

# Common monitoring and information system

## Reporting in IMIS system

24.04.2018,  
26.04.2018

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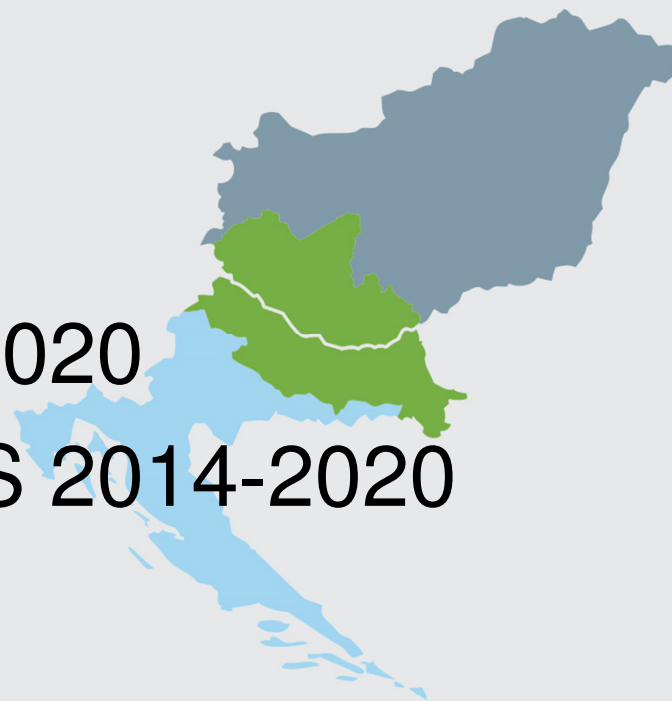


**Hungary-Croatia**  
Cross-border Co-operation Programme



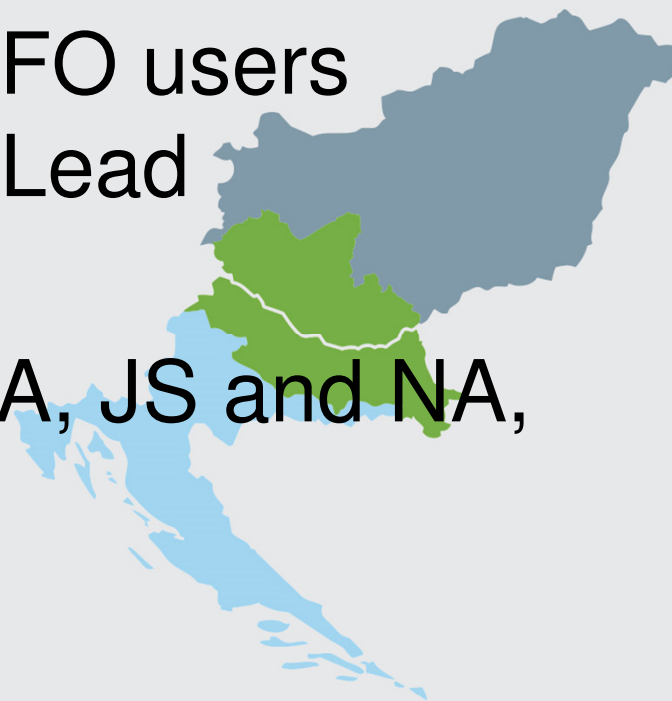
# Content

- IMIS team
- Login to the IMIS 2014-2020
- Beneficiary report in IMIS 2014-2020
- HelpDesk



## 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
- 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



# 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



## Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

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

**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: HUHR16014120006R01
- Password: 3fdff423e9763f90
- Certificate password: 3fcdee268222edc4

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)



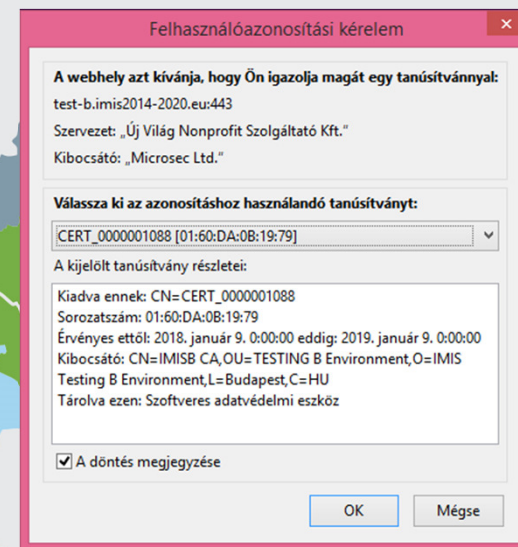
Download

Description of installing the downloaded certificate

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

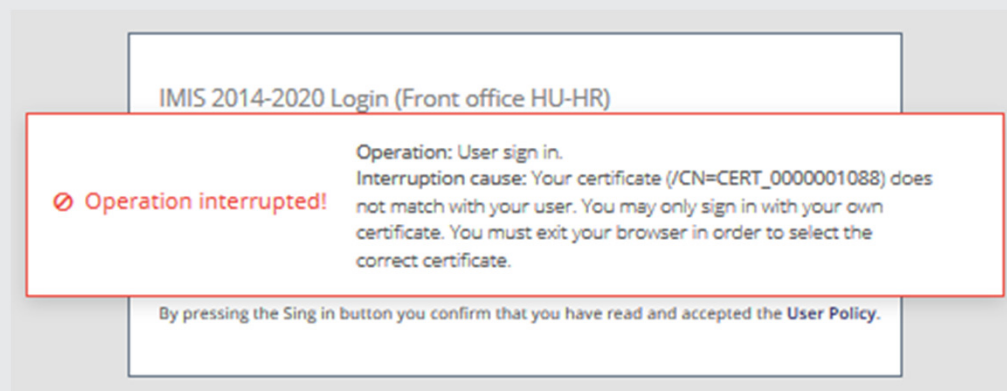
# Login to the Front Office

1. Select the certificate belongs to your user name
2. Enter the Username and Password from the registration email

A screenshot of a web login form titled "IMIS 2014-2020 Login (Front office HU-HR)". It has two input fields: "USERNAME !" and "PASSWORD !", each with a red border and a small icon (a person for username, a lock for password). To the right of the password field is a "Sign in" button. Below the fields is a link "Forgot password". At the bottom, a line of text states: "By pressing the Sing in button you confirm that you have read and accepted the User Policy."



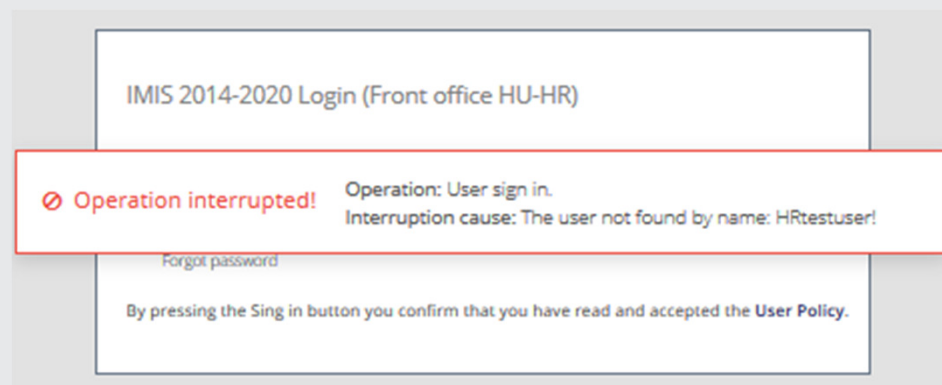
# Possible errors during the login – 1.



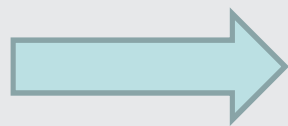
Not the right certificate was  
selected at the first step

➡ Restart your browser, and select  
the right certificate

# Possible errors during the login – 2.

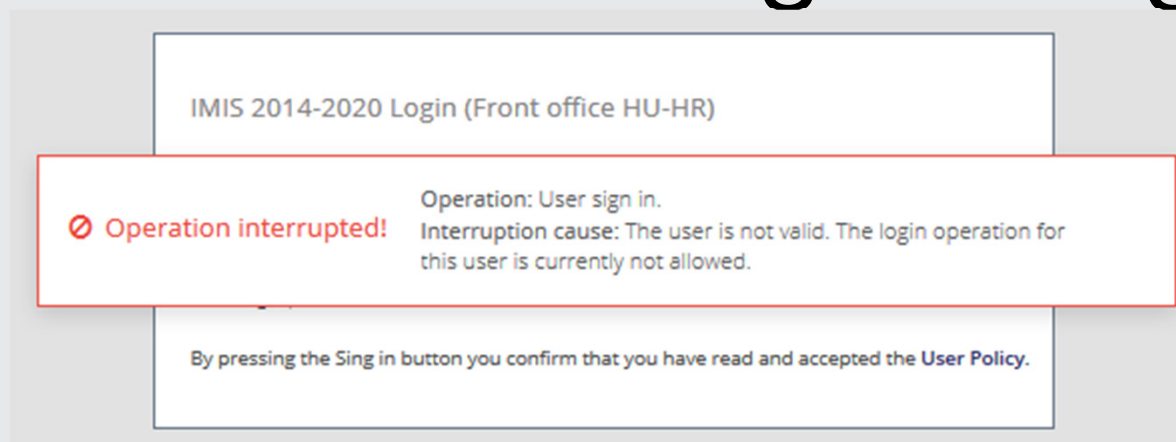


Not the right username was given

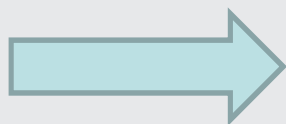


Check the registration email and  
your username again

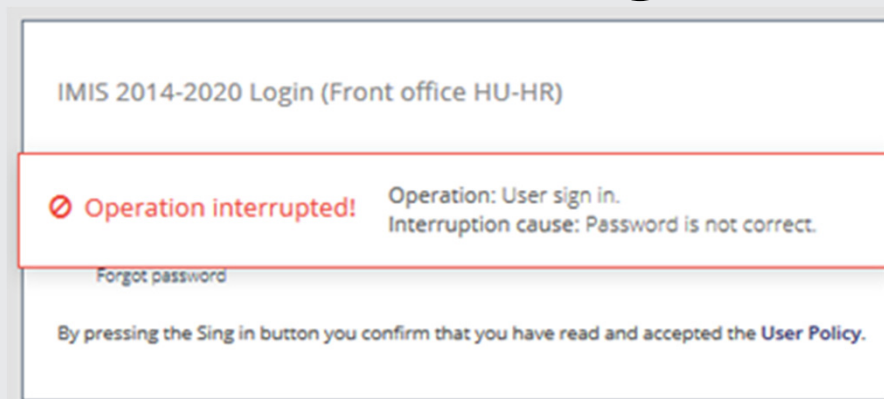
# Possible errors during the login – 3.



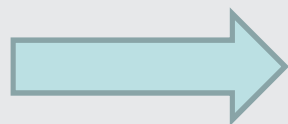
The JS has not finished the registration process yet  
Please, wait 1 hour, and try it again.  
If it still exists, please contact the JS



# Possible errors during the login – 4.



The user password is not correct/outdated.



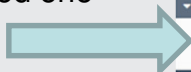
Please, try again, or click on the „Forgot password” button

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

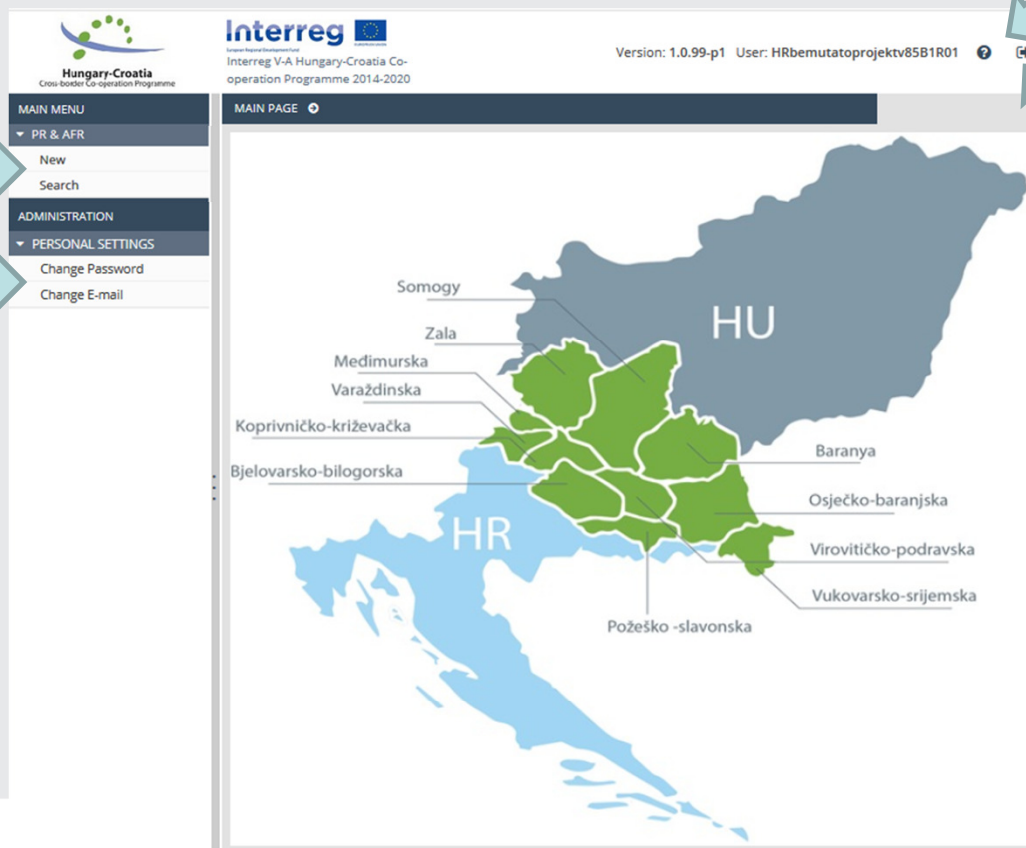
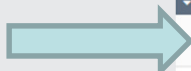
## Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

# Front Office screens

Here you can start a new project report (PR&AfR), or search for a previously submitted or started one



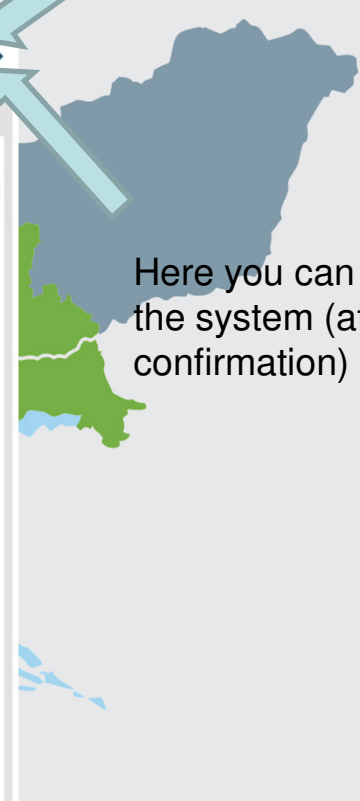
Here you can change your password and email address



Here you can open the User manual



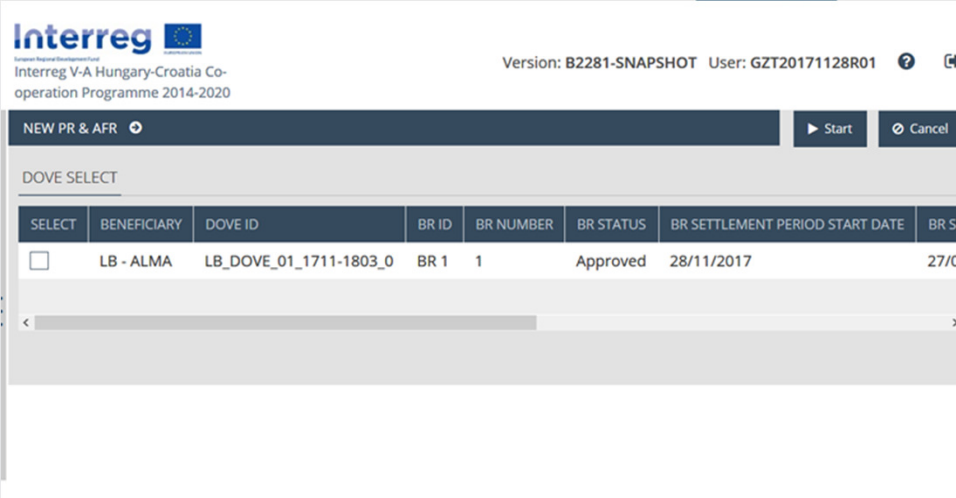
Here you can quit the system (after confirmation)



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- ❖ As the first step of compiling the report, the Lead Beneficiary has to select the DOVEs/TDOVEs they wish to base the PR&AfR on.
- ❖ 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.

Main data – FO  
User manual 4.1



Interreg  
European Regional Development Fund  
Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

Version: B2281-SNAPSHOT User: GZT20171128R01

NEW PR & AFR Start Cancel

DOVE SELECT

SELECT	BENEFICIARY	DOVE ID	BR ID	BR NUMBER	BR STATUS	BR SETTLEMENT PERIOD START DATE	BR SE
<input type="checkbox"/>	LB - ALMA	LB_DOVE_01_1711-1803_0	BR 1	1	Approved	28/11/2017	27/03

# Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

Achievements –

FO User manual 4.1.3

Activities –

FO User manual 4.1.4

Indicators –

FO User manual 4.1.5

Information and publicity –

FO User manual 4.1.6

The image displays four overlapping screenshots of the 'PR & AFR DATASHEET' application interface. Each screenshot shows a 'Save' button in the top right corner and a navigation bar with tabs: MAIN DATA, ACHIEVEMENTS, ACTIVITIES, INDICATORS, INFORMATION AND PUBLICITY, and WORKS AND PERM. The first screenshot shows the 'KEY ASPECT' section with three questions: 'Is the project implementation on time according to the time plan defin...', 'What is the estimated delay of the overall implementation in months?...', and 'Are there any differences/deviations in terms of activities/outputs? (...)'. The second screenshot shows the 'ACTIVITIES' section with a table:

NO	ACTIVITY NAME	APPROVED STATUS
5	Teszt activity 3	
4	Teszt activity 2	

The third screenshot shows the 'INDICATORS' section with a table:

INDICATOR NAME
Teszt indikátor

The fourth screenshot shows the 'INFORMATION AND PUBLICITY' section with a table:

NO	INFORMATION & PUBLICITY TYPE	COMMUNICATION TOOL	LANGUAGE USED
1	WEB	Honlap	Eng



## Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

### Documents – FO User manual 4.13

- ❖ 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 DATASHEET Save

INFORMATION REMINDER

FINANCIAL DATA / PR&AFR SOURCES OF FUNDING 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	PREPARED BY (USER NAME)	SENT BY (PARTNER ID)	SENT BY (PARTNER NAME)
1	2017/000-008-5510	Attachment	Revenues	GZT20171128R01		
1	2017/000-008-5508	Attachment	Invoices	GZT20171128R01		
1	2017/000-008-5506	Attachment	Dove Reports	GZT20171128R01		
1	2017/000-008-5504	Attachment	Other	GZT20171128R01		



# Procedure of the submission – 1.

FO User manual – 5.



The screenshot shows the 'PR & AFR SEARCH' interface. On the left is a 'MAIN MENU' with options: 'PR & AFR' (containing 'New' and 'Search', where 'Search' is highlighted with a red box), 'ADMINISTRATION', and 'PERSONAL SETTINGS' (containing 'Change Password' and 'Change E-mail'). The main area has search filters for 'PROJECT ID', 'DOVE ID', 'BENEFICIARY', and 'PR & AFR ID', along with an 'ACRONYM' field. Search buttons are labeled 'Search' and 'Clear search terms'. Below the filters, a 'RESULTS FOR:' section contains action buttons: 'Modify', 'Delete', 'Check', 'Send for signing', and 'Submit BR selections'. At the bottom, there are 'Generate AFR' and 'Generate PR' buttons, and a table with columns: 'PROJECT ID', 'NUMBER', 'DOVE', 'PERIOD', 'STATUS', 'SUBMISSION DATE', 'APPROVAL DATE', 'TOTAL REPORTED AMOUNT (EUR)', and 'REPORTED AMOUNT (EUR)'. Annotations with arrows point to specific elements: 'Here you can continue the creation' points to the 'Search' button; 'Here you can generate a DRAFT PR or AfR version' points to the 'Generate PR' button; and 'Here you can check the PR&AfR' points to the 'Check' button.

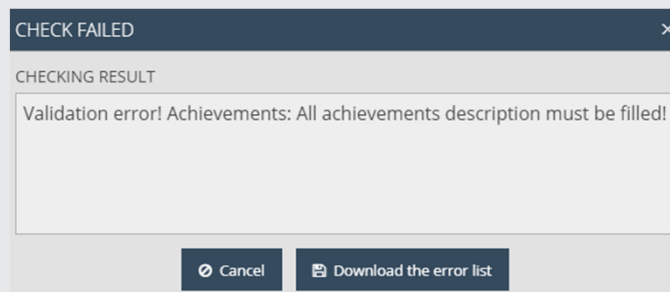
Here you can continue the creation

Here you can generate a DRAFT PR or AfR version

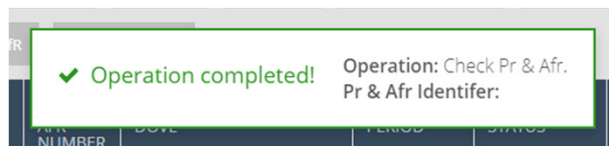
Here you can check the PR&AfR

# 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



# Procedure of the submission – 2.

PR & AFR SEARCH

PROJECT ID DOVE ID BENEFICIARY PR & AFR ID

ACRONYM

Search Clear search terms

RESULTS FOR:

View Modify Delete Check Send for signing

Generate AFR Generate PR

PROJECT ID	PR & AFR NUMBER	DOVE	PERIOD	STATUS	SUBMISSION DATE	APPROVAL DATE	RE AM
ÚV_Project_11_29		LB_DOVE_01_1711-1803_0	Reporting period 01	Checked			

FO User manual – 5.

Here you can send the PR&AfR for signing

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.

Here you can check the PR&AfR

The screenshot shows a web interface for searching and managing PR & AFR records. It includes search filters for PROJECT ID, DOVE ID, BENEFICIARY, and PR & AFR ID, along with an ACRONYM field. Below the search filters are buttons for 'View', 'Generate AfR', 'Generate PR', 'Back to modification', and 'E-sign'. A table of results is displayed below these buttons, with columns for PROJECT ID, PR & AFR NUMBER, DOVE, PE, STATUS, SUBMISSION DATE, APPROVAL DATE, TOTAL REPORTED AMOUNT (EUR), and REPORTED AMOUNT (EUR). A specific record is highlighted with a blue background.

PROJECT ID	PR & AFR NUMBER	DOVE	PE	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPORTED AMOUNT (EUR)
Teszt		B1_DOVE_01_1711-1803_0;	Re	Under			324.96	276

Here you can e-sign the PR&AfR

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

# Procedure of the submission – 3.

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_		B1_DOVE_01_1711-1803_0; LB_DOVE_01_1711-1803_0	Reporting period 01	Under signature			324,96	276,00

FO User manual – 8.

Here you can submit the PR&AFR

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

# IMIS Office Helpdesk

- 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 or Project Part ID respectively.



Thank you for your attention

HVALA

Köszönjük

