ACI Webcalendar for Smartphones

User Manual

Version 1.2.1

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<table>
<thead>
<tr>
<th></th>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GENERAL OVERVIEW                                                                                           3</td>
</tr>
<tr>
<td>2</td>
<td>KEY FUNCTIONS OF THE SMARTPHONE VERSION                                                                      3</td>
</tr>
<tr>
<td>3</td>
<td>COMPATIBILITY WITH DIFFERENT SYSTEMS                                                                         4</td>
</tr>
<tr>
<td>4</td>
<td>ACCESSING THE WEBCALENDAR                                                                                   5</td>
</tr>
<tr>
<td>5</td>
<td>CHANGING THE LANGUAGE OF THE WEBCALENDAR                                                                     5</td>
</tr>
<tr>
<td>6</td>
<td>THE SMARTPHONE HOMEPAGE                                                                                     6</td>
</tr>
<tr>
<td>7</td>
<td>NOTIFICATIONS PAGE                                                                                           8</td>
</tr>
<tr>
<td>8</td>
<td>MANAGING NOTIFICATIONS                                                                                      9</td>
</tr>
<tr>
<td>9</td>
<td>CALENDAR VIEW                                                                                                11</td>
</tr>
<tr>
<td>10</td>
<td>COLOURS AND CODES                                                                                             12</td>
</tr>
<tr>
<td>11</td>
<td>UPDATING YOUR AVAILABILITY                                                                                    13</td>
</tr>
<tr>
<td>12</td>
<td>ACCEPTING/REFUSING CONTRACT PROPOSALS AND CONTRACTS                                                           15</td>
</tr>
<tr>
<td>13</td>
<td>SHORT-TERM RECRUITMENT (DG SCIC CALENDAR ONLY)                                                                16</td>
</tr>
<tr>
<td>14</td>
<td>EXITING THE WEBCALENDAR                                                                                    18</td>
</tr>
<tr>
<td>15</td>
<td>TABLET VERSION                                                                                               19</td>
</tr>
<tr>
<td>16</td>
<td>DIFFERENCES BETWEEN THE SMARTPHONE AND THE PC/TABLET VERSION                                                 20</td>
</tr>
</tbody>
</table>
1 General Overview

A new Webcalendar was launched in September 2013 for ACI colleagues. The aim of this new Webcalendar is two-fold:

- Provide access via new mobile technologies (smartphones) to some of the key functions of the Webcalendar, allowing you to manage your work for EU institutions more easily and accessibly;
- Modernise the interface of the ACI Webcalendar to further improve its user-friendliness and readability

In order to allow the Webcalendar to be consulted via a smartphone (but also via certain tablets) it was necessary to discontinue the use of Java technology which was the core of the former version.

For the new Webcalendar, a redesigned interface was created allowing you to consult it via a standard internet browser and removing the need for you to install any software or plugin. This approach meant that we could also design a version specifically for smartphones. Given the reduced screen space offered by smartphones compared to laptops or stand-alone personal computers, it was necessary to rethink the layout of the standard Webcalendar and design an interface which would be user-friendly and compatible with such technologies, in particular the need to use fingers to interact with the screen. A survey was carried out amongst ACIs to determine which were the most widely used devices. The results correspond very much to the general market share of different devices, and were taken into account in the development of this new version.

This manual has been written to introduce to you all the functions of the smartphone version of the Webcalendar. It is written with all users in mind, although it is suggested that new users might want to master the key functions of the standard Webcalendar first, in order to make the transition to the smartphone version more easily. For more experienced users of the former Webcalendar, the logic behind the smartphone version should be more evident.

If you have any suggestions concerning this manual and the use of the Webcalendar, you can send these to the following email address: scic-freelance-engagements@ec.europa.eu.

2 Key functions of the smartphone version

Designed to work within the constraints of current devices, the smartphone version of the Webcalendar focusses on the key operations that you will want to carry out while on the move. These are:

- Consulting your calendar for each of the 3 contracting institutions to check the details of contracts, proposals, options, contacts;
- Updating your status for individual days to show when you are available or not;
- Monitoring your calendar for new proposals;
- Accepting or refusing contract proposals from the recruitment services of the institutions;
- Signing contracts where no proposal has been made first;
In addition to allowing the above operations, the smartphone version of the Webcalendar provides you with a totally new notification function. This is available through the notifications page which is visible when you open the new interface. This page lists all events requiring action on your part for the next 8 weeks. You can thus deal with these most urgent events immediately, accepting or refusing contracts as necessary, or volunteering for short-term needs for DG SCIC.

In spite of the fact that this version has been designed specifically for use on smartphones, it should be noted that there are no standard screen sizes for such devices. Each of the main pages of the Webcalendar should be displayed correctly on most devices. However, when additional information is displayed (such as the details of a contract) or in general on certain devices, it may be necessary to scroll down to see all information.

3 Compatibility with different systems
The new Webcalendar is web-based, which means that it can be consulted via a wide range of internet browsers on a huge range of mobile devices when they are connected to the internet. Since all such devices do not work with the same operating systems, the smartphone version was designed to work and was tested on the most widely used operating systems currently available for such devices: iOS, Windows mobile and Android operating system in their most commonly available updates/versions. These are as follows:

- Windows Mobile 8 and 7
- Android 4
- iOS 6

In general, the Webcalendar should also work with earlier versions of these operating systems and with other systems such as Linux, but given the great number of these and the fact that retroactive compatibility is not always possible, users of earlier versions or different systems will need to test for themselves whether all functions of the Webcalendar work correctly. However, you may be obliged to update your operating system or technology, if you wish to make full use of the new smartphone version of the Webcalendar.

In terms of internet browsers, given the large number of browsers now available for users to install, with different versions depending on devices, and the different ways in which these sometimes work, compatibility is more complicated. Nonetheless, the Webcalendar interface has been designed to work with the 4 most widely used browsers and compatibility with these has been tested. These are as follows:

- Internet Explorer 8, 9 and 10
- Firefox from version 10.0.5
- Safari version 6
- Google Chrome version 24.x

As with operating systems, it should be noted, however, that the new Webcalendar may well work properly when consulted on devices with other browsers installed, but compatibility is not guaranteed. For example, the Webcalendar appears to work with the Dolphin web browser, but does not work fully with the mini-version of the Opera browser. Again, you will need to check these compatibility issues on your own system.
4 **Accessing the Webcalendar**

Access to the new Webcalendar is via ECAS, the European Commission’s Authentication Service. Information is available on the ACI pages of SCICnet on how to activate your ECAS account, if you have not done so yet.

The Webcalendar can be reached via the following URL:


This URL provides a single link for both the smartphone and standard versions of the Webcalendar. When you log on to the Webcalendar from your smartphone, the interface will detect this and automatically take you to the smartphone interface.

5 **Changing the language of the Webcalendar**

The Webcalendar is available in English and French. In order to change the language which is displayed, you need to select this when logging in to ECAS. ECAS is normally displayed in English and you will thus be sent to the Webcalendar in English. If you wish to view the Webcalendar in French, you should select ‘français’ in the drop-down list at the top right-hand corner of the page, and log on as normal. If you choose a language other than English or French, then you will be taken to the Webcalendar in English. ECAS should remember your language preference if changed and then next time you wish to access the Webcalendar on the same computer, the correct language version should be displayed.

![Change the language preference here](image)

If you wish ECAS to remember your username, then you should click on the arrow ‘more options’ and tick the first box ‘Remember my username’ as shown below.
6 The smartphone homepage

After successful authentication, the homepage of the smartphone interface will open to display a list of notifications. There are events such as contract proposals, and DG SCIC or EP contracts requiring signature etc. for the next 8 weeks. If there are no such notifications, the list will be empty. The use of the notifications page is explained further in section 7 below.

The layout of the homepage is divided into 3 sections: the horizontal menu; the main area (e.g. containing notifications); and the footer.

Those items are illustrated below and explained below.
Horizontal menu

The horizontal menu is displayed on all pages and is composed of 2 buttons:

- The left image is a link to the homepage;
- The right ‘menu’ button opens the Webcalendar menu.

Clicking on the menu button expands the following menu:

- **Calendar**: displays the calendars page, allowing you to manage your calendar for all 3 institutions on a weekly basis. This menu item is only displayed when you click on the menu button from the notifications page;
- **Help**: opens the Help page;
- **Tablet version**: opens a new page with the standard version of the Webcalendar interface. In this version, a new link to the mobile version will then be displayed at the bottom of the page allowing you to return to the version for smartphones.
- **Privacy statement**: opens a page containing the privacy statement on the management of personal data;
- **Logout**: allows you to exit the Webcalendar.
The functions displayed in the footer depend on the current page displayed. For the notifications, the ‘Refresh’ button is displayed. It simply allows the user to refresh the list of notifications.

When you click on the menu button from the Calendar page, the menu looks like this. The first item is now the link to the notifications homepage. All the other menu items are the same as in the menu accessed from the homepage.

### 7 Notifications page

As indicated above, the homepage of the smartphone interface displays pending notifications. The page contains information relating to the next 8 weeks. There are three different types:

- Medium Term contract proposals;
- Contracts that still have to be signed;
Here are examples of the different types of notifications:

**Medium Term contract proposal**

![MT contract proposal - Court of Justice](image)
- 2 days - from 19-04-2013 to 20-04-2013

**Contract still to be signed for the European Parliament\(^1\) or DG SCIC**

![DG SCIC contract still to be signed - DG SCIC](image)
- 1 days - the 17-02-2014

To see more detailed information about each notification, simply click on the notification and a separate page will be displayed. The information displayed depends on the type of notification but generally includes:

- The type of contract (MT = medium term).
- The contracting institution;
- The contract duration;
- The starting and ending contract dates;

### 8 Managing notifications

For each type of notification, the following actions are available:

- MT contract proposal: Accept or refuse the contract;
- DG SCIC or European Parliament contract that still has to be signed: Sign the contract.

Click on each notification to display the complete information and the available actions.

Below you will see examples of the different notification details.

\(^1\) This is possible for EP contract only for contracts issued after the 20/08/2018
MT contract proposal for the Court of Justice

To accept or refuse the contract proposal, you should click on the appropriate button. Please note that once an action is performed (e.g. acceptance of a proposal), no confirmation is requested from the user. You will then be redirected to the homepage and the accepted or refused notification is then removed from the list.

To return to the notifications page without performing any action, press the ‘back’ button at the bottom of the page.

MT contract proposal for the European Parliament or DG SCIC

To accept a MT contract proposal from the European Parliament or DG SCIC, you first have to accept the general conditions by clicking the box. Then click on accept and you will be redirected to the ECAS page. Enter your ECAS password and click ‘login’ to validate this. The contract is now signed and you will be redirected to the notifications homepage.

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2 This is possible for EP contract only for contracts issued after the 20/08/2018
To sign a contract, you should click to indicate that you accept the general conditions and then click on the accept button. You will be taken to the ECAS homepage where you need to confirm username and signature and click ‘login’. This will electronically sign the contract and you will return to the notifications page.

9 Calendar View
When you click on the menu button and select the calendar, the interface displays your Webcalendar for each of the 3 institutions for the current week. Unlike the PC/tablet version, the view is based on a weekly view, starting on Monday and ending on Sunday. The week for each institution is displayed vertically under the name of the institution.
Navigation bar

Above the three weekly calendars, you will see the navigation bar. This displays the start and end date of the displayed week as well as the week number. Navigation in the calendar is done week by week, by clicking on the left or right arrow button to change one week at a time. It is also possible to navigate in the calendar by swiping the navigation bar to the left or to the right (on mobile devices compatible with swiping). If you have updated the status of one or more days, but not yet confirmed the changes, the navigation arrows are deactivated. You must first confirm or cancel the change(s) of status, before navigating to a new week.

Function buttons

At the bottom of the page, you will see three buttons. They have the following functions:

- The Refresh button: allows you to refresh the calendar;
- The Confirm button: after performing changes in the calendars, this allows you to confirm those changes;
- The Cancel button: allows you to cancel all non-confirmed changes to your calendar

10 Colours and codes

To indicate the status of a particular day, a combination of colours and codes is used. Additionally, when certain codes are displayed, a thin border-colour indicates the institution holding the contract with the ACI. The colours, borders and codes are identical to those used in the PC/Tablet version of the Webcalendar.

You should note that the following letters can be uppercase or lowercase, each having a particular meaning: L/L - e/E, p/p and u/U.

For DG SCIC, the status for each day is displayed from Monday to Friday. The European Parliament and Court of Justice include the days of the weekend in their calendars and thus colours and codes can be displayed on these days. You can also indicate whether you are available or not for recruitment for these days for the two institutions concerned.

Where a contract (letter ‘e/E’) is inserted for one institution, then the symbol ‘-‘ will be displayed in the other two institutions preventing you from changing the status of that day.

The list of colours and codes is as follows:

<table>
<thead>
<tr>
<th>Colour</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z</td>
<td>Unavailable</td>
</tr>
<tr>
<td>L</td>
<td>Available, limited to country of professional domicile</td>
</tr>
<tr>
<td>L</td>
<td>Available</td>
</tr>
<tr>
<td>C</td>
<td>You have been contacted about an assignment</td>
</tr>
<tr>
<td>e</td>
<td>Ongoing contract</td>
</tr>
<tr>
<td>P</td>
<td>LT contract proposal</td>
</tr>
<tr>
<td>P</td>
<td>MT contract proposal</td>
</tr>
<tr>
<td>P</td>
<td>ST contract proposal</td>
</tr>
<tr>
<td>Z</td>
<td>Refused contract proposal</td>
</tr>
<tr>
<td>O</td>
<td>You have an option</td>
</tr>
</tbody>
</table>
Contract signed by ACI and institution

Cell not used/week-end

ST Contract signed by ACI and the institution

Status not determined yet

Contract signed by institution but not by ACI

Status not determined yet in EP or CDJ calendar (weekends/holidays in the future)

Contract not signed yet

Status not determined yet in EP or CDJ calendar (weekends/holidays in the past)

Contract for another institution

Status un-modifiable

Cancelled contract

Contract border: SCIC (black), CJ (yellow), PE (blue), PE for ECA, CoR, EESC, EC-LUX, EOM3 or CdT (red)

The thin border-colour to show the contracting institution is available for contracts, proposals, options, cancelled contracts and refused proposals.

The following thin border-colours are used:

- Black for DG SCIC
- Yellow for Court of Justice
- Blue for European Parliament
- Red for Parliament contracts related to the Commission, the Committee of the Regions, the Commission (in Luxembourg) or the Translation Centre

11 Updating your availability

In order to update your availability, simply click on the day you want to update. The border of the cell for that day changes colour to indicate the future status. The border continues to change with each click. When you reach the status you wish to choose, click in the left-hand menu to confirm this. You can update the status of a number of different days, before confirming all of these at once.

Depending on the institution and the professional domicile of the user (Brussels or outside Brussels for DG SCIC and Luxembourg or outside Luxembourg for CJ), the possibility to indicate that you are available only in the country of your professional domicile (I status) is possible or not. The I status is available for:

- EP: without restriction;
- DG SCIC: only for ACIs who have their professional domicile outside Brussels;
- CJ: only for ACIs who have their professional domicile outside Luxembourg.

The following table displays all possible common transitions for ACIs who can specify availability limited to the country of their professional domicile.
The following table displays all possible common transactions for ACIs who cannot specify availability limited to the country of their professional domicile.

<table>
<thead>
<tr>
<th>Start status</th>
<th>Start display</th>
<th>1st click</th>
<th>Next status</th>
<th>2nd click</th>
<th>Next status</th>
<th>3rd click</th>
<th>Next status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>25L</td>
<td>25L</td>
<td>L -&gt; I</td>
<td>25L</td>
<td>L -&gt; Z</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unavailable</td>
<td>23Z</td>
<td>23Z</td>
<td>Z -&gt; L</td>
<td>23Z</td>
<td>Z -&gt; I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability limited to the country of the Professional domicile</td>
<td>26L</td>
<td>26L</td>
<td>L -&gt; Z</td>
<td>26L</td>
<td>I -&gt; L</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A change of status is not confirmed until you have clicked the confirm button at the bottom of the page. If you wish to undo a change, click on cancel.

Examples of the different types of status in the calendar

- **20E**: This represents a single day contract for the 20th of the month. The black border indicates that the contract is for DG SCIC.

- **13p 14p 15p**: This represents a three day contract proposal from DG SCIC.

- **1p 2p**: This represents a contract proposal overlapping two months. The red border indicates that the proposal is in the EP calendar but for another institution (e.g. for CdR).
The thick internal magenta border indicates an update (not confirmed) of the availability of the ACI for day 26 of the working month.

The internal green border on this contract proposal means that it has been accepted by the user but this change is not confirmed yet. In this example, there is also a border –colour indicating the institution for which the contract proposal is made (in this case an EP proposal for another institution).

12 Accepting/refusing contract proposals and contracts

To accept (or refuse) a contract proposal in the calendar view, click on the proposal. An information window will open below the calendar (you may need to scroll down to see it).

If you wish to accept the proposal, click to accept the general conditions and then on the accept contract button. You will be taken to the ECAS homepage where you need to confirm your username and password and click ‘login’. You will return to the calendar view and it will indicate that you have accepted the contract.

If you have to sign a contract (which has not passed through a contract proposal) the same procedure as above applies.
In order to check the details of a signed contract, just click on the date in your calendar and the details of the contract will appear underneath the calendar. It will indicate the date or dates of the contract, the location and the contracting institution.

You should note that the ‘View contract’ and ‘Make payment request’ buttons are not available in the smartphone version. Once the contract has taken place, you will need to use the standard computer version of the Webcalendar to introduce your on-line payment request.

13 **Short-term recruitment (DG SCIC calendar only)**

Short-term recruitment takes place when SCIC seeks to recruit ACIs to cover needs which have arisen for the next two working days. These needs are due principally to changes in the programme following addition of meetings, changes to language regimes, rebalancing of workload, requests for leave and absences for illness etc. When calculating working days, weekends and holidays are of course excluded. As the short-term recruitment procedure concerns only meetings in Brussels, it is principally of interest to ACIs with a Brussels professional domicile.

The short-term recruitment procedure takes place between 12.00 and 14.30 each day. From 12.00 to 13.00 the SCIC calendar will be temporarily disabled so that availability (pink boxes) cannot be changed for the current week (and, on Thursdays and Fridays, also for the following week). During this period, SCIC will insert contract proposals according to the different needs identified for the next two working days. These proposals will not yet be visible to ACIs.

At 13.00, the short-term contract proposals will be published automatically, and visible in ACIs’ Webcalendars. At the same time, an automatic email will be sent to the email address of ACIs who have received a proposal to inform them of this. A link in the email will take the ACI directly to his/her Webcalendar. In order to be clearly visible in the ACI
Webcalendar, a different colour of text, yellow, is used to distinguish short-term contract proposals from medium-term ones.

Short-term contract proposals in the Smartphone version appear as follows:

![Webcalendar image]

Between 13.00 and 14.30, ACIs can accept or reject the short-term proposals which have been made to them. When it has been accepted and validated, a short-term contract is visible in the Webcalendar as follows:

![Webcalendar image]
At 14.30, any short-term proposals which have not been actioned by an ACI and have lapsed will be displayed in the Webcalendar in the same way as a rejected contract proposal:

14 Exiting the Webcalendar

To log out of the Webcalendar, click on the ‘logout’ button at the top of the page. If any changes in the Webcalendar have not yet been confirmed, you will not be able to complete the logout. A message will be displayed, asking you confirm or cancel first any changes.

You will be directed to the Webcalendar logout page indicating that you have successfully logged out of the Webcalendar. However, you are still logged on to ECAS and can re-enter the Webcalendar by clicking on the link to the Webcalendar.

In order to log out fully from ECAS, click on the link ‘ECAS Logout’. You will be directed to the ECAS logout page were you should click on the ‘Log me out’ button. You are now fully logged out of ECAS.
15 Tablet version
When you click on the menu button and select the link to the Tablet version, you will be directed to the standard monthly calendar layout used for the PC/tablet version as below.

You should note that this version of the Webcalendar has not been designed for use on a smartphone, although all the key operations are still possible.
16 Differences between the smartphone and the PC/tablet Version

The major differences between the smartphone and the PC/tablet version are the following:

- The Calendar is displayed in a weekly view (and not a monthly view)
- You cannot access the Reports, Payments, Personal Information and Links pages on the mobile version;
- The ‘View Contract’ and ‘Make Payment Request’ actions are not available;

On a number of smartphones, it is possible to create an icon on your homepage linked to a web page. This will allow you to create an icon which when clicked will open the Webcalendar directly. You should consult the manual for your device/instructions for your browser to discover how to do this.

End of Document