



European Standardization Organizations

Webinar 'Submission Interface - submission of documents from TCs'.

*We start at
09:30 CET*



Presentation for CEN Technical Body Officers.



Els SOMERS

Project Manager

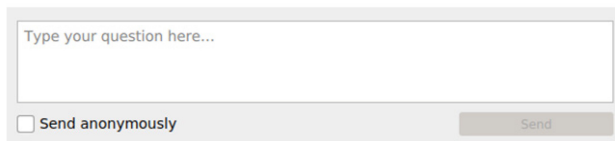
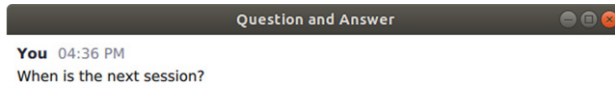
Policy & Partnerships

CEN-CENELEC

esomers@cencenelec.eu

Get the most out of the webinar today

- ▶ You are muted
- ▶ Use the Q&A panel to submit your questions



- ▶ Talk about us on Twitter [#training4standards](#)
[@Standards4EU](#)

Your speakers today



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“Submission Interface”

- ▶ **Replacing the way of providing documents to CCMC → e-trans**
- ▶ **Aiming at reducing weak points of the system:**
 - ▶ Errors in uploads (wrong folder)
 - ▶ Poor user-friendliness of the eTrans interface and no connection to metadata
 - ▶ Partially manual process (resource-consuming, prone to errors)
 - ▶ Low transparency on the process status
 - ▶ Difficult traceability, monitoring and follow-up (email based)

“Submission Interface”

Allowing

- Selection of WI and associate the related document unambiguously
- Connection with WI metadata
- Automatic validation upstream
- Follow the status of the submission

Expected Benefits

- User friendliness
- Reduce errors
- Efficiency and transparency
- Improve traceability, monitoring and follow-up

*Replaced e-trans on 28 November
only way to submit documents to CCMC*

1. Access to Submission Interface
2. Submission Interface Homepage
3. Submitting files
4. Image Quality Check
5. Helpdesk

Submission Interface – Access



- Direct link: <https://submissioninterface.cencenelec.eu/>
- Via the CEN Expert Area > Applications & Services
- With your ISO/CEN login & password
- Access: CEN Secretary & CEN Secretary Support Team in GD
- Roles allocated by CCMC or National Admin

SI – Homepage

Sort function

Filters

Clear grid filters

TB	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
CEN/TC 256	00256764	prCEN/TS XXX	20.60.0979		TR/TS vote	2022/02/19	Accepted	View
CEN/TC 256	00256842	prEN 15085-3	40.60.0000		Draft for Formal Vote	2022/09/01	Accepted	View
CEN/TC 256	00256880	prEN 17495	40.60.0000		Draft for Formal Vote	2022/07/06	Submitted	View
CEN/TC 256	00256920	prEN 16843	40.60.0000		Draft for Formal Vote	2021/10/28	Submitted	View
CEN/TC 256	00256943	prEN 17149-3	40.60.0000		Draft for Formal Vote	2022/11/08	Rejected	View

Deadline filter dropdown:

- Match All
- Starts with
- Starts with
- Contains
- Not contains
- Ends with
- Equals

SI – Submitting files

Submission

Workitem number: 00293073 Standard reference: prEN ISO 10328 rev Technical body: CEN/TC 293 Submission Type: Draft for Enquiry

Related directives/policies

2017/745

Assessment method :	HAS assessment
Draft content :	Annex 2 required
Referencing method :	03EU
Harmonization candidate :	<input checked="" type="checkbox"/>

Standardization requests

Reference(s) : M/575

I confirm I have reviewed the above data
[Contact CCMC](#) if any of the above data needs correction.

Review WI metadata

Confirm you've reviewed the data
Contact CCMC in case corrections are needed



- ✓ Fields marked with * are mandatory
- ✓ Clicking «Submit» will check completeness of the files and launch an analysis of your revisable format and associated graphics

Click on ? to get help on each file type

Submission language : English

* Revisable format : Drop files to attach, or browse.

* Graphics files : Drop files to attach, or browse.

* PDF Format : Drop files to attach, or browse.

Justification of normative references (unusual references) : Drop files to attach, or browse.

I confirm my document doesn't refer normatively to unusual references

My document refers normatively to unusual references and a TC decision is available to allow this

Submit Cancel

Choose Submission language (language of the submitted documents)

Finalize and submit your documents

SI – View status or correct submission

View the status of a submission

From the *Home* screen, filter WIs based on submission status:

Submitted – files have been submitted to CCMC

Accepted – submitted files have been accepted by CCMC

Rejected – there was a problem with submitted files

TC	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
CEN/TC 38	00038218	prEN 12404	40.60.0000	2018/07/06	Draft for Formal Vote		Not started	Start
CEN/TC 38	00038161	prEN 460	40.60.0000		Draft for Formal Vote		Accepted	Start
CEN/TC 23	00023209	prEN ISO 407 rev	10.99.0000	2018/09/13	Draft for Enquiry		Rejected	Start
CEN/TC 23	00023214	prEN 12245 rev	10.99.0000		Draft for Enquiry	2021/06/27	Submitted	View
CEN/TC 23	00023213	EN ISO 11439-2013/ptA1	10.99.0000		Draft for Enquiry	2021/06/27	Submitted	View

Click on *View* to see the details of your submission

TC	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
CEN/TC 23	00023214	prEN 12245 rev	10.99.0000		Draft for Enquiry	2021/06/27	Submitted	View
CEN/TC 23	00023213	EN ISO 11439-2013/ptA1	10.99.0000		Draft for Enquiry	2021/06/27	Submitted	View

← Back home

Status: Submitted on 2021/06/27

Next steps: Awaiting approval from CCMC

Revisable format:

Graphics files:

PDF Format:

Justification of normative references (unusual references):

Status, submission date and next steps

List of submitted documents

Correct a rejected submission



✓ When a submission has been rejected, all documents need to be re-submitted, not only the one causing a problem

Click on *View* to see the details of the rejected submission.

← Back home

Status: Rejected on 2021/07/09

Message from CCMC:

Correct submission

Revisable format:

Graphics files:

PDF Format:

Justification of normative references (unusual references):

Correct the submission by starting over

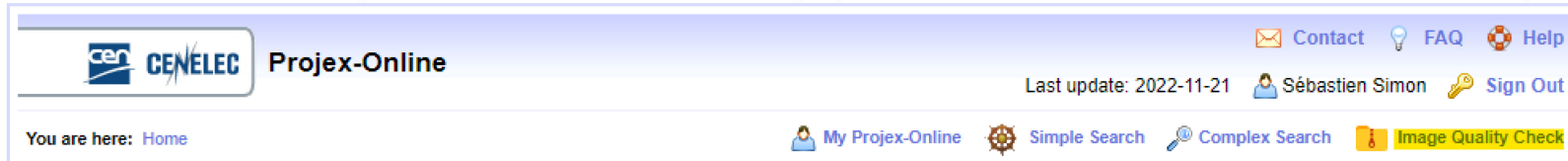
Submission Interface – Demo



Image Quality Check - Access



- Direct link: <https://iqc.cencenelec.eu/>
- Via the CEN Expert Area > Applications & Services (Projex-Online)



- With your ISO/CEN login & password
- Access: CEN Secretary & CEN Secretary Support Team in GD
- Roles allocated by CCMC or National Admin

IQC - Requirements

- ▶ Naming convention
 - ▶ 0001, 0001a, a001, tbl1_1, cl3_1
 - ▶ No spaces nor symbols
- ▶ Format
 - ▶ TIF only
 - ▶ Resolution of 600 dpi, scaling of 100%, no layers (lzw or CCITT4)
 - ▶ Size of maximum 170mm x 250mm (or 250mm x 170mm)
- ▶ Inserting/linking pictures
 - ▶ Insert>Picture>"0001">Insert and Link
 - ▶ This enables the figures to be viewed and processed on any computer
 - ▶ Do not rename the figures after having inserted them, otherwise the links will be broken
- ▶ Equations
 - ▶ MathType
 - ▶ Built-in Word Equation Tool

IMAGE QUALITY CHECK

To start the analysis, either drag-and drop a zip file below, or select a zip file by clicking on "+ Choose", then click "Submit"

Note: A zip file must contain the Word document and the figure files. Figure files can be in a separate folder, but cannot be zipped within the main zip file.

+ Choose

× Cancel

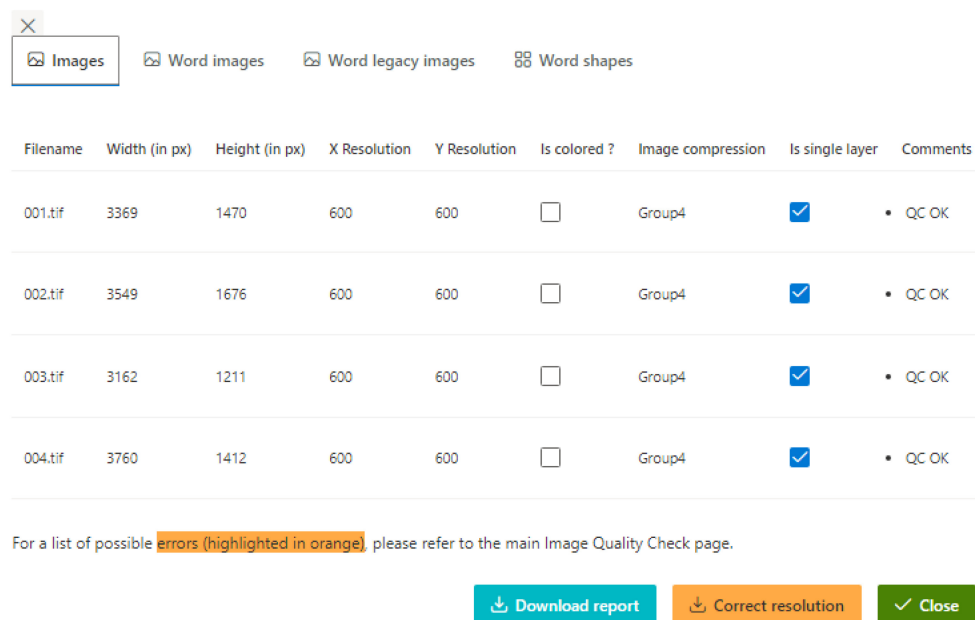
- For guidance, requirements, and more information on figures, see [4. Providing figure/image files](#)
- Ensure to follow [4.2 Naming of Figure Files](#), before inserting and linking the figures within the Word document
- Ensure that equations are in an accepted format (MathTtype, Word Equation Tool)
- Note that the button "Correct Resolution" will only attempt to correct the resolution of the figure files and nothing else.
- Please contact production@cencenelec.eu should you need any further information or assistance

Submit

© Cen 2022 - Current user: ssimon@cencenelec.eu

IQC – Report - Images

Pop-up window



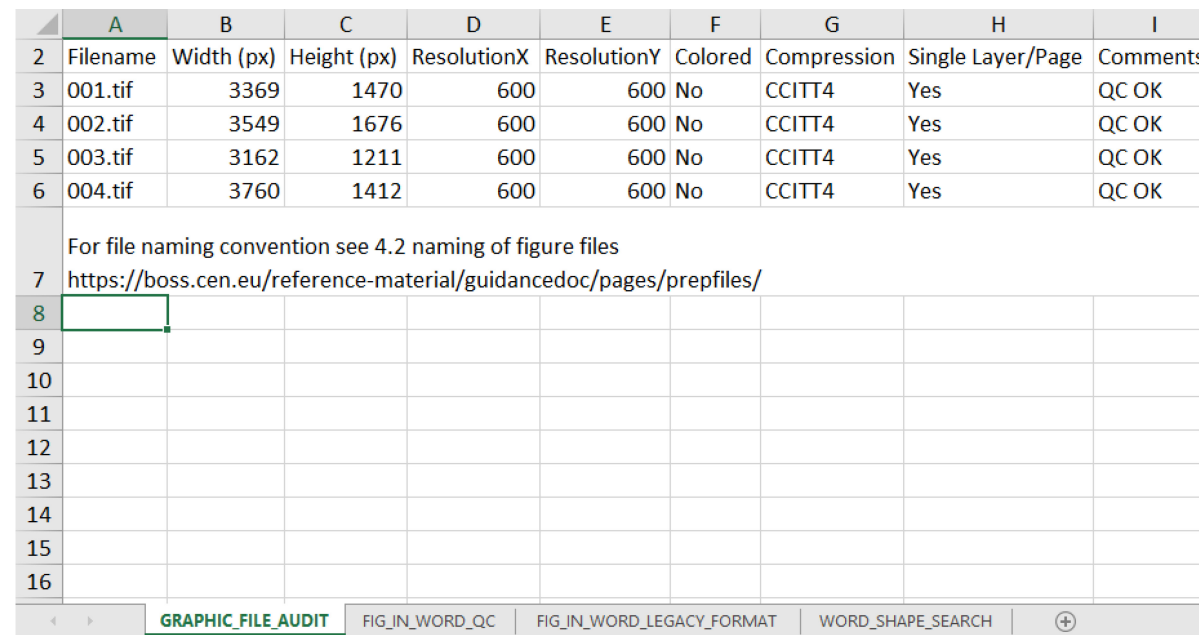
Pop-up window showing a table of image QC results. The table has columns: Filename, Width (in px), Height (in px), X Resolution, Y Resolution, Is colored?, Image compression, Is single layer, and Comments. The data rows are:

Filename	Width (in px)	Height (in px)	X Resolution	Y Resolution	Is colored ?	Image compression	Is single layer	Comments
001.tif	3369	1470	600	600	<input type="checkbox"/>	Group4	<input checked="" type="checkbox"/>	• QC OK
002.tif	3549	1676	600	600	<input type="checkbox"/>	Group4	<input checked="" type="checkbox"/>	• QC OK
003.tif	3162	1211	600	600	<input type="checkbox"/>	Group4	<input checked="" type="checkbox"/>	• QC OK
004.tif	3760	1412	600	600	<input type="checkbox"/>	Group4	<input checked="" type="checkbox"/>	• QC OK

For a list of possible errors (highlighted in orange), please refer to the main Image Quality Check page.

Buttons: Download report, Correct resolution, Close

Excel file



Excel file showing the same QC data as the pop-up window. The table has columns: A, B, C, D, E, F, G, H, I. The data rows are:

	A	B	C	D	E	F	G	H	I
2	Filename	Width (px)	Height (px)	ResolutionX	ResolutionY	Colored	Compression	Single Layer/Page	Comments
3	001.tif	3369	1470	600	600	No	CCITT4	Yes	QC OK
4	002.tif	3549	1676	600	600	No	CCITT4	Yes	QC OK
5	003.tif	3162	1211	600	600	No	CCITT4	Yes	QC OK
6	004.tif	3760	1412	600	600	No	CCITT4	Yes	QC OK
7	For file naming convention see 4.2 naming of figure files https://boss.cen.eu/reference-material/guidancedoc/pages/prepfiles/								
8									
9									
10									
11									
12									
13									
14									
15									
16									

Excel file tabs: GRAPHIC_FILE_AUDIT, FIG_IN_WORD_QC, FIG_IN_WORD_LEGACY_FORMAT, WORD_SHAPE_SEARCH

- ✓ Checks the figure files contained within the uploaded zip-file:
 - ✓ File naming
 - ✓ Resolution
 - ✓ Compression and layers

IQC – Report – Word Images



Pop-up window

Filename	Width (mm)	Height (mm)	Scale width	Scale height	Cropping	Is image linked ?	Does linked image exists ?	Is link absolute ?	Comments
001.tif	143	62	100	100	0 0 0 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QC OK
002.tif	150	71	100	100	0 0 0 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QC OK
Image not linked	134	51	100	100	0 0 0 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Extension is not .tif nor .tiff The image should be linked The link to the physical image is broken

For a list of possible errors (highlighted in orange), please refer to the main Image Quality Check page.

[Download report](#)
[Correct resolution](#)
[Close](#)

“Is link absolute”: checked and highlighted when correct

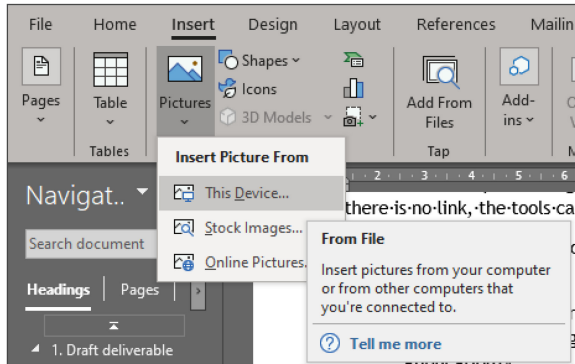
- ✓ Checks the figures within the Word document:
 - ✓ Links to the figure files
 - ✓ Size
 - ✓ Scaling/Cropping

Excel file

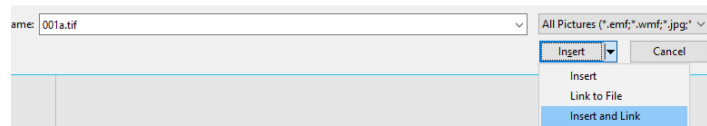
	A	B	C	D	E	F	G	H	I	J	K	L
	Linked filename	Width scale	Height scale	Width (mm)	Height (mm)	Cropping	Comments	Width (px)	Height (px)	Is link absolute ?	Is image linked ?	Does linked image exists ?
2	001.tif	100%	100%	143	62	N/A	QC OK	3369	1470	Yes	Yes	Yes
3	002.tif	100%	100%	150	71	N/A	QC OK	3549	1676	Yes	Yes	Yes
4	Image not linked	100%	100%	134	51	N/A	The image should be linked; The link to the physical image is broken	3162	1211	No	No	No
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												

IQC – Report – Insert & Link

- ▶ To insert and link the figures within Word:
 - ▶ Go to “Insert” tab on the top ribbon > “Picture” > “This Device”
 - ▶ Choose the figure file to be inserted
 - ▶ From the drop-down menu under “Insert” > “Insert and Link”



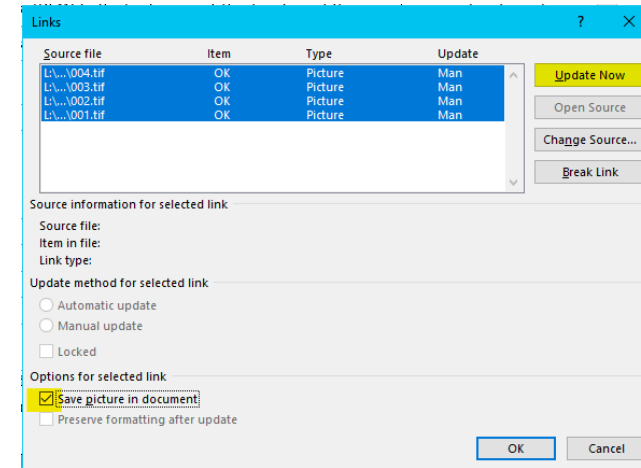
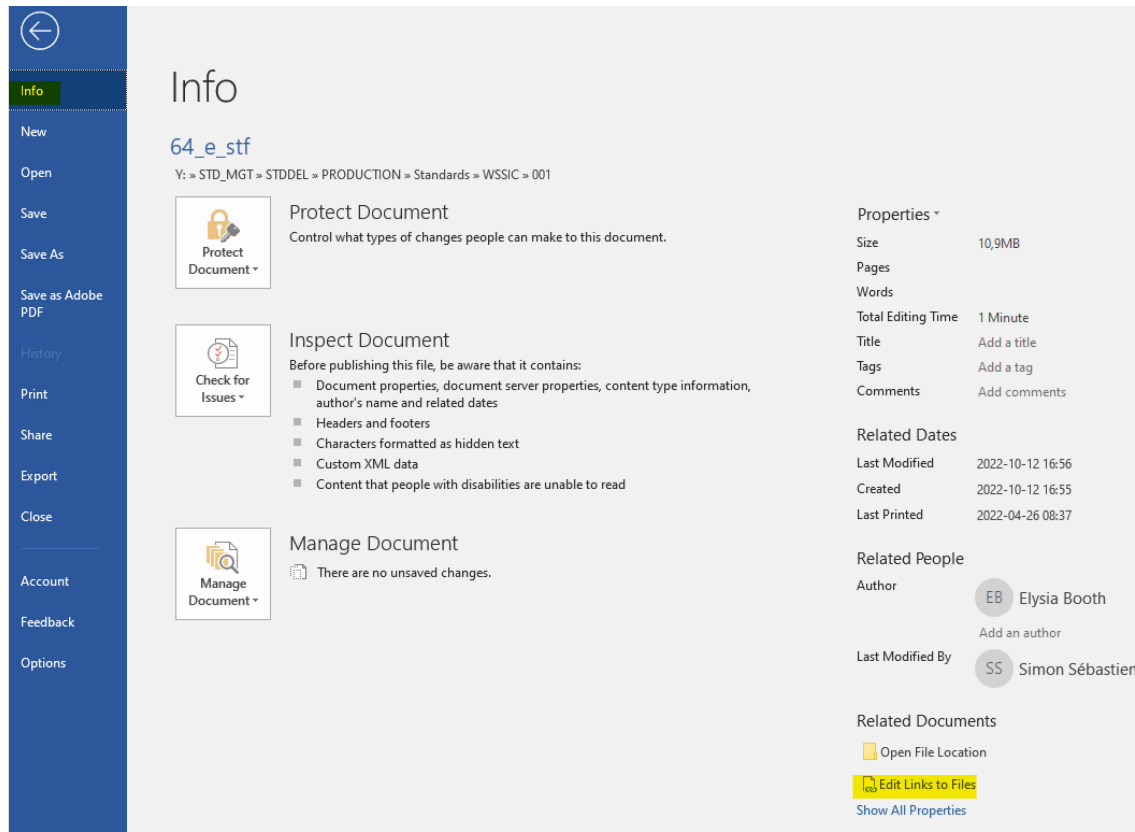
Name	Date	Type	Size	Tags
001a.tif	2021-12-17 08:17	TIF File	13 KB	
001b.tif	2021-12-17 08:17	TIF File	11 KB	



IQC – Report – Insert & Link



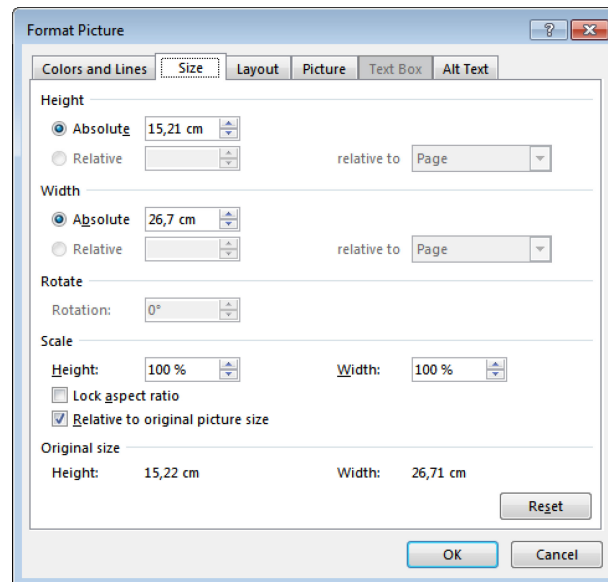
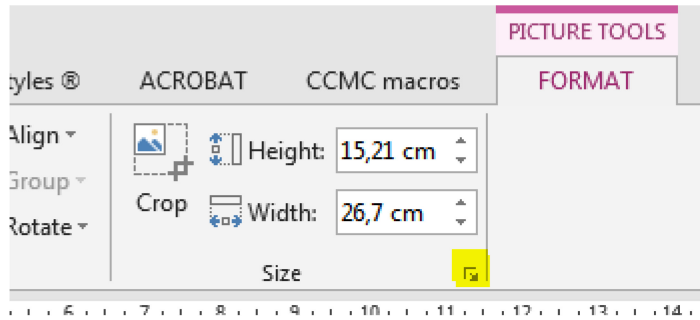
- ▶ To check if figures are linked:
 - ▶ Go to “File” tab on the top ribbon > “Info”



- ✓ Many figures?
 - ✓ Untick “Save picture in document”
 - ✓ Continue drafting
 - ✓ Ensure to repeat this operation backwards before submitting to CCMC

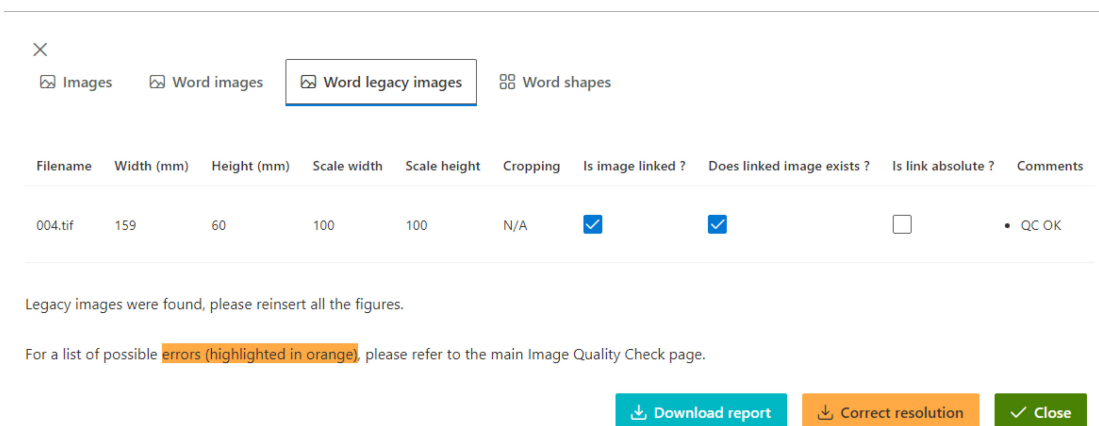
IQC – Report – Scaling in Word

- ▶ To check the output size of the figures in Word:
 - ▶ Select the image in Word
 - ▶ From the top ribbon, choose “PICTURE TOOL”, then “FORMAT”
(This can also be accessed by double clicking on the image)
 - ▶ Click on the pop-up square



IQC – Report – Word Legacy

Pop-up window



Pop-up window showing a table of image details and action buttons.

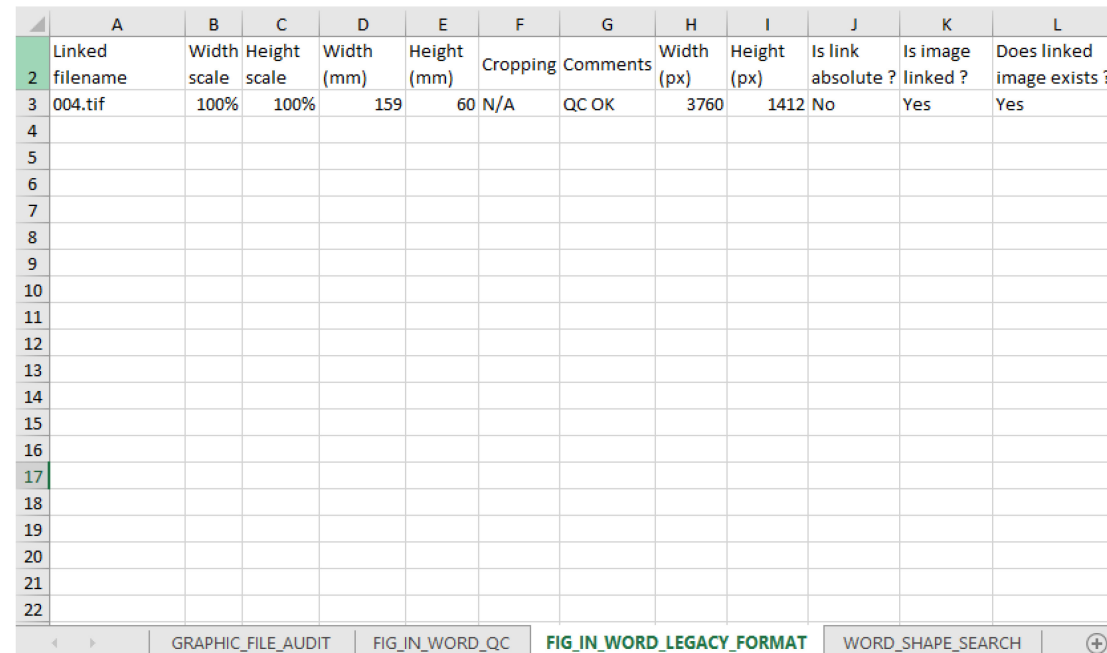
Filename	Width (mm)	Height (mm)	Scale width	Scale height	Cropping	Is image linked ?	Does linked image exists ?	Is link absolute ?	Comments
004.tif	159	60	100	100	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	• QC OK

Legacy images were found, please reinsert all the figures.

For a list of possible **errors (highlighted in orange)**, please refer to the main Image Quality Check page.

[Download report](#) [Correct resolution](#) [Close](#)

Excel file



Excel file showing a table of image details.

Linked filename	Width scale	Height scale	Width (mm)	Height (mm)	Cropping	Comments	Width (px)	Height (px)	Is link absolute ?	Is image linked ?	Does linked image exists ?
004.tif	100%	100%	159	60	N/A	QC OK	3760	1412	No	Yes	Yes

- ✓ Checks the Word document for “legacy” images:
 - ✓ Old Word format (.doc)
 - ✓ Images need re-insertion (**only** if items are listed on this tab)

IQC – Report – Word Legacy

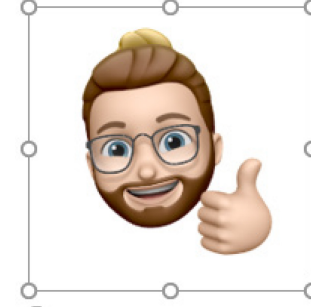
Legacy

Square outline selection



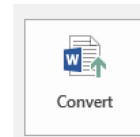
Picture

Bullet outline selection

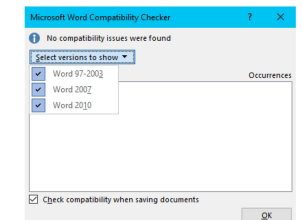
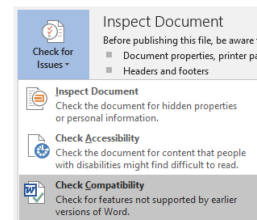


✓ Convert a “.doc” to “.docx” without losing the links

- ✓ Open the “.doc”
- ✓ Go to “File” > Convert



✓ Go to “File” > Check for Issues > Check Compatibility > select all options in “Select versions to show”

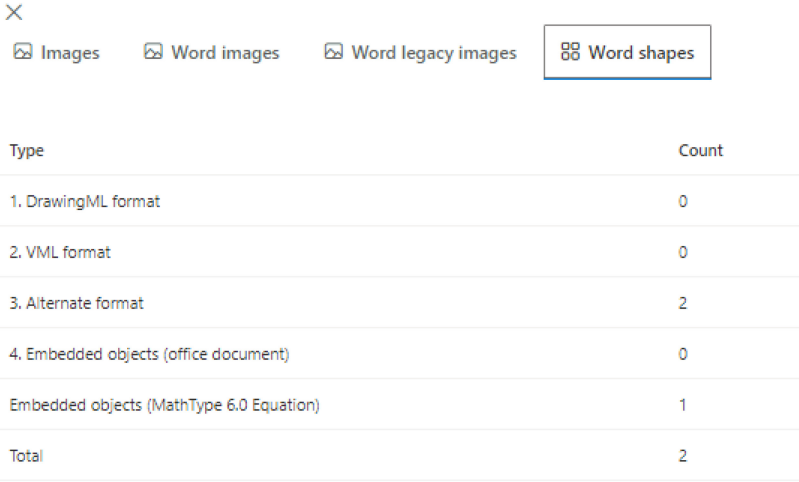


✓ Go to “File” > Save as > save as a Word Document “.docx”

✓ Close the Word Document, then re-open and check the images and their links

IQC – Report – Word Shapes

Pop-up window

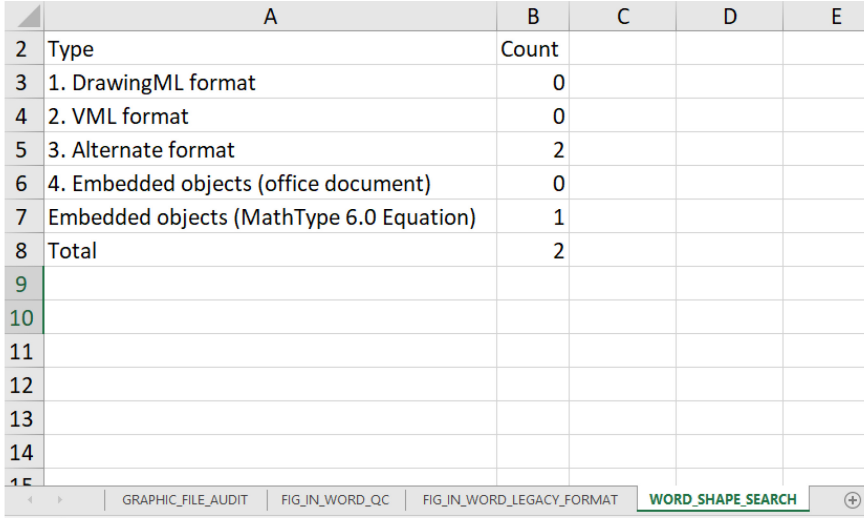


Type	Count
1. DrawingML format	0
2. VML format	0
3. Alternate format	2
4. Embedded objects (office document)	0
Embedded objects (MathType 6.0 Equation)	1
Total	2

For a list of possible errors (highlighted in orange), please refer to the main Image Quality Check page.

[Download report](#) [Correct resolution](#) [Close](#)

Excel file

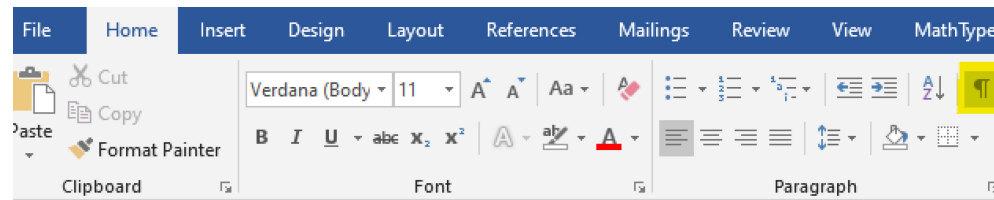


	A	B	C	D	E
2	Type	Count			
3	1. DrawingML format	0			
4	2. VML format	0			
5	3. Alternate format	2			
6	4. Embedded objects (office document)	0			
7	Embedded objects (MathType 6.0 Equation)	1			
8	Total	2			
9					
10					
11					
12					
13					
14					
15					

- ✓ Checks the Word document for “shapes”:
 - ✓ Autoshapes, shapes, textboxes > to be removed
 - ✓ “Embedded objects (MathType 6,0 Equation)” > Equations drawn using “MathType” are not blocking and are therefore not taken into account in the “Total”

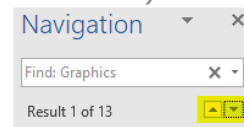
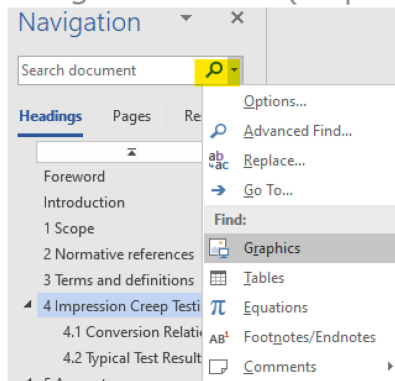
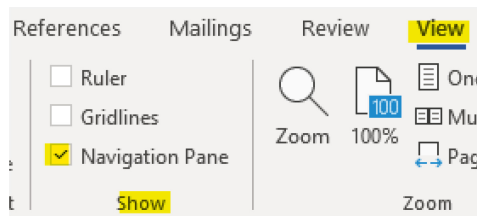
IQC – Report – Word Shapes

- ▶ Find figures/equations/shapes/objects
 - ▶ Enable the paragraph mark for a better visibility



- ▶ Open the Navigation pane

- ▶ Go to "View" > "Show" > "Navigation Pane" (or press CTRL+F)



example: → here the 22 incremental samples to the combined sample.¶

E.6→ Procedure for sampling bulk material: Step 6¶

If necessary, reduce the combined sample representatively to produce the needed number of final samples (3.7 and 6.5) of the required sizes.¶

Example: → In this example three final samples are produced from the combined sample.¶

- ▶ Remove a shape

- ▶ right click on the blue anchor and click "cut"

<https://submissioninterface.cencenelec.eu/>
<https://iqc.cencenelec.eu/>

Feedback, questions & issues

Guidance on CEN-Expert Portal and on CEN BOSS

→ production@cencenelec.eu

Nothing works

→ itsupport@cencenelec.eu



European Standardization Organizations

Thank you for your participation!

Next webinars

2023-01-24 - [Webinar 'Harmonized Healthcare Standards'](#)