

Guidelines for TC documents on the RILEM website for TC Chairs & TC Deputy Chairs

I. View the TC documents

The documents of a TC are visible to the Chair, the Deputy Chair and the members of the TC in their personal area, after logging in on the top right side of the website and then clicking on the button “Committee documents” in MY RILEM.

MY RILEM

COMMITTEE DOCUMENTS	MATERIALS AND STRUCTURES ONLINE VERSION
SPRINGER PROCEEDINGS	RILEM PROCEEDINGS
STARS AND REPORTS	MATERIALS AND STRUCTURES ARCHIVES (1968-2005)

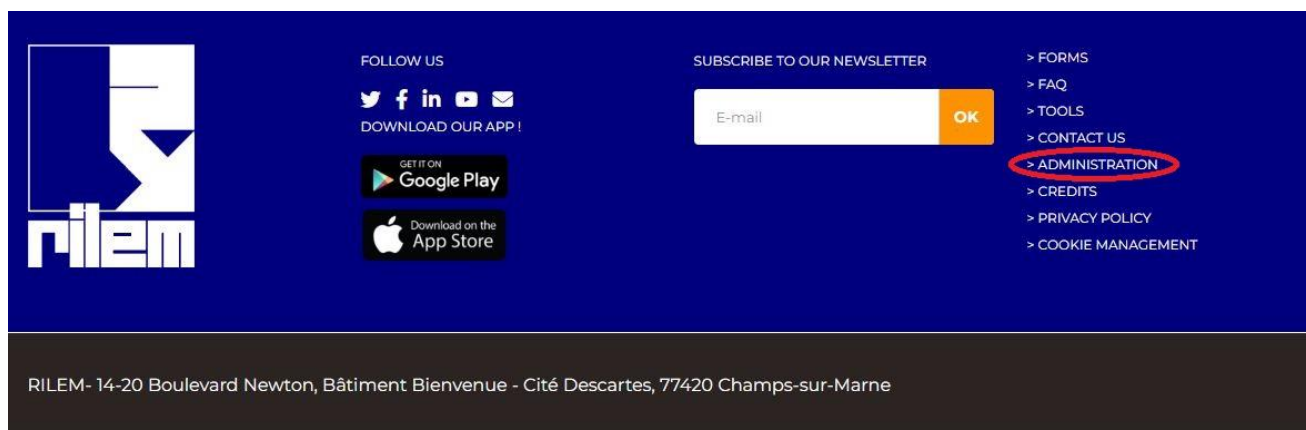
Please note that from the Personal area, modifications are not possible.

For a step by step explanation on how to view the documents from the private page, please use the guidelines for TC members.

II. Managing the documents

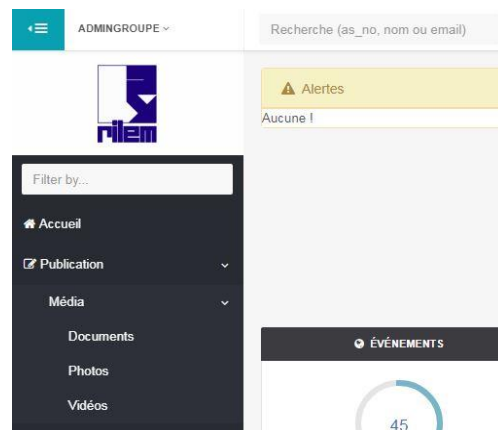
Only TC Chairs and TC Deputy Chairs can upload documents in the folder of their TC.

To upload, modify or delete files, you must log in as Administrator, at the bottom of the homepage (see image below). The login and password are the same for the Administration part.



A. Access to the administration of documents and folders

1. On the homepage www.rilem.net, click on “Admin” to log in as TC Chair or TC Deputy Chair (see the 1st image above).
2. Once you are logged in, on the left menu, click on “Publications”, then “Media” and finally “Documents”.



- At the top of the page, a drop down menu invites you to select the Technical Committee in which you want to upload a document.
NOTE: it is already selected if you are TC Chair or TC Deputy Chair of a single TC.



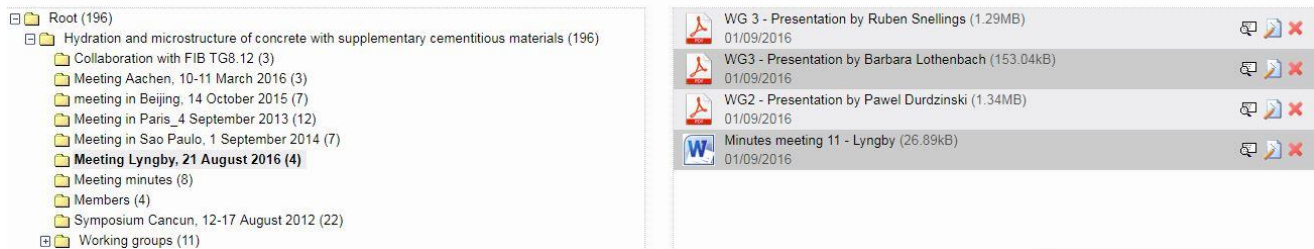
B. Upload a document linked to a TC



- Start from step A. above.
- The tab “Adding documents” is selected by default. Select the folder in which you want to place your document. (to create folders, see step D below).
N.B.: Do not place your document under the “Root” folder, otherwise all groups will be able to see and modify them.
- Once the folder is selected, you can add the location of your file, give it a title, a short comment and decide whether the document is public or not.


N.B.: It is mandatory to put the title of your document in the box “Title of the document », otherwise the file will not be uploaded. You can also copy and paste the existing title of the document.

- Please select the visibility of the file: Connected members.
- To validate and add the document, click on “Add”

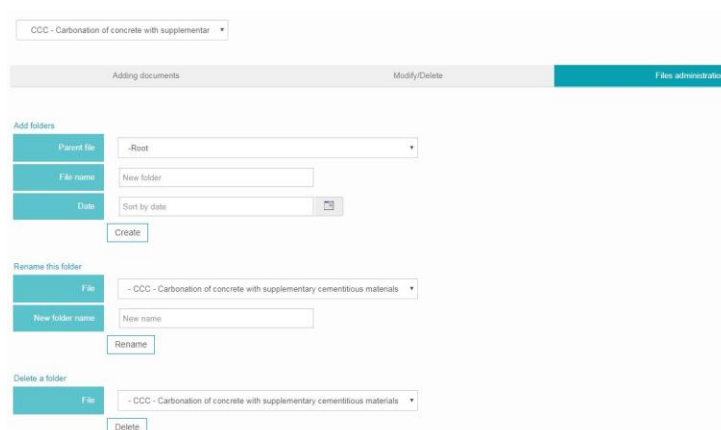
C. Modify/Delete a document



- Start from step **A.** above.
- Click on the tab “Modify/Delete” and locate the document you want to modify or delete in the corresponding folder.
- On the right of each file click on the icon  to modify or on this icon  to delete the file.

N.B.: To move a file from a folder to another, click on the icon  of the document, then, select the destination folder in the “Folder” menu. Click on “modify” to move the file.

D. Manage the folders



- Start from step **A.** above.
- Click on the tab “File administration”.
- To create a folder: select the folder of your TC (not the Root folder), or the folder in which you want to add a sub-folder. Enter a short title, and validate by clicking on Create.
 - To rename a folder: In the drop down menu “Main folder”
 - Select the folder to rename
 - Below, enter the new name of the folder
 - Save by clicking on “Rename”.
 - To delete a folder: In the drop down menu “Main folder”
 - Select the folder you want to delete
 - Click on the “Delete” Button.

E. View the documents and folders

1. Start from step **A.** above.
2. Click on the tab "Modify/Delete".
3. You must see a folder entitled "Root".
4. Click on the plus (+) sign at the right of the folder to open the subfolders
N.B.: You can click on the minus (-) sign to close the subfolders if subfolders are open.
5. Click directly on the folder to see which files are inside.

The screenshot shows a web interface with two tabs at the top: "Adding documents" and "Modify/Delete". The "Modify/Delete" tab is active. Below the tabs, there are several search filters on the left: "Date" with two "All" dropdowns, "Public" with an "Indifferent" dropdown, "Keywords" with a text input field, and "Search in" with two checked checkboxes: "Title / Document name" and "Comment". A "Display" button is at the bottom of the filters. Below the filters, a folder named "Root (196)" is listed, and its expand/collapse icon (a square with a plus/minus sign) is circled in red.

We hope the above is useful to you. Should you need any help or have questions about the website, please do not hesitate to contact us by email at sg@rilem.org.