INTERREG

INTERREG+ IT System

PROJECT MODIFICATION

for

INTERREG VI-A NEXT HUNGARY-SLOVAKIA-ROMANIA-UKRAINE PROGRAMME

User Manual - Front Office

v1.0.0

Version History

Date	Version	Description
05/09/2024	1.0.0	First version for INTERREG+ Project modification process

Contents

1. INTRODUCTION

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to assist lead partners of the Interreg VI-A NEXT Hungary-Slovakia-Romania-Ukraine Programme in the modification process of a contracted project being implemented in the INTERREG+ IT system.

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

1.2 WHO IS THIS DOCUMENT FOR

This document is for the lead partners who are required to initiate and assist in the project modification process.

1.3 ACCESS MANAGEMENT

The user can access the INTERREG+ IT system at the link provided here: https://huskroua.interregplus.eu/21-27.

1.4 USER ACCOUNT

The user profiles in the INTERREG+ IT system are managed in so-called user accounts, where each user has 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 or project parts assigned to, where they can manage tasks. It is also possible to hold several roles, such as recording, signatory or view to the same user.

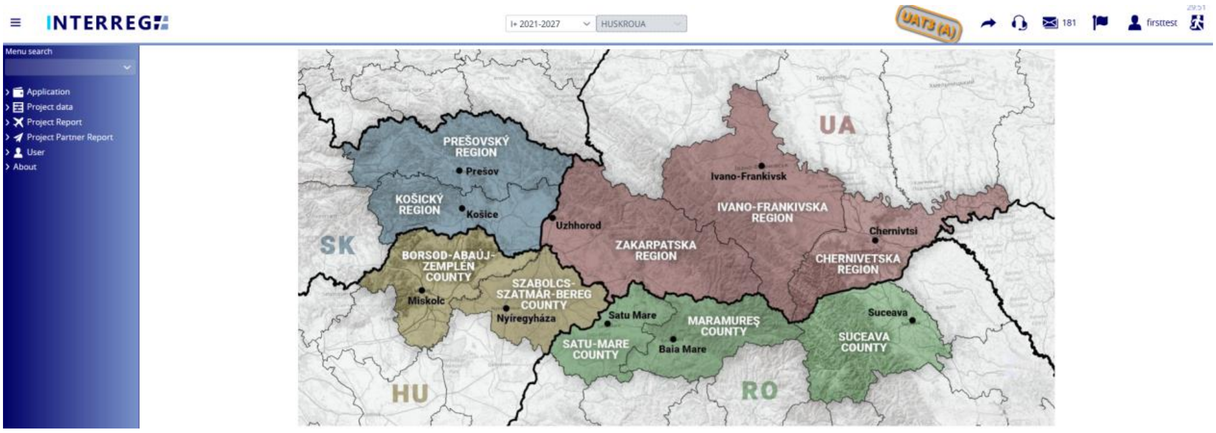
To manage the user's account, use the 'User' icon ( ) located on the right-hand side of the main header (see figure 1). For details on account management and user roles, study the *User-management Manual*.

2. GENERAL REMARKS

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

2.1 THE MAIN MENU AND HEADER

The Main Menu is set on the left side of the Header. The user can find here the available menu items. Whereas on the right side (from left to right) the Period Switch, the Programme information, the messages, the language selector, the user account, and the sign-out buttons are located.



1. INTERREG+ main menu and header

Under the main menu, the Application, the Project data, the Project Report, the user, and the About menu items are.

- The **Application** menu item leads the user to the applications, which were created by the user.
- The **Project data** menu item leads to the list of projects the user is associated with.
- Under the **Project Report** menu item, the user finds all Project Reports of those projects, which the user is associated with.
- The **User** menu item is to access and manage user role requests submitted by those projects' partners, which the user is associated with. (Available only for recording users.) See details in the *User management Manual*.
- The **About** menu item holds information about the software version of the INTERREG+ IT system.

The **Period Switch** button allows the user to switch between the 2014-2020 and the 2021-2027 programme periods.

Under the Messages icon the user can see all their system-generated messages; it is the messages center of the user account. It is not filtered by Programme or project, all e-mails and internal system-messages ever sent to the user from the system administrators are listed here.

The **User Account** button leads to user account and user role related options, for details see the *User-management Manual*.

2.2 *THE 'ACTION' BUTTONS*

The 'action buttons' are to manage the process under preparation, they can be found at the bottom of the screen. While the user is actively in the process, they are always visible.

2. The 'action' buttons of the recording user

3. The 'action' buttons of the signatory user

When the user presses the **Validate** button, the system checks if all the required fields have been filled in and if the built-in rules have been complied with. If an error or defect is detected, it is listed in the error message showing up at the center top of the screen. If all mandatory fields are filled and all rules are complied with, a confirming message appears.

By clicking on the **Cancel** button, all recorded and unsaved data will be lost and the project under modification returns to the last saved state.

The project documents can be generated at any time in the creation process by clicking on the **Generate** button. These documents are for informational purposes only, they do not hold any legal bonds.

The **Task comment** button leads to a text area, where comment can be recorded. It is mandatory when you want to send the process back for further editing, see **Back to modification** button.

The **Back to modification** button allows the signatory user to send the project back for further editing if it is necessary. The Back to modification button requires the Task comment to be filled in beforehand.

To save the recorded data and leave the process (close the window) click on the **Continue later** button. By doing so, all data will be saved with no validation running. The user can return to the process from the project list screen by clicking on the Continue button after selecting the project in question (see chapter 3.1.1).

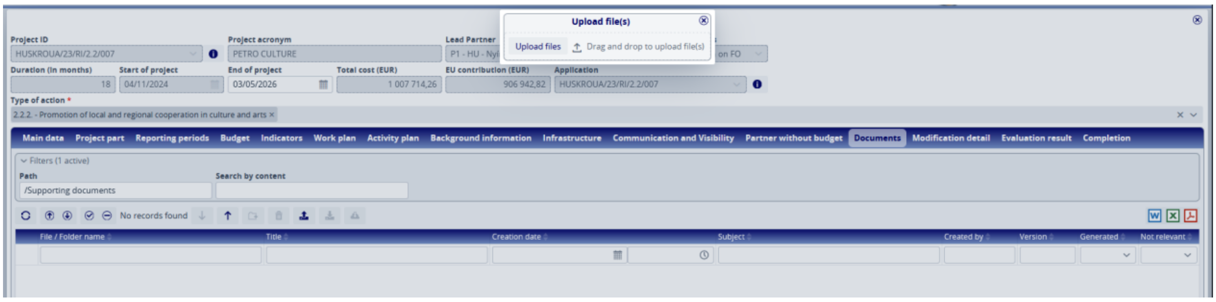
By pressing the **Send for signature** button, the process will proceed to the next step. The validation will run automatically and if the program does not detect any deficiency or violation of the rules, the task moves to the signatory user. The project is no longer editable to the recording user.

The **Sign** button is available only for the user holding signatory user role. This button initiates the submission process; the project with the proposed modifications will be submitted to the Back Office for evaluation

2.3 THE 'FUNCTION' BUTTONS

The so-called 'function' buttons are those, which always call the same functions:

- the (**Add**) button always initiates a new form generation, such as a Contact person, an activity or an indicator;
- the (**View**) button initiates the viewing of a selected list item (e.g. outcome, activity or indicator form, etc.);
- the (**Modify**) button initiates the modification of an already existing list item (e.g. Contact person, activity, budget item, 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

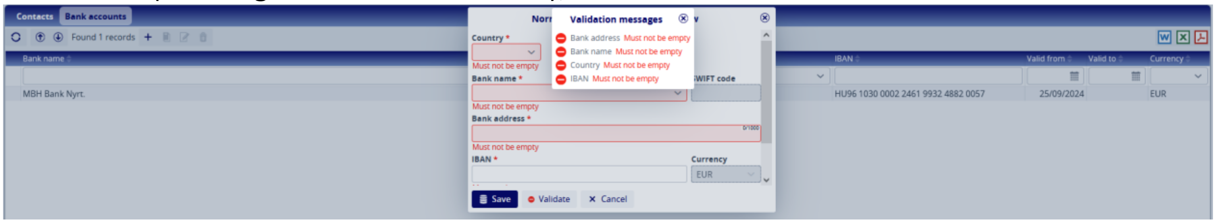
- the (Download) and (Download as zip) buttons allow downloading even multiple selected files from the list at once or as a zip file;
- the (**Export to**) buttons initiate exporting the content of the list screen into the selected format (xlsx, docx, pdf). *Note that using the function would export 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 the (**info**) button the details of a field can be viewed, such as Application, which leads the user to the initial application.

2.4 MANDATORY FIELDS AND RULES

Most data fields are mandatory, they are marked with a red asterisk (*). These fields must be filled in otherwise the validation check fails, and the user receives an error message.

There are numerous rules governing the project modification process, to ensure compilation with these rules, built-in validation routines run in the background, which constantly check if the provided data is in line with the Call for Proposal (CfP) and the general Programme rules. In case of any violation, the system informs the user in a pop-up error message. Depending on the nature of the issue, the message may be:

- red (blocking error – must be fixed);

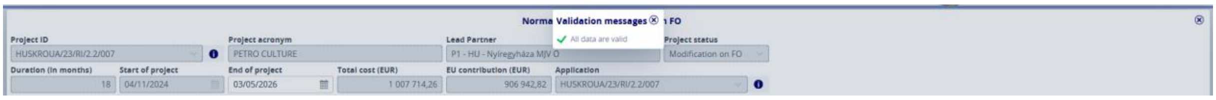


5. Blocking errors

- or grey confirmation message (must be confirmed before proceeding);

6. Confirmation message

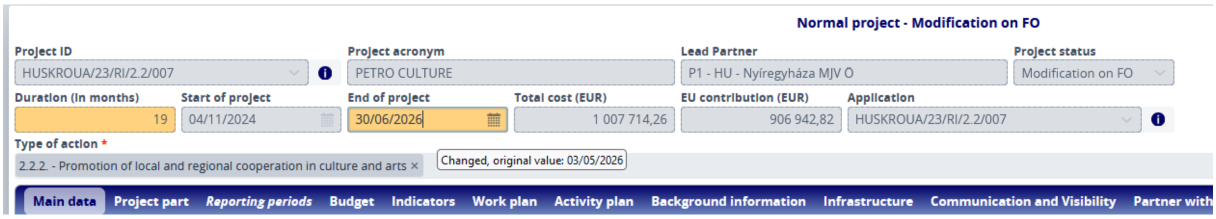
In case the validation does not detect any irregularity, a positive validation message appears.



7. Positive validation message

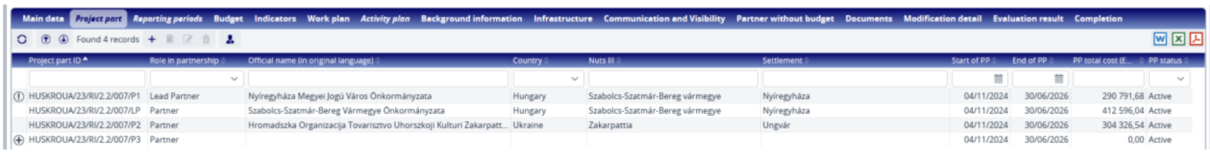
2.5 *INDICATIONS OF MODIFIED VALUES*

To assist the user, modifications are highlighted with yellow. By positioning the cursor over the modified field in question and holding it still, an info bubble will appear with the original value of the field.



8. Indication of modified values

Furthermore, the tab names are indicated with *italic* letters if any of their content is modified.



9. Modified tabs are *italic*

Also, there are two different signs before the modified entries to indicate the nature of change:

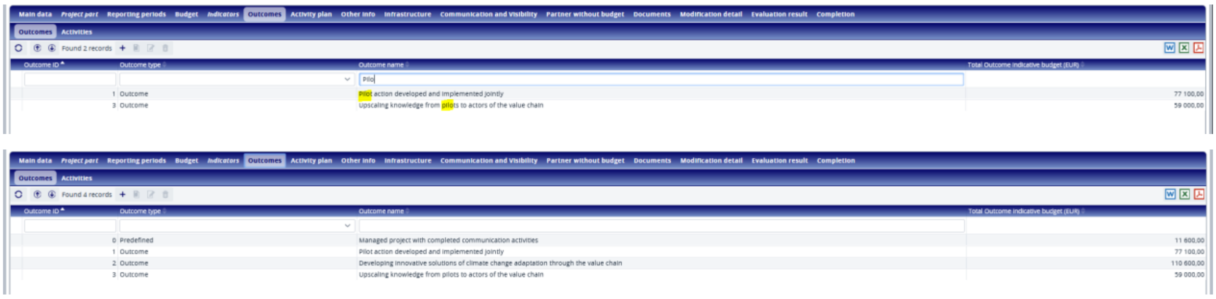
- the exclamation mark (!) indicates modified content;
- the plus mark (+) indicates new entry.

2.6 SEARCHING AND ORDERING LIST CONTENT

The system helps organizing the project data by allowing searching and ordering the list contents.

2.6.1 Searching

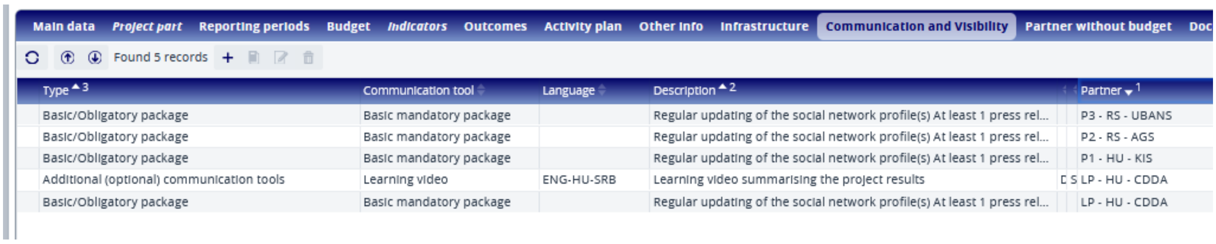
In every list screen, under most of the column headers, there are fields where text can be entered. The system searches for matches between the provided characters and the content of the column of which search field is filled. The system searches for complete and incomplete matches, as well, thus, incomplete text or fragments of a character chain can be searched. Multiple columns can be searched at the same time by providing data to multiple search fields. In such case, only rows will be shown where all search data has matches. This method allows for filtering the content of a list.



10. Filtered and unfiltered list

2.6.2 Ordering

In every list screen, the content of the list can be ordered by most of the column(s). Next to most of the column head labels there is an order switch (two grey triangles facong their apexes up and down). By clicking on it once the list content is arranged in (alphabetically) ascending order by the selected column, by the second click, the order is to descend. The ordering can be applied in multiple columns, in such case, the number next to the order switch shows what is the primary, secondary, and so on order. The lastly ordered column is always the first in the ordering.

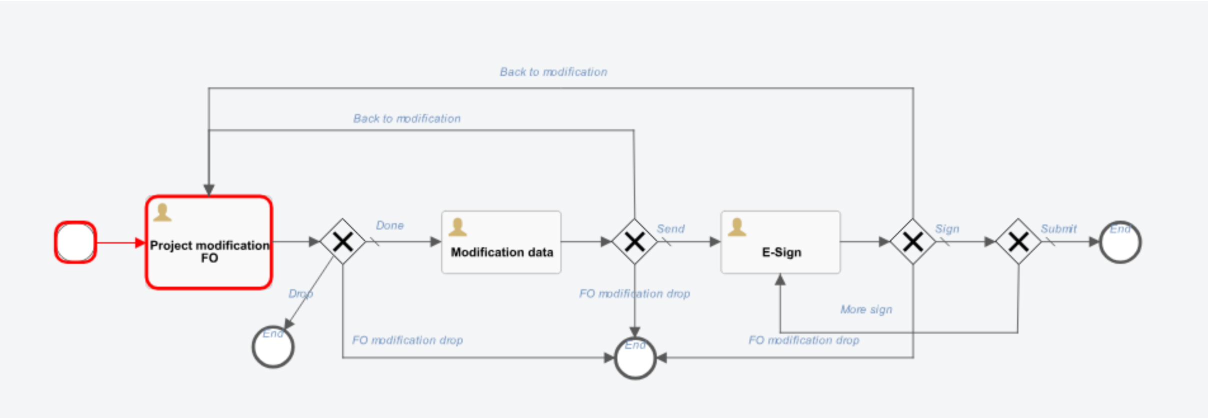


11. List content ordered by multiple columns

3. THE MODIFICATION PROCESS

The project modification process is controlled by a complex workflow engine, where the different tasks are broken down into steps, and route connections between steps are predefined and strictly allowing one-way traffic.

The modification process on the Front Office consists of three distinct steps; it is summarized in the figure below:



12. The Front Office workflow of the process

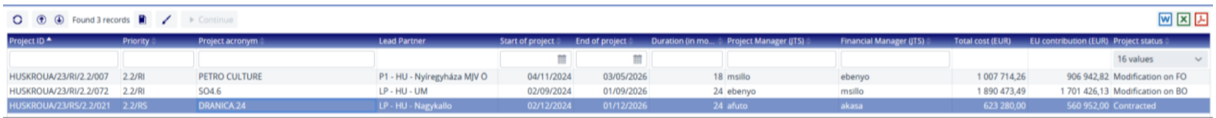
1. Project modification FO step: the project-level recording user is authorized to modify and edit data of the project.
2. Modification data step: the project-level recording user must provide a general description and detailed justification of the performed modifications.
3. E-sign: After the modification, the project-level signatory user is entitled to endorse (E-sign and submit) the project to the JS or return it back for further modification (Back to modification) to the recording user. In this step, the project is not editable. After the last signatory endorsement (in case of more than one valid signatory user), the project is submitted and added to the Back Office interface. Successful submission is the condition of all signatory users' e-signature.

Projects are status-managed allowing the user to keep track of the progress of their life-cycle. This means that the projects always have a current status which is constantly changing as the processes progress. The possible statuses during the modification process are as follow:

- Modification on FO: the project is under modification; including all three above steps;
- Modification on BO: the project is under evaluation at the Joint Secretariat or Managing Authority (in case of Subsidy contract modification);
- Modification completion on FO: the modification was evaluated by the JS and was sent back to the Front Office for further modification/clarification.

3.1 RECORDING, EDITING PROJECT DATA

The modification process can be initiated by the lead partner (from the Front Office); this is the 'regular' way, as well as by the Joint Secretariat; this may happen in exceptional cases (e.g. a new mandatory indicator needs to be added to all projects). The process is initiated from the project list screen by the 'Normal modification' button (paintbrush icon) after the project in question is selected. Note that project modification can be initiated only on projects of 'Contracted' status. For a project of any other statuses, the 'Normal modification' button is inactive.

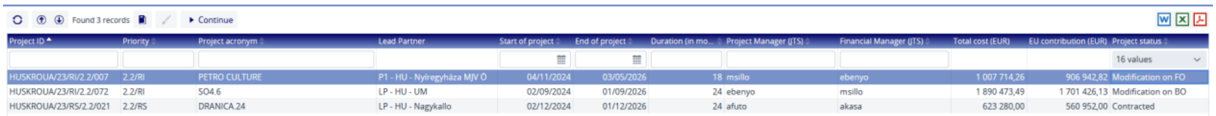


13. Initiating a project modification from the project list screen

3.1.1 The project list screen

On the project list screen, all projects the user is associated with appear in rows, with their most fundamental data in columns.

Above the list of projects, the 'function buttons' are located. To activate them, the user needs to select a project from the list and click on the function button according to their intention.



14. The project list screen

3.1.2 The project header

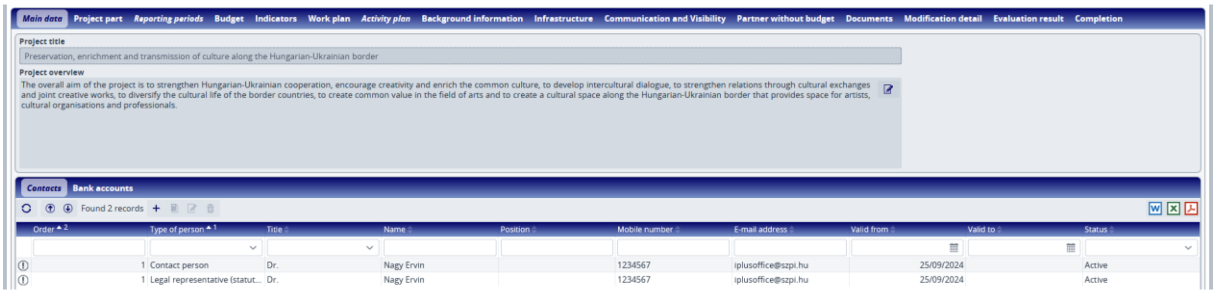
The project header displays the most important information of the project, such as project ID, acronym, Programme managers, project dates, and budget.

15. The project header

Here the end date of the project, and the project duration can be modified, if necessary.

3.1.3 Main data

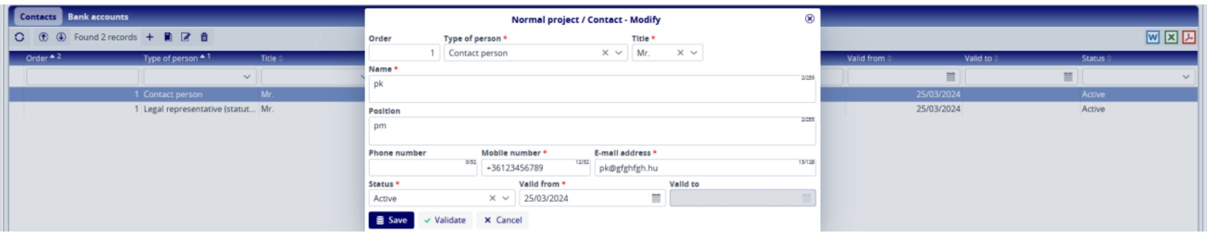
Under the main data tab, further descriptive information of the project is located. Below this section, there are three subtabs.



16. Main data

3.1.3.1 Contacts

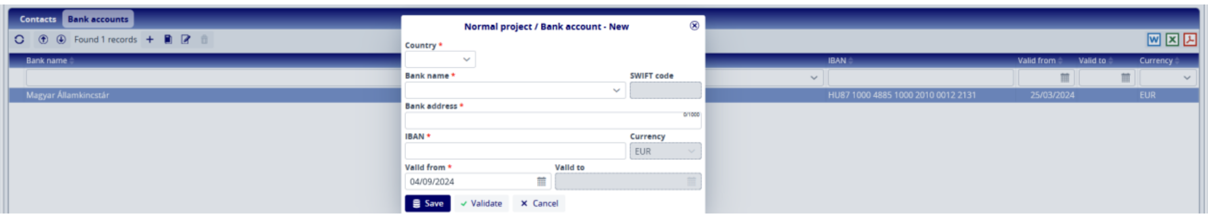
There must be exactly one active project-level contact person and at least one active legal representative of the project. New records can be created, also existing ones(s) can be modified or deleted. The changes made on the form must be saved by the **Save** button.
When deleting a record, its status will only change to 'Inactive', the record will not be removed (deleted) from the list. To set its 'Valid to' date, access the record by the **Modify** button, and set it manually. The 'Valid to' field is only editable for records of 'Inactive' status.
If any credential (e.g. phone number, position, etc.) of a contact person is changed, opt for the modification. However, if the contact person is replaced (i.e. a personnel change occurs), always use the + (**Add**) button and create a new contact person record.



17. Contacts and contact form

3.1.3.2 Bank accounts

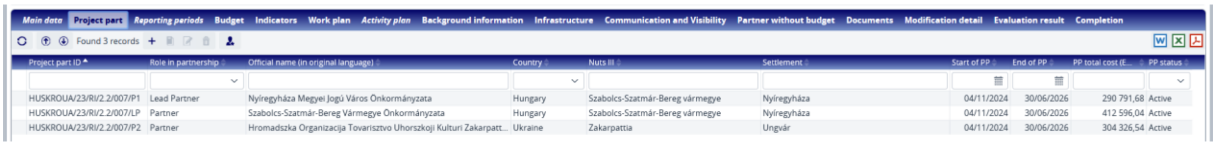
At least one active record must be provided with the bank account information dedicated to the project. A new record can be created by the **Add** button or existing one be modified by the **Modify** button, delete is not available on this screen. The system always checks if the IBAN number is valid and whether it is corresponding to the country selected (the country of the lead partner). In case any change has occurred to the bank information, create a new record and please do not modify the currently recorded data (this allows monitoring of the changes occurred during the implementation period). In such case, the status of the existing record changes to 'Invalid' by setting its 'Valid to' date automatically; the record will not be removed from the list. After filling in all mandatory fields, the form must be saved by the **Save** button.



18. Bank account form

3.1.4 Project part

Under Project Part (hereafter PP) tab, information (such as Partner information, budget, etc.) about the project part(s)/partner(s) can be viewed and modified. Details of a project part can be accessed by selecting it form the list and applying the proper function button.



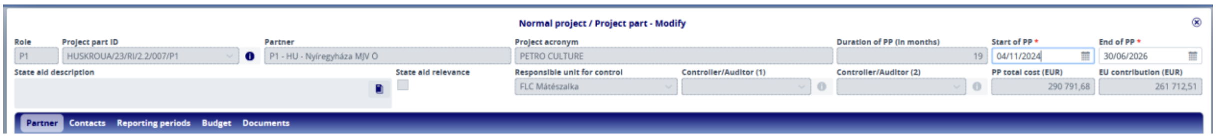
19. Project parts

Note that in the current version of INTERREG+ system, beside the ***View*** *and* ***Modification*** *functions, new PP creation (the* ***Add*** *(+) button) and assigning the LP role to any partner in the partnership (****LP Role in partnership*** *( ) button) are also available (these buttons are active). However, these actions are strongly not recommended for Front Office users.* ***In any case any modification in the partnership is necessary, please consult the Programme Manager before making any modifications to the system. Without prior consultation, the modification request may be rejected!***

Upon accessing an individual project part, there is the project part header, where the main data of the selected project part is displayed. Under the header, there are further subtabs, such as Partner, Budget, etc., where the project part information is available.

3.1.4.1. Project part header

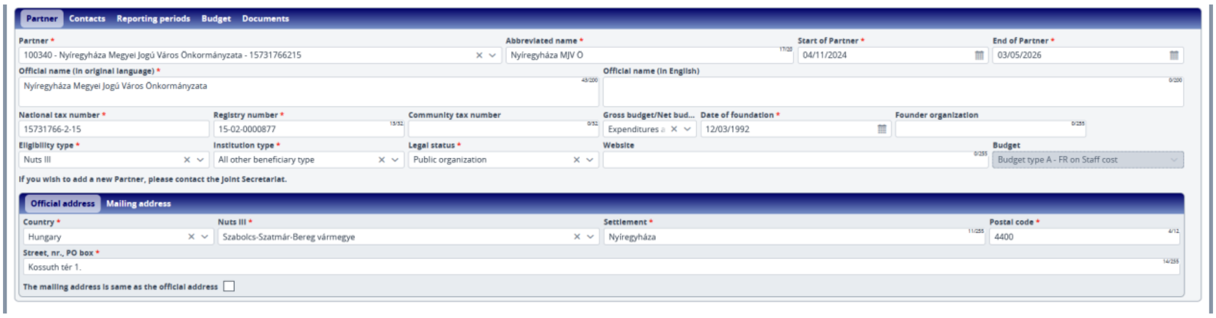
There are only two fields modifiable by the user, these are the 'Start of PP' and the 'End of PP' fields. However, modification of these data is necessary only in exceptional and very rare cases. These values govern the duration/validity of the given project part, reporting periods of the PP are defined within this interval. For existing PPs, the 'Start of PP' must be equal to the 'Start of project'.



20. Project part header and tabs

3.1.4.2 Partner

Credentials such as partner name, tax number, etc. of the selected partner can be viewed or modified. Any modification made here will be applied only to this project part, i.e. not to the same partner in other projects and project parts. Partner data is stored in the Back Office of the monitoring system (in the so-called Partner Body), which is managed and maintained by the INTERREG+ Team. ***If Partner credential modification is needed, consult the Programme Manager what steps need to be taken***.



21. Data of the Partner

Under the Partner tab, there are three subtabs. Each holds information of addresses related to the partner, which can be modified by simply entering the new address into the cells and pressing the **Save** button. In case the new official address is the same as the mailing address and/or the branch office address, the user can copy the data by ticking in the two checkboxes at the bottom. In case these data are not the same, users can enter a different address on the tabs separately. Filling in the data on each sub-tab is compulsory. Data of the partner can be saved only after all mandatory fields are filled in.

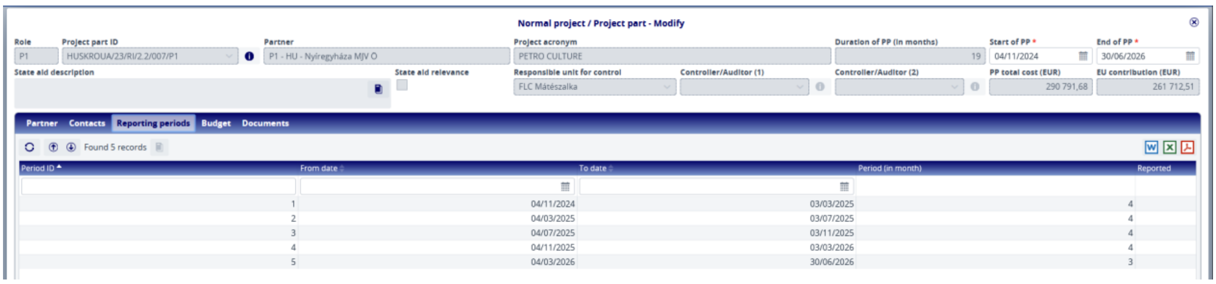
3.1.4.2 Contacts

Contact data of the selected PP can be viewed, modified, created or deleted; functions are the same as project-level contacts, for details see paragraph 3.1.3.1.

3.1.4.3 Reporting periods (RPs)

The reporting periods of the selected partner are displayed here, they cannot be edited.

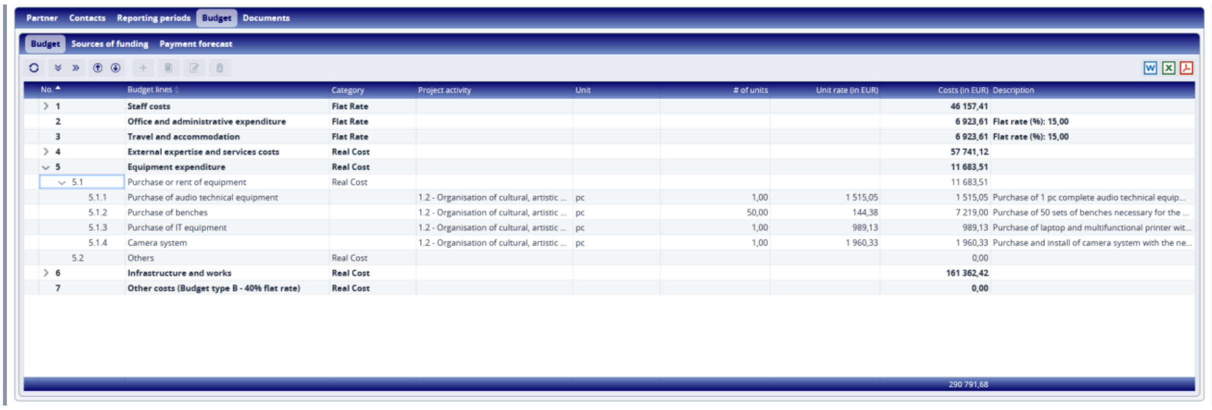
Note that not all the project RPs may be applicable for the PP, only those falling in the interval of ‘Start of PP’ and ‘End of PP’ (only applicable in exceptional cases when the project part start / end date differs from the project start / end date).



22. The project part Reporting periods

3.1.4.5 Budget

Budget related information is divided into three subtabs.



No.	Budget lines	Category	Project activity	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)	Description
1	**Staff costs**	**Flat Rate**					**46 157,41**	
2	**Office and administrative expenditure**	**Flat Rate**					**6 923,61**	**Flat rate (%): 15,00**
3	**Travel and accommodation**	**Flat Rate**					**6 923,61**	**Flat rate (%): 15,00**
4	**External expertise and services costs**	**Real Cost**					**57 741,12**	
5	**Equipment expenditure**	**Real Cost**					**11 683,51**	
5.1	Purchase or rent of equipment	Real Cost					11 683,51	
5.1.1	Purchase of audio technical equipment		1.2 - Organisation of cultural, artistic ...	pc	1,00	1 515,05	1 515,05	Purchase of 1 pc complete audio technical equip...
5.1.2	Purchase of benches		1.2 - Organisation of cultural, artistic ...	pc	50,00	144,38	7 219,00	Purchase of 50 sets of benches necessary for the ...
5.1.3	Purchase of IT equipment		1.2 - Organisation of cultural, artistic ...	pc	1,00	989,13	989,13	Purchase of laptop and multifunctional printer wit...
5.1.4	Camera system		1.2 - Organisation of cultural, artistic ...	pc	1,00	1 960,33	1 960,33	Purchase and install of camera system with the ne...
5.2	Others	Real Cost					0,00	
6	**Infrastructure and works**	**Real Cost**					**161 362,42**	
7	**Other costs (Budget type B - 40% flat rate)**	**Real Cost**					**0,00**	
							290 791,68	

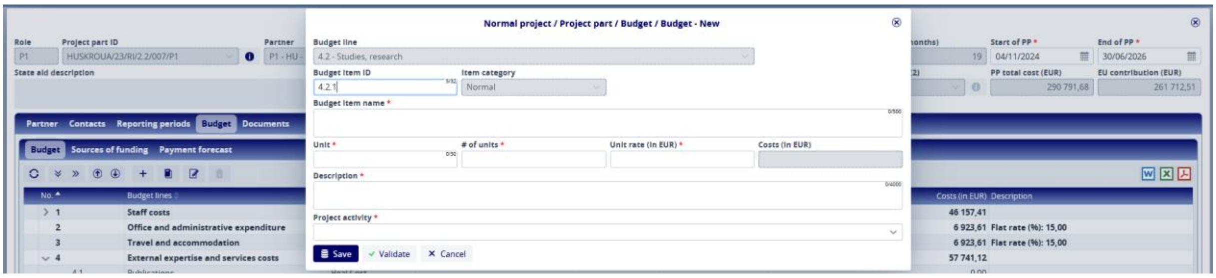
23. Partner budget

3.1.4.5.1 Budget subtab

Under the ***Budget*** subtab, the budget of the selected partner is displayed. Navigation in the budget-tree is managed either with the “arrows” in front of the budget headings and budget lines, or with the Expand all and Collapse all ( ) buttons. The budget is grouped into three different levels: the budget heading (has a single digit ID), the budget line (has an ID of 2 digits separated by a dot), and the budget item (has an ID of 3 digits, each separated by dots). Only the budget items are editable, values of the headings and lines are cumulated automatically.

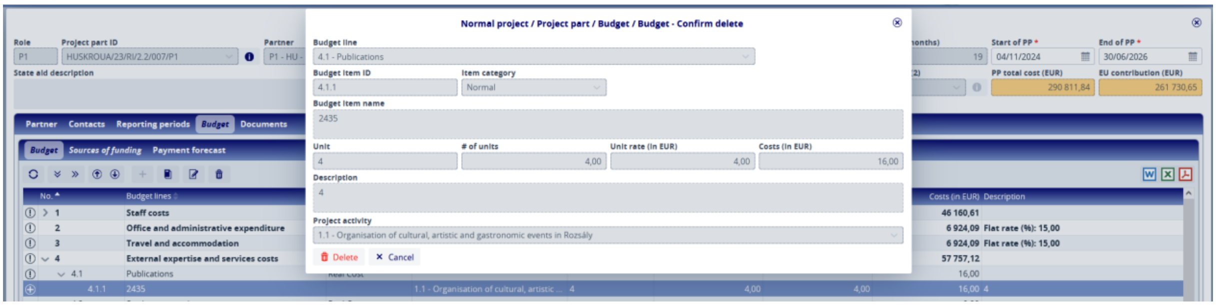
Creation of a new budget item is initiated by the **Add** button after the proper budget line is selected. After clicking the **Add** button, the budget item form opens. The ID is automatically filled by the system, the user has to provide all other mandatory information and save the changes. If the Add (+) button is inactive, addition of further item is not possible in accordance with the CfP rules for more information, contact the Programme manager).

Modification of an existing budget item is initiated by the **Modify** button. In modification, the ‘Budget item name’, ‘unit’, ‘# of units’, ‘Unit rate (in EUR)’, ‘Description’, and ‘Project activity’ fields are editable.



24. Creation of a new Budget item

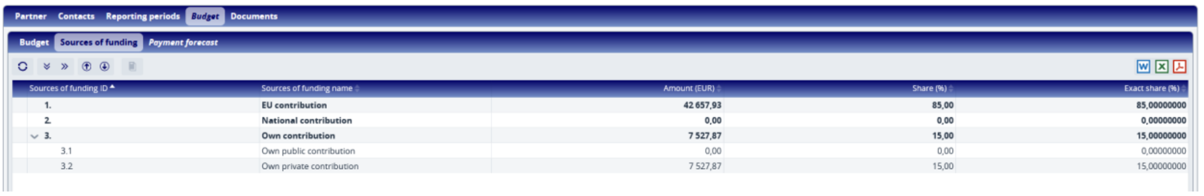
Deleting a budget item is only possible if the item was created in the current step of modification process. Deleting a pre-existing Budget item is not allowed, however, either the number of units and/or the unit costs can be modified to zero, and thus reallocating the costs planned under the budget item becomes available.



25. Deleting a budget line

3.1.4.5.2 Sources of funding

The Sources of funding subtab shows the PP's budget sorted by the fund source. This screen is only for information purposes, editing is not possible.



26. Source of funding of the partner budget

3.1.4.5.3 Payment forecast

Under the Payment forecast subtab, the forecasted spending of the PP is recorded over the reporting periods. Here the PP's budget must be allocated over the valid reporting periods. If any change in the total budget and/or the reporting periods were made, the Payment forecast must be updated so that the 'Difference' is zero. Only fields of the 'Total cost' are editable, those of the 'EU contribution' are calculated automatically.

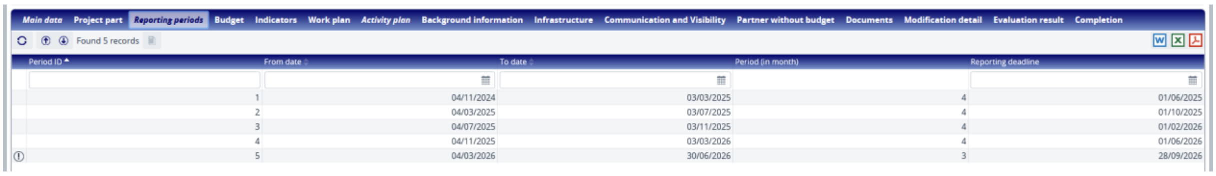
27. The Payment forecast screen

3.1.4.6 Documents

Documents of the selected partner can be uploaded here. However, use this sub-sheet only in exceptional cases in agreement with the Programme manager of the JS and upload the documents necessary for the modification under the 'Documents' sheet of the project.

3.1.5 Reporting periods

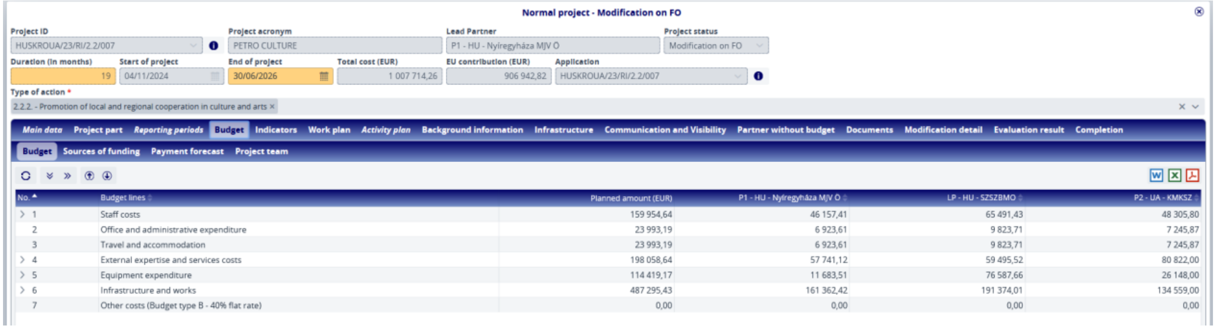
Under this tab, information about the project's reporting periods can be found. Data shown on this tab are calculated automatically based on the 'Start of project' and the 'End of project' values. This tab is only to display information, the data cannot be edited.



28. Reporting periods

3.1.6 Budget

Under this tab, information about the project's budget can be found. **This tab is only to display information – the user cannot edit its content!** The project budget is the cumulation of budgets of the individual project parts.
There are four subtabs under the Budget sheet, three of them are described in section 3.1.4.5 of the Project part budget, the fourth is the Project team subtab.

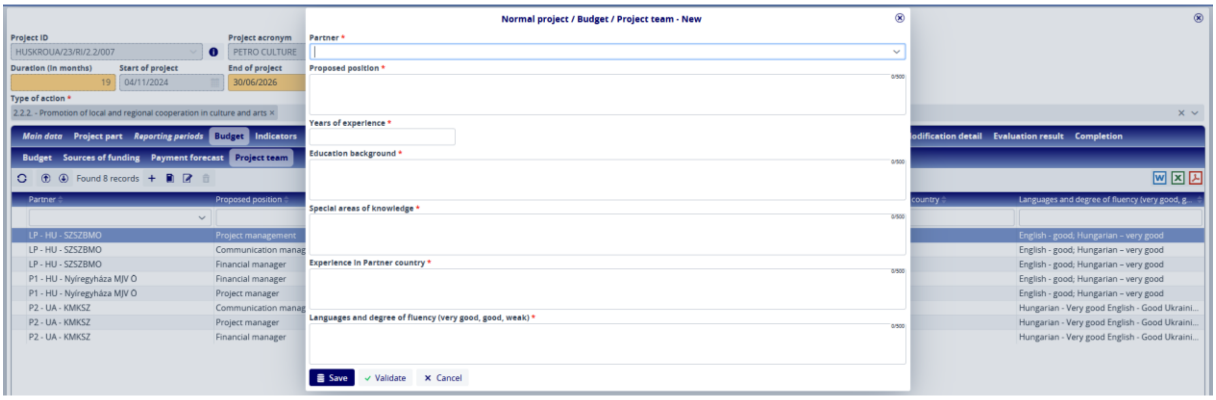


29. The Budget tab

3.1.6.1 Project team

Under this sub-tab, the project management staff is recorded. New records can be added, existing ones can be modified or deleted, if they were created in the given modification process.

By the **+** button, new record creation is initiated. In the opening form, all mandatory fields must be filled in, and the form saved by the **Save** button. Modification can be initiated by the **Modify** button, all mandatory fields must be filled in, and the form saved. The selected entry on the list can be deleted (if conditions met) by the **Delete** button.



30. Project team list and a new project team form

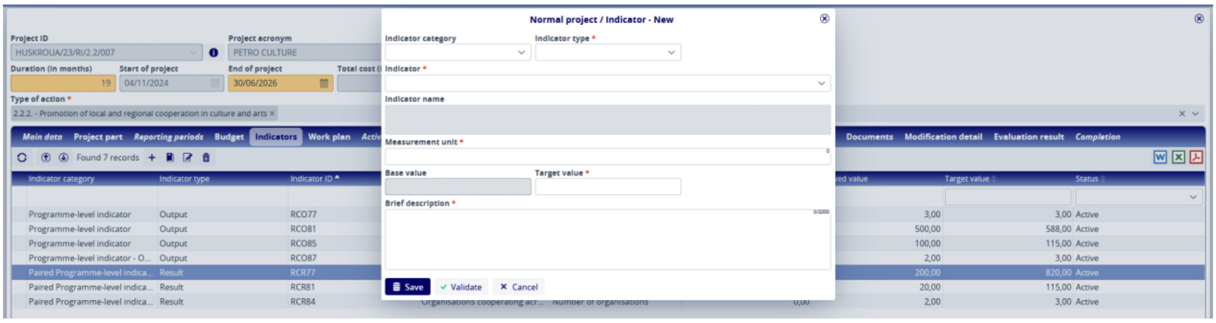
3.1.7 Indicators

Under this tab, information about the project Indicators can be found, edited, deleted, and new one(s) created.

Indicator category	Indicator type	Indicator ID	Indicator name	Measurement unit	Base value	Achieved value	Target value	Status
Programme-level indicator	Output	RCO77	Number of cultural and touris...	Number of sites	0,00	3,00	3,00	Active
Programme-level indicator	Output	RCO81	Participations in joint actions a...	Number of participations	0,00	500,00	588,00	Active
Programme-level indicator	Output	RCO85	Participations in joint training s...	Number of participants	0,00	100,00	115,00	Active
Programme-level indicator - O...	Output	RCO87	Organisations cooperating acr...	Number of organisations	0,00	2,00	3,00	Active
Paired Programme-level indica...	Result	RCR77	Visitors of supported cultural a...	Number of visitors	0,00	200,00	820,00	Active
Paired Programme-level indica...	Result	RCR81	Completion of joint training sc...	Number of participants	0,00	20,00	115,00	Active
Paired Programme-level indica...	Result	RCR84	Organisations cooperating acr...	Number of organisations	0,00	2,00	3,00	Active

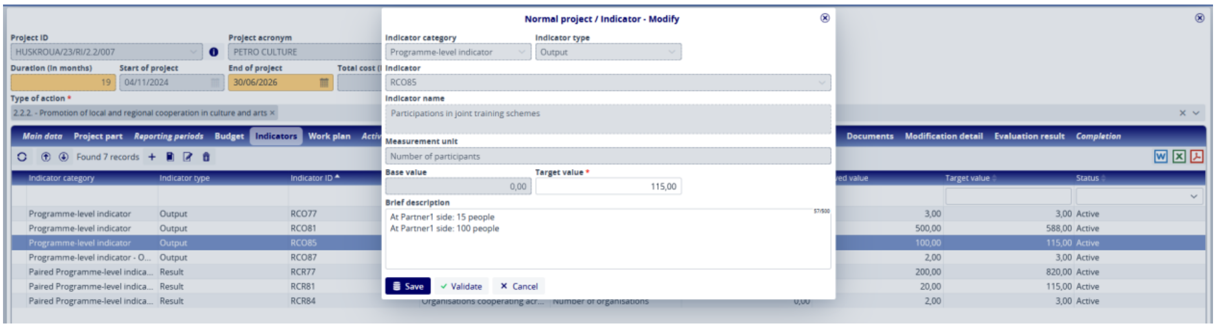
31. Indicators list

Creating a new indicator requires providing all mandatory data in the indicator form. A newly created indicator will not appear in project reports (PR) retrospectively, only in those created after the acceptance of the project modification.



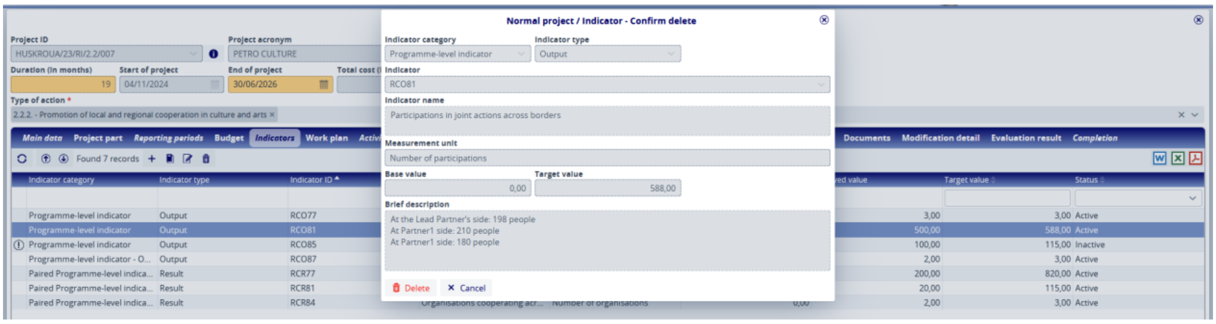
32. Creating new indicator

When modifying an existing indicator, its ‘Target value’ and the ‘Brief description’ can be edited freely. ‘Base value’ can also be modified, if the indicator is not included in any PR, except PR with “Deleted” or “Rejected” status.



33. Modification of an indicator

An existing indicator can be deleted. When deleting an indicator, its status will change to ‘Inactive’, however, it will not be removed from the list. A deleted indicator will not appear in successive project reports any longer, however, it will appear in those PRs, where it was already reported.



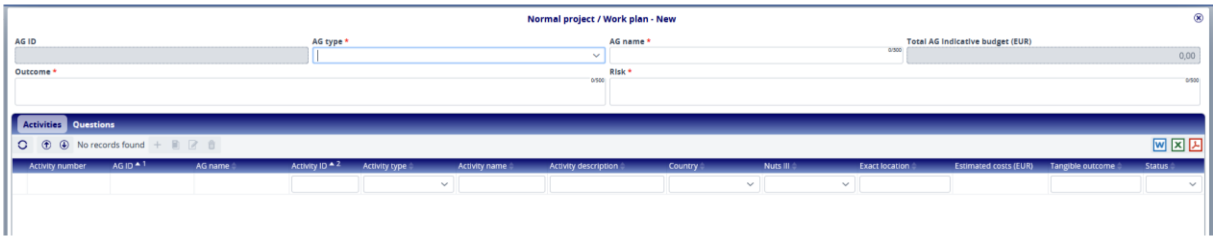
34. Deleting an indicator

3.1.8 Work plan

Under this tab, information about the project activities grouped into Activity groups can be found. All activities of the project are displayed under the Activities subtab, where only the view option is available.

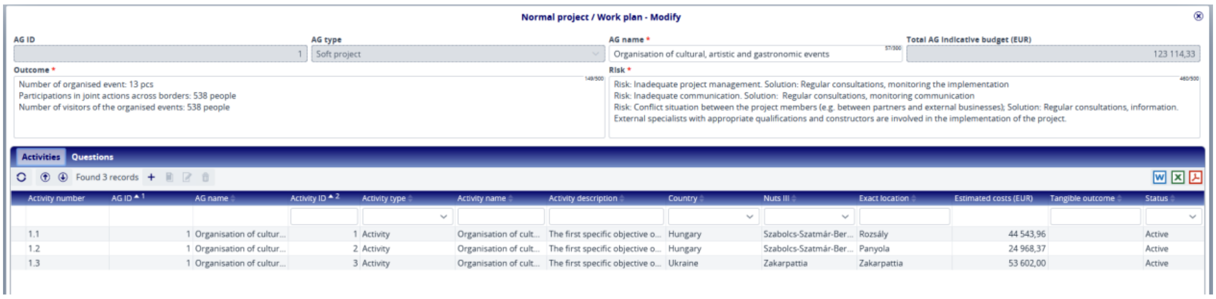
35. Work plan list

Activity groups under the Activity groups subtab can be edited, created and deleted using the usual function buttons.
Creating a new Activity groups (AG) entry is initiated by the **Add** (+) button. On the opening form, an ‘AG type’ must be selected, and a specific ‘AG name’, ‘Outcome’, and ‘Risk’ must be provided. If the ‘AG type’ selector is empty (not rolling down any choices), then the maximum number of all types specified in the CfP is reached, no new AG can be created.



36. Creating new AG

Selecting an AG from the list for modification allows modifying the ‘AG name’, the ‘Outcome’, the ‘Risk’, and all the activities and questions (if any) of that specific AG. Modifications must be saved.



37. Outcome opened for modification

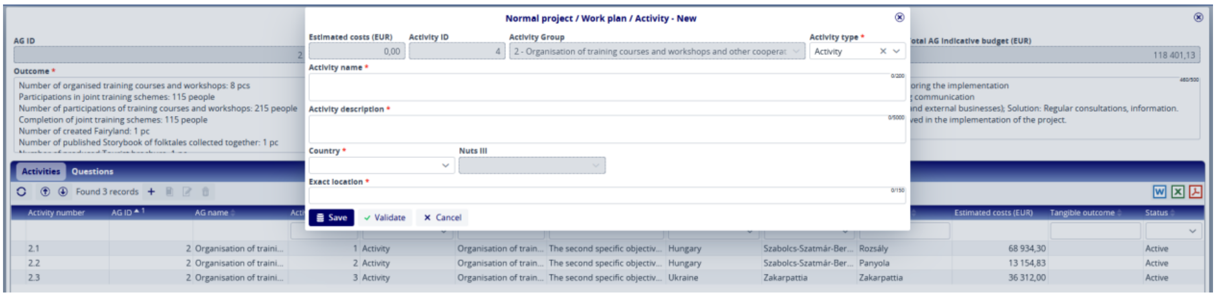
Deleting an outcome is only possible if all its activities are also deleted, otherwise the system will send an error message to remind the user to deal with them first.

38. Deleting an Outcome and the error message

Each Activity group has its activities and questions (if any) collected under the subtabs of the same names. The activities can be edited here, new ones can be created, or existing ones to be deleted.

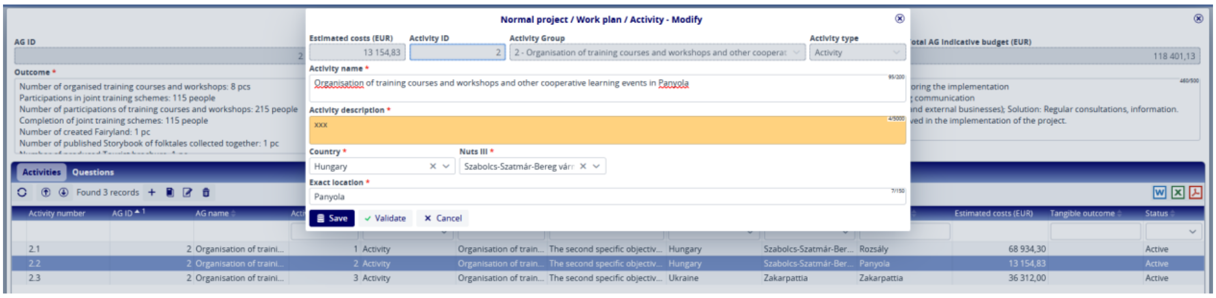
After having selected an AG and accessed it by **Modification**, its activities can be also edited. The selected activity can be viewed, modified, deleted and new one(s) can be created if the CfP rules allow it. (In each CfP, the minimum and maximum number of activities per AG is determined. If within a given AG the maximum number of active activities is reached, the **Add** (+) button is no longer available.

Creation of a new activity is initiated by the **Add** (+) button. In the opening form the ‘Activity type’ must be selected and an ‘Activity name’, an ‘Activity description’, ‘Country’, ‘Nuts III’ and an ‘Exact location’ must be provided, and the form shall be saved. As soon as the new activity is saved, it appears in the list.



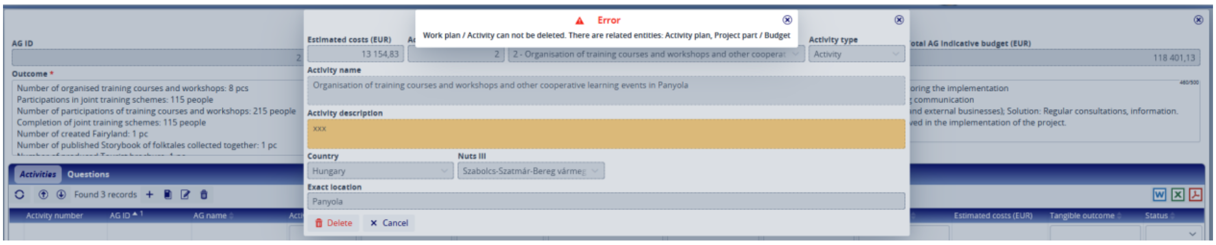
39. Creating a new Activity

During the modification of an activity, all its credentials except the type are available for editing.



40. Modifying of an Activity

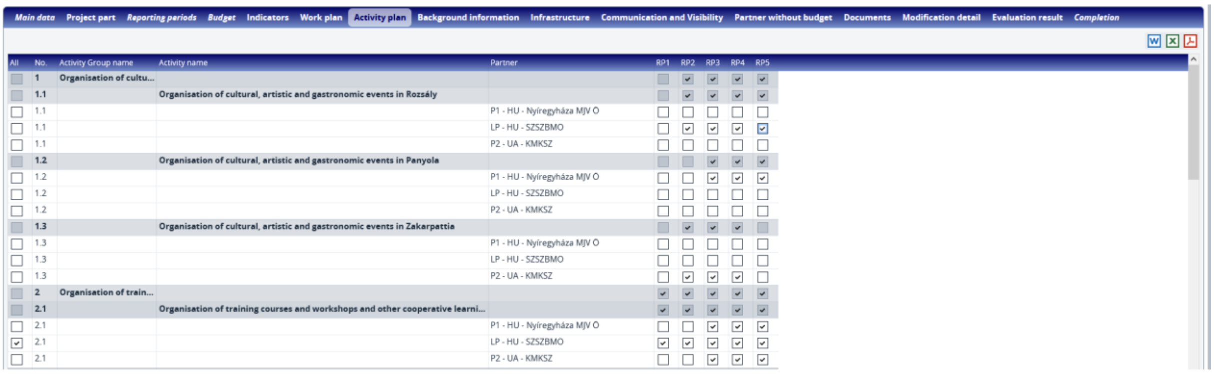
Deleting a selected activity is only allowed if no other 'entity' is associated with it, i.e. it is not associated with any budget items, and it is not selected for any partners in the Activity plan. If the activity is 'linked' to any of the before-mentioned entities, the system will send an error message. Thus, to successfully delete an activity, it shall be first replaced with another activity in all budget items (see section 3.1.4.5.1 for details); and all references in the Activity plan must be removed (see next section for details).



41. Deleting an Activity returns an error message if the activity is 'linked'

3.1.9 Activity plan

Under this tab the implementation of project activities can be planned by connecting them to reporting periods and partners. During the modification these connections can be modified, or new ones can be created

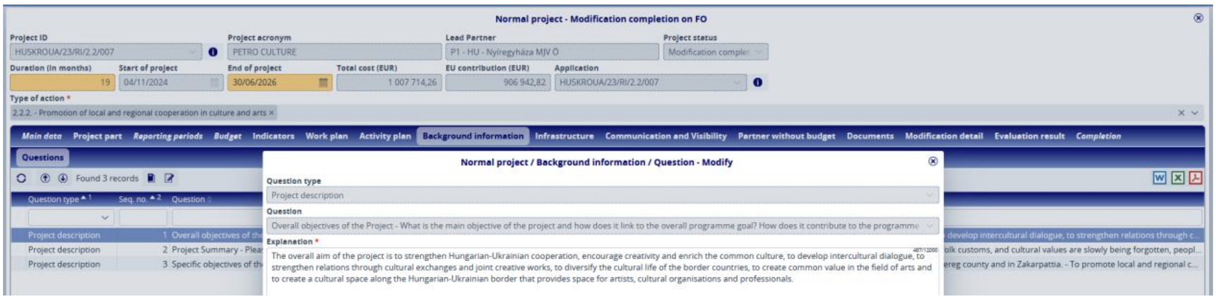


42. The Activity plan

Activities and partners grouped by Activity groups are shown in rows, and reporting periods of the project are displayed in columns. In every intersection there is a checkbox, where a tick can be set to assign the given partner and activity to the reporting period, indicating that the given activity is planned to be implemented by the given partner in the selected reporting period. An activity can be assigned to multiple reporting periods. If a given activity is implemented throughout the entire project duration, the **All** checkbox at the first column can be checked and the system checks all reporting periods automatically. Existing associations can be removed by unticking the checkbox in question. If all connections of an activity needs to be removed, tick the **All** checkbox of the given activity and untick **All** immediately. The system checks whether each activity is selected by at least one partner and whether there is at least one activity selected for each reporting period. If not, the corresponding error message will be sent.

3.1.10 Background information

Under this tab, information about the project Questions can be found; the 'Explanation' of each question can be modified, if necessary. Please note that modification of them is allowed only in exceptional cases upon prior agreement with Programme manager of the JS. New Questions cannot be added to the list, as the Questions are pre-determined for each CfP, the system lists them automatically.



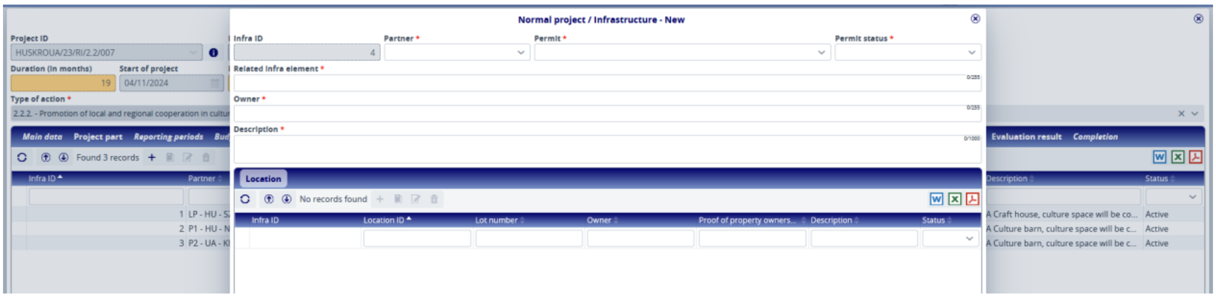
43. Other info list and Question form under modification

3.1.11 Infrastructure

Under this tab information about the project infrastructure elements and locations can be found. Each infrastructure element contains at least one location. Existing infrastructure elements can be viewed, modified, deleted (if no active Location is recorded within and the infrastructure element was created in the given process step; pre-existing infrastructure elements cannot be deleted) or new elements can be created.

44. The Infrastructure list screen

When adding a new infrastructure element, the associated ‘Partner’, ‘Permit’, ‘Permit status’, ‘Related infra element’, ‘Owner’, and ‘Description’ values must be provided. When all mandatory fields are filled, the **Add** (+) button under the Location subtab also activates. Thus, location record(s) can be added in the same step. Once all data is provided, the newly added infrastructure element must be saved.



45. Creating new infrastructure element

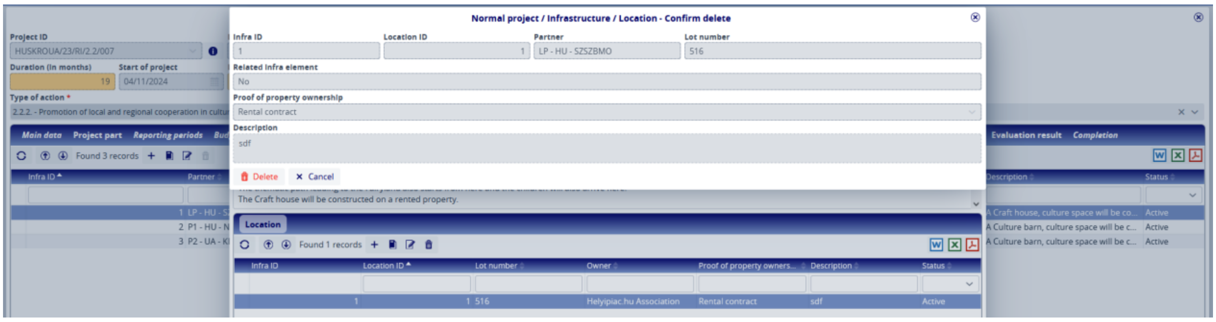
When modifying an existing infrastructure element, the exact same fields are editable than during creation. Also, modification of location(s) within are also possible.

Under the Location tab, a new Location record can be initiated by the **Add** (+) button. In the opening form, ‘Lot number’, ‘Proof of property ownership’, and ‘Description’ information must be provided.

46. Location of Infrastructure element

In modification of a pre-existing Location record, the exact same fields are editable.

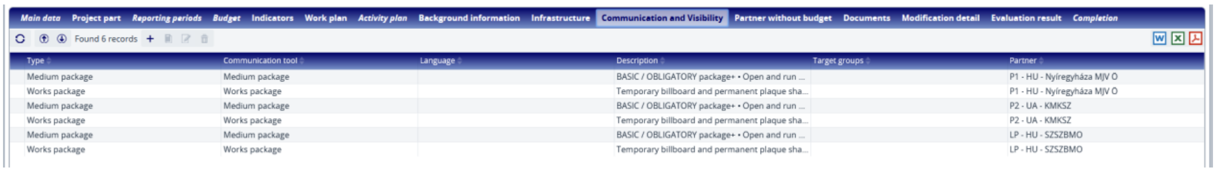
Deleting a Location record results in changing its ‘Status’ from ‘Active’ to ‘Inactive’; the record will not be removed from the list.



47. Deleting a Location record

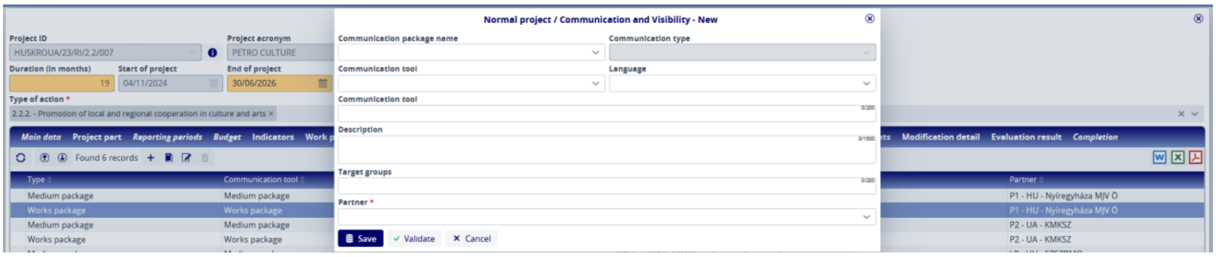
3.1.12 Communication and Visibility

Under this tab, information about the Communication and Visibility elements of the project can be viewed, modified, deleted, or new elements can be created, if necessary. Delete option is available only for those records, which were added in the current process step.



48. Communication and visibility

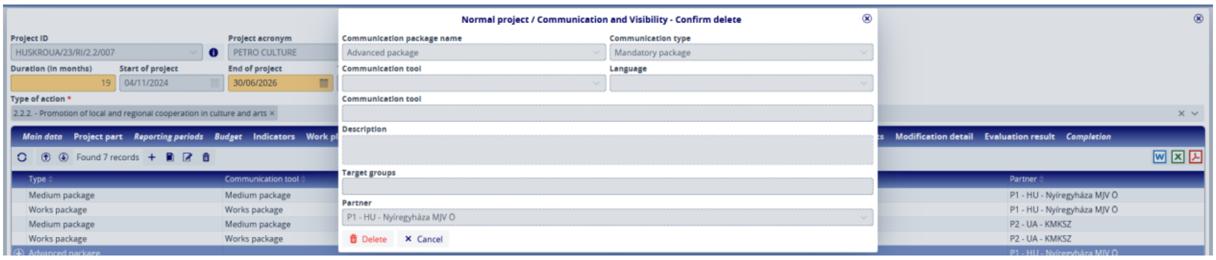
New communication & visibility records can be created by the **Add** (+) button. Note that a pre-condition of contracting was that all partners have selected exactly one mandatory package. As one partner is entitled to only one mandatory package, thus in project modification only Additional package can be created. Therefore, from the ‘Communication package name’ list the “Additional (optional) communication tools” must be selected and all the mandatory fields to be filled. Upon all mandatory information is provided, the form must be saved.



49. Creation of a new Comm. & visibility record

Modifying a pre-existing mandatory package is not possible.

It is only allowed to delete the communication & visibility record, if it was created in the same step of the modification process.



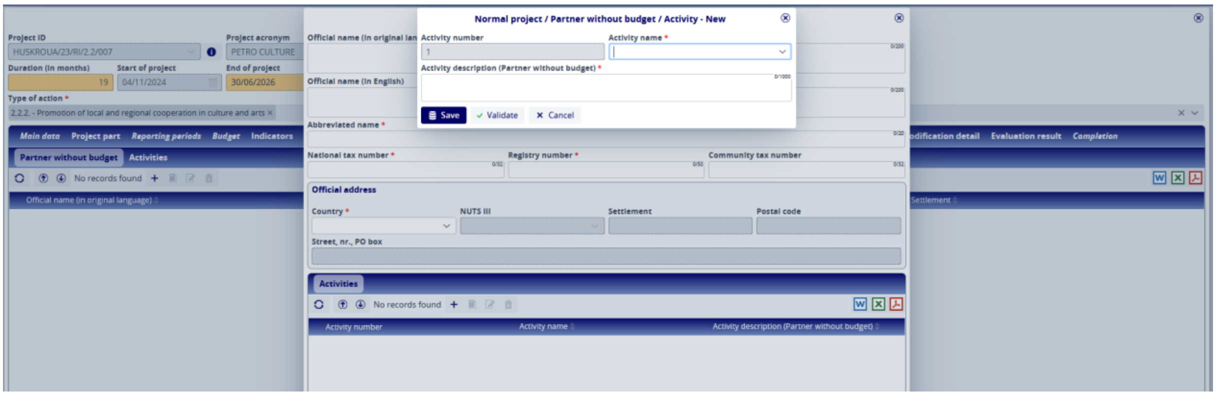
50. Deleting a currently created comm. & visibility record

3.1.13 Partner without budget

Under this tab, information about those partner(s) of the project can be found having no budget. Viewing, modifying, deleting (if the record was created in the same modification process) or creating a new record is possible.

51. Partner without budget list

Creating a new record is initiated by the **Add** (+) button. In the opening form, all mandatory fields must be filled. Please note that some of the Address fields are inactive until the country selection is made. All activities, in the implementation of which the partner participates must be listed for each partner. It must be recorded under the Activities subtab by the **Add** (+) button, also a description must be provided. Upon all necessary information is provided, the form must be saved.



52. Creating a new Partner without budget record and selecting its Activity

Modification of any partner without budget record is allowed with no restrictions.

It is only allowed to delete the partner without budget record, which was created in the recent modification process.

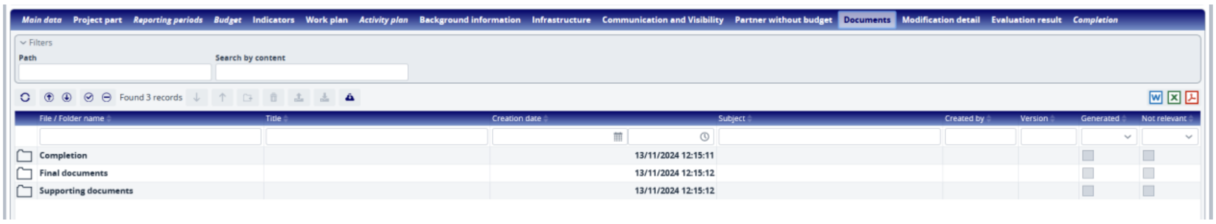
3.1.14 Documents

Under this tab, a pre-organized folder structure can be found where documents associated with the modification are listed. Supporting documents can be uploaded into the Supporting documents folder (to support the justification of the proposed modification(s)) by accessing it and using the document upload button.

The Final documents folder contains the system-generated modification documents upon JS approval of the modification proposed. During the Front Office process, it is usually empty; upload is not allowed.

The Completion folder is for the JS to upload the completion request. It as accessible during the completion, upload for the Front office is not allowed.

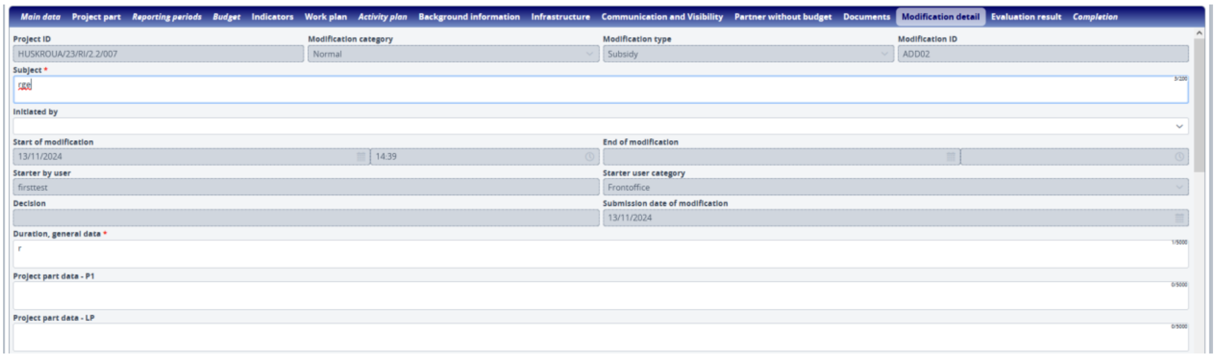
Folders can be selected and opened by double-clicking on the name of the folder in the list or by clicking on the arrow down (↓) after selecting a folder from the list. The arrow up (↑) shall be used to move up in the folder structure (e.g. to return to the list of folders). The maximum size of a document to upload is 50 MB.

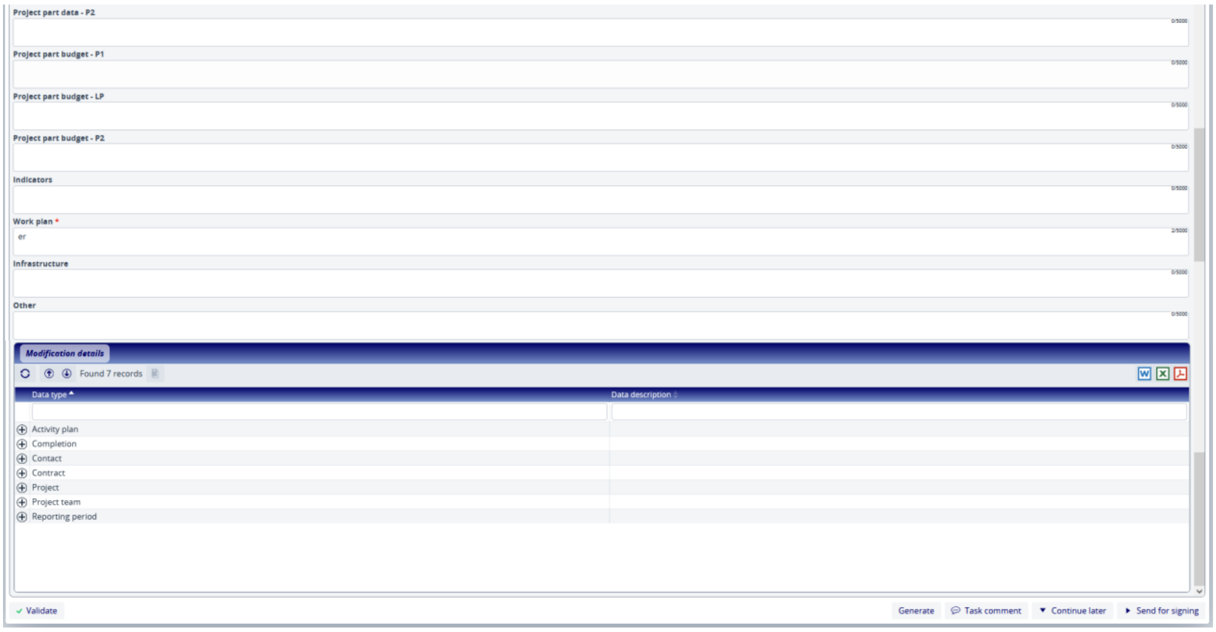


53. The Documents tab

3.1.15 Modification details

It is a complex, dynamically changing screen depending on the modifications made. Detailed explanation (reason) of the modification made must be provided here to justify the changes.



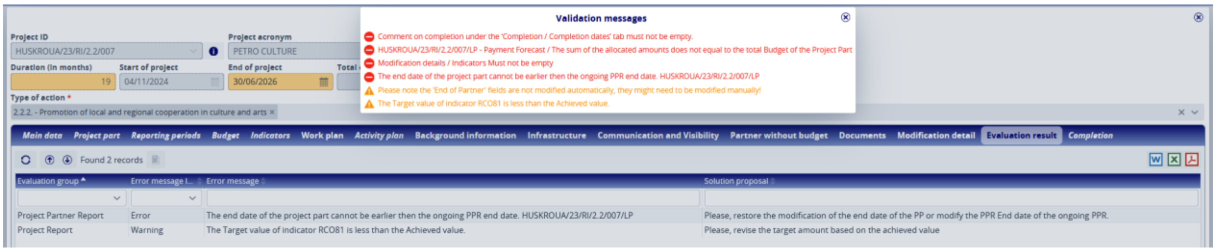


54. The Modification details dynamic list screen

The screen is divided into two parts, the upper part contains general non-editable data, the Subject field, and different fields, where the project elements are grouped by theme. Such field is, for example, the *Project part data* (by partner), here the justification of changes made in the given partner data (e.g. address change) can be provided. The Subject field is always mandatory, the obligatoriness of all the other fields are set dynamically depending on what elements of the project are modified. Each field has a maximum 5000 characters capacity; the form grows dynamically and becomes scrollable to accommodate the provided text.
At the bottom part of the list, there is a *Modification details* subtab, under which entries dynamically appear depending on which elements of the project are modified. For example, if any element of the budget (e.g. unit cost, description, payment forecast, etc.) is modified, the Project part / Budget entry appears. In the 'Data type' column, the group name is shown (e.g. Project part / Budget), in the 'Data description' column, if needed, further information is shown (e.g. Project part ID) to help unequivocally identify which modified item shall be described there. Under this subtab, no entry can be modified, these are only for display.

3.1.16 Evaluation result

Under this tab, the system lists those error(s) caused by modification(s), which contradicts with approved project reports and or project partner reports. In the list the error type (warning or error) and the conflict of interest (project report or project partner report) along with the error message and a 'solution proposal' is displayed. Data recording or modifying is not possible.



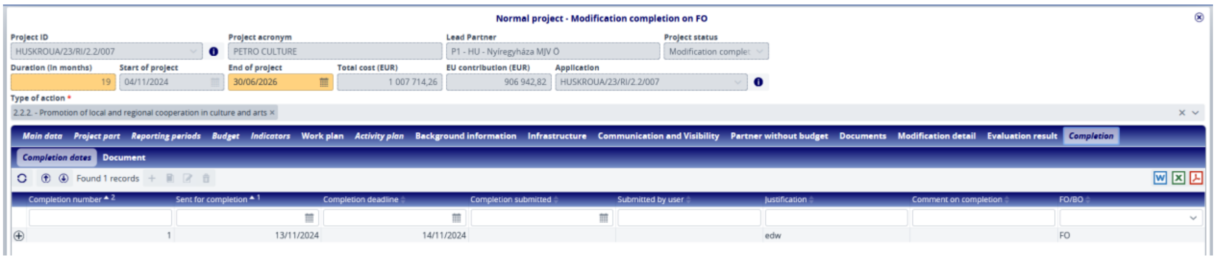
55. The Evaluation result tab and corresponding error messages

While an 'error' type error blocks the process (i.e. without eliminating its source, the process cannot be sent to the next step), a 'warning' type error will not block the process. However, the warning type error may block the process on the Back Office site (i.e. during the JS approving the proposed modifications), thus each warning is advised to be consulted with the JS to avoid unnecessary complications.)

Furthermore, note that such validations run in each step of the Front Office process, i.e. it is possible that the prepared project modification is sent to the signatory user, but its submission is not possible, because a report has just been approved in the meantime.

3.1.17 Completion

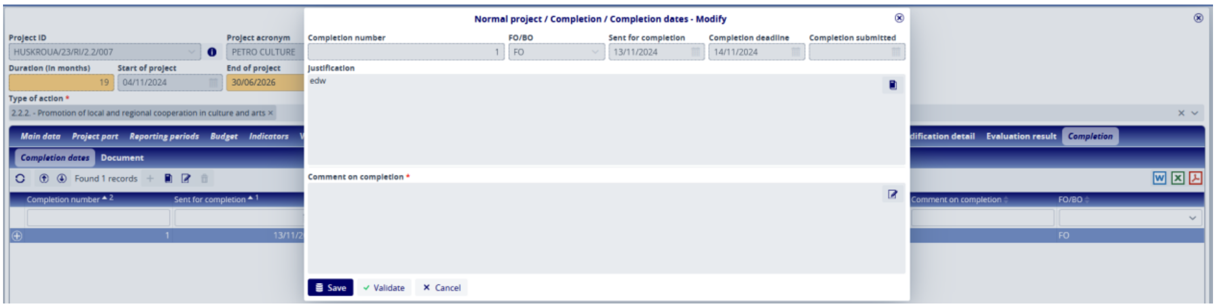
Under this tab, information about the completion round(s) can be found, most importantly the completion deadline, and justification (issues to be completed) provided by the Programme Manager. When a project modification is sent back to completion, the user is notified by a system-generated email, where the completion letter is attached.



56. The Completion tab

In the completion round the questions raised and corrections requested by the Programme Manager must be addressed. For this, the 'Comment on completion' field is mandatory to fill before the project can be submitted to the Joint Secretariat for further evaluation. After selecting the current completion entry from the list, and accessed it by the **Modify** button, a form opens. The Comment on completion field can be edited by the **Modify** button located in the upper right corner of the field. Changes made must be saved.

Please note that if completion is not submitted by the deadline, the completion process can be terminated by the Programme Manager. In such cases, the project will be submitted in the actual state, with all modifications made by the Partner included.



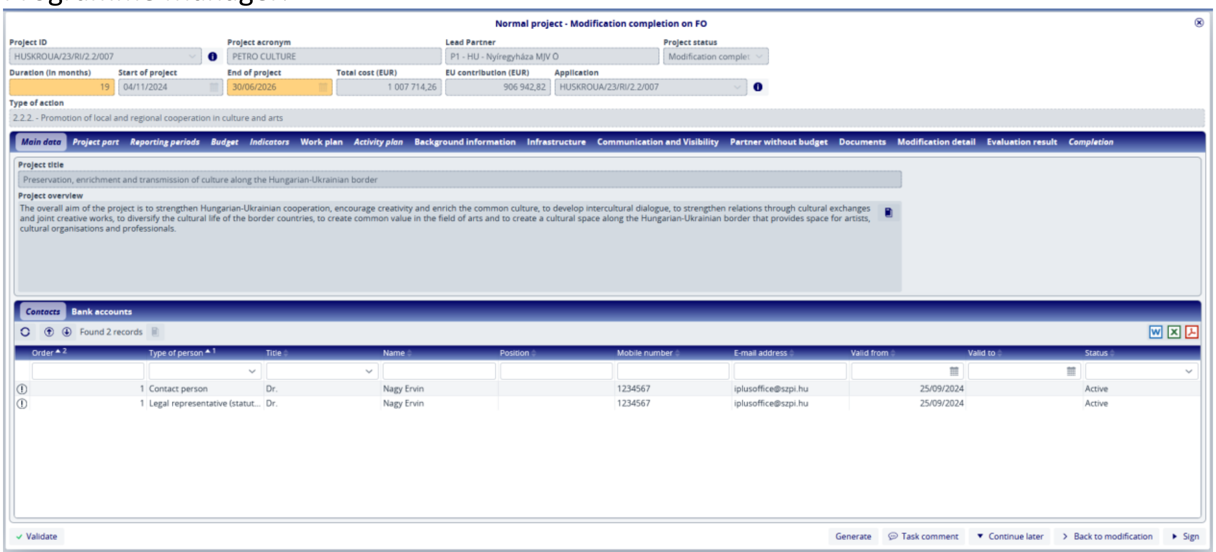
57. Completion – Comment on completion

3.1.18 Concluding the prepared project modification

There are various built-in validation rules based on which the system checks the recorded modifications. If any of those rules are violated, the system sends error message(s) upon the user tries to send the project modification process to the next step. The errors listed must be corrected before the process could be sent further. The validation check activates either by pressing the **Validate** or the **Send for signing** action button. Note that some validation rules are built on the **Save** buttons of forms, those issues must be corrected before the form can be saved. The error messages contain proper information to help tackle and solve the issue. Upon complying with the validation requirements, the process moves to the next step by the **Send for signing button**.

3.2 E-SIGNING AND SUBMITTING THE PROJECT

After the project modification is fully prepared by the recording user and sent for signing, the process moves to the signatory user. The signatory user cannot edit the project, if further editing is necessary, the project must be sent back to the recording user by the **Back to modification** button (**Task comment** must be filled in before). By pressing the **Sign** button, located at the bottom right of the screen, the project modification is submitted to the Programme Manager.



58. The final E-sign step of the project modification process

4. INTERREG+ TECHNICAL SUPPORT

Should you have any technical issue concerning INTERREG+ IT System functioning, 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 many details as possible, and always attach screenshots, of which the entire screen is visible. Additionally, please provide the Project (Part) ID and the username.