

# iPROJEX

## General User Guide

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Modifications description</b>
<b>1.0</b>	2012-05-22	EDP/CC	Initial version
<b>1.1</b>	2012-06-01	EDP/CC	XML symbol updated
<b>2.0</b>	2017-07-12	EDP/EMA	New version + new module National Implementation for Partners

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## 1 Introduction

iPROJEX is a web-based system (password protected) developed to enable the de-centralised maintenance of certain data held within the CCMC central database (MIDAS).

The users can upload bulk data into the CCMC database. They also have the possibility (depending on the module chosen) to download reminder files. A facility to automatically generate the reminder files and send e-mail notifications is also included.

Nine modules are currently supported by the tool:

<b>National Implementation</b>	Notification of national implementation of European standards for Members
<b>National Implementation Partner</b>	Notification of national implementation of European standards for Partners
<b>ICS</b>	Assignment of International Classification for Standards
<b>National titles</b>	Provision of national titles of European standards (other than in the three official CEN languages)
<b>Technical Body titles and scopes</b>	Provision of French and German Technical Body titles and scopes (TC, SC, WG)
<b>Infopro</b>	Notification of any new national standardization work (in accordance to Directive 98/34/EC)
<b>Keymark Certificates</b>	Provision of Keymark certificates data
<b>Normative References</b>	Provision of normative references of European standards
<b>Translation prior Formal Vote</b>	Notification of intention (or not) to translate European standards before the launch of the Formal vote.

The aim of this User Guide is to provide general information on the iPROJEX tool and on the different steps to perform when you want to upload a file or download a reminder file. These actions are generally common to all the modules.

A separate documentation per module (and per data file format) is also available for detailed information (file structure, errors and warnings...):

<b>National Implementation</b>	<a href="#">iPROJEX - National Implementation - Data file structure and contents (XML format)</a> <a href="#">iPROJEX - National Implementation - Data file structure and contents (XLS format)</a>
<b>National Implementation Partner</b>	<a href="#">iPROJEX - National Implementation Partner - Data file structure and contents (XLS format)</a> <a href="#">iPROJEX - National Implementation Partner - Data file structure and contents (XML format)</a>
<b>ICS</b>	<a href="#">iPROJEX - ICS - Data file structure and contents (XML format)</a>
<b>National Titles</b>	<a href="#">iPROJEX - National Titles - Data file structure and contents (XML format)</a> <a href="#">iPROJEX - National Titles - Data file structure and contents (XLS format)</a>

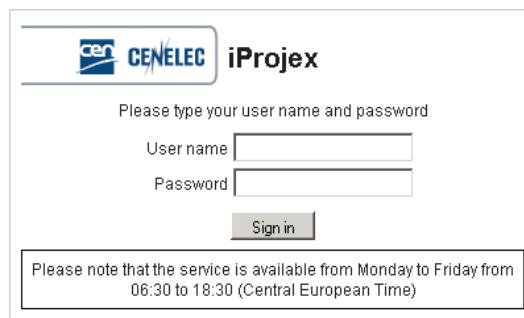
<b>Technical Body Titles and Scopes</b>	<a href="#">iPROJEX - TB Titles and Scopes - Data file structure and contents (XML format)</a>
<b>Infopro</b>	<a href="#">iPROJEX - Infopro - Data file structure and contents (XML format)</a> <a href="#">iPROJEX - Infopro - Data file structure and contents (XLS format)</a>
<b>Keymark Certificates</b>	<a href="#">iPROJEX - Keymark - Data file structure and contents (XLS format)</a>
<b>Translation prior Formal Vote</b>	<a href="#">iPROJEX – Translation prior FV - Data file structure and contents (XLS format)</a> <a href="#">iPROJEX – Translation prior FV - Data file structure and contents (XML format)</a>

## 2 How to access iPROJEX?


### 2.1 Login

iPROJEX is accessible via the CEN website ([Work area > CEN Tools & applications](#)) or directly via the URL <https://iprojex.cencenelec.eu>

iPROJEX is available from Monday to Friday from 6:30 to 18:30 (CET).



**Attention:** The minimal browser configuration required to access iPROJEX is Microsoft Internet Explorer 8 or Mozilla Firefox 5.

Once you have logged into the application, your name is displayed on the top of the screen .



To exit from the application, click on  **Sign out**.

## 2.2 Access rights

You will require an individual username and password to access the system.

Currently, the usernames and passwords are all centrally maintained by CCMC.

Depending on the module, access is given to the staff from:




- |   |   |
|---|---|
| ➤ <b>National Implementation</b>          | All CEN & CENELEC Members   |
| ➤ <b>National Implementation Partner</b>  | All CEN & CENELEC Partners  |
| ➤ <b>ICS</b>                              | DIN only  |
| ➤ <b>National titles</b>                  | Only CEN & CENELEC Members responsible for the provision of national titles |
| ➤ <b>Technical Body titles and scopes</b> | Only DIN and AFNOR  |
| ➤ <b>Infopro</b>                          | All CEN and CENELEC Members + CEN and CENELEC Affiliates                    |
| ➤ <b>Keymark Certificates</b>             | DIN CERTCO only   |
| ➤ <b>Normative References</b>             | DIN Software only   |
| ➤ <b>Translation prior FV</b>             | Only DIN and AFNOR  |

## 3 Helpdesk

The **user support** is provided by the **Database Unit at CCMC**. Please send all your comments and issues on iPROJEX to [dataservice@cencenelec.eu](mailto:dataservice@cencenelec.eu).

All **requests for access** should be sent to [projex@cencenelec.eu](mailto:projex@cencenelec.eu). Please give us your name, e-mail address and the module to which you request access.

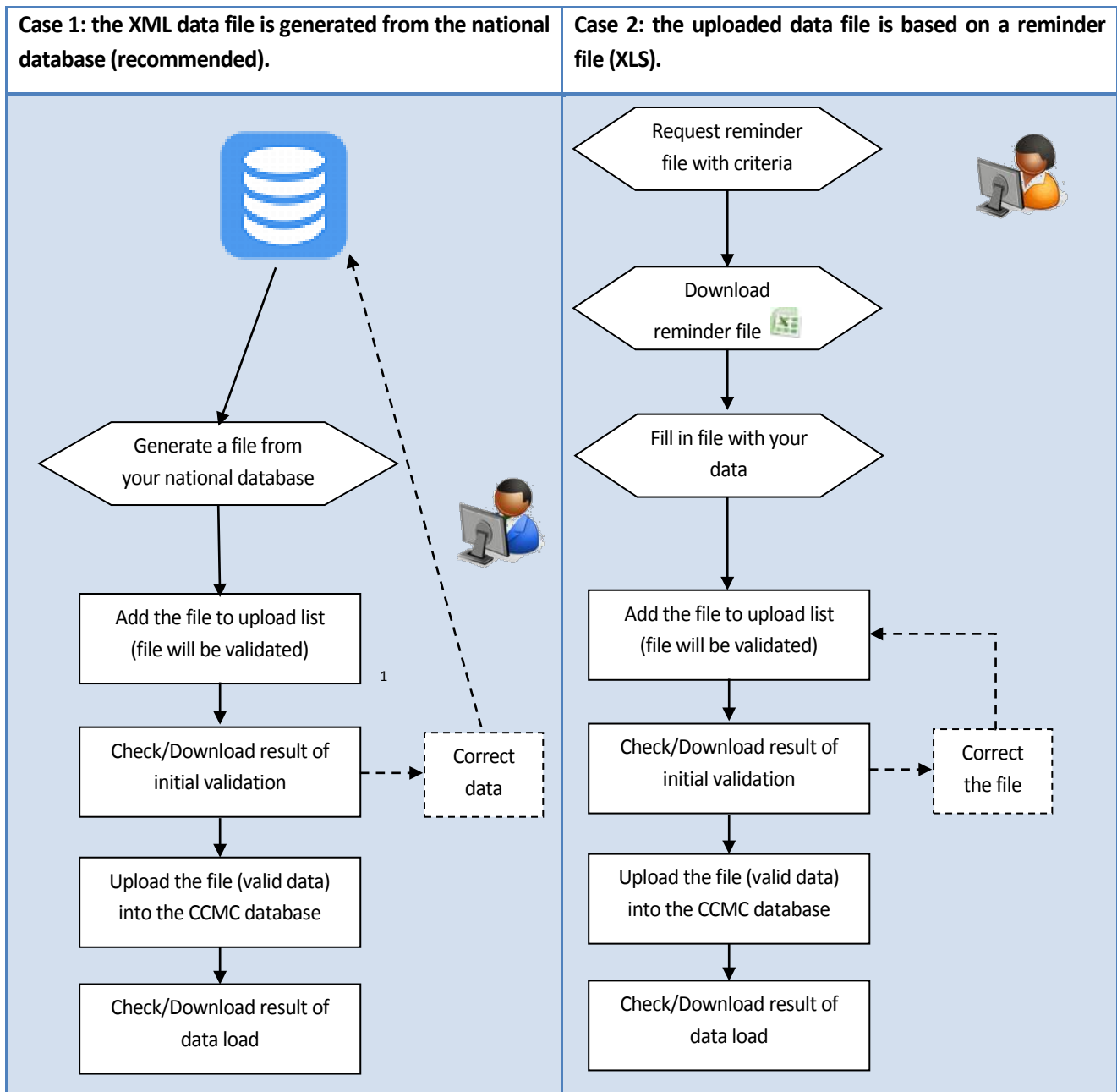
The following help is also available within the application (at the top of the screen):

-  **Contact** to send an e-mail to the CCMC Database Unit ([dataservice@cencenelec.eu](mailto:dataservice@cencenelec.eu))
-  **FAQ** list of Frequently Asked Questions
-  **Help** basic information concerning the iPROJEX user interface (+ link to the User Guides)



The screenshot shows the iPROJEX application interface. At the top left, there is a logo for CEN CENELEC and the text 'iPROJEX'. At the top right, there is a navigation bar with icons for 'Contact', 'FAQ', and 'Help', and a user profile for 'Michaela Meise' with a 'Sign out' button. Below the navigation bar, there is a dropdown menu labeled 'Select a module:' with 'National Implementation' selected. Below this, there are two buttons: 'Upload Files' and 'Create Reminder Files'. The 'Upload Files' section is active, showing a step indicator '1 Add a file:' and a text input field 'Choose a file to add:' with a 'Browse...' button. To the right of the input field is an 'Add to upload list' button. Below the input field, it says 'File will be validated'.

## 4 Process overview



**Note:** The reminder file facility is only applicable for the following modules:

- National Implementation
- National Implementation Partner
- ICS
- National titles
- Technical Body titles and scopes

<sup>1</sup> To automate this process: possibility to use iPROJEX webservice. If interested by this service, please contact [dataservice@cencenelec.eu](mailto:dataservice@cencenelec.eu).

## 5 Select a module

You have first to select the module for which you want to upload a file or generate a reminder file.

The ‘**Select a module**’ dropdown only displays the modules for which you have been granted access.



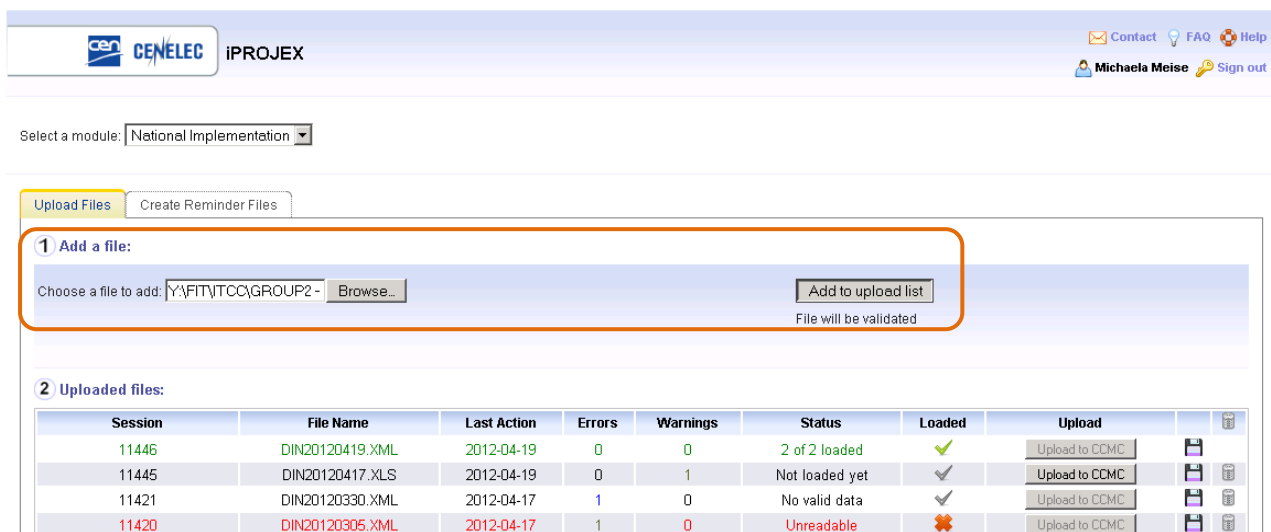
The selection of a module dynamically changes the content of the tabs ‘**Upload Files**’ (see § 6) and ‘**Create Reminder Files**’ (see § 7).

## 6 Upload Files

### 6.1 Add a file

This part of the screen enables you to upload a data file in order to validate it.

**Attention:** No data is loaded into the CCMC database at this stage!



Select your input file using the **Browse...** function.

Then click on **Add to upload list** in order to perform an initial validation and add your file to the upload list (see § 6.2).

## 6.2 Uploaded files

After having clicked on **Add to upload list**, the file is added at the top of the list of uploaded files and is validating (i.e. is not yet uploaded to the CCMC database!).

Session	File Name	Last Action	Errors	Warnings	Status	Loaded	Upload
12007	DIN20120316.XML	2012-05-04	0	0	Validating ...	✘	Upload to CCMC
11967	DIN20120504.XLS	2012-05-04	0	0	2 of 2 loaded	✔	Upload to CCMC
11927	DIN20120504.XML	2012-05-04	0	0	1 of 1 loaded	✔	Upload to CCMC
11738	DIN20120303.XML	2012-04-27	2	0	No valid data	✘	Upload to CCMC
11446	DIN20120419.XML	2012-04-19	0	0	2 of 2 loaded	✔	Upload to CCMC
11445	DIN20120417.XLS	2012-04-19	0	1	Not loaded yet	✔	Upload to CCMC
11421	DIN20120330.XML	2012-04-17	1	0	No valid data	✘	Upload to CCMC
11420	DIN20120305.XML	2012-04-17	1	0	Unreadable	✘	Upload to CCMC
11367	DIN20120330.XML	2012-03-30	0	0	1 of 1 loaded	✔	Upload to CCMC

The Auto refresh in 6 sec. functionality is then displayed at the right top of the list of uploaded files. Once the file is uploaded/validated, this text disappears and the **Status** is updated (e.g. into Not loaded yet, no valid data...).

The upload/validation of the file can take several minutes. It is not necessary to stay within this screen or within the application during this time. You can choose to leave the application and return at a later time (to check the Errors/warnings, to upload the file to CCMC...).

From that part of the screen, you have the possibility to:

- Check the errors and warnings on screen before and after uploading your file to CCMC (see 6.2.2)
- Upload your file to CCMC (see § 6.2.3)
- Download logs (see § 6.2.4)
- Delete files which have not been loaded (see § 6.2.5)

### Notes:

- The validation records (for files not uploaded to CCMC) are kept for one month.
- The load records (for files uploaded to CCMC) are kept for one year.



## 6.2.1 Available information

The **Uploaded files** data grid contains the list of all the files added for a specified module, whatever their status (loaded, not yet loaded, unreadable...).

Field	Description
<b>Session</b>	Session ID (automatically generated by the system) <b>Note:</b> This session ID will remain the same once you will have loaded your data to CCMC.
<b>File Name</b>	Name of the uploaded file
<b>Last Action</b>	Date of the last action taken on the file (either date on which you added the file to the upload list or actual date of upload to CCMC...) <b>Note:</b> By default, the list is sorted by <b>Last Action</b> (the most recent on top).
<b>Errors</b>	Number of errors + description (click for details) (see § 6.2.2) Click on the number of errors in order to have more information on these errors.

2 Uploaded files:

Session	File Name	Last Action	Errors	Warnings	Status	Loaded	Upload	
11738	DIN20120303.XML	2012-04-27	2	0	No valid data	✓	Upload to CCMC	📄 🗑️
11446	DIN20120419.XML	2012-04-19	Click for details	0	2 of 2 loaded	✓	Upload to CCMC	📄 🗑️
11445	DIN20120417.XLS	2012-04-19	U	1	Not loaded yet	✓	Upload to CCMC	📄 🗑️
11421	DIN20120330.XML	2012-04-17	1	0	No valid data	✓	Upload to CCMC	📄 🗑️
11420	DIN20120303.XML	2012-04-17	1	0	Unreadable	✘	Upload to CCMC	📄 🗑️

A new window opens giving you the following data:

Field	Description
<b>File</b>	File name
<b>Record description</b>	Identification of the record generating the error or warning message (e.g. EURKEY, WIID...)
<b>Message</b>	Error or warning message




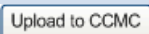


**Example:**

Errors & Warnings – Mozilla Firefox

File: DIN20120303.XML

Record description	Message
EURKEY=1#WIID=34942#NAREF="DIN EN 675"	No data will be added. Several National Implementations are already available for this European Standard.
EURKEY=1#WIID=32960#NAREF="DIN CEN/TR 15449"#PUBD="2011-12-15"#LANGCODE="DE"	No National implementation data will be added. National implementation already available as DIN CEN/TR 15449 2011-12-15 published in German (or language is missing).

<b>Warnings</b>	Number of warnings + description (click for details) (see § 6.2.2) Click on the number of warnings in order to have more information on these warnings (cf Errors).
-----------------	--

Field	Description
<b>Status</b>	<p>Current status of the file</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>▪ <b>Validating...</b> The file is currently validating.</li> <li>▪ <b>No valid data</b> The file only contains records with errors and cannot therefore be loaded into the CCMC database.</li> <li>▪ <b>Not loaded yet</b> The file has been added to the upload list (validation) but has not yet been loaded into the CCMC database.</li> <li>▪ <b>Loading...</b> The file is currently loading into the CCMC database.</li> <li>▪ <b>x of y records loaded</b> Number of records loaded into the CCMC database out of the total of records contained in the file.</li> <li>▪ <b>Unreadable file</b> System error or Excel file with incorrect column names, page names or funny stuff in background...</li> </ul>
<b>Loaded</b>	<p>Symbol showing the status of the load</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li> For files loaded into the CCMC database. <b>Note:</b> Files which have been successfully loaded are highlighted in green.</li> <li> For files not yet loaded or currently loading or validating</li> <li> For files for which the load failed due to several reasons (no valid data...), unreadable files...</li> </ul>
<b>Upload</b>	<p>Button  allowing to upload the data file into the CCMC database (see 6.2.3)</p>
	Download log of upload (see § 6.2.4)
	Delete a file which has not been loaded (see § 6.2.5)

## 6.2.2 Check Errors and Warnings

An **Error** is a problem which will prevent the data record from being loaded into the CCMC database.


A **Warning** does not prevent the data record from being loaded but should be noted and possibly investigated by the user.

Before uploading your file to CCMC, you have to check the errors and warnings in order to take the relevant actions:

- either continue with the upload to CCMC
- or correct the data file and upload it again

**Note:** In case of errors/warnings before the load to CCMC, you still have the possibility to correct your data file and upload it again. You can then delete your first upload which has not been loaded and which is not needed anymore (see § 6.2.5 on the file deletion).


There are 2 ways of checking errors and warnings:

- **On screen:** the columns **Errors** and **Warnings** allow you to check either the result of the file validation (before the load to CCMC) or the result of the upload into the CCMC database (see § 6.2.1).
- **Download log:** download the list of errors and warnings by clicking on **download log**  (see § 6.2.4).

Further information on errors and warnings (description of messages) can be found in the specific documentation per module.

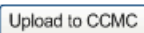
### 6.2.3 Upload file to CCMC

Click on the button **Upload to CCMC** to upload your file to the CCMC database.

The  Auto refresh in 6 sec. functionality is then displayed at the right top of the list of uploaded files. Once the file is uploaded to CCMC, this text disappears and the **Status** is updated (e.g. into x of y loaded, no valid data...).

The upload of the file can take several minutes. It is not necessary to stay within this screen or within the application during this time. You can choose to leave the application and return at a later time (to download the log...).

The records without errors will be loaded. The records with warnings will be loaded.



Button **'Upload to CCMC'** enabled: for files not yet loaded to the CCMC database.

**Note:** This button is only available if there is at least one valid record to load.

When you click on **'Upload to CCMC'**, a data validation is performed again (as you may upload the file to CCMC on a different day than the day you uploaded the file to the upload list).

#### **Automatic notification**


Once the load is finished, an e-mail is automatically sent to you with the load log in attachment (you still have the possibility to download the logs via the application, see § 6.2.4).

See an example of e-mail notification in Annex 1.



Button **'Upload to CCMC'** disabled: for files loading, already loaded or for which the load failed.

## 6.2.4 Download log

Click on  to download the log via the application.

Select a module:

Upload Files
Create Reminder Files

**1 Add a file:**

Choose a file to add:

File will be validated

**2 Uploaded files:**

Session	File Name	Last Action	Errors	Warnings	Status	Loaded	Upload	
11738	DIN20120303.XML	2012-04-27	2	0	No valid data		<input type="button" value="Upload to CCMC"/>	
11446	DIN20120419.XML	2012-04-19	0	0	2 of 2 loaded		<input type="button" value="Upload to CCMC"/>	<span style="font-size: x-small; color: green;">Download log</span>
11445	DIN20120417.XLS	2012-04-19	0	1	Not loaded yet		<input type="button" value="Upload to CCMC"/>	
11421	DIN20120330.XML	2012-04-17	1	0	No valid data		<input type="button" value="Upload to CCMC"/>	
11420	DIN20120305.XML	2012-04-17	1	0	Unreadable		<input type="button" value="Upload to CCMC"/>	
11367	DIN20120330.XML	2012-03-30	0	0	1 of 1 loaded		<input type="button" value="Upload to CCMC"/>	

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This file contains the list of warnings and errors and, for the files which have been uploaded to CCMC, the records successfully loaded.

The following message will occur in the load log for each upload performed successfully:

This record has been successfully loaded into the CCMC database


See the complete list and the explanation of the different error and warning messages of all the modules in their specific User Guides.

By default, the format of the log has been defined in your user profile as XLS. Should you wish to change it to XML, please send a message to [projex@cencenelec.eu](mailto:projex@cencenelec.eu).

### Notes:

- The validation logs (for files not uploaded to CCMC) will be kept for one month.
- The load logs (for files uploaded to CCMC) will be kept for one year.

## 6.2.5 Delete a file which has not been loaded

Click on  to delete a file.

This option is only available for files which have not been loaded.

Select a module: National Implementation



















**Upload Files** | Create Reminder Files

1 Add a file:

Choose a file to add:


File will be validated

2 Uploaded files:

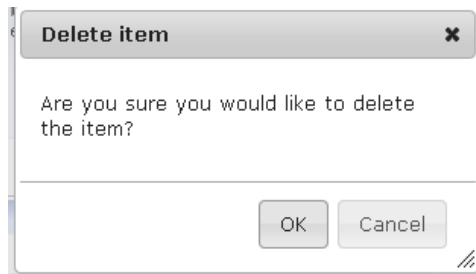
Session	File Name	Last Action	Errors	Warnings	Status	Loaded	Upload		
11738	DIN20120303.XML	2012-04-27	2	0	No valid data		<input type="button" value="Upload to CDMC"/>		
11446	DIN20120419.XML	2012-04-19	0	0	2 of 2 loaded		<input type="button" value="Upload to CDMC"/>		
11445	DIN20120417.XLS	2012-04-19	0	1	Not loaded yet		<input type="button" value="Upload to CDMC"/>		
11421	DIN20120330.XML	2012-04-17	1	0	No valid data		<input type="button" value="Upload to CDMC"/>		
11420	DIN20120305.XML	2012-04-17	1	0	Unreadable		<input type="button" value="Upload to CDMC"/>		
11367	DIN20120330.XML	2012-03-30	0	0	1 of 1 loaded		<input type="button" value="Upload to CDMC"/>		

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The following confirmation window is then displayed:



Click on **OK** to confirm the deletion of the file.

Click on **Cancel** to cancel the deletion of the file.

## 7 Reminder Files

You can generate a reminder file to remind you of the data to be provided to CCMC or to have a view of the actual state of your data within the CCMC database.

The use of a reminder file is optional.

The reminder file facility is only applicable for the following modules:

- National Implementation
- ICS
- National titles
- Technical Body titles and scopes

The reminder file is identical in structure to the file to be delivered to CCMC. You can therefore manually update the reminder file and then upload it to CCMC (in Excel format).

Click on the tab **Create Reminder Files** to access the reminder files functionality.

Select a module:

Upload Files Create Reminder Files

**1 Create:**

**Criteria:**

**Date:**  **From:**  **To:**

e.g. 2011-06-06 📅 e.g. 2011-06-06 📅

**Format:**  Xml  Excel (xls)  Compress file Create reminder file

**2 Reminder files:**

Date	Options	Criteria	From	To	Format		
2012-06-01	Missing	None			XML	📄	🗑️
2012-05-31	Missing	Date of Availability	2011-05-01	2011-12-31	XLS	📄	🗑️
2012-05-29	Missing	None			XLS	📄	🗑️
2012-05-24	Missing	Date of Availability	2011-05-01	2011-11-30	XLS	📄	🗑️
2012-05-24	Missing	Date of Availability	2012-01-01	2012-05-31	XML	📄	🗑️
2012-05-08	Missing	None			XLS	📄	🗑️

This screen is divided into 2 parts:

- 1) Create:** contains the different selection criteria with the possibility to generate the reminder file (see § 7.1).
- 2) Reminder files:** contains the list of all the generated reminder files with the possibility to download them (see § 7.2) or to delete them (see § 7.3).

### Notes:

- The tab 'Create Reminder files' is not displayed when the module does not require reminder files (e.g. CEN-CENELEC Infopro).
- The reminder files will be kept for 3 months.

## 7.1 Create Reminder File (criteria)

Select your criteria (criteria in dropdown list, checkbox, date, format... depending on the module) and then press on **Create reminder file**.

Date	Options	Criteria	From	To	Format		
2012-06-01	Missing	None			XML		
2012-05-31	Missing	Date of Availability	2011-05-01	2011-12-31	XLS		
2012-05-29	Missing	None			XLS		
2012-05-24	Missing	Date of Availability	2011-05-01	2011-11-30	XLS		
2012-05-24	Missing	Date of Availability	2012-01-01	2012-05-31	XML		
2012-05-08	Missing	None			XLS		

Clicking on the **Create reminder file** button launches the generation of the reminder file.



The Auto refresh in 6 sec. functionality is displayed at the right top of the list of reminder files. Once the reminder file is generated, this text disappears and a new record is added at the top of the list of reminder files (see § 7.2).

**Note:** The generation of the reminder file can take several minutes. It is not necessary to stay within this screen or within the application during this time. You can choose to leave the application and return at a later time to download the file.

## 7.2 Download Reminder File

The **Reminder files** data grid contains the list of all the generated reminder files for the selected module.

Field	Description
Date	Date on which the reminder file was generated. <b>Note:</b> by default, the list is sorted by date (the most recent on top).
Options	Displays the different criteria selected.
Criteria	
From - To	
Format	Format of reminder file (XML, XLS).

Field	Description
	Download reminder file (see § 7.2)
	Delete reminder file (see § 7.3)

Click on  or  (depending on the format of the reminder file you created) to download the reminder file.

Select a module:

Upload Files **Create Reminder Files**













**1 Create:**

**Criteria:**

**Date:**  **From:**  **To:**

**Format:**  Xml  Excel (xls)  Compress file

**2 Reminder files:**

Date	Options	Criteria	From	To	Format		
2012-06-01	Missing	None			XML		
2012-05-31	Missing	Date of Availability	2011-05-01	2011-12-31	XLS		
2012-05-29	Missing	None			XLS		
2012-05-24	Missing	Date of Availability	2011-05-01	2011-11-30	XLS		
2012-05-24	Missing	Date of Availability	2012-01-01	2012-05-31	XML		
2012-05-08	Missing	None			XLS		

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## 7.3 Delete Reminder File

Click on  to delete a reminder file.

Select a module:

Upload Files **Create Reminder Files**













**1 Create:**

**Criteria:**

**Date:**  **From:**  **To:**

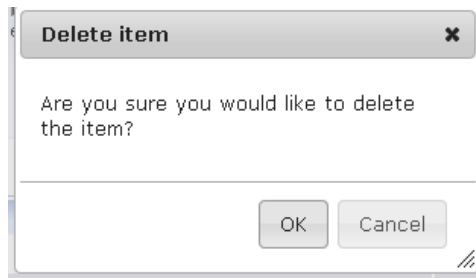
**Format:**  Xml  Excel (xls)  Compress file

**2 Reminder files:**

Date	Options	Criteria	From	To	Format		
2012-06-01	Missing	None			XML		
2012-05-31	Missing	Date of Availability	2011-05-01	2011-12-31	XLS		
2012-05-29	Missing	None			XLS		
2012-05-24	Missing	Date of Availability	2011-05-01	2011-11-30	XLS		
2012-05-24	Missing	Date of Availability	2012-01-01	2012-05-31	XML		
2012-05-08	Missing	None			XLS		



The following confirmation window is then displayed:



Click on **OK** to confirm the deletion of the reminder file.

Click on **Cancel** to cancel the deletion of the reminder file.

## Annex 1 – Example of e-mail notification – Load log

