

**Interreg  
Europe**



European Union | European Regional Development Fund



*Sharing solutions  
for better regional policies*

# Interreg Europe Online Forms (iOLF)

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# Introduction - History

Long long ago...

Interreg has used Excel with advanced functions for operations projects application forms & reports...



## PROGRESS REPORT

### INTERREG IIC

West zone

**Title of the operation / acronym:**

Water Resources Centres Network for regional and local management of rivers

**Acronym of the operation:** AQUA-FIL

**Index:** 2W0046I

**Type of Operation:** Individual project

**Lead partner:** Municipality of BECKERICH

**Number of Report:** 5

**Reporting period:**


|        |     |    |       |   |      |      |
|--------|-----|----|-------|---|------|------|
| Start: | Day | 1  | Month | 1 | Year | 2006 |
| End:   | Day | 30 | Month | 6 | Year | 2006 |



# Introduction - History

Followed by...

Excel with very advanced functions for projects...



PROGRESS REPORT

Finalise & Print & Save

Control number: C6E12197A02C3B336025A71974860741

CITEAIR II

PR 2 1 / 1 / 2003 - 30 / 6 / 2003

|                |   |
|----------------|---|
| Index:         | 0408R1  |
| Lead Partner:  | Airparif  |
| Project title: | Common Information to European Air  |
| Priority:      | 2: Environment and risk prevention  |
| Sub-theme:     | Biodiversity and preservation of natural heritage (including air quality) |

This part of the report provides a synthetic overview of the progress report. Information is inserted automatically, either by transferring data from other parts of the report or through automatic calculations.

Colour Code

Form to be filled in and returned  
by e-mail: [info@interreg4c.eu](mailto:info@interreg4c.eu)  
by post: INTERREG IVC Joint Technical Secretariat, Les Arcuriales - 5D, 45 rue de Tournai, 59000 Lille, France

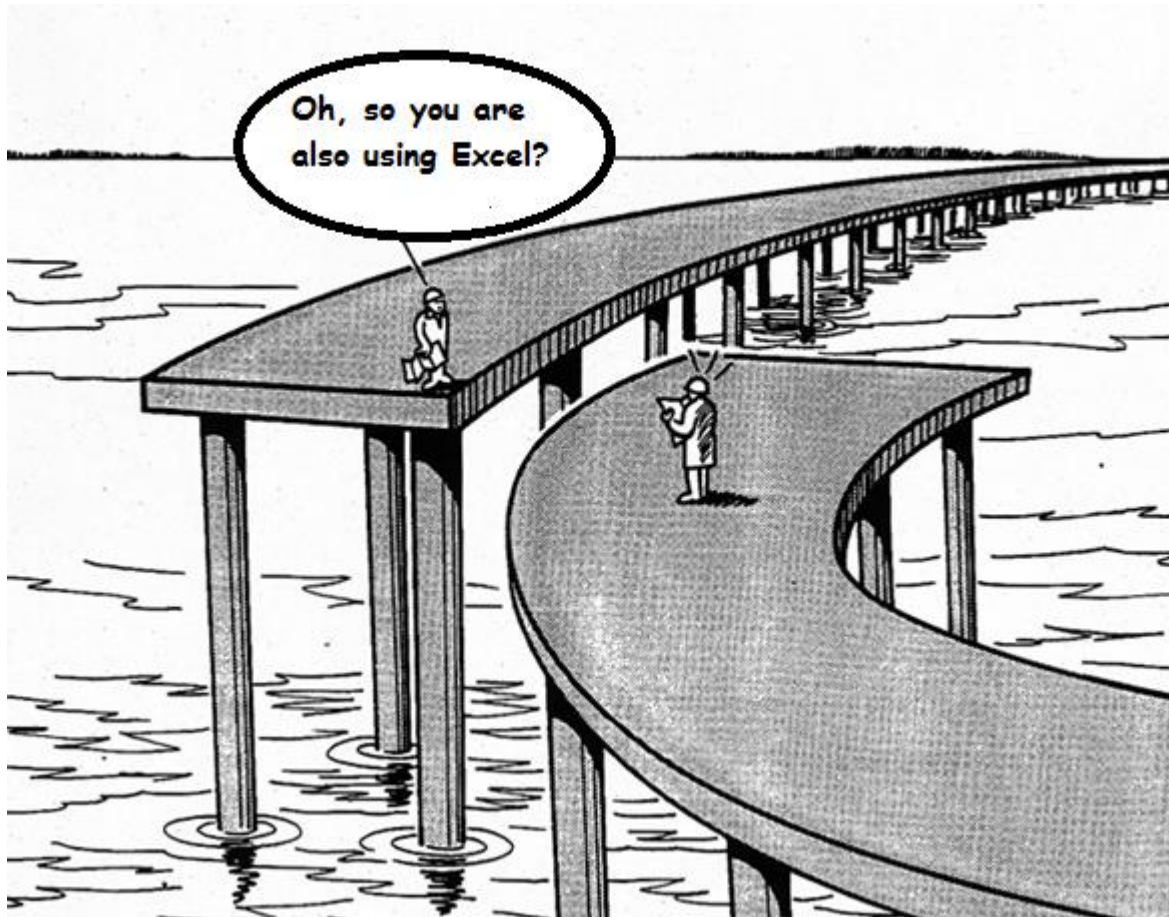
### 1. Summary of the project's achievements so far

The majority of European citizens live in an urban environment and share the same space for all of their activities. Urban agglomerations are the drivers of the European economy and attract investment and jobs. Their further development depends on a sustainable urban environment in general and urban mobility options in particular. Cities and regions are facing risks such as exposure to high air pollution and damage impacts from climate change. Given the difficulty to improve the urban

# Introduction - History

But...

...with so many versions of Excel,  
incompatibility could not be avoided...





# Introduction - History

That's when INTERREG IVC went online for the running projects reporting...

The screenshot shows a web browser window with the address bar displaying <https://www.e-4c...> and the page title "Online Form". The main content area features the INTERREG IVC logo (Innovation & Environment, Regions of Europe Sharing Solutions) and the heading "ONLINE FORM - TOK-TOC (PROGRESS REPORT / REQUEST FOR CHANGES)". Below the heading, there are three buttons: "Progress Report", "Request for changes", and "Tools". A user named "super" is logged in, with links for "Log Out" and "Back to project selection". The page also includes a larger version of the INTERREG IVC logo and a welcome message: "WELCOME TO THE ONLINE FORMS OF THE PROJECT TOK-TOC." Below this, the project details are listed: "Lead Partner: ATHENS CHAMBER OF SMALL & MEDIUM SIZED INDUSTRIES", "Priority: 1: Innovation and the knowledge economy", and "Sub-theme: Entrepreneurship and SMEs". At the bottom left, there is a flag of the European Union.



# Introduction - History

**The cloud solution is not new...**



But the use of linear structure made it easy to use...



# ONLINE FORMS (IOLF) - GUIDE



# iOLF - Requirements

**In order to use the iOLF, you need:**

1. Internet connection
2. Up to date web browser
3. Adobe Reader

**Voilà**





# iOLF - Registration

Register on [www.iolf.eu](http://www.iolf.eu)


## Register

Firstname

Lastname

Email

Email confirmation



[Try another code](#)

Enter code

[Go to log in](#)



# iOLF - Registration

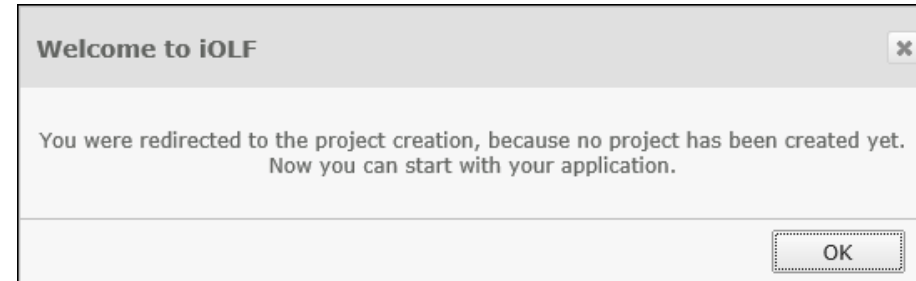
## Points of attention:

- Do not use hotmail account
- Use an official e-mail address that you would give to your partners at a later stage.
- Check your spam/junk folder in case that the mail is filtered out, or add [noreply@iolf.eu](mailto:noreply@iolf.eu) to your safe mailing list.
- You would receive an activation link first prior to the mail with credentials.



# iOLF – Application form

You would be redirected to the application creation on your first login.



Home > A Project Summary

C.7 Horizontal principles C.8 Management

A Project Summary B.1 Partners B.2 Po

Save Check

• 'Project title' is required.  
• 'Project acronym' is required.

At least Title and Acronym have to be set and saved, to enable all tabs.

A.1 Project identification

Project title

Project acronym

The minimum information required for project application form activation is:


- Project title
- Project acronym



# iOLF – Application form

## Points of attention:

- Grey fields are filled in automatically or automatically transferred from other fields.
- Saving successfully doesn't mean correct filling, you could verify the filling by clicking on « check ».

▪ The info fields  contain detailed instruction, more than the grey instructions in the fields.



**A.2 Project summary** 

Please give a short overview of the project (in the style of a press release)...

**A.3 Project budget summary**

|                   |
|-------------------|
| Programme funding |
| ERDF              |
| Norway            |
| INTERREG Europe   |

Please give a short overview of the project (in the style of a press release) and describe:

- the common challenge you are jointly tackling in your project;
- the overall objective of the project and the expected changes your project will make to the current situation;
- the main outputs you will produce and who will benefit from them.

Please note that should the project be approved, this summary will be published on the programme's website.



# iOLF – User Management

As a lead applicant, you have full rights in managing your users.

| Project Users |                        | ApplicationForm (Version 1) | Modify Users |
|---------------|------------------------|-----------------------------|--------------|
| Number        | Organisation (english) | Email                       | Status       |
| LP            |                        | aous.tamimi@interreg4c.net  | Active       |

You can create the following roles:

- Full rights: see & edit all (even submit).
- Partner right: fill in contact details only & see the application form.
- Read only

Created user would then receive an activation mail followed by credentials mail.

### Add User

Partner: PP 2: Stadtgemeinde Rostock

Role: Partner

EmailAddress: right.mail@domain.eu

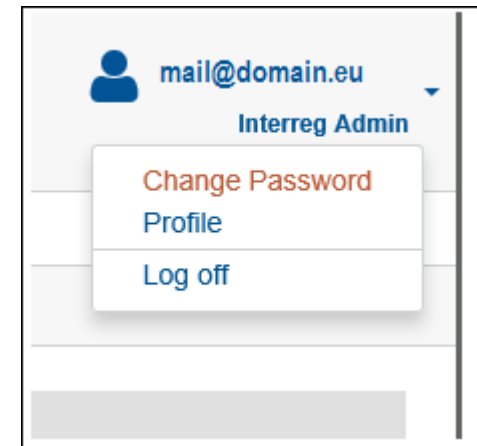
+ Save    - Cancel



# iOLF – User Management

## Points of attention:

- You can not create users before filling the partners section in iOLF.
- The role of partner does not give that user the right of filling the budget.
- As lead applicant you could modify your own password from your profile on the upper right corner.
- Minimum password requirements:  
7 characters, capital & small letters and Numbers.
- You may use special characters in your Password; the allowed ones are detailed in ⓘ the info next to the password field.



# iOLF – Other functions



**You have more than one project?**

You can access them via your dashboard.



**You have been invited to  
join a project as a partner?**

You can access it with  
same credentials & see it in your  
dashboard too.

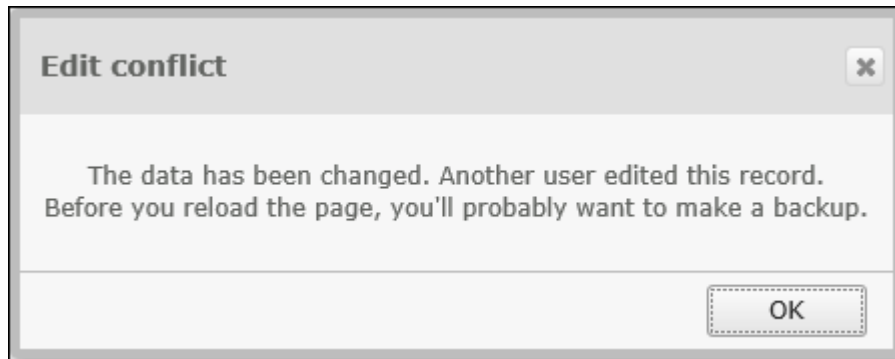


# iOLF – Other functions

You want to give full rights access to all?

Why not! But avoid working on same section at the same time.

That's why you shouldn't give your credentials, but create another user if needed.



..and that's why you shouldn't click « save » twice neither!





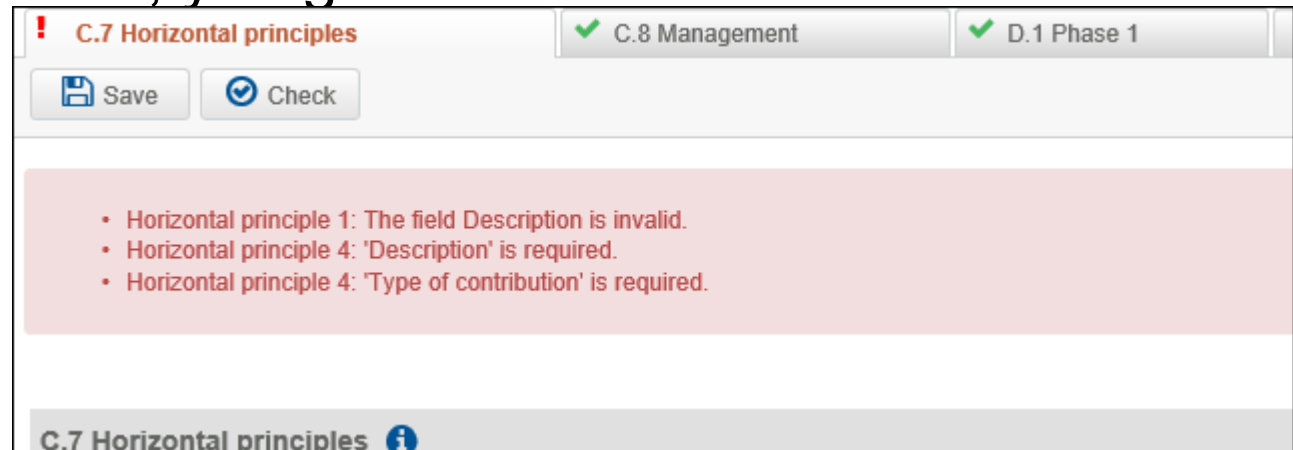
# iOLF – Other functions

You want to copy/paste from mails or documents?

No problem!

You are even allowed to save an invalid document data so that you fine tune the text for example when it passes the limits of character.

When clicking “check”, you get an indication where the errors are.





# iOLF – Other functions

**You have several partners in your project?**

You may *QR* their contacts, from the partners tab, to add them to your smart phone contacts.



You could use free apps, for example, QR Code Reader or





# iOLF – Other functions

You want to share your application or read it offline?

You can print it at any moment from the « overview & submit » tab.

You can print the 2 pages Summary from same tab as well.

The screenshot displays the 'Interreg Project Analysis FUPPER' interface. It is divided into several sections:


- PART A - Project summary:** Contains fields for Project title, Project acronym, Name of the local partner organization in Region, Specific objective, and Project duration (Phase 1 and Phase 2).
- A.1 Project identification:** Provides a detailed description of the project's goals and objectives.
- A.2 Project summary:** Offers a brief overview of the project's impact and relevance.
- A.3 Project budget summary:** A table summarizing the budget details.
- A.4 Overview of project partners:** A table listing the participating organizations.

| Programme heading  | Amount     | Funding rate (%) | Public co-financing | Private co-financing | Total co-financing | Total budget                    |
|--------------------|------------|------------------|---------------------|----------------------|--------------------|---------------------------------|
| ERDF               | 387,000.00 | 74.34 %          | 8,800.00            | 126,000.00           | 134,800.00         | Total eligible ERDF: 480,000.00 |
| ERDF (ERDF) Budget | 387,000.00 | 74.34 %          | 8,800.00            | 126,000.00           | 134,800.00         | Total ERDF Budget: 480,000.00   |
| Other funding      |            |                  |                     |                      | 0.00               | 0.00                            |
| Grant Total        |            |                  |                     |                      |                    | 480,000.00                      |

| Number | Organization   | Country | ERDF       | Private    | Total      |
|--------|--|---------|------------|------------|------------|
| 1      | MM - Networks and Mobility (Public Transport Authority Region) | IT      | 387,000.00 | 127,400.00 | 480,000.00 |
| 2      | Municipality of Ravenna  | IT      | 29,800.00  | 4,800.00   | 35,000.00  |



# iOLF – Reminders

1. Do not use hotmail account for registration
2. Save the page whenever you have significant modifications, especially when your internet connection is fragile.
3. Saving the page with no error message doesn't necessarily mean that you filled it correctly; click on « check ».
4. Instructions info in the  is more detailed than the brief reminder instructions in the fields.

Find out the guide to the forms on:

[http://www.interreg4c.eu/uploads/media/Online\\_application\\_system\\_user\\_guide.pdf](http://www.interreg4c.eu/uploads/media/Online_application_system_user_guide.pdf)

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*Sharing solutions  
for better regional policies*

**Thank you!**  
**Time for questions**

[www.interregeurope.eu](http://www.interregeurope.eu)



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