



The Standards People

NWM – the collaborative editing platform

Hands-on Training

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About us



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20+ years' experience in ETSI standardisation
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25+ years' experience in ETSI, 3GPP, ITU standardisation

About NWM



We are developing an online platform to enable new drafting processes, with the following characteristics:

- 24/7 collaboration, allowing users located anywhere to submit contributions or change requests, comments & requests for clarification, in real-time or during physical meetings. An off-line mode of working is also planned
- Customizable: can be configured with different roles and rights and document life-cycles, for different types of ETSI and 3GPP committee
- Continuous Quality & Integration: assisted integration of approved changes, early detection of conflicting changes, continuous application of drafting rules
- Traceability & Data Mining, enabled by preserving the entire evolution of a document

Use Case 1: Feedback Forms



- Moderator creates a document in the NWM platform containing feedback forms
- Each delegate logs into the platform and submits their comments/position
- Parallel updates are possible. No conflicts.
- Document can be printed as PDF and uploaded as Tdoc in 3GU

Scope of today's training

Delegate Part

- How to post a comment in a Feedback Form
- Notifications
- Saved Views
- Tags
- Bulk Actions
- Export PDF

Moderator part

- Create and share a document
- Revise a document

Delegate Training



How to post a comment in a Feedback Form?



- Log into NWM
 - <https://nwm-demo.etsi.org/#/>
 - Sign in with your 3GU username
- Go to Search Page
- Search for a document with
 - Title "NWM_Demo"
 - Owner: Sebastian Müller
 - Context: RAN
- Add the document to your workspace
- Open the document and scroll to Feedback Form 1
- Submit a feedback

Notifications

- Add a document to your Workspace to receive Notifications
- New post
 - Indicator on Notification Bell
 - Indicator on Feedback Form
 - Inside Feedback Form: New posts highlighted in yellow
- New document version
 - On Notification Bell
- Notifications on new elements since last visit
- Notifications removed upon visit
- Update every 120 seconds

- <https://nwmwiki.etsi.org/docs/03-workspace.html#notifications>

Saved Views



- Saving a search result allows you to create a list of documents relevant to a specific meeting
- <https://nwmwiki.etsi.org/docs/03-workspace.html#save-search-results>
- Only available on Search page
- Future release:
Workspace and Search page will be merged on one page

Tags



- Documents in your workspace can be tagged
- This allows you to group documents together
- Click on a tag to filter your workspace
- <https://nwmwiki.etsi.org/docs/03-workspace.html#organize-your-documents-with-tags>

Bulk Actions



- Remove multiple documents from your workspace
- Tag multiple documents from your workspace
- <https://nwmwiki.etsi.org/docs/03-workspace.html#bulk-actions>

Moderator Training



How to create a document?



- Log into NWM
 - <https://nwm-demo.etsi.org/#/>
 - Sign in with your 3GU username
- Create a document
- Insert TDOC Header, Figure, Table
- Insert a Feedback Form
- Share the document

How to revise a document?



- Open a document of which you are the owner
- Click 'Prepare next version'
- Provide a title (this is an interim title)
- Insert a Heading at the end of the variant
- Call it "Conclusion"
- Add some text
- Toggle 'Show changes'
- Click 'Promote to new version'

Advice for moderators



- <https://nwmwiki.etsi.org/docs/08-3gpp-workflows.html#advice-for-moderators>

Useful Links

Access it at: <https://nwm-trial.etsi.org>

- User ETSI Portal or 3GU username/password to log in

Help files & documentation: <https://nwmwiki.etsi.org/docs>

Report an issue or suggest a new feature: <https://etsinwm.ideas.aha.io/>

Useful terms are described at <https://nwmwiki.etsi.org/docs/09-glossary.html>

Advice for moderators at <https://nwmwiki.etsi.org/docs/08-3gpp-workflows.html#advice-for-moderators>