CEN-CENELEC PROJEX-ONLINE

Quick Start

1. Getting started

➤ **Quick links** on top of each page: structure navigation mechanism facilitating the navigation (e.g. **You are here:** Home > CEN/TC 104 > 00104299, i.e. from WI to drafting body and/or TC or from WI to Mandate, etc...).
Attention: These are not 'breadcrumbs' that follow you wherever you go.

➤ You can return to the **Home page** throughout PROJEX-ONLINE using the quick link 'Home' but you can also click on ☺ My Projex-Online ⚙ Simple Search 🔍 Complex Search at the top to go directly to the section you would like to use.

➤ Throughout the application, clicking on **Work Items**, **Technical bodies**, **Directives** and **Mandates** references directs you to their respective page.

➤ The date of the **last data update** is to be found on the top of the screen.

➤ The name of the **person logged** ☺ is displayed on the top of the screen.

➤ To exit from the application, click on 🔑 **Sign Out**.

2. Home page

The Home page is divided into three sections (the first two opened by default):

- **'My Projex-Online'** allowing the selection of
    o *My Profile:* CEN and/or CENELEC (both by default but only one can be defined by user)
    o *My Favourites:* favourite committees, Work Items, mandates and/or directives defined by the user
    o *My Searches:* saved complex searches defined by the user

- **'Simple Search'** allowing the selection of one criteria, either one *committee*, one *mandate*, one *directive*, one *Work Item,* one *Standard reference* or one *Database Id*.

- **'Complex Search'** allowing the combination of several search criteria and the saving of your complex searches in order to come back to them later

3. My Projex-Online

3.1 My favourites

Favourite **Technical Committees**, **Work Items**, **Mandates** and **Directives** can be defined.

The symbol ⭐ means that the item (i.e. Work Item, Committee, Mandate or Directive) is one of your favourites. The symbol ☆ means that the item is not defined as a favourite.

- **To add a favourite Work Item:** click on the ☆ either on the list of Work Items (at Committee, Mandate or Directive level) or on the Work Item page.

- **To add a favourite Technical Committee:** click on the ⭐ either on the list of Committees (via Simple Search – All Committees) or on the Committee page.

- **To add a favourite Mandate or Directive:** click on the ⭐ on the Mandate or Directive page.

Click on the symbol ⭐ to remove the item from the list of favourites.

3.2   My saved searches

It is possible to **launch a saved search** either from the **My Projex-Online** (Home page) or from the **Complex Search** screen.

Go to the complex search screen in order to **save your search**:
- First, enter your search criteria and then click on **'Submit Search'**.
- Click then on the **'Save Search'** button.
  Enter a name for your saved search and then click on **'Save'**. Your saved search is now available in **My PROJEX Online / My Searches**.

You also have the possibility to **delete a saved search**. Go to the Complex search screen and select the saved search you want to delete. Then click on **'Delete item'**.

4. Simple Search

According to the type of selection criteria, you will select your data:
- either using a dropdown (Technical Committee, Directive, Mandate);
- or by typing-in your criteria (WI number, Standard reference, Database Id) and clicking on **'Submit'**.

4.1   Select a Technical Committee

Select one Technical body (TC only) in the dropdown. It automatically directs you to the relevant Technical body page.

You also have the possibility to have the list of <u>all</u> the TCs (with some basic information and the possibility to filter data) by choosing the option 'All' at the top of the dropdown.

The Technical body page is divided into 2 parts:

- a header containing general data (identification, status, responsibilities, link to TC platform…)

- different tabs containing detailed information:
  - ○ **Work programme:** list of all the WIs under the responsibility of the Technical body
  - ○ **Alerts:** list of all the WIs of the Technical body which are slipping from the plan and/or for which an action should be taken

- **Technical body sub-structure:** list of all the Sub-Committees and Working Groups of the Technical body
- **Technical body details:** status, sub-sector, titles and scopes in English, French and German
- **Participation:** Liaison and Partner organisations, TC Cooperation, Affiliate participation
- **Environment activities** of the Technical body. **Note:** this tab is only displayed if there is environmental information.
- **Meetings:** information about the last and next meeting of the technical body (date, location). **Note:** this tab is only displayed if there is meeting information.

4.2   Select a Directive

Select one Directive in the dropdown. It automatically directs you to the relevant Directive page.

The Directive page is divided into 2 parts:

- a header containing general data (identification, status, new approach flag…)

- different tabs containing detailed information:
  - **Work programme:** list of all the WIs related to the Directive
  - **Directive details:** stage, category, Official Journal reference and date…
  - **Title:** title in French and German (if available)
  - **Related Mandates:** list of related Mandates
  - **Remarks:** general information on the Directive

4.3   Select a Mandate

Select one Mandate in the dropdown. It automatically directs you to the relevant Mandate page.

The Mandate page is divided into 2 parts:

- a header containing general data (identification, status…)

- different tabs containing detailed information:
  - **Work programme:** list of all the WIs related to the Mandate
  - **Acceptance info:** acceptance dates (by EC and EFTA, by BT…)
  - **Related directives:** list of related Directives
  - **Decisions:** reference of the resolution approving the Mandate
  - **Remarks:** general information on the Mandate

4.4   Select a Work Item/Standard reference

Type your WI number or Standard reference or part of it and click on '*Submit*'.

If there is only one result then you are automatically directed to the relevant Work Item/Standard page.

If there are multiple results then the search result is displayed and you have to click on the relevant WI number in order to have detailed information on the Work Item.

The Work Item/Standard page is divided into 2 parts:

- A header containing general data (identification, title, responsibilities, status, category, track, Parallel, last/next milestone, access to current document, alert, leading organization in case of joint WI…)

- Different tabs containing detailed information:
    o **WI Plan (Milestones):** selection of the main steps of a project (Milestones) and a related timeline. It also gives the number of months since the WI creation/confirmation (only for ongoing projects).
    o **WI Plan (All):** full plan with all Phases and Events, from the global view to the very details of the project processing (e.g. processing by CCMC…). It also gives the name, e-mail address and phone number of the contact point at CCMC Standards Publications Unit.
    o **Title/Scope:** titles and scopes in English, French and German.
    o **EC/EFTA relations:** information on related Mandate(s), Directive(s) and Order Voucher(s).
    o **Consultants:** information on the Consultant(s) in charge of the follow-up evaluation of the WI (name and function, assessment result…).
    o **Parallel:** information on the ISO or IEC project. **Note:** this tab is only displayed if there is Vienna or Dresden Agreement information.
    o **WI relations:** information on the inter-standard links, normative references, citations, the split/merge history, the basis standards and the package.
    o **Standstill & Deviation:** information on the standstill, standstill derogations and national deviations. **Note:** this tab is only displayed if there is standstill or national deviation information.
    o **Decisions:** information on the decisions impacting the WI. The text of the decisions created via the PROJEX-ONLINE working area (only!) is available in PDF format. Clicking on the underlined type of decision opens the decision in PDF format (when available).
    o **Classifications:** information on the ICS classification.
    o **Environment:** Environmental content and aspects in standards. **Note:** this tab is only displayed if there is environmental information.
    o **Remarks:** public comment made by the CCMC staff or the TC Secretary.
    o **Released Documents:** history of released versions with detailed information such as the type of document, issue year-month, language, document format, number of pages…
    o **Implementations:** information on the national publications and on the withdrawn conflicting national standards.
    o **Technical Body:** information on the responsible body, responsible sub-committee (if any), responsible drafting body (if any) and cooperating body (if any).
    o **Research Project:** information on relations with research projects. **Note:** this tab is only displayed if there is research project information.

5. Complex Search

The Complex Search allows you to submit a search by combining different search criteria but also to save your searches in order to come back to them later (see § 3.2).

Saved searches are available in *My Projex-Online > My Searches* and in *Complex Search > My Searches*

6. Filters

The symbol 🔽 means that a filter has been applied on the field.
The symbol 🔽 means that no filter has been applied on the field.

To add a filter: click on 🔽 and select or type the filter value, then click on 'Apply'.
To remove a filter: click on 🔽, then click on 'Clear'.

Filters can be combined.

7. Data download (into Excel)

Data can be downloaded at Work Programme level (both Responsible and drafting body levels) and at the Complex Search result level.

Click on 📊 to download the Work Programme/Complex Search result.
You have the possibility to either open the file or save it to your local environment.
You can also use the Excel filter option to filter the data you want (*Data – Filter*).

8. Work Programme download (into Word)

The Technical Body Work Programme can be downloaded at Work Programme level (both Responsible and drafting body levels).

Click on 📄 to download the Technical Body Work Programme.
You have the possibility to either open the file or save it to your local environment.
There is no possibility to filter on this information

9. Helpdesk

➢ **Comments and issues on the PROJEX-ONLINE tool**
Please contact projex@cencenelec.eu or your **national contact point** (NSB/NC Sponsor – Click here to have the list).

➤ **Data issues**

Please contact the **Database unit at CCMC**: dataservice@cencenelec.eu.

➤ **Request for access**

Please contact your **national contact point** (NSB/NC Sponsor – Click here to have the list).

➤ The following help is also available in the application (at the top of each screen):

- ✉ Contact   to send an e-mail to the CCMC PROJEX team (projex@cencenelec.eu)
- 💡 FAQ   list of Frequently Asked Questions
- 🛟 Help   basic information concerning the PROJEX-ONLINE user interface