



ECO



european
communications
office

User guide for **CEPT Portal**

V. 1.1, 16 September 2011

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1.0 General overview

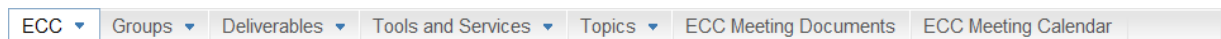
1.1 Navigating the website

1.1.1 CEPT family websites menu



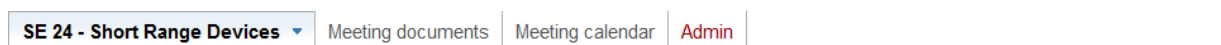
From this menu you can access the different areas (CEPT, its three Committees and the Office) within the CEPT organisation. The highlighted area indicates the current section, in this example ECC.


1.1.2 Main menu



The main menu indicates the current area you are in. The menu stays on top of the page for easy access to related pages within the area, in this case ECC.

1.1.3 Group menu

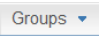


All pages related to a group are located under the dropdown menu . You can always find pages for Terms of Reference and Contacts listed.

2.0 Groups

Please note: before setting up interactions with groups, such as requesting regular updates, registering to meetings, or applying for full membership, you need to register a profile as described in Section 3 of this guide.

Groups are home to Members, Meetings and Meeting Documents. You can attend meetings, download documents and get news updates from groups. This chapter takes you through the central features and how they work.

NOTE: The group SE 24 is used as an example in this chapter but the functionality described applies to all groups throughout the website. Groups are available through the dropdown-menu  at the top of the page.

2.0.1 Group membership

In a nutshell group membership gives you access to the protected documents for the group. Membership replaces the old way of having passwords to access files.

In order to become a member a user needs to apply for membership. It is up to the Chairman to approve users individually through the administrative interface for the group.

See chapter **2.1.4.3 Request group membership**, for how to become a member of a group.

2.1 Group content

Groups have different types of content. On the front page you will find a news feed, a promotional spot and links relating to the group.

2.1.1 News

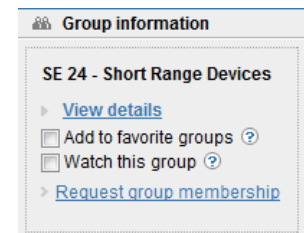
News is listed on the left when you enter a group. The list shows news items in reverse chronological order with the most recent posts on top. Clicking the title of the news item takes you to the full news article.

2.1.3 Links

There are three boxes available for adding links on a group's front page. If you do not add any links in a box the box will not show on the group's front page.

2.1.4 Group information box

The Group information box is specific to the group and is always visible when you are in a group. The following functions are available.



2.1.4.1 Add to favourites

- You can add this group to your favourites by selecting this checkbox. A link will appear under your "My Profile" box for quick access to the group.

2.1.4.2 Watch this group

- By watching this group you will get news updates from the group in you personal Start page. Your Start page is available through the "My Profile" box.

2.1.4.3 Request group membership

- In order to become a member of the group you need to apply for membership via the link in the Group information box. The link will take you to a form where you can submit your application to the Chairman of the group.

3.0 User profile

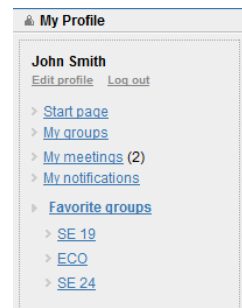
John Smith

Start page	My Settings	My groups	My meetings	My notifications
------------	-------------	-----------	-------------	------------------

The User profile is central to how you interact with the different features such as Groups, Meeting documents and the Meeting calendar. In this section we will go through the different aspects of your profile and what it can do for you in keeping up to date with the latest activities in your groups of interest.

3.0.1 My profile


Throughout the website you have the “My profile” box available in the right-hand side of the page. From here you have quick access to the main pages of your profile along with your favourite groups.

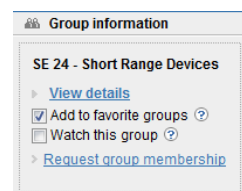


My Profile-box
Quick access to Start Page,
Your meetings and Groups.

3.0.2 Favourite groups

In order to get quick access to the groups you are working with the most, you can add groups to your favourites list through the Group information box.

1. Go to the group you want to add to your favourites
2. Locate  **Group information** and click the checkbox next to “Add to favourite groups”
3. Group link is added to your profile-box under “Favourite groups”



Group information
Different functions related
to the group. “Add to
favourites” can be accessed
from here.

3.1 Start page

John Smith

Start page	My Settings	My groups	My meetings	My notifications
------------	-------------	-----------	-------------	------------------

The Start page is the entry page for your profile. This page contains updates on group news, meeting activities and document updates.

3.1.1 News feed

The news feed on the left contains the most recent news from:

1. Groups you are a member of
2. Groups you are watching

The news is listed in reverse chronological order with the most recent news item on top.

The screenshot shows the 'Start page' of a user profile. It features a navigation bar with 'Start page', 'My Settings', 'My groups', 'My meetings', and 'My notifications'. The main content area is divided into three sections: 'News from my groups', 'My upcoming meetings', and 'Latest documents in my groups'. The 'News from my groups' section includes a 'Testing NO TEASER functionality' item, a 'Test news' item, a 'List are the greatest' item, and a 'The very first news item'. The 'My upcoming meetings' section lists two meetings: 'ECO Training' and 'ECO Test meeting'. The 'Latest documents in my groups' section lists three documents: 'Test 0003', 'Green List document', and 'Green List document'.

Start page

From the start page you have access to the most recent news from the groups you're a member of or that you are watching.

3.1.2 Upcoming meeting

The meetings listed under this heading are from the groups of which you are a member and the groups you are watching.

3.1.3 Latest documents

The documents listed under this heading are the most recent ones from the groups of which you are a member of or are watching.

3.2 My Settings

Start page	My Settings	My groups	My meetings	My notifications
------------	-------------	-----------	-------------	------------------

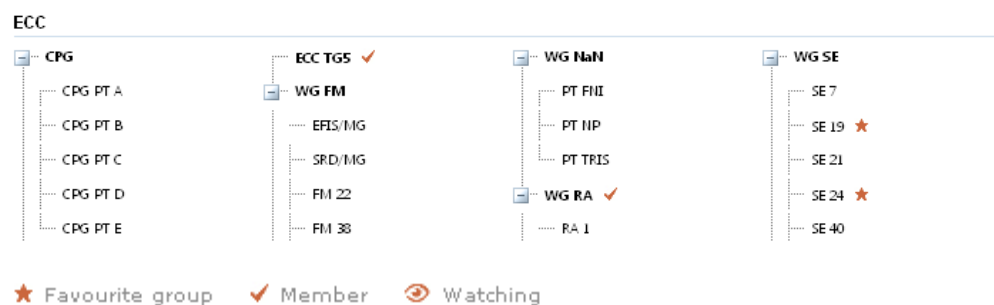
You can change any personal information from the My Settings page.

NOTE: If you choose to change your primary email after you update your settings you will be redirected to the front page of the website.

3.3 My groups

Start page	My Settings	My groups	My meetings	My notifications
------------	-------------	-----------	-------------	------------------

This page gives you an overview of all the groups available under CEPT.org. The group-hierarchy is marked with icons indicating your personal involvement in the groups.



- **Favourite groups**
These groups are the ones you have listed in the “My profile” box under Favourite groups.
- **Member**
The groups of which you are a member.
- **Watching**
The groups you are watching (and getting news updates from).

3.4 My meetings

Start page	My Settings	My groups	My meetings	My notifications
------------	-------------	-----------	-------------	------------------

Date & Time	Group	Meeting / Subject	Location	Virtual participation	Remark
04/03/2011 10:00:00 - 08/03/2011 15:00:00	ECO training	ECO Test meeting	ECO, Copenhagen	No	These are... ✕
07/03/2011 10:00:00 - 08/03/2011 11:00:00	G0503	ECO Test meeting	ECO, Copenhagen	No	These are... ✕

This page lists the meetings you are currently registered for.

3.5 My notifications

Start page	My Settings	My groups	My meetings	My notifications
------------	-------------	-----------	-------------	------------------

Group	Folder	Document name	
SE 24	SE 24	draft_Minutes M58 Annexes	✕
SE 24	Input	draft_Minutes M58	✕

In this page you have a list of the documents you have chosen to be notified about. Within the meeting documents area you can choose to be notified about updates to a document or a folder

4.0 Meeting documents

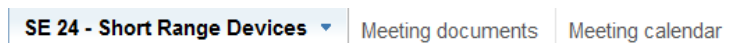
This chapter takes you through how to use the meeting documents area.

4.1 Finding documents

You can access meeting documents from either the main menu or the group menu.



Main menu: Clicking “ECC Meeting Documents” will give you a filtered view of documents for the group ECC.



Group menu: In this example clicking “Meeting documents” will give you a filtered view of documents for SE 24.

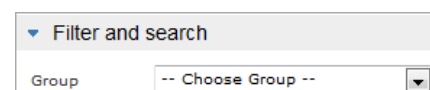
4.2 Filtering and search

In the top of the meeting documents area you will find the filter and search options. The options assist you in filtering the list of documents even further.

The “Keyword” field will filter on any keyword you enter in the input field (separate by space).

4.2.1 Shortcut to other groups

Quick access to other groups can take place through the “Filter and search” box. Switch between groups in few clicks by choosing any group from the dropdown menu.




4.2.2 Folders

Under this pane you will find all the folders for the group.

You can select/deselect folders if you want to include/exclude folders from the list of documents. Click [Refresh document list](#) button to apply new filter.

4.2.2.1 Folder notification











You can subscribe to updates on specific folders. Click the  icon next to the folder name. When a new document is added to this folder, you will be notified by email. You can always unsubscribe to a folder from your “My notifications” page under your profile.

4.3 Document list

All documents are listed in separate folders. All folders are collapsed by default. To expand a folder simply click it.

[SE 24 / 2011 / M59](#)

[SE 24 / 2011 / M59 / Input](#)

	Date	Doc No.	Title	Agenda	Provider	Size	DI	Notify
	17/03/2011	M58_02R0_SE2...	(1) Electronic Working Methods		Marc Le Devendec	3738 kb	1	 
	17/03/2011	M58_02R0_SE2...	(1) Annexes 3 to 7		Marc Le Devendec	7463 kb	0	 
	17/03/2011	M59_02R0_SE2...	(1) Minutes M58		Marc Le Devendec	255 kb	0	 

[SE 24 / 2011 / M58 / Input](#)

Example of folder structure: In this example The M59 Input folder has been expanded. It can be collapsed again by clicking it once more.

4.3.1 Document accessibility

In the document list some files might have a coloured border around the checkbox in the far left column. This indicates the accessibility of the document.



The blue border indicates that the document is only accessible to members of the group. In other words the document is protected from public download.

NOTE: The document is still visible to the public.

4.3.2 Document revisions

Documents can have revisions. The number of revisions is indicated in brackets next to the document number (column: Doc No.)

Doc No.

[M58_02R0_SE2...](#) (1)

Clicking the document will take you to a page where you can see the revisions (File History).

Last version:

	Date	Doc No.	Title	Agenda	Provider	Size	DI
<input type="checkbox"/>	17/03/2011	M58_02R0_SE24	Electronic Working Methods		Marc Le Devendec	3738 kb	1


History:

	Date	Doc No.	Title	Agenda	Provider	Size	Updated
<input type="checkbox"/>	17/03/2011	M58_02R0_SE24	Electronic Working Methods		Marc Le Devendec	3738 kb	17/03/11 12:44

From the File History you can download any files by clicking the document links.

HINT: Place the mouse cursor over the link to get the full filename.

4.3.3 Notification

You can subscribe to updates on a file by clicking the  icon in the Notify column.

When a new revision is added for a document, you will be notified by email. You can always unsubscribe to a specific document notification from your “My Notifications” page under your profile.

Note: In order not to flood your inbox file notifications are bundled together and sent to you once per day.

5.0 Meeting calendar

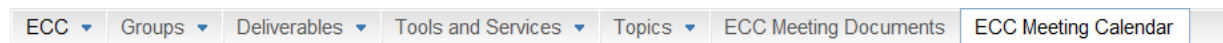
This chapter explains the main functions of the meetings calendar, how to sign up for meetings.

5.1 Browsing meetings

5.1.1 ECC Meeting Calendar

To view upcoming meetings for all of ECC's groups (or selected groups) you have to go to

[ECC Meeting Calendar](#) which can be accessed through the main menu.

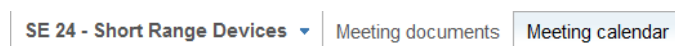


** Main menu*

All meetings for groups under ECC will be listed by default.

5.1.2 Group: Meeting calendar

If you go to a group you will see only meetings for that group. You can access the group's meeting calendar from the group menu.

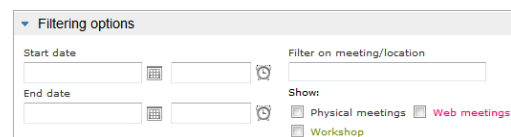


** Group menu*

5.1.3 Filtering options

You can filter meetings in a number of different ways:

1. Start and end dates
2. Type of meeting: Physical, Web or Workshops.
3. You can also filter meetings by specific words to narrow down the list even more.

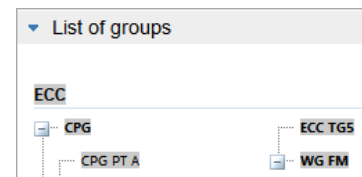
A form titled 'Filtering options' with a dropdown arrow. It contains two date input fields labeled 'Start date' and 'End date', each with a calendar icon. To the right is a text input field labeled 'Filter on meeting/location'. Below these is a 'Show:' section with three checkboxes: 'Physical meetings' (unchecked), 'Web meetings' (checked), and 'Workshop' (unchecked). The 'Web meetings' checkbox is highlighted in pink.

Filtering on groups

You can choose to view only meetings for specific groups. In order to select groups go to “List of groups”. Click the blue arrow to expand the group-tree.

From the group-tree you can choose individual groups by clicking them one by one.

By default all groups are selected. Should you want to return to this default setting you can click the **select all groups** icon.



5.2 Meetings

5.2.1 Table of meetings

In the table of meetings you get basic information about upcoming events. For a quick overview you can see date and time, the group name, meeting subject, location, what type of meeting and links for registering and viewing the participation list.

04/07-11 00:00 - 05/07-11 23:59	SE 40	SE 40 M34	Biel/Bienne, Switzerland	No	Register
05/07-11 09:30 - 07/07-11 16:00	SE 43	SE 43 meeting #10	Bologna, Italy	No	Register
06/07-11 10:00 - 08/07-11 16:00	FM 44	FM44#17	Biel, Switzerland	No	Register
30/08-11 09:00 - 31/08-11 17:00	FM 48	FM48#3	Maisons-Alfort, France	No	Register Participants
31/08-11 09:00 - 01/09-11 13:00	PT FNI	NaN PT FNI	Riga, Latvia	No	
05/09-11 00:00 - 07/09-11 23:59	SE 24	SE 24-M01	Biel, Switzerland	No	

By clicking the link under the “Meeting / subject” column you go to the meeting’s detail page. From here you can get more details about the meeting and also register for it.

Note: If a meeting is open for registration a “Register” link is available in the Registration column. If it is not there it could be because registration has been disabled, the registration deadline has passed or that the number of seats available for the meeting has been filled.

5.2.2 Gantt-chart view

You can switch over to a Gantt-chart view by selecting the checkbox under the “Filtering options” box.

☒ Show as Gantt-chart

Meetings

April 2011

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Meeting / subject	Location
						x																							SE24 - WI 28 - LAES...	Web	
						x																							WI 28 - LTA and LT2...	Web	
											x	x	x																M59	Mainz, Germany	
																									x	x	x	x	Fake meeting	ECO, Copenhagen	

5.2.3 Meeting details

More information about meetings can be found on the Meeting details page. To access Meeting details simply click the link under the column “Meeting / subject”.

In the meeting details page you can:

- See meeting dates and time
- See who is the meeting organiser
- See details about the meeting
- Download related documents
- Register for the meeting

Meeting / subject

[WI28 - LTA - UGV](#)

[WI28 - LAES](#)

[SE24 - WI 28 - LAES](#)

[WI 28 - LTA and LT2](#)

[M59](#)

Meeting details	
M59	
Date and time:	12/04/2011, 09:30 CET - 14/04/2011, 15:30 CET Register for meeting
Location:	Mainz, Germany
Registration deadline:	05/04/2011, 00:00 CET
Meeting organizer:	Marc Le Devendec ECO Nansensgade 19, 3rd floor 1366 Copenhagen Telephone: +45 33 89 63 22 Telefax: +45 33 89 63 30 E-Mail: ledevendec@ero.dk

5.2.4 Registering for a meeting

To register for a meeting you need to have a user profile.

You can register for a particular meeting via the meeting details page. Look for the [Register for meeting](#) button. This will take you to a form where your personal information should already be filled in.

Simply click [Submit registration](#) to register.

Note: Make sure to validate your information before you submit your registration.

Please enter your personal details	
First name	John
Last name	Smith
Email	john.smith@eco.cept.org
Phone number	+45 33896300
Company or organization	ECO
Address	Nansensgade 19, 3rd floor 1366 Copenhagen
Country	Denmark
Participating within the administration delegation	<input type="checkbox"/> Yes If yes, make sure company/organization is correct.
Comments	
Please, make sure the above information is correct before submitting the form.	
Submit registration	
Cancel	

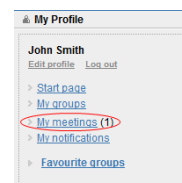
5.2.5 Virtual participation (web meetings)

Physical meetings (“ECO, Copenhagen” or any country/city) can include Virtual participation, meaning that one or more web meetings are related.

5.3 My Meetings (User profile)

You can see which meetings you are currently participating in. To view these go to your user profile and choose My Meetings. You can also access this page quickly through the User profile box.

The lists are sorted with the order of the earliest meeting on top.



Meetings I'm participating in

Date & Time	Group	Meeting / Subject	Location	Virtual participation	Remark
22/02-12 09:00 - 22/02-12 17:00	ECO training	Testing meeting set in 2012 22		No	✕
22/02-12 09:00 - 22/02-12 17:00	ECO training	Testing meeting set in 2012 22		No	✕
22/03-13 07:00 - 29/03-13 22:00	ECO training	test016		No	✕