**AIRS 2016 – briefing management system**

**Access and instructions**

A dedicated folder has been created on the EEA website, where work on drafting the Annual indicator Report Series briefings will take place. The folder can be accessed at: <http://www.eea.europa.eu/airs/2016/>. You will be prompted to provide your Eionet login details to access the folder.

Inside you will find a link to an [instructions](http://www.eea.europa.eu/airs/2016/instructions) folder and individual links to the 34 briefings. Clicking on the instructions link will take you a page containing the following documents:

* Description of model briefing
* Scoreboard clarifications
* Useful sources for all briefings
* Example of model briefing

You will already have received these documents, so they do not need to be explained again here.  However, they are now easily accessible to assist the production of first drafts of the briefings. A link to the instructions folder will be permanently available in the right hand menu during briefing editing.

**Briefings**

The briefings list contains links to all 34 briefings. They are ordered according to the 7th EAP priority area in which they appear. Click on any of the links to open a briefing.

**Navigation bar**

The briefing will be set to ‘View’ in the tab in the green navigation bar at the top of the page. Click on the ‘Edit’ tab to enable editing of the briefing. The only other tab you will need to use is the workflow tab, although only when the first draft is ready. This will be explained later in the process.

**Workflow status**

Below the navigation bar is the workflow. At this stage the briefing is at the ‘First Draft’ step, so this is highlighted. The other steps indicate the rest of the workflow. Hover over them with the mouse for an explanation. Only once the first draft is completed and agreed should be briefing be pushed to the next workflow stage.

**Edit briefing**

**Default**

The briefing will be in the Default setting. This allows authors to write/paste text into the different sections.

* Title: the title has already been input.
* Short summary: A one line summary should be written here. Contact authors will provide further guidance here for the compilation of the entire briefing. For more information, refer to the Description of a Model Briefing and Example of a Model Briefing documents.
* Key messages: Insert your key messages here. There is currently a 350 character soft limit here. If you exceed this, the green bar at the top of the field will turn orange. You can continue to write despite overrunning the character limit. You have some basic word processing tools above the box. Please maintain the ‘Normal paragraph’ style.
* Body text: i) An example scoreboard has been included here. This will be moved to the top of the briefing during a subsequent layout phase. You may replace the existing text in italics with the text for the indicator in question. Please keep the column headings. Arrows can be found by clicking on the ‘Insert special character’ icon in the word processing options above the field. You should indicate the colour with the name of the colour at this stage.
* Body text: ii) There are headings and an indication of text length for ‘Setting the Scene’, ‘About the Indicator’, ‘Policy targets and progress’, ‘Per capita value…’, and ‘Outlook beyond 2020’. Please write your text for each of these sections here.
* References and footnotes: Please include all your references and footnotes here.

**Categorization**

The categorization tab is used to insert metadata.

* Tags: Tag your briefing here. Start to type and some commonly used tags will be suggested.
* Related items: Click on Edit to access a list of EEA website content. This will be filled in at a later date.
* Geographic coverage: Click on Edit to access a list of ‘geotags’. Select EU28 from the list as all indicators will be covering EU28.
* Language/Temporal coverage can be left alone.
* Themes: Choose a maximum of three themes form the list.
* EEA Management Plan: The code is already inserted.

**Dates**

There is no need to fill in this tab at this stage. This will be done prior to publishing.

**Creators**

This tab controls who can access the briefing in question.

* Creators: The Eionet username of the content creators is included here. This always includes Aphrodite, the project manager, at least one EEA contact author and at least one consultant. The full names of people with access will be visible under the ‘View’ setting of the briefing. In this view, the name will also link to an email form.
* Contributors: The Eionet username of the contributors is included here. This always includes the web manager and the copy editor who will work on the briefings at a later stage. The full names of people with access will be visible under the ‘View’ setting of the briefing. In this view, the name will also link to an email form.
* Rights can be left alone.

**Settings**

This tab controls what is visible under the ‘View’ setting of the briefing. It can be laft alone.

**Miscellaneous**

* Before saving any changes to a briefing, please include a short comment that describes the changes made in the ‘Change note’ field.
* The ‘Inline commenting’ function will be dealt with at a later stage.
* The creation of PDF/ePub files will be dealt with at a later stage.

**Adding a chart**

To add a chart to a briefing, open the briefing in question in edit mode. Go to the Body Text field and place the cursor where you want the chart to appear. In the editing tools above the field, you will see a tree icon. This is the Insert/Edit image icon. Click on it to open a pop-up window.

You now have two options: Internal and External. You already have the chart as a jpeg file, so click on the Upload link in the Internal tab. Select your chart image by clicking the Browse button. Once you have found your file, click Open. Write a title in the Title field and click OK. Your image will now appear in the correct place in the Body Text. Add your Change Note and click Save.

Eventually, we will use dynamic charts in the briefings. In order to do this, we need to have the data from which the chart is made. To add the data, go to the Add New tab in the green navigation bar at the top of the briefing. Select File from the drop down list. Write the title of the file in the Title field and click Browse to select your Excel file. Once you have found your file, click Save. Your file should now be uploaded and associated with the briefing in question. To check it has worked, go to the Contents tab in the green navigation bar. You should see a list of all the content associated with that particular briefing.

There is a screencast, which shows you have to do this. Go to 08:40 of the following YouTube video <https://www.youtube.com/watch?v=VaOTW-CiN2A>

**Inline commenting**

The inline commenting function of the briefing management system enables comments to be added anywhere in a briefing. Inline commenting can be activated in both view and edit mode. To add a comment simply highlight at least three words in the part of the text to be commented on. A pen icon will pop up. Click on this to open a text box into which the comment can be added and click save to close and save the comment.

The comment will now appear as an active comment in a box to the right of the briefing. It will have a green colour at this stage. To reply to the comment simply click on it and a reply window will pop out. Remember to save the reply after writing. The reply will now be displayed under the original comment thus containing the entire conversation in one thread. Once the conversation is finished, simply click in the small empty box at the top left of the original comment, next to the commenter’s user name. This will add the comment to the closed comments list.

Should you wish to receive an email notification when a new comment is submitted to a particular briefing, click on the envelope icon at the top of the inline comments box.

NB: If the original comment recommended the deletion of some text, the comment will remain after the text is deleted, but it will change colour from green to red in the comments box.

A screencast exists to help with inline commenting: <https://www.youtube.com/watch?v=55dcW-hVGUo&feature=youtu.be&list=PLVPSQz7ahsBw83G78G5ZF3WODJUsS1JOG>

Hope this helps!!