

Estonia-Russia Cross Border  
Cooperation Programme  
2014-2020

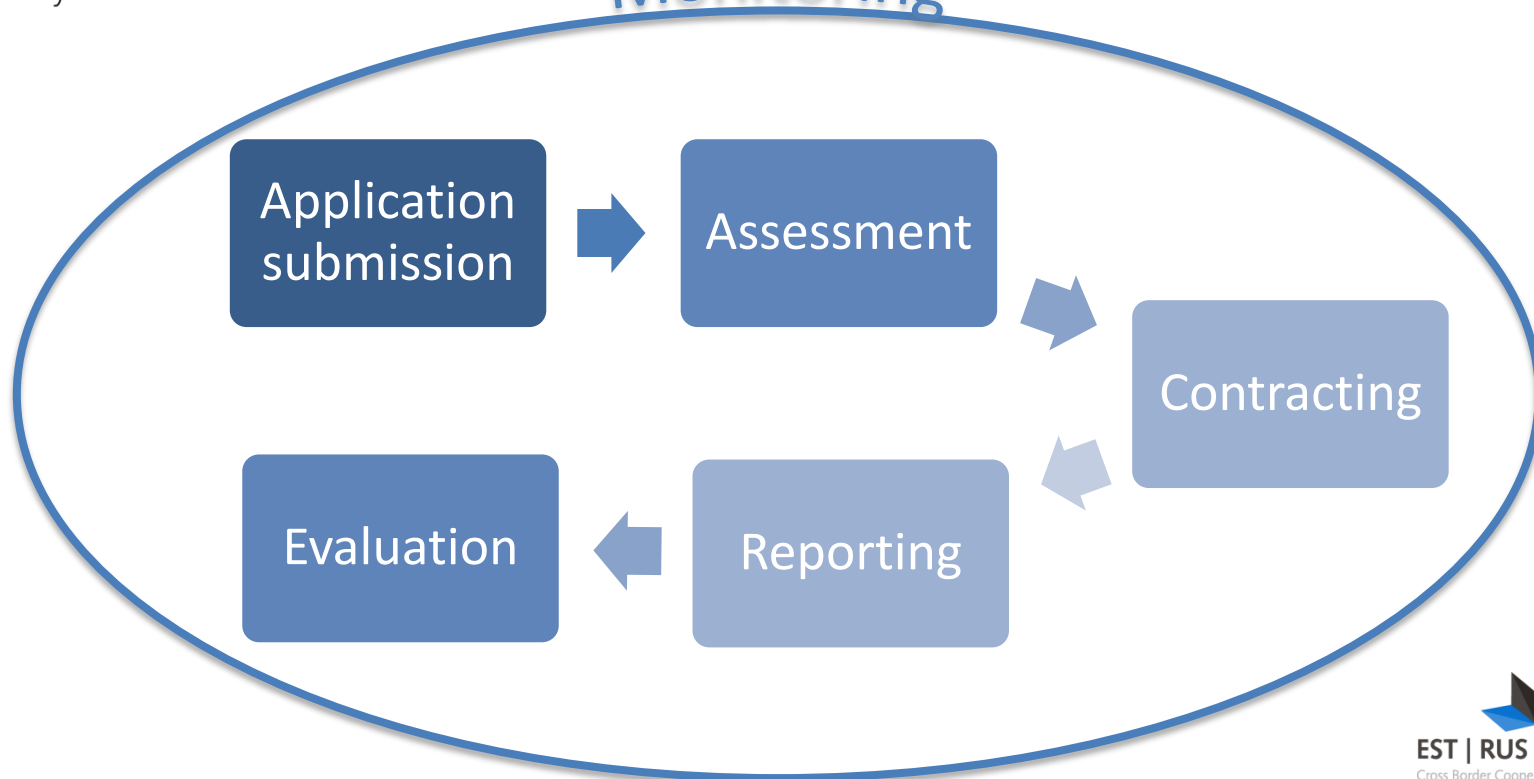
# **Introduction to electronic Monitoring System**

16. and 22 January 2020




# Workflow




## Monitoring





# <https://ems.estoniarussia.eu>





  
Cross Border Cooperation  
Partnership for Growth


  
Co-funded by the European Union,  
the Republic of Estonia and the Russian Federation


 Login

 Registration

EN 

  
electronic  
monitoring  
system

developed by  


  
INTERACT

INTERACT is co-financed by the  
European Regional Development Fund

3\_1.0j

## Login

Username\*

Password\*



Login



Register




Forgot Password

**Welcome to the Estonia - Russia CBC Programme 2014 -2020 electronic Monitoring System!**

First call for proposals is open. Deadline for submission of Project Summary Form is on April 3. 2017 at 17:00 EET. For further information please check programme website: [www.estoniarussia.eu](http://www.estoniarussia.eu)

# Registration

- ✦ Please provide username in the format **firstname.lastname**
- ✦ Password must be at least 6 characters long and max length is 20
- ✦ Do not share your registration credentials with anyone
- ✦ Keep your password in a safe place (advised to use password manager)



## Registration

Description

Username

Email \*

Password \*


Password Again \*

Firstname \*

Lastname \*

Title

Language EN ▼

 Register

# Dashboard

## Dashboard

Welcome Applicant 1!

### Personal

- Dashboard
- Mailbox
- Generated Files
- User Account

### Applications

- My Applications
- Bookmarked Applications

### E M S Management

- Calls

Logout

EN

### My Projects

Project_id	Name	Acronym	Start	End	Lead Partner	L P Nationality	Call	Timeslot	Specific Objective	Sub D
ER6	Testing Project	TestP	03.09.2017	03.09.2019	Estonian Org	EESTI	First open call		Improving cooperation between local and regional communities	
+ Add Project										

### My Mailbox

Go To Mailbox

Inbox	Subject	Date
Select A Mailbox Folder		





Show Own View

today		January 2017					month
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	

# How to start a Project:

## Dashboard

### ▼ Personal

-  Dashboard
-  Mailbox
-  Generated Files
-  User Account

### ► Applications

### ▼ E M S Management

-  Calls



### My Projects

Project_id ↕	Name ↕	Acronym ↕
--------------	--------	-----------

No records found.

 Add Project

### My Mailbox

Name ↕	Start ↕	First Step Deadline ↕	End ↕	Description ↕	Attachments
Direct award for Large Infrastructure Projects	11.01.2017		13.01.2017	Full Application Form for Large Infrastructure Projects	 Apply
First call for proposals	17.01.2017	03.04.2017	15.11.2017	Two-step call	 <u>Apply</u>

# Starting a Project, please remember



- ✦ **User who starts a project, is by default lead applicant, i.e:**
- ✦ **Lead applicant user should be the one, who is the Lead Partner's main contact person**
- ✦ **Lead applicant assigns co-workers to the project**
- ✦ **Lead applicant submits the project in eMS**

# Lead applicant

## ✦ Lead Partner main contact person:

- After submission all communication between Programme authorities and Project team, will go through Lead Partner's contact person's e-mail or eMS account.
- Lead partner contact person will get e-mail notifications, if inside eMS messages are received.
- [ems@estoniarussia.eu](mailto:ems@estoniarussia.eu)

### Lead Partner 1

Partner role in the project

Lead Partner ▼

### Contact Person

Title

Mr ▼

First Name

Last Name

E-mail Address

Telephone



# Project Full Application Form



**3. TEST 2** ER140 Application form version 1 [Show More](#) **Application Form**

**Project Summary** Partner Project Description Workplan Project Budget Project Budget Overview Attachments

**Project Summary**

Project Identification

Programme thematic objective  
TO 5 Support to local and regional good governance

Specific area  
Improving cooperation between local and regional communities

Project Acronym  
3. TEST 2

Project Title  
3. call test 2

Project Number  
ER140

Name of the Lead Partner organisation/ original language  
Lead Beneficiary

Name of the Lead Partner organisation/ English  
Lead Beneficiary

Project Duration  
12 Month 0 Days

Start Date  
01.01.2020

End Date \*  
31.12.2020

Project Summary

Please give a short overview of the project and describe:

Should be filled in the same order as tabs on top indicate

# Left-side menu in Project view



## ▼ General

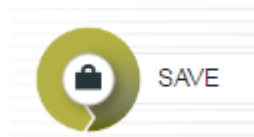
- Save Phase1 As Pdf File ← Starts pdf generation
- Check Saved Project ← Application form check
- Generated Files ← Pdf's available here (takes time up to 10 min)
- Project History ← Opens project history table (relevant after modification requests)
- Attachments ← Same as Attachments tab
- User Management ← Lead applicant can add registered users to read or to modify AF
- Bookmark Project ← Bookmarking is another way to mark it for easier access
- Toggle Tree ← Opens AF structure right-side of the screen
- Contacts ← You can send messages to the users assigned to a project
- ? Help
- Export Budget ← In budget view, budget can be exported to csv format
- Exit

## ▼ Management

- Delete Project ← Lead applicant can delete saved AF

# Technical suggestions:

- ✦ Press Save button often



- ✦ By pressing Check Saved Project, following check is performed:



If partner contribution matches the target (partner contribution table)



# How to submit a project?

## Lead applicant user needed!



- ✦ Do not leave submitting to the last day
- ✦ Check whether all fields are filled
- ✦ Press Check Saved Project button
- ✦ Press Submit Checked Project



Check Saved Project



Submit Checked Project



**If you have questions:**

[peep.purje@estoniarussia.eu](mailto:peep.purje@estoniarussia.eu)

