

# SEPIAC Overview

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23<sup>rd</sup>&24<sup>th</sup> June 2025



# Introduction to Sepiac

- Once a DPO application is accepted by ATM Department and Certification project is created in EASA SAP.
- EASA Team creates a project in Sepiac for DPO applicant to submit documentation for EASA review
  - Certification Programme, verification reports, compliance matrix, Declaration of Design Performance...
  - The project repository gives only access to DPO holder (nominated person) and EASA team to ensure full confidentiality.
- In order to have a smooth usage, EASA has created a User Manual for Sepiac, and some key aspects will be presented today.

# SEPIAC Basic Rules

## → Rule # 1 – The use of folders in SEPIAC

- Folders are not to be used in SEPIAC. Document metadata will allow to sort/group the documents either by the standard views provided or by specific views created by the user.

## → Rule # 2 – Do not include the version in the document name

- In legacy storage systems the only way to distinguish the version of a document was to include this reference in the name of the document. This is NOT NEEDED in document management system because all documents have a version history, and previous versions can be viewed and retrieved.
- Furthermore, it is the name of the document that is used by the system for unique identification.
- Having only the latest version of the document available will also ensure that all involved parties are working on the correct version.
- Additional reading on the topic - <https://learn.microsoft.com/en-us/microsoft-365/community/versioning-basics-best-practices>

# SEPIAC Basic Rules

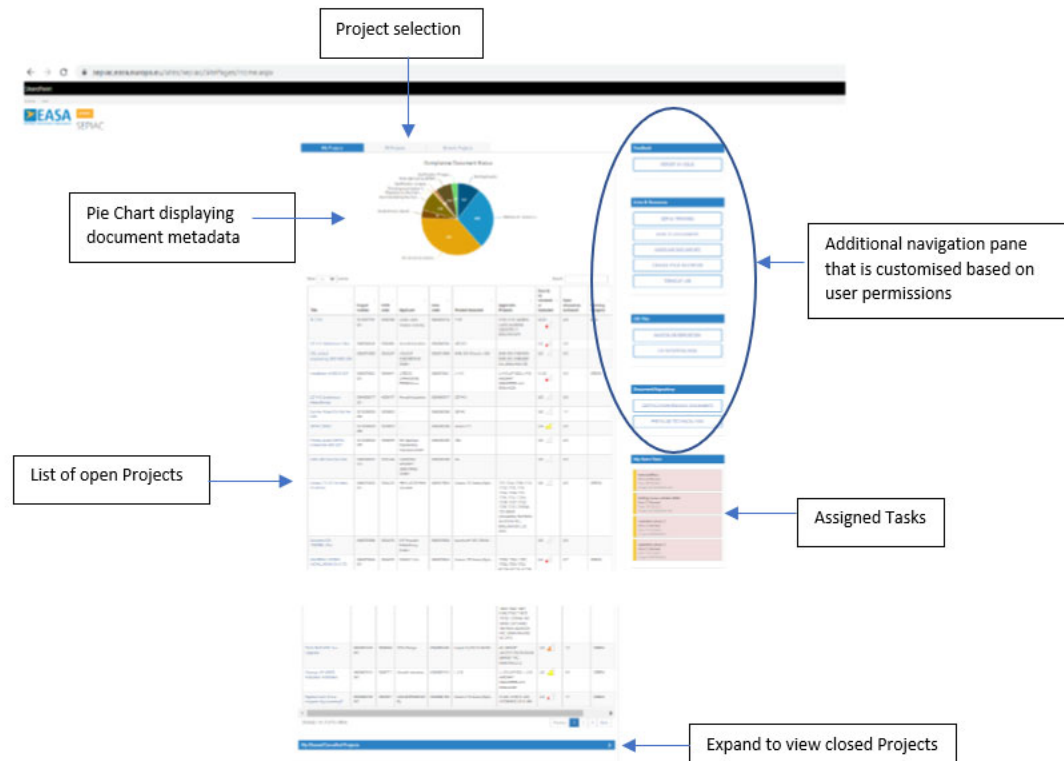
## → Rule # 3 – Use of metadata

- For the system to be used to its full potential, it is important that metadata for each document is properly introduced.

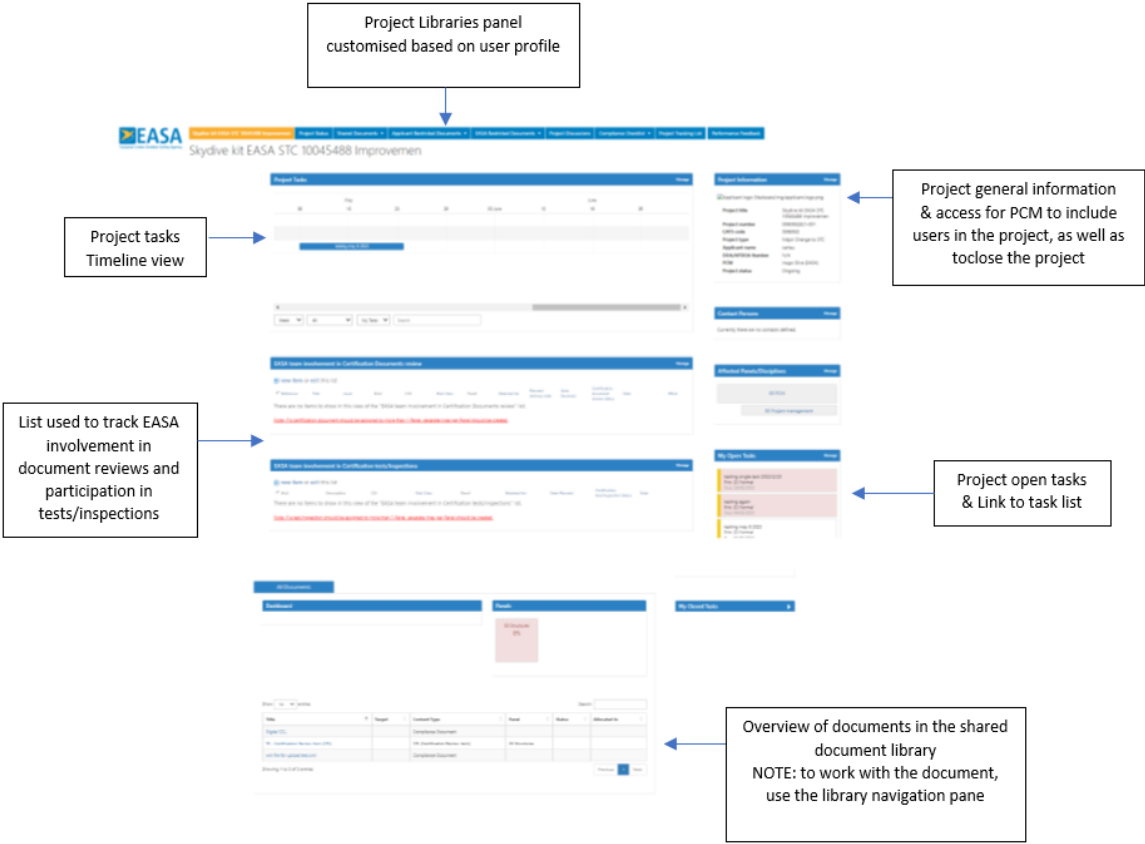
## → Rule # 4 – SEPIAC access

- Like all software, the first line of defence is the user. SEPIAC by design contains an architecture that prevents the communication between projects. Users must ensure that their credentials remain private and are not shared.

# SEPIAC ENTRY PAGE

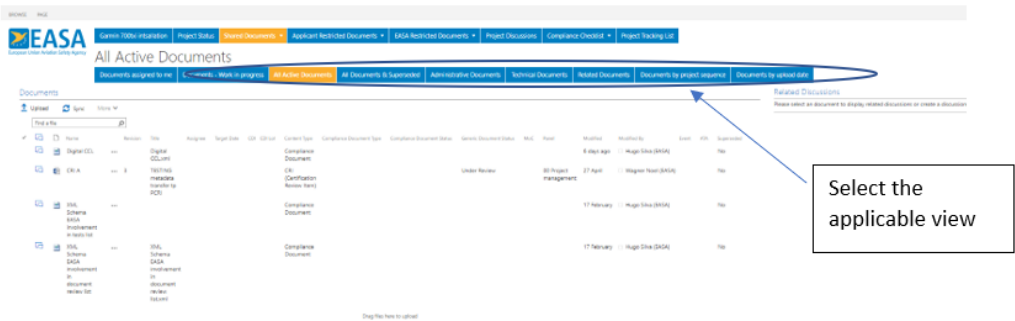


# SEPIAC PROJECT PAGE



# SEPIAC Document views

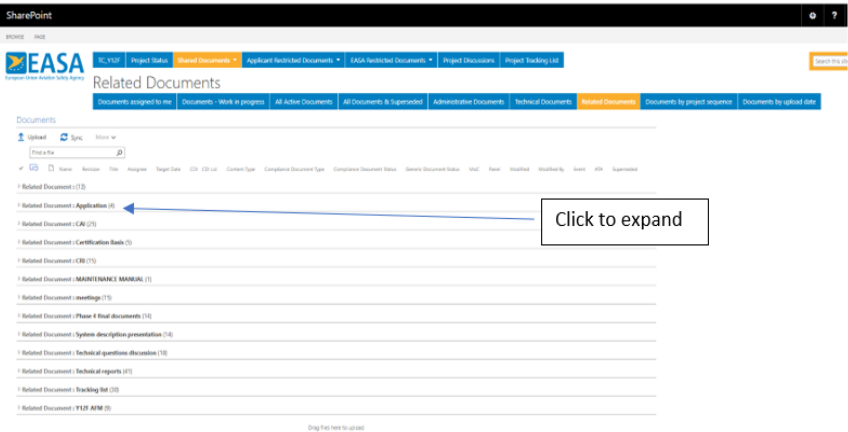
A set of pre-defined views is already provided, the user can toggle between them by clicking on the appropriate control box.



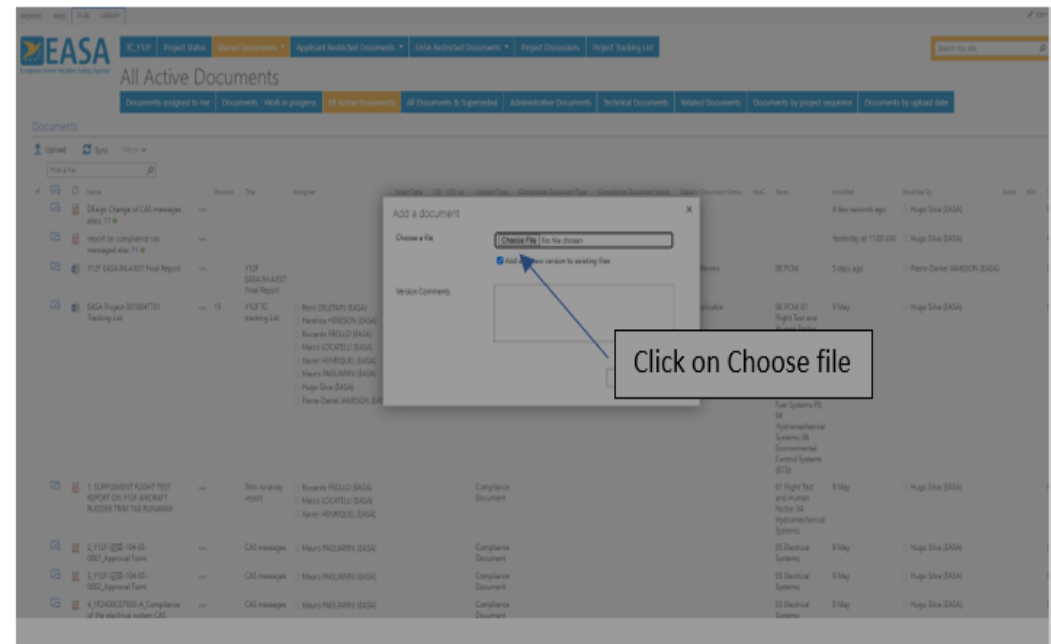
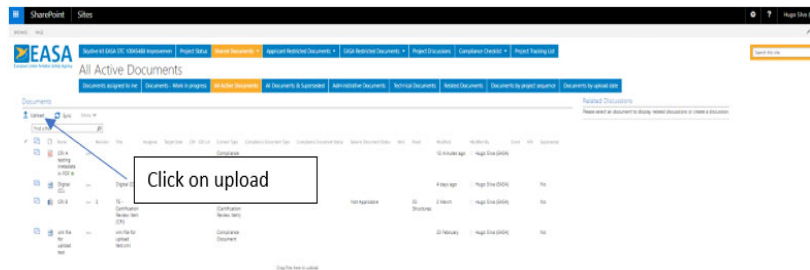
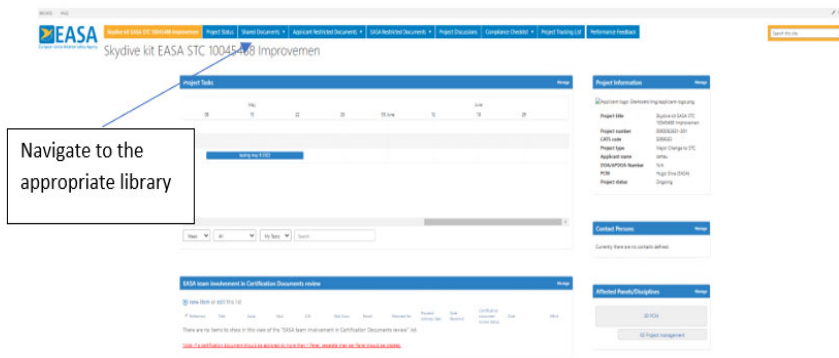
All views are self-explanatory with the exception of the related document which will be further detailed.

The related document view groups together documents that have the same text on the related item property of the document.

This view provides the same structure and functionality as folders.

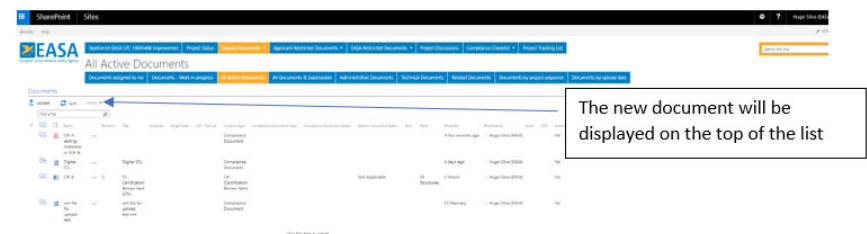
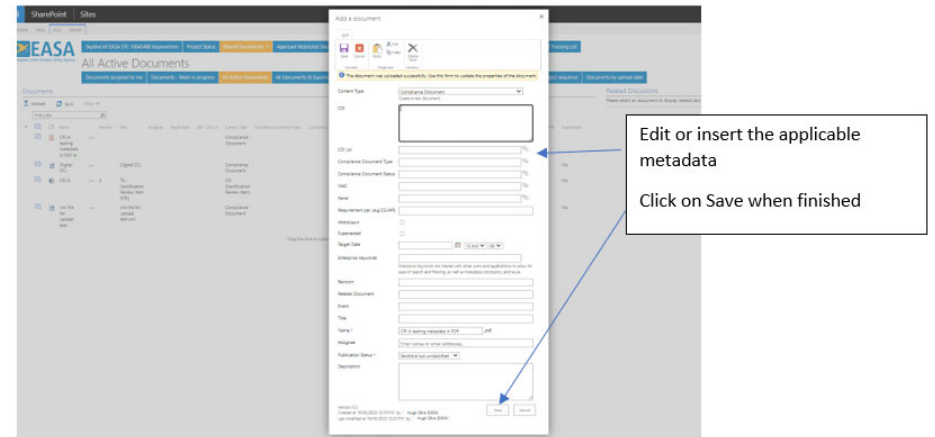
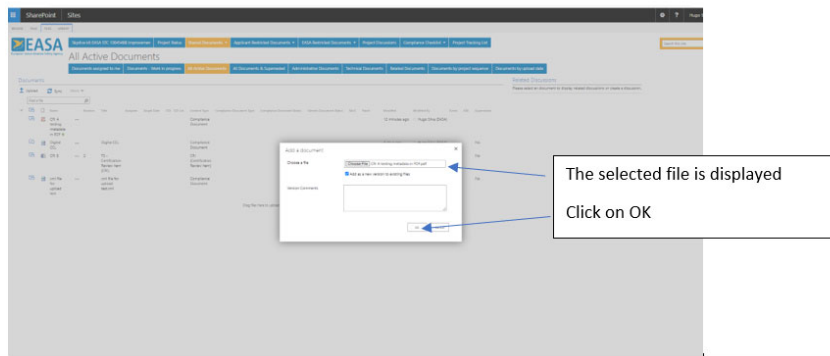
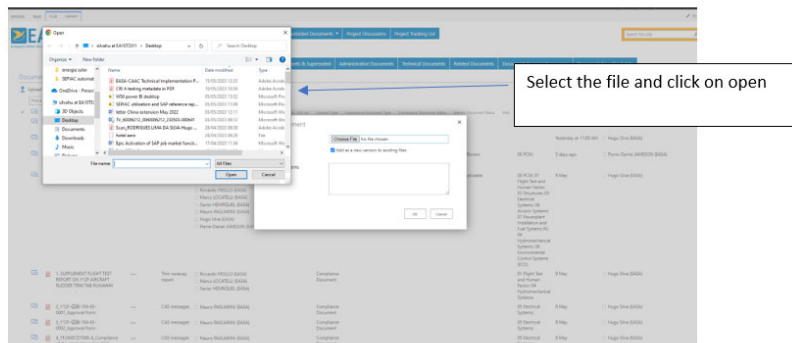


# Uploading Single Documents

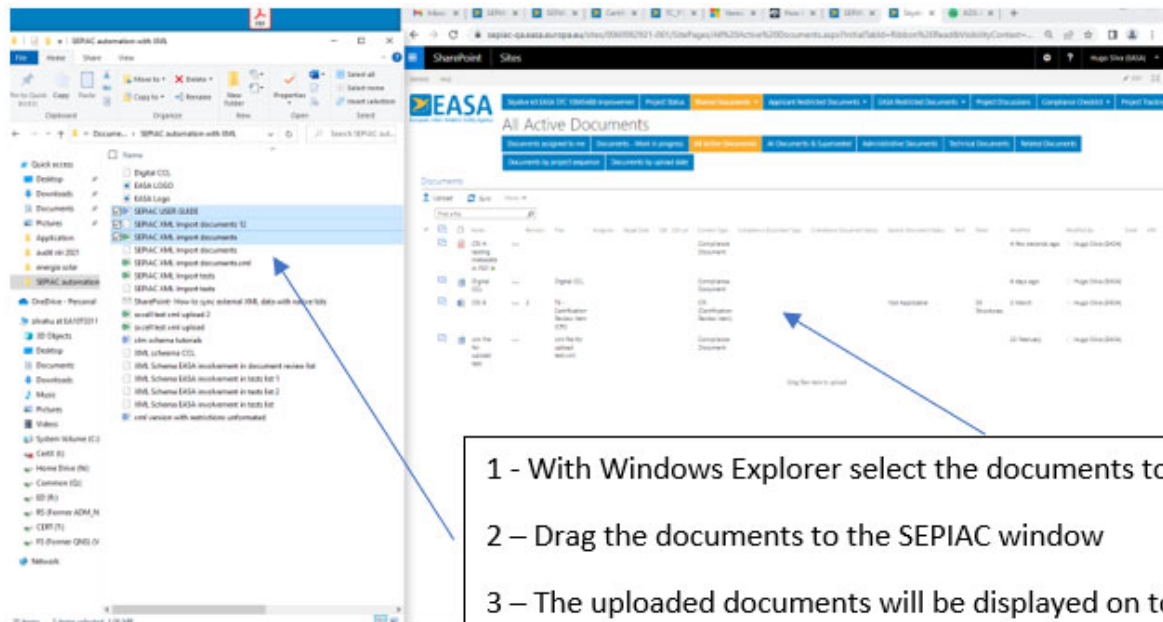




# Uploading Single Documents



# Uploading Multiple Documents

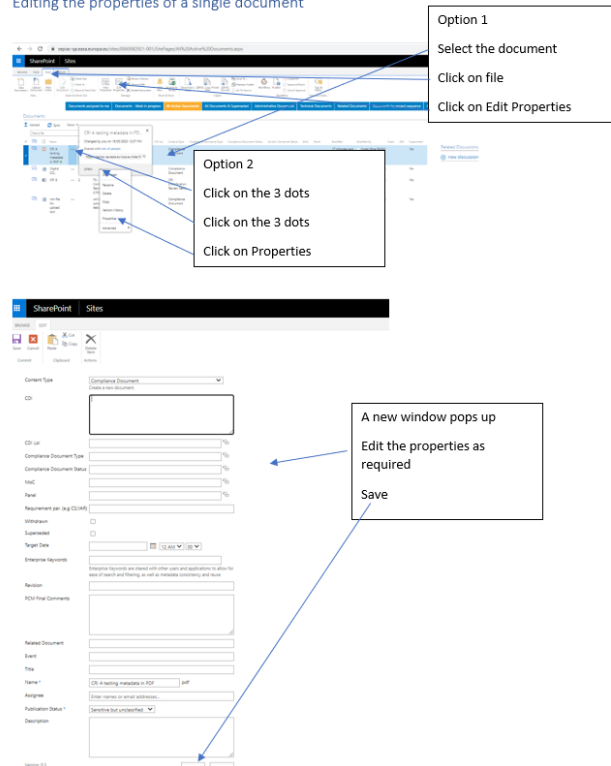


The image shows two side-by-side screenshots. The left screenshot is a Windows Explorer window showing a folder named 'SEPIAC automation with IWB'. It contains several subfolders, including 'SEPIAC XRM, import documents 12'. A blue arrow points from this folder to the right screenshot. The right screenshot is the EASA SharePoint 'All Active Documents' page. It shows a table of documents with columns for Name, Version, Type, and Date. A blue arrow points from the 'SEPIAC XRM, import documents 12' folder in the left screenshot to a document in the table on the right.

- 1 - With Windows Explorer select the documents to upload
- 2 – Drag the documents to the SEPIAC window
- 3 – The uploaded documents will be displayed on top
- 4 – The Edit Properties window will not be displayed
- 5 – Use one of the methods described below to edit the properties

# Inserting/Updating Metadata

Editing the properties of a single document



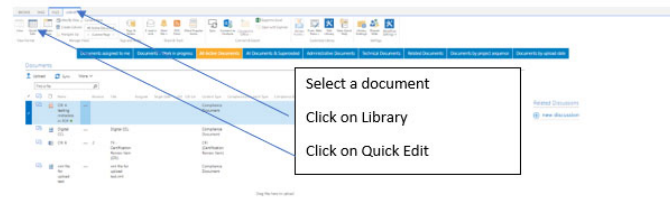
**Option 1**

- Select the document
- Click on file
- Click on Edit Properties

**Option 2**

- Click on the 3 dots
- Click on the 3 dots
- Click on Properties

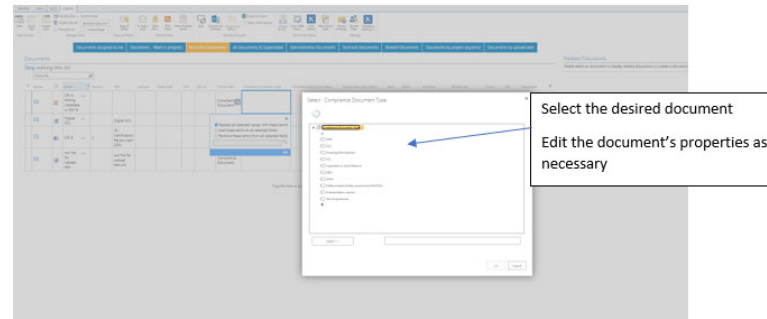
A new window pops up  
Edit the properties as required  
Save



Select a document

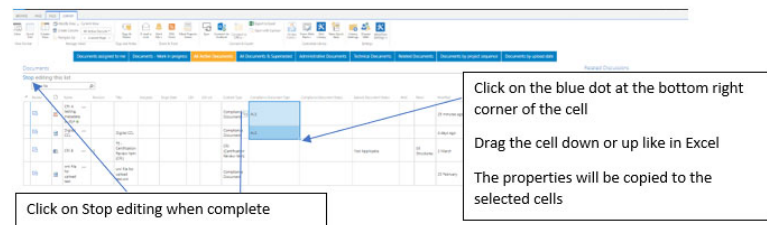
Click on Library

Click on Quick Edit



Select the desired document

Edit the document's properties as necessary



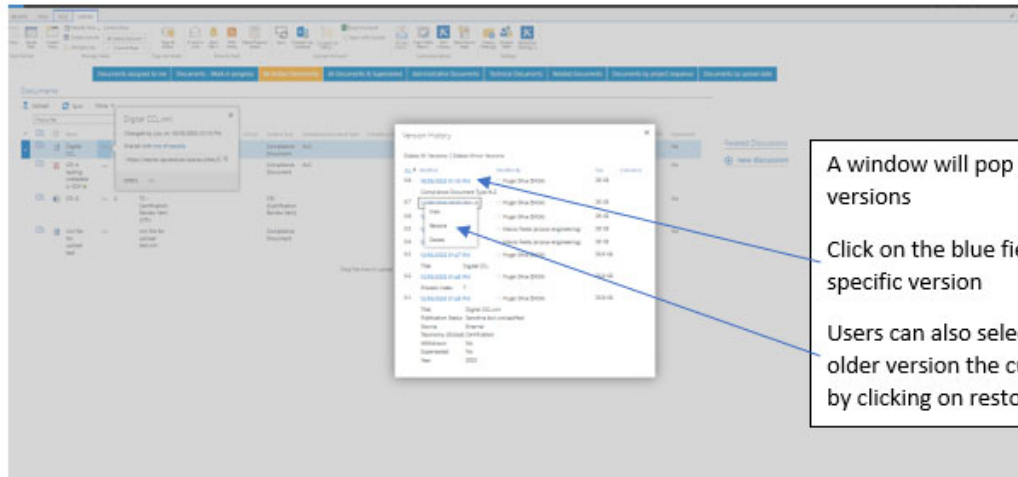
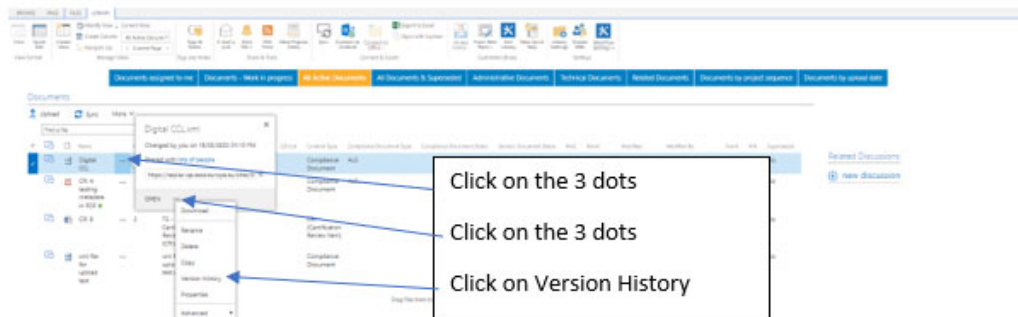
Click on the blue dot at the bottom right corner of the cell

Drag the cell down or up like in Excel

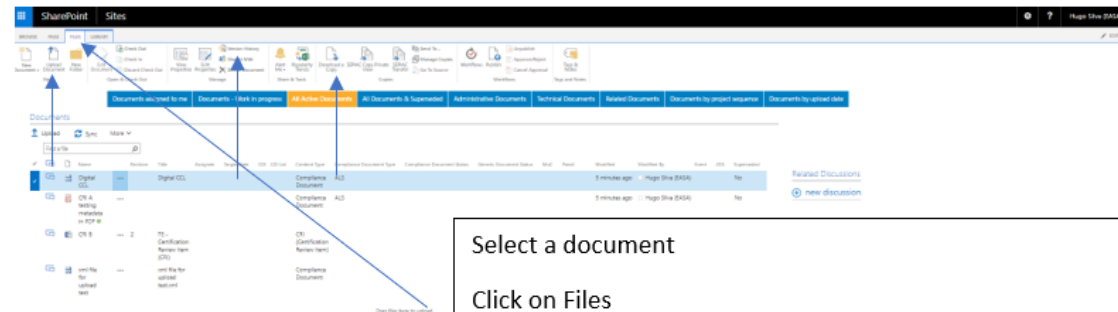
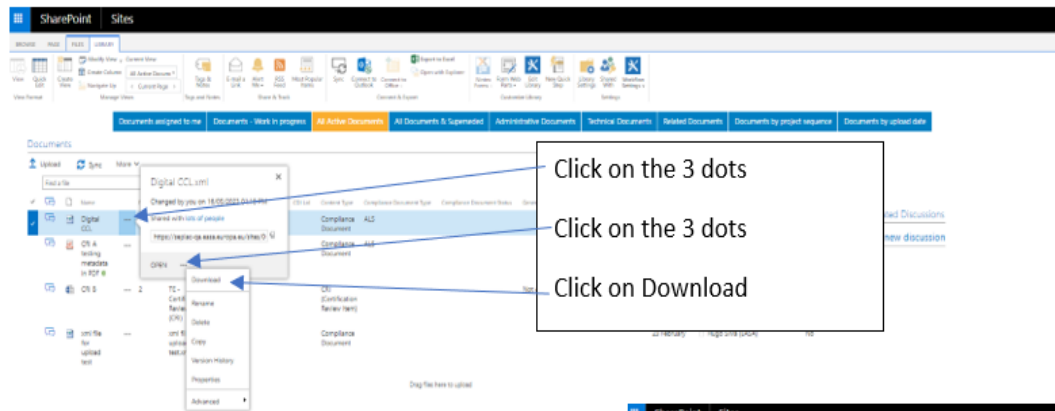
The properties will be copied to the selected cells

Click on Stop editing when complete

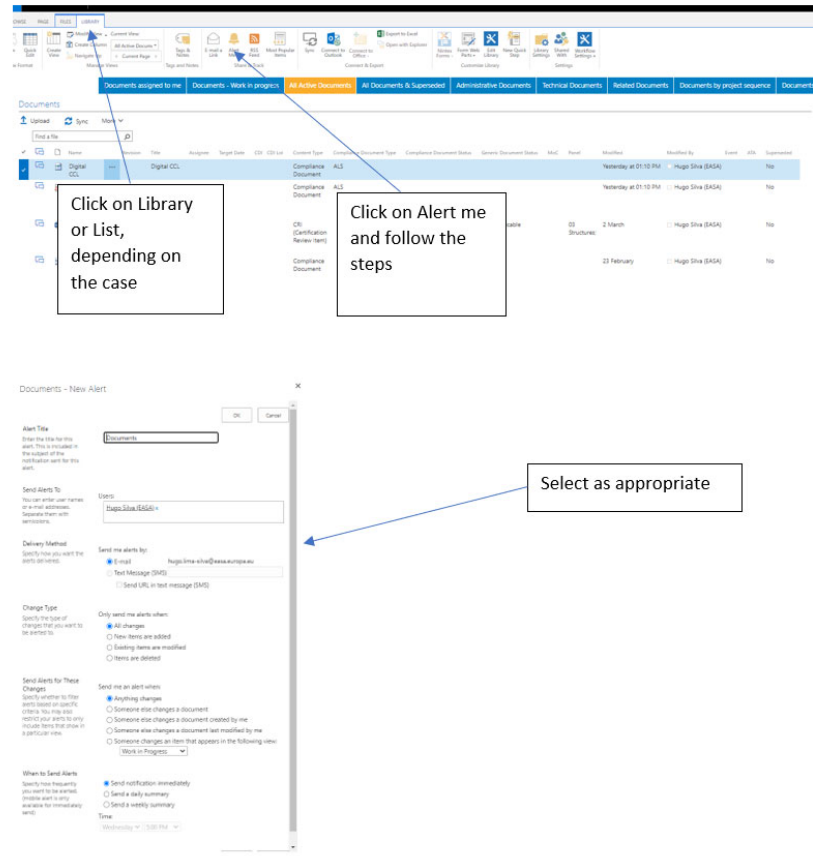
# Viewing Document version history



# Downloading a Document



# Creating Alerts



Join at [slido.com](https://www.slido.com)  
**#ATMCAF**  
 **EASAWorkshop01:-)**

**Thank you**

Any question?

**Or scan**



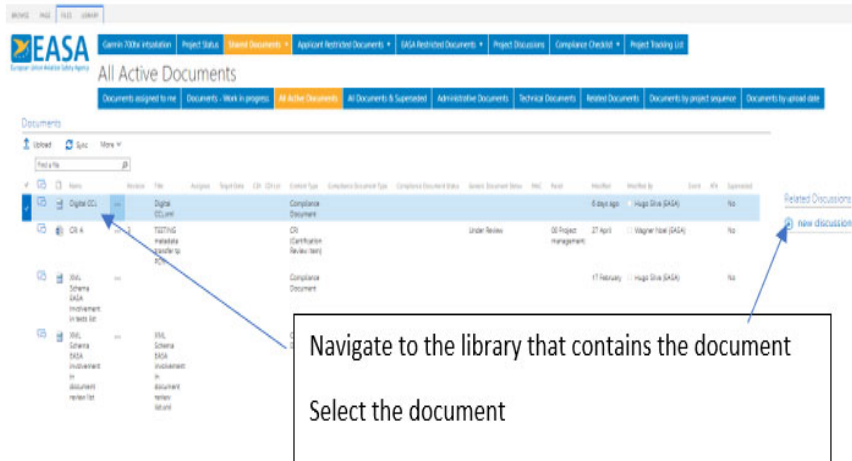
[easa.europa.eu/connect](https://easa.europa.eu/connect)



**Your safety is our mission.**

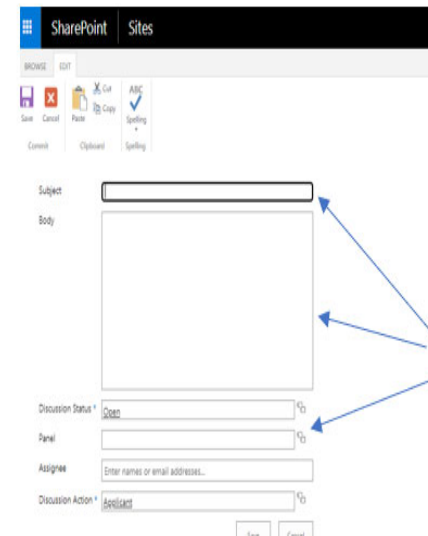
An Agency of the European Union 

# Document Discussions



The screenshot shows the EASA Documents web application. At the top, there are navigation tabs: 'Current TDRs in validation', 'Project Status', 'Shared Documents', 'Approved Restricted Documents', 'ASA Restricted Documents', 'Project Discussions', 'Completed Checklist', and 'Project Tracking List'. Below these, there's a section for 'All Active Documents' with sub-tabs: 'Documents assigned to me', 'Documents - Work in progress', 'All Active Documents', 'All Documents & Superseded', 'Administrative Documents', 'Technical Documents', 'Related Documents', 'Documents by project number', and 'Documents by shared site'. The main area displays a table of documents. A blue arrow points to a document titled 'Digital CC' in the 'Documents' column. Another blue arrow points to a 'new discussion' button in the 'Related Discussions' column.

Navigate to the library that contains the document  
 Select the document  
 On the right side to make the Related Discussions visible  
 Click on new discussion



The screenshot shows the 'new discussion' form in a SharePoint environment. The form has a 'Subject' field at the top, followed by a large 'Body' text area. Below the body, there are fields for 'Discussion Status' (set to 'Open'), 'Panel' (empty), 'Assignee' (with a placeholder 'Enter names or email addresses...'), and 'Discussion Action' (set to 'Applicant'). There are 'Save' and 'Cancel' buttons at the bottom right. Blue arrows point from the text box on the right to the 'Subject', 'Body', and 'Discussion Status' fields.

A new window will pop up  
 Fill in the title (i.e. Subject), Body and Panel  
 The title should provide a brief information on what is the discussion about. For clarity purposes, the panel should also be referenced in the subject  
 E.g. – PQ generic comments



# SEPIAC Documentation

The document discussion can be seen on the right side of the screen when selecting a specific document (left click on the document line)

Document discussions can also be seen by hovering the mouse over the selected library and selecting Document Discussions

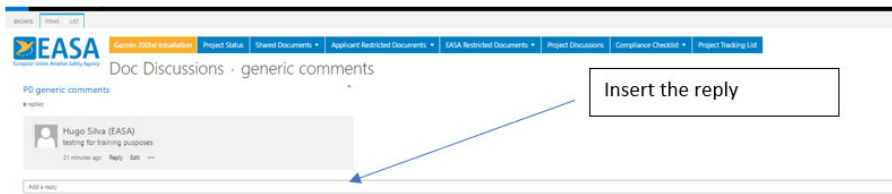
Click to open discussion

Click to open document

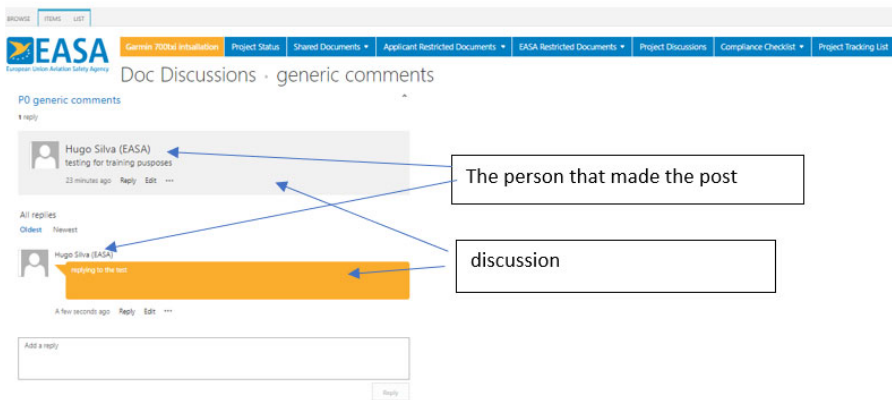
A new page will open  
The discussions are filtered by document  
Expand to see the discussion

By clicking on the discussion, a new window will be opened.

# SEPIAC Documentation



The discussions are displayed as follows:



To close a discussion, the user needs to be on the document discussion page.

