



European Schools Office of the Secretary-General

DOCEE

(Documents des Ecoles Européennes)

(Documents of the European Schools)

Version 6

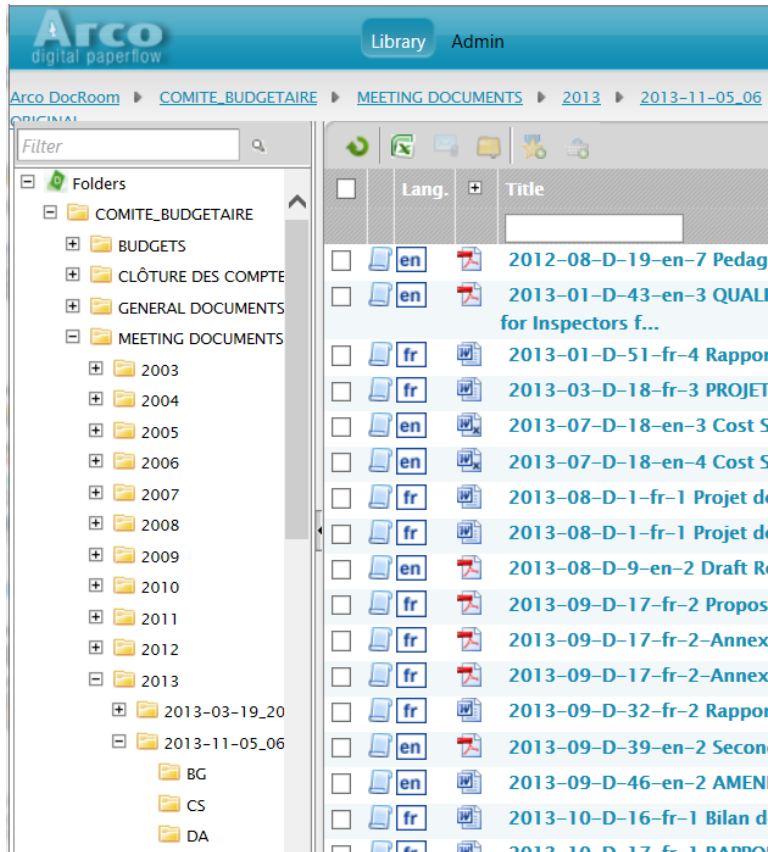
User Manual (Windows operating system)

for external users (inspectors, parents, Commission, delegations, etc.)

Version: EN

October 2016

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 – External users (inspectors, parents, Commission, delegations, etc.)

From a computer connected to the internet => <https://docee.eursc.org>

User name: the user name sent to you by email (*see next page*)

Password: the password sent to you by email (*see next page*)

Domain: LG

A screenshot of the DOCEE login interface. The form is titled 'Login' and contains the following fields:

- User name :** A text input field containing 'marie.dupont'.
- Password :** A password input field with seven dots.
- Domain:** A dropdown menu with 'LG' selected.
- Remember me :** An unchecked checkbox.

At the bottom left, there is a link for 'Forgot password' and a small French flag icon. At the bottom right, there is a 'Login' button.

Management of external users

The Office of the Secretary-General manages the access to DOCEE lists and sends a personalised email to each member of a meeting or working group who needs to use DOCEE to receive the documents for a meeting. **In the email, you will find the website's address, the user name and the password** (which can both also be used for access to the 'Learning Gateway' educational portal, should you be authorised to access it).

Sample email:

Subject: Learning Gateway Portal and DocEE: Your account is created

[Fr](#) [De](#) [En](#)

Cher [xxxxxx](#).

Votre compte a été créé sur le Learning Gateway Portal.

LEARNING GATEWAY PORTAL:

L'adresse du Learning Gateway Portal est : <https://portal.eursc.org>

Votre login est : [xxxxxxxxx@lg.eursc.org](#) Veillez à ne pas introduire d'espace avant, dans et après le login.

Votre mot de passe est : [Xxxxxxx](#) Introduisez-le tel quel (la première lettre en majuscule, les 5 lettres suivantes en minuscule et ensuite un chiffre).

DOCEE (Distribution des DOCUMENTS aux Ecoles Européennes) :

Si vous faites partie d'un comité ou d'un groupe de travail utilisant le système DOCEE (ex- DADEE) pour la distribution des documents, votre compte est la même que pour le Learning Gateway, mais vous devez l'introduire d'une façon un petit peu différente :

L'adresse de DOCEE est : <https://docee.eursc.org>

Votre login (User name) est : [xxxxxxxxx](#) Veillez à ne pas introduire d'espace avant, dans et après le login.

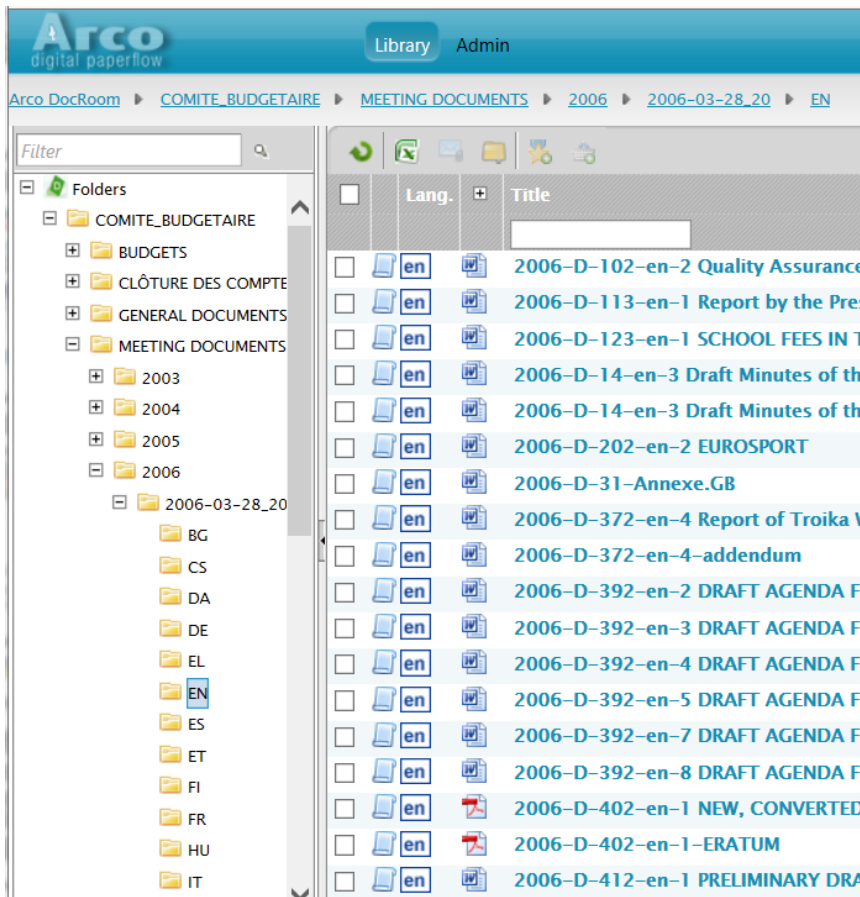
Votre mot de passe (Password) est : [Xxxxxxx](#) Introduisez-le tel quel (la première lettre en majuscule, les 5 lettres suivantes en minuscule et ensuite un chiffre).



Sur le Domaine (**Domain**), veuillez sélectionner **LG**

Important : Les permissions d'accès pour le système DOCEE sont mises à jour une fois par jour pendant la nuit, donc votre compte ne sera validé que le lendemain de la réception de cet e-mail.

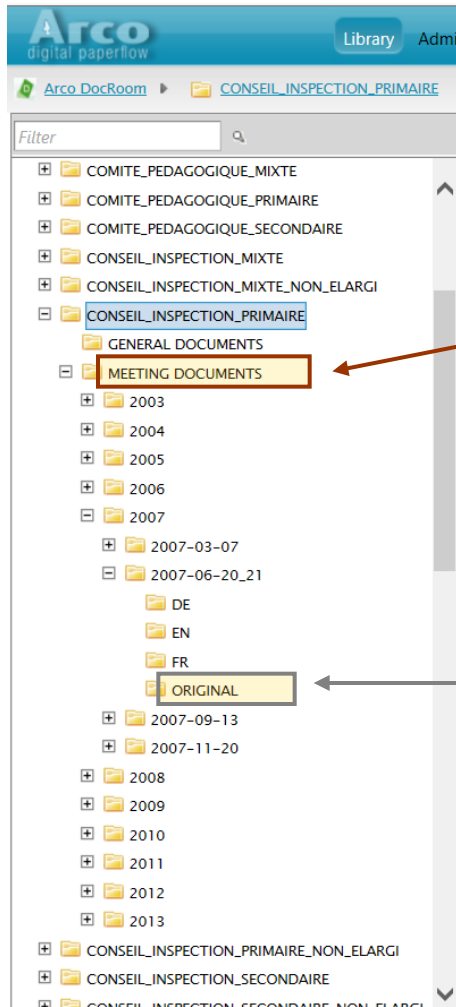
[Forgotten your login/password? Contact ES-HELPDESK-ICT@eursc.eu.](#)

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  (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.**

Navigation 2/2



- 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

Arco digital paperflow

Library Admin

Test Docroom Log off

Arco DocRoom > COMITE_BUDGETAIRE > MEETING DOCUMENTS > 2013 > 2013-11-05_06 > EN

What's new Search documents Subscribe to current folder Search (EN)

Filter

Folders

- COMITE_BUDGETAIRE
 - BUDGETS
 - CLÔTURE DES COMPTE
 - GENERAL DOCUMENTS
 - MEETING DOCUMENTS
 - 2003
 - 2004
 - 2005
 - 2006
 - 2007
 - 2008
 - 2009
 - 2010
 - 2011
 - 2012
 - 2013
 - 2013-03-19_20
 - 2013-11-05_06
 - BG
 - CS
 - DA
 - DE
 - EL
 - EN
 - ES
 - ET
 - FI
 - FR

Search documents

Include subfolders

Title

Global search

Author

Publish date

Exact and

Original language

Topic

Source

Interne Externe

Keywords

Abstract

Help (User Guides)

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:

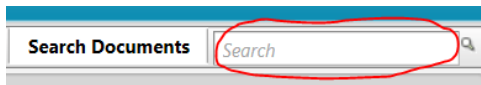


- ❖ 'Title' field: enter a **word in the title** or the **reference number of the document** sought.

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 :

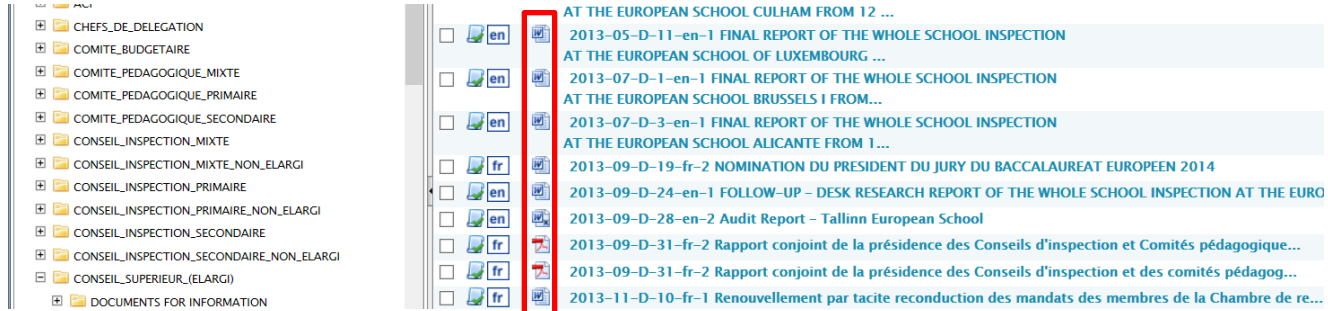
A document's language may not have been specified in the 'language' field, whereas it is generally specified in the document's reference in the 'title' field.

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)

Select 'Download' (then 'Save ' or 'Save as' and choose the destination folder of the file to be saved).

Processing documents 2/3

- **Printing a document**

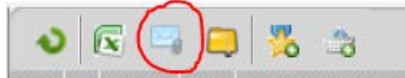
For Word, click on **the document format icon**, then 'Open' and the file opens in Word. Print using the usual Word method (print icon or File > Print).

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:



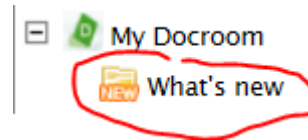
Processing documents 3/3

See the metadata (= the fields which describe the document: its title, language, date of publication, etc.)

In the list of documents on the right-hand side of the screen, double-click on the document's **title** ('Title').

- **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

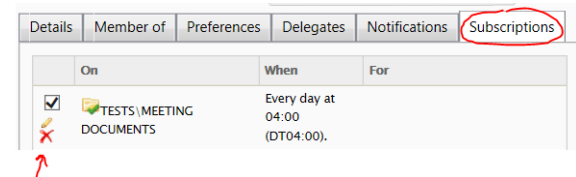
- The members of a meeting are automatically registered to receive an email alert as soon as a document concerning their meeting has been published. However, the following points need to be borne in mind:
 - as soon as a document is uploaded and saved, it is available for consultation, but the email 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 ES-ICT-SERVICEDESK@eursc.eu.
- 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.