

	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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APPLICABLE AND REFERENCE DOCUMENTS

Type ^(*)	Title	Identification	Ver	Date
R1	Administration Tool User Manual	D.RE3.002-UMA-AT-Administration Tool User Manual v0.01.doc	0.01	27/04/2009
R2	System Operation Manual	D.RE4.SOM - System Operation Manual v0.02.doc	0.02	23/09/2011

(*): *Reference document, Applicable document*

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LIST OF ACRONYMS

PA	Production Agent
PC	Production Coordinator
PR	Proofreader
PRC	Proofreaders' Coordinator
RA	Reception Agent
RC	Reception Coordinator
ER	Early Reading

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1 Introduction

This document describes the Plan-JO application from a user perspective. It helps users to familiarise themselves with the Plan-JO application and can also serve as a reference manual.

This User Manual explains the main concept and the functionalities of the Plan-JO application. Users are expected to have basic skills in using a web application.

This document has the following structure:

- Section 1: gives an introduction to main concepts of Plan-JO.
- Section 2: describes common functionality available to all the Plan-JO user roles.
- Section 3: describes the Plan-JO functionality available to the Author Service role.
- Section 4: describes the Plan-JO functionality available to the Reception Agent role.
- Section 5: describes the Plan-JO functionality available to the Production Agent role.
- Section 6: describes the Plan-JO functionality available to the Proofreader role.
- Section 7: describes the Plan-JO functionality available to the Reception Coordinator role.
- Section 8: describes the Plan-JO functionality available to the Production Coordinator role.
- Section 9: describes the Plan-JO functionality available to the Proofreader Coordinator role.
- Section 10: describes the Plan-JO functionality available to the Service Manager role.
- Section 11: presents the Plan-JO reports.

1.1 User roles

The Users of the Plan-JO system are:

- **Author Service** – Author Service sends manuscripts to the Publications Office in order to be published in the Official Journal.
- **Reception Agent (RA)** – the person in charge of the reception, checking, registering, archiving, clean-up and printing of manuscripts. RA is also responsible for the characterisation of Official Journals (Release 2).
- **Production Agent (PA)** – the person in charge of the follow-up of the production of the OJ documents and OJ.
- **Proofreader (PR)** – the person in charge of correction of manuscripts and proofreading of proofs and Official Journal proofs according to deadlines defined by the PA in agreement with the Proof-Readers Coordinator (PRC).
- **Reception Coordinator (RC)** – The person in charge of supervision of the reception team.
- **Production Coordinator (PC)** – the person in charge of supervision of the production process and the approval of budget requests. PC is also responsible for the Official Journal Forecast.
- **Proofreaders' Coordinator (PRC)** – the person in charge of managing proofreading teams.

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- **Service Manager** – the person in charge of managing the administrative actions in Plan-JO.

1.2 Document structure

A “document” is considered and utilised as the main entity of Plan-JO. The structure of a document is described below.

A document can contain one or more files or “subfolders” nested within it. The entity “document” can be referred to as the parent and the files or “subfolders” within the document are descendants. When viewing a document, the user has the option of viewing the document’s whole structure or its content. When viewing its structure, a “Document Manager” window opens within Documentum Webtop to display the document’s descendants. Within the Document Manager, users with appropriate access rights will be able to “manipulate” or “add” to the content of the document and to any particular subfolder within the document. In Plan-JO the root element of the document will consist of the document reference number which will be assigned automatically by the system according to date and a 3-digit suffix. All files within the document will be descendants of the root element. The document is divided into separate distinct sub-folders by type presented below:

- Current LVs
- Cleaned LVs
- New versions
- Proofs
- Uploads
- Metadata
- Instruction forms
- Sent to Printer
- Received from Printer
- Correspondence
- Concordance
- Financials
- Other files

1.3 Early Reading Document structure

An Early Reading (ER) Document is an entity that was implemented in Plan-JO with the Early Reading Workflow Change Request. The same logic with documents also applies to the Early Reading Document. The structure of an Early Reading Document is described below:

- Current LVs
- Cleaned LVs
- New versions

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- Uploads
- Metadata
- Instruction forms
- Sent to Author
- Correspondence
- Concordance
- Other files

1.4 Official Journal structure

An Official Journal (OJ) is an entity that was implemented in Plan-JO on Release 2. The same logic with documents also applies to the OJs. The structure of an OJ is described below:

- Metadata
- Print Production File (PPF hereafter)
- Ready for Press
- Correspondence
- Other Files
- Proofs
- Forecast
- Instruction forms
- Sent to Printer
- Received from Printer
- Financials
- Export Financial Payment
- Delivery Note from Printer

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2 Plan-JO common functionality

2.1 Connecting to the System: Log-in/Log-out

2.1.1 Logging in

In order to log in:

1. In the **Log-in Name** field, type your user name.
2. In the **Password** field, type your password.
3. To have your local computer log you in automatically the next time you access Webtop, select the check box **Remember my credentials**. If you select this, then you will not view a **Log-in** page the next time you access Webtop. You will be logged in automatically.

You can delete your saved credentials in **Preferences** (see 2.2.1.1.1).

The credentials are saved in a cookie on the computer from which you are accessing Webtop. If you delete this cookie or log in from a different computer, you will have to type your credentials again.

4. Click **Log-in**

Figure 1: Plan-JO log-in screen

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If the provided **Log-in Name** and **Password** are correct, you will access the appropriate interface according to the privileges of your account. If the provided **Log-in Name** and **Password** are incorrect, you will be prompted to re-enter the abovementioned details.

The screenshot shows a web-based login interface for Plan-JO 4.0.0. The interface has a blue header with the word "Login" in white. Below the header, the text "Plan-JO 4.0.0" is displayed in a large, bold font. There are three input fields: "Login Name:" with the value "PLAN-JO", "Password:" (empty), and "Repository:" with a dropdown menu showing "planjo". Below these fields is a checkbox labeled "Remember my credentials" which is unchecked. A link "[+] More Options" is visible. At the bottom of the form, a red error message states "We're sorry, authentication failed." In the bottom left corner, there is a small icon of a question mark inside a square. In the bottom right corner, there is a button labeled "Login".

Figure 2: Plan-JO log-in failed screen

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The screenshot shows the Plan-JO 4.0.0 login interface. The title 'Login' is in the top left. The main heading is 'Plan-JO 4.0.0'. Below it, the 'Login Name' field contains 'PLAN-JO'. The 'Password' field is empty, and a red error message below it reads: 'Password is blank. Please enter a valid password.' The 'Repository' dropdown menu is set to 'planjo'. There is an unchecked checkbox for 'Remember my credentials'. At the bottom left is a link '[+] More Options'. At the bottom right is a 'Login' button. A help icon (?) is in the bottom left corner.

Figure 3: Plan-JO log-in failed screen – Blank password

2.1.2 Logging out

At the top of the page, click **Log-out**.

The screenshot shows the Plan-JO 4.0.0 log-out interface. The title 'Logout' is in the top left. The main heading is 'Plan-JO 4.0.0'. Below it, the message reads: 'You have successfully logged off. To log back in, click the button below.' At the bottom right is a 'Login Again' button. A help icon (?) is in the bottom left corner.

Figure 4: Plan-JO log-out screen

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2.1.3 Timed out

After an extended idle time, you are logged out of the system automatically. To continue working, you have to login again following the steps indicated above.

A “Timed out” message may appear.

2.2 Home page

Once you have logged in successfully, you are redirected to the **Plan-JO home page**. The home page differentiates according to the user.

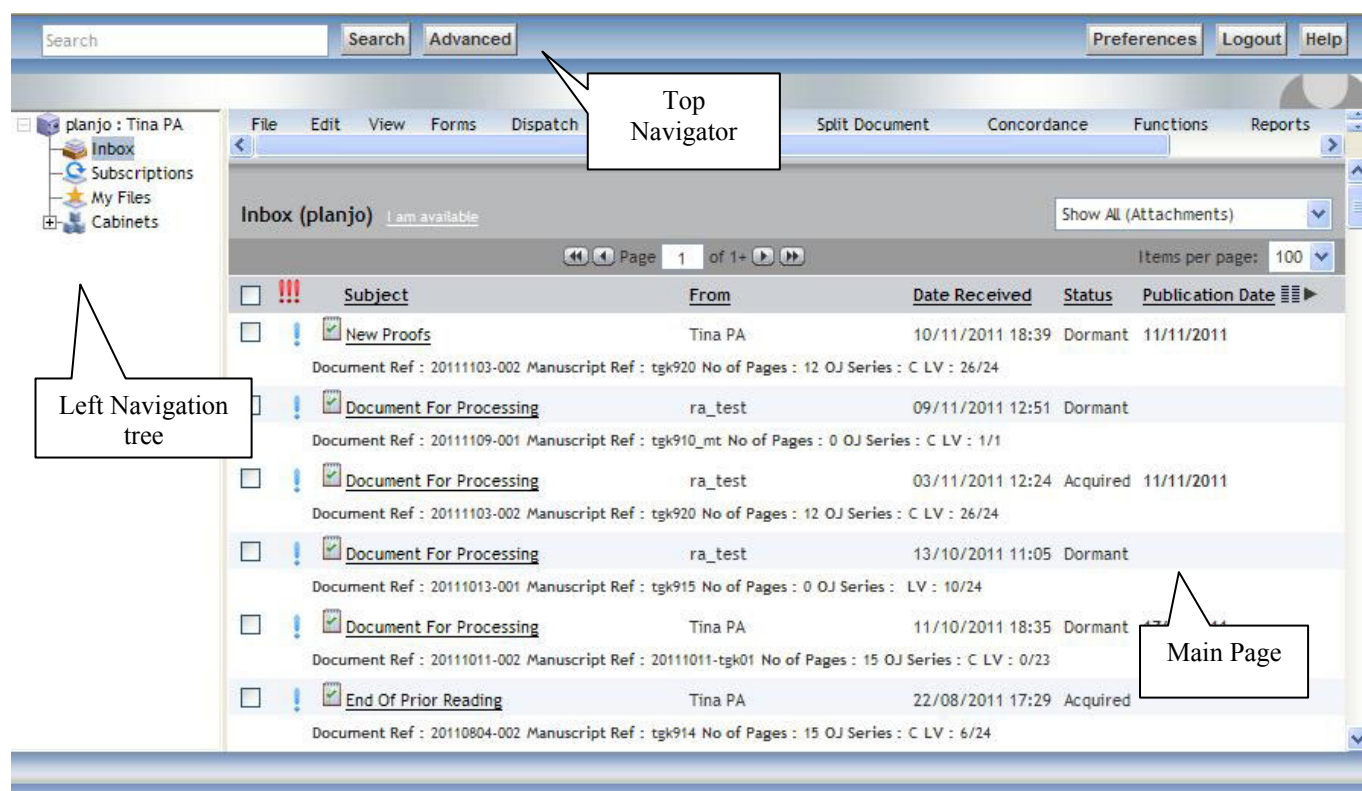


Figure 5: Home page – Inbox

The Plan-JO home page is composed of:

- Top navigation,
- Left navigation tree, and
- Main page.

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2.2.1 Top navigator

This area of the interface is static and contains the following navigation tools:

- **Search field:** performs an instant document search when you enter a document number or content search phrase and then click on the **Go** button.
- **Preferences:** allows you to change the appearance and behaviour of the Webtop. You can access and modify your personal profile defaults and install and configure optional components.
- **Help:** launches the online help for the Webtop page, currently displayed in the workspace.
- **Logout:** closes all open Webtop files and clears your personal security information from the local cache. This prevents unauthorised access by the next person using the browser.

2.2.1.1 Preferences

In order to access and modify your options, you must select the **Preferences** link from the **Top navigation aids** menu.

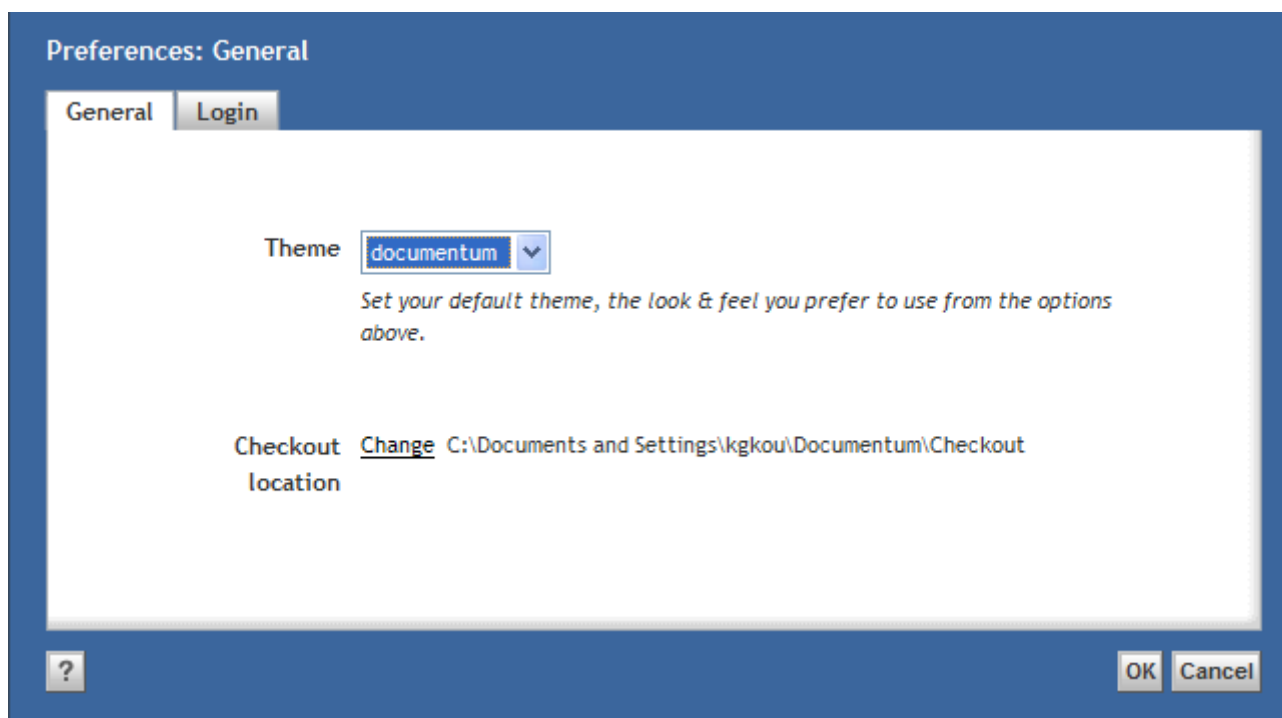


Figure 6: My Options page

Once having entered the **Preferences** page, it is possible to modify the following fields of settings:

- **General options:**
 - **Theme:** select the set of colours, patterns and fonts used in your display.
 - **Checkout location:** you can change the location of your checkout directory. Your checkout directory is the location on your computer where Webtop copies files when you access them for editing – i.e. check them out – from the repository.

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
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- **Drag and Drop:** select the check box if you want to use the drag and drop plug-in. This option requires that you restart your browser before your changes take affect.

- **Log-in**

If when logging in you checked "Remember my credentials" for next time, then you can view your saved credentials in the Log-in preferences. You can also remove your saved credentials on the same page.

To remove your saved credentials:

- Click **Remove saved credentials**.
- Click **OK**.

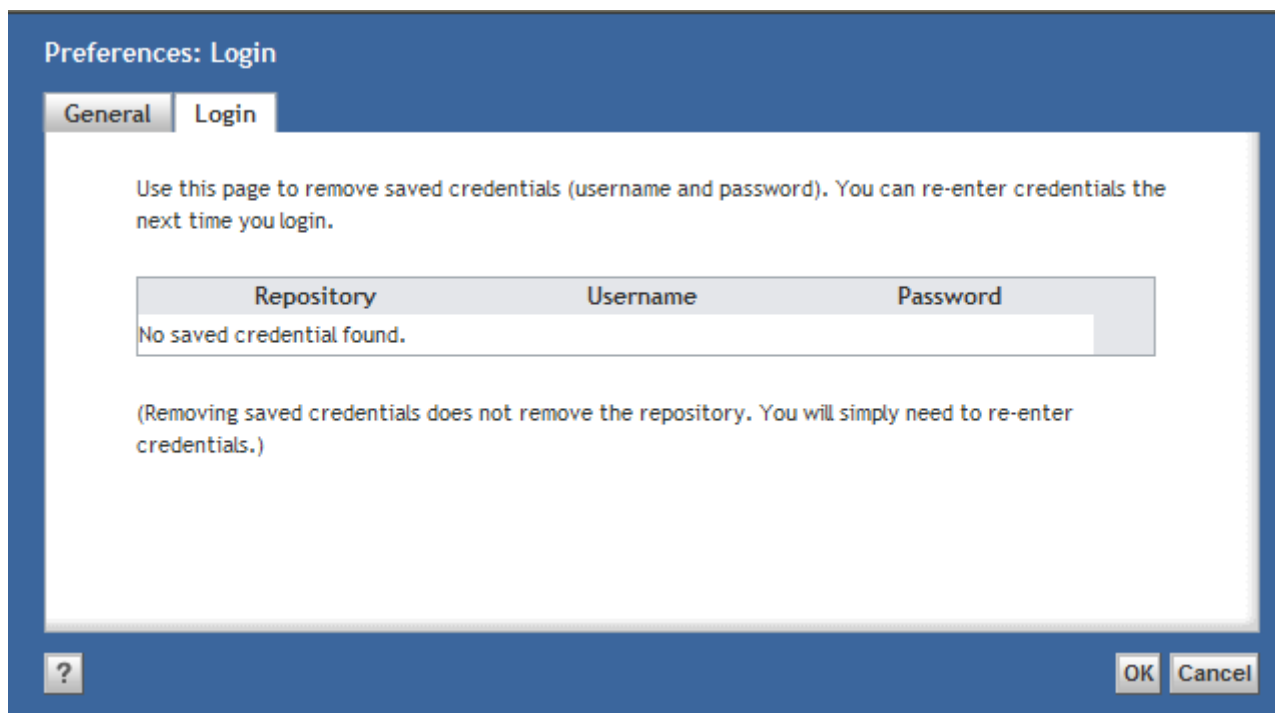


Figure 7: My Options page – Log-in

2.2.2 Left navigator

The left navigator may contain the following links according to the user profile:

- **Inbox:** displays the tasks sent to you
- **Subscriptions:** displays the files and folders to which you want quick access
- **My files:** displays the files you have recently created, edited or checked out
- **Cabinets:** displays the highest level of organisation in a repository. Cabinets hold folders and files.

Please note that “Subscriptions” “My files” and “Cabinets” are not provided in the Author home page.

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Your **Inbox** contains the tasks sent to you. **Tasks** are electronic assignments sent to you as part of a workflow. When you receive a task, you choose whether to accept it or reject it. When you complete a task, you forward it. The workflow notifies the next user in sequence. Tasks can include attached files.

To have quick access to a cabinet, folder, or file, you can subscribe to it. The item then appears in your **Subscriptions**. Instead of navigating through the repository to find the item, you can access it quickly through **Subscriptions**. When you open or view an item through **Subscriptions**, the item is retrieved from its original repository location.

My Files displays files you have recently created or checked out. In addition, **My Files** displays files that you've recently checked out and checked back in. You can perform all the standard file operations from **My Files**.

2.2.3 Main page – Work area

The main page is the working area where the results of actions are presented and the user can work on the documents. On the main page you can access a task that has arrived in your Inbox.

When accessing a task (see figure below), you can have the following options according to the user profile, the task type and the status of the task (dormant or accepted):

- **Accept** the task and work on it
- **Reject** the task and automatically delete it from your Inbox
- **Delegate** the task and send it to another user
- **Finish** the task (the task disappears from your inbox)
- **Close** the task without accepting it (the task remains in your inbox)

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Info

Comments

Progress

Upload From Author

Metadata

Work on Document

From: ra_test
 Received: 14/11/2011 13:24
 Institution:
 OJ Document Reference: 20111114-001
 OJ Manuscript Reference: PlanJO001

No of pages: 15
 No of LVs: 24/24
 Publication Date:
 OJ: C
 DEMED Progress: UNINITIALISED

Comments: 14/11/2011 13:21 - test Author comments

Attachments

	Name ▲	Modified	Modifier	Version	LV
<input type="checkbox"/>	BG_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	CS_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	DA_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	DE_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	EL_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	EN_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	ES_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	ET_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	FI_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	FR_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	

Accept

Finish

Delegate

Repeat

Close

Figure 8: Task info

2.3 Repository

The repository is a virtual storehouse for the content that a user works on and shares with other users. Each repository provides security, tools, and processes for sharing content among many users.

The structure of the Plan-JO Repository consists of a Repository Root that in turn contains the following cabinets:

- Repository Root
 - Documents in progress
 - Early reading Documents in progress
 - Parent Documents in progress

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- OJs in progress
- Deleted Documents
- Deleted OJs
- Archive cabinet

The “Documents in progress” and the “Early reading Documents in progress” cabinet contains documents currently in production, and be divided into separate distinct subfolders according to Year (20xx) → Month (number 1-12) → Day (Number 1-31) → Document.

The “Documents in progress” cabinet contains documents currently in production, and be divided into separate distinct subfolders according to Year (20xx) → Document.

The “OJs in progress” cabinet contains OJs currently in production, and be divided into separate distinct subfolders according to Year → OJ Series → OJ.

The “Deleted Documents” cabinet is organised in the manner of Year → Document.

The “Deleted OJs” cabinet is organised in the manner of Year → OJ Series → Document.

The Archive cabinet is organised in the manner of Archived OJs → Year → OJ Series → Official Journal (number + date) → Document.

Note: Documents archived during Release 1 production are saved under the Archive cabinet, organised in the manner of Year → OJ Series → Official Journal (number + date) → Document. No documents shall be archived under these folders after Release 2 was installed into production.

The next figures provide a pictorial representation of the Repository and Archive as it will be seen by a Plan-JO user with the appropriate permissions.

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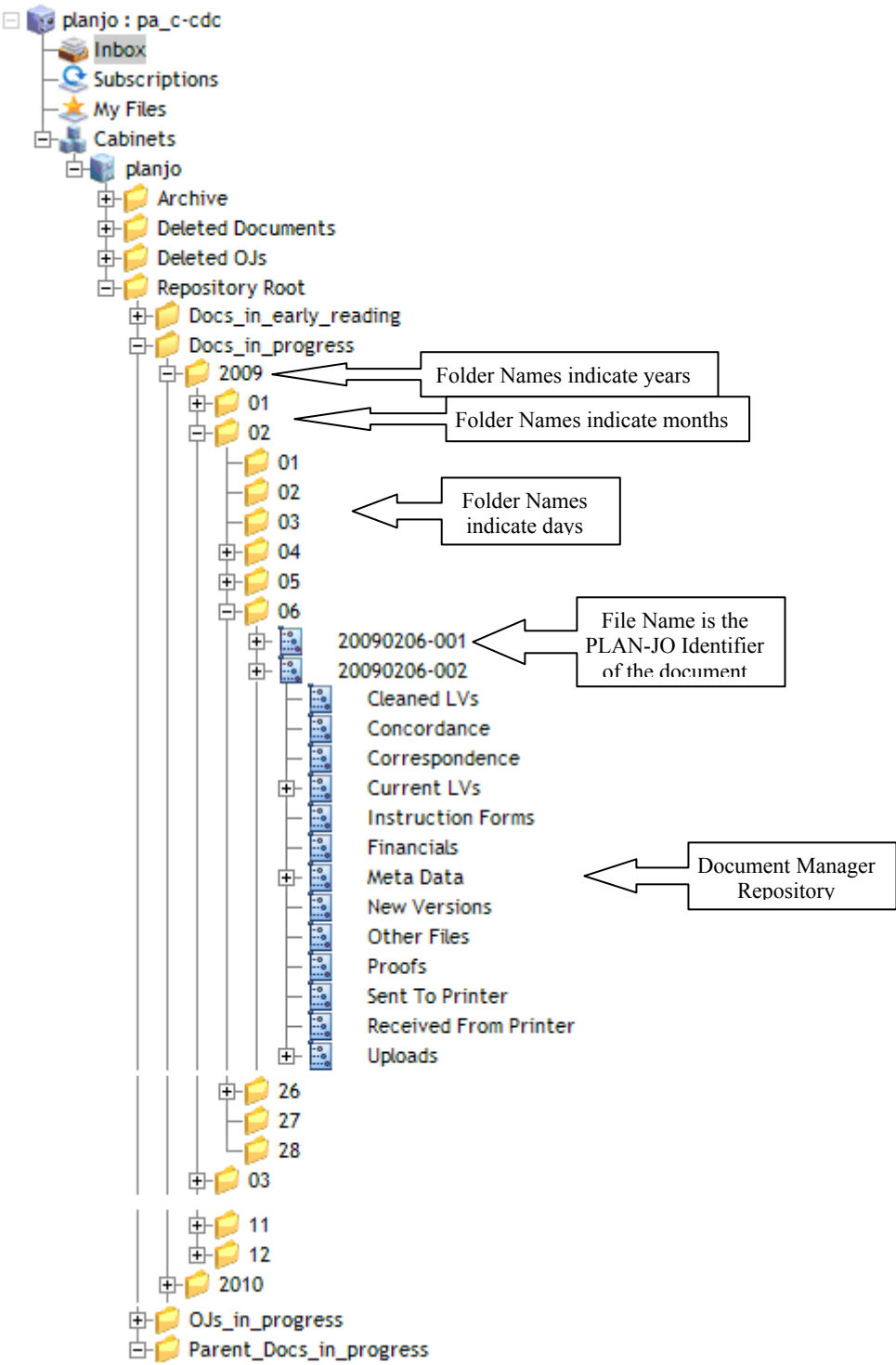


Figure 9: Structure of Plan-JO Repository – Documents in Progress

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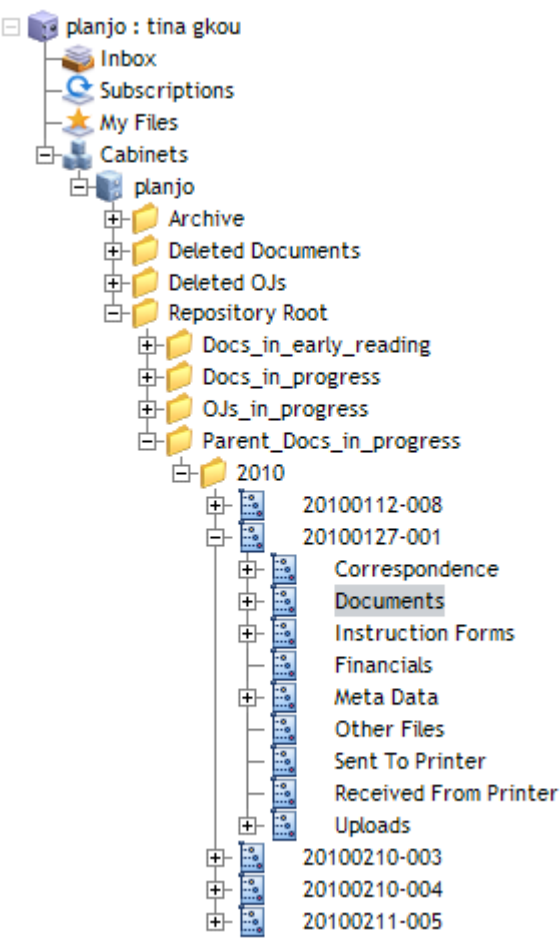


Figure 10: Structure of Plan-JO Repository – Parent Documents in Progress

	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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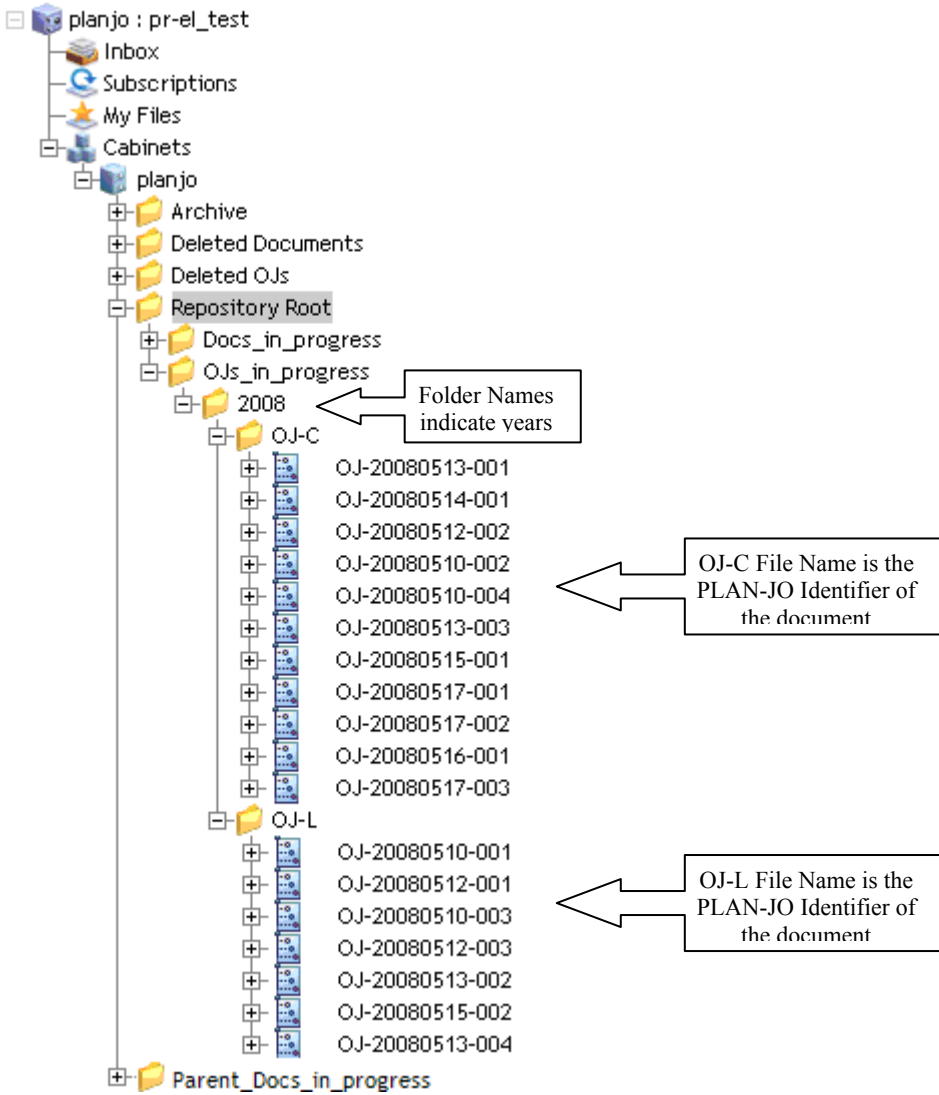


Figure 11: Structure of Plan-JO Repository – OJs in Progress

In order to browse the Repository:

1. Click the tab corresponding to the node you want to navigate. For example, to navigate the **Cabinets** node, click the **Cabinets** tab.
2. The next directory level opens. To open a location in the directory (such as a folder), click the location. You can continue “drilling down” through the directory structure by continuing to click locations until you find the item you are looking for.
3. To go back to a higher level in the directory structure, do one of the following:
 - In the navigation path at the top of the page, click the directory location you want to go to.
 - To go to the top level of a node, click the node.

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2.4 Document manager

In order to work on or manipulate a document, you have to access the Document Manager. The Document Manager is presented in the following figure:

The screenshot displays the Document Manager interface for a regular document. On the left, a sidebar shows a tree view of document components for document 20111114-001. The main content area displays details for the selected document, including its reference number, demed reference number, number of LVs, date modified, demed status, and demed progress. Below this, a table lists the document components with columns for Name, Version, Size, Modified, and Modifier.

Name	Version	Size	Modified	Modifier
Cleaned LVs (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Concordance (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Correspondence (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Current LVs (25)	CURRENT,1.0	1 KB	14/11/2011 13:22	ra_test
Instruction Forms (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Financials (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Meta Data (1)	CURRENT,1.0	1 KB	14/11/2011 13:22	dmadmin
New Versions (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Other Files (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Proofs (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Sent To Printer (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Received From Printer (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Uploads (1)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test

Figure 12: Document Manager (regular document)

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Display

CURRENT Versions

[Save]

20100601-005

- Cleaned LVs
- Concordance
- Correspondence
- Current LVs
- Instruction Forms
- Financials
- Meta Data
- New Versions
- Other Files
- Proofs
- Sent To Printer
- Received From Printer
- Uploads

File Edit View Forms Dispatch Budget request Split Document Concordance Functions Reports Pro

Go to Inbox

Search Results / 20100601005

Virtual Document Manager: View Components

20100601-005

OJ Manuscript Reference: childDoc002

Parent Document: 20100526-001

Demed Reference No:

No of LVs: 23/23

Date Modified : Nov 18, 2010 6:53:47 PM

Demed Status : NOT_CREATED

Demed Progress : UNINITIALISED

Meta-Data

Select Cleaned or Original

Sent To Printer

Default Child Version: CURRENT

Items per page: 50

	Name	Version	Size	Modified	Modifier
<input type="checkbox"/>	Cleaned LVs (0)	CURRENT, 1.0	1 KB	01/06/2010 17:53	Tina PA
<input type="checkbox"/>	Concordance (0)	CURRENT, 1.0	1 KB	01/06/2010 17:53	Tina PA
<input type="checkbox"/>	Correspondence (0)	CURRENT, 1.0	1 KB	01/06/2010 17:53	Tina PA
<input type="checkbox"/>	Current LVs (23)	CURRENT, 1.0	1 KB	01/06/2010 17:53	Tina PA
<input type="checkbox"/>	Instruction Forms (0)	CURRENT, 1.0	1 KB	01/06/2010 17:53	Tina PA
<input type="checkbox"/>	Financials (0)	CURRENT, 1.0	1 KB	01/06/2010 17:53	Tina PA
<input type="checkbox"/>	Meta Data (1)	CURRENT, 1.0	1 KB	01/06/2010 17:53	dmadmin
<input type="checkbox"/>	New Versions (0)	CURRENT, 1.0	1 KB	01/06/2010 17:53	Tina PA
<input type="checkbox"/>	Other Files (0)	CURRENT, 1.0	1 KB	01/06/2010 17:53	Tina PA
<input type="checkbox"/>	Proofs (0)	CURRENT, 1.0	1 KB	01/06/2010 17:53	Tina PA
<input type="checkbox"/>	Sent To Printer (0)	CURRENT, 1.0	1 KB	01/06/2010 17:53	Tina PA
<input type="checkbox"/>	Received From Printer (0)	CURRENT, 1.0	1 KB	01/06/2010 17:53	Tina PA
<input type="checkbox"/>	Uploads (1)	CURRENT, 1.0	1 KB	01/06/2010 17:53	Tina PA

Figure 13: Document Manager (child document)

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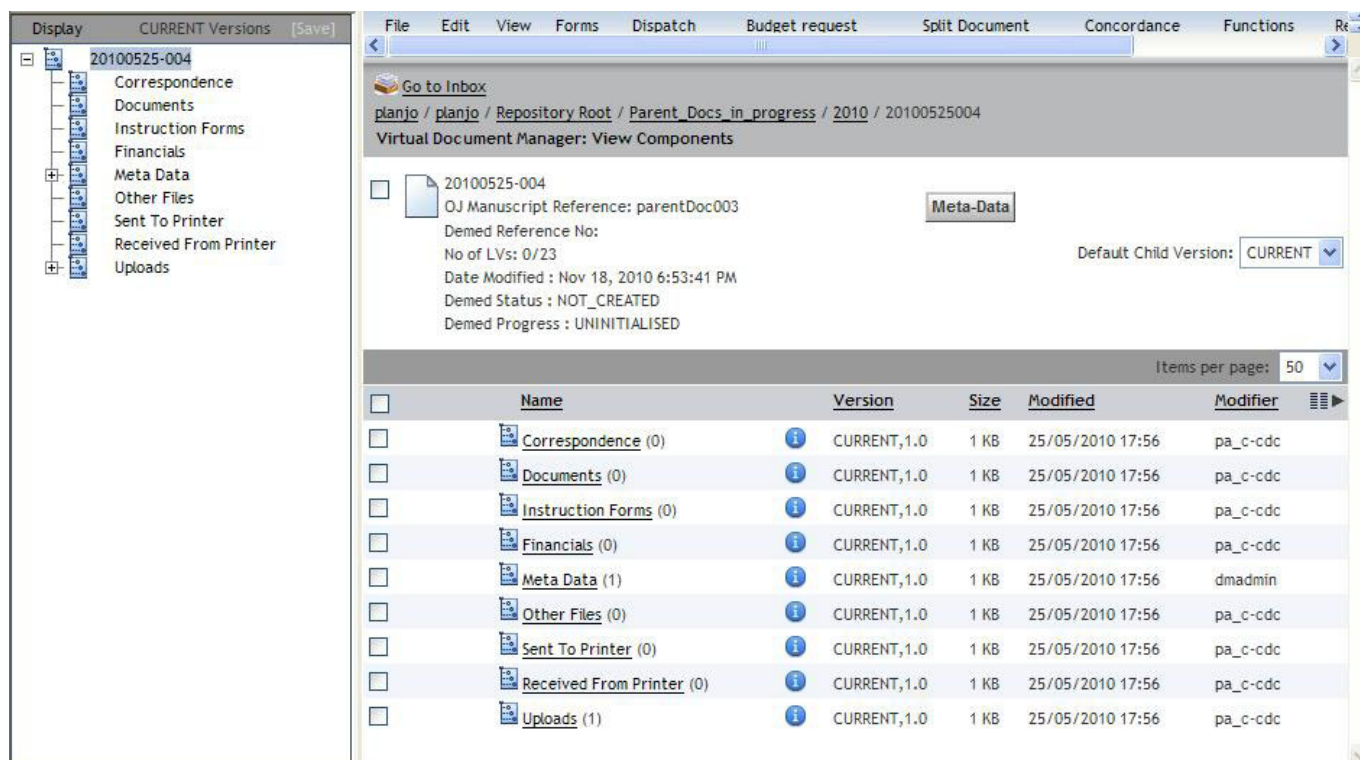
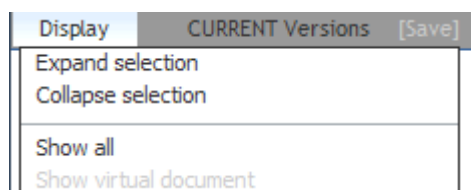


Figure 14: Document Manager (parent document)

On the left navigator you can access the subfolders of the document and find all the attached files related to the document. You can also use the main page to navigate on the document. You can click on the **Metadata** button to access the metadata of the document and also to select between the cleaned and the original files to work on (**Select Cleaned or Original** button).

If you want to access the entire tree of documents, including the Inbox, you should select the **Display** link on the left navigator and then the **Show all** link, as shown in the following figure.



The following figure presents the structure of a document. As stated in the first section of the User Manual, an OJ document contains specific subfolders: Current LVs, Cleaned LVs, New Versions, Proofs, Uploads, Metadata, Instruction forms, Sent to printer, Correspondence, Other files and Concordance.

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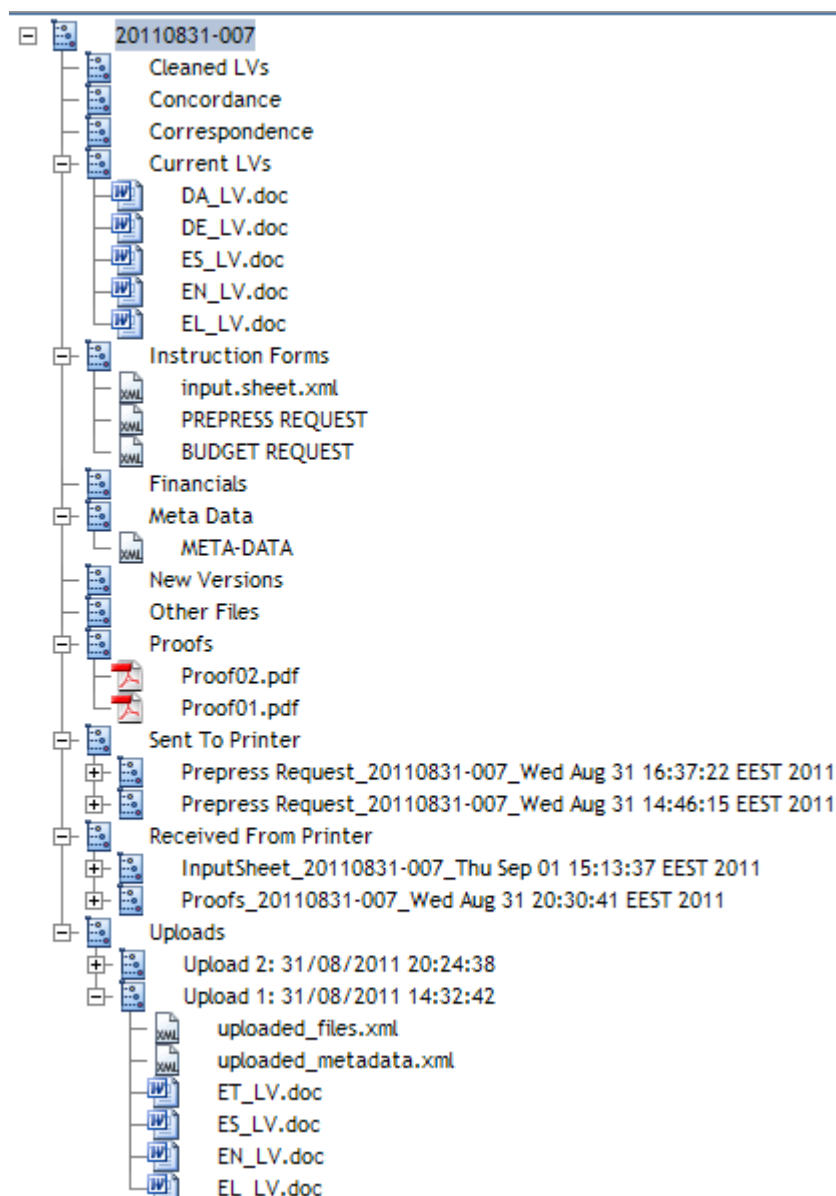


Figure 15: Structure of an OJ document

The subfolder “**Current LVs**” will always be the working folder, unless proofs have been returned from the printer. The folder’s content (i.e. language files) will contain the “working copies” of the latest existing language versions. The “**Cleaned LVs**” folder will still be available to the user as comparison files need to be accessed for consulting. Within the Document Manager interface, users will also have the option to view all previous versions of language versions when needed. In the case where proofs are returned from a printer, they will be placed in a separate folder labelled “**Proofs**”. In this instance, the “Proofs” folder will become the “working folder” for language versions in workflows.

All snapshots of files or content will be kept in the folder labelled “**Sent to printer**”. These will be separated in distinct subfolders within this folder and named accordingly. For example when manuscripts or proofs are sent to the printer, the subfolders Prior-print_date_time and Proof-print_date_time will be created.

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All original files and metadata that are uploaded will be kept in the folder labelled “**Uploads**”. Once again, subfolders within this folder will be created and named accordingly by the system. For example, for the first upload (Upload x_date_time), for the second (Upload x+1_date_time), etc.

The different forms and the language model are grouped in one folder labelled “**Instruction forms**” and contain the following:

- Model
- Prior-reading instruction form
- Prior-reading follow-up
- Publication Request
- Proofreading-instruction form
- Proofreading follow-up
- Budget request

2.5 OJ manager

The OJ Manager is presented in the following figure:

The screenshot displays the OJ Manager interface. On the left, a tree view shows the document structure for 'OJ-20111110-001', including folders like 'Correspondence', 'Ready For Press', 'Forecast', 'Instruction Forms', 'Financials', 'Delivery Note From Printer', 'Meta Data', 'Other Files', 'Print Production File', 'Proofs', 'Received From Printer', 'Sent To Printer', and 'Export Financial Payment'. The main area on the right shows the 'Virtual Document Manager: View Components' for the selected document. It includes a table of components with columns for Name, Version, Size, Modified, and Modifier. The table lists 15 components, all with a version of 'CURRENT, 1.0' and a size of '1 KB'. The components are: Correspondence (0), Ready For Press (3), Forecast (0), Instruction Forms (2), Financials (0), Delivery Note From Printer (1), Meta Data (1), Other Files (0), Print Production File (1), Proofs (0), Received From Printer (0), Sent To Printer (4), and Export Financial Payment (0). Above the table, there are buttons for 'Sent To Printer', 'Meta-Data', and 'Print Production File', and a 'Default Child Version' dropdown set to 'CURRENT'.

Name	Version	Size	Modified	Modifier
Correspondence (0)	CURRENT, 1.0	1 KB	09/11/2011 16:44	Tina PA
Ready For Press (3)	CURRENT, 1.0	1 KB	11/11/2011 12:23	dmadmin
Forecast (0)	CURRENT, 1.0	1 KB	09/11/2011 16:44	Tina PA
Instruction Forms (2)	CURRENT, 1.0	1 KB	11/11/2011 12:10	dmadmin
Financials (0)	CURRENT, 1.0	1 KB	09/11/2011 16:44	Tina PA
Delivery Note From Printer (1)	CURRENT, 1.0	1 KB	14/11/2011 10:58	dmadmin
Meta Data (1)	CURRENT, 1.0	1 KB	09/11/2011 16:44	dmadmin
Other Files (0)	CURRENT, 1.0	1 KB	09/11/2011 16:44	Tina PA
Print Production File (1)	CURRENT, 1.0	1 KB	11/11/2011 12:55	dmadmin
Proofs (0)	CURRENT, 1.0	1 KB	09/11/2011 16:44	Tina PA
Received From Printer (0)	CURRENT, 1.0	1 KB	09/11/2011 16:44	Tina PA
Sent To Printer (4)	CURRENT, 1.0	1 KB	11/11/2011 12:55	dmadmin
Export Financial Payment (0)	CURRENT, 1.0	1 KB	09/11/2011 16:44	Tina PA

Figure 16: OJ Manager

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The structure of the OJ Manager is similar to the Document Manager. An OJ contains specific subfolders: Metadata, Print Production File, Forecast, Proofs, Instruction forms, Sent to printer, Correspondence, and Other files.

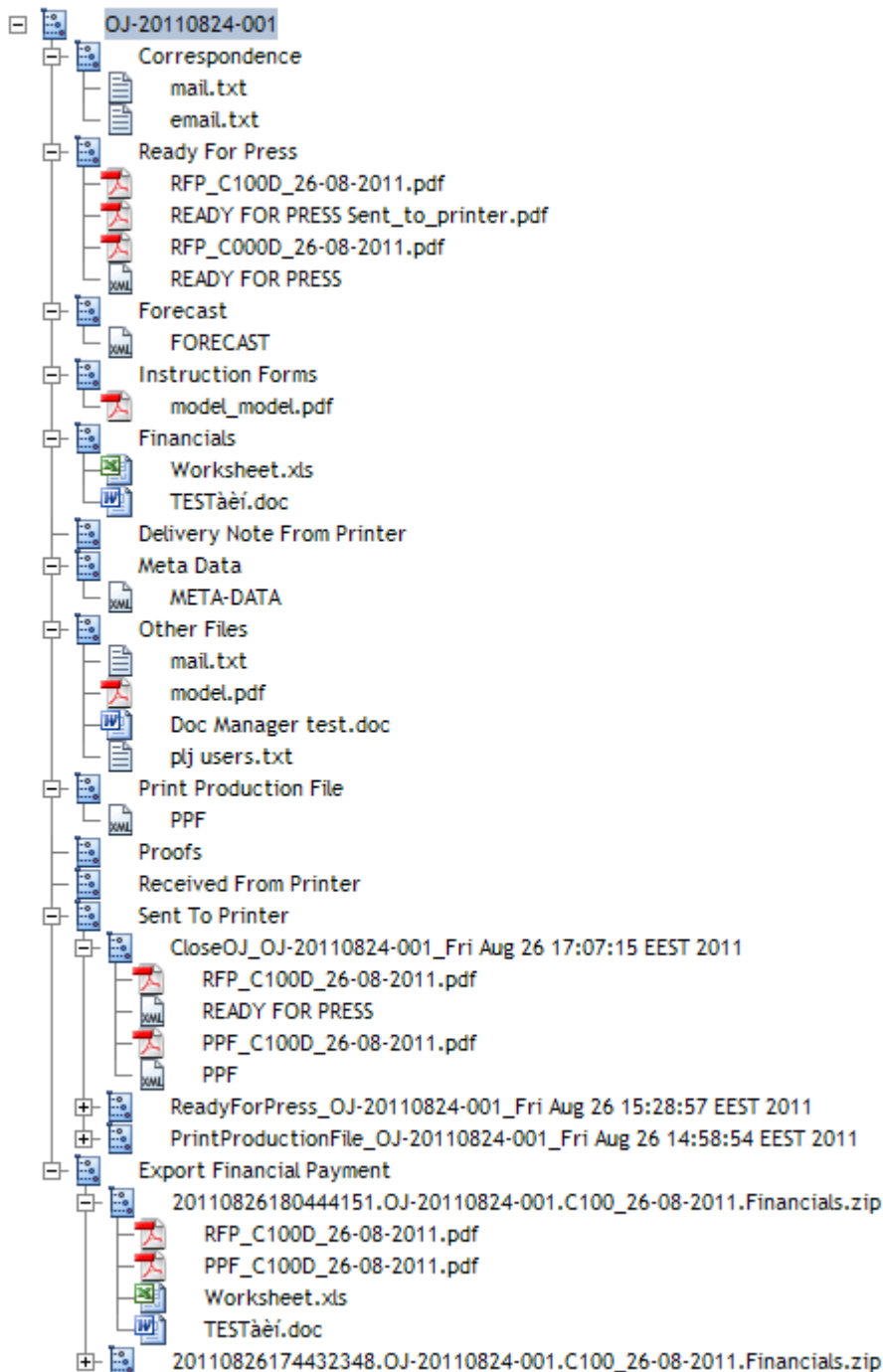


Figure 17: Structure of an OJ document

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2.6 *Workflow availability*

There are two types of user availability to receive new tasks:

- I am available
- I am currently set to unavailable

You can determine whether you are available to receive workflow tasks. If you make yourself unavailable to receive tasks, you must designate another user to receive your tasks for you.

The top of your Inbox displays your availability. "I am available" indicates you are available to receive tasks; "I am currently set to unavailable" indicates you are not available to receive tasks and that another user is designated to receive the tasks sent to you. This setting is useful, for example, if you will be out of the office for an extended period.

All the users have the option to change their availability, apart from authors as they do not receive any tasks.

To change your availability to Unavailable:

1. Access your Inbox.
2. Click your availability status: **I'm available**.
3. On the **Workflow Availability** form below, select the check box **I am currently unavailable**.
4. Click on **edit** link to select a user to direct your tasks.
5. Click **OK** to change your availability and return to your Inbox.

To change your availability to Available:

1. Access your Inbox.
2. Click your availability status: **I am currently unavailable**.
3. On the **Workflow Availability** form below, deselect the check box **I am currently unavailable**.
4. Click **OK** to change your availability and return to your Inbox.

All the users have the option to change their availability, apart from authors as they do not receive any tasks.

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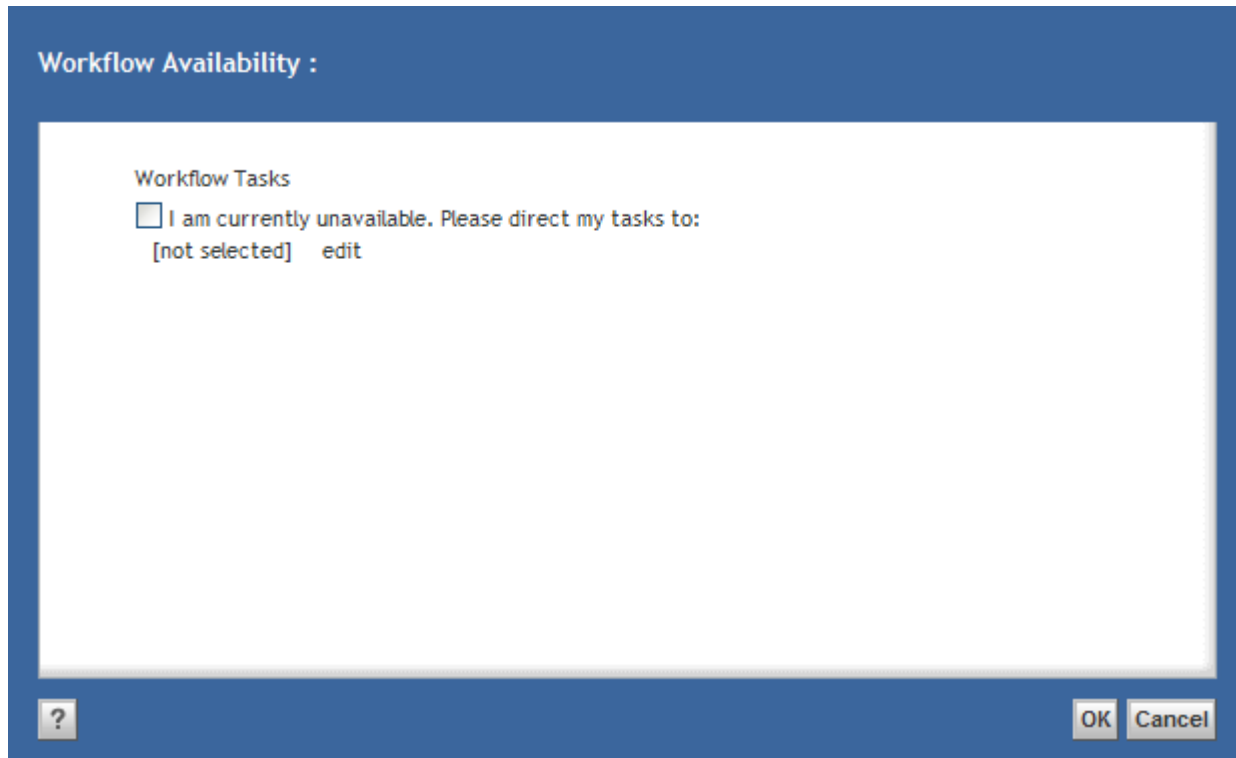


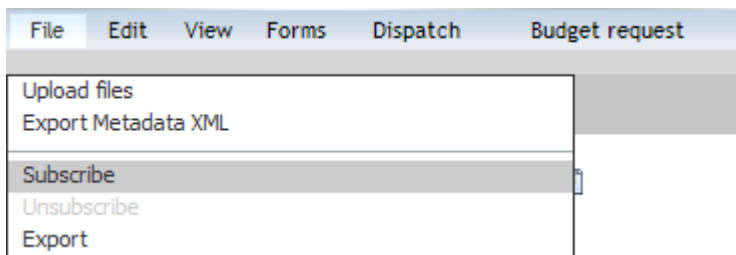
Figure 18: Workflow availability

2.7 *Subscribe*

To have quick access to a cabinet, folder, or file, you can subscribe to the cabinet, folder, or file. The item then appears in your **Subscriptions**. Instead of navigating through the **Repository** to find the item, you can access it quickly through Subscriptions. When you open or view an item through **Subscriptions**, the item is retrieved from its original repository location.

In order to subscribe to a document:

1. Open a task.
2. Select a document by clicking the appropriate check box.
3. Select **File>Subscribe**.

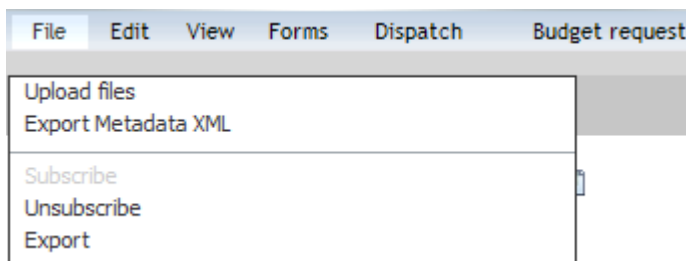


In order to unsubscribe from a document:

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1. Click on **Subscriptions** on the Left navigator.
2. Select a document by clicking the appropriate check box.
3. Select **File>Unsubscribe**.



2.8 Search

2.8.1 Quick search

In order to perform a quick search:

1. In the **Search** field at the top of the page, type the text that you want to search for and click **Go**.



2.8.2 Quick search results

While the search runs, Webtop displays the first page of results.

1. Click on **Name** to display the details of a specific upload or folder.

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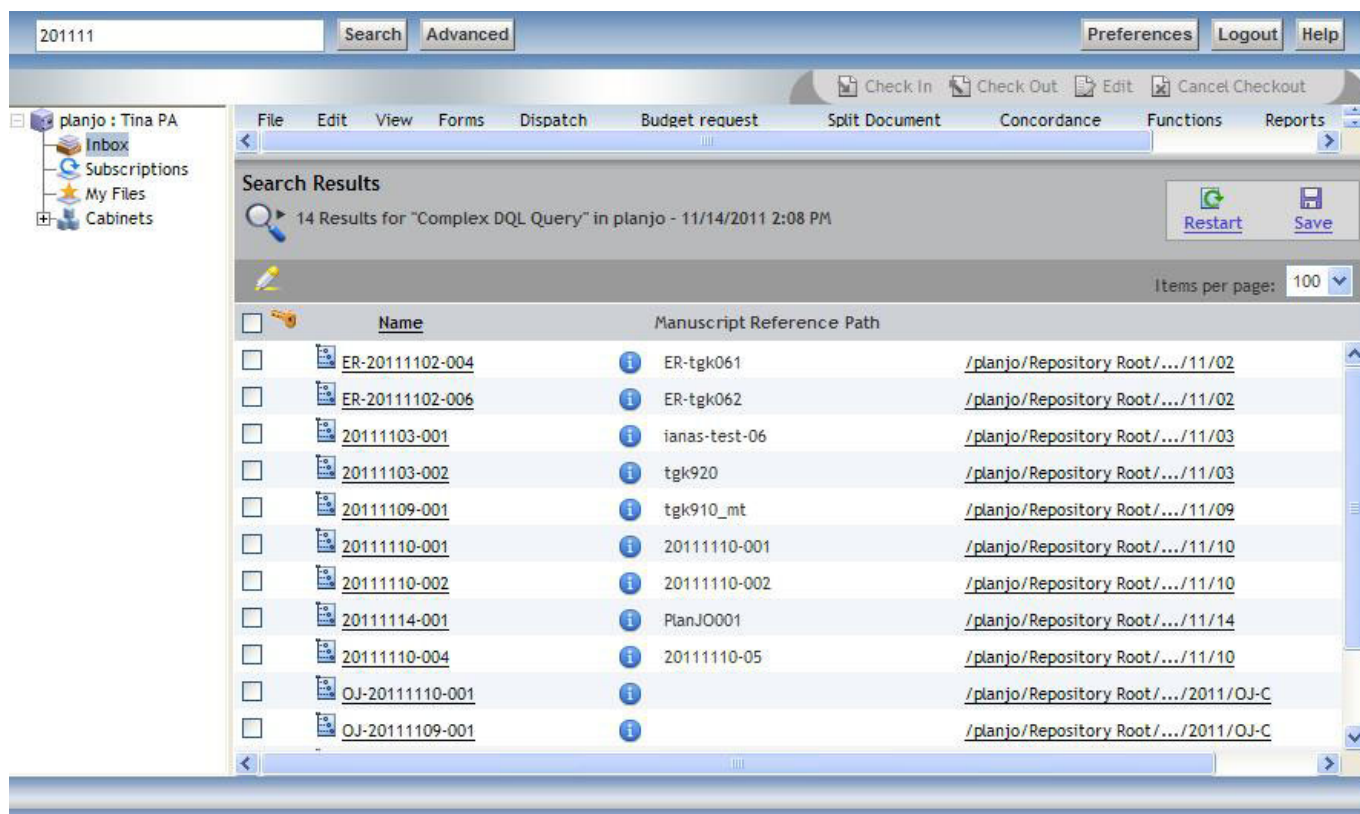







Figure 19: Quick search results

When you perform a quick search, the **Search results** page is displayed, listing all of the documents that meet the criteria of that search. The **Search Results** screen provides you with the opportunity to **Edit** and **Save the Search** by clicking on the corresponding links at the top of the Search results. The displayed information includes Document **name**, **Ranking**, **Summary**, **Modified** date, **Source** and the **Properties** icon .

- To reorder a search result list based on a column, click the column heading. Click the column heading twice to change the sort order from ascending to descending.
- To select which columns appear for a particular view, click on the **Column preference** icon .
- To scroll forward through the list of results, click the right arrow . To scroll backward, click the left arrow .
- To set the number of documents the **Search results** page lists, select from the **Items per page** drop-down list one of the following numbers: 10, 50 or 100.
- To select or deselect the highlighted text (text that matches the search criteria), click on the **Highlight** icon .

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2.8.3 Advanced search

In order to perform a search with advanced options:

1. Click on **Advanced** button.



2. On the **Advanced search** form, fill in the search criteria analogously.

Advanced Search :

Official Journal

OJ Series OJ number OJ Year OJ Type Status

OJ Description Demed Status

From Publication Date

To Publication Date

Documents

Document reference Publication deadline

Manuscript reference Publication date

Interinstitutional No OJ Series

Procedure No OJ Heading

Publication request No OJ number

OJ Year

Institution Date of adoption

Service/DG Document type

Entry into force Demed Reference No

Document Title Documents ☒ All ☐ Parent ☐ Regular ☐ Early-reading

[\[+\] Show additional search criteria](#)

Figure 20: Advanced search form

3. Click on **[+] Show additional search criteria** link to add more criteria.

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Advanced Search :

Documents

Document reference	<input type="text"/>	Publication deadline	Date <input type="text"/>
Manuscript reference	<input type="text"/>	Publication date	Date <input type="text"/>
Interinstitutional No	<input type="text"/>	OJ Series	<input type="text"/>
Procedure No	<input type="text"/>	OJ Heading	<input type="text"/>
Publication request No	<input type="text"/>	OJ number	<input type="text"/>
OJ Year	<input type="text"/>		
Institution	<input type="text"/>	Date of adoption	Date <input type="text"/>
Service/DG	<input type="text"/>	Document type	<input type="text"/>
Entry into force	Date <input type="text"/>	Demed Reference No	<input type="text"/>
Document Title	<input type="text"/>	Documents	<input checked="" type="radio"/> All <input type="radio"/> Parent <input type="radio"/> Regular <input type="radio"/> Early-reading

[\[-\] Hide additional search criteria](#)

Official No	<input type="text"/>	Publication date requested	Date <input type="text"/>
Registration No	<input type="text"/>	Language version of the original	<input type="text"/>
Contact name	<input type="text"/>	Authentic language	<input type="text"/>
Contact address	<input type="text"/>	Places of signature	<input type="text"/>
Contact telephone	<input type="text"/>	Places of signature text	<input type="text"/>
Duration	<input type="text"/>	Signatory name	<input type="text"/>
Signatory function	<input type="text"/>	Signatory name text	<input type="text"/>

Figure 21: Advanced search form – Document Search: Additional search criteria

- Click on the appropriate **Search** button to search either for OJs or for Documents.

Note: The criterion “Documents” has 4 options that have the following meaning:

- All: To search to all the documents (Parent and Regular). This will be the default value.
- Parent: To search to Parent Documents only.
- Regular: To exclude the Parent Documents from the search.
- Early-reading Documents: To search to Early-reading Documents only.

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2.8.4 Advanced search results for Documents

The layout of the search results of an advance search is presented in the following figure:

Advanced Search :

Search results

<u>Document reference</u>	<u>Manuscript reference</u>	<u>Interinstitutional No</u>	<u>Procedure No</u>	<u>Publication request No</u>	<u>Institution</u>	<u>Publication deadline</u>	<u>Publication date</u>	<u>Publication date requested</u>	<u>OJ Series</u>	<u>OJ Heading</u>	<u>Date of adoption</u>	<u>Sei</u>
20090922-004	tgk567				COM		07/04/2010		C			
20080417-001	111111111111111111		PO-2008-3	9	COM				C			
20080508-002	kott01				COM		17/07/2008		C	III		
20081021-002	arg-2				COM		22/10/2008	23/10/2008	C			
20090722-003	tgk078				COM		23/07/2009		C	II		
20080201-001	tgk306			2006-11394	COM			04/02/2006	C	II	03/02/2006	
20080303-009	tgk0352				COM		06/03/2008		C	I		
20080304-001	test-updt-1_en				COM		06/03/2008		C	I		
20071120-001	tgk006			2006-11394	COM		21/11/2007	04/02/2006	C	II	03/02/2006	
20071129-001	vd_full_test		12		COM	14/12/2007	28/12/2007	13/12/2007	C	II	29/11/2007	
20070703-001	asdasd_cs	2234	234		COM		01/11/2008		C	I		
20070925-006	test_cor001				COM		04/11/2008		C			
20071102-001	gk109			2006-11394	COM		03/11/2007	04/02/2006	C	III	03/02/2006	
20110223-001	ianas-0223-01				COM		08/03/2011		C	I		
20101224-001	ianas-1224-01				COM				C	I		
	20110114-											

Figure 22: Advanced search results for documents

The search results can be sorted according to each column by clicking on its name.

To perform a new search, click on **New Search** button. The search criteria form will open and the search criteria will be blank. To modify the existing search, click on **Modify Search** button. The search criteria form will open and the search criteria will be filled in. To exit from the Search function, click on **Finish** button.

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2.8.5 Advanced search results for OJs

The layout of the search results of an advance search is presented in the following figure:

Reports :

[Return to Inbox](#)

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Show Items 10

PPF	OJ Type	OJ Series	OJ Description	Publication Date ▼	OJ Number	Status	DEMED Status	OJ Year
	Extra	L		03/10/2011	0	CREATED	NOT_CREATED	2011
	Extra	L		14/09/2011	0	CREATED	NOT_CREATED	2011
	Extra	L		14/09/2011	0	CREATED	NOT_CREATED	2011
	Daily	L		10/09/2011	0	CREATED	NOT_CREATED	2011
	Extra	L		25/08/2011	0	PREPARE	NOT_CREATED	2011
	Extra	C		11/08/2011	5	PUBLISHED	NOT_CREATED	2011
	Daily	C		03/08/2011	4	PUBLISHED	NOT_CREATED	2011
	Daily	C		03/08/2011	3	PUBLISHED	NOT_CREATED	2011
	Extra	L		03/08/2011	0	PREPARE	NOT_CREATED	2011
	Extra	C		28/07/2011	2	CREATED	NOT_CREATED	2011

Export to PDF
Export to Excel

?
New Search
Modify Search
Finish

Figure 23: Advanced search results for OJs

The search results can be sorted according to each column by clicking on its name.

To perform a new search, click on **New Search** button. The search criteria form will open and the search criteria will be blank. To modify the existing search, click on **Modify Search** button. The search criteria form will open and the search criteria will be filled in. To exit from the Search function, click on **Finish** button.

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3 Author Service

3.1 Author's Inbox

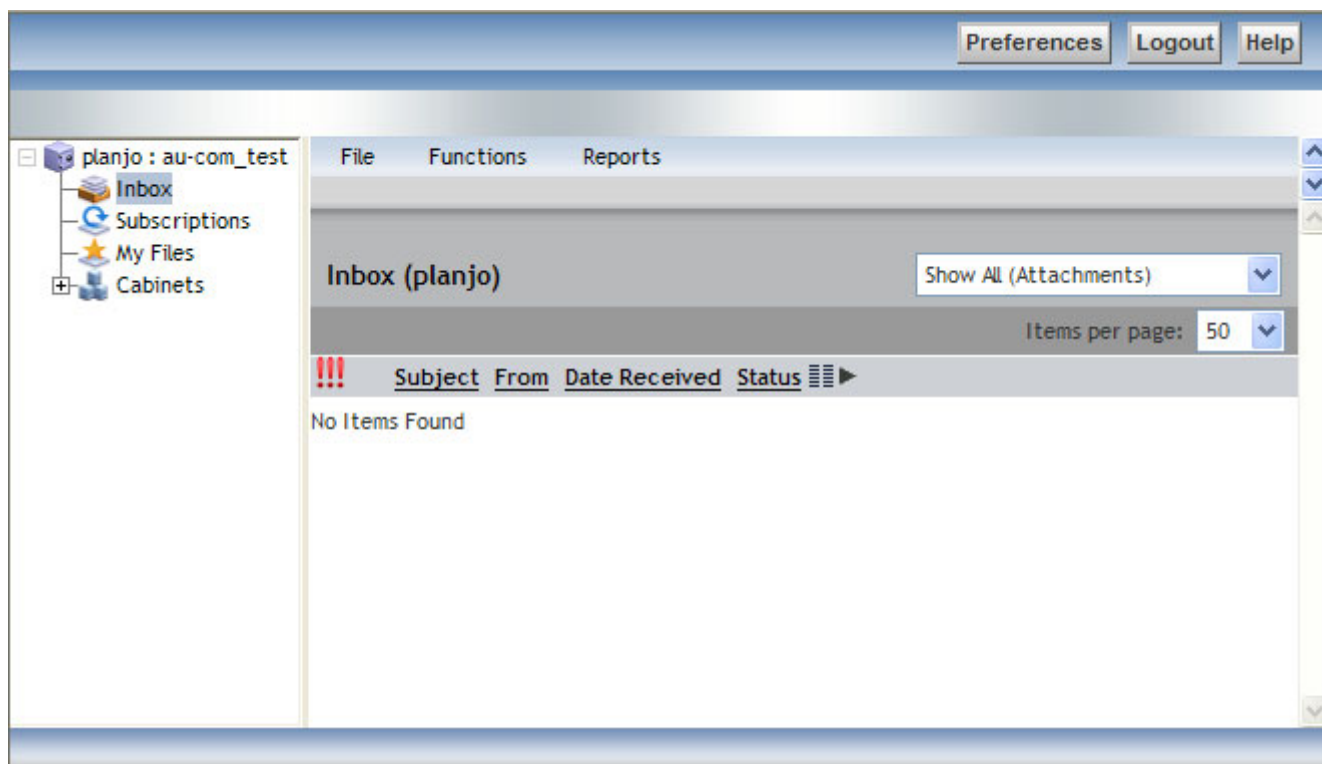


Figure 24: Author Service Inbox

3.2 Upload a new document to PlanJO

In order to upload a new manuscript:

1. Select **File>Upload**.
2. In the **Create** tab below, type the **Manuscript reference** of the new document that you want to upload and click on the **Browse** button to select the related **Existing XML reference data** (if available).
3. Click on **New Document** or **Next** button.

Note: Should the Manuscript reference exists, a list of uploads is displayed informatively. Press **Cancel** to return to the previous page and enter a new Manuscript reference.

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Figure 25: Create a new document (Author's interface)

4. In the **Info** tab below, update the Metadata where appropriate.

Note: If an XML file is supplied, the appropriate fields in the Info tab will be pre-filled automatically with the information provided in the XML file. You can complete the rest of the metadata in the Info tab manually.

Click **Next**.

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New Document: Author Service Upload: Info

1. Create 2. Info 3. Select Production Agent Group 4. Attach files

INFORMATION : The upload procedure may take a few minutes. Please do not close your browser.

Institution code: COM Transmission date:
 Document reference: Not yet created Date of latest transmission: 05/09/2011 17:06

Manuscript reference: <input type="text" value="PLANJO123"/> ER Document reference: <input type="text"/> ER Manuscript reference: <input type="text"/> Interinstitutional No: <input type="text"/> Procedure No: <input type="text"/> Publication request No: <input type="text"/> Registration No: <input type="text"/> Contact name: <input type="text" value="au-com_test"/> Contact address: <input type="text" value="dmadmin@homer.eurodyn.com"/> Contact telephone: <input type="text"/> Date of adoption: <input type="text" value="Date"/> Official title: <input type="text" value="test Official title"/> Document Type: <input type="text" value="CASE"/> Duration: <input type="text" value="Limited - Ephémère"/> EEA relevance: <input type="radio"/> yes <input checked="" type="radio"/> no Codified version: <input type="radio"/> yes <input checked="" type="radio"/> no Service/DG: <input type="text"/> Entry into force: <input type="text" value="Date"/> Author comments: <input type="text" value="test Author comments"/>	Publication date requested: <input type="text" value="Date"/> Publication deadline: <input type="text" value="Date"/> OJ Series: <input type="text" value="C"/> OJ Heading: <input type="text" value="III"/> OJ Sub heading: <input type="text" value="b"/> Language version of the original: <input type="text" value="EN"/> Authentic language: <input type="text"/> Place(s) of signature: <input type="text" value="Luxembourg"/> Signatory name: <input type="text" value="Benita FERRERO-WALDNER"/> Signatory function: <input type="text" value="Member of the Commission"/> Languages to be published: <table border="0"> <tr> <td><input checked="" type="checkbox"/> bg</td> <td><input checked="" type="checkbox"/> cs</td> <td><input checked="" type="checkbox"/> da</td> <td><input checked="" type="checkbox"/> de</td> <td><input checked="" type="checkbox"/> el</td> </tr> <tr> <td><input checked="" type="checkbox"/> en</td> <td><input checked="" type="checkbox"/> es</td> <td><input checked="" type="checkbox"/> et</td> <td><input checked="" type="checkbox"/> fi</td> <td><input checked="" type="checkbox"/> fr</td> </tr> <tr> <td><input type="checkbox"/> ga</td> <td><input checked="" type="checkbox"/> hr</td> <td><input checked="" type="checkbox"/> hu</td> <td><input checked="" type="checkbox"/> is</td> <td><input checked="" type="checkbox"/> it</td> </tr> <tr> <td><input checked="" type="checkbox"/> lv</td> <td><input checked="" type="checkbox"/> lt</td> <td><input checked="" type="checkbox"/> mt</td> <td><input checked="" type="checkbox"/> nl</td> <td><input checked="" type="checkbox"/> pl</td> </tr> <tr> <td><input checked="" type="checkbox"/> pt</td> <td><input checked="" type="checkbox"/> ro</td> <td><input checked="" type="checkbox"/> sk</td> <td><input checked="" type="checkbox"/> sl</td> <td><input checked="" type="checkbox"/> sv</td> </tr> <tr> <td colspan="5"><input type="checkbox"/> all</td> </tr> </table> Manuscript pages: <input type="text" value="15"/> Number of annexes: <input type="text"/> Official No Sequence: <input type="radio"/> Decision <input type="radio"/> Regulation <input type="radio"/> Directive <input checked="" type="radio"/> None	<input checked="" type="checkbox"/> bg	<input checked="" type="checkbox"/> cs	<input checked="" type="checkbox"/> da	<input checked="" type="checkbox"/> de	<input checked="" type="checkbox"/> el	<input checked="" type="checkbox"/> en	<input checked="" type="checkbox"/> es	<input checked="" type="checkbox"/> et	<input checked="" type="checkbox"/> fi	<input checked="" type="checkbox"/> fr	<input type="checkbox"/> ga	<input checked="" type="checkbox"/> hr	<input checked="" type="checkbox"/> hu	<input checked="" type="checkbox"/> is	<input checked="" type="checkbox"/> it	<input checked="" type="checkbox"/> lv	<input checked="" type="checkbox"/> lt	<input checked="" type="checkbox"/> mt	<input checked="" type="checkbox"/> nl	<input checked="" type="checkbox"/> pl	<input checked="" type="checkbox"/> pt	<input checked="" type="checkbox"/> ro	<input checked="" type="checkbox"/> sk	<input checked="" type="checkbox"/> sl	<input checked="" type="checkbox"/> sv	<input type="checkbox"/> all				
<input checked="" type="checkbox"/> bg	<input checked="" type="checkbox"/> cs	<input checked="" type="checkbox"/> da	<input checked="" type="checkbox"/> de	<input checked="" type="checkbox"/> el																											
<input checked="" type="checkbox"/> en	<input checked="" type="checkbox"/> es	<input checked="" type="checkbox"/> et	<input checked="" type="checkbox"/> fi	<input checked="" type="checkbox"/> fr																											
<input type="checkbox"/> ga	<input checked="" type="checkbox"/> hr	<input checked="" type="checkbox"/> hu	<input checked="" type="checkbox"/> is	<input checked="" type="checkbox"/> it																											
<input checked="" type="checkbox"/> lv	<input checked="" type="checkbox"/> lt	<input checked="" type="checkbox"/> mt	<input checked="" type="checkbox"/> nl	<input checked="" type="checkbox"/> pl																											
<input checked="" type="checkbox"/> pt	<input checked="" type="checkbox"/> ro	<input checked="" type="checkbox"/> sk	<input checked="" type="checkbox"/> sl	<input checked="" type="checkbox"/> sv																											
<input type="checkbox"/> all																															

Figure 26: Info (Metadata) of a new document

- In the **Select Production Agents Group** tab select the Production Agents Group to be notified (optional). Click **Next**.

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Figure 27: Select PA Group

- In the **Attach files** tab, select the **language versions to be attached**. In this field you can only select language versions that were selected in the "Languages to be published" field in the Info tab. Language versions not selected will appear as grey. Click on **Add files** to select and attach the files you want to upload. You can add one or more single files or a zip file containing all files you want to upload. To select more than one file in one time, press the CTRL or SHIFT operator and then select the appropriate files. You can also add files by dragging and dropping them in the **Selected Files** field. You can also **Remove** files that have been added and add **Comments** on the corresponding field (optional).

Click **OK**.

Note: When selecting **No Attachments** check box during upload, be sure that the Document type Corrigenda is also selected in the **Info** tab.

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

New Document: Author Service Upload: Attach files

1. Create
2. Info
3. Select Production Agent Group
4. Attach files

INFORMATION : The upload procedure may take a few minutes. Please do not close your browser.

Language versions previously uploaded:

☐ bg
☐ cs
☐ da
☐ de
☐ el
☐ en
☐ es
☐ et
☐ fi
☐ fr
☐ ga
☐ hr
☐ hu
☐ is
☐ it
☐ lv
☐ lt
☐ mt
☐ nl
☐ pl
☐ pt
☐ ro
☐ sk
☐ sl
☐ sv
☐ all

Language versions to be attached:

☐ bg
☐ cs
☐ da
☐ de
☐ el
☒ en
☐ es
☐ et
☐ fi
☒ fr
☐ ga
☐ hr
☐ hu
☐ is
☐ it
☐ lv
☐ lt
☐ mt
☐ nl
☐ pl
☐ pt
☐ ro
☐ sk
☐ sl
☐ sv
☐ all

Comments:

☐ No Attachments
☐ No Unzip

Selected Files:

EN_LV.doc

FR_LV.doc

Add Files
Remove

?
Previous
Next
OK
Cancel


Figure 28: Attach files

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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If the upload is successful then the system shows you the following screen providing information for the document: **Document reference number**, **Manuscript reference number** and **Last transmission date**. Otherwise, it gives you the opportunity to go back to the **Upload** tab and repeat the last step.


New Document:Author Service Upload :


2 file(s) uploaded successfully!

File #	Original file name
1	EN_LV.doc
2	FR_LV.doc

The upload of the above files was successful, with document reference number 20110905-003
transmission date: 05/09/2011 17:15
and manuscript reference: PLANJO123

You will receive a confirmation by e-mail with the upload details and the Document Reference number.



Close

Figure 29: Successful upload of files

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

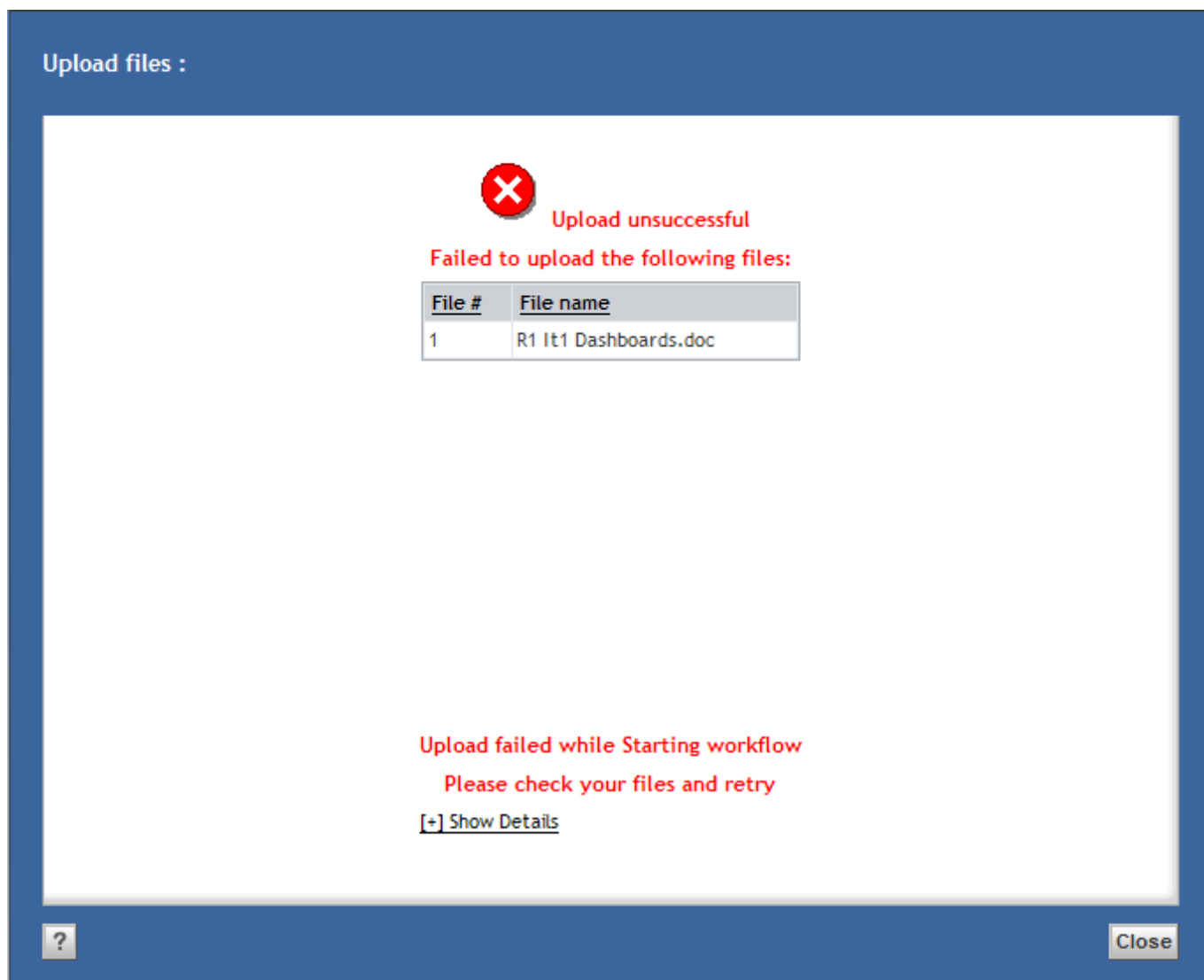


Figure 30: Unsuccessful upload of files

3.3 *Submit additional language files to an existing upload*

In order to submit additional language files to an existing upload:

1. Click **Update document** from the menu on the Webtop.
2. In the **Create** form, enter partial, none or all the **Manuscript reference** of the document that you want to update.
3. Click **Update document**. The system checks if the Manuscript reference exists. If it exists, a list of uploads is presented and displayed informatively, as shown in the following figure. Select the appropriate upload from the list and click **OK** or press **Cancel** to return to the **Create** tab.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Select document to update :

The following documents have been found

	<u>Manuscript Reference</u> ▲	<u>Document Reference</u>	<u>OJ Series</u>	<u>First Transmission Date</u>	<u>Last Transmission Date</u>	<u>Number of Uploads</u>	<u>Number of Files</u>
<input type="radio"/>	<u>PLANJO123</u>	20110905003	C	05/09/2011 17:15	05/09/2011 17:15	1	2
<input type="radio"/>	<u>PLANJO1234</u>	20090217001	C	17/02/2009 13:11	17/02/2009 13:11	1	23

?

OK Cancel

Figure 31: Select language file upload

- In the **Info** tab, you can view the Metadata of the document.
Click **Next**.
- In the **Select Production Agents Group** tab, you can view the selected Production Agents Group.
Click **Next**.
- In the **Attach files** tab, select the **language versions to be attached**. Language versions previously uploaded will appear as "checked" in the "Language versions previously uploaded" field. Click on **Add files** to find and attach the files or a zip file of the files that you want to upload. To select more than one file in one time, press the CTRL or SHIFT operator and then select the appropriate files. You can also add files by dragging and dropping them in the **Selected Files** field. You can also **Remove** files that have been added and **Add Comments** in the corresponding field (optional).
Click **OK**.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

- If the upload is successful then the system shows a screen providing information on the document: **Document reference number** and **Last transmission date**. Otherwise, it gives you the opportunity to go back to the **Upload** tab and repeat the last step.

3.4 Add new versions of uploaded language files

In order to submit additional language files to an existing upload:

- Click **Update document** from the menu on the Webtop.
- In the **Create** form, enter partial, none or all the **Manuscript reference** of the document that you want to update.
- Click **Update document**. The system checks if the Manuscript reference exists. If it exists, a list of uploads is presented and displayed informatively. Select the appropriate upload from the list and click **OK** or press **Cancel** to return to the **Create** tab.
- In the **Info** tab, you can view the Metadata of the document.
Click **Next**.
- In the **Select Production Agent Group** tab, you can view the selected Production Agent Group.
Click **Next**.
- In the **Attach files** tab below, select the **language versions to be attached**. Language versions previously uploaded will appear as "checked" in the "Language versions previously uploaded" field. Click on **Add files** to find and attach the files or a zip file of the files that you want to upload. To select more than one file in one time, press the CTRL or SHIFT operator and then select the appropriate files. You can also add files by dragging and dropping them in the **Selected Files** field. You can also **Remove** files that have been added and **Add comments** in the corresponding field (optional). As shown in the following figure the already uploaded language versions are checked in relation to the first two rows of check boxes that represent the **language versions previously uploaded**.
Click **OK**.

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

New Document: Author Service Upload: Attach files

1. Create
2. Info
3. Select Production Agent Group
4. Attach files

INFORMATION : The upload procedure may take a few minutes. Please do not close your browser.

Language versions previously uploaded:

☐ bg
☐ cs
☐ da
☐ de
☐ el
☒ en
☐ es
☐ et
☐ fi
☒ fr
☐ ga
☐ hr
☐ hu

☐ is
☐ it
☐ lv
☐ lt
☐ mt
☐ nl
☐ pl
☐ pt
☐ ro
☐ sk
☐ sl
☐ sv
☐ all

Language versions to be attached:

☐ bg
☐ cs
☐ da
☐ de
☒ el
☒ en
☐ es
☐ et
☐ fi
☒ fr
☐ ga
☐ hr
☐ hu

☐ is
☐ it
☐ lv
☐ lt
☐ mt
☐ nl
☐ pl
☐ pt
☐ ro
☐ sk
☐ sl
☐ sv
☐ all

Comments:

2nd upload: EN, EL, FR

☐ No Attachments
☐ No Unzip

Selected Files:

EL_LV.doc
 EN_LV.doc
 FR_LV.doc

Add Files
Remove

?
Previous
Next
OK
Cancel

Figure 32: Add new versions of uploaded language files

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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- If the upload is successful then the system shows a screen providing information on the document: **Document reference number** and **Last transmission date**. Otherwise, it gives you the opportunity to go back to the **Upload** tab and repeat the last step.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238 Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11
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4 Reception Agent

4.1 Reception Agent's Inbox

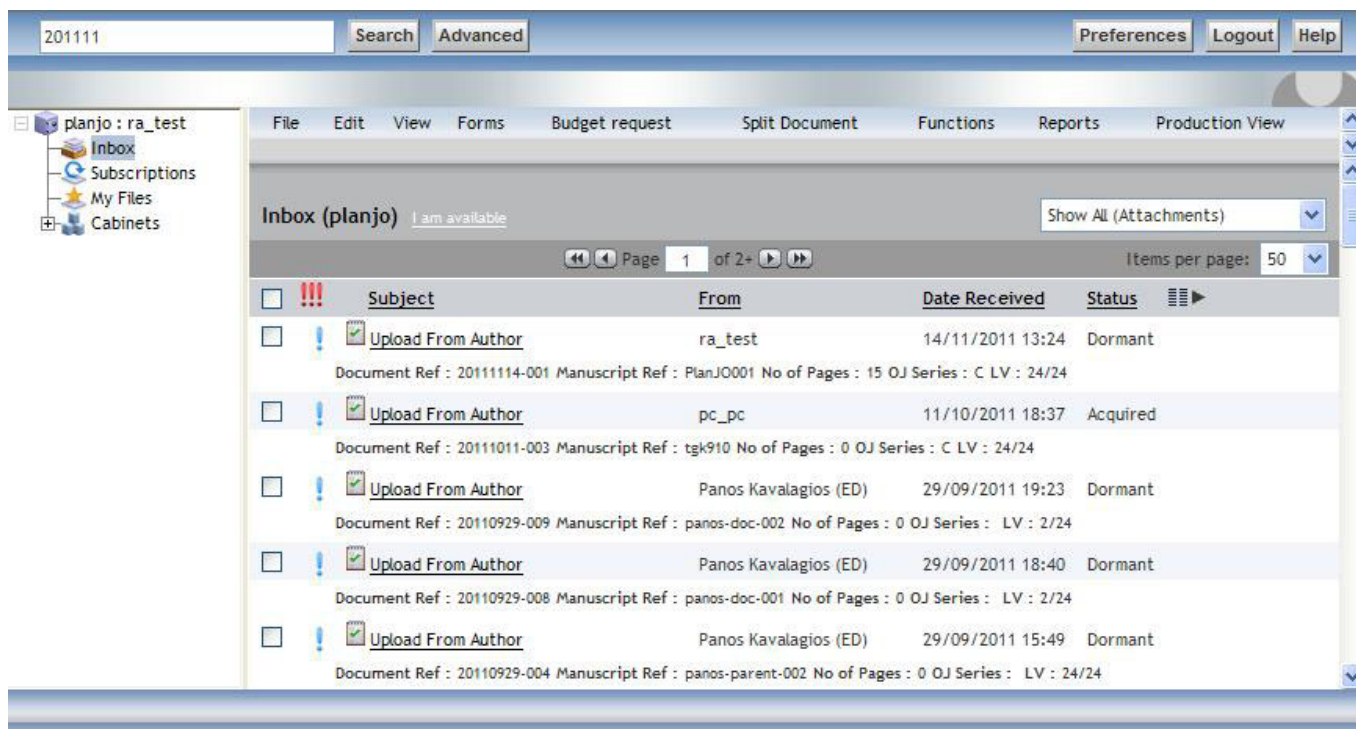
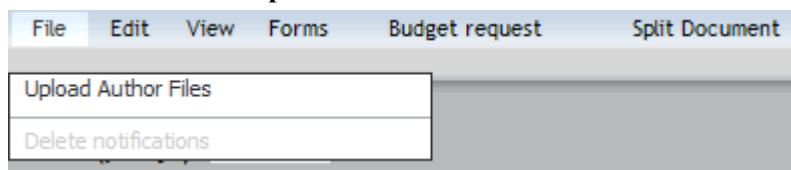


Figure 33: Reception Agent's Inbox

4.2 Upload a new manuscript via Author Service's e-mail

In order to upload a new manuscript sent by an author via e-mail:

1. Select **File>Upload Authors files** from the menu on the Web top.



2. In the **Create** tab below, type the **Manuscript reference** of the new document that you want to upload, the **Institution** and the **Department** that sent it and the **Contact person** (mandatory fields). Also click on the **Browse** button to select the **Existing XML reference data** that represents the uploaded document (if it exists).

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Figure 34: Create a new document (RA/PA interface)

Click **New document**.

Note: The system checks if the Manuscript reference exists. If it exists, a list of uploads is presented and displayed informatively. Press **Cancel** and enter a new Manuscript reference.

3. In the **Info** tab, you can update the Metadata of the document.

Note: If an XML file is available, the appropriate fields in the Info tab will be pre-filled automatically with the information provided in the XML file. You can complete the rest of the metadata in the Info tab manually.

Click **Next**.

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	<h1>PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238 Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11
--	------------------------------	-------------------------------------------------------------------------------------------------------------------

New Document: Author Service Upload: Info

1. Create 2. Info 3. Select Production Agent Group 4. Attach files 5. Attach email

INFORMATION : The upload procedure may take a few minutes. Please do not close your browser.

Institution code: COM Transmission date:
 Document reference: Not yet created Date of latest transmission: 05/09/2011 17:47

<p>Manuscript reference: <input type="text" value="PLANJO12345"/></p> <p>ER Document reference: <input type="text"/></p> <p>ER Manuscript reference: <input type="text"/></p> <p>Official No: <input type="text"/></p> <p>Interinstitutional No: <input type="text"/></p> <p>Procedure No: <input type="text" value="PO-2008-38"/></p> <p>Publication request No: <input type="text" value="902"/></p> <p>Registration No: <input type="text" value="C-2008-14"/></p> <p>Contact name: <input type="text" value="DOBRE Cristian"/></p> <p>Contact address: <input type="text" value="DIGIT-EGREFFE-DEVELOPMENT@"/></p> <p>Contact telephone: <input type="text" value="52769"/></p> <p>Date of adoption: <input type="text" value="Date"/></p> <p>Official title: <input type="text" value="titre"/></p> <p>Document Type: <input type="text" value="PROP.REG"/></p> <p>Duration: <input type="text" value="Lasting - Durable"/></p> <p>EEA relevance: <input type="radio"/> yes <input checked="" type="radio"/> no</p> <p>Codified version: <input type="radio"/> yes <input checked="" type="radio"/> no</p> <p>Service/DG: <input type="text" value="AGRI"/></p> <p>Prior-reading: <input type="radio"/> yes <input type="radio"/> no <input checked="" type="radio"/> not sure</p> <p>Entry into force: <input type="text" value="Date"/></p> <p>Author comments: <input type="text"/></p> <p>Reception Agent comments: <input type="text"/></p> <p>Production Agent comments: <input type="text"/></p>	<p>Publication date requested: <input type="text" value="Apr 10, 2008"/></p> <p>Publication deadline: <input type="text" value="Date"/></p> <p>Publication date: <input type="text" value="Date"/></p> <p>OJ Series: <input type="text" value="C"/></p> <p>OJ Heading: <input type="text" value="II"/> OJ Sub heading: <input type="text" value="a"/></p> <p>OJ Number: <input type="text"/></p> <p>Language version of the original: <input type="text" value="EN"/></p> <p>Authentic language: <input type="text" value="EL;LV;RO;SK;EN;"/></p> <p>Place(s) of signature: <input type="text" value="Bruxelles"/></p> <p>Signatory name: <input type="text" value="DIRECTEUR GENERAL Barros"/></p> <p>Signatory function: <input type="text"/></p> <p>Languages to be published:</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> bg</td> <td><input checked="" type="checkbox"/> cs</td> <td><input checked="" type="checkbox"/> da</td> <td><input checked="" type="checkbox"/> de</td> <td><input checked="" type="checkbox"/> el</td> </tr> <tr> <td><input checked="" type="checkbox"/> en</td> <td><input checked="" type="checkbox"/> es</td> <td><input checked="" type="checkbox"/> et</td> <td><input checked="" type="checkbox"/> fi</td> <td><input checked="" type="checkbox"/> fr</td> </tr> <tr> <td><input checked="" type="checkbox"/> ga</td> <td><input type="checkbox"/> hr</td> <td><input checked="" type="checkbox"/> hu</td> <td><input type="checkbox"/> is</td> <td><input checked="" type="checkbox"/> it</td> </tr> <tr> <td><input checked="" type="checkbox"/> lv</td> <td><input checked="" type="checkbox"/> lt</td> <td><input checked="" type="checkbox"/> mt</td> <td><input checked="" type="checkbox"/> nl</td> <td><input checked="" type="checkbox"/> pl</td> </tr> <tr> <td><input checked="" type="checkbox"/> pt</td> <td><input checked="" type="checkbox"/> ro</td> <td><input checked="" type="checkbox"/> sk</td> <td><input checked="" type="checkbox"/> sl</td> <td><input checked="" type="checkbox"/> sv</td> </tr> <tr> <td colspan="5"><input type="checkbox"/> all</td> </tr> </table> <p>Manuscript pages: <input type="text" value="52"/></p> <p>Estimated OJ pages: <input type="text"/></p> <p>Printed OJ pages: <input type="text"/></p> <p>Number of annexes: <input type="text"/></p> <p>Official No Sequence: <input type="radio"/> Decision <input type="radio"/> Regulation <input type="radio"/> Directive <input checked="" type="radio"/> None</p>	<input checked="" type="checkbox"/> bg	<input checked="" type="checkbox"/> cs	<input checked="" type="checkbox"/> da	<input checked="" type="checkbox"/> de	<input checked="" type="checkbox"/> el	<input checked="" type="checkbox"/> en	<input checked="" type="checkbox"/> es	<input checked="" type="checkbox"/> et	<input checked="" type="checkbox"/> fi	<input checked="" type="checkbox"/> fr	<input checked="" type="checkbox"/> ga	<input type="checkbox"/> hr	<input checked="" type="checkbox"/> hu	<input type="checkbox"/> is	<input checked="" type="checkbox"/> it	<input checked="" type="checkbox"/> lv	<input checked="" type="checkbox"/> lt	<input checked="" type="checkbox"/> mt	<input checked="" type="checkbox"/> nl	<input checked="" type="checkbox"/> pl	<input checked="" type="checkbox"/> pt	<input checked="" type="checkbox"/> ro	<input checked="" type="checkbox"/> sk	<input checked="" type="checkbox"/> sl	<input checked="" type="checkbox"/> sv	<input type="checkbox"/> all				
<input checked="" type="checkbox"/> bg	<input checked="" type="checkbox"/> cs	<input checked="" type="checkbox"/> da	<input checked="" type="checkbox"/> de	<input checked="" type="checkbox"/> el																											
<input checked="" type="checkbox"/> en	<input checked="" type="checkbox"/> es	<input checked="" type="checkbox"/> et	<input checked="" type="checkbox"/> fi	<input checked="" type="checkbox"/> fr																											
<input checked="" type="checkbox"/> ga	<input type="checkbox"/> hr	<input checked="" type="checkbox"/> hu	<input type="checkbox"/> is	<input checked="" type="checkbox"/> it																											
<input checked="" type="checkbox"/> lv	<input checked="" type="checkbox"/> lt	<input checked="" type="checkbox"/> mt	<input checked="" type="checkbox"/> nl	<input checked="" type="checkbox"/> pl																											
<input checked="" type="checkbox"/> pt	<input checked="" type="checkbox"/> ro	<input checked="" type="checkbox"/> sk	<input checked="" type="checkbox"/> sl	<input checked="" type="checkbox"/> sv																											
<input type="checkbox"/> all																															

Previous Next OK Cancel

Figure 35: Info (Metadata) of a new document

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

- In the **Select Production Agents Group** tab, from the provided drop-down list select the Production Agents Group to be notified.

Click **Next**.

Note: If a PA performs the upload, the **Production Agent Group** is pre-filled by the group he belongs to.

Figure 36: Select PA Group

- In the **Attach files** tab, select the **language versions to be attached**. In this field you can only select language versions that were selected in the "Languages to be published" field in the Info tab. Language versions not selected will appear as grey. Click on **Add files** to find and attach the files or a zip file of the files that you want to upload. To select more than one file in one time, press the CTRL or SHIFT operator and then select the appropriate files. You can also add files by dragging and dropping them in the Selected Files field. You can also **Remove** files that have been added and add **Comments** in the appropriate field.

Click **Next**.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Note: When selecting **No Attachments** check box during upload, be sure that the **Document type** Corrigenda is also selected in the **Info** tab.

Issue Date: 19/04/2012	Document File Name: D.PJO.UMA-4.2.0 - User Manual v0.11.doc	Page: 64 of 290
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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

New Document: Author Service Upload: Attach files

1. Create

2. Info

3. Select Production Agent Group

4. Attach files

5. Attach email

INFORMATION : The upload procedure may take a few minutes. Please do not close your browser.

Language versions previously uploaded:

☐ bg

☐ cs

☐ da

☐ de

☐ el

☐ en

☐ es

☐ et

☐ fi

☐ fr

☐ ga

☐ hr

☐ hu

☐ is

☐ it

☐ lv

☐ lt

☐ mt

☐ nl

☐ pl

☐ pt

☐ ro

☐ sk

☐ sl

☐ sv

☐ all

Language versions to be attached:

☒ bg

☒ cs

☒ da

☒ de

☒ el

☒ en

☒ es

☒ et

☒ fi

☒ fr

☒ ga

☐ hr

☒ hu

☐ is

☒ it

☒ lv

☒ lt

☒ mt

☒ nl

☒ pl

☒ pt

☒ ro

☒ sk

☒ sl

☒ sv

☒ all

Comments:

☐ **No Attachments**
☐ **No Unzip**
☐ **Exclude OJ-Format**

Selected Files:

BG_LV.doc

CS_LV.doc

DA_LV.doc

DE_LV.doc

EL_LV.doc

EN_LV.doc

ES_LV.doc

ET_LV.doc

FI_LV.doc

FR_LV.doc

GA_LV.doc

HU_LV.doc

IT_LV.doc

LT_LV.doc

LV_LV.doc

MT_LV.doc

NL_LV.doc

PL_LV.doc

PT_LV.doc

RO_LV.doc

SK_LV.doc

SL_LV.doc

SV_LV.doc

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Figure 37: Attach files

- In the **Attach email** tab, drag and drop the e-mail that the author sent with the attached language files directly from Outlook.

Click **OK**.


Figure 38: Attach email

If the upload is successful then the system shows you a screen providing information on the document: **Document reference number** and **Last transmission date**. Otherwise, it gives you information on the problem that occurred and the opportunity to go back to the **Upload** tab and repeat the last step. At the end of a successful upload, the author group receives an automatic e-mail notification concerning the upload.

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

New Document:Author Service Upload :


24 file(s) uploaded successfully!

File #	Original file name
1	BG_LV.doc
2	CS_LV.doc
3	DA_LV.doc
4	DE_LV.doc
5	EL_LV.doc
6	EN_LV.doc
7	ES_LV.doc
8	ET_LV.doc
9	FI_LV.doc
10	FR_LV.doc
11	GA_LV.doc
12	HU_LV.doc
13	IT_LV.doc
14	LT_LV.doc
15	LV_LV.doc
16	MT_LV.doc
17	NL_LV.doc
18	PL_LV.doc
19	PT_LV.doc
20	RO_LV.doc
21	SK_LV.doc
22	SL_LV.doc
23	SV_LV.doc
24	email.txt

The upload of the above files was successful, with document reference number **20110905-004**
 transmission date: **05/09/2011 17:56**
 and manuscript reference: **PLANJO12345**



Close

Figure 39: Successful upload of files

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		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

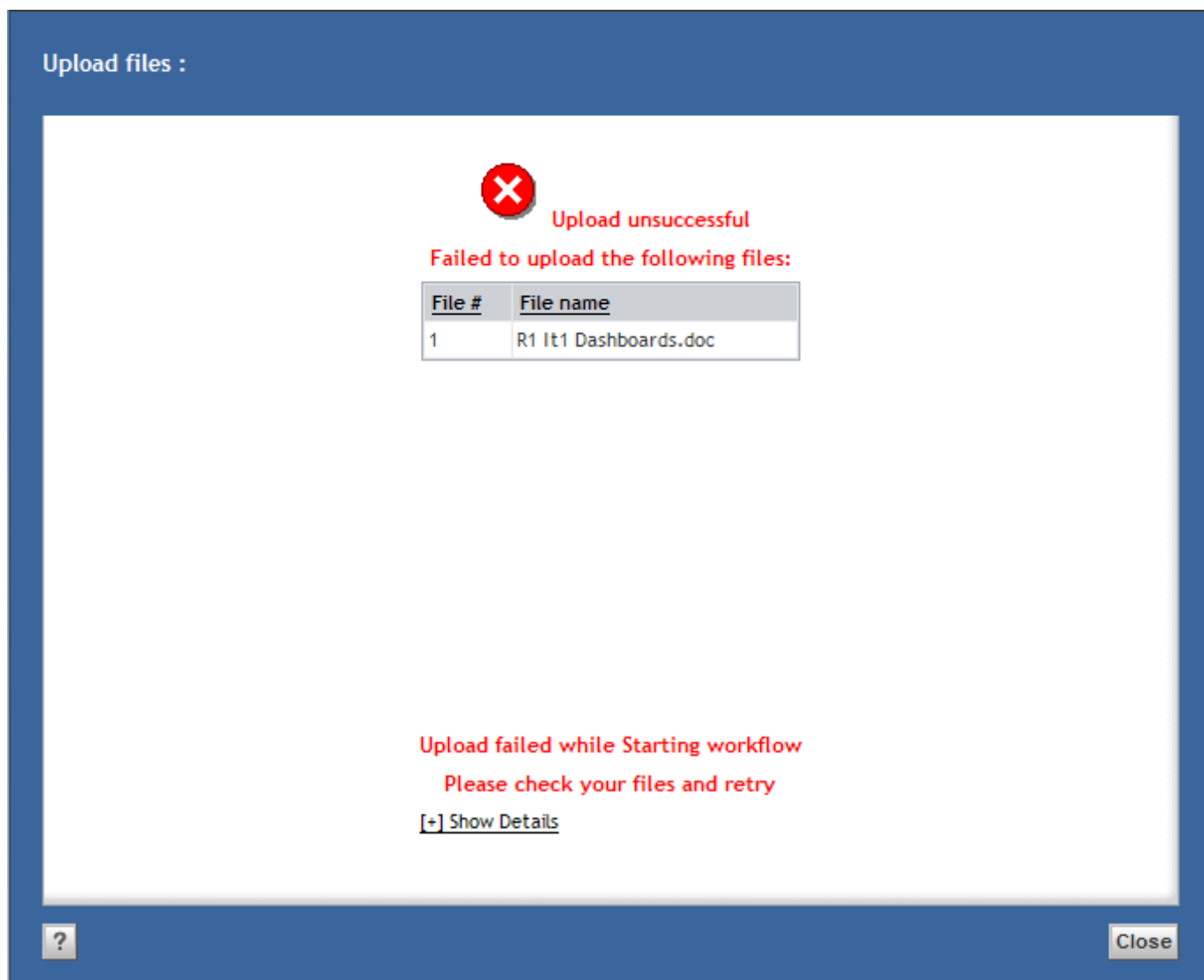


Figure 40: Unsuccessful upload of files

4.3 Upload a new ER document via Author Service's e-mail

In order to upload a new ER document sent by an author via e-mail:

1. Select **File>Upload Authors files** from the menu on the Web top.
2. In the **Create** tab below, type the **ER Manuscript reference** of the new document that you want to upload, the **Institution** and the **Department** that sent it and the **Contact person** (mandatory fields). Also click on the **Browse** button to select the **Existing XML reference data** that represents the uploaded document (if it exists).

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Figure 41: Create a new ER document (RA/PRC interface)

Click **New ER Document**.

Note: The system checks if the Manuscript reference exists. If it exists, a list of uploads is presented and displayed informatively. Press **Cancel** and enter a new Manuscript reference.

3. In the **Info** tab, you can update the Metadata of the document.

Note: If an XML file is available, the appropriate fields in the Info tab will be pre-filled automatically with the information provided in the XML file. You can complete the rest of the metadata in the Info tab manually.

Click **Next**.

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	<h1>PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238 Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11
--	------------------------------	-------------------------------------------------------------------------------------------------------------------

New Document: Author Service Upload: Info

1. Create 2. Info 3. Select Production Agent Group 4. Attach files 5. Attach email

INFORMATION : The upload procedure may take a few minutes. Please do not close your browser .

Institution code: COM Transmission date: Date of latest transmission: 05/09/2011 18:31

ER Document reference: Not yet created

ER Manuscript reference: <input type="text" value="ER-1234"/>	ER date requested: <input type="text" value="Date"/>
Document for Publication: <input type="text"/>	ER deadline: <input type="text" value="Date"/>
Manuscript for Publication: <input type="text"/>	

Interinstitutional No: <input type="text"/>	Language version of the original: <input type="text" value="EN"/>
Procedure No: <input type="text"/>	Authentic language: <input type="text" value="FR"/>
Publication request No: <input type="text"/>	Place(s) of signature: <input type="text" value="Brussels"/>
Registration No: <input type="text"/>	Signatory name: <input type="text" value="Olli REHN"/>
Contact name: <input type="text" value="au-com_pc"/>	Signatory function: <input type="text" value="Member of the Commission"/>
Contact address: <input type="text" value="dmdadmin@homer.eurodyn.com"/>	
Contact telephone: <input type="text"/>	
Date of adoption: <input type="text" value="Date"/>	
Official title: <input type="text" value="test Official title"/>	

Document Type: <input type="text" value="LIST.COM"/>	Languages to be published <input checked="" type="checkbox"/> bg <input checked="" type="checkbox"/> cs <input checked="" type="checkbox"/> da <input checked="" type="checkbox"/> de <input checked="" type="checkbox"/> el <input checked="" type="checkbox"/> en <input checked="" type="checkbox"/> es <input checked="" type="checkbox"/> et <input checked="" type="checkbox"/> fi <input checked="" type="checkbox"/> fr <input type="checkbox"/> ga <input checked="" type="checkbox"/> hr <input checked="" type="checkbox"/> hu <input checked="" type="checkbox"/> is <input checked="" type="checkbox"/> it <input checked="" type="checkbox"/> lt <input checked="" type="checkbox"/> lv <input checked="" type="checkbox"/> mt <input checked="" type="checkbox"/> nl <input checked="" type="checkbox"/> pl <input checked="" type="checkbox"/> pt <input checked="" type="checkbox"/> ro <input checked="" type="checkbox"/> sk <input checked="" type="checkbox"/> sl <input checked="" type="checkbox"/> sv <input type="checkbox"/> all
Duration: <input type="text" value="Limited - Ephémère"/>	Manuscript pages: <input type="text" value="15"/>
EEA relevance: <input type="radio"/> yes <input checked="" type="radio"/> no	Number of annexes: <input type="text"/>
Codified version: <input type="radio"/> yes <input checked="" type="radio"/> no	Official No Sequence: <input type="radio"/> Decision <input type="radio"/> Regulation <input type="radio"/> Directive <input checked="" type="radio"/> None
Service/DG: <input type="text"/>	

Author comments	<input type="text" value="Test Author comments"/>
Reception Agent comments	<input type="text" value="Test Reception Agent comments"/>
Proofreader Coordinator comments	<input type="text"/>

?

Previous Next OK Cancel

Figure 42: Info (ER Metadata) of a new document

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4. In the **Attach files** tab, select the **language versions to be attached**. In this field you can only select language versions that were selected in the "Languages to be published" field in the Info tab. Language versions not selected will appear as grey. Click on **Add files** to find and attach the files or a zip file of the files that you want to upload. To select more than one file in one time, press the CTRL or SHIFT operator and then select the appropriate files. You can also add files by dragging and dropping them in the Selected Files field. You can also **Remove** files that have been added and add **Comments** in the appropriate field.

Click **Next**.

Note: When selecting **No Attachments** check box during upload, be sure that the **Document type** Corrigenda is also selected in the **Info** tab.

5. In the **Attach email** tab, drag and drop the e-mail that the author sent with the attached language files directly from Outlook.

Click **OK**.

If the upload is successful then the system shows you a screen providing information on the document: **Document reference number** and **Last transmission date**. Otherwise, it gives you information on the problem that occurred and the opportunity to go back to the **Upload** tab and repeat the last step. At the end of a successful upload, the author group receives an automatic e-mail notification concerning the upload.

4.4 Submit additional language files to an existing upload

In order to submit additional language files to an existing upload:

1. Select **File>Upload Authors files** from the menu on the Webtop.
2. In the **Create** tab, enter partial, none or all the **Manuscript reference** of the new document that you want to upload, the **Institution** and the **Department** that sent it and the **Contact person** (mandatory fields).

Click **Update document**. The system checks if the Manuscript reference exists. If it exists a list of uploads is presented and displayed informatively. Select the appropriate upload from the list and click **OK** or press **Cancel** to return to the **Create** tab.

3. In the **Info** tab, you can update the Metadata of the document.

Click **Next**.

4. In the **Select Production Agent Group** tab, you can view the selected Production Agents Group.

Click **Next**.

5. In the **Attach files** tab, select the **language versions to be attached**. Click on **Add files** to find and attach the files or a zip file of the files that you want to upload. You can also **Remove** files that have been added and add **Comments** on the corresponding field.

6. Click **Next**.

7. In the **Attach e-mail** tab, drag and drop directly from Outlook the e-mail that the author sent.

Click **OK**.

If the upload is successful then the system shows you a screen providing information on the document: **Document reference number** and **Last transmission date**. Otherwise, it gives you information on the problem that occurred and the opportunity to go back to the **Upload** tab and repeat the last step.

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4.5 Add new versions of uploaded language files

In order to upload new versions of language files:

1. Select **File>Upload Authors files** from the menu on the Webtop.
2. In the **Create** tab, enter partial, none or all the **Manuscript reference** of the new document that you want to upload, the **Institution** and the **Department** that sent it and the **Contact person** (mandatory fields).
Click **Update document**. The system checks if the Manuscript reference exists. If it exists a list of uploads is presented and displayed informatively. Select the appropriate upload from the list and click **OK** or press **Cancel** to return to the **Create** tab.
3. In the **Info** tab, you can view the Metadata of the document.
Click **Next**.
4. In the **Select Production Agents Group** tab, you can view the selected Production Agents Group.
Click **Next**.
5. In the **Attach files** tab, select the **language versions to be attached**. Click on **Add files** to find and attach the files or a zip file of the files that you want to upload. You can also **Remove** files that have been added and add **Comments** on the corresponding field. The recently uploaded language versions are checked in relation to the first two rows of check boxes that represent the **language versions previously uploaded**.
Click **Next**.
6. In the **Attach email** tab, drag and drop the e-mail that the Author sent (optional).
Click **OK**.

If the upload is successful then the system shows you the following screen providing information on the document: **Document reference number** and **Last transmission date**. Otherwise, it gives you information on the problem that occurred and the opportunity to go back to the **Upload** tab and repeat the last step.

4.6 Access a document

In order to access a document:

1. Click on the **Reception Agent's Inbox** node on the left navigation menu, to display the tasks sent to you.
2. Select a task.
3. Click on **Accept** button, to accept the task and make it unavailable to other users.
4. Click on **Work on document** button, if you want to access the Document Manager.

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Info

Comments

Progress

Upload From Author

Metadata

Work on Document

From: ra_test
 Received: 14/11/2011 13:24
 Institution:
 OJ Document Reference: 20111114-001
 OJ Manuscript Reference: PlanJO001

No of pages: 15
 No of LVs: 24/24
 Publication Date:
 OJ: C
 DEMED Progress: UNINITIALISED

Comments: 14/11/2011 13:21 - test Author comments

Attachments

<input type="checkbox"/>	Name ▲	Modified	Modifier	Version	LV
<input type="checkbox"/>	BG_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	CS_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	DA_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	DE_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	

Accept

Finish

Delegate

Repeat

Close

Figure 43: Task info

4.7 Split Document

In order to split a document into different documents:

1. Select an accepted task from you **Inbox**.
2. From within the task, select the language file that you want to split.
3. Select **Split Document>Start Split Document** from the menu on the Webtop.

File

Edit

View

Forms

Budget request

Split Document

Functions

Reports

Info

Comments

Progress

Start Split Document

4. In the **Split Document** form, select the language of the document that you want to split and click on **OK** button. Only one language can be selected in each split.

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Split Document :

☐ BG
 ☐ CS
 ☐ DA
 ☐ DE
 ☐ EL
 ☐ EN
 ☐ ES
 ☐ ET
 ☐ FI
 ☐ FR
 ☐ GA
 ☐ HR
 ☐ HU

☐ IS
 ☐ IT
 ☐ LV
 ☐ LT
 ☐ MT
 ☐ NL
 ☐ PL
 ☐ PT
 ☐ RO
 ☐ SK
 ☐ SL
 ☐ SV

Figure 44: Split Document

5. In case a production agent group is not assigned to the document, select a group.

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Split Document :

Select a production agent group

Council

Group members

pa_csl_wvg
pa_csl_ts
pa_csl_test
pa_csl_rp
pa_csl_pc

?

OK Cancel

Figure 45: Split Document – Select a production agent group

- If the slit of the document is successful, the following figure is presented. Click the **Close** button to go back to the task. After the end of the split of document, the LV is removed from the original task and a new one is created in the PA Inbox with the same Meta data.

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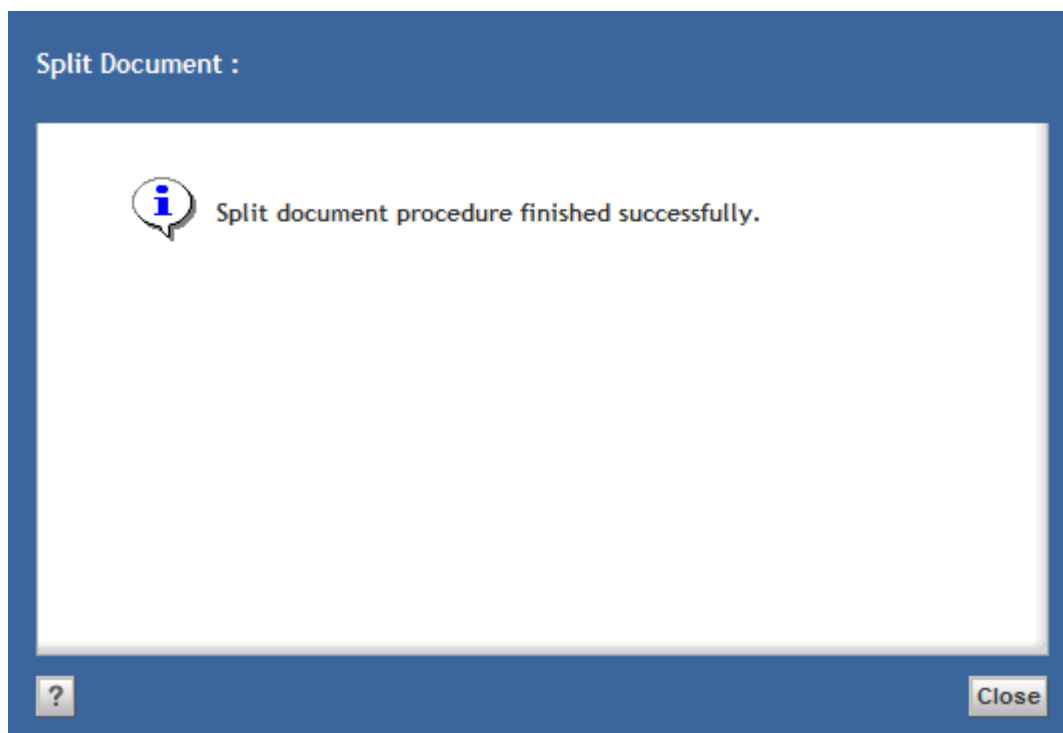


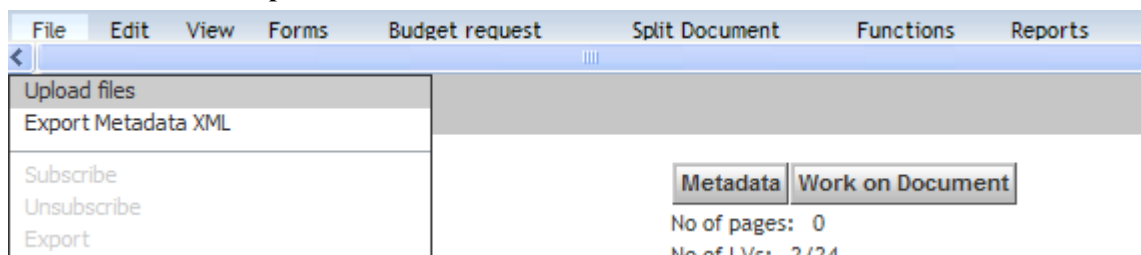
Figure 46: Successful Split of Document

4.8 Upload files

4.8.1 Upload correspondence

In order to upload correspondence:

1. Access a task for a document or the document manager.
2. Select **File>Upload files**.



3. In the **Upload files** form below, select **Upload Correspondence** from the drop down list and click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional).

Click **OK**.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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Upload files :

Correspondence ▼

Comments:

comments on upload correspondence

Language versions to be attached:

☒ bg
☒ cs
☒ da
☒ de
☒ el
☒ en
☒ es
☒ et
☒ fi
☒ fr
☐ ga
☒ hr
☒ hu
☒ is
☒ it
☒ lv
☒ lt
☒ mt
☒ nl
☒ pl
☒ pt
☒ ro
☒ sk
☒ sl
☒ sv
☐ all

Selected Files:

email.txt

Add Files
Remove

?
OK
Cancel

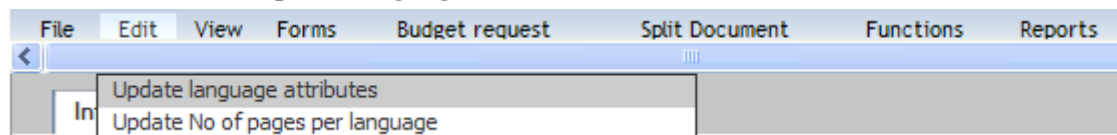
Figure 47: Upload correspondence

4.9 Update document's attributes

4.9.1 Update language attributes

The language attributes may be pre-filled by the OJ Formant. However, you can also update the attributes manually. In order to update the language attributes of language files:

1. Select **Edit>Update language attributes**.








2. In the **Language Update** form below, select the appropriate **language** from the drop-down list. Click **OK** after filling in the languages.

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Language update :

File #	File name	File type	Language
1	 <u>DA_LV.doc</u>	MS Word Document 8.0-2003 (Windows)	DA ▼
2	 <u>DE_LV.doc</u>	MS Word Document 8.0-2003 (Windows)	DE ▼
3	 <u>EL_LV.doc</u>	MS Word Document 8.0-2003 (Windows)	EL ▼
4	 <u>EN_LV.doc</u>	MS Word Document 8.0-2003 (Windows)	EN ▼
5	 <u>ES_LV.doc</u>	MS Word Document 8.0-2003 (Windows)	ES ▼

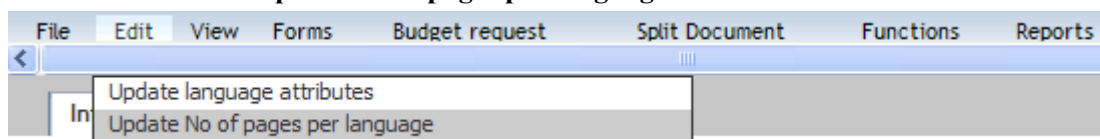
? OK Cancel

Figure 48: Language update

4.9.2 Update number of pages per language version

In order to update the number of pages per language:

1. Select **Edit>Update No of pages per language version**.



2. In the **Update No of pages per language version** form below, enter the **Number of pages** for each language version.

Click **OK** after filling in the numbers of pages.

Note: To specify the number of pages of a language version, you should add the pages of the language file and the pages of all the related documents for the specified language.

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Update No of pages per language :

LV	Number of pages
DA	12
DE	12
EL	12
EN	15
ES	12
ET	14

?

OK Cancel

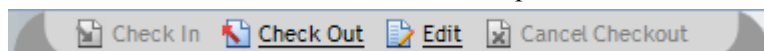
Figure 49: Update No of pages per language

4.10 Access and work on a document

To edit files, you check them out to your local computer. When you check out a file, Plan-JO locks the file in the repository so that no one else can edit it except you. Other users can view the file, but they cannot make changes to it. If you check out a file that is linked to several locations in the repository, the file is locked in all those locations. All the changes that you make locally to the checked out file locally are not saved to Plan-JO automatically. To save the new version of the file you should check in the file to the platform as shown below.

In order to access and work on a document:

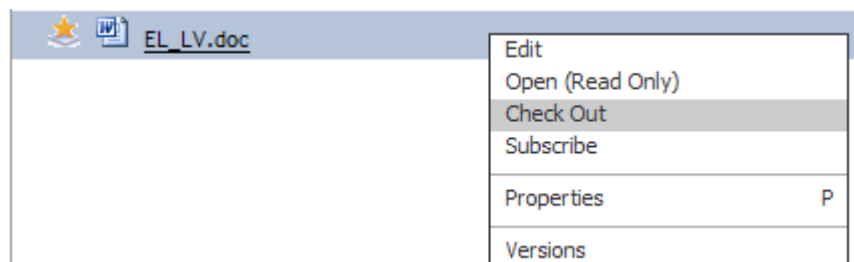
1. From the **Inbox**, select the task that you want to work on.
2. Click on **Accept** button, to accept the task and make it unavailable to other users that also received it.
3. Select a language version from within the task.
4. Click on **Check-out** link on the Top Aid toolbar.




Otherwise, right click on the file and select the **Check-out** menu item.

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
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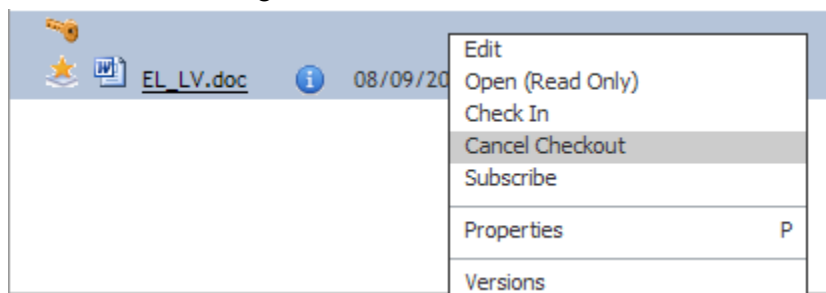
- The checked out language version is now downloaded on your local host, in the folder that is specified at your preferences. The system puts a key  next to the language version to show that it is checked out by you.

Note: If a document is checked out by an other user then a lock  is presented next to the file name.

- To cancel the checkout, you can select the language version and click on the **Cancel checkout** link.



Otherwise, right click on the file and select the **Cancel checkout** menu item.



- On the **Cancel checkout** form below, click **OK** to cancel the checkout or **Cancel** to go back to the Document Manager and continue working on the document.

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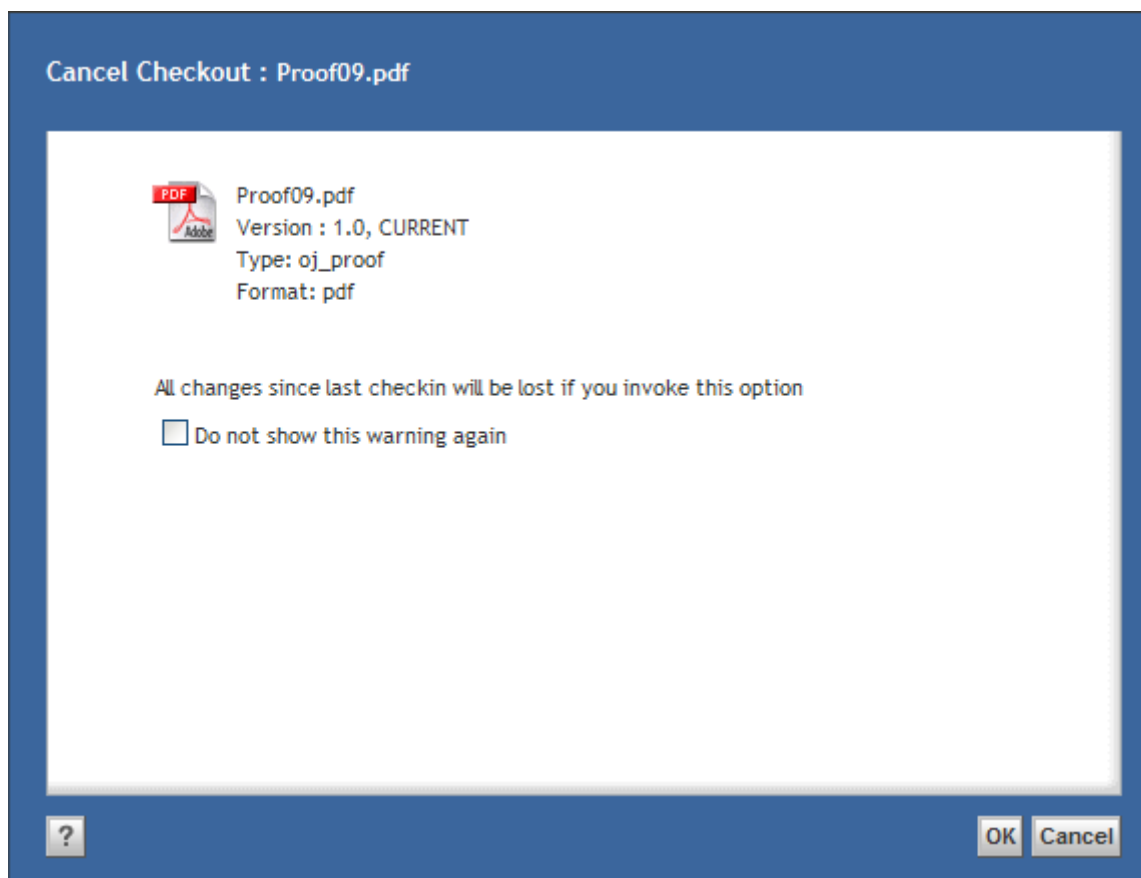


Figure 50: Cancel checkout of LV


8. To work on the document, you can either access it locally or select it and click on **Edit** link. The document will open immediately and you can perform Prior reading. Once work on the document is finished, select the language version from the Document Manager and click on the **Check-in** link.
9. Fill in the **Check-in form** below. Click on **Show options** link for additional options. To specify a different path for the file, select the checkbox **Check in from file** and click on **Browse** to add the location of the file.

Click **OK** to upload the new version of the language file.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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Checkin : Proof09.pdf



Version : 1.0, CURRENT
Type: oj_proof
Format: pdf

Version label:
Description:
Format:


Lifecycle ID: OJ2
Current State: PA Proof
▶ Show options

Figure 51: Check-in LV

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Checkin : Proof09.pdf



Version : 1.0, CURRENT
Type: oj_proof
Format: pdf

Version label:
Description:
Format:

Lifecycle ID: OJ2
Current State: PAProof

▼ Hide options

☐ Retain Lock
☒ Make this the current version
☐ Keep a local copy after check in
☐ Subscribe to this file
☐ Check in from file

Figure 52: Check-in LV with additional options

4.11 Assign a document to a Production Agents Group

In order to assign a document to a specific Production Agents Group:

1. Click on **Finish** button at the bottom of the task to dispatch the document to a Production Agents Group.

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		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

<div> <div>Info</div> <div>Comments</div> <div>Progress</div> </div>																															
<div> <div> <div>Upload From Author</div> <div> <div>From: ra_test</div> <div>Received: 14/11/2011 13:24</div> <div>Institution:</div> <div>OJ Document Reference: 20111114-001</div> <div>OJ Manuscript Reference: PlanJO001</div> </div> </div> <div> <div>Metadata</div> <div>Work on Document</div> </div> <div> <div>No of pages: 15</div> <div>No of LVs: 24/24</div> <div>Publication Date:</div> <div>OJ: C</div> <div>DEMED Progress: UNINITIALISED</div> </div> </div>																															
<div> <div>Comments:</div> <div>14/11/2011 13:21 - test Author comments</div> </div>																															
<div> <div>Attachments</div> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Name ▲</th> <th>Modified</th> <th>Modifier</th> <th>Version</th> <th>LV</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td> BG_LV.doc</td> <td> 14/11/2011 13:22</td> <td>ra_test</td> <td>1.0,CURRENT</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td> CS_LV.doc</td> <td> 14/11/2011 13:22</td> <td>ra_test</td> <td>1.0,CURRENT</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td> DA_LV.doc</td> <td> 14/11/2011 13:22</td> <td>ra_test</td> <td>1.0,CURRENT</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td> DE_LV.doc</td> <td> 14/11/2011 13:22</td> <td>ra_test</td> <td>1.0,CURRENT</td> <td></td> </tr> </tbody> </table> <div> <div>Finish</div> <div>Delegate</div> <div>Repeat</div> <div>Close</div> </div> </div>		<input type="checkbox"/>	Name ▲	Modified	Modifier	Version	LV	<input type="checkbox"/>	BG_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT		<input type="checkbox"/>	CS_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT		<input type="checkbox"/>	DA_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT		<input type="checkbox"/>	DE_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	Name ▲	Modified	Modifier	Version	LV																										
<input type="checkbox"/>	BG_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT																											
<input type="checkbox"/>	CS_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT																											
<input type="checkbox"/>	DA_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT																											
<input type="checkbox"/>	DE_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT																											

Figure 53: Assign document to a PA Group

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Dispatch to production agent

Upload From Author

From: ra_test

Received: 14/11/2011 13:24

Institution:

OJ Document Reference:

OJ Manuscript Reference:

Parent Document:

DEMED Status:

No of pages:

No of LVs:

Publication Date:

OJ:

DEMED Progress:

Select a production agent group

C CDC

Group members

pa_c-cdc

Tina PA

KISS Madeleine (OPOCE)

?

OK Cancel

Figure 54: Dispatch to production agent I

- On the **Dispatch to production agent** form above, from the provided drop-down list select the Production Agent Group to be notified.

Clicking Finish will send the task to PA and remove it from your Inbox.

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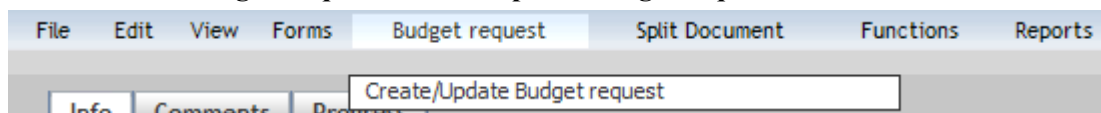
Figure 55: Dispatch to production agent II

- Clicking **OK** will send the task to PA and remove it from your Inbox.

4.12 Create budget request

In order to create a budget request:

- Access a task or navigate to the document.
- Select **Budget Request>Create/Update budget request**.



- On the **Create Budget Request** form below, fill in the data. In order to add an additional Institution, click on **add line** link.

Click **Save and Close** to save the form without initialising DEMED and return to the Document Manager.

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		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Click **Send to DEMED** to create a budget request and/or receive a validation message from DEMED analogously during update. The **DEMED Progress** will change from **UNINITIALISED** to **PROGRESSING**. The data will be saved on the form and also update the metadata form of the document.

Click **Refresh** to refresh the form.

Create Budget Request :

Document Reference No: 20110804-002 DEMED Reference No: DEMED Status: NOT_CREATED DEMED Progress: UNINITIALISED
Institution: COM

OJ Series * OJ Type

OJ Number Publication Date

PR Year * OJ Year *

Contract/LOT/Supplier *

LVs ☒ bg ☒ cs ☒ da ☒ de ☒ el ☒ en ☒ es ☒ et ☒ fi ☒ fr ☐ ga ☒ hr ☒ hu
☒ is ☒ it ☒ lt ☒ lv ☒ mt ☒ nl ☒ pl ☒ pt ☒ ro ☒ sk ☒ sl ☒ sv ☐ all

Number of Manuscript Pages

Estimated Number of OJ Pages

Institution to be invoiced	OJ pages to be invoiced
<input type="text" value="COM"/>	7.5
<input type="text" value="CONS"/>	7.5

☐ remove line ☐ add line

Figure 56: Create Budget Request

4.13 Characterisation of an OJ

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

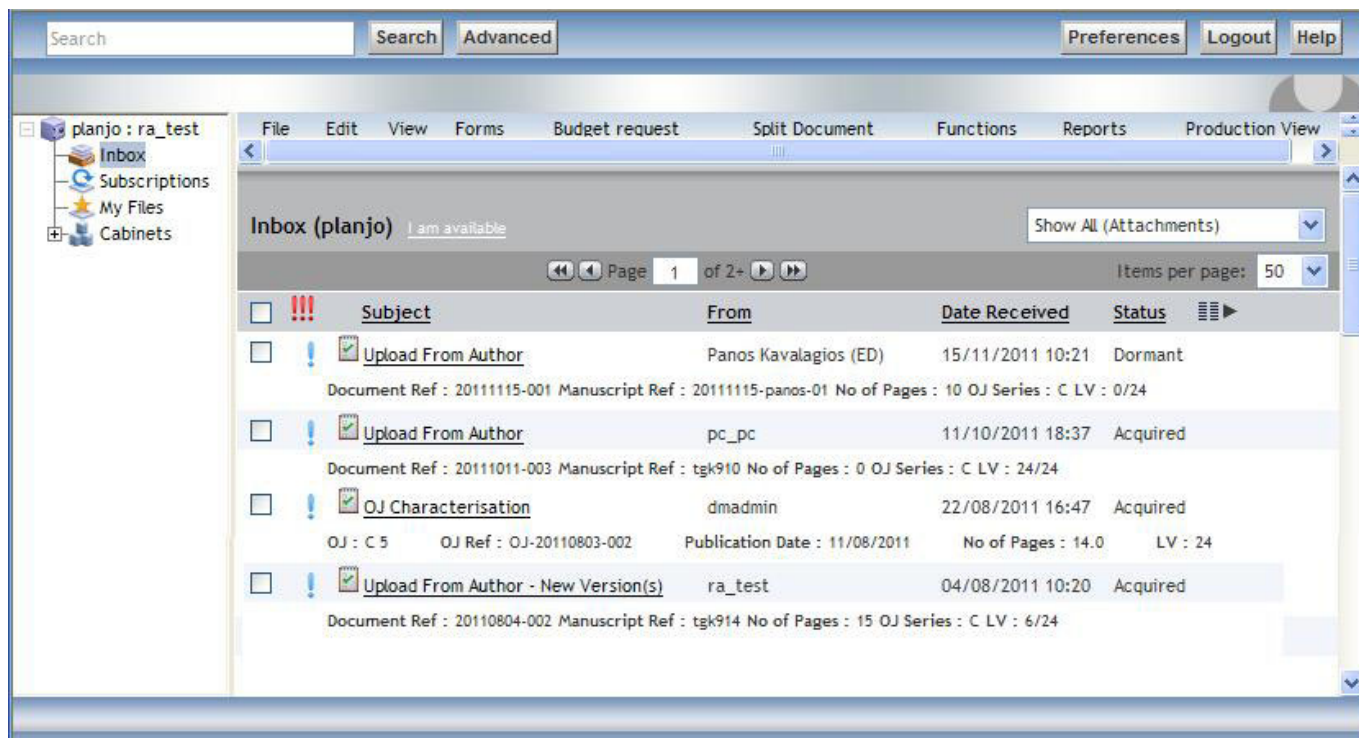



Figure 57: Inbox – Characterisation task

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Info	Comments	Progress
-------------	-----------------	-----------------



OJ Characterisation

From: dmadmin

Received: 14/09/2011 17:11

Collator: pa_c-extra

OJ: C 7

OJ Type: Extra

OJ Metadata **Print Production File**

Contract Lot Supplier: 10202 LOT 1: Euroscript

Publication Date: 14/09/2011

Short Title: testtv

Attachments
No Attachments Found

Accept **Finish** **Close**

Figure 58: Characterisation task

4.13.1 Access OJ Metadata

In order to access the Metadata form of the OJ:

1. Open a Characterisation task.
2. If the task is not accepted already, click Accept.
3. Click on **OJ Metadata** button.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

OJ Metadata :

You cannot edit the form because the OJ status is PUBLISHED and you do not have the appropriate permissions

OJ Series *

Publication Date

OJ Year *

OJ Type *

OJ Number

Lock OJ Number ☐ yes ☒ no

Contract/LOT/Supplier *

Description

OJ Collator


 **Close**

Figure 59: OJ Metadata

4.13.2 Edit PPF

In order to access and edit the PPF of the OJ:

1. Open a Characterisation task.
2. If the task is not accepted already, click Accept.
3. Click on **Work on PPF** button.
4. You can use the **OJ Functions**. Follow the same procedure as presented for PPF – OJ Functions. Refer to section 5.12.

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- You can use the **Document Functions**. Follow the same procedure as presented for PPF – Document Functions. Refer to section 5.13.
- You can use the **Collation** functions. Follow the same procedure as presented for PPF – Collation. Refer to section 5.14.
- Edit the columns **Start Page**, **End Page**, **Printed Pages** and **Pages Invoiced**.
Click **Save**.

Print Production File

OJ Functions Doc Functions Collation Ready For Press

OJ C 7 - 14/09/2011 10202 LOT 1: Euroscript Total pages: 21.75 STATUS: PUBLISHED DEMED Reference: DEMED Status: NOT_CREATED DEMED Progress: UNINITIALISED

<input type="checkbox"/>	Document Reference	Manuscript Reference	Document Type	Official No Seq.	Official No	Treaty Reference	Manuscript Pages	Start Page	End Page	Length	Start Page	End Page	Printed pages	Institution	Institution to be invoiced	Pages Invoiced	DEMED Number	DEMED Status
<input type="checkbox"/>	C I-Resolutions, recommendations and opinions																	
<input type="checkbox"/>	Recommendations																	
<input type="checkbox"/>	20110912-007	PlanJO001	ANNEX.BUDGET	OTHER			5	1	5	5.0	1	5	5.0	COM	COM	0.0	4743	VALID
<input type="checkbox"/>	C IV-Notices																	
<input type="checkbox"/>	Notices from Member States																	
<input type="checkbox"/>	20110914-004	PlanJO002	LIST.COM	OTHER	sdfxz		51	6	19	14.0	6	19	14.0	COM	COM	0.0	3061	VALID
<input type="checkbox"/>	CORRIGENDA																	
	Document Reference	Manuscript Reference (Dossier)	Official No Seq.	Corrigendum to (official number):	LVs	Start Page	End Page	Length	Institution	Institution to be invoiced	Pages Invoiced	DEMED Number	DEMED Status	Input Sheet	Control Proofs	Comments		
<input type="checkbox"/>	20110914-006	20110914-corr01	OTHER	6	20	22	2.75	COM	COM	2.75	4804	DATA_CHANGE						
	test Official title																	
<input type="checkbox"/>	20110912-006	corr01	OTHER	2	22	22	0.25	COM	COM	0.25	1690	DATA_CHANGE						

Send information to Demed Refresh Save Save and Close Print Cancel

Figure 60: PPF (before editing)

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Corrigenda - Languages to be invoiced

Corrigenda	Manuscript Reference (Dossier)	Institution	BG	CS	DA	DE	EL	EN	ES	ET	FI	FR	GA	HR	HU	IS	IT	LV	LT	MT	NL	PL	PT	RO	SK	SL	SV
20110316-008	20110316-ianas-10	COM					45.0	45.0	45.0	45.0	45.0	45.0															
Total printed pages per LV							170	170	170	170	170	170															

Update

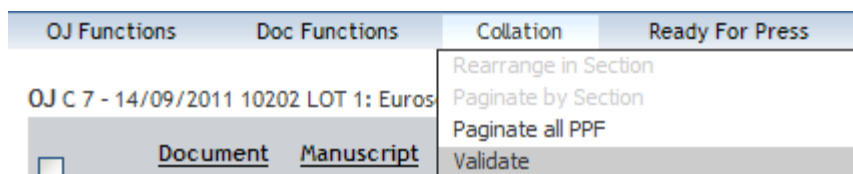
Refresh Save Cancel

Figure 62: Corrigenda – Languages to be invoiced

4.13.4 Validate

In order to Validate the documents during characterisation (fill in the **Pages invoiced** column automatically from the **Printed Pages** column):

1. Select the menu item **Collation>Validate**.



2. Click on **Save** button to save the changes.

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Print Production File

OJ Functions Doc Functions Collation Ready For Press

OJ C 7 - 14/09/2011 10202 LOT 1: Euroscript Total pages: 21.75 STATUS: PUBLISHED DEMED Reference: DEMED Status: NOT_CREATED DEMED Progress: UNINITIALISED

<input type="checkbox"/>	Document Reference	Manuscript Reference	Document Type	Official No Seq.	Official No	Treaty Reference	Manuscript Pages	Start Page	End Page	Length	Start Page	End Page	Printed pages	Institution	Institution to be invoiced	Pages Invoiced	DEMED Number	DEMED Status
<input type="checkbox"/>	C I-Resolutions, recommendations and opinions																	
Recommendations																		
<input type="checkbox"/>	20110912-007	PlanJO001	ANNEX.BUDGET	OTHER			5	1	5	5.0	1	5	5.0	COM	COM	0.0	4743	VALID
<input type="checkbox"/>	C IV-Notices																	
Notices from Member States																		
<input type="checkbox"/>	20110914-004	PlanJO002	LIST.COM	OTHER	sdfxz		51	6	19	14.0	6	19	14.0	COM	COM	0.0	3061	VALID
<input type="checkbox"/>	CORRIGENDA																	
	Document Reference	Manuscript Reference (Dossier)	Official No Seq.	Corrigendum to (official number):	LVs	Start Page	End Page	Length	Institution	Institution to be invoiced	Pages Invoiced	DEMED Number	DEMED Status	Input Sheet	Control Proofs	Comments		
<input type="checkbox"/>	20110914-006	20110914-corr01	OTHER		6	20	22	2.75	COM	COM	2.75	4804	DATA_CHANGE					
	test Official title																	
<input type="checkbox"/>	20110912-006	corr01	OTHER		2	22	22	0.25	COM	COM	0.25	1690	DATA_CHANGE					

Official title:

test Official title

Send information to Demed Refresh Save Save and Close Print Cancel

Figure 63: PPF (before validation)

Print Production File

OJ Functions Doc Functions Collation Ready For Press

OJ C 7 - 14/09/2011 10202 LOT 1: Euroscript Total pages: 21.75 STATUS: PUBLISHED DEMED Reference: DEMED Status: NOT_CREATED DEMED Progress: UNINITIALISED

<input type="checkbox"/>	Document Reference	Manuscript Reference	Document Type	Official No Seq.	Official No	Treaty Reference	Manuscript Pages	Start Page	End Page	Length	Start Page	End Page	Printed pages	Institution	Institution to be invoiced	Pages Invoiced	DEMED Number	DEMED Status
<input type="checkbox"/>	C I-Resolutions, recommendations and opinions																	
Recommendations																		
<input type="checkbox"/>	20110912-007	PlanJO001	ANNEX.BUDGET	OTHER			5	1	5	5.0	1	5	5.0	COM	COM	5.0	4743	VALID
<input type="checkbox"/>	C IV-Notices																	
Notices from Member States																		
<input type="checkbox"/>	20110914-004	PlanJO002	LIST.COM	OTHER	sdfxz		51	6	19	14.0	6	19	14.0	COM	COM	14.0	3061	VALID
<input type="checkbox"/>	CORRIGENDA																	
	Document Reference	Manuscript Reference (Dossier)	Official No Seq.	Corrigendum to (official number):	LVs	Start Page	End Page	Length	Institution	Institution to be invoiced	Pages Invoiced	DEMED Number	DEMED Status	Input Sheet	Control Proofs	Comments		
<input type="checkbox"/>	20110914-006	20110914-corr01	OTHER		6	20	22	2.75	COM	COM	2.75	4804	DATA_CHANGE					
	test Official title																	
<input type="checkbox"/>	20110912-006	corr01	OTHER		2	22	22	0.25	COM	COM	0.25	1690	DATA_CHANGE					

Official title:

test Official title

Send information to Demed Refresh Save Save and Close Print Cancel

Figure 64: PPF (after validation)

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5 Production Agent

5.1 Production Agent's Inbox

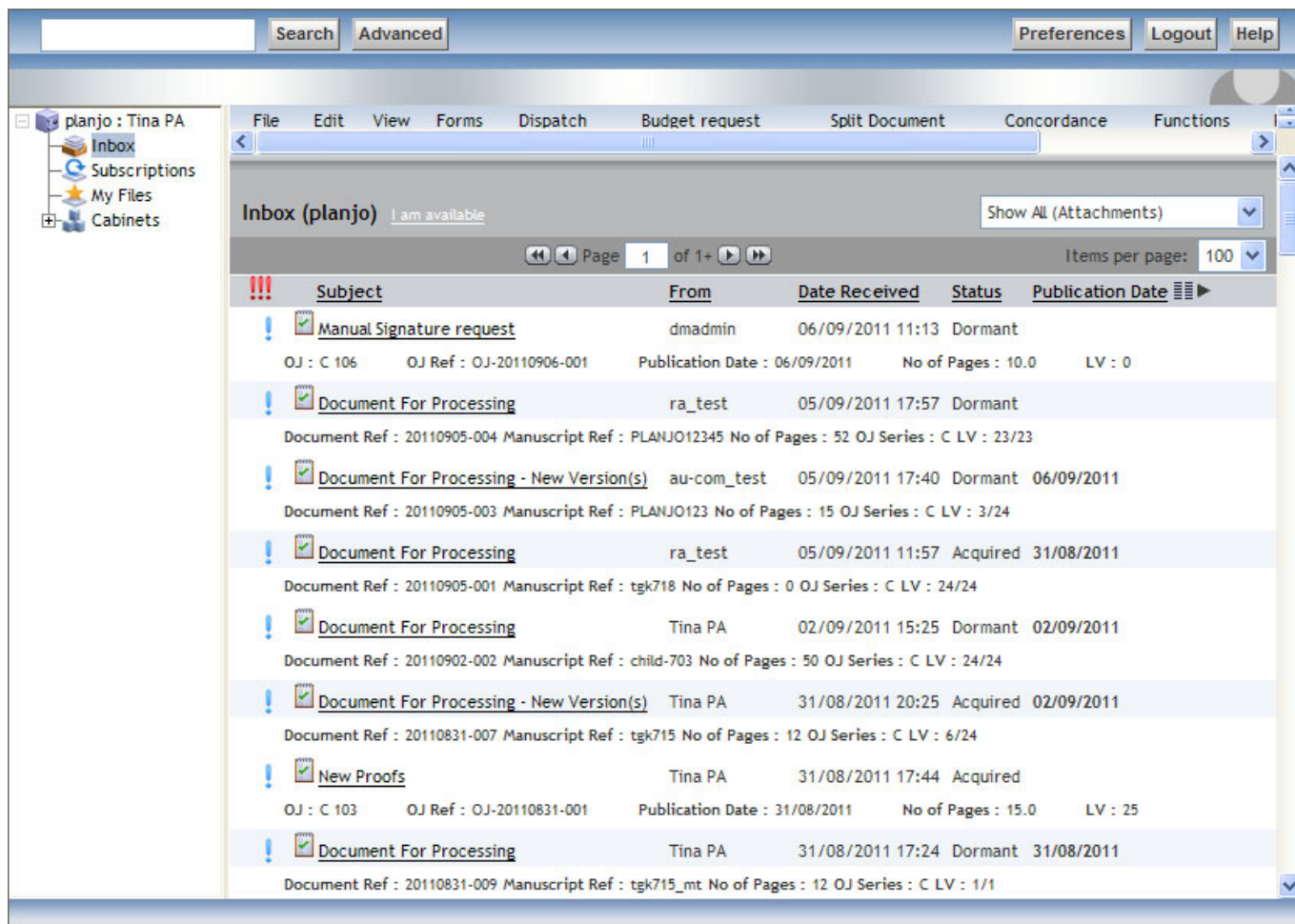


Figure 65: PA Inbox

5.2 Create Parent Document

In order to create a new parent document:

1. Select **File>Upload Authors files** from the menu on the Web top.
2. In the **Create** tab below, type the **Manuscript reference** of the new document that you want to upload, the **Institution** and the **Department** that sent it and the **Contact person** (mandatory fields). Also click on the **Browse** button to select the **Existing XML reference data** that represents the uploaded document (if it exists).

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Figure 66: Create Parent Document

Click **Create Parent Document**.

Note: The system checks if the Manuscript reference exists. If it exists, a list of uploads is presented and displayed informatively. Press **Cancel** and enter a new Manuscript reference.

3. In the **Info** tab, you can update the Metadata of the document.

Note: If an XML file is available, the appropriate fields in the Info tab will be pre-filled automatically with the information provided in the XML file. You can complete the rest of the metadata in the Info tab manually.

Click **Next**.

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New Document: Author Service Upload: Info

1. Create 2. Info 3. Select Production Agent Group 4. Attach files 5. Attach email

INFORMATION : The upload procedure may take a few minutes. Please do not close your browser.

Institution code: COM Transmission date:
 Document reference: Not yet created Date of latest transmission: 06/09/2011 15:59

Manuscript reference: <input type="text" value="ParentDoc123"/> ER Document reference: <input type="text"/> ER Manuscript reference: <input type="text"/> Official No: <input type="text"/> Interinstitutional No: <input type="text"/> Procedure No: <input type="text"/> Publication request No: <input type="text"/> Registration No: <input type="text"/> Contact name: <input type="text" value="au-com_test"/> Contact address: <input type="text" value="dmdadmin@homer.eurodyn.com"/> Contact telephone: <input type="text"/> Date of adoption: <input type="text" value="Date"/> Official title: <input type="text" value="Test Official title"/> Document Type: <input type="text" value="INFO"/>	Publication date requested: <input type="text" value="Date"/> Publication deadline: <input type="text" value="Date"/> Publication date: <input type="text" value="Date"/> OJ Series: <input type="text" value="C"/> OJ Heading: <input type="text" value="V"/> OJ Sub heading: <input type="text" value="a"/> OJ Number: <input type="text"/> Language version of the original: <input type="text" value="EN"/> Authentic language: <input type="text"/> Place(s) of signature: <input type="text" value="Brussels"/> Signatory name: <input type="text" value="Siim KALLAS"/> Signatory function: <input type="text" value="Vice-President"/>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Duration: <input type="text" value="Lasting - Durable"/> EEA relevance: <input type="radio"/> yes <input checked="" type="radio"/> no Codified version: <input type="radio"/> yes <input checked="" type="radio"/> no Service/DG: <input type="text"/> Prior-reading: <input type="radio"/> yes <input type="radio"/> no <input checked="" type="radio"/> not sure Entry into force: <input type="text" value="Date"/> Author comments: <input type="text" value="Test Author comments"/> Reception Agent comments: <input type="text"/> Production Agent comments: <input type="text" value="Test Production Agent comments"/>	Languages to be published: <table border="0"> <tr> <td><input checked="" type="checkbox"/> bg</td><td><input checked="" type="checkbox"/> cs</td><td><input checked="" type="checkbox"/> da</td><td><input checked="" type="checkbox"/> de</td><td><input checked="" type="checkbox"/> el</td></tr> <tr> <td><input checked="" type="checkbox"/> en</td><td><input checked="" type="checkbox"/> es</td><td><input checked="" type="checkbox"/> et</td><td><input checked="" type="checkbox"/> fi</td><td><input checked="" type="checkbox"/> fr</td></tr> <tr> <td><input type="checkbox"/> ga</td><td><input checked="" type="checkbox"/> hr</td><td><input checked="" type="checkbox"/> hu</td><td><input checked="" type="checkbox"/> is</td><td><input checked="" type="checkbox"/> it</td></tr> <tr> <td><input checked="" type="checkbox"/> lt</td><td><input checked="" type="checkbox"/> lv</td><td><input checked="" type="checkbox"/> mt</td><td><input checked="" type="checkbox"/> nl</td><td><input checked="" type="checkbox"/> pl</td></tr> <tr> <td><input checked="" type="checkbox"/> pt</td><td><input checked="" type="checkbox"/> ro</td><td><input checked="" type="checkbox"/> sk</td><td><input checked="" type="checkbox"/> sl</td><td><input checked="" type="checkbox"/> sv</td></tr> </table> <input type="checkbox"/> all	<input checked="" type="checkbox"/> bg	<input checked="" type="checkbox"/> cs	<input checked="" type="checkbox"/> da	<input checked="" type="checkbox"/> de	<input checked="" type="checkbox"/> el	<input checked="" type="checkbox"/> en	<input checked="" type="checkbox"/> es	<input checked="" type="checkbox"/> et	<input checked="" type="checkbox"/> fi	<input checked="" type="checkbox"/> fr	<input type="checkbox"/> ga	<input checked="" type="checkbox"/> hr	<input checked="" type="checkbox"/> hu	<input checked="" type="checkbox"/> is	<input checked="" type="checkbox"/> it	<input checked="" type="checkbox"/> lt	<input checked="" type="checkbox"/> lv	<input checked="" type="checkbox"/> mt	<input checked="" type="checkbox"/> nl	<input checked="" type="checkbox"/> pl	<input checked="" type="checkbox"/> pt	<input checked="" type="checkbox"/> ro	<input checked="" type="checkbox"/> sk	<input checked="" type="checkbox"/> sl	<input checked="" type="checkbox"/> sv
<input checked="" type="checkbox"/> bg	<input checked="" type="checkbox"/> cs	<input checked="" type="checkbox"/> da	<input checked="" type="checkbox"/> de	<input checked="" type="checkbox"/> el																						
<input checked="" type="checkbox"/> en	<input checked="" type="checkbox"/> es	<input checked="" type="checkbox"/> et	<input checked="" type="checkbox"/> fi	<input checked="" type="checkbox"/> fr																						
<input type="checkbox"/> ga	<input checked="" type="checkbox"/> hr	<input checked="" type="checkbox"/> hu	<input checked="" type="checkbox"/> is	<input checked="" type="checkbox"/> it																						
<input checked="" type="checkbox"/> lt	<input checked="" type="checkbox"/> lv	<input checked="" type="checkbox"/> mt	<input checked="" type="checkbox"/> nl	<input checked="" type="checkbox"/> pl																						
<input checked="" type="checkbox"/> pt	<input checked="" type="checkbox"/> ro	<input checked="" type="checkbox"/> sk	<input checked="" type="checkbox"/> sl	<input checked="" type="checkbox"/> sv																						

Manuscript pages: <input type="text" value="200"/> Estimated OJ pages: <input type="text" value="150"/> Printed OJ pages: <input type="text"/> Number of annexes: <input type="text"/> Official No Sequence: <input type="radio"/> Decision <input type="radio"/> Regulation <input type="radio"/> Directive <input checked="" type="radio"/> None

Figure 67: Create Parent Document – Info tab

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- In the **Select Production Agents Group** tab, from the provided drop-down list select the Production Agents Group to be notified.

Click **Next**.

Note: If a PA performs the upload, the **Production Agent Group** is pre-filled by the group he belongs to.

- In the **Attach email** tab, drag and drop the e-mail that the author sent with the attached language files directly from Outlook.

Click **OK**.

If the upload is successful then the system shows you a screen providing information on the document: **Document reference number** and **Last transmission date**. Otherwise, it gives you information on the problem that occurred and the opportunity to go back to the **Upload** tab and repeat the last step. At the end of a successful upload, the author group receives an automatic e-mail notification concerning the upload.

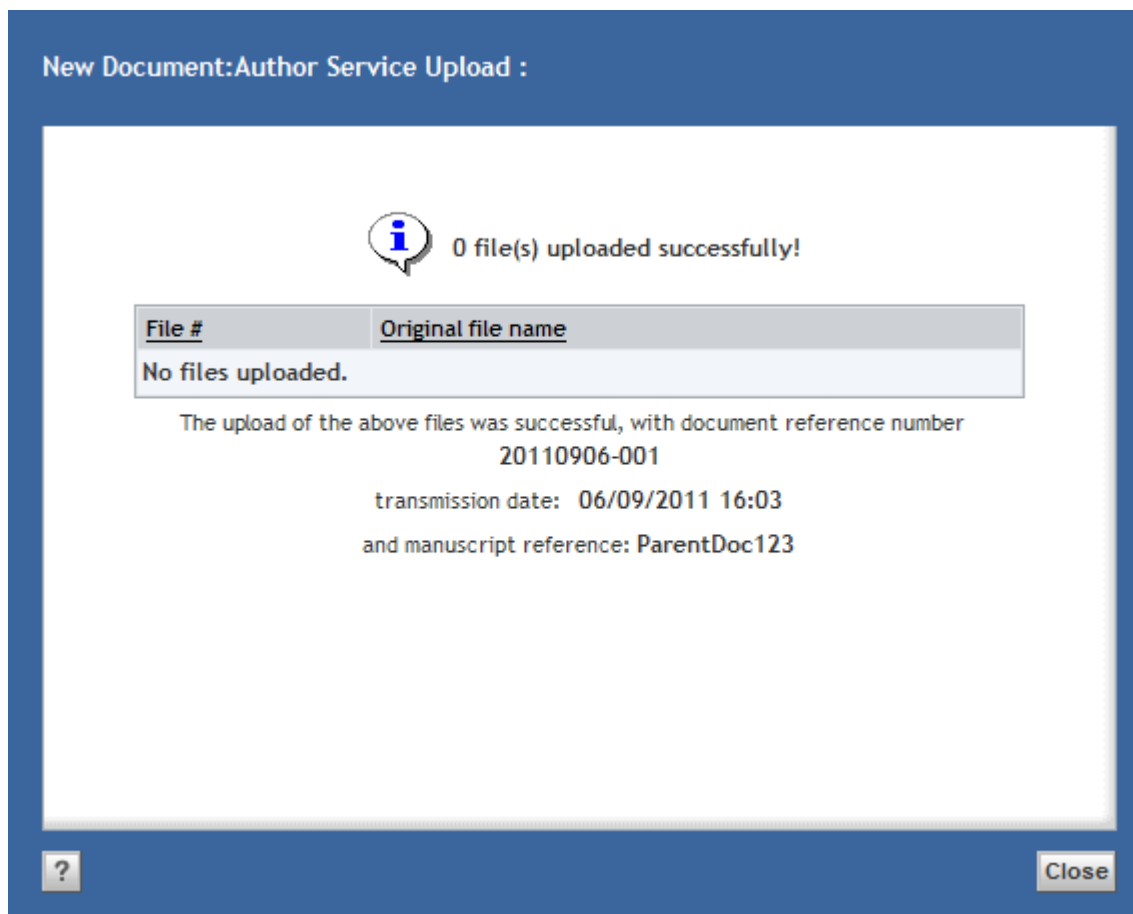


Figure 68: Successful upload of files for Parent Documents

5.3 Create Child Document and link to Parent document

In order to create a Child Document and link it with a Parent Document:

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1. Select **File>Upload Authors files** from the menu on the Web top.
2. In the **Create** tab below, type the **Manuscript reference** of the new document that you want to upload, the **Institution**.

Figure 69: Create a new child document

Click **Link to Parent Document**.

Note: The system checks if the Manuscript reference exists. If it exists, a list of uploads is presented and displayed informatively. Press **Cancel** and enter a new Manuscript reference.

3. The system presents all the Parent Documents in progress (not Published or Deleted) with the selected institution. Select the appropriate Parent Document from the list and click **OK** or press **Cancel** to return to the **Create** tab.

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Select document to update :

The following documents have been found

	<u>Manuscript Reference</u>	<u>Document Reference</u>	<u>OJ Series</u>
<input type="radio"/>	<u>ParentDoc123</u>	20110906-001	C
<input type="radio"/>	<u>parent-701</u>	20110902-001	C
<input type="radio"/>	<u>parent_tgk701</u>	20110830-002	C
<input type="radio"/>	<u>parentDoc004</u>	20100526-001	C
<input type="radio"/>	<u>parentDoc003</u>	20100525-004	C
<input type="radio"/>	<u>parentDoc002</u>	20100519-014	C

Figure 70: Link Child document to Parent Document

- In the **Info** tab, you can not update the Metadata of the document as the form is filled in with the Parent Document Metadata.

Click **Next**.

- In the **Select Production Agents Group** tab, from the provided drop-down list select the Production Agents Group to be notified.

Click **Next**.

Note: If a PA performs the upload, the **Production Agent Group** is pre-filled by the group he belongs to.

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Figure 71: Select PA Group

- In the **Attach files** tab, select the **language versions to be attached**. In this field you can only select language versions that were selected in the "Languages to be published" field in the Info tab. Language versions not selected will appear as grey. Click on **Add files** to find and attach the files or a zip file of the files that you want to upload. To select more than one file in one time, press the CTRL or SHIFT operator and then select the appropriate files. You can also add files by dragging and dropping them in the Selected Files field. You can also **Remove** files that have been added and add **Comments** in the appropriate field.

Click **Next**.

Note: When selecting **No Attachments** check box during upload, be sure that the **Document type** Corrigenda is also selected in the **Info** tab.

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--	------------------------------	-------------------------------------------------------------------------------------------------------------------

New Document: Author Service Upload: Attach files

1. Create

2. Info

3. Select Production Agent Group

4. Attach files

5. Attach email

INFORMATION : The upload procedure may take a few minutes. Please do not close your browser.

Language versions previously uploaded:

☐ bg
 ☐ cs
 ☐ da
 ☐ de
 ☐ el
 ☐ en
 ☐ es
 ☐ et
 ☐ fi
 ☐ fr
 ☐ ga
 ☐ hr
 ☐ hu
 ☐ is
 ☐ it
 ☐ lt
 ☐ lv
 ☐ mt
 ☐ nl
 ☐ pl
 ☐ pt
 ☐ ro
 ☐ sk
 ☐ sl
 ☐ sv
 ☐ all

Language versions to be attached:

☒ bg
 ☒ cs
 ☒ da
 ☒ de
 ☒ el
 ☒ en
 ☒ es
 ☒ et
 ☒ fi
 ☒ fr
 ☐ ga
 ☒ hr
 ☒ hu
 ☒ is
 ☒ it
 ☒ lt
 ☒ lv
 ☒ mt
 ☒ nl
 ☒ pl
 ☒ pt
 ☒ ro
 ☒ sk
 ☒ sl
 ☒ sv
 ☒ all

Comments:

1st upload

☐ No Attachments
 ☐ No Unzip
 ☐ Exclude OJ-Format

Selected Files:

BG_LV.doc

CS_LV.doc

DA_LV.doc

DE_LV.doc

EL_LV.doc

EN_LV.doc

ES_LV.doc

ET_LV.doc

FI_LV.doc

FR_LV.doc

HR_LV.doc

HU_LV.doc

IS_LV.doc

IT_LV.doc

LT_LV.doc

LV_LV.doc

MT_LV.doc

NL_LV.doc

PL_LV.doc

PT_LV.doc

RO_LV.doc

SK_LV.doc

SL_LV.doc

SV_LV.doc

Add Files

Remove

?

Previous

Next

OK

Cancel

Figure 72: Attach files

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7. In the **Attach email** tab, drag and drop the e-mail that the author sent with the attached language files directly from Outlook.

Click **OK**.

Figure 73: Attach email

If the upload is successful then the system shows you a screen providing information on the document: **Document reference number** and **Last transmission date**. Otherwise, it gives you information on the problem that occurred and the opportunity to go back to the **Upload** tab and repeat the last step. At the end of a successful upload, the author group receives an automatic e-mail notification concerning the upload.

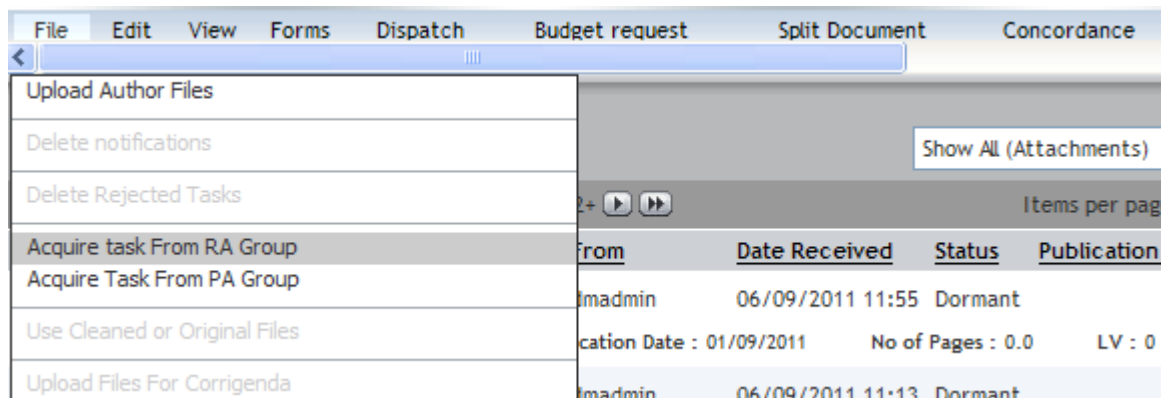
5.4 Acquire task from RA

In order to acquire a task from RA:

1. Select **File>Acquire task from Reception Group**.

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		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11



- From the **Select reception agent inbox** drop-down list as shown in the following figure, select the RA from whom you want to acquire the task. Click **OK** to continue.

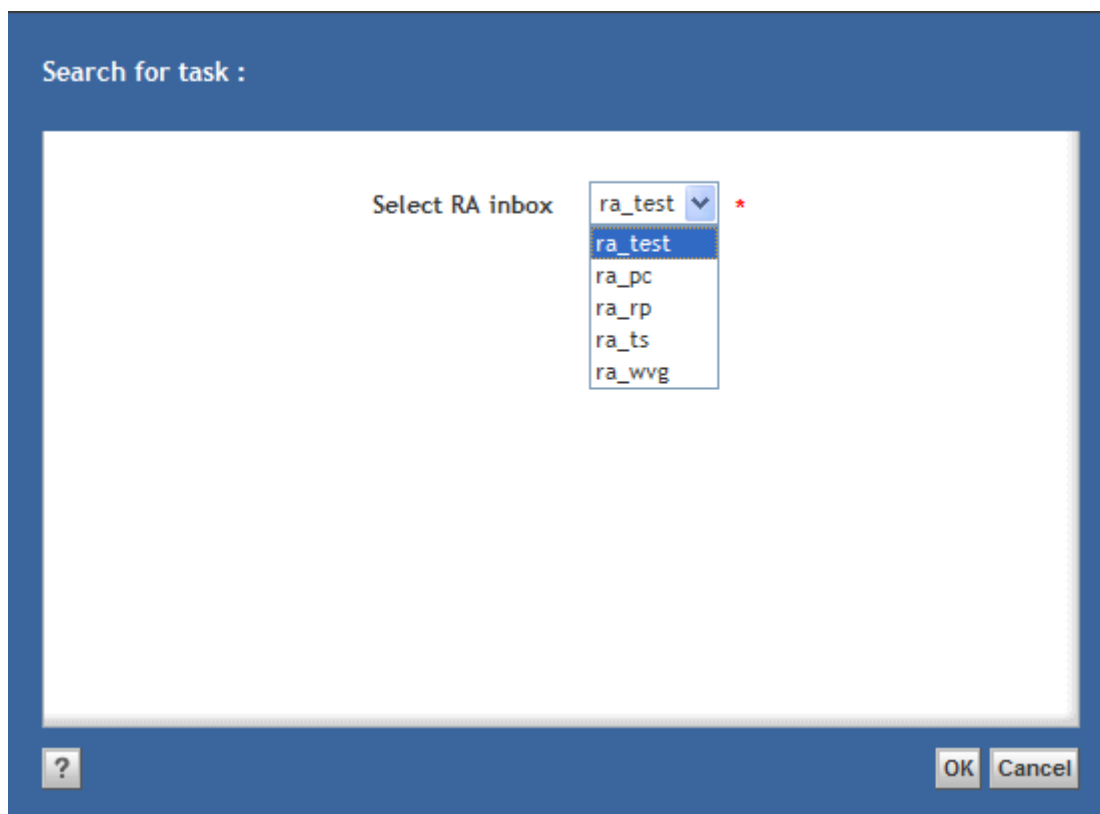


Figure 74: Select RA

- Select the **Check to Acquire** check box as shown in the following figure, so as to select the task that you want to acquire from RA's Inbox.
Click **OK** to acquire the task.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Search for task :

Select task to acquire

Page 1 of 44 Items per page: 10

Check to Acquire	Task No	Name of Task	Task State	Document Reference	Manuscript Reference	Date Sent
<input type="checkbox"/>	1	Document For Processing	acquired	ER-20100409-003	ER-tgk008	4/13/2010 11:36:03 AM
<input type="checkbox"/>	2	Document For Processing - New Version(s)	acquired	ER-20100409-013	ER-tgk009	4/9/2010 5:41:36 PM
<input type="checkbox"/>	3	Document For Processing	acquired	20100419-007	603667	4/22/2010 2:18:40 PM
<input type="checkbox"/>	4	Document For Processing	acquired	20100419-005	603665	4/19/2010 1:30:51 PM
<input type="checkbox"/>	5	Document For Processing - New Version(s)	dormant	20100419-005	603665	4/19/2010 1:39:19 PM
<input type="checkbox"/>	6	Document For Processing	acquired	ER-20100409-003	ER-tgk008	4/9/2010 12:01:14 PM
<input type="checkbox"/>	7		paused	20100413-004	arg:ER- COM: 03 (NO - ER)	4/13/2010 10:30:51 AM
<input type="checkbox"/>	8	Upload From Author	acquired	20080604-010	tgk508	6/4/2008 3:30:07 PM
<input type="checkbox"/>	9	Upload From Author	acquired	20080721-004	test_03	7/21/2008 12:16:02 PM
<input type="checkbox"/>	10	Upload From Author	acquired	20080721-011	L'accès au droit de l'Union européenne_2	7/21/2008 3:49:55 PM

OK Cancel

Figure 75: Select task to acquire

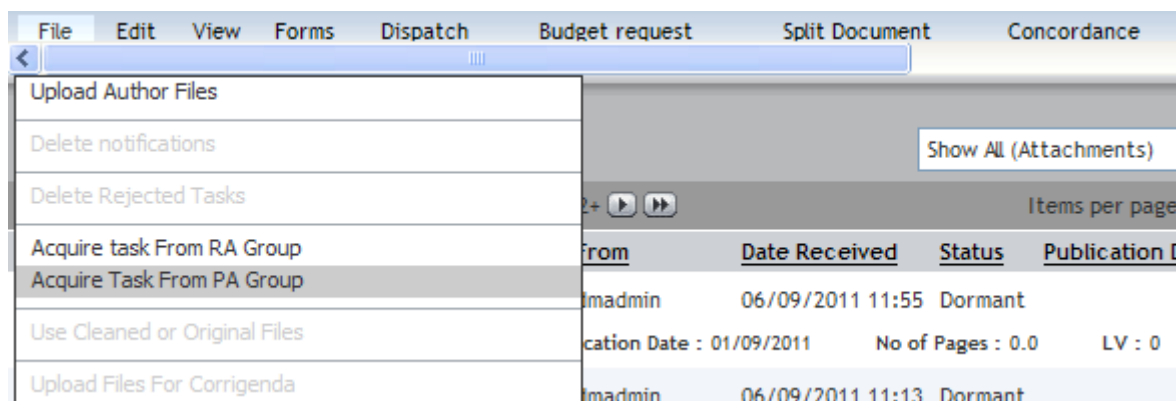
5.5 Acquire task from PA

In order to acquire a task from PA:

1. Select **File>Acquire task**.

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		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11



- From the **Select production agent inbox** drop-down list as shown in the following figure, select the PA from whom you want to acquire the task. Click **OK** to continue.

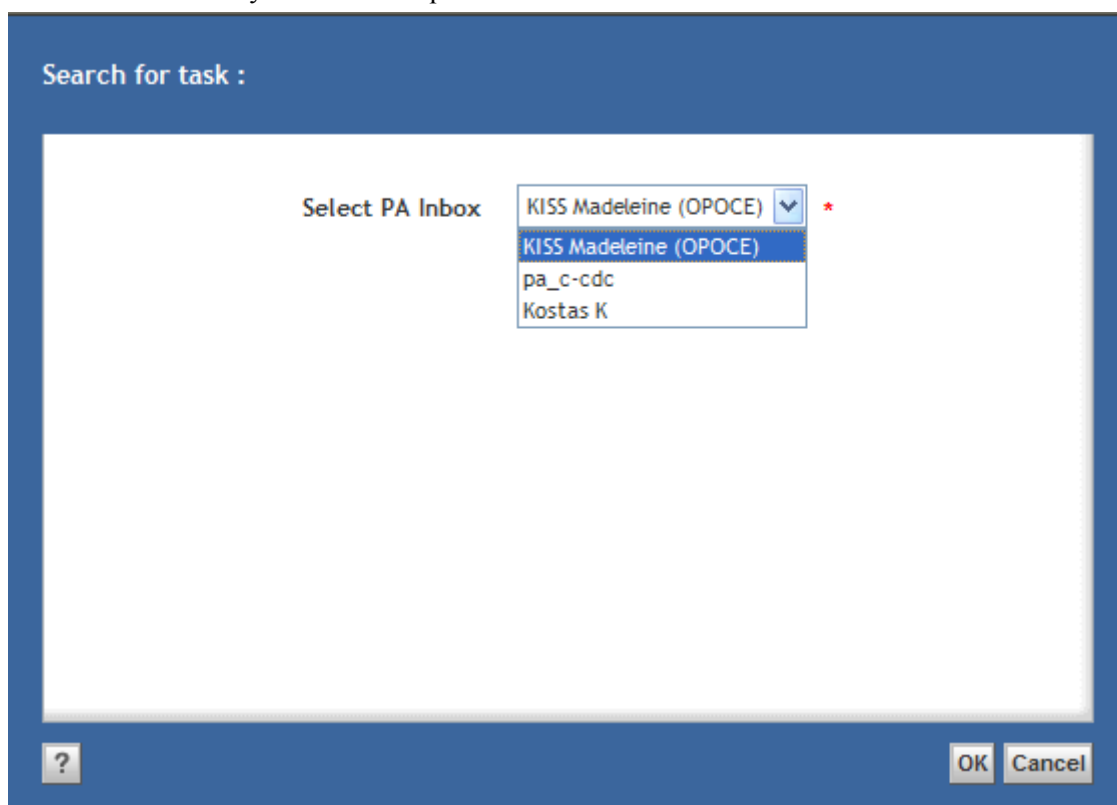


Figure 76: Select PA Group

- Select the **Check to Acquire** check box as shown in the following figure, so as to select the task that you want to acquire from PA's Inbox.
Click **OK** to acquire the task.

5.6 Delegate Document

In order to delegate a document to an other user:

- Browse your Inbox and select an accepted task.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

- Click on **Delegate** button.

Info
Comments
Progress

Document For Processing

From: ra_test
Received: 14/11/2011 14:49
OJ Document Reference: 20111114-001
OJ Manuscript Reference: PlanJO001

Metadata
Work on Document

No of pages: 15
No of LVs: 24/24
Publication Date:
OJ: C
DEMED Progress: UNINITIALISED

Comments:

14/11/2011 13:21 - test Author comments

Attachments

<input type="checkbox"/>	Name ▲		Modified	Modifier	Version	LV
<input type="checkbox"/>	BG_LV.doc		14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	CS_LV.doc		14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	DA_LV.doc		14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	DE_LV.doc		14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	EL_LV.doc		14/11/2011 13:22	ra_test	1.0,CURRENT	

Finish
Delegate
Close



Figure 77: Accepted Task

- Click on **click to assign** link to select a user to delegate the task.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Delegate

 End Of Prior Reading 

From: Tina PA

Received: 22/08/2011 17:29

Institution:

ER Document Reference:

ER Manuscript Reference:

Parent Document:

No of pages:

No of LVs:

Delegate Task

Task will be delegated to: [\(click to assign\)](#)

?

OK Cancel

Figure 78: Delegate task


4. Navigate and select a user.
5. Click the **OK** button.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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Select User Or Group :











planjo








All


Starts with  

Show Users And Groups 

Name	Description	Availability
 c cdc	"C CDC" PA group	
 c cdc annual report	"C CdC Annual Report" PA ...	
 c daily/competitions	"C Daily/Competitions" PA...	
 c extra	"C Extra" PA group	
 c extra ces/cdr	"C Extra CES/CDR" PA grou...	
 council	"Council" PA group	
 l budget/customs	"L Budget/Customs" PA gro...	
 l i (except council)	"L I (except Council)" PA...	
 l ii (except council)	"L II (except Council)" P...	
 KISS Madeleine (OPOCE)		Available

  Page of 4  

Items per page: 





OK Cancel

Figure 79: Select User or group

- Click the **OK** button to finish the delegation and remove the task from your Inbox.

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		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Delegate

 End Of Prior Reading 

From: Tina PA

Received: 22/08/2011 17:29

Institution:

ER Document Reference:

ER Manuscript Reference:

Parent Document:

No of pages:

No of LVs:

Delegate Task

Task will be delegated to: KISS Madeleine (OPOCE)

?

OK Cancel

Figure 80: Delegate task after selecting user

5.7 Upload new file versions

In order to upload new file versions:

1. Select an accepted task from you **Inbox** that indicates on the name that has new Versions in it.
2. Select **File>Add New File Versions** from the menu on the Webtop.

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File	Edit	View	Forms	Dispatch	Budget request	Split Document
Upload files Export Metadata XML						
Subscribe Unsubscribe Export						
Delete Rejected Tasks						
Add New File Versions						

3. Select the check boxes of the documents that you want to associate as new versions. From the drop down lists, select the **Current Versions** that you want to replace by the new ones. In case of a new version that does not exist in the Current LVs folder, select **No Current Version**.

Click the **OK** button to finish the association and move the files from the **New Versions** folder to the **Current LVs** folder. The files that are associated to already existing LVs, will be removed from the task and consequently also in another already existing task. Furthermore the new versions will be removed from the current task. If no task available then a new one will be created.

Associate new versions :

Make current		New Versions	Current Versions	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EL_LV.doc	No Current Version	View file
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EN_LV.doc	EN_LV.doc	View file
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FR_LV.doc	FR_LV.doc	View file

OK Cancel

Figure 81: Associate new versions

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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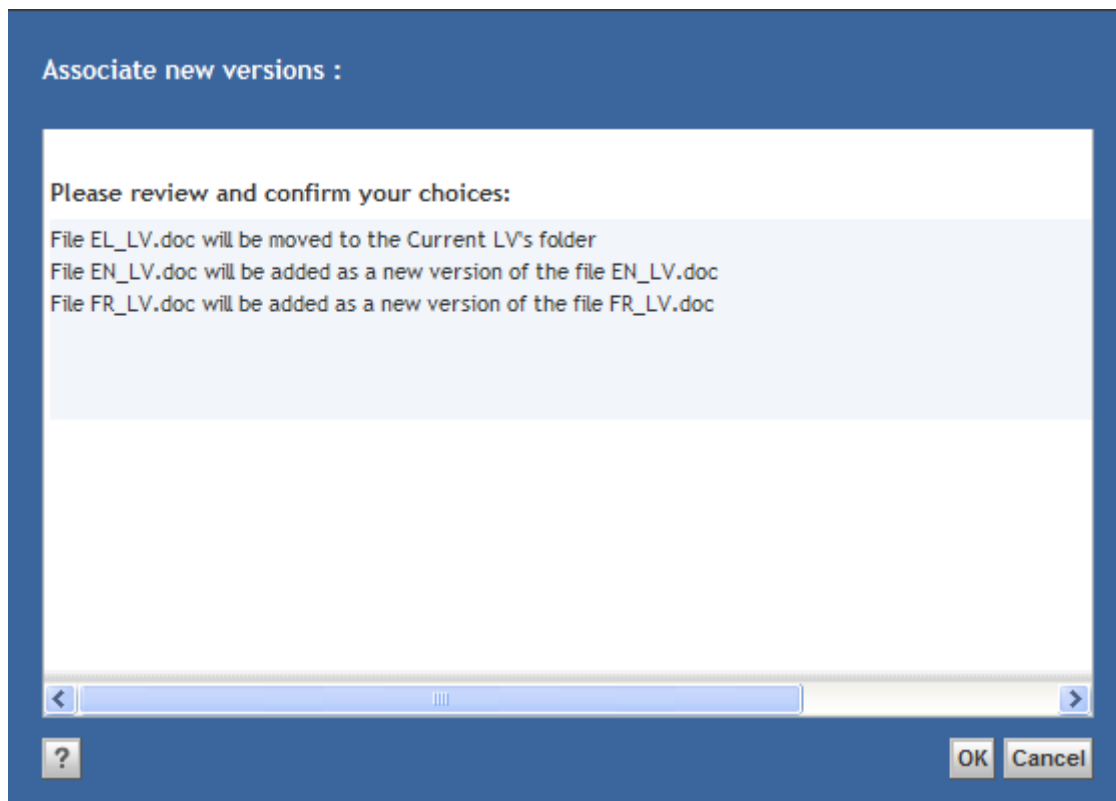
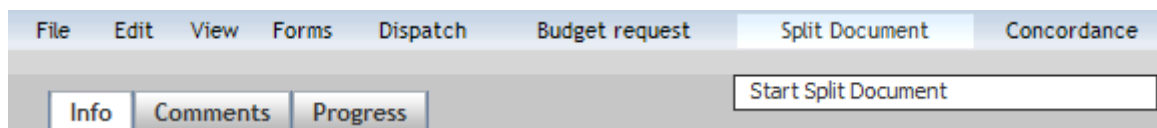


Figure 82: Associate new versions – confirmation

5.8 Split Document

In order to split a document into different documents:

1. Select an accepted task from you **Inbox**.
2. From within the task, select the language file that you want to split.
3. Select **Split Document>Start Split Document** from the menu on the Webtop.



4. In the **Split Document** form, select the language of the document that you want to split and click on **OK** button. After the end of the split of document, the LV is removed from the original task and a new one is created in the PA Inbox with the same Meta data.

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Split Document :

☒ BG
☐ CS
☐ DA
☐ DE
☐ EL
☐ EN
☐ ES
☐ ET
☐ FI
☐ FR
☐ GA
☐ HR
☐ HU

☐ IS
☐ IT
☐ LT
☐ LV
☐ MT
☐ NL
☐ PL
☐ PT
☐ RO
☐ SK
☐ SL
☐ SV

?
OK
Cancel

Figure 83: Split Document

- If the slit of the document is successful, the following figure is presented. Click the **Close** button to go back to the task.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

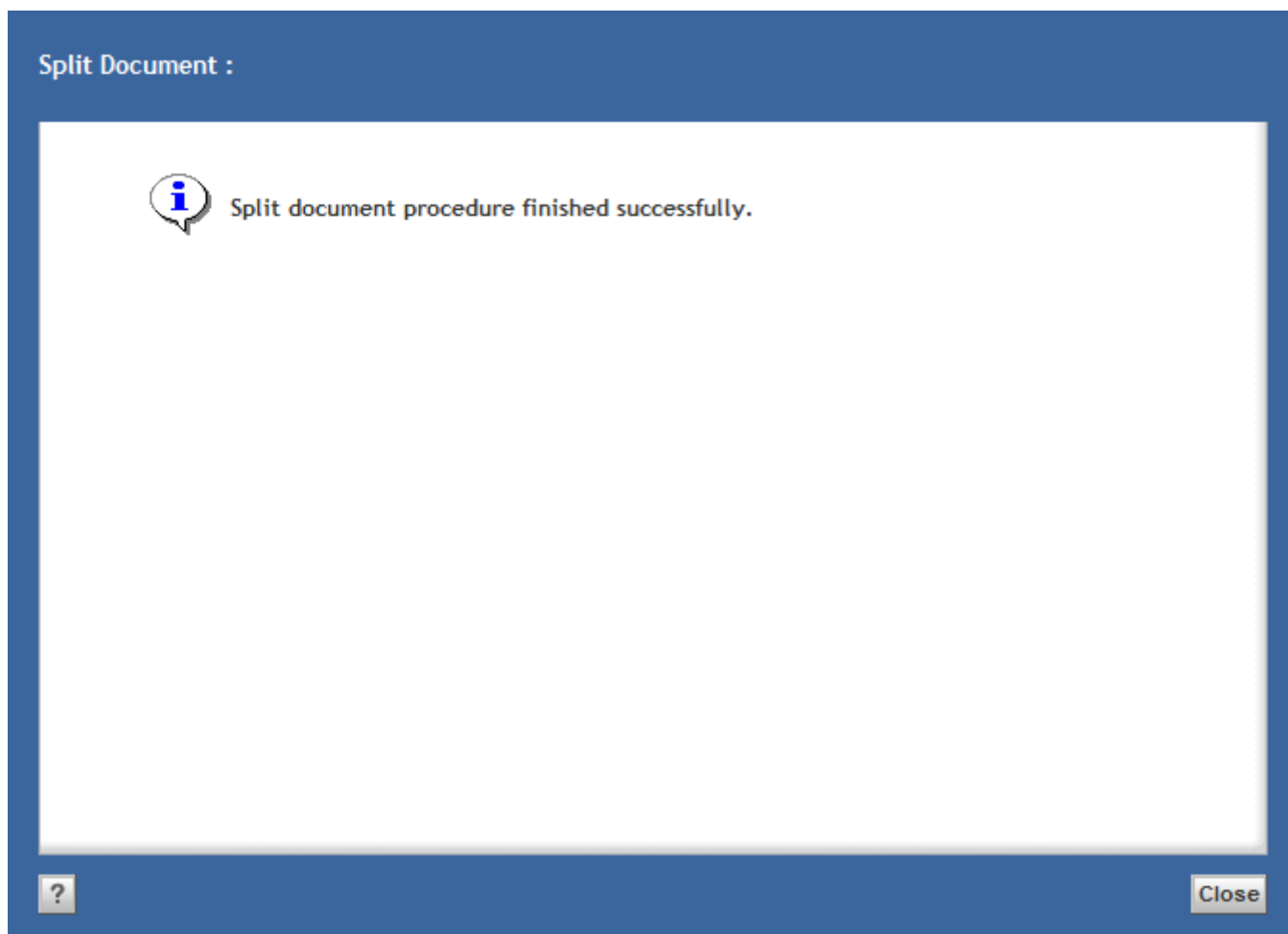


Figure 84: Successful Split of Document

5.9 Process an OJ document with Prior reading

In order to process a document for Prior reading:

1. Browse your Inbox and select task.
2. Click on **Accept** button, to accept the task and make it unavailable to other users.
3. Click on **Work on document** button, if you want to open the Document Manager.

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InfoCommentsProgress

Document For Processing

From: ra_test
 Received: 14/11/2011 14:49
 OJ Document Reference: 20111114-001
 OJ Manuscript Reference: PlanJO001

MetadataWork on Document

No of pages: 15
 No of LVs: 24/24
 Publication Date:
 OJ: C
 DEMED Progress: UNINITIALISED

Comments: 14/11/2011 13:21 - test Author comments

Attachments

<input type="checkbox"/>	Name ▲	Modified	Modifier	Version	LV
<input type="checkbox"/>	BG_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	CS_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	DA_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	DE_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	EL_LV.doc	14/11/2011 15:01	Tina PA	1.0,CURRENT	
<input type="checkbox"/>	EN_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	ES_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	ET_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	FI_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	FR_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	

FinishDelegateClose

Figure 85: Task info

5.9.1 Work on clean/original language files

In order to select a cleaned or an original language file to work on:

1. Access the Document Manager of a document.
2. Click on **Select Cleaned or Original** button, to select the language files that are either cleaned or original to work on.

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The screenshot displays the Document Manager interface. On the left is a file tree for document 20111114-001, listing components like Cleaned LVs, Concordance, Current LVs, Instruction Forms, Financials, Meta Data, New Versions, Other Files, Proofs, Sent To Printer, Received From Printer, and Uploads. The main area shows the 'Virtual Document Manager: View Components' for the selected document. It includes metadata such as 'OJ Manuscript Reference: PlanJO001', 'Demed Reference No:', 'No of LVs: 24/24', 'Date Modified: Nov 14, 2011 5:21:11 PM', 'Demed Status: NOT_CREATED', and 'Demed Progress: UNINITIALISED'. A table below lists the document components with columns for Name, Version, Size, Modified, and Modifier.

	Name	Version	Size	Modified	Modifier
<input type="checkbox"/>	Cleaned LVs (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
<input type="checkbox"/>	Concordance (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
<input type="checkbox"/>	Correspondence (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
<input type="checkbox"/>	Current LVs (25)	CURRENT,1.0	1 KB	14/11/2011 13:22	ra_test
<input type="checkbox"/>	Instruction Forms (2)	CURRENT,1.0	1 KB	14/11/2011 15:01	dmadmin
<input type="checkbox"/>	Financials (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
<input type="checkbox"/>	Meta Data (1)	CURRENT,1.0	1 KB	14/11/2011 13:22	dmadmin
<input type="checkbox"/>	New Versions (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
<input type="checkbox"/>	Other Files (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
<input type="checkbox"/>	Proofs (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
<input type="checkbox"/>	Sent To Printer (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
<input type="checkbox"/>	Received From Printer (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
<input type="checkbox"/>	Uploads (1)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test

Figure 86: Document Manager

- On the **Cleaned or Original Files** form below, select the type that you want to work on and click **Finish**.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

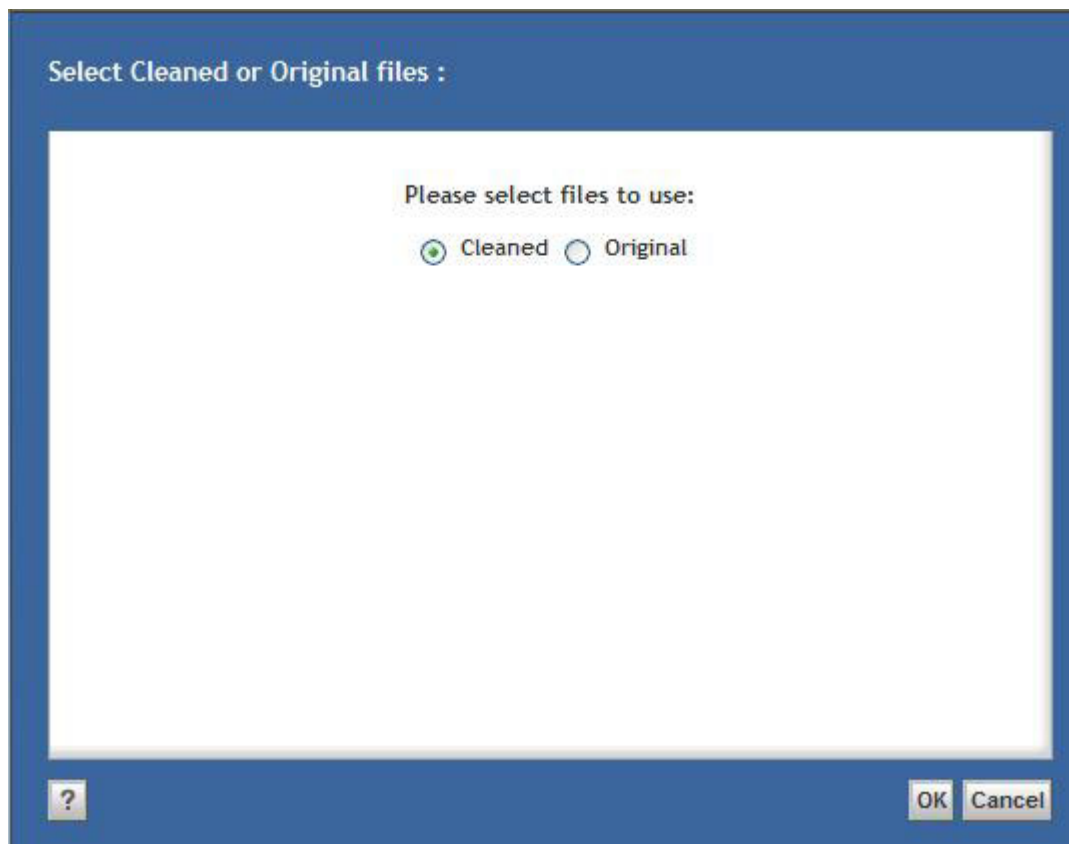


Figure 87: Cleaned or original files

5.9.2 Upload files

5.9.2.1 Upload model

In order to upload the model:

1. Access a task or the Document Manager.
2. Select **File>Upload files**.

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--	----------------------------	-------------------------------------------------------------------------------------------------------------------

Figure 88: Upload model

5.9.2.2 Upload Correspondence

In order to upload the Correspondence:

1. Access a task or the Document Manager.
2. Select **File>Upload files**.
3. On the **Upload files** form below, select **Upload Correspondence** from the drop down list and click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional).

Click **OK**, to upload the Correspondence and return to the document.

5.9.2.3 Upload Other Files

In order to upload the Other Files:

1. Access a task or the Document Manager.

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2. Select **File>Upload files**.
3. On the **Upload files** form below, select **Upload Other Files** from the drop down list and click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional).

Click **OK**, to upload the Other Files and return to the document.

5.9.2.4 Upload Input Sheet

In order to upload the Input Sheet:

1. Access a task or the Document Manager.
2. Select **File>Upload files**.
3. On the **Upload files** form below, select **Upload Input Sheet** from the drop down list and click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional).

Click **OK**, to upload the Input Sheet and return to the document.

5.9.2.5 Upload Control Proofs

In order to upload OJ proofs received from the printer:

1. Access a task or the Document Manager.
2. Select **File>Upload files**.
3. On the **Upload files** form below, select **Upload control proofs** from the drop-down list and select the **Language Versions** that you will attach. Following, click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional).

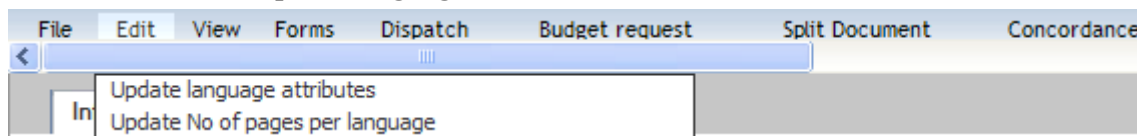
Click **OK**, to upload the control proofs and return to the document.

5.9.3 Update documents

5.9.3.1 Update language attributes

In order to update the language attributes of language files:

1. Select **Edit>Update language attributes**.



2. On the **Language update** form below, select the appropriate **language** from the drop down list.
Click **OK** after filling in the languages.

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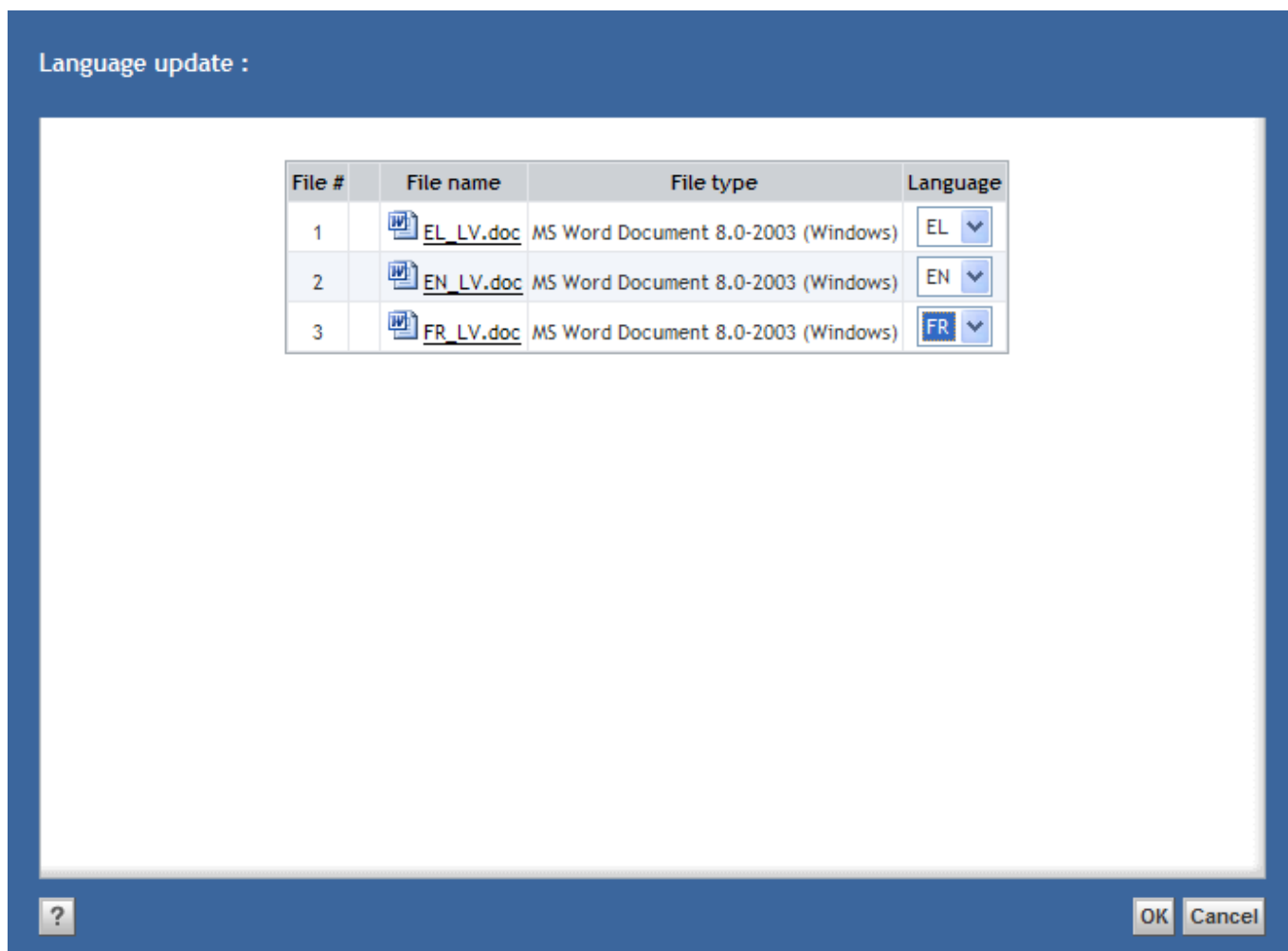
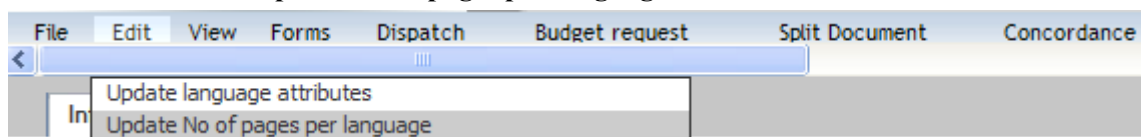


Figure 89: Language update

5.9.3.2 Update No of pages per language

In order to update the number of pages per language for a language version:

1. Select **Edit>Update No of pages per language**.



2. On the **Update No of pages per language** form below, insert the number of pages for each language version.

Click **OK**.

Note: To specify the number of pages of a language version, you should add the pages of the language file and the pages of all the related documents for the specified language.

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Update No of pages per language :

LV	Number of pages
EL	<input type="text" value="15"/>
EN	<input type="text" value="16"/>
FR	<input type="text" value="15"/>

Figure 90: Update number of pages per language

5.9.4 Forms

5.9.4.1 Prior-reading instruction form

In order to access the Prior-reading instruction form:

1. Access an accepted task or the document manager.
2. Select **Forms>Prior-reading instruction form** or **Multilingual prior-reading instruction form**.

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3. On the **Document Process: Prior-reading instruction form** below, fill in the data for prior reading. If you want to send a multilingual file, the **Multilingual** option will be checked and you should select all the languages that the file contains, so that a task will be delivered to all the appropriate proofreaders. Click **OK** to save the instruction form.

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Figure 91: Document Process: Prior-reading instruction form

Document Process : Multilingual Prior-reading instruction form

Deadline	Date	09	:	00	*
Production agent	Tina PA				
No of pages	52				
Institution	COM				
Document reference	20110905-004				
Date of adoption	Date				
EEA relevance	<input type="radio"/> yes <input checked="" type="radio"/> no				
Codified version	<input type="radio"/> yes <input checked="" type="radio"/> no				
Type of document	PROP.REG				
Please use	<input checked="" type="radio"/> Cleaned <input type="radio"/> Original				
Comments	<div></div>				
<div>Export to PDF</div>					

OJ Series	C
OJ Heading	II
Language version of the original	EN
Authentic language	EL;LV;RO;SK;EN;DE;FF
* Select proofreading team	<input checked="" type="checkbox"/> bg <input checked="" type="checkbox"/> cs <input checked="" type="checkbox"/> da <input checked="" type="checkbox"/> de <input checked="" type="checkbox"/> el <input checked="" type="checkbox"/> en <input checked="" type="checkbox"/> es <input checked="" type="checkbox"/> et <input checked="" type="checkbox"/> fi <input checked="" type="checkbox"/> fr <input checked="" type="checkbox"/> ga <input type="checkbox"/> hr <input checked="" type="checkbox"/> hu <input type="checkbox"/> is <input checked="" type="checkbox"/> it <input checked="" type="checkbox"/> lt <input checked="" type="checkbox"/> lv <input checked="" type="checkbox"/> mt <input checked="" type="checkbox"/> nl <input checked="" type="checkbox"/> pl <input checked="" type="checkbox"/> pt <input checked="" type="checkbox"/> ro <input checked="" type="checkbox"/> sk <input checked="" type="checkbox"/> sl <input checked="" type="checkbox"/> sv <input type="checkbox"/> all <input checked="" type="checkbox"/> Multilingual
Model version	EN
Place(s) of signature	Bruxelles
Signatory name	DIRECTEUR GENERAL Barros
Signatory function	

OK Cancel

Figure 92: Document Process: Multilingual prior-reading instruction form

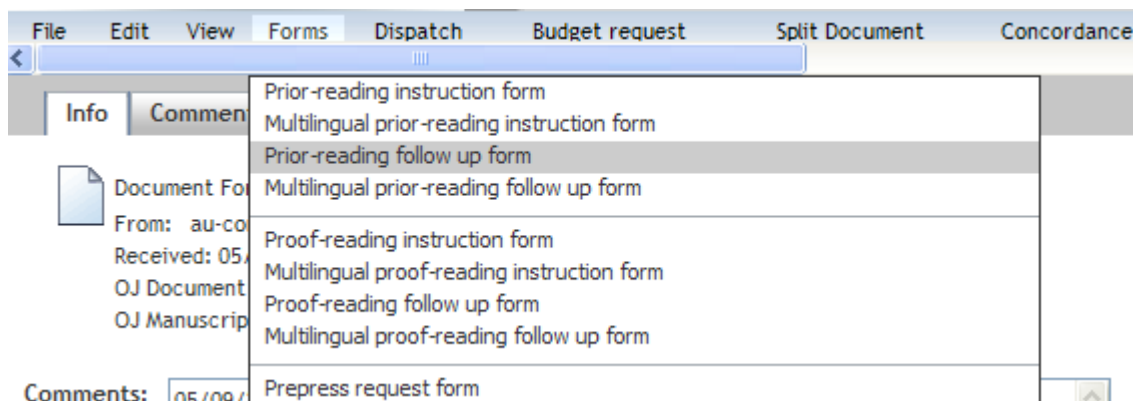
5.9.4.2 Prior-reading follow-up form

In order to access the Prior-reading follow-up form:

1. Access an accepted task or the document manager.
2. Select **Forms>Prior-reading follow-up form** or **Multilingual Prior-reading follow-up form**.

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- On the **Document Process: Prior-reading follow-up form** below, you can send a message to all the proofreaders working on a document, answer the messages that proofreaders sent and also check the **Status** of a language version, for example, finished.

To attach a general message, type the message in the appropriate text box shown in the following figure and then press **Send**. If you want an email notification to be sent to the PR then select the **Notify Proofreaders** check box.

On the **Messages** table appear all the messages that PR and PA send. The **From** column shows the PR who sent the message (**Message** column), while the **Answer** column presents the answers that the PA sent. You can answer a specific message by selecting the check box on the left of the message and then typing the message in the text box that appears at the bottom of the screen. Click on **Send** button to send the answer. You can also select the check box **V** (for **Validate**), which means that the comment is validated. In addition, you can select the check box **H** (for **Highlight**) to highlight a specific message.

If you want to send a message to a PR who has not previously sent a message, you can select the PR from the **Status** table at the bottom of the page and follow the same procedure presented previously. In the Status table you can also view the PRs who have finished the prior reading.

Click **Finish** to save the changes and return to the Document Manager.

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<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>		Project / Subproject: PLAN-JO No. 10238
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Document Process: Follow up form for Production Agent

Follow up: Doc_Ref_001
Deadline: 17-06-2006 12:00
 Production Agent: Pal
 No of pages: 21

Repeat instructions from Prior-reading Instruction form

IMPORTANT!!!!
 PLEASE UNDO ALL THE CHANGES YOU MIGHT HAVE MADE CONCERNING "art 33 quaterdecies"
 AS THERE SEEMS TO BE A PROBLEM WITH THE CONSOLIDATED VERSIONS THIS TEXT IS BASED ON.
 THEREFORE, FOR THESE POINTS: PLEASE REVERT TO THE TEXT OF THE ORIGINAL MANUSCRIPTS
 while a clarification requested from DG AGRI is still pending

Messages

LV	From	Send	Message	V	Answer	H
<input type="checkbox"/>	All			<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	CS	lipovan	3/7/2006 12:00		3/7/2006 12:01 --- ok	<input type="checkbox"/>
<input type="checkbox"/>	DA	buddibi	3/7/2006 12:03			<input type="checkbox"/>
<input type="checkbox"/>	DA	buddibi	4/7/2006 13:00			<input type="checkbox"/>
<input type="checkbox"/>	ET	sostka	5/7/2006 13:00			<input type="checkbox"/>
<input type="checkbox"/>	ES	es1	2/7/2006 13:00			<input type="checkbox"/>
<input type="checkbox"/>	FI	fi1	3/7/2006 13:00			<input type="checkbox"/>
<input type="checkbox"/>	IT	it1	6/7/2006 13:00		6/7/2006 13:02 --- please leave as it is	<input checked="" type="checkbox"/>
<input type="checkbox"/>	LV	lv1	2/7/2006 13:00			<input type="checkbox"/>
<input type="checkbox"/>	NL	nl1	2/7/2006 13:00			<input type="checkbox"/>
<input type="checkbox"/>	PL	pl1	2/7/2006 13:00			<input type="checkbox"/>

Status

LV	Proofreader	Finished
<input type="checkbox"/>	All	
<input type="checkbox"/>	CS	lipovan
<input type="checkbox"/>	DA	buddibi
<input type="checkbox"/>	DE	rausmo

PA Comment to PR

Figure 94: Document Process: Follow-up form for Production Agent

5.9.4.3 Proofreading instruction form

In order to access the Proofreading instruction form:

1. Access an accepted task or the document manager.
2. Select **Forms>Proofreading instruction form** or **Multilingual Proofreading instruction form**.

File Edit View Forms Dispatch Budget request Split Document Concordance

Forms

- Prior-reading instruction form
- Multilingual prior-reading instruction form
- Prior-reading follow up form
- Multilingual prior-reading follow up form
- Proof-reading instruction form**
- Multilingual proof-reading instruction form
- Proof-reading follow up form
- Multilingual proof-reading follow up form
- Prepress request form

3. On the **Document Process: Proofreading instruction forms** below, fill in the data of the instruction for proofreading. If you want to send a multilingual file, the **Multilingual** option will be checked and you

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should select all the languages that the file contains, so that a task will be delivered to all the appropriate proofreaders.

Click **OK** to save the instruction form.

Document Process: Proofreading instruction form :

Deadline	Date <input type="text"/> 09 : 00 *	OJ Series	C
Production agent	Tina PA	OJ Heading	II
No of pages	0.0	Language version of the original	EN
Institution	COM	Authentic language	EL;LV;RO;SK;EN;DE;Ff
Document reference	20110905-004	* Select proofreading team	<input checked="" type="checkbox"/> bg <input checked="" type="checkbox"/> cs <input checked="" type="checkbox"/> da <input checked="" type="checkbox"/> de <input checked="" type="checkbox"/> el <input checked="" type="checkbox"/> en <input checked="" type="checkbox"/> es <input checked="" type="checkbox"/> et <input checked="" type="checkbox"/> fi <input checked="" type="checkbox"/> fr <input checked="" type="checkbox"/> ga <input type="checkbox"/> hr <input checked="" type="checkbox"/> hu <input type="checkbox"/> is <input checked="" type="checkbox"/> it <input checked="" type="checkbox"/> lt <input checked="" type="checkbox"/> lv <input checked="" type="checkbox"/> mt <input checked="" type="checkbox"/> nl <input checked="" type="checkbox"/> pl <input checked="" type="checkbox"/> pt <input checked="" type="checkbox"/> ro <input checked="" type="checkbox"/> sk <input checked="" type="checkbox"/> sl <input checked="" type="checkbox"/> sv <input type="checkbox"/> all
Date of adoption	Date <input type="text"/>		
EEA relevance	<input type="radio"/> yes <input checked="" type="radio"/> no		
Codified version	<input type="radio"/> yes <input checked="" type="radio"/> no		
Type of document	PROP.REG		
Comments	<input type="text"/> <input type="text"/> <input type="text"/>		
		Model version	EN
		Place(s) of signature	Bruxelles
		Signatory name	DIRECTEUR GENERAL Barros

Figure 95: Document Process: Proofreading-instruction form

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Document Process: Multilingual Proofreading instruction form :

Deadline	Date <input type="text"/> 09 <input type="text"/> 00 *	OJ Series	C
Production agent	Tina PA	OJ Heading	II
No of pages	0.0	Language version of the original	EN
Institution	COM	Authentic language	EL;LV;RO;SK;EN;DE;Ff
Document reference	20110905-004	* Select proofreading team	<input checked="" type="checkbox"/> bg <input checked="" type="checkbox"/> cs <input checked="" type="checkbox"/> da <input checked="" type="checkbox"/> de <input checked="" type="checkbox"/> el <input checked="" type="checkbox"/> en <input checked="" type="checkbox"/> es <input checked="" type="checkbox"/> et <input checked="" type="checkbox"/> fi <input checked="" type="checkbox"/> fr <input checked="" type="checkbox"/> ga <input type="checkbox"/> hr <input checked="" type="checkbox"/> hu <input type="checkbox"/> is <input checked="" type="checkbox"/> it <input checked="" type="checkbox"/> lt <input checked="" type="checkbox"/> lv <input checked="" type="checkbox"/> mt <input checked="" type="checkbox"/> nl <input checked="" type="checkbox"/> pl <input checked="" type="checkbox"/> pt <input checked="" type="checkbox"/> ro <input checked="" type="checkbox"/> sk <input checked="" type="checkbox"/> sl <input checked="" type="checkbox"/> sv <input type="checkbox"/> all
Date of adoption	Date <input type="text"/>	<input checked="" type="checkbox"/> Multilingual	
EEA relevance	<input type="radio"/> yes <input checked="" type="radio"/> no	Model version	EN
Codified version	<input type="radio"/> yes <input checked="" type="radio"/> no	Place(s) of signature	Bruxelles
Type of document	PROP.REG	Signatory name	DIRECTEUR GENERAL Barros
Comments	<div style="border: 1px solid #ccc; height: 100px;"></div>		

? OK Cancel

Figure 96: Document Process: Multilingual Proofreading-instruction form

5.9.4.4 Proofreading follow-up form

Follow the same procedure as presented for **Prior-reading follow-up form**. Refer to section 5.7.4.2.

5.9.4.5 Prepress request form

In order to access the Prepress Request form:

1. Access an accepted task or the document manager.
2. Select **Forms>Prepress Request form**.

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The screenshot shows the PLAN-JO software interface. The top menu bar includes 'File', 'Edit', 'View', 'Forms', 'Dispatch', 'Budget request', 'Split Document', and 'Concordance'. The 'Forms' menu is open, displaying a list of forms: 'Prior-reading instruction form', 'Multilingual prior-reading instruction form', 'Prior-reading follow up form', 'Multilingual prior-reading follow up form', 'Proof-reading instruction form', 'Multilingual proof-reading instruction form', 'Proof-reading follow up form', 'Multilingual proof-reading follow up form', and 'Prepress request form'. On the left, there is a sidebar with 'Info' and 'Comments' tabs. Below the 'Comments' tab, there is a document icon and text: 'Document For', 'From: au-co', 'Received: 05', 'OJ Document', and 'OJ Manuscript'. At the bottom, there is a 'Comments:' field with the date '05/09/' and a small icon.

3. In the **Prepress Request** form below, select the Language that are dispatched to the printer and fill in the required data.
Click **OK** to save the instruction form.

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Prepress request

Document: 20110804-002

* Contract/lot/supplier: 10202 LOT 6: Jouve

OJ Series: OJ Heading: OJ Sub heading: Oj Number: OJ Year: OJ Type: Publication date:

* Languages to be published:

☒ bg ☒ cs ☒ da ☒ de ☒ el ☒ en ☒ es ☒ et ☒ fi ☒ fr ☐ ga ☒ hr ☒ hu
☒ is ☒ it ☒ lt ☒ lv ☒ mt ☒ nl ☒ pl ☒ pt ☒ ro ☒ sk ☒ sl ☒ sv ☐ all

* Languages to be dispatched:

☐ bg ☐ cs ☐ da ☐ de ☐ el ☐ en ☐ es ☐ et ☐ fi ☐ fr ☐ ga ☐ hr ☐ hu
☐ is ☐ it ☐ lt ☐ lv ☐ mt ☐ nl ☐ pl ☐ pt ☐ ro ☐ sk ☐ sl ☐ sv ☐ all

Short description:

Manuscript pages/LV: 15

* Estimated OJ pages/LV: 15.0

Institution:

Procedure number:

Official Document No:

Adoption date:

Durability:

EEA relevant: ☐ yes ☒ no

Codified version: ☐ yes ☒ no

Signatory function:

Place/s of signature:

Original language:

Authentic language:

Comments:

Production Agent:

Other contact:

Signed by:

Service manager:

Date: --

* Mandatory fields to send the Prepress Request to Printer

Model: Schema:

Prior reading: ☐ yes ☒ no

Proofreading: ☐ yes ☒ no

Synop. control: ☒ yes ☐ no

Existing compo: ☐ yes ☒ no

XML preparation: ☒ yes ☐ no

Send form to printer Save Cancel

Figure 97: Document Process: Prepress Request

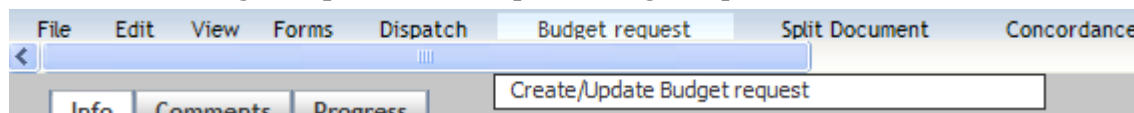
5.9.5 Create/Update budget request

In order to create/update a budget request:

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1. Access an accepted task or the document manager.
2. Select **Budget Request>Create/Update Budget request**.



3. On the **Create Budget Request** form below, fill in the data. The data, which are already filled in, come from the Metadata form. All the changes on these data will update the respective fields on Metadata. In order to add an additional Institution, click on **add line** link.

Click **Save and Close** to save the form without initialising DEMED and return to the Document Manager. Click **Send to DEMED** to create a budget request and/or receive a validation message from DEMED analogously during update. The **DEMED Progress** will change from **UNINITIALISED** to **PROGRESSING**. The data will be saved on the form and also update the metadata form of the document.

Click **Refresh** to refresh the Budget Request.

Create Budget Request :

Document Reference No: 20110804-002 DEMED Reference No: 4746 DEMED Status: VALID DEMED Progress: COMPLETE
Institution: COM

OJ Series
C
*

OJ Type
Daily

OJ Number

Publication Date
Sep 16, 2011

PR Year
2011
*

OJ Year
2011
*

Contract/LOT/Supplier
10202 LOT 6: Jouve
*

LVs
☒ bg ☒ cs ☒ da ☒ de ☒ el ☒ en ☒ es ☒ et ☒ fi ☒ fr ☐ ga ☒ hr ☒ hu
☒ is ☒ it ☒ lt ☒ lv ☒ mt ☒ nl ☒ pl ☒ pt ☒ ro ☒ sk ☒ sl ☒ sv ☐ all

Number of Manuscript Pages
15

Estimated Number of OJ Pages
15.0

Institution to be invoiced	OJ pages to be invoiced
COM	7.5
CONS	7.5

remove line add line

?

Send to DEMED Refresh Cancel Save and Close

Figure 98: Create Budget Request

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5.9.6 Dispatch to Prior reading

In order to dispatch a document to Prior reading:

1. Open a task.
2. Select one or more language files from within the task.

The screenshot displays the 'Document For Processing' window. It has tabs for 'Info', 'Comments', and 'Progress'. The 'Info' tab is active, showing document details: 'From: ra_test', 'Received: 14/11/2011 14:49', 'OJ Document Reference: 20111114-001', and 'OJ Manuscript Reference: PlanJO001'. To the right, there are buttons for 'Metadata' and 'Work on Document', followed by 'No of pages: 15', 'No of LVs: 24/24', 'Publication Date:', 'OJ: C', and 'DEMED Progress: UNINITIALISED'. Below this is a 'Comments' section with a text area containing '14/11/2011 13:21 - test Author comments'. At the bottom is an 'Attachments' table.

	Name ▲	Modified	Modifier	Version	LV
<input checked="" type="checkbox"/>	BG_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input checked="" type="checkbox"/>	CS_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input checked="" type="checkbox"/>	DA_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	DE_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	
<input type="checkbox"/>	EL_LV.doc	14/11/2011 13:22	ra_test	1.0,CURRENT	

At the bottom right of the attachments table are buttons: 'Finish', 'Delegate', and 'Close'.

Figure 99: Select language files from Task

3. Select **Dispatch>Dispatch to Prior reading** or **Dispatch to Multilingual Prior reading**.

This screenshot shows the 'Dispatch' menu open in the PLAN-JO application. The menu options are: 'Dispatch to prior-reading', 'Dispatch to multilingual prior-reading', 'Dispatch to proofreading', 'Dispatch to multilingual proofreading', 'Dispatch to printer', 'Dispatch OJ Proofs to proofreaders', and 'Dispatch OJ Proofs to printer'. The background shows the same 'Document For Processing' window as in Figure 99, but with the 'Dispatch' menu open over it.

4. In the **Prior-reading instruction** form that appears, fill in extra data if needed (refer to section 5.7.4.1).
5. Click **OK** to dispatch the LV. If the dispatch is successful, the following message will appear: "The selected files were successfully dispatched to Prior reading".

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5.10 Process a Corrigenda without attachments

In order to process a corrigenda for Prior reading:

1. Browse your Inbox and select task.
Note: A Corrigenda task is created, when the **document type** is defined as Corrigenda during upload along with no attachments. In case the task contains attachments then it can be handled as any other task.
2. Click on **Accept** button, to accept the task and make it unavailable to other users.

The screenshot displays the 'Info' tab of a task interface. At the top, there are three tabs: 'Info', 'Comments', and 'Progress'. Below the tabs, on the left, is a document icon and the text 'Document For Processing'. To its right are three buttons: 'Metadata', 'Work on Document', and 'Send Corrigenda'. The 'From' field shows 'Tina PA'. The 'Received' field shows '12/09/2011 16:31'. The 'OJ Document Reference' is '20110912-006' and the 'OJ Manuscript Reference' is 'corr01'. The 'Metadata' section shows 'No of pages: 1', 'No of LVs: 0/25', 'Publication Date:', 'OJ: C', and 'DEMED Progress: COMPLETE'. Below this is a 'Comments' section with a text area containing '12/09/2011 16:29 - test comments'. Underneath the comments is an 'Attachments' section with the text 'No Attachments Found'. At the bottom right of the interface are four buttons: 'Finish', 'Delegate', 'Repeat', and 'Close'.

Figure 100: Corrigenda task without attachment

3. Click the **Send Corrigenda** button to dispatch the task to the Proofreaders.
4. In the **Prior-reading instruction** form that appears, fill in extra data if needed (refer to section 5.7.4.1).
5. Click **OK** to dispatch the corrigenda. If the dispatch is successful, the following message will appear: “The selected files were successfully dispatched to Prior reading”.

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5.11 Send manuscripts to printer

5.11.1 Dispatch to printer from within a task

In order to dispatch a document to the printer:

1. Open a task.
2. Select one or more language files from within the task.

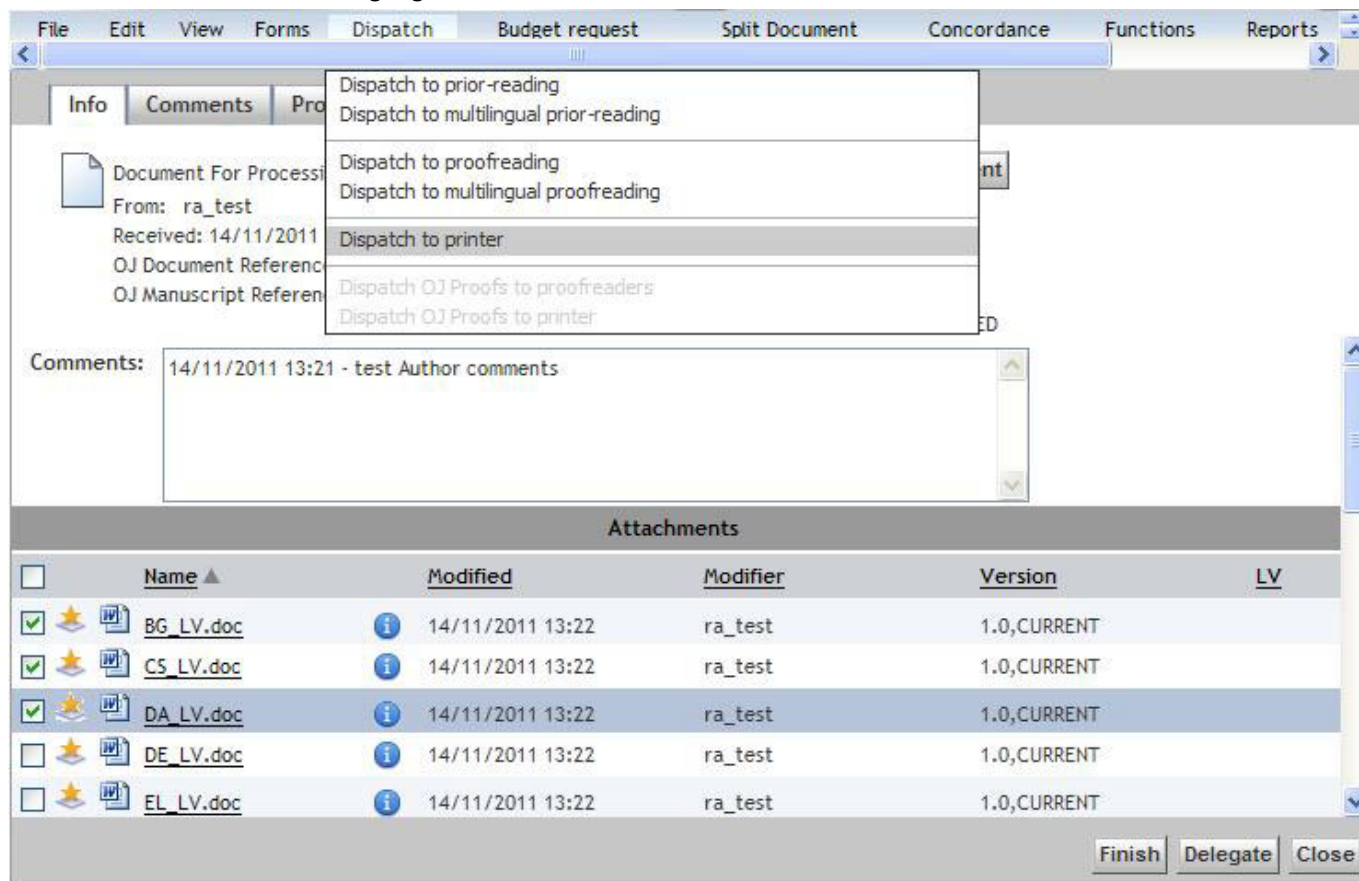
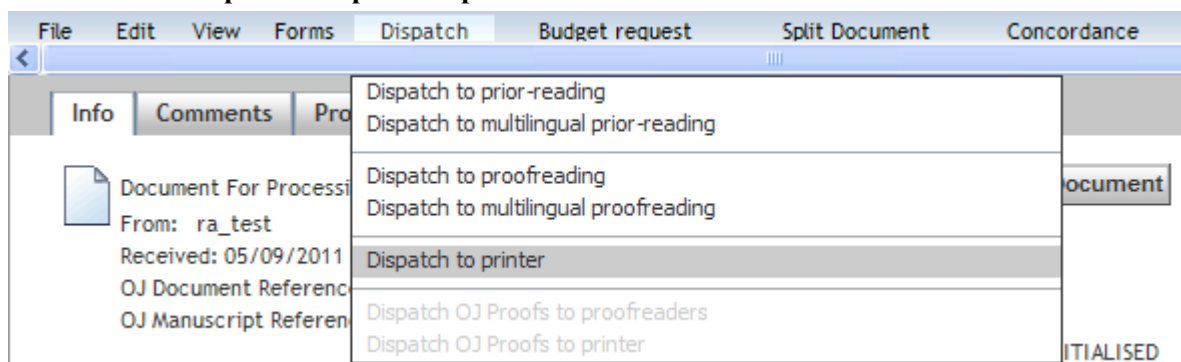


Figure 101: Select language files from Task

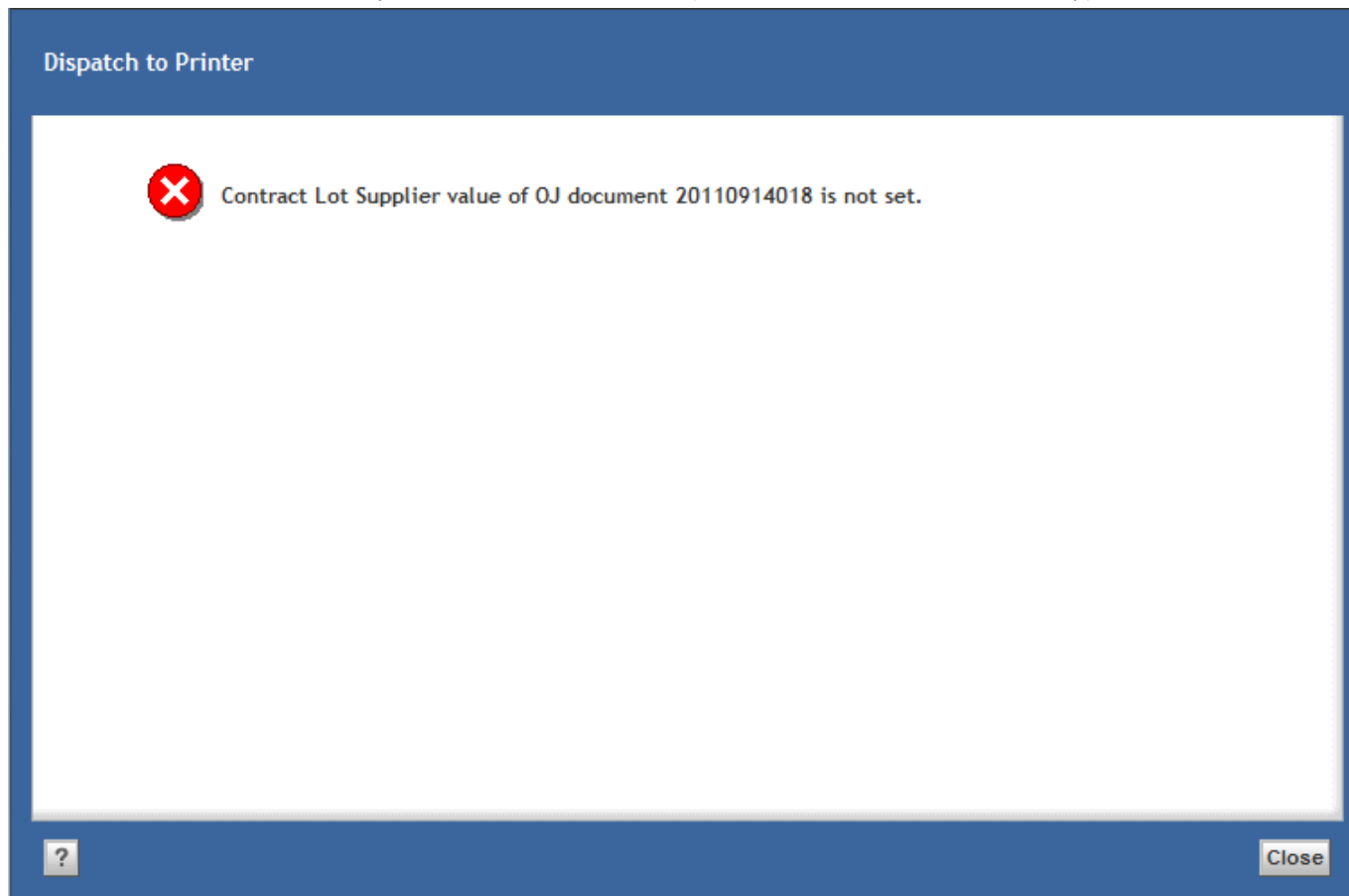
3. Select **Dispatch>Dispatch to printer**.



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4. If the following blocking message appears, the Contract/Lot/Supplier is not set. Access the Budget Request and fill in the mandatory fields and save the form (Send to DEMED is not necessary).



5. On the **Document Process: Prepress Request** form that appears, select the Language versions that are dispatched to the printer and fill in the required data (see 5.3.4.5 Prepress Request form).
Click **OK** to save and send the instruction form together with language files to printer.
6. If the following warning message appears, the OF/DEMED Status does not allow you to send the files for printing. Select one of the provided options:
- **Update DEMED**
After the update of DEMED, send the instruction form again. The files cannot be sent to printer until the DEMED receives a “VALID” status.
 - **Inform production coordinator**
The Production Agents' Coordinator will receive a task and can decide if it is necessary to override the **OF/DEMED** blocking status and send the document to the printer.

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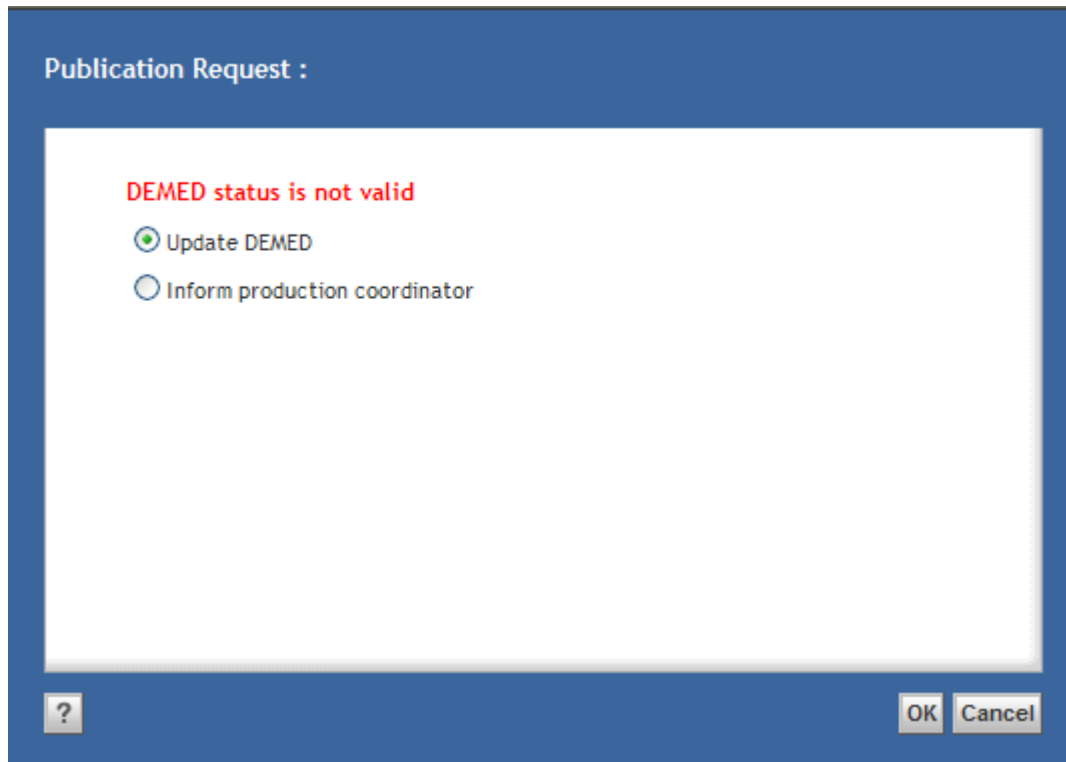


Figure 102: Warning message: DEMED IS NOT VALID

5.11.2 Dispatch to printer from within the document manager

In order to dispatch a document to the printer:

1. Open the document manager of the document that you want to send to printer.

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Search [] Search Advanced Preferences Logout Help

File Edit View Forms Dispatch Budget request Split Document Concordance Functions Reports Produ

Go to Inbox Go back to task
 planjo / planjo / Repository Root / Docs_in_progress / 2011 / 11 / 14 / 20111114001
 Virtual Document Manager: View Components

20111114-001
 OJ Manuscript Reference: PlanJO001
 Demed Reference No:
 No of LVs: 24/24
 Date Modified : Nov 14, 2011 2:52:00 PM
 Demed Status : NOT_CREATED
 Demed Progress : UNINITIALISED

Meta-Data Select Cleaned or Original Sent To Printer

Default Child Version: CURRENT

Items per page: 50

Name	Version	Size	Modified	Modifier
Cleaned LVs (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Concordance (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Correspondence (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Current LVs (25)	CURRENT,1.0	1 KB	14/11/2011 13:22	ra_test
Instruction Forms (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Financials (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Meta Data (1)	CURRENT,1.0	1 KB	14/11/2011 13:22	dmadmin
New Versions (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Other Files (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Proofs (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Sent To Printer (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Received From Printer (0)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test
Uploads (1)	CURRENT,1.0	1 KB	14/11/2011 13:21	ra_test

Figure 103: Document Manager

- Click on the **Send to Printer** button.

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Send To Printer :

Select Prior Or Proofreading Files for Printer Dispatch prior-reading ▼ *

? OK Cancel

Figure 104: Send to printer

3. Select from the drop down list whether you want to send files from **Prior-reading** or **Proofreading** to the printer.

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Send To Printer

Current LVs Other Files Instruction Forms Local Files

Select Document For Printer Sent

Items per page: 50 (22 total items)

<input type="checkbox"/>	Task No	File Name	Document reference	Manuscript reference
<input type="checkbox"/>	1	SV_LV.doc	20110905-004	PLANJO12345
<input type="checkbox"/>	2	SL_LV.doc	20110905-004	PLANJO12345
<input type="checkbox"/>	3	SK_LV.doc	20110905-004	PLANJO12345
<input type="checkbox"/>	4	RO_LV.doc	20110905-004	PLANJO12345
<input type="checkbox"/>	5	PT_LV.doc	20110905-004	PLANJO12345
<input type="checkbox"/>	6	PL_LV.doc	20110905-004	PLANJO12345
<input type="checkbox"/>	7	NL_LV.doc	20110905-004	PLANJO12345
<input type="checkbox"/>	8	MT_LV.doc	20110905-004	PLANJO12345
<input type="checkbox"/>	9	LV_LV.doc	20110905-004	PLANJO12345

?

Send to Printer Cancel

Figure 105: Send to printer – Current LVs Tab

- In the **Current LVs** tab, click on the checkboxes of the files that you want to send to printer.

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Send To Printer

Current LVs Other Files Instruction Forms Local Files

Select Document For Printer Sent

Items per page: 50 (2 total items)

<input type="checkbox"/>	Task No	File Name	Document reference	Manuscript reference
<input type="checkbox"/>	1	Worksheet.xls	20110905-004	PLANJO12345
<input type="checkbox"/>	2	TESTaëf.doc	20110905-004	PLANJO12345

? Send to Printer Cancel

Figure 106: Send to printer – Other Files Tab

- In the **Other files** tab, click on the checkboxes of the files that you want to send to printer.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Send To Printer

Current LVs Other Files **Instruction Forms** Local Files

Select Document For Printer Sent

Items per page: 50 (2 total items)

<input type="checkbox"/>	Task No	File Name	Document reference	Manuscript reference
<input type="checkbox"/>	1	model_model.pdf	20110905-004	PLANJO12345
<input type="checkbox"/>	2	BUDGET REQUEST	20110905-004	PLANJO12345

? Send to Printer Cancel

Figure 107: Send to printer – Instruction Forms Tab

- In the **Instruction Forms** tab, click on the checkboxes of the files that you want to send to printer.

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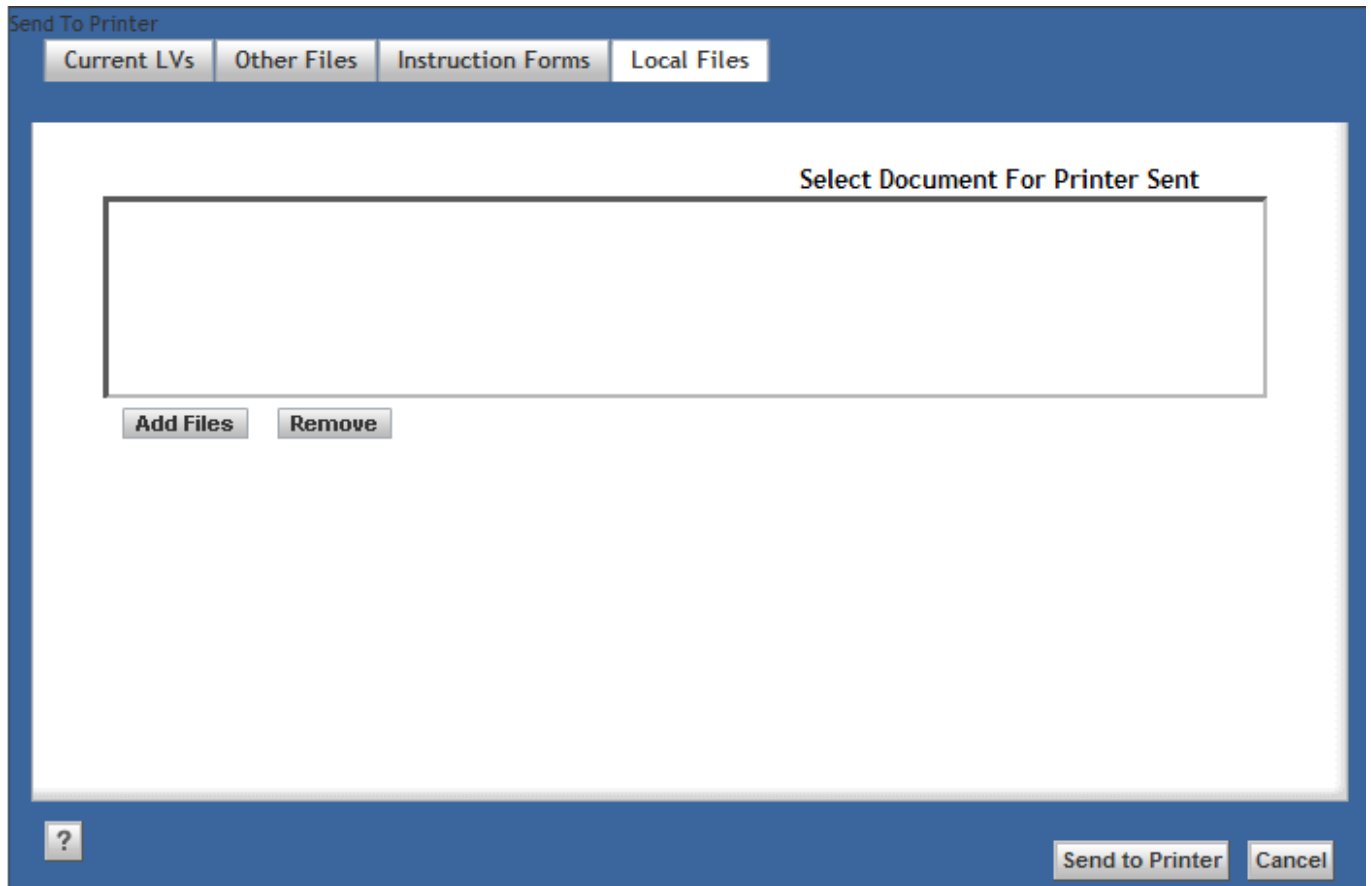


Figure 108: Send to printer –Local Files Tab

7. In the **Local files** tab, click on the **Add files** to browse your computer to select files that you want to send to printer.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238 Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11
--	----------------------------	-------------------------------------------------------------------------------------------------------------------

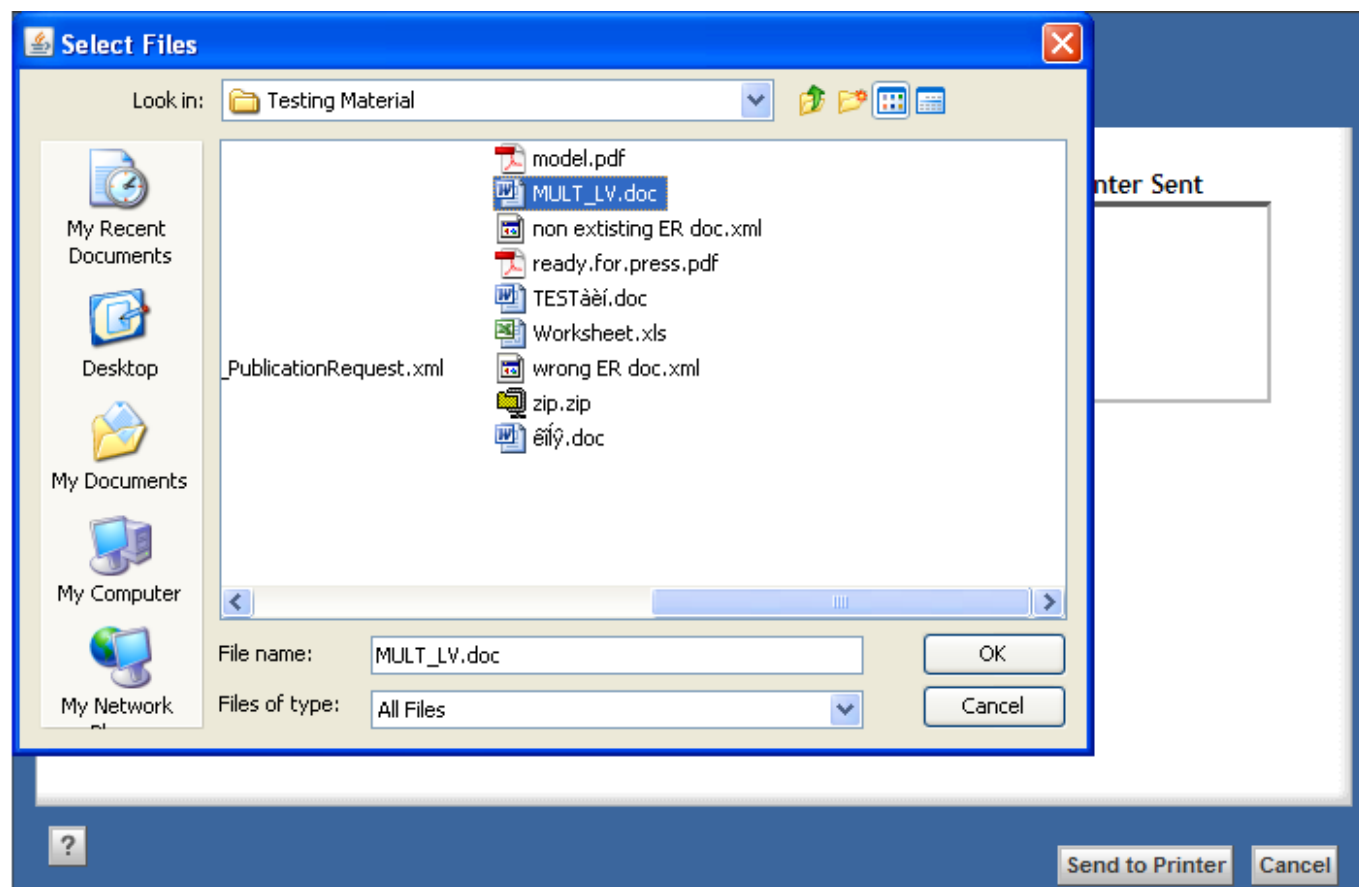


Figure 109: Send to printer – Select Local Files

8. When all the appropriate files are selected, click on **Send to Printer** button.
9. On the **Document Process: Prepress Request** form that appears, select the Language that are dispatched to the printer and fill in the required data (see 5.3.4.5 Prepress Request form).
Click **OK** to save and send the instruction form together with the language files to printer.
10. If a warning message appears, the OF/DEMED Status does not allow you to send the files for printing. Select one of the provided options:
 - **Update DEMED**
After the update of DEMED, send the instruction form again. The files cannot be sent to printer until the DEMED receives a “VALID” status.
 - **Inform production coordinator**
The Production Agents' Coordinator will receive a task and can decide if it is necessary to override the **OF/DEMED** blocking status and send the document to the printer.

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5.12 Process an OJ document with proofreading

5.12.1 Upload proofs

In order to upload proofs received from the printer:

1. Select **File>Upload files**.

2. On the **Upload files** form below, select **Upload proofs** from the drop-down list and select the Language Versions that you will attach. Following, click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional). If the proofs file has the same name as previously uploaded proofs, the system then recognises and saves the proofs as a new version of existing proofs. In this case the task that is created is called **New proofs – New Version(s)**. Otherwise the task name is **New proofs**.

Click **OK**, to upload the proofs.

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Upload files :

Proofs

proofs from printer

Comments:

Language versions to be attached:
☐ bg ☐ cs ☐ da ☐ de ☒ el ☒ en ☒ es ☒ et ☒ fi ☒ fr ☐ ga ☐ hr ☐ hu
☐ is ☐ it ☐ lt ☐ lv ☐ mt ☐ nl ☐ pl ☐ pt ☐ ro ☐ sk ☐ sl ☐ sv ☐ all

Selected Files:

Proof01.pdf

Proof02.pdf

Proof03.pdf

Proof04.pdf

Proof05.pdf

Proof06.pdf

Add Files Remove

? OK Cancel

Figure 110: Upload proofs

5.12.2 Dispatch to proofreading

In order to dispatch a document to proofreading:

1. Open a **New proofs** or **New proofs – New Version(s)** task.
2. Select one or more proofs.
3. Select **Dispatch>Dispatch to proofreading** or **Dispatch to multilingual proofreading**.

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The screenshot shows the PLAN-JO software interface. The 'Dispatch' menu is open, displaying options: 'Dispatch to prior-reading', 'Dispatch to multilingual prior-reading', 'Dispatch to proofreading' (highlighted), 'Dispatch to multilingual proofreading', 'Dispatch to printer', 'Dispatch OJ Proofs to proofreaders', and 'Dispatch OJ Proofs to printer'. On the left, a document information panel shows: 'Document For Processing', 'From: ra_test', 'Received: 05/09/2011', 'OJ Document Reference', and 'OJ Manuscript Reference'.

- On the **Document Process: Proofreading instruction form** below, fill in the data of the Proofreading instruction form.

Click **OK** to save the instruction form.

The screenshot shows the 'Dispatch to proof reading' form. The form is titled 'Dispatch to proof reading :'. It contains several fields and sections:

- Deadline:** Sep 15, 2011, 09:00
- Production agent:** Tina PA
- No of pages:** 14.0
- Institution:** COM
- Document reference:** 20110905-004
- Date of adoption:** Date
- EEA relevance:** yes (radio), no (radio)
- Codified version:** yes (radio), no (radio)
- Type of document:** PROP.REG
- Comments:** A large text area for comments.
- OJ Series:** C
- OJ Heading:** II
- Language version of the original:** EN
- Authentic language:** EL;LV;RO;SK;EN;DE;FR
- * Select proofreading team:** A grid of checkboxes for various languages: bg, cs, da, de, el, en, es, et, fi, fr, ga, hr, hu, is, it, lt, lv, mt, nl, pl, pt, ro, sk, sl, sv, and an 'all' checkbox.
- Model version:** EN
- Place(s) of signature:** Bruxelles
- Signatory name:** DIRECTEUR GENERAL Barros

At the bottom right, there are 'OK' and 'Cancel' buttons.

Figure 111: Document Process: Proofreading instruction form

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Dispatch to multilingual proof reading :

Deadline	Date <input type="text"/> 09 : 00 *	OJ Series	C
Production agent	Tina PA	OJ Heading	IV
No of pages	14,0	Language version of the original	EN
Institution	COM	Authentic language	
Document reference	20110914-004	* Select proofreading team	<input checked="" type="checkbox"/> bg <input checked="" type="checkbox"/> cs <input checked="" type="checkbox"/> da <input checked="" type="checkbox"/> de <input checked="" type="checkbox"/> el <input checked="" type="checkbox"/> en <input checked="" type="checkbox"/> es <input checked="" type="checkbox"/> et <input checked="" type="checkbox"/> fi <input checked="" type="checkbox"/> fr <input type="checkbox"/> ga <input checked="" type="checkbox"/> hr <input checked="" type="checkbox"/> hu <input checked="" type="checkbox"/> is <input checked="" type="checkbox"/> it <input checked="" type="checkbox"/> lt <input checked="" type="checkbox"/> lv <input checked="" type="checkbox"/> mt <input checked="" type="checkbox"/> nl <input checked="" type="checkbox"/> pl <input checked="" type="checkbox"/> pt <input checked="" type="checkbox"/> ro <input checked="" type="checkbox"/> sk <input checked="" type="checkbox"/> sl <input checked="" type="checkbox"/> sv <input type="checkbox"/> all
Date of adoption	Date <input type="text"/>		
EEA relevance	<input type="radio"/> yes <input checked="" type="radio"/> no		
Codified version	<input type="radio"/> yes <input checked="" type="radio"/> no		
Type of document	LIST.COM		
Comments			
		Model version	EN
		Place(s) of signature	Luxembourg
		Signatory name	Viviane REDING

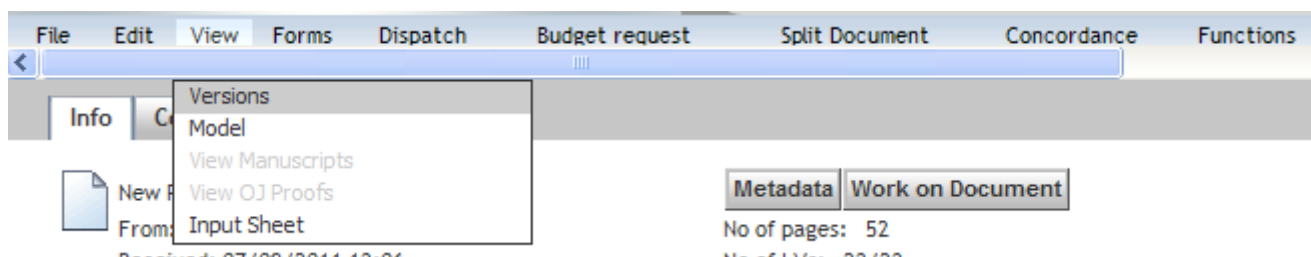
Figure 112: Document Process: Proofreading instruction form – Multilingual option

5.13 View menu

5.13.1 View Versions

In order to view the versions of a document:

1. Open a task or the Current LVs folder from Document Manager.
2. Select one document.
3. Select **View>View Versions**.



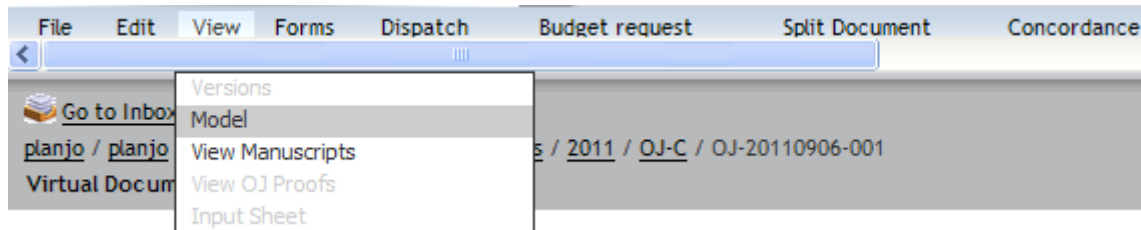
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5.13.2 View Model

In order to view a Model:

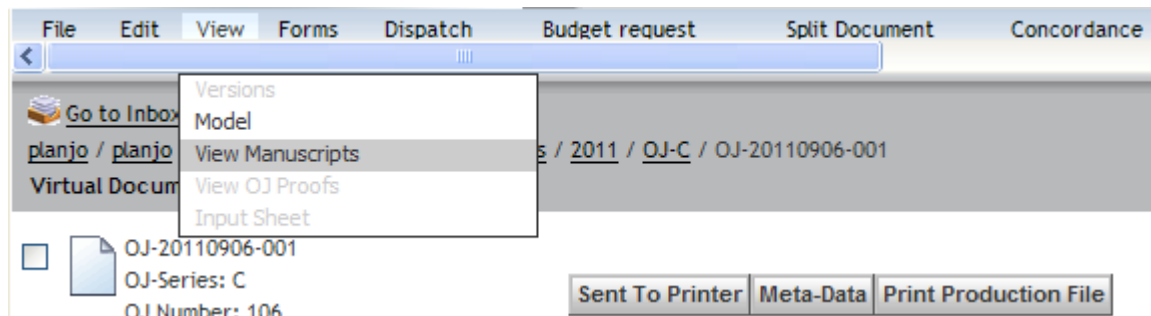
1. Open a task for a document or an OJ.
2. Select **View>View Model**.



5.13.3 View Manuscripts

In order to view the manuscripts of the attached documents of an OJ:




1. Open a task or the OJ Manager of an OJ.
2. Select **View>View Manuscripts**.



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OJ Manuscripts :

<u>Document</u>	<u>Official Number</u>	<u>Model</u>	<u>Instruction Form</u>	<u>Follow-up</u>	<u>Manuscripts</u>
<u>20110830-007</u>					test BG_LV.doc CS_LV.doc DA_LV.doc DE_LV.doc EL_LV.doc EN_LV.doc ES_LV.doc ET_LV.doc FI_LV.doc FR_LV.doc HR_LV.doc HU_LV.doc IS_LV.doc IT_LV.doc LT_LV.doc LV_LV.doc MT_LV.doc NL_LV.doc PL_LV.doc PT_LV.doc RO_LV.doc SK_LV.doc SL_LV.doc SV_LV.doc

?

Close

Figure 113: OJ Manuscripts

5.13.4 View OJ Proofs

In order to view the OJ Proofs of the OJ that the document is attached:

1. Open a task or the Document Manager of a document that it is attached to an OJ.
2. Select **View>View OJ Proofs**.

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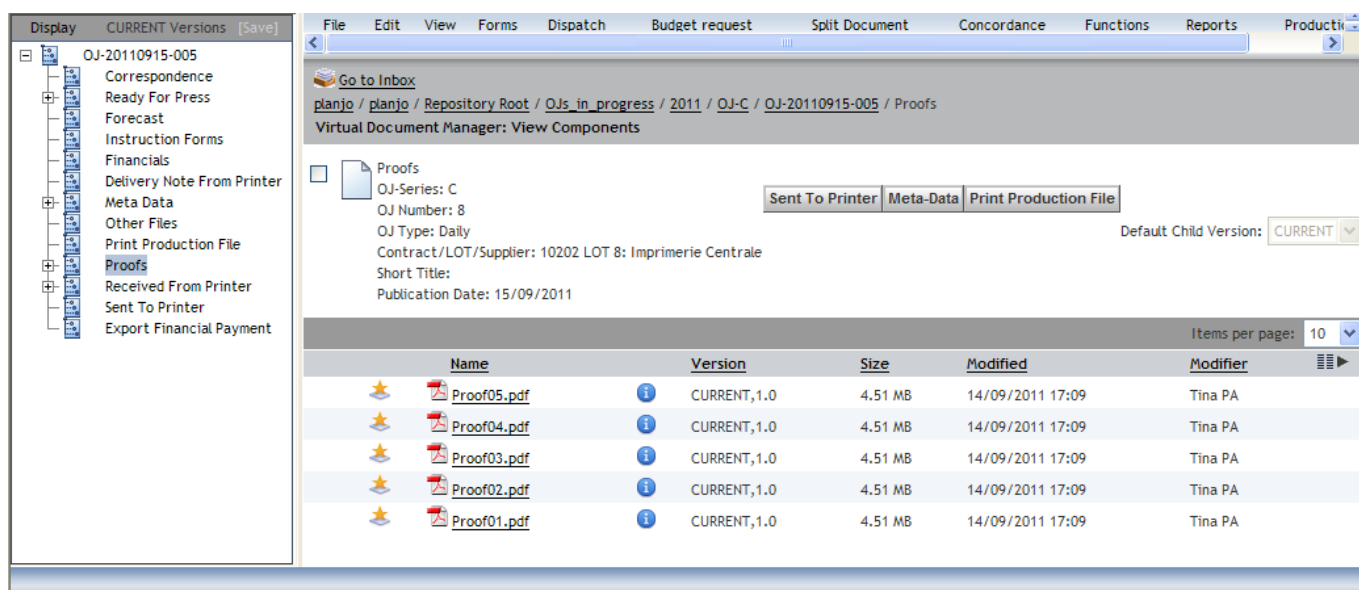
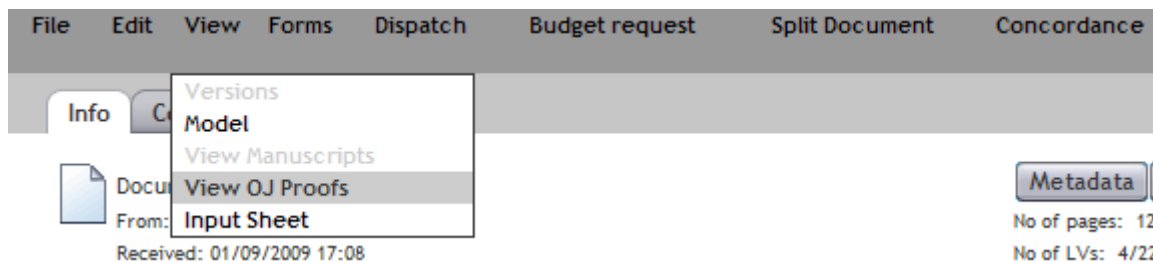
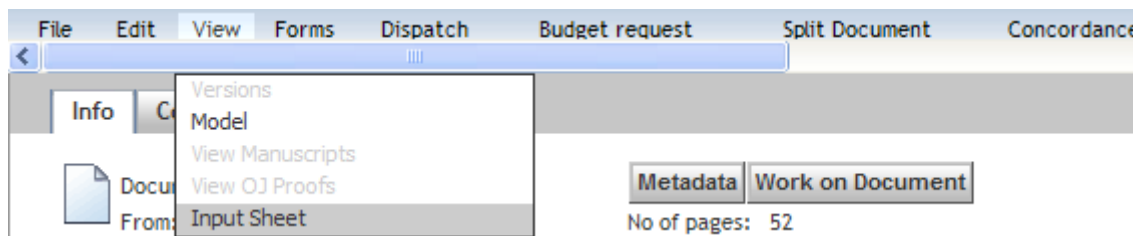


Figure 114: OJ Manager – Proofs folder

5.13.5 Input Sheet

In order to view an Input Sheet:

1. Open a task or the Document Manager of a document.
2. Select **View>View Input Sheet**.



5.14 Production/ Calendar View

In order to access the Production view:

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1. Select **Production view**>**Access Production View**.

File Edit View Forms Dispatch Budget request Split Document Concordance Functions Reports Production View

Info Comments Progress Access Production View

Calendar View

OJ-L OJ-C

OJ Functions

FORECAST Status: UNINITIALISED

Select Date

Monday 12/09/2011	Tuesday 13/09/2011	Wednesday 14/09/2011	Thursday 15/09/2011	Friday 16/09/2011	Saturday 17/09/2011	Sunday 18/09/2011
		 <div style="display: flex; justify-content: space-between;"> C6 Daily </div> 10202 LOT 4: Jouve CERES: NOT_CREATED OJ Status: CREATED	 <div style="display: flex; justify-content: space-between;"> C8 Daily </div> 10202 LOT 8: Imprimerie Centrale CERES: NOT_CREATED OJ Status: CREATED	 <div style="display: flex; justify-content: space-between;"> C11 Daily </div> 10202 LOT 3: Euroscript CERES: NOT_CREATED OJ Status: CREATED		
		 <div style="display: flex; justify-content: space-between;"> C7 Extra </div> testtv 10202 LOT 1: Euroscript CERES: NOT_CREATED OJ Status: PREPARE	 <div style="display: flex; justify-content: space-between;"> C9 Extra </div> 10202 LOT 1: Euroscript CERES: NOT_CREATED OJ Status: CREATED	 <div style="display: flex; justify-content: space-between;"> CA11 Extra </div> 10202 LOT 2: Euroscript CERES: NOT_CREATED OJ Status: CREATED		
			 <div style="display: flex; justify-content: space-between;"> C10 Extra </div> 10202 LOT 6: Jouve CERES: NOT_CREATED OJ Status: CREATED			

Previous days
 Current day
 Next days

?
Refresh Cancel

Figure 115: Production view

In order to navigate between the weeks use the arrows or the “Select Date” function.

Select Date

Each OJ has a number of icons to link the Calendar to other forms:

- : Access OJ Metadata

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

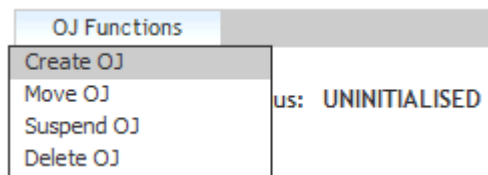
-  : Go to Repository
-  : Access PFF

Note: The OJs are ordered automatically in the calendar view according to their OJ number.

5.14.1 Create OJ

In order to create an OJ and its structure:

1. Access the Production view.
2. Select **OJ Functions>Create OJ**.



3. In the **OJ Metadata form** below, update the Metadata where appropriate.
Click **OK** to save the metadata and create the OJ and its structure.

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OJ Metadata :

Create OJ

OJ Series *

Publication Date

OJ Year *

OJ Type *

Contract/LOT/Supplier *

Description

OJ Collator

?

OK Cancel

Figure 116: OJ Metadata form

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OJ Metadata :

Create OJ

OJ Series

C

*

Publication Date

Sep 8, 2011

OJ Year

2011

*

OJ Type

Daily

*

Contract/LOT/Supplier

10202 LOT 6: Jouve

*

Description

Test Description

OJ Collator

KISS Madeleine (OPOCE)

?

OK

Cancel

Figure 117: OJ Metadata form filled in

- 5.14.2 Move OJ
- In order to move an OJ to a different date:
1. Access the Production view.
 2. Select **OJ Functions>Move OJ**.

OJ Functions

Create OJ

Move OJ

Suspend OJ

Delete OJ

us: UNINITIALISED

	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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3. In the **Calendar View** below, navigate using the arrows ◀ and ▶ to find the appropriate date.
4. Select the check box of the day that you want to move the OJ.
Click **OK**.

Move OJ

OJ-L
OJ-C

◀
▶

Monday 12/09/2011	Tuesday 13/09/2011	Wednesday 14/09/2011	Thursday 15/09/2011	Friday 16/09/2011	Saturday 17/09/2011	Sunday 18/09/2011
		C6 Daily 10202 LOT 4: Jouve CERES: NOT_CREATED Daily	<input type="checkbox"/> C8 Daily 10202 LOT 8: Imprimerie Centrale CERES: NOT_CREATED Daily	<input type="checkbox"/> C11 Daily 10202 LOT 3: Euroscript CERES: NOT_CREATED Daily		
		C7 Extra testtv 10202 LOT 1: Euroscript CERES: NOT_CREATED Extra	<input type="checkbox"/> C9 Extra 10202 LOT 1: Euroscript CERES: NOT_CREATED Extra	<input type="checkbox"/> CA11 Extra 10202 LOT 2: Euroscript CERES: NOT_CREATED Extra		
			<input type="checkbox"/> C10 Extra 10202 LOT 6: Jouve CERES: NOT_CREATED Extra			

?
OK
Cancel

5.14.3 Suspend OJ

In order to suspend an OJ:

1. Access the Production view.
2. Select **OJ Functions>Suspend OJ**.

OJ Functions

Create OJ

Move OJ

Suspend OJ

Delete OJ

Status: UNINITIALISED

3. Select Yes or No to the following question: “**Do you want to reset the official numbers of the attached document(s)?**”
Click **OK**.

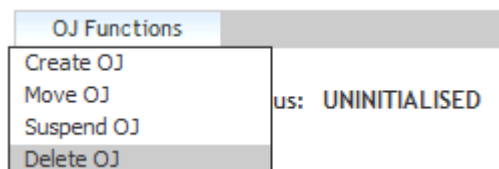
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5.14.4 Delete OJ

In order to delete an OJ:

1. Access the Production view.
2. Select **OJ Functions>Delete OJ**.



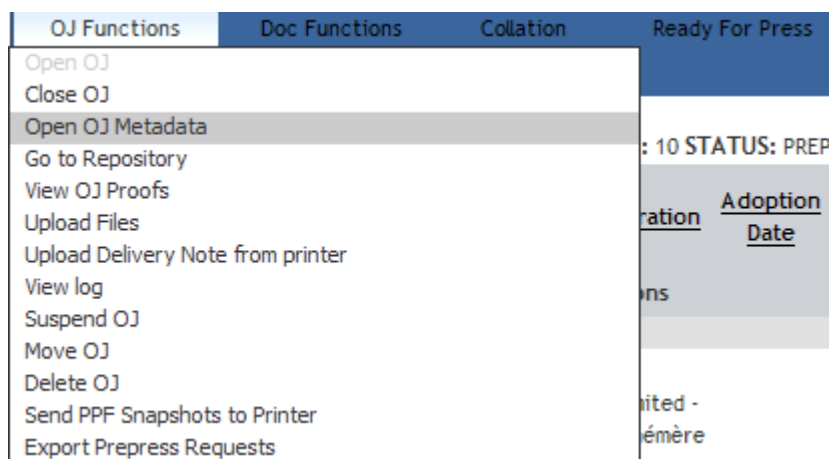
4. Select DELETE or DETACH to the following question “Do you want to delete the attached document(s)?”
Click **OK**.
5. Select Yes or No to the following question: “Do you want to delete existing Publications Requests?”
Click **OK**.

5.15 PPF – OJ Functions

5.15.1 Access OJ Metadata

In order to access the OJ Metadata form:

1. Access the PPF of an OJ.
2. Select **OJ Functions>Open OJ Metadata**.



3. In the **OJ Metadata form** below, update the Metadata.
Click **OK**.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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OJ Metadata :

OJ Series *

Publication Date

OJ Year *

OJ Type *

OJ Number

Lock OJ Number ☐ yes ☒ no

Contract/LOT/Supplier *

Description

OJ Collator

Figure 118: OJ Metadata form

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OJ Metadata :

OJ Series *

Publication Date

OJ Year *

OJ Type *

OJ Number

Lock OJ Number ☐ yes ☒ no

Previous Contract/LOT/Supplier 20202 LOT 6: Jouve

Contract/LOT/Supplier *

Description

OJ Collator

Figure 119: OJ Metadata form – with old Contract/Lot/Supplier

5.15.2 Go to repository

In order to access the OJ Manager:

1. Access the PPF of an OJ.
2. Select **OJ Functions>Go to Repository**.

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OJ Functions	Doc Functions	Collation	Ready For Press
Open OJ Close OJ Open OJ Metadata Go to Repository View OJ Proofs Upload Files Upload Delivery Note from printer View log Suspend OJ Move OJ Delete OJ Send PPF Snapshots to Printer Export Prepress Requests			: 10 STATUS: PREF Adoption Date ns ited - émère

5.15.3 Upload files

5.15.3.1 Upload Correspondence

In order to upload correspondence:

1. Select **OJ Functions>Upload Files** or **File>Upload files** corresponding.

OJ Functions	Doc Functions	Collation	Ready For Press
Open OJ Close OJ Open OJ Metadata Go to Repository View OJ Proofs Upload Files Upload Delivery Note from printer View log Suspend OJ Move OJ Delete OJ Send PPF Snapshots to Printer Export Prepress Requests			: 10 STATUS: PREPAR Adoption Date ns ited - émère W

2. In the **Upload files** form below, select **Upload Correspondence** from the drop down list and click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional).

Click **OK**.

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Print Production File : Upload File

Language versions to be attached:

☐ bg

☐ cs

☐ da

☐ de

☐ fr

☐ ga

☐ hr

☐ hu

☐ is

☐ it

☐ lt

☐ lv

☐ nl

☐ no

☐ pl

☐ pt

☐ ro

☐ sk

☐ sl

☐ sv

☐ all

Selected Files:

Model

Proofs

Correspondence

Other Files

Control Proofs

OJ Toc

Acceptance of publication request

Refusal of publication request

Financial Documents

Add Files

Remove

?

OKCancel

	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238 Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11
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Figure 120: Upload correspondence

5.15.3.2 Upload OJ Proofs or Control Proofs

In order to upload OJ proofs received from the printer:

1. Access the PPF or the OJ Manager of an OJ.
2. Select **OJ Functions>Upload Files** or **File>Upload files** corresponding.
3. On the **Upload files** form below, select **Upload proofs/control proofs** from the drop-down list and select the Language Versions that you will attach. Following, click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional). If the proofs file has the same name as previously uploaded proofs, the system then recognises and saves the proofs as a new version of existing proofs. In this case the task that is created is called **New proofs – New Version(s)**. Otherwise the task name is **New proofs**.

Click **OK**, to upload the proofs.

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Print Production File : Upload File

Proofs

Language versions to be attached:

☐ bg

☐ cs

☒ da

☒ de

☒ el

☒ en

☐ es

☐ et

☐ fi

☒ fr

☐ ga

☐ hr

☐ hu

☐ is

☐ it

☐ lt

☐ lv

☐ mt

☐ nl

☐ pl

☐ pt

☐ ro

☐ sk

☐ sl

☐ sv

☐ all

Selected Files:

Proof01.pdf

Proof02.pdf

Proof03.pdf

Proof04.pdf

Proof05.pdf

Add Files

Remove

?

OK

Cancel

Figure 121: Upload proofs

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Print Production File : Upload File

Control Proofs ▼

Language versions to be attached:

☐ bg
 ☐ cs
 ☐ da
 ☐ de
 ☐ el
 ☒ en
 ☐ es
 ☐ et
 ☐ fi
 ☒ fr
 ☐ ga
 ☐ hr
 ☐ hu
☐ is
 ☐ it
 ☐ lt
 ☐ lv
 ☐ mt
 ☐ nl
 ☐ pl
 ☐ pt
 ☐ ro
 ☐ sk
 ☐ sl
 ☐ sv
 ☐ all

Selected Files:

- Proof01.pdf
- Proof02.pdf

Add Files Remove

? OK Cancel

Figure 122: Upload control proofs

5.15.3.3 Upload Model

In order to upload the model:

1. Access a task or the Document Manager.
2. Select **File>Upload files**.
3. On the **Upload files** form below, select **Upload model** from the drop down list and click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional).

Click **OK**, to upload the model and return to the document.

5.15.3.4 Upload Other files

In order to upload the other files:

1. Access a task or the Document Manager.
2. Select **File>Upload files**.
3. On the **Upload files** form below, select **Upload Other Files** from the drop down list and click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional).

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Click **OK**, to upload the files and return to the document.

5.15.3.5 Upload OJ TOC

In order to upload the model:

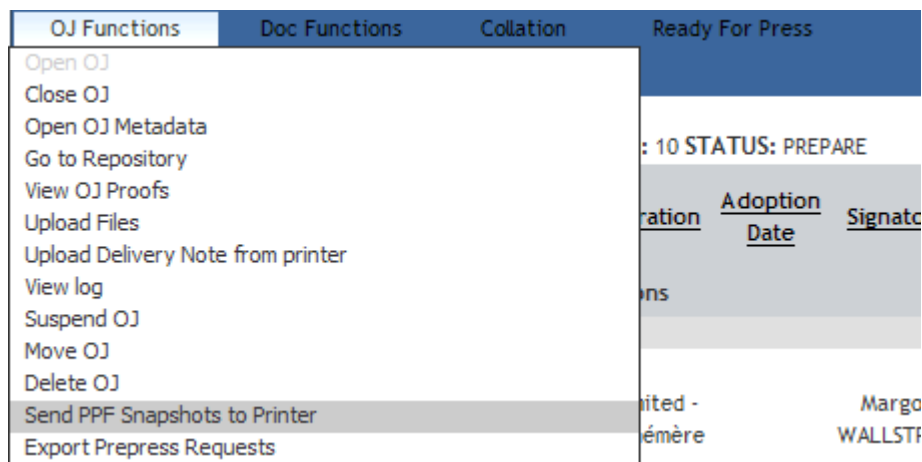
1. Access a task or the Document Manager.
2. Select **File>Upload files**.
3. On the **Upload files** form below, select **Upload OJ TOC** from the drop down list and click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional).

Click **OK**, to upload the OJ TOC and return to the document.

5.15.4 Send PPF Snapshots to Printer

In order to Send PPF Snapshot to the Printer:

1. Access the PPF of an OJ.
2. Select **OJ Functions> Send PPF Snapshots to Printer**.



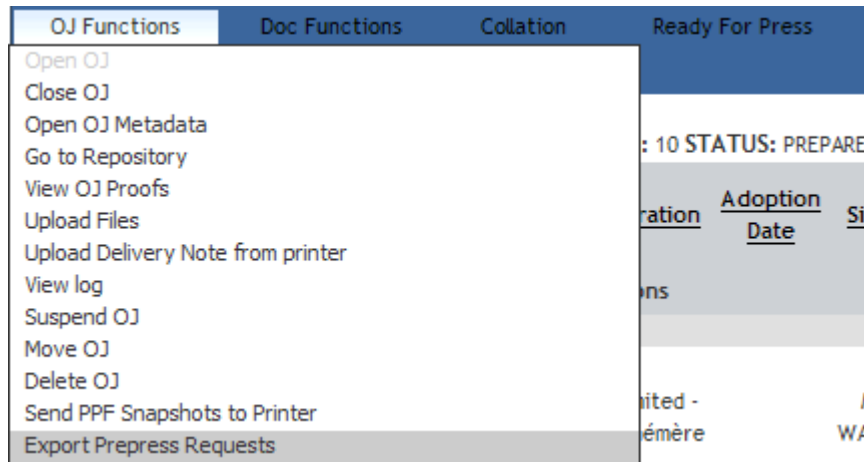
5.15.5 Export Prepress Request forms

In order to Export the Prepress Requests of the attached documents:

1. Access the PPF of an OJ.
2. Select **OJ Functions>Export Prepress Requests**.

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
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3. Select the destination directory through the pop-up window below.
Click **OK**.

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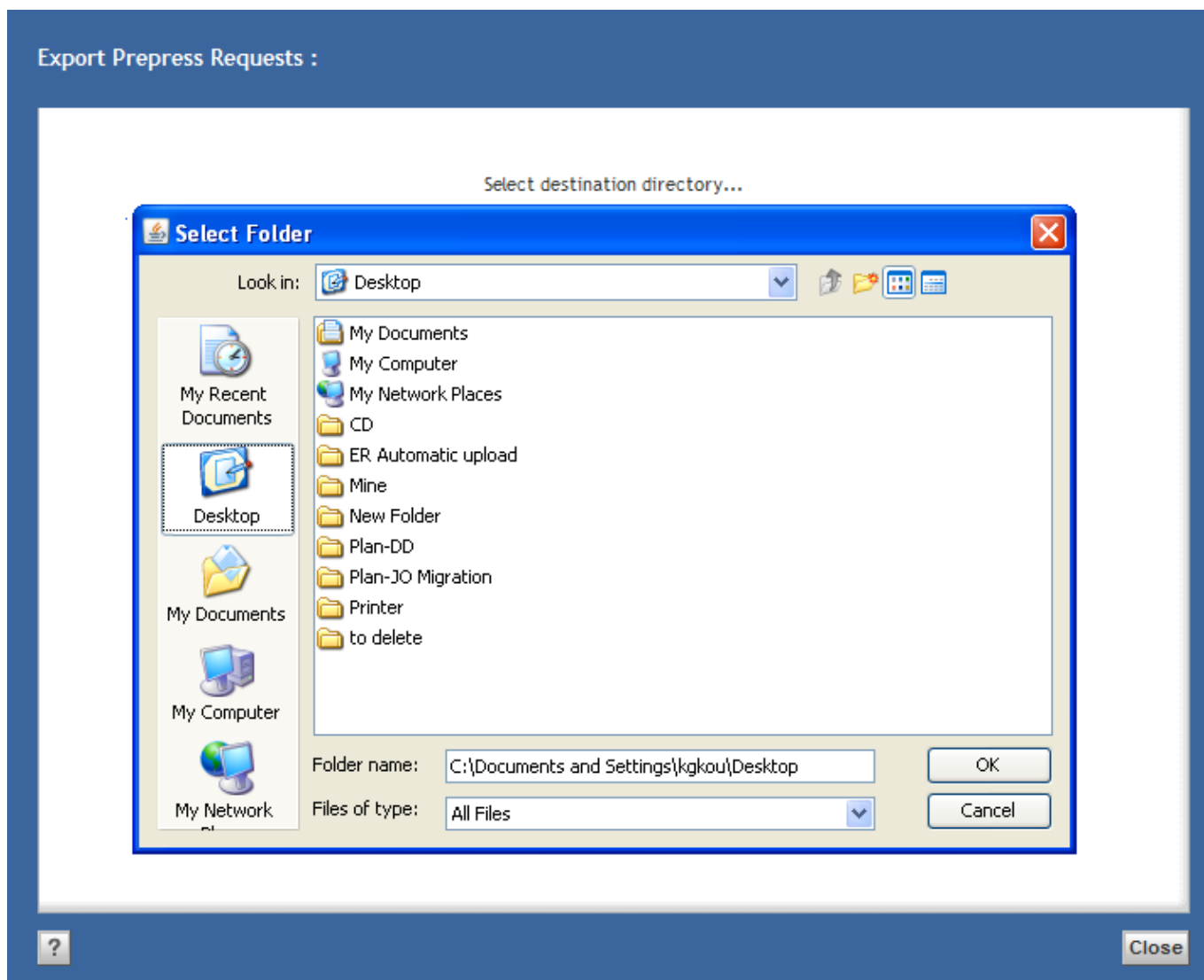


Figure 123: Export Prepress Requests – Select destination directory

4. Navigate to the previously defined directory to find the **PREPRESS_REQUESTS.zip** file that contains the exported Prepress Request forms of the attached documents.

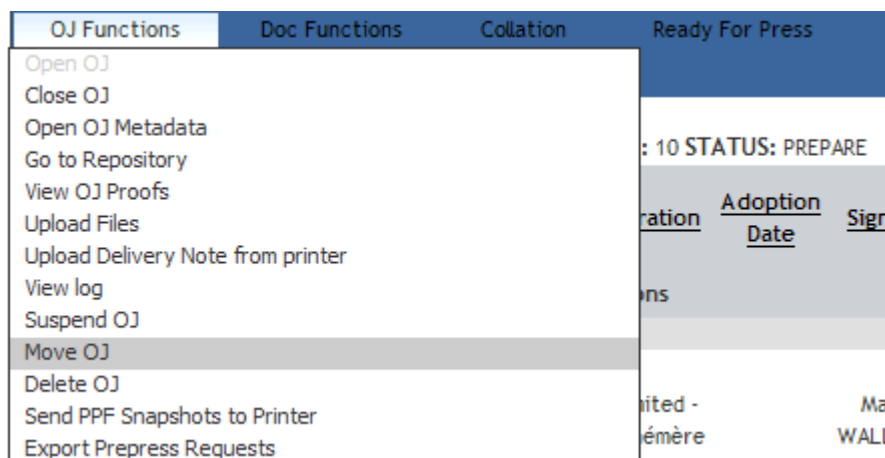
5.15.6 Move OJ

In order to move an OJ to a different date:

1. Access the PPF of an OJ.
2. Select **OJ Functions>Move OJ**.

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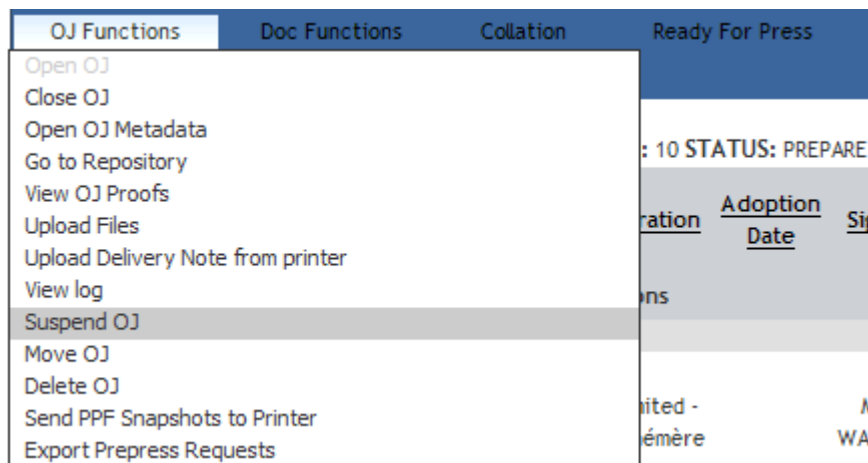


3. In the **Calendar View** below, navigate using the arrows ◀ and ▶ to find the appropriate date.
4. Select the check box of the day that you want to move the OJ.
Click **OK**.

5.15.7 Suspend OJ

In order to suspend an OJ:

1. Access the PPF of an OJ.
2. Select **OJ Functions>Suspend OJ**.



3. Select Yes or No to the following question: “**Do you want to reset the official numbers of the attached document(s)?**”
Click **OK**.

5.15.8 Delete OJ

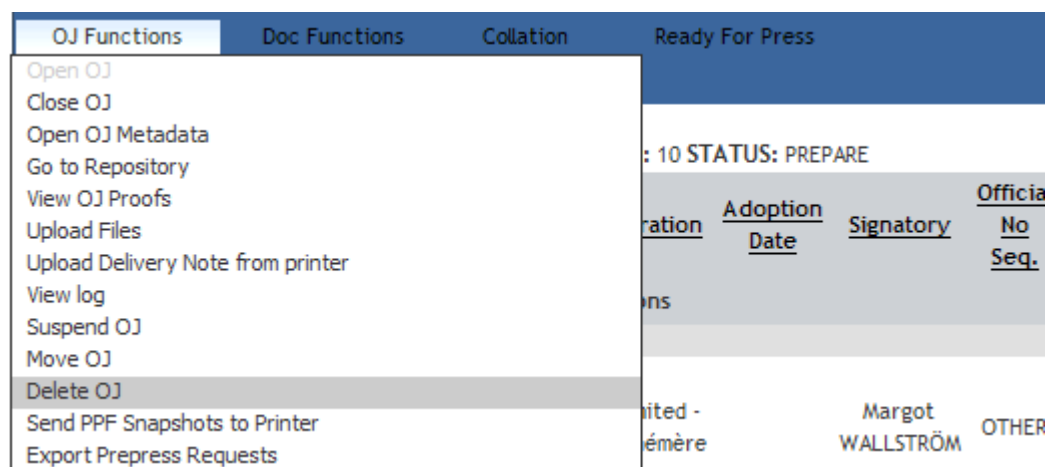
In order to delete an OJ:

1. Access the PPF of an OJ.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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2. Select **OJ Functions>Delete OJ**.

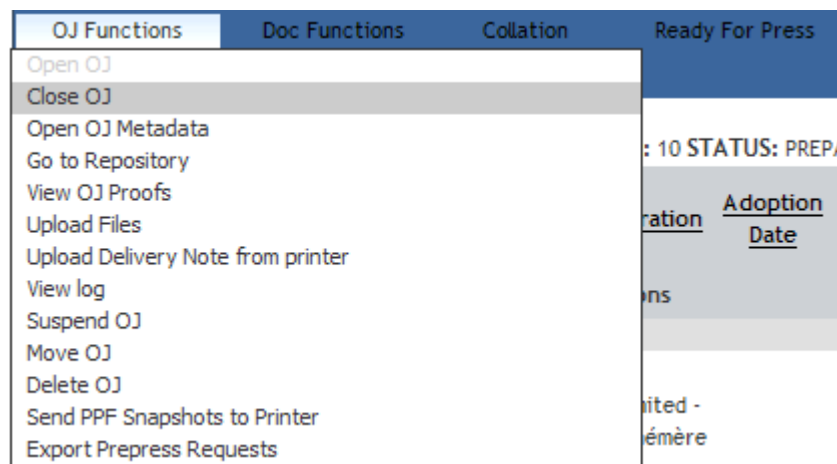


3. Select DELETE or DETACH to the following question “**Do you want to delete the attached document(s)?**”
Click **OK**.
4. Select Yes or No to the following question: “**Do you want to delete existing Publications Requests ?**”
Click **OK**.

5.15.9 Close OJ

In order to close an OJ:

1. Access the PPF of an OJ.
2. Select **OJ Functions>Close OJ**.



5.15.10 Open OJ

In order to open an OJ with OJ Status “Closed” or “Suspended”:

1. Access the PPF of an OJ.
2. Select **OJ Functions>Open OJ**.

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OJ Functions	Doc Functions	Ready For Press
Open OJ		
Open OJ Metadata		22 STA
Go to Repository		
View OJ Proofs		uratic
Upload Files		
Upload Delivery Note from printer		
View log		
Suspend OJ		
Move OJ		lasting
Delete OJ		Durabl
Export Prepress Requests		

5.16 PPF – Document Functions

5.16.1 Open Document Metadata

In order to open the document metadata:

1. Access the PPF of an OJ.
2. Select the  icon.

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Info :

Institution code: COM
 Document reference: 20110914-004
 Transmission date: 14/09/2011 12:55
 Date of latest transmission: 14/09/2011 12:55

<p>Manuscript reference: <input type="text" value="PlanJO002"/></p> <p>ER Document reference: <input type="text"/></p> <p>ER Manuscript reference: <input type="text"/></p> <p>Official No: <input type="text" value="sdfxz"/></p> <p>Interinstitutional No: <input type="text"/></p> <p>Procedure No: <input type="text"/></p> <p>Publication request No: <input type="text"/></p> <p>Registration No: <input type="text"/></p> <p>Contact name: <input type="text" value="Tina"/></p> <p>Contact address: <input type="text" value="kgkou@eurodun.com"/></p> <p>Contact telephone: <input type="text" value="546"/></p> <p>Date of adoption: <input type="text" value="Date"/></p> <p>Official title: <input type="text" value="Official title"/></p> <p>Document Type: <input type="text" value="LIST.COM"/></p> <p>Duration: <input type="text" value="Limited - Ephémère"/></p> <p>EEA relevance: <input type="radio"/> yes <input checked="" type="radio"/> no</p> <p>Codified version: <input type="radio"/> yes <input checked="" type="radio"/> no</p> <p>Service/DG: <input type="text"/></p> <p>Prior-reading: <input type="radio"/> yes <input type="radio"/> no <input checked="" type="radio"/> not sure</p> <p>Entry into force: <input type="text" value="Date"/></p> <p>Author comments: <input type="text" value="14/09/2011 12:54 - test Author comments"/></p> <p>Reception Agent comments: <input type="text" value="test Reception Agent comments"/></p> <p>Production Agent comments: <input type="text"/></p>	<p>Publication date requested: <input type="text" value="Date"/></p> <p>Publication deadline: <input type="text" value="Date"/></p> <p>Publication date: <input type="text" value="Sep 14, 2011"/></p> <p>OJ Series: <input type="text" value="C"/></p> <p>OJ Heading: <input type="text" value="IV"/> OJ Sub heading: <input type="text" value="b"/></p> <p>OJ Number: <input type="text" value="7"/></p> <p>Language version of the original: <input type="text" value="EN"/></p> <p>Authentic language: <input type="text"/></p> <p>Place(s) of signature: <input type="text" value="Luxembourg"/></p> <p>Signatory name: <input type="text" value="Viviane REDING"/></p> <p>Signatory function: <input type="text" value="Member of the Commission"/></p> <p>Languages to be published:</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> bg</td> <td><input checked="" type="checkbox"/> cs</td> <td><input checked="" type="checkbox"/> da</td> <td><input checked="" type="checkbox"/> de</td> <td><input checked="" type="checkbox"/> el</td> </tr> <tr> <td><input checked="" type="checkbox"/> en</td> <td><input checked="" type="checkbox"/> es</td> <td><input checked="" type="checkbox"/> et</td> <td><input checked="" type="checkbox"/> fi</td> <td><input checked="" type="checkbox"/> fr</td> </tr> <tr> <td><input type="checkbox"/> ga</td> <td><input checked="" type="checkbox"/> hr</td> <td><input checked="" type="checkbox"/> hu</td> <td><input checked="" type="checkbox"/> is</td> <td><input checked="" type="checkbox"/> it</td> </tr> <tr> <td><input checked="" type="checkbox"/> lt</td> <td><input checked="" type="checkbox"/> lv</td> <td><input checked="" type="checkbox"/> mt</td> <td><input checked="" type="checkbox"/> nl</td> <td><input checked="" type="checkbox"/> pl</td> </tr> <tr> <td><input checked="" type="checkbox"/> pt</td> <td><input checked="" type="checkbox"/> ro</td> <td><input checked="" type="checkbox"/> sk</td> <td><input checked="" type="checkbox"/> sl</td> <td><input checked="" type="checkbox"/> sv</td> </tr> </table> <p><input type="checkbox"/> all</p> <p>Manuscript pages: <input type="text" value="51"/></p> <p>Estimated OJ pages: <input type="text" value="14,0"/></p> <p>Printed OJ pages: <input type="text"/></p> <p>Number of annexes: <input type="text"/></p> <p>Official No Sequence: <input type="radio"/> Decision <input type="radio"/> Regulation <input type="radio"/> Directive <input checked="" type="radio"/> None</p>	<input checked="" type="checkbox"/> bg	<input checked="" type="checkbox"/> cs	<input checked="" type="checkbox"/> da	<input checked="" type="checkbox"/> de	<input checked="" type="checkbox"/> el	<input checked="" type="checkbox"/> en	<input checked="" type="checkbox"/> es	<input checked="" type="checkbox"/> et	<input checked="" type="checkbox"/> fi	<input checked="" type="checkbox"/> fr	<input type="checkbox"/> ga	<input checked="" type="checkbox"/> hr	<input checked="" type="checkbox"/> hu	<input checked="" type="checkbox"/> is	<input checked="" type="checkbox"/> it	<input checked="" type="checkbox"/> lt	<input checked="" type="checkbox"/> lv	<input checked="" type="checkbox"/> mt	<input checked="" type="checkbox"/> nl	<input checked="" type="checkbox"/> pl	<input checked="" type="checkbox"/> pt	<input checked="" type="checkbox"/> ro	<input checked="" type="checkbox"/> sk	<input checked="" type="checkbox"/> sl	<input checked="" type="checkbox"/> sv
<input checked="" type="checkbox"/> bg	<input checked="" type="checkbox"/> cs	<input checked="" type="checkbox"/> da	<input checked="" type="checkbox"/> de	<input checked="" type="checkbox"/> el																						
<input checked="" type="checkbox"/> en	<input checked="" type="checkbox"/> es	<input checked="" type="checkbox"/> et	<input checked="" type="checkbox"/> fi	<input checked="" type="checkbox"/> fr																						
<input type="checkbox"/> ga	<input checked="" type="checkbox"/> hr	<input checked="" type="checkbox"/> hu	<input checked="" type="checkbox"/> is	<input checked="" type="checkbox"/> it																						
<input checked="" type="checkbox"/> lt	<input checked="" type="checkbox"/> lv	<input checked="" type="checkbox"/> mt	<input checked="" type="checkbox"/> nl	<input checked="" type="checkbox"/> pl																						
<input checked="" type="checkbox"/> pt	<input checked="" type="checkbox"/> ro	<input checked="" type="checkbox"/> sk	<input checked="" type="checkbox"/> sl	<input checked="" type="checkbox"/> sv																						

OK Cancel

Figure 124: Info (Metadata) of a document

3. Edit the Document metadata (if needed).

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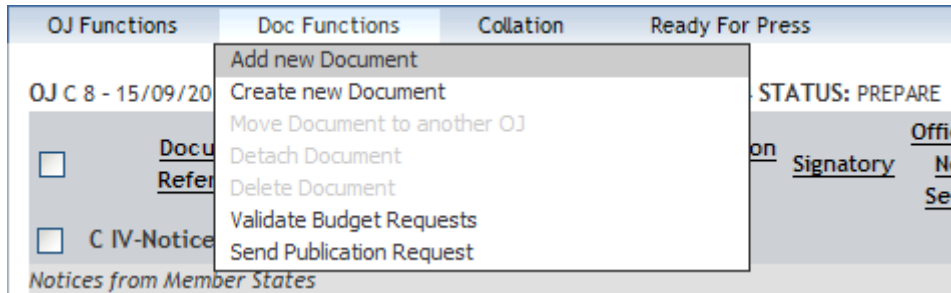
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Click **OK**.

5.16.2 Attach Document

In order to attach documents to an OJ:

1. Access the PPF of an OJ.
2. Select **Document Functions>Add new document**.



3. In the **Add New Document** search form, select the appropriate criteria.
Click **OK**.

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Add New Document :

Manuscript reference

Document reference

Institution

OJ Series

OJ Heading

Document Type

From date:

To date:

Figure 125: Add new document search form

- In the **Add New Document** results form, select the documents to attach to the OJ.
Click **OK**.

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
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Add New Document :

Check to Add	Document reference	Manuscript reference	Document type	Institution	OJ Series	OJ Heading	Publication date	Demed reference	Demed status
<input type="checkbox"/>	20110914-004	PlanJO002	LIST.COM	COM	C	IV			NOT_CREATED
<input type="checkbox"/>	20110914-002	tvtest002	OTHER	HOR SERVICE	C				NOT_CREATED
<input type="checkbox"/>	20110914-001	aristea_doc1		COM					NOT_CREATED
<input type="checkbox"/>	20110912-006	corr01	CORRIGENDA	COM	C	I		9844	INVALID
<input type="checkbox"/>	20110909-006	tgk902_hr	PROT	COM	C	I	10/09/2011		NOT_CREATED
<input type="checkbox"/>	20110804-002	tgk914	DEC	COM	C	I	16/09/2011	4746	VALID
<input type="checkbox"/>	20110804-001	tgk913		COM					NOT_CREATED
<input type="checkbox"/>	20110803-001	tgk912	COMMUNIC	COM	C	II			NOT_CREATED
<input type="checkbox"/>	20110802-007	tgk908	NOTICE	COM	C	II			NOT_CREATED
<input type="checkbox"/>	20110802-006	tgk907		COM					NOT_CREATED

Figure 126: Add new document results form

- In the **Attach Document** warning message:
 Note: Document metadata and other forms will be changed.
 Do you want the following documents to be attached to OJ
 Click **OK**.

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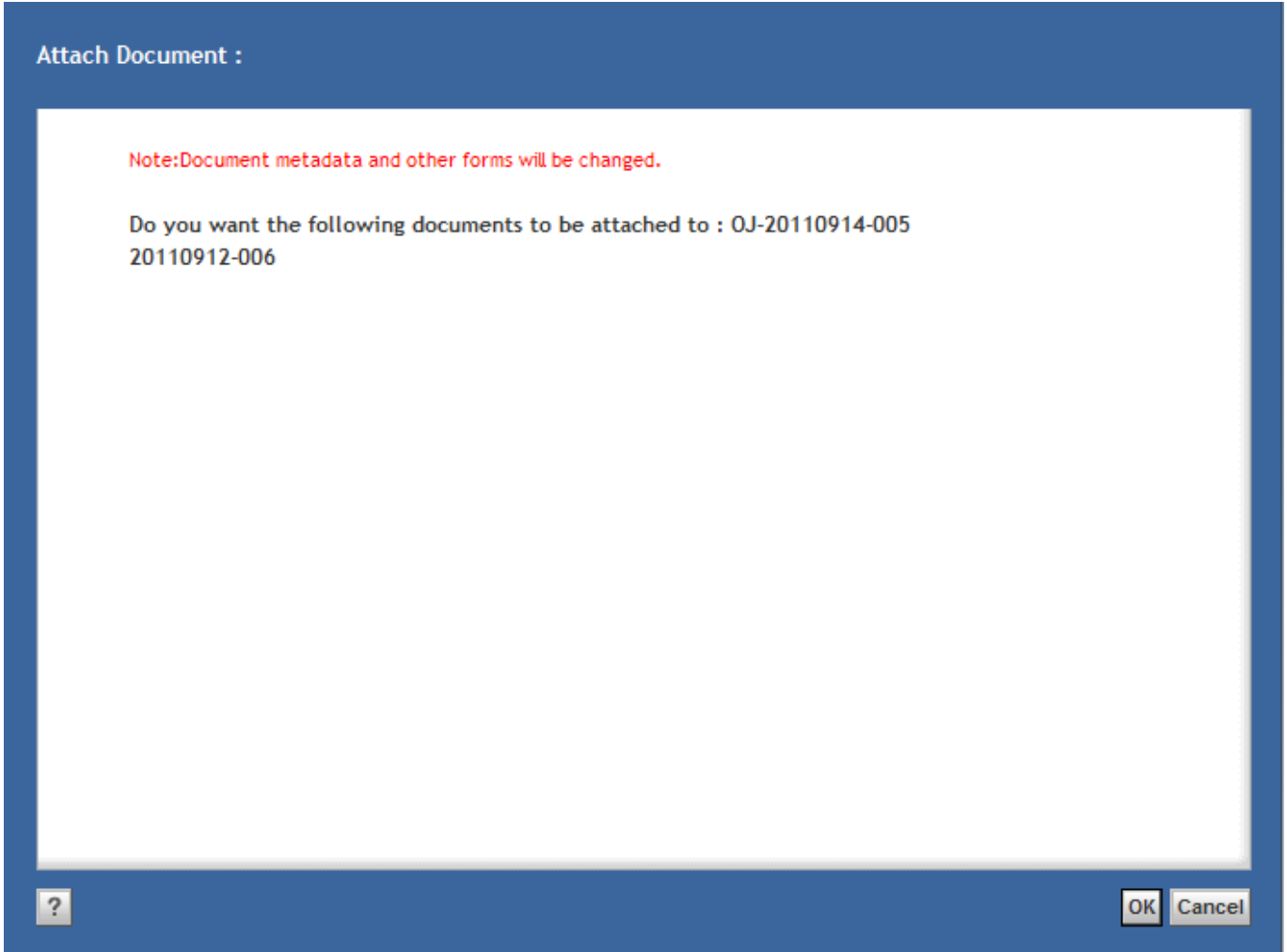
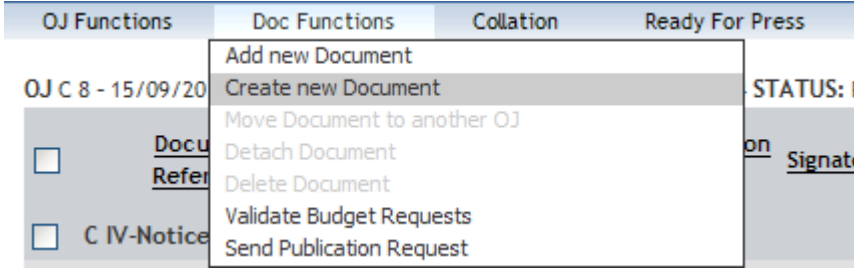


Figure 127: Attach Document – Warning Message

- 5.16.3 Create New Document
- In order to create new documents without attachments from within the OJ:
1. Access the PPF of an OJ.
 2. Select **Document Functions>Create New Document**.



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- In the **Create New Document** form, fill in the **Number of Documents** and select the **Document Type** to create and attach to the OJ.

Click **Next**.

Figure 128: Create New Document I

- In the **Create New Document** form, fill in the **Manuscript Reference** and select the **Institution** of the documents.

Click **Create**.

Note: The Manuscript Reference of those documents is the combination of the creation date (shown automatically by the system) and a text field that the user will fill in manually. The **Manuscript Reference** of the created documents always start with the current date using the following format: YYYYMMDD-<text added in the form>.

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Create New Document :

*** Mandatory Fields**

*** No of Docs**

Document Type

<u>Manuscript Reference</u>	<u>Institution</u>
* 20110914 <input type="text" value="doc01"/>	<input type="text" value="COM"/> <input type="button" value="v"/>
* 20110914 <input type="text" value="doc02"/>	<input type="text" value="COM"/> <input type="button" value="v"/>

Figure 129: Create New Document II

Note: In case the manuscript reference along with the institution is already assigned to another document, the system will present a restriction message. Modify the appropriate fields and click on “Create” button to create the documents.

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
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Create New Document :

*** Mandatory Fields**

*** No of Docs**

Document Type CORRIGENDA Next

A document already exists with the same manuscript reference and institution

<u>Manuscript Reference</u>	<u>Institution</u>
* 20110914 <input style="width: 80px;" type="text" value="corr01"/>	<input style="width: 50px;" type="text" value="COM"/>
* 20110914 <input style="width: 80px;" type="text" value="corr01"/>	<input style="width: 50px;" type="text" value="COM"/>

?

Create
Cancel

Figure 130: Create New Document – Warning

The created documents will be also attached to the OJ and presented in the PPF at the end of the upload. The Document Metadata will be automatically filled in according to the document type from an XML template provided by the Service Manager. The default ordering will be applied to the PPF. If no ordering is applied, the order of the documents on the PPF will be the same with the creation order.

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Print Production File

OJ Functions Doc Functions Collation Ready For Press

OJ C 8 - 15/09/2011 10202 LOT 8: Imprimerie Centrale Total pages: 14 STATUS: PREPARE

<input type="checkbox"/>	<u>Document Reference</u>	<u>Manuscript Reference</u>	<u>Document Type</u>	<u>Duration</u>	<u>Adoption Date</u>	<u>Signatory</u>	<u>Official No</u>	<u>Official No</u>	<u>Treaty Reference</u>	<u>Manuscript Pages</u>	<u>Start Page</u>	<u>End Page</u>	<u>Length</u>	<u>EEA Rel.</u>
<input type="checkbox"/>	C I-Resolutions, recommendations and opinions													
Recommendations														
test														
<input type="checkbox"/>	20110914-005	20110914-doc01	TARIC	Limited - Ephémère		Vladimír ŠPIDLA	OTHER	<input type="text"/>	<input type="text"/>	15	<input type="text"/>	<input type="text"/>	12.0	False
test														
<input type="checkbox"/>	20110914-007	20110914-doc02	TARIC	Limited - Ephémère		Vladimír ŠPIDLA	OTHER	<input type="text"/>	<input type="text"/>	15	<input type="text"/>	<input type="text"/>	12.0	False
C IV-Notices														
Notices from Member States														
Official title														
<input type="checkbox"/>	20110914-004	PlanJO002	LIST.COM	Limited - Ephémère		Viviane REDING	OTHER	<input type="text"/>	<input type="text"/>	51	<input type="text"/>	<input type="text"/>	14.0	False

Refresh Save Save and Close Print Cancel

Figure 131: Create New Document – PPF

5.16.4 Move Document

In order to move documents to an OJ:

1. Access the PPF of an OJ.
2. Select a document to move.
3. Select **Document Functions>Move document to another OJ**.

OJ Functions	Doc Functions	Collation	Ready For Press
OJ C 8 - 15/09/2011 10202 LOT 8: Imprimerie Centrale	<ul style="list-style-type: none"> Add new Document Create new Document Move Document to another OJ Detach Document Delete Document Validate Budget Requests Send Publication Request 		STATUS: PREPARE

4. In the **Move Document** warning message:
Are you sure you want to move the OJ document(s) from the OJ with the following document reference(s)?
Click **OK**.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

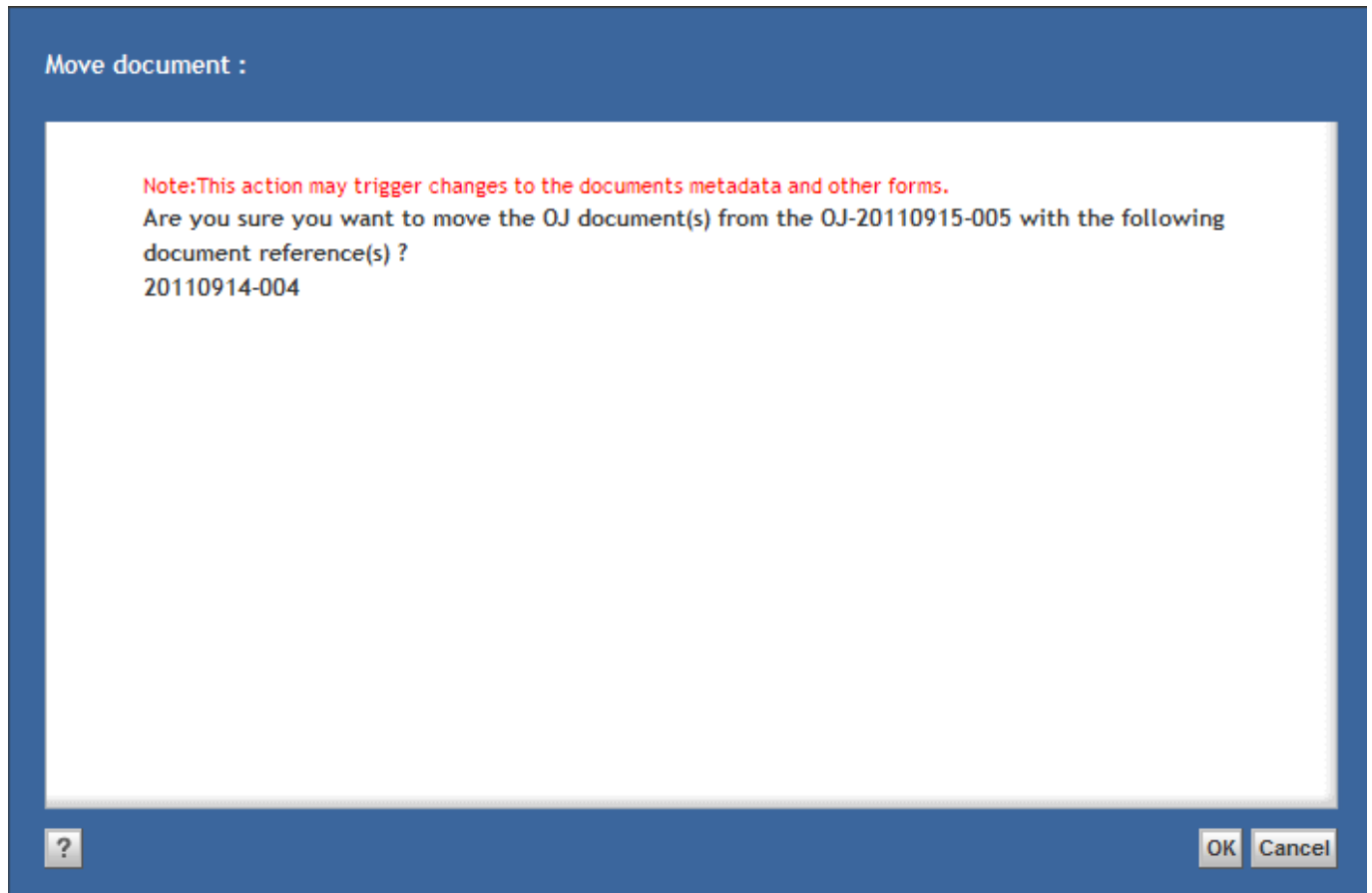
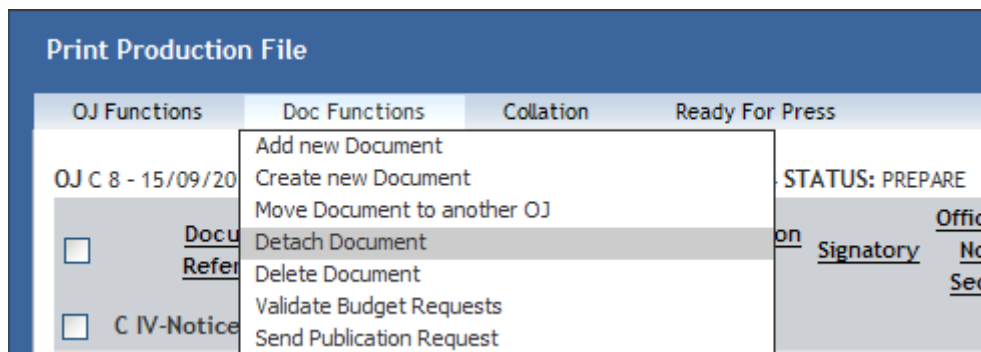


Figure 132: Move Document – Warning Message

5.16.5 Detach Document

In order to detach documents from an OJ:

1. Access the PPF of an OJ.
2. Select a document to detach.
3. Select **Document Functions>Detach Document**.



4. In the **Detach Document** warning message:

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Are you sure you want to detach the OJ document(s) from the OJ with the following document reference(s)?

Click **OK**.

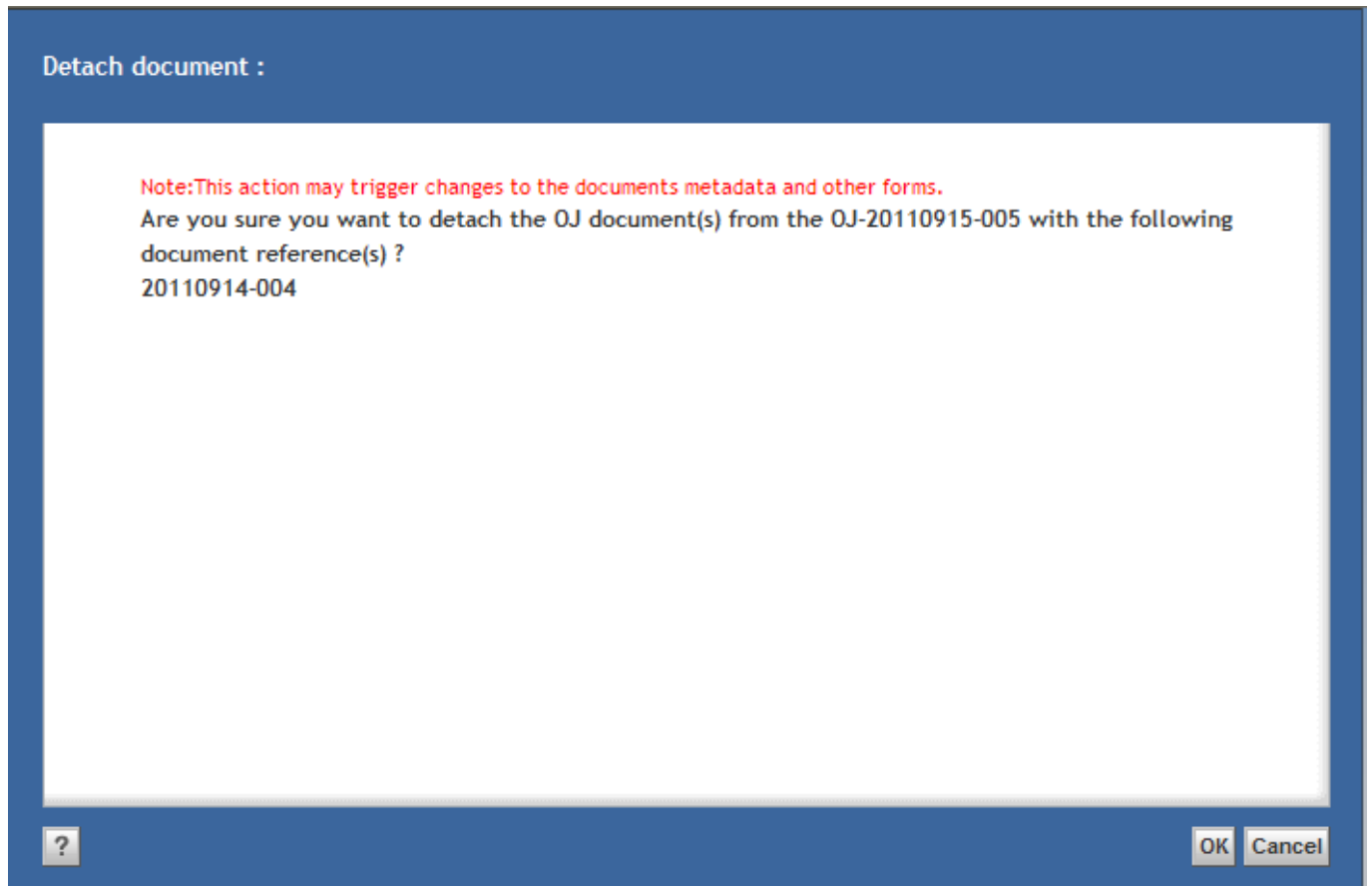


Figure 133: Detach Document – Warning Message

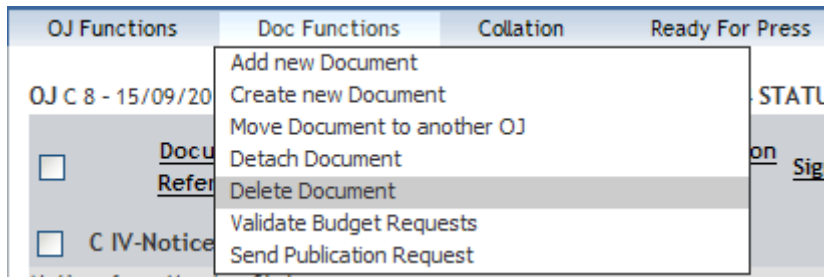
5.16.6 Delete Document

In order to delete documents from an OJ:

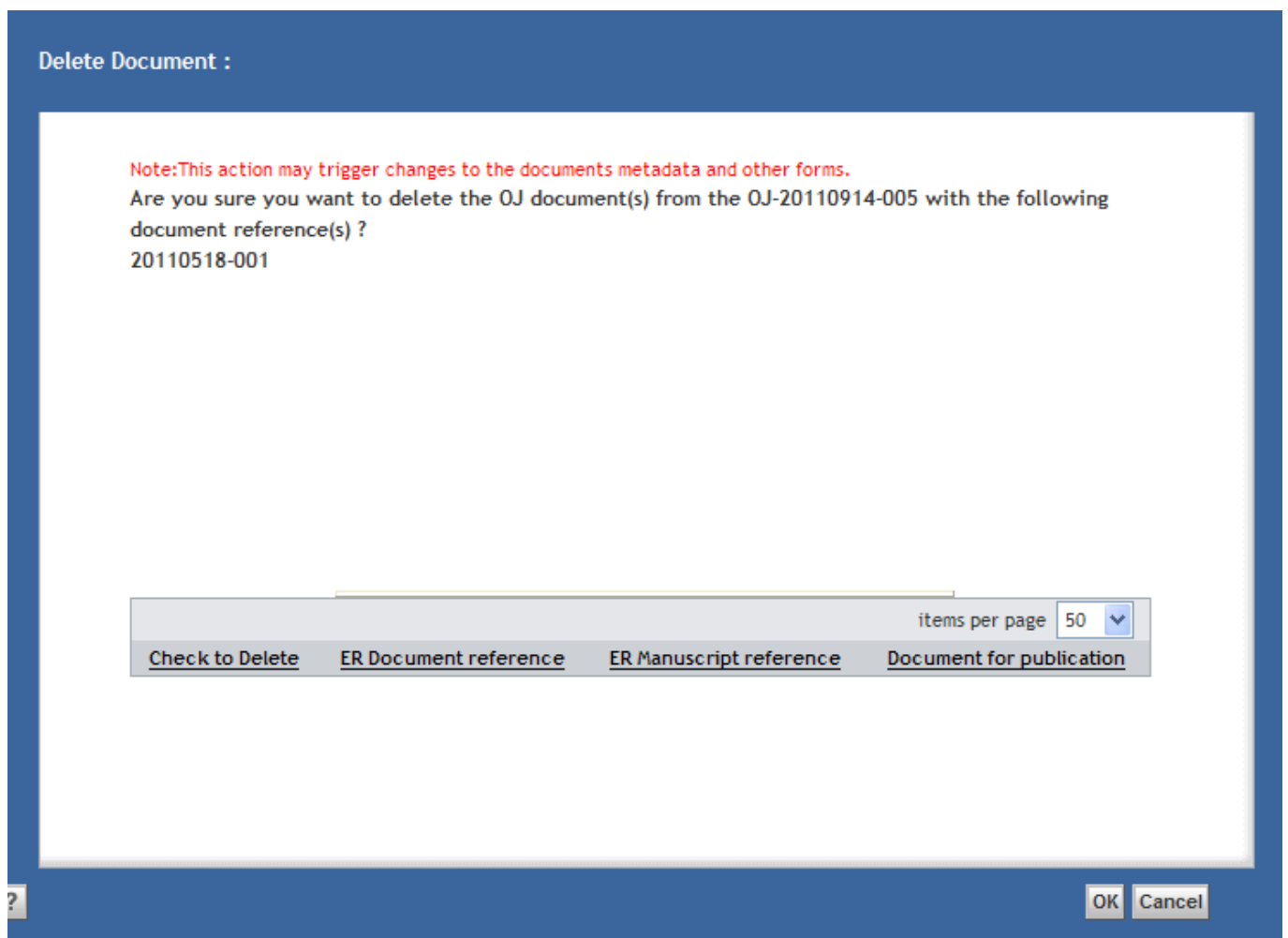
1. Access the PPF of an OJ.
2. Select a document to delete.
3. Select **Document Functions>Delete Document**.

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11



4. In the **Delete Document** warning message:
 Are you sure you want to delete the OJ document(s) from the OJ with the following document reference(s)?
 Click **OK**.



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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Delete official number :

The following documents have official numbers allocated. Please select for which documents the numbers must be reset:

<input checked="" type="checkbox"/>	Document Reference	Manuscript Reference	Official Number
<input checked="" type="checkbox"/>	20110518-001	arg-tss-demed-again	dfgdf

?
OK
Cancel

Figure 134: Delete Document – Delete official number

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Delete DEMED :

A request to DEMED has been sent for the following document. Please select for which ones the request must be deleted.

<input checked="" type="checkbox"/>	Document Reference	Manuscript Reference	DEMED Reference	DEMED Status
<input checked="" type="checkbox"/>	20110518-001	arg-tss-demed-again	1811	DATA_CHANGE

? OK Cancel

Figure 135: Delete Document – Delete DEMED numbers

5.16.7 Validate budget requests

In order to Validate budget requests (Send Budget Request to DEMED) of the attached documents to an OJ:

1. Access the PPF of an OJ.
2. Select **Document Functions> Validate budget requests**.

OJ Functions	Doc Functions	Collation	Ready For Press
OJ C 8 - 15/09/20	<input type="checkbox"/> <u>Docu</u> <input type="checkbox"/> <u>Refer</u> <input type="checkbox"/> C I-Resoluti	Add new Document Create new Document Move Document to another OJ Detach Document Delete Document Validate Budget Requests Send Publication Request	STATUS: on Signat

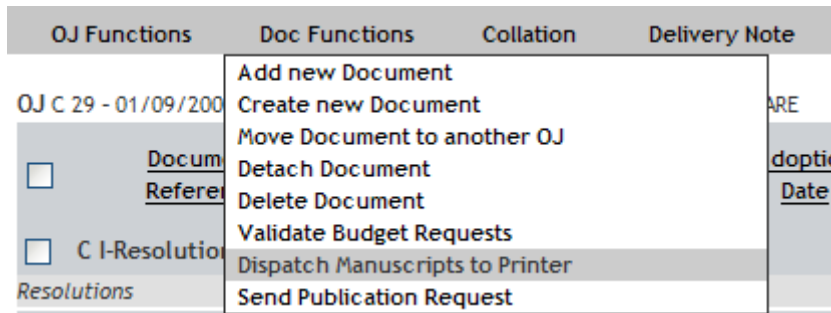
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5.16.8 Dispatch manuscripts to printer

In order to dispatch manuscripts of attached document of an OJ to printer:

1. Access the PPF of an OJ.
2. Select a document to dispatch.
3. Select **Document Functions>Dispatch Manuscripts to Printer**.



4. In the **Dispatch to Printer** form (Publication Request) fill in at least the required fields.
Click **Next**

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Publication Request :

Note: The changes in the Fields with * will be also applied to the corresponding Fields in the Forecast Form.

OJ Reference: OJ-20110831-001
 Contract/lot/supplier: 10202 LOT 7: Euroscript

OJ Series: C Oj Number: 103 OJ Year: 2011 OJ Type: Daily Publication date: Aug 31, 2011

* Languages to be published:

☒ bg ☒ cs ☒ da ☒ de ☒ el ☒ en ☒ es ☒ et ☒ fi ☒ fr ☐ ga ☒ hr ☒ hu
☒ is ☒ it ☒ lv ☒ lt ☒ mt ☒ nl ☒ pl ☒ pt ☒ ro ☒ sk ☒ sl ☒ sv ☐ all

Typo + model + files Sep 10, 2011 00:00

Proofs + all LV Sep 2, 2011 00:00

Passed for press: Sep 15, 2011 00:00

* Paper OJ: Aug 31, 2011 06:45

Print run Normal

Comments: test Comments

Production Agent: Tina PA

Other contact: KISS Madeleine (OPOCE)

Signed by: Tina PA

Service manager: Eirini Pappa

Control proof Date Hour Minute

* Electr. version: Aug 31, 2011 09:15

Date: --

OK Cancel

Figure 136: Dispatch to Printer – Publication Request

- In the next form **Select manuscripts to be sent to printer for document.**
Click **Next**

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Dispatch to Printer

Select manuscripts to be sent to printer for document: 20090223-003

Items per page: 50 (23 total items)

<input type="checkbox"/>	Task No	File Name	Document Reference	Manuscript Reference
<input type="checkbox"/>	1	SV_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	2	SL_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	3	SK_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	4	RO_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	5	PT_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	6	PL_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	7	NL_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	8	MT_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	9	LV_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	10	LT_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	11	IT_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	12	HU_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	13	GA_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	14	FR_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	15	FI_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	16	ET_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	17	ES_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	18	EN_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	19	EL_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	20	DE_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	21	DA_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	22	CS_LV.doc	20090223-003	tgk050
<input type="checkbox"/>	23	BG_LV.doc	20090223-003	tgk050

?
Next
Cancel

Figure 137: Dispatch to Printer –Select Manuscripts

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6. In the **Prepress Request** fill in at least the required fields.
Click **Next**

Prepress request

Document: 20110804-002

* Contract/lot/supplier: 10202 LOT 6: Jouve

OJ Series: OJ Heading: OJ Sub heading: Oj Number: OJ Year: OJ Type: Publication date:

* Languages to be published:

☒ bg ☒ cs ☒ da ☒ de ☒ el ☒ en ☒ es ☒ et ☒ fi ☒ fr ☐ ga ☒ hr ☒ hu
☒ is ☒ it ☒ lt ☒ lv ☒ mt ☒ nl ☒ pl ☒ pt ☒ ro ☒ sk ☒ sl ☒ sv ☐ all

* Languages to be dispatched:

☐ bg ☐ cs ☐ da ☐ de ☐ el ☐ en ☐ es ☐ et ☐ fi ☐ fr ☐ ga ☐ hr ☐ hu
☐ is ☐ it ☐ lt ☐ lv ☐ mt ☐ nl ☐ pl ☐ pt ☐ ro ☐ sk ☐ sl ☐ sv ☐ all

Short description:

Manuscript pages/LV: 15

* Estimated OJ pages/LV: 15.0

Institution:

Procedure number:

Official Document No:

Adoption date:

Durability:

EEA relevant: ☐ yes ☒ no

Codified version: ☐ yes ☒ no

Signatory function:

Place/s of signature:

Original language:

Authentic language:

Comments:

Production Agent:

Other contact:

Signed by:

Service manager:

Date: --

* Mandatory fields to send the Prepress Request to Printer

Model: Schema:

Prior reading: ☐ yes ☒ no

Proofreading: ☐ yes ☒ no

Synop. control: ☒ yes ☐ no

Existing compo: ☐ yes ☒ no

XML preparation: ☒ yes ☐ no

Send form to printer Save Cancel

Figure 138: Dispatch to Printer – Prepress Request

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Note: Steps 5 and 6 are repeated as many times as the selected documents in the PPF.

- The **Publication Request** is presented again for confirmation reasons.
Click **Send** to finish the Dispatch

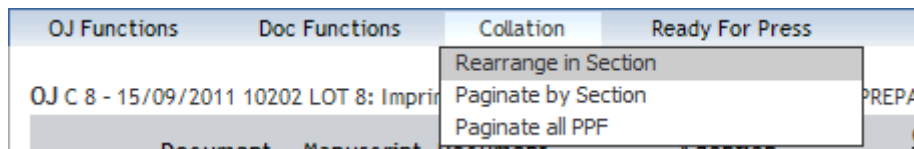
Note: The system will not allow the dispatch of a Document without manuscripts in the Current LVs folder or without VALID Demed Status.

5.17 PPF – Collation

5.17.1 Rearrange in Section

In order to rearrange in Section:

- Access the PPF of an OJ.
- Select a section.
- Select **Collation>Rearrange in Section**.



- Add numbers of priority to the **Order** column that is presented.
- Click on **Update** button to change the order of the documents in the OJ. The document with the smaller number takes the first place and goes on.

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OJ Functions	Doc Functions	Collation	Ready For Press
OJ L 0 - 14/09/2011 10202 LOT 1: Eurosc	<input type="checkbox"/> <u>Document</u> <u>Reference</u>	<u>Manuscript</u> <u>Reference</u>	Rearrange in Section
			Generate Official Numbers
			Lock Official Numbers
			Paginate by Section
			Paginate all PPF

5.17.4 *Unlock Official Numbers (OJ L)*

In order to Lock Official Numbers (applicable to OJ L only):

1. Access the PPF of an OJ.
2. Select **Collation> Unlock Official Numbers**.
3. Press the **OK** button on the confirmation page.

OJ Functions	Doc Functions	Collation	Ready For Press
OJ L 0 - 14/09/2011 10202 LOT 1: Eurosc	<input type="checkbox"/> <u>Document</u> <u>Reference</u>	<u>Manuscript</u> <u>Reference</u>	Rearrange in Section
			Unlock Official Numbers
			Paginate by Section
			Paginate all PPF

5.17.5 *Paginate by Section*

In order to paginate by section:

1. Access the PPF of an OJ.
2. Select one or more Sections.
3. Select **Collation> Paginate by Section**.

OJ Functions	Doc Functions	Collation	Ready For Press
OJ C 8 - 15/09/2011 10202 LOT 8: Imprim			Rearrange in Section
			Paginate by Section
			Paginate all PPF

5.17.6 *Paginate all PPF*

In order to paginate all PPF:

1. Access the PPF of an OJ.
2. Select **Collation> Paginate all PPF**.

OJ Functions	Doc Functions	Collation	Ready For Press
OJ C 8 - 15/09/2011 10202 LOT 8: Imprim			Rearrange in Section
			Paginate by Section
			Paginate all PPF

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5.18 PPF – Ready for Press

5.18.1 Edit Ready for Press

In order to edit Ready for Press :

1. Access the PPF of an OJ.
2. Select **Ready for Press >Edit Ready for Press** .

OJ Functions	Doc Functions	Collation	Ready For Press
OJ C 8 - 15/09/2011 10202 LOT 8: Imprimerie Centrale T			
<input type="checkbox"/>	<u>Document</u> <u>Reference</u>	<u>Manuscript</u> <u>Reference</u>	<u>Document</u> <u>Type</u>

3. Select the delay time for the e-signature request (5, 10 or 15 minutes). Fill in the pages field and the number of copies per language. Click on **add line** link to add a line and on **Calculate Results** button to recalculate the sum (AUFLAGE).

Click **Save** to save the form or **Request for e-signature** to initiate the e-signature workflow.

Ready For Press :

Please select the delay time for the e-signature request: 15 min. ▾

OJ / ABI
L O
du/vom 14.09.2011
Number of pages in the PPF: 0

pages/Seiten
Imprimerie/Druckerei: 10202 LOT 1: Euroscript

LIVRAISON / LIEFERUNG : Version électronique / elektronische Fassung
DATE/DATUM: 13.09.2011 Heure/Uhrzeit: 15:00

LIVRAISON / LIEFERUNG : Version papier / Papieraussgabe
DATE/DATUM: 14.09.2011 Heure/Uhrzeit: 15:00

BORDEREAU DE LIVRAISON VERSANDLISTE

	BG	CS	DA	DE	EL	EN	ES	ET	FI	FR	GA	HR	HU	IS	IT	LT	LV	MT	NL	PL	PT
Verpackt und etikettiert an das Amt für Veröffentlichungen (Gasperich) zu liefern/À livrer sous emballage étiqueté à l'Office des publications (Gasperich)																					
1) Archive	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2) Affichage réception	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Request for e-signature Refresh Clear Restore Defaults Save Print Cancel

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Figure 140: Ready for Press – Augmented Production

5.18.2 View Ready for Press

In order to view Ready for Press :

1. Access the PPF of an OJ.
2. Select **Ready for Press >View Ready for Press** .

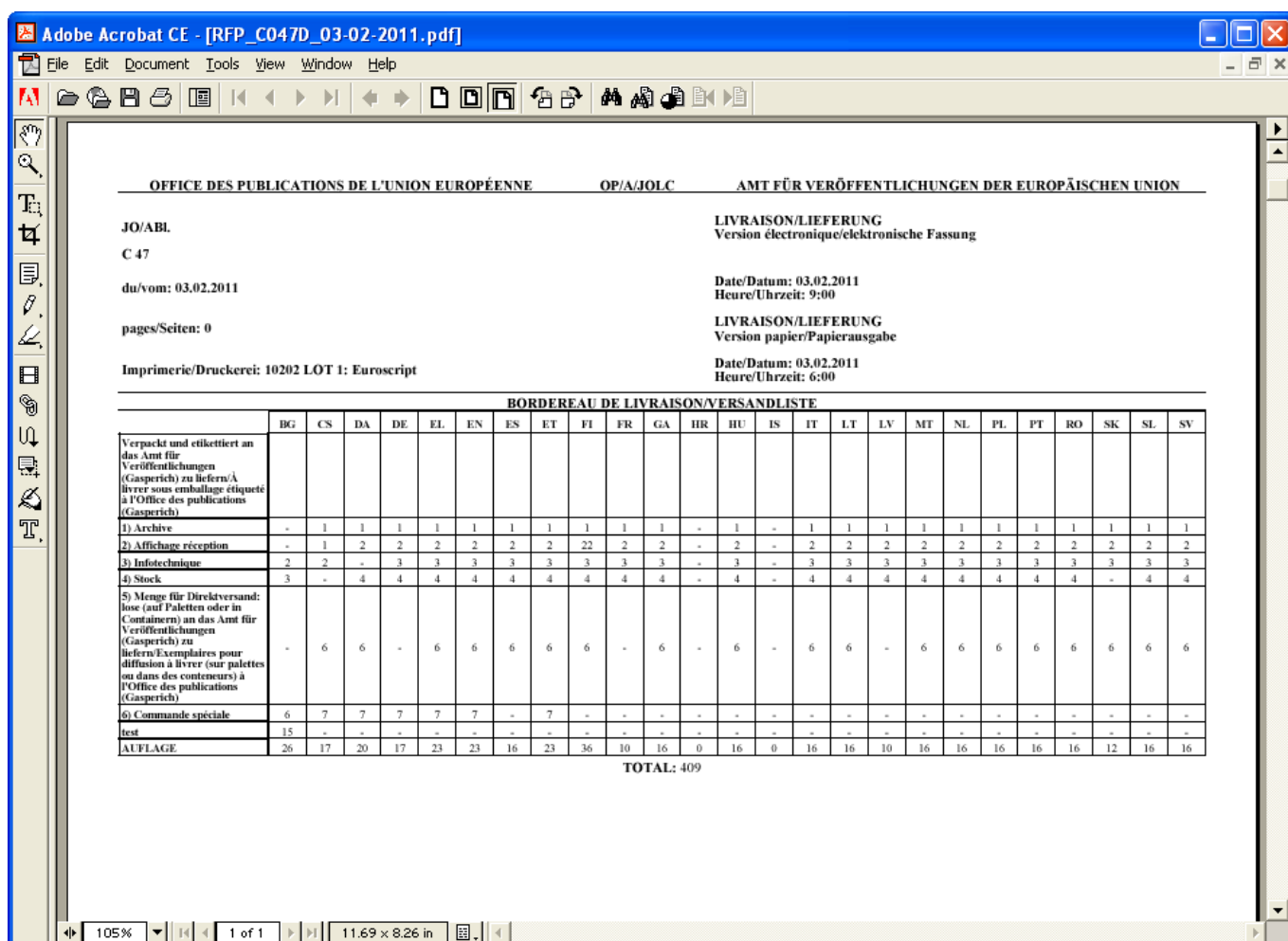
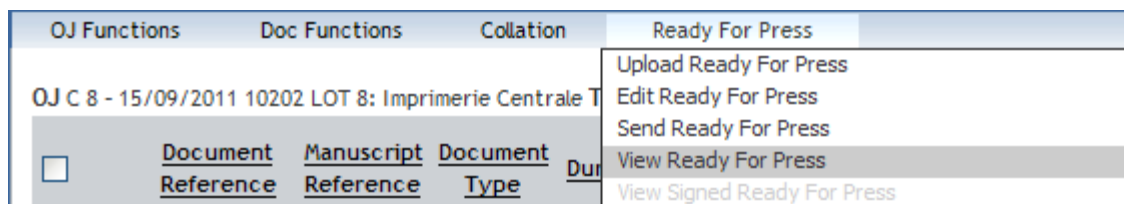


Figure 141: View Ready for Press

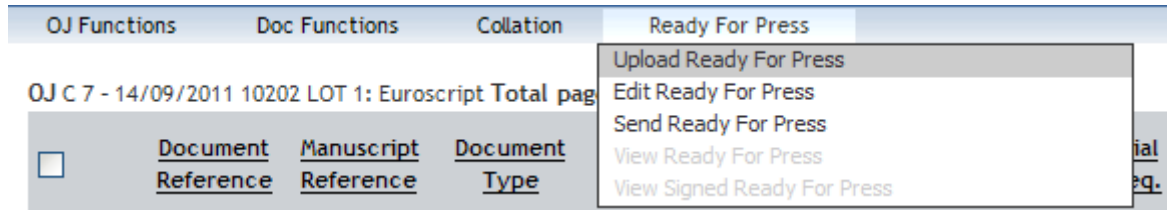
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5.18.3 Upload Ready for Press

In order to upload Ready for Press :

1. Access the PPF of an OJ.
2. Select **Ready for Press >Upload Ready for Press** .



3. In the **Upload Ready for Press** form below, click on the **Add Files** button to select the signed Ready for Press in pdf format.
Click **OK**.

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Upload Ready For Press :

Add Files
Remove

?
OK
Cancel

Figure 142: Upload Ready for Press

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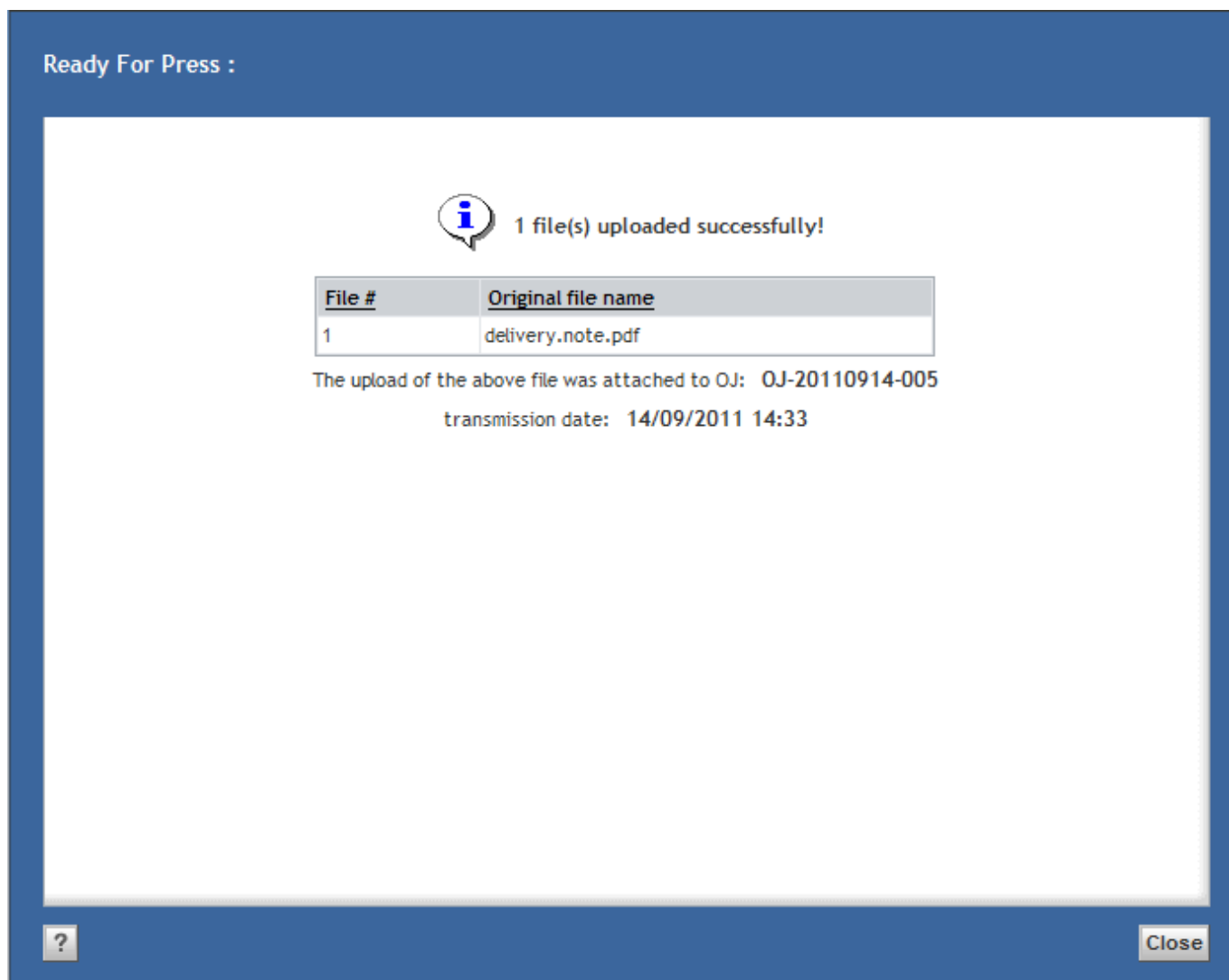


Figure 143: Successful Ready for Press upload

5.18.4 View Signed Ready for Press

In order to view Signed Ready for Press :

1. Access the PPF of an OJ.
2. Select **Ready for Press >View Signed Ready for Press** .

OJ Functions	Doc Functions	Collation	Ready For Press
OJ C 7 - 14/09/2011 10202 LOT 1: Euroscript Total pag			Upload Ready For Press Edit Ready For Press Send Ready For Press View Ready For Press View Signed Ready For Press
<input type="checkbox"/>	Document Reference Manuscript Reference	Document Type	

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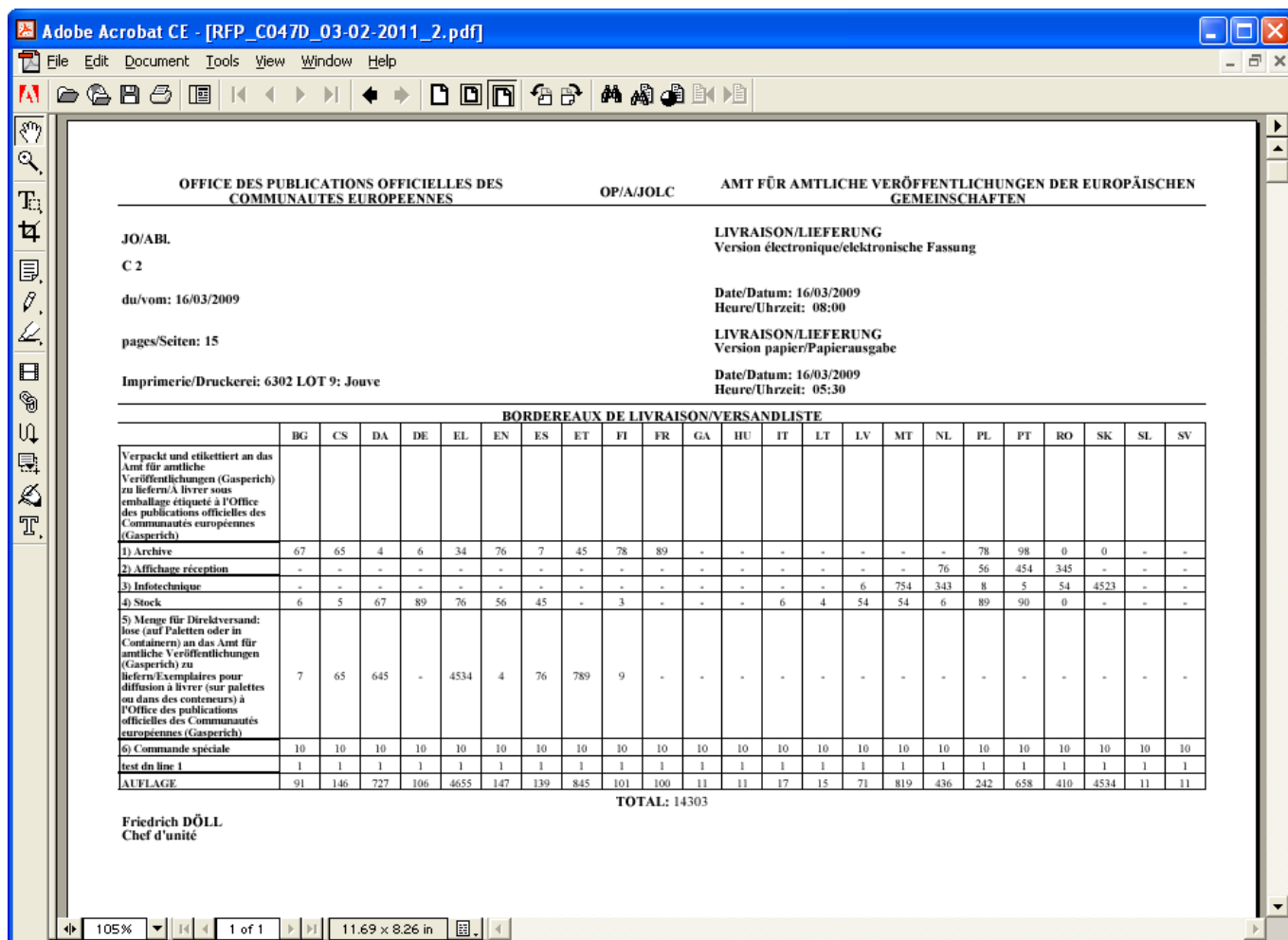
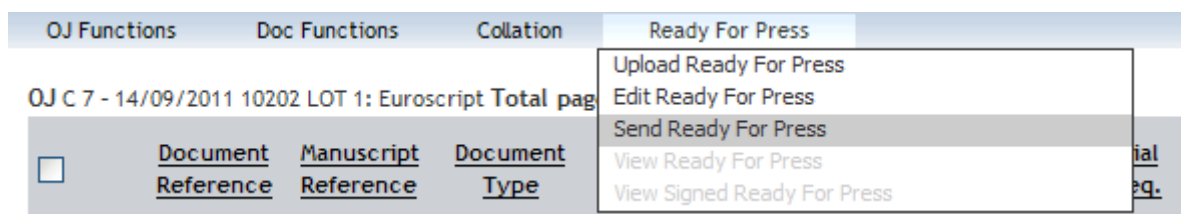


Figure 144: View Ready for Press

5.18.5 Send Ready for Press

In order to send Ready for Press :

1. Access the PPF of an OJ.
2. Select **Ready for Press >Send Ready for Press** .



3. The following messages are presented according to the status of the Ready for Press :
 - a. No Ready for Press is created or uploaded: The selected oj has no valid Ready for Press .

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- b. Ready for Press is created: The necessary data for sending the Ready for Press to printer were gathered. Press ok to confirm.
 - c. Ready for Press is uploaded: The selected oj has a Ready for Press uploaded. Press ok to confirm.
- Click **OK** to continue accordingly.

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5.19 OJ Manager

Go to Inbox
Search Results / OJ-20111110-001
Virtual Document Manager: View Components

OJ-20111110-001
OJ-Series: C
OJ Number: 100
OJ Type: Extra
Contract/LOT/Supplier: 10202 LOT 6: Jouve
Short Title:
Publication Date: 10/11/2011

Sent To Printer Meta-Data Print Production File

Default Child Version: CURRENT

Name	Version	Size	Modified	Modifier
Correspondence (0)	CURRENT,1.0	1 KB	09/11/2011 16:44	Tina PA
Ready For Press (3)	CURRENT,1.0	1 KB	11/11/2011 12:23	dmadmin
Forecast (0)	CURRENT,1.0	1 KB	09/11/2011 16:44	Tina PA
Instruction Forms (2)	CURRENT,1.0	1 KB	11/11/2011 12:10	dmadmin
Financials (0)	CURRENT,1.0	1 KB	09/11/2011 16:44	Tina PA
Delivery Note From Printer (1)	CURRENT,1.0	1 KB	14/11/2011 10:58	dmadmin
Meta Data (1)	CURRENT,1.0	1 KB	09/11/2011 16:44	dmadmin
Other Files (0)	CURRENT,1.0	1 KB	09/11/2011 16:44	Tina PA
Print Production File (1)	CURRENT,1.0	1 KB	11/11/2011 12:55	dmadmin
Proofs (0)	CURRENT,1.0	1 KB	09/11/2011 16:44	Tina PA
Received From Printer (0)	CURRENT,1.0	1 KB	09/11/2011 16:44	Tina PA
Sent To Printer (4)	CURRENT,1.0	1 KB	11/11/2011 12:55	dmadmin
Export Financial Payment (0)	CURRENT,1.0	1 KB	09/11/2011 16:44	Tina PA

Figure 145: OJ Manager

5.19.1 Access OJ Metadata

In order to access the OJ Metadata form:

1. Click on the **Metadata** button.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

OJ Metadata :

OJ Series *

Publication Date

OJ Year *

OJ Type *

OJ Number

Lock OJ Number ☐ yes ☒ no

Contract/LOT/Supplier *

Description

OJ Collator

Figure 146: OJ Metadata

5.19.2 Upload files

5.19.2.1 Upload Correspondence

In order to upload correspondence:

1. Select **File>Upload files**.

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The screenshot displays the PLAN-JO software interface. At the top is a menu bar with options: File, Edit, View, Forms, Dispatch, Budget request, Split Document, Concordance, Functions, Reports, and Production View. A dropdown menu for 'Upload files' is open, showing options: Upload Delivery Note from printer, Subscribe, Unsubscribe, Export, Delete Rejected Tasks, Acquire task From RA Group, Acquire Task From PA Group, Use Cleaned or Original Files, Upload Files For Corrigenda, and About Plan-JO. The main workspace shows a document titled 'DJ-C / OJ-20110914-005'. Below the title bar are three buttons: 'Sent To Printer', 'Meta-Data', and 'Print Production File'. At the bottom, a status bar indicates 'Page 1 of 2' with navigation arrows.

- In the **Upload files** form below, select **Upload Correspondence** from the drop down list and click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional).

Click **OK**.

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Print Production File : Upload File

Language versions to be attached:

☐ bg
 ☐ cs
 ☐ da
 ☐ de
 ☐ fr
 ☐ ga
 ☐ hr
 ☐ hu
 ☐ is
 ☐ it
 ☐ lt
 ☐ lv
 ☐ sk
 ☐ sl
 ☐ sv
 ☐ all

Selected Files:

Model

Proofs
 Correspondence
 Other Files
 Control Proofs
 OJ Toc
 Acceptance of publication request
 Refusal of publication request
 Financial Documents

Add Files Remove

OK Cancel

Figure 147: Upload correspondence

5.19.2.2 Upload OJ Proofs

In order to upload proofs received from the printer:

1. Select **File>Upload files**.
2. On the **Upload files** form below, select **Upload proofs** from the drop-down list and select the Language Versions that you will attach. Following, click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional). If the proofs file has the same name as previously uploaded proofs, the system then recognises and saves the proofs as a new version of existing proofs. In this case the task that is created is called **New proofs – New Version(s)**. Otherwise the task name is **New proofs**.

Click **OK**, to upload the proofs.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Print Production File : Upload File

Proofs

Language versions to be attached:

☒ bg
 ☒ cs
 ☒ da
 ☒ de
 ☒ el
 ☒ en
 ☒ es
 ☒ et
 ☒ fi
 ☒ fr
 ☐ ga
 ☒ hr
 ☒ hu

☒ is
 ☒ it
 ☒ lt
 ☒ lv
 ☒ mt
 ☒ nl
 ☒ pl
 ☒ pt
 ☒ ro
 ☒ sk
 ☒ sl
 ☒ sv
 ☐ all

Selected Files:






 Proof01.pdf
 Proof02.pdf
 Proof03.pdf
 Proof04.pdf
 Proof05.pdf

Figure 148: Upload proofs

5.20 Document Manager

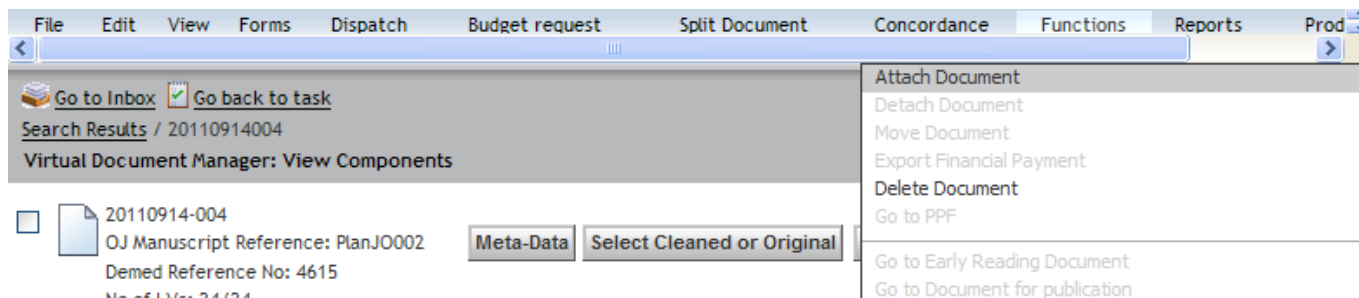
5.20.1 Attach Document

In order to attach a document to an OJ:

1. Access the Document manager.
2. Select **Functions>Attach document** (function available only if the document is not attached to an OJ).

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3. In the **Calendar view**, select the destination.
Click **OK**.

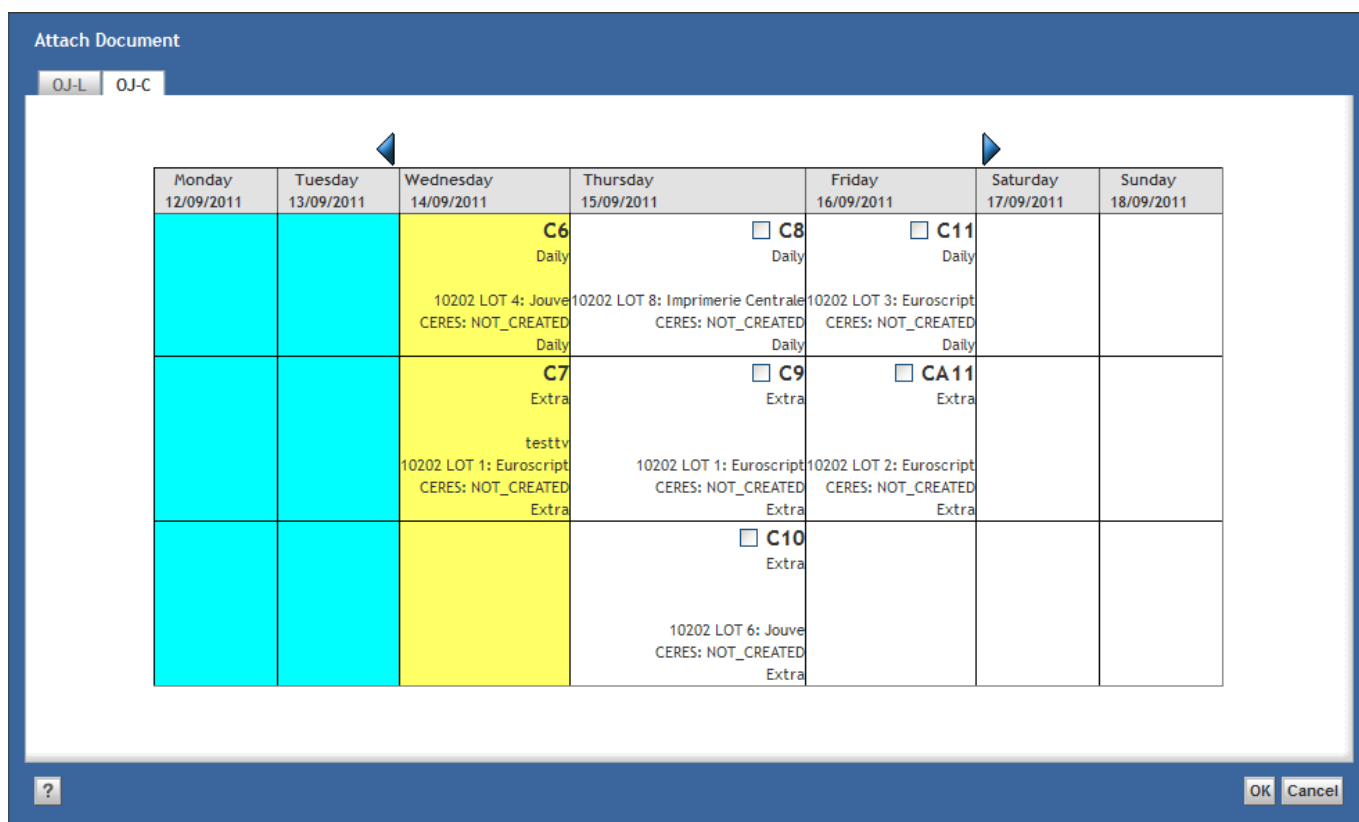


Figure 149: Calendar view

4. In the **Attach Document** warning message:
Note: Document metadata and other forms will be changed.
Do you want the following documents to be attached to OJ.
Click **OK**.

5.20.2 Move Document

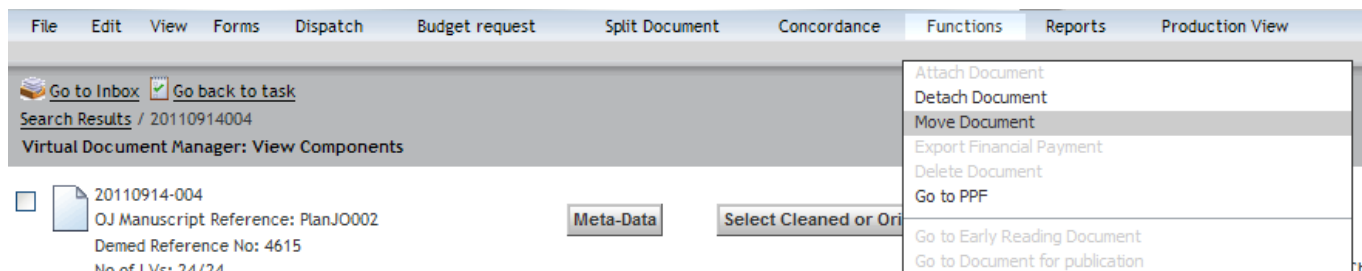
In order to move document to an other OJ:

1. Access the Document manager.

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2. Select **Functions>Move Document** (function available only if the document is attached to an OJ).

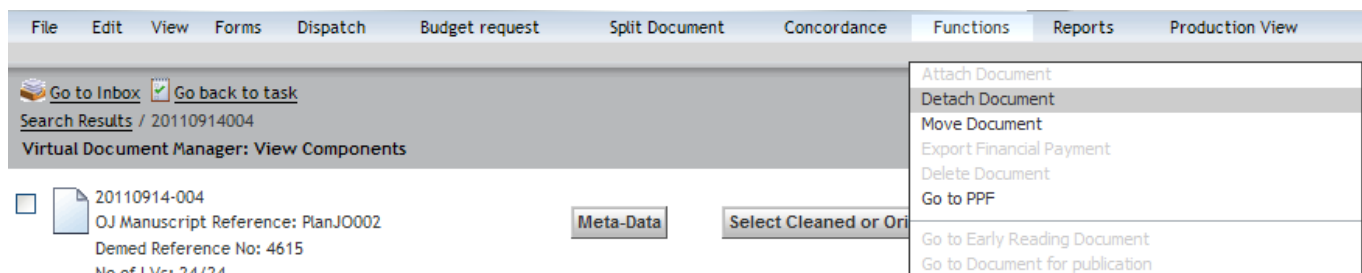


3. Follow the same procedure as presented on Move Document. Refer to section 5.13.3.

5.20.3 Detach Document

In order to detach document from an OJ:

1. Access the Document manager.
2. Select **Functions>Detach Document** (function available only if the document is attached to an OJ).

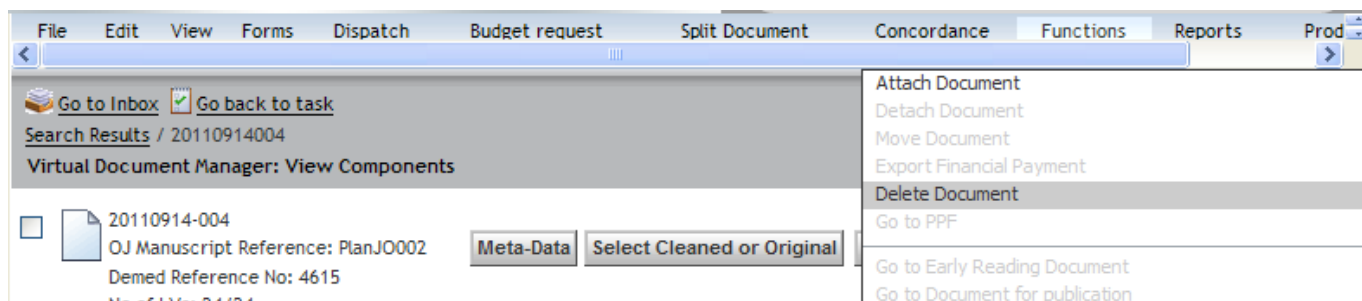


3. Follow the same procedure as presented on Detach Document. Refer to section 5.13.4.

5.20.4 Delete Document

In order to delete a document:

1. Access the Document manager.
2. Select **Functions>Delete document** (function available only if the document is not attached to an OJ).



3. Follow the same procedure as presented on Delete Document. Refer to section 5.13.5.

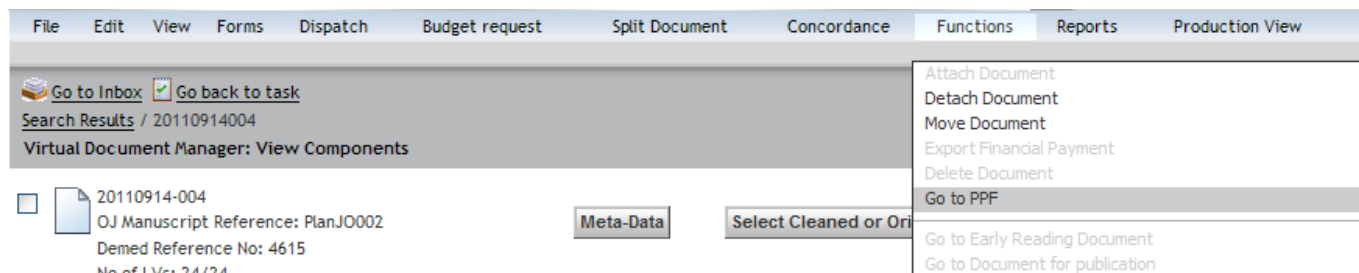
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5.20.5 Go to PPF

In order to go to PPF that a document is attached:

1. Access the Document manager.
2. Select **Functions>Go to PPF** (function available only if the document is attached to an OJ).



5.21 Process an OJ with proofreading

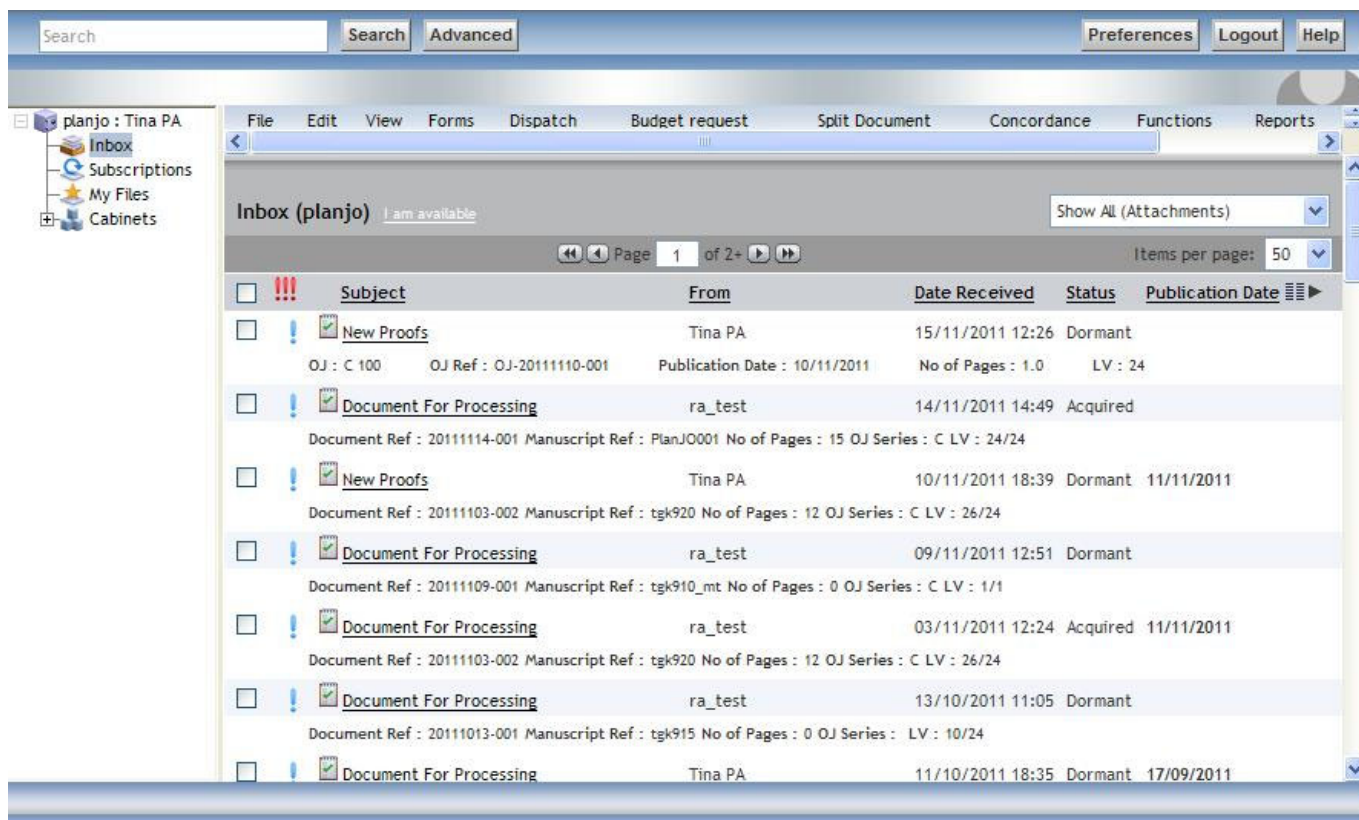


Figure 150: Inbox – OJ Proofs tasks

5.21.1 Dispatch to proofreading

In order to dispatch a document to proofreading:

1. Open a task with name **New Proofs** or **New Proofs – New Version(s)**.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Info

Comments

Progress

New Proofs

From: Tina PA

Received: 15/11/2011 12:26

Collator: Tina PA

OJ: C 100

OJ Type: Extra

OJ Metadata

Print Production File

Contract Lot Supplier: 10202 LOT 6: Jouve

Publication Date: 10/11/2011

Short Title:

Attachments					
<input type="checkbox"/>	Name ▲	Modified	Modifier	Version	LV
<input type="checkbox"/>	Proof01.pdf	15/11/2011 12:26	Tina PA	1.0,CURRENT	
<input type="checkbox"/>	Proof02.pdf	15/11/2011 12:26	Tina PA	1.0,CURRENT	
<input type="checkbox"/>	Proof03.pdf	15/11/2011 12:26	Tina PA	1.0,CURRENT	
<input type="checkbox"/>	Proof04.pdf	15/11/2011 12:26	Tina PA	1.0,CURRENT	
<input type="checkbox"/>	Proof05.pdf	15/11/2011 12:26	Tina PA	1.0,CURRENT	
<input type="checkbox"/>	Proof06.pdf	15/11/2011 12:26	Tina PA	1.0,CURRENT	
<input type="checkbox"/>	Proof07.pdf	15/11/2011 12:26	Tina PA	1.0,CURRENT	

Accept

Finish

Delegate

Repeat

Close

Figure 151: New Proofs task

Info

Comments

Progress

New Proofs - New version(s)

From: pc_pc

Received: 17/04/2012 19:25

Collator:

OJ: C 32

OJ Type: Extra

OJ Metadata

Print Production File

Contract Lot Supplier: 10202 LOT 4: Jouve

Publication Date: 21/04/2012

Short Title:

Attachments					
<input type="checkbox"/>	Name ▲	Modified	Modifier	Version	LV
<input type="checkbox"/>	Proof02.pdf	17/04/2012 19:27	pc_pc	1.2,CURRENT	
<input type="checkbox"/>	Proof03.pdf	17/04/2012 19:25	pc_pc	1.1,CURRENT	
<input type="checkbox"/>	Proof04.pdf	17/04/2012 19:25	pc_pc	1.1,CURRENT	

Accept

Finish

Delegate

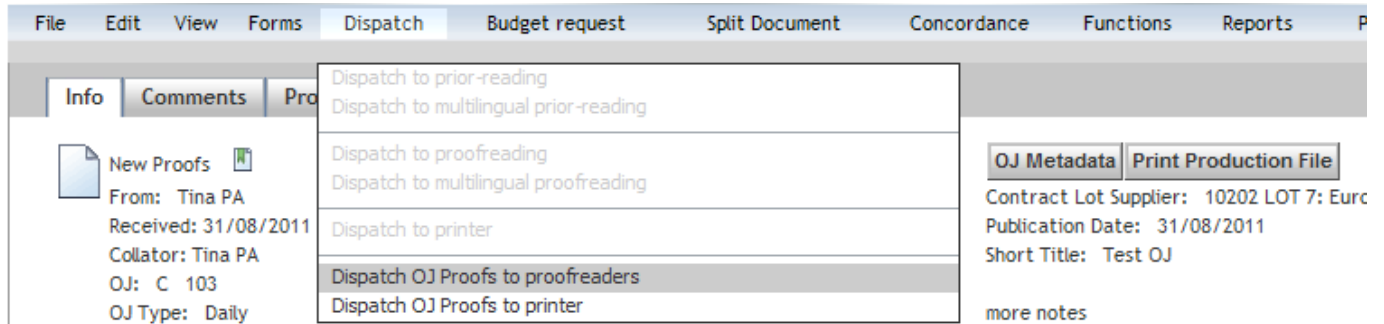
Close

Figure 152: New Proofs – New Version(s) task

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2. Click **Accept**, to accept the task.
3. Select one or more proofs.
4. Select **Dispatch>Dispatch OJ Proofs to Proofreaders**.



5. On the **Dispatch to OJ proof reading** below, fill in the data of the Proofreading instruction form. Click **OK** to save the instruction form.

Dispatch to OJ proof reading :

OJ series C
 OJ number 103
 OJ type Daily
 Short title Test OJ
 more notes

Deadline
 Sep 1, 2011
 09
 :00
 * Select proofreading team

☐ bg
 ☐ cs
 ☐ da
 ☐ de
 ☒ et
 ☐ en
 ☐ es
 ☐ et
 ☐ fi
 ☐ fr
 ☐ ga
 ☐ hr
 ☐ hu
 ☐ is
 ☐ it
 ☐ lv
 ☐ lt
 ☐ mt
 ☐ nl
 ☐ pl
 ☐ pt
 ☐ ro
 ☐ sk
 ☐ sl
 ☐ sv
 ☐ all

Production agent Tina PA
 No of pages 15
 Publication date Aug 31, 2011
 Comments

?
 OK
 Cancel

Figure 153: Proofreading instruction form

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5.21.2 Dispatch to proofreading from within the OJ Manager

In order to dispatch a document to proofreading from within the OJ Manager:

1. Access the **OJ Manager** of an OJ that has Proofs.
2. Open the **Proofs** folder.
3. Select one or more proofs.
4. Select **Dispatch>Dispatch OJ Proofs to Proofreaders**.

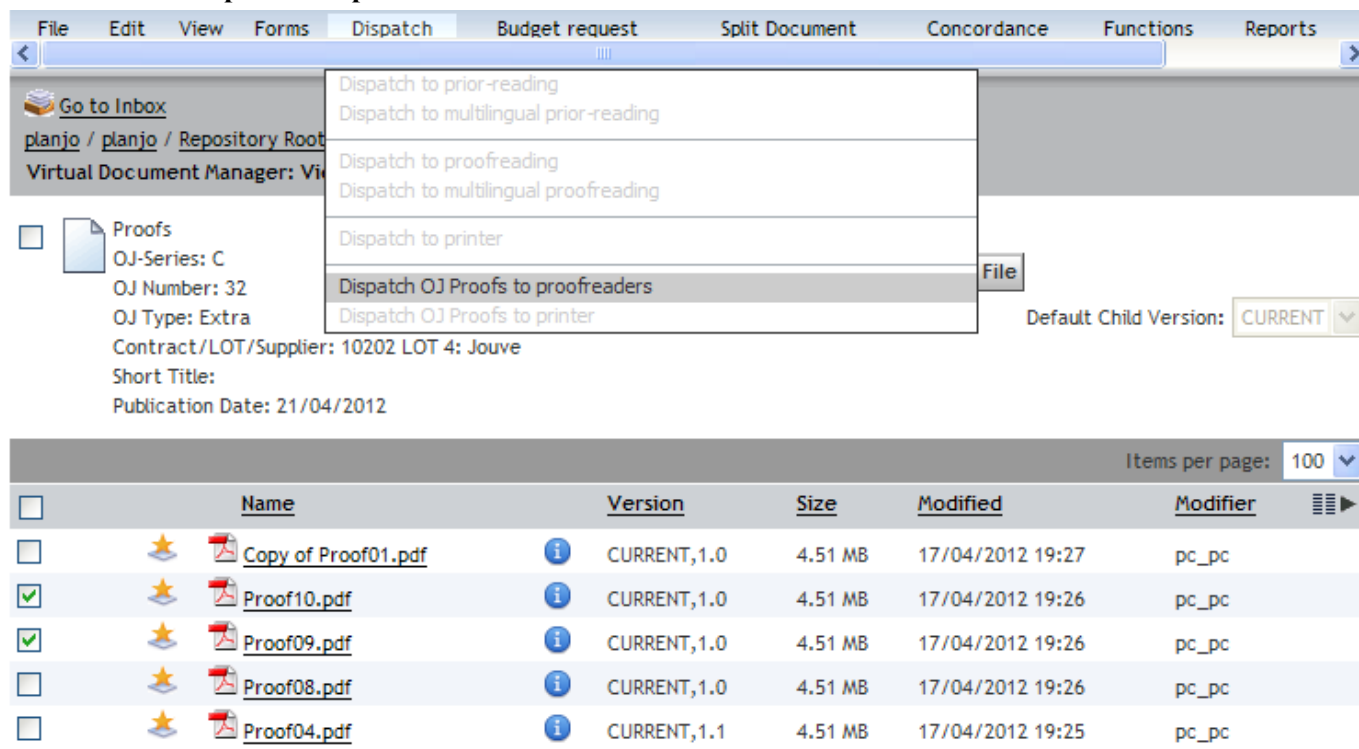


Figure 154: Dispatch OJ Proofs to proofreaders from within the OJ Manager

5. On the **Dispatch to OJ proof reading** below, fill in the data of the Proofreading instruction form. Click **OK** to save the instruction form and finish the dispatch.

5.21.3 Dispatch to Printer

In order to dispatch a document to printer:

1. Open a task for Proofs (with name **New Proofs**, **New proofs – New Version(s)** or **End of Proofreading**).
2. If the task is not accepted already, click **Accept**.
3. Select one or more proofs.
4. Select **Dispatch>Dispatch OJ Proofs to printer**.

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The screenshot shows the PLAN-JO software interface. The top menu bar includes 'File', 'Edit', 'View', 'Forms', 'Dispatch', 'Budget request', 'Split Document', 'Concordance', 'Functions', and 'Reports'. The 'Dispatch' menu is open, showing options: 'Dispatch to prior-reading', 'Dispatch to multilingual prior-reading', 'Dispatch to proofreading', 'Dispatch to multilingual proofreading', 'Dispatch to printer', 'Dispatch OJ Proofs to proofreaders', and 'Dispatch OJ Proofs to printer'. On the left, the 'Info' tab is selected for a 'New Proofs' form. The form contains the following text: 'From: Tina PA', 'Received: 31/08/2011', 'Collator: Tina PA', 'OJ: C 103', and 'OJ Type: Daily'. On the right, there is a 'Print Production File' button and text: 'Printer: 10202 LOT 7: Euroscript', 'Date: 31/08/2011', and 'Test OJ'.

5. On the **Remarks/Instructions for the Printer** text box , fill in any comments for the printer.
Click **OK** to save the form.

The screenshot shows a 'Publication Request' dialog box with a blue header. Inside, there is a section titled 'Remarks/Instructions for the Printer:' followed by a large text area for input. At the bottom of the dialog box, there is a question mark icon on the left and 'OK' and 'Cancel' buttons on the right.

Figure 155: Dispatch OJ Proofs to Printer – Remarks/Instructions for the Printer

5.21.4 OJ Forms

5.21.4.1 OJ Proofreading instruction form

In order to access the OJ Proofreading instruction form:

1. Open a task for Proofs (with name **New Proofs, New proofs – New Version(s)** or **End of Proofreading**).
2. If the task is not accepted already, click **Accept**.

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3. Select **Forms>OJ Proofreading instruction form**.

Name ▲	Modifier
OJ Proof-reading instruction form	
OJ Proof-reading follow up form	17:44 Tina PA
Early-reading instruction form	17:44 Tina PA
Early-reading follow up form	17:44 Tina PA
Export ER Comments for Author	17:44 Tina PA

5.21.4.2 OJ Proofreading follow-up form

In order to access the OJ Proofreading follow-up form:

1. Open a task for Proofs (with name **New Proofs**, **New proofs – New Version(s)** or **End of Proofreading**).
2. If the task is not accepted already, click **Accept**.
3. Select **Forms>OJ Proofreading follow up form**.

Name ▲	Modifier
OJ Proof-reading instruction form	
OJ Proof-reading follow up form	17:44 Tina PA
Early-reading instruction form	17:44 Tina PA
Early-reading follow up form	17:44 Tina PA
Export ER Comments for Author	17:44 Tina PA

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- Follow the same procedure as presented on Prior-reading follow-up form. Refer to section 6.3.6.

5.21.4.3 OJ Publication Request

In order to access the OJ Publication Request:

- Open a task for Proofs (with name **New Proofs, New proofs – New Version(s)** or **End of Proofreading**).
- If the task is not accepted already, click **Accept**.
- Select **Forms>OJ Publication Request**.

The screenshot displays the PLAN-JO software interface. The 'Forms' menu is open, showing a list of forms. The 'OJ Publication Request' form is highlighted. The interface includes a menu bar with 'File', 'Edit', 'View', 'Forms', 'Dispatch', 'Budget request', 'Split Document', 'Concordance', and 'Functions'. The 'Forms' menu is expanded, showing a list of forms including 'Prior-reading instruction form', 'Multilingual prior-reading instruction form', 'Prior-reading follow up form', 'Multilingual prior-reading follow up form', 'Proof-reading instruction form', 'Multilingual proof-reading instruction form', 'Proof-reading follow up form', 'Multilingual proof-reading follow up form', 'Prepress request form', 'OJ Publication Request', 'OJ Proof-reading instruction form', 'OJ Proof-reading follow up form', 'Early-reading instruction form', 'Early-reading follow up form', and 'Export ER Comments for Author'. The 'OJ Publication Request' form is highlighted. The interface also shows a 'New Proofs' task with details: 'From: Tina P', 'Received: 31/08/2011', 'Collator: Tina', 'OJ: C 103', and 'OJ Type: Da'. The 'Print Production File' button is visible. The 'Name' column is sorted, showing 'Proof02.pdf', 'Proof03.pdf', 'Proof04.pdf', and 'Proof05.pdf'. The 'Modifier' column shows 'Tina PA' for all items.

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Publication Request :

Note: The changes in the Fields with * will be also applied to the corresponding Fields in the Forecast Form.

OJ Reference: OJ-20110831-001
 Contract/lot/supplier: 10202 LOT 7: Euroscript

OJ Series: C Oj Number: 103 OJ Year: 2011 OJ Type: Daily Publication date: Aug 31, 2011

* Languages to be published:

☒ bg ☒ cs ☒ da ☒ de ☒ el ☒ en ☒ es ☒ et ☒ fi ☒ fr ☐ ga ☒ hr ☒ hu
☒ is ☒ it ☒ lv ☒ lt ☒ mt ☒ nl ☒ pl ☒ pt ☒ ro ☒ sk ☒ sl ☒ sv ☐ all

Typo + model + files Sep 10, 2011 00:00

Proofs + all LV Sep 2, 2011 00:00

Passed for press: Sep 15, 2011 00:00

* Paper OJ: Aug 31, 2011 06:45

Print run Normal

Comments: test Comments

Production Agent: Tina PA

Other contact: KISS Madeleine (OPOCE)

Signed by: Tina PA

Service manager: Eirini Pappa

Control proof Date Hour Minute

* Electr. version: Aug 31, 2011 09:15

Date: --

OK Cancel

Figure 156: OJ Publication Request

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6 Proofreader

6.1 Proofreaders' Inbox

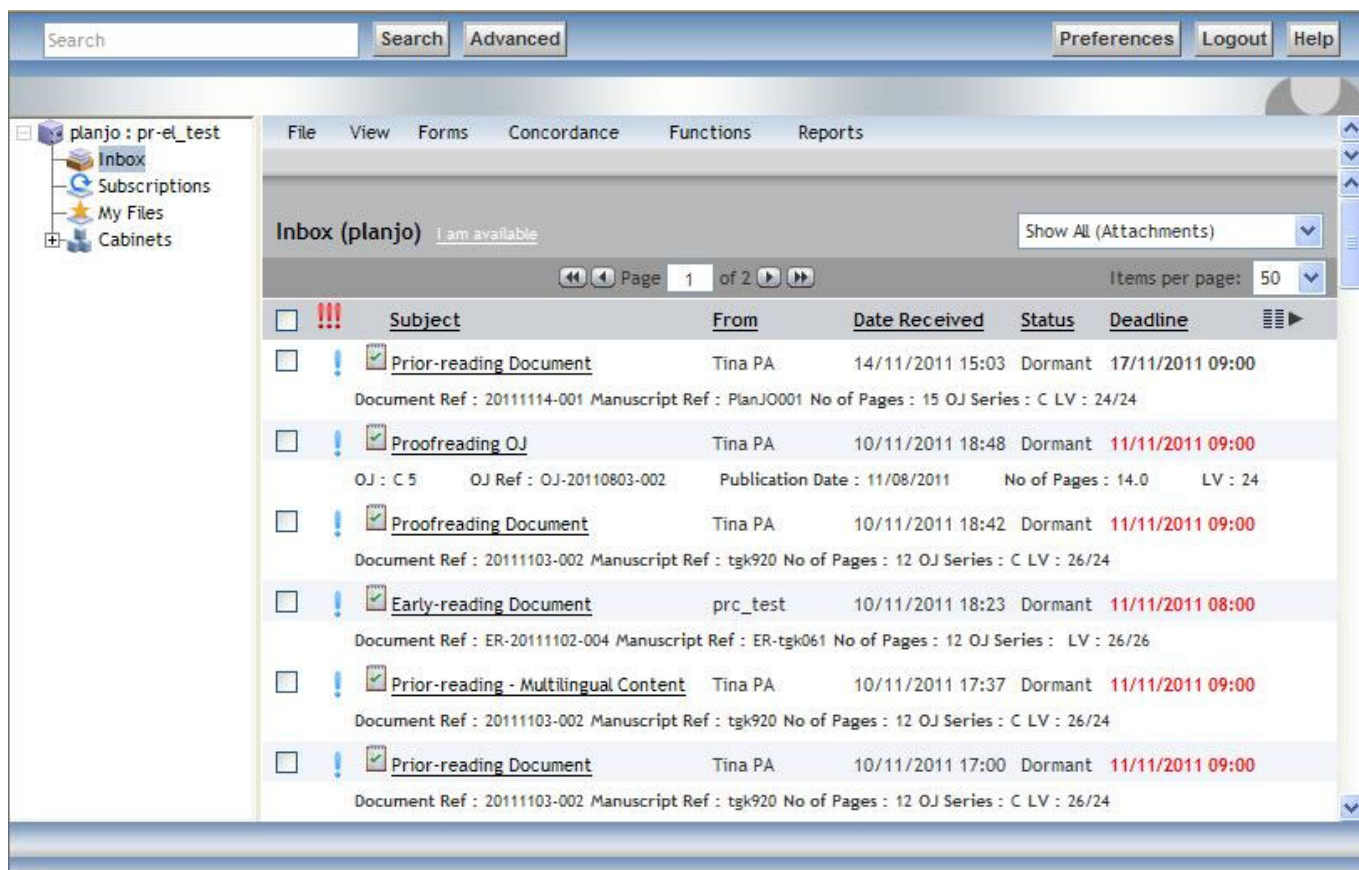
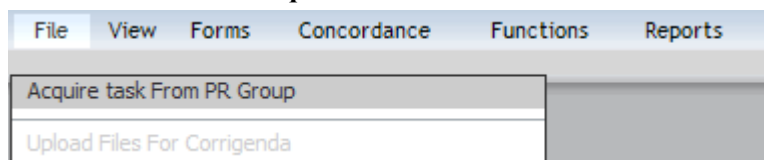


Figure 157: Proofreaders' Inbox

6.2 Acquire task from Proofreader

In order to acquire a task from Proofreader:

1. Select **File>Acquire task from Proofreader**.



2. From the **Select Proofreader inbox** drop-down list as shown in the following figure, select the Proofreader from whom you want to acquire the task. Click **OK** to continue.

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Search for task :

Select PR inbox pr-el_wvg *

? OK Cancel

Figure 158: Select Proofreader

3. Select the **Check to Acquire** check box as shown in the following figure, so as to select the task that you want to acquire from Proofreader's Inbox.
Click **OK** to acquire the task.

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Search for task :

Select task to acquire

Items per page: 50

Check to Acquire	Name of Task	Task State	Document Reference	Manuscript Reference	Date Sent
<input type="checkbox"/>	Prior-reading Document	dormant	20110905-004	PLANJO12345	08/09/2011 12:41
<input type="checkbox"/>	Proofreading Document	dormant	20110103-003	ianas-0103-03	04/01/2011 17:10
<input type="checkbox"/>	Prior-reading Document	dormant	20101222-022	ianas-1222-12	22/12/2010 17:15
<input type="checkbox"/>	Prior-reading Document	dormant	20101222-022	ianas-1222-12	22/12/2010 17:06
<input type="checkbox"/>	Prior-reading Document	dormant	20101213-001	arg-tss-new group	13/12/2010 13:43
<input type="checkbox"/>	Prior-reading Document	dormant	20101119-009	arg_tss-session II	07/12/2010 16:47
<input type="checkbox"/>	Prior-reading Document	acquired	20100714-001	arg-tss author-comments	27/07/2010 16:48
<input type="checkbox"/>	Early-reading Document	acquired	ER-20100714-002	arg-tss-author-commen	14/07/2010 11:28
<input type="checkbox"/>	Proofreading - Multilingual Task	dormant	20081222-001	tgk023	22/12/2008 16:12
<input type="checkbox"/>	For Prior Reading	dormant	20080603-002	tgk505	04/06/2008 16:21

?

OK Cancel

Figure 159: Select Proofreader

6.3 Prior reading of an OJ document

6.3.1 Access and work on a document

To edit files, you check them out to your local computer. When you check out a file, Plan-JO locks the file in the repository so that no one else can edit it except you. Other users can view the file, but they cannot make changes to it. If you check out a file that is linked to several locations in the repository, the file is locked in all those locations. All the changes that you make locally to the checked out file locally are not saved to Plan-JO automatically. To save the new version of the file you should check in the file to the platform as shown below.

In order to access and work on a document:

1. From the **Proofreaders' Inbox**, select the task that you want to work on.

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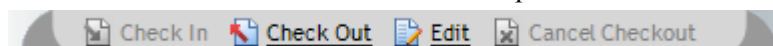
The screenshot shows the PLAN-JO software interface. At the top is a menu bar with 'File', 'View', 'Forms', 'Concordance', 'Functions', and 'Reports'. Below the menu bar are three tabs: 'Info', 'Comments', and 'Progress'. The 'Info' tab is active, displaying document details. On the left, under 'Prior-reading Document', it shows: 'From: Tina PA', 'Received: 14/11/2011 15:03', 'OJ Document Reference: 20111114-001', and 'OJ Manuscript Reference: PlanJO001'. On the right, under 'Metadata', it shows: 'No of pages: 15', 'No of LVs: 24/24', 'Publication Date:', 'OJ: C', and 'DEMED Progress: UNINITIALISED'. Below the metadata is a 'Comments' section with a text area containing '14/11/2011 13:21 - test Author comments'. At the bottom is an 'Attachments' table.

	Name ▲	Modified	Modifier	Version	LV
<input type="checkbox"/>	<u>EL_LV.doc</u>	14/11/2011 15:01	Tina PA	1.0,CURRENT	

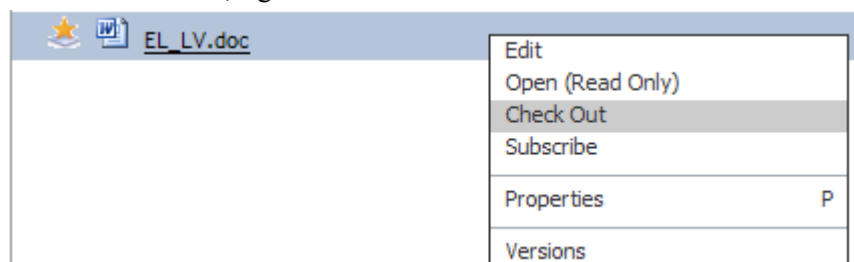
At the bottom right of the interface are buttons: 'Accept', 'Reject', 'Finish', 'Delegate', and 'Close'.

Figure 160: Task info

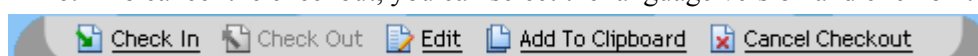
2. Click on **Accept** button, to accept the task and make it unavailable to other users that also received it.
3. Select a language version from within the task.
4. Click on **Check-out** link on the Top Aid toolbar.



Otherwise, right click on the file and select the **Check-out** menu item.



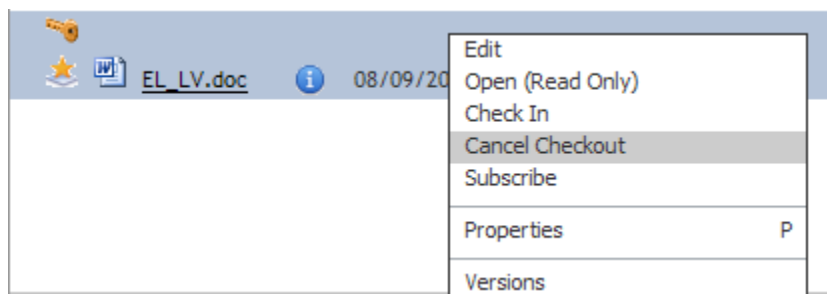
5. The checked out language version is now downloaded on your local host, in the folder that is specified at your preferences. The system puts a key next to the language version to show that it is checked out.
6. To cancel the checkout, you can select the language version and click on the **Cancel checkout** link.



Otherwise, right click on the file and select the **Cancel checkout** menu item.

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	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
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- On the **Cancel checkout** form below, click **OK** to cancel the checkout or **Cancel** to go back to the Document Manager and continue working on the document.

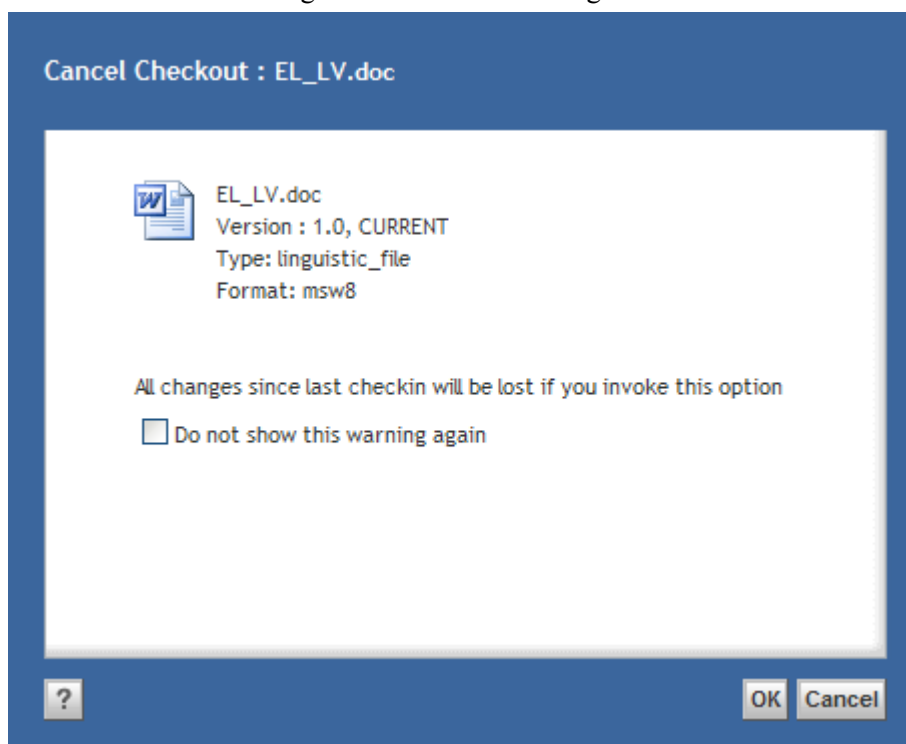


Figure 161: Cancel checkout of LV


- To work on the document, you can either access it locally or select it and click on **Edit** link. The document will open immediately and you can perform Prior reading. Once work on the document is finished, select the language version from the Document Manager and click on the **Check-in** link.
- Fill in the **Check-in form** below. Click on **Show options** link for additional options. To specify a different path for the file, select the checkbox **Check in from file** and click on **Browse** to add the location of the file.

Click **OK** to upload the new version of the language file.

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Checkin : EL_LV.doc



EL_LV.doc
Version : 1.0, CURRENT
Type: linguistic_file
Format: msw8

Version label:

Description:

Format:
MS Word Document 8.0-2003 (Windows)

Lifecycle ID: OJ2

Current State: PA PRIOR

▶ Show options

?


OK Cancel

Figure 162: Check-in LV

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		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Checkin : EL_LV.doc



EL_LV.doc
Version : 1.0, CURRENT
Type: linguistic_file
Format: msw8

Version label:

Description:

Format: MS Word Document 8.0-2003 (Windows)

Lifecycle ID: OJ2

Current State: PA PRIOR

▼ Hide options

☐ Retain Lock

☒ Make this the current version

☐ Keep a local copy after check in

☐ Subscribe to this file

☐ Check in from file

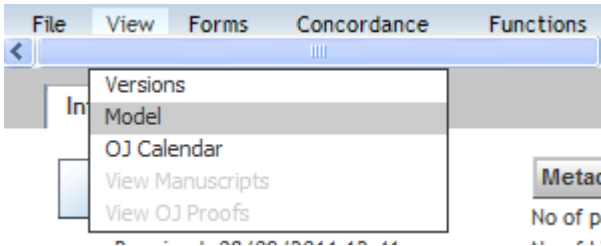
Figure 163: Check-in LV with additional options

6.3.2 View a model

1. Select **View>View model**.

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The model of the language file is presented.



Figure 164: Document model

6.3.3 Access Metadata

In order to view the document Metadata:

1. Open the document manager of a document.
2. Click on **Metadata** button.

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3. In the **View Metadata** form below, you can view the data of the document but you cannot change them. Click **OK** to return to the Document Manager.

Info :

Institution code: COM
Document reference: 20110905-004

Transmission date: 05/09/2011 17:54
Date of latest transmission: 05/09/2011 17:54

Manuscript reference	PLANJO12345	Publication date requested	Apr 10, 2008
ER Document reference:		Publication deadline	Date
ER Manuscript reference:		Publication date	Date
Official No		OJ Series	C
Interinstitutional No		OJ Heading	II
Procedure No	PO-2008-38	OJ Sub heading	a
Publication request No	902	OJ Number	
Registration No	C-2008-14	Language version of the original	EN
Contact name	DOBRE Cristian	Authentic language	EL;LV;RO;SK;EN;
Contact address	DIGIT-EGREFFE-DEVELOPMENT@	Place(s) of signature	
Contact telephone	52769	Signatory name	
Date of adoption	Date	Signatory function	DIRECTEUR GENERAL Barros
Official title	titre		
Document Type	PROP.REG	Languages to be published	<input checked="" type="checkbox"/> bg <input checked="" type="checkbox"/> cs <input checked="" type="checkbox"/> da <input checked="" type="checkbox"/> de <input checked="" type="checkbox"/> el <input checked="" type="checkbox"/> en <input checked="" type="checkbox"/> es <input checked="" type="checkbox"/> et <input checked="" type="checkbox"/> fi <input checked="" type="checkbox"/> fr <input checked="" type="checkbox"/> ga <input type="checkbox"/> hr <input checked="" type="checkbox"/> hu <input type="checkbox"/> is <input checked="" type="checkbox"/> it <input checked="" type="checkbox"/> lv <input checked="" type="checkbox"/> lt <input checked="" type="checkbox"/> mt <input checked="" type="checkbox"/> nl <input checked="" type="checkbox"/> pl <input checked="" type="checkbox"/> pt <input checked="" type="checkbox"/> ro <input checked="" type="checkbox"/> sk <input checked="" type="checkbox"/> sl <input checked="" type="checkbox"/> sv <input type="checkbox"/> all
Duration	Lasting - Durable	Manuscript pages	52
EEA relevance	<input type="radio"/> yes <input checked="" type="radio"/> no	Estimated OJ pages	14.0
Codified version	<input type="radio"/> yes <input checked="" type="radio"/> no	Printed OJ pages	
Service/DG	AGRI	Number of annexes	
Prior-reading	<input type="radio"/> yes <input type="radio"/> no <input checked="" type="radio"/> not sure	Official No Sequence	<input type="radio"/> Decision <input type="radio"/> Regulation <input type="radio"/> Directive <input checked="" type="radio"/> None
Entry into force	Date		
Author comments	05/09/2011 17:54 - Test Author comments 07/09/2011 13:06 - proofs from printer		
Reception Agent comments			
Production Agent comments			

?
Close

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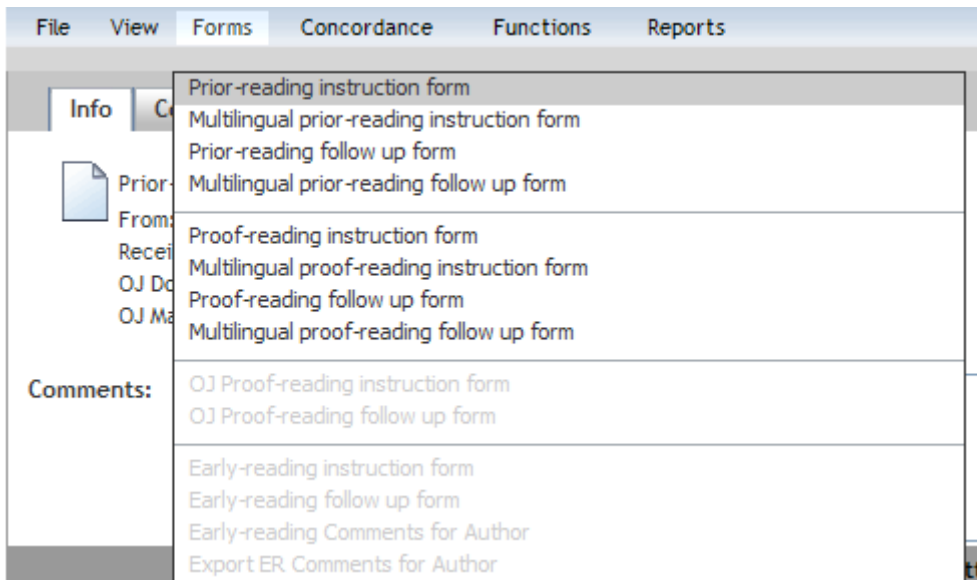
Figure 165: View Metadata

6.3.4 Forms

6.3.5 Prior-reading instruction form

In order to view the Prior-reading instruction form:

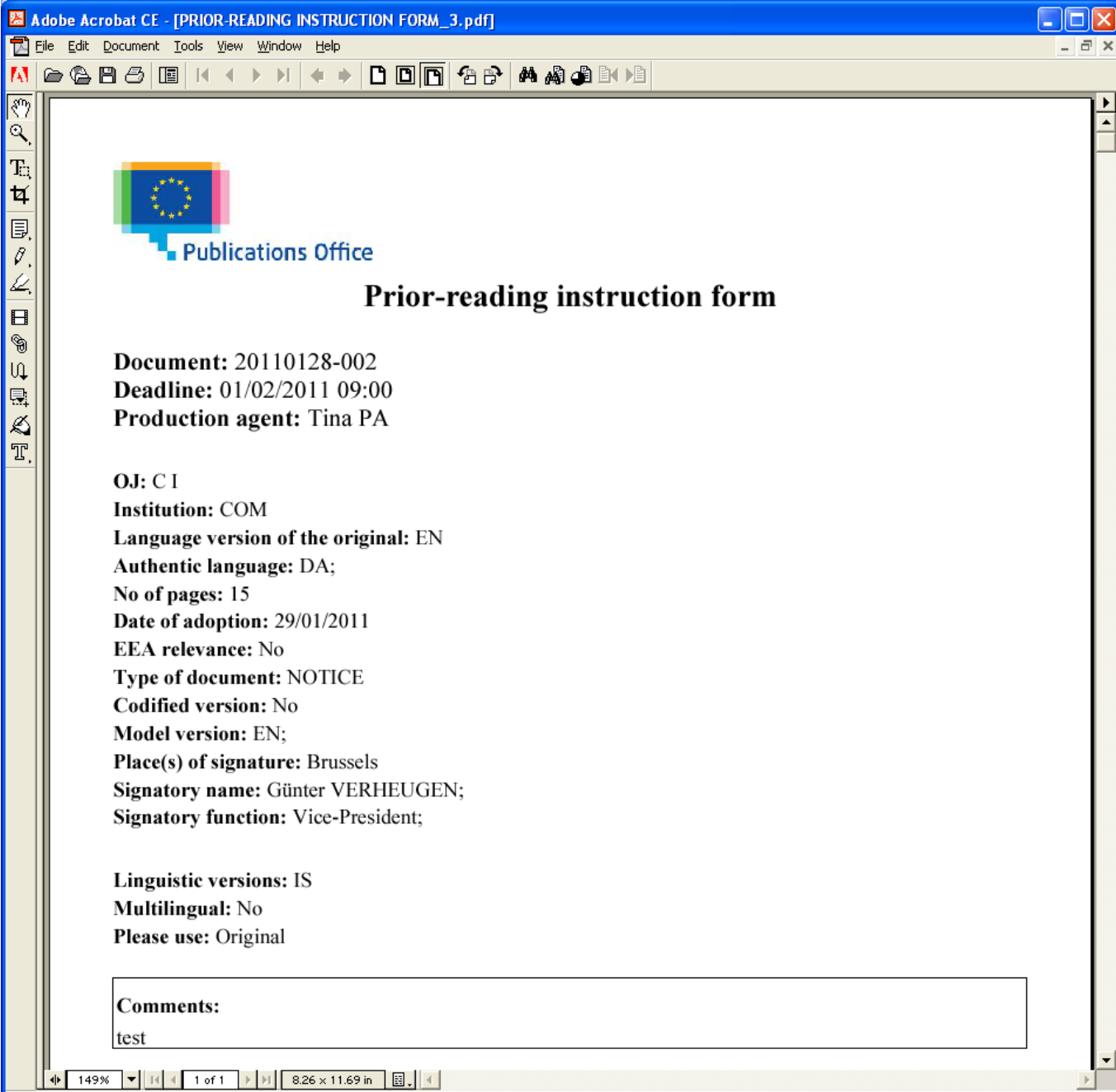
1. Select **Forms>Prior-reading instruction form** or **Multilingual prior-reading instruction form**.



2. On the **Document Process: Prior-reading instruction form** below that opens in pdf format, you can view the details of the Proofreading instructions that the PA sent.

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Publications Office

Prior-reading instruction form

Document: 20110128-002
Deadline: 01/02/2011 09:00
Production agent: Tina PA

OJ: C I
Institution: COM
Language version of the original: EN
Authentic language: DA;
No of pages: 15
Date of adoption: 29/01/2011
EEA relevance: No
Type of document: NOTICE
Codified version: No
Model version: EN;
Place(s) of signature: Brussels
Signatory name: Günter VERHEUGEN;
Signatory function: Vice-President;

Linguistic versions: IS
Multilingual: No
Please use: Original

Comments:
 test

Figure 166: Document Process: Prior-reading instruction form

6.3.6 *Prior-reading follow-up form*

In order to access the Prior-reading follow-up form:

1. Select **Forms>Prior-reading follow-up form** or **Multilingual prior-reading follow-up form**.

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The screenshot shows the PLAN-JO software interface. The 'Forms' menu is open, displaying a list of forms categorized by type: Prior-reading, Proof-reading, and Early-reading. Each category has an instruction form and a follow-up form, with multilingual versions available for the first two. The 'Comments' section on the left shows a list of comments for the selected form. The right side of the interface shows a 'Messages' table with columns for 'From', 'Message', and 'Answer'.

- On the **Document Process: Follow-up form for Proofreaders** below, you can send a message to the Production Agent.

On **Messages** table appear the messages that PR and PA send. The **From** column shows the PR who sent the message (**Message** column), while the **Answer** column presents the answers that the PA sent. The check box **V** (for **Validate**) can be selected by the PA, which means that the comment is validated. In addition, the check box **H** (for **Highlight**) can be selected by the PA to highlight a specific message.

In order to add a message you should type it in the text box that appears at the bottom of the screen. Click on the **Send** button to send the message and select the check box **Notify Production Agent** to send a n email notification to the appropriate PA that is responsible for the document.

Click **Finish** to return to the Document Manager.

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Document Process: Follow up form for Proofreaders

Follow up: Doc_Ref_001
Deadline: 17-06-2006 12:00
 Production Agent: Pal
 No of pages: 21

Repeat instructions from Prior-reading Instruction form

IMPORTANT!!!!
 PLEASE UNDO ALL THE CHANGES YOU MIGHT HAVE MADE CONCERNING "art 33 quaterdecies"
 AS THERE SEEMS TO BE A PROBLEM WITH THE
 CONSOLIDATED VERSIONS THIS TEXT IS BASED ON.
 THEREFORE, FOR THESE POINTS: PLEASE REVERT TO THE TEXT OF THE ORIGINAL MANUSCRIPTS
 while a clarification requested from DG AGRI is still pending

Messages

LV	From	Send	Message	Answer
CS	lipovan	3/7/2006 12:00	SK ok, SV not changed	3/7/2006 12:01 --- ok
DA	buddibi	3/7/2006 12:03	done; think SV is right, do we change?	
DA	buddibi	4/7/2006 13:00	Have not changed; from 1. sept, please, contact others in DAteam, as I am on holiday	
ET	sostrka	5/7/2006 13:00	(6) ok. But the same in Art. 9 and table in annex II then... Undo ok.	
ES	es1	2/7/2006 13:00	any change made with "art. 33"	
FI	fi1	3/7/2006 13:00	undo ok	
IT	it1	6/7/2006 13:00	"e-mail ok; same problem in art. 10(c) ("33 decies" instead of "33 undecies") and 10(d) ("33 undecies" instead of "33 duodecies")"	6/7/2006 13:02 --- please leave as it is
LV	lv1	2/7/2006 13:00	E-mail OK	
NL	nl1	2/7/2006 13:00	No changes	
PL	pl1	2/7/2006 13:00	SV, ET ok., mail ok.	

PR Comment to PA

Send Clear ☐ Notify Production Agent

Finish Cancel

Figure 167: Document Process: Follow-up form for Proofreaders

6.4 Prior-reading of an OJ document with Corrigenda

In order to access and work on a document:

1. From the **Proofreaders' Inbox**, select the task that you want to work on and the **Document Type** is specified as **Corrigenda** in the Meta data form.

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The screenshot displays the PLAN-JO web application interface for a Corrigenda task. At the top, there are three tabs: 'Info', 'Comments', and 'Progress'. The 'Info' tab is selected, showing document details. On the left, a document icon is labeled 'Prior-reading Document'. Below it, the 'From' field shows 'Tina PA', 'Received' is '12/09/2011 19:57', 'OJ Document Reference' is '20110912-006', and 'OJ Manuscript Reference' is 'corr01'. On the right, there are two buttons: 'Metadata' and 'Work on Document'. Below these, the 'No of pages' is 1, 'No of LVs' is 0/25, 'Publication Date' is 14/09/2011, 'OJ' is C, and 'DEMED Progress' is COMPLETE. A 'Comments' section shows a single comment: '12/09/2011 16:29 - test comments'. Below the comments is an 'Attachments' section with the message 'No Attachments Found'. At the bottom right, there are three buttons: 'Finish', 'Delegate', and 'Close'.

Figure 168: Corrigenda task without attachments

2. Click on **Accept** button, to accept the task and make it unavailable to other users that also received it.
3. Work on the document according to the instructions that can be found in the Comments field inside the task or in the Prior-reading instruction form. A Corrigenda task is not always empty. It can also have instructions and additional information in a file attached to the task. You can also follow all the steps presented already about the Prior-reading of an OJ Document.
4. Select **File>Upload Files For Corrigenda** in order to upload the files that should be send back the PA.

The screenshot shows the 'File' menu of the PLAN-JO application. The menu is open, displaying several options. The 'Upload Files For Corrigenda' option is highlighted with a grey background. Other visible options include 'Upload files', 'Acquire task From PR Group', and 'About Plan-JO'. To the right of the menu, there are buttons for 'Metadata' and 'Work on Document', and the 'No of pages' is shown as 1.

5. In the **Upload files** form below, click on the **Add Files** button to browse and select the appropriate files.

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Click **OK**, to upload the files and return to the task. The uploaded file will appear in the task as shown in the picture below.

Upload files :

Selected Files:

EL_LV.doc

Add Files Remove

? OK Cancel

Figure 169: Upload files for Corrigenda


- At the end of the Prior-reading, click the **Finish** button from within the task to send it back to the PA.

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File View Forms Concordance Functions Reports

Info Comments Progress

Prior-reading Document 




From: Tina PA
Received: 12/09/2011 19:57
OJ Document Reference: 20110912-006
OJ Manuscript Reference: corr01

Metadata Work on Document

No of pages: 1
No of LVs: 1/25
Publication Date: 14/09/2011
OJ: C
DEMED Progress: COMPLETE

Comments: 12/09/2011 16:29 - test comments

Attachments

<input type="checkbox"/>	Name ▲	Modified	Modifier	Version	LV
<input type="checkbox"/>	  EL_LV.doc 	14/09/2011 16:18	pr-el_test	1.0,CURRENT	EL

Finish Delegate Close

Figure 170: Corrigenda task after attaching files

6.5 Proofreading of an OJ document

6.5.1 Forms

6.5.1.1 Proofreading-instruction form

In order to access the Proofreading-instruction forms:

1. From the **Proofreaders' Inbox**, select the task that you want to work on.
2. Select **Forms>Proofreading-instruction form** or **Multilingual proofreading-instruction form**.

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The screenshot shows the PLAN-JO software interface. The top menu bar includes 'File', 'View', 'Forms', 'Concordance', 'Functions', and 'Reports'. The 'Forms' menu is open, displaying a list of forms. The 'Info' tab is selected on the left sidebar. The 'Proof-reading instruction form' is highlighted in the list. The 'Comments' section is also visible on the left sidebar.

- On the **Proofreading-instruction form** below that opens in pdf format, you can view the details of the Proofreading instructions that the PA sent.

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Adobe Acrobat CE - [PROOFREADING INSTRUCTION FORM.pdf]

File Edit Document Tools View Window Help

Publications Office

Proofreading instruction form

Document: 20110905-004
Deadline: 14/09/2011 09:00
Production agent: Tina PA

OJ: C II
Institution: COM
Language version of the original: EN
Authentic language: ;
 EL;LV;RO;SK;EN;DE;FR;MT;PL;SL;FI;ES;CS;ET;LT;NL;SV;GA;IT;PT;BG;HU;DA
No of pages: 14.0
Date of adoption:
EEA relevance: No
Type of document: PROP.REG
Codified version: No
Model version: EN;
Place(s) of signature: Bruxelles
Signatory name: DIRECTEUR GENERAL Barros
Signatory function: ;

Linguistic versions: EL
Multilingual: No

Comments:
 test proof reading

120% 1 of 1 8.26 x 11.69 in

Figure 171: Document Process: Proofreading-instruction form

6.5.1.2 Proofreading follow-up form

Follow the same procedure as presented on Prior-reading follow-up form. Refer to section 6.3.6.

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6.6 Early-reading of an ER Document

The Early-reading of an ER Document follows the same rules as presented for the Early-reading of a Document to be published.

Attachments					
<input type="checkbox"/>	Name ▲	Modified	Modifier	Version	LV
<input type="checkbox"/>	EL_LV.doc	10/11/2011 18:22	prc_test	1.0,CURRENT	

Figure 172: Early-reading task

6.6.1 Forms

6.6.1.1 Early-reading Instruction form

Follow the same procedure as presented for **Prior-reading Instruction form**. Refer to section 5.9.4.1.

6.6.1.2 Early-reading Follow-up form

Follow the same procedure as presented for **Prior-reading follow-up form**. Refer to section 5.9.4.2.

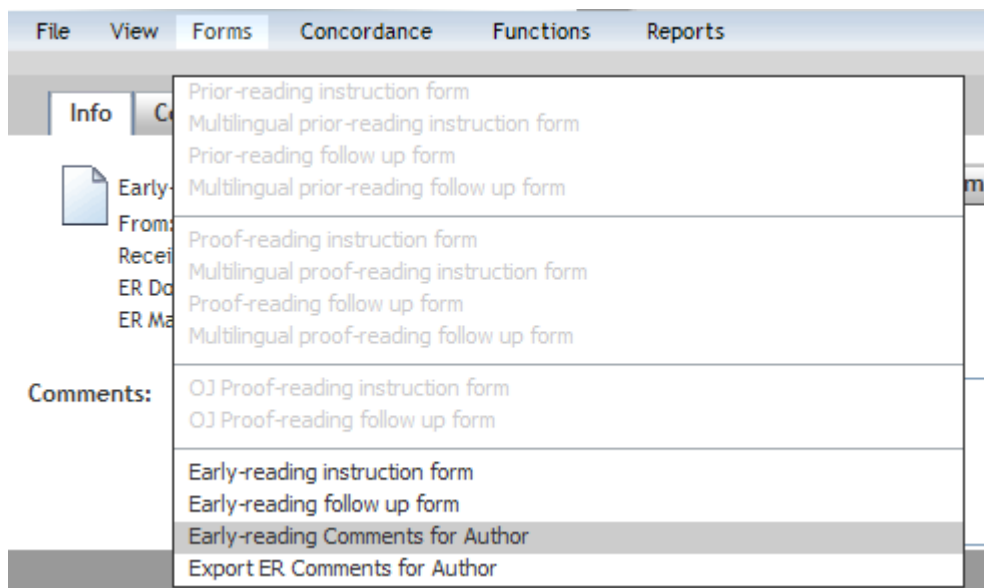
6.6.1.3 Early-reading Comments form for the Author

In order to access the Early-reading Comments form:

1. Access an accepted task for ER document or the ER document manager.
2. Select **Forms>Early-reading Comments for Author**.

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- On the **Document Process: Early-reading comments form** below, fill in the comments for the author. Click **OK** to save the comments form.

Document Process : Early-reading instruction form

Comments to Author

?

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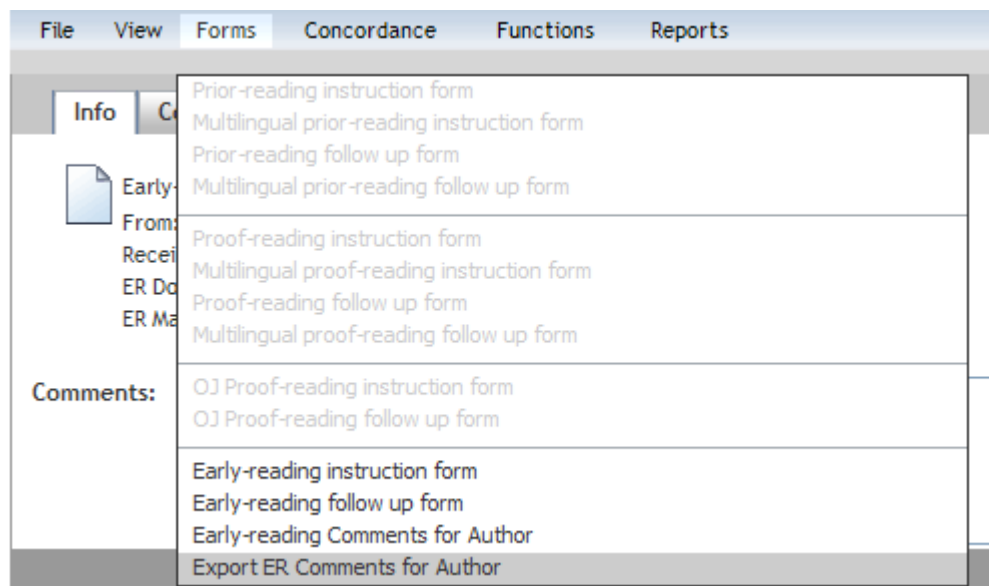
	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238 Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11
--	----------------------------	-------------------------------------------------------------------------------------------------------------------

Figure 173: Document Process: Early-reading comments form

6.6.1.4 Export Early-reading Comments form for the Author

In order to export the Early-reading Comments form in pdf:

1. Access an accepted task for ER document or the ER document manager.
2. Select **Forms>Export ER Comments for Author**.



Comments to Author

Document reference: ER-20100519-015

Messages

LV	From	Sent	Message
EL	pr-el test	24/05/2010 15:57	Test Comments from Greek PR team
PRC	prc test	19/05/2010 19:16	Test comments of PRC

Figure 174: Early-reading comments form in pdf format

6.7 Proofreading of an OJ

The Proofreading of an OJ follows the same rules as presented for the Proofreading of an OJ Document.

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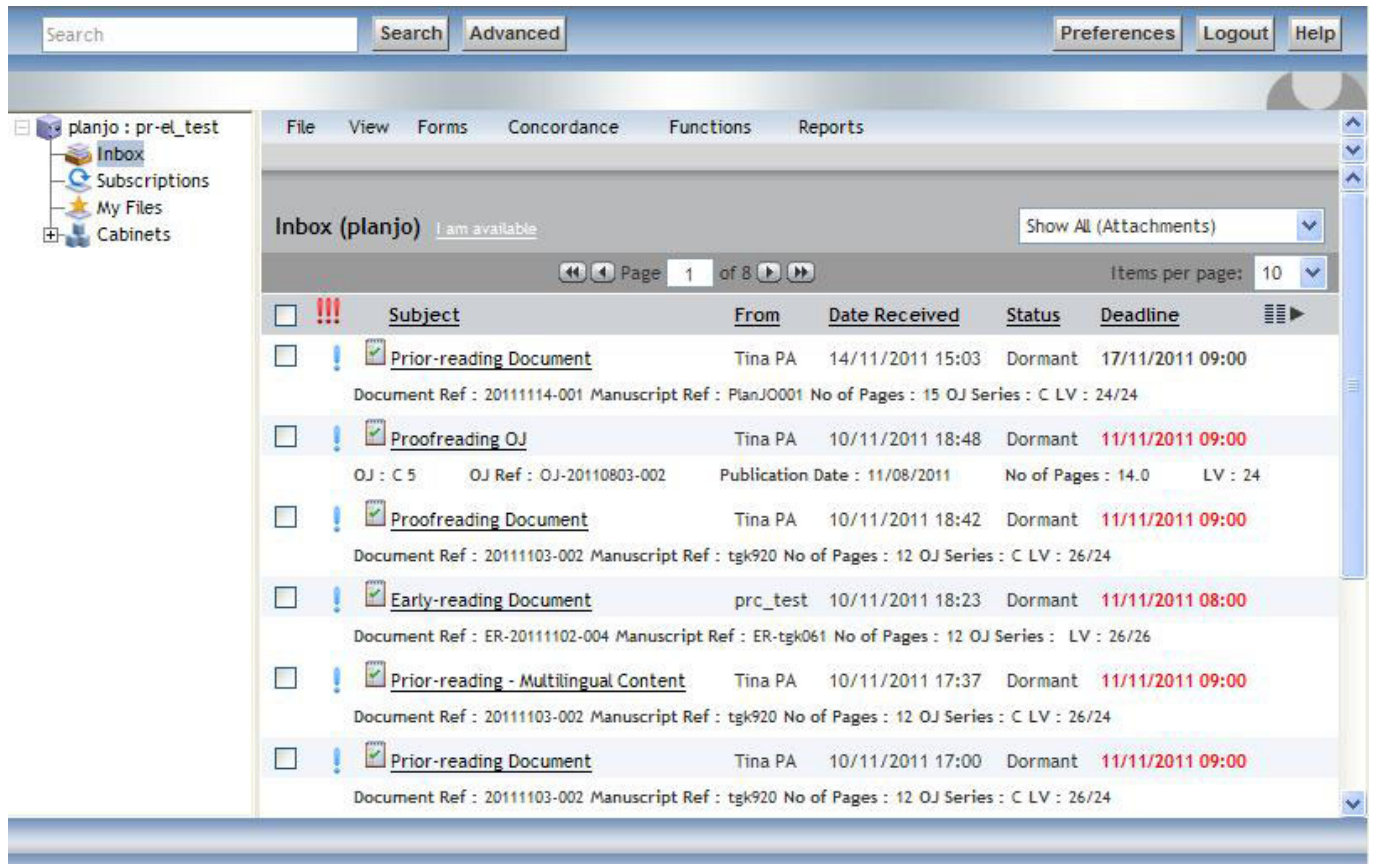


Figure 175: Inbox – “OJ Proofreading” task


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Info

Comments

Progress

 Proofreading OJ

From: Tina PA

Received: 10/11/2011 18:48

Collator: Tina PA

OJ: C 5

OJ Type: Extra



OJ Metadata

Print Production File

Contract Lot Supplier: 10202 LOT 1: Euroscript

Publication Date: 11/08/2011

Short Title:

Attachments					
<input type="checkbox"/>	Name ▲	Modified	Modifier	Version	LV
<input type="checkbox"/>	 <u>Proof04.pdf</u> 	10/11/2011 18:46	Tina PA	1.0,CURRENT	

Accept

Reject

Finish

Delegate

Close

Figure 176: For Proofreading task

6.7.1 Forms

6.7.1.1 Access OJ Metadata

In order to access the Metadata form of the OJ:

1. Open a task with name For Proofreading.
2. If the task is not accepted already, click Accept.
3. Click on **OJ Metadata** button.

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	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

OJ Metadata :

OJ Series

C ▼ *

Publication Date

Aug 31, 2011

OJ Year

2011 *

OJ Type

Daily ▼ *

OJ Number

103

Lock OJ Number

☐ yes ☒ no

Contract/LOT/Supplier

10202 LOT 7: Euroscript ▼ *

Description

Test OJ

more notes

OJ Collator

Tina PA ▼

?

Close

Figure 177: OJ Metadata (read only)

6.7.1.2 Access PPF

In order to access the PPF of the OJ:

1. Open a task with name For Proofreading.
2. If the task is not accepted already, click Accept.
3. Click on **Work on PPF** button.

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Print Production File

OJ Functions Doc Functions

OJ L 128 - 14/09/2011 10202 LOT 1: Euroscript Total pages: 12 STATUS: PREPARE

<input type="checkbox"/>	Document Reference	Manuscript Reference	Document Type	Duration	Adoption Date	Signatory	Official No Seq.	Official No	Treaty Reference	Manuscript Pages	Start Page	End Page	Length	EEA Rel.	Institution	Institution to be invoiced
<input type="checkbox"/>	CORRIGENDA															
<input type="checkbox"/>	Document Reference	Manuscript Reference (Dossier)	Official No Seq.	Corrigendum to (official number):	Start Page	End Page	Length	Institution	Institution to be invoiced	Pages Invoiced	DEMED Number	DEMED Status	Input Sheet	Control Proofs	Comments	
<input type="checkbox"/>	20100119-002	arg-uuy	DEC	2011/17	0	0	12.0	COM			Empty	NOT_CREATED				

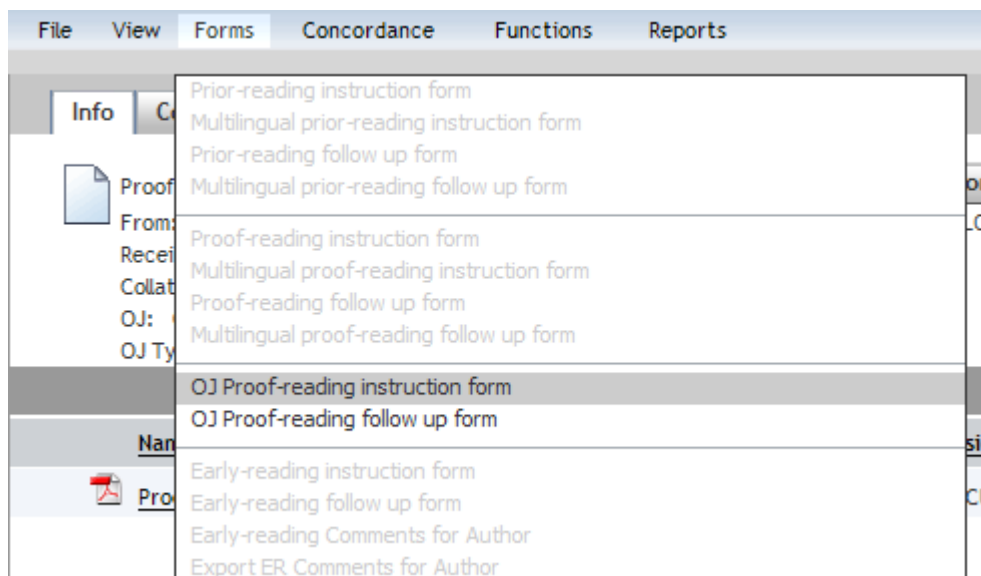
Refresh Save Save and Close Print Cancel

Figure 178: PPF (read only)

6.7.1.3 OJ Proofreading instruction form

In order to access the OJ Proofreading instruction form:

1. Open a task with name **For Proofreading**.
2. If the task is not accepted already, click **Accept**.
3. Select **Forms>OJ Proofreading instruction form**.



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OJ Proofreading instruction form :

OJ Series C OJ number 103 OJ type Daily Short title Test OJ
[more notes](#)

Deadline Sep 1, 2011 09:00 * Select proofreader team

Production Agent Tina PA

No of pages 15

Publication date Aug 31, 2011

Comments

☐ bg ☐ cs ☐ da ☐ de ☒ el
☐ en ☐ es ☐ et ☐ fi ☐ fr
☐ ga ☐ hr ☐ hu ☐ is ☐ it
☐ lv ☐ lt ☐ mt ☐ nl ☐ pl
☐ pt ☐ ro ☐ sk ☐ sl ☐ sv ☐ all






Figure 179: OJ Proofreading instruction form

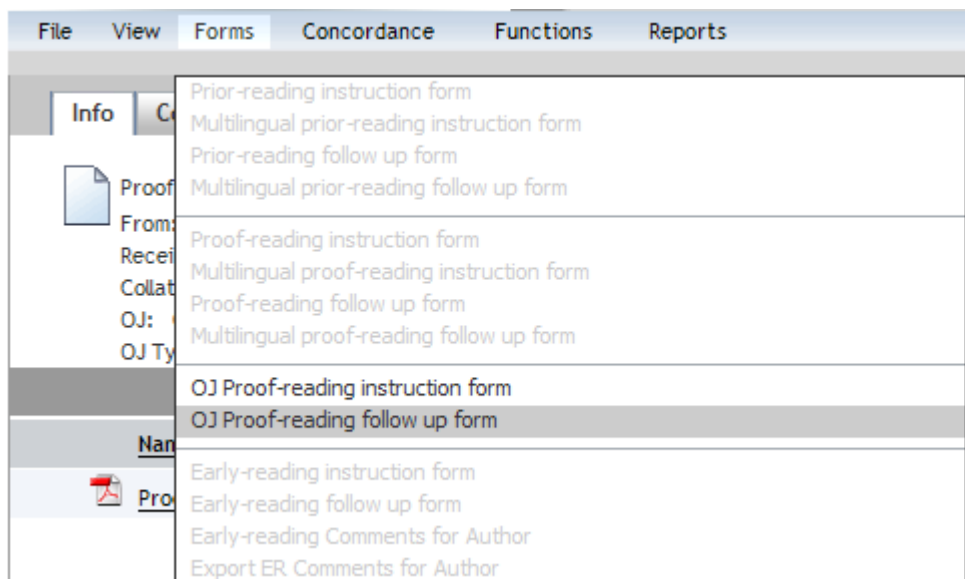
6.7.1.4 OJ Proofreading follow-up form

In order to access the OJ Proofreading follow-up form:

1. Open a task with name **For Proofreading**.
2. If the task is not accepted already, click **Accept**.
3. Select **Forms>OJ Proofreading follow up form**.

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- Follow the same procedure as presented on Prior-reading follow-up form. Refer to section 6.3.6.

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7 Reception Coordinator

As a reception coordinator, you have the same functionalities as the Reception Agent. The only difference is that thought the reports that you can display additional and more detailed information with group details.

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8 Production Coordinator

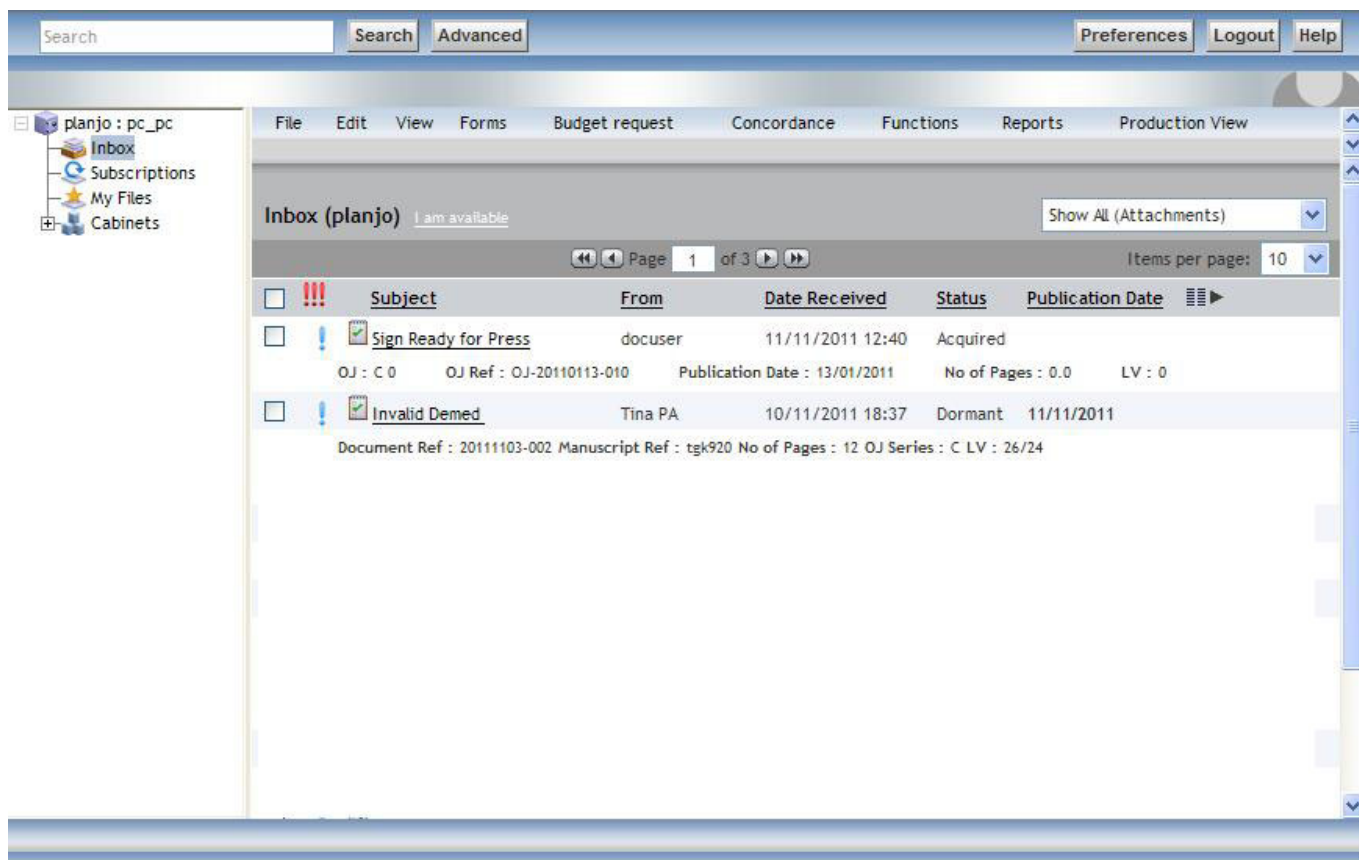


Figure 180: Production Coordinator's Inbox

8.1 Dispatch to printer – Invalid DEMED

In order to dispatch a document with invalid DEMED value to printer:

1. From the **Inbox**, select the task that you want to work on.
2. Click on **Accept** button, to accept the task and make it unavailable to other users that also received it.

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InfoCommentsProgress

Invalid Demed

From: Tina PA
Received: 10/11/2011 18:37
OJ Document Reference: 20111103-002
OJ Manuscript Reference: tgk920

MetadataWork on Document
No of pages: 12
No of LVs: 26/24
Publication Date: 11/11/2011
OJ: C
DEMED Progress: COMPLETE

Comments:

Attachments

	Name ▲	Modified	Modifier	Version	LV
<input type="checkbox"/>	HR_LV.doc	10/11/2011 18:37	Tina PA	1.0,CURRENT	
<input type="checkbox"/>	IS_LV.doc	10/11/2011 18:37	Tina PA	1.0,CURRENT	
<input type="checkbox"/>	PRF_20111103-002.pdf	10/11/2011 18:37	Tina PA	1.0,CURRENT	

AcceptFinishClose

Figure 181: Invalid DEMED task

- Click on **Finish** button, to dispatch the document to the printer.
- Click on **OK** button, to confirm the dispatch and remove the task from your **Inbox**.

8.2 Update Ready for Press Template

In order to update the Ready for Press Template:

- Select **Production View>Update the Ready for Press Template**.

FileEditViewFormsBudget requestConcordanceFunctionsReportsProduction View

Access Production View
Update Ready For Press Template

- In the **Ready for Press** form below, update the pages per LV and click on **Calculate Results** to calculate the sum of pages.

Click **Save**.

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Ready For Press

BORDEREAU DE LIVRAISON VERSANDLISTE

	BG	CS	DA	DE	EL	EN	ES	ET	FI	FR	GA	HR	HU	IS	IT	LV	LT	MT	NL	PL	PT	RO
Verpackt und etikettiert an das Amt für Veröffentlichungen (Gasperich) zu liefern/À livrer sous emballage étiqueté à l'Office des publications (Gasperich)																						
1) Archive	2	2	2	2	2	2	2	2	2	2			2		2	2	2	2	2	2	2	2
2) Affichage réception	2	2	2	2	2	2	2	2	2	2			2		2	2	2	2	2	2	2	2
3) Infotechnique	3	3	3	3	3	3	3	3	3	3			3		3	3	3	3	3	3	3	3
4) Stock	10	10	10	20	10	30	20	10	10	30			10		20	10	10	10	10	10	10	10
5) Menge für Direktversand: lose (auf Paletten oder in Containern) an das Amt für Veröffentlichungen (Gasperich) zu liefern/Exemplaires pour diffusion à livrer (sur palettes ou dans des conteneurs) à l'Office des publications																						
		6	6		6	6	6	6	6				6		6		6	6	6	6	6	6

?

Save Cancel

Figure 182: Update Ready for Press Template

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8.3 Production (Calendar) view

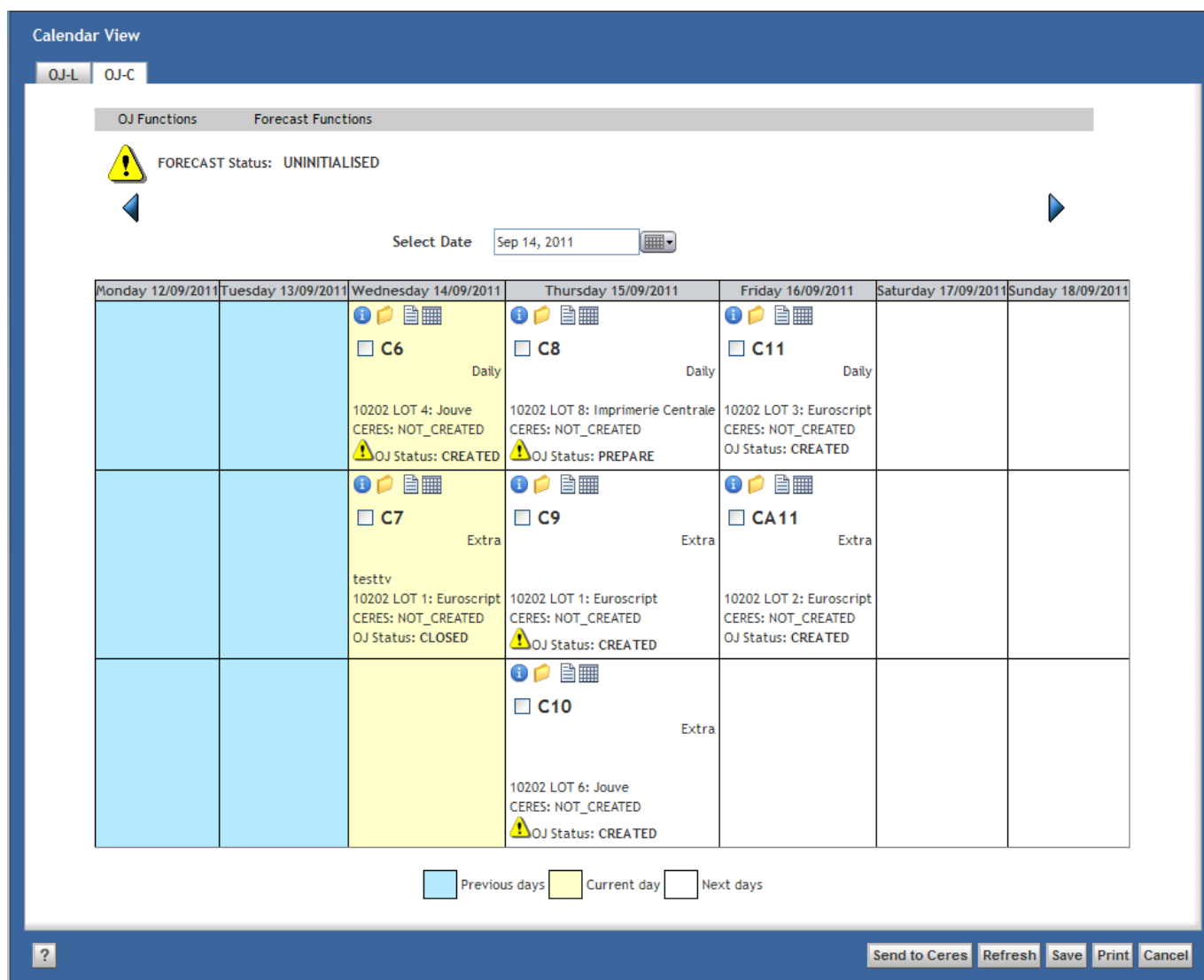


Figure 183: Calendar View

Note: The OJs are ordered automatically in the calendar view according to their OJ number.

8.3.1 OJ Functions

Follow the same procedure as presented for Production/Calendar View. Refer to section 5.11.

8.3.2 Navigate

Follow the same procedure as presented for Navigate. Refer to section 5.11.5.

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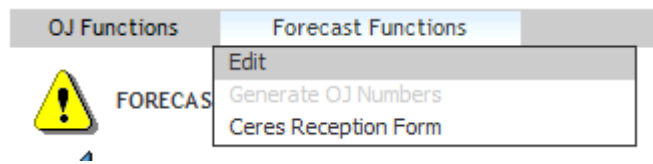
	<h1 style="text-align: center;">PLAN-JO USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

8.3.3 Forecast Functions

8.3.3.1 Edit OJ Numbers

In order to edit the OJ numbers of specific OJs:

1. Access the **Calendar view**.
2. Select the OJs that you want to modify their OJ number.
3. Select **Forecast Functions>Edit**



4. Fill in the **OJ-no** fields in the box of each OJ.
Click on **Apply New OJ Numbers** button.


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Calendar View

OJ-L OJ-C

OJ Functions Forecast Functions

 FORECAST Status: UNINITIALISED

Select Date Sep 14, 2011

Monday 12/09/2011	Tuesday 13/09/2011	Wednesday 14/09/2011	Thursday 15/09/2011	Friday 16/09/2011	Saturday 17/09/2011	Sunday 18/09/2011
		  <input type="checkbox"/> C6 Daily 10202 LOT 4: Jouve CERES: NOT_CREATED  OJ Status: CREATED	  <input checked="" type="checkbox"/> C8 Daily 10202 LOT 8: Imprimerie Centrale CERES: NOT_CREATED  OJ Status: PREPARE OJ-no <input type="text"/>	  <input type="checkbox"/> C11 Daily 10202 LOT 3: Euroscript CERES: NOT_CREATED OJ Status: CREATED		
		  <input type="checkbox"/> C7 Extra testtv 10202 LOT 1: Euroscript CERES: NOT_CREATED OJ Status: CLOSED	  <input type="checkbox"/> C9 Extra 10202 LOT 1: Euroscript CERES: NOT_CREATED  OJ Status: CREATED	  <input type="checkbox"/> CA11 Extra 10202 LOT 2: Euroscript CERES: NOT_CREATED OJ Status: CREATED		
			  <input type="checkbox"/> C10 Extra 10202 LOT 6: Jouve CERES: NOT_CREATED  OJ Status: CREATED			

Apply New OJ Numbers

? Send to Ceres Refresh Save Print Cancel


Figure 184: Calendar View – Edit OJ numbers

8.3.3.2 Generate OJ Numbers

In order to generate the OJ numbers of the OJs of the specific week:

1. Access the **Calendar view**.
2. Select **Forecast Functions>Generate OJ Numbers**.

OJ Functions Forecast Functions

 FORECAST

- Edit
- Generate OJ Numbers**
- Ceres Reception Form

3. Click on **Save** button to save the proposed OJ numbers or on **Cancel** button to revoke the changes.

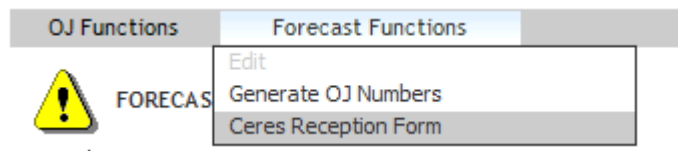
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8.3.3.3 Ceres Reception Form

In order to access the Ceres Reception Form:

1. Access the **Calendar view**.
2. Select **Forecast Functions>Ceres Reception Form**



Ceres Reception Form:

OJ	OJ number	OJ Series	Publication Date	BG	CS	DA	DE	EL	EN	ES	ET	FI	FR	GA	HU	IT	LT	LV	MT	NL	PL	PT	RO	SK	SL	SV	Reception FMX	Reception PDF	Diffusion FMX	Diffusion PDF
OJ-20080513-002	91	C	05/13/2008 15:56:09	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FMX	PDF	FMX	PDF
OJ-20080513-001	66	C	05/14/2008 11:35:37	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FMX	PDF	FMX	PDF
OJ-20080517-002	0	C	05/17/2008 13:30:50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FMX	PDF	FMX	PDF
OJ-20080513-003	30	C	05/13/2008 10:13:35	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FMX	PDF	FMX	PDF
OJ-20080517-003	0	C	05/17/2008 17:35:36	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FMX	PDF	FMX	PDF


Close

Figure 185: Ceres Reception Form

8.3.4 Other functions

8.3.4.1 CERES form – Forecast per OJ

In order to access the Forecast per OJ:

1. Access the **Calendar view**.
2. Select the icon  next to an OJ.
3. In the CERES form below, edit the appropriate fields.

Click on **Save** button.

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CERES :

<< >>

OJL 0 15/09/2011 Contract 6302 LOT 1: SZ/Euroscript

Languages to be published

☒ bg ☒ cs ☒ da ☒ de ☒ el ☒ en ☒ es ☒ et ☒ fi ☒ fr ☐ ga ☒ hr ☒ hu
☒ is ☒ it ☒ lt ☒ lv ☒ mt ☒ nl ☒ pl ☒ pt ☒ ro ☒ sk ☒ sl ☒ sv ☐ all

Paper Version Sep 15, 2011 06:00
 Electronic Version Sep 15, 2011 09:00 ☐ FMX ☐ PDF

Comments Selectionnez un commentaire

?

Save Cancel

Figure 186: Ceres Form – Forecast Per OJ

8.3.4.2 Send to CERES

In order to Send the Forecast to CERES:

1. Access the **Calendar view**.
2. Click on **Send to CERES** button.
3. On the following message: “Do you want the forecast to be sent to printers?”, select whether to send the forecast to the printers or not.

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9 Proofreader Coordinator

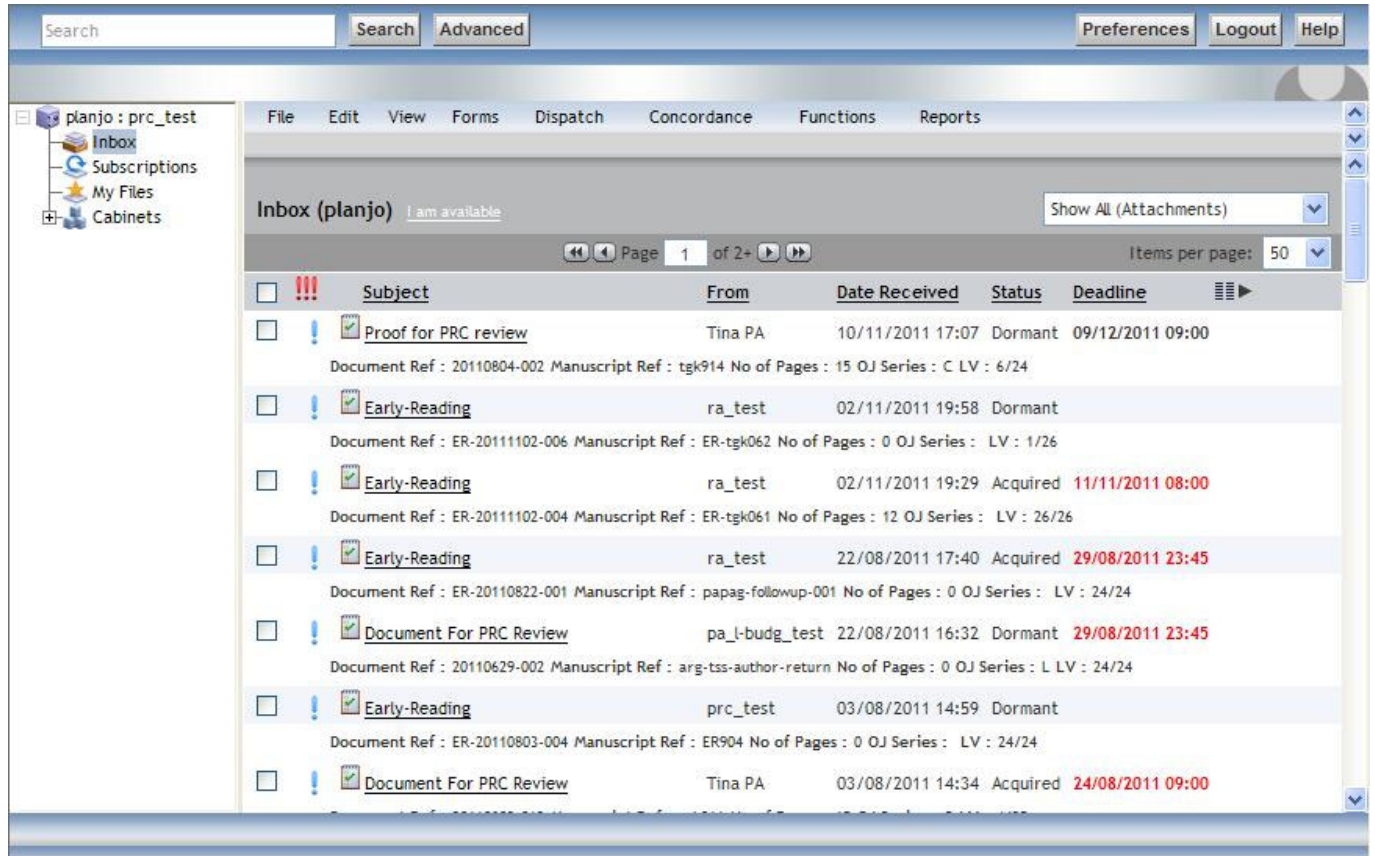


Figure 187: Proofreader Coordinator's Inbox

9.1 Set Deadline for Proof/Prior-Reading

In order to change the deadline for prior-reading or proofreading:

1. From the **Inbox**, select the task that you want to work on.
2. Click on **Accept** button, to accept the task and make it unavailable to other users that also received it.


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Info

Comments

Progress



Proof for PRC review

From: Tina PA

Received: 10/11/2011 17:07

OJ Document Reference: 20110804-002

OJ Manuscript Reference: tgg914

Metadata

Work on Document

No of pages: 15

No of LVs: 6/24



Publication Date:

OJ: C

DEMED Progress: UNINITIALISED

Comments:

Attachments

	Name ▲	Modified	Modifier	Version	LV
<input type="checkbox"/>	 Proof04.pdf 	10/11/2011 17:06	Tina PA	1.0,CURRENT	

Accept

Reject

Finish

Close


Figure 188: PRC task

3. Click on **Work on document**, to open the Document Manager.
4. Access the Prior-reading or the Proofreading Instruction form.
5. Change the Prior-reading and Proofreading deadline (if necessary).
6. Go back to the task from your **Inbox**.
7. Click on **Finish** button, to dispatch the document to the Proofreader.

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Dispatch to proof reading teams


Document For PRC Review

From: pa_c-extra
Received: 14/09/2011 10:57
Institution:
OJ Document Reference:
OJ Manuscript Reference:
Parent Document:
DEMED Status:

No of pages:
No of LVs:
Publication Date:
OJ:
DEMED Progress:

Finish Task

This task will be automatically removed from your inbox.
☐ Do not show this confirmation again.

?
OK
Cancel

Figure 189: Dispatch to proofreader

- Click on **OK** button, to confirm the dispatch and remove the task from your **Inbox**.

9.2 ER Document Task

In order to access and work on a document:

- From the **Proofreaders' Inbox**, select the task that you want to work on.

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Info Comments Progress

Early-Reading

From: ra_test
 Received: 14/11/2011 16:57
 ER Document Reference: ER-20111114-002
 ER Manuscript Reference: ER-001

Metadata Work on Document

No of pages: 15
 No of LVs: 24/24

Comments: 14/11/2011 16:55 - Author comments

Attachments

	Name ▲	Modified	Modifier	Version	LV
<input type="checkbox"/>	BG_LV.doc	14/11/2011 16:55	ra_test	1.0,CURRENT	
<input type="checkbox"/>	CS_LV.doc	14/11/2011 16:55	ra_test	1.0,CURRENT	
<input type="checkbox"/>	DA_LV.doc	14/11/2011 16:55	ra_test	1.0,CURRENT	
<input type="checkbox"/>	DE_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	EL_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	EN_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	ES_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	ET_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	FI_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	FR_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	GA_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	HR_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	

Accept Finish Close

Figure 190: Early-reading task info

- Click on **Accept** button, to accept the task and make it unavailable to other users that also received it.

9.3 Upload files

In order to upload files for an Early reading document:

- Access an accepted task for ER document or the ER document manager.
- Select **File>Upload files**.

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3. In the **Upload files** form below, select on of the available option (**Model** or **Correspondence** or **Other files**) from the drop down list and click on the **Add Files** button to select the appropriate files. You can also add **Comments** in the corresponding field (optional).

Click **OK** to upload the files to the corresponding folder.

Figure 191: Upload files for ER document

9.4 Use Clean or Original

In order to use the cleaned files received from the OJ Format for an Early reading document:

1. Access an accepted task for ER document or the ER document manager.
2. Select **File> Use Clean or Original**.

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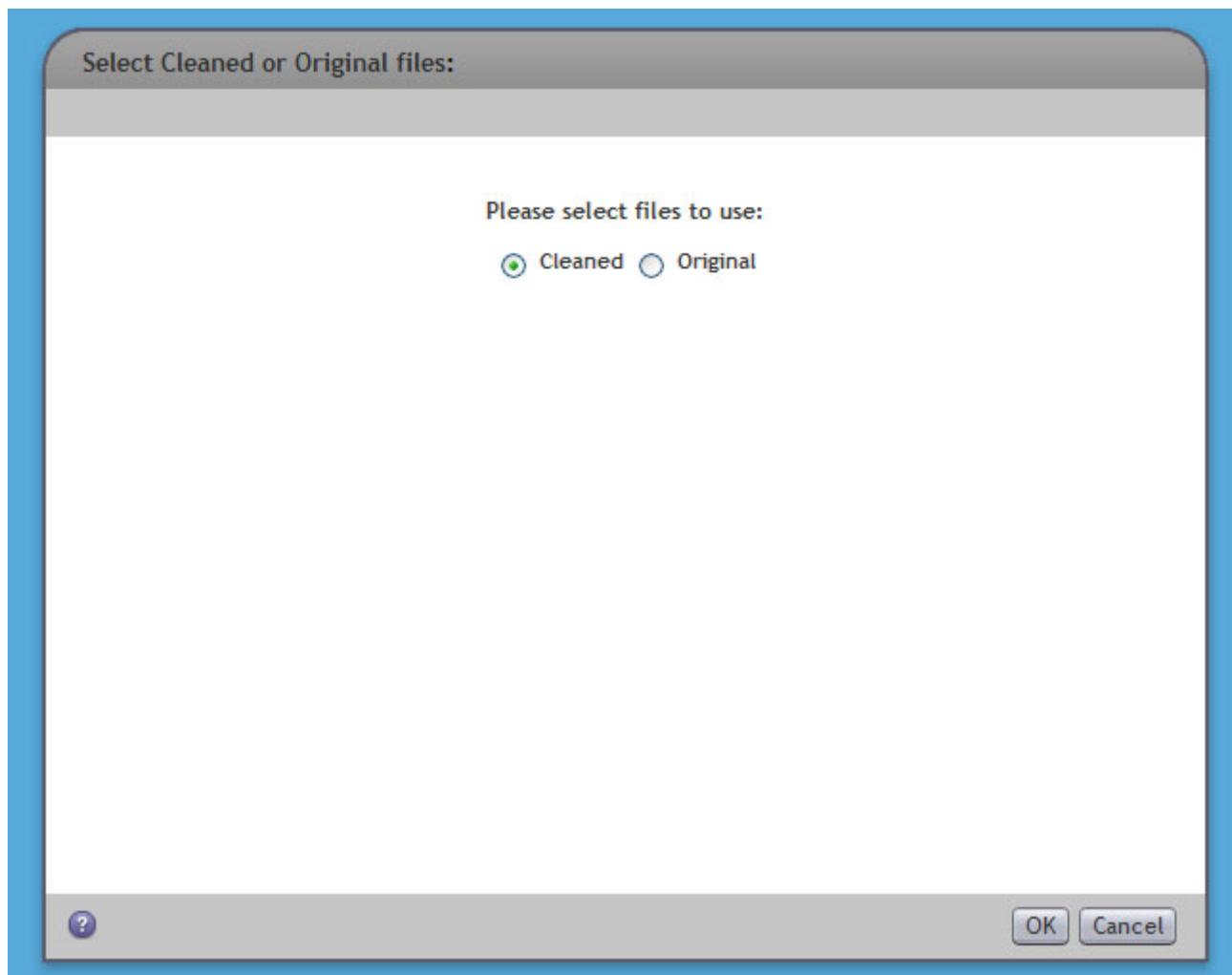


Figure 192: Use Clean or Original

3. Select the radio button of the documents to be used: **Cleaned** or **Original**.
Click **OK**.

9.5 Forms

9.5.1 Early-reading Instruction form

In order to access the Early-reading Instruction form:

1. Access an accepted task for ER document or the ER document manager.
2. Select **Forms>Early-reading instruction form**.

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The screenshot shows the PLAN-JO software interface. The 'Forms' menu is open, displaying a list of available forms. The 'Early-Reading' form is highlighted in the list. The interface includes a menu bar with 'File', 'Edit', 'View', 'Forms', 'Dispatch', 'Concordance', 'Functions', and 'Reports'. The 'Early-Reading' form is selected, and a dropdown menu lists various forms including 'Prior-reading instruction form', 'Multilingual prior-reading instruction form', 'Prior-reading follow up form', 'Multilingual prior-reading follow up form', 'Proof-reading instruction form', 'Multilingual proof-reading instruction form', 'Proof-reading follow up form', 'Multilingual proof-reading follow up form', 'OJ Proof-reading instruction form', 'OJ Proof-reading follow up form', 'Early-reading instruction form', 'Early-reading follow up form', 'Early-reading Comments for Author', and 'Export ER Comments for Author'.

- On the **Document Process: Early-reading instruction form** below, fill in the data for early reading. Click **OK** to save the instruction form.

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		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Document Process : Early-reading instruction form

Early Reading Deadline	Sep 14, 2011 09:00 *	Language version of the original	EN
No of pages	15	Authentic language	ET
Institution	CONS	* Select proofreading team	
ER Document reference	ER-20110803-004	<input type="checkbox"/> bg <input type="checkbox"/> cs <input type="checkbox"/> da <input type="checkbox"/> de <input checked="" type="checkbox"/> el <input type="checkbox"/> en <input type="checkbox"/> es <input type="checkbox"/> et <input type="checkbox"/> fi <input type="checkbox"/> fr <input type="checkbox"/> ga <input type="checkbox"/> hr <input type="checkbox"/> hu <input type="checkbox"/> is <input type="checkbox"/> it <input type="checkbox"/> lv <input type="checkbox"/> lt <input type="checkbox"/> mt <input type="checkbox"/> nl <input type="checkbox"/> pl <input type="checkbox"/> pt <input type="checkbox"/> ro <input type="checkbox"/> sk <input type="checkbox"/> sl <input type="checkbox"/> sv <input type="checkbox"/> all	
Date of adoption	Sep 14, 2011	Model version	EN
Comments	test	Place(s) of signature	Luxembourg
		Signatory name	Mariann FISCHER BOEL

Export to PDF

? OK Cancel

Figure 193: Document Process: Early-reading instruction form

9.5.2 Early-reading Follow-up form

Follow the same procedure as presented for **Prior-reading follow-up form**. Refer to section 5.7.4.2.

9.5.3 Early-reading Comments form for the Author

In order to access the Early-reading Comments form:

1. Access an accepted task for ER document or the ER document manager.
2. Select **Forms>Early-reading Comments for Author**.

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- On the **Document Process: Early-reading comments form** below, fill in the comments for the author. Click **OK** to save the comments form.

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Figure 194: Document Process: Early-reading comments form

9.5.4 Export Early-reading Comments form for the Author

In order to export the Early-reading Comments form in pdf:

1. Access an accepted task for ER document or the ER document manager.
2. Select **Forms>Export ER Comments for Author**.

The screenshot shows the PLAN-JO software interface. The 'Forms' menu is open, displaying a list of forms categorized into Prior-reading, Proof-reading, and Early-reading. The 'Export ER Comments for Author' option is highlighted at the bottom of the list. On the left, a sidebar shows document information: 'End of Early R', 'From: prc_t', 'Received: 02', 'ER Document', and 'ER Manuscript'. Below this is a 'Comments:' section with a text area.



Comments to Author

Document reference: ER-20100519-015

Messages

LV	From	Sent	Message
EL	pr-el test	24/05/2010 15:57	Test Comments from Greek PR team
PRC	prc test	19/05/2010 19:16	Test comments of PRC

Figure 195: Early-reading comments form in pdf format

9.6 Dispatch to Early Reading

In order to dispatch a document to Early reading:

1. Open a task.

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2. Select one or more language files from within the task.

Attachments					
<input type="checkbox"/>	Name ▲	Modified	Modifier	Version	LV
<input type="checkbox"/>	BG_LV.doc	14/11/2011 16:55	ra_test	1.0,CURRENT	
<input type="checkbox"/>	CS_LV.doc	14/11/2011 16:55	ra_test	1.0,CURRENT	
<input checked="" type="checkbox"/>	DA_LV.doc	14/11/2011 16:55	ra_test	1.0,CURRENT	
<input checked="" type="checkbox"/>	DE_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	EL_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input checked="" type="checkbox"/>	EN_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	ES_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	ET_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	FI_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	FR_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	GA_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	
<input type="checkbox"/>	HR_LV.doc	14/11/2011 16:56	ra_test	1.0,CURRENT	

Figure 196: Select language files from Task

3. Select **Dispatch>Dispatch to early-reading**.

4. In the **Early-reading instruction** form that appears, fill in extra data if needed (refer to section 9.5.1).

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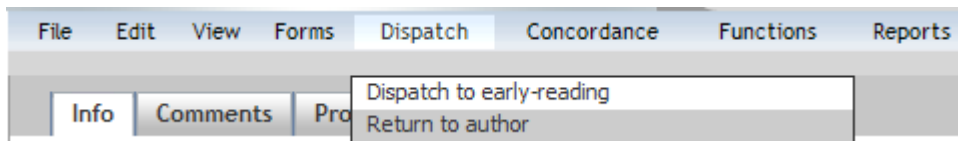
	PLAN-JO USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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- Click **OK** to dispatch the files. If the dispatch is successful, the following message will appear: “The selected files were successfully dispatched to early reading”.

9.7 *Return to Author*

In order to dispatch a document to Early reading:

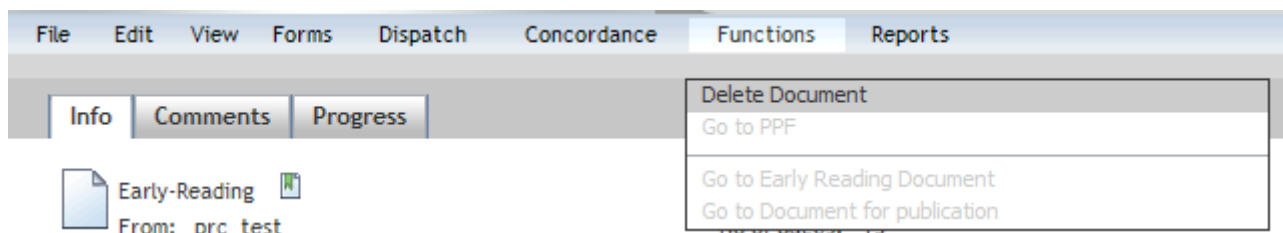
- Open a task.
- Select one or more language files from within the task.
- Select **Dispatch>Return to author**.



9.8 *Delete ER Document*

In order to delete an Early reading document:

- Open a task.
- Select **Functions>Delete Document**.



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10 Service Manager

10.1 Create Metadata Templates

In order to Create Metadata Templates:

1. Access Plan-JO.
2. Select **Edit>Create/Edit Metadata Templates**.

Document Type	Metadata Template
AGR	ianas-test-01
AM.PROP	ianas-test-01
CASE	metadata_template_1
CORRIGENDA	Corrigenda
DIR	DIR
JOINT.ACT	metadata_template_1
PROC	PROC
REG	reg
TARIC	TARIC

Figure 197: Metadata templates

3. In the **Metadata Templates** form, click the **Create New Template** button to create a new template.
4. In the **Metadata Template Form** that appears, fill in the mandatory field **Metadata Template Name** and the metadata that correspond to the template.

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Metadata Template Form :

Metadata Template Name:

<p>Official No: <input type="text"/></p> <p>Interinstitutional No: <input type="text"/></p> <p>Procedure No: <input type="text"/></p> <p>Publication request No: <input type="text"/></p> <p>Registration No: <input type="text"/></p> <p>Contact name: <input type="text"/></p> <p>Contact address: <input type="text"/></p> <p>Contact telephone: <input type="text"/></p> <p>Date of adoption: <input type="text"/></p> <p>Official title: <input type="text"/></p> <p>Publication date requested: <input type="text"/></p> <p>Duration: <input type="text"/></p> <p>EEA relevance: <input type="radio"/> yes <input checked="" type="radio"/> no</p> <p>Codified version: <input type="radio"/> yes <input checked="" type="radio"/> no</p> <p>Service/DG: <input type="text"/></p> <p>Prior-reading: <input type="radio"/> yes <input type="radio"/> no <input checked="" type="radio"/> not sure</p> <p>Entry into force: <input type="text"/></p> <p>Official No Sequence: <input type="radio"/> Decision <input type="radio"/> Regulation <input type="radio"/> Directive <input checked="" type="radio"/> None</p>	<p>Publication deadline: <input type="text"/></p> <p>Publication date: <input type="text"/></p> <p>OJ Series: <input type="text"/></p> <p>OJ Heading: <input type="text"/> OJ Sub heading: <input type="text"/></p> <p>OJ Number: <input type="text"/></p> <p>Language version of the original: <input type="text"/></p> <p>Authentic language: <input type="text"/></p> <p>Place(s) of signature: <input type="text"/></p> <p>Signatory name: <input type="text"/></p> <p>Signatory function: <input type="text"/></p> <p>Languages to be published:</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> ba</td> <td><input checked="" type="checkbox"/> bc</td> <td><input checked="" type="checkbox"/> bg</td> <td><input checked="" type="checkbox"/> cs</td> <td><input checked="" type="checkbox"/> da</td> </tr> <tr> <td><input checked="" type="checkbox"/> de</td> <td><input checked="" type="checkbox"/> el</td> <td><input checked="" type="checkbox"/> en</td> <td><input checked="" type="checkbox"/> es</td> <td><input checked="" type="checkbox"/> et</td> </tr> <tr> <td><input checked="" type="checkbox"/> fi</td> <td><input checked="" type="checkbox"/> fr</td> <td><input type="checkbox"/> ga</td> <td><input checked="" type="checkbox"/> hr</td> <td><input checked="" type="checkbox"/> hu</td> </tr> <tr> <td><input checked="" type="checkbox"/> is</td> <td><input checked="" type="checkbox"/> it</td> <td><input checked="" type="checkbox"/> lv</td> <td><input checked="" type="checkbox"/> lt</td> <td><input checked="" type="checkbox"/> mt</td> </tr> <tr> <td><input checked="" type="checkbox"/> nl</td> <td><input checked="" type="checkbox"/> pl</td> <td><input checked="" type="checkbox"/> pt</td> <td><input checked="" type="checkbox"/> ro</td> <td><input checked="" type="checkbox"/> sk</td> </tr> <tr> <td><input checked="" type="checkbox"/> sl</td> <td><input checked="" type="checkbox"/> sv</td> <td><input type="checkbox"/> all</td> <td></td> <td></td> </tr> </table> <p>Manuscript pages: <input type="text"/></p> <p>Estimated OJ pages: <input type="text"/></p> <p>Printed OJ pages: <input type="text"/></p> <p>Number of annexes: <input type="text"/></p>	<input checked="" type="checkbox"/> ba	<input checked="" type="checkbox"/> bc	<input checked="" type="checkbox"/> bg	<input checked="" type="checkbox"/> cs	<input checked="" type="checkbox"/> da	<input checked="" type="checkbox"/> de	<input checked="" type="checkbox"/> el	<input checked="" type="checkbox"/> en	<input checked="" type="checkbox"/> es	<input checked="" type="checkbox"/> et	<input checked="" type="checkbox"/> fi	<input checked="" type="checkbox"/> fr	<input type="checkbox"/> ga	<input checked="" type="checkbox"/> hr	<input checked="" type="checkbox"/> hu	<input checked="" type="checkbox"/> is	<input checked="" type="checkbox"/> it	<input checked="" type="checkbox"/> lv	<input checked="" type="checkbox"/> lt	<input checked="" type="checkbox"/> mt	<input checked="" type="checkbox"/> nl	<input checked="" type="checkbox"/> pl	<input checked="" type="checkbox"/> pt	<input checked="" type="checkbox"/> ro	<input checked="" type="checkbox"/> sk	<input checked="" type="checkbox"/> sl	<input checked="" type="checkbox"/> sv	<input type="checkbox"/> all		
<input checked="" type="checkbox"/> ba	<input checked="" type="checkbox"/> bc	<input checked="" type="checkbox"/> bg	<input checked="" type="checkbox"/> cs	<input checked="" type="checkbox"/> da																											
<input checked="" type="checkbox"/> de	<input checked="" type="checkbox"/> el	<input checked="" type="checkbox"/> en	<input checked="" type="checkbox"/> es	<input checked="" type="checkbox"/> et																											
<input checked="" type="checkbox"/> fi	<input checked="" type="checkbox"/> fr	<input type="checkbox"/> ga	<input checked="" type="checkbox"/> hr	<input checked="" type="checkbox"/> hu																											
<input checked="" type="checkbox"/> is	<input checked="" type="checkbox"/> it	<input checked="" type="checkbox"/> lv	<input checked="" type="checkbox"/> lt	<input checked="" type="checkbox"/> mt																											
<input checked="" type="checkbox"/> nl	<input checked="" type="checkbox"/> pl	<input checked="" type="checkbox"/> pt	<input checked="" type="checkbox"/> ro	<input checked="" type="checkbox"/> sk																											
<input checked="" type="checkbox"/> sl	<input checked="" type="checkbox"/> sv	<input type="checkbox"/> all																													

OK Cancel

Figure 198: Metadata Template Form

- Use the **Add line** and **Remove line** links at the end of the form to assign the template to one or more **Document Types**.

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Figure 199: Metadata Template Form – Add Document Type

6. Click **OK** to save the template.

10.2 Edit Metadata Templates

In order to Edit Metadata Templates:

1. Select **Edit>Create/Edit Metadata Templates**.
2. In the **Metadata Temples** form, click a template link under the **Metadata Template** to edit an existing template.
3. Modify the template accordingly.
4. Click **OK** to save the template.

10.3 Configuration Parameters

In order to access and modify the Configuration Parameters:

1. Access Plan-JO.
2. Click on the item **Administration** from the Left Navigation Tree.
3. Select the **Configuration Parameters** item.

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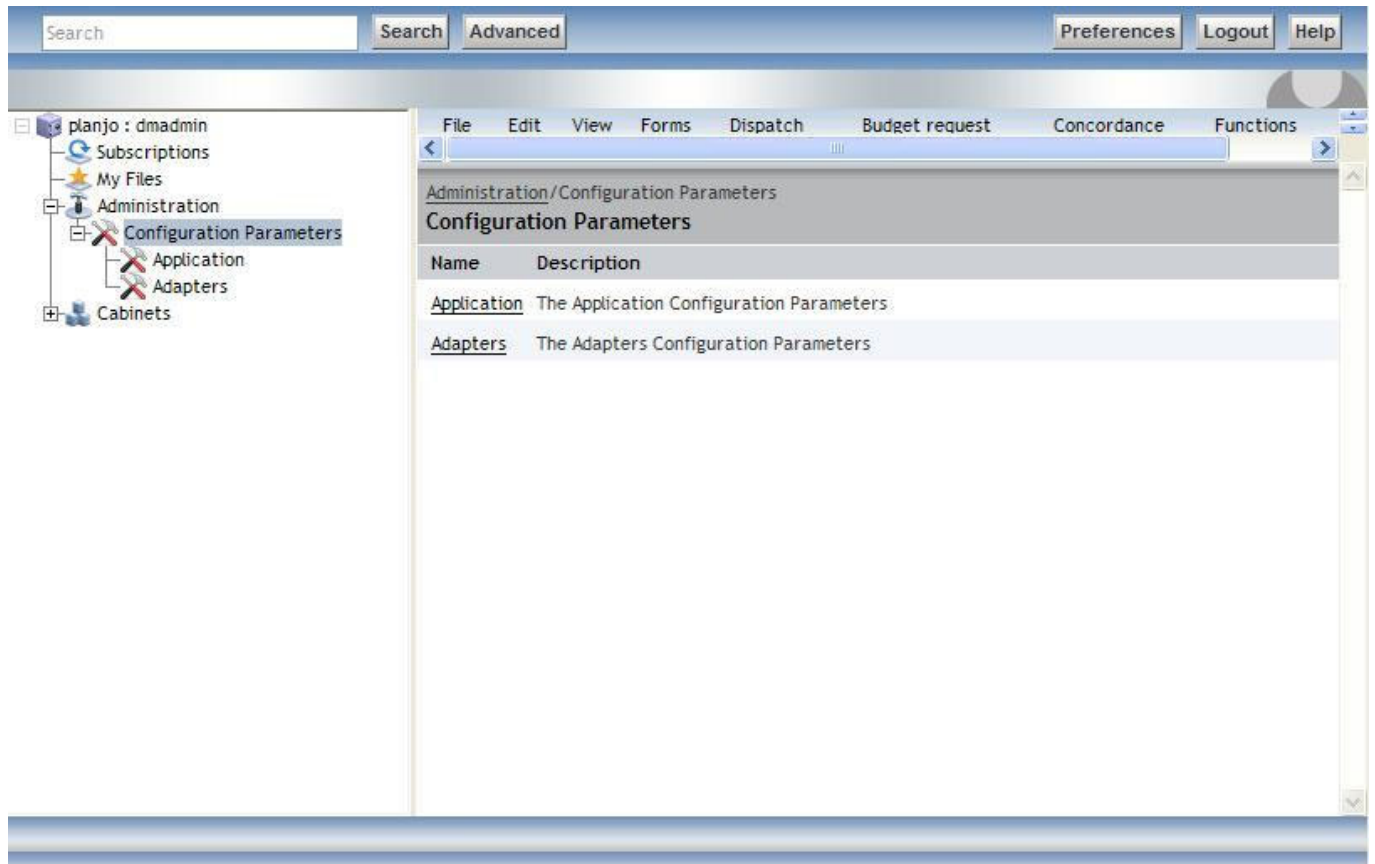


Figure 200: Configuration Parameters

- Click on “Application” item.

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Documentum Administrator Credentials

*Username

*Password

Web Server Configuration

*Web Server

*Port

Application Server Configuration

*Application Server

*Port

Mail Server Configuration

*E-mail Name

*E-mail Address

*Mail Server

*Port

Database Server Configuration

*Database Server

*Port

*Database User

*Password

*Docbase Name

*Database Service Name

Archive Store Configuration

*Archive Store Name

Documentum Notification Configuration

*Documentum Notification Status ☐ Enabled ☒ Disabled

Other Application Configuration

*Recently Modified Time (Hours)

Figure 201: Configuration Parameters – Application

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5. Fill in all the mandatory fields.
6. Edit the values if needed.
7. Click **Save Form** to save the values or **Reset Form** to clear all the values in order to fill it in manually.
8. Click on “Adapters” item.

Demed Configuration

*Initial Context Factory	weblogic.jndi.WLInitialContextFactory
*Queue Connection Factory	javax.jms.QueueConnectionFactory
*Destination Queue	jms.demed.RequestQueue
*Reply Queue	jms.demed.ResponseQueue
*OJ Destination Queue	jms.demed.jo.RequestQueue
*OJ Reply Queue	jms.demed.jo.ResponseQueue

Printer Configuration

*Printer Inbox	/applications/planjo/xchange/printer/inbox
*Printer Outbox	/applications/planjo/xchange/printer/outbox

OJ Format and Concordance Configuration

*Language Detection Inbox	/applications/planjo/xchange/ojformat/in
*Clean Detection Inbox	/applications/planjo/xchange/ojformat/clean
*Concordance Inbox	/applications/planjo/xchange/ojformat/con
*OJ Format Outbox	/applications/planjo/xchange/ojformat/out
*No-Concordance Outbox	/applications/planjo/xchange/ojformat/noconout
*Concordance Only Outbox	/applications/planjo/xchange/ojformat/onlyconout
*Max Number of Pairs Per Transaction	15

Author Configuration

*Author Inbox	/applications/planjo/xchange/author/inbox
*Author Outbox	/applications/planjo/xchange/author/outbox/oj_workflow

Figure 202: Configuration Parameters – Adapters I

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Ceres Configuration

*Ceres Inbox

/applications/planjo/xchange/ceres/inbox

*Ceres Outbox

/applications/planjo/xchange/ceres/outbox

OJ Monitoring Configuration

*OJ Monitoring Outbox

/applications/planjo/xchange/ojmonitoring/outbox

Financial Configuration

*Financial Outbox

/applications/planjo/xchange/financial/outbox

SICOF Configuration

*SICOF Outbox

/applications/planjo/xchange/sicof/outbox

Early-Reading Configuration

*Early-Reading Outbox

/applications/planjo/xchange/author/outbox/er_workflow

Save Form

Reset Form

Figure 203: Configuration Parameters – Adapters II

9. Fill in all the mandatory fields.
10. Edit the values if needed.
11. Click **Save Form** to save the values or **Reset Form** to clear all the values in order to fill it in manually.

10.4 PLAN-JO administration tool

The PLAN-JO administration tool allows administrative users to edit several lists of values through a graphical user interface. The following fields are editable:

- The list of languages available in the system
- The document types
- The institutions defined in the system
- The available values for the places of signature field
- The available values for the duration of a document
- The names of the signatories and their corresponding functions

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- The list of the available OJ series values for a document and the corresponding OJ Heading and Subheading
- The available “Contract/Lot/supplier” values
- The available values for the “Schema”, “Transmission” and “Print run” fields of the print instruction form
- The list of contact persons per institution
- The eGreffé codes
- The list of email Recipients concerning “Close OJ” and “Send for concordance check” function
- The DEMED conversion rate
- The Early Reading days before the ER Documents are automatically archived
- The Recipients of the E-signature task

For detailed instructions of the Administration tool, access the corresponding user manual (R1).

10.5 Generate Daily OJs of the Year

For detailed instructions on generating Daily OJs of the year, access the System Operations Manual on the section “3.6 Create Daily OJ Method” (R2).

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11 Reports

The following template is used for the reports:

The screenshot shows a window titled "Reports:". Inside the window, there are several input fields:

- Manuscript reference:** A text input field.
- Document reference:** A text input field.
- OJ Series:** A dropdown menu.
- From date:** A date input field with a calendar icon.
- To date:** A date input field with a calendar icon.

 At the bottom of the window, there is a grey bar containing a help icon (a question mark in a circle) on the left and "OK" and "Cancel" buttons on the right.

Figure 204: Search form sample

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Upload	Transmission date	OJ-series	Manuscript reference	Document reference	Number of files
12345	YYYY-MM-DD hh:mm	C	23456-COM-R	YYMMDD123	3
61548	YYYY-MM-DD hh:mm	C	123456-COM-R	YYMMDD456	2
67890	YYYY-MM-DD hh:mm	L	999999-PE-A	YYMMDD789	3

Table 1: List of uploads

Clicking on an upload id. will open Report RP-0103.

11.1.2 List of documents (R1-RP-0102)

This Report will list the OJ documents sent by an Author Service. The date of first transmission of an OJ document is the date of the first upload.

Search criteria

Search using the following criteria: Manuscript reference, Document reference, OJ Series, Institution and Date period (From-To) in which the transmission was made.

Layout:

Manuscript reference	Document reference	OJ-series	First Transmission date	Last Transmission date	Number of Uploads	Number of files
23456-COM-R	YYMMDD123	C	YYYY-MM-DD hh:mm	YYYY-MM-DD hh:mm	1	3
12346-COM-R	YYMMDD156	C	YYYY-MM-DD hh:mm	YYYY-MM-DD hh:mm	3	19

Table 2: List of documents for Author Service

Clicking on a Manuscript reference will show:

- Report RP-0201 (if there is more than one upload for the same Manuscript reference)
- Report RP-0203 (if there is only one upload)

11.1.3 Upload detail (R1-RP-0103)

This Report shows the details of a single upload in two sections (tabs):

1. Details section

Layout:

Upload	Transmission date	Manuscript reference	Document reference	OJ series	Institution
12345	YYYY-MM-DD hh:mm	23456-COM-R	YYMMDD123	C	COM

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Table 3: Upload detail (a)

Layout:

File	Type	Size (Kb)
File123_EN.doc	MS-Word	32
File123_FR.doc	MS-Word	31
File123_DE.doc	MS-Word	31

Table 4: Upload detail (b)

2. Corresponding Metadata section

11.2 Reception Agent

11.2.1 List of uploads (R1-RP-0201)

This Report will list the OJ documents sent by a RA. The date of first transmission of an OJ document is the date of the first upload.

Search criteria

Search using the following criteria: Manuscript reference, Document reference, OJ Series, Institution and Date period (From-To) in which the transmission was made.

Layout:

Upload	Transmission date	OJ-series	Institution	Manuscript reference	Document reference	Number of files
12345	YYYY-MM-DD hh:mm	C	COM	23456-COM-R	YYMMDD123	3
61548	YYYY-MM-DD hh:mm	C	COM	123456-COM-R	YYMMDD456	2
67890	YYYY-MM-DD hh:mm	L	Council	999999-PE-A	YYMMDD789	3

Table 5: List of uploads reception

Clicking on an upload id. will open Report RP-0203.

11.2.2 List of documents (R1-RP-0202)

This Report will list the OJ documents sent by an RA. The date of first transmission of an OJ document is the date of the first upload.

Search criteria

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Search using the following criteria: Manuscript reference, Document reference, OJ Series, Institution and Date period (From-To) in which the transmission was made.

Layout:

Manuscript reference	Document reference	OJ-series	Institution	First Transmission date	Last Transmission date	Number of Uploads	Number of files
23456-COM-R	YYMMDD123	C	COM	YYYY-MM-DD hh:mm	YYYY-MM-DD hh:mm	1	3
12346-COM-R	YYMMDD456	C	COM	YYYY-MM-DD hh:mm	YYYY-MM-DD hh:mm	3	19

Table 6: List of documents for Author Service

Clicking on a Manuscript reference will show:

- Report RP-0201 (if there is more than one upload for the same Manuscript reference)
- Report RP-0203 (if there is only one upload)

11.2.3 Upload detail (R1-RP-0203)

Same as previous Report RP-0103.

11.2.4 Print Production File (R2-RP-0201)

This report will be the same as the Print Production File (RP-0101) for the Reception Coordinator that was described in a previous section.

11.2.5 List of OJs (R2-RP-0202)

This report will be the same as the List of OJs report (RP-0102) for the Reception Coordinator that was described in a previous section.

11.2.6 List of Documents in Progress not attached to OJ (R2-RP-0203)

This report will present all the documents that have a status of “In progress” but are not attached to any OJ. The layout for this report will be as follows:







Document reference	Prior Flw	Proof Flw	Multilingual	Document type	Institution	OJ Series	OJ Heading	DEMED reference
20070911-001			False	ACT	COM	C	I	22939
20070911-002			False		CONS	C	II	
20070911-003			False	CORRIGENDA	COM	C	I	22929

Table continued...

DEMED status	Publication date	BG	CS	...
--------------	------------------	----	----	-----

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VALID	17/11/2007	CR	CR	...
NOT_CREATED	17/11/2007	CX	CA	...
INVALID		P	P	...

Table 7: Layout for the collator report List of Documents in Progress not attached to OJ

The document reference field will be a link to the document manager for the OJ document and the DEMED reference field a link to the budget request form for the document.

The search criteria for this report will be the OJ document's document reference, the document type, the publication date (start and end date) the DEMED reference number, the DEMED status for the document and Documents: All, Parent, Regular.

11.3 Reception Coordinator

11.3.1 Documents uploaded by the Reception team R1- (RP-0301)

This Report will list the OJ documents uploaded by a RA. The date of first transmission of an OJ document is the date of the first upload.

Search criteria

Search using the following criteria: Manuscript reference, Document Reference, and Date period (From-To) in which the transmission was made.

Layout:

Manuscript reference	Document reference	Institution	First Transmission date	Last Transmission date	Number of pages	Number of Uploads	Number of files
2345-COM-R	YYMMDD 123	COM	YYYY-MM-DD hh:mm	YYYY-MM-DD hh:mm	15	1	3
123456-CdJ-R	YYMMDD 456	CdJ	YYYY-MM-DD hh:mm	YYYY-MM-DD hh:mm	20	3	19
Total	2				35	4	22

Table 8: Documents uploaded by Reception team

Clicking on a Manuscript reference will show:

- Report RP-0201 (if there is more than one upload for the same Manuscript reference)
- Report RP-0203 (if there is only one upload)

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11.3.2 Print Production File (R2-RP-0101)

This report will list all the documents that are attached to a specific OJ. This report will consist of three sections: the header section, which will display general information about the OJ, the document section which will display all the documents attached to the OJ with document type other than corrigenda and the corrigenda section which will display all the corrigenda documents attached to the OJ.

a. Header Section:

This section will display the OJ series, the OJ number, OJ Type, the publication date, the Contract/Lot/Supplier, the total amount of the printed pages, the Description and the Characterisation status for the OJ.

b. Document section:

The layout of this section will be as follows:

Document Reference	Document Type	Short Title	Official Number	Treaty Reference	Start Page	End Page	Length
20070910-001	AGR	Valeurs forfaitaires	2007/141	EC	1	3	3
20070910-002	CASE	Non-inscription du fénitrothion	2007/142	EC	3	4	2

Table continued...

Printed pages	Start page	End Page	Manuscript Pages	Institution	Institution to be Invoiced	Pages Invoiced	DEMED Reference	DEMED Status	Comments
3	1	3	3	COM	COM	3	81209	VALID	
3	3	5	4	COM	COM	3	81211	VALID	

Table 9: Document section for RA Print Production File

Within the every section of the PPF, the documents will be ordered by default by institution protocol order, by adoption date and by manuscript reference. This order can be overridden by the user.

The document reference is a link to the document metadata and the DEMED reference is a link to the budget request for the document.

c. Corrigenda Section

The layout of this section will be as follows:

Document Reference	Corrigendum to (Official Number)	LVs	Start Page	End Page	Length	Printed pages	Start page	End Page
20070910-001	2007/101	All	52	52	0.5	0.5	52	52
20070910-002	2007/102	All	52	52	0.5	0.5	52	52

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Table continued...

Institution	Institution to be Invoiced	Pages Invoiced	DEMED Reference	DEMED Status	Comments
COM	COM	0.25	81209	VALID	
	CONS	0.25			
COM	COM	0.5	81211	VALID	

Table 10: Layout for Corrigenda section of RA Print Production File.

The LVs is a link to the sub-report *Corrigenda – Languages to be invoiced* (see below).

ci. Corrigenda – Languages to be invoiced

The layout of this subreport will be as follows:

Document Reference	Institution	BG	CS	...
20070910-001	COM	0.25	0.25	
	CONS	0.25	0.25	
20070910-002	COM	0.5	0.5	
Total printed of Pages per LV		51	51	

The data displayed is about a specific OJ so no search criteria exist for this report.

11.3.3 List of OJs (R2- RP-0102)

The following report will list all the OJs in the system.



PPF	OJ Type	OJ Series	OJ	Publication Date	OJ Number	Status	DEMED Status
	Daily	L	OJ 20071003-003	17 / 11 / 2007	123	PREPARE	VALID
	Extra	C	OJ 20071003-004	17 / 11 / 2007	143	CREATED	VALID

Table 11: Layout for Reception Agent report List of OJs

The search criteria based on which the report will be generated include the OJ identifier, the OJ Series, the OJ type, OJ publication date (start and end date), the OJ number and the status of the OJ. The criteria will be combined with logical “AND” operator. If a value for a criterion is left null, then the criterion will not participate in the search. Finally, the report will include OJs in both the “In Progress” and the “Archive” folders.

The OJ identifier will be a link to the document manager. The icon under the column PPF will open the corresponding PPF.

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11.4 Production Agent

11.4.1 OJ document (R1-RP-0401)

From this Report the user will be able to view all information concerning transitions between production stages each linguistic version of the document has gone through.

Search criteria

Search using the following criteria: Document reference of OJ document.

Layout:

LV	User	Status	Start date	End date	Last modified
CS	boudost	In reception	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy
CS	budinvi	Prior reading	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy
CS	bihasjo	Proofreading	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy
...
EL	hogema	In reception	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy
EL	zabotva	Prior reading	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy
EL	hogema	Proofreading	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy
...

Table 12: OJ document

Clicking on the document reference will open up the document browser, within which the user will be able to view all the information concerning the document, for example previous versions of the language files, e-mails and files that have been manually attached to the OJ document and so on.

11.4.2 List of documents – Overview (R1-RP-0402)

This Report will display the OJ documents assigned to the Production Agent or the group he belongs to. The Report shall also be available for the Production Coordinator with an additional radio button to view all documents for the groups he is responsible for.

Search criteria

Search using the following criteria: The OJ document that will be displayed depends on which button is selected

- My Documents: Documents that the PA owns
- Group: Documents that the PA group owns

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Layout:

Production Agent - General information

☒ My Documents
 ☐ Group

Doc.ref.	Prior	Proof	Author	OJ-section	Official N°	DEMED	Publ. date	CS	DA	DE	EL
220066006			COM	LI	1205	Waiting	30-06-2006	PR	PR	PR	PR
230066006			CN	LV	797	OK	30-06-2006	PX	PX	PX	PX
240066006			CJ	LII	865	OK	30-06-2006	PA	PA	CV	PA
250066006			CC	LII	866	Not OK	30-06-2006	CV	CV	CV	CA
260066006			CJ	LII	1014	OK	30-06-2006	P	P	P	P

Legend:
 PR = recived PX = at prior reading PA = accepted PV = done
 CR = recived proof CX = at proof reading CA = accepted CV = done P = at printer

Figure 206: PA – General information

Clicking on the Document reference will open up the document browser, within which the user will be able to view all the information concerning the document, for example previous versions of the language files, e-mails and files that have been manually attached to the OJ document and so on.

11.4.3 Print Production File (R2- RP-0301)

This report will be the similar to the Print Production File (RP-0101) for the Reception Coordinator with the following differences:

- The header of the report will also display the Contract/Lot/Supplier for the OJ.
- The layout of the document section will be modified as follows:

Document Reference	Manuscript reference	Document Type	Duration	Short Title	Adoption Date	Signatory	Official Number
20070910-001	PE1018-020607qu	AGR	D	Valeurs forfaitaires	17/11/2007	Joe BORG	2007/141
20070910-002	PE1028-020607qu	CASE	D	Non-inscription du fénitrothion	17/11/2007	Stavros DIMAS	2007/142

Table continued...

Treaty Reference	Start Page	End Page	Length	Manuscript Pages	EEA rel.	Institution	Sent to Printer	DEMED Reference	DEMED Status	Comments
EC	1	3	3	3	NO	COM	YES	81209	VALID	
EC	3	4	2	4	YES	COM	NO	81211	VALID	

Table 13: Document section for Collator report Print Production File

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The sent to printer column will be a link to the Prepress Request form for the document.

- The layout of the corrigenda section will be modified as follows:

Document Reference	Corrigendum to (Official Number)	LVs	Start Page	End Page	Length	Printed pages	Start page	End Page
20070910-001	2007/101	All	52	52	0.5	0.5	52	52
20070910-002	2007/102	All	52	52	0.5	0.5	52	52

Table continued...

Institution	Institution to be Invoiced	Pages Invoiced	DEMED Reference	DEMED Status	Comments
COM	COM	0.25	81209	VALID	
	CONS	0.25			
COM	COM	0.5	81211	VALID	

Table 14: Layout for Corrigenda section of Collator report Print Production File.

The data displayed is about a specific OJ so no search criteria exist for this report.

The LVs is a link to the sub-report *Corrigenda – Languages to be invoiced* (see below).

ci. Corrigenda – Languages to be invoiced

The layout of this subreport will be as follows:

Document Reference	Institution	BG	CS	...
20070910-001	COM	0.25	0.25	
	CONS	0.25	0.25	
20070910-002	COM	0.5	0.5	
Total printed of Pages per LV		51	51	

11.4.4 List of Regulations (R2- RP-0302)

This report will present all the documents that are not archived and are of document type “Regulation”. The default sort order for this report will be by official number in order to spot “holes” in the official number sequence. The layout of this report will be as follows:

PPF	OJ	OJ Series	OJ Number	Publication Date	Treaty Reference	Official No	Year	Document Reference
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	OJ 20071003-003	L	123	17/10/2007	EC	1134/2007	2007	20070911-001
	OJ 20071003-004	L	132	17/10/2007	EC	1135/2007	2007	20070911-012
		C	133					20070911-013

Table 15: Layout for the Collator report List of regulations.

The link for the OJ column will open the document manager for the OJ and the link for the Document reference will open the document manager for the OJ document. The icon under the column PPF will open the corresponding PPF.

The search criteria for this report will be the OJ identifier, the year, the publication date (start and end date), the official number, the document reference and Documents: All, Parent, Regular.

11.4.5 List of Decisions (R2- RP-0303)

This report will present all the documents that are not archived and have document type “Decision”. The default sort order for this report will be by official number in order to spot “holes” in the official number sequence. The layout of this report will be as follows:




PPF	OJ	OJ Series	OJ Number	Publication Date	Treaty Reference	Official No	Year	Document Reference
	OJ 20071003-003	L	123	17/10/2007	EC	2007/376	2007	20070911-001
	OJ 20071003-004	L	132	17/10/2007	EC	2007/377	2007	20070911-012
		C	133					20070911-013

Table 16: Layout for the Collator report List of Decisions.

The link for the OJ column will open the document manager for the OJ and the link for the Document reference will open the document manager for the OJ document. The icon under the column PPF will open the corresponding PPF.

The search criteria for this report will be the OJ identifier, the year, the publication date (start and end date), the official number, the document reference and Documents: All, Parent, Regular.

11.4.6 List of Documents in Progress not attached to OJ (R2- RP-0304)

This report will be the same as the List of Documents in Progress not attached to OJ (RP-0203) for the Reception Agent that was described in a previous section.

11.4.7 OJ Proofreading Overview (R2- RP-0305)

This report will display the OJs for which the collator has uploaded proofs and their status is not “Archived”. The purpose of this report will be to monitor the proof reading process for the OJ Proofs the Layout for this report will be as follows:

OJ	Publication Date	OJ Series	OJ Number	BG	CS	...
----	------------------	-----------	-----------	----	----	-----

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OJ 20071003-003	17 /10/2007	L	123	CR	CR	...
OJ 20071003-004	18 /10/2007	L	132	CX	CA	...
OJ 20071003-005	19 /10/2007	C	133	P	P	...

Table 17: Layout for the Collator Report OJ Proofreading Overview

11.4.8 List of OJs (R2- RP-0306)

This report will be the same as the List of OJs report (RP-0102) for the Reception Coordinator that was described in a previous section.

11.4.9 Regulations Official numbers not assigned to a document (R2-RP-0307)

This report will present all the Official numbers that are not assigned to a document, for the document type “Regulation”.

11.4.10 Decisions Official numbers not assigned to a document (R2-RP-0308)

This report will present all the Official numbers that are not assigned to a document, for the document type “Decision”.

11.5 Proofreaders' Coordinator

11.5.1 Current workload – Overview (R1-RP-0501)

This Report will display information about each document that was sent to specific proofreaders’ coordinator for proofreading. There will be sort option for fields *Deadline*, *Pages* or *LVs*.

Layout:

Document no.	Deadline	PA	LVs	Pages	Flw Prior	Flw Proof	EN	FR	..
YYMMDD234	23/07/2006 16:00	L I	19	43			PX	PA	..
YYMMDD232	24/07/2006 12:00	L II	20	67			CX	CA	..
YYMMDD443	23/07/2006 16:00	L I	20	23			PX	PA	..

Table 18: Current workload overview

Clicking on Document No will start the following sub-report showing the status of each LV involved for this particular document.

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Layout:

LV	Proofreader	Received	Started	Finished
EN	Brownfi	26/07/2006 11:54	YES	YES
FR	Bassier	26/07/2006 11:54	YES	NO
..				

Table 19: Current workload overview detail

11.5.2 Current workload – team detail – by deadline (R1-RP-0502)

This Report will display the same information as the previous Report with the exception of the proofreader column, which will display the name of the proofreader that acquired the task. The result will be grouped by deadline, which is specified in the Proofreading-instruction form.

This Report will also be available to proofreading teams, the difference being that the teams will be able to view only their own LVs.

Search criteria

Search using the following criterion: Deadline (date range)

Layout

LV	Deadline	Document no.	Status	PA	Proofreader	Time Received	Pages
GR	23/07/2006 16:00	PE1234	Prior	L I	budinvi	20/07/2006 15:55	43
GR		PE4443	prior	L I	lipovan	20/07/2006 14:10	23
							TOTAL: 66
IT	24/07/2006 12:00	st43232	Proof	L II		19/07/2006 16:33	67
							TOTAL: 67

Table 20: Team detail by deadline

11.5.3 Current workload – team detail – by proofreader R1- (RP-0503)

This Report will display the same information as the previous Report. The difference is that the result will be grouped by the name of the proofreader that acquired the proofreading task.

The Proofreaders' Coordinator shall view the workload for all teams on one screen, by scrolling down and up. Tables for all the consecutive teams should be placed on one page, one under another.

This Report will also be available for each PA owner. The Proofreaders' Coordinator will get all the LVs, of all the teams in the same Report. The proofreaders will only get their own LVs.

Search criteria

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		Reference Number / Version: D.PJO.UMA-4.2.0 / 0.11

Search using the following criterion: Proofreading team

Layout:

Proofreader	Deadline	Document no.	Status	PA group	Time Received	No. of pgs
boudost	26/07/2006 16:00	YYMMDD134	Prior	L I	20/07/2006 15:55	43
						TOTAL: 43
budinvi	23/07/2006 16:00	YYMMDD321	prior	L I	20/07/2006 14:10	43
budinvi	25/07/2006 14:45	YYMMDD23	Proof	L II	21/07/2006 9:46	25
						TOTAL: 68
krausov	27/07/2006 10:00	YYMMDD456	Proof	L II	21/07/2006 10:11	44
krausov	27/07/2006 12:15	YYMMDD001	Prior	C	20/07/2006 18:04	12
						TOTAL: 56
lipovan	23/07/2006 16:00	YYMMDD532	Proof	L II	22/07/2006 12:34	118
						TOTAL: 18

Table 21: Current workload - team detail - by proofreader

11.5.4 Archive (RP-0504)

This Report will show all the OJ documents that have been accepted by a proofreader or his/her team. In the **Search** page there will be a field which will prompt the user to select the Proofreading team.

Search criteria

Search using the following criterion: Proofreading team or the owner of the Proofreading team.

Layout:

LV	Proofreader	PA	Document reference	Pages	Institution	Start Date	End date	Status
CS	pr001	bihasjo	YYMMDD134	999	COM	dd-mm-yyyy	dd-mm-yyyy	Prior reading
CS	pr001	bihasjo	YYMMDD321	999	CS	dd-mm-yyyy	dd-mm-yyyy	Prior reading
CS	pr001	bihasjo	YYMMDD23	999	COM	dd-mm-yyyy	dd-mm-yyyy	Proof-Reading
	TOTAL			999				

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Table 22: Archive

Clicking on a Document reference will allow the user to list and fetch the related files.

11.5.5 Planning (R1-RP-0505)

This Report indicates the potential workload of the Proofreading teams. The results are categorised based on the Prior_Reading value of the OJ document entity.

Search criteria

Search using the following criterion: Status of the document (Valid values are: "Yes", "No", "Not sure" and "All").

Layout:

PA	Document	Page	Publication deadline	Institution	Status
bihasjo	YYMMDD134	999	2007-03-08	COM	Yes
zabotva	YYMMDD321	999	2007-03-08	Cs	Not Sure
hogema	YYMMDD123	999	2007-03-08	COM	Not sure
bihasjo	YYMMDD256	999	2007-03-10	COM	Yes
zabotva	YYMMDD101	999	2007-03-12	CJ	Yes
hogema	YYMMDD132	999	2007-03-14	CJ	Yes
TOTAL		999			

Table 23: Planning

11.5.6 Current OJ Workload – Overview (R2- RP-0601)

This report will be the same as the Current OJ Workload – Overview (RP-0405) for the Production Coordinator that was described in a previous section.

11.6 Production Coordinator/Head of Production section/unit

11.6.1 Number of manuscript pages per institution by date/period (R1-RP-0601)

This Report will display information about documents in the system, grouped by date and month. For every institution defined in the system, a column will appear and the value of this column will be the number of manuscript pages sent during the specific period.

Search criteria

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Search using the following criteria: Date period (From-To), Document type and OJ Series.

Layout:

Period	COM	Council	...	Total
25/01/2006	0	0	0	0
26/01/2006	0	1	0	1
Total	0	1	0	1

Table 24: Number of manuscript pages per institution by date/period

11.6.2 Number of manuscript pages per institution by date/period and LV (R1-RP-0602)

This Report will display information about manuscript pages, containing the same institution columns as the previous report, and for every period selected, a table like the one below will be displayed.

For every institution defined in the system, a column will appear and the value of this column will be the number of manuscript pages sent during the specific period.

Search criteria

Search using the following criteria: Date period (From-To), Document type and OJ Series.

Layout:

LV	COM	Council	...	Total
BG	0	1	0	1
CS	0	1	0	1
DA	0	1	0	1
MT	0	0	0	0
GA	0	0	0	0
...	0	0	0	0
SV	0	0	0	0
Total	0	3	0	3

Table 25: Number of manuscript pages per institution by date/period and LV

11.6.3 Number of manuscript pages per institution by date/period and MT or GA (R1-RP-0603)

This Report will be the same as the first Report discussed in this section (RP-0601). The difference will be that for every OJ Series defined in the system a table like the one below will be displayed.

Search criteria

Search using the following criteria: Date period (From-To), Document type and OJ Series.

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YYMMDD001	01/01/2006	COM	Regulation	Y	Y	N	N
YYMMDD003	02/01/2006	COM	Regulation	N	N	N	N
YYMMDD004	03/01/2006	Council	Directive	N	Y	Y	Y

Table 28: List of uploaded manuscript LVs not sent to printer

11.6.6 Number of documents per institution by date/period (R1-RP-0606)

This Report is essentially the same as the first Report discussed in this section (RP-0601). The difference is that instead of manuscript pages of the documents sent during a specific period per institution, the number of the actual documents sent will be displayed.

Search criteria

Search using the following criteria: Date period (From-To), Document type and OJ Series.

Layout:

Date	COM	Council	...	Total
01/2006	0	0	0	0
02/2006	0	1	0	1
03/2006	0	0	0	0
Total	0	1	0	1

Table 29: Number of documents by date/period

11.6.7 List of documents with DEMED status other than VALID (R1-RP-0607)

This Report will display all the manuscripts in the system whose DEMED status is not VALID. There will be ability to “order by” any of the following columns.

Layout:

Document reference	DEMED status	OJ Series	Publication date	No of LVs	No of pages	PA Group	PA	Contract
YYMMDD002	Not valid	L	01/10/2006	19	155	L II	bihasjo	
YYMMDD005	Waiting	C	15/09/2006	21	3	C daily	rosocar	

Table 30: List of documents with DEMED status other than VALID

11.6.8 Number of files sent to printers (RP-0608)

This Report displays the number of files sent for printing for all the contract suppliers that are defined in the system. The information can be grouped per period.

Search criteria

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Search using the following criteria: Date period (From-To), Institution, Lot/contract, OJ Series.

Layout:

Period	Contract supplier 1	Contract supplier 2	Contract supplier 3	Contract supplier 4	Contract supplier 5	Contract supplier 6	Total
10/2005	100	0	0	0	0	0	100
11/2005	100	100	100	0	0	0	300
Total	200	100	100	0	0	0	400

Table 31: Number of files sent to printers

11.6.9 Number of manuscript pages prior-read by OPOCE/printers (R1-RP-0609)

This Report will display, for every language version defined, the total number of manuscript pages that have been prior-read by OPOCE and all the printers defined in the system. It will also display the total number of pages per language version and by contract supplier. The information can be grouped per period.

Search criteria

Search using the following criteria: Date period (From-To), Institution, Lot/contract, OJ Series.

Layout:

LV	OPOCE	Contract supplier 1	Contract supplier 2	Contract supplier 3	Contract supplier 4	Contract supplier 5	Contract supplier 6	Total
BG	500	100	0	0	0	0	0	600
DA	500	100	100	100	0	0	0	800
...	0	0	0	0	0	0	0	0
SV	0	0	0	0	0	0	0	0
Total	1000	200	100	100	0	0	0	1400

Table 32: Number of manuscript pages prior-read by OPOCE/printers

11.6.10 Number of OJ pages proofread by OPOCE/printers (R1-RP-0610)

This Report will display, for every language version defined, the total number of OJ pages that have been proofread by OPOCE and all the printers that are registered to the system. It will also display the total number of OJ pages per language version and by contract supplier. The information can be grouped per period.

Search criteria

Search using the following criteria: Date period (From-To), Institution, Lot/contract, OJ Series.

Layout:

LV	OPOCE	Contract	Contract	Contract	Contract	Contract	Contract	Total
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		supplier 1	supplier 2	supplier 3	supplier 4	supplier 5	supplier 6	
BG	500	100	0	0	0	0	0	600
DA	500	100	100	100	0	0	0	800
...	0	0	0	0	0	0	0	0
SV	0	0	0	0	0	0	0	0
Total	1000	200	100	100	0	0	0	1400

Table 33: Number of OJ pages proofread by OPOCE/printers

11.6.11 Number of documents uploaded by group (Author, Reception team, PA group) (R1-RP-0611)

This Report will display the number of all the documents that have been uploaded by each of the three different groups, Author, Reception team, and PA group.

Search criteria

Search using the following criteria: Date period (From-To), Document type, OJ Series and Institution.

Layout:

Period	Author	Reception	PA	Total
2004	100	140	130	370
2005	160	150	120	330
2006	0	0	0	0
Tota	260	290	250	700

Table 34: Number of documents uploaded by group (Author, Reception team, PA group)

11.6.12 List of documents – Overview (R1-RP-0612)

The purpose of this Report is to give an overview of the Production Agent groups' workload. It will display all documents that are currently in production.

Layout:





Doc.Ref	Prior	Proof	Institution	PA Group	PA	Pages	OJ Number	CS	DA	...
YYMMDD123			COM	L I	bihasjo	999	2125	PR	PR	...
YYMMDD234			CS	L II	zabotva	999	334	PA	PA	...
YYMMDD345			COM	L I	hogema	999	546	PA	PX	...
YYMMDD456			CJ	C	bihasjo	999	662	CV	CA	...

Table 35: List of documents – Overview

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11.6.13 Print Production File (R2- RP-0401)

This report will be the same as the Print Production File (RP-0301) for the Collator that was described in a previous section.

11.6.14 OJ Proofreading Overview (R2- RP-0402)

This report will be the same as the OJ Proofreading Overview report (RP-0305) for the Collator, with the difference that it will display information about all the proofs uploaded in the systems for OJs that their status is not "Archived".

11.6.15 List of OJs (R2- RP-0403)

This report will be the same as the List of OJs report (RP-0102) for the Reception Coordinator that was described in a previous section.

11.6.16 List of Documents in Progress not attached to OJ (R2 RP-0404)

This report will be the same as the List of Documents in Progress not attached to OJ (RP-0203) for the Reception Agent that was described in a previous section.

11.6.17 Current OJ Workload – Overview (R2- RP-0405)

This report will display information about each OJ for which proofs were uploaded and its status is not "Archived". The report will have the following layout:




OJ	OJ Series	OJ Number	Deadline	PA	Pages	Follow-up form	BG	CS	..
OJ 20071003-003	L	123	23/07/2007 16:00	pa_l-1_test	43		CR	CR	..
OJ 20071003-004	L	132	24/07/2007 12:00	pa_l-2_test	67		CX	CA	..
OJ 20071003-005	C	133	23/07/2007 16:00	pa_l-1_test	23		P	P	..

Table 36: Layout for the Proofreader coordinator report Current OJ Workload

11.7 Proofreader Coordinator Report

11.7.1 Current OJ Workload – Overview (R2- RP-0501)

This report will be the same as the Current OJ Workload – Overview (RP-0405) for the Production Coordinator that was described in a previous section.

END OF DOCUMENT

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