Schola Europaea

DOCEE version 7
User guide
**for users with an eursc.eu account
except OSG staff**

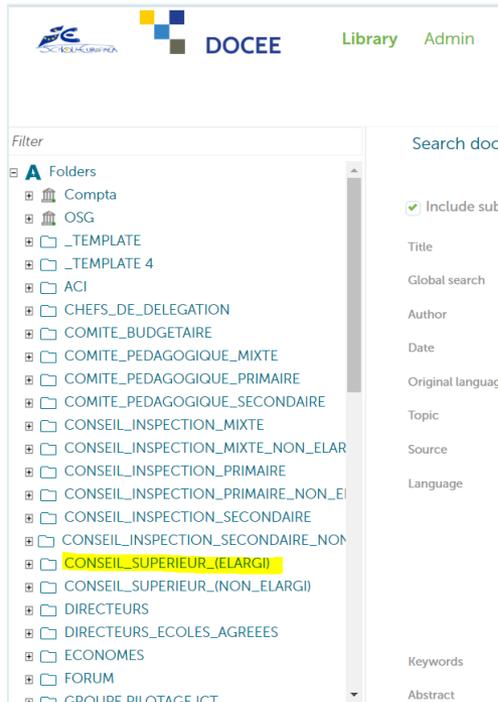**(en) – November 2021**

Contents

What is DOCEE?

DOCEE is:

a platform for sharing documents

between the OSG and the members

of meetings.

Version 7: what's changed?

Summary for users already used to previous version

- The login URL is now: **https://docee.eursc.eu**.

- Now you log in with your **6+2** / your Windows password / Domain = **EURSCEU**.
  Use your personal account, not the functional account. See details on page 5.

- The layout of the pages has changed, but how it works has remained the same.

- Some default settings have changed, e.g. now the documents are presented in descending date order: the most recent documents are visible above the 1st page.
  Many settings can be changed to your own taste: click on username at the top right of each page > '**My Preferences**'.

- It is no longer necessary to use double quotation marks ('') to search for a document reference number.

- Old alerts (sending an automatic email with a list of new documents or recently modified documents) could not be retrieved. You can easily take out new subscriptions as needed - see how on page 13.

Login –
EURSC users

= users with an @eursc.eu email address (except OSG staff): ES management and administrative staff
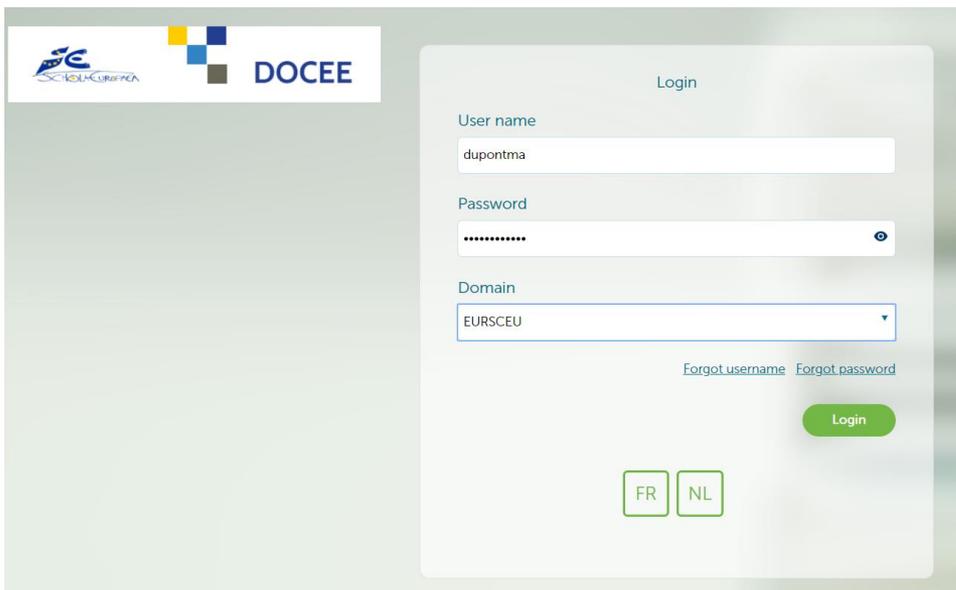
https://docee.eursc.eu

User name : 6+2 (without @eursc.eu)
6+2 is a code of up to 8 characters consisting of the first 6 letters of your surname followed by the first 2 letters of your first name [1]

Password: the one used for your @eursc.eu personal email address [2]

Domain: EURSCEU

Green button 'Login'

Use your personal account, not the functional account.

[1] Ignore accents, apostrophes, spaces etc. in your name: O'NEILL Günther => oneillgu
If your surname has less than 6 letters, just use your surname followed by the first 2 letters of your first name.

[2] If you change your password, it can take up to 24 hours for the new password to be activated in DOCEE.
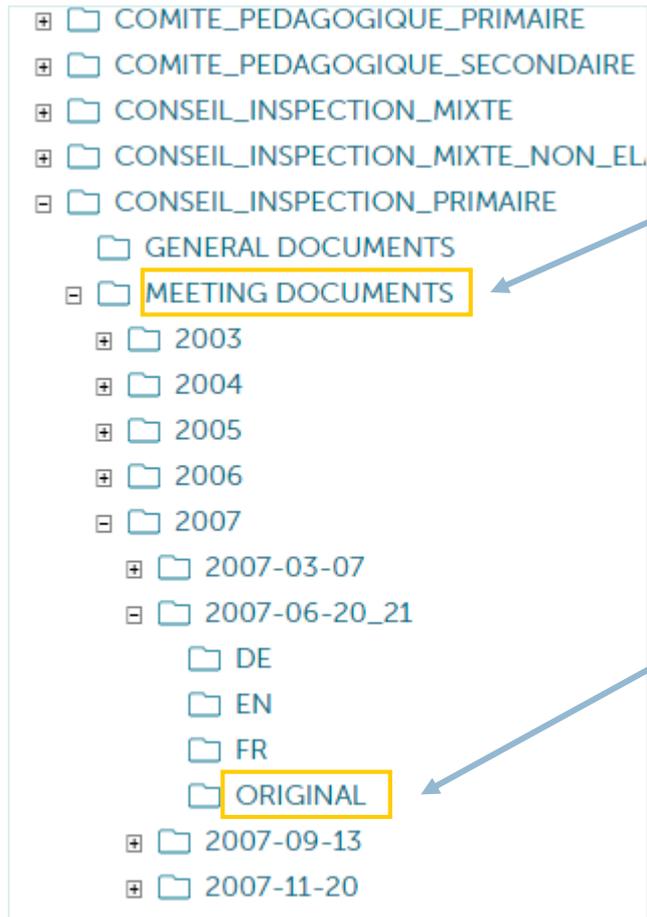
FYI Other kinds of users log in in a different way. Be sure to read the right user guide!

Navigation 1/2

- The left-hand side of the screen shows **the tree structure of the archiving folders** 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.

- By default, the documents are **sorted by Date in descending order**.
  It is possible to change the **sort key** by clicking on the column header.
  The direction of the arrow indicates an **ascending or descending order**.
  Click a second time on the column header to reverse the order.

```
⊞ 📁 COMITE_PEDAGOGIQUE_PRIMAIRE
⊞ 📁 COMITE_PEDAGOGIQUE_SECONDAIRE
⊞ 📁 CONSEIL_INSPECTION_MIXTE
⊞ 📁 CONSEIL_INSPECTION_MIXTE_NON_EL
⊟ 📁 CONSEIL_INSPECTION_PRIMAIRE
      📁 GENERAL DOCUMENTS
   ⊟ 📁 MEETING DOCUMENTS
      ⊞ 📁 2003
      ⊞ 📁 2004
      ⊞ 📁 2005
      ⊞ 📁 2006
      ⊟ 📁 2007
         ⊞ 📁 2007-03-07
         ⊟ 📁 2007-06-20_21
               📁 DE
               📁 EN
               📁 FR
               📁 ORIGINAL
         ⊞ 📁 2007-09-13
         ⊞ 📁 2007-11-20
```

- Meeting documents are found in the "**Meeting documents**" folders, which are grouped:

- by calendar year

   - by meeting date

      - by language, with in addition a folder for documents in their original language.

!! All documents are present in the ORIGINAL folder, only documents with existing language versions are found in the language folders.

Finding a document 1/2

The search is made solely in the folder selected (and its subfolders, where applicable)

1. In the tree structure (left-hand side of the screen), click on the name of the folder you wish to search. To search the entire archive, click on '**Folders'** at the top.
2. Click on "Search documents" at the top right.
3. A search screen appears. Fill in one or more fields as required:
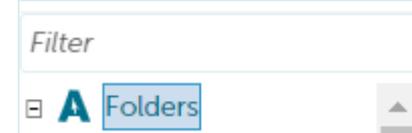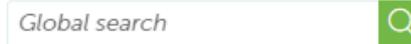
❖ 'Title' field: enter a **word from the title** or the **reference number of the document** you are looking for.

Use double inverted commas for an exact search. Example: "annual report".

Use * as a wildcard. Example: school* to get school OR schools.

❖ 'Global Search' field: search the entire document (full text indexing). The box

at the top right of each page is another more direct way to perform a full text search..

4. Click on the '**Find**' button to view the search results. If there are many results, they are displayed on several pages. By default, the documents are **sorted by Date in descending order**.

Optimising search results

Not all metadata has been completed for all documents.

If a search does not produce any results or if the result is not the one expected, it is advisable to reduce the number of search keys.

For example:

The language of a document may not have been specified in the 'language' field, whereas it is usually specified in the document reference number that can be found in the 'title' field.

If the search title = 2009-D-511 and language = en does not give any results, try again with title = 2009-D-511-en.

If the search title = 2009-D-511-en does not give any results, try again with title = 2009-D-511.

Processing documents 1/3

The documents listed on the right-hand side of the screen can be read, saved, printed and sent by email.

NB. Several methods to perform the same action coexist, we will illustrate only one of them.

Reading a document

Click **only ONCE** on the **title of the document** and the contents of the file will open on the right in the '**Preview**' tab.

If it is a Word file, on the right hand side of the screen, at the top of the 'Preview' tab, the '**Edit file in Word**' button will open the file in Word.

Saving a document

Right click on the **document format icon** (usually Word or PDF) => '**Download**'

Printing a document

Click **only ONCE** on the **title of the document** and the contents of the file will show on the right in the ' **Preview** ' tab.
Right click somewhere on the text > **Print** or CTRL-P.

Sending a document by email as an 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 fill in the **To:** and
      Subject: fields (mandatory), write a message in the **body** of the e-mail (optional) and click '**Send**'.

To send **several** documents as an attachment to one email, select the files to be sent (click in the square box
      corresponding to the files), then select the envelope icon in the menu at the top of the screen:

      The files are automatically attached to the email message, all that remains to be done is to fill in the **To:** and
      Subject: fields (mandatory), write a message in the **body** of the email (optional) and click '**Send**'.

Processing documents 3/3

Displaying the metadata (= the fields that describe the document: its title, language, date of publication, etc)

Click **only ONCE** on the **title of the document** and select the tab '**Details**'.

Getting information about the latest updates

At the bottom of the tree structure (left-hand side column), click on '**What's new**' / '**What's changed**'

- 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' (these settings are already selected in 'What's changed').

Alerts
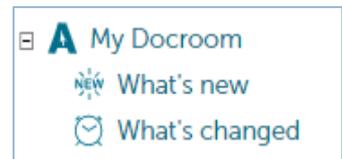
To receive a daily email informing that a new document has been published and/or modified, users have the possibility to take subscriptions.

How to subscribe?

Move around the DOCEE tree (left-hand side of the screen) and select the folder you wish to subscribe to.
Right click '**Subscribe**'.
It is possible to specify :
- whether the alert should only apply to this folder or also to the sub-folders ('**Include sub-folders**' box). For example: only one language for one date of a meeting, all languages for one date of a meeting, all dates and languages for a meeting,...
- whether you want the alert to be for new files published ('**New since last run**') or for new and modified files ('**New or modified since last run**'). The 'All' option is not recommended.

There is no limit to the number of subscriptions that can be taken out.
NB. As soon as a document is published, it is available for consultation, but e-mail alerts are only sent the next morning.

Managing subcriptions

To edit your subscriptions or unsubscribe, click on your username at the top right of the screen >
'**My Preferences**' > tab '**Subscriptions**'. If you can't see it, you have no subscription.
The 2 icons on the right allow you to modify or delete a subscription.

How to temporarily disable the alerts

Click on your username at the top right of the screen > '**My Preferences**' > '**Notifications**' tab.
Uncheck the box in front of '**Send mails**'. Check it again to re-enable the alerts.

My Preferences

A number of parameters are customisable, including

- the language of the tool
- the number of records displayed per page
- the way the elements are displayed
- the behaviour following an action

Click on the user name at the top right of the screen > 'My Preferences' > tab 'Preferences'.

Support

Who should I contact to get support?

- Please report any technical issue with the operation of DOCEE to ES-ICT-SERVICEDESK@eursc.eu.
- If you have lost your password, remember that your DOCEE password is the same as for Windows, Office 365,…
- Problems with meeting documents should be reported to the secretary in charge of the meeting and to the 'préparateurs' for the meetings that concern them.

User guides

4 different user guides are available for DOCEE:

- for **OSG** users (EN + FR): published in the SharePoint sites of OSG HR Unit (under 'Welcome Pack') and OSG Central Admin Unit
- for users with an **@eursc.eu email address except OSG** (EN + FR): published on eursc.eu under 'Useful links' https://www.eursc.eu/en/Office/links
- for users with an email address **@inspector, @teacher, @student, @staff** (EN + FR): published on on eursc.eu under 'Useful links' https://www.eursc.eu/en/Office/links
- for **external users** (EN + FR): published on on eursc.eu under 'Useful links' https://www.eursc.eu/en/Office/links

A link to the user guides can also be found at the bottom of each page in DOCEE.
It is advised not to download or print the user guides but to consult them online, in order to benefit from the latest updates.