



## A Quick Reference Guide to CIRCA 3.4

Welcome to the *CIRCA* world where you will experience a new way of working more efficiently in a virtual community.

This brochure will guide you through the basics of the tool, giving you an overview of the CIRCA Services available and how to make best use of it. It will however not give you details of all the functionalities available. Instead, a reference manual is accessible via the online help.

### What is CIRCA

*CIRCA* is extranet tool, developed under the **European Commission IDA programme**, and tuned towards Public Administrations needs. It enables a given community (e.g. committee, working group, project group etc.) geographically spread across Europe (and beyond) to maintain a private space on the Internet where they can share information, documents, participate in discussion fora and benefit from various other functionalities. Such a private space is called a '*Interest Group*'. The access and navigation in this virtual space is done via any Internet browser (Firefox, Internet Explorer), assuming you have been given a **User-id** and **Password** to enter your *Interest Groups(s)*. Like in any working group, committee or project team, one member plays the role of chairman or moderator, in CIRCA we call it a '*Leader*'.

Your access rights to a Interest Group, and hence the services and functionalities made available to you, is based on predefined and customized user profiles called *Profiles*.

### What You need to access CIRCA

A **connection to Internet** is of course a key prerequisite to access *CIRCA*

A **Browser** such as Firefox 3.x or Internet Explorer 7.x. Those are freeware and can be downloaded from the Web

An **e-mail address**

The **Web address** (URL) of the CIRCA homepage

a **User Id** and **Password** to access your *Interest Group*

## Registration

In order to access CIRCA you need a **userid** and a **password**. The following alternatives might apply:

- a) You already have a userid and password: Simply log in at the web address of your Interest Group
- b) You have been requested by an Interest Group Leader to ‘sign up’ i.e. complete a registration form on the web. CIRCA will send you an email containing your **userid** and a **transaction number** as well as a link to a web page. You should access this link in order to complete your registration and enter your username, password and transaction number.
- c) Your CIRCA **Leader** did complete the registration form on your behalf and you should have received an email from CIRCA with your **username** and a **temporary password** and the Leader should have communicated you a **transaction number**. You will need all this information (userid, password, transaction number) in order to complete your registration the first time you access CIRCA.

### First time access to CIRCA

- (1) Use the link specified in the email you received from CIRCA
- (2) After logging in with your **username** and **temporary password**, you will be asked to give your transaction number. You should also change your temporary password to a password of your own choice.

The screenshot shows a web form with the following elements:

- Header: "Who is who - Enter Transaction Number and Change Password"
- Text: "You will have to provide your transaction number and change password."
- Form fields: "Transaction Number:", "New Password:", and "Verify:"
- Instructions: "Please provide a valid user password. The password should a) have length greater than 6 characters, b) contain at least one non-alphabetic character. Avoid simple words that can be easily guessed or found in dictionaries. Use also numbers or acronyms."
- Hint: "Hint: Your new password cannot be the same as your user name (senstani@circa)."
- Submit button: "Submit"
- Footer: "User Preferences" and navigation icons.

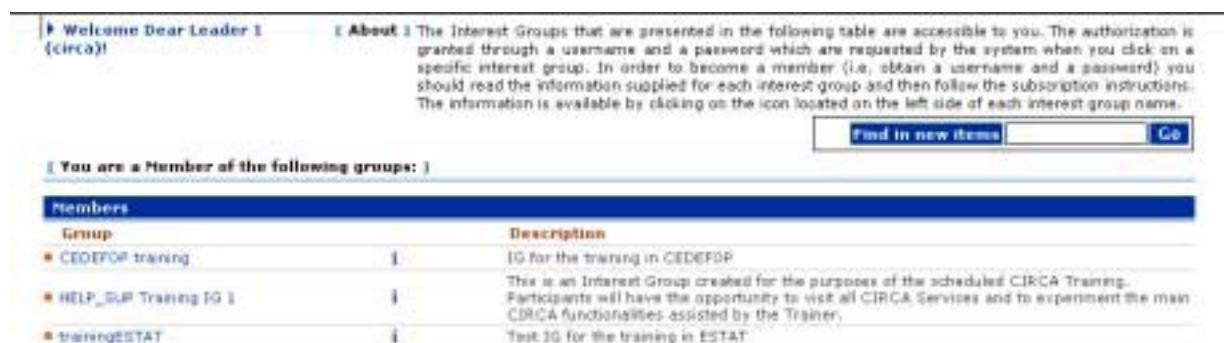
### Quick reference card to CIRCA:

Write down for easy retrieval the information related to your *Interest Group(s)*:

Your <b>User ID</b> to access CIRCA:	
<b>URL</b> of CIRCA or of your Interest Group	http://circa.europa.eu
<b>Title/Name</b> of your <i>Interest Group</i> :	
<b>Leader</b> of your <i>Interest Group</i>	
Name :	
Email:	

## Accessing CIRCA

1. Open your **Browser**
  2. Enter the **Location** (see URL on previous page), or use the bookmark that you added at a previous visit, of:
    - 2.1. either the **CIRCA homepage** (useful if you are member of several Interest Groups):
      - 2.1.1. Click on the **Sign In** button at the top of that page
      - 2.1.2. Enter your user-id , password and domain name (note that the '**domain**' for external endusers is: **circa**, and for internal (Commission) endusers: **cec**).
      - 2.1.3. Click on the title of the **Interest Group** of which you are a member to get to the *Interest Group Home Page*.
    - 2.2. either the **Interest Group** you are member of:
      - 2.2.1. Enter your user-id , password and domain name (note that the '**domain**' for external endusers is: **circa**, and for internal (Commission) endusers: **cec**).
- Note: Even if you are not a fully qualified member of an Interest Group, its Leader can authorise users to **apply for membership**: Simply click on the icon left to the Interest Group name and click on the Apply button (if available). The Leader can subsequently accept or reject your application for membership.
3. Select **Interest Groups** at the bottom left of your window and you are presented with a list of private spaces (*Interest Groups*) to which you have access.



4. Select the **Interest Group** of your choice and enter the restricted space of your *Interest Group*.



## Getting familiar with the CIRCA interface

All pages of the *Interest Group* have the same layout: A **navigation bar** at the **top** and **bottom**. The first provides access to the available **CIRCA Services** whereas the latter provides access to helpdesk and support service **E-mail links** as well as access to the edit page of the personal **Preferences** of your profile associated with your login.

As in any other Web environment, navigation is done through mouse clicks on the various buttons and hyperlinks that appear on a page: Fast, intuitive and easy.

The top navigation bar provides access to the following **Services** by simply clicking on their respective icon. Once a *Service* is entered, additional functionalities appear on screen:

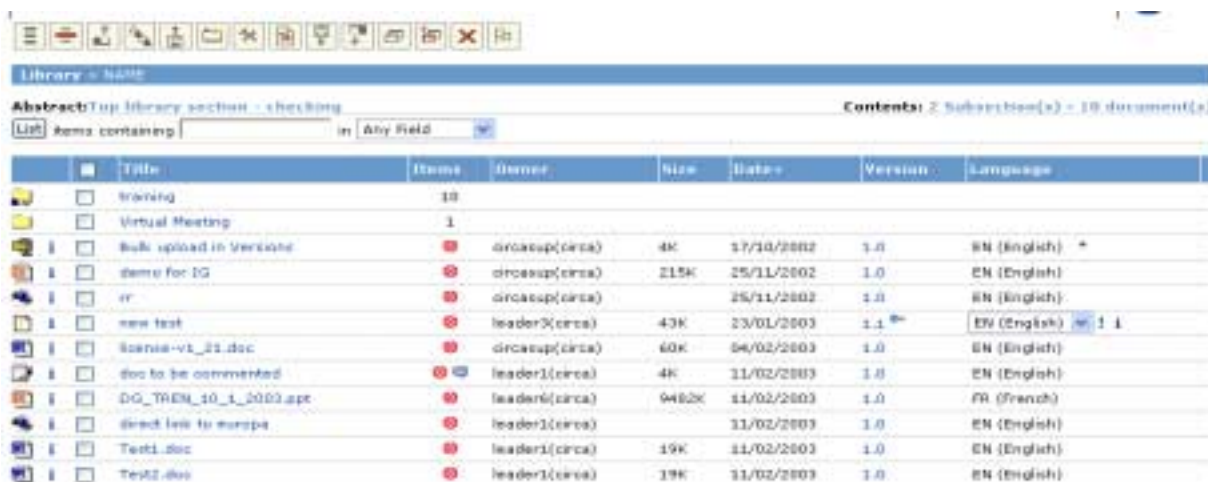
**Note:** Depending on the services and functionalities your leader may have enabled as well as the access rights you have in this particular Interest Group, the screenshots in this guide may differ from what you will actually see on your screen.

- Information:** Provides access to Information pages in HTML format and to useful links to other sites.
- Library:** Provides access to the library, which is a repository organised in sections and sub-sections with multilingual and versioning capability. Documents can be viewed, downloaded or sent to you by e-mail. Users can be automatically notified by e-mail of any change in any particular section of the Library. You can also easily upload documents if your access right allows it.
- Directory:** Access the list of *Members* that have access to your *Interest Group*. The *Leader administrates* the membership **adding** new members, **removing** and **changing the profile** of the existing ones.
- Meetings:** To effectively schedule, create and publish Meetings within your Interest Group. In addition you can create and participate to virtual meetings (chats).
- Newsgroups:** Provides a forum for discussion among members of workgroups or projects.
- E-mail:** Gives you access to an e-mail functionality integrating mailing lists for addressing all members.
- Search :** allows for multilingual search on any document or information you have access to
- Help :** An online help

Let's look in more details into each of those *Services*...


## Accessing Documents – The Library

By clicking on the **Library** icon you enter the *Library Service* of your *Interest Group*. There you can navigate through the sections and sub-sections in order to view documents or other files that they contain; you can download (i.e. view) the content of a selected document, you can receive the document via e-mail or be automatically alerted whenever a new document is put in the *Library*. Last, if you have the appropriate access rights, you can easily *Upload* documents yourself.



	Title	Items	Owner	Size	Date	Version	Language
	Training	10					
	Virtual Meeting	1					
	Bulk upload in Versant		circasup(circa)	4K	17/10/2002	1.0	EN (English) *
	demo for IG		circasup(circa)	215K	25/11/2002	1.0	EN (English)
	vr		circasup(circa)		25/11/2002	1.0	EN (English)
	new test		leader3(circa)	43K	23/01/2003	1.1	EN (English) 1 1
	scanse-vt_21.doc		circasup(circa)	60K	04/02/2003	1.0	EN (English)
	doc to be commented		leader1(circa)	4K	11/02/2003	1.0	EN (English)
	DO_TRAIN_10_1_2003.spt		leader6(circa)	9462K	11/02/2003	1.0	FR (French)
	direct link to europe		leader1(circa)		11/02/2003	1.0	EN (English)
	Test1.doc		leader1(circa)	19K	11/02/2003	1.0	EN (English)
	Test2.doc		leader1(circa)	19K	11/02/2003	1.0	EN (English)

### Find your way through the Library


Clicking on the **Library** displays the top section of that *Library* and lists all sub-sections and documents contained in the top section. To access a sub-section, simply click on the sub-section name and so forth. Alternatively, you may use the **Section list mode** icon  (lists all sub-sections available within the Library) to navigate faster through the Library structure.

### View a Document

In **Detail view mode**, each document is listed on one line, displaying the following information (from left to right): a Specific icon representing the **format** of the document (almost all formats are recognised and have their respective icon), an **Info** icon (depicted with an 'I'), the document **title, owner, size, upload date, document version**, the **linguistic versions** available, an 'I' and '!' icons and finally an *E-mail* icon.

Click on the document **Info** icon to display the **Library Document Summary** page that contains additional information (**attributes**) on the document, which was entered by the owner of the document during the Upload process (see *Upload* section hereafter). It is often convenient to check this information prior to decide on downloading a sometime large document. In addition you can check the availability of other linguistic versions of a document via the language pop-down menu (thus one line in the Library may give access to several linguistic versions of a document): Select another language and click the blue 'I' icon (resp. '!') to access the attributes (resp. download the document) in that language.

### Download a document


You have the option to either mark the check box next to the *Title* (thus selecting eventually multiple documents) and clicking on the **Download** icon , or click on the document title to download it, or click on the '!' icon next to the language box. Depending on your browser configuration, the document may be displayed in your browser (default for HTML and TEXT types) or it may be opened in an appropriate application (e.g. MS-Word, Acrobat...) or you may be prompted to save it on your local disk.

To receive the document via e-mail (i.e. it is sent to your e-mail *address* as attachment, thus you don't have to wait for the download to complete), click on the **E-mail** icon (far right) or, within the **Document Information** page, click on the "**Send via E-mail**" button.

Note that if you don't have a valid e-mail address, the e-mail transfer of the selected document is not possible.

**Notification:** Don't miss important documents !

You can request *CIRCA* to inform you via e-mail whenever a new document has been uploaded in a given section of the *Library*. Notifications are applicable to **Individual Users** or to **Group of users** (e.g. an entire Profile; setting entire Profile notification is only available to members with administrative rights, i.e. Leaders; whereas individual members may change their own Notification). Simply follow the steps below:

1. Go to the top section of the *Library* or any particular sub-section for which you want to be notified and select the **Notification** icon (at the right of the set of Library icons) . You will be prompted to the **Notification management** page where you need to select a suitable notification status. Available statuses are:
  - **Subscribe** in order to be automatically informed via e-mail that a new document was uploaded in that section.
  - **Download** in order to automatically receive via E-mail the document that was uploaded in that particular section or to one of its subsections.
  - **Unsubscribe** to terminate your *Notification* subscription for that particular section.
  - **Not Specified**, means that no particular *Notification* applies to this section (although a *Notification* flag might be inherited from the 'parent' section).
2. Click the "**Save**" button

**Remark:** *CIRCA* sends the *Notifications* and/or documents to the *e-mail address* it finds in the *Directory*, therefore make sure this address is correct. Furthermore, a Leader can set the notification for any of his members, thus don't be surprised to receive notifications although you did not specifically ask for it!

### **Uploading a document in the Library: Simple and Fast**

If this functionality is made available to you (depending on your access rights in the *Interest Group*), an *Upload* icon appears in the set of Library icons, which enables you to upload a document in that section. The procedure is as follows:

1. Go to the *Library* section, where you want to upload the document. Click the **Upload** icon.
2. **The Library Document Upload Form** page will appear on the screen.

Library > Document Upload

Upload Bulk Upload Auto Bulk Upload

Language: EN (English) ▾

Version: 1.0

Upload:  Document:  Parcourir...  
 URL:

Linguistic:  yes  no [i](#)

Title:

Keywords:  Pick [i](#)

Author: Dear Leader 1

Expiration:  (dd/mm/yyyy) [i](#)

Ranking: Public ▾

Abstract:

Issue Date: 31/03/2003 (dd/mm/yyyy) [i](#)

Reference:

Status: Draft ▾

training:

Start a newsgroup discussion on this document.  
 Disable the notification mechanism for this upload.

Upload Exit

3. Fill in the form. It includes:

- Language:** Select the language for the correct language version of the document.
- Version:** The document version number
- Document:** Select via the BROWSE button, the document to be uploaded
- Linguistic:** Select whether the document is linguistic or non- linguistic.  
*Linguistic* is the kind of file that can be uploaded in many languages (a document for example). The *linguistic* files should have linguistic attribute data (title for example) in the language of its data.  
*Non-linguistic* is the kind of file that has no linguistic reality such as pictures, binary files, etc. The non-linguistic files may have linguistic attribute data e.g. their title provided in several languages.
- Title:** The document title.
- Keywords:** A set of keywords that characterise the document.
- Author:** The full name of the author of the document.
- Abstract:** A brief abstract of the document
- Issue Date:** The issue date of the document. This date may be different from the date the document is uploaded to the library section.
- Reference:** The document reference number
- Status:** The status of the document (e.g. Draft, For Approval, Final etc.).

It should be noted that additional **fields**, specific to your *Interest Group*, can be created by your *Leader*.

4. Click the "**Upload**" button. The message that appears indicates whether the data transfer was successful and the virus check successfully completed.
5. Press the "**OK**" button to return to the library section where you initiated the upload. The *Library* section displays now a new entry corresponding to this document and a 'new' icon appears next to the document.

Note: It should be noted that any document can be uploaded in CIRCA: MS-Office documents, compressed files, HTML, PDF, images... Furthermore, **URL can also be uploaded** and handled in the Library.

## Directory & Members

Clicking on the **Directory** button allows you to search the list of *Members* of your *Interest Group* together with their *personal information*. You can also change here your Personal Data such as your *Password*.

Directory > Search

Search in Domain: **i**  
circa

Search for: Members

Profile: Any Profile

User Name: contains leader1

Maximum Results per Page: 100 Maximum Hits: 100



Search

Entries from 1 to 4 (total: 4)


	First Name	Surname	User Name	Email	Profile
<input type="checkbox"/>	Dear	Leader 1	leader1(circa)	<a href="mailto:dummy@dummy.com">dummy@dummy.com</a>	Leader
<input type="checkbox"/>	Dear	Leader 10	leader10(circa)	<a href="mailto:leader10@email.lu">leader10@email.lu</a>	Leader
<input type="checkbox"/>	Dear	Leader 11	leader11(circa)	<a href="mailto:dummy@fuhq.com">dummy@fuhq.com</a>	Leader
<input type="checkbox"/>	Dear	Leader 12	leader12(circa)	-	Leader

Details Remove Members Modify Profile Reset Password Send Mail Download Select All

### Viewing members list

While you are at the Directory home page, select either the **Quick**  or the **Advanced Search**  option to access the list of **members** associated with your *Interest Group*.

### Find a member

You can use the *Advanced Search* facility  to find specific members within the *Interest Group*, by following the steps presented below:

1. In the **Search for** combo box select **Members** (default, to be used for a search within a specific Interest Group).
2. Define the **attribute** and the **search pattern**, and enter the **text field** according to your selections. An empty field finds all members in this *Interest Group*.  
Available **attributes** are: User name, First Name, Surname, Full name, Title, Organization, E-mail address, Phone, Fax, , URL address, Postal address.  
Available **search patterns** are: "contains", "starts with", "ends with", "sounds like", "is not", and "is"
3. Press the "**Search**" button. The **Directory Server Search Results** page appears with information about those members that match the search criteria. It should be noted that the user names are followed by the **Domain name** to which this user belongs: **cec** for European Commission staff and **circa** for non-EC staff.  
After having selected a member by checking the radio button left to his/her name, the user may view his/her details by clicking the "Details" button, or send an e-mail by clicking the "Send mail" button.

## Editing your own information

Check the box next to your **Entry** (i.e. your name) and press the **Details** button to edit your personal information. You can modify any of your personal information **except** your **User Id** (the latter is uniquely defined and constitute the key field at user creation time) and the **Profile** assigned to you by the *Leader*.

Note that you can access your *Personal Information* directly from the CIRCA Home Page (right after having entered your User Id and Password), by clicking on the *Personal Information* button on the top of the page.

## **Browsing through the Information**

Clicking on the **Information** icon brings you into the information part of your *Interest Group*. If this *Service* is used within your group, you will be able to click on the various hyperlinks, just like in any other website, and display web pages. It should be noted that some of the links may point to web sites outside *CIRCA*.

## Events space


The **Events** service offers a truly interactive meeting scheduling service. It allows access to meeting and event information, adding events to the calendar and eventually selecting the participants that will be automatically notified via e-mail. The invitees can easily confirm or decline their participation.

### Calendar


A calendar service provides an easy overview of the upcoming meetings, a simple click gives all information on a particular meeting.

The screenshot displays the CIRCA web interface. At the top, there is a navigation bar with tabs for INFORMATION, LIBRARY, DIRECTORY, MEETINGS, NEWSGROUPS, EMAIL, SEARCH, and HELP. Below the navigation bar, there is a search bar and a 'Find in this group' input field. The main content area shows a calendar for April 2003. The calendar is a grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates are listed from 1 to 30. The 30th is highlighted in blue. Below the calendar, there is a 'View Meetings' button. At the bottom of the page, there is a footer with links for Administration, Contact Information, User Preferences, Comments, Technical Support, IG Home Page, Site Map, and Sign Out.

### Listings

The Listings tab  provides the list of Events, one per line. Clicking on a particular event title, additional information is provided including a hyperlink to the relevant section in the Library. Further, by clicking the “Show User” button (for *closed meetings*, i.e. *meetings where only a sub-set of the members are invited*), the list of invited people appears, together with their participation status i.e. whether a particular member Accepted or Denied the invitation.

### Virtual Meeting

A virtual meeting facility (i.e. a “chat” restricted to Interest Group members) can be organised via the *Virtual Meetings* tab .

The *Leader* has the responsibility to *create* a particular virtual meeting, *set the time* slot for the meeting and *invite* participants or restrict access. The Virtual meeting window is composed of three frames: On the right, the list of *members* that participate to the virtual meeting, the central

frame contains actually the messages exchanged between participants whereas the bottom frame allows to *type in your own message* and contribute it to the Virtual Meeting.

The screenshot shows a window titled "Protocol" with a user identifier "@leader1" in the top right corner. The main area contains the following text:

The maximum protocol refresh interval is 10 seconds.  
You may change your preferences to highlight some words, change the refresh rate, or modify the time stamp format.

9:30 ] \*\*\* The Virtual Meeting Session has been reopened by user 'leader1'.  
9:30 ] \*\*\* user 'leader1' has Joined the chat.  
9:40 ] <leader1> I would like to welcome all participants in this virtual meeting created for the current training purposes

At the bottom, there is a text input field with the placeholder text "type in your Message and press 'Send' - send in **bold**.  - off the record: ". To the right of the input field are several buttons: "Send", "Reload", "Exit", "Simple", and "Pause". There are also small up and down arrow buttons on the left side of the input field.

## Newsgroups: Participate to the debate

By clicking on the **Newsgroup** icon you access the *CIRCA* discussion groups area, assuming one or several discussion groups have been created for your specific *Interest Group* and you have been granted the right to access it.

The *CIRCA Newsgroups* Service provides a forum for discussions among the members of your *Interest Group*. You can post contributions or answer other members' contributions. You can be notified via e-mail on any new contribution uploaded in a specific newsgroup.

The screenshot shows the 'EUROCONTROL:Test Space' newsgroup page. At the top, there is a navigation bar with tabs for INFORMATION, LIBRARY, DIRECTORY, MEETINGS, NEWSGROUPS (selected), EMAIL, SEARCH, and HELP. Below the navigation bar, there is a header for 'EUROCONTROL:Test Space' with a link to 'Test Space Home'. A toolbar contains icons for home, messages, list, post, delete, and print. The main content area shows the path 'Newsgroups > extranet.eurocontrol.testgroup.test' and 'Total articles: 10'. A table lists the articles with columns for Subject, Date, and From.

Subject	Date	From
<input type="checkbox"/> No Subject	18/06/2003 11:03:40	Remy.BOSSERT@eurocontrol.int [BOSSERT Remy]
<input type="checkbox"/> test	23/10/2002 13:09:27	guest@dummy.com [GUEST GUEST]
<input type="checkbox"/> Re: test	23/10/2002 13:10:37	guest@dummy.com [GUEST GUEST]
<input type="checkbox"/> Re: Re: test	23/10/2002 15:57:55	guest@dummy.com [GUEST GUEST]
<input type="checkbox"/> Re: Re: Re: test	20/03/2003 09:39:08	Remy.BOSSERT@eurocontrol.int [BOSSERT Remy]
<input type="checkbox"/> No Subject	14/06/2002 16:24:10	remy.bossert@eurocontrol.be [BOSSERT Remy]
<input type="checkbox"/> Comments on CEATS Web	14/06/2002 09:04:30	remy.bossert@eurocontrol.be [BOSSERT Remy]
<input type="checkbox"/> Re: Comments on CEATS Web	14/06/2002 09:06:17	remy.bossert@eurocontrol.be [BOSSERT Remy]


To **read** a contribution follow the steps presented below:

1. At the **Newsgroups** home page follow the link to the desired *Newsgroup*.
2. All the contributions for that *Newsgroup* will be displayed.
3. To read any posting simply **select** its subject.

Through the "post" link in your browser's page, you can **post** an article to the particular *Newsgroup* or alternatively you can **reply** to the author of a previous posting.

### Notifications

You can be notified via E-mail about articles that have been posted to a newsgroup by other *members*. Simply follow the steps presented below:

1. Go to the *Newsgroups* home page and select the **Notifications** link (the icon on the right) . You will be prompted to the **Newsgroups Change Notification Information** page.
2. Within this page and from the pop down menu select:
  - "**Download**" in order to automatically receive via E-mail the articles whenever someone posts an article to that *Newsgroup*.
  - "**Subscribe**" in order to be warned as soon as a new article has been posted to that *Newsgroup*.
  - "**Not specified**" if no particular Notification should apply for the articles posted in the selected *Newsgroup*.
3. Click the "**Save**" button

## Send an E-mail:

You don't need to open a separate mailer to send an E-mail. You can do it through the *CIRCA E-mail* Service as follows:

1. Press the **E-Mail** button to launch the **E-mail Form** page.
2. Enter the recipient's **E-mail address** or his **User-ID**. Alternatively the service offers you the following options:
  - a. Send a message to **all members of a particular Profile**, you just select "Group" in the relevant pop down menu and click on "Add" to retrieve the Profiles available to be entered.
  - b. Post a contribution to a specific **Newsgroup**, in this case you select "News" in the relevant pop down menu and click on "add" to display all Newsgroups available.
  - c. Send a message to all members of the *Interest Group* (this feature is unique to CIRCA) .
3. Enter a title in the Subject field and subsequently fill in your message in the box underneath.
4. Browse and attach a file if appropriate.
5. Press "**Send Message**" to send the message.

## Searching in CIRCA:

You can use the **Search** engine to retrieve any document existing within your Interest Group.

**Quick Search** is designed for easy document retrieval. You simply need to define:

- The language of the documents
- The Search argument

In the **Advanced Search** you need to define the Interest Group Service(s) and the various other search attributes and fields (e.g. Author, Upload date, Keywords, Title, Abstract...), thus enabling a more precise search across the Interest Group data. CIRCA Search tool is a full text search i.e. it can also search for words contained within a document.

## Edit Your Preferences

You can personalize your access to CIRCA and the way the information is presented to you. Simply click on the “**User Preferences**” button at the bottom of every CIRCA pages. You can define:

Your **View and Sorting preferences** per Interest Group Services (e.g. detailed view of the library documents sorted by Title; Search results shown in compact view, sorted by relevance and maximum 20 documents;...)

Your **Language preference** that is split in two parameters: ‘GUI Language’ which defines the language of the CIRCA User Interface (currently EN, FR or DE) and ‘Data language preferred order’ i.e. the preferred linguistic versions that should be selected by CIRCA when displaying documents or document’s attributes to you (e.g. if first choice is FR and then EN, CIRCA will display a document in French if it exist, otherwise it will check for an English version; and so on).

Your **area of interests** that will be used to filter the ‘What’s new’ list of documents on the home page

SUPPORT

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Who is who > User 'leader1(circa)' Preferences

Service	View	Sort by	Max shown	Mode
Library	Detailed ▾	Date+ ▾		
Directory	Detailed ▾	User Name ▾	100	Quick ▾
Meetings	Detailed ▾	Date ▾		
Newsgroups	By Threads ▾	Subject ▾	Year ▾	
Search	Compact Description ▾	Relevance ▾	20	Quick ▾
E-mail	Internal ▾			
Global Notifications	Enabled ▾			All ▾

Interests:

DATA Language list preferred order	GUI Language
<div style="border: 1px solid gray; padding: 2px;">                     EN (English)    ▲                      FR (French)     ▲                      ES (Spanish)    ▼                      NL (Dutch)      ▼                 </div>	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">EN ▾</div>

## DESCRIPTION OF ICONS

N.B. Certain icons may not be visible to all Interest Group Members, depending on their profile.

### Information



**Links**



**Browse**



**Upload**



**Save Selected Items**



**Restore Saved Items**



**Modify/Delete**



**Create Link**



**Modify/Delete Link**



**Unreferenced Files**



**Access Control**

### Library



**Compact List**



**Sections List**













**Upload a Document**









**Version upload/Change**



**Upload a Document via email**

-  **Restore Saved Items**
-  **Create a New Subsection**
-  **Administer this Section**
-  **Documents Bulk Administration**
-  **Save Selected Items**
-  **Download Selected Items**
-  **Copy Selected Items**
-  **Move Selected Items**
-  **Delete Selected Items**
-  **Notification for New Documents**

## Directory

-  **Compact view ...with**  **Detailed view**
-  **Quick Search**
-  **Advanced Search**
-  **Add Member**
-  **Access Control**

## Events

-  **Calendar**
-  **Virtual Meetings**



**Listing (current/future)**



**Listing (old)**



**New Meeting**



**Notifications**

## **Newsgroups**



**Index**



**New Local**



**New Remote**



**Edit**



**Replicate**



**Delete**



**Delete Article from Newsgroup**



**Access Control List**



**Notifications**

## **Search**



**Quick Search**



**Advanced Search**

## Other Icons



**CIRCA Help Pages**



**Copyright**



**Exit**



**External Services (only if an external service exists)**