



ISSMGE Website

User Guide TC Officers

(Chair/Vice/Secretary/Webmaster)

ISSMGE Website User Guide

TC Officers

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Introduction

Purpose

The purpose of this document is to provide a brief user manual for the new ISSMGE website which merges the old TC panel and Joomla! website.

Login

You may log in with your ISSMGE account. All ISSMGE accounts are powered by the GeoWorld engine, where you can log in to both websites with the same account.

Forgot Password?

You can reset your password by clicking on the “Forgot your password?” link on the Login popup window. A window to insert your email will appear. Just enter your email , press the submit button and the reset password instructions will be emailed to you automatically.

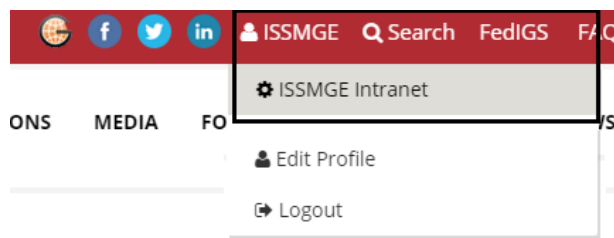
Support

For any feedback you may have do not hesitate to contact us at webmaster@issmge.org addressing the issues you are experiencing and we will do our best to resolve them as soon as possible.

Intranet

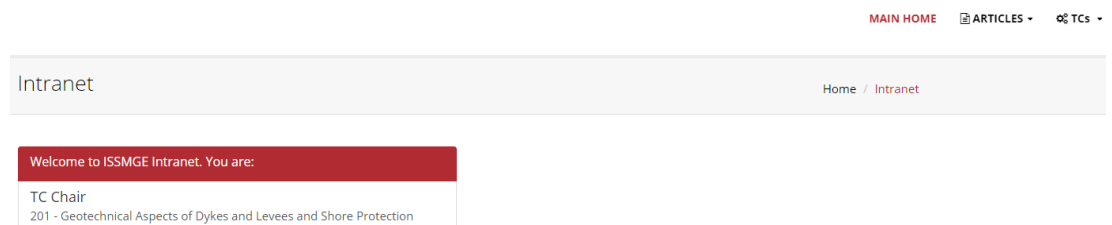
Menu & Permissions

First, to enter the Intranet you must be logged-in. Once you are logged in, to access the Intranet section click on the button with your username at the top right of the page and select Intranet:



Depending on the logged-in users and their roles, the intranet menu is generated. Hence, they can access certain sections of the Intranet.

- TC Officers (chair/vice/secretary/webmaster)
 - Users of this role can only access articles related with their TC news, edit their TC details along with its terms of reference as well as lookup their TC membership. TC Chairs can edit and create TC Chair nominated members.



Articles

Navigating to Articles ⇒ Articles you can see the listing of the articles in a table format.

ARTICLES ▾

ARTICLES

+ New Article								
Criteria ▾								
Show 25 entries		Search: <input type="text"/>						
Id	Title	Alias	Enabled	Featured	Category	Published	Last Updated	Actions
339	TC 201 Dummy News Title	tc-201-dummy-news-title	Yes	No	TC201	2016-05-30 13:31:48	2016-09-26 11:05:58	View Edit Delete
Showing 1 to 1 of 1 entries							Previous	1 Next

For every article item, you can see on the right side actions such as view/edit/delete. Above the table there is a filtering search offered where you can place filters and get the articles meeting this criteria.

There is also a button named 'New Article' which simply leads you to the new article page which is basically used to register a news item for your TC:

Title

Alias

Description

Some dummy description.

Category

Image

 No file chosen

Tags

Enabled ☒

Promote to GeoWorld ☒

Create Article

Cancel

By clicking on the “Create Article” button your article will be created and depending on the values you passed to enabled and promote to GeoWorld checkboxes will be shown in your TC news section and promoted to GeoWorld.

Common Article Form Fields

Most of the fields that appear in the article creation form also appear in most forms. You should expect them to work the same, unless it is explicitly stated that they are different.

In this section we will explain their intent and functionality:

Alias

Title

Some Demonstration Article

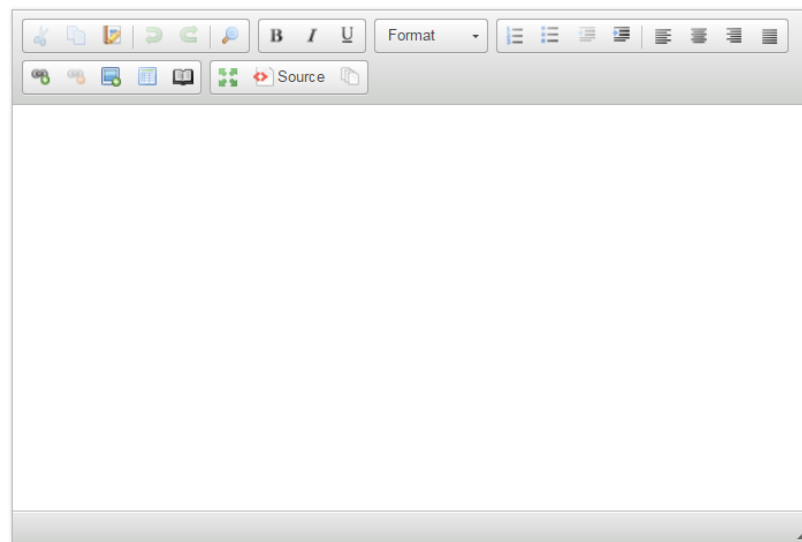
Alias

some-demonstration-article

As you may have noticed this field is automatically set when you fill the title field. This field is meant to be used as an indicator to search engines (Google etc.) as to what the web page is about. This field has strict syntactic restrictions and it is recommended to not change the automatically created value, especially if the title contains non-Latin characters.

Description

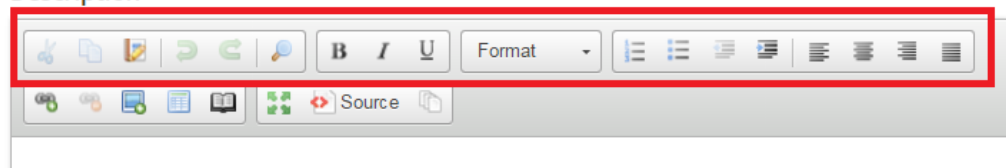
Description



Some information fields have an advanced editor capable of :

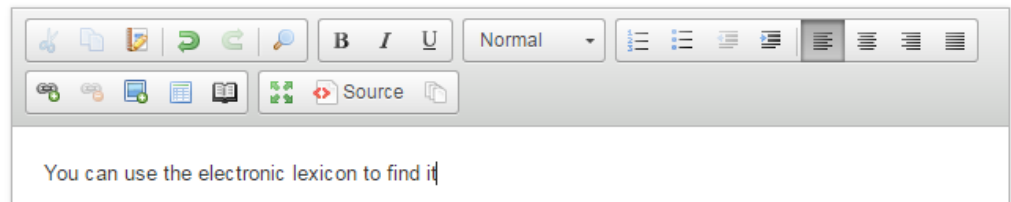
1. Some basic text manipulation (bold, alignment etc.)

Description

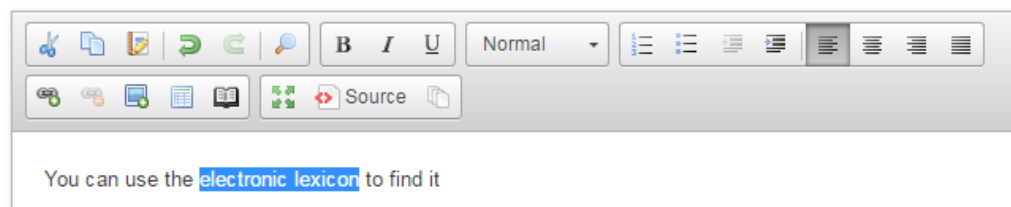


2. Tagging text as a hyperlink

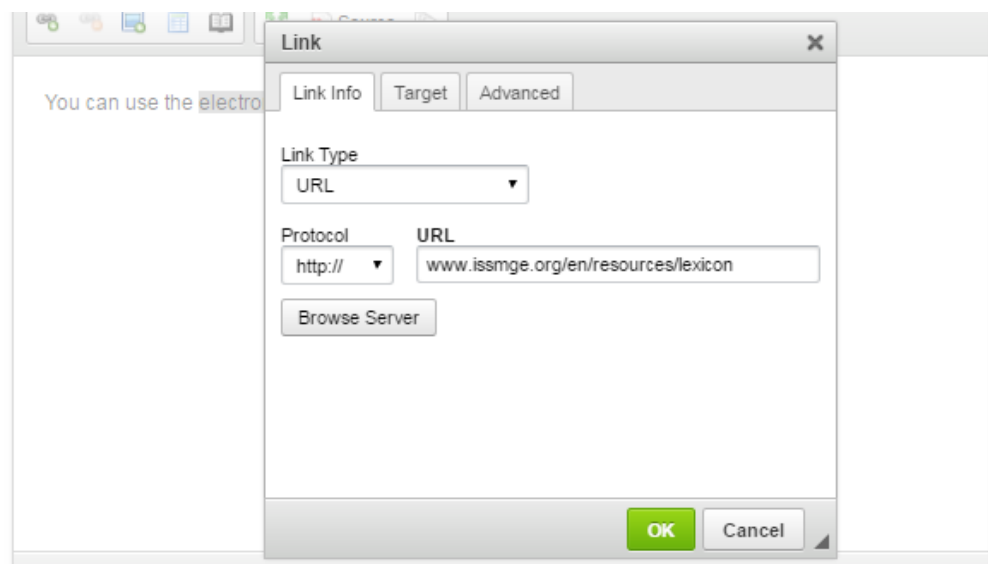
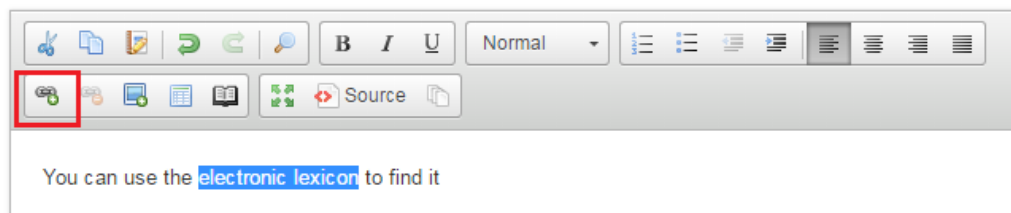
2.1 Write the text

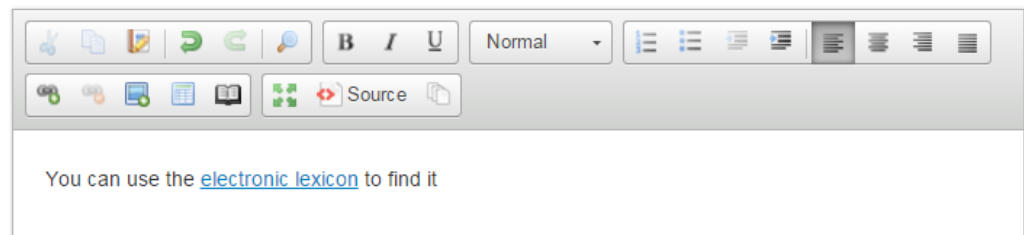


2.2 Select the part you want to make a hyperlink



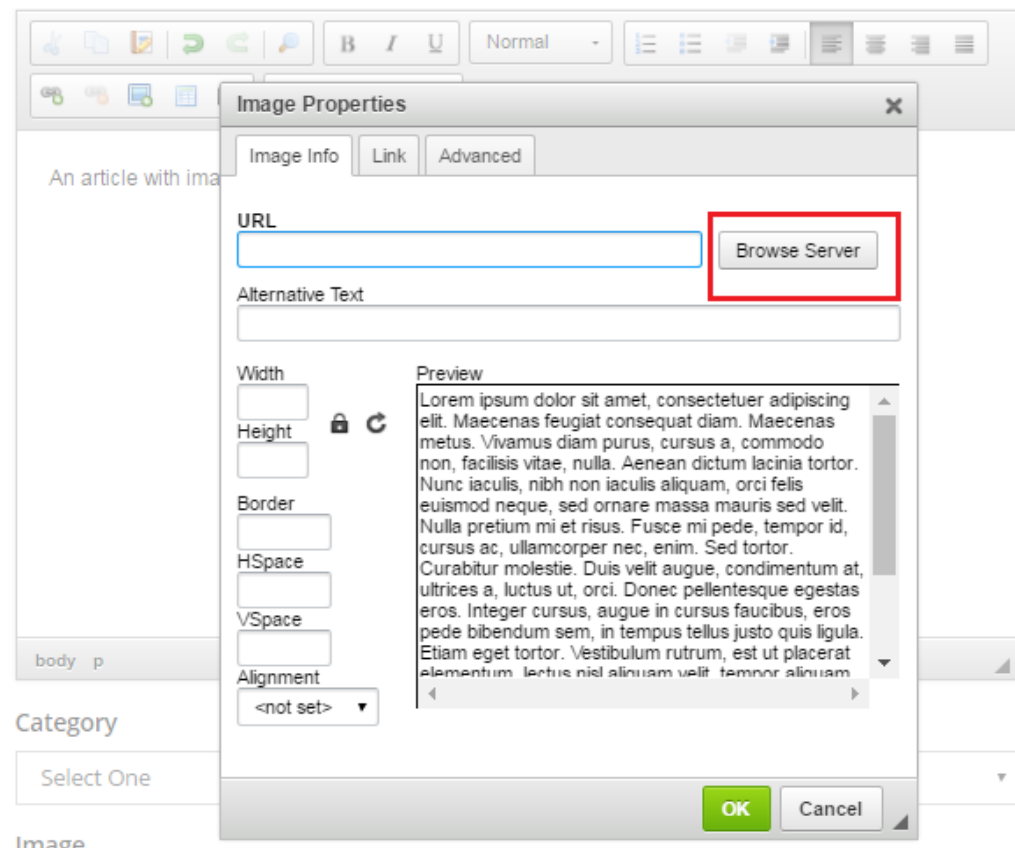
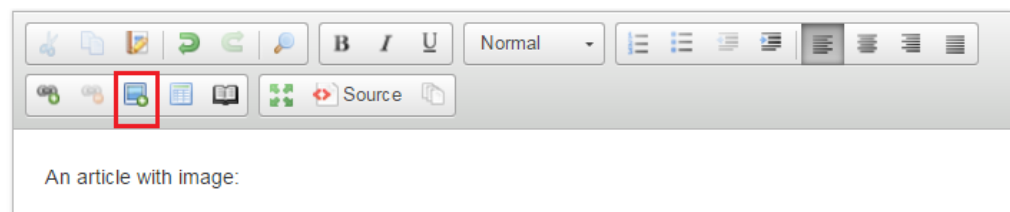
2.3 Click the **link** button and enter the desired address or click **Browse Server** to upload the file you want to link (see next paragraph about uploading)



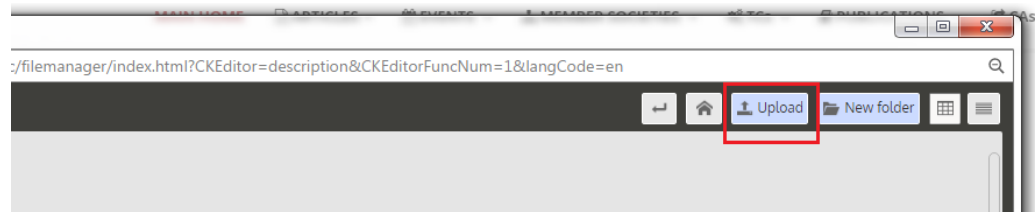


3. Uploading images and files you can add to your description

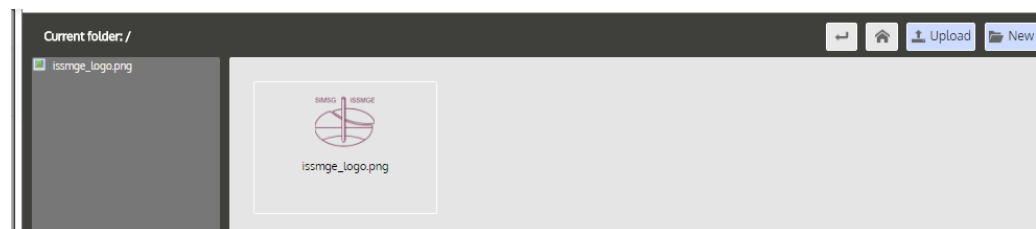
3.1 To add an image click the **image** button and either fill the image url or click **Browse Server** to upload a new image.



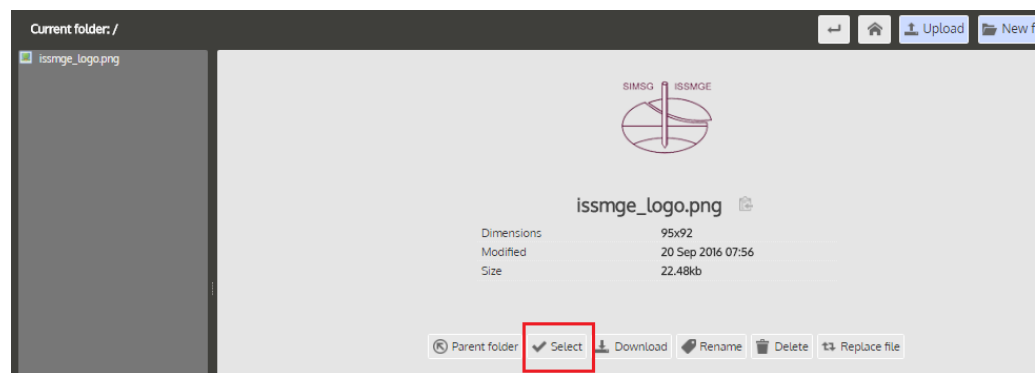
3.2 To upload an image press upload and follow the instructions



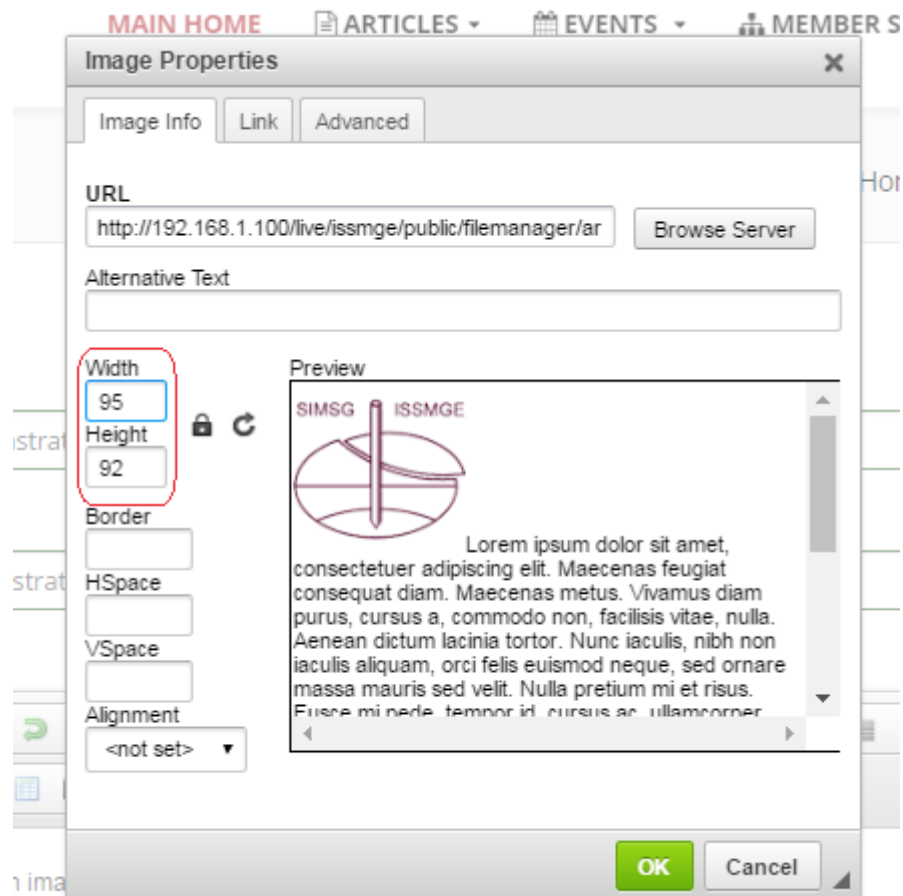
3.3 To add the uploaded image in your article, click on the image



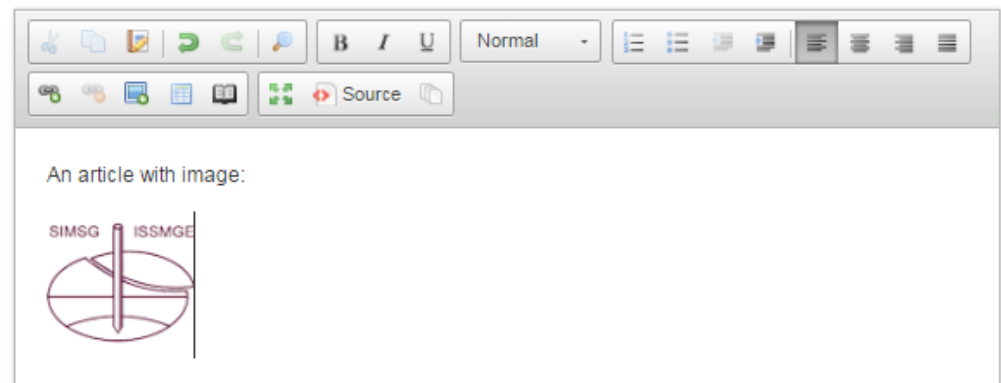
3.4 Click on **Select**



3.5 You can change some of the image properties like its dimensions. After you're done click on **OK**



Description



3.6 To add files follow the same procedure but start by clicking **Link** instead of **Image**

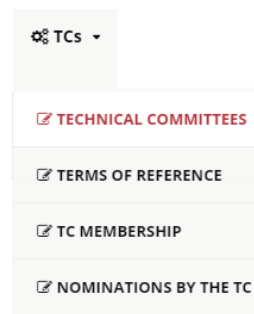


Note: The files and images uploaded for an article will remain on the server, under a file dedicated to the specific article. Those files can be access and used (delete, download etc.) by users that have the rights to edit the article.

TCs

Technical Committees

The first section is the one dealing with editing the Technical Committees. You can reach it by navigating to TC ⇒ Technical Committees where you can see your TC listed.



Show

10

 entries

Search:

Id	Category	TC Short Name	TC Official Name	TC #	Actions
12	Applications	Dykes and Levees	Geotechnical Aspects of Dykes and Levees and Shore Protection	TC201	<div>Edit</div> <div>Pages</div>

Showing 1 to 1 of 1 entries

Previous

1

Next

You can edit your TC information by clicking the “Edit” button on the Actions column. This will give you a form like this:

Short Name

Official Name

TC #

Category

Additional Information

Here is the additional information.

TC Image
 No file chosen

Update Technical Committee

Cancel

You can place the additional information for this TC and choose an image which will be the featured TC's image on the respective page. If no image is set there will be a default one.

<p>Warning</p> <p>TC pages are being improved. The additional information field is transferred to “TC About Page” and will be soon removed from the edit form.</p>

TC Pages

In the table listing of the Technical Committees section, there is a button that reads “Pages”. Clicking on it will give you a list containing your TC pages:

+ New Page

Show 10 entries

Search:

Id	Title	Published	Weight	Last Updated	Actions
8	About	Yes	-1	2020-01-24 14:50:24	Edit

Showing 1 to 1 of 1 entries

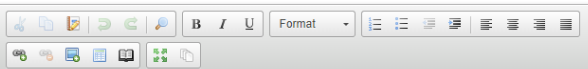
Previous1Next

By default, there is an “About” page for every Technical Committee that cannot be deleted, and it will always be listed first on your ISSMGE website.

To add a new page, click on the “+ New Page” button. This will give you a form that looks like this:

Title

Body



Weight

0

Published

☒ No ☐ Yes

Save

Cancel

You can set your desired title and content to the body field using the editor. The weight field sets the ordering your page appears on your TC website. For example, a page A1 with weight set to 0 will be displayed above a page whose weight is set to 1. To publish or unpublish the page choose Yes/No. Only published pages will be visible to your TC website visitors.

To edit pages, simply click on the “Edit” button on the TC page listing and make the desired amendments to the TC page form. To add files, links or images please consult the “Articles” section on page 2.

Terms of Reference

Every technical committee is linked with terms of reference items in the database. Navigating to TC ⇒ Terms of Reference you can find a dropdown menu. After having selected the committee for which you want to set terms of reference an editor shall appear and once edited you can click on the button below to update those terms.

Technical Committee

101 - Laboratory Stress Strain Strength Testing of Geomaterials

101 - Laboratory Stress Strain Strength Testing of Geomaterials : Terms of Reference

Objective 1

To promote co-operation and exchange of information concerning research and developments in advanced laboratory geotechnical testing, including apparatus, techniques, data acquisition and interpretation.

Objective 2

To encourage the application of advanced laboratory testing in research; in integrated site characterisation studies; and in ground modelling.

Objective 3

TC Membership

Navigating to TC ⇒ TC Membership will show a table list with all recorded members of your TC. You will find options to save the entire list either on .pdf or excel format, filter by Technical Committee or Member Society and perform a search query.

Member Societies

Select One

Technical Committees

Select One

Show 10 rows

Excel

PDF

Column visibility

Search:

Id	Title	Full Name	Email	Phone	TC Official Name	Member Society	Actions
112	tc_member	Meindert Van	Meindert.van@deltares.nl		201 - Geotechnical Aspects of Dykes and Levees and Shore Protection	Netherlands	Delete
224	tc_member	Hanlong Liu	hliu@hhu.edu.cn	86-25-83786918	201 - Geotechnical Aspects of Dykes and Levees and Shore Protection	China	Delete
259	tc_member	Kenichi Maeda	maeda.kenichi@nitech.ac.jp	-	201 - Geotechnical Aspects of Dykes and Levees and Shore Protection	Japan	Delete
331	tc_member	Yosuke Higo	higo.yosuke.5z@kyoto-u.ac.jp	+81-75-383-3305	201 - Geotechnical Aspects of Dykes and Levees and Shore Protection	Japan	Delete
332	tc_member	Yoichi Watabe	watabe@ipc.pari.go.jp	+81-46-844-5053	201 - Geotechnical Aspects of Dykes and Levees and Shore Protection	Japan	Delete
468	tc_member	Daniel Peluso	danpeluso@yahoo.com	1-800-555-1212	201 - Geotechnical Aspects of Dykes and Levees and Shore Protection	USA	Delete
469	tc_member	Michael Sharp	Michael.K.Sharp@usace.army.mil	1-800-555-1212	201 - Geotechnical Aspects of Dykes and Levees and Shore Protection	USA	Delete
522	tc_member	Tarek Abdoun	abdout@rpi.edu	1-800-555-1212	201 - Geotechnical Aspects of Dykes and Levees and Shore Protection	USA	Delete
618	tc_member	Alexandre Pinto	apinto@jetsj.com	00351 919541309	201 - Geotechnical Aspects of Dykes and Levees and Shore Protection	Portugal	Delete
671	tc_member	Martin Achmus	achmus@igth.uni-hannover.de	+49 511 762-4155	201 - Geotechnical Aspects of Dykes and Levees and Shore Protection	Germany	Delete

Showing 1 to 10 of 32 entries

Previous

1

2

3

4

Next

If you would like to see when the individual members were nominated, you may click on the “Column Visibility” button and choose the “Nominated At” field.

Nominations by the TC

If your role is TC Chair, navigating to TCs ⇒ Nominations by the TC will give you a table list with all nominations of your TC. You will find options to save the entire list either on .pdf or excel format, filter by Technical Committee and perform a search query.

TC Chairs may nominate up to 4 members. For further background, please refer to the letter from Professor Pierre Delage, Chair of the TOC, distributed by the Secretariat on the 30 April 2014.

Technical Committees

201 - Geotechnical Aspects of Dykes and Levees and Shore Protection

+ New Nominated Member

You can only nominate 4 more members. See more details

Show 10 rows

Excel

PDF

Column visibility

Search:

Id	Name	Email	Technical Committee	Member Society	Category	Nominator	Actions
No nominations found							

Showing 0 to 0 of 0 entries

Previous

Next

Setting TC Vice Chair or Secretary

You can set a new TC Vice Chair or Secretary from one of the existing nominations you have added.

Under the "Actions" column you will find options to Edit, Delete and Knight your record.

For all the Vice Chair and Secretary nominations of your TC, you will find a "Knight" option under the "Actions" column of the list.

You can select a new Vice Chair or Secretary by clicking on the "Knight" action.

A new nominated member button exists on the top which simply adds a nomination by filling a form

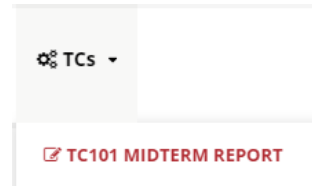
TC Chairs can nominate 3 types of members as declared into the "Category" select field of the form:

1. TC Chair Nominated Member
2. TC Secretary Nominee
3. TC Vice Chair Nominee

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Contact Phone	<input type="text"/>
Category	<div>Select One ▾</div>
Member Society	<div>Select One ▾</div>
Technical Committee	<div>Select One ▾</div>
Expertise	<div><div></div></div>
<div>Create Nominated Member</div>	
<div>Cancel</div>	

Midterm TC Reports

Whenever midterm reports are available to be submitted from TC officers, there will be a menu item under TCs:

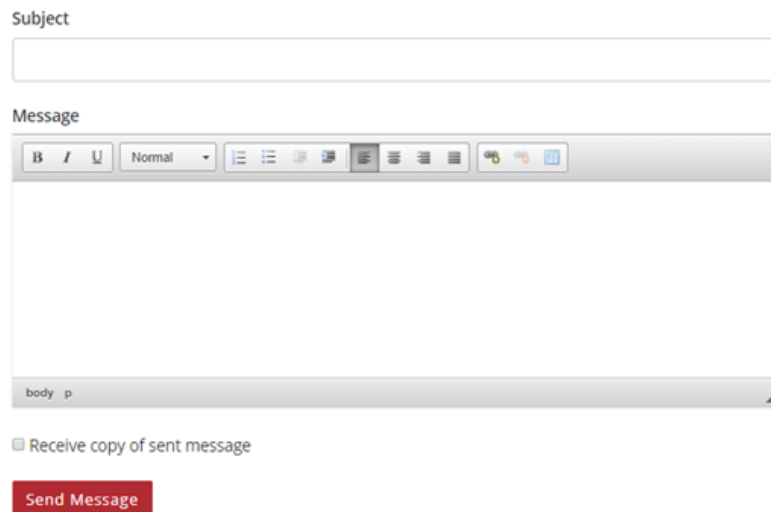


Clicking on it will take you to the midterm report submission form where any TC officer can fill it. You can save the report by clicking on the “Save” button on the bottom of the form so you can continue working on it at a later time. When all the required points are filled and you are ready to submit, the “Submit” button will become available.

Kindly note that upon submission no further changes can be made and the form will not be able to be saved or re-submitted.

Contact

Navigating to TCs ⇒ Contact will show you a page where you can compose a circular message and send to your TC nominated and corresponding members as well as Chair nominated members.

A screenshot of a web form for sending a message. It has a 'Subject' label above a text input field. Below that is a 'Message' label above a rich text editor. The rich text editor has a toolbar with buttons for bold (B), italic (I), underline (U), text color, background color, bulleted list, numbered list, link, unlink, and insert image. Below the text area is a checkbox labeled 'Receive copy of sent message'. At the bottom is a red button labeled 'Send Message'.

Selecting the “receive copy of sent message” will copy the logged in officer to the list of recipients and will be sent to their email.

FAQ

1. What is the difference between ID numbers found on TC membership listing and nominations by the TC listing?
 - Under TC Membership listing the ID in the table describes the role a user has on the ISSMGE database (e.g. ID 126 – the role with ID 126). On the nominations by the TC listing, however, the ID describes the user (e.g. ID 5481 – the user with ID 5481).
2. Can I nominate someone online who isn't listed already – or do I need to contact my member society representative first?
 - Yes, you can. You can also nominate members who aren't listed already. The deciding factor as to whether they are existing or not is the email given in the form.
3. What are the needed requirements of the image that will uploaded on the TC form?
 - The ratio width:height should be 4:1 with minimum width 1200 pixels and height 300 pixels.
4. How can I exclude columns from exported data (excel or PDF)?
 - Above the table next to the PDF button, there is a another one that reads "Column visibility". Simply click on it to select what fields should be extracted and then click on either PDF or Excel button to download the appropriate file.
5. Who can edit the membership listing of the TC?
 - Member society representatives are responsible for keeping the membership list updated (nominated and corresponding members). TC Chairs can add TC Chair nominated members (up to 4).
6. I created a news item for my TC. Who is notified?
 - A notification email will be sent to your TC members with the TC officers in copy. Furthermore, a push notification will be sent to the mobile app users.

7. Can I create a subpage within a main page of my TC?
- No, subpages are currently not supported.