

Access and First Steps in eMS


Technical Requirements and Access to eMS

eMS is a web application and can be used with any up-to-date browser like Internet Explorer, Mozilla Firefox, Google Chrome or Safari. For technical reasons, eMS only supports the latest version of these browsers.

The LP can access eMS through the link on DTP website and is requested to register before login.



The screenshot shows the eMS Login page. On the left, there is a sidebar with the Interreg logo, 'Danube Transnational Programme', and navigation links for 'Login' and 'Registration'. Below this is a language dropdown set to 'EN', the eMS logo, and logos for 'cpb software' and 'INTERACT'. The main content area is titled 'Login' and contains a 'Disclaimer' link. The login form has fields for 'Username*' and 'Password*', with a 'Register' button circled in red. There are also links for 'Forgot Password' and 'Username required'.



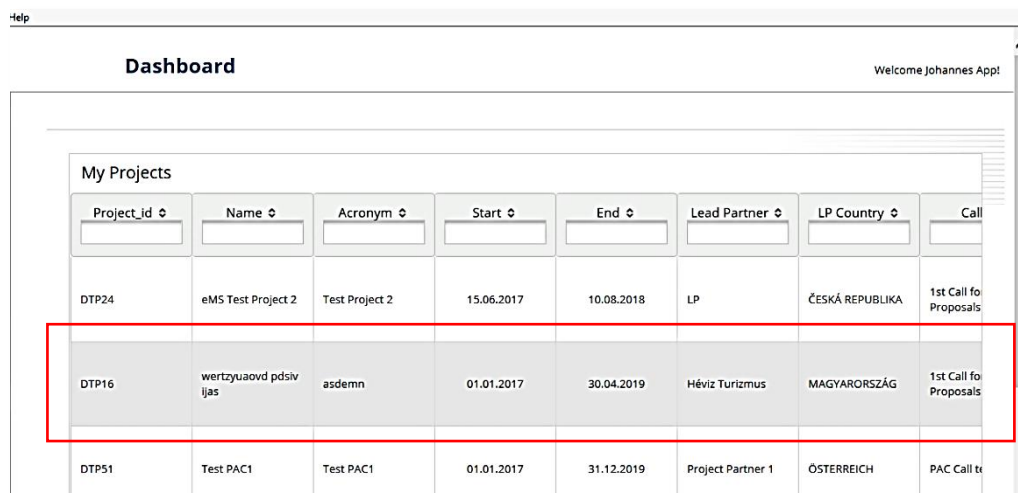
The screenshot shows the eMS Registration page. The sidebar is identical to the login page. The main content area is titled 'Registration' and contains a 'Register' button. The registration form includes fields for 'Description', 'Username', 'Email *', 'Password *', 'Password Again *', 'Firstname *', 'Lastname *', 'Title', and 'Language' (set to 'EN').

The User has to select a **password with a length of at least 8 characters, containing lower case letters, capital letters and digits**. Please, do not forget to finalise your registration by clicking on the link sent by the system automatically (please, check your spam folder, if necessary).

After successful registration, the LP shall immediately **submit the username to the JS Project Officer by email**, indicating as subject of the email clearly **“LP username eMS ”+SOX.Y. + project acronym”** (E.g.: *LP username eMS SO4.1 DRIM*).

Provision of Supplementary Information

Once the LP did notify the JS about the username, the JS will assign in eMS all LP-related functionalities to this username. After logging in, the LP enters the eMS through the “Dashboard” section, containing - amongst other features - a listing of the project for which the respective user is assigned.



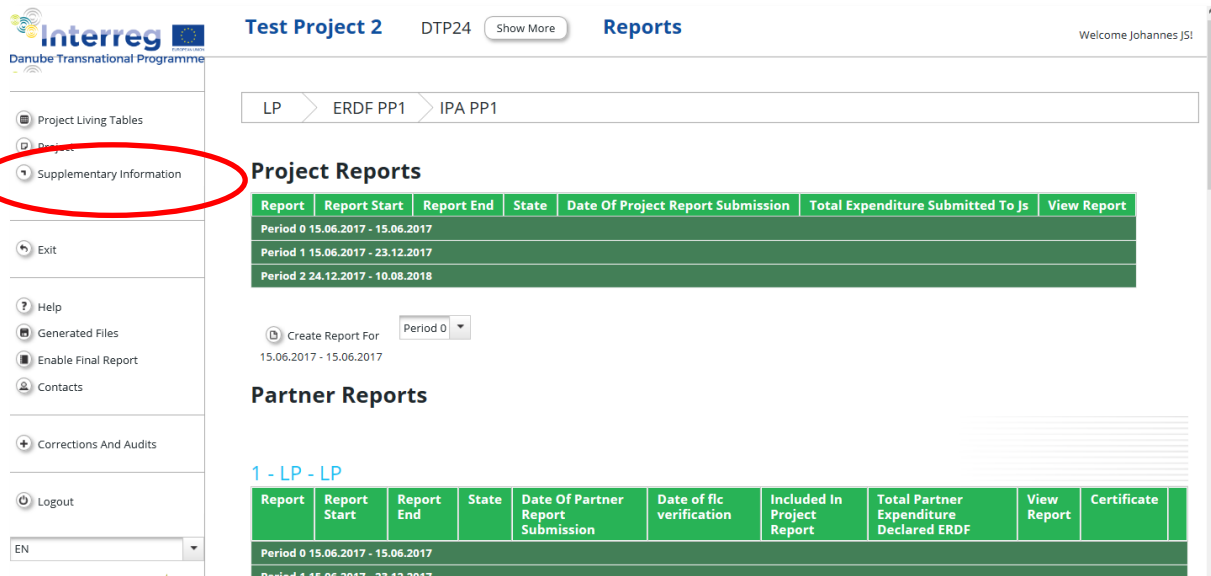
Dashboard Welcome Johannes Appt

My Projects

Project_id	Name	Acronym	Start	End	Lead Partner	LP Country	Call
DTP24	eMS Test Project 2	Test Project 2	15.06.2017	10.08.2018	LP	ČESKÁ REPUBLIKA	1st Call fo Proposals
DTP16	wertyuaoavd pdsiv ljas	asdemn	01.01.2017	30.04.2019	Hévíz Turizmus	MAGYARORSZÁG	1st Call fo Proposals
DTP51	Test PAC1	Test PAC1	01.01.2017	31.12.2019	Project Partner 1	ÖSTERREICH	PAC Call te

Clicking on a project listed on the Dashboard leads the LP to the “Reports” section.

The LP can fill out the Supplementary Information section by selecting “Supplementary Information” under the left side menu.



The screenshot shows the 'Test Project 2' interface. The left sidebar contains a menu with 'Supplementary Information' highlighted by a red circle. The main content area displays 'Project Reports' and 'Partner Reports' sections with data tables.

Report	Report Start	Report End	State	Date Of Project Report Submission	Total Expenditure Submitted To Js	View Report
Period 0	15.06.2017	15.06.2017				
Period 1	15.06.2017	23.12.2017				
Period 2	24.12.2017	10.08.2018				

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 0	15.06.2017	15.06.2017							
Period 1	15.06.2017	23.12.2017							

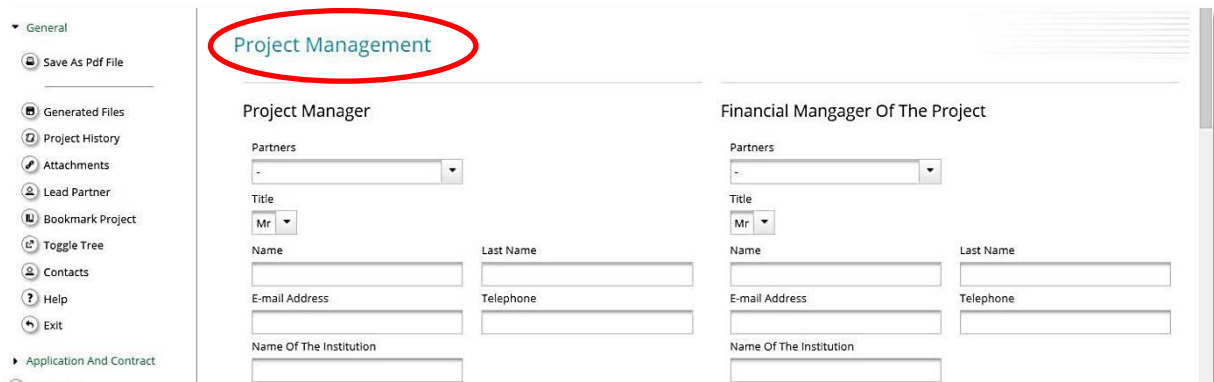
The supplementary information comprises the following sections to be filled in:

- Project management
- Bank information
- User assignment
- Partnership agreement

As soon as all the required information is completed, the LP should inform the responsible JS project officer accordingly. The same applies if at a later stage the supplementary information needs to be changed/updated.

Project Management

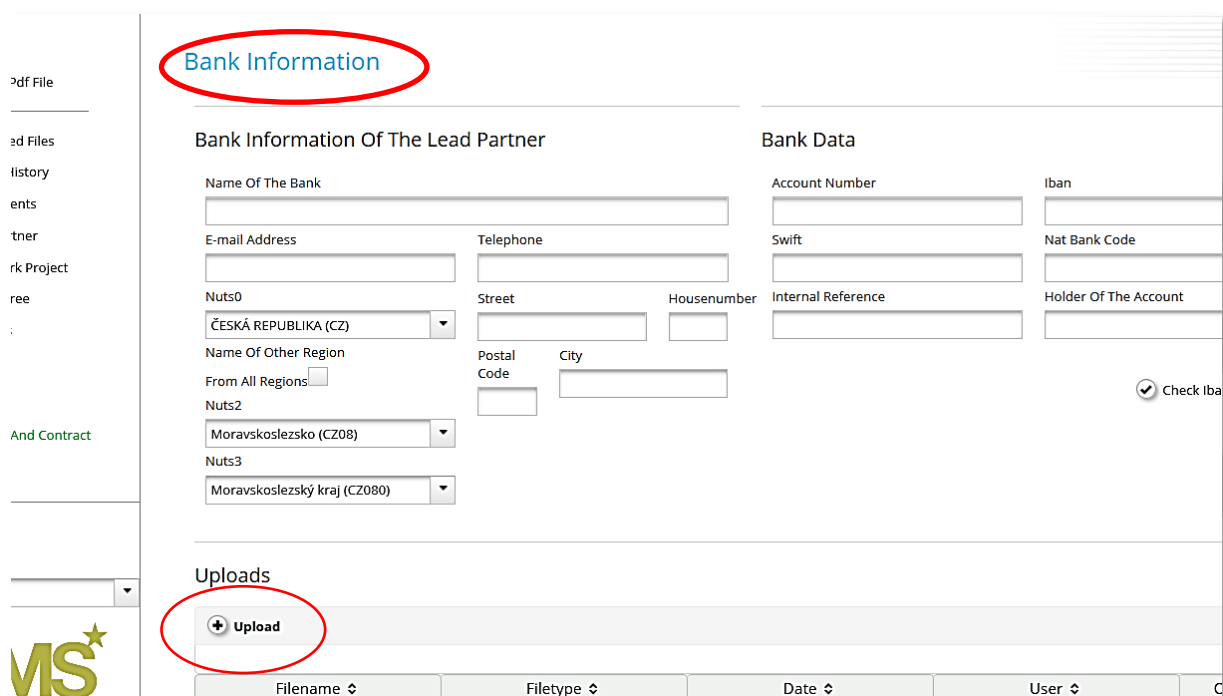
In this section information on the *project management team* is required. Please provide names and contact data of the *project manager*, *finance manager* and *communication manager*. If these functions are fulfilled by one single manager, respective information shall be provided only under *project manager*.



The screenshot shows a web form titled "Project Management" (circled in red). It is divided into two main sections: "Project Manager" and "Financial Manager Of The Project". Each section contains a "Partners" dropdown menu, a "Title" dropdown menu (with "Mr" selected), and input fields for "Name", "Last Name", "E-mail Address", "Telephone", and "Name Of The Institution". A sidebar on the left lists various navigation options like "Save As Pdf File", "Generated Files", "Project History", etc.

Bank information

In this section details on the bank account of the LP are required for the reimbursement of the ERDF, IPA and ENI amounts, as applicable. In case of changes of bank data during project implementation, please inform immediately the JS.



The screenshot shows a web form titled "Bank Information" (circled in red). It is divided into two main sections: "Bank Information Of The Lead Partner" and "Bank Data". The "Bank Information" section includes fields for "Name Of The Bank", "E-mail Address", "Telephone", "Nuts0" (dropdown), "Name Of Other Region", "From All Regions" checkbox, "Nuts2" (dropdown), "Nuts3" (dropdown), "Street", "Housenumber", "Postal Code", and "City". The "Bank Data" section includes fields for "Account Number", "Iban", "Swift", "Nat Bank Code", "Internal Reference", and "Holder Of The Account". There is a "Check Iba" checkbox. Below these sections is an "Uploads" section with a red circle around the "+ Upload" button. At the bottom, there is a table with columns for "Filename", "Filetype", "Date", and "User".

In addition to the information to be inserted, the following documents should be uploaded:

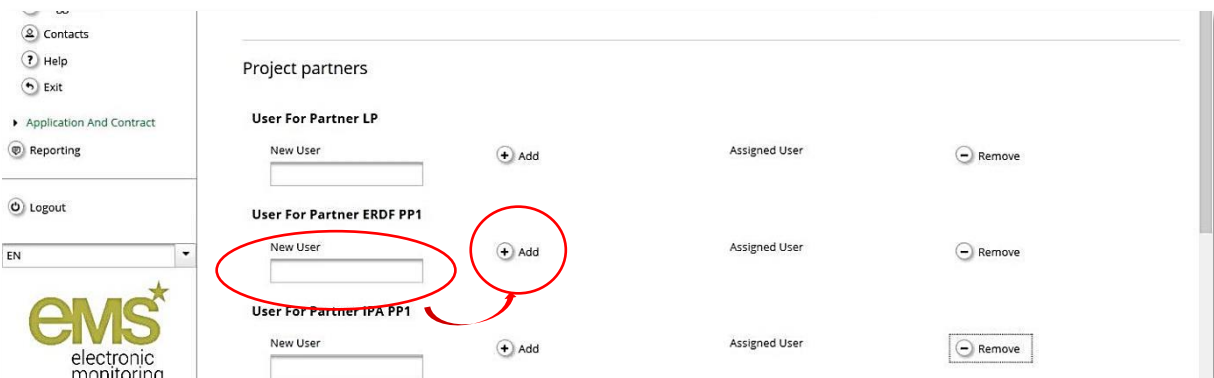
- Bank Account Statement
- Proof of Signature of the project's legal representative

User assignment

In this section the LP can assign one or more users per project partner by inserting the user name in the field “new user” and then clicking on the “+ Add” button. These users will then have read access to the Application Form and write access to their Partner Reports.

Please note that each user has to first register in the eMS and then provide the LP with the user name in order to be assigned.

Not valid users can be removed by the LP any time.



Partnership Agreement

In this section information on signature of the partnership agreement by all PPs has to be provided and the partnership agreement including eventual annexes (i.e. in case the project had one or more partnership changes) should be uploaded.

Note, that under “Partnership Agreement Signature Date” the date of signature of the party signing last shall be inserted.

