

Estonia-Russia Cross Border
Cooperation Programme
2014-2020

Introduction to electronic Monitoring System

Peep Purje

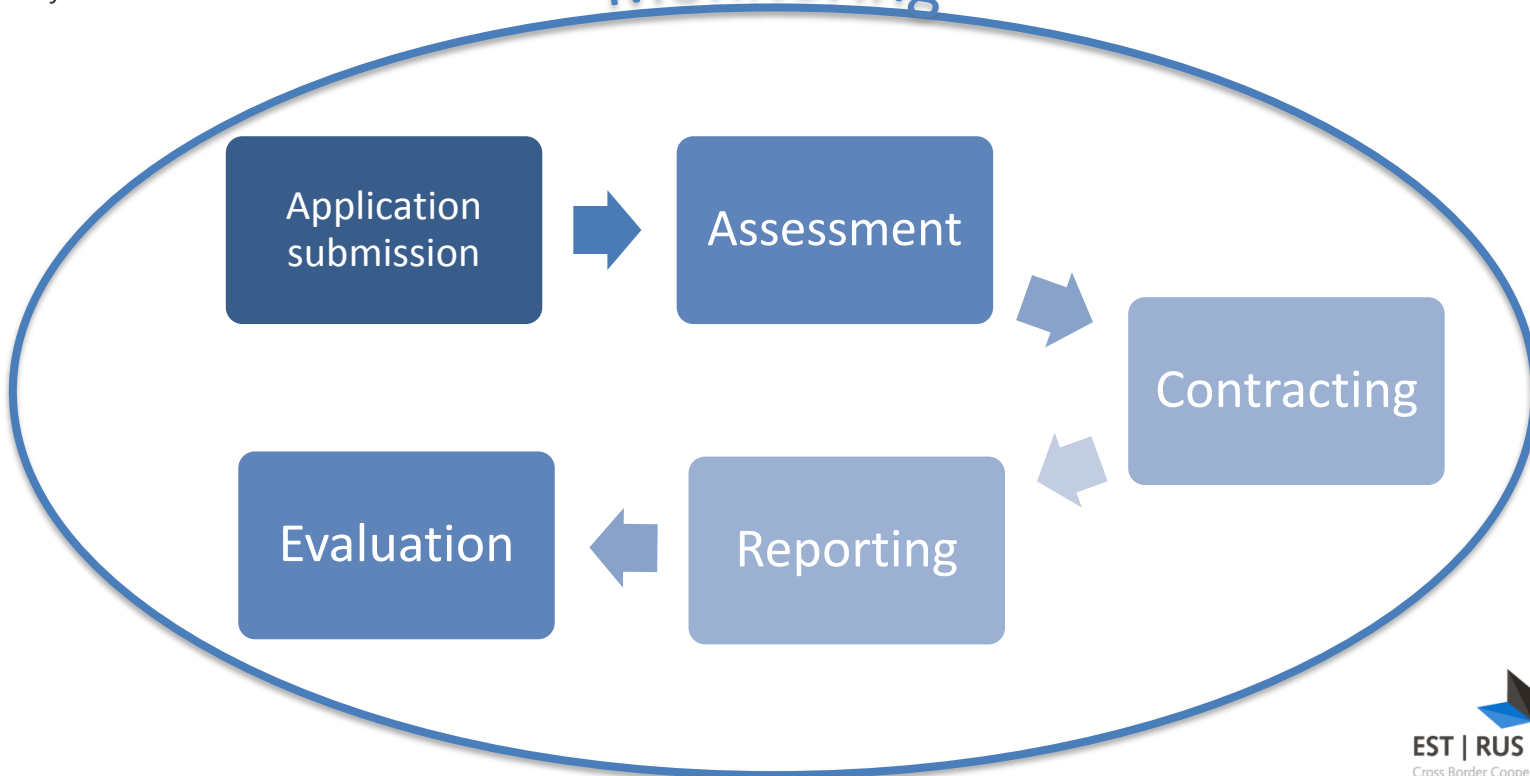
Joint Technical Secretariat

24-25 January 2017
Viljandi, Estonia



Workflow

Monitoring



https://ems.estoniarussia.eu



- Login
- Registration

EN



developed by



INTERACT is co-financed by the European Regional Development Fund

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Login

Username*

Password*

- Login
- Register
- Forgot Password

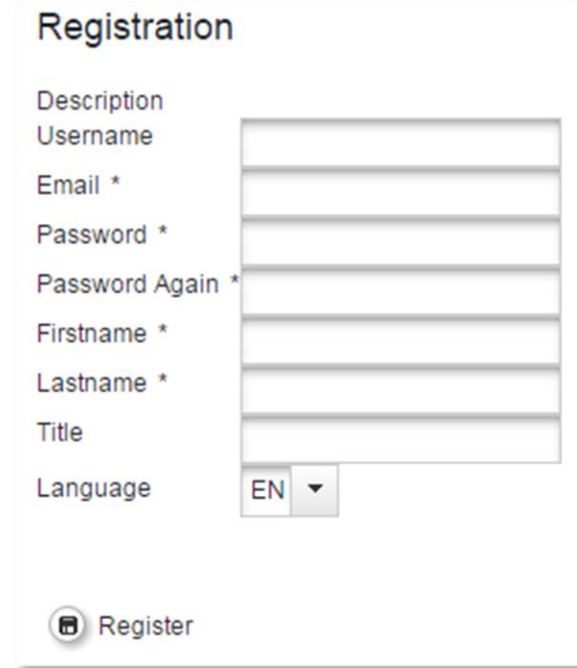
Welcome to the Estonia - Russia CBC Programme 2014 -2020 electronic Monitoring System!

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



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 ▼



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

Navigation: [Previous] [Next] 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 <input type="text"/>	Start <input type="text"/>	First Step Deadline <input type="text"/>	End <input type="text"/>	Description <input type="text"/>	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	Apply

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







EST | RUS
Cross Border Cooperation
Programme

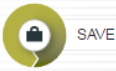


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Project Summary Form







General

- Save Phase1 As Pdf File
- Check Saved Project
- Generated Files
- Project History
- Attachments
- User Management
- Bookmark Project
- Toggle Tree
- Contacts
- Help
- Exit

Showcase ER37 Show More **Project Summary Form** Welcome Applicant 2!

Project Summary Partner Project Description Work Plan Project Budget

Project Budget Overview Attachments

Project Summary

Project Identification

Programme thematic objective	Specific area	
TO 1 Business and SME deve	Increasing SME competitiveness and entrepreneurship by fostering c	
Project Acronym	Project Title	Project Number
Showcase	Showcase project	ER37

1684 Characters Remaining

Project Duration (Months)	Start Date	End Date
24 Month 0 Days	01.01.2018	31.12.2019

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

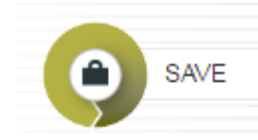
- Generated Files ← Pdf's available here (takes time up to 10 min)
- Project History ← Opens project history table (relevant after modification requests)
- Attachments ← Same as Attachments tab
- User Management ← Lead applicant can add registered users to read or to modify AF
- Bookmark Project ← Bookmarking 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 ← 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)



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How to submit a project?



- ✘ **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:

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