

DOWNLOAD CART

User Guide

Version	Date	Author	Modifications description
1.0	2017-02-15	EDP/EMA	Initial version

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1 Background

1.1 What is the Download Cart?

The **DOWNLOAD CART** is a password-protected web-based application which gives the possibility to the CEN and CENELEC Affiliates, Companion Standardization Bodies and Third Countries to:

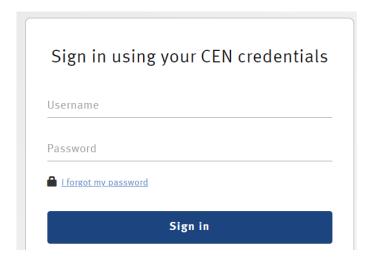
- download standardization documents under certain conditions;
- provide CCMC with information on the partner intention to review or to adopt the published standard.

1.2 Accessing Download Cart

The Download Cart is accessible via the CEN-CENELEC PROJEX-ONLINE application:

- via the CEN Expert Site https://experts.cen.eu
- via the CENELEC Expert Site https://experts.cenelec.eu
- or directly via the URL https://projex.cencenelec.eu

Each user must login by entering the user name and password provided when the user was registered either in the ISO/CEN Global Directory or the IEC/CENELEC Expert Management System.



The **Download Cart** is available via a button in the menu on the top of the application:



2 Helpdesk

The following help is also available in the application (at the top of each screen):

- Contact to send an e-mail to the CCMC Dataservice team (dataservice@cencenelec.eu)

- FAQ list of Frequently Asked Questions

- Help basic information concerning the PROJEX-ONLINE user interface

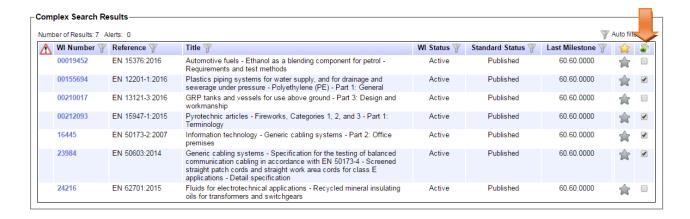


3 Select (future) standards in the Cart

The (future) standards can be downloaded via the CEN-CENELEC PROJEX-ONLINE application, either via:

- ⇒ The **Simple Search**: for more information on how to use the Simple Search, please refer to the § 5 of the <u>CEN-CENELEC PROJEX-ONLINE user guide</u>
- ⇒ The **Complex Search**: for more information on how to use the Complex Search, please refer to the § 6 of the <u>CEN-CENELEC PROJEX-ONLINE user guide</u>

In the list resulted from the Simple or the Complex Search, one or several work items can be included in the Download Cart by clicking on the box under the column icon ...



<u>Note</u>: several searches may be done in order to select work items in the Download Cart, you will not lose your firsts adding's.

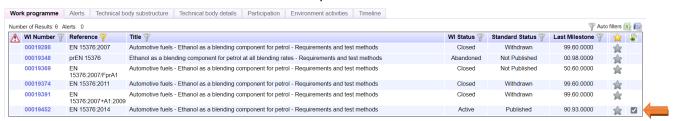
Standards can only added into the Download Cart via lists. If you arrive directly on the page of a CEN or CENELEC project, you need to click on the hyperlink of the Responsible body:



You may then search for the standard reference by clicking on the filter icon, and click on 'Apply':



You can now click on the checkbox to add the standard in your Download Cart:



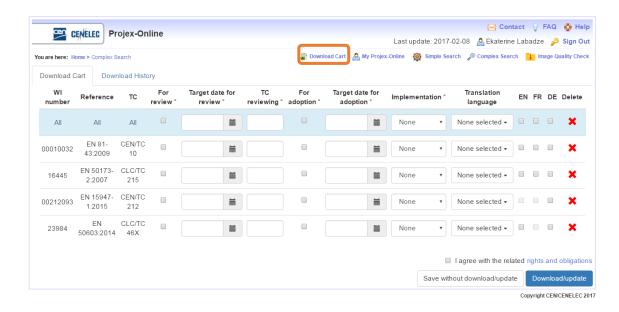
Once all required work items are select, click on the button on the button on the top of the page to access your list.



4 Download Cart

In the **Download Cart**, the below information is displayed for each selected standards:

- Information about the standard (WI number, standard reference and responsible CEN or CENELEC TC);
- Intention to review or to adopt the standard and related information to be filled-in by the Partner (see § 4.1);
- CEN & CENELEC official language versions (EN, FR or DE) available for the standard.



4.1 Intention

For each published standard in the Download Cart, you have to choose one of both **intentions** in order to be allowed to download the documents:

- Review the standard
- Adopt the standard

Note: It is not compulsory to select an intention to download not yet published standards.

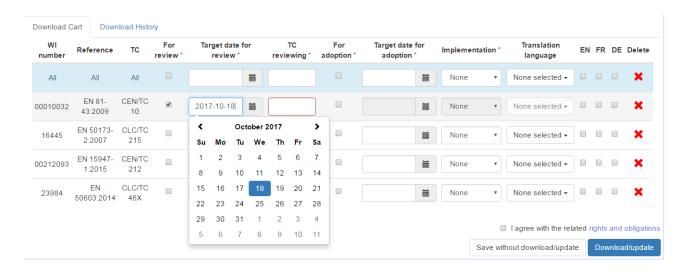
To select the intention, click on the checkbox under the column For Review or the column For Adoption



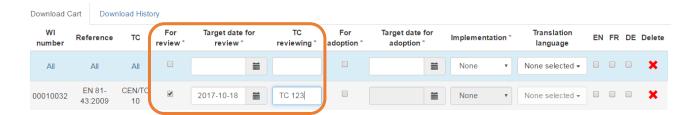
4.1.1 For Review

When the intention **For review** is selected for a specific standard, the following compulsory information are highlighted in red:

Target date for review: You may select a date either via the calendar or by typing it in the field. This date shall not be in the past or more than 1 years in the future.



> TC reviewing: type the name of the national committee that will be responsible for the reviewing of the standard.

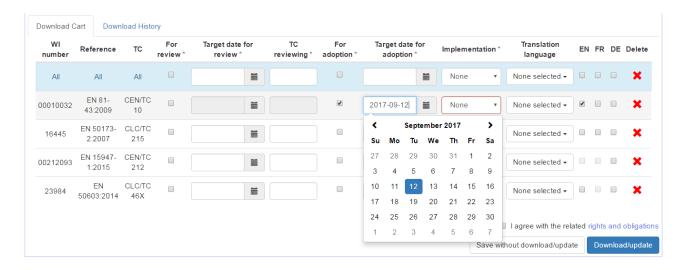


Note: When the option **For review** is selected for a standard, the fields '*Target date for adoption*', '*Implementation*' and '*Translation language*' are greyed out for that standard. However, the checkbox (For adoption' can still be selected in order to modify the intention.

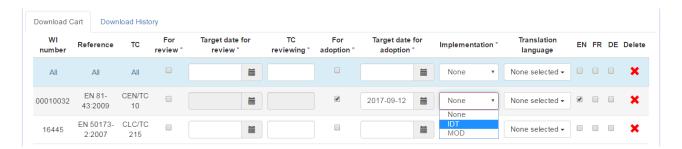
4.1.2 For Adoption

When the intention **For adoption** is selected for a specific standard, the following compulsory information are highlighted in red:

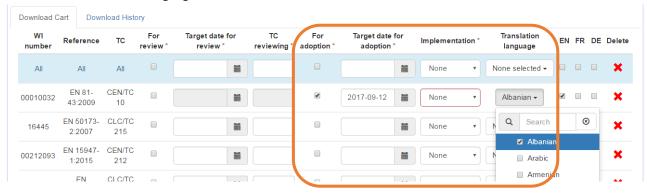
Target date for adoption: You may select a date either via the calendar or by typing it in the field. This date shall not be in the past or more than 2 years in the future.



> Implementation: you have to select one of both options: Identical or Modified



➤ **Translation language:** select, by clicking on the □, in which language(s) the selected standard will be translated. Several languages can be selected.

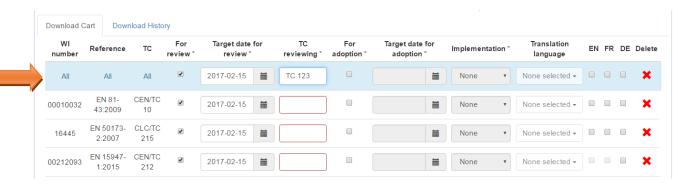


<u>Note</u>: When the option **For adoption** is selected for a standard, the fields '*Target date for review*' and '*TC reviewing*' are greyed out for that standard. However, the checkbox 'For review' can still be selected in order to modify the intention.

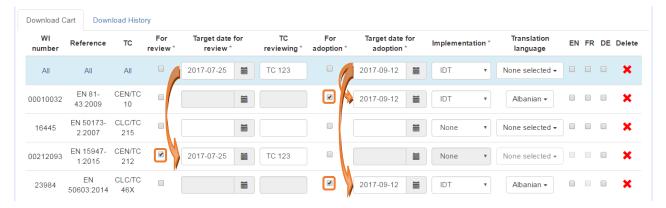
When the same information shall be filled-in for all standards listed in the Cart, the blue row at the top of the list can be used to make a bulk update.

Click on the checkbox For review or For adoption in the blue row in order to select the same option for all standards

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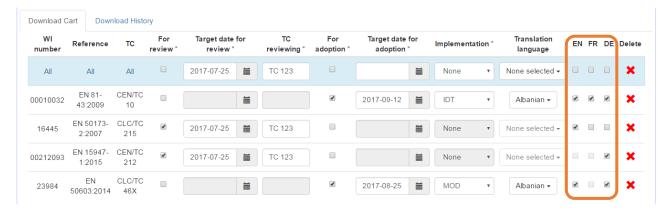


Choose a Target date for review, a TC reviewing, a Target date for adoption, a type of Implementation or a Translation language in order to add the same information in the below rows. Please note that the fields will be automatically filled in for work items that have the relevant option selected.



4.2 Document language version

For each listed work item, you may choose to download one or several official language version. Click on the checkbox in order to select the English version (EN), French version (FR) and/or German version (DE).



<u>Note</u>: For some work item, it might happens that a box is greyed out and cannot be selected. This means that the related language version is not available for download.

4.3 Save/Download/Update

The two buttons at the bottom of the page allow you to make several actions with the list and the data you entered:

- Save without download/update: by clicking on this button, your listed standards and all information filled-in will remain in your Download Cart after a log-out. No data will be uploaded into the CCMC database.
- **Download/Update:** this button gives the possibility either to:
 - Send all information provided in the Cart to the CCMC database without downloading any standardization document. For this purpose, <u>do not select</u> any Official language version for the listed standard(s);
 - Send all information provided in the Cart to the CCMC database and download standardization document(s). For this purpose, <u>select one or several</u> Official language version for the listed standard(s).



In order to be allowed to update the data in the CCMC database and/or download standardization documents, you have to check the box I agree with the related rights and obligations. Click on rights and obligations in order to open the related document.

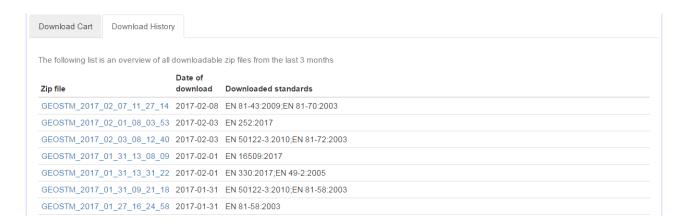
5 Download History

After clicking on the button **Download/update**, all requested standardization documents will be included in a zip file downloadable via the tab **Download History**.

Once the zip file is ready for download, an automatic notification will be sent to your e-mail address.

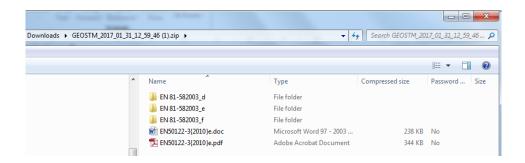
In the tab **Download History**, the following information is available:

- A link to the zip file containing the requested document;
- > The date of the download of the documents;
- The standards for which a document is available on the zip.



The type of documents included in the zip depends on the selected intention in the Download Cart:

- > Standards for adoption: the PDF and Revisable formats will both be included in the zip;
- > Standards for review: only the PDF, with a watermark, will be included in the zip;
- > Draft standards: only the PDF of the last procedure (Enquiry or Vote) will be included in the zip.



Note: The zip files will remain downloadable during 3 months.