CEN e-TRANS Reports

User Guide

Revision history

The following revisions have been made to this document:

Date	Version	Person	Summary of changes
2005-06-15	v 0.1	MB	Draft creation
2005-09-28	v 1.0	MB	First official version
2005-11-09	v 1.1	MB	Upload Control Report modified (sorting + folder 3.1.1.)

Table of contents

Introduction

This document is written for the following users of the e-TRANS Platform :

> **CEN Standard Production Department (SPD)**
> **NSB Translators of AFNOR, BSI and DIN**

For each chapter of this document, the groups concerned by the explanation will be indicated as follows:

> *[All] :   these chapters concern all e-TRANS Report users*
> *[CMC] :   the chapter only concerns the CEN Production Department*
> *[NSB] :   only concerns NSB translators at AFNOR, BSI and DIN*

1. e-TRANS Objectives and Organization
[All]

1.1 Objectives

Over the years, the **e-TRANS** platform has become an important tool for the electronic exchange of documents between parties active in the production of European Standards. This e-Exchange process enables use of the Internet for document transfer by the various parties involved in the process, sender and recipients alike.

The first objective of the **e-TRANS** platform is to provide a mechanism for e-Exchange of documents that need to be translated at every main stage of the Standard Development Process : *Enquiry*, *Formal Vote* and *Publication*.

The three steps involved in the translation process are :

1. **1st Delivery**, of documents (generally in English), by the TC Secretary for checking by the CMC prior to translation
2. **2nd Delivery**, by the CMC for translation by AFNOR and DIN, or BSI.
3. **Return** to CMC of a French, German or English translation of the initial version of the document received by AFNOR, DIN or BSI, respectively.

1.2 Principles of the e-TRANS platform

The e-TRANS platform runs on the Livelink CENTC Server, hosted in the ISO premises in Geneva, and can be accessed from everywhere with a simple Internet Browser.

The basic concepts on which the e-TRANS platform is founded are *folders*, *user groups* and *access permissions*.

To manage the flow of documents for each of these steps, a **folder structure** mapping the main stages of the Standard development process has been setup in LiveLink for every Technical Committee. (see **Annex 1**)

Access to folders in this structure is controlled by a **hierarchy of groups** organizing the main actors in the process : TC Administrators and Chairs, SPD team at CMC, and NSB translation teams at AFNOR, BSI and DIN.

The general principle governing the e-TRANS platform is as follows :

- Every group involved in the process has **See / See Contents** access to e-TRANS folders
- Groups have **Add Item** access only to the folders where they are supposed to upload documents.

Several LiveLink Reports have been implemented to allow users of the e-TRANS platform to control the flow of documents through the system. These reports are mainly used by CMC staff and the NSB translation teams to :

- find documents uploaded to the system
- list documents that should be fetched by every team
- control which documents have been fetched by every team

2. Helpdesk
[All]

e-TRANS application issues (e.g. technical issues, functionalities, support…)
Please contact our helpdesk at ISO : helpdeskcentc@iso.org.

Content issues (e.g. data, documents, …)
Please contact Isabel Quintana-Soria at CMC : isabel.quintana-soria@cenorm.be.

Online documentation on the use of the e-TRANS Reports application is available on the server under the name **e-TRANS Reports User Guide.**

3. Accessing e-TRANS
[All]

3.1 URL and Login

The e-TRANS platform is hosted at ISO on the CENTC LiveLink Server.

The minimal configuration to access the balloting application is to have the following browser installed: Microsoft Internet Explorer 5.50 and later versions.

Use the following URL: **http://cen.iso.org.** When you move to this location, the login screen of the server is displayed :
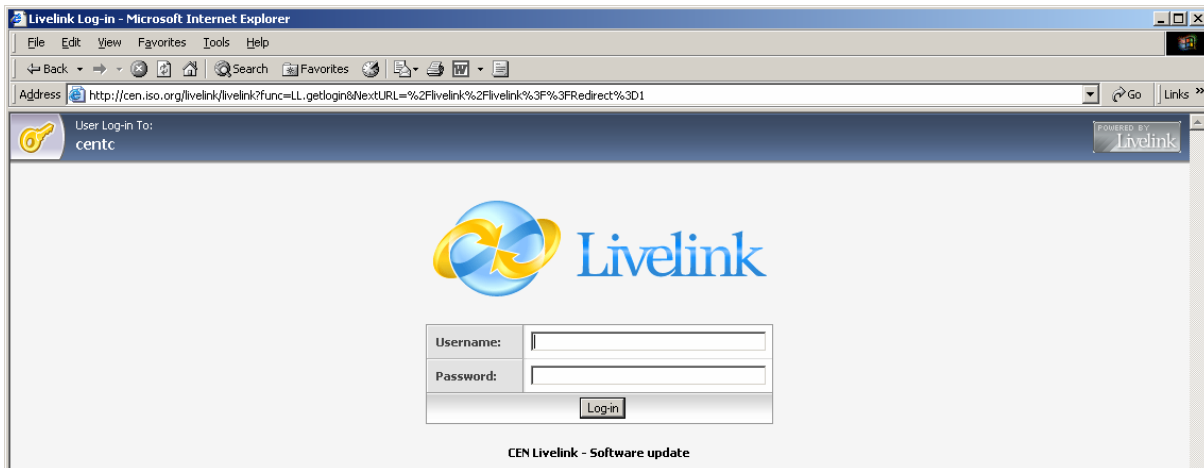
The e-TRANS platform can only be accessed by authorized users, who have been appointed by their member bodies and are registered on the CENTC Livelink server.

Each user must login to the server entering the user name and password provided by CMC or their NSB Administrator in exactly the form specified (note that user name and password are both case-sensitive).

To logout, please choose the option Log-out under the menu **Tools** :
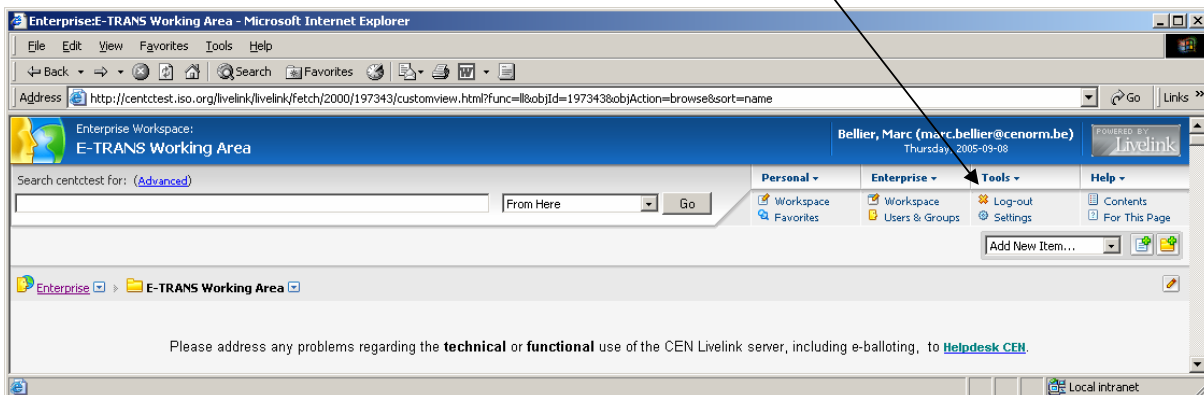
3.2 E-TRANS Working Area

After having logged onto the server, click on *"E-TRANS Working Area"*.
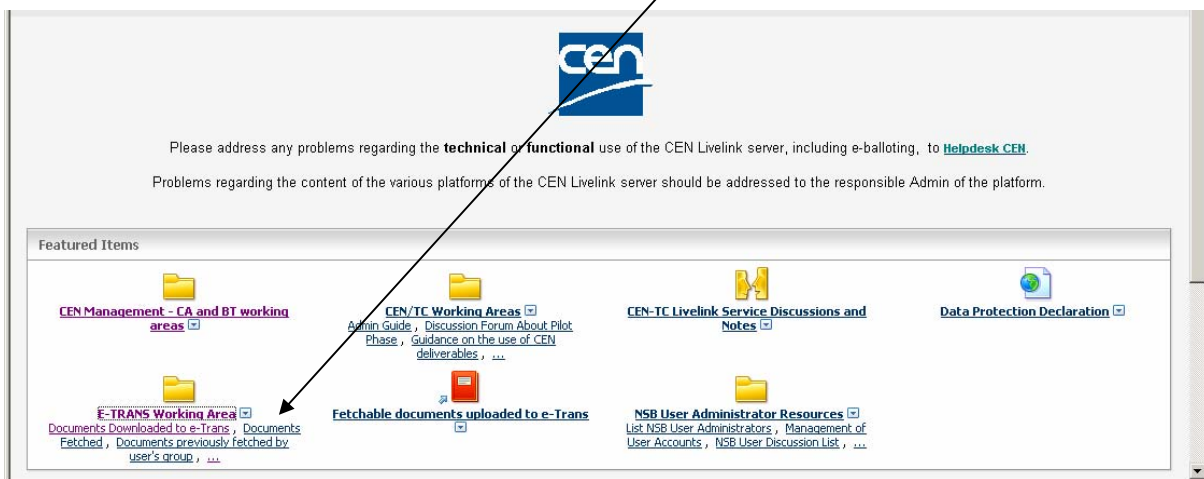
Note : Depending on your access rights, this link may appear at a different location on the LiveLink Enterprise page.

4. Reports

The top of the e-TRANS page shows links to all available reports :
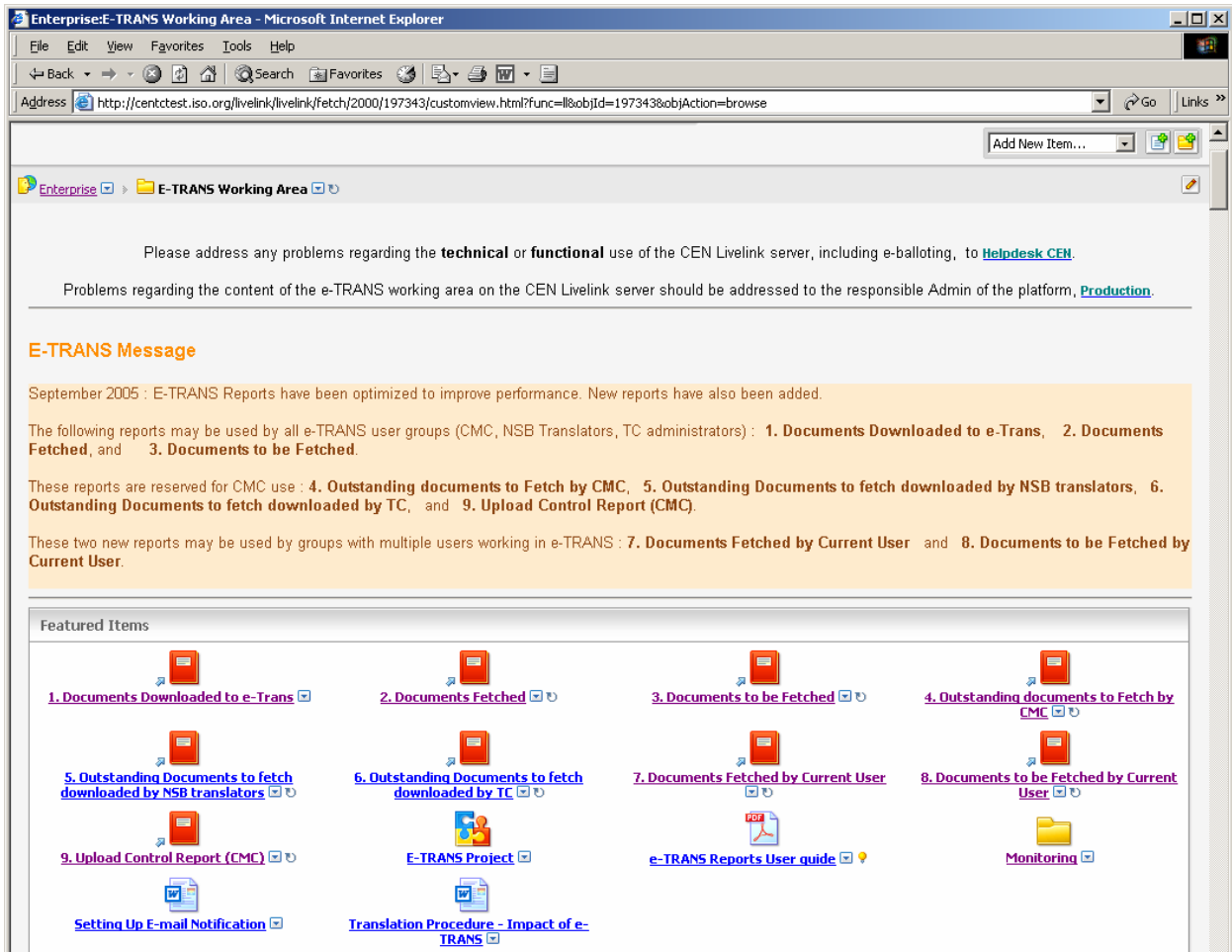
New versions of reports existing before September 2005:

1. Documents Downloaded to e-Trans   (all groups)
2. Documents Fetched (all groups)
3. Documents to be Fetched (all groups)
4. Outstanding documents to be Fetched by CMC (CMC only)

New reports added in September 2005 :

5. Outstanding Documents to fetch downloaded by NSB translators (CMC only)
6. Outstanding Documents to fetch downloaded by TC (CMC only)
7. Documents fetched by current user (not for CMC)
8. Documents to be fetched by current user (not for CMC)
9. Upload control report (CMC only)

4.1 Documents Downloaded to e-Trans
[All]

Description :

This report is currently the main tool used by NSB translation teams to perform their work.

It lists all documents downloaded to e-Trans within a time frame (generally one or 2 days) and supposed to be fetched by the user's group, without distinction between fetched and not fetched documents.

Usage :

This report works in 3 steps :

1. ***show groups containing current user :***

ID	NAME	Actions
12692	e-TRANS/NSB-DIN	Details
20274	e-TRANS/CEN/TC 240Admin	Details
19475	e-TRANS/CEN/TC 88Admin	Details
20480	e-TRANS/CEN/TC 198Admin	Details
20614	e-TRANS/CEN/TC 239Admin	Details
21021	e-TRANS/CEN/TC 195Admin	Details
21437	e-TRANS/CEN/TC 234Admin	Details
21793	e-TRANS/CEN/TC 190Admin	Details
21688	e-TRANS/CEN/TC 231Admin	Details
21970	e-TRANS/CEN/TC 79Admin	Details

Clicking on the link corresponding to the desired group opens the date selection screen.

2. Ask Date Range :

- The first field should not be modified (it identifies the group chosen in step [1.])
- The two other fields define the date range within which documents have been uploaded to the system (using Creation Date of last document version).

3. Output example (partial) :

The report shows the following data :

Column Name	Description
Type	Document type (icon)
Name	Document name, with a link allowing to Fetch the document, and a Function button to open the usual Livelink Function menu
Committee	Committee Name
Location	Name of the folder containing the document
Added On	Creation data of the last version of the document

This report is sorted on Creation Date ("***Added On***")

4.2 Documents Fetched

[All]

Description :

This report may be used by all groups on a daily basis to control their work.

It lists documents downloaded within a time frame to e-Trans, and already fetched by the user's group from the folders where his/her group is supposed to receive documents.

Usage :

This report works in 3 steps :

1. ***show groups containing current user :***

    (same selection screen as in **§ 4.1 *Documents Downloaded to e-Trans*** above)

    Clicking on the link corresponding to the desired group opens the date selection screen.

2. ***Ask Date Range :***

    (same date input screen as in **§ 4.1 *Documents Downloaded to e-Trans*** above)

    -   The first field should not be modified (it identifies the group chosen in step [1.])
    -   The two other fields define the date range within which documents have been uploaded to the system (using Creation Date of last document version).

3. ***Output :***

    The report shows the same columns as in ***Documents Downloaded to e-Trans*** :

Column Name	Description
Type	Document type (icon)
Name	Document name, with a link allowing to Fetch the document, and a Function button to open the usual Livelink Function menu
Committee	Committee Name
Location	Name of the folder containing the document
Added On	Creation data of the last version of the document

This report is sorted on Creation Date ("***Added On***")

4.3 Documents to be Fetched
   [All]

Description :

This report may be used by all groups on a daily basis to control their work.

It lists documents downloaded within a time frame to e-Trans folders where the user's group is supposed to receive documents, and that were not fetched yet by his/her group.

Usage :

This report works in 3 steps :

1. ***show groups containing current user :***

    (same selection screen as in **§ 4.1 *Documents Downloaded to e-Trans*** above)

    Clicking on the link corresponding to the desired group opens the date selection screen.

2. ***Ask Date Range :***

    (same date input screen as in **§ 4.2 *Documents Fetched*** above)

    -   The first field should not be modified (it identifies the group chosen in step [1.])
    -   The two other fields define the date range within which documents have been uploaded to the system (using Creation Date of last document version).

3. ***Output :***

    The report shows the same columns as in ***Documents Fetched*** :

Column Name	Description
Type	Document type (icon)
Name	Document name, with a link allowing to Fetch the document, and a Function button to open the usual Livelink Function menu
Committee	Committee Name
Location	Name of the folder containing the document
Added On	Creation data of the last version of the document

This report is sorted on Creation Date ("***Added On***")

4.4 Outstanding documents to Fetch by CMC
[CMC]

Description :

This report should be only used by CMC to control its work.

It lists documents with following characteristics :
- not fetched yet by the user's group,
- downloaded within time frame
- to e-Trans folders where CMC is supposed to receive documents.

This report gives the same results than the preceding report (**§ 4.3 *Documents to be Fetched***) but it follows a different logic, only suited for CMC usage, and presents results in a slightly different format.

Usage :

This report works in 3 steps :

1. ***show groups containing current user :***

   (same selection screen as in **§ 4.1 *Documents Downloaded to e-Trans*** above)

   Clicking on the link corresponding to the desired group opens the date selection screen.

2. ***Ask Date Range :***

- The first field should not be modified (it identifies the group chosen in step [1.])
- The two other fields define the date range within which documents have been uploaded to the system (using Creation Date of last document version).

3. ***Output example (partial) :***

The report shows the following columns :

Column Name	Description
Type	Document type (icon)
Name	Document name, with a link allowing to Fetch the document, and a Function button to open the usual Livelink Function menu
Committee	Committee Name
Location	Name of the folder containing the document
Created	Creation data of the last version of the document
Size(Kb)	Size of the document in KiloBytes

This report is sorted on Creation Date ("*Created*")

4.5 Outstanding documents to Fetch downloaded by NSB translators [CMC]

Description :

This new report should only be used by CMC to control its work.

It lists the following documents :
- not fetched yet by the user's group,
- downloaded within time frame by NSB translators
- to e-Trans folders where CMC is supposed to receive documents.

Usage :

This report also works in 3 steps :

1. ***show groups containing current user :***

    (same selection screen as in **§ 4.1 *Documents Downloaded to e-Trans*** above)

    Clicking on the link corresponding to the desired group opens the date selection screen.

2. ***Ask Date Range :***

    (same date input screen as in **§ 4.4 *Outstanding documents to Fetch by CMC*** above)

3. ***Output :***

    The report shows the same columns as in **§ 4.4 *Outstanding documents to Fetch by CMC*** :

Column Name	Description
Type	Document type (icon)
Name	Document name, with a link allowing to Fetch the document, and a Function button to open the usual Livelink Function menu
Committee	Committee Name
Location	Name of the folder containing the document
Created	Creation data of the last version of the document
Size(Kb)	Size of the document in KiloBytes

This report is sorted on Creation Date ("*Created*")

4.6 Outstanding documents to Fetch downloaded by TC
[CMC]

Description :

This new report should be only used by CMC to control its work.

It lists the following documents :

- not fetched yet by the user's group,
- downloaded within time frame by Technical Committee Secretaries
- to e-Trans folders where CMC is supposed to receive documents from TCs :
  - o *1.1.1. First Delivery*,
  - o *2.1.1. First Delivery*,
  - o *2.1.5 Updated Text (TC to CMC)*
  - o *3.1.5 Text for Finalization by TC - non CA7 (TC to CMC)*

Usage :

This report also works in 3 steps :

1. ***show groups containing current user :***

   (same selection screen as in **§ 4.1 Documents Downloaded to e-Trans** above)

   Clicking on the link corresponding to the desired group opens the date selection screen.

2. ***Ask Date Range :***

   (same date input screen as in **§ 4.4 Outstanding documents to Fetch by CMC** above)

3. ***Output :***

   The report shows the same columns as in **§ 4.4 Outstanding documents to Fetch by CMC** :

Column Name	Description
Type	Document type (icon)
Name	Document name, with a link allowing to Fetch the document, and a Function button to open the usual Livelink Function menu
Committee	Committee Name
Location	Name of the folder containing the document
Created	Creation data of the last version of the document
Size(Kb)	Size of the document in KiloBytes

   This report is sorted on Creation Date ("**Created**")

4.7 Documents Fetched by Current User
[NSB]

Description :

This new report may be used by NSB translation teams on a daily basis to control the work of their individual users.

It lists the documents :

- downloaded within time frame defined
- to e-Trans folders where the user's group is supposed to receive documents,
- fetched by the current user

Note : This report may help a user to control his/her own work, but users should keep in mind that other users in their group may have fetched some documents that are not listed in this report.

Usage :

This report works in 2 steps :

1. ***show groups containing current user :***

    (same selection screen as in **§ 4.1 *Documents Downloaded to e-Trans*** above)

    Clicking on the link corresponding to the desired group opens the date selection screen.

2. ***Ask Date Range :***

    (same date input screen as in **§ 4.1 *Documents Downloaded to e-Trans*** above)

    - The first field should not be modified (it identifies the group chosen in step [1.])
    - The two other fields define the date range within which documents have been uploaded to the system (using Creation Date of last document version).

3. ***Output :***

    The report shows the same columns as in ***Documents Downloaded to e-Trans*** :

Column Name	Description
Type	Document type (icon)
Name	Document name, with a link allowing to Fetch the document, and a Function button to open the usual Livelink Function menu
Committee	Committee Name
Location	Name of the folder containing the document
Added On	Creation data of the last version of the document

    This report is sorted on Creation Date ("***Added On***")

4.8 Documents to be Fetched by Current User
[NSB]

Description :

This new report may be used by NSB translation teams on a daily basis to control the work of their individual users.

It lists documents :

- downloaded within time frame defined
- to e-Trans folders where the user's group is supposed to receive documents,
- not fetched by the current user

Important Note :

This report should be used with caution : it may help a user to control his/her own work, but users should keep in mind that other users in their group may have fetched documents that are listed in this report. The normal way to see which documents need to be fetched is to use the **"Documents to be Fetched"** report, because this report takes into account documents fetched by all members of the user's group.

Usage :

This report works in 3 steps :

1. ***show groups containing current user :***

   (same selection screen as in **§ 4.1 *Documents Downloaded to e-Trans*** above)

   Clicking on the link corresponding to the desired group opens the date selection screen.

2. ***Ask Date Range :***

   (same date input screen as in **§ 4.1 *Documents Downloaded to e-Trans*** above)

   - The first field should not be modified (it identifies the group chosen in step [1.])
   - The two other fields define the date range within which documents have been uploaded to the system (using Creation Date of last document version).

3. ***Output :***

   The report shows the same columns as in ***Documents Downloaded to e-Trans*** :

Column Name	Description
Type	Document type (icon)
Name	Document name, with a link allowing to Fetch the document, and a Function button to open the usual Livelink Function menu
Committee	Committee Name
Location	Name of the folder containing the document
Added On	Creation data of the last version of the document

   This report is sorted on Creation Date ("***Created***")

4.9 Upload control report (CMC)
[CMC]

Description :

This new report has been specifically designed to allow CMC to control that all documents have been uploaded by the S.P.D. team correctly..

For every major stage (**Enquiry**, **Formal Vote** and **Publication**), it lists documents uploaded by CMC within a time frame to the *"Launch Issue"* folder. It also displays documents uploaded under **3.1.1. Voting Report.**

Usage :

1. *Ask Date Range and Stage :*

- The two first fields define the date range within which documents have been uploaded to the system (using Creation Date of last document version)
- The third field allows the user to select a stage by entering the corresponding number. (tip : entering the **'%'** value lists all 3 stages)

2. *Output example (partial) :*

The report shows the following data :

Column Name	Description
Type	Document type (icon)
Name	Document name, with a link allowing to Fetch the document, and a Function button to open the usual Livelink Function menu
Stage	One of the Tree main stages : Enquiry, Formal Vote, or Publication
Committee	Committee Name
Created	Creation data of the last version of the document
Location	Name of the folder containing the document

This report is sorted by Document Name, and Creation Date ("***Created***")

5. Modified Dates and Version Dates
[All]

An explanation of what is viewed in E-TRANS : Dates in folders vs. dates in Reports.

In the **folders**, what you see is the last modification date of the LiveLink object, not the last modification date of the document or the date of creation. (This view can not be readily changed without setting all the category views for every single item in E-TRANS and as category views have proved to be unreliable, backward and based on obsolete technology, they are not used in CEN/TC) so the best option is to ignore the modified date when viewing folders

The **reports** do not use this date but use dates from the version information which means that you may have two completely different dates - **the report date is the correct date** (based on current version and not the Livelink object's date - which you can think of as simply a link to the actual document and the modified date as a modification of this link and not the document).

When running a report do not expect the dates to tally with the dates viewed in the folder as they are completely unrelated - the object modified dates have now been updated to the create dates of the last version added to the system but this will still prove to be unreliable if any the attributes of the category are updated or if some other event modifies the Livelink object i.e. the link and not the document.

ANNEX 1: e-TRANS folder structure

For every Committee, the following folder structure has been set up on the CENTC server :

```
--+ $comm_ref$ e-TRANS
------+ 1.0 CEN Enquiry
----------+ 1.1.0 First Delivery
--------------+ 1.1.1 First Delivery
--------------+ 1.1.2 CMC Feedback
------------------+ 1.1.2.1 Validation
------------------+ 1.1.2.2 Rejection
--------------+ 1.1.3 Translators Rejection/Extension Request
------------------+ 1.1.3.1 AFNOR Rejection/Extension Request
------------------+ 1.1.3.2 BSI Rejection/Extension Request
------------------+ 1.1.3.3 DIN Rejection/Extension Request
----------+ 1.2.0 Stable Delivery
--------------+ 1.2.1 Stable delivery
--------------+ 1.2.2 Translation Returns
------------------+ 1.2.2.1 AFNOR Return
------------------+ 1.2.2.2 BSI Return
------------------+ 1.2.2.3 DIN Return
----------+ 1.3.0 Launch Issue
------+ 2.0 Formal Vote
----------+ 2.1.0 First Delivery
--------------+ 2.1.1 First delivery
--------------+ 2.1.2 CMC Feedback
------------------+ 2.1.2.1 Validation
------------------+ 2.1.2.2 Rejection
--------------+ 2.1.3 Translators Rejection/Extension Request
------------------+ 2.1.3.1 AFNOR Rejection/Extension Request
------------------+ 2.1.3.2 BSI Rejection/Extension Request
------------------+ 2.1.3.3 DIN Rejection/Extension Request
--------------+ 2.1.4 Major Corrections (CMC to TC)
--------------+ 2.1.5 Updated Text (TC to CMC)
----------+ 2.2.0 Stable Delivery
--------------+ 2.2.1 Stable Delivery
--------------+ 2.2.2 Translation Returns
------------------+ 2.2.2.1 AFNOR Return
------------------+ 2.2.2.2 BSI Return
------------------+ 2.2.2.3 DIN Return
----------+ 2.3.0 Launch Issue
------+ 3.0 Publication
----------+ 3.1.0 Finalisation
--------------+ 3.1.1 Voting report
------------------+ 3.1.1.1 Finalization by CMC - CA7
------------------+ 3.1.1.2 Finalization by TC - non CA7
------------------+ 3.1.1.3 Failed
--------------+ 3.1.2 CMC Feedback
------------------+ 3.1.2.1 Validation
------------------+ 3.1.2.2 Rejection
--------------+ 3.1.3 Translators Rejection/Extension Requests
------------------+ 3.1.3.1 AFNOR Rejection/Extension Request
------------------+ 3.1.3.2 BSI Rejection/Extension Request
------------------+ 3.1.3.3 DIN Rejection/Extension Request
--------------+ 3.1.4 Text for Proof Check - CA7 (CMC to TC)
--------------+ 3.1.5 Text for Finalization by TC - non CA7 (TC to CMC)
----------+ 3.2.0 Stable Delivery
--------------+ 3.2.1 Stable Delivery
--------------+ 3.2.2 Translation Returns
------------------+ 3.2.2.1 AFNOR Return
------------------+ 3.2.2.2 BSI Return
------------------+ 3.2.2.3 DIN Return
----------+ 3.3.0 Launch Issue
```

where **$comm\_ref$** is the reference of the Committee, defined as the concatenation of a Committee Type and eventually a Committee number or specific string reference.