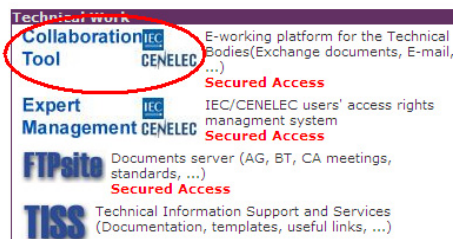


IEC/CENELEC Collaboration Tool Users Guide

Last update: February 2011

How to log on?

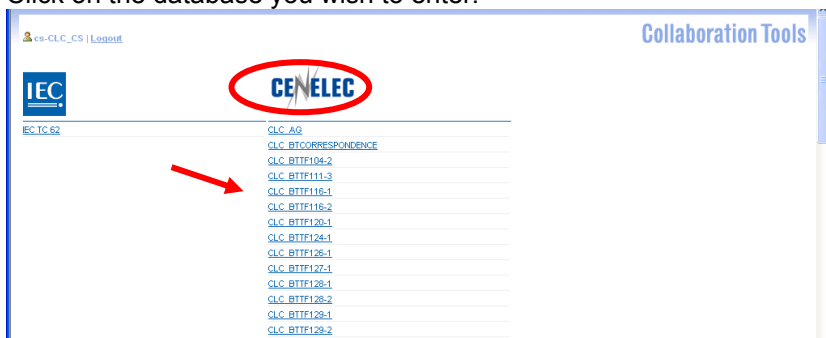
Open our homepage www.cenelec.eu (or directly via <http://collaboration.cenelec.eu>) and click on the Collaboration Tool icon.



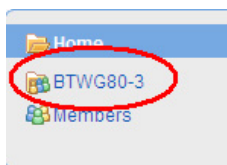
Enter your username and password. The list of your databases will be visible after login.

How to access a database?

Click on the database you wish to enter.



Click once again on the name of the database on the left side of your screen.



The list of documents will appear now.

Click on the column header to sort the documents

Type	Subject	Created On	Reference	Created By	NC/Role	Type	Deadline	#	Download
<input type="checkbox"/>	IT Groups situation (2010-10-28) ▾	2010-10-28	BTWG80-3/Sec/0251/INF	CORNEZ Eric	Sec	INF		1	
<input type="checkbox"/>	Presentations CEN & CENELEC IT Tools information session (2010-10-27) ▾	2010-10-28	BTWG80-3/Sec/0250/INF	CORNEZ Eric	Sec	INF		1	
<input type="checkbox"/>	Agenda for information session on CEN and CENELEC IT tools - 2010-10-27 ▾	2010-10-14	BTWG80-3/Sec/0249/DA	CORNEZ Eric	Sec	DA		1	
<input type="checkbox"/>	Draft agenda for meeting to be held on 2010-10-27 in Brussels ▾	2010-10-14	BTWG80-3/Sec/0248/DA	CORNEZ Eric	Sec	DA		1	
<input type="checkbox"/>	Minutes of the meeting held in Cyprus on April 14, 2010 ▾	2010-06-02	BTWG80-3/Sec/0247/RM	CORNEZ Eric	Sec	RM		1	
<input type="checkbox"/>	IT facilities for meetings ▾	2010-04-02	BTWG80-3/Sec/0246/DC	CORNEZ Eric	Sec	DC		1	

How to download documents?

1st option: single download

All documents

New Upload document Download More Actions

Showing items 1 - 20 of 195

Type	Subject	Created On	Reference	Created By	NC/RoleType	Deadline	#Att	Download
<input type="checkbox"/>	IT Groups situation (2010-10-28) ▾	2010-10-28	BTWG80-3/Sec/0251/INF	CORNEZ Eric	Sec	INF	1	
<input type="checkbox"/>	Presentations CEN & CENELEC IT Tools information session (2010-10-27) ▾	2010-10-28	BTWG80-3/Sec/0250/INF	CORNEZ Eric	Sec	INF	1	
<input type="checkbox"/>	Agenda for information session on CEN and CENELEC IT tools - 2010-10-27 ▾	2010-10-14	BTWG80-3/Sec/0249/DA	CORNEZ Eric	Sec	DA	1	
<input type="checkbox"/>	Draft agenda for meeting to be held on 2010-10-27 in Brussels ▾	2010-10-14	BTWG80-3/Sec/0248/DA	CORNEZ Eric	Sec	DA	1	

Click on the file name.

Group BTWG80-3
Author CORNEZ Eric
Country Sec
Date 2010-10-28 17:18:42
Subject IT Groups situation (2010-10-28)
Reference BTWG80-3 / Sec / 0251 / INF
Deadline
Attachment(s) You can download or launch any of the files below by clicking on them:
[BTWG803_Sec0251_IT_groups_situation.ppt](#)

The system will now ask you to either open or save the document.

File Download

Do you want to open or save this file?

Name: BTWG803_Sec0251_IT_groups_situation.ppt
Type: Microsoft Office PowerPoint: 97-2003 Presentation
From: collaboration.cenelec.eu

Open Save Cancel

2nd option: multiple download

Select one or more documents first, and click on the "Download"-button. Now select "Download".

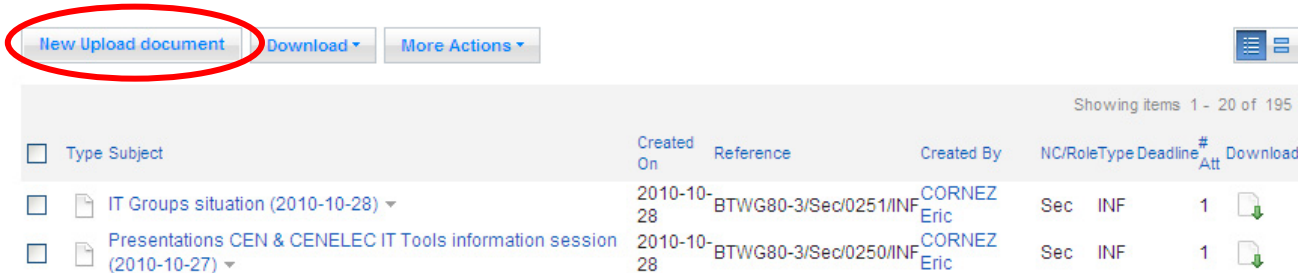
New Upload document Download More Actions

Showing items 1 - 20 of 195

Type	Subject	Created On	Reference	Created By	NC/RoleType	Deadline	#Att	Download
<input checked="" type="checkbox"/>	IT Groups situation (2010-10-28) ▾	2010-10-28	BTWG80-3/Sec/0251/INF	CORNEZ Eric	Sec	INF	1	
<input checked="" type="checkbox"/>	Presentations CEN & CENELEC IT Tools information session (2010-10-27) ▾	2010-10-28	BTWG80-3/Sec/0250/INF	CORNEZ Eric	Sec	INF	1	
<input checked="" type="checkbox"/>	Agenda for information session on CEN and CENELEC IT tools - 2010-10-27 ▾	2010-10-14	BTWG80-3/Sec/0249/DA	CORNEZ Eric	Sec	DA	1	

How to upload documents?

Click on "New Upload Document". Click on the icon to select the icon and select the file you wish to upload.



Enter the mandatory document details: subject, reference code, deadline and attach your document.

Edit:

Group: BTWG80-3
 Author: SOMERS Eis
 Country: XS
 Date: 2011-02-25 10:14:24

Subject:

Reference*: BTWG80-3 / XS / /

Deadline:

Attachment(s)**

Attachments:
 You can add attachments by clicking the Browse... button and selecting the desired file.

First, browse for your file(s), and do not forget to add the file to the list by clicking "Add to List".

Click on "Save and Publish" to upload your document(s).

Edit:

Group: BTWG80-3
 Author: SOMERS Eis
 Country: XS
 Date: 2011-03-02 10:14:06

Subject:

Reference*: BTWG80-3 / XS /

Deadline:

Attachment(s)**

How to save a draft?

Create your document as explained above, but click on "Save as draft".

Edit:

Group: BTWG80-3
 Author: SOMERS Eis
 Country: XS
 Date: 2011-03-02 10:14:06

Subject:

Reference*: BTWG80-3 / XS /

Deadline:

Attachment(s)**

The upload will be listed in the list of documents, including a remark "In progress by".

<input type="checkbox"/>	Type	Subject	Created On	Reference	Created By	NC/RoleType	Deadline#	Att	Download
<input type="checkbox"/>	Example of an upload		2011-03-02	BTWG80-3/XS/0123/INF	In progress by xs-esomers	XS INF			

The upload is only visible for the author of the draft. The other members of the group will not see your upload. To resume editing, click “Edit”. To publish your draft so others can see it, click “Save and publish”.



This is a private draft. Only you can see or edit this content. To resume editing, click Edit. To publish

Group	BTWG80-3
Author	SOMERS EIs
Country	XS
Date	2011-03-02 10:14:06
Subject	Example of an upload
Reference	BTWG80-3 / XS / 0123 / INF
Deadline	
Attachment(s)	You can download or launch any of the files below by clicking on them: test.doc

Forms and Templates

Via “Information, Guides and Templates” → “Templates” you can find the list of CENELEC Forms and Templates.

Collaboration Tools | **Information, Guides and Templates** | My Committees | Search in this place

You are in: My Committees > Information, Guides and Templates > Templates

Home | **Templates** | Guides | Information | Weekly Newsletter | Members

Place Tools | Advanced Search | What's New

Templates

Download | More Actions

Showing items 1 - 12 of 12

Type	Subject	Created On	Reference	Created By	NC/Role/Type/Deadline	# Att	Download
<input type="checkbox"/>	01a - CEN-CENELEC Meeting Centre Booking Form	2011-02-04		CS-ADMINCLC		1	
<input type="checkbox"/>	01b - CCMC Webconferencing Service Request Form	2011-02-04		CS-ADMINCLC		1	
<input type="checkbox"/>	02 - Registration Form for TC or SC meeting	2011-02-04		CS-ADMINCLC		1	
<input type="checkbox"/>	03 - Registration Form for BTTF meeting	2011-02-04		CS-ADMINCLC		1	
<input type="checkbox"/>	04 - Registration Form for BTWG or WG meeting	2011-02-04		CS-ADMINCLC		1	
<input type="checkbox"/>	05 - BT template for NC's	2011-02-04		CS-ADMINCLC		1	
<input type="checkbox"/>	06 - BT Consultation by correspondence - template NC reply	2011-02-04		CS-ADMINCLC		1	
<input type="checkbox"/>	07 - BTTF report to BT	2011-03-02		CS-ADMINCLC			
<input type="checkbox"/>	08 - TC report to BT	2011-03-02		CS-ADMINCLC			
<input type="checkbox"/>	09 - BTWG report to BT	2011-03-02		CS-ADMINCLC			
<input type="checkbox"/>	10 - SC report to TC	2011-03-02		CS-ADMINCLC			
<input type="checkbox"/>	11 - Creation of New Work Item	2011-03-02		CS-ADMINCLC			

Show: 10 | 20 | 50 | 100 | All items | First | Previous | Next | Last

Calendar

Go Up | All documents | **Calendar**

Place Tools | Advanced Search | What's New

Calendar

New Upload document | More Actions

February 2011 | March 2011

28 Monday	7 Monday
1 Tuesday	8 Tuesday
2 Wednesday	9 Wednesday
3 Thursday	10 Thursday
4 Friday	11 Friday
5 Saturday	12 Saturday
6 Sunday	13 Sunday

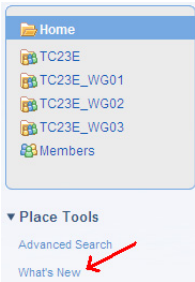
Times shown are: Western Europe Standard Time (GMT +1:00)

Click on “New Upload Document” to add a new calendar entry.

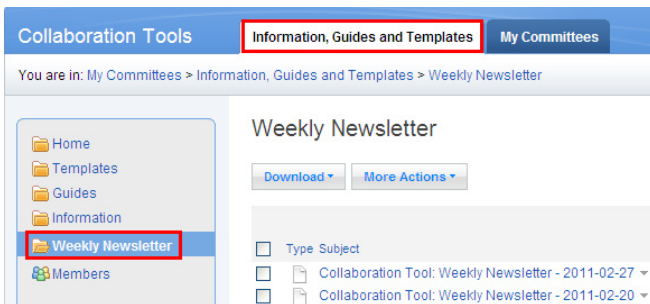
All calendar entries entered for your Technical Body will be shown in your weekly newsletter, if you are subscribed for the Newsletter for this Technical Body (see further).

Weekly Newsletter

Click on the “What’s New” option as shown below to see the list of recent upload for your committee.

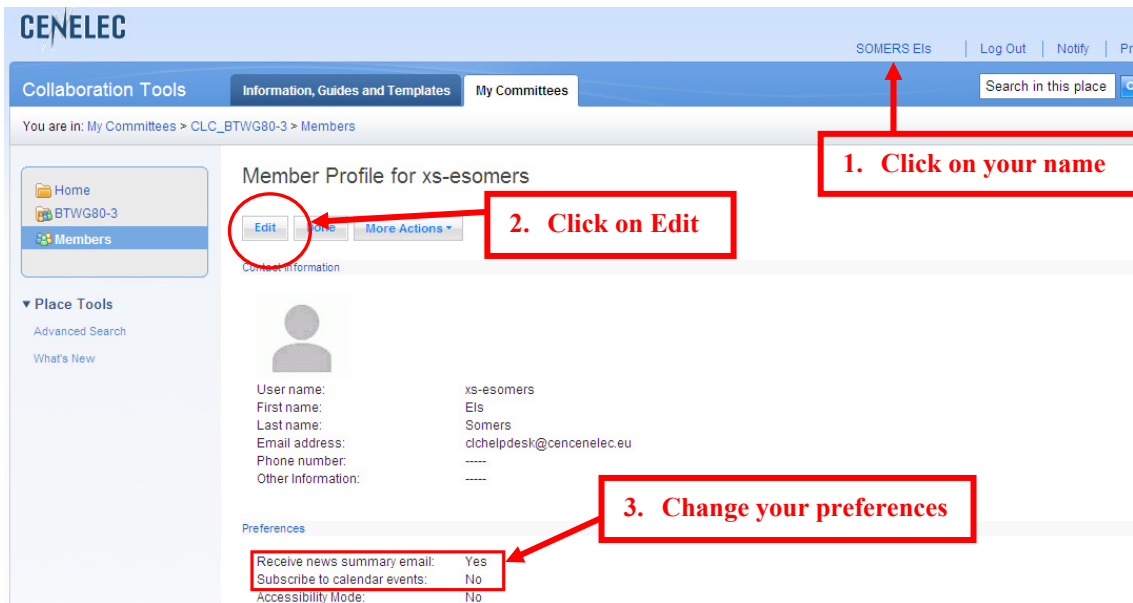


An overview of all recent weekly newsletters can be found via “Information, Guides and Templates”, when clicking on “Weekly Newsletter”.



Newsletter & Calendar - How to modify your preferences?

To receive a weekly notification about uploaded documents, you need to activate the weekly newsletter. Click on your username in the upper right corner first. Now click on “Edit” and change your personal preferences.



Preferences

Send a periodic summary of recent changes to my email in-box:

- Yes
 No

Subscribe to calendar events:

- Yes - Calendar: (click to choose)
 No

Enable Accessibility Mode. Displays a high-contrast theme and enhances keyboard/screen reader accessibility. (Only available for Internet Explorer users on Microsoft Windows computers.)

- Yes - Color scheme: Default
 No (standard experience)

Offline Password

To work offline in this place, you may use either your regular login password (the one you use to sign in to this place), or a separate offline password, specified here:

- Use Offline Password:
 Do not use a separate Offline Password

Select YES to receive the weekly newsletter.
You have to select this option database by database

Select YES to be informed about new calendar events
related to a specific technical body.

The other options should remain the same.

How to send an e-mail?

The envelope icon has been replaced by the button "Notify".

1. Click on "Notify".

2. Click on To/CC/BCC to select the person(s) or group you want to notify.

Functionalities for Working Groups only

Since April 2010, all CENELEC Working Groups have, similar to IEC, a discussion forum and the ability of creating folders.

1. Discussion Forum

On the Discussion Forum, members of the WG can create new discussion topics ("New Post") and respond to other messages ("New Response"). Users can attach documents to the message if necessary.

Draft Horizontal mandate

Created By: 2010-07-19 15:05:54
Updated By: 2010-07-19 15:08:49

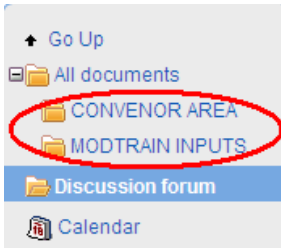
New Response Edit More Actions

Draft Horizontal mandate Edit Delete

Created by: I have no comments on the draft horizontal mandate
2010-07-19 15:05:54
Updated By: 2010-07-19 15:08:49

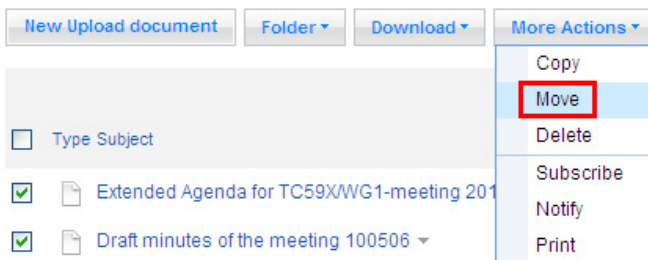
2. Creation of folders in "All documents"

For all WG's, users with write access have the possibility to create new folders and subfolders to organize the documents for the WG, like shown in the example below. Only the person who created the folder and the related documents can rename or delete it.



3. Move your documents to the created folders

To move the existing documents into the created folder, simply select your documents and via "More Actions" click on "Move".



From the list, select the location of the document(s).