

Estonia-Russia Cross Border
Cooperation Programme
2014-2020

Introduction to electronic Monitoring System

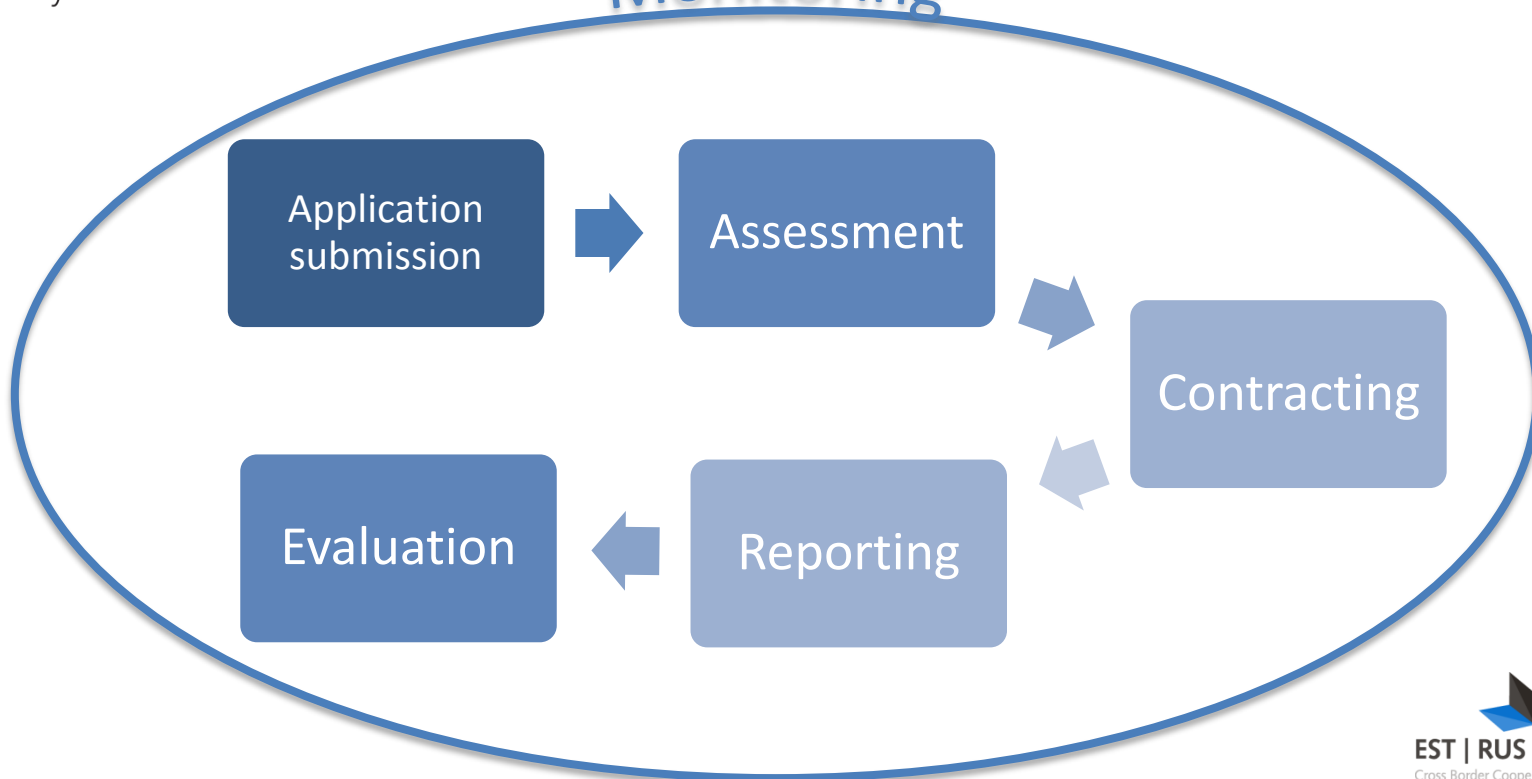
Peep Purje
Joint Technical Secretariat

19 April 2017,
Pskov, Russia



Workflow

Monitoring



https://ems.estoniarussia.eu



Login
Registration

EN

ems
electronic
monitoring
system

developed by
cpb
software

INTERact

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 prolonged! **New deadline is 4 May 2017 at 17:00 EET.**
For further information please check programme website: www.estoniarussia.eu




EST | RUS
Cross Border Cooperation
Programme



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)
- ✧ After you have successfully registered (can log in into eMS), please send e-mail to peep.purje@estoniarussia.eu with your username and LIP name



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
- E M S Management

Logout

EN



My Projects

Project_id ▾	Name ▾	Acronym ▾	Start ▾	End ▾	Lead Partner ▾	L P Nat
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ER7	Test Full AF	Test Full	01.10.2017	01.10.2019	First Partner	EESTI
Add Project						

My Mailbox

Go To Mailbox

Inbox ▾	Subject ▾	Date ▾
Select A Mailbox Folder		

☐ Show Own View

April 2017							Month
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
27	28	29	30	31	1	2	
Direct award for Large Infrastructure Projects							
First call for proposals							
3	4	5	6	7	8	9	
Direct award for Large Infrastructure Projects							
First call for proposals							



Starting a Project, please remember



User who starts a project, is by default an Applicant, i.e:

- ✦ Applicant user should be the one, who is the Lead partner's main contact person
- ✦ Applicant (Lead partner) assigns co-workers to the project
- ✦ Applicant (Lead partner) 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

Lead Partner 1

Partner role in the project

Lead Partner

Contact Person

Title

Mr

First Name

Last Name

E-mail Address

Telephone

Adding users to modify/ read application form



- Generated Files
- Project History
- Attachments
- User Management**
- Bookmark Project
- Toggle Tree
- Contacts
- Help
- Exit

User Project Mapping

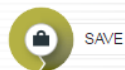
New User

- + Add For Reading
- + Add For Modification

Assigned User

<div><div>◀◀</div><div>1</div><div>▶▶</div></div>		
User Name	Role	Option
Applicant1	Applicant	
<div><div>◀◀</div><div>1</div><div>▶▶</div></div>		

Full Application Form



General

- Save As Pdf File
- Check Saved Project
- Generated Files
- Attachments
- Bookmark Project
- Toggle Tree
- Contacts
- Help
- Exit

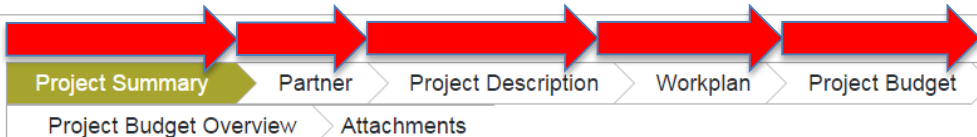
Logout

Test Full ER7

Show More

Full Application Form

Welcome Applicant 11



Project Summary

Project Identification

Programme thematic objective

TO 6 Environmental protection, climate

Specific area

Improving the biodiversity of joint natural assets

Project Acronym

Test Full

Project Title

Test Full AF

Project Number

ER7

1988 Characters Remaining

Name of the Lead Partner organisation/ original language

Esimene partner

Name of the Lead Partner organisation/ English

First Partner

Project Duration

24 Month 1 Days

Start Date

01.10.2017

End Date


01.10.2019

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


Left-side menu in Project view




▼ General

 Save 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

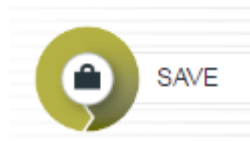
▼ Management

 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)

Mistakes to be avoided in eMS:

- ✖ Very long usernames, comprising several words, even sentences:
Municipal budgetary institution of culture „Region X cultural and recreational complex“
- ✖ Usernames with space in it: **Firstname Lastname**
- ✖ If you skip filling in information in some tab, you might not be able to fill properly next tab. For example: if you do not define periods, budget cannot be entered.



How to submit a project?

Only by Applicant user



- ✦ **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

