



Project no. TIP5-CT-2006-031415

## INNOTRACK

Integrated Project (IP)

Thematic Priority 6: Sustainable Development, Global Change and Ecosystems

### D7.1.1 Set up of private and public project web-sites

#### (Installation and Operation of a Web-portal)

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Dissemination Level		
PU	Public	X
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

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## Acronyms & definitions

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<b>Abbreviation / acronym</b>	<b>Description</b>
CMS	Content Management System
KMS	Knowledge Management System
VCS	Version Control System
Domain name	Address to connect to website
DoW	Description of Work

# 1. Executive Summary

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This document describes and specifies the installation and operation of a web portal dedicated to the INNOTRACK Project.

The web-portal has been described in the DoW (Description of Work) as below:

“A dedicated project website and e-dissemination tools will be provided by the UIC team responsible for hosting and managing the UIC website, including Knowledge Management tools.”

The web-portal includes two components:

- a public website, which will be the “project window” towards a large audience;
- a Knowledge Management System (also called private website) which is provided as an online tool to support the collaborative work of the consortium members.

The definition of a coherent “project image”, graphical profile, and logo was the first step required to develop the websites. Consequently, this document also includes information on these topics.

## 2. Project Image creation

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### 2.1 Logo & Graphical profile

To fulfil the objectives of dissemination, and to spread an efficient, harmonised and coherent image of the activities carried out under the framework of Innotrack, a logo and a graphical profile have been designed by the WP.7.1.1 team with support and advices from the INNOTRACK Steering Committee.

The adopted process was to submit various propositions to the Steering Committee as a step-by-step approach, and to adjust and refine the propositions incrementally; taking into account the comments made.

The final proposal (see Figure 1.) was approved by the Steering Committee on the 5<sup>th</sup> of September 2006.



**Figure - 1 Logo**

After the final approval of the logo, the graphical profile has been introduced in Innotrack.

It consists of: a colour set for website, illustrations and writings (Figure 2.), and defined font and typeface for titles (Figure 3.)



**Figure 2 - Colour Set**

**PARTNERS**  
**CONTACTS**

**Figure 3 - Font and typeface for titles**

### 2.2 Name Convention

This is a part of the Innotrack Project Management Plan, which will be delivered in month 3.

It presents the codification of project documents and e-mails to be used within Innotrack. The use of a standard codification will facilitate exchange, classification and search for documents.

### 2.3 Templates

Some templates have been elaborated for official INNOTRACK documents. These templates are in accordance with the defined graphical profile and logo. Some examples are given below:



Presentation



Meetings Minutes [...]

All templates are available for download from the INNOTRACK KMS System as shown below:

<input type="checkbox"/>	Template for Meetings Agendas	1.0	int-aaa-bb-yymmdd-s-agenda_meeting_template.doc	191.5k	2006-09-28
<input type="checkbox"/>	Template for Deliverables	1.0	int-aaa-bb-yymmdd-s-deliverables_template.doc	205.5k	2006-09-28
<input type="checkbox"/>	Template for Meetings minutes	1.0	int-aaa-bb-yymmdd-s-minutes_meeting_template.doc	229k	2006-09-28
<input type="checkbox"/>	Template for Powerpoint presentations	1.0	int-aaa-bb-yymmdd-s-slides_template.ppt	121.5k	2006-09-28
<input type="checkbox"/>	Document names convention	1.0	int-ad-01-060926-f-doc_name_conventions.doc	263.5k	2006-09-28
<input type="checkbox"/>	Logo INNOTRACK (approved)	1.0	logo_inno.jpg	134.51k	2006-09-07

## 3. Public Website

---

### 3.1 Definition of objectives & targets

The public website of a railway project like INNOTRACK has different objectives:

- To provide the project members with a common and permanently updated source of information concerning the project objectives and evolution, as well as a common source for project information targeted towards the public.
- To inform the railway community, at different levels of detail, about the project. This is particularly important for UIC, UNIFE and EFRTC to spread Innotrack information among their members.
- To provide specialized (or general) mass media with formatted communication material.

### 3.2 Domain names and referencing

Considering the fact that being easy to access is a key issue to promote a website; we searched for available domain names. Today the following names act as entry points for the public website:

- <http://www.innotrack.eu>
- <http://www.innotrack.net>
- <http://www.innotrack.org>

In order to increase the visibility of the website, we used the following tools & process:

- Referencing the website in search engines
- Creating direct links from other railway & infrastructure related websites
- Adding the website address on the various paper and electronic documents, like brochures, press releases, etc.

### 3.3 Structure of content

#### **Presentation of the project**

- Description of the project background
- Description of project objectives

#### **News & Events**

- List of past, ongoing and future events & meetings related to Innotrack.
- Public documents related to each meeting

#### **Workpackages**

- Explanation of the project structure
- Definition of sub-projects
- Description of each workpackage
- Definition of task responsibilities

#### **Partners**

- Map & figures of involved countries
- Type of participating companies
- List of project partners with logo and link to websites

## Contacts

- Project manager, secretary and website

## Private Area

- Link to the private website (see section 4.)

## 3.4 Interconnection with private website and CMS

Due to the limited number of pages and amount of information, and in terms of costs/ benefits; the choice was made not to implement a full CMS (Content Management System) in the public website, but only for information about meetings and documents, and for other public documents.















For these parts, the content of the public website is published automatically from the private website. It connects to the same database to get data in real time. This allows for a user-friendly and very fast publication system.

## 3.5 Screenshots





#### INNOTRACK Partners:

Association of the European Railway Industries	UNIFE	Belgium	
European Federation of Railway Track Work Contractors	EFRTC	Luxemburg	
Carillion Construction Ltd	Carillion	United Kingdom	
Voestalpine Schienen GmbH	VAS	Austria	
banverket	BV	Sweden	
Administrador de Infraestructuras Ferroviarias	ADIF	Spain	
ALSTOM Transport SA	ALSTOM	France	
Balfour Beatty Rail Projects Limited	BBRP	United Kingdom	
České dráhy, a.s.	CD	Czech Republik	
Chalmers University of Technology	Chalmers	Sweden	
Laboratoire Central des Ponts et Chaussées	LCPC	France	
Goldschmidt Thermit GmbH	Goldschmidt	Germany	
Network Rail Infrastructure Limited	NR	United Kingdom	
Österreichische Bundesbahnen – Infrastruktur Bau AG	ÖBB	Austria	



[Presentation](#) [News & Events](#) [Workpackages](#) [Partners](#) [Contacts](#) [Private area](#)

#### Sub-Projects & Workpackages

INNOTRACK is a very large project aiming to cover every aspect of track systems from conception of track components to operations and maintenance. The work has been divided into thematic sub-projects, which are divided into workpackages.

Click on the titles to access Workpackages definitions.

##### ➡ Sub-Project 0 : Management

The consortium management will be performed in the SP0 Project Management. UIC will execute the overall Project Co-ordination function and has already made preparations to second a senior executive manager in the Track & Civil Engineering field, from one its Members, BV, to undertake the role of Project Manager. The Project Manager will be supported within UIC at the highest level of the organisation. UIC will also be strongly supported by an experienced Consultant, ARTTIC, who is executing similar roles successfully in other European Projects.

##### ➡ Sub-Project 1 : Duty / Requirements

- WP1.1 - Vehicle characteristics
- WP1.2 - Track characteristics
- WP1.3 - Determining forces & stresses in track
- WP1.4 - Information management framework

##### ➡ Sub-Project 2 : Support

## 4. Private Website

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### 4.1 Definition of the objectives and targets (Knowledge Management System)

The Private web-site of the INNOTRACK project is conceived as a KM System.

KM System is a newly emerging, interdisciplinary business approach dealing with all aspects of knowledge within the context of the company. This includes knowledge creation, codification, sharing.

In practice, KM Systems encompasses both technological tools and organizational routines in overlapping parts aiming at making the best use of knowledge as one of the major asset of company embodied in its people, facilities, processes and products.

The KM System tools must fulfil the following objectives

- Help in managing information, processes and knowledge
- Capture, store, organise and disseminate information
- Offer integrated communication tools
- Provide a safe and secure work environment

From a technical point of view, the KM System for INNOTRACK is a combination of the following software components:

- Database of companies
- Database of experts
- Database of meetings
- Document Management System (Online Repository) with e-mail notifications and Version Control System (VCS)
- Internal messenger
- Electronic newsletters dissemination system

### 4.2 Databases of Railway Experts, Companies, and Events

Each user has a personal page and profile stored in the system.

This page allows for the self-updating of name, contact information and biography / CV, including the person's particular role and tasks in the project.

By performing search into the directory, it is very easy to retrieve railway experts by name / by company / by country and/or by task / competency.

The same principle applies to the companies and to the events' directory.

In conclusion, any project member can, in few clicks, access all information about project members.

The screenshot displays the INNOTRACK website interface. At the top left is the INNOTRACK logo with the tagline 'Innovative Track Systems'. To the right are four icons: a home icon, a folder icon, a document icon, and a pencil icon. Below these icons are four tabs: 'Home', 'Documents', 'Directory', and 'Admin'. A search bar labeled 'Search for Railway Experts' is centered below the tabs. Below the search bar are four search criteria: 'by company:', 'by country:', 'by name:', and 'Display the complete directory'. Each criterion has a corresponding 'Find' button. The 'by company:' dropdown menu is open, showing a list of companies: BV, CHALMERS, CORUS RAIL, DB AG (highlighted), DB Netz, EU, INFRABEL, L&T, MMU, Network Rail Limited, and RFF.

### 4.3 Documents Management System (GEIDE)

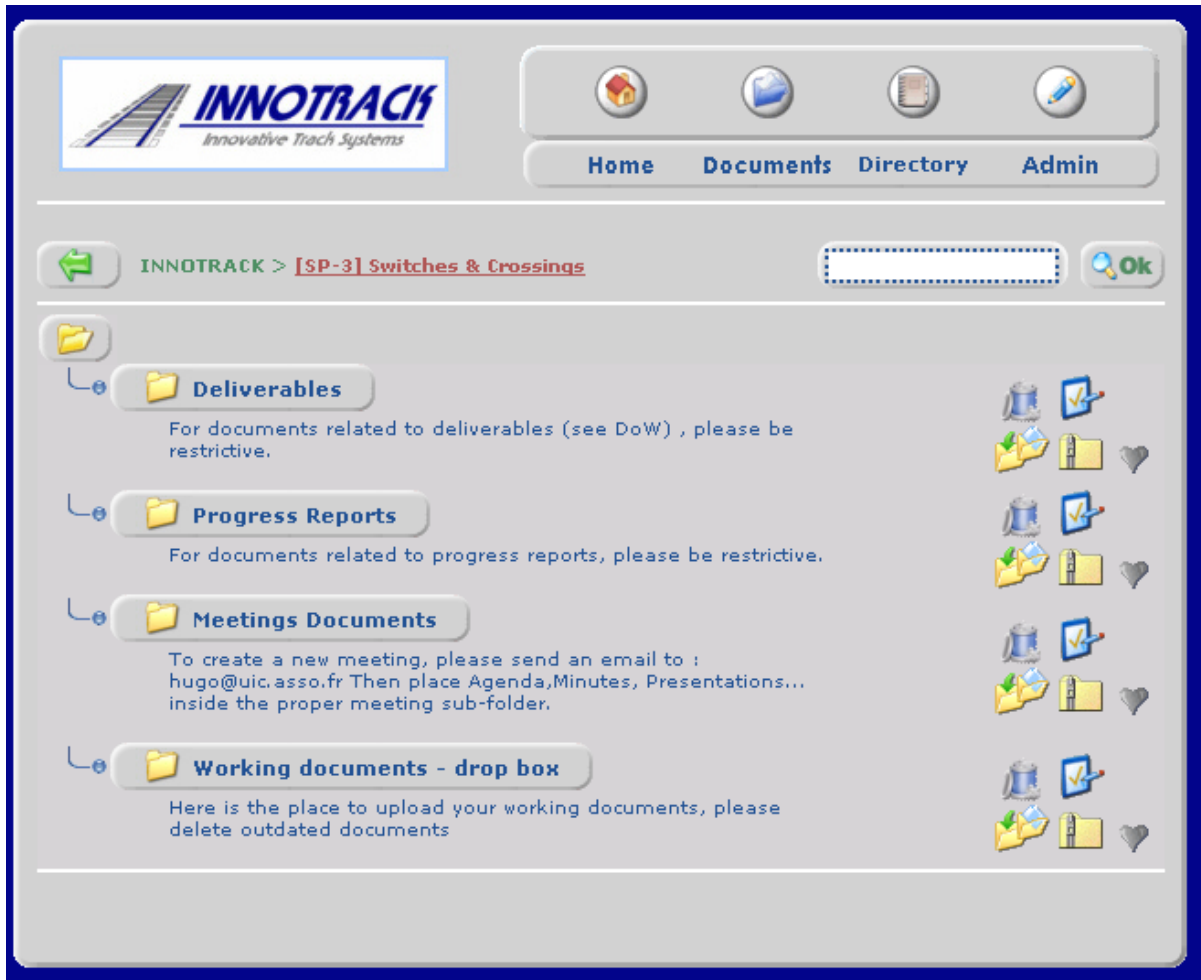
The Extranet system provides the users an online document repository. Instead of gathering information on individual computers or local networks, all material produced within the framework of Innotrack can be stored in this system.

This type of work processes and tools seems particularly adapted to an international collaboration project in that it allows access to information regardless of location. It therefore constitutes one of the major aspects of Knowledge Management.

Documents can be ordered in a classical folder structure. There are various functions related to the folders themselves (e-mail monitoring functions, download of folder content in a zipped archive, access restrictions to specific group of persons, etc)

In addition, various information related to every document, such as author, upload date, version number and etc are stored. The revision control is managed by a VCS ...

The Document Management System also includes a search engine to access specific information without having to browse the entire document structure.



## 4.4 Communication Platform

The Extranet system provides also various communications tools:

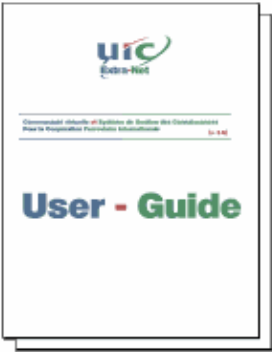
- An internal messenger system that allows the users to access a messenger system including an address book from everywhere without any additional software. This is normally more efficient than e-mail.
- An Electronic Newsletters creation tool, which allows the sending of information to pre-existing contact lists (one for each sub-project, and one for every other group, e.g. the Steering Committee). Newsletters may include images, links, tables etc.
- A Monitoring system where each user has the ability to tag "favourite" folders, and receive e-mail alerts anytime a file is updated or uploaded in the tagged folders.



## 4.5 User Guide

The 24 pages User Guide allows the user a fast understanding of the extranet system. The User Guide is enclosed, in Annex 1.

The guide describes the use of the KMS system, and provides the users with some troubleshooting information.



## 5. Hosting & Data Security

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### 5.1 Server & environment specifications

The Innotrack web portal (public website and KMS) is hosted on the UIC servers, under an Apache environment.

Websites are programmed in PHP using a MySQL database. These programs are open-sourced under a GNU/GPL license.

### 5.2 Data security & Statistics

The UIC servers are protected from intrusions by a dedicated firewall. All data security information is described in the Terms & Conditions Document in Annex 2

The Extranet is protected against known software penetration methods.

The Documents folder of the extranet is protected directly by Apache. All user passwords are encrypted with using an MD5 algorithm.

Every action performed in the Extranet system is recorded by the integrated statistics system and identified with an IP address. This also allows the monitoring of document access statistics for strategic purposes.

### 5.3 Backups

All content on the UIC web server, including databases and documents, is saved twice a day on magnetic tapes.

## Annex 1: The User Guide

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**Virtual Community & Knowledge Management System  
for the International Railway Cooperation**

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**[v. 4.0]**

# **User - Guide**



# Summary

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# 1 Introduction

The UIC EXTRANET System (still in development) will be the main Railway Information Centre over the Internet.

The objectives of this project are to share our knowledge with UIC members, and to create a virtual Community.

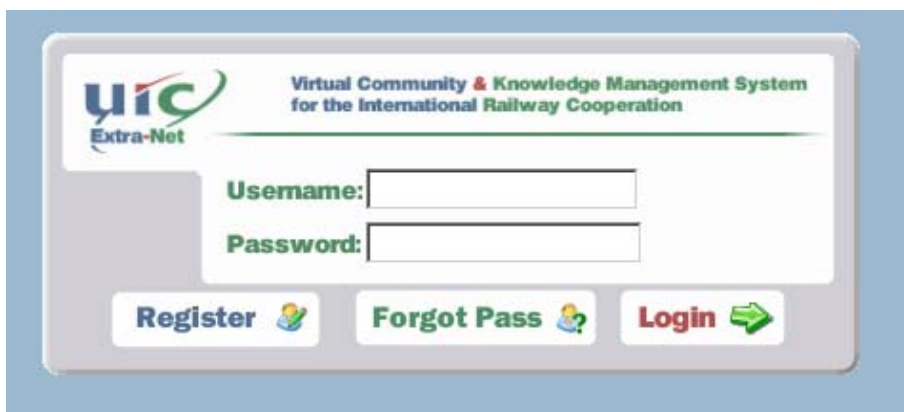
It provides a Directory of Railway Companies, Business cards of people working for these companies, railway Projects, workspaces, it allows to store all kinds of documents, Internal Messaging System, etc.

Each user owns his profile and login/password so that he or she can access the various resources areas, depending on his rights.

To enter Extranet system,

Type your username and password

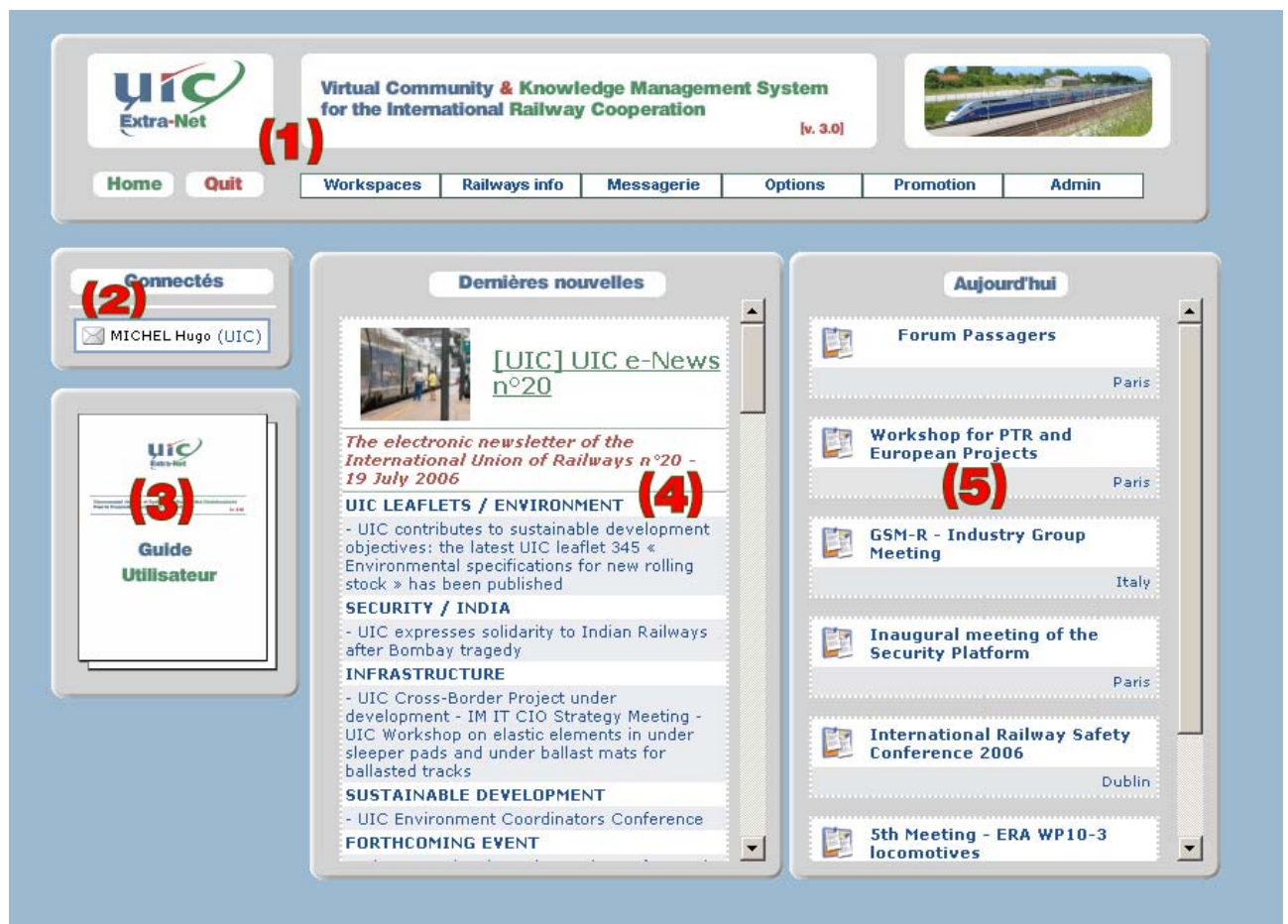
Click on the [login] button.

The image shows a login interface for the UIC Extra-Net system. At the top left is the UIC Extra-Net logo. To its right, the text reads "Virtual Community & Knowledge Management System for the International Railway Cooperation". Below this, there are two input fields: "Username:" and "Password:". At the bottom, there are three buttons: "Register" with a person icon, "Forgot Pass" with a question mark icon, and "Login" with a green arrow icon.

## 2 Extranet Homepage

After you logged in, the homepage is displayed. It is composed of:

- (1) A General navigation bar
- (2) A users online box
- (3) The user guide
- (4) Latest railway news
- (5) Today's Meetings & events



## 2.1. Navigation bar

This bar provide quick link to all the sections of the system you are allowed to access. Pass mouse over an item to list the sub-categories.

It contains the following categories:

**Workspaces:** It is the list of all the workspaces you are authorised to access.

**Railway Info:** Allows you to search through the complete extranet database  
*(this option appears only for UIC members)*

**The Messenger** Allows you to exchange instantaneous private messages with the members of the community,

**Options:** Allows you to modify your personal information, change your password, or change your mailling options at any time.

## 2.2. Users Online

On the right of the screen, there is the list of the online experts.

To get more details on a particular user, click on  next to the user's name.

To send an instantaneous message, click on .

## 2.3. User Guide

This User Guide is regularly updated, To be sure you have the last version, You can dowload this guide directly from the system.

## 2.4. Latest Railway News

You will find in this box , the latest news about ongoing railway activities and projects carried out by the UIC; as well as important events and milestones for the international railway harmonisation.

These news are issued from the eNews (UIC electronic newsletter) summary.

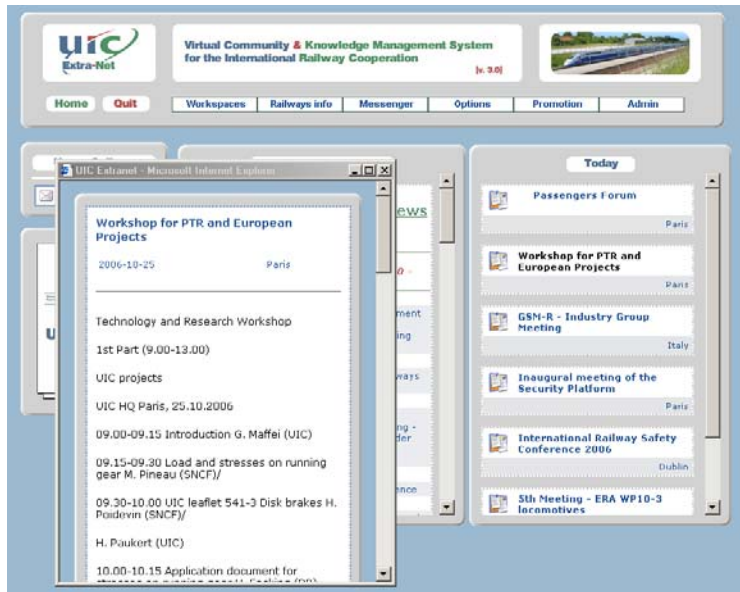


e-News is an electronic newsletter focused on UIC current projects and activities dedicated to UIC members. eNews is published on a weekly basis. If you wish to subscribe , please contact Marie Plaud ( [plaud@uic.asso.fr](mailto:plaud@uic.asso.fr) )

## 2.5. Today's meetings and events

You can find here all the UIC meetings & events of the current day.

Click on a meeting title to get the meeting detail page.



## 3 The Workspaces

### 3.1. The Workspace Homepage and Menu

A workspace is a sub-part of the Extranet, a working area dedicated to a specific topic; and restricted to the members of the various expert groups working on this topic.

Once you have chosen a workspace on the list, you are rerouted on the workspace homepage.

You will find:

- the last published documents,
- the meetings of the concerned workgroups
- a search engine (for the documents),

On the top of the screen, you will find a toolbar, which allows you to navigate inside the workspace and to access the following functions:



The Workspace homepage & events calendar



The Documents Explorer



The Directory of workspace's groups and members

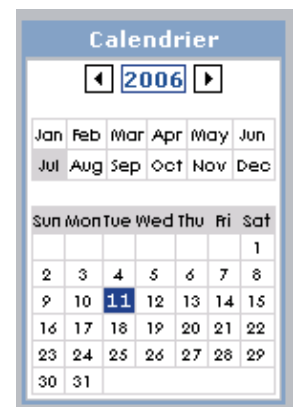
## 3.2. The Meetings Calendar

- **The calendar on the left**, allows to search for the events related to the workspace. **Click on the year-arrows** (▶) or on the months titles (Dec) to find the events.

Events are indicated by the blue background on the cells ( ex: 4 5 6 )

Click on a cell to get the events list for a specific day.

Then click on the event's title to get more details.



- **The events lists**

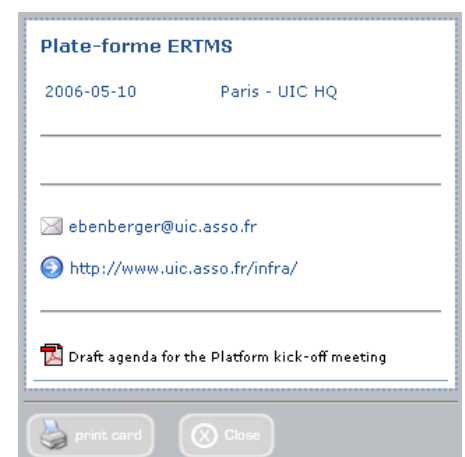
Click on the (🔍) to get more details on an event.



- **The event detail page**

it brings the venue, dates, and eventually a description, a contact point and a link.

You will also find on this page, the documents of the meeting. (Agenda, PPT, Minutes..)





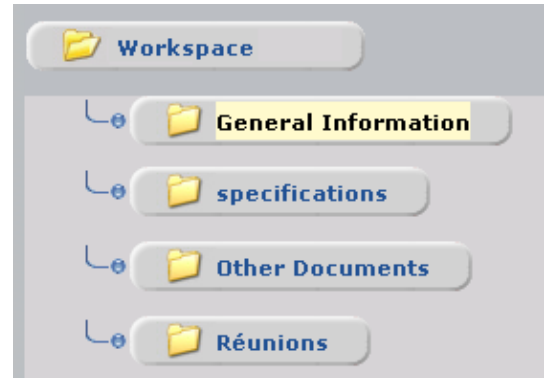
### 3.3. The Documents Explorer

The Extranet provides a Document management system .

The layout is very similar to the MS windows explorer.

Documents are classed in folders.

Click on the folder title to get in and on the arrow button to go back to the upper level.



There are different types of folders:

Some are "open to contributors" so that you can upload some documents inside, add some links, etc. (see next chapter)

Some are "read-only" so you can only download the content.

Finally, some are restricted to a specific group. Of you 're not member of the owner group, you will not see the folder.

For each folder ,you will see on the right , two icons:

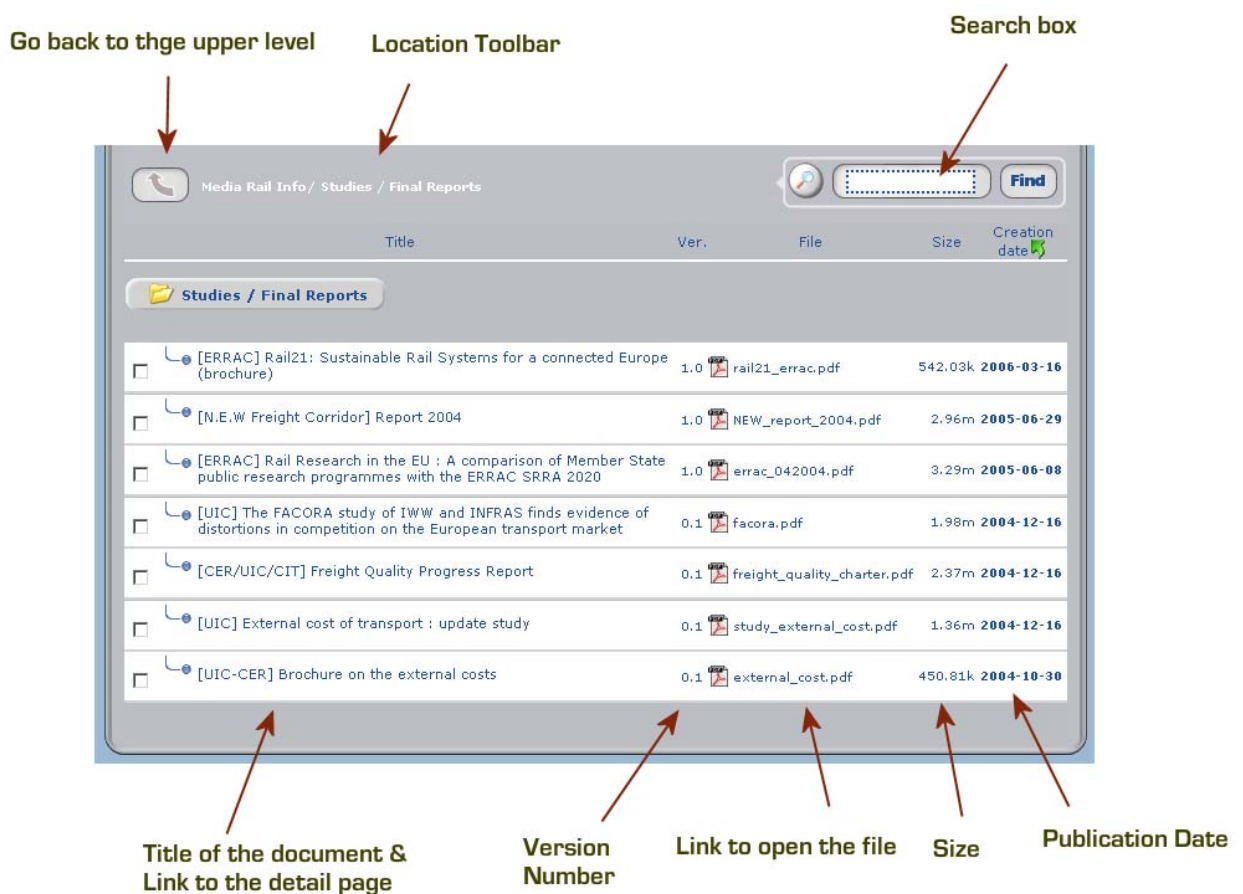


**The Zip** icon , which allows to download all the content of the folder in a compressed zip file.

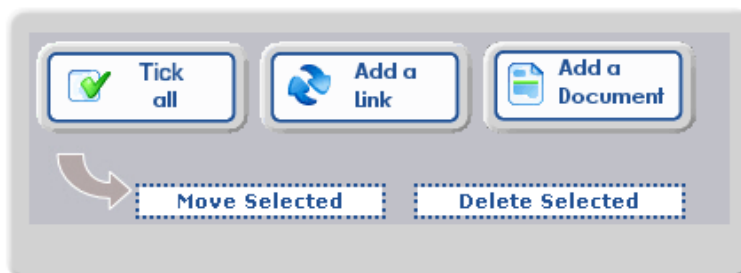


**The Monitor** icon which allows you to receive e-mails alerts everytime a document is uploaded or updated inside this folder..

Once you entered a folder , you get the document list, and various possibilities:



If the folder is open to contributors, you 'll see this ber at the bottom:



It allos you to add documents, links or to move/delete multiple documents ;

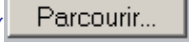
To delete, you have to check the boxes on the left ( ☐ ) of the documents you Wish to delete / move.

## ➤ DOCUMENTS MANAGEMENT

### ▪ Add a new Document



Click on the related button at the bottom of the « system management box» to access the document upload window.

Then click on the button *Browse* () to choose the document you wish to add.

Then, fill the *Title*, field with a precise and explicit title. (*Search engine will dig inside of it to find back your docs.*)

Fill in the **publication date** field, (date on which the document was produced) following the order: **YYYY/MM/DD**

Fill in the **keywords** field to improve search results.

You can specify also a **version number** for the document, which will be automatically adapted every time an update is performed.


Then type a *brief description* of the document (it will appear on the detail page and on email alerts.

Click on send file button .

Your document has been published in the Extranet.

### ▪ Modify a Document

From the document detail page,

Click on the **modify** icon (  ) to modify the properties of the document (title, description, version number, keywords.)

### ▪ Updating a Document

To upload a new version of an existing document,

From the document detail page, click on the **update** icon (  ) .

, select the new file, and choose the type of the revision.

You can choose between Major (0.1 ->1.0) and Minor revision (0.1 -> 0.2).

The previous version will automatically be archived in a new Backup folder which will appear at the same location.

***Be careful: For the updating process to work properly, the new document must have the same name than the previous version.***

### ▪ Move a document

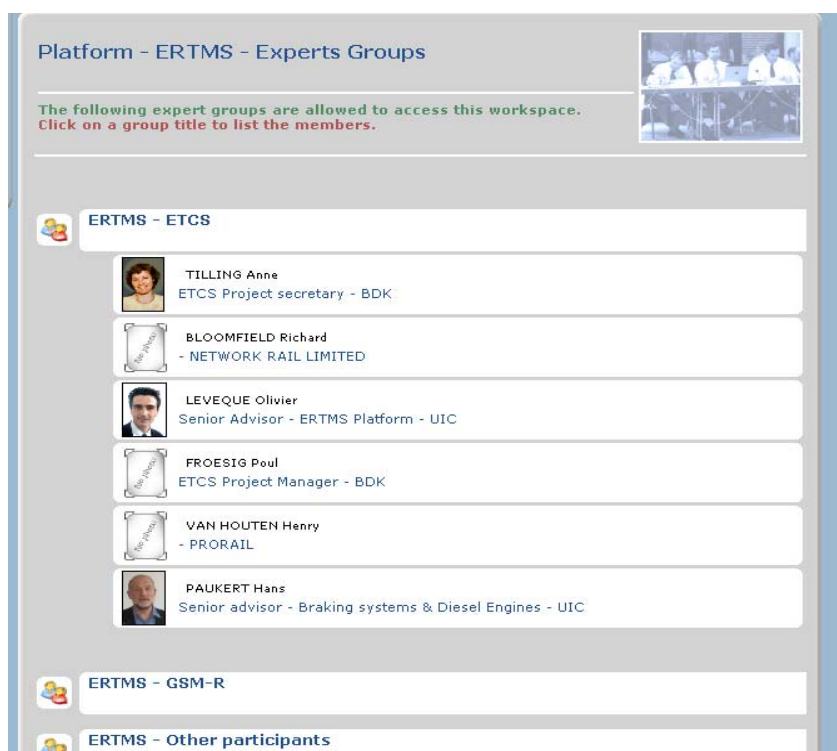
Click on the Move icon  , the tree is displayed, click on the destination.

### 3.4. The Workspace directory

Once the page is loaded, you can see a *list of the various expert groups* attached to the workspace.

*Click on the group title* to display the participating experts.

Then *click on an expert name* to display his business card.



## 4 Raiway Infos.

### 4.1. Railway companies directory

The extranet Railway companies directory is referencing information about more than 280 railway related companies , including railway operators, infrastructure managers, as well as railway industry , rail research universities or railway organisations.


You can search by type, by activity, by country or just in the acronym.  
Select your criterion, and click the related search button.

Once you get the search results list, click on the company name to get the complete detail page, with the list of railway experts of the selected company.


List of search results and Detail page of a company:

Railway Related Companies Directory


Search


**AAE**  
Ahaus Alstätter Eisenbahn  
Transport Companies  
Germany


**Link:** <http://www.aae.ch>  
**Tel:** +49.25 67 93 15 0  
**Fax:** +49.25 67 93 15 20  
**E-mail:** [info.alstaette@aae.ch](mailto:info.alstaette@aae.ch)


**AAR**  
Association of American Railroads  
Organisations  
USA


**Link:** <http://www.aar.org>  
**Tel:** +1.719 584 05 01  
**Fax:** +1.719 584 07 67  
**E-mail:** [marian\\_cowley@ttci.aar.com](mailto:marian_cowley@ttci.aar.com)


**B-Cargo**  
SNCB - B-Cargo  
Transport Companies  
Belgium

**Link:** <http://www.bcargo.be/E/index.html>  
**Tel:** +32.25258662  
**Fax:** +32.25258709  
**E-mail:** [cargo@b-rail.be](mailto:cargo@b-rail.be)


**CD**  
Ceské Dráhy  
Transport Companies  
Czech Republic

**Link:** <http://www.cd.cz>  
**Tel:** +420.9722 11111  
**Fax:** +420.9722 33308  
**E-mail:**


**CFARYM**  
Makedonski Železnici

**Link:** <http://www.mz.com.mk/index2.htm>

Company Details


**AAE**  
**AAE**  
[ Ahaus Alstätter Eisenbahn ]  
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**Tel:** + 49.25 67 93 15 0  
**Fax:** + 49.25 67 93 15 20  
**Category:** Transport Companies  
**Activity:** Freight Operator  


-  **GOER Andreas**  
[Verwaltungsratspräsident]
-  **LEHMANN Eckart**  
[Geschäftsführender Direktor]
-  **NICOLIN Johannes**  
[Technik]
-  **NN nn**  
[nn]
-  **NYGAARD Ole**  
[Marketing]
-  **STEVENSON Mark**  
[Finanzen und Controlling]
-  **VAERST Markus**  
[Operations]
-  **WEIDHAAS Ralf**

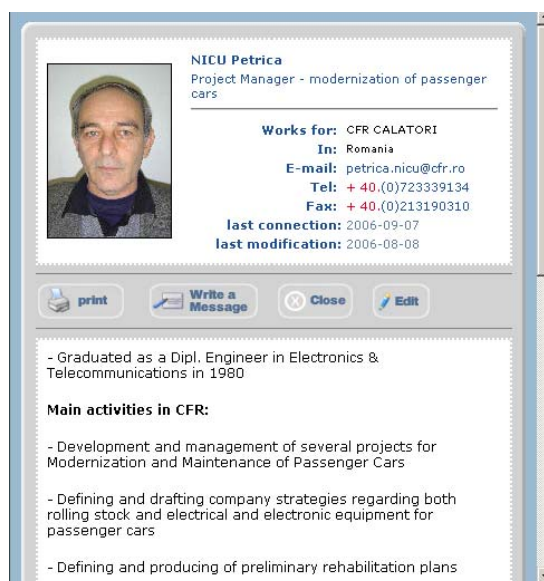
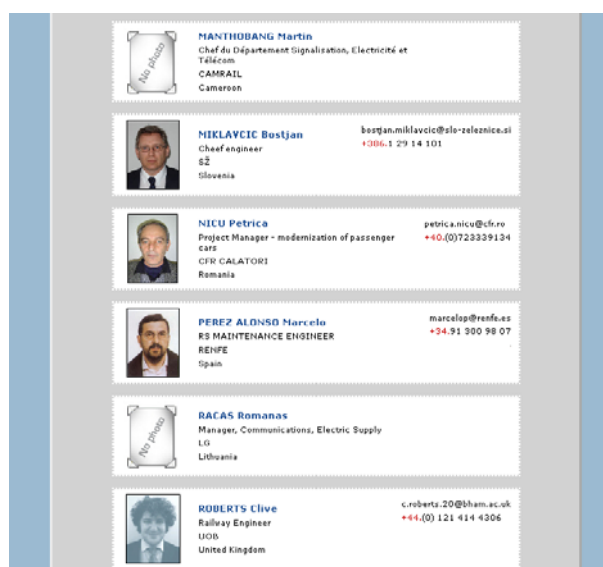
## 4.2. Railway Experts directory

The extranet Railway experts directory is referencing information about more than 3300 railway experts.

You can search by company, by country, by working group, in the name,  
Or through the expert profile to *find some specific competencies*  
(ex: locomotive, power, etc, freight ....)  
Select your criterion, and click the related search button.

Once you get the search results list, click on the expert name to get the complete detail page, with the list of working groups & projects.

List of search results and Detail page of a company:







## 4.3. Project / Activities directory

The extranet Railway experts directory is referencing information about 90 ongoing or completed railway projects and/or activities

You can search by type, by keyword, or in the project name or acronym. Select your criterion, and click the related search button.


Once you get the search results list, [click on \[more info...\]](#) to get the complete detail page, with the list of related experts

*List of search results and Detail page of a project:*

 <b>InteGRail</b> INTELLIGENT integration of RAILway systems / Intégration intelligente des systèmes ferroviaires	<b>Leader:</b> UIC <b>Code Budget:</b> R/05/U/728 <b>Budget:</b> 300 000 <b>Amount:</b> (UIC) <b>Contact:</b> KORPANEC <b>UIC:</b> Imrich	<a href="#">[more info...]</a>
<b>EUROPAC-RAILCOM-INNOTRACK</b> Participation in 6th EU framework Programme	<b>Leader:</b> UIC <b>Code Budget:</b> I/06/P/007-008-009 <b>Budget Amount:</b> 130000 <b>Contact UIC:</b> KORPANEC Imrich	<a href="#">[more info...]</a>
 <b>TREND</b> Towards new rail freight quality and concepts in the European network in respect to the market demand	<b>Leader:</b> UIC <b>Code Budget:</b> <b>Budget:</b> 153 500 <b>Amount:</b> <b>Contact:</b> KORPANEC <b>UIC:</b> Imrich	<a href="#">[more info...]</a>
 <b>SILENCE</b> EU Project SILENCE (Quieter Surface Transport in Urban Areas)	<b>Leader:</b> UIC <b>Code Budget:</b> PENV/06/P/003/3 <b>Budget Amount:</b> 20000	<a href="#">[more info...]</a>
 <b>DEPRAST</b> Developing Educational Programme for Railway Systems and Technologies	<b>Leader:</b> UIC <b>Code Budget:</b> <b>Budget Amount:</b> 481574 <b>Contact UIC:</b> BELHAJ Meryem	<a href="#">[more info...]</a>

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**Project Details**


**MODTRAIN**  
 Modular innovative vehicle designs for an integrated European railway system

E.U Project  
 Led by: **UIC**  
 R/04/U/326  
 600 000  
 Euros

**Start(ed) on:** 2004-02-01
**End(ed) on:** 2008-01-31

**Project Summary**

To meet the exacting performance improvements identified in the business scenarios listed in the ERRAC Strategic Rail Research Agenda as overall transport growth (40% for passengers to 7500 billion passenger/km is expected in 2020) and transport demand increase (passenger market share will almost double and market volume will triple in comparison to 2000), reliable, affordable and attractive interoperable rolling stock must become the norm for use on European networks. Within the frame of the two Railway Packages, the High Speed and Conventional Rail Directives are being brought into effect by the publication of Technical Standards for Interoperability (TSIs) and validated via new and improved voluntary norms.

The practical implementation of interoperability via these changes often lags considerably behind the legal framework.

To avoid the risk of each new train being the subject of independent interpretations of the requirements and built from unproven prototype sub-assemblies interoperable constituents must be defined, validated and promoted at European industry level. That's why, the main European railways systems manufacturers (AnsaldoBreda, Alstom, Siemens and Bombardier), sub-systems suppliers (Knorr-Bremse, Deutsches Werk, Lucchini,...) railways operators (SNCF, DB, FS) and Professional associations as UNIFE, UIC, VBD, FIF, ANIE and RIA have decided to join their efforts with high skilled research centres to reach this objective.

Initially, the MODTRAIN studies will concentrate on fixed formation passenger trains



## 4.4. Meeting / Events directory

The extranet Meetings / Events directory is referencing all the UIC meetings and events ; as well as some other important railway events like international congresses...

You can use the calendar on the left to browse for meetings, or search with various other criterions : by period, by expert groups, by keywords or in name.

Once you get the search results list, *click on the meeting title* to get the complete detail page.

List of search results and Detail page of a meeting:

**Information, Communications and New technologies**

**From:** 2006-06-26 **To:** 2006-06-27 Johannesburg, South Africa

Réunion qui aura lieu en collaboration avec SPOORNET, à Johannesburg en Afrique du Sud, sur le thème de l'information, la communication et les nouvelles technologies.

SPOORNET - compagnie nationale des chemins de fer en Afrique du Sud.

**February 2006**

From: 2006-02-08 To: 2006-02-15	Cineraill	Paris
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**Search**

**October 2006**

From: 2006-10-22 To: 2006-10-28	<b>International Railway Safety Conference 2006</b>	Dublin
From: 2006-10-17 To: 2006-10-19	<b>Interaction Conference</b>	Seoul
From: 2006-10-12 To: 2006-10-13	<b>10th Annual eBusiness Conference</b>	Paris

**September 2006**

From: 2006-09-19 To: 2006-09-22	<b>INNOTRANS 2006</b>	Berlin
From: 2006-09-10 To: 2006-09-14	<b>9th Intl. Level Crossing Safety Symposium</b>	Montreal Quebec
From: 2006-09-05 To: 2006-09-07	<b>GSM-R Operators Group meeting - OG #25</b>	Paris (Systra)

**June 2006**

From: 2006-06-26 To: 2006-06-27	<b>Information, Communications and New technologies</b>	Johannesburg, South Africa
From: 2006-06-04 To: 2006-06-08	<b>World Congress on the Railway Research WCRR</b>	Montréal

**April 2006**

From: 2006-04-04 To: 2006-04-06	<b>ERTMS Conference</b>	Budapest
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**February 2006**


From: 2006-02-08 To: 2006-02-15	<b>Cineraill</b>	Paris
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[Top ▲](#)

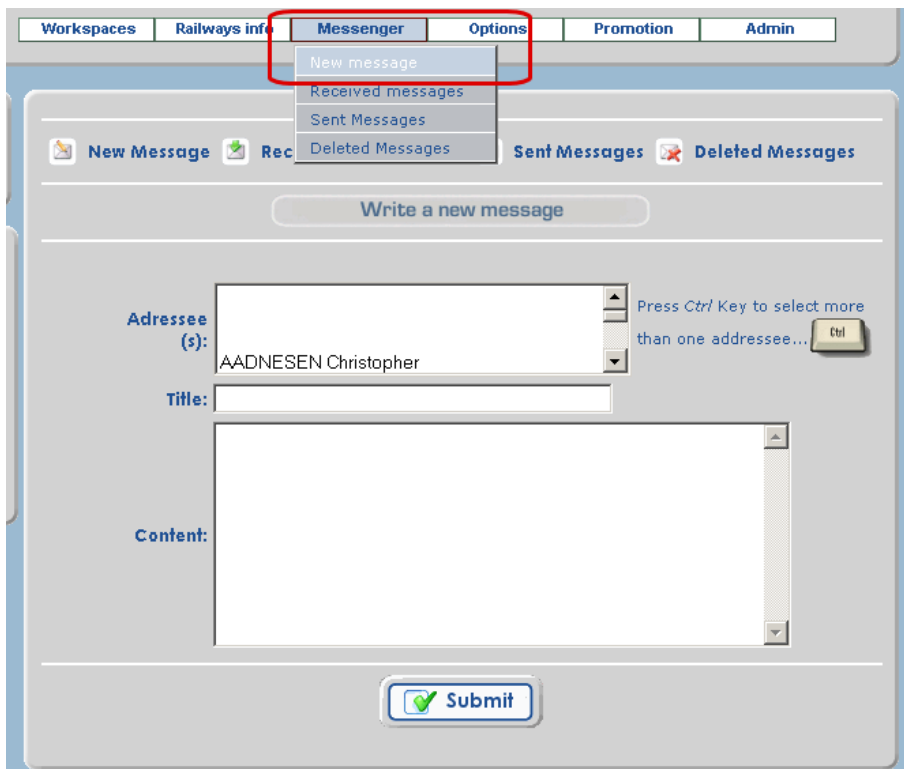
## 5 Messenger

### 5.1. Create a new message

The extranet Messenger allows you to exchange and store , private instantaneous messages (faster than emails) with the other experts having access to the system; While beeing in a secured environment, and without being forced to show them your personnal contact information (see chapter privacy & security) .

To create a new message, first choose one or many addressees in the list. Keep the Control Key (  ) pressed while selecting the experts if you Want to choose various ones.

Then fill the title and content fields and click submit.



The screenshot displays the UIC Extranet Messenger interface. At the top, there is a navigation bar with tabs: Workspaces, Railways info, Messenger, Options, Promotion, and Admin. The 'Messenger' tab is selected and highlighted with a red rectangle. Below the navigation bar, a dropdown menu is open, showing options: New message, Received messages, Sent Messages, and Deleted Messages. The 'New message' option is selected. Below the dropdown, there are icons and labels for 'New Message', 'Received Messages', 'Sent Messages', and 'Deleted Messages'. The main area is titled 'Write a new message'. It contains a form with the following fields: 'Addressee (s):' with a dropdown menu showing 'AADNESEN Christopher', 'Title:', and 'Content:'. To the right of the 'Addressee (s):' dropdown, there is a text prompt 'Press Ctrl Key to select more than one addressee...' and a 'Ctrl' key icon. At the bottom of the form, there is a 'Submit' button with a green checkmark icon.

## 5.2. Received messages

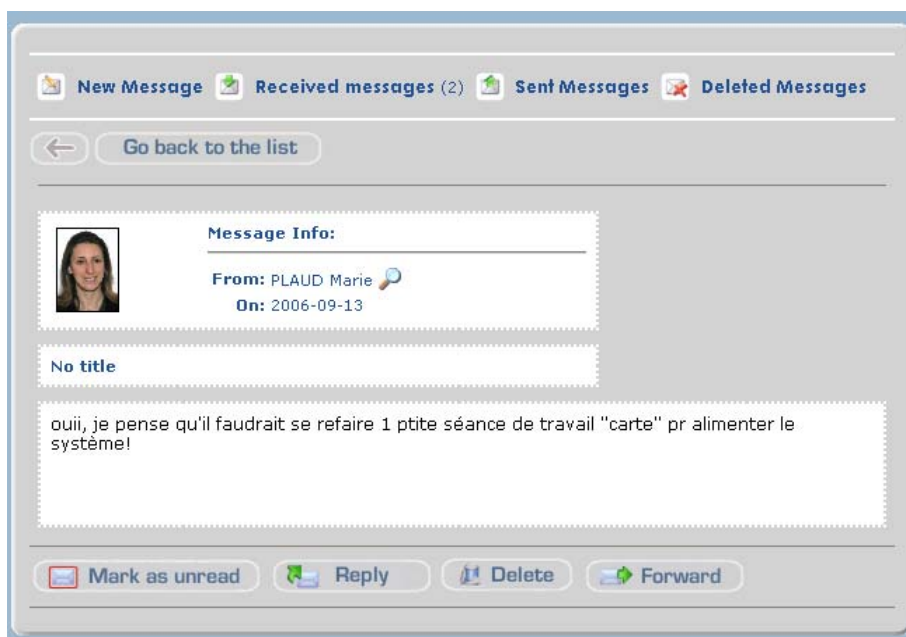
When you receive a new message, you are noticed by different ways:

- a sound is played
  - The Messenger item in the navigation bar **becomes red**.
  - You receive an alert in your email box (only if you select the option).
- (See chapter mailling options)

Click on Received messages ; the content of your reception box is displayed.

For each message you can see who sent it , when, and the title..

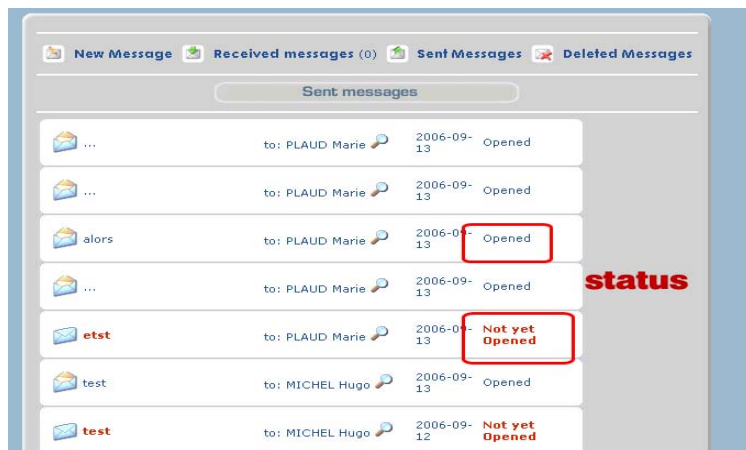
*Click on the title* to read the message ; then you can choose *to reply, to forward* it to another expert, to *place it in deleted messages* or to *mark it as unread*.



### 5.3. Sent Messages

You can find here the list of messages you've sent to other experts.

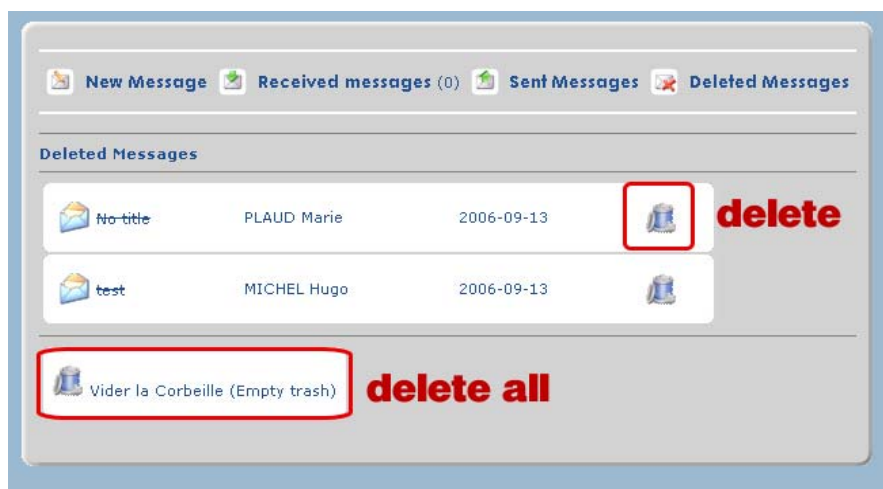
You retrieve the date and the addressee, and *on the right, you can see The message status : if it has already been opened or not.*



### 5.4. Deleted messages

You retrieve here a backup of the messages you choosed to delete.

If you delete them from here , the messages will be definitively deleted.



## 6 Options

### 6.1. Edit your profile

Each Expert recorded in the system has a personal page which can be updated or modified at any time.

*Please fill and check these information* ; it is necessary to constitute the expertise directory. Once modifications are done, *validate with the button at the bottom*

If you agree to publish your photo, or you wish to change it, please send it to : [hugo@uic.asso.fr](mailto:hugo@uic.asso.fr) . Your personal page will look better with it!

### 6.2. Change your password

Each Expert recorded in the system has personal access codes , allowing him to access the proper areas of the system depending of his activities/projects and working groups. *Please don't communicate your codes to someone else.*

You can change your password at any time , just *type the old one, and the new one two times then validate.*

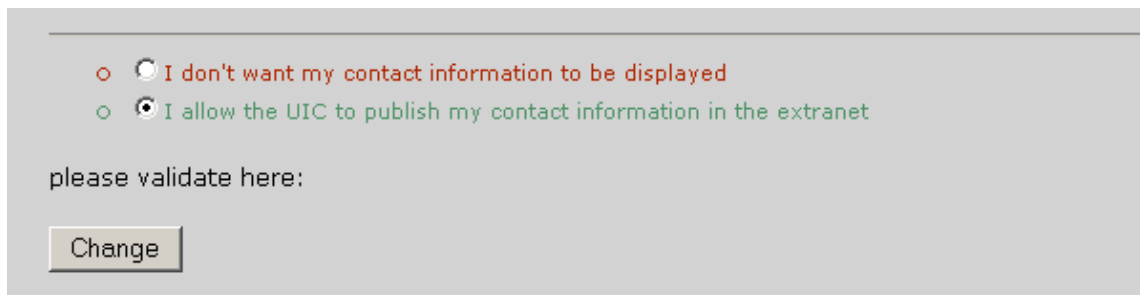
General rules applying to passwords: we advise you to change it regularly, and not to make it too much simple to find ; it helps to enforce data security level.

## 6.3. Privacy & security options

We are trying to do our best to keep your datas safe and respect the laws applied to information systems. You can refer to the terms and conditions (downloadable in registration process page 1 from login page ) to get some more information about our security & privacy policy and engagements.

We also give you the choice to keep your contact information confidential , so the other experts will not be able to see your phone, fax and email.

*Just check the right box and validate.*



A screenshot of a web form titled "Privacy & security options". It contains two radio button options. The first option is "I don't want my contact information to be displayed" with an unselected radio button. The second option is "I allow the UIC to publish my contact information in the extranet" with a selected radio button. Below the options, it says "please validate here:" followed by a "Change" button.

☐ I don't want my contact information to be displayed

☒ I allow the UIC to publish my contact information in the extranet

please validate here:

## 6.4. Newsletters and mailling options

Allows you to choose if you want to receive newsletters and emails from the extranet. Make your choice and then validate.



A screenshot of a web form titled "Newsletters and mailling options". It has a header "Edit my Profile". There are two sections: "Project Newsletters:" and "Messages Alerts:". Each section has a description and a "yes/no" radio button selection. The "Project Newsletters:" section has a "yes" button selected. The "Messages Alerts:" section has a "yes" button selected. At the bottom, it says "Once you finished the modifications please validate here:" followed by a "Change" button.

**Project Newsletters:**

Activate this option i you wants to receive the Extranet electronic newsletters providing general information and important communications about your projects and activities.

yes ☒ no ☐

**Messages Alerts:**

Activate this option to receive E-mail alerts from the extranet each time you receive a new message.

yes ☒ no ☐

Once you finished the modifications please validate here:

## 7 Troubleshooting - Help

### 7.1. System requirements & recommendations

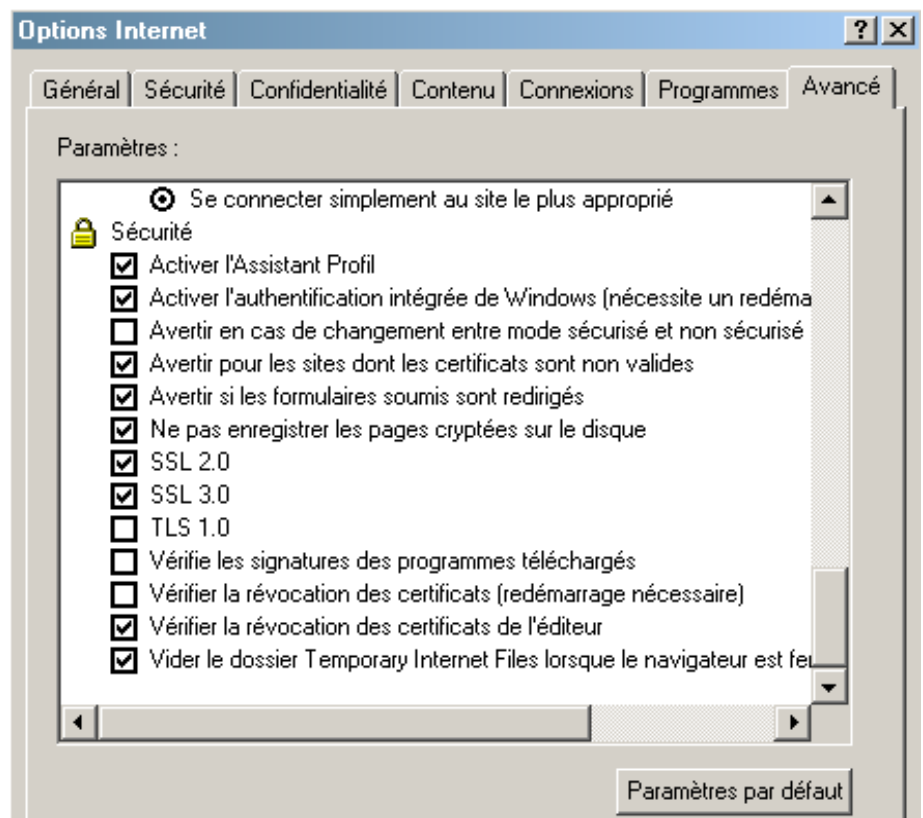
Please have in mind that this is very difficult to create such a system, which has to be accessible from every country and every type of computer.

We're trying to keep compatibility with all the different OS and Internet Browser, but we are following the "majority rule" and so we advise the following configuration as a recommendation:

- PC AT computer
- Microsoft Windows OS
- Microsoft Internet Explorer v.6
- High-speed internet connexion

### 7.2. Known problems

Some problems can be resolved while setting the following internet explorer security parameters:



There can be some problems with users connecting from behind a proxy-balancing software. In this case, the extranet cannot identify the user. This is a rare case, concerning very few users, so it has not been solved at now.

## **8 Credits / Contact Information**

This system is developed by *UIC IT Department* in close cooperation with the other UIC departments, and UIC members.

The information provided is the property of the International Railway Community and the Railway Undertakings who provided it.

This document should not be modified and/or translated without Informing the authors.

If you wish to update or correct some Information, suggest new features or ask for a new account, please contact us:

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Content Supervisor - Communication Advisor



## Annex 2: Terms & Conditions

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## **1. ACCEPTANCE OF TERMS**

UIC welcomes you. UIC provides its service to you subject to the following Terms & Conditions ("T&C"), which may be updated by us from time to time without notice to you. You can review the most current version of the T&C at any time. In addition, when using particular UIC owned or operated services, you and UIC shall be subject to any posted guidelines or rules applicable to such services, which may be posted from time to time. All such guidelines or rules (including but not limited to our Spam Policy) are hereby incorporated by reference into the T&C.

## **2. DESCRIPTION OF SERVICE**

The UIC extranet provides users with access to a rich collection of resources, including various communications tools, search services, personalized content through its network.

You also understand and agree that the Service may include certain communications from UIC such as service announcements, administrative messages and Newsletter, and that these communications are considered part of UIC extranet membership and you will be able to opt out of receiving them.

Unless explicitly stated otherwise, any new features that augment or enhance the current Service, the UIC assumes no responsibility for the timeliness, deletion, mis-delivery or failure to store any user communications or personalization settings. You are responsible for obtaining access to the Service, and that access may involve third-party fees (such as Internet service provider or airtime charges). You are responsible for those fees, including those fees associated with the display or delivery of advertisements. In addition, you must provide and are responsible for all equipment necessary to access the Service.

## **3. YOUR REGISTRATION OBLIGATIONS**

In consideration of your use of the Service, you represent that you are of legal age to form a binding contract and are not a person barred from receiving services under the laws of the United States or other applicable jurisdiction. You also agree to: (a) provide true, accurate, current and complete information about yourself as prompted by the Service's registration form (the "Registration Data") and (b) maintain and promptly update the Registration Data to keep it true, accurate, current and complete. If you provide any information that is untrue, inaccurate, not current or incomplete, or the UIC has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, the UIC has the right to suspend or terminate your account and refuse any and all current or future use of the Service (or any portion thereof).

## **4. UIC PRIVACY POLICY**

Registration Data and certain other information about you is subject to our Privacy Policy. You understand that through your use of the Service you consent to the collection and use of this information, including the transfer of this information to France and/or other countries for storage, processing and use by UIC and its affiliates.

## **5. MEMBER ACCOUNT, PASSWORD AND SECURITY**

You will receive a password and account designation upon completing the Service's registration process. You are responsible for maintaining the confidentiality of the password and account and are fully responsible for all activities that occur under your password or account. You agree to (a) immediately notify UIC of any unauthorized use of your password or account or any other breach of security, and (b) ensure that you exit from your account at the end of each session. UIC cannot and will not be liable for any loss or damage arising from your failure to comply with this Section.

## **6. MEMBER CONDUCT**

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You agree to not use the Service to:

- a. upload, post, email, transmit or otherwise make available any Content that is unlawful, harmful, threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful, or racially, ethnically or otherwise objectionable;
- b. impersonate any person or entity, guide or host, or falsely state or otherwise misrepresent your affiliation with a person or entity;
- c. forge headers or otherwise manipulate identifiers in order to disguise the origin of any Content transmitted through the Service;
- d. upload, post, email, transmit or otherwise make available any Content that you do not have a right to make available under any law or under contractual or fiduciary relationships (such as inside information, proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements);
- e. upload, post, email, transmit or otherwise make available any Content that infringes any patent, trademark, trade secret, copyright or other proprietary rights ("Rights") of any party;
- f. upload, post, email, transmit or otherwise make available any unsolicited or unauthorized advertising, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation, except in those areas (such as shopping) that are designated for such purpose (please read our complete Spam Policy);
- g. upload, post, email, transmit or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;
- h. disrupt the normal flow of dialogue, cause a screen to "scroll" faster than other users of the Service are able to type, or otherwise act in a manner that negatively affects other users' ability to engage in real time exchanges;
- i. interfere with or disrupt the Service or servers or networks connected to the Service, or disobey any requirements, procedures, policies or regulations of networks connected to the Service;

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## **12. TERMINATION**

You agree that UIC may, under certain circumstances and without prior notice, immediately terminate your extranet account, any associated email address, and access to the Service. Cause for such termination shall include, but not be limited to, (a) breaches or violations of the T&C or other incorporated agreements or guidelines, (b) requests by law enforcement or other government agencies, (c) a request by you (self-initiated account deletions), (d) discontinuance or material modification to the Service (or any part thereof), (e) unexpected technical or security issues or problems, (f) extended periods of inactivity, (g) engagement by you in fraudulent or illegal activities, and/or (h) nonpayment of any fees owed by you in connection with the Services. Termination of your Extranet account includes (a) removal of access to all offerings within the Service, associated with or inside your account.

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