1 Your Extranet User Guide

Welcome to the World Road Association extranet. Your extranet is a secure, private area for sharing files, events, information and collaborating with colleagues, accessible exclusively via the web to authorized members.

In this guide you will find the information you need to fully benefit from all the made-to-measure functions your extranet has to offer such as the creation of pages and events, file sharing and the dispatching of notifications to alert other members of important news or changes.

For more information or assistance, please contact: alain.charles@piarc.org.
1.1 Login Page

Your official login page can be found at http://extranet.piarc.org/

Enter your **username** and your **password** provided by the General Secretariat. Click “**Connect**” to continue.
2 Main Navigation Menu

The main navigation menu is found on the top left of each page. This menu consists of four links:

- **Home**: Return to your dashboard
- **Committees**: View the most recent pages and modifications relating to your subscribed technical committee(s)
- **Calendar**: View your upcoming events
- **Search**: Search the extranet using keywords
2.1 Dashboard

Once connected, you will be directed to “Your dashboard”, a personal area displaying customized information relevant to your specific profile, such as the latest information from your technical committee(s).

There are two main areas on your dashboard:

- **Recent Pages or Modifications**: On the left, you will find links to the latest pages created or modified.
- **The Calendar**: To the right of the dashboard window, a list of your upcoming events is visible.
2.2 Committees

The “Committees” page is an area where you will find all the relevant information relating to your subscribed technical committee(s) including events, meetings, projects and shared files (documents, minutes, images, etc.). Pages can only be created by the Webmaster.

2.3 Calendar

The calendar displays a list of events associated with your subscribed technical committee(s). Calendar events can only be created by the Webmaster.

2.4 Search

Use the search page to look for content using key words.
3 Side Navigation Menu

When viewing the “Committees” page, a new navigation menu appears on the left-hand side of the browser window. This menu allows for easy access to all pages and events found for a technical committee, a list of members and archived files from your previous extranet.

– **Members**: A full list of all members and their contact details
– **Pages**: A list of pages detailing events, meeting, projects and more
– **Archives**: A list of archived files from the previous cycle extranet (TC 2011-2015)

![Side menu](image)

The side menu when viewed as a regular member
4 Editing a Page

Once the Webmaster has created a new page, content can be added or edited by any member of the group.

4.1 Page Structure

- **Title**: Page title (event, meeting, project, etc.)
- **Description**: A text only description of the page
- **Event and invitation details**: Information relating to the event visible in the agenda (date, time, location)
- **Content**: Main content of the page (files, images, text, etc.)

4.2 The Edition Buttons

- ![Add new content](image)
- ![Modify](image)
- ![Delete](image)
- ![Move](image)
4.3 Adding Content

Next to “ADD NEW CONTENT”, click on the “+” icon.

![ADD NEW CONTENT](image)

Select the type content you wish to add (TEXT/FILES/IMAGES).

4.4 Editing Content

To modify the content on a page, click on the pencil icon to the right of the item. The following are editable content items:

- **TEXT**: Edit the text using a rich text editor to add links and to format to your text (bold, underline, • lists, links, etc.)
- **FILES**: Add new files or rearrange existing ones using the drag-and-drop handle or delete them by clicking on the bin icon.
  The maximum upload file size is 250 MB.
- **IMAGES**: Add new images, edit titles, drag-and-drop to re-order or delete. Add new images by clicking the “Browse” button to upload single or multiple files. Accepted image formats are: GIF, JPG, JPEG, PNG.
  The maximum upload image file size is 5 MB.
4.5 Moving Content

You may wish to change the order of certain items on a page (TEXT, IMAGES or FILES). To rearrange existing content:

- Click on the “edit” pencil icon on the left to display the “drag-and-drop” handle
- Click and hold the icon to move your item, then release it in the desired position

La défense

Click on the “edit” icon

Move the item using the handle
4.6 Deleting Content

Delete content areas by clicking the “bin” icon and confirming permanent deletion.
5 User Navigation Menu

The user navigation menu is located at the top of each page on the right-hand side.

- **Basket**: View, modify, delete or download the files in your basket
- **Notifications**: Consult your list of personalized notifications
- **Profile**: Edit your profile details
- **Logout**: Disconnect from the extranet
5.1 Basket

As you browse the extranet, you may wish to download certain documents to your computer. The basket contains the all files you wish to download in one place, enabling you to download them all at once in a simple ZIP file.

Adding Items to the Basket

To place an item in your basket, simply select the files you want by checking the box to the right of the file (or bottom right on an image). Alternatively, tick the “Select all” box to choose all the available files on a page. Next, click the “ADD TO BASKET” icon on the left. These items will now appear in your basket.
**Downloading Items from the Basket**

At the top of your screen in the user navigation menu, you can view the contents of your basket at any time. Click on the icon to view the following options:

- **A list of files**: The files currently in your basket. Click on the title to open or download the file
- **Direct Download**: Download all files as a ZIP file
- **Check your Download Basket**: View your basket in detail and edit the saved items; download your items as a ZIP file.

![Basket menu in user navigation](image)

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**YOUR DOWNLOAD BASKET**

Your documents awaiting download.

<table>
<thead>
<tr>
<th>File Name</th>
<th>Uploading</th>
<th>Format/Weight</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6D1W0007.JPG</td>
<td>02/11/2016</td>
<td>.jpg - 1.4 MB</td>
<td>EMPTY BASKET</td>
</tr>
</tbody>
</table>

- **Do not empty basket after downloading**

![A list of items in the download basket](image)
5.2 Notifications and Invitations

Notifications are used to immediately alert other members subscribed to your committee to important information or changes.

Sending a Notification

Once you have added or modified your content, the option “SEND A NOTIFICATION” becomes available below your content item.
To prepare the notification text:

- **Select a mailing list:** Choose from a shared list, or use one of your own personal mailing lists
- **Subject:** Edit the default subject message if you wish to personalize the title
- **Your message:** An optional personal message you can send with the alert

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**Receiving a Notification**

Members receive notification alerts by e-mail as well as in the user navigation menu. The notification icon will display the number for new alerts received. Click on the icon to consult your new messages and view a list of sent and received notifications.

You will also receive a notification e-mail to the address indicated in your personal profile.
Receiving an Event Invitation

You may receive an invitation from the Webmaster to an upcoming event in the calendar. Invitations are displayed in different areas of your extranet where you can choose to accept or decline. You will also receive a notification e-mail regarding the invitation to the address indicated in your personal profile. All members of your subscribed technical committee can view statistics of the event: number of guests, replies and details (YES/NO/MAYBE/AWAITING).

*Events and invitations can only be created and sent by the Webmaster.*

Where to Find Your Invitation

A new event is displayed in three different places:

1. **The Dashboard**: Once an invitation has been received, you will see the options YES, NO and MAYBE listed below the event on your personalized calendar in the dashboard under “YOUR UPCOMING EVENTS”.

![An invitation on the dashboard](image)

2. **The Calendar**: The event is displayed in the calendars of each committee member. You can view the number of guests invited and how many replies have been received. Events can easily be added to your personal Google Calendar or ICAL directly from the calendar with just a click.

![An event viewed in the calendar / Add the event to your personal agenda](image)
3. **Received Notifications**: You will also receive an invitation to the event in your personal notifications. This is the area where you will be able to read any personalized messages sent by the Webmaster regarding the invitation.

![Received notifications history](image)

**An invitation viewed in "Received Notifications"**

**Repeating to an invitation**

From any of these three areas you can reply to the invitation. The options are: **YES**, **NO** and **MAYBE**. You can at any time change the status of your reply by clicking on your last answer and a window will then appear requesting confirmation that you wish to modify your response. Click on **"CHANGE YOUR RESPONSE"** and the three options will re-appear below the event.

![Invitation to an event](image)

**Change the response to an invitation**
Your Mailing Lists

Shared lists: There are two types of shared mailing lists:

- “ALL MEMBERS” consists of all the members subscribed to a committee.
- The second type is mailing lists created by your.

Personal lists: You can create your own personalized lists to create targeted exchanges. Click on the “+” button to the right-hand side of “Personal lists”. Edit the title of your list and begin adding members subscribed to your technical committee(s) by clicking on the down arrow icon.

To view a list of members the subscribed to a list, click on the down arrow icon. Shared list can only be created or modified by the Webmaster.

<table>
<thead>
<tr>
<th>Shared lists</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL MEMBERS</strong></td>
<td>6 REGISTERED</td>
</tr>
<tr>
<td>WORKING GROUP #1</td>
<td>4 REGISTERED</td>
</tr>
<tr>
<td>WORKING GROUP #2</td>
<td>3 REGISTERED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal lists</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ORGANISATION DE LA RÉUNION DE PARIS</td>
<td>3 REGISTERED</td>
</tr>
<tr>
<td>ANSELMIN Véronique</td>
<td>CHARLES Alain</td>
</tr>
</tbody>
</table>

Shared and personal mailing lists
5.3 Profile

Your profile page is your area for editing your personal details, adding or modifying a profile photo, selecting your preferred language, changing your password and more.

To change the language in which you view your extranet, choose from the list of “Preferred Languages” in your profile. Select a language by ticking the appropriate box (English, French or Spanish/Castilian), click the “SAVE CHANGES” button and refresh your page to see a new language take effect.
5.4 Logout

Click on the logout icon to be immediately disconnected from the extranet.