

# CAMEO

## CAMEO-User Group meeting 26/10/2016

*HELPLINE-CAMEO*

*e-mail: [helpline-cameo@eeas.europa.eu](mailto:helpline-cameo@eeas.europa.eu)*

- ❑ Proactive action to identify expiring EOW/CAMEO certificates
- ❑ New CAMEO SDA structure
- ❑ Revisit proposal for a global group of CAMEO users available for any CM to use in Role Management (Lazaros BINOS, Frank PAPKE); Conclusions

## □ Revisit proposal for a new file naming convention (Niels MUNK);

### ● AS IS: Metadata (separated by dashes '-')

- Background: Not allowed characters, removed when forming the name: "/", ".", " ".  
Consequence: If we have file names containing spaces, these should be replaced with "\_" before uploading the file, in order to have a separation between words.
- 'Date' in Reverse Order i.e. "160520"; ("/" character is removed so that "20/05/2016" becomes "160520")
- 'Subject' (words that form the file name should be separated by underscore '\_' before uploading.)
- 'Classification' (e.g. "U"(Public), "L-UE"(Limite), "R-UE", "S-UE", "C-UE")
- 'Author' (default = CAMEO logged in user)
- Document Type (e.g "Plans", "Reports", "Concept", "Policy")
- Version
- Status

## ❑ Revisit proposal for a new file naming convention (Niels MUNK);

### ⦿ TO BE: Metadata (separated by dashes '-')

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## ❑ Revisit proposal for a new file naming convention (proposed by Niels MUNK);

### ⦿ TO BE: Metadata (separated by dashes '-')

- 'Author' (CAMEO logged in user-not very relevant; this is a modifiable field).

REM1: This is where we can insert more specific strings to form the "Originator" field; Don't forget: ("/", ".", " ") characters are not allowed in the name. If are present, an error of "Author name is not valid" will prevent the uploading. Use only "\_" as words separator.

REM2: The "Author" field can also be edited after the file was uploaded, with "Right Click" > "Modify document". Documents not in a final form, for which we expect to edit the "Author", should be kept with the status "DRAFT".

A document with status "OFFICIAL" cannot be edited anymore.

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## ❑ Revisit proposal for a new file naming convention (Niels MUNK);

### ⦿ Examples

- 140701(*Date*)-EUFORRCAMapsgeopdf(*Subject*)-U(*Classification*)-EL\_OHQ\_IM\_1(*Author*)-Maps(*Doc Type*)-ORIGINAL(*Version*)-DRAFT(*Status*)
- 030703-Crisis\_Management\_Procedures\_EU\_CMO-L-UE-PMG-SOP-1-DRAFT

- ❑ Q: Can email notification work at SDA level?(Jaroslav OKRENT).
  - A: YES, actually it works at CAMEO level. To any object in CAMEO ( folder, file ) can be associated an "Email Notification" object, where user accounts can be added, regardless of the roles and SDAs where they belong.
  
- ❑ Q: CAMEO limits? (Jaroslav OKRENT)
  - A:
    - Data storage: Enough for current needs; Can be supplemented if needed
    - SDA maximum size: Not limited; Impacting data storage.
    - File size: 50 Mb

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**Comments?**

**Thank you!**