Support and Help Site – EMDESK

Get started with EMDESK Implementation

1. Invite **further users** to the project, assign them to partners and set the correct access rights level at ***myEMDESK > Project Settings > User Accounts***
2. Set-Up and define **user groups and add users** in ***Collaboration > Groups***
3. Check/modify the **work plan** defining the duration of each task and the task leader if this has not been specified. Please note that EMDESK calculates overall WP duration based on accumulated task duration per WP at ***Proposal > Work plan > WP Structure*** > Tasks
4. Check and verify the **Reporting Periods** (Interim and Periodic Reports) and define reasonable due dates for each submission at ***Implementation > Controlling > Report / Review Schedule***
5. Define users responsible for **Deliverables** (Owners, Peers, Approval Delegate) and set due dates for the achievement of each Preparation Status of each Deliverable at ***Implementation > Controlling > Deliverables***
6. Check and update the figures for the **pre-financing** at ***Implementation > Finances > EC Payments***
7. Set-Up **Document Folder Structure** at ***Documents > Documents Manager***

This entry was posted on Tuesday, October 4th, 2011 at 6:54 pm and is filed under Project Implementation

You can follow any responses to this entry through the Comments (RSS) feed. Both comments and pings are currently closed.