

# Common monitoring and information system

## Reporting in IMIS system

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# 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)

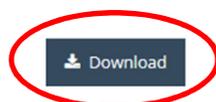
H

Cross-border Co-operation Programme



# Installation of the certificate – 2.

- download the certification (link is in the email)

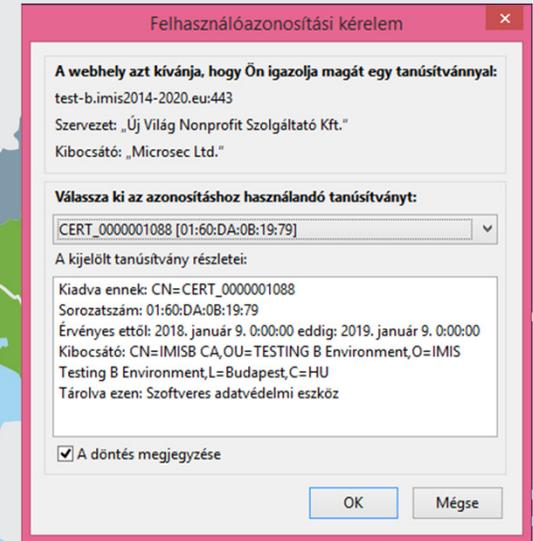


Description of installing the downloaded certificate

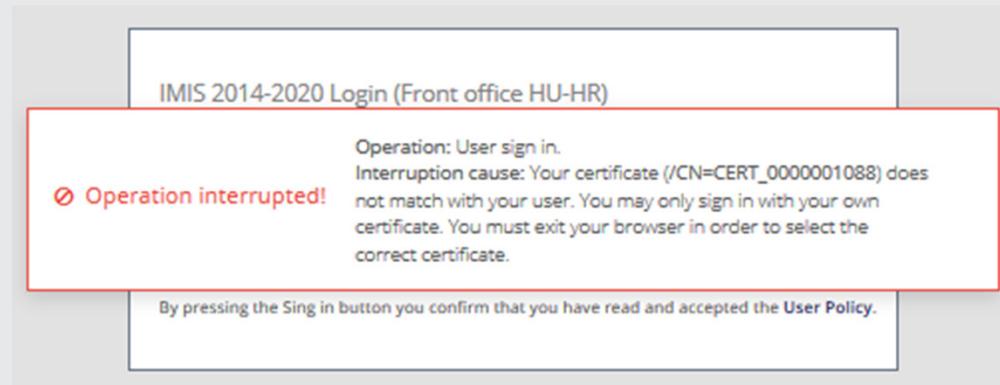
- install your certification according to the description
- login to the system

# Login to the Front Office

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



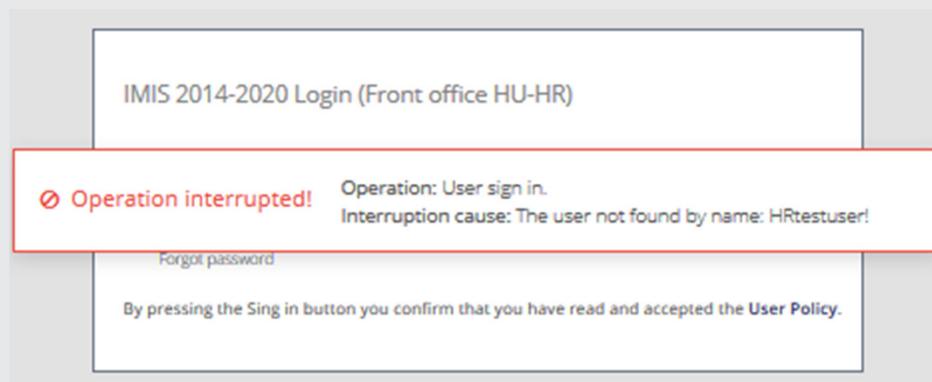
# Possible errors during the login – 1.



Not the right certificate was selected at the first step

➔ Restart your browser, and select the right certificate

# Possible errors during the login – 2.

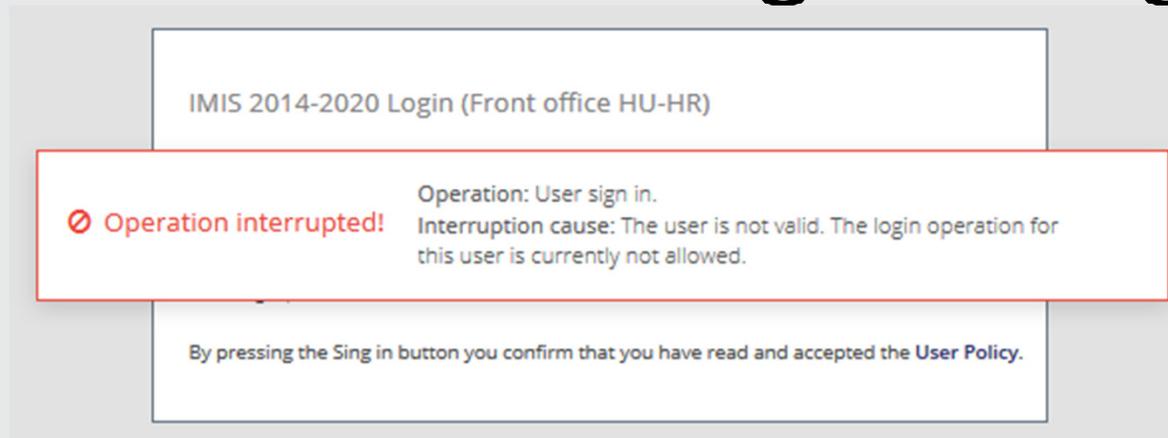


Not the right username was given



Check the registration email and your username again

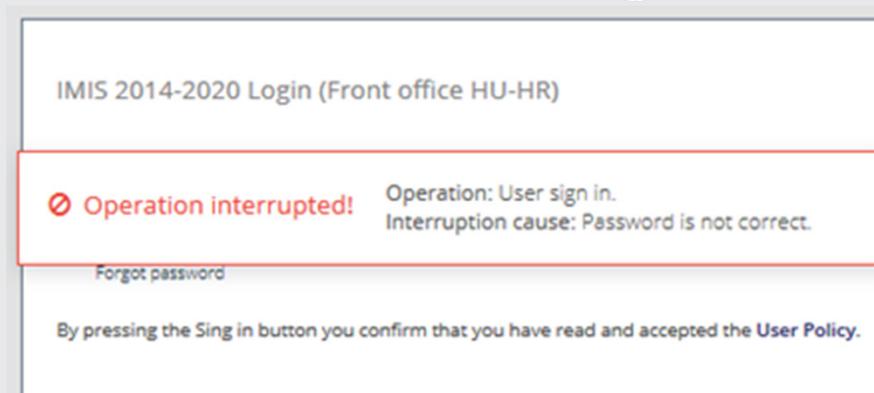
# Possible errors during the login – 3.



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.

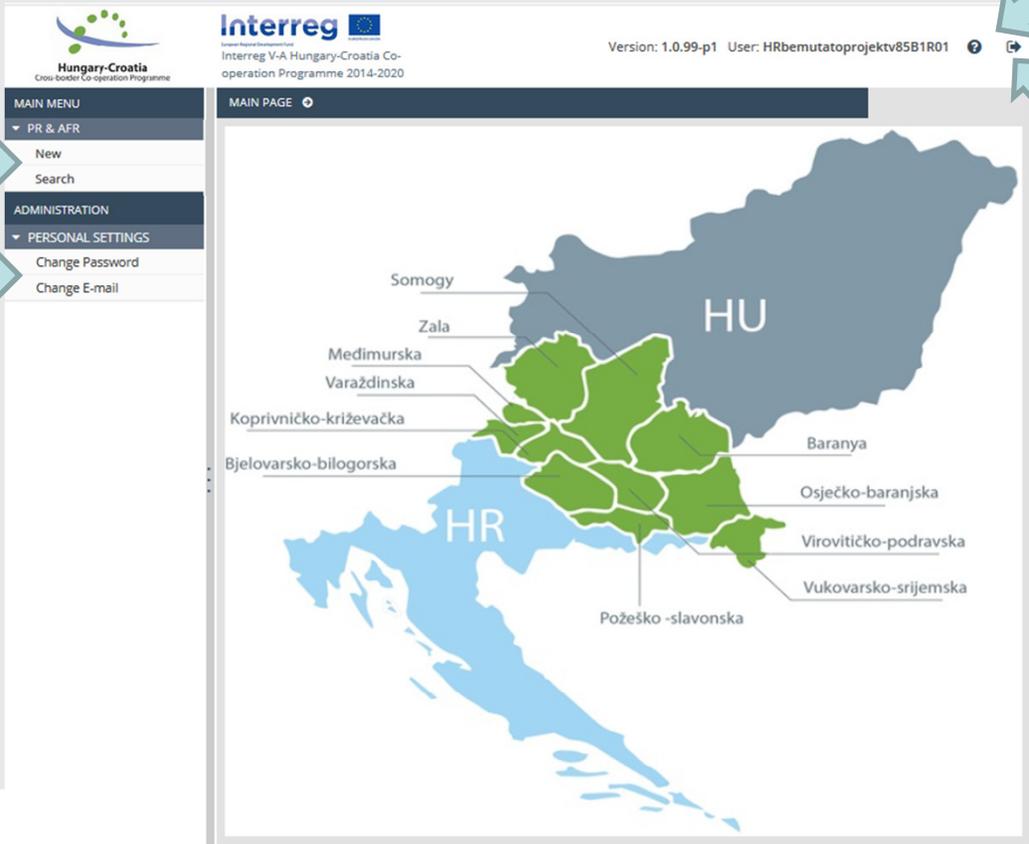


Please, try again, or click on the „Forgot password” button

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

# Front Office screens

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



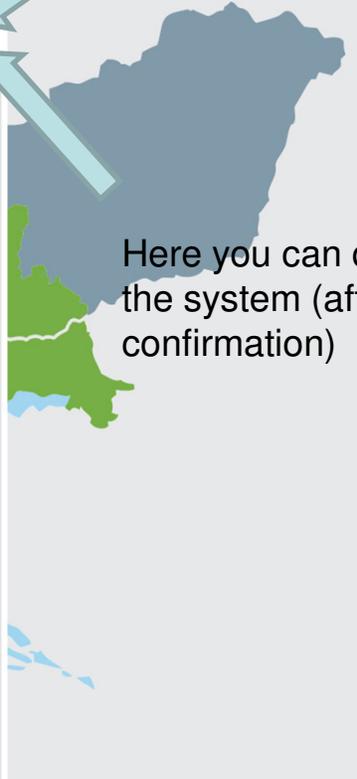
Here you can change your password and email address



Here you can open the User manual



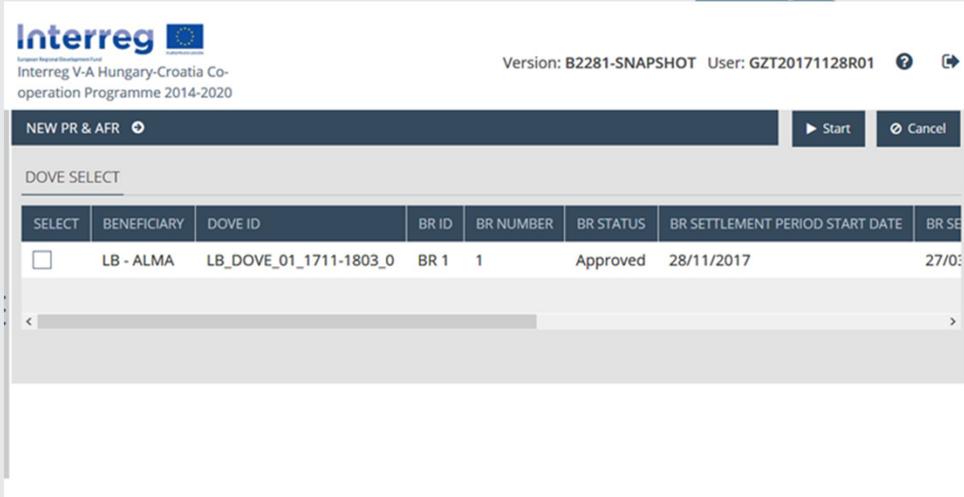
Here you can quit the system (after confirmation)



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

- ❖ 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



The screenshot shows the 'Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020' interface. At the top, it displays the logo and version information: 'Version: B2281-SNAPSHOT User: GZT20171128R01'. Below this is a 'NEW PR & AFR' section with 'Start' and 'Cancel' buttons. The main part of the interface is a 'DOVE SELECT' table with the following columns: SELECT, BENEFICIARY, DOVE ID, BR ID, BR NUMBER, BR STATUS, BR SETTLEMENT PERIOD START DATE, and BR SE. The table contains one row with the following data:  in the SELECT column, 'LB - ALMA' in the BENEFICIARY column, 'LB\_DOVE\_01\_1711-1803\_0' in the DOVE ID column, 'BR 1' in the BR ID column, '1' in the BR NUMBER column, 'Approved' in the BR STATUS column, '28/11/2017' in the BR SETTLEMENT PERIOD START DATE column, and '27/03' in the BR SE column.

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 screenshots show the PR & AFR DATASHEET application interface. The top screenshot displays the 'ACHIEVEMENTS' tab with a table of activities:

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

The middle screenshot displays the 'INDICATORS' tab with a table of indicators:

INDICATOR NAME
Teszt indikátor

The bottom screenshot displays the 'INFORMATION AND PUBLICITY' tab with a table of publicity types:

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)	SEN
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 a web application interface for searching and managing projects. On the left is a 'MAIN MENU' with options: 'PR & AFR' (containing 'New' and 'Search'), 'ADMINISTRATION', and 'PERSONAL SETTINGS' (containing 'Change Password' and 'Change E-mail'). The 'Search' option is highlighted with a red box. The main area is titled 'PR & AFR SEARCH' and contains search filters for 'PROJECT ID', 'DOVE ID', 'BENEFICIARY', and 'PR & AFR ID', along with an 'ACRONYM' field. Below these are 'Search' and 'Clear search terms' buttons. A 'RESULTS FOR:' section contains action buttons: 'Modify', 'Delete', 'Check', 'Send for signing', and 'Submit BR selections'. Below the actions are 'Generate AFR' and 'Generate PR' buttons. At the bottom is a table header with columns: 'PROJECT ID', 'MEMBER', 'DOVE', 'PERIOD', 'STATUS', 'SUBMISSION DATE', 'APPROVAL DATE', 'TOTAL REPORTED AMOUNT (EUR)', and 'REPORTED AMOUNT (EUR)'. Three blue arrows point to the 'Search' button, the 'Generate AFR' button, and the 'Check' button.

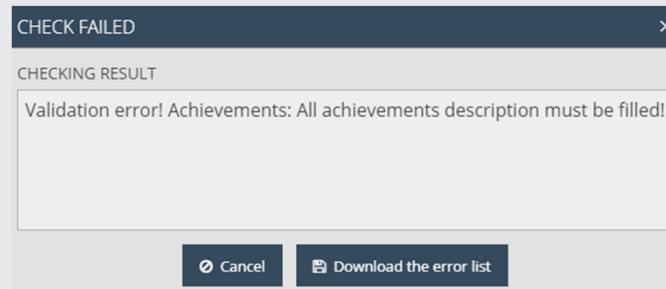
Here you can continue the creation

Here you can generate a DRAFT PR or AfR version

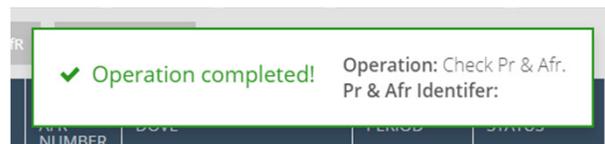
Here you can check the PR&AfR

# 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.

PR & AFR SEARCH FO User manual – 5.

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	PERIOD	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPORTED AMOUNT (EUR)
Teszt		B1_DOVE_01_1711-1803_0;	Remaining	Under			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

# Procedure of the submission – 3.

PR & AFR SEARCH 

PROJECT ID  DOVE ID  BENEFICIARY  PR & AFR ID

ACRONYM

RESULTS FOR:

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

