

Information System Users Management (GUSI) Manual

Guidelines for new users accreditation or already accredited users.

Support document for the potential beneficiaries of the Interreg Italy-Croatia CBC Programme 2014-2020.

Version 1.0 - 27 March 2017

Introduction

The accreditation and the management of users represent the two main features of the "Information System Users Management" (**GUSI**) application. The accreditation is compulsory in order to access the services provided by the "Unified Information System" (**SIU**), while the management of users is essential to update the user access profile.

GUSI application manages the **requests for personal access credentials (user ID and password) and access profiles to SIU** by the legal representative or person in charge of the task of the concerned Body who demands the accreditation for him/herself or/and for his/her collaborators.

Once the request is submitted through GUSI application, the accreditation requests are **validated** and **account and password are assigned to new users**.

Moreover, GUSI application allows the accredited or registered users to submit requests for granting the access to new collaborators.

In case the user is already registered in the User Management System of the Veneto Region a new password will not be provided and since the access to SIU will be granted by using users' already existing username and password.

Croatian diacritics (čšđćž) are not allowed in the System, neither if inserted as part of the text nor as part of the file name of an uploaded annex (name.pdf).

The link to access GUSI is as follows:

<http://siu.regione.veneto.it/GUSI/?tipoProgramma=INTERREG%20VA%20ITR>

It is strongly recommended to use Firefox or Windows Explorer (preferably their latest versions) to access GUSI.

1 New users accreditation: How to obtain the user ID and password

Click on the "**Registration for new users**" button to request the authorization to access SIU for the first time.




1.1 How to fill in the applicant data

After having clicked on the "Registration for new users" button, the specific web page where to fill in the applicant data is displayed. All data have to be entered following the instructions provided in the web page (for instance the asterisk "*" indicates the compulsory fields). The request is usually submitted by the legal representative of a Body/Company or somebody else in charge.

Preview of the web-page as follows:



The screenshot shows a web form titled "Request for access to services" under the header "REGIONE DEL VENETO" and "Users Management of the Information System". The form is divided into several sections:

- Personal Information:** Fields for "I, the undersigned" (last name, first name), "Italian tax number", and "Acting as" (with a dropdown menu for "LEGAL REPRESENTATIVE/ PERSON IN CHARGE OF ACTING ON BEHALF OF THE B").
- Body Information:** Fields for "Italian tax number", "body tax number", "body name", "body vat number", "body address", "cip code", "body municipality", and "province/county/district" (with a search icon).
- Contact Information:** Fields for "certified e-mail address", "e-mail address", "phone number", and "mobile phone".
- Mailbox Selection:** A section titled "Choose the mailbox to receive outcomes and information on the registration process (**):" with radio buttons for "Same certified e-mail address previously provided" and "other e-mail address".
- REQUEST Section:** A heading "REQUEST" followed by explanatory text: "The assignment of a user profile for the submission of applications in the framework of Italy-Croatia CBC Programme. SIU Services are provided by:". Below this are dropdown menus for "Services Area" (selected: "ITALY-CROATIA CBC PROGRAMME 2014-2020") and "Request recipient".
- Navigation:** A "Search" button, a "Proceed" button, and a "Quit" button. There are also checkboxes for "Continue to fill in" and "Stop to fill in".

The user has to type data in the concerned fields. To select the Municipality and Province in the fields displayed in grey the user has first to click on the search button indicated with the lens icon  which allows access the research page. On the research page the concerned data can be selected from a given list through the  button or by typing ISTAT code or Municipality name in the related fields. By then clicking on export button  next to the concerned data, the name of the Municipality and its related Province and Zip codes will be automatically transferred to the main page of the request.

The user is also requested to provide the certified e-mail address (insert only an ordinary e-mail address in the appropriate space in case a certified e-mail address is not available because it is not compulsory for the concerned body) and to specify the mailbox for receiving outcomes and information on the registration process (please note that if a certified e-mail address is indicated as mailbox for the receipt of messages this must be suitable to receive also ordinary e-mails).

Finally, the following steps have to be accomplished:

- A. In the field "Services Area", the "Italy-Croatia CBC Programme 2014-2020" has to be selected;
- B. In the field "Request Recipient", the "Managing Authority of the 2014-2020 Italy-Croatia Programme" has to be selected by first clicking on  button and then export button  ").

Once the page is duly completed the user can confirm the inserted data and continue to fill in its request by clicking "Proceed" button.



1.2 List of Users

In the second page, the legal representative or person in charge of acting on behalf of the Body has the opportunity to define the users (himself/herself or/and other collaborators) for whom he/she requests user ID and password to enter the SIU system. For each user the following fields should be filled in: personal tax number, country, last name, first name and personal e-mail address where to receive the user account and password.

GUSI application shows the name of the legal representative/person in charge in the first line. However, the legal representative/person in charge may not ask the credentials for him/herself. The names of the collaborators that have to be accredited to the System can be added to the list. After having inserted all collaborators the user has to click on the "Proceed" button in order to move forward to the next page.

Request user list:

		Tax number / Identification number	country **	Last name	First name	Email *
<input checked="" type="checkbox"/>	1	Italian <input type="text" value="YES"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	2	Italian <input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	3	Italian <input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The field Country as indicated in the footnote ** has to be completed only in case of non Italian tax number. When selecting a country other than Italy through the lens button  the user can either use "Search" button to select a county from the given list or type the name of the country in its related field or type country code in its related field (Z149 is the code for Croatia) and then press on the export button  to transfer the selection to the request user list.

Upon completion the user can move forward to the summary and request confirmation page.

1.3 Summary and request confirmation page

After having filled in all pages GUSI application shows the summary page of the accreditation request. It consists of a resume of the first page with information already provided by the user with some additional buttons. The use of these buttons is explained below:

- 'Print draft': to obtain draft of the request printed in '.pdf' file;
- 'Modify the request': to go back to the previous page in order to modify the data already inserted;
- 'Delete the request': to delete the data already inserted;
- 'Confirm the request': to confirm the request with the inserted data;
- 'Read privacy info': to view an information note concerning privacy information (as a compulsory step).

REQUEST

The assignment of a user profile for the submission of applications in the framework of Italy-Croatia CBC Programme.

SIU Services are provided by:

Services Area:
Request recipient:

Your request has been registered with the number 2955 and it is **in draft form**. Now you can:

- Print the draft form for a preliminary control
- Change the data of the request
- Delete request
- Confirm the request and continue for submission

Print draft
Modify the request
Delete the request
Confirm the request

Before submitting the request, please read carefully Privacy information.



Read privacy info

WARNING!: Before the submission of the accreditation request the applicant has to read the Privacy rules by clicking "Read the privacy info" button. Only after, the "Confirm the request" button has to be clicked.

1.4 Request submission

In order to definitively submit the request for accreditation, the last step is represented by the download of the request in '.pdf' file format: this can be done by clicking on the "Download the request" button. The file generated by the application in '.pdf' format has to be duly signed.

Subscription is possible both with digital signature or handwritten signature, according to the following instructions:

- If the applicant has a **digital signature** (format '.P7M' or '.pdf' are allowed), it is possible to proceed to digitally sign the document:
 - a. download the file paying attention that it **must not be either renamed or overwritten**;
 - b. digitally sign the file; do not modify the file generated by the application because the system verifies that the generated file and the attached files are identical with the only addition of the digital signature. Otherwise it will not be possible to submit the application for accreditation.
 - c. upload it by clicking on the  button.
- If the applicant does not have a digital signature, it is necessary to download and print the request, then scan the manually signed document and upload it. It is also necessary to upload **the identity document** of the signatory person. The upload of both documents should be done by clicking on the  button next to them.

• Download the request to be signed

• Upload the attachments

• Delete request

• Submit signed request

Download the request


Annexes

Delete the request

Submit the request

Before submitting the request, please read carefully Privacy information.

Read privacy info

To upload signed files the user has to click on the "Annexes" button to access the specific page where to attach files through the  button:

Registration for the authorized access - list of Annexes

Tax Number:

VAT Number:

Business name:

	Object description	File name	Attach	Correct	Download
1	Signed request form	<input type="text"/>			
2	Identity Document of the legal representative/person in charge of	<input type="text"/>			

Back

Please note that in case any of the uploaded files has a Croatian character in the name of the file an error message will be displayed by the System. An error message also appears if the fields of the last name contain Croatian characters.

To complete the submission process the applicant has to read the information note (if not done yet) and then click on the "Submit the request" button.

When the procedure is correctly concluded the request is registered and validated. Each of the users listed in the request will receive an e-mail with the access credentials (user-ID and password). The e-mail is in Italian and English. The Applicant will also receive an e-mail (only in English) confirming its accreditation request. Each user is asked to modify and personalize the password and then will be able to access the SIU or update its user profile in GUSI.

Password requirements are as follows:

The new password should be in line with the following requirements:

- Minimum length of 8 characters;
- To be different from the user name;
- Respect at least 3 of the following:
 - 1 – Contain at least 1 character in small letter;
 - 2 – Contain at least 1 character in capital letter;
 - 3 – Contain at least 1 numerical character;
 - 4 – Contain at least 1 special character (such as: ?, !, ., -, _, +)

WARNING!: The whole procedure for the registration of new users has to be completed until its last step (Submission) in order to get users' credentials and being afterwards able to modify or update the accredited user profile. A draft request of a new user without credential that is left uncompleted (i.e. in a draft form only) cannot be traced or modified following the log out of the system.

2 Managing the already accredited user profile

Users already accredited to the SIU services can use the application functionality available in GUSI as explained in this chapter in order to submit authorization requests for new collaborators.

First, the accredited user must authenticate itself to the application GUSI by clicking on the "Access for registered users" button on the first page.

2.1 Authentication of credentials (for registered user)

After clicking the "Access for registered user" button, the page for entering the access credentials appears. On this page it is possible to insert the own user account and the corresponding password. For security reasons, the password is not visible and, moreover, the system distinguishes between lowercase and uppercase letters.

Subsequently the user will be allowed to access the Home Page where to manage its profile. The main functions are:

✓ See previous requests (drafted or submitted)

In order to:

- ➔ Submit a new request to add other user profiles;
- ➔ Search requests (to complete, consult, or delete them).

✓ Modify your data

2.2 See previous requests (drafted or submitted)

In the page for the management of requests by accredited users, it is possible to select one of the following options:

1. **New request:** to fill in a new request in order to add new users;
2. **Research requests:** to go through all the inserted requests, drafted or finished, so as to select, complete, consult or delete them.

2.2.1 New request

After having clicked the "New request" button, pre-compiled data of the applicant legal representative are displayed. To modify the displayed details it is necessary to use the functionalities offered by clicking on the "Proceed" button.

After having clicked on the "Proceed" button it will be possible to indicate any other collaborators to be authorized through the option offered by "Manage users" button.

In the page displaying the list of users it is possible to insert all data on additional users to be authorized to access SIU services in order to fill in and view applications (i.e.: Personal tax number, Country, Last name, First name and e-mail).

Tax Number: VAT Number:
Business name:

Please write below information concerning other users for whom you want to create a user's profile. Click **Add lines** button if you need to add two more empty lines.
* Indicate an ordinary email address. If a certified e-mail address is indicated be sure that the chosen address can receive also ordinary email.
** To be indicated only in case of non Italian tax number.

Request user list:

	Tax number / Identification number	country **	Last name	First name	Email *
<input checked="" type="checkbox"/>	1 Italian				
<input checked="" type="checkbox"/>	2 Italian				

The field "country" here refers to the country of residence and shall be filled in only when referred to non Italian tax number.

To complete the submission the same procedure described in Chapter 1 (§1.4) should be followed.

2.2.2 Search requests

Search request gives the opportunity to address any request made by the accredited user with the main purpose of completing the requests in draft form or to check whether the submitted request has been processed. The search box allows compiling different filter fields in order to accurately identify the searched request.

Click button to find the request. It is possible to search the request by entering the request number or other key data related to the request (see the screens displayed below). It is then possible to view each request by clicking on the button and to visualize or modify its content.

Search request

Request number:

Status of the request:

Tax number:

VAT number:

Business name:

Date of insertion (From / To): /

Date of confirmation (From / To): /

Search request

	Number	Date of insertion	Date of confirmation	Applicant	Status of the request	
<input type="checkbox"/>		14/03/2017			DRAFT FORM	>>>
<input type="checkbox"/>		14/03/2017	14/03/2017		SUBMITTED	>>>
<input type="checkbox"/>		14/03/2017			DRAFT FORM	>>>
<input type="checkbox"/>		14/03/2017			DRAFT FORM	>>>
<input type="checkbox"/>		14/03/2017			DRAFT FORM	>>>
<input type="checkbox"/>		14/03/2017			DRAFT FORM	>>>
<input type="checkbox"/>		14/03/2017			DRAFT FORM	>>>
<input type="checkbox"/>		14/03/2017			DRAFT FORM	>>>
<input type="checkbox"/>		14/03/2017			DRAFT FORM	>>>
<input type="checkbox"/>		13/03/2017			DRAFT FORM	>>>

Page 3 of 10

In case the Request is in Draft form the System allows to modify it through the options displayed below (same procedure as described in 1. New Users Accreditation).

- Manage request for access to services
- Print the draft form for a preliminary control
- Modify the request
- Delete request
- Confirm the request and continue for submission

Before submitting the request, please read carefully Privacy legal regulations

To complete the submission the same procedure described in Chapter 1 (§1.4) should be followed.

If the Request is already submitted the user has only the possibility to insert a new request.

2.3 Modify your data

After having clicked "Modify your data" button the following page will appear:

Modify your data

Legal representative data

Tax Number

First name

Last name

Entity/Company data



Tax Number

VAT Number

Business name



Address

Zip code

Municipality  

Province

Town



Foreign country  

Certified e-mail address

Phone number

Mobile phone number

E-mail address

The user can type the data in the concerned fields except in the case of Municipality and Country data that have to be selected through the lens button  or clear them by clicking on erase button . Please however note that Tax number and Business name cannot be modified. Once the concerned data have been modified the user can save data by clicking on and then buttons.