

NRTS Website User Guide

Terms and Abbreviations

DMS	Document Management System	The repository for project related documents, e.g. technical drawings and schematics.
NRTS	National Roads Telecommunications Services	
OSS\NRTS Applications	Operational Support Services Applications	The layer of applications which support the physical network.

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1. Introduction to the NRTS Website

1.1 Who Should Read this Guide

This guide should be helpful to anyone using, or planning to use, the NRTS Website, largely GeneSys Operations, Engineering and Contract Management, HA Strategy and Operations, and Engineers and Consultants from Interfacing Organisations.

1.2 About this Guide

This guide comprises two sections (see section 1.4 for a definition):

1. A guide to the Public Area of the website.
This section provides instructions on:
 - a. How to get to the Website.
 - b. Navigating the Website.
 - c. The Public Homepage.
 - d. Areas of Functionality available to all users (including the Public) prior to Logging in.
2. A guide to the Private Area of the website.
This section provides instructions on:
 - a. Obtaining a Website Account.
 - b. Website Login.
 - c. The Private Homepage.
 - d. Areas of Functionality available to authenticated users.
 - e. Access to the DMS and Forward Programme.
 - f. Website Administration (for Website Administrators).

‘NRTS Website’ and ‘Website’ are used interchangeably throughout this guide.

1.3 The Function of the NRTS Website

The NRTS Website supports the NRTS project by delivering a platform for sharing project related information and providing access to project tools and applications.

1.4 Introduction to The Public and Private Areas of the Website

The NRTS Website is constructed around two functional areas, described below:

1. The Public Area.
Users do not need to log in to the website to view the information in the public area. This non-restricted area is therefore available to everyone, including members of the public who have learnt of the presence of the website.
The Public Area Guide starts at Page 8.
2. The Private Area.
Users must log in to the website in order to access the private area. The level of functionality available within this restricted area of the website is dependant upon the rights associated with the account used to log in.
The Private Area Guide starts at Page 16.

Both the public and private areas of the website have a homepage, referred to as the Public Homepage (see section 3) and the Private Homepage (see section 22) respectively.

1.5 NRTS (OSS) Applications

The NRTS Website provides user access, subject to user rights, to the following NRTS (OSS) Applications:

1. The Document Management System (DMS) [see section 13].
2. The Forward Programme (see section 13.2).

1.6 Website Administration

Some users of the website will be authorised to perform specific administrative tasks. Section 14 of this guide provides instructions for Website Administrators.

PUBLIC WEBSITE

2. Getting Started with the NRTS Website

2.1 Viewing the NRTS Website

The NRTS Website can be reached by entering the following Web Address (URL) into your browser:

<http://www.nrtsco.com/>

You will be directed to the Website Public Homepage on entering the NRTS Website Address in your browser (see section 2.2 for an Introduction to the Website and section x for an overview of the Public Homepage).

Contact your IT Department if the NRTS Website will not display in your browser or an error is returned (e.g. 404 Page Not Found).

2.2 Main Components of the Website

Appendix A illustrates the main components of the Website.

A description of the main components of the Website is shown in Table 1:

Header	
Emergency News Panel (see section 5.1)	
Left-hand Navigation Panel (see section 4.1)	
Main Content Area	
Welcome User Panel (see section 9.5)	
Right-Hand News Panel (see section 5.3)	
Footer	

Table 1: Description of the main components of the Website

3. The Public Homepage

The Public Homepage is designed to be a useful landing page for users of the website, including members of the public.

The main elements of the Public Homepage can be broken down as follows:

4. Navigating the NRTS Website

4.1 Left-hand Navigation Panel

A primary means of navigating the NRTS Website is via the left-hand navigation panel which is visible on all pages of the website*. Figure 1 shows the left-hand navigation panel visible on the Public Homepage.

The items available in Figure 1 are top-level menu items.

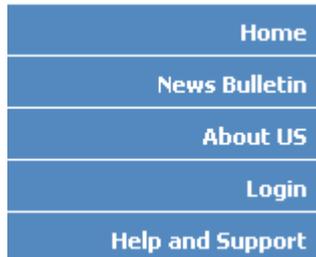


Figure 1: Left-Hand Navigation Panel

Selecting the link of a top level menu item contained within the left-hand navigation panel will:

1. Take you to the web page for the selected operation if the selected top-level menu option has no submenu, e.g. clicking [Login](#) takes you to the Login Page.
OR
2. Display the submenu for the selected operation, e.g. clicking [Help and Support](#) opens the Help and Support submenu (see Figure 2). Submenu options appear below the top-level menu option, and are coloured differently. Selecting a submenu option by clicking the link will take you to the web page for the chosen operation, e.g. clicking [Contact Us](#) takes you to the Contact Us page. Clicking on the top-level menu option, with the submenu open, will close the submenu.



Figure 2: Left-hand Navigation Panel with open Submenu.

* Except in new browser windows, which the web application may occasionally open during specific operations.

4.2 Breadcrumbs

Not Yet Implemented.

Breadcrumbs, taken from the breadcrumb trail left by Hansel and Gretel in the fairytale of the same name, describe one or more navigable links back to the Homepage.

Breadcrumbs are therefore a useful aid to understanding where you are within the website and provide the means to get back to the Homepage.

4.3 Sitemap

Not Yet Implemented.

4.4 Footer Links

The footer of each page of the website* contains links to useful information, for example a link to [Legal Information and Disclaimers](#).

* Except in new browser windows, which the web application may occasionally open during specific operations.

5. News

5.1 Emergency News

The NRTS Website displays Emergency News within the Emergency News Panel housed within the header of every web page (see Figure 3) within the website*.



Figure 3

Emergency News items within the Emergency News Panel scroll horizontally across the screen from right to left.

Positioning the mouse cursor over an Emergency News item stops Emergency News items from scrolling and highlights the selected news item as a link. Click the link to go to the detail of the selected Emergency News Item.

* Except in new browser windows, which the web application may occasionally open during specific operations

5.2 News Bulletin

News Bulletins are items of news considered to be of importance, significance, or interest to users of the NRTS Website.

Perform the following step to go to the News Bulletin page:

1. Select [News Bulletin](#) from the left-hand navigation panel *.

OR

2. Select the [More News](#) link from the right hand news panel (see section 5.3).

* the News Bulletin link is not available in the Private Area of the Website. To go to the News Bulletin page from the private area of the website, select the [More News](#) link from the right hand news panel (see section 5.3).

The News Bulletin page is shown in Figure 4.

The screenshot shows a website layout for a news bulletin. At the top is a blue header with the word "News" in white. Below this is a section titled "Top stories" in bold black text. Underneath are three news items, each with a blue title and a summary: "Grand Prix road news" with the summary "Access arrangements for Formula One British Grand Prix at Silverstone, Northamptonshire announced. arrow", "More Traffic officers on patrol" with "Highways Agency traffic officers patrol motorways in Bedfordshire. arrow", and "Keeping Traffic Moving" with "A new era in traffic management. Take a drive through Active Traffic Management and learn about Traffic Officers." Below these is a section titled "Current News" in bold black text, containing two items: "15-05-2006 [How the Highways Agency helps](#)" and "01-05-2006 [A34 Hampshire](#)".

Figure 4: News Bulletin page

The News Bulletin page contains the following two sections:

1. Top Stories.
This section contains the top 3 news bulletins. Each news bulletin has a title (link) and summary.
2. Current News.
This section contains all news bulletins which are in-date. Each news bulletin has a date of release and a title (link).

Select the [title link](#) of the news bulletin, either from top stories or current news, to view the detail of that bulletin. You will be navigated to the News Bulletin Detail page that displays the selected news item.

The News Bulleting Detail within the News Bulleting Detail page lists the full news item and possibly provides a link to the news item hosted on an external site, e.g. the BBC Website. The link is titled [Find More](#).

5.3 Right-hand News Panel

Three News Bulletins are also shown on the right-hand side of all website pages * (see Figure 5).

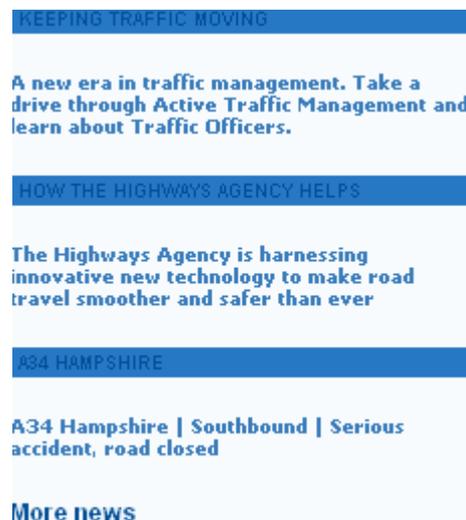


Figure 5: Right-hand News

The right-hand news panel shows the title (link) and summary detail of the news bulletins contained within it. There is also a link, [More news](#), to the News Bulletin page (see section 5.2).

* Except in new browser windows, which the web application may occasionally open during specific operations.

6. About Us

The About Us page provides information about the NRTS project and its participants. The About Us page contains a link to the Contact Us page (see section).

To go to the About Us page:

1. Click on [About Us](#) contained within the left-hand navigation panel.

7. Help and Support

7.1 The Help and Support Submenu

The Help and Support submenu is shown in Figure 6 below.



Figure 6: The Help and Support submenu

See section 3.1 for information relating to the left-hand navigation panel.

7.2 Help

7.3 FAQ

7.4 Contact Us

The Public Area of the website contains functionality which enables a user to contact the Website Administrator online.

Perform the following steps to go to the Contact Us page:

1. Enter the [NRTS Website Address](#) in your browser (see step).
2. Select [Help and Support](#) from, the left-hand navigation panel.
3. Select [Contact Us](#) from the Help and Support submenu within the left-hand navigation panel.

The Contact Us form is shown in Figure 7.

Contact Us

Reason To Contact US Please select the most appropriate reason

Subject

Your Name

Details

@mail

Repeat @mail

Phone Number

Submit Clear

Figure 7: Contact Us Form

Perform the following steps to complete and submit the form:

1. Select a reason for contact from the Reason to Contact Us drop down list.
2. Enter a subject in the Subject field.
3. Enter your name in the Your Name field.
4. Enter the details in the Details text area.
5. Enter your email address in both the @mail and Repeat @mail fields *.
6. Enter your phone number in the Phone Number field.
7. Click the Submit button.

Correct any validation errors should these occur, for example if you failed to complete a mandatory field.

A confirmation message will be displayed on successful submission of the Contact Us form. You will also receive a confirmation Email.

* Ensure that you correctly enter your Email address as this address will be used to send the confirmation email. The Website Administrator may also reply to your message using this address.

PRIVATE WEBSITE

8. Requesting a Website Account

Perform the following steps to request a website account *:

1. Enter the NRTS Website Address in your browser (see section 2.1).
2. Select Login from the left hand side navigation panel.
3. Select the New Account Request Form link from the NRTS Login form.
4. Print the New Account Request Form and complete in full **.
5. Give the New Account Request Form to your manager so that he\she can approve your request and organise access.
6. You will receive an email notification, containing your User Name and your system generated Initial Password, once your account has been created.

* You can also select the link Apply for Account from the Public Homepage.

** Ensure that the Email address you provide is correct, as your new account details will be sent to this address.

Once you have received your account details you are ready to Log in to the website for the first time (see section 9.1).

9. Login

9.1 Logging In For the First Time

Perform the following steps to login to the website for the first time:

1. Select Login from the left hand side navigation panel*.
2. Enter your User Name and Initial Password** in the NRTS Login Page.
3. Click the Logon button.

* Depending on your browser settings you may receive a Security Alert, shown in Diagram x. Click Yes to proceed to the Login page.



Figure 8

** Your User Name and Initial Password should have been sent to you in email shortly after your Website Account was created (your initial password will be system generated).

Once successfully logged in for the first time you will be directed to the [My Profile](#) page (see section 9.2, Updating [My Profile](#) after First Login).

9.2 Updating [My Profile](#) after First Login

After logging in for the first time you will need to update your profile by completing the [My Profile](#) form.

Here you must:

1. Create a New Password.
2. Select a Security Question and provide an Answer.

The [My Profile](#) form is shown in Figure 9.

Figure 9: My Profile Form

Complete the following steps to update your profile for the first time:

1. Enter your Current Password (this will be your Initial Password generated by the system and provided by email).
2. Enter a New Password – passwords must be four or more alphanumeric characters.
3. Confirm New Password by re-entering your new password from step 2.
4. Select a Security Question from the drop down list.
5. Provide an Answer to your chosen security question.
6. Click on the Save button.

Correct any validation errors should these occur, for example you will be warned if your New Password and Confirm New Password entries do not match. Once corrected click Save again.

On successfully editing your profile for the first time you will be logged in and directed to the Private Homepage.

9.3 Logging In on Subsequent Occasions

Once you have completed your first login the steps required to perform subsequent logins are:

1. Select Login from the left hand side navigation panel.
2. Enter your User Name and Password* in the NRTS Login Page.

3. Click the [Logon](#) button

You will be directed to the [Private Homepage](#) once logged in.

9.4 Failed Logins

A relevant message will be displayed if you enter either an incorrect username or password (or both) during the Login process.

Your account will be deactivated if you enter incorrect details three times. If this happens, you will not be able to login to the website even if you use the correct username and password. Contact your manager if your account is deactivated after repeated failed login attempts.

9.5 Welcome User Panel

The Welcome User Panel is displayed in the top right hand corner of each web page, to the right of the emergency news panel (see Figure 10).



Figure 10: Welcome User Panel

The welcome user panel includes the following:

1. Confirmation of the user logged in (User 'user' in Figure 10).
2. A link, [Edit profile](#), to the My Profile page (see section).
3. A link, [Logout](#), to logout of the website (see section 9.6).

9.6 Logout

To logout of the website:

1. Select Logoff from the left-hand navigation panel
OR
2. Select Logout from the Welcome User Panel (see section 9.5).

9.7 Session Timeout

Your website user session will timeout after 30 minutes of inactivity. If your session times out you will need to log in again (see section 9.3).

The website will remember the last link you attempted to go to, prior to your session timeout notification, and will direct you there once logged in again.

9.8 Forgotten Password

If you forget your password and are therefore unable to login to the website you can follow the Forgotten Password process.

Perform the following steps to follow the Forgotten Password process:

1. Enter the NRTS Website Address in your browser (see step 2.1).
2. Select Login from the left hand side navigation panel.
3. Select the Forgotten Password link within the NRTS Login form.

You will be directed to the Forgotten Password form, shown in Diagram 2.

Figure 11

Perform the following steps to complete the form*:

1. Enter your User Name in the User Name field.
2. Enter your Email Address in the Email Address field**.
3. Select your Security Question from the Security drop down list***.
4. Enter the answer to your chosen security question in the **Answer** field.
5. Click on the Submit button.

* Clicking on the question marks beside the fields will display Field Specific Help.

** Your password will be sent to this Email address if you correctly answer your security question so that you will be able to login to the website.

*** You would have chosen a security question and answer on updating your profile for the first time (see step 9.2).

A message will be displayed on submitting the form indicating that either:

1. You answered the security question correctly and your password has been sent to you in Email.
2. You answered the security question incorrectly and your account has been disabled as a result.

10. The Private Homepage

The Private Homepage has been designed to provide quick access to commonly used areas of functionality.

At present, the Private Homepage contains:

1. A Plan Work and Services Pane – for quick access to key Forward Programme functionality, including a link to the Forward Programme User Guide.
2. The Document Centre – for quick access into DMS functionality, including Document Quick Search (see section), Advanced DMS Functionality (see section) and the DMS User Guide download (see section).
3. An online services pane – information on forthcoming services and a link to the NRTS User Guides (see section).
4. The Contact Us pane – key project contact details and a link to the Contact Us page housing the Contact Us online form.

10.1 NRTS User Guides

NRTS User Guides can be displayed by selecting the [NRTS Guides in Document Centre](#) link from the Coming Soon pane within the Private Homepage. Selecting this link opens the User Guide DMS Document Summary View in a new window.

User Guides are stored in the folder Tech Spec and Standards.

11. Navigating the Private Area of the NRTS Website

11.1 Left-hand Navigation Panel

Navigation within the Private Area of the website is similar to navigation within the Public Area of the site (see section 3).

The only difference is that items of navigation (links), particularly within the left-hand navigation panel, are User Permission Sensitive. This means some users will see links that other users do not. The following scenarios should help to explain this feature.

Top-level links within the left-hand navigation panel will not be displayed at all if the logged-in user has not been given access to that area of top-level functionality, e.g. Users who have not been given access to the Forward Programme (an area of functionality within the website) will not see the Forward Programme link within the left-hand navigation panel. Such a user would not be able to access Forward Programme functionality.

If a user has been given permission to a top-level area of functionality, again the Forward Programme for example, but has not been given access to a specific submenu area of functionality, e.g. Order Services, the submenu link will be visible but will be 'greyed out' (not clickable). Such a user would not be able to access submenu functionality, e.g. Order Services.

Diagram x shows the left-hand navigation panel with submenu links 'greyed out'.

Diagram x.

12. Help and Support

12.1 Help

See section – Public Website help

12.2 FAQ

See section – Public Website FAQ

12.3 Contact Us

The Private Area of the website contains functionality which enables a user to contact specified individuals by completing an online form.

Perform the following steps to go to the Contact Us page:

1. Ensure you are logged in to the website.
2. Select Help and Support from, the left-hand navigation panel.
3. Select Contact Us from the Help and Support submenu within the left-hand navigation panel.

The Contact Us form is shown in Diagram x.

Figure 12

Perform the following steps to complete the Contact Us form:

1. Select a reason for contact from the Reason to Contact Us drop down list.
2. Select a contact person or team from the Contact Person/Team field.
3. Enter a subject in the Subject field.
4. Enter your name in the Your Name field
5. Enter the details in the Details text area.
6. Enter your email address in both the @mail and Repeat @mail fields *.
7. Enter your phone number in the Phone Number field.
8. Click the Submit button.

Correct any validation errors should these occur, for example if you failed to complete a mandatory field.

A confirmation message will be displayed on successful submission of the Contact Us form. You will also receive a confirmation Email.

* Ensure that you correctly enter your Email address as this address will be used to send the confirmation email. The Website Administrator may also reply to your message using this address.

13. NRTS Applications

13.1 Document Management System (DMS)

13.1.1 Introduction to the DMS

The DMS is a central repository for NRTS related documents.

13.1.2 Document Quick Search

You can perform a Quick Search (Free Text Search) of the DMS from the website.

Follow the steps below to perform a Document Quick Search:

1. Log in to the NRTS Website with an account with DMS Permissions(see section 6).
2. Enter your search criteria in the keywords field within the Document Centre contained on the Private Homepage (see Diagram x).
3. Click on the Find Document button.

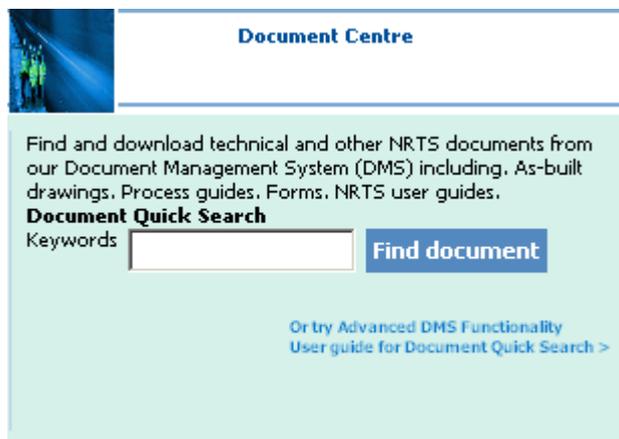


Figure 13

You will be taken to the Document Search Results page (see section 8.2).

13.1.3 Document Search Results

The results of a document search are shown in Diagram x.

Search Results for: **technical**

[Back](#)

[Need Help?](#)
[View User Guide](#)

Search Results Overview:

Document Type (Click on a Type below to View the Documents)	Documents found
Correspondence	0
Folder	2
Contract Mgmt Records	12
GeneSYS Proc Procedures	1
Tech Spec and Standards	2
Tech Records	0
Pro-Formas	0
CRP Process	0
Total for all Types	17 result(s)

Figure 14

The document search results page shows the Search Results Overview.

Select the folder of interest by clicking on the [folder link](#). You will be taken to the Document View shown in Diagram x.

Search Results for: **technical** [Back](#) [Need Help?](#)
[View User Guide](#)



Type	Actions	Document Number	Document Title	Status	Document Group	Type	D
R	View PDF Download Select	GDCG Use Only	Technical Records				0:
R	View PDF Download Select	GDCG Use Only	Technical Records				0:
R	View PDF Download Select	GDCG Use Only	Technical Records				0:
R	View PDF Download Select	GDCG Use Only	Technical Records				0:
R	View PDF Download Select	GDCG Use Only	Technical Records				0:
R	View PDF Download Select	GDCG Use Only	Technical Records				0:
R	View PDF Download Select	GDCG Use Only	Technical Records				0:
R	View PDF Download Select	GDCG Use Only	Technical Records				0:
R	View PDF Download Select	GDCG Use Only	Technical Records				0:
R	View PDF Download Select	GDCG Use Only	Technical Records				0:
R	View PDF Download Select	GDCG Use Only	Technical Records				0:
R	View PDF Download Select	GDCG Use Only	Technical Records				0:

Listing documents 1-12 for selected document type

Select another type for more results: [Folder - 2](#), [GeneSYS Proc Procedures - 1](#), [Tech Spec and Standards - 2](#) | **(Total for types: 17)**

Figure 15

From the Document View you can download a document for viewing, by selecting the [Download](#) link for that document.

You can also perform activities available on the Document View Toolbar. See the DMS User Guide for descriptions of toolbar functionality (see section).

13.1.4 Link to Advanced DMS Use

To use Advanced DMS functionality you can open the DMS in a new window.

Follow the steps below to go to Advanced DMS functionality:

1. Log in to the NRTS Website (see section 6).
2. Select the [Advanced Search Functionality](#) link from within the [Document Centre](#) contained within the Private Homepage.
3. The DMS Advanced Search window will open *.

The session with the DMS (in a new window) may timeout after 30 minutes of inactivity even if you continue to work in the main browser window containing the NRTS Website. If you are timed out of the DMS you should close the DMS window and reopen a new one (see steps above).

13.1.5 Rights to the DMS

You must have been granted DMS access permissions in order to access the DMS through the website.

The documents visible to you will depend on the level of access you have been granted within the DMS.

13.1.6 DMS User Guide

There is a DMS User Guide available.

To access the DMS User Guide:

1. Select [Download DMS Quick Guide](#) from the Document Centre located within the Private Homepage.

13.2 Forward Programme

The Forward Programme is available through the website (to users with the appropriate rights).

Perform the following to access the Forward Programme:

1. Ensure you are logged on as a user with Forward Programme access.
2. Select [Forward Programme](#) from the left-hand navigation panel.

Forward Programme functionality is covered in the Forward Programme User Guide.

14. Website Administration

14.1 The Administrator Console

To go to the Administrator Console:

1. Log in to the NRTS Website with an account with Administrative permissions (see section 6).
2. Select Administrator Console from the left-hand navigation panel.

The Administrator Console submenu will be opened (see diagram x).



Figure 16

Select the submenu link corresponding to the administrative task you wish to perform.

14.2 User Maintenance

Follow the steps below to go to the User Maintenance page:

1. Open the Administrative Console submenu (see section 9.1).
2. Click on User Maintenance.

You will be taken to the User Maintenance Page (see diagram x).

 A form titled 'User Maintenance' with a blue header. At the top left, there are two radio buttons: 'Create' (selected) and 'Modify'. Below this are several input fields: 'The Login Name' (text box), 'Select User Group' (dropdown menu), 'User's Name' (text box), 'E Mail Address' (text box), 'Repeat E-Mail Address' (text box), 'Phone Number' (text box), 'Mobile' (text box), and 'Status' (dropdown menu with 'Please select...' as the first option). At the bottom, there are two buttons: 'Cancel' on the left and 'Save' on the right.

Figure 17

14.2.1 Create a New Website User

Follow the steps below to create a new website user *:

1. Open the User Maintenance page (see section 9.2).
2. Make sure the Create radio button is selected (this is the default setting).
3. Enter a Username for the new user in the Login Name field.
4. Add the new user to a User Group by choosing a user group from the drop down list Select User Group (see section 9.3).
5. Enter the User's name in the User's Name field.
6. Enter an Email address for the new user in the Email Address Field.
7. Confirm the Email address for the new user in the Repeat E-mail Address field.
8. Enter a phone number for the new user in the Phone Number field.
9. Enter a mobile phone number for the new user in the Mobile field.
10. Set the status for the new user by selecting Active or Inactive from the drop Status down list *.
11. Click the Save link to create the new user.

* See section 9.4 for an explanation of user and user group architecture.

* *you can create a new user with a status of Active (user created and able to log in to the website) or Inactive (user created, but unable to log in to the website).

14.2.2 Modify an Existing Website User

Follow the steps below to modify an existing website user:

1. Open the User Maintenance page (see section 9.2).
2. Select the Modify radio button.
3. Select a user from the Select User drop down list *.
4. You can amend any of the user attributes specified in section 9.21**.
5. Click on the Save button.

* this drop down list contains the User's name, not the Username.

** you could, for example, deactivate a user account if you know the user is on leave for a prolonged period.

14.3 User Group Maintenance

Follow the steps below to go to the User Group Maintenance page:

3. Open the Administrative Console submenu (see section 9.1).
4. Click on User Group Maintenance.

You will be taken to the User Group Maintenance Page (see diagram x).

Figure 18

14.3.1 Create a New User Group

Follow the steps below to create a new website user *:

1. Open the User Group Maintenance page (see section 9.3).
2. Make sure the Create radio button is selected (this is the default setting).
3. Enter a name for the new User Group in The Name of the User Group field.
4. Enter a description for the new User Group in the Description of the User Group field.
5. Select Active or Inactive from the Status drop down list **.
6. Add permissions to this group by selecting an Available Access*** and clicking the right arrow (you can remove permissions by following the reverse operation).
7. Click the Save link to create the new user group.

* See section 9.4 for an explanation of user and user group architecture

** you can create a new user group with a status of Active (user group created and members are able to log in to the website) or Inactive (user group created, but members are unable to log in to the website).

*** see section 9.3.3 for a breakdown of available permissions.

14.3.2 Modify an Existing User Group.

Follow the steps below to modify an existing website user group:

6. Open the User Group Maintenance page (see section 9.3).
7. Select the Modify radio button.
8. Select a user group from the Existing User Group drop down list.

9. You can amend any of the user group attributes or permissions specified in section 9.3.1.
10. Click on the Save button.

14.3.3 Available System Permissions

14.4 User and User Group Architecture

This section provides an overview of the User and User Group Architecture, in particular describing how users, through user groups, are assigned permissions within the website.

The first important concept to understand is that a user is never assigned permissions directly. A user is assigned permissions by adding them to a user group and adding the required permissions to the user group.

Permissions are defined within the system and determine what a user group, and the users that make up that group, can do within the website.

The following example should provide some clarity.

Diagram x shows two User Groups – User Group Alpha and User Group Beta. User Group Alpha contains three Users – Users 1 to 3. User Group Beta contains two Users – Users 4 and 5.

For simplicity, there are five system wide permissions available within the website, Permission 4 grants access to the DMS.

In our example, Permission 4 (DMS Access) has been given to User Group Alpha, so all users within this group (user's 1 to 3) will have access to the DMS. User's 4 and 5 will not have access to the DMS because their User Group, User Group Beta, has not been given permission to access the DMS (in fact, User Group Beta has been given no permissions).

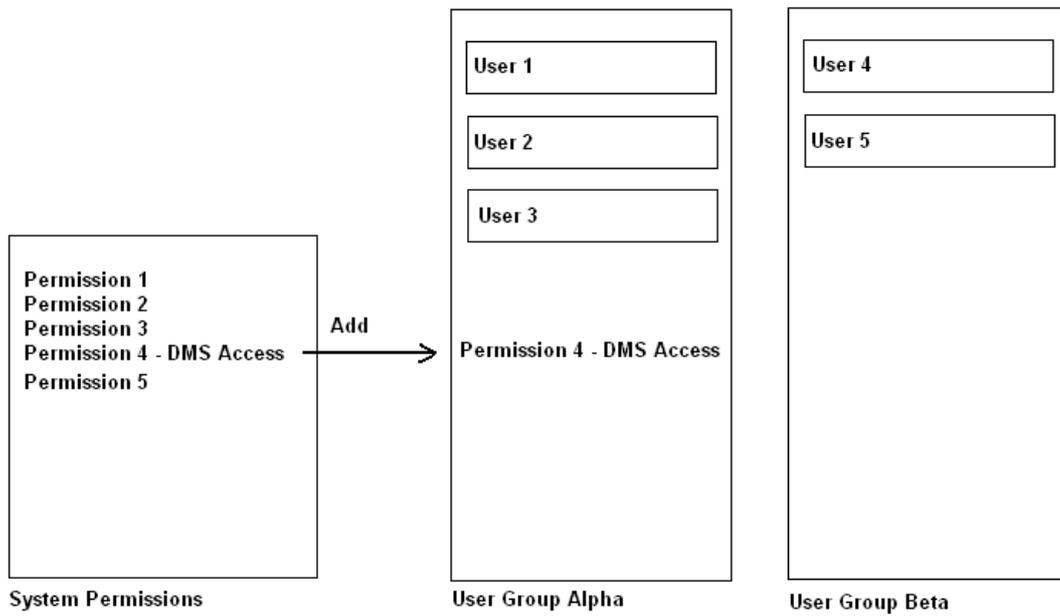


Figure 19

14.5 News Maintenance

Follow the steps below to go to the News Maintenance page:

5. Open the Administrative Console submenu (see section 9.1).
6. Click on News Maintenance.

You will be taken to the News Maintenance Page (see diagram x).

Figure 20

14.5.1 Creating News Items

Follow the steps below to create a News Item:

1. Open the News Maintenance page (see section 9.5).
2. Ensure that the create radio button is selected within the News Maintenance form (this is the default setting).
3. Enter a title for the News Item in the News Title field.
4. Select a news type from the News Type drop down list *.
5. Enter a news summary in the News Summary field.
6. Enter the detailed news item in the Detailed News field.
7. Enter an associated URL if required in the Associated URL field **.
8. Enter a start date for the news item to be visible within the website by clicking on the Calendar button to the right of the Specify Start Date field and selecting a start date.
9. Enter an end date for the news item to be removed from the website by clicking on the Calendar button to the right of the Specify End Date field and selecting an end date ***.
10. Click the Save button.

* news items can be either News Bulletins or Emergency News items (see section). Emergency News items appear in the emergency news panel, new bulletins appear in the news bulletin summary page.

** you can enter an optional URL to a full news article on another site, e.g. the BBC Website.

*** to remove an active news item from the website you can simply specify an end date which is in the past.

14.5.2 Modify Existing News Items

14.6 Options Maintenance

14.7 Content Maintenance

14.8 Document Maintenance

15 My Profile

15.1 Updating your Profile

16 Accessibility

16.1 General Accessibility

The website is designed to comply with 'A' accessibility standards. If you encounter any specific problems with the accessibility of the NRTS Website please contact your website administrator.

16.2 Website Text Size

To increase the size of the font for website text follow the following steps:

Internet Explorer 6.0

1. Select View and then Text Size from your browser menu.
2. Select the most fitting text size, for example LARGEST.

APPENDIX A