ERGORAMA

Monitoring Information System

General Description, Completion & Submission of AF & Progress report

Ioanna Kalaitzoglou (ikalaitzoglou@mnec.gr)

General Secretariat for Investments and Development
Ministry of Economy & Development

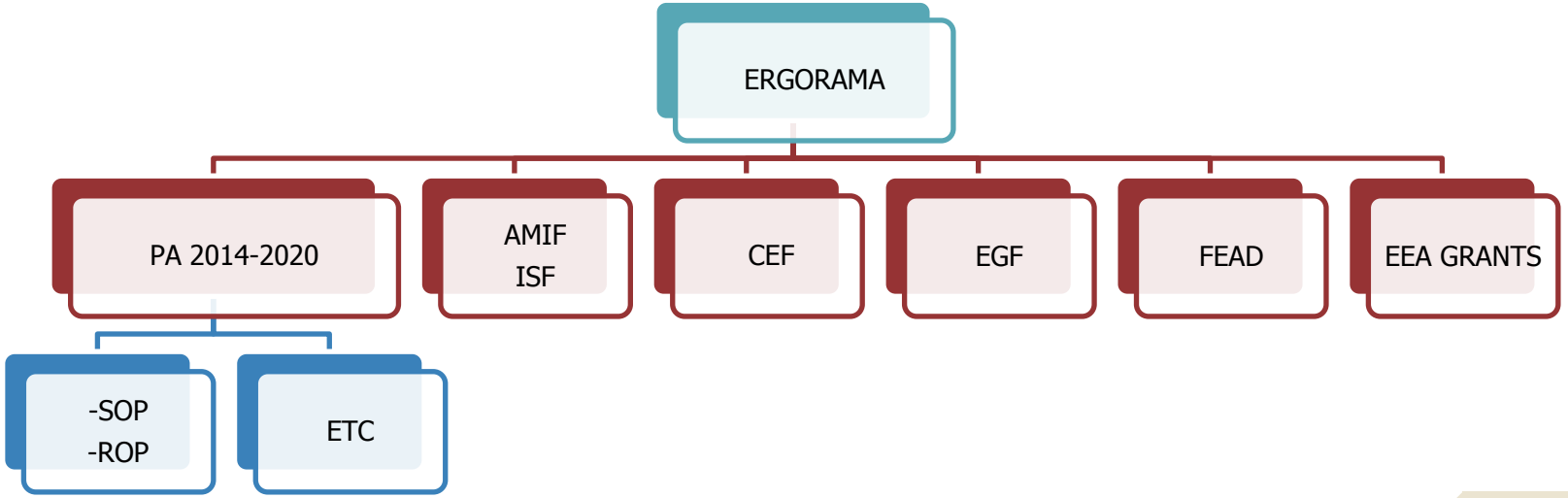
Ευρωπαϊκή Ένωση
Ευρωπαϊκά Διαρθρωτικά και Επενδυτικά Ταμεία

Partnership Agreement 2014 - 2020

ΕΣΠΑ 2014-2020

SCOPE OF "E*RGORAMA*"

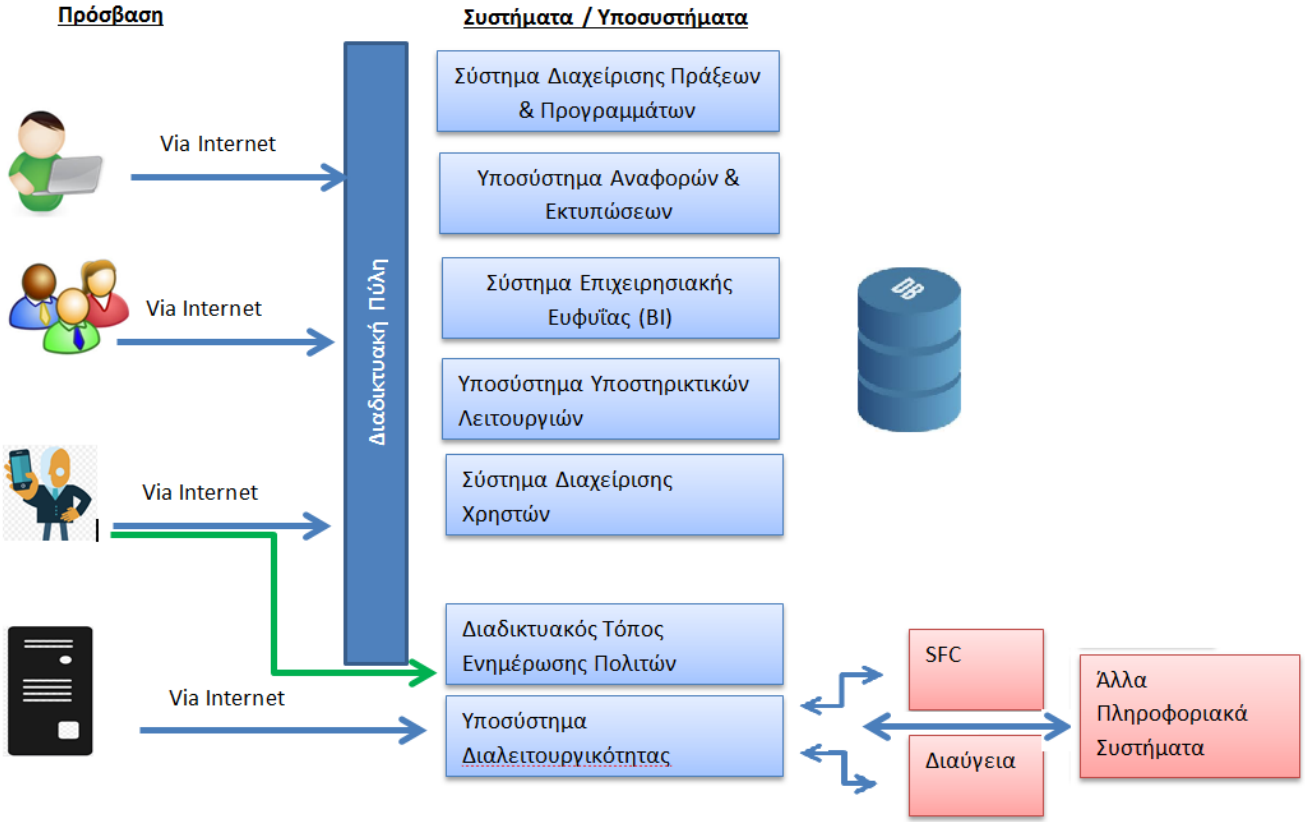
ERGORAMA is an Information System which records and saves data for projects/acts funded by the following Funds:



ERGORAMA features:

- Web based System
- Multi-channel approach
- Bilingual environment
- Friendly User Interface
- More than 9.000 users
- More than 200.000 projects

Architecture:

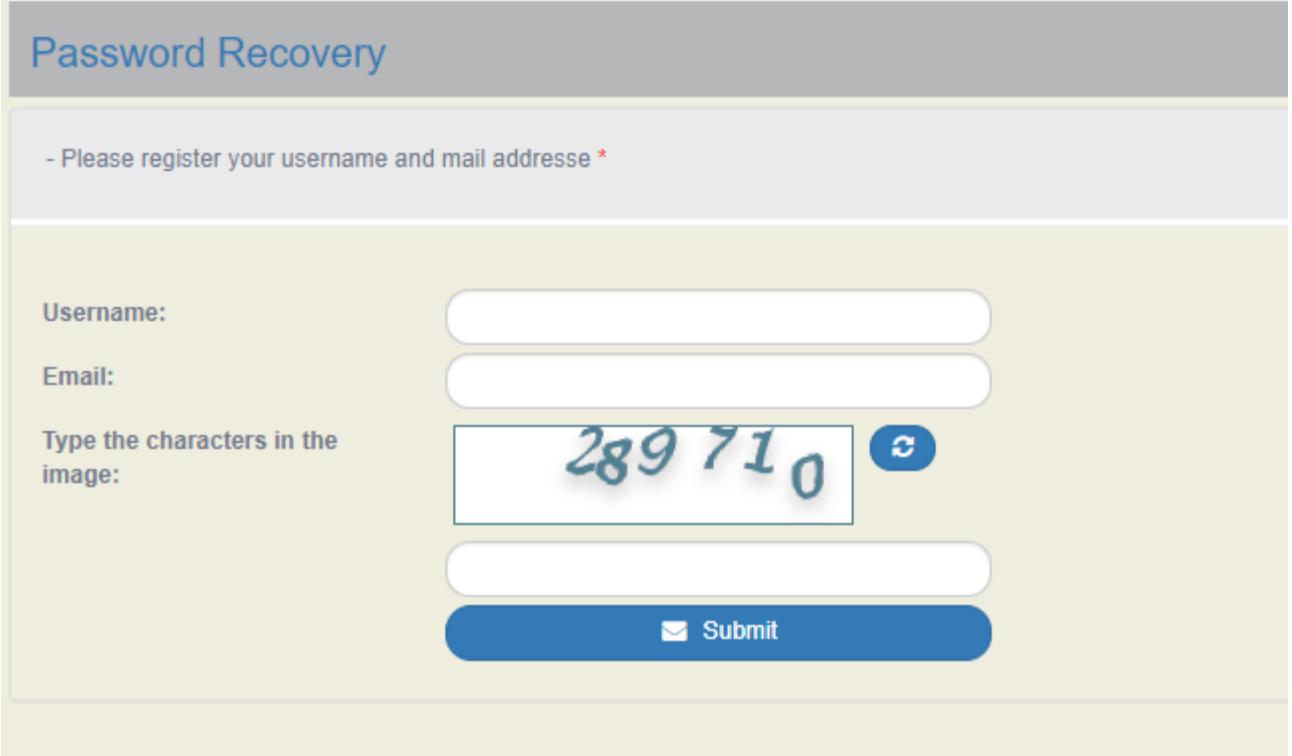


ERGORAMA URL

✓ ✓

https://logon.ops.gr/

Reset Password 1



Reset Password 2

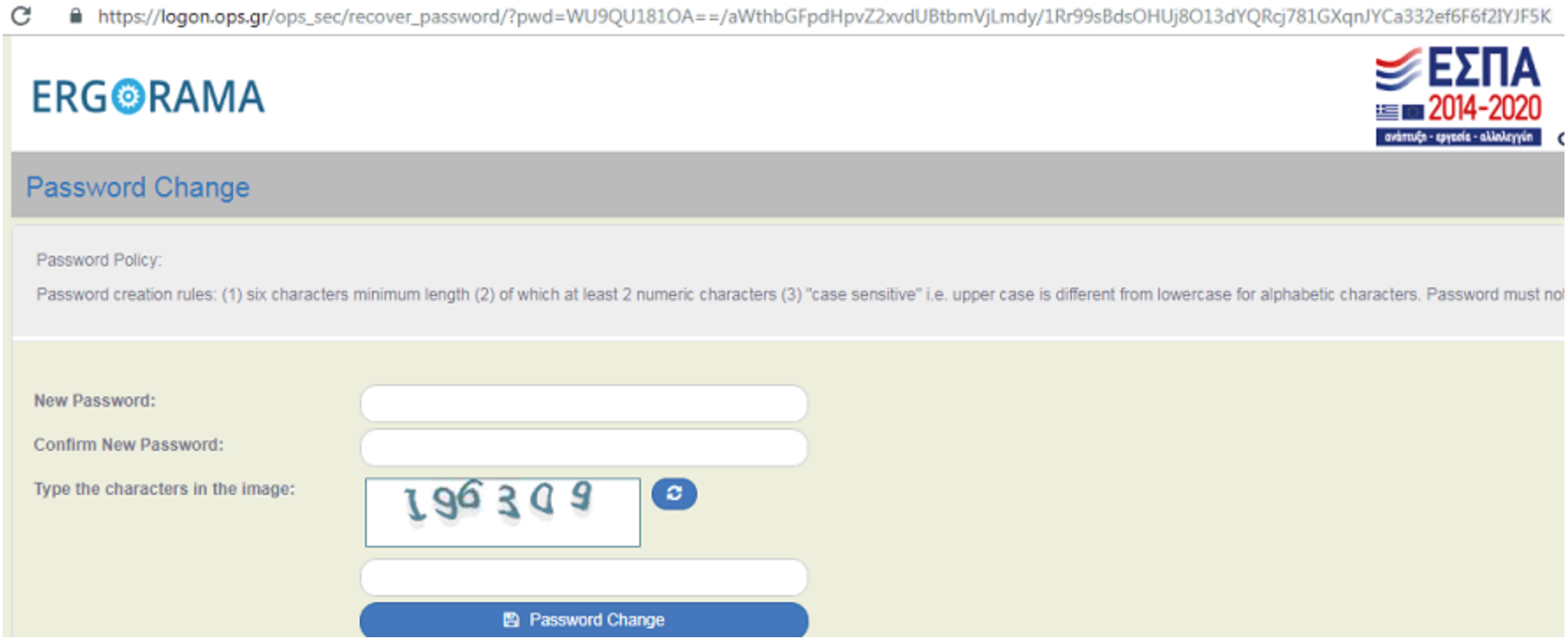
από: noreply@mnec.gr
Προς: ikalaitzoglou@mnec.gr
Συν.:
Θέμα: ΟΠΣ ΕΣΠΑ 2014-2020 - Ενημέρωση επανέκδοσης κωδικού (Μην απαντήσετε σε αυτό το μήνυμα)/ M.I.S. PA 2014-2020 Reset password Notification (do not reply to this email)

Please be informed that in order to reset your password to access PA 2014-2020 M.I.S. application, you need to click on the link below:

http://logon.ops.gr/ops_sec/recover_password/?pwd=WU9QU181OA==/aWthbGFpdHpvZ2xvdUBtbmVjLmdv/1Rr99sBdsOHUj8O13dYQRcj781GXqnJYCa332ef6F6f2IYJF5K

MINISTRY OF ECONOMY AND DEVELOPMENT
Monitoring Information System Office

Reset Password 3



1

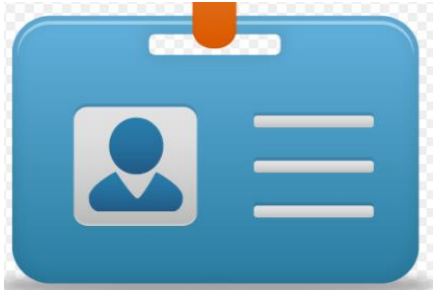
User Registration

A. Beneficiary

B. Controller

Registration form (Beneficiary)

1.Register personal data



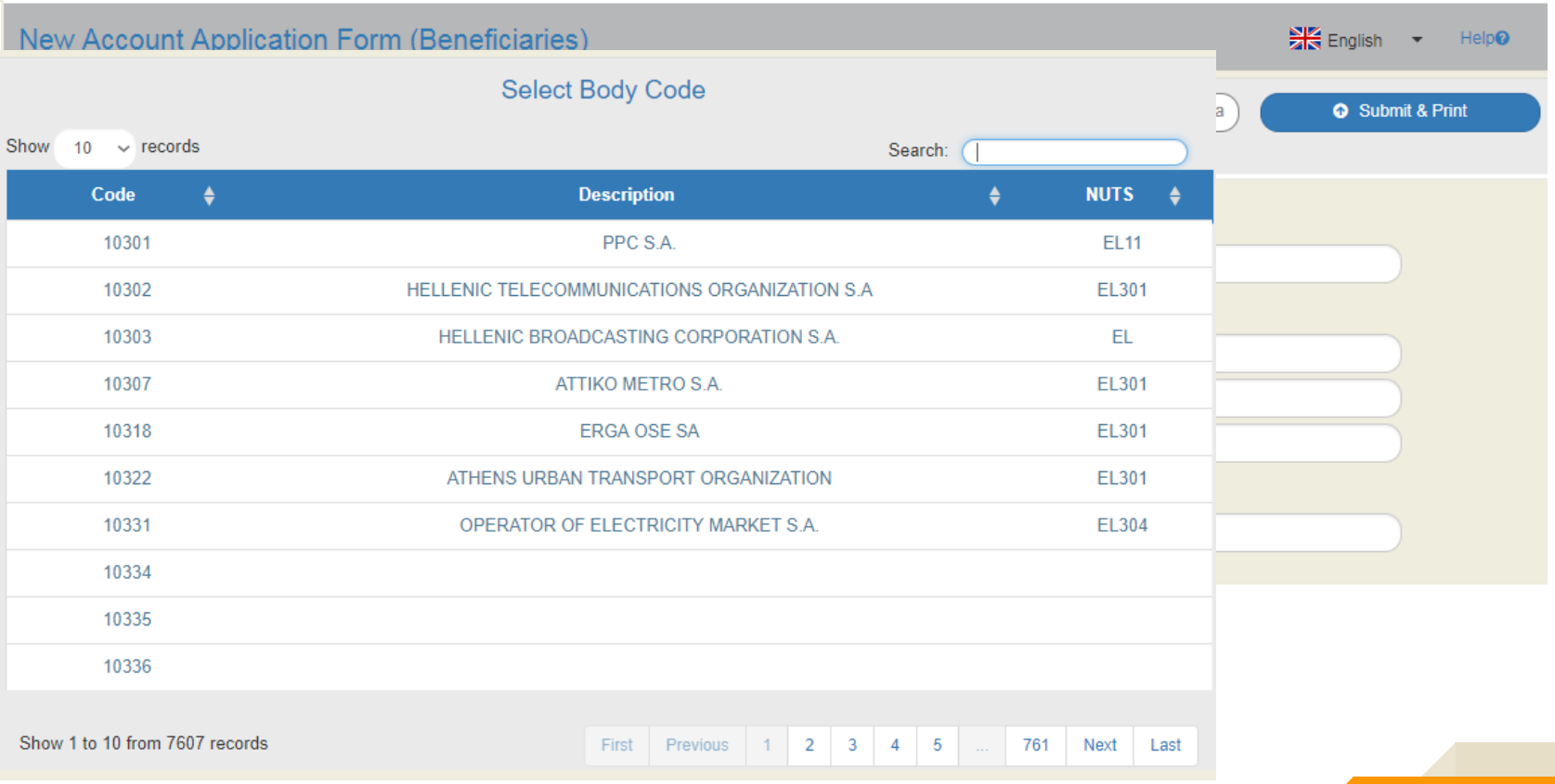
2.Choose MA of ETC OP

3. Choose Roles

ERGORAMA URL

https://logon.ops.gr/

Registration Form 1/4



Body Codification

ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΟΙΚΟΝΟΜΙΑΣ, ΑΝΑΠΤΥΞΗΣ ΚΑΙ ΤΟΥΡΙΣΜΟΥ
ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΔΗΜΟΣΙΩΝ ΕΠΕΝΔΥΣΕΩΝ - ΕΣΠΑ
ΕΘΝΙΚΗ ΑΡΧΗ ΣΥΝΤΟΝΙΣΜΟΥ

ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ Ο.Π.Σ.

ΚΩΔΙΚΟΣ	ΠΛΗΡΗΣ ΕΠΩΝΥΜΙΑ	ΕΠΩΝΥΜΙΑ ΣΤΑ ΑΓΓΛΙΚΑ	ΓΕΩΓΡΑΦΙΚΟΣ ΠΡΟΣΔΙΟΡΙΣΜΟΣ		ΝΟΜΙΚΟΣ ΠΡΟΣΔΙΟΡΙΣΜΟΣ				ΑΦΜ	ΣΤΟΙΧΕΙΑ ΕΠ			
			ΔΗΜΟΣ		ΚΩΔΙΚΟΣ	ΚΑΤΗΓΟΡΙΑ	ΚΕΡΔΟΣΚΟΠΙΚΟ ΝΠ	ΕΝΤΟΣ ΔΗΜΟΣΙΟΥ ΤΟΜΕΑ		Δ/ΝΣΗ (ΟΔΟΣ - ΑΡΙΘ.)	ΠΟΛΗ	ΤΑΧ. ΚΩΔ.	ΤΗΛ.
			ΚΩΔΙΚΟΣ	ΠΕΡΙΓΡΑΦΗ									
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

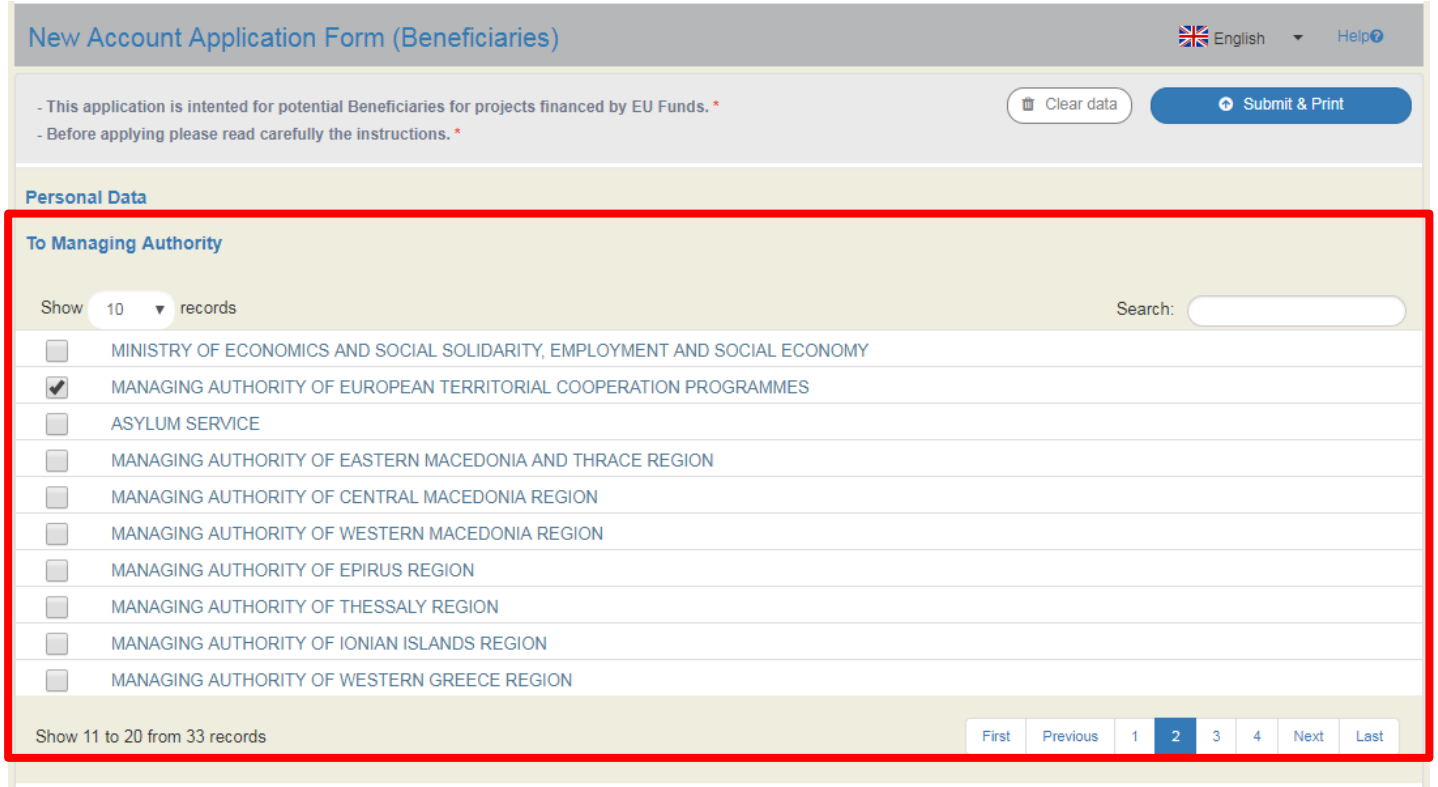
ΠΑΡΑΚΑΛΟΥΜΕ ΔΙΑΒΑΣΤΕ ΠΡΟΣΕΚΤΙΚΑ ΤΙΣ ΟΔΗΓΙΕΣ ΠΑΡΑΚΑΤΩ:

Σελίδα 1

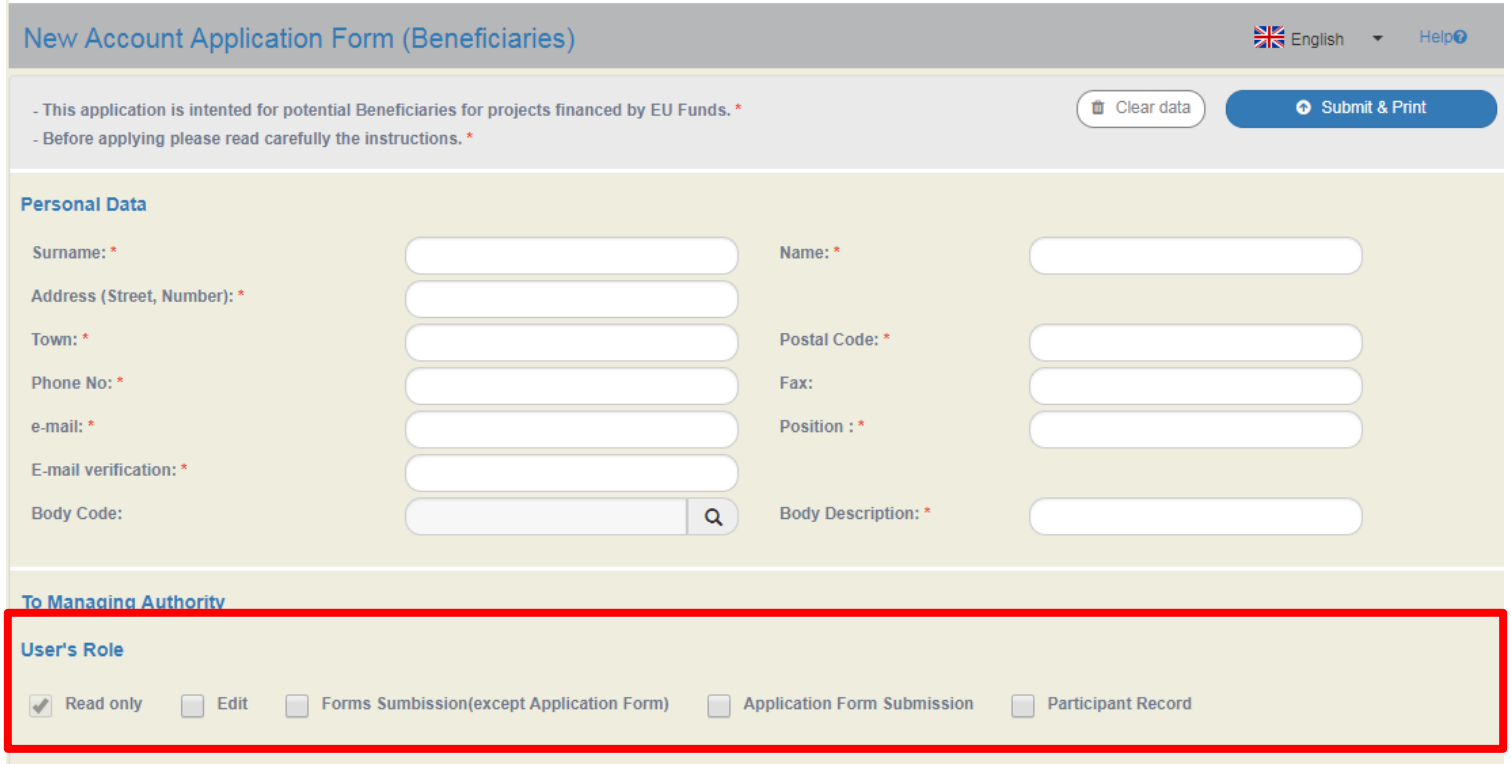
Η παρούσα φόρμα αποστέλλεται προς την ΔΑ/ΕΦ και η ΔΑ/ΕΦ στην Ειδική Υπηρεσία ΟΠΣ αν ο φορέας δεν είναι κωδικοποιημένος και απούμαστε την κω
Στις περιπτώσεις που ο φορέας είναι κωδικοποιημένος η φόρμα υποβάλλεται όταν υπάρχουν αλλαγές στα στοιχεία (Νόμιμος εκπρόσωπος, στοιχεία επικοινωνίας, κλπ)

Οδηγίες συμπλήρωσης
(1) Συμπληρώνεται ο κωδικός του φορέα αν υπάρχει (σε περίπτωση αλλαγών - επικαιροποιήσεων)
(2) Συμπληρώνεται η πλήρης επωνυμία του φορέα όπως παρουσιάζεται στα Νομιμοποιητικά Έγγραφα Σύστασης του Φορέα (π.χ. Ειδική Υπηρεσία Ολοκληρωμένου Πληροφοριακού Συ
(3) Συμπληρώνεται η Επωνυμία του φορέα στα Αγγλικά
(4) - (5) Συμπληρώνονται τα στοιχεία Γεωγραφικού Προσδιορισμού του Φορέα (Κωδικός & Περιγραφή Δήμου της έδρας του φορέα). Παρακαλούμε για την συμπλήρωση να συμβουλευτεί
(6) - (7) Συμπληρώνονται τα στοιχεία νομικού προσδιορισμού του φορέα, σύμφωνα με το Δημόσιο Λογιστικό (Ν.4270/2014) και τις επιπλέον διαθέσιμες κατηγορίες (δείτε φύλλο Κατηγορ
(8) Συμπληρώνεται ΝΑΙ/ΟΧΙ ανάλογα με το αν ο φορέας είναι κερδοσκοπικού σκοπού ή όχι

Registration Form 2/4



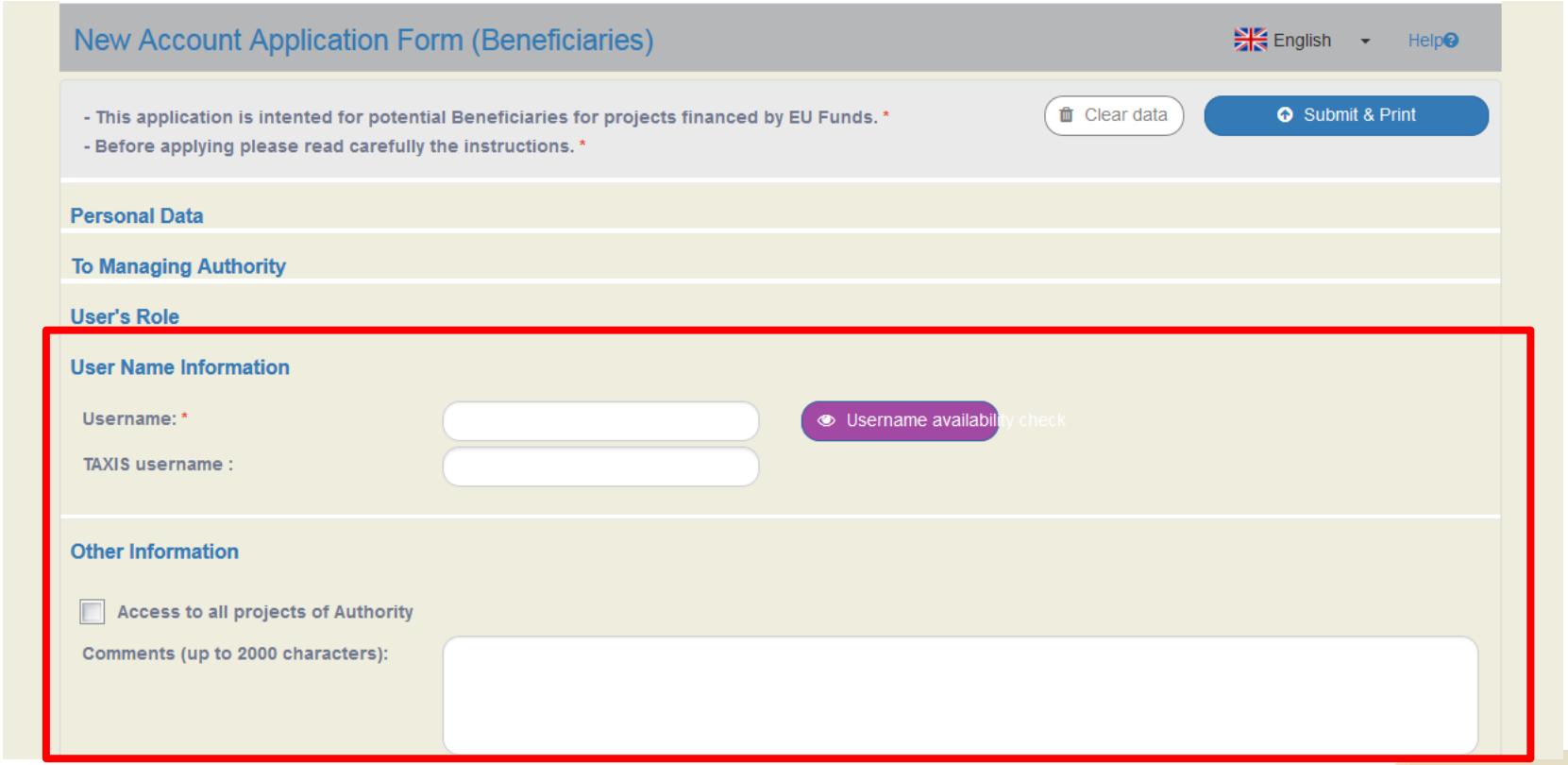
Registration Form 3/4



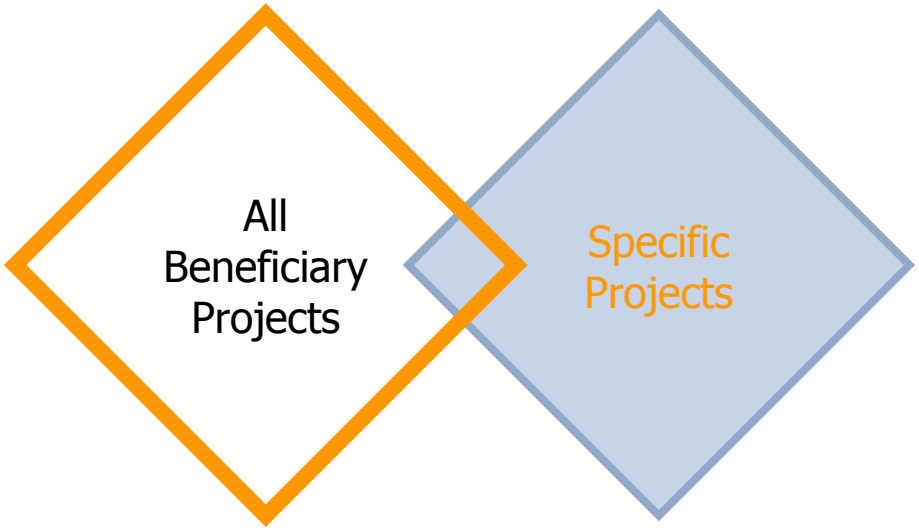
Beneficiary Roles Details

Roles	Application Form	Table of Expeditures	Progress Report
✓ Read	**R**	**R**	**R**
✓ Edit	**R/W**	**R/W**	**R/W**
✓ Forms Submission (except AF)	**R/W**	**R/W/S**	**R/W/S**
✓ Submission of AF	**R/W/S**	**R/W/S**	**R/W/S**

Registration Form 4/4



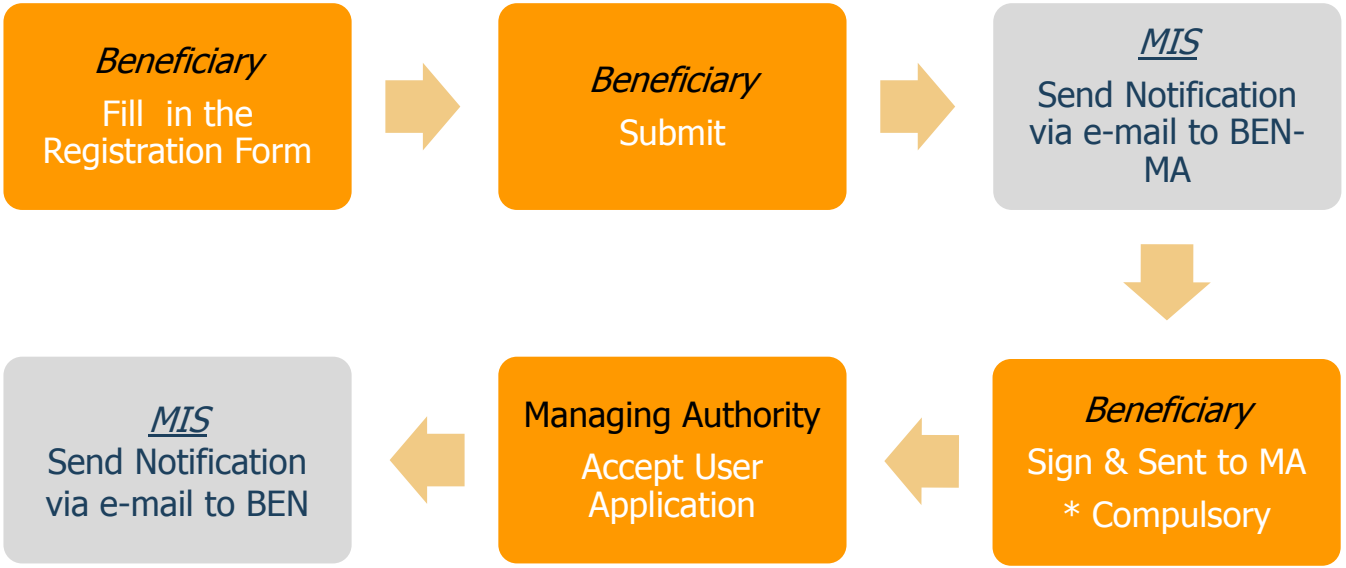
Access to Projects



Before the submission of a New Project access only to:

- ✓ Users with Submit AF privilege
- ✓ Creator of the project

Beneficiary Sign Up Process



- ✓ Potential Beneficiaries must have **personal** account for access to MIS:
  - Beneficiary's officers to fill the forms
  - Beneficiary legal representative to submit

- ✓ Body Code is necessary for Beneficiary AND each Project Partner.
- ✓ Check your SPAM folders
- ✓ Allow pop-up windows

Registration form (Controller)

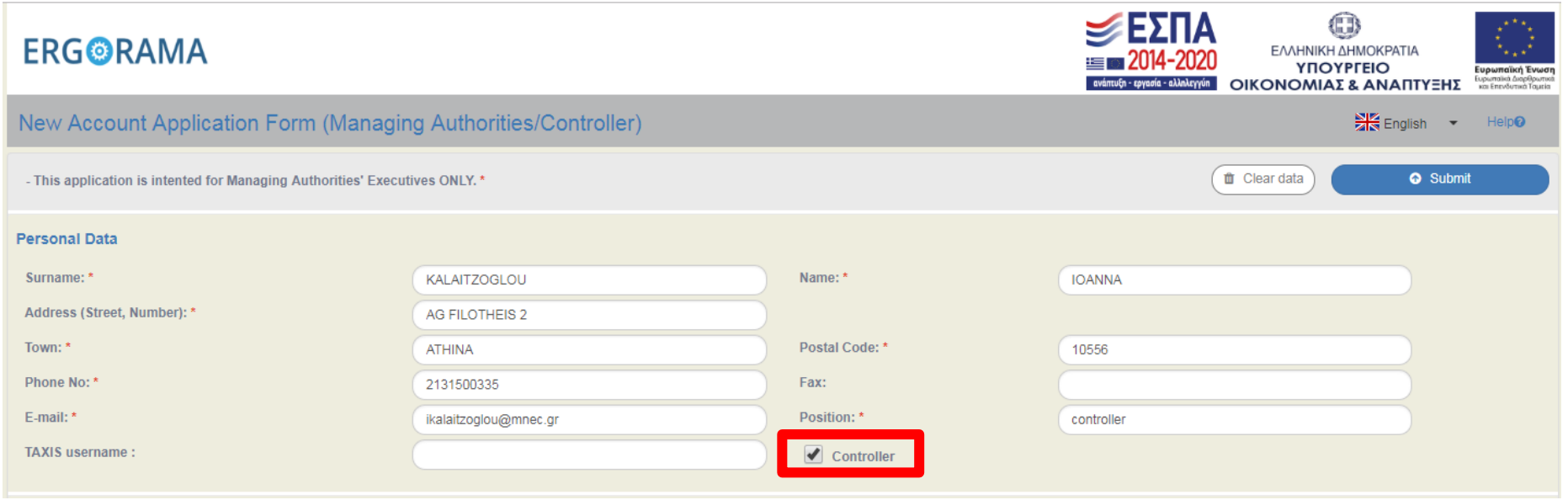
1.Register personal data

2.Enable Controller checkbox

3. Choose Mis Code & LB/Partner

Controller Sign up 1/2

https://logon.ops.gr/ops_sec/register/eyd/



Controller Sign up 2/2

More Information

Comments (to 2000 characters):

MIS code 5000025 Partner 3 - MOU SA

Keyword Verification

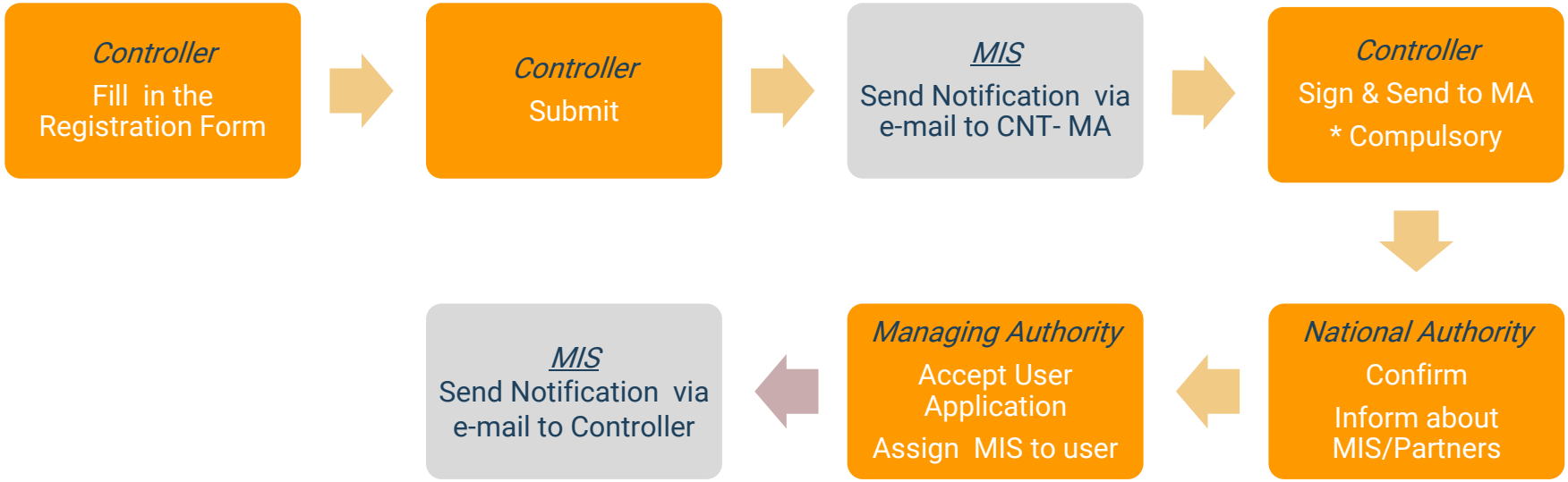
Type the characters in the image: *

Refresh

Controller Roles Details

Application Form	Table of Expeditures	Progress Report
R	**R/W/C**	**R**

Controller Sign Up



2

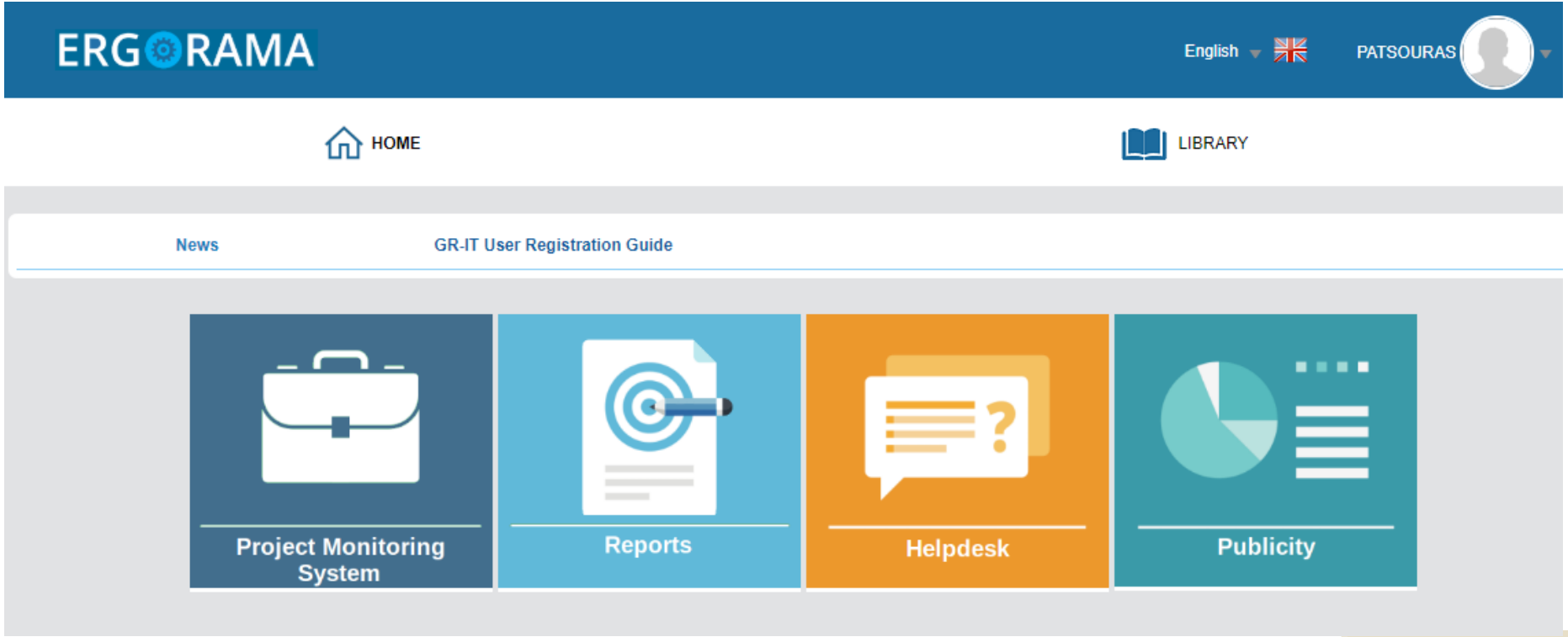
First Login to ERGORAMA - Web Portal

ERGORAMA URL

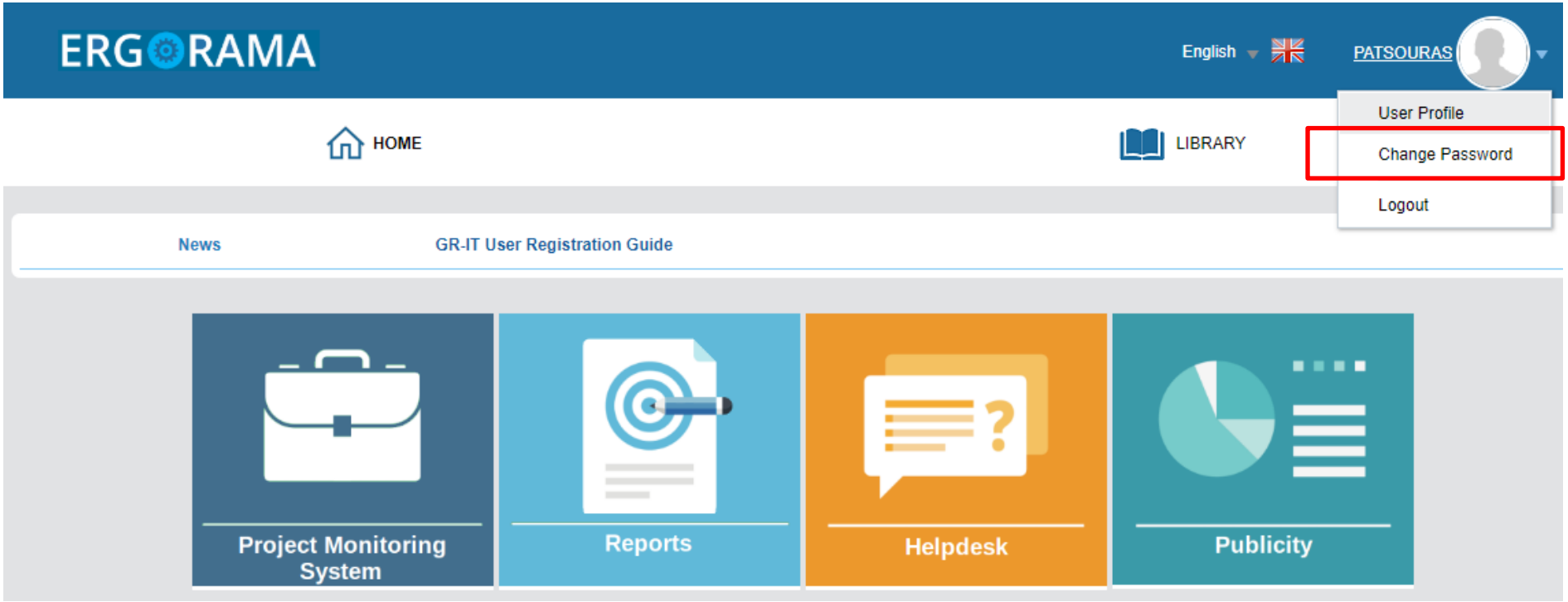
https://logon.ops.gr/

Portal Home Page

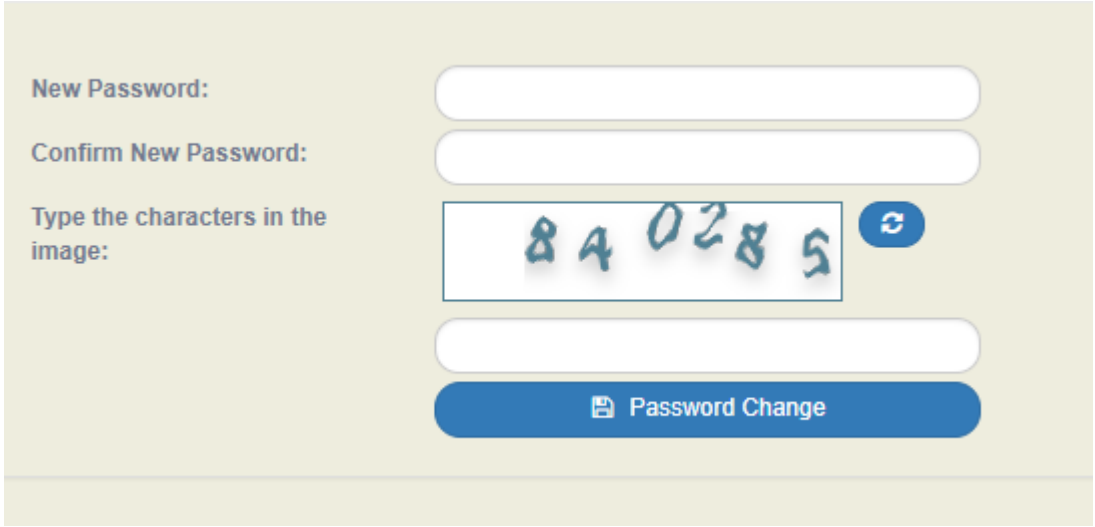
Step 1 : Change password



Change Password



Change Password

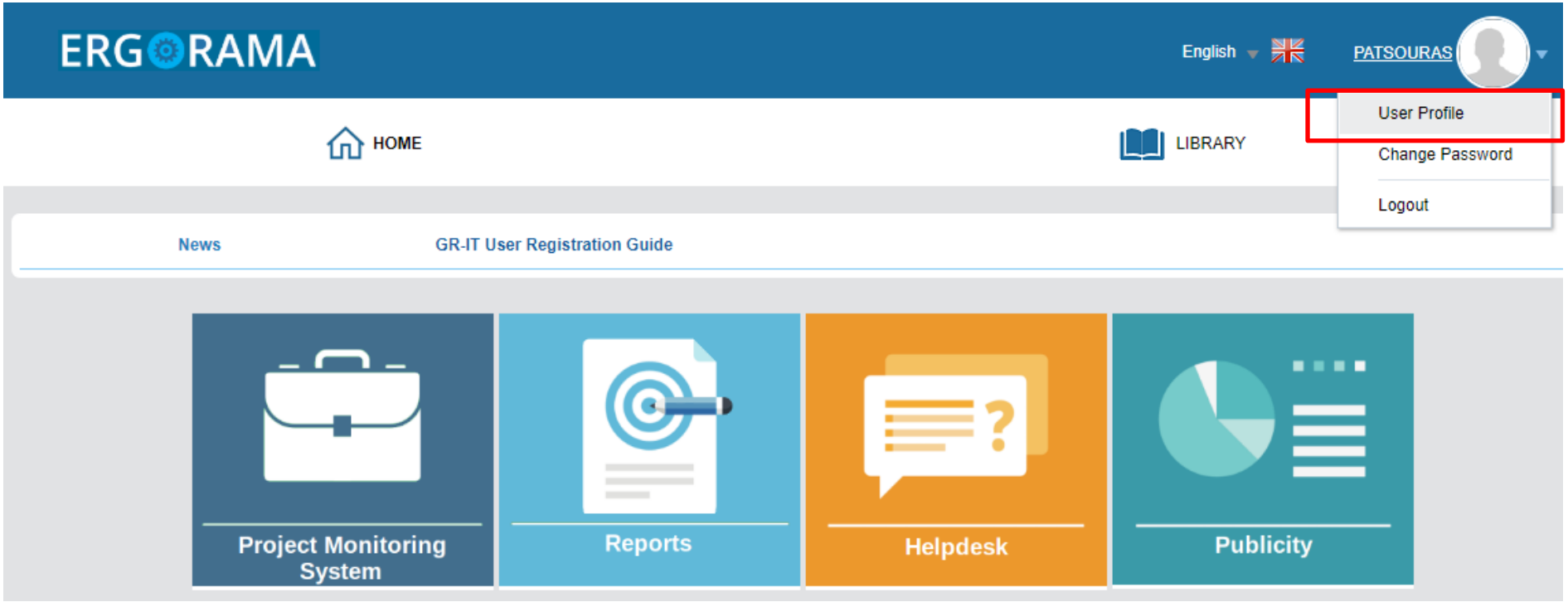


Password creation rules:

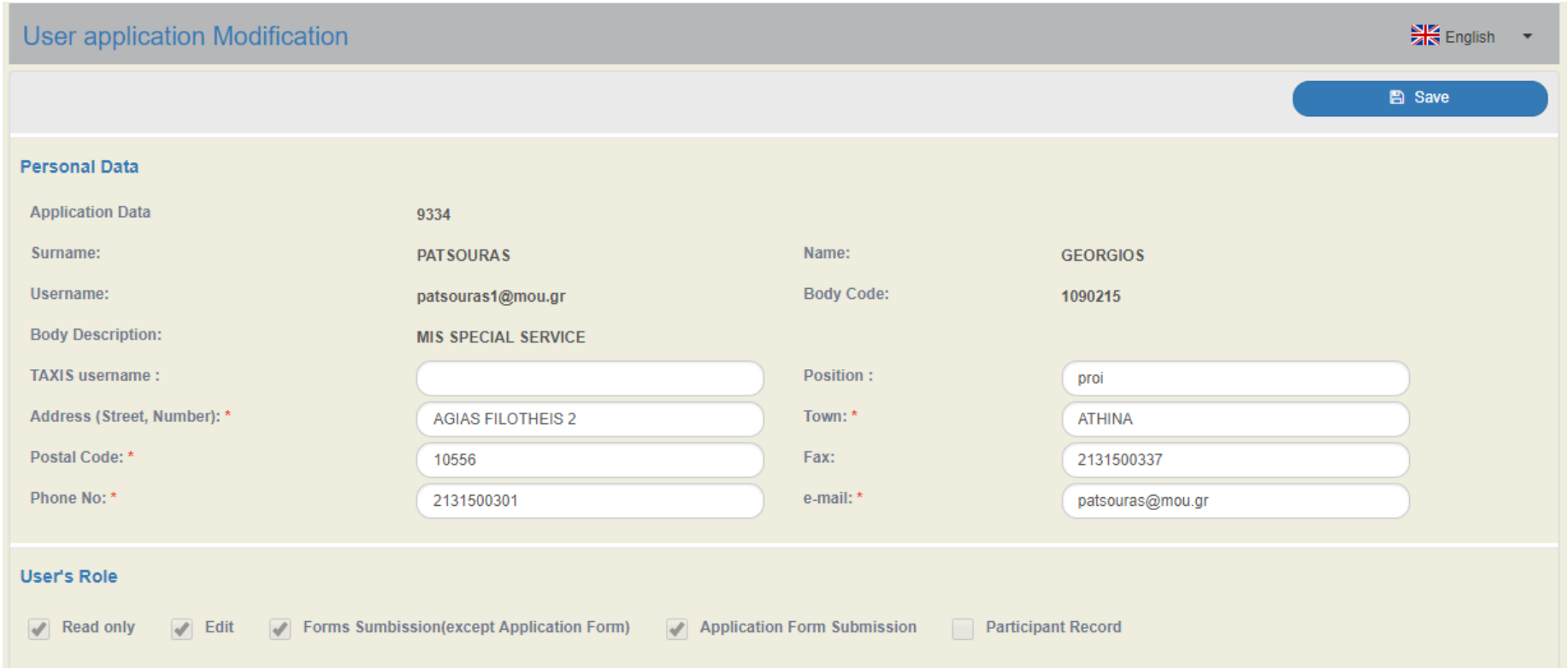
(1) six characters minimum length
(2) of which at least 2 numeric characters
(3) "case sensitive" i.e. upper case is different from lowercase for alphabetic characters.
(4) Password must not match or contain user ID.

Password change automatically log user out.

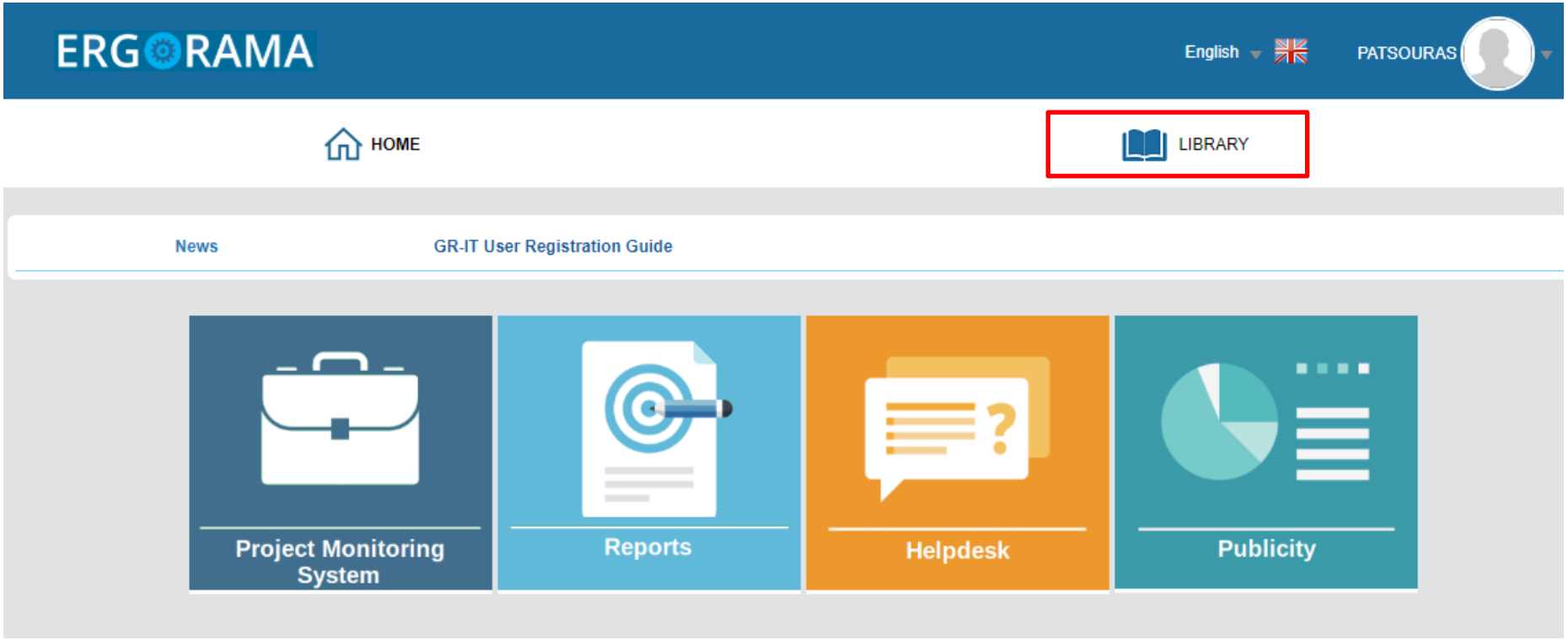
User Profile



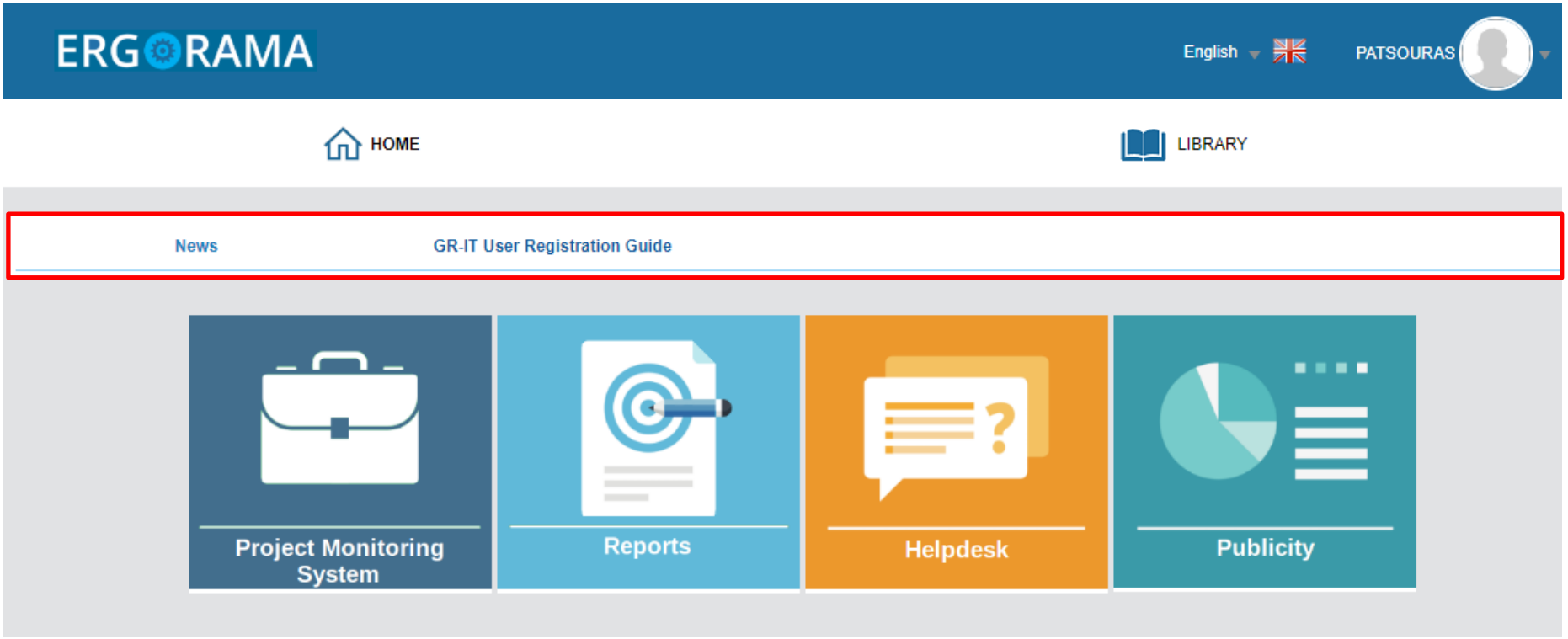
User Profile:



LIBRARY

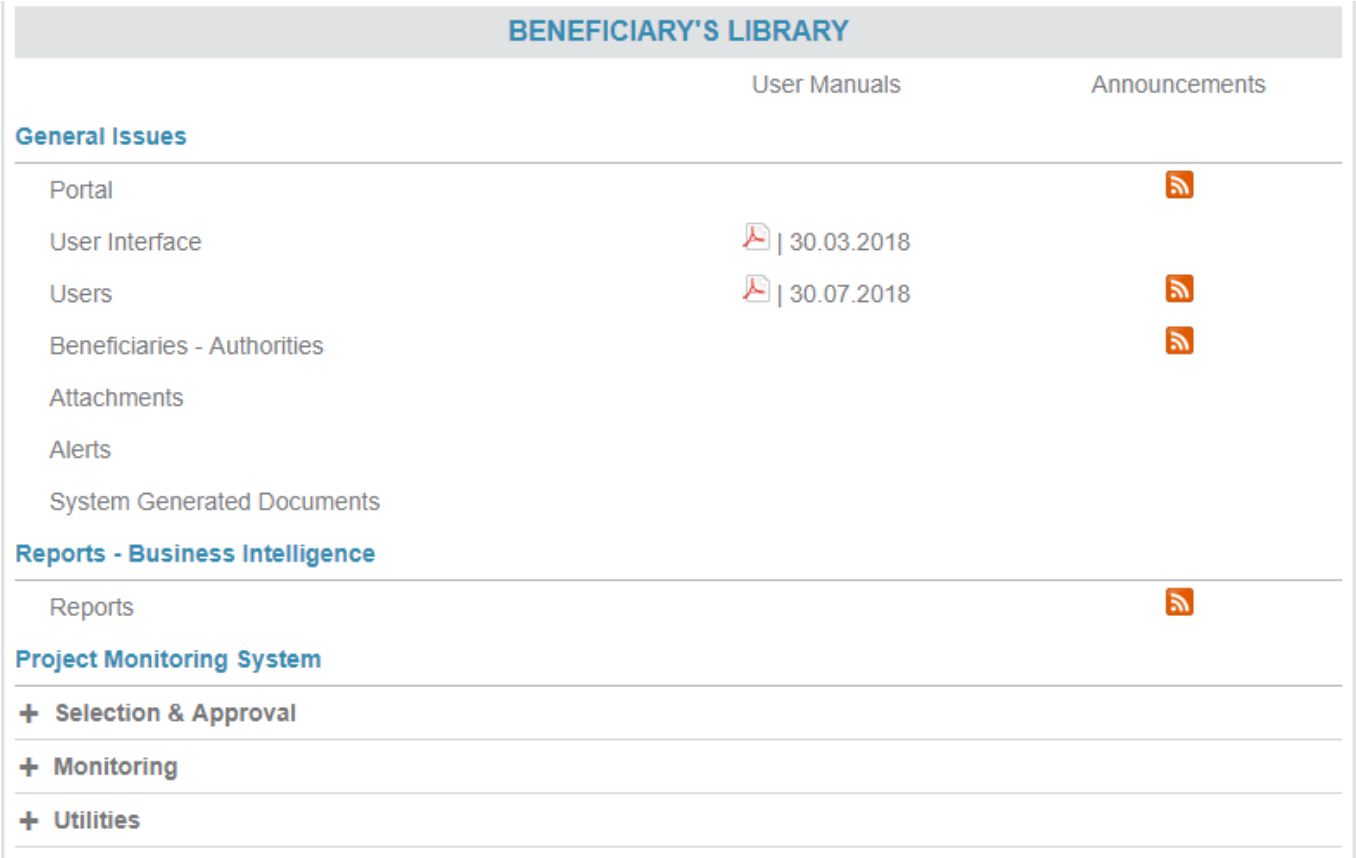

ERGORAMA
English
PATSOURAS
HOME
LIBRARY
News
GR-IT User Registration Guide
Project Monitoring System
Reports
Helpdesk
Publicity

NEWS


ERGORAMA
English
PATSOURAS
HOME
LIBRARY
News
GR-IT User Registration Guide
Project Monitoring System
Reports
Helpdesk
Publicity

Library:

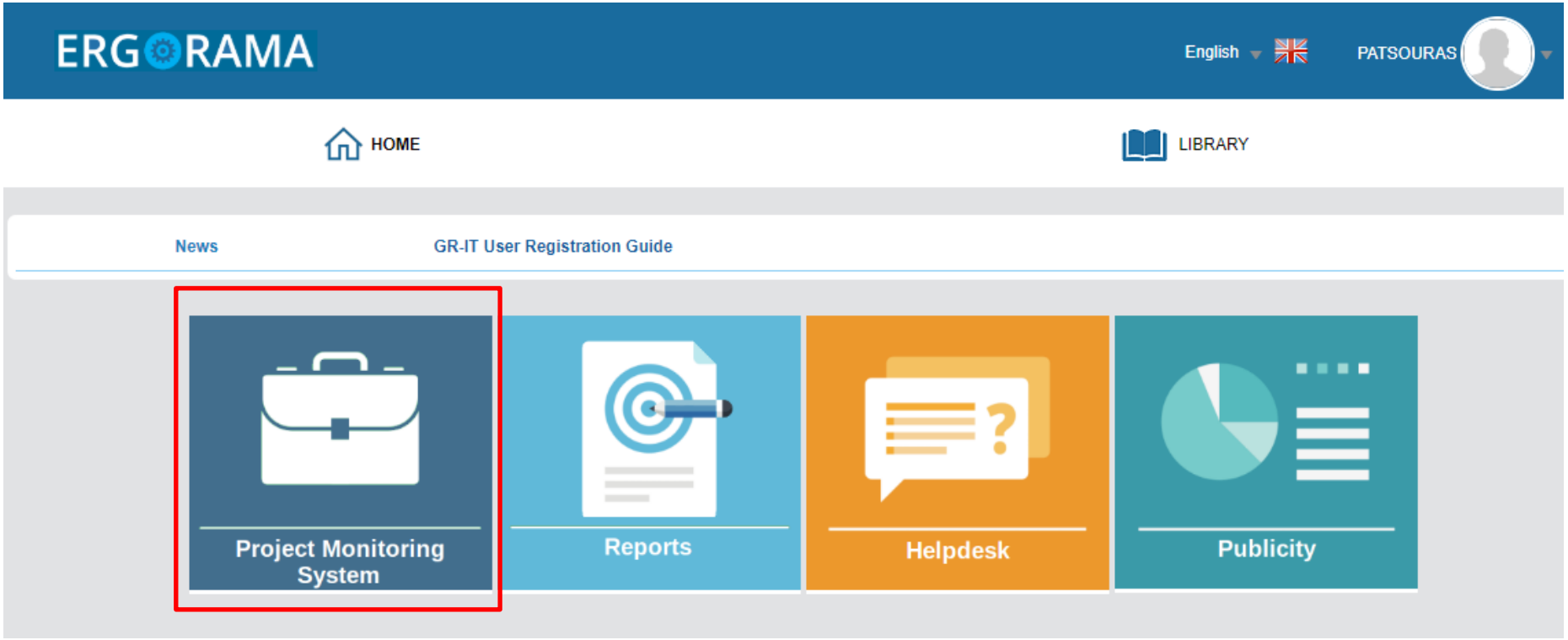
User manual & Announcements



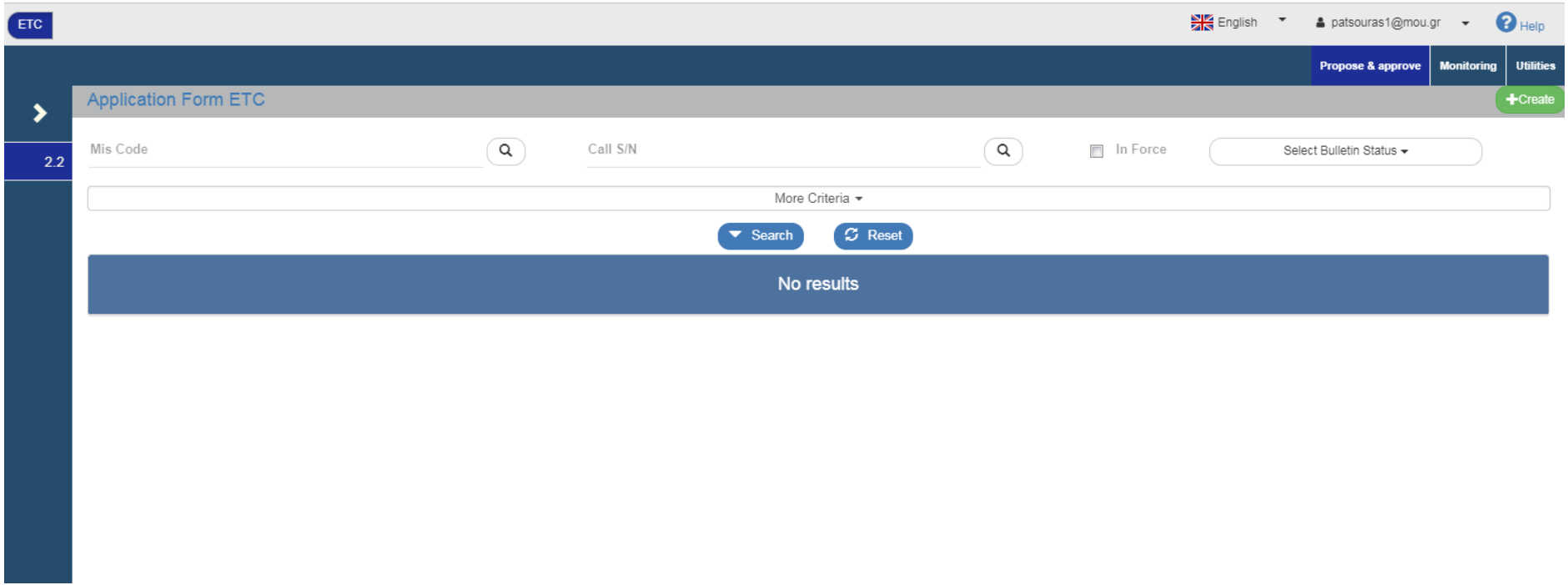
3

Project Monitoring System

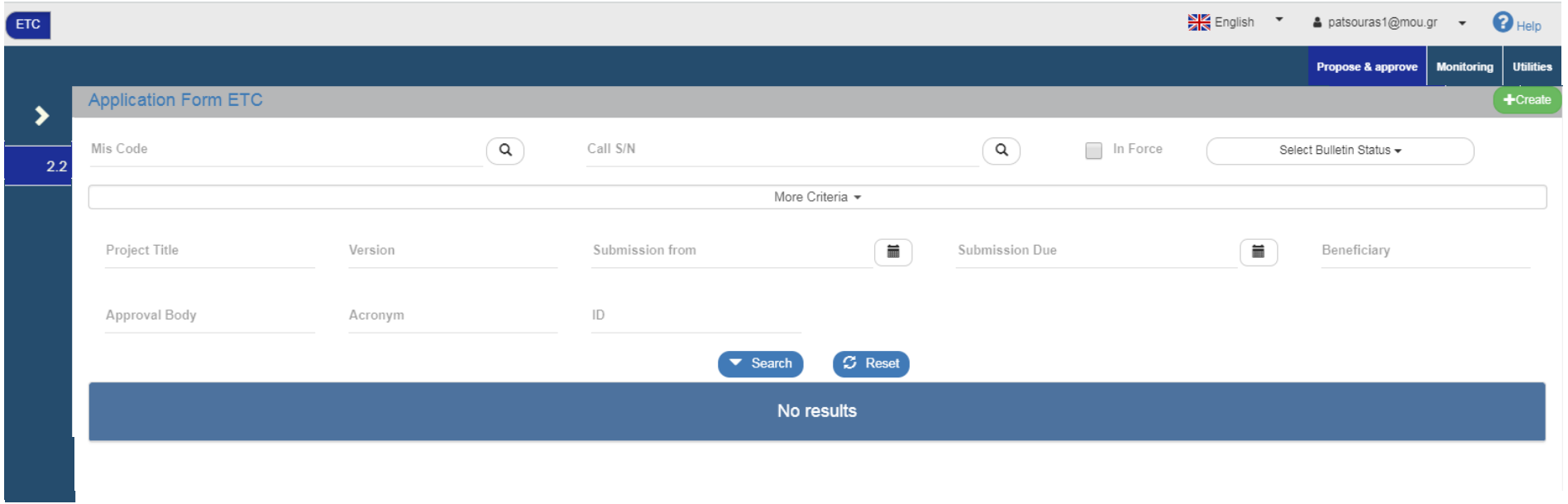
Monitoring System



Project Monitoring System



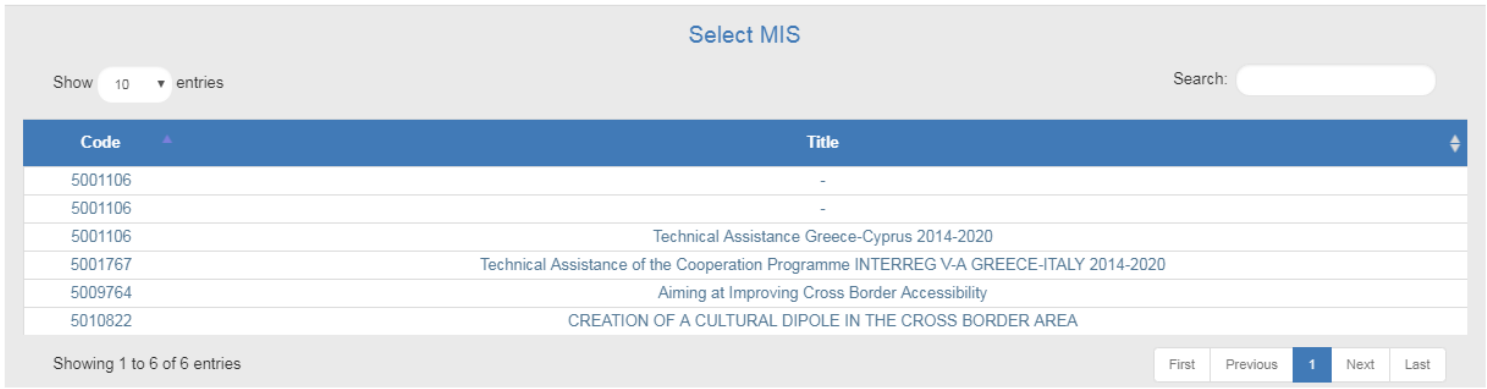
Project Monitoring System



Search Criteria

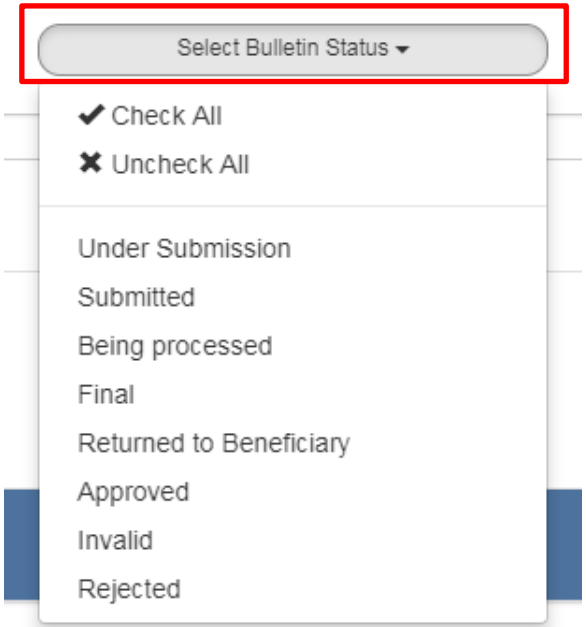
BAND BOX

Mis Code

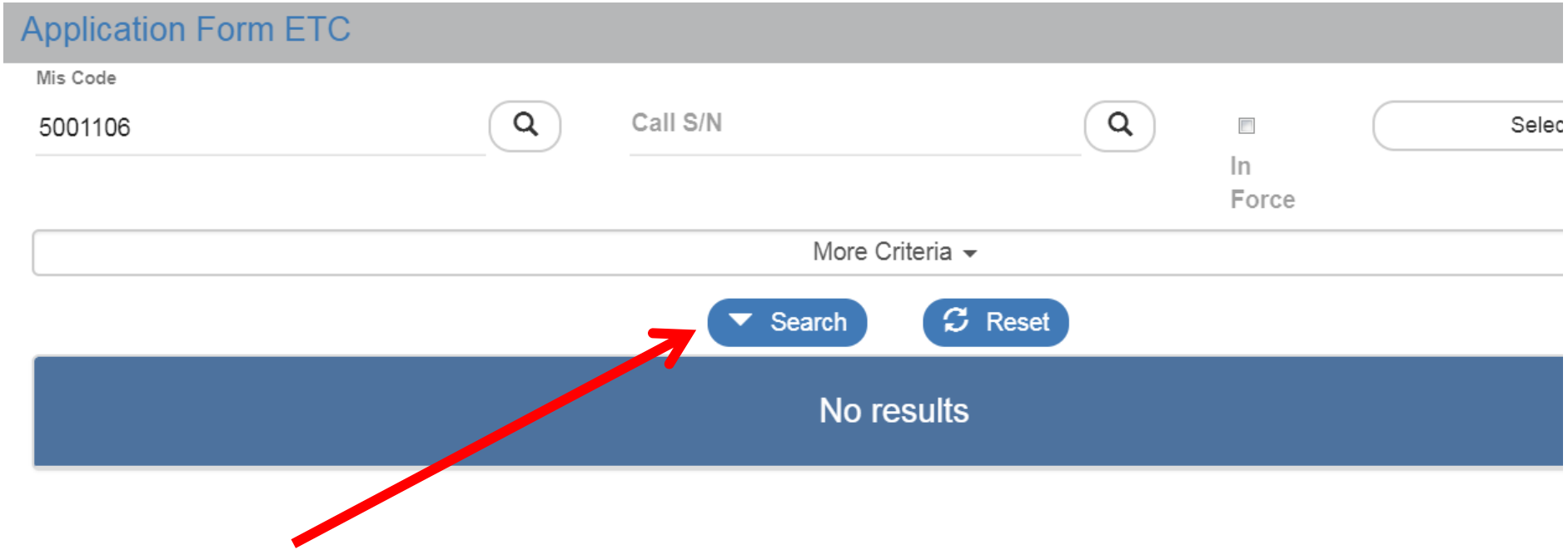


Search Criteria

MULTI SELECT LIST BOX



How to search a bulletin



Search results

Select Columns | Show 10 entries | Search:

MIS	Title	Call S/N	Beneficiary	Version	Status	In Force	Last Modification	ID	Actions
5001106	-	1505	1100104	1 . 0	Approved	No	30-05-2016	1278	Select
5001106	-	1505	1100104	1 . 1	Approved	No	13-07-2018	9600	Select
5001106	Technical Assistance Greece-Cyprus 2014-2020	1505	1100104	1 . 2	Approved	Yes	19-07-2018	48818	Select

Showing 1 to 3 of 3 entries

First | Previous | 1 | Next | Last

This is a table with multiple records (Data grid) with attributes:

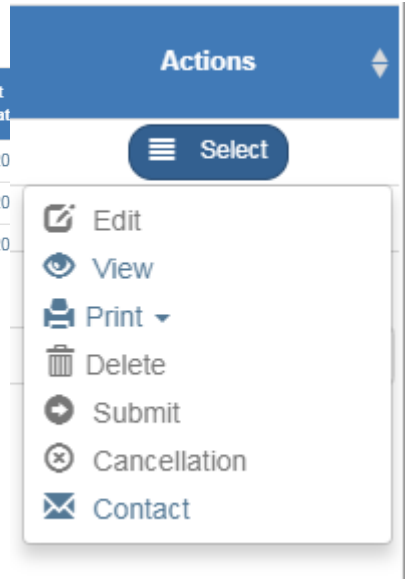
- ✓ Search area
- ✓ Selection of number of visible rows
- ✓ Results shown in pages
- ✓ Selection of visible columns
- ✓ Selection of an ACTION

ACTIONS

Select Columns Show 10 entries

MIS	Title	Call S/N	Beneficiary	Version	Status	In Force	Last Modificat
5001106	-	1505	1100104	1 . 0	Approved	No	30-05-20
5001106	-	1505	1100104	1 . 1	Approved	No	13-07-20
5001106	Technical Assistance Greece-Cyprus 2014-2020	1505	1100104	1 . 2	Approved	Yes	19-07-20

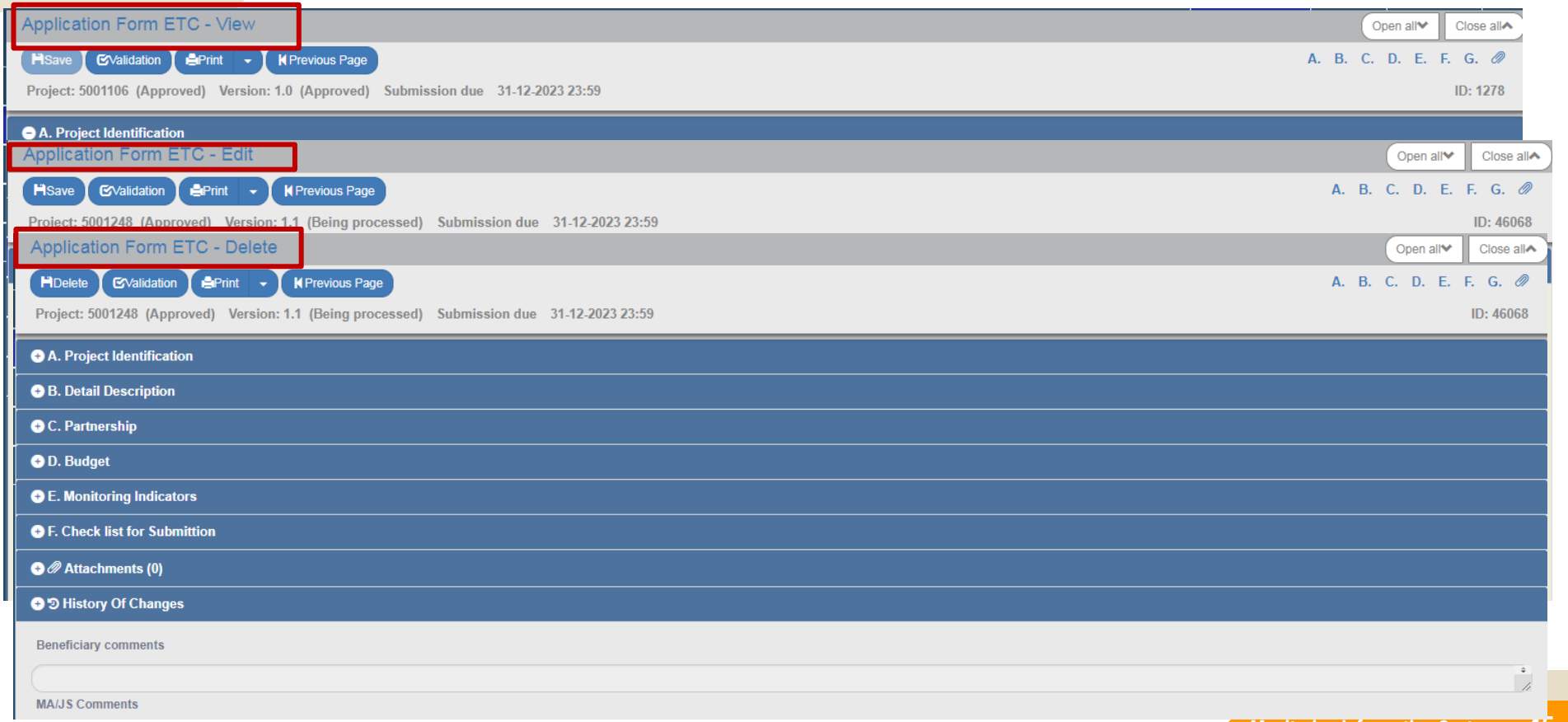
Showing 1 to 3 of 3 entries

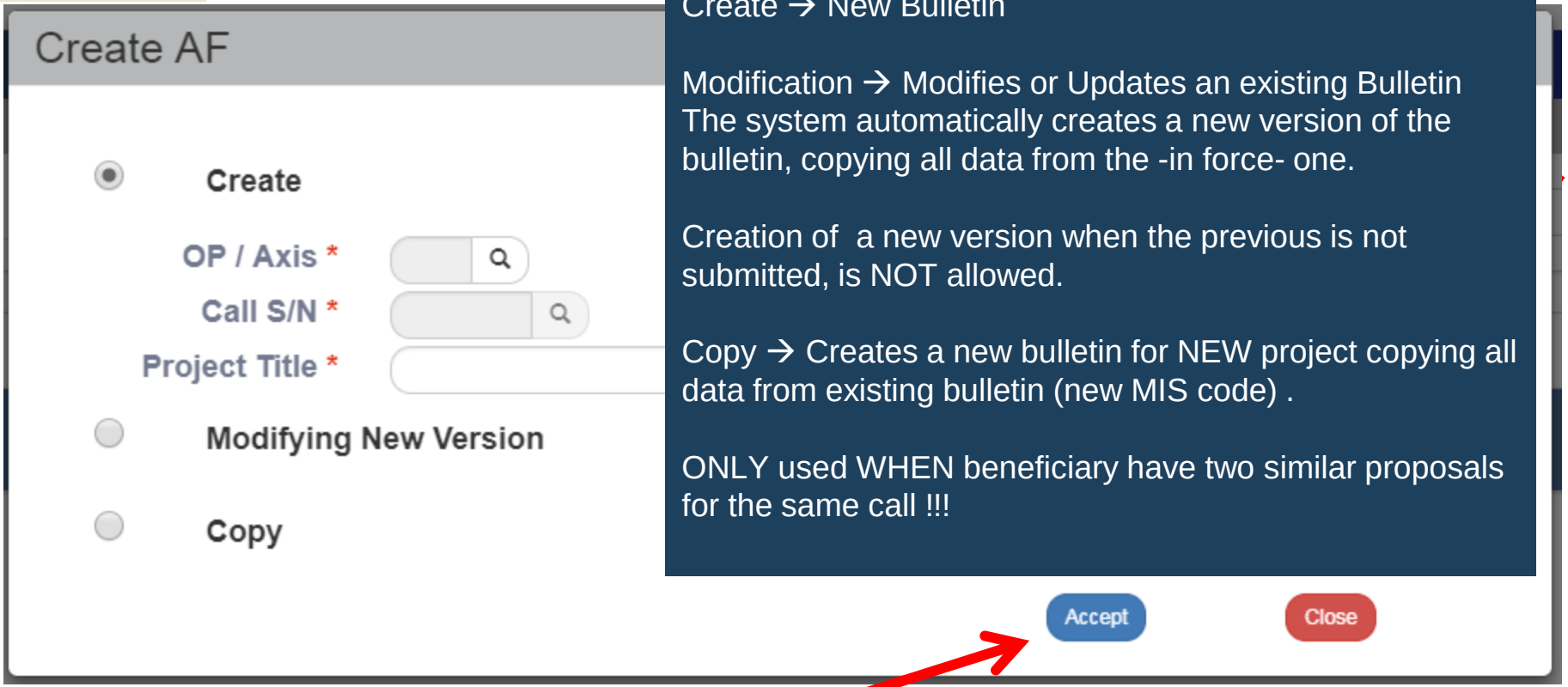


Click on **Select** to see your action options.
Enabled actions are **blue**. Disable Actions are **grey**.
Visible or enable actions depends on:

- ✓ Users rights/role
- ✓ Bulletin status

Click on Action





Create → New Bulletin

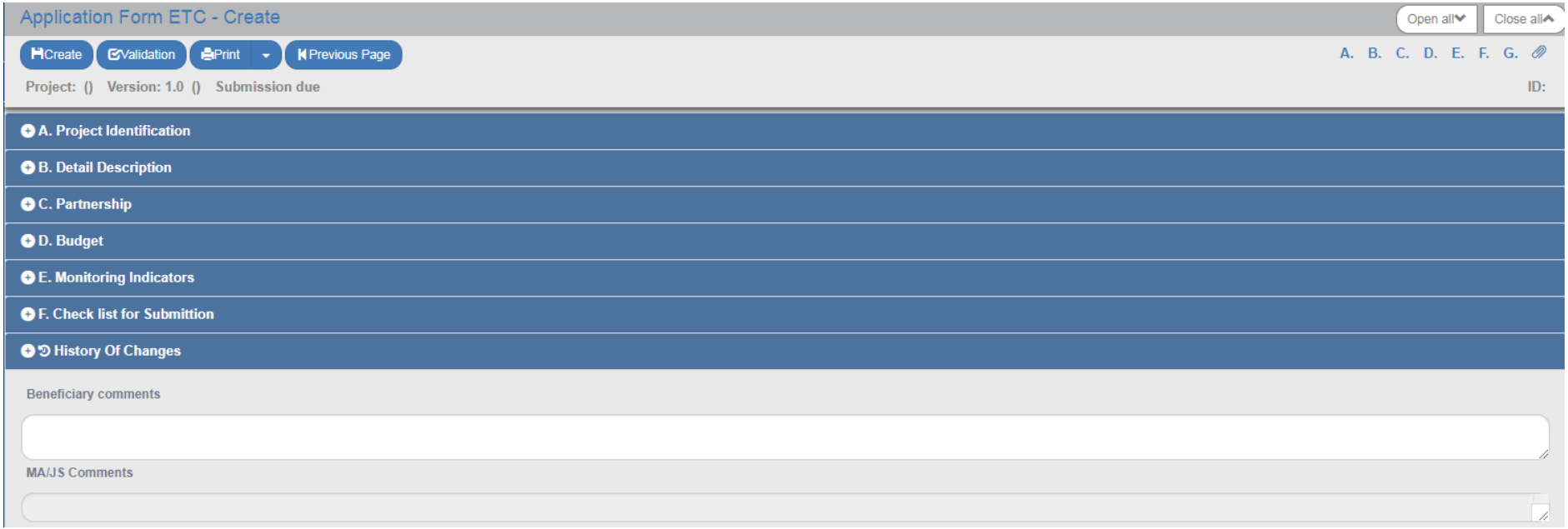
Modification → Modifies or Updates an existing Bulletin
The system automatically creates a new version of the bulletin, copying all data from the -in force- one.

Creation of a new version when the previous is not submitted, is NOT allowed.

Copy → Creates a new bulletin for NEW project copying all data from existing bulletin (new MIS code) .

ONLY used WHEN beneficiary have two similar proposals for the same call !!!

When Click on Accept



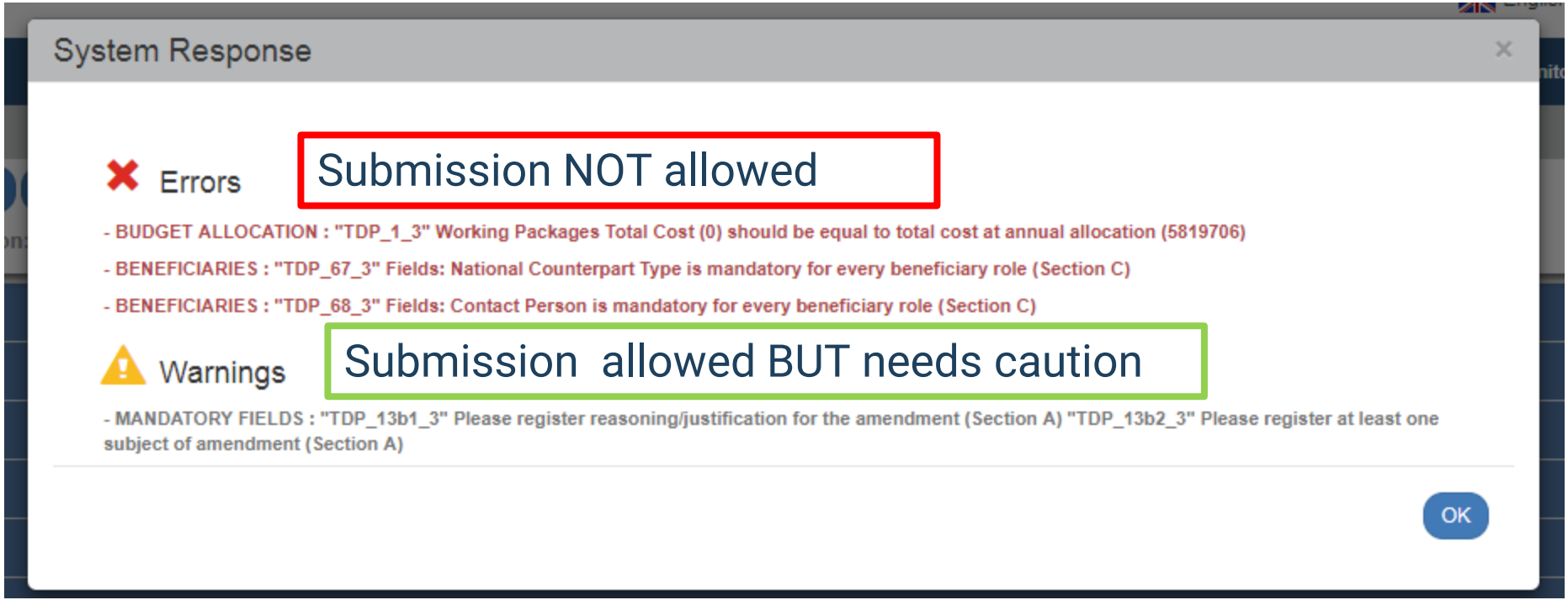
Create – Detail 1

Basic info appear after creation:

- ✓ Project MIS Code
- ✓ Status of Act
- ✓ Version No and Status
- ✓ More info

Version Status:
Under Submission
Submitted
Being processed
Final
Returned to Beneficiary
Approved
Invalid
Rejected

Validations



Generates digitally signed pdf or rdf document

APPLICATION FORM

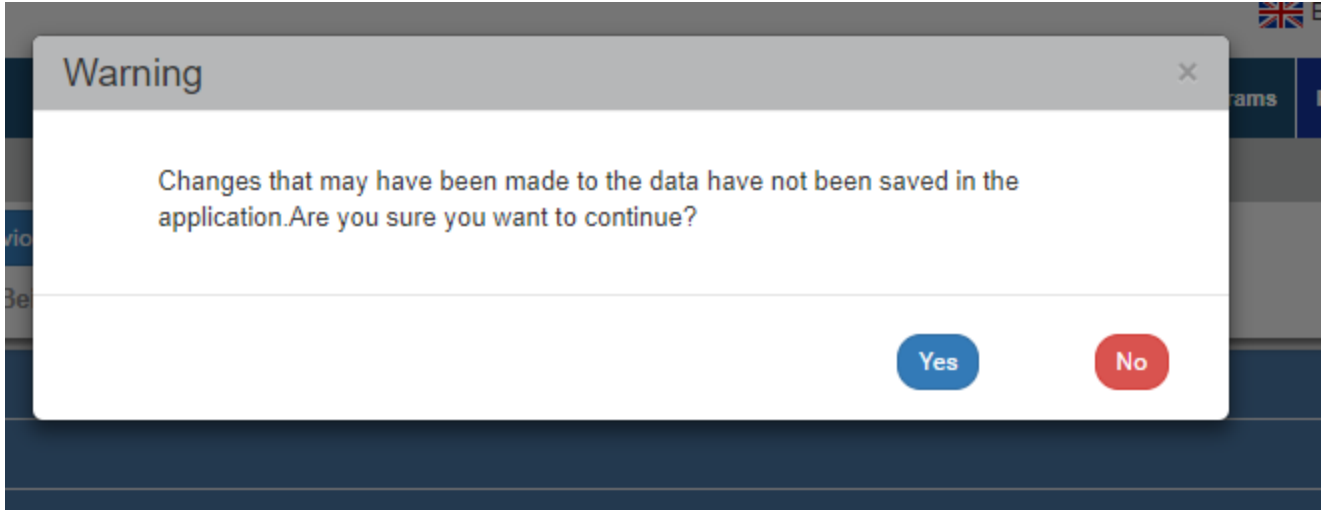
COOPERATION PROGRAMME: (Interreg V-B) Balkan-Mediterranean 2014-2020

APPLICATION FORM	
DATE OF SUBMISSION:	DATE OF APPROVAL:
VERSION OF APPLICATION FORM: 1. 1	

SECTION A: PROJECT IDENTIFICATION		
PROJECT TITLE: BalkanMed Technical Assistance - Transnational managerial expenses		
MIS IDENTIFICATION CODE: 5001248		
PROJECT ACRONYM: BalkanMed TA		
Project duration		
Start: 01/01/2014	End: 31/12/2023	Total Months: 120,00
CALL FOR PROPOSALS TITLE: Technical Assistance - Balkan Mediterranean 2014 -2020		
CALL FOR PROPOSALS CODE: BM0		

COOPERATION PROGRAMME INFORMATION	
PROGRAMME PERIOD: 2014 - 2020	CP CODE: 26
Priority Axis	3 - Technical Assistance
Fund	IPAE
Thematic Objectives / Priorities	-
Investment Priority	-
Specific Objective	- 3.1-Efficient programme delivery
Categories of Intervention	- 1007-Not applicable 1108-Not applicable 24-Other unspecified services 7121-Preparation, implementation, monitoring and inspection 7122-Evaluation and studies 7123-Information and communication 802-Repayable grant

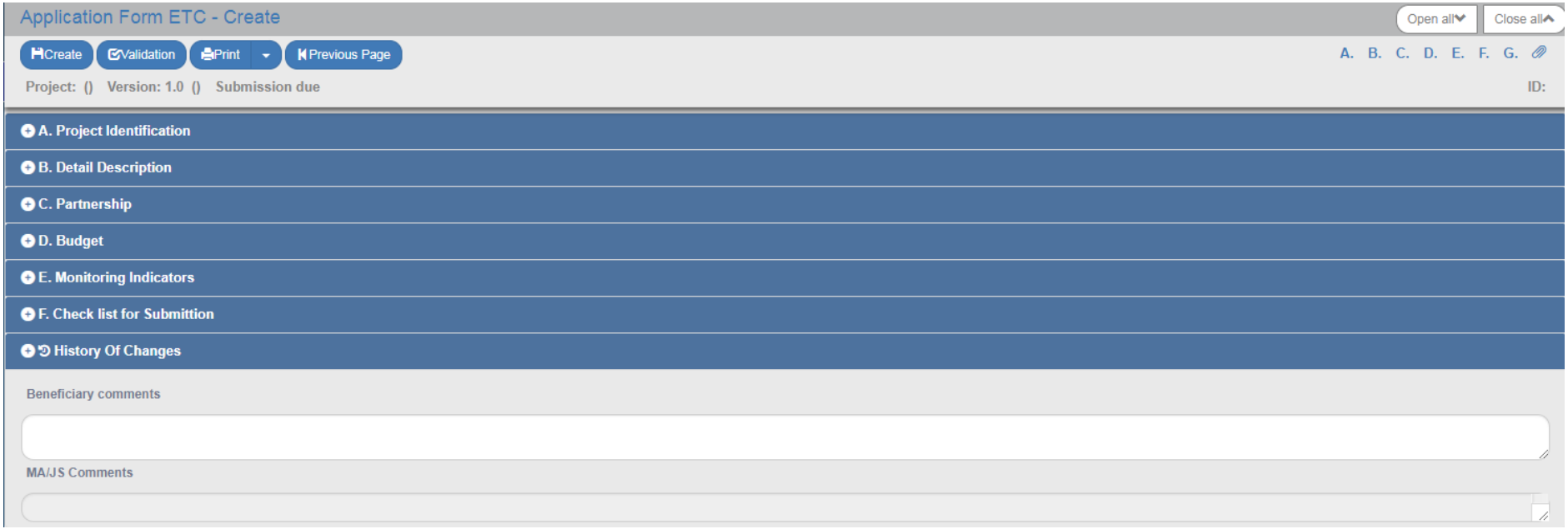
Go back to search page



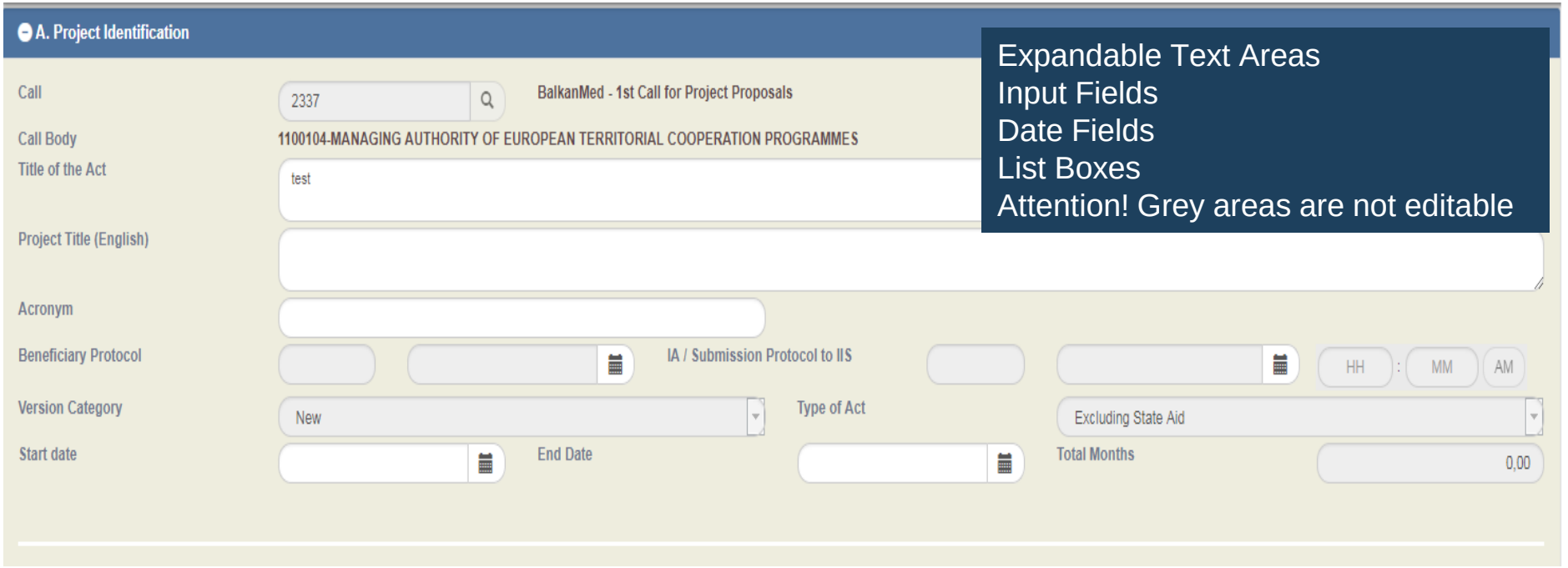
4

Completion of Application Form

Create a new AF



A. Project Identification



A. Project Identification

Program Codes

ATP	OP	OP Description	PA	Axis Description	Fund	Percentage
251	26	Balkan-Mediterranean	1	Entrepreneurship & Innovation	IPAE	NaN%
250	26	Balkan-Mediterranean	1	Entrepreneurship & Innovation	ERDF	NaN%

This is a table with multiple records (Data grid) without any attributes:

- ✓ NO Search area
- ✓ NO Selection of number of visible rows
- ✓ NO Results shown in pages
- ✓ NO Selection of visible columns
- ✓ NO Selection of an ACTION
- ✓ Table filled automatically

A. Project Identification

9i.1.1.1 (1)	Action	Not applicable
24	Economic Activity	Other unspecified services
08	ESF Secondary Theme	Not applicable
01	Form of Finance	Non-repayable grant
10a	Investment/Thematic Priority	Investing in education, training and vocational training for skills and lifelong learning by developing education and training infrastructure
3d	Investment/Thematic Priority	Supporting the capacity of SMEs to grow in regional, national and international markets, and to engage in innovation processes
26-1-1.1	Specific Objective	Competitive territories: stimulating business performance and extroversion through transnational linkages, clusters and networks
26-1-1.2	Specific Objective	Innovative territories: unleashing territorial potential to improve the transnational innovation capacity of the business sector
26-1-1.3	Specific Objective	Territories of knowledge: entrepreneurial learning and knowledge transfer for more competitive SMEs
113	Intervention Field	Promoting social entrepreneurship and vocational integration in social enterprises and the social and solidarity economy in order to facilitate access to employment
07	Territorial Delivery Mechanism	Not applicable
07	Territory Type	Not applicable
10	Thematic Objective Dimension	Investing in education, training and vocational training for skills and lifelong learning
11	Thematic Objective Dimension	Enhancing institutional capacity of public authorities and stakeholders and an efficient public administration

A. Project Identification

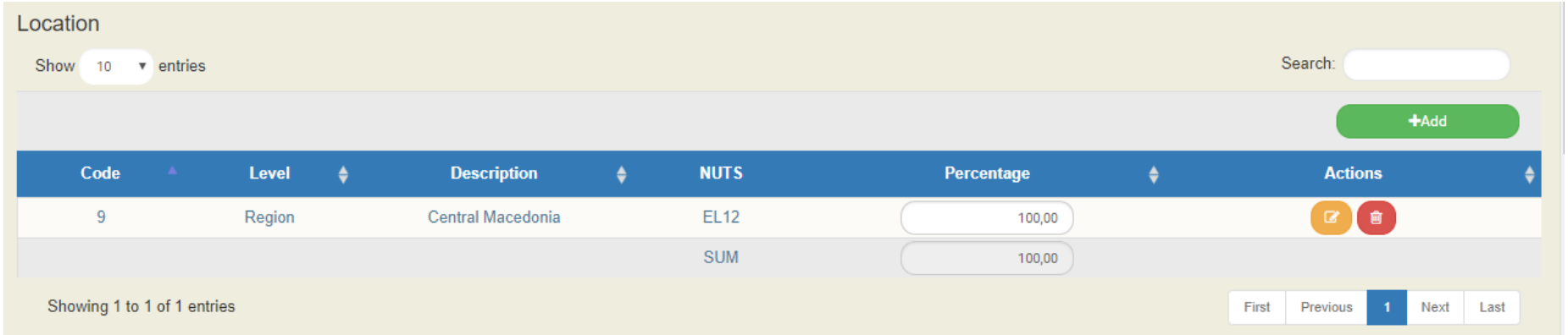
Classification

+Add

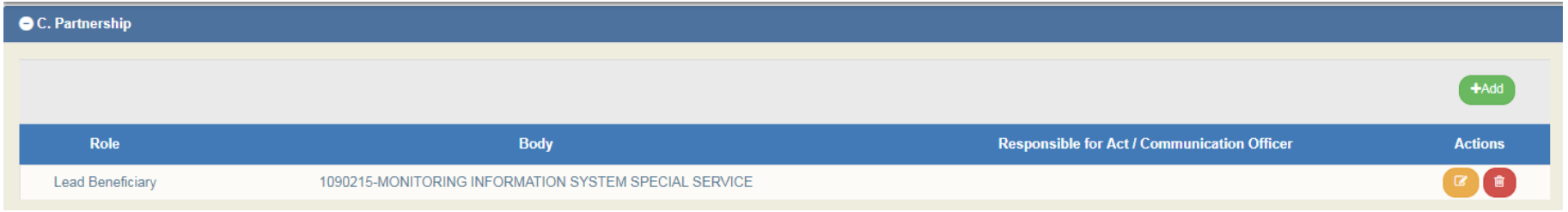
Category	Code	Description	Percentage	Actions
Investment/Thematic Priority	3a	Promoting entrepreneurship, in particular by facilitating the economic exploitation of new ideas and fostering the creation of new firms, including through business incubators	100,00	
Specific Objective	26-1-10a-1.3	Territories of knowledge: entrepreneurial learning and knowledge transfer for more competitive SMEs	100,00	
Thematic Objective Dimension	03	Enhancing the competitiveness of small and medium-sized enterprises, the agricultural sector (for the EAFRD) and the fisheries and aquaculture sector (for the EMFF)	100,00	
Intervention Field	063	Cluster support and business networks primarily benefiting SMEs	40,00	
Intervention Field	063	Cluster support and business networks primarily benefiting SMEs	60,00	
Territory Type	07	Not applicable	100,00	
Form of Finance	01	Non-repayable grant	100,00	
ESF Secondary Theme	08	Not applicable	100,00	
Economic Activity	24	Other unspecified services	100,00	
Action	1.β.1.1	Ενίσχυση της επιχειρηματικής ανακάλυψης στους τομείς προτεραιότητας	100,00	

Mandatory classification due to COMMISSION DELEGATED REGULATION (EU) No 480/2014 of 3 March 2014

B. Detail Description



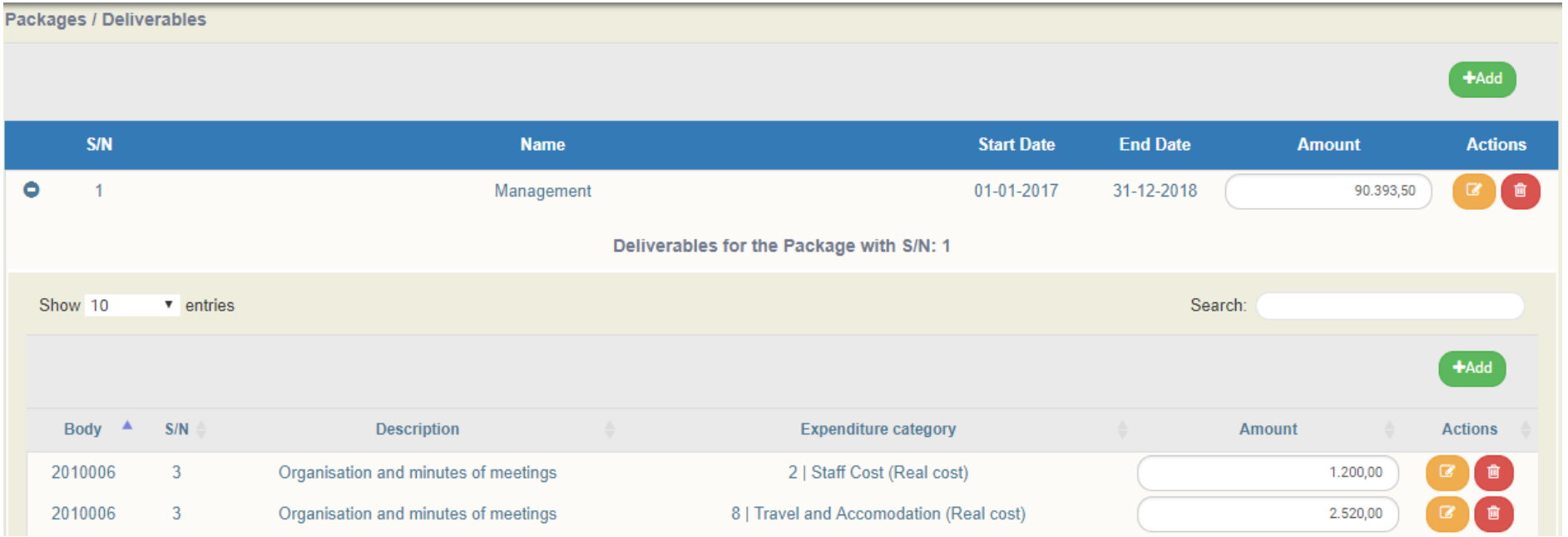
C. Partnership



E cohesion **Pre-filled data**

Mandatory classification due to COMMISSION DELEGATED REGULATION (EU) No 480/2014 of 3 March 2014

D. Budget/ Work packages



EXAMPLE

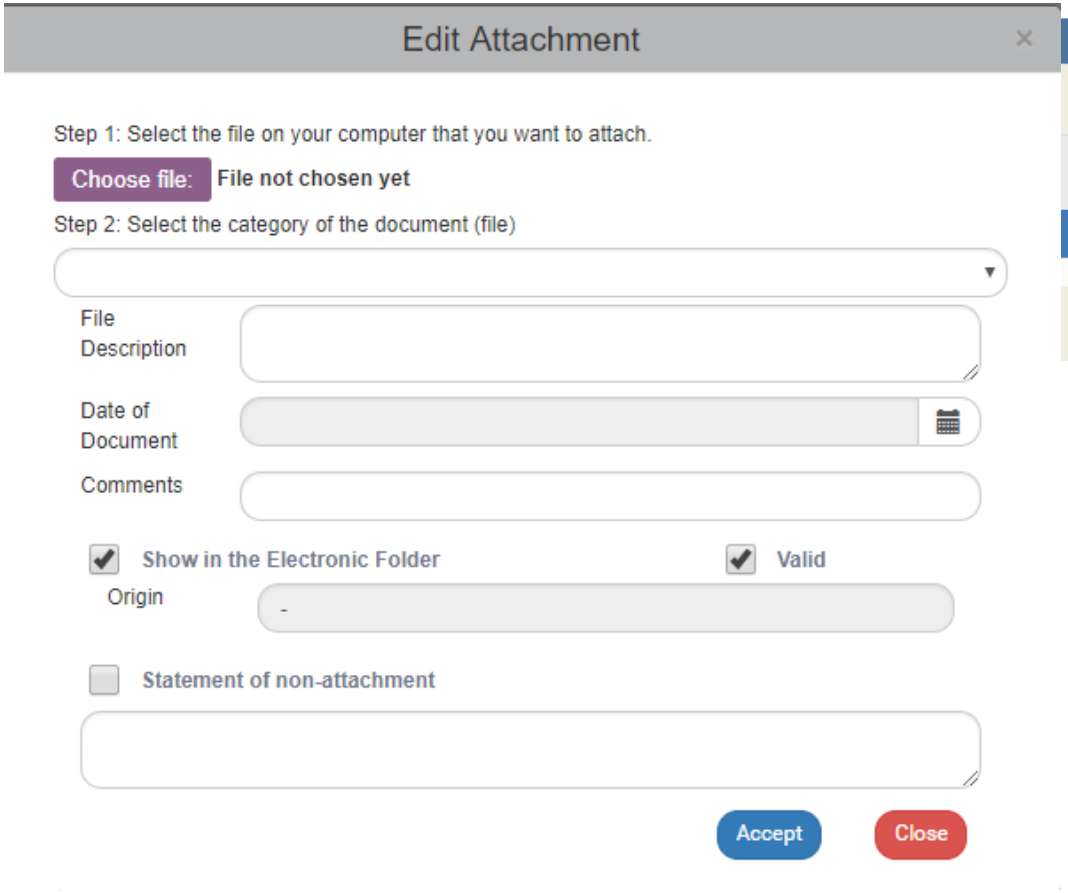
DEL 1.1.1
Description 1

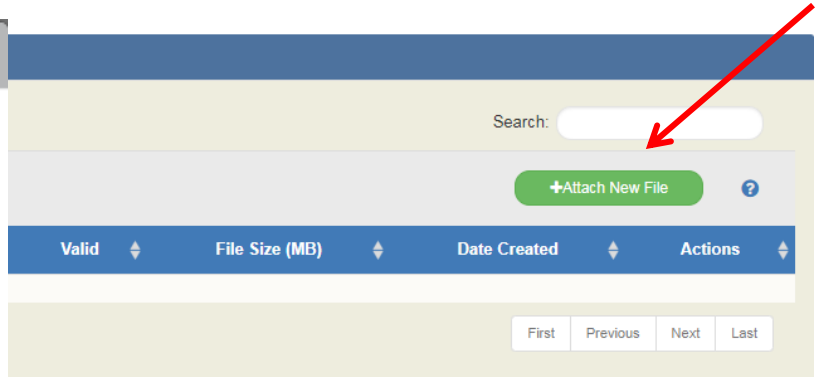
DEL 1.2.1
Description 1

DEL 1.3.1
Description 1

Attention!!!!
DEL 1.1.1 can have multiple cost categories
DEL 1.1.1 can NOT have different description!!!

Attachments





History of changes

History Of Changes

History Changes Of Bulletin — Print History Of Changes PDF

Date and Time	Bulletin Status	User Name	Comments	Email Recipients
26-10-2018 11:49	Under Submission	patsouras1@mou.gr	A new record has been created: 54902 and MIS Code: 5034914	---

History Changes Of Act

Date	Act Status	User Name	Comments
26-10-2018 00:00	Draft	patsouras1@mou.gr	New Project with MIS: 5034914

E cohesion **Electronic History Tracking**

5

EXTRA FEATURES

Alerts via email

Available to

- Submission
- Return
- [Finalization]

Recipients

- Editors of the bulletin
- The officer responsible for the project/act (registered on AF)
- MA user (registered on AF)
- All Bodies (registered on AF)
- Certain recipients determined per bulletin

Produced PDF saved automatically

When?

- Submission
- Return
- [Finalization]

Features

- Inclusion to the attachments of the bulletin
- Source: «pdf by M.I.S.»
- NOT Editable

Action Communication

Available to:

- Beneficiaries/Controllers/MA
- Users with role of submission or finalization
- All bulletins

When SENT:

- An alert is produced (email)
- The attached sent documents are added to the documents attachments
- Printing History of Changes the user can see the message

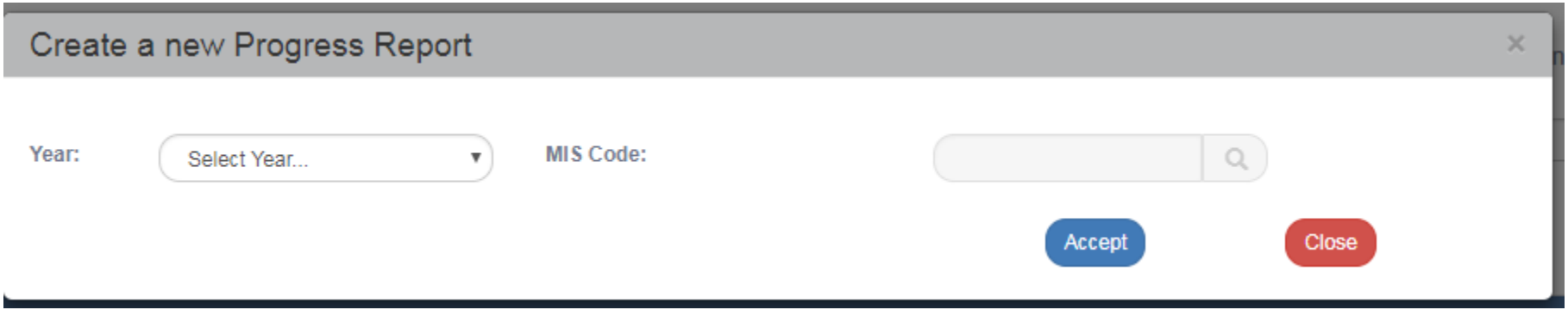
6

On line DEMO

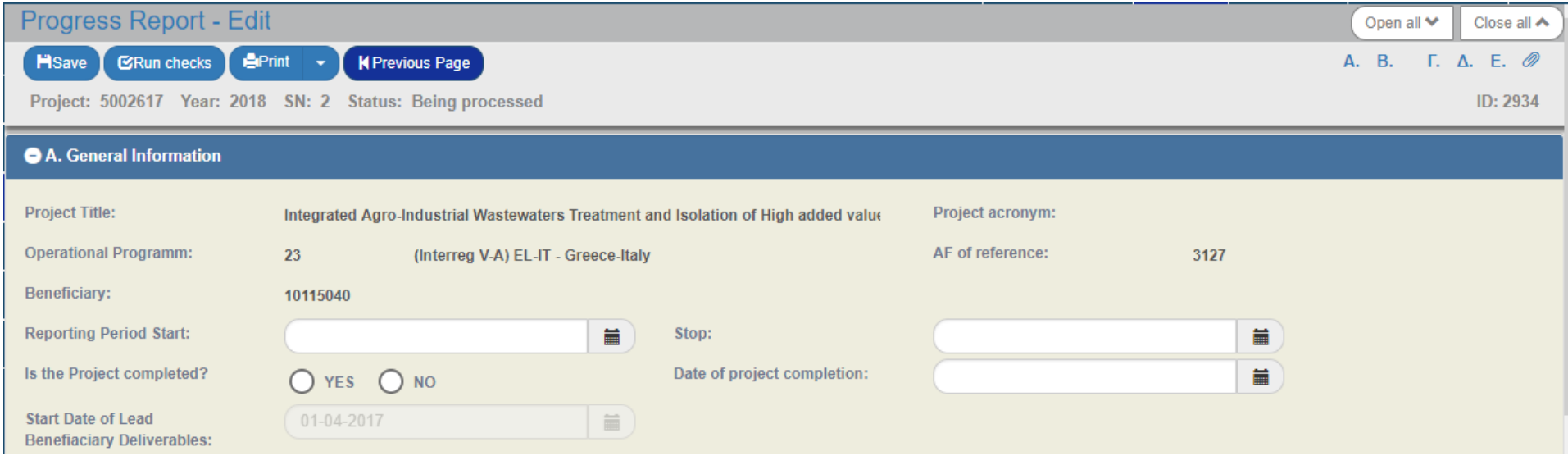
7

Completion Submission of Progress Report

Step 1 Create



Step 2 Completion



Step 2 Completion

Bulletin Author Information:

Name-Surname:

Address:

Telephone:

Fax:

Email:

Create/Edit a PR

Indicators

Indicator Code:	CO26	Indicator accomplishment:	Cumulative	Allocation
Description:	Research, Innovation: Number of enterpr	Measurement per project:	YES	
Unit of Measurement:		Decimals:	NO	
Indicator Type:		Gender relevance:	None	
Indicator:	Quantitative	Calculated by Participant Record:	NO	

					Accomplishment of the Year			Accomplished till last Year	Target value
OP/Axis	Fund	Investment/ Special Objective	Category	Measurement Unit	Total	Men	Women	Total	Total
23 / 1	ERDF	SO1.1	Δεν εφαρμόζεται					0,00	50,00
				TOTAL:	0,00	0,00	0,00	0,00	50,00

Show 1 To 1 From 1 records

First Previous 1 Next Last

Step 2 Completion – Progress Activity Report

C. Progress activity report

Summary of the project's achievements so far:

Summary of the project's achievements during this reporting period:

Analytical description of the implemented actions, outputs and results during this reporting period:

Next steps to be taken for project's implementation:

Step 2 Completion – Financial report

Δ. Financial Report

Show 10 records

Search:

Beneficiary No	Beneficiary	Deliverable	Approved Budget	Contracted Budget	Reporing period Payments
6	10115033-NOA	1.1 Project Management & Coordination | Project meetings - Y1-1, Y1-2, Y2-1, Y2-2	8.640,00	0,00	0,00
6	10115033-NOA	1.2 Project Management & Coordination | Project Progress Reports, Minutes and Final Report	3.450,00	0,00	0,00
6	10115033-NOA	1.3 Project Management & Coordination | Tender documentation, equipment procurement, Staff recruitment	690,00	0,00	0,00
6	10115033-NOA	1.4 Project Management & Coordination | Partner memorandum of understanding	690,00	0,00	0,00
6	10115033-NOA	1.5 Project Management & Coordination | Progress and financial management control system and audit	5.490,00	0,00	0,00
6	10115033-NOA	2.2 Project Communication & Dissemination | Conference and journal scientific publications	9.450,00	0,00	0,00
6	10115033-NOA	2.3 Project Communication & Dissemination | National media and press conference	1.725,00	0,00	0,00
6	10115033-NOA	4.1 Severe weather products | NWP model for BalkanMed region	70.910,00	0,00	0,00
6	10115033-NOA	4.2 Severe weather products | Meteosensor network extension to BalkanMed region	46.975,00	0,00	0,00

Step 2 Completion – Publicity info – Attached Documents-History

E. Publicity

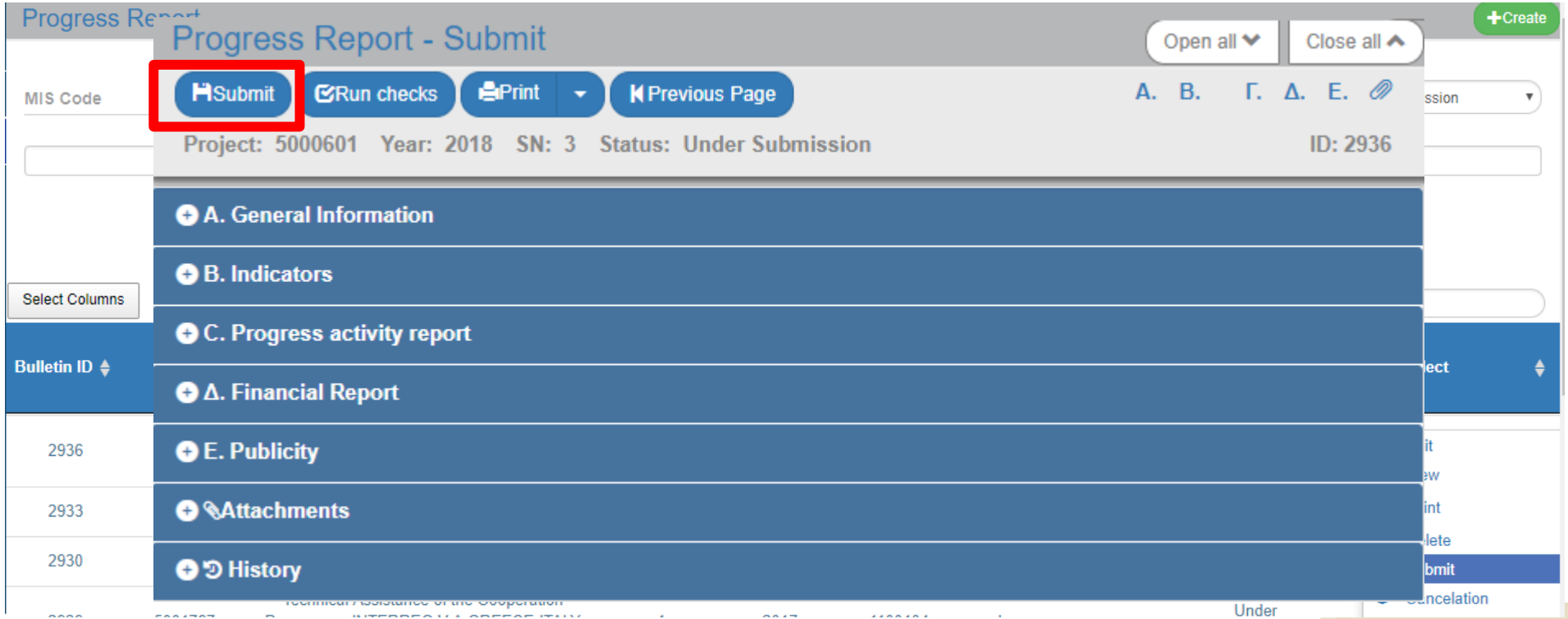
Have EC requirements on information and publicity measures acknowledging EC Structural Fund assistance been complied with? ○ YES ○ No

Comments :

Attachments

History

Step 3 Submit PR



8

Troubleshooting

Before reporting a problem please check:

- ✓ The use of any proxy. Does this proxy cause the problem?
- ✓ The browser used. Version?
- ✓ Who are you? The Username / password used.
- ✓ What have I done? The steps that produced the error.
- ✓ The validity of the registered data (via e-form or print)
- ✓ Try log-out and log-in again. Does the problem disappear?
- ✓ The system’s menu.

SYSTEM'S MENU

BLUE ENABLE
WHITE DISABLED

Troubleshooting

1. Empty Description
2. Can not register e.g. WP1 as the number of my Work Package
3. Some tables are not filled correctly be the system
4. Can not print my project
5. Can not view my AF

SYSTEM ERRORS

DO NOT PANIC

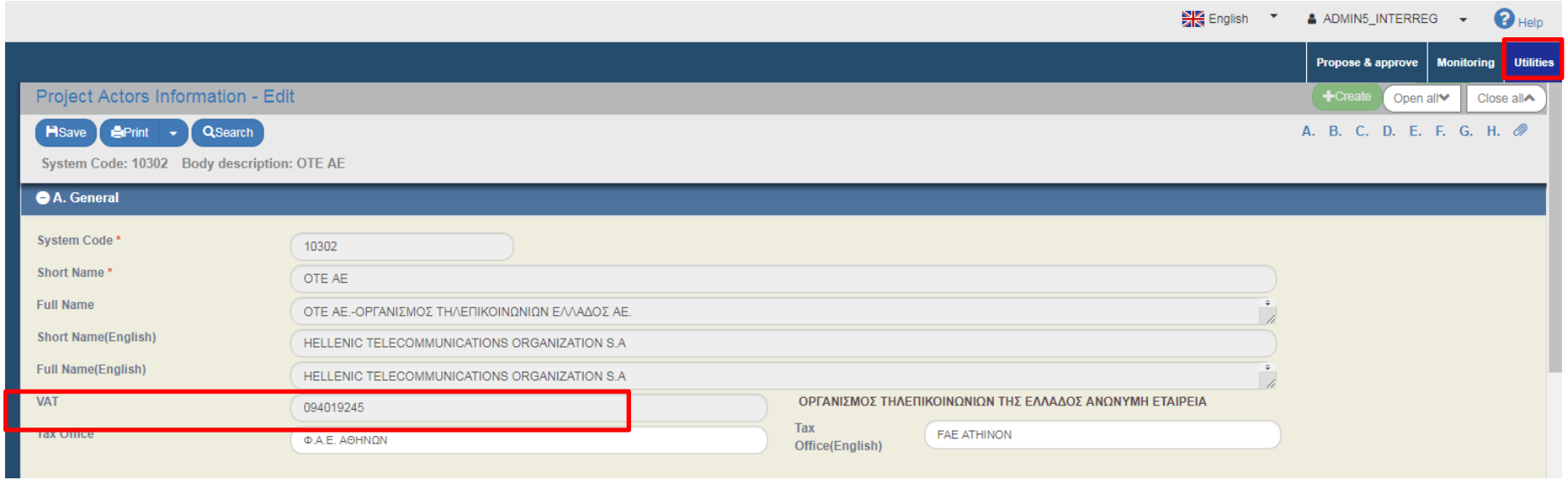
How to deal with:

- Change
  - Partner change
  - Lead beneficiary change
  - Deliverables
- Delete
  - Deliverables
  - Work Packages

Changes need caution! In case you need to delete a WP/Deliverable/LP/P and add another one. Please delete , save and then add!

9

Body code Information


English
ADMIN5_INTERREG
Help
Propose & approve
Monitoring
Utilities
Project Actors Information - Edit
Create
Open all
Close all
Save
Print
Search
A. B. C. D. E. F. G. H.
System Code: 10302 Body description: OTE AE
A. General
System Code *
10302
Short Name *
OTE AE
Full Name
OTE AE.-ΟΡΓΑΝΙΣΜΟΣ ΤΗΛΕΠΙΚΟΙΝΩΝΙΩΝ ΕΛΛΑΔΟΣ ΑΕ.
Short Name(English)
HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A
Full Name(English)
HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A
VAT
094019245
ΟΡΓΑΝΙΣΜΟΣ ΤΗΛΕΠΙΚΟΙΝΩΝΙΩΝ ΤΗΣ ΕΛΛΑΔΟΣ ΑΝΩΝΥΜΗ ΕΤΑΙΡΕΙΑ
Tax Office
Φ.Α.Ε. ΑΘΗΝΩΝ
Tax Office(English)
FAE ATHINON

B. Contact Info

Address	Λ ΚΗΦΙΣΙΑΣ 99	City	ΜΑΡΟΥΣΙ	P.C	15124
Address(English)	99 KIFISIAS AVENUE	City(English)	MAROYSI		
Tel.1	210-6118112	Tel.2		Fax 1	210-6111168	Fax 2	
Email		Webpage	https://www.cosmote.gr		
Current Act of Recommendation Protocol Number	88498/96 ΚΥΑ (ΦΕΚ Β'? 1165/ 27.12.1996)	Creation Date			

C. Legal Representatives

+Add

S/N	Title	Title(English)	Legal Representative(English)	stoixeiaDeltiwn.nomimosEkprosoposEn	Date From	Date To	Actions
1	ΠΡΟΕΔΡΟΣ & ΔΙΕΥΘΥΝΩΝ ΣΥΜΒΟΥΛΟΣ	CHAIRMAN & CEO	ΜΙΧΑΛΗΣ ΤΣΑΜΑΖ	MICHAEL TSAMAZ	01-11-2010		

D. Categorization

Operators Category Interreg	63324	Supervised Legal Persons /Legal persons governed by private law (save local authorities)	
Legal Representative Category	52146	Supervised Legal Persons /Legal persons governed by private law (save local authorities)	
Geographical Identification	680		
NUTS III or NUTS II	EL301	Athens	
Nonprofit	No	Within the Public Sector	Yes
Type of Body		Organization ID in Diavgeia	

E. Surveillance Body

F. Notes

G. Changes

H. Managerial Capacity of the Agency

Attachments (2)

The end

Thank you for your Attention!