



EUROPEAN COMMISSION

DIRECTORATE-GENERAL HUMANITARIAN AID AND CIVIL PROTECTION - ECHO

ECHO.C - Resources, Partnerships and Operational Support  
C/2 - Budget, External Audit, Informatics

# **ECHO eTools offline - Installation manual**

## **eSingleForm offline Version 3.9**

### **Prerequisite:**

ECHO eTools offline works on any PC (Win XP/Vista/ Windows 7 [with java 64bits installed])/Mac OSX/Linux that is equipped with **Java version 1.5** (or higher) and a Web browser. Supported browsers are Mozilla Firefox 3.6 (or higher) or Internet Explorer 7 (or higher).

*The eTools offline does not run on Opera, Google Chrome and Safari. Even if the application may perform well for most of the processing, the development team does not guarantee any support to users having problems with these browsers.*

### **Step 1: Get the installation file**

Download 'ECHO\_eTools\_Offline\_xx' from the partner helpdesk site

<http://www.dgecho-partners-helpdesk.eu/etools/download>

Click on the Download link.

In the list of available files, choose the recommended version: if not explicit, the recommended version has the greatest version number (and is the most recently added).

Download the zip file to a folder (create a new folder called "ECHO-eTools") on your desktop or somewhere else on your local hard drive.

**Please be careful: Make sure that your Desktop is on one of the fixed hard drives of the computer you are working on (e.g. C or D drive). If you are working in a network and your Desktop is on a shared drive, then the eTools could have a problem running from the shared drive. If this is the case, install the offline eTools somewhere else on your fixed drive C or D.**

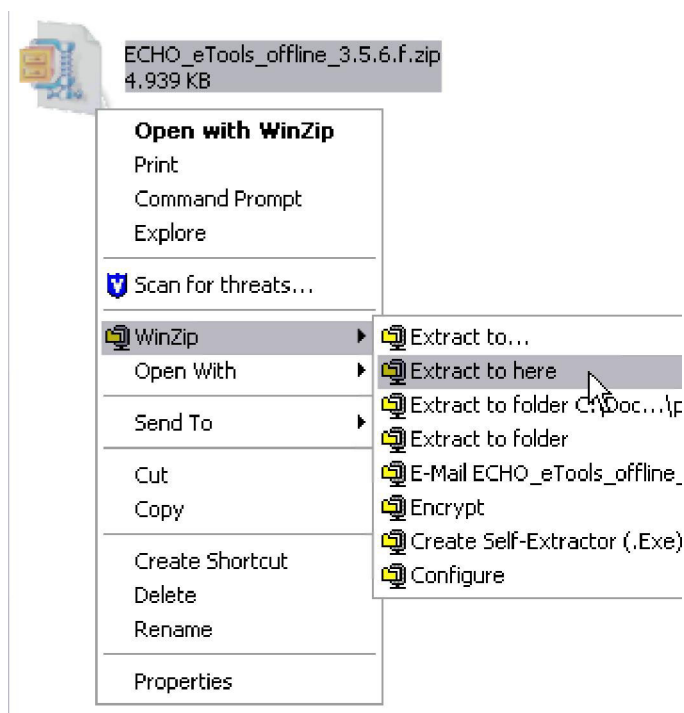
**In case more than one person in your organisation/office needs to have the new offline eTools, one person can make the download and then distribute or the zipped version, or the unzipped folder with the offline eTools.**

## Step 2: Uncompress the Zip archive

### Windows XP and later: ECHO\_eTools\_offline\_xx.zip

Right click on the zip file and choose:  
'Winzip: Extract to here'

Double click on 'Offline' (.jar file) to start the application



**Please be careful: If you double click the file, you will see the content of the zip file. You still need to extract all of the content in order to work with the eTools. If you do not extract (decompress) the files, nothing happens or a webpage is shown with an error indicating that the webpage cannot be found.**

### **Mac OS X: ECHO\_eTools\_offline\_xx.zip**

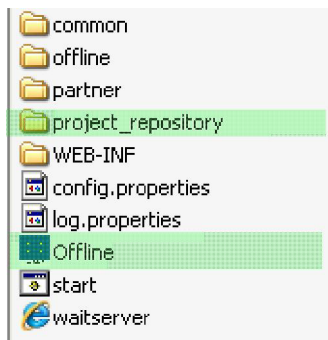
Download the zip file to a folder (create new one) on your desktop

Double click on the .zip file

Double click on 'Offline.jar' to start the application

### **What has been installed?**

Several folders and files; the most important are:



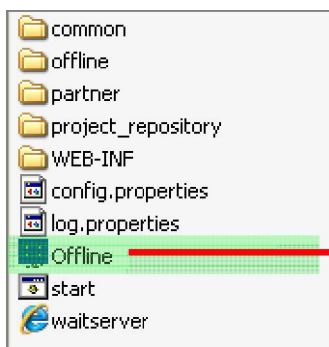
**project\_repository:** the folder to save your offline files.

- **Offline:** to start the application

(The icon should show a coffee cup, in case this is another icon, please verify if Java has been installed)

### **Step 3: Start eTools offline**

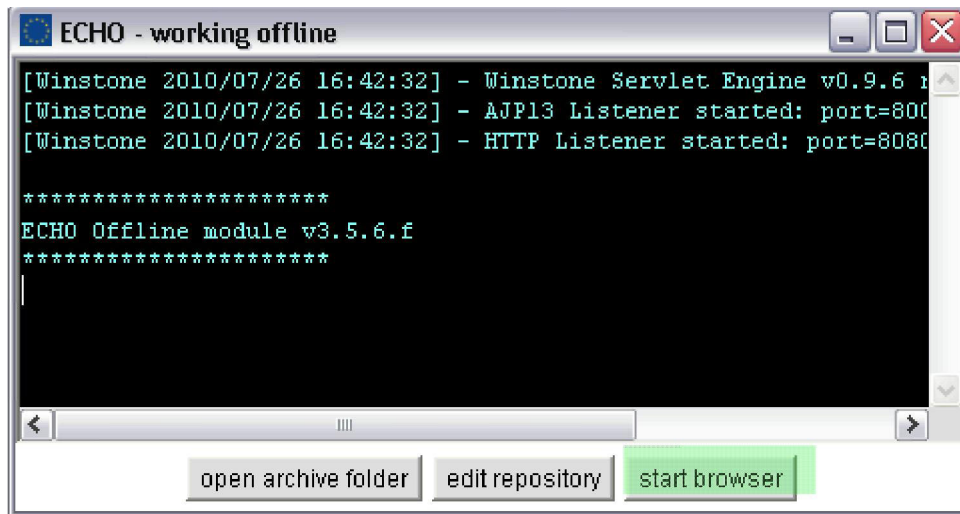
Double click on **Offline**



Double click !

The following window is shown.

**Keep this window open while working with the offline eTools.**



Click on start browser and start using the software. Your operating system launches the default web browser with the following URL:

**<http://localhost:8080/waitserver.html>**



Click on the arrow and a login screen is shown. The default username is: **partner**. The default password is: **echo**.

### **Known Issues:**

*More information on how to use the eTools (offline and online) can be found on the partner help desk site: <http://www.dgecho-partners-helpdesk.eu/doku.php/etools>*

### **Troubleshooting:**

#### **1. My computer does not recognise a ZIP file**

It may happen that Windows does not know what to do with a Zip file. To overcome this problem, you can either install WinZip if your organisation has licenses on this product, or 7-zip, a free Open source file extractor that works very well (get it at <http://www.7-zip.org/>).

#### **2. Double click on Offline file does not make anything happen**

This problem means that your system does not have Java properly installed. Sometimes, it may be resolved by double clicking the "start" file next to the normal "Offline" starter. In case nothing happens, the "start" shortcut plays the role of the normal Offline starter. If double clicking the start shortcut and still nothing happens, you have to install Java on your computer. Go to <http://www.java.com> and follow the instruction for the installation.

#### **3. The URL <http://localhost:8080/waitserver.html> does not show the Welcome screen**

This problem happens often in secured configurations, where localhost is not defined as the local machine. In this case use the following URL: <http://127.0.0.1:8080/waitserver.html>

### **Upgrade the application:**

1. Go to the location where the Offline eTools application is installed on your pc.
2. Copy the folder 'partner' from ECHO\_eTools\_offline\ project\_repository\ partner to somewhere else and remember this location.
3. Uninstall or delete the old version of the Offline eTools application from your pc.
4. Download and install the new version of the Offline eTools application to your pc.
5. Replace the 'partner' folder from ECHO\_eTools\_offline\ project\_repository\ partner of the new Offline eTools application with the 'partner' folder copied from the old version of the Offline eTools application.

6. In your browser, clear the cache memory. Press the keyboard buttons ‘Ctrl + Shift + delete’.

Due to an upgrade, you might have problems with old .xml projects that were created in a previous version of the Offline eTools application. It is recommended to proceed as follows for new reports or modification requests.

**Create a new report or modification request for existing actions:**

**Possibility 1:**

- (1) In APPEL, go to the Agreements search screen and search for your action.
- (2) Click the button ‘export’ and save the xml file in the folder ‘partner’ in the project repository.

**Possibility 2:**

- (1) In APPEL create the draft document (IR, FR, MR)
- (2) From the treeview, export the document and save the xml file in the folder ‘partner’ in the project repository.