



INTERREG

Interreg+ Project Modification Guide (FO)

for

INTERREG VI-A HUNGARY-SLOVAKIA PROGRAMME

User Manual - Front Office

v1.0.0

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

Version History

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

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

Contents

1.	INTRODUCTION	4
1.1	PURPOSE OF THE DOCUMENT	4
1.2	WHO IS THIS DOCUMENT FOR	4
1.3	ACCESS MANAGEMENT	4
1.4	USER ACCOUNT	4
2.	GENERAL REMARKS	5
2.1	THE MAIN MENU AND HEADER	5
2.2	THE 'ACTION' BUTTONS	6
2.3	THE 'FUNCTION' BUTTONS	7
2.4	MANDATORY FIELDS AND RULES	7
2.5	INDICATIONS OF MODIFIED VALUES	8
2.6	SEARCHING AND ORDERING LIST CONTENT	9
2.6.1	<i>Searching</i>	9
2.6.2	<i>Ordering</i>	9
3.	THE MODIFICATION PROCESS	10
3.1	RECORDING, EDITING PROJECT DATA	11
3.1.1	<i>The project list screen</i>	11
3.1.2	<i>The project header</i>	11
3.1.3	<i>Main data</i>	11
3.1.4	<i>Project part</i>	13
3.1.5	<i>Reporting periods</i>	18
3.1.6	<i>Budget</i>	18
3.1.7	<i>Indicators</i>	18
3.1.8	<i>Activities</i>	20
3.1.9	<i>Activity plan</i>	20
3.1.10	<i>Other info</i>	21
3.1.11	<i>Infrastructure</i>	21
3.1.12	<i>Partner without budget</i>	22
3.1.13	<i>Documents</i>	23
3.1.14	<i>Modification details</i>	24
3.1.15	<i>Evaluation result</i>	25
3.1.16	<i>Completion</i>	26
3.1.17	<i>Concluding the prepared project modification</i>	26
3.2	E-SIGNING AND SUBMITTING THE PROJECT	27
4.	INTERREG+ TECHNICAL SUPPORT	27

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

1. INTRODUCTION

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to assist lead partners of the Interreg VI-A Hungary-Slovakia 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://husk.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*.

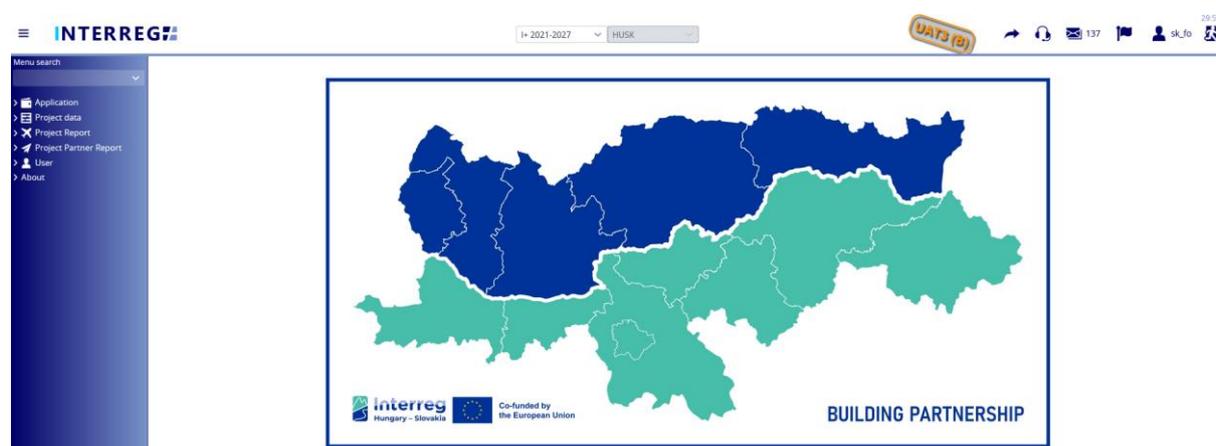
PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

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 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.



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.

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

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.

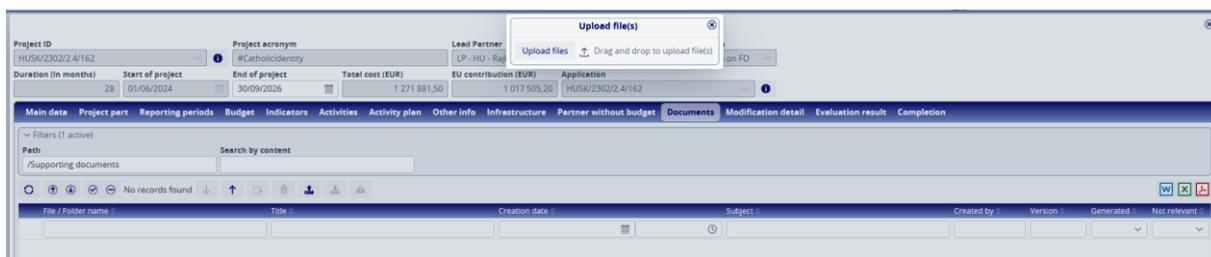
The **Sign** button is available only for the user holding signatory user role. This button initiates the submission process; the project with the proposed modifications will be submitted to the Back Office for evaluation

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

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 (**Edit properties**) button allows providing supplementary information to a uploaded 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.

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

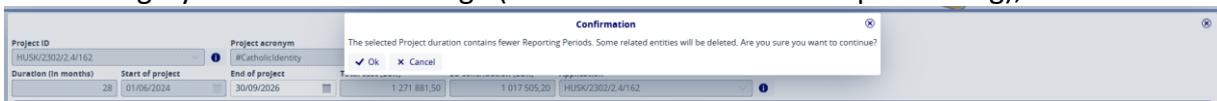
In case of any violation, the system informs the user in a pop-up error message. Depending on the nature of the issue, the message may be:

- red (blocking error – must be fixed);



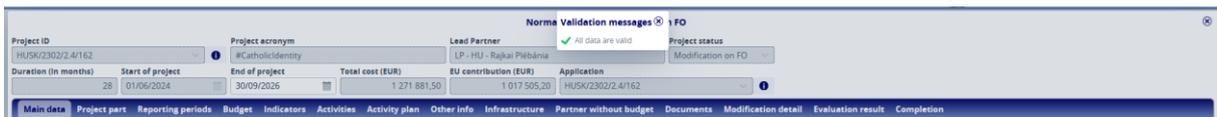
5. Blocking errors

- 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

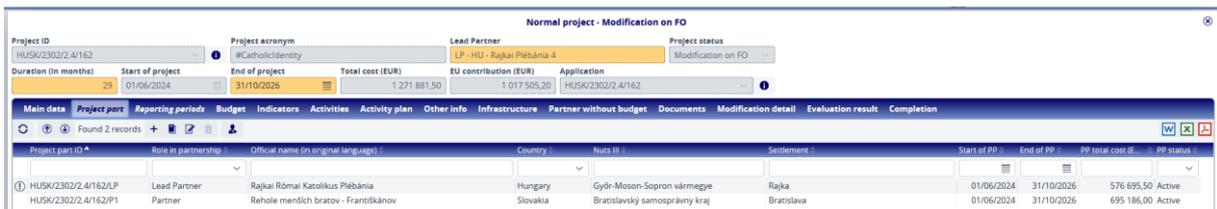
2.5 INDICATIONS OF MODIFIED VALUES

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:

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

- 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.

The top screenshot shows a search for 'Pilot' in the 'Outcome name' field, resulting in 2 records. The bottom screenshot shows a search for 'Managed project' in the 'Outcome name' field, resulting in 4 records.

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 facing 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 show what is the primary, secondary, and so on order. The lastly ordered column is always the first in the ordering.

Indicator category	Indicator type	Indicator ID ▲ ³	Indicator name ▼ ¹	Measurement unit	Base value ▲ ²
Programme indicator	Result	RCR77	Visitors of cultural and tourism...	visitors/year	9 500,00
Programme indicator	Result	RCR84	Organisations cooperating acr...	organisations	0,00
Programme indicator	Output	RCO87	Organisations cooperating acr...	organisations	0,00
Programme indicator	Output	RCO77	Number of cultural and touris...	cultural and tourism sites	0,00

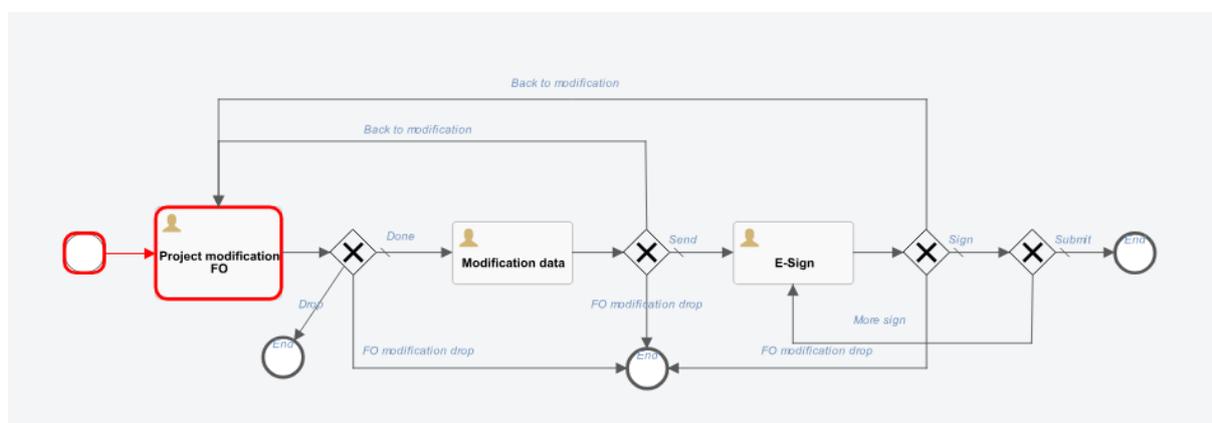
11. List content ordered by multiple columns

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

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. The 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.

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

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.

Project ID	Priority	Project acronym	Lead Partner	Start of project	End of project	Duration (in months)	PM1 (g)	PM2 (g)	Total cost (EUR)	EU contribution (EUR)	Project status
HUSK/2301/3.1/030	3.2.1	#SPF-WEST	LP - HU - RDV EGTG	01/06/2023	31/12/2027	55	csveres	szholop	1 139 018,58	911 214,86	Contracted
HUSK/2301/3.2/031	3.2.1	#SPF-WEST-SP	LP - HU - RDV EGTG	01/03/2024	31/12/2024	10	csveres	szholop	1 777 368,75	1 421 895,00	Contracted
HUSK/2302/1.2/003	1.2.2/A	#thydrorsk	LP - HU - Cigand	01/07/2024	31/12/2026	30	abiriki	csveres	845 726,64	676 581,30	Under creation
HUSK/2302/1.2/012	1.2.2/A	#Wingwaters	LP - HU - FOZER	01/08/2024	15/02/2027	30	abiriki	csveres	1 498 671,62	1 198 937,29	Modification on BO

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.

Project ID	Priority	Project acronym	Lead Partner	Start of project	End of project	Duration (in months)	PM1 (g)	PM2 (g)	Total cost (EUR)	EU contribution (EUR)	Project status
HUSK/2301/3.1/030	3.2.1	#SPF-WEST	LP - HU - RDV EGTG	01/06/2023	31/12/2027	55	csveres	szholop	1 139 018,58	911 214,86	Contracted
HUSK/2301/3.2/031	3.2.1	#SPF-WEST-SP	LP - HU - RDV EGTG	01/03/2024	31/12/2024	10	csveres	szholop	1 777 368,75	1 421 895,00	Contracted
HUSK/2302/1.2/003	1.2.2/A	#thydrorsk	LP - HU - Cigand	01/07/2024	31/12/2026	30	abiriki	csveres	845 726,64	676 581,30	Under creation
HUSK/2302/1.2/012	1.2.2/A	#Wingwaters	LP - HU - FOZER	01/08/2024	15/02/2027	30	abiriki	csveres	1 498 671,62	1 198 937,29	Modification on BO
HUSK/2302/1.2/076	1.2.2/B	#CLEANWATER	LP - HU - HUN-REN RCAES	01/06/2024	30/11/2026	30	abiriki	csveres	1 908 333,72	1 536 646,97	Contracted
HUSK/2302/2.4/025	2.4.1	#ModernMonasteries	LP - HU - BencsGydr	01/07/2024	31/10/2026	28	akheg/hatimolnar	szholop	1 299 624,69	1 039 699,90	Contracted
HUSK/2302/2.4/162	2.4.1	#CatholicIdentity	LP - HU - Rajkai Piabania	01/08/2024	30/09/2026	28	akheg/hatimolnar	szholop	1 271 881,50	1 017 585,20	Modification on FO

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.

Normal project - Modification on FO

Project ID: HUSK/2302/2.4/162 | Project acronym: #CatholicIdentity | Lead Partner: LP - HU - Rajkai Piabania | Project status: Modification on FO

Duration (in months): 28 | Start of project: 01/08/2024 | End of project: 30/09/2026 | Total cost (EUR): 1 271 881,50 | EU contribution (EUR): 1 017 585,20 | Application: HUSK/2302/2.4/162

Main data | Project part | Reporting periods | Budget | Indicators | Activities | Activity plan | Other info | Infrastructure | Partner without budget | Documents | Modification detail | Evaluation result | Completion

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.

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

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. After filling in all mandatory fields, 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

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

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 from the list and applying the proper function button.

Project part ID	Role in partnership	Official name (in original language)	Country	Nuts III	Settlement	Start of PP	End of PP	PP total cost (€)	PP status
HUSK/2301/3.1/030/LP	Lead Partner	Rába-Duna-Vág Környék Felelősségteljesítő Európai Területi Társulás	Hungary	Körmärom-Esztergom vármegye	Tatabánya	01/06/2023	31/12/2027	1 139 018,58	Active

19. Project parts

Note that in the current version of INTERREG+ system, beside the View and Modification functions, does not allow the Front Office user to add a new Project Part or assigning the LP role to any partner in the partnership. In case any modification in the partnership is necessary, please consult the Programme Manager!

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 (e.g. request for prolongation of project duration). 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'.

Normal project / Project part - Modify

Project acronym: #CatholicIdentity
 Duration of PP (in months): 28
 Start of PP: 01/06/2024
 End of PP: 30/09/2026
 PP total cost (EUR): 576 695,50
 EU contribution (EUR): 461 356,40

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.

Partner

Partner: 100361 - Rajkai Római Katolikus Plébánia - 19886291108
 Abbreviated name: Rajkai Plébánia
 Start of Partner: 01/06/2024
 End of Partner: 30/09/2026

Official name (in original language): Rajkai Római Katolikus Plébánia
 Official name (in English): Roman Catholic Parish of Rajka

National tax number: 19886291-1-08
 Registry number: 00001/2012-009/210
 Community tax number: 943
 Gross budget/Net bud...: Expenditures - X
 Date of foundation: 943
 Founder organization: 943

Institution type: Private organization
 Website: http://www.magyarovar.eplebania.hu
 Budget: Flat rate A

Official address

Country: Hungary
 Nuts III: Győr-Ménfőcsanak vármegye
 Settlement: Rajka
 Postal code: 9224

Street, nr., PO box: Szent István u. 39/A

21. Data of the Partner

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

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.

3.1.4.3 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.

3.1.4.4 Reporting periods (RPs)

The reporting periods of the selected Partner are displayed here, they cannot be edited. The Partner PRs are defined by start and end date of the project part, i.e. the 'Start of PP' and the 'End of PP'.

Period ID	From date	To date	Period (in month)	Reported
1	01/06/2024	30/09/2024		4
2	01/10/2024	31/01/2025		4
3	01/02/2025	31/05/2025		4
4	01/06/2025	30/06/2025		1

22. The project part Reporting periods

3.1.4.5 Activities

Under this tab, the activities associated with the respective project part are located. The activities can be viewed, modified, deleted, or new ones created, in line with the CfP rules.

Activity number	AG ID	AG name	Activity ID	Activity type	Activity name	Activity description	Country	Nuts III	Exact location	Estimated costs (EUR)	Tangible outcome	Status
1.1.1	1	Preparatory	1	Activity	Public Procurement...	Preparation of public procu...				0,00	1 procurement proc...	Active
1.1.2	1	Preparatory	2	Activity	Public Procurement...	Preparation of public procu...				0,00	1 procurement proc...	Active
1.1.3	1	Preparatory	3	Activity	Public Procurement...	Preparation of public procu...				0,00	1 procurement proc...	Active
1.1.4	1	Preparatory	4	Activity	Public Procurement...	Preparation of public procu...				0,00	1 procurement proc...	Active
1.1.5	1	Preparatory	5	Activity	Public Procurement...	Preparation of public procu...				0,00	1 procurement proc...	Active
1.1.6	1	Preparatory	6	Activity	Preparation of detail...	Based on the approved wall...				8 813,10	1 detailed technical d...	Active
2.1.1	2	Core	1	Activity	Interior renovation...	The internal renovation of t...	Hungary	Győr-Ménfőcsanak	St Martin's Church, If...	127 600,00	1 renovated church i...	Active
2.1.2	2	Core	2	Activity	Visitor-friendly devel...	The St Martin's Church in R...	Hungary	Győr-Ménfőcsanak	St Martin's Church, If...	21 500,00	1 security system inst...	Active
2.1.3	2	Core	3	Activity	Joint events for the...	In addition to the infrastruc...	Hungary	Győr-Ménfőcsanak	St Martin's Church, If...	0,00	2 spiritual days with S...	Active
2.1.4	2	Core	4	Activity	Interior renovation...	The internal renovation of t...	Hungary	Győr-Ménfőcsanak	St Martin's Church, If...	287 600,00	1 renovated church i...	Active
3.1.1	3	Promotional	1	Activity	Mandatory commun...	According to the Guidelines...	Hungary	Győr-Ménfőcsanak	St Martin's Church, If...	0,00	1 billboard 1 partner...	Active
3.1.2	3	Promotional	2	Activity	Mandatory commun...	According to the Guidelines...	Hungary	Győr-Ménfőcsanak	St Martin's Church, If...	11 750,00	1 plaque 1 press rele...	Active

23. The Project part Activity tab

Creation of new activity is initiated by the **Add (+)** button. In the opening form, after selecting the 'Activity group' and 'Activity type', the user must fill in all mandatory fields and save the form by the Save button.

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

24. Adding a new Activity

Modifying an existing Activity is possible with the Modify button, the user must fill in all mandatory fields and save the form by the Save button.

25. Modifying an Activity

Deleting an Activity is initiated by the Delete button, a confirmation message is also asked to avoid accidental deleting. Deleting an Activity is only possible if the Activity is not associated with any Budget item (see next section), and it is not marked as planned in the Activity plan (see section 3.1.9). If any of the above associations are made, an error message is sent to inform the user.

26. Deleting an Activity – confirmation message

27. Deleting an Activity – an error message

3.1.4.6 Budget

Budget related information is divided into three subtabs.

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

No.	Budget lines	Category	Project activity	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)	Description
1	Preparation costs	Lump Sum					1 300,00	
2	Staff costs	Flat Rate					91 332,62	
3	Office and administrative expenditure	Flat Rate					13 699,89	Flat rate (%): 15,00
4	Travel and accommodation costs	Flat Rate					13 699,89	Flat rate (%): 15,00
5	External expertise and services costs	Real Cost					23 563,10	
5.1	Studies, surveys and plans	Real Cost					8 813,10	
5.1.1	Preparation of detailed technical documentation f...	Real Cost	1.1.6 - Preparation of detailed technic...	package	1,00	8 813,10	8 813,10	Based on the approved wall research plan, an aut...
5.2	Events and meetings	Real Cost					11 750,00	
5.3	Promotional cost	Real Cost					0,00	
5.4	Other services	Real Cost					3 000,00	
6	Equipment expenditure	Real Cost					18 500,00	
7	Infrastructure and works	Real Cost					414 600,00	
8	Other costs	Real Cost					0,00	

28. Partner budget

3.1.4.6.1 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 in by the system, the user must 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.

Normal project / Project part / Budget / Budget - Modify

Budget line: 5.1 - Studies, surveys and plans

Budget item ID: 5.1.1

Item category: Normal

Budget item name: Preparation of detailed technical documentation for the restoration of wall paintings in the Roman Catholic church in Rajka

Unit: package

of units: 1,00

Unit rate (in EUR): 8 813,10

Costs (in EUR): 8 813,10

Description: Based on the approved wall research plan, an authorized restoration expert will carry out the wall research of the Roman Catholic church in Rajka and prepare the wall renovation plan.

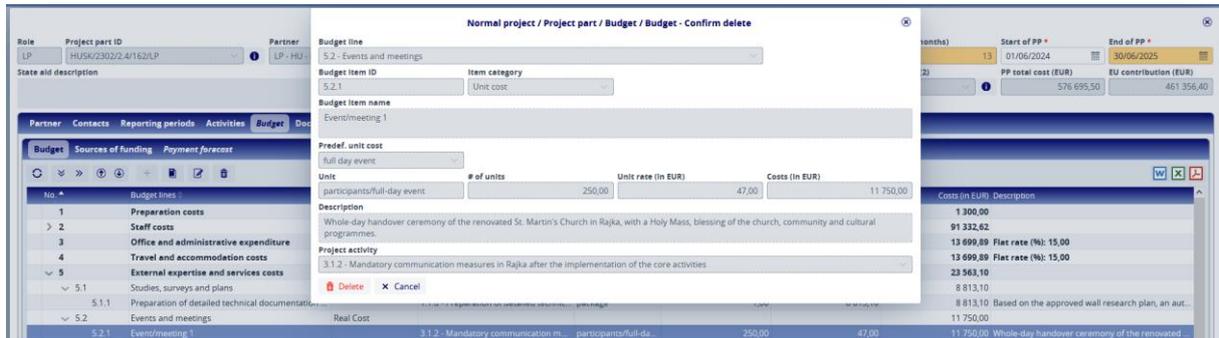
Project activity: 1.1.6 - Preparation of detailed technical documentation for the restoration of wall paintings in the Roman Catholic church in Rajka

Buttons: Save, Validate, Cancel

29. 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.

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE



30. Deleting a budget line

3.1.4.6.2 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.

No.	Sources of funding name	Amount (EUR)	Share (%)	Exact share (%)
1.	EU contribution	42 657,93	85,00	85,00000000
2.	National contribution	0,00	0,00	0,00000000
3.	Own contribution	7 527,87	15,00	15,00000000
3.1	Own public contribution	0,00	0,00	0,00000000
3.2	Own private contribution	7 527,87	15,00	15,00000000

31. Source of founding of the partner budget

3.1.4.6.3 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.

Partner / Total cost	Rep. period 1	Rep. period 2	Rep. period 3	Rep. period 4	Rep. period 5	Rep. period 6	Rep. period 7	Total	Difference
LP - HU - Rajkai Plébánia	5 000,00	5 000,00	259 000,00	245 195,00	0,00	0,00	62 500,50	576 695,50	0,00
Total	5 000,00	5 000,00	259 000,00	245 195,00	0,00	0,00	62 500,50	576 695,50	0,00

Partner / EU contribution	Rep. period 1	Rep. period 2	Rep. period 3	Rep. period 4	Rep. period 5	Rep. period 6	Rep. period 7	Total	Difference
LP - HU - Rajkai Plébánia	4 000,00	4 000,00	207 200,00	196 156,00	0,00	0,00	50 000,40	461 356,40	0,00
Total	4 000,00	4 000,00	207 200,00	196 156,00	0,00	0,00	50 000,40	461 356,40	0,00

32. The Payment forecast screen

3.1.4.6 Documents

Documents of the selected partner can be uploaded here, the maximum size of a document to upload is 50 MB. The file should be named in English, additional information on the uploaded file can be provided by the Edit properties button (see chapter 2.3).

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

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.

Period ID	From date	To date	Period (in months)	Reporting deadline
1	01/06/2024	30/09/2024	4	29/12/2024
2	01/10/2024	31/01/2025	4	01/05/2025
3	01/02/2025	31/05/2025	4	29/08/2025
4	01/06/2025	30/09/2025	4	29/12/2025
5	01/10/2025	31/01/2026	4	01/05/2026

33. 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 three subtabs under the Budget sheet, all of them are described in section 3.1.4.6 of the Project part budget, the difference is that here they contain information of the entire project.

No.	Budget lines	Planned amount (EUR)	LP - HU - DKMT ERSZ	P1 - IS - e-Reg	P2 - IS - "Celni sad"
1	Staff costs	65 360,00	44 316,00	7 966,00	13 078,00
2	Office and administrative expenditure	9 804,00	6 647,40	1 194,90	1 961,70
3	Travel and accommodation	9 804,00	6 647,40	1 194,90	1 961,70
4	External expertise and services costs	301 800,00	196 580,00	39 830,00	65 390,00
5	Equipment expenditure	25 000,00	25 000,00	0,00	0,00
6	Infrastructure and works	0,00	0,00	0,00	0,00
7	Other costs (Budget type B - 40% flat rate)	0,00	0,00	0,00	0,00

34. The Budget tab

3.1.7 Indicators

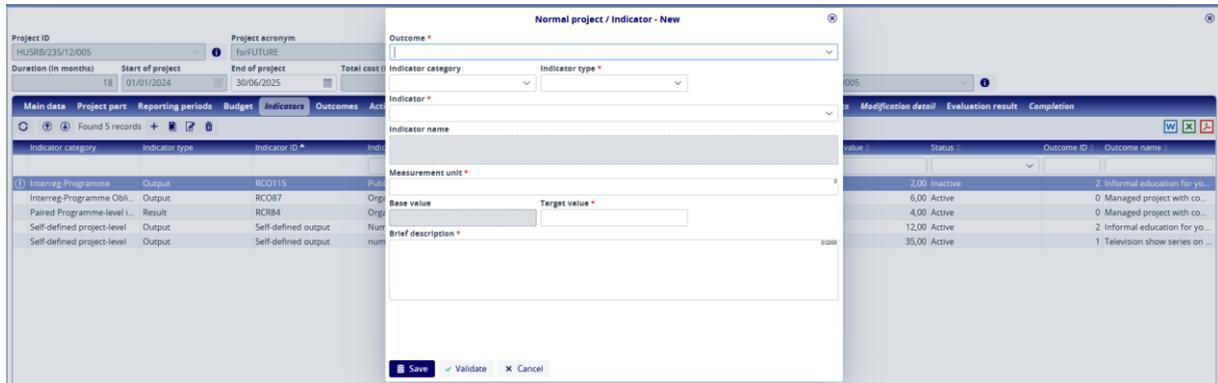
Under this tab, information about the project Indicators can be found, edited, deleted, and new one(s) created.

Indicator category	Indicator type	Indicator ID	Indicator name	Measurement unit	Base value	Achieved value	Target value	Status
Programme indicator	Output	RCO77	Number of cultural and tourism...	cultural and tourism sites	0,00	1,00	2,00	Active
Programme indicator	Output	RCO87	Organisations cooperating acr...	organisations	0,00	1,00	7,00	Active
Programme indicator	Result	RCR77	Visitors of cultural and tourism...	visitors/year	9 500,00	1,00	15 000,00	Active
Programme indicator	Result	RCR84	Organisations cooperating acr...	organisations	0,00	1,00	7,00	Active

35. Indicators list

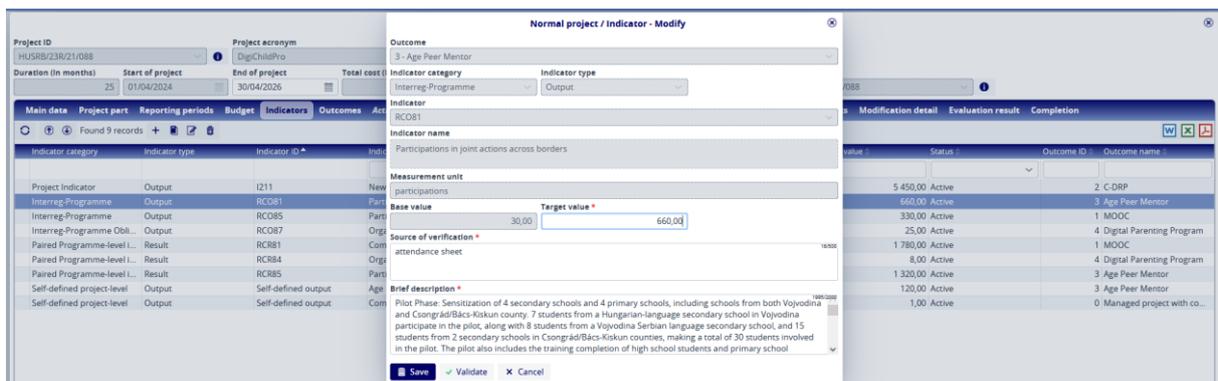
Creating a new indicator requires providing all mandatory data in the indicator form. A newly created indicator will not appear in project reports (PR) retrospectively, only in those created after the acceptance of the project modification.

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE



36. Creating new indicator

When modifying an existing indicator, its 'Target value', 'Source of verification', '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.



37. Modification of an indicator

In exceptional and justified cases, 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.



38. Deleting an indicator

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

3.1.8 Activities

Under this tab, two sub-tabs are found. Information about the project activities grouped into activity groups can be found under Activity Groups sub-tab; and all activities of all Partners are under Activities sub-tab. All information here is only for display, activities can be edited under the individual project part Activities tab (see section 3.1.4.5).

AG ID	AG type	AG name	Total AG indicative budget (EUR)
1	Preparatory	Preparatory	65 313,10
2	Core	Core	941 786,00
3	Promotional	Promotional	13 450,00

Activity number	AG ID	AG name	Activity type	Activity name	Activity description	Country	Nuts III	Exact location	Responsible P.	Estimated costs (EUR)	Tangible outcome
1.1.1	1	Preparatory	1	Activity	Public Procur... Preparation of public procu...				LP - HU - Rajkat...	0,00	1 procurement proce...
1.2.1	1	Preparatory	1	Activity	Public Procur... Preparation of public procu...				P1 - SK - Františ...	0,00	1 procurement proce...
1.1.2	1	Preparatory	2	Activity	Public Procur... Preparation of public procu...				LP - HU - Rajkat...	0,00	1 procurement proce...
1.2.2	1	Preparatory	2	Activity	Public Procur... Preparation of public procu...				P1 - SK - Františ...	0,00	1 procurement proce...
1.1.3	1	Preparatory	3	Activity	Public Procur... Preparation of public procu...				LP - HU - Rajkat...	0,00	1 procurement proce...
1.2.3	1	Preparatory	3	Activity	Preparation ... Preparation of construction...				P1 - SK - Františ...	53 000,00	1 detailed technical d...
1.1.4	1	Preparatory	4	Activity	Public Procur... Preparation of public procu...				LP - HU - Rajkat...	0,00	1 procurement proce...
1.2.4	1	Preparatory	4	Activity	Public Procur... Preparation of public procu...				P1 - SK - Františ...	0,00	1 procurement proce...
1.1.5	1	Preparatory	5	Activity	Public Procur... Preparation of public procu...				LP - HU - Rajkat...	0,00	1 procurement proce...
1.2.5	1	Preparatory	5	Activity	Public Procur... Preparation of public procu...				P1 - SK - Františ...	3 500,00	1 procurement proce...
1.1.6	1	Preparatory	6	Activity	Preparation ... Based on the approved wall...				LP - HU - Rajkat...	8 813,10	1 detailed technical d...
1.2.6	1	Preparatory	6	Activity	Public Procur... Preparation of public procu...				P1 - SK - Františ...	0,00	1 procurement proce...
1.2.7	1	Preparatory	7	Activity	Public Procur... Preparation of public procu...				P1 - SK - Františ...	0,00	1 procurement proce...
1.2.8	1	Preparatory	8	Activity	Public Procur... Preparation of public procu...				P1 - SK - Františ...	0,00	1 procurement proce...
1.2.9	1	Preparatory	9	Activity	Public Procur... Preparation of public procu...				P1 - SK - Františ...	0,00	1 procurement proce...
2.1.1	2	Core	1	Activity	Interior reno... The internal renovation of ...	Hungary	Győr-Ménfőcsanak	St Martin's Church, H...	LP - HU - Rajkat...	127 000,00	1 renovated church l...
2.2.1	2	Core	1	Activity	Renovation o... Franciscan's Church in Bratis...	Slovakia	Bratislavský samosp...	Franciscan Church, Fr...	P1 - SK - Františ...	432 736,00	1 renovated facade a...
2.1.2	2	Core	2	Activity	Visitor-friend... The St Martin's Church in R...	Hungary	Győr-Ménfőcsanak	St Martin's Church, H...	LP - HU - Rajkat...	21 500,00	1 security system inst...
2.2.2	2	Core	2	Activity	Visitor friend... The subject of this activity is...	Slovakia	Bratislavský samosp...	Franciscan Church, Fr...	P1 - SK - Františ...	28 632,00	1 set of new technical...

39. The Activity Group list and the Activities list

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.

Validation messages
The Activity plan is deficient. Each Activity must be committed to at least one Reporting period.

All	No.	Activity Group name	Partner	Activity name	RP1	RP2	RP3	RP4	RP5	RP6	RP7
<input checked="" type="checkbox"/>	1	Preparatory			<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	1.1	LP - HU - Rajkai Püspöki			<input checked="" type="checkbox"/>						
<input type="checkbox"/>	1.1			1.1.1 - Public Procurement: restoration of the wall paintings and the wooden furnis...	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	1.1			1.1.2 - Public Procurement of External Services: Digital content development	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	1.1			1.1.3 - Public Procurement of Equipment: Information kiosk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1.1			1.1.4 - Public Procurement of Equipment: Security system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1.1			1.1.5 - Public Procurement of External Services: Handover ceremony	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1.1			1.1.6 - Preparation of detailed technical documentation for the restoration of wall ...	<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	1.2	P1 - SK - Františkáni			<input checked="" type="checkbox"/>						
<input type="checkbox"/>	1.2			1.2.1 - Public Procurement of External Services: Public procurement expert	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	1.2			1.2.2 - Public Procurement of External Services: Detailed technical documentation	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	1.2			1.2.3 - Preparation of the detailed technical documentation	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	1.2			1.2.4 - Public Procurement of External Services: Technical supervision	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	1.2			1.2.5 - Public Procurement: Renovation of the facade of the Franciscan's Church in ...	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	1.2			1.2.6 - Public Procurement of Equipment: Equipment and furniture for the Corpus ...	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	1.2			1.2.7 - Public Procurement of Equipment: Technical equipment for the Church	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	1.2			1.2.8 - Public Procurement of Equipment: Digital church projection system	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	1.2			1.2.9 - Public Procurement of External Services: Handover ceremony	<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	2	Core			<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	2.1	LP - HU - Rajkai Püspöki			<input checked="" type="checkbox"/>						

40. The Activity plan and the error message

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

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

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 connection 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 connected to at least one reporting period. If not, the corresponding error message will be sent.

3.1.10 Other info

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.



41. 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.

Infra ID	Partner	Related infra element	Owner	Permit	Permit status	Description	Status
1	LP - HU - Rajkai Püsbánya	Interior renovation of the St Martin's C...	Roman Catholic Parish of Rajka	Not relevant	Not relevant	The development site is owned by the ...	Active
2	PT - SK - Františkáni	Renovation of the facade of the Franci...	Rehola mendič bratov - Františkánov	Not relevant	Not relevant	The development site (the Franciscan ...	Active

42. 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.

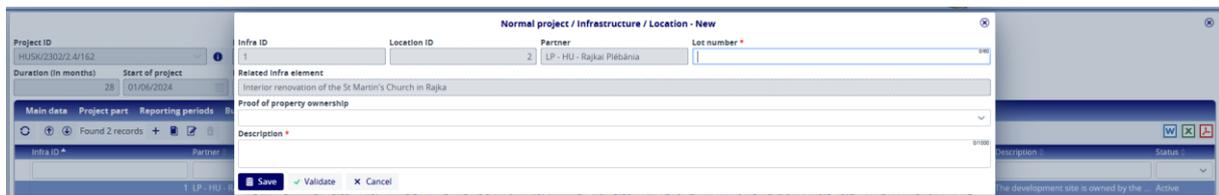
PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE



43. 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.

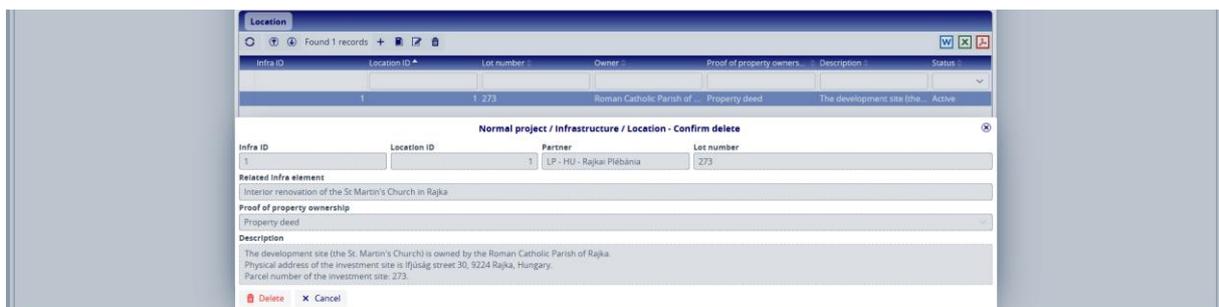
Under the Location tab, a new Location record can be initiated by the **Add (+)** button. In the opening form, 'Lot number', 'Proof of property ownership', and 'Description' information must be provided.



44. 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.



45. Deleting a Location record

3.1.12 Partner without budget

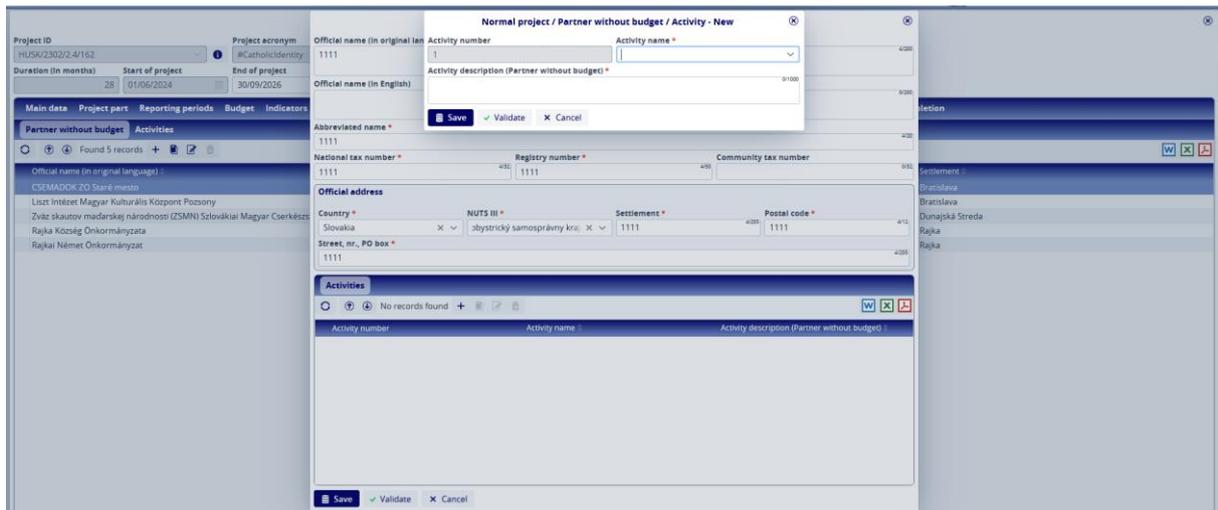
Under this tab, information about those partner(s) of the project can be found who does not have a budget. Viewing, modifying, deleting (if the record was created in the same modification process) or creating a new record is possible.



46. Partner without budget list

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

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.



47. 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 same step of the modification process.

3.1.13 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.

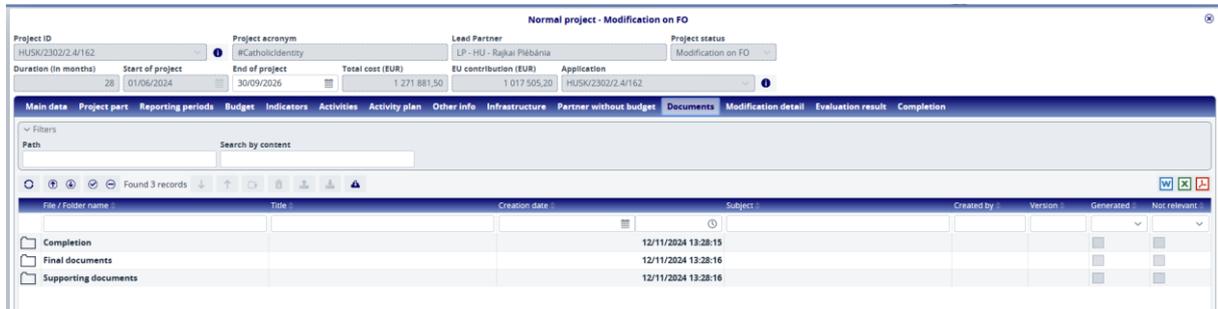
The **Final documents folder** contains the system-generated modification documents upon JS approval of the modification proposed. During the Front Office process, it is usually empty; upload is not allowed.

The **Completion folder** is for the JS to upload the completion request. It is 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. The file should be named in English, additional

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

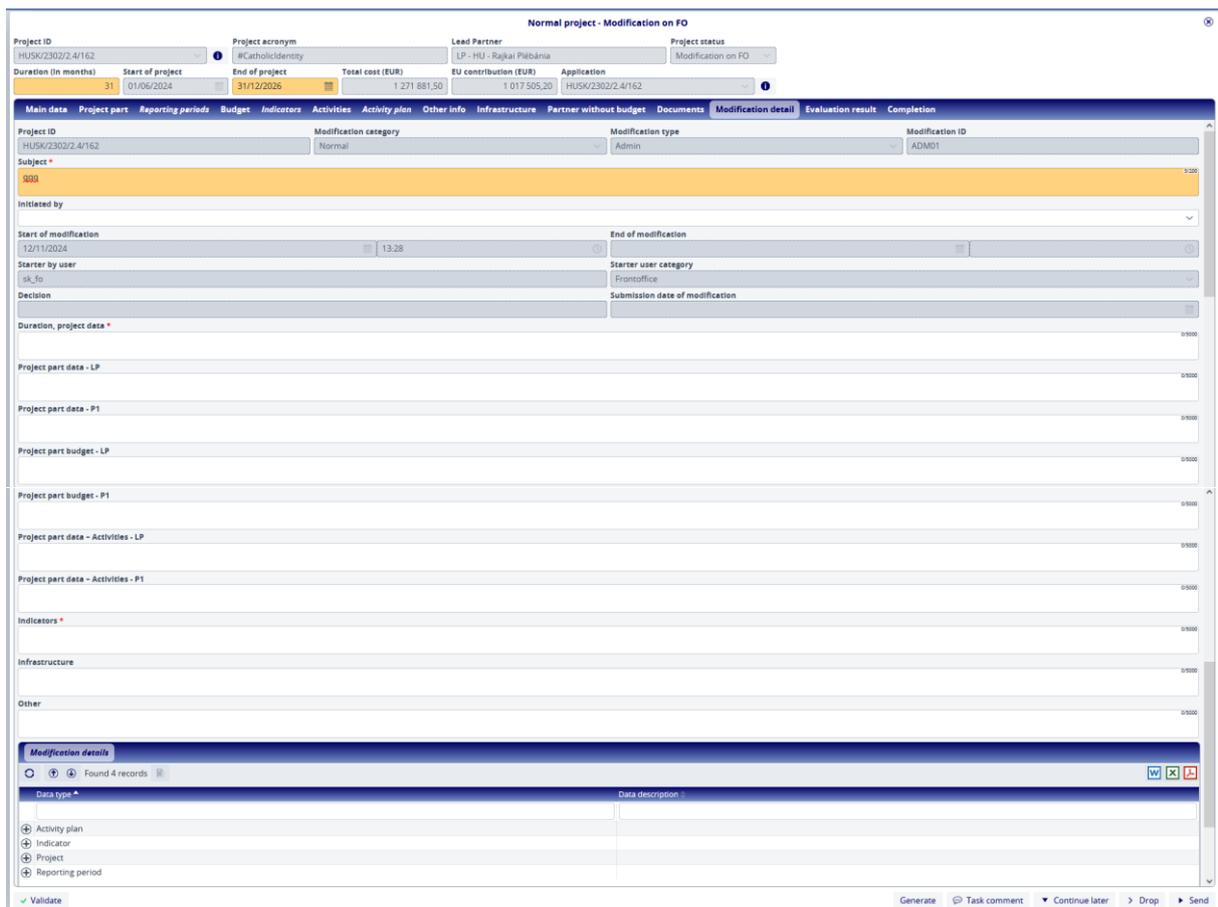
information on the uploaded file can be provided by the Edit properties button (see chapter 2.3).



48. The Documents tab

3.1.14 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.



49. 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

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

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 and must clearly indicate the primary subject of the modification request, even if multiple types of modifications are included.

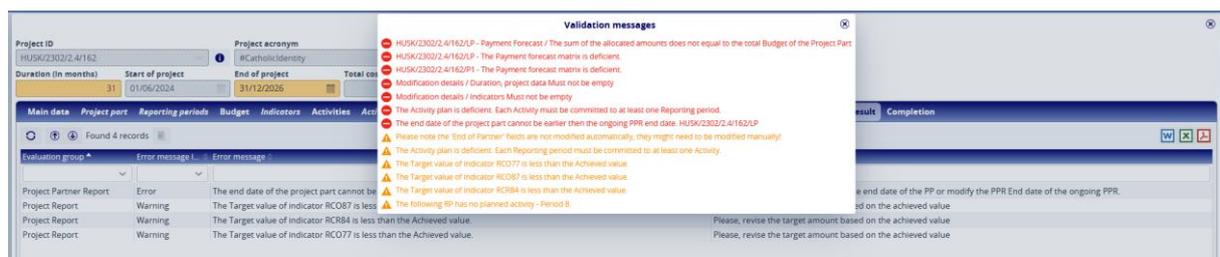
The obligatoriness of all the other fields are set dynamically depending on what elements of the project are modified. Each field has a maximum 5000 characters capacity; the form grows dynamically and becomes scrollable to accommodate the provided text

Please note that in these newly generated fields, it is mandatory to provide detailed justification for each type of modification. In the case of budget reallocations, it is especially important to give a clear and specific justification for each individual reallocation.

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 record can be modified, these are only for display.

3.1.15 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.



50. 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. (Such a warning issue is the reduction of the 'Target value' of an indicator below the amount already approved in the project report(s), because it is not allowed in general, however, the JS can decide to reapprove the PR(s) so that the approved amount of indicator is reduced, as well.)

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

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

3.1.16 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.



51. 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 selected 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.



52. Completion – Comment on completion

3.1.17 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 is activated 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.

PROJECT MODIFICATION - USER MANUAL FOR FRONT OFFICE

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.

The screenshot displays the 'Normal project - Modification on FO' interface. At the top, there are fields for Project ID (HUSRB/23R/31/099), Project acronym (MoN - HUSRB (3.1.5)), Lead Partner (LP - HU - NAH), and Project status (Modification on FO). Below these are fields for Duration (27 months), Start of project (01/04/2024), End of project (30/06/2026), Total cost (665 040,00 EUR), EU contribution (565 284,00 EUR), and Application (HUSRB/23R/31/099). A navigation bar includes tabs like Main data, Project part, Reporting periods, Budget, Indicators, Outcomes, Activity plan, Other info, Infrastructure, Communication and Visibility, Partner without budget, Documents, Modification detail, Evaluation result, and Completion. The 'Modification detail' tab is active, showing a project title and a summary. Below this is a 'Contacts' section with a table of 2 records.

Order #	Type of person	Title	Name	Position	Mobile number	E-mail address	Valid from	Valid to	Status
1	Contact person	Mrs.	wqzq		324234	wef@er.hu	25/03/2024		Active
1	Legal representative (statut.)	Mrs.	wqzq		324234	wef@er.hu	25/03/2024		Active

53. 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 much details as possible, and always attach screenshots, of which the entire screen is visible. Additionally, please provide the Project (Part) ID and the username.