



User's Quick Start Guide



BRUSSELS-CAPITAL REGION PUBLICATIONS



PRESENTATION

Your consultation space for regional publications

Editoria e-publications is a consultation space for publications in the Brussels-Capital Region available at <http://publi.irisnet.be>.

Here you will find information about your region and your commune or municipal authority in the form of electronic documents that can be freely downloaded.

Several browsing methods are open to you, depending on your rights:

- **Citizen:** you are able to consult public documents from communes and regional or community bodies in the Brussels-Capital Region;
- **Authenticated citizen with limited document consultation rights:** you are able to consult public documents from communes, bodies and region, as well as documents from the organisation or organisations or the category or categories for which you have consultation rights.

The screenshot shows the IRISbox e-publications website. At the top left is the logo for IRISbox e-publications. At the top right are language selection buttons for FR, NL, and EN, along with a 'Connect' button and links for 'Home' and 'Help'. The main heading is 'The publications of the Brussels-Capital Region'. Below this is a search section with a text input field labeled 'your keywords ...' and a search button, with an 'Advanced search' link below. To the right of the search section is a block of placeholder text. Below the search section are four dropdown menus for filtering: 'Commissions Communautaires', 'Communes', 'Ministère de la Région de Bruxelles-Capitale', and 'Organismes régionaux'. At the bottom left is the IRISbox cirb-cibg logo. The bottom right contains a 'VIP - what's this?' section with placeholder text and a 'More info' button, and an 'A problem?' section with contact information for the IRISline help desk: 'By phone : 02/801.00.00' and 'By email : irisline@cirb.irisnet.be'.

LOOKING FOR A PUBLICATION

A number of search methods are provided to enable you to find a publication: use of the search engine (“Search” box), use of “Communes”, “Regional bodies”, “Community Commissions” or “Ministry of the Brussels-Capital Region” drop-down lists.

Search engine

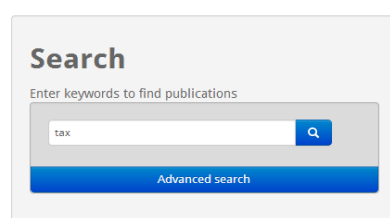
The search engine enables a simple search (by a keyword) or an advanced search (by “Organisations”, on the “Title”, “Content”, “Title and content”, a “Date” or a given “Period”).

Simple search

In the “Search” box, in the encoding zone, enter a keyword - N.B.: the possibility of searching with a combination of several keywords is not currently available -. To start the search, press Enter on your keyboard or click on the search icon (magnifying glass).

Depending on the keyword, after a few seconds or minutes the results are displayed on the screen.

The publications of the Brussels-Capital Region



Search
Enter keywords to find publications
tax [Search]
Advanced search

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed non risus. Suspendisse lectus tortor, dignissim sit amet, adipiscing nec, ultricies sed, dolor. Cras elementum ultrices diam. Maecenas ligula massa, varius a, semper congue, euismod non, mi. Proin porttitor, orci nec nonummy molestie, enim est eleifend mi, non fermentum diam nisl sit amet erat.

236 results found tax

Column Creationdate

Title	FR	NL	EN
0001 - Marchés publics			
0002 - Carte Habitant			
0002 - Stationnement réglementé (zones bleues et zones payantes)			
0003 - Règlement frais recouvrement créances			
0004 - Annexe			
0004 - Bijlage			
0005 - Annexe			
0005 - BEGROTING OCMW - BUDGET CPAS			
0005 - Service Mobilité - Zone bleue Ancienne Barrière			
0006 - Annexe			

The metacharacter principle (wild card or joker) is applied automatically in the search by keyword.

Example:

Starting a search on “Commune” will also display the results for “Communal”, “Communes”, etc.

The metacharacter search principle does not apply to characters at the beginning of the search word.


For instance, the search will not display “excommunicated”.

Advanced search

In the “Search” box, click on the **ADVANCED SEARCH** button. The search zone including the advanced functions widens.

You can carry out more in-depth searches with the following elements:

- **Organisations:** to search for publications on all organisations or one specific organisation;
- **Title:** the search will only include the keyword or keywords when used in the title of the publication;
- **Content:** the search will only include the keyword or keywords when used in the content of the publication;
- **Date:** to search on a specific date on which the publication or publications were made available in Editoria e-publications;
- **Period:** to search over a specific period when the publication or publications were made available in Editoria e-publications.

To start the search, press Enter on your keyboard or click on the search icon  (magnifying glass).

In exactly the same way, the results appear after a few seconds or minutes.

The publications of the Brussels-Capital Region

Search

Enter keywords to find publications

public

Organizations

All

Title Content Title and content

Date Period

01-01-2013
dd-mm-yyyy

30-08-2013
dd-mm-yyyy

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed non risus. Suspendisse lectus tortor, dignissim sit amet, adipiscing nec, ultricies sed, dolor. Cras elementum ultrices diam. Maecenas ligula massa, varius a, semper congue, euismod non, mi. Proin porttitor, orci nec nonummy molestie, enim est eleifend mi, non fermentum diam nisl sit amet erat.

69 results found **public**

Column Creationdate

	FR	NL	EN
Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0001 - Election membres conseil CPAS			
0001 - Marchés publics			
0001 - Marchés publics			
0001 - Programme de politique générale			
0002 - Carte Habitant			
0002 - Marchés publics			
0002 - Marchés publics - Overheidsopdrachten			
0002 - Secrétariat - Marchés publics - Secretariaat - Overheidsopdrachten			
0003 - Annexe			
0003 - Bijlage			

Drop-down lists

“Communes” drop-down list

You can select an administration or a body from a drop-down list.

Once you have selected the administration or the body, you are redirected to its publication space.

This publication space may contain folders (sub-publication space). If you click on a folder (sub-publication space), you can have access to other sub-publication spaces or to publications.

Key to symbols used:

The publication spaces are identical to a dossiers and files tree structure on a computer.

represents a publication space (folder)

represents a publication (document)

indicated that the publication can be downloaded

You can browse through publication spaces via the hyperlinks that are presented to you.

“Regional bodies” drop-down list

The principle behind the “Regional bodies” drop-down list is identical to that of the communes but intended for regional bodies.

“Community Commissions” drop-down list

The principle behind the “Community Commissions” drop-down list is identical to that of the communes but intended for community bodies.

“Ministry of the Brussels-Capital Region” drop-down list

The principle behind the “Ministry of the Brussels-Capital Region” drop-down list is identical to that of the communes but intended for the Ministry of the Brussels-Capital Region (MRBC).

Filtering the results

When the results of a search or a publication space displaying publications (documents) come back, they can be filtered by the language you require.

To activate this filter (without removing the search results), you have to tick the language of your choice found above the column in which documents can be downloaded.

The filters are dynamic and appear immediately. To display all the results of the

search or the publication space again, simply untick the filter.

CONSULTING A PUBLICATION

Once you have found the publication you wish to consult, you can download it by clicking on the “↓” icon. The publication is saved on your computer.

You can open the publication using the software program associated with the extension.

The Editoria e-publications platform supports the following publication formats:

- **.TXT**: simple text file without layout;
- **.RTF**: text file with layout;
- **.PDF**: file in portable document format that can be read using an application that is able to read this extension (e.g.: your browser and its PDF extension by default, Adobe Acrobat Reader, Vindaloo, PSView, etc. – N.B.: a list of portable document readers is available at www.pdfreaders.org);
- **.ODT, .ODP, .ODG, .ODS**: extension of the LibreOffice office automation suite and OpenOffice.org;
- **.DOC(X), .XLS(X), .PPT(X)**: extension of the Microsoft Office office automation suite.