

# eMS GUIDANCE

## eMS walk through

Version 1  
06 2017

## 1. How to access your project?

The screenshot shows the Interreg Central Europe eMS Dashboard. On the left is a navigation menu with 'Personal' (Dashboard, Mailbox, Filebrowser, User Account) and 'Applications' (E M S Management). The main area is titled 'Dashboard' and 'Welcome Test Leadpartner!'. It features a 'My Projects' table with columns: Project Id, Name, Acronym, Start, End, Lead Partner, L P Nationality, Call, Timeslot, Specific Objective, and Subr. A single project is listed: CE1226, TEST Project for Reporting, XYZ-TEST, 01.09.2017, 31.08.2020, FIRST Partner, ITALY, CE 2020 2nd Call, 3.3 To improve environmental management of functional urban areas to make them more livable places, 23.06. Below the table is an 'Add Project' button.

When you login you will find your project in the overview table "My Projects"

Klick on the project or pressing the "view" button.

From this overview table you can also see the current project state.

In case of a contracted project, you will be directly directed to the reporting section of the project.

This screenshot is similar to the previous one but highlights specific elements. In the 'My Projects' table, the 'Projectstate' column for the project CE1226 is circled in red and contains the text 'Contracted'. Additionally, the 'View Project' button in the 'View Project' column is circled in red and contains a magnifying glass icon and the text 'View Reporting'.

## 2. Where to find the application form?

In order to open the application form of your project, click on project in the left menu.

**Interreg**  
CENTRAL EUROPE

European Union  
European Regional  
Development Fund

- Project**
- Supplementary information
- Exit
- Help
- Filebrowser
- Contacts
- Logout

XYZ-TEST

CE1226 Application form version 1

Show More

Reports

Select Role

Pp

## Partner reports

### 1 - FIRST Partner - LEAD

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Dv
Period 0 01.02.2016 - 01.06.2016						
Report 0.1	01.02.2016	01.06.2016	Report F Lc Certified	15.05.2017		15
Period 1 01.09.2017 - 28.02.2018						

## 3. Where to find the supplementary information?

In order to access the supplementary information, click on the respective button in the project in the left menu of the reporting overview.

**Interreg**  
CENTRAL EUROPE

European Union  
European Regional  
Development Fund

- Project
- Supplementary information**
- Exit
- Help
- Filebrowser
- Contacts
- Logout

XYZ-TEST

CE1226 Application form version 1

Show More

Reports

Select Role

Pp

## Partner reports

### 1 - FIRST Partner - LEAD

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Dv
Period 0 01.02.2016 - 01.06.2016						
Report 0.1	01.02.2016	01.06.2016	Report F Lc Certified	15.05.2017		15
Period 1 01.09.2017 - 28.02.2018						

When you are in the application form view, then the supplementary information is accessible from the left menu "Application and Contract/Supplementary information".

**Interreg** CENTRAL EUROPE

**XYZ-TEST** CE1226 Application form version 1 [Show More](#) **Application Form**

General

- Save as pdf file
- Filebrowser
- Project History
- G - Annexes
- Lead partner
- Bookmark project
- Toggle tree
- Contacts
- Help
- Exit

**Application And Contract**

- Supplementary information**
- Project application
- Request modification
- Reporting

**A - Project overview** B - Partners C - Project description D - Work plan E - Partner b

### SECTION A - Project overview

#### Project Identification

Programme priority: 3. Cooperating on natural and cultural resources for... Programme specific objective: 3.3 To improve environmental management of functional urban areas to make them more livable pl...

Project acronym: XYZ-TEST Project title: TEST Project for Reporting

Name of the lead partner organisation/original language: Erster Partner Name of the lead partner organisation/English: FIRST Partner

Project duration: 36 Month 0 Days Start date: 01.09.2017 End date: 31.08.2020

#### A. 2 Project summary

Please give a short overview of the project and describe in the style of a press release (please cover all the points below)

- the common challenge of the programme area you are jointly tackling in your project

The supplementary information has to be provided within 3 months after the entry into force of the subsidy contract. It can be updated and confirmed by the JS.  
LP has full read and write access, while PPs have read access only except for the sections "Controller" and "Documents".

**Interreg** CENTRAL EUROPE

**XYZ-TEST** CE1226 Application form version 1 [Show More](#) **Supplementary Information**

Project Management Bank Information Controller User Assignment Documents Partnership Agreement

### Project Management

#### Project Manager

Partners: - Title: Mr Name: Last Name: E-mail Address: Telephone: Name Of The Institution: Country (NUTS 0): POLAND (PL) Street: House number: Postal Code: City: Name of other region: From all regions: Region (NUTS 2): Łódzkie (PL11) Sub-region (NUTS 3): Miasto Łódź (PL113)

#### Financial Manager Of The Project

Partners: - Title: Mr Name: Last Name: E-mail Address: Telephone: Name Of The Institution: Country (NUTS 0): POLAND (PL) Street: House number: Postal Code: City: Name of other region: From all regions: Region (NUTS 2): Łódzkie (PL11) Sub-region (NUTS 3): Miasto Łódź (PL113)

More detailed information on the supplementary information can be found in the eMS factsheet "Supplementary Information in eMS - Guidance for lead partners".

In order to go back from the supplementary information to the project/application form or the reporting, click on the respective button in the left menu.

## 4. How to assign users?

The lead partner needs to assign the respective user names to the project partners in the eMS section "Supplementary information / user assignment". In order to do so, the project partners need to register in eMS and communicate their user names to the LP.

The assignment of a user to a project partner is pre-condition to have access to the reporting section.

The de-assignment of users can also be done there.

For the LP two different types of assignments can be done:

- Assignment to the project partner, which allows access to the partner report.
- Assignment as Lead partner user, which allows access to the joint progress report.

**SAVE**

General

- Save as pdf file
- Filebrowser
- Project History
- G - Annexes
- Lead partner
- Bookmark project
- Toggle tree
- Contacts
- Help
- Exit

Application And Contract

- Supplementary information
- Project application

Reporting

Project Management Bank Information Controller **User Assignment** Documents Partnership Agr

### User management

#### Leadpartner user

Main leadpartner:  
LP1

New User

+ Add

Assigned User

pla

#### Project partners

User For Partner FIRST Partner

New User

+ Add

Assigned User

LP1

User For Partner SECOND Partner

New User

+ Add

Assigned User

-

## 5. How to access the partner report?

(see also chapter 4 above)

In the overview table "My projects" go to your project and click on "view reporting"

Personal

- Dashboard
- Mailbox
- Filebrowser
- User Account

Applications

- E M S Management

Logout

### My Projects

	Lead Partner	L P Nationality	Call	Timeslot	Specific Objective	Submission Date	Projectstate	Applicant Or Leadpartner	View Project
0	FIRST Partner	ITALY	CE 2020 2nd Call		3.3 To improve environmental management of functional urban areas to make them more livable places	23.06.2016	Contracted	LP1	View Reporting

From the partner report overview table you can view the different reports. You can also create new partner reports from here and you have access to the "project living table", a financial overview table that shows you the current financial data of your project.




Help  
Filebrowser  
Contacts  
Logout


EN


**ems**  
electronic  
monitoring  
system  
developed by  
**cpb**  
software

**INTERACT**

### 1 - FIRST Partner - LEAD

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of fic verification	Included in Project Report	Total Partner Expenditure Declared	View Report
<b>Period 0 01.02.2016 - 01.06.2016</b>									
Report 0.1	01.02.2016	01.06.2016	Report F Lc Certified	15.05.2017		15.05.2017	Period 0 Project Report 1	€ 6.400,00	
<b>Period 1 01.09.2017 - 28.02.2018</b>									
Report 1.1	01.09.2017	28.02.2018	Report F Lc Certified	16.05.2017		16.05.2017	Period 1 Project Report 1	€ 48.850,00	
<b>Period 2 01.03.2018 - 31.08.2018</b>									
Report 2.1	01.03.2018	31.08.2018	Report F Lc Certified	13.06.2017	13.06.2017	14.06.2017	Not included	€ 11.910,00	
<b>Period 3 01.09.2018 - 28.02.2019</b>									
<b>Period 4 01.03.2019 - 31.08.2019</b>									
<b>Period 5 01.09.2019 - 29.02.2020</b>									
<b>Period 6 01.03.2020 - 31.08.2020</b>									

 Partner living tables

 Create New Report  
01.09.2018 - 28.02.2019


You will find more detailed information in the eMS factsheet on the partner report, available from the programme website [www.interreg-central.eu](http://www.interreg-central.eu)

## 6. How to access to the joint progress report?

(see also chapter 4 above)

The LP has write access to the joint progress report and its own partner report as well as view access to all partner reports.

The LP can switch between the LP and PP role. In order to see the joint progress report the LP role must be selected.

**Interreg**   
CENTRAL EUROPE European Union  
European Regional  
Development Fund

**XYZ-TEST**

CE1226 Application form version 1

Show

Project

Supplementary information

Select Role

Pp

**Pp**

Lp

The LP can create a new joint progress report. This should be done only after a respective communication by the JS to ensure that the new progress report is based on the final data of the previous progress report. From the left menu the LP can access the "project living tables", which provide information on the current financial situation of the project.



**Interreg** CENTRAL EUROPE

XYZ-TEST CE1226 Application form version 1 [Show More](#) **Reports**

Welcome Test Leadpartner

LEAD > SEC > THIRD > FOUR > UMK > FIVE > SIX > SEVEN

Select Rule  
LP

**Joint progress report**

Report	Report Start	Report End	State	Date Of Project Report Submission	Date Of Project Report First Submission	Total Expenditure Submitted To Js	View Report
<b>Period 0 01.02.2016 - 01.06.2016</b>							
Report 0.1	01.02.2016	01.06.2016	Report submitted to M A	15.05.2017		€ 14.500,00	<a href="#">View</a>
<b>Period 1 01.09.2017 - 28.02.2018</b>							
Report 1.1	01.09.2017	28.02.2018	Report submitted to M A	16.05.2017		€ 34.685,00	<a href="#">View</a>
<b>Period 2 01.03.2018 - 31.08.2018</b>							
Report 2.1	01.03.2018	31.08.2018	Report submitted to J 5	26.06.2017	26.06.2017	€ 28.710,00	<a href="#">View</a>
<b>Period 3 01.09.2018 - 28.02.2019</b>							
<b>Period 4 01.03.2019 - 31.08.2019</b>							
<b>Period 5 01.09.2019 - 29.02.2020</b>							
<b>Period 6 01.03.2020 - 31.08.2020</b>							

Create report for Period 3  
01.09.2018 - 28.02.2019

**Partner reports**

## 7. Which information is available in the project history?

The project history is accessible via the left menu of the application form view.

**Interreg** CENTRAL EUROPE

XYZ-TEST CE1226 Application form version 1 [Show More](#) **Application Form**

General

Save as pdf file

Filebrowser

**Project History**

G - Annexes

Lead partner

Bookmark project

Toggle tree

Contacts

Help

Exit

Application And Contract

Reporting

**A - Project overview** > B - Partners > C - Project description > D - Work plan > E - Partner budget

**SECTION A - Project overview**

**Project Identification**

Programme priority ?  
3. Cooperating on natural and cultural resources for

Programme specific objective ?  
3.3 To improve environmental management of functional urban areas to make them more livable places

Project acronym ?  
XYZ-TEST

Project title ?  
TEST Project for Reporting  
174 Characters Remaining

Name of the lead partner organisation/original language ?  
Erster Partner

Name of the lead partner organisation/English  
FIRST Partner

Project duration ?  
36 Month 0 Days

Start date ?  
01.09.2017

End date ?  
31.08.2020

In the project history you can see the different steps (modification requests) of the project in its life-time and can access archived versions of the application form. You will also find the uploaded scanned subsidy contract and scanned SC amendments (if applicable) here.

General

Save as pdf file

Filebrowser

Project History

G - Annexes

Lead partner

Bookmark project

Toggle tree

Contacts

Help

Exit

Application And Contract

Reporting

Logout

EN

A - Project overview B - Partners C - Project description D - Work plan E - Partner budget F - Project budget

Mod Number	Application form version	Status	Date Of Approval Rejection	Valid At	Type Of Modification	Who Decided	Date Of Signature Of Subsidy Contract	Number Of Contract Amendment	Comment	Attachment	Attac Desc
0	0	Archived									
1		Accepted			Change of Periods, Change of Activities, Change of Project Result/Indicators, Change of Partnership, Change of End-Date/Duration, Change of Budget	admin					
2	1	Contracted	12.06.2017			M C				Interreg CE SC template new layout.docx	Sub Con

## 8. What is the file browser?

The file browser gives you access to the generated application form pdf files (Note: pdf files of the partner and joint progress report are directly generated and not via the file browser. You can download or delete pdf files from here. The file browser is not a document storage.

XYZ-TEST CE1226 Application form version 1 Show More Application Form

A - Project overview B - Partners C - Project description D - Work plan E - Partner budget F - Project

SECTION G - Annex

Uploaded File List

No records found

Generated Files

Filename	Type	Size	Last Change	
AF_CE1226_XYZ-TEST_20170612_144707.pdf	File	893.88 KByte	12.06.2017 02:47:08	
AF_CE1226_XYZ-TEST_20170612_144213.pdf	File	893.88 KByte	12.06.2017 02:42:14	

Refresh List

Download Selected Files