN – 4.

❖ The user password is not correct/outdated.

IMIS 2014-2020 Login (Front office HU-SRB)

⊘ Operation interrupted!   Operation: User sign in.
                            Interruption cause: Password is not correct.

Forgot password

By pressing the Sing in button you confirm that you have read and accepted the **User Policy**.
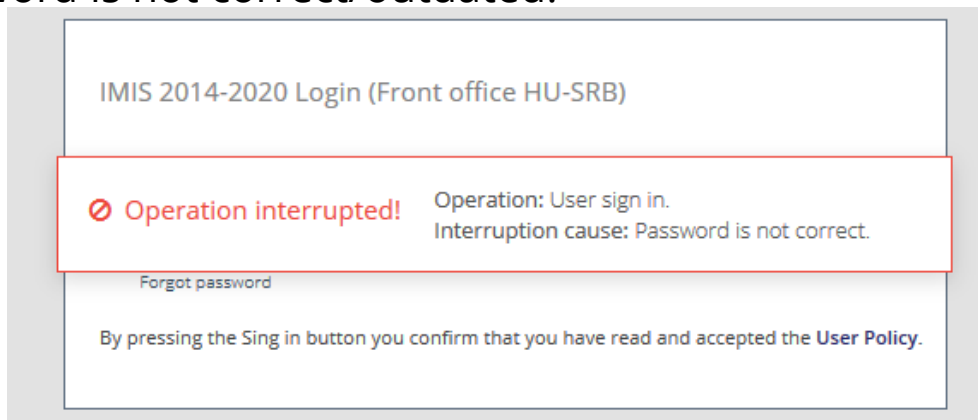
Please, try again, or click on the „Forgot password" button

- The temporary password in the registration email is valid for 2 hours

FRONT OFFICE SCREENS

Here you can start a new beneficiary report (BR), or search for a previously submitted or started one

Here you can change your password and email address

Here you can open the User manual

Here you can quit the system (after confirmation)

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FRONT OFFICE SCREENS

Main data – FO User manual 4.1

Here you can set up the BR reporting period

FRONT OFFICE SCREENS

Invoices –
FO User manual 4.4

- ❖ Flat rate will be automatically calculated based on the invoices
- ❖ Invoices can be added by clicking on „NEW" button
- ❖ If there was any invoices in the previous BRs which were not 100% accepted, they can be added by clicking on „Add invoice" button
- ❖ The system will automatically calculate the Total amount of the BR in the lower section of the table

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FRONT OFFICE SCREENS

Invoices - Built-in counterchecks

❖ Multiply invoice: the same invoice number and supplier name

❖ Only the relevant Budget heading/line/item can be selected

❖ The system calculates the EUR amount automatically based on the monthly exchange rate

❖ The system checks if the reported amount is bigger then the remaining amount on the selected budget line

⊘ Operation interrupted!

Operation: Modifiy invoice
Interruption cause: The reported amount on the Budget Line: [5.3.07 Performers] would be more than the planned amount on budget lines:
Budget Line: [5.3.07 Performers] has not enough remaining amount. Difference: [-95 200,00 EUR]

FRONT OFFICE SCREENS

Invoices - Documents

❖ After saving the general data of the invoice the Documents tabsheet appears

❖ At least one document is obligatory to be uploaded to the Invoice folder

❖ The maximum upload file size is 30 MB but there is no restriction on the combined size of the documents.

❖ Compressed zip files can also be uploaded.

FRONT OFFICE SCREENS

Outcomes – FO User manual 4.5

Information and publicity –
FO User manual 4.6

Public procurement tenders
– FO User manual 4.7

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FRONT OFFICE SCREENS

Documents – FO User manual 4.12

In this screen you can see the document folders of the beneficiary report. This is also the place where documents uploaded for invoices, activities etc. are summarised.

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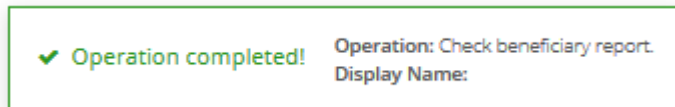creating
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CLICKING ON CHECK

- **Check failed** – if the autocheck identifies errors in the beneficiary report, a popup window will appear with clear error messages. Click on the "Download the error list" button to open or download the error list in .DOC format, or click "Cancel" to close the popup window and continue editing the report. The report can only be submitted if all listed errors have been corrected.
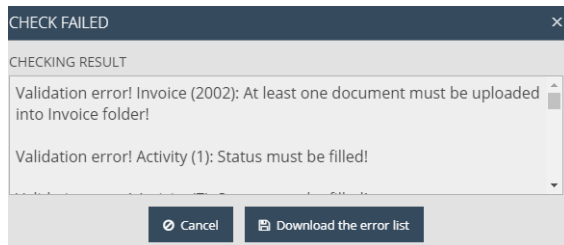
- **Check successful** – if the autocheck finds no errors in the beneficiary report, the user will be notified in a popup message about this and the user can submit the report

Interreg – IPA CBC
Hungary - Serbia

BENEFICIARY REPORT SEARCH

BR ID

BR NUMBER

BR STATUS

Q Search   Clear search terms

RESULTS FOR:

👁 View   ✏ Modify   🗑 Delete   ✔ Check   Send for signing   🖨 Generate

LAST MODIFICATION DATE	BR ID	BR NUMBER	BR STATUS
22/02/2018 16:01:35			Checked
29/01/2018 11:03:54	BR 3	3_1	Approved
17/10/2017 14:09:01	BR 2	2	Approved
17/10/2017 13:18:18	BR 1	1	Approved

FO User manual 7
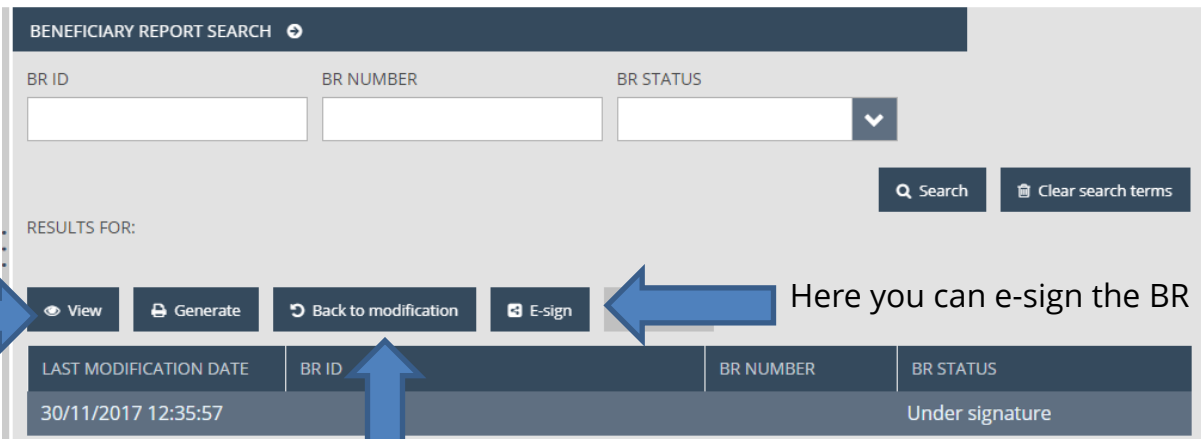
Here you can send the BR for signing

The BR status is automatically updated:
- After the successful check: Checked
- After sending for signature: Under signature
- After e-sign, but before submission: Under submission
- After submission by the signatory user: Submitted
- If the FLC send completion letter: Need amendment

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COMPLETION

- ❖ The BR has Need amendment status
- ❖ At the invoice screen on the NOTICE FOR COMPLETION tabsheet every FLC comment will be visible
- ❖ The modification/submission procedure is the same like the original submission

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IMIS OFFICE HELPDESK

❖ If you have technical question, don't hesitate to contact us: itoffice@szpi.hu

To detect the problem, please provide a complete description of the problem, possibly by attaching a print screen. For easier identification please provide an Application Title / Project or Project Part ID respectively.

Thank you for your attention!

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imisoffice@szpi.hu

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