



Electronic Committees (eCommittees)

Frequently Asked Questions v1.0

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1 Login and access

1.1 How to access the eCommittee workspace

Go to <https://nsb.iso.org>

On the SABS workspace there are two alternatives for finding the committee you would like to access:

1. Via the **Personal menu** – this will filter the list of committees to only show the committees to which you have access,

or

2. Via the **ISOLutions portal** – this allows you to see the list of all committees, regardless of your access rights

1.1.1 Via the Personal menu

- a) Click on the **Committees** item in the **personal menu**:

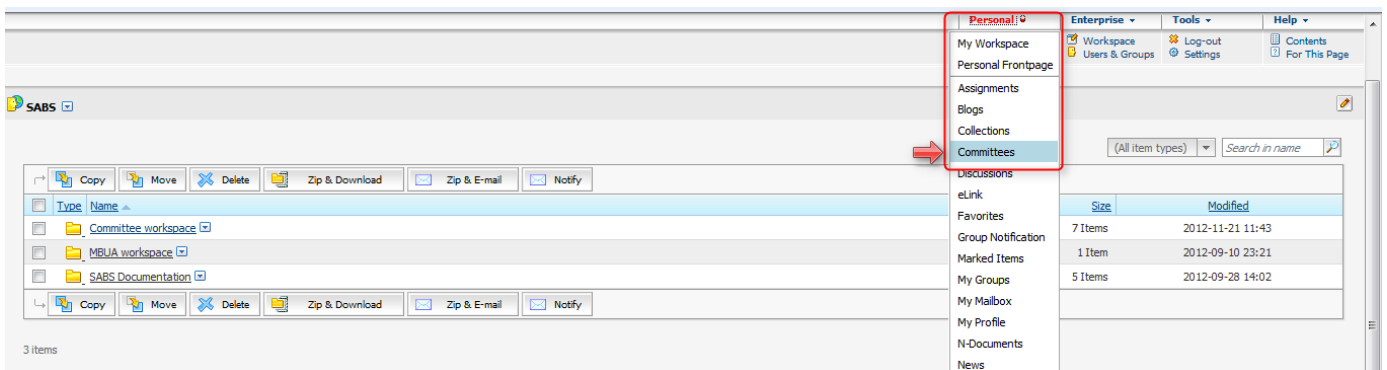


Figure 1 – Committees via the Personal menu

- b) All committees of which you are a member will be listed:

Type	Name	Created
SABS/TC 027	"Solid mineral fuels"	2012-07-19 13:09
SABS/TC 027/SC 04	"Coal sampling"	2012-07-19 13:14
SABS/TC 027/SC 05	"Coal - Methods of analysis"	2012-07-19 13:15
SABS/TC 027/SC 06	"Coal classification"	2012-07-19 13:17
SABS/TC 027/SC 07	"Low smoke solid fuels"	2012-07-19 13:18
SABS/TC 027/WG 01	"SANS 10320"	2012-07-19 13:29

Figure 2 – My Committees list

1.1.2 Via the ISOLutions portal <https://isolutions.iso.org>

- a) Click on **National eCommittees**

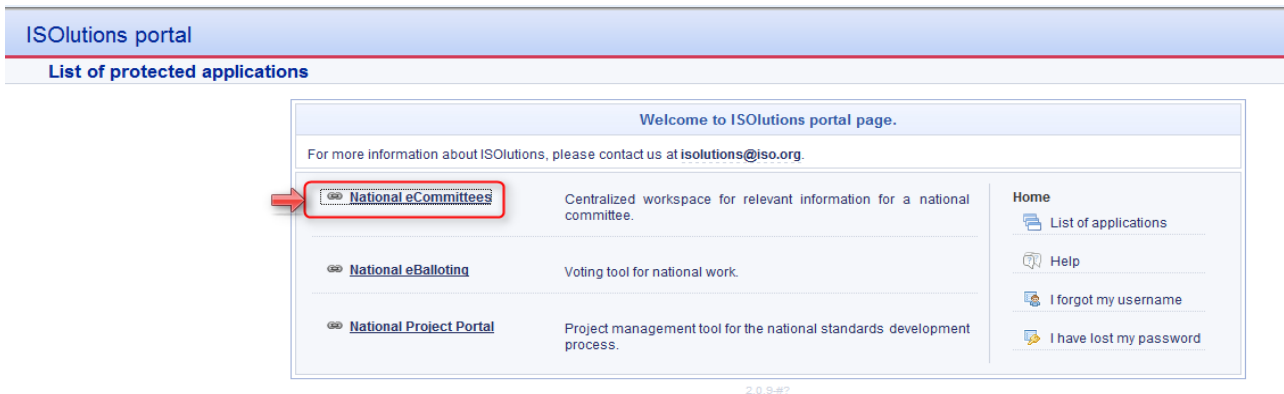


Figure 3 – National eCommittees link

- b) After you have logged-in you will find a complete list SABS Electronic Committees. Select the eCommittee you are looking for.

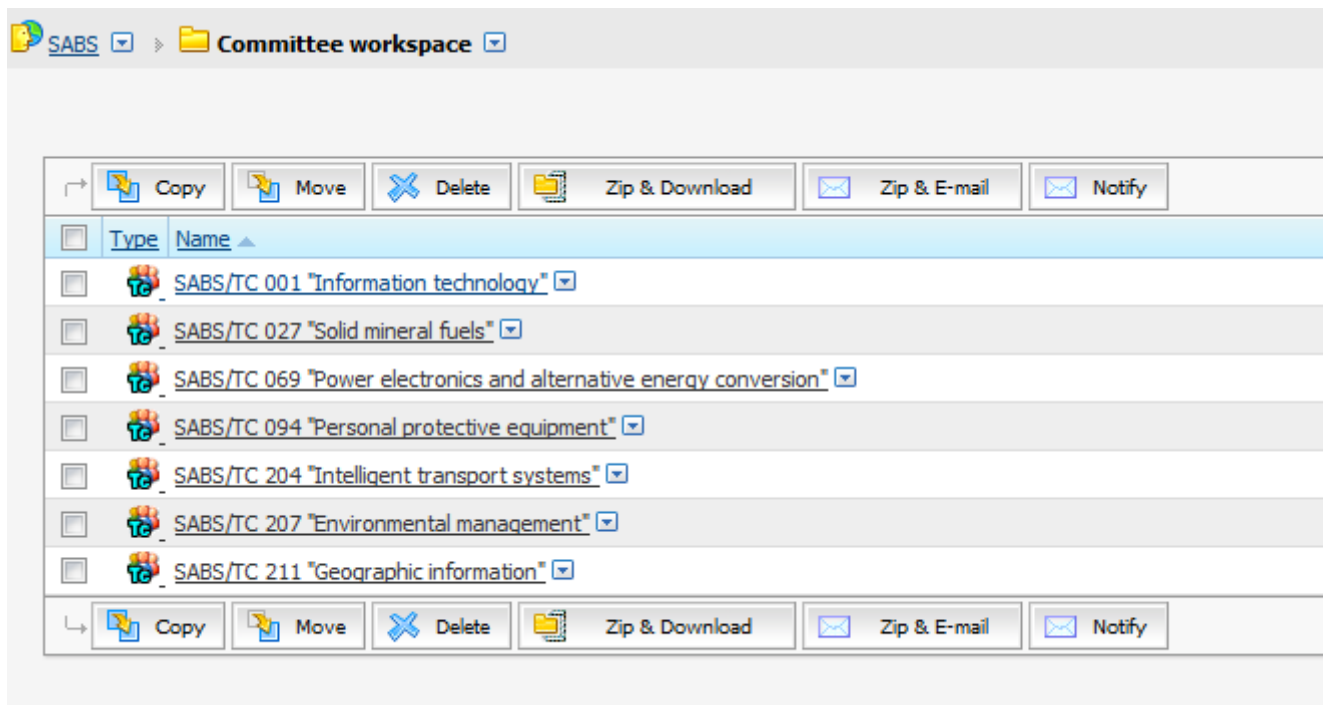


Figure 4 – Committee List SABS home



Every committee has a public area (**Folder 01 Public information**) which is accessible to anyone from the Internet without a SABS login. The URL is <https://nsb.iso.org/ecom/public/sabs/livelink> All other folders and objects are only accessible if you are a member of a committee.



For direct access to a committee in future sessions, a **Bookmark** (Mozilla Firefox) or a **Favourite** (MS Internet Explorer) may be used. See your browser's manual for further information.

1.2 What to do if I forget my username or password?

If you have forgotten your password or your username, you can request a new password or a reminder of your username on the log-in page.

- a) If you have forgotten your password, click on the link **I have lost my password** beneath the log-in fields and follow the instructions on the screen. Within a few minutes you will receive an email with a link to reset your password. Follow the link and click the **Reset Password** button. You will receive an email with a temporary password. Please log-in and follow the process described in the mail.
- b) If you have forgotten your username, click on the link **I don't know my username** beneath the log-in fields.

This will automatically send an email to the International Helpdesk with a request to verify your identity and provide you with your username.

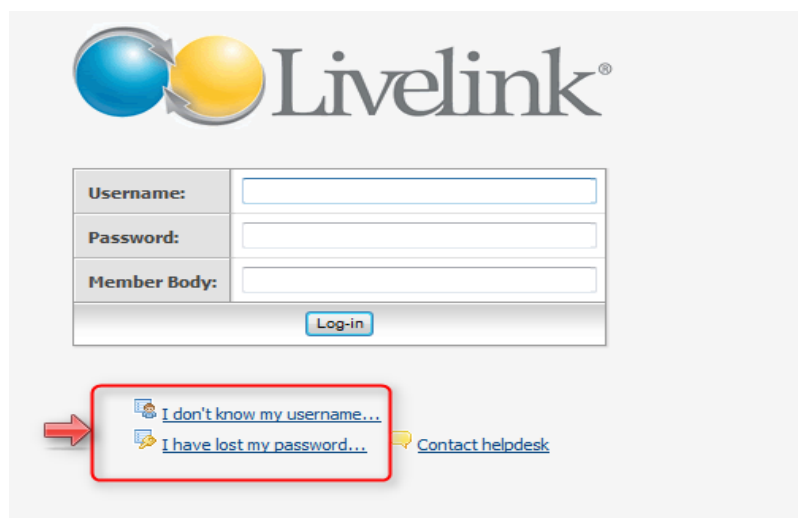


Figure 5 – Password/ username forgotten



*On receipt of the mail with the temporary password please follow steps 1 – 5 **exactly** as described. You cannot keep the temporary password and use it as a permanent password.*

2 Working with folders and documents

2.1 How do I upload a new N-document?

To add an N-Document, navigate to the N-Folder in which you would like to upload the document and click on **Add Item – N-Document**

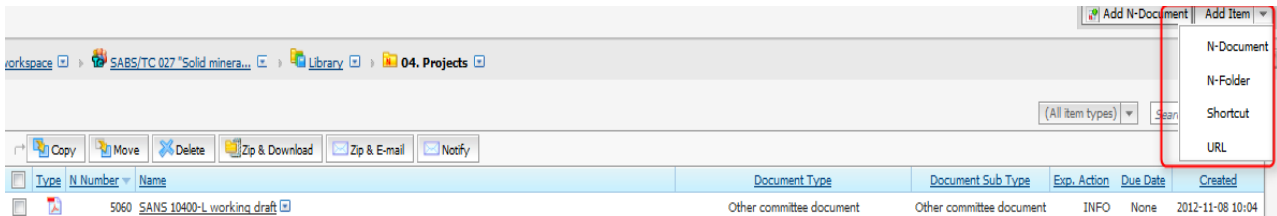


Figure 6 – Add N-Document



N-Documents can only be created in N-Folders.

Regular documents cannot be added to N-Folders.

The **N-Document Wizard** opens which will guide you through the steps of adding an N-Document.

Step 1 – Select the document to upload



Figure 7 – N-Document Wizard

- **Select Document from Desktop:** Browse your computer to upload a document from your computer
- **Select Document from Livelink:** Upload a document that already exists in another folder, e.g. in the 00.Secretary workspace.



When uploading a new N-Document, you can ignore the **Reserve N-Number** and **Coversheet** items:

Reserve N-Number:	<input type="button" value="Reserve"/>	Reserve N-number and create metadata without loading file now
Coversheet:	<input type="button" value="Create"/>	Create cover sheet as stand-alone document without loading file

An N-Number will be automatically assigned to your document and you will be able to automatically create a Cover Sheet later in the process.

Step 2 – Add Information about your N-Document

Click on the **Background Information** tab

Select Document from Desktop:	<input type="text"/>	Browse...
Select Document from Livelink:	<input type="text"/>	Browse Livelink...
Reserve N-Number:	Reserve	Reserve N-number and create metadata without loading file now
Coversheet:	Create	Create cover sheet as stand-alone document without loading file
Create In:	04. Projects	Browse Livelink...
		Finish Cancel

Figure 8 – N-Document Background Information

Leave the field empty to use the next N-number available or type in an N-number which has not yet been used in the committee:

N-Number (leave empty to assign next available number):	<input type="text"/>	next available number will be 22
Document Type:	<None>	
Sub Type:	▼	
Keywords:	<input type="text"/>	
Source:	<input type="text"/>	
Pages:	<input type="text"/>	

Figure 9 – N-Number

Select the **Document type** from the drop-down menu:

N-Number (leave empty to assign next available number):	<input type="text"/>	next available number will be 22
Document Type:	▼	
Sub Type:	▼	
Keywords:	<input type="text"/>	
Source:	<input type="text"/>	
Pages:	<input type="text"/>	
Expected Action:	<input type="text"/>	

Figure 10 – N-Document type

Select the **Sub Type** of the document from the drop-down menu. Please note that the list of sub-types dynamically changes depending on the document type you have previously selected.

Select Document	Background Information	Projects	Replace N-Document	Rendition
N-Number (leave empty to assign next available number):		next available number will be 22		
Document Type:		Draft		
Sub Type:		<div style="border: 1px solid black; padding: 5px;"> Working draft Committee draft Draft technical report Draft amendment Draft corrigendum Other draft </div>		
Keywords:				
Source:				
Pages:				
Expected Action:				
Due date for expected action:				

Figure 11 – N-Document sub-type

Add additional information about your document (*optional*):

- **Keywords:** enter keywords relating to your document to enable an easier search for the document in the future
- **Source:** enter the source of the document, i.e. from where the document originates
- **Pages:** enter the number of pages of the document

Select Document	Background Information	Projects	Replace N-Document	Rendition
N-Number (leave empty to assign next available number):		next available number will be 22		
Document Type:		Draft		
Sub Type:		Working draft		
Keywords:				
Source:				
Pages:				

Figure 12 – N-Document keywords, source, and pages

Select the type of action you expect from committee members and experts on this document by selecting the **Expected Action** drop-down menu:

Select Document	Background Information	Projects	Replace N-Document	Rendition
N-Number (leave empty to assign next available number):		next available number will be 22		
Document Type:		Draft		
Sub Type:		Working draft		
Keywords:				
Source:				
Pages:				
Expected Action:		<div style="border: 1px solid black; padding: 5px;"> Info Act Reply Vote Comment Meet </div>		
Due date for expected action:				
Complete Title:		SO eCommittee for Secretaries and Co		

Figure 13 – N-Document expected action

Enter the **complete title** which you would like to appear for your document. By default, the system will populate this field with the name of the document.

The screenshot shows a web form with several tabs: 'Select Document', 'Background Information', 'Projects', 'Replace N-Document', and 'Rendition'. The 'Background Information' tab is active. The form contains the following fields:

- N-Number (leave empty to assign next available number):** next available number will be 22
- Document Type:** Draft
- Sub Type:** Working draft
- Keywords:**
- Source:**
- Pages:**
- Expected Action:** Info
- Due date for expected action:**
- Complete Title:** Quick Guide - ISO eCommittee for Secretaries and Convenors

A red arrow points to the 'Complete Title' field.

Figure 14 – N-Document complete title

Enter the **Background** information of the document, which will appear on the cover page of the document and should indicate how the document is to be treated by the committee members. You can enter the text and format it as preferred using the toolbar which is similar to MS Word toolbars.

The screenshot shows the same web form as Figure 14, but with the 'Background' field expanded. The 'Complete Title' field is still visible above it. The 'Background' field contains a rich text editor toolbar with various icons for bold, italic, underline, font color, background color, bulleted list, numbered list, link, unlink, insert image, and print. Below the toolbar, the text 'Document information for cover sheet' is displayed, followed by the text 'Format the test as you see fit!' which is highlighted in yellow. A red arrow points to the 'Background' field. A callout box with a dashed border contains the text: 'Formatting Use the toolbar to format the coversheet text as in MS Word'.

Figure 15 – N-Document Coversheet details

The table below shows a summary of all fields in the Background tab and a short description of their contents:

Item	Mandatory/ Optional	Description
N-Number	Automatic/Optional	Will propose the next N-Number available. As an option, an N-Number not yet used for another document can be entered here.
Document type	Mandatory	The type of document you are uploading. Available document types: <ul style="list-style-type: none"> • Public document • Draft • Other committee document • Meeting • Resolution • Ballot
Sub type	Mandatory	The sub-type of the document; the list of sub-types dynamically changes depending on the document type selected.
Pages	Optional	Number of pages of the document.
Expected Action	Mandatory	Which action to you expect from the committee members on this document. Available actions: <ul style="list-style-type: none"> • Act • Info • Reply • Vote • Comment • Meet
Due date for expected action	Mandatory	Date by when the expected action has to be completed by the committee members.
Complete Title	Mandatory	The title which will appear in the N-Document list. By default, the name of the file will be displayed.
Cover sheet details	Optional	Here you can give an introduction to the document which will appear on the cover sheet, a page which will be added to the front of the document.

Step 3 – Replace N-Document (optional)

This step is optional and **only to be used if the new N-Document replaces an existing one**. The new N-Document will have a new N-Number assigned to it automatically.

Click on the **Replace N-Document** tab.

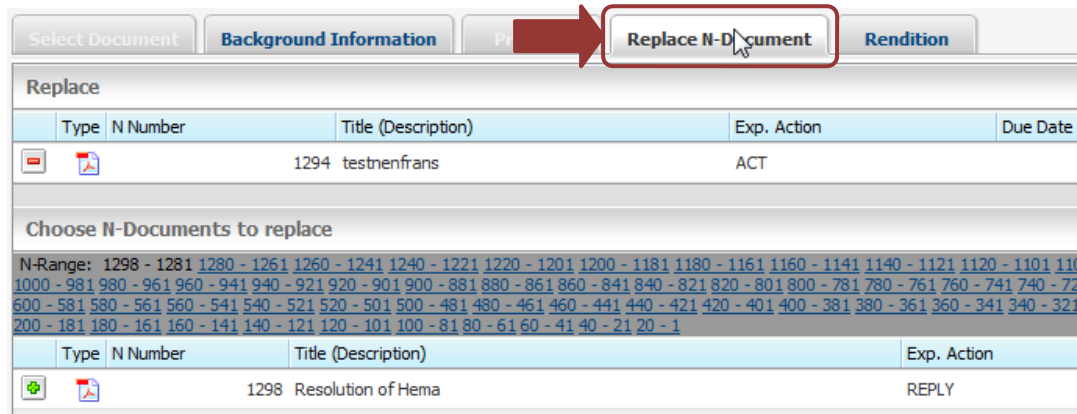


Figure 16 – Replace N-Document



When replacing an N-Document with another, the new document receives a new N-Number. The old document will have a note specifying it has been replaced by another document; the new document will have a note specifying it replaces another document.



Choose N-Documents to replace: select the document(s) you wish to replace by the new document by clicking on the button in front of the document. You can choose one or more documents.

Your choice will appear under **Replace**. You can remove chosen documents by clicking on the button.

The screenshot shows the 'Replace N-Document' tab in a software interface. At the top, there are tabs for 'Select Document', 'Background Information', 'Projects', 'Replace N-Document', and 'Rendition'. Below the tabs, there is a 'Replace' section with a table containing one document entry:

Type	N Number	Title (Description)	Exp. Action	Due Date	Version Date
	1294	testnenfrans	ACT	2010-08-15	2010-04-13

Below this is a section titled 'Choose N-Documents to replace' with a list of N-Numbers: 1298 - 1281 1280 - 1261 1260 - 1241 1240 - 1221 1220 - 1201 1200 - 1181 1180 - 1161 1160 - 1141 1140 - 1121 1120 - 1101 1100 - 1081 1080 - 1061 1060 - 1041 1040 - 1021 1020 - 1001 1000 - 981 980 - 961 960 - 941 940 - 921 920 - 901 900 - 881 880 - 861 860 - 841 840 - 821 820 - 801 800 - 781 780 - 761 760 - 741 740 - 721 720 - 701 700 - 681 680 - 661 660 - 641 640 - 621 620 - 601 600 - 581 580 - 561 560 - 541 540 - 521 520 - 501 500 - 481 480 - 461 460 - 441 440 - 421 420 - 401 400 - 381 380 - 361 360 - 341 340 - 321 320 - 301 300 - 281 280 - 261 260 - 241 240 - 221 220 - 201 200 - 181 180 - 161 160 - 141 140 - 121 120 - 101 100 - 81 80 - 61 60 - 41 40 - 21 20 - 1. A mouse cursor is over the list.

Below the list is another table with document details:

Type	N Number	Title (Description)	Exp. Action	Due Date	Version Date
	1298	Resolution of Hema	REPLY	2010-04-30	2010-04-13
	1297	the new resolution to come	INFO	None	2010-04-13
	1296	New meeting to come	INFO	None	2010-04-13
	1295	public doc mansor	REPLY	2010-04-18	2010-04-13
	1294	testnenfrans	ACT	2010-08-15	2010-04-13

Figure 17 – Replace N-documents details

If you have many N-Documents, they might not fit on one page. You can narrow down the list of N-Documents by clicking on the **range of N-Numbers**. The system will then show only the N-Documents in the selected range.

This screenshot is similar to Figure 17 but shows a filtered list of N-Numbers. The 'Choose N-Documents to replace' section now only displays: 1298 - 1281 1280 - 1261 1260 - 1241 1240 - 1221 1220 - 1201 1200 - 1181 1180 - 1161 1160 - 1141 1140 - 1121 1120 - 1101 1100 - 1081 1080 - 1061 1060 - 1041 1040 - 1021 1020 - 1001 1000 - 981 980 - 961 960 - 941 940 - 921 920 - 901 900 - 881 880 - 861 860 - 841 840 - 821 820 - 801 800 - 781 780 - 761 760 - 741 740 - 721 720 - 701 700 - 681 680 - 661 660 - 641 640 - 621 620 - 601 600 - 581 580 - 561 560 - 541 540 - 521 520 - 501 500 - 481 480 - 461 460 - 441 440 - 421 420 - 401 400 - 381 380 - 361 360 - 341 340 - 321 320 - 301 300 - 281 280 - 261 260 - 241 240 - 221 220 - 201 200 - 181 180 - 161 160 - 141 140 - 121 120 - 101 100 - 81 80 - 61 60 - 41 40 - 21 20 - 1. A mouse cursor is over the list.

The table below the list remains the same as in Figure 17:

Type	N Number	Title (Description)	Exp. Action	Due Date	Version Date
	1298	Resolution of Hema	REPLY	2010-04-30	2010-04-13
	1297	the new resolution to come	INFO	None	2010-04-13
	1296	New meeting to come	INFO	None	2010-04-13
	1295	public doc mansor	REPLY	2010-04-18	2010-04-13
	1294	testnenfrans	ACT	2010-08-15	2010-04-13

Figure 18 – N-Document range

Step 4 – Rendition

In this step you will be able to choose in which format your document will be uploaded.

Click on the **Rendition** tab:

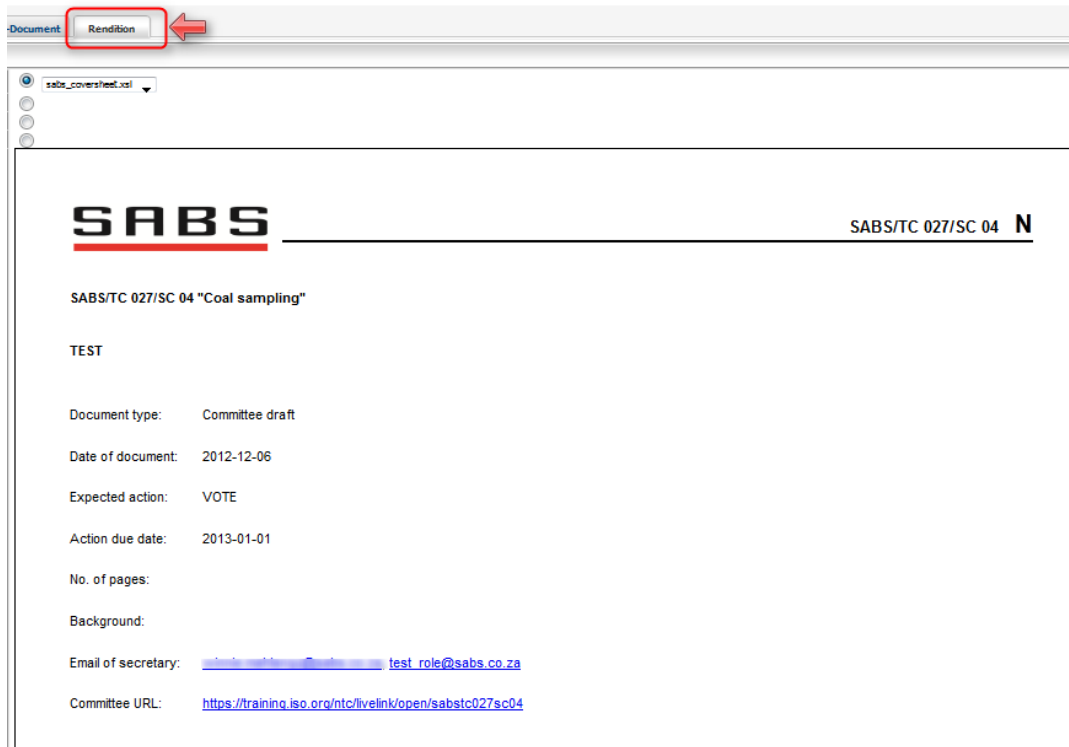


Figure 19 – N-Document rendition

By default, the system will select a PDF rendition with Coversheet. It will show a preview of what the cover sheet will look like on the right-hand side of the screen.


At this stage no N-number is shown on the cover sheet. The N-number will be automatically assigned during the upload of the document.

You can choose other **rendition types** as follows:

Rendition type	Description
PDF Rendition with Coversheet	A PDF of the document will be uploaded into the folder including a coversheet with the information that was entered in the Background Information tab.
PDF Rendition without Coversheet	A PDF of the document will be uploaded into the folder.
PDF Rendition with N-number stamp	A PDF of the document will be uploaded into the folder. The N-Number and the committee number will be printed on the document.
None (retain original document format)	The document will remain the original file format. Select this option if: <ul style="list-style-type: none"> You want the committee members to be able work and edit the document. You are uploading a file that cannot be rendered into a PDF, e.g. a Zip archive.

Step 5 – Finish the upload

Below the cover sheet preview click on **Finish** and the document will be uploaded in the folder. You will be redirected to the folder in which you have uploaded the new N-Document.

If you have chosen PDF Rendition, you will see a little  behind the document. This means, that the PDF Rendition is in process.

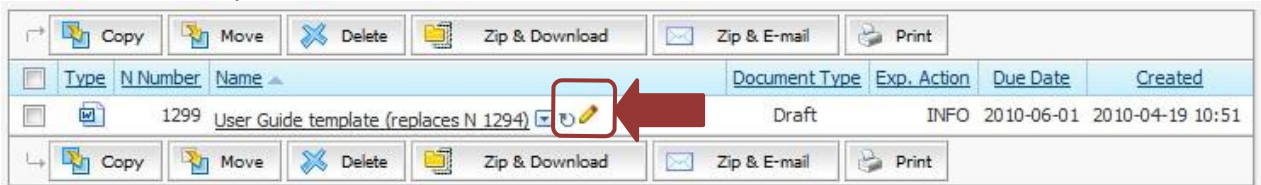



Figure 20 – N-Document rendition state

After a short time (depending on the size of the document), you will see a  sign. This means, that the document is in the **review state**.

If you do not see the updated information in a timely manner, please try to refresh the page using the your browser refresh button.

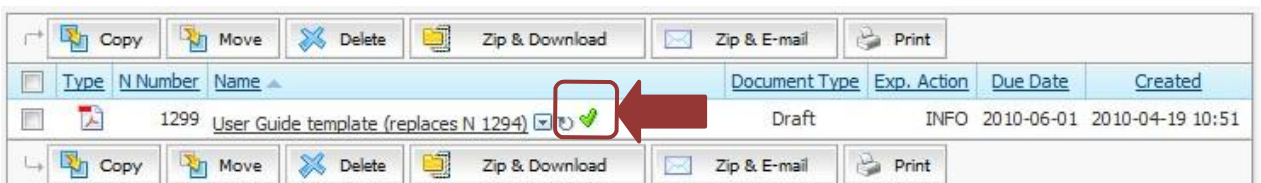


Figure 21 – N-Document review state



The document is not yet visible to committee members. You need to send a notification about new documents to the committee members.

2.2 How can I add a new version of an N-document?

In this application, the notion of N-Document versions **does not exist**. This has been replaced by the “**Replace N-Document**” function in the N-Document upload wizard.

Replacing a document with another document will mark the original document with the comment “Replaced by .” and the new document with “Replaces” as shown below:

Original document:	<input type="checkbox"/>		<u>1280</u>	<u>N 1280 (replaced by N 1288)</u>		
New document:	<input type="checkbox"/>		<u>1288</u>	<u>meeting agenda nen delft edition 2 (replaces N 1280)</u>		

As you can see, the document that replaces the original document gets a new N-Number assigned.



When replacing an N-Document with another document, the new document receives a new N- Number. The old document will have a note specifying it has been replaced by another document; the new document will have a note specifying it replaces another document

Type	N Number	Name	Document Type	Exp. Action	Due Date	Created
	1299	User Guide template (replaces N 1294)	Draft	INFO	2010-06-01	2010-04-19 10:51

To replace a document, go through the regular steps of uploading an N-Document. After entering the Background information for the document, click on the **Replace N- Document** tab.

Type	N Number	Title (Description)	Exp. Action	Due Date
	1294	testnenfrans	ACT	

Choose N-Documents to replace

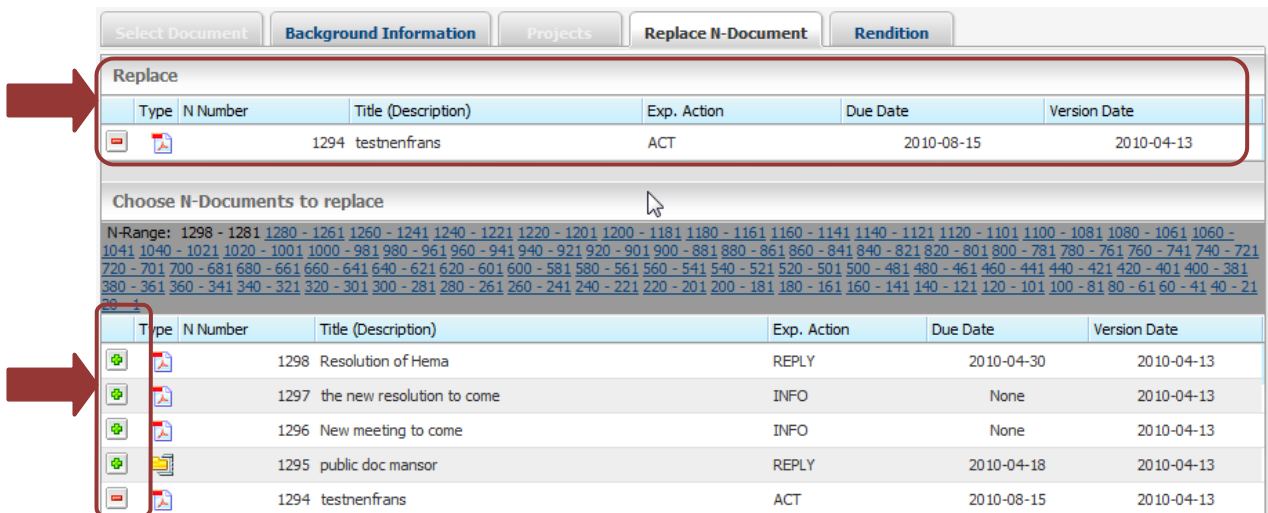
N-Range: 1298 - 1281 1280 - 1261 1260 - 1241 1240 - 1221 1220 - 1201 1200 - 1181 1180 - 1161 1160 - 1141 1140 - 1121 1120 - 1101 1100 - 981 980 - 961 960 - 941 940 - 921 920 - 901 900 - 881 880 - 861 860 - 841 840 - 821 820 - 801 800 - 781 780 - 761 760 - 741 740 - 721 720 - 701 700 - 681 680 - 661 660 - 641 640 - 621 620 - 601 600 - 581 580 - 561 560 - 541 540 - 521 520 - 501 500 - 481 480 - 461 460 - 441 440 - 421 420 - 401 400 - 381 380 - 361 360 - 341 340 - 321 320 - 301 300 - 281 280 - 261 260 - 241 240 - 221 220 - 201 200 - 181 180 - 161 160 - 141 140 - 121 120 - 101 100 - 81 80 - 61 60 - 41 40 - 21 20 - 1

Type	N Number	Title (Description)	Exp. Action
	1298	Resolution of Hema	REPLY

Figure 22 – Replace N-Document

Choose N-Documents to replace: Select the document(s) you wish to replace with the new document by clicking on the button in front of the document. You can select one or more documents.

Your choice will appear under **Replace**. You can remove chosen documents by clicking on the button.



The screenshot shows the 'Replace N-Document' tab in a software interface. At the top, there are tabs for 'Select Document', 'Background Information', 'Projects', 'Replace N-Document', and 'Rendition'. The 'Replace' section contains a table with the following data:

Type	N Number	Title (Description)	Exp. Action	Due Date	Version Date
	1294	testnenfrans	ACT	2010-08-15	2010-04-13

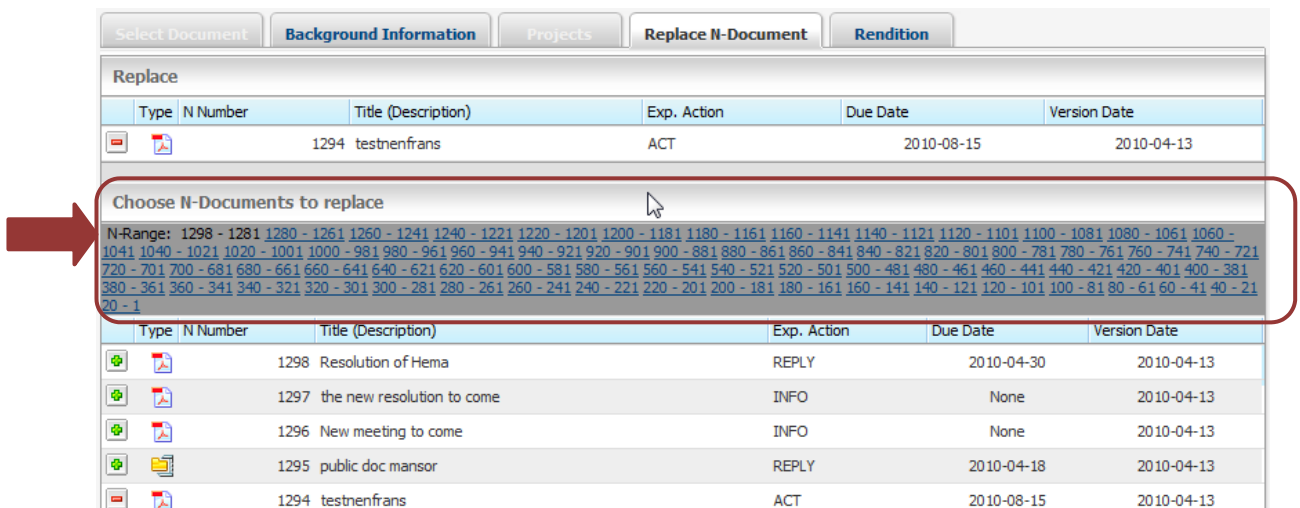
Below this is the 'Choose N-Documents to replace' section, which includes a long list of N-Numbers: 1298 - 1281 1280 - 1261 1260 - 1241 1240 - 1221 1220 - 1201 1200 - 1181 1180 - 1161 1160 - 1141 1140 - 1121 1120 - 1101 1100 - 1081 1080 - 1061 1060 - 1041 1040 - 1021 1020 - 1001 1000 - 981 980 - 961 960 - 941 940 - 921 920 - 901 900 - 881 880 - 861 860 - 841 840 - 821 820 - 801 800 - 781 780 - 761 760 - 741 740 - 721 720 - 701 700 - 681 680 - 661 660 - 641 640 - 621 620 - 601 600 - 581 580 - 561 560 - 541 540 - 521 520 - 501 500 - 481 480 - 461 460 - 441 440 - 421 420 - 401 400 - 381 380 - 361 360 - 341 340 - 321 320 - 301 300 - 281 280 - 261 260 - 241 240 - 221 220 - 201 200 - 181 180 - 161 160 - 141 140 - 121 120 - 101 100 - 81 80 - 61 60 - 41 40 - 21 20 - 1.

Below the list is another table with the following data:

Type	N Number	Title (Description)	Exp. Action	Due Date	Version Date
	1298	Resolution of Hema	REPLY	2010-04-30	2010-04-13
	1297	the new resolution to come	INFO	None	2010-04-13
	1296	New meeting to come	INFO	None	2010-04-13
	1295	public doc mansor	REPLY	2010-04-18	2010-04-13
	1294	testnenfrans	ACT	2010-08-15	2010-04-13

Figure 23 – Replace N-documents details

If you have many N-Documents, they might not fit on one page. You can narrow down the list of N-Documents by clicking on the **range of N-Numbers**. The system will then show only the N-Documents in the selected range.



The screenshot shows the same 'Replace N-Document' interface as Figure 23. The 'Choose N-Documents to replace' section now shows a narrowed list of N-Numbers: 1298 - 1281 1280 - 1261 1260 - 1241 1240 - 1221 1220 - 1201 1200 - 1181 1180 - 1161 1160 - 1141 1140 - 1121 1120 - 1101 1100 - 1081 1080 - 1061 1060 - 1041 1040 - 1021 1020 - 1001 1000 - 981 980 - 961 960 - 941 940 - 921 920 - 901 900 - 881 880 - 861 860 - 841 840 - 821 820 - 801 800 - 781 780 - 761 760 - 741 740 - 721 720 - 701 700 - 681 680 - 661 660 - 641 640 - 621 620 - 601 600 - 581 580 - 561 560 - 541 540 - 521 520 - 501 500 - 481 480 - 461 460 - 441 440 - 421 420 - 401 400 - 381 380 - 361 360 - 341 340 - 321 320 - 301 300 - 281 280 - 261 260 - 241 240 - 221 220 - 201 200 - 181 180 - 161 160 - 141 140 - 121 120 - 101 100 - 81 80 - 61 60 - 41 40 - 21 20 - 1.

The table below the list remains the same as in Figure 23:


Type	N Number	Title (Description)	Exp. Action	Due Date	Version Date
	1298	Resolution of Hema	REPLY	2010-04-30	2010-04-13
	1297	the new resolution to come	INFO	None	2010-04-13
	1296	New meeting to come	INFO	None	2010-04-13
	1295	public doc mansor	REPLY	2010-04-18	2010-04-13
	1294	testnenfrans	ACT	2010-08-15	2010-04-13

Figure 24 – N-Document range

Continue the regular N-Document upload process.

2.3 How can I delete an N-Document?

2.3.1 Documents that have not been notified

If you have **not yet notified the document** (i.e. the green tick icon  is displayed after the document title), you can delete the document by selecting the document and clicking **delete**:

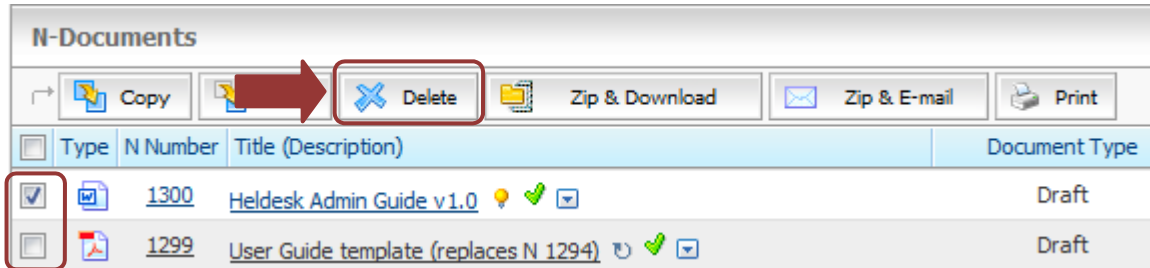


Figure 25 – Deleting an N-Document



When you delete a document that is in review state (not notified yet), the N-number of this document will be released. This means that you will be able to assign this N-number again when uploading a new document.

2.3.2 Documents that have already been notified

If the document has already been notified, **you cannot delete** the N-Document. ISolutions and the Member Bodies using the application have jointly agreed that the full document history needs to be kept which is why N-document deletion has been disabled.

Option 1: Withdraw the document

Withdrawing the document will mark it with a cross icon and the title is struck-through. It is the equivalent of deleting a document as it clearly marks the document as being no longer valid.

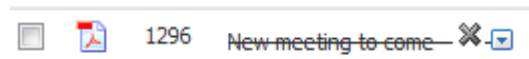


Figure 26 – Example of withdrawn document

To withdraw a document, click on the blue arrow after the document to open the **Functions** menu and select **Withdraw**:

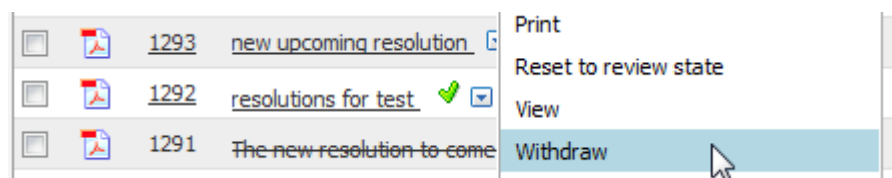
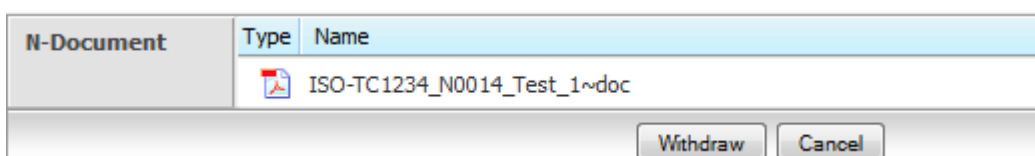


Figure 27 – Withdraw a document




Confirm the withdrawal of the document:



After the withdrawal is successful, you will be redirected to the Committee Home page.

Option 2: Replace the document with another document

Replacing a document with another document will mark the original document with the comment "Replaced by.." and the new document with "Replaces .." as shown below:

Original document:	<input type="checkbox"/>		1280	N 1280 (replaced by N 1288)		<input type="checkbox"/>
New document:	<input type="checkbox"/>		1288	meeting agenda nen delft edition 2 (replaces N 1280)		<input type="checkbox"/>

As you can see, the document that replaces the original document gets a new N-Number assigned.

To replace a document, go through the regular steps of uploading an N-Document with the new document. After entering the Background information for the document, click on the **Replace N-Document** tab.

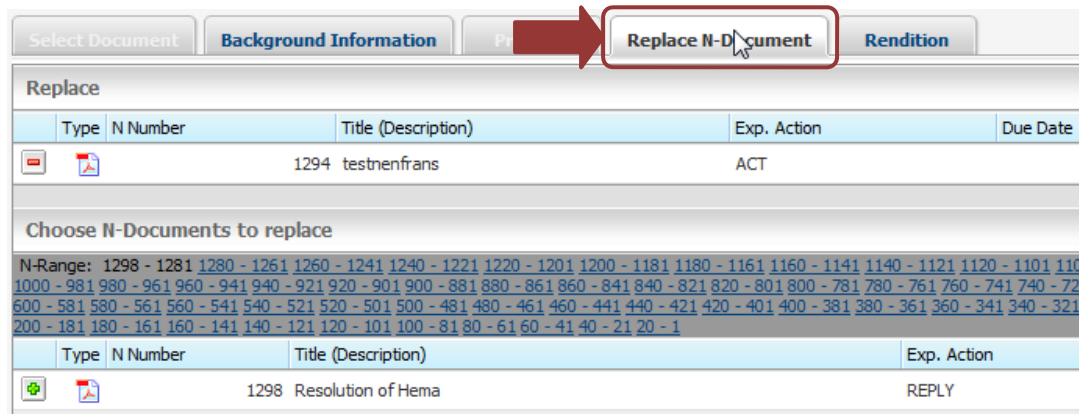




Figure 28 – Replace N-Document

Choose N-Documents to replace: Select the document(s) you wish to replace with the new document by clicking on the  button in front of the document. You can choose one or more documents.

Your choice will appear under **Replace**. You can remove chosen documents by clicking on the  button.

The screenshot shows the 'Replace N-Document' interface. At the top, there are tabs: 'Select Document', 'Background Information', 'Projects', 'Replace N-Document', and 'Rendition'. The 'Replace' section is highlighted with a red box and contains a table with the following data:

Type	N Number	Title (Description)	Exp. Action	Due Date	Version Date
	1294	testnenfrans	ACT	2010-08-15	2010-04-13

Below this is the 'Choose N-Documents to replace' section, which is also highlighted with a red box. It shows an 'N-Range' of 1298 - 1281 1280 - 1261 1260 - 1241 1240 - 1221 1220 - 1201 1200 - 1181 1180 - 1161 1160 - 1141 1140 - 1121 1120 - 1101 1100 - 1081 1080 - 1061 1060 - 1041 1040 - 1021 1020 - 1001 1000 - 981 980 - 961 960 - 941 940 - 921 920 - 901 900 - 881 880 - 861 860 - 841 840 - 821 820 - 801 800 - 781 780 - 761 760 - 741 740 - 721 720 - 701 700 - 681 680 - 661 660 - 641 640 - 621 620 - 601 600 - 581 580 - 561 560 - 541 540 - 521 520 - 501 500 - 481 480 - 461 460 - 441 440 - 421 420 - 401 400 - 381 380 - 361 360 - 341 340 - 321 320 - 301 300 - 281 280 - 261 260 - 241 240 - 221 220 - 201 200 - 181 180 - 161 160 - 141 140 - 121 120 - 101 100 - 81 80 - 61 60 - 41 40 - 21 20 - 1. Below the range is a table with the following data:

Type	N Number	Title (Description)	Exp. Action	Due Date	Version Date
	1298	Resolution of Hema	REPLY	2010-04-30	2010-04-13
	1297	the new resolution to come	INFO	None	2010-04-13
	1296	New meeting to come	INFO	None	2010-04-13
	1295	public doc mansor	REPLY	2010-04-18	2010-04-13
	1294	testnenfrans	ACT	2010-08-15	2010-04-13

Figure 29 – Replace N-documents details

If you have many N-Documents, they might not fit on one page. You can narrow down the list of N-Documents by clicking on the **range of N-Numbers**. The system will then show only the N-Documents in the selected range.

The screenshot shows the 'Replace N-Document' interface. The 'Choose N-Documents to replace' section is highlighted with a red box and contains an 'N-Range' of 1298 - 1281 1280 - 1261 1260 - 1241 1240 - 1221 1220 - 1201 1200 - 1181 1180 - 1161 1160 - 1141 1140 - 1121 1120 - 1101 1100 - 1081 1080 - 1061 1060 - 1041 1040 - 1021 1020 - 1001 1000 - 981 980 - 961 960 - 941 940 - 921 920 - 901 900 - 881 880 - 861 860 - 841 840 - 821 820 - 801 800 - 781 780 - 761 760 - 741 740 - 721 720 - 701 700 - 681 680 - 661 660 - 641 640 - 621 620 - 601 600 - 581 580 - 561 560 - 541 540 - 521 520 - 501 500 - 481 480 - 461 460 - 441 440 - 421 420 - 401 400 - 381 380 - 361 360 - 341 340 - 321 320 - 301 300 - 281 280 - 261 260 - 241 240 - 221 220 - 201 200 - 181 180 - 161 160 - 141 140 - 121 120 - 101 100 - 81 80 - 61 60 - 41 40 - 21 20 - 1. Below the range is a table with the following data:

Type	N Number	Title (Description)	Exp. Action	Due Date	Version Date
	1298	Resolution of Hema	REPLY	2010-04-30	2010-04-13
	1297	the new resolution to come	INFO	None	2010-04-13
	1296	New meeting to come	INFO	None	2010-04-13
	1295	public doc mansor	REPLY	2010-04-18	2010-04-13
	1294	testnenfrans	ACT	2010-08-15	2010-04-13

Figure 30 – N-Document range

Continue the regular N-Document upload process.

Option 3: Contact ISO International Helpdesk

If both Option 1 and 2 are not acceptable to your particular case, please send an email to helpdesk@iso.org clearly stating your problem and the committee number.

In exceptional cases Helpdesk can, in order to ensure a clean working environment, delete N-Documents and reset the N-Numbering to start at the correct number. However, please be aware that this might cause some confusion with your committee members as they have already received notification of the document you want to delete.


2.4 How can I use **Correct Error** to change the rendition or the metadata of an N-document




This is only possible **BEFORE** the N-document is notified!



If during the document upload, you have performed an error either entering the metadata (e.g. the document's title is mistyped) or selecting the rendition type. Then **before the document is notified**, you can update it by selecting the "Correct Error" option.

Note that the system will inform you of a PDF rendition error by displaying the following icon  next to the document title. The reason why the system is not able to convert a document into PDF is either because the document is a ZIP file or a PowerPoint text, or a protected PDF file or is in a file format that cannot be PDFed (e.g. Excel). In order to correct this particular error, change the Rendition option to "None" by following the below process.

Open the folder in which the document is located. Click on the function menu  and select **Correct Error**.

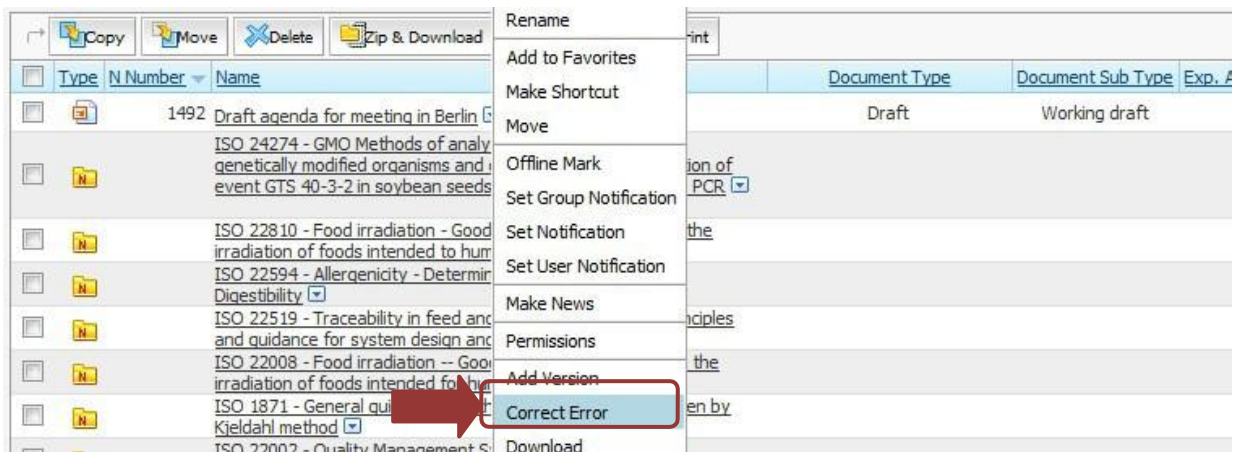


Figure 31 – Correct Error

You are then redirected to the **N-Documents Wizard** so that you can update the metadata of the document and its type of rendition.

In order to correct a problem with the rendition option (in case you upload a ZIP, PowerPoint, or Excel file) go to the Rendition tab and select the option "None (retain original document format)".

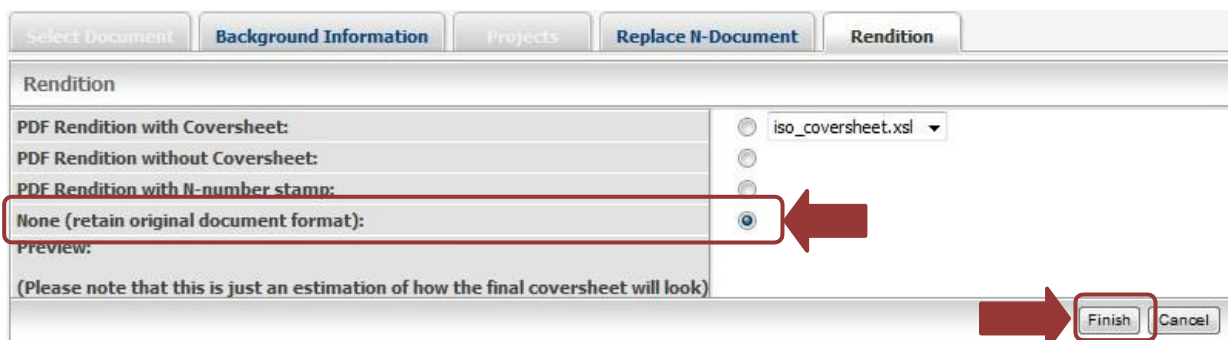



Figure 32 – Rendition

Then click **Finish** at the bottom of the page.

2.5 How do I reserve an N-Number?

Reserving an N-Number enables you to **save an N-Number for future usage**. For example: You want to post a Meeting Agenda as Document number N123, but you do not have the finalized file yet. In the meantime, you would like to add another document with number N124. By reserving the N-Number, you can specify that document N123 will be the Meeting Agenda without loading the file yet, and continue uploading documents of subsequent numbers.



A reserved N-number is indicated by the icon  next to the document's title.

Go to your committee Homepage and then navigate to the N-Folder in which you think you will upload the future document. Click on **Add Item – N-Document**:

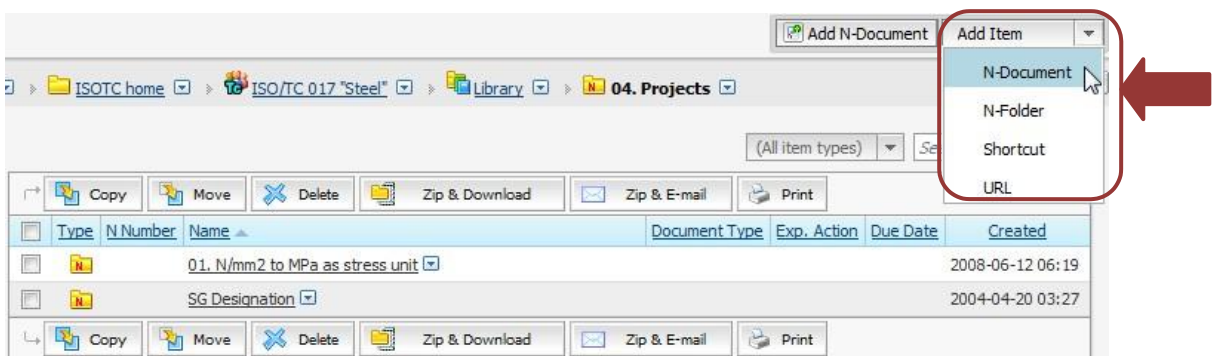


Figure 33 – Add Item

In the **N-Documents Wizard**, click on the button **Reserve** (no need to select a document from the Desktop)

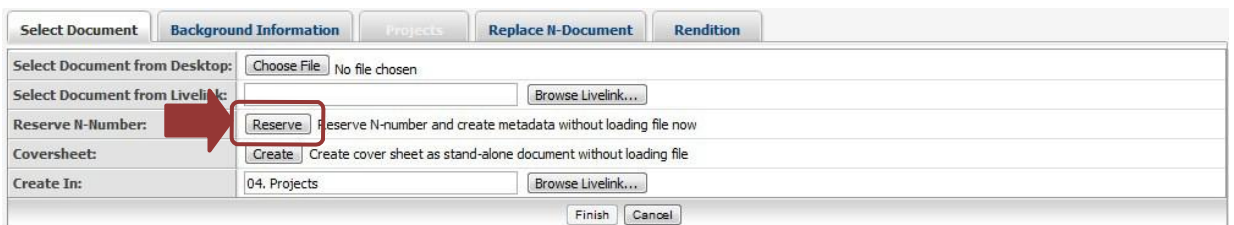


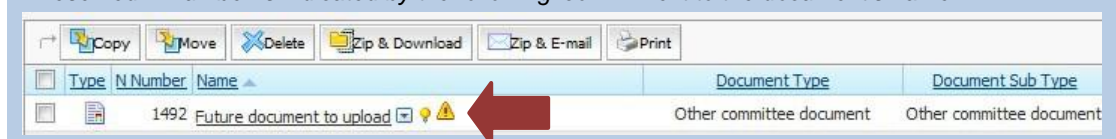
Figure 34 – Reserve N-number

In the next screen which corresponds to the **Background Information** tab, enter the desired N-number or leave the field empty to use the next N-number available. Select the **Document type, Sub Type**. Then enter the **Complete Title** which you would like to appear next to your reserved N-number.


Once all above mandatory fields are filled out, you can click **Finish** at the bottom of the page without having to go to the Rendition tab.



A reserved N-number is indicated by the following icon  next to the document's name.



2.6 How do I add a file to the reserved N-Number

Go to the folder in which the reserved N-number is located. Then click on the function menu  and select **Add file**.

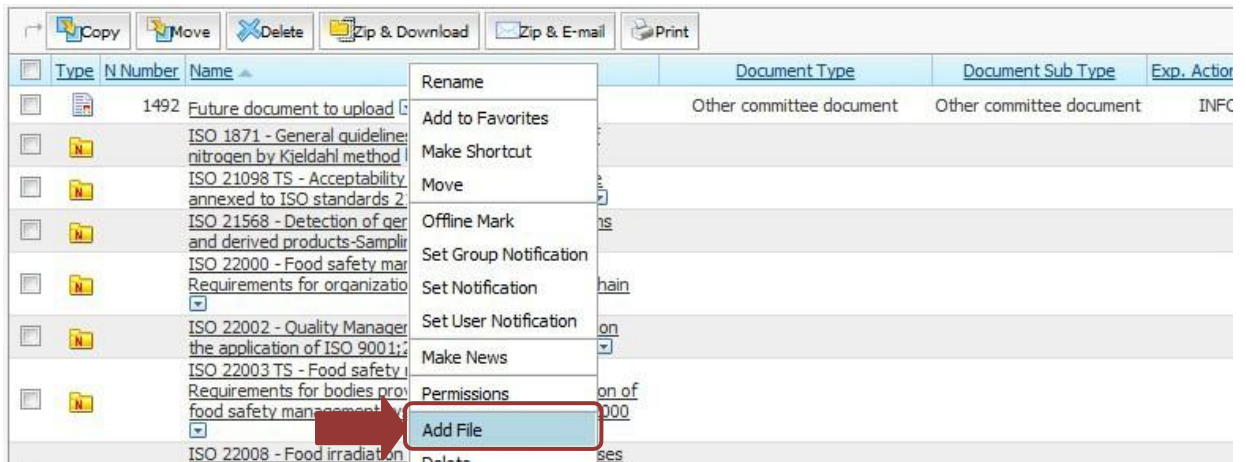


Figure 35 – Add File

In the next screen, select **Choose file** to browse your computer for the document to upload. Then click **Add File** (do not edit the Categories).

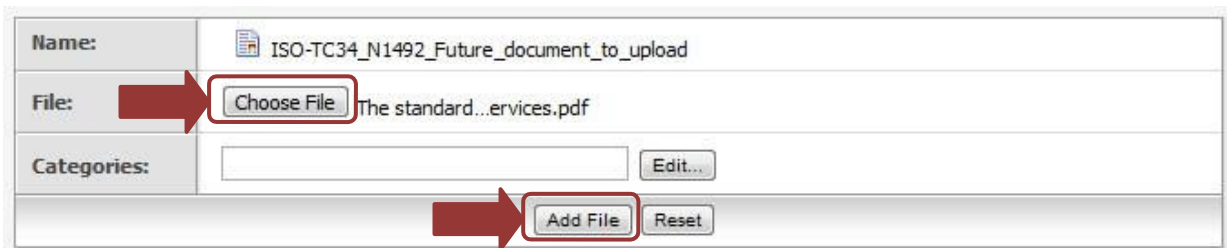
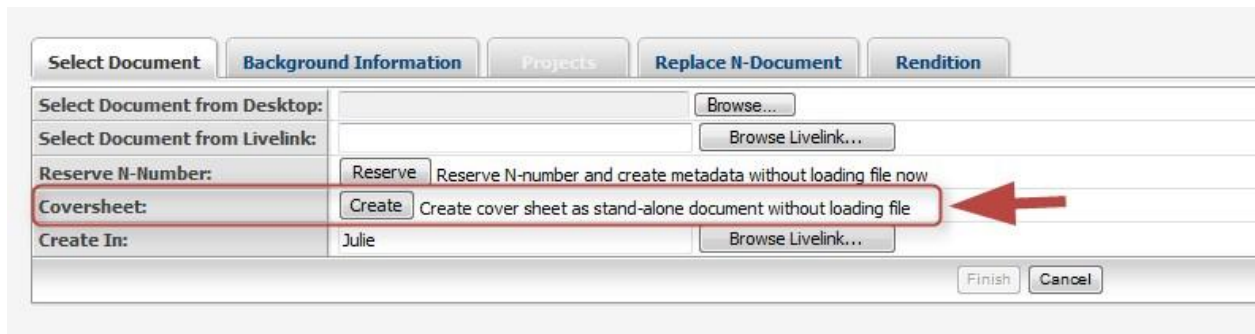


Figure 36 – Choose File

You are then redirected to the **N-Document Wizard** so that you can finish entering the metadata of the document, defining if this new document replaces or not another one, and selecting the type of rendition.

2.7 What is creating coversheet as stand-alone document?

Creating a coversheet as stand-alone document enables you to create a coversheet without attaching a file or attaching a file at a later stage.



Select Document	Background Information	Projects	Replace N-Document	Rendition
Select Document from Desktop:				Browse...
Select Document from Livelink:				Browse Livelink...
Reserve N-Number:	Reserve	Reserve N-number and create metadata without loading file now		
Coversheet:	Create	Create cover sheet as stand-alone document without loading file		
Create In:	Julie			Browse Livelink...
				Finish Cancel

Figure 37 – Create Coversheet



We recommend you use this option **ONLY** if you want to create a coversheet without attaching a file to it in the future.

Otherwise, follow instruction given in section: “How do I upload a new N-document?”



Clicking on “Create Coversheet” will remove any document you may have uploaded from your desktop or Livelink.


2.8 How can I add a document to a stand-alone coversheet?

You can add a file to your coversheet by clicking on the function menu (little blue arrow) next to your coversheet and select **“Add a File”**.



As you have not previously uploaded any files to the coversheet you cannot use “Add Version”



You can only add a file to your coversheet if it has not yet been notified (i.e. the green tick icon  is displayed behind the document title).

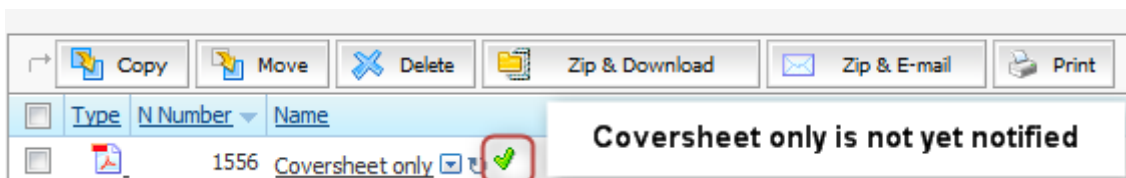


Figure 38 – Document not yet notified

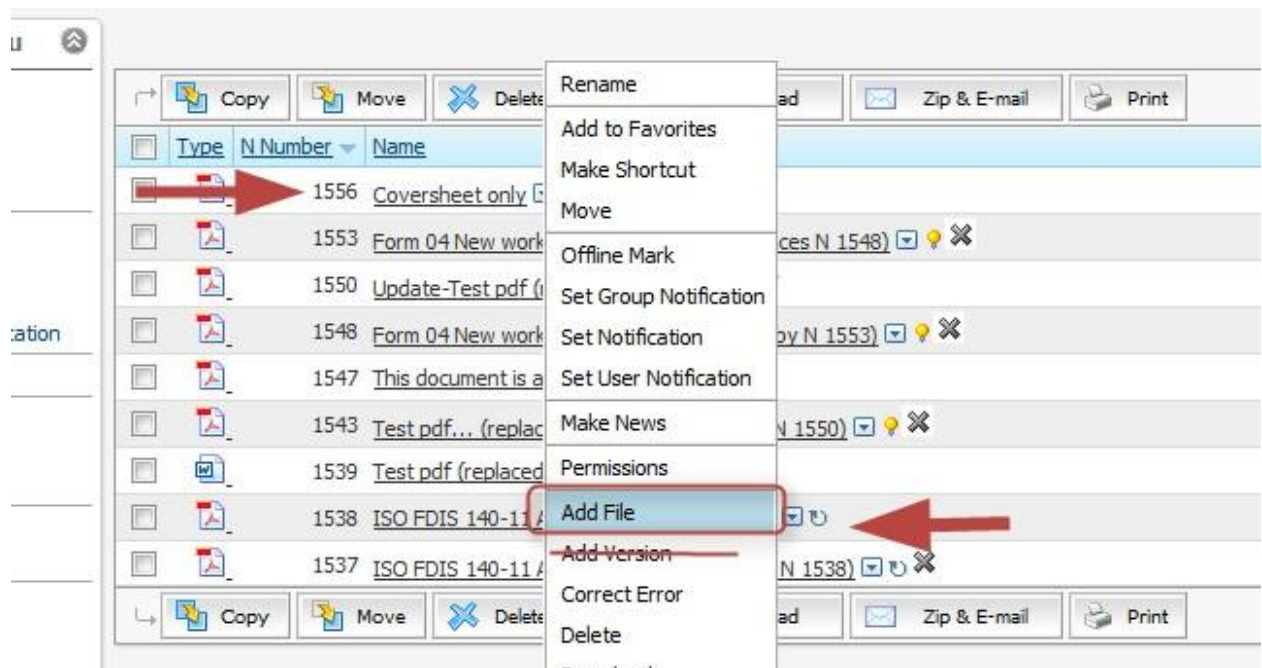



Figure 39 – Add File

Select the file you would like to load and click on **Add File**.

Name:	 ISO-TC36_N1556_Coversheet_only
File:	<input type="text"/> Browse... 1
Categories:	<input type="text"/> Edit...
2 Add File Reset	

You will now be redirected to the **N-document Wizard**. Check that the information you have previously entered when creating the stand-alone coversheet is still correct and click on **finish**.

Navigation Menu

- Committee Home
- My Committees
- My Meetings
- My Tasks
- Committee Projects
- Committee Ballots
- N-Documents List
- N-Documents Notification
- Member List
- Email to Secretary
- Email to Members
- Mail Archive
- User Guides
- ISO Applications
- Sub-committees
- Forums
- Committee News

Background Info Replace N-Document Rendition

N-Number: 1556

Document Type: Draft

Sub Type: Working draft

Keywords:

Source:

Pages:

Expected Action: Info

Due date for expected action:

Complete Title: Coversheet only

Background

(please enter any info on how the document is to be treated by the committee members. This information will appear on the cover sheet of the document)

Coversheet text

Coversheet details

Update Reset

Finish Cancel

Figure 40 – Background information



You do not need to go through rendition as you have already created the coversheet.

2.9 Why do my committee members only see the coversheet of my document?

This is probably because when creating your N-document you have selected **create coversheet as stand-alone document**.

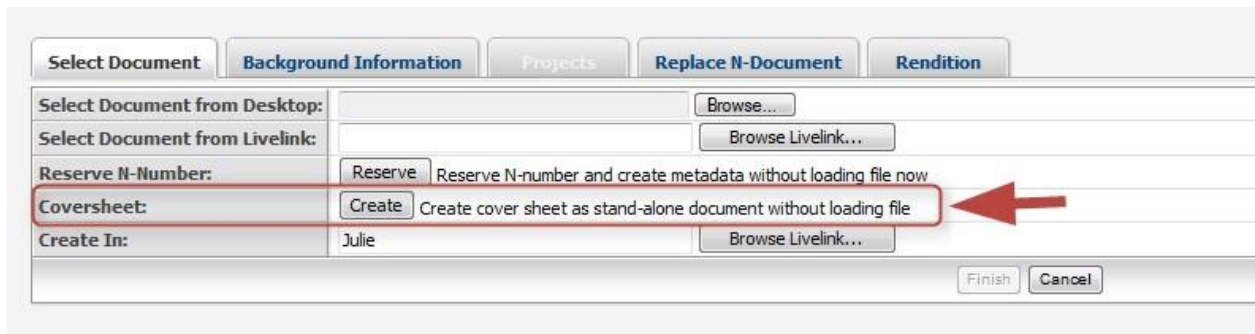


Figure 41 – Create Coversheet

To check if this is the case, click on the function menu (little blue arrow) next to your document and select **“Properties”** and **“Versions”**

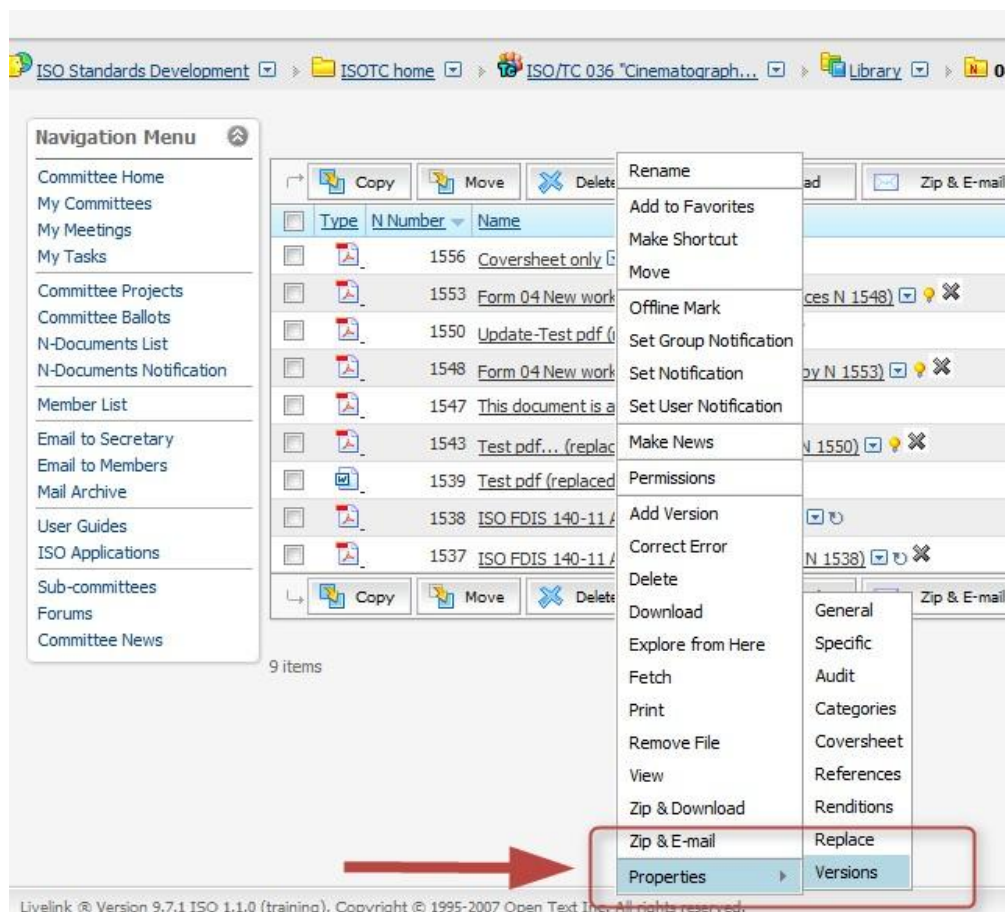


Figure 42 – View document properties

If there is only one document called **“dummy for coversheet –do not delete.txt”** this means that you have clicked on create coversheet only which removes any file you may have loaded while creating your N-document.

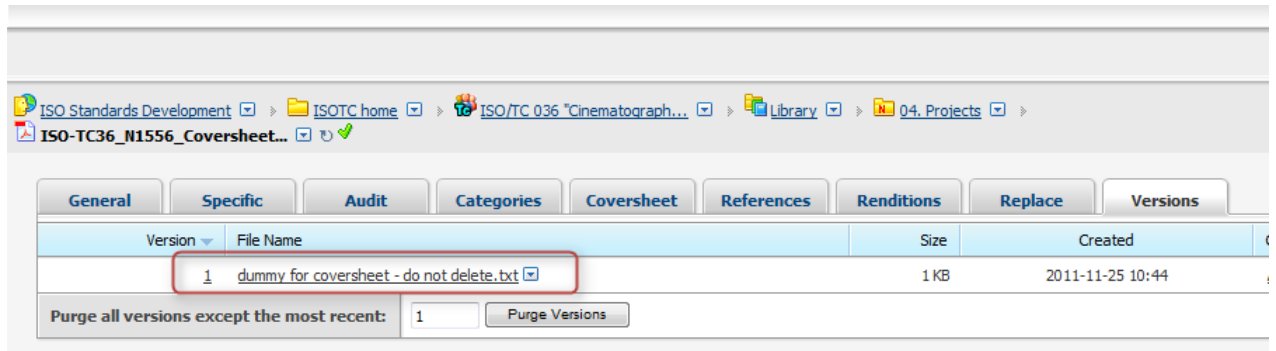


Figure 43 – Dummy for coversheet

As your document has already been notified you can no longer add a file to the coversheet. Your only options now are:

Option A: Withdraw the document and create a new one

Option B: Replace the document with another document

For further information on how to withdraw or replace a document please refer to [How can I delete an N-Document?](#)

2.10 Why do I get emails with the subject “Late N-Documents”?

After uploading N-Documents, **you need to notify the documents** through the system in order for your committee members to be able to see them. Until you have notified the documents through the notification function in the Navigation Menu, the documents are not visible to the committee members and will remain in a review state and you will receive regular email reminders to notify them.

To notify N-Documents:

- a) From the Committee Homepage, click on **N-Documents Notification** in the Navigation Menu

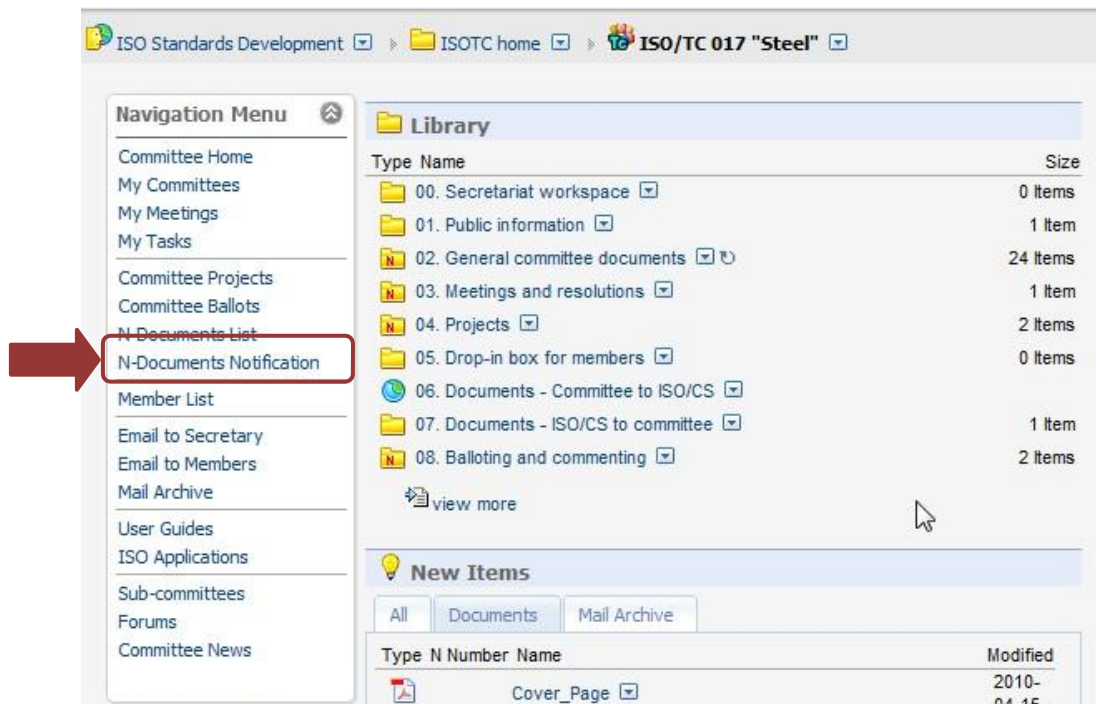


Figure 44 – N-Documents notification

- b) The **N-Documents ready for Notification** window opens and displays a list of N-Documents which have not yet been notified (or will be notified again → re-notify documents).
- c) Choose the documents you want to notify by selecting the checkbox in front of the document and click on **Send Notification**

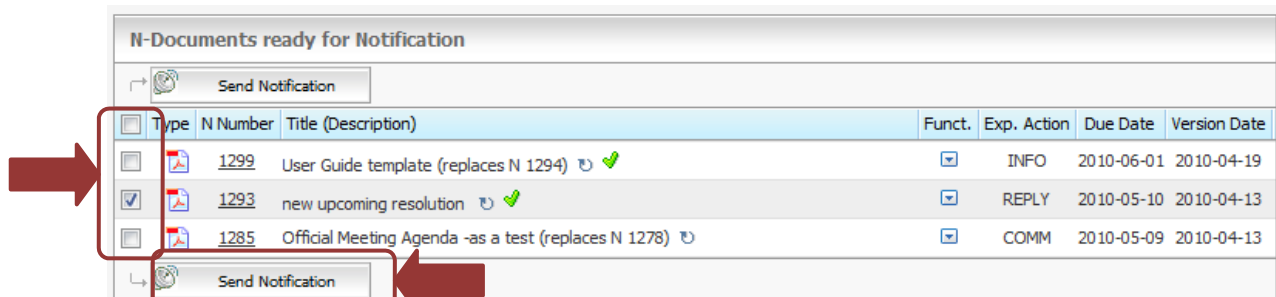


Figure 45 – Select N-Documents to notify

d) A **preview** of the notification will open. The notification will be sent to all members of the committee.



The email will not show the distribution list, but every person will receive an individual email.

Recipient List

The list of recipients is displayed. You can remove roles or single recipients by deselecting the click boxes addresses.

Notification Preview

Chairperson

Trevor Vyze

ISOCS-TPM

Anna Caterina Rossi

Member

Alessandro Principi, Pyowon Kee, Judith Gonzalez,
 Karen Hughes, Francois Adeleu, Rachel Howenstine, Tony Zertuche, Data Center,
 Florence Roudot, Lisa Cintron, Herman Schipper Henrietta Scully Simon D.C. Downe

Secretary

User Guide

Secretary Support Team

Ryan Connolly, Luciano Corciulo, Claudia Altmann Andrew Dryden
 Lars Siöberg Atsuko Saruhashi Stéphane Sauvage Agnes Simaj Kirsi Silander
 Harold Pauwels Susan Blaeser Hans Henrik Køster Martine Gaillen-Guédy Franck Perrard
 Timothy J. Hancox Keith Brannon R.J.L. Dicker Marie-Noëlle Bourquin Sophie Clivis

To:

Select All

Figure 46 – N-Document notification recipient list



The system remembers excluded users for future notifications.

You can also **manually add recipients** by clicking on the icon. This will open a window that allows you to search the server for people to add. You can therefore only add people that are registered in the Global Directory and not just any email address.

Harold Pauwels Susan Blaeser Hans Henrik Køster Martine Gaillen-Guédy
 Timothy J. Hancox Keith Brannon R.J.L. Dicker Marie-Noëlle Bourquin

To: [Reset](#)

Figure 47 – N-Document notification Add email

The **Subject**, **Mail Header** and **Mail Footer** are pre-filled with default text. You can edit these fields to customize the email according to your requirements.

The **Mail Content** is set with the list of documents you have chosen to notify. It will contain links to the notified documents as well as a link to a Zip-file download of all notified documents. This makes it easy for the committee members to access the documents directly from the email.

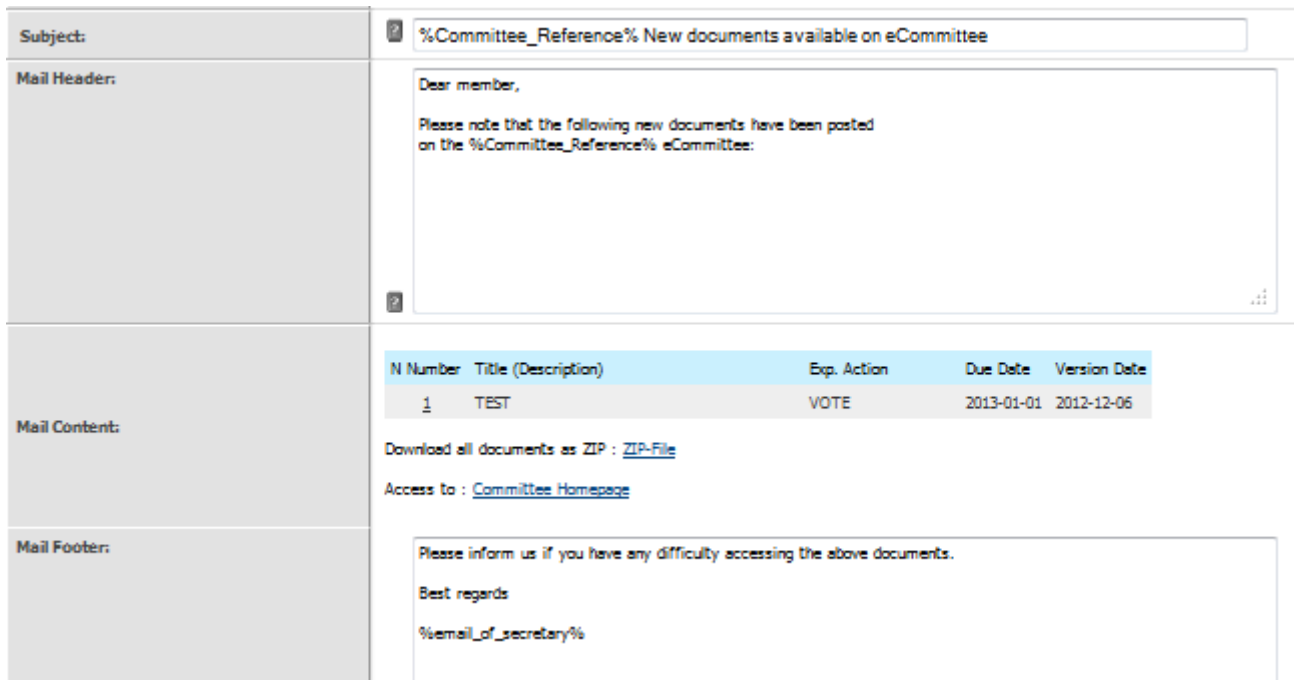


Figure 48 – N-Document notification details



Placeholders are inserted in the **Subject** and **Mail Footer**, for example:

%Committee_Reference% - will be replaced with the Committee reference

%email_of_secretary% - will be replaced with the email address of the Secretary

- e) You can **preview** the notification email as HTML or Text by clicking on the preview buttons

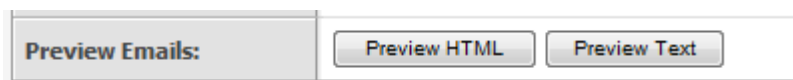


Figure 49 – N-Document notification preview

- f) To send the notification email, click on the **Send Notification** Button. This will send the notification to the selected list of committee members. The notified documents will now be visible to all committee members.

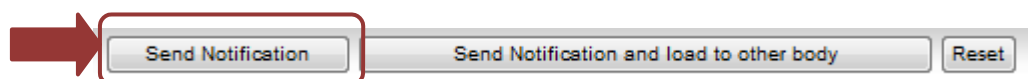


Figure 50 – Send Notification button

2.11 Why can my Committee Members not see the document I just uploaded?

After uploading N-Documents **you need to notify the documents** through the system in order for your committee members to be able to see them. Until you have notified the documents through the notification function, the documents will not be visible to committee members and will remain in a review state. You will receive regular email reminders to notify them.

See [Why do I get emails with the subject "Late N-Documents"?](#) on detailed instructions on how to notify N-Documents.

2.12 How do I notify N-documents?

After uploading N-Documents into the eCommittees, the Secretary / Convenor will send a notification to the committee members to enable them to see the documents.



Until you have notified the documents through the notification function in the Navigation Menu, the documents are not visible to committee members and will remain in review state. You will receive regular emails to remind you of late documents and to notify the documents if you have not done so.

See [Why do I get emails with the subject "Late N-Documents"?](#) on detailed instructions on how to notify N-Documents.

2.13 How can I resend a notification to someone who hasn't received it?

In case one or more recipients have not received the N-Document notification or if you want to send it to an additional person, navigate to the **N-Document Notification Details** window by selecting a notification in the **Notification Report**.

Select the recipients to whom you would like to resend the notification by clicking the **Resend** checkbox next to their name:

NDocuments Notification Details				
From:				
Recipient	Sent	Status	Resend	
1607.wang@163.com	2010-04-21 18:31	sent	<input type="checkbox"/>	
atr@acome.fr	2010-04-21 18:31	sent	<input type="checkbox"/>	
atrivedi@juddwire.com	2010-04-21 18:31	sent	<input type="checkbox"/>	

Figure 51 – Resend Notification

Add additional recipients from the Global Directory by clicking on the icon:

To:	<input type="text"/>
------------	----------------------

Figure 52 – Add recipients

When you have selected all recipients to whom you would like to resend the notification, click on the **Resend Notification** button at the bottom of the screen.

2.14 Can I choose which N-Number to assign to my document?

The system will always propose the next chronological N-Number. However you can choose an N-Number which has not yet been used within your committee or working group by manually typing it in the N-Number field as shown in [Figure 9](#).

3 Electronic Committee (eCommittee)

3.1 How can I see all the Members of my Committee?

You can see a list of all committee members by selecting the Member List menu item from the Navigation Menu.

When accessing the Member List, a list of the committee members grouped by role is displayed. This list is directly loaded from the Global Directory and therefore is always up-to-date.

Quick Filter

A full text filter for a quick search on members of the committee.

CSV/ Print

Export the member list to a CSV file (e.g. to import into MS Excel) or print out the list

Quick Filter:

4

Default Sort
CSV
Print

FIRST NAME	LAST NAME	E-MAIL	ROLE
Adrian			Member
Alastair			
Alexis			
Antony			
Barry			
Bertus			
Carol			
Chose			
Chris			
Debbie			
Deon			Member
Dinky	Lesetja	dinky.lesetja@sabs.co.za	Secretary

Default sort

Resets the sorting to the default setting (by role)

Figure 53 – Member List



You can sort the Member List by clicking on First Name/Last Name/Email/Role in the header row of the list.

3.2 How can I send an email to all Members of the Committee?

This menu item enables the Committee Secretary to send an email to the committee members directly from eCommittees.

By clicking on **Email to Members**, you are directed to the **Create Email Message** window. The **To:** field is pre-populated with the email of all members by role. You can choose to send to all or only to specific roles by clicking the tick boxes in front of each role:

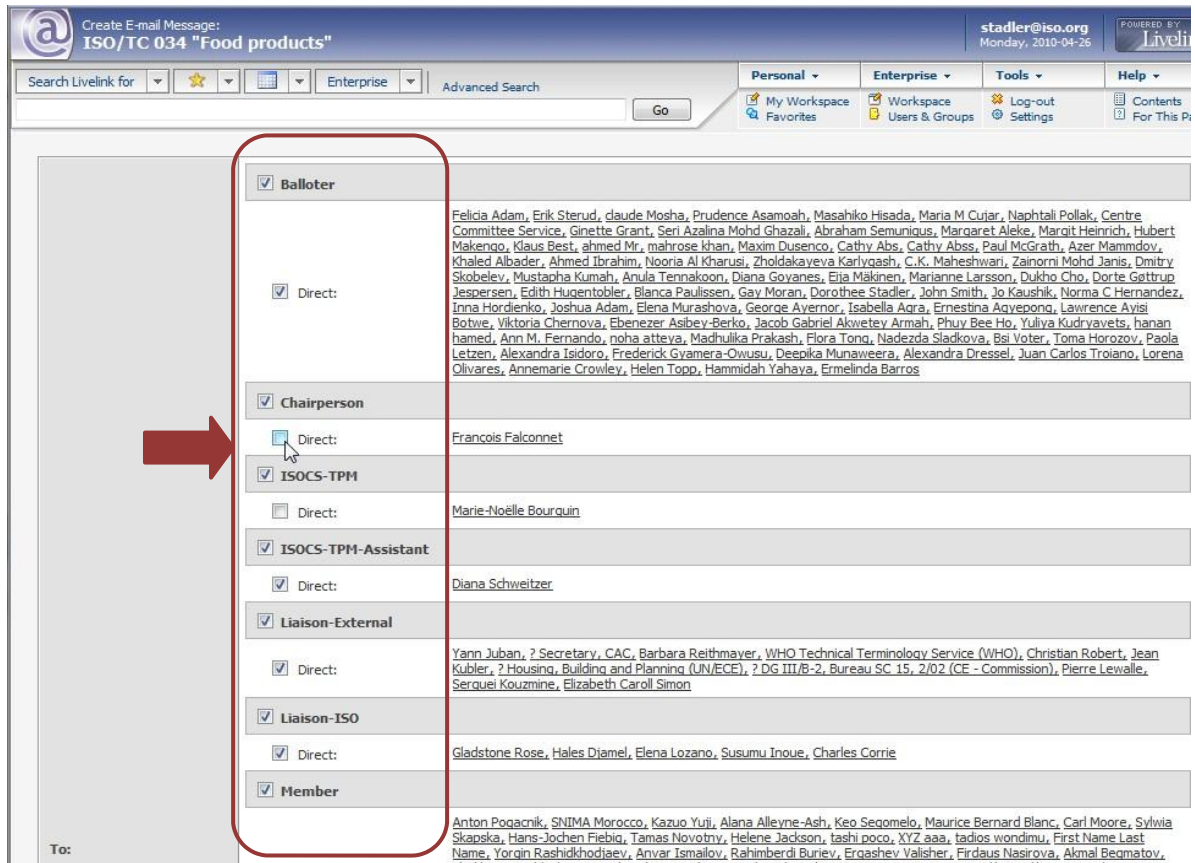


Figure 54 – Send Email to Members - To: field

Complete the message by adding external email addresses if required, a subject line, a body text and up to three attachments and click **send**:


External E-Mail Addresses:	<input type="text"/>
	Please separate e-mail addresses with a comma (,).
Subject:	<input type="text"/>
Message: 	<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>
Attachments:	<input type="text"/> <input type="button" value="Browse..."/> <input type="text"/> <input type="button" value="Browse..."/> <input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Send"/> <input type="button" value="Cancel"/>	

Figure 55 – Send Email to Members - Details

4 Helpdesk and Info

For further questions and assistance on eCommittees and other eCommittee applications, please contact the **SABS eCommittee helpdesk** at ecom@sabs.co.za

You will find the user guides for all ISOLutions applications under <http://www.iso.org/e-guides>. Scroll down to Folder 11 — **ISOLutions Guides**