



# The use of CIRCABC

**Training of members of Commission expert panels on  
medical devices and in vitro diagnostic devices (EXPAMED)**

What is CIRCABC ?

# CIRCABC

- **CIRCABC** = “Communication and Information Resource Centre for Aministrations, Businesses and Citizens”
- Open-source, web-based application
- Enables geographically spread collaborative groups to share information and resources in private workspaces
- Owned by European Commission / DG Informatics (DIGIT).
- “**Secure**” version of **CIRCABC for** Clinical Evaluation Consultation Procedure (CECP) to ensure higher level of data security and privacy <https://classified.circabc.europa.eu/>
- Help Center: <https://classified.circabc.europa.eu/ui/help/start>

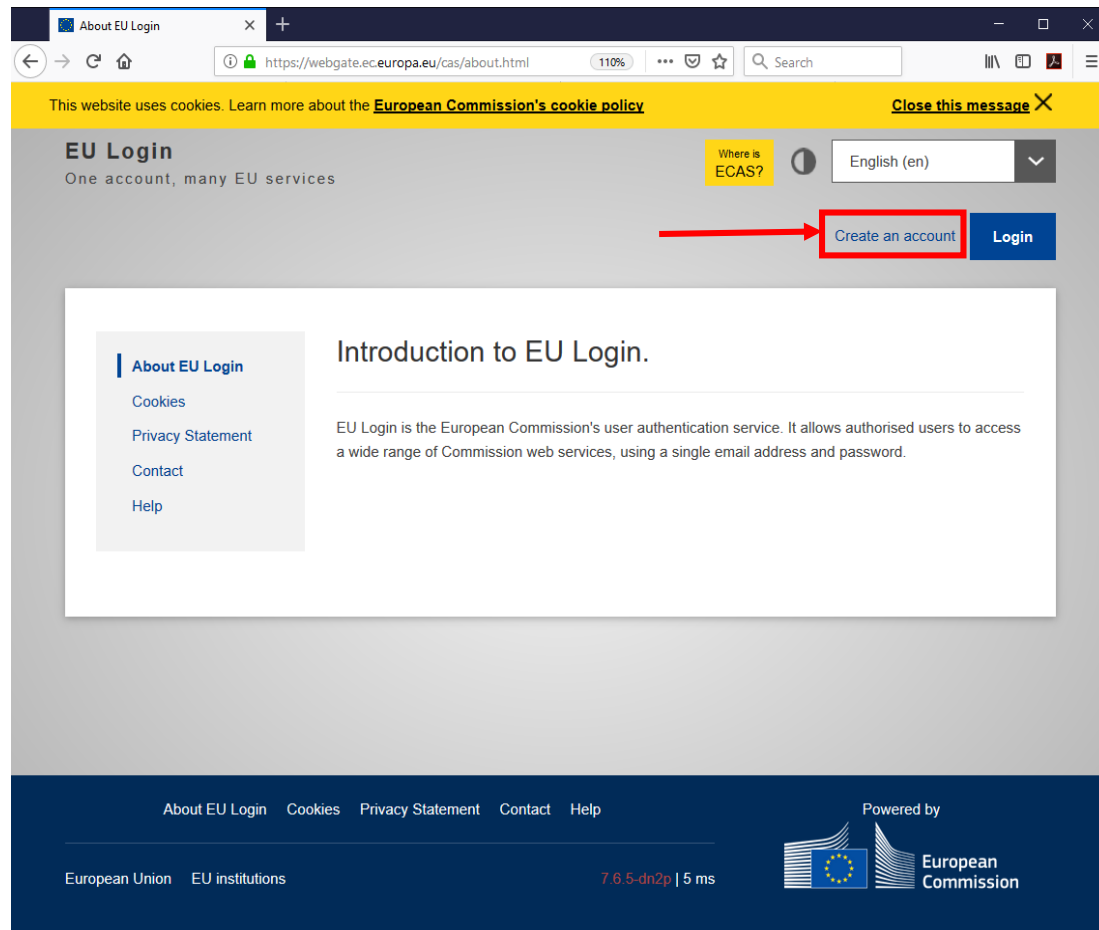
# EU Login

Creating and configuring your account

# EU Login

- Is the European Commission's user authentication service
- Allows authorised users to access Commission web services, using a single email address and password
- CIRCABC uses EU Login as authentication service
- The “secure” CIRCABC requires EU Login with one of the following 2-factors authentication methods:
  - ❑ **Mobile Phone + SMS (preferred option)**
  - ❑ EU Login Mobile App PIN Code

# Create an EU Login account



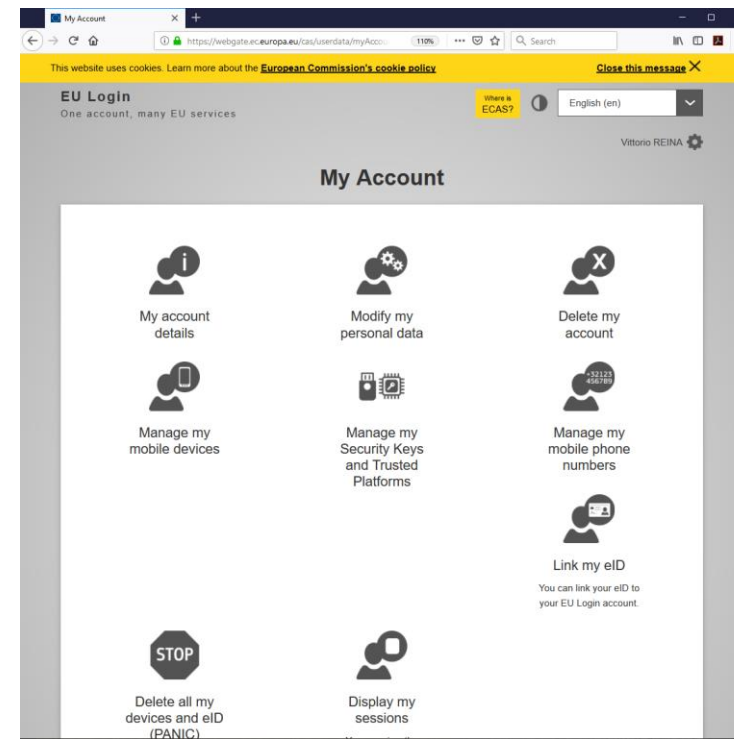
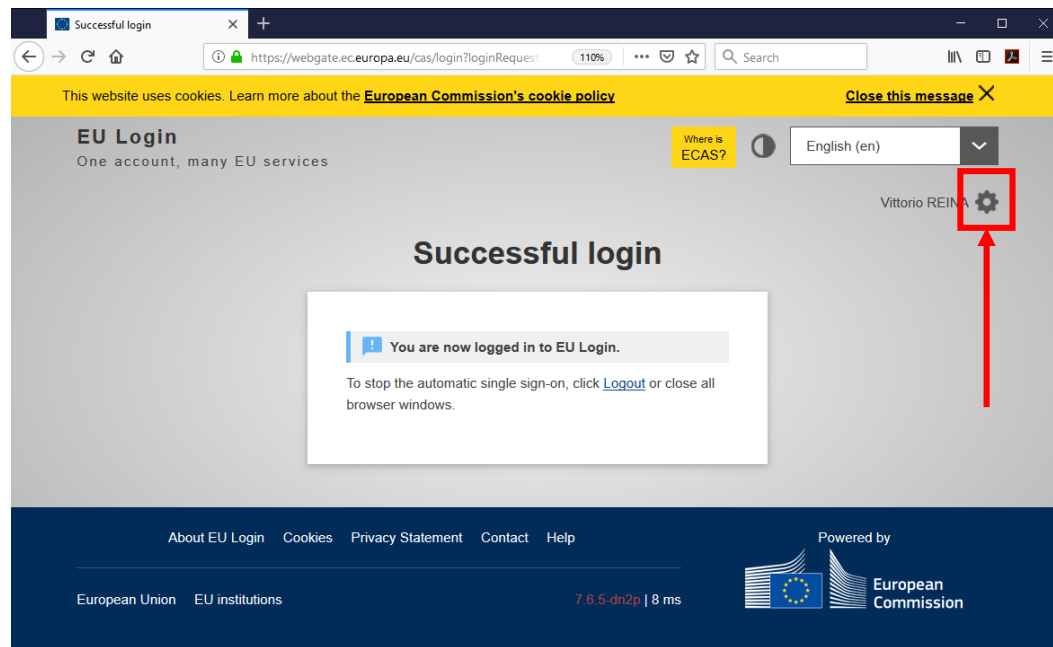
To create a new EU Login account go to <https://webgate.ec.europa.eu/cas/about.html>

Click **Create an account**, compile the form and follow the instructions.

The screenshot shows the 'Create an account' form. At the top right, there are links for 'Create an account' and a blue 'Login' button. The form fields include: 'First name' (input field with a yellow border), 'Last name' (input field), 'E-mail' (input field), 'Confirm e-mail' (input field), 'E-mail language' (dropdown menu set to 'English (en)'), and 'Enter the code' (input field). Below the code field are refresh and play buttons, and a CAPTCHA image showing the letters 'E e A'.

# Configure your EU Login account

- To configure your EU Login account go to <https://webgate.ec.europa.eu/cas/about.html>
- Click **Login**, type your password and click **Sign in**
- When you are logged in, click the gear icon beside your name to access **My Account** page where you can configure your account (e.g. personal data)



# Add your mobile number for the 2-factor authentication

- A mobile phone number is necessary for the 2-factors authentication to access the CECP PECP Expert Panels Interest Group
- Access My Account page to add a mobile phone number to your profile
- In My Account page click **Manage my mobile phone numbers**, insert your password and mobile phone number and click **Sign in**
- You will receive an SMS with a code. Insert it in the required fields and click **Sign in** to finalise the operation



My Account

EU Login  
One account, many EU services

Where is ECAS? English (en)

Vittorio REINA

**My Account**

- My account details
- Modify my personal data
- Delete my account
- Manage my mobile devices
- Manage my Security Keys and Trusted Platforms
- Manage my mobile phone numbers**
- Delete all my devices and eID (PANIC)
- Display my sessions

EU Login  
One account, many EU services

Where is ECAS? English (en)

**Sign in to continue**

Managing mobile phone numbers requires stronger authentication

Username or e-mail address  
nreinavi

Password  
|

Choose your verification method  
Mobile Phone + SMS

Mobile phone  
International format including country

Sign in Cancel

EU Login  
One account, many EU services

Where is ECAS? English (en)

**Sign in to continue**

Managing mobile phone numbers requires stronger authentication

Authentication by SMS text challenge

Enter the challenge sent to your mobile phone by SMS text message. It might take several minutes for the message to reach your mobile phone.

Mobile phone number  
+393281753275

SMS text challenge  
| - | - |

Sign in Cancel

# Accessing the CECP PECP Expert Panels Interest Group

# CECP PECP Expert Panels Interest Group

- The CECP PECP Expert Panels Interest Group is accessible at:  
<https://classified.circabc.europa.eu/ui/group/313a8bbb-b442-4c04-a4d6-eb7bc78e323f>
- Type your **password**, select **Mobile Phone + SMS**, insert the **mobile phone** associated with your account and click **Sign in**
- You will receive an SMS with a code. Insert it in the required fields and click **Sign in** to finalise the operation and access the homepage

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**EU Login**  
One account, many EU services

Make it ECAS? English (en)

eulogin requires you to authenticate

## Sign in to continue

Welcome back

reinavi  
(European Commission)


[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

Mobile Phone + SMS



Mobile phone

International format including country code, e.g. for Belgium: +32 123 45 67 89

**Sign in**

Easy, fast and secure: download the EU Login app

[Download on the App Store](#) [Get it on Google Play](#) [Get it on Microsoft](#)


**CIRCABC** Vittorio REINA EN

Search

**CECP PECP Expert Panels** | Information | Library | Members | Agenda | Forums | Admin

European Commission > Health and Food Safety > CECP PECP Expert Panels

**JOIN THE GROUP**

 Share

Contact leader(s)

CECP PECP Expert Panels

**CONTACT INFORMATION**

This group does not have any contact information.

**MEMBERS**

11 members in the group

0 membership requests in the group

**NEXT EVENTS**






Not any upcoming events

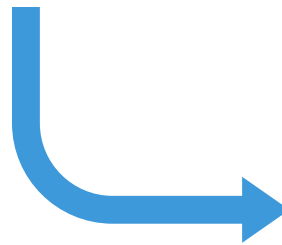
**RECENT FORUM DISCUSSIONS**

Not any discussion to display

**WHAT'S NEW?**

Latest documents

-  001-2020-NB0086-EP02 updated on 2020 Jul 15, 11:31
-  NB2797 BSI Group The Netherlands B.V. (NL) updated on 2020 Jul 15, 11:24
-  NB0086 BSI Assurance UK Ltd (UK) updated on 2020 Jul 15, 11:24
-  Dossiers CECP updated on 2020 Jul 15, 11:21
-  Archive updated on 2020 Jul 14, 17:32



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**EU Login**  
One account, many EU services

eulogin requires you to authenticate

## Sign in to continue

Authentication by SMS text challenge

Enter the challenge sent to your mobile phone by SMS text message. It might take several minutes for the message to reach your mobile phone.

Mobile phone number

+39328


SMS text challenge

vk6 - c7u - tpu

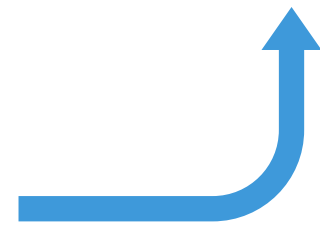
**Sign in**

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Powered by 

7.6.5-dn2p | 839 ms



# Managing files

How to download and upload files

# Managing files

- Files in CIRCABC are stored under the section **Library** and are organised in folders and sub-folders
- You only see folders for which you have access rights

The screenshot shows the CIRCABC interface. At the top, there is a navigation bar with the CIRCABC logo, a search bar, and the user name 'Vittorio REINA'. Below this is a secondary navigation bar with icons for 'Information', 'Library', 'Members', 'Agenda', 'Forums', and 'Admin'. The 'Library' icon is highlighted with a red box. Below the navigation bar, there is a header area with the text 'STOCK, MANAGE AND SHARE YOUR DOCUMENTS' highlighted by a red box. A red arrow points from this text to the label 'Position of current folder'. Below the header, there is a breadcrumb trail: 'Library > Dossiers CECF > 001-2020-NB0086-EP02'. To the right of the breadcrumb trail, there are links for 'Details', 'Keywords', 'Dynamic properties', 'Expired items', and 'Notifications', along with an 'ADD +' button. Below this, there is a table with columns for 'Name / Title', 'Last modification', 'Version', 'Size', and 'Expiration date'. The table contains one row for 'ReadMe.docx' with a last modification date of '2020 07 16, 10:50' and a size of '15.63 KB'. The table is on 'Page 1 / 1'.

# Download files (1/2)

download

The screenshot shows the CIRCABC interface. At the top, there is a search bar and user information for Vittorio REINA. Below the navigation menu, the breadcrumb path is 'Library > Dossiers CECP > 001-2020-NB0086-EP02'. A table lists documents, with the following data:

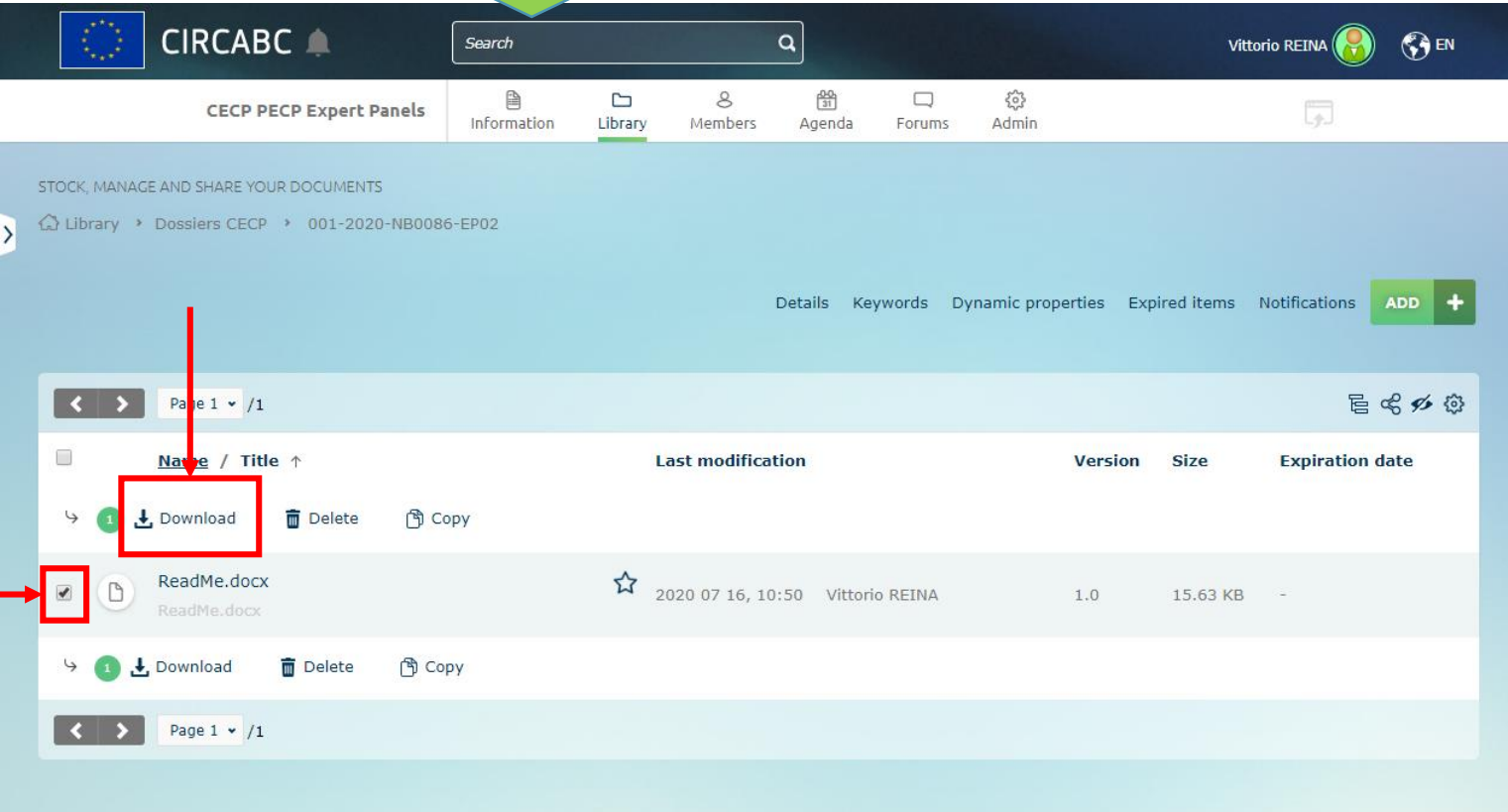
Name / Title ↑	Last modification	Version	Size	Expiration date
ReadMe.docx Download Delete Copy Details Preview	2020 07 16, 10:50 Vittorio REINA	1.0	15.63 KB	-

- If you need to download one file, place the mouse on the name of the file
- A submenu appears with several actions (according to your access rights), click **Download**

# Download files (2/2)

download

- If you need to download multiple files, select the files using the checkbox on the left of the filenames
- When all the files are selected, click **Download**.



The screenshot shows the CIRCABC library interface. At the top, there is a navigation bar with the CIRCABC logo, a search bar, and the user name 'Vittorio REINA'. Below this is a menu with options: Information, Library (selected), Members, Agenda, Forums, and Admin. The main content area is titled 'STOCK, MANAGE AND SHARE YOUR DOCUMENTS' and shows a breadcrumb path: Library > Dossiers CECP > 001-2020-NB0086-EP02. There are tabs for 'Details', 'Keywords', 'Dynamic properties', 'Expired items', and 'Notifications', along with an 'ADD +' button. A table of documents is displayed with columns for 'Name / Title', 'Last modification', 'Version', 'Size', and 'Expiration date'. The table contains one entry: 'ReadMe.docx' with a last modification date of '2020 07 16, 10:50' by 'Vittorio REINA', a version of '1.0', and a size of '15.63 KB'. A red box highlights the 'Download' button for this file, and another red box highlights the checkbox on the left of the file name, which is checked. A red arrow points from the checkbox to the 'Download' button.

Name / Title ↑	Last modification	Version	Size	Expiration date
<input checked="" type="checkbox"/> <a href="#">ReadMe.docx</a> ReadMe.docx	★ 2020 07 16, 10:50 Vittorio REINA	1.0	15.63 KB	-



# Upload files (1/2)

Upload

From **Library** go to the desired folder. Click **ADD** and then **FILES**.

The screenshot displays the CIRCABC web interface. At the top, there is a dark blue header with the CIRCABC logo, a search bar, and the user profile 'Vittorio REINA' with a language selector 'EN'. Below the header is a navigation bar with tabs for 'Information', 'Library', 'Members', 'Agenda', 'Forums', and 'Admin'. The 'Library' tab is active. The main content area shows a breadcrumb trail: 'Library > Dossiers CECP > 001-2020-NB0086-EP02'. Below the breadcrumb, there are tabs for 'Details', 'Keywords', 'Dynamic properties', 'Expired items', and 'Notifications'. A green 'ADD +' button is highlighted with a red box and a red arrow pointing to it. A dropdown menu is open below the 'ADD' button, showing five options: 'FILES' (with a document icon and subtext 'PDF, DOC, ZIP...'), 'FOLDER', 'URL', 'SHARED FOLDER', and 'IMPORT'. The 'FILES' option is highlighted with a red box and a red arrow pointing to it. The main content area below the dropdown shows a table with columns 'Name / Title', 'Last modification', and 'Version'. The table is empty, with the text 'This folder is empty' and a folder icon.

# Upload files (2/2)

Upload

The image displays two sequential screenshots of the CIRCABC file upload interface. The left screenshot shows the 'ADD FILES' button and a dashed drop area highlighted with a red box, with a red arrow pointing to it. Below it, the 'UPLOAD' button is also highlighted with a red box and a red arrow. The right screenshot shows the file 'ReadMe.docx' (15.63 KB) with a 100% progress indicator and a green checkmark. The 'FINISH' button at the bottom right is highlighted with a red box and a red arrow. A blue arrow points from the left screenshot to the right one.

Select the file(s) to be uploaded by clicking **ADD FILES** or simply dragging and dropping the file(s) in the dashed area, click **UPLOAD** and then **FINISH**.

# Notification emails from CIRCABC

# Notification emails from CIRCABC


Whenever the content of a folder is modified, **CIRCABC sends notification emails**. These notifications allow you to

1. **Access the modified folder** (e.g. new file uploaded) by clicking the button **Visit** coloured in green
2. **Access the file quickly** by clicking the **Direct access** URL or the button **Visit** not coloured (you will be prompted to log in to ECAS)

New files uploaded [ CECP PECP Expert Panels ] >> Inbox x

DIGIT-CIRCABC@nmail.ec.europa.eu  
to me

4:08 PM (2 minutes ago) ☆ ↶ ⋮

 CIRCABC

Document upload

Dear [REDACTED]

New files have been uploaded in the interest group [CECP PECP Expert Panels](#)  
(Category: Health and Food Safety).

Visit > ←


List of files

Name: ReadMe.docx  
Modifier: [REDACTED]  
Modified Date: 2020.08.24 at 16:08:34  
Keyword:  
Path: /Library/Dossiers CECP/2020-002-NB0123-EP01/ReadMe.docx

Direct access: <https://classified.circabc.europa.eu/ui/group/313a8bbb-b442-4c04-a4d6-eb7bc78e323f/library/bb9937eb-041a-4656-8d8f-60ac5d88c87b/details>

Visit > ←

Best regards,  
The CIRCABC team  
<https://classified.circabc.europa.eu>  
[Change your notification settings](#)



# Thank you



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