Tips for searching documents on e-Trans

Version	Date	Author	Modifications description
1.0	2009-09-28	ITCC/Cécile Colinia	Initial version
1.1	2010-05-04	CCMC/EDP	e-mail addresses updated
2.0	2012-07-26	CCMC/EDP	§ 2 and 3 updated

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1   Introduction

e-Trans is a Livelink document repository containing among other things draft and published standards and voting reports as available via the CD Rom image on a weekly basis.

e-Trans is accessible to authorized users from CEN Members but also from Affiliates since 2009 (CA Res 12/2009).

The best solution to find the requested standard is to use PROJEX-ONLINE and its functionality 'Access to current document(s)' which automatically directs you to the zip file of the document on e-Trans.

2   Starting from PROJEX-ONLINE

Open **PROJEX-ONLINE**
- using the URL **https://projex.cen.eu**
- or via the CEN Web site (**www.cen.eu**) / **Work Area** / **Electronic platforms**.
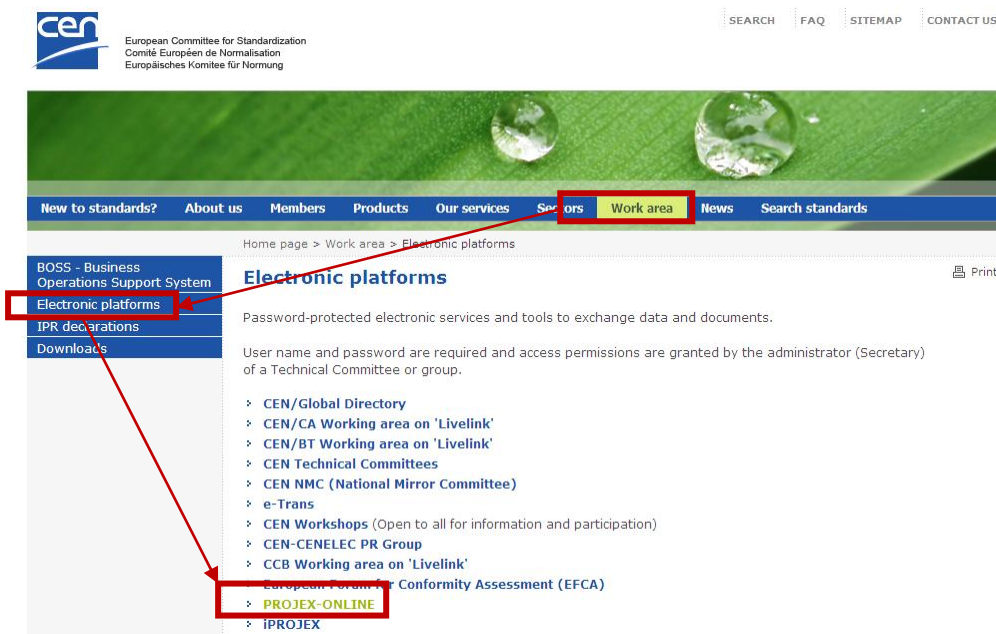
Enter your username and password.

◆ Should you need a login to PROJEX-ONLINE
- **CEN Members:** contact your NSB sponsor
- **CEN Affiliates:** contact affiliate@cencenelec.eu

After having logged in, use one of the search facilities (by Work Item Number, Standard Reference, Complex Search…) to find the requested standard.

Figure – Search by Standard reference

Click on **'Access to current document(s)'**.

Another window opens with the URLs to the most recent document(s) on e-Trans.

EN 206-9:2010- Definitive Text -2010-04

Type of e-Trans upload	Zip file name/Access to documents	Language	Date of e-Trans upload
Procedure	00104299_f_20100407.zip	French	2010-04-06
Procedure	00104299_e_20100407.zip	English	2010-04-06
New Release	00104299_d_20100407_ltn.zip	German	2010-08-03

Click on the zip file name you need.

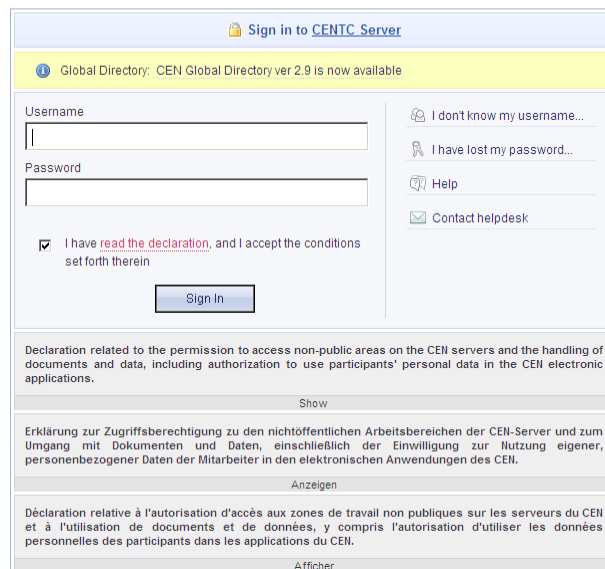You are guided to the CENTC Server (Livelink) login page.

Reminder: Only users with an access to e-Trans can access the document(s).

Please note that e-Trans is a platform with a limited access and requests for log-ins for NSB users should be authorized by the NSB management (CA or BT members).

◆   Should you need a login to Livelink/e-Trans:

-    **CEN Members:**
     Please contact your MBUA to be created as a user in the CEN Global Directory/Livelink. Your MBUA can then contact helpdeskcentc@iso.org to give you the access to the e-Trans platform once the above-mentioned management confirmation has been checked.

-    **CEN Affiliates:** NSB management to contact affiliate@cencenelec.eu who will coordinate.

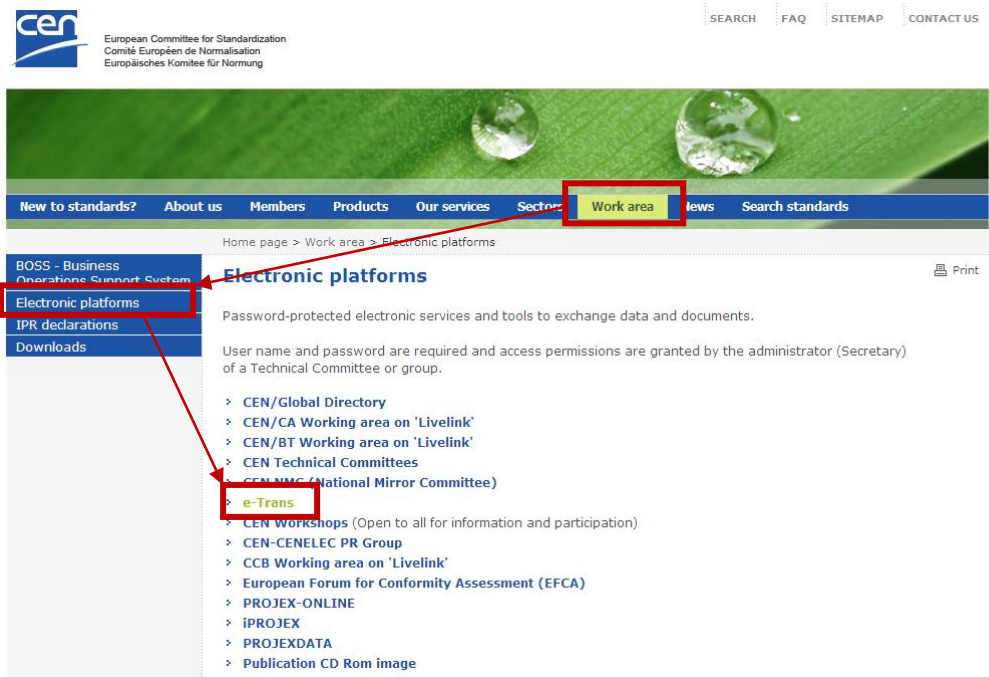Enter your Livelink username/password.

Once logged in, the system automatically directs you to the zip file of the document on e-Trans.
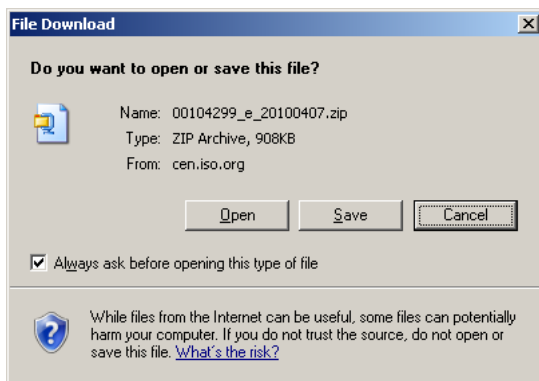
3   e-Trans

You can also log directly to e-Trans
- using the URL **http://cen.iso.org/livelink/livelink.exe**
- or via the CEN Web site (**www.cen.eu**) / **Work Area** / **Electronic platforms**.

Enter your Livelink username and password.

Please note that e-Trans is a platform with a limited access and requests for log-ins for NSB users should be authorized by the NSB management (CA or BT members).

Should you need a login to Livelink/e-Trans:

- **CEN Members:**
  Please contact your MBUA to be created as a user in the CEN Global Directory/Livelink. Your MBUA can then contact helpdeskcentc@iso.org to give you the access to the e-Trans platform once the above-mentioned management confirmation has been checked.

- **CEN Affiliates:** NSB management to contact affiliate@cencenelec.eu who will coordinate.

Go to the **E-TRANS Working Area**.

Select first the folder of the **responsible Technical Committee** (e.g. CEN/TC 124).

|			
☐ 📁 CEN/TC 112 e-TRANS ▾		4 Items	2006-06-30 15:03
☐ 📁 CEN/TC 113 e-TRANS ▾		4 Items	2006-06-30 15:04
☐ 📁 CEN/TC 114 e-TRANS ▾		4 Items	2006-06-30 15:05
☐ 📁 CEN/TC 115 e-TRANS ▾		4 Items	2006-06-30 15:04
☐ 📁 CEN/TC 116 e-TRANS ▾		4 Items	2006-06-30 15:04
☐ 📁 CEN/TC 117 e-TRANS ▾		4 Items	2006-06-30 15:04
☐ 📁 CEN/TC 118 e-TRANS ▾		4 Items	2006-06-30 15:04
☐ 📁 CEN/TC 119 e-TRANS ▾		4 Items	2006-06-30 15:05
☐ 📁 CEN/TC 120 e-TRANS ▾		4 Items	2006-06-30 15:05
☐ 📁 CEN/TC 121 e-TRANS ▾		4 Items	2006-06-30 15:05
☐ 📁 CEN/TC 122 e-TRANS ▾		4 Items	2006-06-30 15:04
☐ 📁 CEN/TC 123 e-TRANS ▾		4 Items	2006-06-30 15:05
☐ 📁 CEN/TC 124 e-TRANS ▾		4 Items	2006-06-30 15:05
☐ 📁 CEN/TC 125 e-TRANS ▾		4 Items	2006-06-30 15:05
☐ 📁 CEN/TC 126 e-TRANS ▾		4 Items	2006-06-30 15:06
☐ 📁 CEN/TC 127 e-TRANS ▾		4 Items	2006-06-30 15:06
☐ 📁 CEN/TC 128 e-TRANS ▾		4 Items	2006-06-30 15:06
☐ 📁 CEN/TC 129 e-TRANS ▾		4 Items	2006-06-30 15:06
☐ 📁 CEN/TC 130 e-TRANS ▾		4 Items	2006-06-30 15:05

3.1.1 Procedures' documents

Select the folder of the relevant procedure for which you want to download the document i.e.:
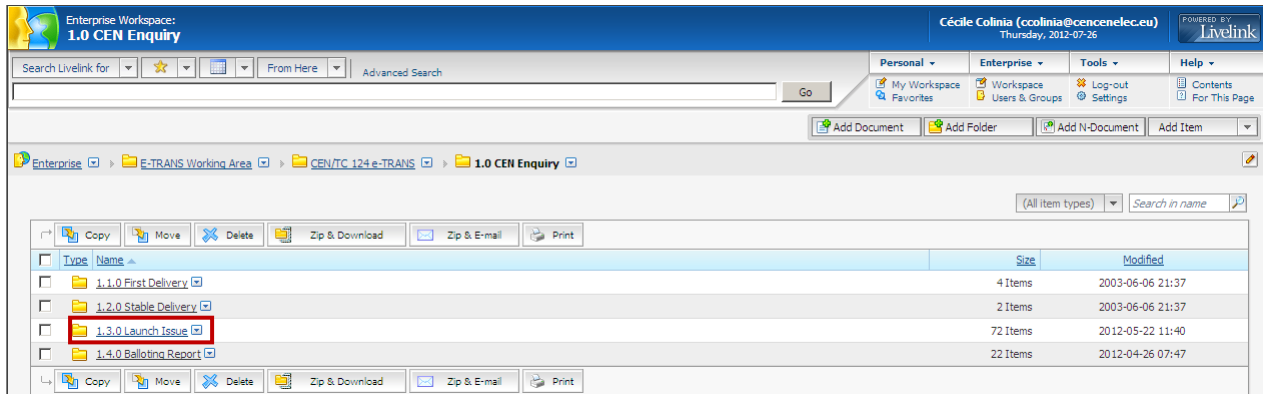- **1.0 CEN Enquiry**
- **2.0 Formal Vote**
- or **3.0 Publication**

Notes:
- **PQs/UQs** are to be found under the folder **"1.0 CEN Enquiry"**
- **UAPs** are to be found under the folder **"2.0 Formal Vote"**
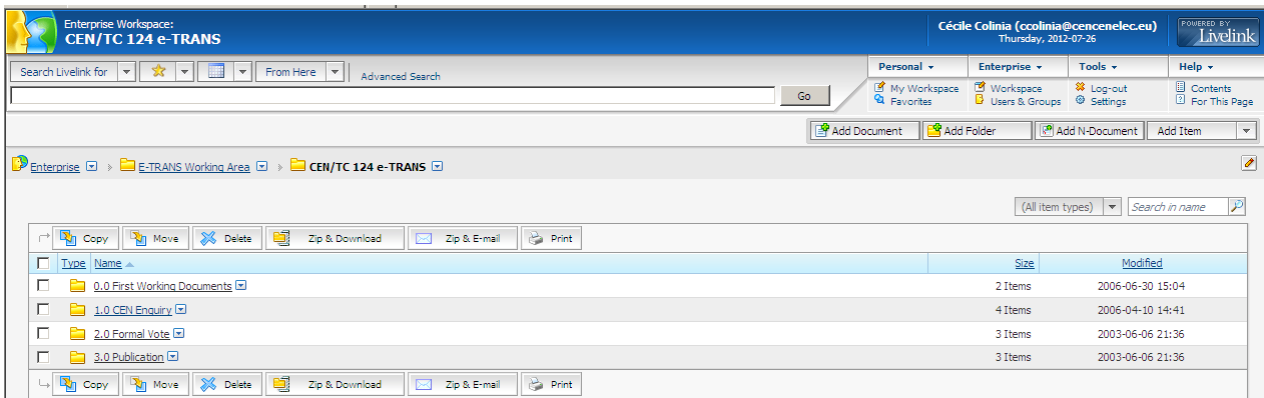
Click on the folder **Launch Issue**.

Find the relevant document (zip file).

The document (zip file) name is built from:
- the WI number (to be found via PROJEX-ONLINE)
- the language version ("e" for English, "f" for French and "g" for German)[1]
- the issue date

Click on the function button ⯆ next to the document name and select **"Download"** to download the document (zip file) on your local disk.

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[1] Since 2008-06: one document (zip file) per language version

Note: By default, the documents are sorted by document name (i.e. by WI number). If you want to sort the documents by date (e.g. to have the more recent one first), click on the header **"Modified"** to sort the column:

- o clicking once sorts the column in ascending order △
- o clicking twice sorts the column in descending order ▽

3.2   Balloting reports

Select the folder of the relevant procedure for which you want to download the balloting report (i.e. **1.0 CEN Enquiry** for Enquiries/PQs/UQs balloting reports or **3.0 Publication** for Formal Votes/UAPs voting reports).

3.2.1 Enquiries balloting reports
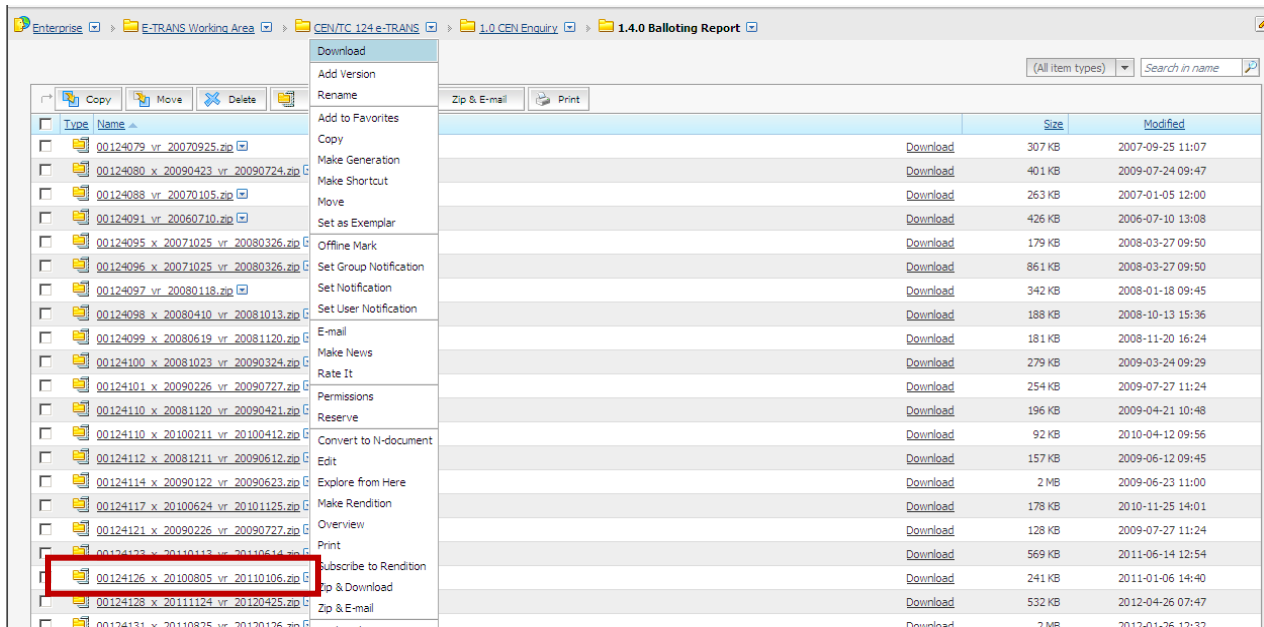
Click on the folder **1.4.0 Balloting Report**.
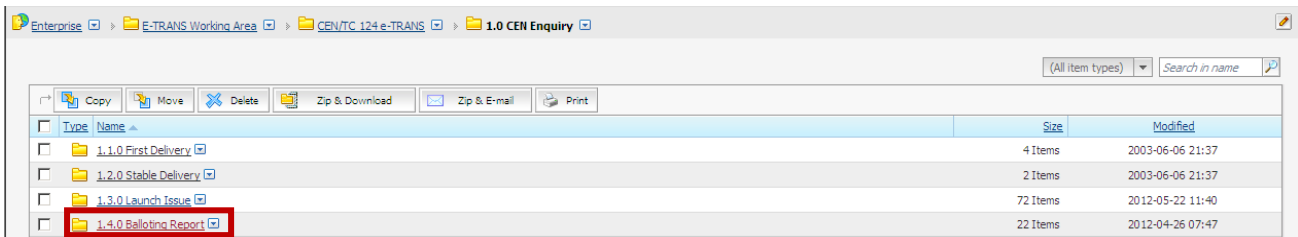
Find the relevant document (zip file).

The document (zip file) name is built from:
- the WI number (to be found via PROJEX-ONLINE)
- the procedure issue date
- the balloting report issue date

Click on the function button ⬛ next to the document name and select **"Download"** to download the document (zip file) on your local disk.

3.2.2 Formal Votes/UAPs balloting reports

Click on the folder **3.1.0 Finalisation**, then on **3.1.1 Voting report**.

Select the relevant folder, depending on the type of finalization (by CMC or by TC) or the finalisation result:
- **3.1.1.1 Finalization by CMC – CA 7**
- **3.1.1.2 Finalization by TC – non CA 7**
- **3.1.1.3 Failed**

Find the relevant document (zip file).
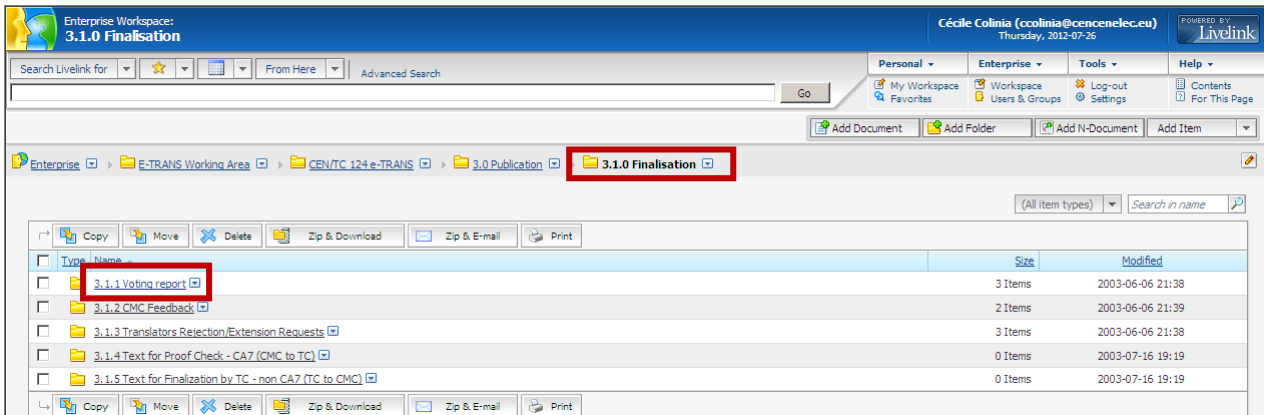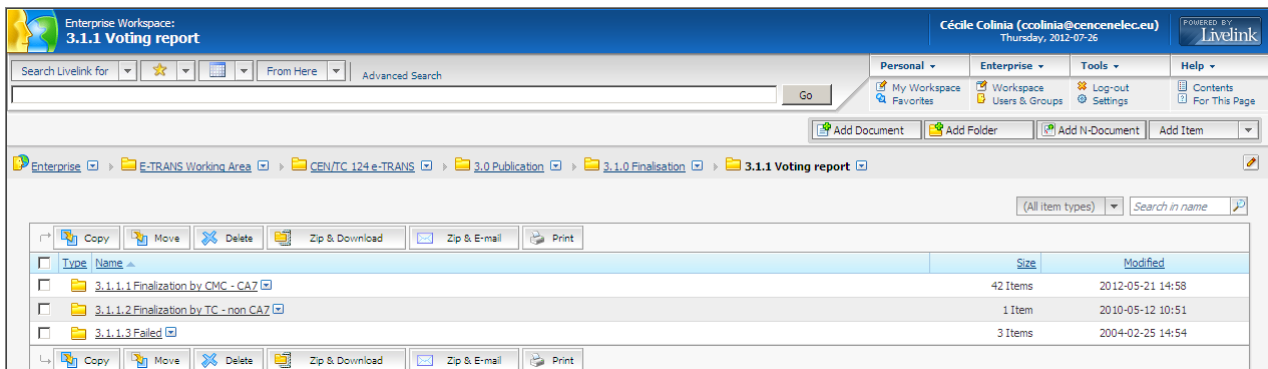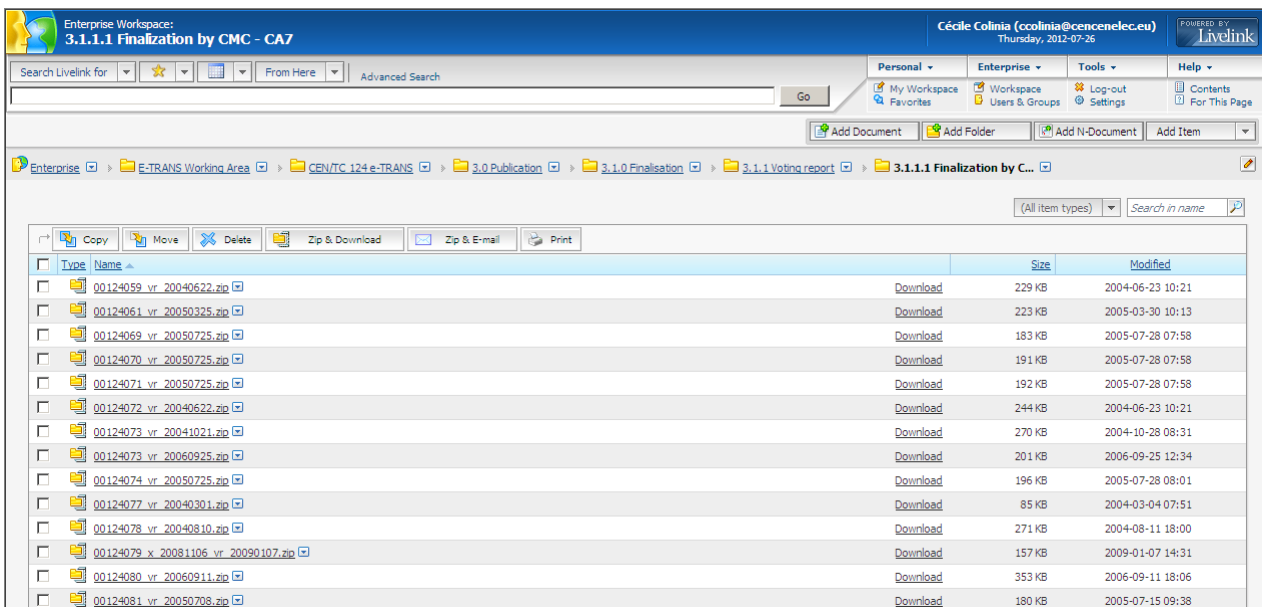
The document (zip file) name is built from:
- the WI number (to be found via PROJEX-ONLINE)
- the procedure issue date
- the balloting report issue date

Click on the function button ⏷ next to the document name and select **"Download"** to download the document (zip file) on your local disk.

4   Where to get support?

- **Affiliates:** please contact affiliate@cencenelec.eu

- **Members:** please contact info@cencenelec.eu