

	<b>PLAN-DD USER INTERFACE DESIGN</b>	<b>Project / Subproject:</b> PLAN-JO No. 10238
		<b>Reference Number / Version:</b> D.PDD.UID / 0.03

**PLAN-JO – RELEASE 3**

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**PLAN-DD User Interface Design**

Version 0.03

24/05/2011


	<b>PLAN-DD USER INTERFACE DESIGN</b>	<b>Project / Subproject:</b> PLAN-JO No. 10238
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## DOCUMENT HISTORY

Version	Date	Author	Reason for Modification	Action <sup>(*)</sup>	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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		<b>Reference Number / Version:</b> D.PDD.UID / 0.03

## APPLICABLE AND REFERENCE DOCUMENTS

Type (*)	Title	Identification	Ver	Date
A1	PLAN-DD – FUNCTIONAL SPECIFICATIONS	Plan-DD Functional specifications v 1.6.doc	1.6	10/12/2010
A2	Elaboration of functional specifications for the Plan-DD	Plan_DD_Architecture 20100101_Gvi-Apu.doc	1.0	24/07/2010
A3	System Documentation of CCVista PlanOJDDIII	SysDoc_CCVista_PlanOJDDIII.doc		22/04/2010
A4	Annex X.X – Technical environment and standard operating procedures of the Publications Office	technical-environment_V3_05.pdf	3.05	22/11/2010
A5	Plan-DD Offer	O.PDD-Plan-DD Offer v0.03.doc	0.03	15/12/2010
R1	On-site Analysis Meeting Minutes	D.AMM.PDD - On-site Analysis Meeting Minutes	0.06	17/02/2010
R2	Plan-DD Functional Analysis and Design	D.PDD.FAD-PLAN-DD Functional Analysis and Design	0.03	24/05/2011

(\*) : *Reference document, Applicable document*

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## 1 Introduction


This document covers the user interface design of PLAN-DD.

The intention of this document is supplementary to the Functional Analysis and references will be available to this document.

The current document is separated into two main categories:

- **Mock-ups** that present how the final version of the selected views will look like
- **Wire frames** that present the data that will be presented in each main form of the system

### Notes:

- The term “Celex” will be replaced by Document and Document LV.
- The Celex number will have a dash ( - ) and not an underscore ( \_ ) in Plan-DD.
- The Wire frames will not have the same layout as many forms are the real forms that are under development and others are still pending.
- The Help link as well as the  icon will provide on-line help.

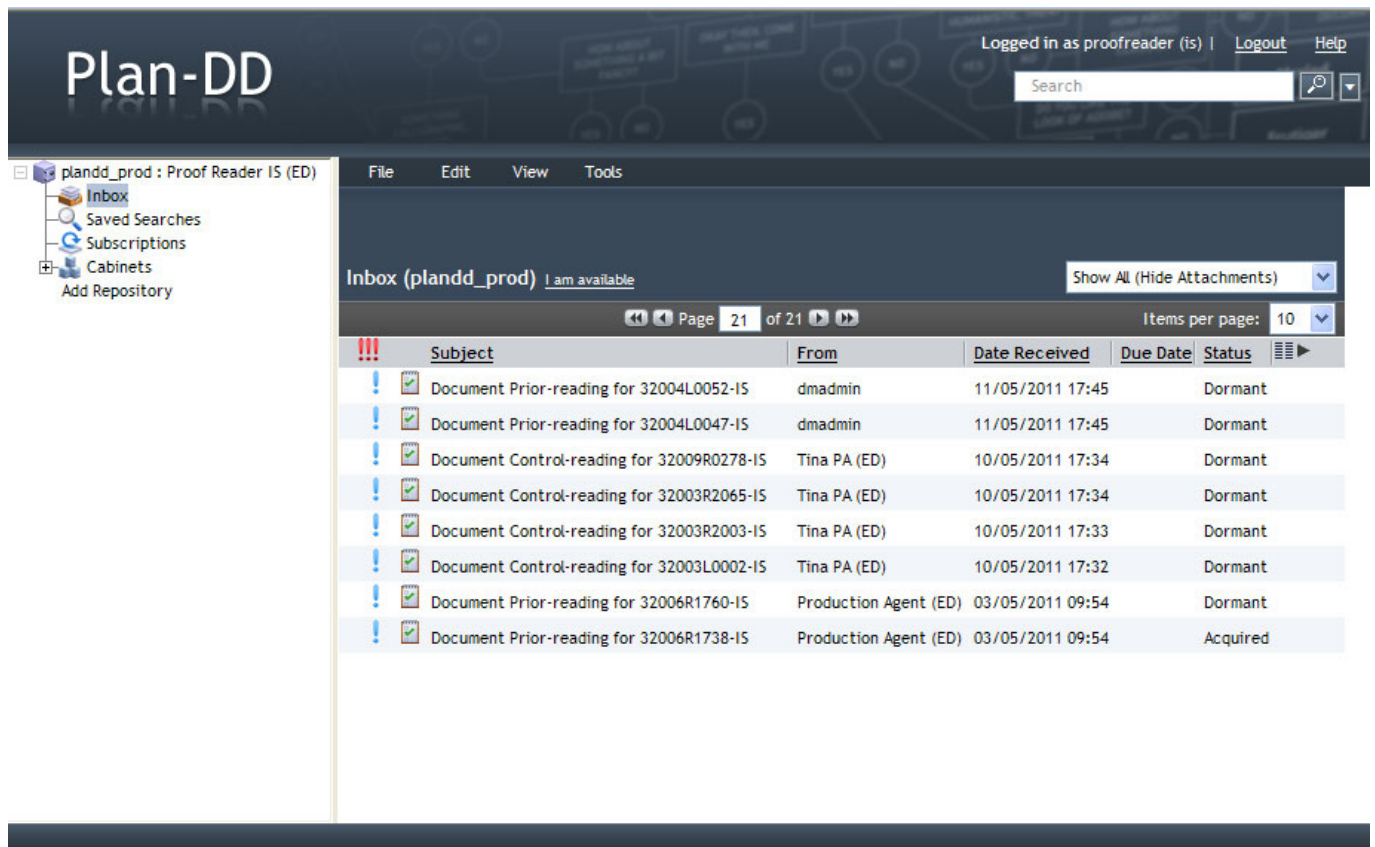
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## 2 PLAN-DD Mock-ups

### 2.1 Proofreader Inbox



**Figure 1: Proofreader Inbox**

In case a task is assigned to a Proofreader then the name of the General Coordinator or Production Agent, that has performed the action, will be presented in the Inbox column “From”. In case the system has automatically generated the task and no manual assignment was performed, the name “dmadmin” will be presented.

The “Due date” column is pre-filled by the system with a default value but is also editable from the General Coordinator or the Production Agent. In case the due date has passed, the colour will change to red to notify the user that this tasks needs further attention.

The column **!!!** presents the Priority of the task. The default value is medium and is presented with 2 exclamation marks.

The Statuses of tasks assigned by Documentum are the following:

- Dormant, for tasks that have not been accepted by a user
- Acquired, for tasks that have been accepted by a user who works on them

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## 2.2 Reading task

Plan-DD

Logged in plandd as proofreader | [Logout](#) [Help](#)

Search Advanced

File View Functions Reports

**Task Control-reading of Document LV**

Metadata Document Manager

**Control-reading of Document LV 32007R0967\_HR**

Description:	Description text
Received:	01/03/2011 11:00 PM
Document Identifier:	32007R0967
Language:	HR
Chapter:	02. Customs Union and free movement goods
Publication Reference:	2007L215p0003
Publication Date:	16/02/2011
Number of pages:	51
Official Title:	Commission Regulation (EC) No 967/2007 of 17 August 2007 on the issue of system B export licences in the fruit and vegetables sector (table grapes)
Comments:	Comments text

Prior-reading has not being performed

**Attachments**

Name ▼	Version	Size	Date Modified
32007R0967_HR.doc	Current,v1.0	26kb	30/05/2011

Accept Reject Close

**Figure 2: Reading task**

The current figure presents a Control-reading task. The Notification message “Prior-reading has not been performed” is available in Control-reading tasks in case the Document LV has not passed from Prior-reading.

The field number of pages will present the “Estimated pages” before the Document LV is printed and the “Printed pages” afterwards. Both fields are stored in the Document LV metadata.

In the “Version” column, the system will tag the files accordingly. To be more specific, every time a versioning is performed, the system will add a description. The following descriptions will be set automatically:

- Original, upon first upload
- Cleaned, after the cleaned version has returned from OJ-Format
- Corrected, upon checking in a document during Prior-reading
- Finalised, upon uploading the Finalised version from CCVista

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- Control-read, upon checking in a document during Control-reading

In case of Characterisation task, no files will be attached to the tasks.

#### Applicable Use Cases:

- ✂ UC-0301 – Document LV Prior-Reading
- ✂ UC-0302 – Document LV Control –Reading
- ✂ UC-0202 – Update Metadata from ProCat
- ✂ UC-0303 – Volume Proofreading
- ✂ UC-0223 – Characterisation

### 2.3 Manager

The screenshot displays the Plan DD Manager interface. On the left is a file tree showing the document structure: 32007R0967\_HR, Communication, Model, and 32007R0967\_HR.doc. The main area shows document details for 'Document LV 32007R0967\_HR'. The details include:

- Document Identifier:** 32007R0967
- Language:** HR
- Chapter:** 02. Customs Union and free movement goods
- Publication Reference:** 2007L215p0003
- Publication Date:** 16/02/2011
- Number of pages:** 51
- Volume Name:** Volume-02-001-HR
- CCVista Status:** Finalised
- Official Title:** Commission Regulation (EC) No 967/2007 of 17 August 2007 on the issue of system B export licences in the fruit and vegetables sector (table grapes)

On the right, there is a task progress table with columns: Started, In progress, and Completed.

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

Below the table is a status legend: ● Invalid, ● Valid.

At the bottom, there is a document status flow: Not Available → Prior-Reading → Legal Validation → **Control-Reading** → Ready for printer → Published.

At the very bottom, there is a table listing files:

Name	Version	Size	Date Modified
Communication	Current,v1.0	21kb	21/05/2011
Model	Current,v1.1	21kb	21/05/2011
32007R0967_HR.doc	Current,v1.0	26kb	30/05/2011

**Figure 3: Manager**

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The current Manager is a Document LV Manager. The Volume Manager will have the same structure with different data. The Managers will be available to all the users of the system with different access rights.

The States table (right column) presents the different states of the Document or the Volume. The states present interaction with other systems and workflows. The states are presented in the FAD. In case no communication has started, no icon will be presented. At the moment that the communication is started a green icon will be presented in the first column “Started”. As soon as the function is progressing, the icon will be moved to “In progress” column. Upon completion, the icon will be moved to the last column “Completed”. In case of error, a red icon will be presented instead of green indicating that the communication is Invalid. The communication with Procat, Property cleaning, EUR-Lex and Cellar can be re-launched manually.

The Document Status line presents the current Status of the Document. In Volume Manager, the field is named Volume Status”.

Note: The Official Title is replaced by EN Title.

#### Applicable Use Cases:

- ✎ UC-0205 – View the Model
- ✎ UC-0202 – Update Metadata from ProCat

## 2.4 Volume dashboard

Plan DD

Logged in plandd as proofreader | [Logout](#) [Help](#)

File View Functions Reports

**Volumes dashboard**

Chapter: ALL Languages: ALL Status: ALL Items per page: 10

Volume name	Language	Status	Publication date	Catalogue number	Pages	Number of Celexes	Ready Celexes
Volume-01-001-HR	HR	Prepare	-	FX-AZ-11-1-HR-C	265	19	75%
Volume-01-001-IS	IS	Proof-reading	01/03/2011	FX-AZ-11-1-IS-C	299	32	90%
Volume-01-002-HR	HR	Legally Validated	-	FX-AZ-11-2-HR-C	201	41	60%
Volume-01-002-HR	IS	Prepare	-	FX-AZ-11-2-IS-C	206	37	10%
Volume-01-003-HR	HR	Legally Validated	-	FX-AZ-11-3-HR-C	246	48	80%
Volume-01-003-IS	IS	Published	01/03/2011	FX-AZ-11-3-IS-C	284	23	100%
Volume-01-004-HR	HR	Prepare	-	FX-AZ-11-4-HR-C	258	29	10%
Volume-01-004-IS	IS	Ready for Publication	01/03/2011	FX-AZ-11-4-IS-C	242	21	100%
Volume-01-005-HR	HR	Prepare	-	FX-AZ-11-5-HR-C	238	45	10%
Volume-01-005-IS	IS	Published	01/03/2011	FX-AZ-11-5-IS-C	222	23	100%

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**Figure 4: Example dashboard**

The current dashboard is an example dashboard to present the layout of the dashboards and the reports. In Functional Analysis and Design all the Search criteria and the Search results are presented in detail.

The Dashboards and the Reports are presented in the left navigation. This makes them easily accessible in the main window without blocking the entire screen.

All the Dashboards will have links to the Volume or the Document that they refer (if applicable). The new Documentum provides links using double click on the line or right click and select the corresponding action.

Additionally, all the Reports will have Export to Excel functionality.

Applicable Sections:

✂ Reports

✂ Dashboards

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### 3 PLAN-DD Wire frames

#### 3.1 Administration

The Administration section presents all the actions that the Technical Agent performs to set up Plan-DD.

##### 3.1.1 Manage Enlargement

The screenshot shows a web-based form titled "Enlargements : New". The form is set against a blue header and footer. The main content area is white. The form fields are as follows:

- Name :** A text input field containing "Enlargement 2012" with a red asterisk indicating it is a required field.
- Accession Date :** A date input field showing "01-Jan-2012" with a calendar icon to its right.
- Status :** Two radio buttons, "Active" (selected) and "Closed".
- Automatic Update :** Two radio buttons, "Yes" (selected) and "No".
- Catalogue Prefix :** A text input field containing "FX-AZ-".
- Catalogue Suffix :** A text input field containing "-C".

At the bottom left of the form is a small question mark icon. At the bottom right are "OK" and "Cancel" buttons.

**Figure 5: Administration – Manage Enlargement**

A new optional date field called “Default due date of reading tasks” will added in the form.

Buttons: Save, Cancel.

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Administration/Enlargements					
<b>Enlargements</b>					
			Show items	10	▼
Starts With	→	×			
<u>Name</u>	<u>Accession Date</u>	<u>Status</u>	<u>Automatic Update</u>	<u>Catalogue Prefix</u>	<u>Catalogue Suffix</u>
Enlargment 2012	01/01/12	Active	Yes	FX-AZ-	-C

**Figure 6: Administration – List of Enlargements**

Applicable Use Cases:

✎ UC-0101 – Initial Setup – Manage Enlargement

### 3.1.2 *Manage Languages*

Languages : New

Language code :

Language name :

Country code (CCVista) :

Language (OJ-Format) :

Enlargement :

ISSN (Print) :

ISSN (Online) :

**Figure 7: Administration – Manage Languages**

Buttons: Save, Cancel.

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Administration/Languages				
Languages				
Items Per Page 10				
Starts With				
Language code	Language name	Country code	Enlargement	ISSN
HR	Croatia	HR	Enlargement 2012	1245-567
IS	Island	IS	Enlargement 2012	1234-567

**Figure 8: Administration – List of Languages**

Applicable Use Cases:

✎ UC-0102 – Initial Setup – Manage Languages

### 3.1.3 *Manage Institutions*

Institutions : New

Name :

Abbreviation :

Status :
☒ Active
☐ Inactive

?
OK
Cancel

**Figure 9: Administration – Manage Institutions**

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Buttons: Save, Cancel.

Name	Abbreviation	Status
COUNCIL	CON	Yes

**Figure 10: Administration – List of Institutions**

Applicable Use Cases:

✎ UC-0103 – Initial Setup – Manage Institutions

### 3.1.4 *Manage Chapters*

Chapters Management : New

Chapter Name : Customs Union and free movement of g \*

Chapter Number : 02 \*

Enlargement : Enlargement 2012 ▼

Available Institutions

Filter by Institutions

COUNCIL

Institution :

?

OK Cancel

**Figure 11: Administration – Manage Chapters**

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Buttons: Save, Cancel.

Administration / Chapters			
<b>Chapters</b>			
			Items Per Page 10
Starts With			
<u>Chapter Name</u>	<u>Chapter Number</u>	<u>Institution</u>	<u>Enlargement</u>
02 Customs Union and free movement of goods	2	COUNCIL	Enlargment 2012

**Figure 12: Administration – List of Chapters**

Applicable Use Cases:

✎ UC-0104 – Initial Setup – Manage Chapters

### 3.1.5 *Manage Sub-Chapters*

Sub-chapter Form : New

Enlargement :
Enlargment 2012

Chapter :
02 Customs Union and free movement of goods

Sub-chapter Name :
General

Sub-chapter Number :
02.05

?
OK
Cancel

**Figure 13: Administration – Manage Sub-Chapters**

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Buttons: Save, Cancel.

The screenshot shows a web application interface for 'Administration/Sub-chapters'. At the top, there's a breadcrumb 'Administration/Sub-chapters' and a title 'Sub-chapters'. Below this is a 'Show items' dropdown set to '10'. A 'Starts With' search box with a magnifying glass and a close button is present. The main area is a table with three columns: 'Sub-chapter', 'Chapter', and 'Enlargement'. The first row of data shows '02.05 General' under Sub-chapter, '02 Customs Union and free movement of goods' under Chapter, and 'Enlargement 2012' under Enlargement.

Sub-chapter	Chapter	Enlargement
02.05 General	02 Customs Union and free movement of goods	Enlargement 2012

**Figure 14: Administration – List of Sub-Chapters**

Applicable Use Cases:

✎ UC-0105 – Initial Setup – Manage Sub-Chapters

### 3.1.6 *Manage Suppliers*

The screenshot shows a 'Suppliers Management : New' form. It has a blue header bar with the title. The form area contains three input fields: 'Supplier Name' with the value 'Euroscript', 'Supplier Abbreviation' with the value 'EU', and 'Active Status' with radio buttons for 'Active' (selected) and 'Inactive'. Each input field has a red asterisk indicating it is required. At the bottom right, there are 'OK' and 'Cancel' buttons. A help icon (?) is at the bottom left.

**Figure 15: Administration – Manage Suppliers**

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Buttons: Save, Cancel.

Administration/Suppliers			Show items 10
Starts With			
Supplier Name	Supplier Abbreviation	Active Status	
Euroscript	EU	Active	

**Figure 16: Administration – List of Suppliers**

Applicable Use Cases:

✎ UC-0106 – Initial Setup – Manage Suppliers

### 3.1.7 *Manage Contracts*

Contracts Management : New

Contract Name : 10202 \*

Year : 2008 \*

Number of Lots : 0 \*

Active Status : ☒ Active ☐ Inactive

Description :

?

OK Cancel

**Figure 17: Administration – Manage Contracts**

Buttons: Save, Cancel.

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Administration/Contracts				
				Show items 10
Starts With				
<u>Contract Name</u>	<u>Year</u>	<u>Number of Lots</u>	<u>Active Status</u>	<u>Description</u>
10202	2008	0	Active	

**Figure 18: Administration – List of Contracts**

Applicable Use Cases:

✎ UC-0107 – Initial Setup – Manage Contracts

### 3.1.8 Manage Printers

Printers Management : New

Contract : 10202 \*

Supplier : Euroscript \*

Enlargement : Enlargement 2012 \*

Cascade Order : 003 \*

?

OK Cancel

**Figure 19: Administration – Manage Printers**

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Buttons: Save, Cancel.

Administration/Printers				
Printers				
Show items 10 ▾				
Starts With	→	×		
<u>Contract</u>	<u>Lot</u>	<u>Supplier</u>	<u>Enlargement</u>	<u>Cascade Order</u>
10202		Euroscript	Enlargment 2012	3

**Figure 20: Administration – List of Printers**

Applicable Use Cases:

✎ UC-0108 – Initial Setup – Manage Printers

### **3.1.9 Application and Adapter Configuration**

The current section presents configuration parameters that need to be set up and are editable later during production as well.

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**Proxy Server Configuration**

Address:

Port:

---

**Proxy Server Authentication**

Username:

Password:

---

**Mail Server Configuration**

\*Email Name:

\*Email Address:

\*Mail Server:

\*Port:

---

**Legal Services**

\*Timeout (Days):

---

**Application Temporary Directory**

\*Directory Path:

---

**Volume Configuration**

\*Recommended Number of Pages:

---

**Figure 21: Administration – Application Configuration**

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**CCVista Configuration**

\*Web Service URL:

\*Web Service Namespace:

\*Connection Timeout (Seconds):

\*Username (Proofreading):

\*Password:

\*Username (Finalizing):

\*Password:

---

**Ceres Configuration**

\*Inbox Directory:

\*Archived Directory:

\*Failed Directory:

\*Outbox Directory:

---

**Demed Configuration**

\*Message Queue Name:

---

**EUR-Lex Configuration**

\*Celex Outbox Directory:

\*Acquis List Outbox Directory:

---

**Old EUR-Lex Configuration**

\*Celex Outbox Directory:

---

**OJ Format Configuration**

\*Inbox Directory:

\*Archived Directory:

\*Failed Directory:

\*Outbox Directory:

\*Timeout (Hours):

---

**Printers Configuration**

\*Inbox Directory:

\*Archived Directory:

\*Failed Directory:

\*Outbox Directory:

---

**Procat Configuration**

\*Inbox Directory:

\*Archived Directory:

\*Failed Directory:

\*Outbox Directory:

\*Procat Server Outbox Directory:

---

**SICOF Configuration**

\*Outbox Directory:

---

**Figure 22: Administration –Adapter Configuration**

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Applicable Use Cases:

- ✎ UC-0109 – Initial Setup – Application and Adapter Configuration

**3.1.10 Initialisation of the Acquis list from zip archive**

**Figure 23: Administration – Initialisation of the Acquis list from zip archive**

Applicable Use Cases:

- ✎ UC-0110 – Initialisation of the Acquis list from zip archive

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		<b>Reference Number / Version:</b> D.PDD.UID / 0.03

### 3.1.11 Manual Management of the Acquis list

Acquis List Management : Add a Celex to the Acquis List

Celex number:	<input type="text" value="32010A1111"/>
Publication reference:	<input type="text" value="2008L154p0036"/>
Enlargement:	<input type="text" value="Enlargement 2012"/>
Chapter number:	<input type="text" value="02 Customs Union and free movement of goods"/>
Status:	<input type="text" value="Included"/>

?

OK Cancel

Figure 24: Administration – Manual Management of the Acquis list

A new field called “Acquis update letter” will be added in the form to allow the users to link a modification with a letter. A drop down menu will be available with all the uploaded letters for the current Enlargement. By default this field will be empty.

Buttons: Save, Cancel.

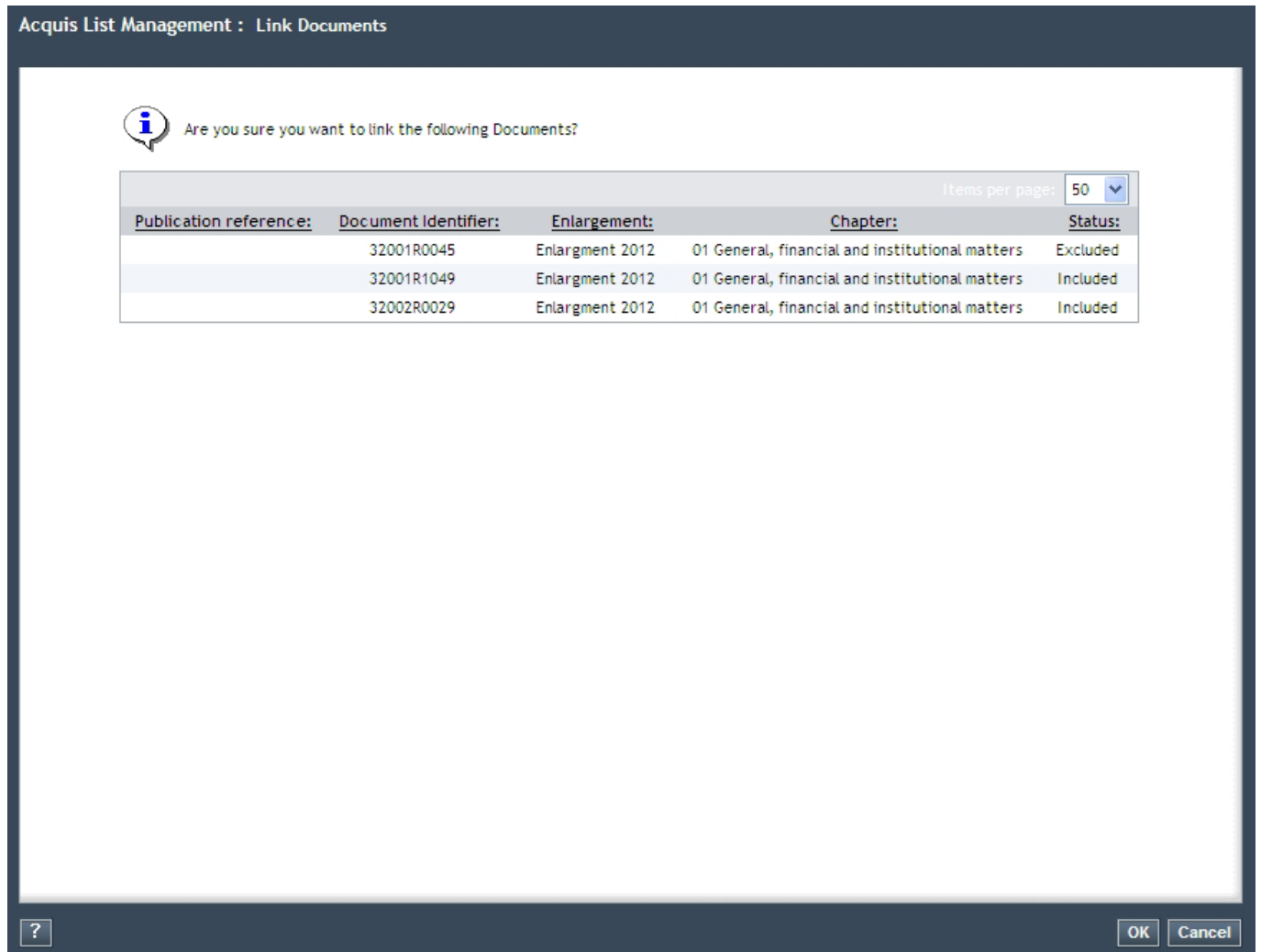
Administration / Acquis List					
Acquis List					
				Show items	10
Starts With					
Celex number	Linked	Publication reference	Enlargement	Chapter number	Status
32012A6589	●	1234-265	Enlargement 2012	02 Customs Union and free movement of goods	Included
32010A1111	●	2008L154p0036	Enlargement 2012	02 Customs Union and free movement of goods	Included

Figure 25: Administration – Acquis list

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	<h1 style="text-align: center;">PLAN-DD USER INTERFACE DESIGN</h1>	<b>Project / Subproject:</b> PLAN-JO No. 10238
		<b>Reference Number / Version:</b> D.PDD.UID / 0.03

The user can select two or more documents and select the function Link document from the right click menu. The following page is presented.



**Figure 26: Administration – Manual Management of the Links**

Applicable Use Cases:

- ✎ UC-0111 – Manual Management of the Acquis list
- ✎ UC-0203 – Document linking

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### 3.2 Advanced Search – Document Search

Advanced Search:

1. Document Search 2. Volume Search

**Document Search**

Document Identifier:

Publication Reference:

Chapter:

Subchapter:

Institution:

Status:

CC Vista Status:

From Publication Date:

To Publication Date:

Volume Number:

Language:

Language version of the original:

Prioreading: Yes ☒ No ☐ Both ☐

**Figure 27: Advanced Search – Document Search**

	<b>PLAN-DD USER INTERFACE DESIGN</b>	<b>Project / Subproject:</b> PLAN-JO No. 10238
		<b>Reference Number / Version:</b> D.PDD.UID / 0.03

### 3.3 Advanced Search – Volume Search

Advanced Search:

1. Document Search 2. Volume Search

**Volume Search**

Volume Number :

Language :

Chapter :

Catalogue Number :

Volume Year :

From Publication Date :

To Publication Date :

Volume Number :

Printer :

Demed Status :

**Figure 28: Advanced Search – Volume Search**

	<b>PLAN-DD USER INTERFACE DESIGN</b>	<b>Project / Subproject:</b> PLAN-JO No. 10238
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### 3.4 *Document LV Metadata*

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	<b>PLAN-DD USER INTERFACE DESIGN</b>	<b>Project / Subproject:</b> PLAN-JO No. 10238
		<b>Reference Number / Version:</b> D.PDD.UID / 0.03

Document LV Edit Metadata :

Document Identifier : 31958R0001

Publication Reference :

Language : HR

Chapter : 01 General, financial and institutional matters \*

Sub-chapter : 01.40.10 General

Document Chapters / Sub-chapters : 
 

01 General, financial and institutional matters  
 01.40.10 General

Add  
Remove

Document Status : Prior-Reading \*

CC Vista Status : Revised

Skip OJ Format : Yes

Author Files Status : Yes

Model Files Status : No

Publication date :

Volume Name :

Official title :

English title :

French title :

Estimated Pages : 2

Printed Pages :

Comments :

Linked Documents : 
 

31994L0080  
 31960D0712

Add  
Remove

\* Mandatory fields

?
 OK Cancel

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**Figure 29: Document LV Metadata**

Buttons: Save, Cancel.

The Document LV Metadata form is fully editable by the Production Agent and the General Coordinator. The Proofreader can modify only the fields: Official title and Comments.

The Status of the Document LV can be manually updated from within the Metadata form.

In order to link a Document to other documents, the system allows the actor to perform a search and select the documents to be linked using the arrows. A similar page will be present to add additional Sub-chapters to the Document. Any modification on these two fields is stored in Document level and is applied to all the Document LVs.

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

Document Number

**Documents List**

- 32008D0022(01)
- 32008D0023(01)
- 32008D0024(01)
- 32008D0025(01)
- 32008D0027(01)
- 32008D0028(01)
- 32008D0033(01)
- 32008D0037
- 32008D0046
- 32008D0050

**Linked Documents**

- 31994L0080
- 31960D0712

**Figure 30: Document LV Metadata – Link Documents**

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		<b>Reference Number / Version:</b> D.PDD.UID / 0.03

Buttons: Link, Cancel.

Applicable Use Cases:

- ✎ UC-0201 – Edit Document LV Metadata
- ✎ UC-0206 – Change the status of the Document LV
- ✎ UC-0203 – Document linking

### 3.5 *Manual upload of Document LV*

**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

? OK Cancel

**Figure 31: Manual Upload of Document LV**

Buttons: Upload, Cancel.

The manual upload of Document LV is performed through this figure. The actor can search for the document to perform the attachment. In case a document LV is not in the Acquis list, the system will not allow the upload. In case the document LV is excluded from the Acquis list, the system will store the files without generating a task.

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		<b>Reference Number / Version:</b> D.PDD.UID / 0.03

The status values are:

- Prior-reading
- Control-reading

According to the selection of the status, the corresponding task will be generated.

The “Exclude OJ-Format” is available to allow the actor to select whether to send the files to OJ-Format or not. The check box is not selected by default.

Applicable Use Cases:

✎ UC-0112 – Manual Upload/Update of Document

### 3.6 Volume Metadata

Edit Volume Metadata :

Chapter : 01 General, financial and institutional matters  
Language : HR  
Volume Number : 2  
Catalogue Number : FX-AZ- 1 -HR-C  
Volume Year : 2012 \*  
Publication Date : 13/04/11  
Printer : 10202: Euroscript \*  
Total Pages : 0  
TOC Pages : 0  
Volume Status : Created \*  
Assignee : General Coordinator (ED)  
Description :  
Test volume  
DEMED Reference :  
DEMED Status : NOT\_CREATED  
DEMED Progress : UNINITIALISED

? Save Cancel

**Figure 32: Volume Metadata**

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	<b>PLAN-DD USER INTERFACE DESIGN</b>	<b>Project / Subproject:</b> PLAN-JO No. 10238
		<b>Reference Number / Version:</b> D.PDD.UID / 0.03

The Volume number will be filled in automatically by the system every time the chapter is modified. The system will propose the next available volume number for the selected chapter and language.

Buttons: Save, Cancel.

#### Applicable Use Cases:

- ✎ UC-0207 – Create Volume
- ✎ UC-0208 – Edit Volume Metadata
- ✎ UC-0224 – Change the status of the Volume

### 3.7 *Attach Documents form*

Attach Documents :

Volume-04-081-IS has been successfully created.

Volume Number : 81  
Language : IS  
Main Chapter of Volume : 04 Fisheries  
Selected Pages : 300

Starts with [X] Include Attached Documents : ☐ Yes ☒ No

Document Identifier	Publication Reference	Pages	Document Status	Assignee	Volume	Volume Status
32007R0498		80	Not Available			
32007R1379		14	Not Available			
32008R0199		12	Not Available			
32008R0517		21	Not Available			
32008R0538		12	Not Available			
32008R0736		13	Not Available			
22006A1230(10)		22	Not Available			
32004R0869		10	Not Available			
32008D0620		8	Not Available			
22008A0731(01)		56	Not Available			
32006D0199		33	Not Available			
32006R1916		4	Not Available			
32007R0753		25	Not Available			
22007A1217(01)		2	Not Available			
22007A1217(02)		4	Not Available			
22007A1217(03)		20	Not Available			
22007A1217(05)		4	Not Available			
22007A1217(06)		16	Not Available			
22007A1227(01)		2	Not Available			
32004R1415		5	Not Available			
32004R1581		48	Not Available			

[?] [Attach] [Cancel]

**Figure 33: Attach Documents form**

The current figure is presented after the creation of a Volume and allows the actor to select the documents to be attached to the volume. The system presents all the documents available in the system (ordered chronologically according to the Publication Reference) that have not been published. Additionally the user can see the document LVs that are attached to other volumes with status “Prepare” or “Legally Validated”. The system will automatically select the first available documents that are not attached to an other Volume. The maximum number of pages of the automatically selected documents is 300. The actor can modify the selection and press the “Attach” button to attach them to the corresponding Volume.

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		<b>Reference Number / Version:</b> D.PDD.UID / 0.03

The Assignee column presents the Proofreader that is assigned to the Document LV. Additionally, in case a document is already attached to a different Volume, the columns “Volume number” and “Volume Status” are presented to inform the user that the system will move the document to the current volume.

**Search criteria will be available as well.**

Applicable Use Cases:

- ✎ UC-0207 – Create Volume
- ✎ UC-0209 – Attach Document to Volume

### 3.8 *Print Production File – Prepare status*

**Print Production File :**  
Volume Functions    Document Functions    Ready for Press

Volume-04-081-IS   May 25, 2011   Euroscript   Total Pages: 300   Status: Prepare   Demed Status: NOT\_CREATED   Language: EN

TOC Pages:

	Document Identifier	Publication Reference	Status	Included/Excluded	Start Page	End Page	Length	Comments
<input type="checkbox"/>	<a href="#">32007R0498</a>		Not Available	Included	1	80	80	
<input type="checkbox"/>	<a href="#">22007A1227(01)</a>		Not Available	Included	81	82	2	
<input type="checkbox"/>	<a href="#">32005R0919</a>		Not Available	Included	83	84	2	
<input type="checkbox"/>	<a href="#">32007R1379</a>		Not Available	Included	85	98	14	
<input type="checkbox"/>	<a href="#">32008D0620</a>		Not Available	Included	99	106	8	
<input type="checkbox"/>	<a href="#">32008R0199</a>		Not Available	Included	107	118	12	
<input type="checkbox"/>	<a href="#">32008R0517</a>		Not Available	Included	119	139	21	
<input type="checkbox"/>	<a href="#">32008R0538</a>		Not Available	Included	140	151	12	
<input type="checkbox"/>	<a href="#">32008R0736</a>		Not Available	Included	152	164	13	

?    Refresh    Save    Save and Close    Print    Cancel

**Figure 34: Print Production File – Prepare status**


The current Print Production File is presented in Prepare status. The top line presents general information such as:

- Volume name
- Printer
- Publication date

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		<b>Reference Number / Version:</b> D.PDD.UID / 0.03

- Total pages (automatically updated upon saving the PPF)
- Status of the Volume
- DEMED Status

The actor can modify the Length. The system will automatically update the Start page and the End page upon saving the form using the corresponding button. The  icon next to the Document Identifier is a link to the Document LV metadata. A link is also available to each attached Document LV to access the Document LV Manager.

The titles are presented over each document line. Only a limited number of characters is presented for usability and presentation reasons. The Language selection menu allows the user to select the Language of the titles of the attached Document LVs. In case the title is not available in the selected language, the system presents the next available so that the user will be able to consult the title.

The field “TOC pages” may available in all statuses. Additionally, the user can modify the value from within the Volume Metadata form.

Applicable Use Cases:

- ✂ UC-0210 – Detach Document LV from Volume
- ✂ UC-0211 – Export Letter for Legal services /Inform Legal Services
- ✂ UC-0212 – Validation received from the Legal Services
- ✂ UC-0213 – Rejection received from the Legal Services
- ✂ UC-0215 – Send Budget request to DEMED
- ✂ UC-0218 – Dispatch the Proofs to Printer
- ✂ UC-0221 – Close the volume
- ✂ UC-0222 – Open a closed Volume

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### 3.9 Print Production File – Published status

**Print Production File :**  
Volume Functions    Document Functions    Ready for Press

Volume-04-081-IS    May 25, 2011    Euroscript    Total Pages: 300    Status: Published    Demed Status: NOT\_CREATED    Language: EN

TOC Pages:

	Document Identifier	Publication Reference	Status	Included/Excluded	Start Page	End Page	Length	Start Page	End Page	Printed Pages	Comments
<input type="checkbox"/>	<a href="#">32007R0498</a>		Not Available	Included	1	80	80	1	0	<input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/>	<a href="#">22007A1227 (01)</a>		Not Available	Included	81	82	2	1	0	<input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/>	<a href="#">32005R0919</a>		Not Available	Included	83	84	2	1	0	<input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/>	<a href="#">32007R1379</a>		Not Available	Included	85	98	14	1	0	<input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/>	<a href="#">32008D0620</a>		Not Available	Included	99	106	8	1	0	<input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/>	<a href="#">32008R0199</a>		Not Available	Included	107	118	12	1	0	<input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/>	<a href="#">32008R0517</a>		Not Available	Included	119	139	21	1	0	<input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/>	<a href="#">32008R0538</a>		Not Available	Included	140	151	12	1	0	<input type="text" value="0"/>	<input type="text"/>

**Figure 35: Print Production File – Published status**

The current Print Production File is presented in Published status. The difference with the previous figure is that three columns are added:

- Start page
- End page
- Printed pages (editable field)

The “Printed pages” column allows the actors to set the printed pages. The system will automatically update the Start page and the End page upon saving the form using the corresponding button.

Applicable Use Cases:

✎ UC-0223 – Characterisation

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### 3.10 Publication Request

Publication Request

Volume: Volume-02-001-HR

Language: HR

Chapter : 02. Customs Union and free movement goods

Printer : 10202: Euroscript

Publication date: Feb 18, 2011

Files: Date, Hour, Minutes

Proof: Date, Hour, Minutes

Passed for press: Date, Hour, Minutes

Paper Version: Feb 18, 2011, 15, 00

Electr. version: Feb 17, 2011, 15, 00

Print run: Normal

Prioreading: ☐ yes ☒ no

Proofreading: ☐ yes ☒ no

XML preparation: ☐ yes ☒ no

Comments:

Production Agent:

Other contact:

Signed by: CHARPENTIER Annie (OP)

Service manager:

Date: --

Save Send to Printer Cancel

**Figure 36: Publication Request**

#### Applicable Use Cases:

- ✎ UC-0216 – Edit and Dispatch Publication Request to Printer

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### 3.11 Ceres form

**Figure 37: Ceres form**

Buttons: Save, Send to CERES, Cancel

Applicable Use Cases:

- ✎ UC-0220 – Send forecast to Ceres

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### 3.12 Ready for press form

Ready For Press:

Volume / ABI  
Volume-01-001-HR  
du/vom 18.02.2011  
Number of pages in the PPF: 36

LIVRAISON / LIEFERUNG : Version électronique / elektronische Fassung  
DATE/DATUM: 17.02.2011 Heure/Uhrzeit: 15:00

LIVRAISON / LIEFERUNG : Version papier / Papierausgabe  
DATE/DATUM: 18.02.2011 Heure/Uhrzeit: 15:00

Imprimerie/Druckerei: 10202 : 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)

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3) Infotechnique ☐

4) Stock ☐

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) ☐

6) Commande spéciale ☐

test ☐

☐ remove line ☐ add line

AUFLAGE 16

Refresh Clear Save Print Cancel

Figure 38: Ready for press form

#### Applicable Use Cases:

- ✎ UC-0219 – Manage Ready for Press form
- ✎ UC-0226 – Create / update Ready for Press template

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### 3.13 Upload files

**Figure 39: Upload files**

The Upload files figure presents the upload form which is available to Document LVs and Volumes. The current figure presents the upload of Document Model.

#### Applicable Use Cases:

- ✎ UC-0204 – Upload the Model
- ✎ UC-0214 – Upload the confirmation/rejection Letter received from the Legal Service
- ✎ UC-0217 – Manual Upload of Volume Proofs from Printer

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### 3.14 Assign, Reassign and Cancel Task

Document identifier	Task type	Proofreader	Due date	Priority
32007R0627	Prior-reading	Maria Pappa	Apr 7, 2011 20:00	Low
32007R0628	Control-reading	John Smith	Apr 7, 2011 20:00	High
32007R0629	Proof-reading	Maria Pappa	Apr 7, 2011 20:00	Medium
32007R0624	Prior-reading			Medium

**Figure 40: Assign, Reassign and Cancel Task**

The current form presents the Assignment of reading tasks to a specific Proofreader. The form presents automatically the tasks' information. In case a task is not assigned to a Proofreader or is not accepted yet, the columns Proofreader and Due date may be blank.

The General Coordinator and the Production Agent will use the current function to assign a task to a Proofreader, to set the priority and the due date and time. In case only one of the fields is needed to be set, the user can modify only that.

The Priorities available are: Low, Medium and High. Default value: Medium.

Additionally, a task can also be cancelled and the document LV can be forwarded to the next applicable status. The actor can press the "Abort" button to perform the cancellation of the task.

Buttons: Abort, Save, Cancel

#### Applicable Use Cases:

- ✍ UC-0225 – Assign, Reassign and Cancel Task

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