CONTENT

❖ IMIS team

❖ Login to the IMIS 2014-2020

❖ Progress report in IMIS 2014-2020

❖ HelpDesk

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❖ Technical support for the FO users (Applicant, Beneficiaries, Lead Beneficiaries)

❖ Close cooperation with MA, JS and NA, FLC controllers

❖ Online Helpdesk system

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IMIS 2014-2020 FUNCTIONALITY

❖ Online application modul

❖ Partner level online reporting (both sides)

❖ Integrated control modul for both sides

❖ Communication module (automatic emails)

❖ New visual identity and technical solutions

❖ Time stamp, e-signatures

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❖ Language of the system: English

❖ Operating system: using a desktop operating system is recommended (e.g. Microsoft Windows)

❖ Browser: Mozilla Firefox 46.0.1 and above, Google Chrome 50.0 and above, Internet Explorer 11.0 and above

❖ PDF reader (e.g.: Adobe Reader), Document management software (e.g.: Microsoft Office) to open .DOC files.

❖ Internet connection

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❖ The FO reporting and signatory users will be created on the Back Office.

❖ The FO reporing user will receive automatically email from the system:

❖ Sender: noreply@imis2014-2020.eu

❖ Subject: IMIS 2014-2020 system Front Office - Login information

❖ check also your spam folder

Dear Sir or Madam,

Your account for the IMIS 2014-2020 system has been successfully created.

For accessing **the Front Office** please download this link:

Download certificate

which contains **your individual certificate** to access the Front Office and a **short guide for successful installation.**

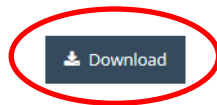For entering the Front Office please use the link below:

Login

- Username: HUSRB1602320106LBR01
- Password: 3fc77cdd31403f78
- Certificate password: 3fe674e9a4749076

Kind regards,

IMIS Office Team

imisoffice@szpi.hu

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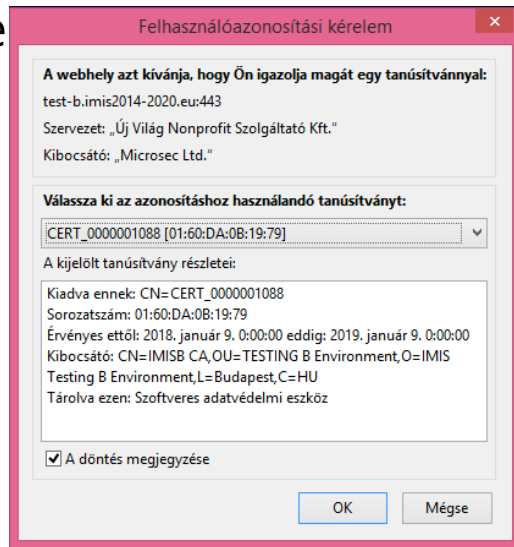**Hungary - Serbia**

❖ download the certification (link is in the email)

Description of installing the downloaded certificate

❖ install your certification according to the description

❖ login to the system

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❖ Select the certificate belongs to your user name

❖ Enter the Username and Password

from the registration email

Felhasználóazonosítási kérelem

A webhely azt kívánja, hogy Ön igazolja magát egy tanúsítvánnyal:

test-b.imis2014-2020.eu:443

Szervezet: „Új Világ Nonprofit Szolgáltató Kft."

Kibocsátó: „Microsec Ltd."

Válassza ki az azonosításhoz használandó tanúsítványt:

CERT_0000001088 [01:60:DA:0B:19:79]

A kijelölt tanúsítvány részletei:

Kiadva ennek: CN=CERT_0000001088
Sorozatszám: 01:60:DA:0B:19:79
Érvényes ettől: 2018. január 9. 0:00:00 eddig: 2019. január 9. 0:00:00
Kibocsátó: CN=IMISB CA,OU=TESTING B Environment,O=IMIS
Testing B Environment,L=Budapest,C=HU
Tárolva ezen: Szoftveres adatvédelmi eszköz

☑ A döntés megjegyzése

OK   Mégse

IMIS 2014-2020 Login (Front office HU-SRB)

USERNAME !   PASSWORD !

👤   🔒   ➜ Sign in
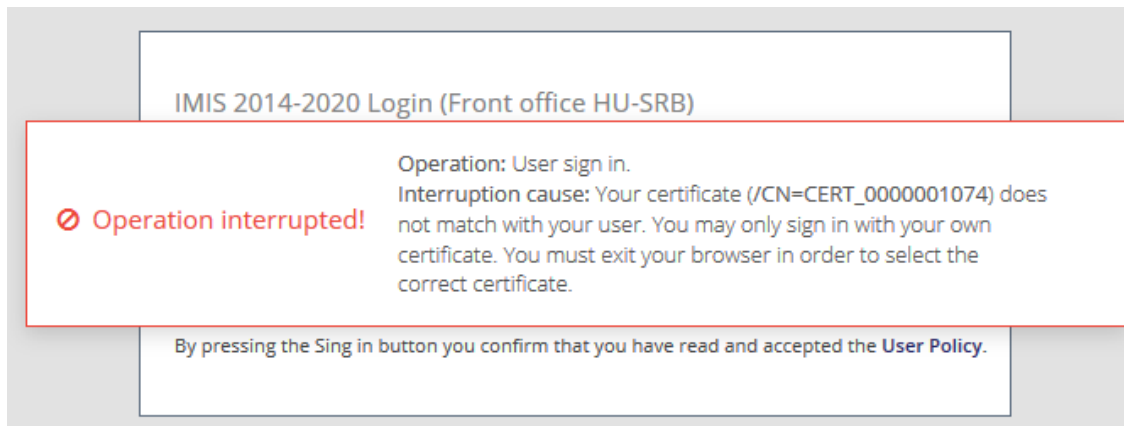
Forgot password

By pressing the Sing in button you confirm that you have read and accepted the **User Policy**.

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❖ Not the right certificate was selected at the first step

IMIS 2014-2020 Login (Front office HU-SRB)

⊘ Operation interrupted!

Operation: User sign in.
Interruption cause: Your certificate (/CN=CERT_0000001074) does not match with your user. You may only sign in with your own certificate. You must exit your browser in order to select the correct certificate.

By pressing the Sing in button you confirm that you have read and accepted the **User Policy**.

Restart your browser, and select the right certificate

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❖ Not the right username was given

IMIS 2014-2020 Login (Front office HU-SRB)

⊘ Operation interrupted!   Operation: User sign in.
Interruption cause: The user not found by name: HUSRBtestuser!

Forgot password

By pressing the Sing in button you confirm that you have read and accepted the **User Policy**.
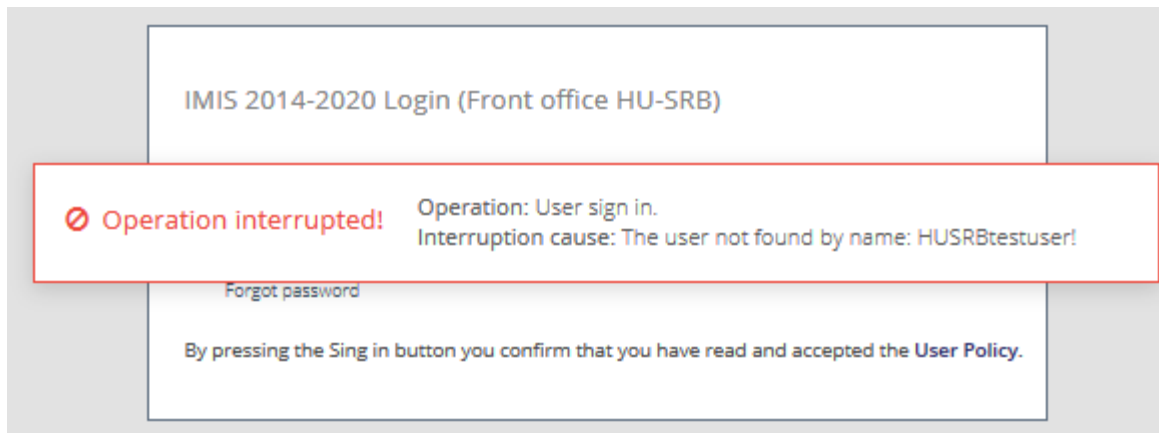
Check the registration email and your username again

❖ The FO user creation process has not finished yet

IMIS 2014-2020 Login (Front office HU-SRB)

⊘ Operation interrupted!   Operation: User sign in.
Interruption cause: The user is not valid. The login operation for this user is currently not allowed.

By pressing the Sing in button you confirm that you have read and accepted the **User Policy**.
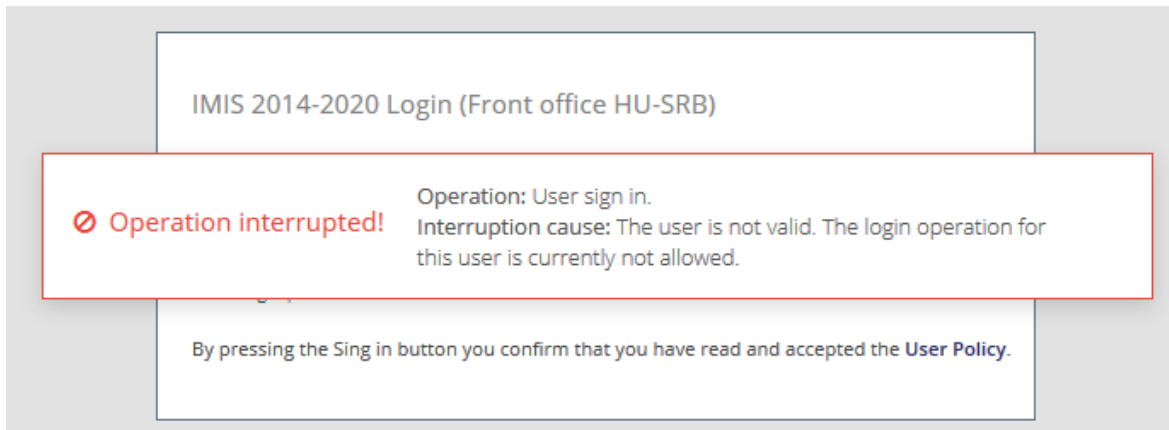
Please, wait 1 hour, then try it again.
If it still exists, please contact the JS

❖ The user password is not correct/outdated.

IMIS 2014-2020 Login (Front office HU-SRB)

⊘ Operation interrupted!   Operation: User sign in.
Interruption cause: Password is not correct.

Forgot password

By pressing the Sing in button you confirm that you have read and accepted the **User Policy**.
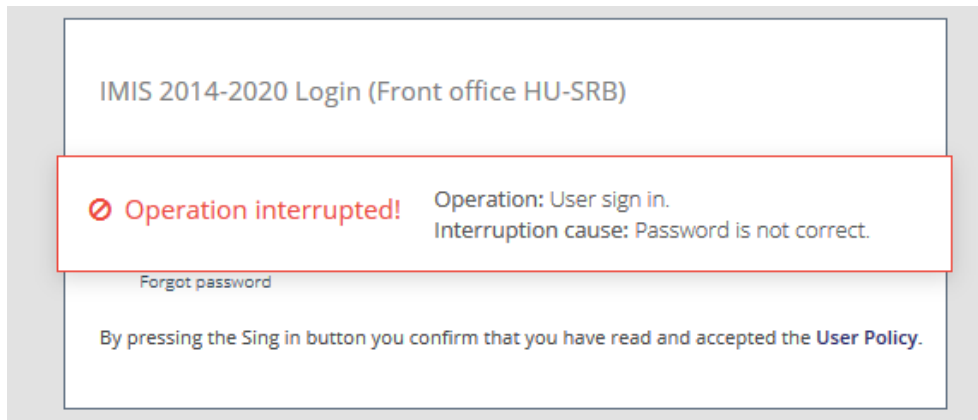
Please, try again, or click on the „Forgot password" button

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

FRONT OFFICE SCREENS

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Here you can open
the User manual

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

Here you can change your
password and email
address

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Programme 2014-2020

Version: 1.0.100   User: edit1082

Here you can
quit the system
(after
confirmation)

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MAIN MENU

▾ PR & AFR
  New
  Search

ADMINISTRATION

▾ PERSONAL SETTINGS
  Change Password
  Change E-mail

MAIN PAGE ❯

Bács-Kiskun   Csongrád   HUNGARY

North Bačka   North Banat

West Bačka

Central Banat

South Bačka

South Banat

Srem

SERBIA

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FRONT OFFICE SCREENS

Main data –
FO User manual
4.1

❖ The PR&AfR has to contain the BR of every beneficiary for the relevant period.

❖ The interface only lists the DOVEs/TDOVEs that:
   ❖ have not yet been selected for a PR&AfR that is in "under preparation" state, or
   ❖ for a PR&AfR that has been approved/is under approval.

❖ When compiling a project-level report, please use the checkbox in the first column to select the beneficiary reports.

FRONT OFFICE SCREENS

Achievments – FO User manual 4.1.3

Outcomes – FO User manual 4.1.4

Indicators – FO User manual 4.1.5

Information and publicity –
FO User manual 4.1.6

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Programme 2014-2020

Version: **1.0.90** User: **TesztVHUSRBR01**

PR & AFR DATASHEET ⊕ 　　　　　　　　　　💾 Save

INFORMATION REMINDER ⬇

SOURCES OF FUNDING　　EU CONTRIBUTION (IPA) ADVANCE　　TRANSFER FROM LB　　**DOCUMENTS**　　◄ ►

DOCUMENT ID　　　　　TYPE　　　　　　　SUBJECT　　　　　　PREPARED BY (USER NAME)

SENT BY (PARTNER ID)　　SENT BY (PARTNER NAME)　　DATE OF PREPARATION FROM　　DATE OF PREPARATION TO

METHOD OF SUBMISSION

🔍 Search　　　🗑 Clear search terms

RESULTS FOR:

👁 View

ORDER	DOCUMENT ID	TYPE	SUBJECT	FILE UPLOADED	PREPARED BY (USER NAME)	SENT BY (F
1	2017/000-003-6063	Attachment	Horizontal principles	☐	TesztVHUSRBR01	
1	2017/000-003-6045	Attachment	Outcomes	☐	TesztVHUSRBR01	
1	2017/000-003-6047	Attachment	Indicator	☐	TesztVHUSRBR01	
1	2017/000-003-6049	Attachment	Information and publicity	☐	TesztVHUSRBR01	

Documents

❖ The maximum upload file size is 30 MB but there is no restriction on the combined size of the documents

❖ Compressed zip files can also be uploaded

❖ Uploaded documents for outcomes, activities etc. are summarised from the beneficiary reports

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Here you can continue the creation

Here you can check the PR&AfR

Here you can generate a DRAFT PR or AfR version

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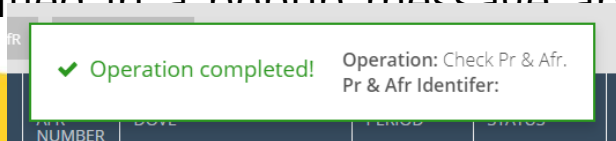
CLICKING ON CHECK

- **Check failed** – if the autocheck identifies errors in the beneficiary report, a popup window will appear with clear error messages. Click on the "Download the error list" button to open or download the error list in .DOC format, or click "Cancel" to close the popup window and continue editing the report. The report can only be submitted if all listed errors have been corrected.

CHECK FAILED ✕

CHECKING RESULT

Validation error! Achievements: All achievements description must be filled!

⊘ Cancel | 📄 Download the error list
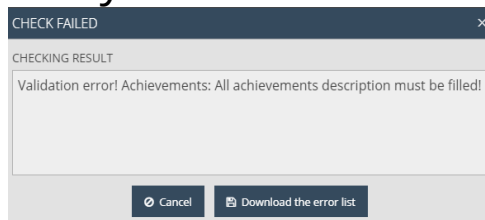
- **Check successful** – if the autocheck finds no errors in the beneficiary report, the user will be notified in a popup message about this and the user can submit the report

fr

✔ Operation completed!   **Operation:** Check Pr & Afr.
Pr & Afr Identifer:

AFR
NUMBER | DUVE | PERIOD | STATUS

PROCEDURE OF THE SUBMISSION – 2.

FO User manual 5

Here you can send the PR&AfR for signing

View	Modify	Delete	Check	Send for signing		
Generate AfR	Generate PR					

PROJECT ID	PR & AFR NUMBER	DOVE	PERIOD	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPOR AMOU (E
Teszt ÚV_HU_SRB	B1_DOVE_01_1711-1803_0; LB_DOVE_01_1711-1803_0		Reporting period 01	Checked			324,96	276,

The PR&AfR status is automatically updated:
❖ After the successful check: Checked
❖ After sending for signature: Under signature
❖ After e-sign, but before submission: Under submission
❖ After submission by the signatory user: Submitted
❖ If the IS send completion letter: Need amendment

![Interreg - IPA CBC Hungary - Serbia] **PROCEDURE OF THE SUBMISSION – 3.**

FO User manual 5

PR & AFR SEARCH ➡

PROJECT ID

DOVE ID

BENEFICIARY

PR & AFR ID

ACRONYM

🔍 Search   🗑 Clear search terms

RESULTS FOR:

👁 View   🖨 Generate AfR   🖨 Generate PR   ↩ Back to modification   ◀ E-sign

PROJECT ID	PR & AFR NUMBER	DOVE	PR ID	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPOR AMOU (E
Teszt UV_HU_SRB		B1_DOVE_01_1711-1803_0; LB_DOVE_01_1711-1803_0	Reporting period 01	Under signature			324,96	276,

Here you can check the PR&AfR

Here you can send back the PR&AfR to the recording user, if modification is needed

Here you can e-sign the PR&AfR

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FO User manual 5

PR & AFR SEARCH ➤			
PROJECT ID	DOVE ID	BENEFICIARY	PR & AFR ID

ACRONYM

🔍 Search   🗑 Clear search terms

RESULTS FOR:

👁 View   🖨 Generate AfR   🖨 Generate PR   ↩ Back to modification   🔒 E-sign   ✉ Submit
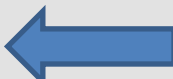
Here you can submit the BR

PROJECT ID	PR & AFR NUMBER	DOVE	PERIOD	STATUS	SUBMISSION DATE	APPROVAL DATE	TOTAL REPORTED AMOUNT (EUR)	REPOR AMOU (E
Teszt UV_HU_SRB	B1_DOVE_01_1711-1803_0; LB_DOVE_01_1711-1803_0		Reporting period 01	Under signature			324,96	276,

The PR&AfR status is automatically updated:
❖ After submission by the signatory user: Submitted
❖ If the JS send completion letter: Need amendment
❖ After JS approval: Approved
❖ After JS rejection: Rejected

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IMIS OFFICE HELPDESK

❖ If you have technical question, don't hesitate to contact us:

itoffice@szpi.hu

To detect the problem, please provide a complete description of the problem, possibly by attaching a print screen. For easier identification please provide an Application Title / Project ID respectively.

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Thank you for your attention!

Eszter Németh
IMIS Office

imisoffice@szpi.hu

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