European Standardization Organizations

Webinar 'Submission Interface - submission of documents from TCs'.

We start at 11:30 CET

CENELEC Presentation for CENELEC Technical Body Officers.
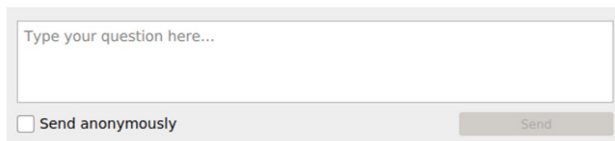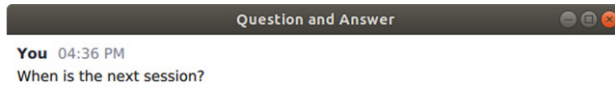
Webinar moderator

Els SOMERS
Project Manager
Policy & Partnerships
CEN-CENELEC
esomers@cencenelec.eu

Get the most out of the webinar today

▶ You are muted

▶ Use the Q&A panel to submit your questions

▶ Talk about us on Twitter #training4standards @Standards4EU

Your speakers today

Mélanie HERFURTH

Project Manager – IT Business Applications

CEN-CENELEC

mherfurth@cencenelec.eu

Sébastien SIMON

Project Manager – Editing & Production

CEN-CENELEC

ssimon@cencenelec.eu

Gonçalo ASCENSAO

Account Manager Digital Solutions

CEN-CENELEC

gascensao@cencenelec.eu

Introduction

"Submission Interface"

▶ **Replacing the way of providing documents to CCMC → e-mail**

▶ **Aiming at reducing weak points of the system:**

   ▶ Fully manual process (resource consuming, prone to errors)
   ▶ No possibility to capture relevant metadata (e.g. language)
   ▶ Low transparency on the process status
   ▶ Difficult traceability, monitoring and follow-up (email based)
   ▶ Transfer of large document problematic.

Introduction

"Submission Interface"

Allowing

- Selection of WI and associate the related document unambiguously
- Connection with WI metadata
- Automatic validation upstream
- Follow the status of the submission

Expected Benefits

- User friendliness
- Reduce errors
- Efficiency and transparency
- Improve traceability, monitoring and follow-up

Available on 28 November
only way to submit documents to CCMC
after 1 March 2023

Agenda

1. Access to Submission Interface
2. Submission Interface Homepage
3. Submitting files
4. Image Quality Check
5. Helpdesk

Submission Interface – Access

- Direct link: https://submissioninterface.cencenelec.eu/

- Via the CENELEC Expert Area > Applications & Services

- With your IEC/ CENELEC login & password

- Access: Secretary & Acting Secretary & Assistant Secretary in EMS

- Roles allocated by CCMC

Submission Interface – Homepage

Sort function

Filters
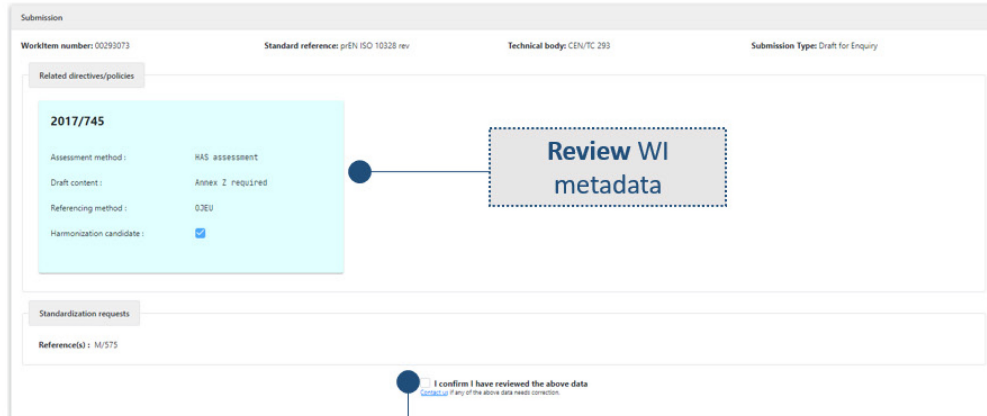
Clear grid filters

TB	WI Number	Reference	Stage code	Deadline	Submission type	Submission date	Status	Selection
							Any	
CEN/TC 256	00256764	prCEN/TS XXX	20.60.0979		TR/TS vote	2022/02/19	Accepted	View
CEN/TC 256	00256842	prEN 15085-3	40.60.0000		Draft for Formal Vote	2022/09/01	Accepted	View
CEN/TC 256	00256880	prEN 17495	40.60.0000		Draft for Formal Vote	2022/07/06	Submitted	View
CEN/TC 256	00256920	prEN 16843	40.60.0000		Draft for Formal Vote	2021/10/28	Submitted	View
CEN/TC 256	00256943	prEN 17149-3	40.60.0000		Draft for Formal Vote	2022/11/08	Rejected	View

Deadline

Match All

Starts with

Starts with

Contains

Not contains

Ends with

Equals

SI – Submitting files

Review WI metadata
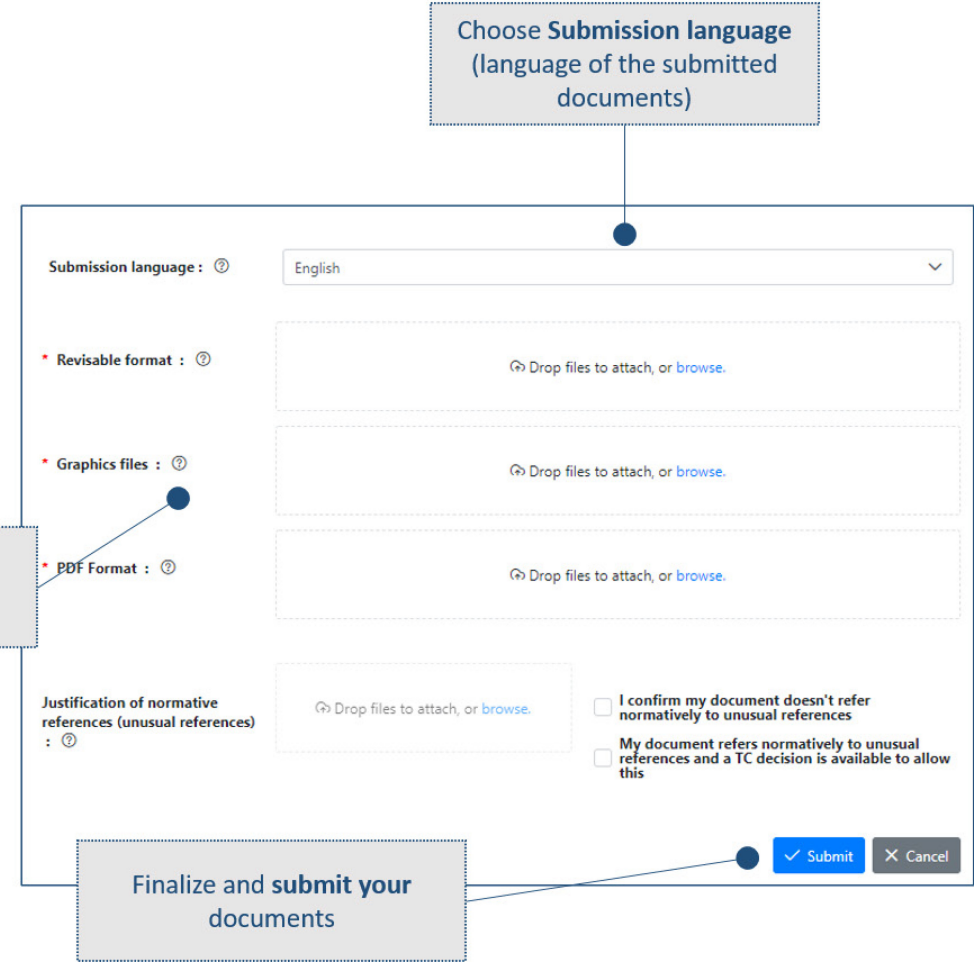
Confirm you've reviewed the data
Contact CCMC in case corrections are needed

✓ Fields marked with * are mandatory

✓ Clicking «Submit» will check completeness of the files and launch an analysis of your revisable format and associated graphics

Choose **Submission language** (language of the submitted documents)

Click on ⓘ to get **help** on each file type

Finalize and **submit your** documents

SI – View status or correct submission

View the status of a submission

From the *Home* screen, filter WIs based on submission status:
  Submitted – files have been submitted to CCMC
  Accepted – submitted files have been accepted by CCMC
  Rejected – there was a problem with submitted files

Click on *View* to see the details of your submission

Status, submission date and next steps

List of submitted documents

Correct a rejected submission

✓ When a submission has been rejected, all documents need to be re-submitted, not only the one causing a problem

Click on *View* to see the details of the rejected submission.

Correct the submission by starting over

Submission Interface – Demo

Image Quality Check

▶ **Improve the quality of images for XML conversion**

- ▶ TIF format, resolution of 600 dpi, scaling of 100%, no layers (compression lzw)
- ▶ Insertion of images
  - ▶ Linked: allows automated update within the Word document when images require modification
  - ▶ Embedded: requires manual update

▶ **Providing the image files via SI**

- ▶ If linked, use the "Graphic files" field
- ▶ If embedded, use the "Others" field

▶ **Guidance**

- ▶ "Image Quality Check – tips" soon available on CENELEC-BOSS
  - ▶ Reference Material > guidance documents > Drafting guidance
  - ▶ Homegrown Deliverables > European Standards

Image Quality Check - Access

- Direct link: https://iqc.cencenelec.eu/

- Via the CENELEC Expert Area > Applications & Services (Projex-Online)
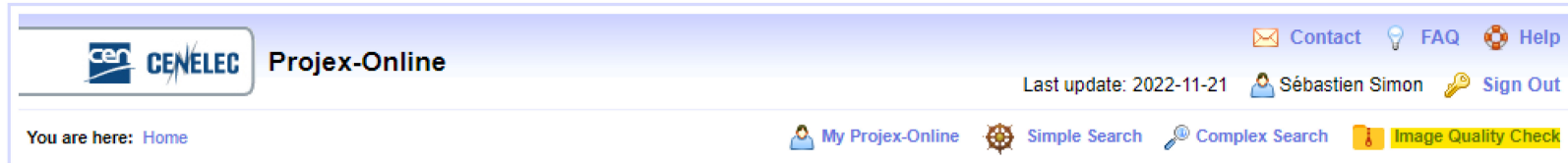
- With your IEC/CENELEC login & password

- Access: Secretary & Acting Secretary & Assistant Secretary in EMS

- Roles allocated by CCMC or National Admin

IQC - Homepage

IQC – Report - Images

Pop-up window

Excel file

✓ Checks the figure files contained within the uploaded zip-file:
- ✓ File naming
- ✓ Resolution
- ✓ Compression and layers

IQC – Report – Word Images

Pop-up window

Excel file

"Is link absolute": checked and highlighted when correct
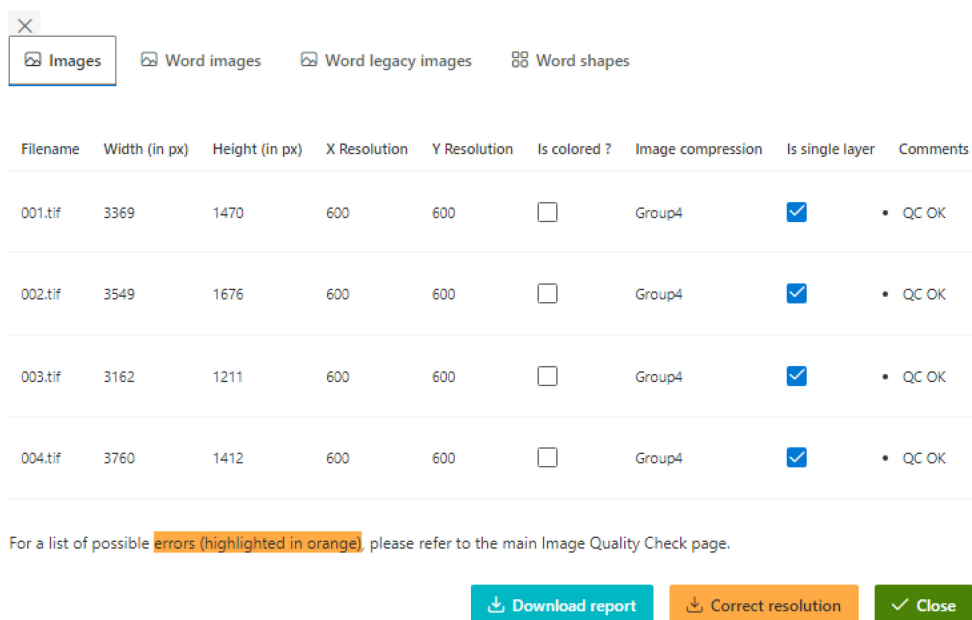
✓ **Checks the figures within the Word document:**
  - ✓ Links to the figure files
  - ✓ Size
  - ✓ Scaling/Cropping

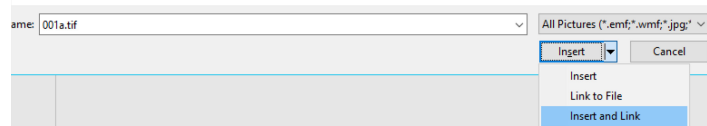# IQC – Report – Insert & Link

▶ To insert and link the figures within Word:

    ▶ Go to "Insert" tab on the top ribbon > "Picture" > "This Device"

    ▶ Choose the figure file to be inserted

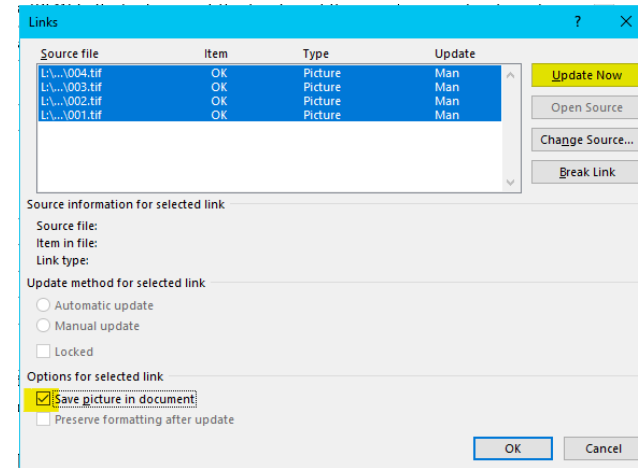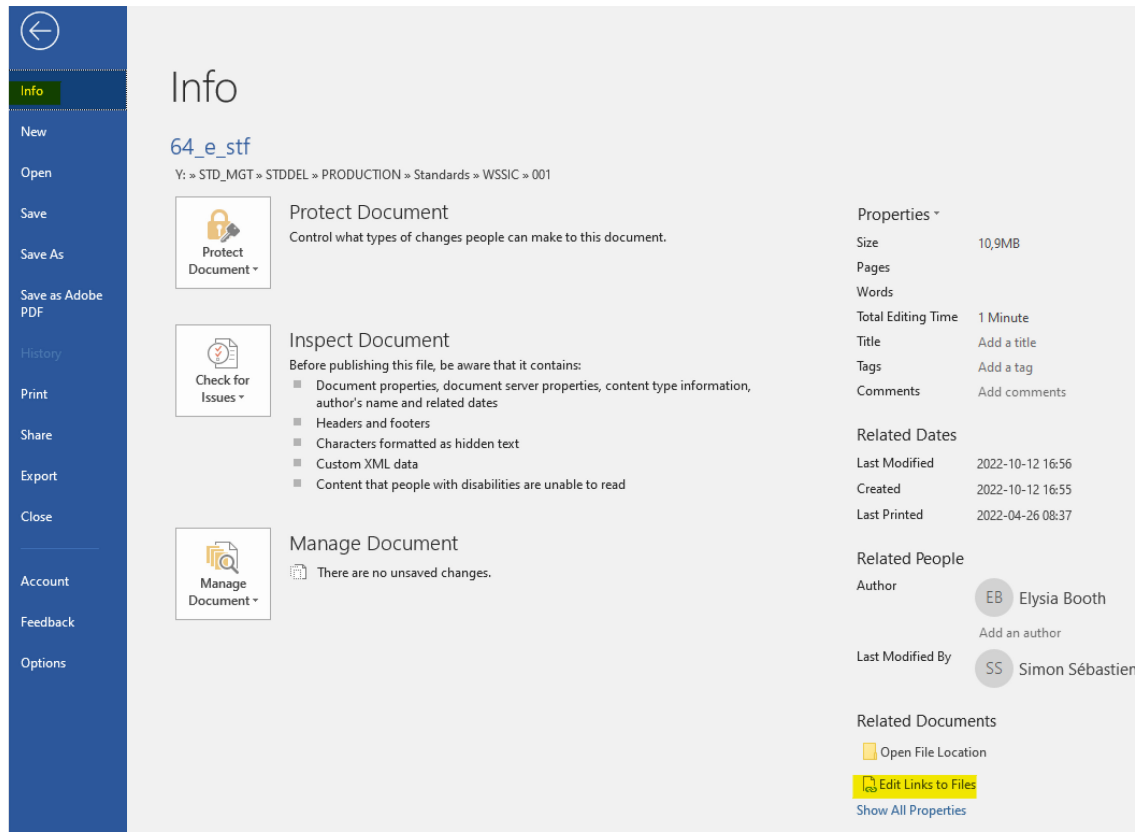   ▶ From the drop-down menu under "Insert" > "Insert and Link"
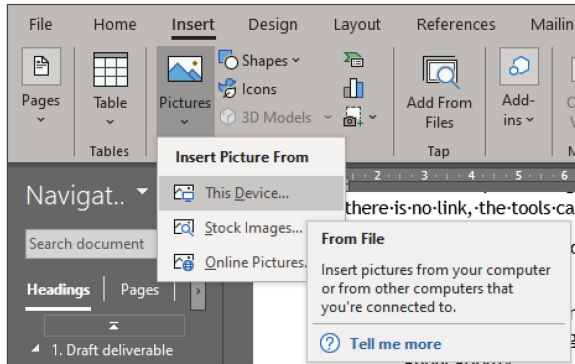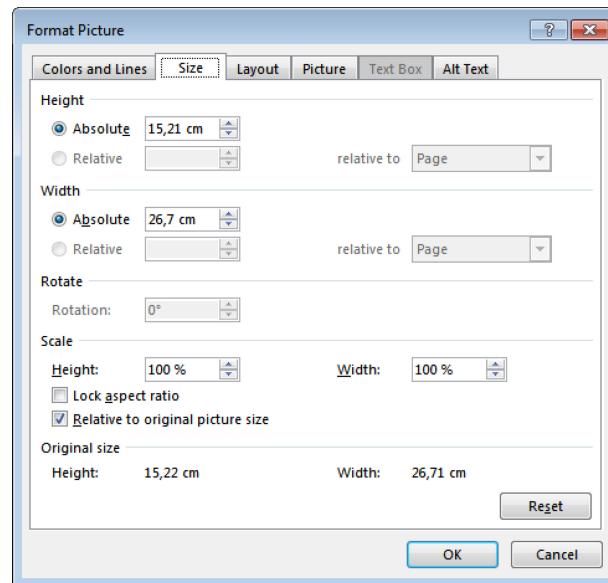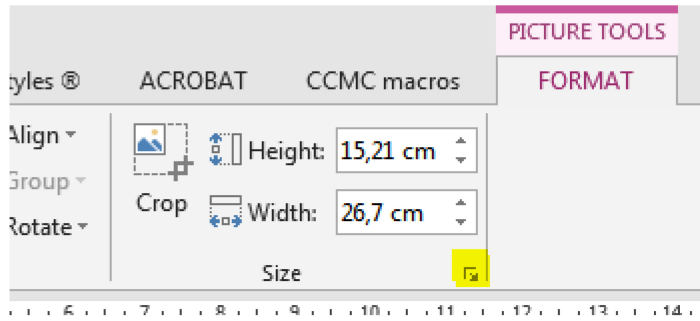
IQC – Report – Insert & Link

▶ To check if figures are linked:
   ▶ Go to "File" tab on the top ribbon > "Info"

✓ Many figures?
   ✓ Untick "Save picture in document
   ✓ Continue drafting
   ✓ Ensure to repeat this operation backwards before submitting to CCMC
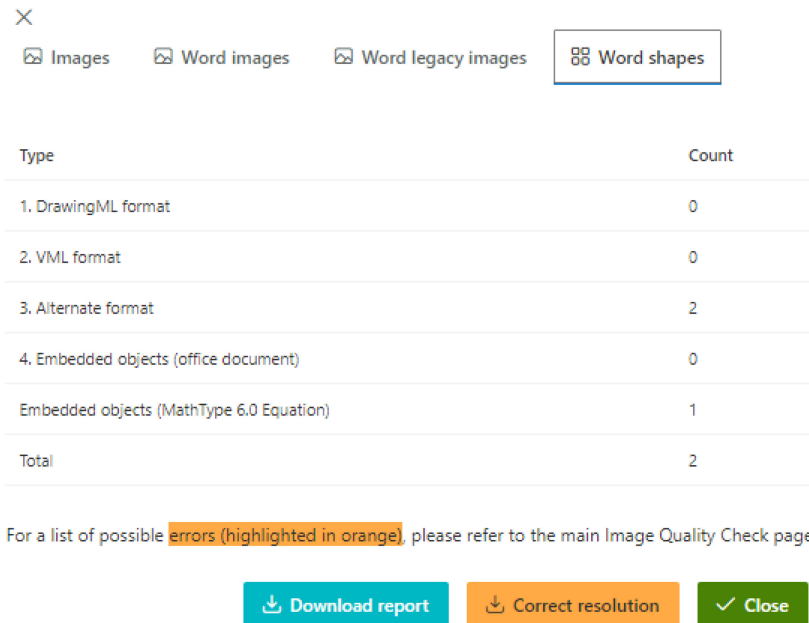
IQC – Report – Scaling in Word

► To check the output size of the figures in Word:

  ► Select the image in Word

  ► From the top ribbon, choose "PICTURE TOOL", then "FORMAT"

  (This can also be accessed by double clicking on the image)

  ► Click on the pop-up square
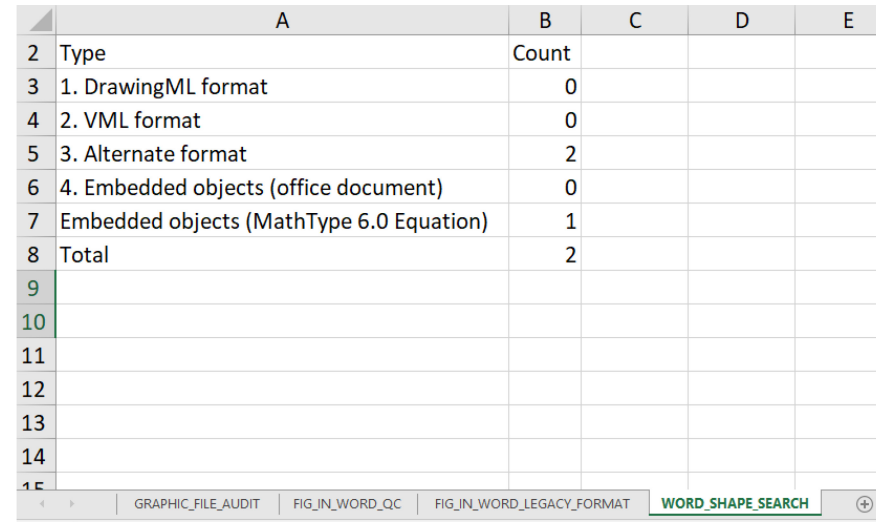
IQC – Report – Word Shapes

Pop-up window

Excel file

✓ **Checks the Word document for "shapes":**

   ✓ Autoshapes, shapes, textboxes > to be removed

   ✓ "Embedded objects (MathType 6,0 Equation)" > Equations drawn using "MathType" are not blocking and are therefore not taken into account in the "Total"
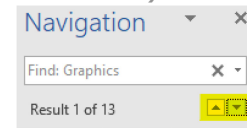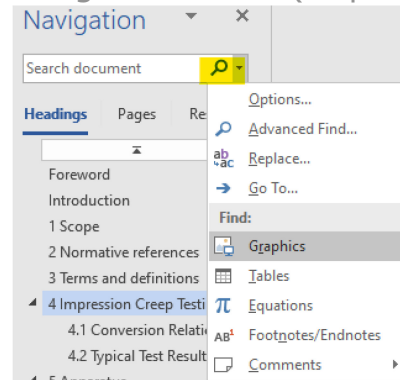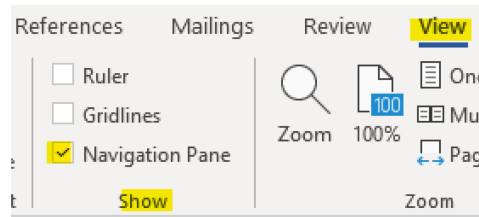
IQC – Report – Word Shapes

▶ **Find figures/equations/shapes/objects**

  ▶ Enable the paragraph mark for a better visibility
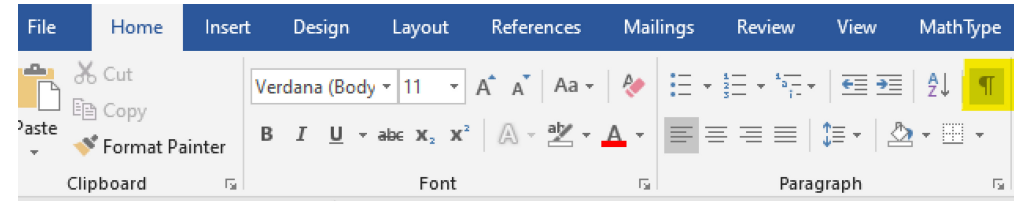
  ▶ Open the Navigation pane

    ▶ Go to "View" > "Show" > "Navigation Pane" (or press CTRL+F)

  ▶ **Remove a shape**

    ▶ right click on the blue anchor and click "cut"

SI/IQC - Helpdesk

https://submissioninterface.cencenelec.eu/
https://iqc.cencenelec.eu/

Feedback, questions & issues

Guidance on CENELEC Expert Area and on CENELEC BOSS

→ production@cencenelec.eu

Nothing works

→ itsupport@cencenelec.eu

European Standardization Organizations

Thank you for your participation!

Next webinars

2022-11-25 - [Webinar 'Hearing for life – How can hearing protection support?'](#)

2022-12-02- [Workshop 'Trusted Chips: The Standardization Landscape & Opportunities for Europe](#)

2022-12-05 – [Webinar 'Re-start HAS assessment system'](#)

2023-01-24 - [Webinar 'Harmonized Healthcare Standards'](#)