European Schools
Office of the Secretary-General

DOCEE
(Documents des Ecoles Européennes)
Documents of the European Schools)

Version 6

User Manual (Windows operating system)
for the staff of the Schools
Version: EN
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What is DOCEE?

**DOCEE** is a web-based application used for the dissemination of documents between the OSGES and the different members of meetings.
Connection to DOCEE

- For internal users at the OSG and in the Schools

[https://docee.eursc.org](https://docee.eursc.org)
User name: your user name (left part of your email address), e.g. marie.dupont
Password: your password to access Windows
Domain: ADM
Navigation 1/2

- The left-hand side of the screen shows the tree structure of the archiving folders of the documents which you are authorised to access. The content of the tree structure may therefore be very different from user to user.

- When a folder (—at icon) is opened, its content is displayed on the right-hand side of the screen.

- The default setting for presentation of the documents is the alphabetical order of the ‘Title’ field. It is possible to change the sort key by clicking on the column header. Example:

Clicking on ’Date’ will produce a list of documents classified by date. The direction of the arrow indicates ascending or descending order.
• Meeting documents can be found in the ‘Meeting documents’ folders, which are grouped
  - by year
  - by meeting date
  - by language, with, in addition, a folder for documents in their original language.
Searching for a document 1/2

The search is made solely in the folder selected (and its subfolders, where applicable)
Searching for a document 2/2

1. In the tree structure (left-hand side of the screen), click on the name of the folder in which the search is to be made.
   To search in all the folders, click on ‘Folders’, right at the top.
2. Click on ‘Search documents’, in the top right-hand corner.
3. A search screen appears. Complete one or more fields freely:
   - ‘Title’ field: enter a **word in the title** or the **reference number of the document** sought.
     Use double quotation marks for an exact search.
     Example: "2014-02-D-14"
   - ‘Global Search’ field: search in the whole document (indexation full text). The box
     is another more direct means of making a full text search.
4. Click on the ‘Find’ button to display the search results. If there are many, they are displayed on several pages.

Optimising search results

Not all metadata have always been completed for all documents.
If a search fails to produce results or if the result is not the one expected, reducing the number of search terms is advised.
Example:
A document’s language may not have been specified in the ‘language’ field, whereas it is generally specified in the document’s reference in the ‘title’ field.
If the search title = "2009-D-511" and language = HU produces nothing, try again with title = "2009-D-511-hu".
If the search title = "2009-D-511-hu" produces nothing, try again with title = "2009-D-511"
Processing documents 1/3

The documents listed on the right-hand side of the screen can be edited, saved, printed and sent by email (file as an attachment).

NB: There are several methods of carrying out the same action but we will illustrate only one.

- **Editing a document**
  
  Click on the document format icon (most often Word or PDF)
  
  For Word, ‘Open’ and the file opens in Word.
  
  For PDF, the file opens in a third column on the right-hand side of the screen. 
  
  *It is also possible to click on the title of the document to display a preview of the text.*

- **Saving a document**
  
  Right-click on the document format icon (most often Word or PDF)
  
  For Word, select ‘Save as’ and choose the destination folder of the file to be saved.
  
  For PDF, move the mouse over the bottom of the preview of the PDF document which has opened in the third column. Click on the diskette icon.
• **Printing a document**
For Word, click on the document format icon, then ‘Open’ and the file opens in Word. Print using the usual Word method (print icon or File > Print).
For PDF, click on the document format icon. Move the mouse over the bottom of the preview of the PDF document which has opened in the third column. A menu appears, click on the printer icon.

• **Sending a document by email as a file in attachment**
Right-click on the document format icon or on the title of the document and select ‘Send by Email’. The file is automatically attached to the email message, all that remains to be done is to complete the ‘To’ field, to write a message in the email body (optional) and to click on ‘Send’.
To attach several documents to the same email, select the files to be sent (click on the square box corresponding to the files), then select the envelope icon in the menu in the top half of the screen:
Processing documents 3/3

• **Display the metadata** (= the fields which describe the document: its title, language, date of publication, etc.)
  Double-click on the document’s **title** (‘Title’ column).

• **Getting information about the latest updates**
  At the bottom of the tree structure (left-hand side column), click on ‘What’s new’.

  To see the documents published on a specific date, select a date in the calendar.
  To see the documents published since a certain date, select that date in the calendar and tick the box ‘Added since’.
  To include the documents modified on -or since- a date, tick the box ‘Include modification date’.
Alerts

• The members of a meeting are automatically registered to receive an email alert as soon as a document concerning their meeting has been published. However, the following points need to be borne in mind:
  – as soon as a document is uploaded and saved, it is available for consultation, but the email alerts are only sent the following morning
  – alerts operate automatically only for documents placed in the ‘ORIGINAL’ language folder.

• Thus, if a user wishes to receive an alert for a document published in a different language, he/she must take out a subscription to that language’s folder. That operation has to be repeated for each new meeting created.

   How can a subscription be taken out?
   – Move the mouse about in the DOCEE tree structure (left-hand side of the screen) and select the subfolder containing the documents in the language to which it is wished to subscribe.
   – Right-click on ‘Subscribe’.

Managing subscriptions

• To see subscriptions and to unsubscribe, click on your name at the top right hand corner of the screen, then on the ‘Subscriptions’ tab. Click on the red cross to unsubscribe.
Help

Who should be contacted in the event of problems?

- Please report any technical operating problems to ES-ICT-SERVICEDESK@eursc.eu.

- The creation of accounts is the responsibility of the Office of the Secretary-General.

- If you have lost your login/password, please contact your School’s ICT technician.

- Problems with the documents for a meeting should be reported to the secretary in charge of the meeting or the technical assistant, in the case of meetings in which he is involved.