



# **NTERREG**

# 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 Crossborder 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: <u>https://husrb.interregplus.eu</u>.

#### 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 <u>Programme website</u>.



## 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).

HUSRB	UAT2 (B)	29:55
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:

✓ Validate	× Cancel	PR refresh		🖞 Generate	Continue later	> Drop	<ul> <li>Send for signing</li> </ul>
		Fig.3. A	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;

	Project Report	HUSRB	UA72 (8)	29:55 🐱 0 💄 fotestuser2 🕵
		Upload file(s)	8	۲
Project ID HUSRB/1903/34/0002	Seq. no.	Upload files 🛧 Drag and drop to upload file(s)		PR end date
Final report	Key aspect			
	1. Achievements in the reporting period			
Project acronym	Current description (from BR)	Current description (by LB) *		Start date of project
NaturalValues End date of project PR ap	LB - BR1: The most important result of the last period is the of the project has started. During the preparation period, v	ve continuously consulted with partners for smooth w	preparation period, we continuously ork. Together with our team mates, we	01/09/2020

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 <sup>1</sup> and <sup>1</sup> (info) button the details of a field can be viewed.

# INTERREG**#**

#### **PROJECT REPORT - USER MANUAL FOR FRONT OFFICE**

# 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:

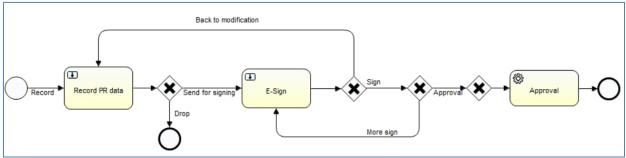


Fig.5. Recording workflow

- 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.

	Project Report		HU	SRB 🗸	(e	AT2 (B)	🔀 0 💄 fotestu	29:4 Jser2 💈
✓ Filters Only submitted								
C ⑦ ④ Found 2 records + ■ ► Cont								w 🗙 🛛
Project ID 📥	Reporting periods	PR Number 1	PR start date	PR end date	Reported amount	Status ≑	PR approval date ≑	
	$\sim$						~	Î
HUSRB/1903/34/0002	RP 1	1	01/09/2020	31/12/2020	18 149,13	Deleted		
	RP 1		01/09/2020	31/12/2020	10 140 12	Under preparation		

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).





= INTERREG	Project Report		HUSRB	~	UAT2 (B)	29:53
✓ Filters Only submitted	PR Number	Projec 1 HUSF	Project Report - New t ID * RB/1903/34/0002		8	
C	O 🕀 🕭 Found 2 record	5			₩ × <del>/</del>	PR approval date
	Project part ID 🔺	BR Number 🖨	BR start date	BR end date 🖨 Status 🖨	PR's relevant	~ ] [ [ ]
HUSRB/1903/34/0002	HUSRB/1903/34/0002/LB	1	01/09/2020	31/12/2020 Approved	<b>v</b>	
	HUSRB/1903/34/0002/81	1	01/09/2020	31/12/2020 Approved		
	✓ Validate X Cancel	_	_	_	► Continue	

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.

	rt	HUSRB	UATZ	29:29
	Project R	eport - Under preparation		8
Project ID	Reporting periods	PR Number	PR start date	PR end date
HUSRB/1903/34/0002	RP 1		1 01/09/2020	31/12/2020
Final report				
Project acronym	Project title			Start date of project
NaturalValues	Cooperation for Protection and Promotion of 0	Common Natural Values		01/09/2020
End date of project PR approval date	Status			
28/02/2022	Under preparation 🗸			
Main data Achievements Outcomes Indicators Info	rmation and publicity BRs in PR Financial Progres	s Sources of funding Progress Payments Tra	insfer from LB Documents Hist	ory
LB Contact person	Position	Mobile number		
Emília Pásztor	project assistant	+36302070057		
E-mail address				
iplusoffice@szpi.hu				
Beneficiaries in PR				
<ul> <li>O ● ● Found 2 records</li> </ul>				
Role A	Beneficiary		English name	
		~		
Lead Beneficiary	LB - HU - KTV		Kecskemét Television Nonprofit Ltd	
Beneficiary 1	B1 - RS - Pannon RTV		Pannonia Foundation	
Reported amounts in BRs				
Total reported amount	Total reported EU contribution amount	Total reported national contribution amou	Int Total reported	d own contribution amount
18 149,13	1	5 426,75	0,00	2 722,38
Validated amounts in BRs				
Total validated amount	Total validated EU contribution amount	Total validated state contribution amount		d own contribution amount
18 149,13	15	5 426,75	0,00	2 722,38
				· · · · · · · · · · · · · · · · · · ·
✓ Validate × Cancel		PR refresh	Task comment 💧 Generate	▼ Continue later > Drop > Send for signing

Fig.8. Main data





#### 3.1.3 Achievements

Project Propert - Under preparation         Project Propert - Manual Promotion of Common Natural Values       Parameter of Common Natural Values       Parameter of Common Natural Values         Project around records of Protection and Promotion of Common Natural Values       Parameter of Common Natural Values       Parameter of Common Natural Values       Parameter of Common Natural Values         Natural Values       Pagroval date       Comparation for Protection and Promotion of Common Natural Values       Documents       Natural Values         Values       Comparation for Protection and Promotion of Common Natural Values       Documents       Natural Values       Documents       Natural Values         Values       Comparation for Protection and Promotion of Common Natural Values       Documents       Natural Values       Documents       Natural Values         Values       Pagroval date       Comparation       Natural Values       Documents       Natural Values       Documents       Natural Values         Values       Pagroval date       Values       Natural Values       Documents       Natural Values       Documents       Natural Values         Values       Pagroval date       Values       Natural Values       Natural Values       Pagroval date       Documents       Natural Values         Values       Pagroval date       Natotas       Natural Values		ect Report	HUSRB	UAT2 (B)	: Totestuser2
HUSB/1903/34/0002 RP 1 1 01/09/2020 RP 1 1 01/09/2020 R1/12/2020 hai report roject acronym Project title Start data of project Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Cooperation for Protection and Promotion of Common Natural Values Coope		Project Report - Uno	ler preparation		
In a l report  Indicators  Information and publicity  Rs in PR  Information and publicity  Rs in PR  Information and publicity  Rs in PR  Information  Information and publicity  Rs in PR  Information  Information and publicity  Information  I	ID	Reporting periods	PR Number	PR start date	
Project title Project title   Start date of project   Cooperation for Protection and Promotion of Common Natural Values     Of 009/2020	8/1903/34/0002	RP 1		1 01/09/2020	31/12/2020
	port				
d date of project PR approval date Status R027022 Payments Outcomes Indicators Information and publicity BR in PR Financial Progress Sources of funding Progress Payments Transfer from LB Documents History O O O O Description I Achievements Interporting period LB -BR1: The most important result of the last period is that the imp	acronym	Project title			Start date of project
Bild2/2022       Under preparation         Main dets       Achievements       Outcomes       Indicators       Information and publicity       BRs in PR       Financial Progress       Sources of funding Progress       Payments       Transfer from LB       Documents       History         O       O       Outcomes       Indicators       Information and publicity       BRs in PR       Financial Progress       Sources of funding Progress       Payments       Transfer from LB       Documents       History         O       O       Outcomes       Indicators       Information and publicity       BRs in PR       Financial Progress       Sources of funding Progress       Payments       Transfer from LB       Documents       History         O       O       Outcomes       Main Call       Key aspect       Description       Description       Information of the last period is that the important result of the last period is that the important result of the last period is that the important result of the last period is that the important result of the last period is that the important result of the last period is that the important result of the last period is that the important result of the last period is that the important result of the last period is that the important result of the last period is that the important result of the last period is that the important result of the last period is that the important result of the last period is that the important result of the last period is that the important result of the last period is	alValues	Cooperation for Protection and Promotion of Common Nat	tural Values		01/09/2020
Main dats Achievements Outcomes Indicators Information and publicity BRs in PR Financial Progress Sources of funding Progress Payments Transfer from LB Documents History          O       Image: Comparison of the ima	te of project PR approval date	Status			
Found 6 records     F	/2022	🛄 Under preparation 🗸 🗸			
1 Achievement     1. Achievements in the reporting period     LB - BR1: The most important result of the last period is that the important result of the last period is the important result of the last period is that the important result of the important result of the last period is the important result of the important result of the important result of the important result of	n data Achievements Outcomes Indicato	rs Information and publicity BRs in PR Financial Progress Sources	of funding Progress Payments Tra	nsfer from LB Documents History	
	<ul> <li>Found 6 records</li> </ul>		of funding Progress Payments Tra		W 🛛 🖊
2 Achievement 2. Overall project achievements (only in Final Report) LB - BR1: not relevant yet; B1 - BR1: not relevant yet;	<ul> <li>Found 6 records</li> </ul>	Key aspect ©	of funding Progress Payments Tra		W 🛛 🕹
	Found 6 records     P	Key aspect 0		Description	
3 Achievement 3. Please describe the Project's progress towards the Main Objective, in this repo LB - BR1: During the project, the good relationship with the Pannon	<ul> <li>Found 6 records</li> <li>Question type *</li> <li>1 Achievement</li> </ul>	Key aspect 1	riod	Description a	t of the last period is that the implementation
4 Achievement 4. Description of the partnership LB - BR1: The cooperation with our Partner in Subotica is excellent. V	<ul> <li>Found 6 records</li> <li>Question type =</li> <li>Achievement</li> <li>Achievement</li> </ul>	Key aspect :- v ) [ 1. Achievements in the reporting pe 2. Overall project achievements (onl	riod y in Final Report)	Description LB - BR1: The most important resul LB - BR1: not relevant yet; B1 - BR1:	t of the last period is that the implementation : not relevant yet
5 Achievement 5. Overall description of the partnership [Only Final Report] LB - BR1: not relevant yet; B1 - BR1: not relevant yet;	Cound 6 records     C	Key aspect = [ 1. Achievements in the reporting pe 2. Overall project achievements (on) 3. Please describe the Project's prog	riod y in Final Report)	Description LB - BR1: The most important resul LB - BR1: not relevant yet; B1 - BR1 epo LB - BR1: During the project, the go	t of the last period is that the implementation . not relevant yet od relationship with the Pannon Foundation P
6 Achievement 6. Infrastructure and works [If relevant] LB - BR1: not relevant, B1 - BR1: not relevant	Geund 6 records     Cuestion type     Guestion type     Achievement     Achievement     Achievement     Achievement	Key aspect = 1. Achievements in the reporting pe 2. Overall project achievements (onl 3. Please describe the Projects proj 4. Description of the partnership	riod y in Final Report) ress towards the Main Objective, in this re	Description © LB - BR1: The most important resul LB - BR1: not relevant yet, B1 - BR1 ppo LB - BR1: During the project, the go LB - BR1: The cooperation with our	t of the last period is that the implementation not relevant yet or relationship with the Pannon Foundation P Partner in Subotica is excellent. We have bee

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.

	Project Report	HUSRB	29:54
	Project Report / Aci	hievement - Modify	8 8
Project ID	Seq. no.	Question type	PR end date
HUSRB/1903/34/0002	1	Achievement	31/12/2020
Final report	Key aspect		
	1. Achievements in the reporting period		
Project acronym	Current description (from BR)	Current description (by LB) *	Start date of project
NaturalValues End date of project PR appl 28/02/02/2 Main data Achievements Outcomest © • • Found 6 records • • • Seq. no. • • Question type	LB - BRI: The most important result of the last period is that the implementation of the project has started. During the preparation period, we continuously consulted with partners for smooth work. Together with our team mates, we created the image elements of the magazine program and distributed them to our colleagues in Kecskemet too. We had the poster and roll-up plan designed and then printed them out. We organized the opening ecemony for the project with active participation of the Secretary of State for Defense and the Director of the Kiskumag National Park. Our Serbian partner participated online in the opening ceremony because of the pandemic situation. We also launched a call for green portraits and green ideas. 5 magazine units have been produced in the first reporting period. The solots processed range widely.	of the project has started. During the preparation period, we continuously consulted with partners for smooth work. Together with our team mates, we created the image elements of the magazine program and distributed them too colleagues in Keschemit too. We drag have the drag have and onloup plan designed and then printed them out. We organized the opening ceremony for the project with active participation of the Servery of State for Offense and the Discotor of the Kiskunsä (National Park. Our Serbian partner participated online in the opening ceremony because of the pandemic situation. We also launched a call for green partnats and green ideas. 5 magazine units have been produced in the first reporting period. The topics processed arge widely. We have constantly strived in our video materials to the uname.	
1 Achievement	Documents History		e last period is that the implementation
2 Achievement	> Filters		elevant yet
3 Achievement			ationship with the Pannon Foundation P
4 Achievement	C ① ④ ⊘ ⊖ Found 1 records	W X	er in Subotica is excellent. We have bee
5 Achievement	File name 👙 🛛 Title 🌲 🔹 Creation date 🚽 Sub	ject Created by Version Generated Not relevar	alevant yet
6 Achievement			ant
	20X.png 19/01/2021 11:47:11	fotestuser2	_
	Save Validate X Cancel		
✓ Validate × Cancel		PR refresh 💬 Task comment 🌒 Generate 🔻	Continue later > Drop > Send for signing

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

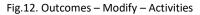
In the INTERREG+ system the Outcomes are grouped into Activity Groups (AG) providing the ease of navigating among the different Outcomes. After selecting the AG of interest, the Activities and Indicators within can be accessed by the **Modify** button.

The Interreg Project Report		HUSRB	UATZ	🔞 🛛 🖉 0 🔮 fotesti	29:39 suser2
	Project Report	- Under preparation			۲
Project ID	Reporting periods	PR Number	PR start date	PR end date	<b>^</b>
HUSRB/1903/34/0002	RP 1		1 01/09/2020	31/12/2020	1
Final report					
	Project title			Start date of project	
NaturalValues	Cooperation for Protection and Promotion of Comm	on Natural Values		01/09/2020	
and the second s	Status				
28/02/2022	Under preparation 🗸				
Main data Achievements Outcomes Indicators Information a	nd publicity BRs in PR Financial Progress So	ources of funding Progress Payments	Transfer from LB Documents His	tory	
O 💮 🕒 Found 4 records 📓 📝					×
AG ID A AG name 🖨	AG description 🖨				
1 TECHNICAL	Project management activities				
<ol><li>joint television magazine programme series on protecti.</li></ol>	. joint television magazine programme series on pr	otection of natural values and their sustain	able use in tourism		
3 Actions for young peple	Actions for young peple				
4 Presenting natural values on higher level	Presenting natural values on higher level				
					Ψ.
✓ Validate × Cancel			💬 Task comment 🛛 🔒 Generate	▼ Continue later > Drop > Send f	for signing

Fig.81. Outcomes

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

		Project Report / Outcome	- Madifi		
		Project Report / Outcome	s · Modify		
me					
	ne series on protection of natural values and their sustainab	ale use in tourism			
relevision magazine programmi	reserves on protection of natural values and their sustained				
escription					
	ne series on protection of natural values and their sustainab	ble use in tourism			
tivities Indicators					
Found 5 records					w x
rity ID 🔺	Activity name 🖨	Activity status	Current description (by LB)	Activity original	lly planned
			~		
	tv magazine programme	In progress	Making (bilingual) film series pres	senting natural val Yes	
	Call for recommendation persons to 'Gre		Making (bilingual) film series pres	Yes	
	Call for recommendation persons to 'Gre Call for one day joint nature tours		Making (bilingual) film series pres	Yes No	
	Call for recommendation persons to 'Gre Call for one day joint nature tours Call for 'Green' Ideas		Making (bilingual) film series pres	Yes No Yes	
	Call for recommendation persons to 'Gre Call for one day joint nature tours		Making (bilinguai) film series pre:	Yes No	
	Call for recommendation persons to 'Gre Call for one day joint nature tours Call for 'Green' Ideas		Making (bilingual) film series pres	Yes No Yes	
	Call for recommendation persons to 'Gre Call for one day joint nature tours Call for 'Green' Ideas		Making (bilingual) film series pres	Yes No Yes	
	Call for recommendation persons to 'Gre Call for one day joint nature tours Call for 'Green' Ideas		Making (bilingual) film series pre	Yes No Yes	
	Call for recommendation persons to 'Gre Call for one day joint nature tours Call for 'Green' Ideas		Making (bilingual) film series pres	Yes No Yes	
	Call for recommendation persons to 'Gre Call for one day joint nature tours Call for 'Green' Ideas		Making (bilingual) film series pres	Yes No Yes	
	Call for recommendation persons to 'Gre Call for one day joint nature tours Call for 'Green' Ideas		Making (bilingual) film series pre	Yes No Yes	
	Call for recommendation persons to "Gre Call for one day joint nature tours Call for "Green Ideas Programme offers		Making (bilingual) film series pres	Yes No Yes	
<mark>sive</mark> → Validate <mark>×</mark> Can	Call for recommendation persons to "Gre Call for one day joint nature tours Call for "Green Ideas Programme offers		Making (bilingual) film series pres	Yes No Yes	
syve → Validate × Can	Call for recommendation persons to "Gre Call for one day joint nature tours Call for "Green Ideas Programme offers		Making (bilingual) film series pre	Yes No Yes	
<b>sve</b> → Validate × Can	Call for recommendation persons to "Gre Call for one day joint nature tours Call for "Green Ideas Programme offers		Making (bilingual) film series pres	Yes No Yes	
<b>sve</b> ✓ Validate X Can	Call for recommendation persons to "Gre Call for one day joint nature tours Call for "Green Ideas Programme offers		Making (bilingual) film series pre	Yes No Yes	
Save → Validate × Can	Call for recommendation persons to "Gre Call for one day joint nature tours Call for "Green Ideas Programme offers		Making (bilingual) film series pre	Yes No Yes	







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.

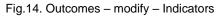
=	INTERREG		HUSRB		0 💄 fotestuse	29:55 er2
		Project Report / Outco	omes / Activity - Modify		8	• •
AG ID	Activity ID	Activity name	Activity status *	Activity originally planned		
2	1	tv magazine programme	In progress	$\times \sim$		
AG nan	Original description					
joint	Making (bilingual) film series presenting natural values of the strengthen the environmentfriendly attituted	border region, their protection and the possibilities for sustaina	ble development. The goal is to make the viewers (the	inhabitants of CRB) acquainted with the common natur	ral values and	
	strengthen the environmentmentity attituted					
AG des						
Joint	Current description (from BR)					
	LB - BR1: We have prepared 5 units of magazine programs du	ring the first reporting period. They can be watched			·	
Act	https://youtube.com/playlist?list=PL6O3KD3599BNNIVU_Mcjl	JMMZmG_f593Ah				
0						L
Activi					-	
Activi	BR status (set by B)					
	LB - BR1: IN_PROGRESS;					
2	B1 - BR1: IN_PROGRESS					
3						
4	Current description (by LB) *					
5	Making (bilingual) film series presenting natural values of the	border region, their protection and the possibilities for sustaina	ble development. The goal is to make the viewers (the i	inhabitants of CRB) acquainted with the common natur	ral values and	
	strengthen the environmentfriendly attituted					
	Documents History					
	> Filters					
	C ● ● O No records found ■ ▲	1 I I			w 🗙 😕	
	File name 🖨	Title Creation date 🗸 Subj	ect 🗘	Created by Version Generated	Not relevant 🔷	
🛢 Sa					~	
					-	
✓ Va	Save Validate × Cancel					gning

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.

=	INTE	RREG	74	Project Report				HUSRB		UA	12 (3)	<b>N</b> 0	1 fotestuser2	29:52
							Project Report / Out	comes - Modify						۲
AG II	D													
AG n	ame													
joir	nt television maga	zine programm	ne series on	protection of natura	l values and their sus	stainable use in tourism								
AG d	escription													
joir	nt television maga	zine programm	ne series on	protection of natura	l values and their sus	stainable use in tourism								
	ctivities Indica	tors												
C		nd 1 records											w x	
			tor ID A2		Measurement u	Descusive	Townshing	Actual value in this PR	Accumulated value	Demoising amount	Courses of world	Comment description		
AG	i ID 🔶 Indicator ty	v Indica		Indicator name 🖨	Measurement u	= Base value =	Target value ≑	Actual value in this PR	Accumulated value	Remaining amount	Sources of verifi 🖨	Current descript	⇒ status ⇒	$\overline{}$
	2 Output			1 number of the jo	. pc	0,000000	36,00000	0,000000	0,000000	36,000000	video copy of the		Active	







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.

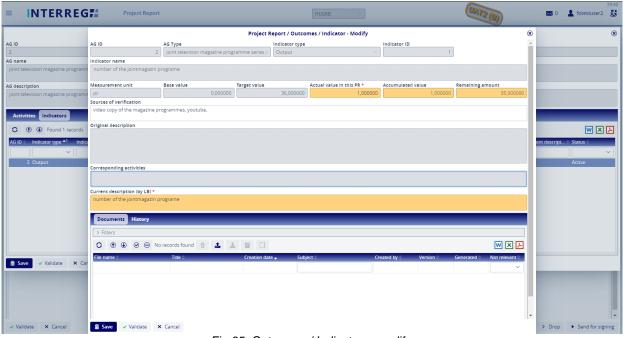


Fig.95. Outcomes / Indicator – modify

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.

	Documents History		
	O		
	PR Number A Current description (by LB) 🗄	Actual value in this PR 🗧	
	1 number of the jointmagazin programe	1,00	
Save Validate X Cancel			
		v	
✓ Validate X Cancel	Save Validate X Cancel		enerate
	Ein 40 Outeenses / Ind	antan I Batawa	

Fig.16. Outcomes / Indicator – History





#### 3.1.5 Indicators

	EGF Project Report		HUSRB	~	UATZ	(i) ×	0 💄 fotestuser
			Project Report - Under preparatio	'n			
t ID		Reporting periods		PR Number	PR start date	PR end date	
RB/1903/34/0002		RP 1			1 01/09/2020	31/12/202	)
eport							
acronym		Project title				Start date o	fproject
alValues			and Promotion of Common Natural Values			01/09/202	
te of project	PR approval date	Status					
/2022		Under preparation	~				
ndata Achieveme	ents Outcomes Indicators Information	and publicity BRs in PR	Financial Progress Sources of funding Pro	gress Payments Transfer fr	om LB Documents Hist	orv	
(*) (*) Found 3 re			о С				w 🗙
tor ID A	Indicator Name	Indicator category	Indicator type 🖨	Base value 🚔	Target value 🖨	Actual value in	
or ib				base value -	larget value -	Actual value II	TUIIS PR -
	magazin programme magazine programme	Horizontal principle Horizontal principle	Equality between men and women Sustainable development		0,00	10,00 36.00	
2	Number of joint cultural, recreatio	Programme	Output		0,00	5,00	
2	Number of joint cultural, recreatio	Programme	Output		0,00	5,00	
	Number of joint cultural, recreatio	Programme	Output		0.00	5,00	
	Number of joint cultural, recreatio	Programme	Output		0,00	5.00	
2	Number of joint cultural, recreatio	Programme	Output		o,oo		op 🕨 Send for

#### 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.

			Project Report /	/ Indicator - Modify				۲	
roject ID In	indicator Name								
HUSRB/19	magazine programme								1
	indicator category	Indicator type	Indicator ID	Unit					
	Horizontal principle	Sustainable development	HP03	pc					1
	Actual value in this PR *	Base value	Target value	Achieved value	Remaining value				
NaturalVal	1,00	0,0	36,0	00 1,00		35,00			
	CRB. Also active involvement of young		ne by calls.	Also active involvement of young peop impact: 250 000 tv watchers, Field Com	le/adults of CRB into the program	nme by calls.		of CRB.	
Main da	CRB. Also active involvement of young	people/adults of CRB into the program	ne by calls.	Also active involvement of young peop	le/adults of CRB into the program	nme by calls.		•	
Main da	CRB. Also active involvement of young Income 350,000 guistathers. Elect Com Documents History > Filters	people/adults of CRB into the program	ne by calls.	Also active involvement of young peop	le/adults of CRB into the program	nme by calls.	: 100	•	×
Main da C (r) Indicator II HP02	CRB. Also active involvement of young Income 350,000 guistathers. Elect Com Documents History > Filters	people/adults of CRB into the program	ne by calls.	Also active involvement of young peop	le/adults of CRB into the program	nme by calls. e, Green Portrait/Ideas	: 100		
Main da	CRB Also active involvement of young Documents History → Filters C ① ① ④ ④ ⊖ No records	found	ne by calls.	Also active involvement of young peop impact: 250 000 tv watchers, Field Com	le/adults of CRB into the program petitions/tours:100 young people	nme by calls. e, Green Portrait/Ideas	: 100	, 1 2 2	
Main da C (*) Indicator II HP02	CRB Also active involvement of young Documents History → Filters C ① ① ④ ④ ⊖ No records	found	ne by calls.	Also active involvement of young peop impact: 250 000 tv watchers, Field Com	le/adults of CRB into the program petitions/tours:100 young people	nme by calls. e, Green Portrait/Ideas	: 100	, 1 2 2	
Main da C  () ndicator II HP02 HP03	CRB Also active involvement of young Documents History → Filters C ① ① ④ ④ ⊖ No records	found	ne by calls.	Also active involvement of young peop impact: 250 000 tv watchers, Field Com	le/adults of CRB into the program petitions/tours:100 young people	nme by calls. e, Green Portrait/Ideas	: 100	, 1 2 2	

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

		Project Report - Under	preparation			
roject ID	Reportin	ng periods	PR Number	P	R start date	PR end date
HUSRB/1903/34/0002	RP 1			1	01/09/2020	31/12/2020
inal report						
roject acronym	Project	itie				Start date of project
NaturalValues	Coope	ration for Protection and Promotion of Common Natur	al Values			01/09/2020
nd date of project PR appro	val date Status					
	Indicators Information and pub	licity BRs in PR Financial Progress Sources of	funding Progress Payments Tra	ansfer from LB	Documents History	
🗘 🕐 🏵 Found 8 records 🖹 📝						W
	Indicators Information and pub	icity BRs in PR Financial Progress Sources of Planned Language =	funding Progress Payments Tra Originally planne			this report
O     O     O     Found 8 records     Publicity Type	Communication tool	Planned Language 🕆	Originally planne			
O O Found 8 records     Found 8 records     Publicity Type   . Obligatory tool - Poster						
O     O	Communication tool a	Planned Language ⊜ ]	Originally planne			
C	Communication tool a poster Roll-up banner	Planned Language : HU-SRB HU-SRB	Originally planne			
O     O	Communication tool = poster Roll-up banner Project opening event	Planned Language - HU-SRB HU-SRB HU-SRB	Originally planne			
O O Found 8 records     Poince 8 Publicity Type *      Obligatory tool - Poster 2 Obligatory tool - Prometional material 3 Obligatory tool - Communication event 3 Obligatory tool - Communication event	Communication tool (*) poster Roll-up banner Project opening event Project closing event	Planned Language ( ) HU-SRB HU-SRB HU-SRB HU-SRB	Originally plann			

Fig.12. Information & Publicity

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

			HUSRB		UATZ (B)	29.52 🐱 0 💄 fotestuser2 🛃
		Project Report / Informa	ation & Publicity - Modify	8	•	8
Project ID	Information & Publicity Type				Idate	Final report
HUSRB/1903/34/0002	2. Obligatory tool - Promotional materi	al			2/2020	
Project acronym	Communication tool	Planned Language		Driginally planned	late of project	End date of project
NaturalValues	Roll-up banner	HU-SRB	Completed × ~		0/2020	28/02/2022
PR approval date Status	Original description					
Need FO amendment	print - to promote the project and the	programme				
Main data Achievements Outcomes Indicators Inform	Current description (from BR)					
O 🕀 🛞 Found 8 records 🖹 📝	B1 - BR1: Roll up for the program					W X H
Information & Publicity Type A Comm					Status in this re	port 0
	B1 - BR1: COMPLETED					~
1. Obligatory tool - Poster poste	Current description (by LB) *				In progress	
2. Obligatory tool - Promotional material Roll-u	P print - to promote the project and the	orogramme			In progress	
3. Obligatory tool - Communication event Project					In progress	
3. Obligatory tool - Communication event Project	Target group				In progress	
3. Obligatory tool - Communication event Press	public				In progress	
4. Obligatory tool - Media coverage TV	Measurement unit *				In progress	
4. Obligatory tool - Media coverage TV	set				In progress	
5. Obligatory tool - Social media network profile youtu	Planned quantity	Actual quantity *	Total achieved quantity	3	In progress	
	Planned quantity of reached people	Actual quantity of reached people *	Total achieved quantity of reached people	· · · · · · · · · · · · · · · · · · ·		
	rannes querery er reserve propre	1 200		1 200		
	Documents History					
	> Filters					
	C	found 🗊 🏦 🚢 🔲 🗌		W X 1		
	File name 🗧 🛛 Title 🕆	Creation date 🚽 Subj	ect 🗘 Created by 🗘 Version :	Generated 🔅 Not relevant 🗘		
	The fighter the			~		
Validate X Cancel	Save Validate X Cancel				iment 👌 Generate	<ul> <li>Continue later</li> <li>Send for signing</li> </ul>

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

INTERREC	S Project Report			HUSRB	~		UAT2 (B)		0 💄 fotestuser2
			Project R	eport - Under prepa	ration				
roject ID		Reporting perio	ds		PR Number	PF	l start date	PR end date	
HUSRB/1903/34/0002		RP 1				1 0	1/09/2020	31/12/2020	
inal report									
oject acronym		Project title						Start date of	project
NaturalValues			or Protection and Promotion of (	Common Natural Value	5			01/09/2020	
nd date of project	PR approval date	Status			-				
28/02/2022		Under prepara	ition 🗸						
Main data Achievements	Outcomes Indicators Informati	on and publicity	BRs in PR Financial Progres	s Sources of fundin	Progress Payments	Transfer from LB	Documents History		
C									w × .
Beneficiary <sup>▲1</sup> BR numb	eer 🔺 Relevant DOVE(s) 🖨	Reporting periods	BR start date 🖨 🛛 B	R end date 🖨	BR approval date 🗦 👘 I	Reported amount 🖨	Reported EU contrib 4	Validated amount 🖨	Validated EU contrib 👙
				iii	<b></b>				
LB - HU - KTV 1	DoVE_1_20200901_2	RP 1	01/09/2020	31/12/2020	19/01/2021	0,00	0,00	0,00	0,00
B1 - RS - Pannon RTV 1	DoVE_1_20200901_2	RP 1	01/09/2020	31/12/2020	19/01/2021	18 149,13	15 426,75	18 149,13	15 426,75
			Fig. 1	49. BRs i					

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.

ect ID JSRB/1903/34/0002 Il report			Project Report - Und	er preparation				
		Reporting periods		PR Num	iber	PR start date	PR end date	
il report		RP 1				1 01/09/2020	31/12/2020	
ect acronym		Project title					Start date of p	
ituralValues			and Promotion of Common Nati	iral Values			01/09/2020	roject
date of project	PR approval date	Status		nor foldes			01103/2020	
/02/2022		Under preparation	$\sim$					
Animalana Anhimu	vements Outcomes Indicators Informa	alon and sublisies DD- is DD	Figure 1 Deserves	f funding Durante D				
Filters								
eneficiary								
eneficiary	~							
	~							
* * * •	۲							w 🗙 .
. <b>*</b> E	Budget Lines		Planned Amount Previously	alidated Amount Cu	urrent Report Amount	Accumulated Amount	Accumulated Share Rem	aining Budget Amou
1 F	Preparation costs		0,00	0,00	0,00	0,00	0,00 %	0,0
2 5	Staff costs		135 711,00	0,00	15 781,84	15 781,84	11,63 %	119 929,
	Office and administrative expenditure		20 356,65	0,00	2 367,29	2 367,29	11,63 %	17 989,
	Travel and accommodation costs		4 000,00	0,00	0,00	0,00	0,00 %	4 000,
	External expertise and services costs		43 496,00	0,00	0,00	0,00	0,00 %	43 496,
	Equipment expenditure		30 700,00	0,00	0,00	0,00	0,00 %	30 700,
	Infrastructure and works		0,00	0,00	0,00	0,00	0,00 %	0,
	Current report revenue		0,00	0,00	0,00	0,00		0,0
0								

#### 3.1.8 Financial Progress

nancial I

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.

	P	Project Report - Under prepara	tion			
oject ID	Reporting periods		PR Number	PR start date	PR end date	
USRB/1903/34/0002	RP 1			1 01/09/2020	31/12/2020	
al report						
Ject acronym	Project title				Start date of	volect
aturalValues	Cooperation for Protection and Prom	notion of Common Natural Values			01/09/2020	noject
i date of project PR approval date	Status					
8/02/2022	Under preparation 🗸 🗸					
Main data Achievements Outcomes Indicators	Information and publicity BRs in PR Financia	Progress Sources of funding	Progress Payments Tran	sfer from LB Documents	listory	
	internation and publicity bits in the timateta	sources of funding	regress regiments main	Siel Hollieb Bocalients 1	istory	
Filters						
neficlary						
~						
* * * <b>* *</b>						W Y
		Discourd Associate De				
. Budget Line			eviously Validated Amount	Current Report Amount		naining Budget Amo
Budget Line      EU contribution		199 124,09	0,00	15 426,75	15 426,75	naining Budget Amo 183 697
Budget Line     EU contribution     National contribution						naining Budget Amo 183 697 11 707
Budget Line     EU contribution     National contribution		199 124,09 11 707,37	0,00	15 426,75 0,00	15 426,75 0,00	Imaining Budget Amore           183 697,           11 707,           20 709,
Budget Line     EU contribution     National contribution		199 124,09 11 707,37	0,00	15 426,75 0,00	15 426,75 0,00	naining Budget Amo 183 697, 11 707,
Budget Line     EU contribution     National contribution		199 124,09 11 707,37	0,00	15 426,75 0,00	15 426,75 0,00	naining Budget Amo 183 697, 11 707,
Budget Line     EU contribution     National contribution		199 124,09 11 707,37	0,00	15 426,75 0,00	15 426,75 0,00	naining Budget Amo 183 697 11 707
Budget Line     EU contribution     National contribution		199 124,09 11 707,37	0,00	15 426,75 0,00	15 426,75 0,00	naining Budget Amo 183 697 11 707
Budget Line     EU contribution     National contribution		199 124,09 11 707,37	0,00	15 426,75 0,00	15 426,75 0,00	naining Budget Amo 183 697 11 707
Budget Line     EU contribution     National contribution		199 124,09 11 707,37	0,00	15 426,75 0,00	15 426,75 0,00	naining Budget Amo 183 697 11 707
Budget Line     EU contribution     National contribution		199 124,09 11 707,37	0,00	15 426,75 0,00	15 426,75 0,00	naining Budget Amo 183 697 11 707
Budget Line     EU contribution     National contribution		199 124,09 11 707,37	0,00	15 426,75 0,00	15 426,75 0,00	naining Budget Amo 183 697 11 707
Budget Line     EU contribution     National contribution		199 124,09 11 707,37	0,00	15 426,75 0,00	15 426,75 0,00	naining Budget Amo 183 697 11 707
Budget Line     EU contribution     National contribution		199 124,09 11 707,37	0,00	15 426,75 0,00	15 426,75 0,00	naining Budget Amo 183 697 11 707
Budget Line           1.         EU contribution           2.         National contribution		199 124,09 11 707,37	0,00	15 426,75 0,00	15 426,75 0,00	naining Budget Amo 183 697 11 707
<ul> <li>a. Budget Line</li> <li>1. EU contribution</li> <li>2. National contribution</li> <li>3. Own contribution</li> </ul>		199 124,09 11 707,37 23 432,19	0,00	15 426,75 0,00 2 7722,38	15 426,75 0,00 2 722,38	nalining Budget Armo 183 697 11 707 20 709
Budget Line           1.         EU contribution           2.         National contribution		199 124,09 11 707,37	0,00	15 426,75 0,00	15 426,75 0,00	naining Budget Amo 183 697 11 707

#### 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

			P	roject Report - Under pr	eparation				
roject ID		Reporting perio	ods		PR Number		PR start date	PR end date	
HUSRB/1903/34/0002		RP 1				1	01/09/2020	31/12/2020	
al report									
		Burden and the							
Ject acronym aturalValues		Project title		otion of Common Natural V				Start date of proj 01/09/2020	ject
			or Protection and Prom	otion of Common Natural V	alues			01/09/2020	
d date of project	PR approval date	Status							
8/02/2022		Under prepar	ation 🗸						
	Outcomes Indicators			Progress Sources of fu	nding Progress Paymer	Transfer from LB	Documents History		
Main data Achievements		Information and publicity		Progress Sources of fu	nding Progress Paymer	ts Transfer from LB	Documents History		
Main data Achievements				Progress Sources of fu	nding Progress Paymer	ts Transfer from LB	Documents History		w x /
Main data Achievements           O         Image: The second sec		Information and publicity	BRs in PR Financial		nding Progress Paymer			mulated advance 🧼 Remair	ining advance to
Main data Achievements           O         Image: The second sec	ds 🔳	Information and publicity	BRs in PR Financial					mulated advance 🗧 Remain	
Main data Achievements C ① ① ② Found 2 record Project part EU c	ds 🔳	Information and publicity	BRs in PR Financial					mulated advance  Remain	
Main data Achievements The found 2 record Project part HUSRB/1903/34/0002/LB	ds  contribution advance  Limit o	Information and publicity f settlement Previously 59 707,61	BRs in PR Financial approved E. EU cont	ribution validat Total val	idated EU Cont Transfer	able EU contri 🔮 Advi	nce settlement in 🌰 Accu	0,00	ning advance to 14 926,9
Main data Achievements The found 2 record Project part EU c HUSRB/1903/34/0002/LB	ds 📄	Information and publicity f settlement  Previously	BRs in PR Financial	ribution validat 👙 Total val	idated EU Cont Transfer	able EU contri 🔶 Adv.	nce settlement in 🖗 Accu		ning advance to 14 926,9
Main data Achievements The found 2 record Project part EU c HUSRB/1903/34/0002/LB	ds  contribution advance  Limit o	Information and publicity f settlement Previously 59 707,61	BRs in PR Financial approved E. EU cont	ribution validat Total val	idated EU Cont Transfer	able EU contri 🔮 Advi	nce settlement in 🌰 Accu	0,00	ning advance to
Main data Achievements C  Project part HUSRB/1903/34/0002/LB	ds Contribution advance Limit of Limit	Information and publicity f settlement Previously 59 707,61 59 766,85	BRs in PR Financial approved E	ribution validat	idated EU Cont. Transfer 0,00 15 426,75	able EU contri. Adv 0,00 15 426,75	nce settlement in Accu 0,00 0,00	0,00	ning advance to 14 926, 14 941,7
O 💮 🕑 Found 2 record	ds  contribution advance Limit o	Information and publicity f settlement Previously 59 707,61	BRs in PR Financial approved E. EU cont	ribution validat Total val	idated EU Cont Transfer	able EU contri 🔮 Advi	nce settlement in 🌰 Accu	0,00	ning advance to 14 926,

Fig.2. Payments

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

#### 3.1.11 Documents

		Project Report - U	nder preparation			
ject ID	Reporting	periods	PR Number	PR start date	PR end date	
JSRB/1903/34/0002	RP 1			1 01/09/2020	31/12/2020	
al report						
	Project th	1-			Start date of project	
ect acronym aturalValues		tion for Protection and Promotion of Common N	latural Valuer		01/09/2020	
date of project PR approval de		don for Protection and Promotion of Common P	vaturar values		0170572020	
/02/2022		reparation 🗸				
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eth C ⑦ ④ ⊘ ⊖ Found 2 records ↓	↑ 0 <b>1</b> 2 4		Subject ≙ ©∭	Created by $\oplus$	Version 🗧 Generated 🗧 🕅	
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#### 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

INTERREG <b>7</b>	Project Report		HUSRB	~	(	UAT2 (B)	<b>Z</b> 0	2 fotestuser2
		Project Repo	ort - Under prepara	ion				
Project ID	Reporting p	erlods		PR Number	PR start date		PR end date	
HUSRB/1903/34/0002	RP 1				1 01/09/2020		31/12/2020	
inal report								
Project acronym	Project title						Start date of projec	
NaturalValues	Cooperation for Protection and Promotion of Common Natural Values				01/09/2020			
	proval date Status							
28/02/2022	Under pre	aration 🗸						
Main data Achievements Outcome	s Indicators Information and publicit	y BRs in PR Financial Progress	Sources of funding F	rogress Payments	Transfer from LB Document	History		
C ● ● Found 1 records	comment							w x 📕
Task comment	Task name ≑	Start date 🔷		End date 🖨		Assignee 🗘		
			m [	0	iii [	0		
	Record PR data		19/01/202	1 11:42:03		fotestuser2		

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

	:	HUSRB	UAT2 (B)	0 🔀	29:5
	Project Report - Ne	eed FO amendment			6
Project ID HUSRB/1903/34/0002	Reporting periods	PR Number	PR start date 1 01/09/2020	PR end date 31/12/2020	
Final report					
Project acronym	Project title			Start date of pr	
NaturalValues	Cooperation for Protection and Promotion of Common	Natural Values		01/09/2020	
28/02/2022 PR approval date	Status Need FO amendment				
Main data Achievements Outcomes Indicators Infor	mation and publicity BRs in PR Financial Progress Source	ces of funding Progress Payments Transfer f	rom LB Documents History Com	pletion	_
Completion documents Completion dates					
> Filters					
C ① ④ ④ ⊖ Found 1 records ● ▲ ▲ ■					w 🗙 🗡
File name 🗢	Title 🔷 Creation date 🚽 Sub	bject 🔶	Created by 🔶 Ve	rsion 🔶 🛛 Generated	Not relevant 🖨
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1png	19/01/2021 12:10:07		bmiklos		
✓ Validate X Cancel			💬 Task comment 🛛 🌡 Generate	▼ Continue later	<ul> <li>Send for signing</li> </ul>
	Fig.25. C	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.

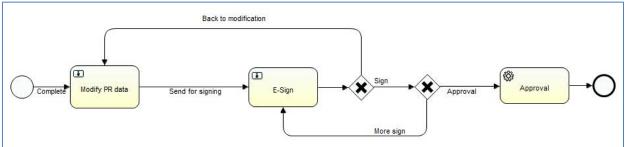


Fig.27. Completion workflow



### 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.

E INTERREG Mormal project view	INTERREG#				HUSRB	-		(UAT2 (D))	🕿 0 💄 fotes	stuser2
A box	Project Report  Project data  Normal project view  Project part user			int Hui	<b>erreg - IPA</b> ngary - Serbia	СВС	-			
Image: Image				Fig. 28. P	roject data	menu point				
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With State       Natural Wates       UP-102-KV       (5)       Napproximation	roject ID	Project acronym		Lead Beneficiary	Normal project - View		nitoring PM	11 (IS) PM2 (IS)	Project status	8
Programme ID       Project type       CP ID       Protecting asis       Action         1 MSB       Normal       HUSBR/1503       PA3 - Encouraging tourism and cultural hertage cooperation       3.4 - Cooperation in the fields of sport, Husure and minor actions related to nature protection         Project title       Cooperation for Protection and Promotion of Common Natural Values       See of approxis (MCU)(LC) Nature of project         The main objective of our project is to serve nature protection with continuation of the long term harmonic and balanced co-operation between the Hungarian KIV and the Serbian PannonFund, which is on the information in program set a nature respecting fourity delativation of the long term harmonic and balanced co-operation between the Hungarian KIV and the Serbian PannonFund, which is on the information in program set a nature respecting fourity delativation of the long term harmonic and balanced co-operation between the Hungarian KIV and the Serbian PannonFund, which is on the information in partice and balanced for project.       See of approxis (MCU)(LC) Nature of project         The main objective of our project is to serve nature protection with continuation of the long term harmonic and balanced co-operation between the Hungarian KIV and the Serbian PannonFund, which is on the information in partice and sectority.       See of approxis (MCU)(LC) Nature of project         Normal       The main objective of not project is our response with approximate term part and hard and the project is our response with approximate term part and hard attracts appeared induction partice materials and the project is our response with approximate term part and hard attractes project partice is a distretent counting tor	HUSRB/1903/34/0002 Juration (In months) Start of project	NaturalValues End of project		LB - HU - KTV EU contribution (EUR)						v
Normal       Normal       Normal       PA3 - Encourages pourses and cultural herizage cooperation       3.4 - Cooperation for for formation and formation relative or formation         Preject title       Cooperation for Protection and Promotion of Common Natural Values       Image: Cooperation for Protection and Promotion of Common Natural Values       Image: Cooperation for Protection and Promotion of Common Natural Values       Image: Cooperation for Protection and Promotion of Common Natural Values       Image: Cooperation for Protection and Promotion of Common Natural Values       Image: Cooperation for Protection and Promotion of Common Natural Values       Image: Cooperation for Protection and Promotion of Common Natural Values       Image: Cooperation for Protection and Protection and Protection and Protection and Protection of Common Natural Values       Image: Cooperation for Protection and Protectin Protectin And Protectin Protection and Protection and Protectin	Main data Project part Reporting per	iods Budget Objective	s Outcomes Activity plan	Other info Contract Pr	oject reports Document	:				
Concerning on Protection and Promotion of Common Natural Values       1000/2020         Procession       Procession         Procession       Procession         Procession       Procession         Description						ural heritage cooperation		e fields of sport, leisure and minor action	s related to nature protecti	ion 🗸
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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 <u>iplussupport@szpi.hu</u> 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.