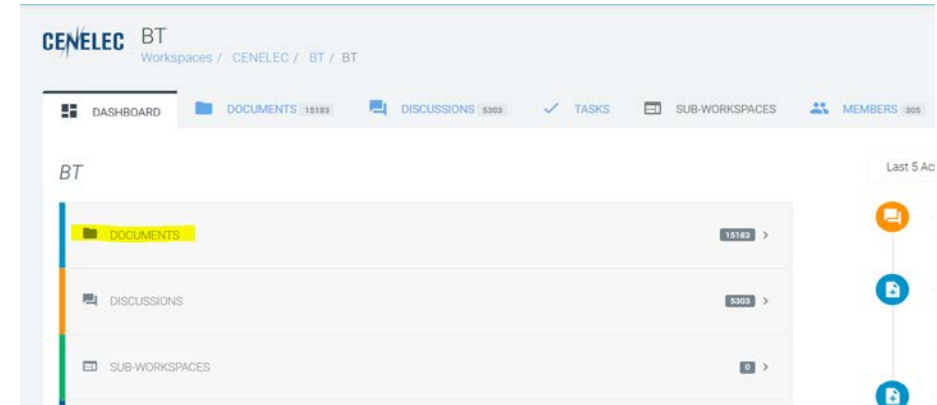
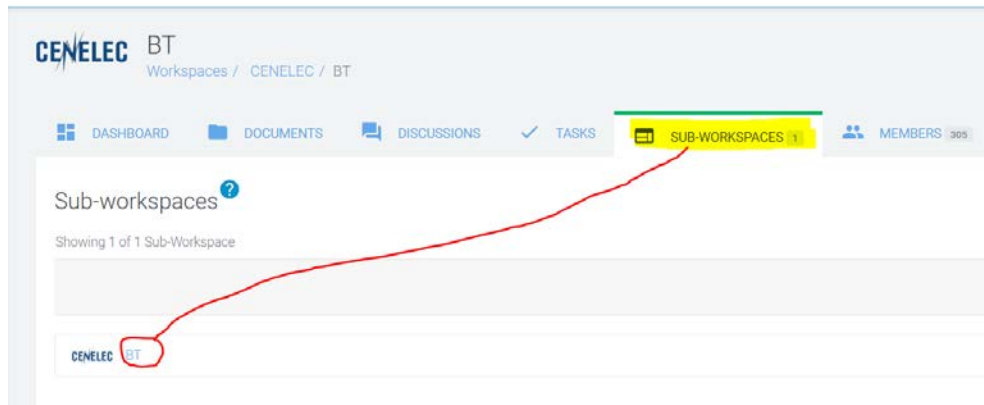
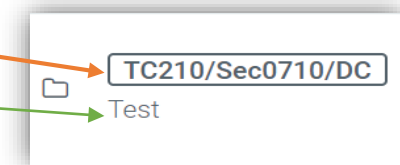


Best practices for the use of Collaboration Platform by Technical Bodies

- **Rename the folder 'All documents' into 'All documents - Archives'** with all documents until 2018-12-31
- Work in "Documents" under the Sub-workspaces! Reason: access rights



- Ensure that documents are regularly moved to the 'Archive folder' so that latest relevant documents are visible from the first screen
- **Strictly respect the document referencing convention (e.g. TC215/Sec0710/DC - response e.g. TC215/Sec0710/DC/IT)** - see 'Document References and filenames'
- Avoid using Folders – if you do so, do not name folders by standards or project numbers but as follows:
 - **Folder reference**: use the documents reference convention (e.g. **TC215/Sec0710/DC**)
 - **Folder name**: Purpose of the folder or action required (e.g. Test)



Any feedback/response on a document for which a folder is created shall be uploaded in that folder

➤ When uploading a document **follow this format** :

- **Reference:** TC215/Sec0710/DC
- **File name:** TC215_Sec0710_DC.pdf
- **Title:** *Secretariat Enquiry on EN 50600-2-1 (PR=xxxxx)*

➤ As **Secretary**,

- avoid uploading WORD documents, PDF is the best option
- however, WORD documents are preferred for Agenda

➤ Comments received from NCs are to be in WORD for compilation purposes, using the template for comments [available on BOSS](#)

➤ **'Discussion'** is to be used as a forum for brainstorming on unofficial items. All official replies/reactions are to be uploaded in the 'Document' folder

Recommendations for TB participants

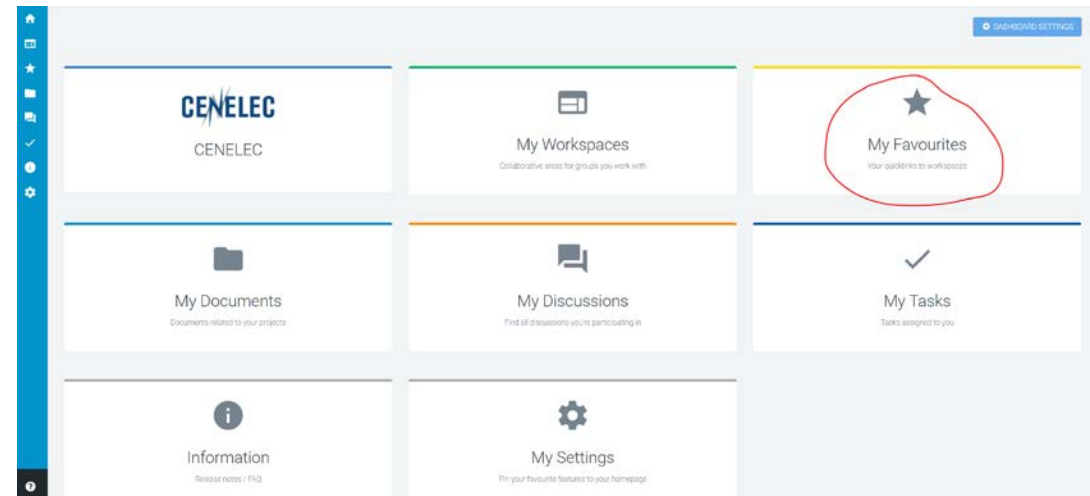
Notifications:

- Each technical body participant has to **opt in** for notifications for himself/herself (*My settings – ‘workspace subscription’* to be enabled)

NOTE: the system does not send notifications automatically to all members

- Notifications on newly uploaded document (**‘Finish and notify’**) are to be used for urgent response.

Quick access to folders through ‘My Favourites’



Actions for TB Secretary

- All TC Secretaries to rename the folder 'All documents' into 'All documents – Archives' where all documents up to 2018-12-31 shall be stored.
- Documents from 2019 are to be in the TC folder sub-folder – 'Documents', e.g.

The screenshot shows the GENELEC workspace interface for 'TC 209'. The breadcrumb path is 'Workspaces / CENELEC / TC 209 / TC209'. The 'TC209' part of the path is circled in red. The interface displays a 'DOCUMENTS' section with a search bar and a table of documents. The table has columns for 'Filename / Title', 'Deadline', 'Actions', 'Owner', and 'Modified'. The first row is a folder named 'All documents - Archive' with a modified date of 2019-06-27. The second and third rows are documents: 'TC209_Sec0709_DC_IT.doc' and 'TC209_Sec0710_DC_IT.doc', both with a modified date of 2019-05-20. The document titles are truncated in the table view.

| Filename / Title | Deadline | Actions | Owner | Modified |
|--|----------|---------|----------------|------------|
| All documents - Archive | | | | 2019-06-27 |
| TC209_Sec0709_DC_IT.doc IT NC reply on document TC 209/Sec0709/DC | | | Loredana BASSI | 2019-05-20 |
| TC209_Sec0710_DC_IT.doc IT NC reply on document TC 209/Sec0710/DC | | | Loredana BASSI | 2019-05-20 |

- Ensure that you regularly move 'outdated' files in the 'Archive' folder