


# 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* 

Full version with clickable links  
available on the IJCLab intranet




cnrs




## 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](#) 

Published by the Accounts and Financial Information Department

Writers: Aline ATHUS (PAF) and Severine MOUSSET (DTDSI Missions)

[dcif-esrmission@cnrs.fr](mailto:dcif-esrmission@cnrs.fr)



1

## 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>, ... ). **and the dpt n°**

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 .

2

## 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

3

## 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.