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Partnership in the framework of the eMS system

If you decide to apply within our programme, you will have to submit your application online, through eMS (electronic monitoring system) which is accessible at the following URL:

http://ems-rohu.mdrap.ro/app/main?execution=e1s1

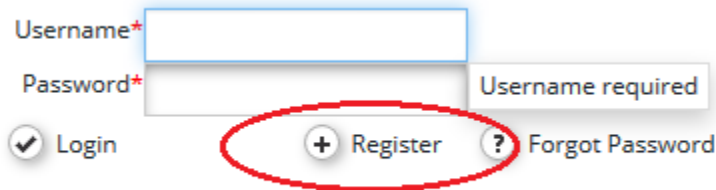You can also find the link to eMS on our website:

http://interreg-rohu.eu

→ ! EMS

All information about how to apply using eMS system are detailed in **eMS Application Instructions** which is an annex of the **Guide for Applicants.**

PART A – Registration

To use the eMS, **the Lead Applicant or applicant** must register and activate a user account by clicking on the button *Register*

In the registration form, fill in the following information:

Registration

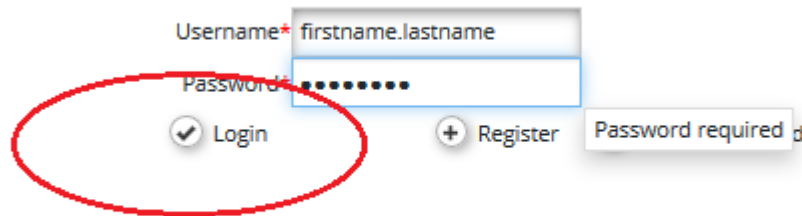|	
Description	
Username	firstname.lastname
Email *	firstname.lastname@mail.
Password *	********
Password Again *	********
Firstname *	Firstname
Lastname *	Lastname
Title	expert / institution
Language	EN ▼

💾 Register

Only after the user account is activated, the Lead Applicant will be able to login into the eMS system.

PART B – Login

After filling in the *Username* and *Password,* the user has to click on the button to enter in the Dashboard;

Dashboard

My Projects

Project_id ⇕	Name ⇕	Acron ⇕
No records found.		

⊕ Add Project

My Mailbox

- ➢ The first page accessed by the user of the Lead Applicant or applicant is the dashboard, where the user can find the following sections:

- ➢ The menu from the left side of the screen, has at least 3 items visible:

- ➢ *Personal,*

- ➢ *Applications*

- ➢ *EMS Management*:

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Mailbox – by clicking on the ✉ Mailbox button it goes to the Mailbox window, from where the Lead applicant or applicant can use the internal mail function of the eMS as a normal email, with the remark that the senders and receivers must be internal users of the system

Mailbox

Welcome user 2 bi...

- 🗀 New Folder
- 🗐 New Message
- ✖ Delete
- ↩ Answer
- ↔ Answer All
- ➡ Forward
- ▼ Move
- ★ Message Groups

🖂 Inbox	
🗑 Trash	
🖂 Sent	
🗁 Draft	

Show Mails Related To Project
[- ▾]

Show Mails Related To Phase
[- ▾]

Inbox

From ⇕	Subject ⇕	Date ▾	Project ⇕
admin	Title 39 /	20.12.2016 10:19:02	39
admin	Partner Report Submitted to FLC	07.09.2016 14:11:46	🗍
admin	Expenditures certificated (validated) by FLC	01.06.2016 12:24:46	🗍
admin	Partner Report Submitted to FLC	01.06.2016 12:18:59	🗍
admin	Expenditures certificated (validated) by FLC	01.06.2016 11:51:34	🗍
admin	Expenditures certificated (validated) by FLC	01.06.2016 10:54:06	🗍

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For sending or receiving messages in eMS, no special user rights are needed. **Any registered user can send and receive messages.**

eMS supports standard mailing functions such as sending, forwarding and replying the mails. It enables sending messages to multiple recipients as well as sorting and filtering messages based on different criteria.

It is possible to send messages to the users assigned to a project.

From   user2.bihor

To

Copy

Blind Copy

Subject

Project   -

Phases   -

Message   Attachment

Characters (including HTML): 8 (Limit: 3000), Words: 0

Send   Save To Draft

eMS can send a **notification** to the registered email address of the user when receiving an email. This email does not contain the text of the message; its purpose is to notify the user about received messages in eMS.

Currently, there are the following email notifications possible:

- Registration email
- Email to the Lead Partner at submission of application form
- Email on Lead Partner confirmation (after handing the AF over to LP)

Please note that all the **clarifications** requested in the **assessment** phase will be send officially to the Lead applicant using the email section of the eMS.

The Lead Applicant will be informed by email about the **decision of MC** regarding his project.

Please note that the Lead Partner can use the eMS mail function to discuss in writing before sending any **request for modification** to the JS.
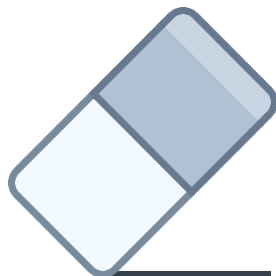
- **_User account_** – can be accessed by clicking on the button ⚙ User Account In this section the user can update his information (except the Username and email which cannot be changed by the user), change password, configure mail signature and dashboard.

- Personal
  - Dashboard
  - Mailbox
  - Generated Files
  - User Account
- Applications
- E M S Management

User

Username	Email
user2.bihor	ccarmen.chirila@gmail.com
Password Old	
Password New	Password New
Firstname	Lastname
user 2	bihor
Title	Language
	EN
Show Projects Show Mailbox Show Calendar	Organization / Department
✓ ✓ ✓	

Mail Signature

General
- Save As Pdf File
- Check Saved Project

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

Management

Project Summary ⟩ Partner ⟩

User Project Mapping

New User

[ ]

(+) Add For Reading   (+) Add For Modification

User Management – clicking on the button [&] User Management it opens a function that allows the lead applicant to add other users (namely Reader or Co Worker) with read-only access by clicking on the button (+) Add For Reading or editing access by clicking on the button (+) Add For Modification in the AF sections.

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The user who first created an application is treated by the system as a **Lead user** and can provide other users with read - or read/write access to the application form.

The lead applicant is the only user who can submit the application.

After the project is approved and before it can be contracted, the lead applicant needs to appoint an eMS user who will be the lead partner for the project

In the pre-contracting phase the lead partner must fill in additional information in the **Supplementary information** module.

The lead partner has **to assign one user** for each the partner registered in the AF in order to give them access to the reporting phase of the project**.**

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Each partner can have multiple users and they will all have the same access to the partner report.

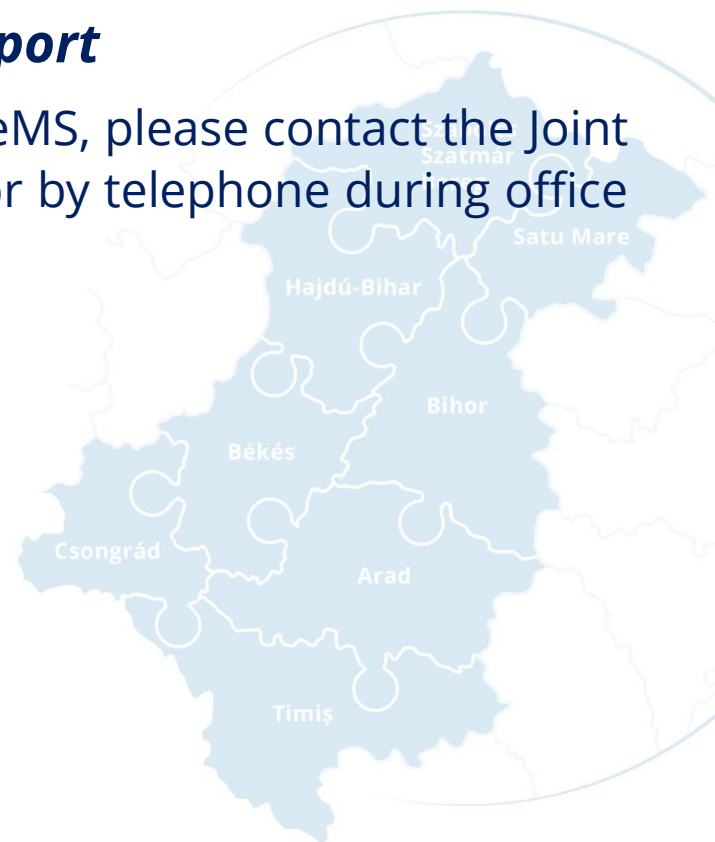Users do not need any special privilege to create and/or submit a partner report.
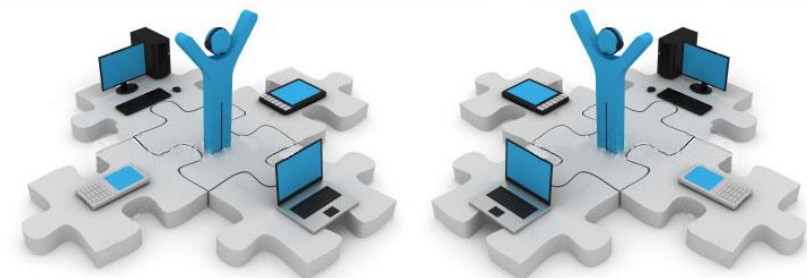
© Can Stock Photo - csp7224681

Please note that it is possible to also allocate users to the Lead Partner and they will have access to the Lead **Partner report.** Those users will not be able to create a **project report** as currently only one user (the one accepted by JS.

Help and Technical Support

For any problems you might experience with the eMS, please contact the Joint Secretariat at **joint.secretariat@brecoradea.ro** or by telephone during office hours[5].

[5]Office hours means between 9.00 – 17.00 (EET)

Thank you for your attention!

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