

CIRCA Communication & Information Resource Centre Administrator



What is CIRCA?

- CIRCA is the collaboration platform enabling EU institutions to communicate more efficiently with Member States and stakeholders
- It enables a given community (e.g. committee, working group, project group etc.) geographically spread across Europe (and beyond) to maintain a **private space on the Internet** where they can share information, documents, participate in discussion for and various other functionalities.
- This private space is called an "Interest Group". The access and navigation in this virtual space is done via any Internet browser and Internet connection. Like in any working group, committee or project team, one member plays the role of chairman or moderator; in CIRCA it is called a 'Leader'.



Definitions & Concepts

- Interest Groups: CIRCA is organised around Interest Groups (I/G) (i.e. a private workspace for a group of people that need to collaborate to achieve common objectives and tasks). Although all I/G have access to the same set of functionalities, the environment is fully customisable for a given I/G and the information is restricted to the members of that specific I/G.
- Access Profile: Members of a working group usually play different roles: Chairman, contributor, secretary. Part of the work could even be made publicly available. CIRCA offers exactly this flexibility for creating access Profiles tuned to your particular needs, thus customizing users access rights to specific data elements, functionalities and operations in the I/G.
- **CIRCA Leader**: A specific access Profile, the Leader, is granted extra privileges to administrate, manage and customize the I/G.
- "What you See Is What You Have Access To": The User Interface is automatically mapped onto users access Profile so that only those functionalities and information users are granted access to, are visible.



What you need to access CIRCA



- A connection to Internet.
- A Browser such as Firefox or Internet Explorer.
- An e-mail address.
- The Web address (URL) of the CIRCA homepage.
- A User ID and Password to access your Interest Group...

Registration

In order to access CIRCA you need a **username** and a **password**. To obtain you have to make following:

- a) Contact Liaison Officer of your institution and ask for access. You will have to fill a short form.
- b) Your request will be transmitted by the Liaison Officer of your institution to the CIRCA Administrator at ECA Liaison Officer Unit.
- c) ECA LIA Unit will process this request and send you e-mail with further details.

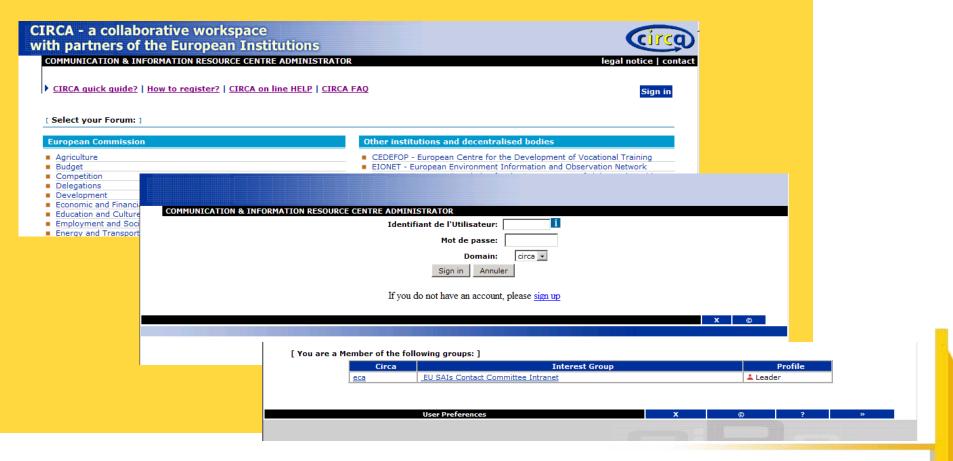


First time access to CIRCA

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

Accessing CIRCA through CIRCA homepage

- 1. Click on the Sign in button at the top of the page
- 2. Enter your user id, password and domain (circa)
- 3. Click on the Interest Group.





Accessing CIRCA through Interest Group homepage

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Enter your user id, password and domain (CIRCA)

COMMUNICATION & INFORMATION RESOURCE CENTRE ADMINISTRATOR
Identifiant de l'Utilisateur:
Mot de passe:
Domain: circa 🔻
Sign in Annuler
If you do not have an account, please sign up
x ©

The CIRCA interface

All pages of the Interest Group have the same layout:

- a) Top navigation bar provides access to the available CIRCA Services
- b) Bottom navigation bar provides access to helpdesk and support service, E-mail links as well as access to the edit page of the personal Preferences of your profile associated with your login.





Top navigation bar: CIRCA services

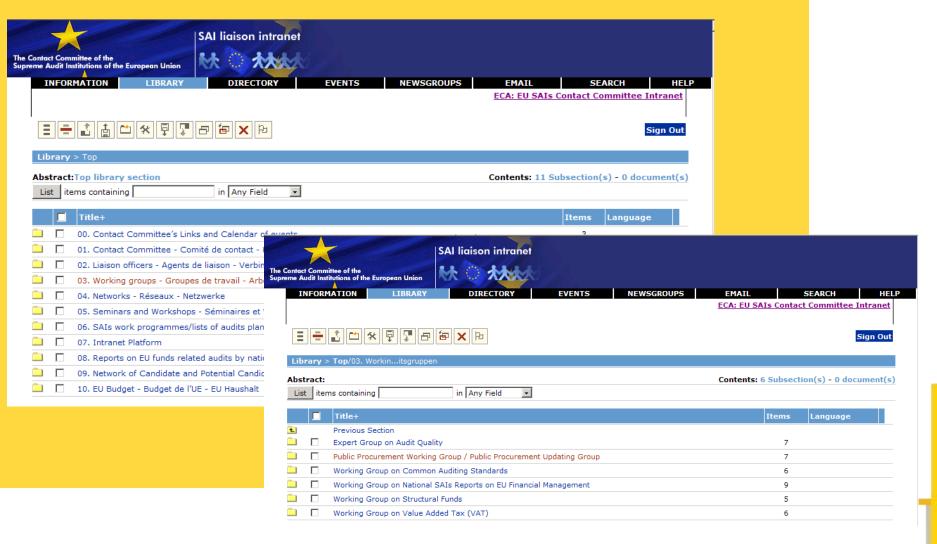
SERVICES	DESCRIPTION
Information	Information pages and useful links to other sites.
Library	The document repository. It is organised in sections and sub-sections with multilingual and versioning capability. Documents can be viewed, downloaded or sent to you by e-mail. Users can be automatically notified by e-mail of any change in any particular section of the Library. You can also easily upload documents if your access right allows it.
Directory	Who is who and can access what
Events	Upload/download of Event information/invitation and virtual meetings ('chats')
Newsgroups	Interactive Discussion Fora
Email	An e-mail functionality integrating mailing lists for addressing all members.
Search	Multilingual search on any document or information you have access to
Help	Online help



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- Click on the Library service
- 2. Click on the section 03. Working groups



Accesing the sub-section of the Public Procurement Updating Group (II)

3. Click on the sub-section Public Procurement Working Group/Public Procurement Updating Group

WELCOME TO THE SECTION OF THE WORKING GROUP!

