User guide for

CEPT Portal

V. 1.2, December 2016

Contents

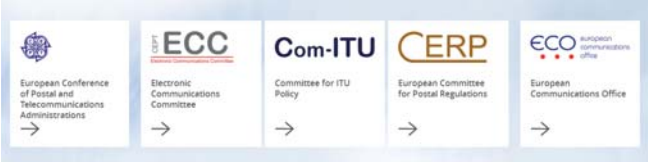
1.0 General overview 3
1.1 Navigating the website 3
1.1.1 CEPT family websites menu 3
1.1.2 Main menu 3
1.1.3 Group menu 4
2.0 Groups 5
2.0.1 Group membership 5
2.1 Group content 6
2.1.1 News 6
2.1.3 Links 6
2.1.4 Group information box 6
2.1.4.1 Add to favourites 6
2.1.4.2 Watch this group 6
2.1.4.3 Request group membership 7
3.0 User profile 8
3.0.1 Profile 9
3.0.2 Favourite groups 9
3.1 Start page 10
3.1.1 News feed 10
3.1.2 My upcoming meetings 10
3.1.3 Latest documents 10
3.2 Edit my profile 11
3.3 My groups 11
3.4 My meetings 13
3.5 My notifications 14
3.6 My questionnaires 14
3.7 My E-mail groups 15
4.0 Meeting documents 17
4.1 Finding documents 17
4.2 Filtering and search 17
4.2.1 Shortcut to other groups 17
4.2.2 Folders 18
4.2.2.1 Folder notification 18
4.3 Document list 18
4.3.1 Document accessibility 19
4.3.2 Document revisions 19
4.3.3 Notification 20
5.0 Meeting calendar 21
5.1 Browsing meetings 21
5.1.1 ECC Meeting Calendar 21
5.1.2 Group: Meeting calendar 21
5.1.3 Filtering options 22
5.2 Meetings 22

5.2.1 Table of meetings 22
5.2.2 Gantt-chart view 23
5.2.3 Meeting details 24
5.2.4 Registering for a meeting 24
5.2.5 Virtual participation (web meetings) 25
6.0 Forum 25
6.1. Using the Forum 25

1.0 General overview

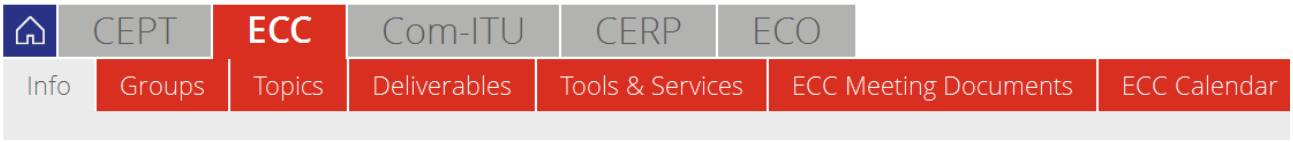
1.1 Navigating the website

1.1.1 CEPT family websites menu



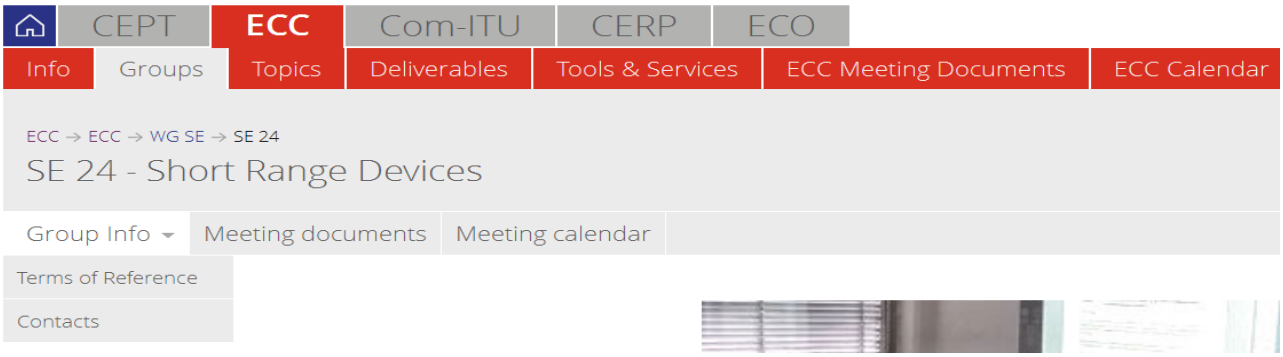
From this menu you can access the different areas (CEPT, its three Committees and the Office) within the CEPT organisation.

1.1.2 Main menu



The main menu indicates the current area you are in. The menu stays on top of the page for easy access to related pages within the area, in this case ECC.

1.1.3 Group menu



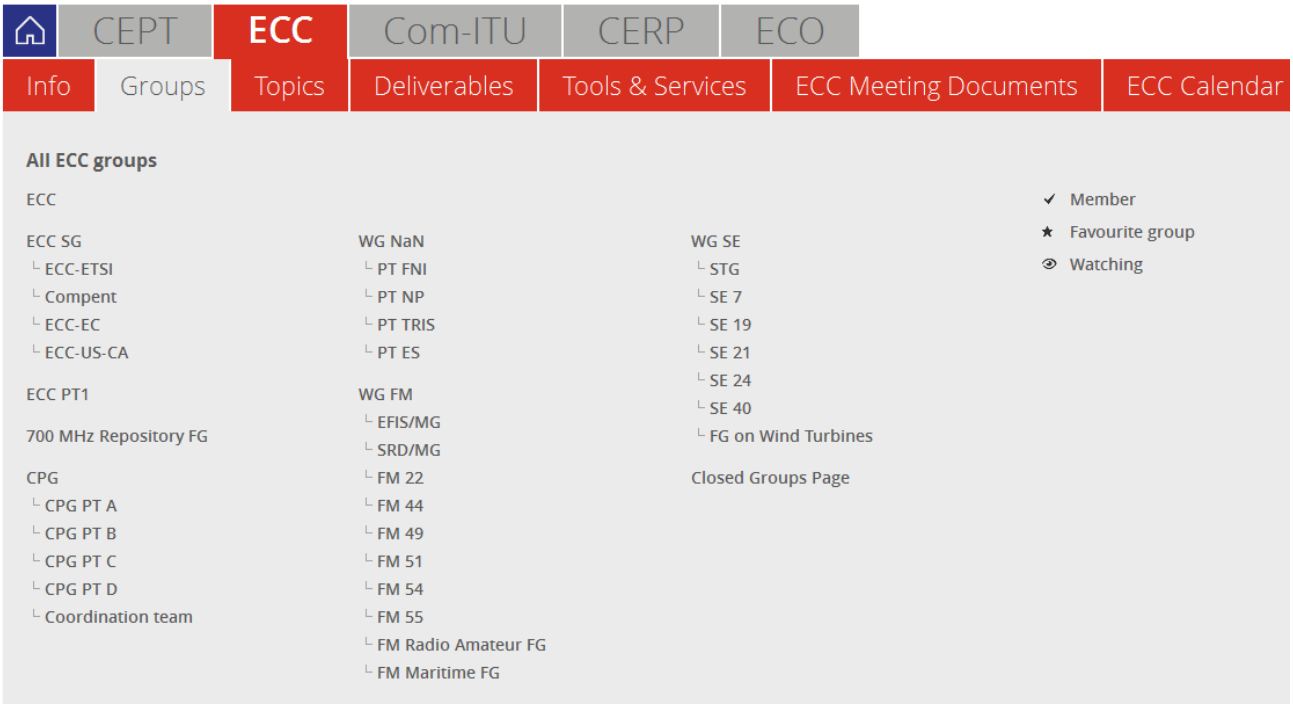
All pages related to a group are located under the dropdown menu “Group info” . You can always find pages for Terms of Reference and Contacts listed.

2.0 Groups

> Please note: before setting up interactions with groups, such as requesting regular updates, registering to meetings, or applying for full membership, you need to register a profile as described in Section 3 of this guide.

Groups are home to Members, Meetings and Meeting Documents. You can attend meetings, download documents and get news updates from groups. This chapter takes you through the central features and how they work.

NOTE: The group SE 24 is used as an example in this chapter but the functionality described applies to all groups throughout the website. Groups are available through the dropdown-menu at the top of the page.



2.0.1 Group membership

In a nutshell group membership gives you access to the protected documents for the group. Membership replaces the old way of having passwords to access files.

In order to become a member a user needs to apply for membership. It is up to the Chairman to approve users individually through the administrative interface for the group.

See chapter **2.1.4.3 Request group membership**, for how to become a member of a group.

2.1 Group content

Groups have different types of content. On the front page you will find a news feed, a promotional spot and links relating to the group.

2.1.1 News

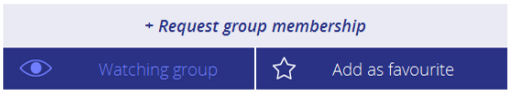
News is listed on the left when you enter a group. The list shows news items in reverse chronological order with the most recent posts on top. Clicking the title of the news item takes you to the full news article.

2.1.3 Links

There are three boxes available for adding links to the right on a group's front page. If you do not add any links in a box the box will not show on the group's front page.

2.1.4 Group information box

The Group information box is specific to the group and is always visible when you are in a group. The following functions are available.



2.1.4.1 Add to favourites

- You can add this group to your favourites by clicking the box. A link will appear under your "My Profile" box for quick access to the group.

2.1.4.2 Watch this group

- By watching this group you will get news updates from the group in you personal Start page. Your Start page is available through the "My Profile" box.

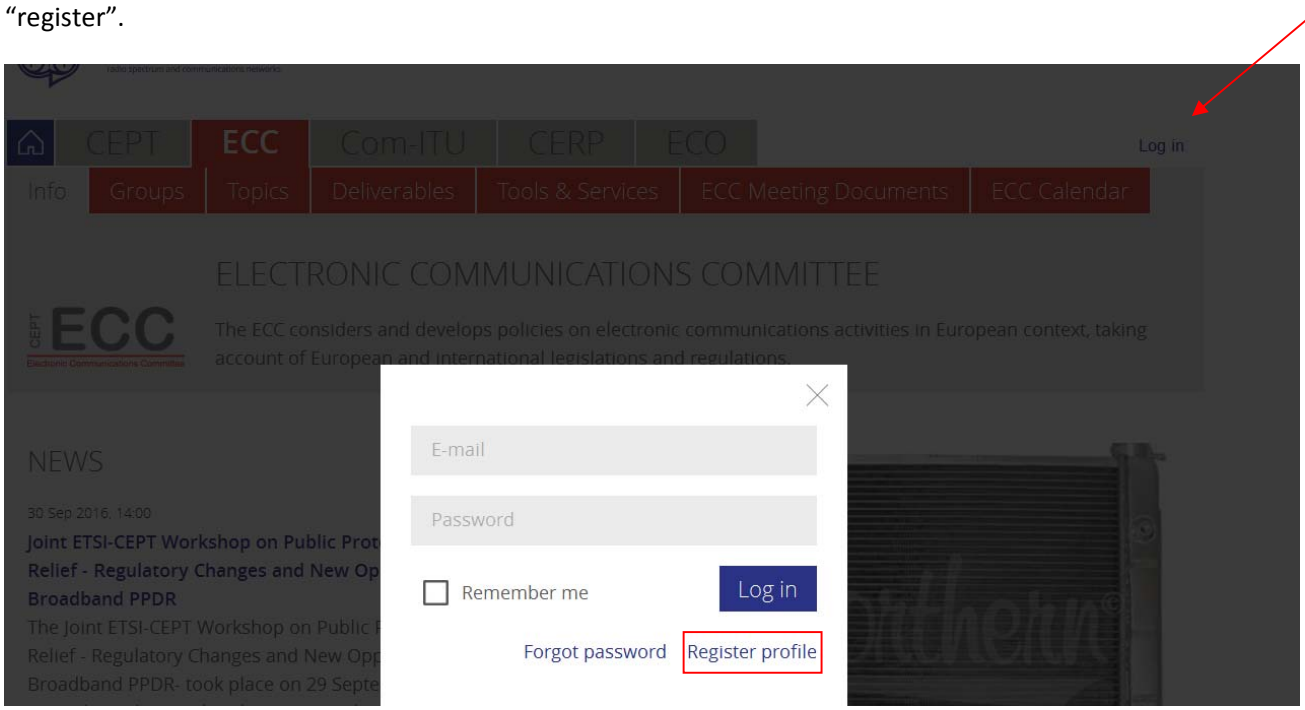
2.1.4.3 Request group membership

- In order to become a member of the group you need to apply for membership via the link in the Group information box, click “request group membership”. The link will take you to a form where you can submit your application to the Chairman of the group.

3.0 User profile

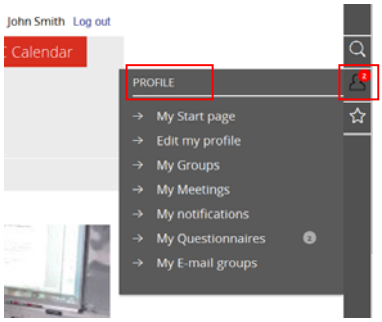
The User profile to the right is central to how you interact with the different features such as Groups, Meeting documents and the Meeting calendar. In this section we will go through the different aspects of your profile and what it can do for you in keeping up to date with the latest activities in your groups of interest.

To make a profile, you click on “Log in” to the right and “Register profile”. Please fill in the form and “register”.



3.0.1 Profile

Throughout the website you have the “Profile” box available in the right-hand side of the page. From here you have quick access to the main pages of your profile along with your favourite groups.

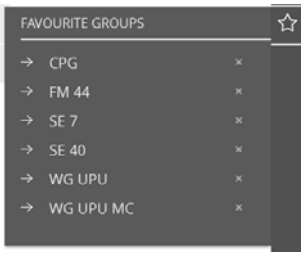


3.0.2 Favourite groups

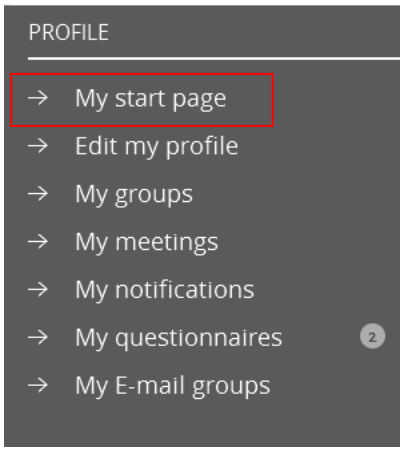
In order to get quick access to the groups you are working with the most, you can add groups to your favourites list through the Group information box.

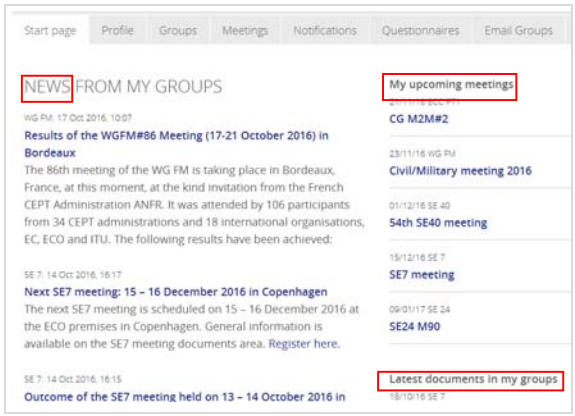
1. Go to the group you want to add to your favourites
2. Locate and click the box “Add as favourite”

3. Group link is added to your ☆ under “Favourite groups”



3.1 Start page





Start page
From the start page you have access to the most recent news from the groups you're a member of or that you are watching.

The "My start page" is the entry page for your profile. This page contains updates on group news, meeting activities and document updates.

3.1.1 News feed

The news feed on the left contains the most recent news from:

1. Groups you are a member of
2. Groups you are watching

The news is listed in reverse chronological order with the most recent news item on top.

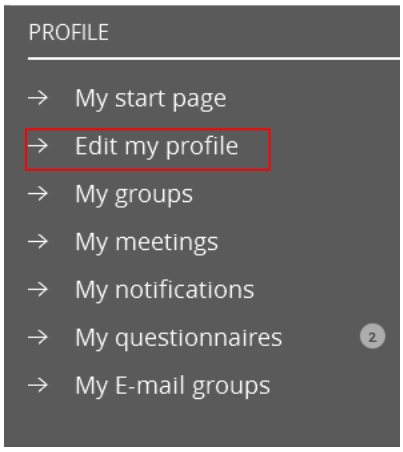
3.1.2 My upcoming meetings

The meetings listed under this heading are from the groups of which you are a member and the groups you are watching.

3.1.3 Latest documents

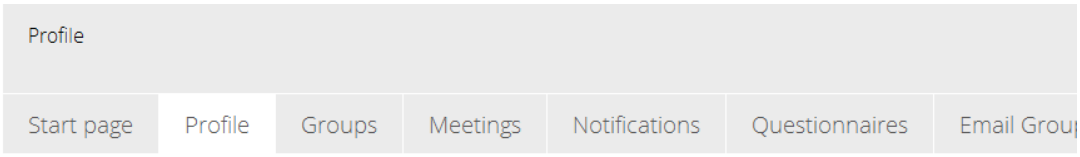
The documents listed under this heading are the most recent ones from the groups of which you are a member of or are watching.

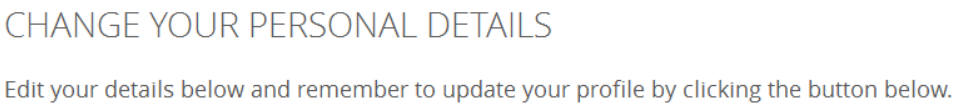
3.2 Edit my profile



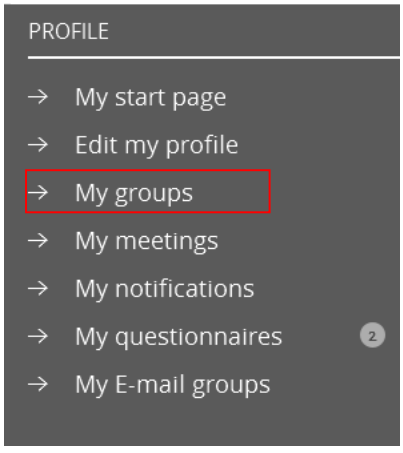
You can change any personal information from the “Edit my profile” page.

NOTE: If you choose to change your primary email after you update your settings you will be redirected to the front page of the website.

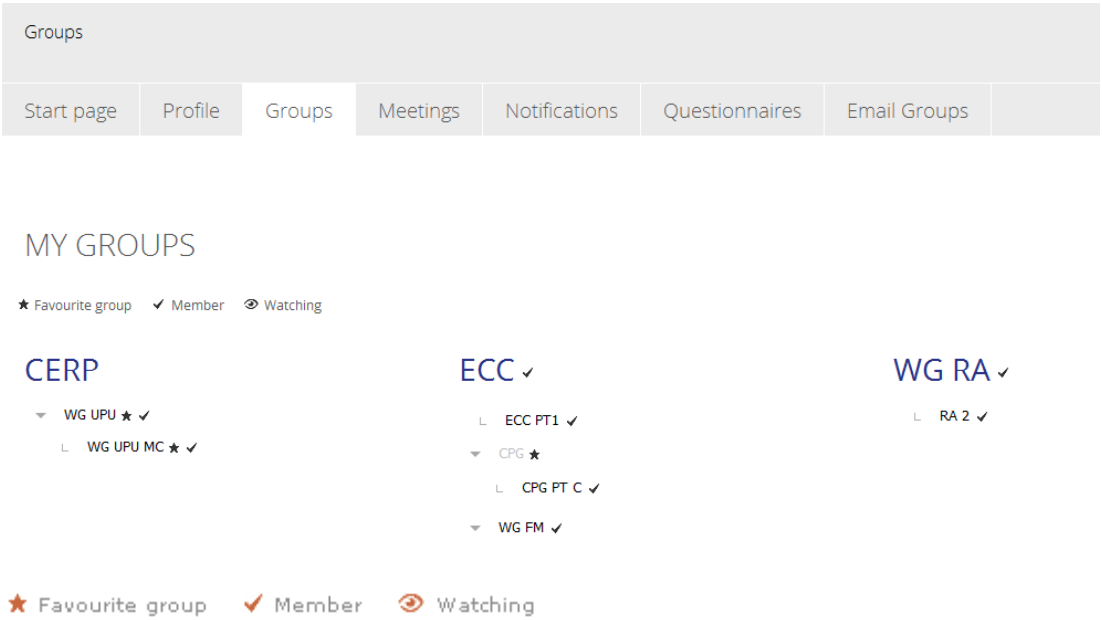




3.3 My groups



This page gives you an overview of all the groups available under CEPT.org. The group-hierarchy is marked with icons indicating your personal involvement in the groups.



- **Favourite groups**

  These groups are the ones you have listed in the “My profile” box under Favourite groups ☆.

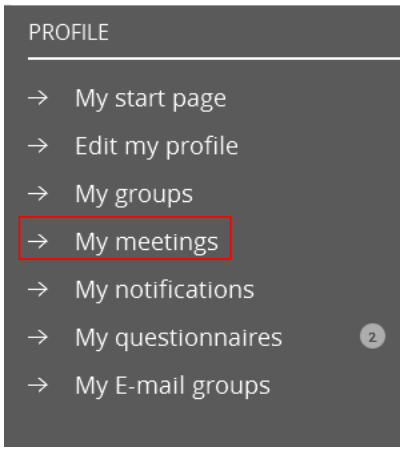
- **Member**

  The groups of which you are a member.

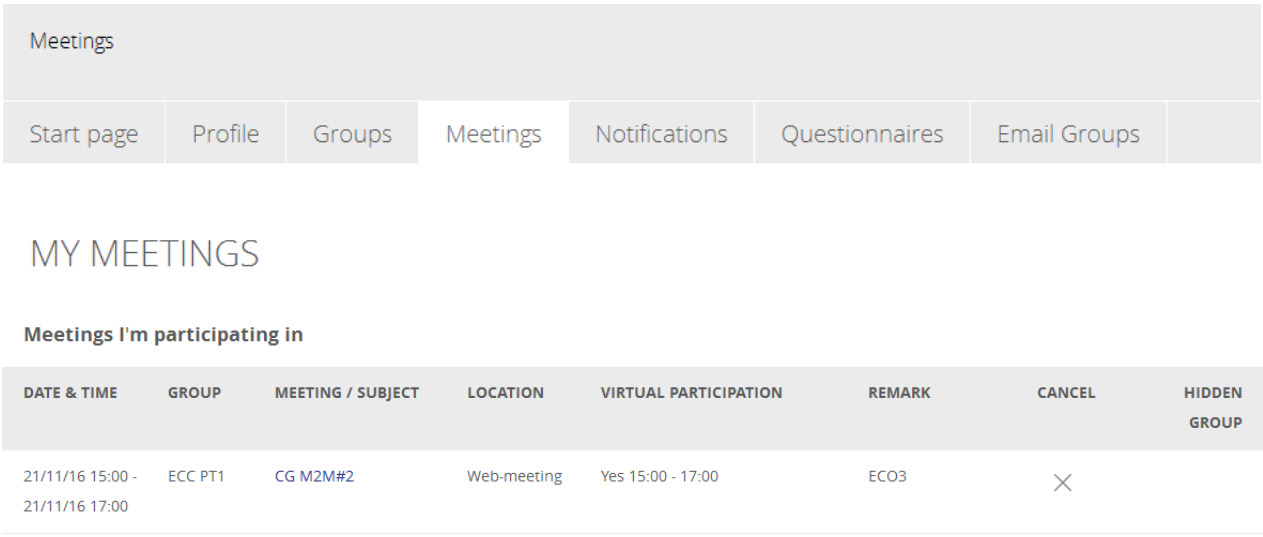
- **Watching**

  The groups you are watching (and getting news updates from).

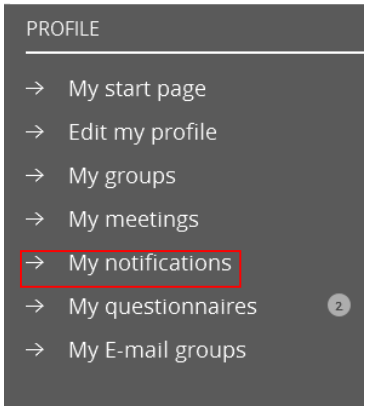
3.4 My meetings



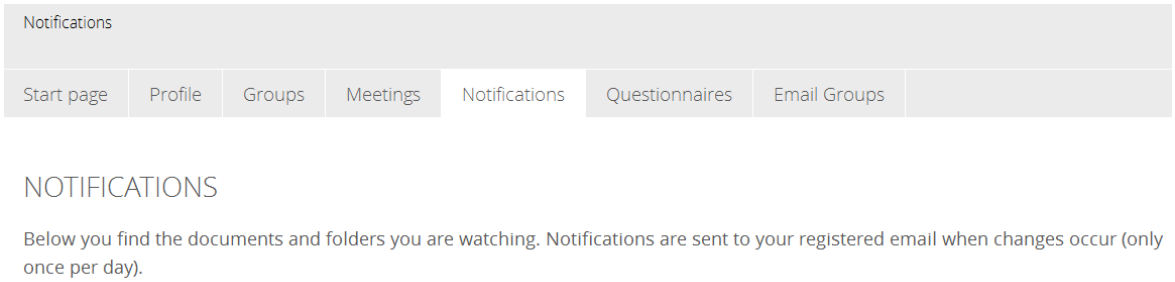
This page lists the meetings you are currently registered for.



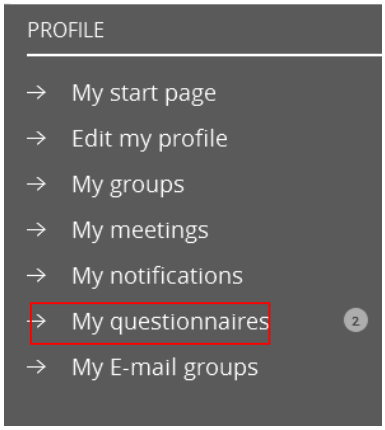
3.5 My notifications



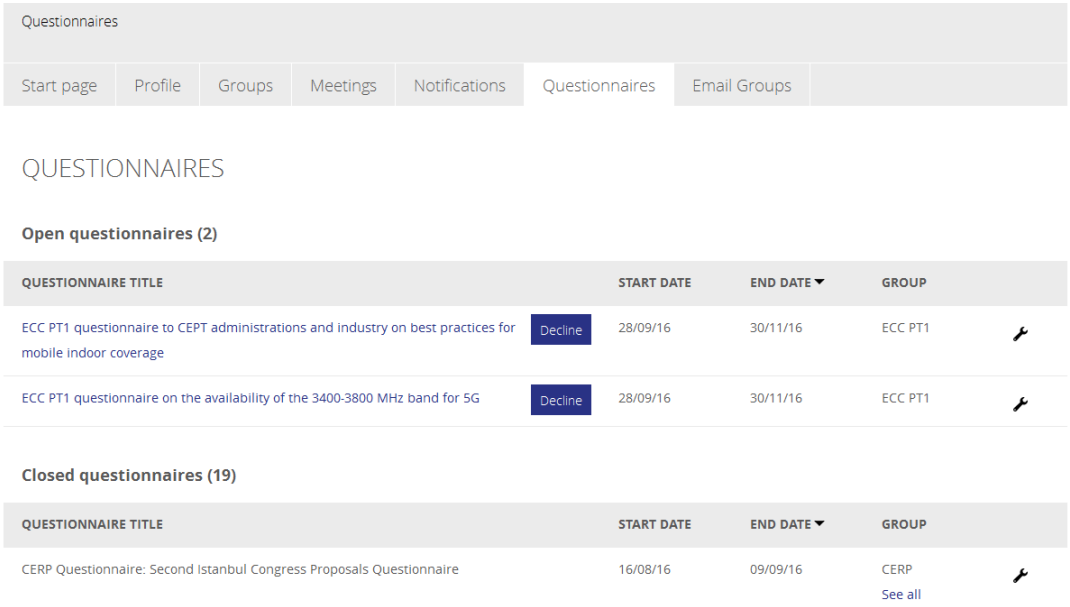
In this page you have a list of the documents you have chosen to be notified about. Within the meeting documents area you can choose to be notified about updates to a document or a folder



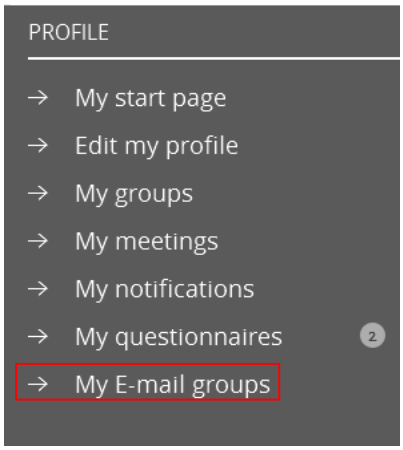
3.6 My questionnaires



In this page you have a list of the questionnaires from the groups you are a member of.



3.7 My E-mail groups



In “My e-mail groups” you can manage your e-mail subscriptions in groups.

Email Groups

Start page | Profile | Groups | Meetings | Notifications | Questionnaires | Email Groups

EMAIL GROUPS

Below you can manage your e-mail subscriptions in groups.

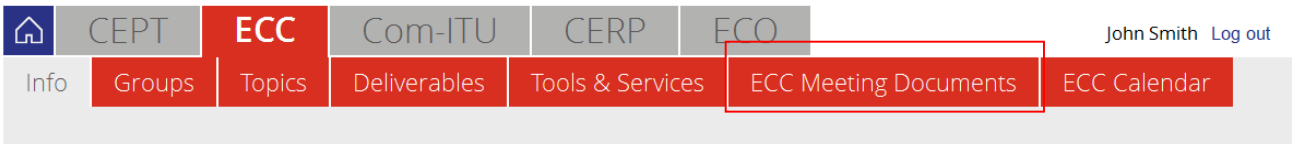
GROUP NAME	SUBSCRIBE DATE	UNSUBSCRIBE
CPG Project Team C	27/09/16 10:17:08	×
ECC - Electronic Communications Committee	21/09/16 15:35:49	×
FM Maritime Forum Group	23/05/16 12:04:16	×

4.0 Meeting documents

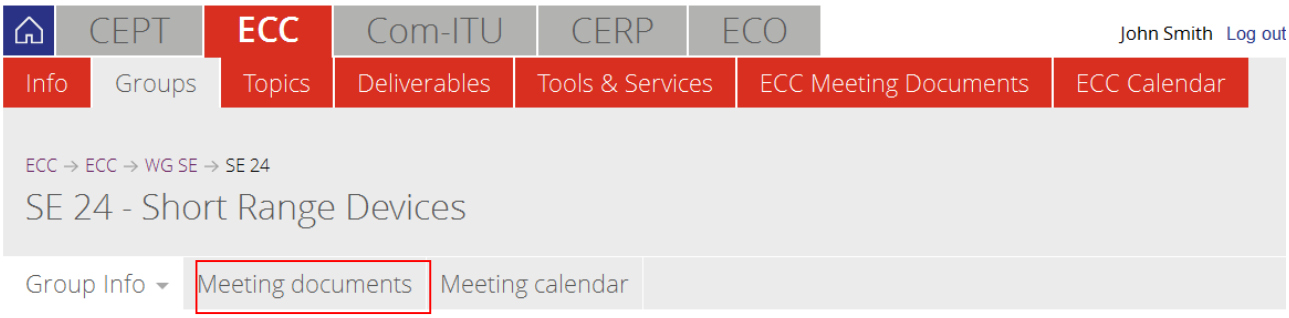
This chapter takes you through how to use the meeting documents area.

4.1 Finding documents

You can access meeting documents from either the main menu or the group menu.



Main menu: Clicking "ECC Meeting Documents" will give you a filtered view of documents for the group ECC.



Group menu: In this example clicking "Meeting documents" will give you a filtered view of documents for SE 24.

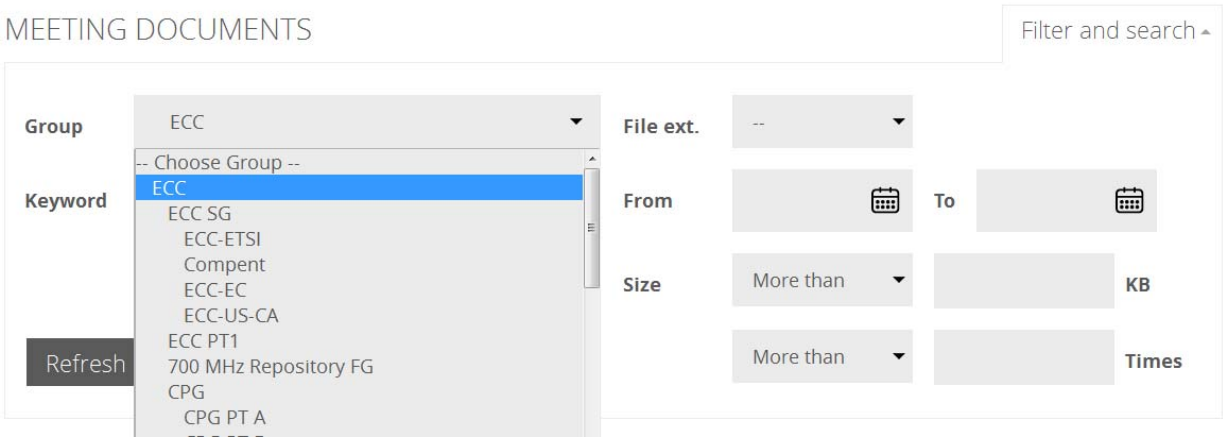
4.2 Filtering and search

In the top to the right of the meeting documents area you will find the filter and search options. The options assist you in filtering the list of documents even further.

The "Keyword" field will filter on any keyword you enter in the input field (separate by space).

4.2.1 Shortcut to other groups

Quick access to other groups can take place through the "Filter and search" box. Switch between groups in few clicks by choosing any group from the dropdown menu.



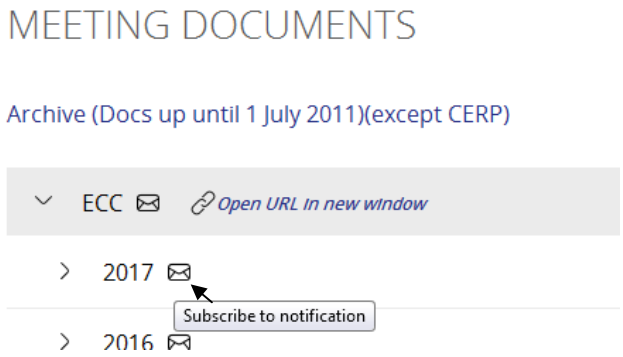
4.2.2 Folders

Under this pane you will find all the folders for the group.

You can select/deselect folders if you want to include/exclude folders from the list of documents. Click Refresh document list button to apply new filter.

4.2.2.1 Folder notification

You can subscribe to updates on specific folders. Click the ✉ icon next to the folder name. When a new document is added to this folder, you will be notified by email. You can always unsubscribe to a folder from your “My notifications” page under your profile.



4.3 Document list

All documents are listed in separate folders. All folders are collapsed by default. To expand a folder simply click the arrow.

Example of folder structure: In this example the 2016 folder has been expanded. It can be collapsed again by clicking the arrow once more.

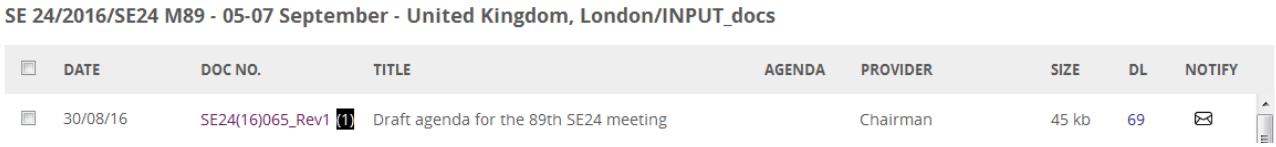
4.3.1 Document accessibility

In the document list some files might have a coloured border around the checkbox in the far left column. This indicates the accessibility of the document.

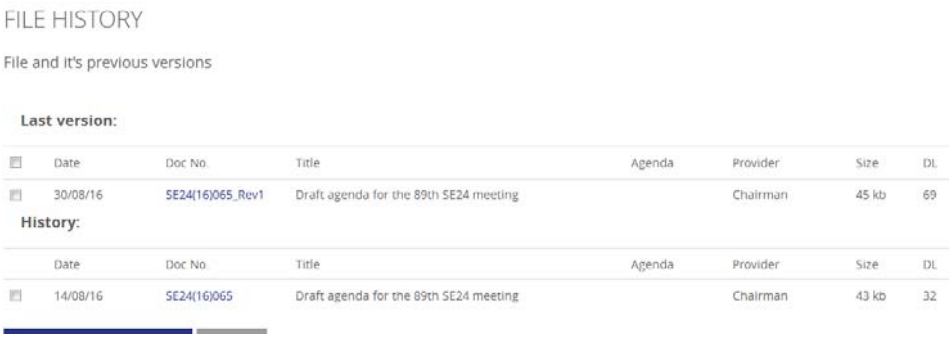
	The blue border indicates that the document is only accessible to members of the group. In other words the document is protected from public download. NOTE: The document is still visible to the public.

4.3.2 Document revisions

Documents can have revisions. The number of revisions is indicated in brackets next to the document number (column: Doc No.)



Clicking the document will take you to a page where you can see the revisions (File History).



From the File History you can download any files by clicking the document links.

HINT: Place the mouse cursor over the link to get the full filename.

4.3.3 Notification

You can subscribe to updates on a file by clicking the ✉ icon in the Notify column.

When a new revision is added for a document, you will be notified by email. You can always unsubscribe to a specific document notification from your “My Notifications” page under your profile.

Note: In order not to flood your inbox file notifications are bundled together and sent to you once per day.

5.0 Meeting calendar

This chapter explains the main functions of the meetings calendar, how to sign up for meetings.

5.1 Browsing meetings

5.1.1 ECC Meeting Calendar

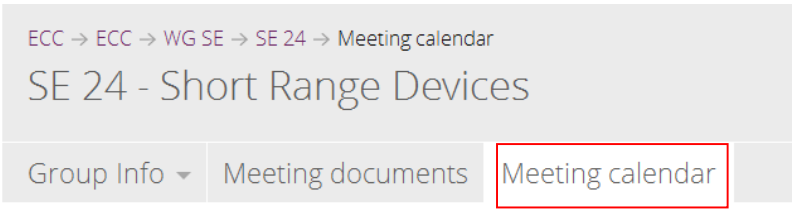
To view upcoming meetings for all of ECC's groups (or selected groups) you have to go to ECC Calendar which can be accessed through the main menu.

** Main menu*

All meetings for groups under ECC will be listed by default.

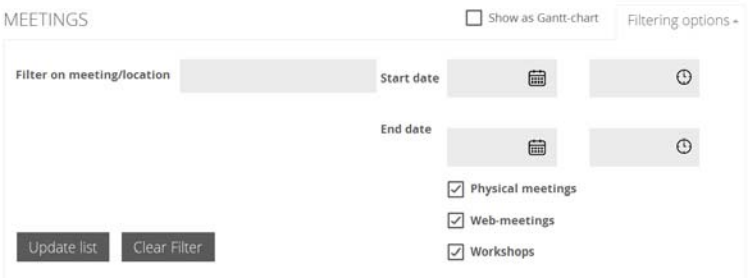
5.1.2 Group: Meeting calendar

If you go to a group you will see only meetings for that group. You can access the group's meeting calendar from the group menu.



** Group menu*

5.1.3 Filtering options

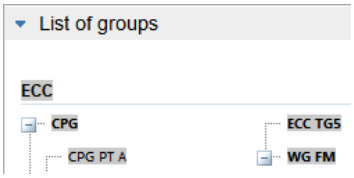


You can filter meetings in a number of different ways:

1. Start and end dates
2. Type of meeting: Physical, Web or Workshops.
3. You can also filter meetings by specific words to narrow down the list even more.

Filtering on groups

You can choose to view only meetings for specific groups. In order to select groups go to “List of groups”. Click the blue arrow to expand the group-tree.



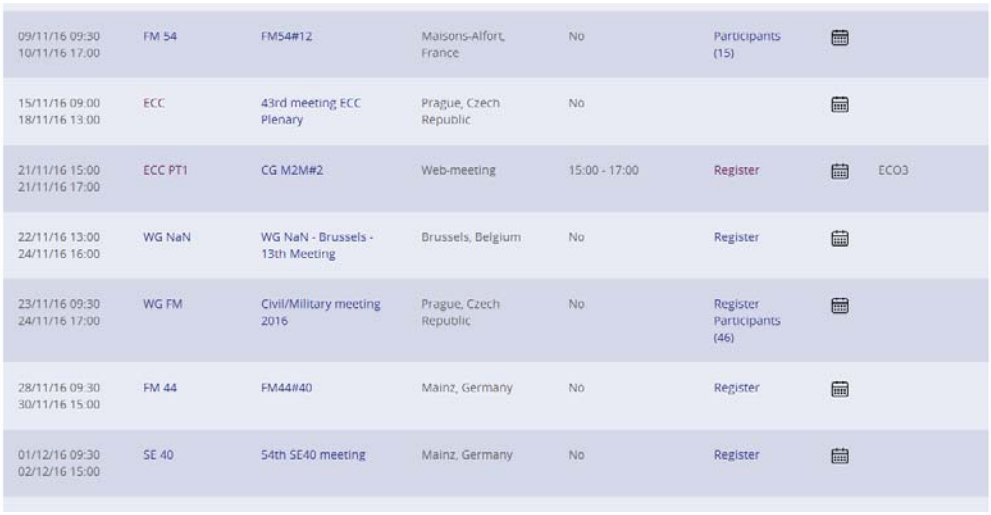
From the group-tree you can choose individual groups by clicking them one by one.

By default all groups are selected. Should you want to return to this default setting you can click the select all groups icon.

5.2 Meetings

5.2.1 Table of meetings

In the table of meetings you get basic information about upcoming events. For a quick overview you can see date and time, the group name, meeting subject, location, what type of meeting and links for registering and viewing the participation list.



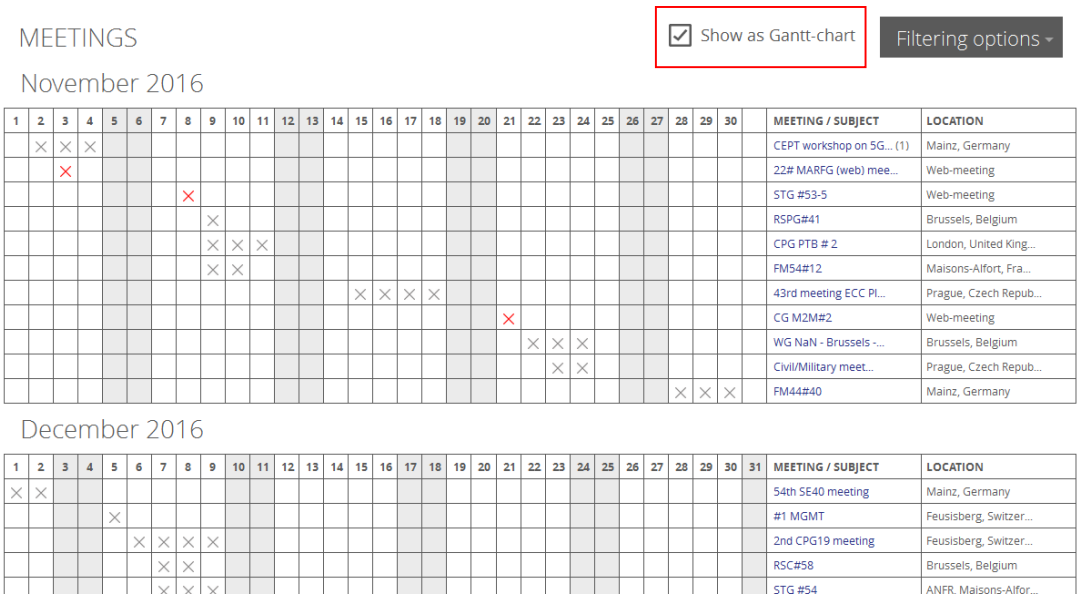
09/11/16 09:30 10/11/16 17:00	FM 54	FM54#12	Maisons-Alfort, France	No	Participants (15)	
15/11/16 09:00 18/11/16 13:00	ECC	43rd meeting ECC Plenary	Prague, Czech Republic	No		
21/11/16 15:00 21/11/16 17:00	ECC PT1	CG M2M#2	Web-meeting	15:00 - 17:00	Register	ECO3
22/11/16 13:00 24/11/16 16:00	WG NaN	WG NaN - Brussels - 13th Meeting	Brussels, Belgium	No	Register	
23/11/16 09:30 24/11/16 17:00	WG FM	Civil/Military meeting 2016	Prague, Czech Republic	No	Register Participants (46)	
28/11/16 09:30 30/11/16 15:00	FM 44	FM44#40	Mainz, Germany	No	Register	
01/12/16 09:30 02/12/16 15:00	SE 40	54th SE40 meeting	Mainz, Germany	No	Register	

By clicking the link under the “Meeting / subject” column you go to the meeting’s detail page. From here you can get more details about the meeting and also register for it.

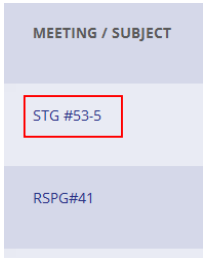
Note: If a meeting is open for registration a “Register” link is available in the Registration column. If it is not there it could be because registration has been disabled, the registration deadline has passed or that the number of seats available for the meeting has been filled.

5.2.2 Gantt-chart view

You can switch over to a Gantt-chart view by selecting the checkbox next to the “Filtering options” box.



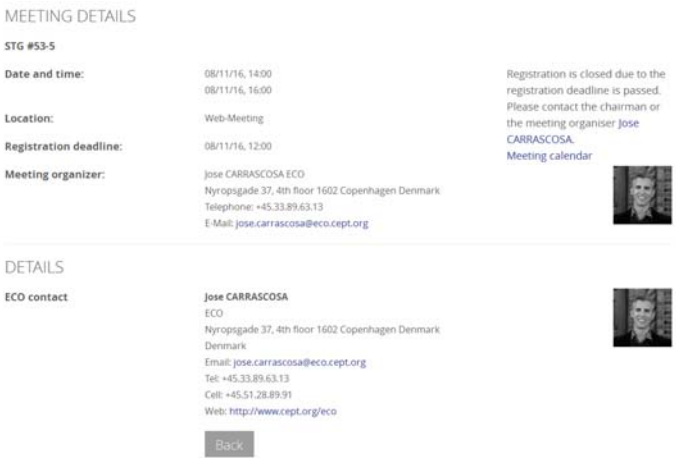
5.2.3 Meeting details



More information about meetings can be found on the Meeting details page.
To access Meeting details simply click the meeting link under the column “Meeting / subject”.

In the meeting details page you can:

- See meeting dates and time
- See who is the meeting organiser
- See details about the meeting
- Download related documents
- Register for the meeting

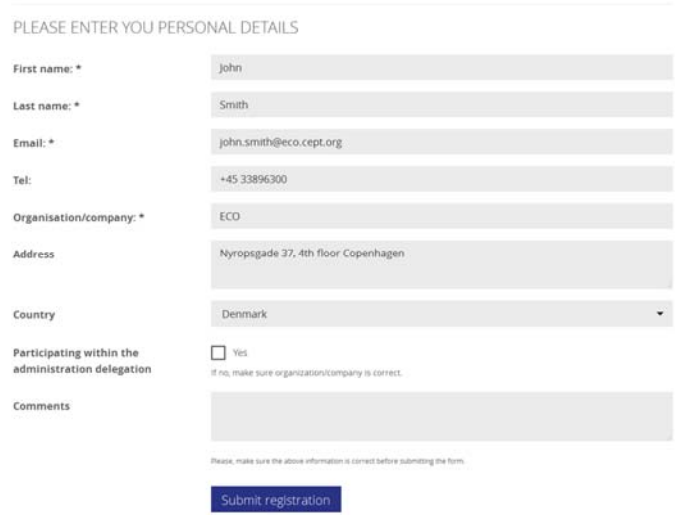


5.2.4 Registering for a meeting

To register for a meeting you need to have a user profile.

You can register for a particular meeting via the meeting details page. Look for the Register for meeting button. This will take you to a form where your personal information should already be filled in.

Simply click Submit registration to register.



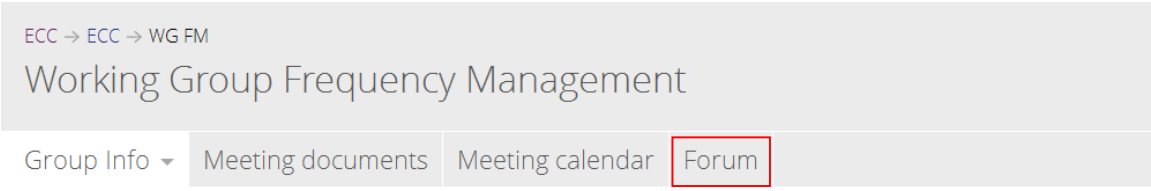
Note: Make sure to validate your information before you submit your registration.

5.2.5 Virtual participation (web meetings)

Physical meetings ("ECO, Copenhagen" or any country/city) can include Virtual participation, meaning that one or more web meetings are related.

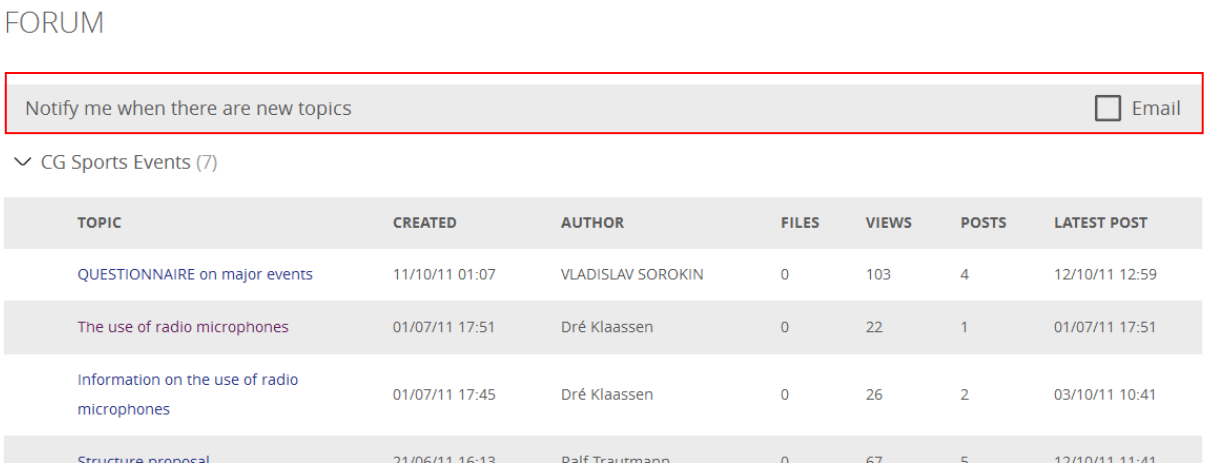
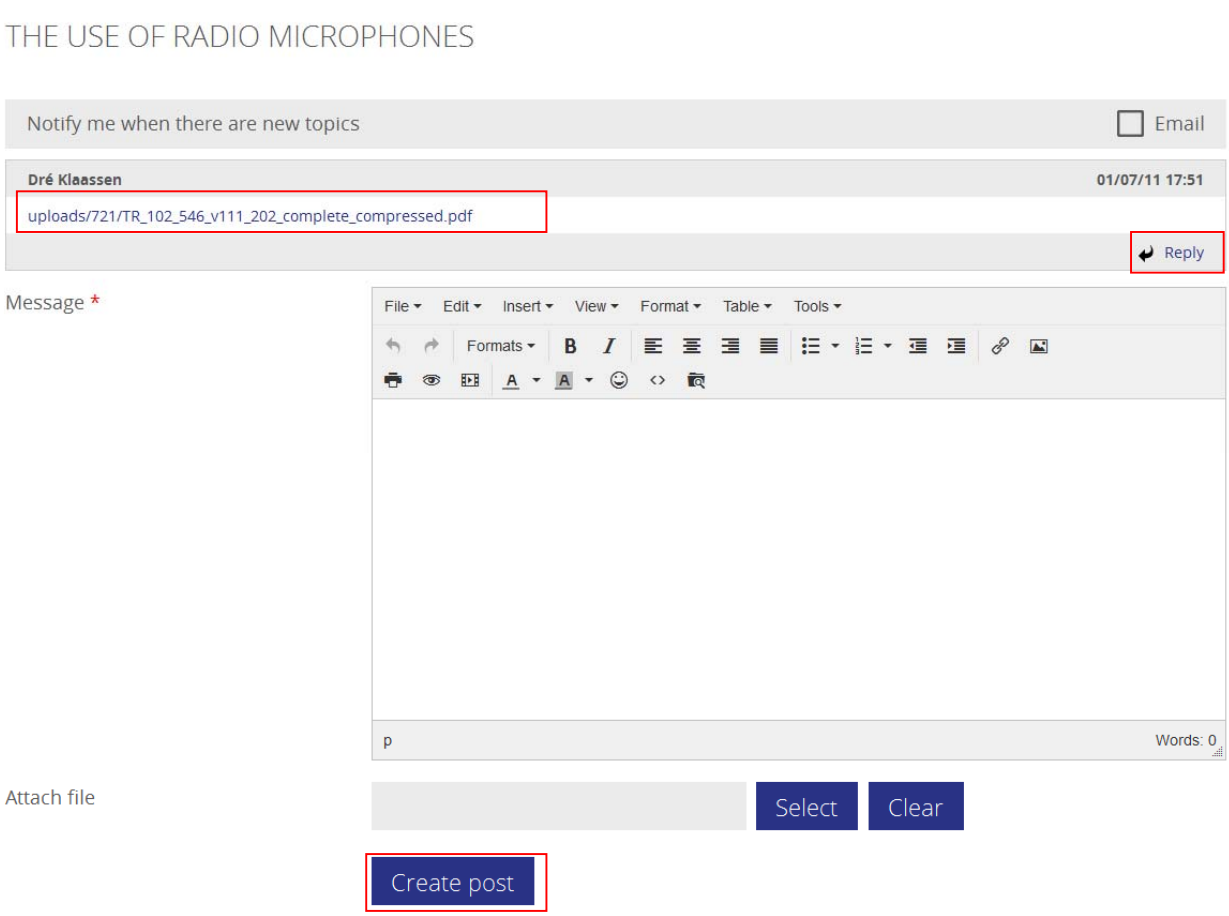
6.0 Forum

This chapter explains the possibility to use the Forum in groups



6.1. Using the Forum

As a member of a group you will have the opportunity to join the conversation in the groups Forum and be notified when there is a new Topic.



You will be able to click on a topic and reply/create a post and include attachment(s) if necessary.