SL2021 user manual – INTERREG Project Management

Beneficiary version

Version: 1.1

Revision history

Date	Version	Description
15/3/2024	1.0	Document creation
06/3/2024	1.1	New print screens

Contents

Figures:

1 Document objective

This document reviews the main screens and functionalities of the SL2021 application in the Projects field for Interreg programmes managed by Poland.

The document is addressed at the employees of the beneficiaries responsible for managing the data in projects implemented under Interreg programmes.

Project data management – which covers such activities as creating and changing projects, signing contracts and annexes, user management, adding attachments and forwarding information on pending tasks – constitutes the base for other projects implemented within the app. The entire SL2021 app is also referred to as “Projects” or “SL2021 Projects”, from the name of its first module and because a user always conducts most of its activities in the context of a specific project.

2 SL2021 – functional modules

SL2021 supports the process of settlement of your project. It offers numerous functionalities grouped into modules.

The modules are available in two ways:

1) functionalities not related to specific projects are available through items in the side menu to the left of the screen;

2) functionalities related to specific projects are available through the “Project implementation” menu in the details screen of a given project or through a context menu (three dots) in the tab of a given project visible on the list.

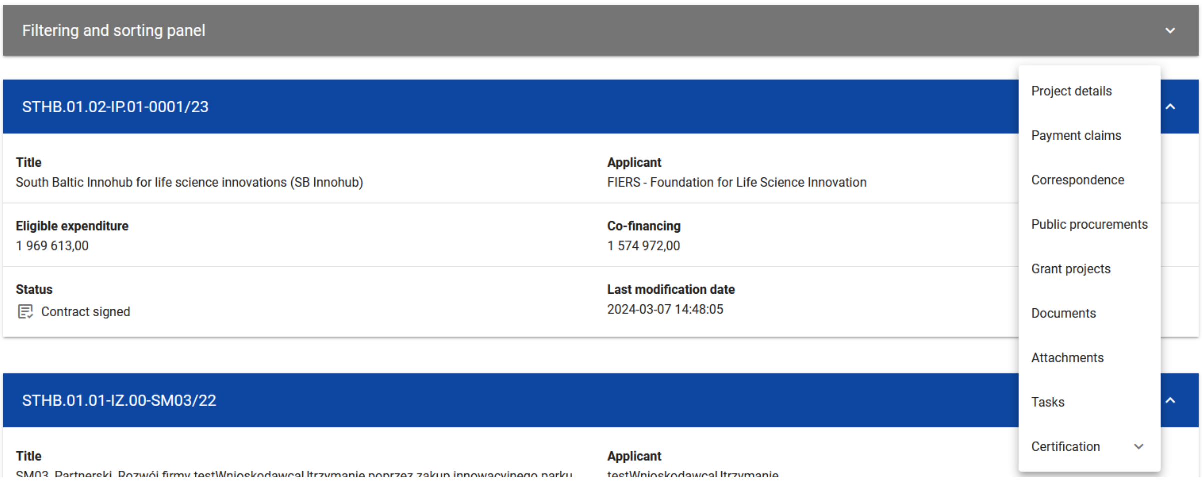


Figure 1 Access to SL2021 Projects modules

Separate manuals have been developed for different SL2021 areas. This manual covers creating and changing projects, signing contracts and annexes, user management, adding attachments and forwarding information on pending tasks. In addition, manuals for the following areas are available:

- Payment claims,
- Grants,
- Correspondence,
- Public procurement,

3 Access to SL2021 Projects

Granting access to SL2021 for beneficiaries takes place according to the process described in chapter 9 of this manual, based on an application submitted to the Joint Secretariat (JS) to add a project manager. You will receive messages to the provided e-mail address with information about creating an account and further instructions on logging in. If you already had an account in WOD2021, you will still use the same login and password.

To log into the app, go to the CST2021 system common login gate: https://sso.cst2021.gov.pl

After entering your login and password, selected the Projects button.

When logging in, pay attention whether the selected user operation context (i.e., the represented entity and its role) is correct. The context may be chosen by clicking the "person" icon in the top right corner of the screen. If the context is not selected, SL2021 may not display any projects. The application will remember the selected context; therefore, you represent only one entity in one institutional role, and after selecting the context, you will not have to indicate it again.

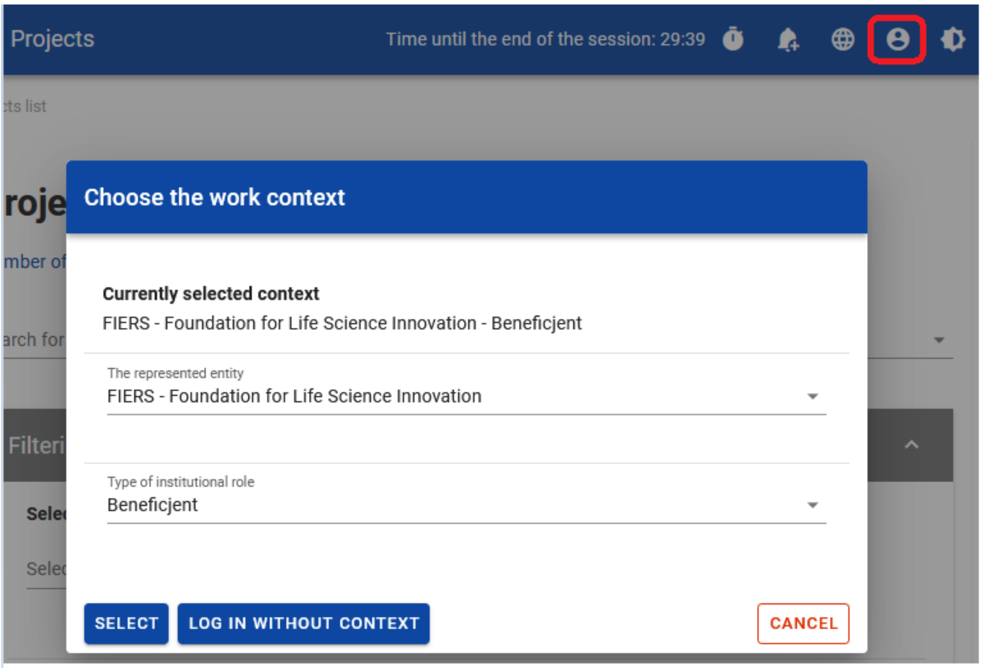


Figure 2 Work context selection

4 Application main screen

After the user logs in, the SL2021 main screen displays the *Project list* by default.

The left side of the menu contains:

- Home page – welcome screen,
- Project list – basic information on projects available to a logged-in user,
- Tasks – tasks observed by the user,
- Declaration of availability – application availability information.

A JS employee, depending on the held rights, can also see the following items here: *Management of payment claims* and *Serial correspondence*.

Information on session time-out, logged in user information, system notifications and the option to adjust application contrast can be found in the top right corner.

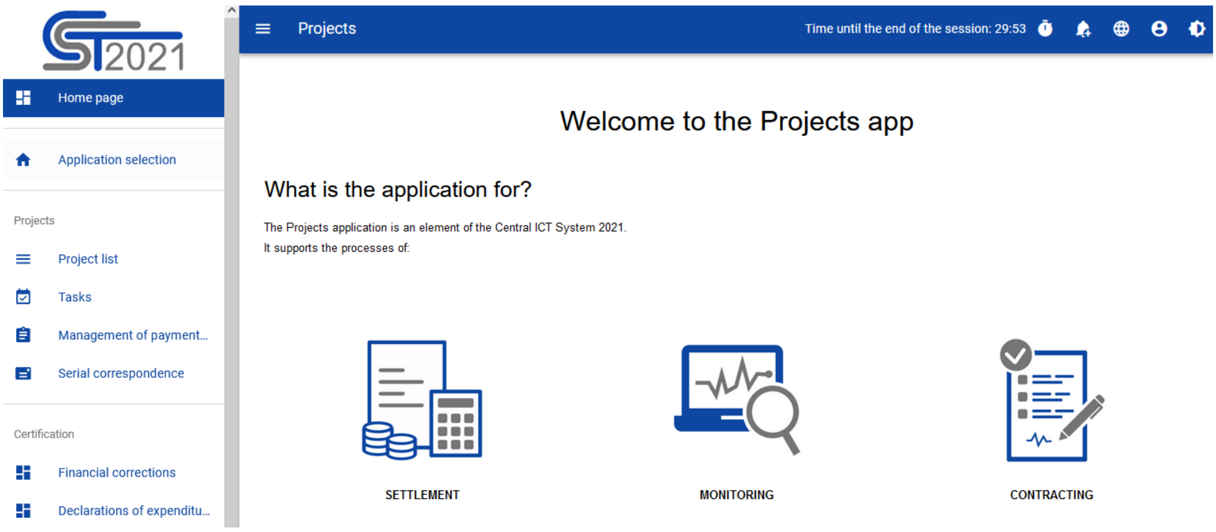


Figure 3 Main screen after calling up the application home page

5 Browsing project information

5.1 Initial remarks

Most activities in SL2021 are conducted from a project-specific level. The application is not used for creating projects (they are created automatically based on the data sent from WOD2021), however, their data can be supplemented and modified using the app. The project list enables access to the details of every project, and introducing project changes after previewing them. Changes to the project can be initiated only be Lead Partners.

5.2 Project list

The *Project list* screen is called up from the menu bar on the left side of the application. The list contains projects available for a use within a given operating context (cf. chapter 3). Each tab contains project information, i.e.: *Project number, Project title, Applicant (Lead partner) name, Value of eligible expenditure, Value of Co-financing, Project status, Date of last data modification.*

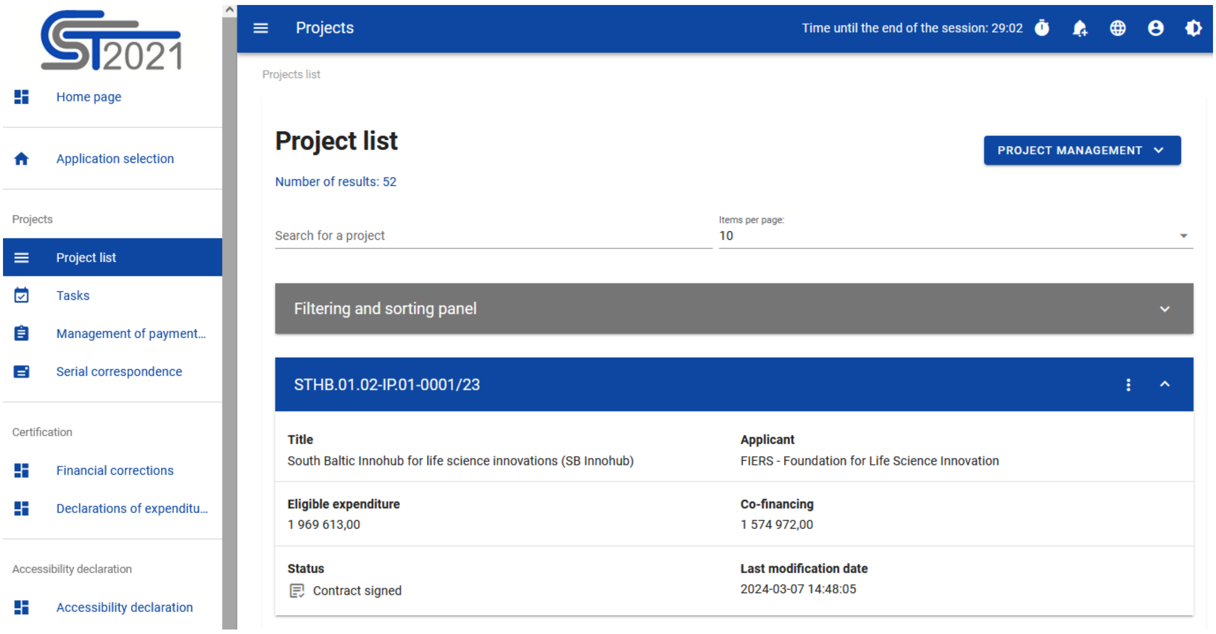


Figure 4 Project list

Other view elements are:

- Number of results – number of items found
- Items per page – specifies the number of items displayed on a single page
- Search for a project – quick project search
- Filtering and sorting panel – by default, the panel is collapsed; after expanding, the user gains access to the following functions:

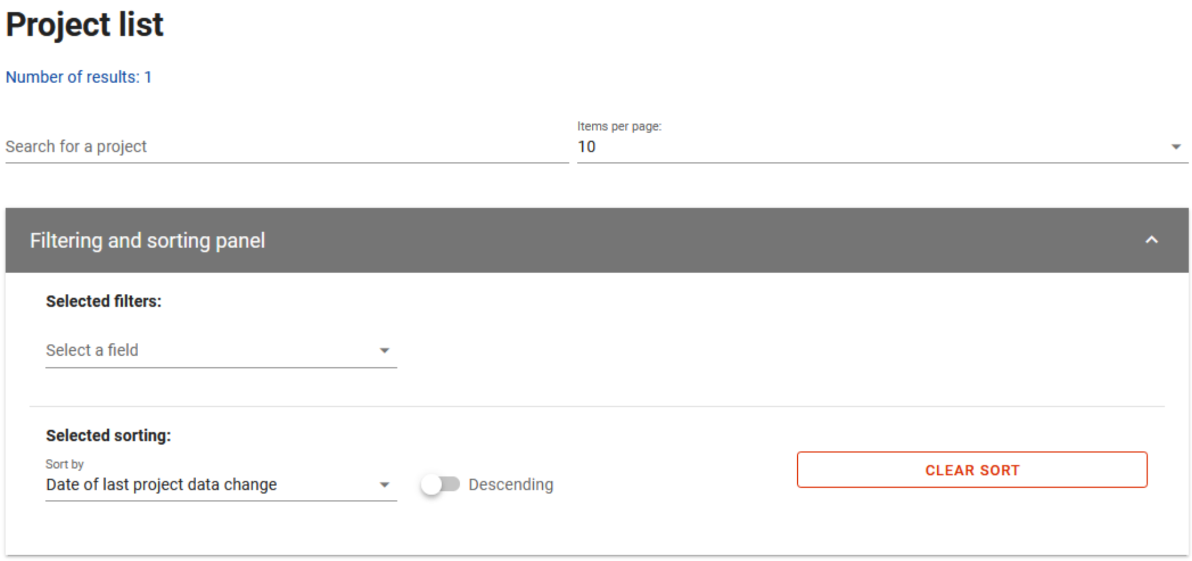


Figure 5 Project filtering and sorting panel

Select a field is used to enter the name of the field to filter the project list by.

The **descending/ascending** option switch is used to determine the way of sorting projects filtered by selected fields. The **clear sort** button appears after selecting the sorting method. It enables restoring the default setting, i.e., "date of last project data change".

The first chosen filter is visible directly under the *selected filters* field. Further filters are added using the **add a filter** button, which appears after entering the first filter. A filter is an expression comprising three filtering panel fields, for example:

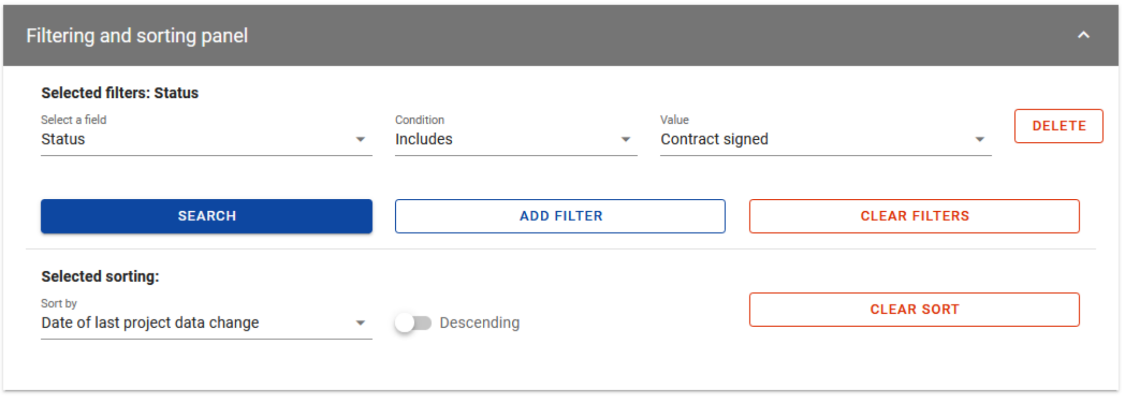


Figure 6 Project filtering example

Only the projects with a **Contract signed** status will be displayed.

Select a field enables indicating a **project** field to be used for filtering. **Condition** specifies comparison criteria. Depending on the chosen field type, the **condition** may take the following values: **greater, smaller, equal, includes**. The **value** field specifies value up to which a selected field will be compared. It is possible to enter a value manually (e.g., for **number**) or through a drop-down list (e.g., for **status**).

Press **search** to commence searching by identified filters.

The **clear filters** button results in deleting all entered filters.

Actions of the project list are called up using the "three dots" button located on the right of the screen.

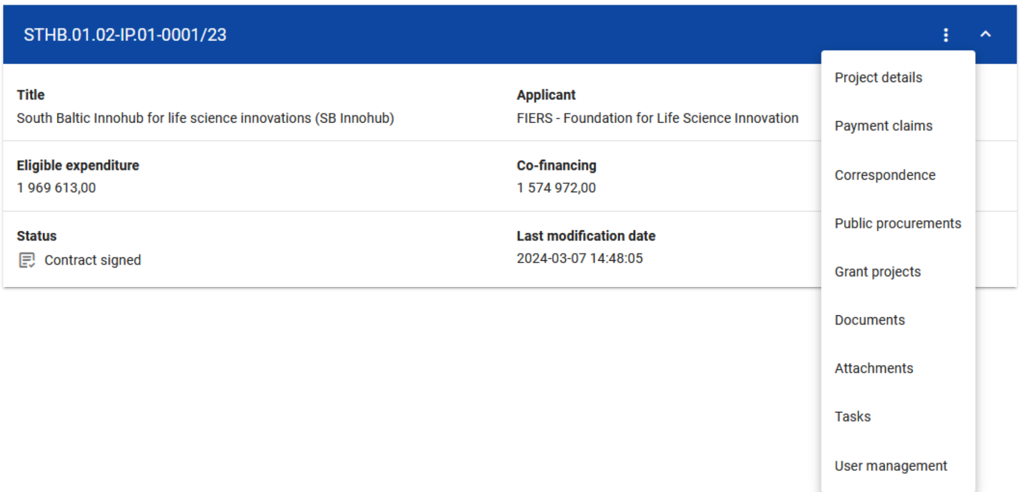


Figure 7 Project list actions

Available actions:

a) Project details – displays project-specific data

b) Payment claims – displays all payment claims created within a given project (collective and partial)

c) Public procurements – goes to the procurements and contracts settled under the project

d) Correspondence – goes to the correspondence module

e) Documents – enables displaying project documents

f) Attachments – displays project attachment folder

g) Tasks – provides a list of observed tasks

h) User management – displays a list of users authorized to the project

*5.3 **Project detail preview***

The *projects detail preview* screen is called up by the **project details** screen, displayed on the project list.

Project details contain a permanent block with basic project data, including *project number (with current project data version number), project title, beneficiary name, project status* and *change request status*.

A *project information* block can be seen under the permanent data block. It is the first data block visible after calling up the **project details** function. The user is able to preview their content by clicking an appropriate data block in the drop-down **data blocks** menu.

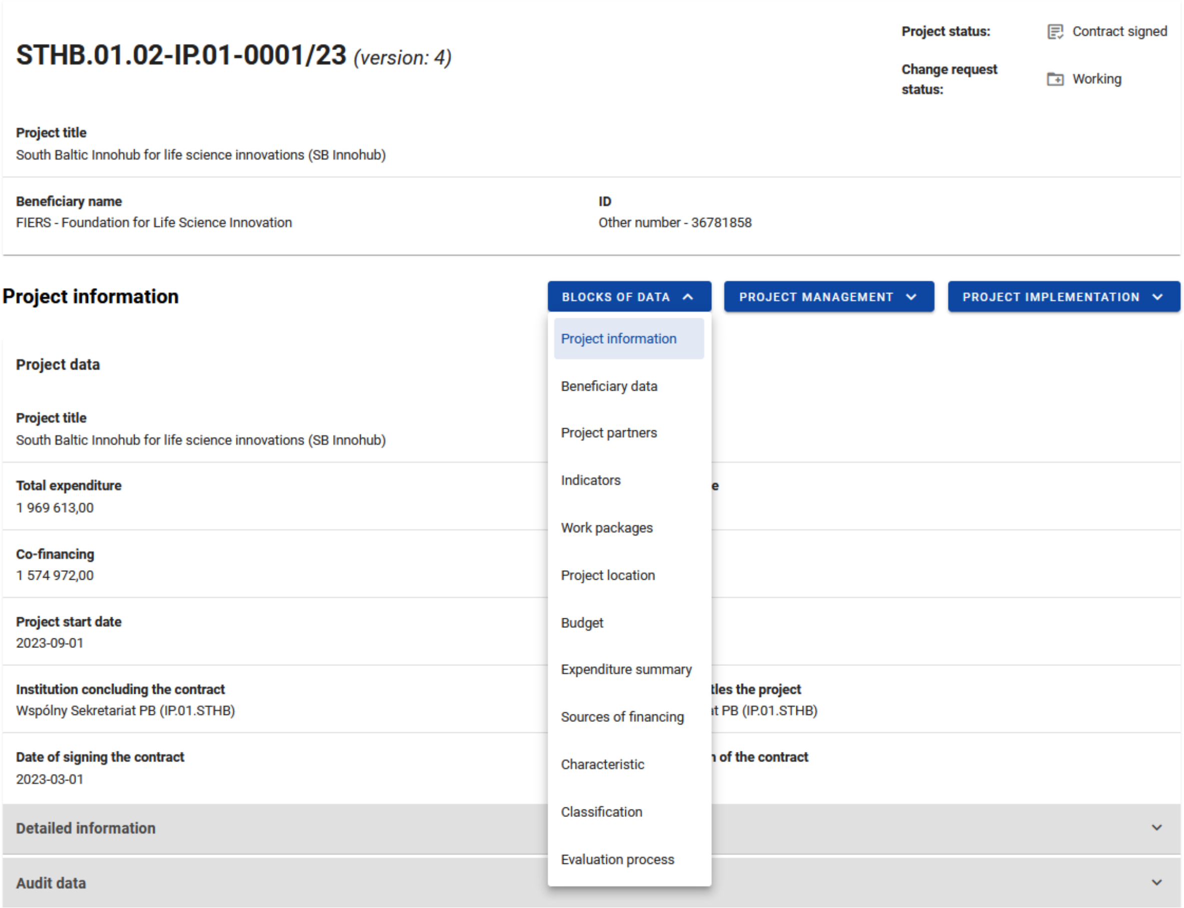


Figure 8 Project details preview

As part of project preview, the user is able to view the following data blocks:

- Project information
- Beneficiary data
- Project partners
- Indicators
- Work packages
- Project location
- Budget
- Expenditure summary
- Source of financing
- Characteristic

- Classification
- Evaluation process

As part of *project details* preview, the user can manage a project through a drop-down ***project management*** list. **This menu includes functions related to changing project data, changing project status, previewing project version and user management.** The action list displayed under this functionality depends on the rights of the logged in user, project status, change request status and the current user application location. **The *project management* menu is replaced in SL2021 modules other than project data management by a module-specific menu (e.g., *grant management*). Whereas the *Project implementation* menu enables navigating between modules.**

User viewing project details has, depending on the rights held and project status, access to the following group of buttons:

- **Change request** – button displayed when there already is a change request
- **Create a change request** – button displayed when there is no change request or there are only accepted requests
- **Generate the project version to PDF** – button calls up the function of generating project data in PDF
- **User management** – number of persons authorized for the project on the part of the Beneficiary or Project Partners
- **Project versions list**

*5.4 **Project versions list***

The *Project versions list* screen is called from the *project details preview* screen using the **project versions list** button in the *Project management* menu. All project versions are displayed. The tab contains basic information on the version, i.e., *project name* (with version number), *created by*, *creation date* and *status.*

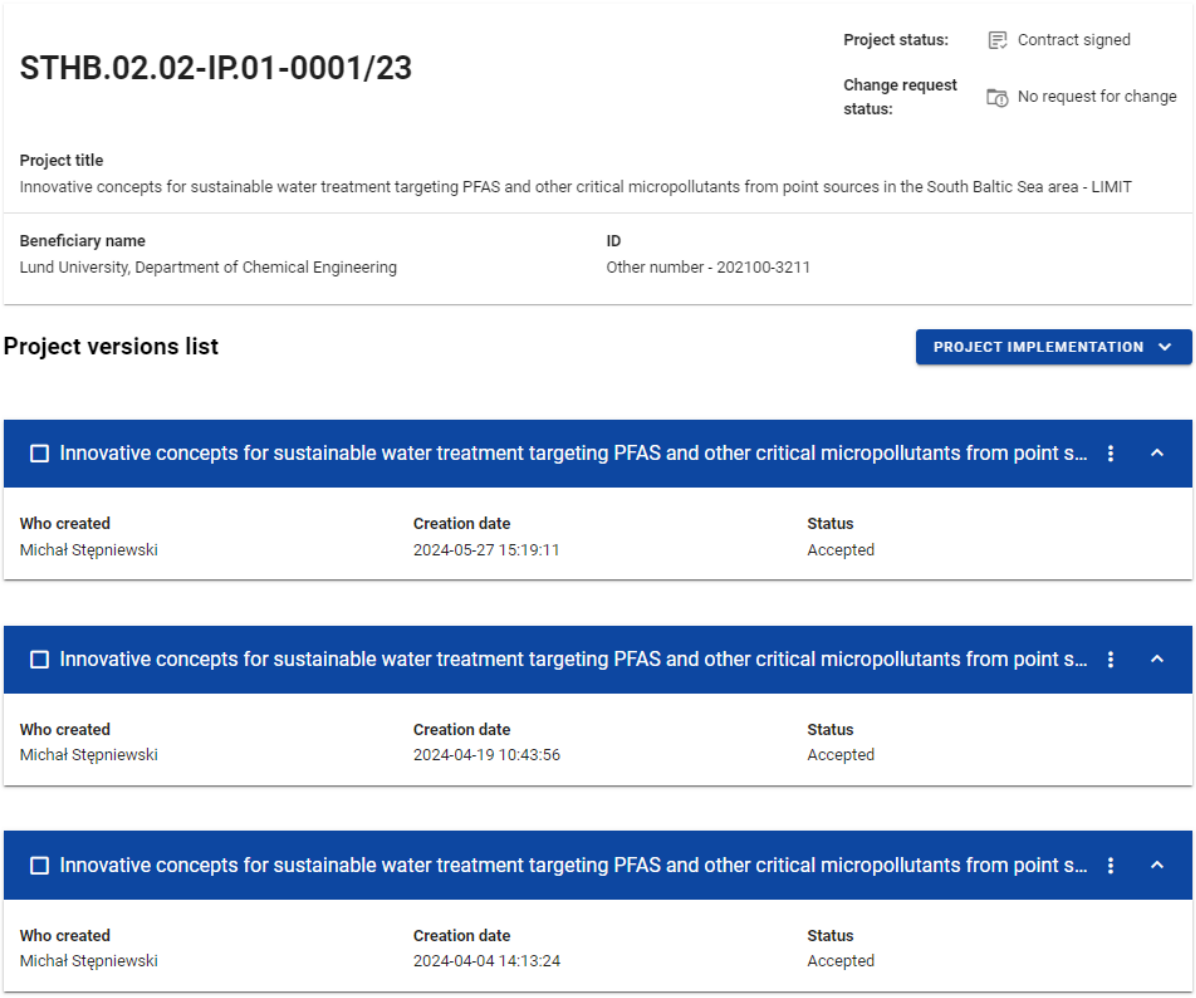


Figure 9 List of project versions

The screen contains following elements:

- A permanent data block with basic project information that is visible at the top of the page, which contains such data as *project number*, *title*, *beneficiary name*, *project status* and *change request status.*
- List of project versions actions – called by the "three dot" button on the right side of the screen

Figure 10 Actions on the List of project versions

Available actions:

- Preview – opens up a preview of project version details broken down into data blocks.

5.5 *Project version preview*

The project *version preview* screen is called up from the list of project versions through the **project version preview** button. Data displayed within this screen is consistent with project details presentation. It displays project data divided into data blocks, which the user can view after selecting in the *data blocks* menu.

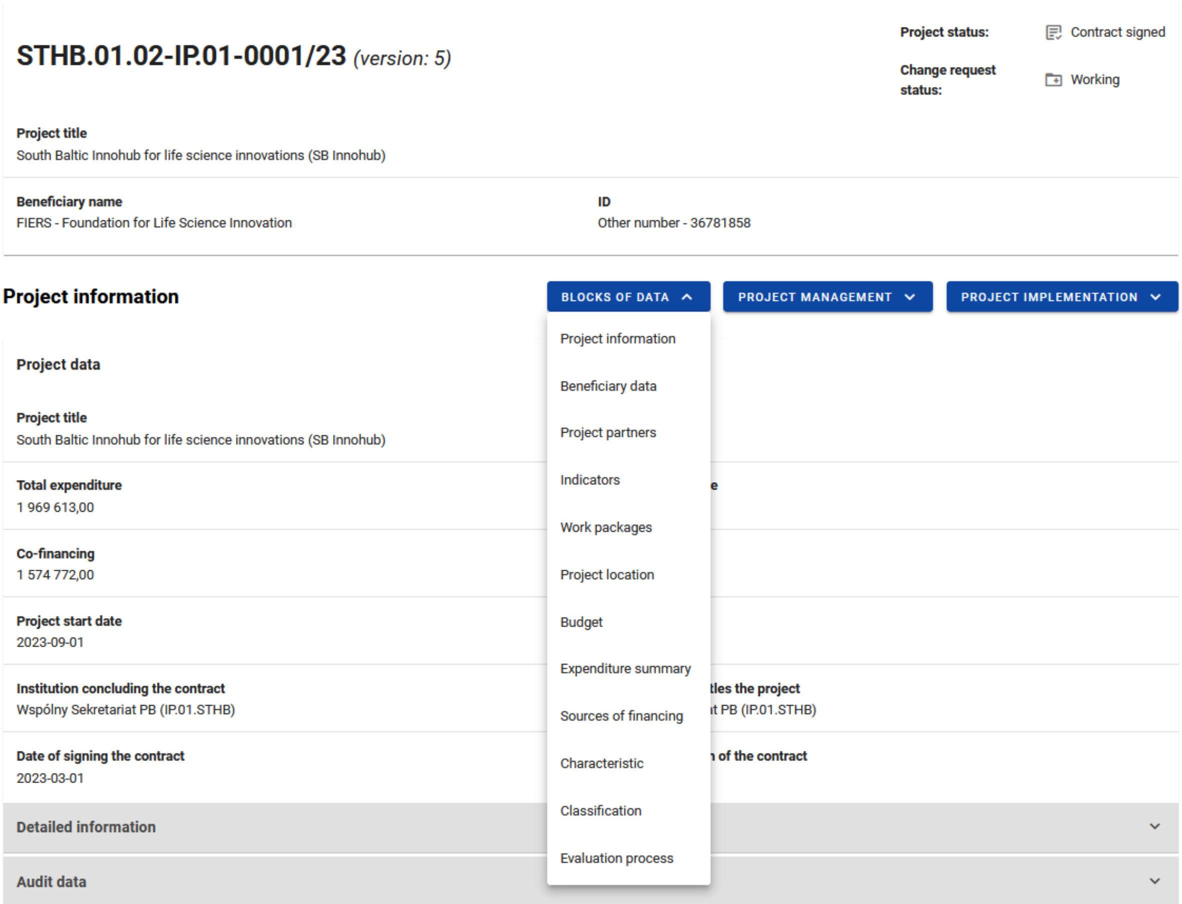


Figure 11 Project version preview

5.6 *Project version comparison*

The project version comparison function is enabled after marking two project versions to be compered. This function is called from the *Project versions list* screen using the ***compare versions*** button in the *Management of the project versions list* menu.

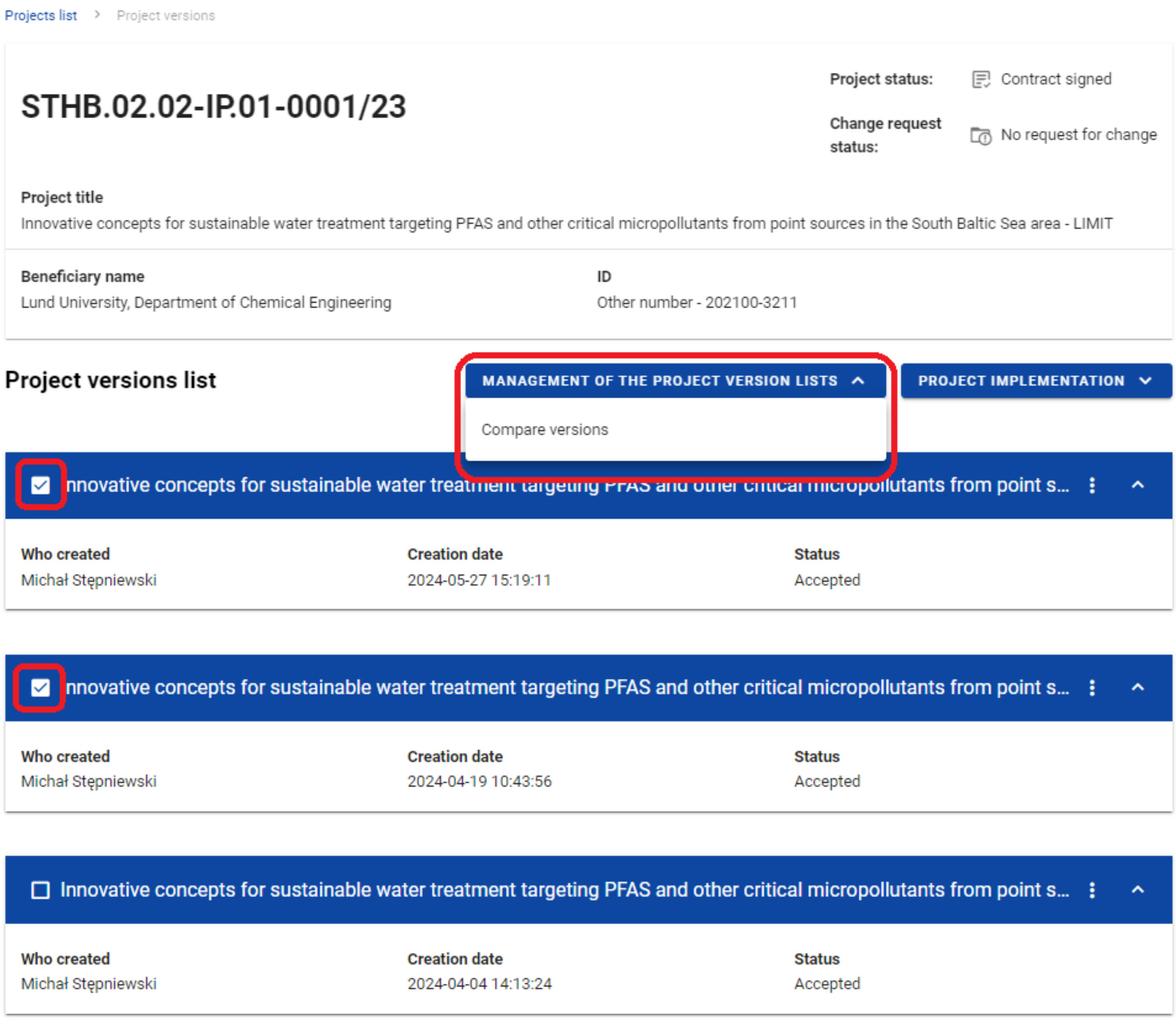


Figure 12 Project version comparison

Check the preferred project versions in the *list of project versions* screen to compare them. Launching the **compare versions** function will download a PDF file showing differences between the versions.

6 Project data modification – change requests

Selecting a project for implementation starts the process of introducing required project data modifications. These changes may be the result of MC (Monitoring Committee) recommendations, and also arise from the need to supplement certain project information in the system.

The *change request* function is used to introduce project data changes. The changes can be initiated and introduced both by the JS and the Lead Partner. However, for the changes to become effective, a change request must be approved by the JS in each case.

> **Project data modification is possible only for projects with a *contract under preparation* or later status (*contract signed, completed, contract terminated*). Changes to the project status are made by the JS.**

Data are modified through creating a **change request**, which can be done by both a Lead Partner and a JS employee.

> - **The process of introducing changes to the project necessary to conclude the contract is coordinated by the JS.**
> - **The JS will notify you about the necessary actions to be taken.**

As part of a change request, you can modify individual project data blocks. When you decide that you have introduced all the changes necessary at a given moment, submit a change request for approval by the JS. When the change request is accepted by the JS employee, the version of the project data saved as a change request becomes the current and official version of the project. The existing project data is retained and is visible in the version list as the previous version with the status accepted.

There can be only be one draft change request at any moment within the project. A party to the contract may not edit a request currently assigned (through the task mechanism) to the other party. The **JS Administrator** right can be exercised in exceptional cases to delete a request on the part of the Lead Partner.

6.1 *Create a change request*

A change request can be created from the *project details* screen using the **create a change request** option in the *project management* menu.

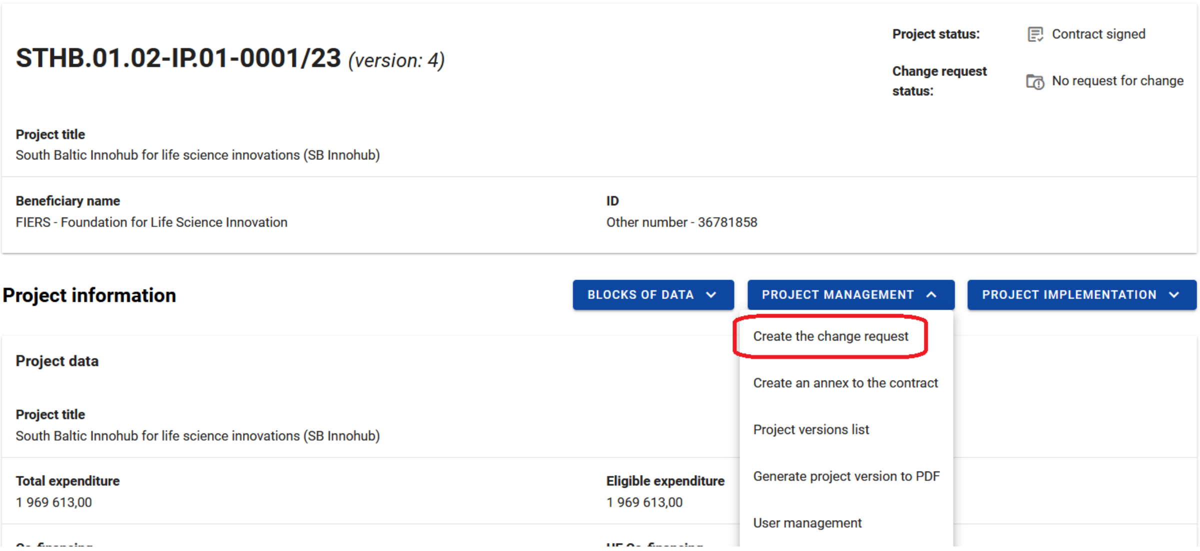


Figure 13 Create a change request

Upon selecting the **create a change request** option, the application will display a window asking to confirm change request creation along with a *comment* field to be filled. Describe the reason and scope of the changes you intend to make. This will make it easier for the JS to assess your change request.

The app creates a change request handling task (cf. *chapter 11. User Tasks*), assigns it to an active user and saves the information in task history.

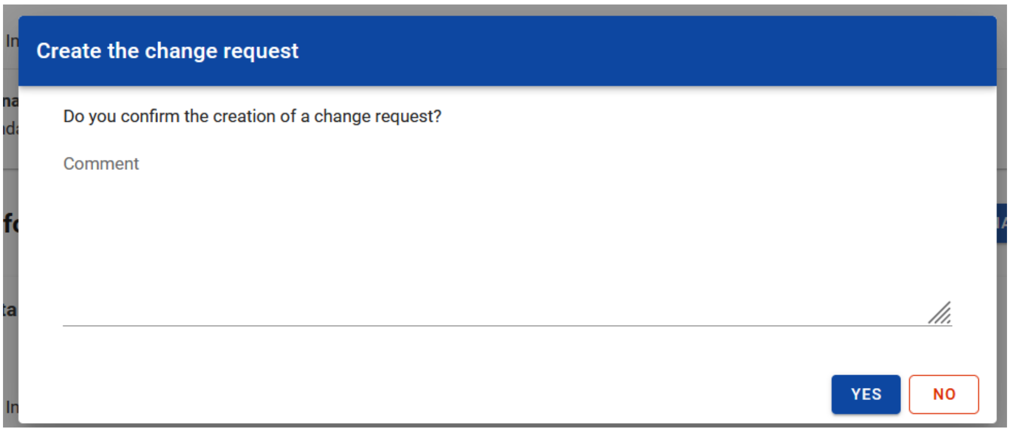


Figure 14 Window asking to confirm a change request with a comment field

After calling the change request creation function (or entering change request preview from the *project management* menu), the screen of each data block displays the **edit** button that enables data modification.

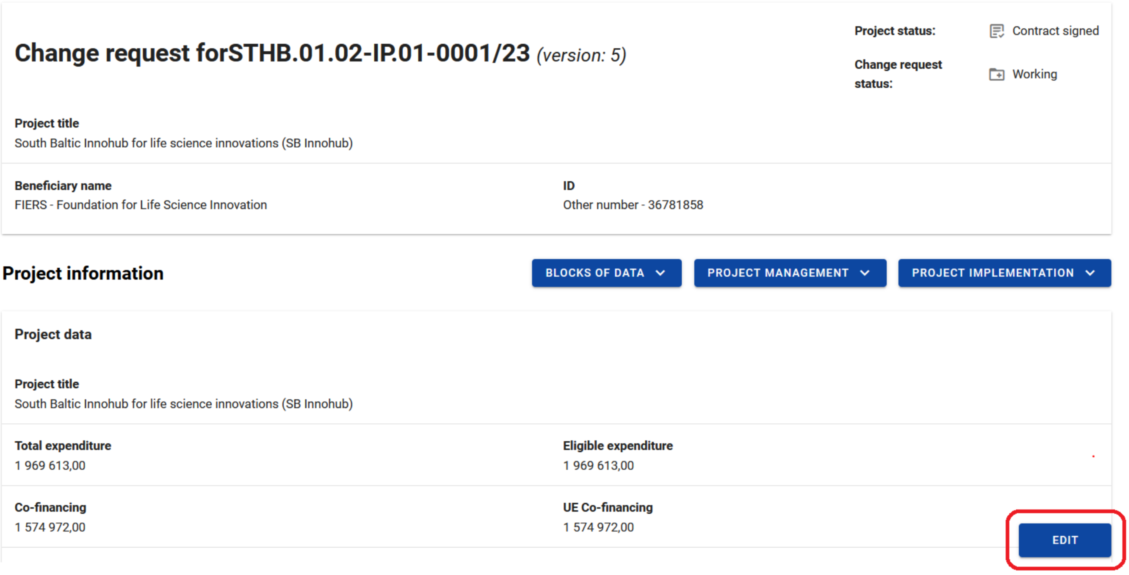


Figure 15 Change request

When a user selects a field edit option, the on-screen fields become editable and additional buttons are displayed in the top right corner of the screen.

- **Save** – saves changes to this data block
- **Cancel** – cancel editing without saving introduced changes

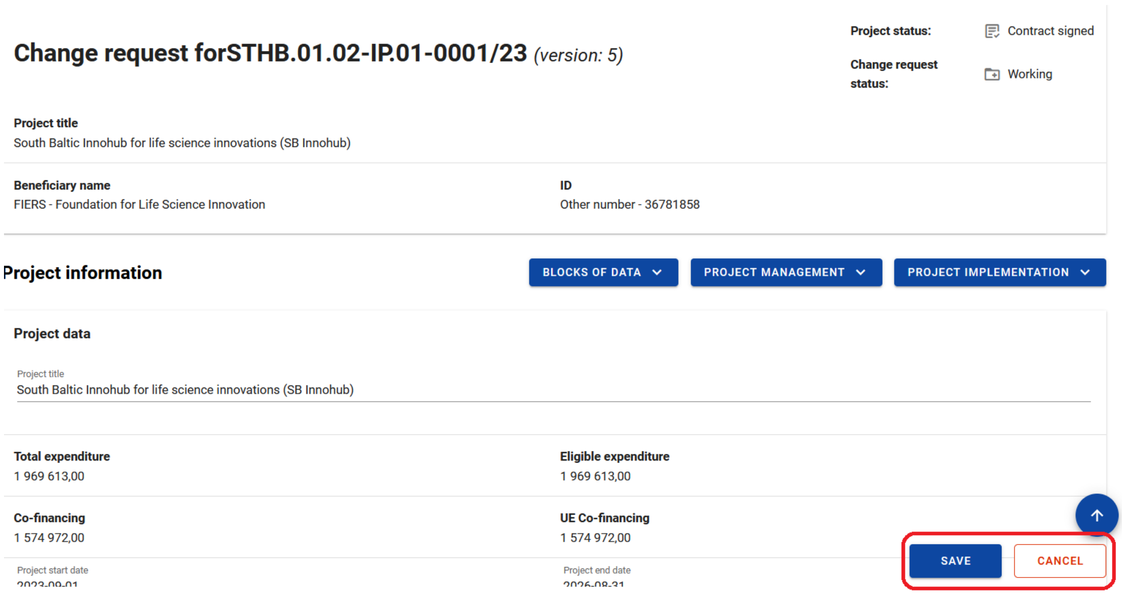


Figure 16 Editing a data block as part of a change request

If you fail to save introduced changes and trigger a transition to a different data block, the app will display a prompt asking whether you want to save previous modifications.

Creating a change request is possible only when there is not previously created change request or all created requests have been approved. There can only be one change request under preparation at any moment.

6.2 *Editing change request data blocks*

You can call up the *edit a change request* function from the *project details* screen through selecting **change request** in the *project management* menu.

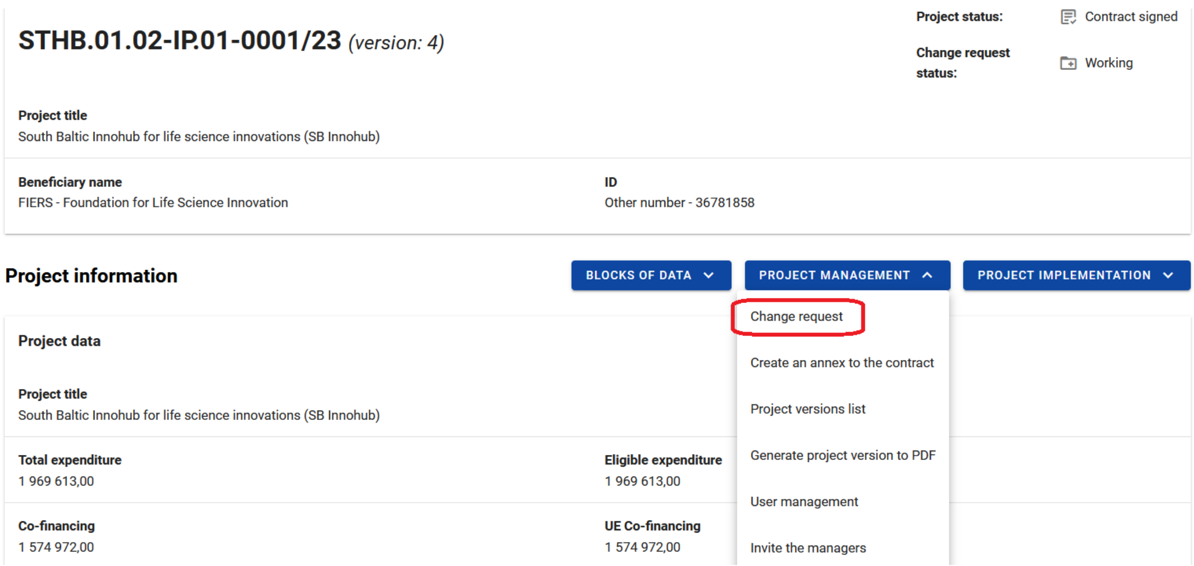


Figure 17 Editing a change request

After calling the **change request** function, the screen of a selected data block displays the *edit* button. Selecting the edit function enables modifying project data within a data block that we are currently working with. To modify a different data block, select it from the ***data blocks*** menu.

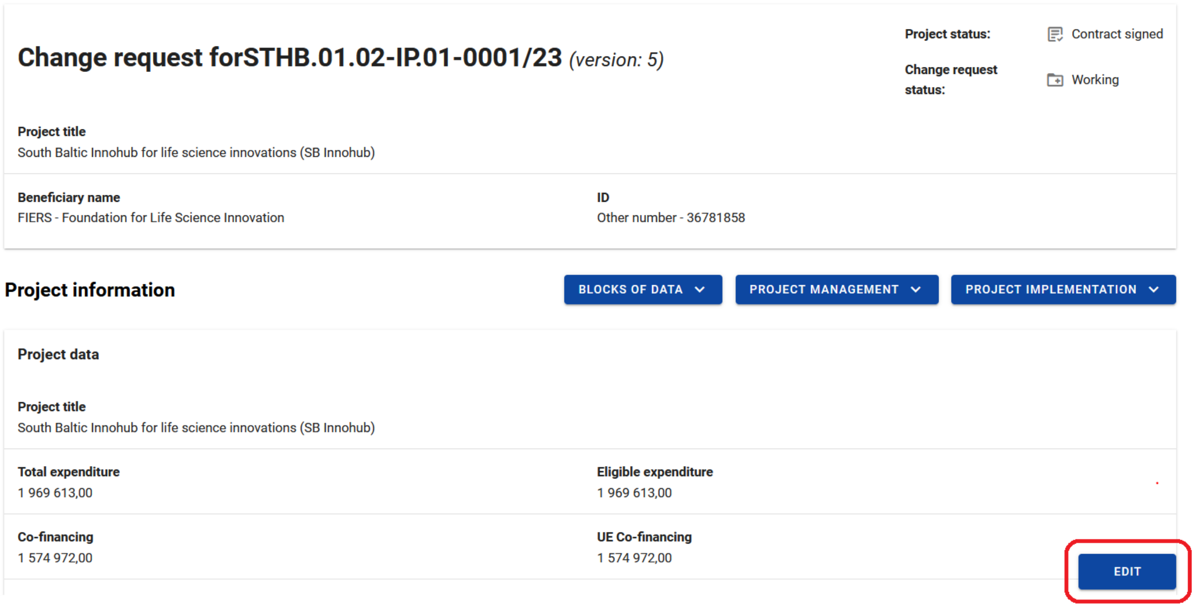


Figure 18 Change request

When you select a field edit option, the on-screen fields become editable and additional buttons are displayed in the top right corner of the screen.

- **Save** – saves introduced changes
- **Cancel** – cancel editing without saving introduced changes

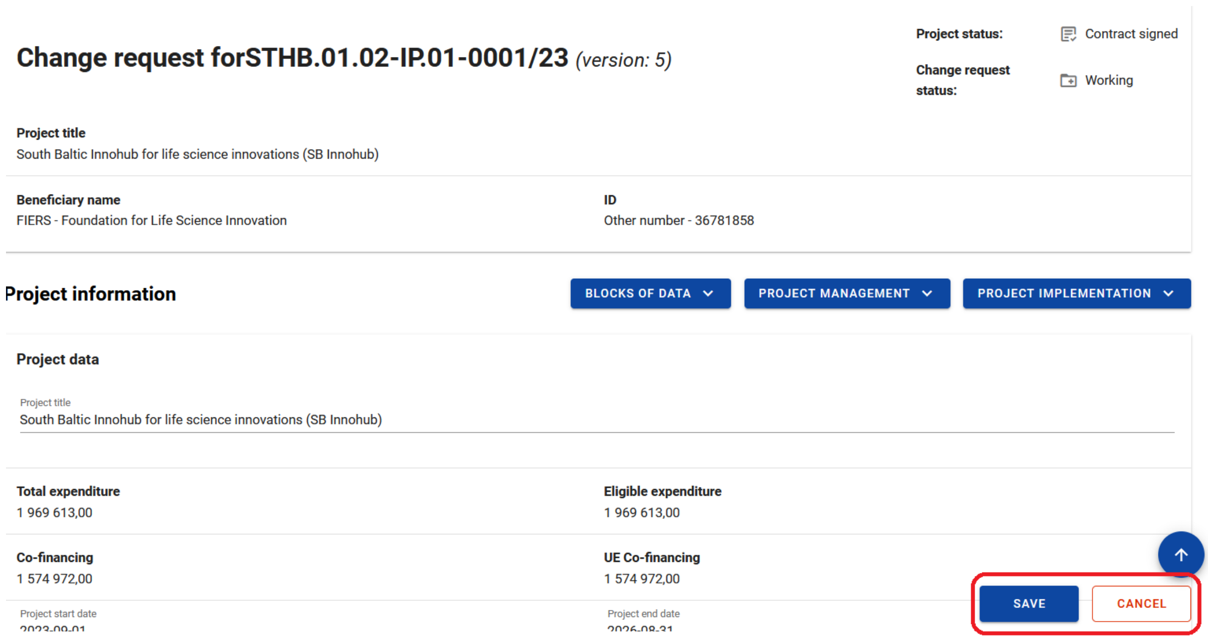


Figure 19 Editing a data block as part of a change request

If you fail to save introduced changes and start a transition to a different data block, a warning about unsaved changes will be displayed.

6.2.1 *Project information data block*

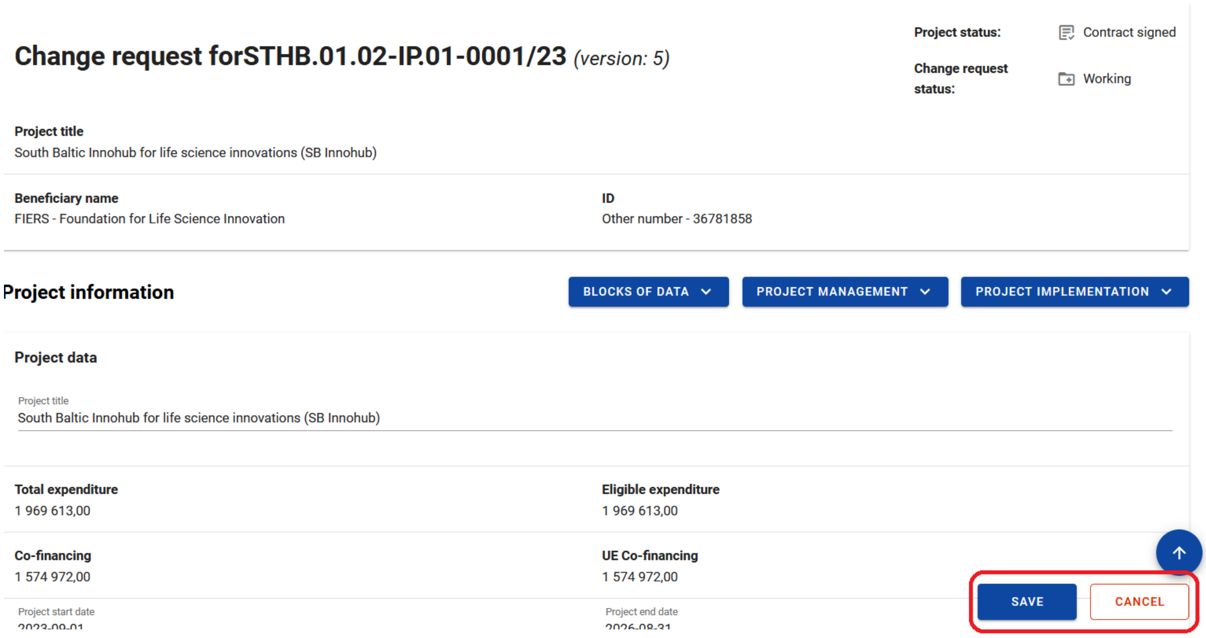


Figure 20 Editing a Project information block

When editing the **project information** block, the app displays a form with the following editable fields:

- Project title
- Project start date – calendar-type field
- Project end date – calendar-type field
- Institution concluding the contract – **do not make changes to this field**
- Institution that settles the project – **do not make changes to this field**
- Detailed information – text field

The screen also displays the *audit data* section, with its contents updated automatically upon saving a change request.

6.2.2 *Data block – Beneficiary Data*

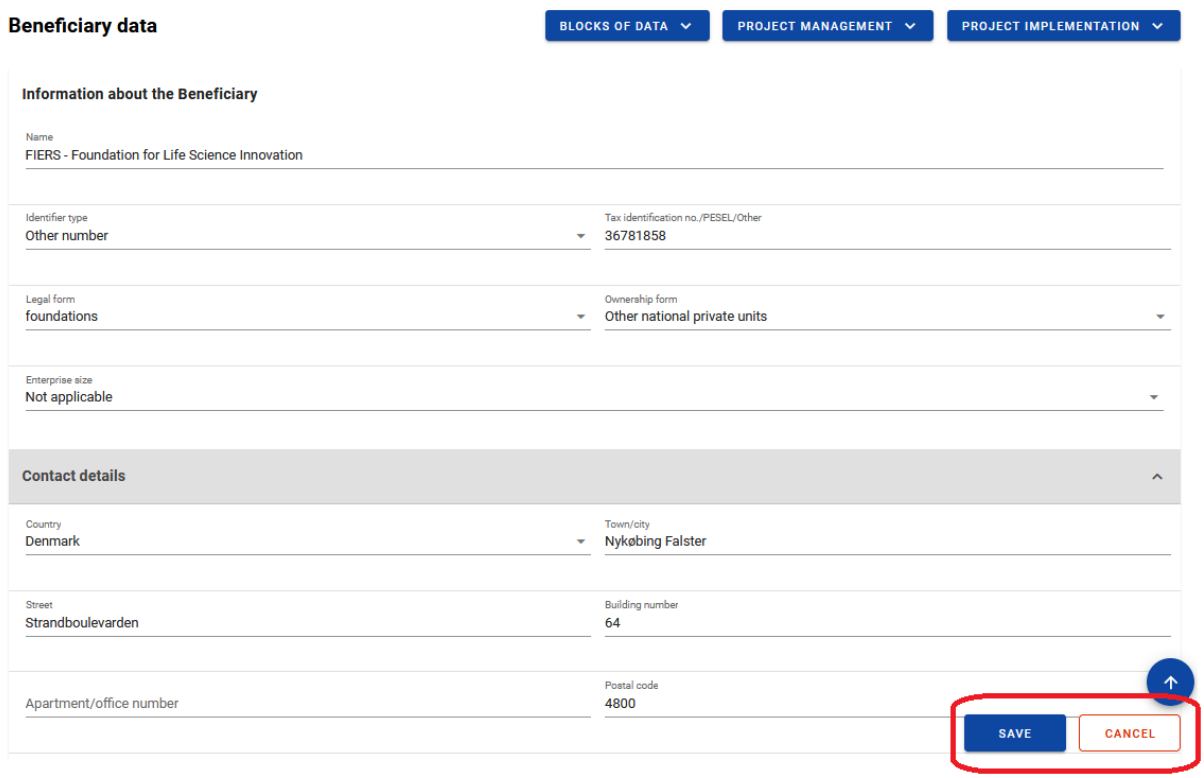


Figure 21 Editing the Beneficiary Data block

W ramach edycji bloku **dane beneficjenta** aplikacja wyświetla edytowalny formularz, zawierający następujące pola:

When editing the **beneficiary data** block, the application will display an editable form with the following fields:

- Name – text field
- Tax identification no./PESEL/Other – text field
- Legal form – dictionary-type field
- Ownership form – dictionary-type field
- Enterprise size – dictionary-type field
- Country – dictionary-type field
- Town/city – text field

- Postal code – text field
- Street – text field
- Building number – text field
- Apartment/office number – text field
- E-mail address – text field
- Phone number – text field
- Website – text field
- Enterprise size – dictionary-type field
- Controller – Interreg – dictionary-type field
- Does the beneficiary plan to implement the project with partners? – logical variable

Unchecking this box when there are implementers within the project will lead to deleting all implementers within a given change request.

6.2.3 *Data block – Project partners*

If there are partners within a project, they will be listed in the "Project partners" data block.

After selecting the "three dots" next to each of them, the following options will be displayed:

- **Delete** – delete a partner
- **Edit** – selected partner edit mode

It is impossible to remove a project partner if there is a document linked with the partner within a project (usually: partial payment claim).

Deleting a partner results in (upon acceptance of a relevant project data change request by a JS employee) the automatic revocation of the rights to the project for the representatives of this entity. Such persons should be no longer visible on the list of project-authorized users.

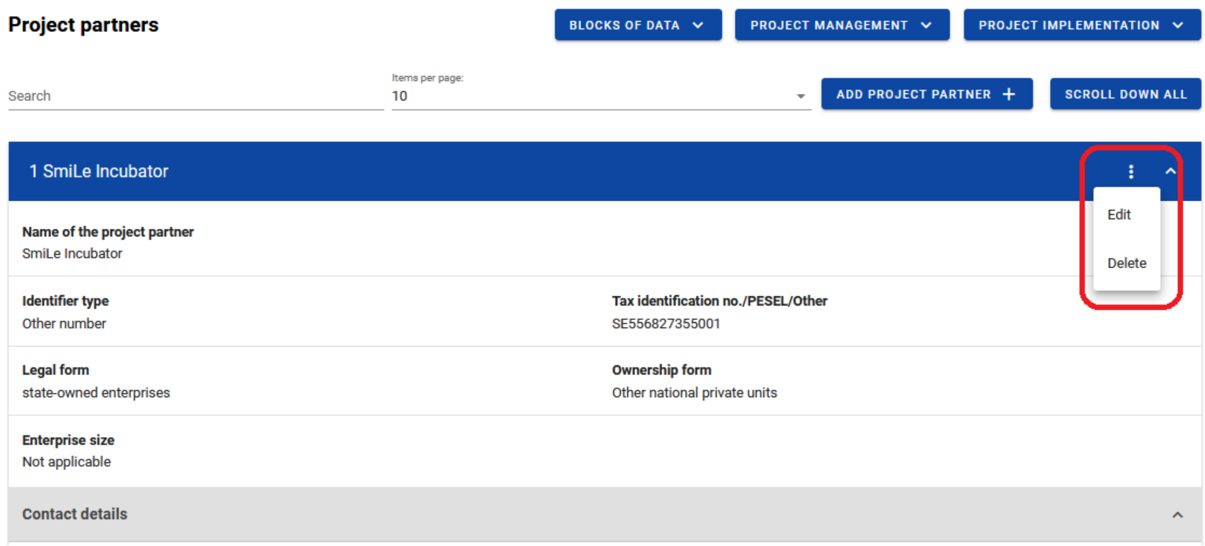


Figure 22 Editing the Project partners data block

The **add project partner** button is displayed above the list of partners. It enables displaying a form of adding a partner, which contains fields similar to that for the.

6.2.4 *Data block – Project location*

The screen displays a list of project locations, with the following options visible next to each one after selecting three dots:

- **Delete** – results in deleting a location
- **Edit** – results in activating the selected location edit mode

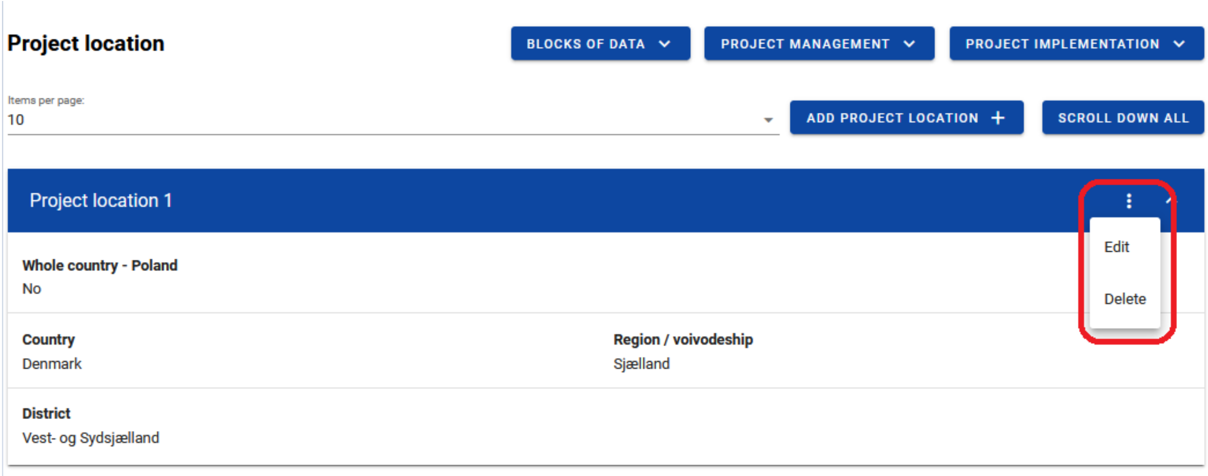


Figure 23 Editing a Project location block

The **add project location** button is located above the list of places of performance, which enables to specify, using an option switch, whether the whole country is to be the place of performance. If you do not select this option, a form with dictionary-type field will appear:

- Country
- Region / voivodeship
- District

6.2.5 *Data block – Indicators*

A list of indicators is displayed on the screen, broken down into *product* and *result* indicators. After selecting the “three dots” button, the following options will be displayed:

- **Delete** – delete an indicator
- **Edit** – selected indicator edit mode

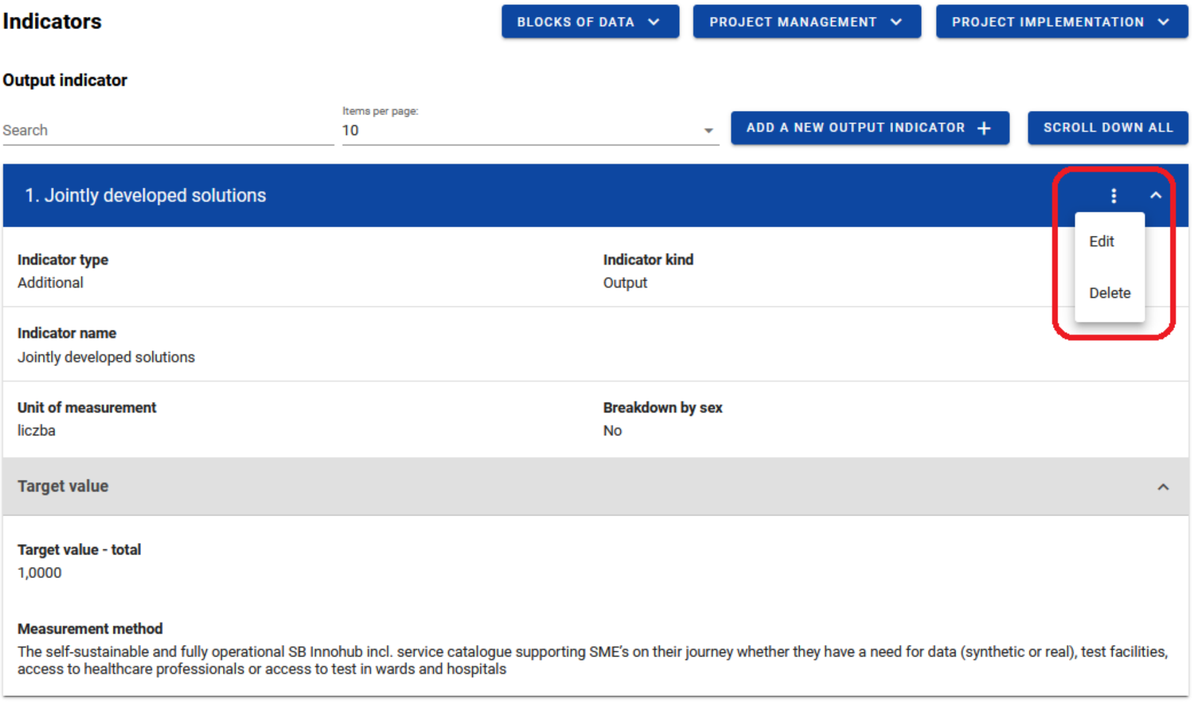


Figure 24 Editing the Indicators data block

The **add a new output indicator** button is displayed above the list of product and result indicators, which enables a user to determine the indicator type as *mandatory*, *additional*, *own*. An adequate indicator adding form will be displayed depending on the selected type, it contains appropriate rules related to selected fields, including:

- Indicator name – dictionary-type or text field, depending on indicator type
- Unit of measurement – dictionary-type or text field, depending on indicator type
- Breakdown by sex – logical variable
- Woman indicator target value – numerical field
- Men indicator target value – numerical field
- Target value – Total – numerical field
- Measurement method – text field

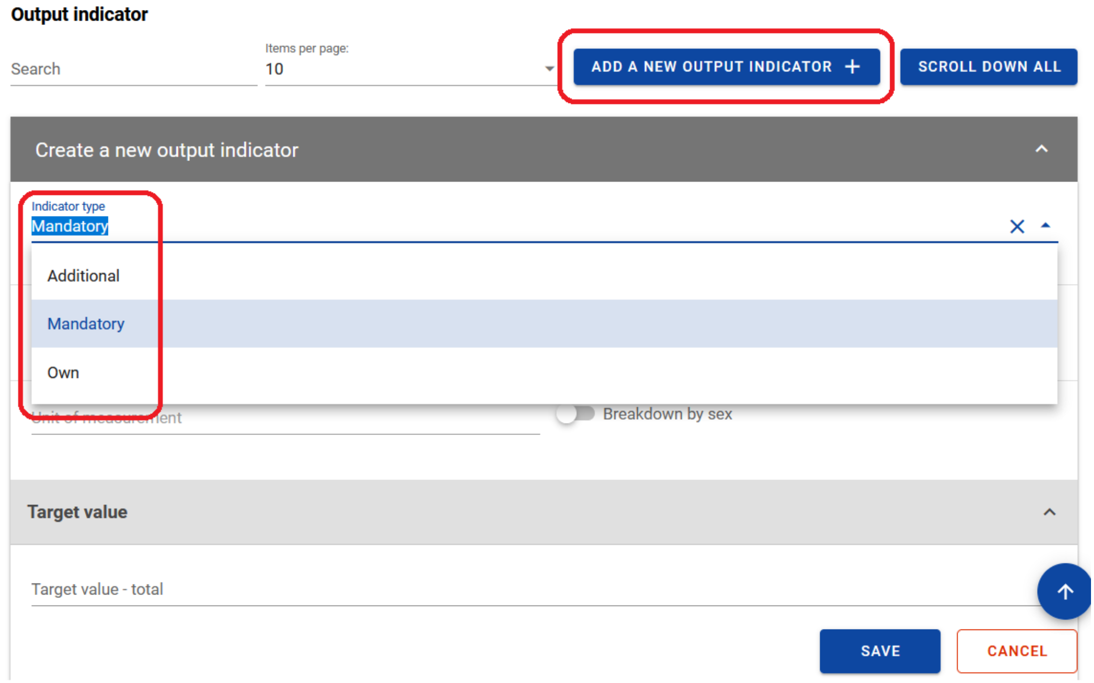


Figure 25 Adding an Indicator

6.2.6 *Data block – Work packages*

The screen displays a list of Work packages with a button containing three dots next to each of them. The button calls up the following options:

- **Delete** – delete a work package
- **Edit** – selected task edit mode

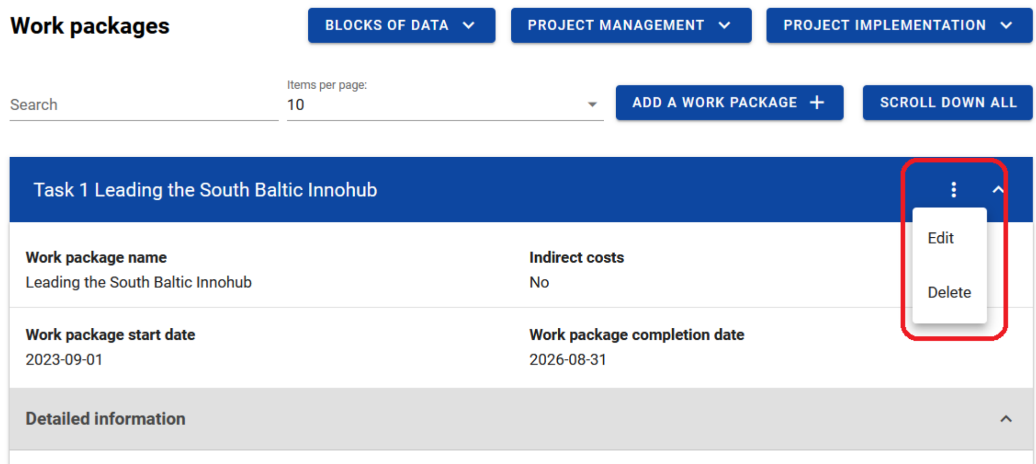


Figure 26 Editing the Work package data block

The **add a work package** button is displayed above the list of work packages. Pressing it displays a work package adding form with the following fields:

- Work package name – text field
- Work package description – text field
- Work package start date – calendar-type field
- Work package end date – calendar-type field
- Indirect costs – logical variable

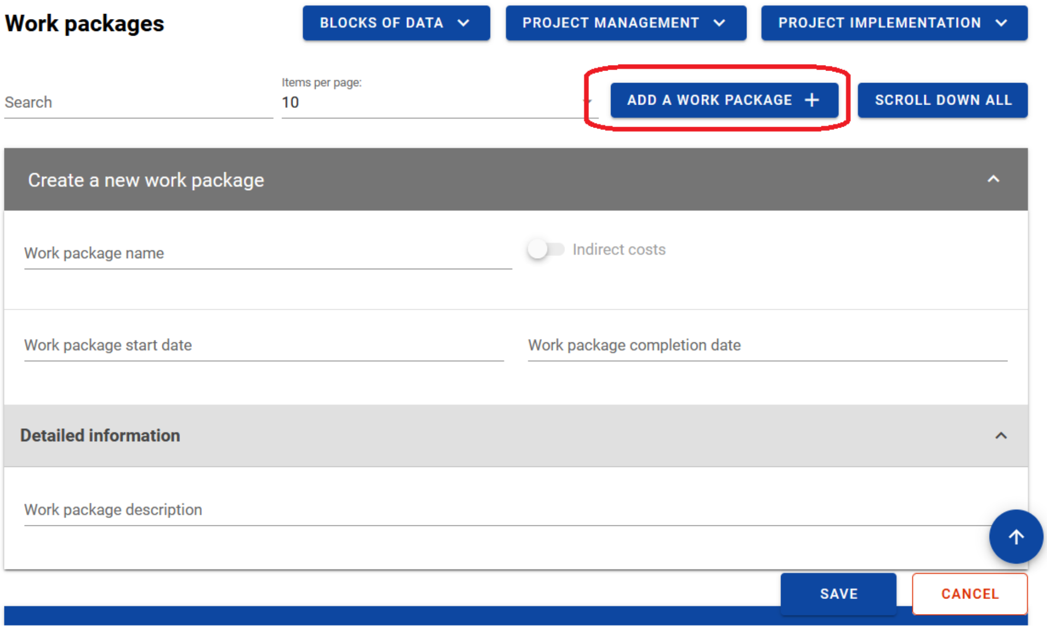


Figure 27 Adding a Work package

*6.2.7 **Data block – Budget***

The screen displays a list of expenditure grouped under work packages. After selecting the “three dots” button, the following options will be displayed next to each cost:

- **Delete** – delete a cost in a task
- **Edit** – selected cost edit mode

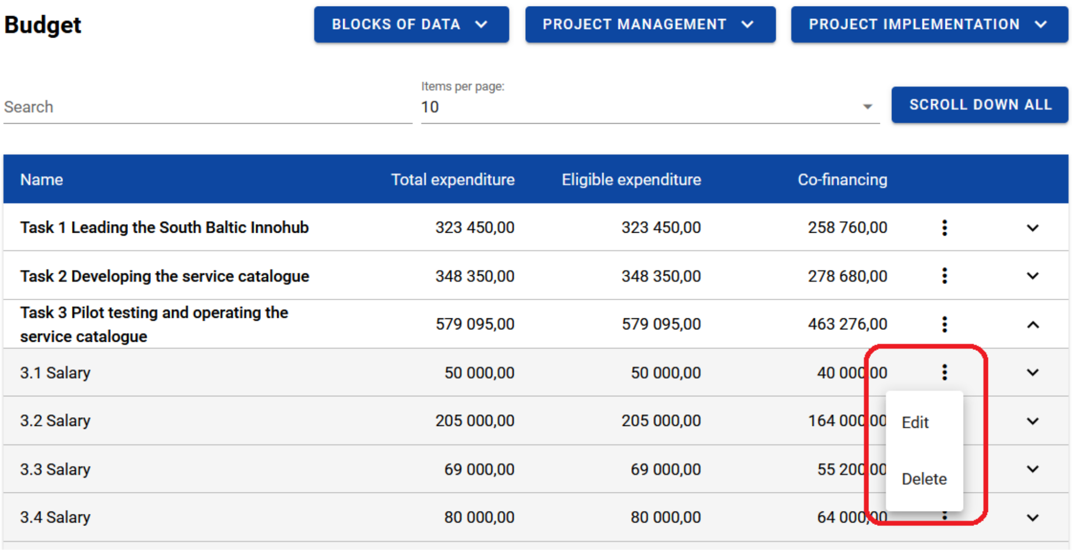


Figure 28 Editing a Project budget data block

The project budget is task-based, which means that all budget items refer to work package defined within the *Work package* data block. To fill in the **Budget** data block, the user must first add work package to a project. Each budget item is implemented by a beneficiary or one of the partners defined in the *Project partners* data block.

The **add budget item** button is displayed next to each work package within the project budget. Pressing it will display a cost item adding form. The range of fields in the form and item filling rules depend on the selection in the *simplified cost option* field and the value selected in the *type of SCOs* field.

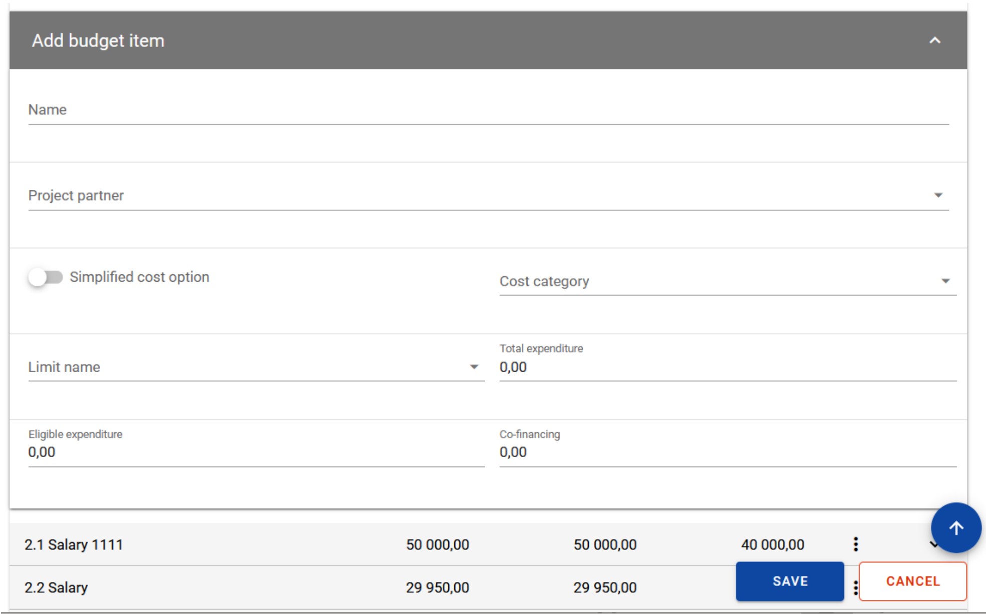


Figure 29 Adding the budget item

Field description:

- Simplified cost option – logical variable
- Cost category – dictionary-type field
- Cost name – text field
- Project partner – drop-down list
- Total expenditure – numerical field
- Eligible expenditure – numerical field
- Co-financing – numerical field

The following additional fields are displayed upon selecting that a given budget item is subject to a simplified cost option:

- Type of SCOs– drop-down list (lump sum, unit cost, flat rate)
- Flat rate – numerical field displayed when flat rate is selected
- Number of unit costs – numerical field displayed when unit rate is selected

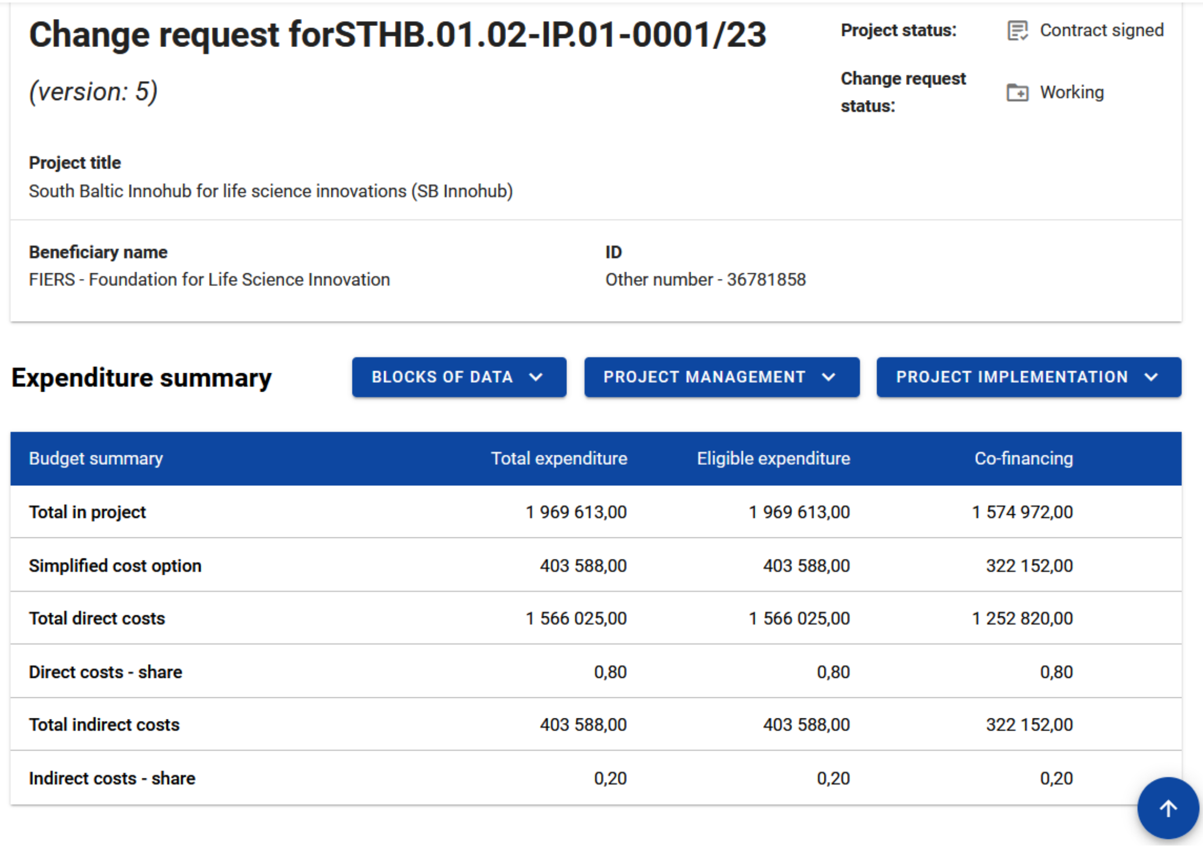
Detailed limit-related validations apply in the case of lump sums added under a single work package. For example, if two lump sums are added within a single work package:

- one limited and one w/o limit – correct, saving possible
- one limited and one with a different limit – correct, saving possible
- both with the same limit/limits – incorrect, saving prohibited
- both w/o limit – incorrect, saving prohibited.
- obie bez limitu – niepoprawnie, blokada zapisu.

- **A budget can also be imported from an .xlsx file. For this purpose, download and update the file with the current budget. Both functions (export/import) become available in the "Project management" menu upon entering a change request in the "Budget" data block.**
- **An xlam add-on within the WOD2021 app handles budget files downloaded from SL2021.**

6.2.8 *Data block – Expenditure summary*

The expenditure summary data block is available from the *change request* level; however, it is impossible to edit it. This section only displays information that sums up a budget drawn up under the *Budget* data block.



Budget summary	Total expenditure	Eligible expenditure	Co-financing
Total in project	1 969 613,00	1 969 613,00	1 574 972,00
Simplified cost option	403 588,00	403 588,00	322 152,00
Total direct costs	1 566 025,00	1 566 025,00	1 252 820,00
Direct costs - share	0,80	0,80	0,80
Total indirect costs	403 588,00	403 588,00	322 152,00
Indirect costs - share	0,20	0,20	0,20

Figure 30 Expense summary

This block consists of the following panels:

- Budget summary – data related to all budget items
- Cost categories – data related only to budget items allocated to a certain cost category
- Limits – data related only to budget items that are subject to a specified limit

Each of the aforementioned panels contains the following items:

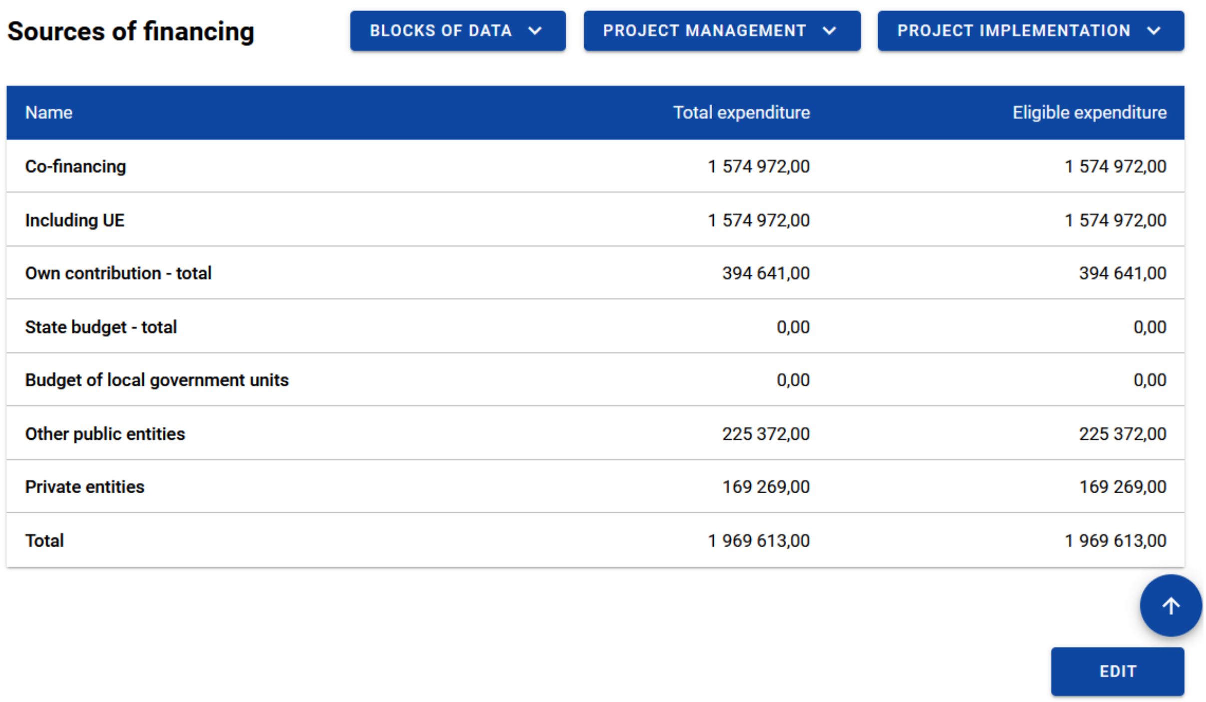
- Total in project – total value of all work packages budgets
- Total direct costs – total value of all budget items not marked as SCO
- Simplified cost option – total value of all budget items marked as SCO

- Direct costs – total – total value of all budget item not marked as indirect costs
- Direct costs – share – % share of the total value for all budget items not marked as indirect costs, in the project *total* value
- Indirect costs – total – total value of all budget items marked as indirect costs
- Indirect costs – share – % share of the total value for all budget items marked as indirect costs, in the project *total* value

Cost category names and limits are displayed as a grey bar above each reported cost category and/or limit. Each of the panel items contains the following fields:

- Total expenditure – numerical field
- Eligible expenditure – numerical field
- Co-financing – numerical field

6.2.9 ***Data block – Source of financing***



Name	Total expenditure	Eligible expenditure
Co-financing	1 574 972,00	1 574 972,00
Including UE	1 574 972,00	1 574 972,00
Own contribution - total	394 641,00	394 641,00
State budget - total	0,00	0,00
Budget of local government units	0,00	0,00
Other public entities	225 372,00	225 372,00
Private entities	169 269,00	169 269,00
Total	1 969 613,00	1 969 613,00

Figure 31 Editing the Sources of financing data block

When editing the **Sources of financing** block, the application will display an editable form with the following fields:

Because a WOD2021-originating project does not contain data on EU funding, a JS employee shall fill it in prior to concluding a contract (with the same value).

- Co-financing/Total expenditure – numerical field
- Co-financing/Eligible expenditure – numerical field
- Including the EU/Total expenditure – numerical field
- Including the EU/Eligible expenditure – numerical field
- Total own contribution/Total expenditure – numerical field automatically filled in as total expenditure on account of own contribution
- Total own contribution/Eligible expenditure – numerical field automatically filled in as eligible expenditure on account of own contribution
- State budget/Total expenditure – numerical field
- State budget/Eligible expenditure – numerical field
- Budget of local government units/Total expenditure – numerical field
- Budget of local government units/Eligible expenditure – numerical field
- Other public entities/Total expenditure – numerical field
- Other public entities/Eligible expenditure – numerical field
- Private entities/Total expenditure – numerical field
- Private entities/Eligible expenditure – numerical field
- Total/Total expenditure – non-editable numerical field that is the total for all total expenditure
- Total/ Eligible expenditure – non-editable numerical field that is the total for all eligible expenditure

6.2.10 *Data block – Characteristics*

Even though this block of data is editable for the beneficiary, the JS is responsible for the correctness of the data inside it. The beneficiary should not edit the change this data block without prior consultation with the JS.

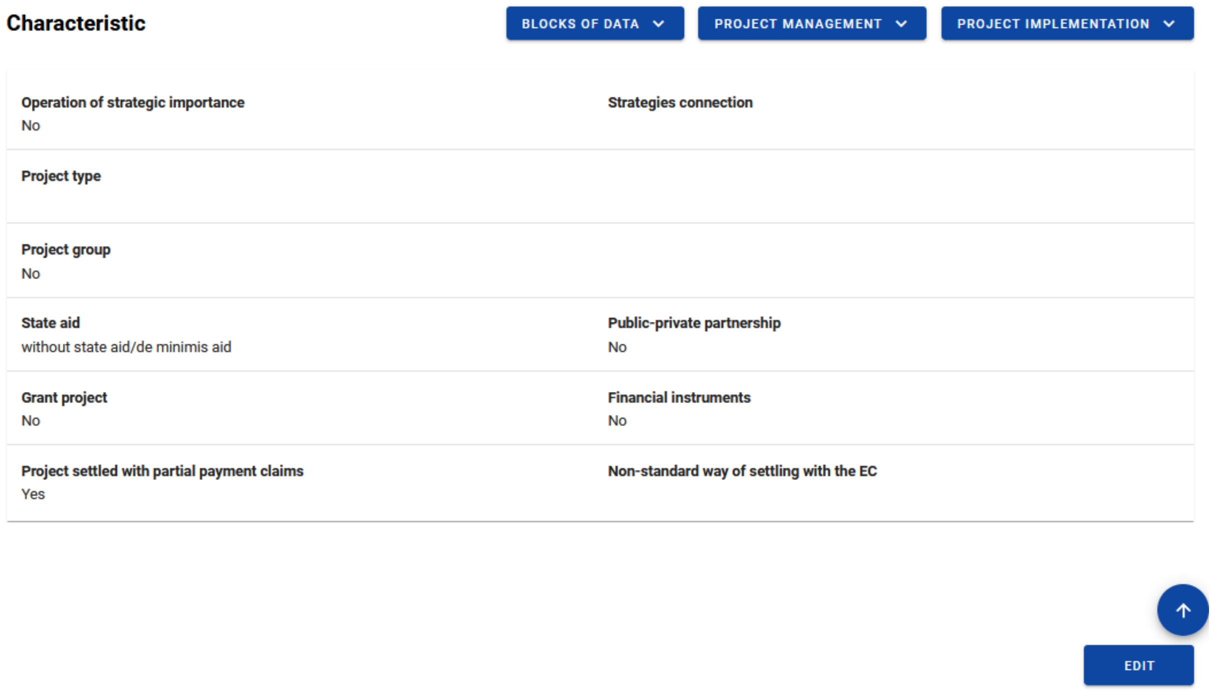


Figure 32 Editing the Characteristics data block

When editing the **characteristics** block, the application will display an editable form with the following fields:

- Project type – drop-down list, please select the most appropriate value from the list
- Operation of strategic importance – logical variable
- Strategies connection – dictionary-type field, please select the strategy for BSR.
- Public-private partnership[1] – logical variable

[1] Pursuant to Art. 40 of the implementation act, “A hybrid project involves the joint implementation of a project by a public-private partnership, within the meaning of Art. 2(15) of the general regulation”. Pursuant to the aforementioned provision of the general regulation, a hybrid project is an operation implemented under a partnership between public entities and the private sector, under a PPP contract, aimed at providing public

- Project group – logical variable
- Project group number – text field
- Grant project – logical variable for obligatory checking in the case of the Interreg Small-scale Project Fund
- Financial instruments – logical variable
- The project settled with partial payment claims – logical variable – it has to be obligatory selected for Interreg projects.
- Non-standard way of settling with the EC – dictionary-type field
- State aid – dictionary-type field

*6.2.11 **Data block – Classification***

Even though this block of data is editable for the beneficiary, the JS is responsible for the correctness of the data inside it. The beneficiary should not edit the change this data block without prior consultation with the JS.

services based on risk sharing between partners, providing for the use of private sector expertise or additional capital sources or both these elements simultaneously.
Under national laws, hybrid projects within the meaning of the implementation act and the general regulation may include more than simply projects implemented pursuant to the act of 19 December 2008 on public-private partnership (Dz.U. of 2020, items 711 and 2275). These may also be projects, where the implementation is based on other legal acts, among others, the act of 21 October 2016 on a concession contract for construction work or services (Dz. U. of 2019, items 1528, 1655 and 2020 and of 2020, item 2275). More information on the PPP and hybrid projects can be found at www.ppp.gov.pl.

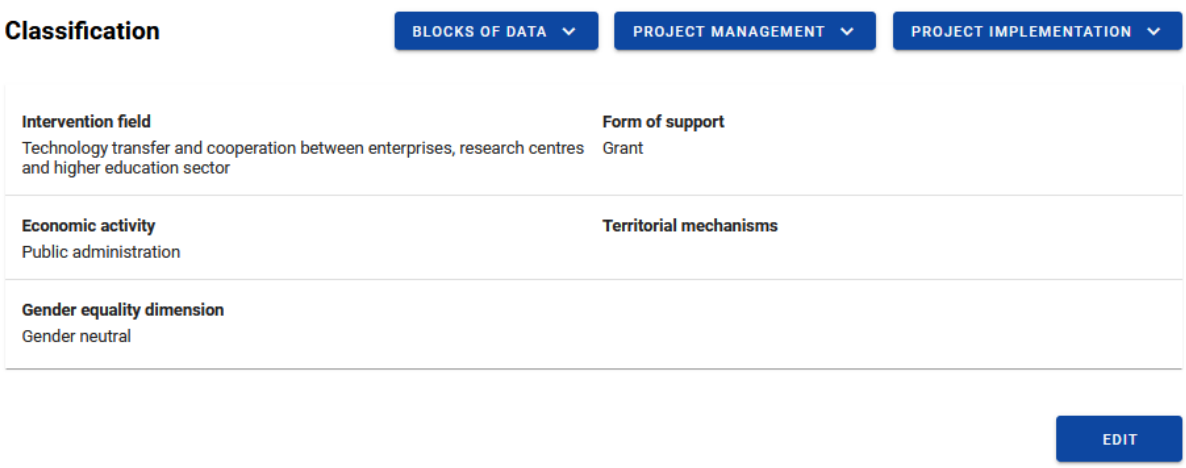


Figure 33 Editing the Classification data block

When editing the **classification** block, the application will display an editable form with the following fields:

- Intervention field – dictionary-type field
- Form of support – dictionary-type field
- Economic activity – dictionary-type field
- Territorial mechanisms – dictionary-type field
- Gender equality dimension – dictionary-type field

*6.2.12 **Data block – Evaluation process***

Even though this block of data is editable for the beneficiary, the JS is responsible for the correctness of the data inside it. The beneficiary should not edit the change this data block without prior consultation with the JS.

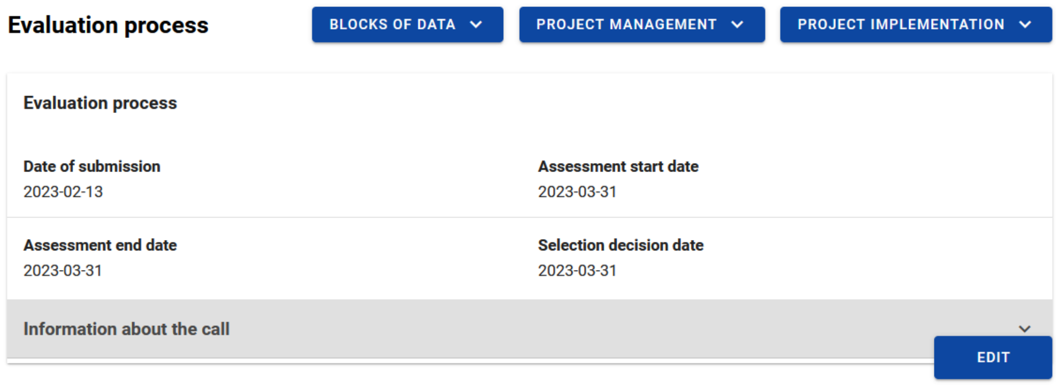


Figure 34 Editing the Evaluation process data block

When editing the **Evaluation process** block, the application displays a form in which a user may edit only the fields in the first section, i.e., *evaluation process*, while the *call information* section will remain non-editable.

Description of editable fields:

- Date of submission – dictionary-type field
- Assessment start date – dictionary-type field
- Assessment end date – dictionary-type field
- Selection decision date – dictionary-type field

Description of non-editable, illustrative fields:

- Call number
- Call status
- Call start date
- Call end date
- Call budget
- Size of the enterprise
- Applicant type, overall
- Applicant type, detailed
- Non-competitive selection
- Website address
- Non-competitive selection
- Potential applicants

6.3 Adding an attachment to the change request

It is possible to add an attachment to a change request. This can be achieved in two ways:

1) Moving to the document list (directly from the *Project list* using a button on the project list *Documents* or from *Project details*, pressing the **Documents** button in Project implementation). Next, find your change request and select the *Attachments* option. An attachment adding window will be displayed.
2) Link an existing attachment to the change request.

Instructions on how to do it can be found later in the manual.

6.4 Submitting a change request

When you are sure that you have finished editing the **change request**, forward it for approval to JS. To do so, go to the **change request** and select the "Submit the change request" button in *Project management*.

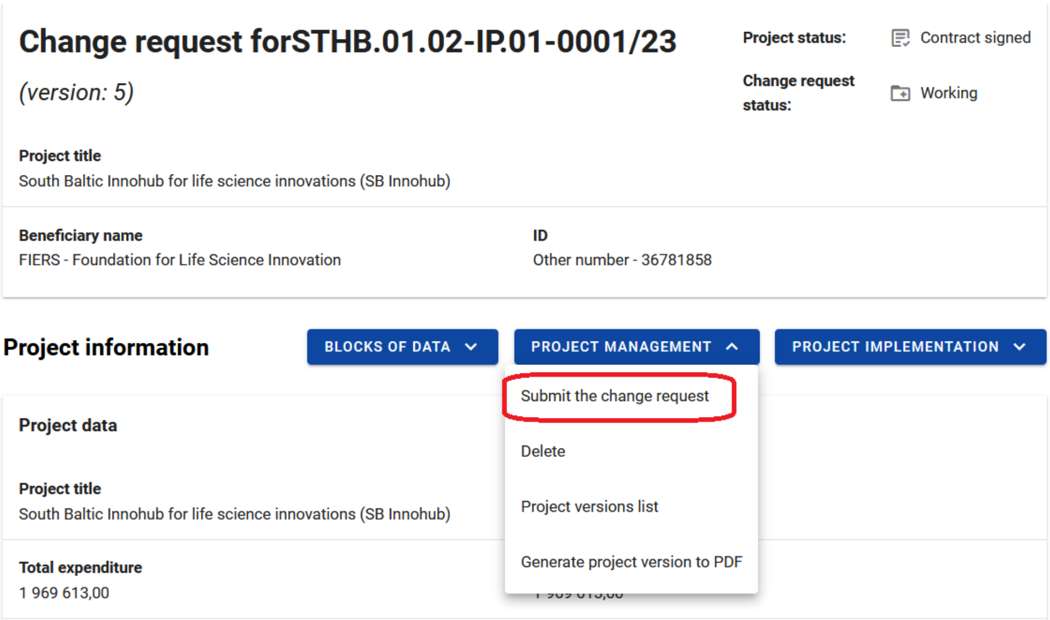


Figure 35 Submitting a change request

A message with a request to confirm request submittal will be displayed. After confirmation, the request will be forwarded for approval.

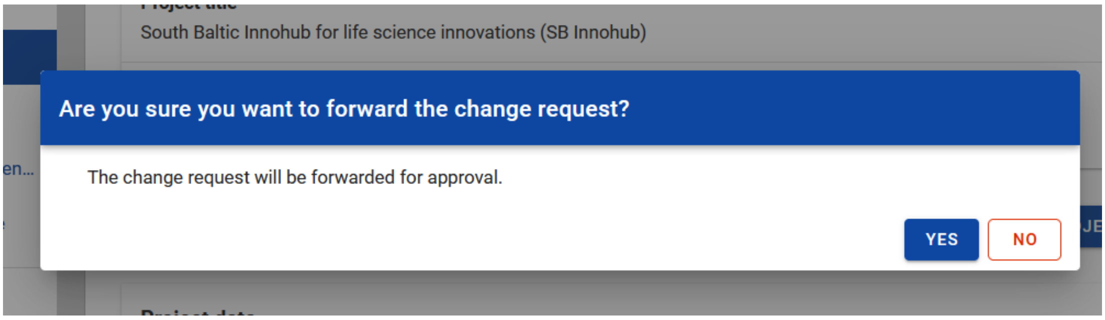


Figure 36 Change request submittal message

7 Documents

“Documents” is a dedicated area of the system that contains both actual business documents (concluded contracts and annexes), as well as “technical” documents enabling the implementation of business processes and ensuring an audit path (contracts and annexes marked as signed outside SL2021, change requests). The document list also contains payment claims (however, they are managed, including preview and data editing, under a separate SL2021 module).

*7.1 **Document list***

The document list can be called up in two ways, namely directly from the *Project list* using a button on the project list *Documents* or from *Project details*, pressing the **Documents** button in Project implementation.

A permanent block with the following basic project information is displayed at the very top of the screen: *Project number, Project title, Beneficiary name, ID, Project status* and *Change request status*.

The *Document list* tab contains basic document information, i.e.: *Document number* (visible on the bar), *Project, Document type, Status, Created by, Creation date, Date of last change.*

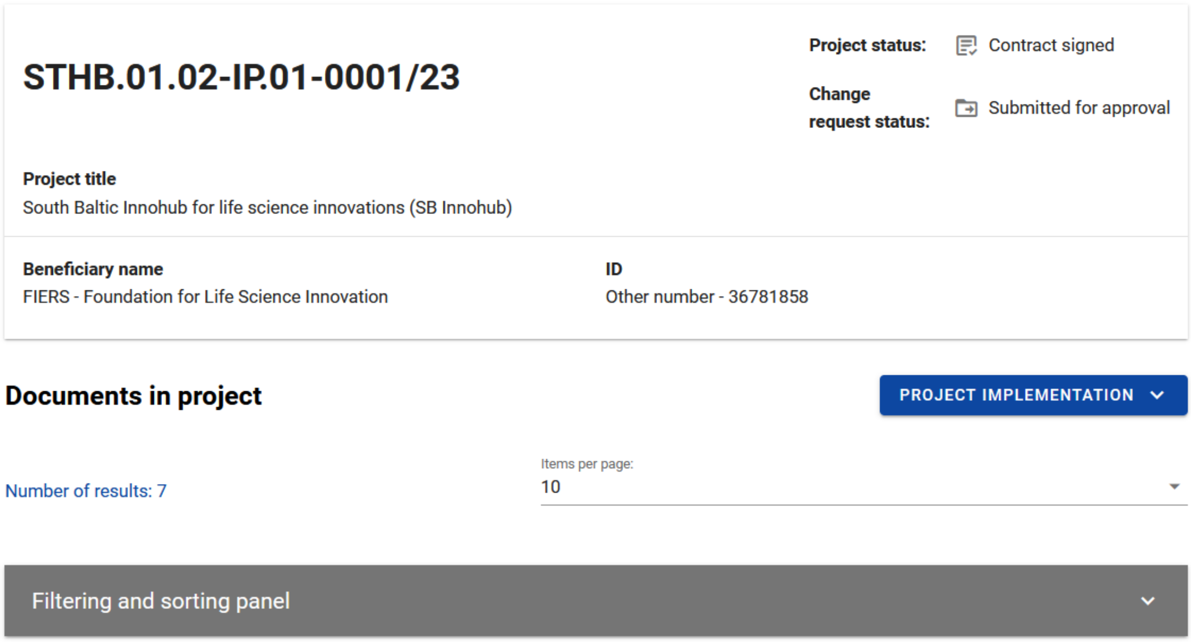


Figure 37 Document list

Other view elements are:

- Number of results shown on the main bar specifies the number of elements found.
- The number of results shown on a page specifies how many elements will be displayed on a page and can be limited by the following values: 10, 20, 40, 60, 80 or 100.
- Filtering and sorting panel – by default, the panel is collapsed; after expanding, the user gains access to the following elements:

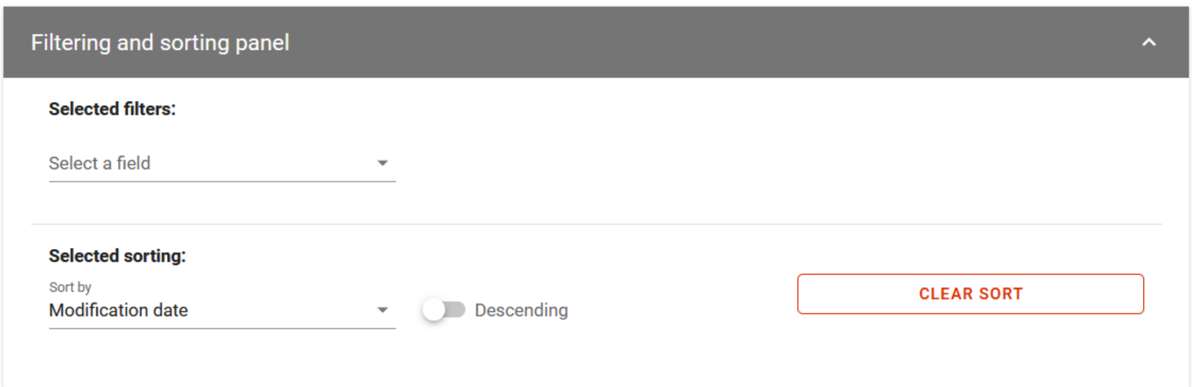


Figure 38 Document filtering and sorting panel

Select a field is used to enter the name of the field to sort appropriately filtered projects by.

The **Descending/Ascending** switch is used to determine the method of sorting projects filtered by selected fields.

The **Clear sort** button is used to delete the entered sorting rule.

The first filter is added directly in the field under "Selected filters". Further filters can be added using the **Add a filter** button, which appears after entering the first filter. A filter is an expression comprising three filtering panel fields.

Select a field enables indicating a **Document** to be used as a filtering base. **Condition** specifies comparison criteria. Depending on the chosen field type, the **Condition** may take the following values: **Smaller, Greater, Equal, Includes**. The **Value** field specifies value up to which a selected field will be compared. It is possible to enter this value manually or using a drop-down list (e.g., for the Document type field).

Delete is used to delete an entered expression.

Press **Search** to search by identified filters.

The **Clear filters** button results in deleting all entered filters.

- Document list actions – called up by the "three dots" button located to the left of a project on the list

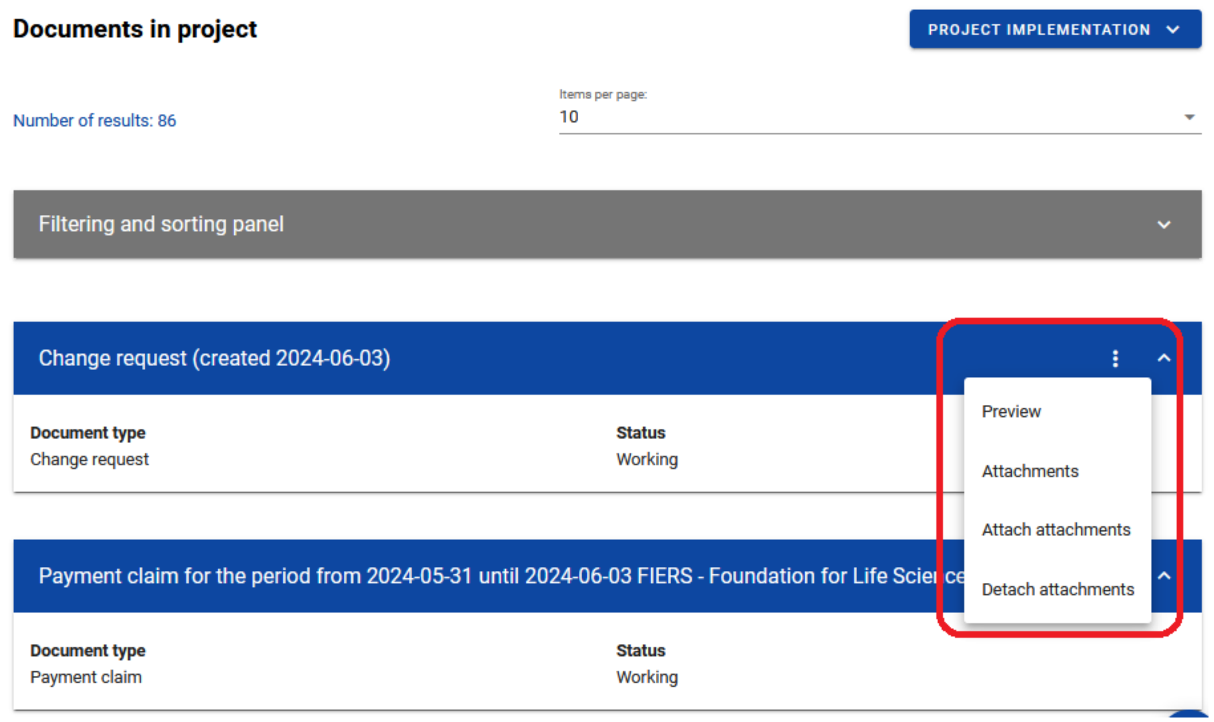


Figure 39 Document list actions

Available actions:

a) Preview – enables displaying document details

b) Attachments – enables checking the attachment list for a given document
c) Attach attachments
d) Detach attachment

*7.2 **Subsidy contract preview***

The *Subsidy contract preview* screen is called up from the Document list by pressing the “three dots” button and the ***Preview*** for a Contract-type document.

Document records preview has a permanent data block with basic project information at the top of the page. It contains such information as: *Project name, Project title, Beneficiary name, Project status* and *Change request status*.

Below the permanent data block, you can find Contract-type document details divided into sections:

- Subsidy contract – contains contract fields: Status, Date of signed, Termination date
- Attachments to the document – contains: Attachment name, Type of the attachment, File indication
- Information on electronic signature – displayed when a document is signed with information on the signature, i.e., undersigned’s data, certificate data, signature date, status
- Audit data – *Who created, Creation date, Who modified, Modification date*

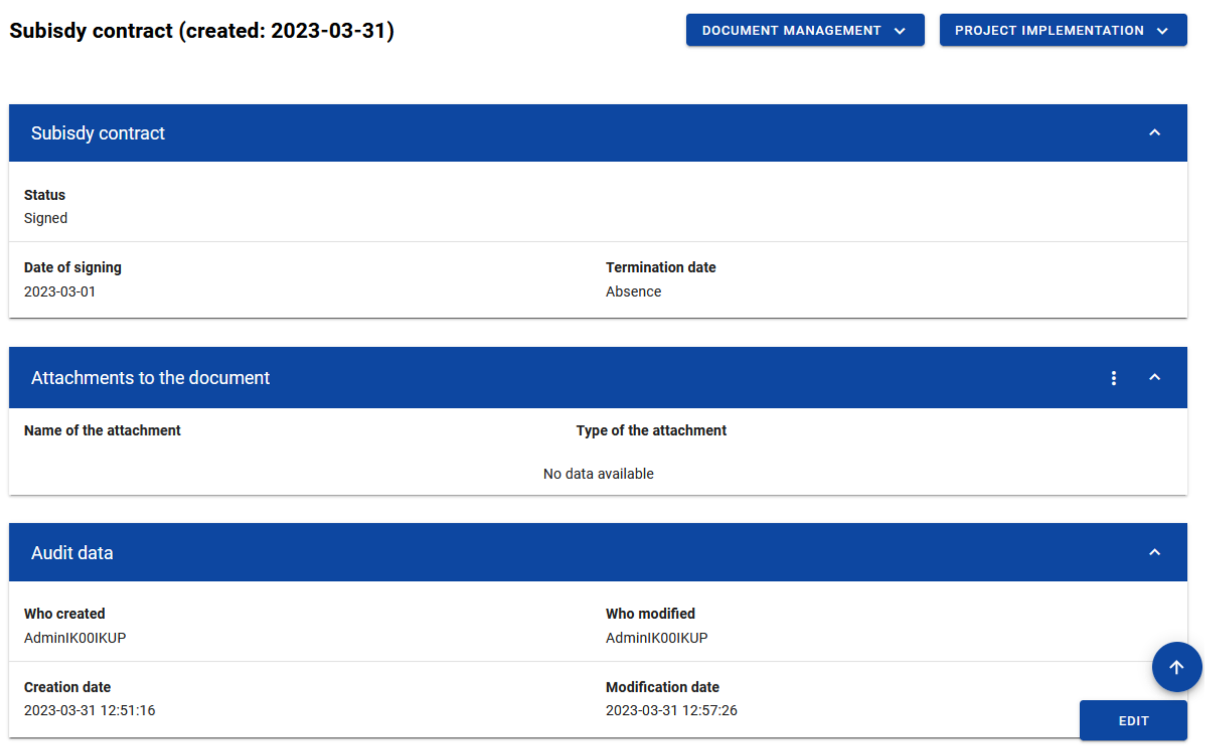


Figure 40 Document records preview

7.3 *Subsidy contract modification*

As a Lead Partner, if you have a role with the appropriate permissions, you can add and unlink attachments to a Subsidy Contract or Annex that has a "Contract under preparation" status. Remember, however, that the JS is responsible for preparing the document, so do not do it without consulting it. If you add only the necessary attachments to the project's attachments folder, the JS will be able to link them to the Subsidy Contract or Annex in the system.

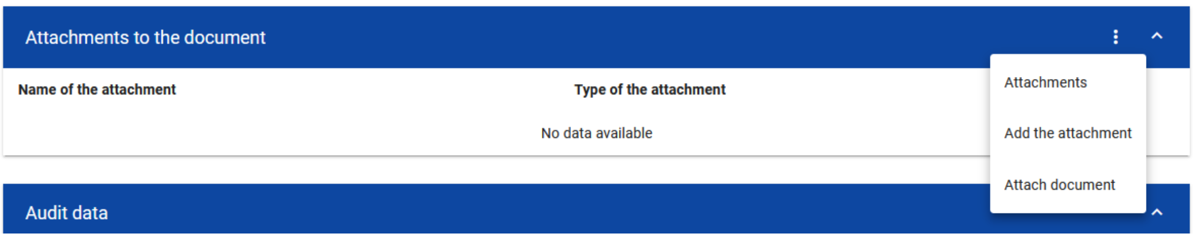


Figure 41 Preview of document attachment action list

7.4 *Annex preview*

The *Annex preview* screen is called up from the Document list by pressing the “three dots” button and the ***Preview*** for an Annex-type document.

The *Preview* has a permanent data block with basic project information that is visible at the top of the page. It contains such data as *project number, title, beneficiary name, project status* and *change request status.*

Below the permanent data block, you can find Annex-type document details divided into sections:

- Annex – contains fields: *Status, Whether the change request is attached* (if yes, also the associated project version)*, Date of signing,*
- Attachments to the document – contains: *Attachment name, Type, File indication*
- Information on electronic signature – displayed when a document is signed with information on the signature, i.e., undersigned’s data, certificate data, signature date, status
- Audit data – *Created by, Creation date, Who modified, Modification date*

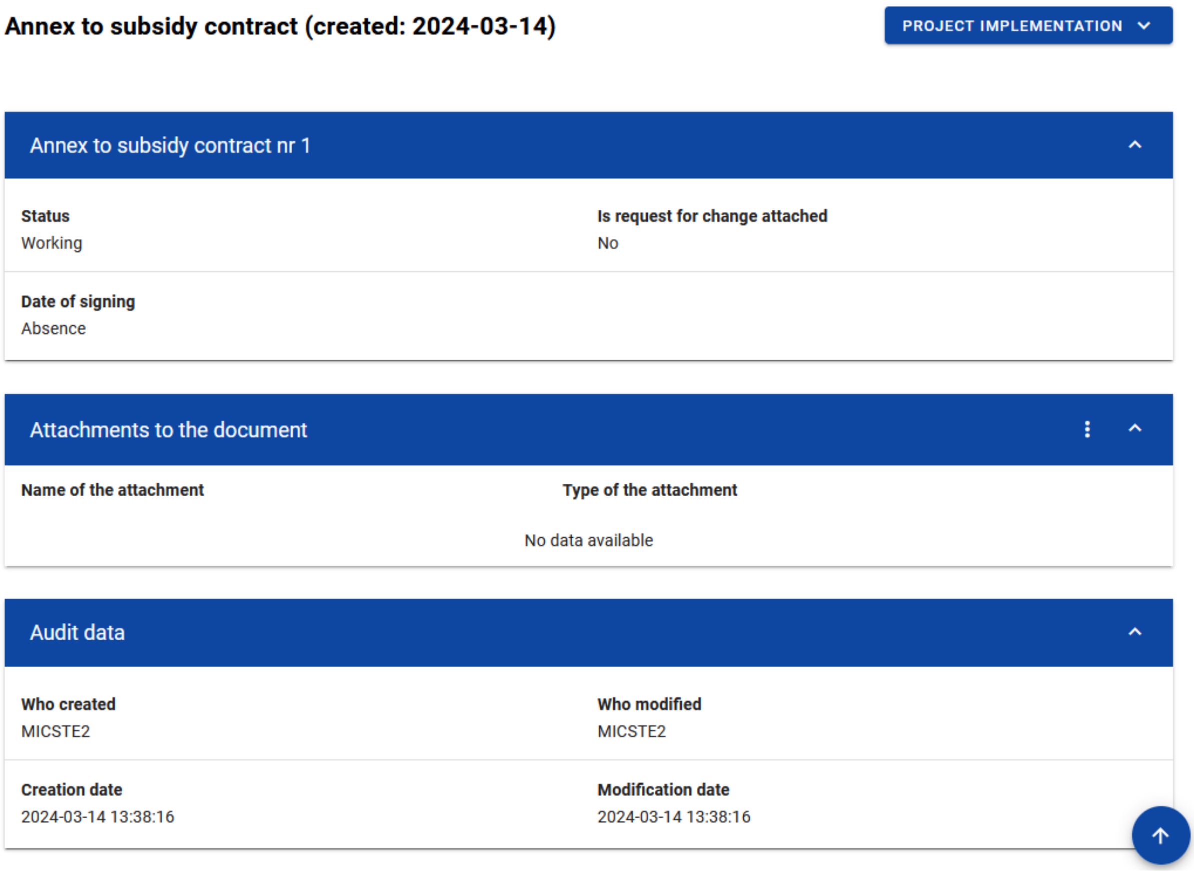


Figure 42 Annex-type document preview

*7.5 **Previewing a change request***

Change request records (metadata) can be previewed from the document list level. It is possible because a change request is a project Document.

The *Document preview* has a permanent data block with basic project information that is visible at the top of the page. It contains such data as *project number*, *title*, *beneficiary name*, *project status* and *change request status.*

Below the permanent data block, you can find Change request-type document details divided into sections:

- Change request – contains change request document fields: Status
- Attachment to the document – contains: Attachment name, Type, File indication
- Audit data – *Who created, Creation date, Who modified, Modification date*

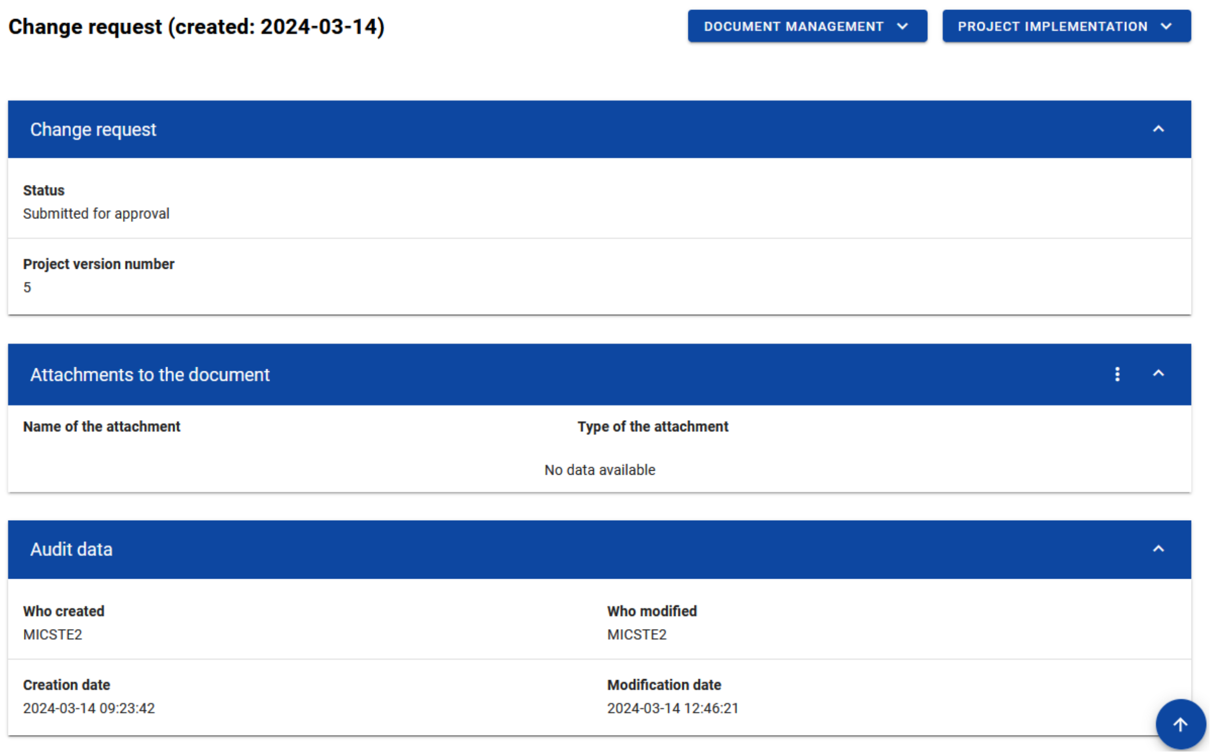


Figure 43 Previewing the records of a Change request document

7.6 *Deleting a change request*

To completely remove a draft change request, press **Delete** in the Document records preview from the **Document management** menu.

Change requests initiated by the JS and transferred to the Lead Partner, as well as Change requests accepted or rejected, cannot be deleted.

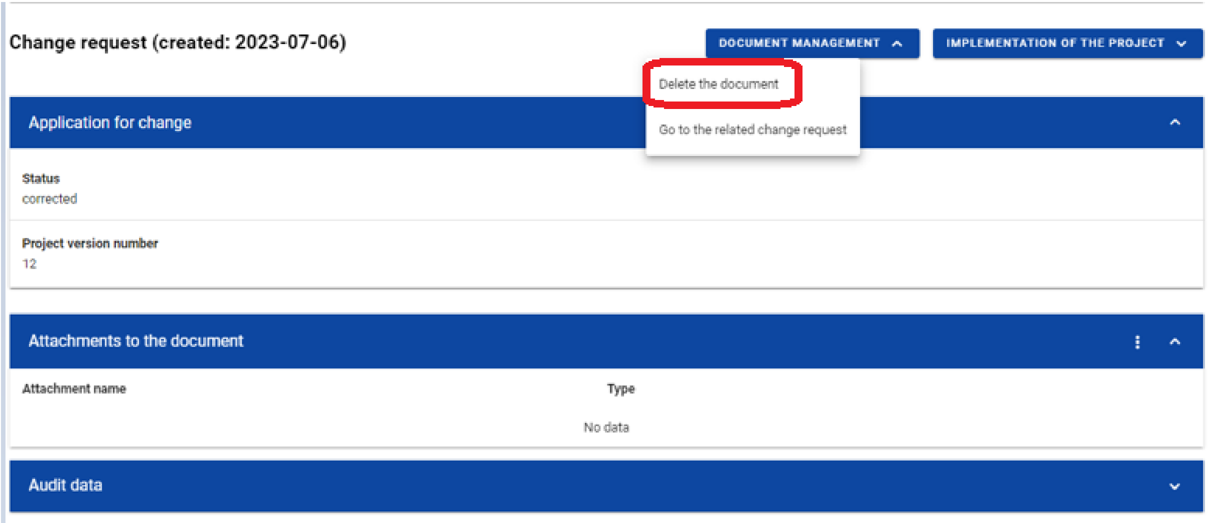


Figure 44 Deleting a change request

The document is deleted after confirming in the warning window.

8 Attachments

Attachments are a separate area for files associated with project implementation, added by an institution, beneficiary or partners. The files can be linked with such Documents as a Subsidy contract, Annex, Change request or Payment claim.

8.1 ***Attachment folder***

The attachment folder can be opened from the *Project list* by pressing the **Attachments** button or from *Project details*, by pressing the **Attachments** button under **Implementation of the project**.

A permanent block with the following basic project information is displayed at the top of the screen: *Project name, Project title, Beneficiary name, Project status* and *Change request status*.

The *List of project attachments* tab contains basic attachment information, i.e.: *Number* (visible on the bar), *File name, Type, Abbreviation, File indication, Owner, Available to partners, File size, Is it signed, Visible to the beneficiary.*

The “Owner” field indicates the entity that added the attachment and is, therefore, authorized to modify or delete it.

The Audit data section contains the following fields: *Who added, Date added, Who modified, Modification date.*

The correct determination of the type of each added attachment is significant from the perspective of ensuring information transparency and efficient project attachment management. This facilitates finding the files searched for by all process participants having access to the attachments, i.e., to link them to the Documents.

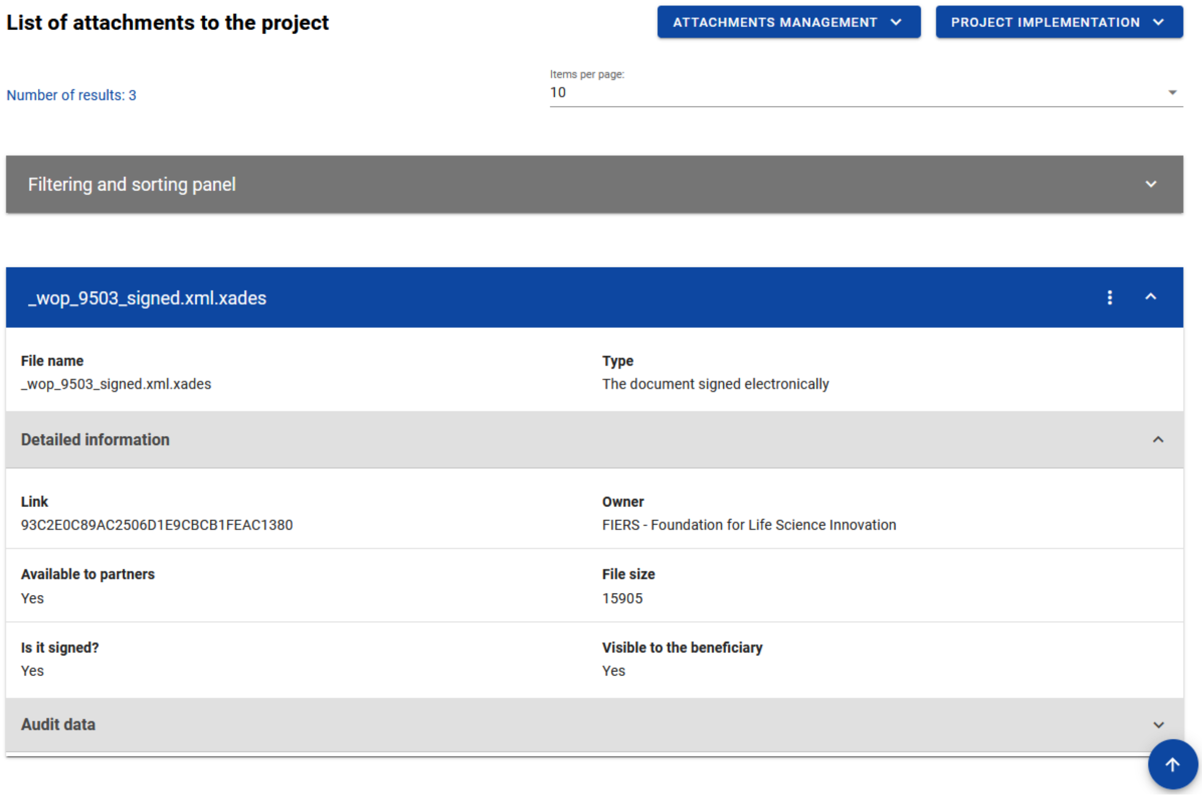


Figure 45 Attachment list

Other view elements are:

- Number of results shown on the main bar specifies the number of elements found.
- The number of results shown on a page specifies how many elements will be displayed on a page and can be limited by the following values: 10, 20, 40, 60, 80 or 100.
- Filtering and sorting panel – by default, the panel is collapsed; after expanding, the user gains access to the following elements:

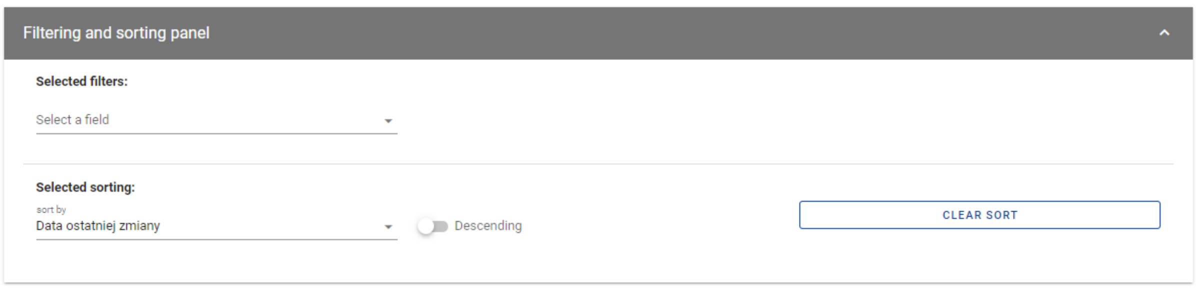


Figure 46 Document filtering and sorting panel

Select a field is used to enter the name of the field to sort appropriately filtered projects by.

The **Descending/Ascending** switch is used to determine the method of sorting projects filtered by selected fields.

The **Clear sort** button is used to delete the entered sorting rule.

The first filter is added directly in the field under “Selected filters”. Other filters can be added by clicking the **Add a filter** button, which appears after entering the first filter. A filter is an expression comprising three filtering panel fields.

Select a field enables indicating an **Attachment** field to be used for filtering. **Condition** specifies comparison criteria. Depending on the chosen field type, the **Condition** may take the following values: **Smaller, Greater, Equal, Includes**. The **Value** field specifies value up to which a selected field will be compared. It is possible to enter a value manually (e.g., Attachment name) or through a drop-down list (e.g., Attachment type).

Delete is used to delete an entered expression.

Press **Search** to search by identified filters.

The **Clear filters** button results in deleting all entered filters.

Attachment list actions are called up by the “three dots” button located to the left of a project on the list

W celu dokonania wyszukania po zdefiniowanych filtrach należy kliknąć przycisk **Szukaj.**

Przycisk **Wyczyść filtry** powoduje usunięcie wszystkich wprowadzonych filtrów.

Akcje na liście załączników wywołujemy przez przycisk w formie trzech kropek po prawej stronie projektu na liście.

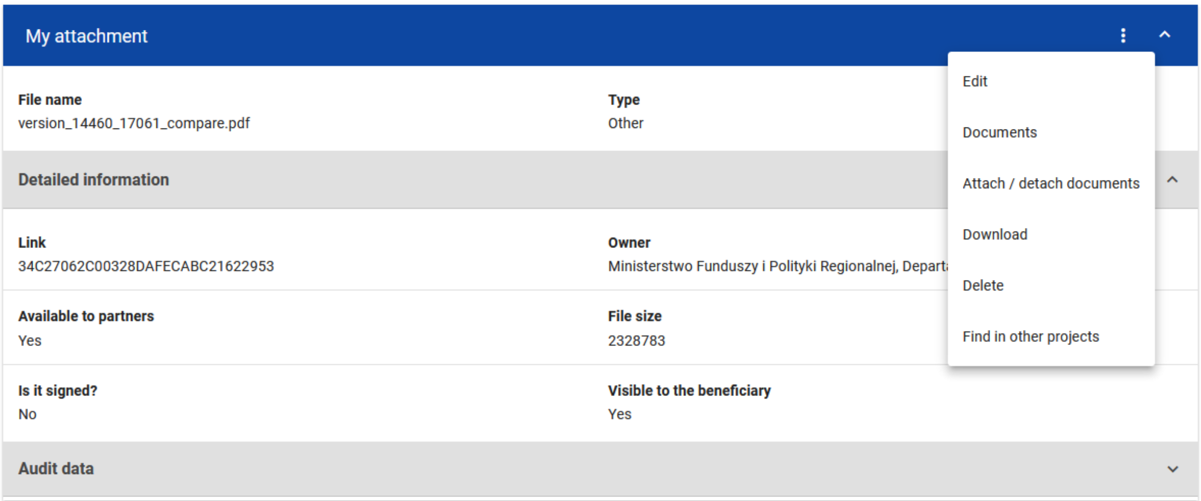


Figure 47 Attachment list actions

Available actions:

a) *Documents* – displays the list of documents with a given file attached
b) *Attach/detach documents* – linking an attachment to documents
c) *Download* – enables downloading attachments
d) *Delete* – enables deleting attachments – only for owners and when the attachment is not connected with correspondence or document
e) *Find in other projects* – Viewing a list of projects with the same attachment, i.e., a file with the same cryptographic hash (only available to institutions).

8.2 ***Attachment modification***

The *Attachment modification* screen can be brought up in the Attachment folder using the **Edit** button on the action list, under three dots in the tab of a given attachment.

You can edit the following attachment data:

- Attachment name
- Attachment file
- Attachment type
- Information whether the attachment has been made available to the project partners
- Information whether the attachment is visible to the beneficiary (i.e., Lead Partner).

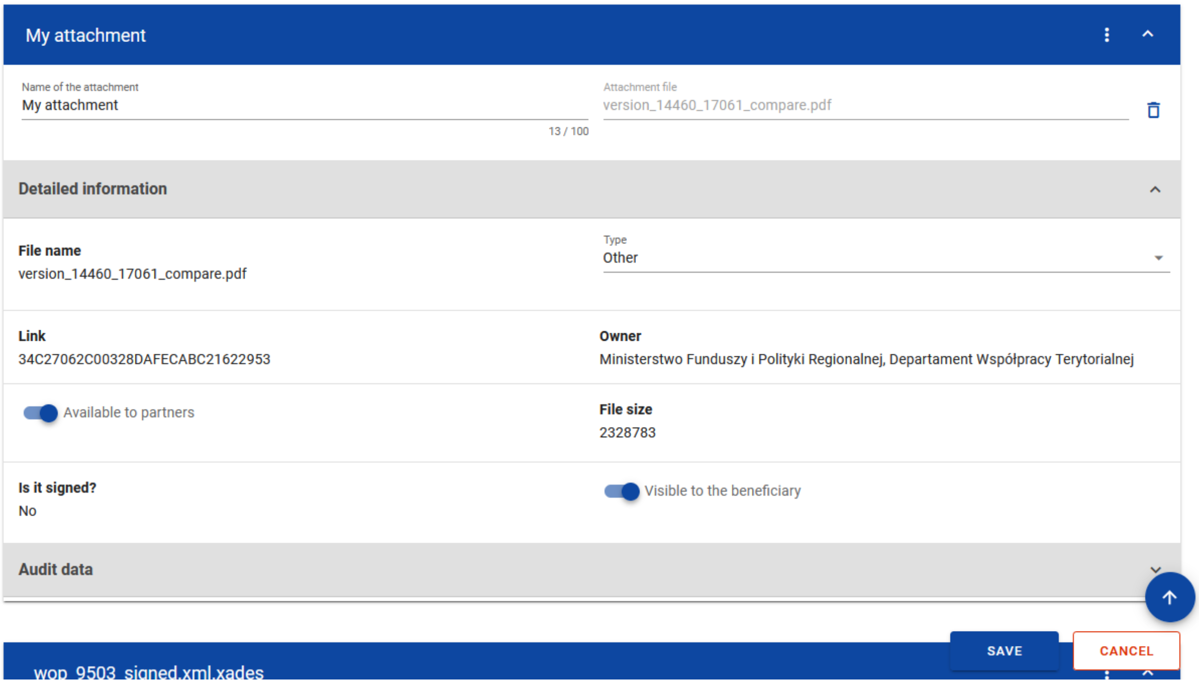


Figure 48 Editing attachment attributes

Other attachment data is read-only.

Modifying attachment data is locked in the case of attachment linked to a document with a signing date.

8.3 *Attaching an attachment to a document*

You can start attaching an attachment to a document from the attachment folder level or document preview in the **Document attachments** section. In the first case, you will select document to be linked with the attachment; in the second – an attachment to be attached to a document, with the end result being identical.

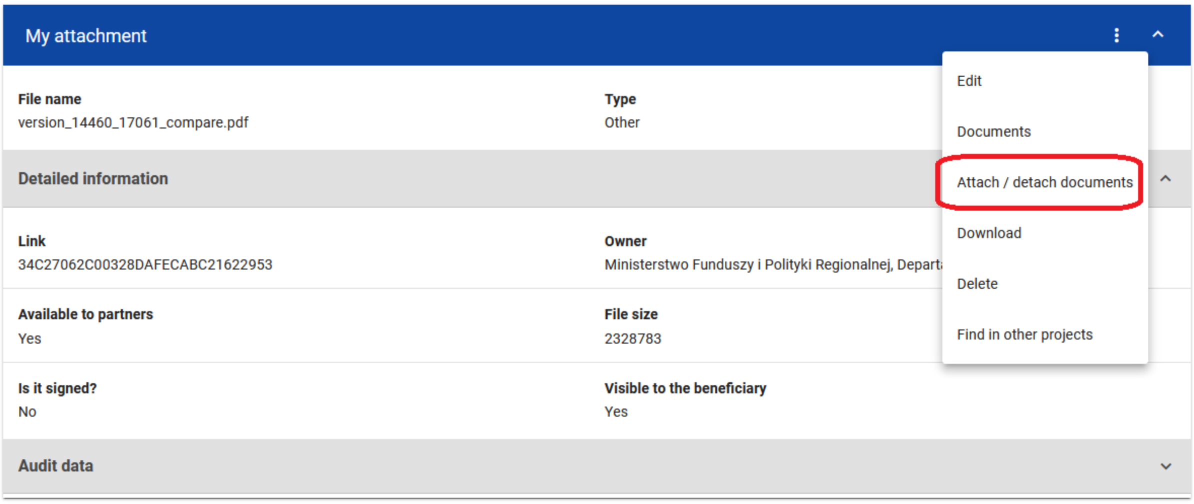


Figure 49 Linking an attachment to a document

Selecting **Attach attachment** opens the Project attachment folder screen, where it is possible to check selected attachments to be attached (by marking the checkbox).

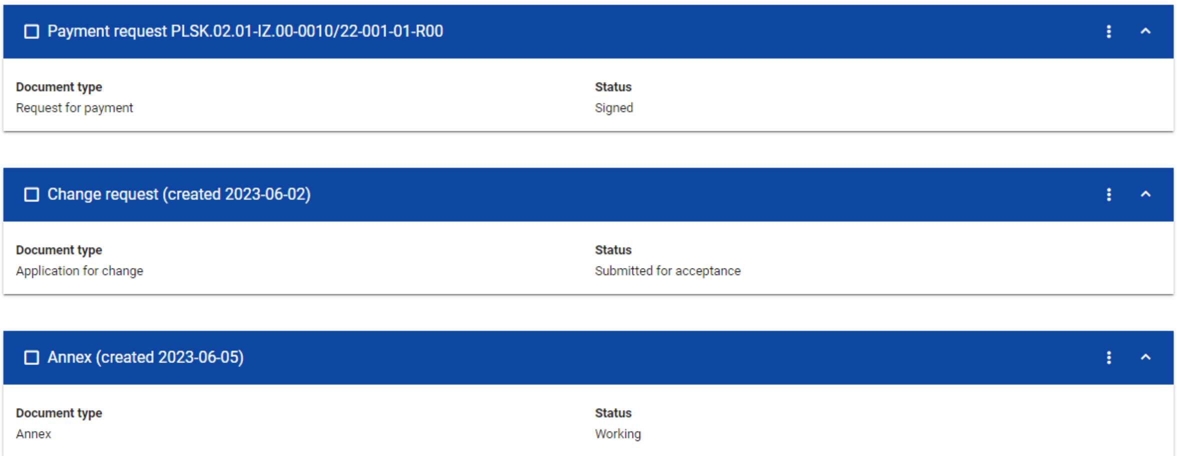


Figure 50 Selecting attachments to be attached

After saving, you will be taken to the Document preview screen.

8.4 Detaching an attachment to a document

The *Attach/detach document* function can be called up from two places:

- Attachment folder by selecting the Attach/detach documents function next to a specific attachment

- Document preview in the Document attachments section.

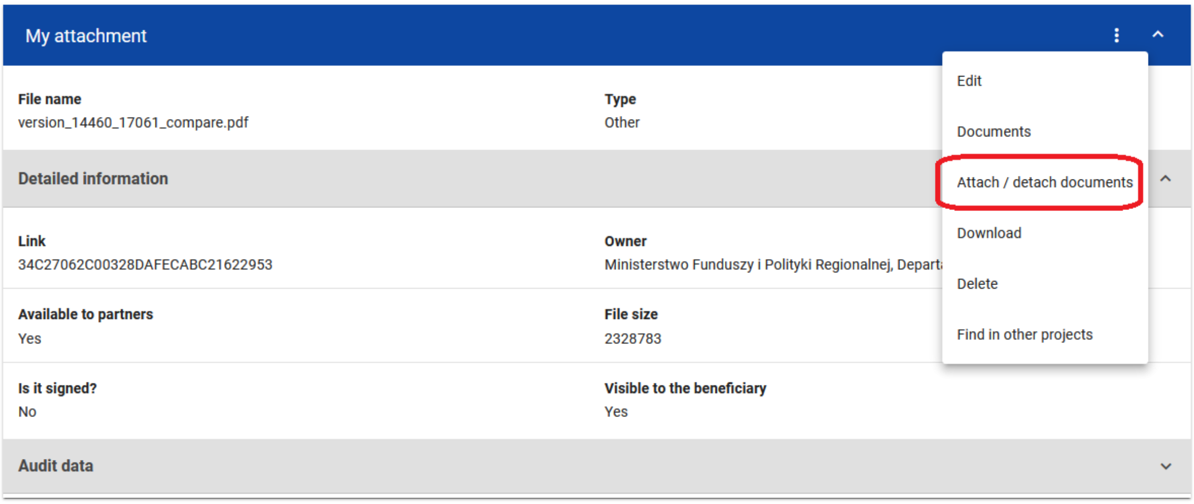


Figure 51 Detaching attachments

8.5 Deleting an attachment

The *Delete attachment* function can be called up by the **Delete** button under the three dots in the Attachment list section action list.

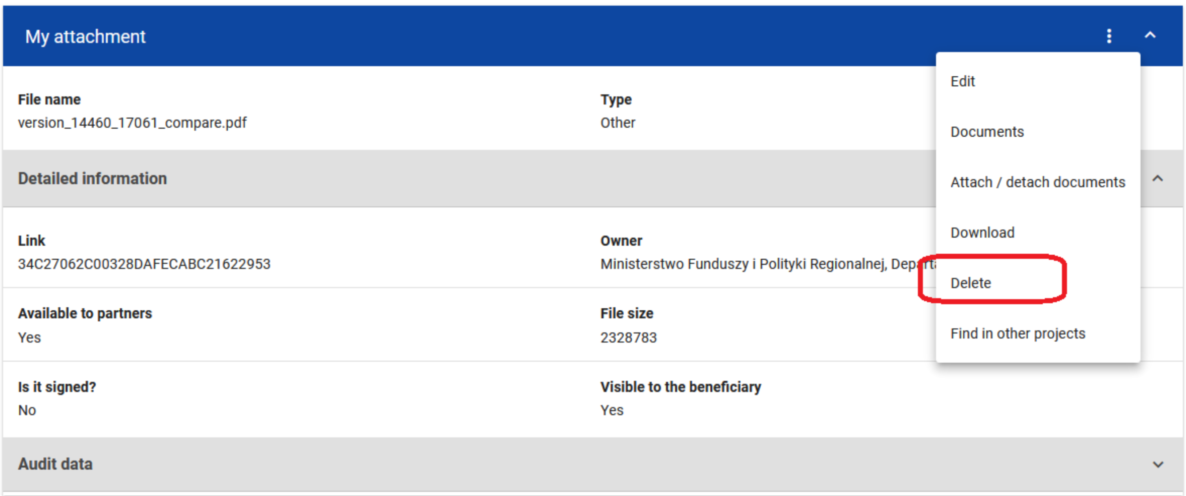


Figure 52 Deleting an attachment

Upon calling the *delete attachment* function, a message with a document deletion confirmation will appear. After confirming the operation, the attachment is deleted.

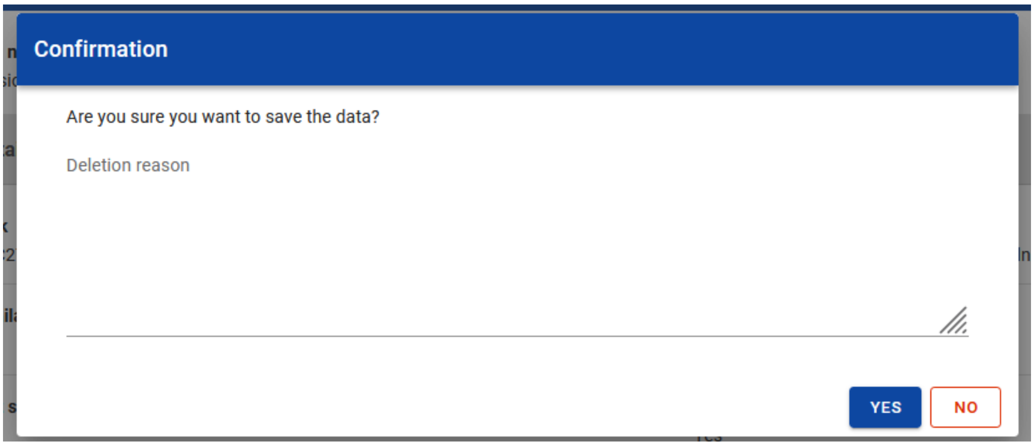


Figure 53 Attachment deletion confirmation message

You cannot delete (or detach) attachments related to documents submitted for signature or that have a signing date (e.g. Subsidy Contract, Annex).

8.6 Adding an attachment from the attachment folder level

Press the ***Add attachment*** button at the top of the attachment list in the **Attachment management** menu.

Pressing the button will display a panel. There you will have to select a file from a hard drive and fill in such data as, among others, attachment type and name.

The file can be in the xml, pdf, jpg, jpeg, png, xls, xlsx, doc, docx format.

It is forbidden to add executable files.

When adding an attachment, you can decide who will be able to see it:

- by checking the *Visible to the beneficiary* option, you will make the file visible to the Lead Partner and its controller
- by checking the *Available to partners* option, you will make the file available for preview by project partners and their controllers.

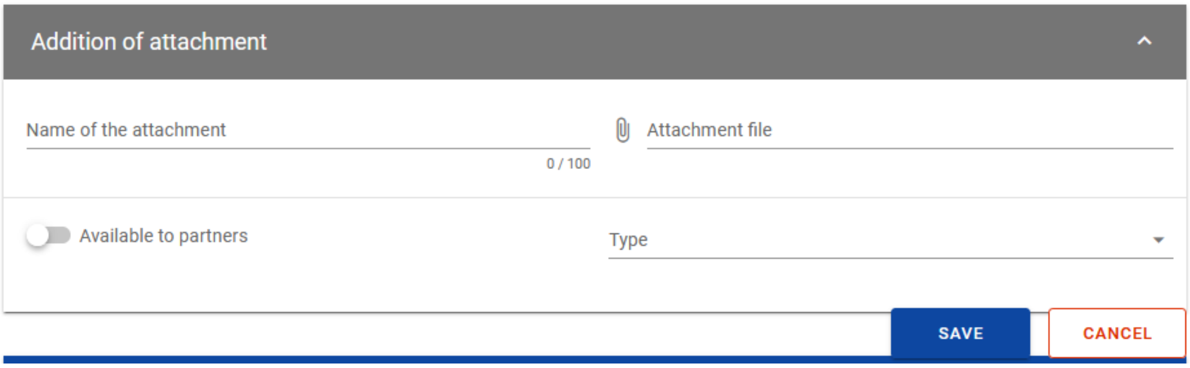


Figure 54 Addition of attachment

9 User management

For a Lead Partner or Partner to be able to manage user project rights on behalf of a given entity, a JS employee must first indicate it as a project manager. The operation involves two primary stages:

1) Administration creating entities based on project Lead Partner and Partner data or linking a project with already existing entities (if other projects have been previously registered for these entities).
2) Assigning a given person with a role with administrative rights limited to the context of a given entity and project (also when such a person does not yet have an account and must register prior to being granted the rights).

9.1 Registration of an account

If the JS employee has indicated your email address as the project manager and you do not yet have an account in the CST2021 system, you will receive a message.

Click the link received in the email or copy it to your browser. Complete the registration form. When you register, the JS employee will receive an e-mail and will be able to complete the granting of rights to you. If you already had an account in CST2021 (e.g. in WOD2021), you do not have to wait for the next step of the JS employee - you can log in immediately and work on this project.

9.2 ***Managing persons authorized to the project***

If you have been assigned the role of Manager, you can view the list of people authorized to the project - select the *User Management* option in the *Project Management* menu.

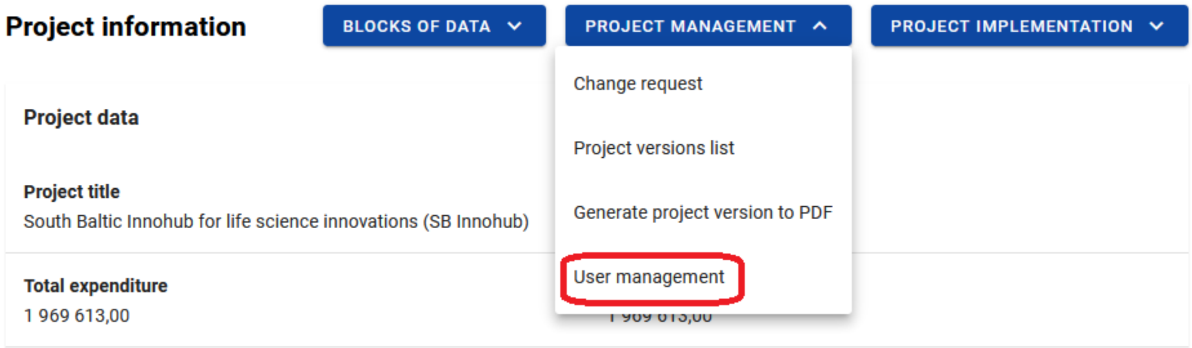


Figure 55 User management

Each beneficiary independently manages the rights of other users in his entity. There is no need to apply to the JS to create an account for another employee - you can do it yourself as the project manager. From this list, you can add new authorized persons, change their scope of permissions, and block or unblock access to the project. In particular, you can give another employee the role of Manager, this role is not reserved for only one user at the beneficiary.

We recommend that each beneficiary, in order to ensure continuity of work in the system in the event of absence, appoint at least two Managers.

9.2.1 List of authorized persons

Each card on the list contains basic information about the User, i.e.: User Name (visible on the bar), Name of the represented entity, Name, Surname, e-mail, Status, assigned roles and audit data. In the *Project Management* menu, you can see the **Add an authorized user** button, which launches a new user data entry form

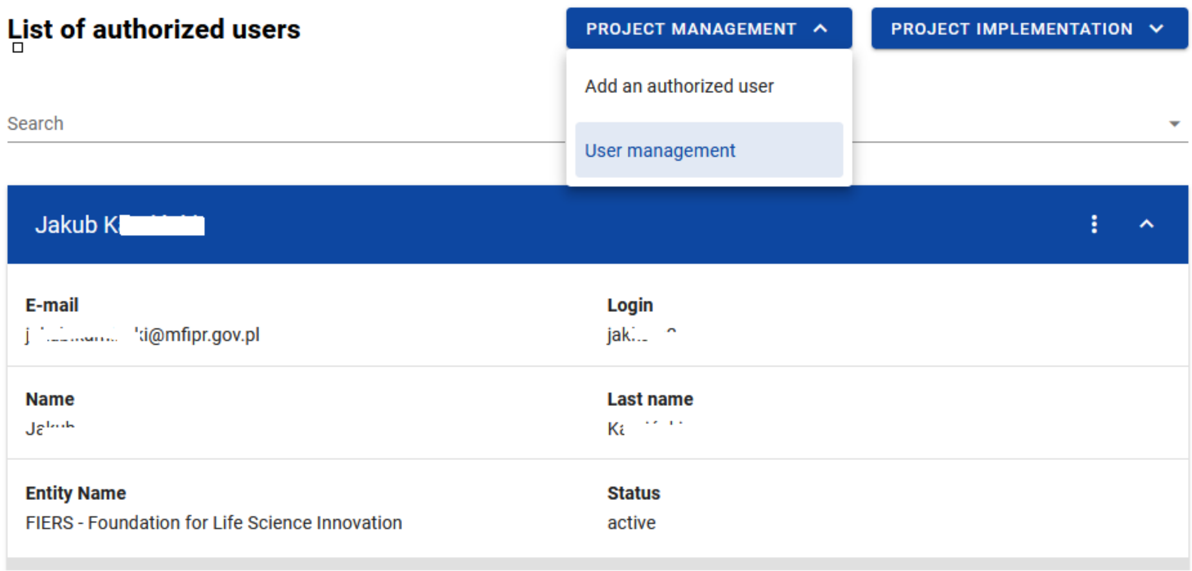


Figure 56 List of actions in project management in the list of authorized users view

You can manage users through a drop-down list of actions available under the button in the form of three dots on the user data bar.

The available actions are:

- **Edit** – ability to edit some user data, including assigned roles with permissions
- **Block** – ability to block the user
- **Unblock** – ability to unblock a blocked user.

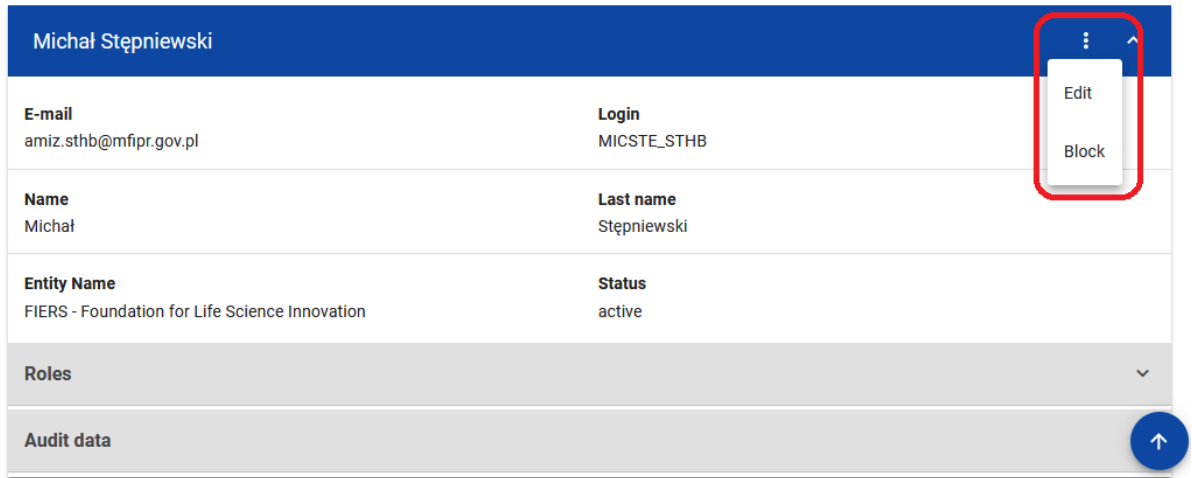


Figure 57 List of actions that can be performed for individual users

9.2.2 Modification of data of the authorized person

After clicking the **Edit** button, you can mainly edit the permissions in a given project. On the user tab, expand the "Roles" bar and select one or more roles from the list. Each role contains a set of permissions corresponding to its name.

The Manager (Zarządzający) role contains all the rights, so there is no point in assigning further roles to its holder.

The role of Authorized Person (Osoba uprawniona) is similarly broad (this is the Manager without user management, deletion of change requests and electronic signing of contracts and annexes).

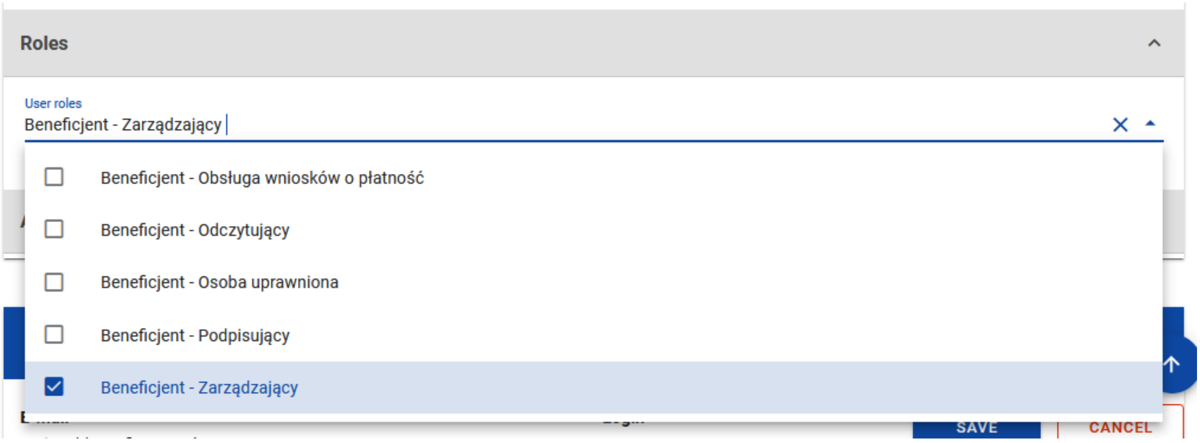


Figure 58 Permission modification view

9.2.3 Blocking an authorized person

Blocking a user only denies them access to a given project.

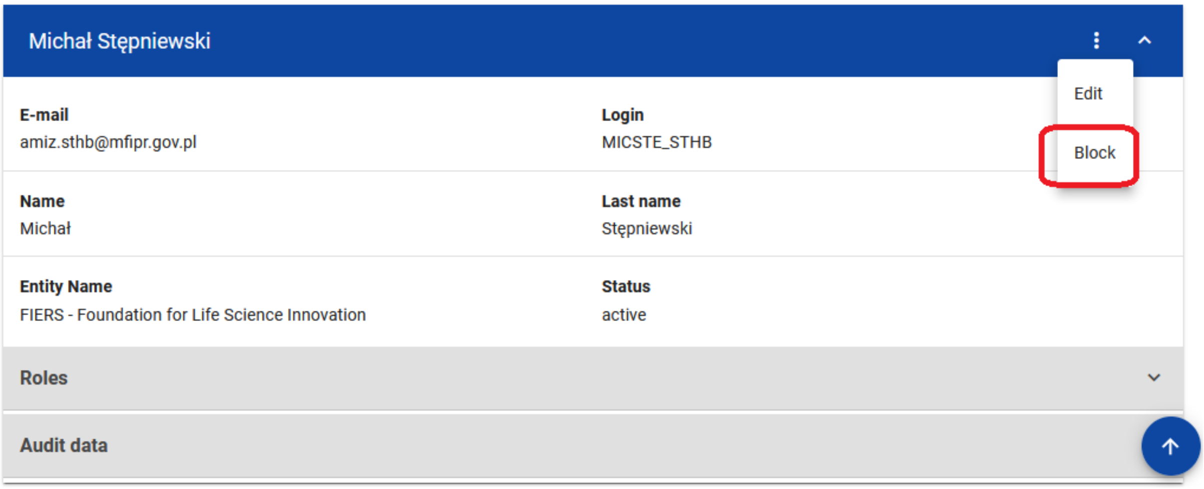


Figure 59 Blocking an authorized person

The blocked person will remain visible on the list of authorized persons, but his or her status will change to *Inactive*.

9.2.4 Unblocking an authorized person

Unlocking a user restores their access to the project.

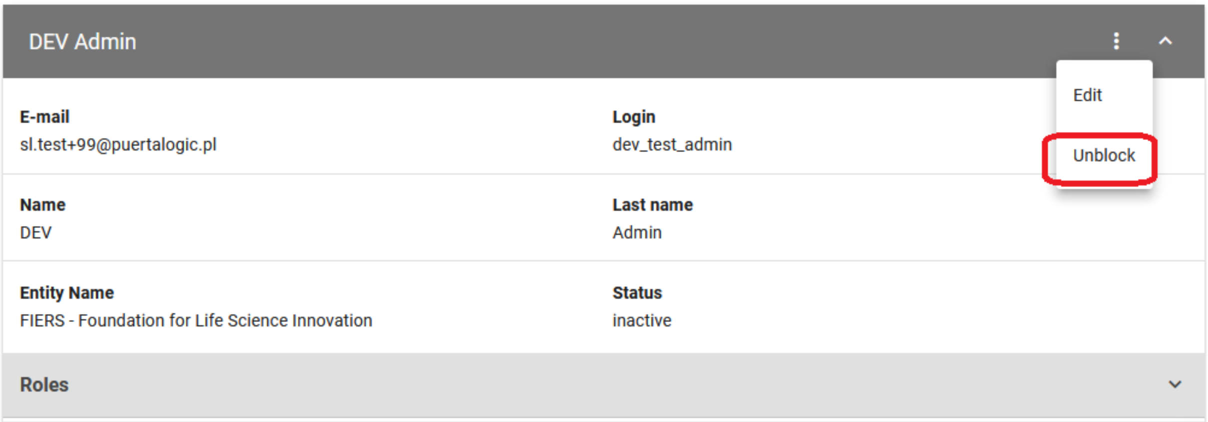


Figure 60 Odblokowanie osoby uprawnionej

The unblocked person's status will change to *Active*.

10 User tasks

User tasks enable controlling project document handling, including, in particular, their signing and circulation between different users.

Tasks may be related to change requests, contracts and annexes.

In the event of a change request, a task usually ends automatically upon request approval or rejection. In the event of a contract or annex, it is a JS employee who decides on ending the task – when he/she believes all required signatures have been already put on the document.

Tasks can be handled in the SL2021 system directly from the user task list level and the level of the document that a task is associated with. Appropriate rights are required to conduct activities associated with task handling. Tasks are assigned to an organization (beneficiary or JS) or to a specific user. Each user can handle a task visible on the organization task list – even if it is assigned to someone else. However, personal assignment should be applied since it enables the addressee to see in the e-mail notification that it is him/her that should conduct a specific action, especially as important as electronic document signing.

*10.1 **Tasks***

The *Tasks* screen is called from the bar menu on the left side of the application – for a given project – using the "Tasks" button under the three dots in the project tab on the project list. The view displays tasks available to the user, divided into four categories:

- **My tasks** – tasks assigned directly to the user,
- **My organization tasks** – tasks assigned to the organization the user works for and tasks of all users within this organization
- **Observed tasks**
- **Completed tasks**

The tab of each tasks contains basic information about it: *Type of document, Share, Assigned, Assignment date.*

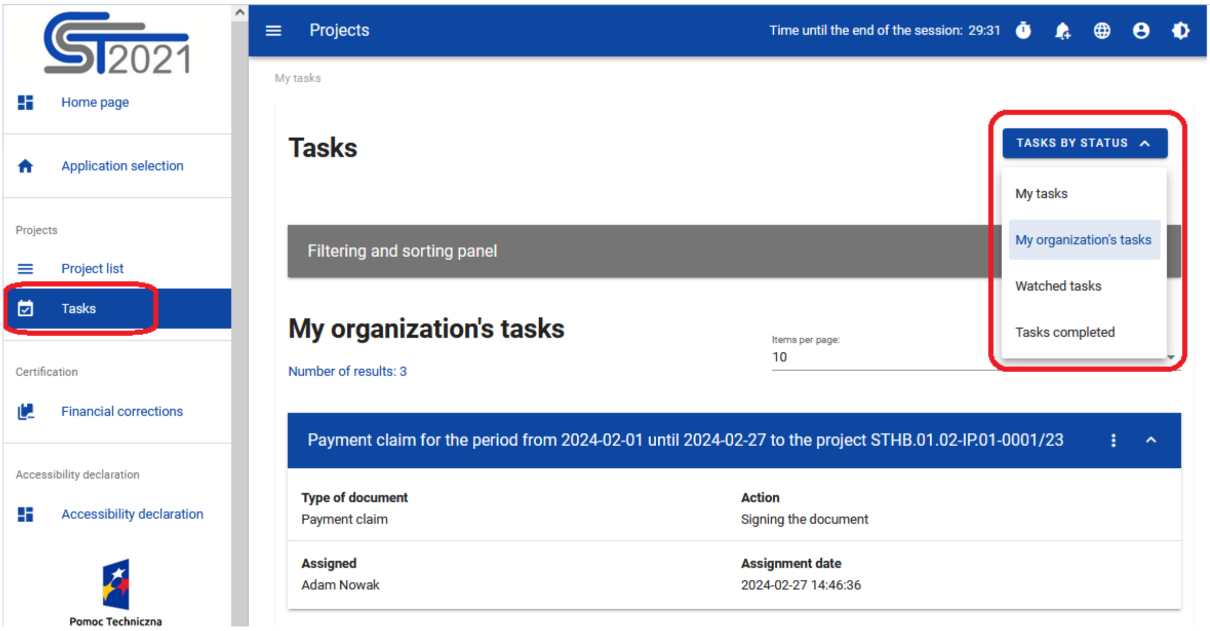


Figure 61 Tasks

Other view elements are:

- Setting the number of elements displayed on the page. The following values can be selected: 10, 20, 40, 60, 80 and 100.
- Filtering and sorting panel – by default, the panel is collapsed; after expanding, the user gains access to the following elements:

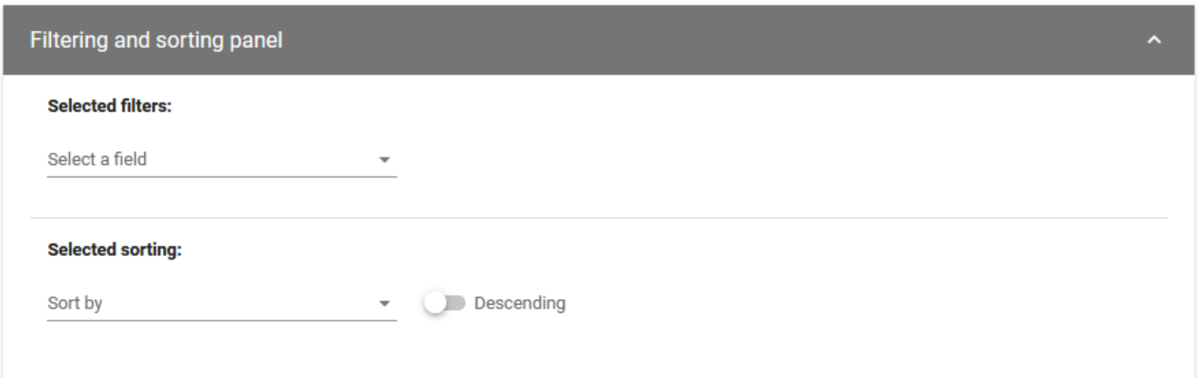


Figure 62 Task filtering and sorting panel

Select a field is used to enter the name of the field to filter tasks by.

The **Descending/Ascending** switch is used to determine the method of sorting tasks filtered by selected fields.

The **Clear sort** button is used to delete the entered sorting rule.

The first filter is added directly in the field under "Selected filters". Further filters are added using the **Add a filter** button, which appears after entering the first filter. A filter is an expression comprising three filtering panel fields, for example:

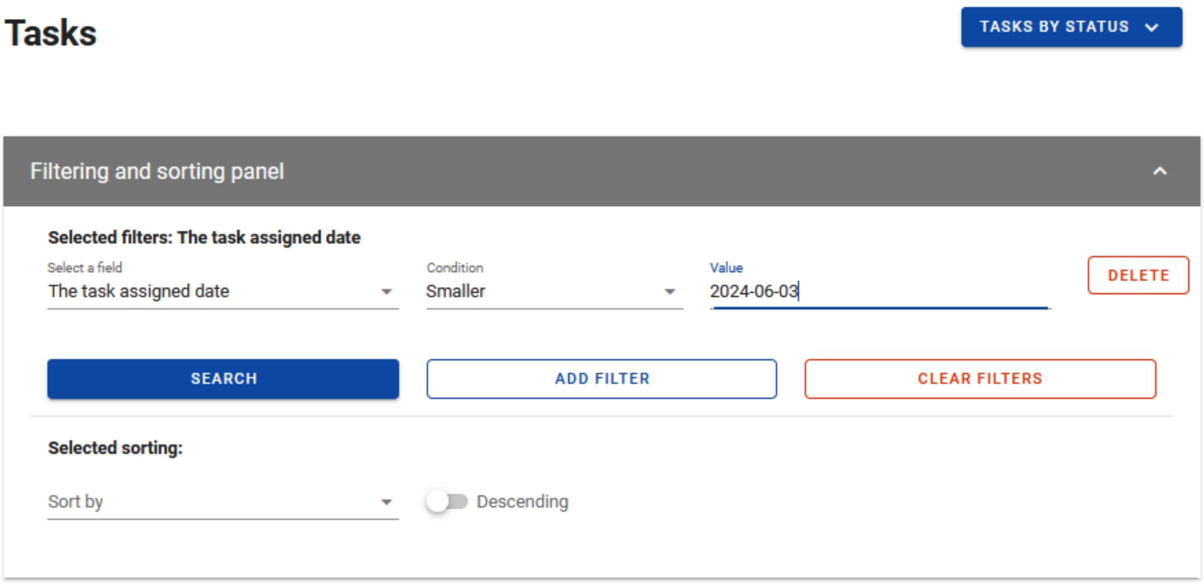


Figure 63 Task filtering example

*10.2 **Previewing task history***

To see the list of activities conducted within a task, click **Show history** in the "three dots" menu in the listed task tab.

You will see the following fields for each previous action: *Date, Type of activity, Person performing, Comment* (if the comment has been entered in the course of the activity)

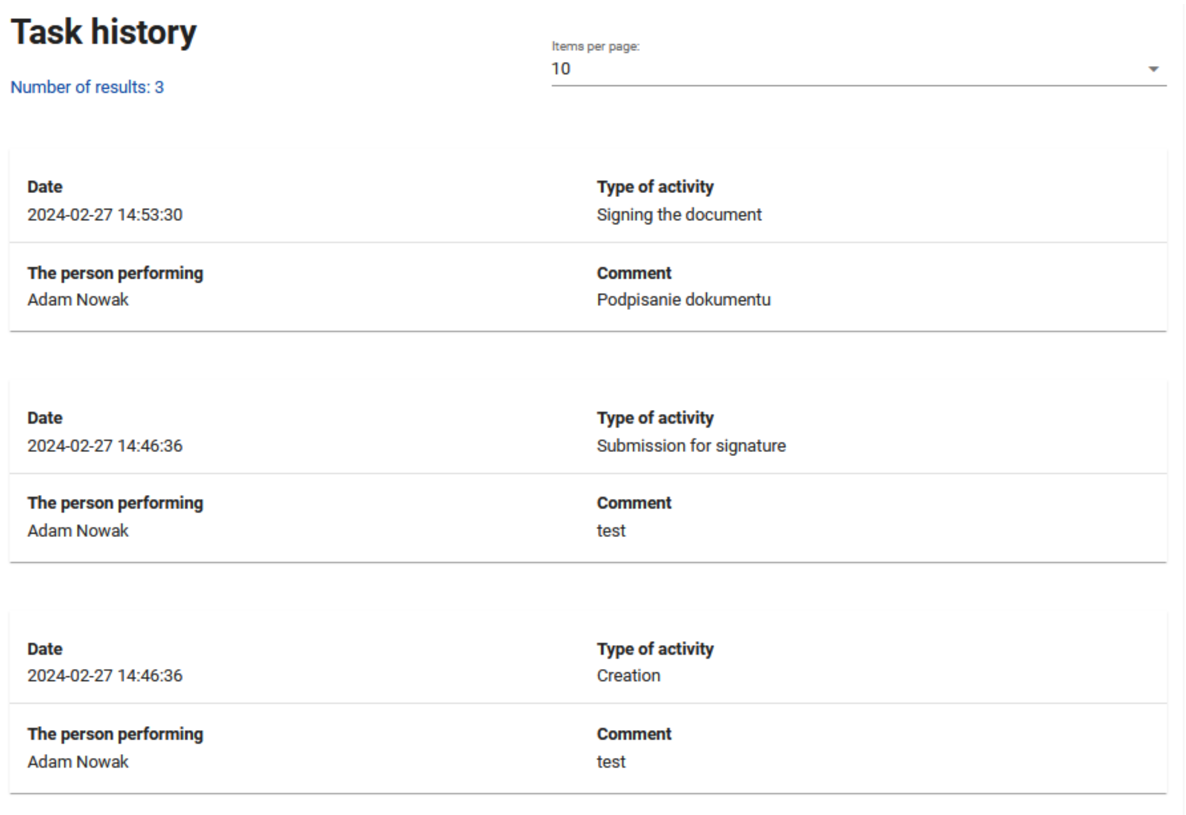


Figure 64 Previewing task history

10.3 ***Removing an observed task***

Tasks in relation to which you have conducted an activity are automatically added to your watchlist. This enables you to track their status, even if they are currently outside your organization.

If you are no longer interested in an ongoing task, you can use the "Remove the task from your watchlist" function from the "three dots" menu in the listed task tab.

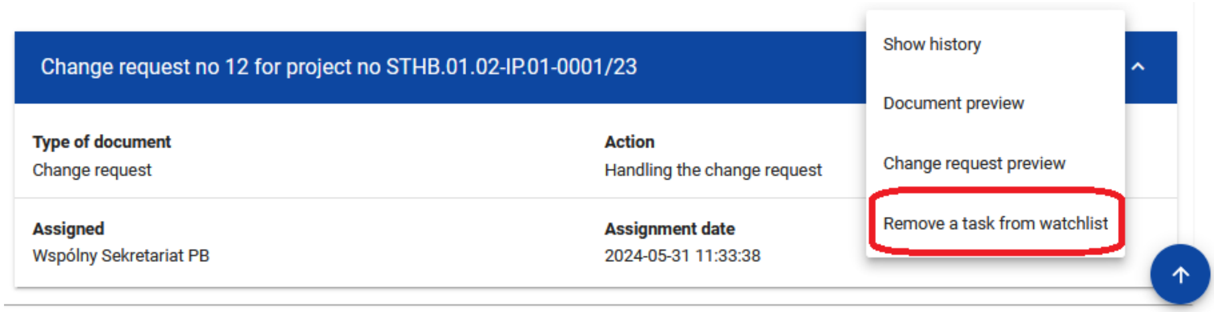


Figure 65 Removing an observed task

Calling the function will display a message asking to confirm the removal of a task from the watchlist. After confirming the operation, the task will no longer be visible to the user on the list of his/her task. If the task is reassigned to the same user, it will reappear on the watchlist.

*10.4 **Assigning a task***

When you are conducting key activities within a task, such as signing a contract or an annex, the application promptly asks who you want to pass the task on to. If you ignore this message, the task will still be assigned to its previous "owner" (person or entity) and be available from the level of your organization tasks list. Using the ***Assign a task*** button available in its tab ("three dots" menu), you can assign it to a specific user from your organization or to an organization that is the other party to a Subsidy contract.

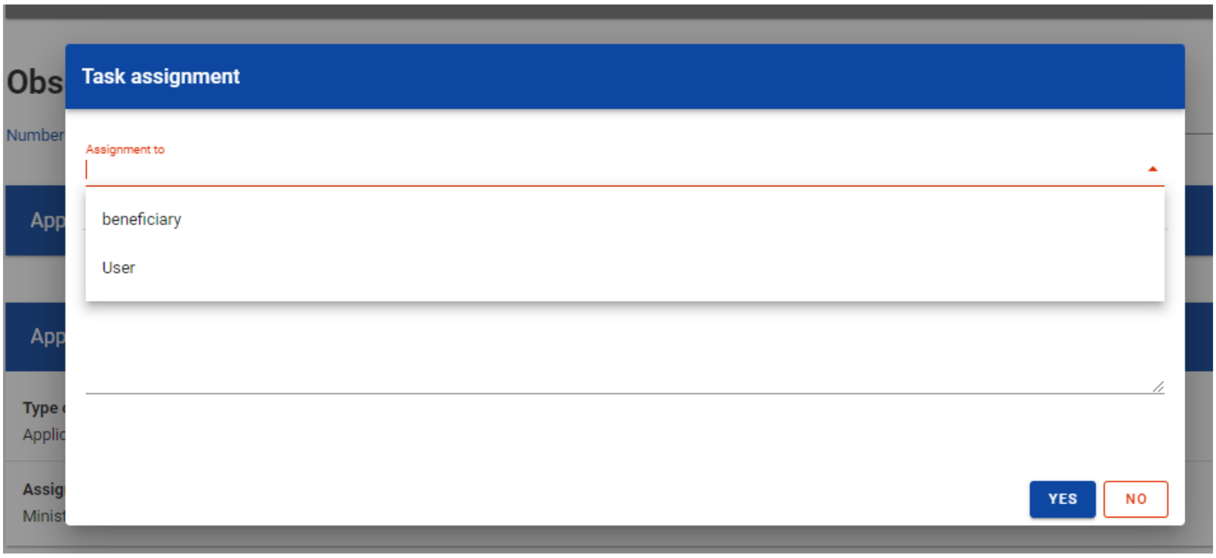


Figure 66 Assigning a task

Pressing *Assign a task* will display a window with the following options:

- Assignment to – field to select an institution/beneficiary or a specific user
- Comment – comment field

and buttons:

- NO – used to cancel a task assignment operation
- YES – used to confirm task assignment.

After confirming task assignment, the activity is saved in the task log.

After assigning a task to a person, he/she will receive an e-mail notification.

In the event of assigning a task to a beneficiary, such notification is sent to all project-authorized persons on the part of the beneficiary.

In the event of assigning a task to the JS, such a notification is sent to employees with the project in my/favourite projects (my/favourite projects can be managed from the “Project management” menu in the project list window).