



*Livelihood Content Server*

**eMail to Livelihood Groups**

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**Revision history**

The following revisions have been made to this document:

| Date       | Version | Person | Summary of changes |
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| 2017-03-22 | v 1.0   | MB     | Current version    |
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|            |         |        |                    |

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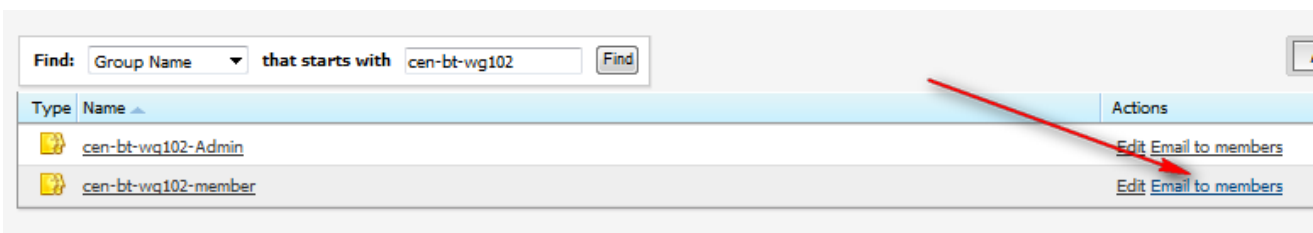
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## **1. INTRODUCTION**

### **1.1 Objective**

A special feature was available when the CENTC server was running on Livelihood versions prior to Content Server version 10.0.

When viewing Groups in the Livelihood 'Users & Groups' screen, a link called '**Email to Members**' allowed the user to send a mail message to all members of the selected group (including users in subfolders).



For technical reasons, this specific feature is not available anymore in Content Server 10.0 and subsequent versions. The present document describes the use of an alternative solution developed for CS 10 and intended to offer similar functionalities to some dedicated users..

## 2. DESCRIPTION

### 2.1 Principle

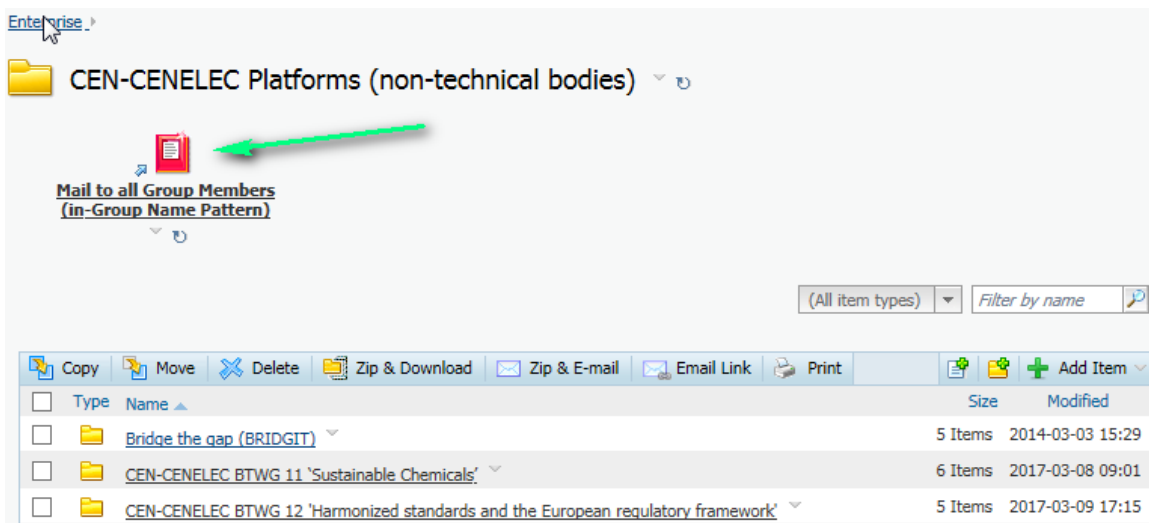
We use two related Livereports :

1. The first one allows the user to list LiveLink groups corresponding to a given pattern and to select one.
2. The second report lists the eMail addresses of all members of the selected group, including its subgroups.

### 2.2 Usage

#### 1. Group Name Selection :

- Click on the Report Link :



- You may now enter a group name (or a name pattern using the % wildcard character)

The screenshot shows a web form titled 'LiveReport: Mail to all Group Members (in-Group Name Pattern) (Main)'. The form has a red document icon with a white envelope. Below the icon is a text input field labeled 'Group Name pattern (pattern%)' containing the text 'cen-clc-bt/wg%'. Below the input field are two buttons: 'Update' and 'Reset'.

Click on the [Update] button to show the group list


- In the resulting list, select the desired group by clicking on the [Details](#) link:

Group Name pattern (pattern%)

| ROWNUM | ID      | NAME                     | Actions                 |
|--------|---------|--------------------------|-------------------------|
| 1      | 3003042 | CEN-CLC-BT/WG001         | <a href="#">Details</a> |
| 2      | 3003193 | CEN-CLC-BT/WG001 Admin   | <a href="#">Details</a> |
| 3      | 3003043 | CEN-CLC-BT/WG001 Member  | <a href="#">Details</a> |
| 4      | 8169565 | CEN-CLC-BT/WG009-Admin   | <a href="#">Details</a> |
| 5      | 8169157 | CEN-CLC-BT/WG009-Members | <a href="#">Details</a> |
| 6      | 2618473 | CEN-CLC-BT/WG211         | <a href="#">Details</a> |
| 7      | 2618578 | CEN-CLC-BT/WG211-admin   | <a href="#">Details</a> |
| 8      | 2618579 | CEN-CLC-BT/WG211-members | <a href="#">Details</a> |

2. List and use Mail addresses :

- The second report displays mail addresses for all users in the selected groups (and subgroups if any) :

 **LiveReport: Mail to all Group Members (in-Group Name) (sub)**

Group Name

**EMAILS**

amanda.richardson@bsigroup.com; antti.karppinen@sfs.fi; cmissiroli@cencenelec.eu; cristina.timo@ceinorme.it; cyrill.dirscherl@ec.europa.eu; elena.mocchio@uni.com; ewa.zielinska@pkn.pl; f.fiala@austrian-standards.at; gerhard.steiger@vdma.org; isoetaert@cencenelec.eu; jappe.vanderzwan@nen.nl; jgarcia@une.org; jpisnard@fieec.fr; jpvetsuypens@cencenelec.eu; k.gruen@austrian-standards.at; martin.danvers@bsigroup.com; mbungert@cencenelec.eu; neusser@bigr2.at; p.kammas@cys.org.cy; pascal.poupet@afnor.org; r.lensi@uni.com; rolf.widmer@snv.ch; sboy@etui.org; tah@standard.no; tiziana.sala@uni.com; urs.fischer@snv.ch

- Select the list of addresses and Copy it to the Windows clipboard
- Open a New Mail message in Outlook
- Paste the recipients list in the 'To :' field, and voilà :

From: mbellier@cencenelec.eu

To:  Richardson Amanda;  Karppinen Antti;  Missiroli Cinzia;  TIMÓ Cristina;  Dirscherl Cyril;  Mocchio Elena;  Zielinska Ewa;  Fiala Franz;  Steiger Gerhard;  Soetaert Ingrid;  van der Zwan Jappe;  Garcia Diaz Javier;  ISNARD Jean-Pierre;  Vetsuypens Jean-Paul;  Grun Karl;  Danvers Martin;  Bungert Michael;  neusser@bigr2.at;  Kammas Pambos;  Poupet Pascal;  Lensi Ruqgero;  Widmer Rolf;  Boy Stefano;  Hoseqgen Tom;  Sala Tiziana;  Fischer Urs

Cc: \_\_\_\_\_

Bcc: \_\_\_\_\_

Subject: \_\_\_\_\_

- You may of course remove or add people to the destination fields as you wish

Note :

- If the list is too long, the report will generate an Oracle error.
- If this happens, you should try to select subgroups of the main group and create several messages with recipients based on these subgroups
- Note that too long lists might also reach the limits of Outlook ...

### **2.3 Availability**

In the current Pilot phase, the link to this report is available at the root of the following platforms :

- CEN-CENELEC Platforms (non-technical bodies)
- CEN SECTORS working areas

It is accessible to the ***BT.Group.Admin*** group, which currently contains the following users :

- Joelle Colaers
- Mirna Vuletic
- Françoise Wanson