



European  
Commission

# LEOS

## User Guide



Leos version: 3.0

Modified on: 11.03.2020

Version of the manual: 1.0



## Table of Contents

0. LEOS concepts .....	1
LEOS views .....	2
1. Browsing.....	4
2. Creating documents.....	6
2.1. Creating a proposal .....	7
2.2. Opening a proposal .....	10
3. Managing collaborators .....	12
3.1. Managing collaborators (only for authors).....	13
3.2. Collaborator roles .....	14
4. Editing content.....	15
4.1. Search proposal.....	16
4.2. Proposal viewer.....	17
4.3. Editing text .....	19
4.4. Editing the table of contents: add/move articles & higher divisions.....	22
4.5. Importing elements (from EUR-Lex) .....	24
5. Reviewing and commenting.....	25
5.1. Creating an annotation .....	26
5.2. Creating a suggestion.....	28
5.3. Adding a highlight .....	30
5.4. Creating a document note .....	31
5.5. Reviewing annotations.....	32
5.6. Reviewing suggestions .....	33
6. Version management.....	35
6.1 Saving versions.....	36
6.1.1. Creating a major version .....	38
6.1.2. Creating a milestone .....	39
6.2 Version actions.....	41
6.3 Comparing versions .....	42
6.4 Exploring a milestone.....	43
7. Downloading documents .....	45



# 0. LEOS concepts

LEOS is an online drafting tool designed to help those involved in drafting legislation.

LEOS ensures that the content drafted by the users follows the drafting guidelines by offering features like enforcing predefined document structures, predefined layout , numbering rules, ...

All of this to ensure that the author would first and foremost focus on drafting itself and much less on layout management (or checking).

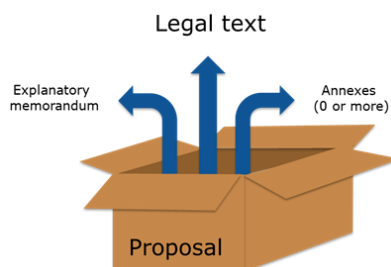
In order to facilitate efficient online collaboration LEOS also contains some others features like comments, suggestions, version control, co-edition, etc.

Content is stored in an XML format, currently Akoma Ntoso V3, which facilitates document exchange, element retrieval, etc.



Below you can find the different concepts specific to LEOS:

1. **Proposal:** has general details about the proposal (metadata) and is logically linked to / contains different document types such as legal text, annexes etc..
2. **Explanatory memorandum:** the purpose of the explanatory memorandum is to explain the reasons for, and the context of, the Commission's proposal drawing on the different stages of the preparatory process. The explanatory memorandum is however not published in the Official Journal and has no legal effect.
3. **Legal text.**
4. **Annexes** (0 or more).

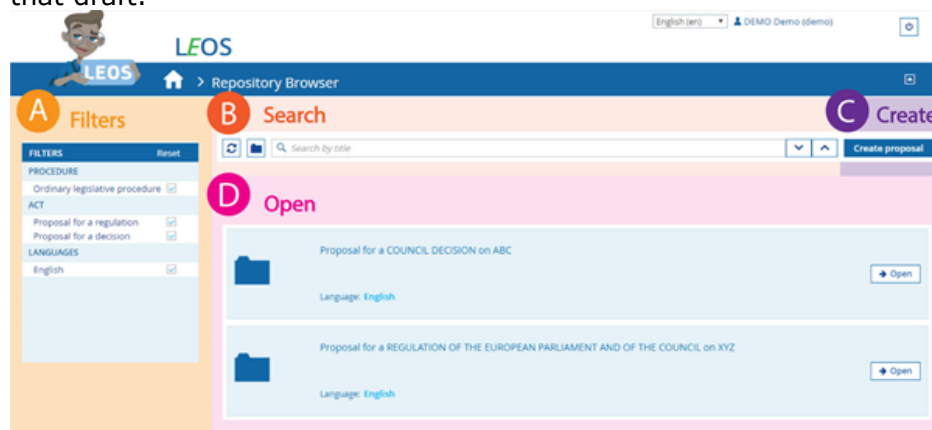


# LEOS views

## Global view

The first screen in LEOS has the following four areas:

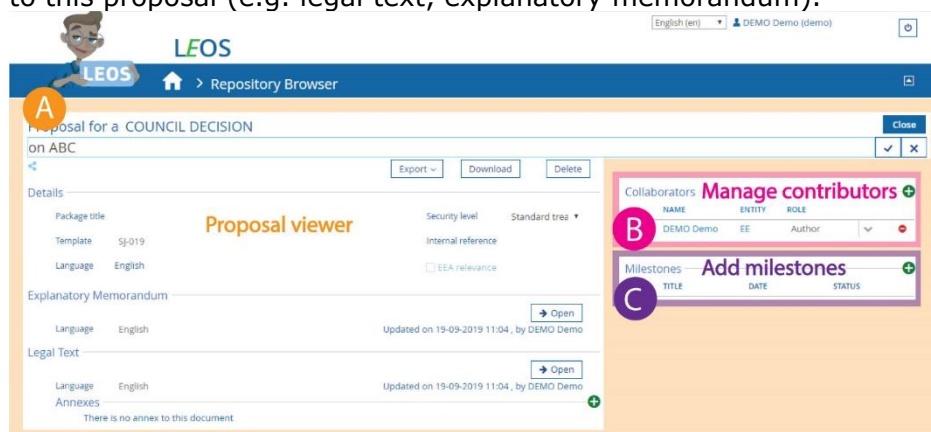
- A **Filters:** option to view based on different criteria.
- B **Search:** option to search for drafts in the repository.
- C **Create:** option to create a new draft.
- D **Open:** each draft has the option "Open" which allows the user to explore and edit that draft.



## Proposal overview

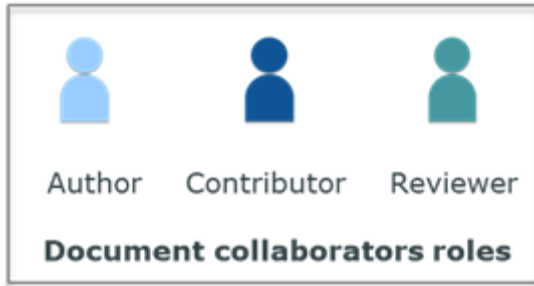
After selecting a proposal in the first screen, you will be redirected to the proposal you have selected. In this screen, you will see:

- A. **Proposal viewer** – general details about the proposal, the documents associated to this proposal (e.g. legal text, explanatory memorandum).



- B. **Collaborators** – the list of users with their associated roles (see picture below) for this proposal. Those who have the role of author have also the option to manage

collaborators.



**C. Milestones** – shows the options to view and create milestones. A milestone can be seen as a snapshot of a proposal at a given time.

Note that the creation of milestones can only be done by authors.

## Document view

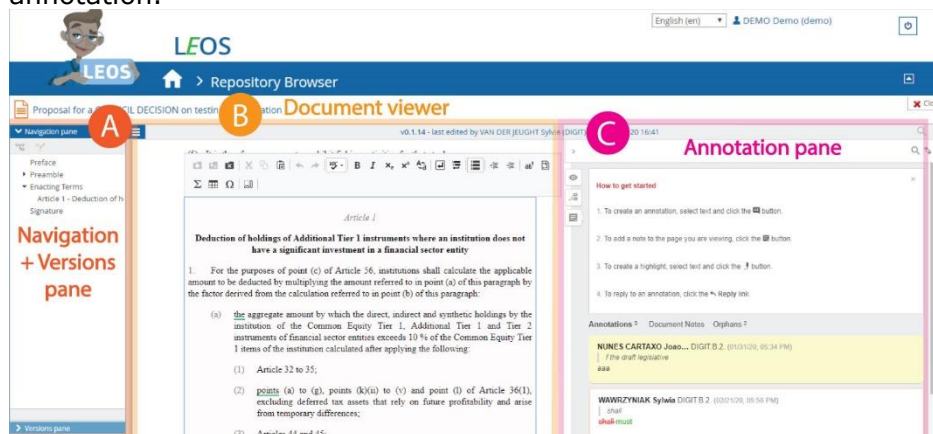
After selecting to **Open** one of the documents from the Proposal viewer, you will be redirected to the Document view screen.

This screen has the following three areas:

**A. Navigation pane** (top) and **Versions pane** (bottom).

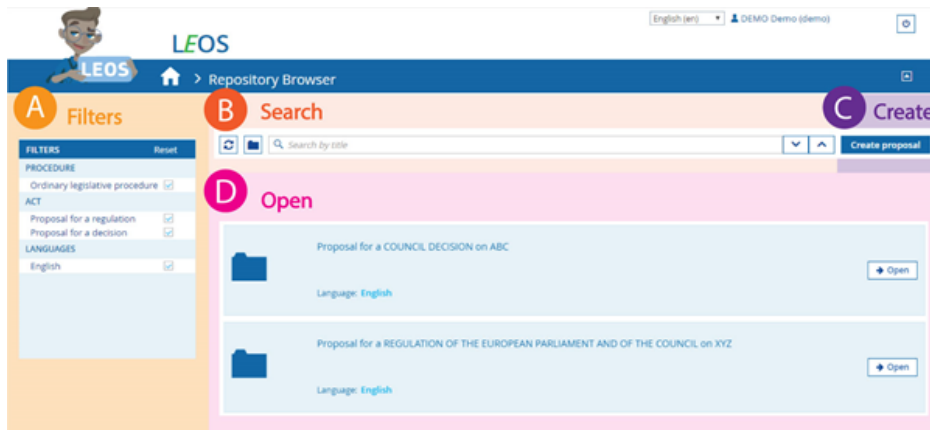
**B. Document viewer** showing you the latest document version that can be edited.

**C. Annotation pane.** This pane is visible by default if there is at least one annotation.



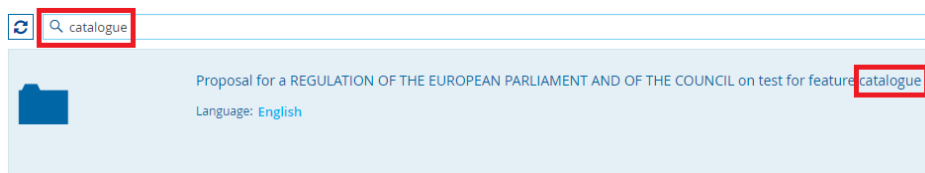
# 1. Browsing

The home page of LEOS is the repository browser, with options to search, filter and create proposals.



In the general view you will see the list of all proposals you are author / contributor of, but there is also the possibility to search for specific proposals.

You can search by keywords



and/or you can use the filters. By default, all filters are ticked, but you can also untick a number of them to get more specific results.



**FILTERS** Reset 

**PROCEDURE**

- Ordinary legislative procedure
- Special legislative procedure
- Commission legal acts
- Council legal acts

**ACT**

- Proposal for a regulation
- Proposal for a directive
- Proposal for a decision
- Proposal for a Council decision

**TEMPLATES**

- SJ-023 - Proposal for a Regulation of the European Parliament and of the Council
- SJ-024 - Proposal for a Directive of the European Parliament and of the Council
- SJ-025 - Proposal for a Decision of the European Parliament and of the Council
- SJ-026 - Proposal for a Decision of the European Parliament and of the Council (without addressees)
- SJ-019 - Proposal for a Council Decision

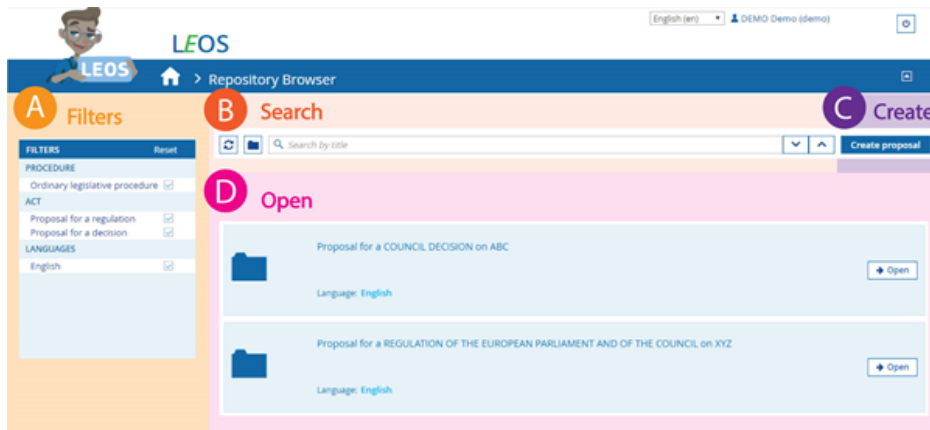
**ROLES**

- Author
- Contributor
- Reviewer



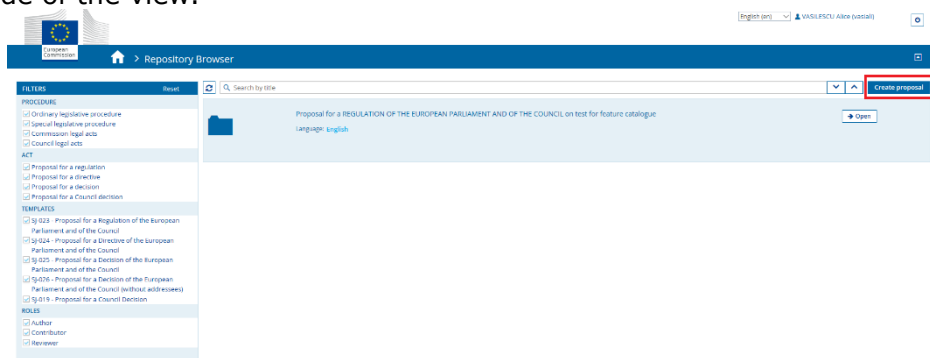
## 2. Creating documents

You can create a proposal by using the button **Create a proposal** located at the top right corner of the repository browser.



## 2.1. Creating a proposal

1. In the repository browser, click on the button 'Create proposal' on the top right hand side of the view.



2. A dialog box titled 'Create new legislative document - Template Selection' will appear. Its purpose is to select a template for the new proposal and provide some information about it like the proposal name etc.



3. Different Templates are available in the tree format. There are various controls available to browse templates:
  - a) On top left corner, a button is provided to quickly expand the template tree.
  - b) By clicking on arrow buttons, you can selectively browse the tree.
  - c) A input box with title "Search by document type" is available to filter templates by name.
4. Select the desired template to be used for creating the document.

Upon selection, a brief description of the selected template is displayed at the bottom of the tree and the 'Language' drop-down is activated to select the available language for that template.

Create new legislative document - Template selection (1/2)

Search by document type English

- Interinstitutional procedures - Law Initiative (COM/JOIN)
  - Legal acts
    - Ordinary legislative procedure
      - Proposal for a regulation
        - SJ-023 - Proposal for a Regulation of the European Parliament and of the Council**
      - Proposal for a directive
        - SJ-024 - Proposal for a Directive of the European Parliament and of the Council
      - Proposal for a decision
        - SJ-025 - Proposal for a Decision of the European Parliament and of the Council
        - SJ-026 - Proposal for a Decision of the European Parliament and of the Council (without addressees)
    - Special legislative procedure
    - Commission legal acts
  - Council legal acts
    - Proposal for a Council decision
      - SJ-019 - Proposal for a Council Decision

Template 23 of the LS: Proposal for a REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL

Step 1 of 2:  
Select the document type, language and name

5. Clicking on 'Next'  will navigate to the 'Document meta-data' screen. It consist 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 document.

Create new legislative document - Document metadata (2/2)

Document template: SJ-023 - Proposal for a Regulation of the European Parliament and of the Council

Document title: \*

Document language:

Confidentiality level:

Internal reference:

Inter-institutional reference:

Package title:

EEA relevance:

Step 2 of 2:  
Enter document metadata

6. Click 'Create' to create a proposal. The dialog box will be closed and a new proposal will be created. This new proposal will be available in repository browser.

Create new legislative document - Document metadata (2/2)

Document template: SJ-023 - Proposal for a Regulation of the European Parliament and of the Council

Document title: \*

Document language:

Confidentiality level:

Internal reference:

Inter-institutional reference:

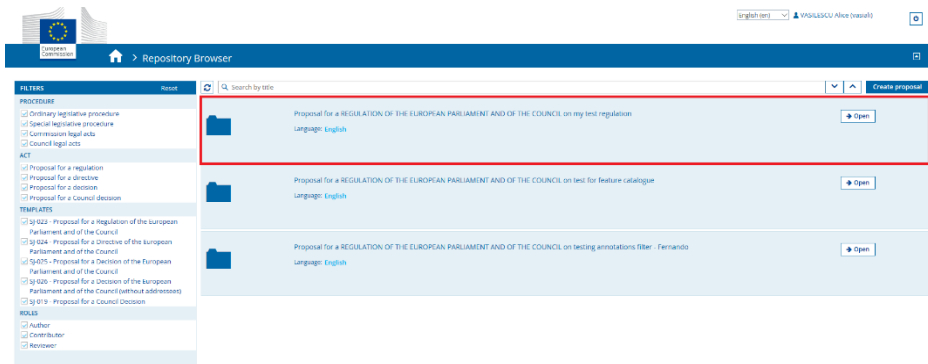
Package title:

EEA relevance:

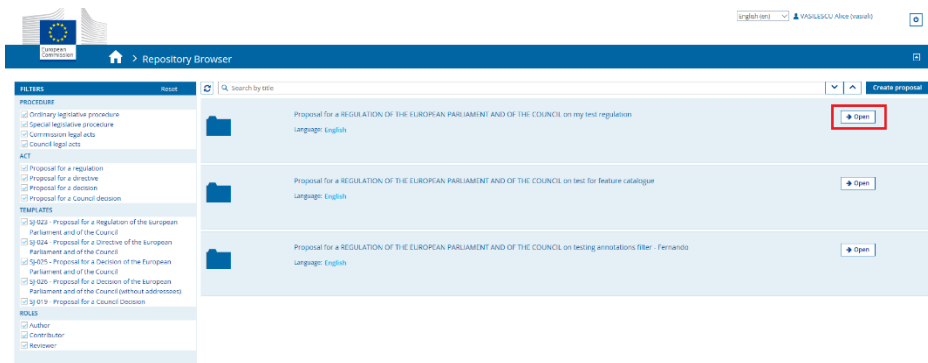
Step 2 of 2:  
Enter document metadata

## 2.2. Opening a proposal

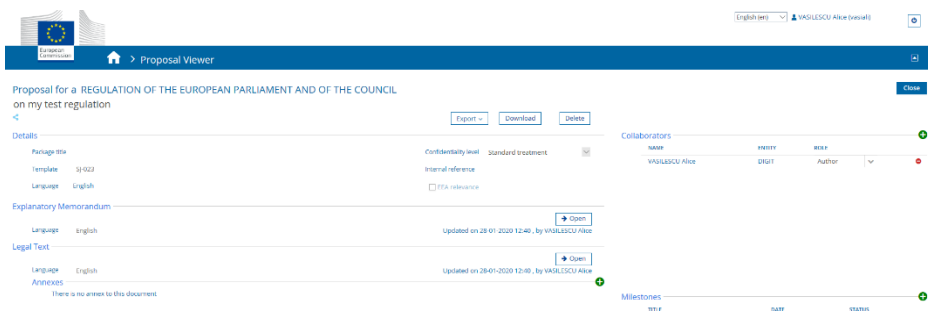
After creating a proposal, you will be redirected to the main page. On the main page you will see your newly created proposal.



To open your proposal click on **Open** or on the proposal card.



This action will open the **Proposal Viewer**.



If you would like to open any of the documents (explanatory memorandum, legal text, etc.) of the proposal, click on Open.

English (en) VASILESCU Alice (overall)

Proposal Viewer

Proposal for a REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on my test regulation

Report Download Delete

Details

Package title: Confidentiality level: Standard treatment

Template: 51023 Internal reference

Language: English  PTA reference

Explanatory Memorandum

Language: English Updated on 28/01/2020 12:40, by VASILESCU Alice [Open](#)

Legal Text

Language: English Updated on 28/01/2020 12:40, by VASILESCU Alice [Open](#)

Annexes: There is no annex to this document

Collaborators

NAME	EMAIL	ROLE
VASILESCU Alice	ALICE	Author

Milestones

TITLE	DATE	STATUS
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This action will open the document in edit mode.

English (en) VASILESCU Alice (overall)

Legal Text

Proposal for a REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on my test regulation

Navigation pane

- Preface
- Proposals
- Incoming forms
- Article 1 - Scope, 1. Text...
- Article 2 - Entry into force This Regulation etc...
- Signature

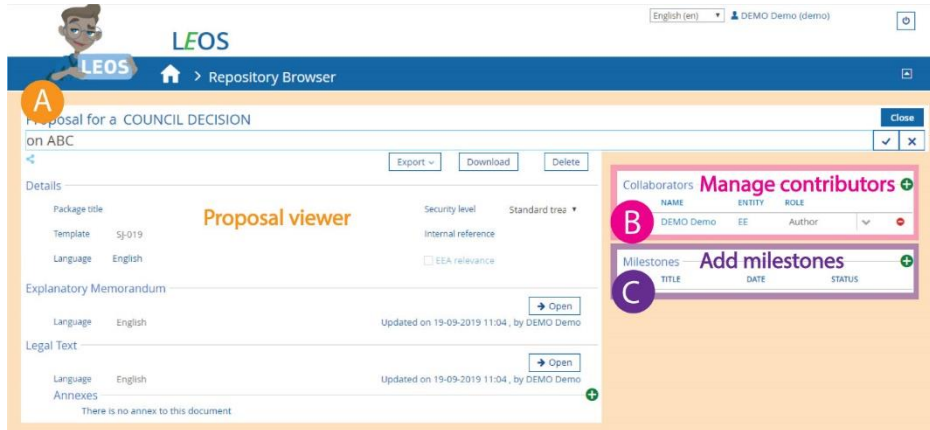
V6.1.0 - last edited by VASILESCU Alice (DGI) on 28/01/2020 13:40

European Commission

Proposal for a  
REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL  
on my test regulation

# 3. Managing collaborators

In the proposal overview you will see the section "Collaborators" (B); there the author can add or remove contributors





### 3.1. Managing collaborators (only for authors)

The owner/author of a proposal can choose to share the document with other users who can then view and edit content of the proposal.

These additional users are called collaborators in LEOS.

If you are the author of a proposal, a "+" icon is available at the top right of the 'Collaborators' section in the Proposal overview, to allow you to add users.

1. To add a collaborator, reviewer or author click on the '+' icon.

Collaborators +

NAME	ENTITY	ROLE		
VAN DER JEUGHT Sylvie	DIGIT	Author	▼	⊖

Type the beginning of the collaborator's name and select the desired user from the displayed results.

2. Choose his exact role in the drop list next to his name. (For more info on roles see Point 3.2)
3. Click on the small "V" to save your choice or "X" to cancel.

Collaborators +

NAME	ENTITY	ROLE		
Willain	-	Author	▼	⊖
WILLAIN Jean				
WILLAIN Jean-Christophe				
			✓	✕

4. After saving the added users will be listed in the "Collaborators" section of the Proposal overview.  
The proposal in question will then be available in global view/repository browser to all the collaborators and owners for viewing and editing.

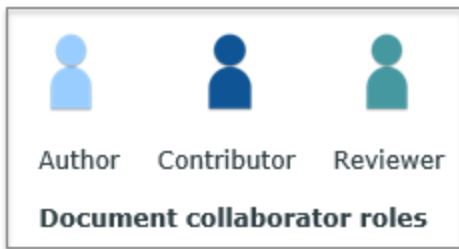
Collaborators +

NAME	ENTITY	ROLE		
WILLAIN Jean-Christophe	DIGIT	Author	▼	⊖
VAN DER JEUGHT Sylvie	DIGIT	Author	▼	⊖

5. To remove an existing contributor/reviewer/author, click on the small '-' icon to the right of his/her name.  
The user will be removed from the list of collaborators of the proposal and will no longer be able to view or edit the document.

## 3.2. Collaborator roles

There are 3 collaborator roles:



Everyone with access to the application can create a proposal.

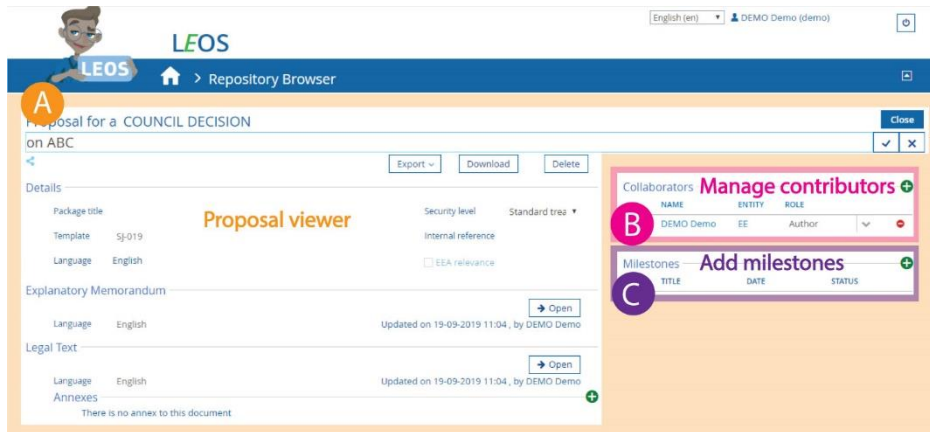
Each role grants the user different rights when it comes to document edition:

	Author	Contributor	Reviewer
Edit proposal	✓	✓	
Delete proposal	✓		
View proposal	✓	✓	✓
Restore previous version	✓		
Add milestone	✓		
Submit comment	✓	✓	✓
Create suggestion	✓	✓	✓
Accept suggestion	✓	✓	
Add author/contributor/reviewer	✓		
Remove author/contributor/reviewer	✓		
Upload document	✓		
Download document	✓		
Export document to PDF	✓		

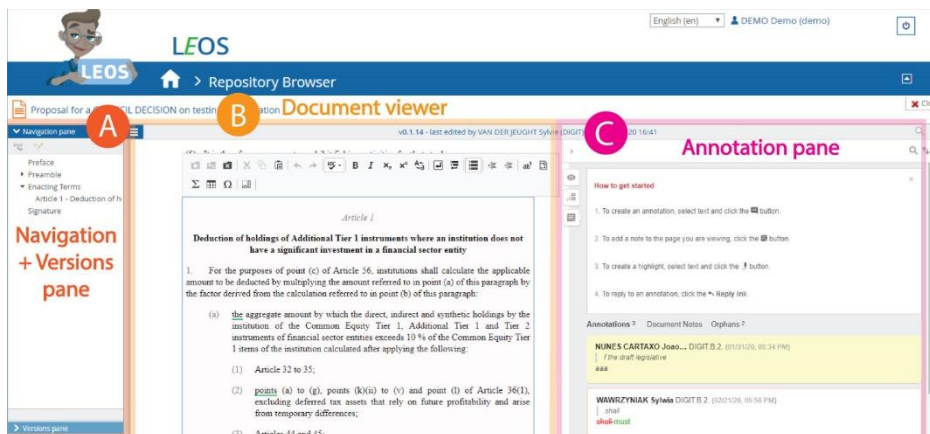
As you can see, only the author can add or remove roles.

# 4. Editing content

In the proposal overview, within the section Proposal viewer (A), you can open the document you would like to edit.



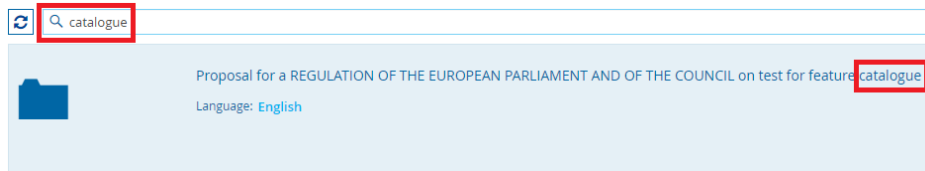
Opening it will lead you to the document view.



## 4.1. Search proposal

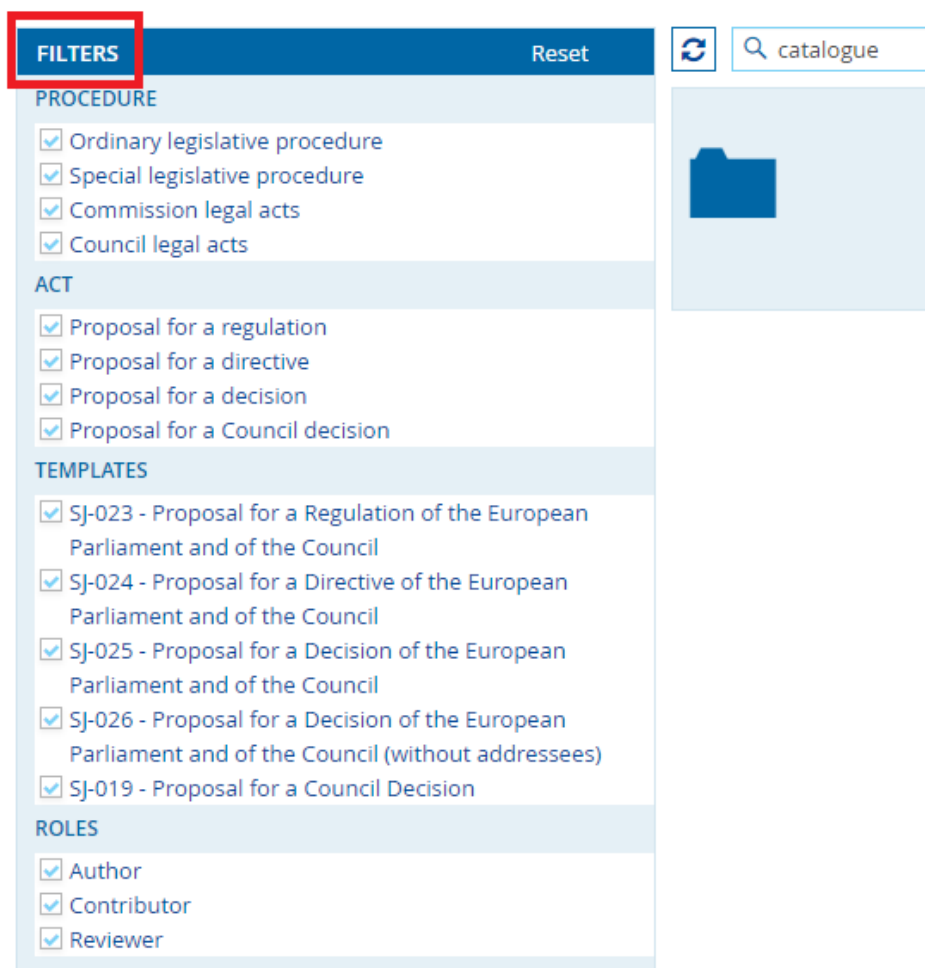
In the general view you will see the list of all proposals you are author / contributor of, but there is also the possibility to search for specific proposals.

You can search by keywords



The screenshot shows a search interface. At the top, there is a search bar with a magnifying glass icon and the text 'catalogue'. Below the search bar, there is a search result card. The card has a blue folder icon on the left. The text on the card reads: 'Proposal for a REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on test for feature catalogue' and 'Language: English'. The word 'catalogue' in the title is highlighted with a red box.

and/or you can use the filters. By default, all filters are ticked, but you can also untick a number of them to get more specific results.



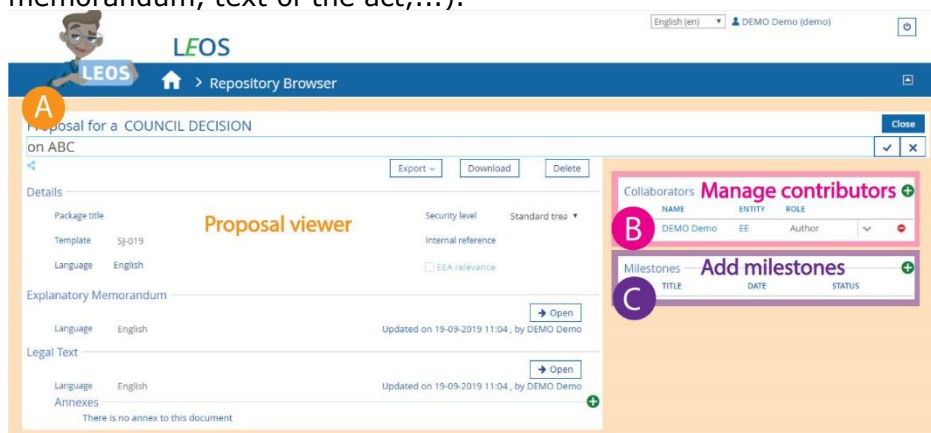
The screenshot shows a filter sidebar on the left and a search result card on the right. The filter sidebar has a blue header with the word 'FILTERS' in white, a 'Reset' button, and a search bar with a magnifying glass icon and the text 'catalogue'. The filter sidebar is divided into several sections, each with a blue header and a list of items with checkboxes:

- PROCEDURE**
  - Ordinary legislative procedure
  - Special legislative procedure
  - Commission legal acts
  - Council legal acts
- ACT**
  - Proposal for a regulation
  - Proposal for a directive
  - Proposal for a decision
  - Proposal for a Council decision
- TEMPLATES**
  - SJ-023 - Proposal for a Regulation of the European Parliament and of the Council
  - SJ-024 - Proposal for a Directive of the European Parliament and of the Council
  - SJ-025 - Proposal for a Decision of the European Parliament and of the Council
  - SJ-026 - Proposal for a Decision of the European Parliament and of the Council (without addressees)
  - SJ-019 - Proposal for a Council Decision
- ROLES**
  - Author
  - Contributor
  - Reviewer

The search result card on the right has a blue folder icon on a light blue background.

## 4.2. Proposal viewer

The Proposal viewer (A) contains the main info of a proposal and gives you the possibility to modify proposal meta data or manage its documents (explanatory memorandum, text of the act,...).



It contains several areas.

1. The top section consists of document title and 3 buttons (depending on your profile)
  - Export - Used to export the proposal (disabled)
  - Download - Used to download the LEG format file (see technical how to's)
  - Delete - Used to delete the proposal (only available to document author)

Proposal for a REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL  
on my test regulation



2. The section just below contains the proposal details, such as the template number, language, confidentiality level and references.

Details

Package title	Confidentiality level	Standard treatment
Template SJ-023	Internal reference	
Language English	<input type="checkbox"/> EEA relevance	

3. Then there is the section dedicated to the documents like Explanatory memorandum, Legal text etc.

Explanatory Memorandum

Language English	Updated on 14-11-2019 13:43, by VASILESCU Alice
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Legal Text

Language English	Updated on 14-11-2019 17:37, by VASILESCU Alice
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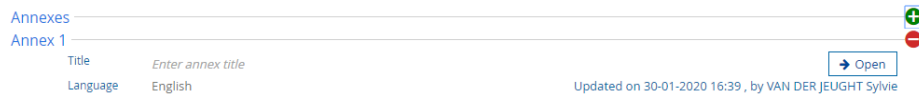
Annexes

There is no annex to this document

Clicking "Open" next to each element will launch the document viewer for their respective edition:



In the Proposal viewer, in the section with the documents you will also be able to add an annex or several annexes. Clicking on the "+" next to the 'Annexes' subsection will give you the option to insert annexes. Once an annex has been added, a "-" icon appears to allow its deletion and an "Open" button to launch the document viewer for its edition.



- To the right you have the 'Collaborators' and Milestones' section. (See the other how to's).

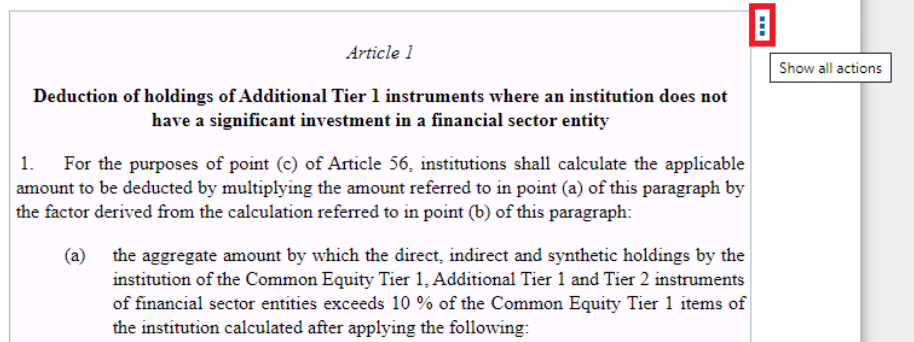
## 4.3. Editing text

When you have opened a specific document (e.g. Legal text) from the proposal viewer, the document view opens.

This view will allow you to navigate your document and add, move or edit text.



1. When you are scrolling through the document and the cursor hovers over an element, an action menu icon will appear.



HAS ADOPTED THIS DECISION:




2. Clicking on the icon will display the available actions

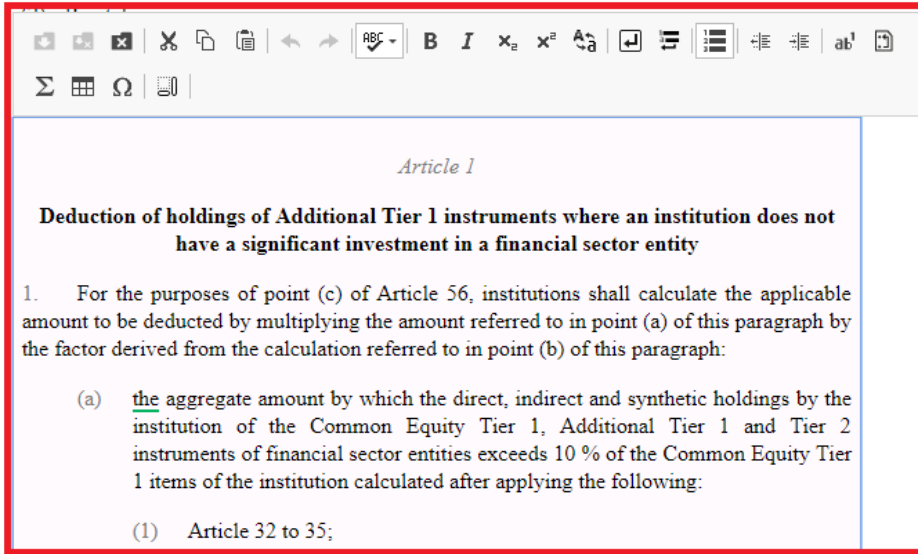


the  button is for inserting an element before, the  button for inserting an element after the selected one.

The  button is for editing the content of the element, and the  button is for deleting the entire element.

3. You can edit the content of the element by clicking on the  button or by double clicking on the element.










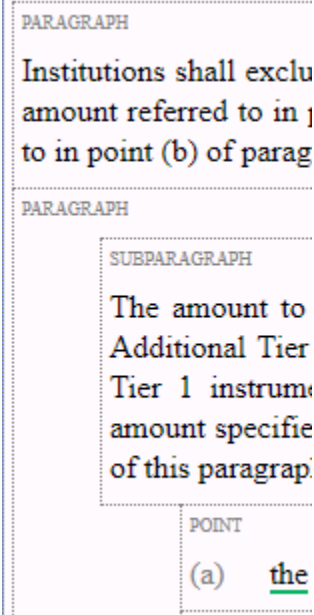
4. The element will open in Edit mode:



A short explanation of all buttons in the editor:

Button	Explanation
	Save, Save and close or Close without saving
	Cut, copy and paste
	<p>Spell check as you type (when you click on options, you will be able to change options, languages and dictionaries, see picture below)</p>
	Bold and italic
	Subscript and supercript



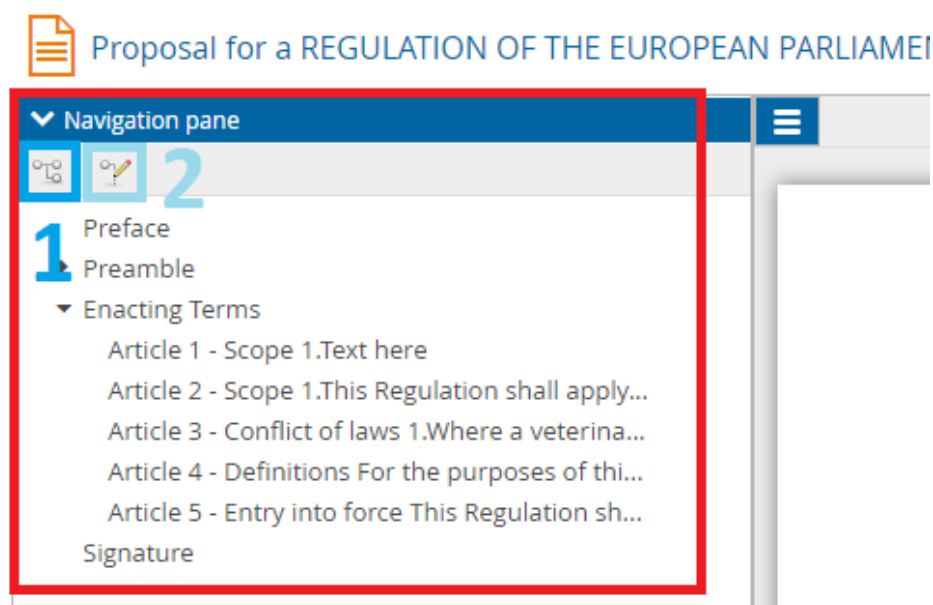
	Change upper case to lower case and vice versa
	Soft enter (start a new line, but not a new paragraph)
	Add subparagraph (add a paragraph, but 1 level down)
	Paragraph mode
	Decrease or increase indent
	Insert footnote
	Insert an internal reference
	Add a mathematical formula, a table or a special character
	<p>Show blocks (will make the different levels visible, see picture below)</p> 

## 4.4. Editing the table of contents: add/move articles & higher divisions

When you are in a part of the document (e.g. Legal text), to the left of the screen you have the "Navigation" panel.

This panel will allow you to navigate your document and add/move some structural elements (e.g. articles & higher divisions).

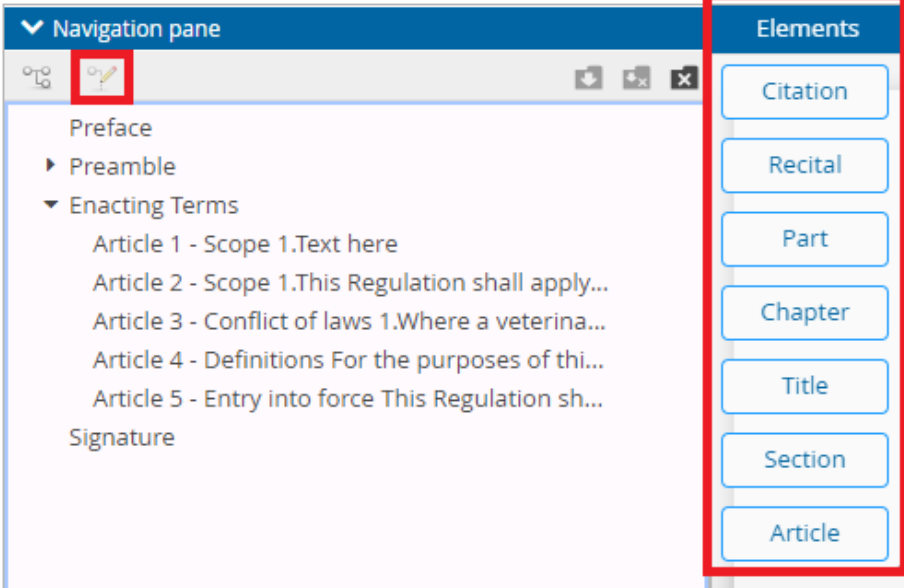
1. Open your proposal.
2. Click on the "Open" button to the right of the document you would like to edit the table of content (e.g. Legal text)  
On the left-hand side of the screen, make sure the 'Navigation pane' is opened. Next to the panel title you have the "Expand" (1) and the "Edit document structure" (2) buttons.



3. Clicking on "Edit document structure inline" will open the navigation pane in edition mode.  
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.

For some elements, you can define their title or numbering by filling in their properties at the bottom of the window

 Proposal for a REGULATION OF THE EUROPEAN PARLIAMENT .



The screenshot shows a software interface for editing legal documents. On the left, a 'Navigation pane' displays a hierarchical tree of document sections: Preface, Preamble, and Enacting Terms (which is expanded to show Article 1 through Article 5 and a Signature section). On the right, an 'Elements' panel is highlighted with a red border, containing a vertical list of buttons: Citation, Recital, Part, Chapter, Title, Section, and Article. In the top-left corner of the navigation pane, a small icon representing a document with a checkmark is also highlighted with a red box.

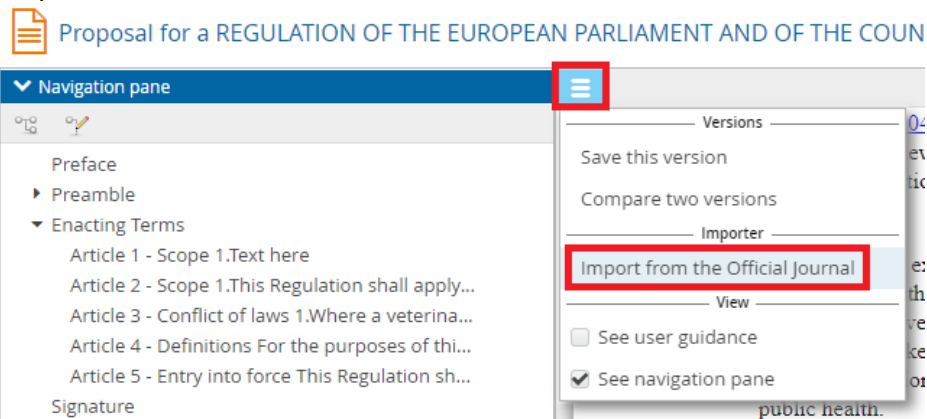
Make sure to press the "Save" or "Save and close" icon to keep the changes.

## 4.5. Importing elements (from EUR-Lex)

Instead of recycling old documents that are still stored on your network drives, you can retrieve elements from previously adopted documents in EURLex, based on their document reference.

Currently, it is only possible to import recitals and articles.

1. Open your proposal
2. Click on the "Open" button to the right of the document of which you would like to edit the table of content (e.g. Legal text)
3. On the top left-hand side of the screen click on the menu button and then "Import from the Official Journal" button



4. Provide the type, the year and the number of your proposal and click on "Search"

Import from the Official Journal of the European Union

Type \*      Year \*      Nr. \*

DECISION      2019      96      **Search**

5. Select the recitals and/or the articles you need

Having regard to the proposal of the High Representative of the Union for Foreign Affairs and Security Policy,

Whereas:

- (1) On 27 May 2016, the Council adopted Decision (CFSP) 2016/849<sup>1</sup>.
- (2) Two natural persons designated in Annex II to Decision (CFSP) 2016/849 are deceased, and their entries should be removed from that Annex.
- (3) Annex II to Decision (CFSP) 2016/849 should therefore be amended accordingly,

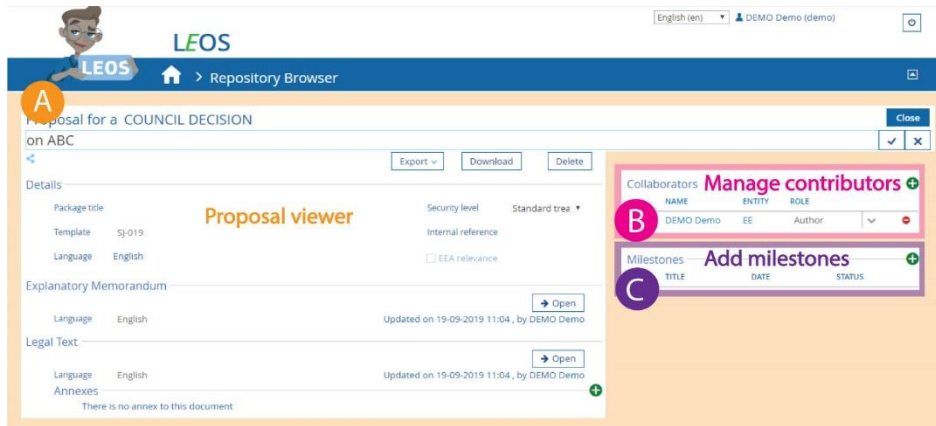
HAS ADOPTED THIS DECISION:



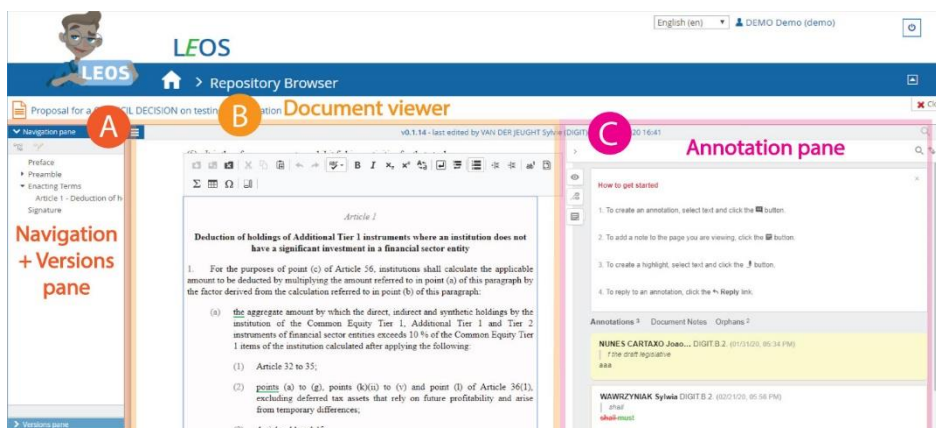
6. When you are done selecting the elements, click on Import

# 5. Reviewing and commenting

In the proposal overview, within the section Proposal viewer (A), you can open the document you would like to review/comment on.



Once you've opened it, you will be in the document view. In the right part of the screen, details on annotations and suggestions will be visible (C).



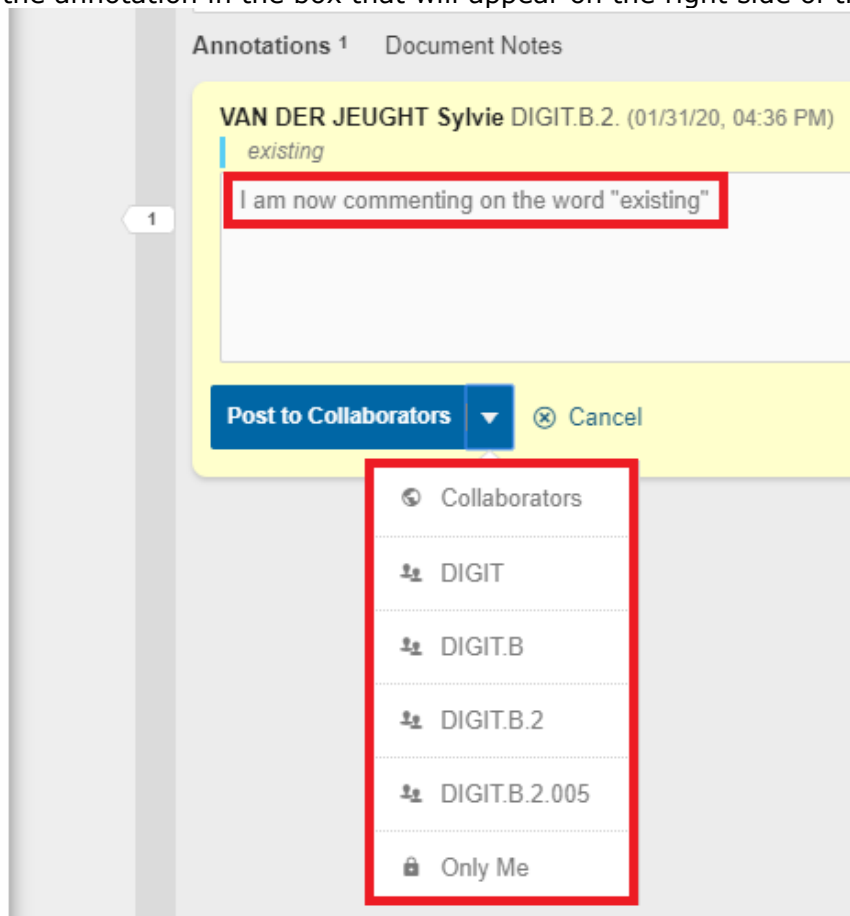
## 5.1. Creating an annotation

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

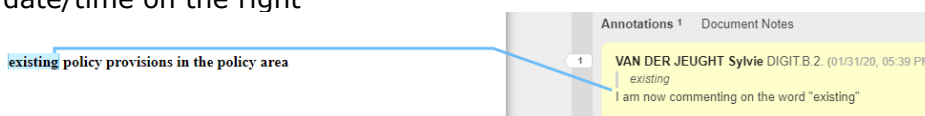
1. From the proposal view, open the document you want to create annotations to
2. Select the part of the text you would like to comment on
3. Click on the "Comment" button





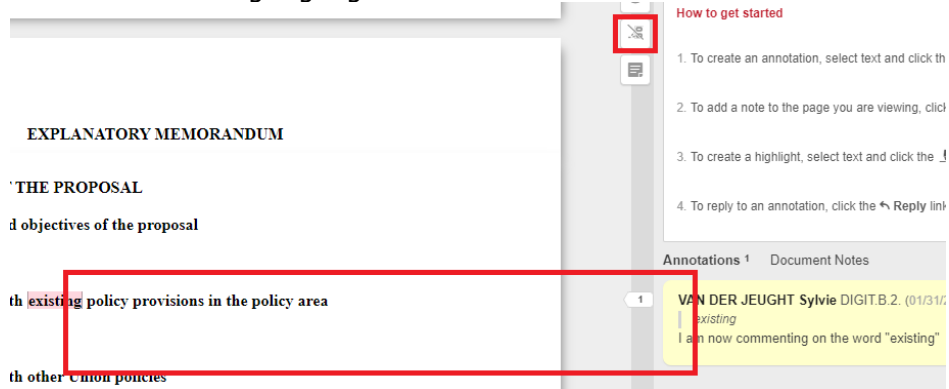
4. Type the annotation in the box that will appear on the right side of the text



5. Post the annotation. You will have several options on who it will be visible to. (e.g if you post to DIGIT.B.2 only the collaborators that belong to that group will be able to see the comment.)
6. A highlight will be visible in the text, linked to the annotation, name and date/time on the right



7. When clicking on the button "Show/Hide Guide Lines"  /  you can make the line connecting highlight and annotation visible or not



The screenshot displays a document viewer interface. On the left, a document titled "EXPLANATORY MEMORANDUM" is shown. The text includes "THE PROPOSAL" and "d objectives of the proposal". A red box highlights the text "th existing policy provisions in the policy area". On the right, a sidebar contains a "How to get started" section with four numbered steps: 1. To create an annotation, select text and click th; 2. To add a note to the page you are viewing, clic; 3. To create a highlight, select text and click the \_J; 4. To reply to an annotation, click the ↩ Reply link. Below this is an "Annotations 1" section with a "Document Notes" tab. A yellow annotation box is visible, containing the text "VAN DER JEUGHT Sylvie DIGIT.B.2. (01/01/; existing" and "I am now commenting on the word 'existing'". A red box highlights the "Show/Hide Guide Lines" icon in the top right corner of the sidebar.

## 5.2. Creating a suggestion

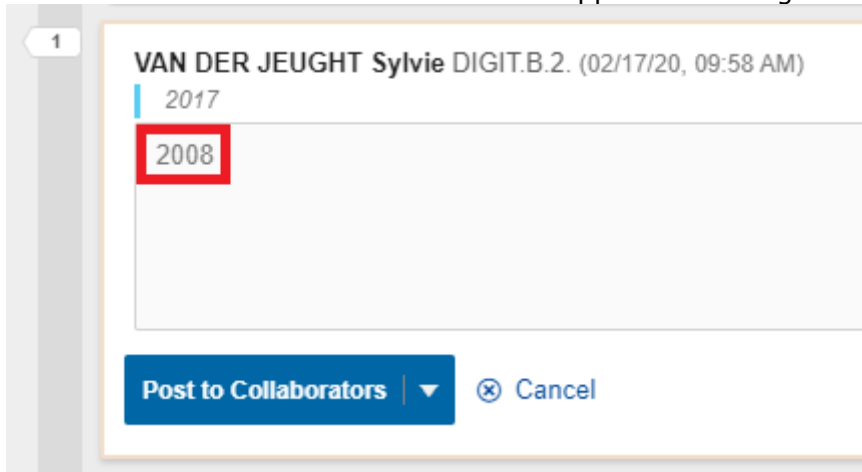
As an author, contributor or reviewer you can add suggestions to the text.

1. From the proposal view, open the document you want to add suggestions to
2. Select the part of the text you would like make a suggestion on
3. Click on the "Suggest" button

located to the Member State referred  
1 to therein for 2017 shall be deemed



4. Edit the selected text in the box that will appear on the right side of the text





5. Post the suggestion. You will have several options on who it will be visible to if you click on the dropdown list.
6. A highlight will be visible in the text, linked to the suggestion, name and date/time on the right

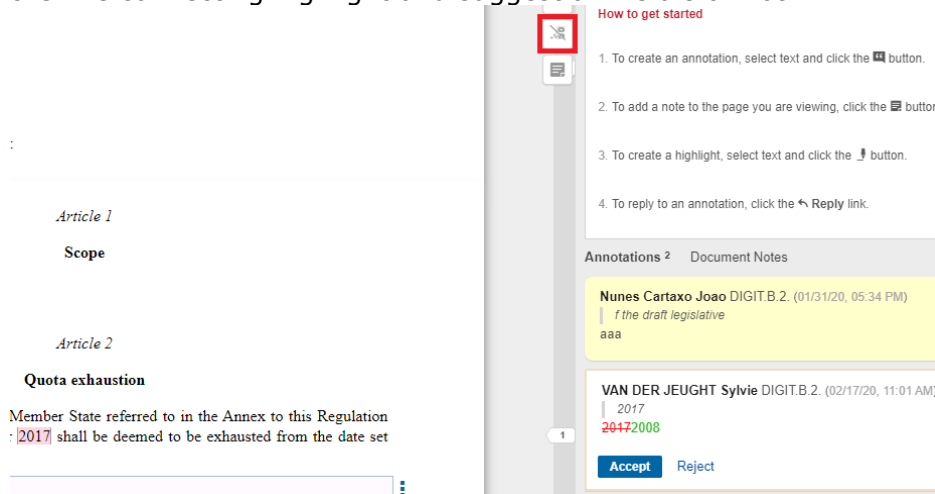
Quota exhaustion

Member State referred to in the Annex to this Regulation  
: 2017 shall be deemed to be exhausted from the date set









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



The screenshot displays a document editor interface. On the left, the document content includes sections for "Article 1" with a sub-section "Scope", and "Article 2" with a sub-section "Quota exhaustion". A specific text snippet reads: "Member State referred to in the Annex to this Regulation : 2017 shall be deemed to be exhausted from the date set".

On the right, a sidebar contains a "How to get started" section with four numbered instructions:

1. To create an annotation, select text and click the  button.
2. To add a note to the page you are viewing, click the  button.
3. To create a highlight, select text and click the  button.
4. To reply to an annotation, click the  Reply link.

Below the instructions, the sidebar shows a list of annotations under the heading "Annotations 2 Document Notes". Two annotations are visible:

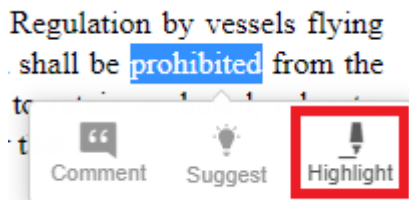
- Nunes Cartaxo Joao** DIGIT.B.2. (01/31/20, 05:34 PM)  
f the draft legislative  
aaa
- VAN DER JEUGHT Sylvie** DIGIT.B.2. (02/17/20, 11:01 AM)  
2017  
~~2017~~2008

At the bottom of the second annotation, there are "Accept" and "Reject" buttons.

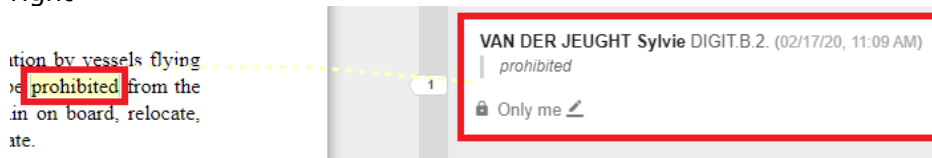
## 5.3. Adding a highlight

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



1. From the proposal view, open the document you want to add highlighting to
2. Select the part of the text you would like to highlight
3. Click on the "Highlight" button



4. 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.

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

## 5.4. Creating a document note

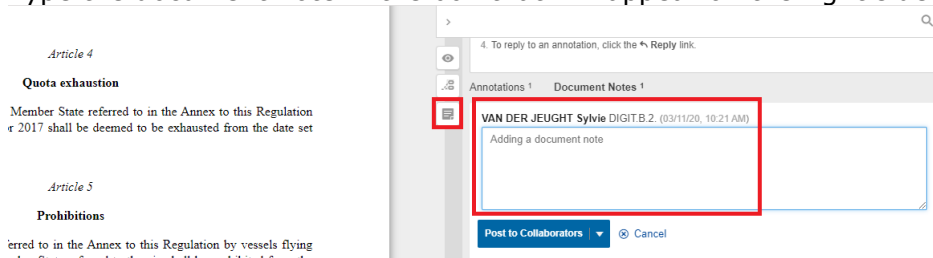
As an author, contributor or reviewer you can add document notes to the text.

1. From the proposal view, open the document you want to add a document note to



2. Click on the "New document note" button in the Annotation pane

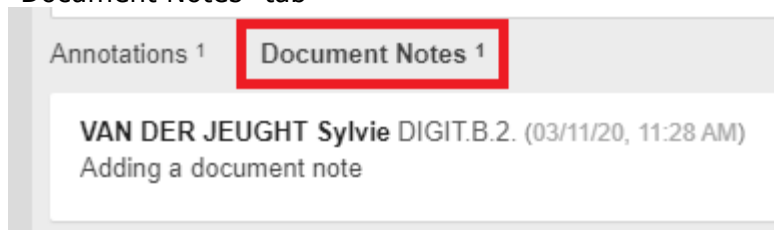
3. Type the document note in the box that will appear on the right side of the text



4. Post the document note. You will have several options on who it will be visible to. (e.g if you post to DIGIT.B.2 only the collaborators that belong to that group will be able to see the comment.)



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

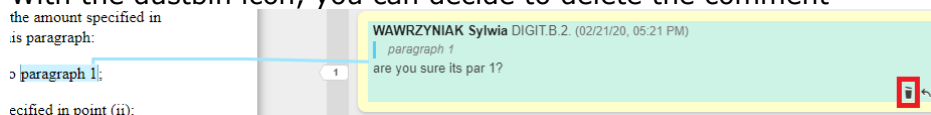


## 5.5. Reviewing annotations

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

1. From the proposal view, open the document you want to edit
2. Look for annotations from the co-author, contributor or reviewer. Name, department and time of creation will be visible.
3. If you hover over the annotation with your mouse cursor, 2 buttons become visible.

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



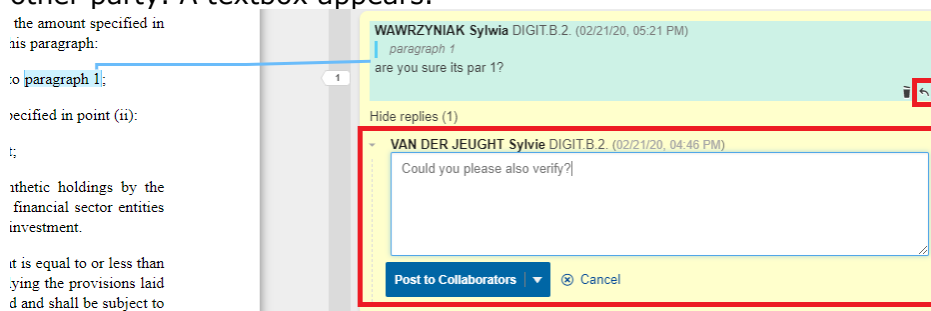
Before the deletion, the system asks you to confirm:

intragate.development.ec.europa.eu says

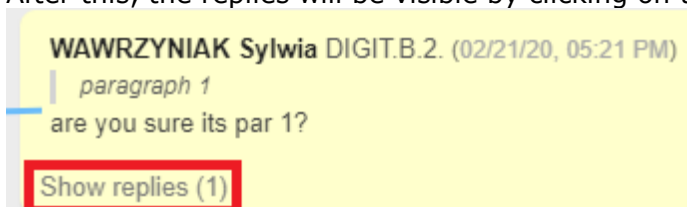
Are you sure you want to delete this annotation?



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



4. Click on "Post to collaborators". You will have several options on who it will be visible to if you click on the dropdown list.
5. After this, the replies will be visible by clicking on the dropdown list.



## 5.6. Reviewing suggestions

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

1. From the proposal view, open the document you want to edit.
2. Look for suggestions from the co-author, contributor or reviewer.
3. Under the suggestion you will see an "Accept" and a "Reject" button.

- To accept the suggested change, click on "Accept"



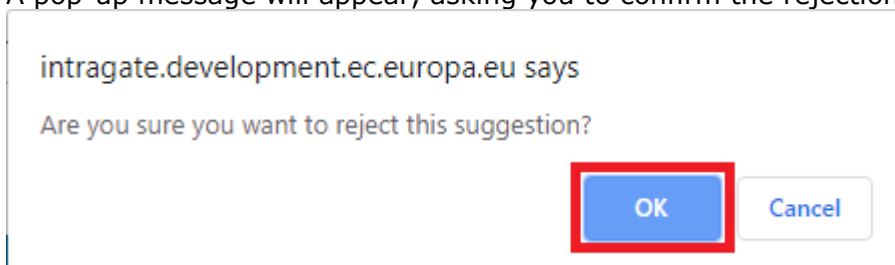
At the top right, you will see a message to confirm the suggestion was accepted.



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

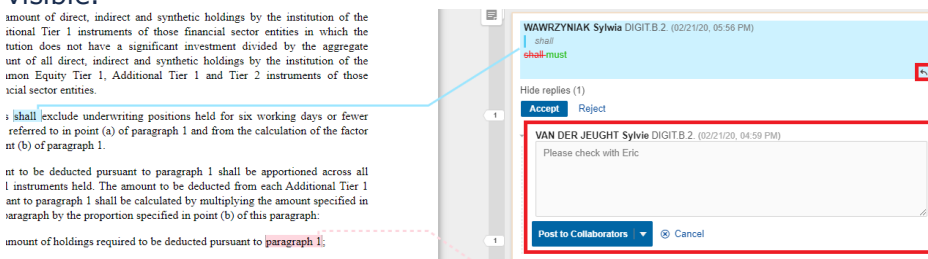


4. A pop-up message will appear, asking you to confirm the rejection.



5. Be careful: after this action there will no longer be a trace of the rejected suggestion.
6. Instead of simply accepting or rejecting suggestions, you also have the option to reply to a suggestion.

If you hover over the suggestion with your mouse cursor, a reply icon becomes visible.



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

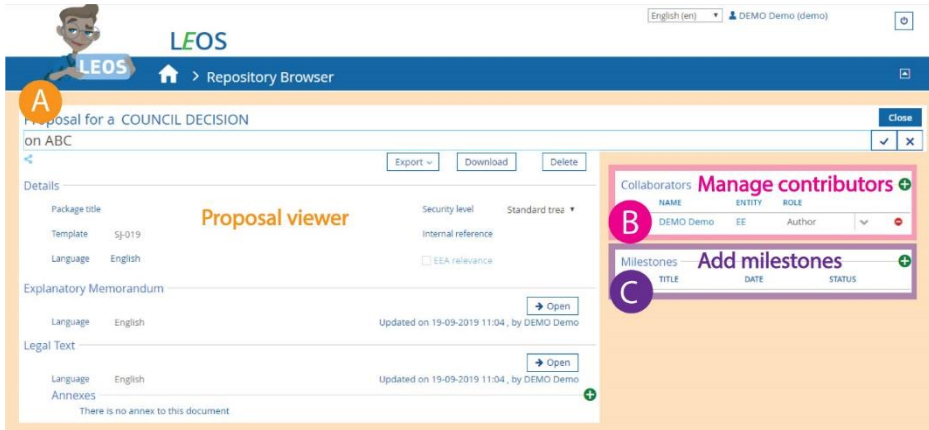
8. Click on "Post to collaborators". You will have several options on who it will be visible to if you click on the dropdown list.

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

The screenshot shows a comment from WAWRZY尼亚K Sylwia DIGIT.B.2. (02/21/20, 05:56 PM) with the text "shall" and a correction "shall must" in red and green. Below the comment are buttons for "Accept" and "Reject", and a "Hide replies (1)" link. A red box highlights a reply from VAN DER JEUGHT Sylvie DIGIT.B.2. (02/21/20, 06:05 PM) with the text "Please check with Eric".

# 6. Version management

In the proposal overview, within the section Proposal viewer (A), you can open the document you want to view.



Once you've opened it, you will be in the document view. In the left part of the screen, details on versions will be visible in the "Version pane".



## 6.1 Saving versions

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

### Technical save (Minor version)

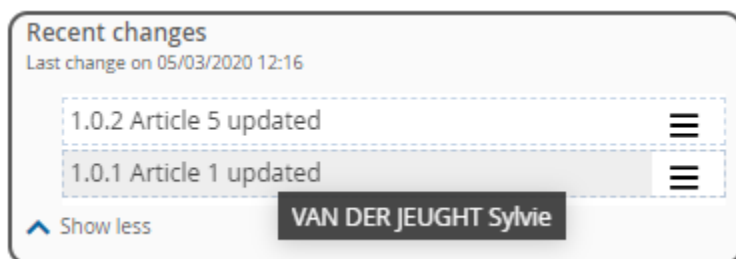
A technical save basically corresponds to an "autosave" by the system. The technical save number will be indicated at the end, e.g. version 1.2.**x**

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 MouseOver



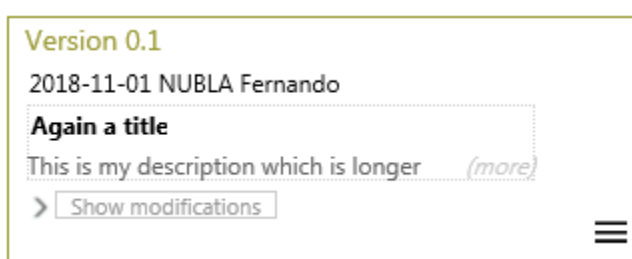
### Save (Major version)

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 text of the 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.



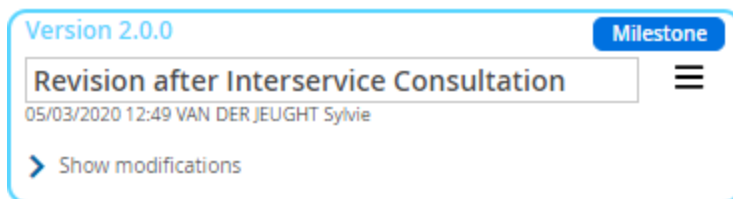


## Milestone

A milestone is a kind of snapshot done by the user, of the latest version of all the documents in the proposal (explanatory memorandum, act, annexes).  
When saving, adding a title is mandatory. The save number will be indicated at the beginning, e.g. version **x.0.0**

Milestone version items features:

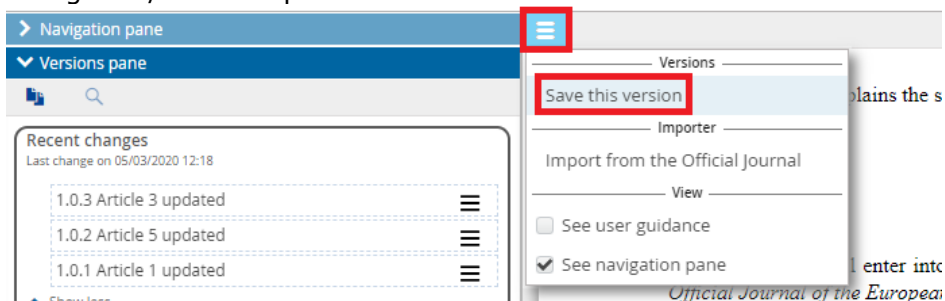
- the version
- the milestone timestamp and creator
- the Milestone title



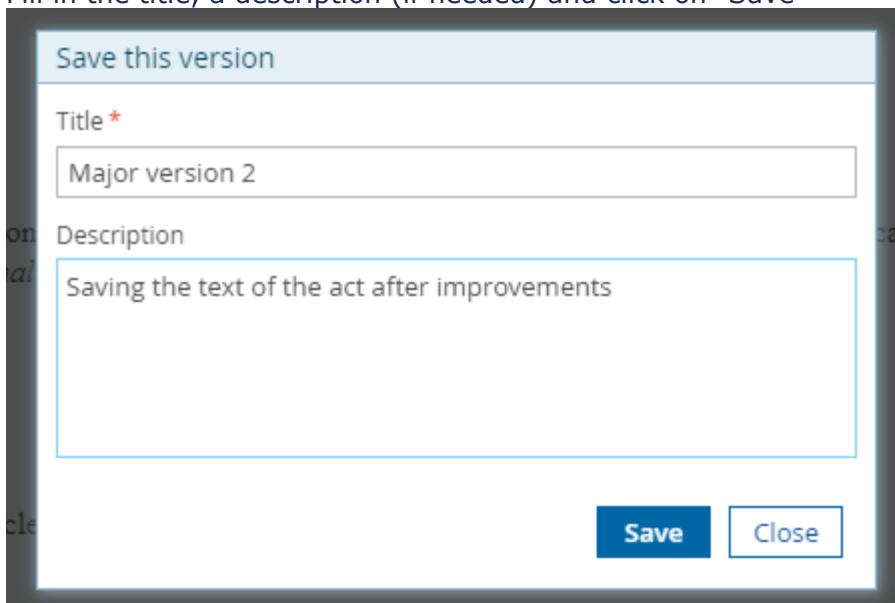
### 6.1.1. Creating a major version

Saving a major version means saving changes in the specific document you are in (e.g. in the annex or the text of the act).

1. In the document view, click on the hamburger button to the right of the Navigation/Versions pane



2. Choose "Save this version"
3. Fill in the title, a description (if needed) and click on "Save"

A screenshot of a 'Save this version' dialog box. The title bar says 'Save this version'. There are two input fields: 'Title \*' with the text 'Major version 2' and 'Description' with the text 'Saving the text of the act after improvements'. At the bottom right, there are two buttons: 'Save' and 'Close'.

## 6.1.2. Creating a milestone

Creating a milestone means saving the latest version of all the parts in the document (explanatory memorandum, act, annexes).

1. In the proposal overview, click on the plus button to the right of Milestones section

The screenshot shows the 'Milestones' section in a proposal overview. It features a table with columns for TITLE, DATE, and STATUS. A red box highlights the 'Add a milestone' button in the top right corner of the table.

TITLE	DATE	STATUS
<a href="#">For Interservice Consultation</a>	05/03/2020 12:10	File ready

2. Choose the type of Milestone from the dropdown list:

The screenshot shows the 'Add a milestone' dialog box. A dropdown menu is open, showing options: 'For Interservice Consultation', 'For Decision', 'Revision after Interservice Consultation' (highlighted in blue), and 'Other'. A red box highlights the dropdown menu and the 'Create milestone' button.

3. Click "Create milestone"

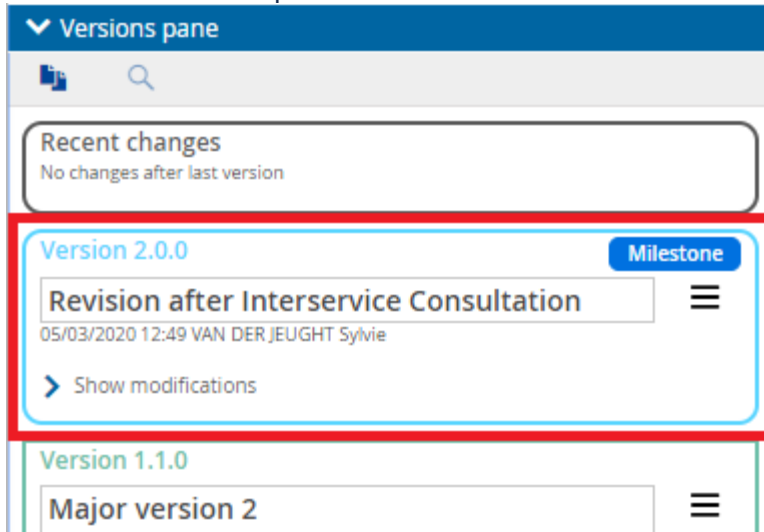
The screenshot shows the 'Add a milestone' dialog box after the selection. The dropdown menu is closed, and the text 'Revision after Interservice Consultation' is entered in the 'Title' field. A red box highlights the 'Create milestone' button.

4. Once saved, the Milestone will be visible in the Milestones section in the proposal overview

The screenshot shows the 'Milestones' section in the proposal overview. A red box highlights the newly created milestone entry in the table.

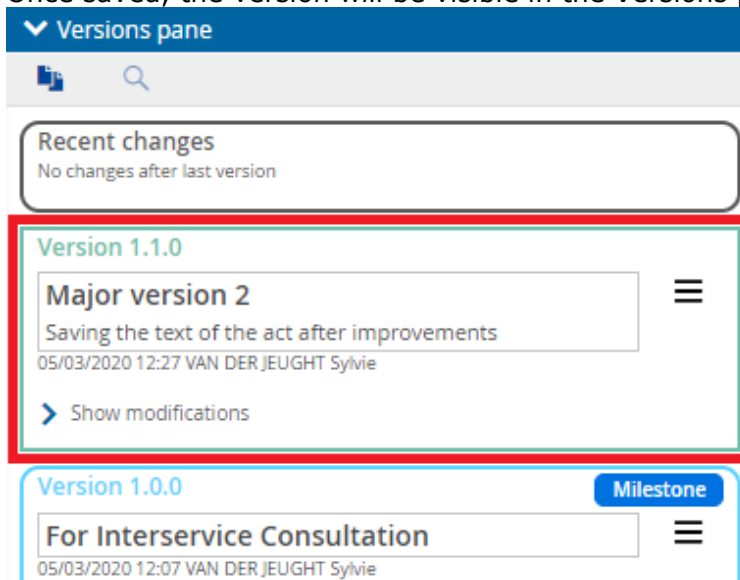
TITLE	DATE	STATUS
<a href="#">Revision after Interservice Consultation</a>	05/03/2020 12:49	In preparation
<a href="#">For Interservice Consultation</a>	05/03/2020 12:10	File ready

and in the Versions pane of the document view:



You will see the version number (e.g. version **x.0.0**), timestamp, creator and Milestone title

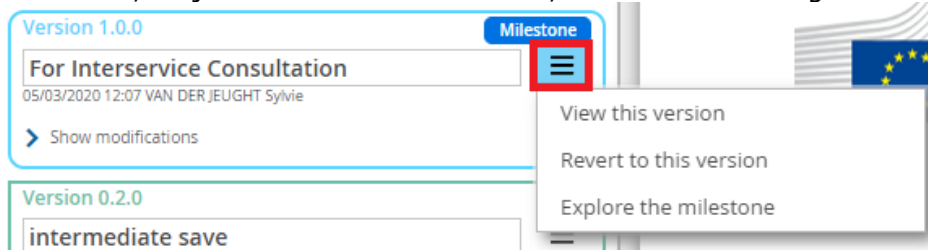
5. Once saved, the version will be visible in the Versions pane:



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

## 6.2 Version actions

1. Activate the "Versions" pane to the left of the document view. Next to each milestone, major or minor saved version, there is a hamburger button:



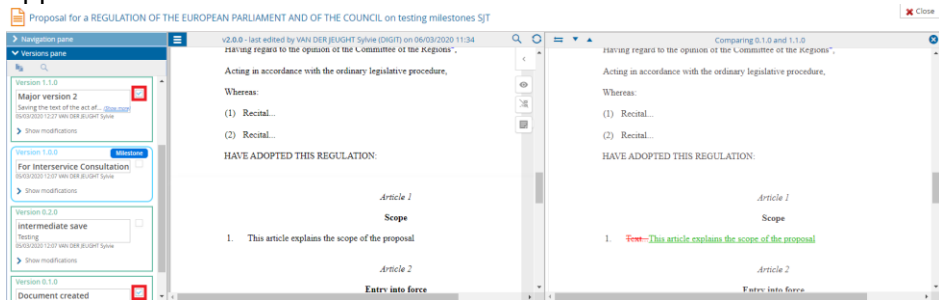
2. The hamburger button reveals several actions:
  - View this version: display this particular version in the right panel (no comparison view)
  - Revert to this version : undo all later changes and restore this version of the text.
  - Explore the milestone: opens the "Milestone explorer"(available when the version concerned is a milestone)(see 6.4 Exploring a milestone)

## 6.3 Comparing versions

1. Activate the "Versions" pane to the left of the document view, 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



2. Tick the versions you want to compare (maximum 2)
3. At the top of the compare panel, two arrows are added to allow the user to jump to next or previous change:

es SJT



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

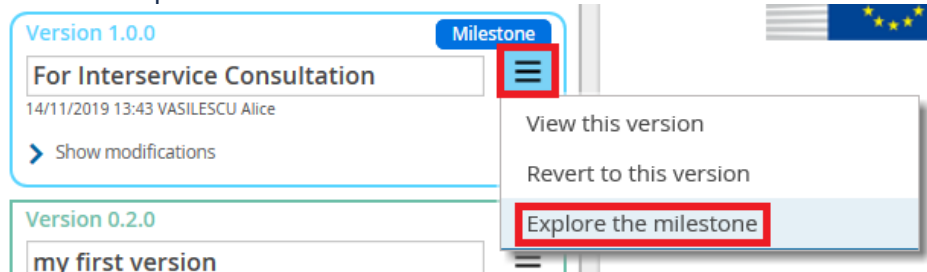
1. ~~Text...~~This article explains the scope of the proposal

4. Clicking on the "close" button at the top right, will close the right panel with the other version of the document and will remove the tick boxes in the Versions panel.

## 6.4 Exploring a milestone

1. Activate the "Versions" pane to the left of the document view, look for the milestone (in light blue) you want to check and click on the menu button on the right of the milestone.

Choose "Explore the milestone"

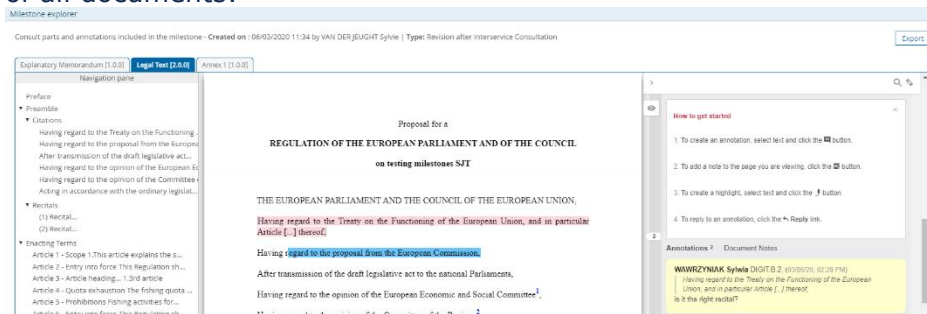


An alternative way to explore the milestone is through the proposal view: the 'Milestones' section now features a link

TITLE	DATE	STATUS
<a href="#">test</a>	21/05/2019 08:14	In preparation
<a href="#">For Interservice Consultation</a>	21/05/2019 08:13	In preparation

Clicking on the Milestone title opens the "Milestone Explorer" in a popup window

The "Milestone explorer" will show the saved milestone as a read only collection of all documents:



It displays

- some milestone metadata (timestamp, user, type)
- the documents (each represented by a tab)
- the table of contents
- the content of each document
- the annotations linked to the part together with some search and filter functionalities

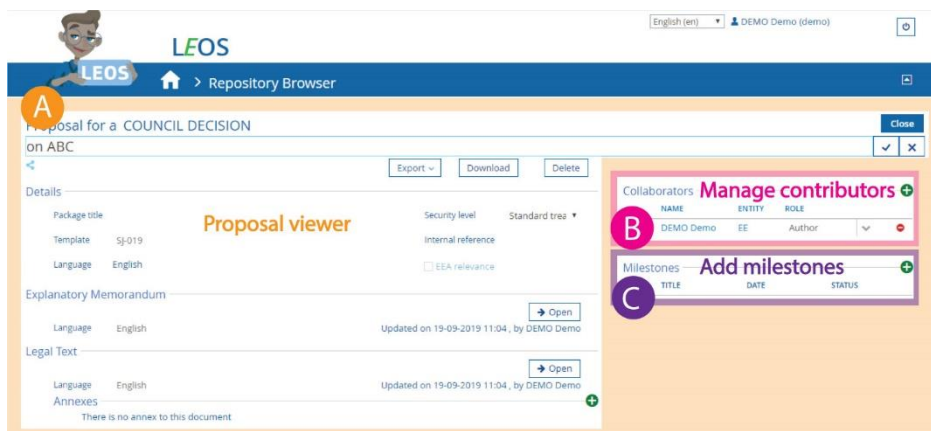
2. There are 3 main parts in this view:

- The specific part you want to explore can be chosen by selecting one of the tabs at the top of the document content (Explanatory Memorandum, Legal text, etc.), visible at the center of the window.
- At the left of the document content you will see the table of contents of the selected part.
- The right panel allows you to filter the annotations of the selected part.



# 7. Downloading documents

In the proposal viewer, just below the title, a button 'Download' is available.

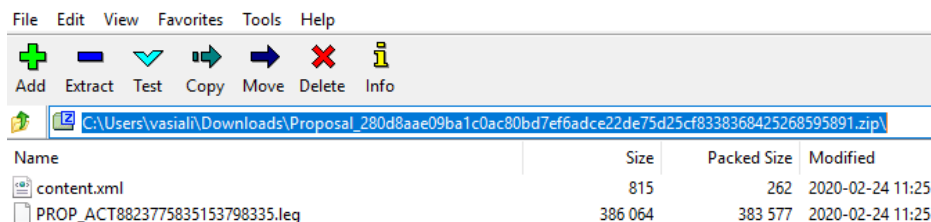


Proposal for a COUNCIL DECISION  
on testing collaboration

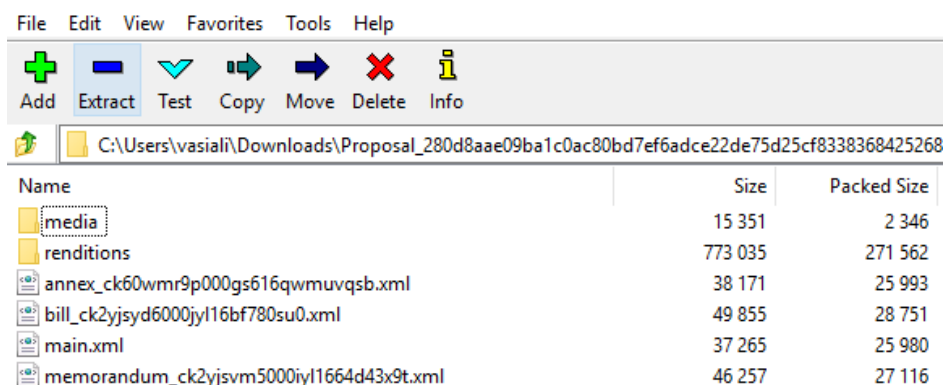


It will allow you to save the document as a **.zip** file on your local drive. This file contains:

- content.xml file
- proposal .leg file ( PROP\_ + "Identification number of the proposal")



The structure of the proposal\_<id>/ .leg file is as follows:



The full structure of the .leg file is further detailed in the [AKN4EU documentation](#)

1. annex\_<id1>
2. annex\_<id2>
3. annex\_<id3>
4. bill\_<id1>
5. main.xml
6. memorandum\_<id>
7. **media/**
8. **support/**
  1. **styles/**
    1. annex.css
    2. bill.css
    3. memorandum.css
  2. **js/**
    1. futurexxx
9. **renditions/**
  1. **html/**
    1. annex\_<id1>.html
    2. annex\_<id2>.html
    3. annex\_<id3>.html
    4. bill\_<id>.html
    5. memorandum\_<id>.html
  2. **pdf/ (if service available on your local installation)**
    1. Proposal.pdf
  3. **word/ (if service available on your local installation)**
    1. Annex\_1.docx
    2. Annex\_2.docx
    3. Annex\_3.docx
    4. Bill\_1.docx