

# **CEN/NMC** document dissemination service

**User Guide** 

Version	Date	Author	Modifications description
1.0	2009-05-18	CMC/ITCC	Initial version (Test phase)
2.0	2009-06-23	CMC/ITCC	Official launch version
2.1	2010-03-18	CCMC/EDPCC	New Feature : NMC Document filtering

## **Table of Contents**

1 Ove	erview	
1.1	Scope of disseminated CEN documents	
1.2	Conditions for the document dissemination service	
1.3	Options in the dissemination of CEN documents	
1.4	Limitations of the dissemination service using the NMC-server	
1.5	Audience of this User Guide	4
2 Ma	nagement of NMCs and assignment of national users to NMCs	5
2.1	Search for the National Mirror Committees of your country	5
2.2	Create NMC (manual creation)	7
2.2	1 Creation of a NMC/TC	
2.2	2 Creation of a NMC/SC	9
2.2	3 Creation of a NMC/WG	
2.3	Edit NMC	
2.4	Delete NMC	
2.5	Conclusion: Access to CEN documents	
3 Acc	ess to CEN documents on the NMC-server	
3.1	Login to the NMC-server	
3.2	Hierarchical structure of national domains	
3.3	View documents of CEN committees	
3.3	1 Generate document lists	
3.3	2 Search for CEN documents	
3.3	3 Access documents through navigation	
4 Mo	dification of attributes of CEN documents and assignment of national attributes	
4.1	Modification of attributes of CEN documents	
4.2	Assignment of national attributes to CEN documents	
5 Rer	noving and restoring CEN documents and folders from national domains	
5.1	Removal of CEN documents and folders	
5.2	Restoring CEN documents or folders after removal	
6 Def	ining NMC document filter settings	
6.1	General Concepts	
6.2	How to define / remove filters	
7 Not	ification services about document availability	
ANNEX 1	L – Permissions associated with NMC-roles	

### **1** Overview

[MBUA, NMC Secretary]

The main objective of the dissemination service of CEN documents to National Mirror Committees (NMCs) described in this User Guide is to automate the dissemination process and to provide CEN documents in the shortest possible time and with the highest degree of reliability to national stakeholders in the countries of the CEN members.

## **1.1 Scope of disseminated CEN documents**

The term **CEN documents** refers to all documents developed within the CEN Technical Committees (TC), Sub-Committees (SC) and/or Working Groups (WG), beginning from a new Work Item proposal to Enquiry and Formal Vote/UAP documents, but also comprising minutes and resolutions of committee meetings, reference documents used in standardization and other documents developed or used within TCs, SCs or WGs.

The service does, however, not include the dissemination of published CEN standards or other final CEN deliverables.

## **1.2** Conditions for the document dissemination service

As all CEN Members may participate in all CEN committees, documents in all TC, SC, WG committees are available for dissemination to NMC committees for all Members.

## **1.3 Options in the dissemination of CEN documents**

There are two principal options in the dissemination of CEN documents (see picture hereafter):

- **Option 1:** Dissemination through the CEN/NMC server (which is hosted at ISO). **This dissemination option is described in this User Guide.**
- Option 2: Dissemination through national servers hosted by CEN members, i.e. the national IT infrastructure of respective CEN Members. This option relies on document and metadata download from the CENTC server and a subsequent upload of the metadata and files to the national server for dissemination to national users. This will be described in a separate documentation and is not addressed in this User Guide.

## **1.4** Limitations of the dissemination service using the NMC-server

The NMC-server (see details in § 3) is only meant for the dissemination of CEN documents to National Mirror Committees. It is, however, not possible to upload e.g. national documents, create national folders or undertake other activities which are of a purely national nature.

## The two NMC dissemination options



As shown in this picture, the dissemination service also comprises a transfer of documents and metadata of CEN/TCs, SCs and WGs which are hosted outside the CENTC server to the CENTC server in order to include these documents in the two dissemination options together with the documents of CEN committees whose working environment is the CENTC server.

## **1.5** Audience of this User Guide

The present manual targets two different audiences:

- Member Body User Administrators (MBUAs)
- National Mirror Committee Secretaries (NMC Secretaries)
- 1. The **MBUAs** are responsible for the management of the NMC committees: they may create, update and delete the definition of these structures in the CEN Global Directory. They are also entitled to create, update and delete users and assign their specific roles in the NMC committees.
- 2. The **NMC Secretaries** are allowed to manage the disseminated documents on the NMC server: they may delete these documents or modify their attributes.

For every chapter of this User Guide, the concerned audience will be specified under the chapter title.

See also Annex 1 for the complete description of the NMC roles.

## 2 Management of NMCs and assignment of national users to NMCs

#### [MBUA]

National Mirror Committees (NMCs) are registered in an extension of the CEN Global Directory. During the registration process of a NMC, the NMC has to be manually mapped to one or more CEN Technical Committees, Sub-Committees and/or Working Groups. The **Member Body User Administrator (MBUA)** of a country creates the NMCs and registers and assigns the users to the NMCs as national committee members (see § 2.2).

Users are registered on the CEN Global Directory and then assigned to the NMCs as their members. The NMC registration process is identical to the registration and assignment of users to CEN committees. In both cases, users are registered by the MBUAs and subsequently assigned by them to the respective committees (NMCs in this case). The User Manual to the CEN Global Directory describes how the MBUAs register users and assign them to roles (see <u>CEN GD II - User Guide for Member Body User Administrators</u>). These principles also apply to the registration to NMCs.

The following roles have been defined for NMCs:

- NMC Secretary
- NMC Chairperson
- NMC Member
- Secretary Support Team for the NMC Secretary

There is no limit to the number of users who can be registered to the role of NMC members.

## 2.1 Search for the National Mirror Committees of your country

As MBUA, please access the CEN Global Directory under <u>https://directory.cen.eu</u> and login.

cen	
Announcements	
Declaration related to the permission to access non-public committee areas on the including authorization to use participants personal data in the "Electronic Committees"	CENTC server and the handling of documents and data,
The participant undertakes to use the information he or she receives within the electronic committees solely as intent to desist from exploiting the information for other purposes, and to respect CEN and legal data protection and termination of his or her participation in the electronic committees. In particular, the passing-on of ones login name an unauthorized persons. The participant consents to his or her personal contact information being used and share administration of access rights in connection with international (and/or regional) standardization in the electronic committees on the CENTC server depends on the authorization of a user by the CEN member body or liaison organ may decide at their discretion to withdraw this permission.	led to support the standards development work of the electronic committees, copyright rules and regulations. This obligation on the participant survives d password is not permitted. The participant agrees not to provide access to d to support the work of the electronic committees and in particular for the c committees. The permission to access protected working areas of CEN ization which has appointed the user. A member body or liaison organization
GD for CEN Prod	
Log in CEN Global Directory II- PROD	BD_CEN_27-28_2009-05- 26
Username : adrien.global@afnor.fr Password : ••••••• I have read the above Declaration, and I accept the conditions set forth therein :	Contact Lost username Lost password CENTC Home
Log In	

You can only access the NMCs of your own country. These NMCs are listed together with their mapping to CEN committees (TCs, SCs and/or WGs).

Welcome Mr. Adrien Global - adrien.g	Committees Projects	♦ Member Bodies Organizatio	nns People Roles	Administrators GD for CEN Tes	t 2009-05-07	ŗ	History Personal Data & Password AB Admin Contact Release Notes	Log out CENTC Home
Search								<b>_</b>
	Search for NMC/TC number NMC/SC number NMC/WG number National Mirror Committee CEN Committee	National Mirror Committee					Mational Mirror Committee     Hational Mirror Committee     Actions     Search     Create NMC	
	Administrated by	AFNOR	Remove Add Remove					
15 Result(s)						Pages : 1		
National Mirror Committee	Status	NMC Title	CEN Committee	Secretariat		Secretariat Administrated by		
AFNOR/NMC/TC 105	Active		CEN/TC 104 CEN/TC 104/WG 9 CEN/TC 104/WG 99 CEN/TC 155 CEN/TC 155/WG 1 CEN/TC 249					
AFNOR/IMC/CEN/CLC	Active	All CEN/CLC Committees	CEN/CLC/JTF PE CEN/CLC/JWG AIMD CEN/CLC/JWG FCGA CEN/CLC/TC 1 CEN/CLC/TC 2 CEN/CLC/TC 9 CEN/CLC/TC 9 CEN/CLC/WG PR CEN/CLC/WG QS					
AFNOR NMC 1	Active	AFNOR NMC 1	CENTC 10 CENTC 10/SC 1 CENTC 10/SC 1/WG 1 CENTC 10/SC 1/WG 2 CENTC 10/SC 1/WG 3 CENTC 10/WG 10 CENTC 10/WG 10 CENTC 10/WG 8 CENTC 10/WG 8 CENTC 10/WG 9					
AFNUR/Special 03	Active	New test for Mapping Special	ASD				Internet	• • 100% •

It is possible to search National Mirror Committees using the following criteria:

Search criteria	Description
NMC/TC number	Enter the numerical reference of the national TC
NMC/SC number	Enter the numerical reference of the national SC
NMC/WG number	Enter the numerical reference of the national WG
National Mirror Committee	Enter the complete reference of the National Mirror Committee
CEN Committee	Click on Add to select one CEN committee (TC, SC or WG) to which the National Mirror Committee is mapped
Administrated by	Click on Add to select your NSB

#### Notes:

- 1. It is possible to combine several Search criteria.
- 2. The reference of a National Committee may be defined without any numeric reference. These committees may be found by searching on the 0 value for the NMC/TC number.

After having selected the NMC, the following screen is displayed:

							_ 1
Cen						・ Personal Data	Log out
Committees Projects	Member Bodies Organizations	People Roles	Administrators	Country	NMC	& Password	
Walaama Mr. Adrian Glabal, adrian alabal@afaar fr			OD for CEN	Toot 20	000.05.07	MB Admin Contact Release Notes	CENTC
Welcome mr. Adnen Global - adnen global@amor.n			GD TOT CEN	1651 21	003-03-07		Home
National Mirror Committee - AFNOR/NMC/TC 105							
National Mirror Committee:	AFNOR/NMC/TC 105					National Mirror Committee	
NMC Title:						Actions	-
Sortkey:						Read	
NMC/TC number:	105					Edit	
Status:	Active					Search	
Status date:	2009-05-07					Create NMC subcommittee Create NMC working group	
CEN Committee:	CENTC 104 CENTC 104WG 9 CENTC 104WG 99 CENTC 155WG 1 CENTC 155WG 1 CENTC 249					Subcommittees Working Groups	s <mark>c</mark> ⊮
Parent	AFNOR/NMC/TC 105						
Administrated by:	AFNOR						
NMC Secretary:	Girardot Nathalie Mrs @ AFNOR						
NMC Secretary Support Team:							
NMC Chairperson:							
Committee member:							
Serial Number:	608039						

Fields	Description				
National Mirror Committee	Reference of the National Mirror Committee				
NMC Title	Title of the NMC				
Sortkey	Sorting key automatically generated by the system but modifiable by the				
	MBUA (if needed)				
NMC/TC number	Numerical reference of the national TC (e.g. '123')				
Status	Current status of the NMC				
	Possible values:				
	- Active				
	- Standby				
	- Disbanded				
	- Being created				
Status date	Current status date				
CEN Committee	Reference of the CEN Technical Committees, Sub-Committees and/or				
	Working Groups mapped to the NMC				
NMC Secretary	Name of the NMC Secretary				
NMC Secretary Support Team	Name of the persons belonging to the NMC Secretary Support Team				
NMC Chairperson         Name of the NMC Chairperson					
Committee member	Name of the committee members				
Serial Number	Automatically generated by the GD software				

## 2.2 Create NMC (manual creation)

The mapping between national committees and CEN committees is set manually by the CEN member. A CEN member is free in the way it wishes to map its NMC to the corresponding CEN committees, e.g. it is possible that more than one CEN committee is mapped to only one NMC. The manual mapping also provides the possibility to map one CEN/TC, SC or WG to more than one NMC.

The set-up and maintenance of NMCs is completely under the responsibility of the CEN member.

## 2.2.1 Creation of a NMC/TC

Click on the button **"NMC"** on the upper part of the screen.

Image: Committees       Im	Administrators Country NMC
Search for Instigned Misson Committee	National Mirror
NMC/TC number:	Committee National Mirror Committee
NMC/SC number:	Actions Search Create NMC

To create a **NMC/TC**, click on **"Create NMC"**, which opens the screen shown below:

Creation National MirrorCommitte	e		· · · · · · · · · · · · · · · · · · ·
Administrated by :	AFNOR		National Mirror Committee
Type:			National Mirror
*National Mirror Committee:			Actions
NMC Title:			Create NMC
NMC/TC number:	105		
Status:	Active		
Status date :	•		
CEN Committee:		Add Remove	
NMC Secretary:		Add Remove	
NMC Secretary Support Team:		Add Remove	-
NMC Chairperson:		Add Remove	
Committee member:		Add Remove	
	Create Cancel		1

Fill in the relevant fields (note that only the fields marked with an asterisk \* are mandatory).

Fields	Description
National Mirror Committee *	The data you enter into the field <b>"National Mirror Committee"</b> is taken as the designation (e.g. "AFNOR/TC 123")
NMC Title	Enter the title of the NMC

Fields	Description				
NMC/TC number	Enter the <b>numerical reference</b> of the national TC (e.g. '123').				
	This value will be used as the NMC/TC number criteria in the NMC Search				
	screen (see § 2.1).				
Status	Select the current <b>status</b> of the NMC				
	Possible values:				
	- Active (default value)				
	- Standby				
	- Disbanded				
	- Being created				
Status date	Enter the current status date (by using the $\mathbb{E}$ next to the field). If you do				
	not enter a date, the system will take today's date by default.				
CEN Committee	To add one or several <b>CEN committee</b> to which the NMC is mapped, click				
	on the Add button. The search screen opens and allows you to search for				
	CEN committees ( <b>TC</b> s, <b>SC</b> s and/or <b>WG</b> s).				
	To remove a committee, select first the committee, then click on				
	Remove				
NMC Secretary	Click on Add to select a new Secretary.				
	Click on Remove to remove a Secretary.				
NMC Secretary Support Team	Click on Add to select a new person for the <b>Support Team</b> .				
	Click on Remove to remove a person.				
NMC Chairperson	Click on Add to select a new Chairperson.				
	Click on Remove to remove a Chairperson.				
Committee member	Click on Add to select a new Committee Member.				
	Click on <b>Remove</b> to remove a committee member.				

Finally, click on **Create** to confirm the creation of the NMC and its mapping to CEN committees.

#### Notes:

- 1. If you wish to add users who are not yet registered in the GD, first create these users and then assign them to their NMC role: *Secretary, Secretary Support Team, Chairperson* or *Committee Member*.
- 2. By default, the software assigns an arbitrary value to the **NMC/TC number**. If you do not set it to the correct numeric value, then the NMC search will be unable to find the committee using this criterion.
- 3. If the reference of the NMC committee contains no numeric value then set the **NMC/TC number** value to "**0**".

## 2.2.2 Creation of a NMC/SC

Click on the button **"NMC"** on the upper part of the screen.

To create a NMC/SC (e.g. AFNOR/NMC/TC 106/SC 1), you have first to select its parent TC (e.g. AFNOR/NMC/TC 106).

Welcome Mr. Adrien Global - adrien.global@afnor.fr	Aember Bodies Organizations People Roles Administrators Country NMC GD for CEN Test 2009-05-07	History Personal Data History Personal Data & Password MB Admin Contact Release Notes	og out CENTC Home
National Mirror Committee - AFNOR/NMC/TC 106		W National Mirror Committee	
National Mirror Committee:	AFNOR/NMC/TC 106	National Mirror Committee	
NMC Title:	Test CC	Actions	-
Sortkey:	001738-1-106	Read	
NMC/TC number:	106	Edit Delete	
Status:	Active	Create NMC subcommittee	
Status date:	2009-05-07	create twice working group	
CEN Committee:	CENTC 104 CENTC 104WG 5	Subcommittees Working Groups	s <sub>c</sub> wg

Click then on the option **"Create NMC subcommittee"** in the right pane of the screen which opens the editing screen as shown below:

Creation Committee		
Parent: AFNOR/NMC/TC 106	🔳 National Mit	rror Committee
Туре: Туре: Туре:	National Mirror Actions	Committee
*National Mirror Committee:	Search Create NM	IC
NMC Title:		
NMC/TC number: 106		
NMC/SC number: 1		
Status: Active		
Status date : 📃 🖽 🖽		

Fill in the remaining relevant fields as described under § 2.2.1.

#### Attention:

If you wish to create a national SC, enter the "NMC/TC number" and then the "NMC/SC number".

#### 2.2.3 Creation of a NMC/WG

Click on the button **"NMC"** on the upper part of the screen.

To create a NMC/WG (e.g. AFNOR/NMC/TC 106/WG 1), you have first to select its parent TC (e.g. AFNOR/NMC/TC 106) or parent SC (e.g. AFNOR/NMC/TC 106/SC 3).

Welcome Mr. Adrien Global - adrien.global@afnor.fr	Image: Constraint of the second se	・ 中公 47 History Personal Data Log out & Password 分 後 む 20 AB Admin Contact Release Notes CENTC Home
National Mirror Committee - AFNOR/NMC/TC 106	AENORINMC/TC 106	X National Mirror Committee
NMC Title	Test CC	National Mirror Committee
Sortkey NMC/TC number	001738-1-106 106	Edit Delete
Status Status date	Active 2009-05-07	Create NMC subcompittoe Create NMC working group
CEN Committee	CENTC 104 CENTC 104WG 5	Subcommittees S <sub>C</sub> Working Groups W <sub>G</sub>

Click then on the option **"Create NMC working group"** in the right pane of the screen which opens the editing screen as shown below:

Creation Committee		
Parent	AFNOR/NMC/TC 106	National Mirror Committee
Туре:		Actions
*National Mirror Committee:		Search Create NMC
NMC Title:		
NMC/TC number:	106	
NMC/SC number:	0	
NMC/WG number:	1	
Status:	Active	

Fill in the remaining relevant fields as described under § 2.2.1.

<u>Attention</u>: if you wish to create a national WG, enter the **"NMC/TC number"**, then the **"NMC/SC number"** (if relevant) and the **"NMC/WG number"**.

## 2.3 Edit NMC

Click on the button "NMC" on the upper part of the screen and select the NMC you want to edit.

Click on *Edit* in the right pane. The editing screen is displayed as shown below.

National Mirror Committee - AFNO	R/NMC/TC 106			-
* National Mirror Committee:	AFNOR/NMC/TC 106	]	National Mirror Committee	
NMC Title:	Test NMC title		National Mirror 🔺	
Sortkey:	001738-1-106		Actions	
NMC/TC number:	106		Edit	
Status :	Active		Delete Search	
Status date :	2009-05-07	± =	Create NMC subcommittee	
CEN Committee:	CEN/TC 104 CEN/TC 104/WG 5 CEN/TC 104/WG 9 CEN/TC 155 CEN/TC 155/WG 2	Add Remove	Create NMC working group Subcommittees S <sub>C</sub> Working Groups WG	
Parent :	AFNOR/NMC/TC 106			
Administrated by :	AFNOR			
NMC Secretary:	Girardot Nathalie Mrs @ AFNOR	Add Remove		
NMC Secretary Support Team:		Add Remove		•
NMC Chairperson:		Add Remove		
Committee member:		Add Remove		
Serial Number:	608047			
L	Save Cancel		1	

Add or update information and click on **Save** to confirm the changes.

**Note:** The **"Sortkey"** is automatically generated by the software when the NMC is created. It may be modified in EDIT mode in order to change the sorting order of committees in the committee list.

## 2.4 Delete NMC

Click on the button **"NMC"** on the upper part of the screen and select the NMC you want to delete.

Click on *Delete* in the right pane.

National Mirror Committee - AFNOR/NMC/I	FC 106	4
National Mirror Committee:	AFNOR/NMC/TC 106	National Mirror Committee
NMC Title:	Test NMC title	Actions
Sortkey:	001738-1-106	Read Edit
NMC/TC number:	106	Delete
Status:	Active	Search Create NMC subcommittee
Status date:	2009-05-07	Create NMC working group
CEN Committee:	CENTC 104 CENTC 104WG 5 CENTC 104WG 9 CENTC 155 CENTC 155WG 2 CENTC 155WG 24	Subcommittees S <sub>C</sub> Working Groups W
Parent:	AFNOR/NMC/TC 106	
Administrated by:	AFNOR	
NMC Secretary:	Girardot Nathalie Mrs @AFNOR	
NMC Secretary Support Team:		
NMC Chairperson:		
Committee member:		
Serial Number:	608047	
	Delete	

Click on **Delete** to confirm the deletion of the NMC.

The following screen is then displayed:

Windows Internet Explorer X										
?	Are you sure you want to delete AFNOR/NMC/TC 106?									
	Cancel									

Click on **OK** to confirm.

#### <u>Note</u>

No checks are performed on delete: NMC committees may be deleted, even if roles or children committees are defined.

## 2.5 Conclusion: Access to CEN documents

The registration of a NMC in the CEN Global Directory generates a folder structure for that NMC on the NMC-Livelink server (see § 3 below).

The registration of users as members to the NMC provides these users with access to the documents of CEN committees which have been mapped to the NMC.

## **3** Access to CEN documents on the NMC-server

[MBUA, NMC Secretary, all users]

## **3.1** Login to the NMC-server

Login to the NMC-server under the following URL: <u>http://cennmc.iso.org/</u> with your user name and your password, which is identical to the password used for the CEN Global Directory. You also have to select the acronym of your Member Body to access your country domain.

User Log-in To: NMC			FOWERED BY
		Livelink	
	Username:		
	Password:		
	Member Body:	<please select=""> •</please>	
		Log-in	

**Important note:** The country domain is created on the NMC server when the first National Mirror Committee for the country is defined in the CEN Global Directory. If no such committee exists in the Global Directory, you will not be able to access the NMC Livelink server.

After having successfully logged in, you automatically arrive at the national portal of your country/member body and see the national committees to which you have been registered as a national member or secretary (according to your role).

Enterprise Workspace: AFNOR	n <b>.global@afnor.fr</b> nday, 2009-05-11	POWERED BY Livelink		
	Personal +	Enterprise +	Tools +	Help +
	🔮 My Workspace 🍳 Favorites	🕑 Workspace 📴 Users & Groups	<ul><li>Log-out</li><li>Settings</li></ul>	Contents Por This Page
AFNOR 🔽 🖸				2
		(All item	types) 🔽 Searc	th in name 🛛 🔎
r 🍢 Copy 🍡 Move 🐹 Delete 🥞 Zip & Download 🖂 Zip & E-mail 😂	Print MMC Notification			
Type Name A			<u>Size</u> !	Modified
AFNOR NMC 01 📼	List NM	1C documents	2 Items 2009-	01-12 14:07
🗖 🎬 AFNOR/ECISS 10 🖬	List NM	1C documents	2 Items 2009-	04-20 12:28
AFNOR/NMC 104 🗵	List NP	1C documents	4 Items 2009-	04-21 11:52
C 🔐 AFNOR/NMC 104/SC 01 🗵	List NP	1C documents	0 Items 2009-	04-21 11:58
	List N	1C documents	4 Items 2009-	04-16 17:32
	List N	<u>1C documents</u>	7 Items 2009-	04-17 14:39
AFNOR/NMC/TC 105 🖬 🔁	List N	<u>1C documents</u>	6 Items 2009-	05-07 11:52
	List N	<u>1C documents</u>	6 Items 2009-	05-07 15:34
🔲 🎬 AFNOR/Special 03 💌	List N	1C documents	6 Items 2009-	04-30 09:25
🖵 🍢 Copy 🍡 Move 🐹 Delete 🧾 Zip & Download 🖂 Zip & E-mail 🍃	Print MMC Notification			

Alternatively, there is a link from the CENTC server under the **"Enterprise"**-menu with the designation **"NMC server"**, which also allows you to access the NMC server. To access the CENTC server from the NMC-server, there is a link under the **"Enterprise"**-menu with the designation **"CENTC server"**.

## **3.2** Hierarchical structure of national domains

The domain of each country contains in principle the following four-level hierarchical structure of NMCs versus CEN committees and their documents: the CEN committees (TCs, SCs, WGs) mapped to the NMCs are created as folders inside the corresponding NMC. Each of the CEN committees contains the folders of the CEN committees on the CENTC server. The documents of these committees can be found inside the folders of the CEN committee(s) as shown in the table below.

1. Level	2. Level	3. Level	4. Level			
NMC/TC	Mapped CEN committee(s) (TC, SC, WG)	Folders of the CEN committee(s)	Documents inside the folders of the CEN committee(s)			
NMC/TC 1						
	CEN/TC 1	01 Folder 1	Document 1			
			Document 2			
		02 Folder 2	Document 3			
			Document 4			
		03 Folder 3	Document 5			
			Document 6			
	CEN/TC 1/WG 2	01 Folder 1	Document 1			
		02 Folder 2	Document 2			
	CEN/TC 100					
NMC/TC 2						

## **3.3** View documents of CEN committees

Documents look the same way as "normal" Livelink documents (e.g. on the CENTC server).

### **3.3.1** Generate document lists

For each folder on the NMC server, you see the link **"List NMC documents"**. If you click on this link, the documents present in the folder sub-structure will be listed sorted in descending order on their N-number.

#### <u>Note</u> :

The "List NMC Documents" option is also available in the Livelink Functions menu associated with folders.

PAFNOR 🗷 🔨	4
	(All item types) 🕝 Search in name 👂
📑 🍢 Copy 🍡 Move 🐹 Delete 📑 Zip & Download 🖂 Zip & E-mail	Print NMC Notification
Type Name -	Size Modified
AFNOR NMC 01	List NMC documents 2 Items 2009-01-12 14:07
AFNOR/ECISS 10	List NMC documents 2 Items 2009-04-20 12:28
T M AFNOR/NMC 104	List NMC documents 4 Items 2009-04-21 11:52
□ W AFNOR/NMC 104/SC 01 ■	List NMC documents 0 Items 2009-04-21 11:58
AFNOR/NMC 19 🗷	List NMC documents 4 Items 2009-04-16 17:32
AFNOR/NMC/CEN/CLC	List NMC documents 7 Items 2009-04-17 14:39
AFNOR/NMC/TC 105 🗷 🕑	List NMC documents 6 Items 2009-05-07 11:52
AFNOR/NMC/TC 106 🗷 🕑	List NMC documents 6 Items 2009-05-07 15:34
🗖 🦉 AFNOR/Special 03 📼	List NMC documents 6 Items 2009-04-30 09:25
🕒 🍢 Copy 🍡 Move 🐹 Delete 📴 Zip & Download 🖂 Zip & E-mail	Print 🖂 NMC Notification

	IC Document List							adrie M	en.global onday, 200	@afnor.fr 9-05-18	POWERED B
							Personal +	Enterprise +	Tools	-	Help 🔻
							🔮 My Workspac 🍳 Favorites	te 🦉 Workspace 📴 Users & Group	🗱 Log s 🎯 Sett	ings (	Conteni For Thi:
NMC		CEN/TC	CEN	National CEN Number CEN A	ction CEN	Due Date		Docur	nent type	e Da	ate modil
AFNO	R/NMC 104 new new 💌		<b>_</b>	from:	✓ from: to:				<u>•</u>	from:	
				Sear	rch Reset						
 N C	opy ႃ 🎦 Move 🐹 D	elete 🗾	Zip & Download	l 🛛 🖂 Zip & E-mail	🔪 Print	NMC	Notification	Documents per page	50 💌	display resu	ults 1 to 4
Туре	NMC	CEN/TC	CEN Number Nat. Number	Name / Description / Title		CEN Action Nat. Action	CEN Due Date Nat. Due Date	Document type Document subtype	Fnt <u>Size</u>	Date modified	d <u>Notifi</u>
	AFNOR/NMC 104 new new	CEN/TC 104	9040	04-Projects.txt Test of NMC Platform					💌 1 KB	2009-04-28	2009-0!
	AFNOR/NMC 104	CEN/TC 104	9030	03-Minutes and resolution: **** no description or title	s.txt ***				💌 1 KB	2009-04-28	2009-0!
	AFNOR/NMC 104 new new	CEN/TC 104	9020	02-Secretariat and meetin information.txt Test of NMC platform - Ne	g w Version				💌 1 KB	2009-04-29	2009-0!
			9920	National info : 02-Secretar information.txt	riat and meeting	INFO					
	AFNOR/NMC 104	CEN/TC 104	9011	**** no description or title	t ***				1 KB	2009-04-28	2009-0!
			9910	National Document title inp Admin	out by CEN	INFO	2009-04-30				

By clicking on the headers of each column, it is possible to sort the list based on the chosen column. Clicking a second time inverts the sort order.

**<u>Note</u>:** The « **Name / Description / Title** » column displays the following information:

- The **Document Name**, inherited from the Document Name on the CENTC Server (always available),
- The **Document Title** (when available), or the **Document Description** (as defined on the CENTC Server), or a warning message if none of these values is available,
- The **National Title** defined by the NMC Secretary (when available, this title appears in green, as do all Specific National field values).

## **3.3.2** Search for CEN documents

You may also search for documents based on N-number ranges, types of actions (through the selection from a drop-down menu), a range of due dates and modification dates or other criteria.

				CE	Nation	hal									
ľ	NMC		CEN/TC		CEN Nun	nber CEN	Action	CEN	Due Date		Docu	iment	type	Da	te modil
	AFNOR	R/NMC 104 new new 📃 💌		•	from:		-	from:					•	from:	
	□ e×	clude notified documents			to:			to:						to:	
						Se	earch R	leset							
_→	🎦 Co	ipy 🎦 Move 🐹 D	elete 🧧	Zip & Downloa	J 🖂	] Zip & E-ma	i 🕹	Print	NMC	Notification	Documents per pag	e 50	•	display resu	lts 1 to 4
	Туре	NMC	CEN/TC	CEN Number Nat. Number	Name / D	escription / Titl	le		CEN Action Nat. Action	CEN Due Date Nat. Due Date	Document type Document subtype	Fnt	<u>Size</u>	Date modified	Notifi
		AFNOR/NMC 104 new new	CEN/TC 104	9040	04-Projec Test of N	ts.txt MC Platform							1 KB	2009-04-28	2009-0!
		AFNOR/NMC 104	CEN/TC 104	9030	03-Minute **** no de	es and resolution or tit	ons.txt le ***						1 KB	2009-04-28	2009-0!
		AFNOR/NMC 104 new new	CEN/TC 104	9020	02-Secret information Test of N	ariat and meel on.txt MC platform - 1	ting New Versio	n				•	1 KB	2009-04-29	2009-0!
				9920	National i	nfo : 02-Secrel	tariat and i	meeting	INFO						

It is possible for the committee secretary to assign national attributes to a CEN document. If national attributes have been assigned, it is also possible to search by national attributes by clicking on the tab **"National"** instead of **"CEN"** in the centre of the screen. As explained in § 4, such a search is only meaningful if the national committee secretary has assigned national attributes, e.g. a national number, action type or action due date etc to a CEN document.

#### <u>Note</u>:

The following **CEN attributes** are currently not available because they do not exist on the CENTC server :

- CEN Action & Due Date
- Document Type & Subtype
- Project Reference & Id
- Document replacement infos

### 3.3.3 Access documents through navigation

It is also possible to access CEN documents by navigating into the committee folders. The folder structures are similar to those found on the source CENTC server.

## 4 Modification of attributes of CEN documents and assignment of national attributes

[NMC Secretary]

## 4.1 Modification of attributes of CEN documents

The secretary of a NMC has the possibility to change the name of a CEN document or of a folder inside a CEN committee (e.g. by renaming and translating it into a national language).

To do this, click on the function button and then select "Properties" / "General".

	Rename	1			(All Item types) 🔻	Search in nam	ie
r 🏹 Copy 🎦 Move 💥	Add to Favorites	Download 🖂	Zip & E-mail	🍃 Print	NMC Notification		
Type Name 🔺	Сору					<u>Size</u>	
🔲 🛅 June 2003 Cannes 🗵	Make Shortcut					6 Items	20(
□ 🗐 <u>N1163 BP draft</u> 🗹	Move				Open Download	779 KB	20(
N1166 CEN/BT/WG 149	Set Group Notification				Open Download	230 KB	20(
N1167 SG results 모	Set Notification				Open Download	72 KB	20(
N1169 MoU	E-mail				Open Download	65 KB	20(
□ 🗐 <u>N1170 TC28 NWIP</u> 모	Make News				Open Download	177 KB	20(
🔲 🖳 N1179 BT WG149 MISC	NMC Notification				Open Download	38 KB	20(
N1181 MISC BT/WG 149	Overview	General			Open Download	87 KB	20(
N1183MISC WG 23 conv	Print	Audit			Open Download	333 KB	20(
N1184 Draft Business Pla	Zip & Download	Categories			Open Download	76 KB	20(
N1186 CL CEN Workshor	Zip & E-mail	Master Mirror Info			Open Download	742 KB	20(
N1188 RES WG23 conve	Find Similar	Ratings			Open Download	183 KB	20(
	Delete	References			Open Download	502 KB	20(
N1190 RES Liaison	Properties	Versions			Open Download	201 KB	20( -

Modify the name in the editing window and save it by clicking on "Update".

Document Prop	erties: N/BT/WG 149			sacha.comm Thursday	ittee@afnor.org /, 2009-06-18			
Search Livelink for V X V Enterprise V Advanced Search Personal V Enterprise V Tools V								
Go My Workspace Workspace Users & Groups Setting								
🦻 AFNOR 💌 🔋 👑 AFNOR/NMC 19 💌 👂 🍻 CEN/TC 019 "Petroleum pro 💌 👂 🤷 02 - Secretariat and meet 💌 🕨 🏷 N1166 CEN/BT/WG 149 💌								
٦								
General	Specific Audit Categories M	aster Mirror Info	Ratings	References	Versions			
Name:	N1166 CEN/BT/WG 149_MODIF	Туре:		🔀 Document				
Description:	A	Size:		229.77 KB (235,286 bytes)				
	<b>_</b>	Display	у:	⊙ List ○ Featured	C Hidden			
Created:	2008-11-27 20:13	Modifi	ed:	2009-04-15 11:40				
Created By:	Admin	Owned	l By:	Admin				
Nickname:	80084 Change	Short	Links:	E-mail the "Properties	s" short link 💌 了			
		Update Reset						

#### Notes :

- Committee root folder names may not be changed (see Levels 1 and 2 in the table of chapter § 3.2). For technical reasons, menu options like "move", "copy", "delete" or "rename" are available but, if attempted, these operations will be rejected with an error message.
- 2. The original name of the document or folder is still available in the Master Mirror domain. To see it, click on the function button and then select "**Properties**" / "Master Mirror Info".

AFNOR S > W AFNOR/NMC 19 S >	n pro	💌 > 🧮 02 - Sec	retariat and m	eet 💌		
Open				748-1 A	a 1:	
Rename				(All Item types)	Search in nam	e
In the second se	ivorites d	Zip & E-mail	🍃 Print [	NMC Notification		
Сору					Size	
T June 2003 Cannes Make Sho	rtcut				6 Items	20(
□ 🗐 N1163 BP draft 🖸 Move				Open Download	779 KB	20(
N1166 CEN/BT/WG 149 MODIF	Notification			Open Download	230 KB	20(
N1167 SG results Set Notifi	cation			Open Download	72 KB	20(
E-mail				Open Download	65 KB	20(
Make New	vs			Open Download	177 KB	20(
□ I N1179 BT WG149 MISC I NMC Nati	fication			Open Download	38 KB	20(
N1181 MISC BT/WG 149 docs Overview	Gener Specif			Open Download	87 KB	20(
N1183MISC WG 23 convenor nor Print	Audit			Open Download	333 KB	20(
□ 🗐 N1184 Draft Business Plan 💌 Zip & Dov	nload Categ	ories		Open Download	76 KB	20(
T N1186 CL CEN Workshop on Emu Zip & E-m	ail Maste	r Mirror Info		Open Download	742 KB	20(
Find Simila	ar Rating	s		Open Download	183 KB	20(
Delete	Refere	ences		Open Download	502 KB	20(
	s 🕨 Versio	ns		Open Download	201 KB	20( 🗸

The following screen is then displayed:

Master Mirror Info N1166 CEN/BT/WG 149_MODIF		sacha.comm Thursda	ittee@afnor.org y, 2009-06-18
Search Livelink for V 🗴 V 🔲 V Enterprise V Advanced Search	Personal +	Enterprise 👻	Tools 👻
Go	My Workspace Q Favorites	<ul> <li>Workspace</li> <li>Users &amp; Groups</li> </ul>	<ul> <li>Log-out</li> <li>Settings</li> </ul>
🌮 <u>AFNOR</u> 📼 > 🎬 <u>AFNOR/NMC 19</u> 📼 > 🏶 <u>CEN/TC 019 "Petroleum pro</u> 🗷 > 🚞 <u>02 - Secreta</u>	ariat and meet 💌 🔹	D N1166 CEN/B	T/WG 149_MOD
ISOTC Committee ID: 199842			
General Specific Audit Categories Master Mirror Info	Ratings	References	Versions
Mirror Name: 🐶 N1166 CEN/BT/WG 149_MODIF	Master Mirror Name:	N1166 CEN	I/BT/WG 149
Mirror Description:	Master Mirror Descri	ption:	

## 4.2 Assignment of national attributes to CEN documents

The secretary of a NMC has also the possibility to assign national attributes to the documents of CEN committees for the following fields:

- National title
- National document number
- National expected action
- National action due date
- National note

To assign national attributes, a secretary has to click on the "Edit national attributes" icon  $\mathbf{i}$  as shown below.

NMC Document List			sacha.comm Monday	ittee@afnor.org -, 2009-05-18	POWERED B
		Personal +	Enterprise +	Tools +	Help 🔻
		🔮 My Workspac 🍳 Favorites	e 🤔 Workspace 📴 Users & Groups	Log-out Settings	Conteni Por Thi:
	CEN National				
NMC CEN/TC	CEN Number CEN Action CEN Due Date		Docume	nt type	Date modil
AFNOR/NMC 104 new new 💌	From: from:			🗾 from	:
exclude notified documents	to: to:			to	:
	Search Reset				
r 🏹 Copy 🍡 Move 💥 Delete 🥞	Zip & Download 🛛 🖂 Zip & E-mail 🚱 Print 🖂 NMC	Notification	Documents per page	i0 💌 displa	y results 1 to 4
Type         NMC         CEN/TC	CEN Number Vame / Description / Title	CEN Due Date Nat. Due Date	Document type Document subtype	it <u>Size</u> <u>Date m</u> o	odified <u>Notifi</u>
AFNOR/NMC 104 new new CEN/TC 104	9040 04-Projects.txt Test of NMC Platform			] 1 KB 2009-0	4-28 2009-0!
	road on thirde navioniti		E	1	
AFNOR/NMC 104 CEN/TC 104	9030 03-Minutes and resolutions.txt **** no description or title ****			1 KB 2009-0	4-28 2009-0!

The editable fields are opened and you can edit the following National Attributes:

- National Number
- Title
- National Action
- National Due Date

Search Reset	
r 🛐 Copy 🍡 Move 💥 Delete 🧧 Zip & Download 🖂 Zip & E-mail 🍃 Print 🖂 NMC Notification Document	per page 50
Type NMC CEN/TC CEN/Umber Name / Description / Title CEN Action Nat. Action Nat. Action Document	subtype Fnt
AFNOR/NMC 104 new new CEN/TC 104 9040 04-Projects.txt Test of NMC Platform	□ 1

After having entered national attributes, click on the **"save"** button to save them.

<u>Note</u>: These National Attributes may also be edited in the **NationalAttributes** Category that you can access in the usual LiveLink way (click on the **Functions** button, then choose *Properties / Categories* and select the *NationalAttributes* tab)

It is entirely under the responsibility of the NMC-secretaries whether they enter national attributes and, if they do, which data they enter.

## 5 Removing and restoring CEN documents and folders from national domains

[NMC Secretary]

## 5.1 Removal of CEN documents and folders

The secretary can also remove documents or folders from the national domain (e.g. in case that it is deemed that these documents are not relevant to national stakeholders or that certain types of documents should be exempted from the dissemination service). In this case, only the link to the document/folder is removed. It has, however, no impact on the document/folder itself nor on its visibility in other national domains and it is also possible to restore a document or folder after its removal and make it again visible inside a national domain (see § 5.2). The removal of a folder also removes the documents inside this folder.

Enterprise Workspace 04 - Projects sacha.committee@afnor.org Monday, 2009-05-11 Livelink Personal + Enterprise • Tools • Help + 🔮 My Workspace Workspace
Users & Groups Log-out Settings Contents
 For This Page orites 🦻 <u>AFNOR</u> 💌 » 🎬 <u>AFNOR/NMC 104 new</u> 💌 » 🚞 <u>CEN/TC 104 "Concrete and ...</u> 💌 » 🚞 04 - Projects 💌 1 (All item types) r Search in name P 🖻 🋂 Copy Nove 💥 Delete 🗾 Zip & Download Zip & E-mail 🍋 Print 🖂 NMC Notification Type Name Modified Size Г 📄 04-Projects.txt 🖂 1 KB 2009-04-28 14:25 Open Download 2009-04-17 17:20 П 📴 WI number (stage 40) OR Project Reference (stage 40) 🖛 0 Items Open 鞜 Copy 鞜 Move 💥 Delete 📃 Zip & Downloa NMC Notification Print E-mail Configure Rename Add to Favorites 2 items CODV Make Shortcut Move Set Notification Make News Print Zip & Download Delete

To do this, click on the function button and then select "Delete".

A new screen is displayed. Click on the button "Delete" to confirm the deletion.

WI num	Delete: WI number (stage_40) OR Project Reference (stage_40)			sacha.committee@afnor.org Monday, 2009-05-11		POWERED BY Livelink
			Personal +	Enterprise +	Tools +	Help +
			🔮 My Workspace 🍳 Favorites	☑ Workspace ☑ Users & Groups	Log-out Settings	Contents Por This Page
P <u>afnor</u> 💿 » 🕊	AFNOR/NMC 10	new 💿 > 🖴 CEN/TC 104 "Concrete and 📼 > 🖴 04 - Projects 📼 >	🔜 WI number (stag	je_40) OR P 💌		0
Items:	Туре	Name				
Items:	Туре	Name WI number (stage_40) OR Project Reference (stage_40)				

## 5.2 Restoring CEN documents or folders after removal

To restore removed documents or folders, the secretary of the NMC needs to proceed as follows:

Click on the function button of the NMC in which the object (document, folder, etc) had been located. Select **"Properties"/"List Deleted Mirrors"**, which will generate a list with all the objects which have been removed inside the particular National Mirror Committee.

AFNOR		" <u>Concrete and</u> ▼ → 📮 04 - Projects 🗷 Ɗ
	Configure	(All item types) 🕝 Search in name 👂
다 🏹 Copy 🍡 Move 💥 Delete	Rename	iload 🖂 Zip & E-mail 🍃 Print 🖂 NMC Notification
	Copy	Size Modified
D4-Projects.txt	Make Shortcut	Open Download 1 KB 2009-04-28 14:25
🛏 🋂 Copy 🎦 Move 🐹 Delete	Move	load 🛛 🖂 Zip & E-mail 🍦 Print 🖂 NMC Notification
	Set Notification	
1 Brann	Make News	
1 item	List NMC documents	
	Print	
	Zip & Download	
	Zip & E-mail	
	Delete	
	Properties 🕨 🕨	General
		Audit
		Categories
		List Deleted Mirrors
		Presentation
		References

The following screen is displayed:

List Deleted Mirror Objects AFNOR/NMC 104 new		sacha.comm Monday	ittee@afnor.org , 2009-05-11	FOWERED BY Livelink
	Personal +	Enterprise 👻	Tools +	Help 👻
	🔮 My Workspace 🎕 Favorites	☑ Workspace ☑ Users & Groups	<ul> <li>Log-out</li> <li>Settings</li> </ul>	<ul> <li>Contents</li> <li>For This Page</li> </ul>
P AFNOR ☞ → 🎬 AFNOR/NMC 104 new 🖃 🖸				2
General Audit Categories List Deleted Mirrors Presentation Reference	25			
r→ 🍢 Restore				
Master Location Master Object			d	eletion date
MMCMasterVolume/CEN/TC 104/CEN/TC 104 "Concrete and related products"/04 - Projects	(stage_40) OR Pr	oject Reference (	stage_40) <sup>21</sup>	009-05-11 11:58
Restore				

In the example above, one folder has been deleted. To restore the folder and make it again visible (including all documents inside) to the members of the NMC, tick the check-box left of the entry for the deleted object and then click on **"Restore"**. It is possible to restore several objects in one transaction.

#### Important note

National attributes which may have been assigned by the secretary of the NMC to CEN documents (see § 4) cannot be restored. In the same way, in case CEN documents or folders had been renamed, these names cannot be restored.

## 6 Defining NMC document filter settings

[MBUA, NMC Secretary]

## 6.1 General Concepts

All documents present in Folders 01 to 04 are included in the NMC dissemination service.

The Dissemination of Balloting Documents works as follows :

- Balloting Documents are disseminated from the CEN Balloting application (eB3) to Folder **08. Balloting and Commenting** :
  - Documents for *Enquiry*, *PQ/UQ* and *FV/UAP* appear in the following subfolder : *Ballots administered by the CEN Management Centre*
  - Documents for *Committee Internal Balloting* will appear in : *Committee-internal balloting and commenting*
- When a ballot opens, its **Reference documents** are copied to the NMC server in a folder named after the **Ballot Reference** name.
- When the ballot closes, The **Voting report** is added to the same folder.

#### Important note

At the launch of the dissemination service for Balloting documents, by default, the <u>filter excluding the</u> <u>dissemination of all ballot documents</u> will be <u>activated</u> in all existing National domains.

This means that to start the dissemination of these documents, the MBUA of the Domain should remove this filter in the **NMC Define document exclusion** screen (see below).

#### Other Note:

Currently, this filtering mechanism is only available for Balloting Documents, because the type of other documents is undefined on the CEN LiveLink server.

## 6.2 How to define / remove filters

This section explains how certain types of documents (Enquiry, PQ, UQ, FV, UAP, CIB or all ballot documents) can be excluded from the NMC dissemination service by defining filters.

The filter settings can be updated :

- by **MBUAs** for **all NMCs** in their National Domain
- by **NMC secretaries** for to the **NMCs under their responibility**.

These filters are <u>cumulative</u> : this means that an NMC Secretary may not remove a Domain-level filter.

For MBUAs:

To define the filters, the MBUA needs to click on the **Enterprise** menu as shown below and select '**Define NMC document filter settings**'.

Enterprise Workspace: AFNOR			a <b>drien.global@afn</b> Friday, 2010-03-1	or.fr
Search Livelink for 🔻 🖈 📰 💌 From Here 💌 🔤 dyaansed Search	Personal 👻	Enterprise	▼ Tools ▼	Help 👻
Go	Workspace Users & Groups		<ul> <li>Log-out</li> <li>Settings</li> </ul>	<ul><li>Contents</li><li>For This Page</li></ul>
P AFNOR 📼	Global Directory			2
	Define NMC document	nt filter settings at nouncation se	tungs (grass) 🔻	Search in name 🛛 🎾
ri 🖓 Copy 🍡 Move 🐹 Delete 📑 Zip & Download 🖂 Zip & E-mail 😂 Print 🖂	NMC Notification			
			Size	Modified
AFNOR/ECISS 10 🖬	List M	MC documents	2 Items	2009-04-20 12:28
AFNOR/NMC 01 🖸	List I	MC documents	2 Items	2010-02-17 17:21
🗖 📅 AFNOR/NMC 10 💌	List f	MC documents	6 Items	2010-02-08 18:06
AFNOR/NMC 104 New 🗵	List f	MC documents	3 Items	2009-06-18 09:21
□ ₩ AFNOR/NMC 104/SC 01 ■	List I	MC documents	1 Item	2009-06-10 10:05
AFNOR/NMC 105 🖂	<u>List M</u>	MC documents	2 Items	2010-02-17 17:24

From the next screen MBUAs can define filters for all NMCs at once or only for certain NMCs.

Define document exclusion			adrien Frie	<b>.global@afnor.fr</b> Jay, 2010-03-19	POWERED BY Livelink			
Search Livelink for 💌 👷 🔍 🔲 💌 Enterprise 💌 🛛 Advanced Source		Personal +	Enterprise 👻	Tools +	Help 👻			
	Go G Ay Workspace	🔮 My Workspace 🍳 Favorites	📽 Workspace 🕒 Users & Groups	<ul> <li>Log-out</li> <li>Settings</li> </ul>	<ul> <li>Contents</li> <li>Por This Page</li> </ul>			
This page allows to define filters to exclude documents from the NMC service.								
By default all different types of documents (including all ballot documents) are included in the NMC document dissemination.								
By clicking the icons 🖲 and 💻 below you can add or remove filters. To save your modifications please pr	ess Save at l	the bottom of the pa	ge.					
Active filter(s) for all NMC committees								
Type NMC			Active fil	ter(s) for specific NM	IC committees			
HT AFNOR/NMC 105 I			0					
Save								

By clicking the icons 🙆 and 💻 above you can add or remove filters.

In case e.g. FV documents from all NMCs need to be excluded, the MBUA should click on the 🕑 sign as shown below and then select 'exclude FV ballot documents'.

Define document exclusion				adrien Frie	<b>.global@afnor.fr</b> day, 2010-03-19	POWERED BY Livelink		
Search Livelink for 💌 📩 💌	Enterprise		Personal +	Enterprise 👻	Tools +	Help 🕶		
	Advanced Search	Go	🔮 My Workspace 🍳 Favorites	☑ Workspace ☑ Users & Groups	<ul> <li>Log-out</li> <li>Settings</li> </ul>	<ul> <li>Contents</li> <li>For This Page</li> </ul>		
This page allows to define filters to exclude documents from the NMC service.								
By default all different types of documents (including all ballot documents) are included in the NMC document dissemination.								
By clicking the icons 🙆 and 💻 below you can ad	d or remove filters. To save your modifications (	please press Save at l	the bottom of the pa	ge.				
Active filter(s) for all NMC committees	-•							
exclude Committee Internal Ballot documents								
exclude UAP ballot documents				Active fil	ter(s) for specific NM	1C committees		
exclude PQ ballot documents								
exclude UQ ballot documents								
exclude all ballot documents		Save						

To save your modifications please press '**Save**' at the bottom of the page.

#### For NMC Secretaries:

The NMC Secretary can define filters to his/her NMCs by clicking on the **Enterprise** menu and selecting '**Define NMC document filter settings**', the below screen is then displayed.

Next step is to click on the relevant 🙆 icon as shown below.

	sacha.comn Friday	POWERED BY Livelink		
rch Livelink for 🔻 📩 🔽 Enterprise 👻 🔤 advanced Search	Personal +	Enterprise 👻	Tools +	Help 👻
	Workspace		<ul> <li>Log-out</li> <li>Settings</li> </ul>	<ul> <li>Contents</li> <li>For This Page</li> </ul>
	Users & Groups		_	
; page allows to define filters to exclude documents from the NMC service.	Global Directory			
efault all different types of documents (including all ballot documents) are included in the NMC document dissem	CENTC Server Define NMC documen	t filter settings		
licking the icons 🖗 and 💻 below you can add or remove filters. To save your modifications please press. Save	Define NMC automati	: notification settings		
		Active f	ilter(s) for specific NM	1C committees
AFNOR/ECISS 10 🗷		•	active of the specific function	
AFNOR/NMC 10 💌		•		
AFNOR/NMC 10           AFNOR/NMC 104 New		•		
AFNOR/NMC 10         Image: Control of the second seco		•		
AFNOR/NMC 10           AFNOR/NMC 104 New           AFNOR/NMC 105           AFNOR/NMC 1012		•		
AFNOR/NMC 10 •           AFNOR/NMC 104 New •           AFNOR/NMC 105 •           AFNOR/NMC 121 •           AFNOR/NMC 121 •		•		
AFNOR/NMC 10 •           AFNOR/NMC 10 •           AFNOR/NMC 101 New •           AFNOR/NMC 105 •           AFNOR/NMC 121 •           AFNOR/NMC 19 •           AFNOR/NMC 19 •		•		
AFNOR/NMC 10 •           AFNOR/NMC 10 •           AFNOR/NMC 105 •           AFNOR/NMC 121 •           AFNOR/NMC 19 •				
AFNOR/NMC 10 •           AFNOR/NMC 10 •           AFNOR/NMC 104 New •           AFNOR/NMC 105 •           AFNOR/NMC 121 •           AFNOR/NMC 121 •           AFNOR/NMC 19 •           AFNOR/NMC 19 •           AFNOR/NMC 19 •           AFNOR/NMC 19/WG 2x •           AFNOR/NMC 197 •           AFNOR/NMC 197 •				
AFNOR/NMC 10 •           AFNOR ·           AFNOR ·           AFNOR ·           AFNO				
AFNOR/NMC 10 *				

The NMC secretary can then choose which documents to exclude from the NMC (e.g. exclude UAP ballot documents).

To save the filter please click on 'Save'.

	ne document exclusion			<mark>sacha.comm</mark> Friday,	ittee@afnor.org 2010-03-19	POWERED BY Livelin
rch Livelink f		4	Personal +	Enterprise 👻	Tools +	Help 🗸
	Advanced Sear	Go	My Workspace Q Favorites	☑ Workspace ☑ Users & Groups	<ul> <li>Log-out</li> <li>Settings</li> </ul>	Contents Por This Pag
; page allo	ws to define filters to exclude documents from the NMC se	vice.				
lefault all dif	fferent types of documents (including all ballot documents) are include	d in the NMC document dissemination				
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#### General Note:

Activation / Deactivation of Document Filters is not immediate. The software needs a few minutes to handle all existing documents. A small triangular icon ( $\square$ ) appears next to the filter definition while the software agent is running.

To see if the agent has finished running, the user should refresh the current page in the Internet browser: if the icon has disappeared, it means that the agent has finished its task, and that the filter is activated or deactivated, according to the action performed.

## 7 Notification services about document availability

[NMC Secretary]

Notifications have been developed to allow the NMC secretary to prepare customized notifications to the members of the NMC.

The NMC secretary needs to select from the list the documents to be notified to the NMC members, as shown below.

A	NM	C Document	List								sacha.comn Monda	n <b>ittee@a</b> y, 2009-05-	<b>fnor.org</b> 18	ſ₽
										Personal +	Enterprise 👻	Tools	-	Н
										🕑 My Workspace 🍳 Favorites	🕑 Workspace 🕒 Users & Groups	🗱 Log- 🎯 Setti	out ngs	2
						CEN National								
	NMC			CEN/TC		CEN Number	CEN Action	CEN	Due Date		Docum	ent type	ſ	Date
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	Туре	<u>NMC</u>	CEN/TC	CEN Number Nat. Number	Name / De:	scription / Title			CEN Action C Nat. Action N	EN Due Date Docu at. Due Date Docu	ment type ment subtype	<u>Size</u>	Date modif	ied
	2	AFNOR/NMC 19	CEN/TC 19	1225	N1225_DA	_26th plenary meeting						33 KB	2005-03-1	16
					no des	chpdorr of deb					e e e e e e e e e e e e e e e e e e e			
	Ð	AFNOR/NMC 19	CEN/TC 19	1222	N1222_CEP For discuss purposes a progress of	N Guidance ion at the next plenary r nd to guide future decisi f existing work items.	meeting. For inform ions on new work	mation or			×	510 KB	2005-03-1	16
											<u> </u>			
	Ð	AFNOR/NMC 19	CEN/TC 19	1221	N1221_LPG For discuss (Annex C),	ion at the next plenary. for return before 24/05	Call for experts of /2005	n LPG			×	183 KB	2005-03-1	16

The next step is to click on the "NMC Notification" button.

From the next screen the NMC secretary can select the "Notification Template" and click on "Preview Notification".

**Note:** If a document has already been notified, it is explained in the column **"Info"**. Click in the **"Add"** check box to notify the document again.

Document(s) that should be notified											
Search Livelink for 🔻 📩 🔻	Enterprise 🔹	Tools 🕶	Help 👻								
Auvanceu sear					Go	My Workspace Q Favorites	<ul> <li>Workspace</li> <li>Users &amp; Groups</li> </ul>	<ul> <li>Log-out</li> <li>Settings</li> </ul>	<ul> <li>Contents</li> <li>For This Page</li> </ul>		
Notification Template:	G	EN Default Template.html									
NMC Document(s)	Туре	NMC	ISO TC		Name		Info				
		AFNOR/NMC 197	CEN/TC 197		CENTC197_General information						
		AFNOR/NMC 197	CEN/TC 197		CENTC197_GeneralInfo2						
		AFNOR/NMC 197	CEN/TC 197/SC 1		CENTC1975C1_Minutes and resolutions		already r	notified!	🔽 add		
		AFNOR/NMC 197	CEN/TC 197/SC 1 CENTC197SC1_Secretariat and meeting info								
		AFNOR/NMC 197	CEN/TC 197/SC 1/WG 1		CENTC1975C1WG1_Minutes and resolutions		already r	notified!	🗖 add		
Valid Item Count:	41	IMC Document(s)									
Preview Notification Reset Cancel											

The Preview Notification screen opens. The NMC secretary can select the **"Recipients of the notification"**, add the **"Subject"** of the notification and write the **"Body"** of the email.

	ification Preview						sacha.comm Thursda	<b>ittee@afnor.org</b> y, 2009-06-18	Powered by Livelin
Search Livelink for	· ☆ 🖵 🔽	Enterprise V Advanced Search			Pers	onal 👻	Enterprise 👻	Tools 🕶	Help 👻
		Advanced Search		Go	C My Q Fa	Workspace vorites	<ul> <li>Workspace</li> <li>Users &amp; Groups</li> </ul>	<ul> <li>Log-out</li> <li>Settings</li> </ul>	Contents For This Pag
Recipients:									
Subject: CEN-NMC Notification	1:								
Body:									
					ī				
The followin	g documents are	available on the CEN NMC Server	:						
NMC	CEN/TC	Filename	CEN Title	CEN Num	Action	Due Dat	e Nat.Num	N. Action	N. Due Date
AFNOR/NMC 197	CEN/TC 197	CENTC 197 GeneralInfo2	Description for NMC tests	1234					
AFNOR/NMC 197	CEN/TC 197/SC 1	CENTC 197SC1 Secretariat and meeting info	Description added for this document	963				-	
AFNOR/NMC 197	CEN/TC 197	CENTC 197 General information	2nd version added on 16-jun-2009	2				-	
AFNOR/NMC 197	CEN/TC 197/SC 1	CENTC197SC1 Minutes and resolutions	Node Description : Version 2 added on 17-jun-09	<u>0</u>	-	-	=		
Download as ZIP: die	<u>k here</u>								
Sacha Committee Mail: sacha.committe	e@afnor.org								
Notify 💥	Back								

**Recipients** Click on **D** and select the relevant persons. By default, the committee members and admin are displayed but you also have the possibility to add additional recipients.

Recipients: 🕃	
NMC Groups	
AFNOR/NMC 19_member	Chloé Committee Patrick Global Renaud Global Marianne Global
AFNOR/NMC 19_admin	Suzanne Committee Sacha Committee
AFNOR/NMC 19/WG 2x_member	Chloé Committee Marianne Global
AFNOR/NMC 19/WG 2x_admin	Olivier Committee Sacha Committee
additional Recipients:	

#### **Subject** Click on "CEN-NMC Notification..." to add a subject to your notification.

Subject:		
CEN-NMC Notification :	Save	Cancel

Click on the "Save" button to confirm your subject.

<u>Attention</u>: if you do not click "Save" now, you won't be able to enter the notification Body afterwards.

# **Body** Click on "The following documents are available on the CEN NMC Server" to add a body text to your notification.

Body:	
The following documents are available on the CEN NMC Server :	×
Save Cancel	

Click on the "Save" button to confirm your subject.

The last step is to click on the **Notify** button to send the notification to the NMC members.

**Note:** The description given above describes the CEN Default Template. The NMC implementation supports one or several customized templates in every National domain.

## ANNEX 1 – Permissions associated with NMC-roles

- 1. **Member Body User Administrators (MBUAs)** have full visibility on the CEN Global Directory of all NMCs and corresponding CEN committees (TCs, SCs, WGs). They have permission to create NMCs manually (if this option has been chosen), map them to CEN committees and register and assign users as members of the NMC(s).
- 2. Secretaries of NMCs have the permission to see all CEN documents which are related to the NMC(s) of which they are the secretary. They also have the permission to remove CEN documents and folders from the national domain with the option to recover them again afterwards. They can change the titles of CEN documents and folders (e.g. they can translate them into their national language) and have the permission to assign national attributes to CEN documents.
- 3. **Secretary Support team of NMCs** have the same permissions as the NMC secretary. There is no limit on the maximum number of users in this role.
- 4. **Members of the NMCs (NMCmembers)** can view and the access the NMCs and open the CEN documents stored under a CEN/TC, SC or WG which are mapped to a NMC (Livelink permissions: See, See contents).
- 5. Chairpersons of NMCs have the same permissions as NMC Members.