

ENA Document Catalogue System User Guide

1. Introduction and Navigation

This user guide will provide some covering information on how to use the ENA document catalogue.

The sites holds **Engineering and SHE documents** which are periodically uploaded by the document controllers of the ENA.

The website displays 5-6 tabs on the right of the search bar:

- News: Document controllers and administrators will provide any updates to documents or the website via the news tab.
- Introduction
- Latest Publications
- Under Revision
- DCode Documents
- Search Results: Will show the latest search results made with the search bar.

If you find any errors or deficiencies in the system, have any queries about it including how to achieve certain goals or would like to suggest ways it could be improved, **please view our FAQ page or contact us at document.catalogue@energynetworks.org.**

2. Login/Registration

Users may register with their email using the following link: <https://www.ena-eng.org/ena-docs/ua>.

On first registration, you will receive an email from the system instructing how to activate your account. It takes two minutes to complete activation and allows you to access previous orders and receipts. Once logged in, you can access your account and previous orders via the drop-down menu that shows your name (Figure 1). **'Past orders' allows users to view orders, request resends, download receipts or submit feedback on a document that was part of an order.** 'My Details' can be used to view and modify details. **ENA members cannot change their own email addresses or company names and should use the 'Contact Us' facility to request such changes.** Non-members can change their details at any time.

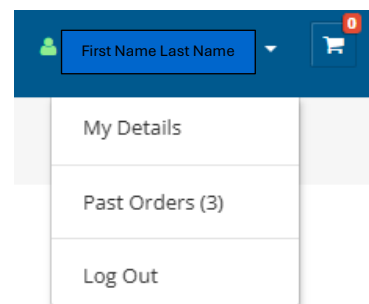


Figure 1

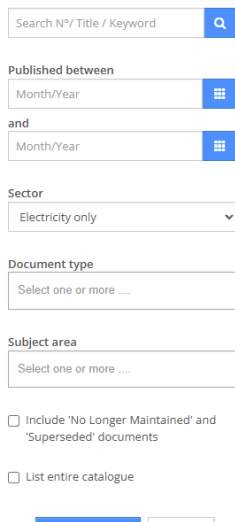
Returning users may log in using their email address or User ID (if set up). If details are forgotten, please use the 'Forgotten Password' functionality to reset your password. **Please contact document.catalogue@energynetworks.org if forgotten password does not work.** If too many login attempts are made, it will take approximately 3 hours for the lock to clear.

First registration can be completed prior or during the order process. Users with an account can browse the system as ‘Guest’, add documents to the basket and login at the point of purchase. If you already have documents in your basket under your logged in account, these will be merged with any added when browsing as a guest.

All registration data is private and is never passed to third parties except our payment provider, Worldpay. Email addresses are always passed to Worldpay who will not process a merchant payment without one.

3. Browsing Documents

Find/Browse Documents



The screenshot shows a search interface with the following elements:

- A search bar labeled "Search N°/ Title / Keyword" with a magnifying glass icon.
- A "Published between" filter with a "Month/Year" input field and a grid icon.
- An "and" filter with a "Month/Year" input field and a grid icon.
- A "Sector" dropdown menu currently set to "Electricity only".
- A "Document type" filter with a "Select one or more ..." dropdown.
- A "Subject area" filter with a "Select one or more ..." dropdown.
- Two checkboxes: "Include 'No Longer Maintained' and 'Superseded' documents" and "List entire catalogue", both currently unchecked.

Figure 2

Documents can be searched using the search bar (Figure 2). In any preliminary search, please enter just the number of the document: e.g entering ‘59’ will return the latest issue of EREC G59 thus writing ‘EREC’ or ‘G59’ is not necessary. If further detail is needed, filters below such as the Document Type and Subject Area dropdown menus (Figure 2) can narrow down the search, and the document title or keywords can be inputted into the search bar instead.

Core details of each document is provided in the search results and further detail is available upon clicking the highlighted title of the document.

4. Document Status

Documents are categorised under the following statuses:

Current – the document is the latest issue. The document may have a date under ‘Revision Due’ to manage the expectation of the next issue.

Current (Under Revision) – the document is the latest issue, but work is underway the next revision. The expected date of publication of the new issue will be included on the document detail.

Current (Frozen in Time) – the document is up to date, will not be revised and is likely to be considered valid indefinitely. Applies to relatively few older documents that often outline established principles that are not expected to require revision.

Superseded – the document has been superseded by a later issue of the same document or by a different document that covers the same subject. Details of the document that supersedes it should be shown on the document detail.

No Longer Maintained – this status largely applies to older documents. ‘No Longer Maintained’ documents have not necessarily been superseded by any later document but can no longer be considered current and no revision is scheduled.

Superseded and No Longer Maintained documents are retained on the catalogue as a historical reference and will most likely be ordered in this context. They are only available to ENA members. Use of the information held in such documents is at the customer’s risk.

5. Ordering Documents

Documents are added to your basket by clicking the ‘Add to Order’ button. You can manage the contents of your basket by clicking the basket icon at the top right of the page. To proceed to checkout, click the ‘View Basket’ link from the drop down under the basket icon or click the ‘View Basket’ button from the bottom of the search panel. Documents in your basket are preserved between visits to the system if you are logged in.

Please note that **you are required to enter a shipping address when completing a paid order** because the address details are needed for the invoice. You are not obliged to enter a card/billing address but, if you do, it will be passed to our payment provider, Worldpay. All orders are fulfilled by email with the document and any annexes sent as attachments to the email along with a receipt. **Documents ordered from the document catalogue must not be shared outside your organisation or uploaded internally.** Documents are watermarked with the name of the person who ordered them as well as the date and time so that any unauthorised sharing can be traced.

6. Submitting document feedback

Please provide document feedback through viewing past orders or by clicking document titles. Any notice regarding typos or more significant potential errors or ideas to extend and improve the next revision of the document is welcomed. Once feedback is submitted, an email confirmation will be sent to the person submitting and to system administrators and, on approval, a confirmation is sent to the person who submitted the feedback. **The administrator may contact you to discuss your feedback via email.** You will be informed outside of the system if your feedback is not approved for any reason.