

Instruction for uploading replies to BT and Technical bodies consultation on the new Collaboration Platform

Introduction

With the deployment of the new Collaboration platform (CP) the work needs to be adapted. Since this new tool provides many possibilities it is important for everyone to follow the same principles. The instructions below are based on BT documents, however, **the principle is also to be applied to all technical bodies.**

The intention of implementing strict rules is to ease finding documents linked together in an efficient and **structured** way. This will allow a successful teamwork.

Instructions

Go on the right folder, e.g. 162 BT – Consultation by correspondence

Filename / Title	Deadline	Actions	Owner
BT/Sec/11126/REP Consultation of 2018-12-19 * Item 5.1.1 - CEN-CLC/JTC 14 - Report			
BT/Sec/11128/DC Consultation of 2018-12-19 * Item 6.1.1 - Working draft SReq on Drones			
BT/Sec/11121/DV Consultation of 2018-12-19 * Item 5.1.1 - CEN-CLC/JTC 14 - NWI request			
BT/Sec/11123/DV BT162_DG11123_DV.pdf Consultation of 2018-12-19 * Item 5.2.1 - CLC/TC 215 NWI Request	2019-01-29		Mirna VULETIC

In order to make sure that all your replies will be seen, please ensure to strictly follow the following when uploading a reply.

You are the 1st to upload a reply

For each item you want to comment start a "DISCUSSION"

BT/Sec/11123/DV BT162_DG11123_DV.pdf Consultation of 2018-12-19 * Item 5.2.1 - CLC/TC 215 NWI Request	2019-01-29		Mirna VULETIC
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Create '**NEW TOPIC**'

The "SUBJECT" (1) is the file name with your country code, e.g. BT162/DG11123/DV/NC (for example purposes 'BE NC' was used)

Subject

1

BT162/DG11123/DV/BE

2

BE NC reply

3

ATTACH DOCUMENT(S) CANCEL CREATE TOPIC

IT is IMPORTANT to use the same reference as the "mother" document

In the 'text box' (2) add <country> NC reply

Then attach (3) your document

VERY IMPORTANT is that the file you are uploading has the same name as the 'mother' file with the country code **and** use **underscores** (_) for naming your files: e.g. **BT162_DG11123_DV_NC**

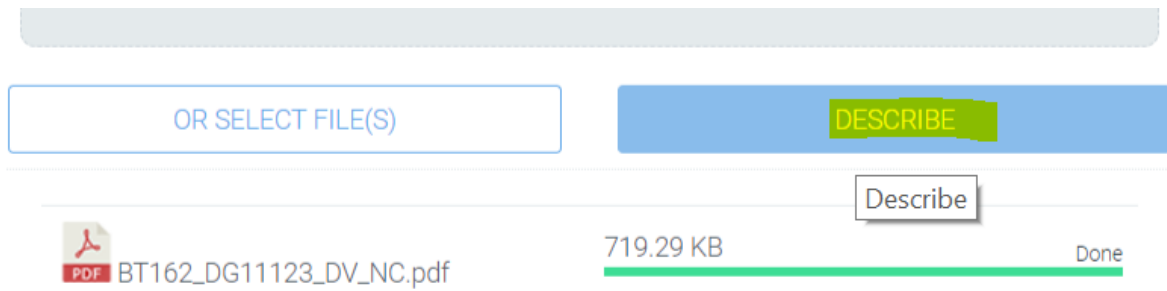
Attach Document(s) ▾

Select files from [DOCUMENTS](#)
or [upload new files](#)

Upload Files

CANCEL CONFIRM

After having uploaded (or dragged and dropped) your file, you have to "DESCRIBE" it.



When you click on 'DESCRIBE' you have to fill in

- Title (1)
- Document type (2) (the **document type is the type of the 'mother' document**)
- Reference (3) of the document is automatically filled in with the document reference you have just uploaded.
- Click on FINISH (4)

BT162_DG11123_DV_NC.pdf 1/1

Metadata set
Cenelec

Title* mandatory
1 BT162/DG11123/DV/NC

Deadline* mandatory

Document Type* mandatory
2 DV - Draft for Voting

Reference* mandatory
3 BT162/DG11123/DV/NC

Description
Please enter a document description

BACK 4 FINISH

There is already a discussion created (you see that when there is a number next to the 'discussion' icon):

	BT/Sec/11123/DV BT162_DG11123_DV.pdf Consultation of 2018-12-19 * Item 5.2.1 - CLC/TC 215 NWI Request	2019-01-29		Mirna VULETIC
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Click on the icon and then on the 1st entry

DETAILS DISCUSSIONS (1)

Topics [← BACK TO TOPICS \(1\)](#)

NC Reply
Mirna VULETIC 2 minutes ago [Attachments 1](#)
[documents](#)

NC reply

[NOTIFY](#) [REPLY](#)

Click on "REPLY"

Then "ATTACH DOCUMENT" and "DESCRIBE"

[OR SELECT FILE\(S\)](#) [DESCRIBE](#)
[Describe](#)

BT162_DG11123_DV_NC2.pdf 719.29 KB Done

Follow the same steps as above for "description", "title" and "document type".
Once you have clicked on "REPLY" this will appear:

DETAILS DISCUSSIONS (1)

Topics [← BACK TO TOPICS \(1\)](#)

NC Reply
Mirna VULETIC 10 minutes ago [Attachments 1](#)
[documents](#)

NC reply

Mirna VULETIC
2019-02-04 (2 minutes ago) [Attachments 1](#)

NC2.reply

[REPLY](#)

[NOTIFY](#) [REPLY](#)





























Go on the main page and sort it by "Filename" and you will see all replies to the "mother" document

Folders / All documents / 162 BT / Consultation by correspondence

DOCUMENTS

New File New Folder Upload Download Notify Move Delete

Filename ▲ / Title	Deadline	Actions	Owner
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  BT/Sec/11123/DV BT162_DG11123_DV.pdf Consultation of 2018-12-19 * Item 5.2.1 - CLC/TC 215 NWI Request	2019-01-29	    1	 Mirna VULETIC 2019-02-04
  BT162/DG11123/DV/NC BT162_DG11123_DV_NC (2).pdf BT162/DG11123/DV/NC	2019-02-04	   	 Mirna VULETIC 2019-02-04
  BT162/DG11123/DV/NC2 BT162_DG11123_DV_NC2.pdf BT162/DG11123/DV/NC2	2019-02-04	   	 Mirna VULETIC 2019-02-04
  BT/Sec/11124/REP BT162_DG11124_REP.pdf Consultation of 2018-12-19 * Item 5.2.2 - CLC/TC 86BXA - report	2019-01-29	   	 Mirna VULETIC 2019-02-01