User Manual

INTERREG+ IT system

Interreg HUSK 2021-2027 Programme for Front Office users

0.1.0

CONTENTS

1. TECHNICAL INSTRUCTIONS

1.1 Technical requirements

This chapter describes the minimum technical requirements, the general terms of use of the system.

To use the Application Module, your computer needs to meet the following technical requirements:

The INTERREG+ system can be accessed by using any web browser, for best performance the recommended browsers are:

Software	Option 1	Option 2
Web browser	Google Chrome 88 +	Mozilla Firefox 85 +

To use the INTERREG+ system, you must enable javascript running. This feature is available in all supported browsers. However, it can be disabled. Before attempting logging in, make sure that javascript is enabled in your browser.

By using the https protocol, it is to ensure that the data transfer is secure between the user's device and the INTERREG+ system, and the user's data may not be disclosed by a third party. For maximum security, the user should pay attention to the following:

a) always enter the https:// prefix when entering the path; save the FO/BO in your browser bookmark with this prefix;

b) when the website is opened, the browser cannot display a warning window. If yes, its presumed cause:

- using a non-supported browser;
- using a web content filter in the network used by the user;
- attack attempt.

If you have a warning window, do not log in. Have your machine checked with your system administrator or IT specialist.

Open the Front office search path with caution because a malicious third party may mislead you. To avoid misuse, check in the top line of the browser before logging in to verify that the link starts with https://.

After first sign-up the acceptance of the User Policy is a condition, which must be fulfilled for using the system. Upon acceptance, the user can enter to the Front office site. It is recommended to read all the documentation, review relevant training materials and INTERREG+ User Manuals, if necessary, in order to use the application effectively and with due diligence.

The user must use the INTERREG+ system as intended, as listed in the previous section. For IT security and data protection reasons, the INTERREG+ system automatically breaks the connection to the server after 30 minutes of inactivity, resulting in loss of unsaved data. Use the logout button to securely leave the INTERREG+ system, quitting insecurely may lead to misuse user's data.

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1.2 General terms of use

- INTERREG+ is an internet based system; any disruption in the internet connection may interrupt the communication between the server and the client computer. In such cases the following warning message is displayed: 'Server connection lost, trying to reconnect…'. The session will resume once your internet connection is restored, unless the available timeframe expires in the meantime. In this case, try to log in once again.

- If you have been inactive for more than 30 minutes (no data recording, no clicks, etc. occur within this time), the system automatically interrupts the communication between the client and the server computer, and a warning message is displayed.

- Please take into account that only 1 user is allowed to work on an application at once. Parallel sessions need to be avoided (e.g. one person is recording financial data, while the other is completing the narrative parts at the same time). This kind of parallel use can lead to confusion, and it may result in the corruption and loss of important data.

2. HOW TO ACCESS THE SYSTEM?

2.1 Registration

The applicant who wishes to submit an application to the Interreg HUSK 2021-2027 shall first register in the INTERREG+ system. The system can be accessed by clicking on the following link below:

https://husk.interregplus.eu/21-27

Users who have had access to the INTERREG+ system in the 2014-2020 programming period, under the below listed programmes, do not have to re-register, they can use their users in the system developed for the 2021-2027 programming period:

- Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020
- Hungary-Slovakia-Romania-Ukraine ENI CBC Programme 2014-2020
- Interreg–IPA Cross-border Cooperation Programme Hungary–Serbia
- Interreg V-A Slovakia-Hungary Cooperation Programme

Note that the choice of the access site for user registration does not limit Front Office user access to other Programmes.

2.2 General remarks on user management

The INTERREG+ system identifies and authenticates the user by the unique username and password combination. To log in into the system, the username must be unique as the system uses a one-step authentication only. Besides the username, the system requires a unique e-mail address, as well.

The INTERREG+ system uses a so-called user-account solution for user management. The user account offers the possibility to assign multiple roles/rights to the same user in different programmes.

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Therefore, before registering, we advise you to consider the tasks, roles, and rights the user would be entitled to and chose the username accordingly.

Rules of username choice:
- the username must be unique – a username can be registered only once in the system;
- only alphanumerical characters (i.e. letters and numbers) can be used – special characters are forbidden.

Rules of password choice:
- alphanumerical and special characters are allowed;
- the password must be at least 8 character long;
- the password must contain at least a digit (i.e. 1, 2, 3, etc.), a capital letter (i.e. A, B, C, etc.) and a special character (i.e. *, ?, !, etc.).

*In case of a forgotten password, the password can be reset by clicking on the **Forgot Password?** button on the login window. The system sends an e-mail to the user e-mail address with the instructions to follow.*

2.3   The process of user registration

Upon accessing the appropriate website (https://husk.interregplus.eu/21-27), the user should click on the **Register** button on the opening login screen.

Figure 1: Login screen of the INTERREG+ system

Figure 2: Registration screen of the INTERREG+ system

After filling in all the required fields, submit your data by clicking on the **Register** button at the bottom.

Upon successful registration, the system would ask for the e-mail address verification. Please check the mailbox belonging to the e-mail address provided at the registration, and verify your e-mail address by clicking on the link provided in the e-mail sent by the system.

As the verification e-mail sent by the system contains a link, based on the settings of your local e-mail client, *the verification e-mail may be automatically directed to your spam folder or even to the deleted items folder.* Therefore, please check your settings before registering to the INTERREG+ system. If needed contact your local IT professional.

Upon successful e-mail verification, the system would automatically log in your new User; your User Registration process is successfully done; and the user is created in the INTERREG+ system.

2.4   Menu structure

Once you have logged in, the Application Module opens:
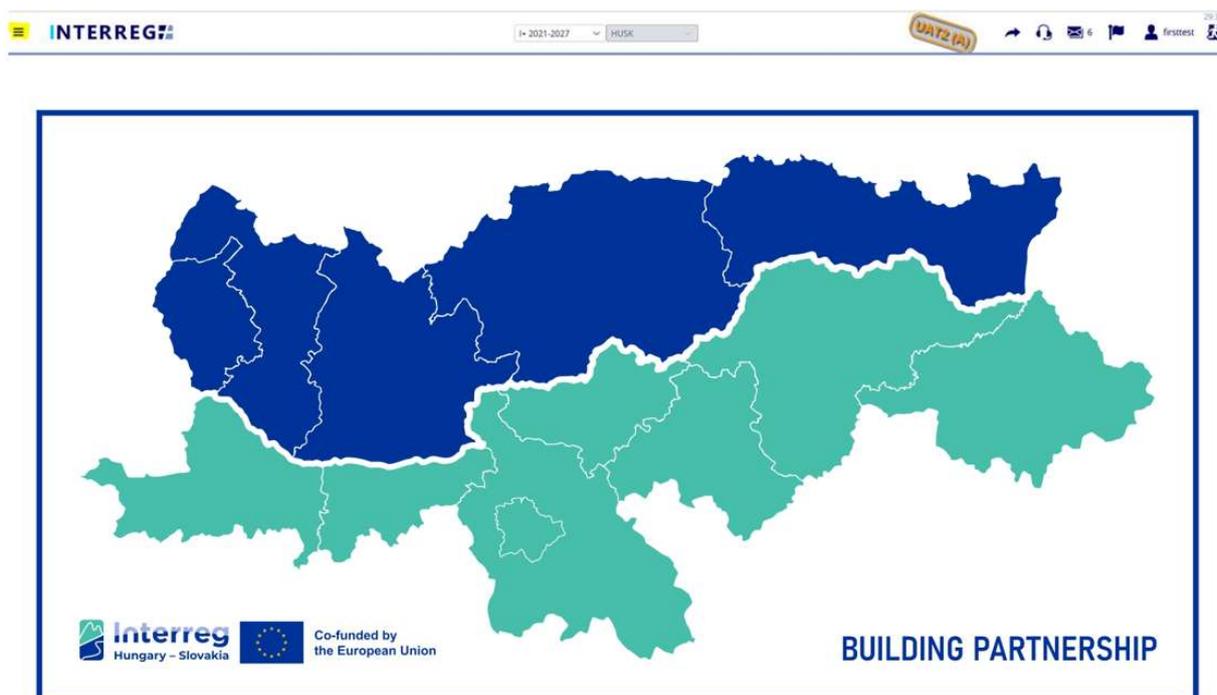
Figure 3: Welcome screen of the INTERREG+ system

The icon in the top left corner of the screen (three stripes) opens the menu on the left side of the screen with a blue background. There you can find the Application menu point.
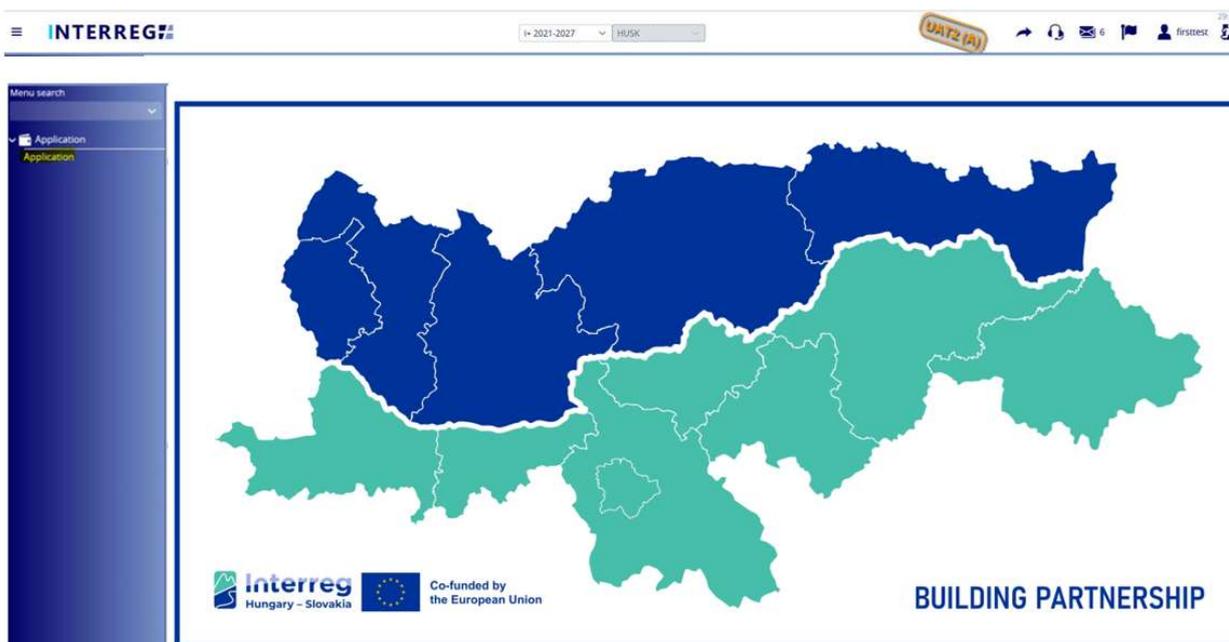
Figure 4: Application menu point

Users, who have also had access to the INTERREG + system developed for the 2014-2020 period can even navigate between the two systems designed for the 2014-2020 period and for the 2021-2027 period by either clicking on the **Arrow** button highlighted by yellow:
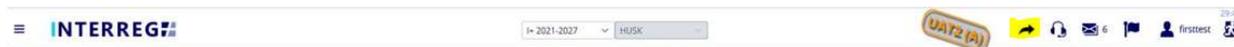
Figure 5: Navigation between period 2014-2020 and 2021-2027 by arrow

or by selecting the appropriate period from the drop-down menu:
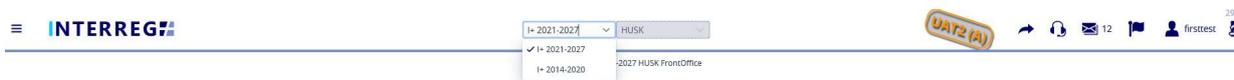
Figure 6: Navigation between period 2014-2020 and 2021-2027 by selection

3.   APPLICATION

3.1   Creating application, submission

The Interreg+ Applications interface is designed to allow lead applicant to submit information on their applications. The steps to create an application are summarised in the figure below:
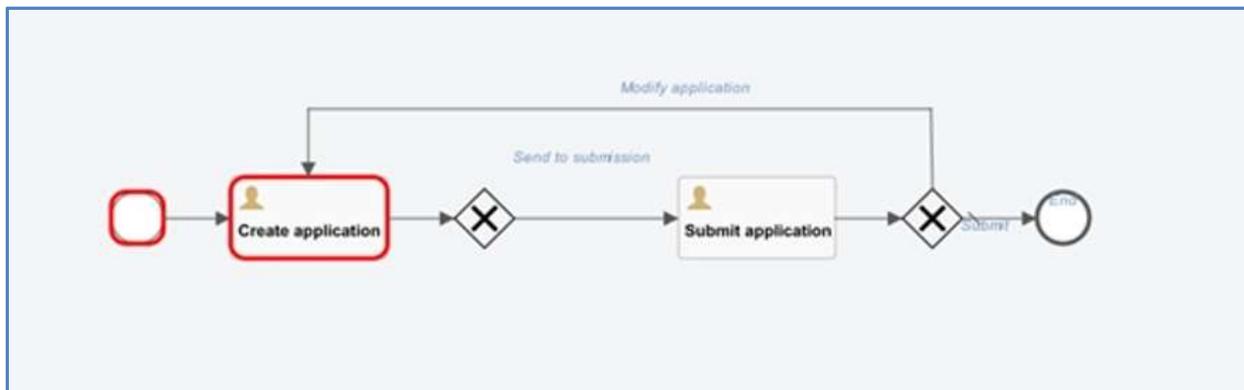
Figure 7: Application submission WF

The process can be started from the Application list screen by pressing the + button. Each user will only see the applications that he/she has started to record. The same user can submit several applications in the IT system.

Figure 8: Application list

Click on the + button to display the form below:

Figure 9: Application – New

From this interface, the user selects the relevant data from the drop-down lists and then clicks *Continue* to start the recording process. The Priority axis field is automatically filled If *Validate* is pressed, the data is checked by the system to ensure that it is correct, however if *Cancel* is pressed, the recording process is dropped and the data is not saved.

3.1.1 Recording new application - Starting process

If users are recording a new application, clicking *Continue* after the Application - New initial step will display the following window.

Figure 10: Application – Under creation

Here users can enter the details of their application. Fields marked with an asterisk (*) are mandatory, while those with a grey background are filled in by the system. At this step, until the user presses the *Finalize before submission* button, the status of the application is Under creation. It is possible to pause the recording by pressing the *Continue later* button. In this case, the recorded data of the application under submission will be saved and can be resumed later by selecting it from the Application list and clicking Continue. The *Validate* button is used to check that the recorded data meets the criteria and the *Cancel* button closes the form without saving.

3.1.2   Adding new application - Data recording

Figure 11: Application / Head

In the upper part of the form users will find the so-called header data, such as Application ID, Acronym, Lead applicant, etc. Fields marked with an asterisk (*) are mandatory, while those marked with a grey background are filled in by the system. The data in the header section will be saved even if the recording is dropped when the user exits the recording by clicking Continue later. On returning to the process, the data recorded in the header section will be found. This will not happen if users exit with *Cancel*.

3.1.3   Application / Project description

Figure 12: Application / Project description

In the Project description interface, users have the option to fill in the questions here, which they can do by clicking on the edit ( )button.

Figure 13: Application / Project description - Modify

The recorded answers are saved by pressing the *Save* button.

3.1.3.1   Application / Activities
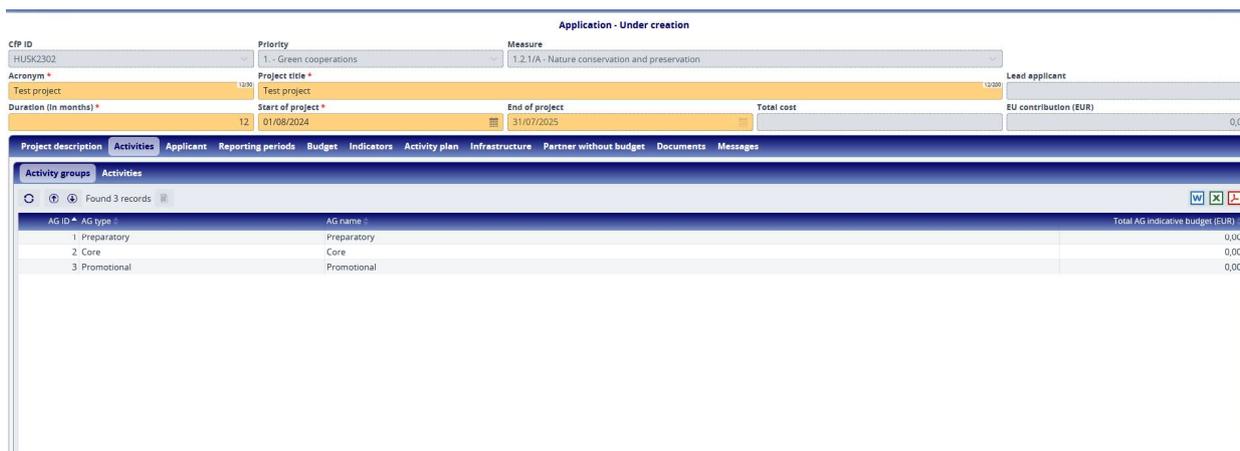
Figure 14: Application / Activities

Activities tab is not editable, it will only display information on activity groups and activities of the given applicant that are recorded on Applicant tab of the Application later on.

3.1.3.2   Application / Applicant

Add Applicant can be started by pressing the + button.

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Figure 15: Application / Applicant – Add

After pressing the button, the following form will appear:

Figure 16: Application / Applicant – New

In this interface the user enters the required fields, fields marked with an asterisk (*) are mandatory (as in all other interfaces). By clicking on the 2 checkboxes in the bottom section of the Address section, the data in the Official address tab will be copied to the Branch office address and Mailing address sections. Of course, if these data are not the same, users can enter a different address on the tabs separately.

In Budget type field, you can select from Flat rate A and Flat rate B from a drop-down menu:

Figure 17: Application / Applicant – Budget type

If you change the type of the budget later in application recording process the recorded budget items will be lost, and you need to start the recording of your budget again.

Once the applicant has been recorded, clicking *Save* will save the data and make it available for viewing in the Applicant list view.

Figure 18: Application / Applicant – List view

Once the applicant's main data has been entered, users can edit the line and continue entering further data from the list view by clicking on edit ( ) button.

Figure 19: Application / Applicant – Modify

Until this happens, the Contacts, Budget, Activities and Questions tabs are not active.

Application / Applicant / Contacts

Users can add contacts in the Applicant / Contact tab by pressing the add (+) button.

Figure 20: Application / Applicant / Contacts – Add

Once users have started adding, the following form will appear:
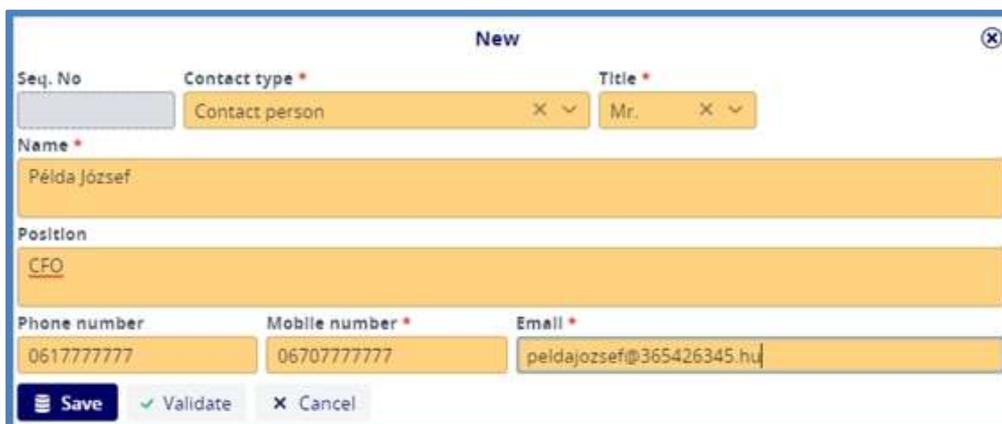
Figure 21: Application / Applicant / Contacts – New

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The serial number (**Seq. No**) is filled in automatically by the system. All other fields marked with an asterisk (*) are mandatory. Pressing the *Save* button allows the user to record the data entered.

Application / Applicant / Activities

The list of activities is empty by default. By clicking on the **Add** (+) button the user can enter data of the respecting activity in the opening **Activities/Activity** form.

Figure 22: Application / Applicant Activity

On the form, fields marked with (*) are mandatory. The data is saved by pressing the *Save* button.

Application / Applicant / Budget

Application / Applicant / Budget / Budget

This is the tab where the Budget for the applicant is recorded. The arrows allow users to change the view. Pressing the ≫ button collapses all the rows and only shows the budget rows at header level, pressing the ≫ button makes everything visible up to item level. These levels can be opened or closed one by one using the arrows at the beginning of the budget lines.

Press the add (+) button to add the item to the given budget line.

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Figure 23: Application / Applicant / Budget – Add item

After pressing the add button, the following screen will appear:

Figure 24: Application / Applicant / Applicant Budget – New

Budget line, **Budget Item ID**s and **Item category** are filled in by the system. The budget line is determined by the system based on the budget line on which the user started the addition. Fields marked with an asterisk (*) are mandatory. The value of the **Costs (In EUR)** field is automatically calculated by the system by multiplying the values of the **# of units** and **Unit rate (in EUR)** fields. Pressing the *Save* button will save the recorded data. Please note, that Application activity can be selected from a drop-down list that were previously recorded on Activities tab.

Figure 25: Application / Applicant / Budget – Budget item

Here users see the item recorded above (5.1.1). The items are cumulated at the row level and the rows at the head level. They are summed up at the bottom of the budget table.

Application / Applicant / Budget / Source of Funding

Resources are automatically allocated by the system based on the parameters defined in the CfP. It is not possible to edit them.

Figure 26: Application / Applicant / Budget / Source of founding

Application / Applicant / Budget / Payment forecast

In the **Payment forecast** tab, the budgeted amounts are broken down by Reporting periods.

Figure 27: Application / Applicant / Budget / Payment forecast

The system dynamically totals the amounts already recorded in the **Total (EUR)** column, and indicates the difference to the **Total cost (EUR)** in the **Difference (EUR)** column. By pressing the *Save* button in the bottom left corner, the recorded data is saved.

Application / Applicant / Applicant's profile

On Applicant/Question tab applicants can answer to question on Applicant's profile.

Figure 28: Application / Applicant / Questions – New

3.1.3.3   Application / Reporting periods

Reporting period tab is not editable, here users can check from date and end date of reporting periods.

Figure 29: Application / Reporting periods

3.1.3.4   Application / Budget

Application / Budget / Budget

In the Budget tab, the budget is displayed as a summary. This interface is for view only, not for adding or modifying.

Figure 30: Application / Budget / Budget

Application / Budget / Source of funding

The Budget / Source of founding tab displays the financial sources automatically allocated by the system in line with rules described in the CfP. It is not possible to edit them; it is available only for information purposes.

Figure 31: Application / Budget / Source of Founding

Application / Budget / Payment forecast

The Budget / Payment forecast tab displays the payment forecasts that have been recorded for the applicants. Here too, users can only view the forecasts, no changes can be made from this interface.

Figure 32: Application / Budget / Payment Forecast

3.1.3.5 Application / Indicators

In the Indicators tab, the user can record the indicators relevant to the application by clicking on the add (+) button.

Figure 33: Application / Indicators

After opening the add button, the following form will be displayed and filled in by the user.
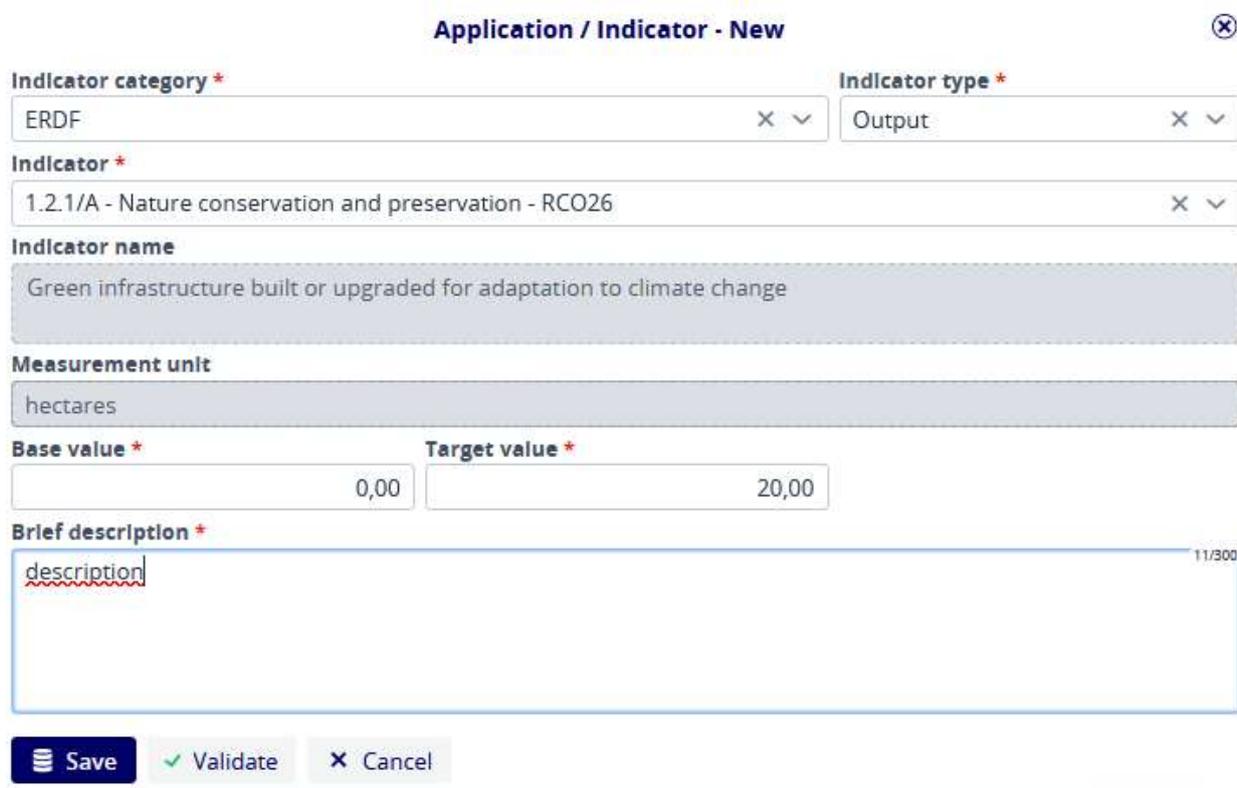
Figure 34: Application/ Indicators - New

Fields marked with an asterisk (*) are still required. And where a drop-down list appears in the field, the user can choose from the drop-down items.

The recorded items will also be visible in a list view, where the user can view, edit or even delete them.

Figure 35: Application / Indicators – List view

3.1.3.6 Application / Activity plan

Figure 36: Application / Activity plan

In the Activity plan tab, the user can record the reporting period for which a given activity is planned. In the Activity row, select the appropriate reporting period and click on the checkbox. If users want to check all the boxes in the row, this can be done quickly and conveniently by ticking the All checkbox at the beginning of the row. If users have ticked a box that they don't need, they can click on the tick to untick it.

3.1.3.7 Application / Infrastructure

If an Applicant plans expenditures on budget heading Infrastructure and works she/he needs to add at least one infrastructure element on Application/Infrastructure tab by pressing (+) button:

Figure 37: Application / Infrastructure – New

The fields marked with (*) must be filled in as usual. If the fields type is a drop-down menu, the user can choose item from the list.

Figure 38: Application / Infrastructure

By pressing the *Save* button, the data is saved and will be visible in the list view. The items in the list can be viewed, edited and deleted by the user.

Figure 39: Application / Infrastructure – List view

3.1.3.8   Application/Partner without budget

Applicant can add partner without financial support to the application on Partner without budget tab by clicking on (+) button. Partners recorded on this tab can select activities they support.

Figure 40: Application / Partner without budget

Applicant can first record the data of partners without financial support.

Figure 41: Application / Partner without budget – Partner data

After recording partner data applicant can choose from recoded activities and give a description by clicking on *Continue record data* button.

Figure 42: Application / Partner without budget – recording activities

By clicking on Save button data are saved and listed under Partner without budget/Activities tab.

Figure 43: Application / Partner without budget – Activities – list view

3.1.3.9 Application / Documents

Users can upload documents for the Application according to the predefined folder structure. Folders can be chosen by clicking double.
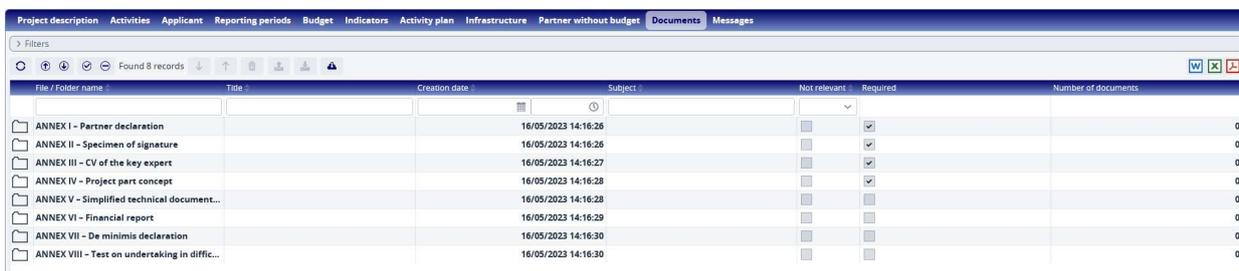
Figure 44: Application / Documents

Here you can see that it is mandatory to upload an item to this folder (Required column parameter is ticked.). The user can double-click on it and see the following:
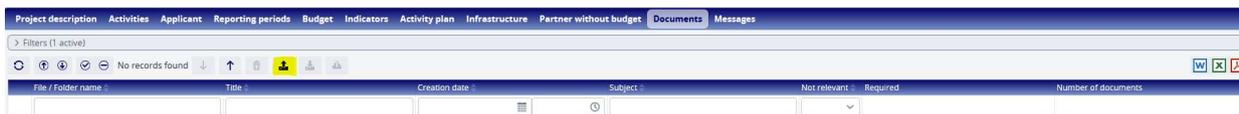
Figure 45: Application / Documents - Go up / Upload document

The left up arrow (↑) in the screenshot is used to move up in the folder structure, and the upload button (⬆) is used to start the upload. The user can only initiate the upload by entering into the right folder. The upload panel will appear, where you can chose files which you want to upload or can use "drag and drop" technique to upload files.

Figure 46: Application / Documents – Upload file(s)

When the upload is complete, the file will appear in the list view of folder.
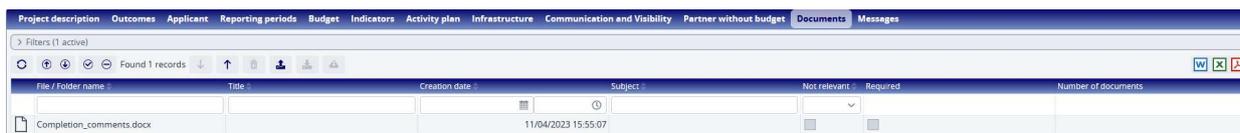
Figure 47: Application / Documents – List view

It is not possible to upload 2 files with the same name to the same folder. The maximum size of a document that can be uploaded is 50 MB per document.

3.1.3.10   Application / Messages

On Messages tab Applicant shall see messages sent by the system as e.g. automatic e-mails.

3.1.4   Recording new application - Submission

3.1.4.1   Recording new application – Recording data, uploading documents

If the applicant has uploaded all the necessary data, he/she can check with the system that all the data for the submission has been uploaded correctly based on the system checks by pressing the Validate button in the bottom left corner. Users can then submit their application by clicking on the *Finalize before submission* button in the bottom right-hand corner. The system will then automatically generate the necessary documents. However by clicking on *Generate AF* and *Generate budget* buttons Applicant can check draft documents any time during creation of an application, given some minimum data in the Header (acronym, duration and start of project) and the basic data of the lead applicant.
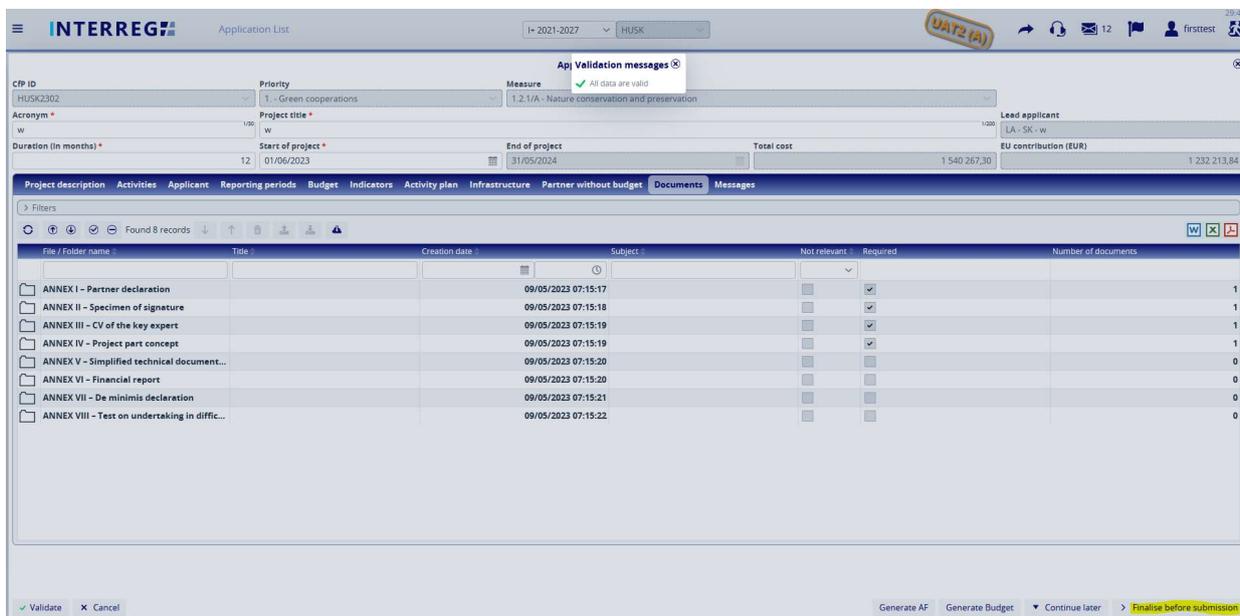
Figure 48: Send to submission

3.1.4.2 Recording new application – Submission

After pressing the *Finalize before submission* button, the system generated the necessary documents. If the user wishes to pause the process, he/she can do so by pressing the Continue later button. The process can then be resumed by selecting the appropriate item from the Application list view and pressing Continue. If the user decides that a change is required, this can be done by pressing the *Modify application* button in the bottom right-hand corner. The process will then return to the previous step. Here users will be able to modify the details of the application and, once the necessary changes have been made, users can resubmit the application by pressing the *Finalize before submission* button. The system will then regenerate the documents with the updated data.
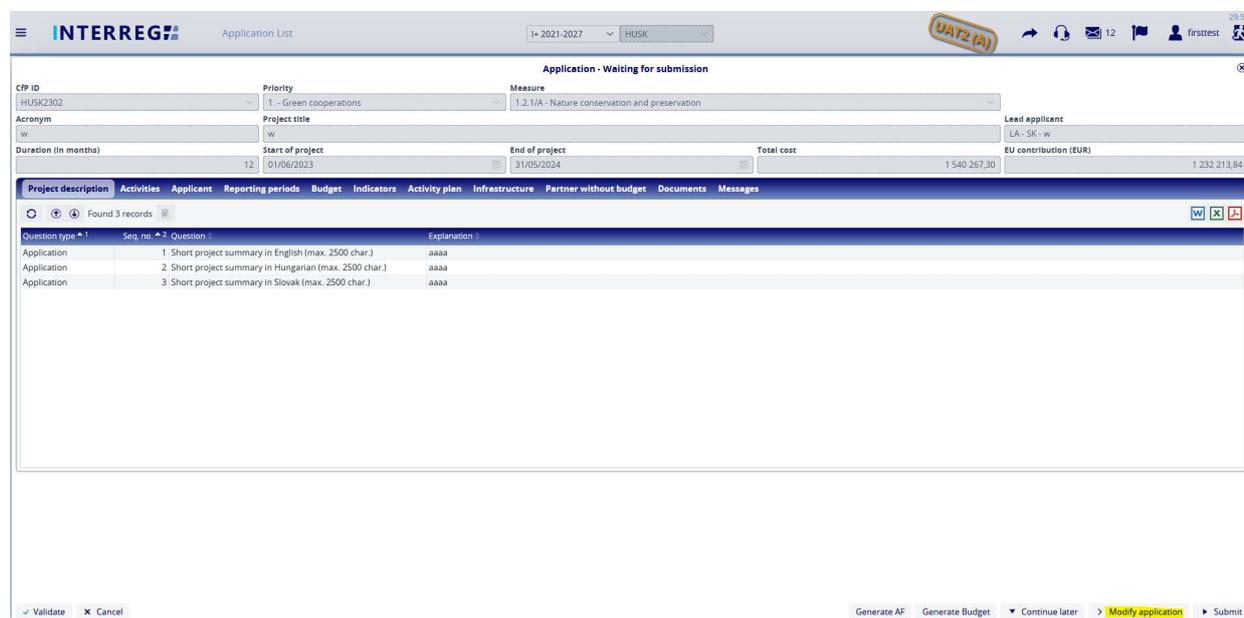
Figure 49: Submit

Finally, clicking on the *Submit* button will finally submit the application with the status Submitted.

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4. COMPLETION

Figure 50: Completion

The Completion tab is only visible if a completion has been requested and the application is sent back from Back Office during assessment phase. The deadline for completion and documents to be submitted are listed in the Completion tab.

Figure 51: Completion tab

In the case of a request for a completion, the Application concerned is returned from the Back Office with the status "Need amendment". Applicant can proceed with modifying their application by the Continue button:

Figure 52: Proceeding with completion

During completion the requested documents can be uploaded to "Completion" folder, no other change can be done on Application.

Figure 53: Upload of documents

After finalizing the upload of missing documents Applicant can continue resubmitting their Application by clicking on Continue button.

Figure 54: Finalizing completion

The system will send a message on completion.
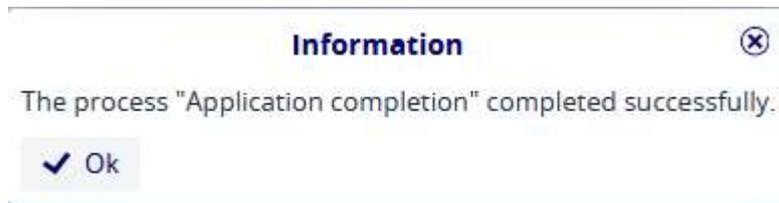
Figure 55: Confirmation message