

# SANI2 User Guide



0.1 version : SANI2 User Guide

Date: 20-06-2022

Competition

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# INTRODUCTION

**SANI2** (State Aid Notification Interactive) is the official system for sending **state aid notifications** as required by <u>Regulation (EU) 794/2004</u>.

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

#### Helpdesk

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

#### 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 "Office<sup>1</sup>".

# **USER** PROFILES

#### National authorities

Users can access SANI2 under different roles, defined in 10 different user profiles (see <u>Annex 1</u>). 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 <u>comp-sani@ec.europa.eu</u>

<sup>&</sup>lt;sup>1</sup> 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 <u>create an account</u> 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.

SANI2		I My notifications	Notification forms	Guide SaniUs	er (Encoding user	EN Q
Block-exempted aid			Non block-exempted	aid		
			New aid measures, or to notify for reasons fo	to alter existing aid measures r legal certainty	previously authorised,	or non-aid measure
form General Block Exemption	form Agriculture Block Exemption	form Fisheries Block Exemption	form Simplified notification procedure for certain alteration to existing aid pursuant to Article 4 of Commission Regulation (EC) 794/2004	form Standard form	form Standard form – Pre- Notification	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.		
User quide Contact State aid	legislation Legal notice	9			© 2018: SANI2	Version: 2.0.0.15

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

#### **P**ROFILE, LANGUAGE AND SEARCH FIELDS

The By cli 1) <b>vic</b>	field cking w and e	Guide SaniUser (Encoding user) you can: dit your profile=> click	displays	the	profile	you	are	currently	logged	in	with.
SA	NI2		1. My notification	s i N	lotification for	ms	Guide	SaniUser ( <i>Encod</i>	ling user) 👤 v profile 🗧	EN	Q
Bloc	ck-exempted ai	id		No	n block-exempte	d aid			/itch to		

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).

Edit profile				х
	FIRST NAME *		LAST NAME *	
	Ms SaniUser		Guide	
	E-MAIL *	<ul> <li>PHONE *</li> </ul>	MOBILE	
em	nail@email.com	+123456789	+32111111	
PROFILES *			DEFAULT PROFILE *	
Administrator	Prevalidator		<ul> <li>Encoding user</li> </ul>	
Central coordinator	Restricted user			
EC Administrator	Reviewer		•	
L OFFICE *	ORGANISATION NAME *		<ul> <li>ORGANISATION PHONE</li> </ul>	
European Commi: •	Organisation name	+(	00000000	
ORGANISATION E-MAIL		ORGANISATION	N WEB	
organisation@organis	sation.com	www.organis	ation.com	
ORGANISATION ADDRES	SS *			
Brussels, Belgium				
4				) F

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

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

A 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 <u>EU Login account</u>. Once logged in the EU Login, click the settings wheel next to your name and click **My Account** and then **Configure my account**:

		Your first and last
	My Account	name
My account details	Configure my account	Delete my account
Manage my mobile devices	Manage my Security Keys and Trusted Platforms	Manage my mobile phone numbers
Manage my elDs	Display my sessions Tou can view the sessions opened for visited applications.	

In **Configure my account** window modify the relevant fields and **Submit**:

First name	
SANI	
Last name	
USER-GUIDE	
E-mail	
formeremail@mail.com	
E-mail language	
English (en)	$\sim$
✓ I want to receive e-mail notifications.	
Warn me each time an application asks for my identity View my EUL ogin account details after logging me in	
Always require multi-factor authentication	
Enable adaptive authentication for my account	

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

# 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:

1 My notifications i Notification forms Guide Sani

Guide SaniUser (Validator)

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

3) log out:

Guide SaniUser (Va	EN Q	
ting aid manufactures provide	Switch to Signatory	id moasure
anty	🖬 Logout 🚤	id measure

Field: EN Q combines 2 functions:

EN 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

	Guide SaniUser (Validator)	<u>.</u>	EN	Q	<u> </u>
		български	(bg)		
		čeština (cs)			
exi	sting aid measures previously author	dansk (da)		re	
ert	ainty	deutsch (de			
rd	form Standard form -	eesti (et)			

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

SANI2	A My notifications Notification forms	Guide SaniUser (Encoding user) 1 EN Q
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  Rossible unlawful aid
Notification forms Enter form name Show 10 entries Sort by Last update date d New Notification ( Draft) Notified aid 50210 - this patification is not vet validated	lescending	Filter Print

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:

• New Notification ( // Draf 50210 this notification is not	t) Notified aid yet validated Deen Unlock	
Provisional number	50210	
Commission case number	this identifier will be shown only after the notification will be validated	
Validation date	it this notification is not yet validated	
Notification procedure	Notified aid	
Procedure acceleration type	Normal proc.	
Case status	Draft	
Case Workflow	Open	
Last update date		

#### 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).

SAN12	<b>1</b> ! My notification	s <b>i</b> Notification forms	Guide SaniUser (Encoding user) 👤
Notification forms of your case	team		
Filter notifications			
by status of notification a	and by notification p	procedure requested and	by status of information transmitt
Draft Finalized Signed	Exemption Agric	ulture Exemption Fish	Non-aid measure which is notified to t
Prevalidated Validated	Withdrawn GBER Noti	fied aid 🔲 Prenotification	Commission for reasons of legal certainty
	Normal proc.	Simplified proc.	Notification pursuant to Article 88 (3) E Treaty
			Possible unlawful aid
Natification forma			<b>T</b> Filter
Notification forms Enter form name			
Show 10 • entries Sort by	ast update date descending		

More information on how to use the **Filter** function can be found in <u>section 6</u> of this guide.

#### PRINT



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

🔁 м	y notifications - Adobe Acrobat			
<u>F</u> ile	<u>E</u> dit <u>¥</u> iew <u>W</u> indow <u>H</u> elp			×
1	Create 🔹 📄 📄 🖨 🖂 🕸 🔗			##
۲	1 / 18 1 1 18 1 18 1 18 1 18 185.8%	• 📑 🖹 Ti	ools	Comment
				^
F				=
	Natalia-test NL (Finalized	GBER		
	4/483 this notification is	s not yet validated		
	Provisional number	47483		
	Commission case number	this identifier will be shown only after the notification will be validated		
	Validation date	this notification is not yet validated		
	Notification procedure	GBER		
	Procedure acceleration type	Normal proc.		
	Case status	Finalized		
	Case Workflow	This notification form is locked by you since 17-04-2018 09 For any issues, please contact your Local Administrator	:09	
	Last update date	17-04-2018 09:09		
	Objectives:			
	New Notification (Draft) G 47644 this notification is	BER ⊧not yet validated		
	Provisional number	47644		
	Commission case number	this identifier will be shown only after the notification will be validated		
	Validation date	this notification is not yet validated		
	Notification procedure	GBER		
	Procedure acceleration type	Normal proc.		
	Case status	Draft		

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

# A 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 **<u>Users Management-</u> <u>tutorial</u>** for details.

SANI2	1. My notifications	i Notification forms	SANI2 community	Guide SaniUser (Central coordinat	EN	Q
			Offices			
Block-exempted aid			Users			
			Groups	sting aid measures previously authorised, or non-aid ainty	d measure	9

#### 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 <u>the pre-validation step</u> for notifications).

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

		<b>O</b> Commen	its 🕑 Print	t
ſ				
	Draft	Finalized	Signed	Validated
				<b>^</b>

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 <u>Annex 1</u>.



(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 <u>here</u>).

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 <u>notification team</u> that such step took place.

Example:



#### 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.

\Lambda 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 **form** button for the relevant form (e.g. click **form > Create new notification**)

SANI2	₽ My notifications	Notification forms     Guide SaniUser Encoding user)     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
form	form	form form form
General Block Exemption Agriculture Bi	lock Exemption Fisheries Block Exemption	Simplified notification Standard form procedure for certain alteration to existing aid pursuant to Article 4 of Commission Regulation (EC) 794/2004
PART I and PART II of Annex II, the Summary Information Sheet of the Information, Commission Regulation (EU) 651/2014 Regulation (E	m of summary ANNEX II, form of summary Commission information, Commission EU) 702/2014 Regulation (EU) 1388/2014	Simplified notification PART I of ANNEX I of the form, ANNEX II of the Commission Regulation (EC) Commission Regulation 794/2004, amended by (EC) 794/2004, Article 4 Regulation 271/2008
		PART III (1-14) of ANNEX I, the Supplementary Information Sheet depending on the type of aid.
User quide Contact State aid legislation	l egal notice	© 2018: SANI2 Version: 2.0.0.15

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			x
	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	
	Create new no	tification	

**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:

1 My notifications <b>1</b> Notification forms	Guide S	SaniUser (Encodi	ng user) 👤	EN Q
ission Regulation (EC) 794/2004, amended by Regulation	271/2008	D Comr	nents 🖻 P	vrint
ation	Draft	Finalized	Signed	Validated
3.2	_	_		
1. Status of the notification				
Notification pursuant to Article 108(3) of the Treaty on the Functioning	g of the European	Union (TFEU)		
	My notifications     Notification forms  ssion Regulation (EC) 794/2004, amended by Regulation  ation  2.2  1. Status of the notification Notification pursuant to Article 108(3) of the Treaty on the Functionin	Image: My notifications       Image: My notifications       Guide S         ation       Draft         1. Status of the notification       Notification the Functioning of the European	My notifications     Outification forms     Guide SaniUser (Encodinguistion Regulation (EC) 794/2004, amended by Regulation 271/2008     Draft Finalized     Draft Finalized     Draft Finalized     Outification     Notification pursuant to Article 108(3) of the Treaty on the Functioning of the European Union (TFEU)	Image: My notifications

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
Print	Generates a pdf version of the notification. In the <b>My notifications</b> tab, this button provides a list of all notifications for which you are a team member.
← Previous Search	<ul> <li>This button lets you:</li> <li>leave the notification form <i>without</i> saving your changes</li> <li>leave the notification form if you already saved your changes and releases (<i>unlocks</i>) it for other users.</li> </ul>
E Save	Saves all the changes made to the notification form.
E Finalize	Changes the status of the notification from draft to finalized and submits it to the signatory.
Discard	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:

	This notification will be discarded. This cannot be undone. Are you sure you want to discard this notification?
✓ Sign	Performed by the <b>signatory</b> Freezes the notification – no more changes are possible unless the validator or pre-validator rejects the notification.
✓ Validate	Performed by the <b>validator</b> . This formally notifies the Commission about the state aid measure in question.
C Reject	Performed by <b>signatory</b> or <b>validator</b> (and pre-validator if relevant). Sends notification back to the previous contributor for changes:
	n (EU) 651/2014  Reject O Comments Print Transfers notification to previous step in the workflow
	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.	
	Sapi2 Administrator	
<b>O</b> Comments	For any user with access to the notification.	
	Adds comments to a notification (or displays by other users).	comments added
	Also displays the justification for any rejected	d notifications:
		×
	13-11-2018 11:52 Guide Sanil lear rejected the form	
	Add comment	
		-
		→ <b>→</b>
	Add comment	
	1 These internal SANI2 comments are <b>no</b> <b>the Commission</b> . Do not use this field to ad to the Commission.	ot passed on to Idress comments
C Switch to Pre-Notification	If you start filling in the <b>standard notifi</b> d	cation form but
C Switch to Notification	later decide to switch to pre-notification (or v	ice versa).
	🏝 None of the data you entered and saved v	vill be lost.
C Request for simplified procedure	Requests (or undoes a request) that a notifica under the 'simplified procedure'.	ation is dealt with
C Remove request for simplified procedure		

A 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:

Notification team	General Block Exemption		Draft	Finalized	Signed	Validate
<ul> <li>Select users from the SA</li> <li>Notification team</li> <li>Show 10 • entries</li> </ul>	NI2 community and add them to your notification	n team Sani2 community Show 10 rentries	/ Show	v 10 ▼ entries		
		Search by name	)	Sea	rch by name	
& Groups	L Registered SANI2 users	A Groups	👤 F	Registered SANI2		
All	Guide SaniUser, Central coordinator	Sani2 Guide	🔁 Gui	de User, Encodin	g user	0
Showing 1 to 1 of 1 entries	Showing 1 to 1 of 1 entries Dravious 1 Novt	Showing 1 to 1 of 1 entries (filtered from	Gui	de SaniUser, Cer	ntral coordinator	0

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:

Notification team G	eneral Block Exemption		Draft	Finalized	Signed	Validated
Select users from the SAN	NI2 community and add them to your notification	team				
Notification team		Sanı2 commun	ity			
Show 10 • entries	Show 10 • entries	Show 10 • entries	Shov	v 10 • entries		
		Search by name		gui	de	
🧏 Groups	L Registered SANI2 users	🧏 Groups	1	Registered SANI2	users	
All	Guide SaniUser, Central coordinator	All	Gui	de User, Encodin	g user 🗸	•
		aaaaa	🗿 Gui	de SaniUser, Cer	tral coordinator	•

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 <u>Annex 1</u>.

# 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 <u>one option</u> 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 <u>not allow</u> 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 **check boxes**:



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.

A 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:
* Address
Missing or incorrect value

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



SANI2	It My notifications <b>(i)</b> Notification forms	Guide S	aniUser (Encodin	g user) 👤	EN Q
PART I of ANNEX I of the Commentation     Switch to Pre-Notification     Save     Finalize     Disca     Previous Search	nission Regulation (EC) 794/2004, amended by Regulation 2 Request for streamlined procedure	271/2008	<b>9</b> Comm	ents 🕑 Pr	int
Notification team General notif	acation	Draft	Finalized	Signed	Validate
1. Status of the notification	1. Status of the notification				1
<ol> <li>Identification of the aid g</li> <li>Beneficiaries</li> <li>National Legal Basis</li> </ol>	Notification pursuant to Article 108(3) of the Treaty on the Functioning	g of the European	Union (TFEU)		
<ol> <li>5. Identification of the Aid,</li> <li>6. Compatibility of the aid</li> <li>7. Aid instrument, Aid amo</li> <li>5. Evaluation</li> </ol>	Sections of the standard	notification fo	.rm		
9. Reporting and Monitoring 10. Confidentiality 11. Other Information					
12. Attachments					
13. Declaration 14. Supplementary Inform 15. Supplementary Inform					
1 of 15					

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



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:

Notification team	General notifica	ation			Draft	Finalized	Signed
Gen	eral Information 3	3.2	_				
1. Status of t	he notification	12. Attachments					
2. Identification	on of the aid g	Please list all docume	nts which are attached to the no	tification and provi	ide paper copies	or internet address	es which
3. Beneficiari	es	allow access to the do	cuments concerned.				
4. National L	egal Basis	• Attachment:		Comme	nt on the attachn	nent:	
5. Identification	on of the Aid,	•	Browse				
6. Compatibil	lity of the aid						
7. Aid instrun	nent, Aid amo						
8. Evaluation							
9. Reporting	and Monitoring						
10. Confident	tiality						
11. Other Info	ormation						
12. Attachme	ents						

The file attached will appear like this:

0	Attachment:	Comment on the attachment:
•	CORRIGENDU1.docx X	

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  $\times$  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:



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



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



# 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 distribution click click

		Copy this notification in	to a new draft notific		ante 🖪 🛛	rint
Previous Search Notification team General notification	n		Draft	Finalized	Signed	Validate
General Information 3.2					*	
1. Status of the notification 1.	Status of the notification	on				
2. Identification of the aid g 2. Repeticipates	a-notification					

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

A PART of ANNEX I of the Comment C Switch to Notification C Requ Save Finalize Disca Previous Search	nission Regulation (EC) 794/2004, amended by Regulation 271/20 lest for simplified procedure rd	008	P Comme	ents 🕑 Pri	E NOT
Notification team General notif	ication	• Draft	Finalized	Signed	Validated
General Information	3.2			*	
1. Status of the notification	1. Status of the notification				
2. Identification of the aid g	Pre-notification				
3. Beneficiaries					
4. National Legal Basis					

#### This turns the pre-notification form into a notification:

<ul> <li>PART I of ANNEX I of the Commission Regulation (EC) 794/2004, amended by Regulation 271/200</li> <li>C Switch to Pre-Notification</li> <li>C Request for simplified procedure</li> <li>Save</li> <li>Finalize</li> <li>Discard</li> <li>Previous Search</li> </ul>	8	<b>P</b> Comm	ients 🕑 Pi	rint
Notification team General notification	Draft	Finalized	Signed	Validated
General Information 3.2			~	
1. Status of the notification 1. Status of the notification				

You can then modify or complete it, and it should then follow the <u>standard approval and validation</u> <u>process</u> 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".

	)		
✓ Withdraw		<b>O</b> Comments	🖾 Print
	)		

Previous Search

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):

Unlock

Unlock notification

Dopen



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

← Previous Search						
Release notification and go to Notification team	previous search		• Draft	Finalized	Signed	Valic
General Information	3.2		-		-	
1. Status of the notification	1. Status of the	notification				
2. Identification of the aid g	Notification pursuant t	o Article 108(3) of the Treaty on the Functio	oning of the European L	Jnion (TFEU)		
3. Beneficiaries						
4. National Legal Basis						
5. Identification of the Aid,						
Compatibility of the end						

#### 6. SEARCH FOR NOTIFICATIONS

🔒 🕨 New Notification ( 🥒 Draft) Notified aid

45905 - - this notification is not yet validated

There are several ways to search for notifications.

AYou 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	<b>2</b> ! My notifications	i Notification forms	Guide	SaniUser (Encoding user)	<u>.</u>	EN	Q
Notification forms of your case team				Ι		Searc	D

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 Filter notifications	1 My notifications 1 Notification forms	Guide SaniUser (Encoding user) L EN Q
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 <ul> <li>Non-aid measure which is notified to the</li> <li>Commission for reasons of legal certainty</li> <li>Notification pursuant to Article 88 (3) EC</li> <li>Treaty</li> <li>Possible unlawful aid</li> </ul>
Notification forms Enter form name Show 10 • entries Sort by Last update date of • New Notification ( Draft) Notified aid	lescending •	T Filter Print

Another example is the State aid (SA) number.

A 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

Notification forms of your case team

the form used

Filter notifications		
by status of notification and	by notification procedure requested and	by status of information transmitted
Draft Finalized Signed	Exemption Agriculture Exemption Fish	Non-aid measure which is notified to the
Prevalidated Validated Withdrawn	GBER Notified aid Prenotification	Notification pursuant to Article 88 (3) EC
	□ Normal proc. □ Simplified proc.	Treaty
		Possible unlawful aid

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

Notification forms Enter form name	T Filter
Show       10 <ul> <li>entries</li> <li>Sort by</li> <li>Last update date descending</li> <li>Original title</li> <li>Provisional number descending</li> <li>Last update date ascending</li> <li>Last update date descending</li> <li>Last update date date date descending</li> <li>Last update date date date descending</li> <li>Last update date date descending</li> <li>Last update date date date date date date date</li></ul>	Copen Unlock
New Notification (      Draft) Notified aid     50210 this notification is not yet validated	Den Unlock
Aid measure (Validated) GBER	Den 🗗 Unlock

#### Or enter the name of the form:

Notification forms	noti		<b>Filter</b>	🕑 Print
General notification	on <sub>es</sub> Sort by Last updat	e date descending	<b>T</b>	
exemption_notifica	ation		Dpen 🖬	Unlock
Simplified notificat	tion procedure	ted		

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

1 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	<b>1</b> My notifications	<ul> <li>Notification forms</li> </ul>	SANI2 community	Guide S	aniUser (Central coordinat	EN Q
Block-exempted aid			Non block-exempted a	aid		
form General Block Exemption	form Agriculture Block Exemption	form Fisheries Block Exemption	New aid measures, or to notify for reasons for form Simplified notification procedure for certain	to alter existing aid mea r legal certainty form Standard form	torm	non-aid measure form andard form –
			alteration to existing aid pursuant to Article 4 of Commission Regulation (EC) 794/2004		Create new notification	rtainty
PART I and PART II of Annex II, the Summary Information Sheet of the Commission Regulation (EU) 651/20	ANNEX I, form of summary information, Commission 4 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 Commission Regulatio 794/2004, amended by Regulation 271/2008	the n (EC) /	
				PART III (1-14) of ANN the Supplementary Information Sheet dep on the type of aid.	IEX I, ending	
User guide Contact State a	id legislation Legal notic	e			© 2018: SANI2 V	ersion: 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
1 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	if member of the	if member of the	if member of the	if member of the	if member of the	if member of the	any notification in own
	Member State	notification team	notification team	notification team	notification team	notification team	notification team	Member State
Create new notification	×	×	4	4	×	×	×	×
Get a quick overview of notifications	4	4	4	4	4	4	4	4

# My notifications tab

	Dessible estimut	Central coordinator Local administrator		Encoding user	Signatory	Viewer	Reviewer	Restricted user	Validator	
	Possible actions	any notification in own	any notification in own	ahere member of the	if member of the	if member of the	if member of the	if member of the	if member of the	any notification in own
		Member State	Member State	notification team	notification team	notification team	notification team	notification team	notification team	Member State
Filter										
	By status of notifications and by									
	notification procedure and by status of	4	×	4	4	4	×	4	1	4
	information transmitted									
	Notification forms	4	×	4	4	4	4	4	4	4
	Order by	1	×	4	4	4	~	4	1	4
Open a n	otification	4	×	4	4	4	4	4	4	4
Unlock a notification		1	×	4	×	×	×	×	×	×

# Notification form details

		Central coordinator	Local administrator	Encoding user	Signatory	Validator	Viewer	Reviewer	Restricted user
Possible actions		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 n	otification form			4	4				
View existing	notification								
(open/close the form)									
	Draft	4	1	4	4	4	4	4	4
Notification status is	Finalised	4	4	4	4	4	4	4	4
	Signed	4	4	4	4	4	4	4	4
Status is	Validated	4	4	4	4	4	4	4	4
	Withdrawn	4	4	4	4	4	4	4	4
Edit notificati	ion								
	Draft	4	4	4	4	×	×	×	4
N	Finalised	1	4	×	1	×	×	×	×
Notification status is	Signed	×	×	×	×	×	×	×	×
	Validated	×	×	×	×	×	×	×	×
	Withdrawn	×	×	×	×	×	×	×	×
Switch betwe	en pre-								
notification a	nd notification								
	Draft	4	4	4	4	×	×	×	1
N	Finalised	4	4	×	4	×	×	×	×
Notification	Signed	×	×	×	×	×	×	×	×
status is	Validated	×	×	×	×	×	×	×	×
	Withdrawn	×	×	×	×	×	×	×	×
Request/rem	ove request for								
simplified pro	ocedure								
	Draft	1	4	4	4	×	×	×	4
Notification	Finalised	1	4	×	4	×	×	×	×
status is	Signed	×	×	×	×	×	×	×	×
status is	Validated	×	×	×	×	×	×	×	×
	Withdrawn	×	×	×	×	×	×	×	×
Discard (dele	te existing								
notification)	-								
	Draft	×	<b>A</b>	×	×	×	*	×	×
Notification	Finalised	1	<b>A</b>	×	×	×	×	×	×
status is	Signed	×	×	×	×	×	×	×	×
status is	Validated	×	×	×	×	×	×	×	×
	Withdrawn	×	×	×	×	×	×	×	×

Possible actions		Central coordinator	Local administrator	Encoding user	Signatory	Validator	Viewer	Reviewer	Restricted user
POSSIDIO	e actions	Any notification in	if member of the	if member of the	if member of the	Any notification in own	if member of the	if member of the	if member of the
Finalise		own Member State	notification team	notification team	notification team	Member State	notification team	notification team	notification team
Finalise									
	Draft	4	1	4	4	×	×	×	×
Notification	Finalised	×	×	×	×	×	×	×	×
status is	Signed	×	×	×	×	×	×	×	×
status is	Validated	×	×	×	×	×	×	×	×
	Withdrawn	×	×	×	×	×	×	×	×
Sign									
	Draft	×	×	×	×	×	×	×	×
Natification	Finalised	1	×	×	4	×	×	×	×
Notification status is Validated Withdrawn	Signed	×	×	×	×	×	×	×	×
	Validated	×	×	×	×	×	×	×	×
	×	×	×	×	×	×	×	×	
Validate									
	Draft	×	×	×	×	×	×	×	×
Natification	Finalised	×	×	×	×	×	×	×	×
Notification	Signed	×	×	×	×	4	×	×	×
status is	Validated	×	×	×	×	×	×	×	×
	Withdrawn	×	×	×	×	×	×	×	×
Withdraw									
	Draft	×	×	×	×	×	×	×	×
N a tifi aa ti a u	Finalised	×	×	×	×	×	×	×	×
Notification	Signed	×	×	×	×	×	×	×	×
status is	Validated	1	×	×	×	4	×	×	×
	Withdrawn	×	×	×	×	×	×	×	×
Reject									
	Draft	×	×	×	×	×	×	×	×
Notification	Finalised	×	×	×	1	×	×	×	×
status is	Signed	×	×	×	×	~	×	×	×
Status IS	Validated	×	×	×	×	×	×	×	×
	Withdrawn	×	×	×	×	×	×	×	×
Copy validated notification									
into a new draft notification									
	Draft	×	×	×	×	×	×	×	×
Notification	Finalised	×	×	×	×	×	×	×	×
	Signed	×	×	×	×	×	×	×	×
sidius IS	Validated	×	×	4	4	×	×	×	×
	Withdrawn	×	×	×	×	×	×	×	×

Add commen	its								
	Draft	1	4	1	1	1	4	4	4
	Finalised	4	4	×	4	1	4	4	×
Notification	Signed	4	4	×	×	4	4	4	×
status is	Validated	×	×	×	×	×	×	×	×
	Withdrawn	×	×	×	×	×	×	×	×
Read comme	nts								
	Draft	4	4	4	4	1	4	4	4
	Finalised	4	4	4	4	4	4	4	4
Notification status is	Signed	4	4	4	4	4	4	4	4
	Validated	4	4	4	4	4	4	4	4
	Withdrawn	4	4	4	4	4	4	4	4
Add/remove	notification								
team membe	ers and groups								
	Draft	~	4	4	4	×	×	×	×
	Finalised	~	1	×	~	×	×	×	×
Notification	Signed	×	×	×	×	×	×	×	×
status is	Validated	×	×	×	×	×	×	×	×
	Withdrawn	×	×	×	×	×	×	×	×
View notifica	tion team tab								
	Draft	~	4	4	4	1	4	4	4
Natification	Finalised	~	4	4	~	1	4	~	4
Notification	Signed	~	4	4	4	1	4	4	4
Status IS	Validated	~	4	4	~	1	4	~	4
	Withdrawn	1	4	4	4	4	4	4	~
View general	notification								
tab									
	Draft	~	4	4	~	~	4	4	1
	Finalised	~	4	4	4	1	4	4	4
status	Signed	~	4	4	4	1	4	4	4
SLATUS IS	Validated	~	4	4	4	1	4	~	4
	Withdrawn	~	4	~	4	1	4	4	4

Possible actions		Central coordinator	Local administrator	Encoding user	Signatory	Validator	Viewer	Reviewer	Restricted user
POSSID	le actions	Any notification in	if member of the	if member of the	if member of the	Any notification in own	if member of the	if member of the	if member of the
		own Member State	notification team	notification team	notification team	Member State	notification team	notification team	notification team
Add supleme	ntary forms								
	Draft	4	4	4	1	×	×	×	4
Natification	Finalised	~	4	×	1	×	×	×	×
Notification	Signed	×	×	×	×	×	×	×	×
status is	Validated	×	×	×	×	×	×	×	×
	Withdrawn	×	×	×	×	×	×	×	×
View any sup	lementary								
forms of the	notification								
	Draft	~	4	4	4	4	4	4	4
Notification	Finalised	4	4	4	~	4	4	4	4
	Signed	~	4	4	1	4	~	1	*
status IS	Validated	4	4	4	4	4	4	4	4
	Withdrawn	4	4	4	4	4	4	1	4

#### **Pre-validation**

The pre-validation is an (optional) supplementary step to <u>the validation workflow</u>. 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's<sup>2</sup> summary information sheets.

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



<sup>2</sup> See: <u>General Block Exemption Regulation</u> ("GBER"), <u>A gricultural Block Exemption Regulation</u> ("ABER"); <u>Fishery and aquaculture Block Exemption Regulation</u> ("FIBER")



Member States that wish to include the pre-validation step in the validation workflow should send an official request to SANI2 EC Administrator at <u>comp-sani@ec.europa.eu</u>. 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 <u>finalized</u> and the primary objective of the aid is other than Agriculture or Fisheries.

PART I of ANNE	X I of the Commis	sion Regulatio	on (EC) 794/2004	, amended by R	egulation	271/2008			FICATION CONTRACTOR
Previous Search							QC	omments 🕑 F	Print
Notification team	General notificat	tion			Draft	Finalized	Signed	Prevalidated	Validat
Gene	eral Information 3.2	2						~	
1. Status of th	e notification	1. Status of t	the notification						
2. Identificatio 3. Beneficiarie	on of the aid g	Notification pursu	ant to Article 108(3)	of the Treaty on the	Functioning	g of the European U	nion (TFEU)		

#### ANNEX 2: USER' MANAGEMENT-TUTORIAL

		Central coordinator	Local adm	ninistrator
		Only in own Member State	Only in own Member State	Only in own office and below
Offices				
	Free text search	1	1	4
	Create new office	4	×	4
	View office	✓		1
	Update office name	4	×	4
	Update office country	×	×	×
	Delete office	4	×	4
Users				
	Free text search	A	✓	A
	Filter by profile	4	✓	A
	Create new user & update existing users	4	×	4
	EC administrators	×	×	×
	Administrators	×	×	×
	Central coordinators	×	×	×
	EC viewer	×	×	×
	Local administrators		×	1
	Encoding users	4	×	4
	Signatories	4	×	4
	Viewers	4	×	4
	Reviewers	4	×	4
	Restricted users	4	×	4
	Validators	×	×	×
	View user's details		✓	✓
	Update user's details		×	4
	Transfer notifications from one user to another	4	×	~
	Change own office & profile	×	×	×
	Disable user			
	EC administrators	×	×	×
	Administrators	×	×	×
	Central coordinators	×	×	×
	Local administrators	4	×	4
	Encoding users	A	×	A
	Signatories		×	✓
	Viewers	A	*	A
	Reviewers		×	<b>√</b>
	Restricted users		×	
	Validators	×	×	×
	Disable own account	×	×	×
Groups	Frank Langel ( )	A	A	N1 / 4
	Free text search (users)	×	×	N/A
	Greate pour groups)	¥	₩ 	IN/A
	Undate group	×	×	IN/A
	Delete group	<b>√</b>	<b>₩</b>	IN/A
		*	₹	IN/A
	Drag & drop/remove users into/from group	4	4	N/A

0.1 version : SANI2 User Guide

Date: 20-06-2022

# 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

Office<sup>3</sup>

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 <u>compsani@ec.europa.eu</u>. 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:



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

<sup>&</sup>lt;sup>3</sup> If a Member State chooses not to create offices, it will be considered as one national office.

Create user						ж
	O Mr O Ms	FIRST NAME *		LAS	T NAME *	
	E-MAI	L *	PHONE *		MOBILE	
PROFILES *     Encoding user     Local administrat	tor	Reviewer     Signatory		< >	<ul> <li>DEFAULT PROFILE *</li> <li>Select profiles </li> </ul>	
Prevalidator     A OFFICE *     Select office		RGANISATION NAME *			GANISATION PHONE	
ORGANISATION E-N	IAIL		ORGANISA	TION WEE	3	
ORGANISATION AD	DRESS *					

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 < <u>automated-notifications@nomail.ec.europa.eu</u> ≻ Sent: Monday, September 3, 2018 9:46 AM To: lyour 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 <u>here</u> 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 ${f B}$ :									
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 <u>here</u> 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  ${f C}$  :

fices	👤 Users 🛛 🤽 Gr	oups					
New User							
Show 10 🔽 entries	3		g	uide user	Encoding user	[All countries]	
👤 Name 🔺	♂ Default profile	<b>命</b> Organization	👌 🏝 Office	🔶 <table-cell-rows> Phone</table-cell-rows>	🗹 Email		Reconfirm
Guide User	Encoding user	DG COMP	DG Comp	52800	user.guide@ec.europa.eu		C

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 💟

SANI2	1. My notific	ations i Notifica	ation forms	SANI2 community	Guide SaniUser	(Central coordinato	EN <b>Q</b>
fices .	L Users 🧏 Group	IS					
New User							
Show 10 💌 entries			saniu		All profiles	[All countries]	V
👤 Name 🔺	📀 Default profile 🛛 🔶	🏛 Organization <del>)</del>	🤽 Office	🔶 <table-cell-rows> Phone</table-cell-rows>	🖂 Email	Status	Reconfirm
Guide SaniUser	Encoding user	Organisation name	office	phone number	e-mail		able

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.
8	Deletes the office.

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

SANI2	1. My notifications	Notification forms	SANI2 community	Guide SaniUser (Central coordinato	EN Q
			Offices		
Block-exempted aid			Users		
			Groups	sting aid measures previously authorised, or non-aid ainty	measure



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

×	Create Office
	OFFICE NAME *
	SANI Guide ×

To save click 💷

The new office is added to the list of offices:

fices	L Users	🤽 Groups
<ul> <li>New Office</li> </ul>		
Show 10 🔽 entries	3	
盦 Name		\$
All		
SANI Guide		

and it is available in the 4 '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:

Create user			_
5	000	Mr Ms	FIRST NAME *
		E-MA	AIL *
PROFILES *			
Central coordinat	tor		Restricted u
Encoding user			Reviewer
Local administrat	or		□ Signatory
OFFICE *		血	ORGANISATION NAME *
Select office SANI Guide			

# 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:

<b>血</b> Offices	L Users L Groups				
• New Office				• Select an office in the left list to display the local administrat are allowed managing SANI 2 users for this office:	tors below who
Show 10 🔽 entries		sani		Show 10 🔽 entries	
<b>血</b> Name	¢ C	Country		L Users	*
BANI Guide	E	Belgium 🖉	8	Guide SaniUser, Central coordinator	

# 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.
8	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	I My notifications	i Notification forms	SANI2 community	Guide SaniUser (Central coordinato	EN Q
			Offices		
			Users		
	• -		Groups		
To create a group, click	🤰 => 🔁 Net	w Group), then er	nter the name of t	the group.	
SANI2	2. My notifications	i Notification forms	SANI2 community	Guide SaniUser (Central coordinat	EN <b>Q</b>
<ul> <li>Offices Users</li> <li>New Group</li> <li>Assign a user Create new grame. You see all users when set</li> </ul>	Groups the user name	Create Group GROUP NAME * Guide over to the group	Select a group in the let this office:	eft list to display the users below who are m	embers of
Show 10 • entries			Show 10 • entries		
🤽 Name		¢	L Users	*	
All		_	Guide SaniUser, Central o	coordinator	
		_	Guide User, Encoding use	er	C
Click 🔲 .					

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

1 Offices Lusers La Groups	
• New Group	
Assign a user to a group by moving the user name over t name. You see all users when selecting the group All	to the group 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	♦ LUsers ▲
All	Guide SaniUser, Central coordinator
Guide Guide SaniUser, Central coordinato	Guide User, Encoding user

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 <sup>A Groups</sup>. 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:

Diffices L Users L Groups			
New Group			
● Assign a user to a group by moving the user name. You see all users when selecting the group	ame over to the group All	❸ Select a group in the left list to display the use this office:	ers below who are members of
Show 10 • entries		Show 10 • entries	
Show 10 • entries	¢	Show 10 • entries	
Show 10  entries  Name  All	\$	Show 10 • entries	

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

L Users			
This group has no use	rs assigned.		
o remove users from the group,	click 횓 next to	the name:	
1 Offices L Users L Groups			
• New Group			
• Assign a user to a group by moving the user na name. You see all users when selecting the group A	ime over to the group All	❸ Select a group in the left list to display the use this office:	rs below who are members of
Show 10 • entries		Show 10 • entries	
A Name		L Users	<b>A</b>
All		Guide SaniUser, Central coordinator	2
Guide	2	_Showing 1 to 1 of 1 entries	Previous 1

To add users to the group, first click All in the 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:

m Offices	L Users L Groups			
New Group				
• Assign a user to a name. You see all use	a group by moving the user na ers when selecting the group /	me over to the group	• Select a group in the left list to disp this office:	lay the users below who are members of
Show 10 • entries			Show 10 • entries	Guide
🧏 Name		<b>A</b>	L Users	<b>A</b>
All			Guide SaniUser, Central coordinator	
Guide	Guide SaniUser, Central co	oordinator 🗹 📝 🔞	Guide User, Encoding user	C

#### 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	1. My notifie	ations i Notifi	cation forms	SANI2 community	Guide Sani
fil Offices	L Users 🧏 Grou	ps			
New User					
Show 10 • entrie	s			×	All profiles
👤 Name 🔺	🔗 Default profile 🔶 🏛	Crganization	🔶 🤽 Office	🔶 🐢 Phone	🖂 Email
Guide SaniUser	Encoding user O	rganisation 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.

Update user dat	a				×
	● Mr ● Ms	FIRST NAME * SaniUser		LAST NAME * Guide	
	E-MA	IL * erard@skynet.be	<ul> <li>PHONE *</li> <li>+32494425695</li> </ul>	MOBILE +32111111	
<ul> <li>PROFILES *</li> <li>Central coordinat</li> <li>Encoding user</li> <li>Local administrat</li> <li>OFFICE *</li> <li>European Commi:</li> <li>ORGANISATION E-N</li> <li>organisation@ordination</li> </ul>	tor tor	Restricted user Reviewer Signatory RGANISATION NAME * Inisation name	ORGANISATION	DEFAULT PROFILE *     Encoding user     Central coordinator     Encoding user     Signatory     ORC Validator	
ORGANISATION AD Brussels, Belgiun	nents	➡ Transfer			

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).

1	Update user data	3				×
l	C					
	1)	Mr	FIRST NAME *		LAST NAME *	
		O Ms	User		Guide	
		E-MA	IL *	PHONE *	2)MOBILE	
		user.guid	le@ec.europa.eu	52800		
ł.	3) PROFILES *				4)	
1	Central coordinate	or	Restricted use	r	Encoding user	
Į.	<ul> <li>Encoding user</li> </ul>		Reviewer			
1	Local administrate	or	□ Signatory		*	
	5) 🧕 OFFICE *	6) <u>命</u> (	DRGANISATION NAME *	7) 🖝	<ul> <li>ORGANISATION PHONE</li> </ul>	
	DG Comp		COMP			
	8) ORGANISATION E-M	IAIL		9)ORGANISATIO	N WEB	
1						
4	ORGANISATION ADD	DRESS *				
	Madou					

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 <u>here</u>.

# 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:

	2. My notifications	i Notification forms	SANI2 community	Guide SaniUser (Central coordinato
			Offices	
ers	L Groups		Users	<u></u>
			Groups	It list to display the local administrators b

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:

	0.14	FIRST NAME *		l	LAST NAME *
	⊙ Mr ● Ms	SaniUser			Guide
(File)	E-MA	AIL *	PHONE *		MOBILE
	lemail		Phone number		
PROFILES *					DEFAULT PROFILE *
Central coordinat	tor	Restricted use	۶r		Central coordinator
Encoding user		Reviewer			
<ul> <li>Local administrat</li> </ul>	or	Signatory			*
OFFICE *	血	ORGANISATION NAME *		•	ORGANISATION PHONE
Office _	Org	anisation name			
ORGANISATION E-M	IAIL		ORGANISA		WEB
ORGANISATION AD	DRESS *				
Address					
🖈 Assignr	nents				
SaniUser Guide	e ick to viev	→ Transfer			

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



Once the user is found, click Transfer:

Assignments		
SaniUser Guide	Transfer Guide User ×	
	Transfer assigments	
	Transfer assigments	

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

Transfer	assigmer	nts	×
By this oper notification where a use team memb	ration, a team me er to copy per. Pleas	user to copy mber in all r y from is a n se confirm.	to becomes notifications notification
	Ok	Cancel	

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

