



# IEC COLLABORATION PLATFORM

## User guide

### Abstract

A step by step guide to using the new IEC Collaboration Platform  
Version 1 (2018-05-03)

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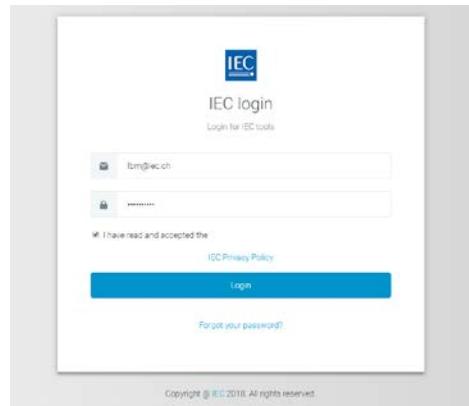
# IEC SSO Login

The new IEC Collaboration platform features SSO (single sign-on).

Sign in with your **email address\*** and password registered in the IEC Expert Management System.

\*Your EMS login will also allow you to sign in.

**Check the tick box** to indicate that you have read and accepted the IEC Privacy Policy.



# My Dashboard

## Business Groups (ex: IEC, CENELEC, BEC, etc.)

The boxes you see will depend on your roles and permissions as defined in the IEC Experts Management System (EMS). Each box provides access to the workspaces of a business group to which you have access rights.

## My Workspaces (ex: TC, SC, WG, PT, MT etc.)

A list of all workspaces to which you have access, across all business groups.

## My Favourites

When you favourite a **workspace** it will be listed here. Build your list of quick links of Workspaces you work with frequently

## My Settings

Change your profile picture, manage which boxes appear on your dashboard, control your weekly notification subscriptions and see your activity.

# Sidebar

All Dashboard boxes are always accessible via the sidebar



# Top bar

In the top bar you will find:

1. **Search** (*currently for workspaces only*)
2. **Your profile** (*access your settings and logout*)
3. **Home | Favourites | Notifications** shortcuts



# Find a WORKSPACE

## Top bar search

If you know exactly the name of the workspace you need to access, type it in the top bar search.

(currently for workspaces only)

My Dashboard

SEARCH RESULTS

SC 150A

TC 150 / SC 150A | SC 150A

TC 150 / SC 150A / WG 1 | WG 1

TC 150 / SC 150A / MT 3 | MT 3

## Drilldown method

### 1. Business Group (example: IEC)

Click on a business group to see the list of workspaces in the group to which you have access

My Dashboard

IEC

CENELEC

CEB-BEC

### 2. My Workspaces

In the list of Workspaces for a business group you can:

A. Switch views: **LIST** | **CARDS** (optional)

B. Click **check box** to **show disbanded** workspaces (optional)

C. **Filter** list (only available in list view)

D. **Drilldown** to sub-workspaces

A counter indicates the number of sub-workspaces available. Click on **right pointing arrows** next to the **counter** in either the list or cards view to drilldown to sub-workspaces.

## LIST view

My Workspaces

IEC

Search projects, groups...

My Workspaces > IEC TC 150 > TC 150 / SC 150A

Filter workspaces by name:

- CTS NEXT GEN
- IEC TC 150 (highlighted)
- NC President
- NC Secretaries
- NC Training

Show disbanded

Sub-workspaces:

- TC 150 / SC 150A (highlighted)
- TC 150 / SC 150A / WG 1
- TC 150 / SC 150A / MT 3

## CARDS view

My Workspaces

IEC

Search projects, groups...

My Workspaces

CTS NEXT GEN

IEC TC 150 (highlighted)

Sub-workspaces:

- FAQ
- TG

Sub-workspaces:

- NC SECRETARIES
- NC TRAINING

Sub-workspace:

- IEC

# Favourite a WORKSPACE

Once you have located a **workspace**, click on the **Favourite button** to add it to your quick links.

Click button to add to your favourites



Yellow star indicates a Favoured workspace



TC 150 / SC 150A / WG 1

Workspaces / IEC / TG 150 / SC 150A / WG 1

FAVOURITES

IEC

DASHBOARD DOCUMENTS EXCLUSIONS MEMBERS SUB-WORKSPACES

WG 1

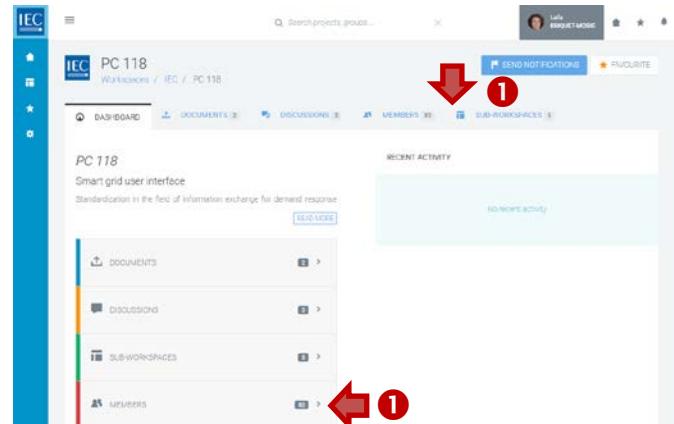
RECENT ACTIVITY

# View SUB-WORKSPACES of a workspace

To access the **sub-workspaces** of a **workspace** you are working in...

1. Click on the **Sub-workspaces tab** or **Sub-workspaces box**.

A *counter* displays how many sub-workspaces are available.



2. In the **Sub-Workspaces** tab of a workspace you can:

- A. Switch views: **ACTIVE** | **DISBANDED** (*optional*)
- B. Switch views: **LIST** | **CARDS** (*optional*)
- C. **Filter** list
- D. **Drilldown** to sub-workspaces

A *counter* indicates the number of sub-workspaces available. Click on right pointing arrows next to the counter in either the list or cards view to drilldown to sub-workspaces.

**LIST** view - **ACTIVE**

**LIST** view - **DISBANDED**

**CARDS** view - **ACTIVE**

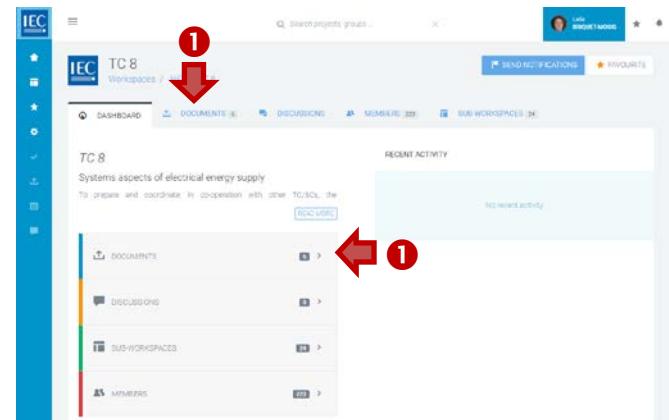
**CARDS** view - **DISBANDED**

# Find a DOCUMENT

Once you have located the **workspace** which contains the documents you need...

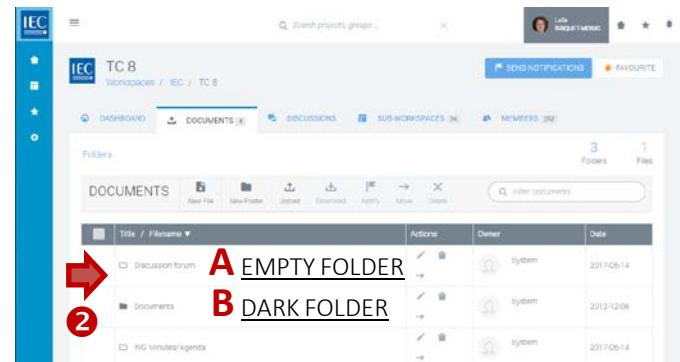
1. Click on the **Documents tab** or **Documents box**.

A *counter* displays how many documents are available.



2. Click on **folders** to drilldown to the folder which the document

	<b>A. EMPTY</b> folder ( <i>no content</i> )
	<b>B. DARK</b> folder ( <i>contains files/folders</i> )



3. Click the **Action icons** next to the file to:

	<b>A.</b> View <b>file info</b> (details panel)
	<b>B.</b> <b>Preview</b> file
	<b>C.</b> <b>Download</b> file
	<b>D.</b> View/start file <b>discussion(s)</b>



# View DOCUMENT DETAILS

Locate the **workspace** and the **folder** which contains the document(s) you want to download.

1. Click on the **Info icon** in the actions column next to the file you want to discuss.



The screenshot shows the 'TC 8' workspace's 'DOCUMENTS' section. A red arrow labeled '1' points to the 'info' icon in the actions column of the third document listed. The document details are as follows:

Title / Filename	Actions
Meeting minutes and presentation slides from TCB WGAHG4 Use Case Workshop LA 2011-06	
Smartgridforum_English.pdf 3rd Africa Smart Grid Forum	(Red arrow 1)  
IEC 8_1313e_RVN.pdf IEC 8_1313e_RVN: Use Case Approach Part 2 - Definition of Use Case Template, Actor list an...	  

2. In the **Document details panel** you can:

**A. Download** file

**B. Edit** the document title and description  
(owner and editors only)

**C. Copy document details** link to clipboard  
(allows you to give a direct link to a document)

The screenshot shows the 'DETAILS' tab of the document details panel. Red arrows labeled A, B, and C point to the 'DOWNLOAD FILE' button, the 'EDIT TITLE/DESC.' link, and the 'COPY LINK' link respectively. The document details are as follows:

Details	Discussions
 PDF 	DOWNLOAD FILE EDIT TITLE/DESC. COPY LINK
Title: 3rd Africa Smart Grid Forum Filename: Smartgridforum_English.pdf Link:  Copy document link to clipboard Type: application/pdf Upload Date: 2017-10-24 Last Update: 2017-10-24 Owner: Hervé Rochereau	

**D. View/start document discussions**

**E. Preview** file

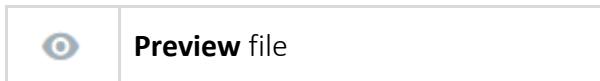
The screenshot shows the 'DETAILS' tab of the document details panel. Red arrows labeled D and E point to the 'DISCUSS' button and the 'PREVIEW' button respectively. The document details are as follows:

Details	Discussions
 PDF  PREVIEW	DISCUSS DOWNLOAD FILE
Title: 3rd Africa Smart Grid Forum Filename: Smartgridforum_English.pdf Link:  Copy document link to clipboard Type: application/pdf Upload Date: 2017-10-24 Last Update: 2017-10-24 Owner: Hervé Rochereau	

# Preview a DOCUMENT

Locate the **workspace** and the **folder** which contains the document(s) you want to download.

- Click on the **Preview icon** in the actions column next to the file you want to discuss.



You can also preview a file from the file details panel... by clicking on the **Preview File link**

- A **modal window** will open with a **preview** of the document.

Previews are available for:

- A. Images files** (JPG, GIF, PNG)
- B. Adobe PDF** documents
- C. Microsoft Office** documents  
(Word, Excel and PowerPoint)
- D. Video** files (MP4)

- Click on the “X” to close the modal window.

# Discuss a DOCUMENT

Locate the **workspace** and the **folder** which contains the document you want to discuss.

**Document discussions** allow you to discuss questions about a specific document.

If you want to start a discussion concerning several documents, please go to the **Discussions tab**, start a general discussion and attach multiple documents.

1. Click on the **Discussion icon** in the actions column next to the file you want to discuss.



A **counter** indicates if a document has discussions.

A screenshot of the IEC Collaboration Platform. The top navigation bar shows "IEC TC 150 Workspaces / IEC / TC 150". Below it, a sub-navigation bar shows "DOCUMENTS (16)" and "DISCUSSIONS (1)". The main content area shows a table of documents under the heading "DOCUMENTS". The first document, "Responsibilities.xlsx", has a counter "1" next to its actions column. A red arrow labeled "1" points to this counter.

2. The **document details** panel will open on the **DISCUSSIONS tab**

A screenshot of the IEC Collaboration Platform. The top navigation bar shows "IEC TC 150 Workspaces / IEC / TC 150". Below it, a sub-navigation bar shows "DOCUMENTS (16)" and "DISCUSSIONS (1)". The main content area shows a table of documents under the heading "DOCUMENTS". The first document, "Responsibilities.xlsx", is selected. A red arrow labeled "2" points to the "DISCUSSIONS (1)" tab in the sub-navigation bar.

3. To start a **NEW discussion**, click on the **New Topic** button.

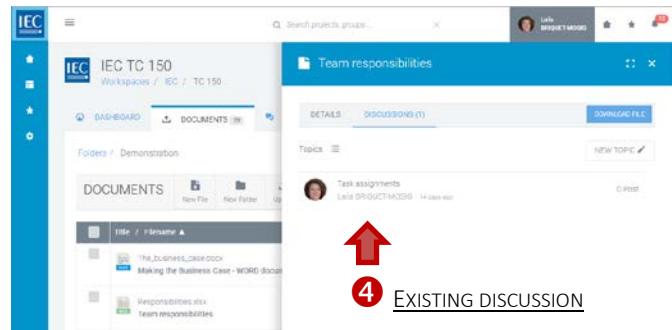
A screenshot of the IEC Collaboration Platform. The top navigation bar shows "IEC TC 150 Workspaces / IEC / TC 150". Below it, a sub-navigation bar shows "DOCUMENTS (16)" and "DISCUSSIONS (1)". The main content area shows a table of documents under the heading "DOCUMENTS". The first document, "Responsibilities.xlsx", is selected. A red arrow labeled "3" points to the "NEW TOPIC" button in the sub-navigation bar. Another red arrow labeled "NEW DISCUSSION" points to the same button.

- Enter a topic **subject** (*required*)
- Enter a **description** (*required*)  
(use *html* formatting as appropriate).
- Attach documents** (*optional*)  
See: [\[Attach DOCUMENTS \(to Discussions or Notifications\)\]](#)
- Press the **Create Topic** button.

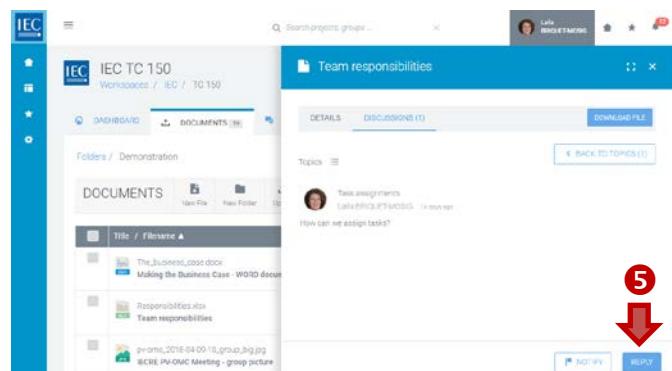
A screenshot of the IEC Collaboration Platform showing a "New topic" dialog box. The dialog has several fields:

- "Subject" field with a red arrow "A" pointing to it.
- "Description" rich text editor with a red arrow "B" pointing to it.
- "ATTACH DOCUMENTS" button with a red arrow "C" pointing to it.
- "CREATE TOPIC" button with a red arrow "D" pointing to it.

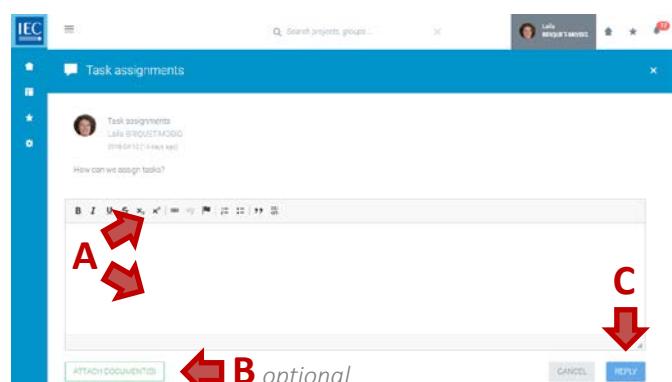
- 4.** To participate in an **EXISTING** discussion, click on a **topic** in the list.



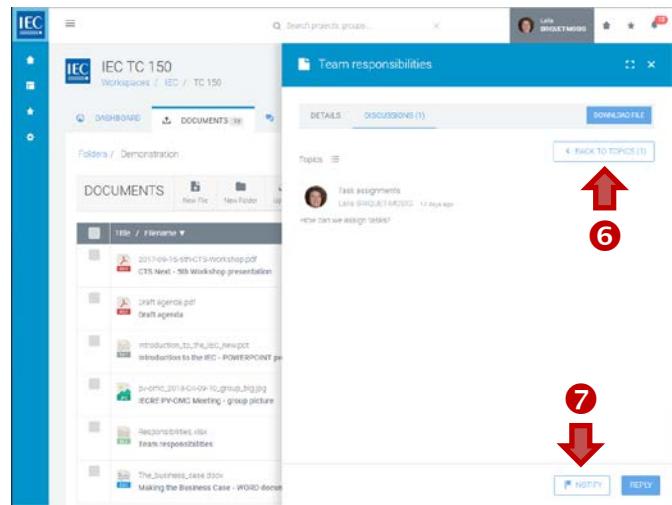
- 5.** Press the **reply** button



- A.** Enter your **response** (*required*)  
(use *html* formatting as appropriate).
- B.** **Attach documents** (*optional*)  
See: [Attach DOCUMENTS (to Discussions or Notifications)]
- C.** Press the **reply** button



- 6.** Press the **back to topics** button to return to the list of topics.
- 7.** Press the **Notify** button to send notifications  
(*optional*)

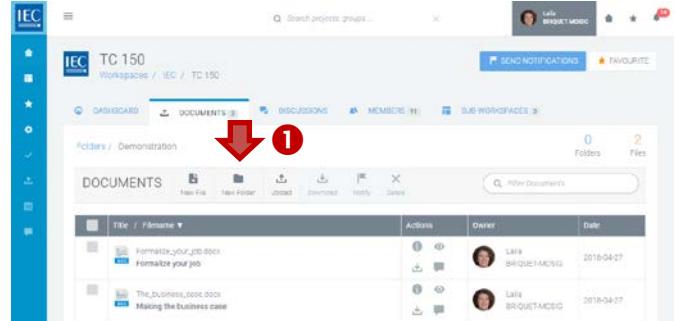


# Create a DOCUMENT FOLDER

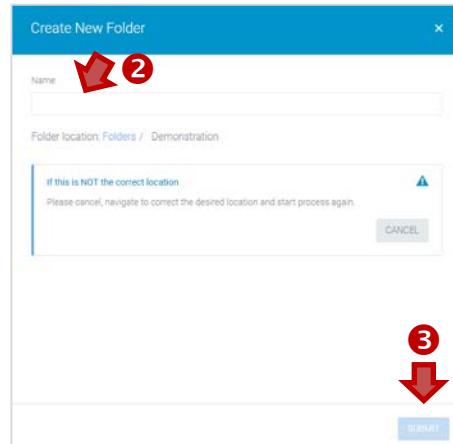
Locate the **workspace** and the **folder** where you would like to create a **new folder**.

See: [\[Find a WORKSPACE\]](#)

1. In the toolbar press the **New Folder** button.



2. Enter a **folder name**.



3. Press the **Submit** button.

# Rename a DOCUMENT FOLDER

Locate the **workspace** and the **folder** which you would like to **rename**.

See: [\[Find a WORKSPACE\]](#)

**NOTE:** Only owners and editors can rename folders.

1. Click on the **Edit folder name icon** in the actions column next to the folder you want to rename.



2. Enter the **new folder name**.

3. Press the **Update** button.

# Move a DOCUMENT FOLDER

Locate the **workspace** and the **folder** which you would like to **move**.

See: [\[Find a WORKSPACE\]](#)

**NOTE:** Only owners and editors can move folders.

1. Click on the **Move folder** icon in the actions column next to the folder you want to move.



2. Drilldown in the list of folders on the right until you are inside of the **destination folder**.

3. Press the **Move** button.

# Delete a DOCUMENT FOLDER

Locate the **workspace** and the **folder** which you would like to **delete**.

See: [\[Find a WORKSPACE\]](#)

**NOTE:** Only owners and editors can delete folders.

1. Click on the **Delete folder icon** in the actions column next to the folder you want to move.



A screenshot of the IEC Collaboration Platform interface. The top navigation bar shows "IEC TC 150 Workspaces / IEC / TC 150". Below it is a toolbar with "DASHBOARD", "DOCUMENTS" (highlighted), "DISCUSSIONS", "SUB-WORKSPACES", and "MEMBERS". The main area is titled "Folders" and shows a table of documents. The first row contains "Demonstration" and "Demonstration2". The second column, "Actions", contains icons for "Edit", "Delete", and "Move". A red arrow labeled "1" points to the "Delete" icon for "Demonstration2". The top right corner of the interface shows user information: "Lata BRUGSTADSG" and "FAVOURITE".

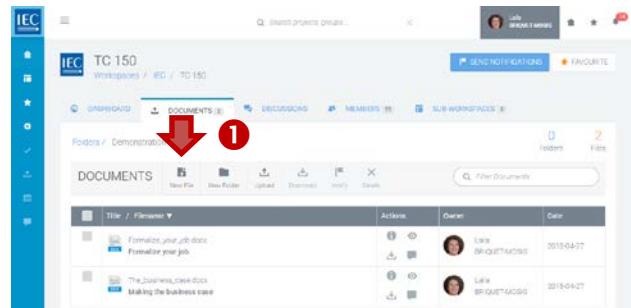
2. To confirm the deletion of the folder in the alert window, press the **Delete** button.

A screenshot of a confirmation dialog box titled "Confirm". The text inside says: "This process will delete the folder 'documents' and its content from this workspace. Are you sure you want to continue?". At the bottom are two buttons: "DELETE" and "CANCEL". A red arrow labeled "2" points to the "DELETE" button. The background of the dialog is red.

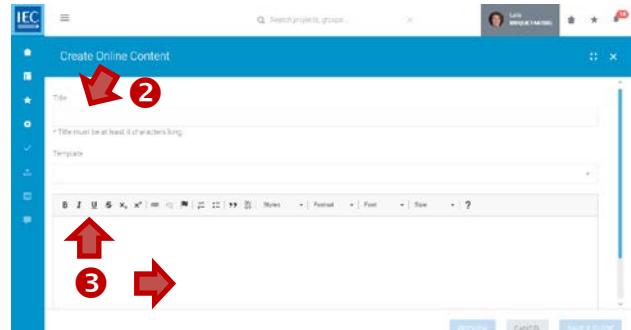
# Create a NEW DOCUMENT (online file)

Locate the **workspace** and the **folder** where you would like to create a **new file**.

1. In the toolbar press the **New File** button.

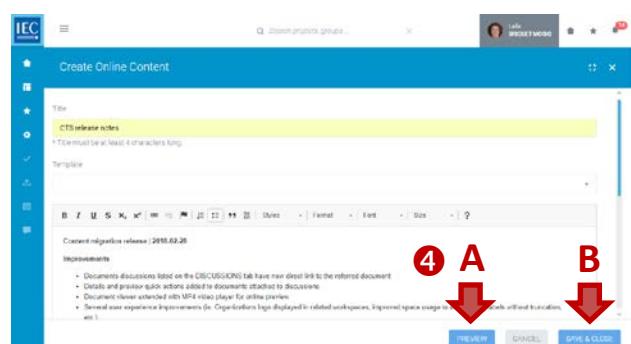


2. Enter a **title**.



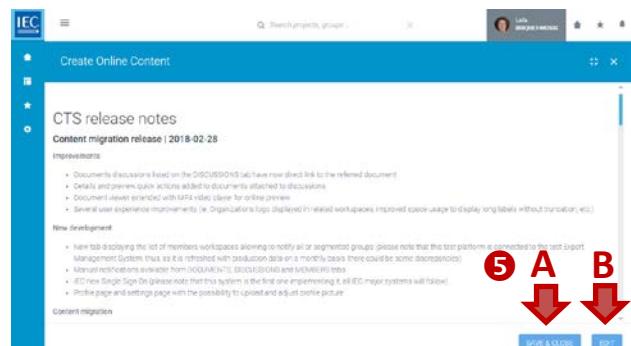
3. Enter **body text**

(use *html* formatting as appropriate).



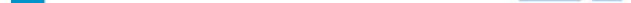
4. In the **EDIT mode...**

- Press the **Preview** button to see how your online content will look.
- Press the **Save & Close** button if you are ready to save your work.



5. In the **PREVIEW mode...**

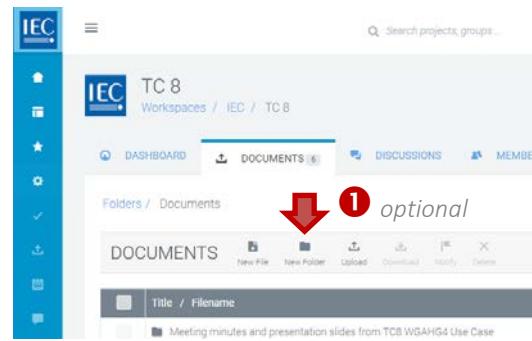
- Press the **Save & Close** button if you are satisfied and ready to save your work.
- Press the **Edit** button to continue working on the document.



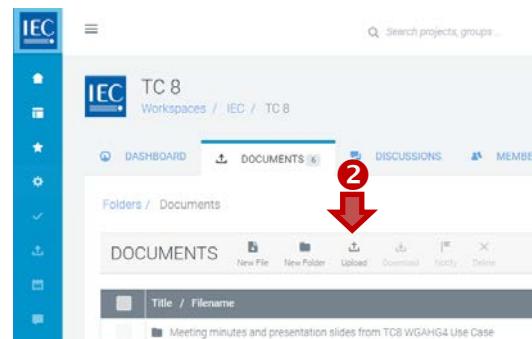
# Upload a DOCUMENT(S)

1. Locate the **workspace** and the **folder** where the document should be stored.

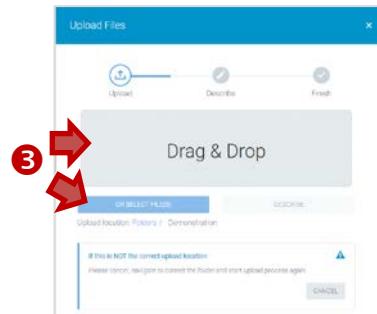
- Click on folders to drill down to subfolders
- Optional:  
Click on **New Folder** button to create a folder



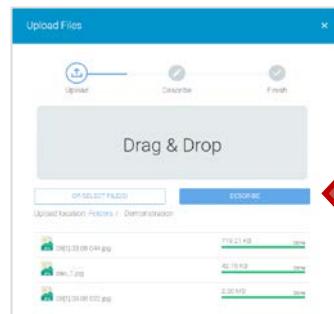
2. In the toolbar press the **Upload** button.



3. Drag & Drop or browse to select file(s) to upload.

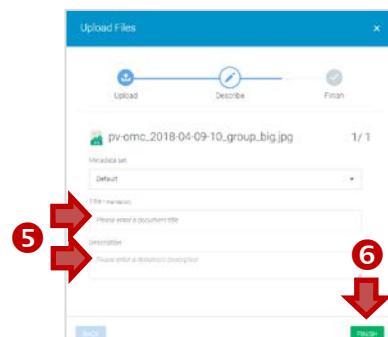


4. Once files are processed...  
press the **Describe** button to collect metadata for each file.



5. Enter a **title** (required)  
and a **description** (optional)

Press **Next** to enter metadata for additional files



6. Press **Finish** after entering metadata for all files



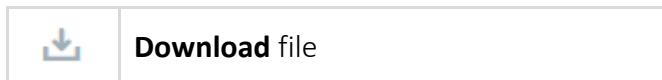
7. **Notify** members (optional)  
*At the end of the upload process you have the possibility to send a Notification.*

# Download a DOCUMENT(S)

Locate the **workspace** and the **folder** which contains the document(s) you want to download.

## Single file downloads

Click on the Download icon in the actions column next to the file you want to download.



You can also download a file from the file details panel... with the **Download File** button

## Multiple file downloads

1. Click on the **checkbox** next to the file you want to download.

Click the checkbox in the table header to select all files in a folder. Note: *Subfolders will not be included*.

2. In the toolbar press the **Download** button.

You can also use the **DOWNLOAD circle button** (with notification download icon) which will appear in the bottom right of your screen.



A **zip file** will be generated containing all the files you selected.

# Edit a DOCUMENT title and/or description

Locate the **workspace** and the **folder** with the document title and/description you would like to **edit**.

**NOTE:** Only owners and editors can edit the title and/or description of a document. The filename itself cannot be changed.

1. Click on the **Info icon** in the actions column next to the file with the title and/or description you want to edit.



Title / Filename	Actions	Owner	Date
Meeting minutes and presentation slides from TC8 VIBA/IEC Use Case workshop LA 2011-06	[info icon]	Suzanne VAN	2011-07-04
IEC 8.1313e.RVN.pdf	[info icon]	JOHANNES STEIN	2013-12-06
Smartgridforum_English.pdf	[info icon]	Hervé ROCHEBREU	2011-10-24

2. In the file details panel, click on the **Edit icon** next the title.



IEC 8.1313e.RVN: Use Case Approach Part 2 - Definition of Use Case Template, Actor List and Requirement List for Energy

Description:

IEC 8.1313e.RVN: Use Case Approach Part 2 - Definition of Use Case Template, Actor List and Requirement List for Energy

3. Edit the **title** and/or the **description** as needed.
4. Press the **Finish** button.

IEC 8.1313e.RVN: Use Case Approach Part 2 - Definition of Use Case Template, Actor List and Requirement List for Energy

Cancel Finish

# Move a DOCUMENT(S)

Locate the **workspace** and the **folder** with the document you would like to **move**.

**NOTE:** Only owners and editors can move documents.

1. Click on the **checkbox** next to the file(s) you want to move.

Click the checkbox in the table header to select all files in a folder. Note: Subfolders will not be included.

2. In the toolbar press the **Move** button.

You can also use the **MOVE circle button** (with a right pointing arrow icon) which will appear in the bottom right of your screen.



In the **Move Files window** you will see...

- On the **left...** the files to be moved
- On the **right...** the workspace folder structure.

3. Click on **folders** to **drilldown** to the destination folder where you would like to move the file(s).

4. Once you have reached the destination folder click on the **Move** button.

# Delete a DOCUMENT(S)

Locate the **workspace** and the **folder** which contains the document(s) you want to delete.

1. Click on the **checkbox** next to the file(s) you want to delete.

*Click the checkbox in the table header to select all files in a folder. Note: Subfolders will not be included.*

The screenshot shows a workspace named 'TC 8'. The 'DOCUMENTS' tab is selected. A table lists three documents: 'Meeting minutes and presentation slides from TDB IEC/HG4 Use Case Workshop LA 2011-09-08.pdf', 'IEC 8\_131de39c.pdf', and 'SmartgridForum\_English.pdf'. Each document has a checkbox in the first column, an 'Actions' column with icons, and a 'Owner' and 'Date' column. A red arrow labeled '1' points to the checkbox in the header row. A green circle labeled '2' points to the trashcan icon in the bottom right corner of the toolbar.

2. In the toolbar press the **Delete** button.  
(owner and editors only)

*You can also use the **DELETE circle button** (with trashcan icon) which will appear in the bottom right of your screen.*



The screenshot shows the same workspace and document list as the previous one. A red arrow labeled '2' points to the trashcan icon in the bottom right corner of the toolbar. A second red arrow labeled '2' points to the trashcan icon in the bottom right corner of the document list table.

# Send document NOTIFICATIONS

Locate the **workspace** and the **folder** with the document(s) you want to send a notification about.

1. Click on the **checkbox** next to the file(s) you want to send a notification about.

*Click the checkbox in the table header to select all files in a folder. Note: Subfolders will not be included.*

Title / Filename	Actions	Owner	Date
2017-09-15-01-CT3-Workshop.pdf CT3 Next - 1st Workshop presentation	[checkbox] [eye] [grid] [down]	Lala BROUETMODG	2018-04-12
Draft agenda.pdf Draft agenda	[checkbox] [eye] [grid] [down]	Lala BROUETMODG	2018-04-12
Introduction_to_the_IEC_new.ppt Introduction to the IEC - POWERPOINT presentation	[checkbox] [eye] [grid] [down]	Lala BROUETMODG	2018-04-16
Pr-0mt_2018-04-09-10_group_346.jpg IECRE PV-OMC Meeting - group picture	[checkbox] [eye] [grid] [down]	Lala BROUETMODG	2018-04-16
Responsibilities.xlsx Team responsibilities	[checkbox] [eye] [grid] [down]	Lala BROUETMODG	2018-04-12
TheBusiness_case.docx Making the Business Case - WORD document	[checkbox] [eye] [grid] [down]	Lala BROUETMODG	2018-04-12

2. In the toolbar press the **Notify** button.

*You can also use the **NOTIFY circle button** (with notification flag icon) which will appear in the bottom right of your screen.*



Title / Filename	Actions	Owner	Date
2017-09-15-01-CT3-Workshop.pdf CT3 Next - 1st Workshop presentation	[checkbox] [eye] [grid] [down]	Lala BROUETMODG	2018-04-12
Draft agenda.pdf Draft agenda	[checkbox] [eye] [grid] [down]	Lala BROUETMODG	2018-04-12
Introduction_to_the_IEC_new.ppt Introduction to the IEC - POWERPOINT presentation	[checkbox] [eye] [grid] [down]	Lala BROUETMODG	2018-04-16
Pr-0mt_2018-04-09-10_group_346.jpg IECRE PV-OMC Meeting - group picture	[checkbox] [eye] [grid] [down]	Lala BROUETMODG	2018-04-16
Responsibilities.xlsx Team responsibilities	[checkbox] [eye] [grid] [down]	Lala BROUETMODG	2018-04-12
TheBusiness_case.docx Making the Business Case - WORD document	[checkbox] [eye] [grid] [down]	Lala BROUETMODG	2018-04-12

- Enter a **subject** (required)
- Enter a **body text** (required)  
(use html formatting as appropriate).
- Select a **list group** (and/or type a name) to create a list of notification recipients.  
(*a counter shows the number of recipients*).
- The documents you selected are **already attached**.  
*If needed, you can attach more documents using the **Attach Documents** button.*  
(*a counter shows the number of attachments*).
- Press the **Send Notification** button  
(*a counter shows the number of recipients*).

Subject: *Type a subject here*

Message:

Lists Groups: *Type a name here*

Recipients: *Type a name here*

ATTACHED DOCUMENTS: *Number of attachments*

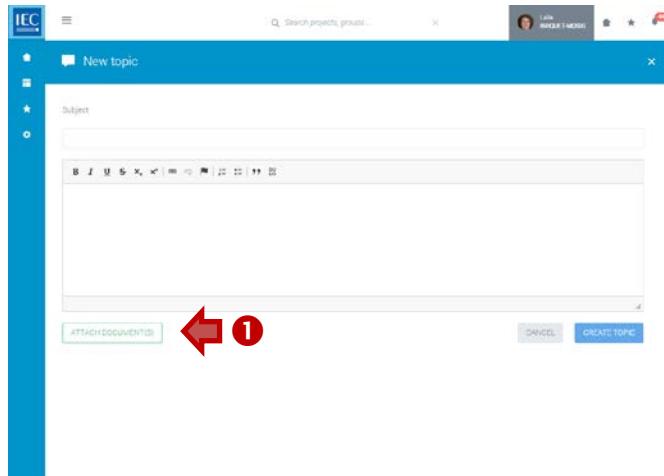
Number of recipients: *6*   CANCEL   SEND NOTIFICATION

# Attach DOCUMENTS (to Discussions or Notifications)

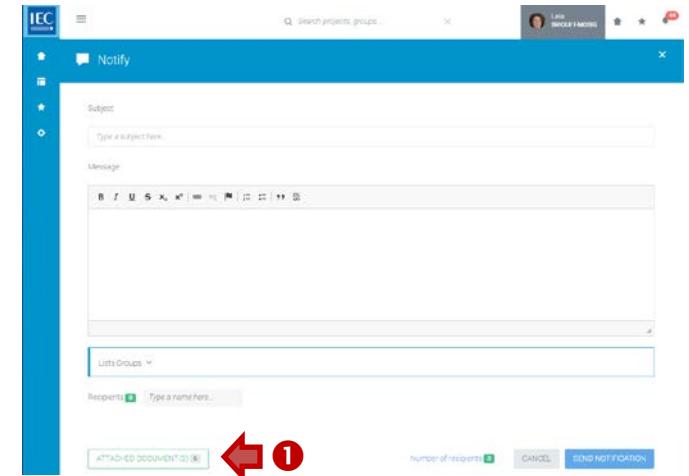
Documents can be attached to both Discussions and Notifications. In both cases the method is the same.

1. In either **Discussions** (new topic or reply) or **Notifications**...  
click on the **Attach documents** button.

Discussions

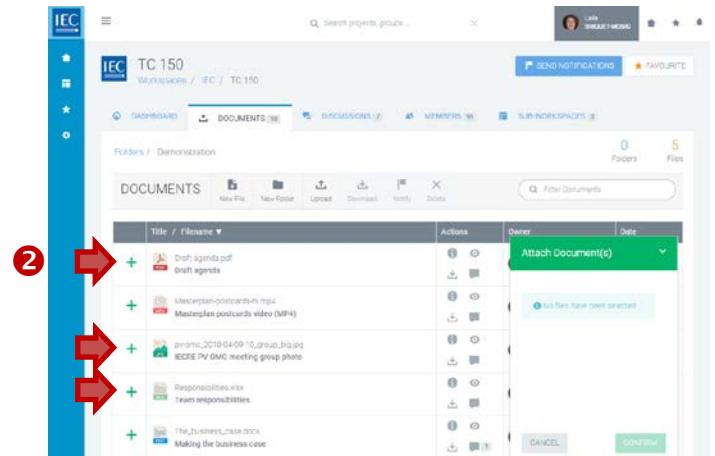


Notifications

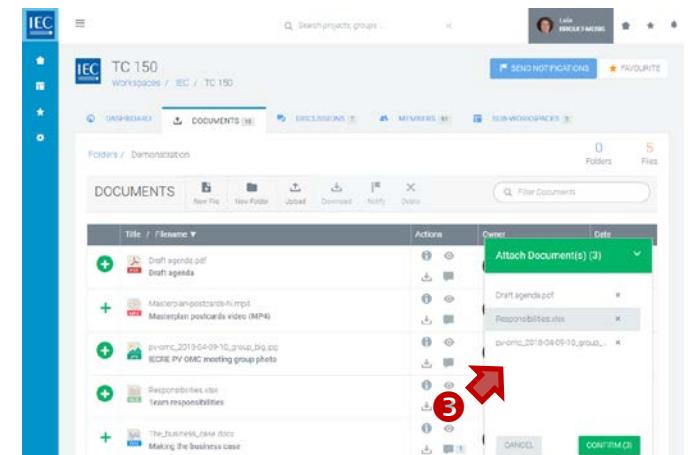


2. Click on the green + next to the documents you want to attach.

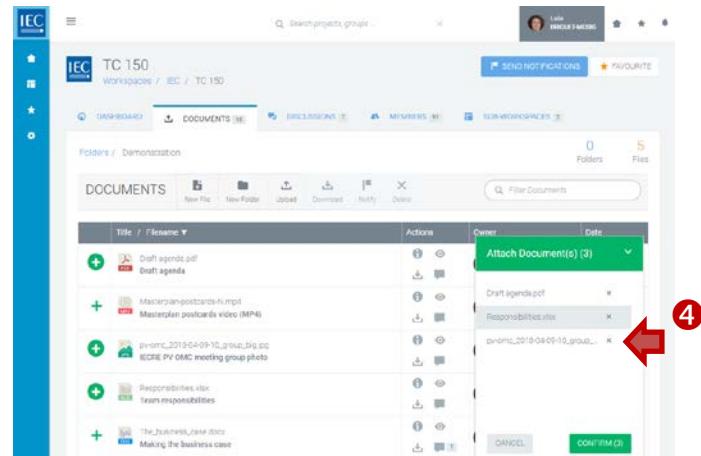
NOTE: You can add files from different folders by browsing through the file tree.



3. The files will be added to your basket.



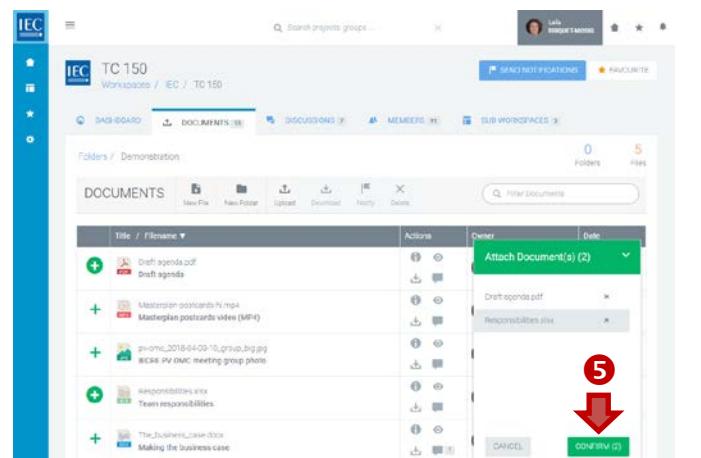
4. To **REMOVE** files from the basket, click on “**x**” next to the files.



5. When finished press the **Confirm** button

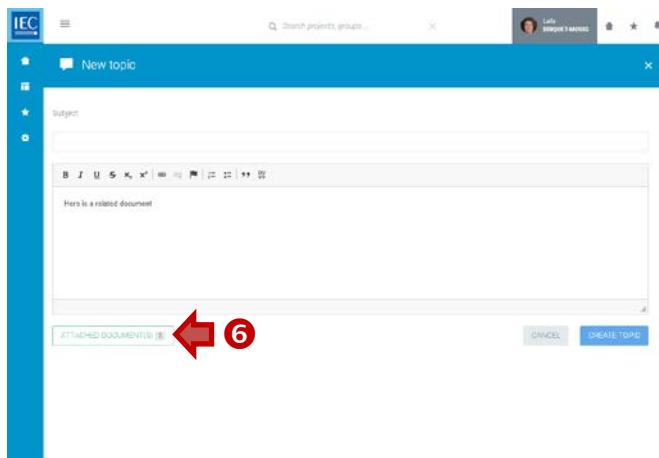
You will **return** to the **Discussion or Notification** to which you are attaching the files.

A counter on the **Attach files** button

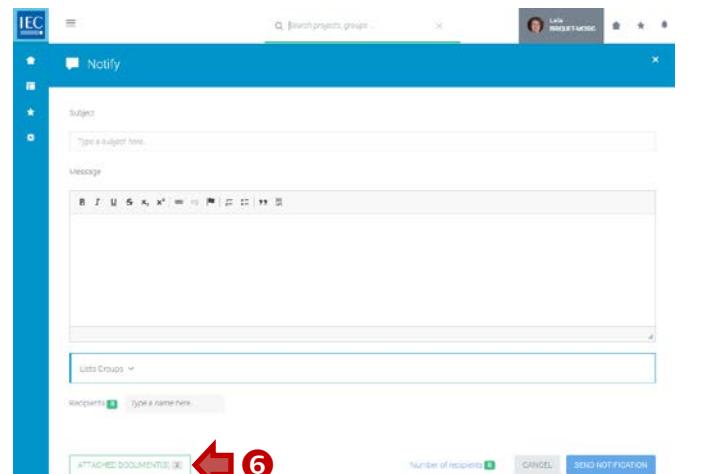


6. A **counter** on the **Attach documents** button will indicate the number of files attached.

#### Discussions



#### Notifications

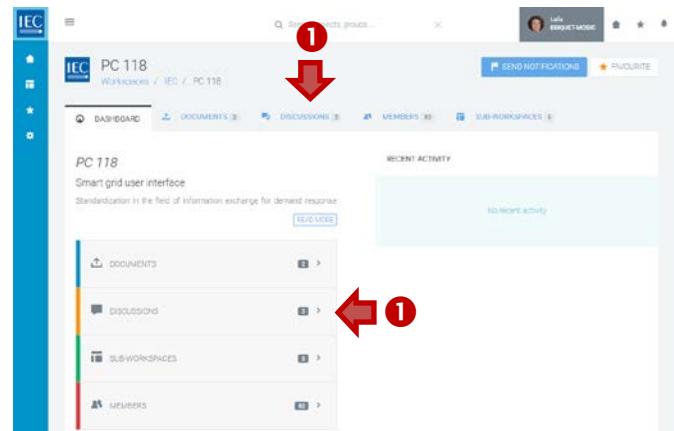


# Find a DISCUSSION

Locate the **workspace** which contains the **discussion** you want to find...

1. Click on the **Discussions tab** or **Discussions box**.

A counter displays how many discussions are available.



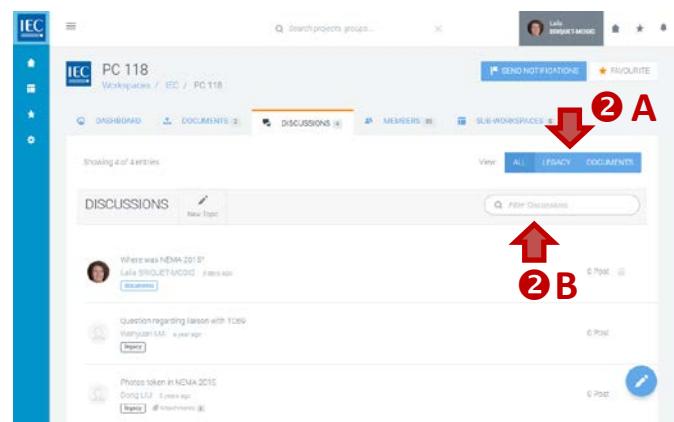
2. Switch views / Filter list of discussions

In the list of discussions you can:

- A. Switch views: **ALL | LEGACY | DOCUMENTS**

- Discussion migrated from the former CTS application are tagged as **LEGACY**.
- Discussions created on a specific document are tagged as **DOCUMENTS**

- B. Filter list (*search in forum title & contents*)

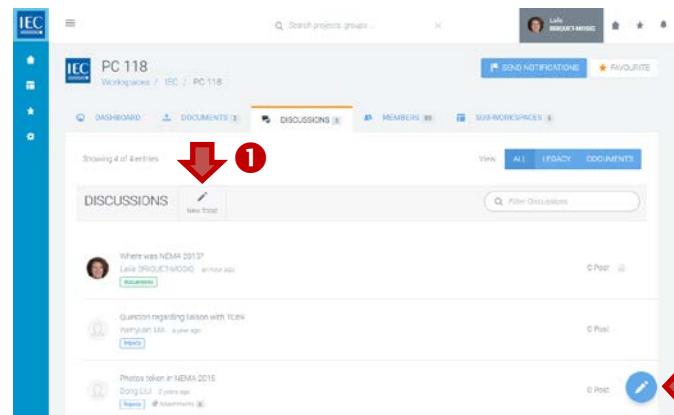


# New topic for DISCUSSION

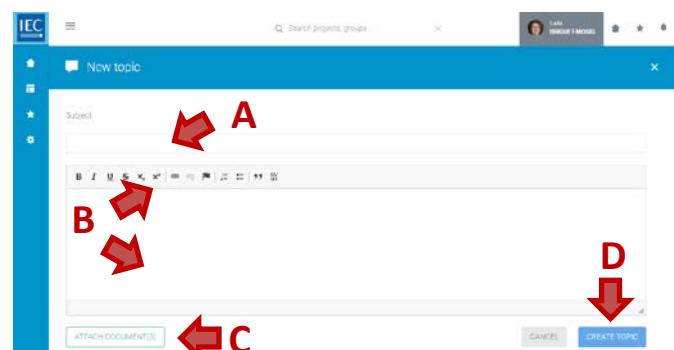
Locate the **workspace** where you want to create a discussion and click on the **discussion tab**...

1. In the toolbar press the **New Topic** button.

You can also use the **NEW TOPIC circle button** (with pencil icon) at the bottom right of your screen.



- A. Enter a **subject** (*required*)  
(use html formatting as appropriate).
- B. Enter a **body text** (*required*)  
(use html formatting as appropriate).
- C. **Attach documents** (*optional*)  
See: [\[Attach DOCUMENTS \(to Discussions or Notifications\)\]](#)
- D. Press the **Create Topic** button



# Reply to a DISCUSSION

Locate the **workspace** with a discussion you want to participate in and click on the **discussion tab**...

1. Click on a **topic** in the list of **discussions**.

The screenshot shows the IEC Collaboration Platform interface. At the top, there's a header with the IEC logo, a search bar, and user information. Below the header, the workspace title 'PC 118' and its location 'Workspaces / IEC / PC 118' are visible. The main area is titled 'DISCUSSIONS' and shows a list of topics. The first topic, 'Where was NEMA 2015?', is highlighted with a red arrow labeled '1'. Other topics listed include 'Question regarding Iariss with T269' and 'Photos taken in NEMA 2015'.

2. Click on the **Reply** button.

This screenshot shows the detailed view of the 'Where was NEMA 2015?' discussion. It includes the author's profile picture, name (Lalla BROUET-MOSIG), date (2018-04-30), and a brief description: 'At which location was the NEMA 2015 conference held?'. At the bottom right, there are two buttons: 'NOTIFY' and 'REPLY', with a red arrow labeled '2' pointing to the 'REPLY' button.

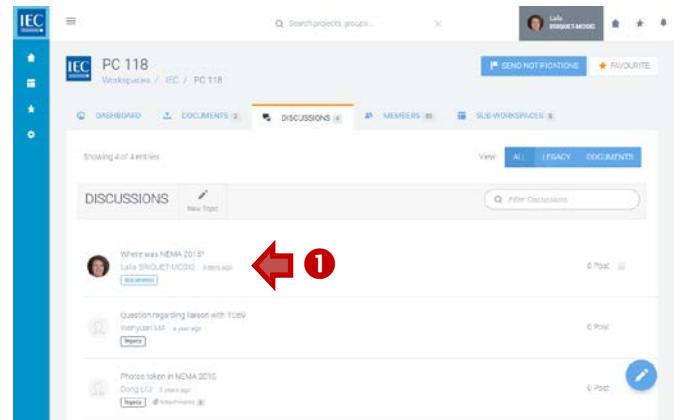
- A. Enter a **body text** (*required*)  
(use *html* formatting as appropriate).
- B. **Attach documents** (*optional*)  
See: [Attach DOCUMENTS (to Discussions or Notifications)]
- C. Press the **Reply** button.

This screenshot shows the reply editor window for the 'Where was NEMA 2015?' discussion. It features a rich text editor toolbar with various icons (A). Below the toolbar is a text input field with placeholder text: 'At which location was the NEMA 2015 conference held?'. To the left of the text input is a green button labeled 'ATTACH DOCUMENT(S)'. At the bottom right of the editor are two buttons: 'CANCEL' and 'REPLY' (C). Red arrows labeled 'A', 'B', and 'C' point to the toolbar, the attachment button, and the 'REPLY' button respectively.

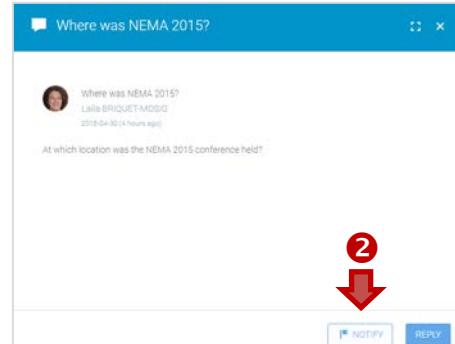
# Discussion NOTIFICATIONS

Locate the **workspace** with a discussion you want to send a notification about and click on the **discussion tab**...

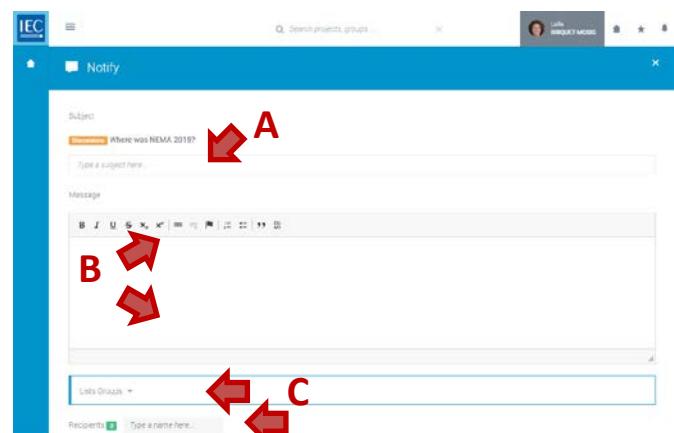
1. Click on a **topic** in the list of **discussions**.



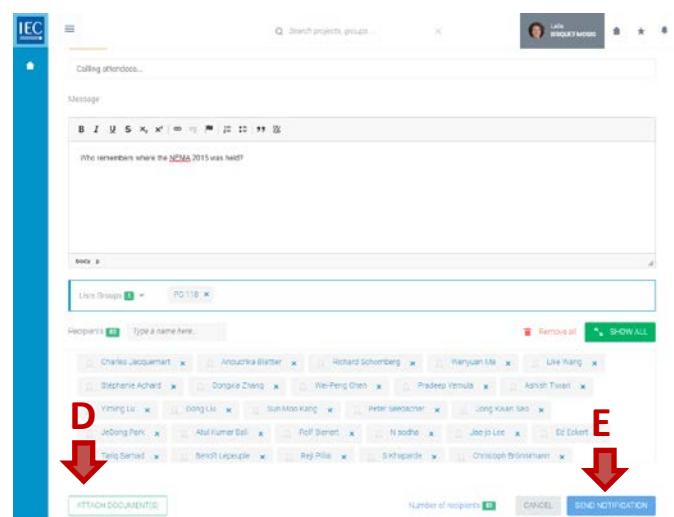
2. Click on the **Notify** button.



- A. Enter a **subject** (*required*)
- B. Enter a **body text** (*required*)  
(use html formatting as appropriate).
- C. Select a **list group** (and/or type a name) to create a list of notification recipients.



- D. **Attach documents** (*optional*)  
See: [\[Attach DOCUMENTS \(to Discussions or Notifications\)\]](#)
- E. Press the **Send Notification** button.  
(*a counter* shows the number of recipients).



# Find a MEMBER(S)

Locate the **workspace** which contains the **member** you want to find...

## 1. Click on the **Members tab**

### or **Members box**.

A counter displays how many members are participating in the workspace and sub-workspaces.

The screenshot shows the IEC Collaboration Platform interface. The top navigation bar has tabs for DASHBOARD, DOCUMENTS, DISCUSSIONS, MEMBERS (which is highlighted in blue), and SUB-WORKSPACES. A red arrow labeled '1' points to the 'MEMBERS' tab. Below the navigation bar is a sidebar with links for DOCUMENTS, DISCUSSIONS, SUB-WORKSPACES, and MEMBERS. The main content area is titled 'PC 118' and shows 'Smart grid user interface Standardization in the field of information exchange for demand resource'. It includes sections for RECENT ACTIVITY, DOCUMENTS, DISCUSSIONS, SUB-WORKSPACES, and MEMBERS. A red arrow labeled '2' points to the 'MEMBERS' section.

## 2. Use the **filters** in the **toolbar** to filter the list. You can filter the list of members by:

### A. Groups filter

(workspace or sub-workspaces)

### B. Roles filter

(Secretary, Chair, Convenor... etc.)

### C. NC/Org filter

(National Committee or Organization)

## 3. Click **checkboxes** next to filter items to apply

### Group filter

The screenshot shows the IEC Collaboration Platform interface with the 'Groups' filter applied. The toolbar at the top has buttons for SEND NOTIFICATIONS, FAVORITES, and FILTERS (highlighted in blue). Below the toolbar is a search bar and a 'View' dropdown set to 'ALL (84)'. The main content area shows a table of members with columns for 'Members', 'Groups & Roles', and 'NC/Org'. A red arrow labeled 'A' points to the 'Groups' filter button. A red arrow labeled '2' points to the 'Selected' button. A red arrow labeled '3' points to the 'Members' checkbox.

### Roles filter

The screenshot shows the IEC Collaboration Platform interface with the 'Roles' filter applied. The toolbar at the top has buttons for SEND NOTIFICATIONS, FAVORITES, and FILTERS (highlighted in blue). Below the toolbar is a search bar and a 'View' dropdown set to 'ALL (84)'. The main content area shows a table of members with columns for 'Members', 'Groups & Roles', and 'NC/Org'. A red arrow labeled 'B' points to the 'Roles' filter button. A red arrow labeled '2' points to the 'Selected' button. A red arrow labeled '3' points to the 'Member' checkbox.

### NC/Org filter

The screenshot shows the IEC Collaboration Platform interface with the 'NC/Org' filter applied. The toolbar at the top has buttons for SEND NOTIFICATIONS, FAVORITES, and FILTERS (highlighted in blue). Below the toolbar is a search bar and a 'View' dropdown set to 'ALL (84)'. The main content area shows a table of members with columns for 'Members', 'Groups & Roles', and 'NC/Org'. A red arrow labeled 'C' points to the 'NC/Org' filter button. A red arrow labeled '2' points to the 'Selected' button. A red arrow labeled '3' points to the 'Japan' checkbox.

## 4. You can also **type a name** in the **search filter** to search directly for a specific person.

The screenshot shows the IEC Collaboration Platform interface with a search filter applied. The toolbar at the top has buttons for SEND NOTIFICATIONS, FAVORITES, and FILTERS (highlighted in blue). Below the toolbar is a search bar containing the text 'KAZUO'. The main content area shows a table of members with columns for 'Members', 'NC/Org', and 'Groups & Roles'. A red arrow labeled 'D' points to the search filter input field.

# Notify a MEMBER(S)

Once you have located the **workspace** with members you want to notify...

1. **Filter** the list of members  
(by Group, Role, NC/Org and/or text search).

The screenshot shows the 'PC 118' workspace. At the top, there's a navigation bar with 'IEC' and 'PC 118'. Below it is a toolbar with 'DASHBOARD', 'DOCUMENTS', 'DISCUSSIONS', 'MEMBERS', 'SUB WORKSPACES', 'SEND NOTIFICATIONS', and 'FAVOURITE'. The 'MEMBERS' tab is selected. A dropdown menu 'View' is open, with 'All (84)' and 'NOTIFIED (0)' options. The main area is titled 'Showing 84 of 84 members' and contains a table with columns 'Members', 'NC / Organisation', and 'Groups & Roles'. Three members are listed: Stephanie (IEC Central Office, PC 118), Ron (United States of America, PC 118/NC OAG, Member), and Shahid (United Kingdom, PC 118/WG 1, Member). A red arrow labeled 1 points to the 'View' dropdown.

2. Click on the **checkbox** next to the member(s) you want to notify.

Click the checkbox in the table header to select all members visible in your filtered list.

- A. You can also **switch views** to see **ALL** or **SELECTED** members (optional)

This screenshot shows the same workspace interface as above, but with three checkboxes checked in the 'Members' table header. The 'View' dropdown now shows 'SELECTED (8)'. A red arrow labeled 2 points to the 'View' dropdown, and a red arrow labeled A points to a green circular icon with a white flag and a number '6' in the bottom right corner, indicating notifications.

3. In the toolbar press the **Notify** button.

A counter displays how many members have been selected as recipients for the notification.

You can also use the **NOTIFY** circle button (with notification flag icon) which will appear in the bottom right of your screen.



This screenshot shows the workspace interface with three checkboxes selected. A red arrow labeled 3 points to the 'NOTIFY' circle button in the bottom right corner. The counter in the bottom right corner shows '6'.

- A. Enter a **subject** (required)

- B. Enter a **body text** (required)  
(use html formatting as appropriate).

- C. Verify recipients list (prefilled)  
(a counter shows the number of recipients).

- D. Attach documents (optional)

See: [\[Attach DOCUMENTS \(to Discussions or Notifications\)\]](#)

- E. Press the **Send Notification** button  
(a counter shows the number of recipients).

This screenshot shows the 'Notify' dialog box. It has fields for 'Subject' (with placeholder 'Type a subject here...'), 'Message' (with a rich text editor), and 'Recipients' (a list of names: Hideki Ishii, Yoshikazu Itoh, Norikazu Mizuki, Kazutoshi Morita, and Eiichi Oba). There are buttons for 'ATTACH DOCUMENTS' and 'SEND NOTIFICATION'. A red arrow labeled A points to the 'Subject' field, B points to the message editor, C points to the recipient list, D points to the 'ATTACH DOCUMENTS' button, and E points to the 'SEND NOTIFICATION' button.