

# HOW TO GO ON A MISSION IN 3 STEPS

using the  
**ESR MISSION** tool  
and my JANUS  
login

Support materials and tutorials  
are available via the *links*  
*underlined in italics* ➞

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## A TOOL FOR EVERY STEP

- 1 I submit my mission request in **ETAMINE MISSIONS**
- 2 I prepare my mission using **Notilus** and **GOELET**
- 3 I manage my return from the mission in **Notilus**

## ESSENTIAL STEP

Before starting on **ETAMINE**, and also each time I modify my data *! should complete and synchronise my profile* ➞ in **NOTILUS**.

This is an essential step to avoid rejections when moving between the different tools.

If you have any other questions, please visit the [documentation area](#) ➞ dedicated to ESR MISSION tools.

Your administrative manager can assist you with this at any time.

## TO HELP YOU :

[Documentation section](#) ➞

[Mission instructions](#) ➞

[FAQ](#) ➞

[Intranet - 'Partir en mission'](#) ➞

[Missions advisors](#) ➞

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## I SUBMIT MY MISSION REQUEST :

I log in to  
**ETAMINE MISSIONS** ➞

I enter the details of my mission (purpose, destination, my expenses<sup>(1)</sup>, ... ).

I specify my '**valideur budgétaire**' (the administrator in charge of approving expenditure).

I submit my request to my administrative manager to check and approve.

OPTION

Using the accelerated process ('processus accéléré'), I can access **GOELETT** directly via **NOTILUS** to pre-book ➞ my reservations without waiting for approval from my administrative manager.

My request is awaiting approval from my unit's management.

After approval, I will be **legally authorised** to go on the mission and my request will be forwarded to NOTILUS (unless the 'processus accéléré' option is activated).

<sup>(1)</sup> I log on to **GOELETT consultation** to estimate my travel expenses ➞.

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## I PREPARE MY MISSION :

I log in to  
**Notilus** ➞

My mission is in **NOTILUS**: I check that the information under each tab is correct and complete it if necessary.

I book my services ➞ on **GOELETT** under the 'travel' ('voyage') tab. If I don't need to make a reservation, I delete any unnecessary line.

⚠ I send ➞ my mission to my administrative manager for approval.

I receive confirmation of my bookings by email.

I go on my mission and make sure to keep all supporting documents for mission expenses.



## VIDEO TUTORIAL

Submitting a mission request ➞

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## I MANAGE MY RETURN FROM MY MISSION :

I log in to  
**Notilus** ➞

I click on ➞ and enter my actual hours for my mission ➞.

If I've got no expenses, I contact my administrator who will close the mission.

If I do have expenses, I generate my expense report ➞ in the 'expenses' ('frais') tab by clicking on + and then I fill it in.

I upload my supporting documents to the required expense lines (It's possible to group them together) ➞.

I send ➞ my 'expense report' for approval. It is possible to send grouped reports.

I am reimbursed.