



# **NTERREG**

# INTERREG+ IT System PROJECT REPORT

for

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

**User Manual – Front Office** 

v1.1.0





#### **Version History**

Date	Version	Description
2021.01.15	1.0.0	First version for INTERREG+ Project Report
2021.05.05	1.1.0	Updated version (Transfer from LB tab) 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: <u>https://huhr.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 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 <u>Programme website</u>.



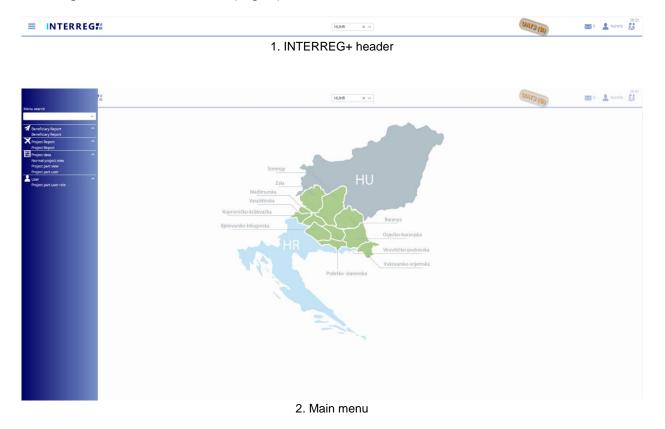


# 2. GENERAL REMARKS

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).



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:

✓ Validate × Cancel

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 <sup>+</sup> (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 **Definition** (**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;

	HUHR × ×	1 fo1
	Upload file(s) 🛞	8
BR status (set by B) B1 - BR3: COMPLETED;	Upload files A Drag and drop to upload file(s)	*
B1 - BR4.1: COMPLETED;	× Close	
B1 - BR4.1; COMPLETED		*
Current description (by LB) *		

4. Upload file(s) communication panel

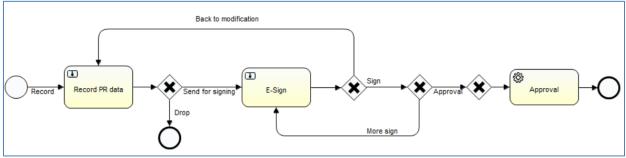
- the **Download**) and the **Download** as zip) buttons allow downloading even multiple selected files from the list.
- the Export to) button initiates exporting the content of the list screen into the selected format (.xlsx, .docx, .pdf). Please note that using the function will export only the visible 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 <sup>•</sup> and <sup>•</sup> (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 Report		HUHR	× ~		UAT3 (8)	🔀 0 💄 huhrl	29:51 fo
✓ Filters Only submitted								
O 🖲 🕢 Found 7 records + 🖹 > Continu	ue						5	w x 🕨
Project ID A1	Reporting periods	PR Number *2 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	1	10/11/2020
HUHR/1901/3.1.1/PR_test_project HUHR/1901/3.1.1/PR_test_project	RP 1, RP 2 RP 3	1	01/07/2020 01/03/2021	28/02/2021 30/06/2021		Approved Rejected		10/11/2020
		1 2 3			458,88			10/11/2020
HUHR/1901/3.1.1/PR_test_project	RP 3	1 2 3 3	01/03/2021	30/06/2021	458,88 458,88	Rejected		10/11/2020





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 <sup>+</sup> 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.

≡ INTERREG <b>7</b> #	Project Report		HUHR ×	•	UAT3 (B)	0	19:52 huhrfo
	PR Number	Project ID 6 HUHR/1	Project Report - New • 901/3.1.1/PR_test_project		® ~		
O     O	C				W 🗙 📕	PR approval o	late 着
	Project part ID 🔷	BR Number 🕀	BR start date 🖨	BR end date 🔶 Status ≑	PR's relevant	~	=
HUHR/1901/3.1.1/PR_test_project	HUHR/1901/3.1.1/0023/LB	4	01/07/2021	31/10/2021 Approved	<b>~</b>		10/11/2020
HUHR/1901/3.1.1/PR_test_project	HUHR/1901/3.1.1/0023/B1	4	01/07/2021	31/10/2021 Approved	~		
HUHR/1901/3.1.1/PR_test_project							
HUHR/1901/3.1.1/PR_test_project							
HUHR/1901/3.1.1/PR_test_project					1		
HUHR/1901/3.1.1/PR_test_project					tion	1	
HUHR/1901/3.1.1/0102							11/01/2021
	✓ Validate X Cancel				► Continue		

7. 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.

	eport	HUHR X V	
	Project Report -	Under preparation	8
Project ID HUHRIPOI/3.1.1/PR_test_project Project acronym PR_test_project	Reporting periods [RP 3 Project title Test project HUHR	PR Number PR start date 5 01/03/2021	PR end date Final report 3006/021 Start date of project 0107/2020 31/12/2021
PR approval date Status Under preparation  Main data Achievements Activities Indicators Information	ation and publicity Works & Permits BRs in PR Financial Pr	gress Sources of funding Progress Payments Transfer from	LB Documents History
LB Contect person XY	Position Project Manager	Mobile number 12345	E-mail address iplusoffice@szpi.hu
Beneficiaries in PR			
C			
Role *	Beneficiary	English name	
Beneficiary 2	B2 - HR - ABC	ABC Partner	
Reported amounts in BRs			
Total reported amount 536,11	Total reported EU contribution amount 455,65	Total reported national contribution amount	Total reported own contribution amount
Approved amounts in BRs			
Total accepted amount	Total accepted EU contribution amount	Total accepted state contribution amount	Total accepted own contribution amount
536,11	455,69	0,00	80,42
✓ Validate × Cancel		PR refresh 🦻 Task comment	Generate ▼ Continue later > Drop > Send for signing

8. Main data

3.1.3 Achievements

		HUHR	UAT3 (A)	29.45 🔛 0 💄 huhrfo
	Project Report - U	nder preparation		8
Project ID	Reporting periods	PR Number PR start date	PR end date	Final report
HUHR/1901/3.1.1/0102	RP 1	1 01/05/2020	31/08/2020	
Project acronym	Project title		Start date of project	End date of project
ADOBE	ACCESSIBLE TOURISM DESTINATIONS AND SERVICES IN BORDER AREAS		01/05/2020	31/12/2021
PR approval date Status Under preparation				
Main data Achievements Activities Indicators Information a	and publicity Works & Permits BRs in PR Financial Progress Source	es of funding Progress Payments Transfer from	LB Documents History	
O				· W X 🗜
Seq. no. A Question type 🗄	Key aspect 0		Description 0	
	~			
1 Achievements	II.1.a) is the project implementation on t	time according to the time plan defined in the Subsidy		
2 Achievements	II.1.b) What is the estimated delay of the	e overall implementation in months? (from 1 to 24 mon		
3 Achievements	II.1.c) Are there any differences/deviatio	ons in terms of activities/outputs? (Yes/No)	I	
4 Achievements	II.1.d) Justification for the above mention	ned delay/differences/deviations.	II.1.a) Is the project implementation on time ac	cording to the time plan defined in the Subsidy
5 Achievements	II.2. Summary of achievements of the pr	roject implementation in the present Reporting Period.		
6 Achievements	II.3. Summary of achievements on EU he	orizontal policies (equal opportunities, sustainable deve	II.1.a) Is the project implementation on time ac	cording to the time plan defined in the Subsidy
7 Achievements	II.4. Other comments in the present Rep	porting Period.	II.1.a) Is the project implementation on time ac	cording to the time plan defined in the Subsidy
Validate X Cancel	9 Achie	evements	ch 🕫 Task comment 🛛 Generate 🔻 (	Continue later > Drop + Send for signing

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





	ct Report	HUHR V	CATS(A)
	Project Report / Ach	ievement - Modify ®	8
Project ID HUHR/1901/3.1.1/0102 Project acronym	Seq. no. 1	Question type Achievements	Final report
ADOBE	II.1.a) Is the project implementation on time according to the time plan defined in the		0 31/12/2021
PR approval date Status Under preparation	Current description (from BR) LB - BR1: 775;	Current description (by LB) *	1
Main data Achievements Activities Indicators Info	B1 - BR1: Yes		o w x k
Seq. no. * Question type :: 1 Achievements			
2 Achievements			
3 Achievements	Documents History		
4 Achievements	> Filters		ion on time according to the time plan defined in the Subsidy
5 Achievements	O 🖲 🛞 \Theta 👄 No records found 📋 🎿 🚊 🔲	W X 📕	
6 Achievements			ion on time according to the time plan defined in the Subsidy
7 Achievements	File name 🌲 💦 Title 🖗 Creation date 🗸 Subje		ion on time according to the time plan defined in the Subsidy
	Save Validate X Cancel		
• Validate × Cancel			enerate
	10 Apple 10	oonto Madifu	

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.

			Project Report / Activities · Modify				۲
t AG ID							
F 1							
AG name	e						
Activitie	es						
AG descri	ription						
Activi	itias						
Activi	lities						
0 0	⑦ ④ Found 10 records					W 🗙 🛛	۶
_							
Activity		Activity name	Artisty status	Current description (by LD) =	Activity originally planned *		
Activity	r ID 🌥	Activity name 🖗	Activity status 🖗	Current description (by LB) 🔷	Activity originally planned ©		
Activity	r ID 🔺		~			v	1
Activity	r ID *	Project administration and management	In progress		. Yes	~	1
Activity 1 2	r ID ▲	Project administration and management Information and publicity	In progress Completed	rrrrrrrrreeeeeeeeeeeeeeeeeeeeeeeeeeeee	. Yes Yes	~	~
Activity 1 2 3	×10 ▲	Project administration and management Information and publicity Accessible tourism trustmark and assessment system	In progress Completed In progress	rrrrrrrrreeeeeeeeeeeeeeeeeeeeeeeeeeeee	Yes Yes Yes	v	<
Activity 1 2 3 4	10 *	Project administration and management Information and publicity Accessible tourism trustmark and assessment system Survey of services and sites	In progress Completed	rmmmreeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	Yes Yes Yes No	v	~
Activity 1 2 3 4 5	(D ▲	Project administration and management Information and publicity Accessible tourism trustmark and assessment system Survey of services and sites Elaboration of accessibility development guide	In progress Completed In progress	rmmmreeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	Yes Yes Yes No Yes	v	~
1 2 3 4	/D▲	Project administration and management Information and publicity Accessible tourism trustmark and assessment system Survey of services and sites	In progress Completed In progress Completed	rmmmreeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	Yes Yes Yes No Yes	~	<
1 2 3 4	£ 10 *	Project administration and management Information and publicity Accessible tourism trustmark and assessment system Survey of services and sites Elaboration of accessibility development guide	In progress Completed In progress Completed Completed	rmmmreeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	Yes Yes No Yes Yes	v	<ul> <li>.</li> </ul>
1 2 3 4	10 <sup>°</sup> ▲	Project administration and management Information and publicity Accessible tourism trustmark and assessment system Survey of terroices and sites Elaboration of accessibility development guide Accessible tourism education	In progress Completed In progress Completed Completed Not started	Interpretexperies and the equivalent of the activity covers the required information and public The activity covers the required information and public	Yes Yes No Yes Yes No	~	~
1 2 3 4	£ 20 €	Project administration and management Information and publicity Accessible tourism trustmark and assessment system Survey of eracine and states Elaboration of accessibility development guide Acsessible tourism education CoE and network development	In progress Completed In progress Completed Completed Not started Completed	rmmmmeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	Yes Yes No Yes Yes No No	v	~

11.Activities

<sup>10.</sup> Achievements - Modify





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.

			P	Project Report / Activities / Activity - Modify		8	¢.
	AG ID	Activity ID	Activity name	Activity status *	Activity originally pla	nned	
1	1	1	Project administration and managem	in progress	× ~ ¥		
	AG name Activities	Original description The activity conists of PM activities: set-up of a steering cor		f / f	The second s	the eventhic destants and alternations	
	Activities	and the plan for the next semester of the project as well as					
2	AG description	professional manager, a financial manager and a commun	cation and events manager, who will liaise	with each other during the project. The management	of the two partners will communicate with each other at le	ast on a monthly basis in order to	
-1		check the timely implementation of activities based on the	respective plans and will update plans or p	propose a modification to the steering committee if ne	eded. The LB project management will represent the proje	ct towards the MA/JTS.	
1		Current description (from BR)					
ľ	Activities	LB - BR1:					
ų	Activities	oipoäkläkläklkoipoäkläkläklkoipoäkläkläklkoipoäkläkläklkoip		säkläkläklkoipoäkläkläklkoipoäkläkläklkoipoäkläkläklkoip	oäkläkläklkoipoäkläkläklkoipoäkläkläklkoipoäkläkläklkoipoä	däkläklkoipoäkläkläklkoipoäkläkläklkoipo	
	0  🕘 🛙	i ükläklüklkoipoäkläkläklkoipoäkläkläklkoipoäkläkläklkoipoäkl	ik fakik;				w x 🔎
	Activity ID A	B1 - BR1: Project manager, three professional/internal exp	ert managers, a financial manager and a co	ommunication manager were appointed. The manager	nent of the two partners communicated with each other.		_
J		BR status (set by B)					~
		LB - BR1: IN_PROGRESS;					
	2	B1 - BR1: IN_PROGRESS					
	3						
	4	Current description (by LB) *					
	4 5	Current description (by LB) * Description goes here					
	5 6 7	Description goes here					
	5 6 7 8	Description goes here Documents History					
	5 6 7 8 9	Description goes here					
	5 6 7 8	Description goes here Documents History				W X Ł	
	5 6 7 8 9	Description goes here Documents History > Filters		sation date 🖉 Subject 3	Created by: Winso		
	5 6 7 8 9	Decuments History           > Filters         O         • O         • Found 1 records         • •		asion date - Subject 0	Created by S Version		
	5 6 7 8 9 10	Description goes here  Decuments History  Fiters  O   O   O   O   C   Fiters  Fitersnne	Title 🗧 Cre			n 🕆 Generated 🕆 Not relevant 🕆	
	5 6 7 8 9 10	Decuments History           > Filters         O         • O         • Found 1 records         • •	Title 🗧 Cre	zation date • Subject 0	Cruand by 5 Version	n 🕆 Generated 🕆 Not relevant 🕆	
	5 6 7 8 9 10	Description goes here  Decuments History  Fiters  O   O   O   O   C   Fiters  Fitersnne	Title 🗧 Cre			n 🕆 Generated 🕆 Not relevant 🕆	
	5 6 7 8 9 10	Description goes here  Decuments History  Fiters  O   O   O   O   C   Fiters  Fitersnne	Title 🗧 Cre			n 🕆 Generated 🕆 Not relevant 🕆	
	5 6 7 8 9 10	Description goes here  Decuments History  Fiters  O   O   O   O   C   Fiters  Fitersnne	Title 🗧 Cre			n 🕆 Generated 🕆 Not relevant 🕆	
	5 6 7 8 9 10	Description goes here  Decuments History  Fiters  O   O   O   O   C   Fiters  Fitersnne	Title 🗧 Cre			n 🕆 Generated 🕆 Not relevant 🕆	

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

Indicator Jo <sup>a</sup> Indicator Names         Indicator Category         Indicator type         I									
Project cile         Project cile         Start dat of project         Ind dats of project           ADORE         ACCESSINE FOURSAM DESTINATIONS AND SERVICES IN BODDER AREAS         01/55/2023         31/12/2021           Index of project         Under project         01/15/2023         31/12/2021           Index of project         Under project         Index of project         01/15/2023         31/12/2021           Index of project project         Under project         Index of project project         Index of project project         31/12/2021           Index of project					PR Number			Fine	al report
ADDE         ACCESSIBLE TOURISM DESTINATIONS AND SERVICES IN BORDER AREAS         01/05/2020         11/12/2021           ** provide responsible         State	HUHR/1901/3.1.1/0102		RP 1			1 01/05/2020	31/08/2020		
Bargerverl det									
Under preparation           Under preparation           Under Achiver aus Achivits         Indication         Internation and publicity         Works & Parme         Rain PR         Reans Parme         Surges of framme         Description         Descriparticity         Description	ADOBE		ACCESSIBLE TOURISM DESTI	NATIONS AND SERVICES IN BORDER A	REAS		01/05/2020	31	/12/2021
Main data         Achivements         Activitie         Indicator         Main data         Relin PR         Rean PR         Sources of funding Progress         Payments         Transfer from L8         Deciment         History           Image: control for econds         Image: contro         Image: contro         Image:	R approval date								
O * @ Found 16 records *        Indicator Lategory 1       Indicator type 1       East value 1       Ea		Under preparation V							
Indicator ID <sup>4</sup> Indicator Category         Indicator (ppe)         Istex value         Target value         Indicator value (non IRI)         Actual value in the IRI,           1         Image: Component specific         Opponent         Oppone	Main data Achievements A	tivities Indicators Information ar	nd publicity Works & Perm	its BRs in PR Financial Progress	Sources of funding Progress	Payments Transfer from LB	Documents History		
Number of new holds and farv.         Component specific         Output         0.00         2.00         0.00           31 - G31         Number of newly introduced/devel.         Component specific         Output         0.00         1.00         0.00           31 - G37         Number of newly introduced/devel.         Component specific         Output         0.00         1.00         0.00           31 - G37         Number of newly introduced/devel.         Component specific         Output         0.00         1.00         0.00           31 - G37         Number of newly introduced/newl.         Component specific         Output         0.00         1.00         0.00           31 - G32         Number of newly introduced/newl.         Programme         Output         0.00         4.00         5.00           31 - G33         Number of newly introduced/newl.         Output         0.00         4.00         5.00           31 - G34         People participating in plant actions	O	8 2							W X
3.1-0.30         Number of capacity building travaint.         Component specific         Oppit         0,00         1,00         0,00           3.1-070         Number of capacity building travaint.         Component specific         Oppit         0,00         1,00         0,00           3.1-071         Number of denotes purcloaving in	Indicator ID *	Indicator Name 🗘	Indicator category 0	Indicator type 🗘	Base value 🗘	Target value 🕸	Indicative value	(from BR) 🗧 🛛 Actua	al value in this PR 🔶
3.1-0.30         Number of capacity building travaint.         Component specific         Oppit         0,00         1,00         0,00           3.1-070         Number of capacity building travaint.         Component specific         Oppit         0,00         1,00         0,00           3.1-071         Number of denotes purcloaving in									
31-607         Number of capacity building trainin.         Component specific         Duput         0,00         1,00         0,00           31-502         Number of institutions protections         Programme         Reult         0,00         2,00         1,00           31-502         Number of institutions protections         Programme         Output         0,00         2,00         0,00           31-502         Number of institutions protections         Programme         Output         0,00         4,00         5,00           31-502         Number of protective programme         Output         0,00         4,00         5,00           31-504         Projet participatier, Programme         Output         0,00         25,00         25,00           Defined on Projet (evel Output         Number of post develor type hendrin									
31-501         Number of instructions participation         Programme         Readt         0,00         2,00         1,00           31-502         Number of instructions participation         Programme         Ouput         0,00         1,000         0,00           31-503         Number of instructions participation         Programme         Ouput         0,00         1,000         0,00           31-503         Number of namoniado processes         Programme         Ouput         0,00         2,000         <	3.1 - C03	Number of newly introduced/devel	Component specific	Output		0,00	1,00		
31 - 502         Number of institutions participation	3.1 - C07	Number of capacity building trainin	Component specific	Output			1,00		
3.1 - SO3         Number of harmonized processes,	3.1 - SO1	Number of entities participating in	Programme	Result		0,00	2,00	1,00	
31.1-504         People participanty in juint actions	3.1 - 502	Number of institutions participatin	Programme	Output		0,00	12,00	0,00	
Defined on Project level Output         Number of joint international studies         Project specific         Output	3.1 - SO3	Number of harmonized processes,	Programme	Output		0,00	4,00	5,00	
Defined on Project level Output         Number of newly developed trustm.         Project specific         Output         Output         0,00         1,00         0,00           G64         0.00         25,00	3.1 - 504	People participating in joint actions	Programme	Output		0,00	250,00	25,00	
G04         Number of people directly benefitin General         Result         0,00         25,00         25,00           G05         Number of people directly benefitin General         Output         0,00         14,00         2,00           G07         Number of newly established/divent General         Output         0,00         7,00         0,00           G08         Number of newly established/divent General         Output         0,00         1,00         0,00           G09         Number of newly established/divent	Defined on Project level Output	Number of joint international studies	Project specific	Output		0,00	4,00	0,00	
Kindber of project wents (conferent)         Output         0,00         14,00         2,00           607         Number of newly elaborated/harm General         Output         0,00         7,00         0,00           608         Number of newly elaborated/harm General         Output         0,00         1,00         0,00           609         Number of newly elaborated/harm General         Output         0,00         1,00         0,00           609         Number of newly elaborated/harm General         Output         0,00         1,00         0,00           609         Number of newly elaborated/harm General         Output         0,00         5,00         0,00	Defined on Project level Output	Number of newly developed trustm	Project specific	Output		0,00	1,00	0,00	
G07         Number of newly elaborated/harm General         Output         0,00         7,00         0,00           G08         Number of newly established/devel         General         Output         0,00         1,00         0,00           G09         Number of newly established/devel         General         Output         0,00         1,00         0,00           G05         Number of project activities/events         Fortoretal         0,00         5,00         0,00	G04	Number of people directly benefitin	General	Result		0,00	250,00	25,00	
G08         Number of newly established/devel.         General         Output         0,00         1,00         0,00           G09         Number of newly established/devel.         General         Output         0,00         1,00         0,00           H05         Number of project activitie/events	G05	Number of project events (conferen	General	Output		0,00	14,00	2,00	
G09         Number of newly established/decel         General         Output         0,00         1,00         0,00           H05         Number of project activities/events         Horizontal         Output         0,00         5,00         0,00	G07	Number of newly elaborated/harm	General	Output		0,00	7,00	0,00	
H05         Number of project activities/events         Horizontal         Output         0,00         5,00         0,00	G08	Number of newly established/devel	General	Output		0,00	1,00	0,00	
	G09	Number of newly established/decel	General	Output		0,00	1,00	0,00	
H06 Number of project activities/weapts Horizontal Dutput 0.00 14.00 0.00	H05	Number of project activities/events	Horizontal	Output		0,00	5,00	0,00	
Homes of project according sevents	H06	Number of project activities/events	Horizontal	Output		0,00	14,00	0,00	

13. 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.

			Broject	Report / Indicator - Mod	if.			8	
roject ID	Indicator Name		Project	Report / Indicator - Mod	ily			aport	
HUHR/1901/3.1.1/0102		ums for knowledge transfer established	w the project					ipore	
roject acronym	Indicator category	Indicator type	Indicator ID	Unit				te of project	
ADOBE	Component specific	Output	3.1 - C01	pcs				/2021	
R approval date	Actual value in this PR	Base value	Target value	Achieved value		Remaining value			
			0.00	2.00		0.00	2,00		
	Original description			Current descri	otion (from BR)				
Main data Achievement		framework and guide for accessible tou	rism (GBC). 1 centre of excellence an					^	
O	accessible tourism network for ac	cessible tourism (GBC and OBZ jointly)		v					w x
	Current description (by LB) *			AL 84.1		1			
Indicator ID 📤	Number of new methods and foru	ums for knowledge transfer established	y the project					ilue in this PF	¢ 🔍
3.1 - C01									0
3.1 - C03	O						w D	£ 📕	
3.1 - C07	Relevant Beneficiary *2	BR Number *1	Base v	value 🗧 👘 Target val	ue 🗧 🛛 Indicati	tive value (fro ≑ Actual value in	this PR  Current description (from BR)		
3.1 - SO1		1	Ì						
3.1 - 502									
3.1 - 503	LB - HR - OBŽ B1 - HU - BMO	1		0,00	1,00	0,00	0,00 BR1: hgblbjhbbobjhbbl	-	5
3.1 - 504	BI-HU-BMO	1		0,00	1,00	0,00	0,00 BR1: Indicator will be reported at	. the	
Defined on Project level Outp									
Defined on Project level Outp									
G04						0.00	0.00		
G05								_	
G07	Documents History								
G08									
G09	> Filters								
H05	O ⊕ ⊕ ⊖ No reco	ords found 🝵 🏦 🛓 🥫 📋					w 2	<u>د الج</u>	
H06	File energe A	Title 🕸	Creation date 🚽	Subject 🕆		Created by			
	File name 🗘	Tibe -	Creation date 🗸	SUDJECT -		Created by	Version Generated Not releva	_	
								~	
	Save ✓ Validate × Ca	and leave							
	Validate × Ca	incer							

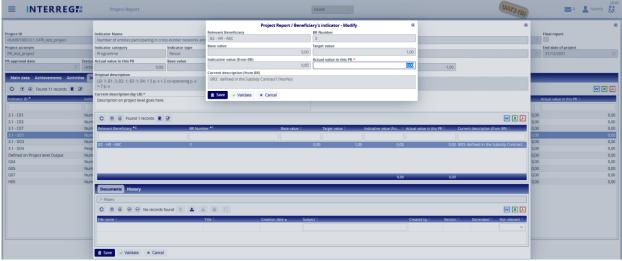
14. Indicator - modify

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.

			Project Rep	ort / Indicator - Modify						
Project ID	Indicator Name								Final report	
HUHR/1901/3.1.1/PR_test_project		s-border networks and bilateral co-opera	ations							
Project acronym	Indicator category	Indicator type	Indicator ID	Unit					End date of project	
PR_test_project	Programme	Result	3.1 - SO1	number					31/12/2021	
R approval date Sta	tus Actual value in this PR	Base value	Target value	Achieved value		Remaining value				
III U	nde 1,00	0,00		7,00	9,00		-2,00			
Main data Achievements Activities	Original description			Current descripti						
O C Found 11 records	LB: 1; B1: 3; B2: 1; B3: 1; B4: 1 5 ps + 2 = 7 ps	co-operating ps		B2 - BR3: defin	td in the Subsidy Contr	act? (Yes/No)				<b>X</b>
	Current description (by LB) *								_	
Indicator ID A	Description on project level goes here.								Actual value in this P#	t÷
3.1 - C01 N	um a a a a a a a								0,00	0
3.1 - C03 N		2						W 🗙 🛃	0,00	0
3.1 - C07 N	um Relevant Beneficiary *2	BR Number *1	Base valu	e 🗧 🛛 Target value	Indicative v	alue (fro 🚊 Actual value in ti	his PR 🗧 🛛 Curi	rent description (from BR) 🗦	0,00	0
	um								0,00	
3.1 - SO3 N		3		0.00	1.00	0.00	1.00 BR3	e defined in the Subsidy Contract	0,00	0,
	sob	-							0,00	0,
	um								0,00	0
	um								0,00	0,
	um								0,00	0,
	um					0,00	1.00		0.00	0,
105	Documents History								0,00	0,
	> Filters									
	O ⊕ ⊕ ⊗ ⊖ No records f	ound 8 🛓 🛓 🖬 🖂						w x 1		
	File name 0	Title 🗘	Creation date -	Subject		Created by 🖨	Version 0	Generated 🖨 Not relevant 🗘		
		100	ereation date •	oobjeet -		created by r				

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

Project Report - Under preparation								
roject ID	Reporting periods	PR Numbe		PR end date	Final report			
HUHR/1901/3.1.1/0102	RP 1		1 01/05/2020	31/08/2020				
roJect acronym	Project title			Start date of project	End date of project			
ADOBE	ACCESSIBLE TOURISM DESTINATIONS AND SE	ERVICES IN BORDER AREAS		01/05/2020	31/12/2021			
R approval date Status Under preparation								
Main data Achievements Activities Indicators	Information and publicity Works & Permits BRs in PR	Financial Progress Sources of fundi	ng Progress Payments Transfer from LB Doce	uments History				
O								
O 💿 🕢 Found 8 records 🖹 📝					W X			
Information & Publicity Type A	Communication tool ©	Planned Language 0	Originally planned 🕀	Status in this report 0				
Events (e.g. opening/closing conference, workshops, fairs, i	Professional conference 2.	HU-HR		Not started				
		HU-HR						
Events (e.g. opening/closing conference, workshops, fairs, i	. Professional conference 1.							
Events (e.g. opening/closing conference, workshops, fairs, i	Professional conference 1.     1-1 press release by the partners calling the attention to th		~					
Events (e.g. opening/closing conference, workshops, fairs, i Mass media (newspaper articles, TV/radio coverage, press		HU-EN						
Events (e.g. opening/closing conference, workshops, fairs, L. Mass media (newspaper articles, TV/radio coverage, press Mass media (newspaper articles, TV/radio coverage, press	1-1 press release by the partners calling the attention to th	HU-EN HR						
Events (e.g. opening/closing conference, workshops, fairs, L. Mass media (newspaper articles, TV/radio coverage, press Mass media (newspaper articles, TV/radio coverage, press Other communication requirements for the projects (e.g. p	1-1 press release by the partners calling the attention to th 1 evaluative article about accessible tourism and project re	HU-EN HR HU-HR-EN						
Events (e.g. opening/closing conference, workshops, fairs, L. Mass media (newspaper articles, TV/radio coverage, press Mass media (newspaper articles, TV/radio coverage, press Other communication requirements for the projects (e.g., p. Promotional materials (e.g. leaflets, brochures, publications)	1-1 press release by the partners calling the attention to th 1 evaluative article about accessible tourism and project re 1-1 project poster placed at the HQ of LB and B1 Language	HU-EN HR HU-HR-EN EN						
Events (e.g. opening/closing conference, workshops, fairs, L- Mass media (newspaper articles, TV/radio coverage, press Mass media (newspaper articles, TV/radio coverage, press Other communication requirements for the projects (e.g. p Promotional materials (e.g. Leafles, brochures, publications) Promotional materials (e.g. leafles, brochures, publications)	1-1 press release by the partners calling the attention to th 1 evaluative article about accessible tourism and project re 1-1 project poster placed at the HQ of LB and B1 Language 500 promotional pens with the web address and name of t	HU-EN HR HU-HR-EN EN HU-HR-EN						

17. Information & Publicity

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

			Project Report /	Information & Publicity - Modify					6
roject ID		Information & Publicity Type				-	Idate	Final report	
HUHR/1901/3.1.1/0102		Events (e.g. opening/closing confere	ence, workshops, fairs, information o	lays etc.)			1/2020		
roject acronym		Communication tool	Planned Language	Status in this report *	Originally planned		late of project	End date of project	¢
ADOBE		Professional conference 2.	HU-HR	Not started	× ~		/2020	31/12/2021	
R approval date Status		Original description							
Under preparatio	_	Reporting period 05	results and innovative and new appr	oaches in accessible tourism Language:	HU-HR Beneficiaries: B1: GBC Reporting period	5:			
Main data Achievements Activities Indicato	rs Informa								
O 🖲 🕢 Found 8 records 📱 📝		B1 - BR1: Closing conference will be	e organized at the end of the project						W 🗙 📕
Information & Publicity Type *	Comm	BR status (set by B)					Status in this report 🕀		
		B1 - BR1: NOT_STARTED							~
Events (e.g. opening/closing conference, workshops, fai	rs, I Profes	Current description (by LB) *					Not started		
Events (e.g. opening/closing conference, workshops, fail	rs, i Profes		000000000000000000000000000000000000000	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	00000				
Mass media (newspaper articles, TV/radio coverage, pre	ess 1-1 pre	4							
Mass media (newspaper articles, TV/radio coverage, pre	ess 1 evalu								
Other communication requirements for the projects (e.	g. p 1-1 pro	Tourism service providers, institutio	onal stakeholders, professionals, pro	ject staff					
Promotional materials (e.g. leaflets, brochures, publicat	ions) 500 pr	rc Documents History							
Promotional materials (e.g. leaflets, brochures, publicat	ions) 500 pe	er > Filters							
Promotional materials (e.g. leaflets, brochures, publicat	ions) Triling	tu .							
		O ⊕ ⊕ ⊗ ⊖ No record	rds found 🔋 🍰 🛓 🖬		w D	의원			
		File name 😄 🛛 Title 👙	Creation date 🚽	Subject   Created by	Version   Generated   Not releve	ant 🔅			
						~			

18. 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).

INTERREG <b>7</b>	Project Report	HUHR ~	]	UATS (A)	💌 0 🔛 t	huhrfo 💈
		Project Report - Under preparation				
ect ID JHR/1901/3.1.1/0102 ect acronym IOBE	Reporting periods RP 1 Project title ACCESSIBLE TOURISM DESTINATIONS /	PR Number	PR start date 01/05/2020	PR end date 31/08/2020 Start date of project 01/05/2020	End date of project	
pproval date Status	paration	in DD - Flanning Damage - Faunt - Faunt - Faunt	Dummento Tama (a fam.) D. D.			
<ul> <li>① ④ ● No records found ■ 2</li> </ul>	alcators information and publicity works & Permits BKS	in PK Financial Progress Jources of funding Progress	Payments Transfer from LD L	ocuments history		w ×
&P Original description 🗧	W&P Current description (from BR)	W&P Current descriptio	n (by LB) ≑	Original relevant LOT number:	÷	
alidate × Cancel				🗇 Task comment 🛛 🔒 Generate 🔹 Co	ntinue later > Dree > Ser	and for sit
A cancel				ask comment al Generate V Co	Fonder J Drop + Ser	and for sig

#### 3.1.7 Works and Permits

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.





	Project Report	t / Works & Permits - Mo	odify			۲
W&P Original description						
555555555555555555555555555555555555555						
W&P Current description (from BR)						
LB - BR1.1: d						
W&P Current description (by LB) *						
current description						
Original relevant LOT numbers						
аааааааааааааааа						
Documents History						
> Filters						
C ⊕ ⊕ ⊘ ⊖ No records found 🔒 .						w x J
File name Title	Creation date 🗸	Subject 🔷	Created by ≑	Version 🔷	Generated ≑	Not relevant 🔷
File name 🔷 Title 🔷	Creation date 🗸	Subject 🔷	Created by	Version	Generated	Not relevant 🔷
File name 🔷 Title 🔷	Creation date 🗸	Subject	Created by	Version	Generated	
File name Title	Creation date <del>v</del>	Subject	Created by 🚔	Version	Generated 🔷	
File name	Creation date 🗸	Subject	Created by	Version	Generated	
File name	Creation date 🗸	Subject	Created by	Version	Generated	
File name	Creation date	Subject	Created by 🖗	Version	Generated	
File name	Creation date	Subject	Created by	Version	Generated	
File name	Creation date	Subject	Created by	Version	Generated	
File name	Creation date	Subject	Created by	Version	Generated 🖨	
File name	Creation date 🕶	Subject	Created by	Version 🕯	Generated 🖨	
File name	Creation date	Subject	Created by	Version 🕯	Generated 🖨	
File name	Creation date 🕶	Subject	Created by	Version 🕯	Generated 🖨	
File name	Creation date 🕶	Subject	Created by	Version	Generated 🖨	

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

					Pro	oject Report - Und	er preparation					
oject ID			Rep	rting periods			R Number	PR :	start date	PR end date	Final repo	rt
IUHR/1901/3.1.1/010	102		RP					1 01	/05/2020	31/08/2020		
oject acronym			Proj	ct title						Start date of project	t End date o	of project
DOBE			AC	ESSIBLE TOURISM DEST	NATIONS AND SERVICES IN BC	ORDER AREAS				01/05/2020	31/12/20	121
t approval date Main data Achie	=	itatus Under preparation vities Indicators	Information and pu	blicity Works & Perm	its BRs in PR Financial P	Progress Sources of	of funding Progress	s Payments Tran	nsfer from LB Document	s History		
Main data Achie	=	Under preparation	V	blicity Works & Perm	its BRs in PR Financial P	Progress Sources o	of funding Progress	s Payments Trar	nsfer from LB Document	s History		<b>W</b> X
Main data Achie	ievements Acti	Under preparation	Information and pu	blicity Works & Perm Reporting periods ©	its BRs in PR Financial P BR start date 4	Progress Sources of BR end date ©					Validated amount 3 Validated amount 4	Validated EU contributio
Main data Achie	elevements Actional Action of the second sec	Under preparation			BR start date 🖗						Validated amount 0	
Main data Achie	elevements Actional Action of the second sec	Under preparation vities Indicators vet *2 R		Reporting periods	BR start date 🖗	BR end date a	BR appr	roval date 🗧 🔰				

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.

		Project Report	- Under preparation				
oject ID	Reporting periods		PR Number	PR start date	PR end date	Final rep	ort
IUHR/1901/3.1.1/0102	RP 1			1 01/05/2020	31/08/2020		
oject acronym	Project title				Start date of project	End date	ofproject
DOBE	ACCESSIBLE TOURISM DESTIN	NATIONS AND SERVICES IN BORDER AREAS			01/05/2020	31/12/2	1021
	r preparation	its BRs in PR Financial Progress So	urces of funding Progress Payr	ments Transfer from LB Do	cuments History		-
) * » • •	v						₩ ×
Budget Lines     Preparation costs		Planned Amount 3 000,00	Previously Validated Amount 0,00	Current Report Amount 3 000,00	Accumulated Amount 3 000,00	Accumulated Share 100,00 %	Remaining Budget Am
2 Staff costs		49 859.75	0.00	0.00	0.00	0.00 %	49 85
3 Office and administra	ive expenditure	7 478.96	0,00	0,00	0,00	0.00 %	49 63
4 Travel and accommod		855.00	0.00	0,00	0.00	0.00 %	85
5 External expertise and		124 477,50	0,00	0.00	0,00	0.00 %	124 43
6 Equipment expenditu		9 328.79	0.00	2 000.00	2 000.00	21,44 %	7 33
7 Infrastructure and wo		0,00	0,00	0,00	0,00	0,00 %	
Current report rever	ue	0,00	0,00	0,00	0,00		

#### 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

	Report	HUHR	UATS (A)	🖂 0 💄 huhrfo 🕵
	Project Report - Ur	nder preparation		8
Project ID	Reporting periods	PR Number PR start date	PR end date	Final report
HUHR/1901/3.1.1/0102	RP 1	1 01/05/2020	31/08/2020	
Project acronym	Project title	· · · · · · · · · · · · · · · · · · ·	Start date of project	End date of project
ADOBE	ACCESSIBLE TOURISM DESTINATIONS AND SERVICES IN BORDER AREAS		01/05/2020	31/12/2021
PR approval date Status Under preparation			Illason	
Main data Achievements Activities Indicators Inform	mation and publicity Works & Permits BRs in PR Financial Progress Source	es of funding Progress Payments Transfer from LB Documents	History	
O				W 🗙 🔁
Project part 🕆 Plann	ined Amount 🖗 Previously validated EU contribu	ation   EU contribution validated in current BR	Transferable EU contrib	ution in current BR 🖗
HUHR/1901/3.1.1/0102/B1	80 750,00	0,00	0,00	0,00
HUHR/1901/3.1.1/0102/LB	85 000,00	0,00	3 400,00	3 400,00
	0.4 B			

24. Payments

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

#### 3.1.11 Transfer from LB

In the Transfer from LB tab, the payments of the previous Project Reports are listed broken down by Beneficiaries (see also Payments tab). Under these payments items, the user can record Transfer items, these transfers are made by the LB to the Beneficiaries as distribution of the sudsidy amount among the Partners (in accordance with the Lead Beneficiary principle).

To record such transfer items, the user should select the record from the list, to which a transfer item is to be recorded, and click on the activating **Transfers** (<sup>Transfers</sup>) button.

		HUHR		UATS (A	🗊 🐱 0 💄 knowledgewe	eli-solomun
(	Project Report - U	Inder preparation				8
Project ID	Reporting periods	PR Number	PR start date	PR end date	Final report	
	RP 2		2 01/10/2020	31/01/2021	Final report	
Project acronym	Project title	J	01102020	Start date of project	End date of project	
Knowledge Well	Cross border development of centers of excellence in primary schools			01/06/2020	31/01/2022	
PR approval date Status						
Under preparation						
Main data Achievements Activities indicators information and publicity W	orks & Permits BRs in PR Financial Progress Sources of funding Progress Payments	Transfer from LB Documents History				
O 💿 🕢 Found 2 records 🖹 ই Transfers						W 🗙 🛃
Project part ID  PR number  Total contracted (base) EU amount (EUR)				Transformed some set (1) ID *	Transferable decision * Date of t	
Project part to * Principal * Total contracted (dese) eo amount (eon) *				mansferred armound (bow) +	Intersterable decision Date of a	1
HUHR/1901/4.1.2/0116/81 1 HUHR/1901/4.1.2/0116/81 1				62.067,17 1.700,00		02/03/2021
HUHR/1901/4.1.2/0116/LB 1				81 130,06 10 755,58	24/02/2021	02/03/2021
				12 433.58		
Validate × Cancel				💬 Task comment  🔒 Generate 🔹	Continue later > Drop +	Send for signing
	25. Transi	fer from LB				





In the opening window, a new Transfer item can be created by the Add (+) button.

INTERREG		нция	(UATZ (A)) 📼 0 💄 knowledgewell solomun
Project actorym Rowindge Well PR approval date Status Under preparation	Project Report / Trainfer Project Report / Trainfer	transfer Alkelity ® Transferable amount 1700.00 17 17 17 17 17 17 17 17 17 17 17 17 17	end data     end data     ford report     end data of propert
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	Stee v validate X Cancel		12-65.58

26. Transfer item list screen

In the opening communication panel, fill in the *Transferred amount* and the *Transfer date* (date of transfer) fields, and click on **Save**.

			Project Report / Transfer from	LB / Transfer - New		8			
t ID	Projec		Transfer amount		Fransfer date	t end date		Final report	
R/1901/4.1.2/0116	~ О нин	HR/1901/4.1.2/0116/81		123 456.00	19/02/2021	11/01/2021			
t acronym		acuments				art date of project		End date of project	
viedge Well proval date Statur						11/06/2020		31/01/2022	
	r preparation	Save Validate X Cancel							
					ī				
in data Achievements Activities indica	tors information and publicity W								
🕑 🕢 Found 2 records 📓 💐 Transfer									W (
tot part ID 🗧 🛛 PR number 🗘 Tr	otal contracted (base) (U amount ((UII) 😩					Transfer	red amount (E) III - 7	'ransferable decision 🏝 Date o	
	San Conto Besso (Datal.) EO BITICEN A (ECK)					The second se	to amount (cost)		100000
R/1901/4.1.2/0116/B1 1						62 067,17	1 700.00		02/1
R/1901/4.1.2/0116/LB 1						81 130,06	1 755,58	24/02/2021	02/0
10010412011020						01130,00	10753.50	LAW OLD LOL I	02.0
		Save - Validate - X Cancel				_			

27. Transfer item - new

On the still active Transfer window, select the freshly recorded Transfer item and click on **Modify** and on the opening window click on document upload and upload the supporting bank statement and click **Save** again.





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Latin Este Auforementes Automote andruation information and publicity     O      O	Rename: The Charlot date Subject Oracle by Virsion Generated Inconference	Nanderschanson (1046)         Transferbild decost         Transferbild decost
	Larocco	12 615.00

28. Document upload to Transfer item

<u>Please notice that the above actions has to be repeated for all Beneficiaries who have approved BR of positive EU contribution in the respective PR.</u>

#### 3.1.12 Documents

INTERREG     Project Report	τ	HUHR		UATS		0 💄 huhrfo 🛃
	Project Report - U	nder preparation				8
Project ID HUHR/1901/3.1.1/0102	Reporting periods RP 1	PR Number	PR start date 01/05/2020	PR end date 31/08/2020	Final report	
Project acronym ADOBE	Project title ACCESSIBLE TOURISM DESTINATIONS AND SERVICES IN BORDER AREAS			Start date of proje	t End date o 31/12/202	
PR approval date Status					5111220	21 11
✓ Filters           Path         Search by content	and publicity Works & Permits BRs in PR Financial Progress Sourc	es of funding Progress Payn	ments Transfer from LB	Documents History		
O ⑦ ④ Θ ⊖ Found 3 records ↓ ↑ □ ▲ ▲	<b>A</b>					<b>X X</b>
File / Folder name 🗢 Title 🗢	Creation date 🗢		ubject ≑	Created b	y ⇔ Version ⇔ Gene	rated 👙 Not relevant 🗘
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PR&AfR		16/12/2020 15:04:29				
activitygroups		16/12/2020 15:11:30				
indicators		16/12/2020 15:17:27				
					- Computer	
Validate × Cancel			PR refresh	💬 Task comment 🛛 🔒 Generate	Continue later > Dri	Send for signing

29. 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 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.

#### 3.1.13 History

	nt	HUHR		(A) ETAU	29:49 🔜 huhrfo 🔀
	Project Repor	rt - Under preparation			8
Project 0 HURH/1901/31.1/0102 Project acroym ADOBE Pt eproval date Under preparation	Reporting periods RP 1 Project title Accessible TOURISM DESTINATIONS AND SERVICES IN BORDER AREA		PR start date 01/05/2020	PR end date 31/08/2020 Start date of project 01/05/2020	End date of project
Main data Achievements Activities Indicators Information	n and publicity Works & Permits BRs in PR Financial Progress S	iources of funding Progress Payments	Transfer from LB Documents	History	
Task comment Task name	⇔ Start date ≎	End d		Assignee 0	
P Record P	data	©© 16/12/2020 15.9430	-	© huhrfo	
1.00		I. Batam.			

30. History

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

#### 3.1.14 Completion

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								Project Rep	ort - Nee	d FO amendment								۲
Project ID HUHR/1901/3 Project acrony ADOBE	ſm				Reporting pr RP 1 Project title ACCESSIBL		TONS AND SE	RVICES IN BORDER A		PR Number		PR start date 01/05/2020		PR end date 31/08/2020 Start date of projec 01/05/2020	t.	End date of proj	sct	=
PR approval da	ate		etus leed FO amendn	nent 🗸														
Main data	Achievement	ts Activi	ties Indicator	s Information a	nd publicity	Works & Permits	BRs in PR	Financial Progress	Sources	of funding Progre	ss Payments	Transfer from LB	Documents	History Completion				
Completio	n documents	Completio	on dates															
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Completion n	number 🗘			Sent for comp	letion 🕆			Completion deadline	¢		Comp	pletion submitted 🗢		FO/B	0 ¢			
							Ħ				11			=				
				1			11/01/2021			1	5/01/2021			FO				

#### 31. 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. <u>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.</u>





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

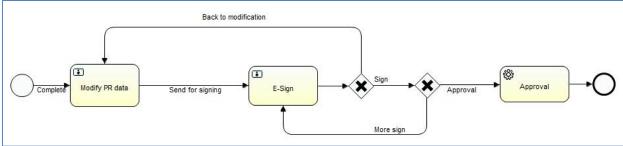
Under the Dates subtab, most importantly, the completion deadline can be found.

#### 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.

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.



6. Completion workflow

<sup>32.</sup> Action buttons of the Signatory User





# 4. VIEWING THE PROJECT AND 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.

			Normal project	/ Project part - View							
ole Project part ID	Beneficiary		Project acronym				Duration of PP (in months)	Start of PP End of PP			
B2 HUHR/1901/2.2.1/0122/			Riverside					24 01/09/2020 31/08/2022			
oject part description	Responsible unit for co	Controller/Auditor (2)	PP total cost (EUR) EU contribution (EI								
			FLC Zagreb			~ 0	~ · · · ·	0	128 746,00		109 43
Beneficiary Contacts Users	Reporting periods Budget Other financial information Benef	ficlary Reports Documents	_								
artner			Abbreviated name			Start of Be		End of Benefici	iry		
100237 - Javna ustanova za upravljan	ije zaštićenim dijelovima prirode Varaždinske županije - 41913392636		JU VŽ			01/09/202	20	31/08/2022			
Official name (in original language)				Official name (in Engl							
Javna ustanova za upravljanje zaštiće	nim dijelovima prirode Varaždinske županije			Public Institution for	management of protected areas	of nature in	Varaždin County				
lational tax number	Registry number	Community tax number		VAT reclaimer		Date of fou			Founder organization		
41913392636	01511718		Not reclaimer			10/06/199	99	Varaždin Cour	Varaždin County		
ligibility type	Institution type	Legal status		Website							
Nuts III	<ul> <li>Budgetary organisation of a local government</li> </ul>	<ul> <li>Public organization</li> </ul>		< vww.priroda-vz.hr							
The Partner does not exist yet, I want	to create with the given data										
Official address Branch office	address Mailing address										
Country	Nuts III			Settlement				Postal code			
Croatia	<ul> <li>Varaždinska županija</li> </ul>			Varaždin		42000					
Street, nr., PO box											
Kratka 1											
The branch office address is same as											
The mailing address is same as	the official address										
× Close											

#### 34. 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 <u>iplussupport@szpi.hu</u> 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.