



ECENA-NET

User Guide

Welcome to the **ECENA -NET**, developed by the ECENA Secretariat as a tool that can provide more efficient way of communication and exchanging information.

This guideline provides information on the benefits of the ECENA-NET services as well as guide you how to use it.

What is ECENA-NET and why is developed

ECENA_NET is an extranet that is developed by the ECENA Secretariat with the support of the EC CARDS programme. An **extranet** is a private network that uses Internet protocols and network connectivity, to securely share organization's information or operations with its stakeholders.

Briefly, an ECENA-NET can be understood as "**a private intranet over the Internet**" where you can share information, documents, download working papers for conferences or plenary meetings. There are a lot of interesting information provided to the Secretariat (e.g. from participation of some inspectors at IMPEL or other networks projects, participation in trainings other then the ones part of the ECENA MAP, meeting reports, trip reports from the Secretariat or new national achievements in implementing EU legislation available in English..)

The reasons for developing the ECENA –NET are:






- to further enhance the flow of information that is always suitable to be publicly available on the ECENA web page.
- To share draft documents or internal reports from different projects that are implemented on national level
- To share information from your participation in different projects and capacity building activities that are relevant for the other members of the network
- To share new legislation acts developed by the countries
- To place the draft documents when organizing Plenary Meetings and reduce the amount of paper need to be copied by the Secretariat. Using this tool, only the final documents will be available at the ECENA web while the draft ones will be on the extranet;

Furthermore, you can create folders with different names and place relevant information there.

What are the basic technical requirements to access ECENA-NET?



- Live Internet connection
- A **browser** such as Internet Explorer 6+, Mozilla 1.5+ or Netscape 7+
- A **User ID and Password** (that is provided by the Secretariat)

Accessing ECENA-NET

1. Open your browser
2. Type the URL: <http://ecena.rec.org/files/>
3. Enter your user name and password
4. You can create a new folder by clicking on  **create new folder**
5. You can upload a new file by clicking on  **create new file**
6. You can upload a file by clicking on  **upload files**
7. You can refresh the page by clicking on  **refresh page**
8. You can delete files or directories by clicking 

Please be careful deleting directories, because all the files within the directory will be lost!

The secretariat will create folders but you are also encouraged to create folders on your own and place information there.

Navigation through the folders is available by clicking on the folder names. You can step one level up in the directory structure by clicking  .. and you can reach the root folder by clicking .

WE WISH YOU SUCCESSFUL USE OF ECENA-NET!

ECENA Secretariat



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