European Commission

LEOS v 5.0.3. - user manual

May 2024

Last update: May 2024

About LEOS

LEOS (**L**egislation **E**diting **O**pen **S**oftware) is an open-source software designed to help those involved in drafting legislation, which in itself is a complex knowledge-intensive process, by supporting efficient online collaboration.

More information on LEOS can be found on Joinup and the code repository on code.europa.eu.

EdiT is the European Commission instance of LEOS, an online collaborative tool for drafting legislation.

EdiT supports the close collaboration between Commission's services, not only for the drafting phase, but also for arbitrating and consolidating comments and amendments in the interservice consultation and in the future, in the adoption phase.

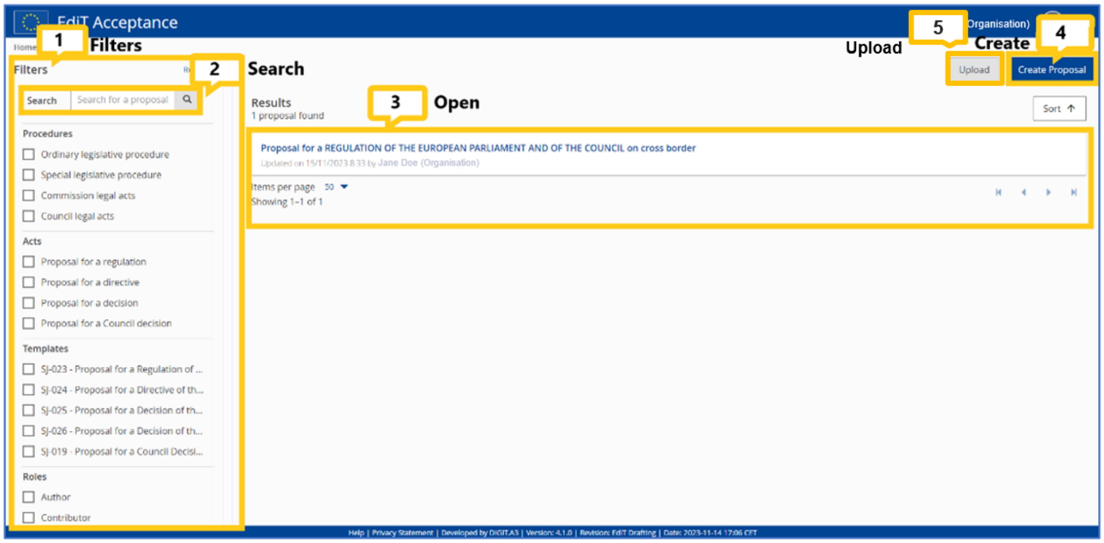
To be noted that some of the features presented in this document are based on the predefined configuration and templates included in LEOS and they can be changed.

If you have any questions about LEOS or this user manual don't hesitate to contact us at:

DIGIT-LEOS-FEEDBACK@ec.europa.eu

LEOS HOW TO'S

Repository Browser



1- Filters: tick or untick different boxes

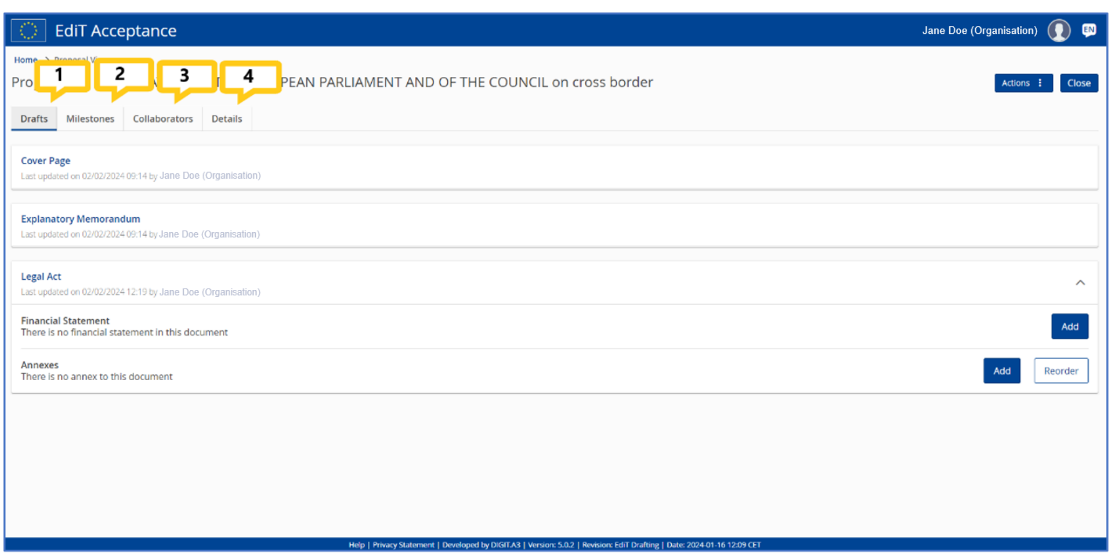
2- Search: allows you to search based on the keywords

3- Open: opening the document/proposal by clicking on it

4- Create: allows you to create proposals

5- Upload: Upload .leg file. Feature only available for support role.

Proposal/Act Viewer

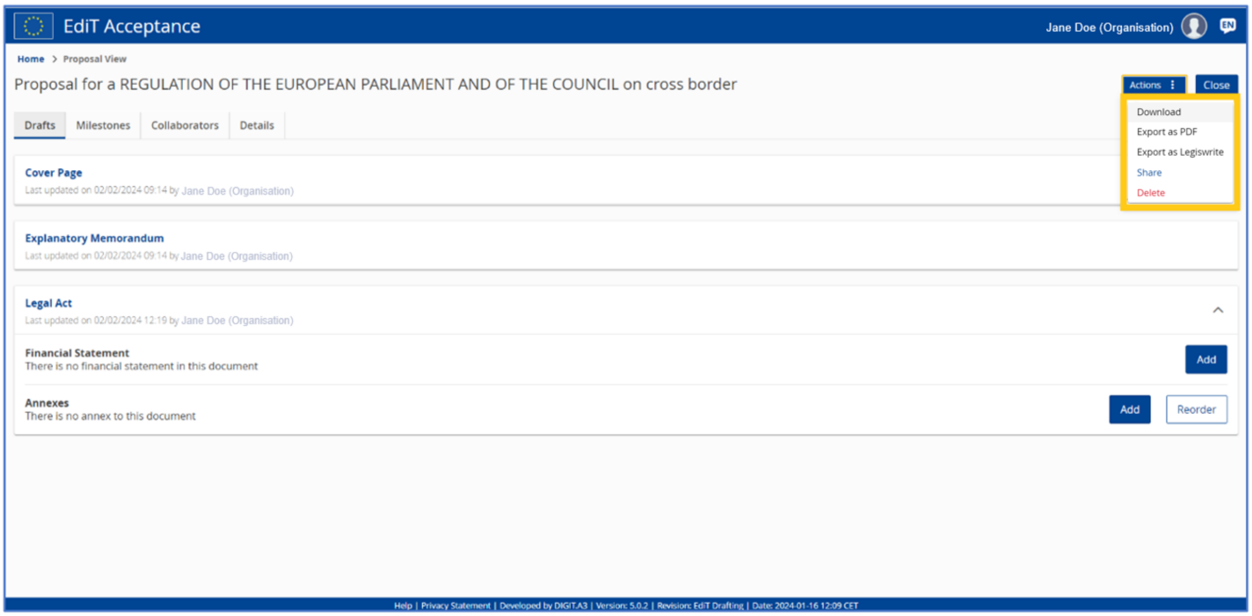


1- Drafts: access to all documents (Cover Page, Explanatory Memorandum, Legal Act, Financial Statement, Annexes) that are configured on the template for the selected proposal/act

2- Milestones: create milestone(s) as well as view them and send a copy of a milestone for contribution of a specific service (Legal Service)

3- Collaborators: add/remove/edit collaborators and configure their roles

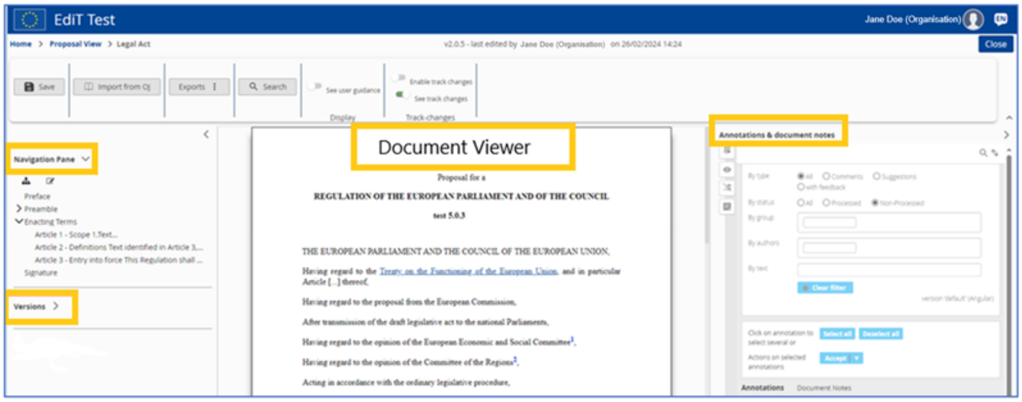
4- Details: information and details about the proposal/act



<Actions> button in the Proposal Viewer:

- **Download** the proposal as a .zip file that contains the proposal in .leg format, functionality available for the users with support role
- **Export as PDF**: *implementation not available in open source release*
- **Export as LegisWrite / Word**: *implementation not available in open source release*
- **Share** the link to the proposal/act via email
- **Delete** the proposal/act (if the user has the Author rights or support role)

Document Viewer



1- Navigation Pane: Expand and collapse elements and edit document structure inline

2- Versions Pane: see all versions of the document, compare versions, revert to a version, export a version in XML, and search text in versions

3- Document Viewer: view and edit the document

4- Annotation Pane: comments, suggestions, highlights and document notes

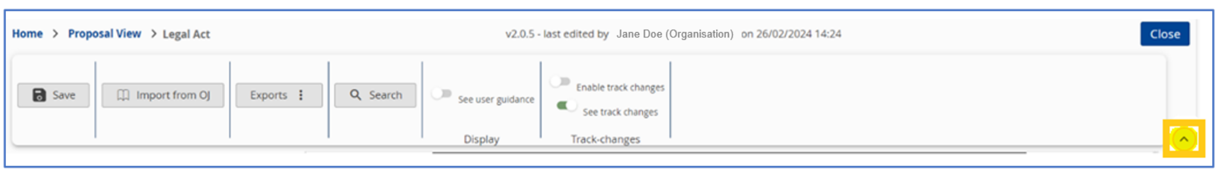
Functionalities available in the floating menu:

- Save as a major version.
- Import from the Official Journal of the European Union.
- Export this version to PDF: *Implementation of this feature is not available in the open source release.*
- Export this version with annotations to PDF: *Implementation of this feature is not available in the open source release.*
- Search and replace in the document.
- See user guidance.
- Enable track changes: enable/disable working with track changes.

- See track changes: display the track changes or display the text by ‘simulating’ that all track changes were accepted.

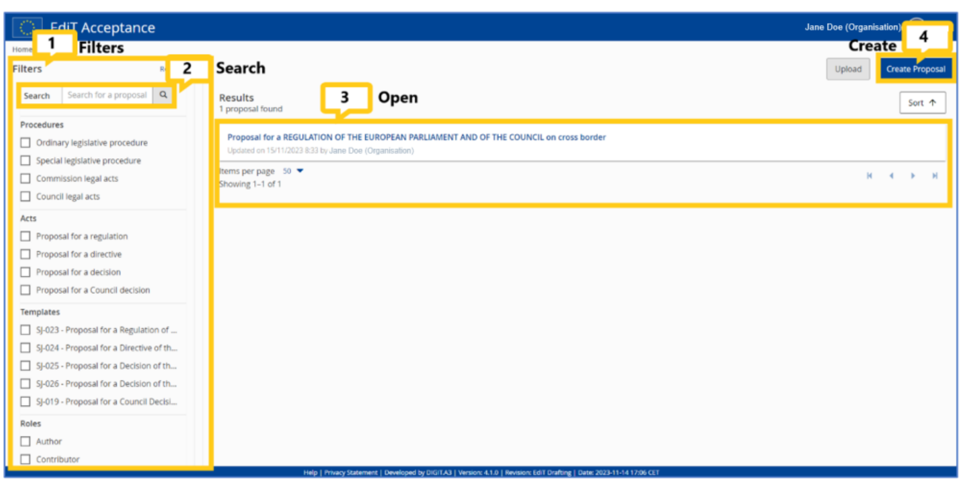
The actions buttons are displayed on top of the screen in the floating menu. The floating menu is displayed by default when the user goes to review any of the documents from the Proposal.

The user can hide the floating menu using the small icon from the right corner (see below):

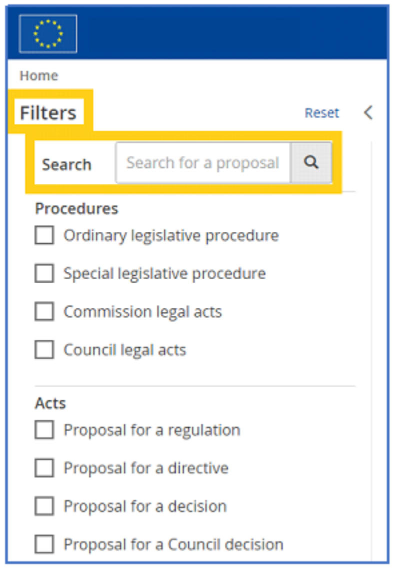


Browsing

The home page of LEOS is the Repository Browser, with options to search, filter, open and create documents.



In the general view you will see the list of all proposals/acts you are author/contributor/reviewer of (for which you have access). There is also the possibility to search for specific acts by using the search bar. You can search by keywords or by (a part of the) title and/or you can use the filters. By default, all filters are unticked, but you can also tick several of them to get more specific results. No need to press enter, the list is updated automatically.

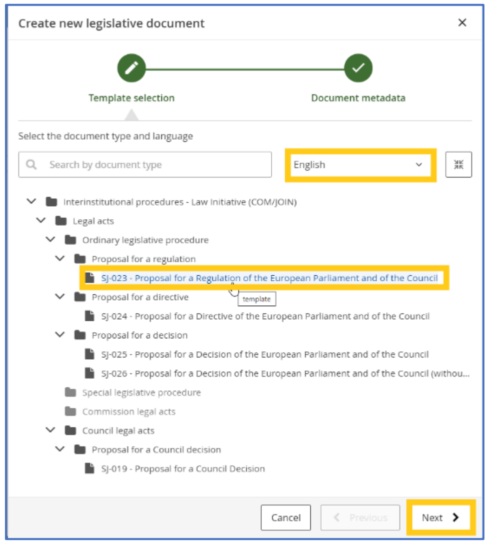


CREATING PROPOSALS/ACTS AND ADDING METADATA

Creating a Proposal/Act

You can create a proposal/act by clicking on the <Create Proposal> (4) button located at the top right corner of the global view/repository browser.

A dialog box titled 'Create new legislative document - Template Selection' will appear. Additional templates will be gradually included in the list. Its purpose is to select a template for the new proposal/act and provide some information about it like the name, the EEA relevance, etc.



Different templates are available in the tree format. There are various controls available to browse templates:

- On top right, a button is provided to quickly expand the template tree.
- By clicking on arrow buttons, you can selectively browse the tree.
- An input box with title 'Search by document type' is available to filter templates by name.

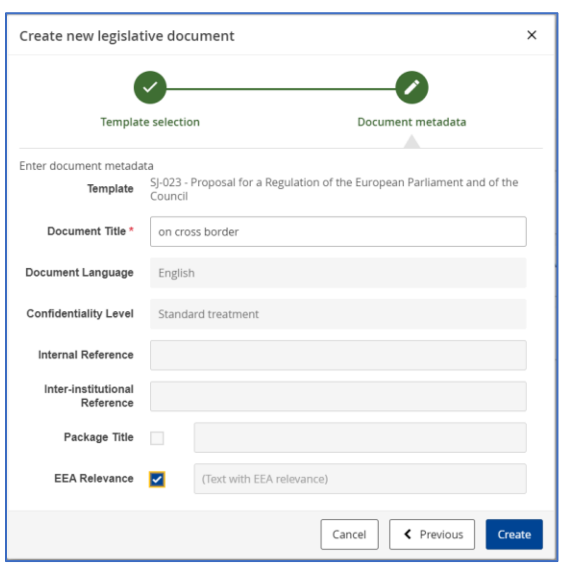
The 'language' drop-down is activated to select the available language for that template.

Clicking on <Next> will navigate to the 'Document metadata' screen.

It consists of pre-populated input fields with the data based on the selected template.

The input field 'Document title' is available for editing to provide the title of the new proposal/act.

You can also select the EEA relevance option if necessary.



Click <Create> to create the document. The dialog box will be closed, and a new proposal/act will be created. This new proposal/act will be available in the Repository Browser.

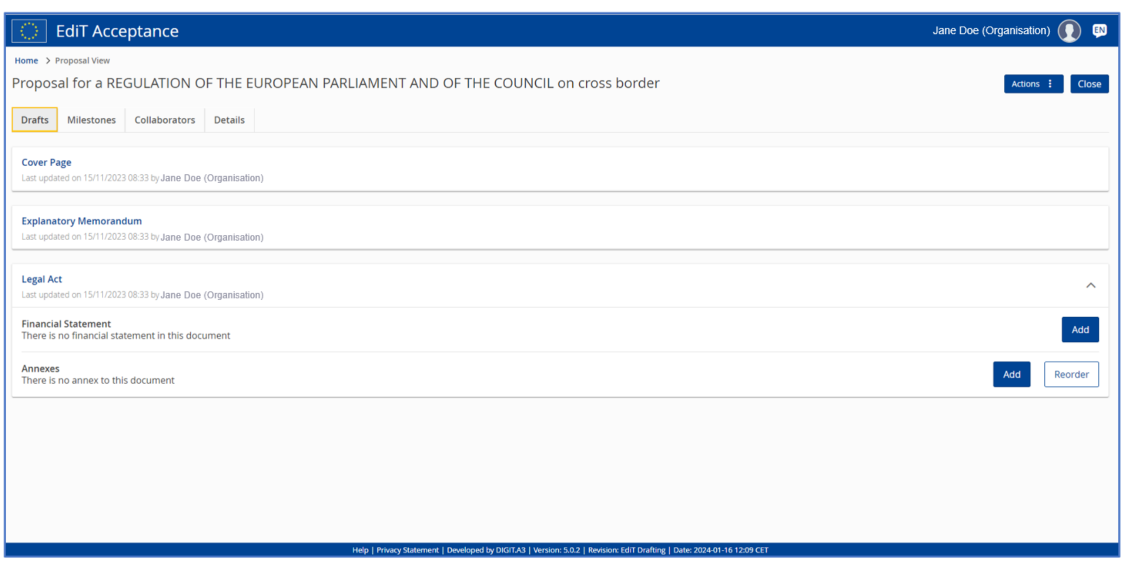
Upload Proposals/acts

Users with support role can create a proposal/act by uploading an already existing one in a .leg format.

Opening a Proposal/Act

Once you create a proposal/act, it should be visible in your Repository Browser. The list in your Repository Browser will be sorted in chronological order, with the most recent act created or updated on top.

To open your proposal/act, click on its name. This action will open the Proposal/Act Viewer (in this case a proposal). If you would like to open any of the documents (Cover Page, Explanatory Memorandum, Legal Act, Annexes, etc.) of the proposal, click on them.



Here in the Proposal Viewer you can see:

- The type and the title of the proposal (important to know that the title can still be modified)
- <Actions> button and <Close> button (to close the proposal/act and come back to the Repository Browser)

Also, you can see the different sections such:

- Drafts of documents
- Milestones of the proposal/act
- Collaborators on the proposal/act
- Details of the proposal/act

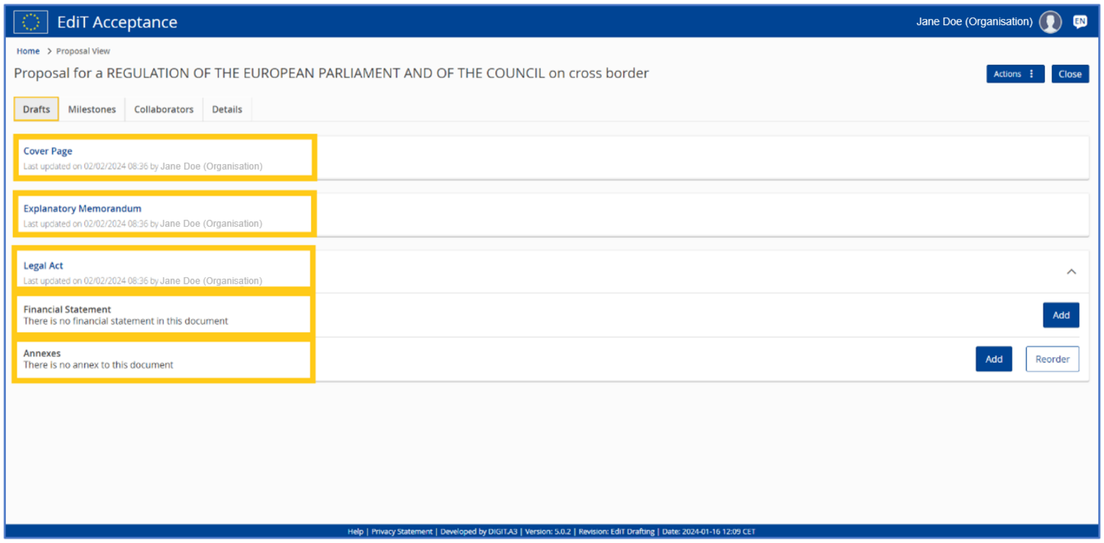
The first components in the ‘Drafts’ section are the mandatory ones (Cover Page, Explanatory Memorandum, Legal Act). All those components are already created based on the specific template. For the others (Financial Statement and Annexes), if you want to add information, you need to use the <Add> button.

Closing a Document

To close a document (e.g. Explanatory Memorandum, Legal Act, Annex etc.), you need to click on <Close> on the top right corner to go back to the Proposal Viewer.

EDITING CONTENT

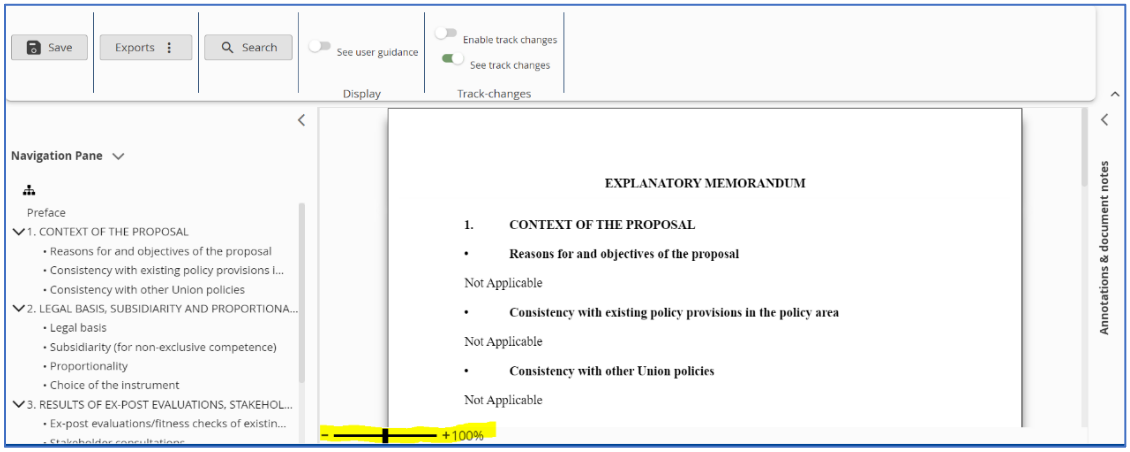
In the Proposal/Act Viewer, within the ‘Drafts’ section, you can open the documents (e.g. Cover Page, Explanatory Memorandum, Legal Act, Financial Statement or Annex) you would like to edit or review.



Opening it will lead you to the Document Viewer:

To close a document, you need to click on <Close> on the top right corner to go back to the Proposal Viewer.

To enlarge a document, you need to use the zoom in option, as shown below:

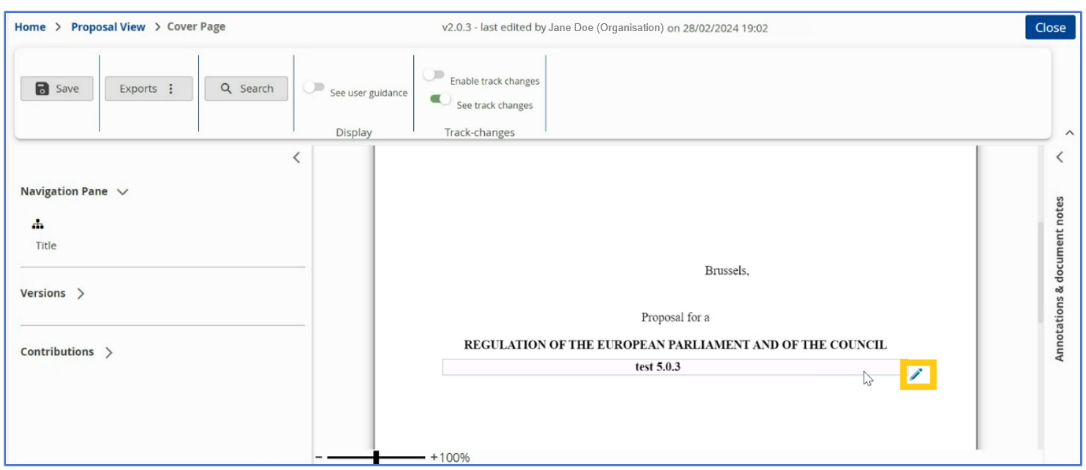


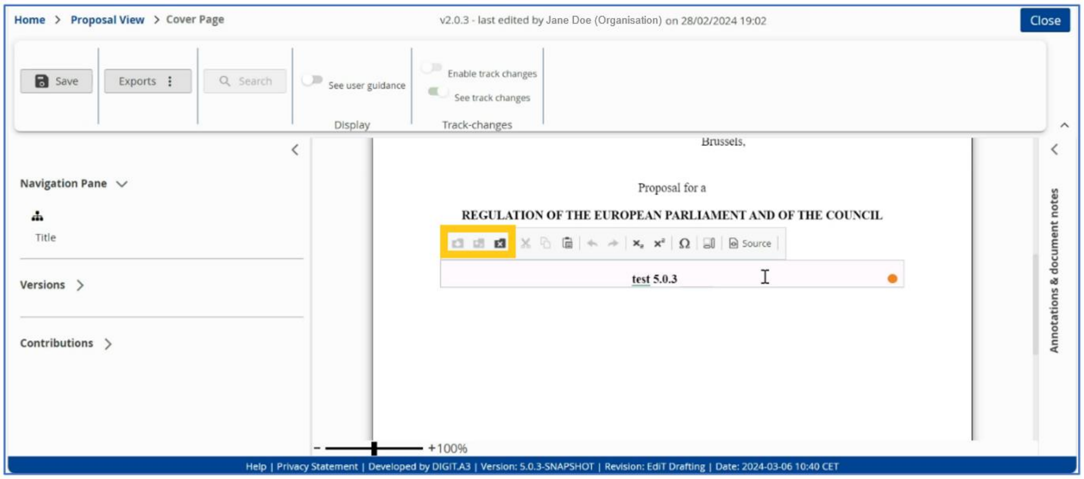
When you drag the control line to the right, the content of the document will enlarge and if you drag the control line to the left, the content of the document will be reduced

Editing text in the Cover Page

From the ‘Drafts’ section in the Proposal Viewer, click on the Cover Page to open it.

In the Cover Page Viewer, you only have the possibility to edit the title. To do so, hover over the title and click on the pencil icon or click to edit. Once the title updated, you can save the modification by clicking outside the element or clicking the <Save and close> button.

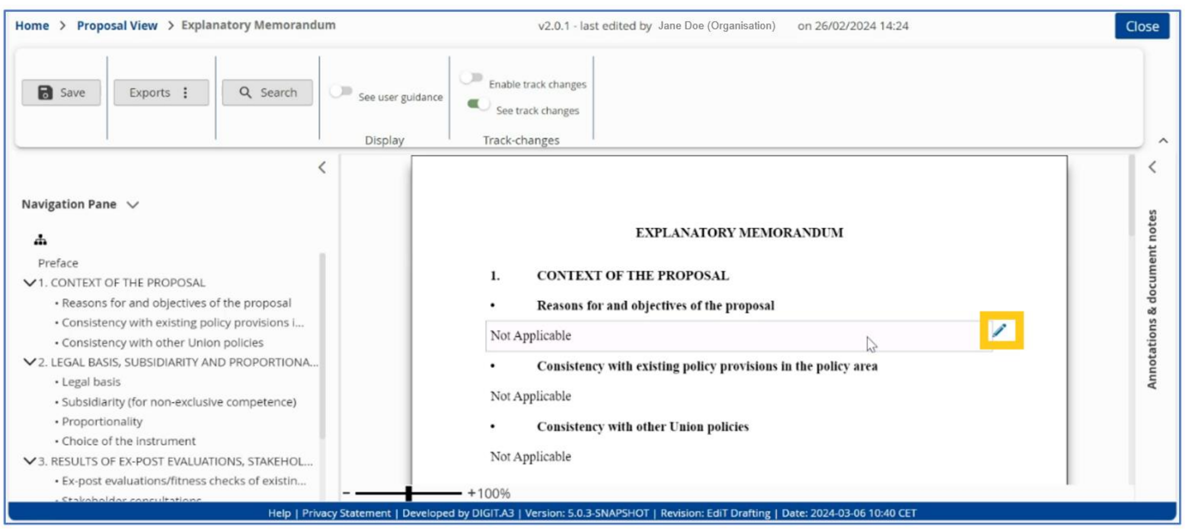


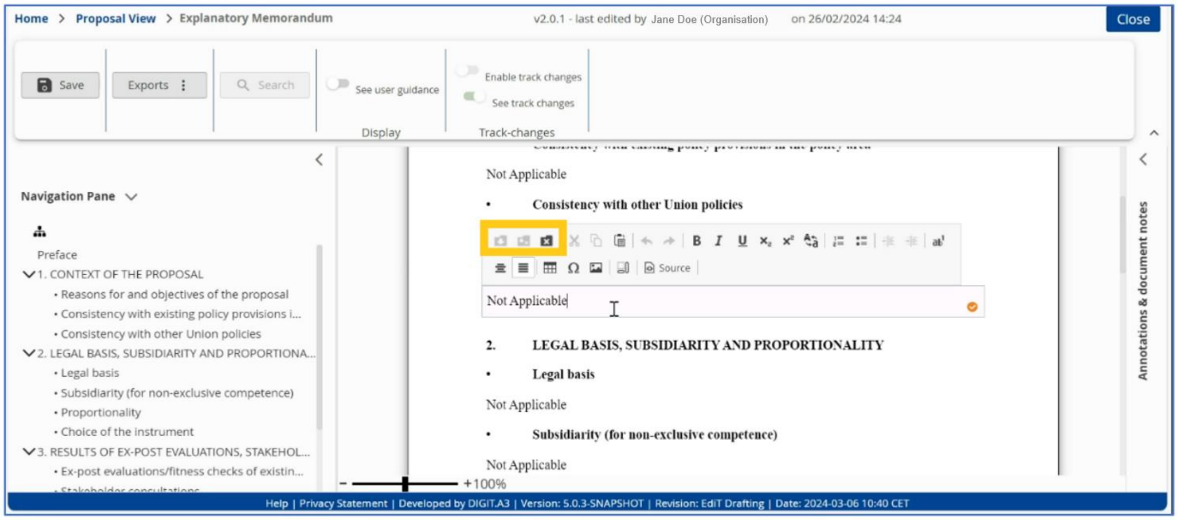


The updated title will be visible inside the Cover Page, in the title of the Proposal in the Proposal Viewer and also in the Legal Act.

Editing text in the Explanatory Memorandum

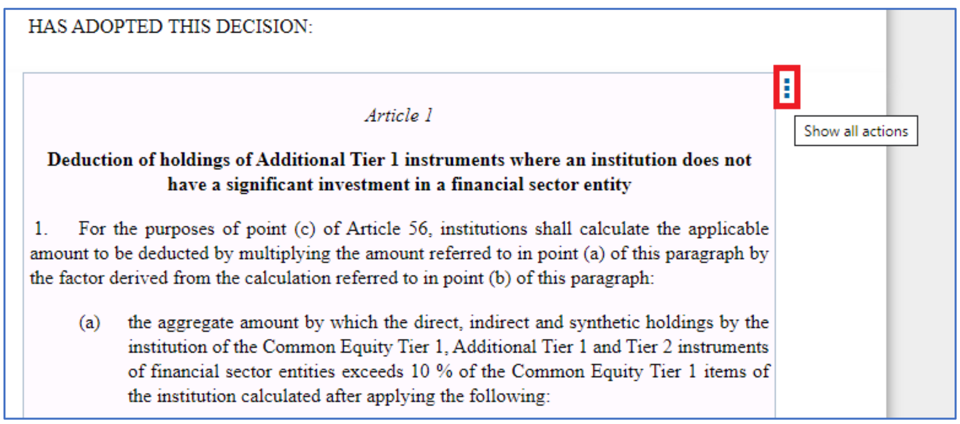
In the Explanatory Memorandum, you can only modify the text. To do so, hover over the text and click on the pencil icon or click to edit. Once the text updated, you can save the modification by clicking outside the element or clicking the <Save and close> button.



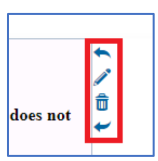


Editing text in the Legal Act

When you are scrolling through the Legal Act and the cursor hovers over an editable element, an action menu icon will appear.



Clicking on the icon will display the available actions:

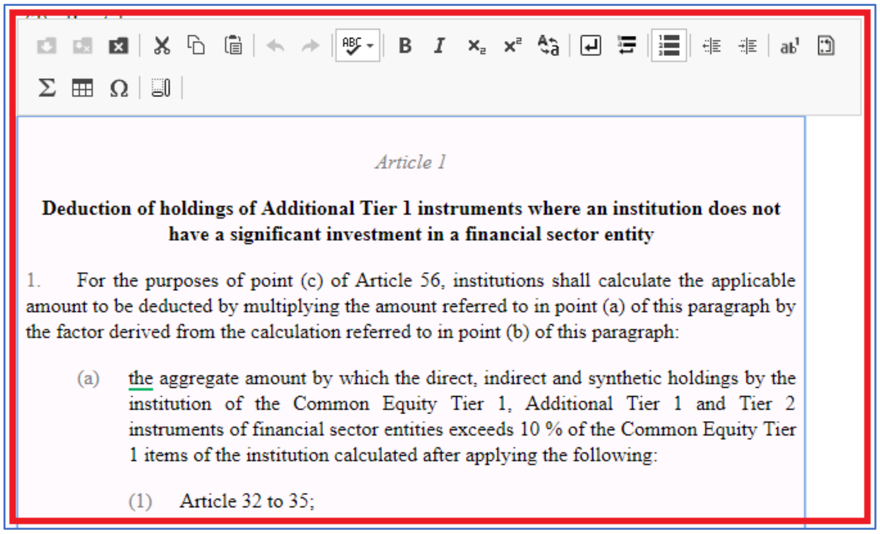


The button is for inserting an element before (e.g. an article), the button for inserting an element after the selected one (e.g. an article).

The button is for editing the text of the element, and the button is for deleting the entire element (e.g. an article).

You can edit the text of the element also by clicking once in the element.

The element will open in edition mode:

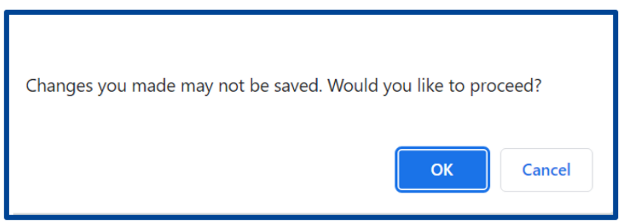


Note

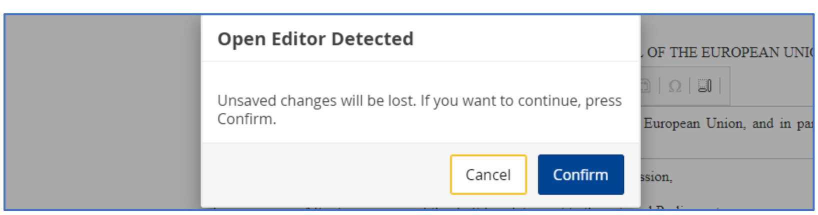
To navigate quickly from top to bottom, you can use the CTRL + HOME or CRTL + END shortcuts.

You find a short explanation of all buttons available in the editor under Table of buttons.

While editing a section, if you try to go back to the previous screen (by clicking on Previous in your browser), you need to confirm your choice either to continue and loose the changes you made or to save first the changes done. The following message would be displayed:



A warning message would (also) appear if you click on <Close> on the top right corner to close the Proposal Viewer while still editing:



Importing recitals and articles from acts published in the Official Journal of the European Union

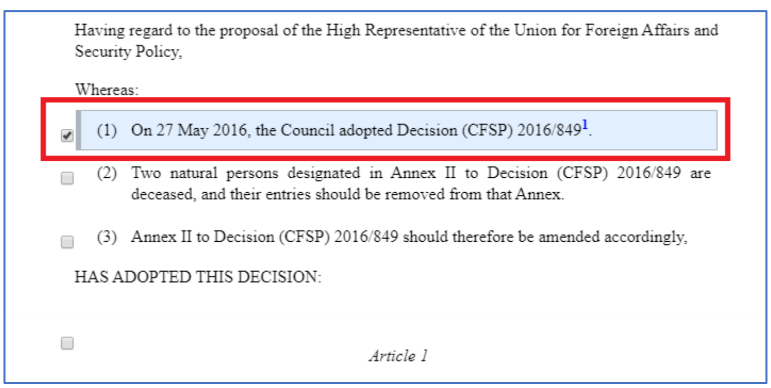
Instead of recycling old acts that are still stored on your network drives, you can import recitals and articles from previously adopted acts published in the Official Journal of the European Union[1], based on the reference of the act.

Open your document.

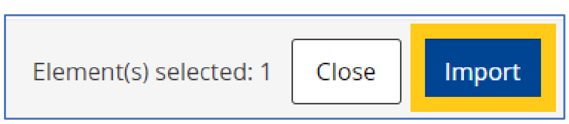
On the floating menu click on the <Import from the Official Journal> button.

Provide the type, the year and the number of the act and click on <Search>.

Select the recitals and/or the articles you need.



When you are done selecting the elements, click on <Import>.



[1] About EUR-Lex - EUR-Lex (europa.eu)

The imported recitals and/or articles will be inserted respectively after the last recital and/or article. You can move them at the place or your choice by using the table of content.

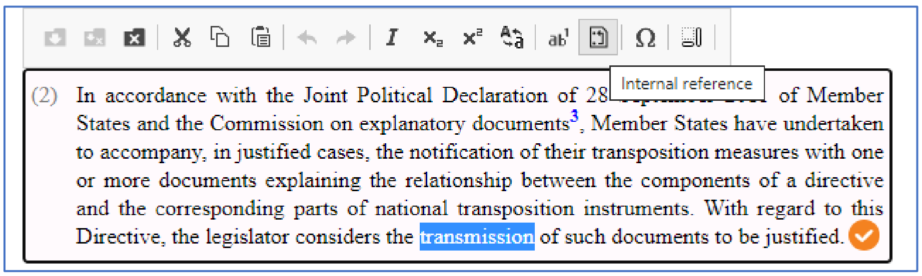
While LEOS includes the connection to the Official Journal of the European Union, this may be changed to connect to any other repository, provided all the necessary changes (e.g. the conversion to AKN4EU) are applied.

The import from the Official Journal of the European Union supports at the moment only Regulations, Directives and Decisions and in the future implementing and delegated acts.

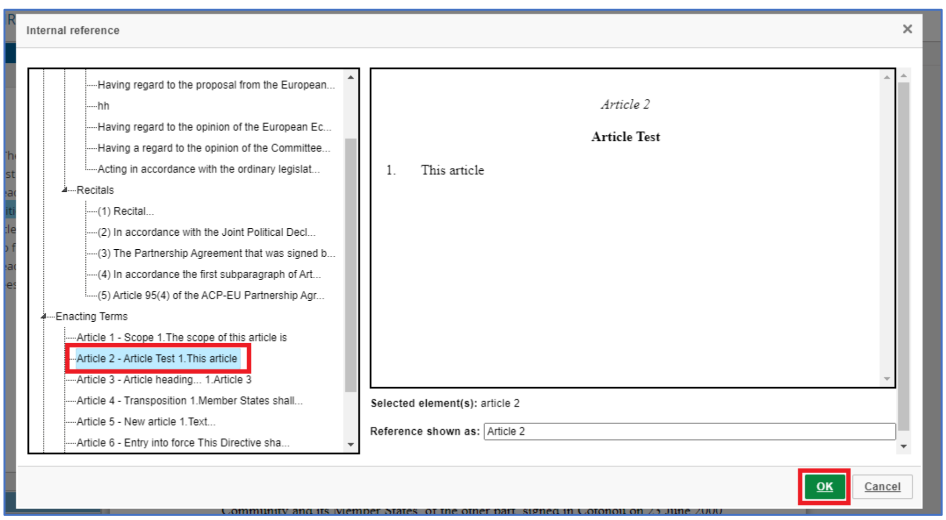
Creating internal references

When you are editing an article in LEOS, there is the possibility to add internal references to another part of the document or of an annex.

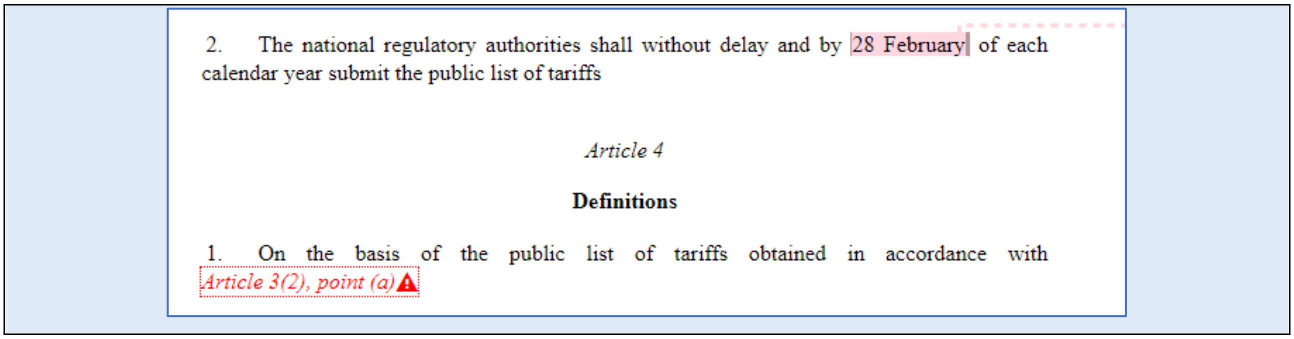
The internal references are automatically updated if the structure of the document is updated.



Click on the Internal reference button. A pop-up window with the table of content of your document appears, and you can select a specific element:



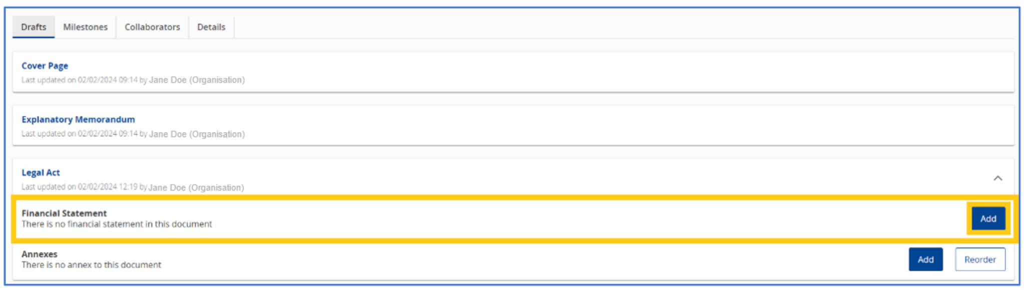
> **Note**
>
> When the part of the text you are referring to is being deleted, the link is broken. The system displays it in red with a red triangle. A tooltip is also shown to inform the user that the reference link is broken.



Creating / editing the Legislative Financial Statement

How to create a Legislative Financial Statement (LFS)

In the Proposal Viewer, click on the <Add> button in the 'Financial Statement' section in order to add the document legislative financial statement to your proposal/act.



The legislative financial statement will appear in the 'Financial statement' section. You'll be able to add only one legislative financial statement (<Add> button) or remove the one you've added (<Delete> button).

How to edit the Legislative Financial Statement

By default, the legislative financial statement that you have created contains different type of elements:

- Read-only elements (non-editable)
- Editable elements

The read-only elements are pre-defined and could not be modified.

Click on one **editable element** (or select the icon) to start editing it. The element will open in 'edit mode':

Note

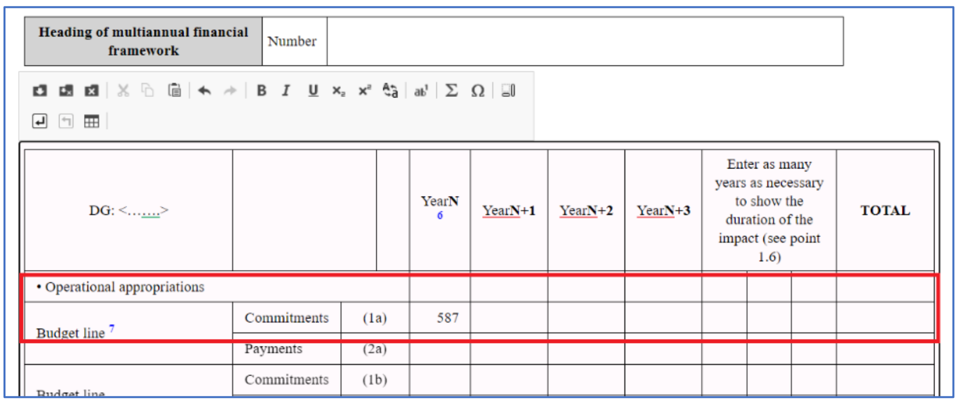
To navigate quickly from top to bottom, you can use the CTRL + HOME or CRTL + END shortcuts.

How to edit a table

A new function was introduced that allows switching from 'portrait' to 'landscape' mode to fit the tables width.

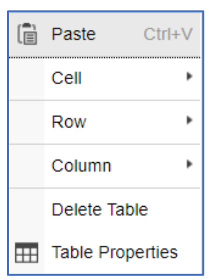
You can edit data into the cells of a table.

Click on the table (or select the pencil icon) to start editing it. The table will open in 'edit mode'.

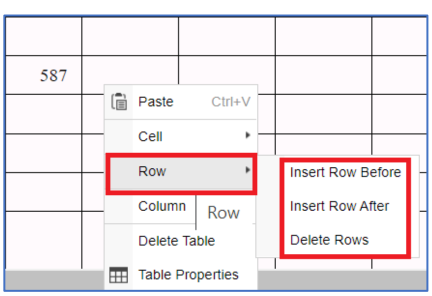


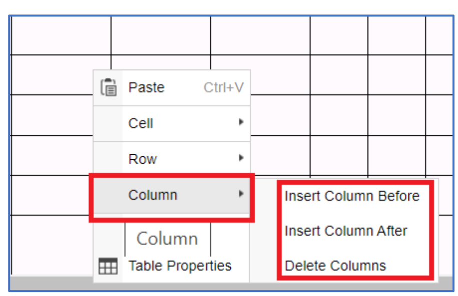
Click on the cell you would like to edit and add the data. To move to the next cell use the cursor or the arrow '>' on your keyboard.

When you right click on your mouse, the following menu will display:



You can add or delete a row by selecting <Row>, then <Insert Row Before> or <Insert Row After> or <Delete Rows>. You can add or delete a column by selecting <Column>, then <Insert Column Before> or <Insert Column After> or <Delete Column>.



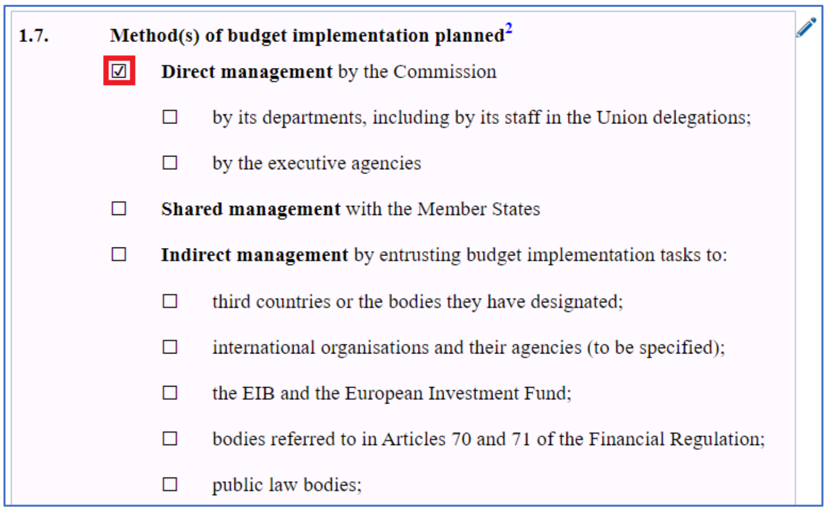


Edit the text in the cells.

Press the <Save> or <Save and close> icon to keep the changes , or click outside the 'editor'.

How to activate and deactivate checkboxes

Checklists are available in the legislative financial statement. You can activate the checkbox from the legislative financial statement viewer, by clicking on the checkbox. To deactivate unclick the checkbox.



On each activation/ deactivation, the financial statement is saved automatically.

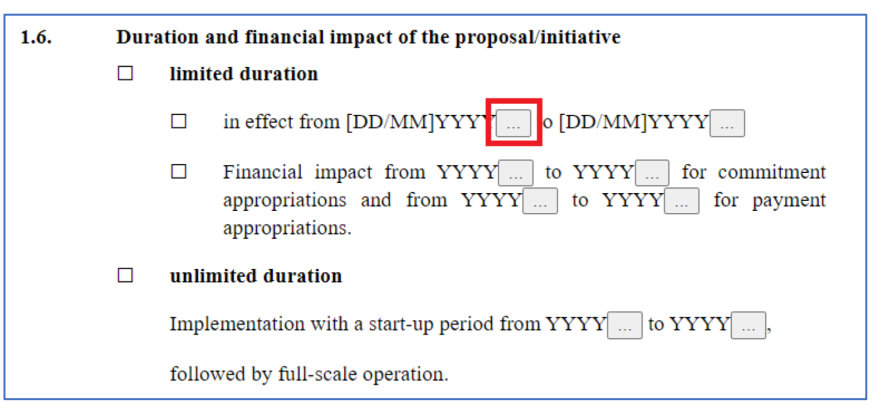
Note

Activate checkboxes outside the 'editor', update the text of the legislative financial statement inside the 'editor'.

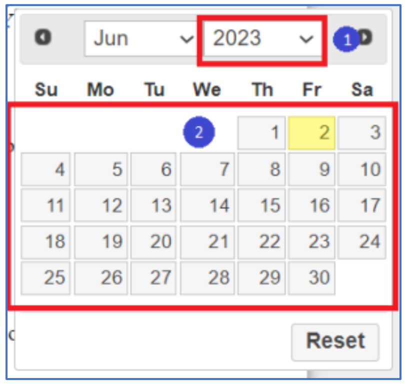
How to use a date picker

You can add a date or a year by using the 'date picker' option.

To add a date, click on the icon .



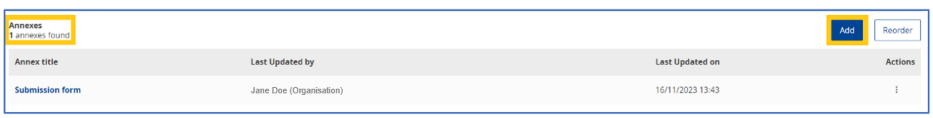
A pop up will display with the calendar. Select the month, the year and the exact day. The selection will be automatically saved. To **add a year**, click on the icon  and select the year (1). By clicking on any day (2) in the calendar, the year will be selected and automatically saved.



Creating / editing an annex

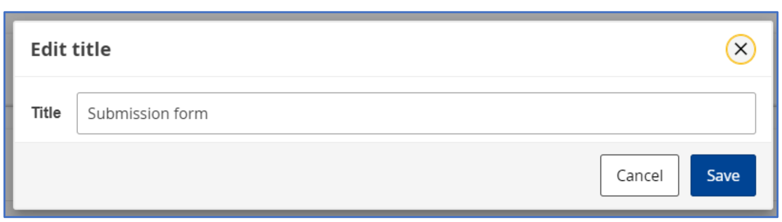
How to create an annex

In the Proposal/Act Viewer, click on the <Add> button in the ‘Annexes’ section in order to add the component annex to your document.

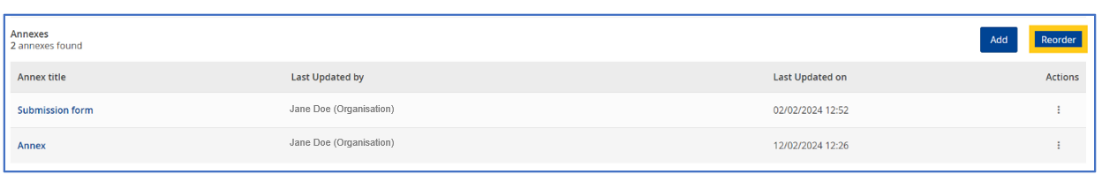


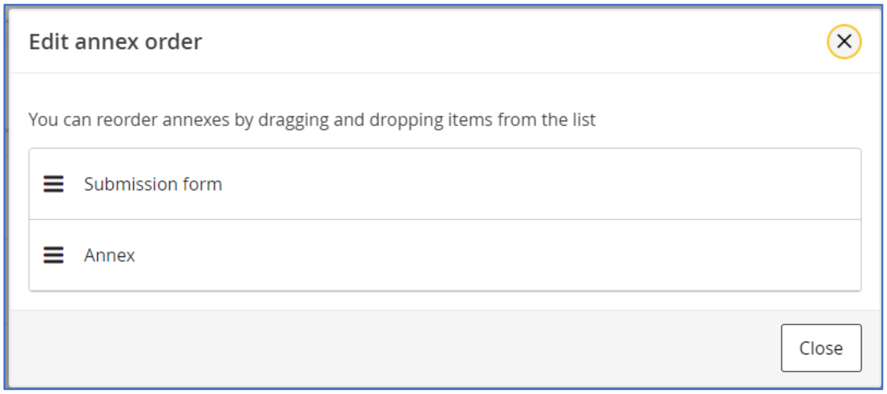
The annex will appear in the ‘Annexes’ section. You'll be able to add more annexes (<Add> button) or remove the ones you've added (kebab menu).

You can also add a specific title by clicking on <Change title>, typing the title and clicking on <Save> to confirm. To open your annex, click on the annex.



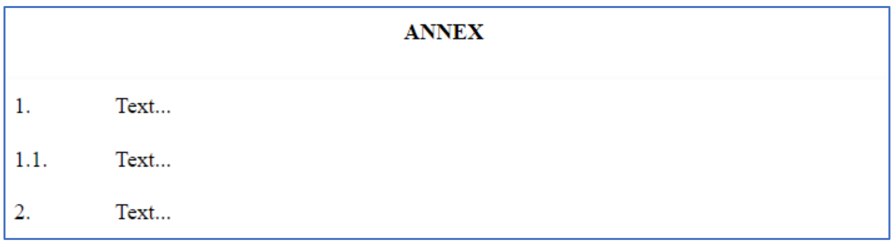
Also, by clicking on <Reorder>, you can reorder annexes by dragging and dropping items from the list. The annexes are automatically renumbered.



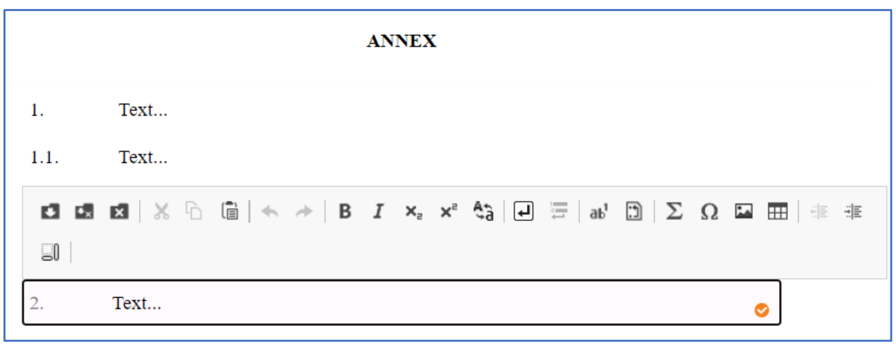


How to edit the annex

By default, the annex that you have created will be level based.



Click on one element to start editing it.

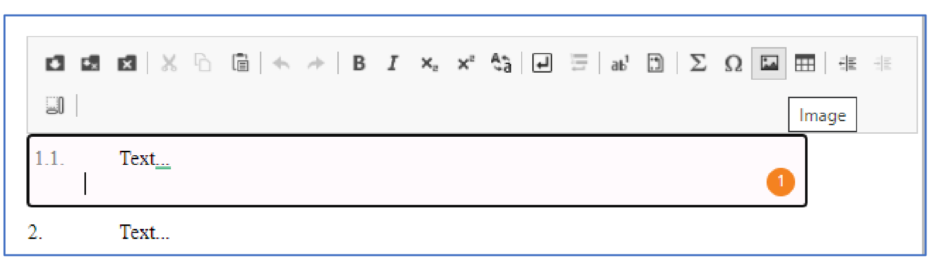


Creating internal references

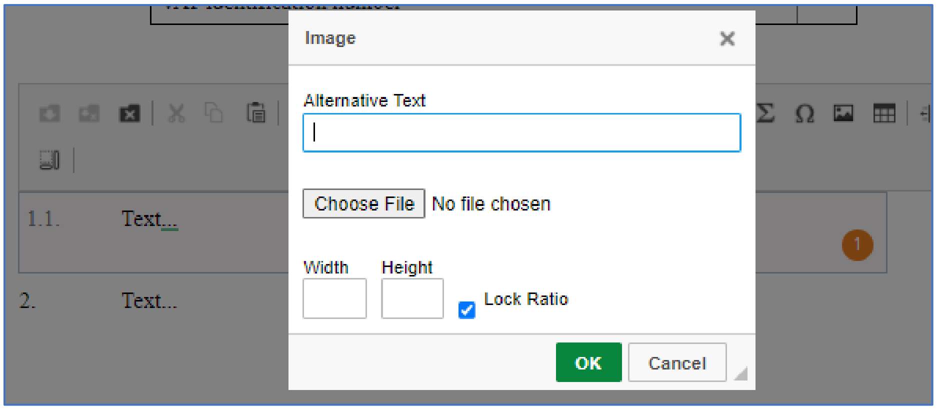
To create an internal reference, please check the section [Creating internal references](#).

How to add an image in the annexes

You can select the image icon to add an image in the Annex(es) of the proposal.

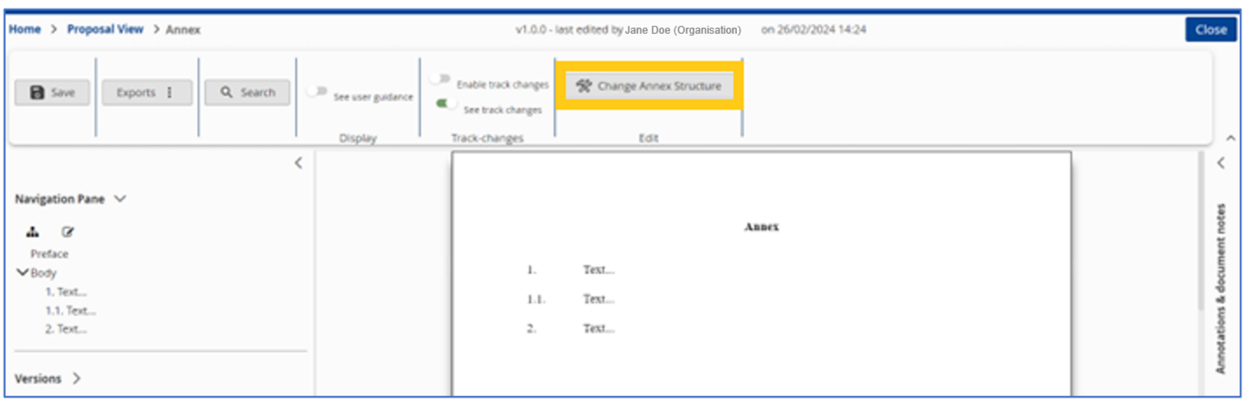


Once the icon is selected, the following pop-up window appears where you can choose to upload an image (clicking on <Choose File>) or propose an alternative text (typing some text in the Alternative Text area).

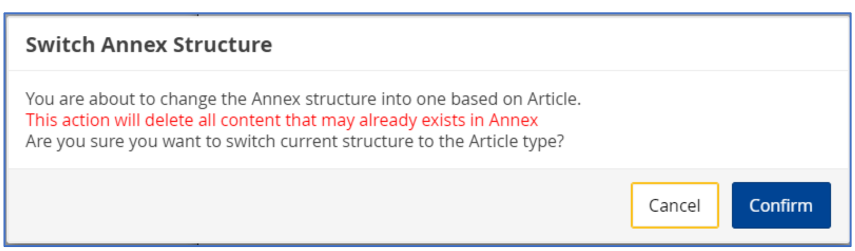


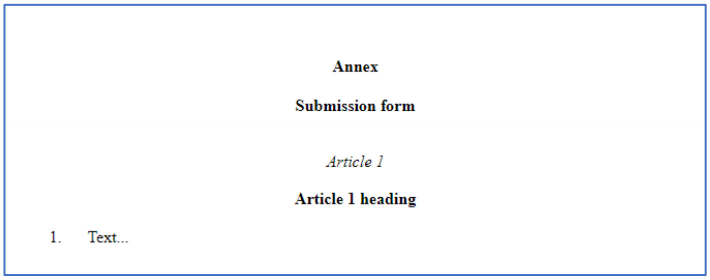
How to switch the annex structure to an article structure

You can change it to an article-based annex by clicking on the <Change Annex Structure> button in the floating menu.



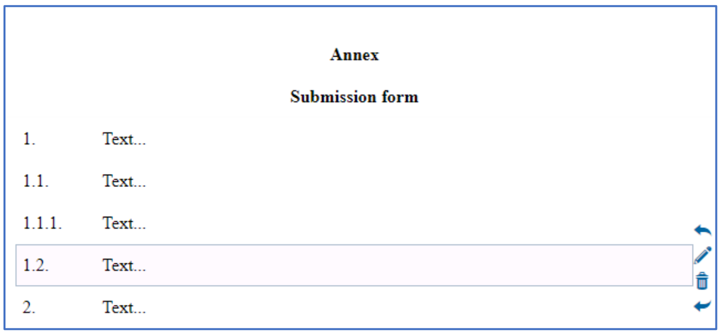
Be aware that this action will delete any content that would be currently present in the annex.





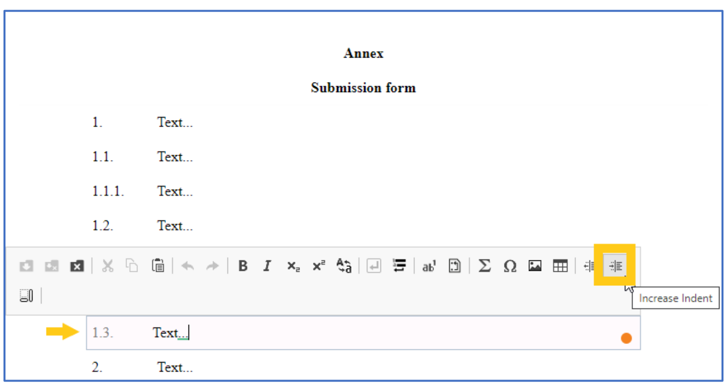
How to change the structure inside the elements

From the Annex Viewer, add a point by hovering over an existing point and, for example, click the button  to insert a point after.

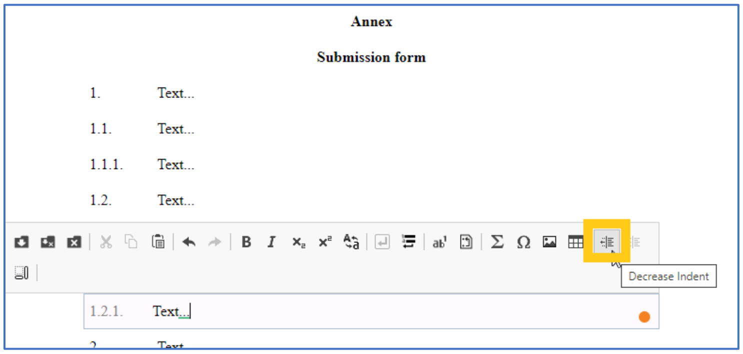


Then click on the icon  for editing the text in the new point inserted.

Select the <Increase indent> icon  for increasing the indent of the new point inserted. The system will automatically increase the number of the level.



Press the <Save> or <Save and close> icon to keep the changes  (After save and close, you can go back to this point if you need to increase/decrease the indent again). It is also possible to decrease the indent of a point by using the <Decrease indent> icon.



Editing the table of contents

When you are in a document, to the left of the screen you have the 'Navigation pane'. This pane will allow you to navigate your document and add/move some structural elements (e.g. articles & higher divisions).

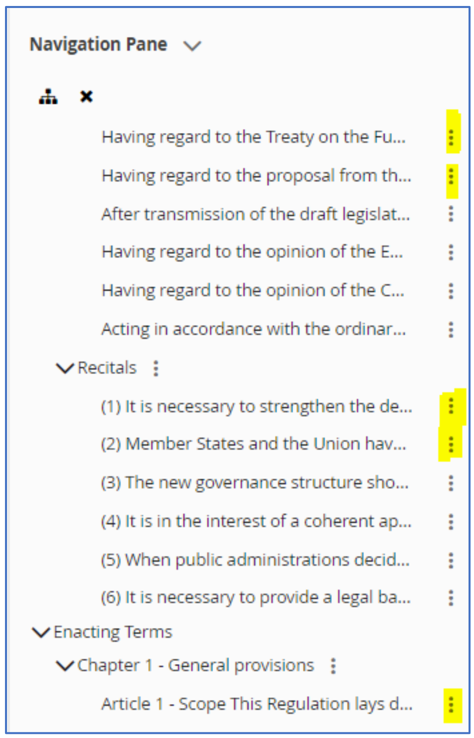
Under the Navigation Pane you have the <Expand> (1) and the <Edit document structure inline> (2) buttons. **The <Edit document structure inline> (2) is accessible only in the Legal Act and Annexes**.

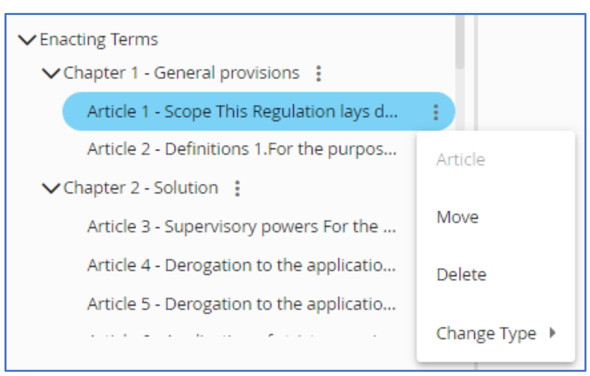
Clicking on <Edit document structure inline> (2) will open the navigation pane in edition mode (the icon will be replaced with an 'X' button).

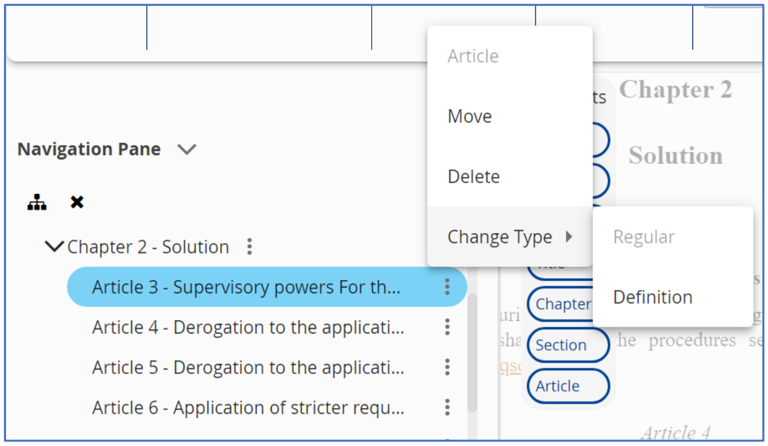
You can now:

- Move already present elements in the tree view by dragging and dropping them.
- Add new elements by dragging them from the right part into the tree view.
- Delete elements from the three dots menu.
- For the articles, once you drag & drop them in the structure, you have the possibility to choose the type of article.

Make sure to press the <Save> or <Save and close> icon on the top right to keep the changes.



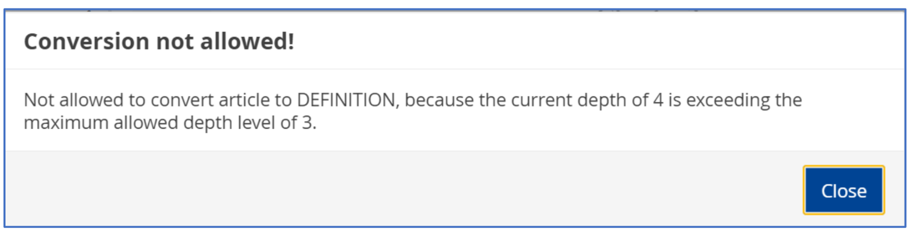




If you select Regular, it would be up to you to fill in the Heading.

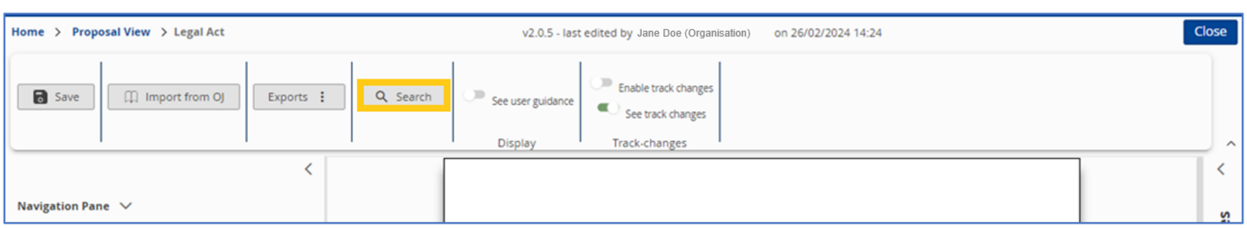
If you select Definition, the heading would be filled in automatically with 'Definition': For both (Regular and Definition), the numbering will be added automatically.

A regular article contains up to 4 levels of indentation, a definition article contains up to 3 levels of indentation. If you try to convert a regular article with more than 3 levels into a definition article (by changing the type), the system will display the following message:

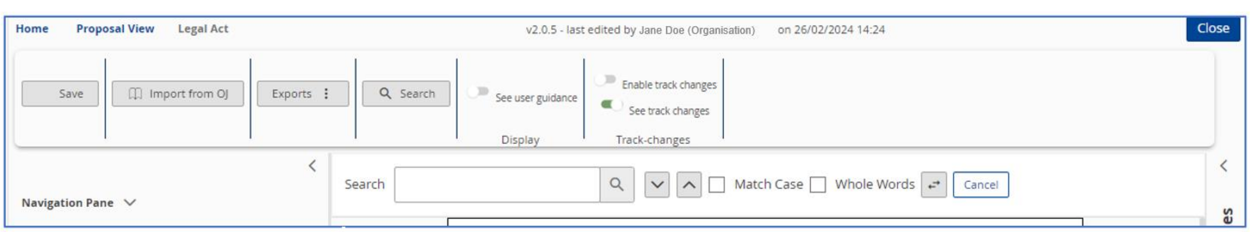


Using the Search and Replace function

In the floating menu, click on the <Search> button. Then type the word you would like to find back in the text, e.g. 'Regulation'.



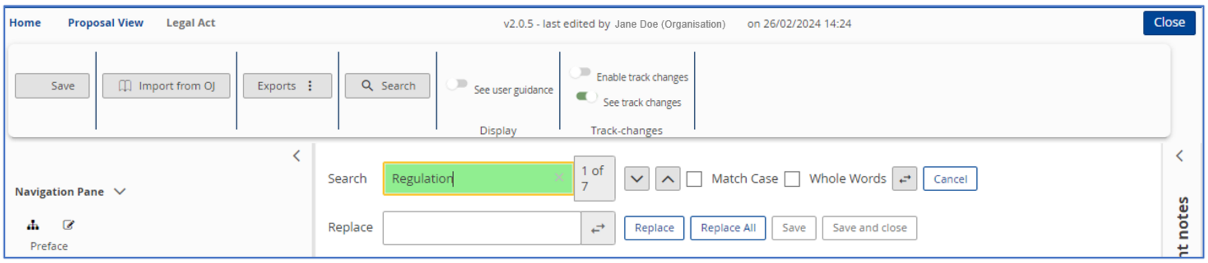
The system will highlight all the corresponding words in the text, and you can use the arrows to move to the next or the previous one .



If you tick <Match case>, the system will only highlight the word ‘Regulation’ if the first letter is in uppercase.

Ticking the option <Whole words> will make sure words like ‘Regulating’ will not be highlighted if you have searched for ‘Regulation’.

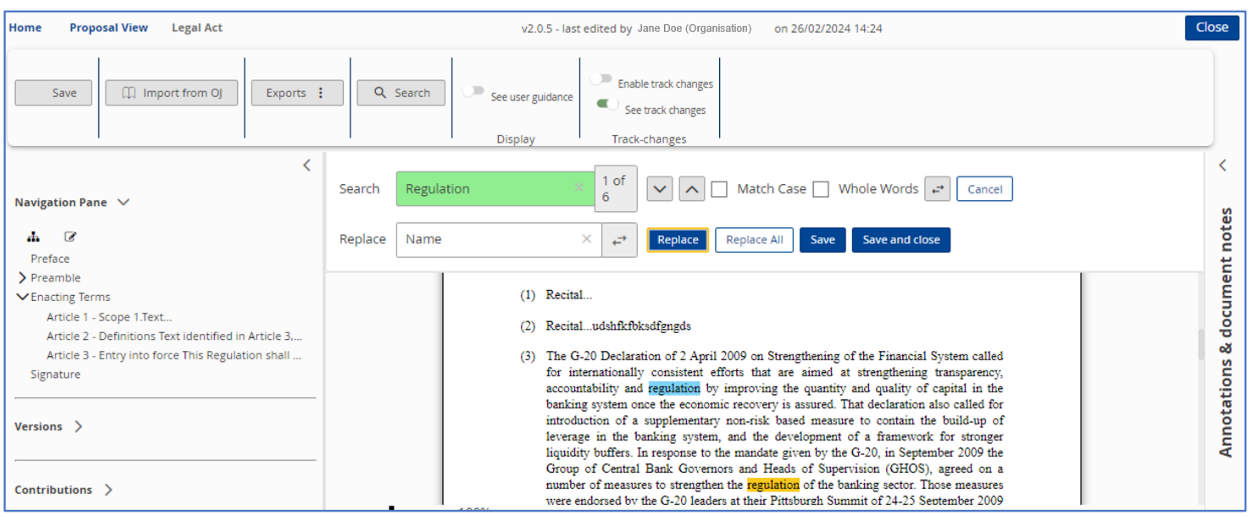
You can also choose to find and replace certain words. In this case you'll need to activate the <Replace> button .



You can fill in the word you would like to replace ‘regulation’ with, e.g. ‘Name’ in this case. Then click on <Replace>, to replace only the selected word, or <Replace all> to replace all these words throughout the text.

Make sure to click on <Save> (to save and stay in the find and replace mode) or <Save and close> (to save and close the find and replace mode).

After this, the replace will become visible.

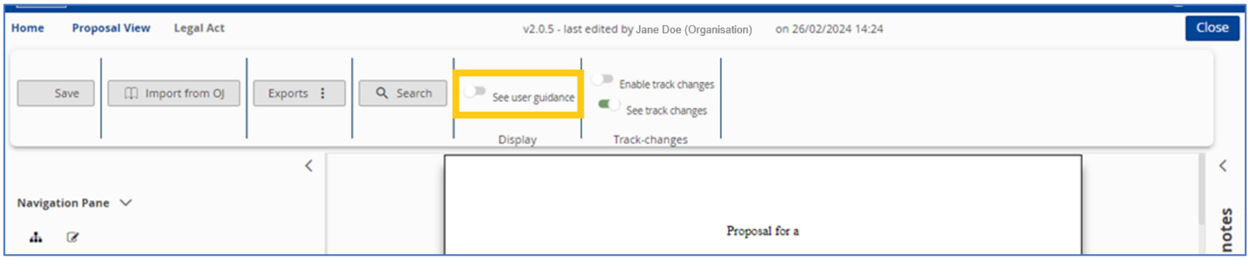


Using the Drafter's Assistance Package (DAP)

In LEOS, you can find as example for an assistance package, links to the Drafter's Assistance Package which was designed to help Commission drafters produce draft legal acts. It contains guidance on drafting legal acts of the Union. The Drafter's Assistance

Package was drafted by the Commission's Legal Service[2] and its use is only for European Commission.

In the floating menu, check <See user guidance>:



Guidance information and links to DAP will be displayed in your document:

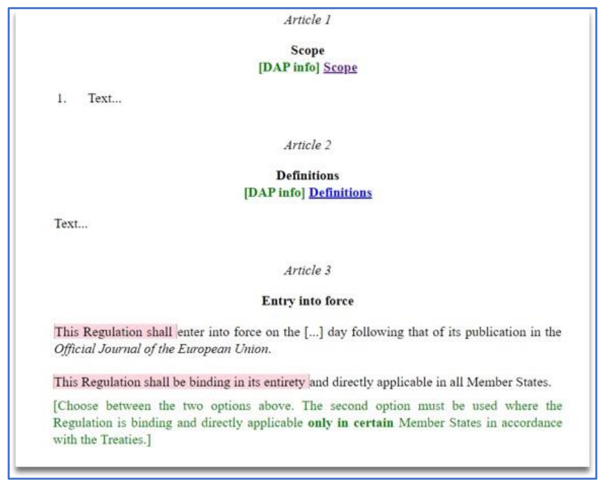
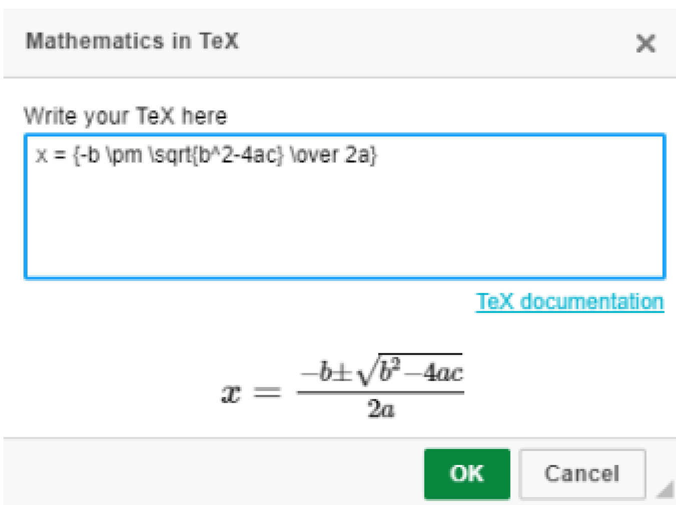


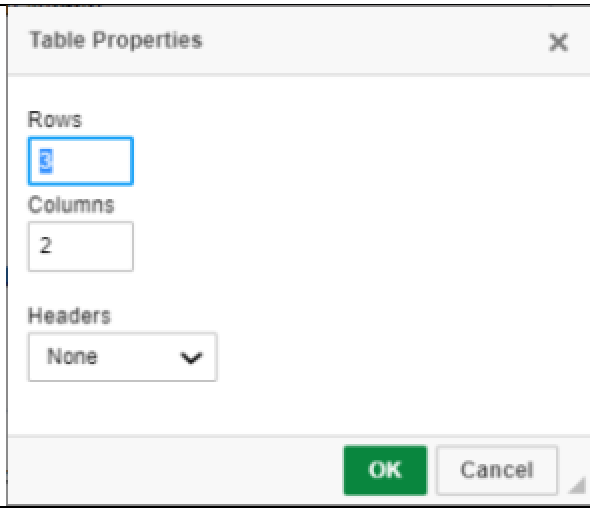
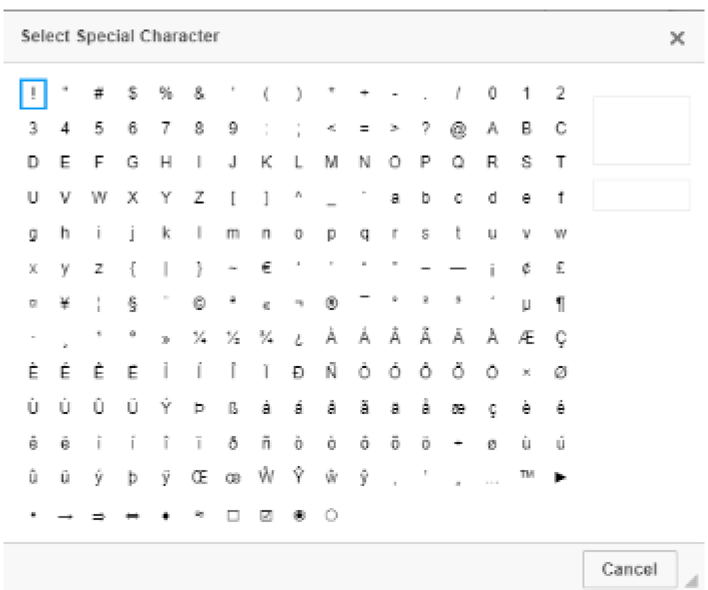
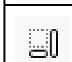
Table of buttons

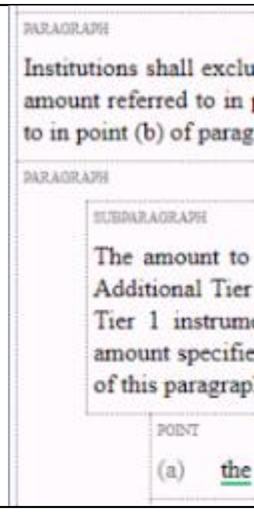
A short explanation of all buttons in the editor:

Button	Explanation	Location/availability
	Save, Save and close or Close without saving	All documents
	Cut, Copy and Paste	All documents
	Undo, Redo	All documents
	Bold and italic	EM, LA, FS, A
	Underline button	EM, FS
	Subscript and superscript	All documents
	Change upper case to lower case and vice versa	EM, LA, FS, A

[2] Legal Service - European Commission (europa.eu)

Button	Explanation	Location/availability
	Soft enter (start a new unnumbered line (subparagraph or subpoint), but not a new paragraph (this would be numbered))	LA, FS, A
	Add subparagraph (add a new unnumbered line, but directly to the first level of numbering (1., 2., 3., etc.); the paragraphs	LA, FS, A
	Paragraph mode (activate or deactivate numbering))	LA
	Insert/Remove Numbered List Insert/Remove Bulleted List	EM
	Decrease or increase indent	EM, LA, SF, A
	Insert footnote	EM, LA, FS, A
	Center/Justify the text	EM
	Insert an internal reference	LA, A
	Add a mathematical formula: 	LA, FS, A
	Add a table:	EM, LA, SF, A

Button	Explanation	Location/availability
		
	Add a special character (e.g arrows, checkboxes, radio button etc.): 	CP, EM, LA, SF
	Image -add image	EM, SF
	Show blocks (will make the different levels visible, see picture below)	CP, LA, SF, A

Button	Explanation	Location/availability
		
	Toggle track changes display	LA

Abbreviations:

CP	Cover Page
EM	Explanatory Memorandum
LA	Legal Act
FS	Financial Statement
A	Annexes

REVIEWING

In the Proposal/Act Viewer, within the section ‘Drafts’, you can open the document you would like to review/comment on. Once you've opened it, you will be in the Document Viewer. In the right part of the screen, details on comments and suggestions will be visible.

You can add annotations, in line with the type of areas (and the type of the document):

- **editable area**: you can add **comments**, **suggestions** and **highlights**.
- **non-editable area**: you can add **comments** or **highlights only**.

Add a comment/suggestion/highlight/document note

How to add a comment

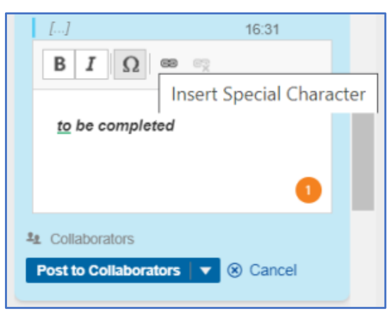
As an author, contributor or reviewer you can add comments to the text.

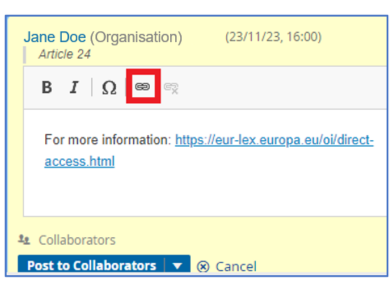
From the proposal/act viewer, open the document you want to comment on.

Select the part of the text you would like to comment on.

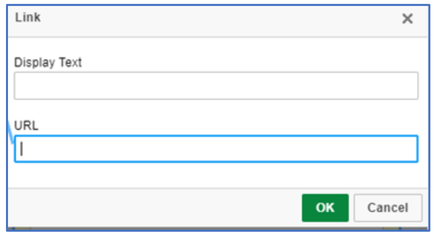
Click on the <Comment> button.

Type the comment in the box that will appear on the right side of the text. You can write with bold and italic, insert special characters and add links while adding comments.



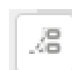
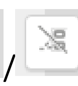


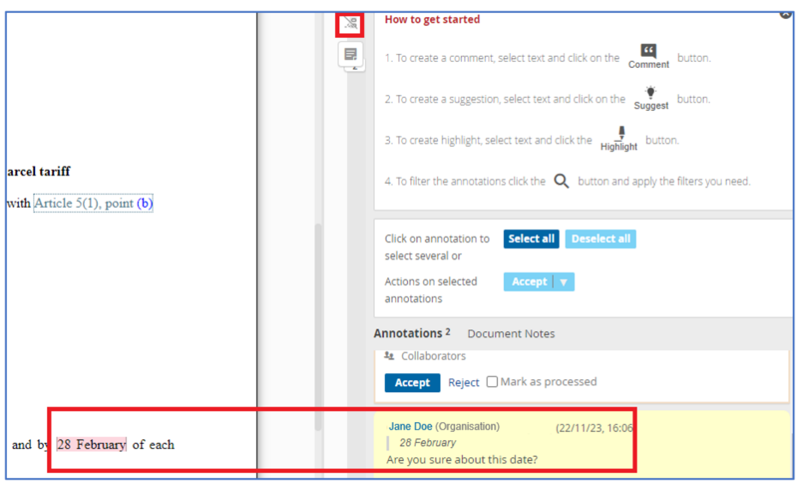
Fill in the URL field with the hyperlink.



Post the comment. You will have several options on who it will be visible to (e.g. if you post to your group/organisation only the collaborators that belong to that group/organisation will be able to see the comment).

A highlight will be visible in the text, linked to the comment, name and date/time on the right.

When clicking on the button <Show/Hide Guide Lines>  /  you can make the line connecting highlight and comment visible or not.



How to add a suggestion

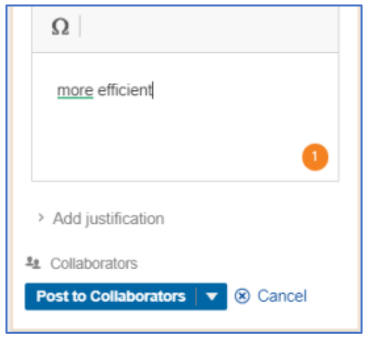
As an author, contributor or reviewer you can add suggestions to the text.

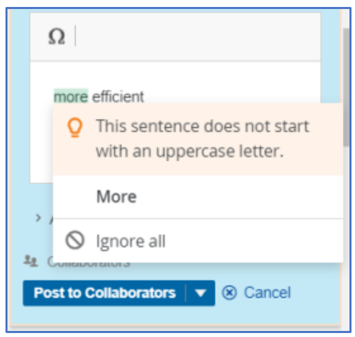
From the proposal/act viewer, open the document you want to add suggestions to.

Select the part of the text you would like to make a suggestion on.

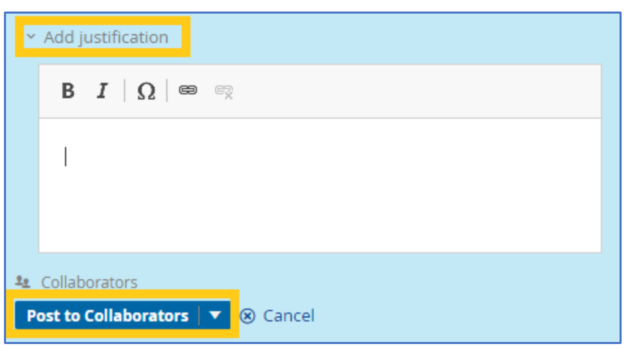
Click on the <Suggest> button.

Edit the selected text in the box that will appear on the right side of the text. You can type your text and add special characters if needed.



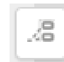
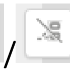


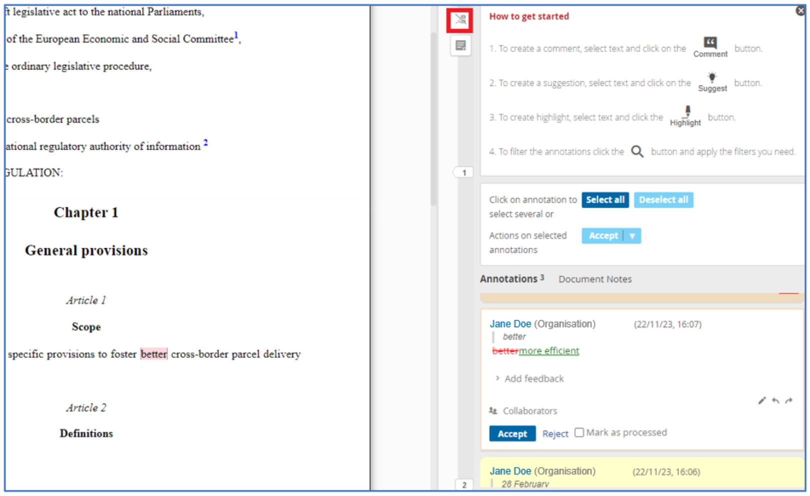
You will also have the possibility to add a justification if needed.



Post the suggestion. You will have several options on who it will be visible to if you click on the dropdown list.

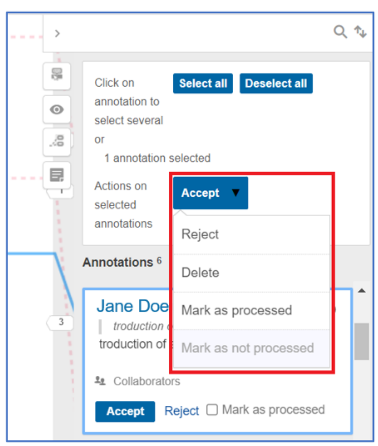
A highlight will be visible in the text, linked to the suggestion, name and date/time on the right.

When clicking on the button <Show/Hide Guide Lines>  /  you can make the line connecting highlight and suggestion visible or not.



In order to view the justification, you will need to click on <Show justification>.

Select the suggestion(s) you want to act on and use the action buttons on top. Possible actions have in grouped in one button. You can use it to Accept, Reject, Mark as processed…:



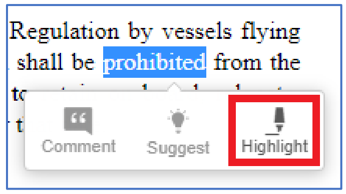
How to add/remove a highlight

As an author, contributor or reviewer you can highlight certain parts of the text.

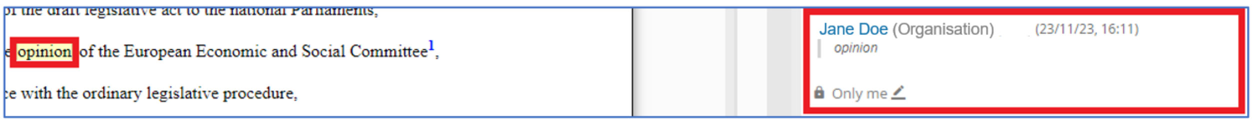
From the proposal/act viewer, open the document you want to add highlights to.

Select the part of the text you would like to highlight.

Click on the <Highlight> button.

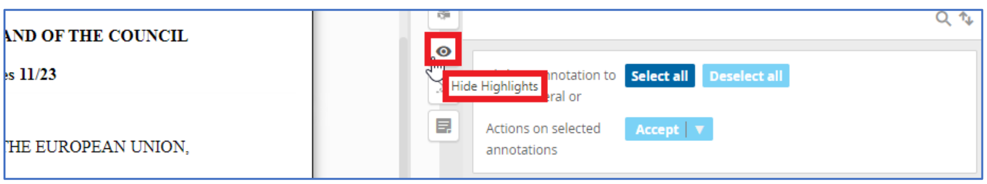


A highlight will be visible in the text, linked to the name and date/time on the right. Highlights are only visible to you, not to other users.



There is the option to hide the highlighted text via the <Eye> button, as per the screenshot below, which is available when expanding the annotation window.

Click on this button to show/hide highlights.



Highlights can be treated as normal annotations, as they appear in the right margin. You can select / deselect one or multiple highlights and delete them.

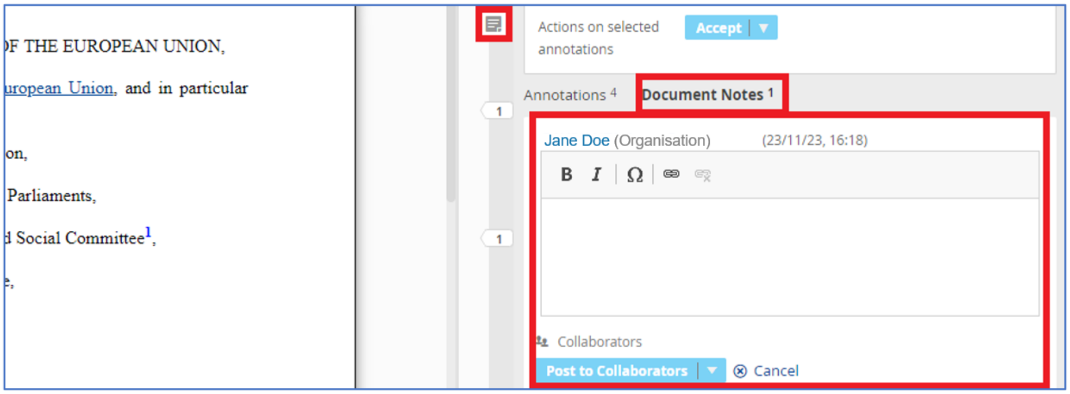
How to add a document note

As an author, contributor or reviewer you can add general document notes which refer to the document as a whole.

From the proposal/act viewer, open the document you want to add a note to.

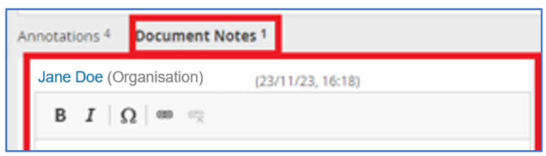
Click on the <New document note> button in the Annotation pane  .

Type the document note in the box that will appear on the right side of the text.



Post the document note. You will have several options on who it will be visible to (e.g if you post to your group/organisation only the collaborators that belong to that group/organisation will be able to see the comment).

The document note will be visible in the Annotation pane, when you click on the <Document Notes> tab.



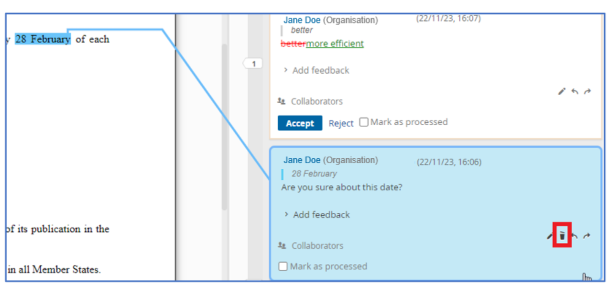
Reviewing comments

As an author or a contributor, you can review the comments that were added to the text by other authors, contributors or reviewers.

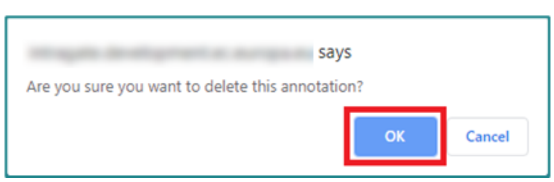
From the Act/Proposal viewer, open the document you want to edit.

Look for comments from the co-author, contributor or reviewer. Name, department and time of creation will be visible.

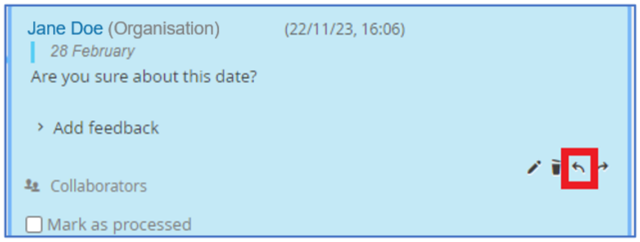
With the dustbin icon, you can decide to delete the comment.



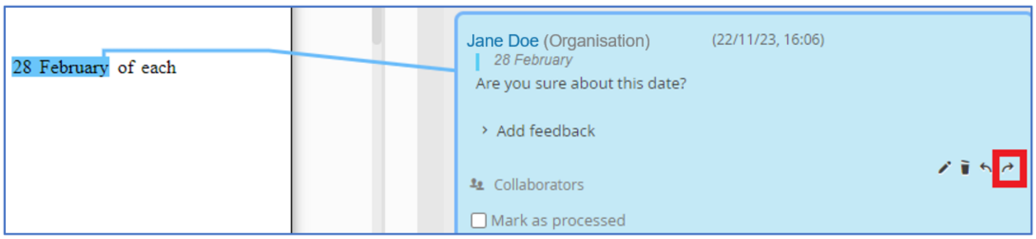
Before the deletion, the system asks you to confirm:



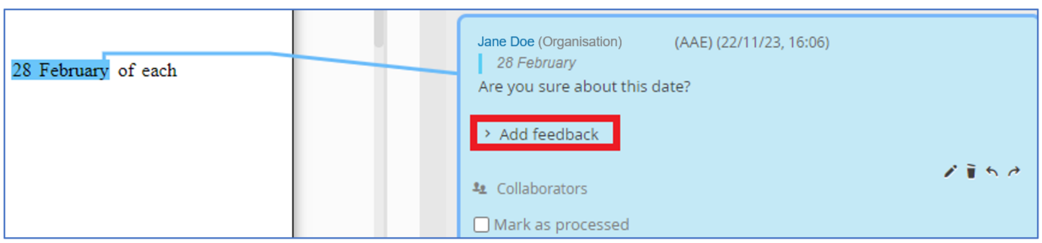
With the reply icon, it's possible to reply to the comment made by the other party. A textbox appears.



With the forward icon, you can forward your comment to your colleagues.

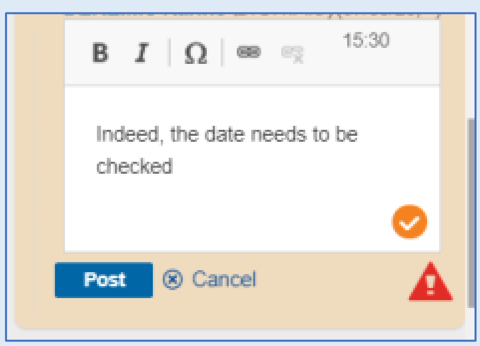


With the feedback feature, you can include feedback about how the comment is processed and mark the comment as processed (useful when consolidating the comments and suggestions of the consulted DGs during the interservice consultation; your feedback will be visible to the consulted DGs in Decide Consultation module).

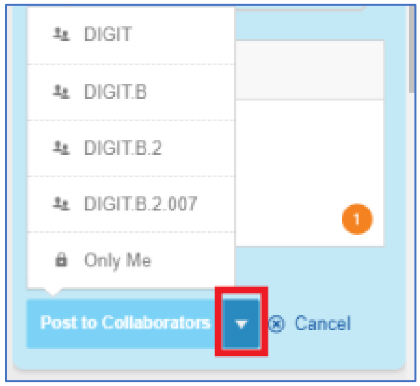


Note

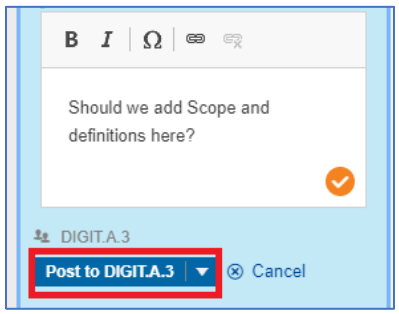
In case you try to exit your feedback/comment/reply before clicking on Post, you will get a warning:



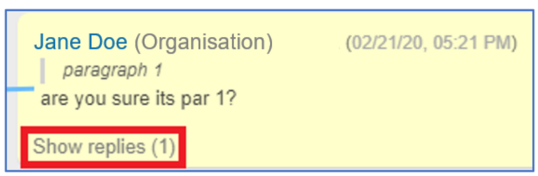
Click on the dropdown list <Post to collaborators> to choose to whom you want to forward your comment to:



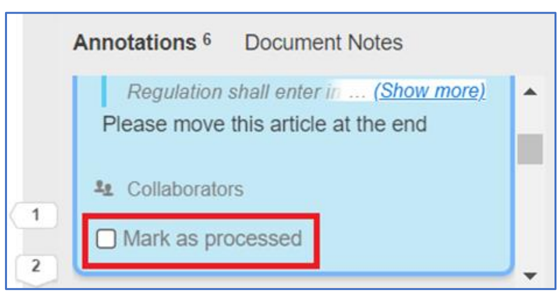
Then click on Post to ‘the name of the users group’ to forward the comment:



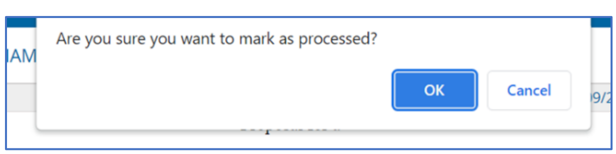
After this, the replies will be visible by clicking on the dropdown list.



Once you have reviewed a comment, you have the possibility to mark it as processed. Select the comment and click on <Mark as processed>:

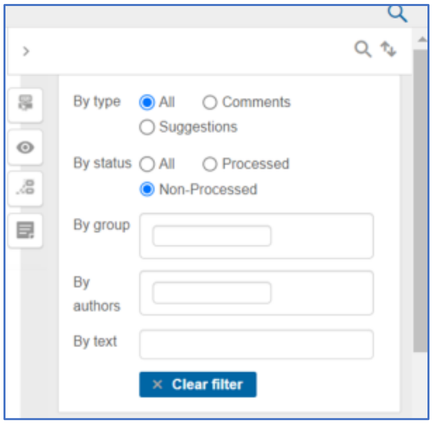


You will be asked to confirm:



Then, when you come back later to your document to review the annotations, it will be easier to see what you have not reviewed yet.

In the annotations panel on the right, by default the annotations marked as processed are not visible (non-processed selected in the filter).



If you need to see all annotations again (processed and not processed), you could select <By status = all>.

Then, the annotations which have already been processed would appear in grey:

You also have the possibility to edit someone else comments (if you have the author role and if the comments were drafted in LEOS). Hover over the comment and click on the pen icon to edit the comment:

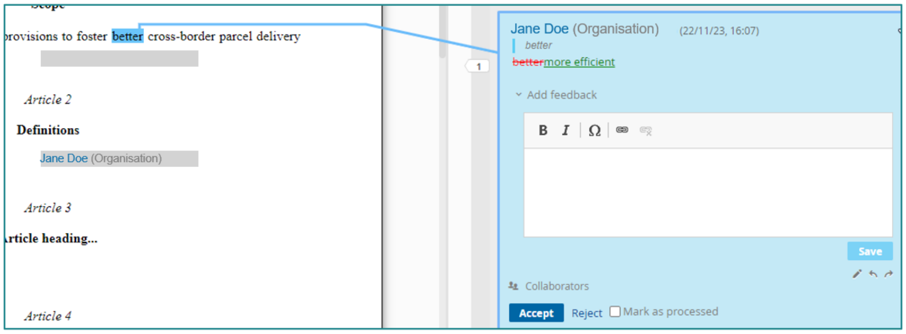
Reviewing suggestions

As an author or contributor, you can review the suggestions that were added to the text by other authors, contributors or reviewers.

From the Act/Proposal viewer, open the document you want to edit.

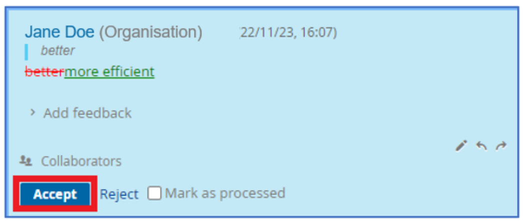
Look for suggestions from the co-author, contributor or reviewer.

Under the suggestion you can include a feedback about how the suggestion is processed, accept, reject or mark the suggestion as processed.



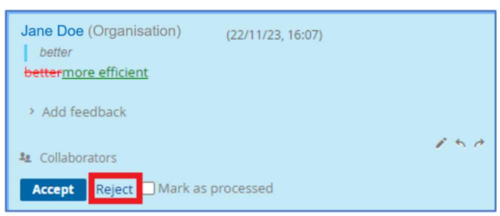
Under the suggestion you will see an <Accept> and a <Reject> button.

To accept the suggested change, click on <Accept>.

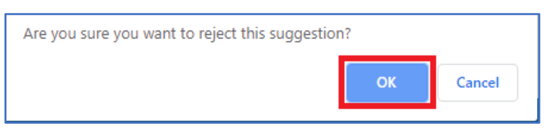


At the top right, you will see a message to confirm the suggestion was accepted and merged into the text.

If you don't agree you can also decide to remove a suggestion. Click on <Reject>.

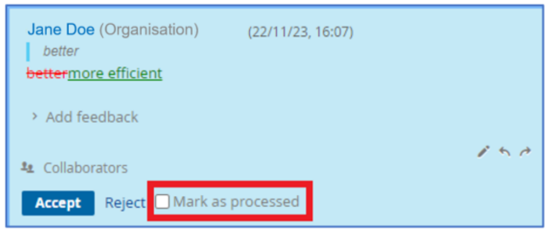


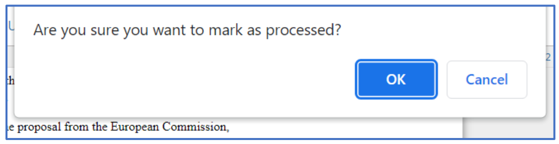
A pop-up message will appear, asking you to confirm the rejection.



Be careful: after this action there will no longer be a trace of the rejected suggestion.

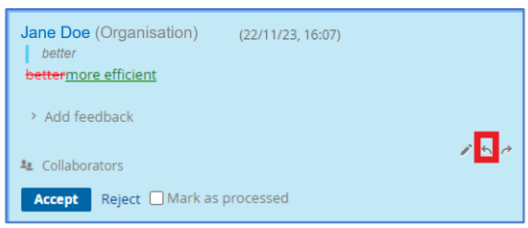
You can also mark this suggestion as processed by clicking on <Mark as processed>.





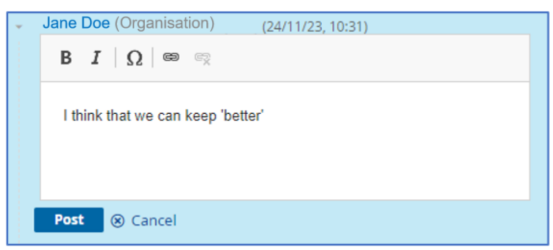
The suggestion will appear as greyed-out and will still be visible if you filter on Processed annotations later.

If you feel like the changes proposed need to be discussed or are not clear enough, you also have the option to reply to a suggestion.



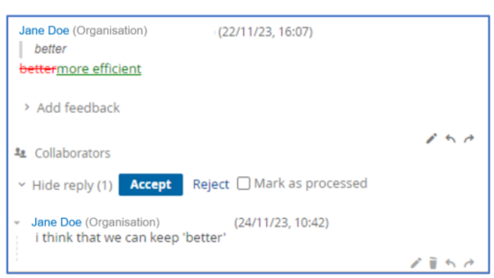
When clicking on the reply icon, it's possible to reply to the suggestion made by the other party.

You can type your response there:

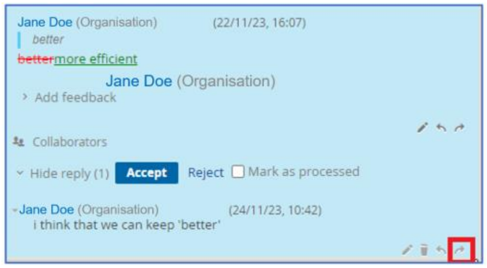


Click on <Post> to share your response.

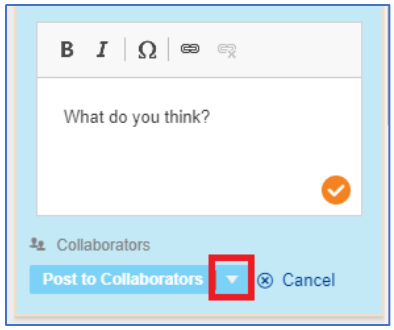
After this, the replies will be visible by clicking on the dropdown list.



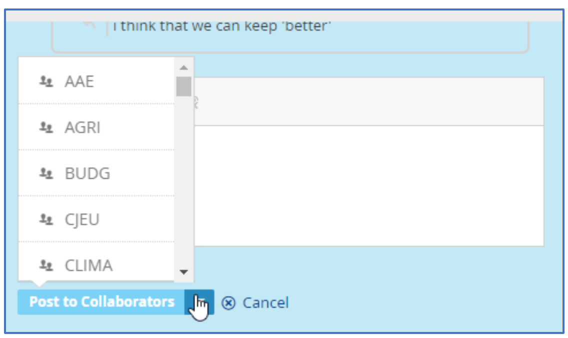
You can also forward a response visible to only a group of collaborators. To do so, select the right arrow:



Type your message and click on the dropdown list close to <Post to Collaborators>.



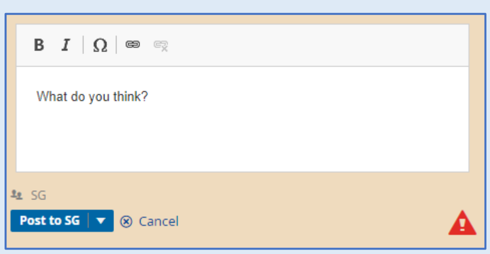
Select a specific list of recipients for your message:



Then click on Post to 'the name of the users group' to forward the suggestion to this users group.

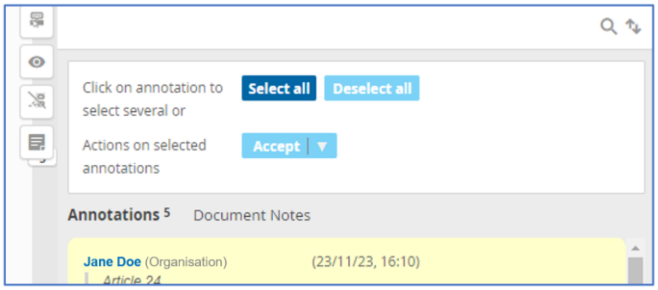
Note

If you click outside the box of your suggestion or feedback before clicking on <Post>/<Post to collaborators>, you will get a warning message:



(De)selecting all annotations

On top of the pane, you'll see the buttons <Select all> and <Deselect all>.

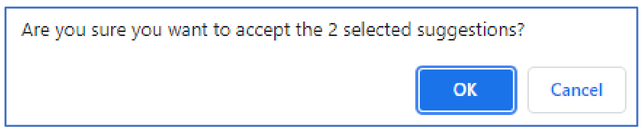


Press <Select all>.

Now all annotations in the documents are selected at once and can be accepted, rejected or deleted at once.

To accept all annotations in one go, click <Accept>. **As comments cannot be accepted, the system will only select the suggestions!**

A window will appear.



To confirm, click <OK>.

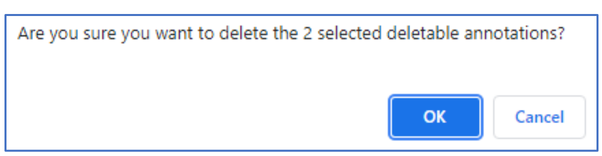
A message will pop up confirming the action.

To remove the remaining comments in the document, repeat the previous steps.

Press <Select all>.

To remove all remaining comments in one go, click <Delete> (as neither <Accept> nor <Reject> are not options for comments).

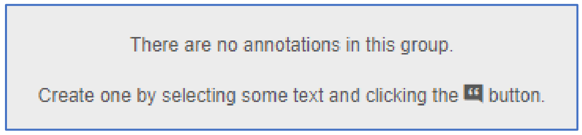
A window will appear.



Click <OK>.

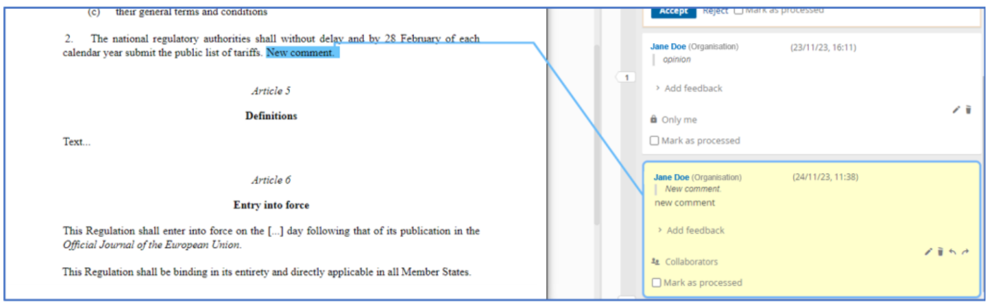
A message will pop up confirming the action.

After this the Annotation pane will be empty.

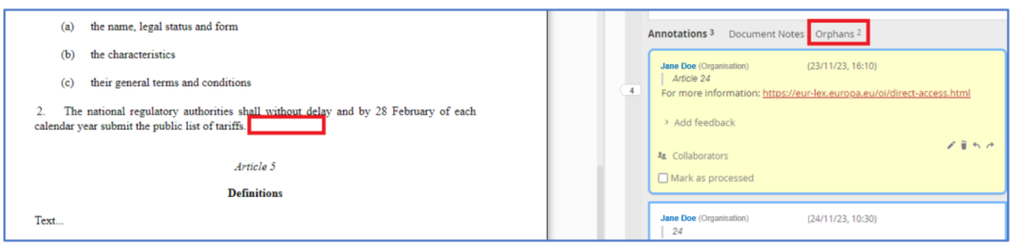


Orphan annotations

When you make some modifications on a text annotated with comments (add or delete words), the comment remains intact.



However, if you delete the whole part of the text that was annotated, then the comment goes under the 'orphans' tab.



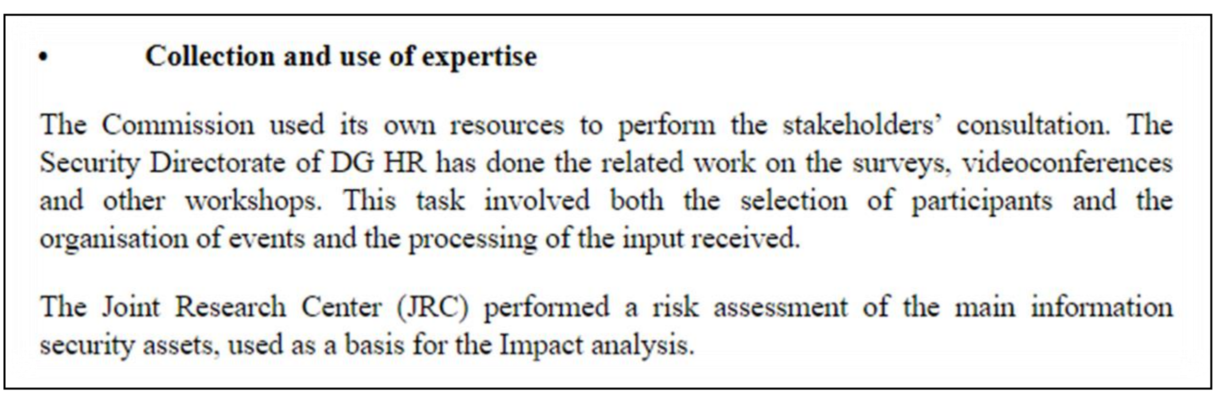
Contrastingly, suggestions go always under the 'orphan' tab if ANY change on the text occurs. i.e. add or delete text, the suggestion always goes under the 'orphans' tab.

Working with track change

Changes in the text

Track changes

The user reviews the text of a document of the act.

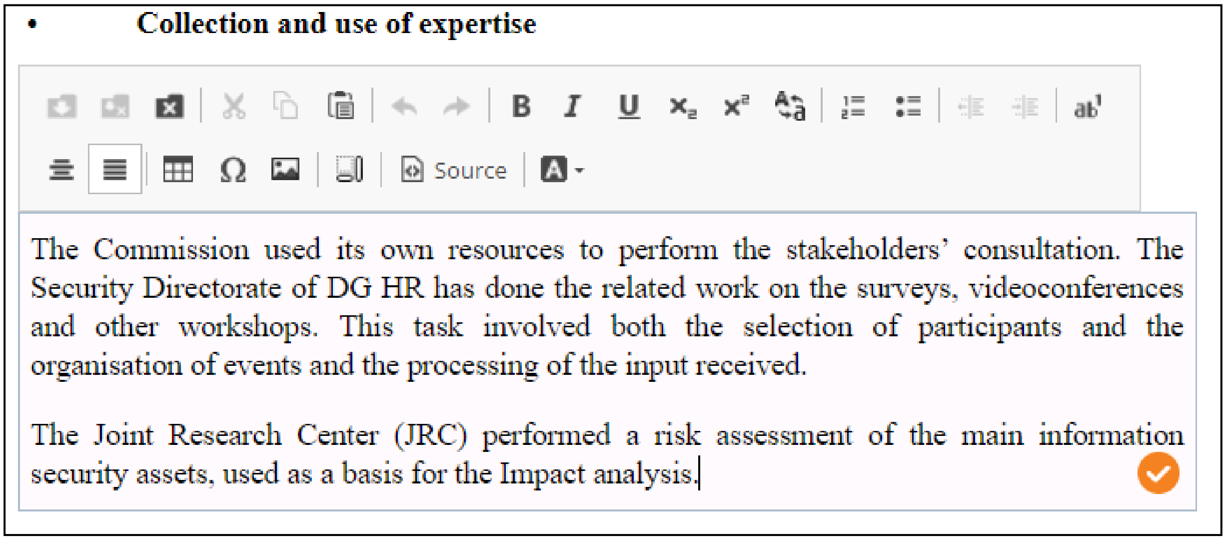


- **Collection and use of expertise**

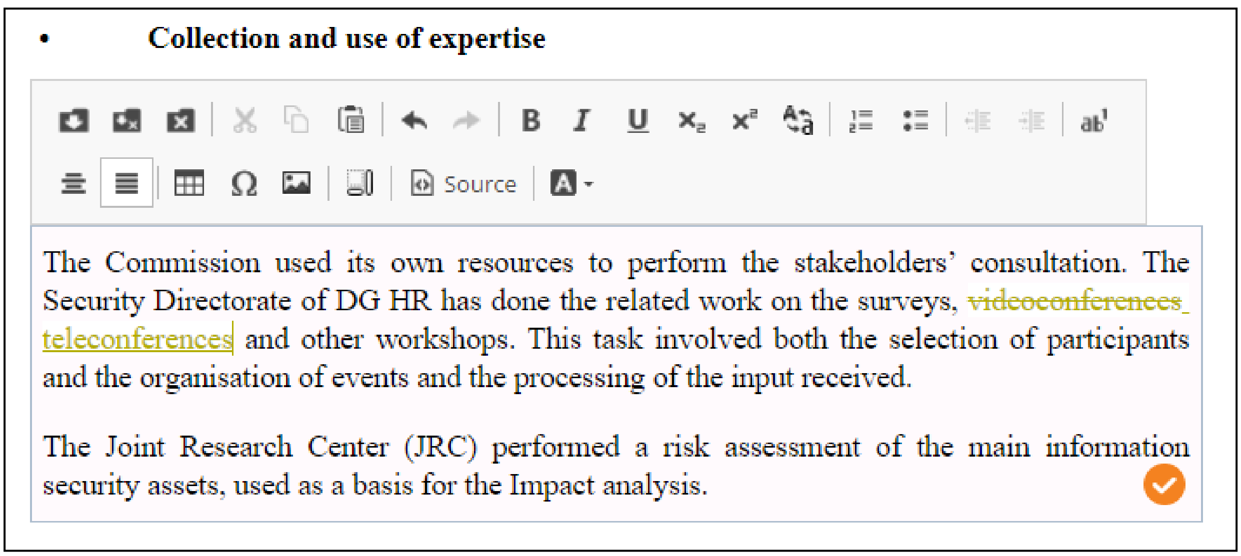
The Commission used its own resources to perform the stakeholders' consultation. The Security Directorate of DG HR has done the related work on the surveys, videoconferences and other workshops. This task involved both the selection of participants and the organisation of events and the processing of the input received.

The Joint Research Center (JRC) performed a risk assessment of the main information security assets, used as a basis for the Impact analysis.

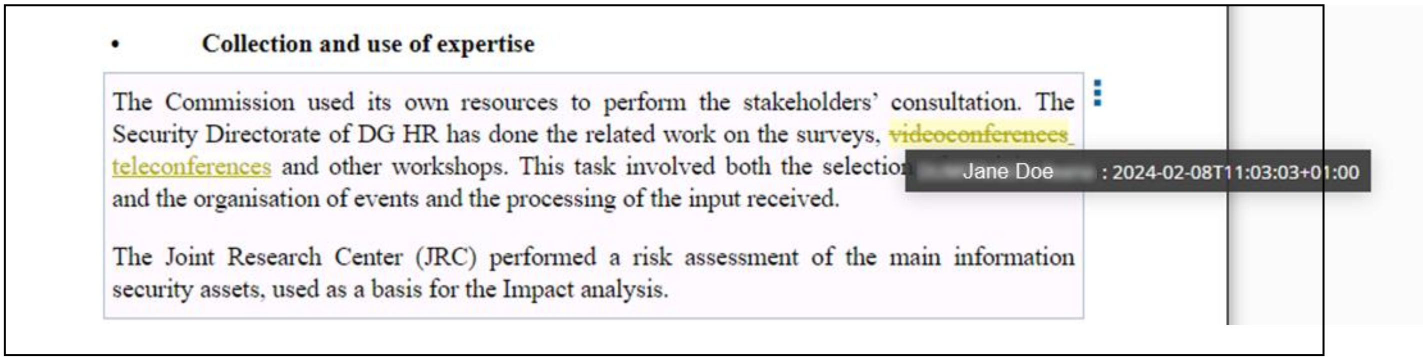
In order to edit the text, the user clicks one time inside the editable box.



The user edits the text.



The user moves outside the box and the text is automatically saved. The system assigns a colour for the text added/modified/removed by the user (this colour is kept for the same user across all documents of the same proposal). When hoovering on the respective text, the name of the user who made the change is shown, together with the timestamp.



• **Collection and use of expertise**

The Commission used its own resources to perform the stakeholders' consultation. The Security Directorate of DG HR has done the related work on the surveys, ~~videoconferences~~ teleconferences and other workshops. This task involved both the selectio

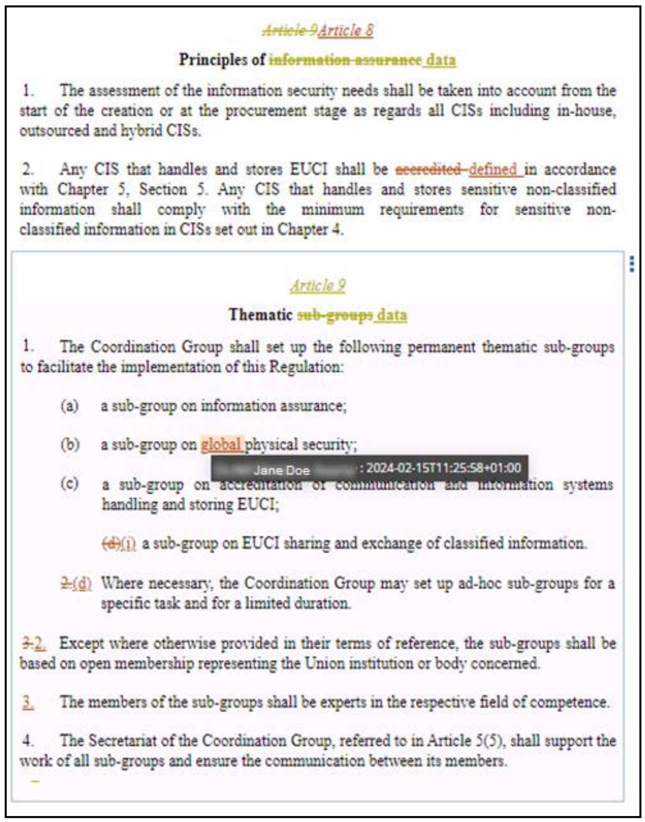
Jane Doe : 2024-02-08T11:03:03+01:00

and the organisation of events and the processing of the input received.

The Joint Research Center (JRC) performed a risk assessment of the main information security assets, used as a basis for the Impact analysis.

Make changes over track changes

The user edits the text changed by another author/collaborator.



~~Article 9~~ Article 8

Principles of ~~information assurance~~ data

1. The assessment of the information security needs shall be taken into account from the start of the creation or at the procurement stage as regards all CISs including in-house, outsourced and hybrid CISs.

2. Any CIS that handles and stores EUCI shall be ~~accredited~~ defined in accordance with Chapter 5, Section 5. Any CIS that handles and stores sensitive non-classified information shall comply with the minimum requirements for sensitive non-classified information in CISs set out in Chapter 4.

Article 9

Thematic ~~sub-groups~~ data

1. The Coordination Group shall set up the following permanent thematic sub-groups to facilitate the implementation of this Regulation:

(a) a sub-group on information assurance;

(b) a sub-group on global physical security;

Jane Doe : 2024-02-15T11:25:58+01:00

(c) a sub-group on accreditation of communication and information systems handling and storing EUCI;

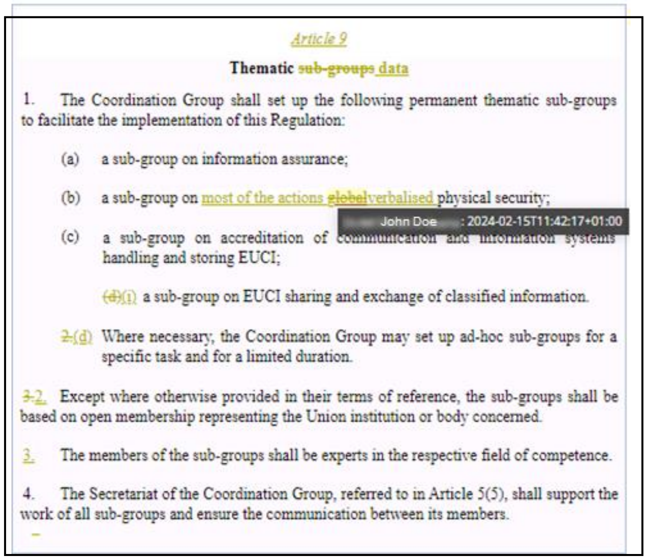
~~(d)~~(i) a sub-group on EUCI sharing and exchange of classified information.

~~2.~~(d) Where necessary, the Coordination Group may set up ad-hoc sub-groups for a specific task and for a limited duration.

~~3.~~2. Except where otherwise provided in their terms of reference, the sub-groups shall be based on open membership representing the Union institution or body concerned.

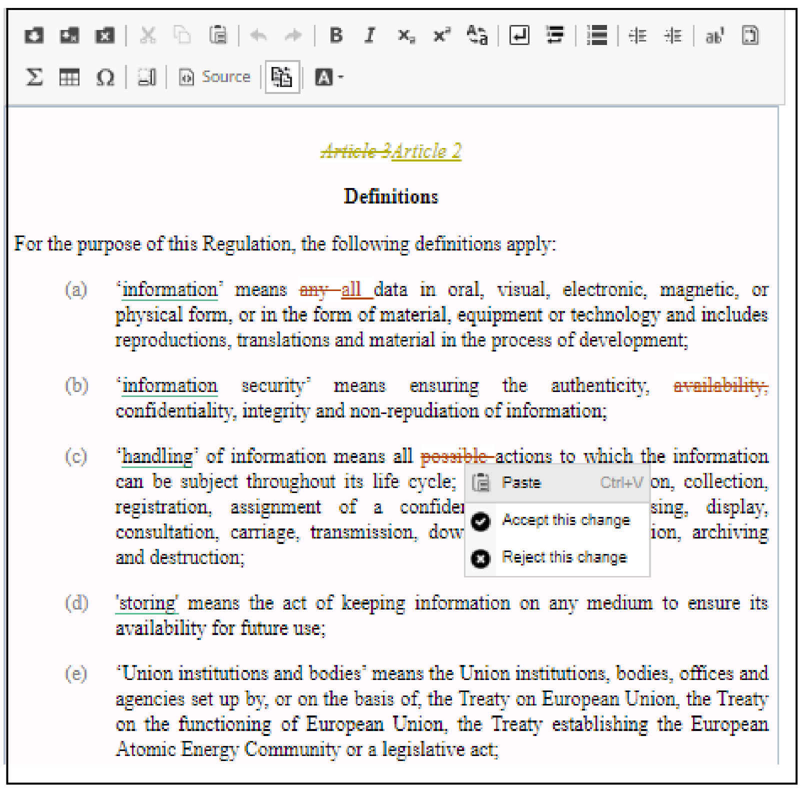
3. The members of the sub-groups shall be experts in the respective field of competence.

4. The Secretariat of the Coordination Group, referred to in Article 5(5), shall support the work of all sub-groups and ensure the communication between its members.



Reject a track change in the text

In order to reject a change in the text, the user right clicks on the change and chooses to reject the change.



The system will immediately process the action. When the user goes outside the box, the change is saved.

~~*Article 3*~~*Article 2*

Definitions

For the purpose of this Regulation, the following definitions apply:

(a) 'information' means ~~any~~ all data in oral, visual, electronic, magnetic, or physical form, or in the form of material, equipment or technology and includes reproductions, translations and material in the process of development;

(b) 'information security' means ensuring the authenticity, ~~availability,~~ confidentiality, integrity and non-repudiation of information;

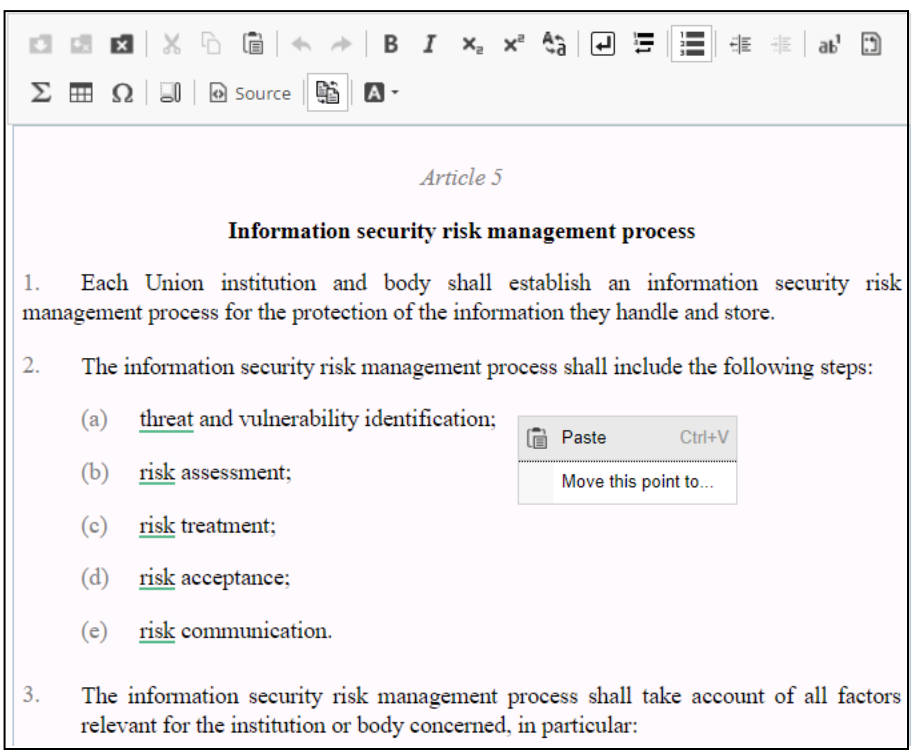
(c) 'handling' of information means all possible actions to which the information can be subject throughout its life cycle; it comprises its creation, collection, registration, assignment of a confidentiality level, processing, display, consultation, carriage, transmission, downgrading, declassification, archiving and destruction;

(d) 'storing' means the act of keeping information on any medium to ensure its availability for future use;

(e) 'Union institutions and bodies' means the Union institutions, bodies, offices and agencies set up by, or on the basis of, the Treaty on European Union, the Treaty on the functioning of European Union, the Treaty establishing the European Atomic Energy Community or a legislative act;

Move points inside an article

The user goes at the end of the point and right clicks. The system presents the option to move the point to a different location.



Article 5

Information security risk management process

1. Each Union institution and body shall establish an information security risk management process for the protection of the information they handle and store.

2. The information security risk management process shall include the following steps:

(a) threat and vulnerability identification;

(b) risk assessment;

(c) risk treatment;

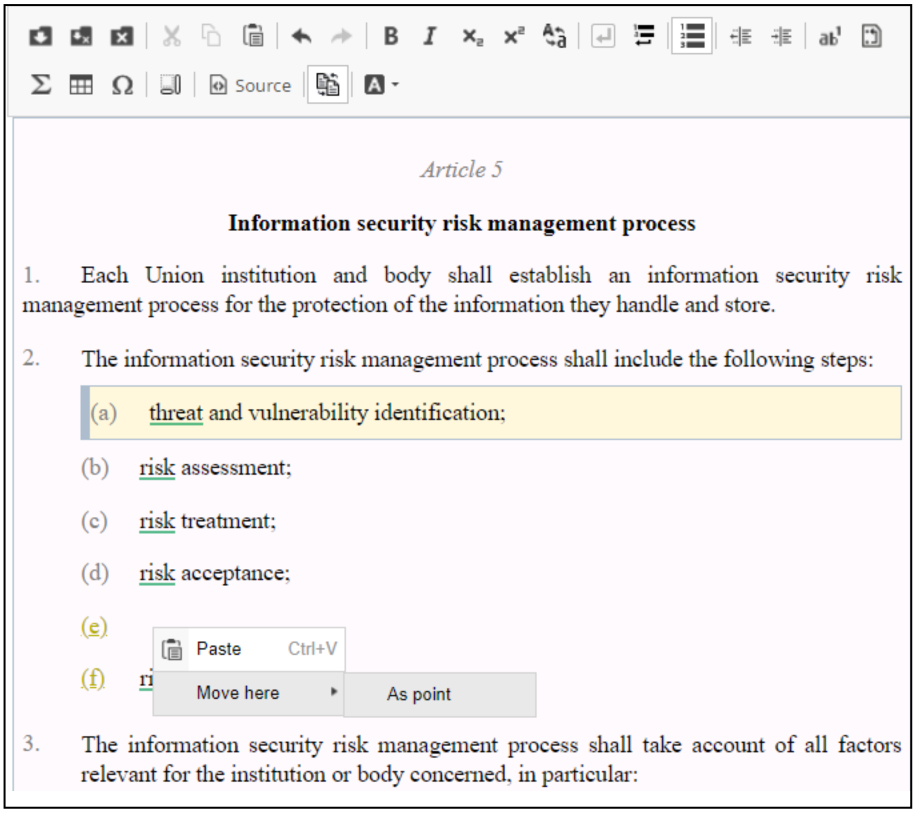
(d) risk acceptance;

(e) risk communication.

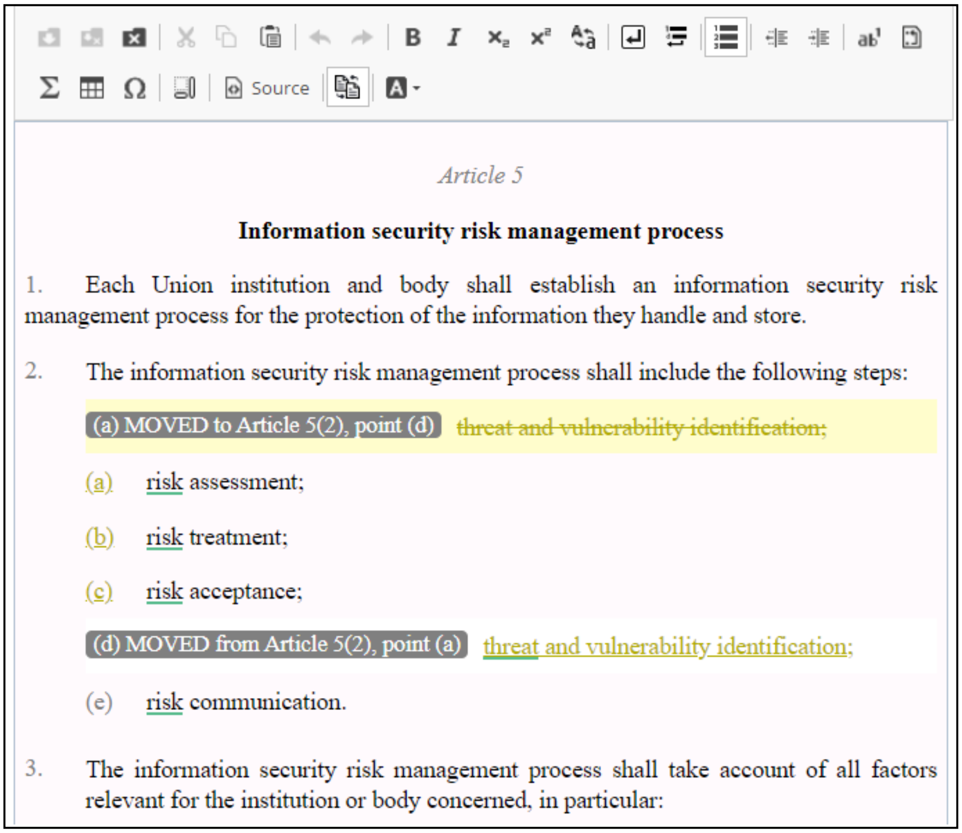
3. The information security risk management process shall take account of all factors relevant for the institution or body concerned, in particular:

The user clicks 'Move this point to' and goes in the place where s/he wants to move the selected point (in the same article or in another one). The user right clicks and the system presents the option to 'Move here as point'.

➔ Moving a point inside the same article



The user selects the option 'move here as point' and the change is immediately shown in the text as below.



Article 5

Information security risk management process

1. Each Union institution and body shall establish an information security risk management process for the protection of the information they handle and store.

2. The information security risk management process shall include the following steps:

(a) MOVED to Article 5(2), point (d) ~~threat and vulnerability identification;~~

(a) risk assessment;

(b) risk treatment;

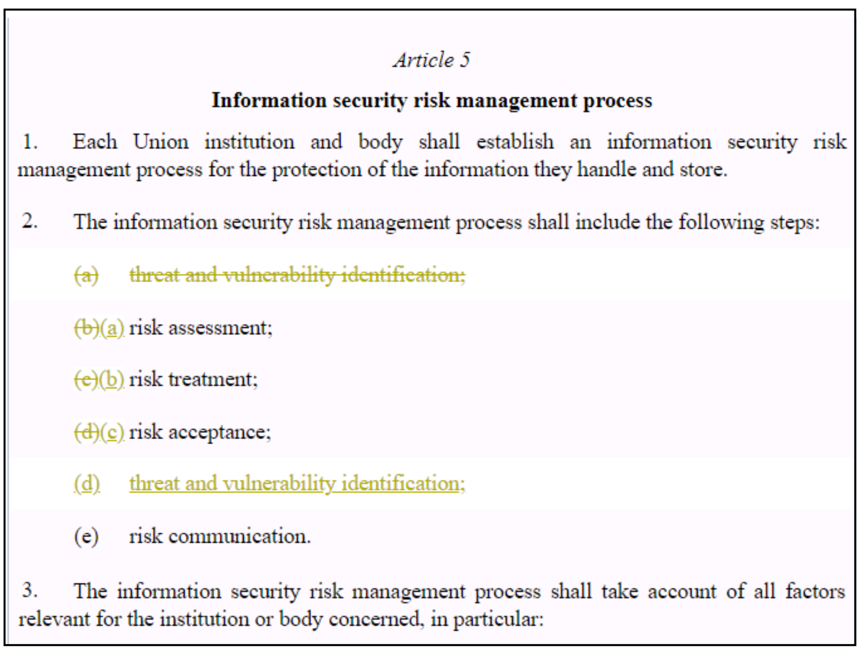
(c) risk acceptance;

(d) MOVED from Article 5(2), point (a) threat and vulnerability identification;

(e) risk communication.

3. The information security risk management process shall take account of all factors relevant for the institution or body concerned, in particular:

The user goes outside the box and the system tracks the change and renumbers all the points accordingly.



Article 5

Information security risk management process

1. Each Union institution and body shall establish an information security risk management process for the protection of the information they handle and store.

2. The information security risk management process shall include the following steps:

~~(a)~~ ~~threat and vulnerability identification;~~

~~(b)~~(a) risk assessment;

~~(c)~~(b) risk treatment;

~~(d)~~(c) risk acceptance;

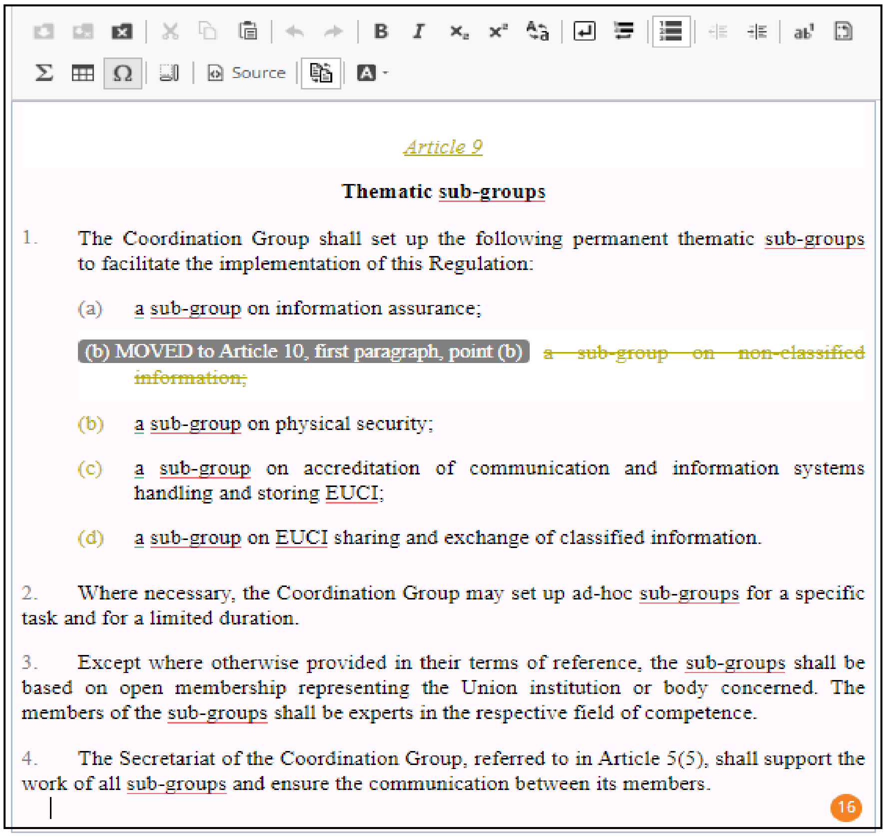
(d) threat and vulnerability identification;

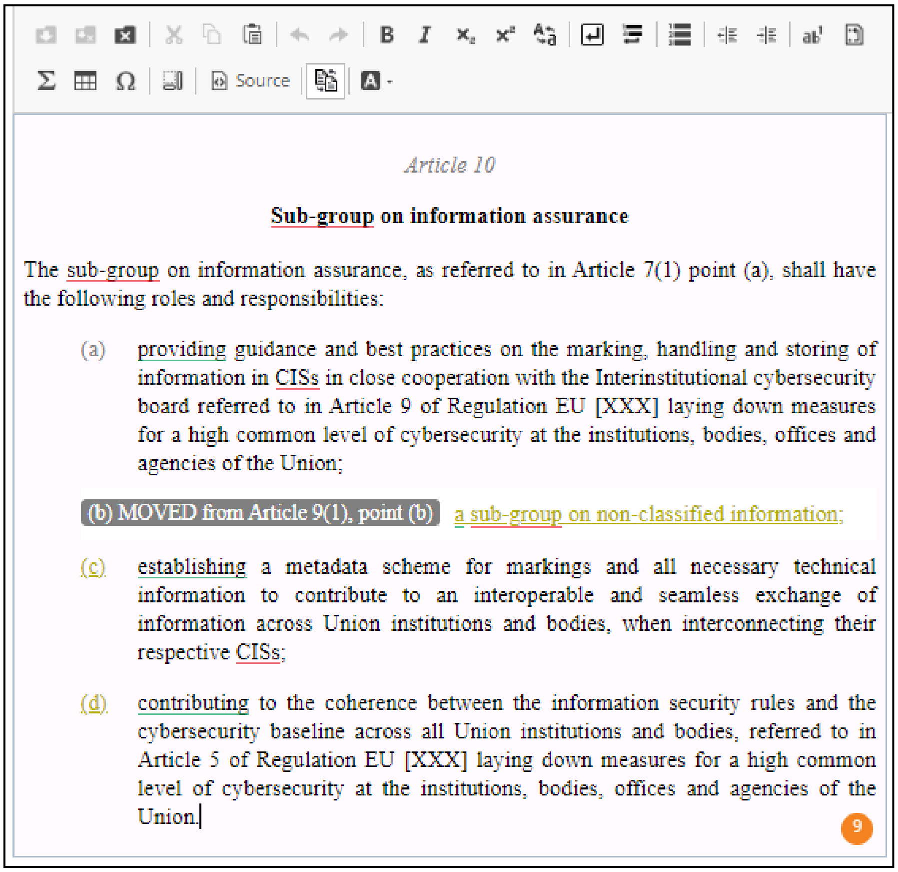
(e) risk communication.

3. The information security risk management process shall take account of all factors relevant for the institution or body concerned, in particular:

➔ Moving a point from an article in a different article

The system shows in track changes the text moved, shows from where the text was moved and the new position and renumbers the points accordingly.





The user goes outside the box and the change is saved.

Article 9

Thematic sub-groups

1. The Coordination Group shall set up the following permanent thematic sub-groups to facilitate the implementation of this Regulation:

(a) a sub-group on information assurance;

~~(b) a sub-group on non-classified information;~~

~~(c)~~(b) a sub-group on physical security;

~~(d)~~(c) a sub-group on accreditation of communication and information systems handling and storing EUCI;

~~(e)~~(d) a sub-group on EUCI sharing and exchange of classified information.

2. Where necessary, the Coordination Group may set up ad-hoc sub-groups for a specific task and for a limited duration.

3. Except where otherwise provided in their terms of reference, the sub-groups shall be based on open membership representing the Union institution or body concerned. The members of the sub-groups shall be experts in the respective field of competence.

4. The Secretariat of the Coordination Group, referred to in Article 5(5), shall support the work of all sub-groups and ensure the communication between its members.

Article 10

Sub-group on information assurance

The sub-group on information assurance, as referred to in Article 7(1) point (a), shall have the following roles and responsibilities:

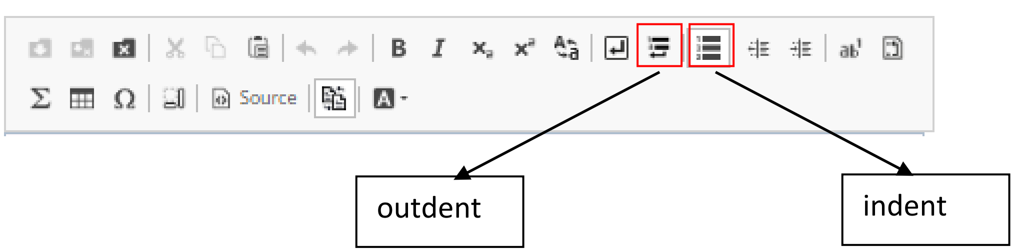
(a) providing guidance and best practices on the marking, handling and storing of information in CISs in close cooperation with the Interinstitutional cybersecurity board referred to in Article 9 of Regulation EU [XXX] laying down measures for a high common level of cybersecurity at the institutions, bodies, offices and agencies of the Union;

(b) a sub-group on non-classified information;

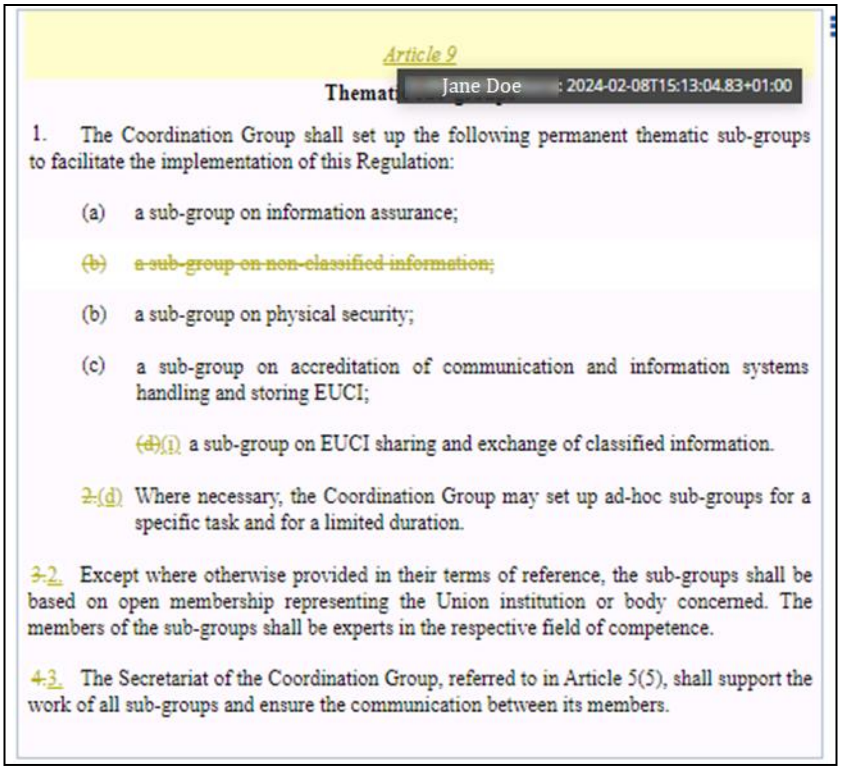
~~(b)~~(c) establishing a metadata scheme for markings and all necessary technical information to contribute to an interoperable and seamless exchange of information across Union institutions and bodies, when interconnecting their respective CISs;

Change the structure of the points insider the article

The user can change the structure of the points inside an article using indent/outdent features.



The system tracks the changes and renumbers the points accordingly.



Article 9

Themat Jane Doe : 2024-02-08T15:13:04.83+01:00

1. The Coordination Group shall set up the following permanent thematic sub-groups to facilitate the implementation of this Regulation:

(a) a sub-group on information assurance;

~~(b)~~ ~~a sub-group on non-classified information;~~

(b) a sub-group on physical security;

(c) a sub-group on accreditation of communication and information systems handling and storing EUCI;

~~(d)~~(i) a sub-group on EUCI sharing and exchange of classified information.

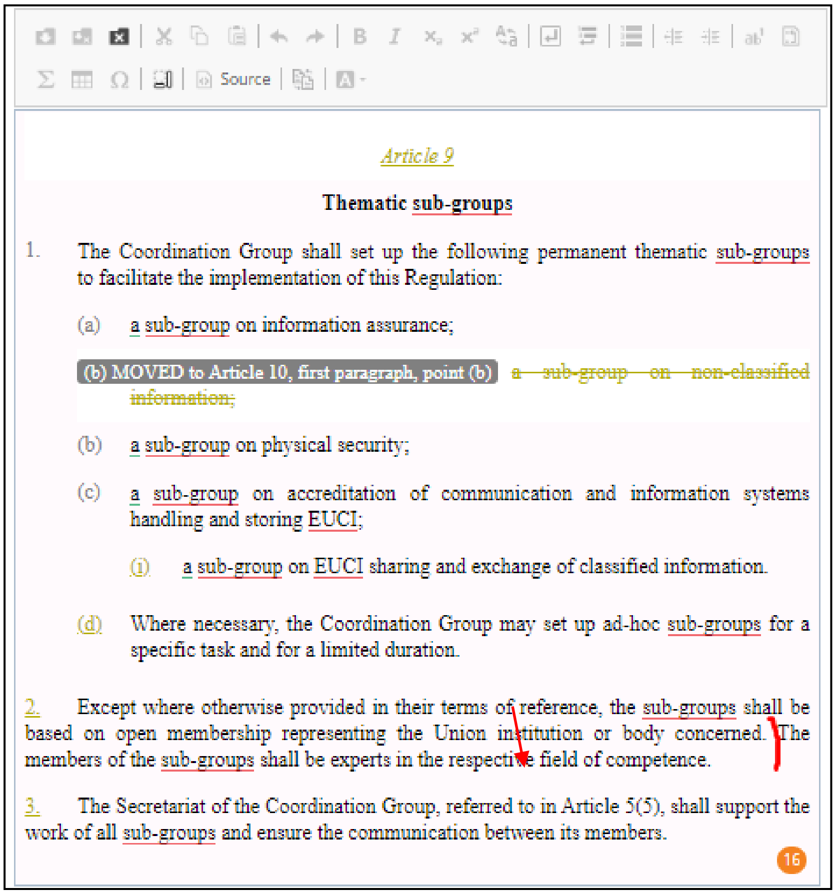
~~2.~~(d) Where necessary, the Coordination Group may set up ad-hoc sub-groups for a specific task and for a limited duration.

~~3.~~2. Except where otherwise provided in their terms of reference, the sub-groups shall be based on open membership representing the Union institution or body concerned. The members of the sub-groups shall be experts in the respective field of competence.

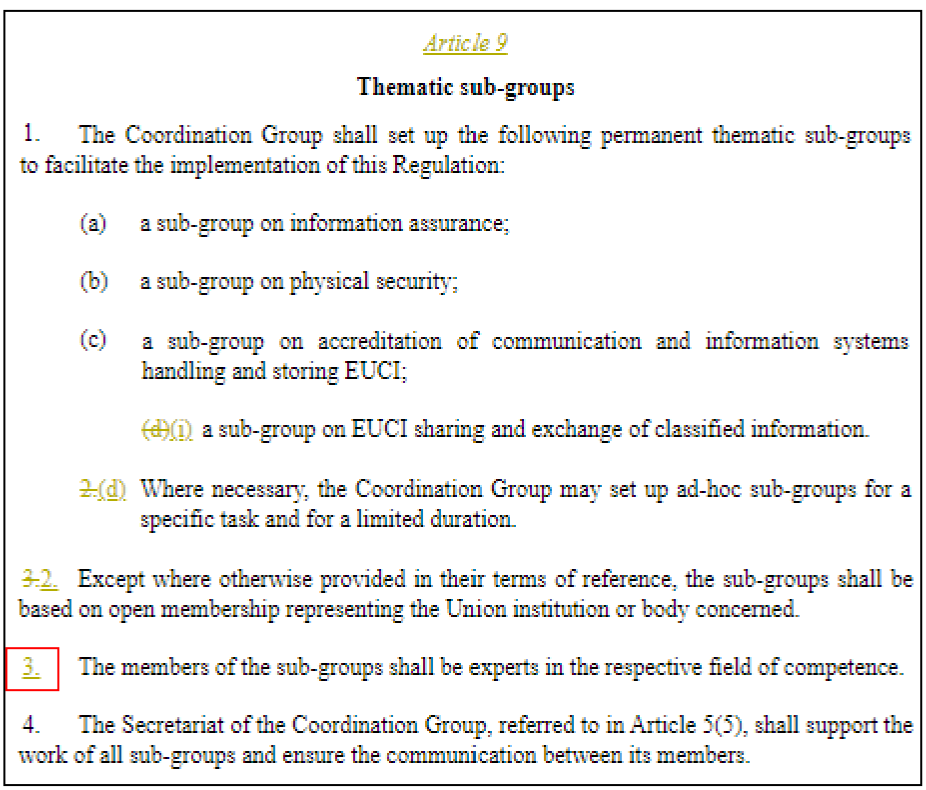
~~4.~~3. The Secretariat of the Coordination Group, referred to in Article 5(5), shall support the work of all sub-groups and ensure the communication between its members.

Split a numbered paragraph

The user puts the cursor in the place s/he wants to split the paragraph (marked below with the red arrow) and clicks enter. The system tracks the change and renumbers the paragraphs.

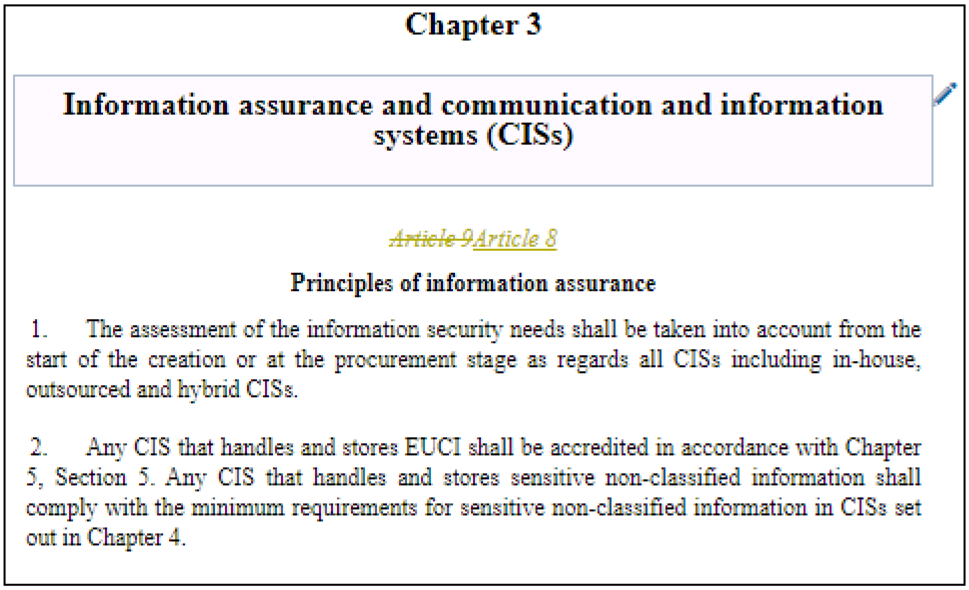


Once the user goes outside the box, the change is saved.



Track changes in higher subdivisions

The user can easily change a title of a chapter/section/article clicking once inside the editable box and adding the new title.



Chapter 3

Information assurance and communication and information systems (CISs)

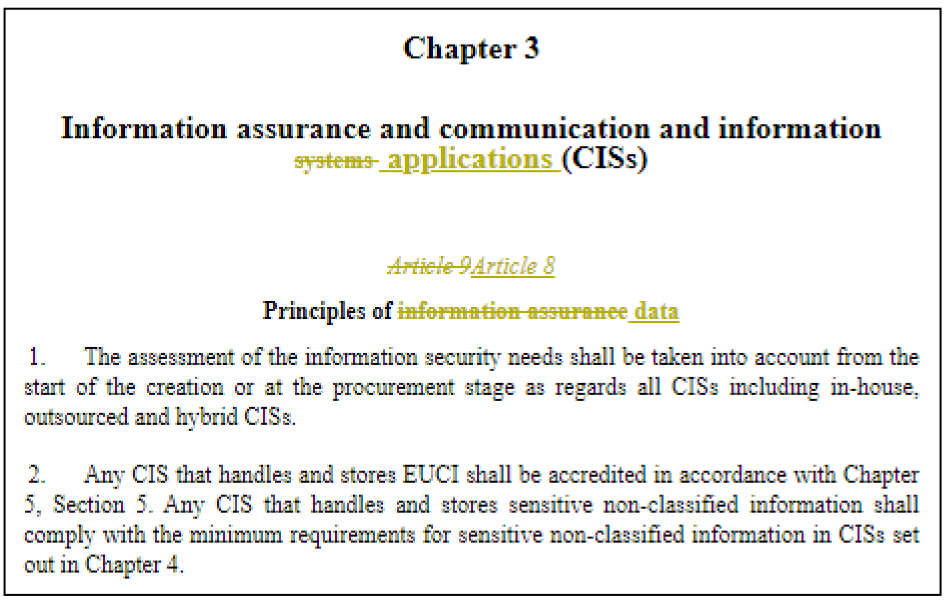
~~Article 9~~Article 8

Principles of information assurance

1. The assessment of the information security needs shall be taken into account from the start of the creation or at the procurement stage as regards all CISs including in-house, outsourced and hybrid CISs.

2. Any CIS that handles and stores EUCI shall be accredited in accordance with Chapter 5, Section 5. Any CIS that handles and stores sensitive non-classified information shall comply with the minimum requirements for sensitive non-classified information in CISs set out in Chapter 4.

When the user leaves the box, the system saves the change.



Chapter 3

Information assurance and communication and information ~~systems~~ applications (CISs)

~~Article 9~~Article 8

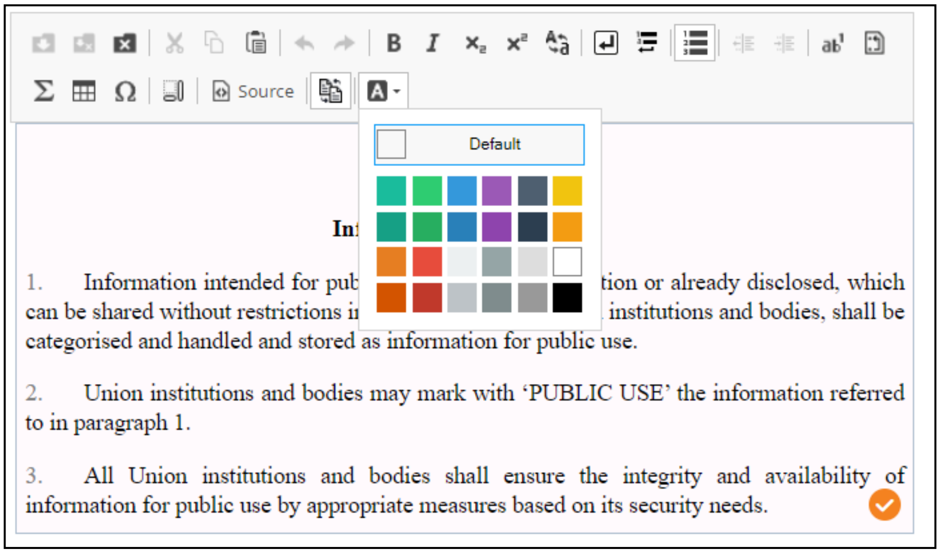
Principles of ~~information assurance~~ data

1. The assessment of the information security needs shall be taken into account from the start of the creation or at the procurement stage as regards all CISs including in-house, outsourced and hybrid CISs.

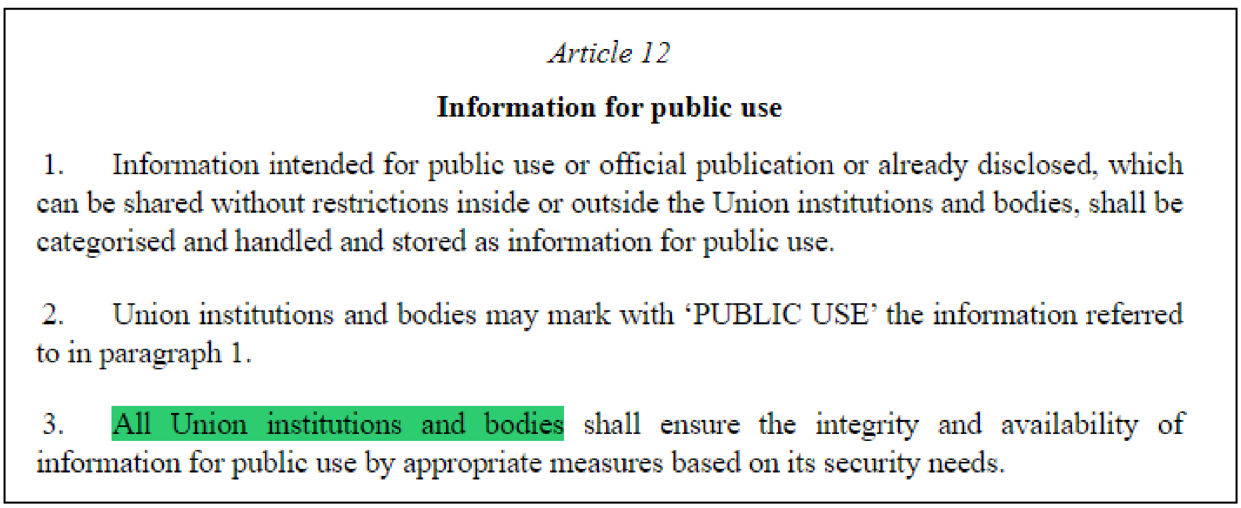
2. Any CIS that handles and stores EUCI shall be accredited in accordance with Chapter 5, Section 5. Any CIS that handles and stores sensitive non-classified information shall comply with the minimum requirements for sensitive non-classified information in CISs set out in Chapter 4.

Highlight the text

The user selects to edit the text.



The user selects the part of the text s/he wants to highlight and picks the colour. Once the user goes outside the box, the system saves the change automatically.



Article 12

Information for public use

1. Information intended for public use or official publication or already disclosed, which can be shared without restrictions inside or outside the Union institutions and bodies, shall be categorised and handled and stored as information for public use.

2. Union institutions and bodies may mark with 'PUBLIC USE' the information referred to in paragraph 1.

3. All Union institutions and bodies shall ensure the integrity and availability of information for public use by appropriate measures based on its security needs.

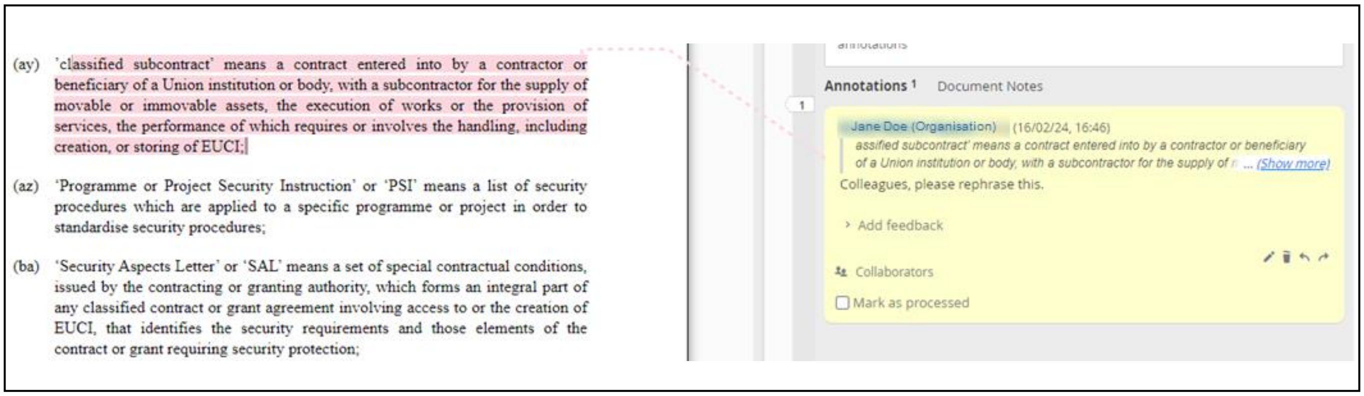
Collaboration using track changes

In the case when more authors/collaborators do changes in the same document, all the changes are highlighted with different colours (a different colour is assigned to each user) and when hoovering on each change, the name of the person and the timestamp are shown.

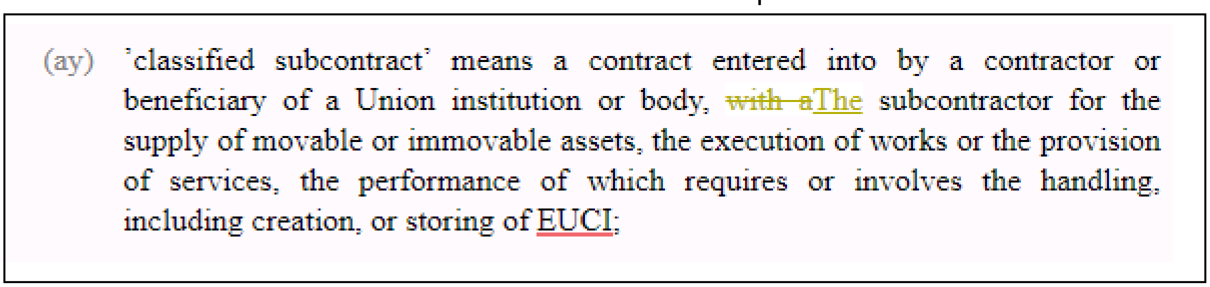
Collaboration using comments and suggestions

Comments

The selects the text for which s/he wants to add a general remark and selects to add a comment. The user types the comment and posts it to collaborators.

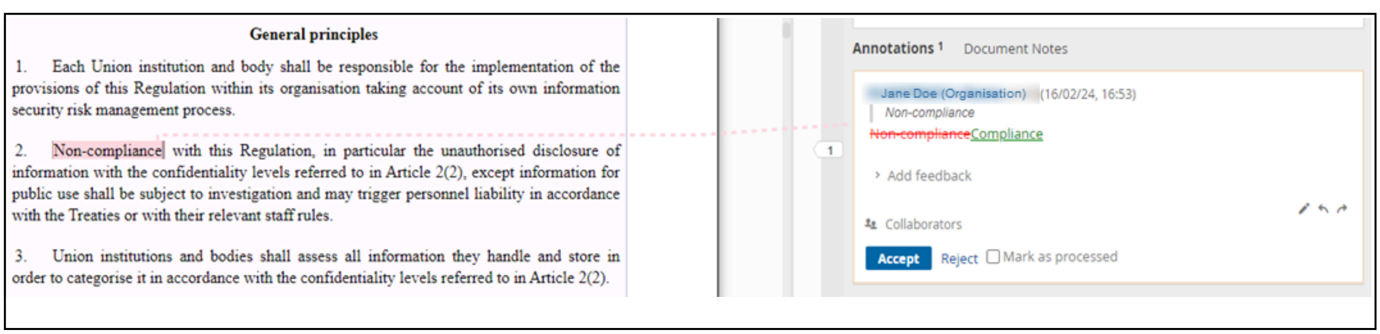


The user takes the comment into account and edits the respective text.

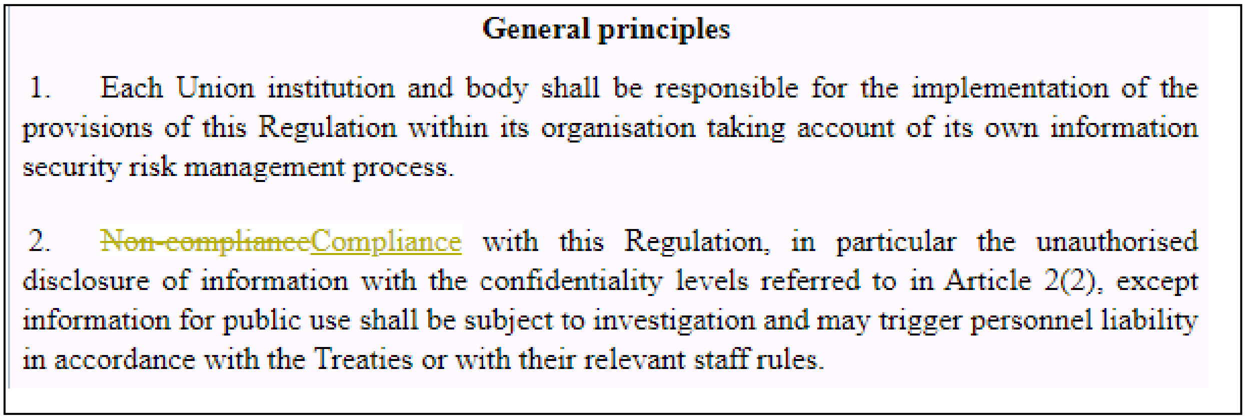


Suggestions

The user selects the text s/he wants to modify and selects to add a suggestion. The user adds a suggestion for the text and posts it to collaborators.



When the suggestion is accepted, the suggested text is shown in track changes.



General principles

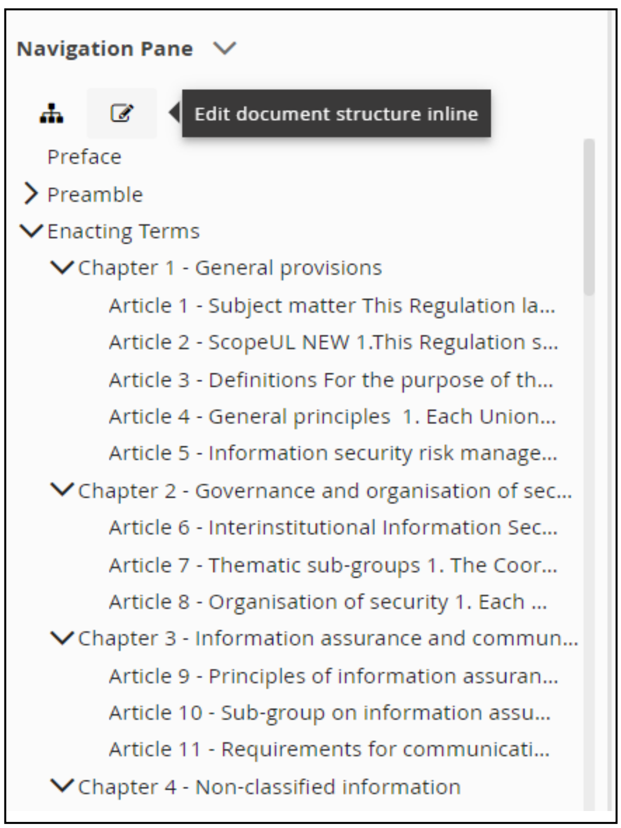
1. Each Union institution and body shall be responsible for the implementation of the provisions of this Regulation within its organisation taking account of its own information security risk management process.

2. ~~Non-compliance~~Compliance with this Regulation, in particular the unauthorised disclosure of information with the confidentiality levels referred to in Article 2(2), except information for public use shall be subject to investigation and may trigger personnel liability in accordance with the Treaties or with their relevant staff rules.

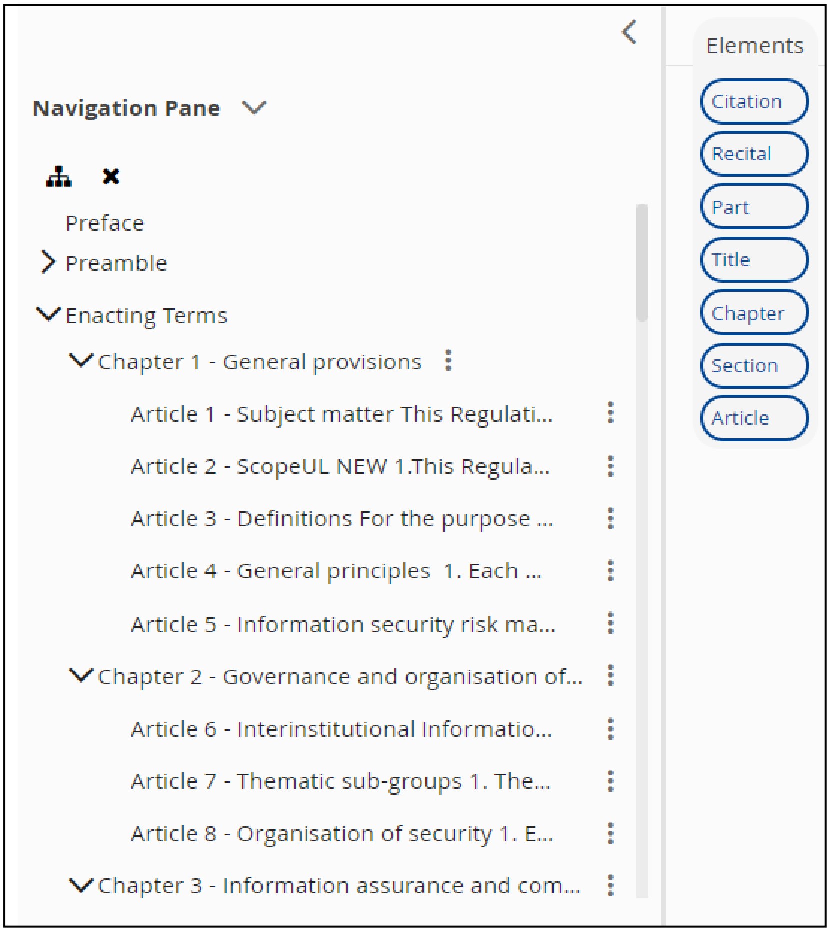
Structural changes

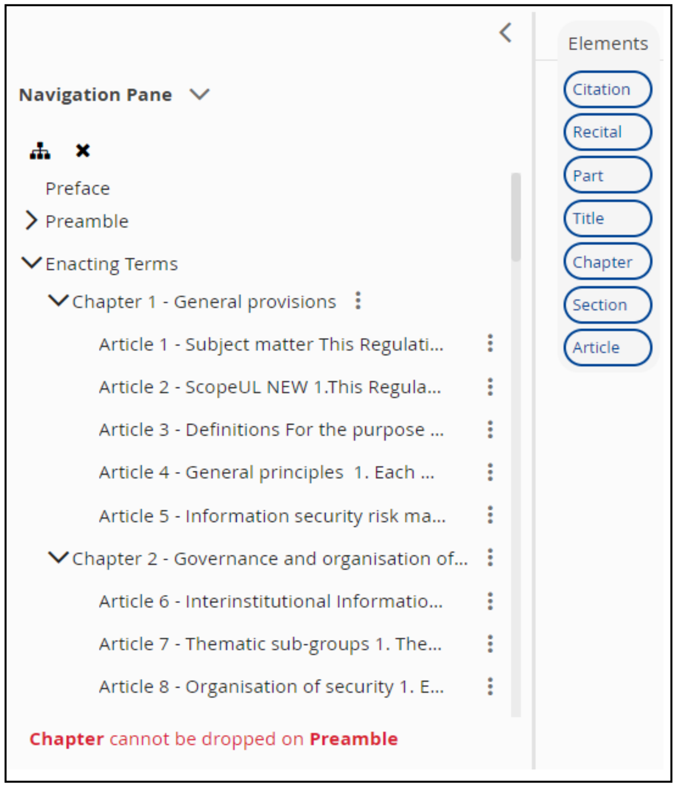
Add an element from the navigation pane

To do changes at the document structure level, the user has the option to 'Edit document structure inline' from the navigation pane.



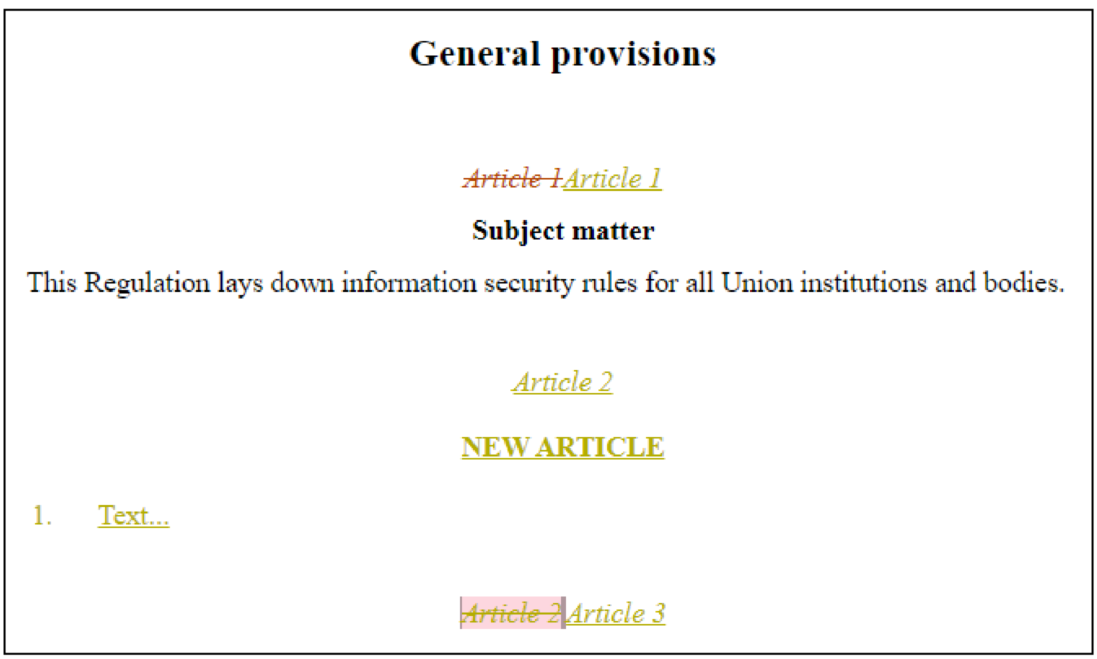
The user selects to 'Edit document structure inline'. The system displays the elements available for drag and drop in the document, depending on its type. The system will not allow the user to include elements in the positions where they should not be included.





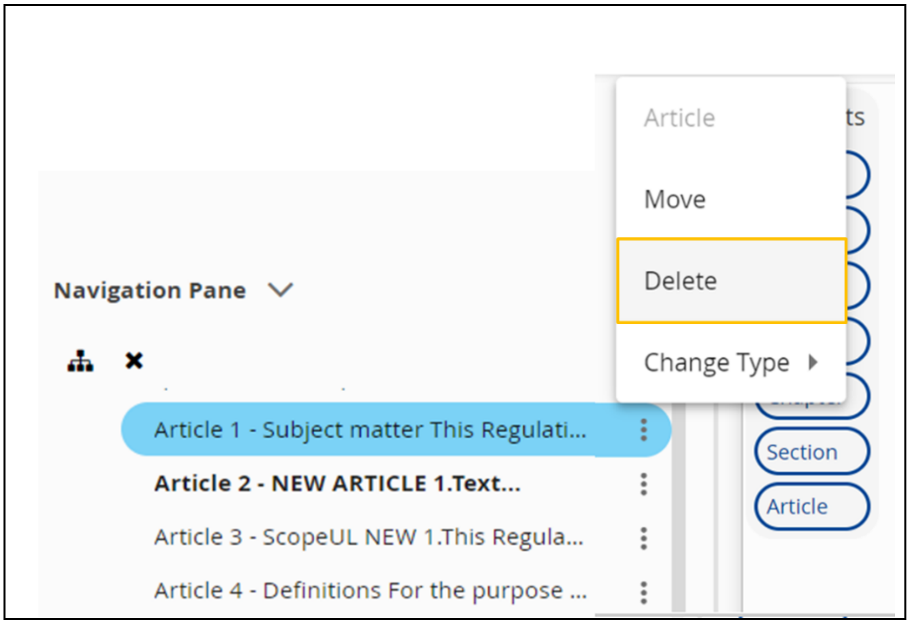
The user adds an article. The system presents an option to include a heading for the article and to choose between the types regular and definition.

The user adds a heading and clicks on 'save and close' in the navigation pane. The article added is shown in **bold** in the navigation pane and in track changes in the document. The system renumbers the articles accordingly.

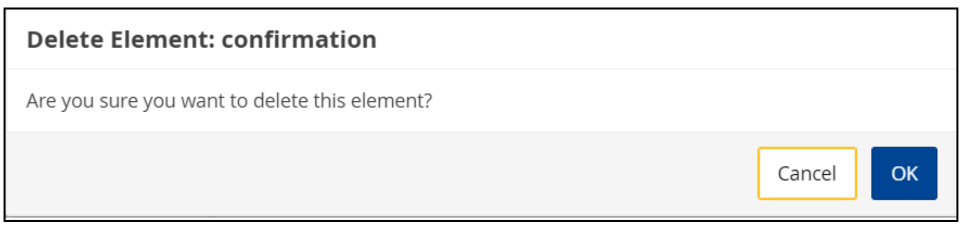


Remove an element from the navigation pane

The user wants to delete one of the articles using the option ‘Edit document structure inline’. The user selects the article s/he wants to delete and clicks on the ‘Delete’ option.

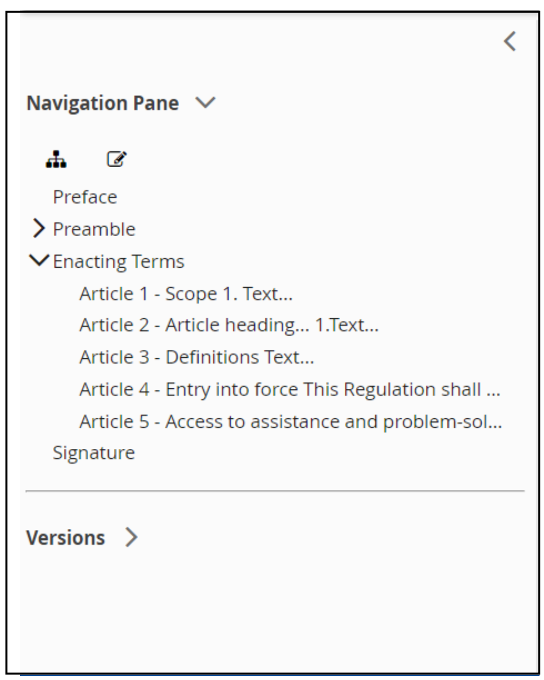


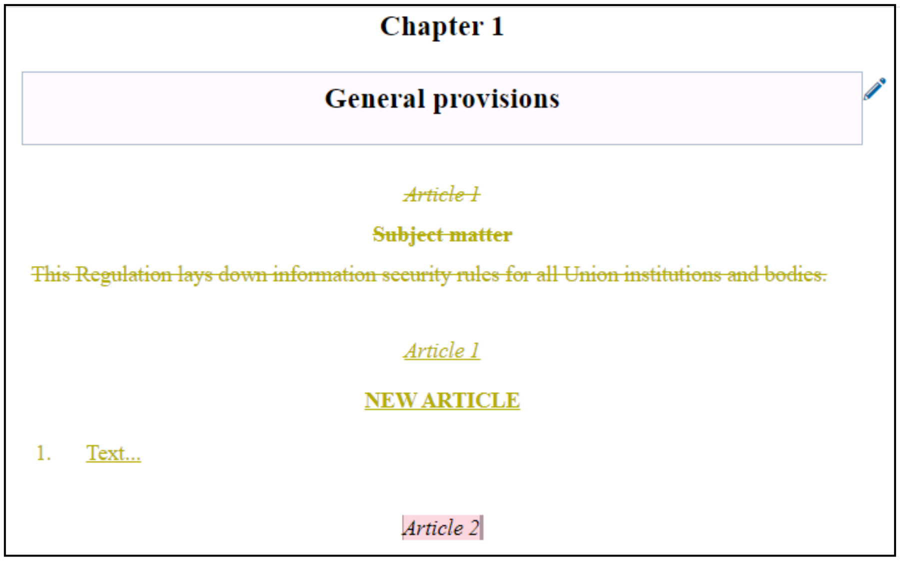
The system presents a confirmation message and waits for the acknowledgement of the user.



The user acknowledges his/her action.

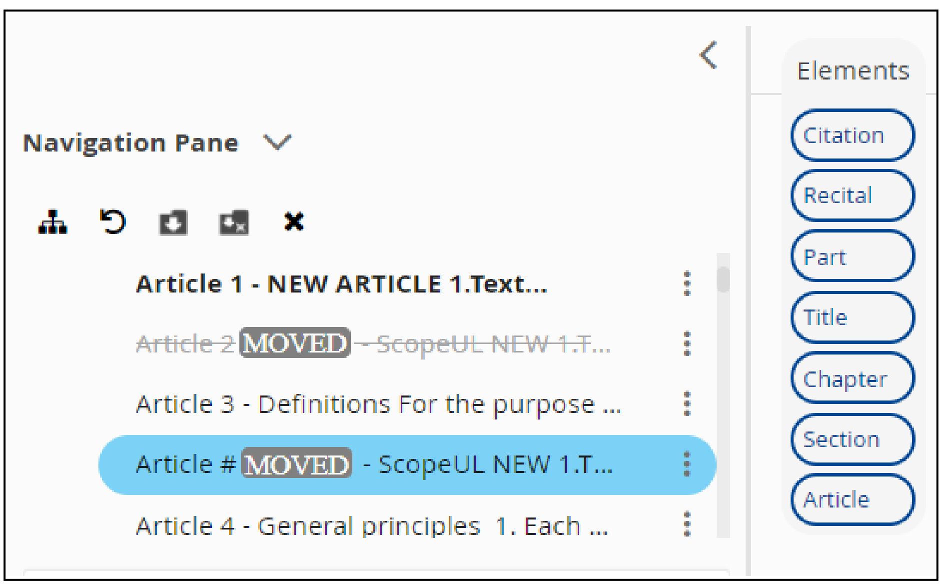
Once the user clicks on 'save and close' from the navigation pane, the system tracks the change (removal of the article) in the navigation pane and in the document. The system renumbers the articles accordingly.



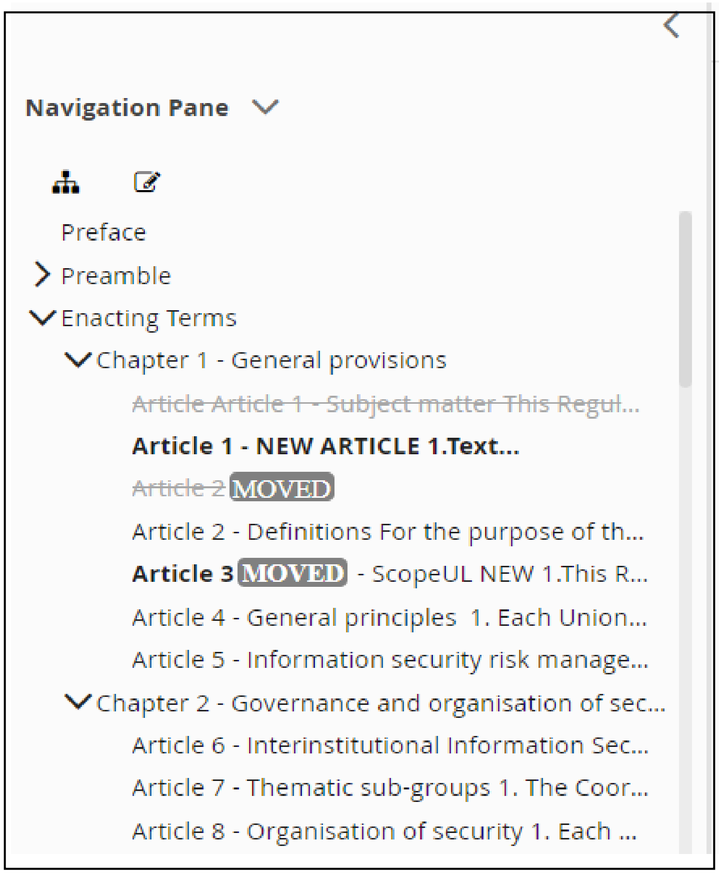


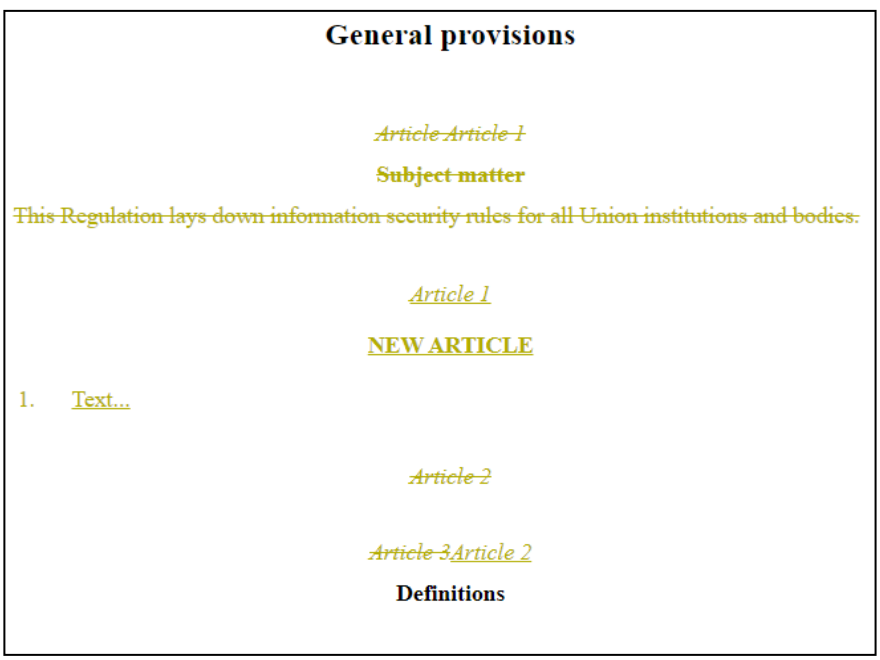
Move an element in the navigation pane

The user selects to move an article. The user selects the article and drops it in the position s/he wants to move it.



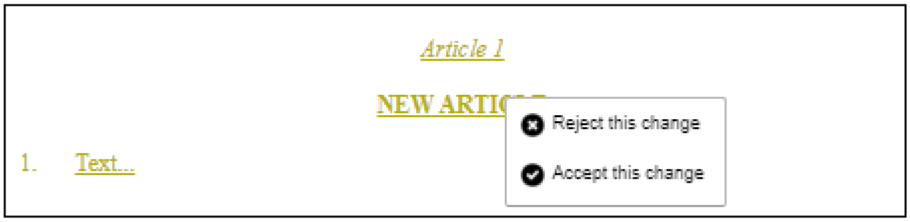
The user clicks on 'save and close' and the change is tracked in the navigation pane and in the document.

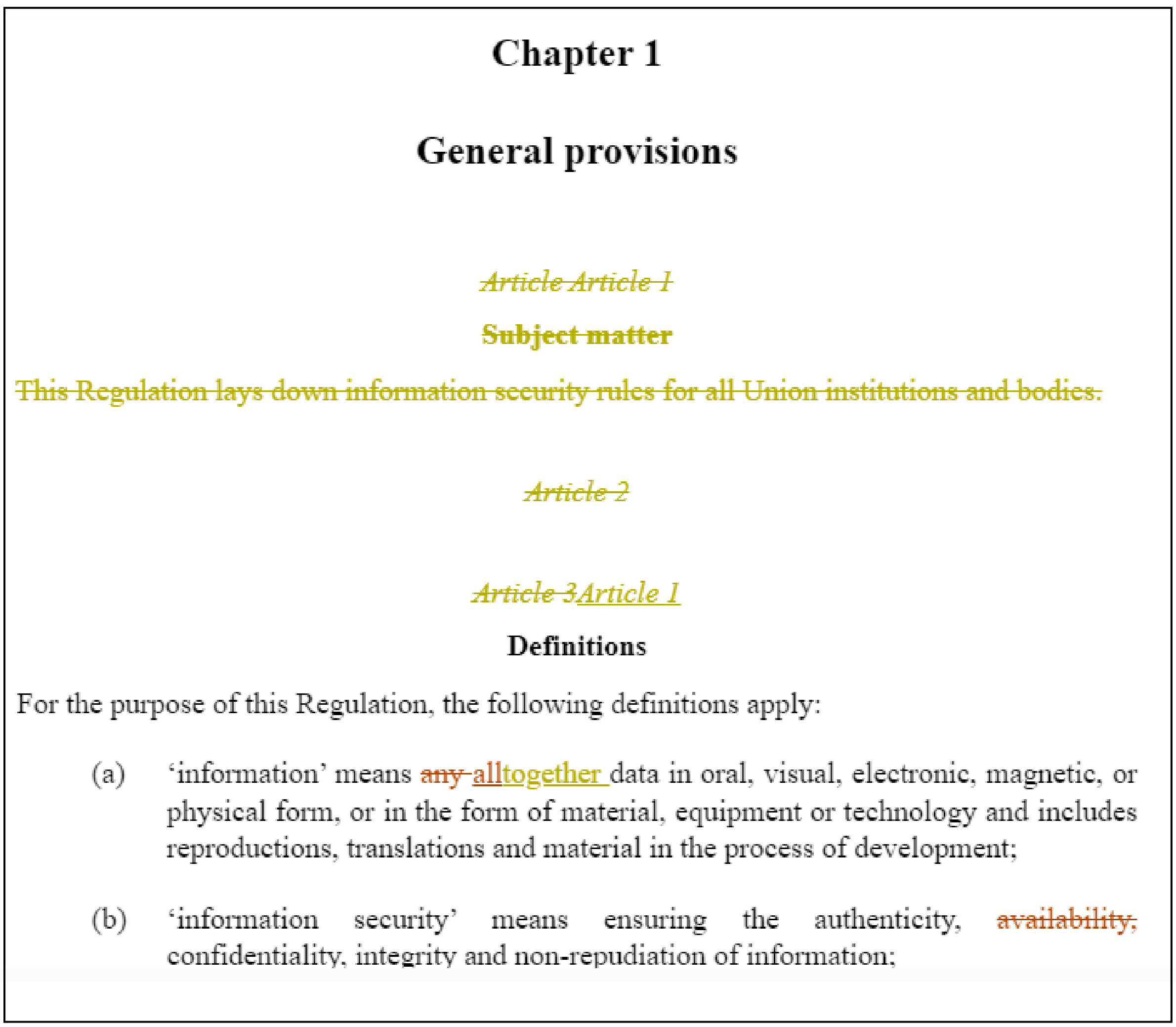

Navigation Pane
Preface
Preamble
Enacting Terms
Chapter 1 - General provisions
~~Article Article 1 - Subject matter This Regul...~~
Article 1 - NEW ARTICLE 1.Text...
~~Article 2~~ MOVED
Article 2 - Definitions For the purpose of th...
Article 3 MOVED - ScopeUL NEW 1.This R...
Article 4 - General principles 1. Each Union...
Article 5 - Information security risk manage...
Chapter 2 - Governance and organisation of sec...
Article 6 - Interinstitutional Information Sec...
Article 7 - Thematic sub-groups 1. The Coor...
Article 8 - Organisation of security 1. Each ...


General provisions
~~Article Article 1~~
~~Subject matter~~
~~This Regulation lays down information security rules for all Union institutions and bodies.~~
Article 1
NEW ARTICLE
1. Text...
~~Article 2~~
~~Article 3~~Article 2
Definitions

Reject a structural track change

In order to reject a structural change, the user right clicks on the change (article in the case from below) in the document and chooses to reject the change. The system will then renumber the articles accordingly.




Chapter 1

General provisions

~~Article Article 1~~

~~Subject matter~~

~~This Regulation lays down information security rules for all Union institutions and bodies.~~

~~Article 2~~

~~Article 3~~Article 1

Definitions

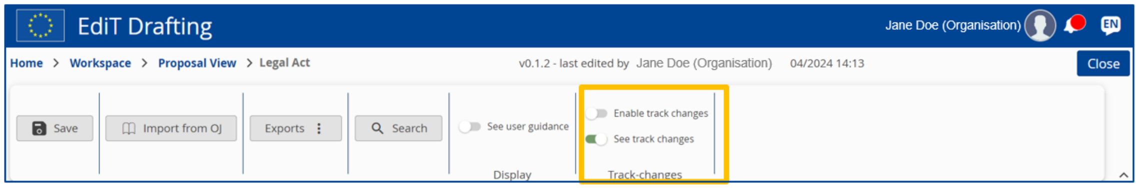
For the purpose of this Regulation, the following definitions apply:

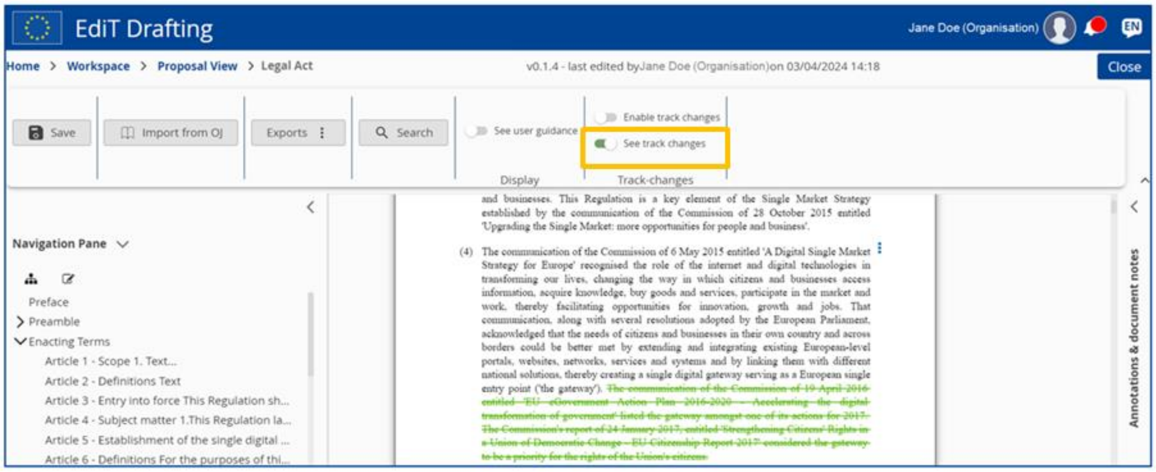
(a) ‘information’ means ~~any~~ alltogether data in oral, visual, electronic, magnetic, or physical form, or in the form of material, equipment or technology and includes reproductions, translations and material in the process of development;

(b) ‘information security’ means ensuring the authenticity, ~~availability,~~ confidentiality, integrity and non-repudiation of information;

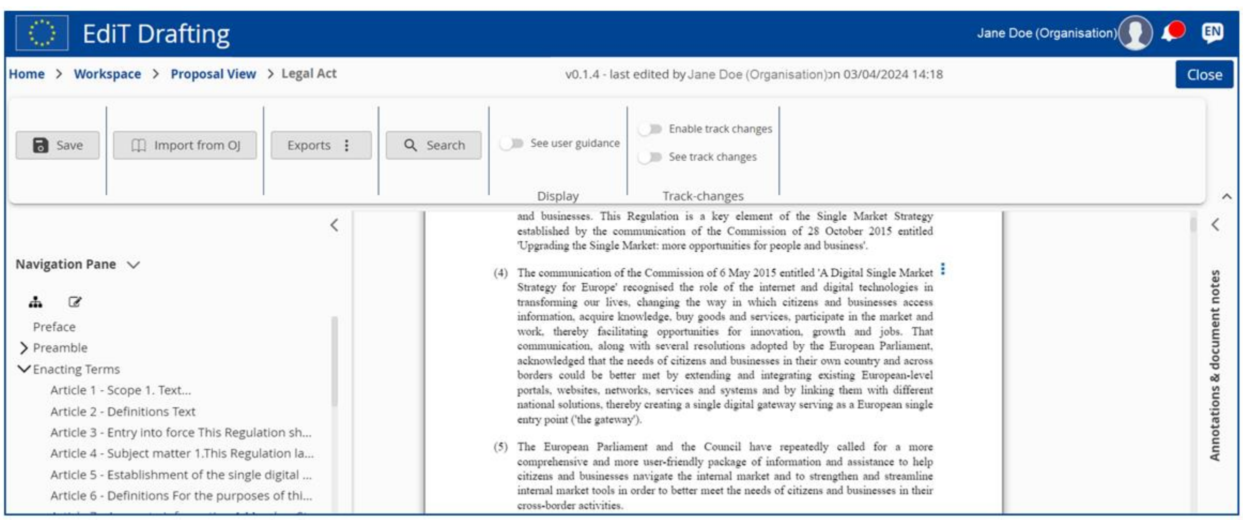
Show track changes

The user has by default the option to see the track changes.



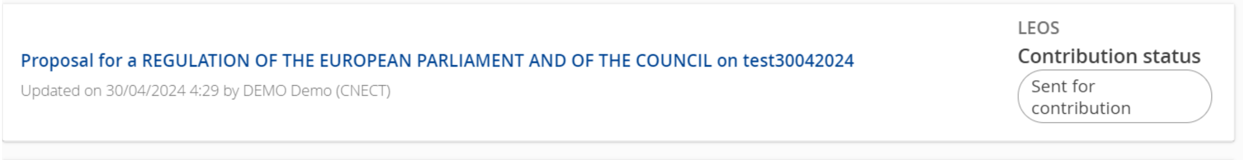


If the user unchecks ‘See track changes’, all the changes in the text are shown as if they were accepted. If the user checks again ‘See track changes’, the track changes are displayed again.

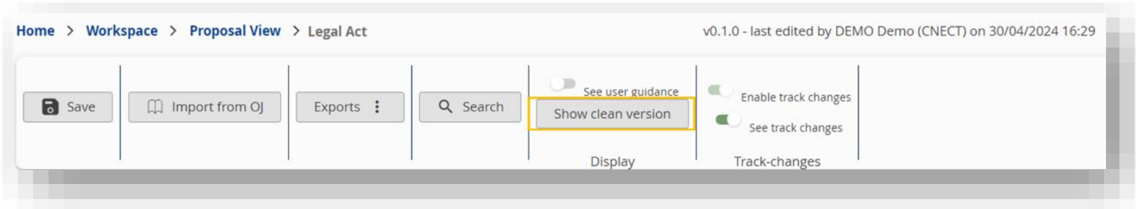


Show clean version

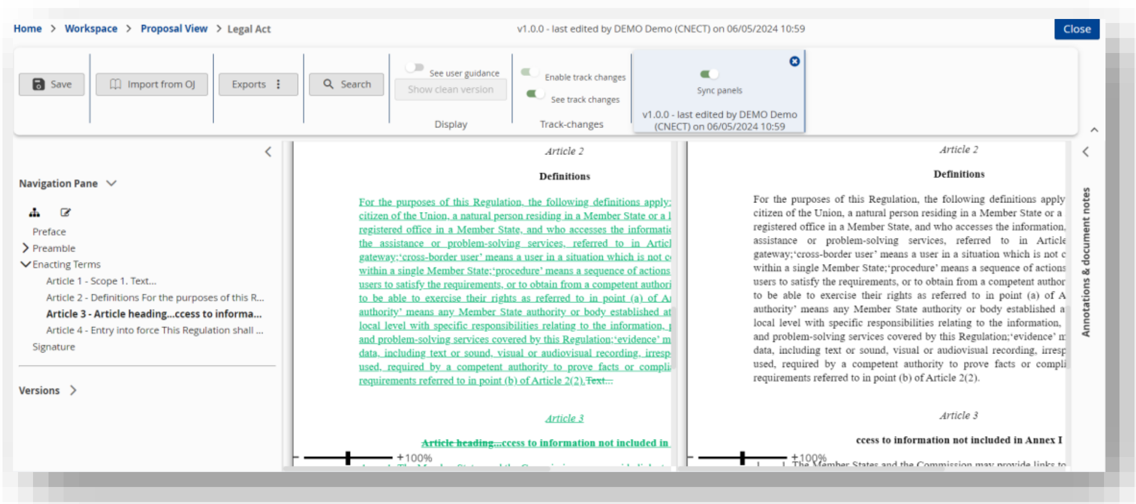
In the ***Repository browser***, the milestones sent for contributions are visibly marked.



If user who has received the milestone for contribution opens the ***Document viewer***, they can see in the floating menu the option to <Show clean version>.

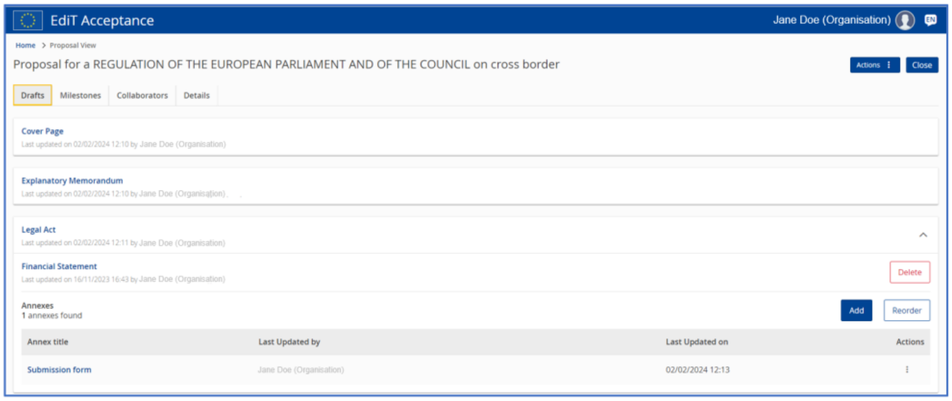


When selecting this option, the document with all the changes (in the text and structure) shown as if they were accepted is displayed in the right side of the screen. The version of the document with track-changes is displayed on the left side of the screen.



VERSIONING

In the Proposal Viewer, within the section 'Drafts', you can open the document you want to view.



Once you've opened it, you will be in the Document Viewer. In the left part of the screen, details on versions of the document will be visible in the 'Versions pane'.

Saving versions

There are 3 types of versions when it comes to saving changes:

Technical save (Minor version)

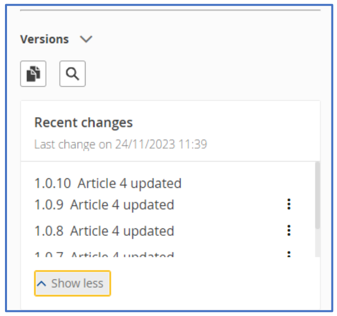
A technical save basically corresponds to an 'autosave' by the system. In practice such save is done whenever you save changes to an element in the text or automatically when you click outside the element box. The technical save number will be indicated at the end, e.g. version 1.2.x.

Technical saves are by default collapsed behind a 'Show modifications' element.

The technical save features:

- the type of action (addition/deletion/edition) and location
- the version
- the technical save creator

The type of change is always shown, and the user becomes visible on mouse over.

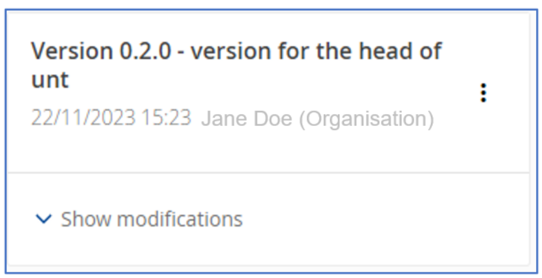


Save (Major version)

A save is a save explicitly done by the user. It will only save changes in the specific document you are in (e.g. in the Annex or the Legal Act). When saving, adding a title is mandatory. The save number will be indicated in the middle, e.g. version 1.x.0.

Save version items features:

- the version
- the major version timestamp and creator
- the major version title and, if any, the description.



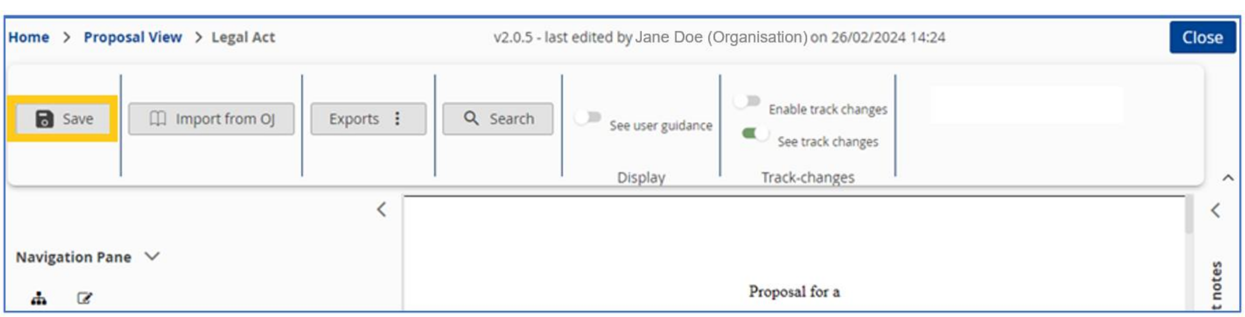
Create milestone (milestone version)

When creating a milestone of the act/proposal the save number will be indicated on the left, e.g. version x.0.0.

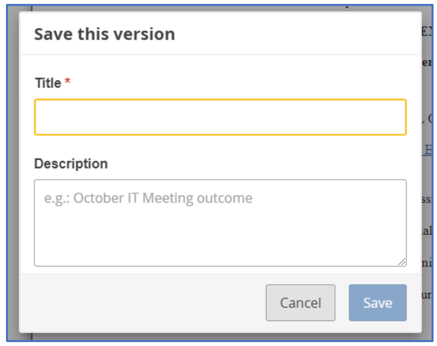
Creating a major version

Saving a major version means saving changes in the specific document you are in (e.g. in the Annex or the Legal Act).

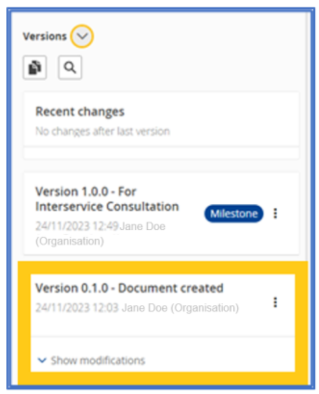
In the Document Viewer, click on the <Save > button in the floating menu.



Fill in the title, a description (if needed) and click on <Save>.



Once saved, the version will be visible in the ‘Versions pane’:



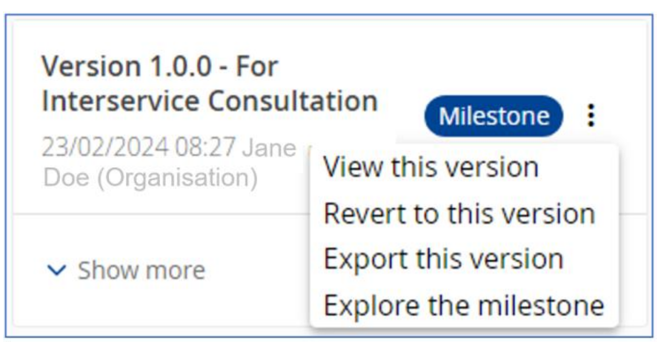
You will see the version number (e.g. version 1.x.0), timestamp and creator, title and, if any, the description.

Note

When you save a version of the text in LEOS, the annotations linked to this version are NOT saved. The save feature applies only to the text.

Version actions

Activate the 'Versions pane’ to the left of the Document Viewer. Next to each milestone, major or minor saved version, there is the three dots menu:

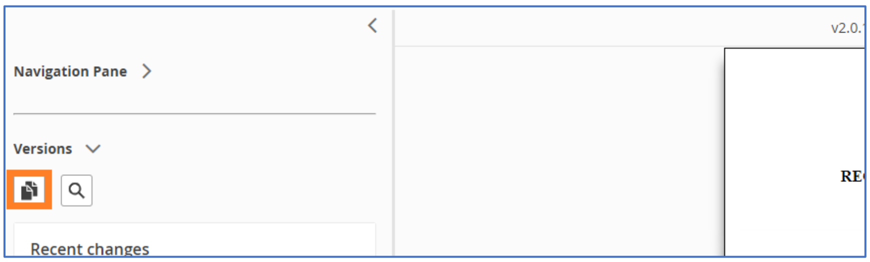


The three dots menu reveals several actions:

- View this version: display this particular version in the right panel (no comparison view).
- Revert to this version: undo all later changes and restore this version of the text.
- Export this version: export this particular version.
- Explore the milestone: opens the 'Milestone explorer' (available when the version concerned is a milestone- see [Exploring a milestone]).

Comparing versions

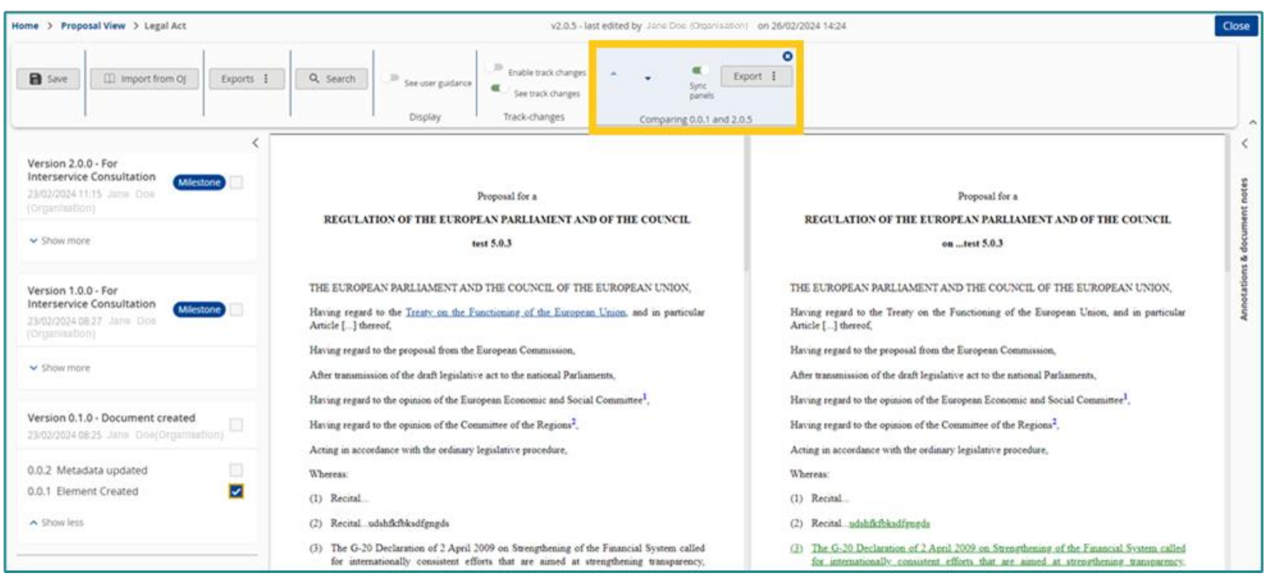
Activate the 'Versions pane' to the left of the Document Viewer and click on the compare icon on the top left.

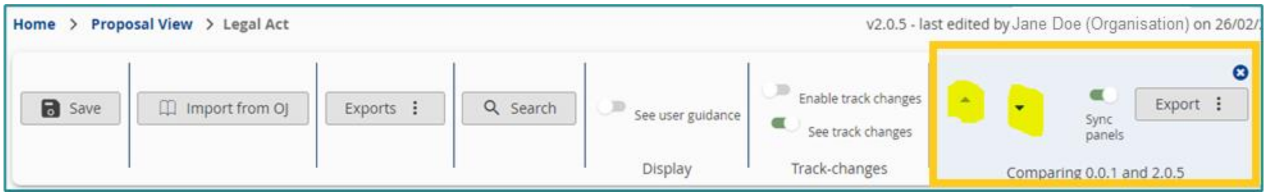


The 'Versions pane' will switch to the 'compare mode', which means tick boxes appear next to the versions.

Tick the versions you want to compare (maximum 2).

At the top of the compare panel, two arrows are added to allow the user to jump to next or previous change:





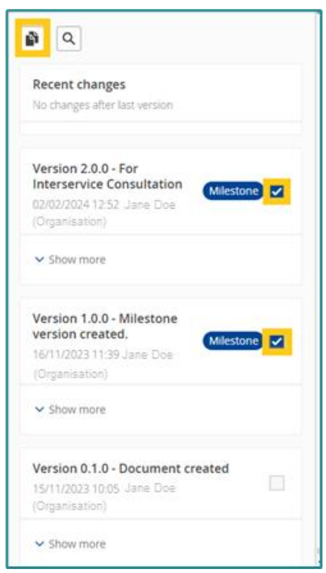
Added elements will be marked as green and underlined, removed elements will be marked as red and with strikethrough:

1. ~~Text~~ This article explains the scope of the proposal

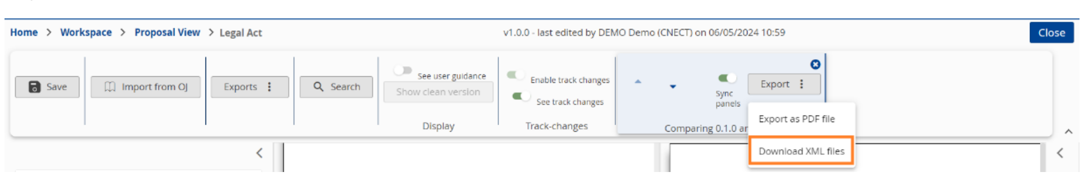
Clicking on the <Close> button at the top right, will close the right panel with the other version of the element and will remove the tick boxes in the ‘Versions pane’.

Download the comparison document

You have the possibility to export in XML the version of the comparison document with track changes. When you are into a document of the proposal/act (eg. Legal Act), go to ‘Versions pane’ on the left. Under the ‘Version Pane’, click on the comparison icon, then select which versions of the document to compare.



Then, click on the button at the upper right corner of the screen to export in XML the comparison document:

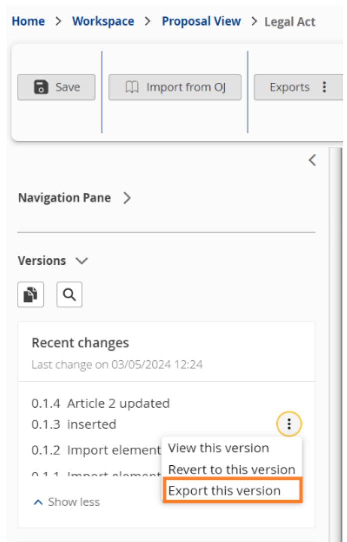


Downloading a document

The implementation of the export to PDF of a document (the Cover Page, the Explanatory Memorandum, the Legal Act or each annex individually), with or without annotations, is not available.

However, it is possible to download a previous version of the document as XML file.

Got to the Versions pane, select the version you want download, click on three dot menu and select <Export this version>



Downloading a proposal

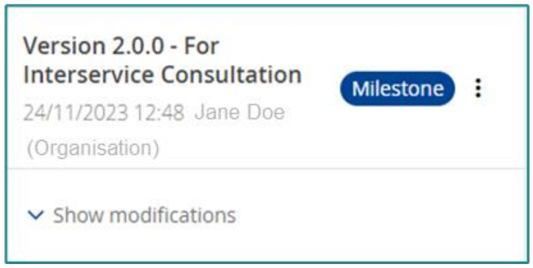
Users with support role can download a proposal as .leg file from Proposal viewer, click on the Actions button and select <Download>.

‘MILESTONES’ TAB

A milestone is a snapshot of the latest version of the documents of the proposal/act created by the user. When creating the milestone, adding its title is mandatory. The save number of each document will be indicated at the beginning, e.g. version x.0.0.

The version corresponding to a milestone contains:

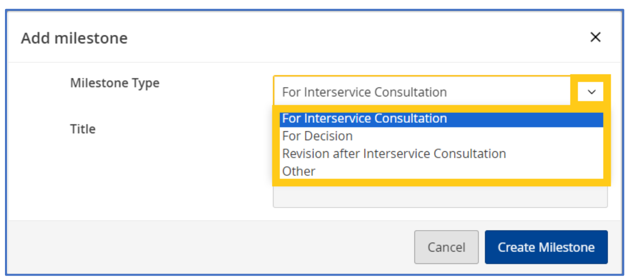
- the version number,
- the milestone timestamp and creator,
- the milestone title.



Creating a milestone

In the Proposal/Act Viewer, click on the tab ‘Milestones’ and then click on <Add> button.

Choose the type of milestone from the dropdown list and click <Create milestone>. You can also give a name to the milestone different from the ones in the dropdown list.

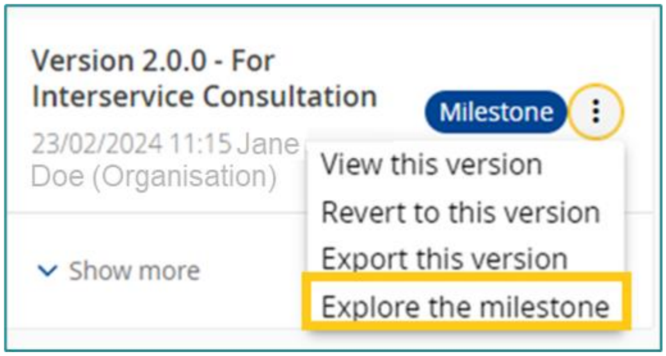


Once saved, the milestone will be visible in the ‘Milestones’ section in the Proposal/Act Viewer and in the ‘Versions pane’ of each document of the proposal/act.

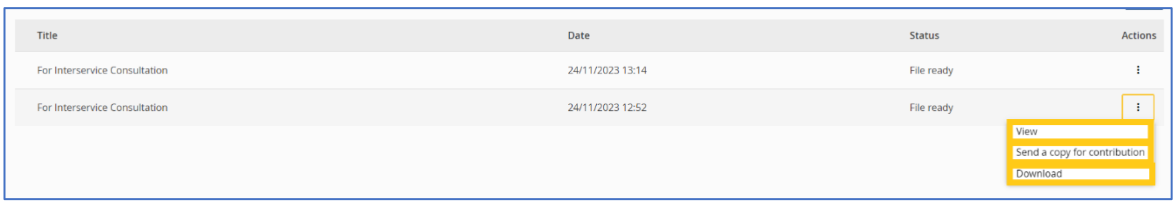
Exploring a milestone

You can explore a milestone in 2 ways:

1) Click on the 'Versions pane’, select the milestone you want to check and click on the three dots on the right of the milestone. Choose <Explore the milestone>.



2) Go to the Proposal/Act Viewer, click on the ‘Milestones’ tab and check the milestone you want to explore.



By clicking on the three dots in the right corner of the respective milestone, you will have the possibility to <View> the milestone, to <Send a copy for contribution> and <Download> the milestone.

After you click on <View>, the 'Milestone Explorer' will open in a pop-up window.

The 'Milestone explorer' will show in read only the version of documents saved within the milestone:

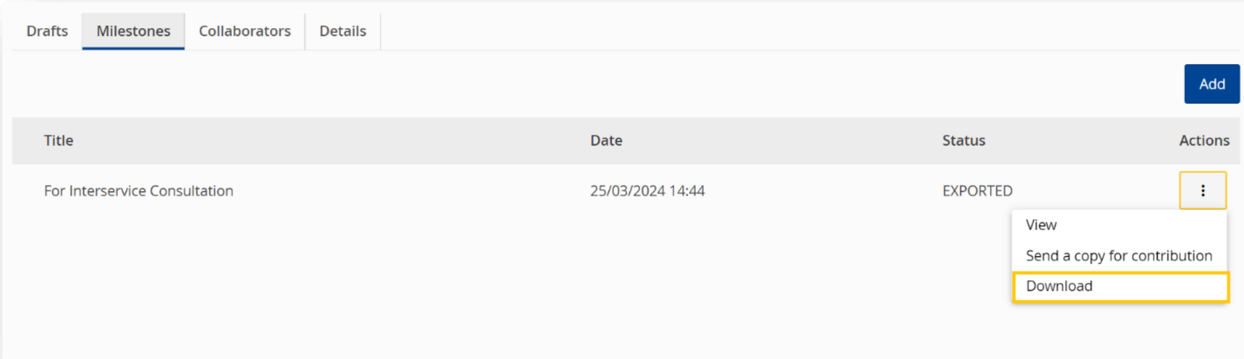
It displays:

- milestone metadata (timestamp, user, type)
- the documents with their table of contents and annotations made on the text

Downloading a milestone

You can download a milestone in .leg format.

To do so, select the desired milestone, click on the three dots and select <Download>:



MANAGING COLLABORATORS

In the Proposal Viewer you see the section 'Collaborators'; there, the author can add or remove users that will have access rights on the Proposal. These users can work collaboratively while reviewing and editing the text in the documents.

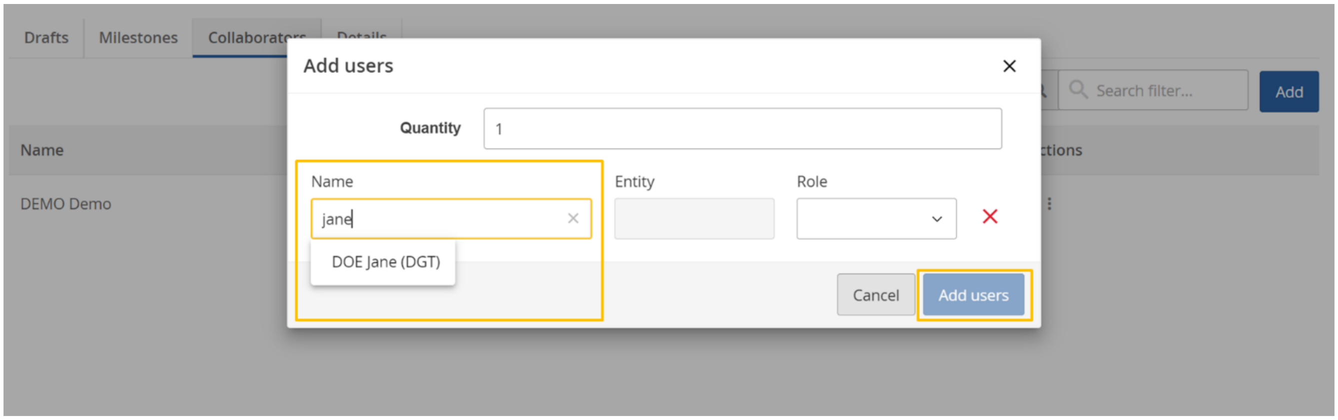
Managing collaborators (only for authors)

The owner/author of a proposal can choose to share it with other users who can then view and edit its documents. These users are called collaborators in LEOS.

If you are the author of a proposal, an 'Add' button is available at the top right in the 'Collaborators' tab, to allow you to add users. In front of the ‘Add’ button, there is a search bar.

To add a ‘contributor’, ‘reviewer’ or other ‘author(s)’ click on the <Add> button. Type the beginning of the collaborator's name and select the user from the displayed results. As you can see, we can select the quantity of users that we want to add.

Choose his/her exact role in the drop list next to his/her name. Click on the button <Add users> to save your choice or press <Cancel> to cancel the operation.



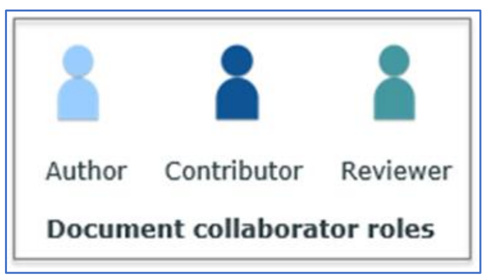
After saving, the added user(s) will be listed in the 'Collaborators' section of the Proposal Viewer. The Proposal in question will then be available in the Repository Browser to all the persons with access rights on the Proposal.

Collaborator roles

To remove an existing contributor/reviewer/author user, click on the three dots menu (actions) to the right of his/her name and select 'delete'. The user will be removed from the list of collaborators of the Proposal and will no longer be able to access it.

If you edit the role of a collaborator, s/he will be able to access the document having the new rights.

There are 3 roles for collaborators:



Everyone with access to the application can create a document.

Each role grants the user different rights when it comes to the edition of the documents of the Proposal:

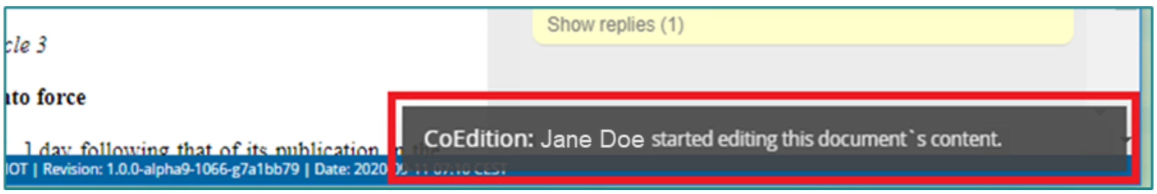
	Author	**Contributor**	**Reviewer**
Edit document	√	√	
Delete document	√		
View document	√	√	√
Restore previous versions	√		
Add milestone	√		
Submit comment	√	√	√
Edit comment	√	√	
Delete comment	√	√	

Create suggestion	√	√	√
Edit suggestion	√	√	
Accept suggestion	√	√	
Reject suggestion	√	√	
Add author/contributor/reviewer	√		
Remove author/contributor/reviewer	√		
Download XML, .leg	√	√	√

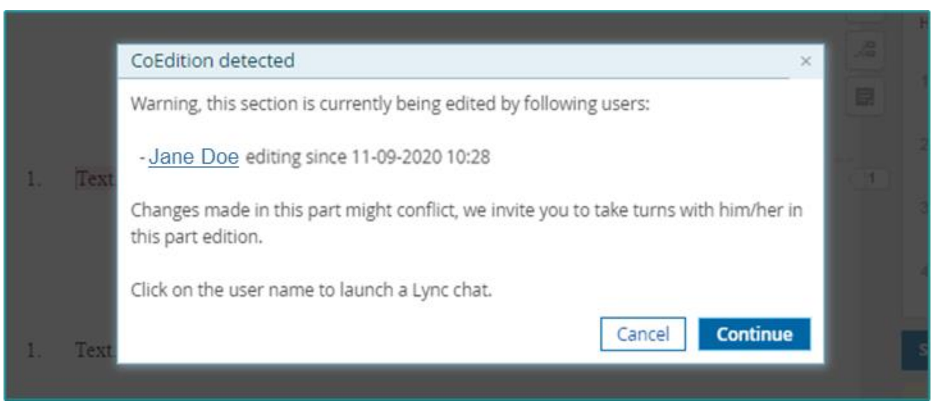
As you can see, only an author can add or remove collaborators.

Collaborating

When you are working in a certain document and other collaborators start editing the content of the same document, you will receive a notification.

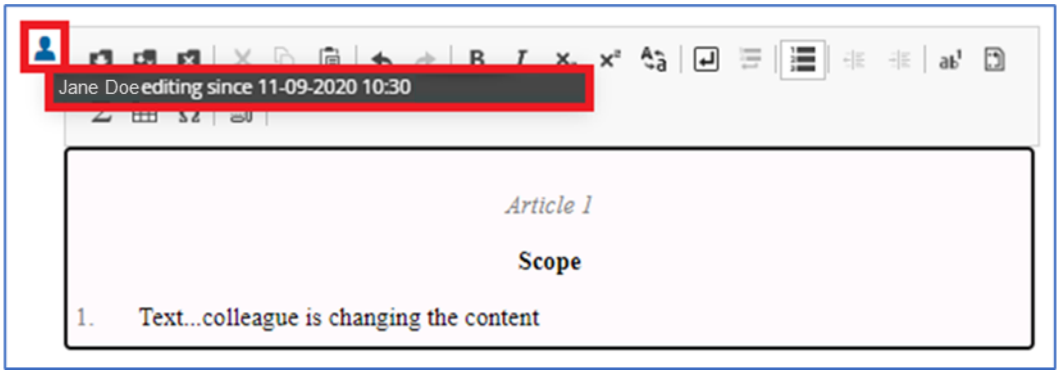


If you open a part in which another collaborator is working, you will get the following notification.



When you click on <Continue>, you will be able to work on the same part simultaneously. The last save will overwrite any previous changes.

You will see a user icon next to the part, to indicate someone else is editing it. If you hover over the user icon, you can see the user's name.


Jane Doe editing since 11-09-2020 10:30
Article 1
Scope
1. Text...colleague is changing the content