

**DISCOVER A NEW
FUNCTIONALITY:
EA FORUM**



08/07/2020

www.european-accreditation.org

Table of Content

- [Objectives of the E-plAtform](#)
- [How to access to the Forum](#)
- [How to animate the Forum](#)
- [How to use the Forum](#)
- [How to subscribe to a topic](#)
- [How to edit the notification options?](#)
- [How to subscribe to a sub-forum](#)

Objectives of the “E-plAtform 2018”: Improve and optimize EA intranet

- **Propose a more “user-friendly” environment to enhance members collaboration**
 - **Extend User rights**: easiest update of member data, creation by NAB of account for employees, automatic right to vote/survey/comment/event
 - **Propose new functionalities** : forum for discussions between EA members and online comments
 - **Improve the current collaborative tools**: online registration to EA events
 - **Transform EA Intranet into a midpoint to get information**: use the homepage as a personalized dashboard with relevant information (twitter preview, events calendar, direct access to events/surveys/votes, quick link to useful documents, etc)
 - *If you are a MAC Member, you will see events, surveys and votes concerning the MAC*
 - **Increase security and ensure compliance with GDPR**

**After a successful 1st stage launched on 8th October,
now it's time for the 2nd stage !**

E-plAtform 2018 - stage 2: Forum, why this new functionality?

The screenshot shows the EA intranet interface for the E-plAtform 2018. At the top, there is a navigation bar with links for Home, Members book, Intranet for documents, Member data, Admin, and EA Amandine Combe. The main content area is titled "Welcome on EA intranet « E-plAtform 2018 »". It features several sections: "Intranet for documents : highlights" with a list of various meetings and documents; "Votes" with a notice about a vote on EA-202; and "Surveys" with a notice about a survey on accreditation in Europe. On the right side, there is a "Tweets by @EAaccreditation" section showing two tweets from EA Accreditation, one about the CIM2019 event and another about the #EAMLA Scope for Reference Material Producers (#RMP).

- Objective:
 - facilitate discussion between members and share information
- Advantages:
 - Avoid email / spam issues
 - Store easily all information exchanged in one single place and build up EA knowledge database
- Possibility to create forum on a permanent or temporary basis for:
 - committees,
 - task force groups,
 - technical networks.

E-plAtform 2018 - stage 2: How to access to the Forum?

- Forum will be accessible on the top of the new intranet homepage (red frame)
- Forums and sub-forums will be created by EA Secretariat at the demand of Committee Chairs, Vice-Chair or the TFG Conveners
 - First forums created for the
 - Communications & Publications Committee
 - Horizontal Harmonization Committee
 - Certification Committee
 - Laboratory Committee
- Topics will be created by moderators (Chair, Vice-Chair of the Committee or Convener of the TFG, with support of the Committee Secretary)
- Forums, sub-forums and topics will be :
 - animated by moderators
 - with support of the Committee Secretary.

EA EUROPEAN ACCREDITATION

Home Members book Intranet for documents Member data Admin EA Amandine Combe

Welcome on EA intranet « E-plAtform 2018 »

Intranet for documents : highlights

- Certification Committee | Meetings
CC Meeting 36 - 3-4 September 2019
- Meetings | EAAB 41st Meeting - 14 May 2019
CRL, Minutes and Follow-Up
- E-plAtform 2018
E-plAtform 2018 - stage 1
- Inspection Committees | Meetings
IC Meeting 36 - 5-6 September 2019
- Meetings | LC 38th meeting-24-26 September 2019-Warsaw
Invitation package
- Meetings | HHC 22nd meeting - 17-18 September 2019 - Brussels
Invitation package
- Meetings | GA(19)M43 - Rome
Meeting Papers
- MAC meetings | 40 - Meeting 3-4 October 2018, Budapest
Minutes and arisings
- Meetings | LC Meeting 37, 26-28 March 2019, Paris-Roissy
Minutes and Arisings
- Meetings | IC Meeting 37 - 12 March 2019
Minutes and Follow-Up
- Meetings | CC Meeting 37 - 13-14 March 2019
Minutes and Follow-Up
- Meetings | GA(19)M43 - Rome
Resolutions, draft minutes and arising

Votes

Vote on EA-202 - Procedure for the evaluation of a national accreditation body - documents-vote-on-ia-2-02.zip
Please acknowledge receipt before Thu, 20 Jun 2019 and vote before Sat, 13 Jul 2019.

Surveys

Survey on the functioning of accreditation in Europe Please answer this survey before Mon, 15 Jul 2019.

EA CPC - Web benchmarking questionnaire Please answer this survey before Mon, 1 Jul 2019.

Tweets by @EAaccreditation

EA Accreditation @EAaccreditation
@CIM2019 - Register before 30 June to get the early bird discount. 6 round tables sessions on #industrial key topics will punctuate the congress. #ClimateChange #SmartSensors #Industry40 #additivemanufacturing #SO17025 bit.ly/CIM2019_Early_...

CIM 2019: early bird discount before 30 June - Euro...
The International Metrology Congress 2019 will be held in Paris [...] european-accreditation.org

EA Accreditation @EAaccreditation
Focus on the launch of the #EAMLA Scope for Reference Material Producers (#RMP) bit.ly/EA_MLA_RMP

E-plAtform 2018 - stage 2: How to animate the Forum?

- The Moderators are the leaders of the topics
 - However if a member wants to manage this task, this is the decision of the Moderators in charge. Special access will then be given by Amandine Combe, EA Marketing and Communications Manager (at Moderators' request)
- The role of the Moderator is to:
 - Define the subjects/items discussed in the Topic
 - Launch the discussions based on few questions to help members to express themselves
 - Reoriented the discussions to stay focus on the item discussed
 - Decide when the discussion is finished
- Forum and Sub-forums are created, and accesses are given by Amandine Combe, EA Marketing and Communications Manager. To create a new sub-forum, the leader of the topic or the secretary shall send an email to amandine.combe@European-accreditation.org

E-plAtform 2018 - stage 2: How to use the Forum?

The screenshot displays the EA Intranet forum interface. At the top, there is a navigation bar with icons for home, search, and notifications, and the text "EA INTRANET". Below this, there are links for "Members", "The team", "FAQ", "ACP", "MCP", and "Contact us", along with a "Board index" link. The main content is organized into three sections: "HORINZONTAL HARMONISATION COMMITTEE" (purple), "LABORATORY COMMITTEE" (red), and "JOINT TOPICS" (green). Each section contains a grid of forum topics, each with the EA logo and a "No posts" indicator. The "HORINZONTAL HARMONISATION COMMITTEE" section includes topics like "Accreditation Mark", "Appeals", "Cross Frontier Issues", "ISO/IEC 17011 Interpretation", "NAB Status", "Notification", "Reactivation of an Accreditation after Termination", "Sector Schemes", "Subcontracting", "Multisite Accreditation", and "Others". The "LABORATORY COMMITTEE" section includes "Workshop 17025", "Questions", and "LC TN Forensic". The "JOINT TOPICS" section includes "20th Anniversary".

EA INTRANET

Members The team FAQ ACP MCP Contact us
Board index

HORINZONTAL HARMONISATION COMMITTEE

EA* Accreditation Mark No posts	EA* Appeals No posts	EA* Cross Frontier Issues No posts
EA* ISO/IEC 17011 Interpretation No posts	EA* NAB Status No posts	EA* Notification No posts
EA* Reactivation of an Accreditation after Termination 1 Posts 1 Topics	EA* Sector Schemes No posts	EA* Subcontracting No posts
EA* Multisite Accreditation No posts	EA* Others No posts	

LABORATORY COMMITTEE

EA* Workshop 17025 No posts	EA* Questions No posts	EA* LC TN Forensic No posts
--------------------------------	---------------------------	--------------------------------

JOINT TOPICS

EA* 20th Anniversary No posts

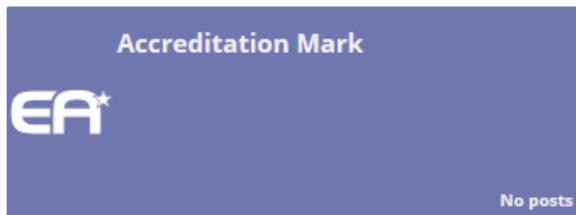
- Depending the committee / TFG you belong, you will have access to the dedicated forums
 - *Ex: if I'm a CPC Member, I will have access to the CPC forum*
 - *But I will not have access to the CC Forum*
- To enter a specific topic, click on a sub-forum
- When a new reply has been posted in a discussion, the EA logo on the Board Index and inside the topic will be yellow

E-plAatform 2018 - stage 2: How to use the Forum?

HORINZONTAL HARMONISATION COMMITTEE

Accreditation Mark EA* No posts	Appeals EA* No posts	Cross Frontier Issues EA* No posts
ISO/IEC 17011 Interpretation EA* No posts	NAB Status EA* No posts	Notification EA* No posts
Reactivation of an Accreditation after Termination <input type="checkbox"/> EA* 1 Posts 1 Topics	Sector Schemes EA* No posts	Subcontracting EA* No posts
Multisite Accreditation EA* No posts	Others EA* No posts	

← Example: This is the HHC Forum



← Inside the HHC forum, 11 sub-forums

Forum and Sub-forums will be created by the EA Secretariat

E-plAatform 2018 - stage 2: How to use the Forum?

Inside each sub-forum, topics can be created

TOPICS



The screenshot displays a forum interface with two topic cards. Each card features the EA logo, a title, author information, and statistics. Below the cards is a 'New Topic' button and a dropdown menu.

Topic Title	Author	Date	Replies	Views
New EA Forum	pbadmin	Wed Oct 31, 2018 1:40 am	0	25
Notification of changes	dionescu	Tue Oct 23, 2018 11:29 am	0	13

Buttons: New Topic, [Dropdown Menu]

Topics will be created by Moderators

E-plAtform 2018 - stage 2: How to use the Forum?

The screenshot shows the EA Intranet forum interface. At the top, there is a navigation bar with icons for home, search, and notifications, and the text 'EA INTRANET'. Below this is a breadcrumb trail: 'Members The team FAQ ACP MCP Contact us' and 'Board index > Communication and Publication Committee'. The main content area displays a forum post titled 'Items to be discussed during the 35th CPC meeting (March 2019)'. The post is by user 'pbadmin' and was posted on 'Fri Oct 26, 2018 11:01 am'. The post content reads: 'Dear CPC members, Do you have some items you would like to discuss in particular during the "sharing experiences" of the next CPC meeting in March 2019 ? Feel free to propose !'. To the right of the post content is a user profile for 'pbadmin', Site Admin, with 5 posts, joined on 'Tue Jan 02, 2018 3:06 pm', and a contact icon. The forum interface includes a search bar, a 'Post Reply' button, and a 'Jump to' dropdown menu. The page indicates '1 post • Page 1 of 1'.

- To participate to the discussion, click on the topic and on “Post Reply” (in purple) and a new window will open.

E-plAtform 2018 - stage 2: How to use the Forum?

The screenshot shows the EA Intranet forum interface. At the top, there is a navigation bar with icons for home, search, and notifications, and the text "EA INTRANET". Below this, there are links for "Members", "The team", "FAQ", "ACP", and "Contact us". The main content area is titled "Board index > Communication and Publication Committee" and "Items to be discussed during the 35th CPC meeting (March 2019)".

The message composition screen includes a "Subject" field with the text "Re: Items to be discussed during the 35th CPC meeting (Ma)". Below the subject field is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), quote, code, list, link, unlink, insert image, insert video, insert audio, and a font color selector. To the right of the editor is an emoji picker and a "BBCode" section. Below the editor are buttons for "Save draft", "Preview", and "Submit".

Below the composition screen is an "Options" section with the following checkboxes:

- Disable BBCode
- Disable smilies
- Do not automatically parse URLs
- Attach a signature (signatures can be altered via the UCP)
- Notify me when a reply is posted
- Lock topic

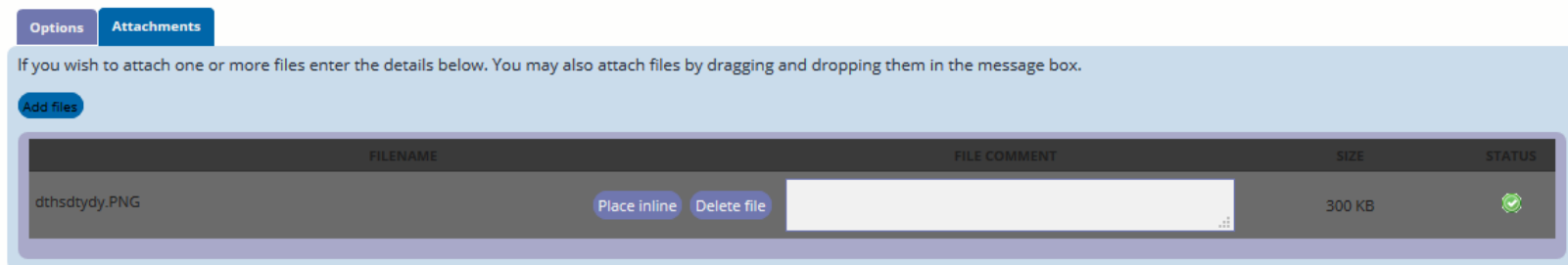
At the bottom, there is a "TOPIC REVIEW" section for the message "Items to be discussed during the 35th CPC meeting (March 2019)". The preview shows the message content: "Dear CPC members, Do you have some items you would like to discuss in particular during the 'sharing experiences' of the next CPC meeting in March 2019? Feel free to propose !". The message is attributed to "pbadmin" and dated "Fri Oct 26, 2018 11:01 am". There are also "EXPAND VIEW" and "i" icons.

- Then, you just have to type your question/ comment/ answer
- You can :
 - save your message without publishing it by clicking on "Save draft"
 - have an overview of your message by clicking on "Preview"
- To structure your text, you can format it with:
 - Bold / italics / underlined, bullet point options
 - Hyperlinks
 - Pictures
- When your message is ready, you just have to click on "Submit" to publish it

E-plAtform 2018 - stage 2: How to use the Forum?

To attach a picture, several options:

- Click on Attachments > Add files and select the file you would like to add. You won't have a preview of the picture inside the post




Options Attachments









If you wish to attach one or more files enter the details below. You may also attach files by dragging and dropping them in the message box.

Add files

FILENAME	FILE COMMENT	SIZE	STATUS
dthsdydy.PNG	<input type="text" value="Place inline"/> <input type="text" value="Delete file"/>	300 KB	<input checked="" type="checkbox"/>










- To have the picture directly in the post (not as a link), click on the button with the frame above the text box , insert the url of the picture you would like to add. The picture shall be on the Internet or your server.

E-plAtform 2018 - stage 2: How to use the Forum?

<p>ISO/IEC 17011 Interpretation </p> <p></p> <p>3 Posts 2 Topics</p>	<p>NAB Status </p> <p>NEW</p> <p>8 Posts 3 Topics</p>	<p>Notification</p> <p></p> <p>No posts</p>
<p>Reactivation of an Accreditation after Termination </p> <p></p> <p>2 Posts 1 Topics</p>	<p>Sector Schemes </p> <p>NEW</p> <p>1 Posts 1 Topics</p>	<p>Subcontracting</p> <p></p> <p>No posts</p>

- When there is a new reply or a new post, a yellow “New” will replace the EA white logo

E-plAtform 2018 - stage 2: How to use the Forum?

<p>ISO/IEC 17011 Interpretation </p> <p></p> <p>3 Posts 2 Topics</p>	<p>NAB Status </p> <p></p> <p>8 Posts 3 Topics</p>	<p>Notification</p> <p></p> <p>No posts</p>
<p>Reactivation of an Accreditation after Termination </p> <p></p> <p>2 Posts 1 Topics</p>	<p>Sector Schemes </p> <p></p> <p>1 Posts 1 Topics</p>	<p>Subcontracting</p> <p></p> <p>No posts</p>

- When a topic is locked or closed, a yellow lock will replace the EA white logo

E-plAatform 2018 - stage 2: How to subscribe to a topic?

The screenshot displays a forum interface with two posts. The top post is titled "1.1 Use of Accreditation mark or reference to accreditation in the context of EC certificate" and is by user "mtworek". A dropdown menu is open over the "Topic tools" area, showing options: "Subscribe topic", "Bookmark topic", "Bump topic", "Email topic", and "Print view". The bottom post is a reply titled "Re: 1.1 Use of Accreditation mark or reference to accreditation in the context of EC certificate" by user "acombe", dated "Wed Jul 17, 2019 8:58 am", and includes a file named "TEST.docx". Both posts feature the EA logo and user profile information.

- To stay informed, we recommend you select emails for all the items in “Posting Notifications”.

To subscribe to a topic you're interested in or you commented and are waiting for a reply, go to the topic, click on the button “Topic tools” (next to “Post Reply”) and click on “Subscribe topic”. [Click here to learn how to subscribe to a sub-forum](#)

- As these forum are dedicated to professional, we did not manage some moderation system

E-plAtform 2018 - stage 2: How to edit the notification options?

EA INTRANET

Members NOTIFICATIONS Settings

Board index You have no notifications

User Control Panel See All

Overview Profile Board preferences Private messages Usergroups Friends & Foes

Edit notification options

Here you can set your preferred notification methods for the board.

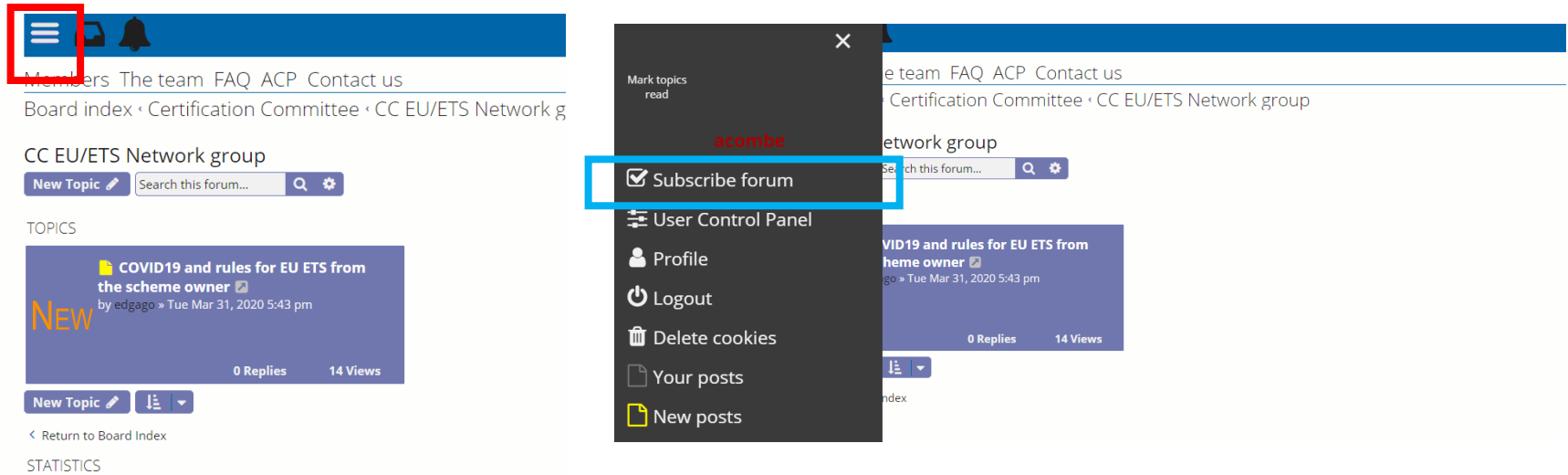
NOTIFICATION TYPE	NOTIFICATIONS	EMAIL
Posting Notifications		
Someone replies to a topic you have bookmarked	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Someone replies to a topic to which you are subscribed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Someone quotes you in a post	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Someone creates a topic in a forum to which you are subscribed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Moderation Notifications		
A post or topic needs approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Someone reports a post	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Miscellaneous Notifications		
Someone requests to join a group you lead	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Someone sends you a private message	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Submit

Mark all Unmark all

- In the top right menu, you can manage your notification settings by clicking on “Notifications” (with the small bell) in order to manage how you want to be informed if there is any reply on post(s) you’re following.
- Then go in “Edit notification options” to manage the options.

E-plAatform 2018 - stage 2: How to subscribe to a Sub-forum?



- To get notifications when a new topic is created in a subforum, you can subscribe to the subforum. You will receive an email and/or a notification on your board (depending on what you selected, information on [slide 16](#))
- To subscribe to a sub-forum you're interested in, click on the **Burger Menu** and click on **“Subscribe forum”**. To unsubscribe to a sub-forum you don't want to follow anymore, click on the **Burger Menu**, then on **“Unsubscribe forum”**

If you have any question on the
Forum or need assistance

AMANDINE COMBE

Communications and Marketing Manager

amandine.combe@european-accreditation.org



08/07/2020

www.european-accreditation.org