INTERREG

INTERREG+ IT System

PROJECT REPORT

for

Interreg V-A Hungary-Croatia Co-operation Programme 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 the Lead Beneficiaries of the Interreg V-A Hungary-Croatia Cross-Border Cooperation Programme 2014-2020 with the use of the INTERREG+ IT system.

The document presents the steps and rules of submission in a process-oriented illustration.

1.2 WHO IS THIS DOCUMENT FOR

This document is intended for the users of the Lead Beneficiary organisations who are required to report and have reporting and signing authority as set forth in the Project.

1.3 ACCESS MANAGEMENT

The users can access the INTERREG+ IT system in order to manage the Project Reports of the Project at the link provided here: https://huhr.interregplus.eu.

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 only one or several projects / project parts assigned to them, where they can manage tasks related to Project Reports. A User can only edit and view Project Reports for the Project to which they are assigned.

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 Programme website.

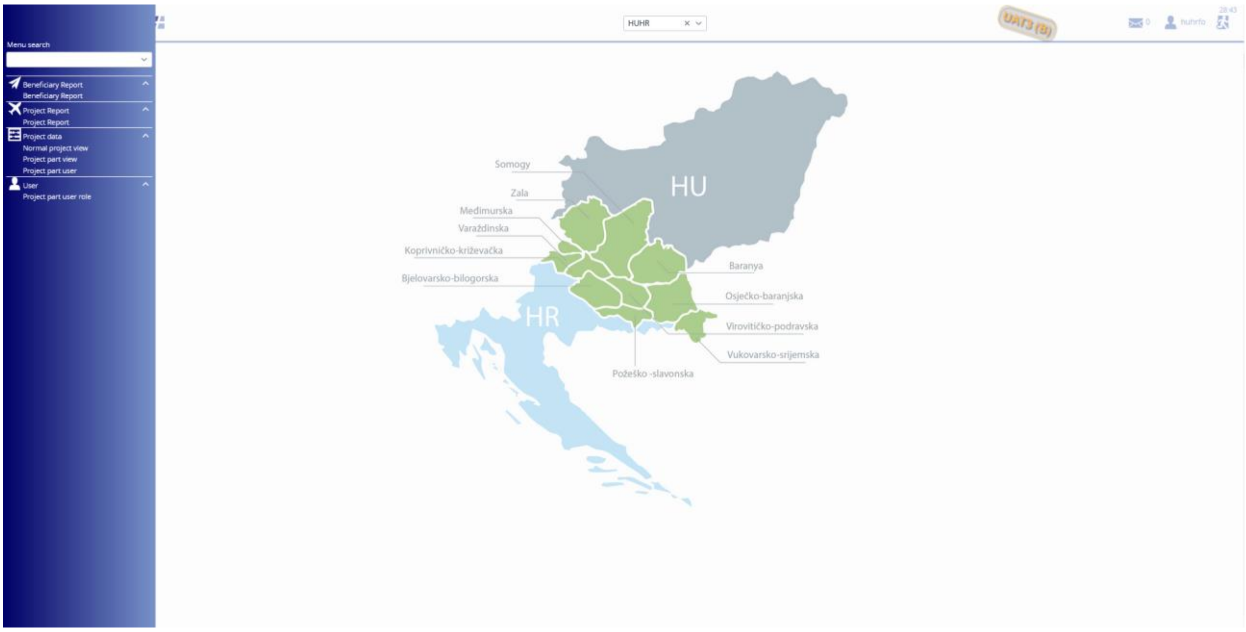
2. GENERAL REMARKS

In this chapter those functions are presented, which work exactly the same way independently of which form or screen they are found on.

2.1 THE PROJECT REPORT MAIN MENU AND HEADER

The Main Menu is set on the left side of the Header (Fig. 1); in here, the Project Report, the Project Data, and the User menu can be found, also optionally the Beneficiary Report menu; whereas on the right the User Account menu access, the Sign-out button and the Messages menu are located. (Fig. 2).

1. INTERREG+ header



2. Main menu

Under the ***Project Report*** menu item the Project Report management can be accessed, under the ***Normal Project view*** menu item those projects can be accessed to which the User is assigned; under ***Project Part View*** menu item the Project Parts can be viewed; under the ***Project part user menu*** item, the Recording User of the Lead Beneficiary can manage the incoming user role requests of the Beneficiaries included in their Project (*see User Management Tool User Manual*).
In the right-hand side ***User Account menu*** the User's credentials, such as the user password can be managed. In the ***Messages menu*** the User can manage their messages or send new messages to other Users.

2.2 THE ‘ACTION’ BUTTONS

The „action buttons” are used to manage the Project Reports under preparation, they can be found at the bottom of the screen and are always visible:

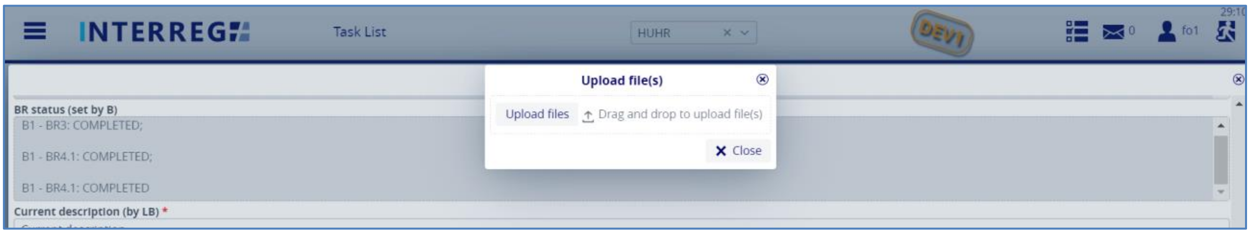
3. Action buttons

- The Project Report (PR) and Application for Reimbursement (AfR) forms (in pdf format) can be generated at any time in the recording process by pressing the **Generate** button; the “DRAFT” watermark is printed on such documents. The final documents are generated automatically when the PR is submitted to Back Office (i.e. the Joint Secretariat Programme Manager) 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 checks have been complied with. If an error or an issue is detected, it is listed in the error message appearing at the centre top of the screen. If all mandatory fields are filled in and all rules are complied with, confirming messages will 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 the PR in 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 modification initiated, which affects the given project. In this case, until the PR is not refreshed, 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 (**Add**) button starts the creation of a new item (e.g. Project Report)
- the (**View**) button initiates the viewing of a selected list item (e.g. an Activity, Indicator form, etc.), the cells are not editable;
- the (**Modify**) button initiates the modification of an already existing list item (e.g. an Activity status, Indicator description, etc.);
- the (**Delete**) button deletes the selected list 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;

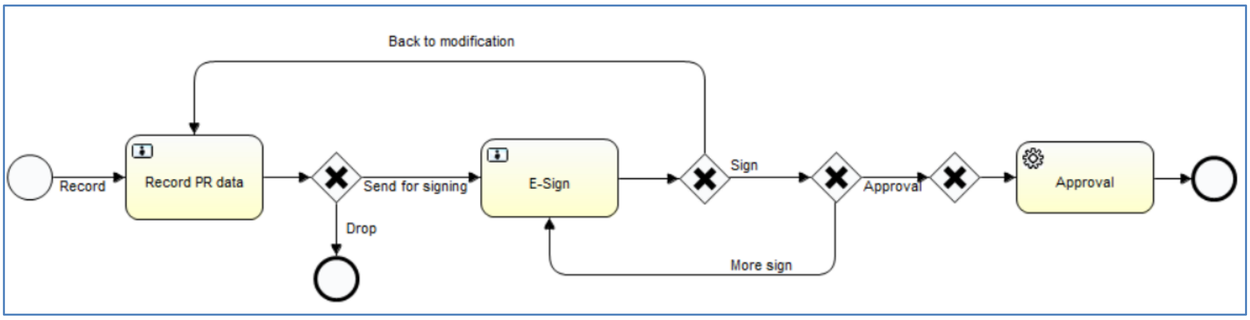


4. Upload file(s) communication panel

- the (**Download**) and the (Download as zip) buttons allow downloading even multiple selected files from the list.
- the (**Export to**) button initiates exporting the content of the list screen into the selected format (.xlsx, .docx, .pdf). Please n*ote that using the function will export only 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 clicking the and (**info**) button the details of a field can be viewed.

3. PROJECT REPORT

The purpose of the INTERREG+ Project Report (PR) Front Office interface is for the Lead Beneficiaries to submit their project-level reports on the progress of the project concerned. The steps to submit a new PR (performed by the Recording and Signatory User of the project) are summarized in the figure below:



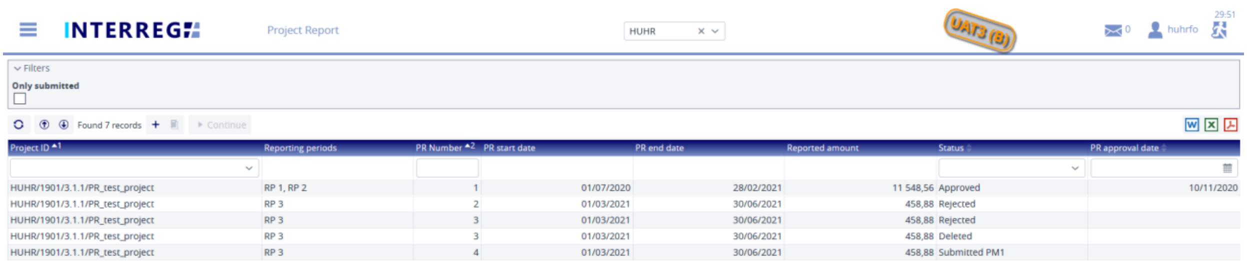
5. Recording workflow

1. PR Recording: Recording Users are authorized to record PRs
2. PR Acceptance: After recording, the Signatory Users are entitled to endorse (***E-sign and submit***) or return to modification (***Back to modification***) the PR. They cannot edit the PR data. After the last Signatory user's (in case of more than one) endorsement, the PR is submitted. The PR submission is only possible after all of the Signatory Users have e-signed the relevant Project Report.
3. PR Validation: After submission: the PR will be validated by the JS Programme Managers in the INTERREG+ Back Office interface. The LB User is notified of the status and result in the Front Office interface.

PRs are status-managed, which allows the user to keep track of the progress of the PR. It can be followed in the staus column the in the PR list screen.

3.1 RECORDING A NEW PROJECT REPORT

The recording of a new Project Report can be started via the ***Project Report*** menu item. Previously recorded PRs are listed in the list screen. The user can only view the PRs of the Project the user is assigned to as a Lead Beneficiary.



Project ID	Reporting periods	PR Number	PR start date	PR end date	Reported amount	Status	PR approval date
HUHR/1901/3.1.1/PR_test_project	RP 1, RP 2	1	01/07/2020	28/02/2021	11 548,56	Approved	10/11/2020
HUHR/1901/3.1.1/PR_test_project	RP 3	2	01/03/2021	30/06/2021	458,88	Rejected	
HUHR/1901/3.1.1/PR_test_project	RP 3	3	01/03/2021	30/06/2021	458,88	Rejected	
HUHR/1901/3.1.1/PR_test_project	RP 3	3	01/03/2021	30/06/2021	458,88	Deleted	
HUHR/1901/3.1.1/PR_test_project	RP 3	4	01/03/2021	30/06/2021	458,88	Submitted PM1	

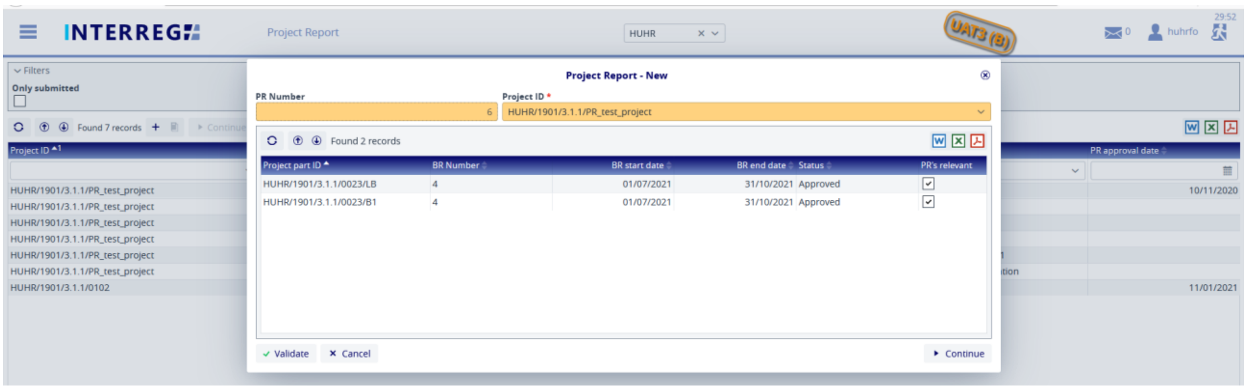
6. Project Report list

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. with the status Submitted.
- 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 validation until the previously submitted PR is not validated by the JS (Approved / Rejected).
- The number (#) of deleted PRs will be reassigned.
- Only approved BRs (DVEs) are listed on the BR selection screen, being the first step of PR creation.

3.1.1 Creating a New Project Report

Recording of a new Project Report can be initiated by clicking the + button. By doing this, a communication panel appears, where – after selecting 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 approved BRs regardless of their reporting period, however the User can select which ones are included in the given PR by leaving the ticks in. The reporting period covered by the PR depends on the reporting periods of the selected BRs. *BRs with the same timeframe (same BR start date and BR end date) should be selected (ticked) for a PR. If there is need for merging two or more reporting periods, please consult the responsible JS Programme Manager.*
By clicking on ***Continue***, the PR is generated based on the BRs selected.

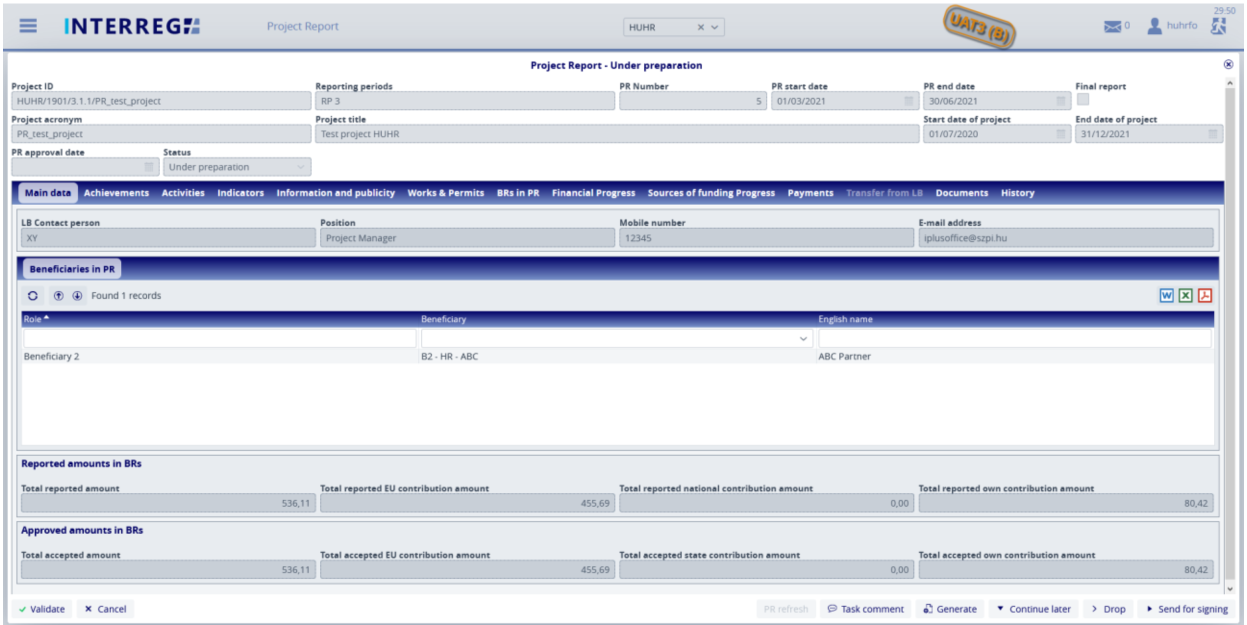


6. Project Report – new

3.1.2 Main data

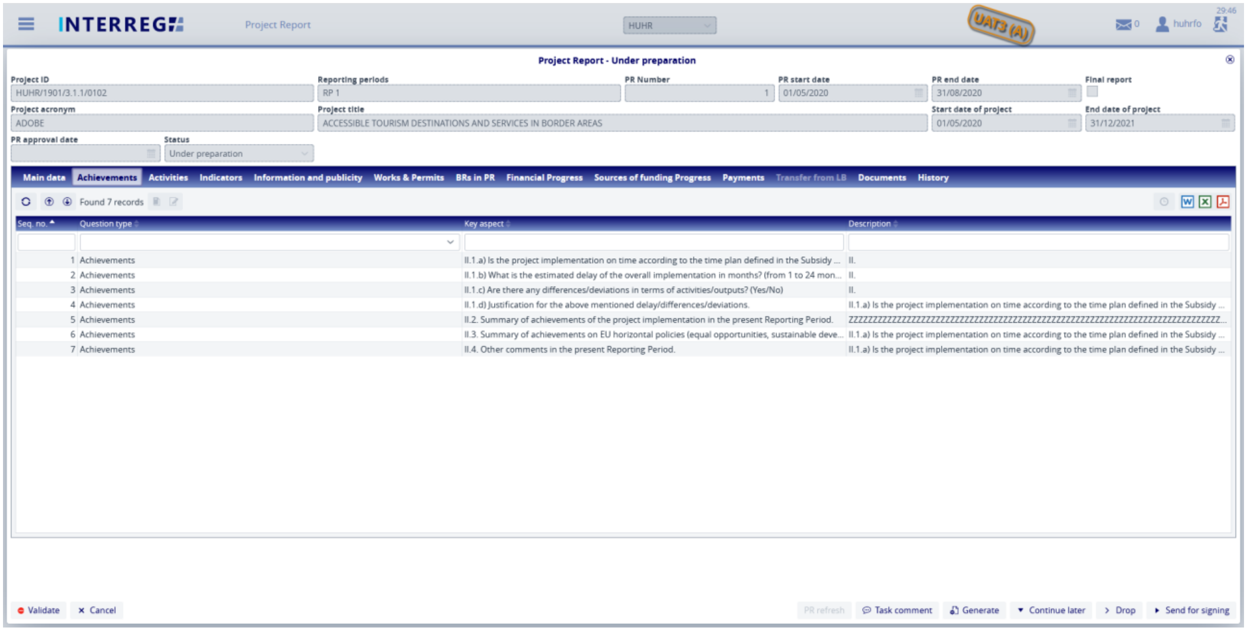
Under this tab (the first on the tab header), the most important information of the given PR is found, such as the period covered by the given PR, financial information on BRs selected, etc.

This tab is only used for information purposes, there are no editable fields the User should attend to.



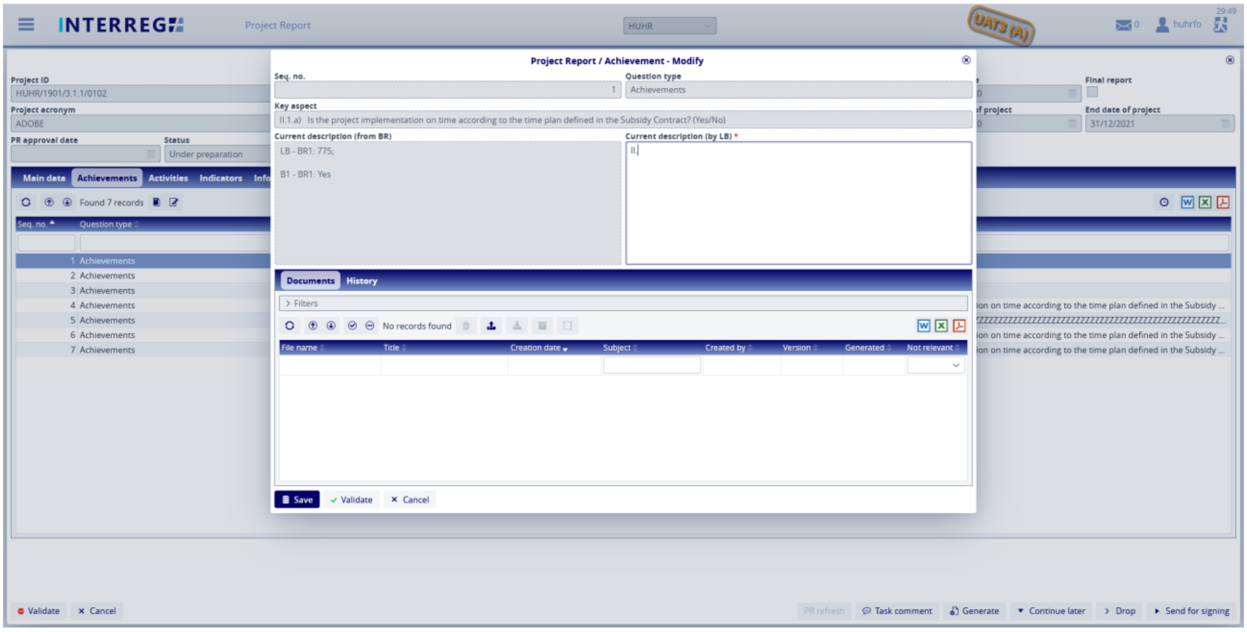
8. Main data

3.1.3 Achievements



9. Achievements

The Achievements tab displays the questions concerning the overall progress of the Project reported about in the Project Report.

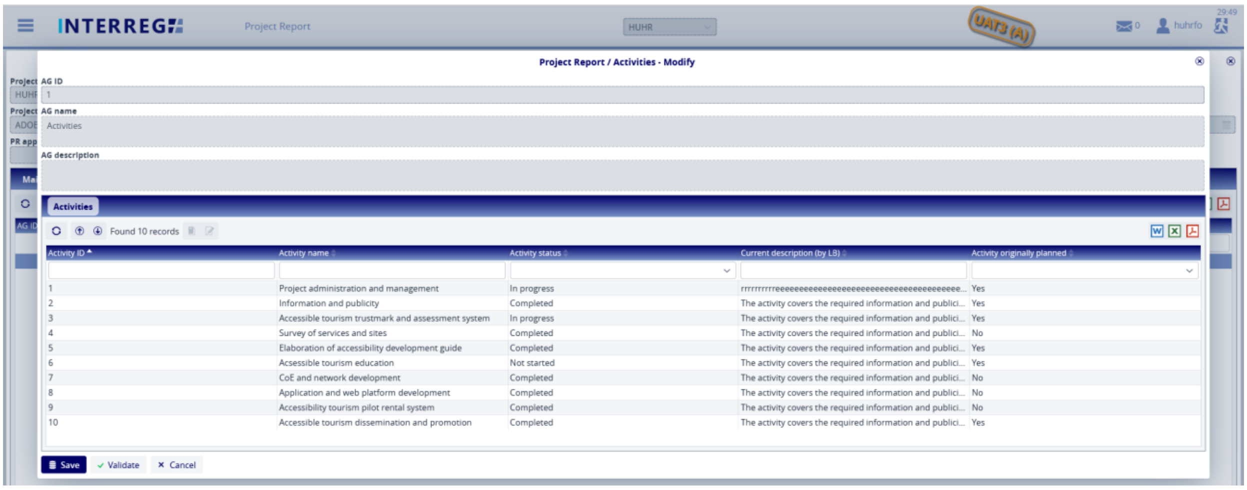


10. Achievements - Modify

By selecting an item from the list and clicking on the **Modify** button, a communication panel appears, where the User may record the description of project-level progress in the 'Current description (by LB)' field. As a hint, the progress of project-part level is displayed in the 'Current description (from BRs)' field. Once the changes have been entered, the recording has to be finalized by the *'Save'* button.

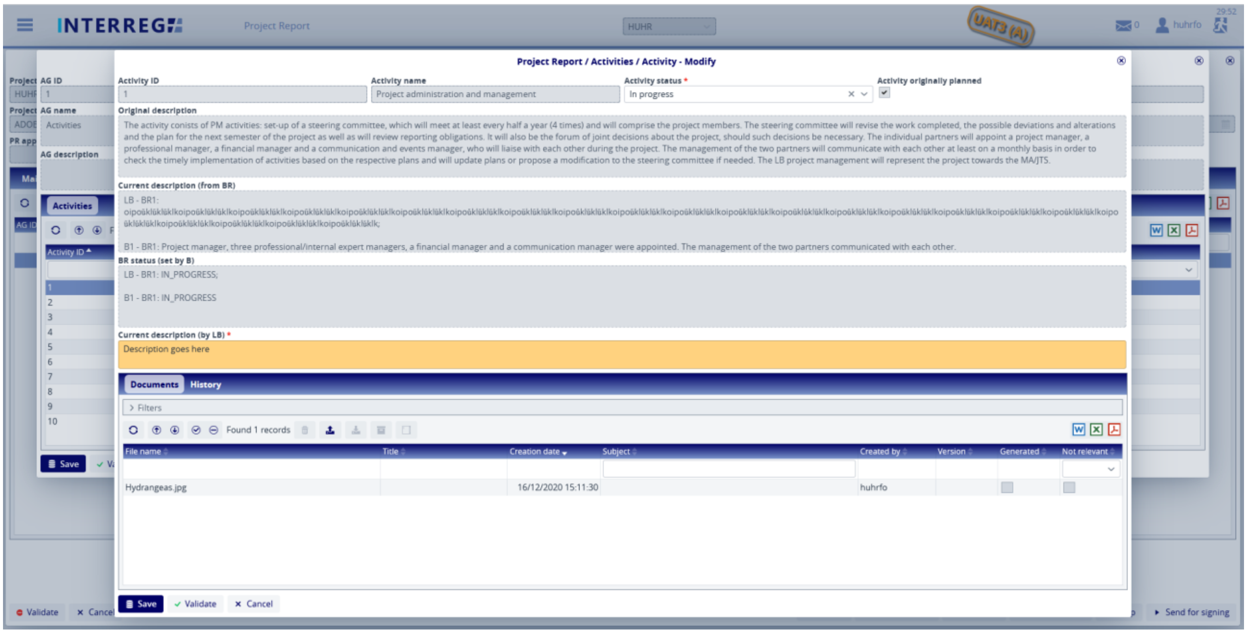
3.1.4 *Activities*

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



11.Activities

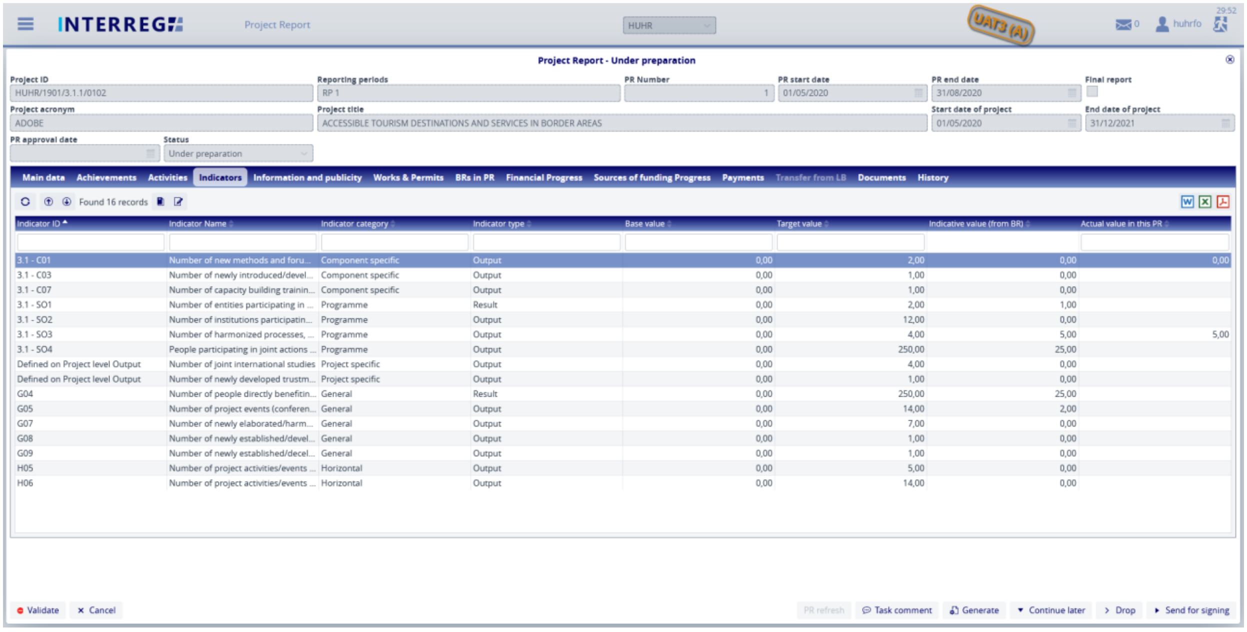
By selecting the Activity of interest, the Activity form opens up for editing by the **Modify** button. On the Activity form, the LB User can set the current status of the Activities recorded in the Beneficiary Report and provide description of the progress regarding the current Project Report in the associated text description field. As a hint, the progress of 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 Project Report.



12. Activities – modify

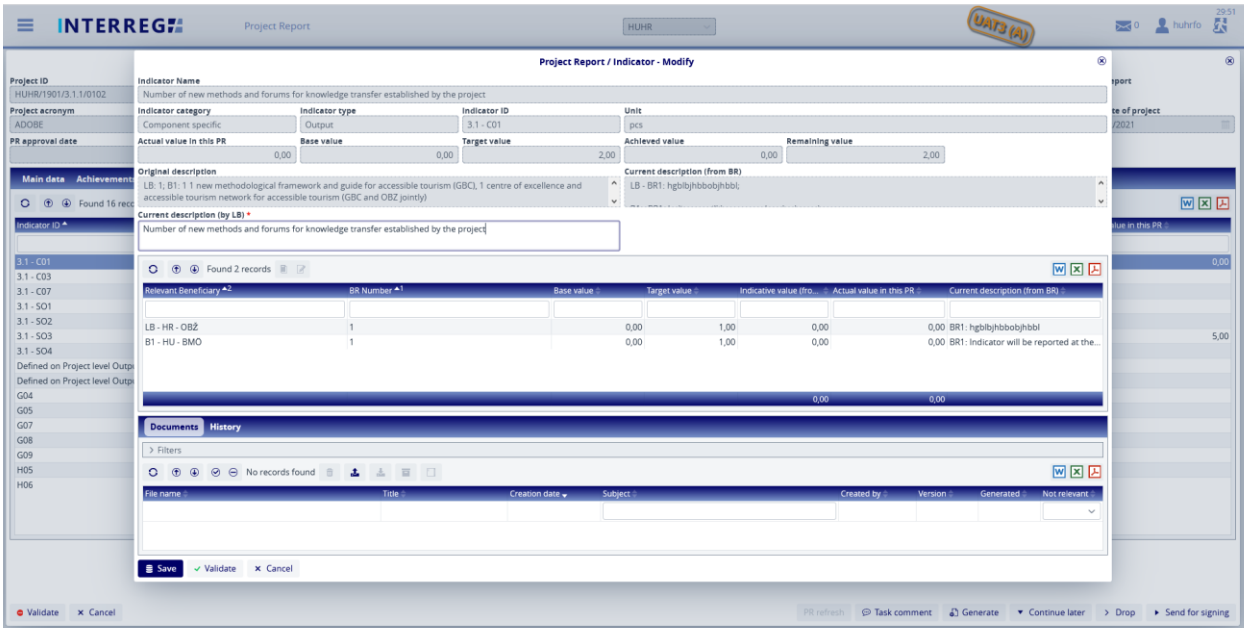
On the ***History*** tab, the Users can view the status and description that were given in previous BRs providing an easy navigation of the same Activity between different reports. *Under **Documents**, the LB has to upload all necessary supporting documents relevant for the given Activity. LB can either check the 'BRs in PR' and select the appropriate supporting documents or can ask the B responsible for the given Activity to send it electronically off-system and the LB uploads it to the PR relevant Activity. Please make sure that the file's are named in English and in a way that it clearly reflects the content of the file and the responsible B (e.g. Study_topic of the study_B1).*

3.1.5 Indicators



7. Indicators

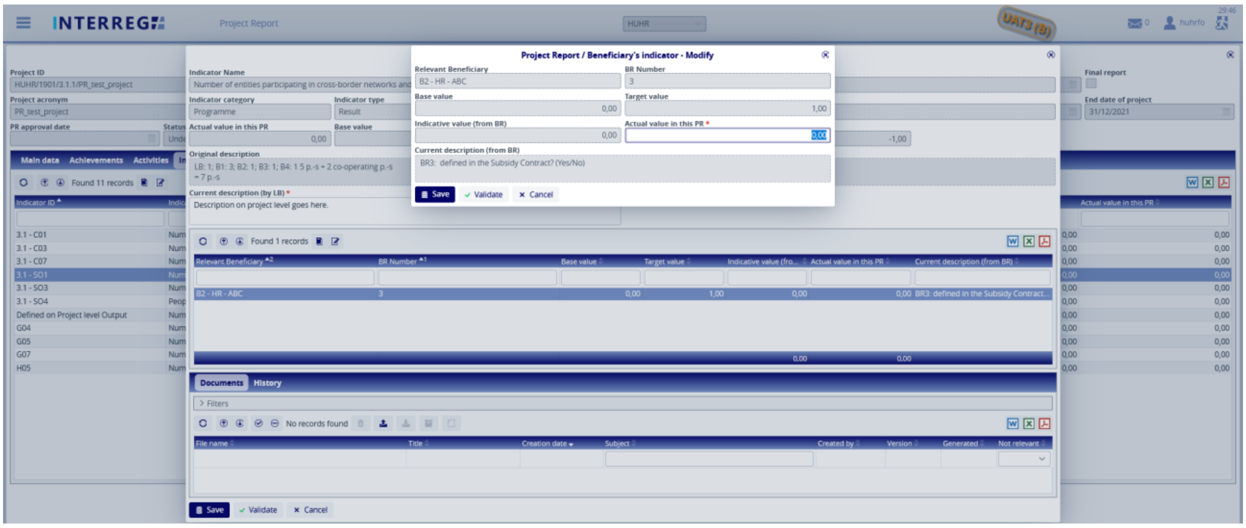
The Indicators tab displays Indicators recorded in the Project. The reporting about an Indicator can be started by selecting the Indicator of interest and clicking on the **Modify** button.



8. Indicator – modify

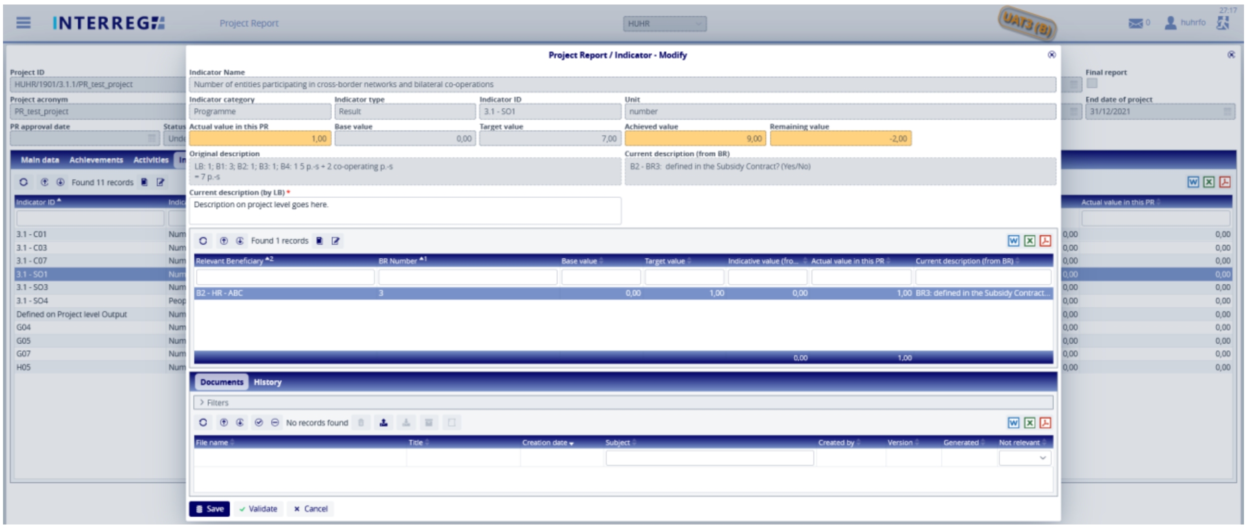
The project-level progress of the respective indicator has to be provided in the 'Current description by LB' cell. As a hint, the progress on project-part level is displayed in the 'Current description (from BRs)' field.

On the History tab, the User can view the status and description that were provided in previous PRs.



15. Indicators – Actual value modification

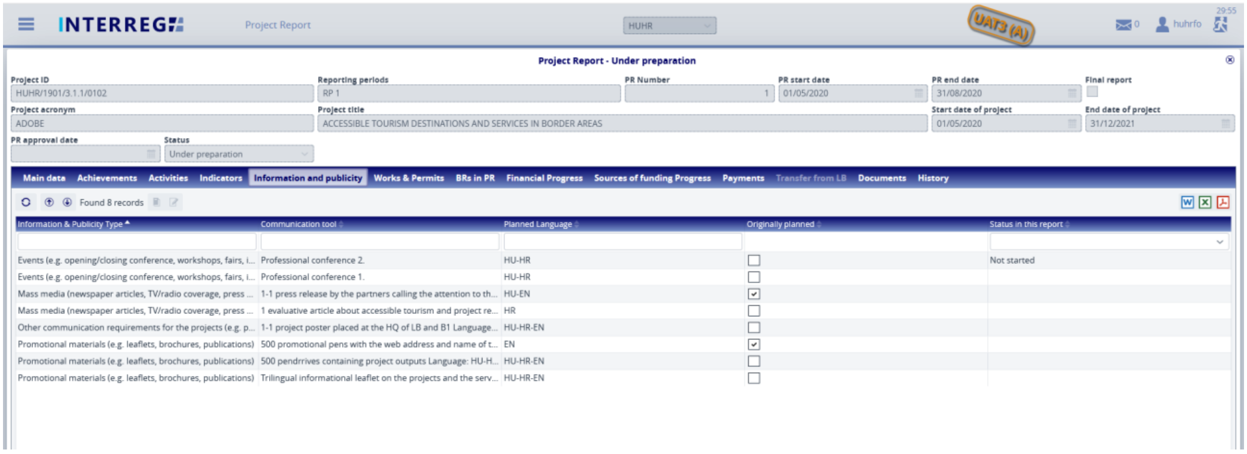
The **actually achieved, project-level values** of the respective Indicator **must be provided by the Lead Beneficiary** by selecting the relevant Beneficiary's entry in the middle part of the communication panel and clicking the **Modify** button. In the opening window the only editable field is the 'Actual value in this PR'; here the LB can enter the actual value of the respective Indicator; as a hint, the value reported in the Beneficiary report is also shown. This step must be completed for all Beneficiaries' entries in the list. The entered values are shown summed up in the 'Actual value in this PR' of the main Indicator communication panel. The Achieved value is increased and the Remaining value is decreased with the inserted Actual value. The Achieved and Remaining values are burned into the system once the PR is approved.



16. Indicators – cumulated value of the respective Indicator

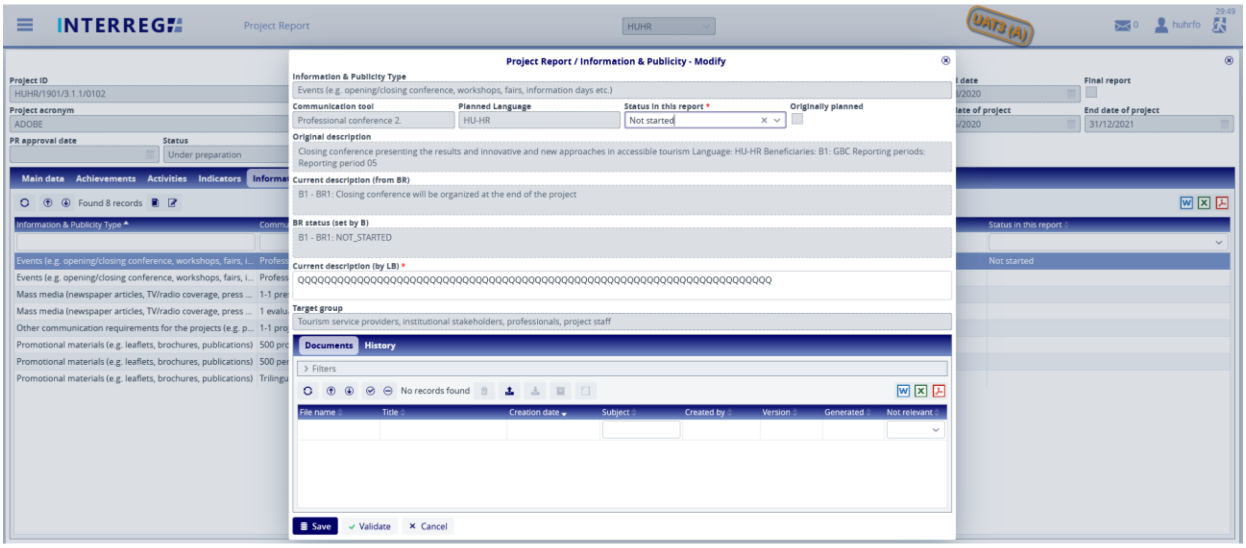
Under Documents, the LB has to upload all necessary supporting documents relevant for the given Indicator. LB can either check the 'BRs in PR' and select the appropriate supporting documents or can ask the B responsible for the given Indicator to send it electronically off-system and the LB uploads it to the PR relevant Indicator. Please make sure that the file's are named in English and in a way that it clearly reflects the content of the file and the responsible B (e.g. Study_topic of the study_B1).

3.1.6 Information & Publicity



9. Information & Publicity

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

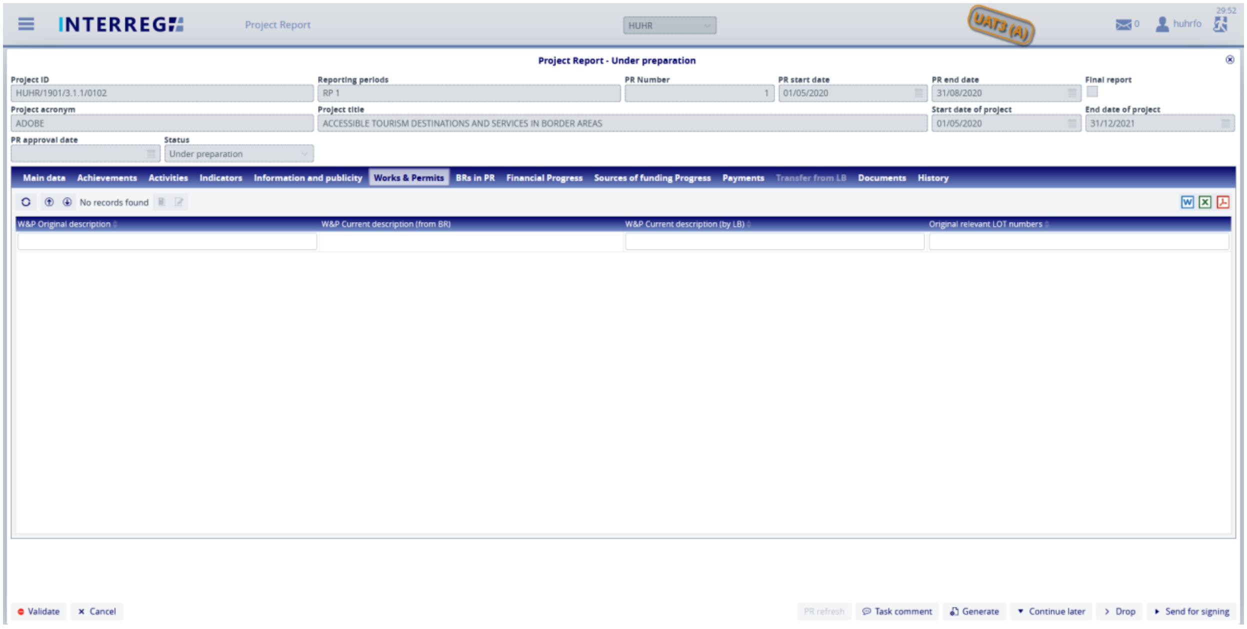


10. Information & Publicity modify

By selecting an entry from the list and clicking on the **Modify** button, the status and the description for the respective Information & Publicity item can be provided. On the

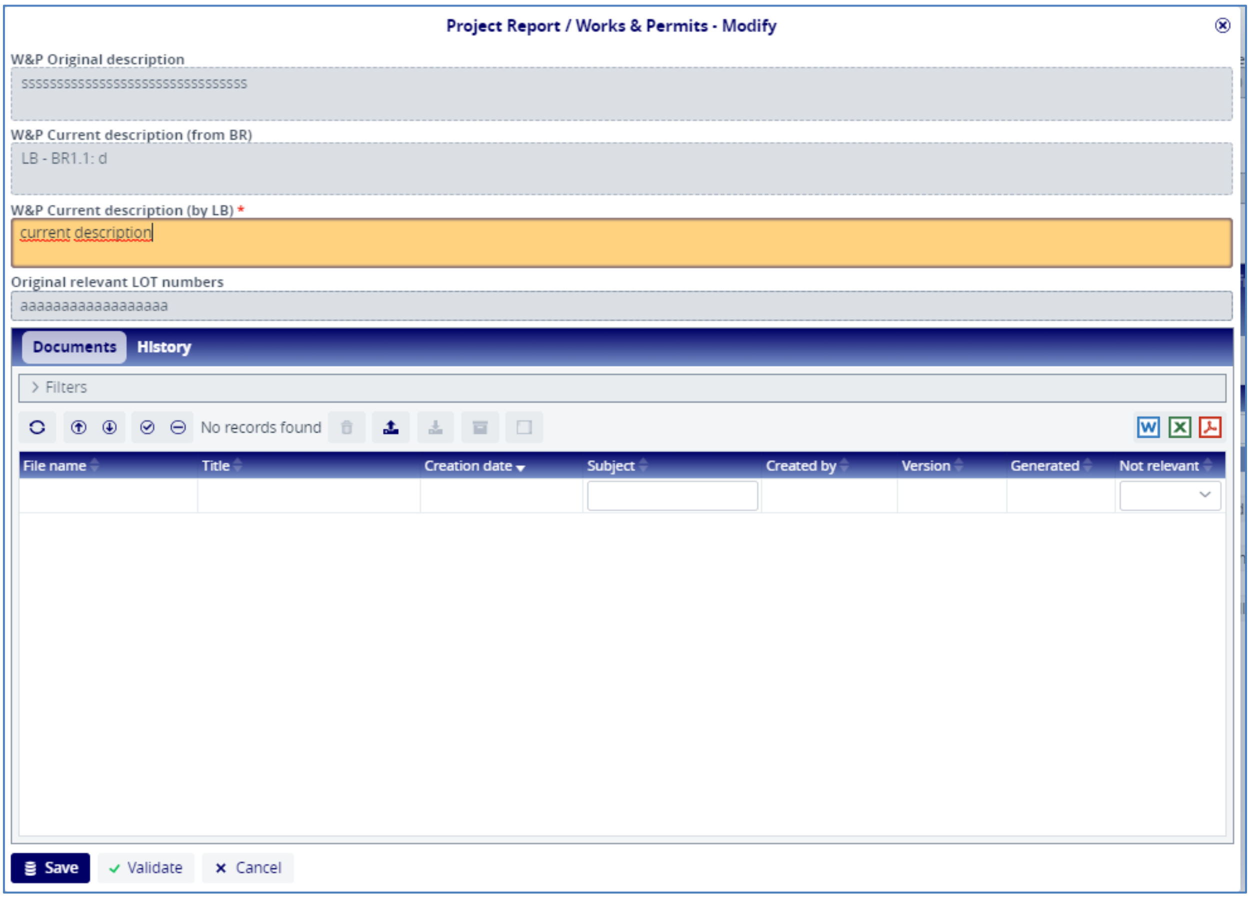
opening form, the User can set the current status of the respective Information & Publicity item and provide description of the project-level progress regarding the current Project Report in the associated text description field. As a hint, the progress of project-part level is displayed in the 'Current description (from BRs)' field.
The status of each Information & Publicity item must be equal to or higher than their status in the previous report. On the History tab, the User can view the status and description that were given in previous PRs providing an easy navigation between reports of the same Information & Publicity item.
Under Documents, the LB has to upload all necessary supporting documents relevant for the given Information and Publicity. LB can either check the 'BRs in PR' and select the appropriate supporting documents or can ask the B responsible for the given Information and Publicity to send it electronically off-system and the LB uploads it to the PR relevant Information and Publicity. Please make sure that the file's are named in English and in a way that it clearly reflects the content of the file and the responsible B (e.g. Study_topic of the study_B1).

3.1.7 Works and Permits



11. Works and permits

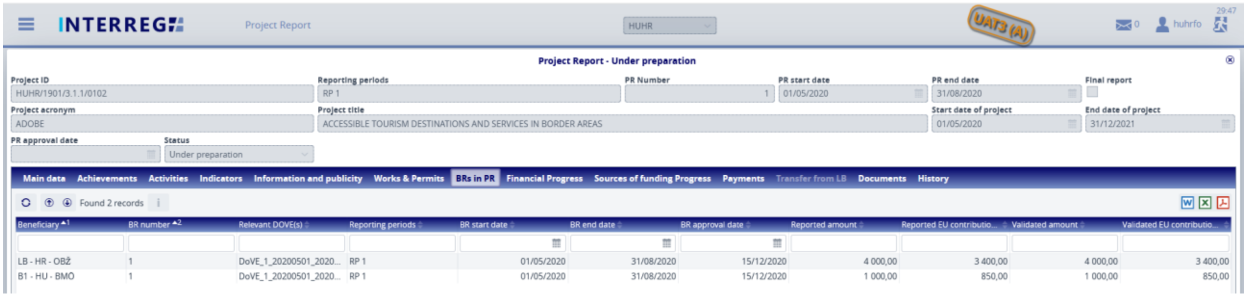
On the Works & Permits tab, the User, by the **Modify** button, can record the development of the construction sites and permits indicated in the project, which is related to the sites specified in the ***Other info / Infrastructure location*** section. The description of the project-level progress can be provided in the 'W&P Current description (by LB)' field.
On the History tab, the Users can view the status and description that were given in previous PRs providing an easy navigation between reports of the same Works & Permits item.



20. Works and Permits modify

Under Documents, the LB has to upload all *necessary supporting documents relevant for the given Works & Permits. LB can either check the 'BRs in PR' and select the appropriate supporting documents or can ask the B responsible for the given Works & Permits to send it electronically off-system and the LB uploads it to the PR relevant Works & Permits. Please make sure that the file's are named in English and in a way that it clearly reflects the content of the file and the responsible B (e.g. Study_topic of the study_B1).*

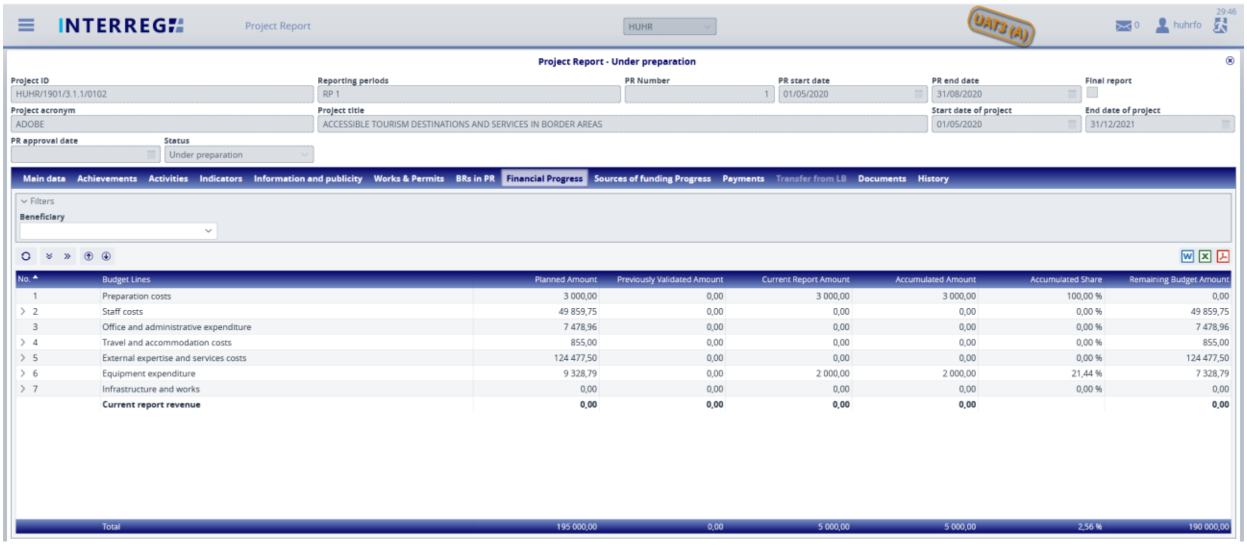
3.1.7 BRs in PR



212. BRs in PR

Under the BRs in PR tab, those Beneficiary Reports can be navigated to, by selecting any of them and clicking on the i (information) button, which are included in the respective Project Report. For details on the contents of the Beneficiary Report, please refer to the Beneficiary Report User Manual.
Supporting documents uploaded in the respective BRs can be find under the BR's Documents tab.

3.1.8 Financial Progress



22. Financial Progress

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 PRs.

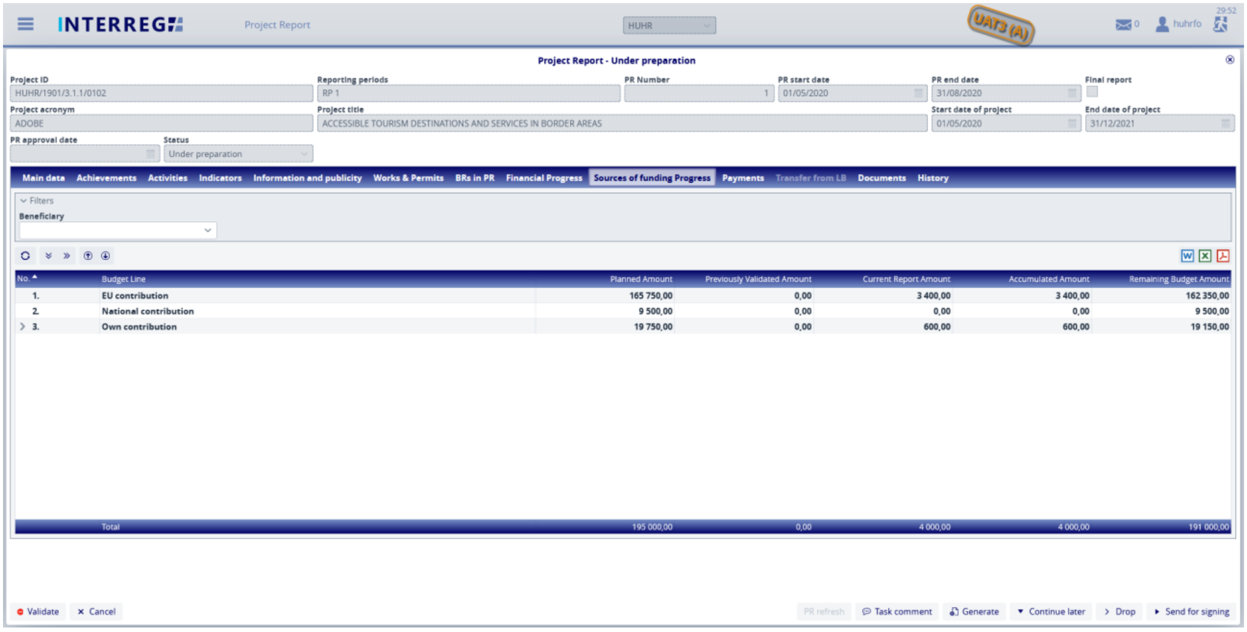
The **Current Report Amount** is the amount reported in the given PR.

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 and their BR included in the respective PR.

3.1.9 Sources of Funding Progress



23. Sources of Funding Progress

In the Sources of Funding tab, the financial progress of the project sorted by the sources of the funding is shown.

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 PRs.

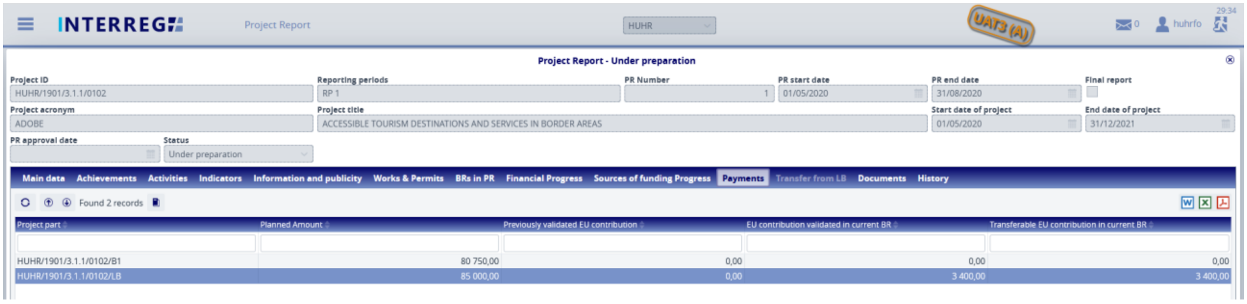
The **Current Report Amount** is the amount reported in the given PR.

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 and their BR included in the respective PR.

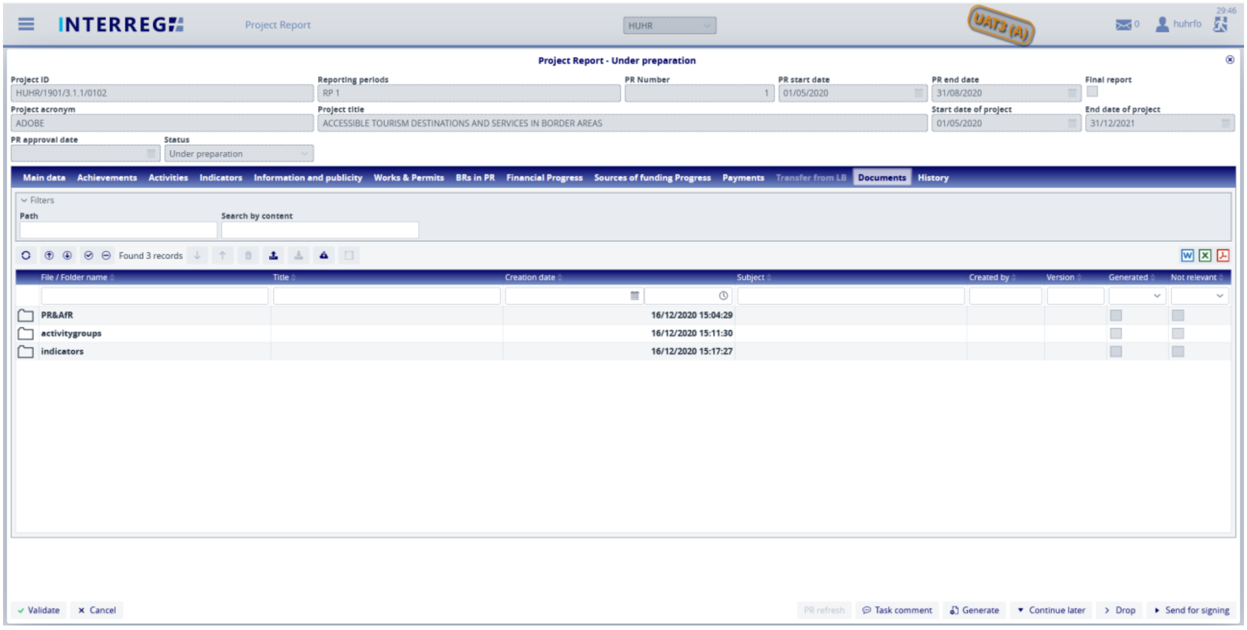
3.1.10 Payments



24. Payments

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

3.1.11 Documents

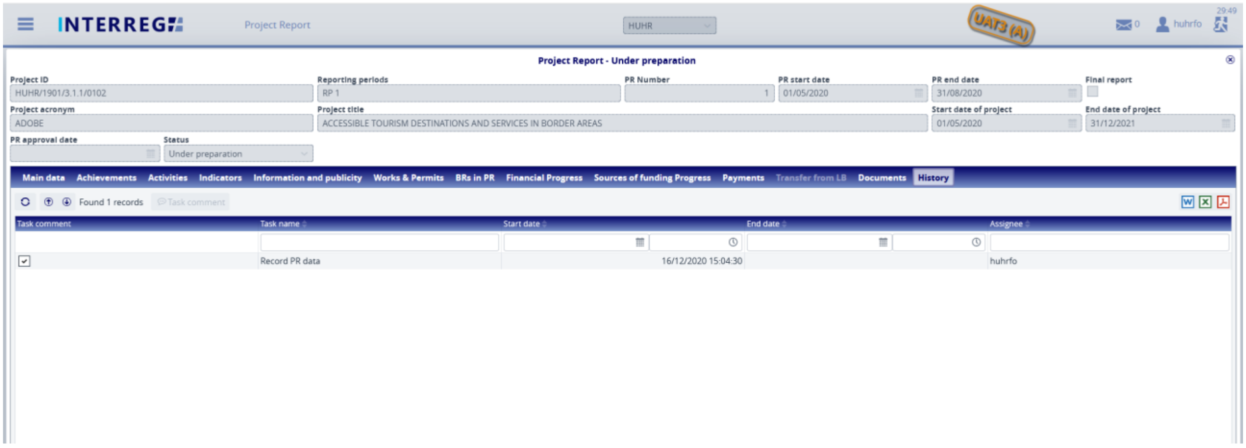


25. Documents

In the Documents tab, the supporting documents are arranged in a structured way. 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.). LB should upload any documents judged missing from the BRs only to the relevant Activity, Indicator, Information &Publicity, Works item under their respective tab.

Supporting documents uploaded in the respective BRs can be find under the BR's Documents tab.

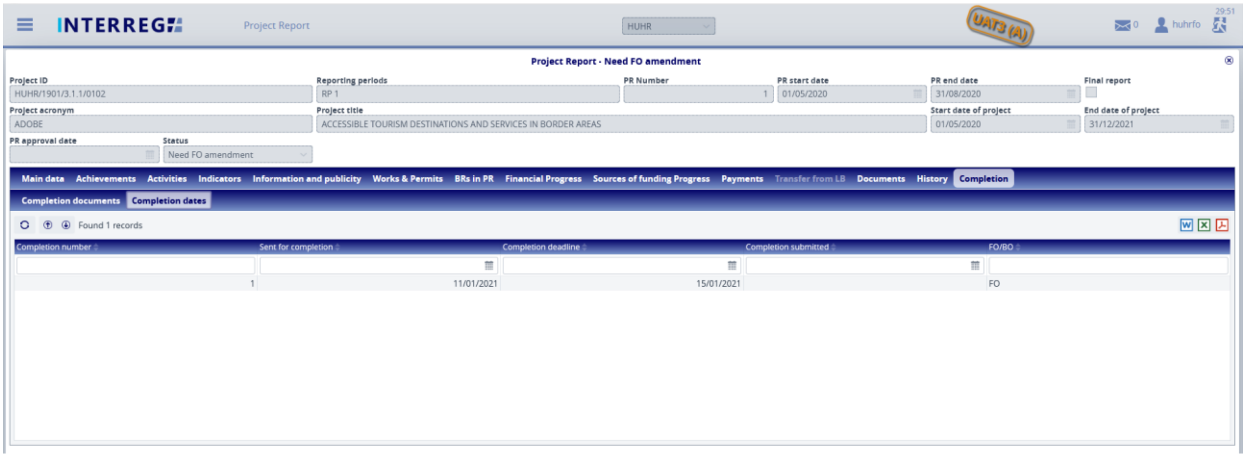
3.1.12 History



26. History

In the History tab, the processes completed by the LB can be followed with corresponding dates and timing.

3.1.13 Completion



27. Completion

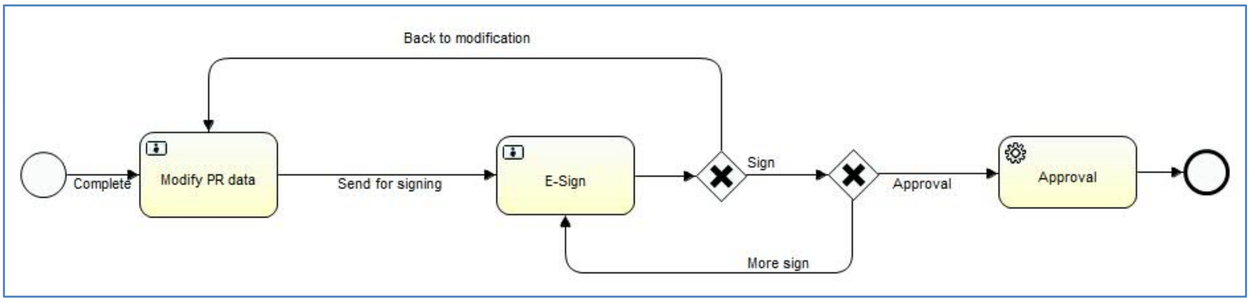
The Completion tab is only seen if the Project Report needs amendment. Under its Documents subtab, the uploaded completion documents can be found and general documents e.g. cover letter of the LB for completion can be uploaded. *Please note, that LB should upload any missing documents requested by the JS only to the relevant Activity, Indicator, Information &Publicity, Works item under its respective tab.*
Under the Dates subtab, most importantly, the completion deadline can be found.

3.2 SUBMISSION AND COMPLETION

Once the Project Report is finalised, the Recording User can send it to the Signatory User for e-signing by clicking on the **Send for signing** action button. The Signatory User can only view the PR, the editing function is not enabled. 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, where the JS can start with the validation.
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 in.

28. Action buttons of the Signatory User

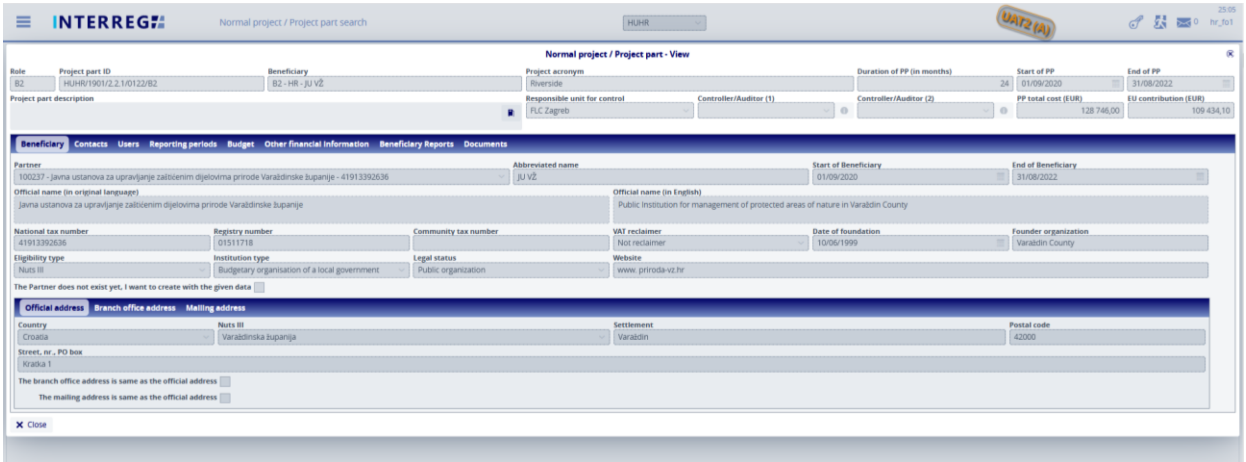
Once the PR is submitted for approval, based on the approval person's (JS Programme Manager) decision, the PR can be sent back for completion. In such case the PR returns from the Back Office with the status of "Need amendment". In this case, the required modification can be done by the LB Recording User and the submitting procedure must be managed in the usual way. The below figure explains the submission process in a visual manner.



13. Completion workflow

4. VIEWING THE 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 menu point. The Project and Project Part is available only for viewing; the User cannot edit, modify or delete any piece of data.



30. Project Part View

5. INTERREG+ TECHNICAL SUPPORT

Should you have any technical issues concerning the functioning of the INTERREG+ IT System, please contact INTERREG+ Support Team at the iplussupport@szpi.hu e-mail address.

To support your case, please, provide a description of the problem with as much detail as possible; always attach screenshots with the entire screen visible. Additionally, please provide the Project ID and the username of the affected I+ account.