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PLAN-DD - RELEASE 2 PATCH 2

Plan-DD User Manual

Version 0.05

09/12/2011

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DOCUMENT HISTORY

Version	Date	Author	Reason for Modification	Action ^(*)	Confidentiality	Pages

(*) Action: C= Creation, I=Insert, U=Update, R=Replace, D=Delete

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CIRCULATION LIST

Person Name	Organisation Name

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APPLICABLE AND REFERENCE DOCUMENTS

Type ^(*)	Title	Identification	Ver	Date

(*): *Reference document, Applicable document*

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GLOSSARY

CCVista (System:)	An external system (http://ccvista.taiaex.be/) serving as a source of files for translation and for legal validation.
Celex	A celex is a legal text which has a unique reference, and contains a legal text. The celexes are available on EUR-Lex website: http://eur-lex.europa.eu/en/index.htm . A celex is a set of celexLV (LV stands for Linguistic Version).
CELLAR + Metaconv	CELLAR is the new repository of the Publications Office. One of its modules is Metaconv. Metaconv ensures the communication with legacy applications like CERES, and converts the received files into the new format for CELLAR which is METS (XML + semantic).
Ceres (System:)	Common Electronic Reception System. The major purpose of the CERES system is receiving/distributing appropriately document series treated by the Publications Office and further dissemination (publication) of the documents.
Check out	Check-out function is used by the users of Plan-DD to perform modifications and versioning (using check-in function) to files. When a document is checked-out then it is stored locally in the user's PC. The document is locked for other users. Nevertheless, the rest of the users have read only access to a checked out document.
Check in	Check-in functionality is used to add new version of files into Plan-DD performing versioning. When the user finishes working with a document he can check it back in the repository. The document is stored in the repository and becomes available again to all the users.
Cleaned Document LV files (Deliverable:)	An output from OJ Format for a Document LV manuscript.
Contract	Specific printer contract (part of printer)
Document	A content of a Celex (file).
Document LV	A Document LV contains the same legislative text as a Celex for the corresponding EU official language.
Document metadata (Deliverable:)	Document metadata as states, . etc. see a class model
EUR-Lex (System:)	EUR-Lex is a portal enabling access to law and publications. If a legal document has to be published, for the Publication Office it means the legal document is accessible on the EUR-Lex portal and printed version is available on the bookshop.
GC (Role:)	General Coordinator
Legal services (Role:)	The Legal services is an external role providing legal services. People from this role have no access to the Plan-DD interface and they use CCVista
LV	Linguistic Version
Manuscript (Deliverable:)	A translator's output placed on CCVista
Model	Model is a document in the Pilot language that will be used by the Proofreaders as a reference.
OJ Format (System:)	OJ Format is an automatic checking tool, upon a predefined language rules updates (cleans) input documents.
DEMED (System:)	A financial system, it is planned for tracking / validating invoices.

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PA (Role:)	Production agent
Plan-DD (System:)	A production system for DD (special edition of the secondary legislation)
PR (Role:)	Proofreader
Printer (System:)	The printer is an external actor responsible for the creating the formex and pdf formats of volumes. The printer is responsible for printing. The printer name is consisted of the Contract/Lot/Supplier.
Procat (System:)	Procat is a reference source for law and publication metadata. Procat can be used to identify celex metadata such as titles, chapters, pilot language content files, .
Supplier	Individual printing company (part of printer)
Task forms (Component:)	Task forms component represents a default communication interface for proofreaders, It has to enable seamless work support to offer a sorted task list with necessary information to relevant group of proofreaders.
Volume proof PDF (Deliverable:)	A PDF generated by a printer to validate a content and layout of a volume.
Volumes (Deliverable:)	A sorted set of Document LVs to be printed and published.
Workflow engine (Component:)	A workflow engine facilitates the flow of information, tasks, and events. Workflow engines may also be referred to as a Workflow Orchestration Engines.

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1 Introduction

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

This User Manual explains the main concept and the functionalities of the PLAN-DD 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-DD.
- Section 2: describes common functionality available to all the PLAN-DD user roles.
- Section 3: describes the PLAN-DD functionality available to the Technical Support Agent role.
- Section 4: describes the PLAN-DD functionality available to the Production Agent and General Coordinator role.
- Section 5: describes the PLAN-DD functionality available to the Proofreaders role.
- Section 6: describes the PLAN-DD dashboard functionality.
- Section 7: describes the PLAN-DD reports functionality.

1.1 User roles

The Users of the PLAN-DD system are:

- **Technical Support Agent (TSA)** – the person in charge to initialise the system and perform general administration tasks.
- **Production Agent (PA)** – the person in charge of the follow up the production of the Document LVs, creation and management of volumes, assignment of tasks to Proofreaders and characterisation.
- **General Coordinator (GC)** – the person in charge of the supervision of the production process and assignment of tasks to Proofreaders.
- **Proofreader (PR)** – the person in charge of prior and control reading of documents LVs and proofreading of volumes.

1.2 Plan-DD Repository Overview

The structure of the Plan-DD Repository consists of a Repository Root called Plan-DD, which contains a folder for each Enlargement imported in the Plan-DD system. Under the Enlargement folder there are folders for each Chapter for this Enlargement. Under each Chapter folder the following two folders exist:

- **Documents**
- **Volumes**

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1.3 Documents

The “Documents” folder contains a folder for each Year (stated in the Document Identifier) of the Documents which belong to the specific Chapter of the Enlargement. The Year folder contains a folder for each Document,, which belongs to this Year. The name of the Document LV folder is the Document Identifier. The virtual documents of a Document LV are located in the Document LV folder. The Document LV name is “*Document Identifier_Language Code*”. In particular, the structure of the path where the Document LV virtual documents are located is defined below:

Plan-DD → Enlargement Name → Chapter Name → Documents → Year → Document Identifier → Document Identifier-Language Code

The Virtual Document of a Document LV is a file that contains files and folders nested within it. The virtual document is also called the parent document and the files within it are called descendants or children. The Document LV Virtual document contains the folders Communication, Models and Proofs. It also contains a document with the content of the specific Document LV.

1.4 Volume

The “Volumes” folder contains a folder for each Language Code, specified by the Enlargement. The Volume virtual documents of a specific Language Code are located in the Language Code folder. In particular, the structure of the path where the Volume virtual documents are located is defined below:

Plan-DD → Enlargement Name → Chapter Name → Volumes→ Language Code→ Volume Name

The repository structure is a representation of the Volumes for a specific Enlargement. In particular, the actor could navigate through a list of Volumes for a specific Enlargement, sorted by the Language Code.

The Volume Virtual Document is a file that contains files and folders nested within it. The virtual document is also called the parent document and the files within it are called descendants or children. The Volume virtual document contains the folders Communication and Proofs.

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2 PLAN-DD 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.

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-DD log-in screen

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.

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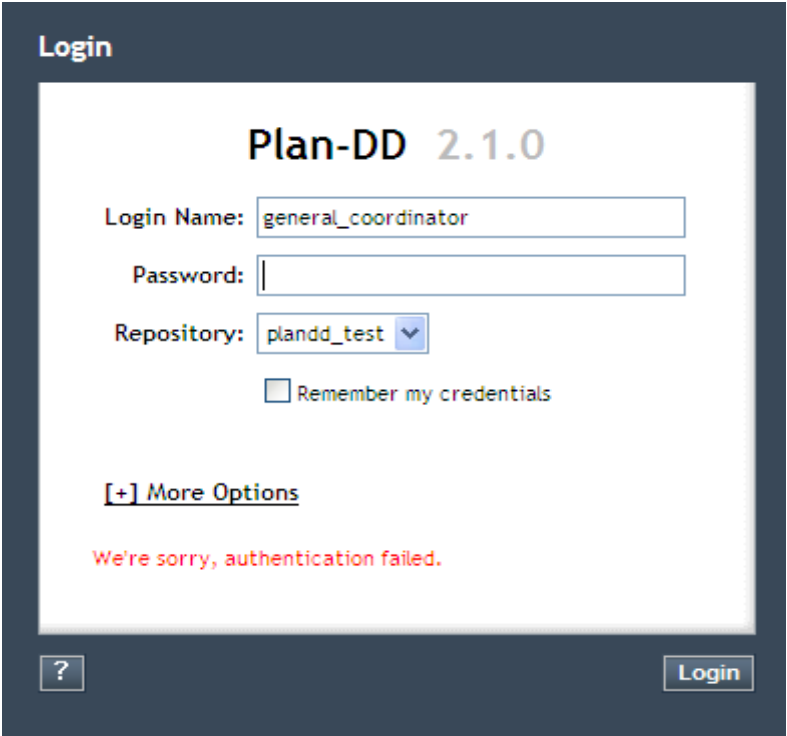


Figure 2: PLAN-DD log-in failed screen

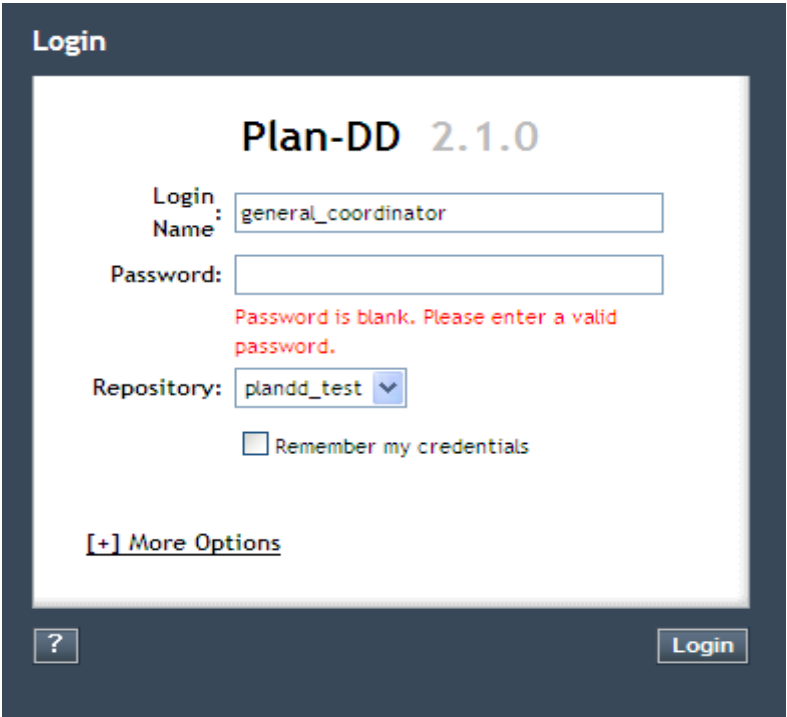


Figure 3: PLAN-DD log-in failed screen – Blank password

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2.1.2 Logging out

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

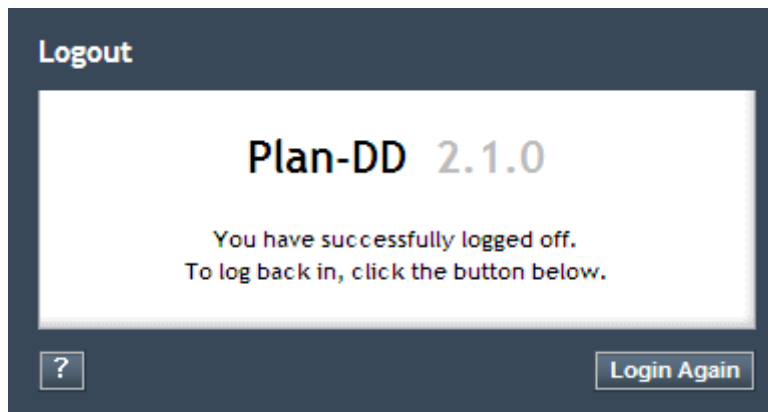


Figure 4: PLAN-DD log-out screen

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-DD home page**. The home page differentiates according to the user.

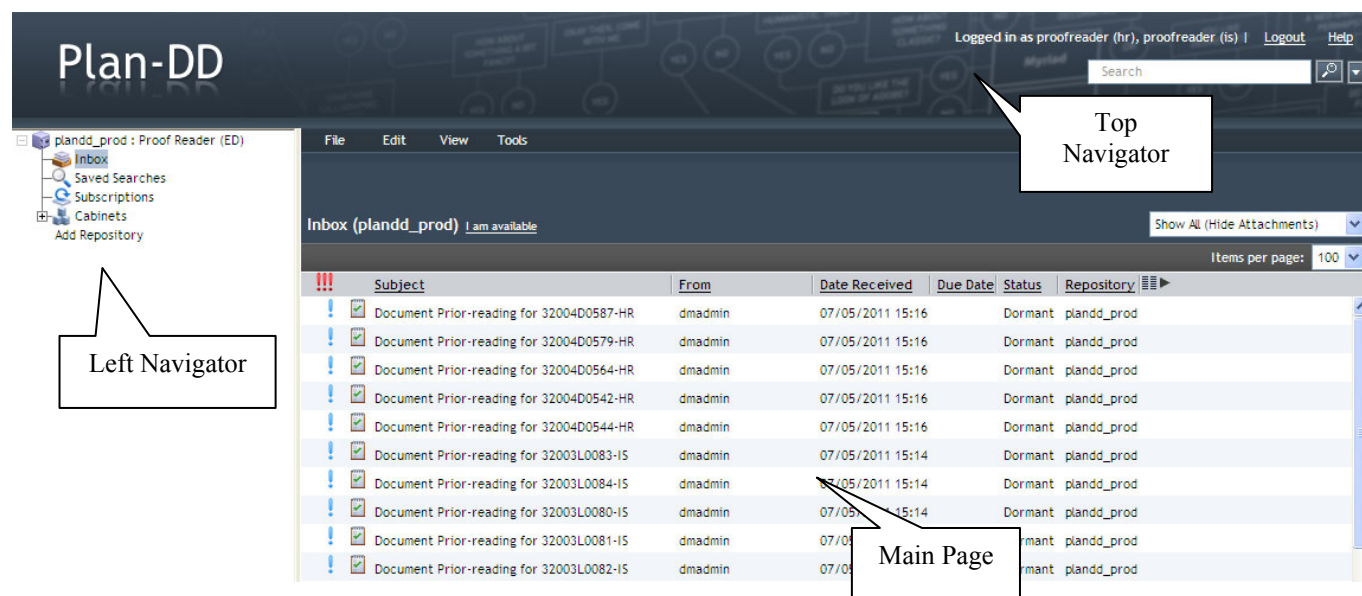


Figure 5: Home page – Inbox

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The PLAN-DD home page is composed of:

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

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 “**Start Search**” button . By clicking on the down arrow next to the search field, you can also access the Advanced Search form.
- **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.

2.2.2 Left navigator

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

- **Inbox:** displays the tasks and notifications sent to you
- **Saved Searches:** displays all the saved searched of the logged in user
- **Subscriptions:** displays the files and folders that you have added in order to have quick access
- **Administration:** displays and give access to administrative tasks according to your profile
- **Dashboards:** are forms which can be used in order to generate reports containing documents, volumes, and tasks or for order tracking purposes according to selected criteria. Dashboards are available under Dashboards label on the left navigation tree.
- **Reports:** are forms which can be used in order to view statistics about documents, volumes, pages sent to Printers or produced pages per task according to selected criteria.
- **Cabinets:** displays the highest level of organisation in a repository. Cabinets hold folders and files.

Your **Inbox** contains the tasks and notifications 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. **Notifications** are messages letting you know when a specific action has occurred on a document.

When a search with specific search criteria is used, you can perform is only once and the save it as a **Saved Search**. When you access **Saved Searches**, this search will be displayed and can be used at any time returning the updated search results.

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

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Subscriptions. When you open or view an item through **Subscriptions**, the item is retrieved from its original repository location.

You can create reports by using the search criteria under the **Dashboards**. You can use either **Documents Dashboard** or **Task Workload Dashboard** in order to create your reports and then select specific files or folders and select specific actions to perform.

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 or a notification 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. The task also disappears from other users' inbox.
- **Finish** the task (the task disappears from your inbox)
- **Reject** the task and automatically delete it from your Inbox
- **Close** the task without accepting it (the task remains in your inbox)

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File	Edit	View	Tools
------	------	------	-------


Metadata

Document Manager

Control-reading for document 31988L0667-HR

Description	Please, execute control-reading to the Document LV
Document Reference	31988L0667
Language	HR
Chapter	13 Industrial policy and internal market
Publication Reference	1988L382p0046
Publication Date	
Number of pages	3
Volume name	
CCVista Status	Finalised
Title EN	Council Directive 88/667/EEC of 21 December 1988 amending for the fourth time Directive 76/768/EEC on the approximation of ...
Comments	

⚠ Prior-reading has not been performed

Attachments			
Name	Version	Size	Date Modified
 31988L0667-HR.doc	1.0,CURRENT,Finalised	52 KB	01/07/2011 12:08

Accept

Finish

Close

Figure 6: 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-DD Repository consists of a Repository Root which contains the Enlargements that in turn contains the following cabinets:

- Enlargement
 - Chapter

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- Documents Directory
 - Year
 - Document
 - Document LV
 - Communication
 - Models
- Volumes Directory
 - Language
 - Volume
 - Communication
 - Proofs

The next figures provide a pictorial representation of the Repository as it will be seen by a PLAN-DD user with the appropriate permissions.

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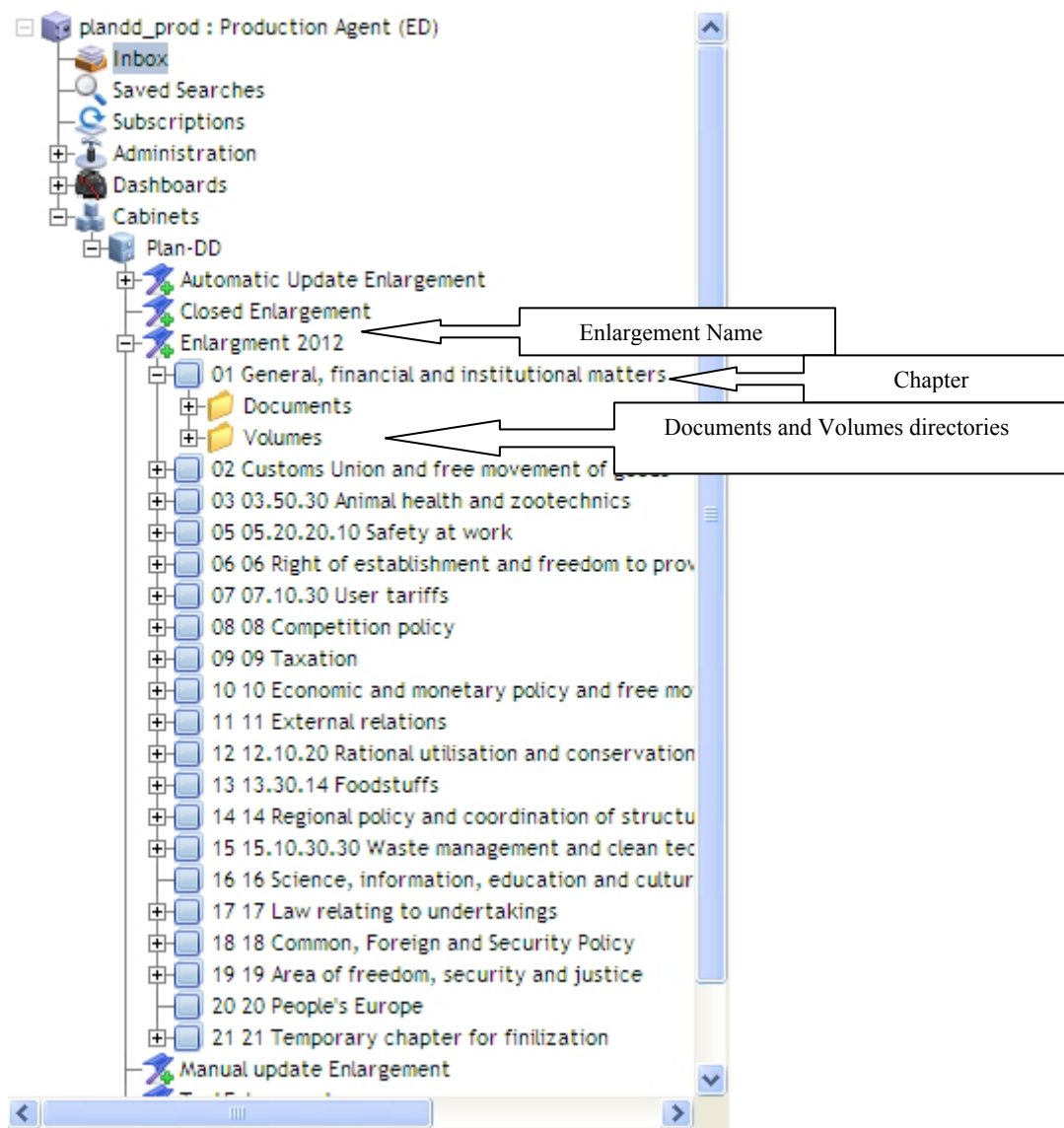


Figure 7: Structure of PLAN-DD Repository

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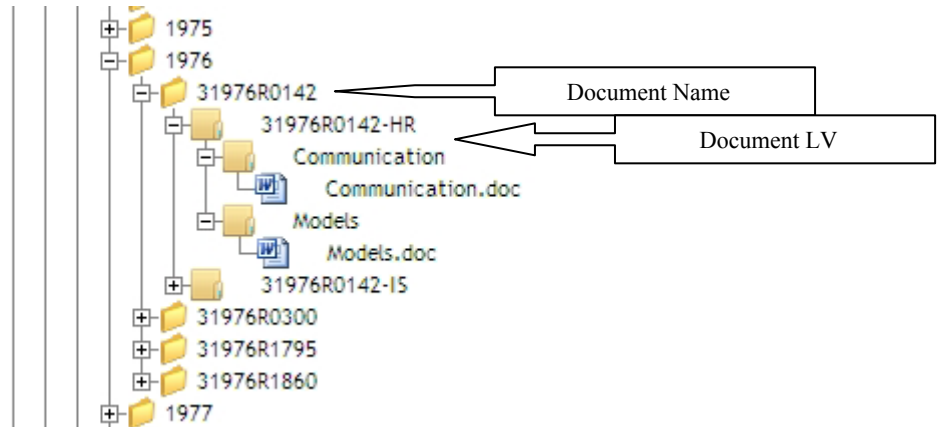


Figure 8: Structure of PLAN-DD Repository – Document Structure

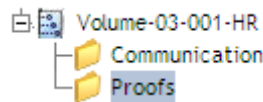


Figure 9: Structure of PLAN-DD Repository – Volume Structure

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.

2.4 Document manager

In order to work on or manipulate a document, you have to access the Document Manager. The Document Manager can be accessed by clicking on the Document Identifier and is presented in the following figure:

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The screenshot displays the Document Manager interface. On the left, a navigation pane shows the document structure. The main area is divided into two sections: Metadata and a progress bar. The Metadata section contains the following information:

Document Identifier	31988L0667
Language	HR
Chapter	13 Industrial policy and internal market
Publication Reference	1988L382p0046
Publication date	
Number of pages	3
Volume Name	
CCVista Status	Finalised
Acquis list status	Included
Procat update date	04-Aug-2011
Title EN	Council Directive 88/667/EEC of 21 December 1988 amending for the fourth time Directive 76/768/EEC on the approximation of ...

The progress bar shows the following stages: Not Available, Prior-Reading, Legal Finalisation, Control-Reading (current stage), Ready for Printer, and Published. A table on the right shows the status of various components:

	Started	In progress	Completed
Procat			●
OJ-Format	●		
Prior-reading			
Control-reading	●		
Property Cleaning			
EUR-Lex			
Cellar			

State Legend: ● Valid ● Disabled ● Invalid

At the bottom, a table lists the document versions:

Name	Version	Modifier	Modified	Full Content_size	Format
31988L0667-HR.doc	CURRENT,1.0,Finalised	dmadmin	01/07/2011 12:08	52 KB	MS Word 4.x, ...

Figure 10: Document Manager

On the left navigator you can access the subfolders of the document and find all the attached files related to it or you can use the main page to navigate on the document. You can also click on the **Metadata** button to access the metadata of the document or the **Audit Document** button to view the audit with all the important actions that have been performed on the specific document.

In order to access the entire tree of documents and volumes, including the Inbox, select the **Display** link on the left navigator and then the **Show all** link, as shown in the following figure.

The screenshot shows the 'Display' button in the left navigation pane. The dropdown menu is open, showing the following options:

- Expand selection
- Collapse selection
- Show all
- Show virtual document

In order to update the Document Manager, please click on the Document name on top of the left navigation tree.

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	<h1 style="text-align: center;">PLAN-DD USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
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2.5 Volume manager

In order to work on or manipulate a volume, you have to access the Volume Manager. The Volume Manager can be accessed by clicking on the Volume Identifier and is presented in the following figure:

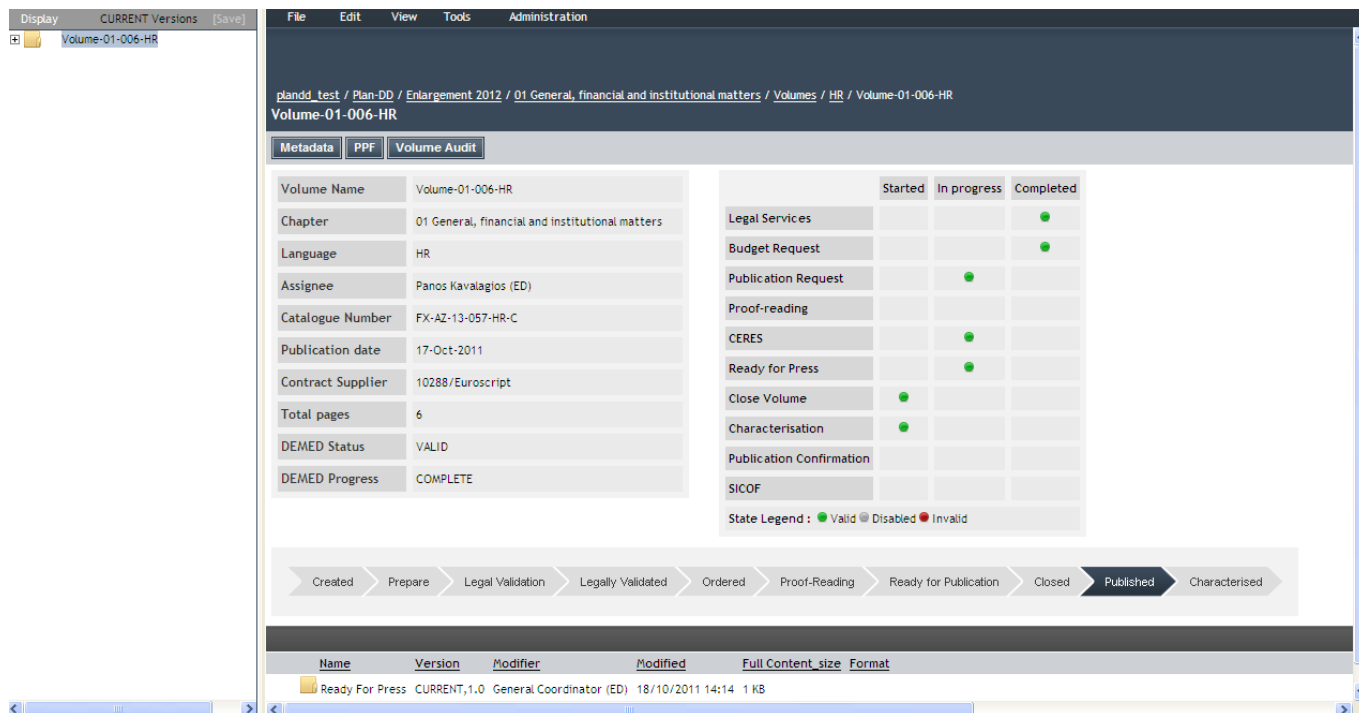


Figure 11: Volume Manager

On the left navigator you can access the subfolders of the Volume and find all the attached files related to it or you can use the main page to navigate on the Volume. You can also click on the **Metadata** button to access the metadata of the volume or the **Audit Document** button to view the audit with all the important actions that have been performed on the specific volume.

From the Volume Manager, users have also the option to open the **Print Production File (PPF)** from where they can view or manage the volume depending on their user role.

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Print Production File :
Volume Functions Document Functions Ready for Press

Volume-01-002-HR Nov 14, 2011 10288/Euroscript Total Pages: 2 Status: Prepare Demed Status: DATA_CHANGE Language

HR ▾

TOC Pages: 0 Document Titles: ☒ Show ☐ Hide

<input type="checkbox"/>	<u>Document Identifier</u>	<u>Publication Reference</u>	<u>Status</u>	<u>Included/Excluded</u>	<u>Start Page</u>	<u>End Page</u>	<u>Length</u>	<u>Comments</u>
	Decision creating the 'Official Journal of the European Communities'							
<input type="checkbox"/>	31958D1006(01)	1958P017p0390	Prior-Reading	Included	1	1	1	
	63/32/EEC: Council Decision of 18 December 1962 on the determination of the appointing authority for the Audit Board							
<input type="checkbox"/>	31963D0032	1963P012p0139	Not Available	Included	2	2	1	

?

Refresh Save Save and Close Save and Print Save and export to Excel Cancel

Figure 12: Print Production File

In the PPF form, you can select the language from the corresponding drop down list and select the language in which the titles of the Documents will be displayed.

Moreover, from the Document Titles radio buttons “Show” and “Hide”, you can select if the titles of the documents will be displayed or not.

The PPF can be also exported to MS Excel file in CSV format by pressing the **Save and export to Excel** button. The titles of the Documents will be also exported depending of the previous selection of showing or hiding them.

In order to access the entire tree of documents and volumes, including the Inbox, select the **Display** link on the left navigator and then the **Show all** link, as shown in the following figure.

Display CURRENT Versions [Save]

- Expand selection
- Collapse selection
- Show all**
- Show virtual document

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In order to update the Volume Manager, please click on the Volume name on top of the left navigation tree.

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.

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. Double click on a group to view the list of users or select **Show Users** from the drop down list on the right top, or use the **Starts with** field on the top to find a specific user.
6. 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 that receive tasks have the option to change their availability. When a user chooses to designate another user to receive their tasks, he/she needs to check the availability of other users (for production agent, only other production agent can be designated and general coordinator by default, for proofreaders, other proofreaders in the team can be designated).

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Workflow Availability :

Workflow Tasks

☒ I am currently unavailable. Please direct my tasks to:
[not selected] [edit](#)

?

OK Cancel

Figure 13: 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 or folder:

1. Navigate to its parent by using the left navigation
2. Select the document or folder and right click on it.
3. Select **Subscribe** from the right click menu.

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2.8.2 Advanced search

In order to perform a search with advanced options:

1. Click on the down arrow  next to the **Quick Search** field and then select the **Advanced** option.



2. The **Advanced search** form is displayed.

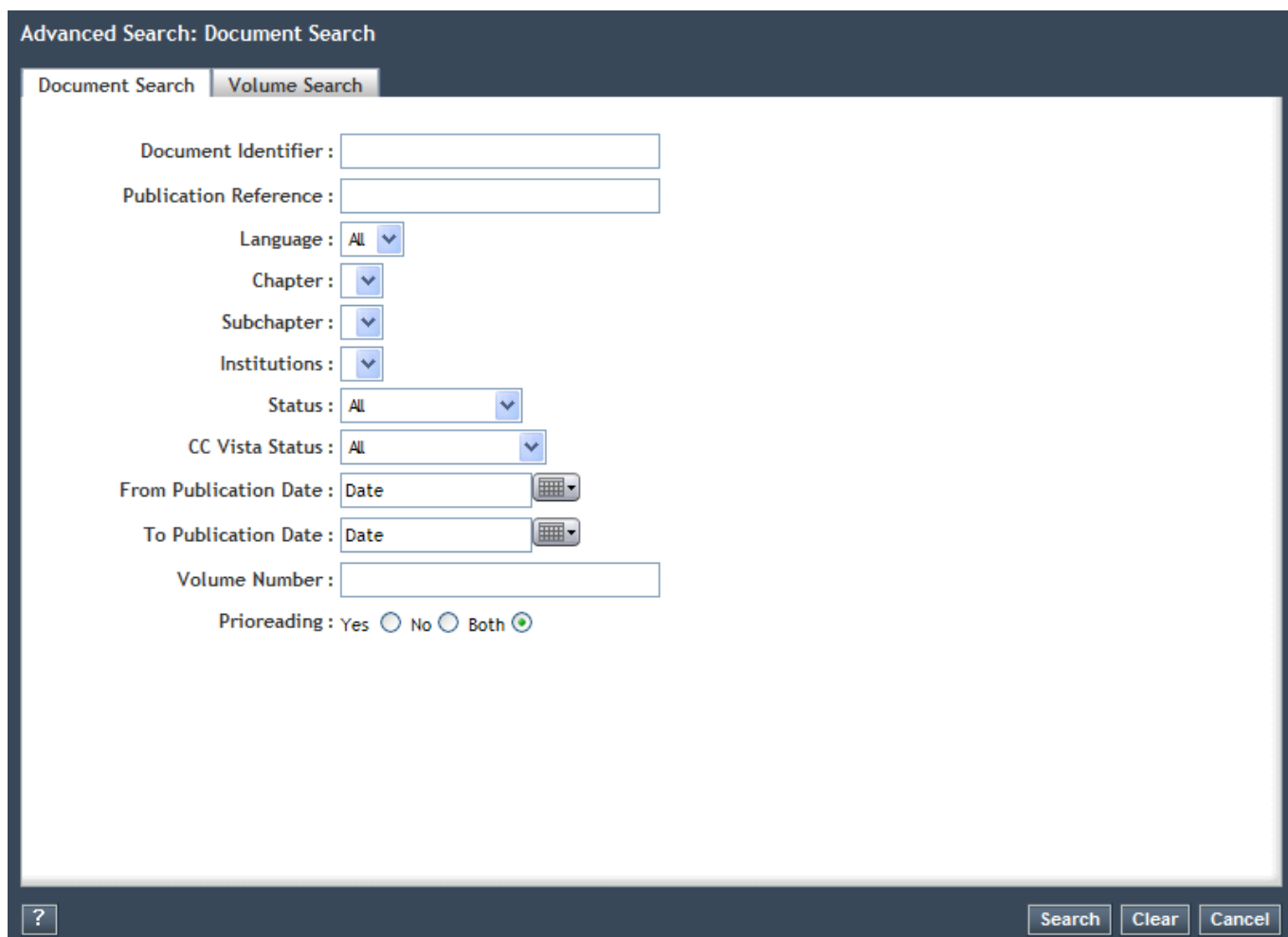


Figure 16: Advanced search form

3. Select the criteria that you want by using the corresponding free text fields and drop down lists.
4. Click on the **Search** button in order to perform the search based on the selected criteria.

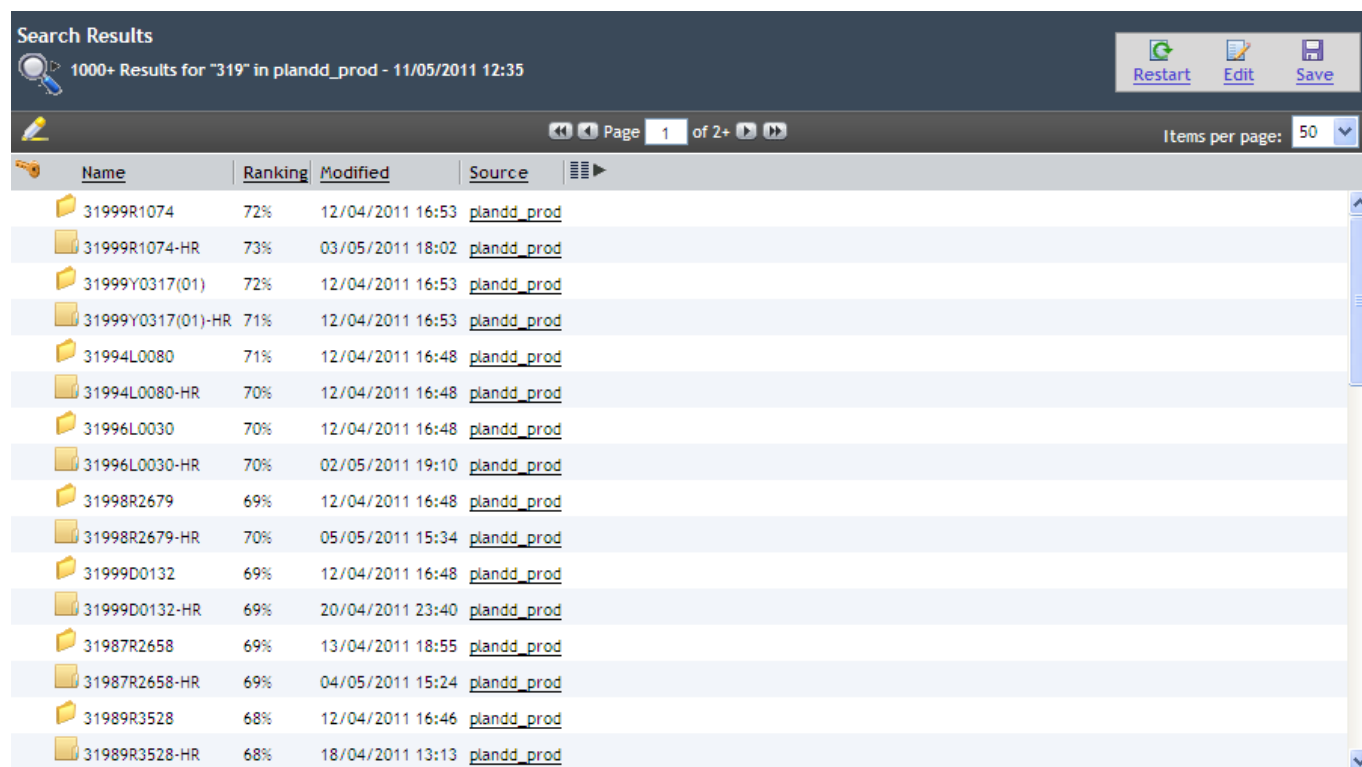
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2.8.3 Search results

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




1. Double click on **Name** to open a specific upload or folder.




Name	Ranking	Modified	Source
31999R1074	72%	12/04/2011 16:53	plandd_prod
31999R1074-HR	73%	03/05/2011 18:02	plandd_prod
31999Y0317(01)	72%	12/04/2011 16:53	plandd_prod
31999Y0317(01)-HR	71%	12/04/2011 16:53	plandd_prod
31994L0080	71%	12/04/2011 16:48	plandd_prod
31994L0080-HR	70%	12/04/2011 16:48	plandd_prod
31996L0030	70%	12/04/2011 16:48	plandd_prod
31996L0030-HR	70%	02/05/2011 19:10	plandd_prod
31998R2679	69%	12/04/2011 16:48	plandd_prod
31998R2679-HR	70%	05/05/2011 15:34	plandd_prod
31999D0132	69%	12/04/2011 16:48	plandd_prod
31999D0132-HR	69%	20/04/2011 23:40	plandd_prod
31987R2658	69%	13/04/2011 18:55	plandd_prod
31987R2658-HR	69%	04/05/2011 15:24	plandd_prod
31989R3528	68%	12/04/2011 16:46	plandd_prod
31989R3528-HR	68%	18/04/2011 13:13	plandd_prod

Figure 17: Quick search results

When you perform a quick search, the **Search results** page is displayed, listing all of the objects (documents and folders) that meet the criteria of that search. The **Search Results** screen provides you with the opportunity to **Restart**, **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**, **Modified** date and **Source**.

- 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 will 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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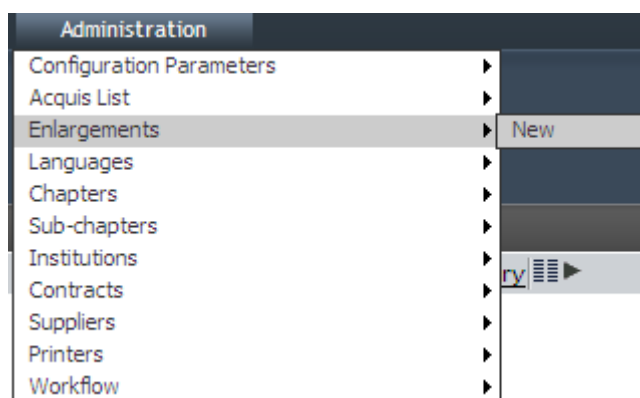
3 Technical Support Service

3.1 Manage Enlargements

3.1.1 Create New Enlargement

In order to create a new Enlargement:

1. Select **Administration** → **Enlargement** → **New**



2. In the displayed form fill in at least the mandatory fields which are indicated by an asterisk (*). The **Name** of the Enlargement and the **Accession Date** are the mandatory fields that have to be filled. The **Status** of the Enlargement by default is **Active** and the **Automatic Update** is set to **No**. You can also enter the **Catalogue Prefix** and **Suffix** to the corresponding fields.

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Enlargements : New

Name : *

Accession Date : *

Status : ☒ Active ☐ Closed

Automatic Update : ☐ Yes ☒ No

Catalogue Prefix :

Catalogue Suffix :

Default due date of reading tasks :

Figure 18: Create a new Enlargement

- Click on **OK** button to confirm the creation of the Enlargement

The created **Enlargement** will be displayed in the list of **Enlargements**

Name	Accession Date	Status	Automatic Update	Catalogue Prefix	Catalogue Suffix
Automatic Update Enlargement	26/04/11	Active	Yes	FX-AZ-	-C
Closed Enlargement		Closed	No		
Enlargement 2012	01/01/12	Active	Yes	FX-AZ-	-C
Manual update Enlargement		Active	No		

Figure 19: List of Enlargements

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3.1.2 Edit Enlargement

In order to edit an existing Enlargement:

1. Navigate to the list of **Enlargements** under **Administration** from the left navigation
2. Select the Enlargement you want to edit
3. Right click and select **Edit** or select **Administration → Enlargements → Edit**

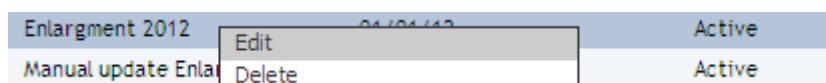


Figure 20: Edit Enlargement

4. Edit the fields that you wish
5. Click **OK** in order to close the form and save the modifications

3.1.3 Delete Enlargement

In order to delete an Enlargement:

1. Navigate to the list of **Enlargements** under **Administration** from the left navigation
2. Select the Enlargement that you want to delete
3. Right click and select **Delete** or select **Administration → Enlargements → Delete**



Figure 21: Delete Enlargement

4. The profile of the Enlargement will be displayed in order to view the details
5. Click **OK** in order to confirm the deletion

In case the Enlargement has associated data, the following message will be displayed informing the user that the Enlargement can not be deleted.

The enlargement cannot be deleted. There are data (Acquis List, Language, Document, Chapter, Subchapter or Printer) associated to it.

3.2 Manage Languages

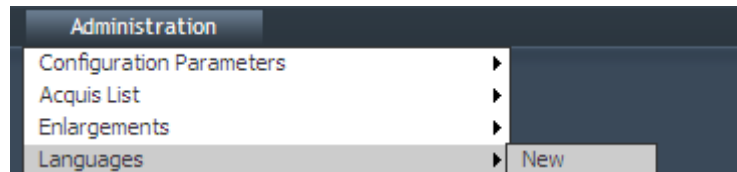
3.2.1 Create New Language

In order to create a new Language:

1. Select **Administration → Languages → New**

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- In the displayed form fill in at least the mandatory fields which are indicated by an asterisk (*). The **Language code** and the **Language name** are the mandatory fields that have to be filled. The **Country code** (CCVista), the **Language** (OJ-Format), the **Enlargement** which is selected from the drop down list containing all the available Enlargements, the **ISSN** (Print) number and the **ISSN** (Online) numbers are also available fields that can be filled for the description of the new created Language.

Languages : New

Language code : *

Language name : *

Country code (CCVista) :

Language (OJ-Format) :

Enlargement : ▼

ISSN (Print) :

ISSN (Online) :

?

Save Cancel

Figure 22: Create a new Language

- Click on **Save** button to confirm the creation of the new Language

The created **Language** will be displayed in the list of **Languages**

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Starts With <input type="text"/> <input type="button" value="➡"/> <input type="button" value="✕"/>						
Language code	Language name	Country code (CCVista)	Language (OJ-Format)	Enlargement	ISSN (Print)	ISSN (Online)
HR	Croatian	HR		Enlargement 2012	1245-567	2313
EE	European	IS		Automatic Update	1234-5678	9876-4321
IS	Icelandic	IS		Enlargement 2012	1234-567	

Figure 23: List of Languages

3.2.2 Edit Language

In order to edit an existing Language:

1. Navigate to the list of **Languages** under **Administration** from the left navigation
2. Select the Language you want to edit
3. Right click and select **Edit** or select **Administration → Languages → Edit**

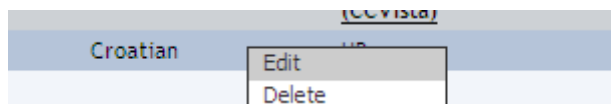


Figure 24: Edit Language

4. Edit the fields that you wish
5. Click **Save** in order to close the form and save the modifications

3.2.3 Delete Language

In order to delete a Language:

1. Navigate to the list of **Languages** under **Administration** from the left navigation
2. Select the Language that you want to delete
3. Right click and select **Delete** or select **Administration → Languages → Delete**



Figure 25: Delete Language

4. The profile of the Language will be displayed in order to view the details
5. Click **Delete** in order to confirm the deletion

In case the Language is related to a Document LV, the following message will be displayed informing the user that the Language can not be deleted.

The language can't be deleted because it is related to Document LV

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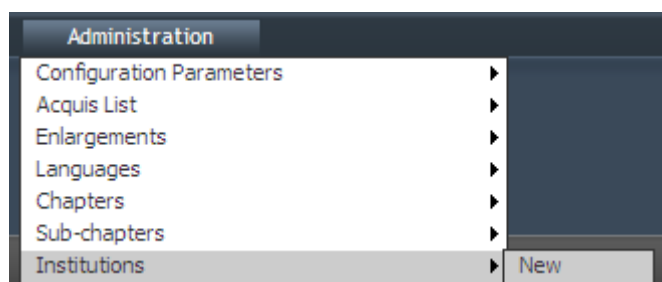
	PLAN-DD USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PDD.UMA-2.2.0 / 0.05

3.3 *Manage Institutions*

3.3.1 *Create New Institution*

In order to create a new Institution:

1. Select **Administration → Institutions → New**



2. In the displayed form fill in the mandatory fields **Name** of the Institution and the **Abbreviation (DEMED)**. The **Status** by default is set to **Active**.

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Institutions : New

Name : *

Abbreviation (DEMED) : *

Status : ☒ Active ☐ Inactive

Figure 26: Create a new Institution

3. Click on **OK** button to confirm the creation of the new Institution

The created **Institution** will be displayed in the list of **Institutions**

Show items 10		
Name	Abbreviation (DEMED)	Status
COUNCIL	CON	Yes

Figure 27: List of Institutions

3.3.2 Edit Institution

In order to edit an existing Institution:

1. Navigate to the list of **Institutions** under **Administration** from the left navigation

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2. Select the **Institution** you want to edit
3. Right click and select **Edit** or select **Administration → Institutions → Edit**

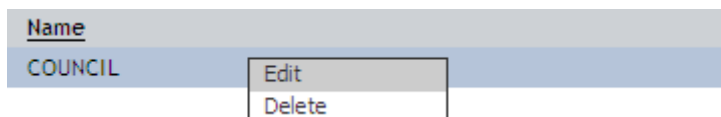


Figure 28: Edit Institution

4. Edit the fields that you wish
5. Click **OK** in order to close the form and save the modifications

3.3.3 Delete Institution

In order to delete an Institution:

1. Navigate to the list of **Institutions** under **Administration** from the left navigation
2. Select the **Institution** that you want to delete
3. Right click and select **Delete** or select **Administration → Institutions → Delete**

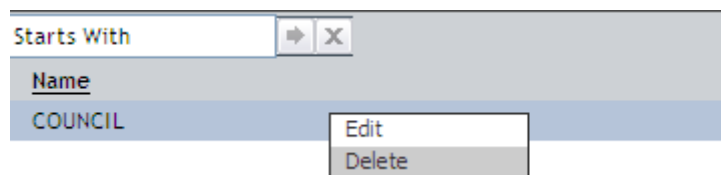


Figure 29: Delete Institution

4. The profile of the Institution will be displayed in order to view the details

Click **OK** in order to confirm the deletion

In case the Institution has Chapters related, the following message will be displayed informing the user that the Institution can not be deleted.

There are some Chapters related for this Institution: can't be deleted

3.4 Manage Chapters

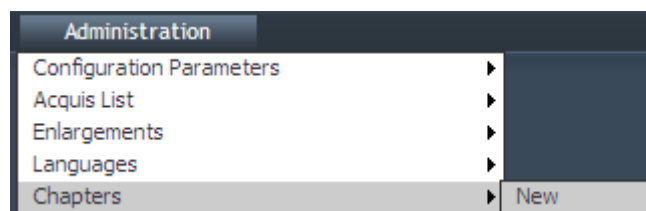
3.4.1 Create New Chapter

In order to create a new Chapter:

1. Select **Administration → Chapters → New**

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- In the displayed form fill in the mandatory fields **Chapter Name**, the **Chapter Number** and select the **Enlargement** from the drop down list. You can also select the corresponding **Institution** from the **Available Institutions** list and add them in the **Selected Institutions** by using the right and left arrows.

Chapters Management : New

Chapter Name : *

Chapter Number : *

Enlargement : *

Available Institutions

Institution :

Filter by Institutions

COUNCIL

?

Save Cancel

Figure 30: Create a new Chapter

- Click on **Save** button to confirm the creation of the new Chapter
- The created **Chapter** will be displayed in the list of **Chapters**

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Starts With

Chapter Name	Chapter Number	Institution	Enlargement
07 07.10.30 User tariffs	0		Automatic Update Enlargement
06 06 Right of establishment and freedom to provide services	0		Automatic Update Enlargement
13 13.30.14 Foodstuffs	0		Automatic Update Enlargement
11 11 External relations	0		Automatic Update Enlargement
03 03.50.30 Animal health and zootechnics	0		Automatic Update Enlargement

Figure 31: List of Chapters

3.4.2 Edit Chapter

In order to edit an existing Chapter:

1. Navigate to the list of **Chapters** under **Administration** from the left navigation
2. Select the **Chapter** you want to edit
3. Right click and select **Edit** or select **Administration → Chapters → Edit**

Chapter Name	Chapter Number
07 07.10.30 User tariffs	0
06 06 Right of establish	

Figure 32: Edit Chapter

4. Edit the fields that you wish
5. Click **Save** in order to close the form and save the modifications

3.4.3 Delete Chapter

In order to delete a Chapter:

1. Navigate to the list of **Chapters** under **Administration** from the left navigation
2. Select the **Chapter** that you want to delete
3. Right click and select **Delete** or select **Administration → Chapters → Delete**

11 11 External relatio	0
03 03.50.30 Animal he	0

Figure 33: Delete Chapter

4. The profile of the **Chapter** will be displayed in order to view the details
5. Click **OK** in order to confirm the deletion

In case the Chapter is related to a Volume, the following message will be displayed informing the user that the Chapter can not be deleted.

The chapter can't be deleted because it is related to some volume

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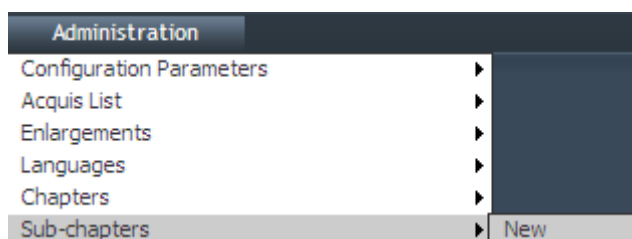
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3.5 *Manage Sub-chapters*

3.5.1 *Create New Sub-chapter*

In order to create a new Sub-chapter:

1. Select **Administration** → **Sub-chapters** → **New**



2. In the displayed form fill in the mandatory fields. Select the **Enlargement** from the drop down list and then the **Chapter** from the drop down list which will be updated according to the selected **Enlargement**. You have also to enter the **Sub-chapter Name** and the **Sub-chapter Number**.

Sub-chapter Form : New

Enlargement : *

Chapter : *

Sub-chapter Name : *

Sub-chapter Number : *

?

Save Cancel

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Figure 34: Create a new Sub-chapter

3. Click on **Save** button to confirm the creation of the new Sub-chapter

The created **Sub-chapter** will be displayed in the list of **Sub-chapters**

Starts With	⇒	X
<u>Sub-chapter</u>	<u>Chapter</u>	<u>Enlargement</u>
01.07 Statistics	01 General, financial and institutional matters	Enlargement 2012
01.10 Principles, objectives and tasks of the		

Figure 35: List of Sub-chapters

3.5.2 Edit Sub-chapter

In order to edit an existing Sub-chapter:

1. Navigate to the list of **Sub-chapters** under **Administration** from the left navigation
2. Select the **Sub-chapter** you want to edit
3. Right click and select **Edit** or select **Administration → Sub-chapters → Edit**

<u>Sub-chapter</u>
01.07 Statistics
01.10 Principles, objectives and tasks of the



Figure 36: Edit Sub-chapter

4. Edit the fields that you wish
5. Click **Save** in order to close the form and save the modifications

3.5.3 Delete Sub-chapter

In order to delete a Sub-chapter:

1. Navigate to the list of **Sub-chapters** under **Administration** from the left navigation
2. Select the **Sub-chapter** that you want to delete
3. Right click and select **Delete** or select **Administration → Sub-chapters → Delete**

Starts With  

Sub-chapter

01.07 Statistics

01.10 Principles, objectives and tasks of the

Edit

Delete

Figure 37: Delete Sub-chapter

4. The profile of the **Sub-chapter** will be displayed in order to view the details
5. Click **OK** in order to confirm the deletion

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In case the Sub-chapter is related to a Document LV, the following message will be displayed informing the user that the Sub-chapter can not be deleted.

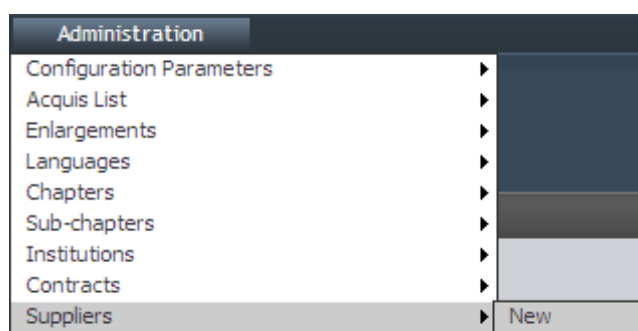
Sub-chapter cannot be deleted. It is already related to a Document LV

3.6 *Manage Suppliers*

3.6.1 *Create New Suppliers*

In order to create a new Supplier:

1. Select **Administration → Suppliers → New**



2. In the displayed form fill in the mandatory fields. Enter the **Suppliers Name** and the **Abbreviation (Ceres)** in the appropriate fields. The **Status** by default is set to **Active**.

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Suppliers Management : New

Supplier Name : *

Abbreviation (Ceres) : *

Active Status : ☒ Active ☐ Inactive

?

Save Cancel

Figure 38: Create a new Supplier

- Click on **Save** button to confirm the creation of the new Supplier

The created **Supplier** will be displayed in the list of **Suppliers**

Starts With	→	×
<u>Supplier Name</u>	<u>Abbreviation (Ceres)</u>	<u>Active Status</u>
Euroscript	EU	Active

Figure 39: List of Suppliers

3.6.2 Edit Suppliers

In order to edit an existing Supplier:

- Navigate to the list of **Suppliers** under **Administration** from the left navigation
- Select the **Suppliers** you want to edit
- Right click and select **Edit** or select **Administration → Suppliers → Edit**

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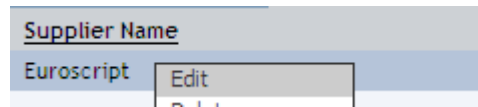


Figure 40: Edit Supplier

4. Edit the fields that you wish
5. Click **Save** in order to close the form and save the modifications

3.6.3 Delete Supplier

In order to delete a Supplier:

1. Navigate to the list of **Suppliers** under **Administration** from the left navigation
2. Select the **Supplier** that you want to delete
3. Right click and select **Delete** or select **Administration → Suppliers → Delete**

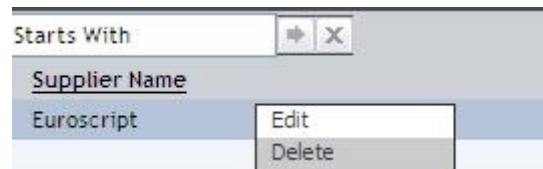


Figure 41: Delete Supplier

4. The profile of the **Supplier** will be displayed in order to view the details
5. Click **OK** in order to confirm the deletion

In case the Supplier is related to a Printer, the following message will be displayed informing the user that the Supplier can not be deleted.

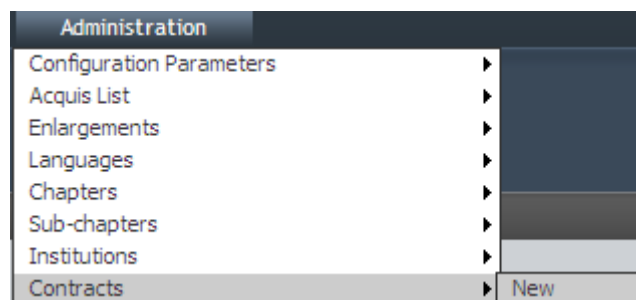
Selected supplier cannot be deleted. It is associated to a printer record.

3.7 Manage Contracts

3.7.1 Create New Contract

In order to create a new Contract:

1. Select **Administration → Contracts → New**



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- In the displayed form fill in the mandatory fields. Enter the **Contract Number**, the **Year** and the **Number of Lots** in the appropriate fields. The **Status** by default is set to **Active**. You can also add optionally a Description of the Contract.

Contracts Management : New

Contract Number : 10202 *

Year : 2008 *

Number of Lots : 0 *

Active Status : ☒ Active ☐ Inactive

Description :

?

Save Cancel

Figure 42: Create a new Contract

- Click on **Save** button to confirm the creation of the new Supplier

The created **Contract** will be displayed in the list of **Contracts**

Starts With	→	×
<u>Supplier Name</u>	<u>Abbreviation (Ceres)</u>	<u>Active Status</u>
Euroscript	EU	Active

Figure 43: List of Contracts

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3.7.2 Edit Contracts

In order to edit an existing Contract:

1. Navigate to the list of **Contracts** under **Administration** from the left navigation
2. Select the **Contract** you want to edit
3. Right click and select **Edit** or select **Administration → Contracts → Edit**

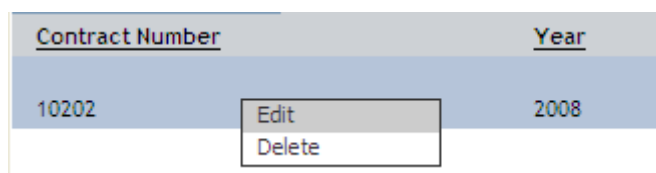


Figure 44: Edit Contract

4. Edit the fields that you wish
5. Click **Save** in order to close the form and save the modifications

3.7.3 Delete Contract

In order to delete a **Contract**:

1. Navigate to the list of **Contracts** under **Administration** from the left navigation
2. Select the **Contract** that you want to delete
3. Right click and select **Delete** or select **Administration → Contracts → Delete**

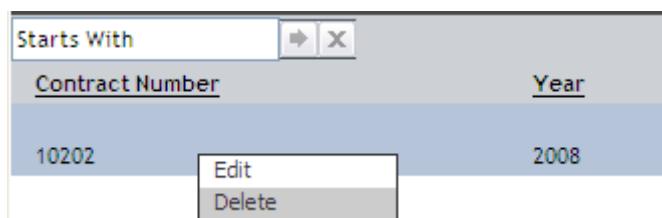


Figure 45: Delete Contract

4. The profile of the **Contract** will be displayed in order to view the details
5. Click **OK** in order to confirm the deletion

In case the Contract is related to a Printer, the following message will be displayed informing the user that the Contract can not be deleted.

Contract cannot be deleted. It is associated to a printer record

3.8 Manage Printers

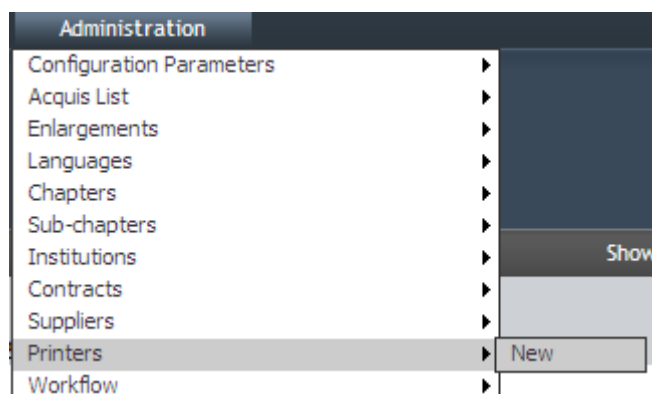
3.8.1 Create New Printer

In order to create a new Printer:

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1. Select **Administration** → **Printers** → **New**



2. In the displayed form fill in the mandatory fields. Select the **Contract** from the drop down list, the **Supplier**, the **Enlargement** and finally enter the **Cascade Order** of the Printer. In case there are **Lots** under the selected **Contract**, a drop down list to select specific **Lot** will be also available.

Printers Management : New

Contract : 10202 *

Supplier : Euroscript *

Enlargement : Enlargment 2012 *

Cascade Order : 3 *

?

Save Cancel

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Figure 46: Create a new Printer

3. Click on **Save** button to confirm the creation of the new Supplier

The created **Printer** will be displayed in the list of **Printers**

Starts With	Lot	Supplier	Enlargement	Cascade Order
10202		Euroscript	Enlargment 2012	3

Figure 47: List of Printers

3.8.2 Edit Printer

In order to edit an existing Printer:

1. Navigate to the list of **Printers** under **Administration** from the left navigation
2. Select the **Printer** you want to edit
3. Right click and select **Edit** or select **Administration → Printers → Edit**

Starts With	Lot
10202	Edit

Figure 48: Edit Printer

4. Edit the fields that you wish
5. Click **Save** in order to close the form and save the modifications

3.8.3 Delete Printer

In order to delete a Printer:

1. Navigate to the list of **Printers** under **Administration** from the left navigation
2. Select the **Printer** that you want to delete
3. Right click and select **Delete** or select **Administration → Printers → Delete**

Starts With	Lot
10202	Edit Delete

Figure 49: Delete Printer

4. The profile of the **Printer** will be displayed in order to view the details
5. Click **OK** in order to confirm the deletion

In case the Printer is related to a Volume, the following message will be displayed informing the user that the Printer can not be deleted.

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Printer cannot be deleted. It is already related to the volume.

3.9 *Application and Adapter Configuration*

3.9.1 *Application Configuration Parameters*

In order to set or edit the **Application Configuration Parameters**:

1. Select **Administration** → **Configuration Parameters** → **Application**



You can also access the **Application Configuration Parameters** form by selecting the **Configuration Parameters** under **Administration** from the left navigation and then selecting the **Application** link.

2. In the displayed form you can fill or edit the following parameters:

- Proxy Server Configuration
- Proxy Server Authentication
- Mail Server Configuration
- Legal Services
- Application Temporary Directory
- Volume Configuration

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Proxy Server Configuration	
Proxy Server	squid-test.eurodyn.com
Port	8080
Proxy Server Authentication	
Username	demo
Password	••••
Web Server Configuration	
*Web Server	plandd-db.eurodyn.com
*Port	80
Application Server Configuration	
*Application Server	plandd-test.eurodyn.com
*Port	7001
Mail Server Configuration	
*E-mail Name	Plan-DD Test
*E-mail Address	dmdadmin@plandd-test.eurodyn.com
*Mail Server	localhost
*Port	25
Legal Services	
*Timeout (Days)	15
Application Temporary Directory	
*Directory Path	/applications/plandd/xchange/tmp
Volume Configuration	
*Recommended Number of Pages	300
<input type="button" value="Save Form"/> <input type="button" value="Reset Form"/>	

Figure 50: Application Configuration Parameters

- Click on **Save Form** button to confirm and save the changes.

You can also use the **Reset Form** button before you save the form, in order to undo the modifications.

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3.9.2 *Adapters Configuration Parameters*

In order to set or edit the **Adapter Configuration Parameters**:

1. Select **Administration** → **Configuration Parameters** → **Adapters**



You can also access the **Adapters Configuration Parameters** form by selecting the **Configuration Parameters** under **Administration** from the left navigation and then selecting the **Adapters** link.

2. In the displayed form you can fill or edit the following parameters:

- CCVista Configuration
- Ceres Configuration
- Demed Configuration
- Cellar Configuration
- EUR-Lex Configuration
- OJ Format Configuration
- OJ Format Cleaning Properties Configuration
- Printers Configuration
- Procat Configuration
- SICOF Configuration

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CCVista Configuration	
*Web Service URL	<input type="text" value="http://ccvistatest.tailex.be/livelink.aspx"/>
*Web Service Namespace	<input type="text" value="http://ccvistatest.tailex.be/LiveLink"/>
*Connection Timeout (Seconds)	<input type="text" value="60"/>
*Download Documents Limit	<input type="text" value="-1"/>
*Username (Proofreading)	<input type="text" value="WSLLCorWord"/>
*Password	<input type="password" value="*****"/>
Procat Configuration	
*Inbox Directory	<input type="text" value="/applications/plandd/xchange/procatx/inbox/incoming"/>
*Archived Directory	<input type="text" value="/applications/plandd/xchange/procatx/inbox/archived"/>
*Failed Directory	<input type="text" value="/applications/plandd/xchange/procatx/inbox/failed"/>
*Outbox Directory	<input type="text" value="/applications/plandd/xchange/procatx/outbox"/>
*Procat Server Outbox Directory	<input type="text" value="/applications/procatxml/xchange/plandd/outbox"/>
*Connection String	<input type="text" value="admin admin -U procatx -P procatx0803 -A DORIS -NUMPORT 9015 -CHRONO -SGTRACE 0 -LOG -autocommit"/>
OJ-Format Configuration	
*Inbox Directory	<input type="text" value="/applications/plandd/xchange/ojformat/inbox/incoming"/>
*Archived Directory	<input type="text" value="/applications/plandd/xchange/ojformat/inbox/archived"/>
*Failed Directory	<input type="text" value="/applications/plandd/xchange/ojformat/inbox/failed"/>
*Outbox Directory	<input type="text" value="/applications/plandd/xchange/ojformat/outbox"/>
ClearMD Configuration	
*Inbox Directory	<input type="text" value="/applications/plandd/xchange/clearmd/inbox/incoming"/>
*Archived Directory	<input type="text" value="/applications/plandd/xchange/clearmd/inbox/archived"/>
*Failed Directory	<input type="text" value="/applications/plandd/xchange/clearmd/inbox/failed"/>
*Outbox Directory	<input type="text" value="/applications/plandd/xchange/clearmd/outbox"/>
EUR-Lex Configuration	
*Inbox Directory	<input type="text" value="/applications/plandd/xchange/eurlex/inbox/incoming"/>
*Archived Directory	<input type="text" value="/applications/plandd/xchange/eurlex/inbox/archived"/>
*Failed Directory	<input type="text" value="/applications/plandd/xchange/eurlex/inbox/failed"/>
*Outbox Directory	<input type="text" value="/applications/plandd/xchange/eurlex/outbox"/>
Cellar Configuration	
*Inbox Directory	<input type="text" value="/applications/plandd/xchange/cellar/inbox/incoming"/>
*Archived Directory	<input type="text" value="/applications/plandd/xchange/cellar/inbox/archived"/>
*Failed Directory	<input type="text" value="/applications/plandd/xchange/cellar/inbox/failed"/>
*Documents Outbox Directory	<input type="text" value="/applications/plandd/xchange/cellar/outbox/documents"/>
*Acquis List Outbox Directory	<input type="text" value="/applications/plandd/xchange/cellar/outbox/acquislist"/>
Demed Configuration	
*Document Request Queue	<input type="text" value="jms.demed.RequestQueue"/>
*Volume Request Queue	<input type="text" value="jms.demed.jo.RequestQueue"/>
Ceres Configuration	
*Inbox Directory	<input type="text" value="/applications/plandd/xchange/ceres/inbox/incoming"/>
*Archived Directory	<input type="text" value="/applications/plandd/xchange/ceres/inbox/archived"/>
*Failed Directory	<input type="text" value="/applications/plandd/xchange/ceres/inbox/failed"/>
*Outbox Directory	<input type="text" value="/applications/plandd/xchange/ceres/outbox"/>
Printers Configuration	
*Inbox Directory	<input type="text" value="/applications/plandd/xchange/printers/inbox/incoming"/>
*Archived Directory	<input type="text" value="/applications/plandd/xchange/printers/inbox/archived"/>
*Failed Directory	<input type="text" value="/applications/plandd/xchange/printers/inbox/failed"/>
*Outbox Directory	<input type="text" value="/applications/plandd/xchange/printers/outbox"/>
SICOF Configuration	
*Outbox Directory	<input type="text" value="/applications/plandd/xchange/sicof/outbox"/>
Dashboard Export Configuration	
*Outbox Directory	<input type="text" value="/applications/plandd/xchange/dashboard/outbox"/>
<input type="button" value="Save Form"/> <input type="button" value="Reset Form"/>	

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Figure 51: Adapters Configuration Parameters

- Click on **Save Form** button to confirm and save the changes.

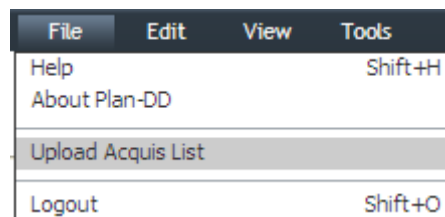
You can also use the **Reset Form** button before you save the form, in order to undo the modifications.

3.10 Manage Acquis List

3.10.1 Initialisation of the Acquis List from zip archive

In order to initialise an **Acquis List** from a zip archive:

- Select men **File → Upload Acquis List**



- In the displayed form fill in the mandatory fields. Select the **Language** from the drop down list and then use the **Browse** button in order to locate the zip file that you want to upload.

Note: The zip archive should have been retrieved from CCVista, containing the priority list chapters in MS Excel format and has been stored locally in your PC. In addition, the Excel files should have the correct structure as they are downloaded from the CCVista.

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Upload Acquis List

Select a language: Icelandic *
 Enlargement: Enlargement 2012
 Upload Acquis List from ZIP file: Browse... *

The results of the import procedure will be e-mailed to all the members of the Technical Support Agents group:
 Tech Support Agent (ED) <pkava@eurodyn.com>

? Upload Cancel

Figure 52: Upload Acquis List

3. Click on **Upload** button to confirm the selection of the file and start the uploading
4. A message will be displayed informing the user if the import method was launched successfully or if it was aborted due to errors.

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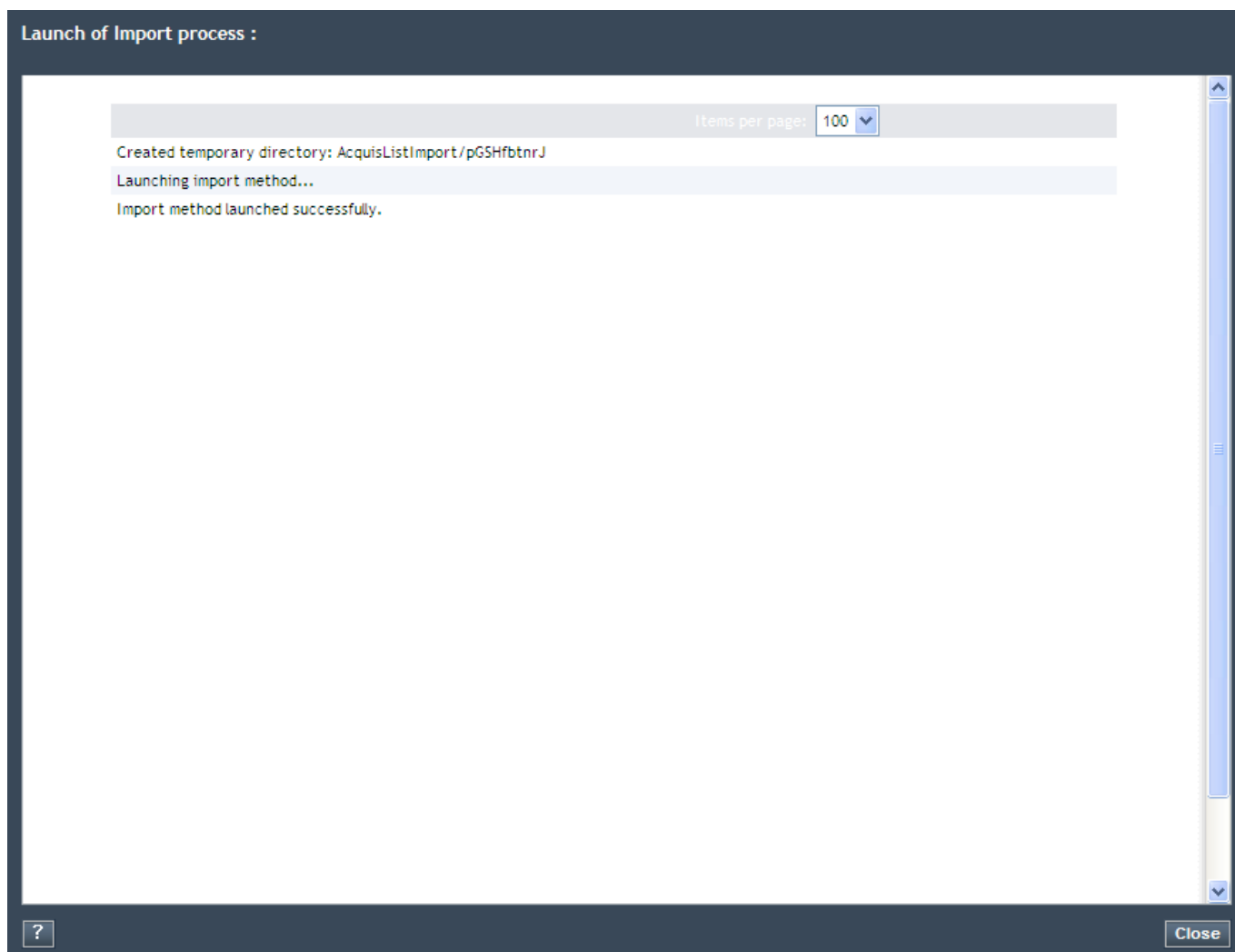


Figure 53: Launch of Import process

5. Click the **Close** button in order to close the window and return to the previous screen.

3.10.2 Manual Management of the Acquis List

In order to add a new Document:

1. Select **Administration → Acquis List → Add Document**



2. In the displayed form fill in at least the mandatory fields. Enter the **Document Identifier**, the **Publication reference** and select from the corresponding drop down lists the **Enlargement**, the **Chapter**, the **Status** and the **Acquis update letter** if available.

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Acquis List Management : Add a Document to the Acquis List

Document Identifier:	31996L0030 *
Publication reference:	1990L3130038
Enlargement:	Enlargement 2012 ▼
Chapter:	01 General, financial and institutional matters ▼
Status:	Included ▼
Acquis update letter:	R1 It1 Dashboards.doc (20/06/2011 19:34) ▼

?

OK Cancel

Figure 54: Add new Document in Acquis List

3. Click on **Save** button to confirm the creation of the new **Document**
4. The created **Document** will be displayed in the **Acquis List**

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Enlargement:

Enlargement 2012

Status:

Included

Excluded

All

Total Pages:

114514

Administration/Acquis List

Acquis List

Export to Excel

Page 1 of 1236

Show items 10

Document Identifier

Locate Document

Document Identifier	Linked	Publication reference	Enlargement	Chapter	Status	Number of Pages
32008R0628			Enlargement 2012	03 Agriculture	Included	0
22008D0084			Enlargement 2012	11 External relations	Included	0
22008D0099			Enlargement 2012	11 External relations	Included	0
32008D0196			Enlargement 2012	07 Transport policy	Included	0
22007D0100			Enlargement 2012	11 External relations	Included	0
32008D0185			Enlargement 2012	03 Agriculture	Included	0
32008R0737			Enlargement 2012	03 Agriculture	Included	0
22007D0121			Enlargement 2012	11 External relations	Included	0
32009R0378			Enlargement 2012	03 Agriculture	Included	0
32008D0156			Enlargement 2012	03 Agriculture	Included	0

Figure 55: Acquis List

Note: When creating a new document in the Acquis List, the exit point after the creation of the document is the same with the entry point before selecting the option to add the new document.

3.10.3 View Documents in Acquis List

In order to view the list of existing **Documents** in the **Acquis List**:

1. Navigate to the **Acquis List** under **Administration** from the left navigation
2. Select the **Enlargement** by using the corresponding drop down list
3. Select one of the available radio buttons to filter the Documents depending on their status. Available options are the “**Included**”, “**Excluded**” and “**All**”. By default the “**Included**” option is selected.

Every time a user selects an **Enlargement** or a **Status**, the results will be updated automatically. A value labelled “**Total Pages**” will provide the total number of pages of the presented results.

4. You can use the **Export to Excel** **Export to Excel** button, in order to export the results in Excel format

3.10.4 Edit Document in Acquis List

In order to edit an existing **Document** of the **Acquis List**:

1. Navigate to the **Acquis List** under **Administration** from the left navigation
2. Select the **Document** you want to edit
3. Right click and select **Edit a Document in the Acquis List**

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Document Identifier	Linked	Publication reference	Enlargement	Chapter	Status
21994A1223(20)		Edit a Document in the Acquis List		Internal relations	Included
21986A0324(03)		Link Document(s)		Internal relations	Included
32001R0090		Unlink Document(s)		Agriculture	Included
42005X1216(02)			Enlargement 2012	21 Temporary chapter for finalization	Included

Figure 56: Edit Document in the Acquis List

4. In the displayed form edit the fields that you wish.
5. Click **Save** in order to close the form and save the modifications

3.11 Document Linking

3.11.1 Link Documents from Document Manager

In order to link one or more documents from the Document Manager:

1. Open the Document you want to link with the Document Manager
2. Click the **Metadata** button in order to open the Document LV Metadata page
3. At the bottom of the Metadata page, the **Linked Documents** list is displayed

Linked Documents :

Add

Remove

4. Click the **Add** button to open the search form to Link Documents

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Please enter Document number and perform search to add a Linked Document :

The search form displays only documents that belong to the same main chapter and they are not attached to a volume of an active enlargement.

Document Number

Documents List Linked Documents

Figure 57: Search form for Linked Documents

5. Enter a document number or the first part of it in the **Document Number** field and click the **Search** button in order to get a list of documents in the **Document List**.

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Please enter Document number and perform search to add a Linked Document :

The search form displays only documents that belong to the same main chapter and they are not attached to a volume of an active enlargement.

Document Number

Documents List

- 31958D1006(01)
- 31958R0001
- 31960D1027(01)
- 31964D0350
- 31967R0422
- 31967R0423
- 31968R0421
- 31969R0549
- 31969R1826
- 31969R2604

Linked Documents

?

Figure 58: Search results in Documents List

- Use the right and left arrows to add or remove documents to the **Linked Documents** list

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	<h1 style="text-align: center;">PLAN-DD USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
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Please enter Document number and perform search to add a Linked Document :

The search form displays only documents that belong to the same main chapter and they are not attached to a volume of an active enlargement.

Document Number:

Documents List

- 31958D1006(01)
- 31960D1027(01)
- 31967R0422
- 31967R0423
- 31968R0421
- 31969R0549
- 31969R1826
- 31969R2604
- 31970D0244
- 31970R2163

Linked Documents

- 31958R0001
- 31964D0350

Figure 59: Added Linked Documents

- Click on **OK** button to close the search form and confirm the list of Linked Documents

Linked Documents :

31958R0001

31964D0350

- Click on **OK** button of the **Document LV Edit Metadata** form in order to save the Metadata of the document
- You can also remove Linked Documents by selecting documents from the list and use the **Remove** button

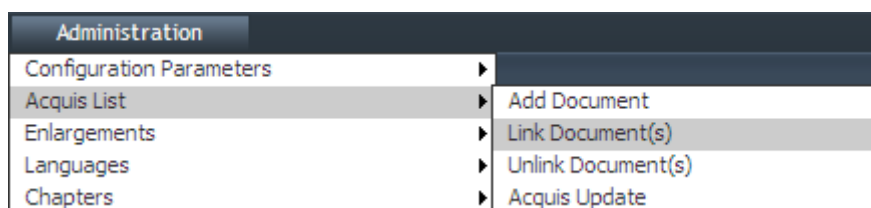
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3.11.2 Link/Unlink Documents from Acquis List


In order to link one or more documents from the Acquis List:

1. Select the Acquis List under Administration from the left navigation
2. From the displayed Acquis List select the documents you want to link. You can select the documents by pressing the Ctrl button of your keyboard and click once on each of the documents that you want to link
3. Select **Administration → Acquis List → Link Documents** from the main menu or right click on the selected documents and select the **Link Document(s)** option.




4. A list of the selected documents to be linked will be displayed.

Acquis List Management : Link Documents

 Are you sure you want to link the following Documents?

Publication reference:	Document Identifier:	Enlargement:	Chapter:	Status:
	32001R0045	Enlargement 2012	01 General, financial and institutional matters	Excluded
	32001R1049	Enlargement 2012	01 General, financial and institutional matters	Included
	32002R0029	Enlargement 2012	01 General, financial and institutional matters	Included

Items per page: 50

 OK Cancel

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Figure 60: Acquis List Link Documents

- Click on **OK** button to proceed with the linking of the documents.

In case that one of the selected Documents already belongs to another group, a message informing the user that some documents are already linked will be displayed and the action is cancelled.

 Are you sure you want to link the following Documents?

These Documents cannot be linked because some of them belong already to other groups.

Publication reference:	Document Identifier:	Enlargement:	Chapter:	Status:
	32002R0029	Enlargement 2012	01 General, financial and institutional matters	Included
	32002R0204	Enlargement 2012	01 General, financial and institutional matters	Included
	32002R0204	Automatic Update Enlargement	01 General, financial and institutional matters	Included
	32002R0204	Enlargement 2012	13 13.30.14 Foodstuffs	Included
	32002R0204	Automatic Update Enlargement	13 13.30.14 Foodstuffs	Included

Items per page: 50

Figure 61: Link can not be performed

In order to unlink a document from the Acquis List:

- Select the Acquis List under Administration from the left navigation
- From the displayed Acquis List select the document you want to unlink.
- Select **Administration → Acquis List → Unlink Documents** from the main menu or right click on the selected documents and select the **Unlink Document(s)** option.

Administration	
Configuration Parameters	
Acquis List	<ul style="list-style-type: none"> Add Document Link Document(s) Unlink Document(s) Acquis Update
Enlargements	
Languages	
Chapters	

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	<h1 style="text-align: center;">PLAN-DD USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
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4 General Coordinator/Production Agent

4.1 General Coordinator's Inbox

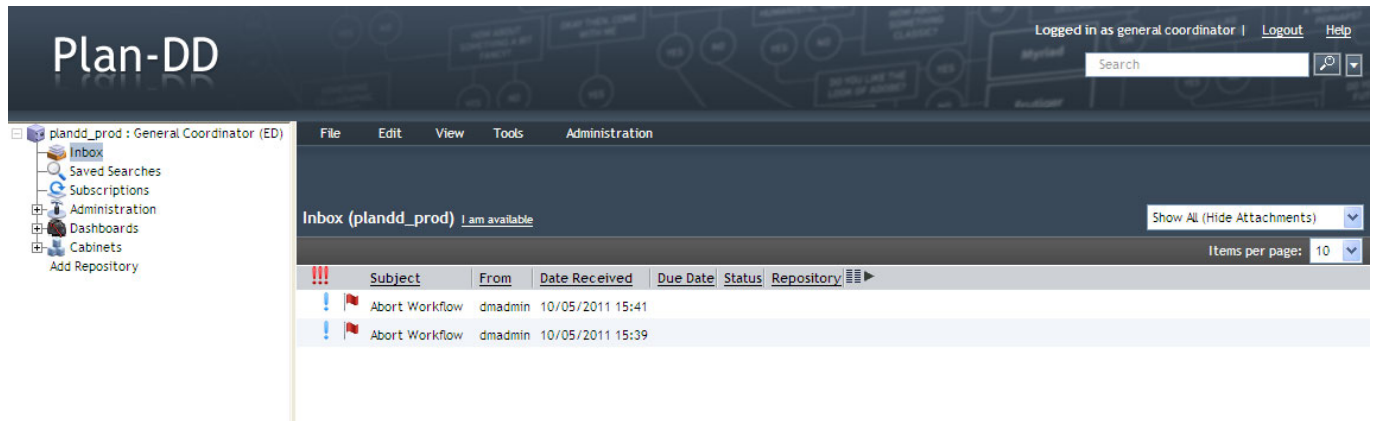
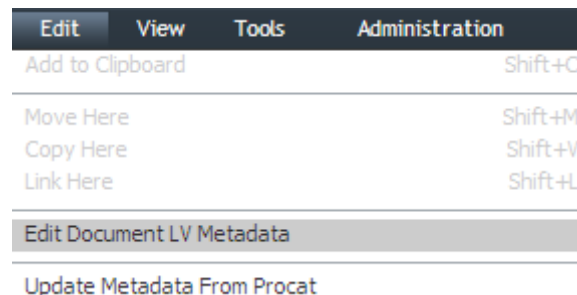


Figure 62: General Coordinator's Inbox

4.2 Edit Document LV Metadata

In order to edit the metadata of a Document LV:

1. Access the Document LV for which you want to edit the metadata
2. Select **Edit → Edit Document LV Metadata** from the menu on the Web top or click on the **Metadata** button



3. The **Document LV Metadata** form is displayed
4. Modify the properties that you want

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Document LV Edit Metadata :

Document Identifier : 31975D0320

Publication :

Reference :

Language : HR

Chapter :

Sub-chapter : 01.40 Provisions governing the institutions

Document Chapters / Sub-chapters :

01 General, financial and institutional matters
 01.40 Provisions governing the institutions

 Add Remove

Document Status : Prior-Reading *

CC Vista Status : Under finalisation

Skip OJ Format : No

Author Files Status : No

Model Files Status : Yes

Publication date :

Volume Name :

Official title :

English title :

French title :

? OK Cancel

Figure 63: Document LV Metadata form

- Click on **OK** button to save the modifications.

4.3 Manual Upload/Update of Document LV

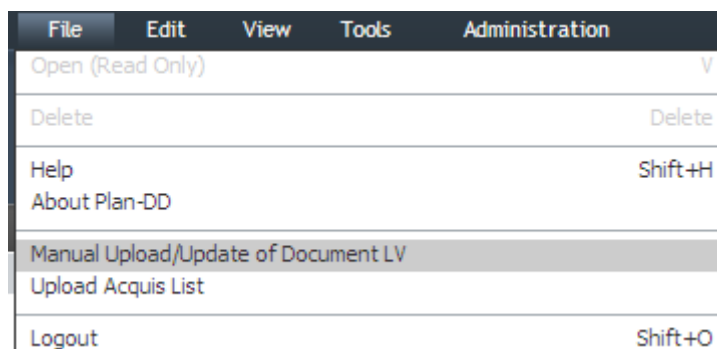
4.3.1 Upload Document LV

In order to upload a **Document LV**:

- Select **File → Manual Upload/Update of Document LV**

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2. In the displayed form fill in at least the mandatory fields. Enter the **Document Identifier** or use the **Search** button in order to select a Document that exists in the corresponding Acquis List. Fill in a document identifier or the first part of it and click the **Search** button. A list with all the document identifiers starting with the part you have entered will be displayed. Select the radio button in front of the document identifier that you want to select and then click the **OK** button to confirm the selection. The selected value will be inserted in the **Document Identifier** field of the Document Upload form.

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Document Upload : Update Document

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

Document Identifier: *

Language: *

Task: *

Acquis list status: Excluded

Comments:

☐ Exclude OJ-Format

Selected Files: *

Document_LV.doc

* Mandatory fields

?

Figure 65: Upload Document LV

4. Click on **OK** button to confirm the uploading of the Document LV

When the uploading is completed, the Document Manager of the Document to which the Document LV was uploaded will be displayed with the Document LV attached and the selected workflow (Prior-Reading or Control Reading) will be initialised.

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The screenshot displays the Document Manager interface for document 31988L0667-HR. The interface is divided into several sections:

- Left Sidebar:** Shows a file explorer with the document 31988L0667-HR.doc.
- Main Content Area:**
 - Metadata:** A table listing document details:

Document Identifier	31988L0667
Language	HR
Chapter	13 Industrial policy and internal market
Publication Reference	1988L382p0046
Publication date	
Number of pages	3
Volume Name	
CCVista Status	Finalised
Acquis list status	Included
Procat update date	04-Aug-2011
Title EN	Council Directive 88/667/EEC of 21 December 1988 amending for the fourth time Directive 76/768/EEC on the approximation of ...
 - Task Progress Table:** A table showing the status of various tasks:

	Started	In progress	Completed
Procat			●
OJ-Format	●		
Prior-reading			
Control-reading	●		
Property Cleaning			
EUR-Lex			
Cellar			
 - State Legend:** ● Valid, ○ Disabled, ● Invalid
 - Workflow Diagram:** A sequence of steps: Not Available → Prior-Reading → Legal Finalisation → **Control-Reading** (highlighted) → Ready for Printer → Published.
 - Document List Table:** A table at the bottom showing the current document:

Name	Version	Modifier	Modified	Full Content_size	Format
31988L0667-HR.doc	CURRENT,1.0,Finalised	dmadmin	01/07/2011 12:08	52 KB	MS Word 4.x, ...

Figure 66: Document Manager with Document LV

4.3.2 Correct wrong or corrupted Document LV

In case that a Document LV file with incorrect content has been uploaded:

1. Select **File → Assign Task** from the main menu
2. Locate the task that has been created after the manual upload of the specific Document LV by using the available filters.
3. Select the task by using the corresponding check box and click the **Abort Task** button in order to abort the task.
4. In case a Prior Reading workflow has already been started and the task exists in the users Inbox, the Proofreader can navigate to the task and select to reject the task by using the **Reject** button.
5. After executing one of the above actions to stop the started workflow, Production Agent or General Coordinator can upload a new file with the correct content for the specific Document LV.

Note: the **Reject** button is not available for the Control Reading tasks

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In case that a Document LV file with incorrect file name has been uploaded:

1. Select **File → Check Out** from the main menu (option is also available under right click menu on the Document LV)
2. Select **File → Check In** from the main menu (option is also available under right click menu on the Document LV)
3. In the **Check In** form modify the document name and click the **OK** button to check in the file

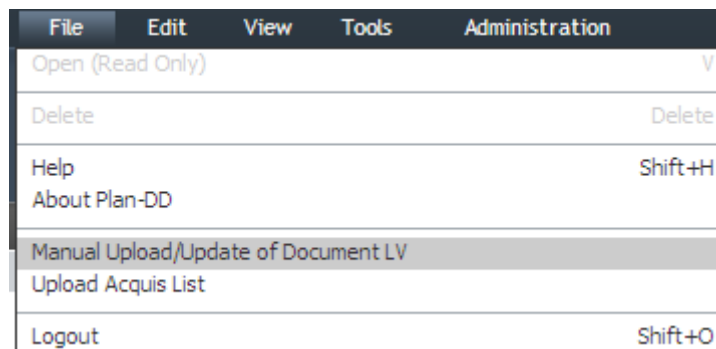
Note: After changing the name of the Document LV file (if OJ-Format is not excluded), the pending OJ-Format response will not match any Document LV file. As a result the Document LV files will miss their cleaned content.

4. Select **Edit → Send to OJ-Format** main menu in order to overcome the above mentioned possible issue.

4.3.3 Update Document LV

In order to update an existing **Document LV**:

1. Navigate to the Document Manager where the Document LV to be updated is already attached
2. Select the **Document LV** you want to update
3. Select **File → Manual Upload/Update of Document LV**



4. The **Update Document** form will open

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Document Upload : Update Document

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

Document Identifier: *

Language: *

Task: *

Acquis list status:

Comments:

☐ Exclude OJ-Format

Selected Files: *

* Mandatory fields

Figure 67: Update Document LV

- Update the fields accordingly and use the **Add Files** button in order to browse and add the updated file that you want to upload. You can also add files by using the drag and drop functionality.
- Click **OK** in order to upload the updated file and save the modifications

4.4 Change the status of a Document LV

In order to change the status of a Document LV:

- Access the Document LV of which you want to change the status
- Select **Edit → Edit Document LV Metadata** from the menu on the Web top or click on the **Metadata** button

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Edit	View	Tools	Administration
Add to Clipboard			Shift+C
Move Here			Shift+M
Copy Here			Shift+V
Link Here			Shift+L
Edit Document LV Metadata			
Update Metadata From Procat			

3. The **Document LV Metadata** form is displayed
4. Select the desired status from the **Document Status** drop down list
5. Click on **OK** button to save the new status of the document.

4.5 View Documents in Acquis List

In order to view the list of existing **Documents** in the **Acquis List**:

1. Navigate to the **Acquis List** under **Administration** from the left navigation
2. Select the **Enlargement** by using the corresponding drop down list
3. Select one of the available radio buttons to filter the Documents depending on their status. Available options are the “**Included**”, “**Excluded**” and “**All**”. By default the “**Included**” option is selected.

Every time a user selects an **Enlargement** or a **Status**, the results will be updated automatically. A value labelled “**Total Pages**” will provide the total number of pages of the presented results.

4. You can use the **Export to Excel** **Export to Excel** button, in order to export the results in Excel format

4.6 Update Metadata from ProCat

In order to update the Metadata from ProCat:

1. Access the Document LV for which you want to edit the metadata
2. Select **Edit → Update Metadata From ProCat** from the menu on the Web top.

Edit	View	Tools	Administration
Add to Clipboard			Shift+C
Move Here			Shift+M
Copy Here			Shift+V
Link Here			Shift+L
Edit Document LV Metadata			
Update Metadata From Procat			

3. A message is displayed about the action that will follow and a confirmation is requested

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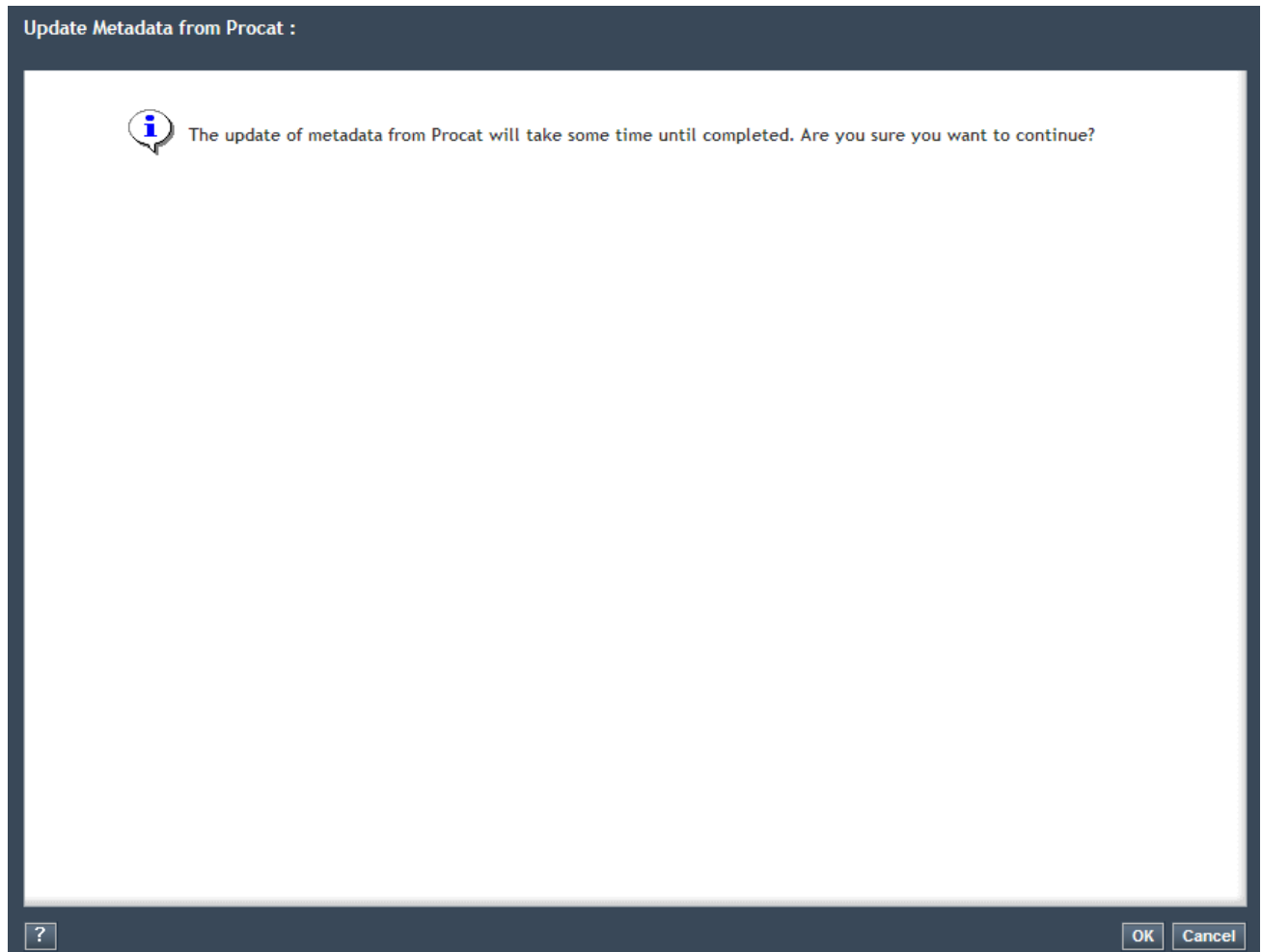


Figure 68: Document LV Metadata form

4. Click on **OK** button to proceed with the Metadata update.

After the confirmation from the user, a request is sent to ProCat and upon response the metadata will be updated accordingly.

4.7 Upload files

4.7.1 Upload the Model

In order to upload a Model:

1. Access the Document LV for which you want to upload the model
2. Select **File → Upload Files** from the menu on the Web top.

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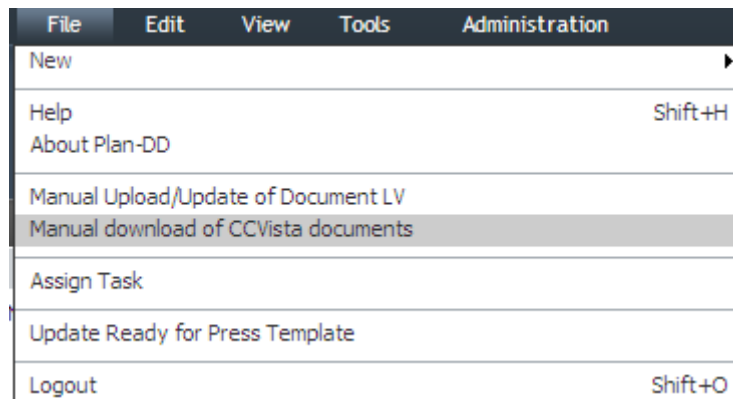
	PLAN-DD USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PDD.UMA-2.2.0 / 0.05

4. Select **Models** from the **Choose Folder** drop down list
5. Click the **Add** button and browse the model that you want to upload or drag and drop the file
6. Click on OK button to proceed with the linking of the documents.

4.8 Manual download of CCVista documents

In order to manually download the **CCVista** documents:

1. Select **File → Manual download of CCVista documents** from the menu.



2. The **Manual Download of Documents from CCVista** form will be displayed

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Manual Download of Documents from CCVista

Languages

Croatian
Icelandic
Turkish

▶
◀

Selected Languages



Enlargements
Real-time CCVista
Status

☐ Revised
☐ Finalized
☐ Both *

Upload Document List
 *

?

Figure 70: Manual Download of Document from CCVista

- Use the “Add”  and “Remove”  buttons and move the preferred **Languages** to the “Selected Languages” list.
- Select the preferred **CCVista Status** by selecting the corresponding radio button.
- Browse the MS Excel file to be uploaded.
- Click the **Upload** button in order to start the uploading of the CCVista list.
- The **Verification of Documents to Download** form is displayed providing a list with all the loaded Celexes.

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Verification of Documents to Download

<u>Document Identifier</u>	<u>Language</u>	<u>Enlargement</u>	<u>Chapter</u>	<u>Acquis List status</u>	<u>Document LV Status</u>	<u>Real-time CCVista Status</u>	<u>Verification</u>
31986D0200	HR	Enlargement 2013	03 Agriculture	Included	Prior-Reading	Under proof-reading	NOK: CCVista status not in Revised or Finalised: Document is ignored.
31996R1095	HR	Enlargement 2013	03 Agriculture	Included	Prior-Reading	Under proof-reading	NOK: CCVista status not in Revised or Finalised: Document is ignored.

?
Download
Cancel

Figure 71: Verification of Documents to Download

In the **Verification** column, information is displayed about the check that performed against CCVista statuses. An "OK" is displayed for documents having no warnings and a "NOK" is displayed for documents having issues in their format followed by an explanation.

- Click the **Download** button  in order to start downloading the documents asynchronously.

An e-mail notification with the results of the downloaded documents, as an attachment in MS Excel format, is sent to **General Coordinators** and **Production Agents** when the download is finished. This e-mail includes in addition to the detailed results, the total number of documents downloaded and the total numbers of documents that are not OK (per status). The detailed results are displayed ordered by status, having the OK at the top.

4.9 Create Volume

In order to create a new Volume:

- Select **File → New → Volume** from the menu on the Web top.

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File	Edit	View	Tools	Administration
New				Volume
Edit				Relationship

10. The **Create New Volume** form will be displayed

Create New Volume :

Chapter : 01 General, financial and institutional matters

Language : HR

Volume Number : 008

Catalogue Number : FX-AZ- 10 -HR-C

Volume Year :

Publication Date : Date

Printer : 10288/Euroscript

Assignee : Production Agent (ED)

Description :

?

Create Volume Cancel

Figure 72: Create New Volume form

11. Fill in all the appropriate data using the drop down lists or the corresponding fields.

12. Click the **Save** button in order to save the new Volume.

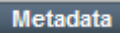
Note: Catalogue digit part of the catalogue number will be always formatted as 3 digits with leading zeroes. In case the digit part of the catalogue number is more than 3 digits, the system will accept the number as it is without modifying it or by adding any extra leading zeroes.

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4.10 Edit Volume Metadata

In order to edit the metadata of a Volume:

1. Access the Volume for which you want to edit the metadata
2. Click on the **Metadata**  button
3. The **Edit Volume Metadata** form is displayed

Edit Volume Metadata :


Chapter : 20 People's Europe


Language : HR

Volume Number : 001

Catalogue Number : FX-AZ- -HR-C


Volume Year :


Publication Date : 

Printer :  *

Total Pages : 12

TOC Pages :

Volume Status :  *

Assignee : 

Description :

DEMED Reference : 9340

DEMED Status : PUBLISHED

DEMED Progress : COMPLETE




  

Figure 73: Volume Metadata form

4. Modify the properties that you want


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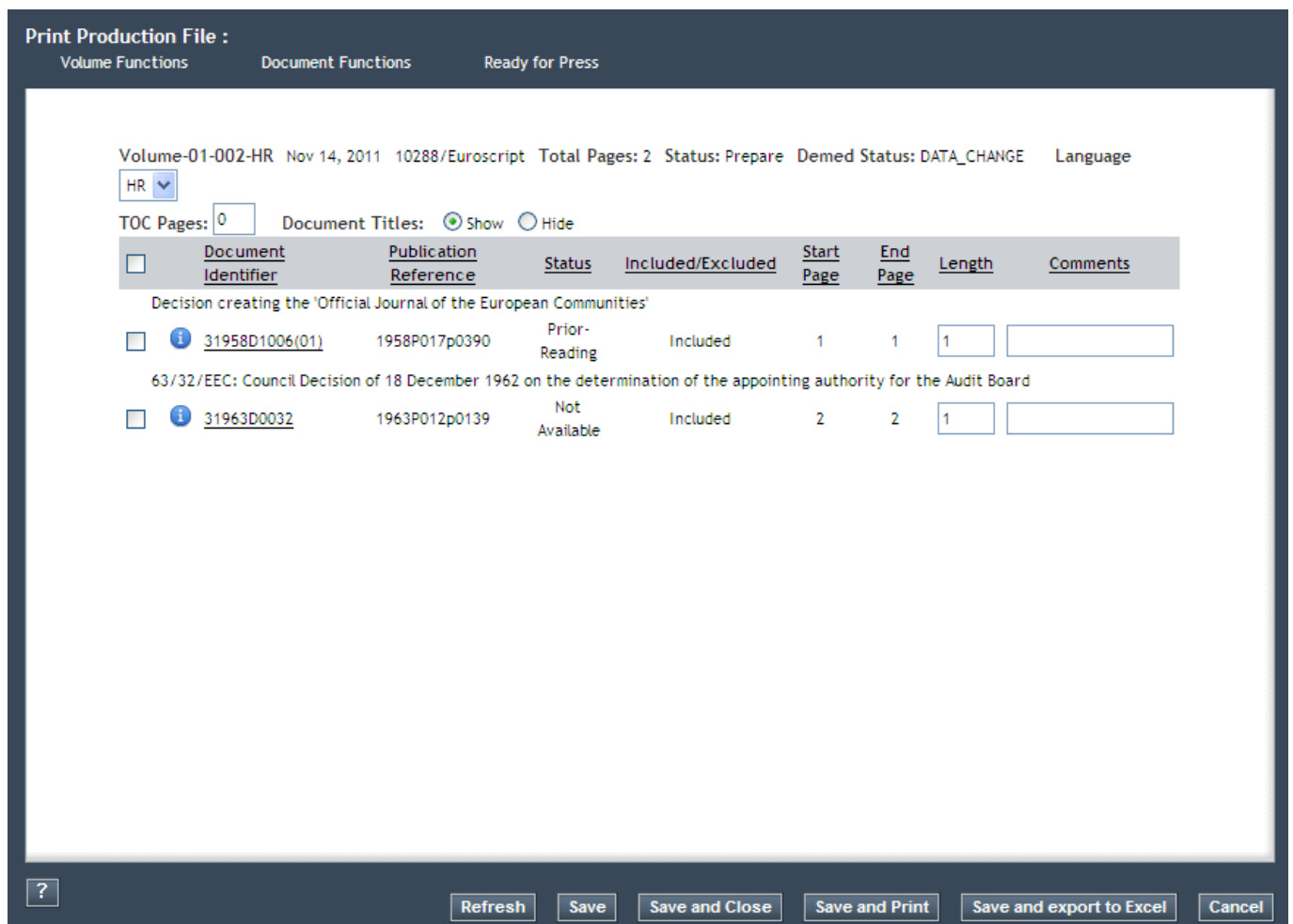
	PLAN-DD USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PDD.UMA-2.2.0 / 0.05

- Click on **Save** button to save the modifications

4.11 Attach/Detach Document to Volume

In order to attach a document to a Volume:


- Access the Volume to which you want to attach the document
- Click on the **PPF**  button
- The **Print Production File** form is displayed





Print Production File :

Volume Functions Document Functions Ready for Press

Volume-01-002-HR Nov 14, 2011 10288/Euroscript Total Pages: 2 Status: Prepare Demed Status: DATA_CHANGE Language

HR 

TOC Pages: Document Titles: ☒ Show ☐ Hide

<input type="checkbox"/>	Document Identifier	Publication Reference	Status	Included/Excluded	Start Page	End Page	Length	Comments
<input type="checkbox"/>	 31958D1006(01)	1958P017p0390	Prior-Reading	Included	1	1	<input type="text" value="1"/>	<input type="text"/>
63/32/EEC: Council Decision of 18 December 1962 on the determination of the appointing authority for the Audit Board								
<input type="checkbox"/>	 31963D0032	1963P012p0139	Not Available	Included	2	2	<input type="text" value="1"/>	<input type="text"/>


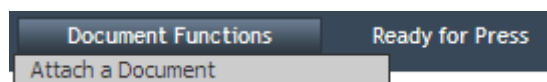


Figure 74: Print Production File Form

- Select **Document Functions** → **Attach a Document** from the menu.



- The **Attach Document** form is displayed

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Attach Documents :

Select Document LVs to attach to the Volume-13-003-HR.

Volume Number : 003
Language : HR
Main Chapter of Volume : 13 Industrial policy and internal market
Total Pages : 232
Selected Pages : 124

Starts with Include Attached Documents : ☐ Yes ☒ No

Document Identifier	Publication Reference	Pages	Document Status	Assignee	Volume	Volume Status
32006D0215		0	Not Available			
32006D0215		0	Not Available			
31994L0060		0	Not Available			
31994L0027		0	Not Available			
31967L0548	1967P196p0001	0	Not Available			
31971L0127	1971L068p0001	0	Not Available			
31971L0127	1971L068p0001	0	Not Available			
31971L0317	1971L202p0014	0	Not Available			
31971L0317	1971L202p0014	0	Not Available			
31971L0347	1971L239p0001	0	Not Available			
31971L0347	1971L239p0001	0	Not Available			
31971L0349	1971L239p0015	0	Not Available			
31971L0349	1971L239p0015	0	Not Available			
31972L0221	1972L133p0057	0	Not Available			
31972L0221	1972L133p0057	0	Not Available			
31973L0044	1973L083p0001	0	Not Available			

Figure 75: Attach Document Form

The Documents displayed in the “Attach Documents” form are displayed in a specific order. All Documents that belong to the same chapter and included in the same Enlargement are displayed. In that list, Document LVs that are attached to another volume are presented only in case they have status Prepare and Legally Validated. The status of each Document LV is indicated. The Document LVs are listed according to their Publication Reference. In case linked Documents are included, they are displayed according to the following rules:


- Linked documents of the same group will be ordered together
- The linked documents start position in the document listing is denoted by the older publication reference of a document in the group in relation to a non-linked document or to another leading linked document. The rest linked documents of the group are following immediately and they are ordered by publication reference ascending sorting.
- Non-linked documents will continue to obey the default publication reference ascending sorting

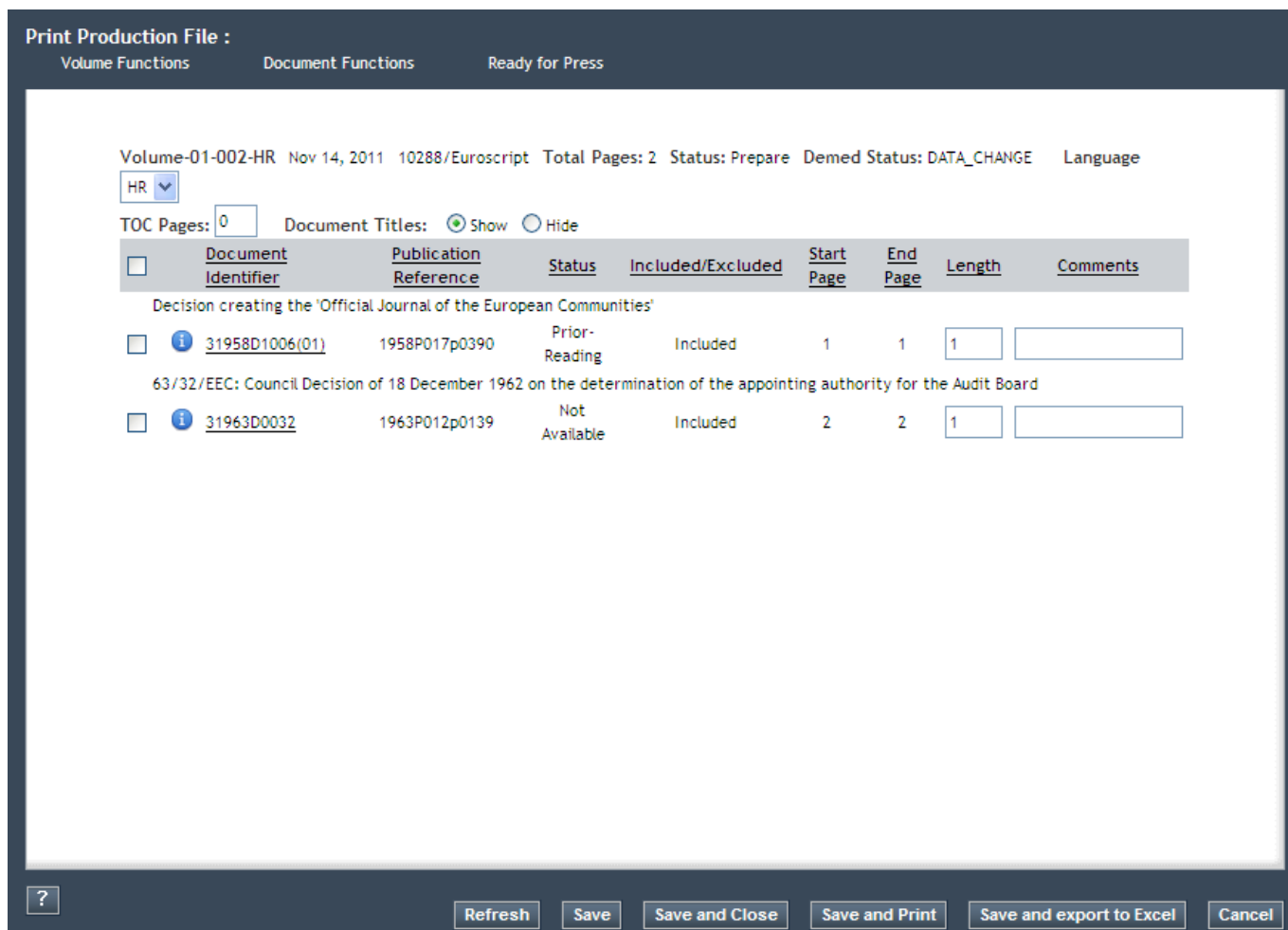
6. Select the document you want to attach from the list or locate it by using the **Starts with** field
7. Click on **Attach** button to save the modifications

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In order to detach a document from a Volume:


1. Access the Volume from which to detach the document
2. Click on the **PPF**  button
3. The **Print Production File** form is displayed listing all the already attached Documents





Print Production File :

Volume Functions Document Functions Ready for Press

Volume-01-002-HR Nov 14, 2011 10288/Euroscript Total Pages: 2 Status: Prepare Demed Status: DATA_CHANGE Language

HR 

TOC Pages: Document Titles: ☒ Show ☐ Hide

<input type="checkbox"/>	Document Identifier	Publication Reference	Status	Included/Excluded	Start Page	End Page	Length	Comments
Decision creating the 'Official Journal of the European Communities'								
<input type="checkbox"/>	 31958D1006(01)	1958P017p0390	Prior-Reading	Included	1	1	<input type="text" value="1"/>	<input type="text"/>
63/32/EEC: Council Decision of 18 December 1962 on the determination of the appointing authority for the Audit Board								
<input type="checkbox"/>	 31963D0032	1963P012p0139	Not Available	Included	2	2	<input type="text" value="1"/>	<input type="text"/>


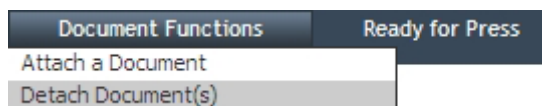


Figure 76: Detach Document Form

4. Select the documents that you want to detach by selecting their corresponding check boxes.
5. Select **Document Functions** → **Attach a Document** from the menu.



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	<h1 style="text-align: center;">PLAN-DD USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
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6. A confirmation message will be displayed asking if you are sure that you want to detach the selected documents
7. Click on **OK** button to confirm the action

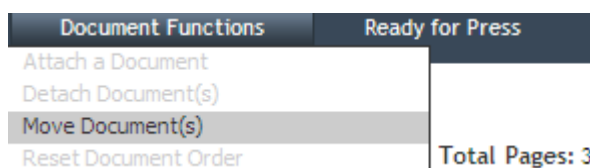
4.12 *Change the Document order in PPF*

The Document LVs are listed according to their Publication Reference. In case linked Documents are included, they are displayed according to the following rules:

- Linked documents of the same group will be ordered together
- The linked documents start position in the document listing is denoted by the older publication reference of a document in the group in relation to a non-linked document or to another leading linked document. The rest linked documents of the group are following immediately and they are ordered by publication reference ascending sorting.
- Non-linked documents will continue to obey the default publication reference ascending sorting

In order to change the order in which documents are displayed in the PPF:

1. Access the **PPF** in which you want to change the order of the documents
2. Select the document of which you want to change the order by selecting the corresponding check box in front of the document.
3. Select **Document Functions → Move Document(s)** from the menu



4. The Move Documents in the Print Production Form of the Volume form opens

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	<h1 style="text-align: center;">PLAN-DD USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
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Move Documents in the Print Production Form of the Volume :

Please select a Document LV of the Volume

Document Identifier	Publication Reference	Status	Included/Excluded
31958D1006(02)	1958B017p0419	Prior-Reading	Included

Please select the relative position of the selected Document LVs

Relative Position:
 ☒ Before Selected Document
 ☐ After Selected Document

Figure 77: Move Documents in the Print Production Form

5. Select the Document LV from the list of Documents which will be used in order to define the relative position of the previously selected Document. Only one Document LV should be selected to be moved each time.
6. Select the **Relative Position** by using the corresponding radio buttons in order to define if the initially selected Document will be moved before or after the selected Document in the **Move Documents in the Print Production Form of the Volume** form.
7. Click the **OK** button in order to confirm the action.

Note: If a new Document is attached, it will be positioned after the Document where it would otherwise follow in a non-manually ordered PPF. If a Document is detached, this action will not cause any additional re-arrangement on a manually arranged PPF. Its position will be filled in with the next Document

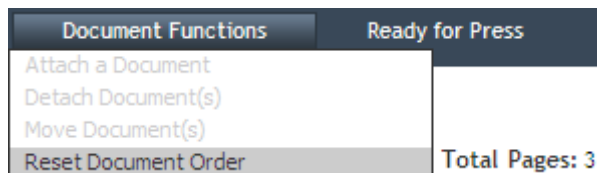
In case you select all of the available Documents to be moved, the message “**You are not allowed to move all Document LVs of PPF**” will be displayed.

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In order to reset the Documents order:

1. Select the **Document Functions → Reset Document Order** menu

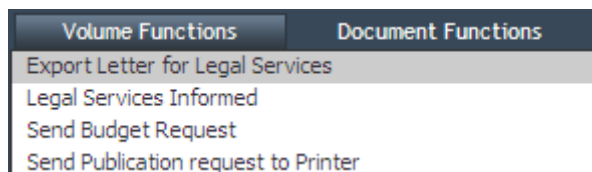


2. Click the OK button to the confirmation window in order to proceed to the reset of the Documents ordering.
3. The PPF form will be displayed with the Documents order reset with the initial ordering.

4.13 Export Letter for Legal Services/Inform Legal Services

In order to export a letter for the Legal Services:

1. Access the Volume from which you want to export the letter
2. Click on the PPF **PPF** button
3. The **Print Production File** form is displayed
4. Select **Volume Functions → Export Letter for Legal Services** from the menu.



5. A letter based on a template is generated which contains information for the Document LVs to be printed along with the current Volume
6. After signing and sending the letter, select the option **Volume Functions → Legal Services Informed** to inform the system that the Legal Services have been informed.

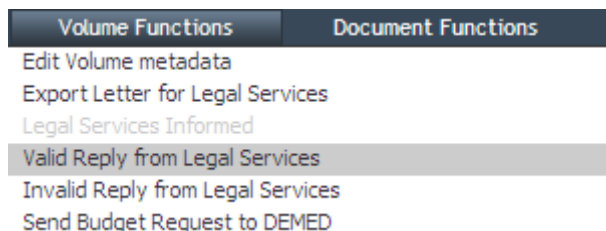
4.14 Validation Received from the Legal Services

In order to confirm the valid reply received from Legal Services:

1. Access the Volume for which you want to confirm the validation received.
2. Click on the PPF **PPF** button
3. The **Print Production File** form is displayed
4. Select **Volume Functions → Valid Reply from Legal Services** from the menu.

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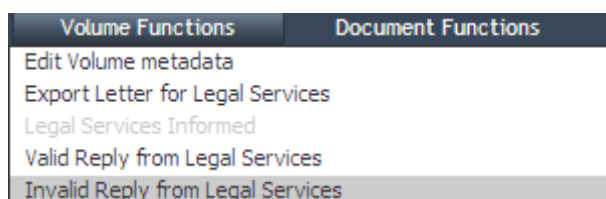


5. A confirmation message is displayed.
6. Click on **OK** button in order to confirm the action.
7. The status of the Volume changes to “Legally Validated” successfully
8. The functions **Valid Reply from Legal Services** and **Invalid Reply from Legal Services** are disabled

4.15 *Rejection Received from the Legal Services*

In order to confirm the invalid reply received from the Legal Services:


1. Access the Volume for which you want to confirm the rejection received.
2. Click on the **PPF**  button
3. The **Print Production File** form is displayed
4. Select **Volume Functions** → **Invalid Reply from Legal Services** from the menu.



5. A confirmation message is displayed.
6. Click on **OK** button in order to confirm the action.
7. The status of the Volume changes to “Prepare” successfully
8. The function **Legal Services Informed** is enabled.
9. The functions **Valid Reply from Legal Services** and **Invalid Reply from Legal Services** are disabled

4.16 *Upload the Confirmation/Rejection Letter received from the Legal Services*

In order to upload the confirmation or rejection letter that has been received from the Legal Services:

1. Access the Volume for which you want to upload the confirmation or rejection letter.
2. Click on the **PPF**  button
3. The **Print Production File** form is displayed
4. Select **Volume Functions** → **Upload Files** from the menu **or** **File** → **Upload files** from within the Volume Manager

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Volume Functions	Document Functions
Edit Volume metadata Export Letter for Legal Services Legal Services Informed Valid Reply from Legal Services Invalid Reply from Legal Services Send Budget Request to DEMED Send Payment Request to DEMED Send Publication request to Printer Upload files	

5. The **Upload Files** form is displayed

Upload Files :

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

Upload of volume proofs is permitted only when the status of the Volume is Ordered, Proofreading or Ready for Publication.

Choose type: Proofs *

Selected Files:

Add Files Remove

* Mandatory fields

?
OK Cancel

Figure 78: Upload Files Form

6. Choose the file **Type** from the corresponding drop down list.


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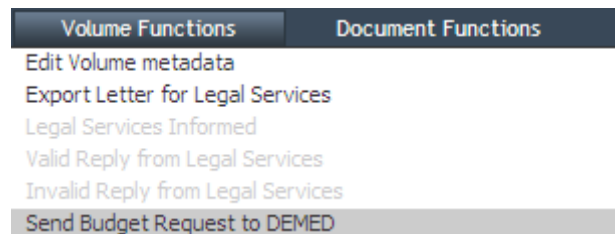
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- Browse and attach the file(s) by using the **Add Files** button or by using the drag and drop action. The possibility to upload multiple files is available as there might be several requests to Legal Services per volume.
- Click on **OK** button to save the modifications

4.17 Send Budget Request to DEMED

In order to send a **Budget Request to DEMED**:

- Access the Volume for which you want to send the budget request
- Click on the **PPF**  button
- The **Print Production File** form is displayed
- Select **Volume Functions** → **Send Budget Request** from the menu.



- A confirmation message is displayed in order to ask the user to proceed with sending the information to DEMED

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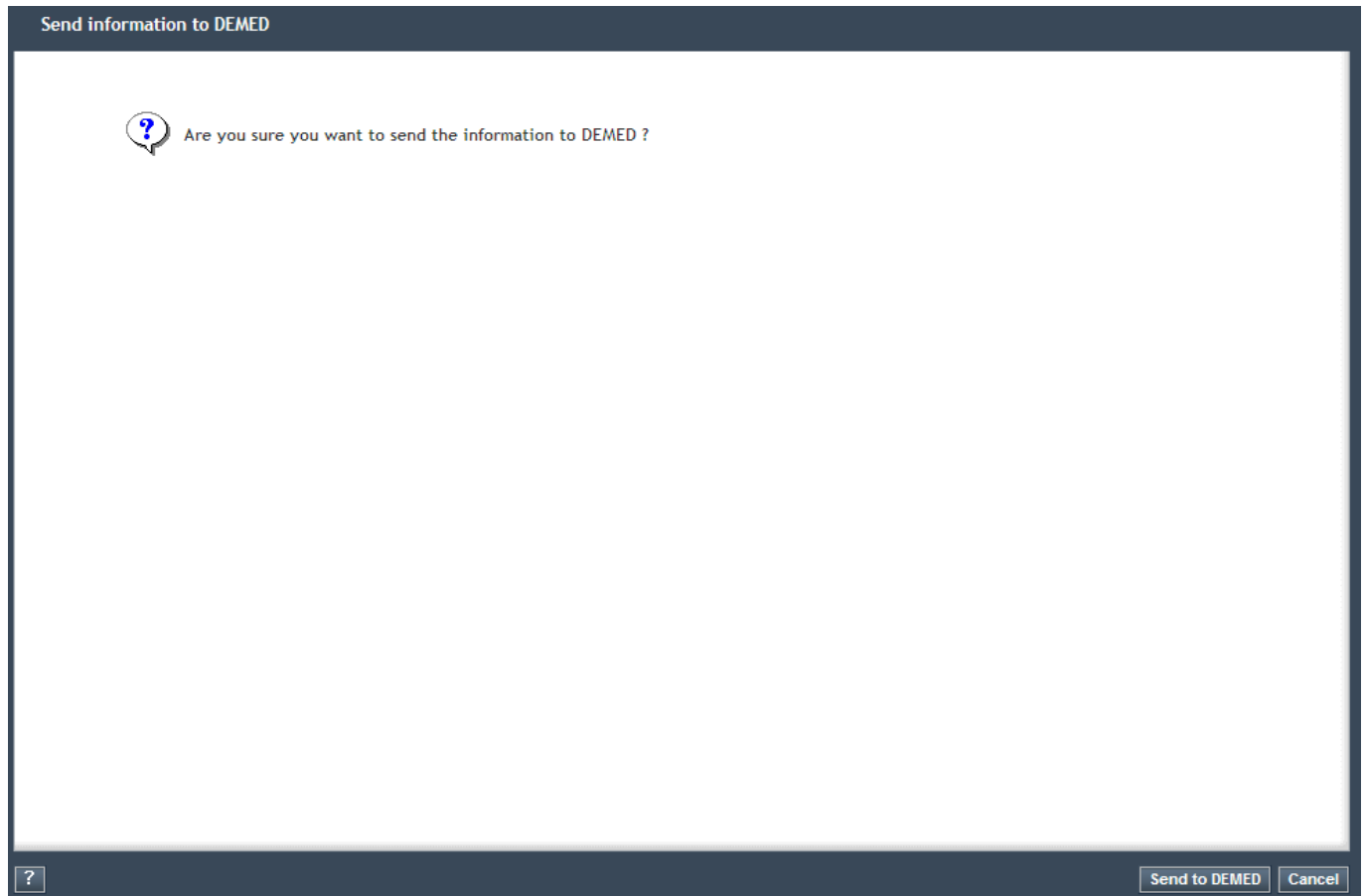


Figure 79: DEMED Confirmation message

- Click on **Send to DEMED** button to send the request to DEMED.

In case the Volume Year has not been set in the Volume Metadata Form, a blocking message will be displayed informing the user that the information can not be sent to DEMED.

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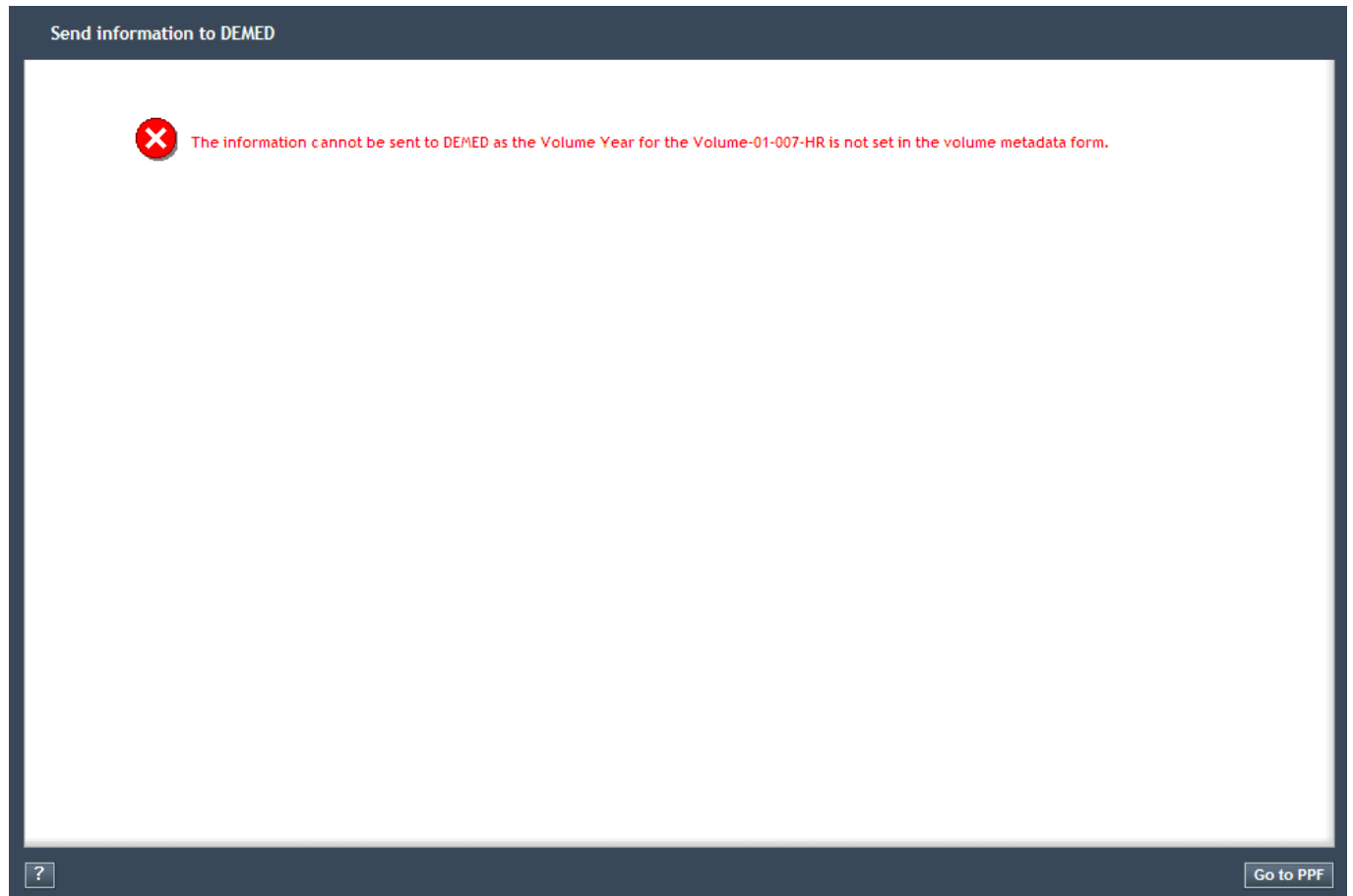

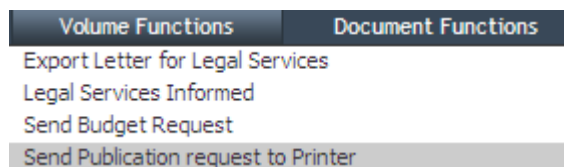


Figure 80: Send information to DEMED is blocked

4.18 Edit and Dispatch Publication Request to Printer

In order to Dispatch a Publication Request to a Printer:

1. Access the Volume for which you want to dispatch the publication request
2. Click on the **PPF**  button
3. The **Print Production File** form is displayed
4. Select **Volume Functions** → **Send Publication request to Printer** from the menu.




5. The **Publication Request** form is displayed

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Publication Request

 The Publication Request can not be sent to the printer as there are attached document LVs that have status different from "Ready for printer".

Volume : Volume-01-007-HR
 Language : HR
 Chapter : 01 General, financial and institutional matters
 Printer : 10288/Euroscript
 Catalogue Number : FX-AZ-13-060-HR-C
 Publication date : 20-Oct-2011

Files : Date Time
 Proofs : Date Time
 Passed for press : Date Time
 Paper version : Date Time
 Electr. version : Date Time

Print run : *

Prioreading : ☐ Yes ☒ No
 Proofreading : ☐ Yes ☒ No
 XML preparation : ☐ Yes ☒ No

Comments :

Production agent :
 Other contact :
 Signed by :


 Save Cancel


Figure 81: Publication Request form

6. Fill in all the required data for the Publication Request
7. Click on **Send to Printer** button to send the request to the Printer.

Note: The Publication Request as well as the reply from the Printer will be saved in the Correspondence folder of the Volume. After the Publication Request Acknowledgment from the Printer is received, the Volume Status will be changed to "Ordered", the Volume state "Publication Request" changes to "Started" and the corresponding audit event is saved in the Audit trail.

4.19 Manual Upload of Volume Proofs from Printer

In order to manually upload a Volume Proof from Printer:

1. Access the Volume for which you want to upload the Proofs
2. Click on the **PPF**  button
3. The **Print Production File** form is displayed
4. Select **Volume Functions** → **Upload Files** from the menu.

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	PLAN-DD USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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Print Production File :

Volume Functions
Document Functions

Export Letter for Legal Services
Legal Services Informed
Send Budget Request to DEMED
Send Publication request to Printer
Upload files
Close Volume
Open Volume

5. The Upload Files form is displayed

Upload Files :

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

Upload of volume proofs is permitted only when the status of the Volume is Ordered, Proofreading or Ready for Publication.

Choose folder:

Proofs

Selected Files:

Add Files
Remove

Mandatory fields

?
OK
Cancel

Figure 82: Upload Files

- Make sure that **Proofs** is selected in the **Choose Folder** drop down list
- Click the **Add Files** button in order to browse and select the proofs from your local drive or use the drag and drop action.
- After selecting the files, click on **OK** button to confirm the uploading of the files

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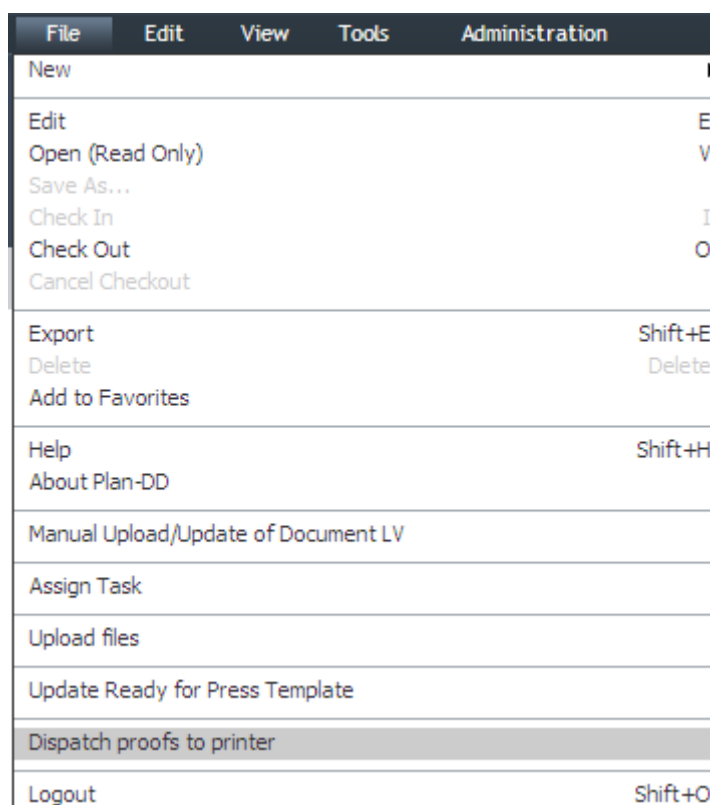
	PLAN-DD USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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The Proofs from Printer can also be uploaded from the Volume Manager, by using the **File → Upload Files** option from the main menu.

4.20 *Dispatch the Proofs to Printer*

In order to dispatch the Proofs to Printer:


1. Access the Proofs folder where the Proofs you want to dispatch are located
2. Select the Proofs that you want to dispatch
3. Select **File → Dispatch proofs to Printer** from the menu.



4. A confirmation message is displayed to select whether you want to proceed with the dispatch
5. Click the **Dispatch** button in order to proceed

4.21 *Manage Ready for Press Form*

In order to edit the Ready for Press form:

1. Access the Volume for which you want to edit the Ready for Press form
2. Click on the **PPF**  button
3. The **Print Production File** form is displayed

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4. Select **Ready for Press** → **Edit Ready for Press** from the menu.



5. The **Ready for Press** form is displayed

Ready for Press

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

Volume-01-006-HR
27/07/11
9

LIVRAISON / LIEFERUNG : Version électronique / elektronische Fassung
DATE/DATUM: Heure/Uhrzeit: 0:0

LIVRAISON / LIEFERUNG : Version papier / Papierausgabe
DATE/DATUM: Heure/Uhrzeit: 0:0

pages/Seiten
Imprimerie/Druckerei:

10288/Euroscript

BORDEREAU DE LIVRAISON VERSANDLISTE

Verpackt und etikettiert an das Amt für Veröffentlichungen (Gasperich) zu liefern/À livrer sous emballage étiqueté à l'Office des publications (Gasperich)

		HR
1	Archive	7
2	Affichage réception	7
3	Infotechnique	3
4	Stock	12
5	Menge für Direktversand: lose (auf Paletten oder in Containern) an das Amt für amtliche Veröffentlichungen (Gasperich) zu liefern/Exemplaires pour diffusion à livrer (sur palettes ou dans des conteneurs) à l'Office des publications officielles des Communautés européennes (Gasperich)	1
6	Commande spéciale	0

remove line add line

AUFLAGE 30

Restore Saved Clear Restore Defaults Save Save and Print Cancel

Figure 83: Ready for Press Form

6. Fill in all the necessary information
7. Click the **Save** button in order to save the modifications and return to the PPF form
8. Click the **Save and Print** button to Print the Ready for press form
9. The Ready for Press is exported in PDF format and is opened in a separate window to be printed

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OFFICE DES PUBLICATIONS DE L'UNION EUROPÉENNE OPIA/JOLC. AMT FÜR VERÖFFENTLICHUNGEN DER EUROPÄISCHEN UNION

OJ / ABI
 L O Volume-13-003-HR
 du/vom 11/07/11
 pages/Seiten 0
 Imprimerie/Druckerei: 10202 LOT 2: Euroscript


LIVRAISON / LIEFERUNG :
 Version électronique / elektronische Fassung

DATE/DATUM:
 LIVRAISON / LIEFERUNG :
 Version papier / Papieraussage
 DATE/DATUM:

BORDEREAU DE LIVRAISON VERSANDLISTE	
	HR
Verpackt und etikettiert an das Amt für Veröffentlichungen (Gasperich) zu liefern/A livrer sous emballage étiqueté à l'Office des publications (Gasperich)	
Archive	10
Affichage réception	5
Infotechnique	2
Stock	15
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 (Gasperich)	5
Commande spéciale	15
AUFLAGE	52


Figure 84: Print Ready for Press

In order to view the Ready for Press form:

1. Access the Volume for which you want to edit the Ready for Press form
2. Click on the **PPF**  button
3. The **Print Production File** form is displayed
4. Select **Ready for Press** → **View Ready for Press** from the menu.

5. The **Ready for Press** form is displayed

In order to upload the Ready for Press form:

1. Access the Volume for which you want to edit the Ready for Press form
2. Click on the **PPF**  button
3. The **Print Production File** form is displayed
4. Select **Ready for Press** → **Upload Ready for Press** from the menu.

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
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- The **Upload Signed Ready for Press** form is displayed

Figure 85: Upload Signed Ready for Press Form

- Click the **Add Files** button and browse the file to be uploaded or use the drag and drop action
- Click the **OK** button in order to confirm the selection and upload the file

In order to view the signed Ready for Press:

- Access the Volume for which you want to edit the Ready for Press form
- Click on the **PPF**  button
- The **Print Production File** form is displayed
- Select **Ready for Press → View Signed Ready for Press** from the menu.


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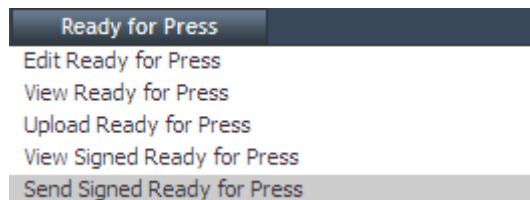
	PLAN-DD USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PDD.UMA-2.2.0 / 0.05



5. The signed version of the Ready for Press is opened in an external window

In order to send the signed Ready for Press:

1. Access the Volume of which you want to send the Ready for Press
2. Click on the **PPF**  button
3. The **Print Production File** form is displayed
4. Select **Ready for Press → Send Signed Ready for Press** from the menu.



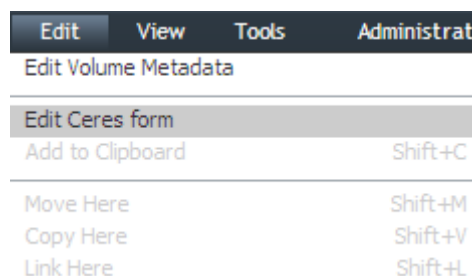
5. A confirmation message is displayed in order to proceed or cancel the action. Click the OK button to proceed with the sending of the signed Ready for Press.

Note: The Ready for Press as well as the acknowledge message from the Printer will be saved in the Correspondence folder of the Volume. Upon receiving the acknowledge message from the printer, the “Ready for Press” State changes to “Complete”. The corresponding audit event is saved in the Audit trail.

4.22 Send Forecast to Ceres

In order to prepare and send a forecast to CERES:

1. Access the Volume for which you want to send the forecast to CERES
2. Select **Edit → Edit Ceres form** from the menu (the option is also available under the **Volume Functions** menu of the PPF)



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3. The **Ceres Form** is displayed

Figure 86: Ceres Form

4. Fill in all the necessary information
5. Click the **Save** button in order to save the Ceres Form
6. Click the **Send to Ceres** button
7. The form is stored and send to Ceres

4.23 Close a Volume

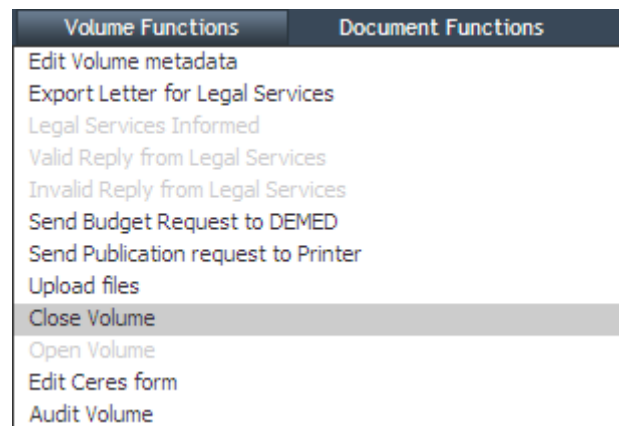
In order to close a Volume:

1. Access the Volume that you want to close
2. Click on the **PPF**  button
3. The **Print Production File** form is displayed

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4. Select **Volume Functions** → **Close Volume** from the menu.



5. A confirmation message is displayed

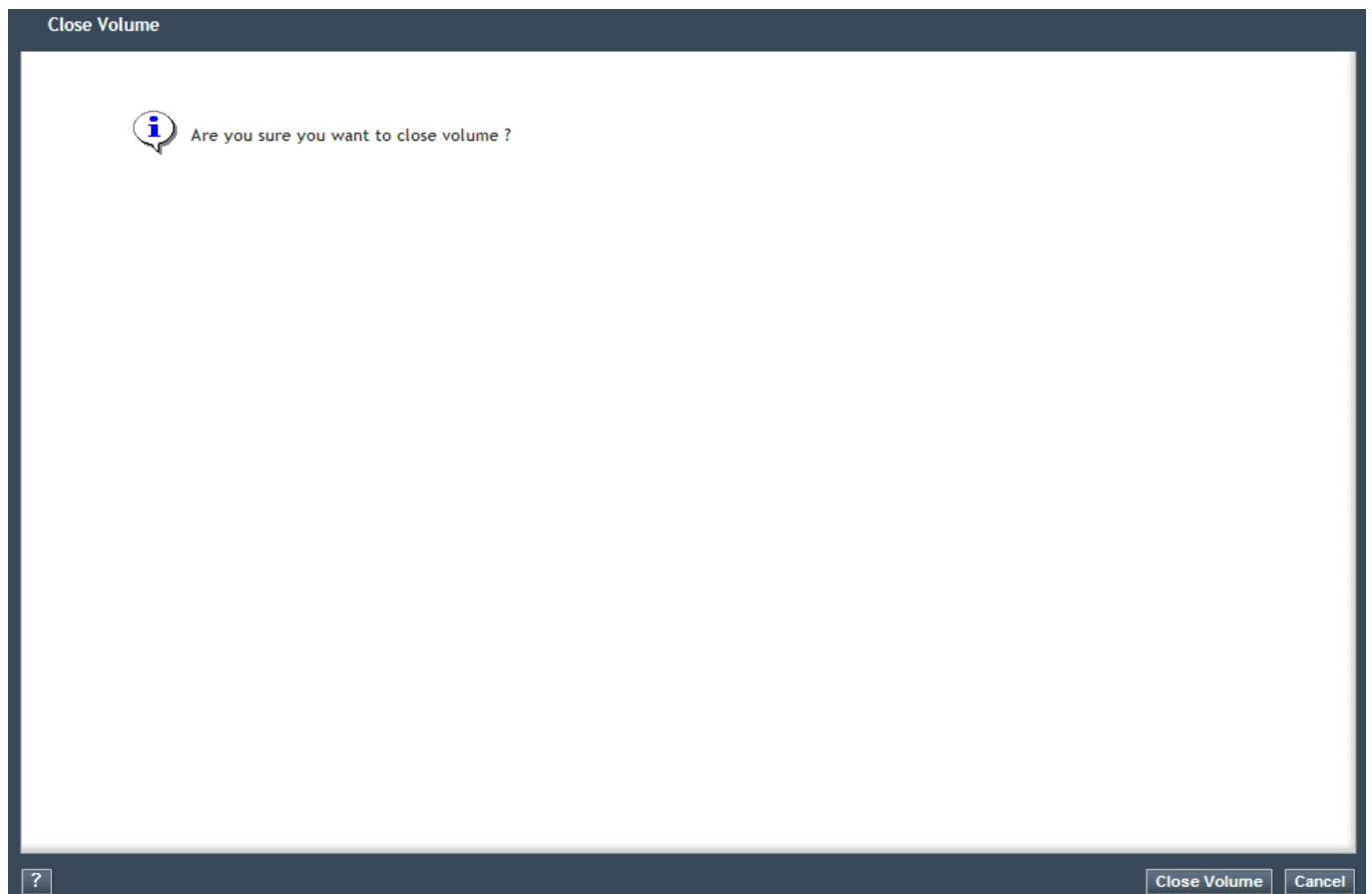


Figure 87: Close Volume Confirmation message

6. Click the **Close Volume** button in order to confirm the action
7. The **PPF** will be displayed again

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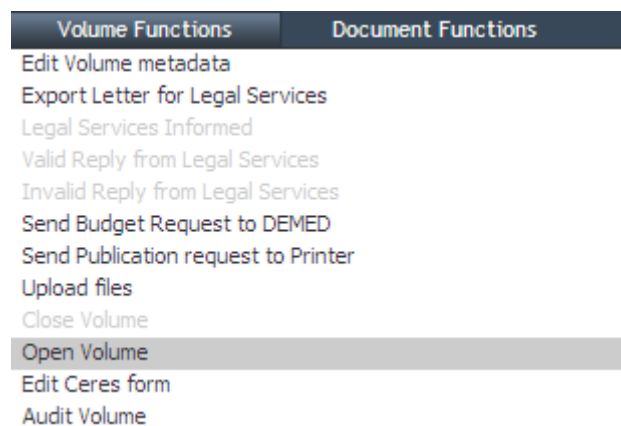
	PLAN-DD USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PDD.UMA-2.2.0 / 0.05

Note: The zip file containing the PPF and the “Ready for Press” as well as the acknowledge message from the Printer will be saved under the Correspondence folder.

4.24 *Open a Closed Volume*

In order to open a closed Volume:

1. Access the Volume that you want to open
2. Click on the **PPF**  button
3. The **Print Production File** form is displayed
4. Select **Volume Functions** → **Open Volume** from the menu.



5. A confirmation message is displayed

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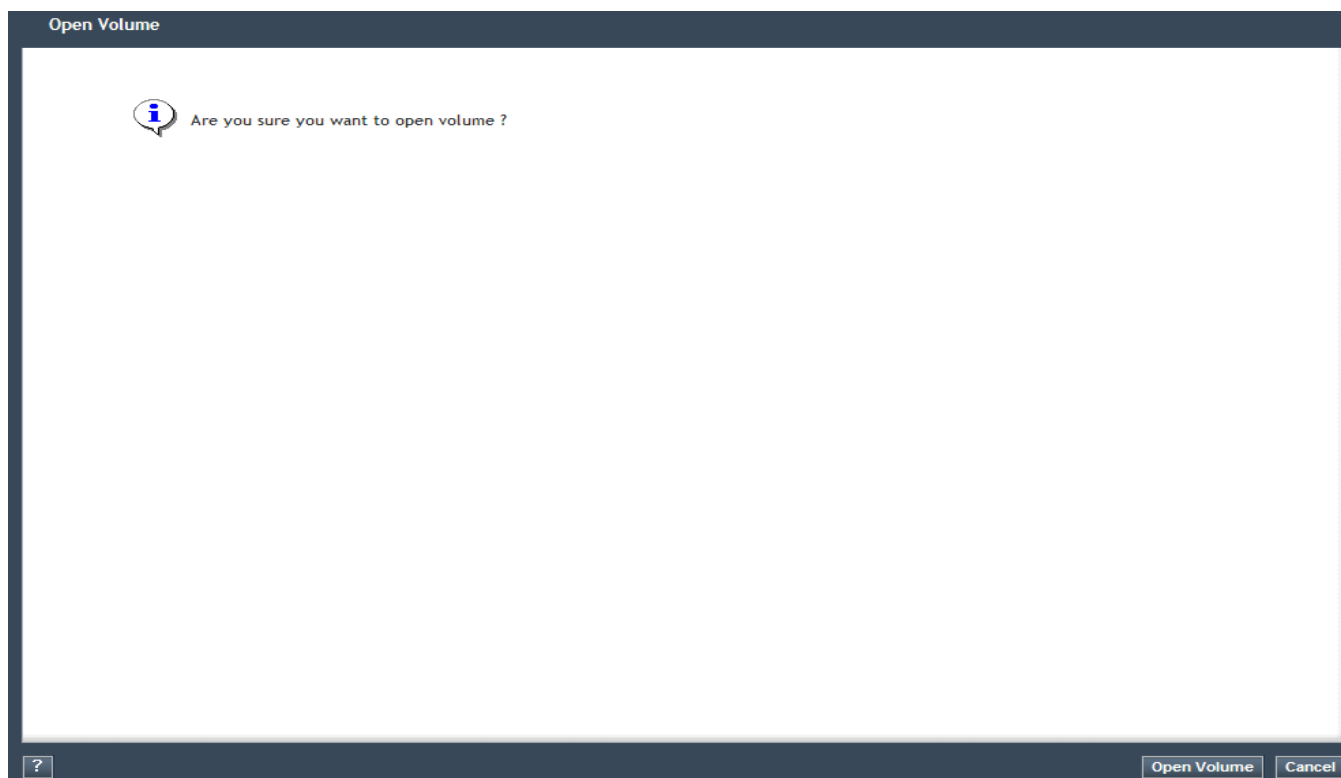


Figure 88: Open Volume Confirmation message

6. Click the **Open Volume** button in order to confirm the action
7. The PPF will be displayed again

4.25 Characterisation

In order to perform a characterisation of a Volume:

1. Locate the corresponding task in your Inbox
2. Double click on the task to open it
3. The Characterisation task is displayed

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	PLAN-DD USER MANUAL	Project / Subproject: PLAN-JO No. 10238
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Print Production File :
 Volume Functions Document Functions Ready for Press

Volume-01-002-HR Nov 14, 2011 10288/Euroscript Total Pages: 2 Status: Prepare Demed Status: DATA_CHANGE Language: HR

TOC Pages: 0 Document Titles: ☒ Show ☐ Hide

<input type="checkbox"/>	Document Identifier	Publication Reference	Status	Included/Excluded	Start Page	End Page	Length	Comments
Decision creating the 'Official Journal of the European Communities'								
<input type="checkbox"/>	31958D1006(01)	1958P017p0390	Prior-Reading	Included	1	1	1	
63/32/EEC: Council Decision of 18 December 1962 on the determination of the appointing authority for the Audit Board								
<input type="checkbox"/>	31963D0032	1963P012p0139	Not Available	Included	2	2	1	

? Refresh Save Save and Close Save and Print Save and export to Excel Cancel

Figure 90: Print Production File

- Fill in the **Printed Pages** and **TOC Pages** fields.
- If needed you can also modify the **Publication Date** from the **Edit Volume Metadata** form which can be accessed from the menu **Volume Functions → Edit Volume Metadata**.
- Click the **Save** button from the **PPF** form in order to save the modifications.
- Select the menu option **Volume Functions → Send Publication Confirmation to DEMED**.

Volume Functions Document Functions Ready for Press

- Edit Volume metadata
- Export Letter for Legal Services
- Legal Services Informed
- Valid Reply from Legal Services
- Invalid Reply from Legal Services
- Send Budget Request to DEMED
- Send Publication Confirmation to DEMED**

Total P

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11. A confirmation message for sending the Publication Confirmation to DEMED is displayed

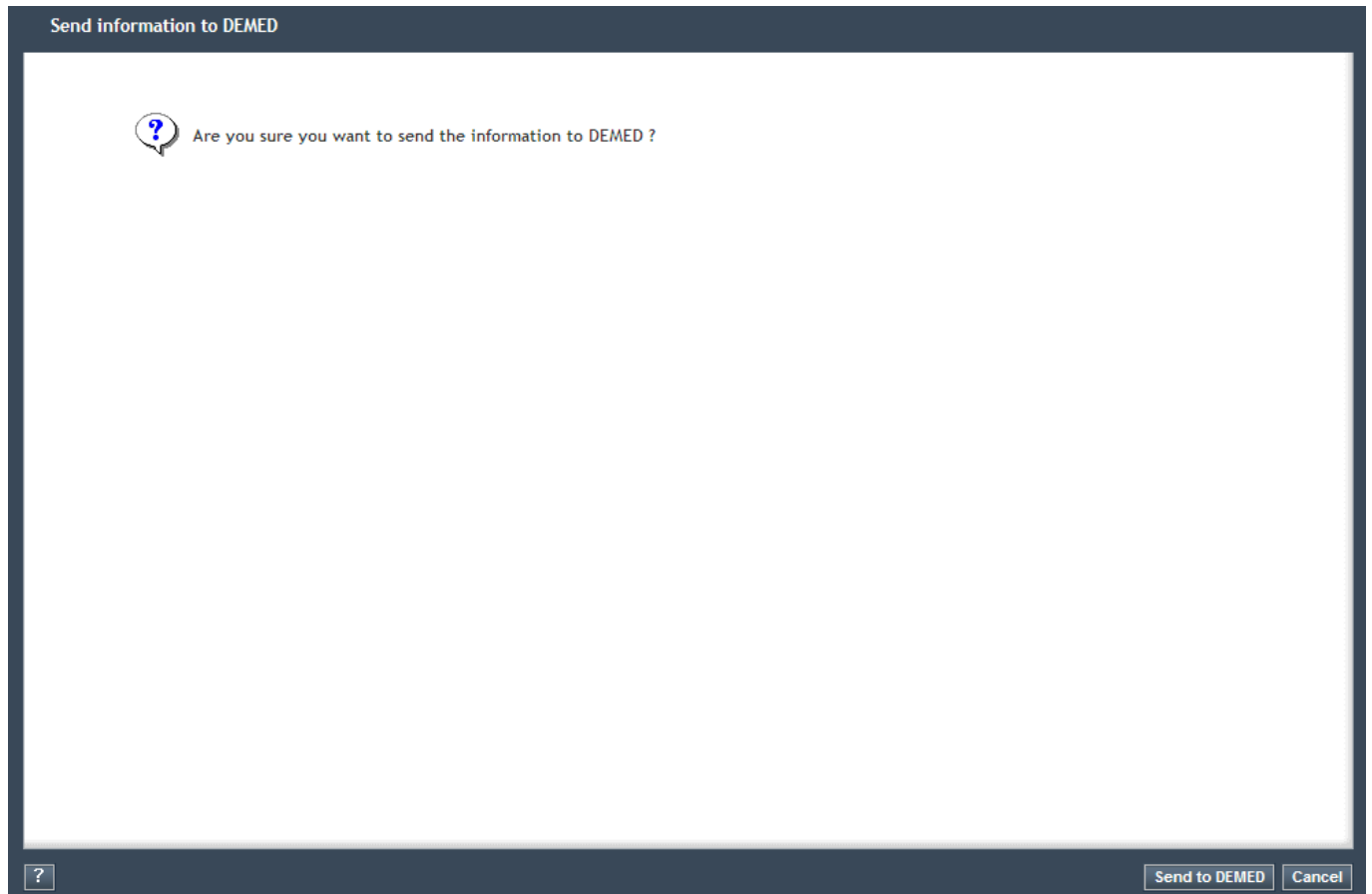


Figure 91: Send Publication Confirmation to DEMED Confirmation

12. Click the **Send to DEMED** button to confirm the action and return to the **PPF**.
13. Click on **Cancel** button to return to the task.
14. Click the **Finish** button in order to finish the task.

4.26 Change the Status of a Volume

In order to change the status of a Volume:

1. Access the Volume of which you want to change the status
2. Select **Edit → Edit Volume Metadata** from the menu. (You can also access the Metadata form from by selecting **Volume Functions → Edit Volume Metadata** from the PPF menu)

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Edit	View	Tools	Administrati
Edit Volume Metadata			
Edit Ceres form			
Add to Clipboard			Shift+C
Move Here			Shift+M
Copy Here			Shift+V
Link Here			Shift+L

3. The **Edit Volume Metadata** form is displayed

Edit Volume Metadata :

Chapter : 20 People's Europe

Language : HR

Volume Number : 001

Catalogue Number : FX-AZ- -HR-C

Volume Year :

Publication Date :

Printer : *

Total Pages : 12

TOC Pages :

Volume Status : *

Assignee :

Description :

DEMED Reference : 9340

DEMED Status : PUBLISHED

DEMED Progress : COMPLETE

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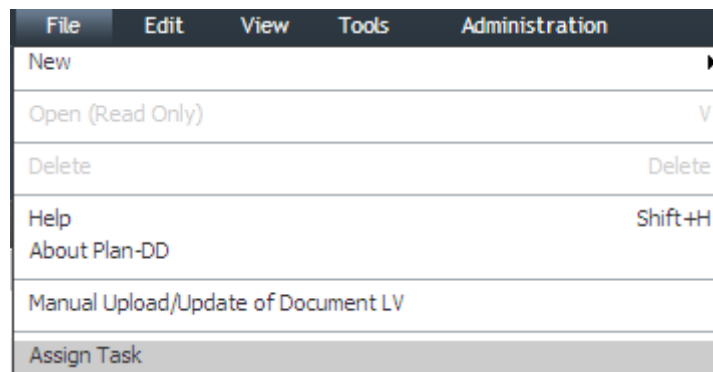
Figure 92: Edit Volume Metadata Form

4. Change the new status from the **Volume Status** drop down list
5. Click the **Save** button in order to save the modifications and return to the PPF form

4.27 Assign, Reassign and Cancel Task

In order to assign a Task:

1. Select **File → Assign Task**



2. The **Assignment of Reading tasks** form is displayed.

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Assignment of Reading tasks

Language HR
Task Prior-reading
Chapter All

Proofreader All
Volume Name
Document Identifier

Search

☐
Page 1 of 1
Items per page 50

INFORMATION: Please select Tasks before performing one of the available actions: Assign, Re-assign or Abort. The action will take effect only on currently displayed page.

Document identifier	Volume name	Task type	Task status	Proofreader	Due date	Priority	Comments
<input type="checkbox"/> 22002D0161-HR		Document Prior-reading	dormant		30-Nov-2011	Medium	

?
Abort task
Save
Cancel

Figure 93: Assignment of Reading Tasks Form

- Use the available search criteria and press the “Search” button to find tasks. You can also navigate through the pages by using the “Next” and “Previous” page buttons or by entering a page number into the appropriate field and hit the “Enter” of your keyboard.
- Select the tasks that you want to assign to a specific Proofreader by selecting the corresponding check boxes.
- Select the “Proofreader” and the “Priority” by using the drop down lists and the “Due Date” by using the corresponding calendar button.
- Click the **Save** button in order confirm the assignment. An email notification will be sent to the previous selected Proofreaders.

Note: By following the above steps you can also reassign a task to a different Proofreader.

In order to cancel a Task:

- Select **File → Assign Task**

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File	Edit	View	Tools	Administration
New				
Open (Read Only)				
Delete				Delete
Help				Shift+H
About Plan-DD				
Manual Upload/Update of Document LV				
Assign Task				

2. The **Assignment of Reading tasks** form is displayed

Assignment of Reading tasks

Language HR

Task Prior-reading

Chapter All

Proofreader All

Volume Name

Document Identifier

Search

Page 1 of 1

Items per page 50

INFORMATION: Please select Tasks before performing one of the available actions: Assign, Re-assign or Abort. The action will take effect only on currently displayed page.

Document identifier	Volume name	Task type	Task status	Proofreader	Due date	Priority	Comments
<input type="checkbox"/> 22002D0161-HR		Document Prior-reading	dormant		30-Nov-2011	Medium	

?
Abort task
Save
Cancel

Figure 94: Assignment of Reading Tasks Form

- Use the available search criteria and press the **“Search”** button to find tasks.
- Select the tasks that you want to cancel by selecting the corresponding check boxes
- Click the **Abort** button in order to abort the task.

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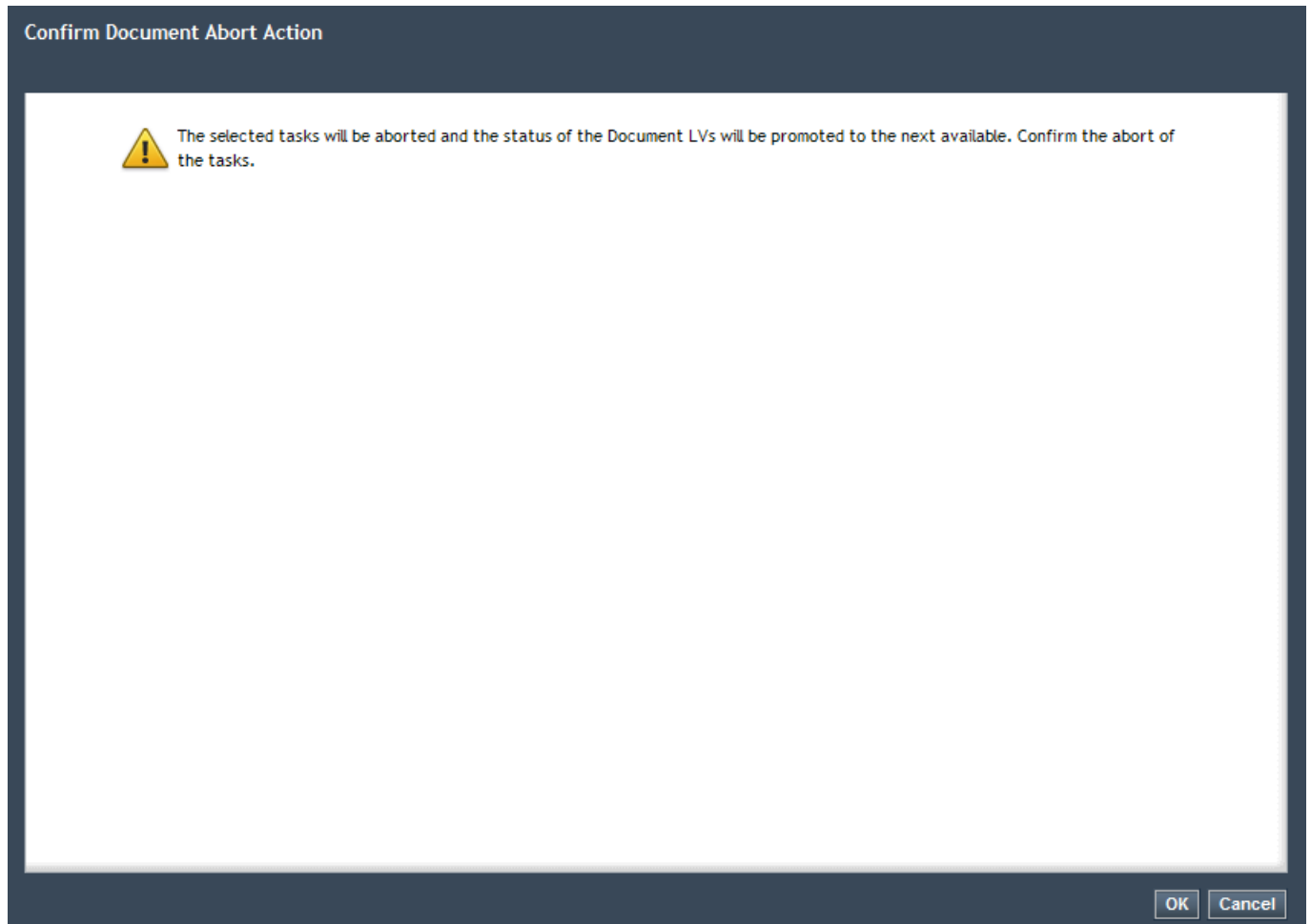


Figure 95: Abort a Reading Task– Confirmation page

6. Confirm the cancellation. The cancelled tasks will be removed from the Proofreaders' inbox and the status is forwarded to the next applicable.

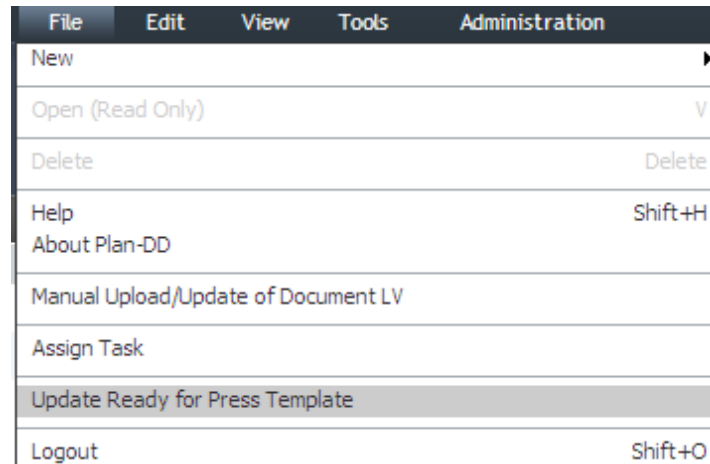
4.28 Create/Update Ready for Press Template

In order to create or update the **Ready for Press Template**:

1. Select **File → Update Ready for Press Template**

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2. The **Ready for Press** template is displayed

Ready for Press Template

Order	Description	AU	EX	HR	IS	MU
1	Archive	0	0	10	10	0
2	Affichage réception	0	0	5	5	0
3	Infotechnique	0	0	2	3	0
4	Stock	0	0	15	5	0
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 (Gasperich)	0	0	5	7	0
6	Commande spéciale	0	0	15	10	0
Total		0	0	52	40	0

remove line add line

Refresh Clear Save Cancel

Figure 96: Ready for Press template

3. Fill in or update the available fields

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4. Click the **Save** button in order to save the template with the last modifications

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5 Proofreader

5.1 Proofreaders' Inbox

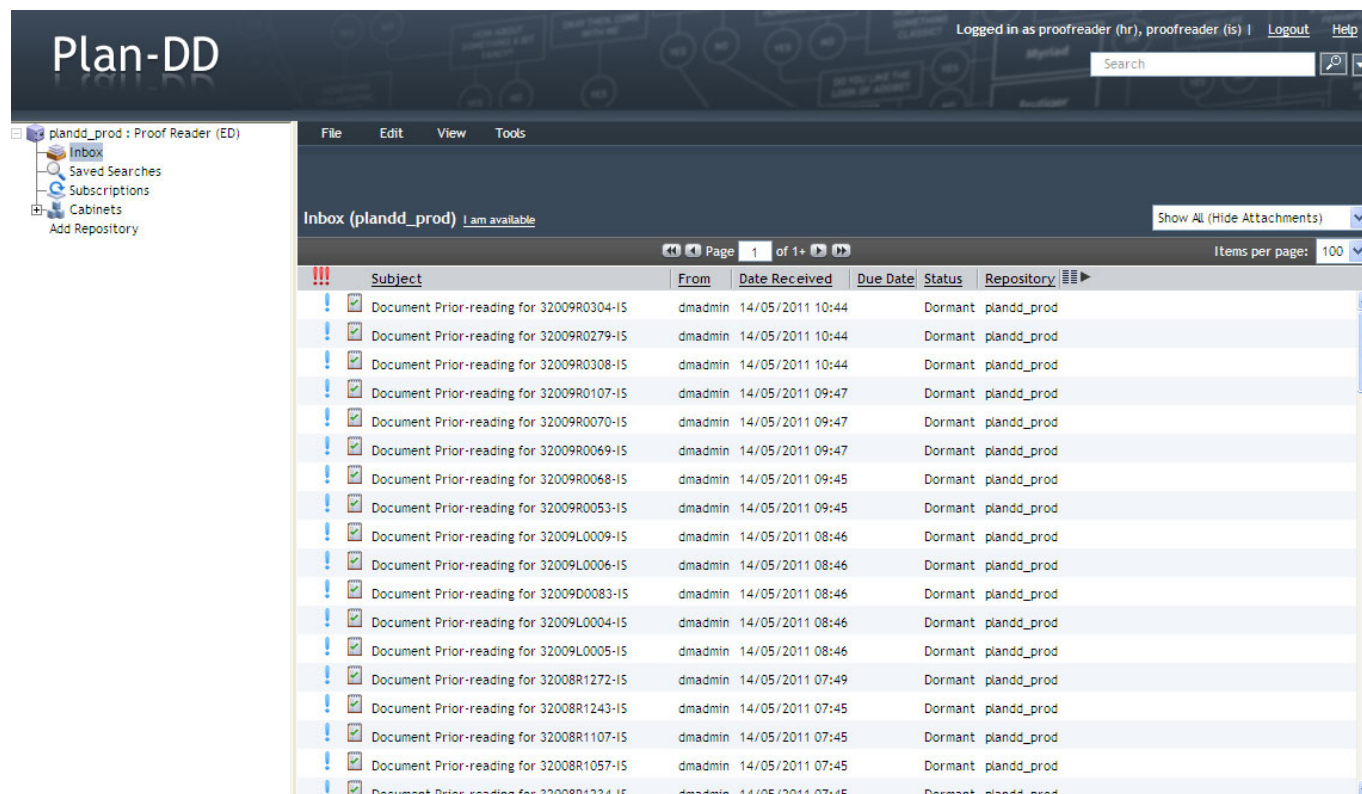


Figure 97: Proofreaders' Inbox

5.2 Document LV Prior-Reading

The Prior-Reading task is part of the Prior-reading workflow. When a Document LV is uploaded a (Prior-Reading or Control-Reading) workflow starts. As a result the Prior-reading state starts and the Status of the document changes to Prior-Reading. The Prior-Reading task will be sent to the inbox only when PLAN-DD system receives a response from OJ-Format or after 24 hours. In case a user executes a manual upload/update of a Document LV and the OJ-Format is selected to be excluded, the task will automatically come to the inbox.

In order to perform a Document Prior-Reading task:

1. Locate the corresponding task in your Inbox
2. Double click on the task to open it

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Metadata
Document Manager

Document Prior-reading for 32009R0279-IS

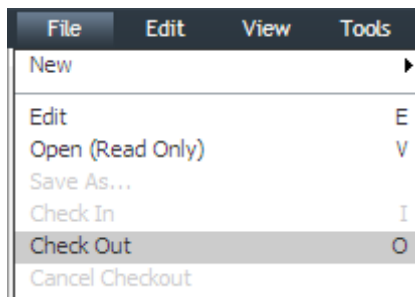
Description:	Please, execute prior-reading to the Document LV
Document Reference	32009R0279
Language:	IS
Chapter:	05 05.20.20.10 Safety at work
Publication Reference:	
Publication Date:	
Number of pages:	0
Volume name:	
CCVista Status:	
Title EN:	
Comments:	

Attachments			
Name	Version	Size	Date Modified
 32009R0279-IS.doc	1.0,CURRENT,Original	25088	13/05/2011 10:44

Accept
Finish
Reject
Close

Figure 98: Prior-Reading Task

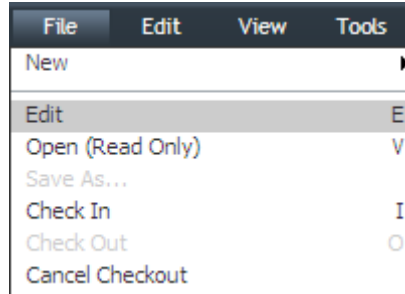
- Click the **Accept** button in order to accept the task. This action will remove the task from other Proofreaders' Inboxes
- Open the details of the Document by clicking on the **Metadata** button. At this stage you can edit the **Official Title** and the **Comments** of the Document
- Click the **OK** button to save any modifications and return to the Task
- Select the document from the list in the Task and then select **File → Check Out** from the menu or from the right click menu.



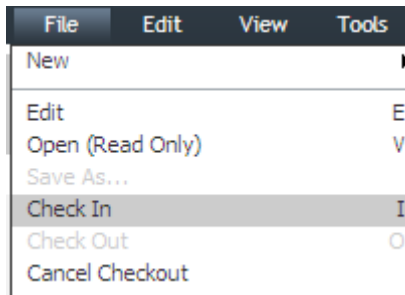
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7. Select the Checked Out document from the list in the Task and then select **File → Edit** from the menu or from the right click menu. You can also directly perform this step without having first check out the file as it will be automatically checked out when selecting to edit it.



8. Modify the document, click the save button of the MS Word application and close the document
9. Select the document from the list in the Task and then select **File → Check In** from the menu or from the right click menu.




10. The Check In page is displayed where you can select to replace the checked out document or to upload it as a new version. By default a new version is proposed by the system

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	<h1 style="text-align: center;">PLAN-DD USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PDD.UMA-2.2.0 / 0.05

Checkin : 32009R0279-IS.doc


 *

Version : 1.0, CURRENT, Original
 Type: pdd_celex_content
 Format: msw

☐ 1.0 (same version)
 Save as : ☒ 1.1 (minor version)
☐ 2.0 (major version)

Version label:

Description:

Format:

Lifecycle ID: [Select](#)

Current State:

Document Links: ☐ Check for links to other Microsoft documents and check in linked documents

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

Figure 99: Check In Corrected Version

- After defining the version of the uploaded document, click the **OK** button to confirm the action. In case you want to replace the existing document with a completely new one, you can use the **Browse** button and locate the document that you want to upload.

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12. If you have not browse to another page of the application, after uploading the modified file, you will be directed to the Prior-Reading task. Otherwise, browse to your **Inbox** and double click to open the same Task.
13. Click the **Finish** button to finalise the Prior-Reading task or the **Reject** button to reject the document. The task will be also removed from you Inbox. In case, a task is rejected, a form appears to enter a justification reason (a task might be rejected only for the reason of having bad quality) and an e-mail notification is sent to PA and GC. The status of the document remains at prior-reading. After that, PA/GC can start a new prior-reading workflow by uploading the correct version of the document.

Note: In case an attached document is checked out and you try to finish the task, a message will be displayed informing you that some of the task attachments are checked out.

Note: A Task can be finished by using the “Finish” button which is accessible only through the task page.

5.3 Document LV Control-Reading

The Control-Reading task is part of the Control-reading workflow. When a Document LV is uploaded a (Prior-Reading or Control-Reading) workflow starts. As a result the Control-Reading state starts and the Status of the document changes to Control-Reading. The Control-Reading task will be sent to the inbox only when PLAN-DD system receives a response from OJ-Format or after 24 hours. In case a user executes a manual upload/update of a Document LV and the OJ-Format is selected to be excluded, the task will automatically come to the inbox.

In order to perform a Document Control-Reading task:

1. Locate the corresponding task in your Inbox
2. Double click on the task to open it

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Metadata
Document Manager

Control-reading for document 31988L0667-HR

Description	Please, execute control-reading to the Document LV
Document Reference	31988L0667
Language	HR
Chapter	13 Industrial policy and internal market
Publication Reference	1988L382p0046
Publication Date	
Number of pages	3
Volume name	
CCVista Status	Finalised
Title EN	Council Directive 88/667/EEC of 21 December 1988 amending for the fourth time Directive 76/768/EEC on the approximation of ...
Comments	

⚠ Prior-reading has not been performed

Attachments				
	Name	Version	Size	Date Modified
	31988L0667-HR.doc	1.0,CURRENT,Finalised	52 KB	01/07/2011 12:08

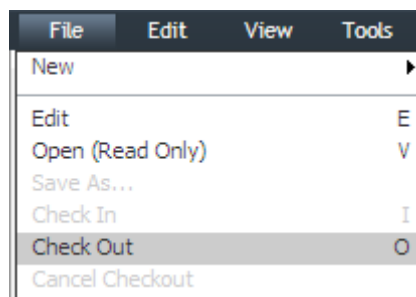
Accept
Finish
Close

Figure 100: Control-Reading Task

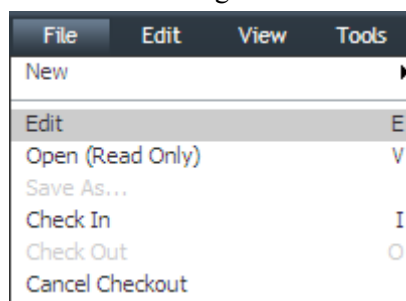
- Click the **Accept** button in order to accept the task. This action will remove the task from other Proofreaders' Inboxes
- Open the details of the Document by clicking on the **Metadata** button. At this stage you can edit the **Official Title** and the **Comments** of the Document
- Click the **OK** button to save any modifications and return to the Task
- Select the document from the list in the Task and then select **File → Check Out** from the menu or from the right click menu.

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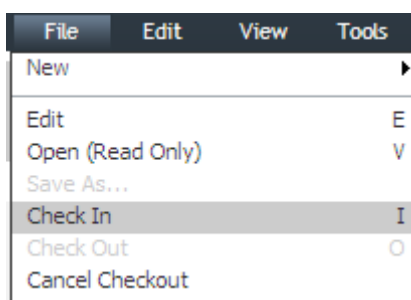
	<h1 style="text-align: center;">PLAN-DD USER MANUAL</h1>	Project / Subproject: PLAN-JO No. 10238
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7. Select the Checked Out document from the list in the Task and then select **File → Edit** from the menu or from the right click menu. You can also directly perform this step without having first check out the file as it will be automatically checked out when selecting to edit it.



8. Modify the document, click the save button of the MS Word application and close the document
9. Select the document from the list in the Task and then select **File → Check In** from the menu or from the right click menu.




10. The Check In page is displayed where you can select to replace the checked out document or to upload it as a new version. By default a new version is proposed by the system

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Checkin : 32009R0279-IS.doc



Version : 1.0, CURRENT, Original
 Type: pdd_celex_content
 Format: msw

☐ 1.0 (same version)
 Save as : ☒ 1.1 (minor version)
☐ 2.0 (major version)

Version label:

Description:

Format: MS Word 4.x, 5.x (DOS) ▼

Lifecycle ID: [Select](#)

Current State:

Document Links: ☐ Check for links to other Microsoft documents and check in linked documents

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

Figure 101: Check In Corrected Version

- After defining the version of the uploaded document, click the **OK** button to confirm the action. In case you want to replace the existing document with a completely new one, you can use the **Browse** button and locate the document that you want to upload.
- If you have not browse to another page of the application, after uploading the modified file, you will be directed to the Control-Reading task. Otherwise, browse to your **Inbox** and double click to open the same

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Task. Click the **Finish** button to finalise the Prior-Reading action. The task will be also removed from you Inbox.

Note: In case an attached document is checked out and you try to finish the task, a message will be displayed informing you that some of the task attachments are checked out.

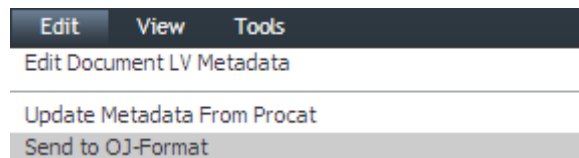
Note: A Task can be finished by using the “Finish” button which is accessible only through the task page.

5.4 *Send files to OJ-Format*

When an active task has been accepted by a Proofreader (Document LV states "In progress" for either Prior-reading or Control-reading) then the menu option to send files to OJ-Format becomes available.

In order to send files to **OJ-Format**:

1. Select **Edit → Send to OJ-Format** (this menu option is available from both the Document LV Manager and within the accepted Task)




2. The **Send Files to OJ-Format** form is displayed

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Send Files to OJ-Format :

Select the version of the Document files that will be sent to OJ-Format.

File Name	File Versions
 32001L0017-HR.doc	3.0,CURRENT,Cleaned View

?
OK
Cancel

Figure 102: Send Files to OJ-Format

3. Select the version that you want to send to OJ-Format by using the **File Versions** drop down list
4. Click the **OK** button in order to send all the files under Document LV to OJ-Format

In case that a document is checked out, the following blocking message will be displayed:

"The following files are checked out: 32001D0528-HR.doc, Proof Reader (ED), 20/10/2011 12:55:47. Please, check in before sending the files to OJ-Format".

Moreover, the system will raise an error and it will not update the documents with their cleaned versions. The zip from OJ-Format will be moved to failed folder and an e-mail notification will be sent to the responsible person who triggered the functionality.

All sent documents will be versioned by increasing the major number and adding the "Cleaned" version label and the OJ-Format cleaned file response will be discarded if it is received after the task has been finished (no active reading workflow task exists). Proofreader can finish the task even though an OJ-Format request is in progress.

The document audit will be updated with the new request and the result of OJ-Format.

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5.5 Volume Proofreading

In order to perform proofreading of a Volume proof received from a Printer:

1. Locate the corresponding task in your Inbox
2. Double click on the task to open it

The screenshot displays the 'Volume Proofreading Task' interface. It features a top navigation bar with 'Metadata', 'PPF', and 'Volume Audit' tabs. The 'Metadata' tab is active, showing a table of volume details. To the right, a task list table shows various tasks with columns for 'Started', 'In progress', and 'Completed'. Below the task list is a 'State Legend' indicating 'Valid' (green dot), 'Disabled' (grey dot), and 'Invalid' (red dot). A progress bar at the bottom shows the workflow from 'Created' to 'Characterised', with 'Proof-Reading' currently selected. At the very bottom, a file list shows 'Proofs CURRENT,1.0' by 'General Coordinator (ED)' with a size of '1 KB'.

Volume Name	Volume-01-007-HR
Chapter	01 General, financial and institutional matters
Language	HR
Assignee	General Coordinator (ED)
Catalogue Number	FX-AZ-13-060-HR-C
Publication date	20-Oct-2011
Contract Supplier	10288/Euroscript
Total pages	3
DEMED Status	NOT_CREATED
DEMED Progress	UNINITIALISED

	Started	In progress	Completed
Legal Services			
Budget Request			
Publication Request			
Proof-reading			
CERES			
Ready for Press			
Close Volume			
Characterisation			
Publication Confirmation			
SICOF			

State Legend : ● Valid ● Disabled ● Invalid

Created → Prepare → Legal Validation → Legally Validated → Ordered → **Proof-Reading** → Ready for Publication → Closed → Published → Characterised

Name	Version	Modifier	Modified	Full Content_size	Format
Proofs	CURRENT,1.0	General Coordinator (ED)	20/10/2011 15:30	1 KB	

Figure 103: Volume Proofreading Task

3. Click the **Accept** button in order to accept the task. This action will remove the task from other Proofreaders' Inboxes
4. You can open to view the Metadata and the content of the Proof.
5. Click the **Finish** button to finalise the Proof-Reading action or the **Reject** button to reject the volume. The task will be also removed from you Inbox.

Note 1: A Task can be finished by using the "Finish" button which is accessible only through the task page.

Note 2: All proofs received from the Printer will be saved under the Correspondence folder. The system sends an Email notification to the Production Agents and General Coordinator group informing that a Volume Proofreading task has been finished. The status of the volume changes to "Ready for Publication" and the state changes to "Completed".

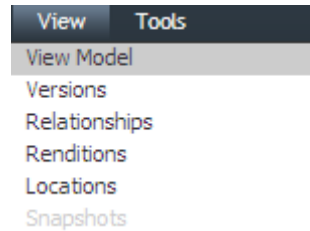
5.5.1 View the Model

In order to view a Model:

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1. Browse you Inbox and double click on a Task to open it
2. Select **View** → **View Model** from the menu on the Web top.



3. The **Document Manager** is displayed and the **Models** folder is visible in the list

File Edit View Tools

Document 31982L0890-IS

Metadata

Audit Document

Document Identifier	31982L0890
Language	IS
Chapter	13 13.30.14 Foodstuffs
Publication Reference	
Publication date	
Number of pages	0
Volume Name	
CC Vista Status	
Title EN	

	Started	In progress	Completed
Procat	●		
OJ-Format	●		
Prior-reading	●		
Control-reading			
Property Cleaning			
EUR-Lex			
Cellar			

State Legend : ● Valid ● Disabled ● Invalid

Not Available

Prior-Reading

Legal Finalisation

Control-Reading

Ready for Printer

Published

Name	Full Content_size	Modified	Format	Lifecycle State
Models	1 KB	27/05/2011 18:14		
31982L0890-IS.doc	33 KB	14/04/2011 17:35	MS Word 4.x, ...	

Figure 104: View Model

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6 Dashboards

Dashboards are forms which can be used in order to generate reports containing documents, volumes, tasks or for order tracking purposes according to selected criteria. Dashboards are available under Dashboards label on the left navigation tree.

In order to open a dashboard, click on the **Dashboards** of the left navigation tree and then select one of the available dashboards: **Documents**, **Task Workload**, **Volumes** or **Order Tracking**.

6.1.1 Documents

In order to get a list of documents by using the **Documents Dashboard**:

1. Click on **Documents** option under the **Dashboards** of the left navigation tree
2. The **Documents Dashboard** form is displayed.

Figure 105: Documents Dashboards

3. Select the criteria that you want by using the corresponding free text fields and drop down lists or multi-select boxes. Every time you select or modify search criteria, the **Search** button should be clicked in order to get the results.
4. You can select specific Document Proofreaders by selecting specific users from the **Proofreaders** list and use the **Add** button in order to add them in the **Selected Proofreaders** list. Similarly you can remove Proofreaders by using the **Remove** button. In the same way you can select specific “Document statuses”, “Document states” or “CCvista status” from the corresponding lists.
5. Click on the **Search** button in order to perform the search based on the selected criteria.

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Each time the **Search** button is used, the user's Dashboard selections will be saved. The selections and results will be saved for the specific session and when the user logs out or closes the browser the values will be lost.

In the results list of Documents, the following columns are available depending on the selected **View**:

Documents View:

- Document Identifier
- Number of Pages
- Document statuses
- CCVista Status
- State
- Publication Reference
- Proofreader
- Prior-Reading
- Model loaded
- Deadline
- Word Author File Loaded

Volumes View:

- Language
- Chapter
- Volume
- Number of Documents

When selecting the document view, the **Document Identifier** of each document is a link that by clicking on it will direct you to the Document Manager of the document. Document Manager is also accessible from the right click menu **Document Manager**. In order to go back to the **Document Dashboard**, select the option **Documents** under **Dashboards** from the left navigation tree.

<u>Document identifier</u>	<u>Number of pages</u>	<u>Production status</u>	<u>CCvista status</u>	<u>State</u>
32004R2076-KV	3	Document Manager	Not Available	Included

When selecting the volume view, the **Volume Identifier** of each volume is a link that by clicking on it will direct you to the Volume Manager of the document. Volume Manager is also accessible from the right click menu **Volume Manager**

After the generation of a dashboard, the following buttons are enabled:

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[Search](#)
[Export to Excel](#)
[Reset Search](#)

Search: Click to perform a search with the already defined criteria

Export to Excel: Click to export the search results in Excel format

Reset Search: Click to re-initialise the Dashboard and reset all previously selected criteria and results

6.1.2 Volumes

In order to get a list of volumes by using the **Volumes Dashboard**:

1. Click on **Volumes** option under the **Dashboards** of the left navigation tree
2. The **Volumes Dashboard** form is displayed.

Figure 106: Volumes Dashboards

3. Select the criteria that you want by using the corresponding free text fields, multi-select boxes and drop down lists. Every time you select or modify search criteria, the **Search** button should be clicked in order to get the results.
4. Click on the **Search** button in order to perform the search based on the selected criteria.

Each time the **Search** button is used, the user's Dashboard selections will be saved. The selections and results will be saved for the specific session and when the user logs out or closes the browser the values will be lost.

In the results list of Documents, the following columns are available:

- Chapter Name

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- Volume Name
- Language
- Volume Status
- Publication Date
- Catalogue Number
- Number of Documents
- Pages
- Number of Ready Documents
- Pages of Ready Documents
- Percentage of Ready Documents
- Percentage of pages of ready documents (the number of pages of ready documents of the volume divided by the total number of pages of the volume)
- Assignee
- Volume Owner
- Printer

The **Volume Name** of each volume is a link that by clicking on it will direct you to the Volume Manager of the document. Volume Manager is also accessible from the right click menu **Volume Manager**. Right click menu has also the options to edit the Volume Metadata by selecting the **Edit Volume Metadata** option or view the PPF by selecting the **View PPF** option. In order to go back to the **Volumes Dashboard**, select the option **Volumes** under **Dashboards** from the left navigation tree.

<u>Chapter Name</u>	<u>Volume Name</u>	<u>Language</u>	<u>Volume status</u>	<u>Publication Date</u>	<u>Catalogue Number</u>	<u>Number of documents</u>	<u>Pages</u>
01 General, financial and institutional matters	Volume-01-008-HR	HR	C			0	

Volume Manager
 Edit Volume Metadata
 View PPF

After the generation of a dashboard, the following buttons are enabled:

Search	Export to Excel	Reset Search
---------------	------------------------	---------------------

Search: Click to perform a search with the already defined criteria

Export to Excel: Click to export the search results in Excel format

Reset Search: Click to re-initialise the Dashboard and reset all previously selected criteria and results

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6.1.3 Task Workload

In order to get a list and information of Tasks assigned to specific Proofreader(s) of documents by using the **Task Workload**:

1. Click on **Tasks Workload** option under the **Dashboards** of the left navigation tree
2. The **Tasks Workload** form is displayed.

Task Workload

Enlargement: Language:

Chapter: Assigned:

View: From: To:

Volume name: Document identifier:

Proofreader

- Panos Kavalagios (ED)
- Proof Reader (ED)
- Proof Reader HR (ED)
- Proof Reader IS (ED)

Selected Proofreaders

Task Type

- Control-reading
- Prior-reading
- Proof-reading

Selected Task Type

Show items: 10

Proofreader	Production Status	Number of tasks	Number of pages
Panos Kavalagios (ED)	Control-Reading	4	16
	Prior-Reading	2429	30325
	Control-Reading	169	5972
Proof Reader (ED)	Control-Reading	1	2

Figure 107: Task Workload

3. Select the criteria that you want by using the corresponding free text fields, multi-select boxes and drop down lists. Every time you select or modify search criteria, the **Search** button should be clicked in order to get the results.
4. Click on the **Search** button in order to perform the search based on the selected criteria.

Each time the **Search** button is used, the user's Dashboard selections will be saved. The selections and results will be saved for the specific session and when the user logs out or closes the browser the values will be lost.

In the results list, the following columns are available depending on the selected **View**:

User View:

- Proofreader
- Production Status
- Number of Tasks
- Number of Pages

The option **View list of documents per user** is available in the right click menu of each entry of the results list.

Proof Reader HR (ED)	View list of documents per user
Proof Reader IS (ED)	Prior-Reading

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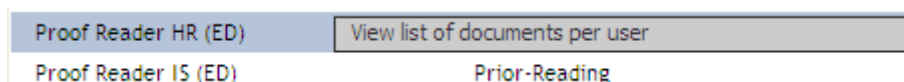
	PLAN-DD USER MANUAL	Project / Subproject: PLAN-JO No. 10238
		Reference Number / Version: D.PDD.UMA-2.2.0 / 0.05

The displayed list contains all the documents that a task has been assigned to the specific Proofreader.

Status View:

- Production Status
- Number of Tasks
- Number of Pages

The option **View list of documents per user** is available in the right click menu of each entry of the results list.



The displayed list contains all the documents that a task has been assigned to the specific Proofreader

Task View:

- Document Identifier
- Chapter
- Volume Name
- Production Status
- Prior-Reading
- Proofreader
- Assigned
- Number of Pages
- Days spent on task

The option **Document Manager** is available in the right click menu from where you can directly access the document manager form of the selected document. In order to go back to the **Task Workload**, click the select the option **Task Workload** under **Dashboards** from the left navigation tree.

The option **Assign documents to proofreaders** is available in the right click menu of each entry of the results list. In order to close the **Assignment of Reading tasks** form and go back to the **Task Workload**, click on the **Cancel** button.

<u>Document Identifier</u>	<u>Chapter</u>	<u>Volume name</u>	<u>Production status</u>	<u>Prior-reading</u>
31998R2531-HR	01 General institutio	Assign tasks to Proofreaders Document Manager	Prior-Reading	No

The **Assignment of Reading Tasks** form is displayed from where the user can assign the specific Task.

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Assignment of Reading tasks

Language HR
Task Prior-reading
Chapter All

Proofreader All
Volume Name
Document Identifier

☐
Page 1 of 1
Items per page 50

INFORMATION: Please select Tasks before performing one of the available actions: Assign, Re-assign or Abort. The action will take effect only on currently displayed page.

Document identifier	Volume name	Task type	Task status	Proofreader	Due date	Priority	Comments
<input type="checkbox"/> 22002D0161-HR		Document Prior-reading	dormant		30-Nov-2011	Medium	<input type="text"/>

Figure 108: Assignment of Reading Tasks

Assign Task: In order to assign the task to a specific Proof-Reader, select the Proof-Reader from the corresponding drop down list and then click the **Save** button to save the changes. You can also define the **Due Date** and the **Priority** of the assigned Task by using the corresponding fields or add **Comments** if needed. After you have assigned a task successfully the message “**Task successfully assigned/re-assigned**” will be displayed next to the **Comments** field. An email notification also is sent to the Proof-Reader that the task has been assigned.

Abort Task: In order to abort a task, select the check box in front of the task and then click the **Abort** button

After the generation of a dashboard, the following buttons are enabled:

Search: Click to perform a search with the already defined criteria

Export to Excel: Click to export the search results in Excel format

Reset Search: Click to re-initialise the Dashboard and reset all previously selected criteria and results

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6.1.4 Order Tracking: Orders sent to Printers

In order to get reports containing total number of pages sent to a Printer per Chapter and per Printer and having a budget consumption tracking by using the **Order Tracking Dashboard**:

1. Click on **Order Tracking** option under the **Dashboards** of the left navigation tree
2. The **Order Tracking** form is displayed.

The screenshot shows the 'Order Tracking' dashboard. It includes search filters for Printer (All), Production status (Characterised, Closed, Created, Legally Validated), Date of order from/to, and Volume name. A 'Search' button is present. Below the filters is a table with columns: Demed reference, Volume name, Production status, Date of Publication request, Printer, Number of documents, Total pages, and Cost. The table lists several document orders, including Volume-01-002-HR, Volume-13-001-HR, Volume-20-001-HR, Volume-01-003-HR, Volume-10-001-HR, Volume-01-001-HR, and Volume-10-002-HR, with their respective production statuses and costs.

Demed reference	Volume name	Production status	Date of Publication request	Printer	Number of documents	Total pages	Cost
852	Volume-01-002-HR	Prepare		10288/Euroscript	2	2	0.6
	Volume-13-001-HR	Prepare		10288/Euroscript	1	3	0.9
1303	Volume-20-001-HR	Prepare		10288/Euroscript	1	6	1.8
	Volume-01-003-HR	Prepare		10288/Euroscript	2	2	0.6
7325	Volume-10-001-HR	Legally Validated		10288/Euroscript	2	9	2.7
3153	Volume-01-001-HR	Ready for Publication	18/11/2011	10288/Euroscript	2	4	1.2
2770	Volume-10-002-HR	Ready for Publication	08/11/2011	10288/Euroscript	1	8	2.4
				10202/LOT 1/Euroscript		0	0.0
				10202/LOT 2/Jouve		0	0.0

Figure 109: Order Tracking

3. Select the criteria that you want by using the corresponding drop down lists, multi-select boxes and calendars. Every time you select or modify search criteria, the **Search** button should be clicked in order to get the results.
4. Click on the **Search** button in order to perform the search based on the selected criteria.

Each time the **Search** button is used, the user's Dashboard selections will be saved. The selections and results will be saved for the specific session and when the user logs out or closes the browser the values will be lost.

In the results list of Documents, the following columns are available:

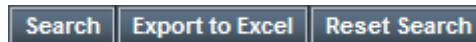
- DEMED reference
- Volume name
- Production status
- Date of Publication Request

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- Printer
- Number of Documents
- Total Pages
- Cost

After the generation of a dashboard, the following buttons are enabled:



Search: Click to perform a search with the already defined criteria

Export to Excel: Click to export the search results in Excel format

Reset Search: Click to re-initialise the Dashboard and reset all previously selected criteria and results

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7 Reports

Reports are forms which can be used in order to view statistics about documents, volumes, pages sent to Printers or produced pages per task according to selected criteria. Reports are available under Reports label on the left navigation tree.

In order to open a Report, click on the **Reports** of the left navigation tree and then select one of the available reports: **Documents**, **Volumes**, **Printing Statistics** or **Number of Produced Pages**.

7.1 Documents Report

In order to get the statistics of Documents by selected Enlargement, Chapter, Production Status, Language, Production State, Creation Date and State by using the **Documents Report**:

1. Click on **Documents** option under the **Reports** of the left navigation tree
2. The **Documents Report** form is displayed.

Language	Chapter	Volume name	Document Status	Total pages	Acquis list status	Number of documents	Percentage of documents	Number of pages	Percentage of pages
HR	01 General, financial and institutional matters	Volume-01-001-HR	Prior-Reading	13	Included	1	100.0	5	83.33
HR	09 Taxation	Volume-09-001-HR	Not Available	25	Included	1	50.0	6	24.0
HR	09 Taxation	Volume-09-001-HR	Ready for Printer	25	Included	1	50.0	2	8.0
IS	20 People's Europe	Volume-20-001-IS	Not Available	2	Included	1	100.0	5	250.0
IS	01 General, financial and institutional matters	Volume-01-001-IS	Not Available	53	Included	542	97.48	5522	10418.87

Figure 110: Documents Report

3. Select the criteria that you want by using the corresponding drop down lists, combo boxes, radio buttons and calendars. You can a value from a combo box, by selecting one or more values from the left list and use the **Add** button in order to add them in the right list of the selected values. Similarly you can remover values by using the **Remove** button.
4. To see the historical results of the report, fill in the **Report Date**.

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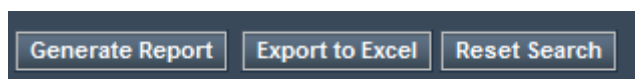
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5. Click on the **Generate Report** button in order to generate the report based on the selected criteria.

In the results list of Documents, the following columns are available:

- Language
- Chapter
- Volume name
- Total Pages
- Document Status
- Acquis list status
- Number of documents
- Percentage of documents
- Number of pages
- Percentage of pages (The percentage is calculated on the number of attached document pages by excluding the TOC pages)

After the generation of a report, the following buttons are enabled:



Generate Report: Click to generate a new report based on new selected criteria

Export to Excel: Export the report results in Excel format

Reset Search: Reset all the search criteria

7.2 *Volumes Report*

In order to get the statistics of Volumes by selected Enlargement, Chapter, Production Status, Language, Printer, Creation Date and view by using the **Volumes Report**:

1. Click on **Volumes** option under the **Reports** of the left navigation tree
2. The **Volumes Report** form is displayed.

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Volumes Report

Enlargement: Enlargement 2012

Chapters

- 01 General, financial and institutional matters
- 02 Customs Union and free movement of goods
- 03 Agriculture
- 04 Fisheries
- 05 Freedom of movement for workers and social security
- 06 Right of establishment and freedom to provide services
- 07 Transport policy

Selected Chapters

Volume Status

- Characterised
- Closed
- Created
- Legally Validated
- Legal Validation
- Ordered
- Prepare

Selected Volume Status

Languages

- Croatian
- Icelandic

Selected Languages

Printers

- 10202/LOT 1/Euroscript
- 10202/LOT 2/Euroscript
- 10202/LOT 3/Euroscript
- 10202/LOT 4/Diadeis
- 10202/LOT 4/Euroscript
- 10202/LOT 4/Jouve
- 10202/LOT 5/Euroscript

Selected Printers

Report Date
Year: / Month: / Day:

View
Chapters

Generate Report Export to Excel Reset Search

Items per page: 10

Language	Chapter	Number of volumes	Attached documents	Included documents	Excluded documents	Pages
HR	01 General, financial and institutional matters	7	565	565	0	50
IS	01 General, financial and institutional matters	3	565	565	0	98
HR	09 Taxation	1	2	2	0	25
HR	20 People's Europe	1	2	2	0	12
IS	20 People's Europe	1	2	2	0	2

Figure 111: Volumes Report

- Select the criteria that you want by using the corresponding drop down lists, combo boxes and calendars. You can add a value from a combo box, by selecting one or more values from the left list and use the **Add** button in order to add them in the right list of the selected values. Similarly you can remove values by using the **Remove** button.
- To see the historical results of the report, fill in the **Report Date**.
- Click on the **Generate Report** button in order to generate the report based on the selected criteria.

In the results list of Documents, the following columns are available depending on the selected **View**.

Chapters View:

- Language
- Chapter
- Number of Volumes
- Attached Documents
- Included Documents
- Excluded Documents
- Pages

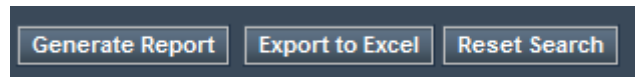
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Volumes View:

- Language
- Chapter
- Number of Volumes
- Attached Documents
- Included Documents
- Excluded Documents
- Pages

After the generation of a report, the following buttons are enabled:



Generate Report: Click to generate a new report based on new selected criteria

Export to Excel: Export the report results in Excel format

Reset Search: Reset all the search criteria

7.3 *Printing Statistics Report*

In order to get the printing statistics of Documents, Volumes or pages sent to a Printer by selected Enlargement, Language, Printer and Publication Date by using the **Printing Statistics Report**:

1. Click on **Printing Statistics** option under the **Reports** of the left navigation tree
2. The **Printing Statistics Report** form is displayed.

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Printing Statistics Report

Enlargement
Enlargement 2012

Languages

HR
IS

Selected Languages

Printers

10202/LOT 1/Euroscript
10202/LOT 2/Euroscript
10202/LOT 3/Euroscript
10202/LOT 4/Diadeis

Selected Printers

Publication Date
From
Date
To
Date

Generate Report
Export to Excel
Reset Search

Items Per Page
10

Publication Date	Printer	Number of Volumes	Number of Documents	Number of Pages
11/07/2011 00:00	10288/Euroscript	1	556	53
12/07/2011 09:20	10288/Euroscript	1	1	5
13/07/2011 12:04	10288/Euroscript	1	1	13
13/07/2011 14:23	10288/Euroscript	1	1	18
13/07/2011 14:51	10288/Euroscript	1	2	27
15/07/2011 00:00	10288/Euroscript	1	2	25
21/07/2011 11:21	10288/Euroscript	1	0	8
22/07/2011 00:00	10288/Euroscript	1	1	13
27/07/2011 12:11	10288/Euroscript	1	1	9
04/08/2011 00:00	10288/Euroscript	1	1	12

Figure 112: Printing Statistics Report

- Select the criteria that you want by using the corresponding drop down lists, combo boxes and calendars. You can a value from a combo box, by selecting one or more values from the left list and use the **Add** button in order to add them in the right list of the selected values. Similarly you can remover values by using the **Remove** button.
- Click on the **Generate Report** button in order to generate the report based on the selected criteria.

In the results list of Documents, the following columns are available:

- Publication Date
- Printer
- Number of Volumes
- Number of Documents
- Number of Pages

After the generation of a report, the following buttons are enabled:

Generate Report
Export to Excel
Reset Search

Generate Report: Click to generate a new report based on new selected criteria

Export to PDF: Export the report results in PDF format

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Export to Excel: Export the report results in Excel format



Reset Search: Reset all the search criteria

7.4 Number of Produced Pages Report

In order to get the number of produced pages by selected Enlargement, Language, Proofreaders, Task Types, Task Activity Date and View by using the **Number of Produced Pages Report**:

1. Click on **Number of Produced Pages Report** option under the **Reports** of the left navigation tree
2. The **Number of Produced Pages Report** form is displayed.

Figure 113: Number of Produced Pages Report

3. Select the criteria that you want by using the corresponding drop down lists, combo boxes, calendars and view. You can select a value from a combo box, by selecting one or more values from the left list and use the **Add**  button in order to add them in the right list of the selected values. Similarly you can remover values by using the **Remove**  button.
4. Click on the **Generate Report** button in order to generate the report based on the selected criteria.

In the results list of Documents, the following columns are available depending on the selected **View**.

View by Task:

- Proofreader
- Task Type
- Number of Assigned Tasks

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- Assigned Pages
- Number of Read Tasks
- Read Pages
- Ratio Number of Pages per Day

View by Ratio:

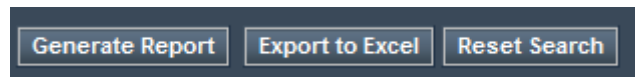
- Proofreader
- Ratio Number of Pages per Day

In case you want to select a specified time period of active tasks, this task activity is defined as following:

- A task was accepted in the specified time period
- A task was finished in the specified time period
- A task was pending in the specified time period
- Tasks that were finished before or tasks that have been accepted after the specified period will not be included

The “Ratio number of pages per day” column is calculated as Read Pages / Number of Days and not as Read Pages / Assigned Pages / Number of Days

After the generation of a report, the following buttons are enabled:



Generate Report: Click to generate a new report based on new selected criteria

Export to Excel: Export the report results in Excel format

Reset Search: Reset all the search criteria

Note: The **Number of Produced Pages Report** is available only for **General Coordinator** role.

END OF DOCUMENT

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