

# OJEU WORKBENCH BETA

## **User Guide and Documentation (Draft)**

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## Release Notes

The current release of the OJEU Workbench is copyright © by OJEU Finder. The same terms and conditions apply to this software as found in the "OJEU Finder Standard Terms of Business". Its current state is marked as **BETA** software. This means it is for testing purposes only. Any bugs, feature requests or general feedback should be reported to [beta@ojeu.com](mailto:beta@ojeu.com). As beta software there is no guarantee this software will work on your systems. **Please do not contact us by phone about this product.**

## About OJEU Workbench

The OJEU Workbench has been designed as a tool for finding OJEU tenders. Its aim is to provide a quick effective method for finding, viewing, printing and saving and exporting tenders. It will eventually be offered as an alternative to the aging OJEU Retrieval software.

# System Requirements

Although the software will run on older machines you will benefit greatly by having increased CPU power.

## Minimum Requirements

- Microsoft Window XP
- 1Ghz Processor
- 512MB Ram
- 500MB free hard disk space

## Recommended Requirements

- Microsoft Window XP
- 2Ghz Dual Core Processor
- 1GB Ram
- 1GB free hard disk space
- Microsoft Word (For exporting to .doc format).

**Supported Operating Systems:** Windows XP, Windows Vista (32bit & 64bit), Windows 7 (32bit & 64bit).

**NOTE:** To export tenders and search results in Microsoft Word format you must have Microsoft Word 2000 or later installed.

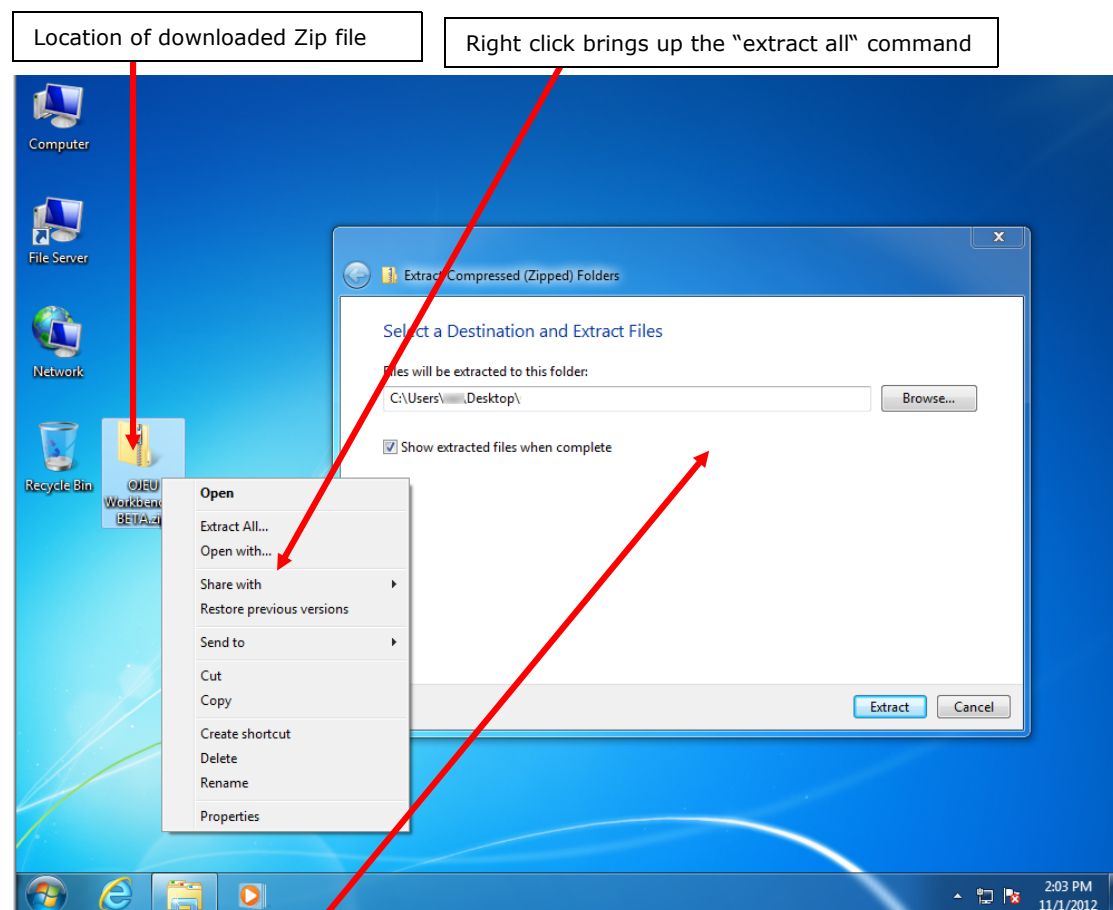
# Installation

The OJEU Workbench software currently has no installer process. Simply extract the contents of the zip file to a chosen location on your computer.

Things to look out for:

- When unzipping the contents, make sure that you keep the directory structure of the software intact.
- Make sure that the software has **write access** to the folder you have extracted or copied it to.

The below example shows the downloaded zip file on a Windows 7 machine. The file has been downloaded and saved to the desktop. Right clicking on the file brings up the menu with the "Extract All.." command. Selecting this will open the extraction dialog.

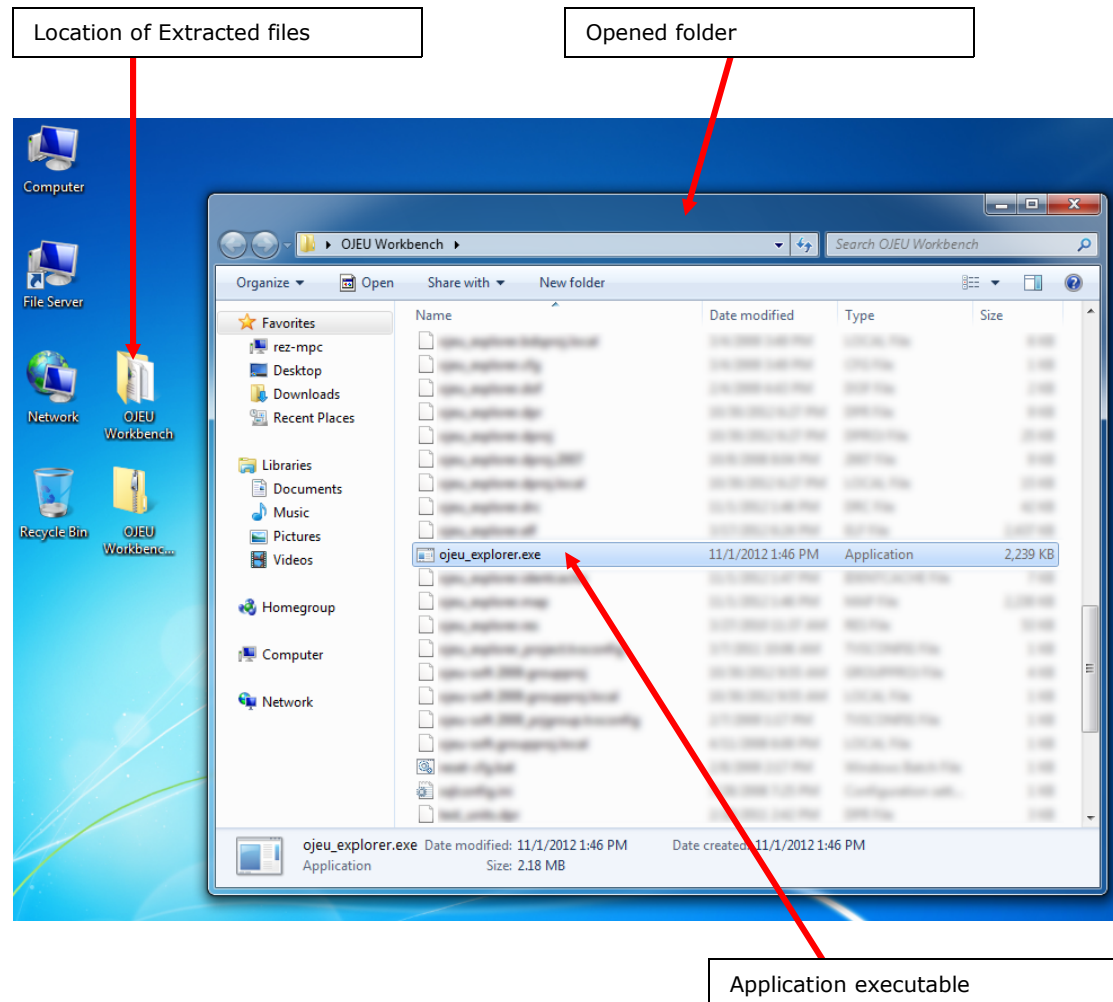


The extract files dialog. Note this is only seen after selecting the "extract all.." command. Select the location to extract the files and click the "extract button". If you are running Windows XP you must have Zip Folders installed and enabled. Alternatively you may use any 3<sup>rd</sup> party un-archiving software.

## Running the software

Locate the folder where you have extracted the contents of the zip file. Open the folder and run the executable file (**ojeu\_explorer.exe**).

In the below example the software has been extracted to a folder on my desktop. The folder has been opened and the executable located.

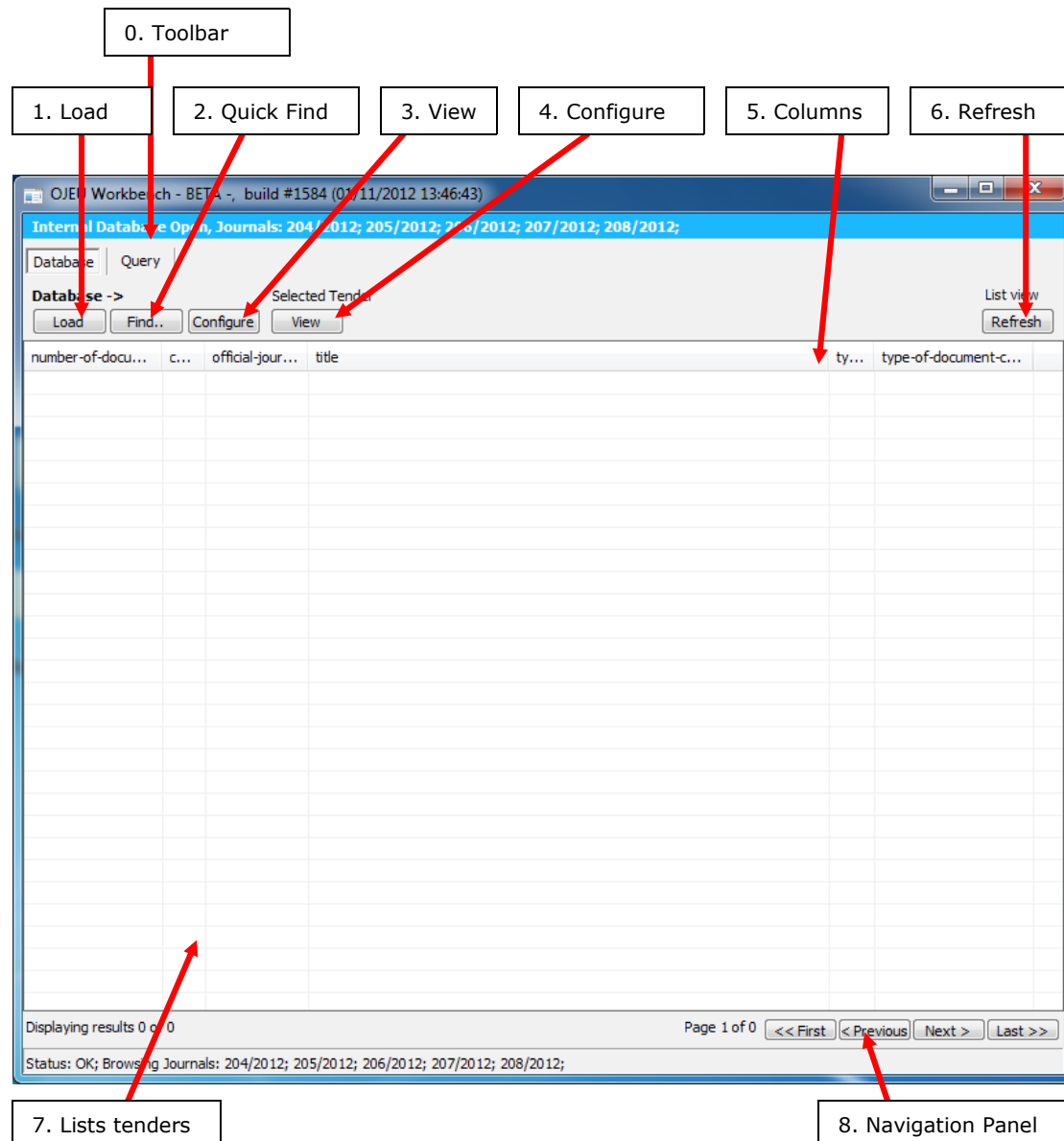


**Tip:** You may create a shortcut to this file on your desktop should you wish to do so.

## The Interface

After the application finishes loading the main window that you will see is shown below.

Figure 1.

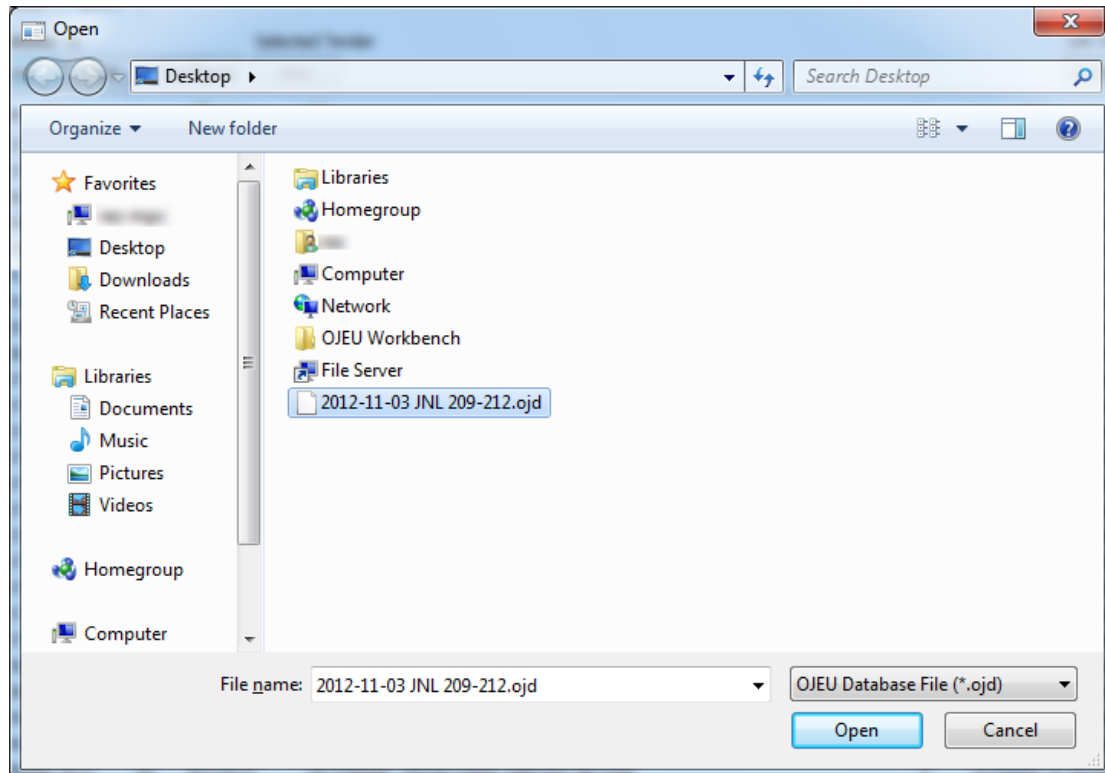


**Tip:** the columns (fig 1.5) display various fields such as "country-code" and the "title" of the tender. Left clicking on the list will quickly sort the current tenders in view by the column that you click on. Right clicking a column will bring up a menu. From here you may click "customise" and change what fields are displayed. You may also drag columns to change the order they appear in the view as well as resize them.

## Loading a Database

At the time of writing this guide the database files are to be distributed as downloadable links. First download the database, save it to your computer and extract the files (if it is contained within a zip). Note **THIS SOFTWARE IS NOT COMPATIBLE** with the DOS based IREAD software.

Click the load button (Figure 1.1), this will open the file select dialog. From here simply locate the database file and click "open". Please note that it may take some time to load the file especially on slower computers.



**Note:** Once you have opened the file it will be imported to the applications internal database. The next time you run the OJEU workbench software the internal database will contain a copy of the last database that you opened.



# Browsing Tenders

Click the refresh button (figure 1.6) to fill the display with a list of all tenders in the database. If the total tenders exceed the maximum display limit. At the time of writing this the maximum number of tenders is 5000. You can use the navigation panel (fig 1.8) to navigate between pages.

OJEU Workbench - BETA -, build #1584 (01/11/2012 13:46:43)

Internal Database Open, Journals: 209/2012; 210/2012; 211/2012; 212/2012;

Database Query

Database -> Selected Tender List view

Load Find.. Configure View Refresh

number-of-docu...	c...	official-jour...	title	ty...	type-of-document-c...
<input type="checkbox"/> 342846-2012	PT	209/2012	P-Viana do Castelo: Axis Hotels, AEIE	G	European economic ...
<input type="checkbox"/> 342847-2012	FR	209/2012	F-Clichy: GEIE ID Solutions	G	European economic ...
<input type="checkbox"/> 342848-2012	CZ	209/2012	CZ-Brno: EUROPEAN KOMFORT, SE	S	European Company
<input type="checkbox"/> 342849-2012	CZ	209/2012	CZ-Brno: MERCURIO, SE	S	European Company
<input type="checkbox"/> 342850-2012	CZ	209/2012	CZ-Brno: Wezen S.E.	S	European Company
<input type="checkbox"/> 342851-2012	CZ	209/2012	CZ-Brno: EUROPEAN MASTER,SE	S	European Company
<input type="checkbox"/> 342852-2012	CZ	209/2012	CZ-Brno: EUROXAN 9 S.E.	S	European Company
<input type="checkbox"/> 342853-2012	CZ	209/2012	CZ-Brno: EUROXAN 11 S.E.	S	European Company
<input type="checkbox"/> 342854-2012	CZ	209/2012	CZ-Brno: EUREMAD FIORINO SE	S	European Company
<input type="checkbox"/> 342855-2012	CZ	209/2012	CZ-Brno: EUREMAD GRIGIO SE	S	European Company
<input type="checkbox"/> 342856-2012	CZ	209/2012	CZ-Brno: EUREMAD LEONE SE	S	European Company
<input type="checkbox"/> 342857-2012	CZ	209/2012	CZ-Brno: EUREMAD PAVONE SE	S	European Company
<input type="checkbox"/> 342858-2012	CZ	209/2012	CZ-Brno: EUREMAD BELVA SE	S	European Company
<input type="checkbox"/> 342859-2012	CZ	209/2012	CZ-Brno: Ardales SE	S	European Company
<input type="checkbox"/> 342860-2012	CZ	209/2012	CZ-Brno: Monderino SE	S	European Company
<input type="checkbox"/> 342861-2012	KM	209/2012	KM-Moroni: EDF — drawing up the national port development plan	3	Invitation to tender
<input type="checkbox"/> 342862-2012	RS	209/2012	RS-Belgrade: IPA — development of palliative care services in the Republic of ...	3	Invitation to tender
<input type="checkbox"/> 342863-2012	TR	209/2012	TR-Ankara: IPA — renovation and rehabilitation works for Mardin 1st Street	2	Additional informati...
<input type="checkbox"/> 342864-2012	SZ	209/2012	SZ-Mbabane: EDF — technical assistance services to the support to education...	3	Invitation to tender
<input type="checkbox"/> 342865-2012	RU	209/2012	RU-Moscow: Tacis — supply of equipment for task B: establishment of testing ...	3	Invitation to tender
<input type="checkbox"/> 342866-2012	BA	209/2012	BA-Sarajevo: IPA — support to e-justice in Bosnia and Herzegovina	3	Invitation to tender
<input type="checkbox"/> 342867-2012	BZ	209/2012	BZ-Belmont: EDF — supply of metrology equipment	2	Additional informati...
<input type="checkbox"/> 342868-2012	KN	209/2012	KN-Basseterre: EDF — technical assistance for the implementation of the safe...	3	Invitation to tender
<input type="checkbox"/> 342869-2012	BA	209/2012	BA-Sarajevo: IPA — support to the implementation of competition regulations ...	0	Prior Information N...
<input type="checkbox"/> 342870-2012	RS	209/2012	RS-Pristina: framework contract for the supply of fuel No 2	3	Invitation to tender
<input type="checkbox"/> 342871-2012	AF	209/2012	AF-Kabul: CFSP — supply of computers, UPS units and monitors	0	Prior Information N...
<input type="checkbox"/> 342872-2012	AF	209/2012	AF-Kabul: CFSP — supply of toners, cartridges and consumables for printers	0	Prior Information N...
<input type="checkbox"/> 342873-2012	ET	209/2012	ET-Addis Ababa: EDF — supply of agricultural product testing laboratory equi...	0	Prior Information N...
<input type="checkbox"/> 342874-2012	RS	209/2012	RS-Belgrade: IPA — supply of laboratory and IT equipment, furniture and oth...	2	Additional informati...
<input type="checkbox"/> 342875-2012	HR	209/2012	HR-Zagreb: IPA — strengthening institutional framework for the in-service VE...	2	Additional informati...
<input type="checkbox"/> 342876-2012	AL	209/2012	AL-Tirana: IPA — construction of new pre-trial detention centre and prison in ...	2	Additional informati...
<input type="checkbox"/> 342877-2012	GE	209/2012	GE-Thbilisi: support to the reform of the criminal justice system in Georgia	7	Contract award

Displaying results 1-5000 of 5000 Page 1 of 1

Status : OK, Number of documents displayed > 5000; Browsing Journals: 209/2012; 210/2012; 211/2012; 212/2012;

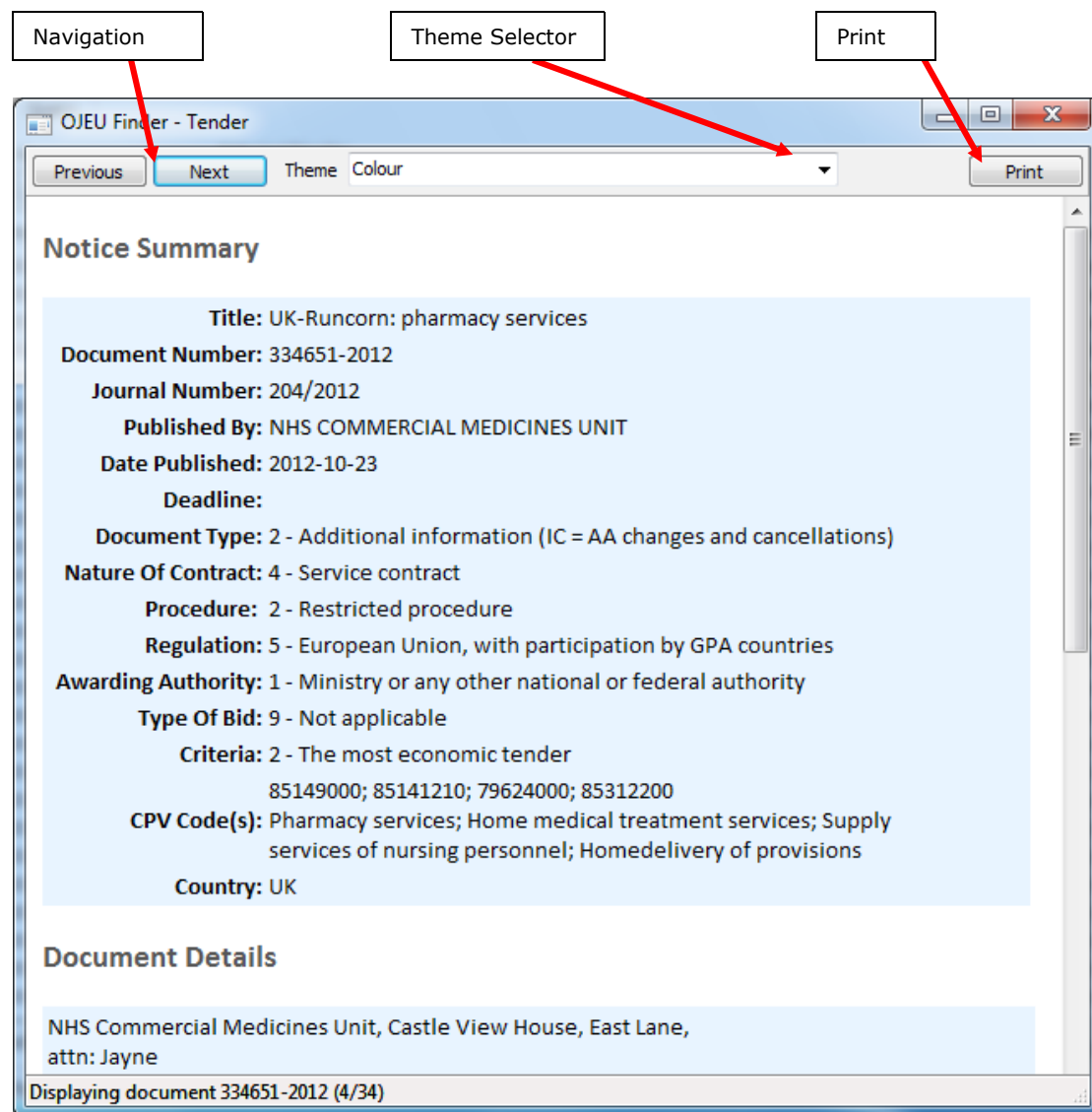
**Note:** The display limit is in place to assist with performance on slower machines. Also note that when using **query** (documented later on) there is no limit to the number of tenders displayed.

## Viewing a Tender

To view an individual tender in the list either

- Select the tender in the list (fig 1.7) and click the view button (fig 1.3)
- Double click the tender in the list.

The tender will be displayed in its own window. You may print the tender using the print button. You can also change the way the tender is displayed by changing the theme.



**Tip:** When you open the view tender screen it will remember all the tenders listed in the list view (fig 1.7). You can use the navigation panel to browse through the list. You can also highlight and copy the tender to the clipboard (using shortcut Ctrl+C or right click and selecting the appropriate menu item). By doing this you can easily paste the contents into a Microsoft Word document for saving reformatting or compiling a list of your own tenders.

## **Quick Find**

**[Documentation on quick find feature (Figure 1.2) is not complete. See the section on "Query" for the main search features of the software]**

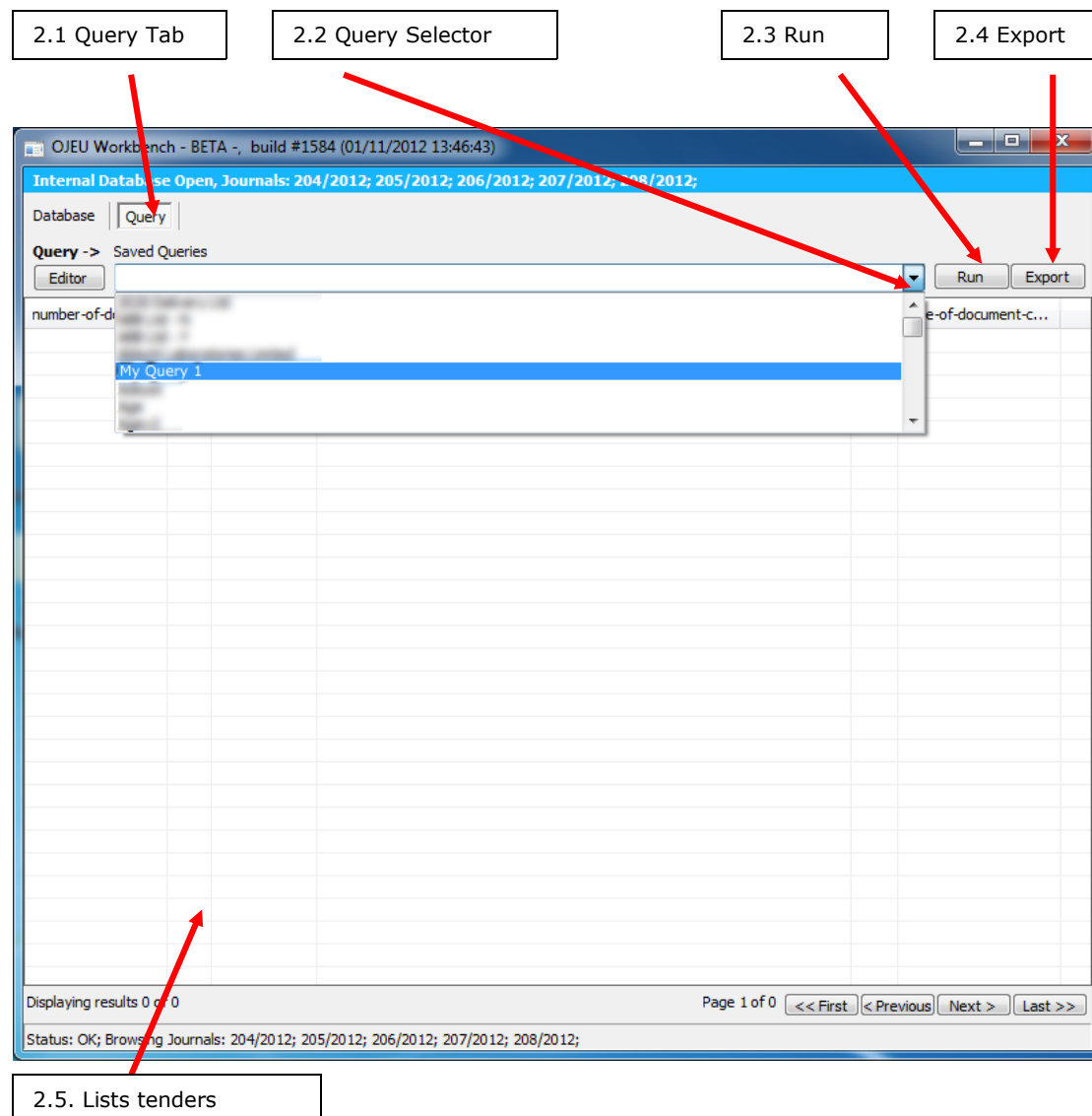
## **Configuration**

**[Documentation on configuration options (Figure 1.4) is not complete. At this time no configuration is required by the software]**

## Query

The query tool allows you to run custom queries on the database. Please see the sections on the "Query Editor" and the "Query Syntax" for more on building your own queries. To execute a predefined query first open the "Query" tab on the toolbar (fig 2.1). Select the query from the list (fig 2.2) and click the "Run" button (fig 2.3) to execute the query.

Figure 2



The results of the query will be displayed in the list (fig 2.5).

**Tip:** click the "Database" tab to go back and display the main database controls.

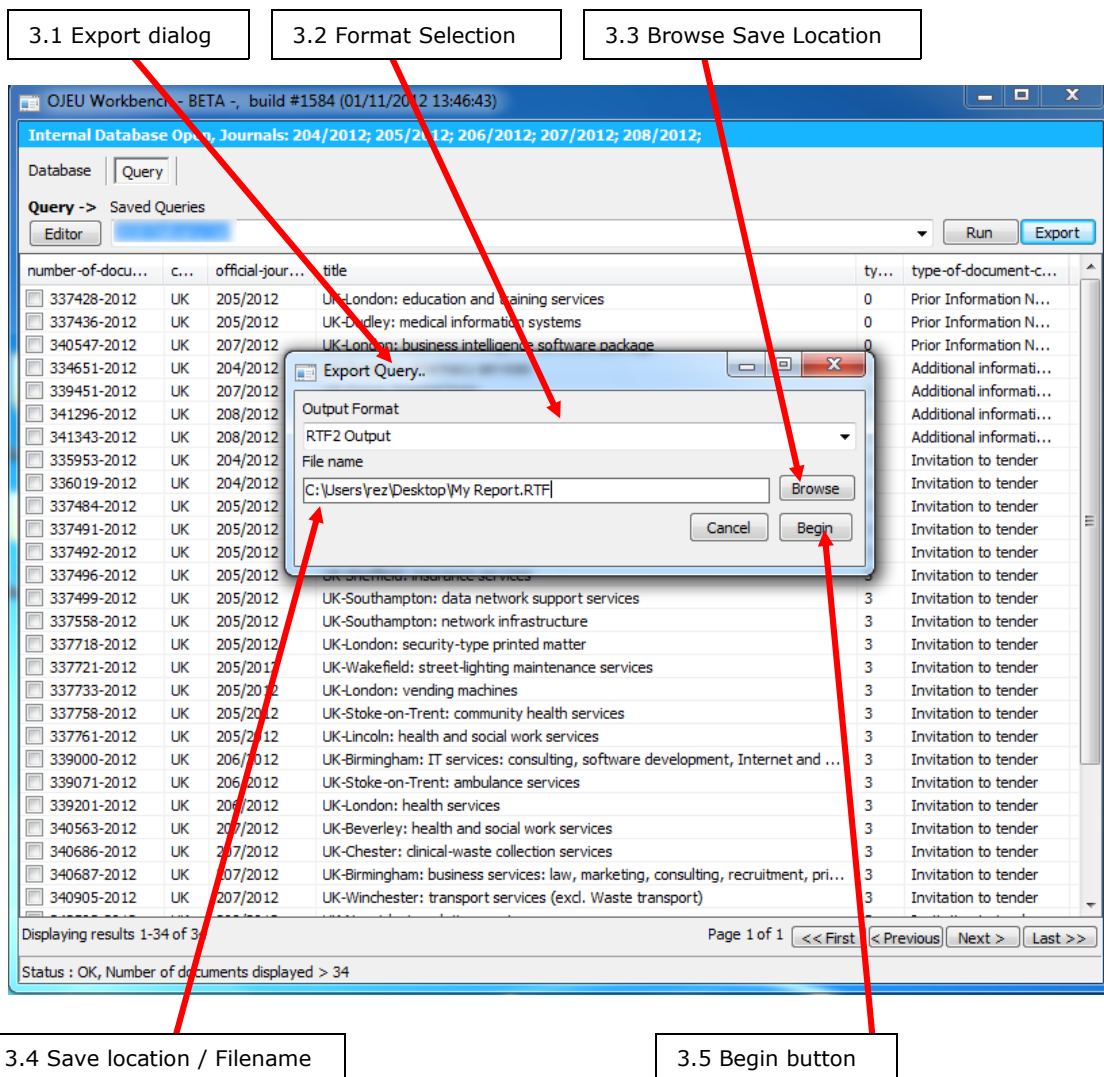
## Exporting Tenders

There are currently 2 methods for exporting tenders. The first is to export an entire query. The second is to export a selection of tenders from the list view.

### ***Exporting a Query & Producing a Report***

Open the "Query" tab on the toolbar (fig 2.1). Select the query from the list (fig 2.2) and click the "Export" button (fig 2.4). This will open the export query dialog. Select the output format you wish to save the results to. There are a number of different formats to choose from. Currently RTF, TXT, HTML and MS Word formats are supported. You must have Microsoft Word installed in order to output to MS Word .DOC. After selecting the desired format click the browse button to choose a location to save the file. Alternatively you can manually enter the location and filename in the box provided. To begin the process, press the "begin" button.

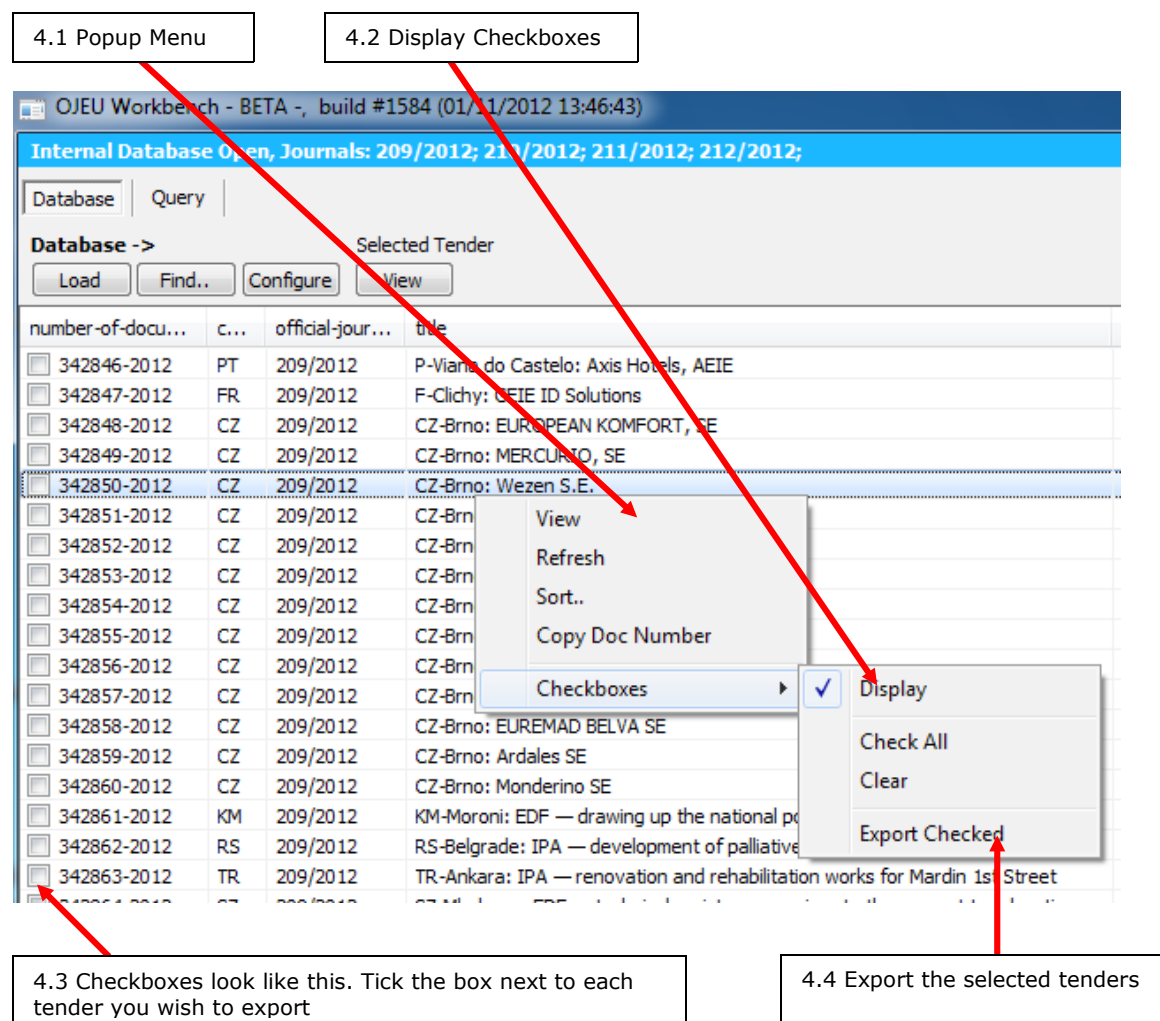
Figure 3



## Exporting a Selection

To export a selection of tenders from the list first you must enable checkboxes on the list view. Please note that this may already be enabled. To do this right click on the list view. You will see the popup menu appear as in figure 4.1. Navigate to the submenu "Checkboxes" and make sure that the "Display" item has a tick next to it (fig 4.2). Clicking the item will toggle checkboxes on / off. Next tick the box next to each tender you wish to select for export (fig 4.3). Once you are ready right click to bring up the popup menu then navigate to the "Export Checked" menu item (4.4).

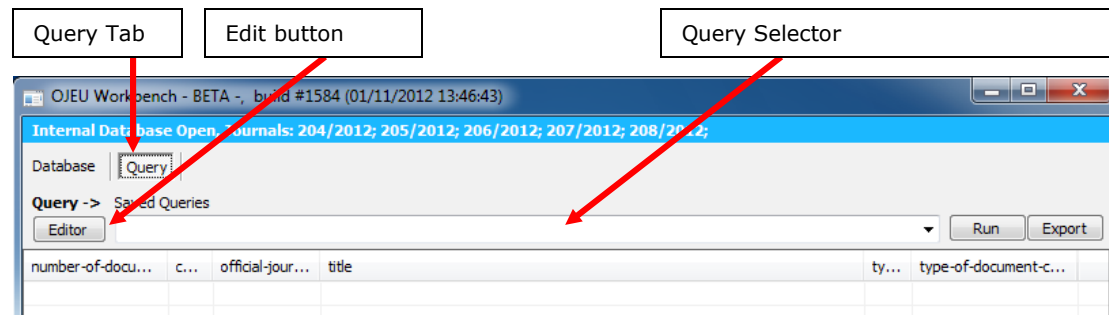
Figure 4



After clicking the "Export Checked" menu item you will be prompted to select a filename and the output format. From here the procedure is the same as "exporting a query".

## Creating your own Query

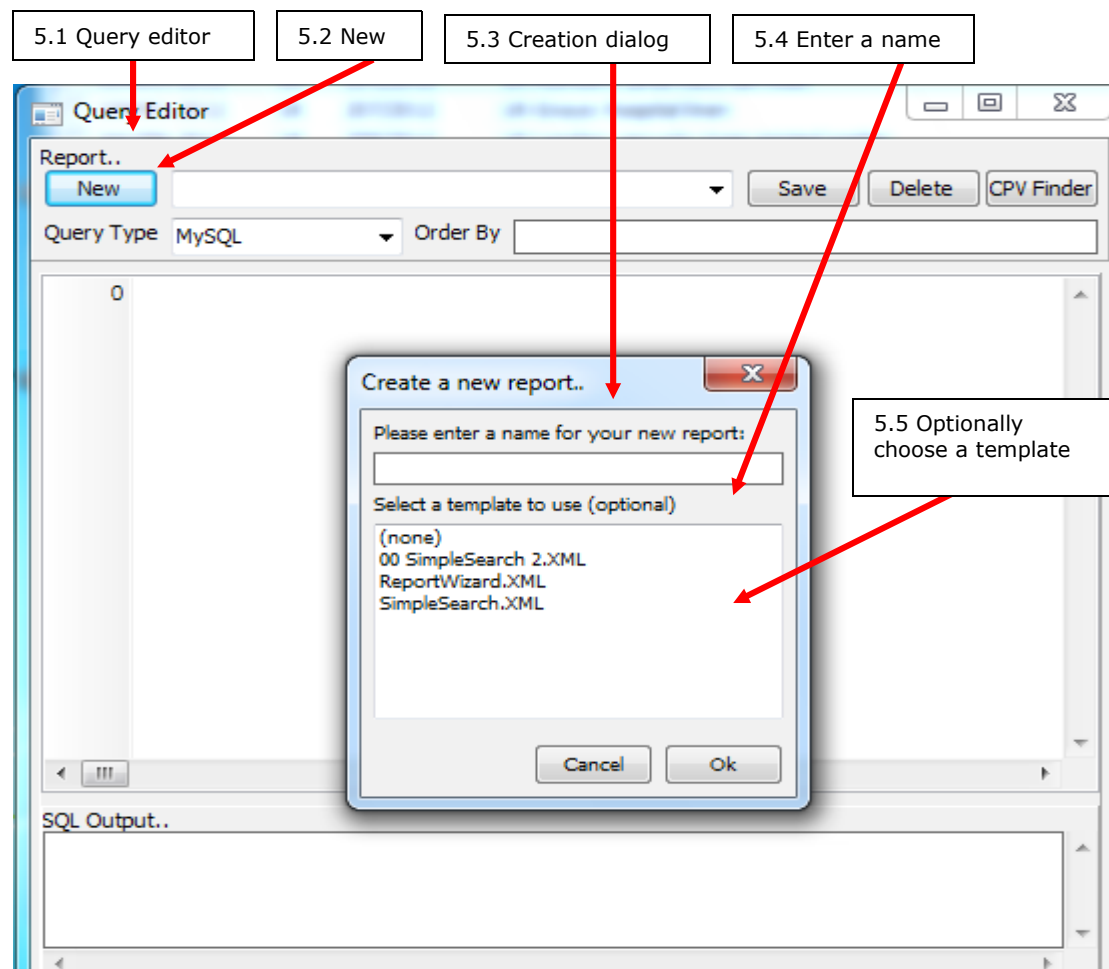
Queries can be created or modified using the query editor. To open the query editor select the "Edit" button under the "Query" tab.



## Query Editor

After pressing the "Editor" button the Query Editor will be displayed (see figure 5 below). To create a new query press the "New" button (fig 5.2) and the creation dialog will be shown. You must enter the name for the query in the box. You may also optionally choose a template to load or leave this blank to start a new blank query.

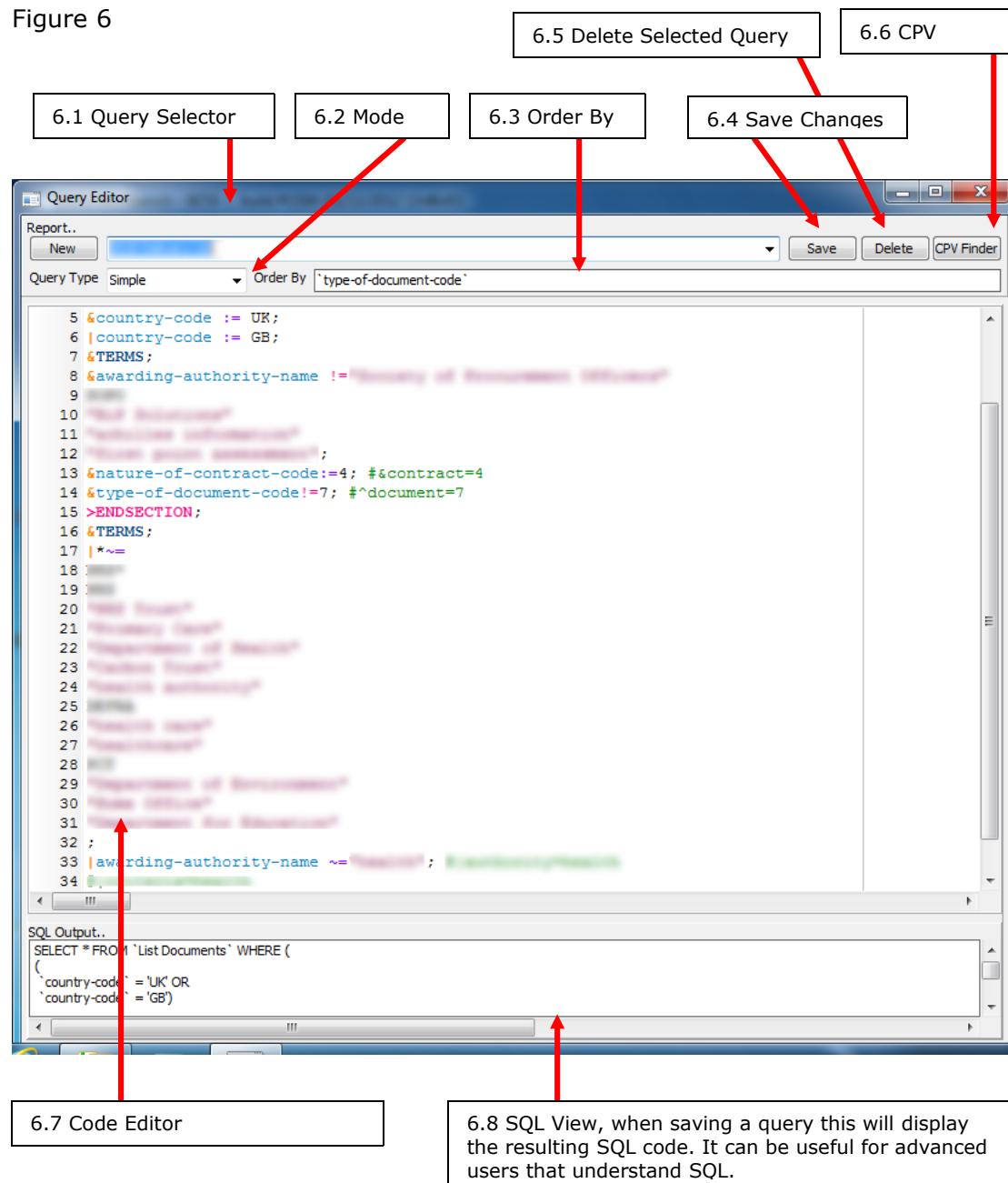
Figure 5



## Query Editor in Detail

The query editor allows you to modify the code/search parameters of the query inside the code editor (fig 6.7). The Query Type (fig 6.2) should be set to "Simple".

Figure 6



**Note:** Selecting "MySQL" (fig 6.2) will allow you to enter MySQL code directly. This is for advanced users only and will not be supported. The core database engine may change with future releases and we cannot guarantee any SQL code entered here will be compatible.

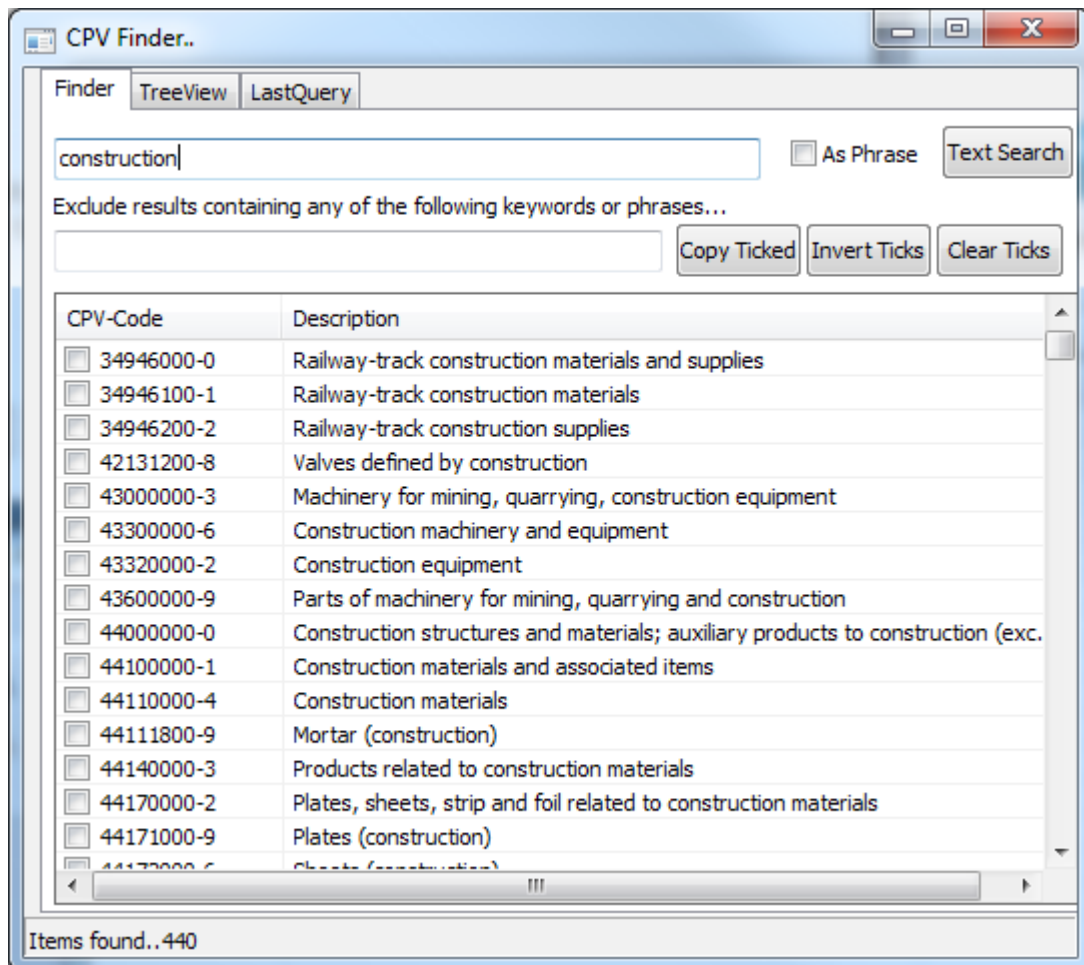


## CVP Finder

Common Procurement Vocabulary or CPV for short is a way of classifying tenders under certain "headings" or "categories" (CPV Codes). Tenders will generally be published with a number of CPV codes attached. It is a useful way to search for them other than simply using keywords or phrases.

The CPV finder is a tool for browsing and searching for CPV codes to add to your query. There are over 9500 CPV codes which can make it a daunting task. This utility has been designed to make finding them easier.

**[Documentation for the CPV finder is currently incomplete]**



## Query Syntax

Writing your own queries may seem like a steep learning curve at first. It has been designed to be similar to the syntax of the IREAD software however it is not an exact match. The IREAD software uses a flat file database and runs each instruction step by step. OJEU Workbench uses a modern relational database and SQL queries. To avoid performance issues associated with the IREAD approach the syntax has been changed. This section will attempt to show by example how to create your own queries.

### Example 1:

Finding all tenders where the title contains the word "telephone".

Code:

```
|title ~= telephone;
```

A query consists of a number of instructions telling the software what to look for. You must start each separate instruction with a logic operator. We will go into more detail about this later.

In the above example the OR operator `|` is used. Since this is the first line of the query this is ignored.

Next you must enter a field name. For a full list of field names and values see the separate document "OJEU Workbench – Fields". In this case we want to search the `title` field so that is what we enter.

You must next enter a comparison operator; again this will be explained later along with a full list of options. For this example we will use the "contains" `~=` operator. This tells the software to run a full text search on the title field.

Now we must enter the word we are searching for, in this case "telephone".

Finally we must end with a semicolon `;`

You may try this out for yourself by creating a new query or loading the query "Example 1" supplied with the OJEU Workbench software.

**Note:** All of the examples shown are preinstalled with the OJEU Workbench software.

## Example 2:

Finding all tenders where the title contains the phrase "Mobile phones" or the word "telephone".

Code:

```
|title ~=  
telephone  
"mobile phones"  
;
```

Note that when searching for a phrase it must be enclosed in single quotation marks "'". You may notice from above that keywords / search terms can be split over multiple lines.

**Tip:** do not forget to end with a semicolon ";".

## Example 3:

Searching for all UK and Ireland Tenders where the title contains "architecture" or "construction work"

Code:

```
|country-code := UK;  
|country-code := IE;  
  
&TERMS;  
  
|title ~=  
"construction work"  
Architecture  
;
```

Let's take a look at the first part. The first line looks for all tenders that have the country code "UK".

```
|country-code := UK;
```

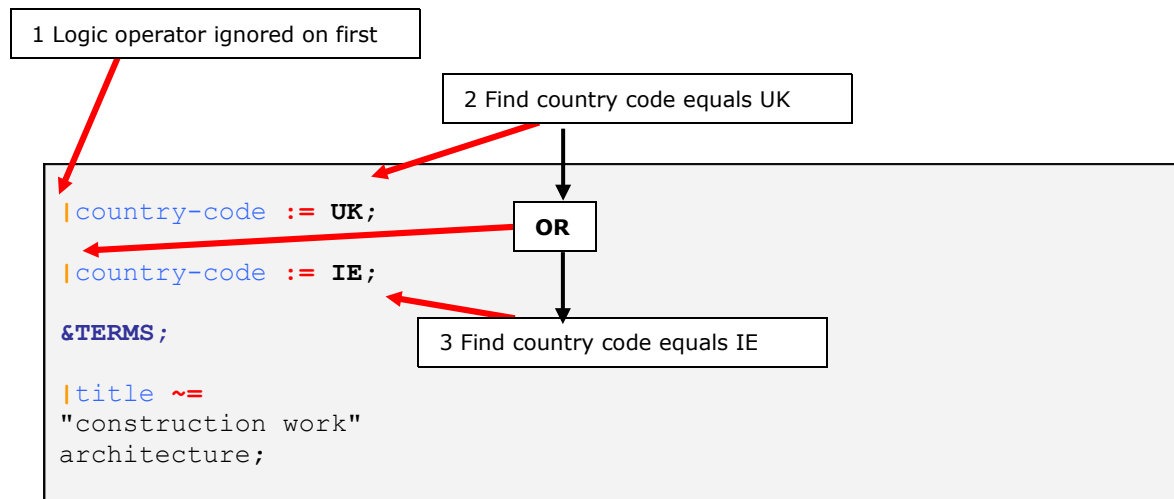
The comparison operator `:=` looks for an exact match. This differs to the "contains" operator used previously.

Now let's take a look at line 2.

```
|country-code := IE;
```

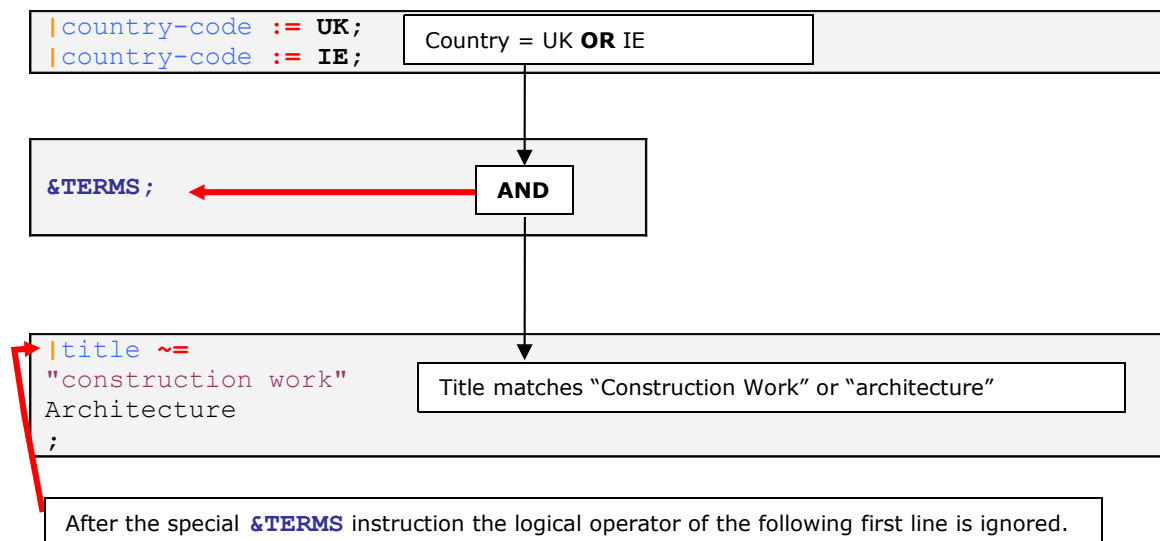
Again the comparison operator is looking for an exact match where the country code equals "IE". The line starts with the logic operator OR `|`. Given the first line this has the result of looking for all tenders that have a country code of "UK" OR a country code of "IE".

To help understand what is going on visual indicators have been added to the diagram below.



Next we look at the special instruction **&TERMS;**

This has the effect of separating everything before and after the instruction. The 2 parts are then combined with the logical AND operator.



## Adding Comments

You may want to add notes or comments to your code. Everything on a line after the hash symbol # is ignored.

### Example 3.1:

This is a demonstration of adding comments to Example 3.

Code

```
#Everything after the hash character on a line is ignore
#you can use this to add comments to your code
|country-code := UK; #Find country equals UK (exact match)
|country-code := IE; #OR country equals IE

&TERMS; #AND

|title ~= #match title against..
"construction work"
Architecture
; #don't forget to end each term with semicolon!
#end of query
```

### Example 3.2

This example builds upon 3.1.

- We will look for only UK **AND** IRL tenders.

#### AND

- We shall exclude contract award notices.
- **AND** We will exclude titles that contain "London"

#### AND

We will include tenders that:

- contain the CPV code 45000000 (the description of this code is "Construction work").
- **OR** any field contains the keywords "construction work" architecture.

```
#Everything after the hash character on a line is ignore
#you can use this to add comments to your code
|country-code := UK; #Find country equals UK (exact match)
|country-code := IE; #OR country equals IE

&TERMS; #AND

&type-of-document-code !=7 ;#Exclude Contract awards

#AND Exclude tenders containing "London" in the title
&title != "London";

&TERMS; #AND

|cpv-product-code ~= #match the following CPV codes
45000000 #Construction work
;

#OR
|* ~= #match all fields against..
"construction work"
Architecture
;
```

**Note** where the field name has been replaced by a star "\*". This tells the compiler to search against all fields that are indexed for full text searches (title, document text, awarding authority name etc). See the field list documentation for which fields are supported by full text.

## Comparison Operators

The comparison operators are used for matching fields against values. The file list of currently supported operators can be seen below:

Operator	Description
<code>:=</code>	Equal to (Exact match) e.g. <code>country-code := UK;</code>
<code>^=</code>	NOT Equal to (Exact match) e.g. <code>country-code ^= UK;</code>
<code>~=</code>	Contains e.g. <code>title ~= computer;</code>
<code>!=</code>	Does not contain e.g. <code>title != computer;</code> <code>#title doesn't contain the word "computer"</code>
<code>0=</code>	Field Is null e.g. <code>region-code 0=;</code>
<code>1=</code>	Field Is not null e.g. <code>region-code 1=;</code>

The "contains" and "does not contain" operators only work on fields that have a full text enabled. See the field list documentation for which fields are supported.

### Work In Progress:

Future editions of OJEU Workbench will require operators for "greater than" and "less than" comparisons.

## Logic Operators

Each new query line starts with a logic operator before the field name. The operator instructs the compiler how to join the current statement to the prior statement.

Operator	Description
<code>&amp;</code>	AND
<code> </code>	OR

Example 1:

The operator on the first line/statement is ignored since there is no prior statement.

### OR

<code> country-code := UK;</code> <code> country-code := IE;</code>	Country = UK <b>OR</b> IE
--	---------------------------

Example 2:

Again the first line / statement the operator is ignored.

### AND

<code> country-code := UK;</code> <code>&amp;title ~= computer;</code>	Country = UK <b>AND</b> title contains "computer"
---	---