CIRCABC 3.6 USER GUIDE

Version 3

5 January 2017

Welcome to the CIRCABC user guide!

This guide aims to help you in **your daily use of CIRCABC**. It is intended for both first-time and advanced users.

> *If intending to manage your own CIRCABC private workspace and user community, you will also consult the "***CIRCABC Interest Group Leader Guide***".*

Newcomers

A few words about the "Communication and Information Resource Centre for Administrations, Businesses and Citizens"

What can you do with CIRCABC?

You create collaborative spaces where users spread over the web can work together, sharing information and resources.

With CIRCABC you distribute and manage documents in any format, several languages and with version control

---

CIRCABC is financed by the ISA programme (Interoperability Solutions for European Public Administrations). DG DIGIT is responsible for coordinating its development and its user community.

CIRCABC OSS, the Open-Source-Software version of CIRCABC, can be downloaded through the **EUPL** (European Union Public Licence). The EUPL is the first European Free/Open Source Software (F/OSS) licence. It has been created on the initiative of the European Commission.

For more detailed information about the **EUPL**:
https://joinup.ec.europa.eu/software/page/eupl

To download CIRCABC software and consult relative information:
https://joinup.ec.europa.eu/software/circabc/home

---

*CIRCABC is accessible to **any user inside or outside of the European Institutions**. Businesses; international, national or local administrations; and associations of citizens can access and use CIRCABC.*

They can, as well, manage their own CIRCABC by downloading the OSS version.

Can you speak CIRCABC?

CIRCABC calls an **INTEREST GROUP** (IG) the *private workspace* shared by a *community* of users.
A **CATEGORY** is a set of Interest Groups.

Some Interest Groups may be entirely or partly public (no authentication required). Others can be entered by any logged-in user ("registered access"). Others are reserved for their members.

> *What is an Interest Group?*
> *- A group of users (potentially unlimited)*
> *- A set of services (Library, Newsgroups, Events, etc.)*
> *- A collection of content*

A group of users
Users may be granted more or less rights depending on their **access profile**.

A set of services
Information: here you present your interest group as if it were a single website
Library: the repository where your documents are stored
Members: lists the members of your interest group
Events: to schedule and manage your events and meetings.
Newsgroups: to take part in or raise discussions through forums (potentially moderated).
Administration: to administer your personal account and memberships
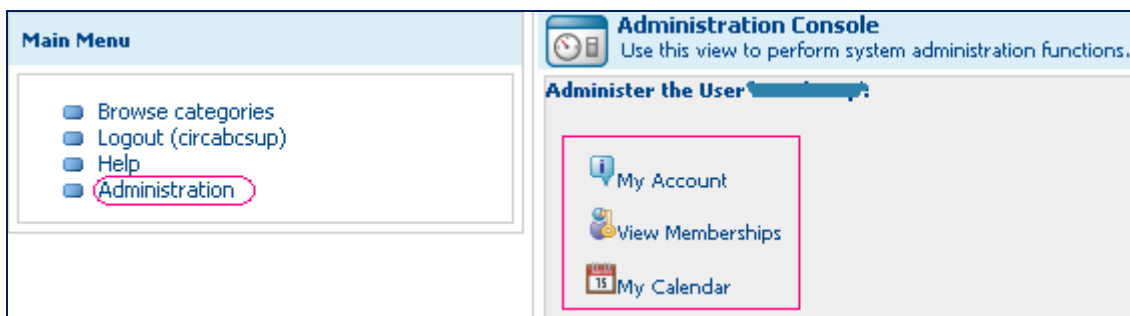
Registered users can see their own account and memberships

Each service has its own administration page.
Depending on your access profile, you may see other administration pages.
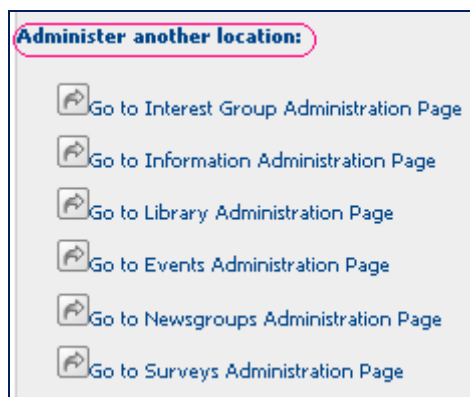
Via 'main menu' > 'Administration'

A collection of contents

The documents you are working on are known by CIRCABC as **contents**. The contents are grouped into **spaces** in the Library.

Accessing CIRCABC

About the access systems
About EU Login

EU Login is the Commission's Authentication Service. It is the system for logging on to a whole range of web sites and online services run by the European Commission. Once you've used EU Login to log on to a website or service, you won't have to identify yourself again as long as you leave your browser open. CIRCABC is using EU Login as authentication service.

> *Users from the European Commission and other Institutions and Bodies already have an EU Login account and can use this to access CIRCABC*

For External users (Partners, Researchers, Businesses and Citizens):

To access CIRCABC as a registered user, you will need to obtain an **EU Login username and password since** CIRCABC is integrated with the European Commission's Authentication Service.

> *May I have several EU Login accounts?*
> *Yes – provided that each username is linked to a **unique e-mail address**.*

If you do not have an EU Login account, you will need to create an account on the EU Login page.
Otherwise, you follow the link **Login** from the CIRCABC main menu.

Is the access to CIRCABC public?
You can access CIRCABC in the following ways:

Via public access:

You are visiting CIRCABC as a **guest**. No username or password is required. With this access:
- ✓ you can only see the list of the interest groups visible to non-registered users
- ✓ you can only read and download documents from the interest groups open to non-registered users

Via login:

You have an EU Login account and you are not yet a member of any Interest Group: when you log-in you are considered as a **registered** user; you may be granted a read-only permission by the Interest Group leaders.

Via login and membership:

You have been granted a set of access rights to an Interest Group. You participate in the life of this group as intensively as you are allowed to.

> *The Interest Group Leaders decide whether the Interest Group will be publicly visible, accessed by registered users or reserved for membership*

Create an EU Login account

If you do not belong to either the European Commission or other European institution or do not use any other European Commission application, you will need to create an EU Login account to obtain a username and password.

Create an EU Login account

Click on https://circabc.europa.eu (Link to CIRCABC)
Select **Connect using EU Login**
You will automatically be redirected to the EU Login page
On the EU Login page, click on **Create an account** and fill in the form fields
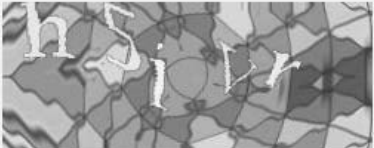
If you have forgotten your password

To request a new password, or if you have forgotten your password, just click **Lost your password** on the EU Login page

How to delete your EU Login account

To delete your EU Login account, please proceed as follows:

Go to the EU Login page
Login using your email address
Click on **Account information**
Then click on **Delete your account**

> **THE ACCOUNT DELETION IS IRREVOCABLE; THIS MEANS THAT YOU WILL LOSE YOUR ACCESS AND ALL YOUR MEMBERSHIPS.**

Logging into CIRCABC
Once you are logged into CIRCABC, you are a registered user.

From https://circabc.europa.eu

Main menu > LOGIN

From any other CIRCABC page (category, interest group, etc.):
Main menu > LOGIN
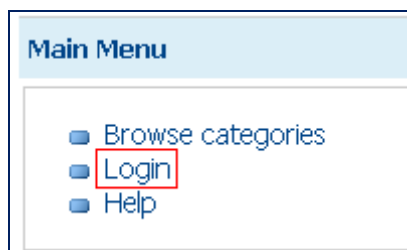
Via a link
Button EU Login

You are taken to the EU Login module. After authentication, you are taken back to CIRCABC. The option **Logout (your username)** replaces "Login":
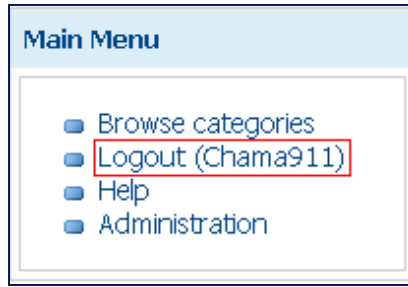
Participate in an Interest Group

> *A single username and password allows you to apply for membership in as many Interest Groups as you please.*

How to become part of an Interest Group?

There are two possible ways:

- ✓ You apply for membership
- ✓ You are invited to participate in the Interest Group

Apply for membership
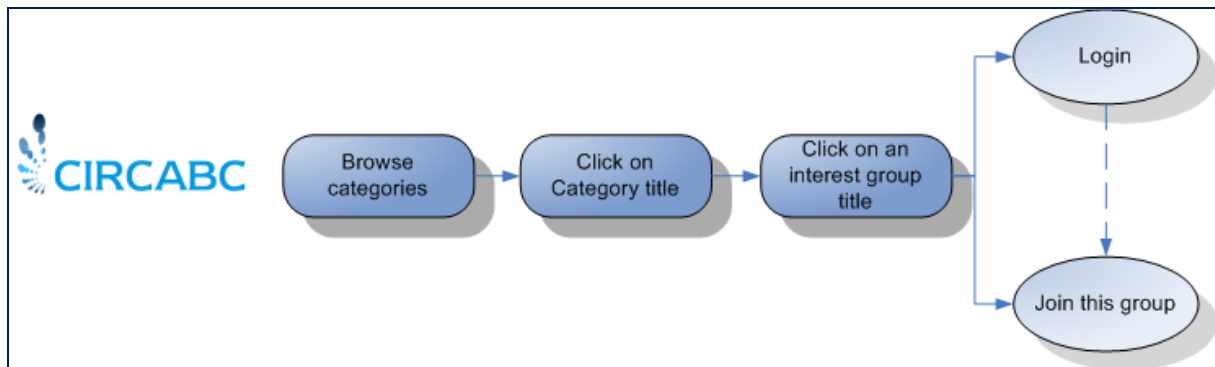
Browse and join an Interest Group

The leaders or member managers of the Interest Group are notified of your request. They accept or reject it. If accepted, you will receive an e-mail containing your username, your access profile (set of access rights) and a link to the Interest Group.

> *How will the administrators find and contact me if I browse as public (guest)?*
> *- If you ask to join a group and are not logged-in, you will be asked to log in first or to sign up to EU Login.*

You are invited to become a member

You will receive an e-mail with your access profile (a set of access rights). Optionally, they send an e-mail indicating your username, your access profile and a link to the interest group:

Dear Aida VERDI,

CIRCABC SUPPORT is pleased to welcome you to the interest group Leona test (Category: CIRCABC - Information & training).

(Link to the interest group)   (Link to the category)

Your username is: Verdaida

Your access profile is: Author ————— (your set of access rights)

Navigate to your Interest group

✓ Log into CIRCABC as explained above. The first screen you see displays the list of your Category and Interest Group memberships.

Welcome to CIRCABC   **Http**
Communication and Information Resource Centre for Administrations, Businesses and Citizens.

▼ **Choose a header**

Headers

Demonstrations

European Commission

Others

▼ (**List of all categories and interest groups that you participate**)

Category	Access Profile
CIRCABC – Information & training	CircaCategoryAdmin
Category12	CircaCategoryAdmin
Interest Group	**Access Profile**
Catsy	Leader
Climate	Access

✓ Another way to enter your group is to click on the Header, Category name and Interest Group title
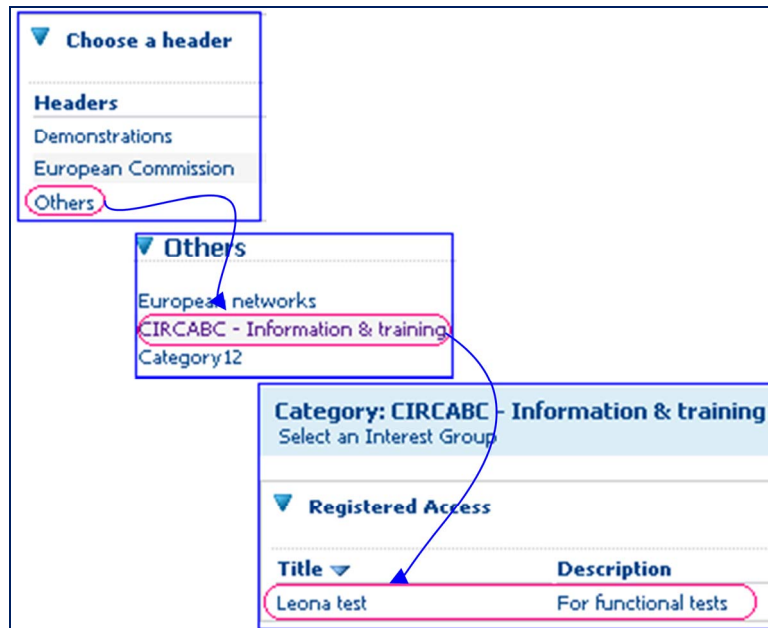
✓ You can also access via a bookmark or a direct link

*To create the **bookmark**, right click on the **Http** link at the upper right hand corner of the page that you want to bookmark, then copy or save.*

.

About Library

Enter the Library

What is this for?

The Library is the space where the documents (**contents**) are stored, managed and shared.

> *What does "**contents**" mean?*
> *- Each **content item** carries a set of information, supported by any type of medium (text, picture, video, sound, multimedia, a piece of software, a web page, etc.).*

Whom is the Library intended for?

The administrators of the group are free to open to their Library, or a part of it, to public access. If so, any user, whether or not logged in, can read contents.

Otherwise, any Interest Group member who has
- ✓ logged in
- ✓ access rights to the Library

will be able to read contents.

Depending on the assigned **role** in the Library, members of the interest group can have access to read only or to perform further actions.

> *The roles relating to the Library are:*
> ***Access**: Read and download contents*
> ***Edit only**: Edit contents; cannot create or delete any*
> ***Manage own**: Create, edit and delete your own contents. Access to documents created by others*
> ***Full edit**: Create contents; delete own contents; edit any document in library; customise the access rights to the spaces you have created.*
> ***Administer**: **full-edit** rights; delete any content; organise the Library and manage the users.*
> ***No access**: access to the Library is denied.*

The roles are not definitely assigned and can be replaced on the initiative of any Library administrator.

What does it look like?

The Library can be organised as a tree of folders (called **spaces**) and content.
In the example below, the library includes sub-spaces at two levels with sub-space "biodiversity" including sub-space "wild Fauna" which itself contains "wild birds".

Library>Biodiversity>Wild Fauna>Wild Birds

You can add as many spaces as you please

You can upload content at any level of the spaces, including the root of the library.

'Let's protect sharks' is stored at the root of 'Biodiversity'

'Wild fauna' has no content

Each **space** of a Library is characterised by:
- ✓ The **properties** (name, description, creation date, modification date)
- ✓ A set of **actions** authorized for the current user
- ✓ Optional **sub-spaces**
- ✓ Optional **content**

Each **content item** is defined by:
- ✓ **Properties** (title, description, etc.)
- ✓ A set of **actions** the current user is allowed to perform
- ✓ A **document**

Perform common actions in the Library

From the root of the Interest Group, select Library

Main menu >**Library**

▶ Information
▶ Library
▶ Members
▶ Events
▶ Newsgroups
▶ Administration
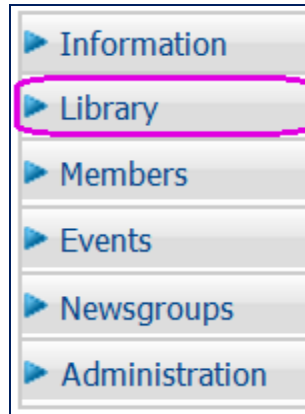
How to read and download
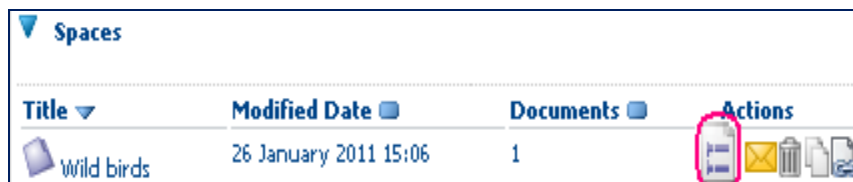
Those who have been granted any of the permissions below for the Library may browse spaces and download contents:
- ✓ Access
- ✓ Edit only
- ✓ Manage-own
- ✓ Full-edit
- ✓ Administer

The actions that you are permitted to do, and have been configured by the Interest Group Leaders will appear as icons in the Actions column of the Space and document rows.

How can I view the properties of a space or a document?

From the View details icon (▤) in the Actions column in the document or space row:

▼ Spaces

Title ▼	Modified Date	Documents	Actions
Wild birds	26 January 2011 15:06	1	

How can I read a multilingual document in my favourite language?

You will find further explanation in <u>selecting a language for the display of contents</u> (See p 41 "*Setting your language preferences"*).

How can I download content?

✓ You can download contents from the Library's content list by clicking their name.

✓ You can also display the details page (via icon View details) and click the **file format icon** as illustrated below:
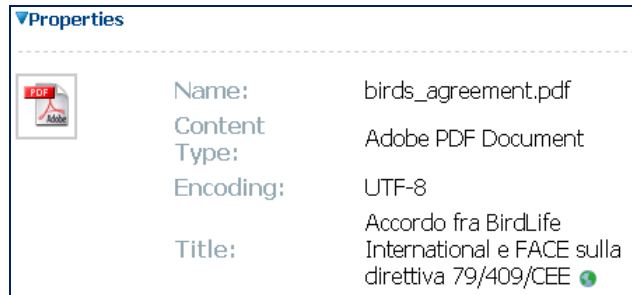
To download content, click the file format icon

✓ At last you can download via email by choosing the option Email me this document:

*If you experience an issue downloading with **a version of Internet Explorer prior to IE9**, use the link **Alternative download**.*
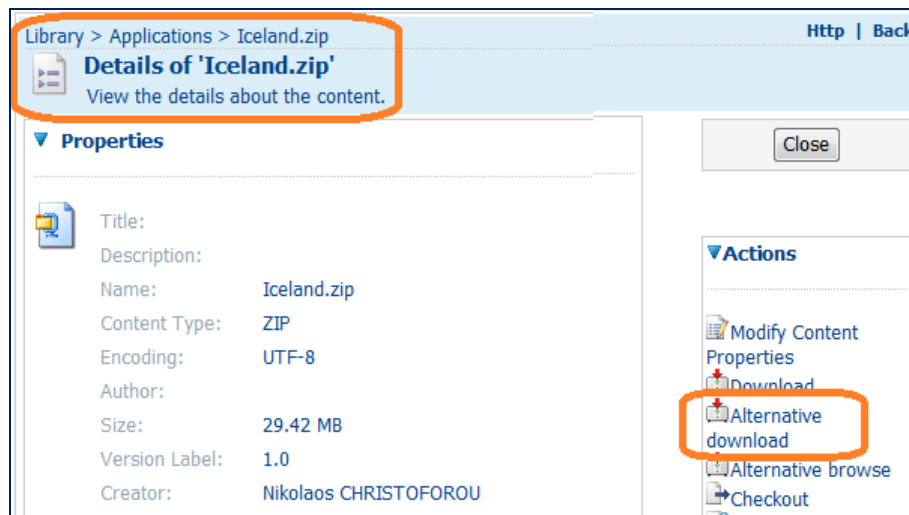
In the notifications about uploads, the link to the title of the document calls this "alternative download" method.

How to be notified of new uploads

Notifications can be sent whenever a document is uploaded to or edited in your Interest Group Library. An option in your user account allows you to enable or disable the receiving notifications.

The global notifications are disabled by default. To enable them, select the administration service from the CIRCABC main menu:

From https://circabc.europa.eu

Main menu >Administration > My Account

From the root of the interest group or from the administration page of any service (Library, Newsgroups) or
Administration > My Account

After setting global notifications to **enabled**, click **Save** (at the upper-right hand corner of page *Edit your CIRCABC account*).

From now on, you may receive notifications from the Interest Groups you are a member of (Note that the messages are sent to the e-mail address recorded in your account, so it is important to keep the information updated).

Notifications can also be set at the Interest Group level. To receive the notifications, you will subscribe to the notification list of the group:

From the root of the interest group or from the administration page of any service (Library, Newsgroups):

Main menu >Administration > My Notification status

Modify your personal Notification Status for the current location
Modify the configuration of your notifications and then click OK

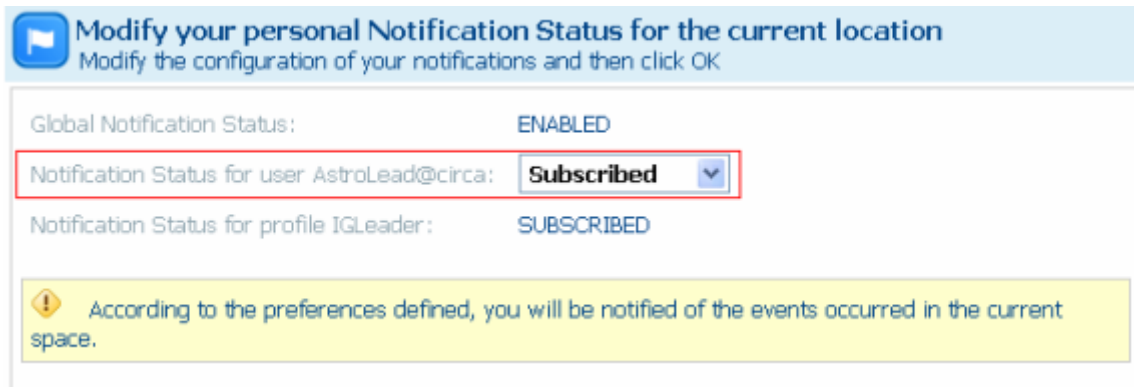|	
Global Notification Status:	ENABLED
Notification Status for user AstroLead@circa:	Subscribed
Notification Status for profile IGLeader:	SUBSCRIBED

⚠ According to the preferences defined, you will be notified of the events occurred in the current space.

By subscribing at the group root level, you will receive emails about what is uploaded to the
- ✓ Library
- ✓ Newsgroups
- ✓ Information service

If you prefer receive only Library notifications, you will subscribe at the Library root level instead.

You can further refine your notification status by only subscribing to a specific space (follow Main menu > Administration > My Notification status starting from the space page).

I receive the notifications sent from the Library because my access profile is automatically notified. Personally, I am not interested in what is uploaded to three specific spaces of the Library. What can I do?
*- Follow **Main menu > Administration > My Notification status** starting from the main page of each of these specific spaces. Then, you choose **unsubscribed.***

*You can **unsubscribe notification lists** at any level of CIRCABC (global notifications, Interest Group, specific services, specific spaces).*

How to modify and update Spaces and Contents

Those who have been granted any of the following rights over the Library may edit or update spaces as well as documents:

✓ Edit only
✓ Manage-own (you may edit your own documents only)
✓ Full-edit
✓ Administer

How to modify the properties of a Space

From anywhere in the Interest Group select
Main menu > LIBRARY

Then click on the View details icon next to the title of the space you want to modify

On the details page, select the action Edit space properties:

Once you have completed all of the modifications, click on "OK".

The action edit space properties may appear as an icon next to the title of the space if the Library has been configured accordingly:
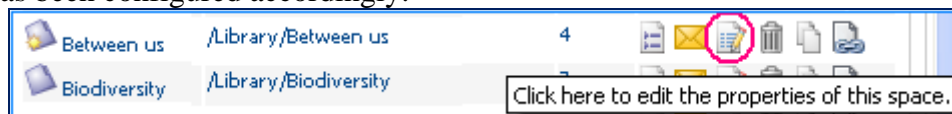
How to modify the properties of contents

You select a content item in the Library.
You click the **View details** (⊟) icon located next to its title. In so doing, you display the content properties along with the actions allowed.
You select **Modify Content Properties** from the Actions list.
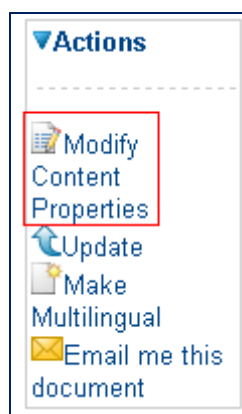
Select "Modify Content Properties"

You are taken to the page **Modify Content Properties**.

You can edit the default and specific properties

You make the necessary changes and click **OK**. Note that the **fields** marked with an asterisk are **mandatory**.

The action edit content properties may appear as an icon next to the title of the space if the Library has been configured accordingly:

Note: Keywords must first be defined by Interest Group Leaders before they can be selected by using the '**Pick**' button.

How to update contents


From the View details icon next to the title of the document you want to update, select the action Update.
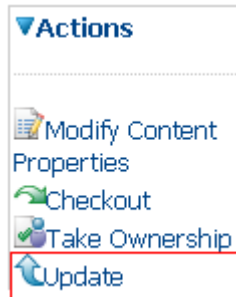
If the library is configured for this action, click the **Update** icon ( ) beside the name of the content in its space page:
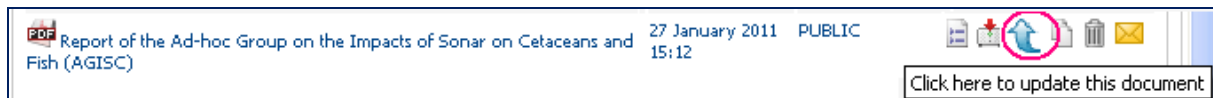
Launch "update" from the main page of the space…

Having launched the Update action ( ), you access the Update form:

Upload a new version of content "birds agreement"

After you have selected the content to upload, you may opt to deactivate the notification system for this upload.
Click Upload and the **Update button** will become active in the upper right hand corner.

Click **Update** to validate the action. The content is updated with the document you have just uploaded. The version history of the document is updated from x.n to x.n+1.

Check out and check in content and check in
Check out provides you with a **working copy** where you make the changes you need while the main document **remains locked** for all others. Once you have made your changes, you **check in** which unlocks the content.

From the View details icon next to the title of the document you want to check out:
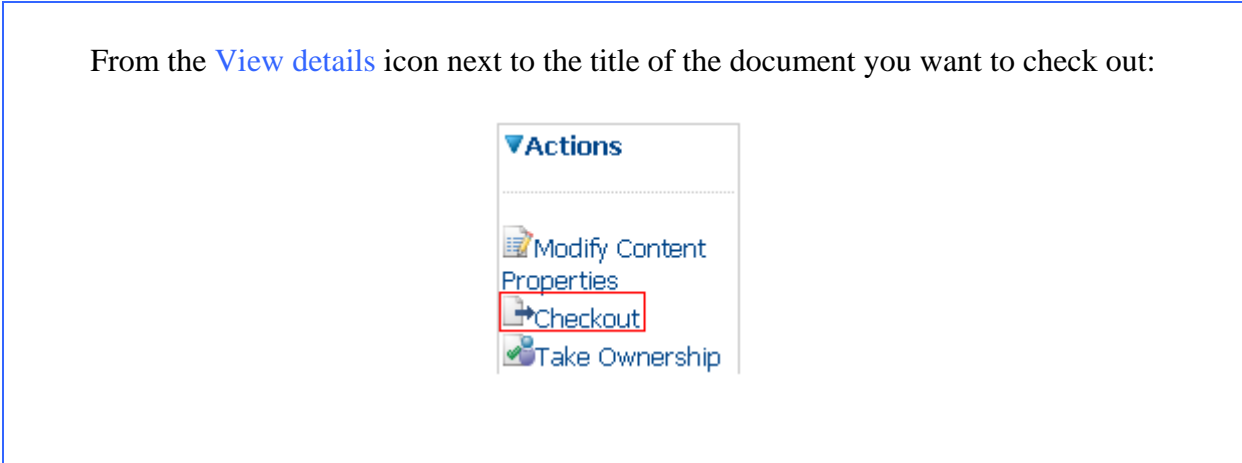
If the library is customised with this action, click the **checkout** icon (⬆) beside the name of the content in its space's main page.

How to make a check out?

You have selected "check out"; a working copy, quite similar to the initial content, is created.
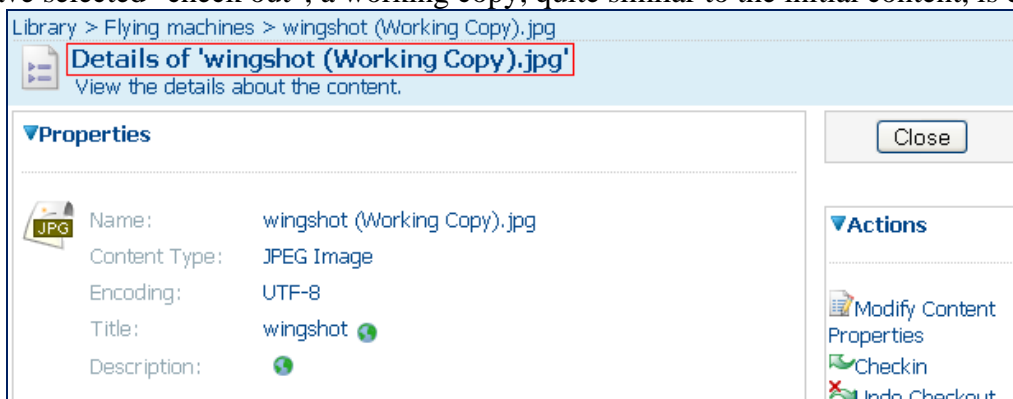
The properties of the working copy include specific actions

A link to this working copy is added to the properties of the content being modified.

The working copy is accessible there…

The **checked-out content has been locked** and will remain locked so long as you will keep the working copy active.
Since you have created the working copy yourself, you can see the "locked by owner" icon () in the title bar of its details page. For instance:

The other IG members see the "locked" () icon. So,

The **locked** icon is repeated next to the title of the content checked out, on the main page of the space.

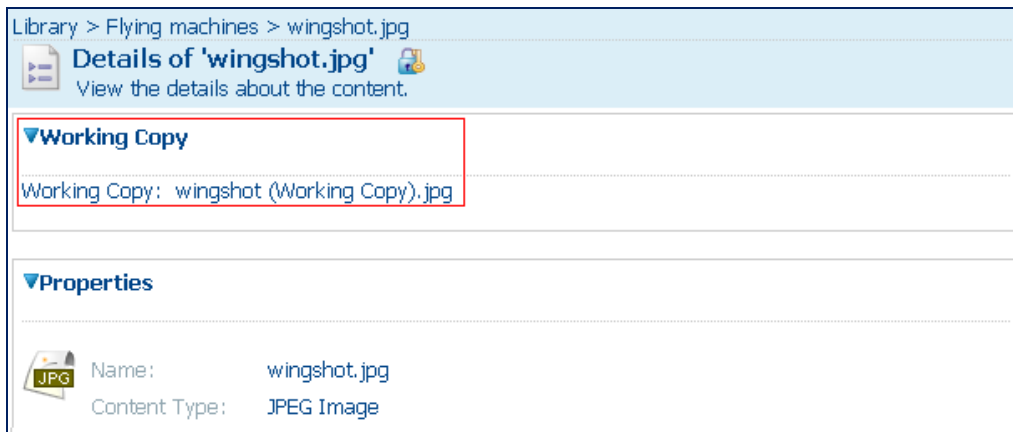To view who has checked out a document, view the document properties for the Working copy.

After modification, the content is ready to be **checked in**. This will **unlock** it.

- What if I change my mind and want to keep my document unchanged?

*- As long as you have not checked in the document, you may cancel the "check out" action. This can be achieved by displaying the "View details" page of the Working copy and choosing "**Undo check out**" () in the Action list. The working copy is deleted and the content unlocked.*

How to check in?
To upload the modified document and unlock the content, you **check in** the working copy.

From the View details icon next to the title of the working copy
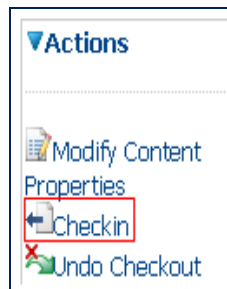
If the library is customised with this action, click the **check in** icon ( ) beside the name of the content in its space page:

As a result:
- ✓ The modifications made in the working copy (properties) are moved to the original content.
- ✓ You can update the file
- ✓ The working copy is deleted.
- ✓ The original content item is unlocked.
- ✓ The version number of the content is upgraded from X.0 to X+1.0 unless the checkbox minor change is selected to upgrade the number by 0.1.

How to edit the library in bulk

Via **Library Bulk Operations** at the top left corner of the space
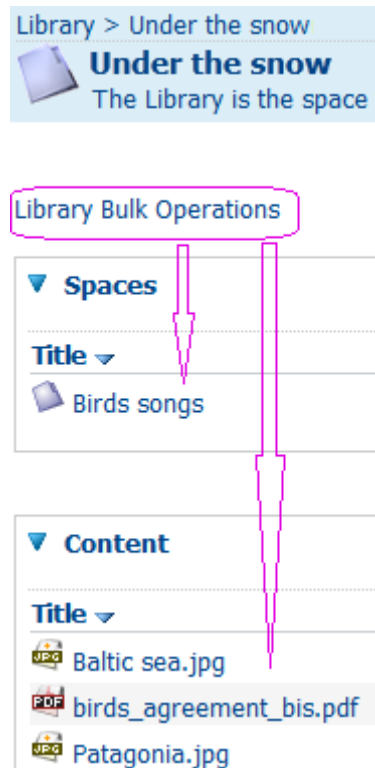
What is this for?

It allows you to **cut, copy or delete** several spaces or contents at the same time.

Who may bulk-edit?

The profiles granted with any of the following access rights inside the Library:
- administer
- full edit (may delete own documents only)

**How does it work?**

Follow the link **Library Bulk Operations**

Then tick the case in front of the titles of the items you want to edit or delete. If you want to move, copy or delete all the content of a space, tick select all.

Then you choose the operation you want to perform.

In the illustration below, we want to copy, in a single operation, from the space Under the snow, *the sub-space* Birds songs *as well as two contents.*
We select all these items and choose copy as the operation.
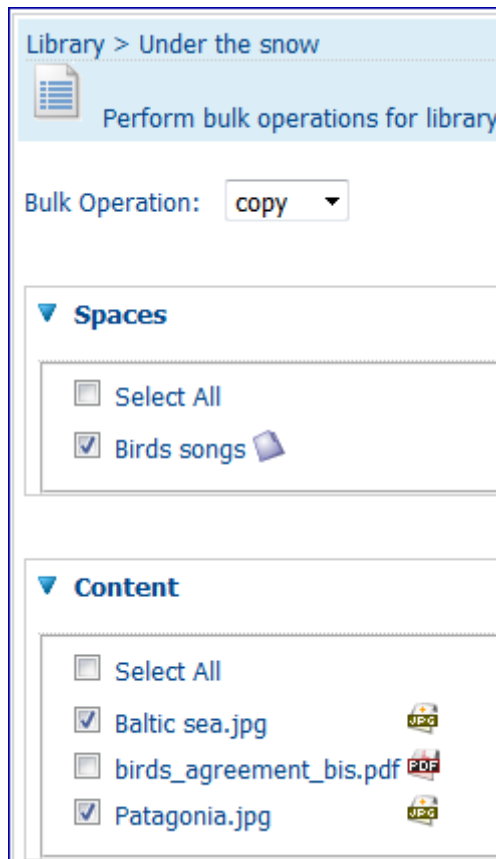
Choose from *bulk operation* the action to complete

As a result, the items are displayed in the Clipboard.
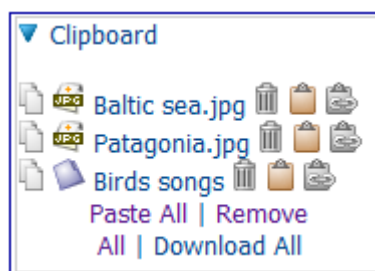
You can proceed as if it was a simple copy-paste

They can now be pasted to any place within the same Interest Group:
- separately by selecting the 'paste' action next to the item or
- together by clicking 'Paste All' from the bottom of the Clipboard

Create spaces and add content

Add content to the Library

Who may add content to the Library?

Those who are granted any of the following rights over the Library may create Spaces and upload files:
- ✓ Manage own
- ✓ Full-edit
- ✓ Administer

Where can I start the "Add content" action?

From the root of the Interest Group or from any service (Events, Newsgroups, etc.):

Main menu >Library

How can I add content?

Open the **Add content** dialog and choose the file to be uploaded from your system. Then set your preferences for this upload:

- By default, CIRCABC will take the name of the file as title of the document.
- If the file has been automatically indexed (Word or PDF document), CIRCABC reuses this metadata.
- If you prefer to add a title of your own, tick the case in front of "Modify all properties when this page closes"

- By default, CIRCABC sends emails about this upload to all of the members entitled to receive notifications.
- If you do not want to notify this upload, tick the case in front of "Disable the notification mechanism for this upload".

How to add content

To add several files, repeat steps 1 and 2 until you have listed all the contents you want to add. Then click **Upload**.

Before completing step 3, review the list of the files ready to be uploaded:
- ✓ The mention "true" (or "false") reminds you which option you have set for each upload. In the illustration above "true" means that you have asked
  - to modify the properties of the document
  - not to send any notifications
- ✓ The trash bin icon under Actions next to the name of the to-be-uploaded files allows you to cancel the upload

If you selected "Modify all properties when this page closes", you will be prompted to link the properties to the first document uploaded after clicking on **Upload**. This gives you the opportunity to add a title of your own, for instance.
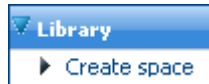 The notifications will be sent once you will have added or changed these document properties.

Create, copy and delete spaces in the Library
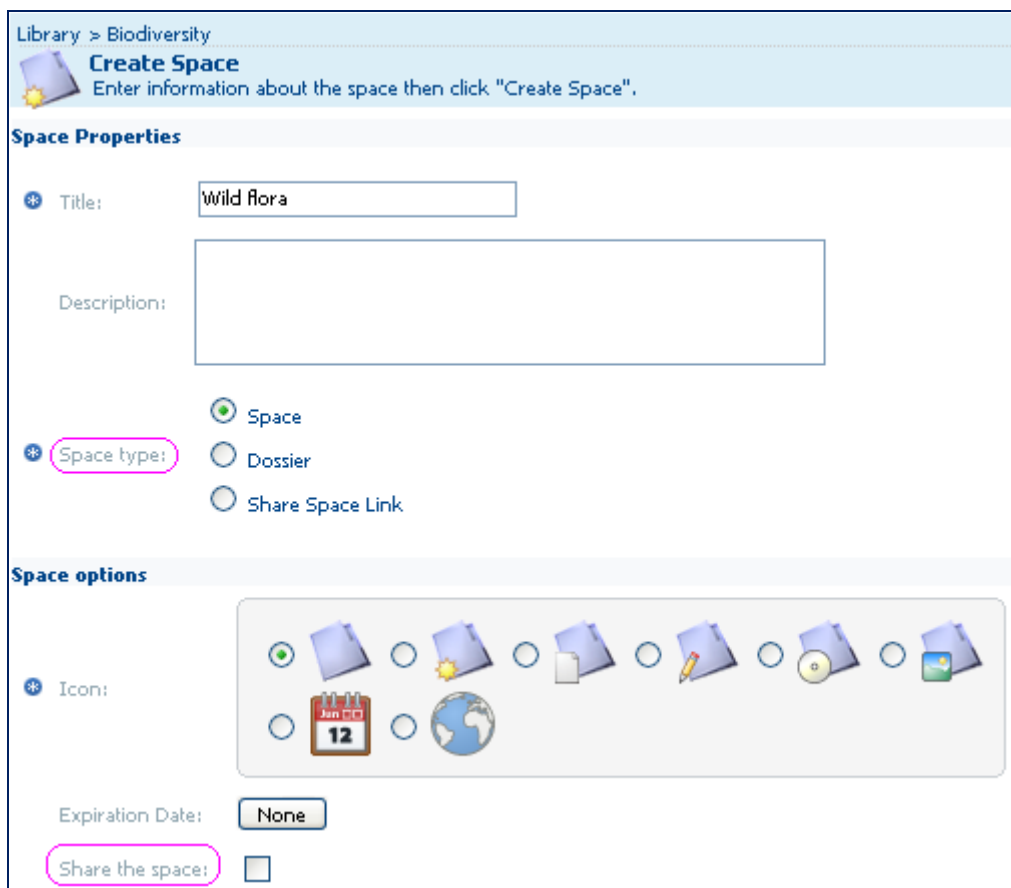
Where can I start the "Create space" action?

From the root of the Interest Group or from any service (Events, Newsgroups, etc.):

Main menu >Library

How can I create a space?

You follow the link titled **Create space** and the following screen is displayed:

**Define a standalone or a shared space**

You type the title (mandatory), an optional description and choose the type of space:
- ✓ Space: a simple container for a set of sub-spaces and content items (this is a folder)
- ✓ **Dossier: a space where you can only store links**
- ✓ Share Space Link: this space is linked to another space in a different Interest Group within the same Category

✓ If you want to allow access to other Interest Groups in the same category via their own Library, to the space you are creating, tick Share the space.

Then click **Create space**. As a result, the new space is listed in the pane Space of the Library.
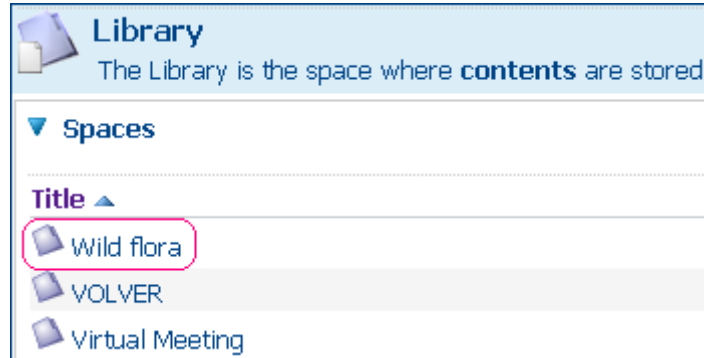
How can I create a sub-space in a space?

You can include another space into this new space.

From the parent space page

Main menu >Library
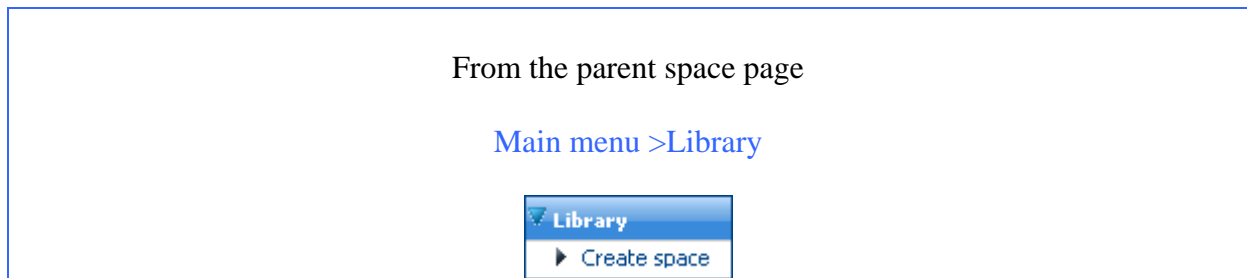
Open the space wherein you would like to add sub-spaces ("Wild flora" in the example above) and click on Create space. The new space will be added to the pane "Spaces" of this parent space.

How can I copy spaces or contents?

You can copy and paste a space in the same way as you do for content.

From the View details icon next to the title of the space/content to-be-copied:

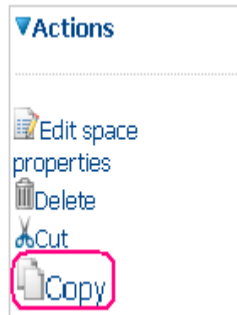If the library is configured for this action, click the **copy** icon ( ) beside the title of the space or content.

When you click **Copy,** this message is shown:
An item has been added to the clipboard. This contains 1 item(s), now. You can paste them as content or link.

All the spaces and or content you copied are shown in the **Clipboard** on left-hand.
You browse to the place where you want to paste and click on a Clipboard icon of your choice:
Paste ( ): the document is pasted along with its properties to the new location. If this is a space, it is pasted with its properties, its sub-spaces and contents.
**Paste as link ( )**: a link to the copied document/space is set (the document is not physically pasted)
Link **Paste all**: the whole content of the clipboard is pasted to the location you have browsed to.
Link **Remove all**: to clear the clipboard
Link **Download all**: to bulk-download the documents and spaces that you have copied.

Note: The 'Download all' function has a set limit (capacity used and remaining display at the bottom of the Clipboard). To be able to download larger files, you will need to use the 'simple' download for individual files.
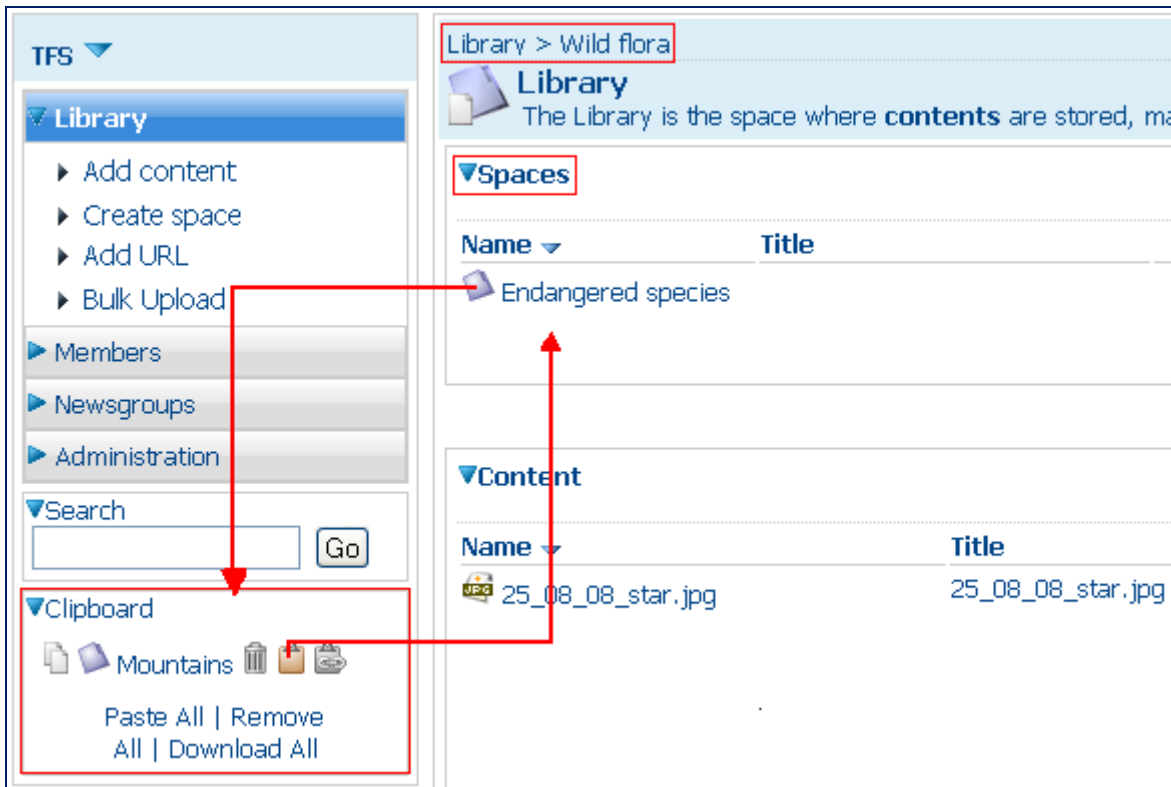
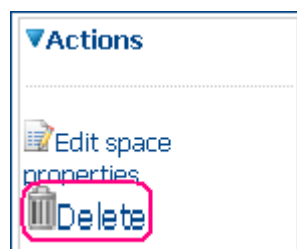**We copy to "Wild flora" the subspace "Mountains" of space "Endangered species"**

In selecting a space, you copy the container, the subspaces and all of the content:
***Copy** only keeps the current version of the document*
***Cut** moves the document and its history*

Delete contents or spaces

From the **View details** icon next to the title of the space or content

If the library is configured for this action, click the **delete** icon (🗑) beside the title of the space or content.

Update via auto-upload

You can schedule automatic updates of your documents from an FTP server.

Who may auto-upload contents?

If you may upload to the Library, you may auto-upload a set of documents. The following roles may schedule automatic updates:
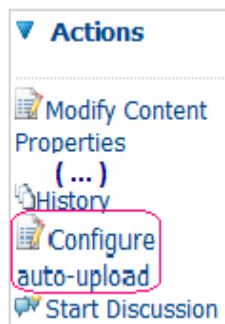
- ✓ Administer
- ✓ Full edit
- ✓ Manage own

Configure the auto-upload

You will

- ✓ Enable the auto-upload
- ✓ Configure the automatic update

From the **View details** icon next to the title of the document you want to update:

As a pre-requisite you need to have your own FTP server configured.

Auto-upload example:
We want to update our series "My cat is a reporter", every day with a new sequence. The first sequence is a .doc document reading 1.0 as version label.

We launch the action Configure auto-upload from the action list of the document-properties page.

We fill in the form with all of the parameters required and allow the auto-upload by ticking
enable auto-upload.

The document will be automatically updated every morning at 5:00

When the automatic update is complete an e-mail will be sent to the defined recipients.
If you have to import a zip archive, as a periodic update, you can choose to automatically
extract the zipped files after upload.

Suspend or cancel the auto-upload
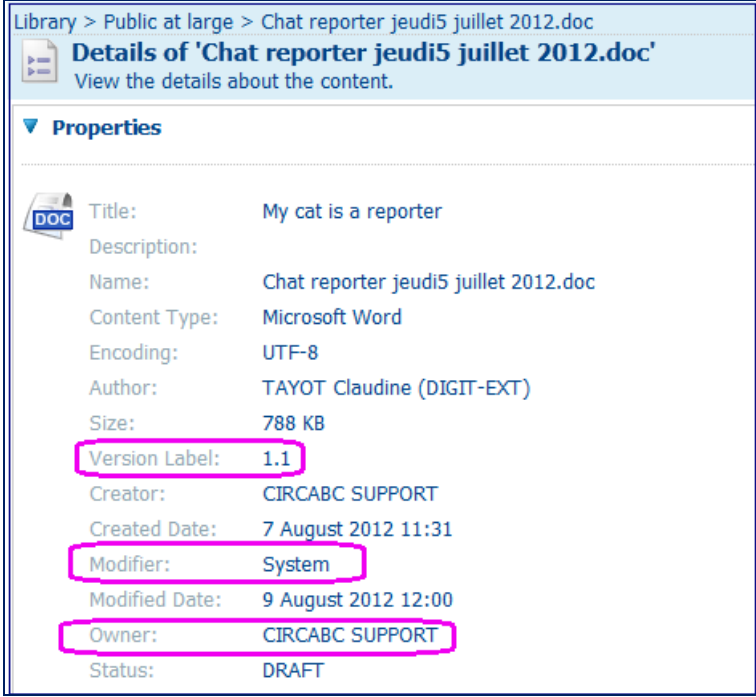
To definitively cancel the auto-upload, you will contact a leader of your interest-group or any administrator of the Library.

Results of the auto-upload

The initial file is replaced by the updated file
The version number is upgraded
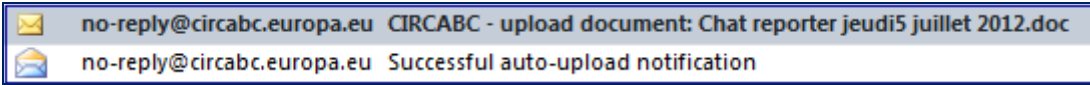
The owner remains the same

Optionally, a notification is sent to inform you that the auto-upload is completed.

Manage multilingual editions

In CIRCABC you can work in your preferred language and create multilingual documents from the "source" content (also called pivot translation) and its translations.

Which languages for CIRCABC?
The User Interface
The User Interface is translated into the official languages of the European Union.
These are ordered alphabetically and coded according to the ISO "codes for the representation of names of languages"--Part 1: Alpha 2 codes (ISO 639-1, alpha-2).

The content items
Your documents can be created in the languages represented by the ISO codes 639-1, alpha-2 code.
The languages are sorted alphabetically, in the following order:
- ✓ the official languages of the European Union
- ✓ the official languages of the candidate countries
- ✓ all the other languages listed under ISO 639-1, alpha-2

How can I set my language preferences?
You can set your own linguistic profile by specifying:
- ✓ the language in which you would like to read the menus
- ✓ the language in which you would like to read the contents

From anywhere in the **Interest Group**

Administration > My account

User Options

|	
Content Language Filter :	All Languages
Language	English (en)

Selecting the language of the user interface

- ✓ Whether or not logged-in, you can change the language of the user interface from the language list in the upper right corner of the page.

Search | Contact | Legal notice | English (en)
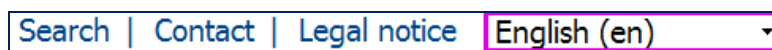
Change the language of the user interface, temporarily

✓ If logged-in, you may change the language of the user interface via the Administration console > My account menu:
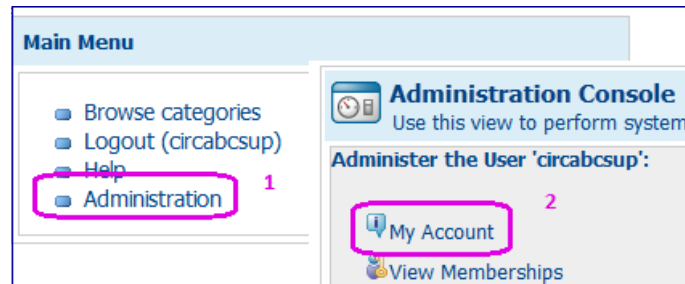
Update your language profile

Then choose Edit your CIRCABC account
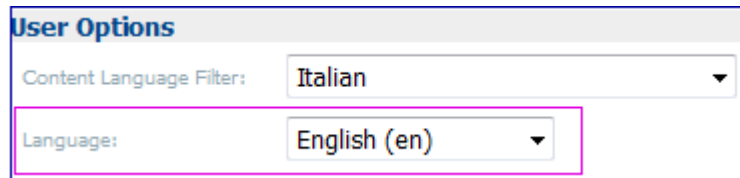
Save your preferred user-interface language

Selecting a language for the display of contents
Edit your CIRCABC account also allows you to read the contents in your favourite language. For that, you will set a **Content Language Filter**. Note that **you have to be logged in** to perform this action. If the document is not available in the selected language, the pivot language version will be displayed.

You can choose a Content Language Filter via the menu Administration, option My account, then Edit your CIRCABC account.
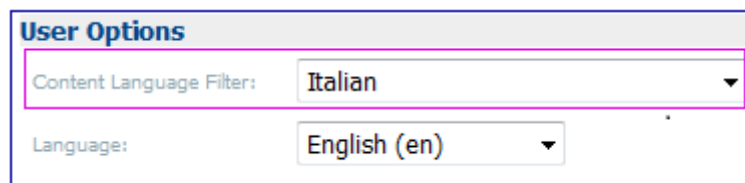
I have to check all the translations of a document. How can I achieve that?

*- "**All languages**" is the option you need:*

Content Language Filter:	All Languages	⌄

In so doing you see all of the language versions of the content.

Dealing with multilingual documents

By-default, the documents are not multilingual. The multilingual feature acts as a link between different translations of the same document.
By becoming multilingual, the content item is converted to a sort of container hosting several documents, their own properties and their relationship.

In a multilingual document, you can see
*- a **pivot translation** (the source or original document)*
*- all of the **translations** relating to this pivot translation (the related translations)*

Making multilingual

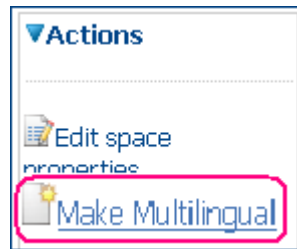**Who can make a document multilingual?**

Multilingual versions can be created by those who are granted any of the following rights over the Library:
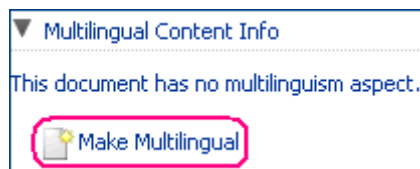- ✓ Manage own
- ✓ Full-edit
- ✓ Administer

How to make a document multilingual?

From the **View details** icon next to the title of the content

If the library is configured with this action, click the **Make multilingual** icon () beside the title of the content item.
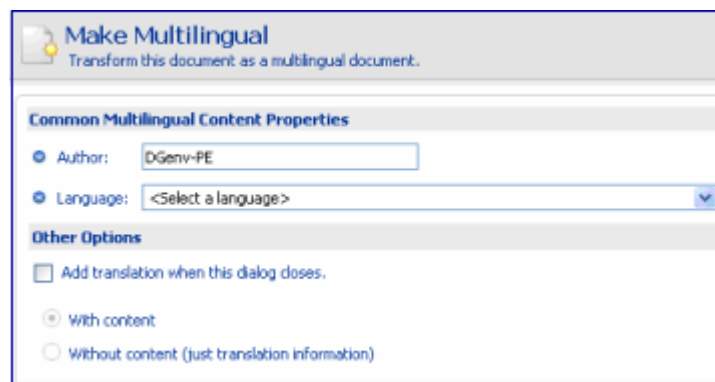
"Make multilingual" can also be launched from the **Multilingual Content Info** pane in the document properties.

Make multilingual via the "Multilingual content info" pane

Having followed the link Make multilingual, you are requested to describe the multilingual document. The **author** and **language** are those of the pivot translation.
Note: the pivot translation is the source document, that is to say the original on which the other translations are based.

You must mention an author and a language, then press OK

When complete, the Multilingual Content Info pane shows information relating to the source document. **This information will be shared by all the future translations.**

Properties of the multilingual document

The version label applies to the whole multilingual document.

A second area appears in the Multilingual Content Info pane. This is a reference list of all the translations you have added to your multilingual document.

At this stage, the list contains only one item

New actions become available on the View details page. These are:
- ✓ Add a translation
- ✓ Manage multilingual content
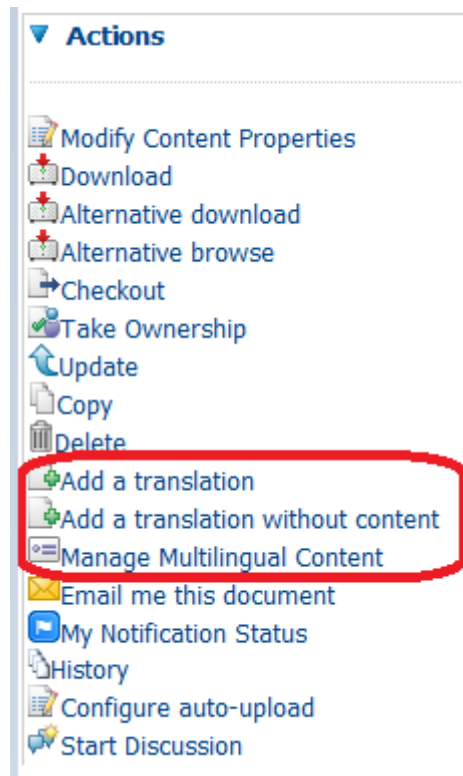
Other actions substitute Make multilingual

Adding translations

From the **View details** icon next to the title of any translation
Action **Add a translation**
or
Manage multilingual content > **Add a translation**
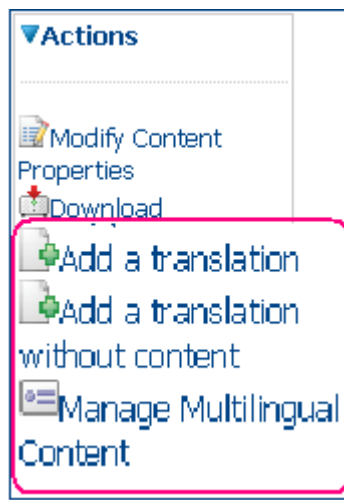
If the library is configured with this action, click the **Add translation** icon (🔖) beside the title of the content item.

Add translation is also available from the Make multilingual dialog:
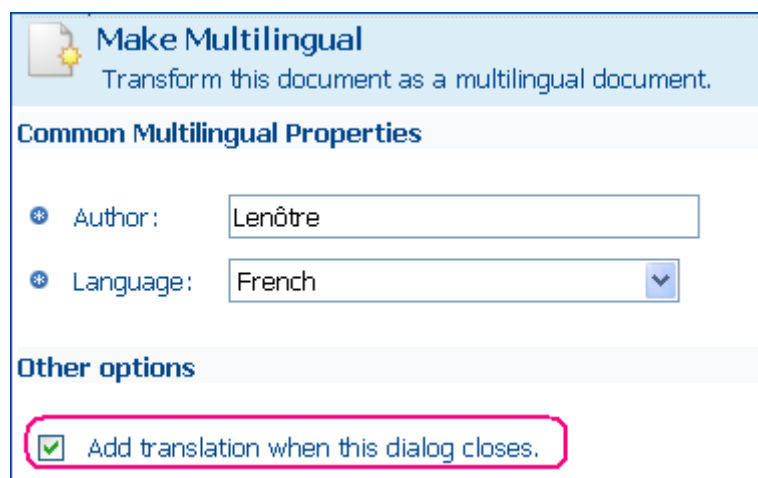
Add translations while making multilingual

How to add a translation with content

First, make sure that the content where you are about to add a translation is really multilingual. If not, make it multilingual following the "Make multilingual" procedure.

Launching **Add translation** displays this page:
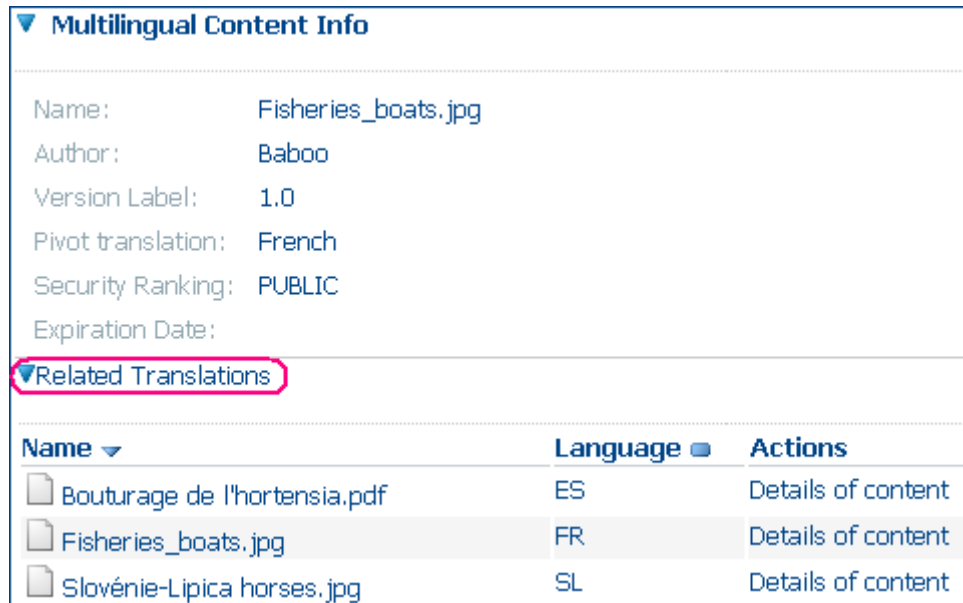
Repeat steps 1-4 as many times as needed

Repeat steps 1 to 4 until all of the translations have been added, then click **OK** on the upper right hand side.

After upload, the translations will appear in the **Related Translations** section of **Multilingual Content Info**.

In the Properties and **Multilingual Content Info** areas, each translation:,
- ✓ includes its own properties
- ✓ shares properties with the other translations; these shared characteristics are grouped within **Multilingual Content Info**.

Displaying the properties of a translation

From the **View details** icon next to the title of any translation
or
via
View details > details page: section multilingual content info > related translations pane > **details of content**

The details page shows the following areas:
- ✓ Properties
- ✓ Notification information
- ✓ Multilingual content info (including Related translations)
- ✓ Version History
- ✓ Actions

Note that the version history only refers to the currently displayed translation. The version label of the whole multilingual edition is shown in **Multilingual content info**.

> *Multilingual content info includes:*
> *- **properties** shared by all the translations*
> *- the list of all the related **translations***

The properties are common to the whole group of translations

Displaying translations

How to display translations

You can reach the full text of each translation starting from various locations:

From the "Content items" area of the parent-space page

Proceed as for any other content.

From the "Details" page

Via the file format icon or by following one of the links "download" or **"alternative download"** (the latter is highly recommended if you are using any version of Internet explorer prior to IE9)

Download translation through the "file format" icon

You can also download via the language code or file name in **Related translations**.
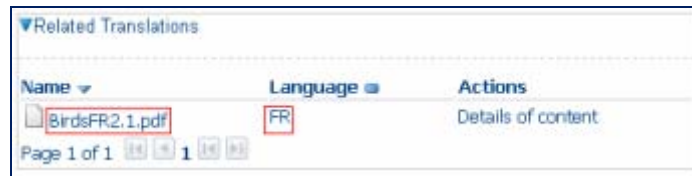
Download translation from "related translations"

Through "Manage multilingual content"

Select **Manage multilingual content** from the **Actions** list of any translation of the original document.
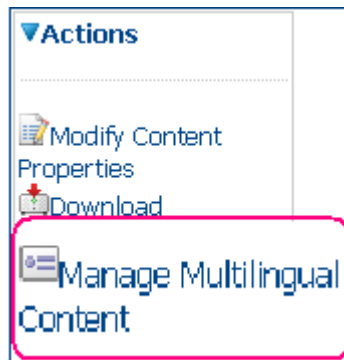
Download through the link of your choice:
- ✓ File name
- ✓ Language code
- ✓ "View" action
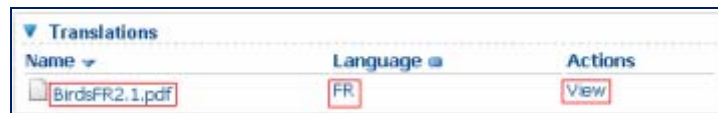
Displaying a translation through "Manage multilingual content"

Displaying translations in your favourite language

If you have not set any language preference, each translation is displayed with its own language code.

Displaying translations through filter "all languages"

Now, let us imagine that you prefer reading the multilingual document in Hungarian. You select "Hungarian" from the **Content Language Filters** *list (accessible through menu "Administration" > "My account").* Once done, you display the multilingual document again:

Hungarian is the Content language filter

Only the Hungarian translation appears. No language code is added.

> *How to view the other related translations*
> *- You can access them from either* **Related translations** *(content details > Multilingual content info) or* **translations** *(via Manage multilingual content)*

Modifying a translation

Text and properties can be modified for multilingual documents.

Who can modify a translation?

Those with rights to modify a document can modify translations (refer to **Whom is the Library intended for** on page 15).

Modifying the properties of a translation

> From the **View details** icon next to the translation to be edited
> Action **Modify Content Properties**
>
>
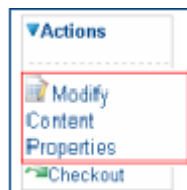
If the library is customised with this action, click the **Modify Content Properties** icon ( ) beside the title of the translation.

Most data can be changed as for any non-multilingual documents.

Automatic changes

Related translations

The list of related translations is automatically updated whenever you
- ✓ add or remove a translation
- ✓ change the name of a translation
- ✓ replace the language assigned to a translation

For example, we change the properties of the document c_16820070720hu00340037.pdf and replace Hungarian with Finnish. The list of related translations will look like the figures below:

Related translations before changing language in the translation properties

Related translations after changing language in the translation properties

Version history

The Version label is automatically incremented as soon as the translation has been checked in.

Checking out a translation

This action is similar to checking out any content that is not multilingual. See "Check out content and check in" on page 25.

You have just loaded a new version of a translation? Take a look at the **version number in Version label** (see the translation properties). This has been incremented.

Now check the **version number of the whole group of translations** (in multilingual content info). This is not changed.
This will be incremented only if you create a **new edition** (shot of a group of translations at a time).

Deleting a translation

From the **View details** icon next to the title of the translation
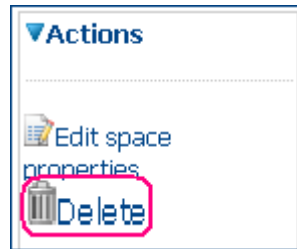
If the library is customised with this action, click the **delete** icon (🗑) beside the title of the translation.

Note that **you cannot delete the pivot translation** as long as there are related translations.

Conversely, deleting all of the related translations enables you to clear the pivot translation (the Delete icon (🗑) becomes available from the Details page of the pivot translation).

Managing the multilingual content

From the **View details** icon next to the title of any translation
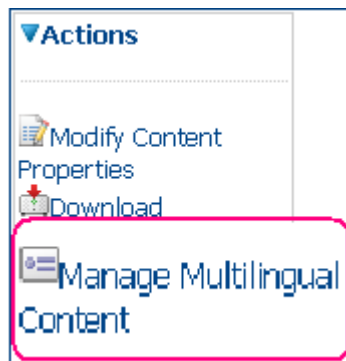
Remember that the multilingual content represents information common to both the original pivot document and all of its translations.

*The "Multilingual content" area deals with the concept of **edition**. An edition could be defined as the representation of a group of translations at a given time. This means that **any action performed over the multilingual content affects the whole group of translations.***

Having selected **Manage multilingual content**, you access a page showing:
   ✓ The properties of the multilingual content

✓ The list of the translations of the original content
✓ The edition history (history of the successive versions of the multilingual document)
✓ An action list

Manage multilingual content

You can perform the actions listed below:
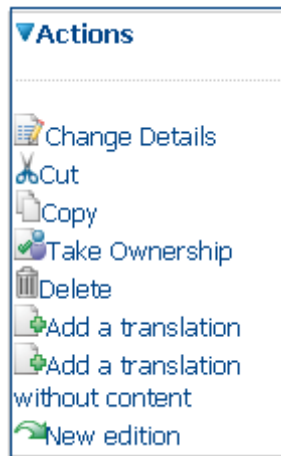
Modifying the properties of the multilingual content

Follow
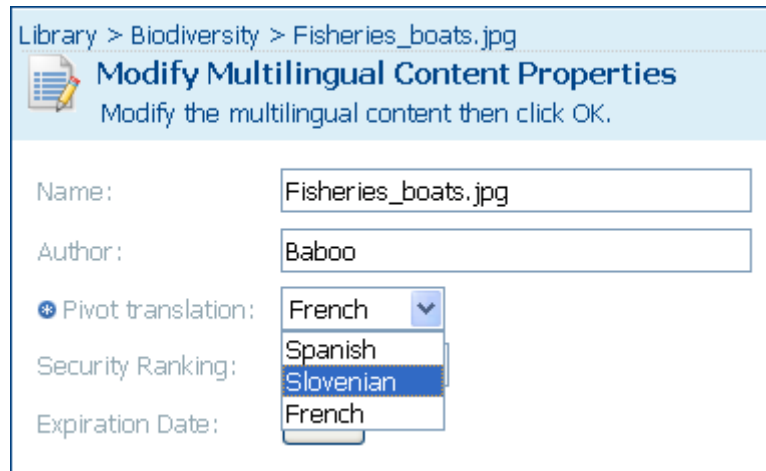
View details > Manage multilingual content > Action **Change Details**

The following properties can be modified:
✓ name
✓ author
✓ pivot translation
✓ security ranking
✓ expiration date

In the example below, we change the language of the "pivot translation".

The language of each related translation is listed beside Pivot Translation. We select a language and click on OK to confirm the choice.
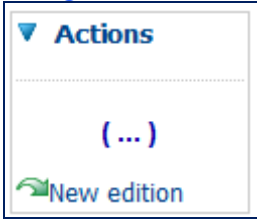
How to change the original language

Creating a new edition of the multilingual document

From the **View details** icon next to the title of any translation

Manage multilingual content > New edition

The **new edition** of a multilingual document is a new group of translations of a same document. Therefore it remains a multilingual document.

Reminder…
An **edition** is a representation of a group of translations at a given time.

How to do it?
Any of the translations grouped in the current edition may substitute the current pivot translation as the source document of the new edition. All of the other translations are excluded from the new edition. They are archived in the **Edition history**.

The "**new edition**" dialog is launched:

Building a new edition from edition 1.0 of a multilingual document

You are requested for providing the pivot translation of your new edition from the translations existing in Edition1.0.

If you check minor change, the version will be incremented from n.x to n.x+1 (from 1.0 to 1.1, for instance). Otherwise it will change from n to n+1 (from 1.0 to 2.0).

Press **Finish**, and the new edition is saved.

View of the resulting multilingual details:

Two new editions; one of them brings minor changes

✓ The new edition is ready to receive translations based on the current pivot translation
✓ The "Edition history" has been incremented. It contains information on each edition
✓ The multilingual properties are those of the pivot translation

*The Edition 1.0 group of documents are not lost; you can access them through the **Edition History**. Click the relevant "**View details** icon in the **Actions** column.*

Copy or cut multilingual content

From the **View details** icon next to the title of any translation

Manage multilingual content > **Copy**
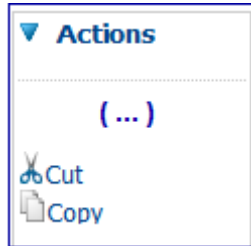
The whole group of translations is copied at a time. In case of a multi-edition, however:
  ✓ **copy** keeps only the current edition
  ✓ **cut** moves the full document (content, properties and every version).

The Clipboard shows the pivot translation only:
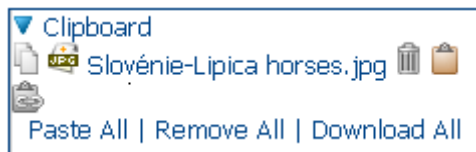
Once you have browsed to the target-space, press on the paste icon (🗋).
The multilingual document is pasted along with all of its translations.
The resulting copy has the same pivot translation as the source document.

*If you use **copy/paste**:*
*The **Edition history** starts from 1.0 again*

*If you use **cut/paste**:*
The Edition history lists all the versions that existed before cutting.

Delete multilingual content

From the **View details** icon next to the title of any translation

Manage multilingual content > **Delete**
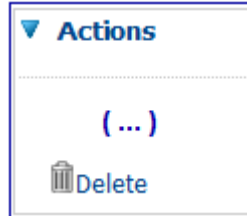
Deleting multilingual content deletes
  ✓ the whole group of translations
  ✓ every edition

Establish links

Create and manage links to contents

Making links
It is important to keep in mind that the links must point to documents **inside** your Interest Group.

From the View details icon next to the title of the space to be copied:

Copy > (from clipboard) > icon **paste as link**
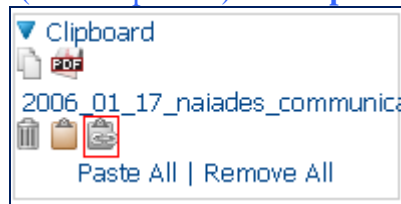
A link is built and pasted in the chosen location. It is titled link to (…) and is symbolised with the icon "🖳".

A new link is available from the library

Linking to a translation of multilingual documents is possible.
- Note that these links will be lost when a new edition of the related multilingual document is created.

Viewing and editing the properties of a link
Links have a limited set of properties and actions. Among other specific properties, we can see in **link destination** the location of the content linked to.
The properties and actions can be viewed on the link's **view-details** page ("🗐" icon).

Link properties displayed on the "view details" page

The actions that can be performed over a link depend on the role defined in the library.

Downloading through links
To download the linked document, click on the name or title of the link.

Editing links
You can move, copy/paste or delete links. Actions like making multilingual or versioning are irrelevant.

Linking to an external website can be done using **Add URL** from the Library menu.
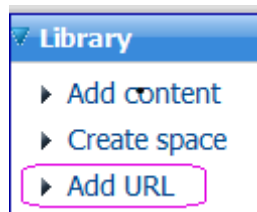
Download or upload documents in bulk

Bulk-download documents from the Library

Who may bulk-download?
Access is the minimum right required to be able to bulk download.

What can be bulk-downloaded?
The following can be bulk-downloaded:
- ✓ spaces created in the Library
- ✓ non multilingual documents
- ✓ translations
- ✓ links

> *What you may not bulk-download:*
> *- the whole Library*
> *- forums, not even single posts*
> *- content with a security ranking set to "internal" or "limited"*

How to bulk-download?
- ✓ **Select and copy** documents and/or spaces from any part of the library
- ✓ Go to the **clipboard** (in the left hand menu) where the items are temporarily stored. At the bottom, you find the link **Download all**
- ✓ Click **Download all** to create a zip archive, titled **Download.zip**.
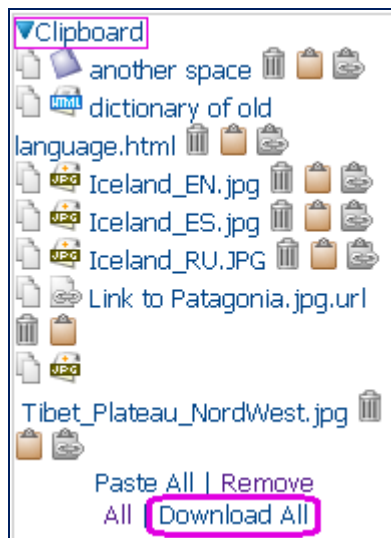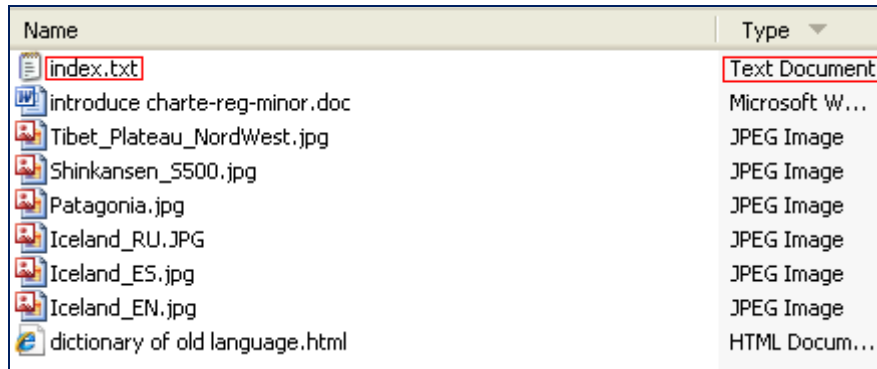
**We bulk-download a space, a URL, translations,
a link and a single document**

Note: The 'Download all' function has a set limit (capacity used and remaining display at the bottom of the Clipboard). To be able to download larger files, you will need to use the 'simple' download for individual files.

The file "**Download.zip**" contains:
- ✓ An index file (text file containing the properties of each downloaded document).
- ✓ Every downloaded document

"Download.zip" contains the index file plus downloaded contents

Each document of a space bulk-downloaded is listed separately

We have bulk-downloaded a link set to document "Patagonia". The file "Download.zip" presents the linked-to document (see figure above, document named "Patagonia.jpg").

> What happens if there is a **confidential document** among the items to be bulk-downloaded?
> **The confidential document is ignored** while the other items are downloaded.

Import to the Library

The options "Import" and "Bulk-upload" have been merged together. Simply use the command "Import" to bulk-upload documents (with or without adding document metadata).

Who may import contents or spaces with content?
Users granted any of the roles below may import content:
- ✓ Administer
- ✓ Full edit
- ✓ Manage own

The import is limited to 20 MB

How can I import contents or spaces with content without adding specific document metadata?

From the Library or from the space where you want to import:
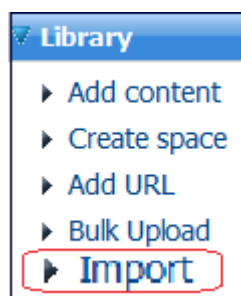
Use "Import" to bulk-upload contents or spaces with content.

You prepare a zip archive containing the folders and/or documents you intend to upload together.

The archive in illustration consists of a folder with a subfolder and contents. The subfolder includes a document.
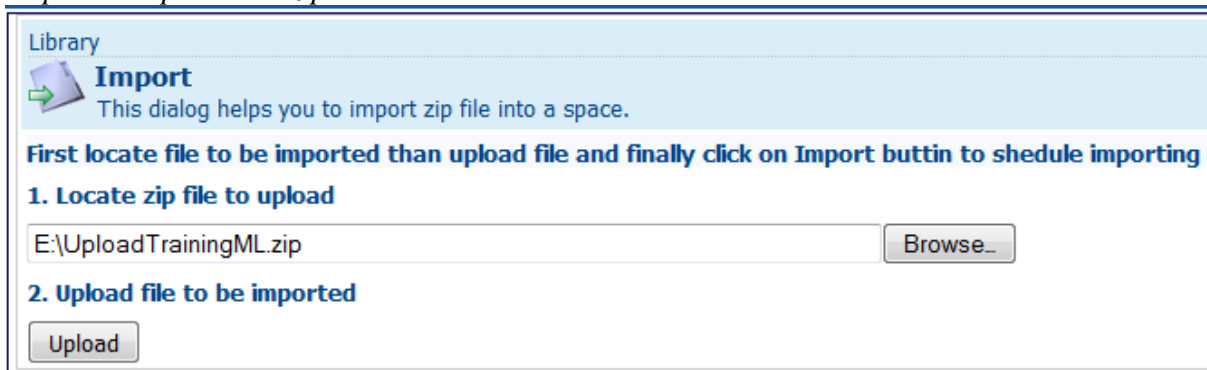
Name	Size
📁 Planes	20 672
📄 MeinHaus.doc	38 912
📄 MyCar.pdf	173 500
📄 MaVoiture.pdf	173 500
📄 MiCoche.pdf	173 500
📄 MeinAuto.pdf	173 500

We import this archive to the space titled "Claudine".

We open space Claudine and then click on "Import" ("main menu" at left-hand)
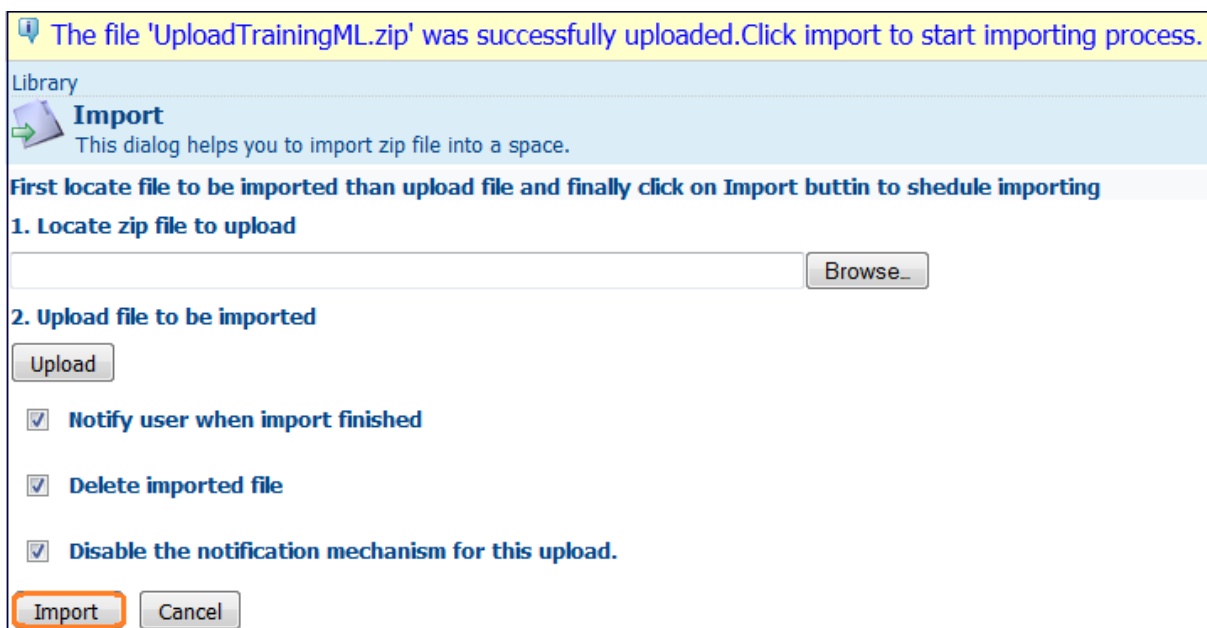
We are requested for providing a file, first. Then, we run the upload:

Step 1: we upload the zip archive.

Library

Import
This dialog helps you to import zip file into a space.

First locate file to be imported than upload file and finally click on Import buttin to shedule importing

1. Locate zip file to upload

E:\UploadTrainingML.zip   [Browse…]

2. Upload file to be imported

[Upload]

We must use zip archives

Step 2: we run the import

📌 The file 'UploadTrainingML.zip' was successfully uploaded.Click import to start importing process.

Library

Import
This dialog helps you to import zip file into a space.

First locate file to be imported than upload file and finally click on Import buttin to shedule importing

1. Locate zip file to upload

[   ]   [Browse…]

2. Upload file to be imported

[Upload]

☑ **Notify user when import finished**

☑ **Delete imported file**

☑ **Disable the notification mechanism for this upload.**

[Import] [Cancel]

Click to "Import"

We set the option preferences:

- ✓ *We receive an email informing that the import has been completed. To disable such notification, we **uncheck the box "Notify user when the import finished".***

- ✓ *CIRCABC's default behaviour consists in deleting the original archive once the folders and documents have been extracted to the target space. If you want to keep the original archive beside the extracted files, **uncheck the box "Delete imported file"***

- ✓ *Notifications are sent, by default. If we do not want to notify users about this upload, we **uncheck the box "Disable the notification mechanism for this upload"***
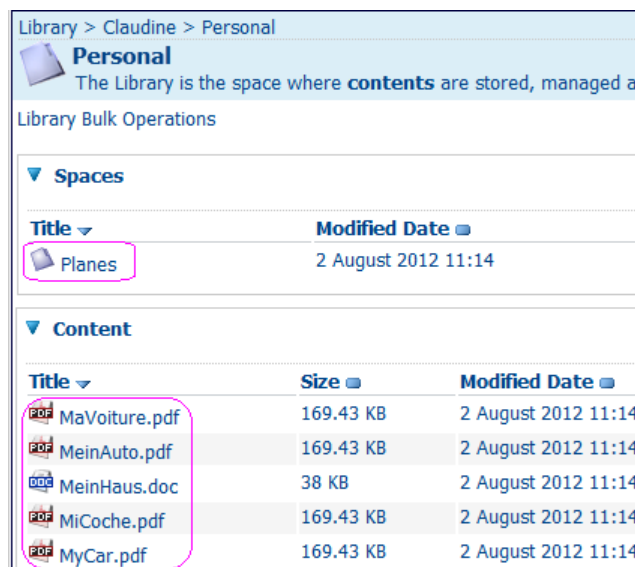
Note: The job is not finished - it has just started! The task of extracting files from the archive will be performed in the background. You can continue working in CIRCABC or even log out.

Later, all the documents and their structure are ready for reading

I am waiting and waiting… The files are not extracted from the archive. What's happened?
- There is an error somewhere (in the index file if you provided one) or some file names are not handled well (characters not recognised, for instance – é, è, ç...) or the file or space already exists. Correct and try again.

How can I import contents or spaces with content and add specific document-metadata?

Go to the space where you want to add content. Click "Import" and provide a zip archive with an index file. CIRCABC will analyse the content of your archive:

- ✓ if you have omitted the index file, a simple "import" is completed. The zip archive is loaded and the files are extracted automatically. If need be, CIRCABC creates new spaces (after the structure of your archive).

- ✓ if the archive contains an index file in text-tab-delimited format, CIRCABC reads it and adds the document metadata where requested.

> *Can I manage my multilingual documents through the import?*
> *- Making an index file allows you to **add translations** to an existing multilingual edition. It also helps loading a full multilingual document comprising an original version and several translations*

You define the index file

You define the **index file** which contains the properties specific for each of the documents to be imported. You put it at the root of the archive.

This is a **tab-delimited text** file. You can make it using a spreadsheet (Excel, etc.). You can as well re-use the index file provided by some previous bulk-download. It must be called **index.txt**.

This index looks like a table:
- ✓ columns list the names of the properties of the documents to be uploaded
- ✓ rows contain the values of these properties.

NAME	AUTHOR	STATUS	SECRANK	KEYWORDS
/Travels/Byboat/Rivers.pdf	Fisher	DRAFT	PUBLIC	(en) tourism; (en) inland sailing
/Travels/Byboat/Lakes.pdf	Tartarella	FINAL	PUBLIC	
/Travels/Byplane/Enjoyyourflight.doc	Arrow	DRAFT	PUBLIC	(en) Europe

As building the index, **you only key the properties you need**. You can choose among the properties listed below:

Properties common to every documents	
NAME	Name of the file to be uploaded and its path in the archive (mandatory)
TITLE	Title of the document to be uploaded
DESCRIPTION	Description of the document
AUTHOR	Author of the document
KEYWORDS	Keywords describing the document
SECRANK	Security ranking of the document. *Its value can be "public", "limited" or "internal"*
STATUS	Status of the document. *Its value can be "draft", "final" or "released"* (mandatory)
ISSUE DATE	The date when the document has been published
REFERENCE	Reference: code allocated to the document to classify it
EXPIRDATE	After this date, the document will not be valid any longer
ATTRI1 up to ATTRI20	Dynamic properties defined by the administrators of the Library (*you cannot create more than 20 dynamic properties*). They are numbered in the order of their display in the document-details page.
TYPE	Type of content (JPEG Image, PDF, etc.)

Note:
The property "NAME" contains the name of the file and its path as defined in the archive. The path is relative to the Library. The folders quoted in the path are recognised as spaces of the Library. If they do not yet exist in the Library, CIRCABC creates them.
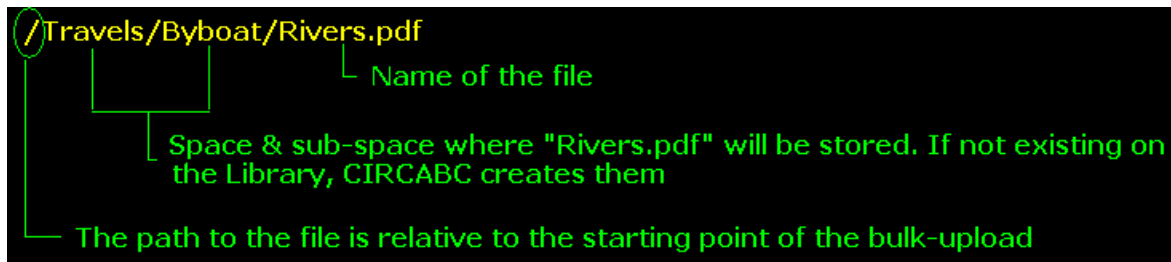

The property "Name" of the index file

Properties specific for multilingual documents	
TRANSLATOR	Name of the author of the translation
LANG	Language of the translation (*"en", "it", "lt", etc.*)
ORILANG	Linguistic version all the translations are based on (also called "pivot translation" or "source document"). Its value is "Y" or blank. *"Y" means that the document to be uploaded is the "source document".*
RELTRANS	Any translation of the "source document". *Its value is the path to the "source document".*
NOCONTENT	Document without full text. Contains the translation of the properties of the "source document". Its value is "Y" or blank. *"Y" means that this translation has no full text. No file is to be uploaded.*

Examples of index files

> ## 1. - We import a document not multilingual
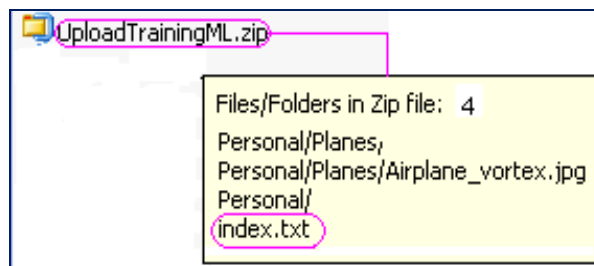
The structure of the archive mirrors the structure of the files on the user's local system

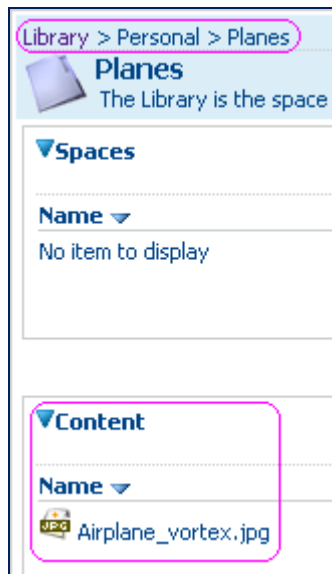*We attribute a set of document properties to the file through an index file*

We add document properties
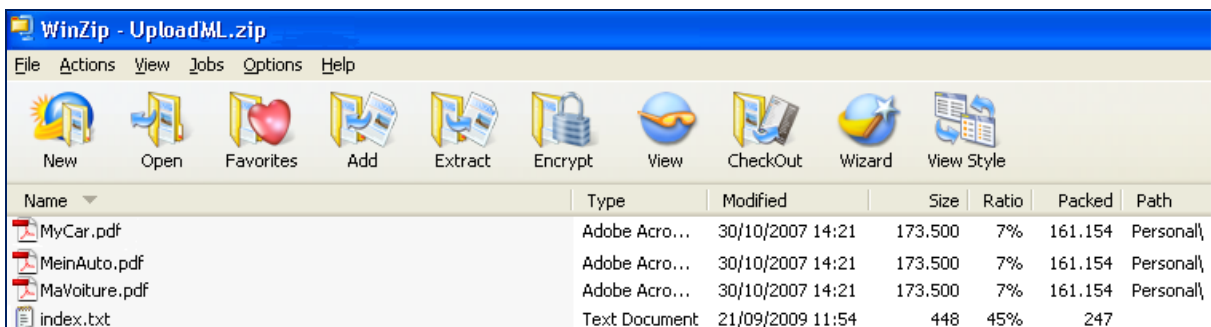
This results in:

Space "plane" has been created by CIRCABC

2. - We import a multilingual edition

This document consists of a source document translated into 2 languages:
- a document which must be understood by CIRCABC as the pivot-translation of a multilingual edition;
- two translations relating to this "pivot-translation" with full text.

The path to the documents will be reproduced by CIRCABC

We set the index:
- ✓ *The document properties that are **common to all of the translations** only appear as **properties of the pivot-translation**.*
- ✓ *We set the field "ORILANG" at yes ("Y") on the line describing the file "Personal/MyCar.pdf". This document will thus be interpreted as the pivot-translation.*
- ✓ *We insert the full name (name + path to the Library) of the pivot-translation in the field "RELTRANS" on the line beside each related translation.*

✓ *We add one line per translation related to the pivot-translation. And for each, we only insert its own multilingual information, that is to say:*
  ➢ *its language*
  ➢ *the name of its translator*
  ➢ *the name (file name + path) of the source document it is related to.*

NAME	LANG	AUTHOR	TRANSLA	STATUS	EXPIRDATE	SECRANK	ORILANG	NOCONTE	RELTRANS
/Personal/MyCar.pdf	en	Smith		DRAFT	25/09/2010	PUBLIC	Y		
/Personal/MaVoiture.pdf	fr		Aglaé						/Personal/MyCar.pdf
/Personal/MeinAuto.pdf	de		Ludwig						/Personal/MyCar.pdf

Import multilingual edition: a source document ('My Car')
+ 2 translations ('MaVoiture' &'MeinAuto')

We add the linguistic properties

The result of such import is:

▼**Multilingual Content Info**

Author:	Smith
Version Label:	1.0
Auto Version:	Yes
Pivot translation:	English
Security Ranking:	PUBLIC
Expiration Date:	25 September 2010

▼Related Translations

Name ▾	Language ▬
MaVoiture.pdf	FR
MeinAuto.pdf	DE
MyCar.pdf	EN

CIRCABC has dispatched the properties among the documents

3. - We add translations to an existing multilingual document

The source document exists in CIRCABC. It has been made multilingual. It is titled "MyHouse.doc" and is stored in the space "Personal" of the Library.

We import:

- ✓ *a translation with full text: "MeinHaus.doc";*
- ✓ *a translation only consisting of properties (no full text). Its name must be made of the name of the source document plus its own language code : "MyHouse_el.doc"*
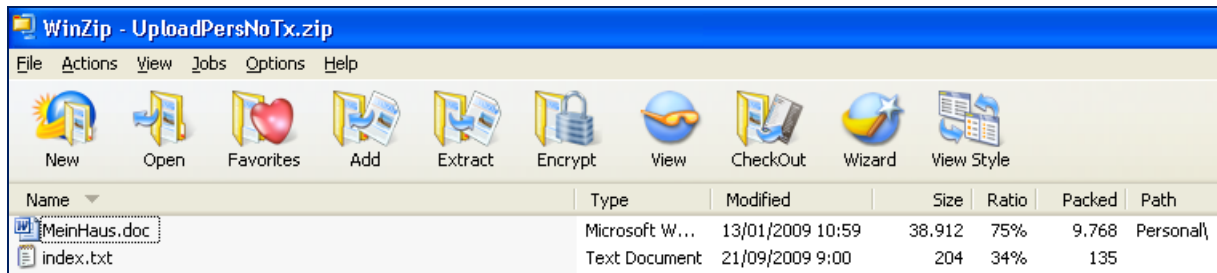
We have to provide an index file

The index file allows us to set these properties:

- ✓ *We write the letter Y in the field "NOCONTENT" of the description line for the document "Personal/MyHouse_el.doc"*
- ✓ *We insert the full name of the pivot-translation in the field "RELTRANS" beside each translation*

NAME	LANG	AUTHOR	TRANSLA	STATUS	EXPIRDAT	SECRANK	ORILANG	NOCONTE	RELTRANS	
/Personal/MeinHaus.doc	de		Uwe						/Personal/MyHouse.doc	
/Personal/MyHouse_el.doc	el		Angelos					Y	/Personal/MyHouse.doc	

We could only mention the fields we fill

We group the files to be uploaded and the index file in a zip archive. We are now ready to proceed with the import. Do not forget that the index file should be loaded in the last position.

How can I import contents by FTP?

From inside the European Commission only, it is possible to request an FTP access to be able to upload larger volumes of documents.
A tutorial 'How to use FTP protocol in CIRCABC' is available from the CIRCABC Information Hub at https://circabc.europa.eu/w/browse/c08dc5fb-022d-4983-8d62-3b288925d432

About Newsgroups

The **Newsgroups** is the service that allows you to exchange your views with your fellow Interest-Group members. Newsgroups contain the discussions raised inside the group. These discussions can be free or moderated.
Specific discussions can also be launched from any of the Library's content.

What does the Newsgroups service look like?

The newsgroups service is structured top-down:

Forums>Topics>Posts

A **Forum** is a set of topics. It may also contain other forums. It may be subject to moderation.
A **Topic** is a subject, a thread of discussion.
A **Post** is an original message or response.

Who may participate in newsgroups?

Participating and performing actions in Newsgroups is conditioned by the role you are granted for this service. The role is assigned by any Interest Group administrator (your IG Leader, for instance).

Specific roles are attached to the Newsgroups service:

No-Access: You cannot even see "Newsgroups" listed in the main menu
Access: You can only read posts
Access and Post: You can read and post messages. You can edit or delete your own posts
Moderate: In addition to creating topics and posts, you can approve or reject any subject or message created in a moderated forum
Administer: You can create, administer and delete forums. Consequently, you can create topics and post messages. You can also delete any topic or message

How to participate in Newsgroups?

From the root of the Interest Group or from any service (Events, Library, etc.):

Main menu >**Newsgroups**

Manage newsgroups

How to deal with forums

Access to forums

Select **Newsgroups** from the main menu. You see only the forums you are granted access to.
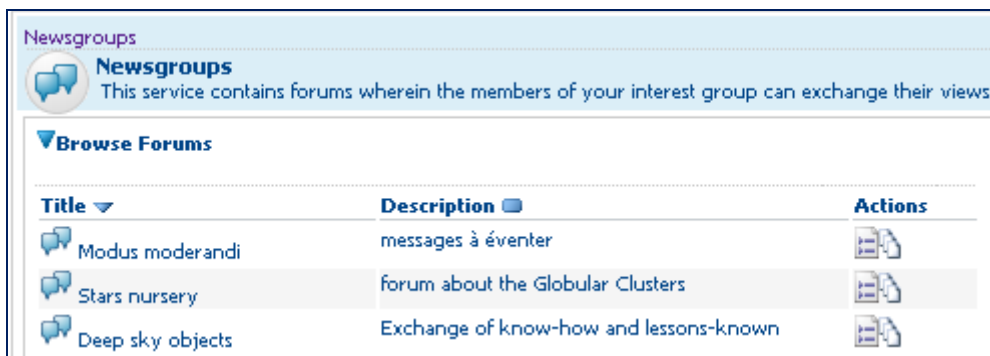
The main page of "Newsgroups" presents Forums

How to deal with topics

Access and read topics

Topics are listed on the entry page of each forum. To enter a topic, click on its title.

Forum "Stars nursery" contains one topic and no sub-forum

By clicking either the title of a topic or its icon (), you will see the discussion threads it contains.

Create a topic
Those who have **Administer**, **Moderate** or **Access & Post** roles in "Newsgroups" may create topics.

The authorised members will find the option **Create topic** under the "Newsgroups" option of the main menu.

How to create a topic?

From the entry page of any forum:

Main menu >Newsgroups > **Create topic**
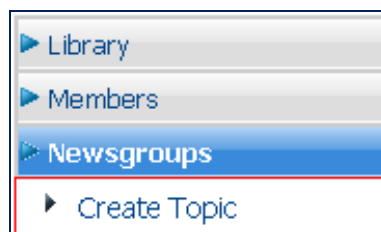
After clicking "Create Topic" you are taken to a form where you add a new subject and a message:

Create topic: both subject and message are mandatory

Sorry, my system does not accept Java script…
*- You can switch to a different format, by following the link titled "**Edit as a simple text**".*

Click **Post** to confirm the creation of the new thread. You are then taken back to the main page of the forum where the new topic is now listed.

The new topic is listed on the forum main page

The authorised members can pursue this new thread.

How to deal with posts
Access and read a post

To access a post, enter the **Newsgroups** service and click the name of a forum. Then choose a topic and click its name or its "View topic" icon.

This is a long way to the posts…
- The forums, the topics, the posts can also be reached via direct links. To establish such links, display the item you want to link to. Then right-click

*the upper right hand side **http** tag*
and select "copy shortcut" (or "copy link location" depending on your browser).

The topic titled "the Milky Way (…)" presents one post

You see the text, author and posting date of each post. You can answer through the icon **post reply** ( ) if granted the appropriate permissions (see page 72).

Create a post

From the entry page of the relevant topic:

Main menu >Newsgroups > **Create post**
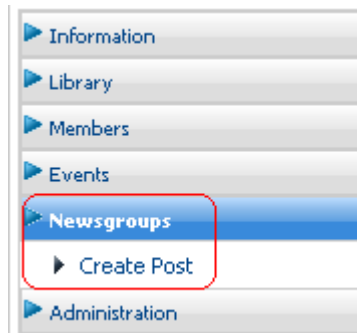
Enter a subject and add the message. The message must not be empty. You can attach files or add links.
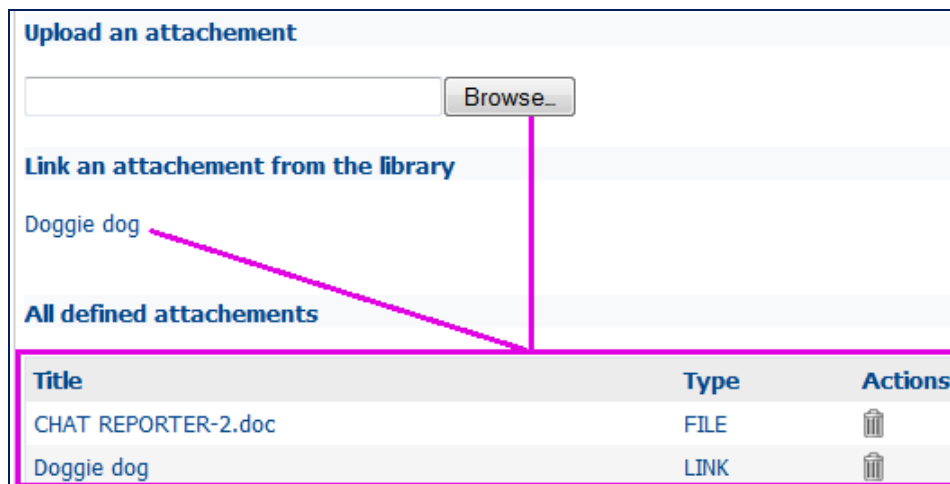
The attached files and links are grouped at foot of message

Answer a post

To answer a post, just click the "**post reply**" icon as suggested above. This displays the following form:

Reply to a post under Topic "the Milky Way globular clusters" in forum "Stars nursery"

You cannot send an empty message. You can attach files or add links to any location in the library (space or content).

Click "Post" and the message is made available from the main page of the topic
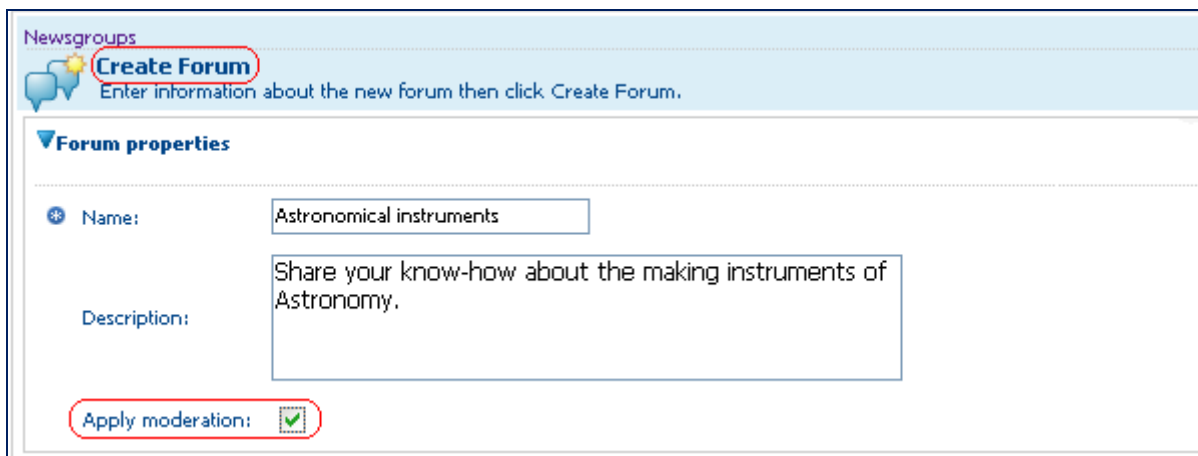
Follow-up your newsgroups

To keep the discussion threads relevant to the scope of your group by using **moderated forums**.

The community of members will also have their say on what is written in the forums by using **Signal an abuse**.

Moderate your forums

You can apply moderation to any of your forums, optionally. You configure this option when creating the forum.

By default, the forums are not moderated

Note that all of the topics proposed on a moderated forum and all of the posts on these topics_ have to be submitted to acceptance by a **moderator**.

Moderate is a role attached to service "Newsgroups". It can be included in an access profile specially created by any leader of your Interest Group.

> *How do I know that the post I have published has been validated by a moderator?*
> *- Look at this message on the topic main page. Before it is moderated, it displays the icon "awaiting for approval" ( ). Moreover, it is only visible to both its author and the moderator.*

Looking at the posts submitted to approval

The **Moderate** access right has access to the "accept" / "reject" functionalities of the moderated forums.

You can see every post, irrespective of the moderation status. If you wish to narrow the view to the messages waiting for your approval, follow the link **Waiting for approval**.

Bear in mind that this link is only visible to those who are granted either **Administer** or **Moderate** as access permission for service "Newsgroups".

Click on "Waiting for approval" and see the posts characterized by:
- ✓ the icon showing an interrogation mark
- ✓ the icons to be used for accepting ( ) or rejecting( )

What the moderator is seeing before acceptation

The author of this post may administer "Newsgroups". She may access "Waiting for approval" but she may not moderate
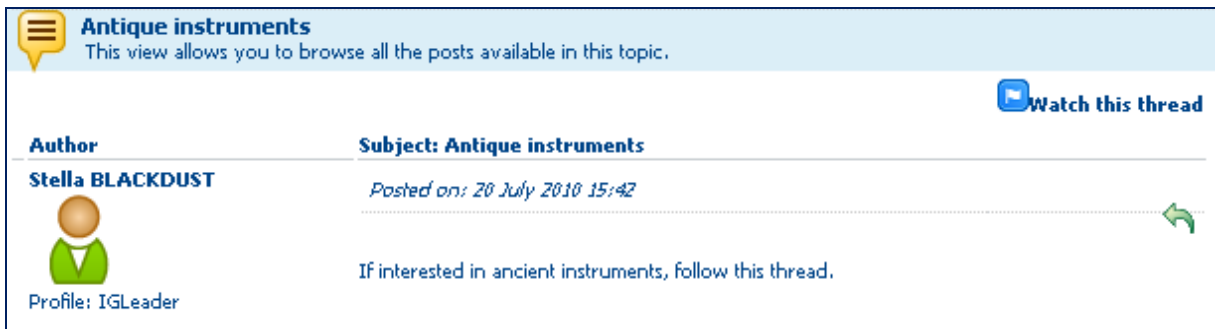

What any other user can see before acceptance

Accepting or refusing posts

If the moderator clicks on icon "Accept" ( )

- ✓ the "waiting for approval", "accept" and "reject" icons are cancelled,
- ✓ the post is removed from the "Waiting for approval" list,
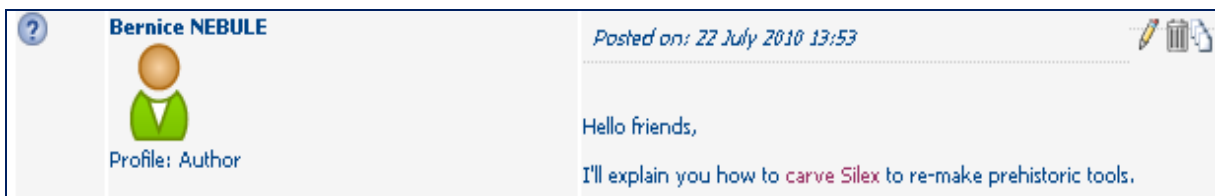- ✓ the post becomes visible to anybody, from the topic main page.

After accepance, the post can be seen and answered by the other users

---

My post has been accepted. Now I want to modify it. May I do so?
*- You can edit your post. Once modified, it will be resubmitted for acceptance.*

If the moderator clicks on "Reject" ( )

- ✓ the "accept" and "reject" icons are cancelled
- ✓ icon "waiting for approval" is replaced by the one meaning that the post is rejected ( )
- ✓ the post is removed from the "Waiting for approval" list
- ✓ it remains accessible, without text, from the topic main page for both the moderator and the author
- ✓ The other users cannot see it

An author submits this post to moderation. The author can modify or delete it before acceptation.
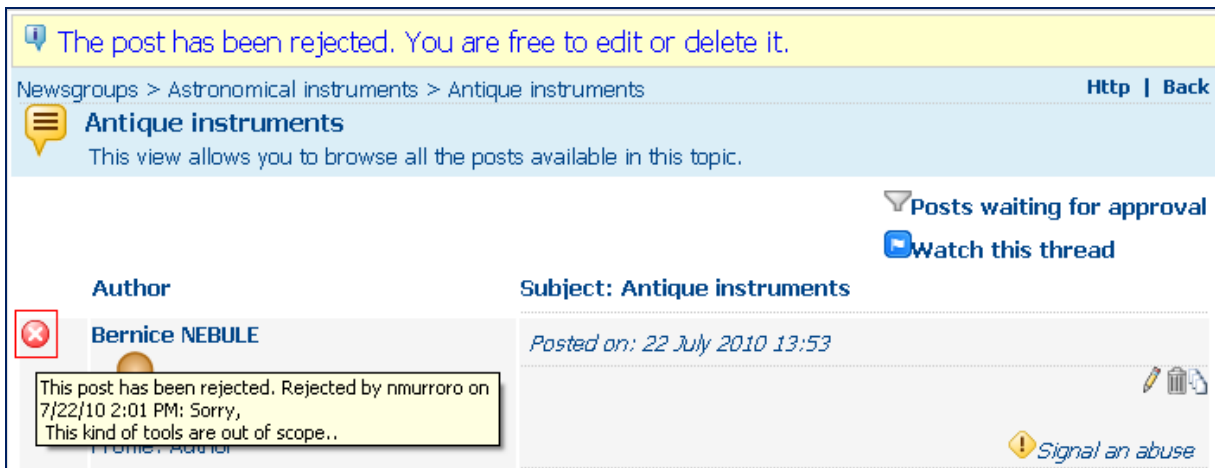
The moderator has given a reason for refusal. This appears to the author, with other relevant information, in a tooltip.

Editing a rejected post

Once rejected, a post is not definitely deleted. Its author has the chance to modify it and resubmit for moderation.

You probably noticed, on the picture above, the presence of the icons meaning **Edit** (✎) and **Delete** (🗑).

The moderator or the author can still modify the post or definitively delete it.

If editing the post, they are proposed to work from any previous version of the message. They could also write a new text.

The new version is listed among the posts waiting for approval. The moderator will accept it or refuse it again.
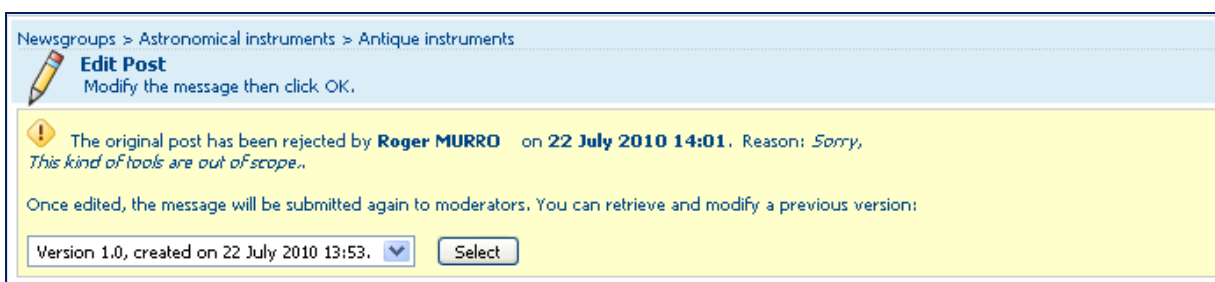

The author changes the text after its initial version.

Signal an abuse

Users are given an opportunity to warn the moderator about abuses. By following the link **Signal an abuse**, one reaches a page to provide the grounds for the alert.

The administrators of the "Newsgroups" service, as well as the moderator, are emailed the information. The icon 🟡 is displayed beside the author's name, on the topic page. Drawing the mouse over it will briefly display the text of the alert.

The moderators and leaders can remove the marked abuse by pressing on icon 🖊️.
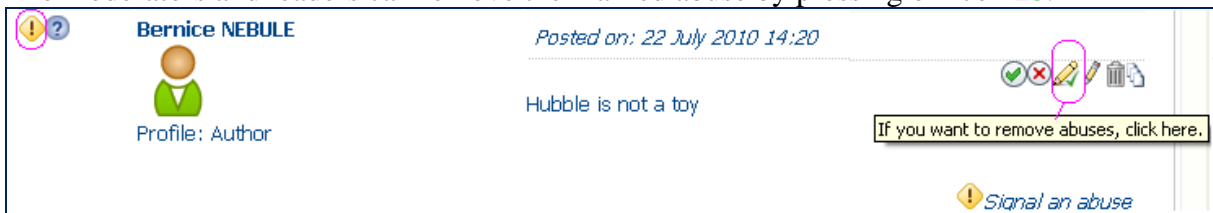
The icon "Remove abuse" is visible only for the moderators and administrators of the "newsgroups" service

Now you can use, manage or moderate forums at your convenience. Discussions can also be launched outside the newsgroups. Users, for example, may have an exchange about a document uploaded to the library. This is the subject of next chapter.

## *Manage the discussions launched from Library contents*

These specific discussions are directly launched from contents of the Library. Users are given opportunity of viewing discussions, starting new ones and keeping them going.

Start a discussion over a content means create a new discussion about some content of the Library. **Only those who may create contents may start such discussions.**

How can I start a discussion?

From the View details icon (🗒️) next to the title of the content item:

Actions list > **Start discussion**
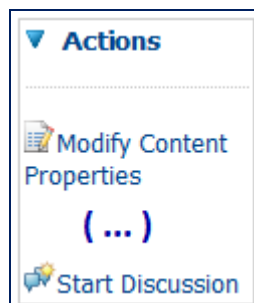
If the library is configured with this action, click the **Start discussion** icon (⚙) beside the name of the content in its space page:

Browse to "start a discussion"

The **Create discussion** dialog is launched. Both the subject and the message are mandatory. You can attach files or links. You can moderate your discussion thread.
Once the message has been posted, **View discussion** substitutes the Start discussion link. The other members can read it and answer.

How can I participate in an ongoing discussion?

Access and read messages

From the View details icon (☰) next to the title of the content item:

Actions list > **View discussion**
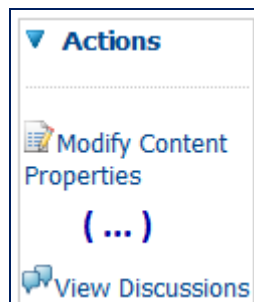
If the library is configured with this action, click the **View discussion** icon (💬) beside the name of the content item on its space page:

Browse to "view a discussion"

You are taken to the list of the topics attached to this content item:

Click on the title to see the detailed thread

To access and read a message, click either its subject or icon to go to the Browse posts page:

You can reply if allowed to post messages

.

Post a reply

From the View details icon ( ) next to the title of the content item:

Actions list **> View discussion > topic entry-page**

The post reply dialog is launched. Type your response or comment then click the **Post reply** icon.
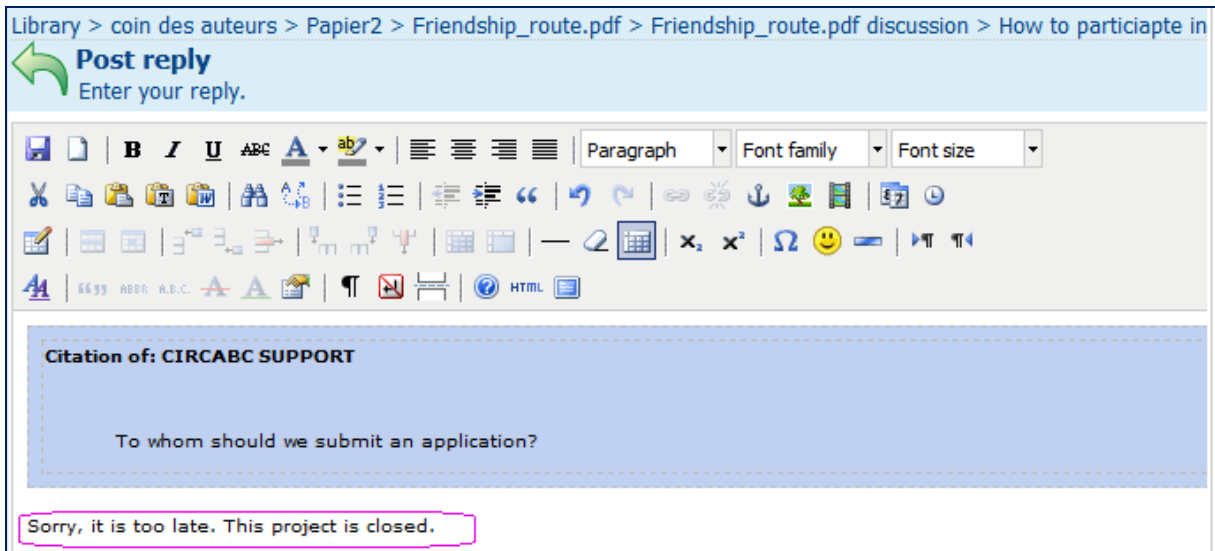
Your answer is then inserted in the thread

Create a new topic

From the View details icon ( ) next to the title of the content item:

Actions list > **View discussion** > topic entry-page
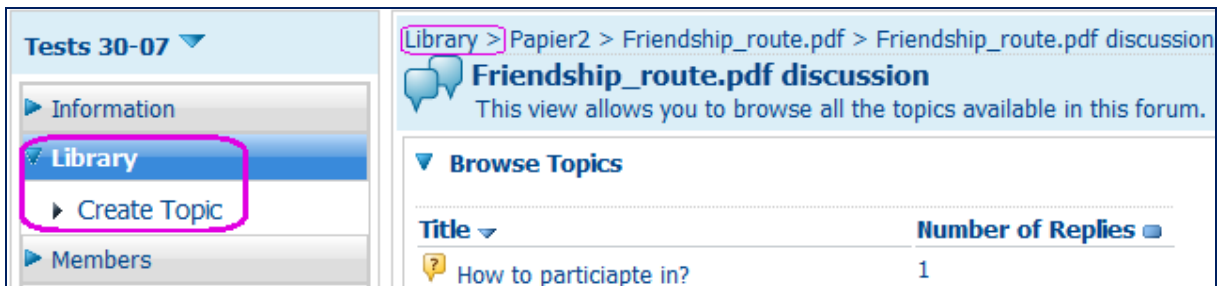
Then

You can add a new topic if you are granted any of the following access rights for the **Library** service, irrespective of your rights in **Newsgroups**:
- ✓ Administer
- ✓ Full-edit
- ✓ Manage-own (you can start a discussion on your own documents)

To create a new topic in a discussion attached to a document of the Library, click the "**View discussions**" icon from the actions list on the document properties page. The list of topics is displayed while "**Create topic**" comes up on the main menu, under "**Library**":

Add a new thread to the ongoing discussion

About notifications

Notification service provides email alerts when there are new Library uploads and Newsgroup updates in your Interest Groups. You subscribe to the **notification** service to receive the alerts that are of interest to you.

The Interest Group Leaders can set the notification status for the different areas of the group. It is also possible to configure whether notifications will be sent when uploading content. If notifications are not enabled for the upload, you will not receive a notification for that content.

Some more about the notifications

Whichever role you play in your Interest Group, you can be updated on some actions occurring in the Library and the Newsgroups. You can receive detailed alerts in your mailbox as described below.

What can be notified?

You can ask to receive a notification whenever a member of the Interest Group:
- ✓ uploads a document in the Library
- ✓ expresses oneself via the Newsgroups

Library notifications include:
- ✓ initial uploads (standard, bulk or by import)
- ✓ updating of contents (update, check-out, auto-upload)
- ✓ adding translations to a multilingual document

Newsgroups notifications include:
- ✓ creation of a forum
- ✓ creation of a topic
- ✓ new posts and replies

What does a notification look like?

CIRCABC sends short e-mails showing a link to the notified content, its location and its main properties. In the specific case of a topic in an ongoing conversation, the e-mail also quotes the original message.

Below are samples of notifications:

Dear CIRCABC SUPPORT,

introduce charte-reg-minor.doc has just been uploaded/updated in the interest group TFS (Category: CIRCABC - Information & training).

Links to the full text, the interest group and the category

The properties of this document are summarised below:

- author: *tayotcl*
- title: *Respect for linguistic and cultural diversity is one of the cornerstones of the European Union, now enshrined in Article 22 of the European Charter of Fundamental Rights, which states "The Union respects cultural, religious and linguistic diversity*
- description:
- created: *Aug 17, 2012 9:35:09 AM*
- modified: *Aug 17, 2012 9:35:30 AM*
- status: *DRAFT*
- reference:
- direct access: *https://circabc.europa.eu/w/browse/e0e8f413-bd31-4ea4-817c-ef5a520becac*
- direct download url: *https://circabc.europa.eu/d/d/workspace/SpacesStore/e0e8f413-bd31-4ea4-817c-ef5a520becac/introduce charte-reg-minor.doc*

You can copy the direct-access URL to your browser

Dear CIRCABC SUPPORT,

You can read a new message under the topic Cities 2012 of the interest group TFS (Category: CIRCABC - Information & training).

Links to the post, topic, interest group and category

nsuppoci has written:

Citation of: CIRCABC SUPPORT

Original message

Which Cities have been nominated for 2012?

Answer

Guimarães
(Portugal) and Maribor (Slovenia) have been chosen in May 2009.

Best regards,

The CIRCABC Team

A discussion thread is active

Who receives notifications?

You can subscribe the notification service if:
- ✓ you are a member of the Interest Group
- ✓ you have permission "Access" (or higher) in the Library and/or the Newsgroups

The Interest Group Leader may also invite you to be emailed notifications even if you did not subscribe by yourself. You will receive the alerts once you have activated your **global notification status**.

Manage notifications

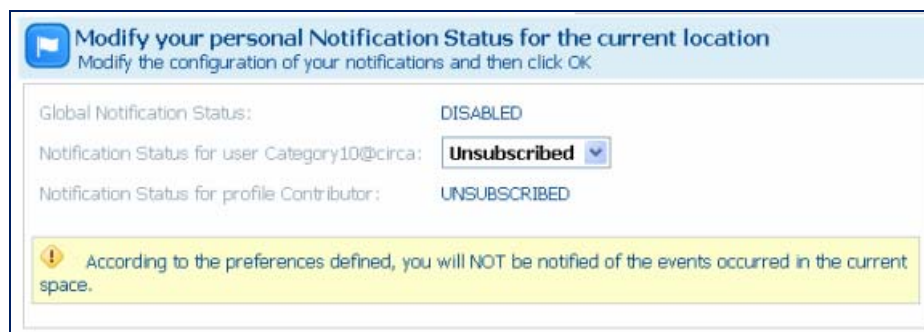### *How can I start or stop receiving notifications?*

Your **notification status** shows whether or not you have enabled notification for:

- ✓ Global authorisation
- ✓ User notification status
- ✓ Profile notification status

The last two are contextual based on the Library space or Newsgroups.

From the space (in the Library) or forum/topic (in the Newsgroups) where you want to subscribe:

Administration **> My notification status**
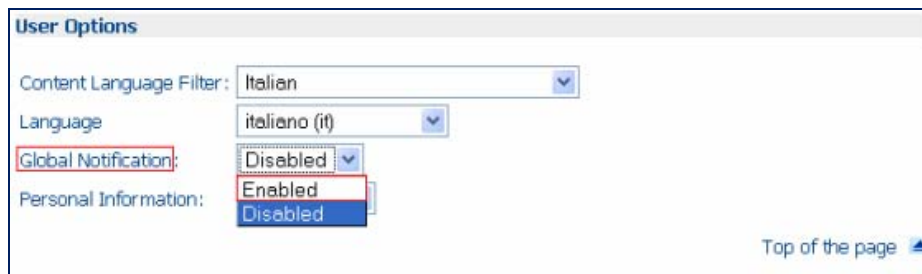

You can edit the first two options whereas the Interest Group leader may assign a notification status to a group of users (to an "access profile").

A global authorization

The notification service is disabled by default. In order to receive any notifications from your subscriptions you must **enable the Global Notification Status** from the user options in your Account settings:

Login to CIRCABC, then

Administration **> My account > U**ser Options

Set **Global notifications** to **enabled,** then press **Save** at the top-right hand corner of the **My account** page.
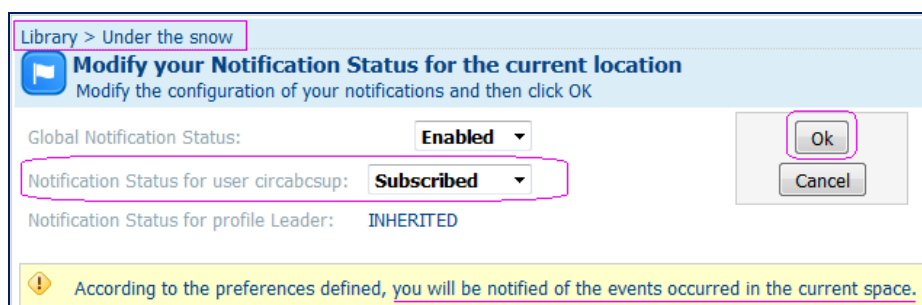
A user notification status
Once your Global Notification Status is activated, you now check that your user status is set to '**subscribed'** to receive the email alerts.
This can be configured by your Interest Group leader but you are free to change it by yourself. The users' preferences take precedence.

The Notification status for users is **contextual**. This means that it will be applied to the location from where you configure it.

Browse to the location where you want to be alerted (the Library, a space of the Library, the newsgroups in full, a forum or even a topic of the Newsgroups). Then

Administration **> My notification status**

Set **Notification status for user** 'xxx' to **Subscribed** and click **OK**.

> *What does **inherited** mean in my user notification status at the level of the Library.*
> *- **Inherited** means that you are granted, at the level of the library, the same permissions that you have at the level of the Interest Group.*
> *In other words, if you are "subscribed" at the level of the Interest Group (Library + Newsgroups), you are subscribed at the level of the Library and its spaces. If you want to only receive alerts from the newsgroups, you change "inherited" to "unsubscribed" at the level of the Library and subscribe to the specific spaces or newsgroup sections.*

A notification status for profile

Your Interest Group leader can assign a notification status to all the users of an access profile. *For instance, all of the "authors" will receive the notifications about documents uploaded into the library and none of them will be informed about the messages exchanged through some forum of the newsgroups service.*
The Interest Group leaders are the only ones who may define or modify a profile notification status.

> *How can I override the Interest Group Leader's notification assignment for a section of the Library?*
> *Your user notification status prevails over the profile status notification and you will set your user notification status to "subscribed" or "unsubscribed" as you prefer.*

About the Information Service

What is the Information Service?

The Information service is an introduction to the Interest Group, a place where the leaders can describe the scope, the activities, and the services of the group via a static website.

This service consists of:
- ✓ A repository: where information to be published is stored
- ✓ A publishing area: where links to information are published

Who is it for?

Users granted the role **Access** in the Information service can browse the service and follow the links displayed in the publishing area.

Those who **administer the Information service** can:
- ✓ manage documents in the repository
- ✓ create links to be published in the publishing area
- ✓ manage users' rights over the information service

Interest Group Leaders, please refer to the CIRCABC Leader Guide to learn more about how to add content and publish links in the Information Service.

View the information page

From the root of the Interest Group or from any service (Library, Newsgroups, etc.):

Main menu >**Information**
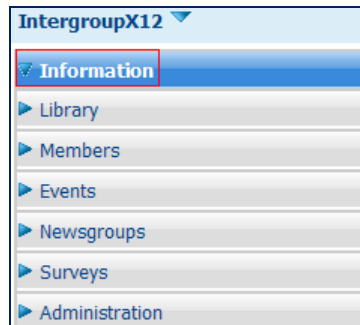

The content of the Information page is displayed like a web page.

User has chosen service "information" from the main menu

Some users might not be able to display these pages directly from the option **Information**.
This is the case if the browser does not accept Java script or it has been configured to block pop-ups.
You can reach the pages by following the link displayed on the main page of the Information service:
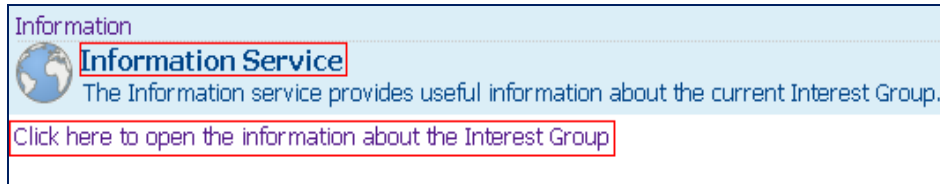
About Events Service

Events keep you posted about the meetings and various events that are organised in CIRCABC Interest Groups. This service relies on a calendar and notification system.

Whom does it address?

Specific roles have been defined for this service. Depending on your access profile, you are assigned one of these roles:

- ✓ Administer
- ✓ Access
- ✓ No access

If you are allocated the role Administer, please, review the CIRCABC *Leader Guide* to learn more about creating, managing or deleting events.

Most of the access profiles may access the calendar by default.

Also, by default, guests (users who have no username or are not logged in) and registered users external to the Interest Group do not see the Events service.

The role Access can be configured by any administrator of the Events service to allow registered users, as well as the public at large, to view the scheduled events and meetings.

Which type of events can I check?

Single or repeated events (appointments, specific tasks, etc.) are scheduled. You can also get information about meetings (face-to-face and virtual). Events and meetings are independent of one another.

Enter the "Events" service

When you are connected to your Interest Group and its main menu is displayed, click on "Events" in the menu.

From the root of the Interest Group or from any service (Library, Newsgroups, etc.):

Main menu > **Events**

▶ Information
▶ Library
▶ Members
▷ Events
▶ Newsgroups
▶ Administration

You will see is calendar displaying all the meetings and events you could attend.
- ✓ Meetings are tagged with letter **M**
- ✓ Events are tagged with letter **E**

In this example, we are invited to:
- ✓ *A meeting which happens only once ("single meeting")*
- ✓ *A repeated meeting (happens every 5 days but not more than twice)*
- ✓ *An event which happens only once ("single event")*
- ✓ *A repeated event (happens at three times on a daily basis)*

The calendar is divided in months, by default.

You can change the layout of the calendar to any of these time periods:
- ✓ Daily
- ✓ Weekly
- ✓ Quarterly

We see an overview of events occurring on 15-04-2009

We check what is scheduled for the week around 15-04-2009

			15-04-2009	📅 Trimester ▾	Apply	
<<		**A p r i l**	**- J u n e**	**2 0 0 9**		>>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 *April* _ *15:45 M* _ *17:45 E*	2 _ *17:45 E*	3 _ *17:45 E*	4
5 _ *15:45 M*	6	7	8	9	10	11
12 _ *15:45 M*	13	14	15 _ *06:30 E*	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1 *May*	2

We check the appointments for the 2nd quarter of 2009

Check your meetings

More about "Meetings"
Everyone can be invited to attend meetings scheduled in CIRCABC Interest Groups.

Meetings can be "open" or "closed":
Open meetings are limited to members of your Interest Group. No request meeting is created in the event manager of your mailbox (unless the Events administrator specifically asked to send the details of the event as an invitation to all members of the Interest Group.

Closed meetings can bring together:
- ✓ members of your Interest Group
- ✓ members of any other CIRCABC Interest Group
- ✓ registered users (users who are logged in) without membership in an Interest Group
- ✓ anonymous users (users without an EU LOGIN username or are not logged in)

Every invitee receives a meeting request in the event manager of their email service.

How can you confirm or decline an invitation to a meeting organised by an Interest Group you are not a member of. How can you get information about the meeting?
- When invited to attend a closed meeting, you receive a meeting request giving you the opportunity to accept or decline invitation. You can also take advantage of this message to ask for details about the meeting.

Look at the details of a meeting
The details of each meeting are recorded in the Events service.

Enter your Interest Group and select the option **Events** from the main menu. Select a date on the calendar, click on the starting hour of the meeting to display the details.

In the following example, we want to know more about a meeting which starts at 15:45 on 2009 04 01:

We click "- 15:45 M"

The link titled "- 15:45 M" takes us to the details of the meeting:

You can access to the agenda of the meeting

The illustration above shows the details of a meeting occurring once: the date and start date are the same. In the case of a repeated meeting, "date" contains the date of the occurrence you are checking.

| Title: | Open source and public administrations |
Abstract:	tracks to promote OSS among public administrations.
Type:	Face to Face meetings
Date:	12 April 2009
Start date:	5 April 2009
Occurs:	Weekly. Occurs 2 times
Start Time:	15:45
End Time:	16:15
Standard Time Zone:	GMT+1

Only one meeting request will be created with every occurrence listed

Make your choice

If the meeting is closed and you have received a meeting request, you are free to reply and ask for further information and accept or decline.

The meeting details view also gives you an opportunity to respond to the invitation.

▼Actions

⌐▲Accept Meeting Request
⌐✗Decline Meeting Request
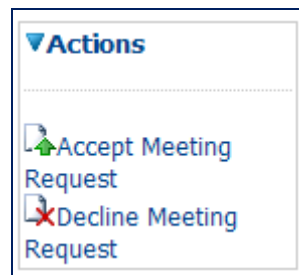
If you did not receive a meeting request, you can reply this way

For a closed, repeated meeting, you will accept/decline all occurrence at the same time as the meeting request is only created once.

Check the events

More about "Events"

The Events differ from the Meetings in the following ways:
- ✓ the invitees to an event **cannot accept or refuse to attend**
- ✓ the event notice cannot include a link to a Space of the Library (for instance, a space containing the detailed agenda)

Note: Events are appointments or specific tasks not conferences.

Like meetings, events can be "open" or closed", "single" or "repeated".

You can be notified by email. If so, the repeated events are listed together in a single message.

About searching

CIRCABC enables you to find any space, content or post from anywhere in your Interest Group,

- ✓ The simple-search engine reads the **full text** of the contents as well as the file names and titles.
- ✓ It does not look at the "description" field.
- ✓ It explores only the latest version of the contents.

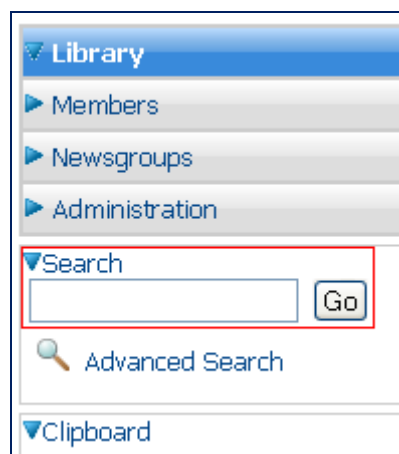*Can you search for non-text documents such as images, sound-recording, etc.?*
- Yes. These items are linked to textual metadata (i.e. their name). The search engine examines the name and some properties. Moreover the format of the file can be used as search criteria.

How to do a global search

You can start a search from any location in your Interest Group. You can retrieve text from the name, title and full text of any content and from the name of any space.

From anywhere in the Interest Group

Main menu > **Search**

Search syntax: Proximity

To search for two or more words together, **double-quote the expression** you are looking for.

Let us look for the expression "Wild birds". We double-quote it in the search box. Our request comes up with one result, a space titled "Wild birds":

Library
Search Results
Search for "'wild birds"' results shown below.
This view present the result of your search.

▼ **Spaces**

Name ▾	Title
Wild birds	Wild birds

▼ **Content**

Name ▾	Title	Size
No items to display		

The query was: "wild birds"

*What if you **forget to double-quote** the search term and simply write wild bird?*
*- The search is a little more "noisy" since the search engine looks for any space or content including **either or both these words** (as shown below)."*

And there the query was: wild birds

Search syntax: operators OR, AND, NOT

> *Keying **OR** between two terms allows you to find the items containing either or both these terms; typing **AND** means that you ask for the items which contain both these terms.*

A blank space between two words means "OR" (the default Boolean operator).

The request "*Wild birds"* returns:
- ✓ the items containing only the word "wild",
- ✓ the items containing only the word "birds",
- ✓ the items containing both "wild" and "birds" (anywhere in the text).

The request "*wild birds" water* provides
- ✓ items which contain only the expression "wild birds",
- ✓ items which contain only the word "water",
- ✓ items which contain both the expression "wild birds" and the word "water".

Search syntax: the wildcard
The **asterisk symbol (*)** may be used in place of one or more characters, existing or not. It can hide any part of a word:

*Cat** stands for *cat, cats, caterpillar, etc.*
**ouse* stands for *house, playhouse, grouse, etc.*

C*an stands for *cetacean, cyan, can, etc.*

The general search enables you to perform the most frequent queries. And you can take advantage of the advanced search to execute fine-tuned requests.

How to conduct an advanced search

The queries you make through the **advanced search** can include a wider range of criteria like dates, time spans, specific file formats … You can also look at specific sub-spaces or retrieve only documents in a given language.

From anywhere in the interest group

Main menu > Search **> Advanced search**
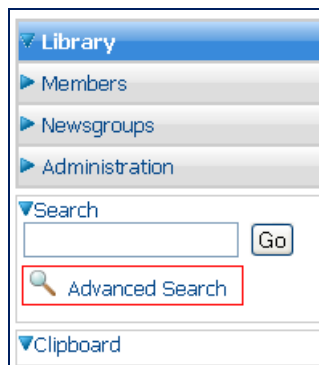
Clicking **advanced search** takes you to a detailed form where you can select various types of data. For instance, you can search the whole Interest Group or narrow the exploration to a service (Library, Newsgroups, etc.) where you launched the advanced search (called "current service"). You can also limit the checking to a single (a space, a topic) inside a service.

This request explores all spaces and contents of the Library

The various areas of the search mask are linked together with the operator "AND".

The other information potentially explored by the search engine:
- ✓ title, description and author
- ✓ keywords assigned
- ✓ any type of date or time span
- ✓ the file format
- ✓ additional information such as the status, security ranking , reference or URL

You can also check documents written in:
- ✓ all languages
- ✓ the content language you have set
- ✓ another content language

The results are sorted into Spaces, Content and Posts.

You can perform actions on the search results

How to save and re-use searches

Once you have built a complex request, you may want to re-launch it periodically. In CIRCABC, you can save and re-use search masks.

Save your search masks

The command to save a search mask is accessible from the results page.

You can save global as well as advanced searches

First you build a mask and click search. Examining the results, you can evaluate how pertinent your research is. If you agree with the selected criteria, follow the link **Save new search**. This can be found in the actions list, below **new search** and **close**.

Provide a name and description for the saved request.

Please, keep in mind that:
- ✓ You cannot give the same name to two different searches
- ✓ You cannot delete a saved search

Launch again saved searches

All saved requests, global as well as advanced, are available through the "Advanced search" page.

Once you have reached this page, select the name of the request to be loaded. The saved search mask displays on the screen.
You can launch it again as is or modify it. Do not forget that you must save the modified search under a different name.
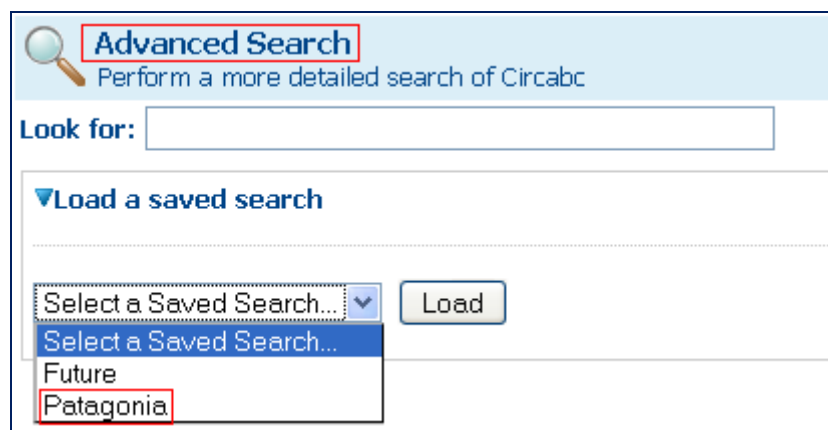
Load saved searches, global as well advanced

- If you have inadvertently closed the results page and would like to consult again:
- Follow the link titled "Last search" from the CIRCABC main menu:
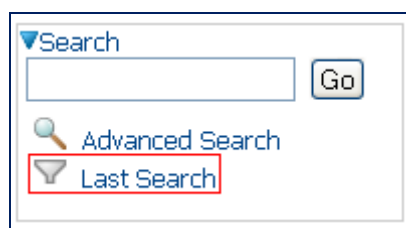
Contact the CIRCABC team

FAQs and quick information

The public interest-group titled **CIRCABC – Information hub** provides you with FAQs and tutorials. For instance:

- CIRCABC FAQs
https://circabc.europa.eu/webdav/CircaBC/Informatics/Infohub/Information/index.html

- CIRCABC USER Guide (PDF) & LEADER Guide (PDF)
https://circabc.europa.eu/w/browse/69603bf4-d923-432e-ba5b-a8fe8ac773cb.

 - Training (PPT) – Step 1 Manage your documents / Step 2 Manage your Interest Group
https://circabc.europa.eu/w/browse/1cc24c94-c571-4191-b414-8bdf766151ec

Note: if following these links from this document to your browser do not work or takes you to the CIRCABC main page, copy and paste them to the URL bar of your browser.

To browse to **CIRCABC – Information hub** step by step:

From the entry page at https://circabc.europa.eu follow

Browse categories > DIGIT (under European Commission) > CIRCABC – Information hub

Send a request for support

Click on **contact** at the top of the CIRCABC entry-page:

You will find your local support desk. You will also be presented with a request form.

Need further support?

European Commission's staff:
Support available via your local service desk (E-mail requesting to open an incident for DIGIT CIRCABC SUPPORT).
Your local service desk

Users outside the European Commission:
Support available via EC-CENTRAL-HELPDESK@ec.europa.eu (E-mail requesting to open an incident for DIGIT CIRCABC SUPPORT)
Please include the following information:

Name:
E-Mail:
Organisation:
Incident description:

Or
Go to contact form

Fill the request form to receive well-targeted help

The contact form sends the call to your helpdesk automatically:

You have no username or you are logged as a user from outside the "European Commission"? Then, the EC's Central-helpdesk is selected and you cannot choose another.

You are logged in as a user from inside the "European Commission"? Then, your local service desk is pre-selected. If need be, you can also select it from a scroll down list.

Support request form

You come from outside the European Commission
Please select your local helpdesk:

Contact: EC CENTRAL HELPDESK (EC-CENTRAL-HELPDESK@ec.europa.eu)
The helpdesk contact you should use is: EC CENTRAL HELPDESK (EC-CENTRAL-HELPDESK@ec.europa.eu)

Subject of your request: I cannot upload a document. Why? Please, help!

Type of your request: Problem / information related to the upload of document

Problem description:
Font size | B I U ABC A

I wnat to upload the minutes of our last meeting. I do not see the command "Add content" under "Library". Why? Please, help!

The relevant helpdesk is pre-selected

Please provide information about the request:

- Name of the CIRCABC Category and Interest Group
- Affected user name
- Which service is affected
- Attach a screen shot with the error message received
- Any other relevant information

For information related to content hosted on a CIRCABC Interest Group, please contact the Interest Group Leaders

And now, we wish you a fruitful collaboration through CIRCABC