RAPID
USER MANUAL

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1. INTRODUCTION

RAPID is an information dissemination services run by the directorate-general for Communication of the European Commission.

The RAPID database contains all the Press Releases of the Commission, the great majority of them in at least two languages. It also contains Press Releases of some of the other European institutions, particularly the Council of the Union. Press releases of the Commission are available in at least English and French (the working languages of the Commission Press Room), while many of the Press Releases are available in all EU languages.

The main goal of RAPID service is to provide users with the most flexible way of searching and retrieving the documents in different formats. All documents within RAPID are publicly available without using a personal username. However, users may obtain and use a personal username in order to personalize their working environment within RAPID, e.g. save their search criteria, subscribe to Press Releases and receive notifications via email. For further information, please see the confidentiality notice on this website.

This document provides the comprehensive description of the RAPID functionality, from the usage point of view. Each of functionality is described in detail, using a step-by-step approach.

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2. GLOSSARY

Figure 2-1: RAPID Glossary

Term	Description		
User	General term used to describe any type of user.		
Administrator	The administrator of RAPID system.		
Guest User	The read-only user of RAPID service. Together they constitute the		
Guest Osei	vast majority of the RAPID Web-site users.		
Registered User	The user who has a personal username, thus having the ability to		
Registered Oser	personalize working environment within RAPID.		
Subscribed User	The Registered User who has been subscribed to all or part of the		
Subscribed Osci	daily additions to the RAPID database.		
Press Release	Press release about the activities of Commission or some other		
1 1055 Refease	European institution.		
Press Release	Press Release identifier (DN), in format yy/'number' (e.g. 03/1234).		
Identifier	1 Tess Release identifier (DIV), ill format yy/ fidifioer (e.g. 03/1234)		
Press Release	1 /		
Reference	type'/yy/'number' (e.g. IP/03/1234).		
Event Date	Date when the event, which is covered by the Press Release, took		
	place.		
Creation Date	Date when the Press Release enters the database for the first time.		
Modification Date	The latest date when the Press Release information is changed in		
Wodification Bate	any way (change of a linguistic version, change of metadata, etc).		
Tags	RAPID "tags" contains lots of structured thematic keywords, which		
	can be assigned to Press Releases and later used for searching.		
Front-end	Front-end is what an user sees on the website		
Back-end	Back-end is the part of website only accessible by administrors		

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3. USER MANUAL

The main task of the RAPID is to provide the content of the RAPID database to the Internet audience, through a user-friendly, web application. It is responsible for delivering the enhanced information to the public through a powerful and easy to use web site, allowing full text search, subscription for notifications, personalized views, etc. More specifically, the RAPID implements the following functionality:

- searching through the RAPID database for Press Releases, using pre-defined queries (Midday Express, recent Press Releases, topic Press Releases) and user-defined queries;
- displaying and downloading of Press Releases;
- registering of users to RAPID service, in order to personalize their working environment under RAPID;
- delivering press releases daily, defined using search queries, to the Subscribed Users or through email;
- providing access to some Web site accompanying information, like What's New and About information, as well as, some related documentation (e.g. user manual).

3.1 SEARCH OPTIONS

This option allows searching for Press Releases and retrieving their content.

In order to search for Press Releases, the following steps should be considered:

1. Click the link **Search** inside the header of any RAPID page. The Search Page is presented (Figure 3-1).

2. Specify search criteria:

- a. Search by keywords:
 - i. Enter the text to be searched in the field **Text**.
 - ii. Select the text matching criterion using the radio buttons (All of these words, Any of these words Exact phrase).
 - →By default, "All of these words" selected
 - iii. Select searching for text only in Press Release titles or all the page by checking the →By default, "all the page" is selected

3. Specify a search by language:

Select one specific language

You will get results which have a translation in the specific language. If there is no translation in this language, you will get no results.

Select multiple languages using CTRL key

In that case, you will get results which have at least one translation in at least one of the specifics languages. If there is no translation in any of the selected languages, you will get no results.

NB: if you are logged in the results page will take in account your language preferences.

4. Advanced query operators:

The following query operators may be used inside the free text query:

- AND (same as + operator): search for documents that contain at least one occurrence of each of the query terms;
- NOT (same as operator): search for documents that contain one query term and not the other;
- OR: search for documents that contain at least one occurrence of any of the query terms

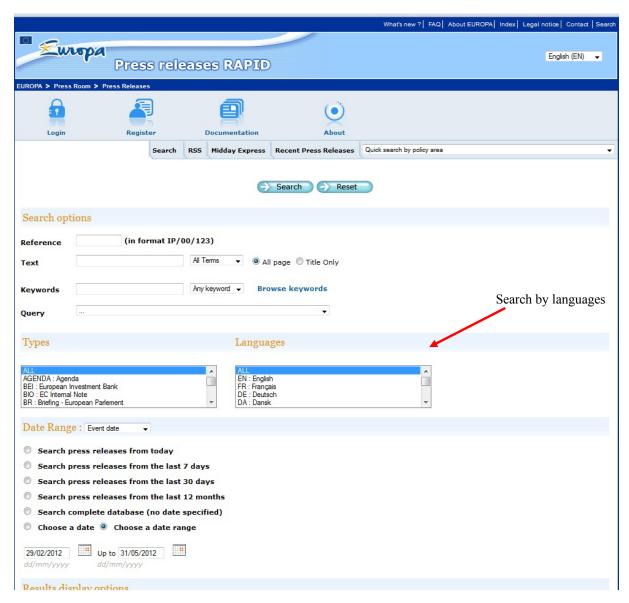


Figure 3-1: Search Page

5. More search options:

- a. Select date: Today, Last 7 days, Last 30 days, Last 12 months, Any time

 → By default, search is done on the last 3 months
- b. Specify a date or a period for press releases (Figure 3-2)

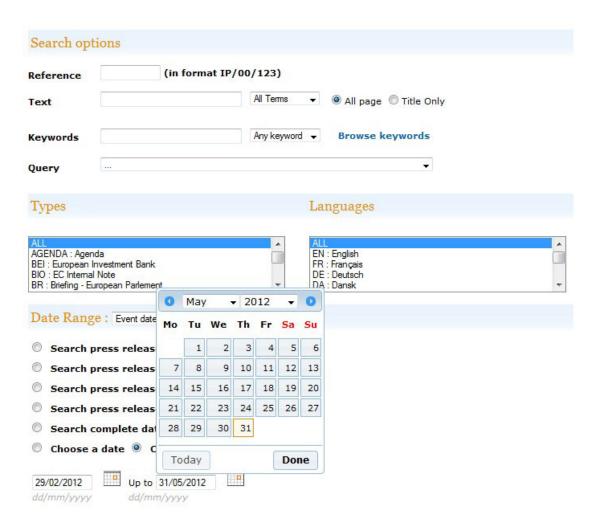


Figure 3-2: Calendar Window

- c. Select a Topic in the drop down list
- d. Choose one or many types of press release(s)
- e. Choose one or many language of press release publications
- f. Specify the reference of a press release in the **Reference format** (IP/00/123)
- g. Select tags/keywords:
 - i. Enter the keywords in the **Tags** field.
 - ii. Or select using the "Select link"
 - iii. And specify if you search on "Any tag" or "All tags"
 - → by default, "All tags" is selected

6. Results display options

- a. Select the number of elements to display per page. You can choose 10, 20 or 50 elements.
 - → By default, it is 10 results per page
- b. Select the **Display format** between HTML, RSS or XML format
 - → By default, HTML format is selected
- 7. Click on *Search* button to launch the request. You are redirected to the results page (Figure 3-3)
- 8. Click on "Reset" to start a new search.

3.2 RESULTATS PAGE

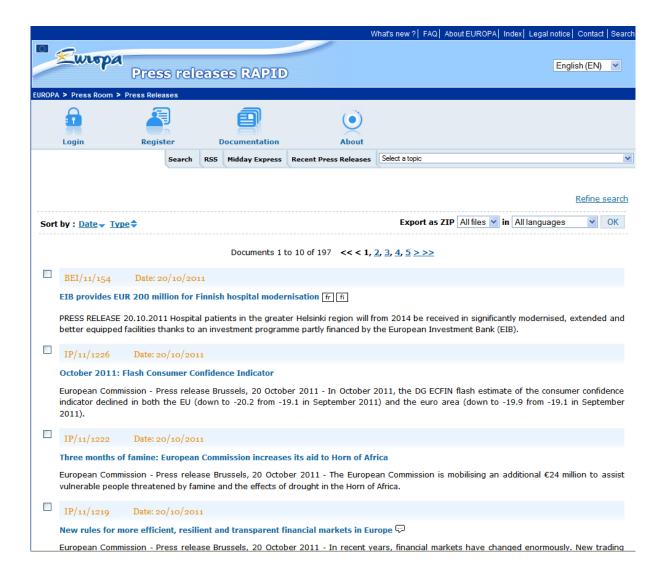


Figure 3-3: Search Result Page

- 1. Sort/order the results
 - a. per DATE
 - b. per TYPE
 - c. per RELEVANCE
 - → By default, results are sorted by DATE
- 2. Browse through Press Releases using links to particular pages 11 12 13 14 15 16 17 18 19 20, as well as, buttons Next ≥, Skip Next ≥≥, Previous ≤ and Skip Previous ≤≤
- 3. Export results (Figure 3-4)
 - a. Choose the format in which to export press release. Available formats are DOC and PDF
 - → By default, "all formats" is selected
 - b. Choose the language to export in the 35 languages listed
 - → By default, "All languages" is selected
 - c. Select one or more Press Releases by checking the check box located on the left of the Press Release.
 - d. Click "OK"
 - e. The File Download Window is displayed (*Figure 3.4*). The zip file contains the linguistic versions (according to the language preferences) of selected Press Releases in selected format
 - f. Click Save (ok) to complete the operation or Cancel otherwise

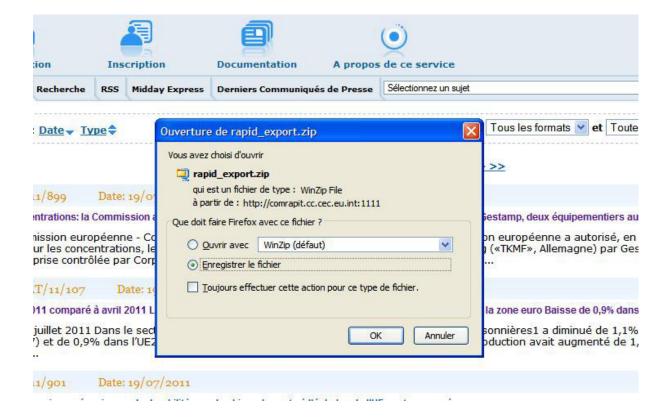


Figure 3-4: File Download Window

3.3 DISPLAY A SINGLE PRESS RELEASE.

- 1. In the results page, click on the title of a press release.
- 2. The press release is displayed in a single view page ... with some features (Figure 3-5)
 - a. In a quick view, you can see the title, date and reference of the press release
 - b. You can change the press release language version by checking on the right language
 - c. Above the title, on the right side, you can also
 - i. Download the press release in PDF and/or DOC format by using the links on the icons ()

 - iii. Share information in the social networks (Share



Figure 3-5: Press release single view

3. Addition information is available at the end of the press release text. It is an extra information on the press release and its linguistics

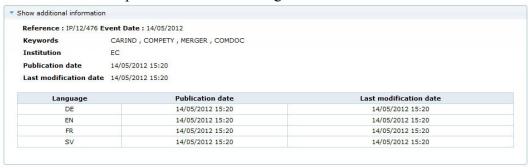


Figure 3-6: 3. Addition information on a press release single view

3.4 DISPLAY MIDDAY EXPRESS

This option allows displaying the latest Midday Express document and browsing through history of Midday Express documents.

In order to display and browse Midday Express, the following steps should be considered:

1. Click the link **Midday Express** in the header of any RAPID page. The latest Midday Express document is presented on the Midday Express Page (*Figure 3-6*).



EXME 11 / 19.10

Midday Express of 2011-10-19

News from the Communication Directorate General's midday briefing

Nouvelles du rendez-vous de midi de la Direction Générale Communication

College points

Connecting Europe Facility: Commission adopts plan for €50 billion boost to European networks

The European Commission has today tabled a plan which will fund €50 billion worth of investment to improve Europe's transport, energy and digital networks. Targeted investments in key infrastructures will help to create jobs and boost Europe's competitiveness at a time when Europe needs this most. The "Connecting Europe Facility" will finance projects which fill the missing links in Europe's energy, transport and digital backbone. It will also make Europe's economy greener by promoting cleaner transport modes, high speed broadband connections and facilitating the use of renewable energy in line with the Europe 2020 Strategy. In addition the funding for energy networks will further integrate the internal energy market, reduce the EU's energy dependency and bolster the security of supply. To assist with the financing of the Connecting Europe Facility, the Commission has also adopted the terms for the Europe 2020 Project Bond Initiative which will be one of a number of risk-sharing instruments upon which the facility may draw in order to attract private finance in projects. The pilot phase will start already next year.

State aid: Commission refers Italy to Court for failure to recover aid from shipping companies in Sardinia

The European Commission has referred Italy to the European Court of Justice (ECJ) for failing to comply with a Commission decision of 2007 (see

Figure 3-7: Midday Express Page

- 2. Display the previous available Midday Express by clicking the link **Previous Edition**.
- 3. Display the next available Midday Express by clicking the link **Next Edition**.
- 4. Display any available Midday Express:
 - a. Click Browse Midday Express Date . The Calendar Window is shown (Figure 3-2).
 - b. Select the date. The Midday Express for selected date is displayed.

3.5 DISPLAY RECENT PRESS RELEASES

This option allows displaying the recent Press Releases, the 50 latest Press Releases.

In order to display recent Press Releases, the following steps should be considered:

- 1. Click the link **Recent Press Releases** inside the header of any RAPID page. The 50 latest Press Releases are presented on the Recent Press Releases Page (*Figure 3-7*), sorted in descending order by Event Date.:
 - a. On the Recent Press Releases Page there are no links and buttons for browsing pages, since all recent Press Releases are shown on one page.
 - b. You can sort press releases by DATE and TYPE.
 - c. You can also export in PDF and/or DOC format

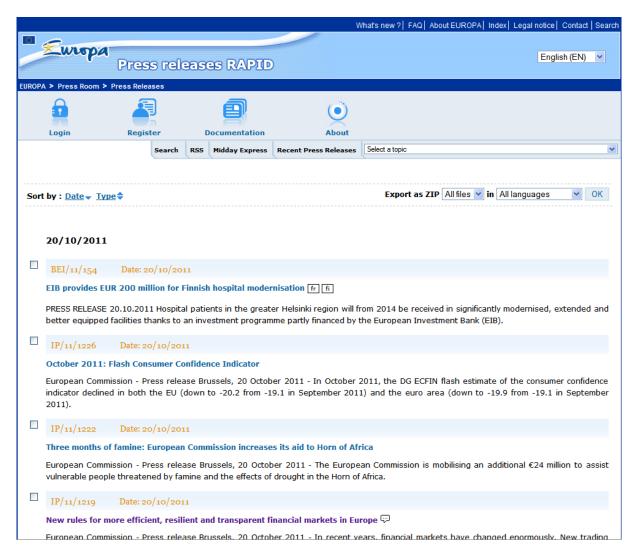


Figure 3-8: Recent Press Releases Page

3.6 SELECT KEYWORDS (TAGS)

This option allows selecting the keywords/tags to be used for searching Press Releases.

1. Click *Select* on the Search Page (*Figure 3-1*). The Keywords Page is popped-up (*Figure 3-8*).

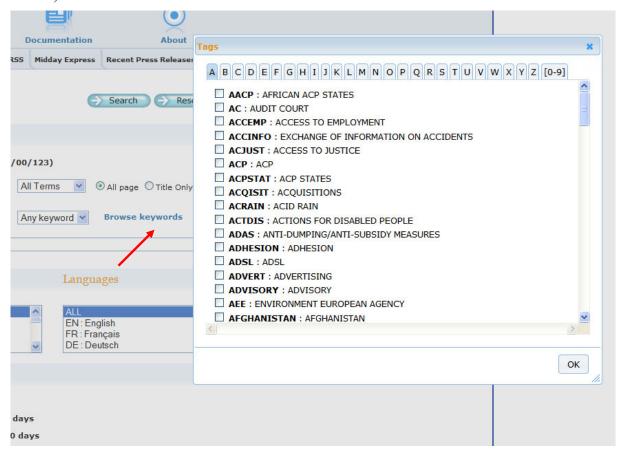


Figure 3-9: Keywords Page

- 2. Tags are sorted in Alphabetical order
- 3. Select tags by checking select box and click on the OK button

3.7 CHANGE GUI LANGUAGE

This option allows selecting the GUI (Graphical User Interface) language, between English and French.

Select the GUI language topic using the drop-down list **GUI Language**. The Search Page in selected language is displayed.

3.8 DISPLAY DOCUMENTATION

This option allows accessing the RAPID documentation.

Click the link **Documentation** inside the menu of any RAPID page. The Documentation Page is presented, with links to several RAPID documents (e.g. User Manual). Any document can be accessed by clicking the appropriate link.

3.9 DISPLAY ABOUT INFORMATION

This option allows accessing the about information of RAPID.

Click the link **About** inside the menu of any RAPID page. The About Page is presented, with about information of RAPID.

3.10 REGISTRATION

This option allows users to register to the free EC disseminated database, including the RAPID service.

Why register on Rapid?

Rapid provides advanced features for registered users.

- 1. Create and reuse custom searches.
- 2. Create scheduled email notifications based on customised search criteria.
- 3. Sort languages to quickly access press releases in your preferred languages.

How to Register on Rapid

Registration for Rapid is done via the secured system ECAS: (Figure 3-10)

ECAS is the European Commission's user authentication service. It allows authorised users to access a wide range of Commission information systems, using a single username and password.

You will receive a confirmation by email. If you have any problem with the created user account, please contact directly <u>DIGIT-DROITS-ACCES@ec.europa.eu</u>

In addition, a specific legal notice is published on the registration page about the protection of individuals with regard to the processing of personal data by the Community institutions

How to unsubscribe from Rapid

To unsubscribe from Rapid, click the "unregister". Upon confirmation, your account and profile will be deleted from Rapid, including personalised searches and email notifications.



Figure 3-10: Europa Register Page

3.11 LOGIN

Registered users can log in to the RAPID Web site to use personalised searches, to subscribe to Press Releases and receive notifications via email or SMS, etc.

1. Click the link **Login** inside the menu of any RAPID page. The Login Page is presented (*Figure 3-10*).

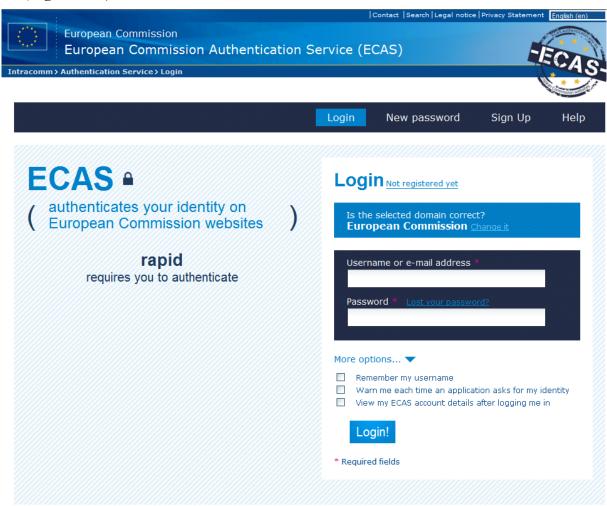


Figure 3-11: Login Page

- 2. If required, change your connection domain (e.g. European Commission, external, etc)
- 3. Enter the username in the field **Username**.
- 4. Enter the password in the field **Password**.
- 5. Also you can add "More options"
- 6. Click *Login*. In case of successful login the Search Page with menu for logged-in user is presented (*Figure 3-11*)
 - a. The "Login" button in the menu becomes "Logout"
 - b. The right side (right column) displays your RAPID account with links to manage your searches, emails notifications, language preferences.

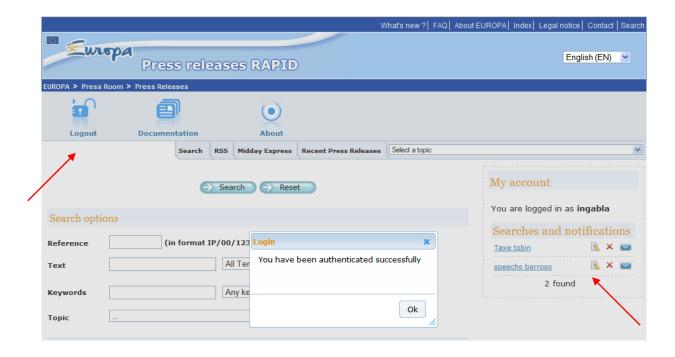


Figure 3-12: RAPID Menu after connecting + right column change to display your RAPID account

3.12 LOGGED IN SECTION - "MY ACCOUNT": SEARCHES AND EMAILS NOTIFICATIONS

Once connected, you get more options and functionalities at the bottom (at the end) of the search page: (Figure 3-12)

- 1. You can save your queries
- 2. You can also subscribe to the email notifications and specify the options you need (Figure 3-12)
- 3. A saved query is visible on the right side. From there you can load the query and get results, edit the criteria or delete the query (Figure 3-11)

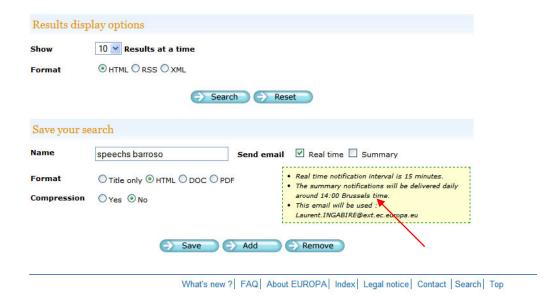


Figure 3-13: Save the queries and subscribe to email notifications

3.13 LOGGED IN SECTION - "MY ACCOUNT": LANGUAGE PREFERENCES

Languages are sorted in order of preference from top left to bottom right.

To change the order, please select a language and then either drag it to the desired location or click on the arrows



Figure 3-14: language preferences

3.14 REMOVE MY ACCOUNT

At any time, you can choose to remove your account from Rapid application.

To unsubscribe from Rapid, click the "unregister".

Upon confirmation, your account and profile will be deleted from Rapid, including personalised searches and email notifications.

NB: note that your account will still in ECAS system. Only external user can also delete his account completely from ECAS system. You must login here into ECAS and follow steps.

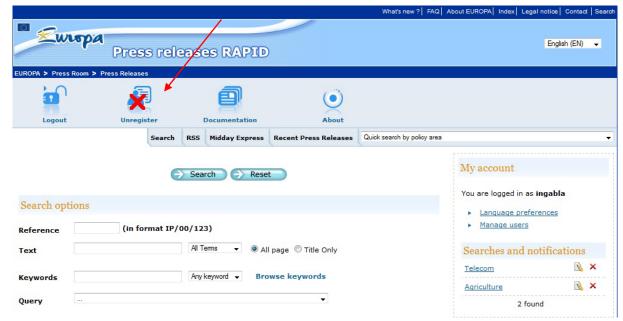


Figure 3-15: remove my account from Rapid

3.15 LOGOUT

This option allows to logout from the RAPID Web site.

Click *Logout* inside the menu of any RAPID page. You will be redirected to the Search Page with menu for anonymous user.

3.16 PAGE RSS (SYNDICATION)

Web syndication provides web content or summaries of web content together with links to the full versions of the content, and other metadata. RSS, in particular, delivers this information as an XML file called an RSS feed, webfeed, RSS stream, or RSS channel. In addition to facilitating syndication, web feeds allow a website's frequent readers to track updates on the site using an aggregator. RAPID RSS feeds let you automatically import press releases directly into your website or news reader.

Click on the **RSS** link in the RAPID menu

1. (Figure 3-16) displays different links for RSS and XML feeds of RAPID contents. It is structured and ordered by topic

For each topic it is possible to:

- select the language of the feed
- choose the format to display by selecting the icon RSS or XML
- 2. On the right side of the page, there is a column giving an explanation of what is RSS and how it works.



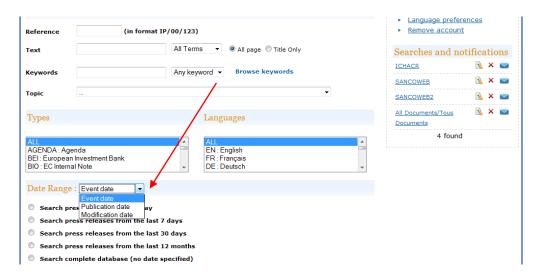
Figure 3-16: RSS page

4. DATES MANAGEMENT IN RAPID

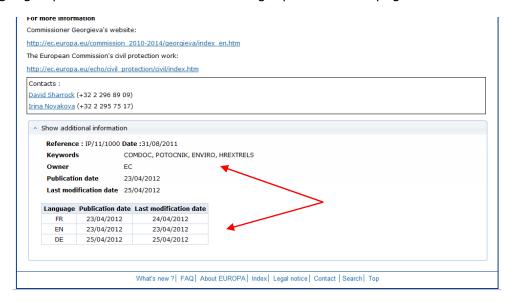
The RAPID offers extended searching choices and needs therefore to be carefully used in order to obtain the useful data. In this section we will explain how dates are managed and how to use them in the search or press single view.

We mainly use three kinds of dates.

- **EVENT DATE**: This is the date introduced manually by the EDITORS in the original Word document in the content of the press release.
- **PUBLICATION DATE**: This date is set automatically to the date when the press release is first published (= made public/visible to all external users).
- **MODIFICATION DATE**: The (last) modification date of the press release content or metadata.



RAPID also gives the possibility to see extra information on a Press Release and its language options at the bottom of the single press release page:



4.1 DATES IN THE FRONTEND

The following pages are using the **EVENT DATE** to display information.

- Search Results page and Press Release Details page
- Midday Express
- Recent Press Releases

4.2 DATES FOR THE EXPORT

- RSS: PUBLICATION DATE is used (format: EEE, d MMM yyyyHH:mm:ss z where z is GMT)
- XML (WCM format): PUBLICATION DATE is used (format yyyy-MM-dd)

4.3 DATES IN THE EMAIL NOTIFICATIONS:

- EMAIL Notification: EVENT DATE is used to be displayed in the email body (format dd/MM/yyyy)
- The queries to match results are done over the EVENT DATE, MODIFICATION DATE and PUBLICATION DATE fields.

5. CONTACT INFORMATION

Please do not hesitate to contact Press RAPID Database <u>press-rapid-database@ec.europa</u> for problems concerning Press Releases or availability.					