



Electronic Committees (eCommittees)

User guide for Committee Members v5.0

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1 Introduction

The ISOTC Server is using the document management system OpenText **Content Server 10** (formerly known as Livelink), which is part of the Enterprise Content Management (ECM) offering by the Canadian company **Open Text**.

The eCommittees on the ISOTC server are using the Open Text module **Communities of Practice (CoP)** which was redesigned and optimized for the ISO committee work by ISO Members in the IT Strategies Implementation Group (ITSIG) in 2007.

The basic principle of the ISO eCommittees on the ISOTC server is to provide the secretariats of ISO Committees with the tools to manage their committee work in a decentralized manner through the eCommittee application. This guide addresses the needs of the Committee Secretaries, Working Group Convenors and their support teams as the managers of the main committee processes.

The environment provided by the ISOTC server aims at enabling Secretaries of ISO Committees (and their support teams) as well as WG Convenors to make documents available to their Committee Members and Experts and notify them.

The role of the ISO Central Secretariat is restricted to providing a server with a basic working environment (including Helpdesk and backup services), tools supporting the Committee work and directives to ensure a basic commonality of the working structures between different Committees.

In addition to the eCommittee working environment, the ISOTC server is also the platform that links to other committee work related applications, such as Electronic Balloting, Meeting Management and Project Portal.

2 Logging in and logging out

2.1 Logging in

Your username will be sent to you by e-mail after your initial registration by your National Member Body in the ISO Global Directory and will contain a link to choose a password and activate your account. Please follow the instructions in the email to activate your account and choose a password.

- a) Start your Internet browser and open the following URL: <https://login.iso.org>.

You will be directed to the ISO electronic applications login page. Click on **eCommittees (ISOTC)** to access the committee working areas:

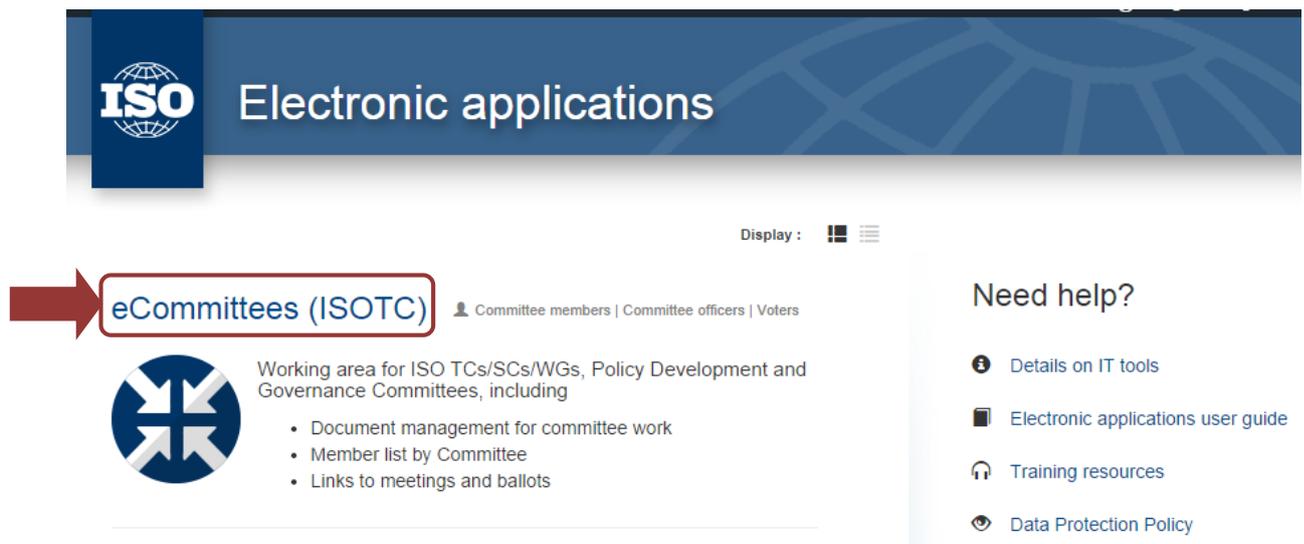


Figure 1 - List of ISO electronic applications

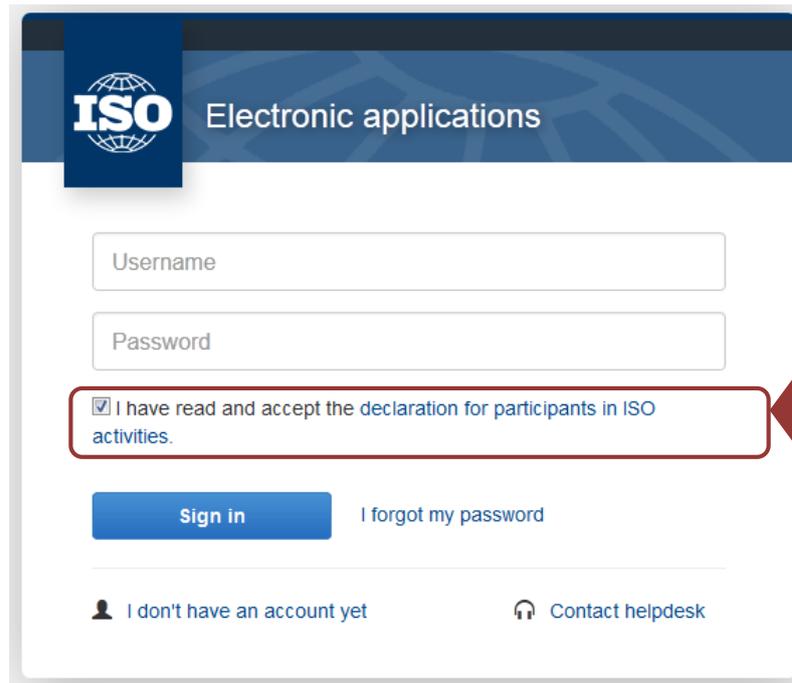
- b) The public open area of the ISOTC server will be displayed. In the upper right corner of the screen, you'll find the button **click to login**



Figure 2 - Livelink Log-In



Please note that both username and password are case-sensitive, i.e. they have to be entered exactly as provided.



ISO Electronic applications

Username

Password

I have read and accept the declaration for participants in ISO activities.

Sign in I forgot my password

[I don't have an account yet](#) [Contact helpdesk](#)

Figure 3 - ISO Log-in screen

- c) Enter your username and password
- d) Read the declaration and tick the box to accept the conditions
- e) Click on **Sign in**. The ISOTC server top level **Enterprise Workspace** opens.

2.2 Logging out

- Choose **Log-out** on the **Tools** menu.
- Click on **Log-out** on the Log-out screen to leave the ISOTC server.
- You will be forwarded to the list of ISO applications.



Figure 4 - Logout Button

2.3 Password forgotten

If you forgot your password, click on the link **I forgot my password** on the right and follow the instructions on the screen. Within the next few minutes you will receive an e-mail with a link to reset your password.

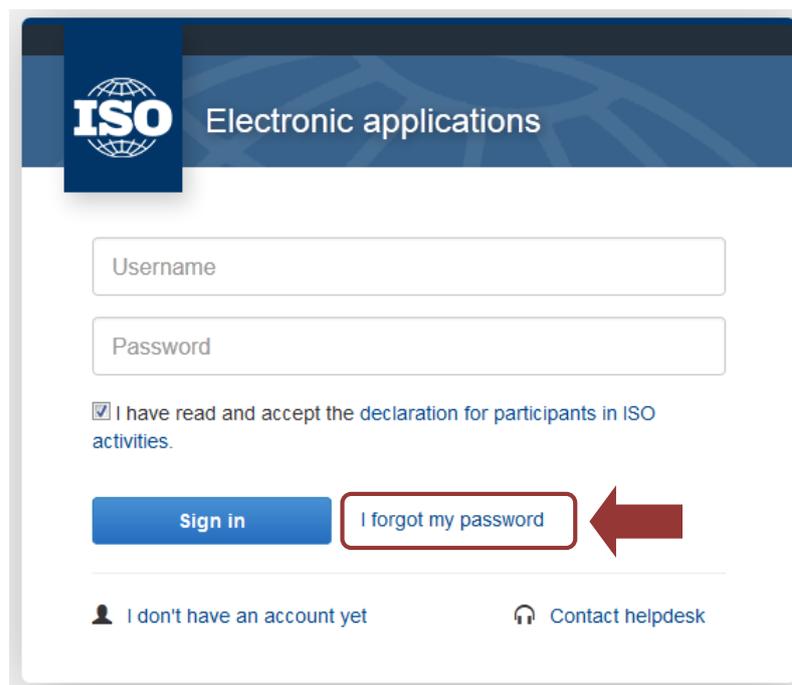


Figure 5 – Password forgotten

3 User interface and navigation

3.1 Common navigation items

Throughout the eCommittees application and the ISOTC server, there are some navigation items that will be common to all screens.

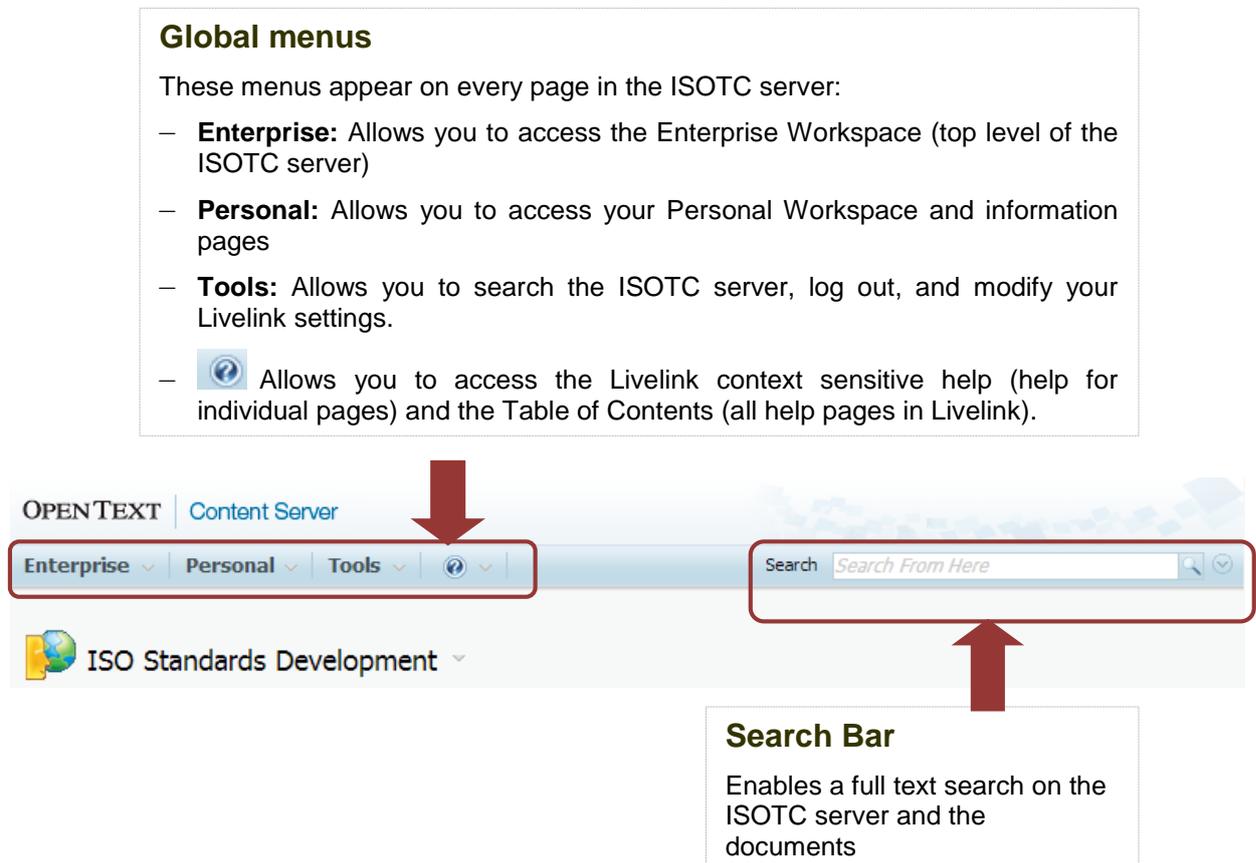


Figure 6 - Common items

3.2 Items and icons

There are several types of items in the Electronic Committee. The most common items are folders and documents. To see the item's type, move the cursor over the icon to the left of the name. The type of the item is displayed, i.e. whether the item is a folder or a document.

3.2.1 Items

Item	Icon	Description
Folder		Folder (containing other items, i.e. folders or documents).
N-Folder		N-Folder (containing N-Documents or other N-Folders)
Document		Different types of documents.
N-Document		Documents with an automatically generated document number.
Shortcut		Link to a document or folder within the eCommittee.
URL		A link to a web page.
eCommittee		Standardized workspace for a Committee
News channel		News channel for a Committee which contains news items
Task List		Task List of a Committee
TC		Technical Committee
SC		Sub Committee
WG		Working Group

3.2.2 Icons

Icon	Description
	Indicates a recently published or changed item.
	Indicates a recently added item (apart from N-Documents).
	Enables you to sort items in ascending or descending order (alphabetical and numerical).
	Indicates an attachment.
	Document withdrawn

3.3 The Enterprise Workspace

After logging into the system, you will be directed to the **Enterprise Workspace**.

The Enterprise Workspace is the top level of the ISOTC Server and provides a set of useful links relevant to your ISO work, as for example the ISOTC Home folder or guides to ISO IT applications.



Figure 7 - Enterprise Workspace



The **Enterprise Workspace** can be accessed from anywhere within the ISOTC server by clicking **Enterprise** and **Workspace** in the Global Menu.



3.4 ISOTC Home

ISOTC Home is the home page to find and access all the ISO Committee and Working Group areas. It also provides a set of links to tools and documents that can be useful to your ISO work, for example a link to the Guides to ISO IT applications.

The screenshot shows the ISOTC Home page in the OPEN TEXT Content Server. The page has a navigation bar with 'Enterprise', 'Personal', and 'Tools' menus. A search bar is located in the top right. The main content area is titled 'ISO Standards Development' and 'ISOTC home'. It features three featured items: 'Getting started toolkits', 'Guides to ISO IT applications', and 'International Helpdesk'. Below these is a list view of folders and documents, including '00_ISO standards and patents', '00_ISOTC Portal pages', '00_IT Strategies Implementation Group (ITSIG)', 'CIE_International Commission on Illumination', 'Getting started toolkits', 'Guides to ISO IT applications', 'IIW_International Institute of Welding', 'International Helpdesk', 'ISO/CASCO Committee on conformity assessment', 'ISO/COPOLCO Committee on consumer policy', and 'ISO/DEVCO Committee on developing countries matters'.

Figure 8 - ISOTC Home

3.5 Accessing eCommittees

On the start page there are two alternatives for finding the Committee you would like to access:

1. Through the **Personal menu** – this will filter the list of Committees to only show the Committees you are listed in
2. Through **ISOTC Home** – this will allow you to see the complete list of Committees, regardless of your access rights



You can also access the eCommittees for a particular Committee by typing the following URL in your browser:

<http://www.iso.org/CommitteeName>

For example to access TC11:

<http://www.iso.org/tc11>

To access TC11/WG10 :

<http://www.iso.org/tc11wg10>

3.5.1 Through the Personal menu

- a) Click on the **Committees** item in the **personal menu**:

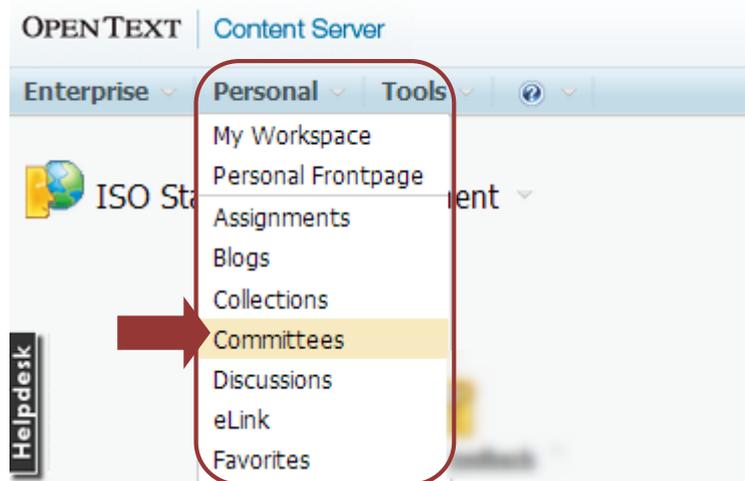


Figure 9 – Committees in Personal menu

- b) All committees of which you are a member will be listed:

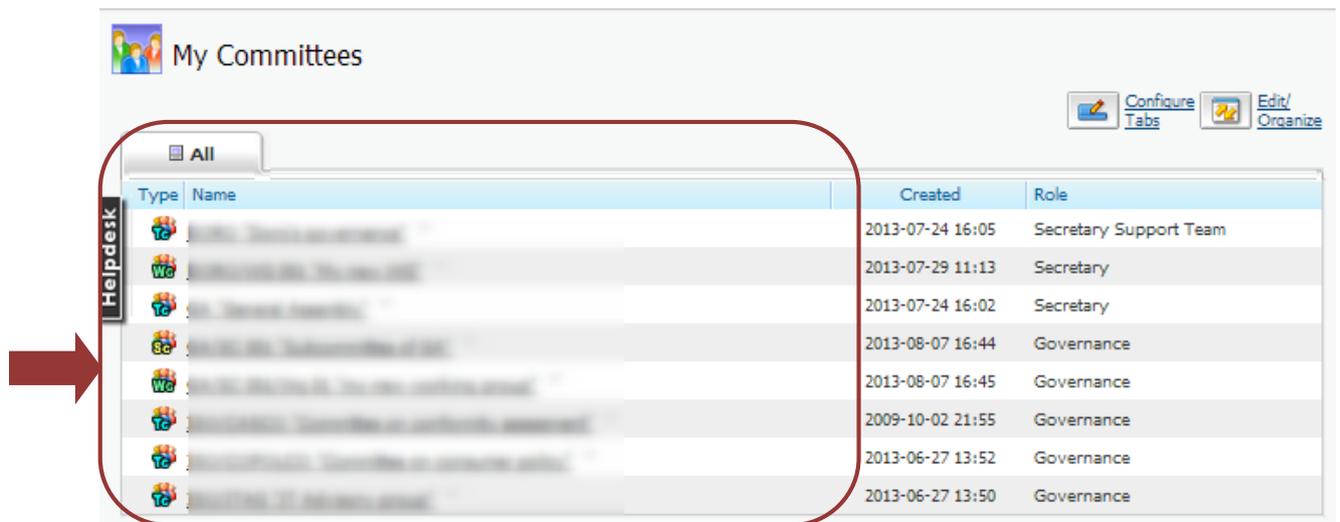


Figure 10 - My Committees list

3.5.2 Through ISOTC Home

- a) Click on **ISOTC home**

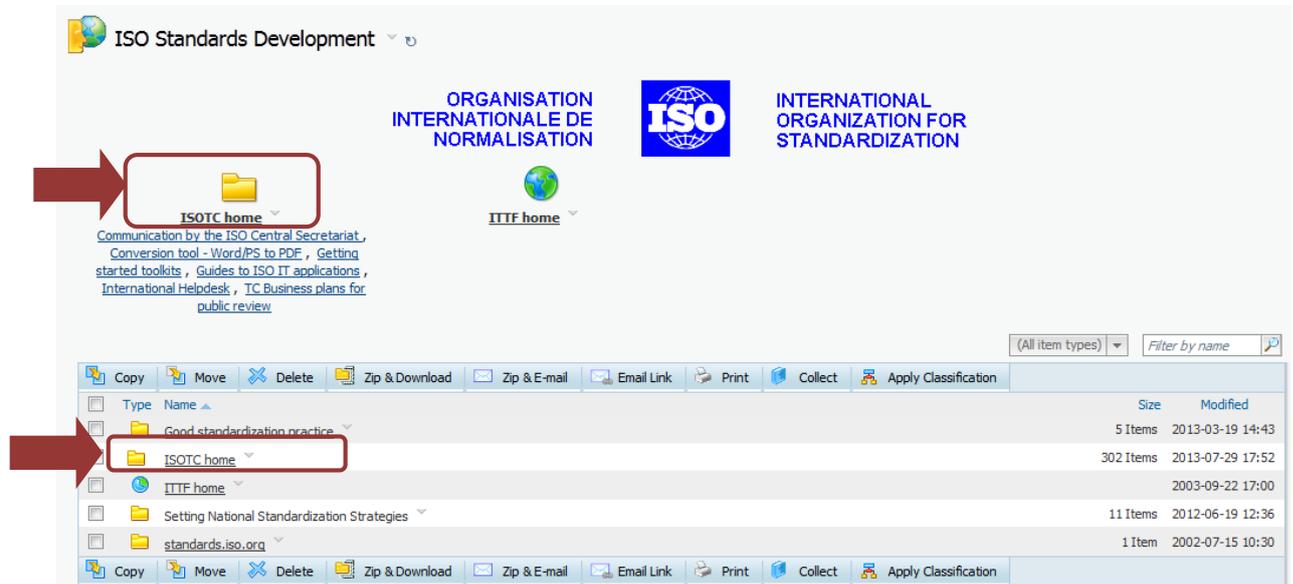


Figure 11 - ISOTC Home link

- b) On the next page you can find a complete list ISO Electronic Committees. Please choose the Committee you are looking for.

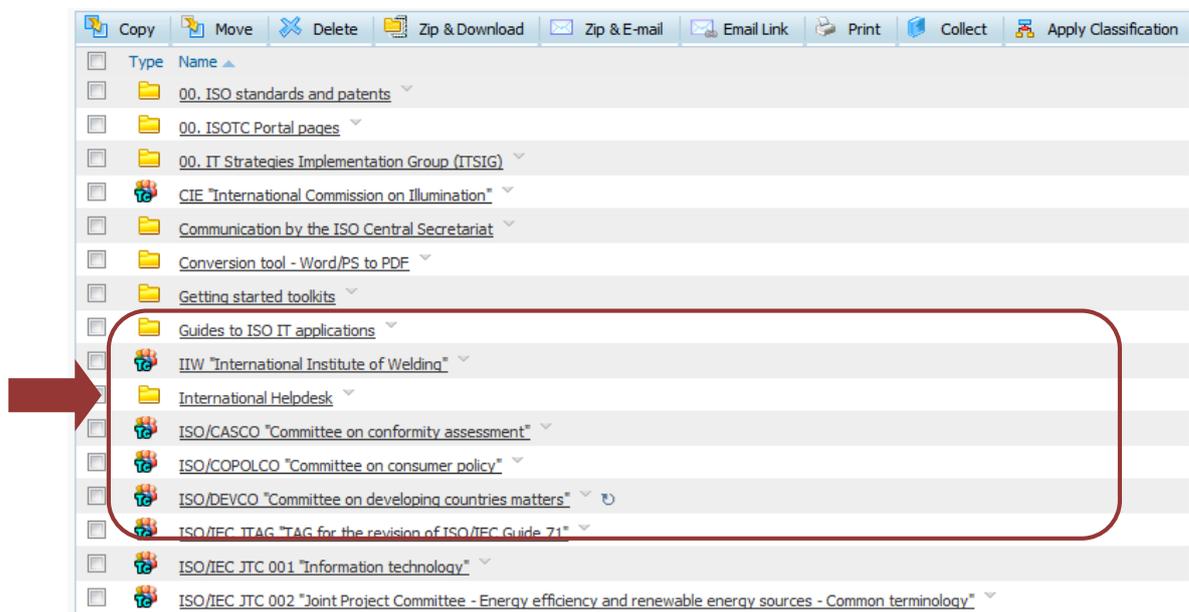


Figure 12 - Committee List ISOTC home



Every Committee has a public area (**Folder 01 Public information**) which is accessible to anyone from the Internet without an ISO login. All other folders and objects are only accessible if you are registered with this Committee.

4 Electronic Committee (eCommittee) Homepage

The below figure shows the homepage of an Electronic Committee. The items on the homepage are described in the following paragraphs.

The screenshot shows the eCommittee homepage for ISO/TC 034 "Food products". The interface includes a navigation menu on the left, a search bar at the top right, and several main content areas. Red boxes highlight specific features with labels: "Search" (top right), "Documents" (Library section), "Ballots" (Ballots table), "Meetings" (Meetings section), "Forums" (New Forums section), "Structure" (Structure tree), and "Scope" (Overview section).

Navigation Menu:

- Committee Home
- Child Committees
- Committee Projects
- User Guides
- ISO Applications
- My Committees
- My Tasks
- N-Document List
- Members List
- Email to Secretary
- Mail Archive
- Committee Home
- Committee Task List
- N-Documents Notification
- Notification Report
- Send documents to ISO/CS
- Email to Members
- Secretary Member List
- Facilitator Controls

Library:

Type	Name	Size
00	Secretariat workspace	5 items
01	Public information	3 items
02	General committee documents	24 items
03	Meetings and resolutions	48 items
04	Projects	36 items
05	Drop-in box for members	3 items
08	Balloting and commenting	2 items

Ballots:

Type	Reference	End
CD	ISO/CD 5530-1.8	2012-03-08
NP	nhtfzhdrktf	2014-04-29
SR	ISO 1114:1977-2 - test Julie NPOS SR6	2014-12-11
SR	ISO 1114:1977-2 - test Julie NPOS SR7	2014-12-11

Meetings:

Title	Date	Country	City	Status
No active meetings.				

New Forums:

- ISO/TC 034 Forum

Structure:

- ISO/TC 034 "Food products"
 - ISO/TC 034/AG "Advisory group"
 - ISO/TC 034/JWG 11 "Joint CASCO - TC 34 WG; Requirements for bodies providing audit and certification of food safety management systems"
 - ISO/TC 034/SC 01 "Cereals, pulses and fruit and vegetable products"
 - ISO/TC 034/SC 03 "Fruit and vegetable products"
 - ISO/TC 034/SC 04 "[Disbanded] "Cereals and pulses"
 - ISO/TC 034/SC 05 "Milk and milk products"
 - ISO/TC 034/SC 06 "Meat, poultry, fish, eggs and their products"

Overview:

Scope: Standardization in the field of human and animal foodstuffs as well as animal and vegetable propagation materials, in particular terminology, sampling, methods of test and analysis, product specifications and requirements for packaging, storage and transportation.

Excluded:

- products covered by ISO/TC 45, ISO/TC 46 and ISO/TC 93 Starch (including derivatives and by-products).

Figure 13 - eCommittee Home Page

4.1 Committees hosted externally

Some committees have chosen to use the DIN or AFNOR Livelink servers to host their committee work. In this case, the homepage on ISOTC will be simplified to show you that the work is happening on a different server:

Link
Link to the DIN or AFNOR server hosting the committee

ISO Standards Development > ISOTC home >
TC ISO/TC 044 "Welding and allied processes" >

Navigation Menu

- Committee Home
- Child Committees
- Committee Objects
- User Guide
- ISO Applications
- My Committees
- My Tasks
- N-Document List
- Member List
- Email to Secretary
- Mail Archive
- Committee News
- Committee Task List
- N-Document Notification
- Notification Report
- Send documents to ISO/CS
- Email to Members

Structure

Type	Name
TC	ISO/TC 044 "Welding and allied processes" >
SC	ISO/TC 044/SC 03 "Welding consumables" >
SC	ISO/TC 044/SC 05 "Testing and inspection of welds" >
WG	ISO/TC 044/SC 05/WG 01 "Joining radiation testing" >
WG	ISO/TC 044/SC 05/WG 02 "Ultrasonic testing" >
WG	ISO/TC 044/SC 05/WG 03 "Destructive testing" >
WG	ISO/TC 044/SC 06 "Resistance welding and allied mechanical joining" >
WG	ISO/TC 044/SC 06/WG 01 [Disbanded] "Measuring systems for resistance welding" >
WG	ISO/TC 044/SC 06/WG 02 "Resistance welding equipment" >

This committee is hosted externally. Please follow this [link](#) to access its working area.

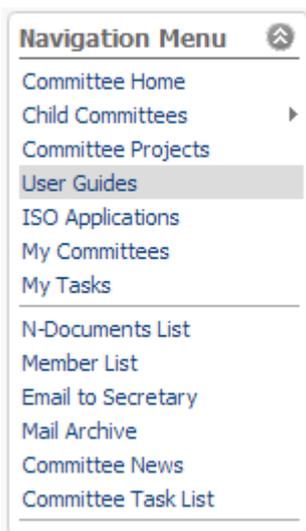
Figure 14 - Committee hosted externally



Even if a committee is working on the DIN or AFNOR server, the Global Directory is the source for membership in the committee. Experts therefore still need to be registered in the ISO Global Directory to gain access to the working area.

Watch out: the password between DIN, AFNOR and ISOTC are not synchronized, therefore you will have different login information for each server.

4.2 Navigation Menu



The **Navigation Menu** is a collection of links to help you navigate within the Committee.

In the table below you will find a short description of the items in the Navigation Menu.

Please note that the Navigation Menu is role-based, i.e. users can only see the items in the menu that are accessible to them.

Menu item	Comment
Committee Home	Link to the Committee homepage
Child Committees	Link to the Committee Homepage for a Sub-Committee
Committee Projects	Link to ISO Project Portal (specific URL per committee)
User Guides	Access to the user manuals of ISO IT applications
ISO Applications	Link to the list of ISO Applications (https://login.iso.org)
My Committees	List of all Committees to which you have a role assigned in GD3, regardless of hosting server
My Tasks	List of Tasks assigned to you
N-Documents List	List of all numbered documents within this Committee
Member List	Sortable and printable list of Committee Members, showing all roles that can be considered part of the "membership" of the committee
E-Mail to Secretary	Opens an e-mail window to send an e-mail to the Committee Secretary;CC: Convenor, Twinned Secretary, Twinned Convenor and Secretary/Convenor Support Team
Mail Archive	All emails sent to committee through N-doc notifications and email to members
Committee News	Link to the Committee News Channel
Committee Task List	Link to the default committee task list

4.2.1 Member List

When accessing the Member List from the Navigation menu, a list of the Committee Members by role is displayed. This information is always up-to-date with the Global Directory.

Quick Filter

A full text filter for a quick search on members of the committee.

CSV/ Print

Export the member list to a CSV file (e.g. to import into MS Excel) or print out the list

Quick Filter:

Role	Appointed by	Country	Salutation	Name	E-Mail	Phone
Secretary	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Twinned secretary	ABNT	Brazil	Dr.	Carolina Duarte	carolina.duarte@abnt.org.br	+55 11 3061 1000
Chairperson	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Vice-chairperson	ISO/TC 34	-	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Secretary support team	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Secretary support team	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Secretary support team	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Secretary support team	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Secretary support team	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Secretary support team	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Secretary support team	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Secretary support team	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Secretary support team	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Secretary support team	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Secretary support team	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	
Secretary support team	DS	Denmark	Dr.	Henrik Christensen	henrik.christensen@iso.org	

Default Sort

CSV

Print

Default sort

Resets the sorting to the default setting (by role)

Figure 15 - Member List



You can sort the Member List by clicking on the header row of the list.

Roles displayed on the Member list:

- Secretary (SEC)
- Convenor (CNV)
- Chairperson (CHP)
- Committee Member (MBR)
- Technical Program Manager (TPM)
- Twinned Secretary (ASE)
- Twinned Convenor
- Vice-Chairperson (VCH)
- Liaison Representative
- Secretary Support Team (SST)
- Secretary/ Convenor Support Team (SST)
- Chairperson Support Team (CST)
- TPM Assistant (TPS)
- Decentralized document monitor
- Centralized document monitor

4.2.2 Email to Secretary

This menu item enables the Committee Members to send an email to the Committee Leadership directly from the eCommittees application.

By clicking on **Email to Secretary**, an email window will open where the To: field is pre-populated with the email of the Secretary and the CC: field with the email of the Convenor, Twinned Secretary, Twinned Convenor, Secretary Support Team and Secretary/Convenor Support Team.

4.2.3 Mail Archive

The Mail archive is a centralized e-mail storage for all e-mail messages (including attachments) sent to the Committee Members through the eCommittees application. The e-mail can be viewed by the sender and the addressees.

About Mail Archive
This is where e-mails sent to the committee are stored. You can search for e-mails by keyword in the subject or body. The list at the bottom contains the e-mails found.

Search for: **By:** Subject

Search by date:
from: 3
to:

Search content for: From Here [Advanced](#)

Search for
Search for a keyword in a subject or sender, but as most e-mails have a standardized subject line and are sent by Admin, this filter's usefulness is limited.

Search by date
Search by date with the help of the calendar icon. All e-mails sent in the specified timeframe will be listed.

Search content for
Search for a keyword in the contents of the email. This search option uses the general Livelink full text search.

Figure 16 - Mail Archive

The most current e-mails are displayed on the **Newest E-Mails** list.

All e-mails are organized in folders by year, month and day under **E-mails By Date**.

Newest E-mails			
Type	Subject	Sender	Date Received
	ISO/TC 34/SC 2 New documents available on ISOTCTEST Livelink Web Site	Admin	2010-03-10 07:30

E-mails By Date			
Type	Name	Size	Modified
	2010	1 Item	2010-03-10 07:30

Figure 17 - Mail Archive List

Click on the **subject line** to view the contents of the mail.

4.2.4 N-Documents List

The **N-Documents List** lists all numbered documents of the Committee irrespective of their position in the folder structure. The list is sorted by document number, but can be resorted by clicking on the column headers.

Search in Document Title
Search for a keyword in the title of the document

ISO Standards Development > ISOTC home > ISO/TC 034 "Food products" >
ISO/TC 034/SC 05 "Milk and milk products"

N-Numbered Document Search

Document title:

(word or phrase to be found anywhere in the title)

Due Date	Creation Date	N-Number Range	Doc Type/Sub Type
From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>	Type: <input type="text" value="<None>"/>
To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>	Sub Type: <input type="text"/>

240 Documents Found [displaying: 1 - 50] Number of Documents per page

Filter criteria

Filter the list based on certain criteria:

- Due Date
- Creation Date
- N-Number Range
- Doc Type/ Sub Type

N-Documents								
Type	N Number	Title (Description)	Document Type	Document Sub Type	Exp. Action	Due Date	Size	Creation Date
	2520	Resolution	Resolution	Resolution	Info	None	103 KB	2012-09-03
	2519	Resolution	Resolution	Resolution	Info	None	103 KB	2012-09-03
	2518	Resolution	Resolution	Resolution	Info	None	322 KB	2011-08-15
	2517	Resolution	Resolution	Resolution	Info	None	322 KB	2011-08-15
	2516	Resolution	Resolution	Resolution	Info	None	322 KB	2011-08-15
	2515	Resolution	Resolution	Resolution	Info	None	185 KB	2011-04-27

Figure 18 - N-Document List



The N-Documents **list** can be printed by clicking on the **Print this page** button.

4.3 Folder Structure (Library)

4.3.1 Standard Folder Structure

All Electronic Committees have a predefined top level folder structure, explained below. The Secretary, the Secretary Support Team and the Convenor may add subfolders inside this default structure to organize their Committee work as they wish.



All Electronic Committees have a **predefined folder structure**, which is the same for all TCs, SCs and WGs. This folder structure cannot be changed.

You can open a folder by clicking on the folder name. By clicking **View More** under the folders you can open the library. You will get a full overview of the existing folders.



Historically, the folder structure was free and every Committee Secretary/ Convenor could organize the folders as they saw fit. Therefore, you might still see some TCs, SCs or WGs that have a folder structure which is inconsistent. If this is the case for your committee, please contact the ISO Helpdesk (helpdesk@iso.org) who will assist you in cleaning up the folder structure.

4.3.2 The standard folders

For all TCs and SCs, you will find the following default folder structure in the **Library**:

Type	Name	Size
Folder	00. Secretariat workspace	0 Items
Folder	01. Public information	0 Items
Folder	02. General committee documents	0 Items
Folder	03. Meetings and resolutions	1 Item
Folder	04. Projects	0 Items
Folder	05. Drop-in box for members	0 Items

view more

Figure 19 – Default Folder structure

By default, all folders in the structure are empty. The table below shows the recommended usage for each folder so that Committee Members can easily find information across different Committees:

Folder Name	Intended use
00.Secretariat workspace	This folder can only be seen by the Secretary/ Convenor and Secretary Support Team and should be used for documents in preparation.

Folder Name	Intended use
01. Public information	This folder has public access and can be viewed without a log-in to the ISOTC server. It should therefore only contain information that may be viewed by anyone, e.g. information on the Committee, its work programme, secretariat etc.
02. General committee documents	This folder should be used to store all documents that do not relate to meetings or projects (as there are separate folders for these documents).
03. Meetings and resolutions	This folder should be used for all documents relating to meeting organisation and meeting resolutions, e.g. invitations, agendas and minutes.
04. Projects	<p>This folder should be used for all documents relating to projects of the Committee.</p> <p><i>Recommendation: Create one sub-folder for each project and one sub-folder for finalized projects called Projects – finalized under which you can move the project folders once the project is finalized.</i></p>
05. Drop-in box for members	The drop-in box is the only folder in which Committee Members can upload documents. It should therefore be used for the transmission of documents from Committee Members to the Committee Secretariat. The Secretary/ Convenor can then work on the documents and upload them into the right folder and notify the Committee Members.

4.4 Forums

You can share thoughts and ideas in the Committee using the Forum. Since Content Server 10, each committee has a default forum created that is easily accessible through the Committee homepage:



Figure 20 - Committee Default Forum

Like in any discussion forum on the Internet, the Livelink Discussion Forum is organized by Topics to which people can reply.

4.4.1 Adding a discussion topic to a Forum

Open the Forum by clicking on the link from the Committee homepage. Click on "New Topic":

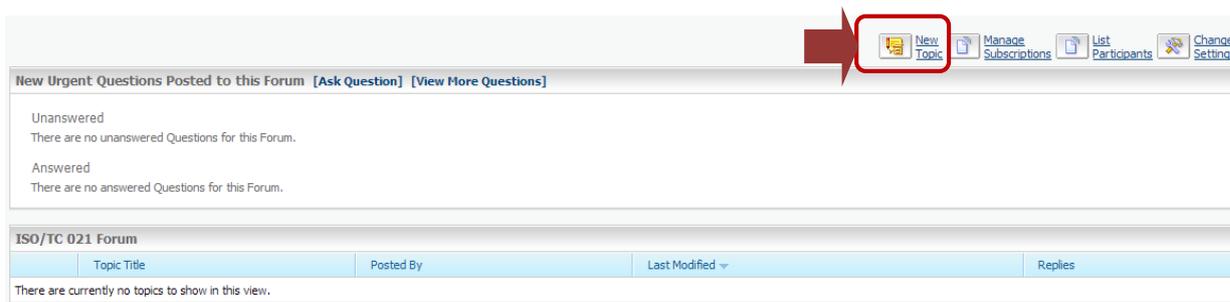


Figure 21 - Add topic

From the next screen, enter the title of the topic as well as the more detailed description of the topic, then click "Next". You can also choose an icon to be displayed next to the topic.

Add Forum Topic **More Options**

Title: My new discussion topic

Topic: This is a new discussion topic for the Committee.
Please join into the discussion and comment on the topic.

Icon: [Icons]

Categories: [Dropdown] **Edit...**

Next >> **Finish** **Cancel**

Figure 22 - Add topic: General

From the next screen, you can add attachment, refer to particular people or enter a URL relevant to the discussion topic. These items are optional. When you have entered all information you want, click "Finish" to create the topic in the committee Forum:

Add Forum Topic **More Options**

Refer To: [Field]

Desktop Attachment: Add Attachment: **Choose File** No file chosen **Upload**

Content Server Attachment: Add Attachment: [Field] **Browse Content Server...**

URL Attachment: Name: [Field] URL: http:// [Field] **Add**

<< Back **Next >>** **Finish** **Cancel**

Figure 23 - Add topic: more Options

The new topic is now available from the Forum page and people can start posting replies:

New Urgent Questions Posted to this Forum [\[Ask Question\]](#) [\[View More Questions\]](#)

Unanswered
There are no unanswered Questions for this Forum.

Answered
There are no answered Questions for this Forum.

ISO/TC 021 Forum

	Topic Title	Posted By	Last Modified	Replies
	My new discussion topic (pin)		2013-08-19 12:30	0

Figure 24 - new Topic

4.4.2 Viewing a discussion topic and posting replies

To view a discussion topic, click on its name from the Forum homepage. You will then see the discussion:

Figure 25 - Discussion topic details

You can **reply to a discussion topic** with our without a quote:

Figure 26 - Post reply to topic

When you post a reply with Quote, the description text of the topic will be copied into your reply as a quote (you can edit this text):

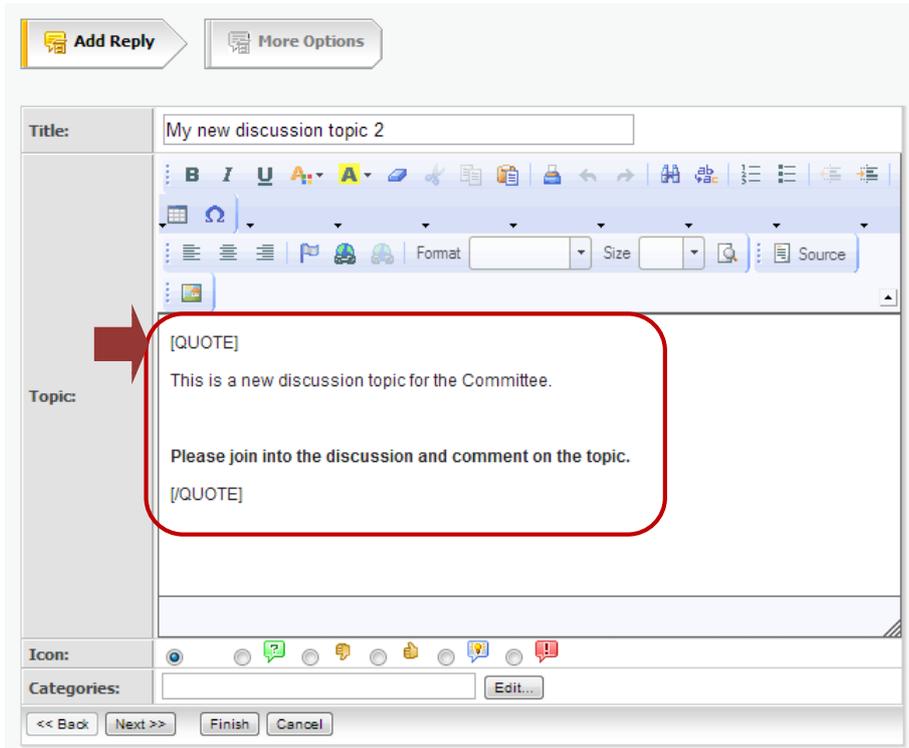


Figure 27 - Post reply to topic with Quote

You can also **reply to a response** to the topic:

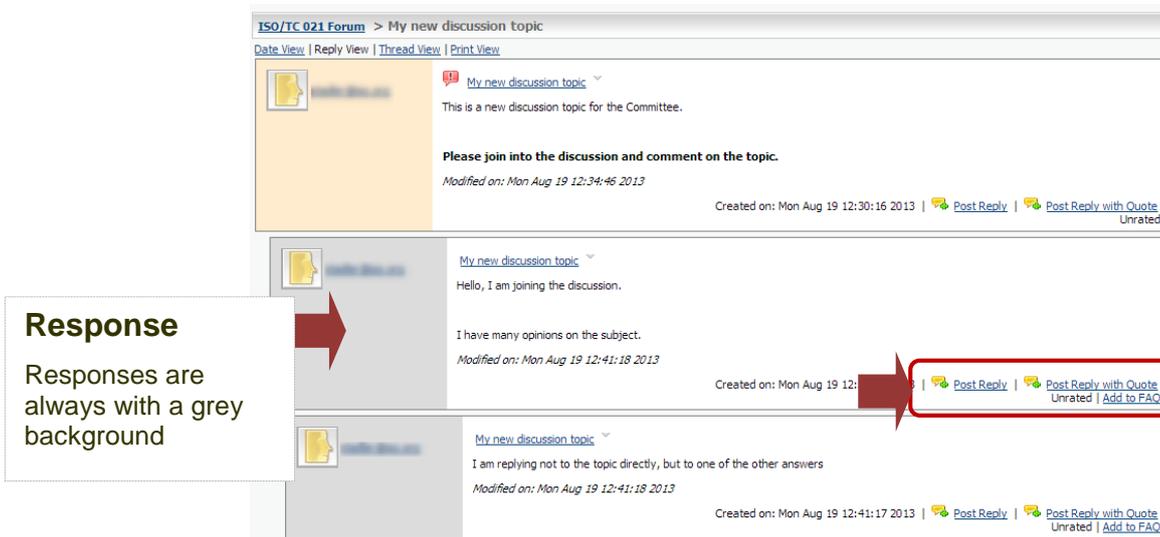
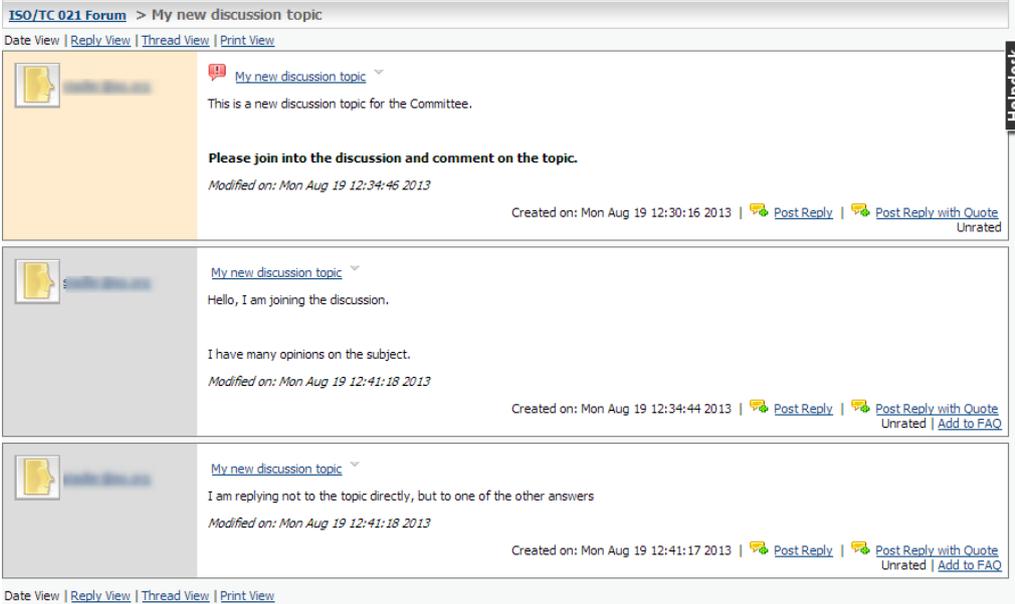
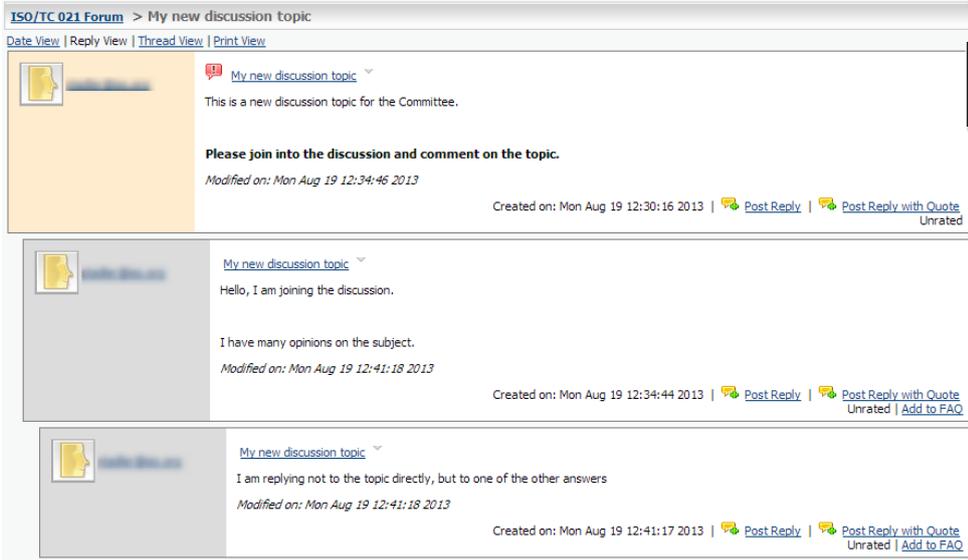
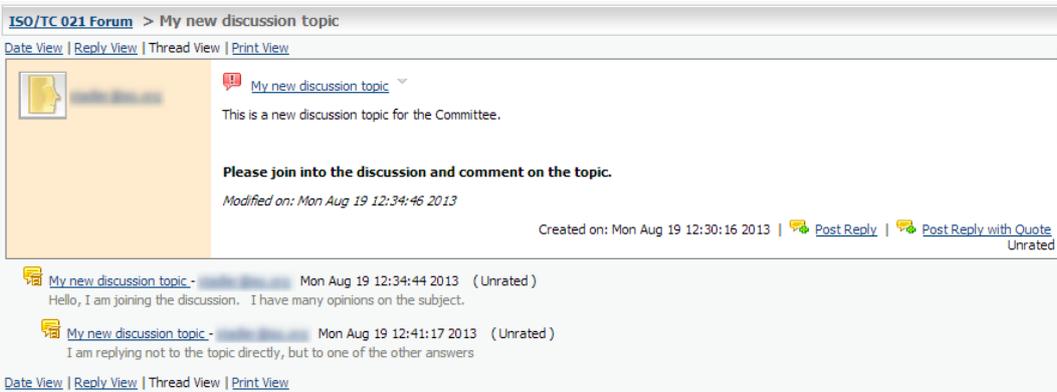
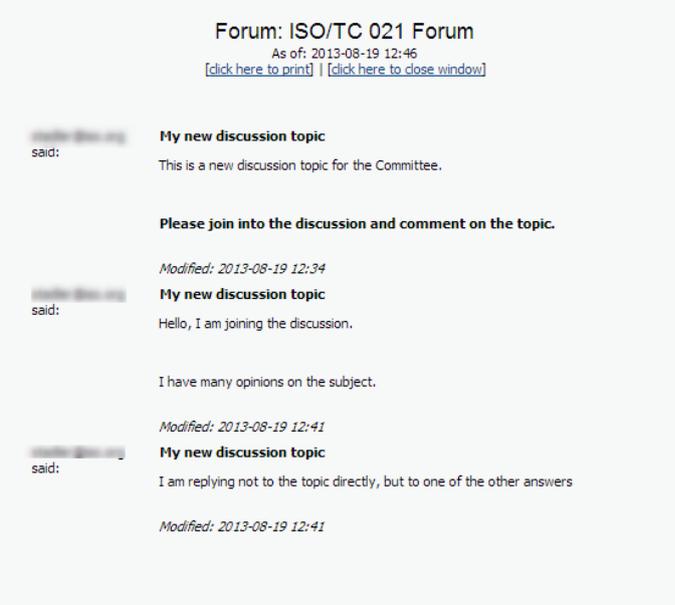


Figure 28 - Post reply to response

Different views are available depending on your preference:

View	Description
<p>Date View</p>	<p>This is the default view, it will show the posts ordered by date from oldest to newest</p>  <p>ISO/TC 021 Forum > My new discussion topic Date View Reply View Thread View Print View</p> <p>My new discussion topic ▾ This is a new discussion topic for the Committee. Please join into the discussion and comment on the topic. <i>Modified on: Mon Aug 19 12:34:46 2013</i> Created on: Mon Aug 19 12:30:16 2013 Post Reply Post Reply with Quote Unrated</p> <p>My new discussion topic ▾ Hello, I am joining the discussion. I have many opinions on the subject. <i>Modified on: Mon Aug 19 12:41:18 2013</i> Created on: Mon Aug 19 12:34:44 2013 Post Reply Post Reply with Quote Unrated Add to FAQ</p> <p>My new discussion topic ▾ I am replying not to the topic directly, but to one of the other answers <i>Modified on: Mon Aug 19 12:41:18 2013</i> Created on: Mon Aug 19 12:41:17 2013 Post Reply Post Reply with Quote Unrated Add to FAQ</p> <p>Date View Reply View Thread View Print View</p>
<p>Reply View</p>	<p>Shows the replies in chronological order, slightly indented to show the hierarchy of replies</p>  <p>ISO/TC 021 Forum > My new discussion topic Date View Reply View Thread View Print View</p> <p>My new discussion topic ▾ This is a new discussion topic for the Committee. Please join into the discussion and comment on the topic. <i>Modified on: Mon Aug 19 12:34:46 2013</i> Created on: Mon Aug 19 12:30:16 2013 Post Reply Post Reply with Quote Unrated</p> <p>My new discussion topic ▾ Hello, I am joining the discussion. I have many opinions on the subject. <i>Modified on: Mon Aug 19 12:41:18 2013</i> Created on: Mon Aug 19 12:34:44 2013 Post Reply Post Reply with Quote Unrated Add to FAQ</p> <p>My new discussion topic ▾ I am replying not to the topic directly, but to one of the other answers <i>Modified on: Mon Aug 19 12:41:18 2013</i> Created on: Mon Aug 19 12:41:17 2013 Post Reply Post Reply with Quote Unrated Add to FAQ</p> <p>Date View Reply View Thread View Print View</p>

View	Description
Thread View	<p>Shows the topic and the replies, slightly indented to indicate the hierarchy of replies as discussion threads</p>  <p>The screenshot shows a forum thread titled "My new discussion topic" in the "ISO/TC 021 Forum". It includes navigation links (Date View, Reply View, Thread View, Print View), a user profile picture, and the main post content: "This is a new discussion topic for the Committee." followed by a request to join the discussion and a timestamp. Below are two replies, each with a timestamp and a rating of "(Unrated)".</p>
Print View	<p>Opens a separate window to enable easy printing of the discussion topic</p>  <p>The screenshot shows the print view of the same forum thread. The content is clean and centered, with the title "Forum: ISO/TC 021 Forum" and a timestamp "As of: 2013-08-19 12:46". It includes links for "[click here to print]" and "[click here to close window]". The post content and replies are presented in a simple, readable format.</p>

4.4.3 Forum Notifications

By default, all roles on the committee are notified by email when a new topic or a new response is posted to the Committee Forum.

It is not possible to customize the notifications by user. It's either all users in the committee are notified, or none are notified.

If there is a problem with these notifications and the frequency, please contact helpdesk@iso.org

4.5 Ballots

The **Ballots** pane shows all current and active ballots of your Committee along with their type and end date.



Type	Reference	End ▾
DIS	ISO/DIS 17945	2013-10-16
DTS	ISO/DTS 18683	2013-10-31

Figure 29 - Ballots on eCommittee Home

To see the details of a ballot, click on its reference.



Registered voters of the committee will be able to see the details of the ballot in the electronic balloting application by clicking on the ballot reference.

By default, **Committee Members do not have voting rights** assigned and cannot see ballot details.

The only exception is on Working Groups where Committee Members have full voting rights and access to the Working Group consultations.

4.6 Meetings

The **Meetings** pane shows all the active meetings of the Committee along with their date, location and status.



Title ▾	Date	Country	City	Status
22nd meeting	2010-04-19	Germany	Bonn	Convened

Figure 30 - Meetings on eCommittee home

To see the details of a meeting, click on its title. You will then be forwarded to the meeting entry in the ISO Meeting Management application in a new window.

4.7 Structure

The **Structure** pane shows the entire structure of your Committee with its Sub-Committees and Working Groups. You can easily identify how a Sub-Committee is related to a Committee, what other Working Groups exist in the Committee etc.



Figure 31 - Structure on eCommittee Home

In the screenshot above, you can see that **WG AG "Advisory group"** is part of the **TC 034 "Food Products"**.

4.8 Committee Scope

The "Overview" section shows the official scope of the Committee as defined in the ISO Global Directory. This information is available for all Technical Committees and some Sub-Committees and Working Groups.

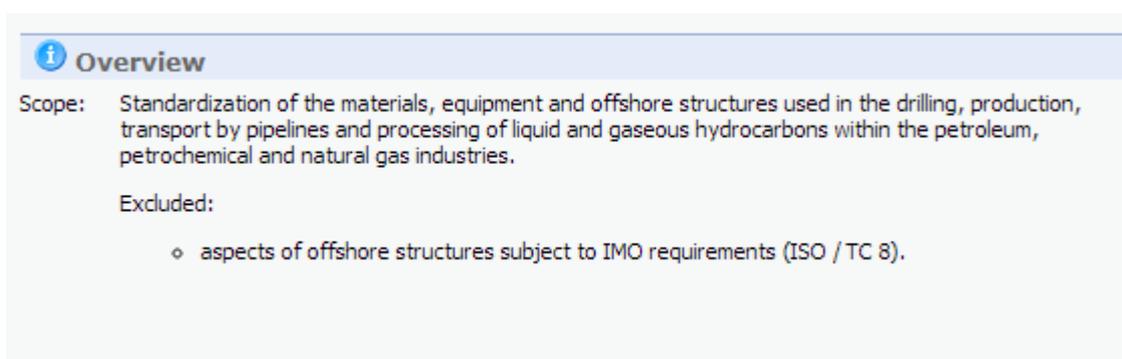


Figure 32 - Example of Committee Scope

4.9 Committee Task List

The committee Task List is a feature that has not been used much in the previous versions of Livelink but that is useful to manage milestones and tasks and assign them to different people in your committee.

By default, each committee has a dedicated task list that can be accessed through the "Committee Task List" item in the Navigation menu:



Figure 33 - Committee Task List

By default, the committee task list is empty. You can add Milestones and tasks from the "Add item" menu on the top left:

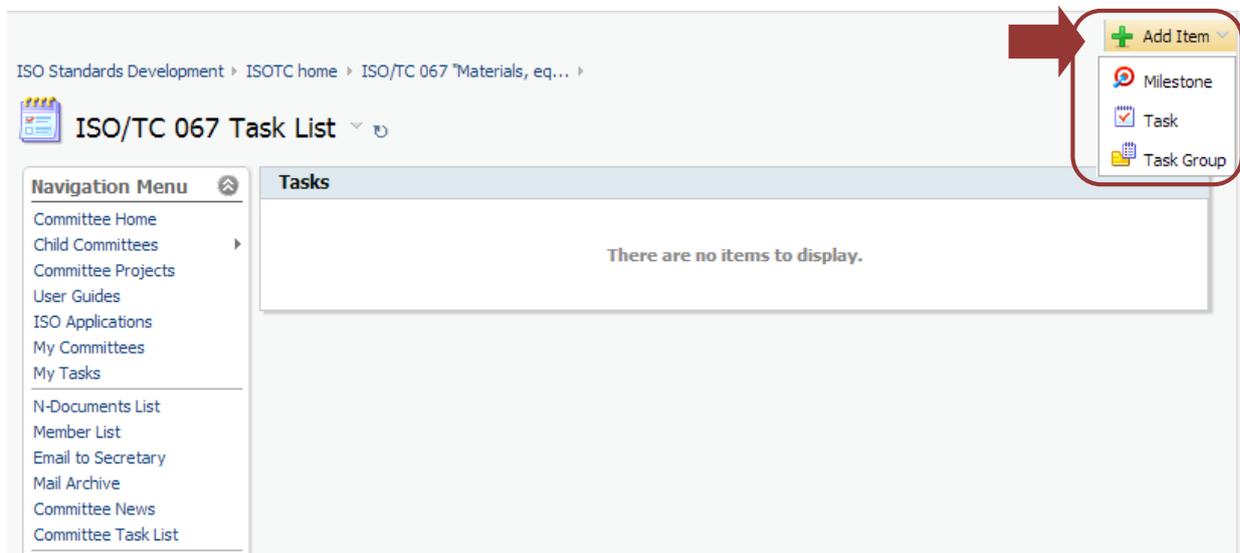


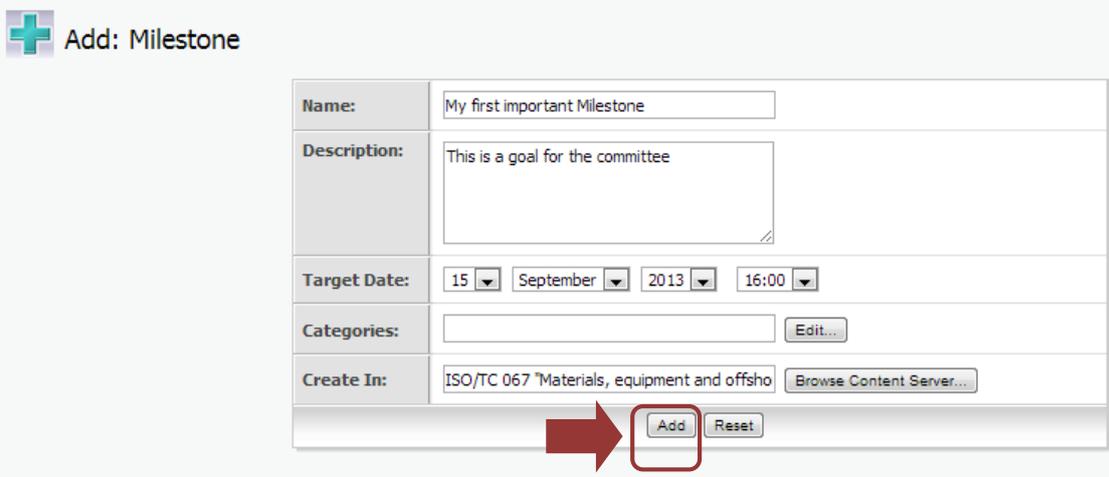
Figure 34 - Add item

4.9.1 Milestones

Milestones are, as their name indicates, milestones for the committee, i.e. important date for the committee. This could be the next plenary meeting, the publication of a new Standard or the completion of a particular phase of a project.

Adding Milestones will enable you to then create tasks that have to be done for this milestone.

To add a milestone, go to the Committee Task List and select Add item – Milestone as shown in the figure above. On the next screen, enter a name for the milestone, a description and target date and time and click "Add":



Add: Milestone

Name:	<input type="text" value="My first important Milestone"/>
Description:	<input type="text" value="This is a goal for the committee"/>
Target Date:	<input type="text" value="15"/> <input type="text" value="September"/> <input type="text" value="2013"/> <input type="text" value="16:00"/>
Categories:	<input type="text"/> <input type="button" value="Edit..."/>
Create In:	<input type="text" value="ISO/TC 067 Materials, equipment and offsho"/> <input type="button" value="Browse Content Server..."/>
<input type="button" value="Add"/> <input type="button" value="Reset"/>	

Figure 35 - Add Milestone

After creation, the Milestone will appear in the Committee task list:

The screenshot shows the 'ISO/TC 067 Task List' page. On the left is a 'Navigation Menu' with links like 'Committee Home', 'Child Committees', 'Committee Projects', 'User Guides', 'ISO Applications', 'My Committees', 'My Tasks', 'N-Documents List', and 'Member List'. The main content area is titled 'Milestones' and contains a table with the following data:

No.	Name	Original Date	Current Date	Actual Date	Number of Tasks	Percent Complete
1.	My first important Milestone	2014-03-17	2014-03-17	None	0	None

Below the table is a section titled 'Tasks' which contains the text: 'There are no items to display.'

Figure 36 - Milestone in Committee Task List

Clicking on the Name will open the details of the milestone where you will see the description and related metadata. You will see that Percent complete will be calculated based on the completion of the tasks assigned to the milestones.

The screenshot shows the details page for the milestone 'My first important Milestone'. On the left is the same 'Navigation Menu'. The main content area displays the following details:

Original Date:	2014-03-17 12:36	Pending:	<input type="text"/> 0.00% (0 Tasks)
Current Date:	2014-03-17 12:36	In Process:	<input type="text"/> 0.00% (0 Tasks)
Actual Date:	None	Issue:	<input type="text"/> 0.00% (0 Tasks)
Number of Tasks:	0	On Hold:	<input type="text"/> 0.00% (0 Tasks)
Percent Complete:	None	Completed:	<input type="text"/> 0.00% (0 Tasks)
Resources:	0 users	Cancelled:	<input type="text"/> 0.00% (0 Tasks)
Duration:	0 days (0 business days)		

Figure 37 - Milestone details

4.9.2 Tasks

Tasks can be created as part of a Milestone or without. The goal is to assign tasks to different groups within your committee and to track progress of these tasks.

To add a task, go to the Committee Task List and select Add item – Task. On the next screen, enter the details of the task with start date, due date, priority, status etc. If you want to associate the task to an existing milestone, you can select any existing milestone of the committee from the drop-down menu:

 Add: Task

Name:	<input type="text"/>
Assigned To:	<Not Assigned> 
Start Date:	19 August 2013 16:00
Due Date:	
Priority:	Medium
Status:	Pending
Milestone:	<div style="border: 2px solid red; padding: 2px;"> <None> <None> My first important Milestone </div>
Instructions:	<input type="text"/>
Comments:	<input type="text"/>
Add Content Server Attachment:	<input type="text"/> <input type="button" value="Browse Content Server..."/>
Add Desktop Attachment:	<input type="button" value="Choose File"/> No file chosen
Categories:	<input type="text"/> <input type="button" value="Edit..."/>
<input type="button" value="Add"/> <input type="button" value="Reset"/>	

Milestone

Select an existing milestone from the list to associate the task to a milestone

Figure 38 - Add Task

You can assign a task to roles on your committee by clicking on the yellow face icon next to the Assigned To field:

Name:	A new tasks to do
Assigned To:	<Not Assigned> 
Start Date:	19 August 2013 16:00
Due Date:	
Priority:	Medium
Status:	Pending
Milestone:	<None>
Instructions:	<input type="text"/>
Comments:	<input type="text"/>
Add Content Server Attachment:	<input type="text"/> <input type="button" value="Browse Content Server..."/>
Add Desktop Attachment:	<input type="button" value="Choose File"/> No file chosen
Categories:	<input type="text"/> <input type="button" value="Edit..."/>
<input type="button" value="Add"/> <input type="button" value="Reset"/>	

Figure 39 - Assign to role

In the next screen, you will see all role listed, you can select a role by clicking on "select" next to the role:

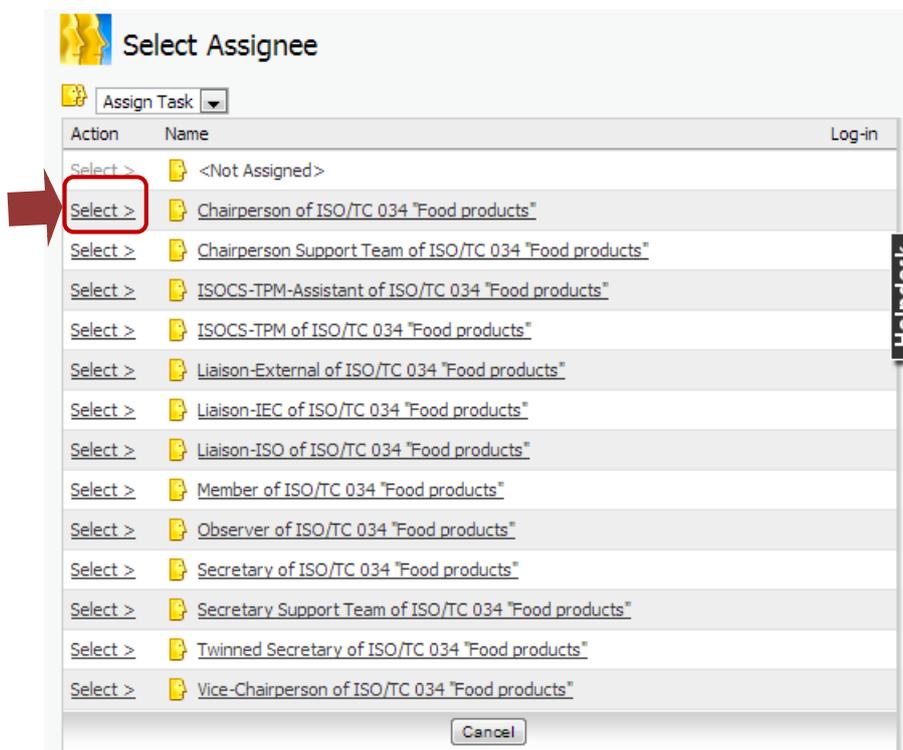


Figure 40 - Select roles

You can also assign tasks to individuals with a given role. When you click on the name of the role instead of "Select", you will see the list of people assigned to the role and can then individually select people:

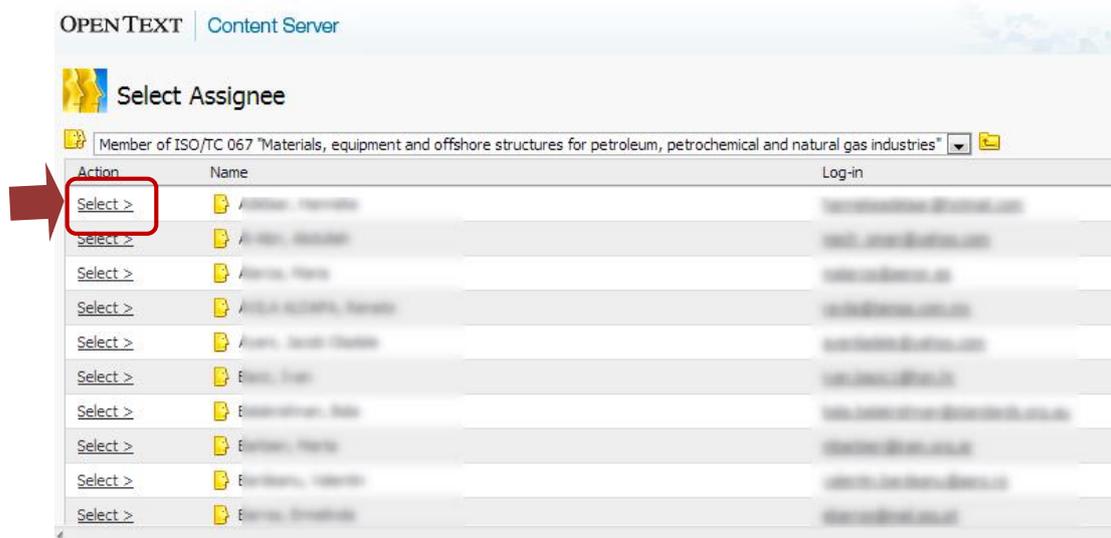


Figure 41 - Select individuals

The new task will then appear in the Committee Task List below the milestones:

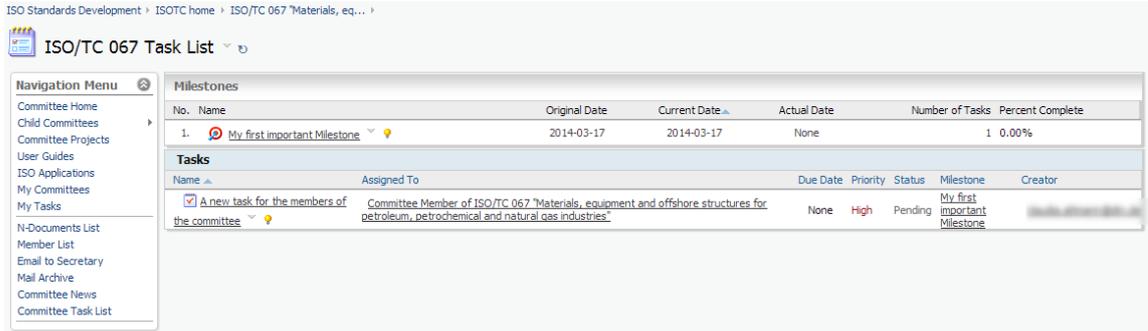
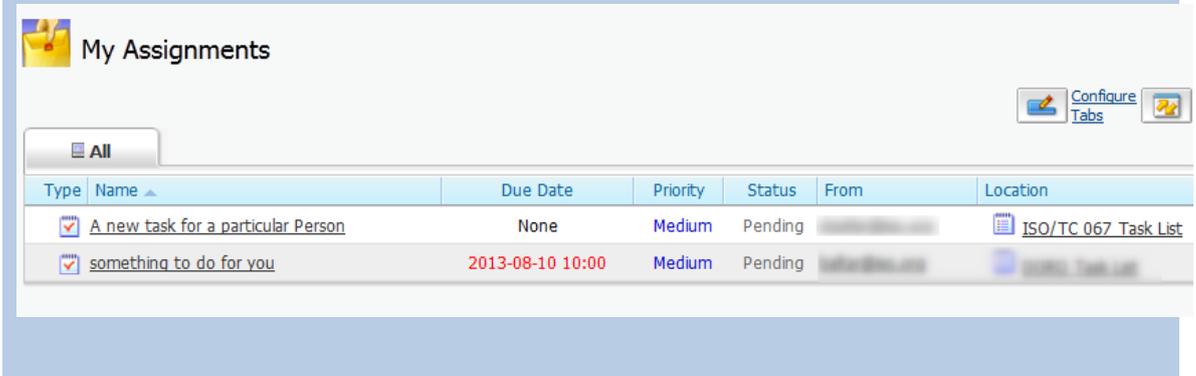


Figure 42 - Task on Committee Task List



People that you have assigned tasks to, either directly or through their role on the committee, will see the task appear under **My Tasks**, accessible through the Navigation menu.

Here, all tasks assigned to the person from any committee will be grouped in a single view:



4.9.3 Task Groups

Task Groups are a way organize tasks. The concept is the same as creating folders to organize files. If you have a lot of tasks in your committee, it could be a good idea to create task groups to keep the list of tasks to a manageable size.

To create a task group, select Add item – Task Group and enter a name and description for the group. You can also select an existing milestone to associate to the task group:

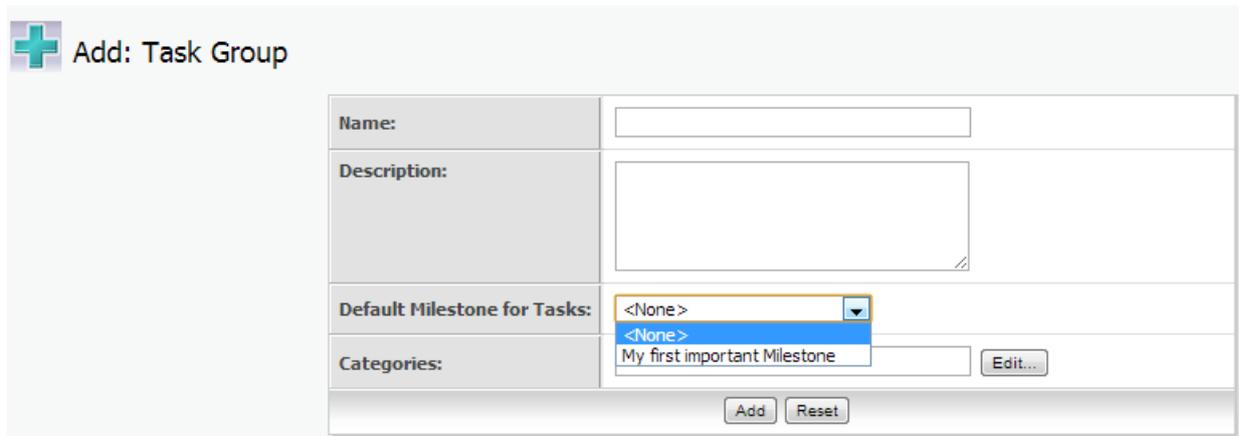


Figure 43 - Add task Group

4.10 News

On the Committee Home page, the News Player located right under the search bar displays news items. You can open the news item by clicking on its name in the News Player.

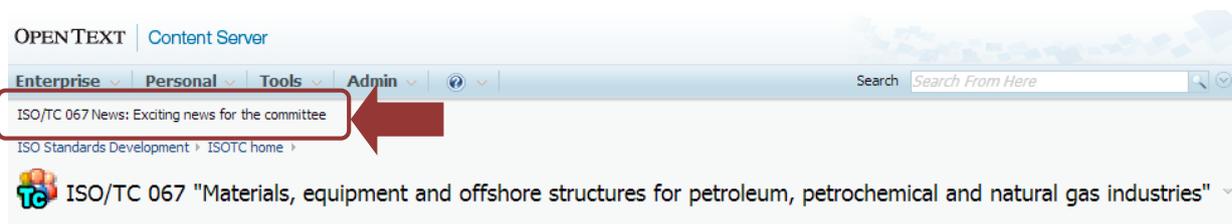


Figure 44 - News Player

These news items are linked to a News Channel which is managed by the Secretary/Convenor or the Secretary Support Team. Clicking on the news will open the details.

4.10.1 The News Channel

For each Committee, a news channel is setup at its creation.

To access the news channel, click on **Committee News** from the Navigation menu:

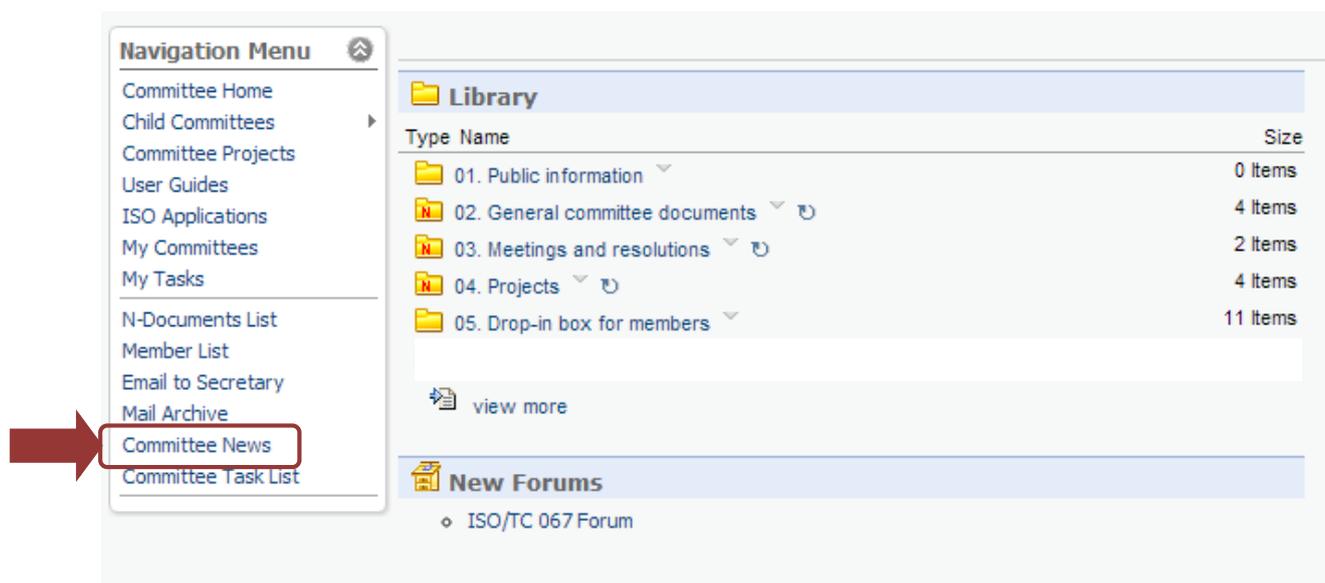


Figure 45 – Committee news

5 Working with Folders and Documents

5.1 Working with documents

5.1.1 Viewing documents

There are three options to **view** a document in the eCommittee:

- a) Click on the document's icon.



- b) Click on the document's name.



- c) Click on the small arrow behind the document to open the **Functions** menu. Select **Fetch** from the menu for N-Documents, **Open** or **Download** for regular documents. The document will either open directly or a download window opens first. This behaviour depends on your computer's settings. In the download window select **Open** to view the document.

Fetch/ View for N-Documents:

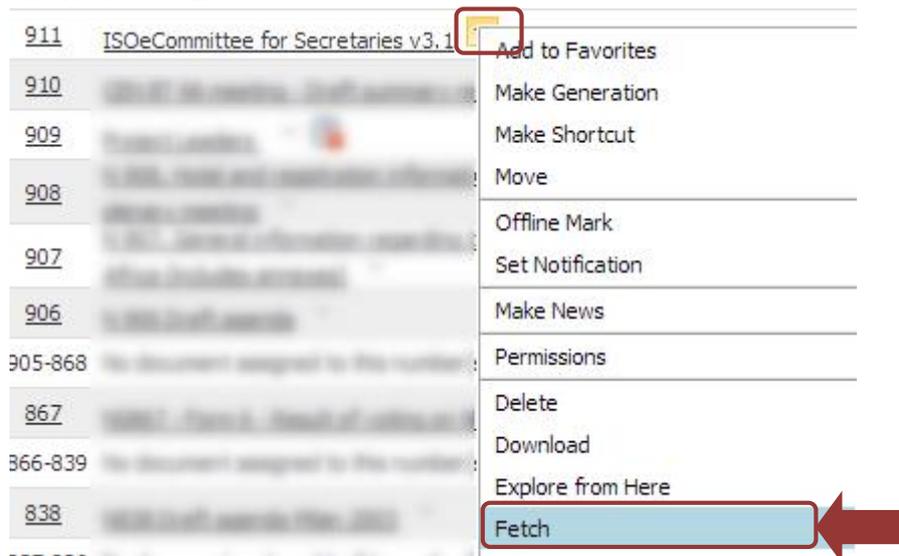


Figure 46 - Fetch Document

5.1.2 Downloading several documents in a Zip file

You can add several documents from a folder into a Zip file and then download to your computer. To open and unpack a Zip archive you may need an archiving program like WinZip.

- a) Navigate to the folder from which you would like to download the documents.
- b) Select the documents by checking the appropriate check box.
- c) Click on the **Zip & Download** button.



Figure 47 - Select Documents for zip

- d) The window **Items to be Zipped & Downloaded** opens. You can change the suggested download name in the **Archive Name** field. The items to be downloaded and the number of items are listed under **Items**.

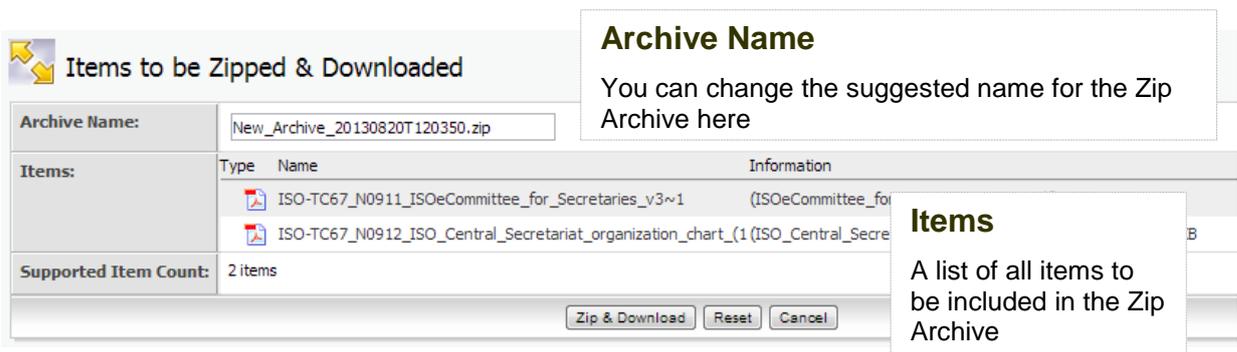


Figure 48 - Zip Archive settings

- e) Click on the **Zip & Download** button.

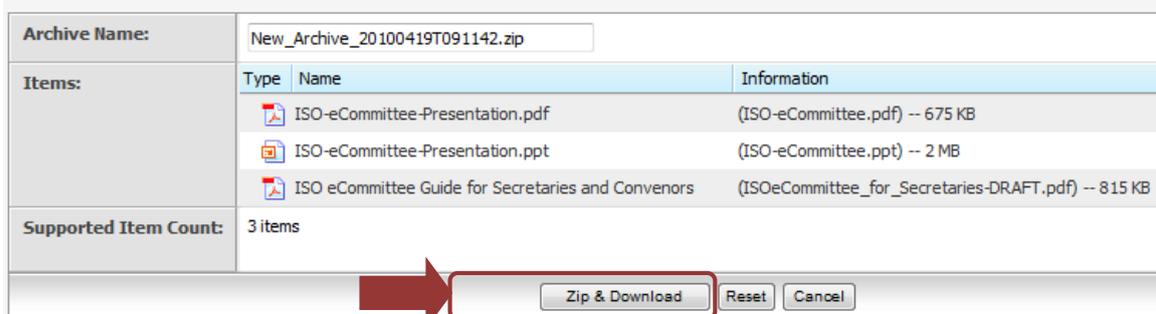


Figure 49 - Zip & Download archive

- f) Livelink will now prepare the ZIP archive. When it is done, you will see the **Zip & Download Status** window. Once all items have the status completed, click on the **Download the zip file** button.

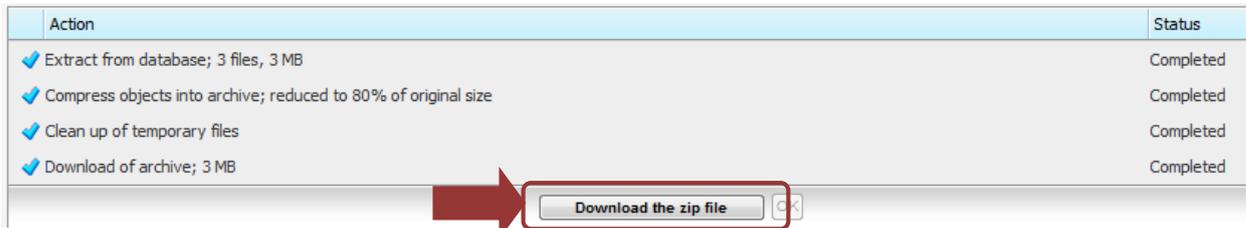


Figure 50 - Zip & Download status

- g) When your browser's **Download** window opens, click **Open** in the Download window to open the archive or **Save** to save the archive to your computer.
- h) Click **OK** to return to the Committee page you have been working on before the download.

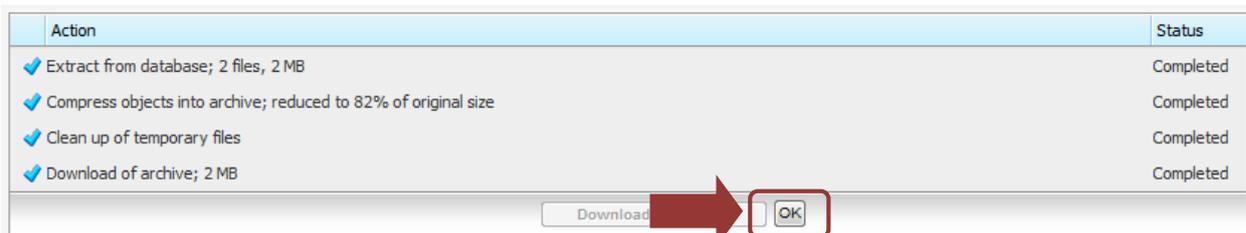


Figure 51 - Zip & Download status OK

5.1.3 Zip & E-mail several documents

You can send several documents from a folder within an e-mail. To open and unpack a Zip archive you may need a packing program like WinZip.



Before sending documents by e-mail, please remember any copyright issues that might apply and that you accepted by working in the electronic Committee.

- a) Navigate to the folder from which you would like to download the documents.
- b) Select the documents by checking the appropriate check box. You can only add individual documents, not folders.
- c) Click on the **Zip & E-mail** button.

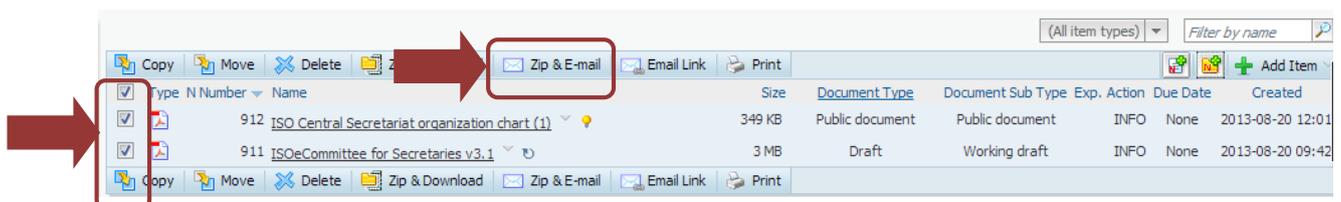


Figure 52 - Select Documents for Zip & E-mail

- d) The window **Items to be Zipped & E-mailed** opens. You can change the suggested download name in the **Archive Name** field. The items to be downloaded and the number of items are listed under **Items**.

The screenshot shows the 'Items to be Zipped & E-mailed' window. It includes fields for 'Archive Name' (set to 'New_Archive_20130820T120455.zip'), 'Items' (listing two ISO documents), 'Supported Item Count' (2 items), 'From' (livelinkisotc@iso.org), 'To', 'Cc', 'Subject', and 'Message'. The 'Attach Archive' section has 'As File' selected. Callouts provide instructions for each field.

Archive Name
You can change the suggested name for the Zip Archive here

Items
A list of all items to be included in the Zip Archive

To/Cc
Enter the email addresses of the recipients here

Subject/ Message
Enter the email subject and message you want to

Attach Archive
As File: will send the Zip archive as an attachment to the email
As URL reference: will include a URL link to the archive download page

Figure 53 - Zip & email

- e) Livelink will now prepare the Zip archive. When it is done, you will see the **Zip & Email Status** window. Once all items have the status completed, click on the **OK** button. This will trigger the sending of the email and return to the eCommittees page you were working on.

Action	Status
✔ Extract from database; 2 files, 2 MB	Completed
✔ Compress objects into archive; reduced to 82% of original size	Completed
✔ Send e-mail as attachment; 2 MB	Completed
✔ Clean up of temporary files	Completed

Figure 54 - Zip & email status OK

6 Searching

The full text of all files on the ISOTC server is indexed, unless they are scanned. It is therefore possible to search for any term or a combination of terms inside the text of the documents. Whether a document is found depends on the access rights to the particular document on the server. Only documents that you can actually access will be listed as search results.

To search, enter a search term in the input field of the search bar and click on the  icon to launch the search.

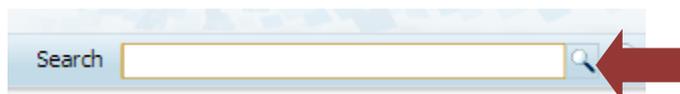


Figure 55 - Search Bar

6.1 Search Options

By default a search is conducted from where you are currently located in the folder structure (Search **From here**) including all folders at lower levels.

Clicking on the functions menu of the search bar will open more search options:

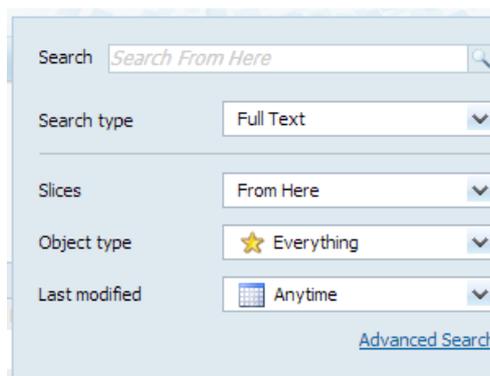


Figure 56 - Search Options

You can search in different areas of the ISOTC server by modifying the **Slices** selected:

From Here	Searches in all the folders and subfolders of the location you are currently in
From Here (Expanded)..	Opens the Advanced search window
Enterprise	Searches in all folders that you have access to on the ISOTC server, regardless of your current location in the folder structure
Enterprise (Expanded)	Same search as Enterprise search, but also searches in previous document versions

You can narrow down your search by selecting a particular **Object type** from the list or indicating a range in which the document **was last modified**.

6.2 Search Results

The search results in listing all file names and folder names which have been found based on your search criteria.

Search Filters

Narrow down your search results by creation date, content type etc

Sort

Sort results by different criteria from the drop-down menu

Display Style

Choose between different ways to display the results

Figure 57 - Search Results List

Each document found will be displayed with a short excerpt as well as the document location and a rating on the search relevance:

ISO Standards Development > ISOTC home > ... > 01. Public information > ISO Commenting template
91% 338 KB

Document location

Displays the path to the document's location on the server

Search relevance

Displays the relevance of the document (in %) related to the search

You can select the documents you are interested in directly from the search results by checking the tickbox next to their name and selecting an action to take:

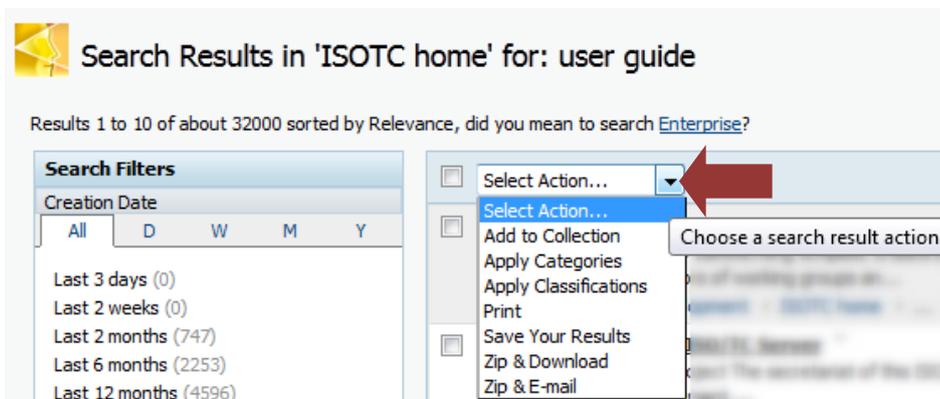


Figure 58 - Search results action

Available Actions are:

Menu option	Function
Add to Collection	Livelihood default feature, please ignore
Apply Classifications	Livelihood default feature, please ignore
Print	Print all selected documents
Save Your Results	Saves the list of selected documents as a personal search.
Zip & Download	Create a Zip archive containing the selected documents and save to your computer
Zip & E-mail	Create a Zip archive containing the selected documents and send per email

7 Helpdesk and Info

For further questions and assistance for eCommittees and other ISO IT applications, please contact the ISO helpdesk helpdesk@iso.org.

For assistance with meeting setup, meeting updates, registration of users to ISO official roles (e.g. Secretary, Convenor, chairperson,..) please contact the ISO STAND Administrator at tcsupport@iso.org.

To gain access to the ISOTC eCommittees server, experts need to be registered by their National Standardization Body and assigned a role on a committee. Non-official roles (like Committee Member, Document Monitor) should be assigned by the NSB's user administrator. The list of user administrators can be found under <https://directory.iso.org> .

You will find the user guides for all ISO applications under <http://www.iso.org/e-guides>