IEC Collaboration Tools Suite
Guide for TC/SC/WG/MT

TC/SC Officers	O
WG/MT Conveners	C
Experts	E

IEC

Making electrotechnology work for you.

IEC Support – helpdesk@iec.ch

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1 About Collaboration Tools

The IEC Collaboration Tool Suite enables officers and experts from IEC TC/SC/WG/MT to connect with other experts around the world and collaborate on their standardization work on-line. A login is necessary to access the application.

Functionalities include file upload and/or download, setting meeting folders and discussion forums at TC/SC or WG/PT/MT level, sending group emails and task assignment etc.

There is a weekly newsletter available on subscription containing the summary of new documents, discussions and issues.

> According to the **Administrative Circular AC 20122e** and **SMB Decision 142/19** (Use of IEC Central Office IT Tools at the WG level, SMB ahG 32 recommendation 7) the TC/SC secretaries and WG convenors **shall ensure** that as a minimum all meeting notices, agendas and reports are posted on the IEC Collaboration Tools Server.

2 How to Log-In

To log-in, please go to the IEC homepage then myIEC and click on "Collaboration Tools" under the "Tools" section.

Enter your username and password

Logins are given by National Committees when experts are appointed to WG/PT/MTs.
The password is automatically generated once the login created and it may be changed in the Expert Management System under My personal details.

> Be aware that, due to synchronization issues, it will take up to **24 hours** to become active for using the Collaboration Tools.

2.1 Forgot password

Collaboration Tools login page provides password recovery.
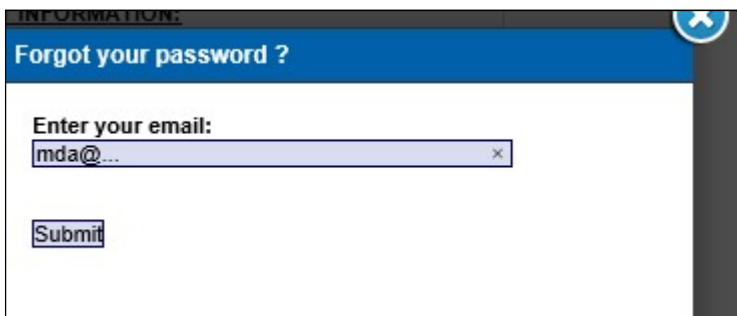
Click on *Forgot password?* A pop-up window will appear. Enter your email address.

The email address must be the same as the one used in the Expert Management System otherwise the notification won't be sent.

Collaboration Tools may require the ActiveX installation depending on the browser used. The installation procedure is explained on the login page.

3 Rights and Roles

Rights and roles for the Collaboration Tools Suite are given to experts in WG/MTs by their National Committees.

There are different roles in the Collaboration Tools Suite:

|		
O	**TC/SC Officers**	Secretaries, Chairpersons (assigned by IEC) have access to their whole TC/SC
C	**WG/MT Conveners**	have access to their WG/MT (assigned by IEC)
E	**Experts**	have access to their specific groups (assigned by the National Committee)

3.1 Navigation between IEC Webpage and Collaboration Tools

On the IEC webpage, every TC/SC has a TC/SC dashboard (Example). The dashboard is a collection of information and links related to the TC/SC. You can find information about the Scope, Structure, Projects/Publications, Documents, Votes and Meetings.

Every TC/SC dashboard also has a link to the Collaboration Tools working environment of the TC/SC together with some necessary information:
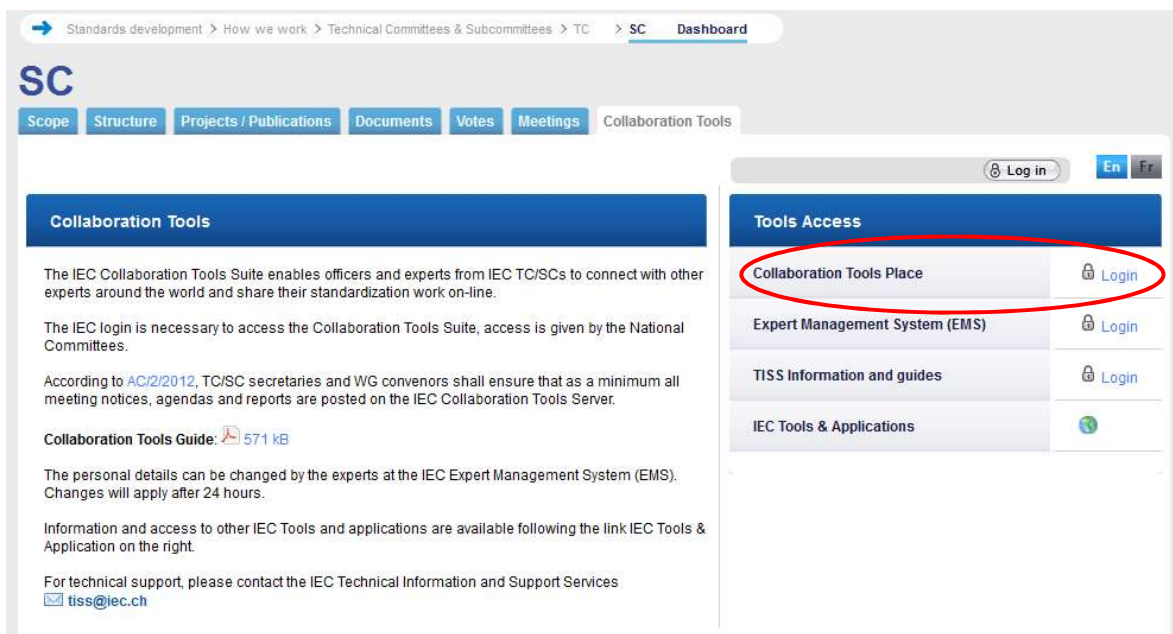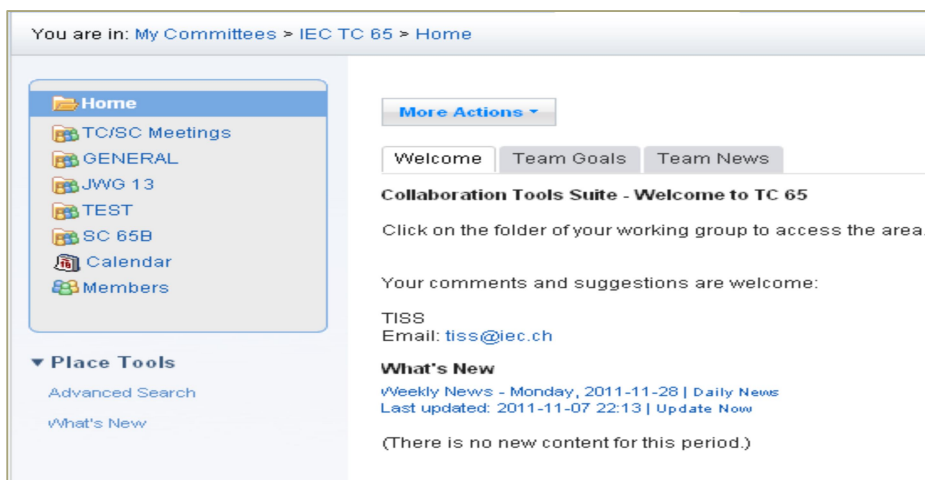

Also links to other IEC Applications and guides related to the work of a committee are given here.
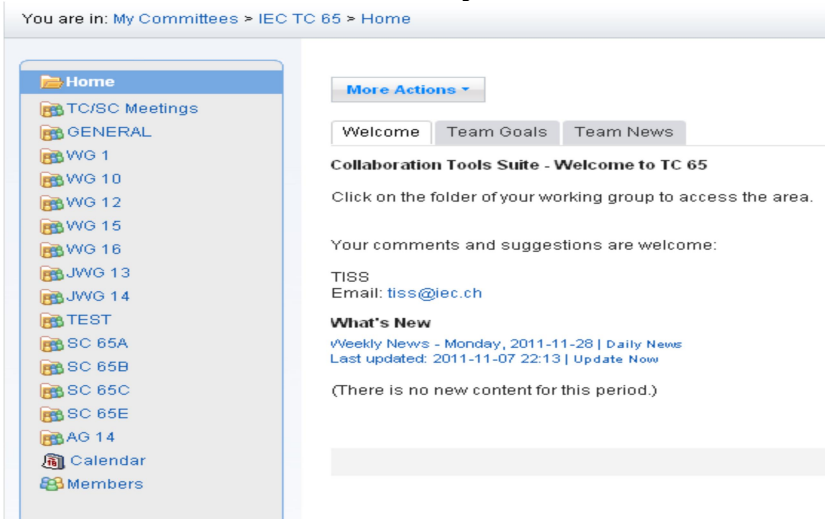
In the Collaboration Tools working environment of the TC/SC there is a direct link to the TC/SC dashboard:
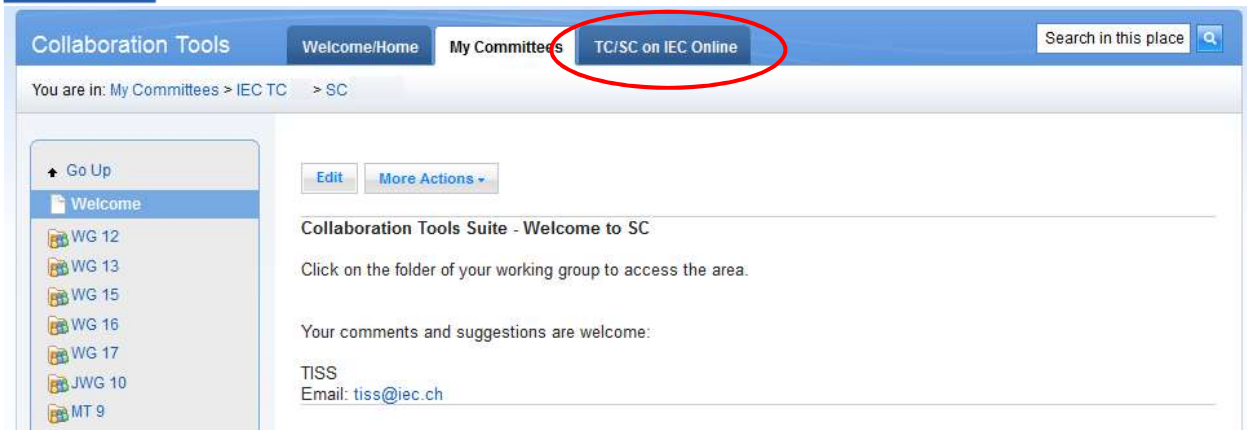
3.2 View for an expert in TC 65/JWG 13 and SC 65B/WG 7

3.3 View for the TC 65 Secretary

The places **GENERAL** and the **TC/SC Meetings** are visible for Officers, Convenors and Experts.
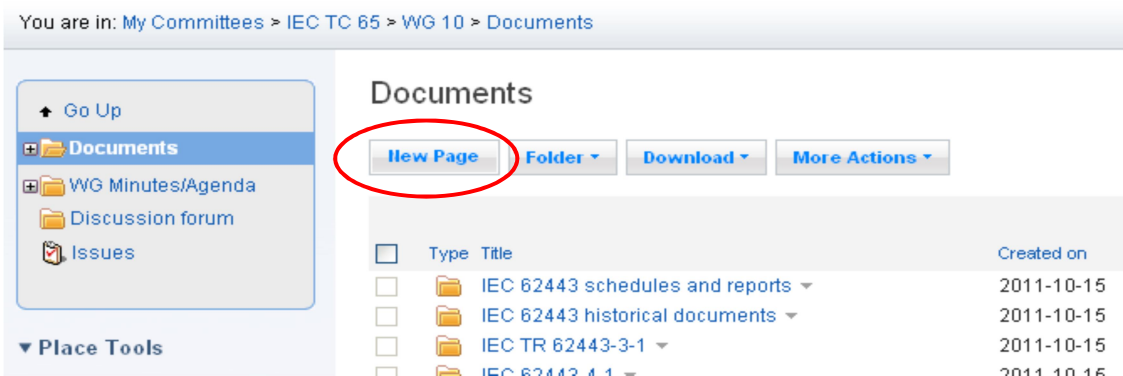
The place **TC/SC Meeting** is also available to registered meeting participants. They will have limited access for 3 months after the meeting once their participation to the meeting has been approved.

4   How to create pages and folders

Once the WG/PT/MT selected, the user may choose the place to add a page (file) or folder.

4.1   Page

To create a new page, just click on the New Page button

A page may comprise 3 elements

1. Title
2. Descriptive text
3. Attachments, documents can be uploaded here

After creating a new page, the following options are offered:

"Save as draft":   Only the owner will be able to view it

"Save and publish": All users having access to the group, in which this page is
                     being created, will be able to view it

4.2   Folder

A folder is a way to categorize and contain several pages together
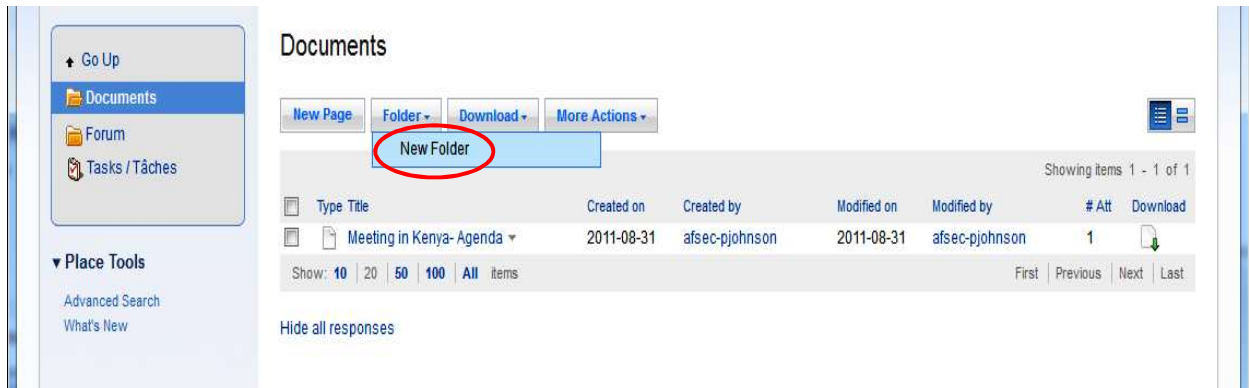
5   How to quickly download the attachments of pages

Select the documents you want to download and choose download from the dropdown menu

A window opens and asks you to confirm the download

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6 How to revise an existing page O C E

Each page can only be edited or deleted by its author.
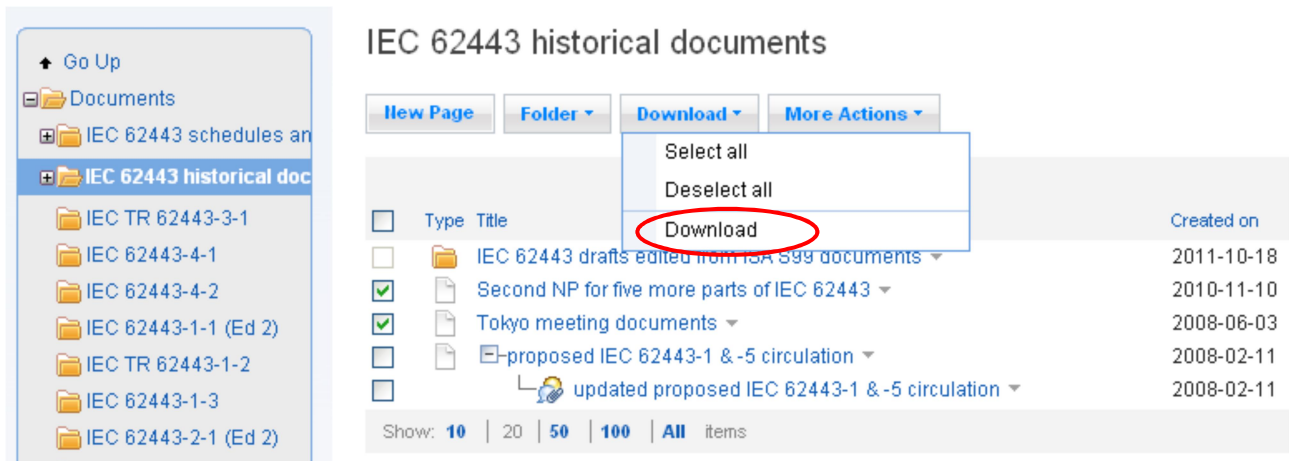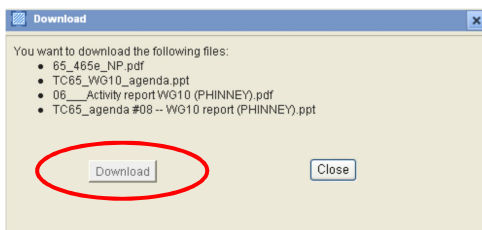Other users can revise the page to edit. The original version remains unchanged, a new revision will be added with the changes.

Simply click on "Revise > New revision".

The page will show the original versions and the revisions to give a complete overview of the changed versions:

7 Discussion forum O C E

Every TC/SC/WG/MT has a discussion forum for Officers, Convenors and Experts. Forums save information posted on a particular topic for other people to see at any time, this creates a discussion environment. Everything that gets posted remains to be read as needed. The fact that the forum isn't real time means that people from different time zones can have an asynchronous discussion on committee issues.

7.1 How to create a New Post in the Discussion forum

Click on Discussion forum in the menu bar, the click on **New Post** to start a discussion about a new topic
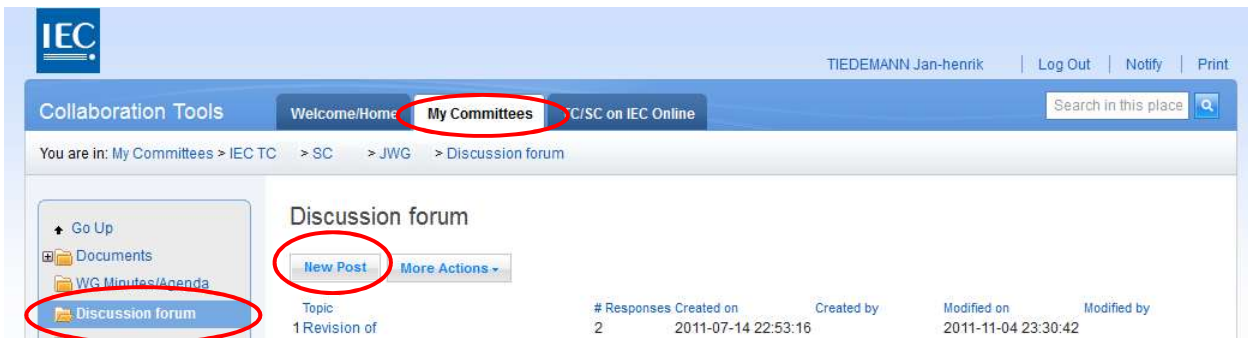
7.2 How to create a New Response to a Post in the Discussion forum

The New Response option allows for a comment to the discussion:

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![IEC logo]

Edit:

Save and publish   **Save as draft**   **Cancel**   (1)

[Response to: Asia-Pacific Critical Infrastructure Protection Survey by EL Antony C.]

Title:

Re: Asia-Pacific Critical Infrastructure Protection Survey   (2)

Contents:

(3)
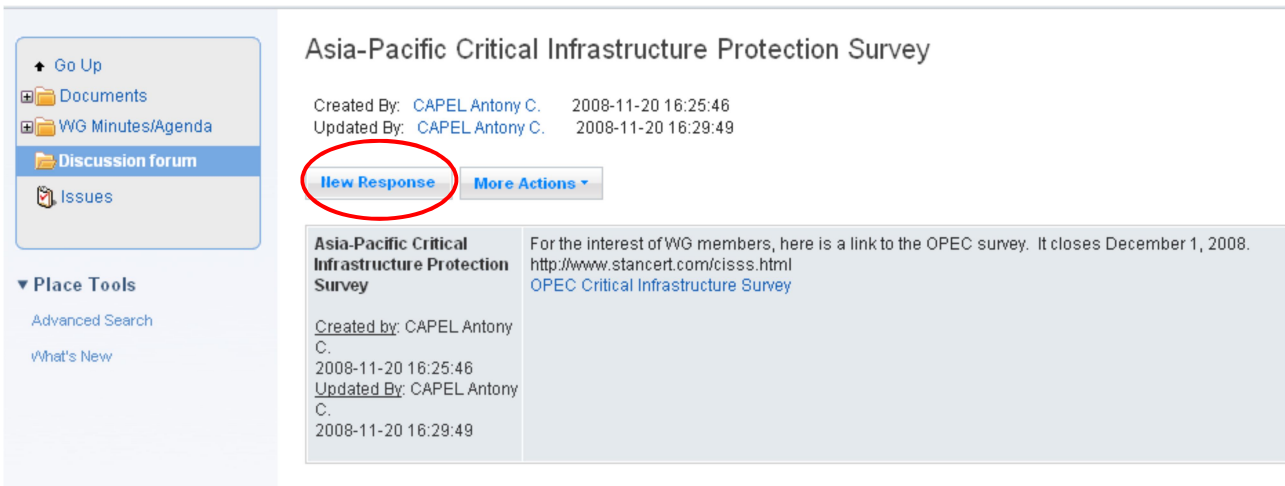
Attachments:
You can attach files by clicking the folder icon or dragging them from your desktop.

(4)

File Name	Size	Modified

Creating/Editing a comment, the following options are offered (1)

"Save as draft":   Only the commenter will be able to view it
"Save and publish":   All users having can see the comment and will be able to reply

The title of the comment can be added/changed (2)

The comment can be entered in a text field. Here, also links can be given to other documents (3)

Files can be attached to the comment (4)

The number of inputs made on the discussion item will be available under *Responses* (5)

8 Notifications

8.1 Automatic Notification

The Collaboration Tools Suite has a **Weekly Newsletter** which is sent by mail each week (on Sundays) to all the users. As soon as there is a new item posted in a TC/SC, users are automatically informed via the newsletter.

It indicates the creation date, the reference of the document with its name, the folder location and the TC/SC concerned.

To unsubscribe, please click on **unsubscribe** within the Weekly newsletter.

New documents modified over the past 7 days

IEC CISPR - Unsubscribe

TC/SC Meetings

| Creation Date	Document Reference	Title	Folder
2011-09-30	Plenary meeting documents CISPR Chair report 2011.pdf Ecma_liaison_report_2011.pdf Seoul_GB01.pdf Seoul_GB02.pdf Seoul_US01.pdf	Plenary meeting documents	CISPR \ 2011_Seoul
2011-09-27	Documents for plenary meeting CISPR Chair report 2011.pdf Seoul_US01.pdf Ecma_liaison_report_2011.pdf	Documents for plenary meeting	CISPR \ 2011_Seoul
2011-09-26 - M	2011_Seoul	2011_Seoul	CISPR

CIS-A > WG 1

| Creation Date	Document Reference	Title	Folder
2011-09-23 - M	CISPR/A/WG1 2011 Seoul contributions CISPR_A_WG1(Park).doc JT_F_A_CDNE_Beeckman_11-01.pdf CISPR_A_WG1_Alexander-Salter-Pharaoh-Cheadle_11-01.pdf CIS_A_WG1_(Alexander-Marshall)11-03.pdf CISPR_A_WG1 draft Agenda Seoul_Secretary_11_01 (2011-SEP-30).doc CISPR_A_WG1(Alexander-Pharaoh-Cheadle)11-02.pdf	CISPR/A/WG1 2011 Seoul contributions	WG Minutes/Agenda

CIS-A > JTF JTFA-F

Creation Date	Document Reference	Title	Folder
2011-09-30	JF_F_A_078 JT_F_A_078 draft 16_4_5_v3.doc	JF_F_A_078	Documents
2011-09-26	Documents for the JTF F_A Seoul CC_CIS_A_946 with observation of comments Berlin 09.09.2011.doc CC_CIS_A_949-with US.doc CIS_A_964_CC - observation of comments 946.doc	Documents for the JTF F_A Seoul	WG Minutes/Agenda \ 20111011 - JF_F_A draft agenda Seoul with documents

8.2 Manual notification O C E
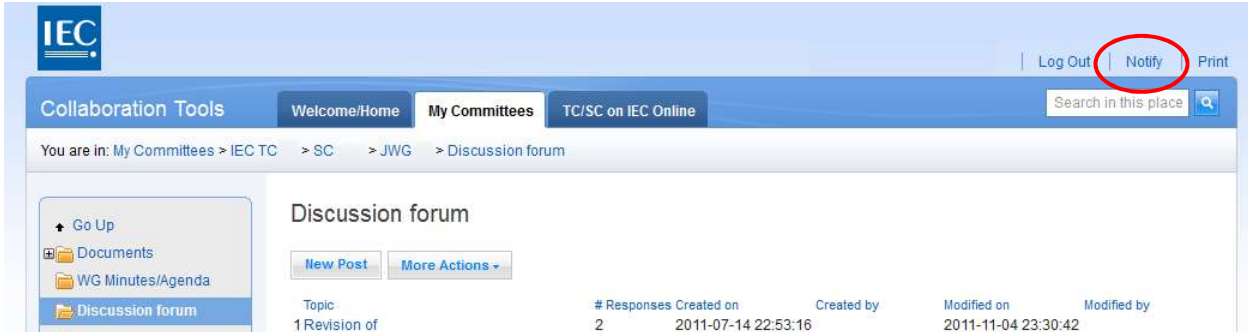
By choosing **Notify**, a mail with the link to the relevant place can be sent to experts.
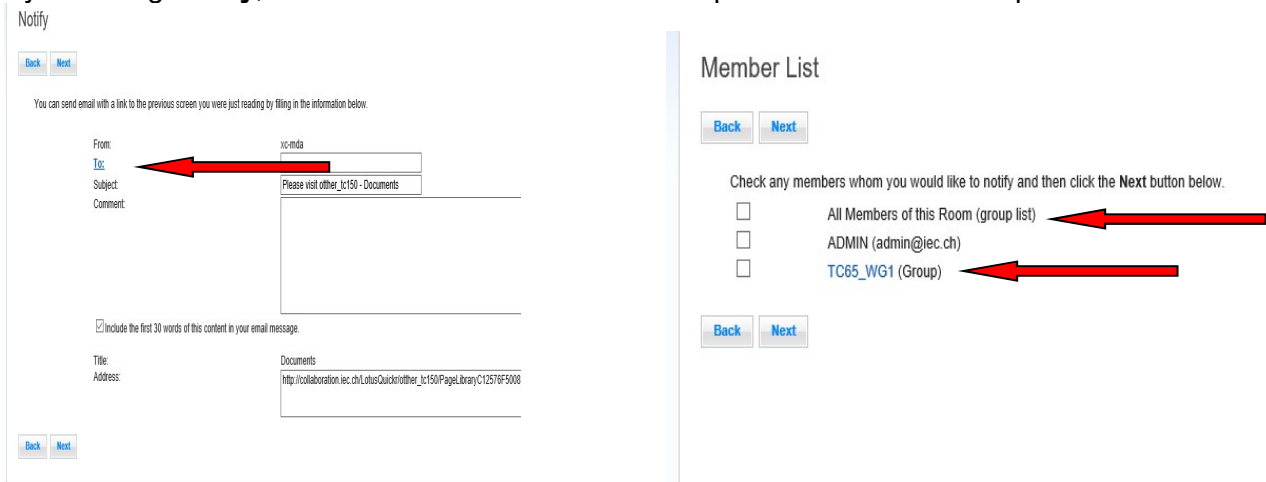
Selecting manually as many users as needed or choosing to notify **All Members** will send a notification to the selected persons.

TC65_WG1 (Group) If only a WG/PT or group needs to be notified, the same TC/SC structure is available under the Member List.

Once a manual notification has been sent, the user receives it by mail with the URL linked to the place where a new item has been posted.

A Notification from Collaboration Tools

Please visit the page "TC 72 new folder" in other_ctools area.

You can access this page either by clicking on the link below, or by copying and pasting it into your browser.

http://collaboration.iec.ch/QuickPlace/other_ctools/PageLibraryC125731E00787484.nsf/h_TaskList/383725C8640718EBC12574F3003A69CB/?OpenDocument&login

Notifications can be done also directly via the New Page creation.

You are in: My Committees > IEC TC 150 > test > Documents

Edit:

[Save and publish] [Save as draft] [Cancel]

Title:
test

Contents:
testing

Attachments:
You can add attachments by clicking the Browse... button and selecting the desired file.

[Browse...] [Add to List]

[Remove]

~~E-mail Notification: The following members~~ers will be notified when this is published:
No notification
Notify specific individuals

[Save and publish] [Save as draft] [Cancel]

Select Notify specific individuals and select All Members or needs to be notified.

Member List

[Back] [Next]

Check any members whom you would like to notify and then click the **Next** button below.
- [ ] All Members of this Room (group list)
- [ ] ADMIN (admin@iec.ch)
- [ ] TC65_WG1 (Group)

[Back] [Next]