

European Commission

DIGIT

**ARES**

**Administration Manual**

**Version 5**

**Ares 2.5**

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# Typographic conventions

## Typographical conventions used

|                                     |  |
|-------------------------------------|--|
| <OK>, <Modify>                      | Names of pushbuttons, radiobuttons, checkboxes or icons  |
| <i>Favourites/Add to favourites</i> | Names of menus, options in drop-down lists               |
| <i>Sheet, Assignment</i>            | Names of fields, headings, tab pages, windows or options |

The  symbol indicates a piece of information which is important.

## Vocabulary

**Click on:** pushbutton or icon

**Activate:** radiobutton

**Tick:** box

**Select:** menu option

**Press:** key

**Enter:** type on your keyboard

## 1. INTRODUCTION

This Administration manual details all the operations that can be performed by users with a DMO and/or CAD profile: groups and users management (modifying a profile, adding users in a marking group, consulting the details of a particular user...), documents management (ex: adding or closing a task in a document...) and reporting.

Please note that options "NomCom Admin" and "NomCom custom (under "Administration" menu) redirect you to NomCom application. Please consult NomCom user guide for detailed explanations.

## 2. MODIFYING A REGISTERED DOCUMENT

DMO and CAD profiles may modify registered documents: they may modify the metadata of the document (title, sender, recipient, comments, etc.) and the attachments.

Each modification will be kept by the system: it is mandatory to write the justification of the modification, time and date of the change. The login of the user that did the modify special appears on the document. You can also decide to notify the recipients of the document when a registered document is modified (ex: title, attachments...) through "modify special".

### Method

(1) Open the details of the document you would like to modify.

(2) Click on the button "modify special"



The button is only available if the person who registered the document belongs to your DG.

The screenshot shows a web interface for document management. At the top, there are tabs: Document, Filing, Assignment, e-Signatory, and Link. Below these is the 'Identification' section with fields for Registration number (Ares(2013)416), Save number (digit.b.1.001(2013)810), and Registration date (23/07/2013). The Title is 'Nouvelle procédure de gestion administrative'. Below this is a table with columns: Type, Ares, Native, Lang., External ref., Size, and Pages. The table has one row: 'Main document', a red icon, a blue icon, 'NS', an empty field, '52.0 KB', and '7'. To the right of the table is a 'Doc Actions' menu with options: Copy, Answer, Modify special (highlighted with a red box), Print, Send link, Add translation, Manage procedure, and Copy to external. Below the table is a table with columns: I/E, Sent by, Service/Organisation, I/E, TO/CC, Received by, and Service/Organisation. The first row shows 'I', an empty field, '(SG.01)', an empty field, 'TO', 'GUNAYDIN Emrah', and '(ERCEA.C.1) EA'. The second row shows 'I', an empty field, an empty field, an empty field, 'TO', 'GRISPIGNI Marco', and '(SG.DSG1.B.2)'.

| Type          | Ares | Native | Lang. | External ref. | Size    | Pages |
|---------------|------|--------|-------|---------------|---------|-------|
| Main document |      |        | NS    |               | 52.0 KB | 7     |

| I/E | Sent by | Service/Organisation | I/E | TO/CC | Received by     | Service/Organisation |
|-----|---------|----------------------|-----|-------|-----------------|----------------------|
| I   |         | (SG.01)              | I   | TO    | GUNAYDIN Emrah  | (ERCEA.C.1) EA       |
|     |         |                      | I   | TO    | GRISPIGNI Marco | (SG.DSG1.B.2)        |

(3) Type the justification of the modification (you may type up to 180 characters in that field):

Document Filing Assignment e-Signatory Link

Confirm modifications Cancel

Mail type Internal mail ▼

**Justification (obligation to justify the modifications made on)**

Update the 17-09-2013 16:29 by kacieem

update of a new attachment

☒ Notify the recipients of the modifications

**Content**

|  | Attachment Name                                |
|--|--|
|  | Failed external transmissions report v0.3.docx |

Import

- (4) If you want to warn the recipient(s) of the document that a change has been done on the document, tick <Notify the recipients of the modifications>.
- (5) Perform the necessary modifications.
- (6) Click on <Confirm modifications>.
- (7) If you have decided to warn the recipient(s), choose the persons to inform (they are all checked by default but you can untick one or several names)

**Notification selection**

Please select recipients to be notified of the document modifications

|                                     | I/E | TO/CC | Received by          | Service/Organisation |
|-------------------------------------|-----|-------|----------------------|----------------------|
| <input checked="" type="checkbox"/> | I   | TO    | GUNAYDIN Emrah       | ERCEA.C.1            |
| <input checked="" type="checkbox"/> | I   | TO    | GRISPIGNI Marco      | SG.DSG1.B.2          |
| <input checked="" type="checkbox"/> | I   | TO    | VEKEMANS Nicolas     | DIGIT.B.1.001        |
| <input type="checkbox"/>            | I   | CC    | DAMINI Andrea        | ECHO.C.1             |
| <input type="checkbox"/>            | I   | CC    | HANCE-JALHAY Michele | MARKT.A.3.001        |

Notify selected recipients Cancel notification

- (8) Modifications are registered. The justification may be seen in the comments' field.

Document Filing Assignment e-Signatory Link

**Identification**

Registration number : Ares(2013)416 Save number : digit.b.1.001(2013)810

Title : Nouvelle procédure de gestion administrative

| Type          | Ares | Native | Lang. |
|---------------|------|--------|-------|
| Main document |      |        | NS    |
| Main document |      |        | NS    |

| I/E | Sent by | Service/Organisation | I/E |
|-----|---------|----------------------|-----|
| I   |         | (SG.01)              | I   |
|     |         |                      | I   |
|     |         |                      | I   |
|     |         |                      | I   |
|     |         |                      | I   |
|     |         |                      | I   |

Mail type : Internal  
 Creation date : 23/07/2013  
 Creator : VEKEMANS Nicolas  
 Register author : VEKEMANS Nicolas  
 Level of sensitivity : Normal  
 Document encrypted : No  
 Encryption Expiration Date :  
 Comments : Modifié le 10-09-2013 11:42 par kacieem : update of a new attachment  
 Signed by :

A new notification is sent to the concerned persons (in their "Received documents" inbox) The title of the document is preceded by "!!Modified Document!!":

Received Document Document for my roles Document for Administrative Ent

Delete notification(s) | Follow up | Clear follow up | Mark as Read | Mark as Read

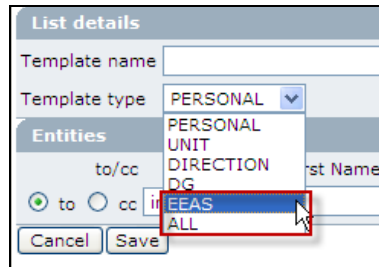
Display...

| Title   |
|---|
| Note au dossier   |
| !!Modified document! Nouvelle procédure de gestion administrative |

### 3. COMMISSION, EEAS, EA AND ALL LEVEL DISTRIBUTION LISTS

It is now possible to create distribution lists shared by all services. Several visibility levels are available: "Commission", "EEAS", "Executive Agencies (EA)" and "All" (list visible to hermes\_group i.e. Commission, EEAS and EA).

Users with DMO<sup>1</sup> and CAD profiles can create distribution lists for their service and for "all". (For example EEAS DMO is able to create a distribution list with "EEAS" or "All" level).



They can also modify and delete distribution lists created by their own service.

### Notes

- The lists have to be created and updated by the DMO / CAD of the service responsible for the same list in OUTLOOK. The DMO has to establish an internal system for receiving information on the update of the list.
- This new feature must not be used for the creation of lists shared only by certain DGs / services or lists destined for mass distribution. USM will delete such lists upon detection. (detailed business rules can be found in document Ares(2011)1049124).

### 4. "GROUP MANAGEMENT" MENU

The following roles have been defined for central administration in Hermes. Operations with role-based authorisations are defined in the **Administration** module by one or more users who themselves have the role "*supermanager*". (This role also allows them to manage "DMO" profiles in the DGs).

It will be possible to allocate more than one role to a user<sup>2</sup>.

---

<sup>1</sup> USM profile can also create/delete/modify "Commission/EEAS/EA/ALL" distribution lists.

<sup>2</sup> For more information on managing access authorisations in Hermes/Ares/NOMCOM II: [http://www.cc.cec/home/dgserv/sg/i/edomec/doc/spechermes/gest\\_droits\\_acces.pdf](http://www.cc.cec/home/dgserv/sg/i/edomec/doc/spechermes/gest_droits_acces.pdf)

| Role                   | Function/Task   |
|------------------------|---|
| <i>Hs_supermanager</i> | Manages roles at central level and allocates "DMO" roles to persons designated in each DG by their Director-General |
| <i>Nomcommanager</i>   | Manages headings in the filing plan   |

Each DG defines roles for local administration in Hermes. Users with a "DMO" (or a "CAD") profile manage these roles in his/her DG (the user with this role is authorised to add or delete users with various roles):

#### 4.1. Profiles

Given that Ares proposes a large number of functionalities, you are advised to work with **profiles**.

**A profile is a collection of users and/or groups.**

**A profile groups together one or more roles:** by allocating a profile to a user (or to a group) you give that user authorisation to perform certain actions and operations in Ares.

Every user can be a member of one of the profiles.

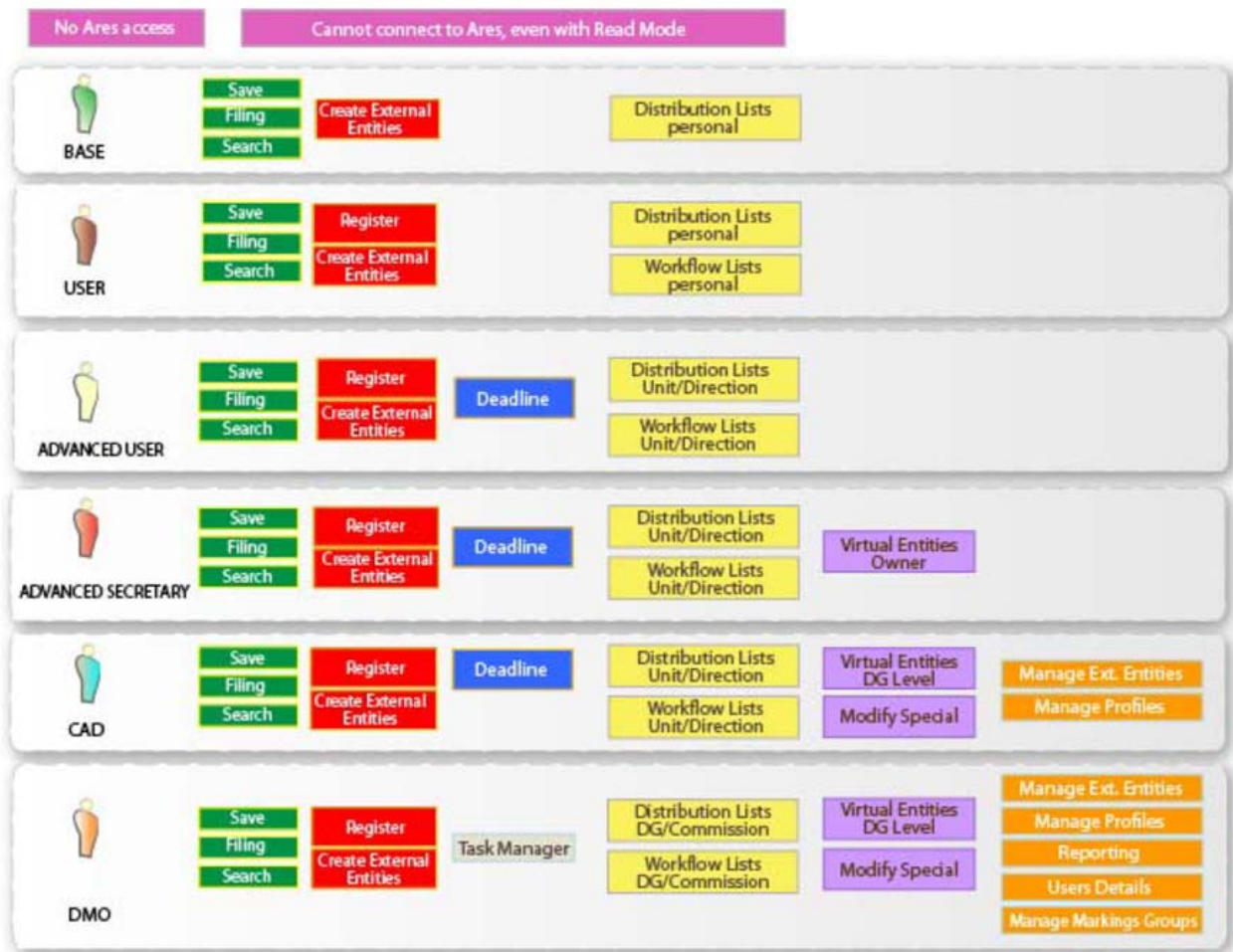
Profiles are managed locally (at DG level) by the person with the role "DMO" (or "CAD"). This person adds and deletes users/groups in the various profiles.



If a user connect to a virtual entity, the profile of the virtual entity may be different from his own profile.

At DG level, it will not be possible to personalise the authorisations (roles) allocated to the profiles. Only the central administration team will be allowed to modify the contents of profiles (such as adding or deleting roles). Changes like these will be made when users require them.

Please find below a summary of all profiles:



The DMO manages all profiles above, ie he assigns the profiles to the users.

The System Administrator manages the DMO profile.

### Note:



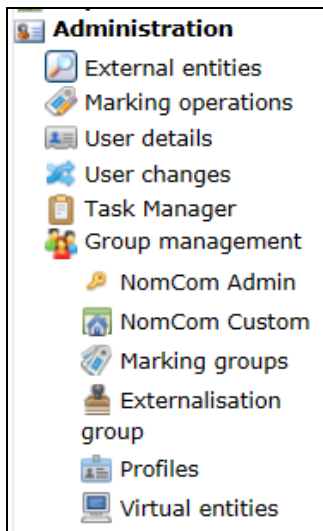
The security of Ares is not linked to the profiles, only to the roles defined in the document and the files. That is, the profiles define what operations a user can do on the documents to which he has the access that the security (Nomcom roles) establishes.

EXAMPLE: The "correspondent DMO" normally has the profile "Advanced Secretary" and is defined, by default, as "file creator" (nc\_dg\_fc) for all the headings of his service and "File Editor" of the files under those headings.

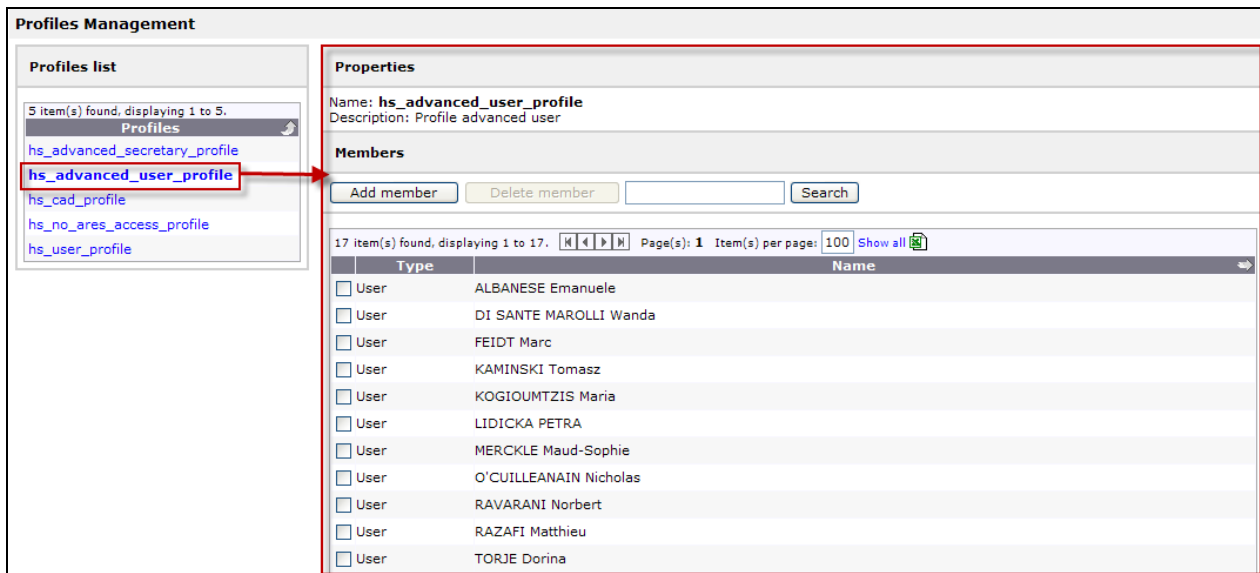
#### 4.1.1. Adding a user/group in a profile

### Context

You can allocate a profile role to a user or to a group/virtual entity. Of course, you must have the appropriate profile for performing these actions ("DMO" or "CAD"). This is done from the menu **"Administration", "profiles"**:

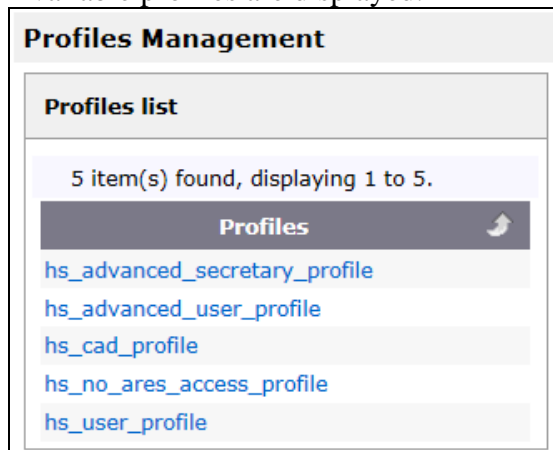


If you select a profile on the left, its properties are displayed on the right (for visualization, modification).



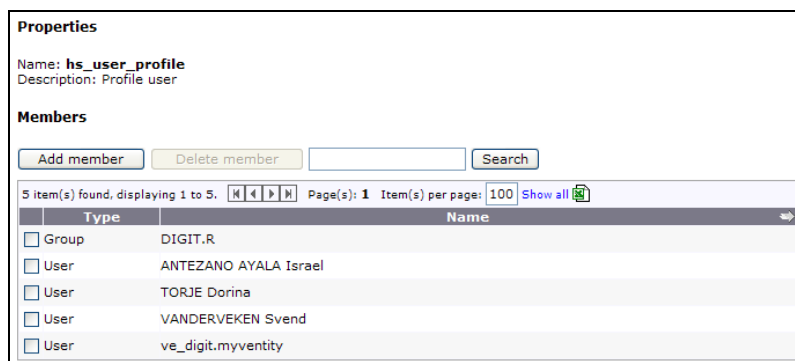
- (1) Click on **"Profiles management"** under **"Administration/User management"** module.

- (2) Available profiles are displayed.



- (3) Click the profile you would like to assign.

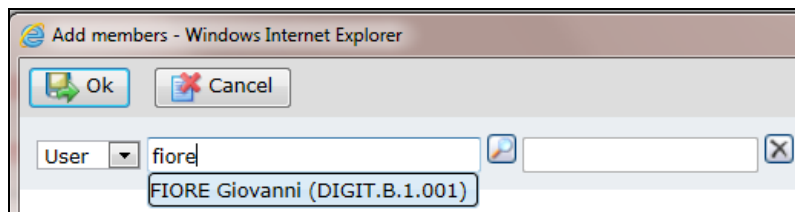
- (4) Members of this profile are displayed on the right.



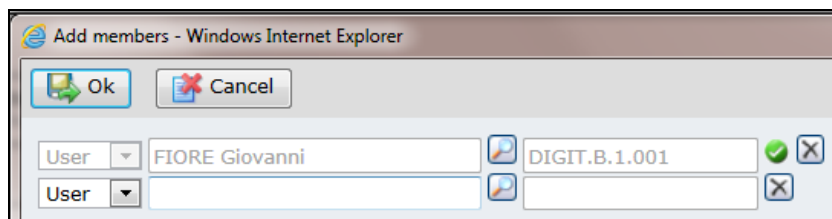
- (5) Click <Add member>

You may may add a user or a group. Select it from the drop-down list then type the first letters of the entity you are looking for.

- (6) Select the name from the autocomplete:



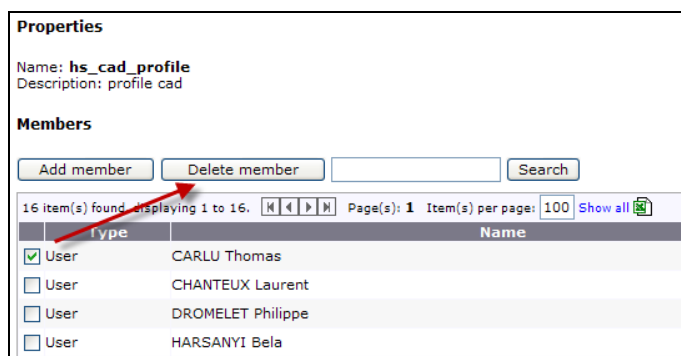
- (7) If you want to add other people/groups, re do the operation. If not, click <ok> to confirm.



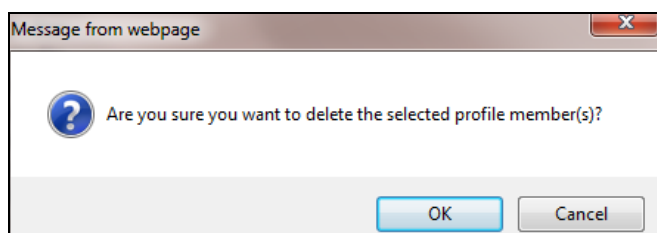
- (8) The user is automatically added to the corresponding profile.

#### 4.1.2. *Deleting a user/group from a profile*

- (1) Click on "Profiles management".
- (2) Select the profile you would like to modify.
- (3) Tick the person(s)/group(s) to delete from the profile:



- (4) Click <Delete member>.
- (5) Confirm.



### Notes

- You may directly search for a member: type the first letters (or the complete name) and click <Search>:

**Properties**

Name: **hs\_advanced\_user\_profile**  
Description: Profile advanced user

**Members**

Add member Delete member  Search

15 item(s) found, displaying 1 to 15. Page(s): 1 Item(s) per page: 100 Show all

| Type | Name |
|------|------|
|------|------|

- You may sort the names of members and profiles by alphabetical order:

16 élément(s) trouvé(s), montrant 1 à 16. Page(s): 1 Élément(s) par page: 100 Tous les éléments

| Type                          | Nom              |
|-------------------------------|------------------|
| <input type="checkbox"/> User | CARLIER Frederik |

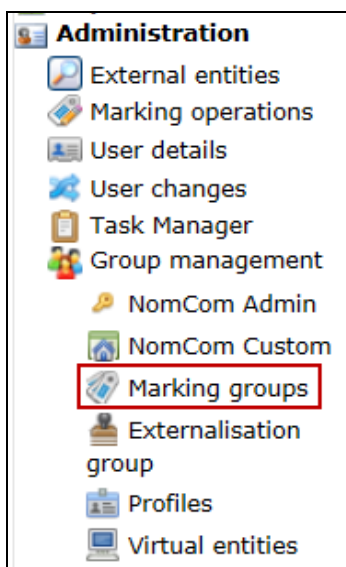
You may export elements in Excel.

## 4.2. Marking groups

### Context

DMO and USM profiles can now consult and manage (i.e. add and/or delete) members from marking groups ("to read" and "to apply" marking groups). Users with a DMO profile can manage members from their own service. Please note that the markings themselves cannot be managed. In other words, it is not possible to create, update or delete markings.

- Under "**Administration**" menu, click on "**Group management**"/**Marking groups**":



- Choose the type of marking group you would like to consult/modify:

- click on "Apply" if you want to see/modify the persons who have the right to apply this marking on a document;
- click on "Read" if you want to see/modify the persons who have the right to read documents with this marking.

## Marking groups management

| Marking Types                           |                       |                      |
|---|-----------------------|----------------------|
| Marking group                           | Type                  | Type                 |
| Commission internal                     |                       |                      |
| COMP Operations                         | <a href="#">Apply</a> | <a href="#">Read</a> |
| COMP - Special handling                 | <a href="#">Apply</a> | <a href="#">Read</a> |
| Court procedural documents              |                       | <a href="#">Read</a> |
| Embargo until                           | <a href="#">Apply</a> |                      |
| EU Satellite Navigation matters         | <a href="#">Apply</a> | <a href="#">Read</a> |
| Investigations and disciplinary matters |                       | <a href="#">Read</a> |
| IAS Operations                          | <a href="#">Apply</a> | <a href="#">Read</a> |
| Limited                                 |                       |                      |
| Limited ETS Joint Procurement           | <a href="#">Apply</a> | <a href="#">Read</a> |
| Limited Group                           | <a href="#">Apply</a> |                      |
| Mediation Service Matter                | <a href="#">Apply</a> | <a href="#">Read</a> |
| Medical Secret                          |                       |                      |
| OLAF Investigations                     |                       | <a href="#">Read</a> |
| OLAF Investigations - Special handling  |                       | <a href="#">Read</a> |
| Opinion of the Legal Service            |                       | <a href="#">Read</a> |
| Personal                                |                       |                      |
| Personal Data                           |                       |                      |
| Security matter                         |                       | <a href="#">Read</a> |
| Staff Matter                            | <a href="#">Apply</a> | <a href="#">Read</a> |

- (3) To add a member, press <Add members> and search for his/her name. To delete a user, tick the check box next to the concerned name and press <Delete members><sup>3</sup>.

<sup>3</sup> Multiple selection is possible.

**Marking groups management**

**Marking Types**

19 item(s) found, displaying 1 to 19.

| Marking group                   | Type  | Type |
|---------------------------------|-------|------|
| Commission internal             |       |      |
| COMP Operations                 | Apply | Read |
| COMP - Special handling         | Apply | Read |
| Court procedural documents      |       | Read |
| Embargo until                   | Apply |      |
| EU Satellite Navigation matters | Apply | Read |

**Marking group: COMP Operations / Apply**

**Group members**

Add Members Delete Members Filter by Service: DIGIT

1 item(s) found, displaying 1 to 1. Page(s): 1 Item(s) per page: 20 Show all

| Name                 | Service       |
|----------------------|---------------|
| KAKURU RADHA Madhava | DIGIT.B.1.001 |

You may filter by service and navigate through the pages. You may also export the members of a particular marking in an Excel file:

1 item(s) found, displaying 1 to 1. Page(s): 1 Item(s) per page: 100 Show all

These operations are traced in the Audit Trail.

### 4.3. Virtual Entities

A virtual entity is a fictional entity that brings together users and/or groups under an identical name. Virtual entities are the equivalent of the Outlook functional mailboxes (e.g. SG-Domec) and Commission departments (e.g. DIGIT-B-4). These entities are considered to be internal entities.

In Ares, only the term 'virtual entity' will be used.



You create virtual entities **manually** in the application.

**A virtual entity may contain several named persons (users) or groups.** A 'profile' is assigned to a virtual entity (same behaviour as for a user). Users in the same virtual entity can belong to the same structure (e.g. the same Unit) or to different structures (e.g. a virtual entity for DMOs). The same person can belong to more than one virtual entity.



**Virtual entities in Ares automatically appear in the form 've\_DG\_name'** (e.g. 've\_markt.cad').

Virtual entities have several uses. First of all, they enable you to manage a function (e.g. 'DMO EEAS') or to group together the various 'hats' that a person wears at work (e.g. a person 'acting' in a position such as Head of Unit).

You can use a virtual entity as an actor in a workflow (*Assignment* or *e-Signatory*).

For example, you can create a virtual entity called 've\_markt. cad' for a DG and assign it a task.

This virtual entity will be managed in exactly the same way as other internal entities.

You can also adopt the role of a virtual entity to perform tasks such as creating documents, creating assignments and consulting the **Tasks** menu to process tasks.



**When you perform tasks as a virtual entity, you are logged on with your own user name and password. Consequently, you keep your own identity even if you are acting**

as a virtual entity. But the profile of the virtual entity (and the actions you may perform) may be different from your own profile.

## Notes

- Virtual entities management is done under *Virtual entity* under *Administration* menu.
- For further details about the virtual entities management, please read "Ares user guide".

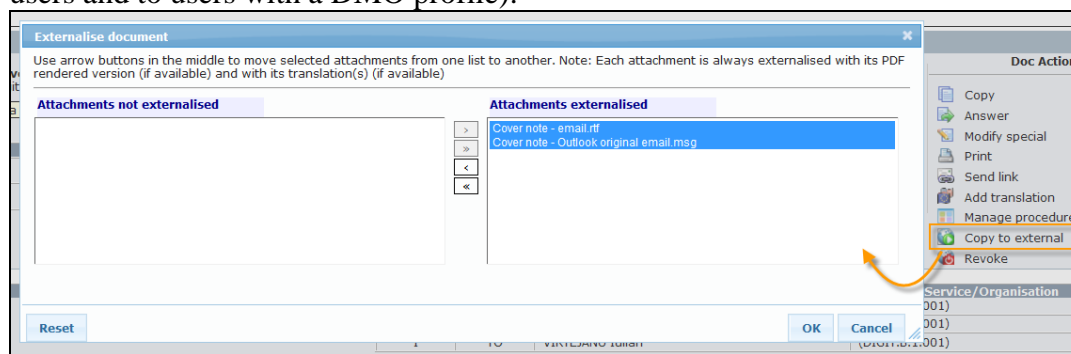
### 4.4. Externalisation group (External Repository Services)

From this menu, users with a DMO profil can give access to externalisation functionality (copy to external) to the users of their DG<sup>4</sup>.

#### 4.4.1. What is ERS

The first ERS release sets up an external repository and a set of services to make Hermes documents available outside the Commission (ex: to the public, to restricted audiences...) via portals.

A new screen allows managing the copy to external of the (accessible to restricted users and to users with a DMO profile):



---

<sup>4</sup> If you want more information on how to apply the externalisation on a document, please consult Ares user guide.

Ares "Document" and "search" screens have been updated accordingly to show the new information about the copy to the external ("externalisation"):

The screenshot shows the Ares Document interface with the following details:

- Identification:** Save number: digit.b.1.001(2013)76318, Title: [ers specific file]
- Table:**

| Type          | Actions | Native | Lang. | External ref. | Version | Ext. |
|---------------|---------|--------|-------|---------------|---------|------|
| Main document | [Icons] | [Icon] | NS    |               | [Icon]  | Y    |
- Metadata:**
  - Mail type: Internal
  - Creation date: 05/06/2013
  - Creator: KAKURU RADHA Madhava
  - Register author:
  - Level of sensitivity: Normal
  - Document encrypted: No
  - Encryption Expiration Date:
  - Comments:
  - Signed by:
- Externalisation Status:**
  - Document date: 05/06/2013
  - Sent date:
  - Marking:
  - Marking Expiration Date:
  - Person concerned:
  - Externalisation status: Full
  - Last externalised by: KAKURU RADHA Madhava
  - Last externalisation date: 05/06/2013 - 14:36:27
  - Externalised in: General public partition (Public)

The search and consultation of these documents will be available soon through some client applications like Sygma, DocsRoom, Carol...

#### 4.4.2. Detailed use of ERS

- **What is the document copy to the external (externalisation)?**

For each document, a set of metadata and attachment(s) are copied to the external ("externalised"). The copy to external of a Hermes document attachment(s) includes the last version of the native content, the associated translations and the PDF rendering<sup>5</sup> (if the native format is supported for the rendering).

-  **Constraints for the copy to external**

A document may be copied to external only when it is filed AND saved or registered in Hermes. Documents with a marking and/or encrypted documents cannot be copied to external. Only the last version of an attachment can be copied.

- **How can you copy to external a document through Ares?**

Only authorized users and users with a DMO profile have access to the externalisation buttons.

You can choose to copy to external all document attachments or just some of them. Each content of an attachment has its own "externalisation" status (Y/N) to help you determine which content is copied or which was added after the copy.

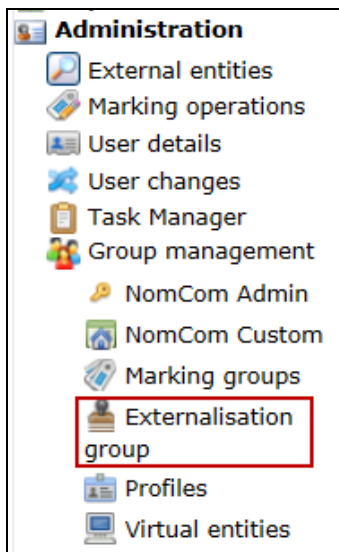
<sup>5</sup> The PDF rendering is an asynchronous process. The system will automatically add the PDF content as soon as the rendering is completed.

After the copy, the documents in the External Repository are not directly available to the outside. It is up to the client application, accessible to the external users, to disclose (or not) these documents and their associated metadata to the outside.

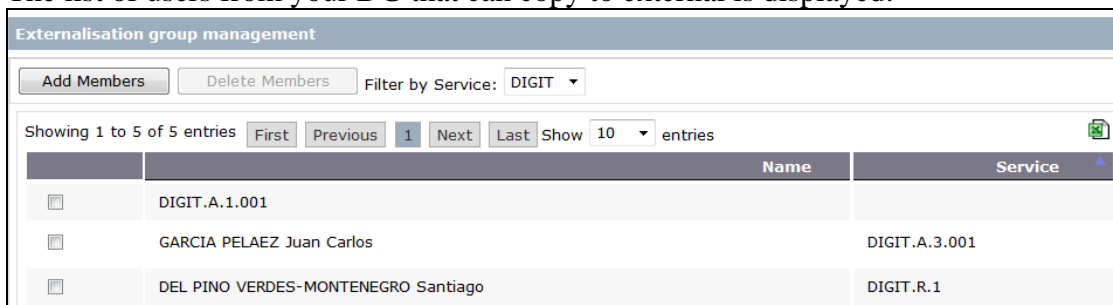
As described below, few Ares tabs and screens (ex: "*Document*" and "*Search*") have been modified to allow and display this copy to external:

#### 4.4.3. Giving access to the functionality

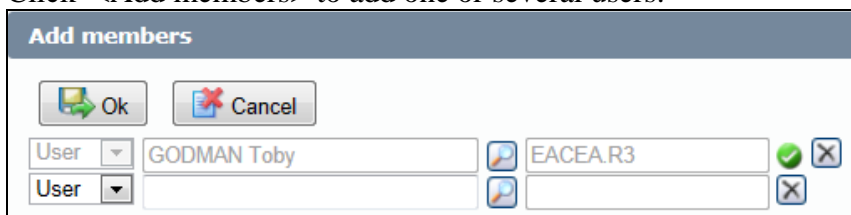
- (1) Go to "*Administration*" menu, "*Group management/Externalisation Ggroup*'



- (2) The list of users from your DG that can copy to external is displayed:



- (3) Click <Add members> to add one or several users:



- Choose "user" ou "group" (an administrative entity)

- Type the name
- Confirm clicking <OK>

## Notes

To delete one or several users, tick them then click <Delete members>:

Externalisation group management

Filter by Service: DIGIT

Showing 1 to 6 of 6 entries First Previous 1 Next Last Show 10 entries

|                                     | Name                                | Service       |
|-------------------------------------|-------------------------------------|---------------|
| <input type="checkbox"/>            | DIGIT.A.1.001                       |               |
| <input type="checkbox"/>            | GARCIA PELAEZ Juan Carlos           | DIGIT.A.3.001 |
| <input checked="" type="checkbox"/> | DELHAUWE Gregory                    | DIGIT.B.1.001 |
| <input type="checkbox"/>            | KAKURU RADHA Madhava                | DIGIT.B.1.001 |
| <input type="checkbox"/>            | DEL PINO VERDES-MONTENEGRO Santiago | DIGIT.R.1     |



icon : export the list of users in Excel.

## 5. "USER MANAGEMENT"

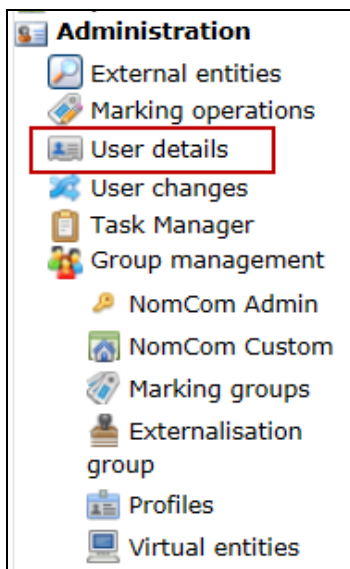
### 5.1. User details

#### Context

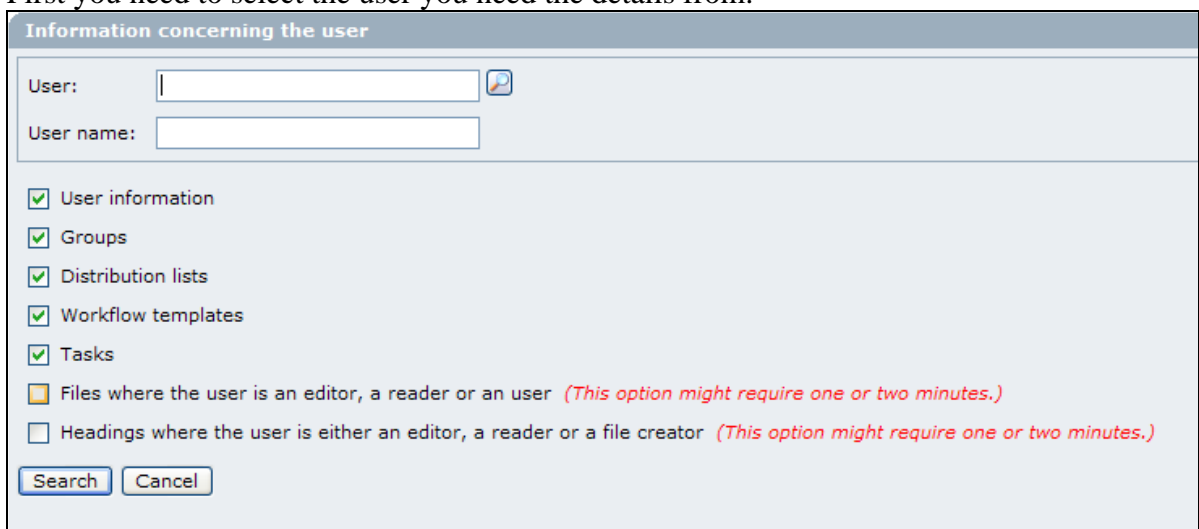
This tool shows you all the details attached to a specific user in your DG: his service, unit...but also if he belongs to an Ares distribution list or if his service has changed. That could be useful if a user is on holiday or works for a different service.

#### Method


- (1) Click on *User details* in *Administration* menu.



- (2) First you need to select the user you need the details from:

A screenshot of a dialog box titled 'Information concerning the user'. It contains two input fields: 'User:' with a text box and a magnifying glass icon, and 'User name:' with a text box. Below these are several checkboxes: 'User information' (checked), 'Groups' (checked), 'Distribution lists' (checked), 'Workflow templates' (checked), 'Tasks' (checked), 'Files where the user is an editor, a reader or an user' (unchecked, with a red note '(This option might require one or two minutes.)'), and 'Headings where the user is either an editor, a reader or a file creator' (unchecked, with a red note '(This option might require one or two minutes.)'). At the bottom are 'Search' and 'Cancel' buttons.

- (3) Type the first letters of the name through auto-complete.
- (4) Select the name from the list. The system will automatically validate the name (a green arrow appears next to the name) and will fill the login of the person below:



Information concerning the user

User: RAEYMAEKERS Ralph 

User name: raeymrh

☒ User information

☒ Groups

☒ Distribution lists

☒ Workflow templates


☒ Tasks

☐ Files where the user is an editor, a reader or an user *(This option might require one or two minutes.)*

☐ Headings where the user is either an editor, a reader or a file creator *(This option might require one or two minutes.)*

- (5) Tick or untick the cases you don't need:
- "User Information": gives you the full name of the user, his first name, his service, login, email, DG, direction and unit
  - "Groups": gives you all the groups whom the user belongs to (nomcom groups, DG groups and son on)
  - "Distribution lists": gives you all the distribution lists to which the user belongs to. You have several information: the name of the list, its creation date, the name of the owner of the list and the type of list.
  - "Workflow templates": lists all the workflow templates to which the user belongs to. You can see the name of the list, its creation date, its owner and its template.
  - "Tasks": lists all the tasks opened (not finished) of that user. You can see the type of task (assignment or e-signatory), the action code, the status (active, launched), the person who sent the task, the reception date of the task, the title of the document, the save and/or registered number of the document.
  - "Files where the user is an editor, a reader or a user": you see the the file code and the specific code, the title of the file in english and/or french
  - "Headings where the user is either an editor, a reader or file creator": you see the heading code, the servie owner, and the title of the heading in english and/or french.
- (4) Click on <Search>.

## Notes

- It is possible to export the results in Excel clicking on its icon .
- The two last criteria may need a few minutes to update.

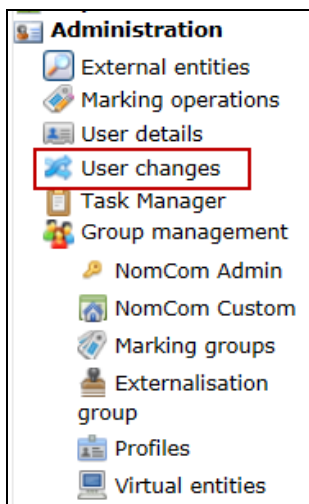
### 5.2. User changes

## Context

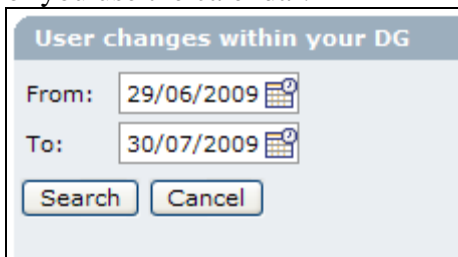
That tool enables you to see all the changes in your DG: for example, the arrivals and departures inside your DG, the changes of service or unit, etc.

## Method




- (1) Click on *User changes*, in the *Administration* menu.





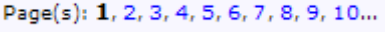
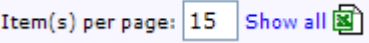

- (2) You can specify a period in the field "from" and "to": either you type manually the dates or you use the calendar.

A screenshot of a dialog box titled 'User changes within your DG'. It contains two date selection fields. The 'From:' field has the date '29/06/2009' and a calendar icon. The 'To:' field has the date '30/07/2009' and a calendar icon. At the bottom of the dialog are two buttons: 'Search' and 'Cancel'.

- (3) Click on <Search> to validate. You then obtain the list of all the changes in your DG:

| List of changes   |                |               |            |           |   |           |           |
|---|----------------|---------------|------------|-----------|---|-----------|-----------|
| 1245 item(s) found, displaying 1 to 15.  Page(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, 10... Item(s) per page: 15  Show all  |                |               |            |           |   |           |           |
| Type of change  | Date of change | Last name     | First name | User name | Email                                       | Direction | Unit      |
| Removed   | 29/07/2009     | CANNISTRACI   | Emilia     | canniem   | Emilia.CANNISTRACI@ext.ec.europa.eu         | DIGIT.R   | DIGIT.R.3 |
| Removed   | 27/07/2009     | FABULUS       | Eric       | fabuler   | Eric.FABULUS@ext.ec.europa.eu               | DIGIT.A   | DIGIT.A.2 |
| Added   | 24/07/2009     | DIAKU         | Ngozi      | diakung   | Ngozi.DIAKU@ext.ec.europa.eu                | DIGIT.C   | DIGIT.C.4 |
| Removed   | 24/07/2009     | LISSENS       | Jeroen     | lisseeje  | Jeroen.LISSENS@ext.ec.europa.eu             | DIGIT.B   | DIGIT.B.3 |
| Removed   | 24/07/2009     | BRASSEUR      | Jean       | brassja   | Jean.BRASSEUR@ext.ec.europa.eu              | DIGIT.B   | DIGIT.B.3 |
| Removed   | 23/07/2009     | ETIENNE       | Djeff      | etiendj   | Djeff.ETIENNE@ext.ec.europa.eu              | DIGIT.A   | DIGIT.A.3 |
| Removed   | 23/07/2009     | DUFRESNE      | Sophie     | faucoso   | Sophie.FAUCONNEAU-DUFRESNE@ext.ec.europa.eu | DIGIT.A   | DIGIT.A.1 |
| Removed   | 23/07/2009     | GONZALEZ DIAZ | DANIEL     | gonzada   | Daniel.GONZALEZ-DIAZ@ext.ec.europa.eu       | DIGIT.A   | DIGIT.A.1 |

## Remarques

- It is possible to export the results in Excel with the icon: 
- You can navigate among the different pages, either using the arrows , or clicking directly on the desired page . You can also choose the number of elements to see per page: you can either type directly the chosen number (by default it is 15) or click on vous pouvez taper directement le numéro désiré (par défaut cela sera 15) ou cliquer sur "show all". 
- You can sort the columns clicking on .

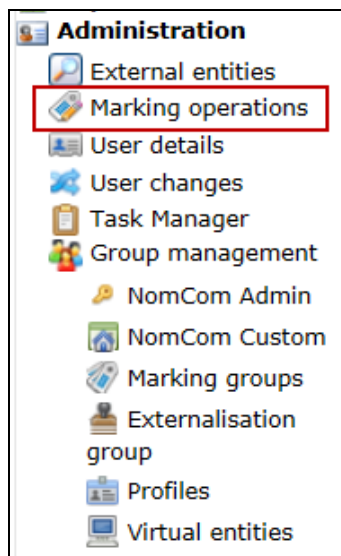
## 6. MARKING OPERATIONS

### Context

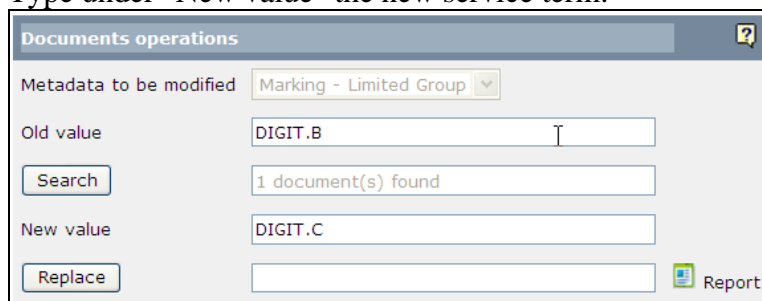
DMO may modify in batch documents where the services should be changed for "Limited group" marking. This is useful after a re-organisation for example when services have been renamed

### Method

- (1) Under "*Administration*" menu, click "**Marking operations**":



- (2) Under "old value" field, type the previous name of the service.
- (3) Click on <Search> to know the number of impacted documents.
- (4) Type under "New value" the new service term:

A screenshot of a dialog box titled 'Documents operations'. It contains the following fields and controls: 'Metadata to be modified' with a dropdown menu showing 'Marking - Limited Group'; 'Old value' with a text input field containing 'DIGIT.B'; a 'Search' button; a text box showing '1 document(s) found'; 'New value' with a text input field containing 'DIGIT.C'; a 'Replace' button; and a 'Report' button with a small icon.

- (5) Click on <Replace>.

- (6) The results are confirmed. You can export them in Excel clicking on <Report>:

The screenshot shows a web-based interface titled "Documents operations". It features a dropdown menu for "Metadata to be modified" set to "Marking - Limited Group". Below this, there are two input fields: "Old value" containing "DIGIT.B" and "New value" containing "DIGIT.C". A "Search" button is positioned to the left of the "Old value" field, and a "Replace" button is to the left of the "New value" field. The results of the search and replacement are shown in text boxes: "1 document(s) found" and "1 document(s) replaced". The "1 document(s) replaced" text box is highlighted with a red border. To the right of the "Replace" button and its result box is a "Report" button with a small icon.

| Documents operations                   |                                       |
|--|---------------------------------------|
| Metadata to be modified                | Marking - Limited Group               |
| Old value                              | DIGIT.B                               |
| <input type="button" value="Search"/>  | 1 document(s) found                   |
| New value                              | DIGIT.C                               |
| <input type="button" value="Replace"/> | 1 document(s) replaced                |
|  | <input type="button" value="Report"/> |

## 7. "TASK MANAGER" MENU

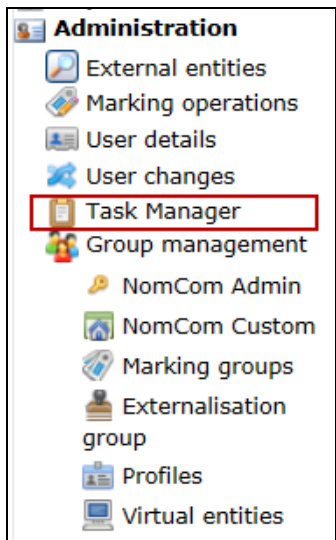
### Context

That tool gives you the possibility to add or close automatically a task in a document. You can also modify the e-signatory manager. That can be useful when for example a user has left the DG and a document is blocked; or when an e-signatory manager is gone.

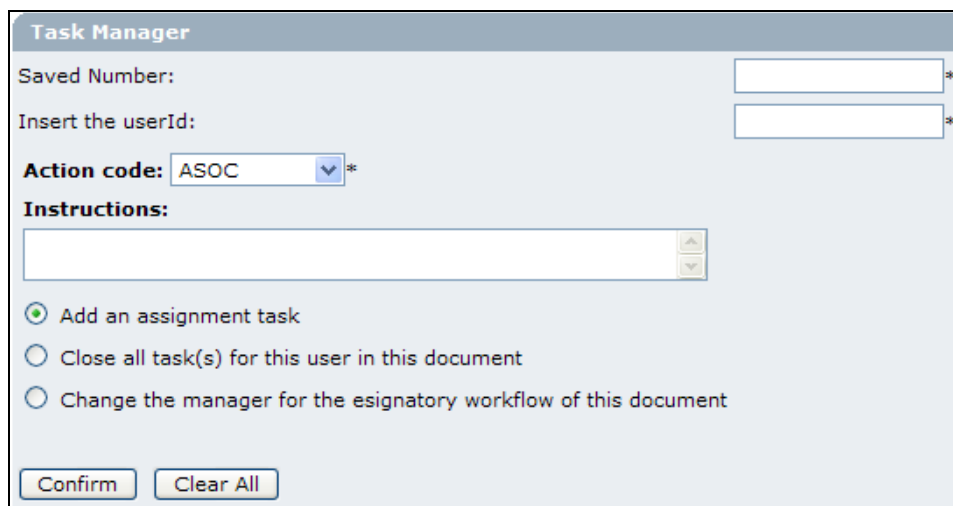
That tool is available for the persons with the profile "DMO".

### Method

- (1) Click on *Task manager* on the menu *Administration*.



- (2) Then you must type the complete save number of the document. For example: digit.b.1(2010)45692.

A screenshot of a 'Task Manager' dialog box. It contains the following fields and controls: 'Saved Number:' with a text input field and an asterisk; 'Insert the userId:' with a text input field and an asterisk; 'Action code:' with a dropdown menu showing 'ASOC' and an asterisk; 'Instructions:' with a text area and up/down arrow buttons; three radio buttons for 'Add an assignment task' (selected), 'Close all task(s) for this user in this document', and 'Change the manager for the esignatory workflow of this document'; and two buttons at the bottom: 'Confirm' and 'Clear All'.

- (3) Then type the login of the user that is concerned by those actions. For example, the login of the person that should receive the assignment task, or the login of the person for whom all tasks on this document should be closed, or the login of the person that will become the new e-signatory manager on the document.
- (4) Choose the option you are interested in:
  - (a) "Add an attribution task"
  - (b) "Close all tasks for this user in this document"
  - (c) "Change the manager for the esignatory workflow of this document"
- (5) You may type comments or instructions.
- (6) Click on <Confirm>
- (7) An information message tells you if the operation succeeded or not.

### **Note**

It is no longer possible to add a task on a document with a marking or a document with "RESTREINT UE" classification through "task manager" or to add a new e-signatory manager. (It is still possible to close all tasks on the document for a specific user).

## 8. EXTERNAL ENTITIES

### 8.1. Définition

Users with DMO or CAD profile may create, modify and/or delete external entities. External entities status should be **level 1 or level 2**. The latter must have been created by a user from the DMO/CAD DG.

**For further information about the creation of an external entity, please check Ares user guide.**



Deletion and modification have an impact on the sole **current database**: i.e. the entities will no longer be available from the autocomplete but no documents will be modified.

Creating and searching for external entity (person and/or organisation) can be done when creating a new document ("Document/ add new") or from the menu "Administration/ external entities".

### 8.2. Creating a new external entity

Person

Last name \*  First name

City  Country

Main email  Alternate email

Comments

Linked organisation

Name  Acronym:  Country:

Save Save and validate Cancel

Organisation

Name(s)  Acronym(s)

City  Country  Internet

Main email  Alternate email

Comments

Save Save and validate Cancel

Some non-essential fields such as "address", "telephone", "fax", "postal box" and "postal code" have been removed. A new field "comment" is available<sup>6</sup>. The system now checks the email format in the corresponding field. A message is displayed if it is not correct.

If you need to create a new person that should be linked to a new organisation, please search for the organisation using the magnifying glass button. If it does not exist, you can create it through <Add a new organisation> button (see details below).

"SANS ORGANISME" label is no longer displayed. The field is now empty if the person is not linked to an organisation:

If you have CAD or DMO profile, you can directly validate the newly created entity, by pressing the <Save and validate> button.

### 8.3. Searching for an external entity

Entities can be searched via the "Documents/ add new" screen (same behaviour as the previous Ares release) or via the "Administration" menu.

To search for an entity, click on "Administration/ External entities/ Search, management and validation":

- Select the type of entity needed (<organisation> or <person>) and the level of validation. When choosing "persons", you can filter persons linked or not to an organisation.

<sup>6</sup> Removed data have been copied automatically in the new "comment" field.

- Fill the criteria needed for your search (at least one) and press <Search>:

**Search criteria**

☒ Organisation ☐ Person    Validation : ☒ Not validated (level 1) ☒ Validated DG (level 2) ☐ Validated EC (level 3) ☐ All

Name     Acronym     Email   
 City     Country     Internet   
 Creation  past mon  03/09/2012  03/10/2012    Last modification is  ☒ Limit search to my DG


- Corresponding results are displayed:

Organisation search result






Show 100 entries

|                                     | Action   | Name                        | Acronym | City      | Country | Creator | Creation   | Last modif. | Level                               |
|-------------------------------------|--|-----------------------------|---------|-----------|---------|---------|------------|-------------|-------------------------------------|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | Cefora                      |         | Bruxelles | BE      | willajh | 19/09/2012 | 19/09/2012  | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | erf                         |         |           | NZ      | kakuma  | 13/09/2012 | 13/09/2012  | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | La Bergerie du Haut Plateau | BHP     | Herve     | BE      | willajh | 24/09/2012 | 24/09/2012  | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | best mak01                  |         |           |         | raeymeh | 26/09/2012 | 26/09/2012  | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | Trasys                      | TR      | Bruxelles | BE      | willajh | 10/09/2012 | 19/09/2012  | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | University of Oxford        |         | Oxford    |         | tangha  | 24/09/2012 | 24/09/2012  | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | zzzzzz                      |         |           |         | kakuma  | 02/10/2012 | 02/10/2012  | <input checked="" type="checkbox"/> |

Showing 1 to 13 of 13 entries

- Click on the entity's name or on  button to see its details.

## Notes

- : validate the entity. : display its details, : delete the entity.
-  You can see all the level 1 external entities (persons and organisations) created by any Ares user, even the entities created by a user from another DG. This should avoid the creation of duplicates. Results are limited by default to the entities created in your DG. If you want to see all entites, untick <Limit search to my DG>.
- A search for external entities is now case and diacritic signs insensitive: if you search for "u", the system will also look for "û" and "ü".
- You can export the search results by clicking on the  icon.
- Under "Administration" menu, "Validated DG (level 2)" is ticked by default when launching a search for organisations or persons. You can however untick it if necessary.
- Auto-complete display ("starts with" field) has been revamped (creation DG, current validation level...):

Sent by \*

I / E Name - First Name Org

ext co

Recipient

Distribution

☐ ☒ to

☐ to


|                         |            |              |
|-------------------------|------------|--------------|
| COCCHI MICHELA          | 2          | DIGIT        |
| COCO Marie              | UNIVERSITE | ENTR         |
|                         | DE GAND    |              |
| CODREANU ALEXANDRA ANCA | 2          | DIGIT        |
| CODREANU MIHAI CRISTIAN | 2          | DIGIT        |
| COELHO Paulo            | 2          | COELHO DIGIT |
|                         | EDITIONS   |              |
| COHEN DIANE             | 2          | DIGIT        |

Organisation / Service

del








|                                 |   |    |       |
|---------------------------------|---|----|-------|
| DE ACERO INDUSTRIAL S&M C POR A | 3 | DO | LEF   |
| DE POST VZV                     | 3 | BE | LEF   |
| De Zwaan                        |   | BE | DIGIT |
| Decogest                        |   | BE | DIGIT |
| DEF                             | 2 | BE | DGT   |

#### 8.4. Deleting an external entity

- First search for it (see search details above)
  - tick it
  - press <Delete selected organisation(s)> then <Confirm>.
- You can then tick several entities at the same time to do a multiple deletion with <Delete selected organisation(s)>. Alternative (for a single entity): click  button next to the entity to delete:

Organisation search results

Show 100 entries

|                                     | Action  | Name                       | Acronym | City      | Country | Creator | Creation   | Last modif. | Level |
|-------------------------------------|---|----------------------------|---------|-----------|---------|---------|------------|-------------|-------|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/>  | Cefora                     |         | Bruxelles | BE      | willajh | 19/09/2012 | 19/09/2012  | 2     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/>  | erf                        |         |           | NZ      | kakuma  | 13/09/2012 | 13/09/2012  | 2     |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>  | La Bergene du Haut Plateau | BHP     | Herve     | BE      | willajh | 24/09/2012 | 24/09/2012  | 2     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/>  | test mak01                 |         |           |         | raeymrh | 26/09/2012 | 26/09/2012  | 2     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/>  | Trasys                     | TR      | Bruxelles | BE      | willajh | 10/09/2012 | 19/09/2012  | 2     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/>  | University of Oxford       |         | Oxford    |         | tanghga | 24/09/2012 | 24/09/2012  | 2     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/>  | zzzzzz                     |         |           |         | kakuma  | 02/10/2012 | 02/10/2012  | 2     |


Showing 1 to 13 of 13 entries

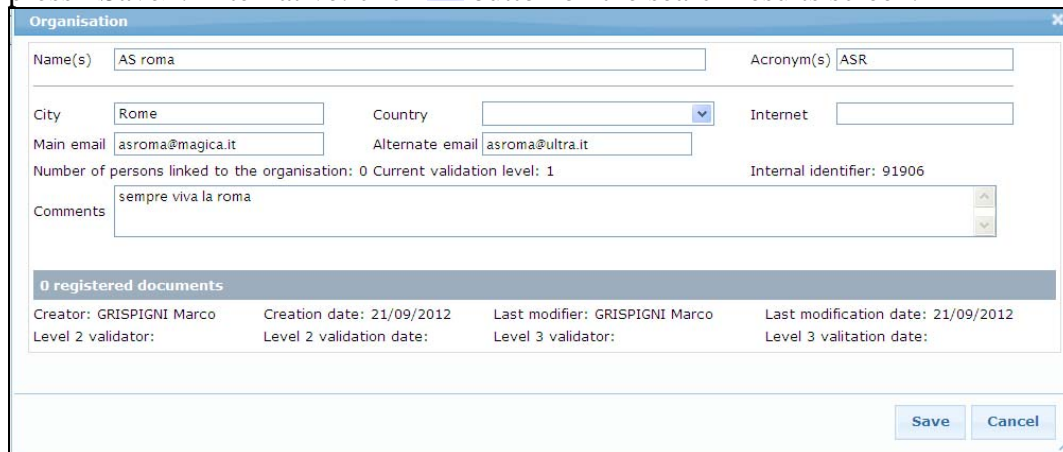
Deletion confirmation

Please confirm the deletion of the following external entity(ies):

University of Oxford 2 DIGIT

## 8.5. Modifying an entity


- click on its name to display its details
- perform the necessary changes
- press <Save>. Alternative: click  button on the search results screen:



| Creator            | Creation date            | Last modifier      | Last modification date   |
|--------------------|--------------------------|--------------------|--------------------------|
| GRISPIGNI Marco    | 21/09/2012               | GRISPIGNI Marco    | 21/09/2012               |
| Level 2 validator: | Level 2 validation date: | Level 3 validator: | Level 3 validation date: |

## 8.6. Validating an external entity

The authorised person (ie with the role "DMO" or "CAD" profile) will be able to validate and define display settings for the external entity you have just created.

- You can validate the entity by pressing the <Save and validate> button in the screen showed above (if you want to save AND validate in one action) to put the entity to the next upper level (1 to 2). If you are doing a search, you can also click  button .
- You can also select several entities in the search results: select then and click <Validate selected organisation(s)>.



| Action  | Name                        | Acronym | City      | Country | Creator | Creation   | Last modif. | Level |
|---|-----------------------------|---------|-----------|---------|---------|------------|-------------|-------|
|  | Cefora                      |         | Bruxelles | BE      | willajh | 19/09/2012 | 19/09/2012  | 2     |
|  | erf                         |         |           | NZ      | kakuma  | 13/09/2012 | 13/09/2012  | 2     |
|  | La Bergerie du Haut Plateau | BHP     | Herve     | BE      | willajh | 24/09/2012 | 24/09/2012  | 2     |
|  | test mak01                  |         |           |         | raeymh  | 26/09/2012 | 26/09/2012  | 2     |
|  | Trasys                      | TR      | Bruxelles | BE      | willajh | 10/09/2012 | 19/09/2012  | 2     |
|  | University of Oxford        |         | Oxford    |         | tanghga | 24/09/2012 | 24/09/2012  | 2     |
|  | zzzzzz                      |         |           |         | kakuma  | 02/10/2012 | 02/10/2012  | 2     |

## Notes

- When modifying or validating an entity, the list of linked documents (i.e. documents where the concerned entity is involved) is displayed. Please note that, even if you have no authorized access to the documents, a few document metadata are now visible. These metadata are identical to the reports " Registered documents, created by my service/ addressed to my

service not filed".

**Organisation**

Name(s) Cefora Acronym(s)

City Bruxelles Country Belgium Internet http://www.cefora.be

Main email Alternate email

Number of persons linked to the organisation: 0 Current validation level: 2 Internal identifier: 91899

Comments

**1 Documents**

| Registration number | Save number             | Date       |
|---------------------|-------------------------|------------|
| Ares(2012)734       | digit.b.1.001(2012)1409 | 19/09/2012 |

Creator: WILLAIN Jean-Christophe Creation date: 19/09/2012 Last modifier: WILLAIN Jean-Christophe Last modification date: 19/09/2012

Level 2 validator: WILLAIN Jean-Christophe Level 2 validation date: 19/09/2012 Level 3 validator: Unknown Level 3 validation date: N/A

Save and validate Save Cancel

- A message is displayed if the organisation you want to delete is linked to at least one person. You can either delete it anyway or modify the person's organisation:

The organisation you are about to delete has 1 linked person(s):

Do you want to confirm the organisation deletion (thus creatin "orphan" person(s))  
or  
do you want to link this(ese) person(s) to another organisation?

Confirm deletion without linking Link person(s) to another organisation Cancel

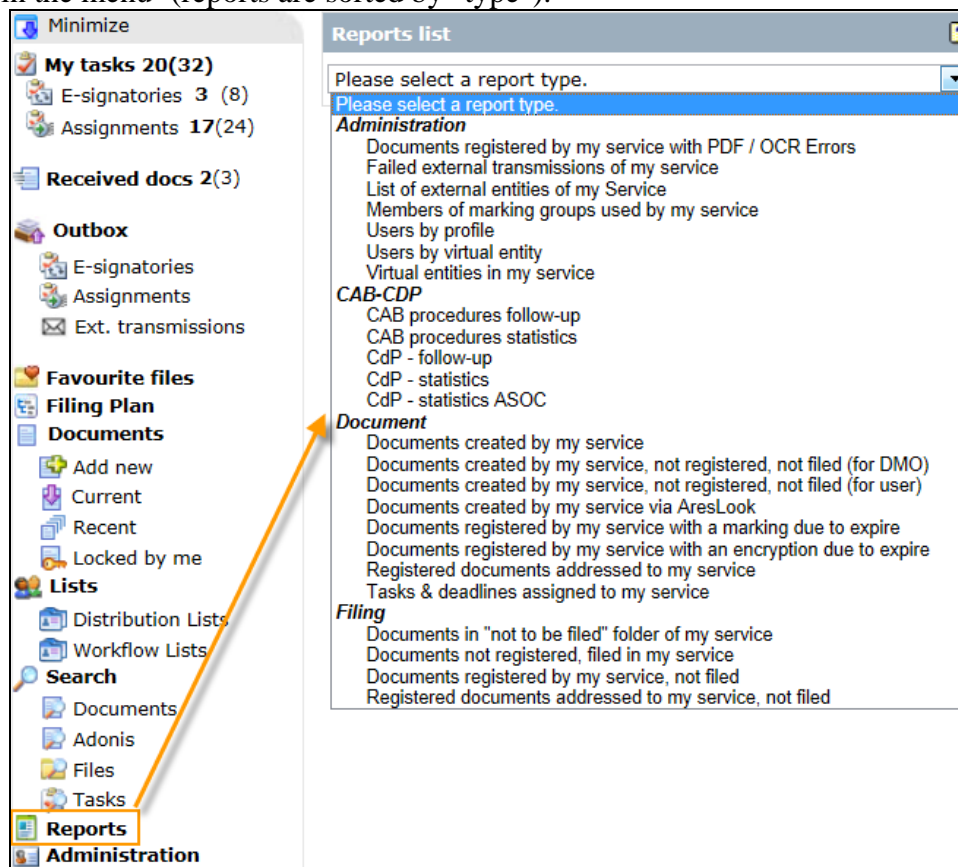
## 9. REPORTING

### Context

Reports are available to users with a DMO profile (exception: the report *"Documents created by my service, not registered, not filed"* that is available to all users.)

Some changes have been recently done on Ares (and NomCom) report. A particular effort was made on reports performance and data quality. They have all been reviewed and adapted (modification and removal of columns...). They all have also been harmonized across Ares and NomCom applications (matching labels and criteria, consistency...). It is now possible to compare reports results as the criteria displayed in each report are coherent throughout both applications (ex: the criteria *"not filed in my DG"* bears the same definition in all reports).

The **titles** of some reports were changed. They are now all asynchronous, under one single entry in the menu<sup>7</sup> (reports are sorted by "type").



<sup>7</sup> "Synthesis" report is no longer available

A **short description** of each report is offered below the corresponding criteria and in the Excel cover sheet:

Documents registered by my service, not filed

Registration date

between 05/04/2013 and 05/07/2013

Registered by my DG

DG/Service budg

☒ Include sub-services

Submit

Description

This report selects all documents registered by my service but not yet filed in my service (e.g. lead department is part of my service). For shared Directorates, a document that has been filed in a file belonging to one of them will not appear in this report.

For reports where a **time interval is necessary**, a **period of 3 months** is proposed by default. You may of course modify it. Be careful: the bigger the period is, the longest the generation of the report will be.

In all reports where you can choose a specific service, you can **include the sub-services, ticking the corresponding** (it is ticked by default). For example, if I choose "sg.r" and I tick it, I will get results including "sg.r" but also all its sub-sectors: "sg.r1, sg.r2, sg.r3, sg.r.1.001, etc."

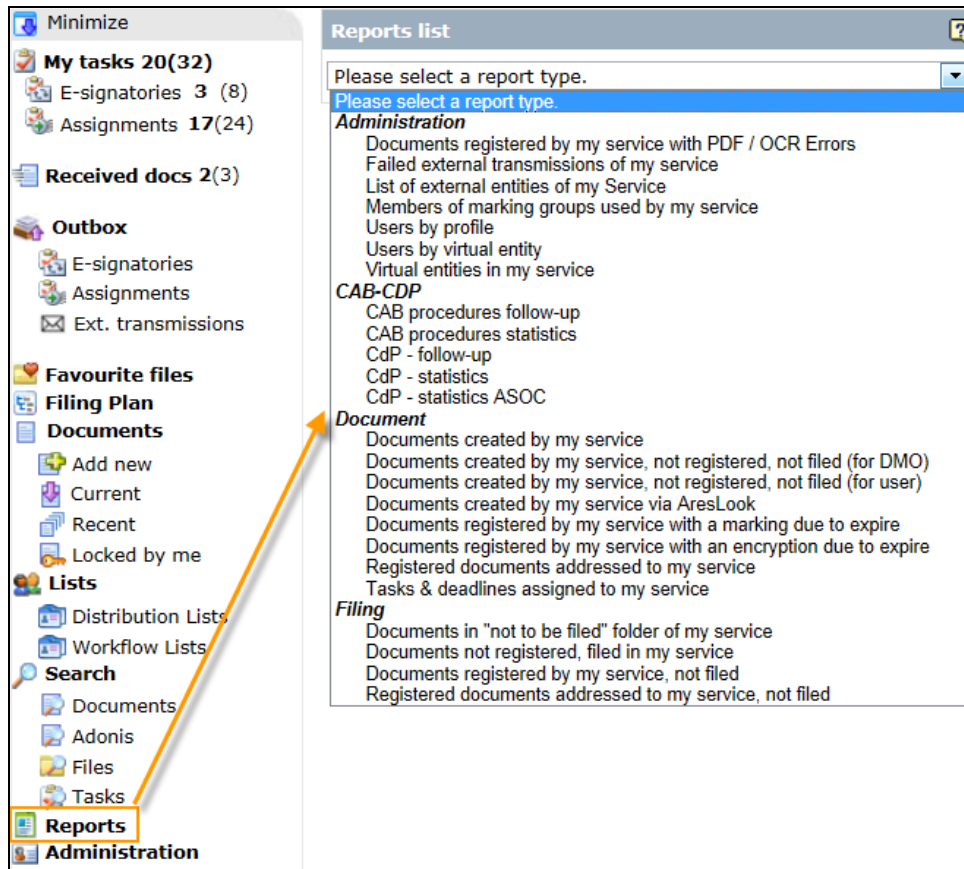
You do not need to wait and work in the **Reports** window during the reports' processing. Feel free to navigate in Ares and click on **Reports** to display the report you need.

Reports propose **data based on the previous day**: i.e. if a document was created on Monday, if you want it in a report, you must launch a report from Tuesday at the earliest.

## 9.1. Launching a report

### Method

- (1) In Ares navigation menu, click **Reports**.



- (2) Select the report you want from the list:

**Reports list**

Please select a report type.

Please select a report type.

**Administration**

- Documents registered by my service with PDF / OCR Errors
- Failed external transmissions of my service
- List of external entities of my Service
- Members of marking groups used by my service
- Users by profile
- Users by virtual entity
- Virtual entities in my service

**CAB-CDP**

- CAB procedures follow-up
- CAB procedures statistics
- CdP - follow-up
- CdP - statistics
- CdP - statistics ASOC

**Document**

- Documents created by my service
- Documents created by my service, not registered, not filed (for DMO)
- Documents created by my service, not registered, not filed (for user)
- Documents created by my service via AresLook
- Documents registered by my service with a marking due to expire
- Documents registered by my service with an encryption due to expire
- Registered documents addressed to my service
- Tasks & deadlines assigned to my service

**Filing**

- Documents in "not to be filed" folder of my service
- Documents not registered, filed in my service
- Documents registered by my service, not filed
- Registered documents addressed to my service, not filed

- (3) Fill the necessary criteria. In all reports where a time interval is necessary, an interval of 3 months is selected by default by the system, ending with today's date. It is modifiable with the calendar if necessary:

**Documents not registered, filed in my service**

**Creation date**

between 01/05/2013 and 01/08/2013

☐ Created by

☐ Filed in only


**Description**

This report selects files of my service documents included in the



**Calendar:** May 2013

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    | 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 | 31 |    |

- (4) Click <Submit> button.
- (5) The report will be displayed at the right of the screen. Several report statuses are available: "finished" (the report was generated properly, and is available in Excel format), "finished with limitation" (the report was generated but size/time limitations

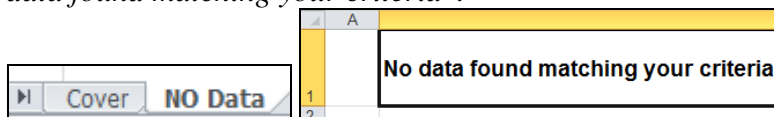
prevent the report from being complete. An explicative warning is also displayed in the cover page) and "error"  (impossible to generate the report)



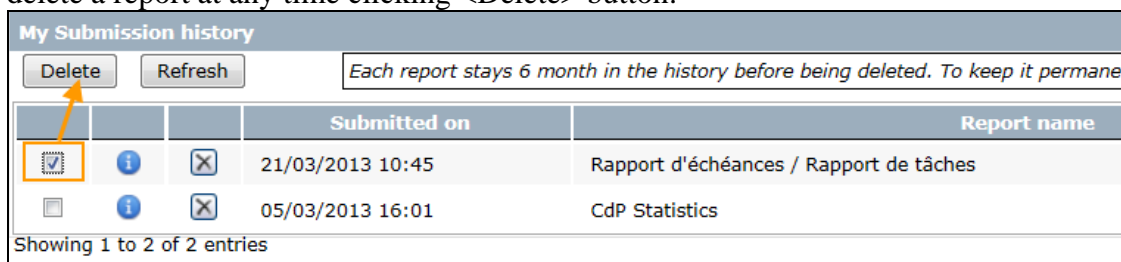
- (6) When the report is done, click  icon to open the report.  icon: the report is being generated, please wait. You can refresh the screen with <Refresh> button at the top of the page.

## Notes

- The cover page of the report displays the ID of the report, request date, report name and chosen parameters.
- When an Excel output is empty (ex: because there is no data or when no corresponding document/entity is found...), a warning is displayed in the cover page of the Excel output "No data found matching your criteria":



- All reports are automatically deleted 6 months after their submission date. You can manually delete a report at any time clicking <Delete> button:



- Excel reports: hyperlinks directly pointing to the documents are available in the column showing a document's "save number". (If the report displays both "registration" and "save" numbers, the hyperlink is also on the save number).
- If the DMO does not have the right to access a document (ex: it bears a marking and the DMO does not belong to the authorised marking groups), a star \* is displayed instead of the title of

the document in the Excel output:

| F                    | G            | H          | I                | J                                   |
|----------------------|--------------|------------|------------------|-------------------------------------|
| LEVEL OF SENSITIVITY | MARKING NAME | GROUP NAME | PERSON CONCERNED | TITLE                               |
| Handling restriction | Personal     |            |                  | *                                   |
| Normal               |              |            |                  | Lettre de réponse pour confirmation |

- The following reports take into account the special situation of shared DGs:  
*Documents*: "registered documents addressed to my service", "documents created by my service", "tasks & deadlines assigned to my service".  
*Filing*: "registered documents addressed to my service, not filed" and "documents registered by my service, not filed": in those two reports, if a document is already filed by one of the shared DGs, it will not be considered as "not filed" for the other DG.

## 9.2. Reports in details

### 9.2.1. "Administration" reports

- Documents registered by my service with PDF/ OCR errors*

This report shows the list of documents created in your DG whose attachments have not been converted in PDF/OCR (the saved and frozen documents are also taken into account): the Excel report displays documents details, conversion date and a description of the error encountered. The column "Possible action" offers you advice in order to convert the attachment in PDF: removing the macros, modifying the file format to make it compatible with the rendition, and so on:

**Documents registered by my service with PDF / OCR Errors**

**Registration or creation date**  
 between  and

*Note: The creation date filters 'saved or frozen' (not registered) documents only*

- Failed external transmissions of my DG*

It lists all the documents created in your DG that have not been sent or that have not been received by an external recipient or by a user with a profile "no Ares access". The reasons may be multiple: the recipient's mailbox is full, the document attachments exceed the size supported by the quotas of the recipient e-mail provider, the external recipient e-mail address is not valid or does not exist or any other technical issue (network, server, router...) that occurred after the e-mail was sent by the outgoing server.

Please modify if necessary the time range, select a type of recipients and click <Submit>:

**Failed external transmissions of my service**  
**Transmission date**  
between  and   
**Sent to**  
☐ External persons and organisations  
☐ Internal persons with "no ARES access"  
☒ All

By default, the results are sorted by transmission date from the oldest (top) to the most recent (bottom).

- *List of external entities of my service*

This report gives the DMO the possibility to list external entities (persons and organisations) level 1 (entities created in your DG) and/or level 2 (entities validated in your DG), within a given date range. You can also identify those external entities not used in a document if you tick <Only external entities not linked to any document>.

Please tick the current validation level(s) of the entities you wish to extract. You may specify date range(s):

**List of external entities of my Service**  
☒ (OR) Level 1  
Created between  and   
☒ (OR) Level 2  
Modified between  and   
☐ Only external entities not linked to any document  
  
**Description**  
This report provides the list of external entities (persons and organisations) created by my service, if required limited by date and/or validation level. If the check-box "Only external entities not linked to any document" is selected, the results will be limited to entities which have not (yet) been used for any document. Please note that organisations usually are not linked directly to any documents, but only to persons who in their turn are linked to documents. This means that organisations may very well be in actual use even if they show up in the list of entities not linked to any document.

The report lists the external entities and their details (e-mail address, internet address...), the entity creator, and if applicable, the validator(s) and the person who may have modified the entity.

- *Members of marking groups used by my service*

It shows the configuration of all the markings of a given DG. The report displays the members (users/group) of the marking groups who can apply and/or who can see documents marked with those markings. Please note that inactive users are not taken into account in the report.

- *Users by profile*

Offers a view of all users of your DG for each profile or for all profiles (including "base" profile). Only active users are taken into account. You can also filter by service and/or sub-service. For example, if you choose "DIGIT.B" and tick <Include sub-services>, users from sub-sectors such as "DIGIT.B1, DIGIT.B.2..." are also displayed.

| Users by profile  |       |
|---|-------|
| Profile   | ALL   |
| DG/Service  | digit |
| <input checked="" type="checkbox"/> Include sub-services                    |       |
| <input type="button" value="Submit"/>                                       |       |
| Description   |       |
| This report provides the list of users of my service by their ARES profile. |       |

- *Users by virtual entity*

Lists all the virtual entities of your DG and their members (Only shows active users).

- *Virtual entities in my service*

Lists all the virtual entities of your DG.

### 9.2.2. "Document" reports

- *Documents created by my service*

| Documents created by my service   |                           |
|---|---------------------------|
| <b>Creation date</b>  |                           |
| between   | 18/06/2013 and 18/09/2013 |
| <b>Created by my DG/ Service</b>  |                           |
| DG/Service  | digit                     |
| <input checked="" type="checkbox"/> Include sub-services                                    |                           |
| <input type="button" value="Submit"/>   |                           |
| Description   |                           |
| This report selects all documents created by my service (whether registered or only saved). |                           |

Displays all documents whose save number corresponds to a service of your DG: document can be registered or only saved. Documents created through "manual registration" in Areslook are also in the report.

"DG/Service" filter: corresponds to the administrative entity of the creator of the documents. You can either choose a specific service or sub-service (ex. DIGIT.B.1) or the complete DG.

Note: only the last filing task ("class" code) will be displayed in this report when there is more than one filing task for a given document; documents marked as "not to be filed" are not considered in this report.

- *Documents created by my service, not registered not filed*

You can see the documents that shall be deleted in the coming days/months. As saved unfilled documents are automatically deleted approximately 6 months after their creation, you can anticipate the deletion (the system generates the actual deletion 4 times a year - 1 March, 1 June, 1 September and 1 December - so it could take slightly more than 6 months).

A new column has been added for this purpose: "*Scheduled deletion date*" specifying the exact date of deletion. This report is available to all users, but only the DMO has access to all the documents; all other profiles only see the documents from their service they have access to.

Documents created by my service, not registered, not filed (for DMO)

Marked for deletion only ☐

Documents older than  days

Submit

Description

This report selects all documents of my service that are not registered and not filed. The report provides for each document the scheduled date of deletion and the number of days left before then.

Please note that "Docs to be deleted" menu was eliminated as its data are now available in this report.

- *Documents created by my service via Areslook*


This report displays all documents which were created by the users of your service and registered by Areslook, during a selected period. It does not take into account the documents saved/registered by using the option "Manual registration" available for any e-mails when clicking on the AresLook button and any "e-mail" documents created through another application than AresLook.

You must specify a date range ("from"..."to"). (By default, the system will provide a period of three months ending at the current date).

You may restrict the selection to a specific service (sector) (choose the service concerned from the drop-down list) or see the whole DG):

**Documents created by my service via AresLook**

**Creation date**  
between  and

**Created by my DG/ Service**  
DG/Service  


☒ Include sub-services

**Description**  
This report selects documents created by my service via AresLook: it takes into account documents registered by using the options "Register and Send" and "Save and Assign" (but not "Manual Registration").

- *Documents registered by my service with a marking due to expire*

**Documents registered by my service with a marking due to expire**

**Marking expiry date**  
Due to expire in  day(s)

**Registered by my DG**  
DG/Service  

☒ Include sub-services

**Description**  
This report selects all documents registered by my service for which the marking will be lifted after a certain deadline (i.e. the level of sensitivity becomes "normal").

- *Documents registered by my service with an encryption due to expire*

**Documents registered by my service with an encryption due to expire**

**Encryption expiry date**  
Due to expire in  day(s)

**Registered by my DG**  
DG/Service  

☒ Include sub-services

**Description**  
This report selects all documents registered by my service for which the encryption will be lifted after a certain deadline.

- *Registered documents addressed to my service*

The report lists the documents created by another DG, where at least one user of your DG (or a service of your DG) is among the recipients. Possibility to filter by sectors.

**Registered documents addressed to my service**

**Registration date**  
between  and

**Addressed to my DG/ Service**  
DG/ Service   
☒ Include sub-services

**Description**  
This report selects all documents registered by another service and sent to my service (i.e. my service as recipient).

- *Tasks & deadlines assigned to my service*

It gives you the list of tasks (assignments and e-signatories) assigned to the users of your DG, with or without deadlines. Please choose the task(s) code(s) required and the task(s) status. You must change an "assigned date". "Deadline" field is optional. You can filter by

service (sector) in "Assigned to my DG/service" criteria:

**Tasks & deadlines assigned to my service**

**Assignments**  
Code ☐ All ☐ ASOC ☐ CF  
☐ CLASS ☐ INFO  
Status ☐ All ☐ In progress ☐ Delegated  
☐ Launched ☐ Completed ☐ Returned  
☐ Manual

**e-signatory**  
Code ☐ All ☐ CONTRIB ☐ EXP  
☐ RED ☐ SIGN ☐ VISA  
Status ☐ All ☐ In progress ☐ Delegated  
☐ Not yet sent ☐ Bypassed ☐ Manual  
☐ Launched ☐ Completed ☐ Declined  
☐ Pending

**Assigned date**  
between  and

**Deadline**  
between  and   
☐ Show tasks with deadline only

**Assigned to my DG/Service**  
DG/Service    
☒ Include sub-services

**Description**  
This report selects all documents with tasks and / or deadlines for my service.

### 9.2.3. "Filing" reports

- Documents in "not to be filed" folder of my service

Lists the number of documents where the button “not to be filed” has been selected by a user of the DG. The full name and service of the person who clicked "Not to be filed" are clearly

displayed.

| Documents in "not to be filed" folder of my service   |
|---|
| <b>Registration date</b><br>between <input type="text" value="02/07/2013"/> and <input type="text" value="02/10/2013"/>   |
| <b>Addressed to my DG/ Service</b><br>DG/ Service <input type="text" value="digit"/> <input type="button" value="v"/><br><input checked="" type="checkbox"/> Include sub-services |
| <input type="button" value="Submit"/>   |
| <b>Description</b><br>This report selects all documents received by my service that are set as 'not to be filed'.   |

- *Documents not registered, filed in my service*

Shows the list of saved documents filed in a service, whose lead department is a service from your DG. Tick <created by my DG/Service> if you want to display only the documents created by a user of your DG (i.e. whose save number is a service of your DG).

| Documents not registered, filed in my service  |
|--|
| <b>Creation date</b><br>between <input type="text" value="02/07/2013"/> and <input type="text" value="02/10/2013"/>  |
| <input type="checkbox"/> Created by my DG/ Service<br><input type="checkbox"/> Filed in only one file of my DG/Service   |
| <input type="button" value="Submit"/>  |
| <b>Description</b><br>This report selects all documents not registered, but filed in one or more files of my service. The report provides the details of the selected documents including the creator information. |

- *Documents registered by my service, not filed*

Displays the documents registered by a user from your DG. Please note that only the last filing task ("class" code) will be displayed in this report when there is more than one filing task for a

given document. Documents marked as “not to be filed” are not considered in this report.

**Documents registered by my service, not filed**

**Registration date**  
between  and

**Registered by my DG**  
DG/Service   
☒ Include sub-services

**Description**  
This report selects all documents registered by my service but not yet filed in my service (e.g. lead department is part of my service). For shared Directorates, a document that has been filed in a file belonging to one of them will not appear in this report.

- *Registered documents addressed to my service, not filed*

The report lists the documents where at least one user of the DG is among the recipients. Tasks given on the corresponding documents are also displayed. They are ranked in this order: 1) CLASS, 2) CF, 3) OTHER, 4) NONE. "OTHER" code means a task with "INFO" or "CONTRIB" has been given (in your DG); "NONE" code means no assignment task has been given to a user of your DG.

The column "Y" (yes) is sorted based on recipients: "TO", then "CC".

Yes/No" columns: "Y" means the corresponding task is the main task in the document; "N" means it is not.

**Registered documents addressed to my service, not filed**

**Registration date**  
between  and

**Addressed to my DG/ Service**  
DG/ Service   
☒ Include sub-services

**"Person concerned" marking**  
☒ Exclude documents received with "Person concerned" marking  
☐ Show all received documents  
☐ Only documents received with "Person concerned" marking

**Description**  
This report selects all documents registered by another service sent to my service and not filed in my service. For shared Directorates, a document that has been filed in a file belonging to one of them will not appear in this report.

#### 9.2.4. Specific report for PMO

- Documents not filed into a beneficiary file (only for PMO)

The objective of this report is to identify documents regarding beneficiaries, filed in normal files (under "métiers" heading) AND not filed in the "beneficiary" file (under "bénéficiaires" heading). Documents concerned by this report are documents where the selected marking requires a "Person concerned".

**Documents not filed into a beneficiary file**

**Creation date**  
between  and

**Description**  
The report provides the list of documents regarding a beneficiary, filed in a standard business file (under the METIERS heading) AND NOT filed in a beneficiary file (under the BENEFICIAIRES heading). Documents concerned by this report are documents where the selected marking requires a "Person concerned".

(In the report, if no beneficiary has been found for the document, the beneficiary name and its organisation will be replaced by the text: "UNDETERMINATE").

#### 9.2.5. CDP reports

The SG's CdP team needs to assess the quality of the "Courrier du président" process throughout the DGs. Therefore, three reports are available (only available to CdP team or DMO):

**Reports list**

Please select a report type.

Please select a report type.

**Administration**  
Documents registered by my service with PDF / OCR Errors  
Failed external transmissions of my service  
List of external entities of my Service  
Members of marking groups used by my service  
Users by profile  
Users by virtual entity  
Virtual entities in my service

**CAB-CDP**  
CAB procedures follow-up  
CAB procedures statistics  
CdP - follow-up  
CdP - statistics  
CdP - statistics ASOC

- CdP statistics
  - for DMO: provides the DMOs with the total of documents by each procedure type by service/sub-service (only for the DG of the DMO).

- for CdP team: a global report for each procedure type by service (one line per DG)

**CdP - statistics**
  
☐ Globalize
   
 DG (name) 
  
☐ Detailed by sub-services
   
**Registration date**
  
 between  and

**Description**
  
 The report provides the DMOs with the total of documents by each procedure type by service (and sub-service). The CdP team has a global report for each procedure type by service.

If you want a global report (i.e. not linked to a DG in particular), please tick <Globalize>.

- *CdP procedures statistics (ASOC)*

Identical to the statistics report, but reports only ASOC tasks in order to make an evaluation of work in associated DGs

**CdP - statistics ASOC**
  
☐ Globalize
   
 DG (name) 
  
☐ Detailed by sub-services
   
**Registration date**
  
 between  and

**Description**
  
 The report provides the DMOs with the total of documents received as associated service (ASOC) by each procedure type by service (and sub-service). The CdP team has a global report for each procedure type by service.

If you want a global report (i.e. not linked to a DG in particular), please tick <Globalize>.

- *CdP follow-up*

Displays all documents where a specific CdP procedure has been applied (please type the procedure in the corresponding field)- one line per procedure.

You must specify a registration time interval.

**CdP - follow-up**

**Filter documents on**  
Procedure   
Reg. date between  and

**With last CF task**  
Assigned by   
Assigned to   
Deadline between  and

**Show document tasks with**  
Task code  ☐ Only last CF

**Description**  
This report provides the list of all documents tagged with the CdP procedure. For each document, it gives a snapshot of the current status of the procedure (incoming document and linked reply).

#### 9.2.6. CAB reports

This procedure shows the specific workflow that should be followed between the cabinets and the DGs for a document. It is managed like the CdP procedure.

List of available CAB procedures:

| Procedure Value     | Definition  |
|---------------------|---|
| CAB\Note 1          | Project of response provided by the DG and signature by the Cabinet         |
| CAB\Note 1\MCM      | Indicates the launch of an MCM query among ALL Commissioners                |
| CAB\Note 1\MCMRelex | Indicates the launch of an MCM query among the RELEX group of Commissioners |
| CAB\Note 2          | Elements of responses provided by the DG the and signature by the Cabinet   |
| CAB\Note 2\MCM      | Indicates the launch of an MCM query among ALL Commissioners                |
| CAB\Note 2\MCMRelex | Indicates the launch of an MCM query among the RELEX group of Commissioners |
| CAB\Note 3          | Appropriate follow-up by the DG   |
| CAB\Note 3\MCM      | Indicates the launch of an MCM query among ALL Commissioners                |
| CAB\Note 3\MCMRelex | Indicates the launch of an MCM query among the RELEX group of Commissioners |
| CAB\Note 4          | Signed by the DG responsible person   |
| CAB\Note 4\MCM      | Indicates the launch of an MCM query among ALL Commissioners                |
| CAB\Note 4\MCMRelex | Indicates the launch of an MCM query among the RELEX group of Commissioners |
| CAB\Note 5          | Note sent for Information   |
| CAB\Note 5\ MCM     | Indicates the launch of an MCM query among ALL Commissioners                |
| CAB\Note 5\MCMRelex | Indicates the launch of an MCM query among the RELEX group of Commissioners |
| CAB\Note 6          | Project of response and signature by the Cabinet                            |
| CAB\Note 6\ MCM     | Indicates the launch of an MCM query among ALL Commissioners                |
| CAB\Note 6\MCMRelex | Indicates the launch of an MCM query among the RELEX group of Commissioners |
| CAB\Note 7          | Letters of based on own initiative/spontaneous departures.                  |
| CAB\Note 7\MCM      | Indicates the launch of an MCM query among ALL Commissioners                |
| CAB\Note 7\MCMRelex | Indicates the launch of an MCM query among the RELEX group of Commissioners |
| CAB\PTR             | Patronage   |
| CAB\PTI             | Petition  |

Please select a report type.

**Administration**

- Documents of my service with PDF / OCR errors
- Failed external transmissions of my service
- List of external entities of my Service
- Members of marking groups used by my service
- Users by profile
- Users by virtual entity
- Virtual entities in my service

**CAB-CDP**

- CAB procedures - follow-up
- CAB procedures - statistics
- CdP - follow-up
- CdP - statistics

- *CAB procedures follow-up*

This report provides the list of all documents tagged with the CAB procedure. For each document, it gives a snapshot of the current status of the procedure (incoming document and linked reply). A few filters are available: each cabinet can follow the documents they have attributed to services/DGs and each service / DG the documents they were attributed:

**CAB procedures follow-up**

**Filter documents on**

Procedure

Reg. date between  and

**With CF Tasks**

☐ Assigned by my admin. entity

☐ Assigned to my admin. entity

☒ Assigned by and to my admin. entity

Assigned by

Assigned to

Deadline between  and

**Show document tasks with**

Task code  ☒ Only last CF

- *CAB procedures statistics*

This report provides the amount of notes by procedure type for your service (or for the whole DG if you have a DMO profile) for a specific period of time:

**CAB procedures statistics**

**Deadline date**

between  and

☒ Detailed by sub-services

☐ Show totals for all procedure values (defaults are CABNote 1, CABNote 4 and Others)

Tips: "Deadline date" is the date of the last CF task of the incoming document. In the Excel output, a note is "replied" when the response document is registered. A note is "Late replied" when the registration date of the response document is after the deadline date. A "Not replied Note" is when the response document is not registered. A note is "on time" when the registration date of the response document is before or equal to the deadline date.

## 10. ANNEXES

### 10.1. List of action codes

#### **ASSIGNMENT (assignment specific codes)**

| <b>CODE</b> | <b>Libellé</b>                       |
|-------------|--------------------------------------|
| CF          | Chef de file / Lead department       |
| ASOC        | Service associé / Associated Service |
| INFO        | Pour information / For information   |
| CLASS       | Pour classement / For filing         |

#### **E-SIGNATORY (E-signatory specific action codes)**

| <b>CODE</b> | <b>Libellé</b>  |
|-------------|---|
| RED         | Rédacteur du texte / Writer of the text                           |
| CONTRIB     | Pour contribution au texte / For contribution to the text         |
| VISA        | Pour visa ou paraphe / For visa or initials                       |
| SIGN        | Pour signature / For signature                                    |
| EXP         | Pour expédition et enregistrement / For dispatch and registration |

## 10.2. Description of markings

The markings are those defined by the Security Directorate (Security Notice 01 )<sup>8</sup>.

| <b>Commission interne</b><br><b>Commission internal</b> |                        | Information of a sensitive nature which is limited to use within the Commission (not to be sent to EEAS nor to the Executive Agencies) |                        |                                |               |             |             |                  |
|---|------------------------|--|------------------------|--------------------------------|---------------|-------------|-------------|------------------|
| Apply   |                        | Read   |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example          |
| Who can apply?  | Manageable by the DMO? | Who can read?  | Manageable by the DMO? |                                |               |             |             |                  |
| Commission  | <b>NO</b>              | Commission   | <b>NO</b>              | No                             | Yes           | Yes         | Yes         | Rapports d'audit |

| <b>Limité</b><br><b>Limited</b> |                        | Information which is sensitive and limited for use within the European Union institutions, other offices and agencies established by virtue or on the basis of the Treaties, EU Member States and public administrations. <b>This marking doesn't restrict the visibility of the document.</b> |                        |                                |               |             |             |   |
|---------------------------------|------------------------|--|------------------------|--------------------------------|---------------|-------------|-------------|---|
| Apply                           |                        | Read   |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example   |
| Who can apply?                  | Manageable by the DMO? | Who can read?  | Manageable by the DMO? |                                |               |             |             |   |
| Commission, agencies, EEAS      | <b>NO</b>              | Commission, agencies, EEAS   | <b>NO</b>              | No                             | Yes           | Yes         | Yes         | Documents provenant du Conseil qui portent ce marking |

| <b>Limited ETS Joint Procurement</b> |                        | Marking to be applied to all documents handled in the context of the implementation of the auctioning of emission allowances under the Emission Trading System Directive in accordance with the Joint Procurement Agreements to procure Common Auction Platforms or to procure an Auction Monitor, whenever such documents contain information covered by the obligation of professional secrecy within the meaning of Article 339 of the Treaty on the Functioning of the European Union. <b>Users must encrypt these documents; access to attachments from delegates and virtual entities is restricted.</b> |                        |                                |               |             |             |   |
|--------------------------------------|------------------------|--|------------------------|--------------------------------|---------------|-------------|-------------|---|
| Apply                                |                        | Read   |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example   |
| Who can apply?                       | Manageable by the DMO? | Who can read?  | Manageable by the DMO? |                                |               |             |             |   |
| Commission, agencies, EEAS           | <b>Yes</b>             | Commission, agencies, EEAS   | <b>Yes</b>             | Yes*                           | Yes           | Yes         | Yes         | Documents sur la mise aux enchères de quotas d'émission |

\*The virtual entities and delegates can access the document, but not the attachment. They can only see the attachment by assigning them a task (eg. INFO).

| <b>Limité Groupe</b><br><b>Limited Group</b> |                        | Only for use within the nominated Service/Unit/Group (only the users of the nominated group may read documents with this marking). |                        |                                |               |             |             |  |
|--|------------------------|--|------------------------|--------------------------------|---------------|-------------|-------------|--|
| Apply  |                        | Read   |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example  |
| Who can apply?                               | Manageable by the DMO? | Who can read?  | Manageable by the DMO? |                                |               |             |             |  |
| Commission, agencies, EEAS                   | <b>Yes</b>             | Automatical  | <b>NO</b>              | No                             | Yes           | Yes         | Yes         | Réponses aux demandes de consultation concernant l'application du Code de Conduite des Commissaires. |

<sup>8</sup> Security Notice 01: The use and application of security designators and markings  
[http://www.cc.cec/security/docs/security\\_notices/sn\\_1\\_marking\\_rev\\_01\\_fr.pdf](http://www.cc.cec/security/docs/security_notices/sn_1_marking_rev_01_fr.pdf) )

| <b>Secret Médical<br/>Medical Secret</b> |                        | Only to be used by the Medical Services (HR), the joint sickness insurance service (PMO) and the EEAS (to authorise producers, distribution and archiving). |                        |                                |               |             |             |   |
|--|------------------------|---|------------------------|--------------------------------|---------------|-------------|-------------|---|
| Apply                                    |                        | Read  |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example   |
| Who can apply?                           | Manageable by the DMO? | Who can read?   | Manageable by the DMO? |                                |               |             |             |   |
| Only HR, PMO, agencies, EEAS             | Yes                    | Only HR, PMO, agencies, EEAS  | Yes                    | No                             | Yes           | Yes         | Yes         | Avis médicaux, résultats d'analyse, procédures d'invalidité, congés spéciaux, aides psychosociales, demandes d'aides ménagères,...<br><br>Réclamations Article 90 liées au domaine médical. |

| <b>Affaire du personnel<br/>Staff Matter</b> |                        | To be used only for documents related to staff matters and managed by staff of personnel departments (HR and resources unit of the DG in question) and management concerned. |                        |                                |               |             |             |   |
|--|------------------------|--|------------------------|--------------------------------|---------------|-------------|-------------|---|
| Apply  |                        | Read   |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example   |
| Who can apply?                               | Manageable by the DMO? | Who can read?  | Manageable by the DMO? |                                |               |             |             |   |
| Commission, agencies, EEAS                   | Yes                    | Commission, agencies, EEAS   | Yes                    | No                             | Yes           | Yes         | Yes         | Recrutement, prolongations contrats, retraite, mutation,...<br><br>Réclamations Article 90 (sauf celles liées au secret médical) et les plaintes déposées auprès du Médiateur européen.<br><br>Demandes faites au titre de l'article 16 du Statut (activités des fonctionnaires après cessation des fonctions). |

| <b>Données à caractère personnel<br/>Personal data</b> |                        | Shall be applied to documents containing personal data that shall only be communicated on a need to know basis pursuant to Regulation (EC) No 45/2001 and that do not fall under the scope of another approved marking (this marking doesn't restrict the visibility of the document). |                        |                                |               |             |             |                  |
|--|------------------------|--|------------------------|--------------------------------|---------------|-------------|-------------|------------------|
| Apply  |                        | Read   |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example          |
| Who can apply?   | Manageable by the DMO? | Who can read?  | Manageable by the DMO? |                                |               |             |             |                  |
| Commission, agencies, EEAS                             | NO                     | Commission, agencies, EEAS   | NO                     | No                             | Yes           | Yes         | Yes         | Curriculum Vitae |

| <b>Strictement personnel<br/>Personal</b> |                        | Marking used to indicate that the document should only be opened by the addressee(s) (only the stakeholders of the document (creator, sender(s), recipient(s) and assignment and e-signatory actors) have read access). |                        |                                |               |             |             |  |
|---|------------------------|---|------------------------|--------------------------------|---------------|-------------|-------------|--|
| Apply                                     |                        | Read  |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example  |
| Who can apply?                            | Manageable by the DMO? | Who can read?   | Manageable by the DMO? |                                |               |             |             |  |
| Commission, agencies, EEAS                | NO                     | Commission, agencies, EEAS  | NO                     | No                             | Yes           | Yes         | Yes         | Documents très sensibles pour lesquels il n'y a pas d'autre marking disponible et dont l'accès doit être restreint aux seules parties prenantes pendant une période limitée.<br><br>Timbre le plus restrictif.<br>A utiliser avec une date d'expiration. |

| <b>Embargo jusqu'à<br/>Embargo until</b> |                        | Marking used to indicate date/time before which a document may not be published. This marking doesn't restrict the visibility of the document. |                        |                                |               |             |             |   |
|--|------------------------|--|------------------------|--------------------------------|---------------|-------------|-------------|---|
| Apply                                    |                        | Read   |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example   |
| Who can apply?                           | Manageable by the DMO? | Who can read?  | Manageable by the DMO? |                                |               |             |             |   |
| Commission, agencies, EEAS               | Yes                    | Commission, agencies, EEAS   | NO                     | No                             | Yes           | Yes         | No          | A utiliser pour signaler que le document ne peut pas être publié avant une certaine date. |

| <b>Enquêtes et affaires disciplinaires<br/>Investigations and disciplinary matters</b> |                        | For data linked to the administrative investigations of IDOC and to related questions treated by the relevant services of the SG. |                        |                                |               |             |             |   |
|--|------------------------|---|------------------------|--------------------------------|---------------|-------------|-------------|---|
| Apply  |                        | Read  |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example   |
| Who can apply?   | Manageable by the DMO? | Who can read?   | Manageable by the DMO? |                                |               |             |             |   |
| Commission, agencies, EEAS   | NO                     | Commission, agencies, EEAS  | Yes                    | No                             | Yes           | Yes         | Yes         | Demandes d'ouverture d'enquête, rapports auditions, décisions de sanctions,...<br><br>Note du SG aux autres DGs pour transmettre des informations liées aux enquêtes internes de l'OLAF, aux enquêtes administratives de l'IDOC et aux procédures disciplinaires. |

|                                 |                        |  |                        |                                |               |             |             |  |
|---------------------------------|------------------------|--|------------------------|--------------------------------|---------------|-------------|-------------|--|
| <b>Mediation Service Matter</b> |                        | Marking for use by services who need to have an exchange of correspondence relating to personnel matters with a specific degree of confidentiality. To be initiated only by the Mediation Service, the Director and Heads of Unit of the PMO, the Director General, Director and Heads of Unit of DG.HR, the Director General of the Legal Service and the Director of Human Resources in other DGs or services. |                        |                                |               |             |             |  |
| Apply                           |                        | Read   |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example  |
| Who can apply?                  | Manageable by the DMO? | Who can read?  | Manageable by the DMO? |                                |               |             |             |  |
| Commission, agencies, EEAS      | Yes                    | Commission, agencies, EEAS   | Yes                    | No                             | Yes           | Yes         | Yes         | Documents relatifs aux cas traités par le Service de Mediation de la Commission. |

|   |                        |   |                        |                                |               |             |             |  |
|---|------------------------|---|------------------------|--------------------------------|---------------|-------------|-------------|--|
| <b>Avis du Service Juridique<br/>Opinion of the Legal Service</b> |                        | Legal advice given by the Legal Service to be considered as an information, indication, advertisement or advice for the addressee(s) to treat the document as a document which should be known or kept by the addressee(s). |                        |                                |               |             |             |  |
| Apply   |                        | Read  |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example  |
| Who can apply?  | Manageable by the DMO? | Who can read?   | Manageable by the DMO? |                                |               |             |             |  |
| Only SJ   | Yes                    | Commission, agencies, EEAS  | Yes                    | No                             | No            | Yes         | No          | Avis du SJ en réponse à des consultations; notes du SJ qui sont exprimées ou envoyées par l'initiative du SJ à des DG ou Commissaires. |

|   |                        |   |                        |                                |               |             |             |   |
|---|------------------------|---|------------------------|--------------------------------|---------------|-------------|-------------|---|
| <b>Documents de procédure<br/>juridictionnelle<br/>Court procedural documents</b> |                        | Court procedural documents drawn up by the Commission's Legal Service or other parties in the framework of litigation and court cases before the EU Courts, national or international Courts to be considered as an information, indication, advertisement or advice for the addressee(s) to treat the document as a document which should be known or kept by the addressee(s). Access to attachments from delegates and virtual entities is restricted. |                        |                                |               |             |             |   |
| Apply   |                        | Read  |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example   |
| Who can apply?  | Manageable by the DMO? | Who can read?   | Manageable by the DMO? |                                |               |             |             |   |
| Only SJ   | Yes                    | Commission, agencies, EEAS  | Yes                    | Yes*                           | No            | Yes         | No          | Actes de procédure rédigés par le SJ et documents en provenance des trois juridictions. |

\*The virtual entities and delegates can access the document, but not the attachment. They can only see the attachment by assigning them a task (eg. INFO).

|                            |                        |   |                        |                                |               |             |             |                                   |
|----------------------------|------------------------|---|------------------------|--------------------------------|---------------|-------------|-------------|-----------------------------------|
| <b>OLAF Investigations</b> |                        | This marking should be applied to all OLAF operational information (only metadata may be registered and the subject of the document must be replaced by the standard phrase "Document under Decision 844/2001" with the OLAF File (OF) number where appropriate). |                        |                                |               |             |             |                                   |
| Apply                      |                        | Read  |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example                           |
| Who can apply?             | Manageable by the DMO? | Who can read?   | Manageable by the DMO? |                                |               |             |             |                                   |
| Commission, agencies, EEAS | NO                     | Commission, agencies, EEAS  | Yes                    | No                             | Yes           | No          | Yes         | Documents liés aux enquêtes OLAF. |

| <b>OLAF Investigations - Special handling</b> |                        | This marking should be applied in exceptional circumstances to highly sensitive OLAF operational information (only metadata may be registered and the subject of the document must be replaced by the standard phrase "Document under Decision 844/2001" with the OLAF File (OF) number where appropriate). |                        |                                |               |             |             |  |
|---|------------------------|---|------------------------|--------------------------------|---------------|-------------|-------------|--|
| Apply   |                        | Read  |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example  |
| Who can apply?                                | Manageable by the DMO? | Who can read?   | Manageable by the DMO? |                                |               |             |             |  |
| Commission, agencies, EEAS                    | <b>NO</b>              | Commission, agencies, EEAS  | <b>Yes</b>             | No                             | Yes           | No          | Yes         | Documents liés aux enquêtes OLAF particulièrement sensibles. |

| <b>COMP Operations</b>     |                        | Marking applied within the marking scheme for DG COMP Antitrust, Mergers, State Aid and other proceedings. <b>Access to attachments from delegates and virtual entities is restricted.</b> |                        |                                |               |             |             |  |
|----------------------------|------------------------|--|------------------------|--------------------------------|---------------|-------------|-------------|--|
| Apply                      |                        | Read   |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example  |
| Who can apply?             | Manageable by the DMO? | Who can read?  | Manageable by the DMO? |                                |               |             |             |  |
| Commission, agencies, EEAS | <b>Yes</b>             | Commission, agencies, EEAS   | <b>Yes</b>             | Yes*                           | Yes           | Yes         | Yes         | Documents relatifs à tous les instruments de décision de COMP sauf Antitrust et amendes. |

The virtual entities and delegates can access the document, but not the attachment. They can only see the attachment by assigning them a task (eg. INFO).

| <b>COMP - Special handling</b> |                        | Upgraded marking for more sensitive documents applied within the marking scheme for DG COMP Antitrust, Mergers, State Aid and other proceedings (only metadata may be registered and the subject of the document must be edited so as not to reveal any of the sensitive information). |                        |                                |               |             |             |   |
|--------------------------------|------------------------|--|------------------------|--------------------------------|---------------|-------------|-------------|---|
| Apply                          |                        | Read   |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example   |
| Who can apply?                 | Manageable by the DMO? | Who can read?  | Manageable by the DMO? |                                |               |             |             |   |
| Commission, agencies, EEAS     | <b>Yes</b>             | Commission, agencies, EEAS   | <b>Yes</b>             | No                             | Yes           | No          | Yes         | Documents relatifs aux décisions d'inspection (Antitrust) et amendes. |

| <b>EU Satellite Navigation Matters</b> |                        | Marking to be applied to sensitive documents in the context of the EU Satellite navigation project. |                        |                                |               |             |             |  |
|--|------------------------|---|------------------------|--------------------------------|---------------|-------------|-------------|--|
| Apply                                  |                        | Read  |                        | Delegates/VE access restricted | Reply allowed | Attachments | Expiry date | Example  |
| Who can apply?                         | Manageable by the DMO? | Who can read?   | Manageable by the DMO? |                                |               |             |             |  |
| Commission, agencies, EEAS             | <b>Yes</b>             | Commission, agencies, EEAS  | <b>Yes</b>             | No                             | Yes           | Yes         | Yes         | Documents opérationnels relatifs au projet "EU Satellite Navigation" |

| <b>Question de sécurité<br/>Security Matter</b> |                           | Marking to be applied for sensitive security matters managed by HR.DS (the use of the marking can only be initiated by HR.DS; only metadata may be registered). |                           |                                      |                  |             |             |   |
|---|---------------------------|---|---------------------------|--------------------------------------|------------------|-------------|-------------|---|
| Apply   |                           | Read  |                           | Delegates/VE<br>access<br>restricted | Reply<br>allowed | Attachments | Expiry date | Example   |
| Who can apply?                                  | Manageable<br>by the DMO? | Who can read?   | Manageable<br>by the DMO? |                                      |                  |             |             |   |
| Only HR   | Yes                       | Commission,<br>agencies,<br>EEAS  | Yes                       | No                                   | No               | No          | Yes         | Agenda des<br>Commissaires<br>lors des missions<br>dans les<br>Délégations. |

| <b>IAS Opeations</b>             |                           | Marking to be applied to operational documents handled in the context of IAS audits, consulting engagements and risk assessments. |                           |                                      |                  |             |             |  |
|----------------------------------|---------------------------|---|---------------------------|--------------------------------------|------------------|-------------|-------------|--|
| Apply                            |                           | Read  |                           | Delegates/VE<br>access<br>restricted | Reply<br>allowed | Attachments | Expiry date | Example  |
| Who can apply?                   | Manageable<br>by the DMO? | Who can read?   | Manageable<br>by the DMO? |                                      |                  |             |             |  |
| Commission,<br>agencies,<br>EEAS | Yes                       | Commission,<br>agencies,<br>EEAS  | Yes                       | Yes                                  | Yes              | Yes         | Yes         | documents handled<br>in the context<br>of IAS audits,<br>consulting<br>engagements and<br>risk assessments |

\*The virtual entities and delegates can access the document, but not the attachment. They can only see the attachment by assigning them a task (eg. INFO).