Research Program and Project Management (RPPM) Posting Guidance

http://rppm.transportation.org/Pages/default.aspx

Last updated: February 2018

Getting Started

- Members can post announcements, calendar events, discussion items, and documents. To register as an AASHTO Affiliate Member:

Registering for Access to the Site

Registration is a two-step process and both steps must be complete before you can access the collaborative features of the site (i.e., uploading Documents, adding Calendar entries and Announcements, and participating in the Discussions).

Step 1: Register as an AASHTO E-Affiliate, at http://register.transportation.org/EAffiliate_Register.aspx. Type in your email address, then complete the form and submit it.

NOTES:
A. Keep the password you used for registration; it will be your password to access the RPPM site once permissions have been granted.
B. Once you have registered as an AASHTO E-Affiliate, you will receive an automatic email that may look like you have been granted permissions for the website; however, you must complete Step 2 in order to gain full access to the collaborative features of the site.
C. You can change your password and manage your E-Affiliate account at the following address: http://register.transportation.org.

Step 2: Send an email to the Webmaster (mytrb@nas.edu) requesting Member-level access to the site. Please include the email address you used to register as an AASHTO Affiliate. Once access has been granted, you will receive a confirmation email from The AASHTO Membership System Team indicating that your request has been approved. This email will certify that your registration is complete. The standard message will look like the following:

Dear << USER_FULL_NAME >>,

You, or an AASHTO staff member on your behalf, recently requested membership appointment to or access to an AASHTO committee or portal site. Your request to join has now been approved by an AASHTO Administrator. Following are the details of your appointment or access:

[[REPEATABLE_COMMITTEE_ID]]
[[REPEATABLE_DESIGNATION]]
[[REPEATABLE_MEMBER_TYPE]]

<< ADMIN_MESSAGE >>

Thank you,
The AASHTO Membership System Team
URL: << AMIMS_MEMBER_SITE_URL >>

- If you are having troubles, try another Internet browser.
- If your troubles persist, contact Site Owners, Sue Sillick (ssillick@mt.gov) and the Webmaster (mytrb@nas.edu).

Announcements: Announcements can be posted on first level (left-hand menu) pages only, except the home page.
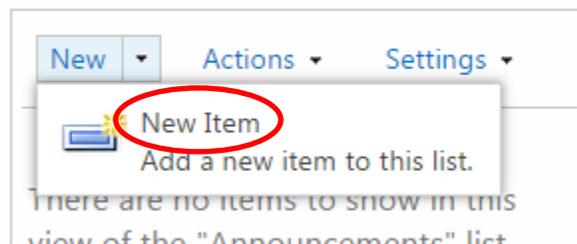- **Posting Announcements**
    o Log in. You must be registered as a Member to post documents. To register as an AASHTO E-Affiliate Member, see instructions on page 1.
    o Navigate to the page where you would like to post your Announcement.
    o To post a new Announcement, click on "New" or click on the down arrow next to "New" and click on "Item.
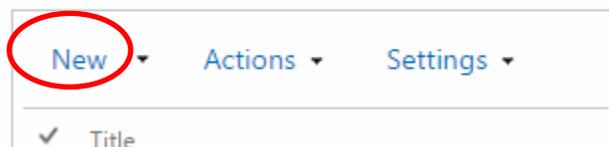
    o Enter a Title, Description, expiration date, URL (if applicable), Contact Name and Contact E-Mail. The expiration date is critical as expired Announcements are filtered out of all views.
    o While only the fields with an "*" are required, please fill in all of the fields as completely as possible.
    o If applicable, post a URL rather than attaching a document and test the URL. If there is no URL, you may post a document from the Edit Menu at the top of the page (see screenshot on next page). **You must take the responsibility of updating the attachment if the document changes.**

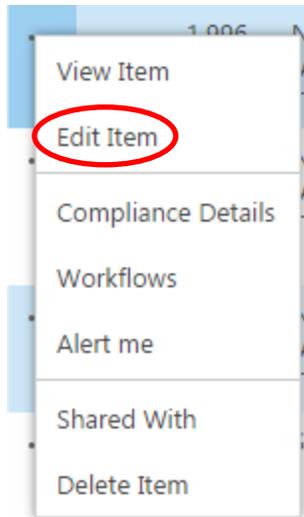   o Run a spell check from the Edit Menu at the top of the page (see screenshot on next page).
    o Save from the Edit menu at the top of the page (see screenshot on next page).

- **Editing Announcement Fields:** To edit announcement fields, click on the ellipsis (…) in the announcement listing. Then, click on Edit Item.
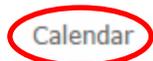
Calendar Events

- **Posting Calendar Events**
  - Log in. You must be registered as a Member to post documents. To register as an AASHTO E-Affiliate Member, see instructions on page 1.
 - Click on Calendar in the left-hand menu.

  - To post a new Calendar Event, click on the appropriate Calendar Overlay: Conferences, Meetings, Webinars, and workshops OR Funding Program Deadlines. Calendar events can be added only to one of the two Calendar Overlays.

Conferences, Meetings, Webinars, and Workshops

Funding Program Deadlines

- o There are a couple of ways to add events.
  - ▪ Hover your cursor over the lower right of the date of interest. The text "+Add" should appear. Click on this text.
  - ▪ Alternatively, click on the calendar. New top menu items will appear (Events and Calendar) to the right of Browse.
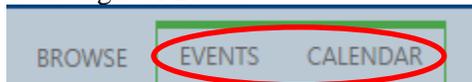
  - ▪ Click on Events. Then click on New Event.
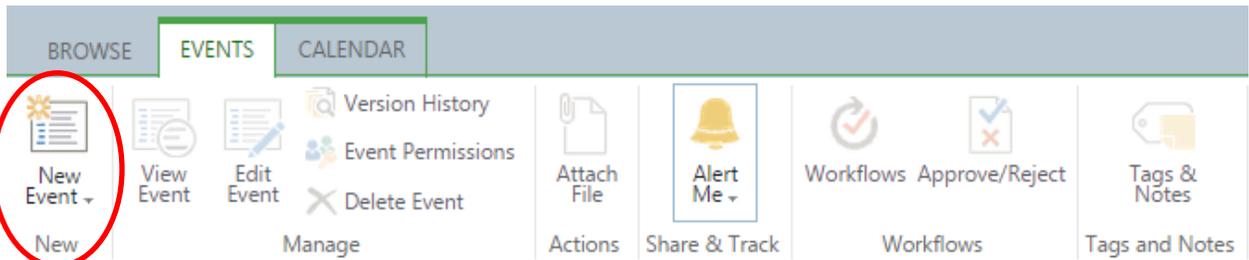
- o Read and follow the data entry help hint for each field.
- o **Note:** Enter event start day and time using **Eastern time**. The calendar's default time zone is Eastern. If you have a national or international event, please include the times/dates for all anticipated time zones. Here is an example of the time zone wording for a calendar event:

This conference call is scheduled for 1:30 p.m.-2:30 p.m. Eastern Time, 10:30 a.m.-11:30 p.m. Pacific Time, 11:30 a.m.-12:30 p.m. Mountain Time, and 12:30 p.m.-1:30 p.m. Central Time.

- o While only the fields with an "*" are required, please fill in all of the fields as completely as possible.
- o If more information about the event s available online, paste the URL in that field; do not attach a file. Test the URL.

- o If there is not more information available online, but a document is available, attach the file by clicking on "Attach File" in the Edit menu located at the top of the page (see below screenshot). **You must take the responsibility of updating the attachment if the document changes.** The file name should not include any spaces and should be as short as possible.
- o Run a spell check by clicking on spelling in the Edit menu located at the top of the page (see below screenshot).
- o Save the record by clicking on Save in the Edit menu located at the top of the page (see below screenshot).
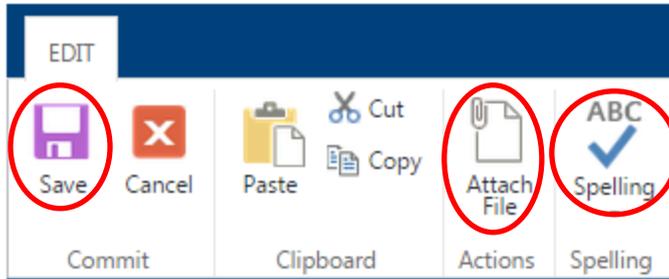
Recent Discussion Topics: This part of RPPM is under construction. Instructions will be added at a later date.

Documents: Documents can be posted to any of the subpages (i.e., pages not found on the left-hand menu).

- **Documents to Post**
  - o Post documents related to research program and project management if you feel others would be interested in such documents.
  - o If a document to be posted is available on the Internet, post a link; do not attach the document.
  - o When posting links to TRB and FHWA documents (do not download and post the .PDF file); rather, link to the TRB and FHWA "blurb" page for that document (for example, see http://trb.org/Publications/Blurbs/Recommended_Procedures_for_Testing_and_Evaluating_163989.aspx), as often there is additional information on this "blurb" page that is not available in the .PDF document.
  - o Similarly, if the document can be found online on a project page, post the link to the project page, not the document itself. For example, use this link http://www.mdt.mt.gov/research/projects/const/ride_review.shtml, not this link - http://www.mdt.mt.gov/other/research/external/docs/research_proj/ride_review/final_report.pdf.
  - o If a document is not available on the Internet, attach it. **You must take the responsibility of updating the attachment when the document changes.**
  - o If documents fit into more than one category on RPPM, post them to all applicable categories.
  - o If you don't see a logical spot for a document you want to post or do not have the time to post relevant documents, send the link to the document or, if a link is not available, attach the document in an e-mail to Sue Sillick (ssillick@mt.gov) and the Webmaster (mytrb@nas.edu).
  - o Unless approval is given, do not post copyrighted reports, papers, or other materials directly to the site. If approval is given, document approval in the Description field. You may, however, post a link to the web page that provides access to the publication.

- **Posting Documents**
  - o Log in. You must be registered as a Member to post documents. To register as an AASHTO E-Affiliate Member, see instructions page 1.
  - o Navigate to the page where you would like to post a document.
  - o Click on "New" or the down arrow next to "New" and click on "Item".

Research Cycles and Timelines Documents

New ▾   Actions ▾   Settings ▾

✓	Document Type	Title		Publication Date	Organizatic
	Other	Model	...	2,014	Non-Prof

Research Cycles and Timelines Documents

New ▾   Actions ▾   Settings ▾

Item
Create a new list item.

			Publication Date	Organization
Other	Model Calendar for	...	2,014	Non-Profit (AASHTO

o Read and follow the data entry help hint for each field.
o While only the fields with an "*" are required, please fill in all of the fields as completely as possible.
o If the document is available online, paste the URL in that field; do not attach the file. Test the URL.

URL   Type the Web address: (Click here to test)
   http://www.trb.org/Publications/Blurbs/164724.aspx

o If the document is not available online, attach the file by clicking on "Attach File" in the Edit menu located at the top of the page (see below screenshot). The file name should not include any spaces and should be as short as possible.
o Run a spell check by clicking on spelling in the Edit menu located at the top of the page (see below screenshot).
o Save the record by clicking on Save in the Edit menu located at the top of the page (see below screenshot).

BROWSE   EDIT

Save Cancel | Paste ✂ Cut Copy | Delete Item Attach File | ABC Spelling
Commit   Clipboard   Actions   Spelling

Calendar   Title *   Facilitating the implementation of Research Findings
===============   Enter document title. Please don't repeat the Organization Name.

• **Editing Document Fields:** To edit document fields, click on the ellipsis "…" in the document listing. Then, click on Edit Item.
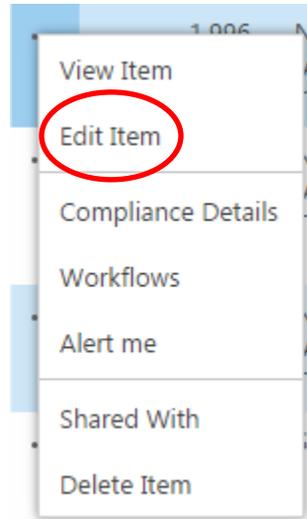
Links: Links can be found on the main (left-hand menu) pages. They can only be added by Site Owners Sue Sillick (ssillick@mt.gov) and the Webmaster (mytrb@nas.edu).