



Enabling Grids for E-science

Using EDMS in EGEE-III

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EGEE-III Transition Meeting, 6-7 May 2008

www.eu-egee.org



ELECTRONIC DOCUMENT MANAGEMENT SYSTEM

EGEE's official tool to

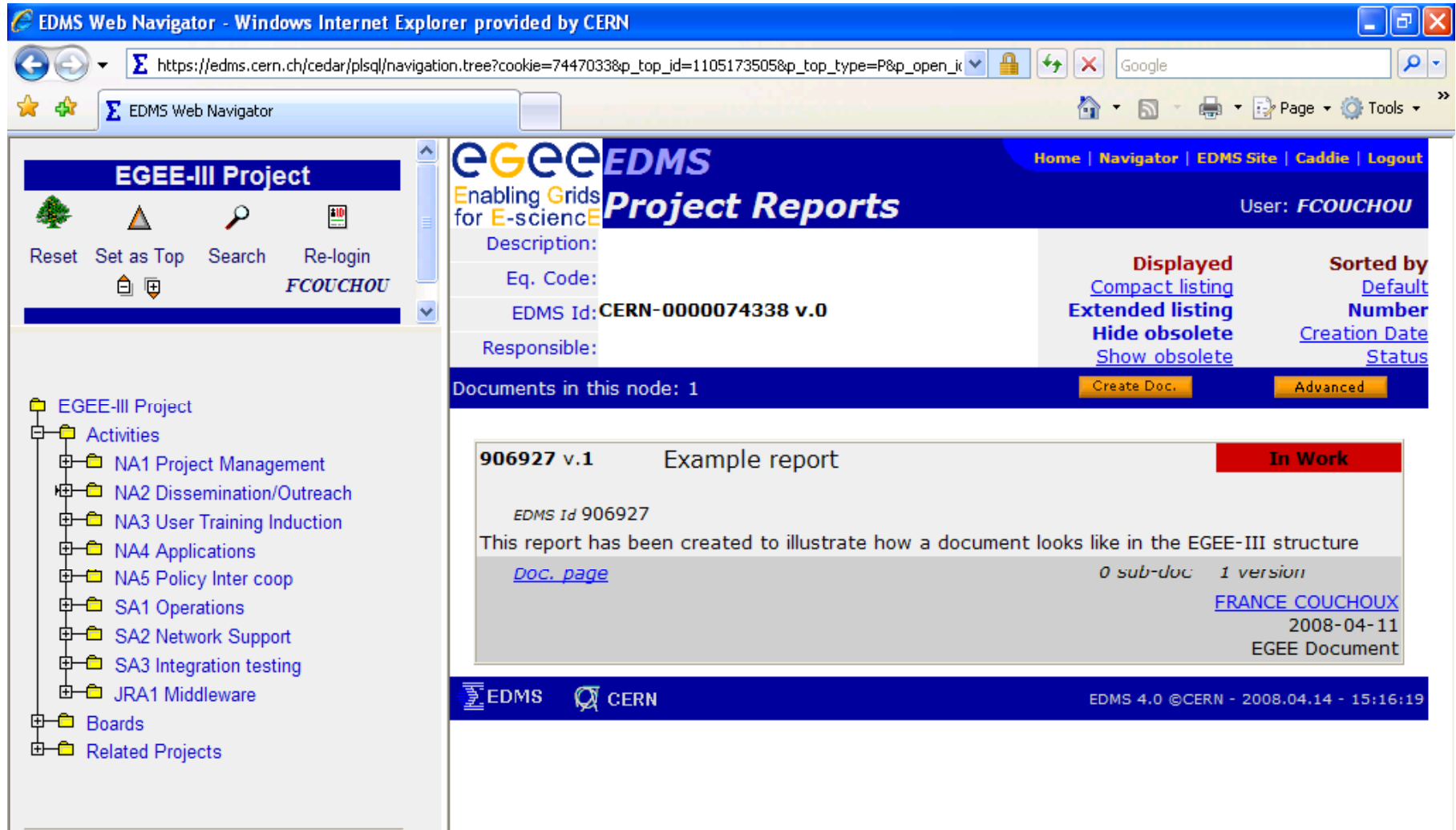
→ Store, version and archive

→ Organize

all important administrative and technical documents

All EGEE-III registered members have access

Project structure in EDMS:



The screenshot shows the EDMS Web Navigator interface in a Windows Internet Explorer browser window. The browser title is "EDMS Web Navigator - Windows Internet Explorer provided by CERN". The address bar shows the URL: https://edms.cern.ch/cedar/plsql/navigation.tree?cookie=7447033&p_top_id=1105173505&p_top_type=P&p_open_it. The browser toolbar includes navigation buttons, a search box with "Google" text, and various utility icons.

The main content area is divided into several sections:

- Left Sidebar:** Titled "EGEE-III Project", it contains navigation icons (Reset, Set as Top, Search, Re-login) and the user name "FCOUCHE". Below this is a tree view of the project structure:
 - EGEE-III Project
 - Activities
 - NA1 Project Management
 - NA2 Dissemination/Outreach
 - NA3 User Training Induction
 - NA4 Applications
 - NA5 Policy Inter coop
 - SA1 Operations
 - SA2 Network Support
 - SA3 Integration testing
 - JRA1 Middleware
 - Boards
 - Related Projects

- Top Header:** Features the "eGEE EDMS" logo, the tagline "Enabling Grids for E-science", and the text "Project Reports". Navigation links include "Home", "Navigator", "EDMS Site", "Caddie", and "Logout". The user name "User: FCOUCHE" is displayed on the right.
- Form Fields:** A form with labels "Description:", "Eq. Code:", "EDMS Id:", and "Responsible:". The "EDMS Id" field contains the value "CERN-0000074338 v.0".
- Display Options:** A section titled "Displayed" with radio buttons for "Compact listing", "Extended listing", and "Hide obsolete". A "Show obsolete" link is also present. A "Sorted by" section offers "Default", "Number", "Creation Date", and "Status" options.
- Documents:** A section titled "Documents in this node: 1" with "Create Doc." and "Advanced" buttons. Below this is a document entry for "906927 v.1 Example report" with a red "In Work" status. The document details include:
- EDMS Id 906927
- Description: "This report has been created to illustrate how a document looks like in the EGEE-III structure"
- Links: [Doc. page](#), [0 sub-doc](#), [1 version](#)
- Author: [FRANCE COUCHOUX](#)
- Date: 2008-04-11
- Type: EGEE Document
- Footer:** Contains the "EDMS" and "CERN" logos, and the text "EDMS 4.0 ©CERN - 2008.04.14 - 15:16:19".

Alternative 1:

Create your own bookmark

https://edms.cern.ch/cedar/plsql/navigation.go_to_tree?cookie=7440107&p_top_id=1105173505

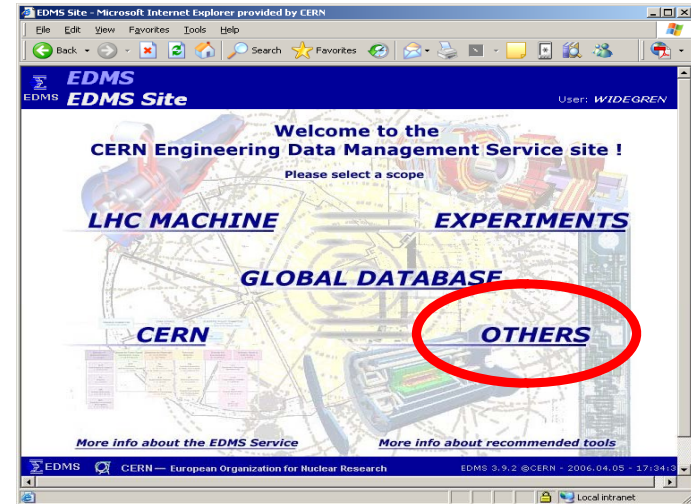
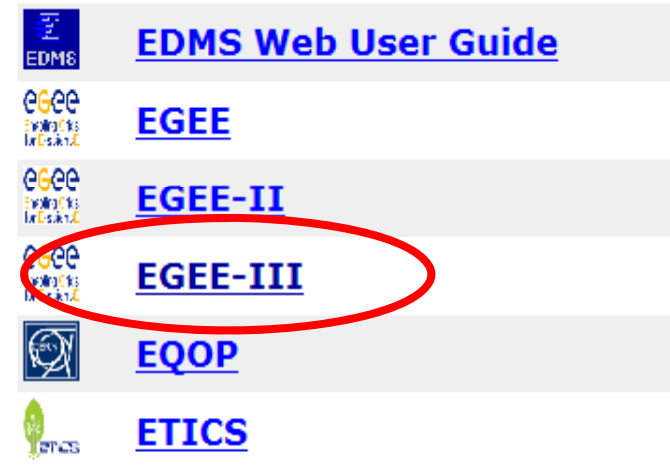
Alternative 2:

<http://egee-technical.web.cern.ch/egee-technical/>

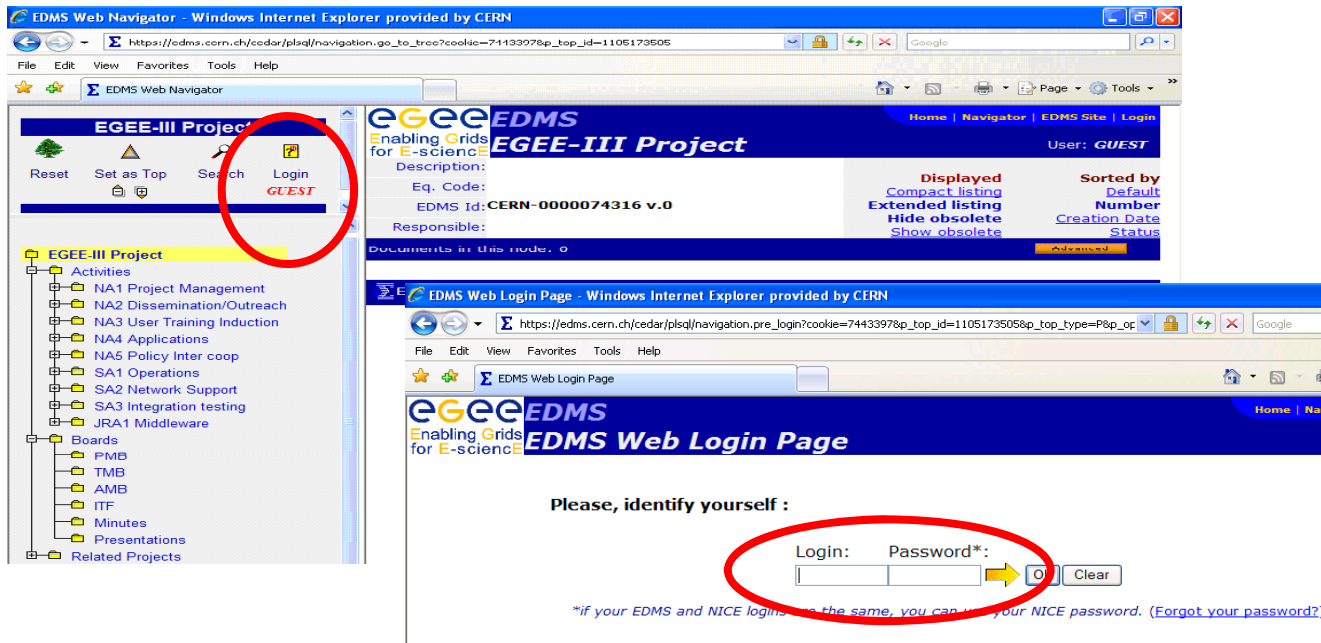


Alternative 3:

<https://edms.cern.ch>

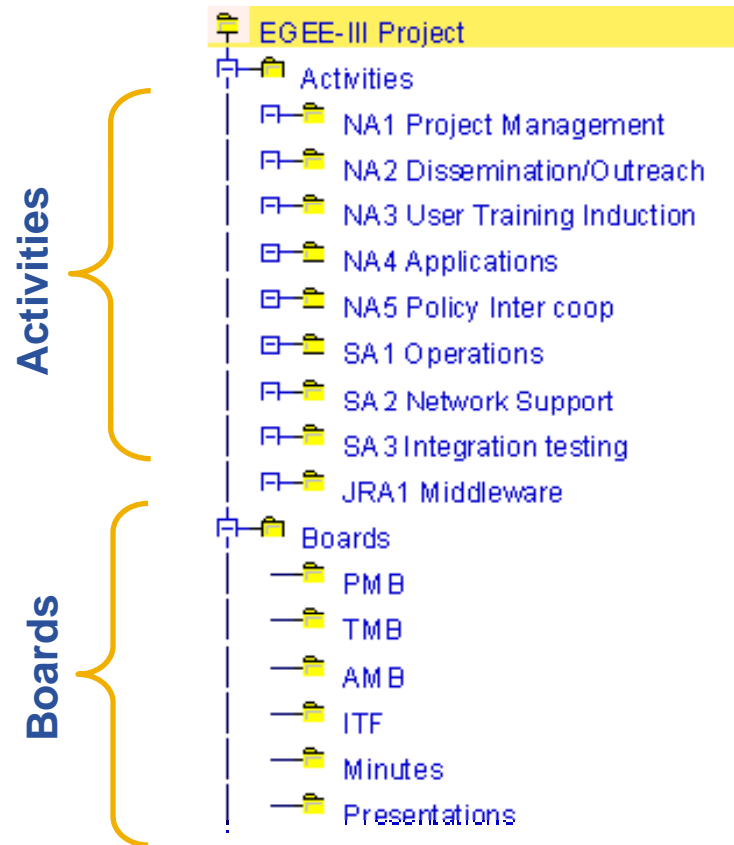



Login is required in order to use active actions and to retrieve documents with restricted access.



As said before in the Registration presentation, you will be granted **computer accounts, login and password** by the Registration team in the Project office.

You will also be automatically registered in the EDMS group related to the activity(ies) you work for.

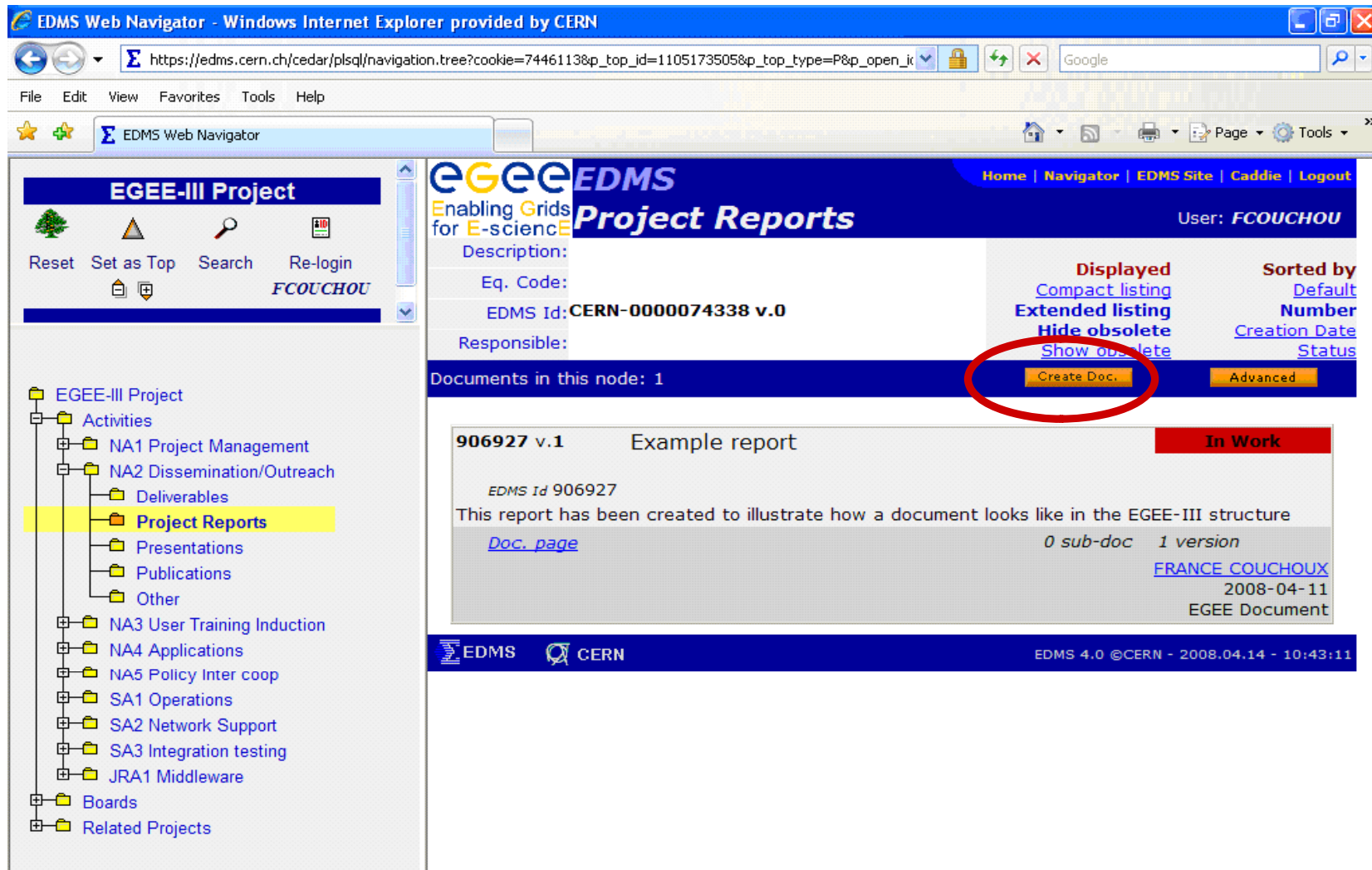


The EGEE structure is divided into “Activities” and “Boards”.

For all activities and related projects a standard structure has been prepared.

This structure can naturally be updated with additional project folders if needed.

Documents created in the “Deliverables” folders follow special procedures



The screenshot shows the EDMS Web Navigator interface in a Windows Internet Explorer browser window. The browser title is "EDMS Web Navigator - Windows Internet Explorer provided by CERN". The address bar shows the URL: https://edms.cern.ch/cedar/plsql/navigation.tree?cookie=7446113&p_top_id=1105173505&p_top_type=P&p_open_k. The browser menu includes File, Edit, View, Favorites, Tools, and Help. The page title is "EDMS Web Navigator".

The main content area is titled "EGEE-III Project" and "EDMS Project Reports". The user is identified as "User: FCOUCHOU". The page includes a navigation menu on the left with a tree view showing the project structure. The "Project Reports" folder is highlighted. The main content area displays a list of documents, with one document titled "906927 v.1 Example report" in the "In Work" status. The "Create Doc." button is circled in red.

Navigation links: Home | Navigator | EDMS Site | Caddie | Logout

EDMS Description:
Eq. Code:
EDMS Id: **CERN-0000074338 v.0**
Responsible:

Displayed: [Compact listing](#), **[Extended listing](#)**, [Hide obsolete](#), [Show obsolete](#)

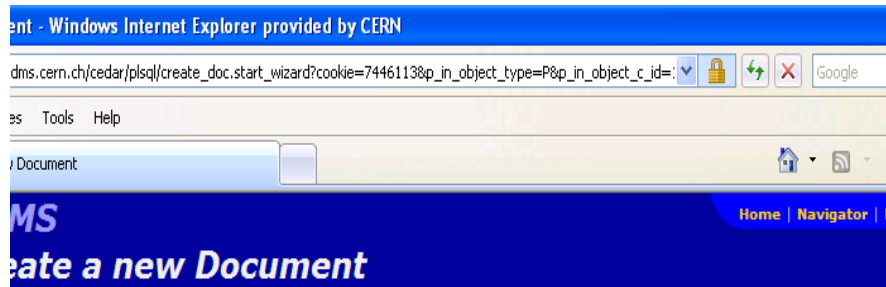
Sorted by: [Default](#), **[Number](#)**, [Creation Date](#), [Status](#)

Documents in this node: 1 **Create Doc.** [Advanced](#)

906927 v.1 Example report **In Work**

EDMS Id 906927
This report has been created to illustrate how a document looks like in the EGEE-III structure
[Doc. page](#) 0 sub-doc 1 version
[FRANCE COUCHOUX](#)
2008-04-11
EGEE Document

EDMS CERN EDMS 4.0 ©CERN - 2008.04.14 - 10:43:11



In Project Reports

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

INFO Previous step has been automatically computed

Release Procedure

Please select a Release Procedure

Document restricted to activity/board members.

Public document.

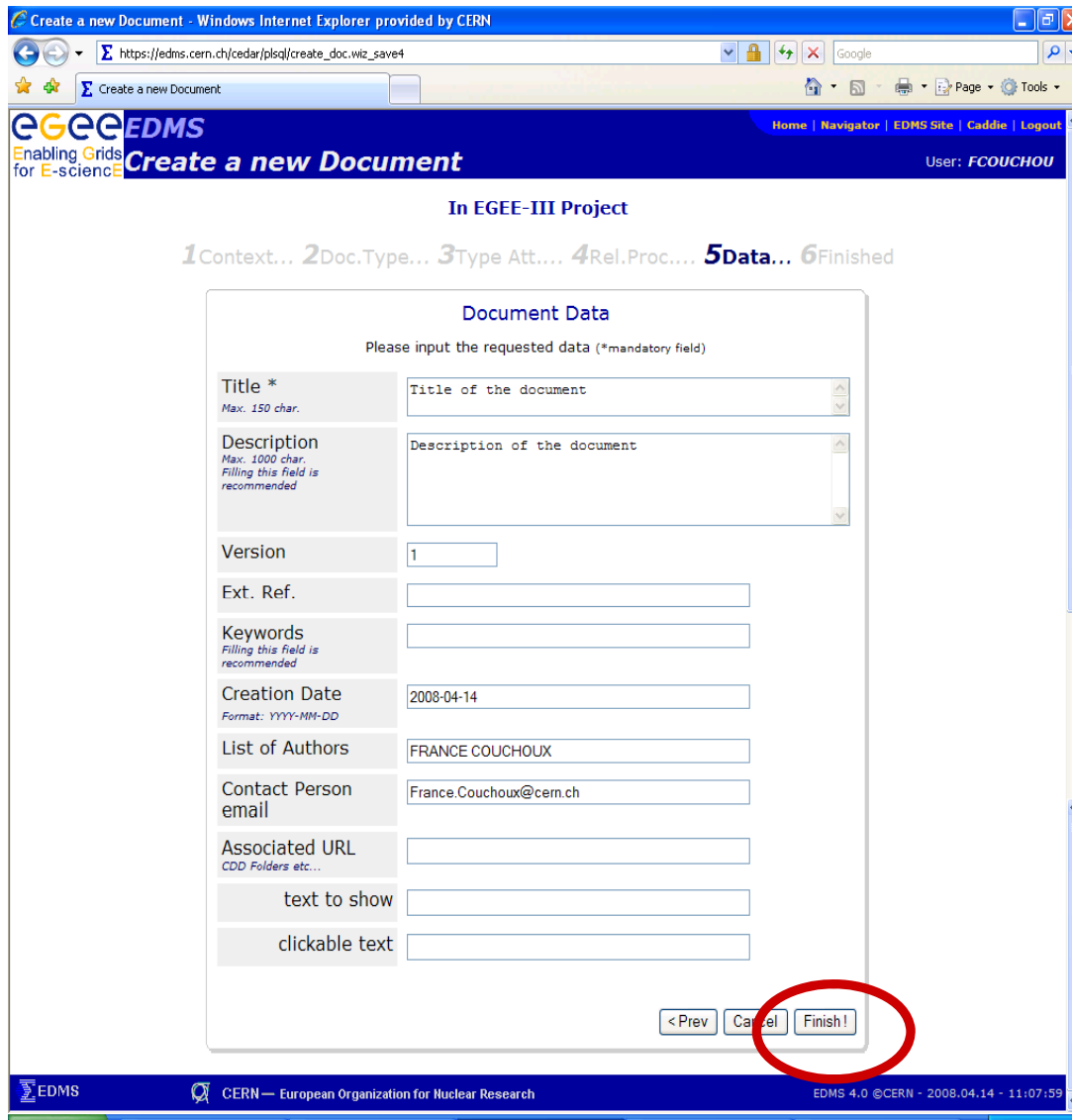
Document restricted to EGEE-II members.

[show guidelines](#)

In EGEE there are three levels of initial access right to select from:

- Public (default)
- Activity/Board members only
- EGEE members only

Additional people can be granted access later on.



Create a new Document - Windows Internet Explorer provided by CERN

https://edms.cern.ch/cedar/plsq/create_doc.wiz_save4

EGEE EDMS
Enabling Grids for E-science

Create a new Document

User: FCOUCHOU

In EGEE-III Project

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

Document Data

Please input the requested data (*mandatory field)

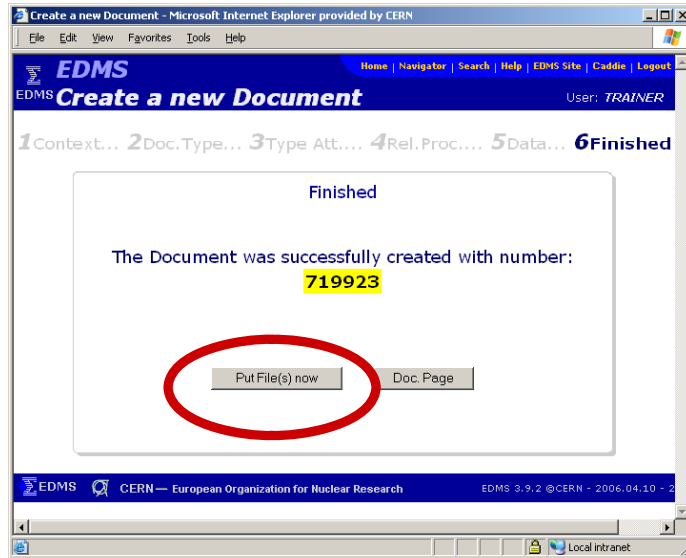
Title *	<input type="text" value="Title of the document"/>
Description	<input type="text" value="Description of the document"/>
Version	<input type="text" value="1"/>
Ext. Ref.	<input type="text"/>
Keywords	<input type="text"/>
Creation Date	<input type="text" value="2008-04-14"/>
List of Authors	<input type="text" value="FRANCE COUCHOUX"/>
Contact Person email	<input type="text" value="France.Couchoux@cern.ch"/>
Associated URL	<input type="text"/>
text to show	<input type="text"/>
clickable text	<input type="text"/>

< Prev Cancel **Finish!**

EDMS CERN — European Organization for Nuclear Research EDMS 4.0 @CERN - 2008.04.14 - 11:07:59

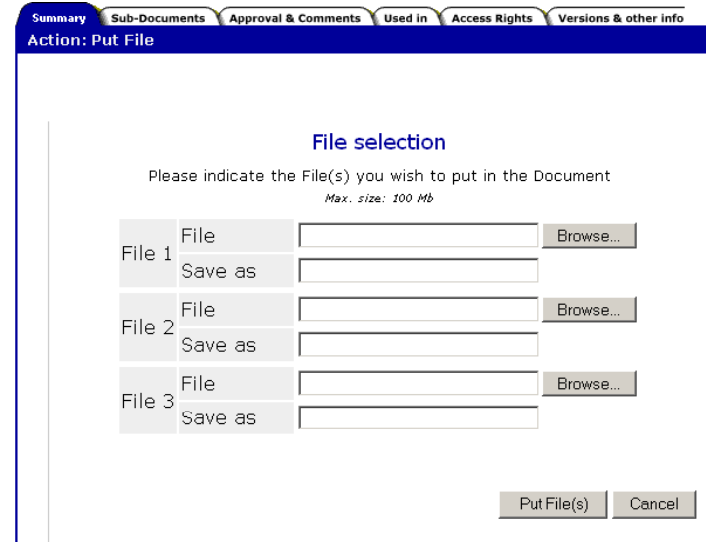
Finally the document meta data needs to be filled in.

The title is the only mandatory field but adding more information facilitates the search for documents.



You can store many files of any type in one document.

Once the meta data is stored, one or several files can be uploaded into the EDMS document.



Two main types of documents defined:

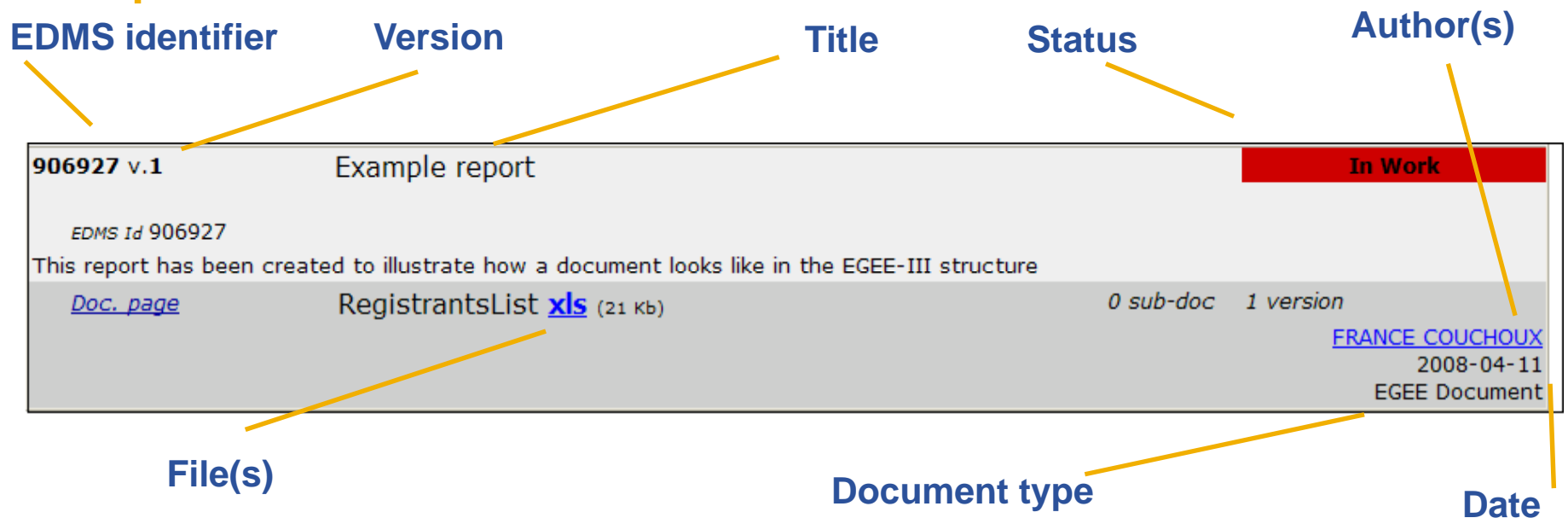
→ EGEE Documents

→ EU Deliverables

each has a defined
release procedure

A document in the EDMS consists of meta data + one or more
several files

Example:



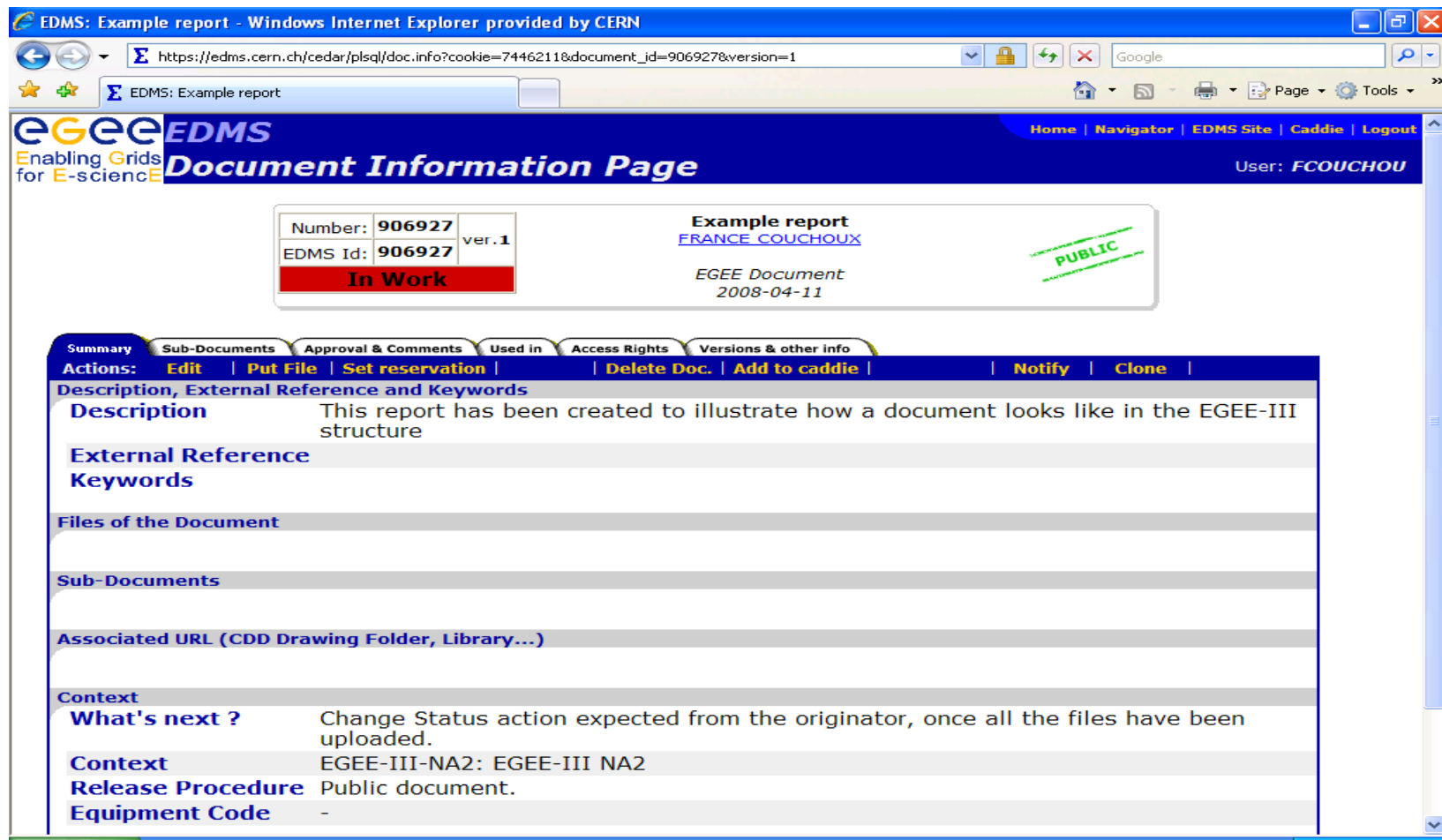
The screenshot shows a document entry in the EDMS system. The entry is displayed in a table-like format with the following fields and values:

- EDMS identifier:** 906927 v.1
- Version:** v.1
- Title:** Example report
- Status:** In Work
- Author(s):** FRANCE COUCHOUX
- File(s):** RegistrantsList.xls (21 kb)
- Document type:** EGEE Document
- Date:** 2008-04-11

Additional information visible in the screenshot includes:

- EDMS Id 906927
- This report has been created to illustrate how a document looks like in the EGEE-III structure
- Doc. page
- 0 sub-doc 1 version

The document information page of a complete document



EDMS: Example report - Windows Internet Explorer provided by CERN

https://edms.cern.ch/cedar/plsql/doc.info?cookie=7446211&document_id=906927&version=1

EDMS: Example report

Home | Navigator | EDMS Site | Caddie | Logout

User: FCOUCHOU

Number: 906927	ver. 1	Example report FRANCE COUCHOUX	PUBLIC
EDMS Id: 906927			

In Work

EGEE Document
2008-04-11

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

Actions: [Edit](#) | [Put File](#) | [Set reservation](#) | [Delete Doc.](#) | [Add to caddie](#) | [Notify](#) | [Clone](#)

Description, External Reference and Keywords

Description This report has been created to illustrate how a document looks like in the EGEE-III structure

External Reference

Keywords

Files of the Document

Sub-Documents

Associated URL (CDD Drawing Folder, Library...)

Context

What's next ? Change Status action expected from the originator, once all the files have been uploaded.

Context EGEE-III-NA2: EGEE-III NA2

Release Procedure Public document.

Equipment Code -

EDMS Web Navigator - Windows Internet Explorer provided by CERN

https://edms.cern.ch/cedar/plsql/navigation.tree?cookie=7446598&top=1105173505&top_version=&open=&open_vr

EDMS Web Navigator

Home | Navigator | EDMS Site | Caddie | Logout

User: FCOUCHOU

EGEE EDMS
Enabling Grids for E-science **Document Search**

Documents Projects Home

Mode: **Simple** Standard Advanced

Search ¹⁾ Match ²⁾ All words

Status: In Work

Type & Att.: EGEE Document ANY

Below Node: EGEE-III Project (Active node)

Search Clear

SCOPE
EGEE-III
Project
[Change](#)
[Scope](#)

Documents under the Project:
EGEE-III Project

Search result 1 document found SORT BY: Relevance [Status](#) [Number](#) [Author](#) [Creation Date](#)

DISPLAY: Compact [Extended](#)

906927 v.1	Example report	In Work
Doc. page		

1 document found

¹⁾ As a **Search text** you may use EDMS Document Num., Project Document Num., External Ref., CDD Drawing Num., Author, Title, Keywords, Description, Equipment Code
You may search many terms at the same time. The order has no importance.

²⁾ Any word - occurrence of any word is accepted, all words - occurrence of all words is needed, exact phrase - must match the exact string.

NOTE: according to your access rights, some documents may not appear.

- Create protected documents (board specific, EGEE members only, public)
- Version and archive
- Different release procedures for documents and deliverables
- Etc.
- If you want to be shown these options, see France in 600-R017 this afternoon

Central Support:

- Helpdesk: EDMS.support@cern.ch

Local Support & Administration

EGEE EDMS Administrators help with creation of accounts, management of groups, approval privileges, etc.

Contact : France.couchoux@cern.ch

