

Partner Report Instructions for eMS

eMS is a programme monitoring system with a communication portal, which allows programmes to collect and store all necessary project and programme information and communicate with beneficiaries electronically via a secure online communication portal. INTERACT has developed this software for the benefit of all ETC programmes.

Table of Contents

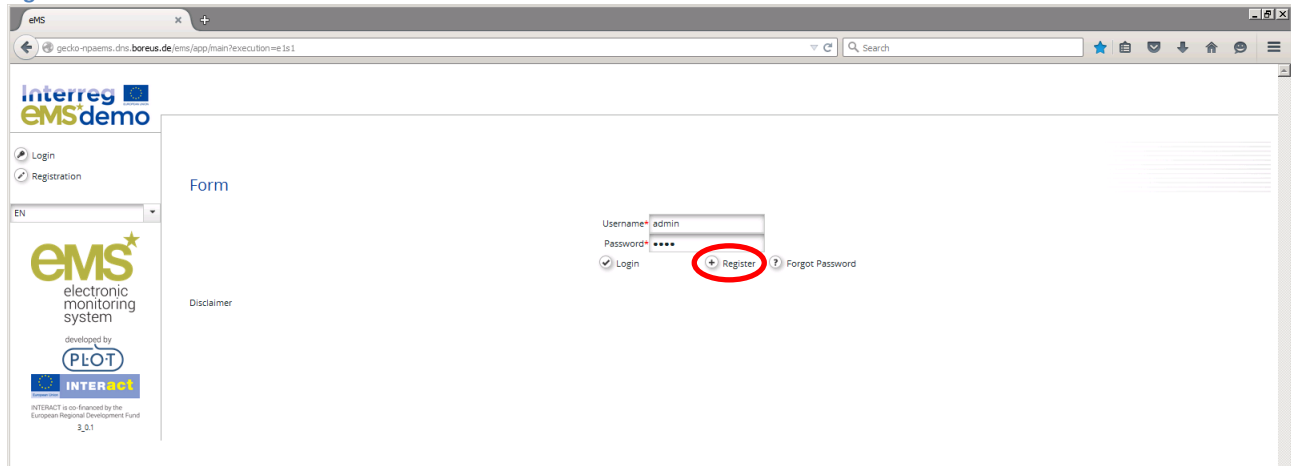
1.	Access and Registration	2
1.1	Access	2
1.2	Registration	2
1.3	Dashboard	3
2.	Getting started in eMS	4
2.1	General Tips and Tricks.....	4
2.2	Project Handover.....	4
2.3	Supplementary Information	5
	Project Management.....	5
	Bank Information.....	6
	FLC Information	6
	User Assignment.....	7
	Location of Documents.....	7
3.	Project Reporting Cycle	8
4.	Partner Report.....	9
	Creating a Partner Report.....	9
	Workflow Partner Report	9
4.1	Tab: Partner Report	10
4.2	Tab: List of Expenditure	12
4.3	Tab: Forecast and Contribution	13
4.4	Tab: Attachments	13
4.5	Submitting the Partner Report	14
	Saving the partner report as a PDF.....	14
5.	Help and Technical Support.....	15

1. Access and Registration

1.1 Access

The eMS system can be accessed on the following link: ems.interreg-npa.eu.

Figure 1 - eMS welcome screen



1.2 Registration

To use eMS, you must first register by clicking on “Register” on the welcome screen (Figure 1). As the user, you will then be asked to provide a set of credentials.

Figure 2 - Registration form

A screenshot of the eMS registration form. The form is titled 'Registration' and contains several input fields: 'Description', 'Username', 'Email *', 'Password *', 'Password Again *', 'Firstname *', 'Lastname *', and 'Title'. Below these fields is a 'Language' dropdown menu set to 'EN' and a 'Solve: 22 + 22 =' captcha field with the answer '0'. At the bottom of the form is a 'Register' button with a circular icon containing a plus sign.

Following your registration, a confirmation e-mail is automatically sent to your e-mail address. Only after receiving confirmation, you will be able to log in to the eMS. **Note: If you do not receive an activation e-mail, please contact the Joint Secretariat, who can activate your account manually.**

1.3 Dashboard

After logging in, you will enter the dashboard. The main functions can be found in the menu on the left hand side, such as your mailbox, generated files, user account, and so on. The central part of the dashboard shows any projects you are assigned to, your mailbox and a calendar.

Figure 3 - eMS Dashboard

The screenshot displays the eMS Dashboard interface. On the left is a sidebar menu with sections: Personal (Dashboard, Mailbox, Generated Files, User Account), Applications (My Applications, Bookmarked Applications), and E M S Management (Calls). Below the menu is a 'Logout' button and a language dropdown set to 'EN'. The main content area is titled 'Dashboard' and includes a 'Welcome NPA Applicant!' message. It features three main sections: 'My Projects' with a table of project details, 'My Mailbox' with a 'Go To Mailbox' button and a table of mailbox folders, and a calendar for December 2015. The calendar shows dates from 29 to 31, with 'Preparatory Project Call' events marked on several days.

My Projects Table:

Project_id	Name	Acronym	Start	End	Lead Partner	L P Nationality	Call	Specific Objective	Submission Date	Projectstate	Applicant Or Leadpartner	View Project
No records found.												

My Mailbox Table:

Inbox	Subject	Date
Select A Mailbox Folder		

Calendar (December 2015):

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
Preparatory Project Call						
Third Call						
6	7	8	9	10	11	12
Preparatory Project Call						
13	14	15	16	17	18	19
Preparatory Project Call						
20	21	22	23	24	25	26
Preparatory Project Call						
27	28	29	30	31		
Preparatory Project Call						
3	4	5	6	7	8	9
Preparatory Project Call						

2. Getting started in eMS

2.1 General Tips and Tricks

Please read the following instructions carefully!

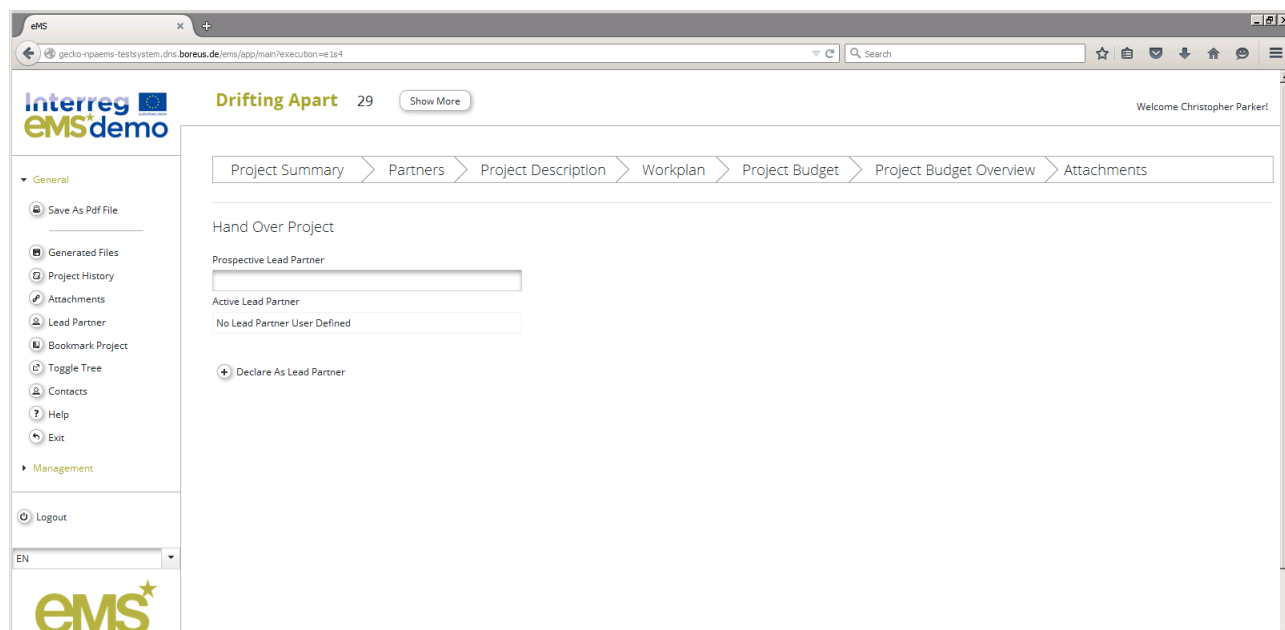
- eMS allows you to save your work and resume a data entry session **at any time**, before finally submitting an application or report to the programme.
- To avoid a loss of data, please remember always to **save your information** before leaving a section! The save button is either in the upper left corner or at the bottom of the page. If you are filling in a longer section, we recommend that you also save the information regularly in between, in case your internet connection is lost or a technical issue occurs.
- Certain fields are **mandatory**, and in these cases the page cannot be saved unless these fields contain information. eMS will highlight missing fields at the top of the page.
- As a general recommendation, please be careful using **command keys** to navigate in the system such as Enter, PageUp/Down, etc. Remember that you are working in a browser, and these commands may interfere with data input.
- When copying information from other documents, such as Word or Excel files, we strongly recommend that you use **command keys to enter the data**. For example (Windows):
 - Ctrl + C: copy
 - Ctrl + V: paste
 - Alt + Tab: switching between open programs/documents
- Please note that certain text fields have a **limited number of characters**. If you try to input a longer text into such a field, you may experience that the text will be cut or that you may not be able to paste the text.

2.2 Project Handover

After your project has been approved, the Joint Secretariat will hand the project over to the Lead Partner.

To make this possible, you need to go into your project and click on the menu item “Lead Partner” on the left-hand side. Please enter your user name and click on “Declare as Lead Partner”. **Note:** First and Second Call projects will be set up by the Joint Secretariat. In order to be assigned as the Lead Partner, please forward your eMS username to your Desk Officer.

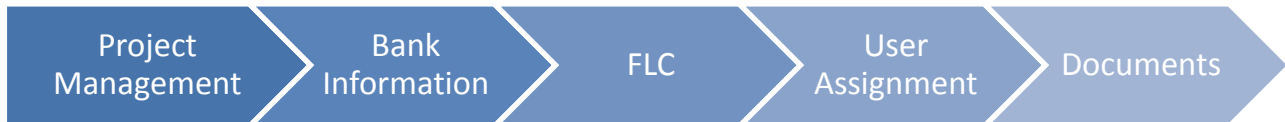
Figure 4 – Assigning the Lead Partner user



2.3 Supplementary Information

The assigned Lead Partner will need to provide some supplementary information after the project has been approved. This includes project management contact details, bank information, FLCs for each partner, partner users, and the location where original documents are stored

Figure 5 - Workflow Supplementary Information



Project Management

Please enter the contact details for the project manager, financial manager and communication manager of the project.

Figure 6 - Supplementary information - Project Management

The screenshot displays the 'Project Management' form within the eMS application. The form is structured as follows:

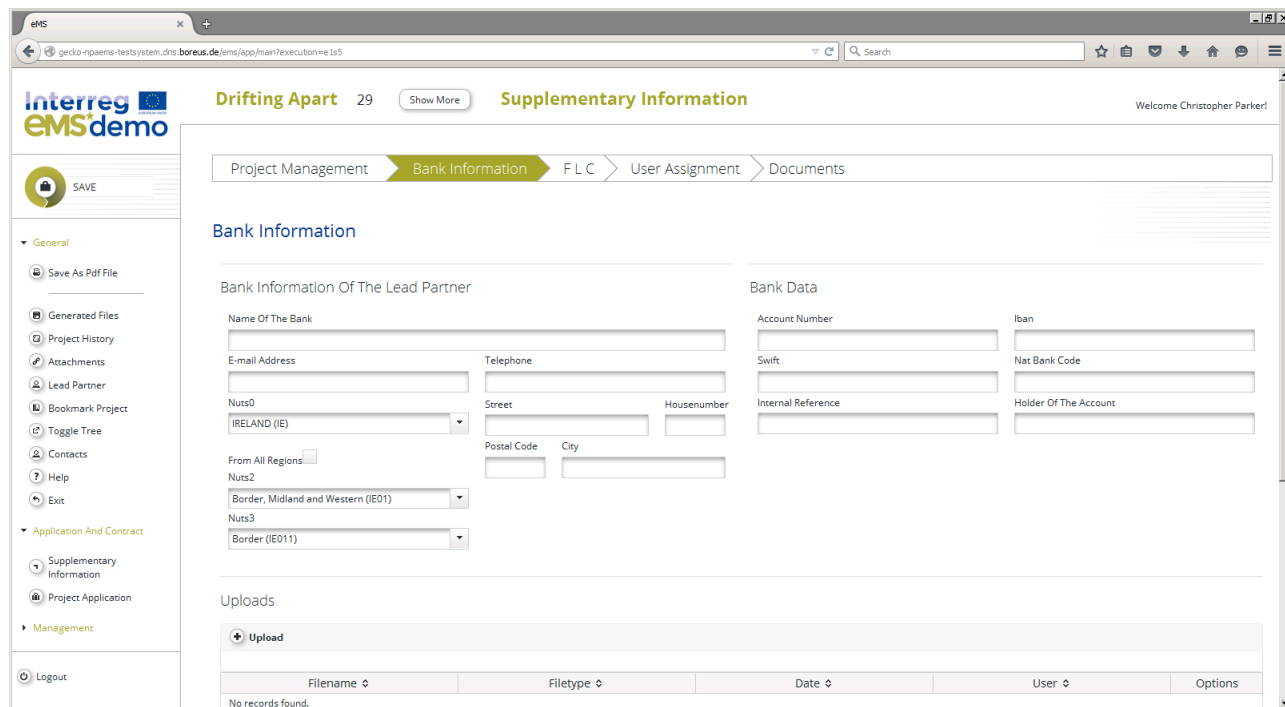
- Project Manager Section:**
 - Partners: Dropdown menu
 - Name: Text input
 - Last Name: Text input
 - E-mail Address: Text input
 - Telephone: Text input
 - Title: Dropdown menu (Mr)
 - Name Of The Institution: Text input
 - Nuts0: Dropdown menu (IRELAND (IE))
 - Street: Text input
 - Housenumber: Text input
 - Postal Code: Text input
 - City: Text input
 - From All Regions: Checkbox
 - Nuts2: Dropdown menu (Border, Midland and Western (IE01))
 - Nuts3: Dropdown menu (Border (IE011))
- Financial Manager Of The Project Section:**
 - Partners: Dropdown menu
 - Name: Text input
 - Last Name: Text input
 - E-mail Address: Text input
 - Telephone: Text input
 - Title: Dropdown menu (Mr)
 - Name Of The Institution: Text input
 - Nuts0: Dropdown menu (IRELAND (IE))
 - Street: Text input
 - Housenumber: Text input
 - Postal Code: Text input
 - City: Text input
 - From All Regions: Checkbox
 - Nuts2: Dropdown menu (Border, Midland and Western (IE01))
 - Nuts3: Dropdown menu (Border (IE011))
- Communication Manager Of The Project Section:**
 - Partners: Dropdown menu

The left sidebar contains navigation links: General (Save, Save As Pdf File, Generated Files, Project History, Attachments, Lead Partner, Bookmark Project, Toggle Tree, Contacts, Help, Exit), Application And Contract (Supplementary Information, Project Application), and Management (Logout). The top navigation bar shows the current step 'Project Management' and subsequent steps 'Bank Information', 'FLC', 'User Assignment', and 'Documents'.

Bank Information

Please give details for the Lead Partner's bank account to which payments should be made.

Figure 7 - Supplementary information - Bank Information

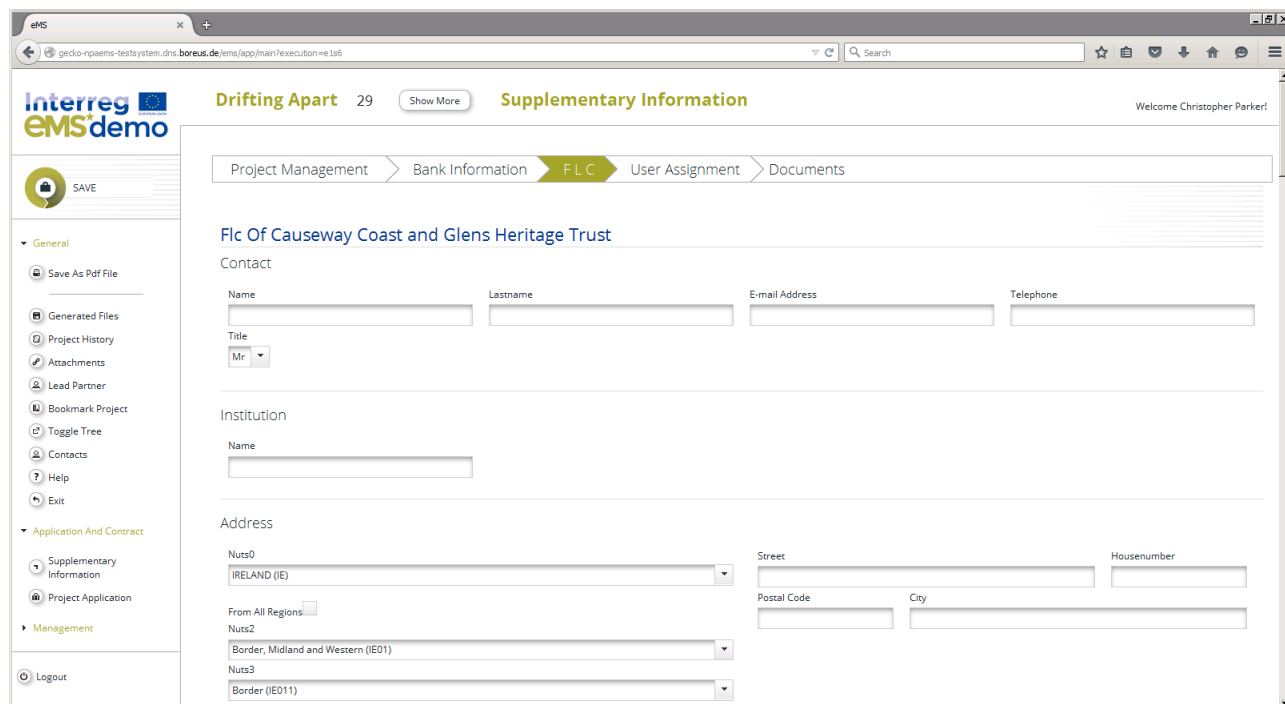


The screenshot shows the 'Bank Information' form in the eMS system. The breadcrumb trail is 'Project Management > Bank Information > FLC > User Assignment > Documents'. The left sidebar contains a 'General' section with 'Save As Pdf File', 'Generated Files', 'Project History', 'Attachments', 'Lead Partner', 'Bookmark Project', 'Toggle Tree', 'Contacts', 'Help', and 'Exit'. Below this is 'Application And Contract' with 'Supplementary Information' and 'Project Application'. The 'Management' section includes 'Logout'. The main content area is titled 'Bank Information' and contains two sections: 'Bank Information Of The Lead Partner' and 'Bank Data'. The 'Bank Information Of The Lead Partner' section includes fields for 'Name Of The Bank', 'E-mail Address', 'Telephone', 'Nuts0' (dropdown with 'IRELAND (IE)'), 'Street', 'Housenumber', 'Postal Code', 'City', 'From All Regions' (checkbox), 'Nuts2' (dropdown with 'Border, Midland and Western (IE01)'), 'Nuts3' (dropdown with 'Border (IE011)'), and 'Holder Of The Account'. The 'Bank Data' section includes fields for 'Account Number', 'Iban', 'Swift', 'Nat Bank Code', and 'Internal Reference'. Below these sections is an 'Uploads' table with columns 'Filename', 'Filetype', 'Date', 'User', and 'Options'. The table is currently empty, showing 'No records found.'

FLC Information

Please indicate for which FLC each project partner intends to use. It is the programme that formally assigns FLCs to your project, giving them the privileges to verify expenses. **Note:** please provide the FLC information before any partner has created their first partner report. If you do this step afterwards, it will not be possible to save FLC information on this page.

Figure 8 - Supplementary information - FLC



The screenshot shows the 'FLC Information' form in the eMS system. The breadcrumb trail is 'Project Management > Bank Information > FLC > User Assignment > Documents'. The left sidebar is identical to the previous screenshot. The main content area is titled 'FLC Of Causeway Coast and Glens Heritage Trust' and contains three sections: 'Contact', 'Institution', and 'Address'. The 'Contact' section includes fields for 'Name', 'Lastname', 'E-mail Address', 'Telephone', and 'Title' (dropdown with 'Mr'). The 'Institution' section includes a 'Name' field. The 'Address' section includes fields for 'Nuts0' (dropdown with 'IRELAND (IE)'), 'Street', 'Housenumber', 'Postal Code', 'City', 'From All Regions' (checkbox), 'Nuts2' (dropdown with 'Border, Midland and Western (IE01)'), 'Nuts3' (dropdown with 'Border (IE011)'), and 'Holder Of The Account'.

User Assignment

In order to allow project partners to view the approved project and create partner progress reports, you need to grant them access to the project. This happens on the User Assignment tab. **Note:** before you can add project partner users, they need to register in eMS and provide their user name to you as Lead Partner.

Figure 9 - Supplementary information - User Assignment

The screenshot shows the eMS web application interface. The top navigation bar includes the Interreg eMS demo logo, a breadcrumb trail (Project Management > Bank Information > F L C > User Assignment > Documents), and a welcome message for Christopher Parker. The left sidebar contains a menu with options like 'Save As Pdf File', 'Generated Files', 'Project History', 'Attachments', 'Lead Partner', 'Bookmark Project', 'Toggle Tree', 'Contacts', 'Help', 'Exit', 'Application And Contract', 'Supplementary Information', 'Project Application', 'Management', and 'Logout'. The main content area displays a list of projects with user assignment details:

Project Name	New User	Assigned User	Remove
User For Partner Causeway Coast and Glens Heritage Trust	<input type="text"/>	christopher.parker	<input type="button" value="Remove"/>
User For Partner Magma Geopark	<input type="text"/>		<input type="button" value="Remove"/>
User For Partner Geopark Shetland	<input type="text"/>		<input type="button" value="Remove"/>
User For Partner Fermanagh and Omagh District Council	<input type="text"/>		<input type="button" value="Remove"/>
User For Partner Reykjanes Geopark Project	<input type="text"/>		<input type="button" value="Remove"/>

Location of Documents

Because eMS is an electronic system, it is important for the programme to know where original documents are kept. Please see the Programme Manual for instructions about document retention.

Figure 10 - Supplementary information - Documents

The screenshot shows the eMS web application interface with the 'Documents' tab selected. The breadcrumb trail is Project Management > Bank Information > F L C > User Assignment > Documents. The left sidebar is identical to the previous screenshot. The main content area displays document location details for four projects:

Project Name	Title	Name	Last Name	E-mail Address	Telephone	Name Of The Institution Where Documents Are Stored	Nuts0	Street	Housenumber	Postal Code	City	Url	From All Regions	Nuts2	Nuts3
Documents For Reykjanes Geopark Project	Mr						IRELAND (IE)								
Documents For Federal State Budget Institution "Kenozero National Park"	Mr						IRELAND (IE)								
Documents For Stonehammer Geopark	Mr														
Documents For Magma Geopark	Mr														

3. Project Reporting Cycle

To ensure a good monitoring of the project implementation, NPA projects are expected to submit a Project Report on a 6-monthly basis. Reporting periods are individual per project, and depend on the project's start date. A Project Report contains both activity and financial information.

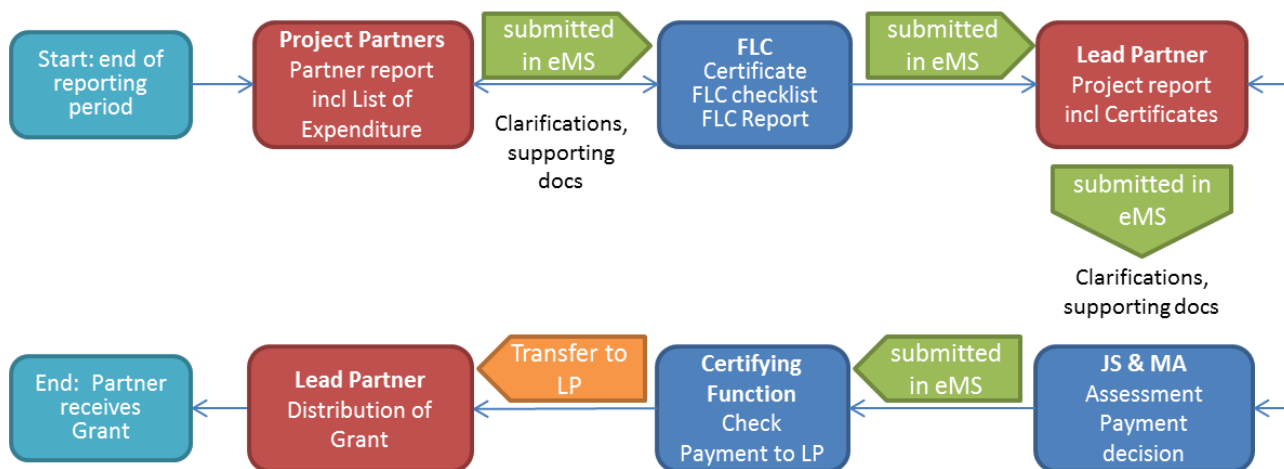
There are two types of reports a project has to complete:

- **Partner Report:** this report is filled out by each partner, including the Lead Partner. It contains both activity information and financial information. The partner report is submitted by each partner to their First Level Controller in eMS.
- **Project Report:** this report is filled out by the Lead Partner. It contains both activity information, and financial information based on the First Level Control certificates from the partners. The project report is submitted by the Lead Partner to the Programme in eMS.

Projects have **3 months** from the end of the reporting period, until they submit their Project Report to the Programme. Inside this period, First Level Controllers have 2 months to carry out their work.

Once submitted, the Project Report enters a process of assessment by the Joint Secretariat, the Managing Authority, and the Certifying Function. For Project Reports that are complete, the assessment period takes maximum 90 days. If the Project Report is accepted, the payment is made to the Lead Partner, after which the Grant is distributed to the project partners. If any information is missing, the programme bodies will ask the project for clarifications.

Figure 11 - Project reporting cycle



4. Partner Report

Creating a Partner Report

To create a Partner Report, log in to eMS and select your project. As an approved project, you are normally automatically led to the reporting section. If you are in the application-mode of your project, you can find the reporting section in the left-hand menu under Management.

The field “select role” should display “Pp”. Click on “Create New Report” to create a new partner report.

Note: If you are a Lead Partner, you have to switch to the role of “project partner” in order to have access to and create a Partner Report.

Figure 12 - Report section

The screenshot shows the eMS demo interface. In the top left, there's a sidebar with navigation options: Project, Supplementary Information, Exit, Help, Contacts, and Logout. The main content area is titled 'Partner Reports' and shows a table of reports for the project '1 - Causeway Coast and Glens Heritage Trust - ccght'. A red circle highlights the 'Select Role' dropdown menu, which currently shows 'Pp'. A red arrow points to the 'Create New Report' button. The table has columns: Report, Report Start, Report End, State, Date Of Partner Submission, Included in Project Report, Total Partner Expenditure Declared ERDF, and View Report. The table lists six periods from 2015 to 2018.

Report	Report Start	Report End	State	Date Of Partner Submission	Included in Project Report	Total Partner Expenditure Declared ERDF	View Report
Period 1	01.05.2015	31.10.2015					
Period 2	01.11.2015	30.04.2016					
Period 3	01.05.2016	31.10.2016					
Period 4	01.11.2016	30.04.2017					
Period 5	01.05.2017	31.10.2017					
Period 6	01.11.2017	30.04.2018					

Workflow Partner Report

The Partner Report consists of questions about the partner’s activities, and delivery of the main outputs. The second part of the Partner Report is the List of Expenditure, where for each budget line, the expenditure is entered. The third part is Forecast and Contribution, where partners are expected to give an estimate of their spending in the next period, and declare their in-kind and cash contribution. The final part is the Attachments, where partners upload relevant supporting materials. After completing the Partner Report, the first tab will give a summary.

Figure 13 - Workflow Partner Report



4.1 Tab: Partner Report

Question	Instructions
Period x (autofilled dates)	
Period x start date	Fill in the start date of the period covered in this report. Note: in case you wish to include start-up costs – expenditure for start-up activities incurred after the MC decision before the official start date – please set the start date as early as the first expenditure.
Period x end date	Fill in the end date of the period covered in this report.
Summary of Partner's work	
Please describe your progress in this reporting period and how this contributed to other partners' activities, outputs and deliverables delivered in this reporting period.	<p>We are looking for a concise description of your organisation's contribution to the activities, outputs and deliverables delivered in this reporting period.</p> <p>The description should be coherent with the activities and expenses listed in other parts of this Partner Report.</p>
Project Main Outputs Delivered	
Please select outputs delivered in this reporting period that you contributed to and explain in what way.	Click the +button to add an output.
Title	Select the relevant output from the drop-down list. Note that the list only shows outputs listed in the approved application.
Please explain your contribution (as project partner) to the delivery of the main output. Please also mention if the output is delivered in a format specific for your organisation/region.	We would like to get an insight into your work during this reporting period, and how it contributed to the delivery of the output.
Please attach any evidence of the delivery of the output, e.g. pictures, flyers, articles, etc	Please use the +button to upload the relevant file(s).
Target Groups Reached	
Add Target Group	Please use the +button to add a target group
Target group	Select the relevant target group from the drop-down list. Note that the list only shows target groups listed in the approved application.
Number of new individual cases of the target group reached in this period	We are looking for the number reached by your organization. Please give whole numbers only.
Please describe how the target group was involved during this period and in what context. Please also describe if any previously underrepresented groups (e.g. young persons, women, or indigenous peoples) have been directly involved.	<p>We would like to capture how the target group was involved in the project activities during this period, and if underrepresented groups were reached.</p> <p>The Lead Partner will use this information to report on target groups reached by the project on an aggregated level.</p>
Reporting per Work Package	
Note that your descriptions will be used to support the eligibility of the expenditure declared in this report, and as a basis for the Lead Partner's project report.	
M Management	
Please describe your contribution to the activities	We would like to get an insight into your work

Question	Instructions
carried out in this reporting period. If relevant, please mention any decisions made to ensure a good implementation of the activities.	during this reporting period, and how it contributed to the delivery of the activities.
If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.	We would like to get an insight into any problems and deviations affecting your work during this period, and how you handled this. This gives us an idea how the project is faring, and if there is the programme bodies can do anything to help the situation.
Work Package type Implementation and Communication	
Please describe your contribution to the activities carried out in this reporting period. If relevant, please mention any decisions made to ensure a good implementation of the activities.	We would like to get an insight into your work during this reporting period, and how it contributed to the delivery of the activities.
If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found	We would like to get an insight into any problems and deviations affecting your work during this period, and how you handled this. This gives us an idea how the project is faring, and if there is the programme bodies can do anything to help the situation.
Please choose deliverables delivered in this reporting period that you contributed to and explain in what way	Click the +button to add a deliverable.
Please describe your contribution to the deliverable in this period	We would like to get an insight into your work during this reporting period, and how it contributed to the delivery of the deliverable.
Please attach any evidence of the deliverable, e.g. reports, pictures, articles, etc.	Please use the +button to upload the relevant file(s).

4.2 Tab: List of Expenditure

On the tab List of Expenditure, each partner enters their expenditure for the reporting period under the relevant budget line.

For information about the NPA eligibility rules and the necessary supporting documents, please check the eligibility checklists in Chapter 6.3 of the Programme Manual.

In the first Partner Report, partners are expected to enter their expenses on a transaction level, i.e. one entry per expenditure. For all subsequent reports, partners enter their expenses on an aggregated level by budget line, unless otherwise agreed with their First Level Controller.

To create a new entry, click on “+ Add Real Cost”. To edit an expenditure item, double click on the expenditure row.

Question	Instructions
Budget Line	Please select the relevant budget line
Work Package	Please select the relevant work package
Internal Reference Number	If applicable, please enter an internal reference number used in your organisation
Invoice Number	If applicable, please enter the invoice number
Invoice Date	If applicable, please enter the invoice date
Date of Payment	Please enter the date of payment, corresponding to the transaction list
Currency	Please choose the relevant currency from the drop-down list. Note: all expenditure should be entered in the original currency stated in the invoice and/or the transaction list.
Total Value of Item in Original Currency	Please enter the total value of the item in the original currency. This amount should include Value Added Tax (VAT), if applicable
Vat	If applicable, please enter the Value Added Tax (VAT) paid.
Declared Amount in the Original Currency	Please enter the declared value of the item in the original currency. Note: If your organisation can recover VAT, this amount should exclude Value Added Tax (VAT). If your organisation is <u>not</u> able to recover VAT, this amount should include VAT, and thus be the same amount as in the field “Total Value of Item in Original Currency”.
Expenditure Outside (The Union Part Of) the Programme Area.	Please tick if the expenditure was made outside the Union part of the Programme Area. Note: this does NOT apply to travel costs, or to local costs of partners based outside the Union part of the Programme area!
In Kind	Please tick if the expense was an in-kind cost. Note: own work is never considered an in-kind cost. For more details, please see the factsheet on in-kind costs in Chapter 6.3 of the Programme Manual.
Description 1	Please describe very briefly what activity the expense relates to
Description 2	If needed, you can use this box for additional comments
Partner comment	Any comments for the First Level Controller can be entered here.
Upload	If applicable, please upload the invoice/supporting document related to the expense. Note: only in the first Partner Report, project partners are expected to attach supporting documents for each expense. For subsequent reports, partners should NOT attach any files unless otherwise agreed with their First Level Controller.
Add	Click “+ Add” to save and add the expenditure to the list.

4.3 Tab: Forecast and Contribution

This is the page on which the partners declare their match funding contribution for the expenditure, cash or in-kind.

Question	Instructions
Report Forecast	
Please estimate the amount you expect to spend in the next reporting period	Please use this field if you expect a significant deviation from the amount indicated for the next period in the application.
Please explain any deviations in the spending profile compared to the amounts indicated in the Application Form	This applies to the current report as well as future reporting periods. We would like to get an insight into any problems and deviations affecting your spending profile during this period, and how you are handling this. This gives us an idea how the project is faring, and if there is the programme bodies can do anything to help the situation.
In Kind Contribution	
Please provide information on in-kind contributions in the current report, if any.	Please describe the source(s) of in-kind contribution. Note: in-kind contributions can <u>only</u> be provided by third parties outside of the partnership. For more details, please see the factsheet on in-kind costs in Chapter 6.3 of the Programme Manual.
Follow Up of Partner Contribution (match funding)	
Current report	<p>Please enter the amount of match funding contribution for the current report. The expected amount based on your expenditure is listed above the table as “Target Partner Contribution Value”.</p> <p>In case you have more than one source of match funding, you can add an extra line by clicking on the +button at the end of the row.</p> <p>Note: you are not able to submit the partner report until the total amount of match funding contribution for the current report is corresponding to the target value!</p>

4.4 Tab: Attachments

The following supporting documentation is expected to be submitted together with the Partner Report:

- Transaction list in Excel or other spreadsheet, matching the list of expenditure
- Signature Template - signed by legal representative for the partner organisation and scanned. It can be downloaded [here](#).

Click on the + Upload button to add new attachments.

Note that evidence for outputs and deliverables, and supporting documents per expenditure should not be uploaded here but in the relevant sections of the Partner Report.

Please do not upload attachments bigger than 2 MB!

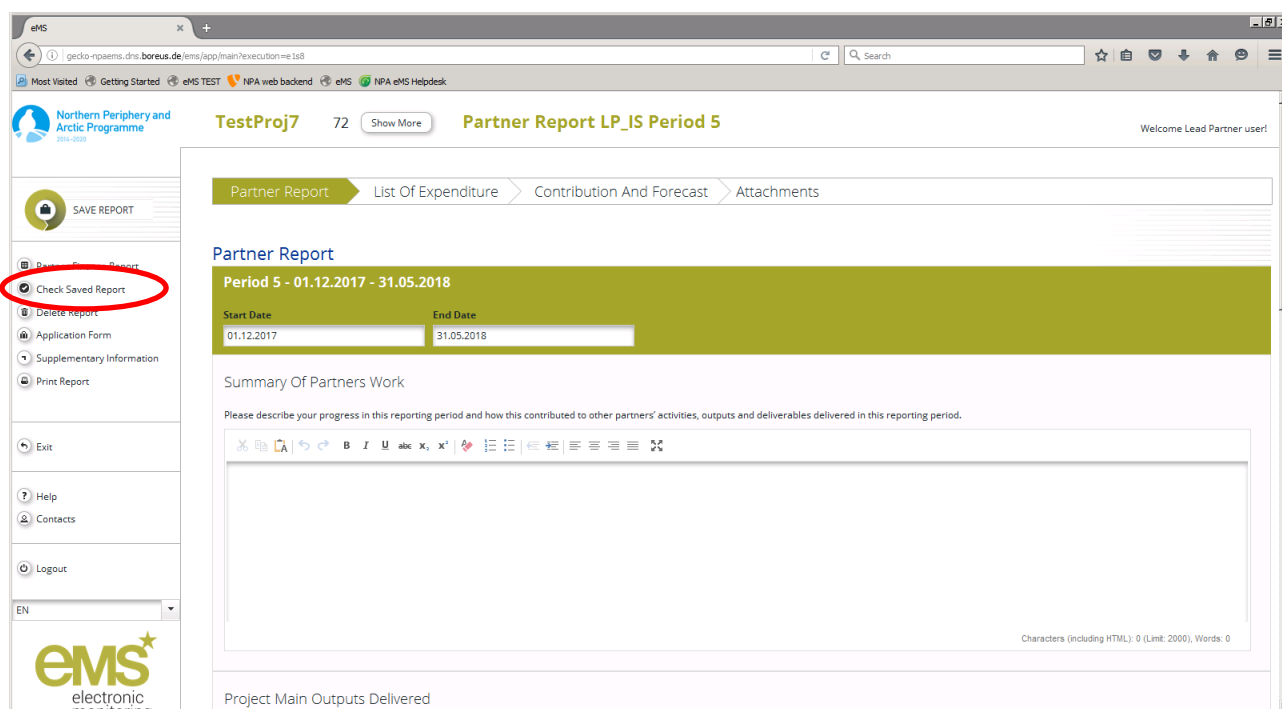
4.5 Submitting the Partner Report

After entering all amounts, you should be able to see an overview of the expenses and contribution under the menu item “Partner Finance Report”. We recommend that you save it as a Pdf File (see instructions below).

Before you are able to submit your Partner Report, you will need to save your report and click on “Check Saved Report”. Only after all checks are okay, you will be able to submit your application by pushing the “Submit Report” button. You will then be asked if you are sure.

Once submitted you are not able to make further changes to your report.

Figure 14 - Check Saved Report

The screenshot shows the eMS web application interface. The browser address bar displays 'gedko-npaems.dns.boreus.de/ems/app/main/execution-me.js?'. The top navigation bar includes 'TestProj7 72', 'Show More', and 'Partner Report LP_IS Period 5'. A breadcrumb trail shows 'Partner Report' > 'List Of Expenditure' > 'Contribution And Forecast' > 'Attachments'. The left-hand menu is visible, with 'Check Saved Report' circled in red. Other menu items include 'SAVE REPORT', 'Delete Report', 'Application Form', 'Supplementary Information', 'Print Report', 'Exit', 'Help', 'Contacts', and 'Logout'. The main content area is titled 'Partner Report' and 'Period 5 - 01.12.2017 - 31.05.2018'. It includes fields for 'Start Date' (01.12.2017) and 'End Date' (31.05.2018). Below these is a section 'Summary Of Partners Work' with a text area for reporting progress. The bottom of the page shows the 'eMS electronic monitoring' logo and the text 'Project Main Outputs Delivered'.

After submission, the Partner Report becomes visible to the First Level Controller to perform their checks. The FLC will then perform their verifications and checks. FLCs have the right to make deductions if costs are deemed ineligible. The report will also become visible to the Lead Partner. The Lead Partner also has the right to make deductions if costs are not in line with the agreed project activities.

Saving the partner report as a PDF

To save the report as a PDF, click on “Print Report” in the left-hand menu. Exit the project and go to the dashboard. You should find the PDF print in the left-hand menu under Personal/Generated files.

Note: it may take a few minutes for eMS to generate the file; it does not always appear in the list immediately.

Figure 15 - Generated Files

The screenshot shows the eMS Filebrowser interface. The browser address bar displays the URL: `gedo-ropaems.dns.boreus.de/ems/app/main?execution=1s3`. The page title is "Filebrowser". The left sidebar contains a navigation menu with the following items: "Personal" (expanded), "Dashboard", "Mailbox", "Generated Files" (highlighted with a red circle), "User Account", "Applications", "FLC", "Reporting", and "Logout". The main content area displays a table of files:

Filename	Type	Size	Last Change	
Partner Progress Report 72_TestProj7_LP IS Period 1_20160316_141100.pdf	File	79.51 KByte	16.03.2016 14:11:00	

The footer of the page includes the eMS logo (electronic monitoring system), the text "developed by PLOT", and the INTERact logo. A small text at the bottom states: "INTERACT is co-financed by the European Regional Development Fund 3.0.10".

5. Help and Technical Support

For any problems you might experience with the eMS, please contact the Joint Secretariat at secretariat@interreg-npa.eu, or by telephone at +45 3283 3784 during office hours.