

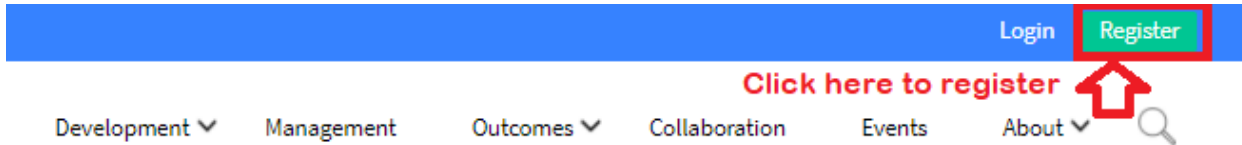
RPPM Website User Guide

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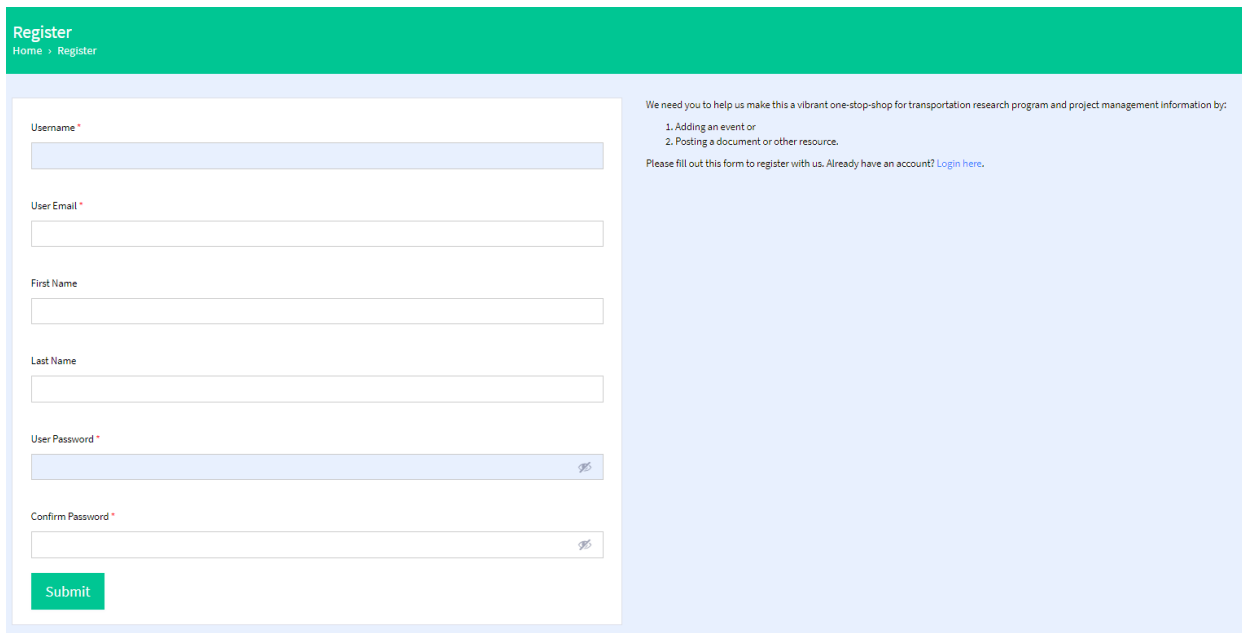
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Register for an Account

1. Click on the green “Register” button in the top right-hand corner of the website.



2. Complete the form on the Register page (<https://rppm.org/register/>) and click the Submit button.



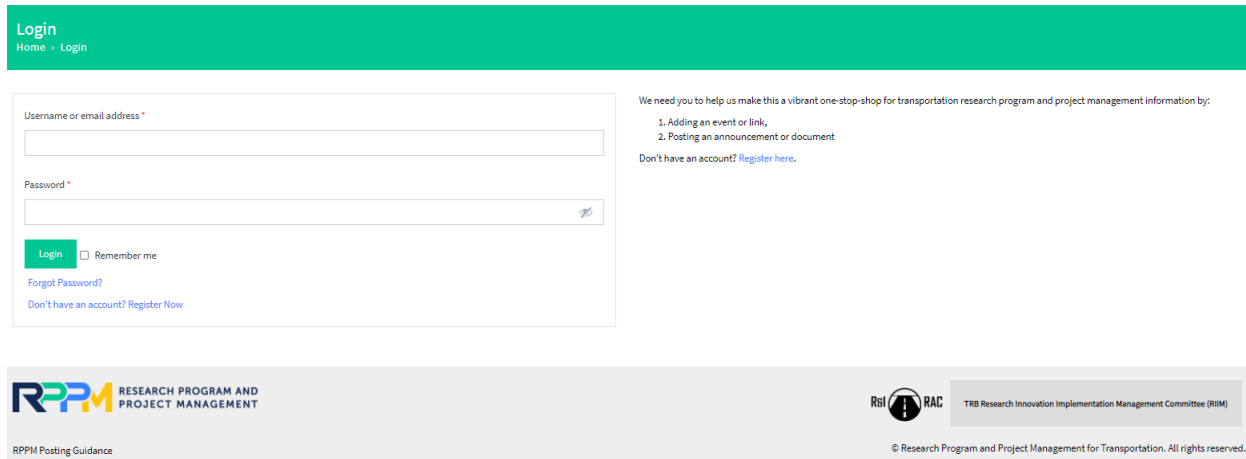
3. Once the RPPM website administrator has approved your account, you will be granted editor-level access to the website.

Manage Your Account

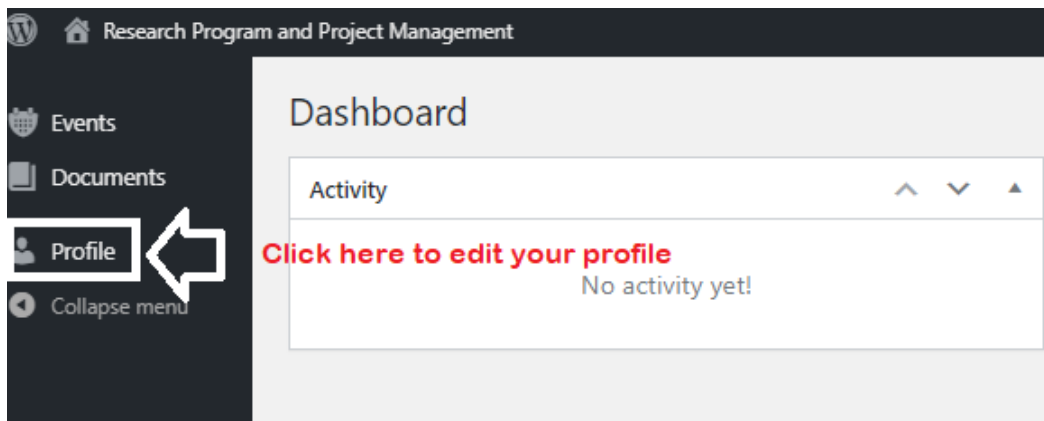
1. Log in to the website using your email address and the password you created when you registered.



2. On the Login page, enter your email address and password, then click the "Login" button.



3. When you have signed in and you are viewing the dashboard, go to Profile to edit your profile.



4. You can edit your profile on this screen. The only field that is not editable is your Username. Every other field can be changed. NOTE: Be sure to click the blue “Update Profile” button at the bottom of the Profile screen to save any changes you have made to your profile.

The screenshot shows the 'Profile' page with a dark sidebar on the left containing 'Profile' and 'Collapse menu'. The main content area is titled 'Profile' and includes several sections: 'Keyboard Shortcuts' with a checkbox for 'Enable keyboard shortcuts for comment moderation'; 'Toolbar' with a checked checkbox for 'Show Toolbar when viewing site'; 'Name' section with 'Username' (locked, placeholder: 'username will appear here'), 'First Name' (placeholder: 'your first name will appear here'), 'Last Name' (placeholder: 'your last name will appear here'), and 'Nickname (required)' (placeholder: 'you can change your nickname here'); 'Display name publicly as' (dropdown: 'first name last name'); 'Contact Info' with 'Email (required)' (placeholder: 'email you registered with'); 'Account Management' with 'New Password' (button: 'Set New Password') and 'Sessions' (button: 'Log Out Everywhere Else'); and a blue 'Update Profile' button at the bottom, which is highlighted with a red box and a red arrow pointing to it. A red text annotation next to the arrow says 'Click this button to save the changes you have made to your profile'.

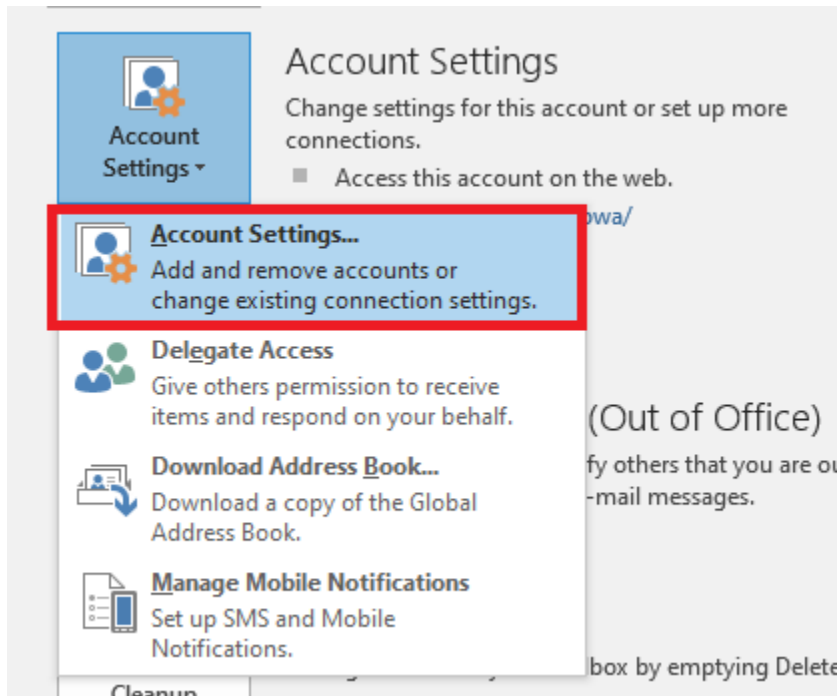
4. You can also access and upload Events and Documents that you have created from the Dashboard after you have signed in. More complete guidance for posting is available in the RPPM Website Posting Guidance document.

The screenshot shows the 'Dashboard' page for 'Research Program and Project Management'. The sidebar on the left has 'Events', 'Documents', 'Profile', and 'Collapse menu'. The main content area is titled 'Dashboard' and has two main sections: 'Activity' (placeholder: 'No activity yet!') and 'Quick Draft'. The 'Quick Draft' section has a 'Title' field, a 'Content' field (placeholder: 'What's on your mind?'), and a blue 'Save Draft' button.

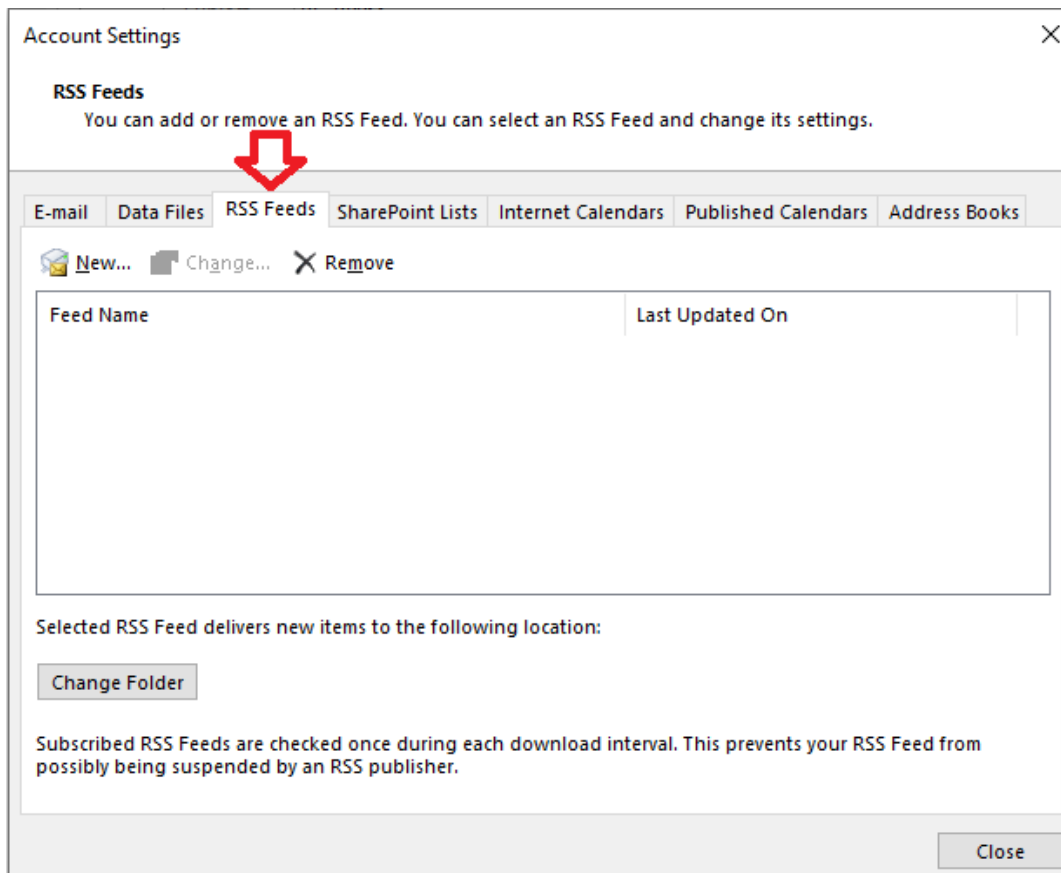
Subscribe to RSS Feeds

Follow these steps to set up an RSS feed of pages from the RPPM website, using Outlook:

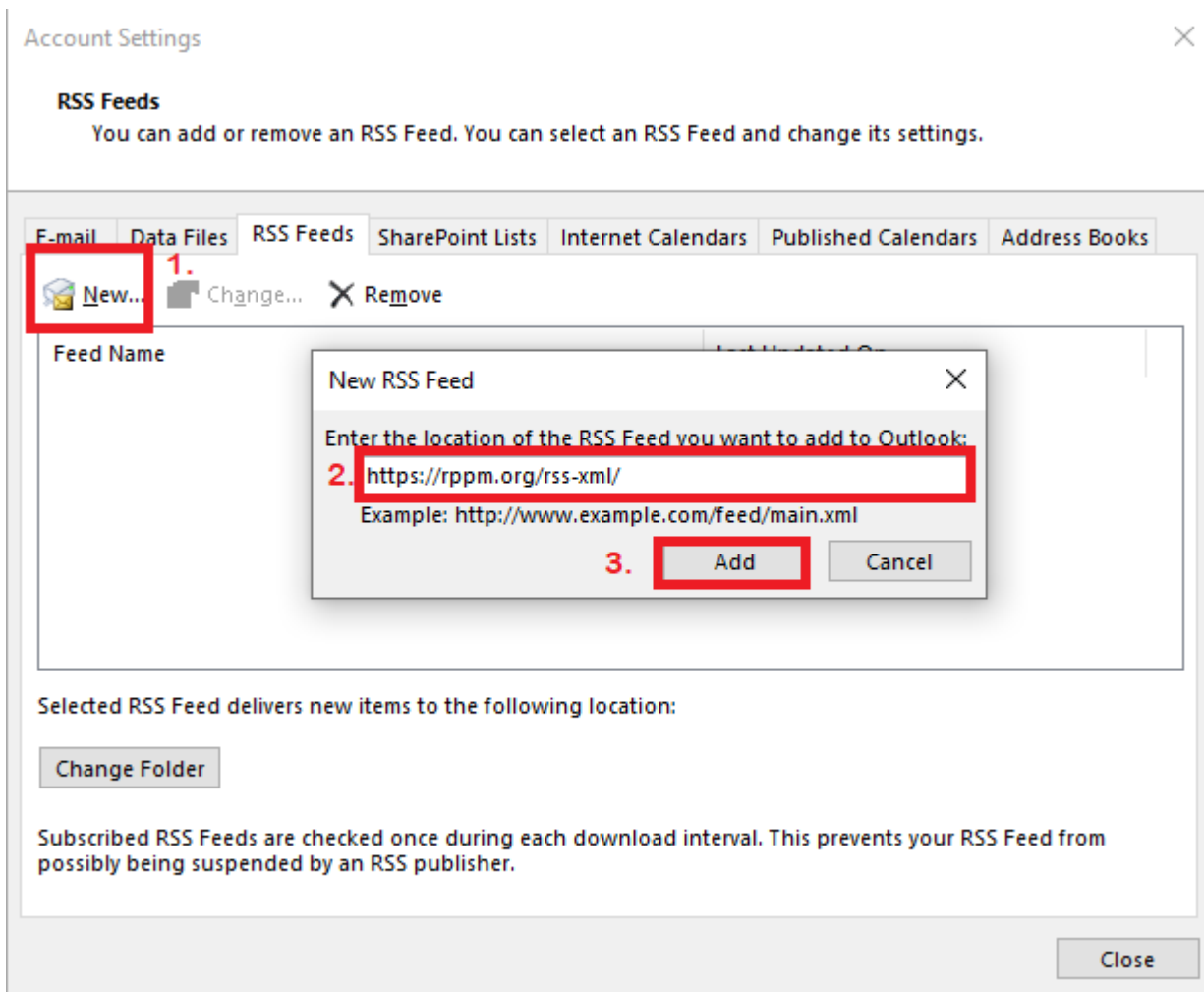
1. In Outlook, click the File tab, click the Account **Settings** button, and then choose Account **Settings** from its menu. ...



2. Click the **RSS Feeds** tab. ...



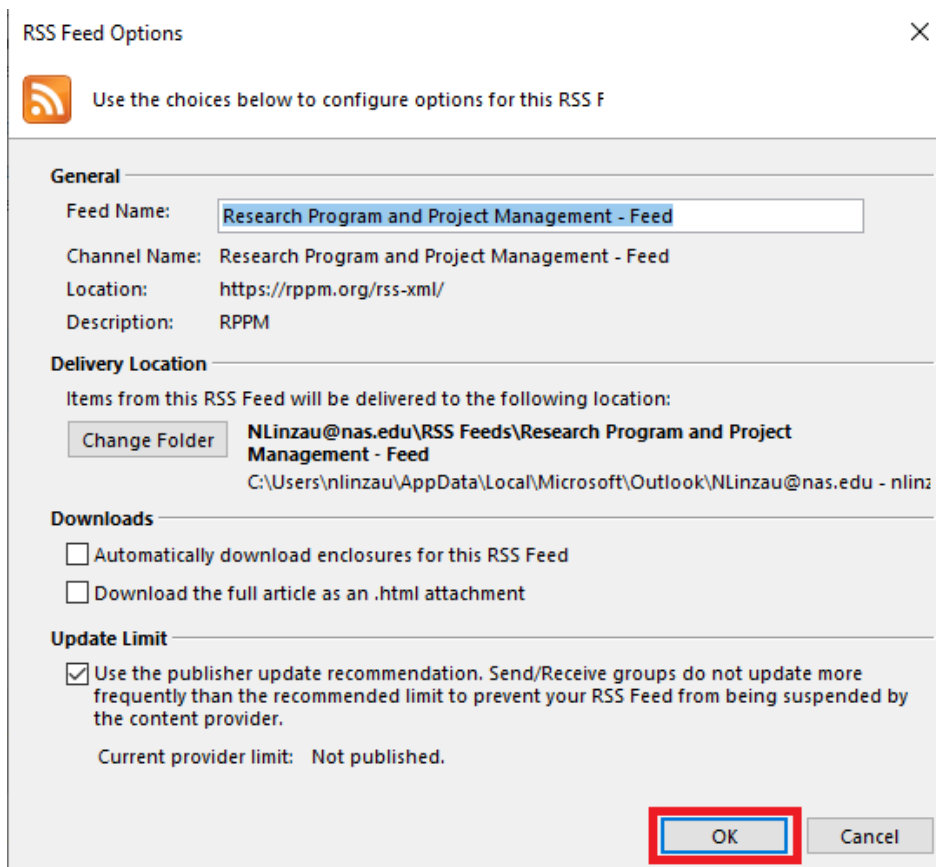
3. Click the “New” button. ...



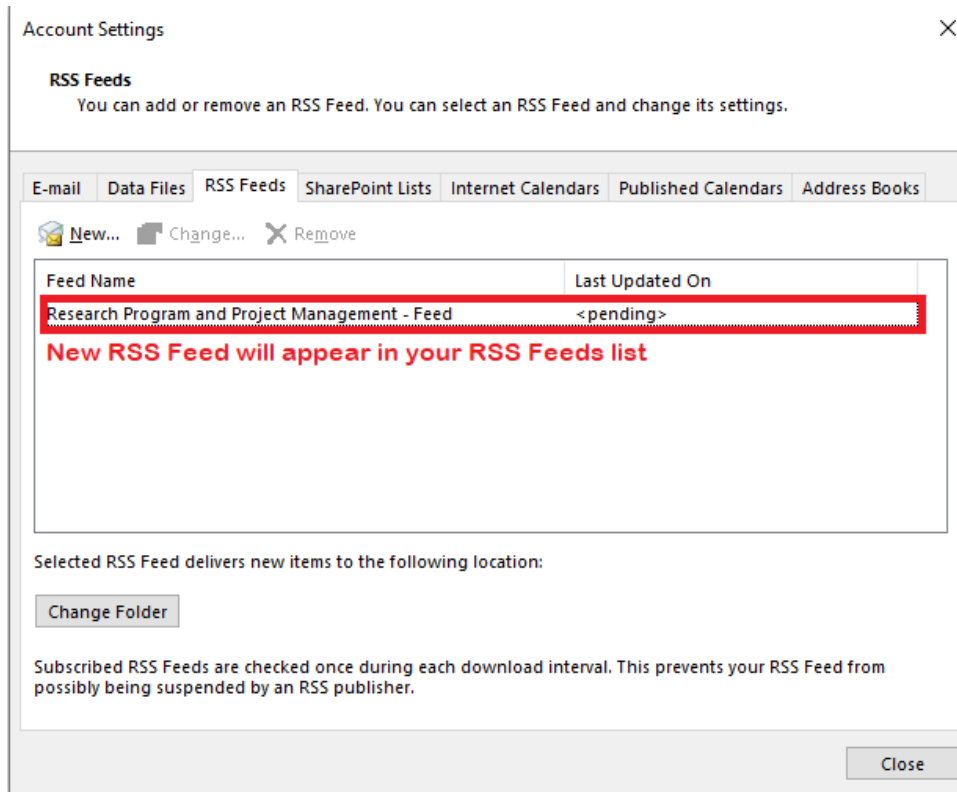
4. Navigate to the RSS Feeds page on the RPPM website: <https://rppm.org/about/rss-feeds/> . Copy the URL of the **RSS feed** you want and then return and paste it into the “New RSS Feed” dialog box.

- [RPPM Website Feed](#) (This is the overall RSS Feed for any and all changes to the RPPM website)
- [Development](#)
 - [Planning and Development](#)
 - [Strategic Research Documents](#)
 - [Unfunded and Partially Funded Research Needs](#)
 - [Research Funding Guidebook](#)
- [Management](#)
- [Outcomes](#)
 - [Implementation](#)
 - [Intellectual Property](#)
 - [Program and Project Evaluation](#)
 - [Technology Transfer](#)
 - [Value of Research](#)
- [Collaboration](#)
- [Conferences, Meetings, Webinars, and Workshops](#)
- [Funding Program Deadlines](#)

5. Click OK.



6. Click Close.



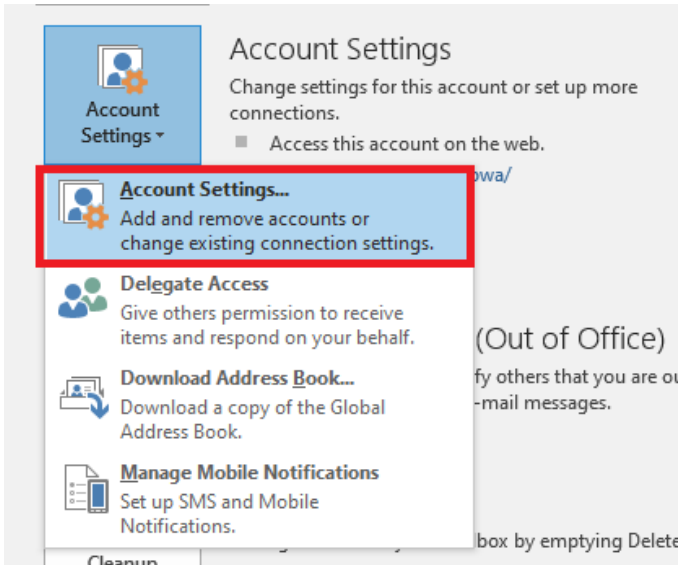
Remove an RSS Feed from Outlook

To remove an RSS Feed from Outlook, right-click the folder containing the RSS Feed and choose **Delete folder**. This action will unsubscribe you from the RSS Feed in Outlook.

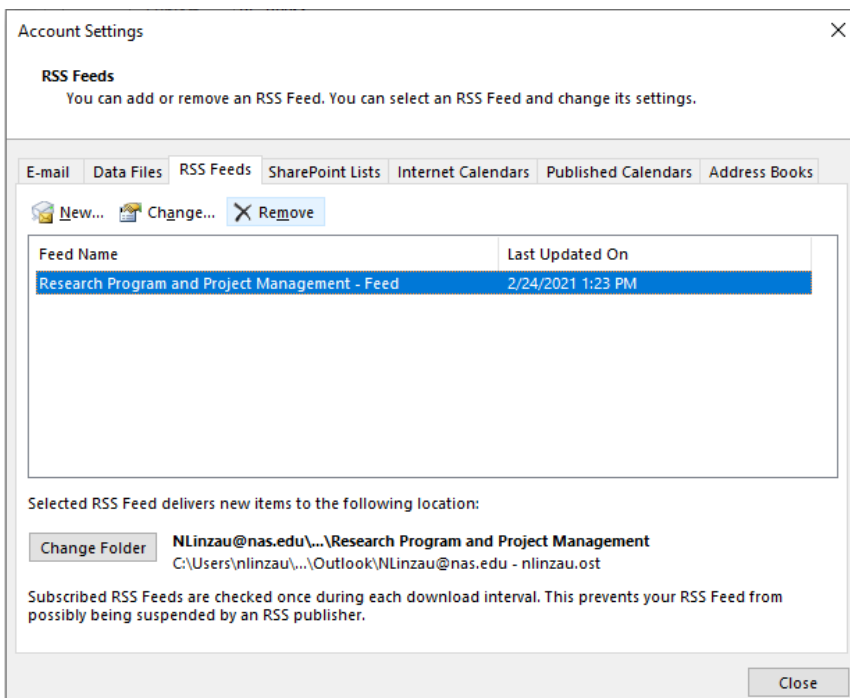
Note: You can't delete the default RSS Feeds folder from Outlook. But you can delete any subfolders that contain RSS feeds you've added.

You can also remove an RSS Feed through the **Account Settings** dialog box.

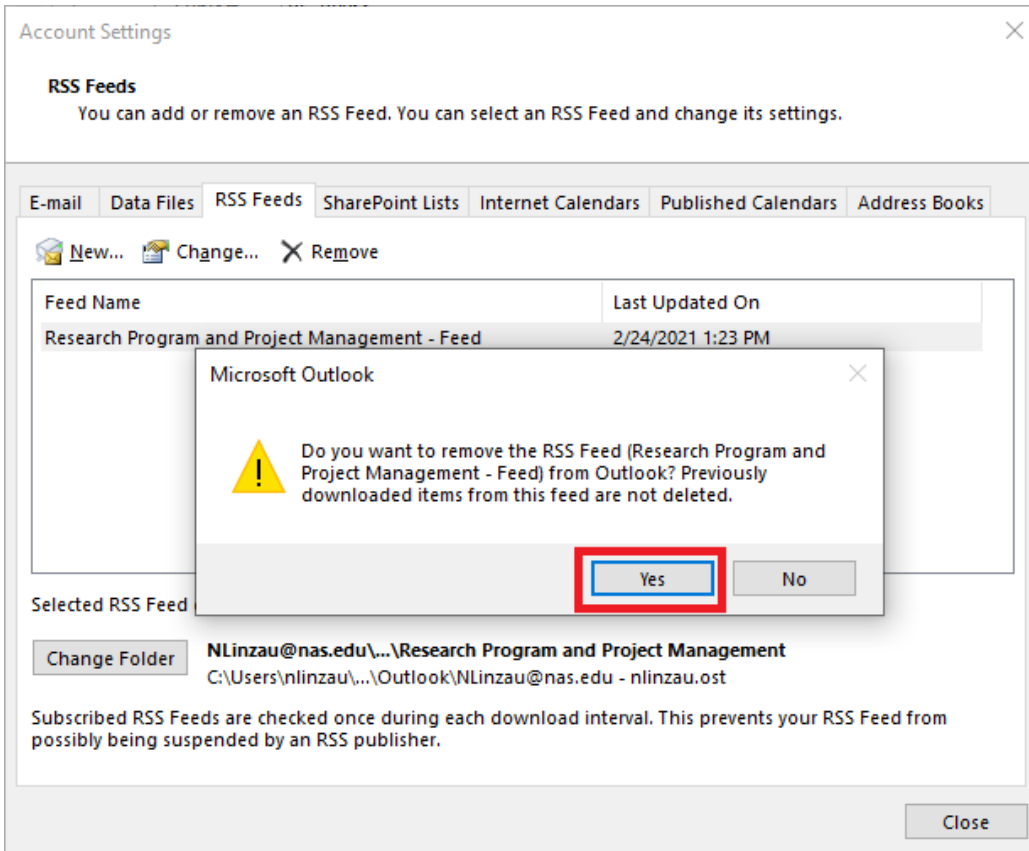
1. Choose **File > Account Settings > Account Settings**.



2. On the **RSS Feeds** tab, choose the RSS Feed you want to unsubscribe from, and then choose **Remove**.



3. In the confirmation dialog box, click “Yes” to delete the feed or “No” to retain the feed in your RSS Feeds list. Then click on the “Close” button to close the dialog box.



If you identify a need for a page edit or experience any difficulty in using the website, please send an email to support@rppm.org and include “RPPM Website” in the subject line. For website issues, it is optimal if you can include as many details about the issue as possible, including taking screenshots if necessary or applicable for the issue. Your issue will be addressed as promptly as possible.

Search

1. Navigate to the Search page by clicking on the magnifying glass icon in the top right-hand corner of the website.

Search Results
Home > Search Results

Search: Documents

Sections: All Development Management Outcomes Collaboration

State: Document Type: Document Topic:

MDT Montana Partnership for Advancement of Research in Transportation Agreement Boilerplate Contract
Organization: Montana Department of Transportation
Description: A boilerplate standard cost reimbursable agreement between a state DOT, a university and FHWA to conduct a variety of low cost (\$35,000) studies in the program area of highway planning and construction.

University consortium IDIQ for research program support
Organization: District Department of Transportation
Description: IDIQ solicitation for a university consortium to support the DC DOT research program. The contract covers both program support and research projects.

Transportation Research News- Opening Avenues for Innovation: Coordination Across Modes, Delivering into the Mainstream
Organization: Transportation Research Board
Description: Transportation Research News bimonthly magazine featuring articles on innovative and state-of-the-art research and practice in all modes of transportation.

Colored Pavement for Bicycle Facilities in Oklahoma
Organization: Oklahoma Department of Transportation
Description: Research that includes information on pavement materials for bike lanes. Pavement materials obtained from two companies Europe.

2. The default search is set to Documents but you can choose to search Events instead by selecting that in the dropdown menu in the right-hand corner of the Search page.

Search Results
Home > Search Results

Search:

Sections: All Development Management Outcomes Collaboration

State: Document Type: Document Topic:

You can search for Documents or Events by selecting either one from the dropdown menu

Documents
Documents
Events

1. After you have navigated to the Search Page, make sure that “Documents” is selected in the dropdown menu.

2. There are many options to narrow your search of the documents on the website.

Search By Section—You can choose to search All Documents or the documents for a particular section of the website by clicking on the radio button next to that section.

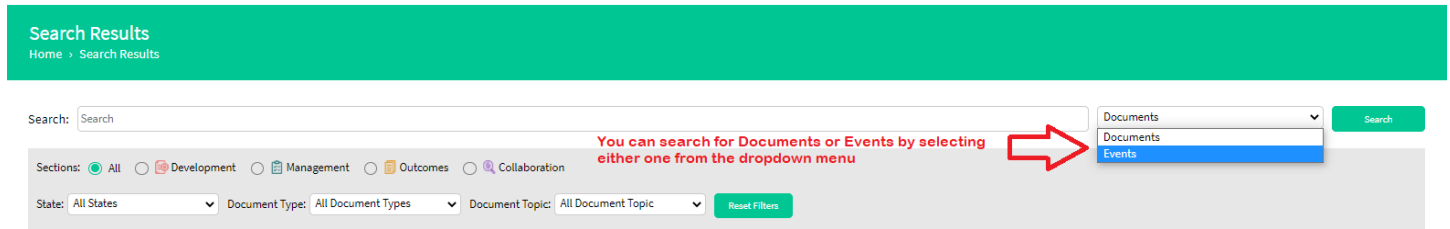
Search By State—You can select a particular state in the dropdown menu to see all of the postings by that state. The search results will automatically refresh to display only the results from the state you have selected.

Search By Document Type—You can search for a particular document type, such as “Report” or “Resource/Tool.”

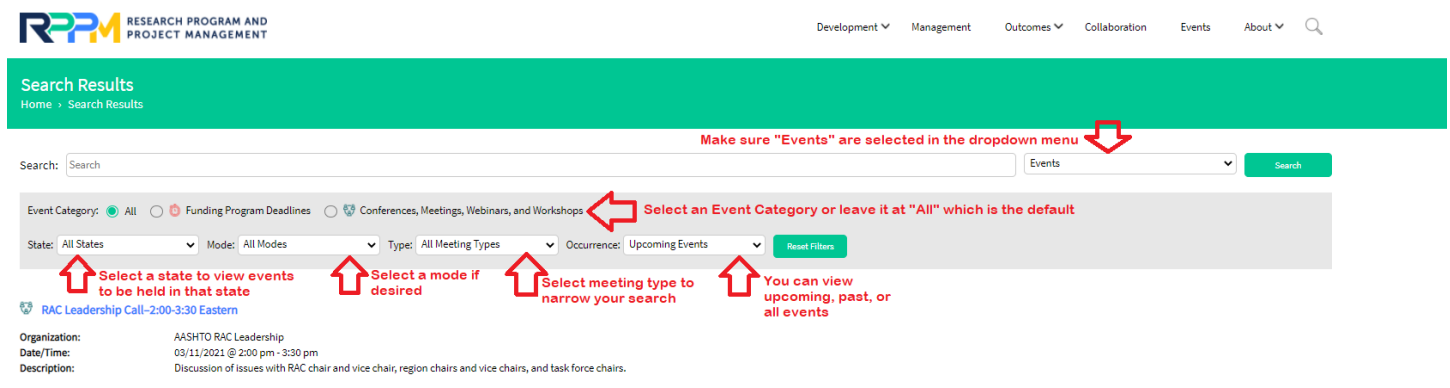
Search By Document Topic—You can narrow your search by selecting a particular document topic in the dropdown menu.

The screenshot shows the RPPM website search results page. At the top right, there are links for 'Login' and 'Register'. Below the navigation bar, there are dropdown menus for 'Development', 'Management', 'Outcomes', 'Collaboration', 'Events', and 'About'. A magnifying glass icon is highlighted with a red box and an arrow pointing to it, with the text 'Click the magnifying glass on any page to navigate to the search page'. The main content area has a green header with 'Search Results' and 'Home > Search Results'. Below this is a search bar with 'Search' text and a 'Documents' dropdown menu. There are also radio buttons for 'Sections' (All, Development, Management, Outcomes, Collaboration) and dropdown menus for 'State' (All States), 'Document Type' (All Document Types), and 'Document Topic' (All Document Topic). A 'Reset Filters' button is also present. Red arrows point to the 'Collaboration' radio button with the text 'Select a section if you want to narrow your search to a particular section of the website'. Red arrows point to the 'State' dropdown menu with the text 'Select a state to obtain results by state', to the 'Document Type' dropdown menu with the text 'Select Document Type to narrow your search', and to the 'Document Topic' dropdown menu with the text 'Select a topic to narrow your search'. The search results list includes: 'MDT Montana Partnership for Advancement of Research in Transportation Agreement Boilerplate Contract', 'University consortium IDIQ for research program support', 'Transportation Research News- Opening Avenues for Innovation: Coordination Across Modes, Delivering into the Mainstream', and 'Colored Pavement for Bicycle Facilities in Oklahoma'. Each result includes 'Organization' and 'Description' fields.

1. To search for Events, navigate to the search page and then select Events from the dropdown menu to the right of the search bar.

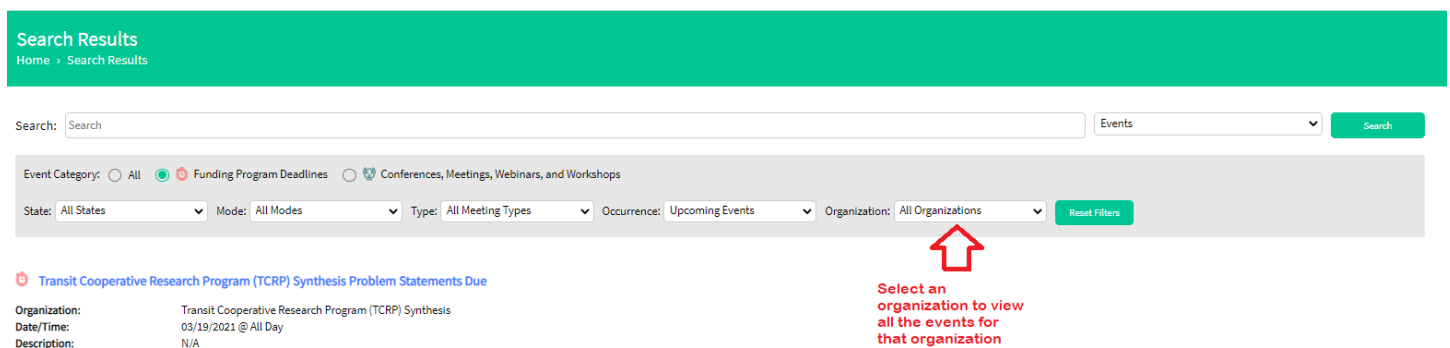


2. The default is to search for All events. You can narrow your search by selecting a dropdown menu to narrow your results by State, Mode, Type, and Occurrence.



NOTE: The default display for Occurrence is "Upcoming Events", but you can change that to select and view "Past Events" or "All Events" as well.

3. For a more targeted search, select either "Funding Program Deadlines or Conferences" or "Meetings, Webinars, and Workshops." Click on the radio button to the left of the category to select it. Once you have selected a different radio button, the search results will automatically update, adding a new search filter - Organization.



4. The additional feature available within the targeted event search categories is the capability of searching for events by Organization.

- Select the organization in the dropdown menu and all events for that organization will be displayed.
- The search results by organization will produce a unique URL that you can copy and share with others, such as RAC Region 1 (see below).

The screenshot displays the 'Search Results' page with a green header. Below the header, there is a search bar and a filter section. The filter section includes 'Event Category' (All, Funding Program Deadlines, Conferences, Meetings, Webinars, and Workshops), 'State' (All States), 'Mode' (All Modes), 'Type' (All Meeting Types), 'Occurrence' (Upcoming Events), and 'Organization' (AASHTO RAC Region 1). A dropdown menu is open for the Organization filter, showing a list of options including 'All Organization', 'AASHTO', 'AASHTO Committee on Knowledge Management (CKM)', 'AASHTO RAC Leadership', 'AASHTO RAC Region 1' (highlighted), 'AASHTO RAC Region 2', 'AASHTO RAC Region 3', 'AASHTO RAC Region 4', 'AASHTO RAC Task Force - Administration', 'AASHTO RAC Task Force - Coordination and Collaboration (CCTF)', 'AASHTO RAC Task Force - Program Management and Quality (PM&Q)', 'AASHTO RAC Task Force - Value of Research (VOR)', 'AASHTO Research Advisory Committee (RAC)', 'AASHTO Special Committee on Research and Innovation', 'Federal', 'International (Outside of North America)', 'Local', 'Non-profit', 'Other', and 'Other AASHTO Committees'. Below the filters, three event listings are visible, each titled 'Region 1 RAC Call' and organized by 'AASHTO RAC Region 1'. Each listing includes a date/time and a description.