

IFAC Guide to the TC Website

Introduction

This is a quick step-by-step guide on using the TC website. The website is currently hosted at the IFAC Secretariat server in Laxenburg and can be reached at the address:

<https://tc.ifac-control.org/>

Every TC has its own website addressed by the TC number to the URL, e. g. for TC 9.5:

<https://tc.ifac-control.org/9/5>

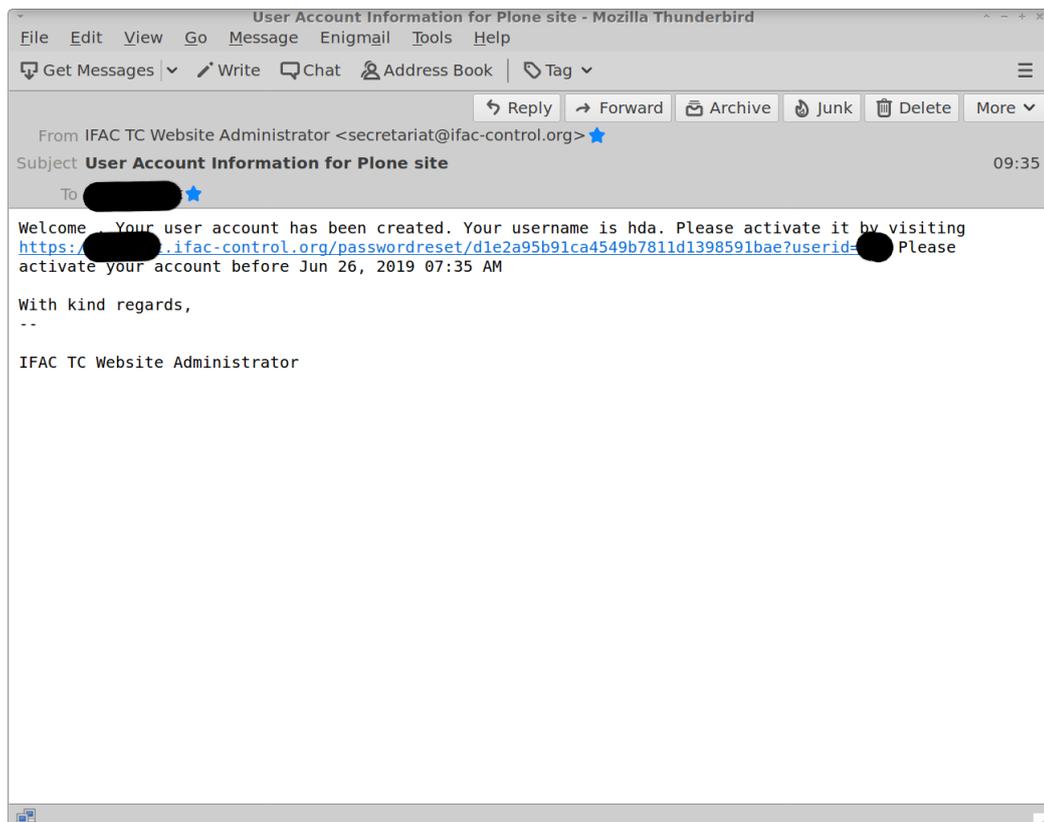
Each TC gets a user account for managing its own content. A default structure has already been created for every TC.

Part I – Registering to the TC website

Before being able to add or modify content on the TC website you have to login by providing username and password. This section describes the onetime step to register a user account for the TC website.

Step 1: Receiving a password from the IFAC Secretariat

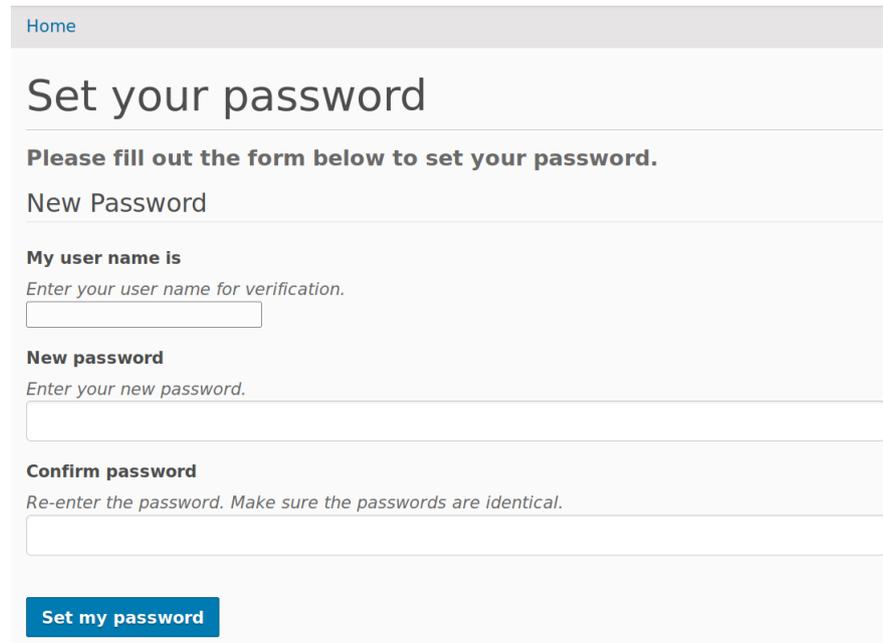
To maintain areas on the IFAC TC Website, you will need a username from the IFAC Secretariat. After the Secretariat has created a username for you, you will receive an email:



Please open the link in that email message in your browser.

Step 2: Setting your password for the TC website

Following the link in the email you will be directed to the TC website and can choose a new password:



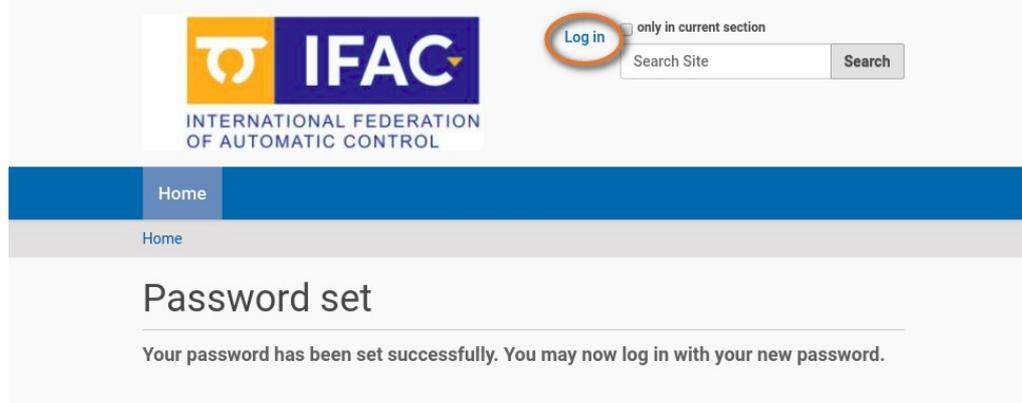
The screenshot shows a web form titled "Set your password" with a "Home" link in the top left. The form contains the following elements:

- A heading: "Set your password"
- A instruction: "Please fill out the form below to set your password."
- A label: "New Password" above a text input field.
- A label: "My user name is" above a text input field, with the instruction "Enter your user name for verification." below it.
- A label: "New password" above a text input field, with the instruction "Enter your new password." below it.
- A label: "Confirm password" above a text input field, with the instruction "Re-enter the password. Make sure the passwords are identical." below it.
- A blue button labeled "Set my password" at the bottom.

Please carefully choose a password and enter it twice.

- **My user name is:** the user name you received from the IFAC Secretariat (e.g. 'tc13' for maintaining the TC 1.3 areas)
- **New password:** your self chosen password with at least 6 characters (both uppercase and lowercase allowed, as well as numbers, underscores, etc.)
- **Confirm password:** enter your self chosen password a second time
- **Set my password (Button):** confirm your input by clicking this button

After you entered the correct username your request will be confirmed with the following screen:

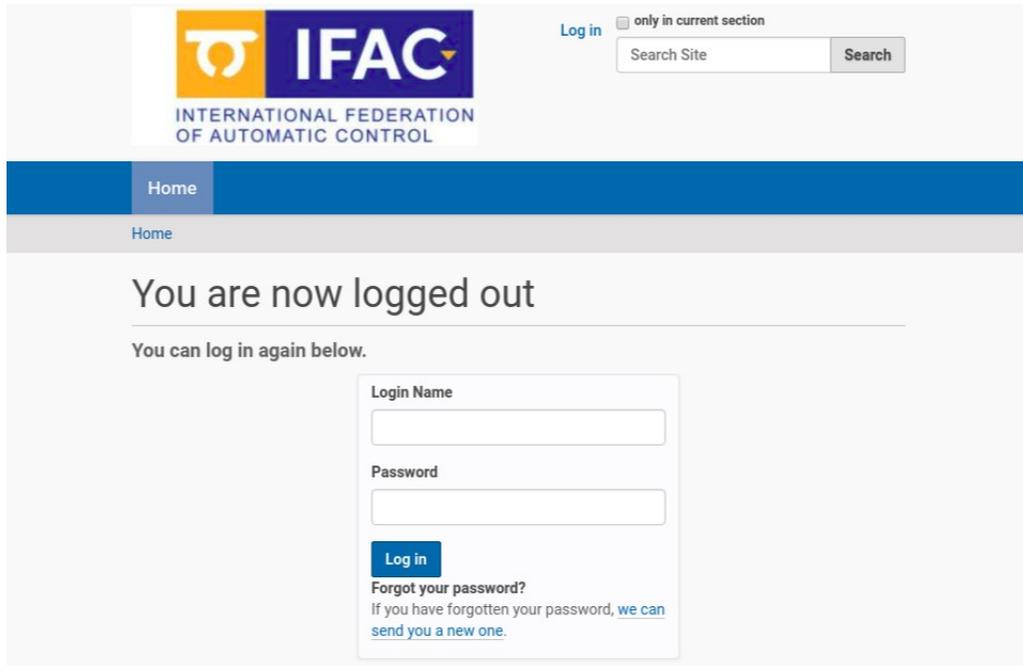


The screenshot shows the IFAC website header with the logo and the text "INTERNATIONAL FEDERATION OF AUTOMATIC CONTROL". In the top right, there is a "Log in" button circled in orange, a checkbox labeled "only in current section", and a search bar with "Search Site" and a "Search" button. Below the header, there is a blue navigation bar with "Home" and a grey bar with "Home". The main content area displays "Password set" in a large font, followed by the message: "Your password has been set successfully. You may now log in with your new password."

You are now ready to log in to the IFAC TC website. Click on 'Log in' on the upper right side of the page.

Step 3: Log in to the IFAC TC website

The login page can be reached at any time by clicking the 'Log in' link on the upper right side of the page (near the search field).



Enter the following:

- **Login Name:** the user name you got from the IFAC Secretariat
- **Password:** the password you have chosen during registration to the website

Step 4: Logged in

While logged in a sidebar will be shown on the left side of any page:

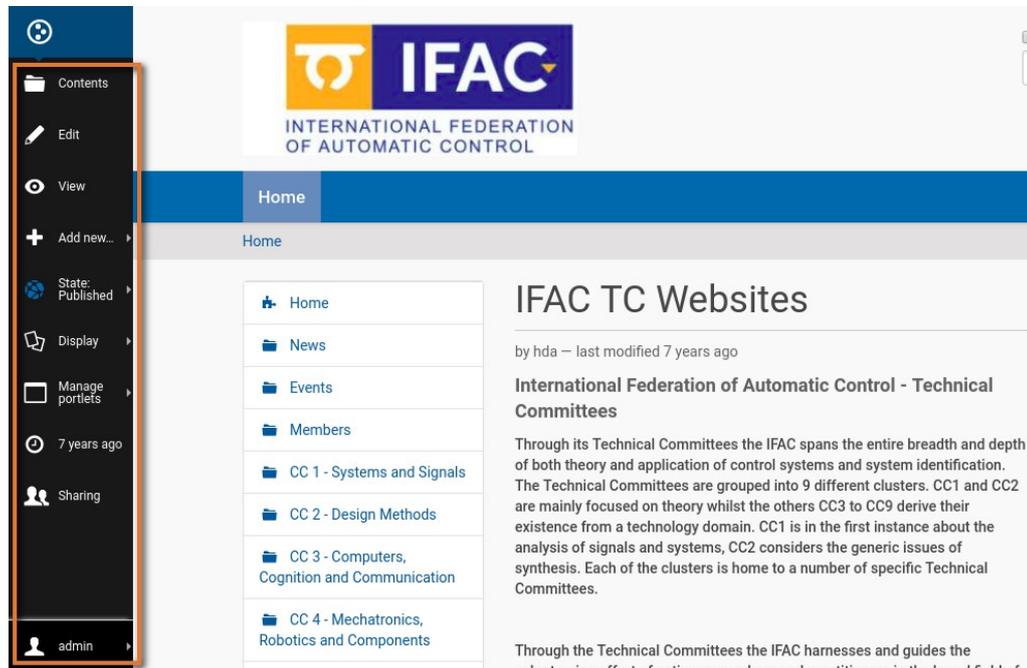


Illustration 5: Personal information bar

It shows a set of menus for content management. Your username is displayed in the bottom of the sidebar and opens:

- preferences: where you can change your user settings
- log out: to end your session after adding or creating your content

Your login session will be ended if you close your browser or click the log out link on the upper right side of the web page.

Part II – The default TC website structure

Overview

A default structure for every TC has been created by the IFAC Secretariat. It just contains example data.

Navigate to your TC website

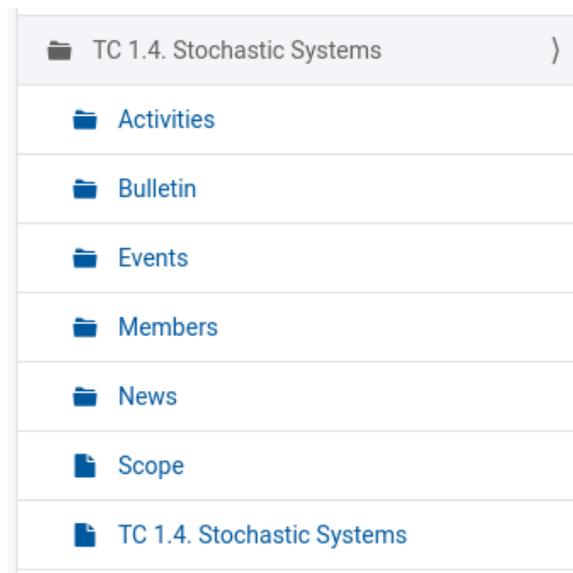
Use the navigation bar on the left to navigate to your TC website:

- click the CC to which your TC is assigned
- click your subordinate TC website

Adapt your TC website

Please adapt all the contents of the default structure in your TC website according to your needs, such as:

- Scope
- Members
- News
- Activities
- Bulletin



Example membership roster

The TC membership roster should be adapted using the following example. Each member name can point to a web page with personal information about this member. For email addresses we use '(at)' instead of '@' both in text and links to prevent being collected by spam robot scripts.

The screenshot shows a web page for the 'TC Roster'. On the left is a dark navigation sidebar with icons for Contents, Edit, View, State Published, Actions, Manage portfolios, 4 years ago, and Sharing. The main content area has a breadcrumb trail: Home > CC 1 - Systems and Signals > TC 1.4. Stochastic Systems > Members > TC Roster. Below the breadcrumb is a table of contents with items like TC 1.1, TC 1.2, TC 1.3, TC 1.4, Activities, Bulletin, Events, Members, and TC Roster (highlighted). The 'Members' section is titled 'TC Roster' and includes the text 'by hda - last modified 4 years ago'. It lists the Chair (Subhrakanti Dey) and two Vice-Chairs (Charalambos D Charalambous and Minyi Huang) with their respective email addresses. Below this is a 'Members' list with names and email addresses, such as John Baras, Jan H. van Schuppen, Peter Caines, P.R. Kumar, Michele Basseville, Marin Constantin, Francois Dufour, Dusan Krokavec, Florin Avram, Koji Tsumura, Hong Wang, Vikram Krishnamurthy, Minyi Huang, William McEneaney, and Farzad Rezaei.

Name	Email Address
John Baras	jbaras@umd.edu
Jan H. van Schuppen	J.H.van.Schuppen@cwi.nl
Peter Caines	jpetero@cim.mcgill.ca
P.R. Kumar	prkumar@uiuc.edu
Michele Basseville	michele.basseville@irisa.fr
Marin Constantin	cmarin@automation.ucv.ro
Francois Dufour	dfour@math.u-bordeaux1.fr
Dusan Krokavec	dusan.krokavec@tuke.sk
Florin Avram	Florin.Avram@uni-pau.fr
Koji Tsumura	tsumura@i.u-tokyo.ac.jp
Hong Wang	hong_wang@manchester.ac.uk
Vikram Krishnamurthy	vikramk@ece.ubc.ca
Minyi Huang	mhuang@math.carleton.ca
William McEneaney	wmceneaney@ucsd.edu
Farzad Rezaei	frezaei@alumni.uottawa.ca

Part III – Managing content

Step 1: Layout overview

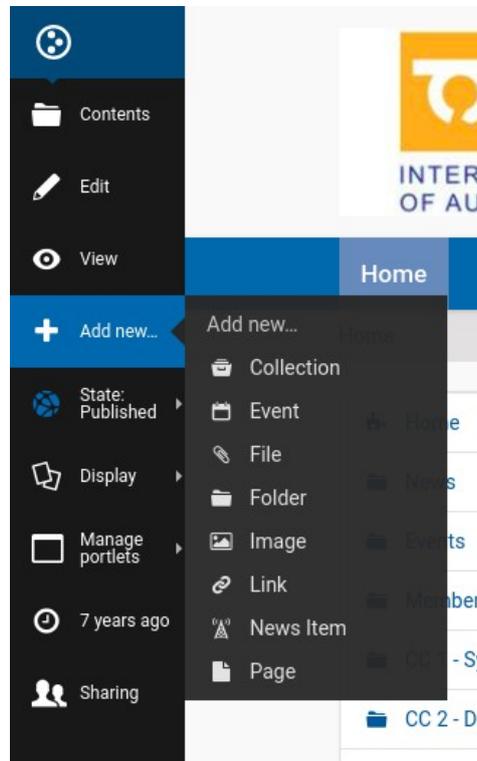


Illustration 7: Options for authorized users

While you are logged in you can create and modify content in certain areas. If you navigate to your TC folder, you are presented with additional options. Look at the sidebar bar and its menus.

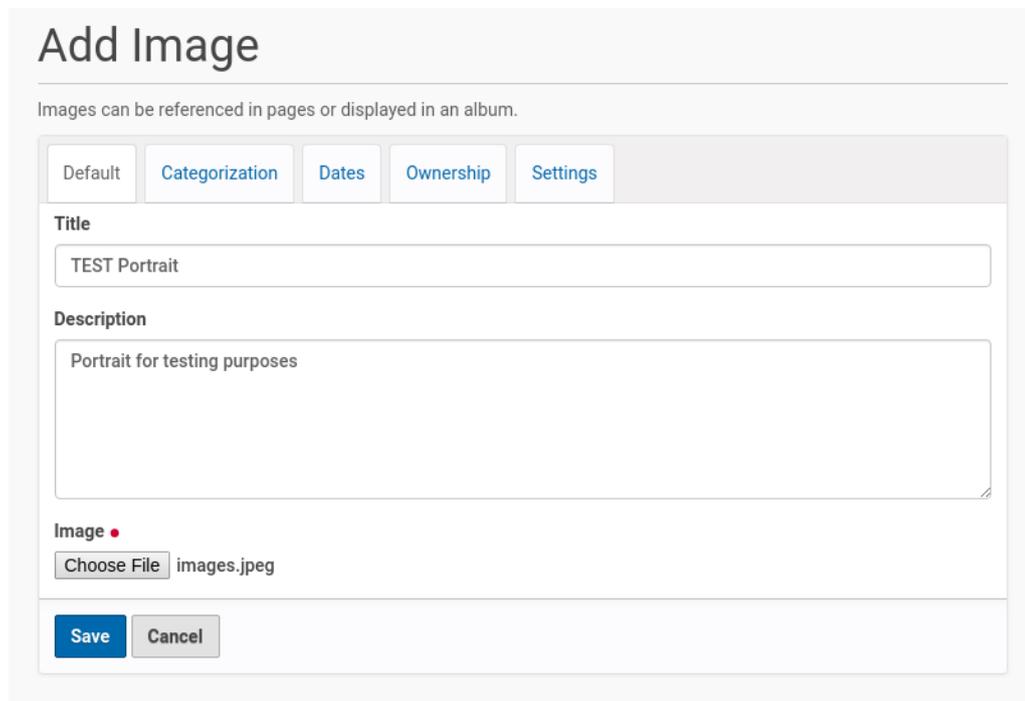
The following tabs are important for you:

- **contents**: displays all the contents of a folder, even if it is not shown in the navigation bar on the left
- **edit**: click here to modify the folder or document
- **view**: shows the page as it is seen by anonymous visitors or unauthorized members

To add contents bring up the dropdown menu by clicking 'Add new...':

Step 2: Adding an image

To add an image use the 'Add new...' menu:



The screenshot shows a web form titled "Add Image". At the top, there is a header "Add Image" and a sub-header "Images can be referenced in pages or displayed in an album." Below this is a navigation bar with tabs: "Default", "Categorization", "Dates", "Ownership", and "Settings". The "Default" tab is selected. The form contains three main sections: "Title" with a text input field containing "TEST Portrait"; "Description" with a text area containing "Portrait for testing purposes"; and "Image" with a "Choose File" button and the filename "images.jpeg". At the bottom, there are "Save" and "Cancel" buttons.

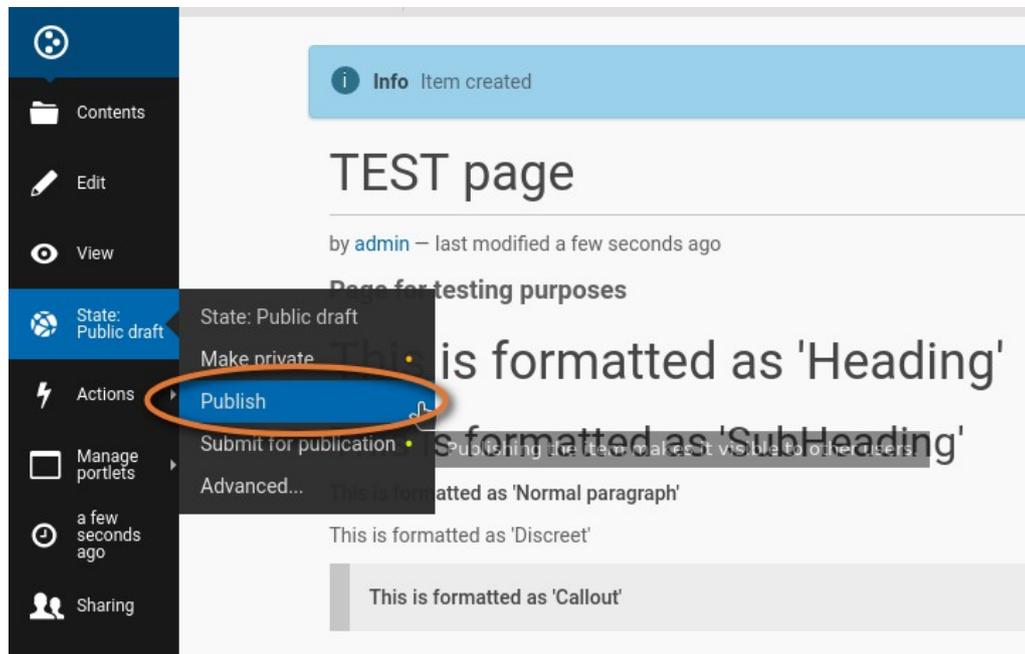
Enter the following:

- **Title:** the title of the image
 - **Description:** a short description
 - **Image:** use the 'Browse' button to locate a prepared image from your hard disk
- Click 'Save' to upload the image to the web page.

Please upload images only after converting them to a reasonable size! Don't use full size images from your scanner or camera for displaying it in small size on the web page.

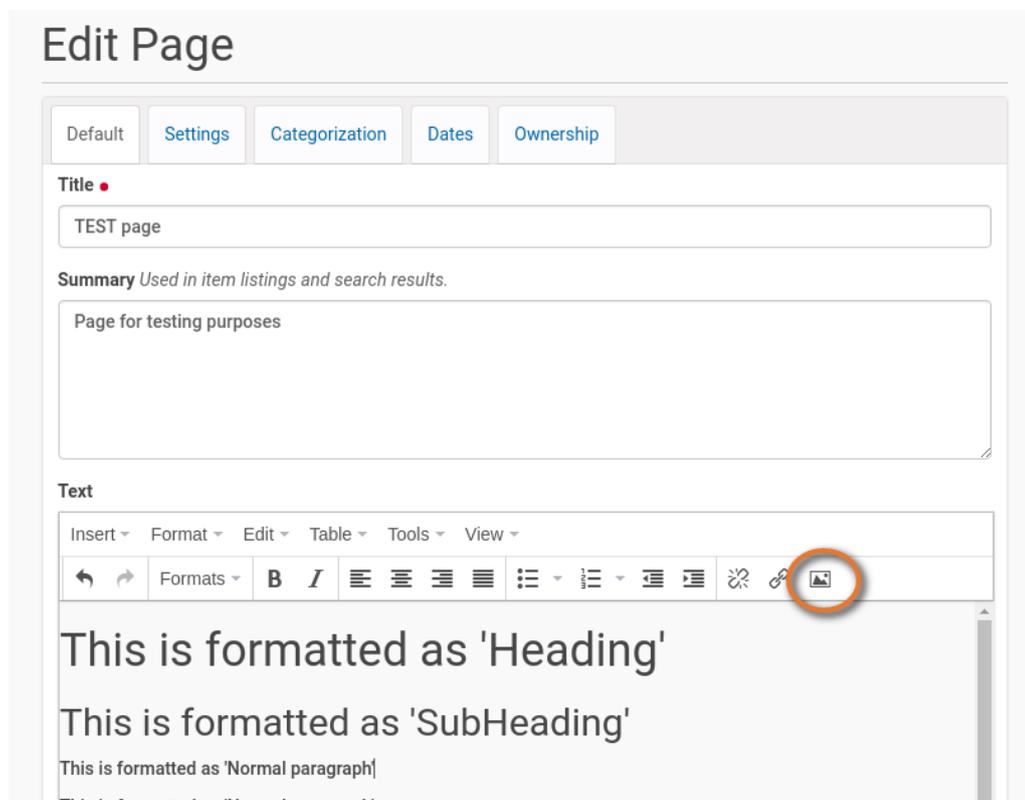
Step 4: Publishing the page

Every content has to be 'Published' to be seen by visitors. To publish the page use the 'State' menu:



Step 5: Adding an image to your web page

Use the 'Edit' option on the sidebar to go into edit mode for your web page:



Position the cursor in the 'Body Text' wherever you want the image to appear. Then click on the 'Insert Image' symbol of the integrated editor. See orange circle on the screenshot above. A small dialogue will appear:

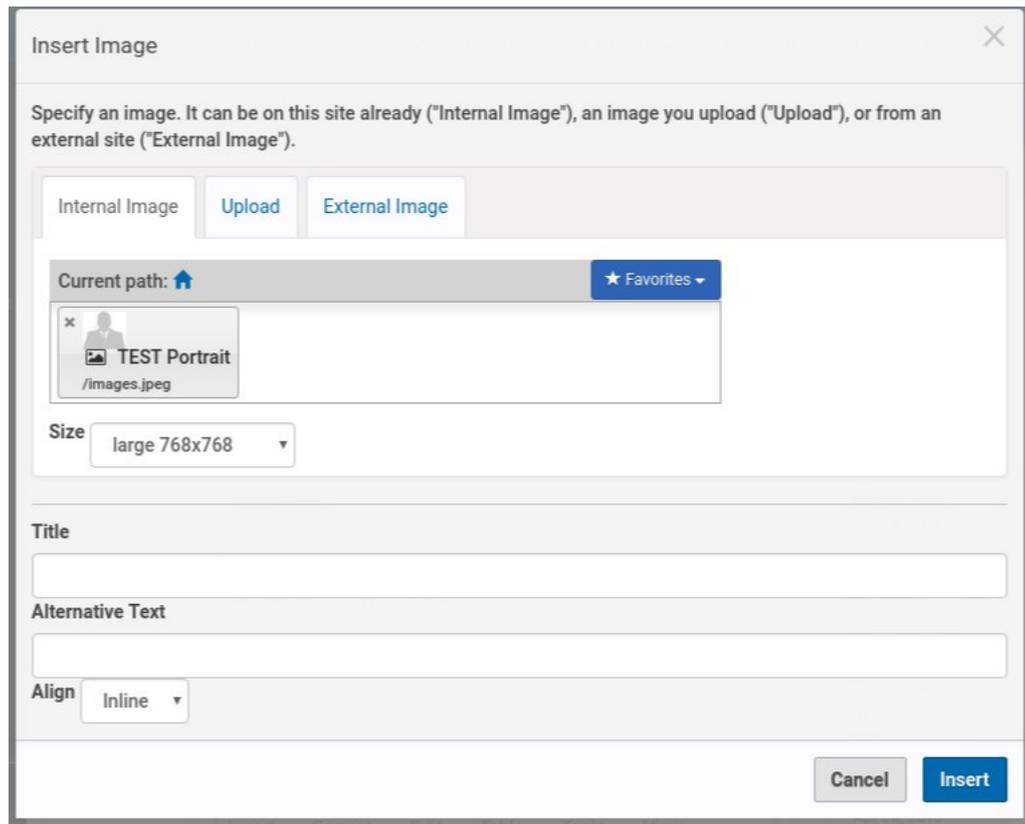


Illustration 12: Insert image dialogue

There are three ways to select images:

- **Internal image.** This means the image is already on the site somewhere. You can search on it by title or description, or navigate to it.
- **Upload.** This means using an image file you already have on your computer. The image will be uploaded to the same folder as the content item you are editing.
- **External Image.** This means specifying the URL of an image that is elsewhere on the web.

For all three methods, you can set the Title, ALT text (this is important for non-sighted users, make this a description of the image) and the alignment. Aligning “inline” means the image will appear exactly where you put it, in the middle of a sentence if wanted. Aligning “left” or “right” will make the image go to the side of the paragraph, and text will flow around it. For Internal and Uploaded images, you can also select the size.

After saving the page you can find your picture is inserted and aligned:

The screenshot shows a Plone page titled "TEST page" with a sidebar on the left. The sidebar contains the following items: Contents, Edit, View, State: Public draft, Actions, Manage portlets, a few seconds ago, and Sharing. The main content area displays the following elements: "TEST page", "by admin – last modified a few seconds ago", "Page for testing purposes", "This is formatted as 'Heading'", "This is formatted as 'SubHeading'", seven "This is formatted as 'Normal paragraph'" entries, one "This is formatted as 'Discreet'" entry, and a "This is formatted as 'Callout'" entry. A placeholder image of a person in a suit is also visible on the right side of the main content area.

Further reading and Plone help

Read official Plone 5 documentation <https://docs.plone.org/working-with-content/>