



Project no. SCP1-GA-2011-285162

D-RAIL

Collaborative Project (CP)

D8.1

Set up of private and public website

Due date of deliverable: October 31, 2011

Actual submission date: November 30, 2011

Start date of project: 1 October 2011

Duration: 36 months

Organisation name of lead contractor for this deliverable:

UIC

Author(s):

Björn PAULSSON..... UIC

Françoise EL ALAOUIUIC

Revision [draft]

Project co-funded by the European Commission within the Seventh Framework Programme

Dissemination Level

PU	Public	PU
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)	

Table of Contents

Executive Summary	2
1. Introduction	3
2. The public website.....	4
3. The internal website	6
3.1 Access rights	6
3.2 Home page	7
3.3 Directories	8
3.4 Documents	9
3.5 Events	11
4. Conclusion.....	13

Executive Summary

This document describes the functioning of the public and private project websites set up for D-RAIL. It provides practical information that allows project partners an efficient use of these tools throughout the project.

After a short presentation of the public website, this document presents the internal website of the project in three sub-sections: Basic navigation and main pages, Features and finally Administration.

The *public website* with the URL <http://www.d-rail-project.eu/> will, throughout the project, become a major tool for presenting the D-RAIL research outcomes to the public.

The internal website's *basic navigation and main pages*, via the UIC Extranet, provides project partners with access to a private internal website. This web based workspace is the main tool used for remote collaboration within the project.

The internal website provides four different *features*: file management, calendar and events, directories (different persons assigned to one or more work zones), publications and forums.

The internal website distinguishes between editors (simple users) and administrators. The latter are in charge of the website's day-to-day *Administration*. Administrators administrate the workspace as a whole, manage the work groups and grant access rights to the different work zones.

1. Introduction

This document is intended for the editors and workspace administrators of the UIC Extranet platform provided for the D-RAIL project (hereinafter called internal website or UIC extranet).

First, it gives an overall presentation of the project public website. Secondly, it provides guidelines for the use of the internal website used for remote collaboration between project partners. The features presented hereafter are subject to access rights assigned to groups. If you do not find an option or a button on your browser, it could either mean that you are not member of a group allowing this action or that the rights to do so are not set properly.

If you have any questions regarding the internal website or its organization after reading of this document, please feel free to consult the UIC Extranet FAQ (in the guide menu on the internal website) or contact the Extranet team (goalec@uic.org ; guimaraes@uic.org)

2. The public website

The public website <http://D-RAIL-project.eu/> has been launched at project start on October 1, 2011. The first page provides general information on the project. The work plan, the list of participants (with logo and hyperlink to the partners' websites) and practical information/contact are also available. Partners access the internal website through this public website (by clicking on Members area):

Welcome page / about

D-RAIL

SEVENTH FRAMEWORK PROGRAMME
Project co-funded by the European Commission

Search

About

New research project of the EU 7th framework programme

ABOUT
NEW RESEARCH PROJECT OF THE EU 7TH FRAMEWORK PROGRAMME

PROJECT PARTNERS

MEMBERS AREA

Development of the Future Rail Freight System to Reduce the Occurrences and Impact of Derailment

D-RAIL will focus on freight traffic, identifying root causes of derailment of particular significance to freight vehicles, which have a wider range of operating parameters (as a result of the huge range in loads, speeds and maintenance quality) than passenger vehicles.

One key question that will be studied is how independent minor faults (e.g., a slight track twist and a failing bearing) could combine to cause a derailment. D-RAIL will extend this study to include the expected demands on the rail freight system forecast for 2050, such as heavier axle loads, faster freight vehicle speeds for time-sensitive – low volume high value high speed services (LVHVHS) – goods, radically new vehicle designs, or longer train consists.

A set of alarm limits will be specified which can be selected as appropriate by infrastructure managers, depending on local conditions. In tandem with the above analysis, current monitoring systems (both wayside and vehicle-mounted) and developing technologies will be assessed with respect to their ability to identify developing faults and potential dangers. Where current systems are shown to be deficient, the requirements for future monitoring systems will be specified.

D-RAIL will also examine vehicle identification technologies, such as the standards- and interoperability-focussed RFID system being implemented by GS1 and Trafikverket. Integration of alarm limits, monitoring systems and

Page "Project Partners"

D-RAIL

SEVENTH FRAMEWORK PROGRAMME
Project co-funded by the European Commission

Search

Project partners

[f](#) [RSS](#)

No	Name	Short name	Country	Project entry month	Project exit month
1	UNIVERSITY OF NEWCASTLE UPON TYNE	UNEW	United Kingdom	1	36
2	UNION INTERNATIONALE DES CHEMINS DE FER - UIC	UIC	France	1	36
3	RAIL SAFETY AND STANDARDS BOARD LIMITED	RSSB	United Kingdom	1	36
4	TECHNISCHE UNIVERSITAET WIEN	VUT	Austria	1	36
5	PANTEIA BV	PANTEIA	Netherlands	1	36
6	CHALMERS TEKNISKA HOEGSKOLA AB	CHALM	Sweden	1	36
7	POLITECNICO DI MILANO	POLIM	Italy	1	36
8	THE MANCHESTER METROPOLITAN UNIVERSITY	MMU	United Kingdom	1	36

ABOUT
NEW RESEARCH PROJECT OF THE EU 7TH FRAMEWORK PROGRAMME

PROJECT PARTNERS

MEMBERS AREA

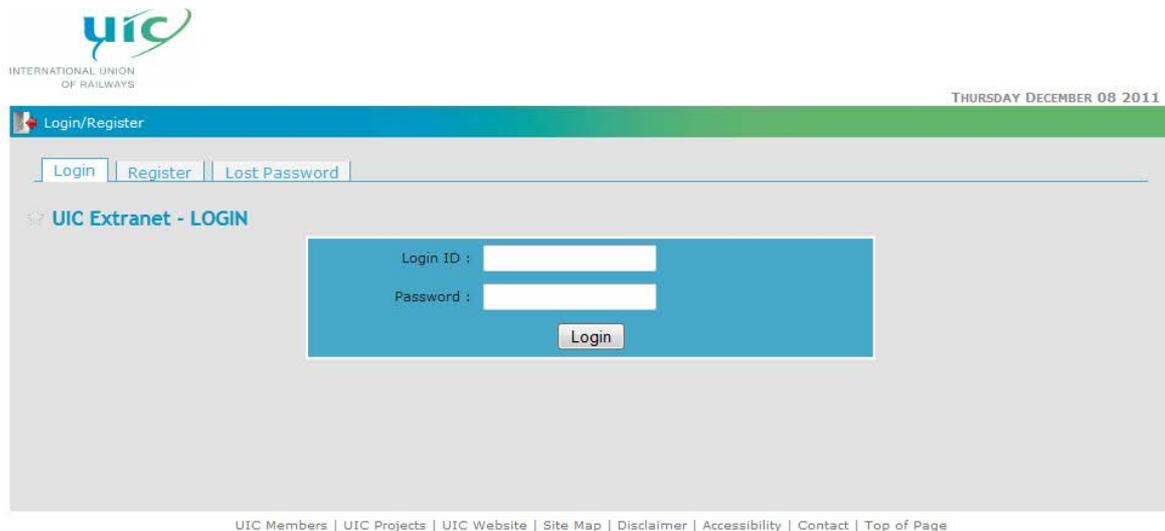
3. The internal website

3.1 Access rights

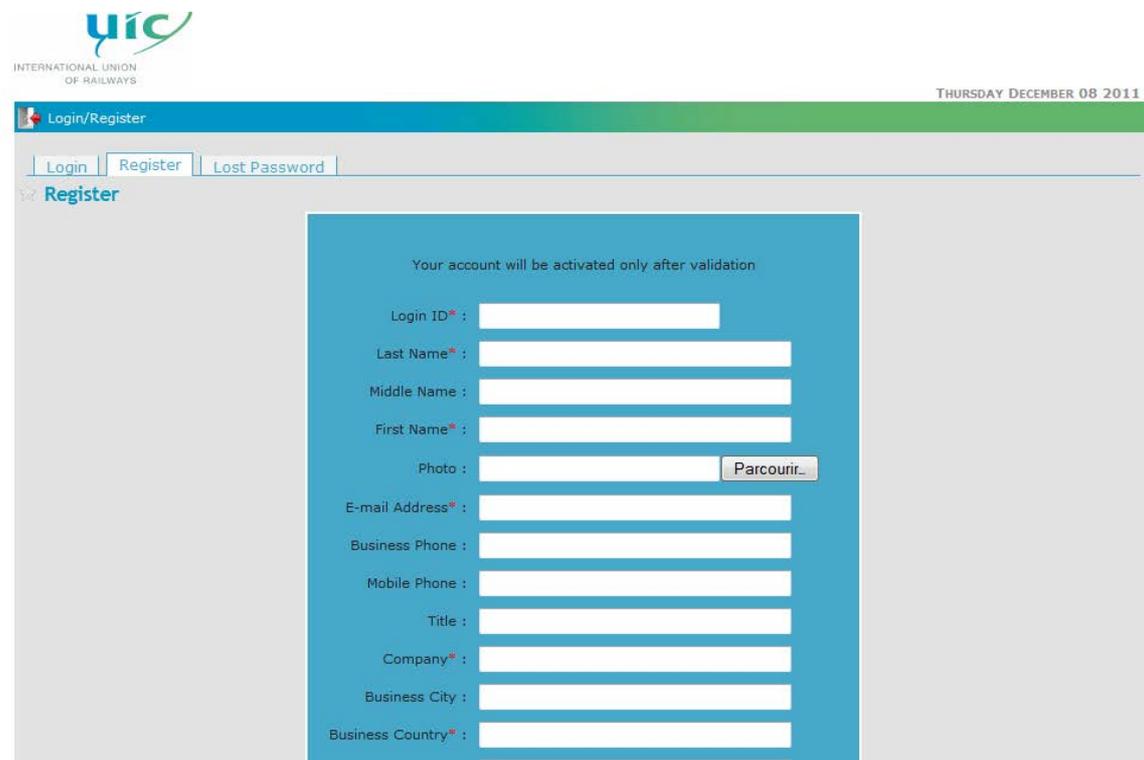
You can ask for access rights by going on this URL:

<http://oventia.uic.org/>

and clicking on the “register” button. Then fill the form and send it. The administrators of the requested workspace will be informed of your request and grant you access if you are allowed in the project. Once you have your personal LOGIN and PASSWORD, you can connect to the workspace.



The screenshot shows the UIC Extranet LOGIN page. At the top left is the UIC logo (International Union of Railways). At the top right, the date "THURSDAY DECEMBER 08 2011" is displayed. Below the logo, there is a navigation bar with "Login/Register" and tabs for "Login", "Register", and "Lost Password". The main heading is "UIC Extranet - LOGIN". The central form is a blue box containing two input fields: "Login ID :" and "Password :", followed by a "Login" button. At the bottom of the page, there is a footer with links: "UIC Members | UIC Projects | UIC Website | Site Map | Disclaimer | Accessibility | Contact | Top of Page".



The screenshot shows the UIC Extranet REGISTER page. At the top left is the UIC logo (International Union of Railways). At the top right, the date "THURSDAY DECEMBER 08 2011" is displayed. Below the logo, there is a navigation bar with "Login/Register" and tabs for "Login", "Register", and "Lost Password". The main heading is "Register". A blue box contains the registration form with the following fields: "Your account will be activated only after validation", "Login ID* :", "Last Name* :", "Middle Name :", "First Name* :", "Photo :", "E-mail Address* :", "Business Phone :", "Mobile Phone :", "Title :", "Company* :", "Business City :", and "Business Country* :". A "Parcourir..." button is next to the Photo field. At the bottom of the page, there is a footer with links: "UIC Members | UIC Projects | UIC Website | Site Map | Disclaimer | Accessibility | Contact | Top of Page".

3.2 Home page

Once you have been granted access to D-RAIL workspace, you should arrive on the D-RAIL homepage which displays information in 5 main blocks:

News: up to administrators to put news

Latest documents and files updates: display the 4 last updates

Workspace events: display the events of the two last weeks of the current month

Latest thread updates: displays the last 5 thread of your forum

Workspace administrators and contact: shows who is responsible for the workspace administration and gives e-mail address

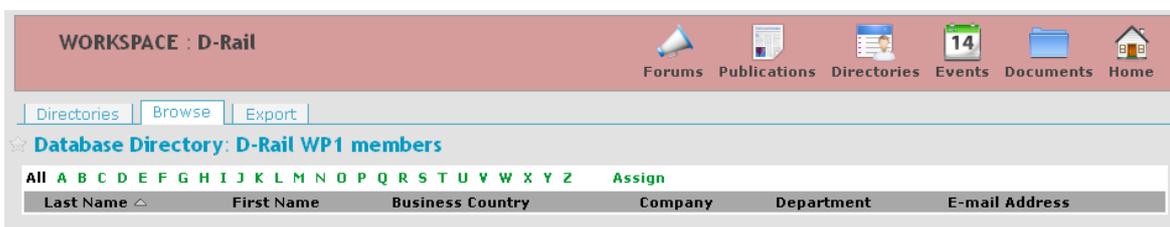
The workspace is made of 3 basic functionalities linked together: **DIRECTORIES – DOCUMENTS – EVENTS**

3.3 Directories

Your directory is the Members list of your work package. Make sure it is regularly updated: it is the best way to work professionally. You shall update it by adding the relevant persons to this directory. This is a permanent process throughout the life of the project. Remember to your colleagues that each participant can update his / her own personal leaflet by clicking on the icon next to his / her name (see below). Ask them to maintain their own leaflet.

ADDING AN ALREADY REGISTERED PERSON TO YOUR DIRECTORY

If the person is already registered as a member of the MAINLINE Workspace, then go to your directory and click on “assign” (top right)

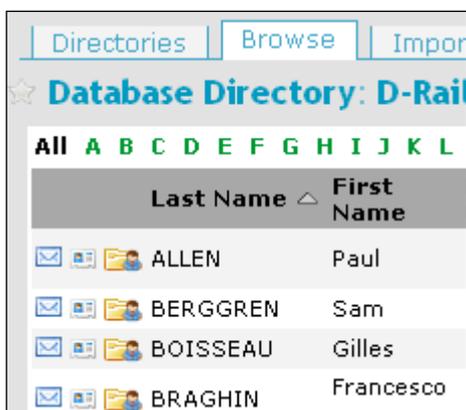


ADDING A NEW PERSON TO YOUR DIRECTORY

A new person can only show up in a directory if it is already registered in the ML Extranet workspace. Some of your correspondents might already be registered in another UIC Extranet workspace but they need first to be integrated in D-RAIL before being assigned to one directory or the other. Only the main administrator can do this. Please ask the webmaster goalec@uic.org

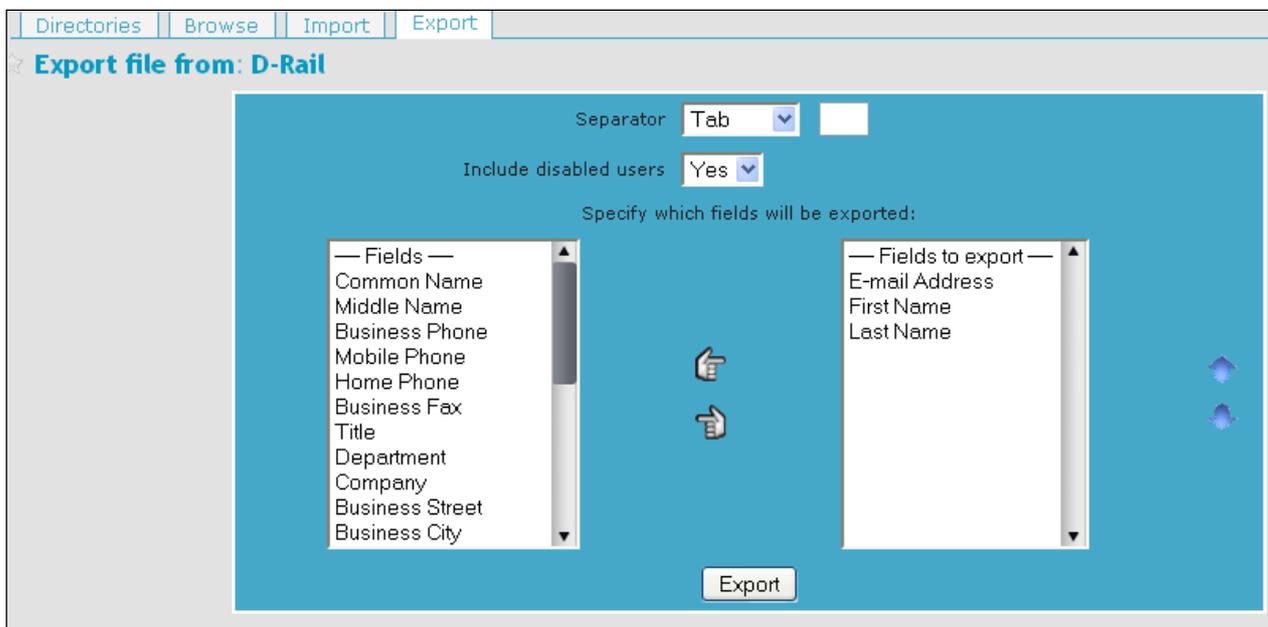
DELETE A PERSON FROM YOUR DIRECTORY

If you want to delete someone from your directory, click on the leaflet icon in front of her/his name and “un-assign” him or her. Each participant can also update his / her own leaflet by clicking on the same icon. The yellow icon allows seeing to which directory he / she belongs. The small envelop allows you to send an e-mail to this person.



EXPORT A DIRECTORY IN EXCEL FORMAT

You can also “export” in EXCEL or CSV format the whole directory which is very practical to create “list of participants”. See function “Export” on the top of the list and choose the fields you need. You will then get a CSV file which is totally compatible with EXCEL. Choose the TAB separator (it is much better).



3.4 Documents

Your basic environment has been created in an harmonized way for all work packages:

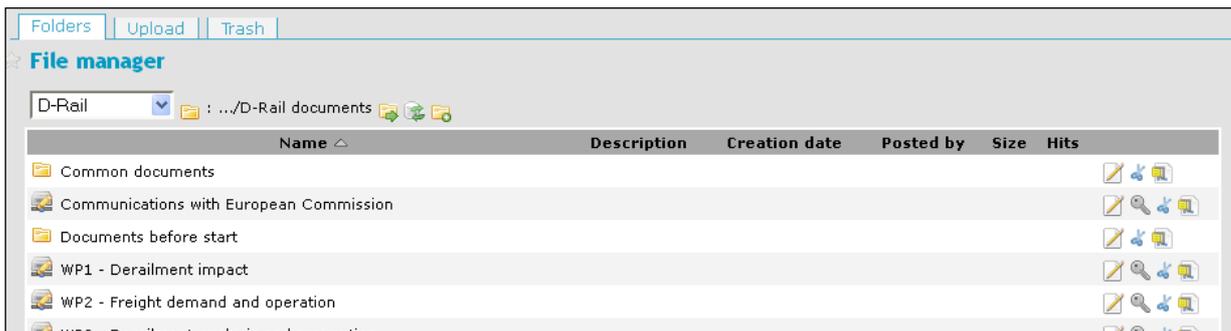
- 1 folder for MEETINGS
- 1 folder for DELIVERABLES
- 1 folder for WORKING DOCUMENTS

CREATING FOLDERS

In the MEETINGS folder, for instance, you have to create a new folder for each meeting, respecting the following norm:

Name Location Year-Month-Day (ex: Kick off meeting Paris 2011-10-06--07)

Don't use any special character in the FILES NAMES such as " ' & ([

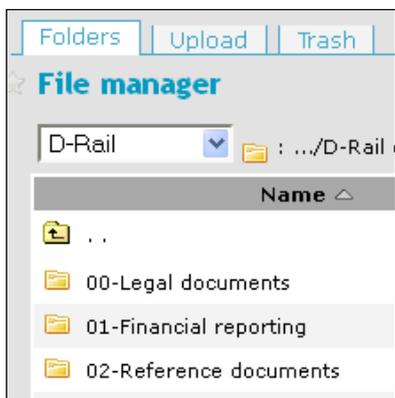


If you need to create a new folder, choose the good location and click on “create folder” last icon top right

Make sure that your documents are well organized, well updated and shared by all participants: this will ensure the global quality of the project.

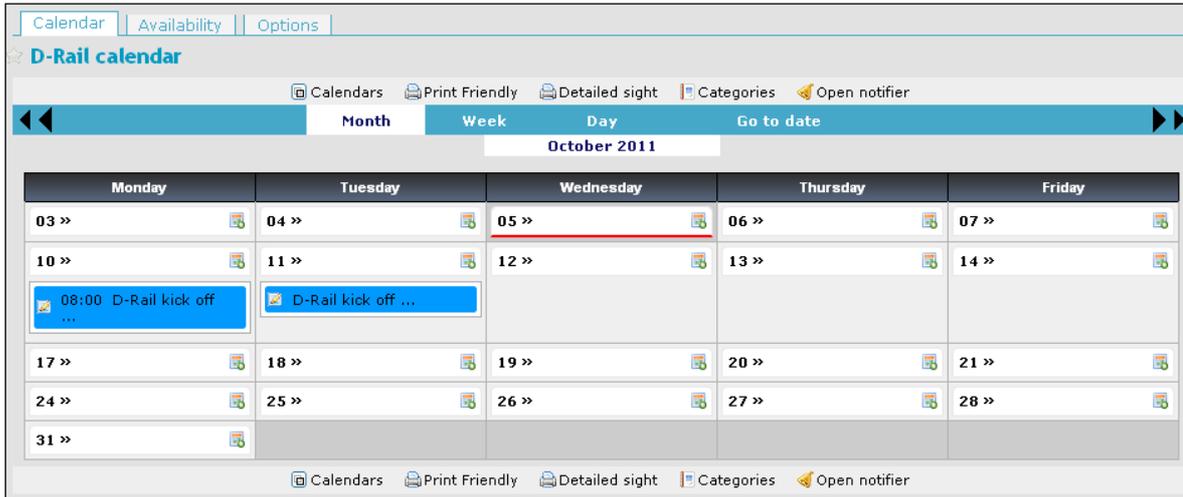
UPLOADING DOCUMENTS

The editor (WP leader) can upload the documents related to a meeting or the deliverables, etc. Therefore, you need to click on “UPLOAD” on the top of the screen. You can also delete documents by using the function “TRASH”.



3.5 Events

We decided to have only 1 calendar shared by all D-RAIL participants and Work packages. This means that you will see all meetings from all groups. This also means that all of you are able to create an event (for example, a meeting) in this calendar.



CREATING AN EVENT IN D-RAIL CALENDAR

It is recommended to create a related DOCUMENT FOLDER and put all relevant documents in that before creating a meeting.

You need to click on the small icon located on the right part of the chosen date. This opens a new window where you can create your meeting. You can choose the schedule, put a title, a location and even a category. For the time being, you don't need to use the PRIVATE, LOCK and FREE functionalities (we'll explain it later). Choose YES if you want to NOTIFY the group (by default, there is no notification).

New calendar event

Begin date: 12 October 2011 08:00 All day

Until date: 12 October 2011 18:00 Repeat

Title:

Location:

Category: Color:

Private: No Lock: No Free: No Send the notification: No Reminder

Available calendars

Public calendar

- CEN-CENELEC Calendar
- Control Command Signalling and Operations Sector Calendar
- Energy Management Sector calendar
- ERTMS Benchmark calendar
- ERTMS Conference calendar
- GSM-R calendar
- Mainline calendar
- PETER Calendar
- POSE Calendar

Selected calendars

Public calendar

- D-Rail calendar

Add Event

In the window below, you may add some information such as the name of the responsible person, a direct link to the documents related to the meeting, a link to a google map or to any web site, etc. Therefore, you will need to use the last box of icons (the one with the small crocodile). The system will then guide you throughout the various INTERNAL links that you can make. For EXTERNAL links, use this icon 

To handle the participation to your meeting, you may use the following website: www.doodle.com (you create your event participation feedback form and you put the URL link directly in the window

Contact person at UIC:

[PAULSSON Bjorn](#)

Related documents:

[Kick-off meeting 2011-10-0607](#)

4. Conclusion

It is important that this tool is used by all participants as soon as possible. The information provided is also still sparse as few project outcomes have been produced to date.

On the other hand, the internal website is ready for daily used and is in fact already now an important tool ensuring efficient remote collaboration and sharing of common documents among the project partners. Remember that we save a lot of work if we use the website from the start.