

A solid blue horizontal bar with rounded ends.

Human Resource Toolkit (HRT)

A solid orange horizontal bar with rounded ends.

Electronic Document Handling (EDH)

A solid orange horizontal bar with rounded ends.

Engineering & Equipment Data Management System (EDMS)

A solid blue horizontal bar with rounded ends.A vertical strip on the left side of the slide showing a computer monitor displaying a web interface with various icons and text.

Administrative
Information
Services

HRT User Interface

Introduction to the most important features



What does **HRT** stand for?

Human

Resource

Toolkit

When do you need to use HRT?

- Human Resource Management planning and follow up
- Self-service application providing :
 - Pay information
 - Employment attestation
 - Training attestation
 - Swiss/French card application

Where to find HRT?

- Inside CERN use the following URL
 - [hrt](#)
- From outside CERN
 - <https://hrt.cern.ch/>
- Supported browsers
 - All major browsers ‘recent version’

Access rights

Main Menu

Latest update of information

HRT Desktop
11.05.2010 / KLEM, Doreen Mrs.

Last Extraction: 11.05.2010

Active access: CERN (ORG) as HRTACC_ABSENCE, HRTACC_ACCESS, HRTAC... v3.0e Production

Welcome | Persons | Career | Planning | SMT v2 | FAS Programs | PIE | Info and Misc

Welcome to the HRT Desktop

Do you have ideas on how we could improve the HRT application?
Then why do you not post a suggestion on the [MDS User Feedback Page!](#)

My e-Documents and Self Services

- Pay Info
- e-Documents
- Employment Attestation
- Training Attestation
- Other Self Services

Common Reports and Services

- Personnel List
- Personnel Summaries
- Leave Summary
- Leave Overview
- Access Details
- Staff Movements
- Costing Situation
- Costing Summary
- Training List
- Training Summary
- Information Center
- Stored Report Folders

Tool bar

Used by all members of personnel

My e-Documents and Self Services

- [Pay Info](#)
- [e-Documents](#)
- [Employment Attestation](#)
- [Training Attestation](#)
- [Other Self Services](#)

Link to your pay slip and tax certificat

Generate your training attestation

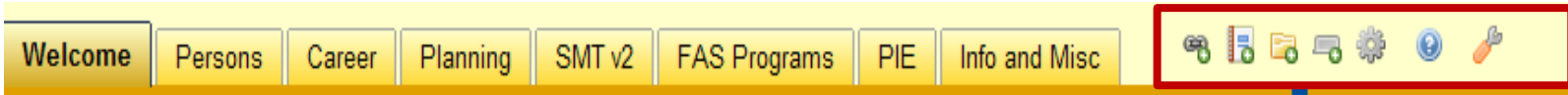
Most frequently used


Info

- [Experiments](#)
- [Institutes](#)
- [Teams](#)
- [Employment](#)
- [Statuses](#)
- [Professional Categories](#)
- [Contractors](#)
- [Official Holidays](#)
- [Organigram](#)
- [Organigram List](#)
- [PPAs](#)
- [Events](#)
- [Places](#)
- [Countries](#)
- [Location Purposes](#)
- [Courses](#)

Self Services

- [Employment Attestation](#)
- [Training Attestation](#)
- [French Card Application \(Member of Personnel\)](#)
- [French Card Application \(Family Member\)](#)
- [Swiss Card Application](#)
- [Swiss Card Loss Declaration](#)
- [Job Information Form](#)
- [Salary Band Change Form](#)
- [Career Path Change Form](#)



 **webHRT**
Access Selector

To switch access right in HRT ←

Access Role(s) available for your account

- CERN (ORG) HRTACC_ABSENCE, HRTACC_ACCESS, HRTACC_CAREER, HRTACC_CONFIDENTIAL, HRTACC_CONTRACT, HRTACC_COSTING, HRTACC_FAS, HRTACC_INDUS_SUPPORT, HRTACC_PRIVATE, HRTACC_STANDARD, HRTACC_TRAINING
- 378657 (PER) HRTACC_FULL

Cancel OK

The screenshot displays the HRT Report User Interface. At the top, a navigation bar contains tabs for 'Welcome', 'Persons', 'Career', 'Planning', 'SMT v2', 'FAS Programs', 'PIE', and 'Info and Misc'. The 'Persons' tab is selected, leading to a 'Personnel' section with links for 'Personnel List', 'Personnel Histo. List', and 'Personnel Summary'. Below this is a header for the 'HRT Personnel List' report, dated '11 Apr 2011 / KLEM, Doreen Mrs.', with a 'Last Extraction: 11 Apr 2011' indicator. A search criteria section follows, divided into 'Personal Information' and 'Organisation Information'. The 'Personal Information' section includes fields for 'Person', 'Last Name', 'First Name', 'Title', 'Nationality', 'Age', 'Sex', 'Country', and 'Region'. The 'Organisation Information' section includes fields for 'Organic Unit', 'Status', 'Role', 'Residence Class', 'Professional Class', 'Professional Code', 'Shift Work', 'Include persons not at CERN', 'Include Externals', 'Experiment', 'Institute', 'Team', 'Contractor', and 'Supervisor'. A yellow callout box points to the report title and date, stating 'Report name, current date and connected user.' Another yellow callout box points to the 'Last Extraction' date, stating 'Latest update of information.'

Welcome **Persons** Career Planning SMT v2 FAS Programs PIE Info and Misc

Personnel
● [Personnel List](#)
● [Personnel Histo. List](#)

HRT Personnel List 14 Apr 2011 / KLEM, Doreen Mrs. Last Extraction: 14 Apr 2011

Search Criteria: Services

Personal Info Organisational Information

Organic Unit: Status: Role: Residence Class: Professional Class:

Experiment: Institute: Team: Contractor: Supervisor:

Services: Access Selection Report Folder

Leave & Overtime Information Custom Query Input

Output Format: No form: Borders:

Folds can be expanded or closed

Here you enter your search criteria

Output, form and border settings.

Control buttons.

The screenshot shows the AIS Personnel List interface. At the top, a navigation bar includes 'Welcome', 'Persons', 'Career', 'Planning', 'SMT v2', 'FAS Programs', 'PIE', and 'Info and Misc'. The 'Persons' menu is expanded, showing 'Personnel List', 'Personnel Histo. List', and 'Personnel Summaries'. Below this is the 'HRT Personnel List' header with a date of 14 Apr 2011. The main area contains search criteria and various information tabs. Five callout boxes with blue arrows point to specific controls: 'Store Report' (a button), 'Columns' (a table with columns for Name, Description, and Last Modified), 'Ordering' (a dropdown menu), 'Reset' (a button), and 'Retrieve' (a button). The 'Columns' callout shows a table with the following structure:

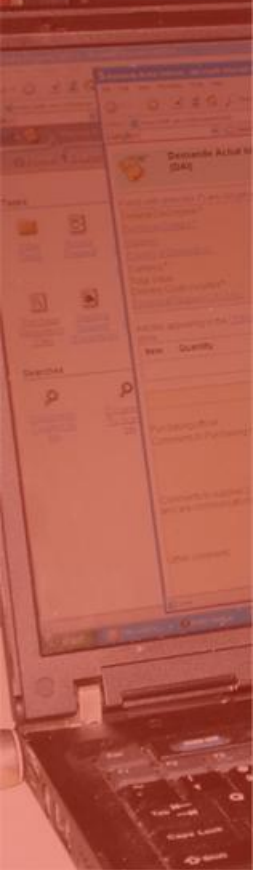
Name	Description	Last Modified
No records found.		

The 'Ordering' callout shows a section titled 'Order By Columns' with the following options:

- Asc Name
- Asc Section

The interface also includes a 'Folders' pane on the left, a 'Reports' pane with various icons, and a 'Services' pane on the right. At the bottom, there are 'Default Columns', 'Cancel', and 'Ok' buttons.

- Pay information
- Employment attestation
- Training attestation
- Swiss/French card application

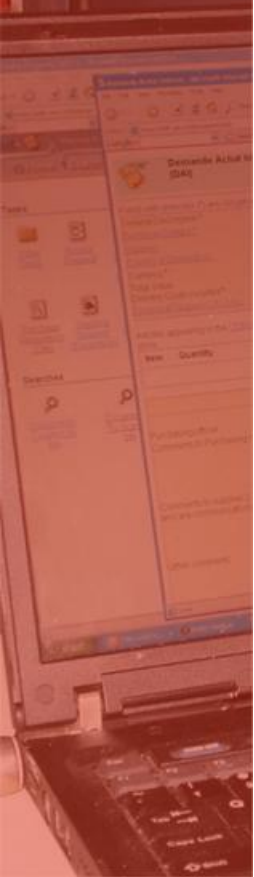


EDH User Interface

Introduction to the most important features

What does EDH stand for?

Electronic
Document
Handling



What does EDH provide?

- A bilingual, web-based intelligent solution to CERN business processes
- Fast, efficient and streamlined organization-wide electronic workflow.
- Tool for all administrative paper forms, and covers all areas.

Where to find EDH?

- Inside CERN use the following URL
 - [edh](#)
- From outside CERN
 - <https://edh.cern.ch/>
- Supported browsers
 - All major browsers ‘recent version’

When will you use EDH?

- Training request
- Leave request
- Material request
- Access request



Main Menu

Select the document

Search for existing documents and information

Customise EDH according to your needs

The screenshot displays the EDH main menu interface. At the top, there are four main categories: Administration, Claims, HR & Training, and Leave. Below these are several search-related options: Account codes, Activity C, Documents Created By Me, Documents Signed By Me, Documents To Sign By Me, Locations, OSVC Search, OrderSearch, People, Saved searches, Search Documents, Stores Catalogue, and Suppliers. At the bottom, there is a Settings section with options for Authorisation password and Outlook integration. Red arrows point from the 'Tasks', 'Search', and 'Settings' menu items to their respective sections in the interface.





Select the items to appear on your home page and press the SUBMIT button at the bottom of the page

TASKS

Administration	Claims	HR & Training
<input checked="" type="checkbox"/> EDH Admin	<input type="checkbox"/> Candidate Claim	<input type="checkbox"/> Appraisal Report (M
<input type="checkbox"/> LeaveAdmin	<input type="checkbox"/> Home Leave(all)	<input type="checkbox"/> Confidential Declara
<input type="checkbox"/> Management of Intersection Codes	<input type="checkbox"/> Installation	<input type="checkbox"/> Declaration of situat

Preferred language

Select your preferred language

Select your preferences and click on the SUBMIT button

Notification Preferences

- Receive notification emails immediately
- Receive a summary of notifications
- Don't receive notifications
- Receive notification emails when I am away
- Only bypass my signature

Save

Setting your EDH Authorisation Password

You currently have a valid EDH Authorisation Password registered

CERN(NICE) login *: ?

CERN(NICE) password *: ?

Date of birth *: ?

Please type in your old EDH Authorisation Password

Old authorisation password: ?

Used to sign EDH documents

Or if you forgot or never had it please answer to the questions below. You must answer 3 out of 4 questions correctly.

Swiss card: ? French card: ?

Local postal code: ? Home station city: ?

New authorisation password *: ?

Confirm password *:

Password strength:

Save



Home | Tasks | **Search** | News | Settings | Statistics | About | Help | Logout

Searches

- Account codes
- Activity Codes
- Budget Codes
- Contracts
- Countries
- Documents Created By Me
- Documents Signed By Me
- Documents To Sign By Me
- Locations
- OSVC Search
- OrderSearch
- People
- Saved searches
- Search Documents
- Stores Catalogue

Search Criteria

Who signs now **Doreen KLEM** and Creation date **Anytime**

Search

Approve Selected Reject Selected Postpone Selected Cancel Selected

<input type="checkbox"/>	* <input type="checkbox"/>	Number	Type	Short Description	Creator	Created	Total
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4618178	TRN	Cours d'anglais individuel	Maurici GALOFRE VILA	03.04.2011	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4628520	TRN	Cours d'anglais sur mesure - petit groupe	Maurici GALOFRE VILA	14.04.2011	0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4628521	TRN	Internal Training Request 4618178		14.04.2011	0.00

Sign symbol

Sign Block Reject Clone Attach Help

3 actions can be taken

Created by **Maurici GALOFRE VILA (GS-FB)** Tel: 76212 on 03.04.2011

General Information

Created by: **Maurici GALOFRE VILA (GS-FB)** Tel: 76212
Creation date: **03.04.2011**
Course Title: **cours d'anglais individuel**
Type of Training: **Language**
Duration: **- hours**
Cost: **100 CHF/hour**
Total Cost: 0 CHF

Requester*: **David PEYRON (GS-FB)** Tel: 76660 160222 (STAF) ID:108094 (see Training list in HRT)

Details

Urgency of the course: **Average**
Absences Foreseen:
Preferred Dates:
Last Date:
Budget Code*:



Home | Tasks | **Search** | News | Settings | Statistics | About | Help | Logout

Searches

Account codes | Activity Codes | Budget Codes | Contracts | Countries | Documents Created By Me | Documents Signed By Me | Documents To Sign By Me | Locations

OSVC Search | OrderSearch | People | Saved searches | **Documents Created By Me** | Suppliers

Search Criteria

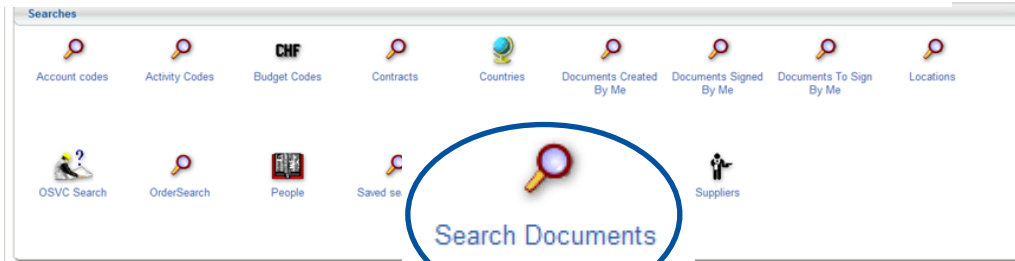
Creator **Doreen KLEM** and Creation date **Last 3 months**

Search

Approve Selected
 Reject Selected
 Cancel Selected

Time frame

<input type="checkbox"/>	*	@	Number	Type	Short	Creator	Created	Total
<input checked="" type="checkbox"/>			4364395	MAG	(BAANQUAL4364395) Economat AIS	Doreen KLEM	10.05.2010	152.70
<input checked="" type="checkbox"/>			4361186	LVRQ	Leave Cancellation	Doreen KLEM	05.05.2010	0.00
<input checked="" type="checkbox"/>			4357928	LVRQ	Multiple Leave Periods	Doreen KLEM	01.05.2010	0.00
<input checked="" type="checkbox"/>			4351559	LVRQ	Multiple Leave Periods	Doreen KLEM	23.04.2010	0.00
<input checked="" type="checkbox"/>			4350750	LVRQ	Leave Cancellation	Doreen KLEM	22.04.2010	0.00
<input checked="" type="checkbox"/>			4350748	LVRQ	Leave Cancellation	Doreen KLEM	22.04.2010	0.00
<input checked="" type="checkbox"/>			4347669	LVRQ	Leave Modification	Doreen KLEM	19.04.2010	0.00



When ?

Doc. No.:

Created:

With Text:

Person: Doreen KLEM (GS-AIS)

Unit(s):

You may use the wildcard character % for partial matches.

Who?

Search Details

Type:

Status:

Code(s):

Amount:

What document?

Search

	Number	Type	Short Description	Creator	Created	Total
<input type="checkbox"/>	4417480	TNRQ	test	Doreen KLEM	20.07.2010	N/A
<input type="checkbox"/>	4477997	TRN	Secourisme - Cours de recyclage	Doreen KLEM	11.10.2010	0.00
<input checked="" type="checkbox"/>	4473753	DAI	Postcards x 6 (500)	Doreen KLEM	05.10.2010	1,938.00
<input type="checkbox"/>	4614322	SHIP2	PLC 5634 ALICE TOF	Doreen KLEM	29.03.2011	N/A

Sign symbol

Administration

- EDH Admin
- LeaveAdmin
- Management of Intersection Codes
- Reroute Document

Claims

- Candidate Claim
- Home Leave(all)
- Installation
- Language Fees Claim
- Official Travel
- Request For External Funds
- School Fees
- Students Claim
- Subsistence
- Sundry Expenditure
- Third Party Claim

For entering leave

- Appraisal Report (MARS)
- Confidential Declaration of Family Situation
- Declaration of situation of dependent children
- Emergency Contacts
- External Training Request
- Induction Interview (Fellows)
- Induction Interview (Staff)
- Local Address Change
- MARS Overview
- Mid/End Probation Summary
- PAR Summary
- Request for opening a staff job
- Staff Selection Memo
- Termination sheet
- Termination sheet Overview
- Training Catalogue

Leave

- Leave Cancellation
- Leave Overview
- Leave Request
- Leave Transactions
- List of Leaves
- Overtime Request
- Overtime Summary
- Personal Schedule
- Saved Leave Scheme Subscription

To sign up for a course

For requesting access

Logistics

- Accelerator Material Storage (pilot project)
- Repair of standard equipment
- Shipping Request (Arrival)
- Shipping Request (Expedition)
- Transport Request (CERN site)

Other Services

- Access Request
- Epool Catalogue
- Epool Rental Request
- GSM Subscription Request / Modification
- Mission Order

For ordering material

Purchasing

- Catalogue - Bossard
- Catalogue - CERN Stores
- Catalogue - Distrelec
- Catalogue - Farnell
- Catalogue - Lyreco
- Catalogue - Radiospares
- Catalogue - SFS
- DAI Pool Overview
- Departmental Request (DR)
- Electronic Invoice
- Inter Departmental Transfer (IID)
- Material Request (Stores)
- OSVC
- Purchase Requisition (DAI)
- Temporary Labour

Safety

- ADI - Notice of Intervention (pilot for hardware commissioning)
- ADI summary (pilot for hardware commissioning)
- AOC Overview
- AOC Task Overview
- Accident Report
- Disable/Enable Alarm (IS37)
- Fire Permit
- IS37 Overview
- Identification of Radioactive Waste
- Work Request (AOC/IS39)

For requesting repair or transport

- Every EDH document you use will follow a predefined routing for the document to be fully approved.
- Choose your document

Material Request

Clone Attach Pr. View Delay? Save Send Help

Confidential Urgent
 Fields with asterisks (*) are mandatory and must be filled in.

Created by **Doreen KLEM (GS-AIS)** Tel: 77609 on 17.05.2010

General Information

General Description: ?

Requestor *: ?

Budget Code *: ?

Delivery Details


Delivery Location *: ?


Requested Delivery Date: ?


Delivery Comments: ?


Contact: cern.stores@cern.ch Total: SFr. 0.00


Order items from:



Stores



Farnell


Radiospares


Bossard


SFS


Lyreco


Distrelec

Order Lines

Pos.	Quantity	Unit	SCEM	Comment	Value
1	<input type="text"/>		<input type="text"/>	<input type="text"/>	X

Click here to add a new line item +Add

- Fill it in

Material Request

 Confidential Urgent

Save it

Created by **Doreen KLEM (GS-AIS)** Tel: 77609 on 17.05.2010

Fields with asterisks (*) are mandatory and must be filled in.

General Information

General Description: ?

Requestor *: ?

Budget Code *: ?

Delivery Details


Delivery Location *: ?


Requested Delivery Date: ?


Delivery Comments: ?


Total: SFr. 0.00


Order items from:



Stores


Farnell


Radiospares


Bossard


SFS


Lyreco Distrelec

Order Lines

Pos.	Quantity	Unit	SCEM	Comment	Value
1	<input type="text"/>		<input type="text"/>	<input type="text"/>	X

[Click here to add a new line item](#) +Add

- Your document will get an EDH number

Material Request 4367747

Clone Attach Pr. View Delay? Save Send Help

Confidential Urgent
Fields with asterisks (*) are mandatory and must be filled in.

Created by **Doreen KLEM (GS-AIS)** Tel: 77609 on 17.05.2010

General Information

General Description: ?

Requestor *: ?

Budget Code *: ?

Delivery Details








Delivery Location *: ?

Requested Delivery Date: ?

Delivery Comments: ?

Contact: cern.stores@cern.ch Total: SFr. 1.40

Order items from:

 Stores
  Farnell
  Radiospares
  Bossard
  SFS
  Lyreco
  Distrelec

Order Lines

Pos.	Quantity	Unit	SCEM	Comment	Value
1	<input type="text" value="1"/>	=1.00	PC	<input type="text" value="01.24.09.120.1"/> PILE LITHIUM 3V D20x3.2mm	1.40 X

- Your document has to be sent for it to be approved

Material Request
4367747

Clone Attach Pr. View Delay? Save Send

Send it

Confidential Urgent
Fields with asterisks (*) are mandatory and must be filled in.

Created by **Doreen KLEM (GS-AIS)** Tel: 77609 on 17.05.2010

General Information

General Description: ?

Requestor *: ?

Budget Code *: ?

Delivery Details


Delivery Location *: ?


Requested Delivery Date: ?


Delivery Comments: ?


Contact: cern.stores@cern.ch Total: SFr. 1.40


Order items from:



Stores



Farnell


Radiospares


Bossard


SFS


Lyreco



Distrelec

Order Lines

Pos.	Quantity	Unit	SCEM	Comment	Value
1	<input type="text" value="1"/>	=1.00	PC	<input type="text" value="01.24.09.120.1"/> PILE LITHIUM 3V D20x3.2mm	1.40 X

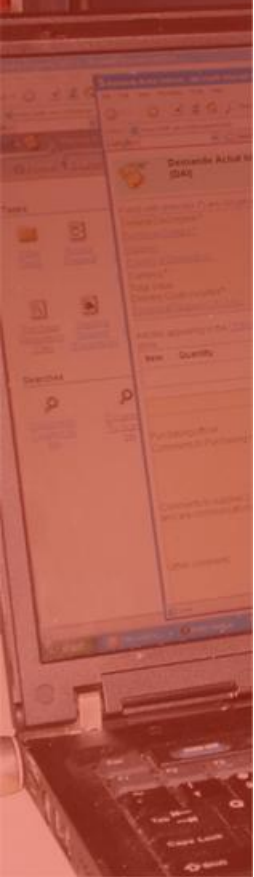
- To send your document, you need to use the **EDH authorisation password**
- Once the document is sent, you can follow its progress, by consulting the document status info lines

Document Status



11.05.2010 10:13	Approved by creator KLEM
11.05.2010 10:33	With Derek MATHIESON for 500 CHF signature on 71000 awaiting approval
11.05.2010 13:58	Approved by MATHIESON
11.05.2010 13:58	Document has been transferred
11.05.2010 14:00	Successfully integrated into Baan
11.05.2010 14:32	Order transferred to the accounting system Gti
11.05.2010 14:35	View order at: http://edh.cern.ch/Info/Order/CL/4364395
11.05.2010 14:40	XML data sent to LYRECO
11.05.2010 14:40	For information on this order contact email commandes.ch@lyreco.com
11.05.2010 20:00	Pos. 1 For any question, please contact Paulo DOS SANTOS 767 23 08
12.05.2010 10:56	Detailed reception of goods
12.05.2010 11:21	Pos. 1 Line totally picked up - Quantity picked up : 8 BO
12.05.2010 16:08	Deliv. 1 - Internally delivered by DI 1316364 on the 12/05/2010
12.05.2010 16:08	Internal Transport : for any info, please call 16-3844
12.05.2010 16:08	Internal Transport : for any info, please call 16-3844
12.05.2010 16:08	Pos. 1 - Internally delivered by DI 1316531 on the 12/05/2010

- Training request (via CTA)
- Search documents
- Access request
- Material request
- Leave request
- Leave cancellation
- Leave overview



Other Services

- Access Request
- Epool Catalogue
- Epool Rental Request

Access Request (ACRQ)
1846590

Clone Attach Access Help

This document has 1 attachment Fields with asterisks (*) are mandatory and must be filled in.

Created by **Doreen KLEM (GS-AIS)** Tel: 77609 on 07.04.2005

Adams
<http://cern.ch/adams>

See the existing access for the person

Requester Information

Requestor: CERN Status: STAF

[View access details in HRT](#)

Existing Access Line Item

Item	Existing Access
1	Building 513 outside working hours Start Date: 28.04.2004, Jus
2	Building 31/600 outside working hours Start Date: 09.07.2001, Jus

ADaMS

Home > Personal Data

Get information on access rights, safety courses

Here is displayed the current new

Start Date: 09.07.2001, Jus

Doreen Klem

Required Access Line Item

Item	Required Access
1	Tunnel Transit authorization Start Date: 08.04.2005, Enc

Access to Zones (Collapsed)

Expand Access Detail

Zone Code	Short Description
B31	B31
B513	B513
0104-S-C17	0104-S-C17
1011001	1011001
101R003	101R003
101R006	101R006

Followed Safety Courses

Course Code	Course Description	Validity Start	Validity End	Valid
COURB	Level 1 (Newcomers)	07-MAR-2008		✓
COURG	Level 2 (Newcomers)	07-MAR-2008		✓
COURS	Level 3 (Specific Risks)	07-MAR-2008		✓

row(s) 1 - 3 of 3

Followed CTA Courses

Course Code	Course Description	Validity Start	Validity End	Valid
067Q00	Secourisme - Cours de base	22-MAR-2006		✓
077R00	Secourisme - Cours de recyclage	10-APR-2008		✓
COURIT	IT Computer Security	26-OCT-2009	26-OCT-2012	✓

row(s) 1 - 3 of 3

Purchasing

- * Catalogue - Bossard
- * Catalogue - CERN Stores
- * Catalogue - Distrelec
- * Catalogue - Farnell
- * Catalogue - Lyreco
- * Catalogue - Radiospares
- * Catalogue - SFS
- * DAI Pool Overview
- * Departmental Request (DR)
- * Electronic Invoice
- * Inter-Departmental Transfer (TI)
- * **Material Request (Stores)**
- * MRC
- * Purchase Requisition (DAI)

Material Request
4637218

Clone Attach Pr. View Delay? Save Send Help

Confidential Urgent

Created by: Doreen KLEM

General Information

General Description: Economat ?

Requestor *: Doreen KLEM (GS-AIS)

Budget Code *: 33500 ?

Delivery Location *: 32-R-B12 ?

Requested Delivery Date: ?

Delivery Comments: ?

Contact: cern.stores@cern.ch

Order items from:

Stores Farnell Radiospares Bossard SFS unimarket Lyreco Distrelec

Order Lines

Pos	Quantity	Unit	SCEM	Comment	Price	Cost	Actions
1	4.00	EA	LYRECO 3336055	CAHIER SPIRALE INTEGRALE IMPEGA A4+ 160 PAGES PERFOR			✎ ✕
10	1.00	EA	LYRECO 115611	LOT 100 CHEMISES COINS POLYPROPYLENE 11/100ème IMPEGA BLEU	SFr. 6.93	6.93	✎ ✕
11	1.00	EA	LYRECO 115644	LOT 100 CHEMISES COINS POLYPROPYLENE 11/100ème IMPEGA VERT	SFr. 6.93	6.93	✎ ✕
12	1.00	EA	LYRECO 115633	LOT 100 CHEMISES COINS POLYPROPYLENE 11/100ème IMPEGA ROUGE	SFr. 6.93	6.93	✎ ✕
13	1.00	EA	LYRECO 115622	LOT 100 CHEMISES COINS POLYPROPYLENE 11/100ème IMPEGA JAUNE	SFr. 6.93	6.93	✎ ✕
14	1.00	EA	LYRECO 457508	LOT 100 CHEMISES DOSSIER 1 PLI IMPEGA 250G 23,5 X 31,5 CM GRIS	SFr. 34.32	34.32	✎ ✕
15	1.00	EA	LYRECO 457474	LOT 100 CHEMISES DOSSIER 1 PLI IMPEGA 250G 23,5 X 31,5 CM VERT	SFr. 34.32	34.32	✎ ✕

Document Status

07.10.2009 17:36 Approved by creator KNOORS

07.10.2009 17:36 With Pedro MATO VILA for 5000 CHF signature on 33500 awaiting approval

07.10.2009 18:09 Approved by MATO VILA

07.10.2009 18:09 Document has been transferred

08.10.2009 04:15 Successfully integrated into Baan

08.10.2009 08:32 Order transferred to the accounting system Gti

08.10.2009 08:35 View order at: <http://edh.cern.ch/Info/Order/CL4167482>

08.10.2009 09:05 XML data sent to LYRECO

08.10.2009 09:05 For information on this order contact email commandes.ch@lyreco.com

08.10.2009 20:00 Pos. 8 For any question, please contact Christine Recharad 767 90 69

09.10.2009 09:27 Pos. 9 For any question, please contact Jacques Tarrano 767 19 37

09.10.2009 09:27 Pos. 8 Line totally picked up - Quantity picked up : 8 CA

09.10.2009 11:01 Detailed reception of goods

09.10.2009 16:03 Internal Transport : for any info, please call 16-3844

09.10.2009 16:03 Deliv. 1 - Internally delivered by DI 1241805 on the 09/10/2009

12.10.2009 11:48 Pos. 8 - Internally delivered by DI 1241673 on the 12/10/2009

12.10.2009 11:48 Internal Transport : for any info, please call 16-3844

12.10.2009 14:44 Pos. 9 Line totally picked up - Quantity picked up : 4 PC

13.10.2009 11:11 Pos. 9 - Internally delivered by DI 1242491 on the 13/10/2009

13.10.2009 11:11 Internal Transport : for any info, please call 16-3844

11.11.2009 09:57 Invoice matched to order lines

11.11.2009 09:57 Invoice 232867 registered; sup ref: 2401121910 date: 11/11/2009 value: 7730.20 CHF

To order items from CERN's store or from punchout catalogue.

See the total cost of your order.

Line items from various stores are all displayed in one document.

You can edit the line or delete it.

Can follow the document's progress in the workflow approval

CERN GS Department
CH-1211 Genève 23
Switzerland
www.cern.ch/gs-dep

31

- Leave
- Leave Cancellation
- Leave Overview
- Leave Request**
- Leave Transactions
- List of Leaves
- Overtime Request
- Overtime Summary
- Personal Schedule
- Saved Leave Scheme Subsc

2.5 days per month are credited here.

Balances	Forecast	Current	Previous
Annual	33.29	18.50	18.50
Saved Leave			
Compensation			
Reduced Schedule			
Other			
Illness			
Holiday			

Gathers current annual leave balance and simulated future annual leave credits and simulated future STSL.

April - 04.2011

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Absence periods

Leave Type	Start Date	End Date	Duration
Annual / S.T. Saved Leave			N/A

Click here to add a new line item +Add

The CERN leave year runs from 1st of October to 30th September of the following year.

Used to enter absences for Members of personnel (staff, fellows, associates, students).

For more information:
https://admin-eguide.web.cern.ch/admin-eguide/Conges/proc_conges_annuels.asp



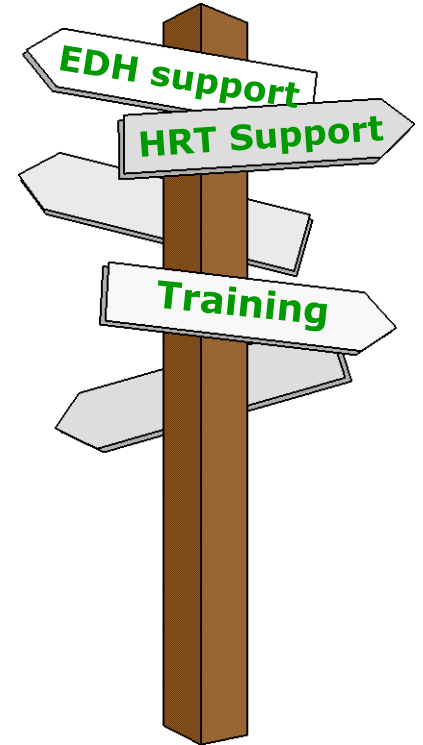
Support Organisation, Help

Central Support

To get help with problems in your daily work contact service-desk@cern.ch or call **77777**!

Training

For further **EDH, HRT training courses:**
please sent email to doreen.klem@cern.ch





Presentation of the CERN EDMS

What is EDMS?

- EDMS - Engineering and Equipment Data Management System
- An EDMS is a computerized tool that is used to store, organize and control all project data throughout the design, manufacturing and maintenance phases.

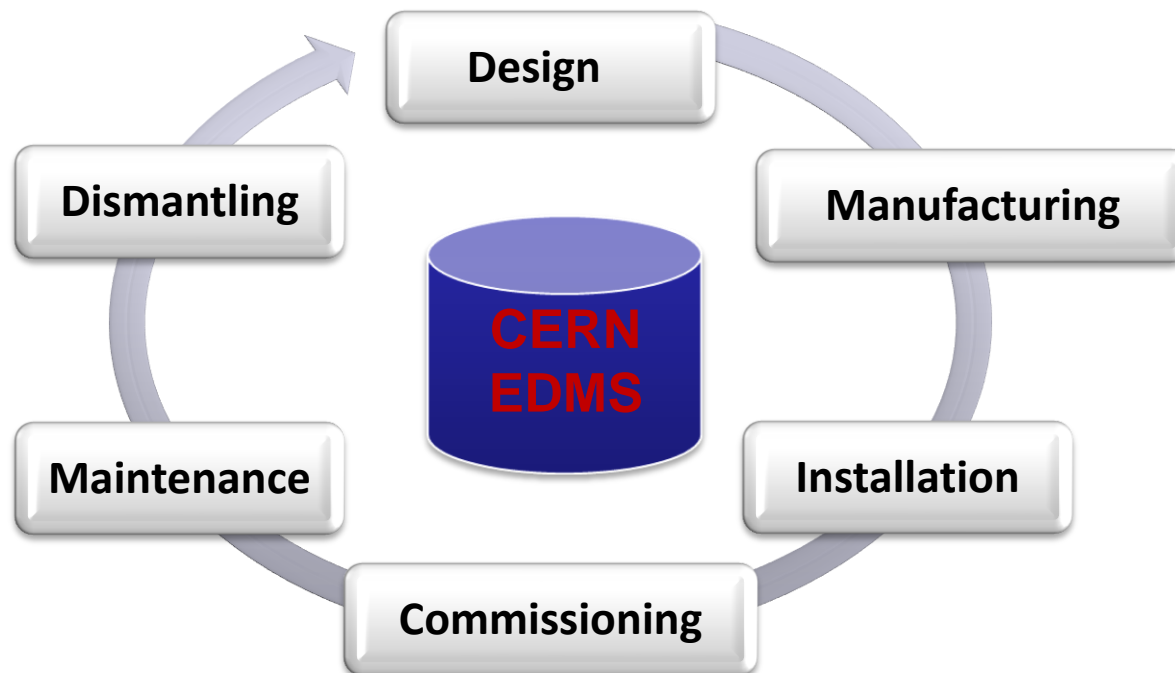
The EDMS:

- Provides one **single source of data**.
- Makes sure that people **find the right information**. (e.g. latest, approved or relevant information)

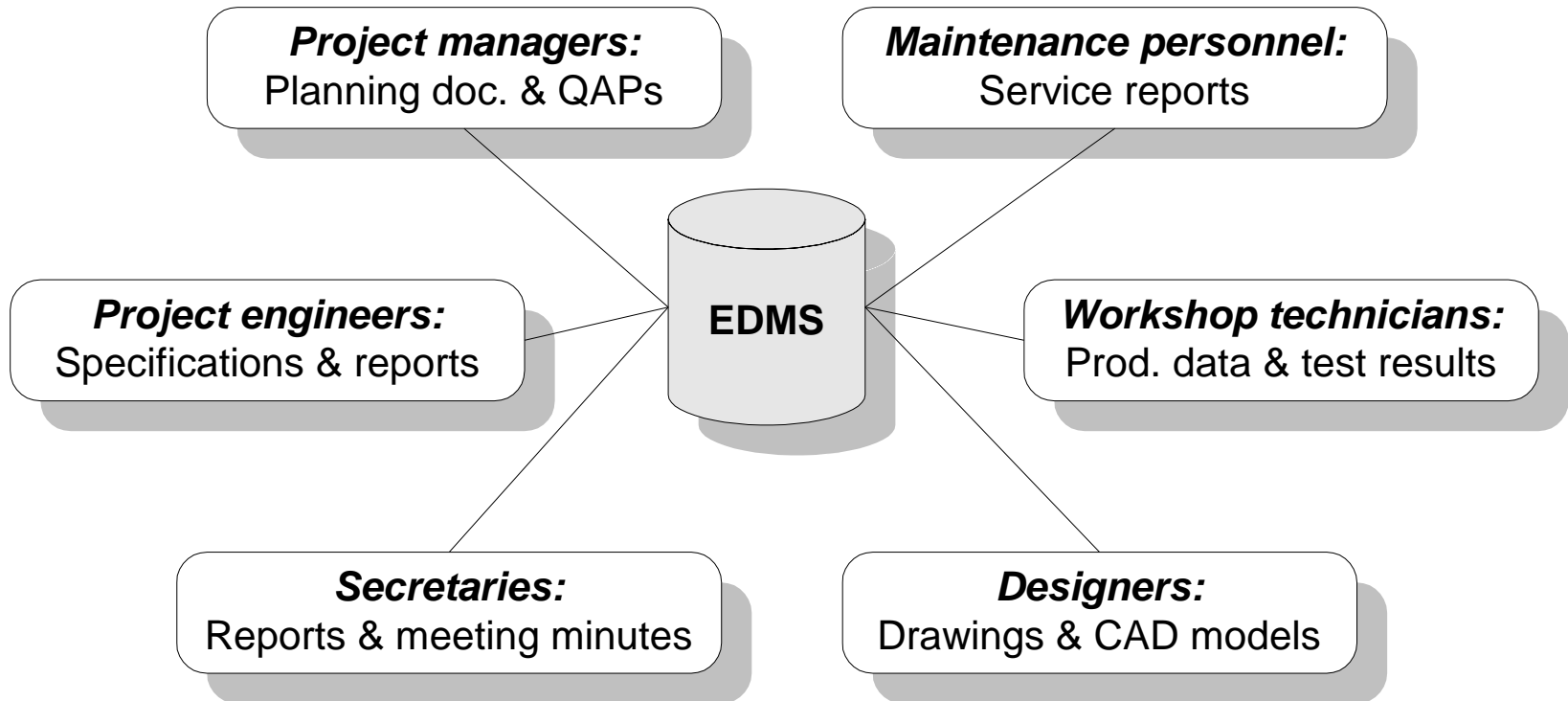
EDMS

The CERN Engineering and Equipment Data Management Service

1. Very long lifecycles and need for internal knowledge transfer.
2. Large, complex and technically advanced.
3. Regulations for nuclear installations.
4. Quality Assurance versus innovation & creativity



Who are the users?

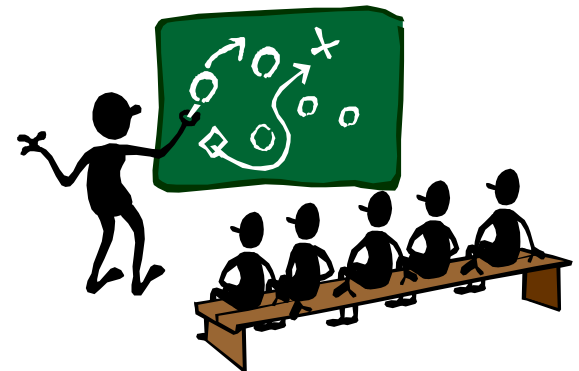


The EDMS Service at CERN

General info:

The EDMS is a CERN wide service provided by the EDMS team. The service is free of charge.

The EDMS Team consists of members from **GS/ASE** and the IT Department.



The CERN EDMS in numbers

Document & Drawings:

- ~1.100.000 documents & drawings
- ~6.300 new documents & drawings created per months

Components:

- ~1.000.000 registered individually followed equipment
- ~4.500 new equipment registered per month
- ~2.000.000 equipment interventions/jobs logged
- ~ 12.500 equipment interventions/jobs logged per month

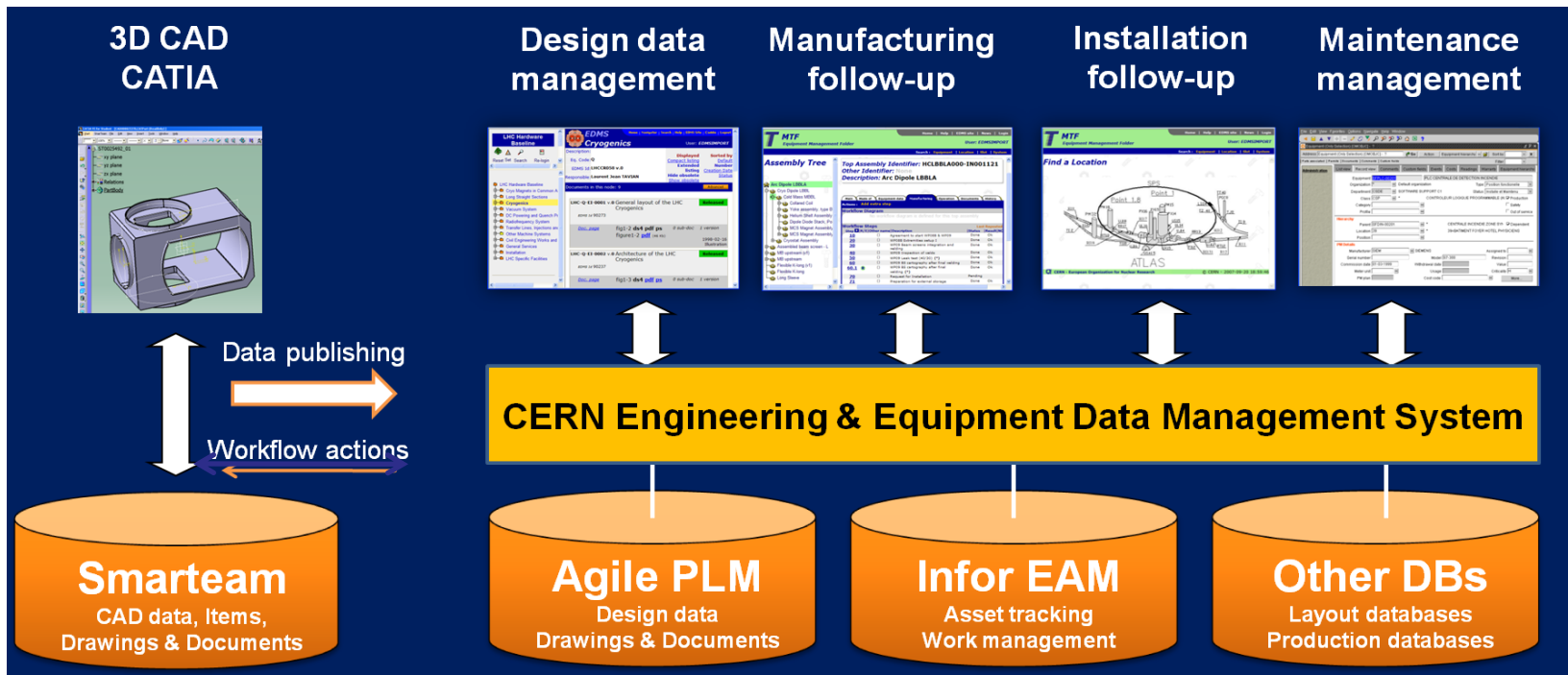
Users:

- ~6.400 registered active users
- ~120.000 file downloads per month
- ~6.000 support requests per year



Overview of the CERN EDMS

- CERN's integrated PLM platform is called the CERN Engineering & Equipment Data Management System .
- PLM at CERN is consequently not equal to one single system but a set of interfaced applications with two commercial systems as its main pillars.

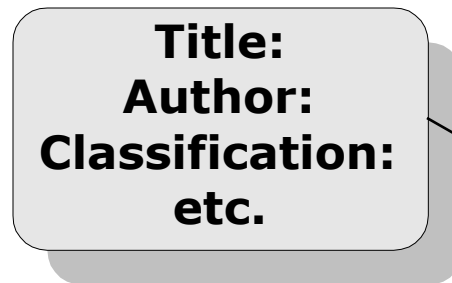


Basic Concepts

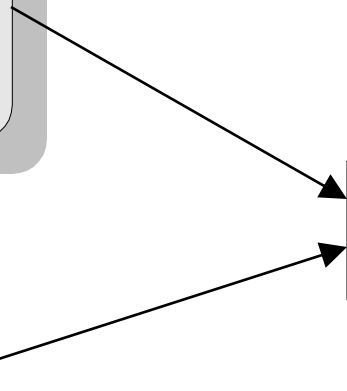
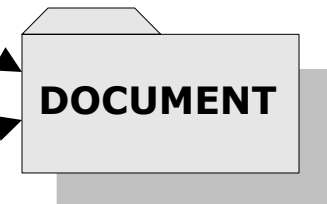
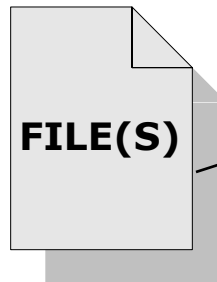
What is a document?

A document in the EDMS consists of two main parts:

1: Document information (meta data)



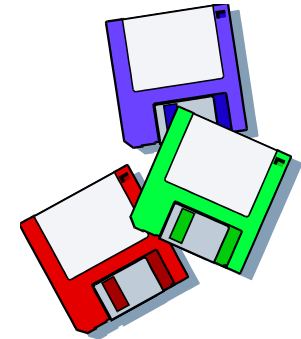
2: One or more related files, the native version and a printable version



What can a document be?

In the EDMS a document can have one or several files attached to it such as:

- Office files (WORD, EXCEL, etc...)
- Illustrations (JPEG, GIF, TIFF, etc...)
- Videos (MPEG, AVI, etc...)
- CAD drawing (2D: AutoCAD, etc...)
- CAD model (3D: EUCLID, etc...)
- Piece of software code
- Etc...



To help sort/find EDMS documents, there exists pre-defined document types such as:

- Engineering Specification (ES)
- Assembly Procedure (AP)
- Quality Assurance Plan (QA)
- Contracting Agreement (CA)
- Meeting Minutes (MM)

A document in the EDMS

Project Document number

EDMS internal ref.

Title

Status

Author(s)

992586 v.5

Support & Development of Control Solutions using Industrial Systems at CERN

In Work

EDMS Id 992586

The ICE Group develops solutions and provides support in the domain of large and medium scale industrial control systems as well as laboratory measurement, test and analysis systems and promotes their use. This document contains an inventory and a description of the support and development activities of the group and the associated deliverables in terms of services and components.

[Doc. page](#)

EN-ICE-Workshop [docx](#) (1 Mb) 0 sub-doc 5 versions


[pdf](#) (959 Kb)

[Oliver HOLME](#)
2009-05-13
Specification - Engineering

Attached file(s)

Document type

Creation date



Using the EDMS Portal

EDMS Portal Settings | Caddie | Help | Logout - *EDMS_MGR*

PROJECTS ▾ DOCUMENTS ▾ EQUIPMENT ▾ SAFETY ▾ ADMIN ▾ Search

**Welcome to the CERN
Engineering & Equipment Data Management Service**

MY EDMS TOP 10

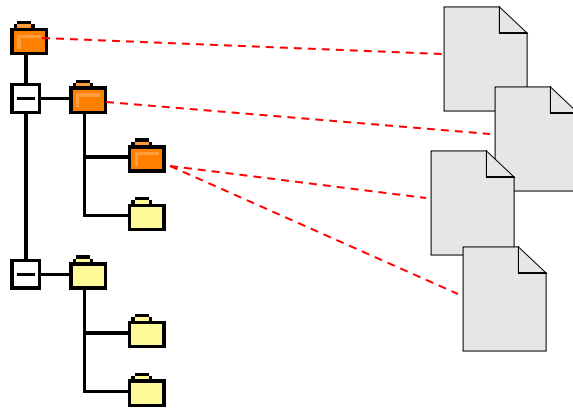
- [Navigate to CERN-0000076703 EN Department](#)
- [Access Document 934246 v.1 Spares and asset management integration \(SAMI\) - ...](#)
- [Navigate to CERN-0000005705 TS-ASE Contracts, Projects & Services](#)
- [Access Document 1000847 v.1 EDMS Local Administrators Meeting 25 May 2009](#)
- [Access Document 336171 v.1 Etudes de circuits imprimés 2002](#)
- [Navigate to CERN-0000076718 EN-ICE - Industrial Controls & Electronics](#)
- [Access Document 1001547 SI_IMPORT NK LEVAGE Avril 2009](#)
- [Access Document 1001810 v.1 Specification Outils CAO pour PHASE I catalogue ...](#)
- [Access Document 988910 v.1.0 UNDULATOR MU-L4 MODIFICATION](#)
- [Navigate to CERN-0000075160 Spare Parts for Asset Management](#)

INFORMATION

- [More Info About the EDMS Service](#)
- [News](#)
- [Local administrators](#)
- [Statistics](#)
- [How to use the new EDMS Portal](#)

CERN – European Organization for Nuclear Research EDMS 4.1 © CERN – 2009.06.02 10:44:35

Structuring the information



These structure nodes are called Projects in the EDMS.

When the amount of data grows it is convenient to structure the documents. This has several advantages:

- Easier to find documents. (Structure + document meta data gives lots of search possibilities.)
- Possible to group documents that are logically linked. (For example to collect all documentation concerning a certain project or produced by a specific organisational group.)

Official project structures

Most EDMS user communities at CERN have some official project structures to which all official and important documents should be attached:

EDMS Portal

PROJECTS ▾ DOCUMENTS ▾

Search

- Accelerators
- Management & Committees
- CERN Departments
 - AB Department
 - AT Department
 - BE Department
 - EN Department
 - FP Department
 - GS Department
 - HR Department
 - IT Department
 - PH Department
 - TE Department
 - Safety Commission
 - TS Department
- Computing
- Experiments
- LHC Machine
- Operation
- sLHC
- External Collaborations
- Others

■ Access Document 1000847 v.1 EDMS
■ Navigate to ALI-0000000405 ALICE
■ Access Document 649159 v.1 Inspect

INFORMATION

■ More Info About the EDMS Service

ALICE

Reset Set as Top Search

- ALICE
 - ALICE Detector
 - ALICE General
 - Inner Tracking System
 - Central Detector
 - Forward Detector
 - Muon Arm
 - Infrastructure
 - On-line
 - Computing
 - HLT
 - ALICE Engineering Baseline
 - Survey and Alignment

LHC Hardware Baseline

Reset Set as Top Search Re-login *SEBCOSTA*

- LHC Hardware Baseline
 - Layouts & Integration
 - Cryo Magnets in Common Arc Cryostats
 - Cryo Dipoles in the Arcs and the Dispersion Suppressors
 - Standard Arc Short Straight Sections
 - Short Straight Sections in Dispersion Suppressors
 - Other Arc Cryostats and Components
 - Long Straight Sections
 - Cryogenics
 - Vacuum System
 - DC Powering and Quench Protection
 - Radiofrequency System
 - Transfer Lines, Injections and Beam Dumping
 - Other Machine Systems
 - Civil Engineering Works and Infrastructure
 - General Services
 - Installation
 - LHC Specific Facilities

Storing Information

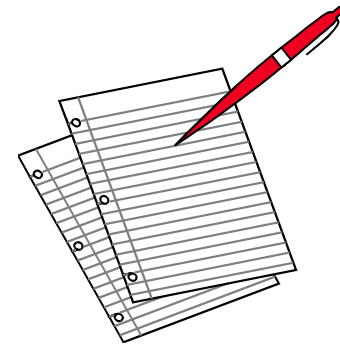
Storing a document

To store a document in the EDMS one needs to perform two actions:

- 1) Enter the document information (doc. meta data)
- 2) Upload the file(s)

Step 1 and 2 do not have to be performed at the same time.

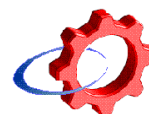
For example the document information can be entered to start with, to indicate that this document is about to be finished and complemented with the file later on.



Working in a context

When clicking on the "Create doc" button, the active structure node and the current user will decide the correct **"context"** or **"working environment"**.

The "context" defines, among other things, what rules should be applied for the document life cycle, the possible document types, the approval procedure, etc...



Basically this means that an ATLAS user will create documents following ATLAS rules and a user from the BE Department will create documents according to his department rules.

Creating a document

The document information is best created directly from the tree navigator by clicking on the “New” button.

This requires that you have “write” access to the node in which you want to create a document.

The screenshot displays the EDMS interface. On the left is a tree navigator with the following structure:

- User Support
 - Support Projects
 - Procedures
 - User Documentation
 - User Training
 - EDMS Courses
 - Course material
 - Introduction course**
 - Administration course
 - MTF course
 - Engineering course
 - Other courses
 - Internal documentation
 - INFOR EAM Courses

The right pane shows the 'Documents' tab for the selected node. The 'New' button is circled in red. The document list shows:

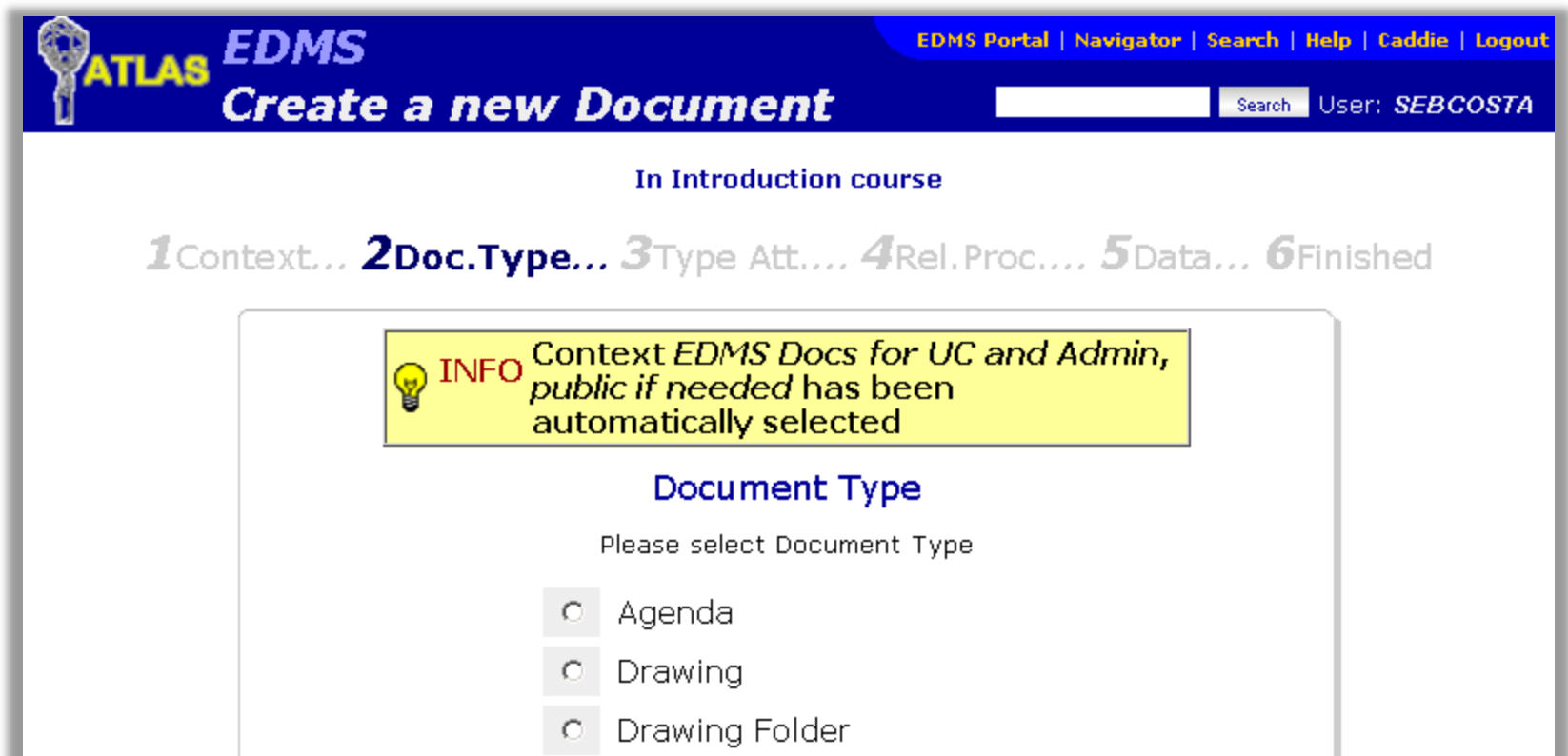
EDMS Id	Version	Description	Status
110691	v.6.1	Exercises for the 1-day course "Introduction to the CERN EDMS"	Released

Additional details for the selected document:

- EDMS Id: 110691
- Description: No description
- Doc. page: [trainingexample01 doc](#) (348 kb)
- trainingexample02 doc (1 Mb)
- intro-exercises-v61 doc (174 kb)
- pdf (117 kb)
- 0 sub-doc 8 versions
- Author: [Elena, David and Johannes](#)
- Date: 2005-10-26
- Type: Manual / Guideline

Creating a document

By following the document creation wizard, the first step is completed.



The screenshot shows the ATLAS EDMS interface for creating a new document. The header includes the ATLAS EDMS logo and navigation links: EDMS Portal | Navigator | Search | Help | Caddie | Logout. The main title is "Create a new Document". A search bar and user information (User: SEBCOSTA) are visible. The progress bar shows six steps: 1 Context..., 2 Doc.Type..., 3 Type Att..., 4 Rel.Proc..., 5 Data..., and 6 Finished. An information box with a lightbulb icon states: "Context EDMS Docs for UC and Admin, public if needed has been automatically selected". Below this, the "Document Type" section asks the user to select a document type from a list of radio buttons: Agenda, Drawing, and Drawing Folder.

ATLAS EDMS
Create a new Document

EDMS Portal | Navigator | Search | Help | Caddie | Logout

Search User: SEBCOSTA

In Introduction course

1 Context... **2** Doc.Type... **3** Type Att... **4** Rel.Proc... **5** Data... **6** Finished

INFO Context EDMS Docs for UC and Admin, public if needed has been automatically selected

Document Type

Please select Document Type

- Agenda
- Drawing
- Drawing Folder

Creating a document

Once the document created, it is possible to directly upload files to it or to go to the newly created document page.

The screenshot shows the EDMS 'Create a new Document' page. The top navigation bar includes links for 'EDMS Portal', 'Navigator', 'Search', 'Help', 'News', 'Caddie', and 'Logout'. The user is identified as 'SEBCOSTA'. A progress bar at the top indicates the current step is '6 Finished'. The main content area displays a 'Finished' message: 'The Document was successfully created with number: 1002348'. Below this message are two buttons: 'Put File(s) now' and 'Doc. Page'. The footer contains the EDMS logo, 'CERN — European Organization for Nuclear Research', and the version information 'EDMS 4.1 ©CERN - 2009.06.04 - 02:01:06'.

Access Rights & Visibility

Sharing and protecting work

One of the main reasons for using an EDMS is to have a secure and easily accessible deposit where all important engineering information can be stored.

Still it must be possible to update data and to share information within the project collaboration.

To manage the access rights all objects stored in the EDMS have an owner and belong to a group.



Access rights for documents

Visibility: WORLD

User: Anyone


Number:	311424	ver.2
EDMS Id:	311424	
In Work		

A report for demonstrating user access rights
in the CERN EDMS.
[David WIDEGREN](#)
REPORT




Visibility: CERN Intranet

**User: Anyone connecting
from a CERN Computer**

	Number:	1001587 v.1
	EDMS Id:	1001587 v.1
In Work		

Test intranet with file
[Stephan PETIT](#)
Note - Internal
2009-05-27



Access rights for documents

Visibility: GROUP

User: Member of group

Number:	311424	ver.2
EDMS Id:	311424	
In Work		

A report for demonstrating user access rights
in the CERN EDMS.
[David WIDEGREN](#)



REPORT

Visibility: GROUP

User: Not member of group

311424 v.2	A report for demonstrating user access rights in the CERN EDMS.	In Work
<i>Access denied</i>		

Strict Confidentiality

Strict confidentiality allows to hide the very existence of a document from a non-authorized user.

Visibility: GROUP

User: Not member of group

The screenshot shows the EDMS Search Documents interface. The header includes the EDMS logo, the text "EDMS Search Documents", and navigation links: Home | Navigator | Search | Help | EDMS Site | Login. The user is identified as "User: GUEST".

The search criteria section includes the following fields and buttons:

- Document Number ¹:
- Title & Keywords ²:
- Person:
- Modified since: (yyyy-mm-dd)
- Status:
- Document Type:
- Buttons: Search, Reset

On the right side, there are three sections of options:

- SCOPE**
 - [Project](#)
 - [Global database](#)
- DISPLAYED**
 - [Compact listing](#)
 - [Extended listing](#)
- SORTED BY**
 - [Number](#)
 - [Status](#)
 - [Person](#)
 - [Doc. Type](#)

The search result section shows "Search result" followed by "0 documents found".

At the bottom, a large message states: **Nothing found. Sorry !**

Who has access to a document?

By clicking on the **Access Rights tab**, one can see who has access and who can carry out the next change of status

Summary | Sub-Documents | Approval & Comments | Used in | **Access Rights** | Versions & other info

View: **Overview** | Detailed rights | Basic rights

Read access granted to
The whole World (public Document)

Write access granted to
Owner of the Document
Rachel **BRAY**
Group EDMS-SERVICE **Show**

Delete access granted to
Owner of the Document
Rachel **BRAY**
Group EDMS-SERVICE **Show**

Next Status change
Persons allowed to perform the next change of Status **Show**

Disclaimer
*Access rights shown here depend on various parameters such as the Document Status.
This information is valid only at the time indicated in the footer of this page and may evolve with the Document's lifecycle.*

The document history is kept

All actions, such as for example creation, file uploads and status changes are logged and securely stored in the system.

Thanks to the history log it is possible to see who did what and when.

Full History of this version

2004-12-06 12:13:06	Caroline CAZENOVES	Document registration
2004-12-06 12:13:23	Caroline CAZENOVES	simple update
2004-12-06 12:13:23	Caroline CAZENOVES	Previous version set to old
2004-12-06 12:14:36	Caroline CAZENOVES	delete LHC-LBA-ES-0004-00-12draft.doc
2004-12-06 12:14:42	Caroline CAZENOVES	delete LHC-LBA-ES-0004-00-12draft.pdf
2004-12-06 12:17:18	Caroline CAZENOVES	simple update
2004-12-06 12:18:13	Caroline CAZENOVES	initial check-in LHC-LBA-ES-0004-00-13.doc
2004-12-06 12:18:13	Caroline CAZENOVES	insert LHC-LBA-ES-0004-00-13.doc
2004-12-06 12:18:14	Caroline CAZENOVES	initial check-in LHC-LBA-ES-0004-00-13.pdf
2004-12-06 12:18:14	Caroline CAZENOVES	insert LHC-LBA-ES-0004-00-13.pdf
2004-12-06 12:18:23	Caroline CAZENOVES	Status change from In Work to Engineering Check
2004-12-06 12:19:18	Caroline CAZENOVES	Notification Show
2004-12-07 05:06:09	EDMSBATCH	Batch notification Show
2004-12-10 17:12:19	Caroline CAZENOVES	Status change from Engineering Check to Eng. Check Closed
2004-12-10 17:12:30	Caroline CAZENOVES	Status change from Eng. Check Closed to Under Approval
2004-12-10 17:13:27	Caroline CAZENOVES	Status change from Under Approval to Approval Closed
2005-01-17 12:05:18	LHC Baseline ADMINISTRATOR	Status change from Approval Closed to Released
2005-01-24 05:03:45	EDMSBATCH	Batch notification Show

EDMS Local Administrators

The image shows a screenshot of the EDMS Portal. The main header includes 'EDMS Portal' and navigation links for 'PROJECTS', 'DOCUMENTS', 'EQUIPMENT', and 'SAFETY'. A search bar is present. Below the header, there is a section titled 'EDMS Local administrators' with a search bar and 'User: GUEST'. The main content area lists administrators for three departments: AB Department, AEgIS Experiment, and ATLAS Master Project. Each entry includes a name, a role, and an email address. A red circle highlights the 'Local administrators' link in the left sidebar under the 'INFORMATION' section.

EDMS Portal Help | Login - GUEST

PROJECTS ▾ DOCUMENTS ▾ EQUIPMENT ▾ SAFETY ▾ Search

EDMS Local administrators EDMS Portal | Navigator | Search | Help | News | Login Search User: GUEST

AB Department

LHC Baseline	ADMINISTRATOR	lhc.baseline@cern.ch
ps	Administrator <i>(INACTIVE)</i>	ps-support-edms@cern.ch
Patrice	BAILLY	Patrice.Bailly@cern.ch
Luca	BRUNO	Luca.Bruno@cern.ch
Madeleine	CATIN	Madeleine.Catin@cern.ch
Sylvia	DUBOURG	Sylvia.Dubourg@cern.ch
Ludovic	GERMAIN-BONNE	Ludovic.Germain-Bonne@cern.ch
Detlef	KUCHLER	Detlef.Kuchler@cern.ch
Pascal	LE ROUX	Pascal.Le.Roux@cern.ch
Michael	LUDWIG	Michael.Ludwig@cern.ch
Cecile	NOELS	Cecile.Noels@cern.ch
Remy	NOULIBOS	Remy.Noulibos@cern.ch
Delphine	RIVOIRON	Delphine.Rivoiron@cern.ch
Zornitsa	ZAHARIEVA	Zornitsa.Zaharieva@cern.ch

AEgIS Experiment

Diego	PERINI	Diego.Perini@cern.ch
-------	--------	--

ATLAS Master Project

Kathy	POMMES	Kathy.Pommès@cern.ch
-------	--------	--

USEFUL LINKS

- Request an EDMS Account
- Password Lost

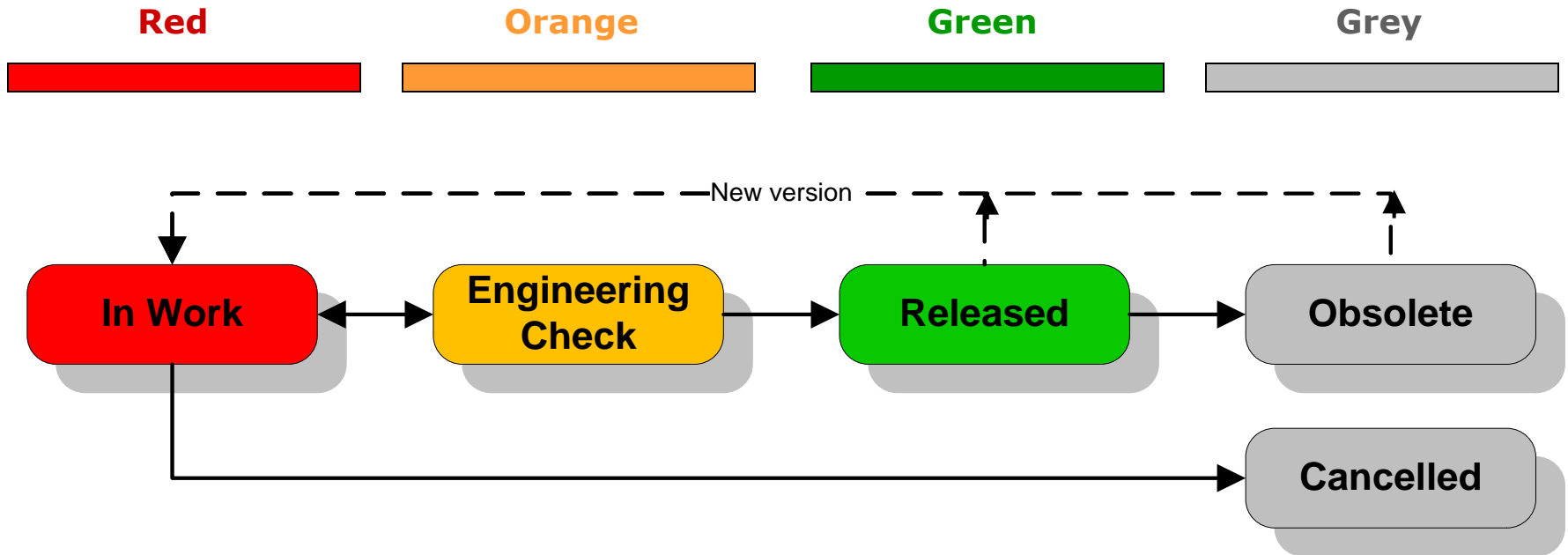
INFORMATION

- More Info About the EDMS Service
- Local administrators**

CERN - European Organization for Nuclear Research

Approval Processes & Versioning

Release procedures



Three kinds of approval

Depending on which release procedure is chosen, the actual approval is done in three main different ways:

- 1)** The document owner approves/rejects it directly.
(DOC-OWNER type of release procedure)
- 2)** The person who has the proper role (i.e.: PE for Project Engineer) approves/rejects the document.
(DOC-PE type of release procedure)
- 3)** The responsible person (i.e.: AL for approval leader) launches the formal approval process.
(DOC-AL type of release procedure)

Versioning

Number:	1002349	ver.1
EDMS Id:	1002349	
Released		

Test document to show an approval.
[Sebastien COSTA](#)
Note
2009-06-04

Summary | Sub-Document | **Approval & Comments** | Used in | Access Rights | Versions & other info

Actions: | **New Version** | | Add to caddie | Make

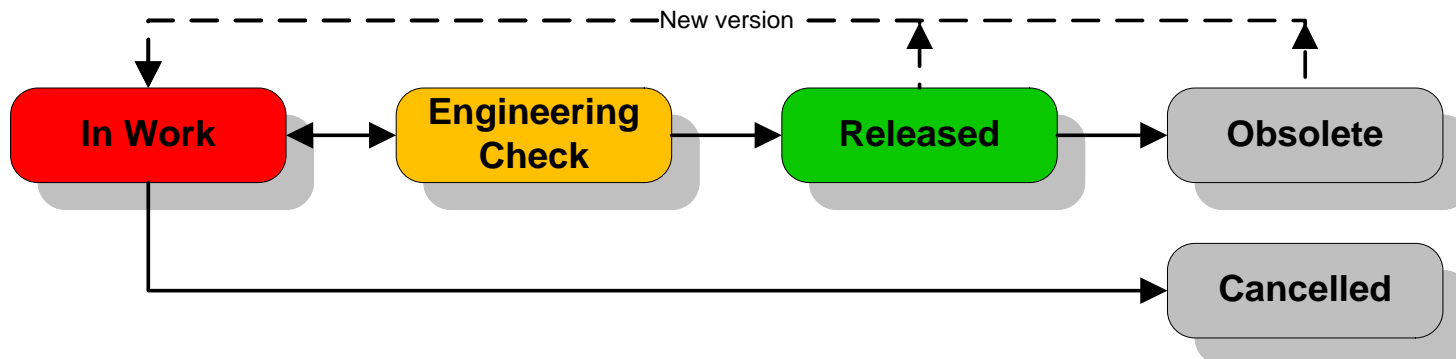
Description, External Reference, Keywords

Description Test document to show an approval.

External Reference

Once a document is either in the "Released" or "Obsolete" state it is frozen and cannot be changed.

In order to modify it a new version must be created!



Support Organisation, Help



Central Support

To get help with problems in your daily work contact EDMS.support@cern.ch!

EDMS training courses available through the CERN Training Catalog(HR).

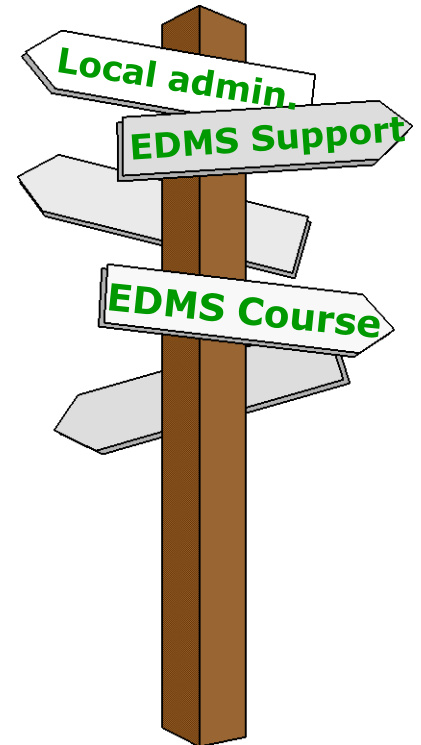
EDMS Service Website & FAQs

Click on help link from any EDMS page

Local Support

To help you get started and organise your use of EDMS, contact your **EDMS Local Administrators**:

(Management of users, groups, contexts and privileges & structure management)



Thank You!

Administrative
Information
Services