
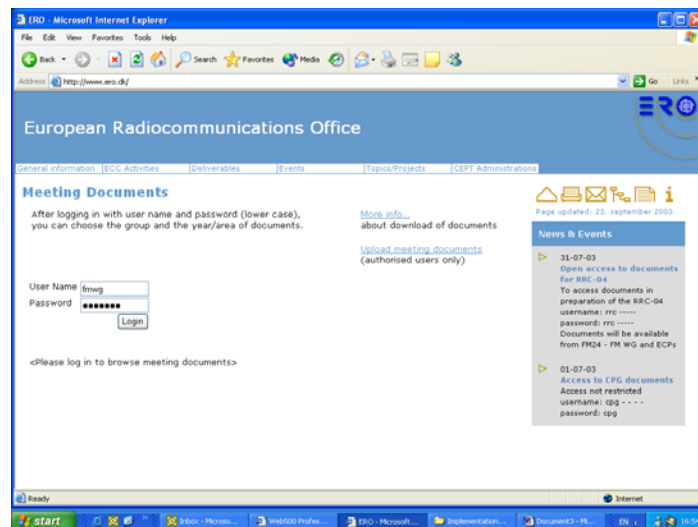


1.1 Download of documents

Use the shortcut icon 

The documents are normally **not** protected by pass words (only in certain cases, if required)(passwords may be obtained by sending an e-mail to the Chairman of the relevant group). If the group or a specific document is password protected, the passwords are organized in such a way that passwords for a group will also cover the next level below this group; the SE WG password will give access to all SE Project Team documents but not to the ECC. By inserting the user name and password the user will get access to the relevant groups. A year or a document area (archive) needs to be chosen and the documents will then be displayed.



In order to achieve a useful level of harmonised approached the document catalogues are usually organised in the following way

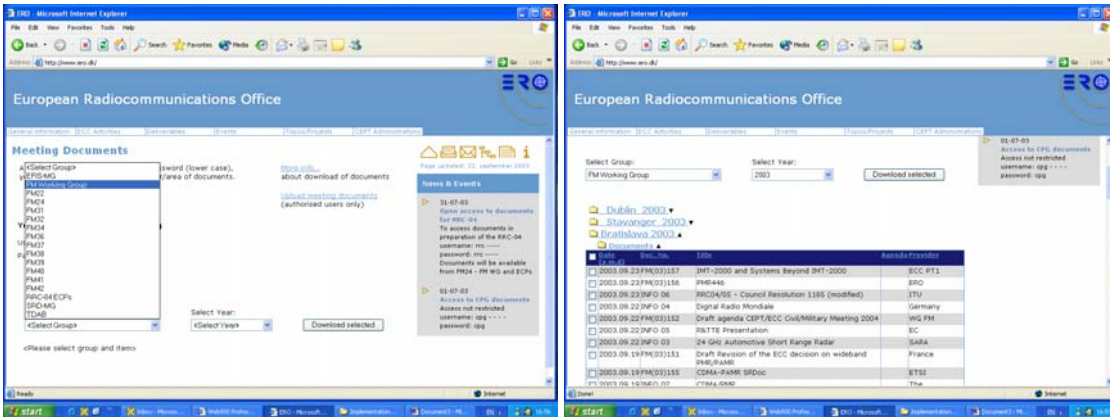
Year

Meeting

Documents

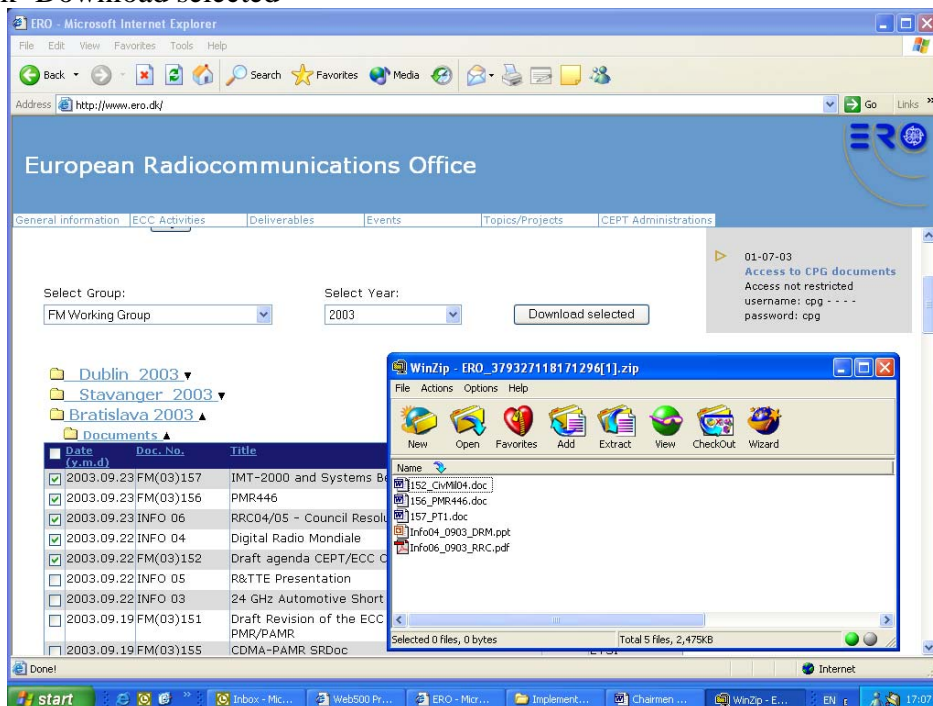
Minutes

Other catalogues



Click on the header to sort documents ascending or descending.

For each meeting tick the documents you need or all documents by using the top left box and click 'Download selected'

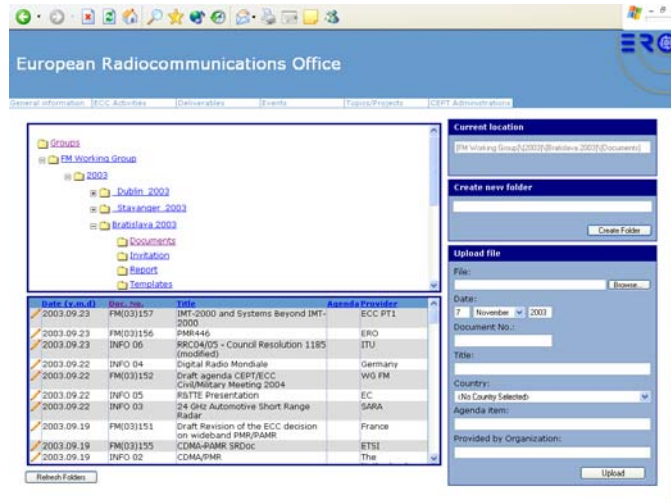


The files may be zipped and can be saved or pasted into your private folders on your computer. If you use winzip to extract then untick the 'use folder name' box.

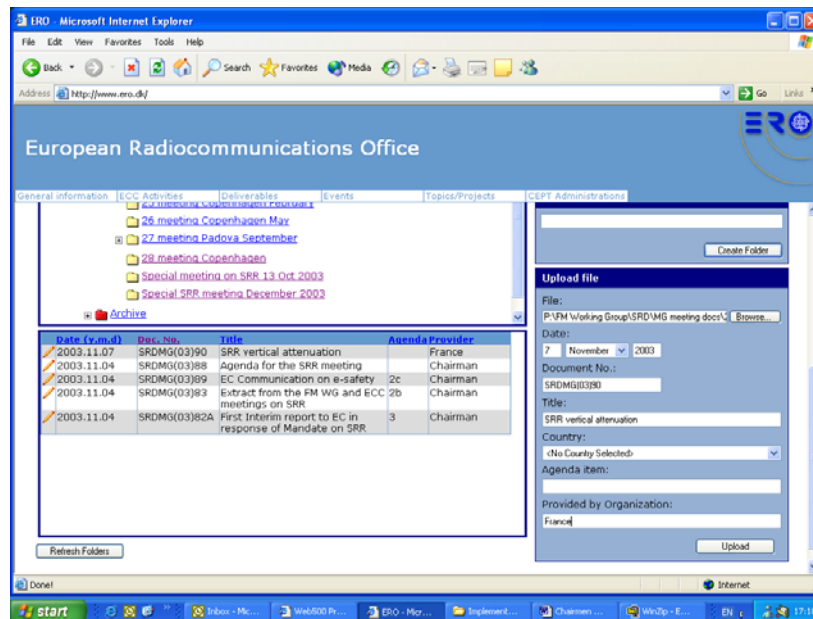
1.2 Upload of documents for chairmen and secretaries

The upload works rather straight forward. Click the icon  - and the upload link.

- Use the upload username and password – your group will now show up
- Choose the relevant meeting and the subfolder 'documents' or 'minutes'




- Browse your own computer for the document to be uploaded.
- Choose the date for upload – or use current
- Insert document number in accordance with the ECC working methods (FM(03)023 as an example)
- Type in the title of the document – self explanatory
- Choose country of contribution if appropriate
- Insert expected agenda item for the document
- Insert provider of the document (SE24 as an example)
- And finally upload the file – click ok



When uploaded the file will appear in the lower frame on the page together with existing documents.

In order to provide the best possible service to the user it is essential that all fields are filled out in the upload function and the chairmen are kindly invited to do this.

The general principle is that document once uploaded should not be deleted. Instead revised versions should be developed and uploaded. If mistakes require deletion the ECO can assist.

As it appears on the picture above there is a possibility of amending the text for the documents uploaded. For example the number or the Title may be amended as necessary. Click the pencil  and you can now amend the information in the right column. You can also create new folders – a new meeting etc. Click on 2003 and type the new folder name – create folder. You now need to *refresh folders*.

The upload password should of course only be used by the chairman/secretary of the group and should not be provided to meeting participants.

Any questions or problems in using the system – please contact the ECO ero@ero.dk –or Vibeke Hansen Hansen@ero.dk +45 33896300.