

**Interreg - IPA CBC**   
Magyarország - Szerbia

# AZ IMIS 2014-2020 MONITORING RENDSZER BEMUTATÁSA

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**SZEMINÁRIUM VEZETŐ  
KEDVEZMÉNYEZETEK RÉSZÉRE**

**2018. JÚNIUS 12., SZEGED**

**NÉMETH ESZTER**



A Program az Európai Unió  
társfinanszírozásával valósul meg

*Jó szomszédok  
a közös  
jövőért*

- ❖ IMIS team
- ❖ Login to the IMIS 2014-2020
- ❖ Progress report in IMIS 2014-2020
- ❖ HelpDesk

- ❖ Technical support for the FO users (Applicant, Beneficiaries, Lead Beneficiaries)
- ❖ Close cooperation with MA, JS and NA, FLC controllers
- ❖ Online Helpdesk system

- ❖ Online application modul
- ❖ Partner 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

- ❖ 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 reporting 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: HUSRB1602319999R01
- Password: 3fd8f580460cadc6
- Certificate password: 3fe462da703b8509

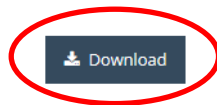
Kind regards,

IMIS Office Team

[imisoffice@szpi.hu](mailto:imisoffice@szpi.hu)

## INSTALLATION OF THE CERTIFICATE - 2.

- ❖ download the certification (link is in the email)
- 

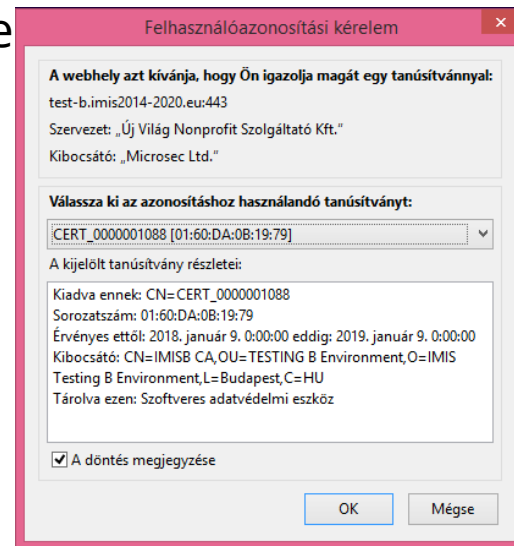


Description of installing the downloaded certificate

- ❖ install your certification according to the description
- ❖ login to the system

❖ 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

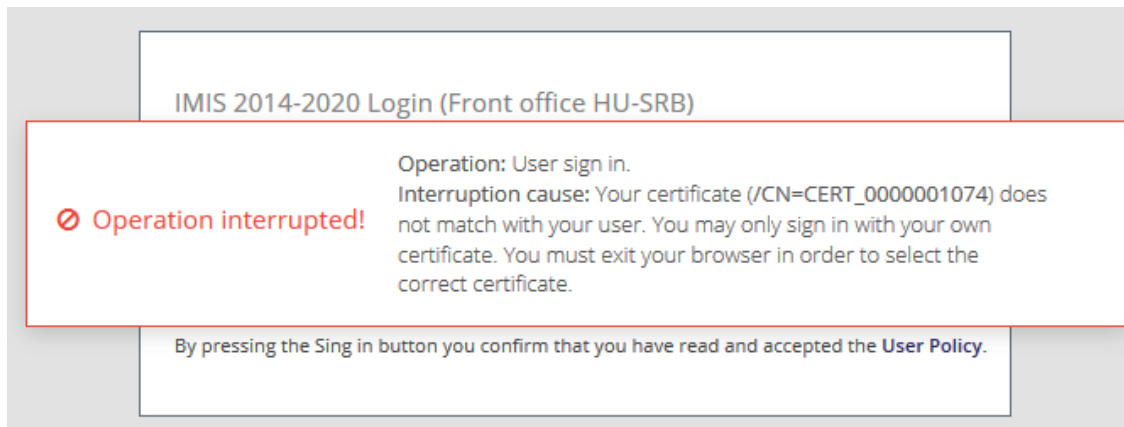
[Forgot password](#)

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



# 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: 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.

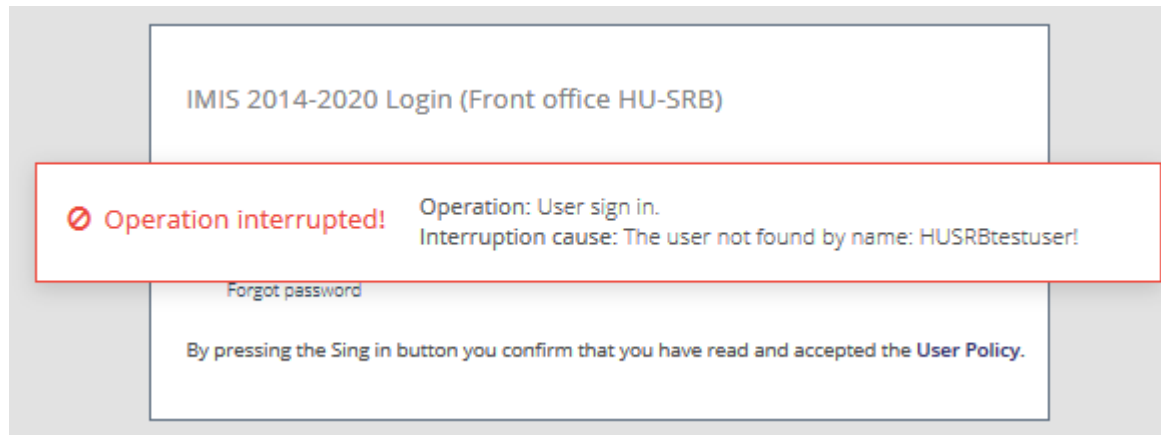
By pressing the Sing in button you confirm that you have read and accepted the **User Policy**.



Restart your browser, and select the right certificate

## POSSIBLE ERRORS DURING THE LOGIN - 2.

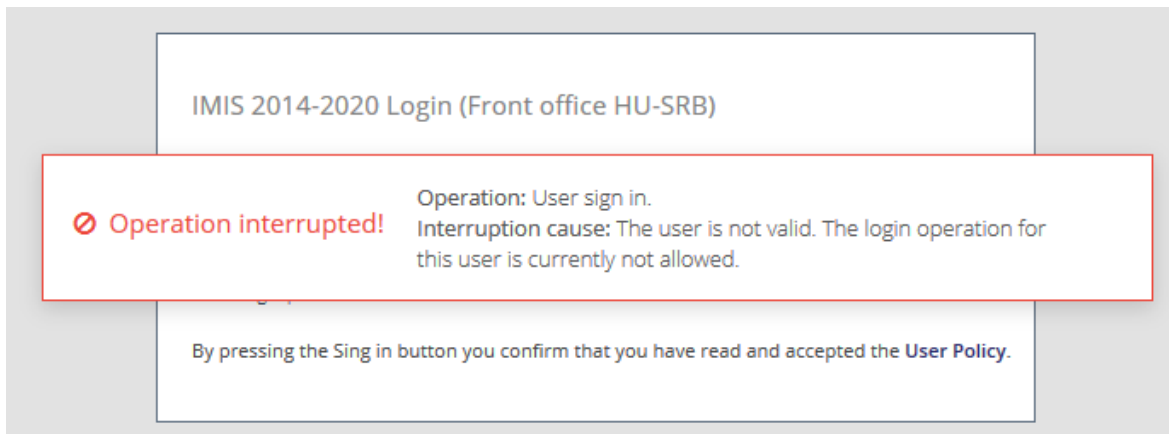
- ❖ Not the right username was given



Check the registration email and your  
username again

## POSSIBLE ERRORS DURING THE LOGIN - 3.

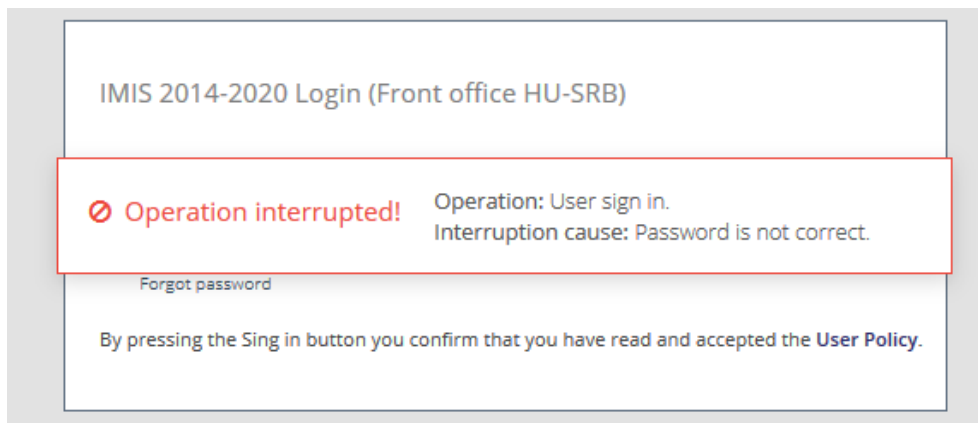
- ❖ The FO user creation process has not finished yet



Please, wait 1 hour, then try it again.  
If it still exists, please contact the JS

## POSSIBLE ERRORS DURING THE LOGIN - 4.

- ❖ The user password is not correct/outdated.



Please, try again, or click on the „Forgot password” button

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



Here you can start a new PR&AFR, or search for a previously submitted or started one



Here you can change your password and email address

**Interreg - IPA CBC**  
Hungary - Serbia

- MAIN MENU
  - PR & AFR
    - New
    - Search
  - ADMINISTRATION
  - PERSONAL SETTINGS
    - Change Password
    - Change E-mail

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Hungary-Serbia Co-operation  
Programme 2014-2020

Version: 1.0.100 User: edit1082



MAIN PAGE

HUNGARY

SERBIA

Bács-Kiskun

Csongrád

North Bačka

North Banat

West Bačka

Central Banat

South Bačka

Srem

South Banat

Here you can open the User manual



Here you can quit the system (after confirmation)



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Programme 2014-2020

Version: 1.0.90 User: TesztVHUSRBR01

NEW PR & AFR ▶ Start ⊗ Cancel

DOVE SELECT

SELECT	BENEFICIARY	DOVE ID	BR ID	BR NUMBER	BR STATUS	BR SETTLEMENT PERIOD START DATE
<input type="checkbox"/>	B1 - B_HU_SRB	B1_DOVE_01_1711-1803_0	BR 1	1	Approved	30/11/2017
<input type="checkbox"/>	LB - LB_HU_SRB	LB_DOVE_01_1711-1803_0	BR 1	1	Approved	30/11/2017

## Main data – FO User manual 4.1

- ❖ The PR&AfR has to contain the BR of every beneficiary for the relevant period.
- ❖ The interface only lists the DOVES/TDOVES that:
  - ❖ have not yet been selected for a PR&AfR that is in “under preparation” state, or
  - ❖ for a PR&AfR that has been approved/is under approval.
- ❖ When compiling a project-level report, please use the checkbox in the first column to select the beneficiary reports.

Achievements – FO User manual 4.1.3

Outcomes – FO User manual  
4.1.4

Indicators – FO User manual 4.1.5

Information and publicity –  
FO User manual 4.1.6

PR & AFR DATASHEET

INFORMATION REMINDER

MAIN DATA ACHIEVEMENTS OUTCOMES INDICATORS INFORMATION AND PUBLICITY FINANCIAL DATA

View Modify

KEY ASPECT DESCRIPTION

1. Achievements in the reporting period
2. Overall project achievements [Only Final Report]
3. Please describe the Project progress towards the Main Objective....
4. Description of the partner

PR & AFR DATASHEET

INFORMATION REMINDER

MAIN DATA ACHIEVEMENTS OUTCOMES INDICATORS INFORMATION AND PUBLICITY FINANCIAL DATA

PROGRAMME SPECIFIC OUTPUT INDICATORS

Modify

INDICATOR NAME

Population benefiting from flood protection measures

HORIZONTAL INDICATORS

Modify

INDICATOR NAME TYPE

Teszt Equality between men and women

PR & AFR DATASHEET

INFORMATION REMINDER

MAIN DATA ACHIEVEMENTS OUTCOMES INDICATORS INFORMATION AND PUBLICITY FINANCIAL DATA

View Modify

NO	INFORMATION & PUBLICITY TYPE	COMMUNICATION TOOL	LANGUAGE USED
1	3. Obligatory tool - Media coverage	TV	Serbian

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Programme 2014-2020

Version: 1.0.90 User: TesztVHUSRBR01

PR & AFR DATASHEET Save

INFORMATION REMINDER

SOURCES OF FUNDING EU CONTRIBUTION (IPA) ADVANCE TRANSFER FROM LB DOCUMENTS

DOCUMENT ID TYPE SUBJECT PREPARED BY (USER NAME)

SENT BY (PARTNER ID) SENT BY (PARTNER NAME) DATE OF PREPARATION FROM DATE OF PREPARATION TO

METHOD OF SUBMISSION

Search Clear search terms

RESULTS FOR:

View

ORDER	DOCUMENT ID	TYPE	SUBJECT	FILE UPLOADED	PREPARED BY (USER NAME)	SENT BY (P
1	2017/000-003-6063	Attachment	Horizontal principles	<input type="checkbox"/>	TesztVHUSRBR01	
1	2017/000-003-6045	Attachment	Outcomes	<input type="checkbox"/>	TesztVHUSRBR01	
1	2017/000-003-6047	Attachment	Indicator	<input type="checkbox"/>	TesztVHUSRBR01	
1	2017/000-003-6049	Attachment	Information and publicity	<input type="checkbox"/>	TesztVHUSRBR01	

## Documents

- ❖ 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
- ❖ Uploaded documents for outcomes, activities etc. are summarised from the beneficiary reports



PR & AFR SEARCH

PROJECT ID DOVE ID BENEFICIARY PR & AFR ID

ACRONYM

Search Clear search terms

RESULTS FOR:

Modify Delete Check Send for signing Submit BR selections

Generate AFR Generate PR

PROJECT ID	PR & AFR NUMBER	DOVE	PERIOD	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPORTED AMOUNT (EUR)
Teszt UV_HU_SRB		B1_DOVE_01_1 1803_0; LB_DOVE_01_1/11- 1803_0	Reporting period 01	Under preparation			324,96	276,

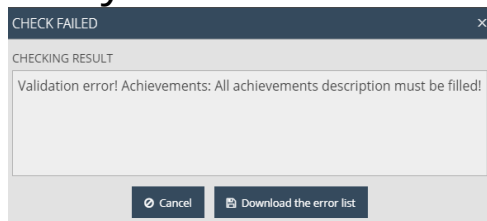
Here you can continue the creation

Here you can generate a DRAFT PR or AfR version

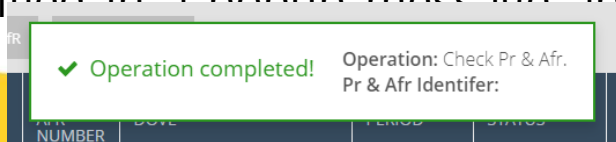
Here you can check the PR&AfR

## 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



Here you can send the PR&AfR for signing

The screenshot shows a web application interface with a toolbar at the top containing buttons for 'View', 'Modify', 'Delete', 'Check', and 'Send for signing'. Below the toolbar are two buttons: 'Generate AfR' and 'Generate PR'. The main area contains a table with the following data:

PROJECT ID	PR & AFR NUMBER	DOVE	PERIOD	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPORTED AMOUNT (EUR)
Teszt ÜV_HU_SRB		B1_DOVE_01_1711-1803_0; LB_DOVE_01_1711-1803_0	Reporting period 01	Checked			324,96	276,00

The PR&AfR 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 JS send completion letter: Need amendment

# PROCEDURE OF THE SUBMISSION - 3.

FO User manual 5

PR & AFR SEARCH

PROJECT ID DOVE ID BENEFICIARY PR & AFR ID

ACRONYM

Search Clear search terms

RESULTS FOR:

View Generate AfR Generate PR Back to modification E-sign

PROJECT ID	PR & AFR NUMBER	DOVE	P ID	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPOR AMOL (E
Teszt UV_HU_SRB		B1_DOVE_01_1711-1803_0; LB_DOVE_01_1711-1803_0	Recording p... 101	Under signature			324,96	276,

Here you can check the PR&AfR

Here you can e-sign the PR&AfR

Here you can send back the PR&AfR to the recording user, if modification is needed

PR & AFR SEARCH

PROJECT ID DOVE ID BENEFICIARY PR & AFR ID

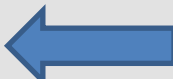
ACRONYM

Search Clear search terms

RESULTS FOR:

View Generate AFR Generate PR Back to modification E-sign **Submit**

PROJECT ID	PR & AFR NUMBER	DOVE	PERIOD	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPORTED AMOUNT (EUR)
Teszt UV_HU_SRB		B1_DOVE_01_1711-1803_0; LB_DOVE_01_1711-1803_0	Reporting period 01	Under signature			324,96	276,00



Here you can submit the BR

The PR&AfR status is automatically updated:

- ❖ After submission by the signatory user: Submitted
- ❖ If the JS send completion letter: Need amendment
- ❖ After JS approval: Approved
- ❖ After JS rejection: Rejected



❖ If you have technical question, don't hesitate to contact us:

[itoffice@szpi.hu](mailto: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 ID respectively.

# Thank you for your attention!

**Eszter Németh**  
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