

Forums Quick Reference

Technical Requirements: Using Internet Explorer browser version 8 will help you to access our Forums environment more effectively. If you choose to use a more up-to-date version you might have to enable the browsers' "Compatibility View" option. (See your browsers' help option for instructions on how to enable this feature.

Login into Forums: Before anyone can access the Standards Council of Canada (SCC), Forums environment a user must complete an electronic registration form, for which a URL is provided by the Forums administrator. Once the form has been submitted and authorization has been granted the user will then be added to a group granting them access to the area of interest. The user then can login using the login name and password they would have referenced while they were filling out their registration form.

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Purpose

The purpose of this document is to provide general information on the use of the Standards Council of Canada SITESCAPE Forums environment. SITESCAPE Forum is a communication and collaboration tool that the Standards Council of Canada (SCC) uses for its committees, labs, and accreditation programs. The SCC's use of SITESCAPE Forum for our committee work and document distribution brings us in line with the International Electrotechnical Commission/International Organization for Standardization's (IEC/ISO's) electronic policy requirement. It allows users to work with others, regardless of geographic location or different time zones. SITESCAPE Forum is a software program accessed using a web browser. SITESCAPE Forum creates an online "virtual meeting space". The result is the creation of an invaluable, central reference source of your team or committee's work. This document has been produced for committee members and resource people. (For specific administrative issues please contact your respective Program Officer or Client Manager. Their contact information appears at the bottom of each forum area.)

Contents

Information provided will assist users in logging in and collaborate on a one to one basis or with groups of users on specific information and/or documentation. In addition to being able to edit their profile, users will also learn to edit their user profile so that its information is kept up-to-date. After reading this document users will be able to navigate, post entries and respond to e-mail notifications originating from forums they have access to. Highlights will also include information such as who to contact if needed and identifying other sources of information should the user need additional help.

1. To Login

- a. Go to www.scc.ca and click on either the "Login" hyperlink located at the top of your browser page or the "[Stakeholder Participation](#)" menu option. (see [Figure A](#))

(Figure A)

The screenshot shows the homepage of the Standards Council of Canada. At the top right, there is a navigation menu with links for 'Help', 'Contact Us', 'Site Map', 'Login', and 'Français'. The 'Login' link is circled in red. Below this is a search bar. The main navigation bar contains links for 'Home', 'About Us', 'News & Events', 'Stakeholder Participation', 'Accreditation', 'Information Services', and 'Standards Store'. The 'Stakeholder Participation' link is circled in red. The main content area features a large banner for the '2012 SCC AWARDS' with a 'Nominations' deadline of May 11th. To the right of the banner are three boxes for 'Government', 'Industry', and 'Consumers'. Below the banner is a 'WHAT'S NEW' section with three items: 'Celebrate World Accreditation Day June 9', 'Remembering Richard Morris, former ULC technical committee chair', and 'Volunteer Opportunity: Canadian Representative for the International Electrotechnical...'. To the right of this section are six boxes with icons and text: 'Participate in standards development', 'Obtain standards', 'Get accredited', 'Learn how to participate in standards development', 'Find a certification body for a product or service', 'Learn more about standards and conformity assessment', 'Find an accredited laboratory', and 'Apply for career opportunities'. The footer contains a grid of links for 'HOME', 'STANDARD STORE', 'SEARCH', 'CONTACT US', 'HELP', 'IMPORTANT NOTICES AND DISCLAIMERS', 'ABOUT US', 'NEWS & EVENTS', 'STAKEHOLDER PARTICIPATION', 'ACCREDITATION', 'INFORMATION SERVICES', and contact information for the Standards Council of Canada. Social media icons for LinkedIn, Twitter, and Facebook are also present.

- b. Enter your *Username* and password in the appropriate fields and then click the Login button (see [Figure B](#)), or go to [section 1c](#).

(Figure B)

Standards Council of Canada
Conseil canadien des normes

Help Contact Us Site Map Login Français

Home About Us News & Events Stakeholder Participation Accreditation Information Services Standards Store

Home

in [Twitter] [Facebook] [Email]

User account

Committee forums login Website login

This area is intended for use by committee members only. The Standards Council of Canada coordinates committee work and other standardization activities within this area. Access to these forums is restricted to authorized users.

A username and password are assigned to committee members upon successful completion of the application process.

[Opportunities to participate in standards development](#)

Canadian Work Area

Username*

Password*

Login

[Forgot Canada Work Area Password](#)
[Forgot International Work Area Password](#)

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Publications
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Career Opportunities
Applying Standards
Developing Standards
Contact Us

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News
Events
Feature articles
Press releases
Accreditation-related notices
Public Review Notices

STAKEHOLDER PARTICIPATION
Stakeholders
Participate in Standards Development
Orientation Modules
Courses
Awards

ACCREDITATION
Management Systems
GLP Recognition
Greenhouse Gas
Inspection Bodies
Laboratory Accreditation
Personnel Certification
Product and Service Certification
Standards

INFORMATION SERVICES
Standards in Education Program
WTO/NAFTA Enquiry Point
Capacity Building
Custom Research
Export Alert!
Standards Alert!
Technical Document Centre
Registration and Maintenance Authorities
RegWatch

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Canada

- c. Enter your *Username* and password in the appropriate fields and then click the Login button (see [Figure C](#)).

(Figure C)

The screenshot shows the website header with the logo and navigation menu. The main content area is titled 'Stakeholder Participation' and contains an overview paragraph and a list of bullet points describing various stakeholder groups and their roles. A sidebar on the left lists navigation options, with 'Committee Forums' and 'Login' highlighted.

Standards Council of Canada
Conseil canadien des normes

Home About Us News & Events **Stakeholder Participation** Accreditation Information Services Standards Store

Home

+ Government
+ Industry
+ Consumers
+ Participate in Standards Development
Roadmaps and Standardization Solutions
+ Orientation Modules
Courses
+ Awards
Committee Forums
Login

Stakeholder Participation

Overseen by the Standards Council of Canada, Canada's standardization community consists of an intricate network of people and organizations involved in the development, promotion and implementation of standards:

- **Consumers and non-governmental organizations (NGOs)** ensure that societal concerns such as the environment, health, safety and privacy are taken into account. They bring the human element to the development of standards and standardization strategies, ensuring that the needs of Canadians play a role in how standards are developed and applied.
- **Governments** rely on Canada's standardization network to help negotiate trade agreements and support the achievement of their mandates and priorities. Standardization helps improve the efficiency and effectiveness of government services to its citizens. Involvement in standardization by government representatives helps ensure that Canada's national interest is considered.
- **Industry** experts bring important technical expertise to the table and their participation helps ensure that standards and standardization strategies are good for business. Businesses and manufacturers rely on the standards and conformity assessment services of the network to develop and market products globally.
- **The Standards Council of Canada (SCC)** is mandated by the federal government to promote and pursue effective and efficient Canadian standardization. The SCC accredits standardization organizations, verifying that they have the resources, structures and expertise to deliver credible, high quality services. SCC approves National Standards of Canada, and represents Canada in key regional and international standardization forums.
- **Conformity assessment bodies** help ensure standards are being used as intended and provide credible evaluation of products, systems and services according to applicable standards. Among these types of bodies that are accredited by SCC are:
 - [Calibration and testing laboratories](#)
 - [Inspection bodies](#)
 - [Management systems certification bodies](#)
 - [Personnel certifiers](#)
 - [Product/service certification bodies](#)
 - [Greenhouse gas verification and validation bodies](#)
- **Standards development organizations** in Canada work with volunteers from across the country to develop Canadian standards and adopt or adapt international standards for use in Canada. These organizations bring important technical expertise to the table and play a critical role in ensuring that standards put into use in Canada are appropriate to the country's climatic, economic, technological and social conditions.
- **International and regional standardization bodies** work together towards the global harmonization of standards in order to liberalize trade, address common societal issues and safeguard consumers. Together, they strive towards the international acceptance of conformity assessment reports, results and the use of common marks that can reduce the cost and time involved in having products repeatedly tested.

HOME
STANDARD STORE
SEARCH
CONTACT US
HELP
IMPORTANT NOTICES AND DISCLAIMERS

ABOUT US
Governance
Executive Team
Operations
History
Publications
Corporate Documents
Career Opportunities
Applying Standards
Developing Standards
Contact Us

NEWS & EVENTS
News
Events
Feature articles
Press releases
Accreditation-related notices
Public Review Notices

STAKEHOLDER PARTICIPATION
Stakeholders
Participate in Standards Development
Orientation Modules
Courses
Awards

ACCREDITATION
Management Systems
GLP Recognition
Greenhouse Gas
Inspection Bodies
Laboratory Accreditation
Personnel Certification
Product and Service Certification
Standards

INFORMATION SERVICES
Standards in Education Program
WTO/NAFTA Enquiry Point
Capacity Building
Custom Research
Export Alert!
Standards Alert!
Technical Document Centre
Registration and Maintenance Authorities
RegWatch

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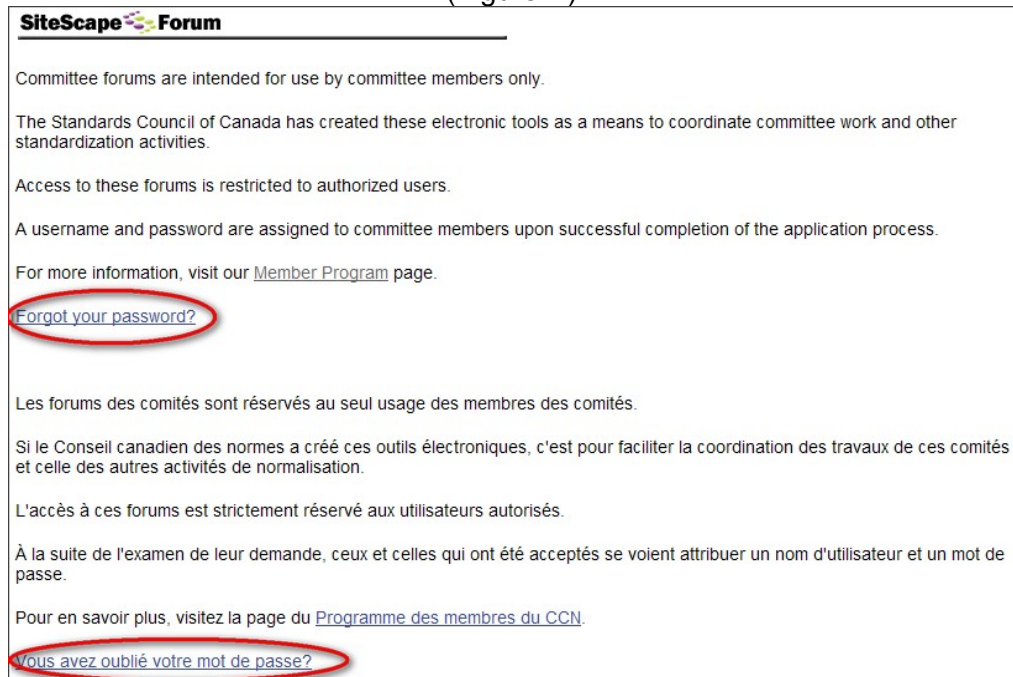
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Canada

2. Forgotten your password

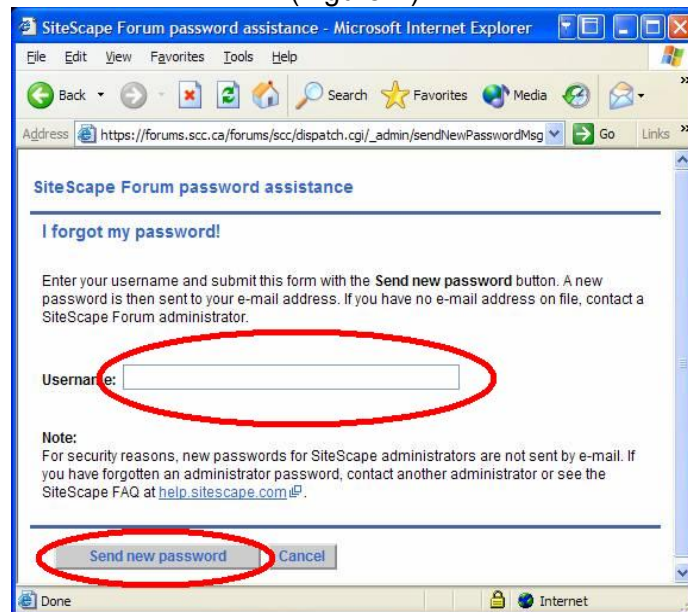
- a. If you have forgotten your password, click on the “Login” button (see [Figure C](#)) then on the “Forgot your password?” link. (see [Figure D](#))

(Figure D)



- b. Enter your login name within the “Username” field, on the pop up window that appears, then click on the “Send new password” button (see [Figure E](#)). A new password will be sent to the most recent email address you specified within your user profile.

(Figure E)



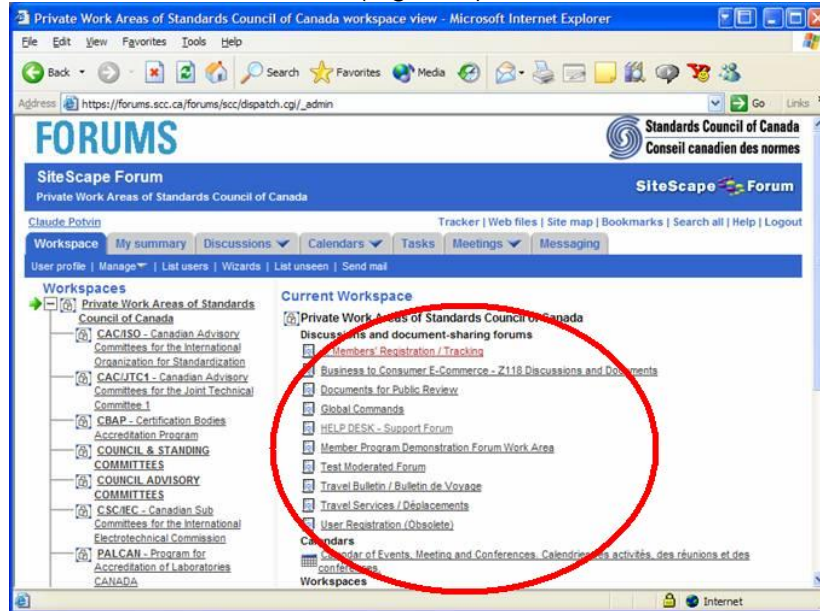
- c. If you have forgotten both your Username and Password, please contact your Forum Administrator.

PLEASE NOTE: BOTH the Username and Password are CASE SENSITIVE

3. Accessing Discussions and document-sharing forums

Note: You will only see *Discussions and document-sharing forums* you have access to.

(Figure F)



4. To Change Your Password/Contact Information

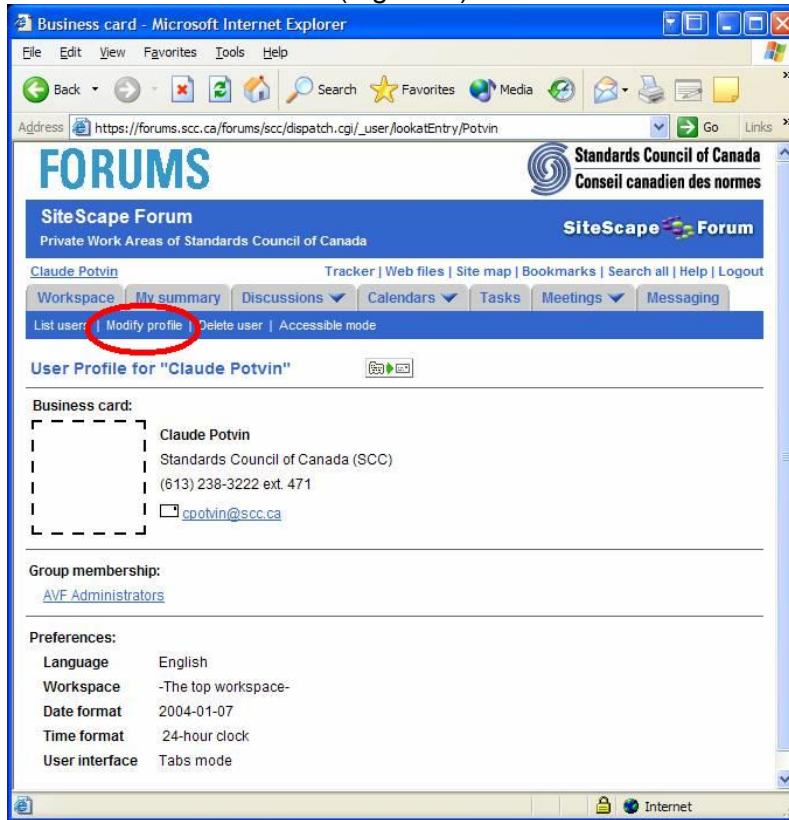
- Log in. (see [To Login](#))
- Click on your hyperlink name, found at the top left hand side of the screen, located just above the tabs (in blue). (see [Figure G](#))

(Figure G)



- Your user profile is now shown. To modify its content click on the "Modify profile" option found on the menu bar. (see [Figure H](#))

(Figure H)



- d. Here you may update any information needed in addition to adding further profile information. There are additional fields at the bottom that need to be expanded. Simply click on the arrow to expand the field in question to update its content. Once completed, go to the bottom of the page and click on the "OK" Button. (see [Figure I](#))

(Figure I)

The Standards Council of Canada is committed to respecting the personal privacy of individuals. All personal information provided is protected under the federal Privacy Act. For more information about our privacy practices, see our Privacy Statement.

Basic profile information

Please note all fields marked with * are mandatory

OK Cancel

Salutation: * Mr.

First name: * Claude ⓘ
You must fill in at least one of the name fields (maximum 64 characters).

Middle name:

Last name: * Potvin

Password: ⓘ
Examples: ACTS12345, aHandyPhrase, BBV456

Verify password:

Password strength Password not entered

Position: Web Coordinator

Organization: Standards Council of Canada (SCC)

Department: MIS

Faculty:

Building Name:

Address: * 270 Albert

Street Type: * ST

Floor/Suite: Suite 200

P.O. Box:

Station:

City: * Ottawa

Province: * Choose here

Postal Code: * K1P 6N7

Country: * Canada

Phone: * (613) 238-3222 ext. 471

Fax: (613) 569-7808

Cell:

E-mail address: * cpotvin@scc.ca

Date of Birth (YYYY/MM/DD):

Citizenship: * Canadian citizen

Area of Interest: * ISO

Sector: * Federal government

Stakeholder Interest Groups: * User ⓘ

Previous experience with SCC's committee work?: * No

Update personal file * ⓘ
Examples: resume or CV

Expand all

► Additional information: organization, picture, introduction, personal file, homepage, etc.

► Date and time preferences

► User interface preferences: UI mode; color and font themes; language

► Forum notifications

► Forum preferences: preferred workspace, group membership, personal forums

► NT settings

Registration Type Contributor

Insurance Card Date

OK Cancel

- e. Your profile has now been updated. Just click on the tab entitled “Workspace” to return to the forum areas.

5. Workspace Overview

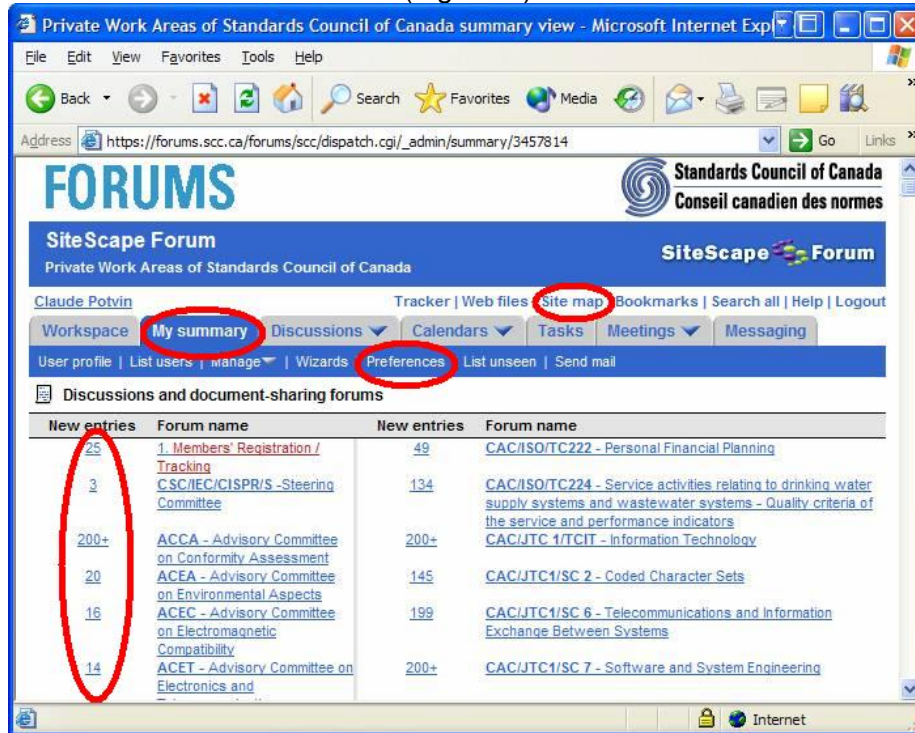
(Figure J)



- a. Workspaces are located in the first tab at the top left hand side of your screen.
- b. As in [Figure J](#), when you click on the Workspace Tab, Forum displays a page divided in two sections
- c. The left side column:
 - i. Are Workspaces and Team Workspaces that are available to you.
 - ii. A “+” (plus) symbol next to a Workspace indicates that it can be expanded to display additional sub-workspaces (this top level Workspace example is already expanded, thus the “-” (minus) symbol is being displayed).
 - iii. Items indented are understood to be sub-items of the item above it.
 - iv. The Green Arrow (left of the Workspaces) (➤) indicates the item that you are currently viewing.
- d. The right side column:
 - i. Lists all of the forums which make up the selected Workspace.
 - ii. To access a specific forum, click on its title. For example, you can click on the HELP DESK – Support Forum to view the information in that Discussion Forum area. (see [Figure J](#))
- e. To change workspaces, click on the title of the Workspace you wish to enter.

6. "My summary" page

(Figure K)



- Provides quick access to a concise summary of information about the forums that you use most frequently.
- Contains a count of new/modified entries for the discussion forums you want to track. The "New Entries" column, circled in red (see [Figure K](#)), indicates the number of new/changed items in each of their corresponding forums listed in the "Forum name" column immediately to the right of the numbers.
- Can keep track of discussion forums located in any workspace in your zone.
- "My summary" page needs to be set up before you can use it. (You need to indicate which forums you want to track.)
- To set up your "My summary" page.
- Click on the "My summary" tab.
- Click on the Preferences item, circled in red (see [Figure K](#)), in the blue menu bar.
- This will generate a listing of all forums and calendars that exist within the zone in question.
Note: Even though you see a listing of all existing forums and calendars, you'll only be able to access those you have the right to access. As a default, if you attempt to access a forum you do not have access to, it will result in a login screen appearing.
- Place a check mark beside each forums or calendars you wish to list within your "My summary" and click on the OK button.
- You can update this listing at any time.

7. Site Map

- Provides a different view of all of the workspaces and their forums that are contained in this zone and that are accessible to you. This option is circled in red (see [Figure K](#)).

8. Creating, Viewing and Replying to Entries

a. Creating new entries;

(Figure L)

Standards Council of Canada
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FORUMS
Private Work Areas of Standards Council of Canada

National Collaboration Forum
Forum de collaboration nationale

8 Claude Potvin

Find Options | Web files | Site map | Bookmarks | Help | Log out

My summary Workspace Meetings

Add Modify/delete Tools Next unseen List unseen Search

- Add discussion topic
- Add document
- Add URL
- Add survey question
- Add Ballot/Comment Doc.
- Add folder

User Filters (edit) Current filter:

Number	Unseen	Type	Task	Title	Replies	Author	Activity date
205.	!	?		Test - Did you enjoy the training workshop?	(4)	Marc Giroux	2009-01-25 03:36
204.				Test new discussion topic - Dictionary		Marc Giroux	2009-01-22 11:31
203.	!			Test 123		Claudetest Forum testing Potvin	2009-01-21 15:00
202.	!			doc rev fv		François Villeneuve	2009-01-21 11:30
201.	!			doc fv		François Villeneuve	2009-01-21 15:20
200.	!			asdfasdfasd		Claudetest Forum testing Potvin	2009-01-21 10:51
199.	!			document lg		Laurent Giraud	2009-01-21 10:51
198.				Test 2 from sitescape summary included		Danny Najm	2008-10-23 08:27
197.				Testing emails from live site		Danny Najm	2008-10-23 08:23
196.	!			"Add discussion" with several attachments and previous versions		Claude Potvin	2009-01-21 15:08

RSS

SCC Contact

Forum Administrator: Claude Potvin
Email Address: cpotvin@scc.ca
Phone: (613) 238-3222 ext. 471

- i. There exist five types of entries.
- ii. All five types of entries are accessible from the “Add” drop down option found on the blue menu toolbar. (see [Figure L](#)) The first four option listed are default type entries and the last is a customized type entry created for SCC purposes.
- iii. Types of entries;
 1. Add discussion topic.
 2. Add document.
 3. Add URL.
 4. Add survey question.
 5. Add Ballot/Comment Doc.
- iv. Viewing Entries
 1. Log in.
 2. Select the Workspace in question that contains the *Discussions and document-sharing forums* you wish to access. (You can also access the *Discussions and document-sharing forums* by going to your “My summary” tab if this has been set up.)

3. Go to the *Discussions and document-sharing forums* in question that contain your entry.
 4. If the entry resides in a folder/directory you will have to go into the folder that it is in by clicking on its linked name. (Folders always appear to the left of your browser screen.)
 5. Click on the linked title of the entry.
 6. If there are files that have been uploaded or attached, click on the linked name of the document's file.
For example: *mydocument.pdf*
 7. Depending on how your browser has been set up, the document will either open up within it or run the appropriate supporting application such as Adobe Reader or Microsoft Word.
- v. Adding Entries (Documents, Discussion Topics, URLs, and Survey Questions)
1. Log in.
 2. Go to the *Discussions and document-sharing forums* /Folder that you would like to add the entry to.
 3. Click on the Add menu option, at the top left of your screen (see [Figure L](#)).
 4. Select the type of entry you would like to create.
 5. Complete the form by adding the appropriate information (typically the Title and Abstract/Summary, all other sections of this form are optional) and attaching any documents required.
 6. Click on the OK button.

b. Replying to entries;

- i. There exist two ways of posting replies;

(Figure M)

From: whomever@scc.ca [mailto: whomever@scc.ca]
Sent: Friday, January 30, 2009 3:07 AM
To: everyoneiknow@sympatico.ca
Subject: (CNC-IEC) 1000th CNC/IEC

There is 1 new entry in "CNC/IEC - Canadian National Committee for the International Electrotechnical Commission".

Table of contents:
[12. Photos of the IEC 1906 Award Recipients](#) (new)

Forum: [CNC/IEC - Canadian National Committee for the International Electrotechnical Commission](#) Folder: 1000th CNC/IEC Meeting

[Table of contents](#)
[12. Photos of the IEC 1906 Award Recipients](#)



From: John Doe
Date: 2009-01-29 19:53 EST

To Members:

Attached are important photos related to our past off site meeting.

Brian

Attachments:
[DSCF4159.JPG](#) (1499 KB)
[DSCF4162.JPG](#) (1489 KB)

1. Posting your replies from an e-mail notification.
 - a. Using the hyperlink button entitled "Go to entry" (see [Figure M](#)) which appears directly within the body of the e-mail, which will bring you directly to the entry in question where you can post a reply.

- b. Using the button entitled "Reply to entry" (see [Figure M](#)) will allow you to post your reply directly from within your e-mail client, without having the need to log into SCC Sitescape Forums environment.
 2. Adding a Reply to an existing entry from within the *Discussions and document-sharing forums*.
 - a. Log in.
 - b. Go to the *Discussions and document-sharing forums* /Folder that contains the entry that you would like to reply to.
 - c. Click on the hyperlink title of the entry.
 - d. Click on the "Add" option on the toolbar bar.
 - e. Select "Reply" from its pull down option. Alternatively, you can click on the button entitled "Reply" located just within the body of the entry. Both will give you identical results.
 - f. Forum displays the "Add reply to..." form.
 - g. In the "Title" text box, specify a title for your reply.
 - h. Type the text of your reply in the "Text" text box.
 - i. You do not need to "sign" the reply, because Forum automatically includes a "signature line."
 - j. The remaining sections of this form are optional; you can use them, if you choose to
 - k. Click on the OK button located at the bottom of the page.

9. E-Mail notifications

- a. E-mail notifications are not automatically enabled.
- b. Enabling this feature is done by the Forum administrator.
- c. Once enabled notifications are sent to the e-mail address specified within a users' profile.
Note: It is very important for a user to keep their user profile up-to-date so that they receive notifications of postings.
- d. Notifications can occur under different circumstances, such as;
 - i. When new information has been posted within Forums you have access to,
 - ii. When a reply has been posted within an existing entry you have access to,
 - iii. Driven by a workflow process,
 - iv. Forced by the Forum administrator in cases where it cannot wait until preset scheduled.
- e. Replying to e-mail notifications (see section [8. b. i.1.](#))

10. For More Information or Additional Help

- a. Each forum has an assigned contact person located at the bottom with their name, phone number and extension.
- b. Use the Help option located in the top right corner of the Sitescape Forums screen.