IOTA website user manual for Secretariat

Table of content

1. Content

1.1. Create News

News can be added related to country the user belongs to. PCPs can send a news to the website, but they can only send it in unpublished state (not visible on public page). Secretary can the state set to Published, ehrn the news appears in the proper places. News can be visible:
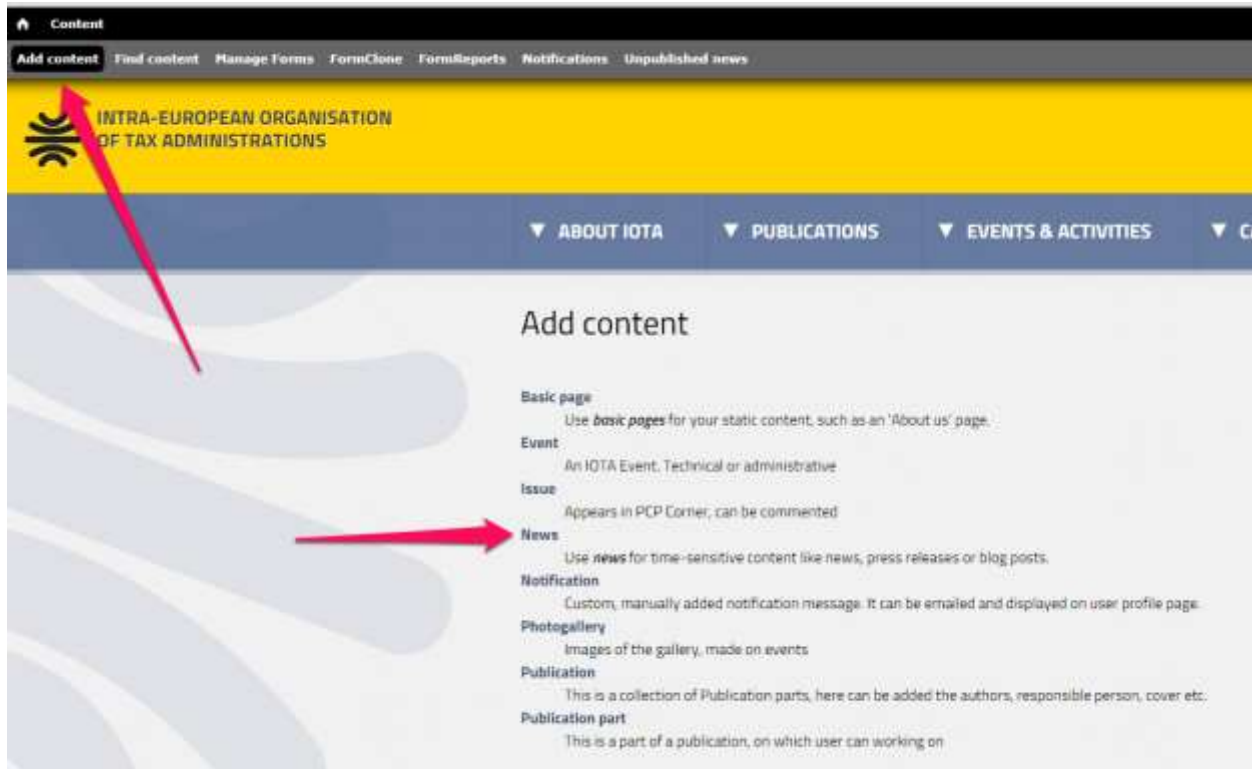
1. on the front page - triggered by if mouse over the NEWs tab. Here visible the last 20 news at the bottom "Show all news" leads to
2. news list page - news teasers are visible paged by 10.
3. on the Organisational profile page, at the bottom of the page can visible all of the organisation/country related news

Fields:

Title* (mandatory)

Lead - this shorter text appears on the front page, and in the news list. Sorted by the post date, descending.

Body - the longer content of the news. Only visible in full view mode of the news (list views not) **Related country** - comes from current logged in user (cannot be change)

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1.2. Organization profile

Every PCP can edit own country and organization's data. It is available from PCP Dashboard.

2. My IOTA Page

In this page there are several notification to current logged in user. See picture below

1. Area of personal data - the logged in user picture, official position and link to the profile
2. Country PCP – picture, official position, link to one's profile

   Notifications
   Lis of forms were user can send a submission or invite user(s) to send a submission instead of/besides the user (PCP). Visible here the 3 nearest event form notifications (manual and automatic as well, and not event related notifications. Notifications disappear if the form deadline is passed.

3. Send submission
4. Invite a user to fill the particular form instead of the PCP (only for PCPs)
5. User's already sent submissions
6. Upcoming events list nevertheless if user can send or not a registration to it.

Visible the start date of the event, venue, number of attendees (how many user fill the registration form), deadline of the registration form, Registration status (allowed=send, not allowed, registered). Click to the details
, some details are visible. 4 event visible, others are if see full list clicked.

7. Registered events
   User already registered event(s)

8. Past events
   List of past events nevertheless the user has or not a registration to the event.

| My IOTA | Notifications | Submissions | Upcoming events | Registered events | Past events |

MY IOTA

ÁNDOR AK
roject manager
MY PROFILE ›

1.

APC
ch f on charge
CONTACT ›

2.

Working Group 2100
12/10/2014 - 1 00
WG1_2100 R gistration Form
Deadline: 08/15/ 017

3. Send
4. Invite users

Not eve t related forms

HT13_20 4 Country Profile — Deadline: 09/ 3/2014 — Invite users

IOTA W RK PROGRAMME 2016 est – E-Voti g Form — Deadline 08/30/2015 — Send — Invite users

Stra egic Steer 2016 — Dead ne: 11/30/2014 — Invite users

Technical Enquiry — De dline: 08/31/2017 — Invite users

NOTIFICATIONS

See full list

MY SUBMISSIONS

5.

FORM TITLE	CREATED	UPDATED	STATUS	
WG1_2100 Registration Form	22/09/ 014 - 16:23	22/09/2014 - 16:23	Waiting	Edit

UPCOMING EVENTS

6.

EVENT TITLE	DATE	VENUE	ATTENDEES	DEADLINE	REGISTRATION	
Working Group 2100	12/10/2014	Budapest	1	15/08/2017	Not allowed	Details ∨
DEMO Case Study Workshop	07/01/2015		3	28/07/2014	Not allowed	Details ∨
Case Study Workshop - Tackling VAT Fr ud: Best ractice	03/02/2015	Budapest	2	15/08/2017	Not allowed	Details ∨
Use of IT Tools and Data Forensics in I entifying Tax Evasion Cases	11/03/2015		none	10/09/2014	Not allowed	Details ∨

See full list

MY REGISTERED EVENTS

7.

EVENT TITLE	DATE	VENUE	ATTENDEES	
Working Group 2100	12/10/2014	Budapest	2	Details ∨

PAST EVENTS

8.

EVENT TITLE	DATE	VENUE	
Hot Topic	12/09/2014	Budapest	
General Assembly de ez most egy hosszabb cím	02/07/2014	Beograd	Presentations ›
PCP Forum little chat	15/09/2014	Tirana	
Special Interest Workshop 2014 - téma hosszabb	20/09/2014	Budapest	Presentations ›

3. PCP Corner

This page has a several static information. This menu only visible to PCPs and up.

All parts available in secretariat menu at the top.

1. Latest updates - editable page, where can be emphasize the most important changed to PCP-s. Last 30 days of PCP news listed
2. Financial Issues

It's grouped by year, each can be commented. File can be attached to them.

3. WP Technical Events
4. WP Administrative events

These are link to EC approved PDF-s. Only teaser view visible, Click to Read more can be viewed the full display.

5. IOTA Core documents - this is a link collection to most important core documents
6. Templates - This is a link collection to forms. (e.g. Submit Country news, Technical Enquiry, Hot Evaluation form)

PCP corner

1. Latest updates on this page

- Latest update: 2015 Work Programme and Budget (approved version)
- Post-event materials of the 18th General Assembly are available with direct links to files (08/07/2014)
- Tax Tribune Issue 30 Published (08/07/2014)

2. Financial Issues

2014
Financial Issue 2
WP Issue 3
Tax Tribune Issue 30 Published

2015
WP ISSUE entry 2
BUDGET SUMMARY FOR 2015

3. WP Technical Events

2014

Case Study Workshops

event code	Event title
CS1_2014	CS1_2014 Application of Tax Treaties - Issues of Permanent Establishment
CS2_2014	Transfer Pricing Issues

Forums

event code	Event title
F01_2014	Combating VAT Fraud Forum
F02_2014	Training Forum
F03_2014	Large Taxpayer Forum

4. WP Administrative events

2014

event code	Event title
EC90_2014	90th Meeting of Executive Council
PCP_2014	PCP Forum
EC91_2014	91st Meeting of Executive Council
EC92_2014	92nd Meeting of Executive Council
EC93_2014	93rd Meeting of Executive Council
GA_2014	18th General Assembly
EC94_2014	EC94_2014 94th Meeting of Executive Council

Read more

Workshops

event code	Event title
WP1_2014	Engaging and Involving SMEs and their Intermediaries in Tax Administration Processes (joint IOTA/OECD event)
WP2_2014	Maximising Tax Administration's Performance
WP3_2014	Practical Issues of Automatic Information Exchange
WP4_2014	Enhancing e-Services as a Strategic Goal of Tax Administrations
WP5_2014	Behaviour Change Techniques to Improve Key Areas of Tax Administration
WP6_2014	Application of Risk Analysis Principles in Different Areas of Tax Administration

2015

Read more

5. IOTA Core documents

- Charter
- Work Programme 2015 - Summary with date (PDF)
- List of Principal Contact Persons (30 May 2014)
- IOTA Seat Agreement
- Entry4
- Entry5

6. Templates

- **Submit Country news**
- **Technical Enquery**
- **Hot Evaluation form**

4. PCP Dashboard

It is available from the top of the page (next to My IOTA), It contains
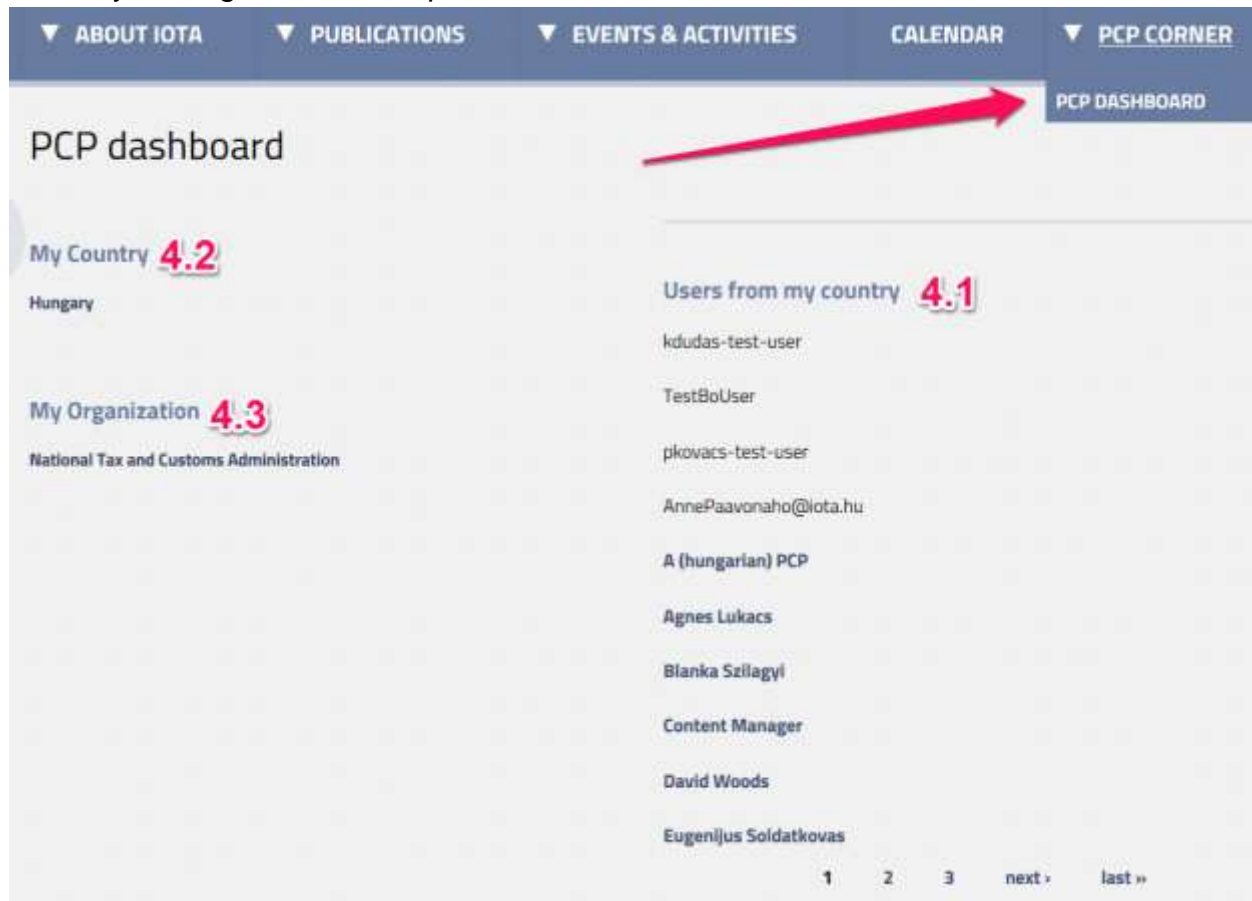
4.1. Users from my country
This is the full list of user who select the same country during the registration then the PCP. It is paged by 10.

4.2 My country
Link to own country edit

4.3 My Organization
Link to your Organization to update

last modified 2014.11.06.

5. Technical Enquiry

A PCP can send as much Technical Enquiry as needed. It is available from the front page or from PCP corner Templates section.
If a Technical Enquiry question arrives from other organization, the notification about it can be find on My IOTA page.

6. MAP

Move your cursor over the map and it will grow to view full Europe. If click a member it leads to it's Organization Profile