



European
Commission

SANI2 User Guide



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INTRODUCTION

SANI2 (State Aid Notification Interactive) is the official system for sending **state aid notifications** as required by [Regulation \(EU\) 794/2004](#).

SANI2 combines two main functions:

1. It allows users to fill in the relevant notification forms directly in the electronic form.
2. The whole validation process is possible within a single application.

 The application is available in all EU languages.

Once your account has been activated, you can access SANI2 here:

<https://webgate.ec.europa.eu/competition/sani2>

Helpdesk

Any questions or possible errors can be reported to SANI2 EC Administrator using this address:
comp-sani@ec.europa.eu

WHO MANAGES SANI2

Access to SANI2 is restricted to users who have registered and been granted access rights at national level.


For national authorities, there are 2 user profiles responsible for managing users:

- **central coordinator** (*mandatory*)
- **local administrator** (*optional – useful especially in EU countries with a large decentralisation of State aid decision and control.*)

Central coordinators

The main SANI2 contact point in each EU country. They are responsible for creating and managing all SANI2 users in their country. All requests for access to SANI2 should be sent directly to the central coordinator.

For detailed descriptions of the functionalities for user and group management, see the first part of the **Administrator Guide**.

 *The only accounts the Commission administrator creates in SANI2 are those for central coordinators and validators (after it receives the official request from the central coordinator).*

Local administrators

Where useful, the central coordinator can delegate user management tasks to local administrators. These have the same rights and functions for user management as central coordinators, but only within their department called “Office¹”.

USER PROFILES

National authorities

Users can access SANI2 under different roles, defined in 10 different user profiles (see [Annex 1](#)). Each user can have one or more profiles.

In EU countries that use the [pre-validation](#) step, there is 1 additional ‘pre-validator’ profile available.

Commission

There are 2 main SANI2 user profiles:

- EC administrator
- administrator

They are mainly involved in maintaining the application and intervene in situations where issues and problems cannot be solved at national level. You can contact them by e-mail at comp-sani@ec.europa.eu

¹ An office in SANI2 incorporates a group of users distinguished by geographical location or another principle. The purpose of the offices is to delegate user management to local administrators, in particular for large and decentralised Member States. **The use of offices is not mandatory** and depends on the institutional setting and how the functions are organised within the Member State. If a Member State chooses not to use offices, the **entire country** will be considered as one national office.

GET ACCESS TO SANI2

Access to SANI2 is managed at national level. To get access, users need to contact their Central coordinator/Local administrator, who will [create an account](#) for them in SANI2. They then need to fill in the following details:

Full name

E-mail address

Phone number

Name and address of the organisation they represent

Office

Required profile

1. HOMEPAGE – NOTIFICATION FORMS


Once logged into SANI2, you will be redirected to the home screen with the Notification forms.

The screenshot shows the SANI2 homepage. At the top left is the SANI2 logo. To its right are two navigation buttons: 'My notifications' and 'Notification forms', with the latter highlighted by an orange box. Further right is a user profile dropdown showing 'Guide SaniUser (Encoding user)' and a language selector set to 'EN'. Below the navigation is a main content area divided into two columns: 'Block-exempted aid' (yellow background) and 'Non block-exempted aid' (green background). The 'Block-exempted aid' column contains three 'form' buttons for 'General Block Exemption', 'Agriculture Block Exemption', and 'Fisheries Block Exemption', with corresponding regulatory references below. The 'Non block-exempted aid' column contains a description of new aid measures and several 'form' buttons for 'Simplified notification procedure...', 'Standard form', 'Standard form – Pre-Notification', and 'Standard form – Notification for legal certainty', with their respective regulatory references listed below. At the bottom of the page are links for 'User guide', 'Contact', 'State aid legislation', and 'Legal notice', and a copyright notice: '© 2018: SANI2 Version: 2.0.0.15'.

This page displays all notification forms and summary information forms available in SANI2.

PROFILE, LANGUAGE AND SEARCH FIELDS


The field  displays the profile you are currently logged in with.


By clicking  you can:


1) **view** and **edit your profile**=> click **My profile**:

This screenshot is similar to the previous one, but with an orange box around the user profile dropdown and a red arrow pointing to the 'My profile' button. The 'My profile' button is highlighted in blue.

This displays the **Edit profile** window, where you can edit some data for your profile (e.g. add your mobile phone number, change the default profile).

Click  to save your changes, or close the window without saving.

 Changes to the **Default profile** will only be visible after a log out and a log in again.

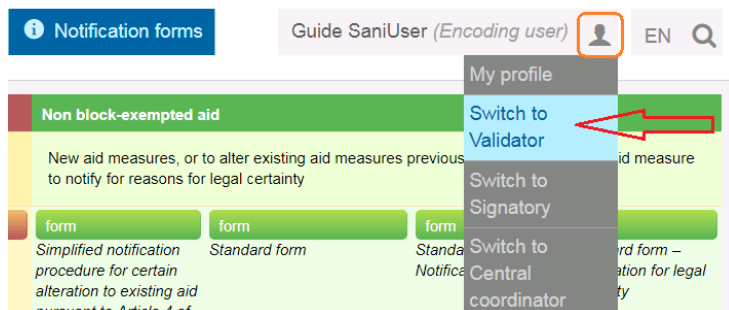
 You cannot edit the greyed out **fields**: first name, last name and e-mail. If you have to update these fields log out from SANI2 and sign in to your [EU Login account](#) . Once logged in the EU Login, click the settings wheel next to your name and click **My Account** and then **Modify my personal data**:

In **User edit** window modify the relevant fields and **Submit**:

Users' personal data is synchronised between EU Login and SANI2, thus all modifications made in EU Login will be automatically updated in SANI2.

2) switch profiles:

If you have more than 1 profile linked to your SANI2 account, you can switch between profiles by clicking the relevant row:

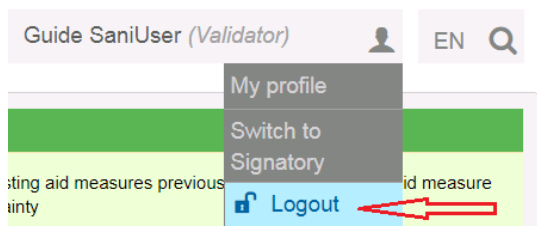


The page will refresh and the new profile will appear next to your name:



⚠ Changing the profile modifies your access rights and enables or disables some actions.

3) log out:




Field:  combines 2 functions:

 Displays the language you are currently using.


You can change it by clicking the symbol and by selecting another language.

⚠ You will be redirected to the home page in that language

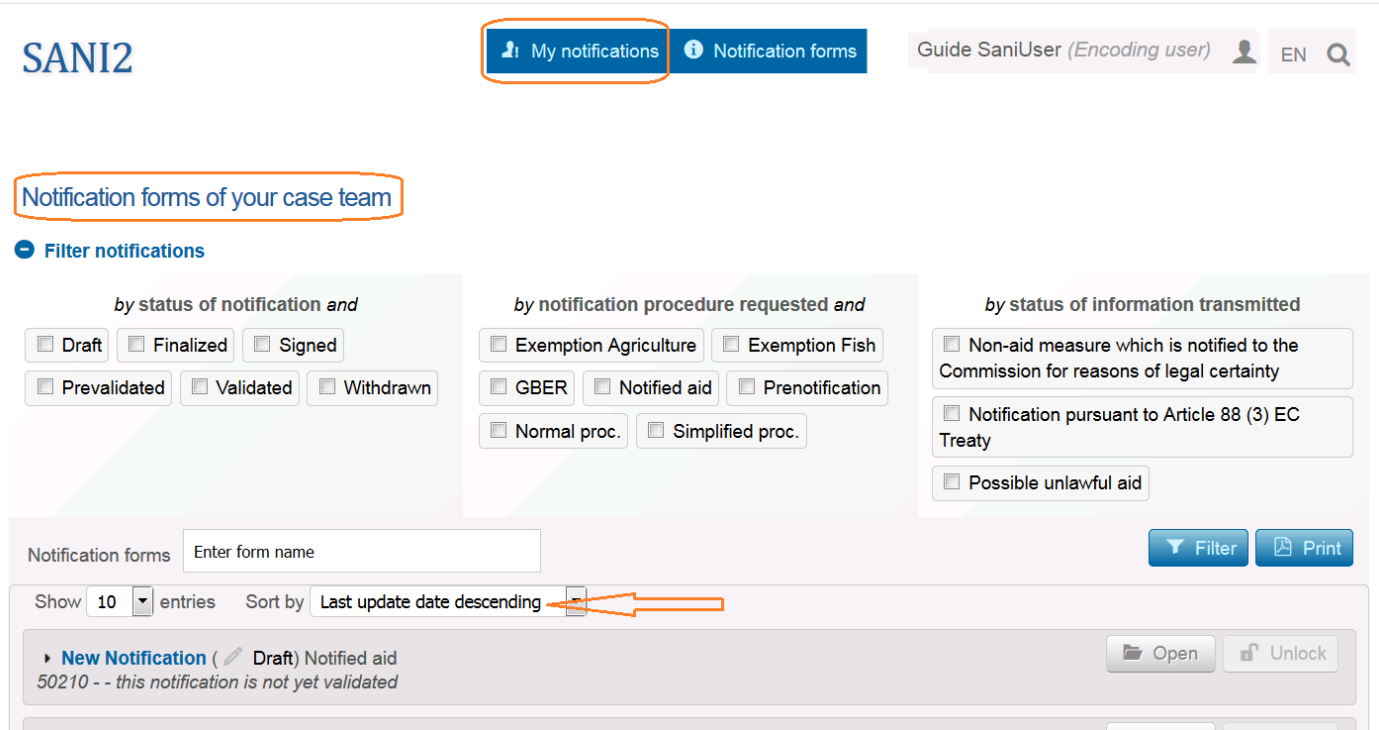


 Search field where you can search using any of the following:

- **provisional number** (automatically assigned by SANI2)
- **State aid number**, if the notification has already been submitted to the Commission
- **keywords** used in the title of a notification

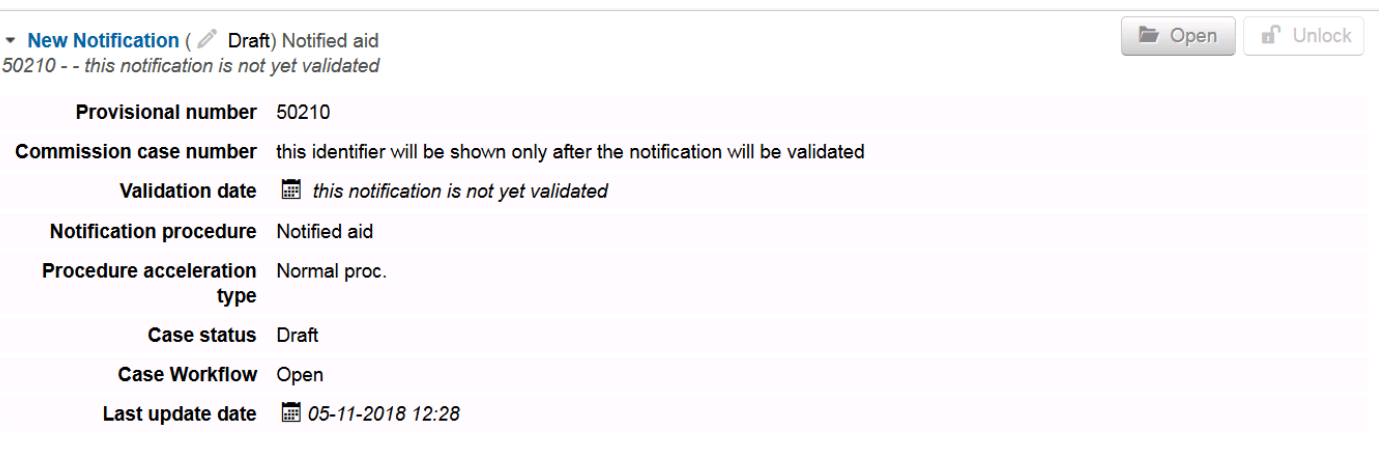
 To view a list of **all the notifications you have access to**, leave the field empty and simply press the **Search** button.

2. MY NOTIFICATIONS TAB




My notification screen displays all the notifications (by last modified date) that you have access to as a member of the notification team, or based on your profile.

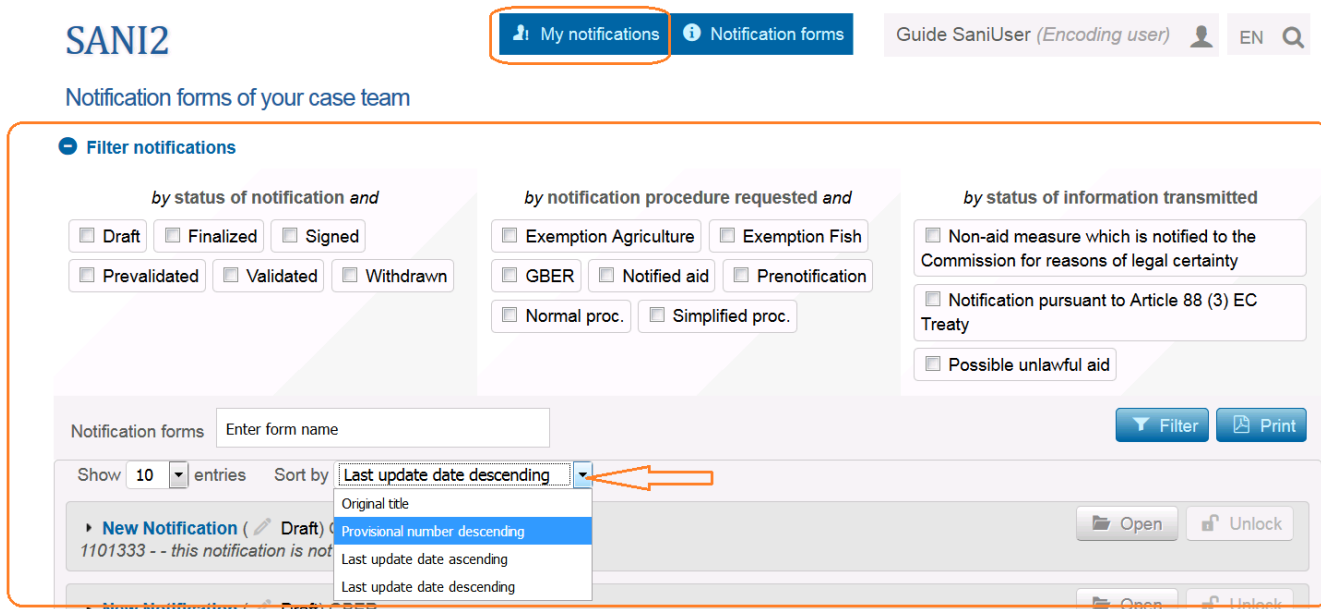
To display more information, click the arrow next to each notification:



FILTER

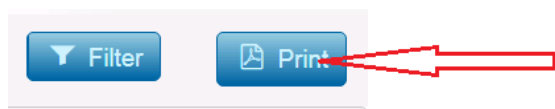
In the upper part of the screen you can filter and sort your notifications by various criteria (status, procedure requested and status of information transmitted, date, original title).

To apply a filter, select it from the list and click 

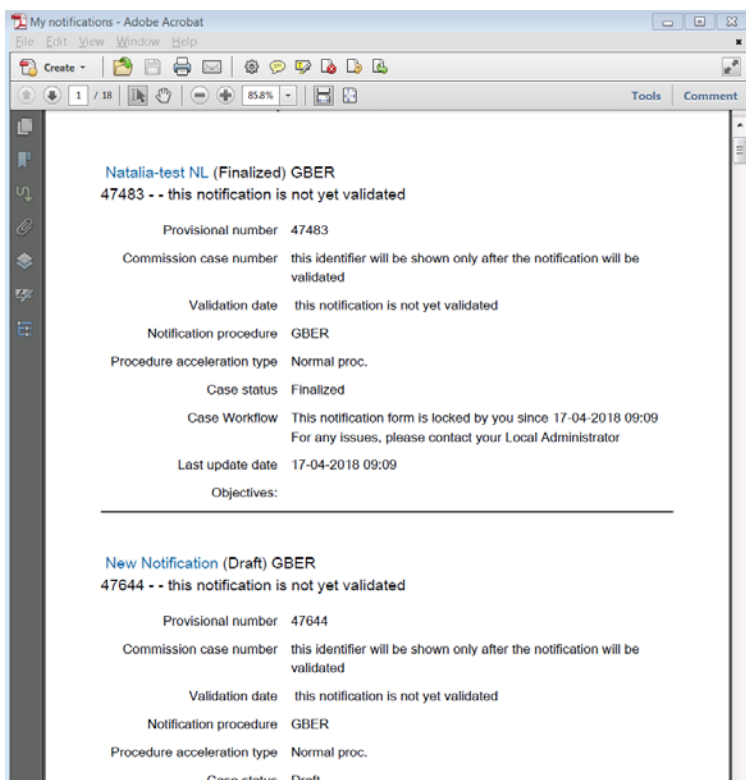


More information on how to use the **Filter** function can be found in [section 6](#) of this guide.

PRINT

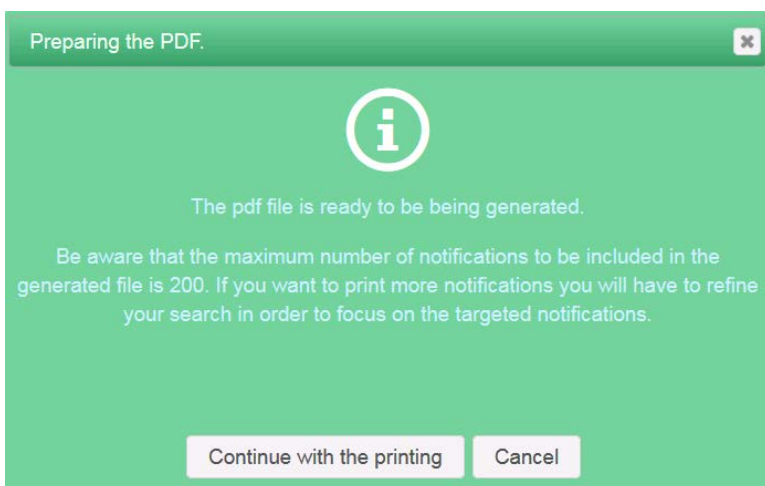


Prints a **list of your notifications**, with detailed information on each:



If you receive several notifications, use the filter to define the list of notifications you would like to display or print.

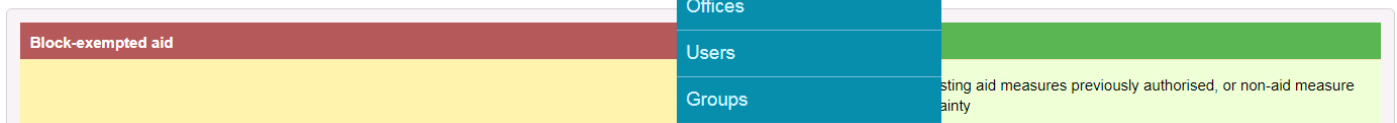
⚠ You cannot print more than 200 notifications. Above that, you will be prompted to refine your research:



If you choose **Continue with the printing**, SANI2 will only print the first 200 notifications.

3. SANI2 COMMUNITY TAB

This tab is available only to central coordinators and local administrators – see the [Users Management-tutorial](#) for details.



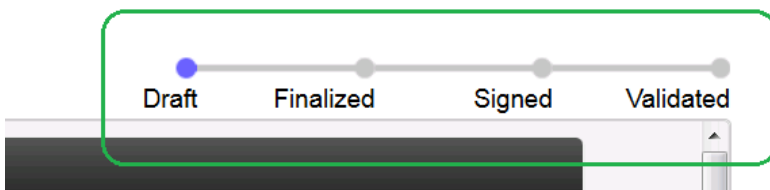
The screenshot shows a navigation menu with a dark blue header containing 'Offices', 'Users', and 'Groups'. Below this is a red bar labeled 'Block-exempted aid' and a yellow bar. To the right, a green bar contains the text 'isting aid measures previously authorised, or non-aid measure' and 'ainty'.

4. NOTIFICATION FORMS / INFORMATION SHEETS – WORKFLOW

All notification forms in SANI2 are identical to the [paper forms](#) in the annexes to relevant regulations.

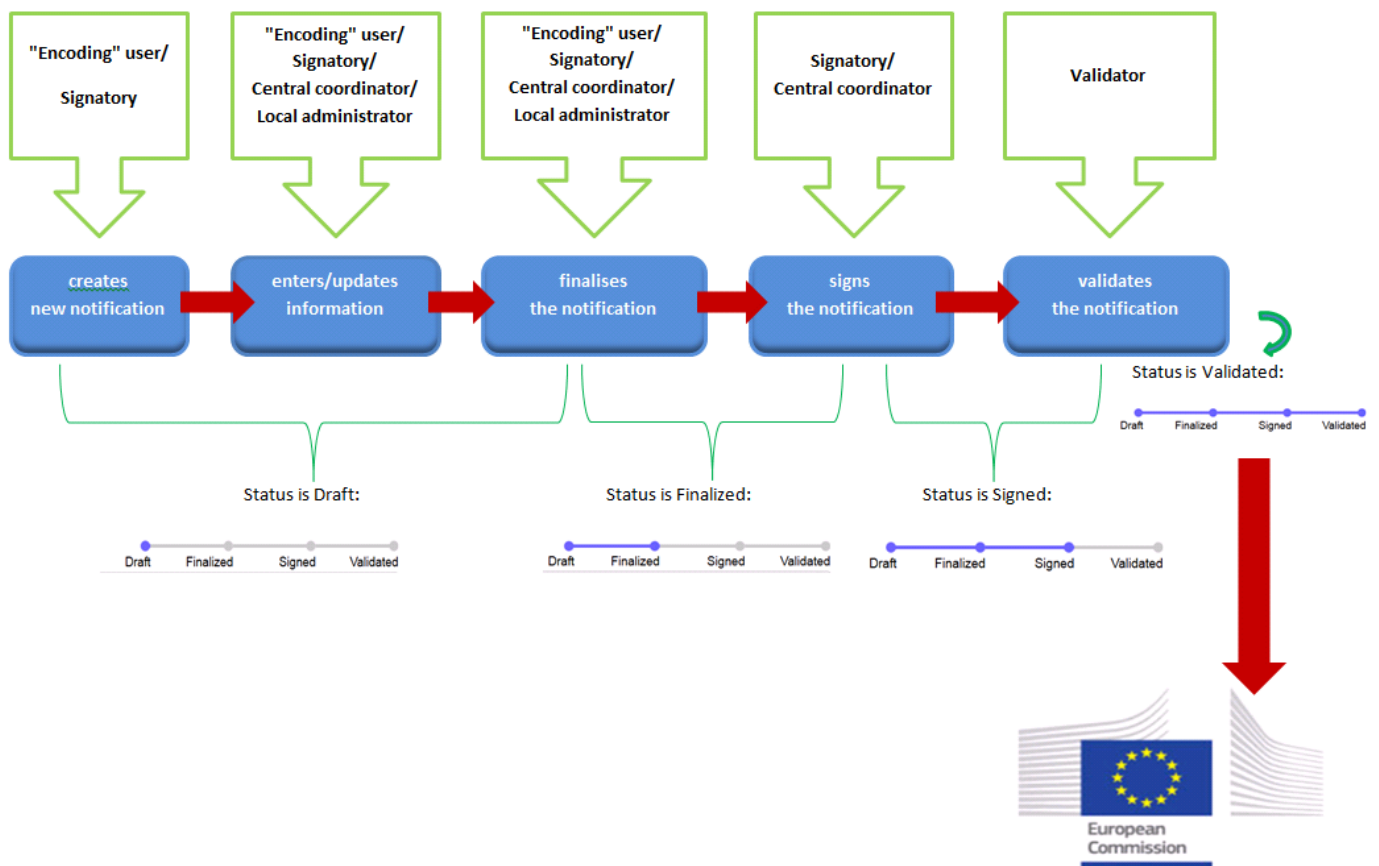
A notification / summary information sheet submitted to the Commission consists of 5 steps (or 6, in countries that include [the pre-validation step](#) for notifications).

The status bar on the right upper corner shows in purple the current status of the notification:



Each stage involves a number of players. The steps of 'drafting', 'finalising', 'signing' and 'validating' therefore influence who can do what and when in the notification form.

For users access rights details, see [Annex 1](#).



(1) Status is DRAFT

Encoding user/signatory can modify and update a notification as long as it is in 'DRAFT' status. For notification forms and pre-notification forms, they can also switch from Pre-notification to Notification and vice versa, and request or remove the request for simplified procedure.

Once the notifications are ready for signing, encoding users finalise them in SANI2.

(2) Status is FINALIZED

Once the notification has been finalised, it goes to the signatory. This means that only those that have been assigned a SIGNATORY profile in SANI2 and have been added to the notification team can make changes to the notification (the central coordinator can also do this).

The signatory can also reject the notification. It then reverts to the previous 'DRAFT' status. The previous person can make the necessary changes/modifications before submitting it again to the signatory.

(3) Status is SIGNED

Once the signatory signs the notification in SANI2, it is considered the equivalent of an ink signature. The notification can no longer be modified. It then goes to the validator (or pre-validator, see [here](#)).

However, if modifications are still needed, the validator can reject the notification. This reverts the status to FINALIZED, and the signatory can then make modifications to it.

(4) Status is VALIDATED

Once the validator validates the notification in SANI2, no other modifications are possible. The notification is sent to the Commission, which registers it in its IT system and provides the Member State with the state aid number under which the notification has been registered and will be dealt with.

Each of formal steps in the workflow triggers an e-mail alert to inform the relevant member of the [notification team](#) that such step took place.

Example:

From: SANI2 <automated-notifications@nomail.ec.europa.eu>
To: your e-mail address
Cc:
Subject: ACC: Sani2 - Someone in your team signed one of your notifications

SANI2

Dear |Your name| ,

The following notification was signed.

Title: Aid measure
On: Fri Oct 26 14:22:52 CEST 2018
Signed by: |Signatory's name|

Login to [SANI2](#) to verify its completeness and validate it.


Sani2 Administrator.

5. CREATE AND MANAGE A NOTIFICATION FORM

The instructions below will guide you step-by-step through the process of creating, submitting and subsequently managing a notification form.

5.1. Create a new notification

You can only create new notifications if you have an "encoding" **user** or **signatory** profile.

 You can create and submit several different notification forms.
Below we describe the **standard notification form**, as it covers all possible steps and available functionalities.
All other forms in the application follow the same logic and behaviour as this form.


To create a notification, click the  button for the relevant form (e.g. click **form > Create new notification**)

Block-exempted aid			Non block-exempted aid		
<p>form</p> <p>General Block Exemption</p>			<p>New aid measures, or to alter existing aid measures previously authorised, or non-aid measure to notify for reasons for legal certainty</p>		
<p>form</p> <p>Agriculture Block Exemption</p>			<p>form</p> <p>Simplified notification procedure for certain alteration to existing aid pursuant to Article 4 of Commission Regulation (EC) 794/2004</p>		
<p>form</p> <p>Fisheries Block Exemption</p>			<p>form</p> <p>Standard form</p>		
<p>PART I and PART II of Annex II, the Summary Information Sheet of the Commission Regulation (EU) 651/2014</p>			<p>form</p> <p>Simplified notification form, ANNEX II of the Commission Regulation (EC) 794/2004, Article 4</p>		
<p>ANNEX I, form of summary information, Commission Regulation (EU) 702/2014</p>			<p>form</p> <p>PART I of ANNEX I of the Commission Regulation (EC) 794/2004, amended by Regulation 271/2008</p>		
<p>ANNEX II, form of summary information, Commission Regulation (EU) 1388/2014</p>			<p>form</p> <p>PART III (1-14) of ANNEX I, the Supplementary Information Sheet depending on the type of aid.</p>		

A dialog box is displayed, providing an overview of relevant notifications linked to the form. To quickly consult the information, click the numbers:

Standard form		
	Notification (N)	of which request simplified procedure
Draft	3	2
Finalized	0	2
Signed	2	1
Validated	3	4
Withdrawn	0	0
Ended with COM decision	9	9

i Create new notification

Tip: If you want to cancel and return to the homepage, close the window by clicking  in the upper right-hand corner.

To create notifications, click **Create new notification**.

The relevant form will open.

Depending on the form selected, the screen contains different sections. The standard (general notification) form looks like this:

PART I of ANNEX I of the Commission Regulation (EC) 794/2004, amended by Regulation 271/2008



Save

Comments

Print

← Previous Search

Notification team **General notification**

Draft Finalized Signed Validated

General Information 3.2

1. Status of the notification

2. Identification of the aid g...

3. Beneficiaries

4. National Legal Basis

5. Identification of the Aid, ...

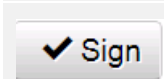
1. Status of the notification

Notification pursuant to Article 108(3) of the Treaty on the Functioning of the European Union (TFEU)

Clicking Save for the first time saves your notification as a **draft**.

A number of buttons then appear in the upper part of the screen, depending on the stage the notification is at and the rights linked to the respective user profile.

BUTTONS IN NOTIFICATION BLOCK: OVERVIEW	Description
	Generates a pdf version of the notification. In the My notifications tab, this button provides a list of all notifications for which you are a team member.
	This button lets you: <ul style="list-style-type: none"> leave the notification form <i>without</i> saving your changes leave the notification form if you already saved your changes and releases (<i>unlocks</i>) it for other users.
	Saves all the changes made to the notification form.
	Changes the status of the notification from draft to finalized and submits it to the signatory.
	Deletes the notification. This can be performed as long as the notification is a draft or finalized status. This action cannot be undone, so you need to confirm or cancel:



Performed by the **signatory**

Freezes the notification – no more changes are possible unless the validator or pre-validator rejects the notification.



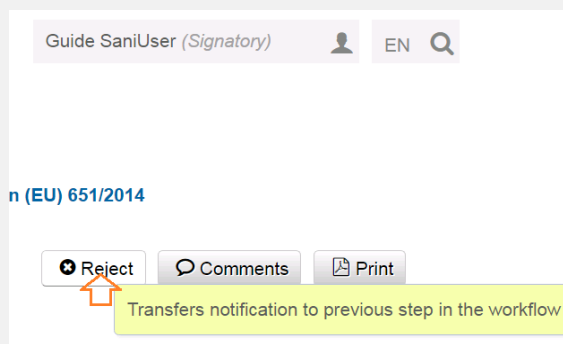
Performed by the **validator**.

This formally notifies the Commission about the state aid measure in question.

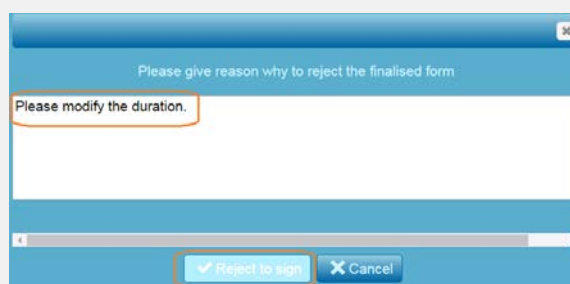


Performed by **signatory** or **validator** (and pre-validator if relevant).

Sends notification back to the previous contributor for changes:



Must be accompanied by an explanation of the rejection:



Triggers an e-mail to inform the previous contributor that the notification has been rejected:

SANI2

Dear Guide SaniUser,

The following notification was rejected.

Title: **Title aid measure**
On: **Tue Nov 13 11:52:02 CET 2018**
Rejected by: **Guide SaniUser**
The reason provided: **Please modify the duration.**

Login to [SANI2](#) to correct the notification if necessary, and finalize again.

Sani2 Administrator.

Comments

For any user with access to the notification.

Adds comments to a notification (or displays comments added by other users).

Also displays the justification for any rejected notifications:

⚠ These internal SANI2 comments are **not passed on to the Commission**. Do not use this field to address comments to the Commission.

Switch to Pre-Notification

Switch to Notification

If you start filling in the **standard notification form** but later decide to switch to pre-notification (or vice versa).

⚠ None of the data you entered and saved will be lost.

Request for simplified procedure

Remove request for simplified procedure


Requests (or undoes a request) that a notification is dealt with under the 'simplified procedure'.

⚠ Before filling in the form make sure you have set-up **the notification team!**

5.2. Set-up a notification team

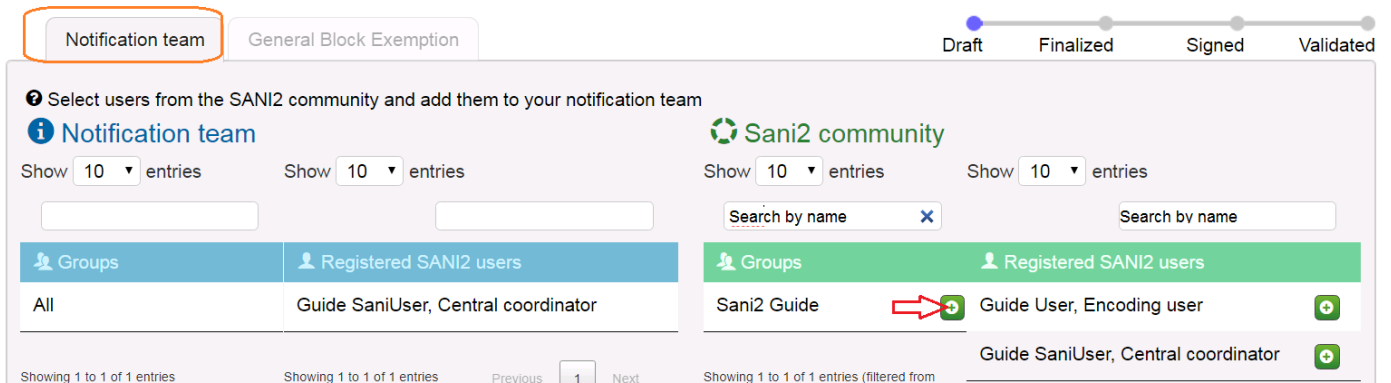
The notification team consists of persons and/or groups of persons that will be involved in handling this notification.



As a user who creates notifications, you are a member of the team by default and can add as many team members as you like.

 **Validators** do not need to be added to the notification team. All validators in a given country have access to all signed notifications and are able to validate them. However, the notification team should contain at least one **signatory**.

To set-up a **notification team** go to the tab .

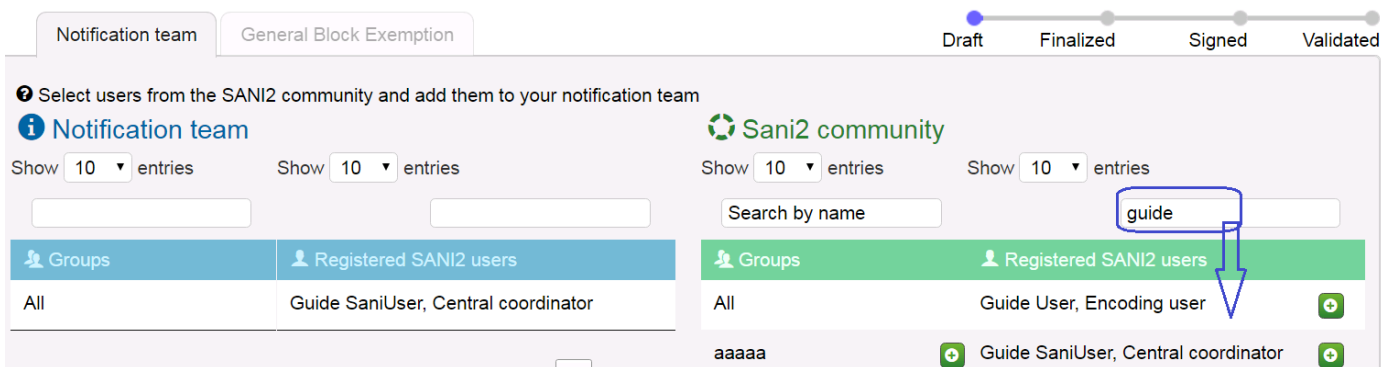
The **Notification team** tab is divided into 2 parts: the **Notification team** and the **SANI2 community**, each of which contains users and groups of users:



To add members to the notification team, press  next to the name of the user. You can remove members by pressing .

Groups are added in a similar way. Groups are several users who usually work together on similar types of notifications. You can add a group, and other users that do not belong to this group, to the notification team.

Tip : To quickly add persons/groups, enter the name of the person in the relevant "**Search by name**" field:



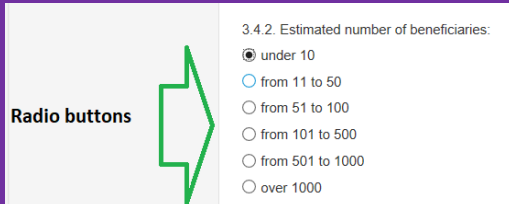
As long as the notification is in 'draft' status, you (encoding user) will be able to modify the notification team. Once **finalized**, only central coordinators have necessary rights to do so. For more details see [Annex 1](#).

5.3. Fill in a notification form

To enter the relevant information, in the **notification/information form**, click and open each section on the left side.

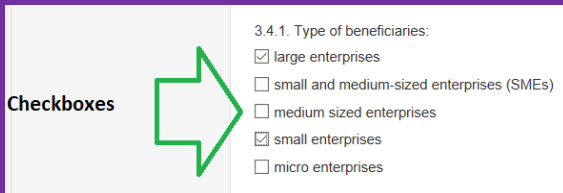
⚠ We recommend that you also follow the order of the sections when completing the form — whenever you choose a value in a list that requires extra information additional fields are displayed so you can enter the information. In addition, in the supplementary **information form** some fields will be compulsory depending on the fields selected.

⚠ For questions where only one option from a list can be selected the form presents you with **radio buttons**:



Please note that if you want to modify your answer you can do that only by selecting another option from the list. Radio buttons do not allow you to simply deselect the option and leave the question unanswered.

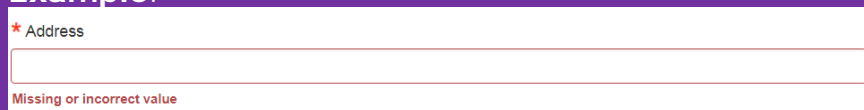
For questions where any number of choices from a list is allowed the form presents you with **checkboxes**:



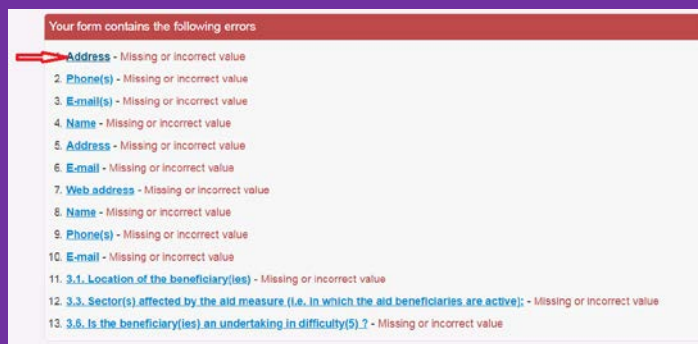
In contrast to radio buttons, checking one check box does not uncheck the other(s) and you have to uncheck the box to deselect an option.

⚠ Make sure you fill in all mandatory fields (marked with a red asterisk). The fields that are left empty or contain an error (e.g. extra space, value not allowed) will result in an error message that will prevent you from finalising the notification. Error messages are displayed below the field:

Example:



All errors are also displayed at the bottom of each screen together with info on where to find them:



Click the link to go directly to the field and correct it.

PART I of ANNEX I of the Commission Regulation (EC) 794/2004, amended by Regulation 271/2008



Switch to Pre-Notification Request for streamlined procedure

Save Finalize Discard

Comments Print

Previous Search

Notification team General notification

Draft Finalized Signed Validated

General Information 3.2

1. Status of the notification	1. Status of the notification
2. Identification of the aid g...	Notification pursuant to Article 108(3) of the Treaty on the Functioning of the European Union (TFEU)
3. Beneficiaries	
4. National Legal Basis	
5. Identification of the Aid, ...	
6. Compatibility of the aid	
7. Aid instrument, Aid amo...	
8. Evaluation	
9. Reporting and Monitoring	
10. Confidentiality	
11. Other Information	
12. Attachments	
13. Declaration	
14. Supplementary Inform...	
15. Supplementary Inform...	

1 of 15

Sections of the standard notification form

If you choose a value that requires further information, additional fields will be activated so you can enter this information.

* 3.3. Sector(s) affected by the aid measure (i.e. in which the aid beneficiaries are active):

- Open to all sectors
- Sector specific. If so, please specify the sector(s) at NACE group level (1)

A - AGRICULTURE, FORESTRY AND FISHING

A.01 - Crop and animal production, hunting and related service activities

A.01.1 - Growing of non-perennial crops

A.01.11 - Growing of cereals (except rice), leguminous crops and oil seeds

Inactive fields will still be displayed, but you will only be able to enter information in the active ones.

* 3.3. Sector(s) affected by the aid measure (i.e. in which the aid beneficiaries are active):

Open to all sectors

Sector specific. If so, please specify the sector(s) at NACE group level (1)

5.3.1. Add attachments

To add attachments to the notification in the section “Attachments” click **Browse...** to choose a file to upload:

The screenshot shows the 'General Information 3.2' form with the '12. Attachments' section selected. The form has tabs for 'Notification team' and 'General notification'. A progress bar at the top right shows 'Draft' (selected), 'Finalized', and 'Signed'. The left sidebar lists 12 sections, with '12. Attachments' highlighted. The main content area for '12. Attachments' contains the instruction: 'Please list all documents which are attached to the notification and provide paper copies or internet addresses which allow access to the documents concerned.' Below this is a table with two columns: 'Attachment:' and 'Comment on the attachment:'. The first row is empty, with a 'Browse...' button in the 'Attachment:' column highlighted by a red arrow.

The file attached will appear like this:

The screenshot shows the 'Attachments' table with two columns: 'Attachment:' and 'Comment on the attachment:'. The first row contains a file named 'CORRIGENDU1.docx' with a red 'X' icon next to it. Below the file name is a 'Download' link. The 'Comment on the attachment:' column is empty.

You can add one file a time. In case you need to add several attachments press **+** **Attachment** to upload a new file.

To delete an attachment click the **X** next to its name.

5.3.2. Add a supplementary information sheet

To add the required supplementary form to a (pre)notification form, select the relevant information sheet in section 14 of the general notification form:

Notification team | General notification

Draft | Finalized | Signed

General Information 3.0

- 1. Status of the notification
- 2. Identification of the aid g...
- 3. Beneficiaries
- 4. National Legal Basis
- 5. Identification of the Aid,...
- 6. Compatibility of the aid
- 7. Aid instrument, Aid amo...
- 8. Evaluation
- 9. Reporting and Monitoring
- 10. Confidentiality
- 11. Other information
- 12. Attachments
- 13. Declaration
- 14. Supplementary Inform...**
- 15. Supplementary Inform...

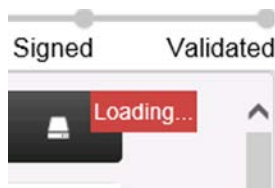
14. Supplementary Information Sheet

14.1. Based on the information submitted in the general information form, please select the applicable supplementary information sheet to be completed:

- Supplementary information sheets on regional aid
- Part III.2 Supplementary information sheet for research and development and innovation aid
- Supplementary information sheets on aid for restructuring and rescuing undertakings in difficulty
- Part III.4 Supplementary Information Sheet on aid for films and other audiovisual works
- Part III.5 Supplementary Information Sheet on State aid to broadband
- Part III.6 Supplementary information sheet for State aid for environmental protection and energy
- Part III.7 Supplementary Information Sheet on risk finance aid
- Part III.8 Supplementary Information Sheet for the notification of an evaluation plan
- PART III.12 GENERAL INFORMATION SHEET FOR THE EU GUIDELINES FOR STATE AID IN THE AGRICULTURE AND FORESTRY SECTORS AND IN RURAL AREAS.
- Supplementary information sheet on aid to the transport sector
- PART III.14 SUPPLEMENTARY INFORMATION SHEET FOR STATE AID TO THE FISHERY AND AQUACULTURE SECTOR

14 of 15

'Loading ...' then appears in the upper-right corner:




Once it disappears, **click section 15** to access and fill in the information sheet:


The screenshot shows a web application interface for managing notifications. At the top, there are tabs for 'Notification team' and 'General notification', and a progress bar with stages: Draft, Finalized, Signed, and Validated. The main content area is titled 'General Information 3.0' and contains a sidebar with a list of sections (1-15). Section 15, 'Supplementary Information Sheet', is expanded to show 'Part III.2 Supplementary information sheet for research and development and innovation aid'. Below this, there is a detailed description of the sheet's purpose and a section for '1. Characteristics of the notified aid measure', which includes '1.1. Aid schemes' and a list of reasons for notifying the scheme.

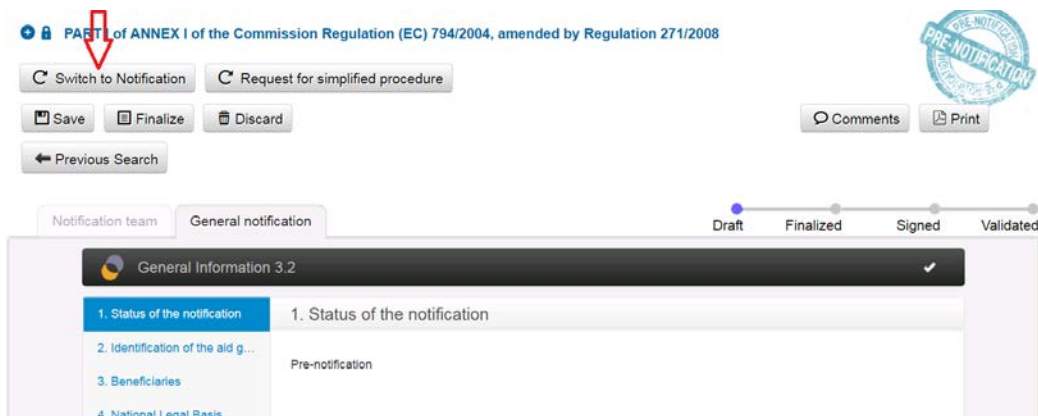
5.4. Change validated and registered pre-notifications into notifications

If the pre-notification was submitted to the Commission in SANI2, it is recommended not to use an empty form to create the notification. A pre-notification team member with encoding user or signatory rights opens the pre-notification and performs the following steps:

Click  this notification into a new draft notification:

This screenshot shows a specific notification entry titled 'PART I of ANNEX I of the Commission Regulation (EC) 794/2004, amended by Regulation 271/2008'. A red arrow points to a button labeled 'Copy this notification into a new draft notification'. To the right of the button is a circular stamp that reads 'PRE-NOTIFICATION'. Below the button are 'Comments' and 'Print' buttons. At the bottom, there is a progress bar with stages: Draft, Finalized, Signed, and Validated. The 'Draft' stage is currently active.

The pre-notification is copied into a new draft pre-notification. Click  to Notification:



This turns the pre-notification form into a notification:



You can then modify or complete it, and it should then follow the [standard approval and validation process](#) in SANI2.

⚠ Information provided in section 5.1 Title of the aid measure (or name of the beneficiary of the individual aid) in this form should be the same as in pre-notification so that the Commission can easily identify the case and link it to the relevant State aid pre-notification.

5.5. Withdraw notifications

Member States can decide to withdraw notifications. To do so, those with validator or central coordinator profiles open the relevant notification in SANI2 and press “Withdraw”.

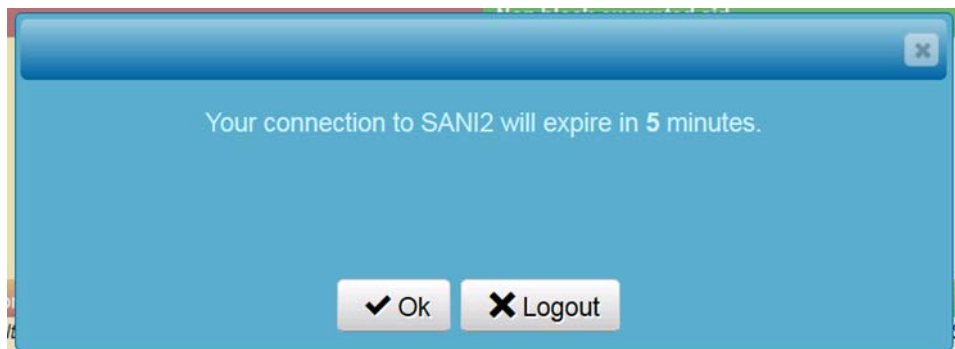


The Commission is informed that the notification has been formally withdrawn. It registers the withdrawal in its application, and the notification receives the status ‘withdrawn’ in SANI2. If block exempted cases are involved, the information sheets published on the Commission website will be automatically removed from the website the following working day.

MANAGE A NOTIFICATION FORM – TIPS

- **Save on a regular basis** (*in case you close the application by mistake or it crashes*).
- **Automatic logout** (security reasons)

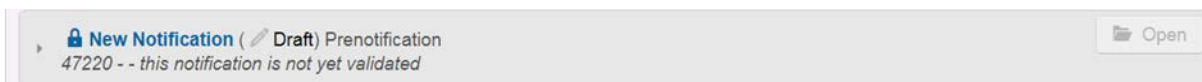
If you are still logged in to SANI2 without making any changes for around 30 minutes, you will get this warning message:

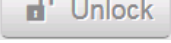


If you ignore this message, your session will expire and you will be logged out automatically, losing any unsaved changes. In addition, other users will be unable to access the form as it will be locked in SANI2.

- **Release (unlock) a notification/information form**

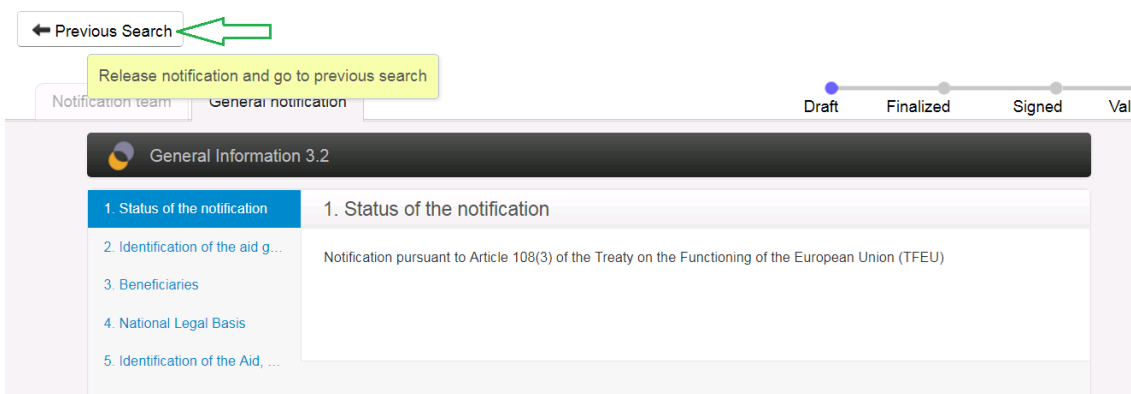
When you are working on a notification, it is automatically locked to prevent others working on it at the same time (the **Open** button next to the notification is unavailable):



You (or the central coordinator) can unlock the notification by clicking  in the **My notifications** tab:




Tip: To make sure you unlocked the notification, use the **Previous search** function:



6. SEARCH FOR NOTIFICATIONS

There are several ways to search for notifications.

 You can only access notifications if you are a member of the notification team or if you have a SANI2 profile (e.g. central coordinator, validator) that lets you access all notifications for your Member State/office (local administrator).

(1) Free text search field

To search a notification using a specific word included in the title, the provisional number or the State aid number, use the Search field at the bottom of the screen:

SANI2

Notification forms of your case team

My notifications Notification forms

Guide SaniUser (Encoding user) EN

For example, you can type a word that is part of the title to display all the notifications that contain this word:

SANI2

Notification forms of your case team

My notifications Notification forms

Guide SaniUser (Encoding user) EN

Filter notifications

by status of notification and

 Draft Finalized Signed
 Prevalidated Validated Withdrawn

by notification procedure requested and

 Exemption Agriculture Exemption Fish
 GBER Notified aid Prenotification
 Normal proc. Simplified proc.

by status of information transmitted

 Non-aid measure which is notified to the Commission for reasons of legal certainty
 Notification pursuant to Article 88 (3) EC Treaty
 Possible unlawful aid

Notification forms

Filter Print

Show 10 entries Sort by Last update date descending

New Notification (Draft) Notified aid

Open Unlock

Another example is the State aid (SA) number.

⚠ Remember to include the dot after SA and do not leave any extra spaces e.g. between 'SA.' and the number.

(2) Filters available in SANI2

Another way to search for notifications is to use filters. There are several types of filters available:

You can sort notifications by:

- status and/or
- procedure requested and/or
- the form used

Notification forms of your case team

Filter notifications

by status of notification and

 Draft Finalized Signed
 Prevalidated Validated Withdrawn

by notification procedure requested and

 Exemption Agriculture Exemption Fish
 GBER Notified aid Prenotification
 Normal proc. Simplified proc.

by status of information transmitted

 Non-aid measure which is notified to the Commission for reasons of legal certainty
 Notification pursuant to Article 88 (3) EC Treaty
 Possible unlawful aid

You can also use the **Sort by** function to display results in a certain order:

Notification forms Filter Print

Show 10 entries **Sort by** Last update date descending

- Original title
- Provisional number descending
- Last update date ascending
- Last update date descending**

▶ **Title aid measure** (Draft) 50919 -- this notification is not yet validated Open Unlock

▶ **New Notification** (Draft) Notified aid 50210 -- this notification is not yet validated Open Unlock

▶ **Aid measure** (Validated) GBER 50770 -- this notification is not yet validated Open Unlock

Or enter the name of the form:

Notification forms Filter Print

General notification Sort by Last update date descending

- exemption notification
- Simplified notification procedure**

Open Unlock

⚠ You can combine the search function with filters. This can be useful if the **Search** option on its own returns too many results.

⚠ If you want to switch from one search method to another, make sure that you have cleared all the options previously selected and/or that the search field is empty.

Tip: To get a quick overview of your notifications by form type, click the form you are interested in:

SANI2 My notifications **Notification forms** SANI2 community Guide SaniUser (Central coordinator) EN Q

Block-exempted aid			Non block-exempted aid		
New aid measures, or to alter existing aid measures previously authorised, or non-aid measure to notify for reasons for legal certainty			New aid measures, or to alter existing aid measures previously authorised, or non-aid measure to notify for reasons for legal certainty		
form	form	form	form	form	form
General Block Exemption	Agriculture Block Exemption	Fisheries Block Exemption	Simplified notification procedure for certain alteration to existing aid pursuant to Article 4 of Commission Regulation (EC) 794/2004	Standard form	Standard form – notification for legal certainty
PART I and PART II of Annex II, the Summary Information Sheet of the Commission Regulation (EU) 651/2014	ANNEX I, form of summary information, Commission Regulation (EU) 702/2014	ANNEX II, form of summary information, Commission Regulation (EU) 1388/2014	Simplified notification form, ANNEX II of the Commission Regulation (EC) 794/2004, Article 4	PART I of ANNEX I of the Commission Regulation (EC) 794/2004, amended by Regulation 271/2008	PART III (1-14) of ANNEX I, the Supplementary Information Sheet depending on the type of aid.

Create new notification

User guide Contact State aid legislation Legal notice © 2018: SANI2 Version: 2.0.0.15

An overview of all notifications created with this particular form is displayed:

Standard form ✕		
	Notification (N)	of which request simplified procedure
Draft	24	10
Finalized	15	22
Signed	12	9
Validated	33	13
Withdrawn	3	1
Ended with COM decision	88	55

i Create new notification

You can display the results by clicking the relevant link.

ANNEX 1: USER PROFILES & ACCESS RIGHTS

Notification forms tab

Possible actions	Central coordinator	Local administrator	Encoding user	Signatory	Viewer	Reviewer	Restricted user	Validator
	any notification in own Member State	if member of the notification team	if member of the notification team	if member of the notification team	if member of the notification team	if member of the notification team	if member of the notification team	any notification in own Member State
Create new notification	✗	✗	✓	✓	✗	✗	✗	✗
Get a quick overview of notifications	✓	✓	✓	✓	✓	✓	✓	✓

My notifications tab

Possible actions	Central coordinator	Local administrator		Encoding user	Signatory	Viewer	Reviewer	Restricted user	Validator
	any notification in own Member State	any notification in own Member State	where member of the notification team	if member of the notification team	if member of the notification team	if member of the notification team	if member of the notification team	if member of the notification team	any notification in own Member State
Filter									
By status of notifications and by notification procedure and by status of information transmitted	✓	✗	✓	✓	✓	✓	✓	✓	✓
Notification forms	✓	✗	✓	✓	✓	✓	✓	✓	✓
Order by	✓	✗	✓	✓	✓	✓	✓	✓	✓
Open a notification	✓	✗	✓	✓	✓	✓	✓	✓	✓
Unlock a notification	✓	✗	✓	✗	✗	✗	✗	✗	✗

Notification form details

Possible actions	Central coordinator	Local administrator	Encoding user	Signatory	Validator	Viewer	Reviewer	Restricted user
	Any notification in own Member State	if member of the notification team	if member of the notification team	if member of the notification team	Any notification in own Member State	if member of the notification team	if member of the notification team	if member of the notification team
Create new notification form			✓	✓				
View existing notification (open/close the form)								
Notification status is	Draft	✓	✓	✓	✓	✓	✓	✓
	Finalised	✓	✓	✓	✓	✓	✓	✓
	Signed	✓	✓	✓	✓	✓	✓	✓
	Validated	✓	✓	✓	✓	✓	✓	✓
	Withdrawn	✓	✓	✓	✓	✓	✓	✓
Edit notification								
Notification status is	Draft	✓	✓	✓	✗	✗	✗	✓
	Finalised	✓	✓	✗	✗	✗	✗	✗
	Signed	✗	✗	✗	✗	✗	✗	✗
	Validated	✗	✗	✗	✗	✗	✗	✗
	Withdrawn	✗	✗	✗	✗	✗	✗	✗
Switch between pre-notification and notification								
Notification status is	Draft	✓	✓	✓	✗	✗	✗	✓
	Finalised	✓	✓	✗	✓	✗	✗	✗
	Signed	✗	✗	✗	✗	✗	✗	✗
	Validated	✗	✗	✗	✗	✗	✗	✗
	Withdrawn	✗	✗	✗	✗	✗	✗	✗
Request/remove request for simplified procedure								
Notification status is	Draft	✓	✓	✓	✓	✗	✗	✓
	Finalised	✓	✓	✗	✓	✗	✗	✗
	Signed	✗	✗	✗	✗	✗	✗	✗
	Validated	✗	✗	✗	✗	✗	✗	✗
	Withdrawn	✗	✗	✗	✗	✗	✗	✗
Discard (delete existing notification)								
Notification status is	Draft	✓	✓	✓	✓	✗	✗	✗
	Finalised	✓	✓	✗	✓	✗	✗	✗
	Signed	✗	✗	✗	✗	✗	✗	✗
	Validated	✗	✗	✗	✗	✗	✗	✗
	Withdrawn	✗	✗	✗	✗	✗	✗	✗


Possible actions		Central coordinator	Local administrator	Encoding user	Signatory	Validator	Viewer	Reviewer	Restricted user
		Any notification in own Member State	if member of the notification team	if member of the notification team	if member of the notification team	Any notification in own Member State	if member of the notification team	if member of the notification team	if member of the notification team
Finalise									
Notification status is	Draft	✓	✓	✓	✓	✗	✗	✗	✗
	Finalised	✗	✗	✗	✗	✗	✗	✗	✗
	Signed	✗	✗	✗	✗	✗	✗	✗	✗
	Validated	✗	✗	✗	✗	✗	✗	✗	✗
	Withdrawn	✗	✗	✗	✗	✗	✗	✗	✗
Sign									
Notification status is	Draft	✗	✗	✗	✗	✗	✗	✗	✗
	Finalised	✓	✗	✗	✓	✗	✗	✗	✗
	Signed	✗	✗	✗	✗	✗	✗	✗	✗
	Validated	✗	✗	✗	✗	✗	✗	✗	✗
	Withdrawn	✗	✗	✗	✗	✗	✗	✗	✗
Validate									
Notification status is	Draft	✗	✗	✗	✗	✗	✗	✗	✗
	Finalised	✗	✗	✗	✗	✗	✗	✗	✗
	Signed	✗	✗	✗	✗	✓	✗	✗	✗
	Validated	✗	✗	✗	✗	✗	✗	✗	✗
	Withdrawn	✗	✗	✗	✗	✗	✗	✗	✗
Withdraw									
Notification status is	Draft	✗	✗	✗	✗	✗	✗	✗	✗
	Finalised	✗	✗	✗	✗	✗	✗	✗	✗
	Signed	✗	✗	✗	✗	✗	✗	✗	✗
	Validated	✓	✗	✗	✗	✓	✗	✗	✗
	Withdrawn	✗	✗	✗	✗	✗	✗	✗	✗
Reject									
Notification status is	Draft	✗	✗	✗	✗	✗	✗	✗	✗
	Finalised	✗	✗	✗	✓	✗	✗	✗	✗
	Signed	✗	✗	✗	✗	✓	✗	✗	✗
	Validated	✗	✗	✗	✗	✗	✗	✗	✗
	Withdrawn	✗	✗	✗	✗	✗	✗	✗	✗
Copy validated notification into a new draft notification									
Notification status is	Draft	✗	✗	✗	✗	✗	✗	✗	✗
	Finalised	✗	✗	✗	✗	✗	✗	✗	✗
	Signed	✗	✗	✗	✗	✗	✗	✗	✗
	Validated	✗	✗	✓	✓	✗	✗	✗	✗
	Withdrawn	✗	✗	✗	✗	✗	✗	✗	✗

Add comments									
Notification status is	Draft	✓	✓	✓	✓	✓	✓	✓	✓
	Finalised	✓	✓	✗	✓	✓	✓	✓	✗
	Signed	✓	✓	✗	✗	✓	✓	✓	✗
	Validated	✗	✗	✗	✗	✗	✗	✗	✗
	Withdrawn	✗	✗	✗	✗	✗	✗	✗	✗
Read comments									
Notification status is	Draft	✓	✓	✓	✓	✓	✓	✓	✓
	Finalised	✓	✓	✓	✓	✓	✓	✓	✓
	Signed	✓	✓	✓	✓	✓	✓	✓	✓
	Validated	✓	✓	✓	✓	✓	✓	✓	✓
	Withdrawn	✓	✓	✓	✓	✓	✓	✓	✓
Add/remove notification team members and groups									
Notification status is	Draft	✓	✓	✓	✓	✗	✗	✗	✗
	Finalised	✓	✓	✗	✓	✗	✗	✗	✗
	Signed	✗	✗	✗	✗	✗	✗	✗	✗
	Validated	✗	✗	✗	✗	✗	✗	✗	✗
	Withdrawn	✗	✗	✗	✗	✗	✗	✗	✗
View notification team tab									
Notification status is	Draft	✓	✓	✓	✓	✓	✓	✓	✓
	Finalised	✓	✓	✓	✓	✓	✓	✓	✓
	Signed	✓	✓	✓	✓	✓	✓	✓	✓
	Validated	✓	✓	✓	✓	✓	✓	✓	✓
	Withdrawn	✓	✓	✓	✓	✓	✓	✓	✓
View general notification tab									
Notification status is	Draft	✓	✓	✓	✓	✓	✓	✓	✓
	Finalised	✓	✓	✓	✓	✓	✓	✓	✓
	Signed	✓	✓	✓	✓	✓	✓	✓	✓
	Validated	✓	✓	✓	✓	✓	✓	✓	✓
	Withdrawn	✓	✓	✓	✓	✓	✓	✓	✓

Possible actions		Central coordinator	Local administrator	Encoding user	Signatory	Validator	Viewer	Reviewer	Restricted user
		Any notification in own Member State	if member of the notification team	if member of the notification team	if member of the notification team	Any notification in own Member State	if member of the notification team	if member of the notification team	if member of the notification team
Add supplementary forms									
Notification status is	Draft	✓	✓	✓	✓	✗	✗	✗	✓
	Finalised	✓	✓	✗	✓	✗	✗	✗	✗
	Signed	✗	✗	✗	✗	✗	✗	✗	✗
	Validated	✗	✗	✗	✗	✗	✗	✗	✗
	Withdrawn	✗	✗	✗	✗	✗	✗	✗	✗
View any supplementary forms of the notification									
Notification status is	Draft	✓	✓	✓	✓	✓	✓	✓	✓
	Finalised	✓	✓	✓	✓	✓	✓	✓	✓
	Signed	✓	✓	✓	✓	✓	✓	✓	✓
	Validated	✓	✓	✓	✓	✓	✓	✓	✓
	Withdrawn	✓	✓	✓	✓	✓	✓	✓	✓

Pre-validation

The pre-validation is an (optional) supplementary step to [the validation workflow](#). This step is available to Member States that wish to include it in the validation workflow to allow more checks.

 The pre-validation process is designed to only apply to standard notifications, notifications under the simplified procedure, and pre-notifications related to the Directorate general for Competition's field of activity. It does not apply to the block exemption Regulation's² summary information sheets.

Quick overview of the pre-validator access rights as compared to the validator rights:

NOTIFICATION RIGHTS / USER PROFILES	PRE-VALIDATOR	VALIDATOR
Create new notification and pre-notification	Red	Red
View <u>all</u> existing notifications since the <i>draft</i> status (*)	Green	Green
Update notification	Red	Red
Close the form	Green	Green
Switch to pre-notification	Red	Green
Switch to notification	Red	Red

² See: [General Block Exemption Regulation](#) ("GBER"), [Agricultural Block Exemption Regulation](#) ("ABER"); [Fishery and aquaculture Block Exemption Regulation](#) ("FIBER")

Request for simplified procedure	RED	RED
Remove request for simplified procedure	RED	RED
Save	RED	RED
Finalize	RED	RED
Discard	RED	RED
Sign	RED	RED
Pre-validate	GREEN	RED
Validate	RED	GREEN
Withdraw	RED	GREEN
Reject	GREEN	GREEN
Add comments	GREEN	GREEN
Add/remove notification team members and groups	RED	RED
Add supplementary forms	RED	RED

(Excerpt from Annex I of the SANI User Manual; RED = NO, GREEN = YES)

Member States that wish to include the pre-validation step in the validation workflow should send an official request to SANI2 EC Administrator at comp-sani@ec.europa.eu. As soon as the pre-validation step is activated in SANI2, Central coordinators/Local administrators can create pre-validator profiles in their country.

As soon as the step is activated in SANI2 for a Member State, the pre-validation step is automatically added to the workflow after the notification was [finalized](#) and the primary objective of the aid is other than Agriculture or Fisheries.

🔍 PART I of ANNEX I of the Commission Regulation (EC) 794/2004, amended by Regulation 271/2008

🗨️ Comments 🖨️ Print


← Previous Search

Notification team | General notification

Draft | Finalized | Signed | **Prevalidated** | Validated

General Information 3.2 ✓

- Status of the notification: 1. Status of the notification
- Identification of the aid g...: Notification pursuant to Article 108(3) of the Treaty on the Functioning of the European Union (TFEU)
- Beneficiaries



ANNEX 2: USER MANAGEMENT-TUTORIAL

Possible actions	Central coordinator	Local administrator	
	Only in own Member State	Only in own Member State	Only in own office and below
Offices			
Free text search	✓	✓	✓
Create new office	✓	✗	✓
View office	✓	✓	✓
Update office name	✓	✗	✓
Update office country	✗	✗	✗
Delete office	✓	✗	✓
Users			
Free text search	✓	✓	✓
Filter by profile	✓	✓	✓
Create new user & update existing users	✓	✗	✓
EC administrators	✗	✗	✗
Administrators	✗	✗	✗
Central coordinators	✗	✗	✗
EC viewer	✗	✗	✗
Local administrators	✓	✗	✓
Encoding users	✓	✗	✓
Signatories	✓	✗	✓
Viewers	✓	✗	✓
Reviewers	✓	✗	✓
Restricted users	✓	✗	✓
Validators	✗	✗	✗
View user's details	✓	✓	✓
Update user's details	✓	✗	✓
Transfer notifications from one user to another	✓	✗	✓
Change own office & profile	✗	✗	✗
Disable user			
EC administrators	✗	✗	✗
Administrators	✗	✗	✗
Central coordinators	✗	✗	✗
Local administrators	✓	✗	✓
Encoding users	✓	✗	✓
Signatories	✓	✗	✓
Viewers	✓	✗	✓
Reviewers	✓	✗	✓
Restricted users	✓	✗	✓
Validators	✗	✗	✗
Disable own account	✗	✗	✗
Groups			
Free text search (users)	✓	✓	N/A
Free text search (groups)	✓	✓	N/A
Create new group	✓	✓	N/A
Update group	✓	✓	N/A
Delete group	✓	✓	N/A
Drag & drop/remove users into/from group	✓	✓	N/A

Get access to SANI2

Access to SANI2 is managed at the national level. To get access, users need to contact their Central coordinator/Local administrator, who will create an account for them in SANI2. They then need to fill in the following details:

Full name

E-mail address

Telephone number

Name and address of the organisation they represent

Office³

Required profile

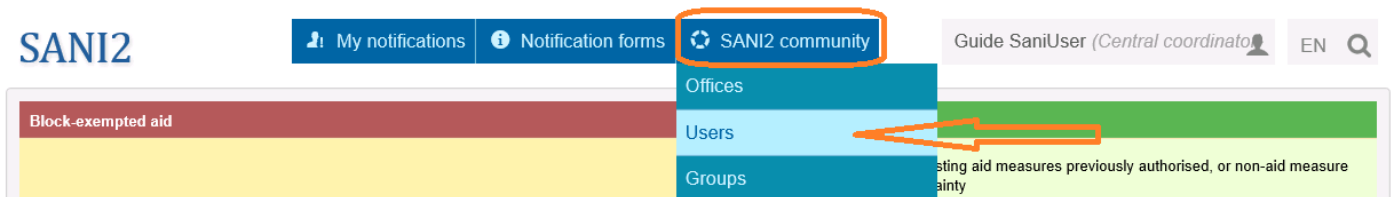
The full list of profiles and access rights available in SANI2 can be found in [Annex 1](#).

Request central coordinator or validator profiles

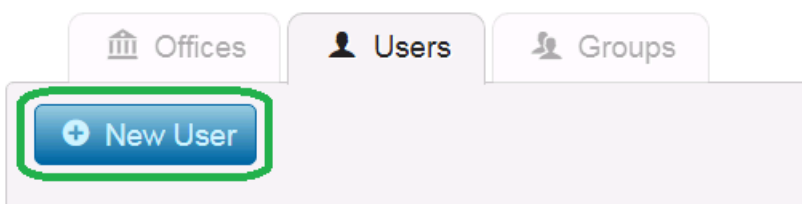
To be granted access to SANI2 with the central coordinator or validator profile, users need to ask the EC administrator to create it for them in SANI2. The request should be sent by e-mail to comp-sani@ec.europa.eu. Local administrator profile is granted by central coordinator at the national level.

Create new users

The central coordinator or local administrator can use the SANI2 community tab to create new user profiles:




To create a new user, click [New User](#).



Fill in the relevant information (the fields marked with an asterisk are compulsory):

³ If a Member State chooses not to create offices, it will be considered as one national office.

Create user
✕



PROFILES *

Encoding user

Local administrator

Prevalidator

Mr

Ms

Reviewer

Signatory

Viewer

FIRST NAME *

LAST NAME *

E-MAIL *

PHONE *

MOBILE

DEFAULT PROFILE *

Select profiles ▼

OFFICE *

Select office ▼

ORGANISATION NAME *

ORGANISATION PHONE

ORGANISATION E-MAIL

ORGANISATION WEB

ORGANISATION ADDRESS *



To save, click to save.

Once you have entered and saved the information, the user will receive an automatic e-mail message asking to confirm registration in SANI2.

Confirm registration in SANI2

As soon as the central coordinator/local administrator has entered and saved the user information in SANI2, the user will receive the following e-mail:

From: SANI2 <automated-notifications@nomail.ec.europa.eu>
Sent: Monday, September 3, 2018 9:46 AM
To: your e-mail address
Subject: Confirm your signup

SANI2

Dear Mr/Ms **XY**

AB created for you a SANI2 user account.

The next step for you is to confirm your email address by clicking on the hyperlink below. But before you do that, be sure that you can login to ECAS. If you do not have an ECAS account yet, click [here](#) to create one. It takes only a few minutes.

[link to SANI2](#)


If you think that you received this email by mistake, contact Mr/Ms **B** :

Phone and e-mail address of EC administrator who created your account in SANI2

Have a nice day,

SANI2 Team.

The link in the e-mail takes the user to the EU Login page (ECAS account). Users that already have an EU Login should use their user name and password to log in — they will then be redirected automatically to SANI2.

 The e-mail address used for EU Login must be the same as the one used to create the account in SANI2.

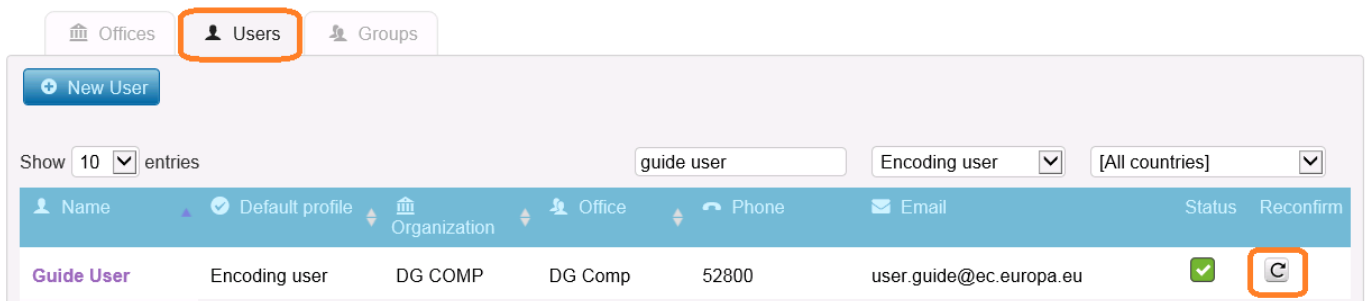
Users who do not have an EU Login can register for one by clicking the link: **If you do not have an ECAS account yet, click [here](#) to create one. It takes only a few minutes.**


Once they have created a login and user name, they can then log into SANI2.

Resend the registration e-mail to users

If the user failed to confirm registration, the central coordinator/local administrator can resend a new invitation.


First, log into SANI2. In the SANI2 community tab, search for the user and click  :

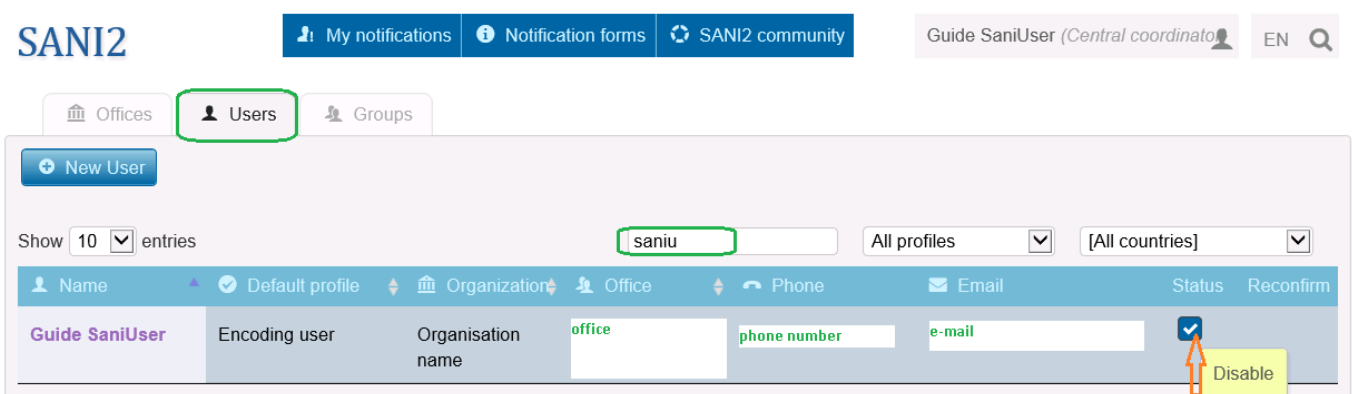




 The user will need to use the most recent link to confirm registration in SANI2 as all previous links will no longer be active.

Remove/disable users

You cannot delete existing users in SANI2. You can only disable their accounts, which means that they can no longer log in.

First log into SANI2. In the SANI2 community tab, search for the user and then click 






The icon will change to , and the user will no longer have access to SANI2. You can undo this action by clicking  again.

You can also disable users that did not confirm registration in SANI2.

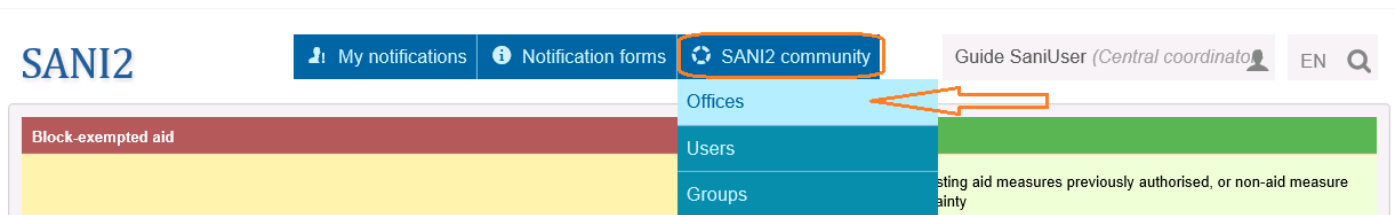
Create offices

In SANI2, you can create offices that manage users. An office in SANI2 incorporates a group of users distinguished by geographical location or another principle. The purpose of the offices is to delegate user management to local administrators, in particular for large and decentralised Member States. The use of offices is not mandatory and depends on the institutional setting and how the functions are organised within the Member States. If a Member State chooses not to use offices, the entire country will be considered as one national office. Each new office must have a local administrator, who is responsible for user management in his/her own office.

Only central coordinators can create new offices.

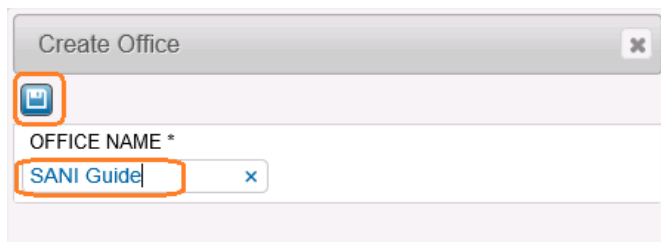
Buttons available	Description
	Saves changes to the office.
	Edits the office name.
	Deletes the office.


To create an office, click the SANI2 community tab, then click Offices:



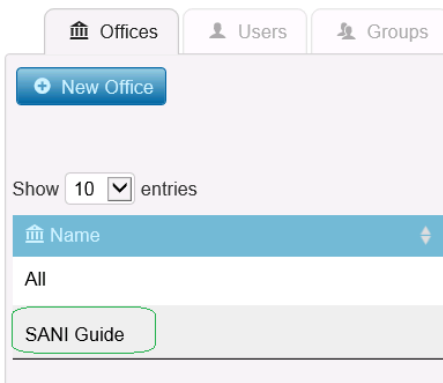
In  Offices tab click 

A small window opens where you can enter the name of the new office:



To save click .

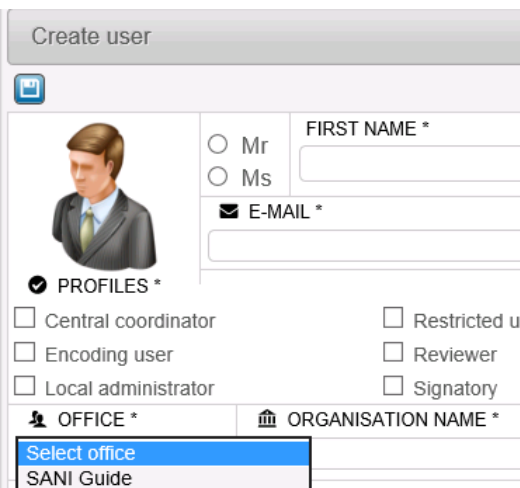
The new office is added to the list of offices:




and it is available in the  Office field when creating/updating user profiles.

As soon as the office has been created, the Central coordinator can assign to it a Local administrator(s) that will be responsible for managing other users at the level of the office.

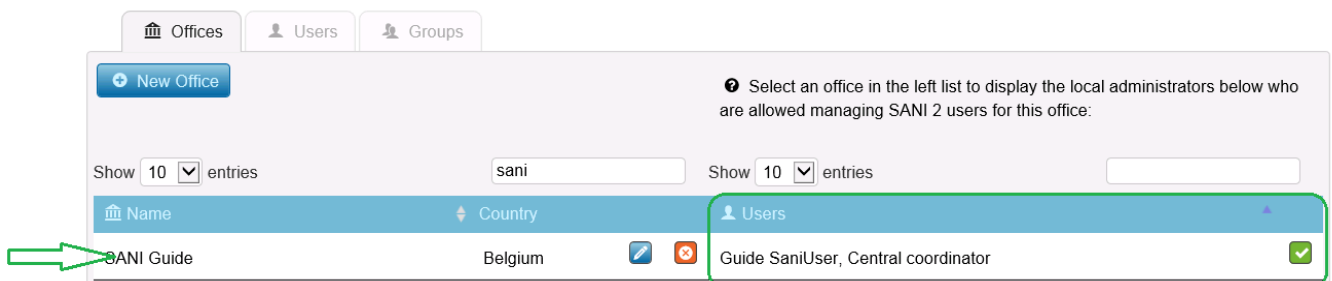
This is done via “Create/Update user profile” functionality in the Office field:



Display local administrators managing an office




To view the users who are local administrators responsible for user management in an office, click the name of the office in the Offices  tab. The users assigned as local administrators to this office are

displayed in the Users  column:

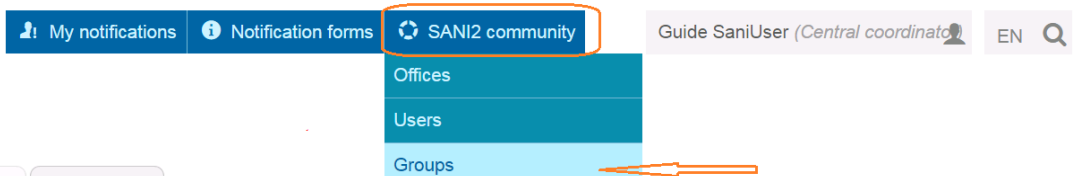


Create a group

A group is a set of users. Encoding users/signatories can use it to add the same users to different notification teams in one go. Central coordinators can create groups in their Member States, while local administrators can create groups for their own office.

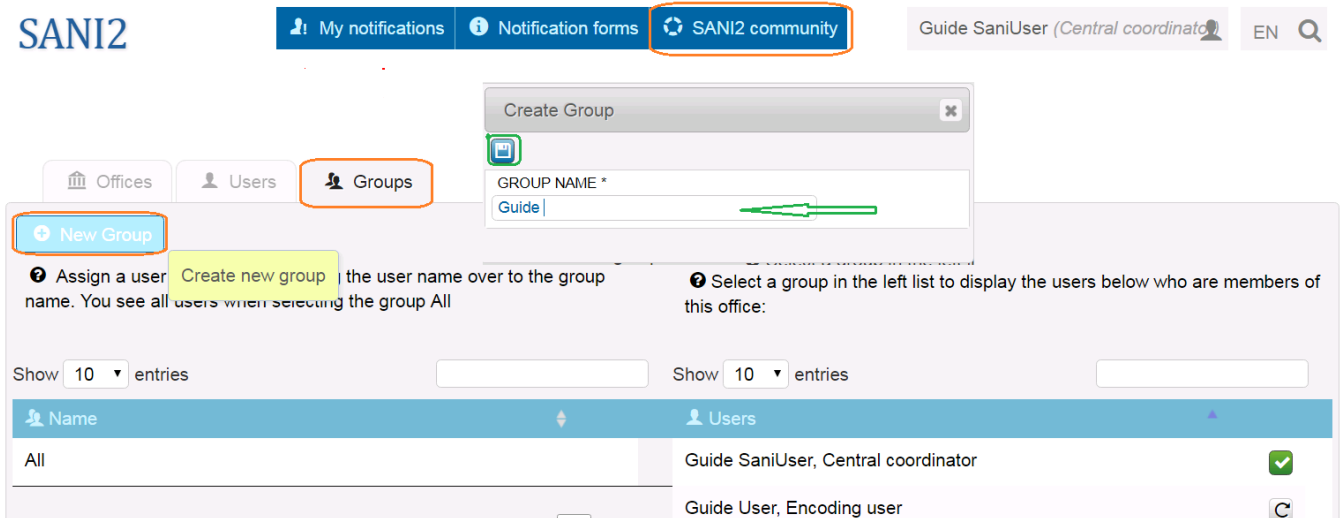
Buttons available	Description
	Edits the name of the group.
	Deletes the group.  When you delete a group, members of this group will no longer have access to all the group notifications in SANI2.

SANI2



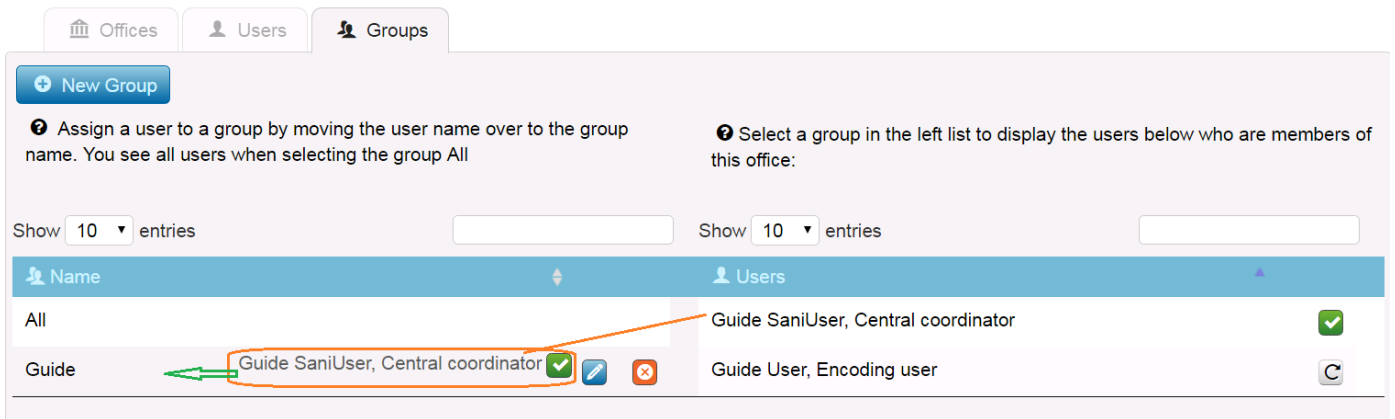
To create a group, click  => , then enter the name of the group.

SANI2



Click  .

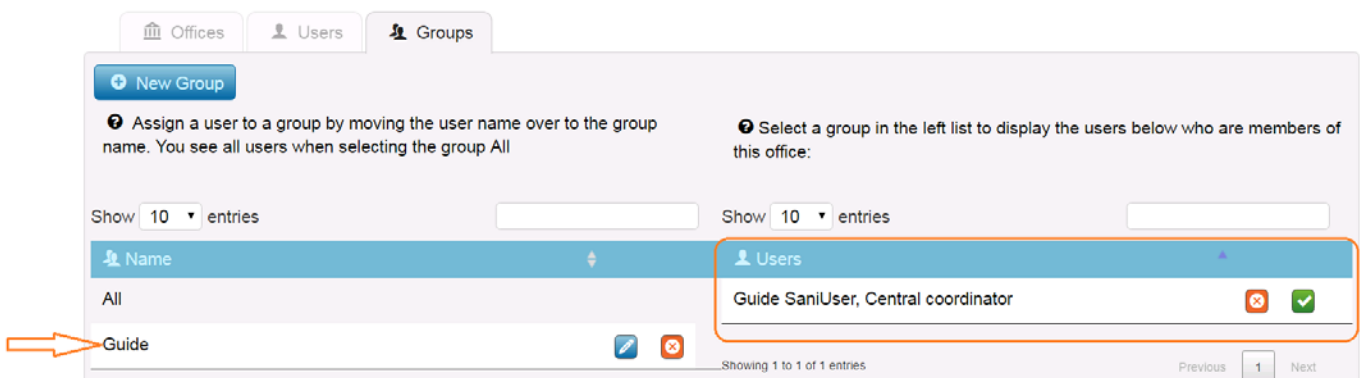
You can now assign users to groups by using the drag and drop function.



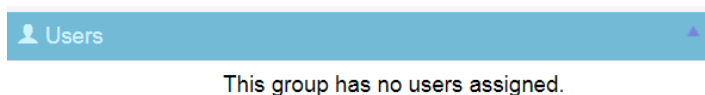
Unlike offices, one user can be assigned to several groups.

View, remove or/and add group users

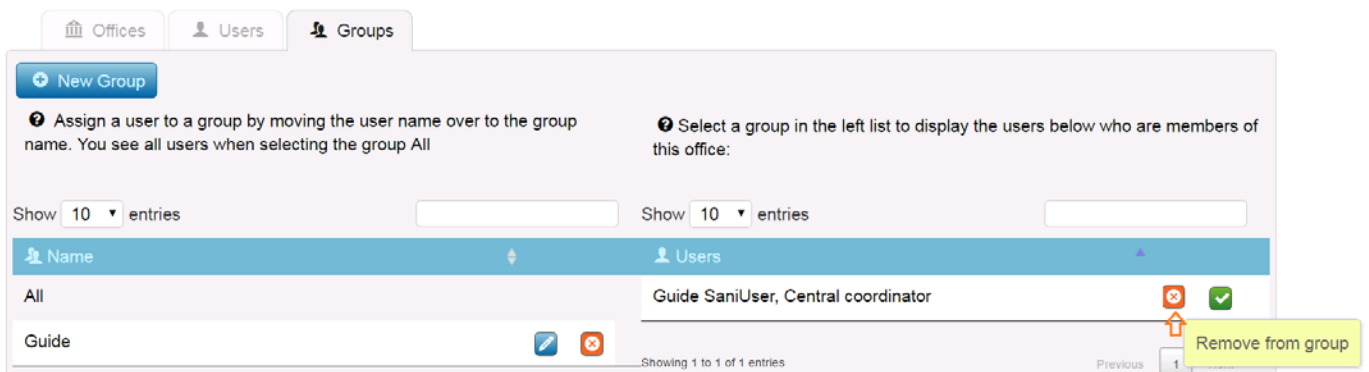
To view existing groups, in the SANI2 community tab click **Groups**. When you click a group in the Name column, the users that are part of this group are displayed in the Users column to the right:



If no user is assigned to the group, the following message is displayed:



To remove users from the group, click  next to the name:



To add users to the group, first click **All** in the **Name** column. The names of the SANI2 users in your Member State are displayed in the **Users** column.

Tip: To find users quicker, use the Search by name option and the drag and drop function to add the user to the group:

Offices Users Groups

New Group

Assign a user to a group by moving the user name over to the group name. You see all users when selecting the group All

Select a group in the left list to display the users below who are members of this office:

Show 10 entries

Show 10 entries

Name Users

All

Guide SaniUser, Central coordinator

Guide User, Encoding user

Display all profiles for a user

Central coordinators/local administrators can check the profiles of a user. To do so, search for the user by clicking SANI2 community > Users > Search by name:

SANI2

My notifications Notification forms SANI2 community

Offices Users Groups

New User

Show 10 entries

guid

All profiles

Name	Default profile	Organization	Office	Phone	Email
Guide SaniUser	Encoding user	Organisation name	European Commission	+32494	

Click the name of the user to display his /her SANI2 account.

In the **DEFAULT PROFILE *** field, click the small arrow next to the default profile to display all the profiles currently assigned to the user.

Modify/update user data

Central coordinators/Local administrators can modify and update certain user information.

To modify user data, in the SANI2 community tab, search for the user and click the name. The Update user data dialog box is displayed, where you can modify the following information:

- 1) Gender
- 2) Mobile phone
- 3) Profiles
- 4) Default profile (if more than one profile)
- 5) Office (if several offices in the Member State)
- 6) Organisation name (also modifies the organisation address)

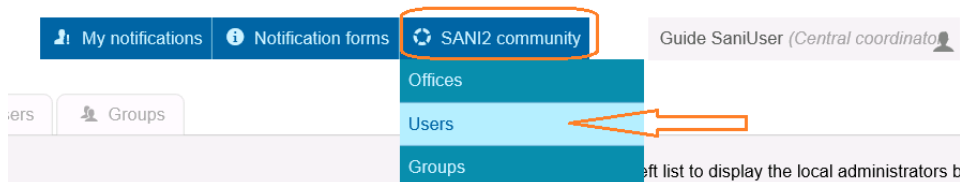
You can also update fields 7) – 9) (not mandatory).

⚠ Central coordinator/Local administrator cannot update the following fields : first name, last name and e-mail address. To do that, the user has to modify these data in his/her personal **EU Login account**. For details please click [here](#).

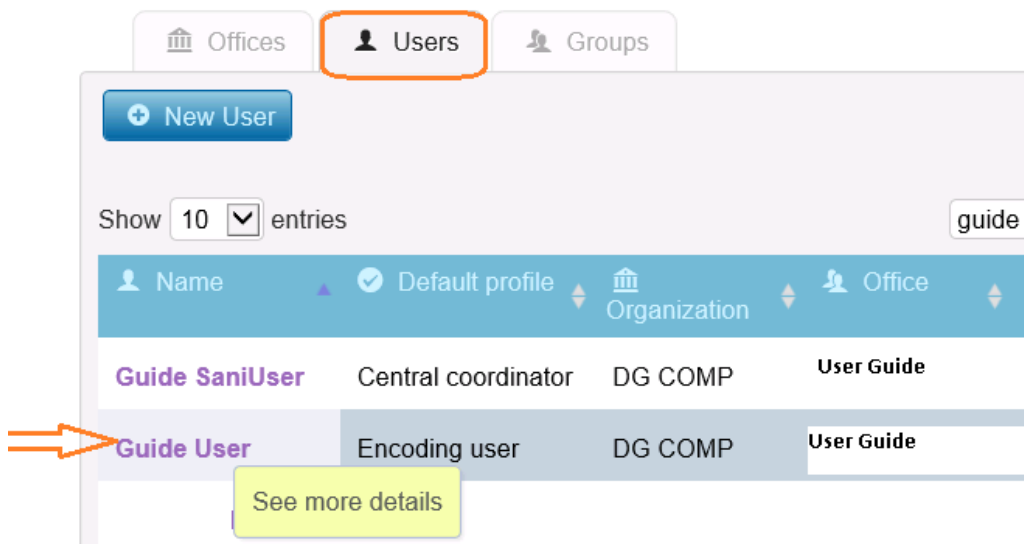
Transfer access rights (assignments) from one user to another

When colleagues working in state aid units get replaced, their access rights in SANI2 can be transferred to their replacements. This can be done by Central coordinators or Local administrators.

To transfer the access rights to other users open SANI2 community tab and click Users:



In the **Users** tab search for the user whose assignments need to be transferred to another user and click his/her name:



In **Assignments**, when you click the user name, all assignments for that person are displayed in the list:

Mr
 Ms

FIRST NAME * SaniUser LAST NAME * Guide

E-MAIL * email PHONE * Phone number MOBILE

PROFILES *
 Central coordinator
 Encoding user
 Local administrator
 Restricted user
 Reviewer
 Signatory

DEFAULT PROFILE *
 Central coordinator

OFFICE * Office ORGANISATION NAME * Organisation name ORGANISATION PHONE

ORGANISATION E-MAIL ORGANISATION WEB

ORGANISATION ADDRESS * Address

Assignments

SaniUser Guide

Click to view assignments

In the empty field next to Transfer, start typing the user name to whom the assignments should be transferred to.

Assignments

SaniUser Guide user

- Guide SaniUser
- Guide User

Once the user is found, click Transfer:

Assignments

SaniUser Guide Guide User

Transfer assignments

In the Transfer assignments dialog box, click Ok to confirm the transfer:

Transfer assignments

By this operation, a user to copy to becomes notification team member in all notifications where a user to copy from is a notification team member. Please confirm.

Once the assignments have been transferred, the following confirmation message is displayed:

