PROJECT REPORT

for

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

User Manual for Front Office users

v1.0.0

Version History

Date	Version	Description
15/11/2024	1.0.0	First version for INTERREG+ Project Partner Report in 2021-2027 reporting period

Table of Content

INTRODUCTION

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 preparation and submission of their Project Reports in the INTERREG+ IT system.

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

WHO IS THIS DOCUMENT FOR

This document is for the Lead Partners who are required to report the progress on Project-level as set forth in the Project.

ACCESS MANAGEMENT

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

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 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.

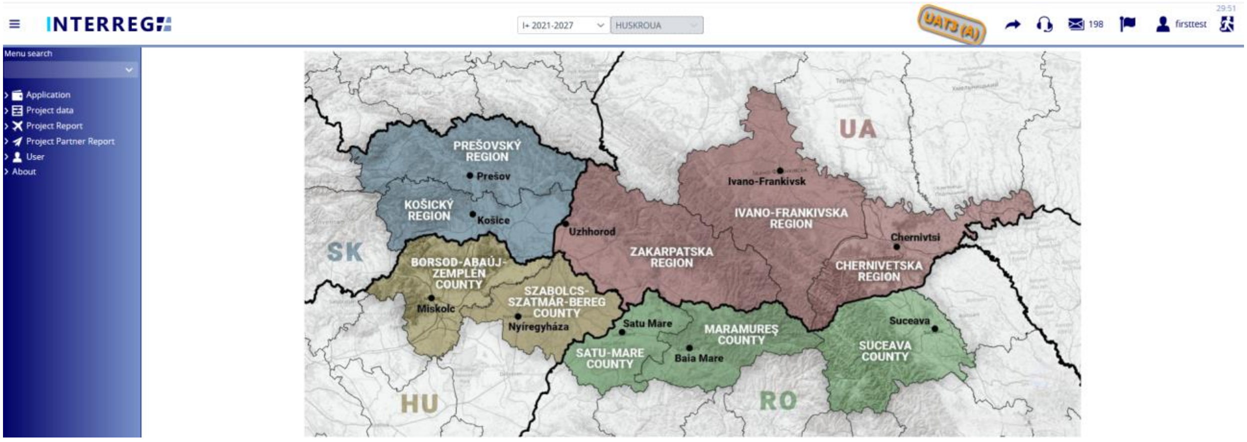
To manage the User's account use the 'User' icon ( ) located on the right hand side of the main header (see figure 1). For details on account management and user roles, study the *User-management Manual*.

GENERAL REMARKS

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

THE MAIN MENU AND HEADER

The Main Menu is set in the left side of the Header. The User can find here the available menu items. Whereas in 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.



INTERREG+ main menu and header

Under the main menu, the Application, the Project data, the Project Partner Report (optional), the Project Report (hereafter referred as PR), the User, and the About menu items are located.

- The **Application** menu item leads the User to the applications (if any), which were created by them.
- The **Project data** menu item leads to the list of projects the User is associated with.
- The Project Report menu item leads to the list of PRs the User is associated with
- The **Project Partner Report** menu item only appears if the user has projectpart-level valid role; under it, the User finds all PPRs of those project parts, which the User is associated with.
- The **User** menu item allows the user to manage user role requests submitted to the project(s) where the user holds project-level Recording role. More about user management, see 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 period.

Under the Messages icon the User can see all their system-generated messages; it is the messages centre 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 administration are listed here.

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

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.

The 'action' buttons of the Recording user

The 'action' buttons of the Signatory user

When the Users press 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 centre 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 PR returns to the last saved state.

The PPR document can be generated at any time in the preparation process by clicking on the **Generate** button. The generated document is for informational purposes only, it does not hold any legal bonds.

The **Exchange rate refresh** button is only active if there is at least one invoice recorded with outdated exchange rate. In such case, the system requires the User to refresh the exchange rate before letting the process to the next step. A blocking error message pops in if it is forgotten.

The **PR refresh** button is only active if modification in the project were made, and they affect the PR under preparation. In such case, the system requires the User to refresh the PR before letting the process to the next step. A blocking error message pops in if it is forgotten.

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 PR list screen by clicking on the Continue button after selecting the PR of interest.

The **Task comment** button leads to a text area, where comment can be recorded. It is mandatory when the Signatory user wants 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 PR back for further editing if it is necessary. The Back to modification button requires the Task comment to be filled beforehand.

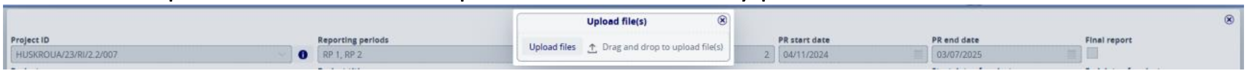
By pressing the **Send for signature** button, the process will proceed to the next step. The validation will run automatically and if the program does not detect any deficiency or violation of the rules, the task moves to the Signatory user. The PR is no longer editable by the Recording User.

The **Sign** button is available only for the User holding Signatory role. This button initiates the submission process; the PR will be submitted to the Joint Secretariat for evaluation.

THE 'FUNCTION' BUTTONS

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

- the (**+**) button always initiates a new form generation, such as an Invoice or a Tender form;
- the (**View**) button initiates the viewing of a selected list item (e.g an Invoice or a Tender form);
- the (**Modify**) button initiates the modification of an already existing item (e.g. an Invoice or a Tender form);
- the (Delete) button deletes the selected item. *Note, if an item is deleted it can no longer be restored! Also, only items recorded in the current step can be deleted!;*
- 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. The upload button is usually placed in forms.



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 (e.g. Budget) 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 Project Part, which leads the User to the initial application.

MANDATORY FIELDS AND RULES

Most of data fields are mandatory, they are marked with a red asterix (*). These fields hold essential information about the report.

There are numerous rules governing the PR preparation and submission process, in order 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 rules. In case of any violation, the system informs the User in a pop-up error message. Depending of the nature of the issue, the message may be:

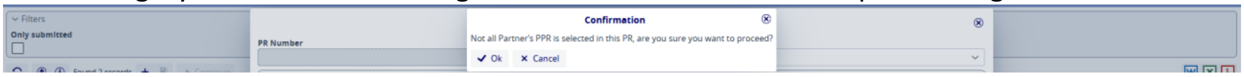
- red blocking error – must be fixed;

Blocking error message

- or orange warning message – can proceed without fixing it;

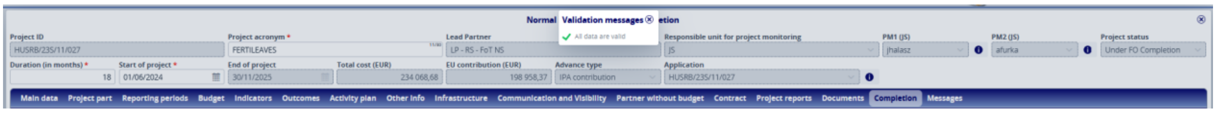
Warning message

- or grey confirmation message - must be confirmed before proceeding



Confirmation message

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



Positive validation message

INDICATIONS OF MODIFIED VALUES

During the process, modifications may be inevitable in order to create a proper project. To assist the User, such 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.

Indication of modified values

SEARCHING AND ORDERING LIST CONTENT

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.

1. Filtered and unfiltered list

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.

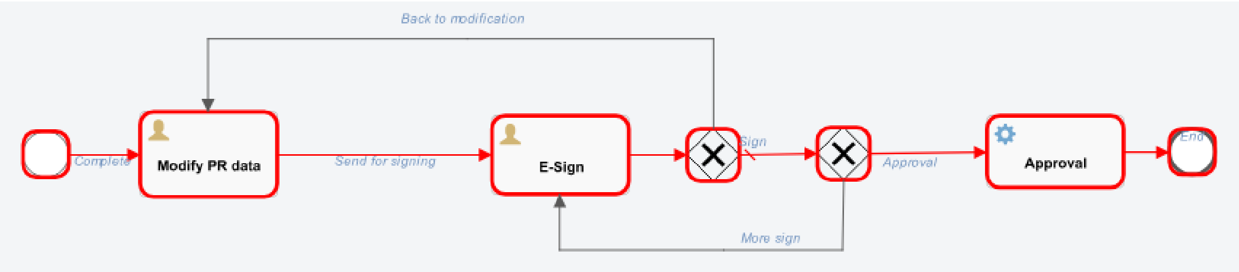
Indicator ID ▲3	Indicator Name ▲2	Indicator category ▲1	Indicator type
RCO81	Participations in joint actions across borders	Interreg-Programme	Output
RCO85	Participations in joint training schemes	Interreg-Programme	Output
RCO87	Organisations cooperating across borders	Interreg-Programme Obligatory	Output
RCR81	Completions of joint training schemes	Paired Programme-level indicator	Result
I211	New or modernized childcare and education ...	Project indicator	Output
I212	Number of trained human capacity involved i...	Project indicator	Output
Self-defined result	Number of courses developed, with handout...	Self-defined project-level	Result
Self-defined result	number of organization involved in this Project	Self-defined project-level	Result
Self-defined output	number of Project meetings and Conferences	Self-defined project-level	Output

List content ordered by multiple columns

PROJECT REPORT

The Project Report preparation and submission process (highlighted by red) is controlled by a complex workflow engine, where the different tasks are broken down to steps, and route connections between steps are predefined and strictly allowing one-way traffic.

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



The Project Report workflow

1. Record PR data: Recording Users are authorized to record data
2. E-sign: After recording the data in the PR, the Signatory User(s) specified in the Project are entitled to endorse (E-sign and submit) it or return it back to modification (Back to modification) for the Recording user (Record PR data stap). Signatory Users cannot edit the data. After the last Signatory endorsedment, the PR is submitted and added to the Back Office interface. The PR submission is the condition of all the Signatory Users' e-signature.
3. PR completion: if the PR is sent back to the Front Office for completion, the Users are notified via system generated e-mail. Re-submission steps are the same as specified above.
4. PR reapproval: in the event of a request for reapproval, the original PR is rendered to Reapproved status, and a "clone" of that PR is created with the same data and a '.1' extension will be added to its PR number. As a result, the "clone" PR will be in submitted status, the JS can decide how to proceed. In case the Lead Partner's interaction is required, the PR will be sent for completion. Re-submission steps are the same as specified above.

PRs are status-managed allowing the User to keep track of the progress of submission and also the validation process.

- Under preparation: the PR is under data recording (Recording PR data step);
- Under signature: the PR is being signed and submitted (E-sign step);
- Submitted PM1: the PR is under approval at Programme Manager 1;
- Submitted PM2: the PR is under validation at Programme Manager 2;

- Under approve: the PR is at the decision making final step of the approval process;
- Approved: the PR is approved;
- Reapproved: the PR is reapproved; it cannot be edited any longer;
- Need FO amendment: the PR is returned back to the Front Office for completion;
- Need PPR revalidation: a PPR of the PR is selected for revalidation; the PR is returned back to the Front Office;
- Rejected: the PR was rejected during the validation process (new PR must be created);
- Deleted: the PR was deleted (dropped) by the Recording user during preparation.

RECORDING NEW PROJECT REPORT

The creation of a new PR can be started from the Main Menu under the Project Report menu item. In the Project Report list screen, all ever-created PRs are listed.

Project Report list

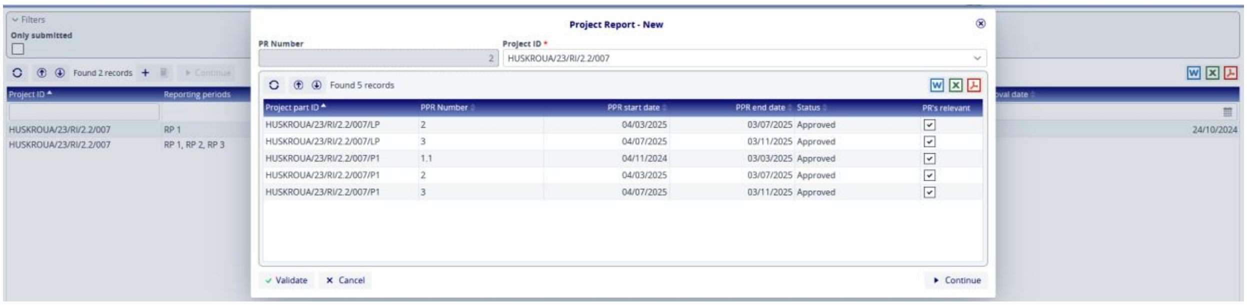
The main rules for PR creation are:

- Project Reports build on approved Project Partner Report;
- Minimum one approved PPR must be included in a PR;
- The Reporting period(s) covered by a PR is (are) determined by the reporting Periods of the PPRs included in the PR;
- The reported PRs must ensure continuity of the Reporting Periods;
- Only one PR can be edited at a time unless a PR has been returned for completion;
- Another PR cannot be submitted for approval until the previously submitted one is not gone through the approval process (Approved / Rejected);
- If a PR is rejected, a new PR (with a new PR ID and serial number) can be created for the associated reporting period;
- The number of deleted PR will be reassigned.

Furthermore, the Programme mandates that all Partners of the project must be included in the PR, and a Pr should cover one entire Reporting period. Deviating from this requires prior approval of the Programme.

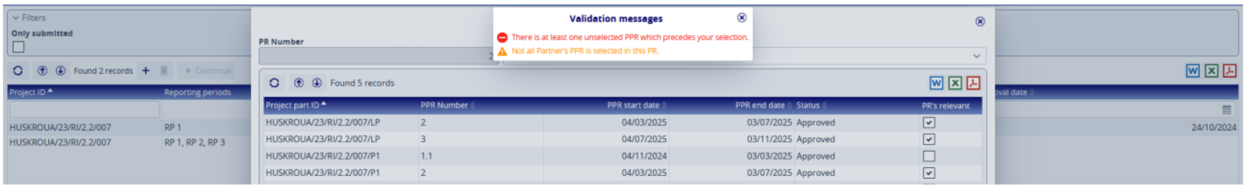
Creating a new PR

To create a new PR, click the (**+**) button above the Project Report list. As a result, a communication panel pops in, where the project ID can be selected. Only those project IDs appear in the list, to which the user holds a valis role, naturally, and there is at least one approved PPR which is not included in any PR yet. After selecting the project ID, the system automatically includes all available PPRs. The user can unselect any of them, by removing the thick from the *PR's relevant* check-box.



Creation of a new Project Report

PPRs already included in any PR are not displayed in the list. PPRs Reported periods must be continuous, if there is a gap in between a Partner's PPR, the system will send a blocking error message.



Error message due to incontinuity in a Partner's reporting periods

By clicking the "Continue" button, the PR datasheet generates based on the PPRs included.

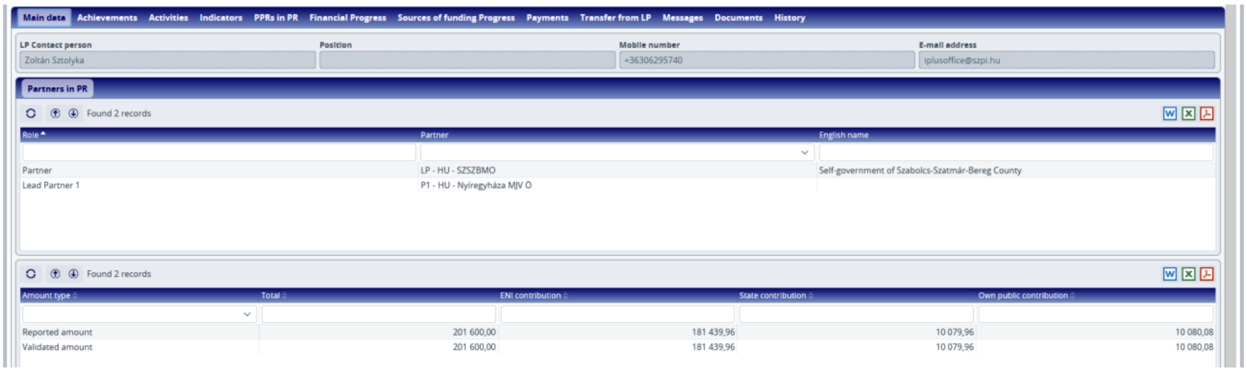
The PR main header

The main details of the project and the Project Report are automatically displayed at the top of the screen, in the PR header. No editable data is in the main header. The PR start and end date and Reporting Periods are based on the PPRs: the PPR with earliest start date determines the start date of the PR, and the one with latest end date does the end date of the PR. Among the reporting periods of the PR, all of those of the PPRs are included. Final PR selection is automatically made, if at least one final PPR is included, the PR is considered as final. Thus, more than one final PR may be created for a project.

The Project Report main header

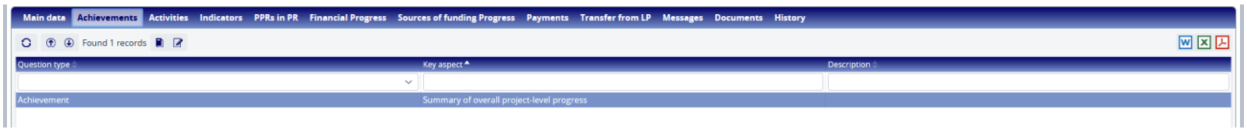
Main data

Under this tab (the first on the tab header), the most important information of the project contact person and about the Partners included are found, furthermore financial information on Reported and Validated amounts of the PPRs.



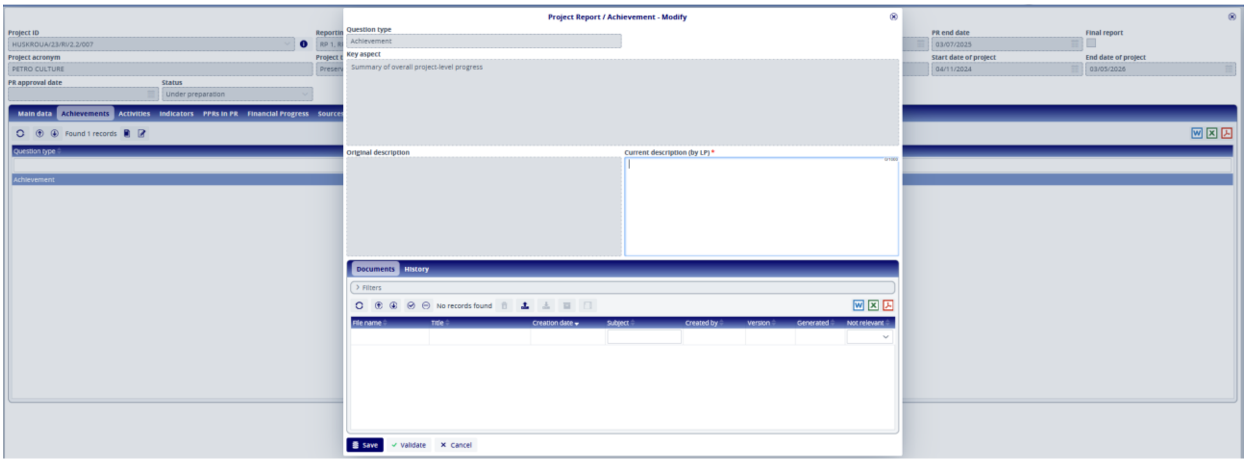
PR's Main data tab

Achievement



The Achievements list

The Achievements tab displays the questions concerning the project-level progress in the reported period. By selecting an item from the list and clicking on the **Modify** button, a communication panel pops in, where the User may record the description of such progress in the '*Current description (by LP)*' field. To guide the user, description provided for the same question during project creation is displayed in the '*Original description*' field. Once the modification is made, the recording must be finalized by the **Save** button.

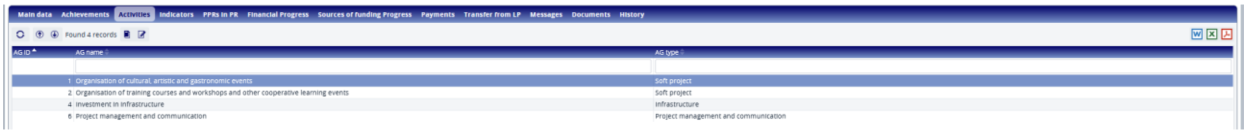


The Achievemets form

In the lower part of the communication panel, the given Achievement's history can be seen, where descriptions of the given Achievement are from the previous PRs. The history aims to ease overlooking the overall progress of an Achievement.

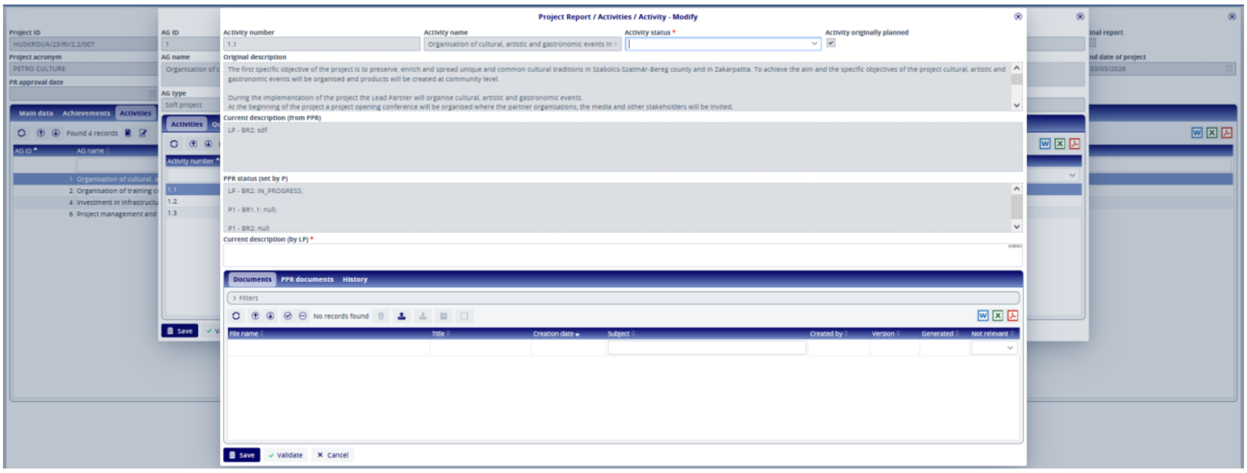
Activities

On the Activities tab, the project Activities are grouped by Activity groups, the User can set the current status of the Activity by selecting one Activity group from the list and click on the **Modify** button.



The Activities list

On the opening Activity group form, under the Activites tab, the activities are listed. Selecting one and clicking on the **Modify** button, the form of that individual activity opens. On the Activity form, the User can set the current *Status* of the Activities recorded on the Project Part. In the *Current description* field, the project-level progress made in the period covered in the current report can be provided. The status of each Activity must be equal to or higher than their status in the previous report. If there is an Activity marked as mandatory (Originally planned) for the given reporting period, then it must be reported. Information from PPRs are cumulated in the '*Current description (from PPR)*' and the '*PPR Status (set by P)*' fields.

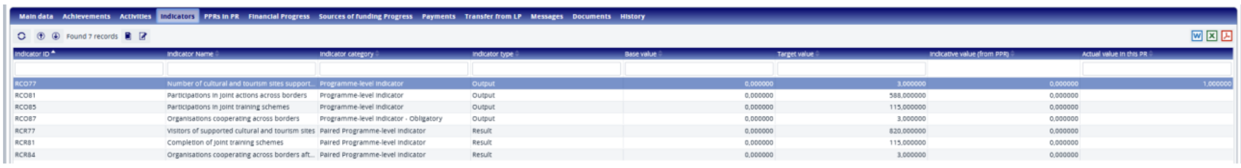


The Activity form

On the History tab, the Users can view the status and description were given in previous PRs providing an easy navigation between reports of the same Activity. On the PPR documents tab, all documents uploaded to the PPRs are available, to help document management and avoid duplications.

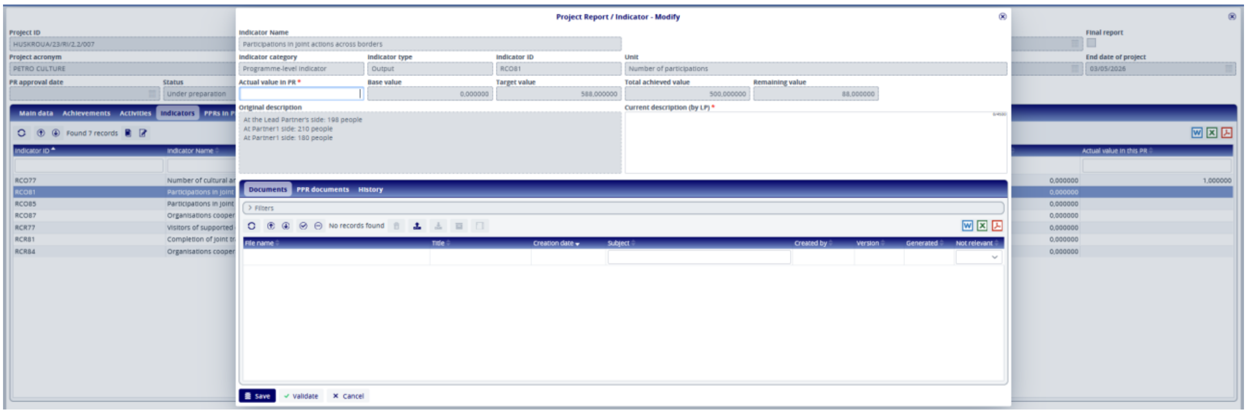
Indicators

Under this tab, the project indicators are listed. To provide their project-level progress, after selecting one from the list, it can be edited by the **Modify** button.



The indicator list

In the opening indicator form, the '*Actual value in PR*' and the '*Current description*' must be provided. There is no information cumulated from PPR, as indicators are not reported in PPRs.

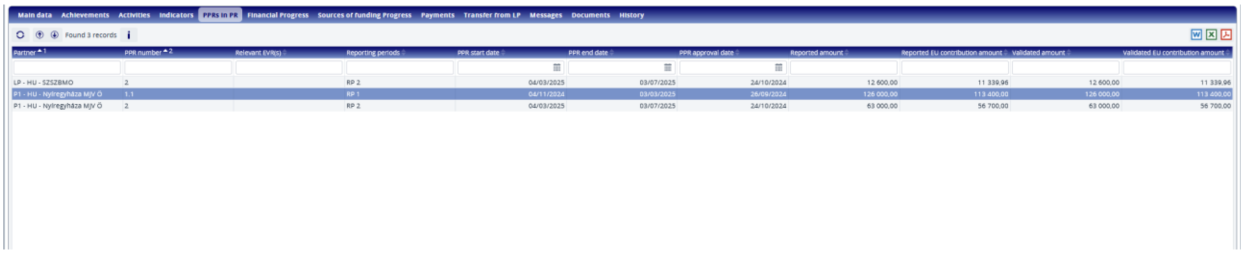


The indicator form - modify

On the History tab, the Users can view the status and description were given in previous PRs providing an easy navigation between reports of the same Indicator. On the PPR documents tab, all documents uploaded to the PPRs are available, to help document management and avoid duplications.

PPRs in PR

Under this tab, PPRs included in thePR are listed. By selecting one from the list and clicking on the **i** (information) button, the PPR can be directly accessed in view mode.

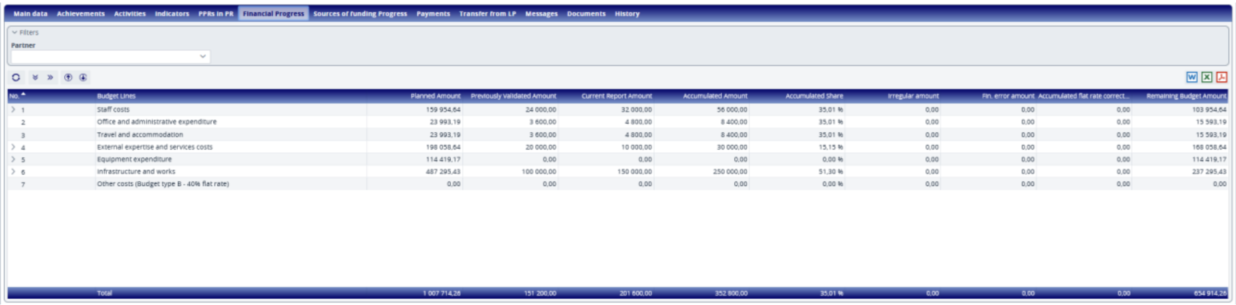


The PPRs in PR list

Financial Progress

Under the Financial Progress tab, the User can track the progress of the costs incurred in the project, the progress of the budget. Amounts in the columns are shown in EUR. The list can be expanded by the button to see the 3-level Budget and closed back to the default (only the Budget headings are shown) state by the button. The total amounts at the bottom of the list are always shown.

By default, the financial data of the entire project is shown, however, above the list, there is a filter heading, where a single Partner can be selected. When a Partner is selected, naturally, financial data of the Partner's progress is only shown. To remove a partner, the selection must be deleted by the **x** in the dropdown selector.



Financial progress – filtered to one single Partner

The **Planned Amount** column displays the budget values specified in the Project / Project Part.

The **Previously Validated Amount** column shows the cumulative sums of the previously validated PRs / PPRs.

The **Current Report Amount** is the amount reported in the given PR / PPR, which includes the Reported amount before approval and the Accepted amount after approval.

The **Accumulated Amount** is the sum of the Previously Validated Amount and the Current Reported Amount.

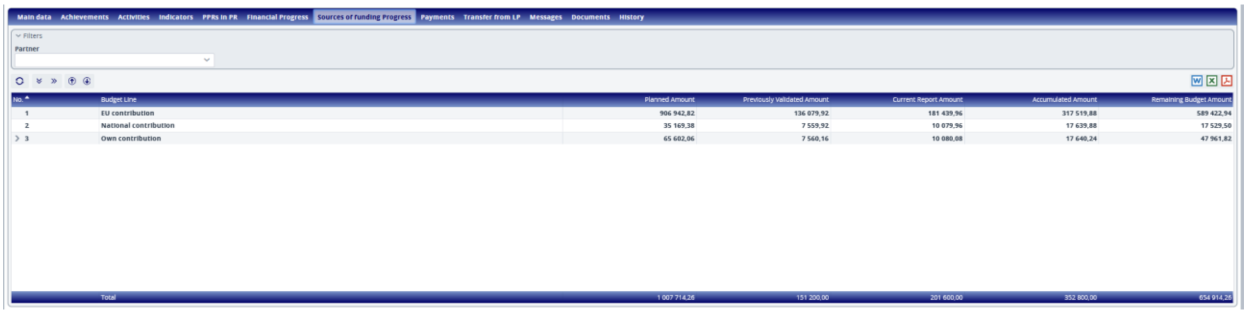
The **Irregular amount** column shows amount associated with Irregularity case(s) have already been included in an AfP (Application for Payment) submitted to and reimbursed from the EU Committee. Such amounts are subject of reclaim and are deducted from the Remaining amount, i.e. cannot reuse in a later PPR.

The **Fin. error amount** (Financial error amount) column shows amount associated with Irregularity case(s) that have not been included in an AfP (Application for Payment). Such amounts are subject of reclaim, however, are not deducted from the Remaining amount, i.e. can be reused in a later PPR.

The **Accumulated flat rate correction** column displays the amount deducted from a flat rate type budget item, typically Staff cost due to project management mishaps. Please note that the amounts of flat rate corrections are not reusable, the ar not available in further reports! For further information on Flate rate correction, please refer to the *Eligibility of expenditure* handbook or contact directly the Programme.

The **Remaining Budget Amount** is the difference between the *Planned amount* and the *Accumulated amount*, i.e. the amount, which is not yet accounted for. Please note that *Accumulated flat rate correction* is also deducted from the Remaining Budget amount!

Sources of Funding Progress



Source of Funding Progress

In the Sources of Funding Progress tab, the financial progress of the project / project part is displayed as in the Financial Progress tab, however instead of Budget lines, here the sources of the fundings are shown.

By default, the data of the entire project is shown, however, above the list, there is a filter heading, where a single Partner can be selected. When a Partner is selected, naturally, data of the Partner's progress is only shown. To remove a partner, the selection must be deleted by the **x** in the dropdown selector.

The **Planned Amount** column displays the budget values specified in the Project / Project Part.

The **Previously Validated Amount** column shows the cumulative sums of the previously validated PRs / PPRs.

The **Current Report Amount** is the amount reported in the given PR / PPR, which includes the Reported amount before approval and the Accepted amount after approval.

The **Accumulated Amount** is the sum of the Previously Validated Amount and the Current Reported Amount.

The **Remaining Budget Amount** is the difference between the *Planned amount* and the *Accumulated amount*; i.e. the amount, which is not yet accounted for.

Payments

Under the Payments tab, the EU advance progress and EU contribution to be transferred (upon approval of PR!) is shown by Partners included in the report.
The advance settlement is automatically done by the system. The advance must be settled after 60% of the Partner's EU contribution is reimbursed. When a Partner's EU contribution claim reaches 60% threshold, the system reduces the transferable amount of the Partner by the advance amount. If the Partner's transferable amount is less than the advance, the entire transferable amount is used for advance settlement (the Partner will not receive an EU

contribution reimbursement from the given PR). The remaining advance will be settled by reducing it from the subsequent PR's transferable amount. Once the advance is settled, the approved amounts calculate as transferable amount and will be paid to the Partner (via the Lead Partner).

Project part	EU contribution advance	Limit of settlement	Previously approved EU contribution	EU contribution validated in current...	Total validated EU Contribution	Transferable EU contribution in curr...	Advance settlement in current report	Accumulated advance settlement	Remaining advance to be settled
HUSKROUA/23/RI/2.2/007/LP	92 834,11	222 801,86	136 079,92	11 339,96	147 419,88	11 339,96	0,00	0,00	92 834,11
HUSKROUA/23/RI/2.2/007/P1	65 611,85	157 468,43	0,00	170 100,00	170 100,00	157 468,43	12 631,57	12 631,57	52 980,28

The Paymants tab

The list consists of several columns, which are as follow:

Project part: the project part ID

EU contribution advance: the amount of the EU advance the Partner received (15% of the planned budget)

Limit of settlement: the threshold above which the system automatically settles the advance at the expense of the transferable amount; this threshold is 60% of the planned amount

Previously approved EU contribution: the accumulated amount of approved EU contributions in the previous PRs

EU contribution validated in current report: the amount of approved EU contribution in the current PR

Total validated EU contribution: sum of the 'EU contribution validated in current report' and the 'Previously approved EU contribution' amounts

Transfrable EU contribution in current report: the Partner's share of the EU contribution amount which is to be transferred to the LP; it may not be equal to the 'EU contribution validated in current report' amount due to advance settlement

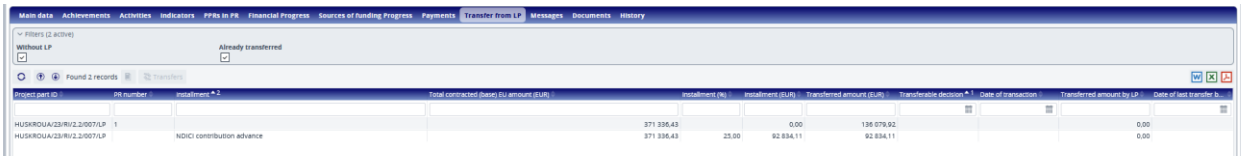
Advance settlement in current report: the amount used for advance settlement in the current PR

Accumulated advance settlement: the accumulated amount used for advance settlement in all previous PRs

Remaining advance to be settles: the amount of the remaining advance to be settled

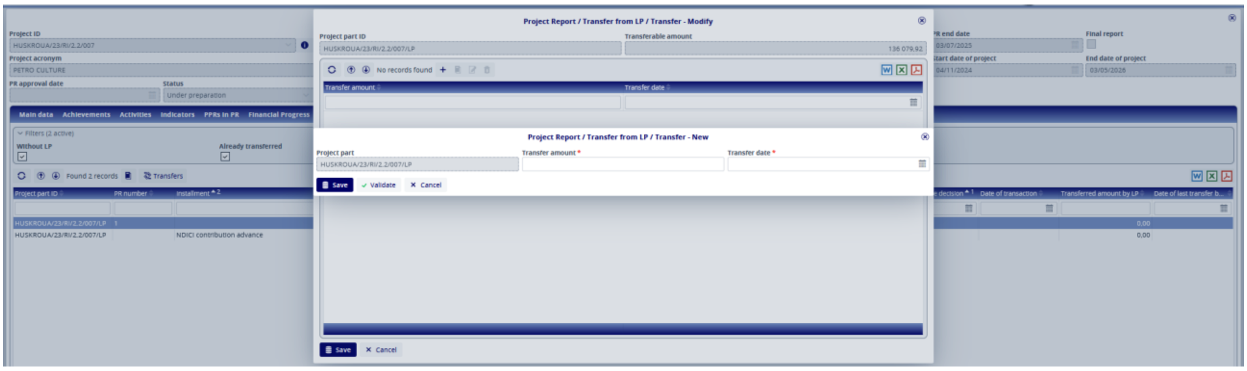
Transfer from LP

Under this tab, the transfers made in previous PRs are listed. This tab is to report that EU contributions received from the Programme were distributed among the Partners, transferred to the Partners by the LP in due time (according to the Subsidy Contract).
By default, the LP's records and the already reported entries are filtered out, the filters are in the heading above the list.



The Transfer from LP tab

To add a transfer record to any entry on the list, the user must select an entry and click on the **Transfer** button. In the heading of the opening form, the user can create a new record by the **Add** (+) button. On the opening form, the '*Transfer amount*' and the '*Transfer date*' must be provided, and the form saved.



Adding a new Transfer record

The supporting documents for forwarding the EU contribution to the Partners must be provided by uploading the bank statement(s) to the Transfers from LP folder under the Documents tab. For more about this, see the section called Documents.

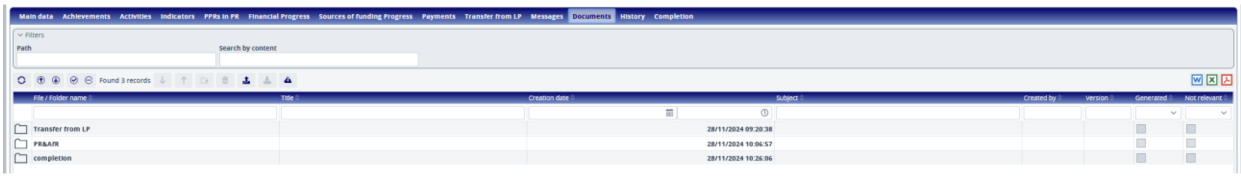
Messages

Under the Messages tab, all system-generated e-mail are listed regarding the given PR. After selecting an item, its content can be viewed; by clicking on the icon in the *Attachment* section, the attached file can be downloaded.

The Massages list and an opened record

Documents

Documents uploaded to the given PR by the user at the individual forms (e.g. Invoice form) or generated by the system are shown here in a systematic folder structure. Navigation in the folder structure is possible by the **up** and **down** arrows or double-clicking to the folder of interest. In general, view and download options are always possible, upload is only available during completion (need amendment) and to the Transfer from LP folder.

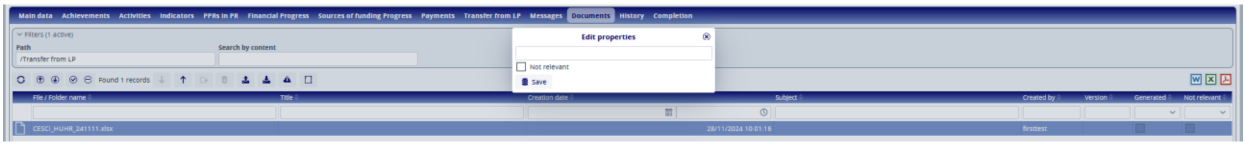


The Documents list

Documents uploaded by the User at the individual form can be deleted only at the given step in the process at the same form, where it was uploaded. After submitting the report, documents cannot be deleted.

The **Edit properties** button, after selecting a document, serves to set the 'status' of the document as '*not relevant*'. If the document is not relevant, it cannot be downloaded any longer. The 'subject' (sort of a short description) of a document can also be provided by filling in the text area in the *Edit properties* window. This function is available only at the step the document was uploaded.

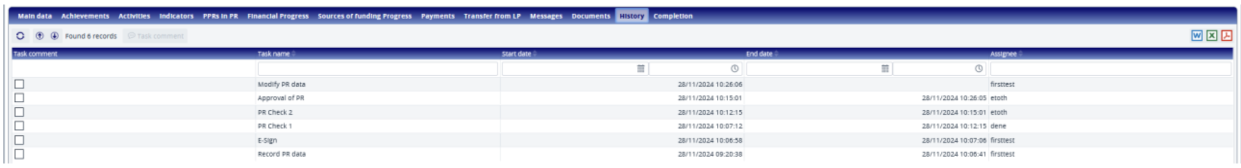
The **Edit properties** button is also available on each individual form, under the Document tab.



The Edit properties communication window

History

On the History tab, the User can view the changes made in the PR. The task name, the User who completed the task, the start and end date of the task are listed here. The end date is not marked until the process is completed.

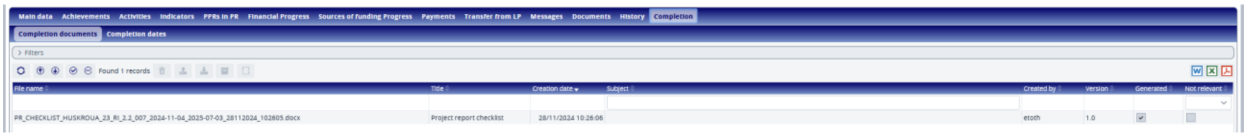


The History tab

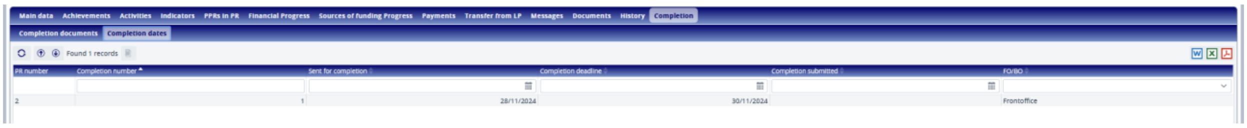
Completion

The Completion tab only appears if a PR needs completion according to the approval's decision. Under the tab, there are two subtabs:

- the *Documents*, where the completion documentation is uploaded automatically based on the checklist filled by the Programme Managers, and
- the *Dates*, where most importantly the deadline for completion can be viewed.



Completion / Docunments



Completion / Dates

Note that in case completion is requested, the specified users and contact persons will be informed by system-generated e-mail, in which the completion document is attached. Also note that the PR is returned for completion, the already recorded data remains, it can be edited according to the request.

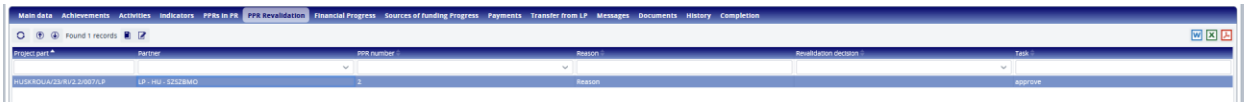
SUBMISSION OF PR

Once the PR is fully prepared, the Recording User can send it to the Signatory User for e-singning by clicking on the **Send for signing** action button. The Signatory User can only view the PR, its content cannot be edited. If the Signatory User finds the PR correct, they can submit it by the **Sign** action button. With this action the PR is submitted, and the approval process initiates in the Back Office site. If the Signatory User decides that the PR is not fully complete, it can be sent back for further editing by the **Back to modification** action button, in which case, the **Task comment** field must be filled.
In case of more than one valid Signatory user is associated with the project, all of them must sign the PR. Any of the Signatory users can send the PR back to modification.
The submission process is the same for initial submission or submission after completion.

PPR REVALIDATION

During the PR approval, the JS may decide to have any PPR revalidated, in order to correct mistakes in the PR stemmed from the PPR. Should such an event occur, the PR is rendered into a special status of '*Need PPR revalidation*'. In this status, it is returned to the Front Office (as during completion), where the LP must make a decision about how to proceed with the PR. Technically, there are two possibilities, either removing the PPR under revalidation from the PR, or waiting for the PPR to be re-validated. The choice of PPR removal results in the PR can be submitted again, so the approval can be done. If the PR contains only one PPR and it is under revalidation, the removal of it is prohibited. In such a case, the revalidated PPR can be included in a subsequent PR. Whereas the choice of waiting for the PPR to be re-validated results in the PPR stay included in the PR. In such a case, the decision can only be made once the revalidation is done.

Having the PR in the Front Office, the user must make the decision before being able to edit the PR. A new tab, PPR Revalidation, appears, under which those PPRs are listed, which were selected for revalidation.



The PPR Revalidation list

Selecting one from the list and accessing it by the Modify button, the user can set the decision in the *Revalidation decision* dropdown selector; the selection must be saved. In the *Reason* textarea, the revalidation justification is shown provided by the JS.

PPR revalidation – decision making

Having the decision made, the **Continue** action button must be clicked on to proceed. The **Continue** button is located at the bottom right of the screen, at the exact location where the **Send for signinig** and the **Sign** buttons usually appear.

The Continue button to forward the PPR revalidation decision

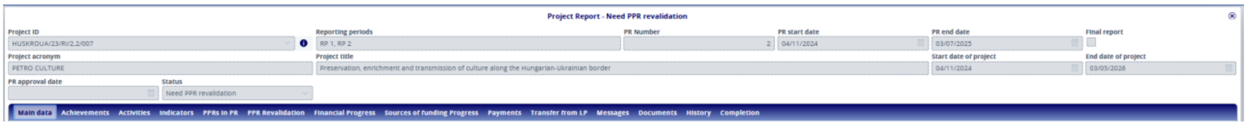
Note that the Continue button is always active, however, if (any of) the decision(s) is to be waited for revalidation, the process can be forwarded only if the revalidation is done, i.e the PPR is approved again. If this condition is not met, the system sends an error message.

The error message of non-completed revalidation process(es)

Once the decision is forwarded, the PR returns to the state of completion, it is editable again and ready for submission. Note that the revalidated PPR may necessitate modification of the data provided earlier in the PR, it can be done at this point. The submission of the PR goes as usual, see above chapter.

VIEWING THE PROJECT

The User can view the Project they assigned to directly from the PR. The function is available from the Project Report by clicking on the information ( ) button next to the Project ID in the main header. The Project is available only for viewing; the User cannot edit, modify or delete any piece of data.



Project access fron the Project Report

Navigating to the project from here provides the same access as to access the project from Normal project menupoint.

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 much details as possible, and attach screenshots taken of the issue. Such screenshots should include the entire screen. Furthermore, always provide the Project (Part) ID and the username.