

# CEN Documents



**Chunk 2 Kick-Off for Secretaries, Convenors  
and support teams - 23 march 2021**

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*Tamara Lee, Project Manager*

# Agenda

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- 6.5 Clipboard
- 6.6 Notify Documents
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# Project goal

Replace CEN eCommittees ensuring integrity and traceability of documents

Streamline User Experience by

- simplifying the search, access and management of content
- providing a modern, coherent User Interface
- offering a harmonized environment between CEN and ISO
- reinforcing integration -> other CEN services

# 1. Planning



# Project update (ISO)

## **Selection of the New environment (2019) :**

NUXEO will replace Opentext Content Server (LiveLink)

## **Design phase :**

User-centric approach with a user group (CMs and experts)

## **ISO Pilot (Jan.-Aug. 2020) :**

~ 500 committees using ISO Documents and sharing their feedback.

## **ISO On-Boarding (Q3/Q4 2020) :**

All ISO committees migrated in 3 chunks :

September, October and November 2020

# Project update (CEN)

## Guiding Principle :

- Align software as much as possible on ISO version
- (Shared servers with 2 tenants, shared code base, shared interface,...)

## CEN version Analysis and Testing (Q3/Q4 2020)

- CEN Documents version tested and integrated with ISO environment
- CEN specifics mostly handled in configuration parameters

## CEN Pilot (Jan-Feb. 2021)

- 2021-01-19 : Pilot Launched
- 2021-02-15 → 26 : Feedback analysis + Bug corrections ...

# Planning : On-boarding in 3 Chunks

## **CEN Committee On-Boarding (~ 2060 Groups in Three Chunks)**

- 2021-02-02 : ISO, DIN and AFNOR confirmed feasibility in accordance with timing
- 2021-02-08 : Chunk list sent to all CEN TC Secretaries
- 2021-02-18 : Deadline for possible chunk change requests

## **Chunk 1 : 673 (162 TC, 8 SC, 503 WG) → 551 (123 TCs, 7 SCs, 423 WGs)**

- 2021-03-02 : Kick-Off Webinar
- 2021-03-09 : Launch Date → Document Freeze !

## **Chunk 2 : 628 (~ 114 TCs, 8 SCs, 506 WGs) → 569 (92 TCs, 6 SCs, 471 WGs)**

- 2021-03-23 : Kick-Off Webinar
- 2021-03-30 : Launch Date → Document Freeze !

## **Chunk 3 : 742 (~ 152 TCs, 44 SCs, 546 WGs) →**

- 2021-04-22/27 : Kick-Off Webinar
- 2021-05-04 : Launch Date → Document Freeze !

# 2. General Information



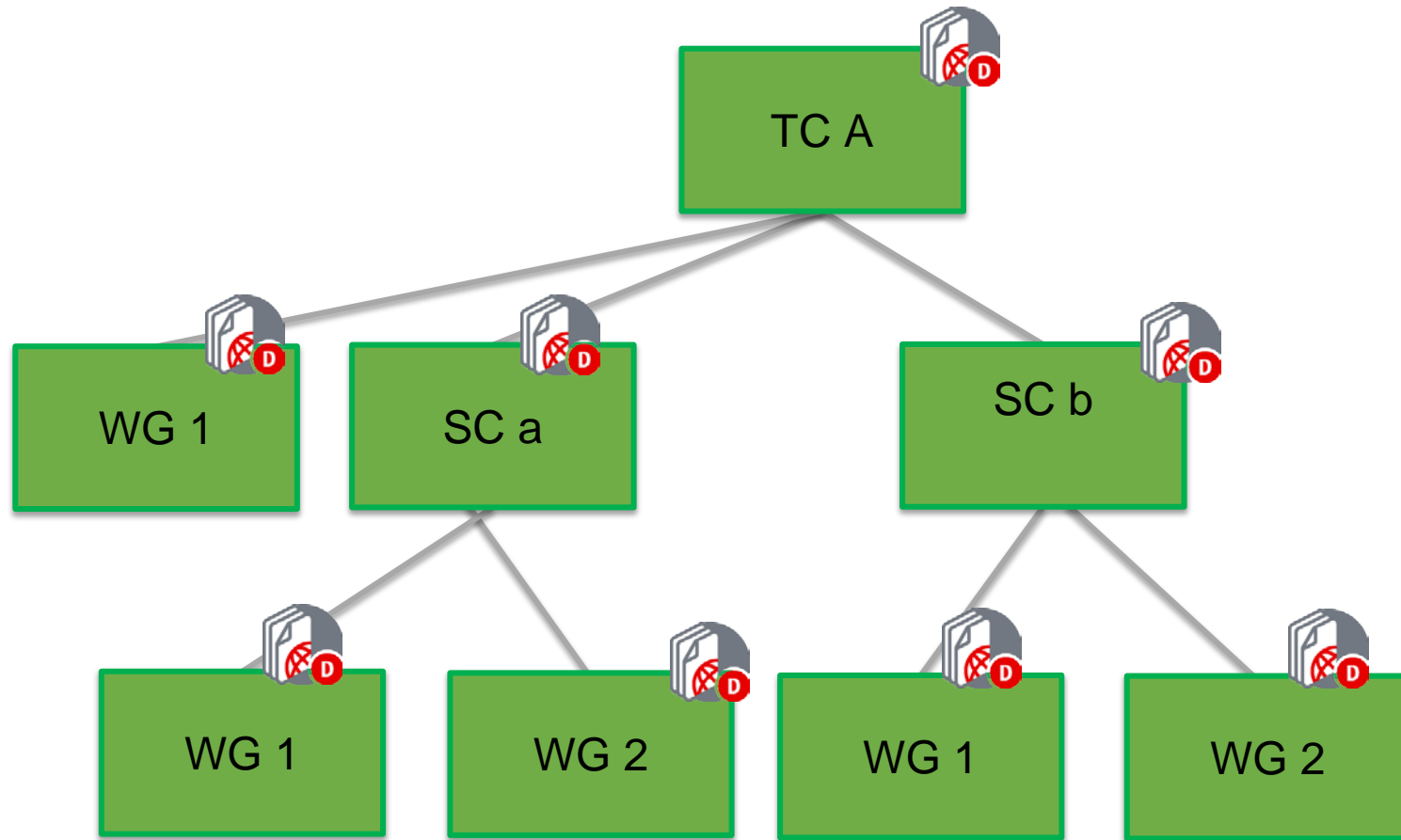


# Document migration

- Initial plan = migrate full TC structures and their children SC and WG with all their documents to CEN Documents
- End February : AFNOR servers unavailable
  - ➔ Chunk 1 : All AFNOR Committees excluded
  - ➔ Chunk 2 : Includes AFNOR committees hosted on CENTC selected for Chunks 1 and 2
- Documents of Non-migrated groups (= Chunk 3 and AFNOR hosted Committees) will still have to be accessed via eCommittees

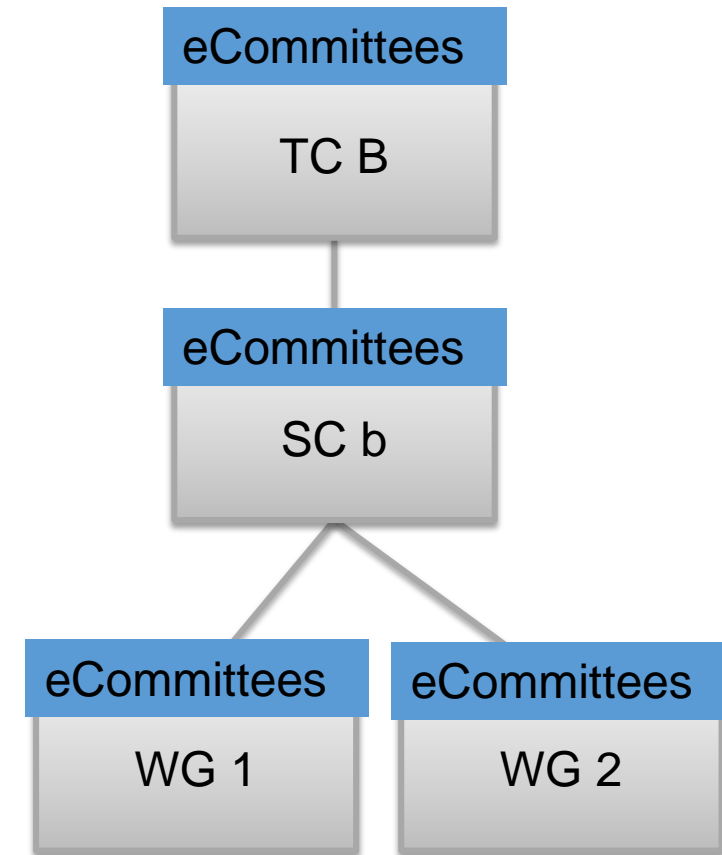
# Initial Plan :

*Chunk 1 and 2 Structures*



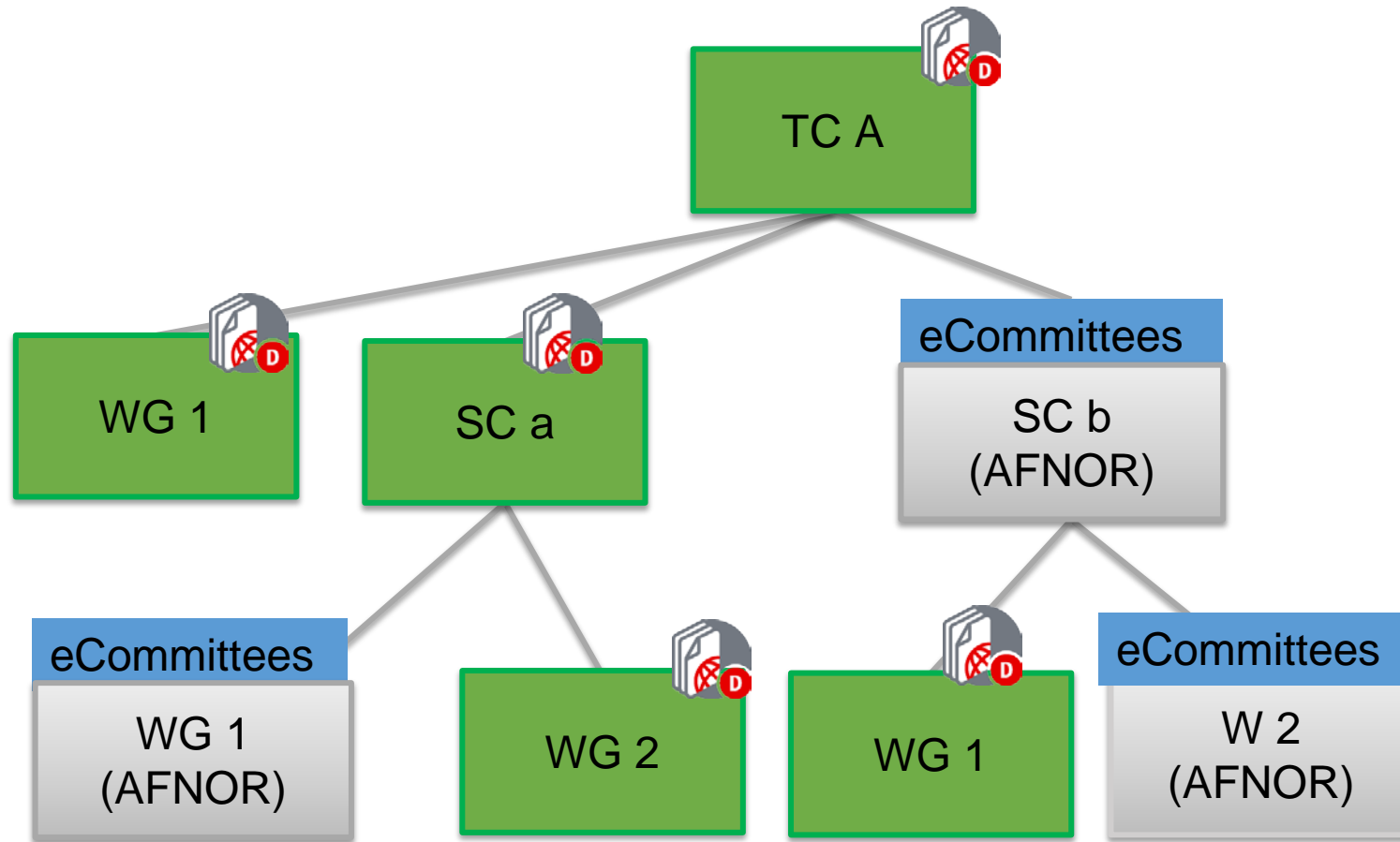
# Other Committees

*(Chunk 3)*



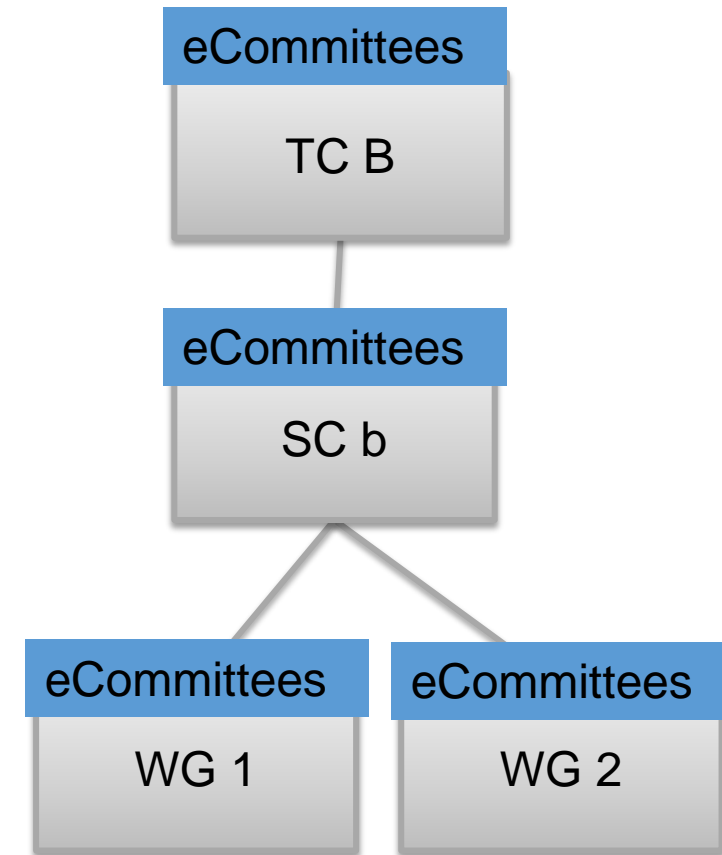
# Reality :

## *Chunk 1 and 2 Structures*



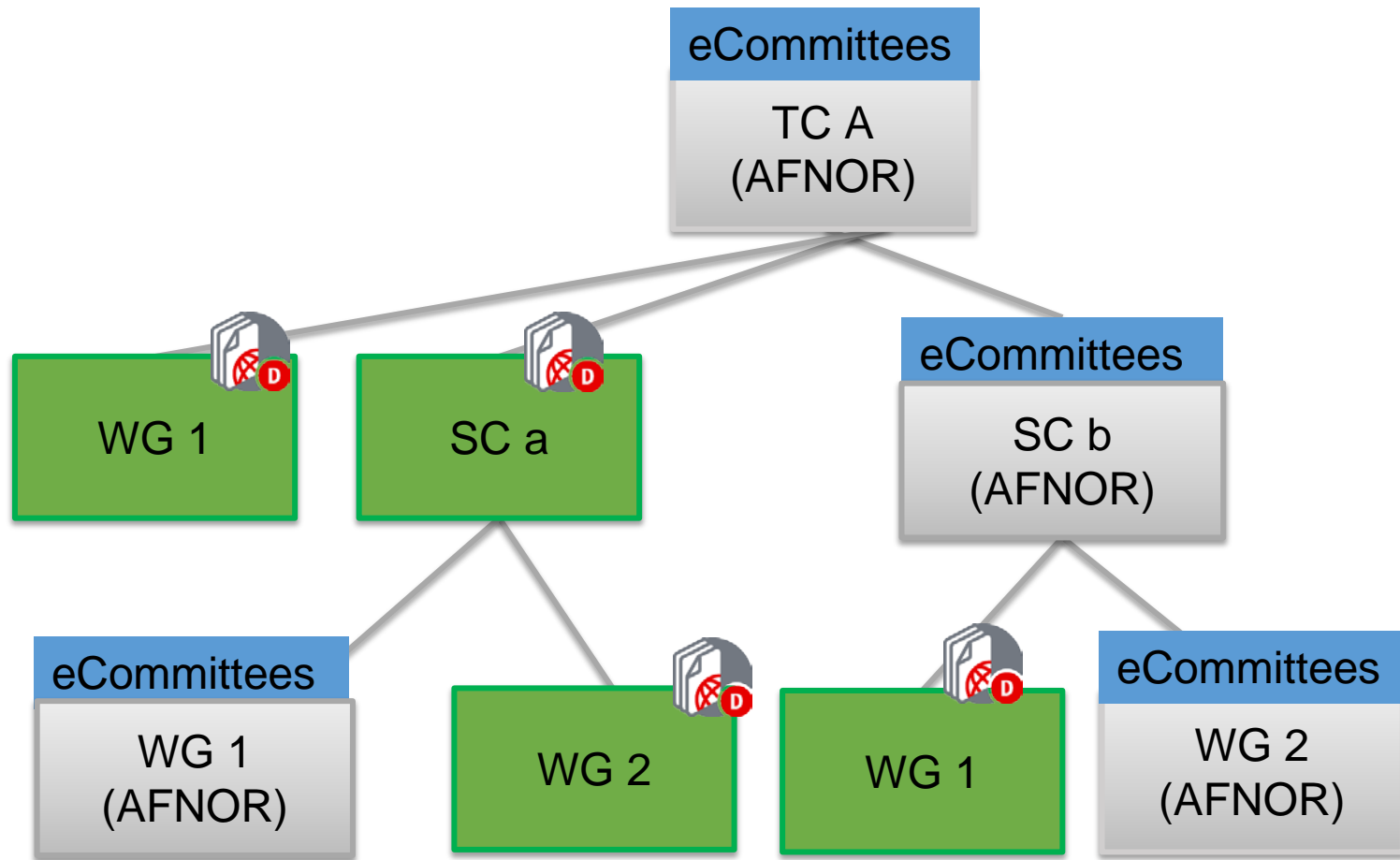
# Other Committees

## *( Chunk 3 )*

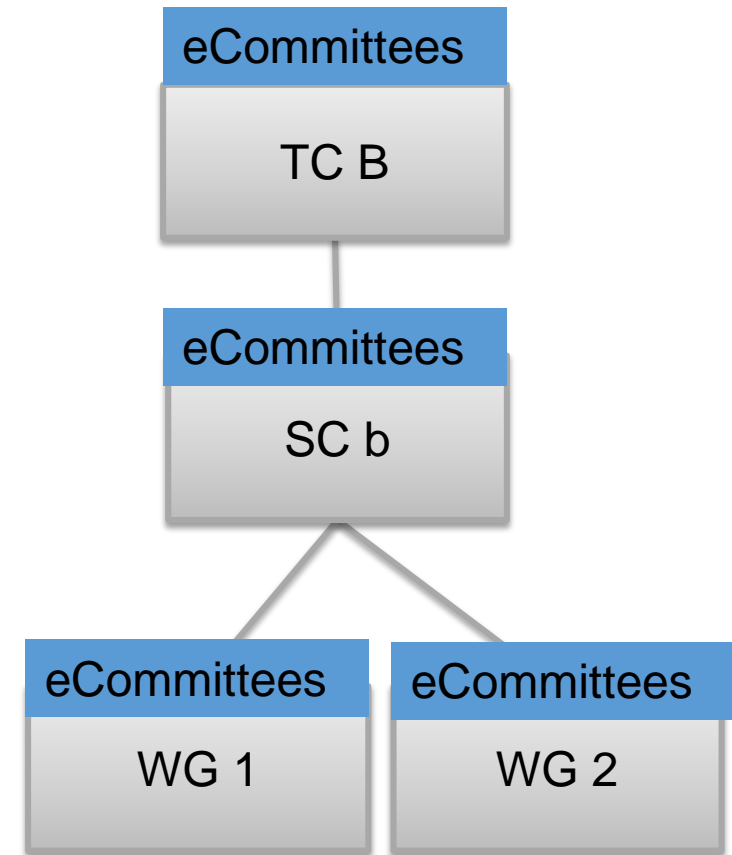


# Reality :

*Chunk 1 and 2 Structures*



# Other Committees ( Chunk 3)



# Library folders : Cen Docs ← eCommittees

Library		CEN Documents	eCommittees
Title ↑	Modified ↑	Administration (restricted)	00. Secretariat workspace
Administration (restricted)	2019-12-05	General	02. General committee documents
General	2019-12-05	Meetings	03. Meetings
Meetings	2019-12-05	Decisions	<i>NEW (not in WGs)</i>
Resolutions	2019-12-05	Projects	04. Projects
Projects	2019-12-05	Member upload area	05. Drop-in box for members
Member upload area	2019-12-05	Mail archive	<i>NEW</i>
Mail archive	2019-12-05		

# What content to expect ?

- ✓ All documents and N-documents and all subfolders
  - ✓ N-Docs : Regardless of Status (Uploaded, Notified, Reserved, ...)
  - DIN hosted Committees : Only Notified N-Docs  
→ Notify before Migration !
- ✓ All mail archive (email to members and N-document notifications)
- *Public documents (folder 01)* : these documents will be migrated to Subfolder '*Reference Documents*' under '*Administration*' (*difference with ISO*)
- ☒ Other object types (shortcuts, URLs, forum threads and messages etc...) will not be migrated



# Other considerations :



Internet Explorer NOT supported  
→ Use Chrome, Firefox, Edge, ...

Committees currently hosted at AFNOR & DIN  
will now be managed within CEN Documents

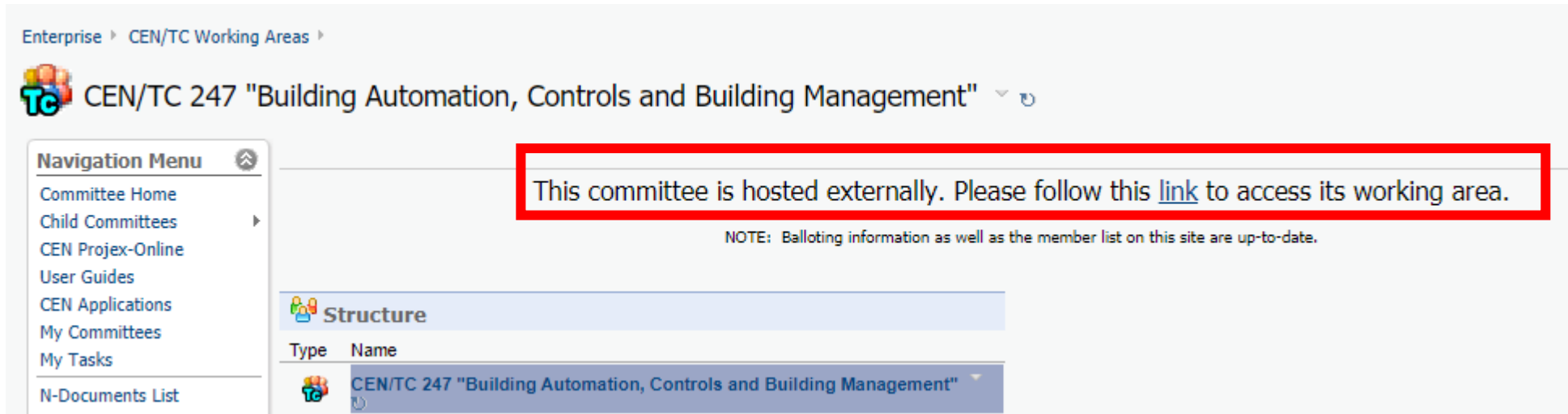
# 3. Access






# Access :

- Direct Link to Homepage : <https://sd.cen.eu/documents/ui/#!/home>
- During Chunk 1 and Chunk 2, the CEN Application Portal still points to the Content Server. CEN documents can be accessed via the home page of the Committee in **eCommittees** :



The screenshot shows the CEN/TC 247 "Building Automation, Controls and Building Management" page. A red box highlights a message: "This committee is hosted externally. Please follow this [link](#) to access its working area." Below this message is a note: "NOTE: Balloting information as well as the member list on this site are up-to-date." The page also features a navigation menu on the left and a structure table at the bottom.

Type	Name
	CEN/TC 247 "Building Automation, Controls and Building Management"

- When all Committees are migrated to 'CEN Documents', CEN Application Portal will be updated and '**Documents**' will point to the new environment.

# Who has Access ?

- same rules as in eCommittees :
- ✓ Manager roles [R/W] : Secretaries, Convenors, Support Teams, ...
- ✓ Contributor roles [R] : Committee Members, Chairpersons, Observers, Document Monitors, Program Managers, Consultants, Liaison Representatives
- Officer Roles (indirect Access) [R] : Secretaries, Convenors, Support teams of the other bodies in your TC structure

# 4. Navigation





Committees you defined as Favorites

The **Dashboard** includes the list of all the committees in which you have a role

+  
DOCUMENT

Browse

Advanced search

Clipboard

Administration



☆ My favorite committees

Title	Scope
CEN/TC 247 "Building Automation, Controls and Buildi...	CEN
CEN/TC 247/WG 6 "Electronic co	
CEN/TC 254 "Flexible sheets for waterproofing"	CEN
CEN/TC 254/WG 1 "Coordination"	CEN
CEN/TC 254/WG 3 "Material properties relevant to win...	CEN
CEN/TC 254/WG 6 "Bridge deck waterproofing"	CEN
CEN/TC 254/SC 2 "Synthetic sheets"	CEN
CEN/TC 601 "Test - First Simple Committee (eCOM3)"	CEN
CEN/TC 602 "Second Test Committee (with children)"	CEN

Click on the committee reference to access the documents

My committees

Title	Scope
CEN/TC 44 "Commercial and Professional Refrigerati...	CEN
CEN/TC 44/WG 1 "Commercial refrigerated display c...	CEN
CEN/TC 44/WG 2 "Service refrigerated cabinets and ...	CEN
CEN/TC 44/WG 4 "Walk-in cold rooms"	CEN
CEN/TC 44/WG 5 "Refrigerated display cabinets for a...	CEN
CEN/TC 44/WG 6 "Commercial beverage coolers and ...	CEN
CEN/TC 44/WG 7 "Walk-in cold rooms packaged Refr...	CEN
CEN/TC 52 "Safety of toys"	CEN
CEN/TC 52/WG 3 "Safety of toys - Mechanical, physi...	CEN

The **Library** allows you to browse your documents through a standard folder structure

- Administration (restricted)
- General
- Meetings
- Decisions
- Projects

Browse

Committee documents

Advanced search

Clipboard

Administration



### Meeting documents

Lists meetings for the committee (except cancelled meetings) & related documents

#### Meeting documents

##### Meeting

Bruxelles (Belgium) 1 Jul 2021

1

Bruxelles (Belgium) 3 May 2021

0

The **Committee documents** allows you to view all documents of your committee in a flat view (regardless in which folder they are).

This replaces the N document list.

#### Committee documents

N ↑	Title	Modified	Expected Action
13	Reserved N-number	2021-01-11	
	Another Link attempt	2020-11-16	
	Memo_02-Dominik_Committee	2020-11-16	
	CCMC-Memo_01	2020-11-12	
	CCMC-Memo_01	2020-11-12	
		2020-11-05	Comment/reply
		2020-11-05	

SEE ALL DOCUMENT

### Ballot documents

Lists open and recently closed ballots for the committee & related documents

#### Ballot documents

##### Type Ballot

CIB-NWI

CEN TC 601 - new WI adoption

1

CIB-NWI

CIB 601/2001 : Check Weights used - EBCEN-662

0



DOCUMENT

Committee structure

Committee documents

Advanced search

Clipboard



## Library

Title ↑

Administration (restricted)

General

Meetings

Decisions

Projects

Member upload area

Mail archive

## Committee documents

SEE ALL DOCUMENTS...

N ↑

Title

Modified

Expected Action

13	Reserved N-number	2021-01-11	
	Another Link attempt	2020-11-16	
	Memo_02-Dominik_Committee	2020-11-16	
	CCMC-Memo_01	2020-11-12	
	CCMC-Memo_01	2020-11-12	
12	Doc-General-01	2020-11-05	Comment/reply
11	Doc-Project-02	2020-11-05	

## Meeting documents

Meeting

Bruxelles (Belgium) 1 Jul 2021

1

Bruxelles (Belgium) 3 May 2021

0

## Ballot documents

Type

Ballot

CIB-NWI

CEN TC 601 - new WI adoption

1

CIB-NWI

CIB 601/2001 : Check Weights used - EBCEN-662

0

# Members list and full members list

The screenshot shows the ISO/TC 96 "Cranes" website interface. The navigation bar includes a home icon, "ISO", and a search icon. The main content area has two tabs: "Members List" (highlighted with a red box) and "Full Members List". Below the tabs, there are two callout boxes:

- Members List:** Shows the list of people directly involved in the committee/WG work. Includes a red link for [Email to members](#).
- Full Members List:** Shows the list of people having access to the document of the committee. Includes a red link for [Export to CSV](#).

To the right of the callout boxes is an "EMAIL TO MEMBERS" button. Below these elements is a table with columns for "E-mail" and "Phone".

					E-mail	Phone
manager					isotc96@zoomlion.com	+86 731 889 23 933
Chairperson	SAC	China	Mr	Zhang, Xijun	zhangxj@bmhri.com	+86 10 64031881
Vice-chairperson	SAC (P-member)	China	Mr	Giust, Frédéric (gmail)	frederic.giust@gmail.com	-
Committee manager support team	SAC	China	Ms	ISO, Document	ISODOC@iso.org	-
Committee manager support team	SAC	China	Ms	LIU, Yu	nathalieliu163@163.com	-



+ DOCUMENT

Add New Document

Favorite Committee

Quick Search

Committee structure

View Committee Structure

Committee documents

Search for documents within the committee

Advanced search

Search for documents across committees

Clipboard

Clipboard used to move Documents

Title	N	Title	Modified	Expected Action
Adm			2021-01-11	
General		Another Link attempt	2020-11-16	
Meeting		memo_02 - Committ... committee	2020-11-16	
Deci			2020-11-12	
Projects		CCMC-Memo_01	2020-11-12	
Member upload area	12	Doc-General-01	2020-11-05	Comment/reply
Mail archive	11	Doc-Project-02	2020-11-05	



Beacon → Documents Knowledge Base





Home > CEN > CEN/TC 601 > General

serge.committee@nbn...



TC test

Breadcrumb



DOCUMENT

View Members List Full Members List History

2 result(s)



	N ↑	Title ↑	Type	Subtype	Meeting	Expected action	Exp. date ↑	Status	Modified ↑
<input type="radio"/>	22	CEN-TC247_CEN-SABE-ENIS_N0497_Call_for_experts_for_PT_on_testing_suppl.pdf	General document	Other				To be notified	2021-02-09
<input type="radio"/>	21	CEN-TC247_34_207e_INF.pdf	General document	Other				To be notified	2021-02-09

Committee structure

Committee documents

Advanced search

Clipboard



# Breadcrumb : Navigation in your Committee

Committee and TC home page

Parent folders

The screenshot shows a breadcrumb trail at the top of the page: [ISO](#) > [ISO/TC 225](#) > [ISO/TC 225/WG 2](#) > [Member upload area](#) > [test](#). Below the trail, a circular icon with 'WG' and the text 'Model\_Notice\_of\_meeting\_draft\_agenda' are visible. A sidebar on the left contains 'DOCUMENT', 'Committee structure', 'Committee documents', and 'Advanced search'. The main content area displays the ISO logo and the title 'NOTICE OF MEETING / DRAFT AGENDA'. A form below contains fields for 'Date', 'Reference' (ISO/TC Enter Number), and 'Number and title of TC/Numéro et titre du TC'. A right-hand panel shows document metadata: Version (0.1), Last Modified (2020-06-22), Created (2020-06-22), By (Carole Lacorbière), Contributors (Carole Lacorbière), Title (Model\_Notice\_of\_meeting\_draft\_agenda), and Reference (ISO/TC 225/WG 2).

We are in a working group

Document/folder name

# Document types % Folders

Improved document classification

Document type is automatically assigned according to the folder in which you upload your document

Folder name	Document types
Administration (restricted)	File (non-N document)
General	Ballot, General, Meeting, Project, Decision documents
Meetings	Meeting documents
Decisions	Decision documents
Projects	Ballot and Project documents
Member upload area	File (non-N document)
Mail archive	Email (automatically created)

# Document types : eCommittees vs CEN Documents

eCommittees types	CEN Documents types
Public document	General
Other Committee Document	General
Draft	Project
Meeting	Meeting
Resolution	Decision
Ballot	Ballot

# 5. Search & download



# Committee document search

ISO/TC 211 "Geographic information/Geomatics"

View Members List

Library

- General
- Meetings
- Resolutions
- Projects
- Member upload area
- Mail archive

Meeting documents

Committee documents

N	Title	Modified	Expected Action
	Demo document	2020-06-25	
32	STTF training	2020-06-25	Comment/reply
	Demo resolution (4-14).docx	2020-06-25	
	Demo resolution (4-14) - Copy.docx	2020-06-25	
	Demo resolution (4-14) - Copy (9).docx	2020-06-25	
	Demo resolution (4-14) - Copy (10).docx	2020-06-25	
	Demo resolution (4-14) - Copy (7).docx	2020-06-25	
	Demo resolution (4-14) - Copy (8).docx	2020-06-25	
	Demo resolution (4-14) - Copy (6).docx	2020-06-25	
30	ISO Documents training.pptx	2020-06-23	Info

SEE ALL DOCUMENTS...

# Committee document search

DOCUMENT

Committee structure

**Committee documents**

Advanced search

Clipboard

1.10.0  
serge.committee

Full Text  
Delft

Title

N Number range  
from \_\_\_\_\_  
to \_\_\_\_\_

Status  
 Available (23)

Type  
 Meeting (23)

Ballot SubType  
No available results

Ballot

General Document SubType  
No available results

Meeting SubType  
 Other (96)  
 Agenda (23)  
 Announcement (5)

Meeting

Project SubType  
No available results

Project

TC Committee documents

23 results

	N	Title	Type	Expected Action	Exp. Date	Status	Modified
<input type="radio"/>	1676	3rd revised draft Agenda 7-8 June 2017, Delft	Meeting	Comment/reply	2017-06-07	Available	2017-06-05
<input type="radio"/>	1668	2nd revised draft Agenda 7-8 June 2017, Delft	Meeting	Comment/reply	2017-06-07	Available	2017-05-19
<input type="radio"/>	1662	Revised draft Agenda 7-8 June 2017, Delft	Meeting	Comment/reply	2017-06-07	Available	2017-05-09
<input type="radio"/>	1640	Draft Agenda 7-8 June 2017, Delft	Meeting	Info		Available	2017-05-02
<input type="radio"/>	1575	2nd Draft Agenda 9-10 June 2016, Delft	Meeting	Comment/reply	2016-06-09	Available	2016-05-31
<input type="radio"/>	1561	Draft Agenda 9-10 June 2016, Delft	Meeting	Comment/reply	2016-06-09	Available	2016-05-10
<input type="radio"/>	1487	2nd Draft Agenda WG 1 - 21 May 2015, Delft	Meeting	Comment/reply	2015-05-21	Available	2015-05-20
<input type="radio"/>	1485	2nd Draft Agenda 21-22 May 2015, Delft	Meeting	Comment/reply	2015-05-21	Available	2015-05-11
<input type="radio"/>	1476	Draft agenda for meeting CEN/TC 254/WG 1, 21 May 2015, Delft (NL)	Meeting	Comment/reply	2015-05-21	Available	2015-05-01
<input type="radio"/>	1472	Draft Agenda 21-22 May 2015, Delft	Meeting	Comment/reply	2015-05-21	Available	2015-04-24
<input type="radio"/>	1461	Draft agenda for meeting CEN/TC 254/WG 1, 28 January 2015, Amsterdam (NL)	Meeting	Comment/reply	2015-01-28	Available	2015-01-21
<input type="radio"/>	1428	2nd Revised draft agenda 36th plenary meeting CEN/TC 254, 15-16 May 2014, Delft (NL) = N 1416rev = N1408rev2	Meeting	Comment/reply	2014-05-15	Available	2014-05-12
<input type="radio"/>	1416	Revised Draft Agenda 15-16 May 2014, Delft = N1408rev	Meeting	Comment/reply	2014-05-15	Available	2014-04-18

# Advanced search & save search

The screenshot displays the CEN search interface. On the left, a sidebar contains navigation options: DOCUMENT, Committee structure, Browse, Committee documents, **Advanced search** (highlighted with a red box), Clipboard, and Administration. The main search filter panel (also highlighted with a red box) includes the following sections:

- Scope:**  iso (2775),  cen (440)
- Full Text:** \_\_\_\_\_
- Title:** \_\_\_\_\_
- Committee reference:** \_\_\_\_\_
- N Number range:** from \_\_\_\_\_ to \_\_\_\_\_
- Decision:** Number start \_\_\_\_\_ Number end \_\_\_\_\_
- Year:** \_\_\_\_\_
- Status:**  Available (440),  To be notified (1),  Withdrawn (1)
- Expected action:**  Info (980),  Comment/reply (440),  Vote (5)
- Expected date:** \_\_\_\_\_

A callout box with the text "Search documents across committees" is positioned over the filter panel. The top right of the interface features a "SAVE AS" button (highlighted with a red box) and a search icon. The main search results area shows "440 result(s)" and a table with columns: N, Title, Type, and Modified. A callout box with the text "Save your search" is positioned over the top right of the results table.

N	Title	Type	Modified
2	CCMC-Meeting_02	Meeting	2020-11-09
	CCMC-Meeting_03	Meeting	2020-11-03
30	WG 12 draft agenda for meeting in Milan, April 2018	Meeting	2018-02-15
29	WG 10 draft agenda for meeting in Milan, April 2018	Meeting	2018-02-09
28	WG 5 draft agenda for meeting in Milan, April 2018	Meeting	2018-02-09
1719	Notice and registration of 40th plenary meeting	Meeting	2018-02-05
2121	Draft Business Plan for CEN TC 52 - 2018	Meeting	2018-02-14
2120	Draft agenda for the TC 52 meeting in Milano April 2018	Meeting	2018-01-29
1934	Voting result comments on minutes plenary meeting Stockholm, 2017	Meeting	2018-01-23
1371	Travel information Oslo 20180425 26	Meeting	2018-01-11
1370	Draft Agenda Plenary Oslo 20180425 26	Meeting	2018-01-11
1369	Notice Meeting Oslo 20180425 26	Meeting	2018-01-11



# Quick search

Quick Search allows you to perform a Full-text search throughout all your documents and their metadata, including the body of the documents.

winterthur

The screenshot displays a search interface with a sidebar on the left and a main results area. The sidebar includes navigation options: DOCUMENT, Committee structure, Committee documents, Advanced search, and Clipboard. The main area shows 29 results for the search term 'winterthur'. The results are listed in a table with columns for document ID, title, and status. The first result is 'Revised Convenor report CEN TC254 SC2' with a detailed description of the document's content and location. The second result is 'CEN TC 247 WG6 meeting 18th to 20th April 2016 Winterthur.zip'. The third result is 'N1352 Minutes of 1st meeting of WG 6 TG Synthetic membranes'. The fourth result is 'RoV Decision 429 Application of Vienna Agreement'. The interface also shows a search bar at the top and a vertical scrollbar on the right side of the results list.

ID	Title	Status
753	rev Draft agen	2012-02-01 Avail
747	Meeting notic	2012-01-15 Avail
746	Preliminary D	Avail
745	Meeting notic	2012-11-20 Avail
735	Draft agenda	2012-02-09 Avail
730	Draft agenda	2012-02-09 Avail
729	Meeting notic	2012-02-09 Avail

**Revised Convenor report CEN TC254 SC2**  
/documents/ui/#!/doc/6421b5d5-a04d-468f-b7ed-8566637e405a  
FILE , Switzerland 2011-02-23 [Winterthur](#), Switzerland 2011-09-20 [Winterthur](#), Switzerland 2012-03-28 ... [Winterthur](#), Switzerland 2012-09-20 [Winterthur](#), Switzerland 2013-03-21 [Winterthur](#), Switzerland 2013 ... Survey of decisions adopted at the last CEN/TC 254/SC 2 meeting in [Winterthur](#), Switzerland (doc. ... , Switzerland 2011-02-23 [Winterthur](#), Switzerland 2011-09-20 [Winterthur](#), Switzerland 2012-03-28 ... [Winterthur](#), Switzerland 2012-09-20 [Winterthur](#), Switzerland 2013-03-21 [Winterthur](#), Switzerland 2013

**CEN TC 247 WG6 meeting 18th to 20th April 2016 Winterthur.zip**  
/documents/ui/#!/doc/8db25ae8-af74-48d0-b144-de2a55145de5  
TITLE CEN TC 247 WG6 meeting 18th to 20th April 2016 [Winterthur .zip](#)

**N1352 Minutes of 1st meeting of WG 6 TG Synthetic membranes**  
/documents/ui/#!/doc/ae319414-9b34-4f63-9da9-97f91bff1e46  
FILE Simonis will discuss the options also in the meeting of SC 2 (21 of March, [Winterthur](#)) 6 Preparation ... Simonis will discuss the options also in the meeting of SC 2 (21 of March, [Winterthur](#)) 6 Preparation

**RoV Decision 429 Application of Vienna Agreement**  
/documents/ui/#!/doc/5d4bc56b-8023-45bd-998c-b7c3468f8e19  
FILE barbara.mullis@snv.ch • +41 52 224 54 15 Swiss Association for Standardization SNV • Bürglistrasse 29 • 8400 [Winterthur](#) ... barbara.mullis@snv.ch • +41 52 224 54 15 Swiss Association for Standardization SNV • Bürglistrasse 29 • 8400 [Winterthur](#)

# Zip and download

Download selected files

4 item(s) selected [Display selection](#) [Clear](#)

29 result(s)

	N ↑	Title ↑	Type ↑	Expected Action ↑	Exp. Date ↑	Status ↑	Modified ↑
<input checked="" type="checkbox"/>	753	rev Draft agenda SC2 plenary meeting 2018-02-01	Meeting	Comment/reply	2017-02-01	Available	2017-12-19
<input checked="" type="checkbox"/>	747	Meeting notice 2018-02-01 Winterthur Switzerland	Meeting	Comment/reply	2017-01-15	Available	2017-11-21
<input checked="" type="checkbox"/>	746	Preliminary Draft agenda plenary meeting 2018-jan-feb	Meeting	Info		Available	2017-10-03
<input checked="" type="checkbox"/>	745	Meeting notice 2018-Jan-Feb Winterthur Switzerland	Meeting	Comment/reply	2017-11-20	Available	2017-10-03
<input type="checkbox"/>	735	Draft agenda plenary meeting 2017-02-09	Meeting	Comment/reply	2017-02-09	Available	2017-01-31
<input type="checkbox"/>	730	Draft agenda plenary meeting 2017-02-09	Meeting	Comment/reply	2017-02-09	Available	2016-12-01

# QR code: from print to digital

Scan it and you are taken to the online digital version

Dynamically generated in your cover pages

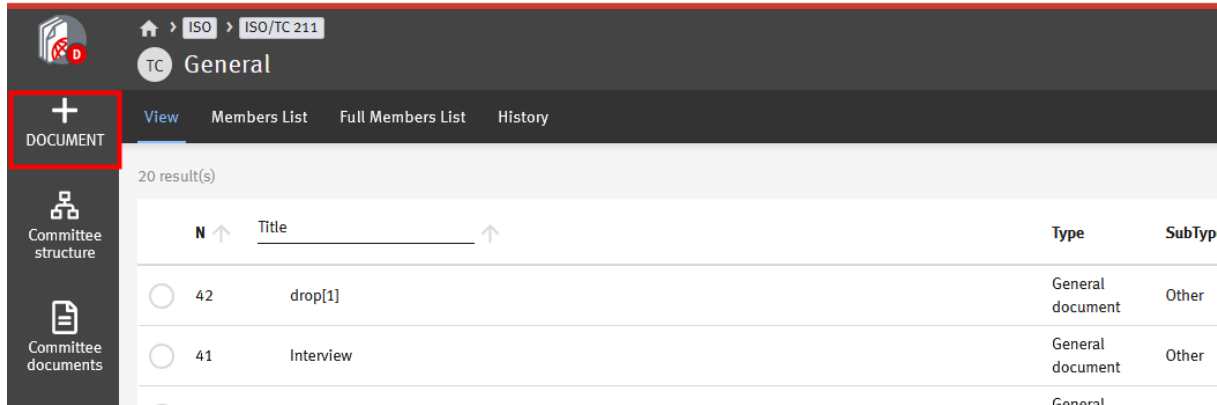


# 6. Manage documents

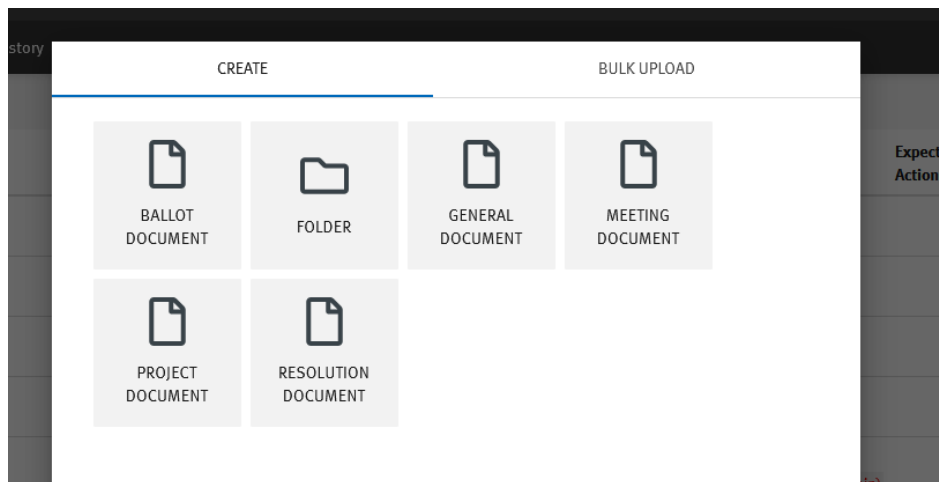


# Create a document

1. Open the folder in which you wish to create your document and click on **+DOCUMENT**



2. Select the type of document you wish to create



- Type of allowed Document depends on target Folder
- The type of document you select is important as it will drive the metadata displayed


# Create a document

## 3. Fill in the metadata

Here, the Meeting document type allows you to link the document to an existing meeting

CREATE BULK UPLOAD

Content

CCMC-Meeting\_04.docx  
125.83 KB 

*Optional - if no file is uploaded, an N-number will be reserved.*

Title  
My Meeting Agenda

Description  
Agenda document uploaded during Test

Type SubType \*  
Meeting Agenda

Meeting \*  
Bruxelles (Belgium) 3 May 2021

Ballot BallotType

CANCEL BACK CREATE

# Navigate to related content

**CEN/TC 601 N 5**

CEN/TC 601 "Test - First Simple Committee (eCOM3)"  
Secretariat: NBN  
Committee Manager:

**CCMC-Meeting\_04**

Document type	Related content	Document date	Expected action
Meeting / Document for discussion	Meeting: <a href="#">Bruxelles (Belgium) 3 Nov 2020</a> Ballot: <a href="#">CIB 601/2001 - Check Weights used - EBCEN-662 (restricted access)</a>	2020-11-03	COMMENT/REPLY by 2020-11-10

**Description**  
Another Meeting document to check column display

CEN-TC601\_N5\_CCMC-Meeting\_04.pdf  
10.73 KB

Contributors: [Marc Bellier](#), [Serge Committee](#)

N Number: 5  
Title: CCMC-Meeting\_04  
Status: To be notified  
Description: Another Meeting document to check column display

Type: Meeting  
SubType: Document for discussion  
BallotType: CIB - Committee Internal Ballot  
Meeting: [Bruxelles \(Belgium\) 3 Nov 2020](#)  
Ballot: [CIB 601/2001 - Check Weights used - EBCEN-662](#)  
Expected action: Comment/reply  
Expected date: 2020-11-10

Meeting detail: CEN/TC 601 N 5

Timeline: Proposal, Consider, Registration open, Registration closed, Voting, Close

Period: 03 Nov 2020

Location (Brussels): Brussels, Belgium

Related meetings (0)

Additional information

Tasks

Participation

Committee internal balloting

Search: IS0/MP 15701

Metadata:

Reference	ISO/MP 15701	Committee	ISO/TC 42
Type	NP (New work item Proposal (340))	Date of recognition	2007-03-21
Voting stage	Proposal	Version number	1
Start date	2008-04-07	End date	2008-07-07
Open date	2008-04-08 15:23	Closed on	2008-07-08 09:08
Status	Closed	Created on	2008-04-07 09:08

Project information:

Reference	ISO/MP 15701	Committee	ISO/TC 42
Ballot number	1	Ballot	ISO/TC 42
English title	Photography - Digital cameras - Measuring shooting time lag, shutter release time lag, shooting rate, and start-up time		
French title	Titre en français		

Reference documents and links:

- ISO/MP 15701\_1\_2 Draft document by MP
- ISO/MP 15701 New Project Proposal

CEN Projects



Library

Title ↑

Administration (restricted)

General

Meetings

Decisions

Projects

Member upload area

Mail archive

# Decisions

Replaces Resolution document type from eCommittees

Can be linked to:

- Ballot
- Meeting
- *Project* (→ *later*)

Searchable by  
decision number and year

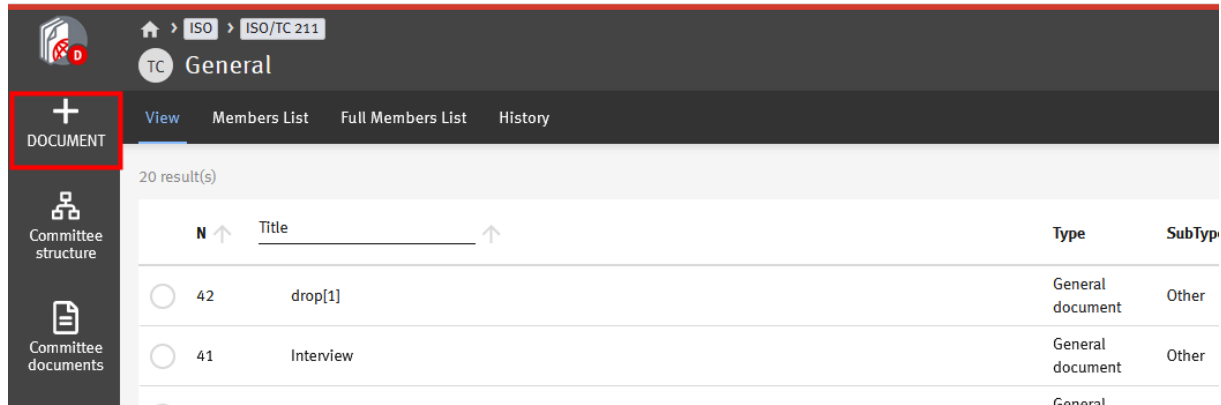
1 Doc may contain N Decisions

- Start / End numbers

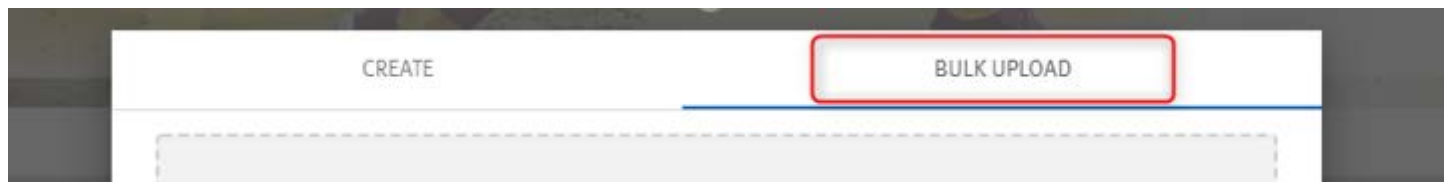


# Bulk upload

1. Open the folder in which you wish to add your documents and click on **+DOCUMENT**



2. Select **BULK UPLOAD**



3. Drag & drop your documents, or just click on the text to select your files

# Bulk upload (cont.)

## 4. Select Document Type and enter Metadata

Enter the metadata for each document or copy the metadata to all document by clicking on **Apply to all**

The screenshot shows a web interface for bulk uploading documents. It features two tabs: "CREATE" and "BULK UPLOAD". The "BULK UPLOAD" tab is active, displaying a form with the following fields:

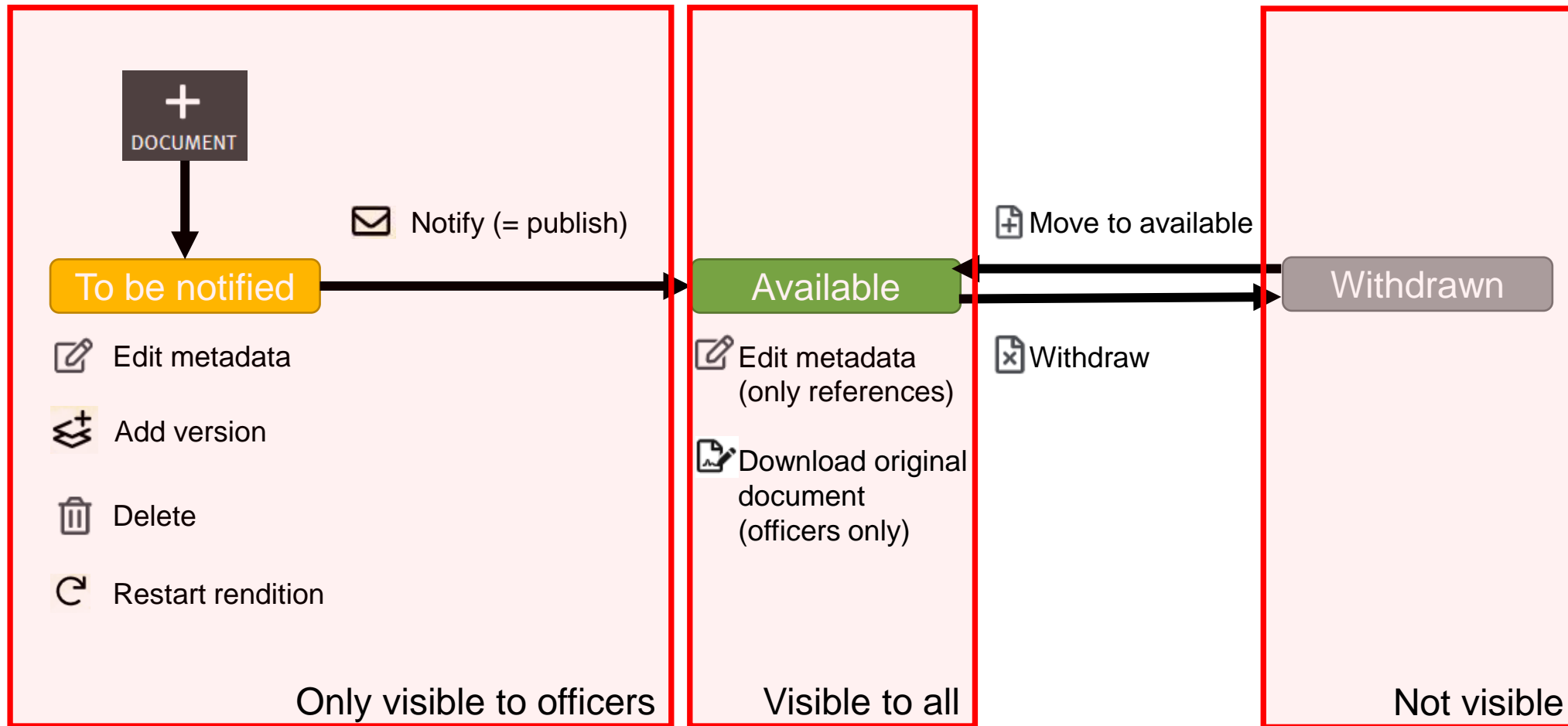
- Type \***: A dropdown menu with "General document" selected.
- Title**: A text input field containing "CCMC-General\_03.docx".
- Description**: A text input field.
- Type**: A dropdown menu with "General document" selected.
- SubType \***: A dropdown menu with "Other" selected.
- Replaces**: A dropdown menu.
- Expected action**: A dropdown menu.
- Expected date**: A date picker field.
- Rendition \***: A dropdown menu with "PDF Rendition with Coversheet" selected.

On the right side, there is a panel titled "Unchecked files will be discarded." containing a list of files:

- CCMC-General\_03.do ✓  
CX
- CCMC-General\_04.do ✓  
CX
- CCMC-General\_05.do ✓  
CX

At the bottom of the form, there are four buttons: "CANCEL", "EDIT NEXT >", "APPLY TO ALL", and "CREATE".

# Document lifecycle



# Document numbering

N-numbers are assigned automatically

Possible to reserve a N-number




No longer possible to manually select an N-number (→ avoid “holes” in N sequence)

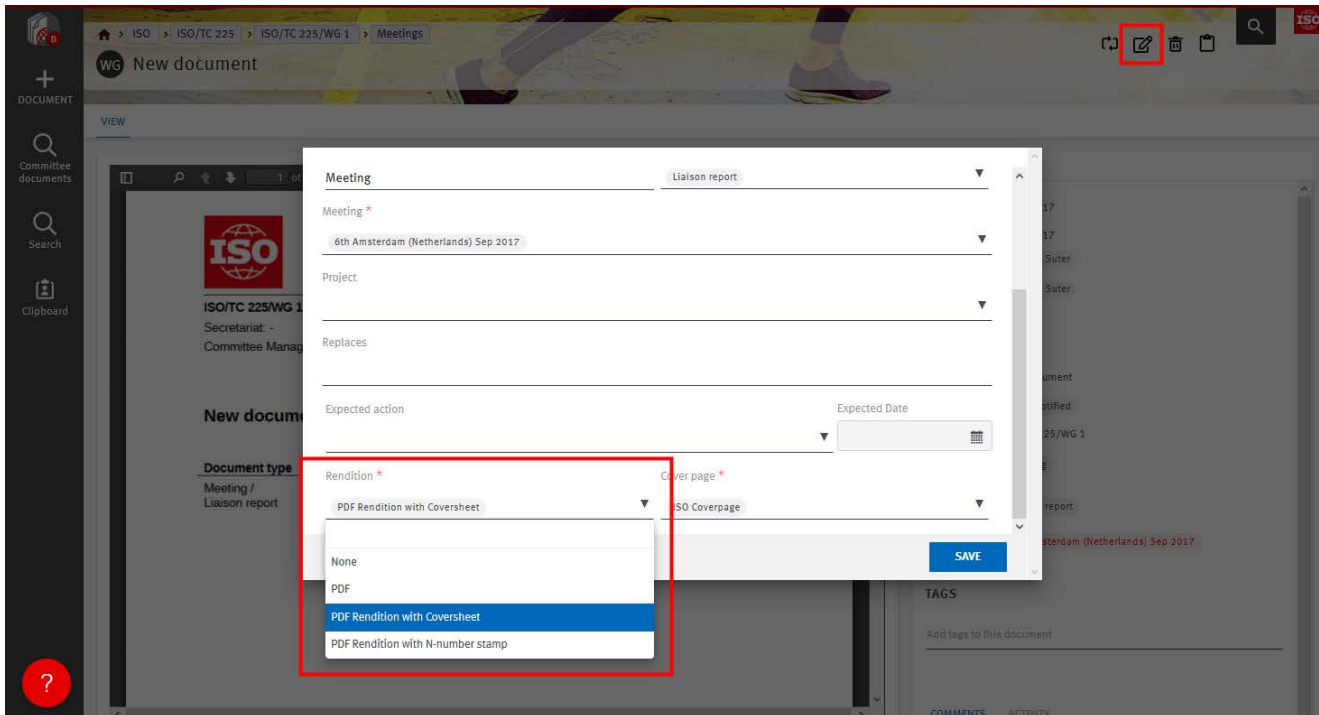
When a document is deleted, its number is automatically reassigned to the next document uploaded

# PDF rendition

- ✓ PDF rendition supports PDF, Word, Excel, Powerpoint and images
- ✗ Protected document, Zip files

## Correct rendition error

 Edit metadata and at the bottom of the form change the rendition to None



The screenshot shows the ISO TC 225/WG 1 Meetings page. A 'New document' form is displayed, and the 'Rendition' dropdown menu is open. The 'None' option is highlighted. A red box highlights the 'None' option and the 'SAVE' button.

Meeting \*  
6th Amsterdam (Netherlands) Sep 2017  
Project  
Replaces  
Expected action  
Expected Date  
Rendition \*  
PDF Rendition with Coversheet  
None  
PDF  
PDF Rendition with Coversheet  
PDF Rendition with N-number stamp  
Cover page \*  
ISO Coverpage  
SAVE

# Actions on Documents (1)

Download – DL source

The screenshot displays a web interface for document management. At the top, a breadcrumb trail shows 'CEN > CEN/TC 601 > Projects'. The main header identifies the document as 'Doc-Project-04'. A toolbar contains several icons: a download icon, a document icon, an envelope icon, a plus sign, and a pencil icon. Red arrows point from text boxes to these icons: 'Download – DL source' points to the download icon, 'Notify' points to the envelope icon, and 'Add Version – Edit Metadata' points to the plus and pencil icons.

View History

1 of 3 Automatic Zoom

**cen** CEN/TC 601 N 31

CEN/TC 601 "Test - First Simple Committee (eCOM3)"  
Secretariat: NBN  
Secretary: Committee Serge Mr

Doc-Project-04

Document type	Related content	Document date	Expected action
Project / Draft	Meeting: <a href="#">Bruxelles (Belgium) 3 May 2021</a>	2021-03-23	

Description  
Another Project test Document

Version: 0.1  
Last Modified: 2021-03-23  
Created: 2021-03-23  
By: SC Serge Committee  
Contributors: SC Serge Committee  
N Number: 31  
Title: Doc-Project-04  
Status: To be notified

# Actions on Documents (2)

Additional actions :

The screenshot shows a web interface for document management. The breadcrumb navigation at the top reads: Home > CEN > CEN/TC 601 > Projects. The document title is "Doc-Project-04". The main content area displays the CEN logo, the document ID "CEN/TC 601 N 31", and a QR code. Below the QR code, the document details are listed: "CEN/TC 601 'Test - First Simple Committee (eCOM3)'" with secretariat "NBN" and secretary "Committee Serge Mr". The document type is "Project / Draft" and the date is "2021-03-23". A table of related content is shown below, with one entry: "Meeting: Bruxelles (Belgium) 3 May 2021". The description is "Another Project test Document". On the right side, a metadata panel lists: Version (0.1), Last Modified (2021-03-23), Created (2021-03-23), By (Serge Committee), Contributors (Serge Committee), N Number (31), Title (Doc-Project-04), and Status (To be notified). A dropdown menu is open, showing three actions: Delete, Copy link, and Copy to clipboard. A red arrow points from the text "Additional actions :" to the dropdown menu.



# Move documents/folders → Clipboard

The **Clipboard** moves Documents/Folders from a folder to another:

1. Select the document/folder(s) to move
2. Click on Copy to clipboard icon
3. Open the destination folder, then click Move



Committee root folders are restricted to certain document types. You cannot move a meeting document within the Projects folder and vice versa.



# Move to Clipboard

move selected files to clipboard

4 item(s) selected [Display selection](#) [Clear](#)

29 result(s)

	N ↑	Title ↑	Type ↑	Expected Action ↑	Exp. Date ↑	Status ↑	Modified ↑
<input checked="" type="checkbox"/>	753	rev Draft agenda SC2 plenary meeting 2018-02-01	Meeting	Comment/reply	2017-02-01	Available	2017-12-19
<input checked="" type="checkbox"/>	747	Meeting notice 2018-02-01 Winterthur Switzerland	Meeting	Comment/reply	2017-01-15	Available	2017-11-21
<input checked="" type="checkbox"/>	746	Preliminary Draft agenda plenary meeting 2018-jan-feb	Meeting	Info		Available	2017-10-03
<input checked="" type="checkbox"/>	745	Meeting notice 2018-Jan-Feb Winterthur Switzerland	Meeting	Comment/reply	2017-11-20	Available	2017-10-03
<input type="checkbox"/>	735	Draft agenda plenary meeting 2017-02-09	Meeting	Comment/reply	2017-02-09	Available	2017-01-31
<input type="checkbox"/>	730	Draft agenda plenary meeting 2017-02-09	Meeting	Comment/reply	2017-02-09	Available	2016-12-01

# Move from Clipboard

select destination folder

The screenshot shows the CEN/TC 247 web interface. The left sidebar contains navigation options: DOCUMENT, Committee structure, Committee documents, Advanced search, and Clipboard (with a notification badge '4'). At the bottom of the sidebar is a blue 'MOVE' button with a red arrow pointing to it. The main content area shows the breadcrumb path: CEN > CEN/TC 247 > General > 04 Other information. Below the breadcrumb is a table with 3 results. A red box highlights the 'MOVE' button, and another red box highlights the breadcrumb path.

	N ↑	Title	Type	SubType	Meeting
<input type="radio"/>	1349	Template National and Regional data sheet for CEN or EN ISO EPB standards - 2017-09-06	General document	Other	
<input type="radio"/>	1336	IEC TC 34 CD on IEC TS 63105	General document	Other	
<input type="radio"/>	1266	Call for convenor new WG Control applications	General document	Other	

Click on Move

# Notify a document

- 1 Select the document(s) to be notified
- 2 Click on the envelope icon from the top right hand-corner
- 3 Enter the message to be sent and click on Notify

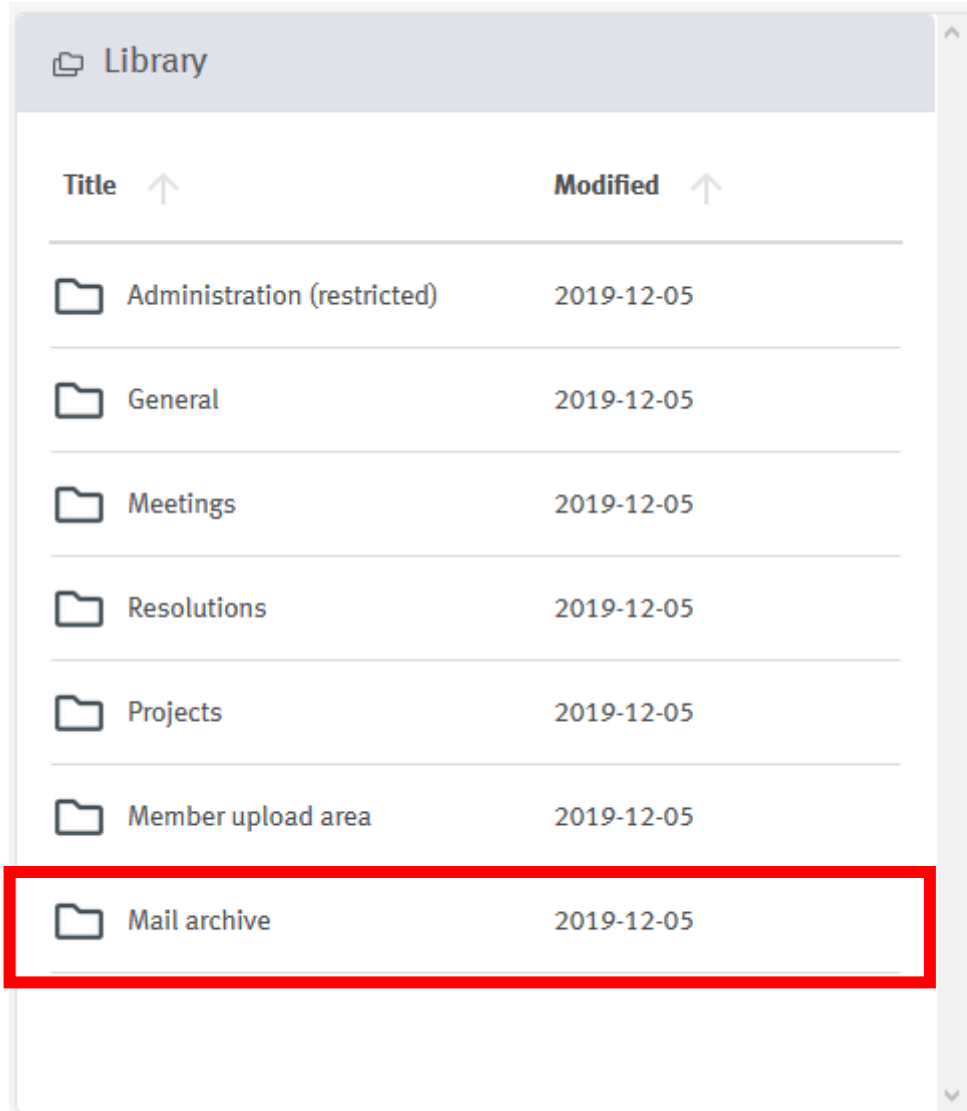


At this stage, it is not possible to select some members of the committee for notification. The message is sent to the whole audience of the committee by default.



Pending notification reminder (one email for all your committees)

# Mail archive



Title ↑	Modified ↑
Administration (restricted)	2019-12-05
General	2019-12-05
Meetings	2019-12-05
Resolutions	2019-12-05
Projects	2019-12-05
Member upload area	2019-12-05
<b>Mail archive</b>	2019-12-05

All emails\* sent from CEN Documents are archived in **Mail archive**

Searchable via the Advanced search



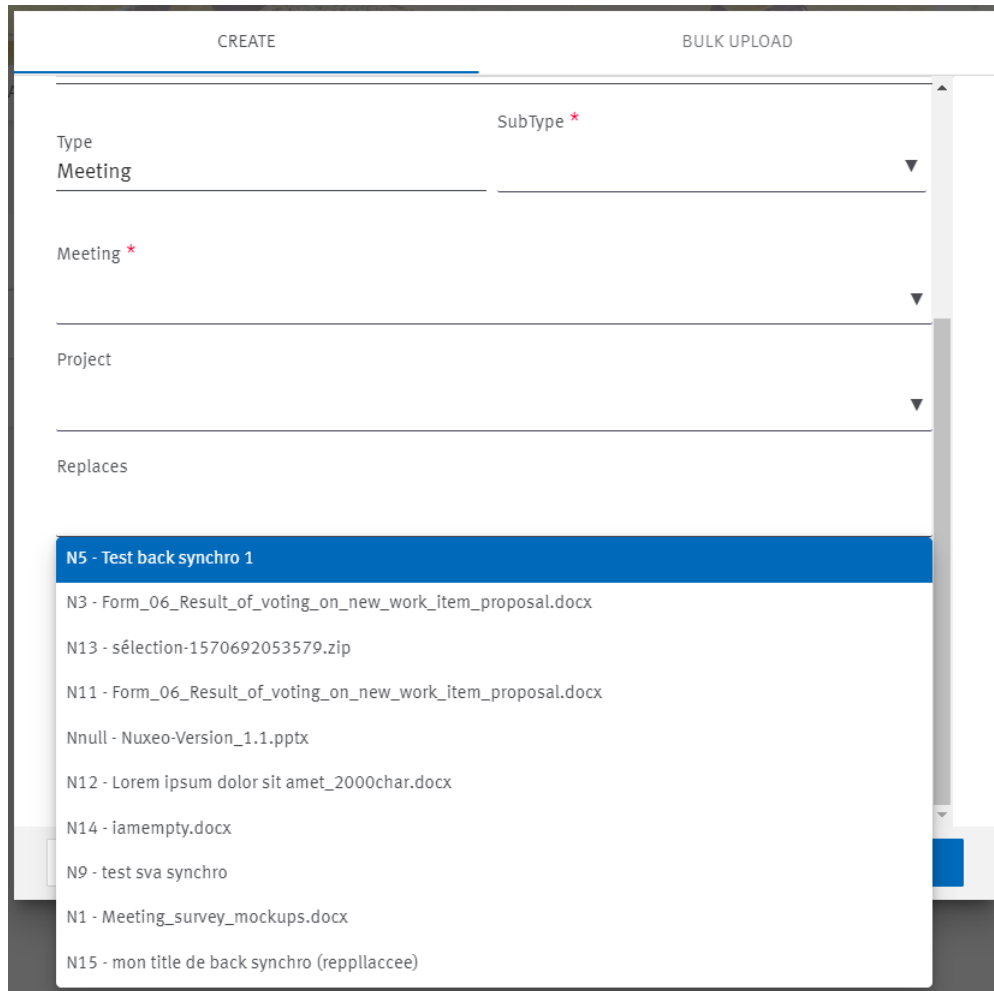
All the audience of the committee can browse the mail archive

## READ ONLY!!

\*document notifications and email to members



# Replace a document



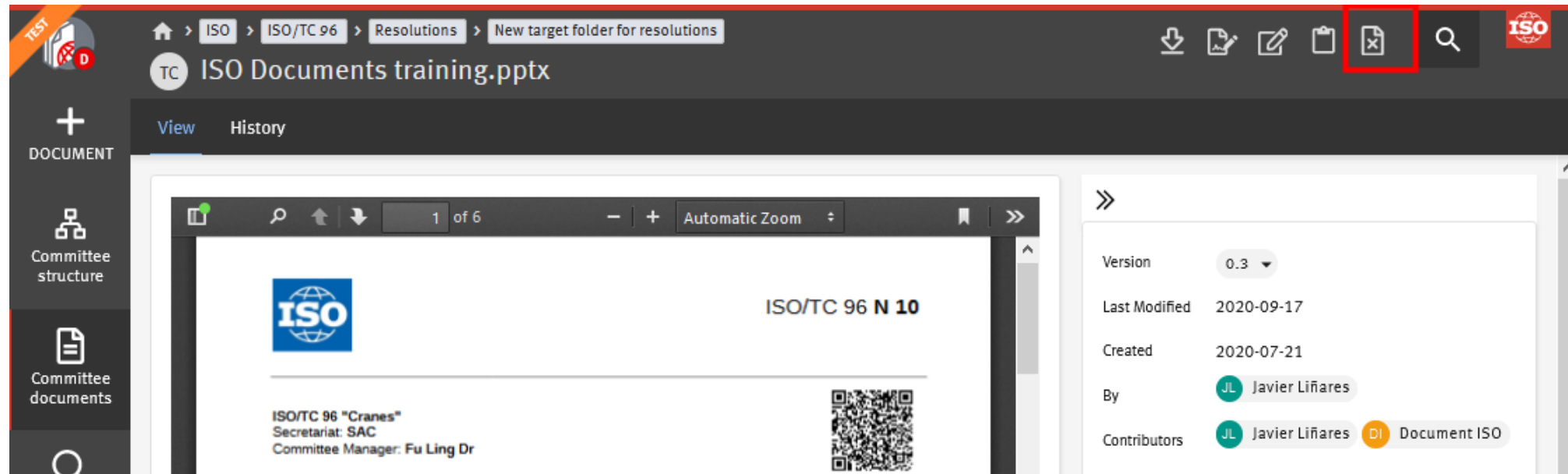
The screenshot shows a document creation interface with two tabs: 'CREATE' and 'BULK UPLOAD'. The 'CREATE' tab is active. Below the tabs, there are two dropdown menus. The first is labeled 'Type' and has 'Meeting' selected. The second is labeled 'SubType \*' and has 'Meeting \*' selected. Below these, there is a 'Project' dropdown menu. At the bottom, there is a 'Replaces' dropdown menu. The 'Replaces' menu is open, showing a list of documents. The first item, 'N5 - Test back synchro 1', is highlighted in blue. Other items include 'N3 - Form\_06\_Result\_of\_voting\_on\_new\_work\_item\_proposal.docx', 'N13 - s lection-1570692053579.zip', 'N11 - Form\_06\_Result\_of\_voting\_on\_new\_work\_item\_proposal.docx', 'Nnull - Nuxeo-Version\_1.1.pptx', 'N12 - Lorem ipsum dolor sit amet\_2000char.docx', 'N14 - iamempty.docx', 'N9 - test sva synchro', 'N1 - Meeting\_survey\_mockups.docx', and 'N15 - mon titre de back synchro (repllacee)'.

In the document creation screen click on **Replaces**.

This field allows you to search and select one document of your committee. This will link these two documents

# Withdraw a document

Open the document details page and click on Cross icon



The screenshot shows the ISO Documents training.pptx interface. The top navigation bar includes a breadcrumb trail: ISO > ISO/TC 96 > Resolutions > New target folder for resolutions. The document title is 'TC ISO Documents training.pptx'. The main content area displays the document details for 'ISO/TC 96 N 10'. The details include: Version 0.3, Last Modified 2020-09-17, Created 2020-07-21, By Javier Liñares, and Contributors Javier Liñares and Document ISO. The 'Cross' icon (a document with an 'X') is highlighted with a red box in the top right toolbar.

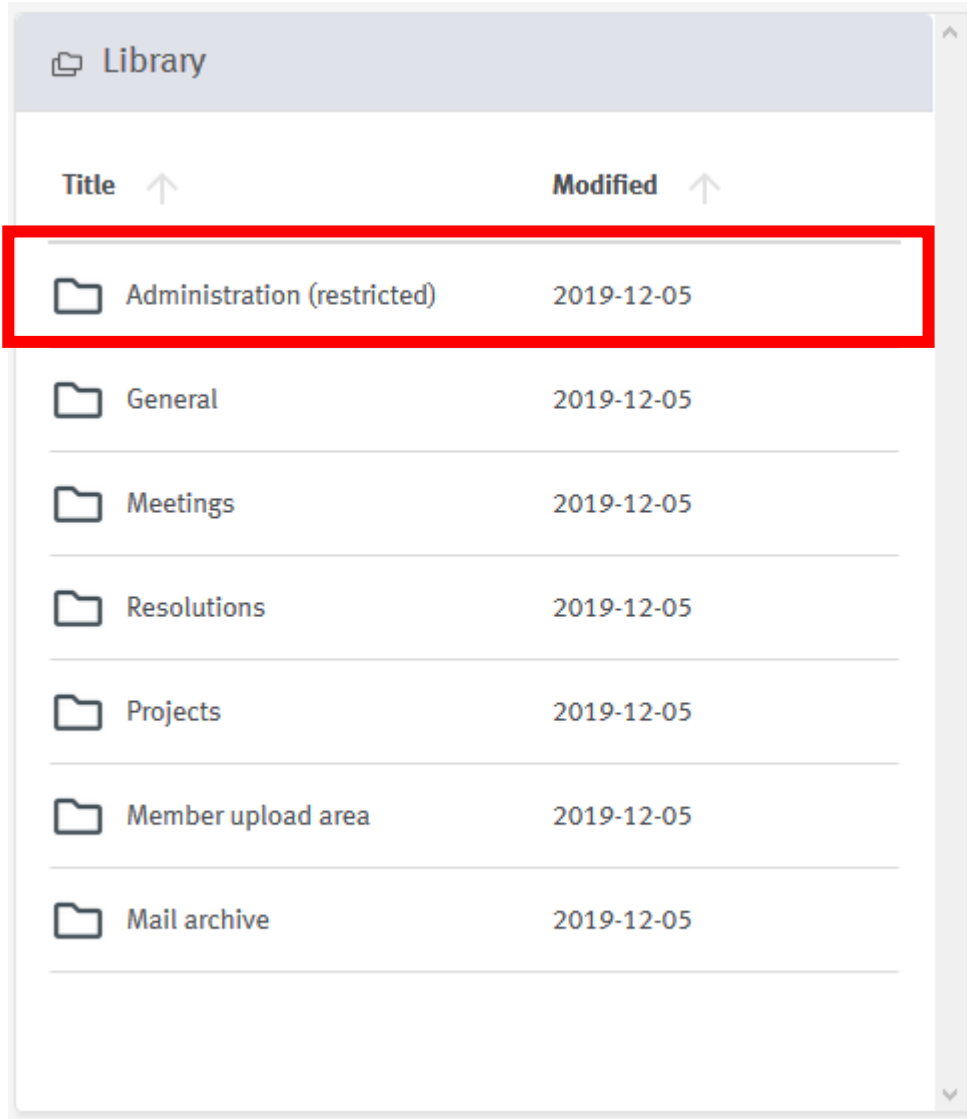


Withdrawn documents can no longer be downloaded nor previewed by anyone, including Secretaries and Convenors



# 7. Member upload area & Administration folders

# Administration (restricted)



The screenshot shows a library interface with a table of folders. The folder 'Administration (restricted)' is highlighted with a red border. The table has columns for 'Title' and 'Modified'.

Title	Modified
Administration (restricted)	2019-12-05
General	2019-12-05
Meetings	2019-12-05
Resolutions	2019-12-05
Projects	2019-12-05
Member upload area	2019-12-05
Mail archive	2019-12-05

Working area for Managers

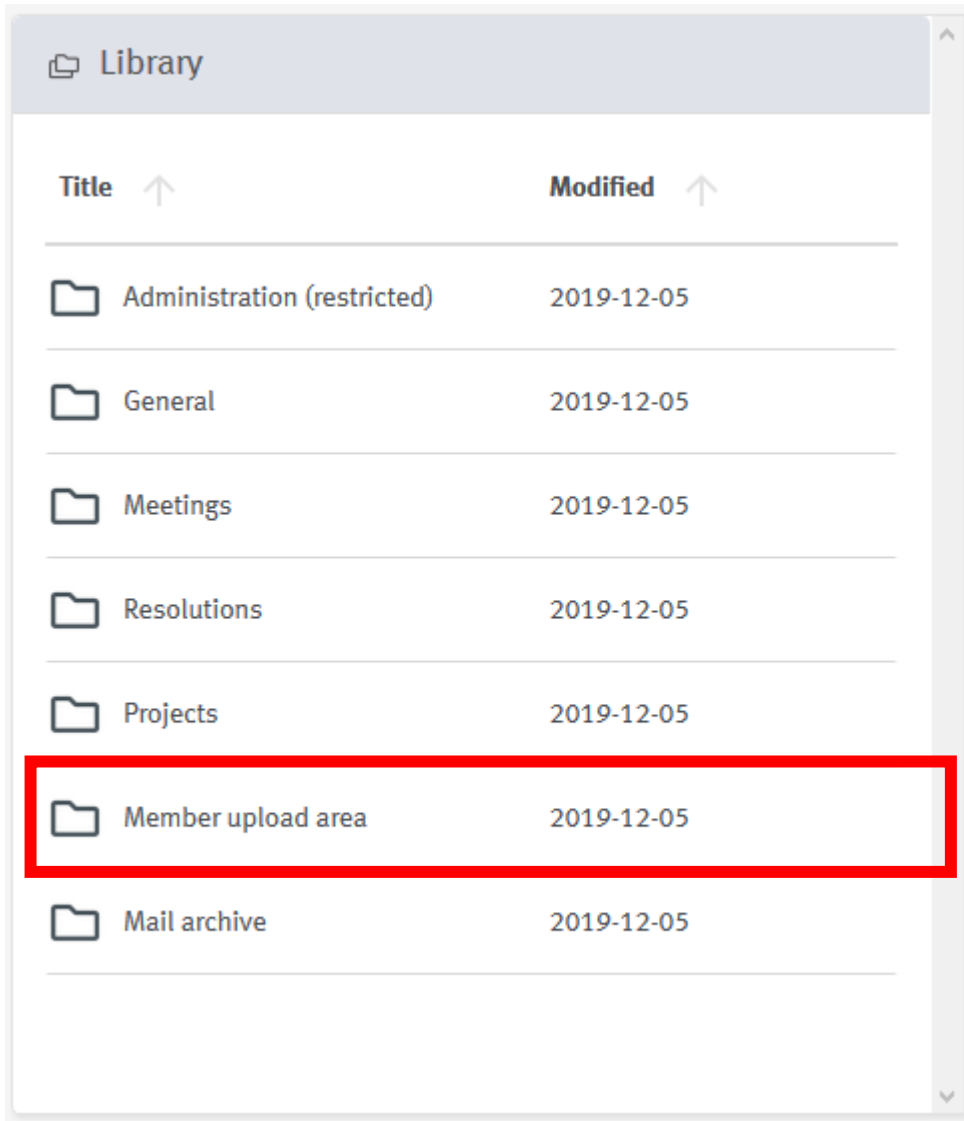
= Secretariat workspace

Documents do not have a  
N-number

 Managers (CM & Support teams)



# Member upload area



Title ↑	Modified ↑
Administration (restricted)	2019-12-05
General	2019-12-05
Meetings	2019-12-05
Resolutions	2019-12-05
Projects	2019-12-05
<b>Member upload area</b>	2019-12-05
Mail archive	2019-12-05

Upload area for members of the committee/working group wishing to share large files with the Managers



Managers are not notified of new upload!






























All documents are visible to all the committee members

# 8. eCommittees vs CEN Documents



# eCommittees vs CEN Documents

## Document management

 DOCUMENT	eCommittees	ISO Documents
N documents	 3 steps process	 1 step simplified process, same lifecycle model
Cover page		 Improved visibility
Replace document		
Withdraw document		
Default top folder structure		 Folder names revised, content types reinforced
Bulk upload	 Not available	 Drag and drop multiple files with no extra plugin required
Resolutions management		 Meta data storing resolution number and year & search
Meta data	 Simple text values	 Live Meetings and Projects picker for richer context
PDF rendition	 PDF and Word	 PDF, Word, Excel, PowerPoint & more
Set N number manually	 Available to compensate empty numbering sequence	 N numbers are reused automatically
Public folder	 Available (but rarely used)	 No anonymous access
Reserve N number		
Create cover page only		 Planned for a later stage

<https://helpdesk-docs.iso.org/article/480-ecommittees-vs-iso-documents-pilot>

Page in ISO Documents Knowledge base

# 9. Summary CEN vs ISO Documents



# Main Differences – CEN % ISO

## ➤ Folder Structure Mapping :

Content Server	Nuxeo
00. Secretariat workspace	Administration (restricted)
01. Public information	For CEN : Documents in this folder will be migrated to folder 'Administration' (in subfolder named 'Reference Information')
02. General committee documents (N)	General (N)
03. Meetings (N)	Meetings (N)
	Decisions (N) ( <i>now same name at ISO</i> )   <b>Absent from WG</b>
04. Projects (N)	Projects (N)   <b>No Ballot Documents for WGs</b>
05. Drop-in box for members	Member upload area
(Mail Archive : in Navigation Menu)	Mail Archive (now appears as a Folder)

# Main Differences – CEN % ISO

- Roles :
  - CEN Committee Secretary % ISO Committee Manager
  - CEN Specific : Committee Observer, Consultant, Sect. Rapporteur,...
- Vocabulary :
  - Status : Dormant (CEN) % StandBy (ISO)
  - *Decision (CEN) % Resolution (ISO)*
  - WG Secretariat (CEN) % Convenorship (ISO)
- Document types :
  - Ballot Types (Enq, FV, ... % DIS, FDIS, ...)
- CEN Project link : → Still working on it ...

# 10. Support & help



# Integrated Knowledge Base

The screenshot displays a web interface for CEN/TC 601. On the left, a sidebar titled 'Instant Answers' contains several links: 'More CEN services (Meetings, Ballots, etc)', 'Quick Guide for experts and delegates', 'ISO Documents release notes', and 'Publish and notify document'. Below the sidebar is a search bar with the text 'What can we help you with?'. The main content area features a table of 'Committee documents' with columns for 'N', 'Title', 'Modified', and 'Expected action'. Below this is a section for 'Ballot documents' with columns for 'Type', 'Ballot', and 'End date'. A red arrow points to the bottom left corner of the interface.

Home > CEN

serge.committee@nbn...

TC CEN/TC 601 "Test - First Simple Committee (eCOM3)"

Answers Ask

Instant Answers

More CEN services (Meetings, Ballots, etc)

Quick Guide for experts and delegates

In this article In this article, you will find quick links to all articles relevant for Committee Members Access Navigation Working with documents Create documents Searching for documents Member

ISO Documents release notes

In this article Version 1.11 (released on 2021-02-10) Version 1.10 (released on 2021-01-13) Version 1.9 (released on 2020-11-19) Version 1.8 (released on 2020-10-14) Version 1.7 (released on

Publish and notify document

What can we help you with?

Committee documents

SEE ALL DOCUMENTS...

N	Title	Modified	Expected action
24	Doc-Ballot-Result-02	2021-03-01	
23	Doc-Ballot-Other-02	2021-03-01	
22	CEN-TC247_CEN-SABE-ENIS_N0497_Call_for_experts_for_PT_on_testing_suppl.pdf	2021-02-09	
21	CEN-TC247_34_207e_INF.pdf	2021-02-09	
20	Énergie éolienne (1)	2021-02-04	
19	CCMC-General_04.docx	2021-01-14	Info
17	CCMC-General_03.docx	2021-01-14	

Ballot documents

Type	Ballot	End date
------	--------	----------



Answers Ask



How can we help?

We usually respond in a few hours

Name

Email address

How can we help?



Send a message

Help: click on the “Beacon”  
Integrated Knowledgebase  
+ Technical Support at the CEN  
Helpdesk at ISO :  
[helpdeskcentc@iso.org](mailto:helpdeskcentc@iso.org)

+ CEN Specific issues :  
[ITsupport@cencenelec.eu](mailto:ITsupport@cencenelec.eu)  
(“*CEN Documents*” in subject)

# Additional Resources

- The recording of this session and the slides will be made available for you in the CEN Training space :

<https://www.cencenelec.eu/aboutus/ourservices/Training/ITtools/Pages/default.aspx>



The screenshot shows the CEN-CENELEC website header with the logo and tagline "Making Standards for Europe". Navigation links include "Subscribe", "FAQ", "Sitemap", "Acronyms", and "Contact us". A search bar is present. The main navigation menu includes "ABOUT US", "EUROPEAN STANDARDIZATION", "RESEARCH & INNOVATION", "IPR & PATENTS", "INTERNATIONAL COOPERATION", "SME", "SOCIETAL STAKEHOLDERS", and "POLICY". The page content features a breadcrumb trail: "Home > About us > Our services > Training > IT tools". The main heading is "Quarterly IT Tools trainings". The text describes the quarterly training organized by the CEN-CENELEC Management Centre (CCMC) and provides information on registration.

Subscribe | FAQ | Sitemap | Acronyms | Contact us

**cen CENELEC** Making Standards for Europe

ABOUT US EUROPEAN STANDARDIZATION RESEARCH & INNOVATION IPR & PATENTS INTERNATIONAL COOPERATION SME SOCIETAL STAKEHOLDERS POLICY

Mission & objectives

Governance

CEN & CENELEC Communities

CEN and CENELEC joint groups

CEN & CENELEC in figures

CEN-CENELEC Management Centre

Home > About us > Our services > Training > IT tools

**Quarterly IT Tools trainings**

Every quarter, the CEN-CENELEC Management Centre (CCMC) organizes an online IT Tools Training Day. The agenda, created with input from our National Member Organizations, is published online ahead of the session. This training focuses on specific CEN and/or CENELEC IT Tools, and is based on the needs and interests of Technical Body Officers and IT Tools administrators at national level.

In addition, CCMC also organises trainings on the IT tools in case of important updates related to the IT Tools.

Should you be interested in following one of the future IT Tools webinars, please [contact us for registration](#).

# Additional Resources

- Chunk lists + FAQ available on CENTC :

<https://cen.iso.org/livelihood/livelihood?func=ll&objId=9510224&objAction=browse&viewType=1>

Enterprise > CEN/TC Working Areas >

CEN Documents - eCommittees Replacement

CEN Documents Software on Nuxeo

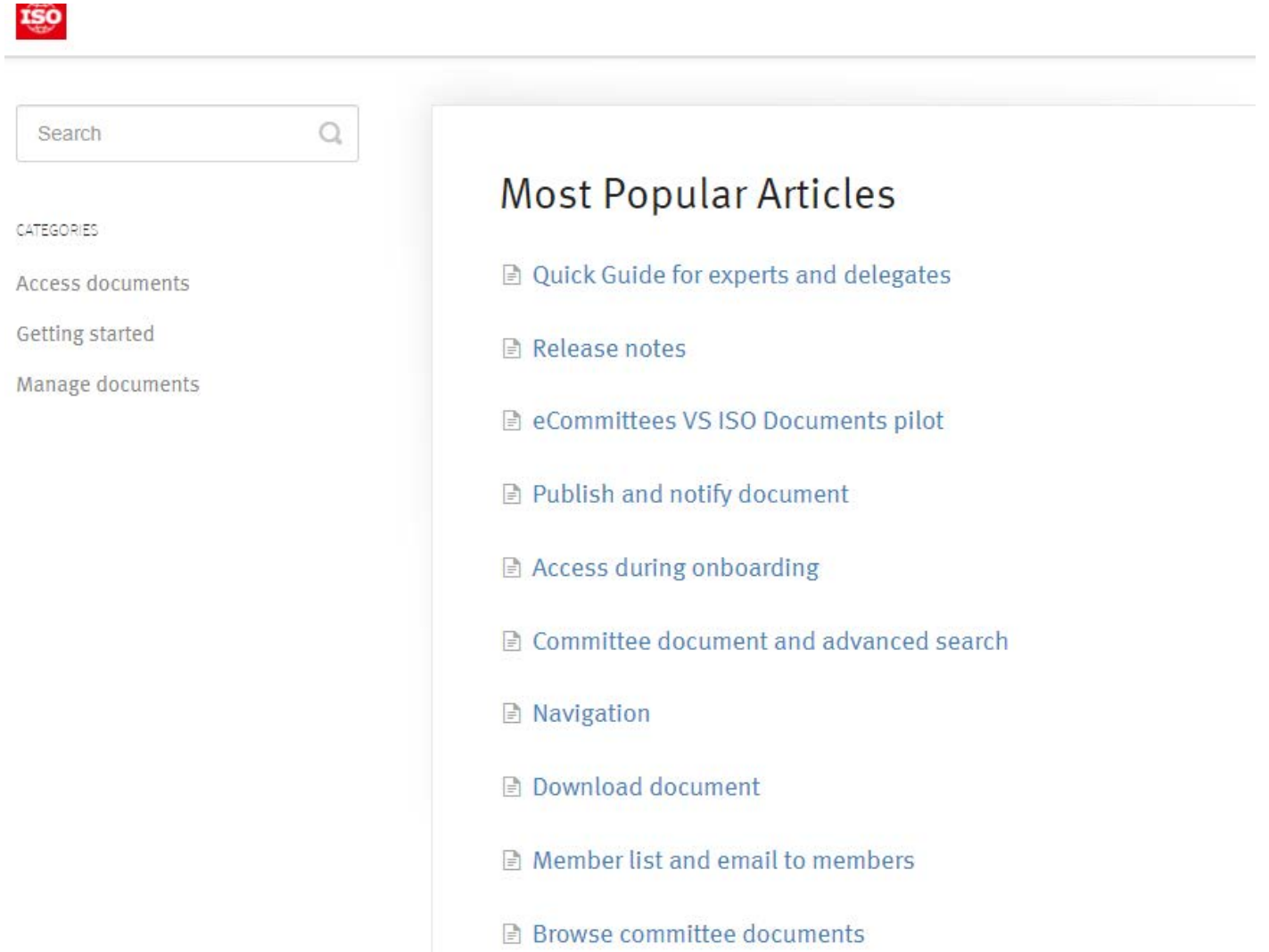
CenDocs-FAQ-Frequently Asked Questions.pdf

(All item types) Filter by name

Type	Name	Size	Modified
<input type="checkbox"/>	CEN_Docs-Chunks_by_TC.xlsx First list of CEN TCs with Chunk number and Go-Live Date	Open Download 73 KB	2021-02-04 16:41
<input type="checkbox"/>	CenDocs-FAQ-Frequently Asked Questions.pdf Answers to some questions sent by TC,SC,WG Officers involved in Chunk 1 migration 5(Updated with Webinar Q&R)	Open Download 75 KB	2021-03-11 15:02
<input type="checkbox"/>	CEN Documents Software on Nuxeo Homepage of the new 'CEN Documents' software hosted on the Nuxeo server		2021-03-17 12:05
<input type="checkbox"/>	Chunk1-Selection-TC-SC-WG All TC, SC, and WGs included in the first Chunk migrated from eCommittees to 'CEN Documents' on Nuxeo	Open Download 52 KB	2021-02-24 09:17
<input type="checkbox"/>	Chunk2-Selection-TC-SC-WG.xlsx All TC, SC, and WGs included in the second Chunk to migrate from eCommittees to 'CEN Documents' on Nuxeo	Open Download 53 KB	2021-03-17 08:33

# Additional Resources

- The SD-Documents knowledge base is available here:  
<https://iso-sandbox-knowledge-base.helpscoutdocs.com/collection/301-iso-documents>



The screenshot displays the ISO SD-Documents knowledge base interface. At the top left is the ISO logo. Below it is a search bar with the text "Search" and a magnifying glass icon. Underneath the search bar is a "CATEGORIES" section with three items: "Access documents", "Getting started", and "Manage documents". To the right of the search bar is a "Most Popular Articles" section with a list of ten articles, each preceded by a document icon:

- Quick Guide for experts and delegates
- Release notes
- eCommittees VS ISO Documents pilot
- Publish and notify document
- Access during onboarding
- Committee document and advanced search
- Navigation
- Download document
- Member list and email to members
- Browse committee documents



IT TOOLS FOR STANDARDS DEVELOPMENT

# ISO DOCUMENTS GENERAL ONBOARDING

## ISO DOCUMENTS: AN INNOVATIVE AND INTUITIVE PATH TO FAMILIAR CONTENT

This page is dedicated to Committees and Working Groups onboarding to ISO Documents. It contains all necessary information to ensure a smooth transition from eCommittees to ISO Documents. It will be updated regularly with all the latest news, support materials and any other useful resource.

### LATEST NEWS

#### FINAL ONBOARDING DATES FOR COMMITTEES

Over the past weeks, the project team has been working with TCs, SCs, and WGs to ensure onboarding dates do not come in the way of any important work.

### RESOURCES

#### VIDEO



QR Codes for ISO Documents



Copy link

<https://www.iso.org/iso-documents-GG-0A1B2C-2>

# Support for experts and committee members

- We will provide draft communication messages to send to your experts / delegates
- A [Quick guide for experts and delegates](#) is available in the KnowledgeBase

## Quick Guide for experts and delegates



### pilotIn this article

In this article, you will find quick links to all articles relevant for Committee Members

[Access](#)

[Navigation](#)

[Working with documents](#)

[Create documents](#)

[Searching for documents](#)

[Member list, email and mail archive](#)

[Getting support and contact helpdesk](#)

This article is relevant for:

Committee member/expert, Liaison Representative, Partner, Document Monitor

# 11. What's next?



# Next steps :



- Starting now : **If possible, please avoid any TC/SC/WG changes (Creation, Name change, Move, ...)**



- Before 30 march - Advice for DIN Secretaries :  
Notify as much documents as possible
- ISO has started Pre-Migration of Chunk 2 Documents
- On **Tue 2021-03-30** : Chunk 2 Go-Live :
  - **Content freeze : Starting 06:00 AM → No more Uploads**
  - Downloads from eCommittees still possible
  - CEN Documents should be available for Chunk 2 Committees on next day



# Questions / Answers



# Thank you

