

# Instructions for TRB TRT Subcommittee Comment and Discussion on NTL Collaboration Site

Created 3 November 2009

**Step 1:** Open Internet Explorer and go to URL:

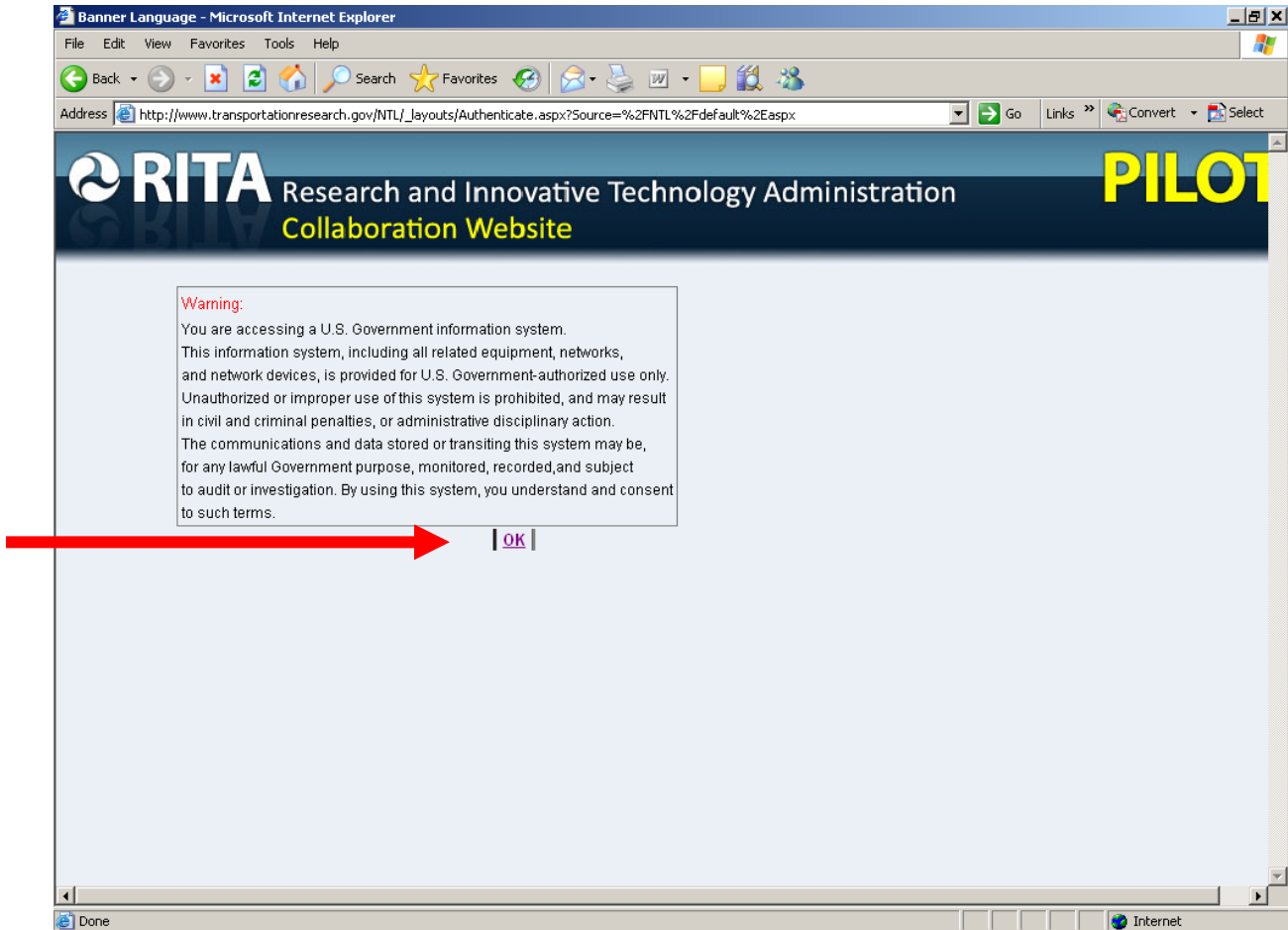
<http://www.transportationresearch.gov/NTL/default.aspx>

**\*\*NOTE: Internet Explorer is the only browser for which the collaborative site is configured\*\***

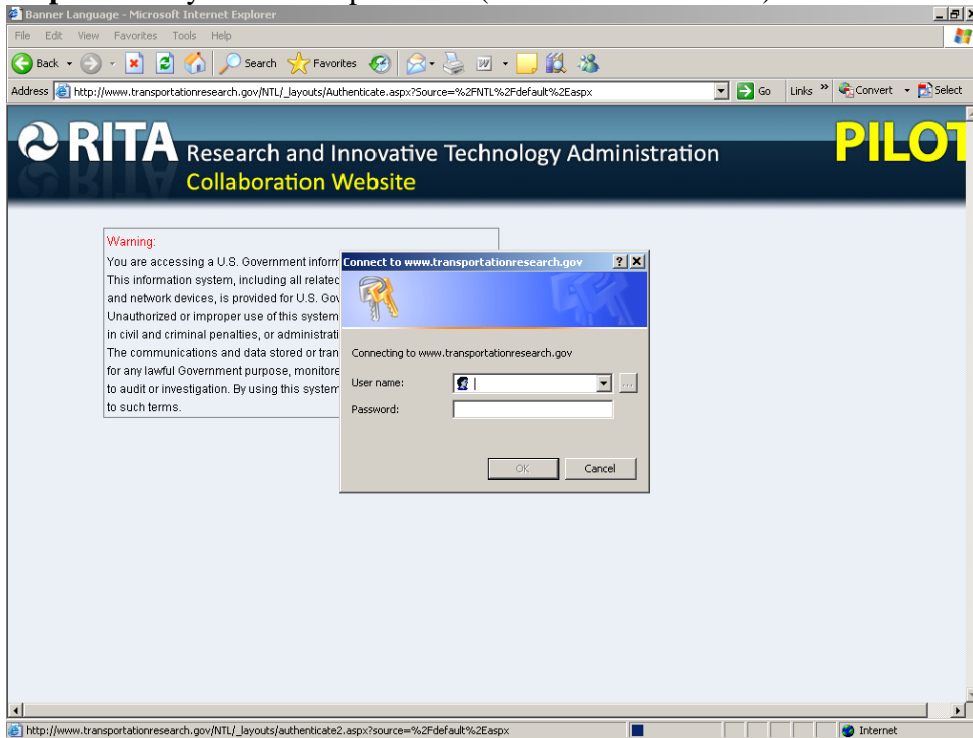
**Step 2:** click “Sign In” at top left of the page (see illustration below)

The screenshot shows the Microsoft Internet Explorer browser window displaying the National Transportation Library (NTL) Collaboration Website. The address bar shows the URL: <http://www.transportationresearch.gov/NTL/default.aspx>. The page header features the RITA logo (Research and Innovative Technology Administration) and the text "Collaboration Website". A red arrow points to the "Sign In" button located in the top left corner of the page header. Below the header, there is a search bar and a navigation menu with various categories such as "Manage Your Account", "National Transportation Library", "Position Navigation and Timing", "CISS / Traffic Management / Command and Control", "Hazardous Materials Research", "Human Factors Research and Applications", "Materials Research", "Safety Analysis and Risk Management", "Transport Logistics and Infrastructure Research", "Transportation Planning and Policy Research", and "Vehicle Systems Research". The main content area includes a "Communities of Interest" sidebar with links to "National Transportation Library", "NTKN", "ETKN", "WTKN", "MTKN", "TRT", "Documents", "Lists", "Discussions", "Sites", and "People and Groups". The main content area also features a "Transportation Research : National Transportation Library" section with an "Announcements" table and a "Research Wiki" table. The "Announcements" table lists an announcement titled "WTKN Survey on Types of Data Requested" dated 10/23/2009 12:58 PM. The "Research Wiki" table lists items such as "Home" (modified 12/12/2008 10:21 AM) and "How To Use This Wiki Library" (modified 6/10/2009 3:16 PM). The "Shared Documents" section indicates that there are no items to show in this view of the "Shared Documents" document library.

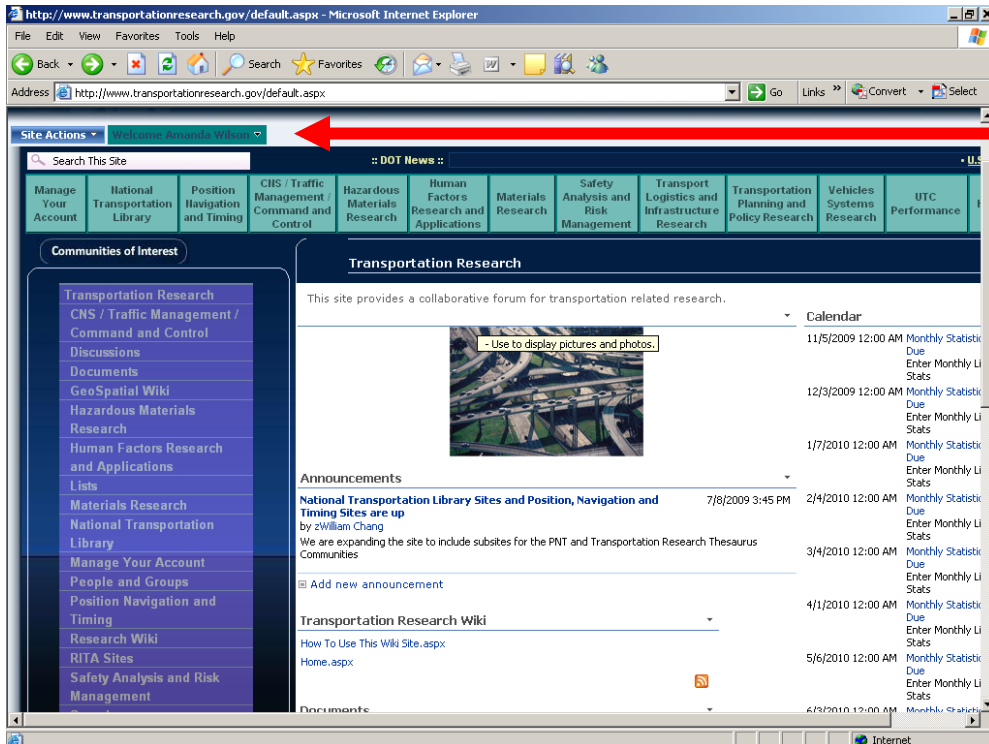
**Step 3:** Click “OK” on page giving notice that this is a government website. (see illustration below)



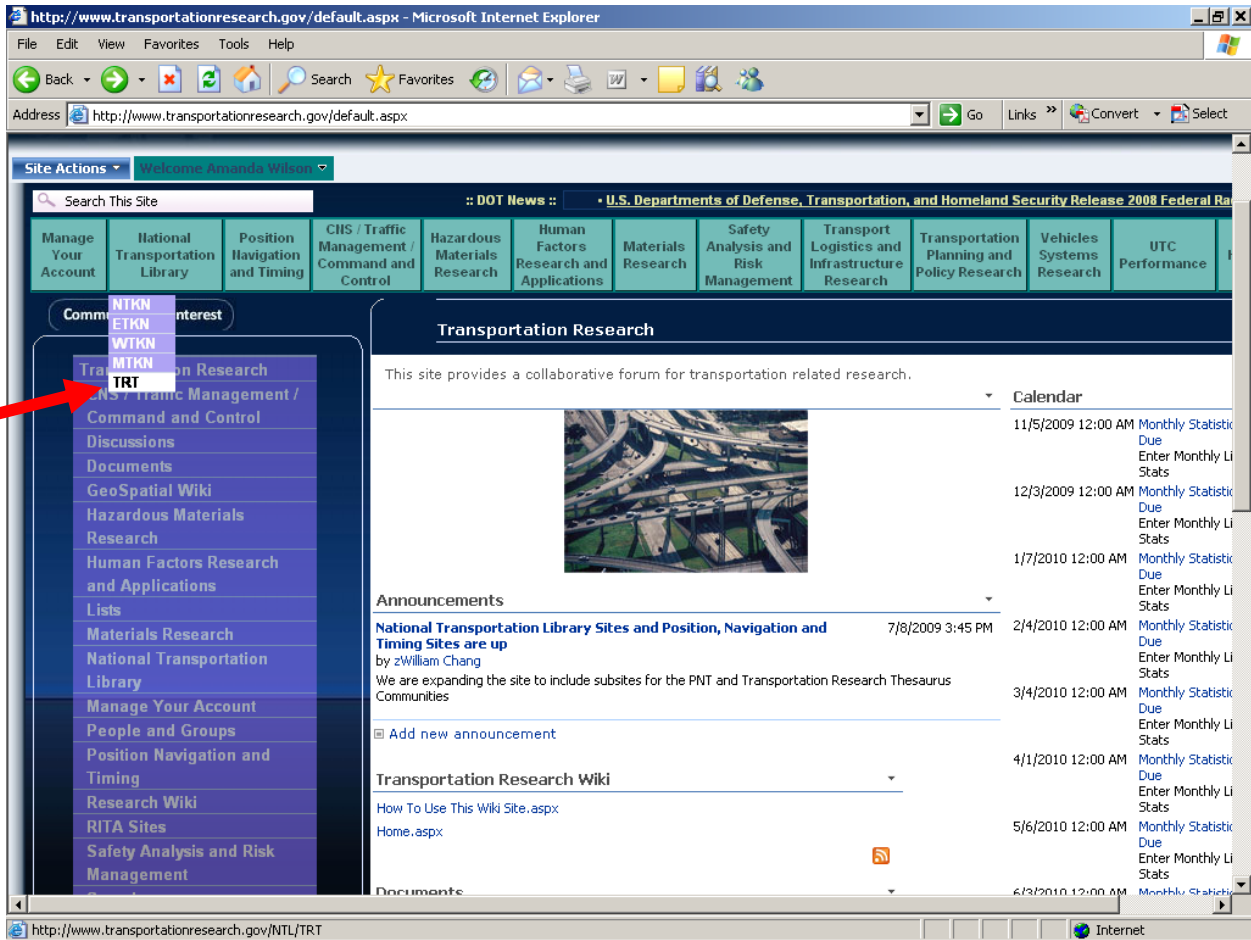
**Step 4: Enter your ID and password (see illustration below)**



Your name appearing at the top of the page will signify a successful login (see illustration below)  
**NOTE:** As of November 2009, logging in will also take you back to the main Transportation Research.gov home page.

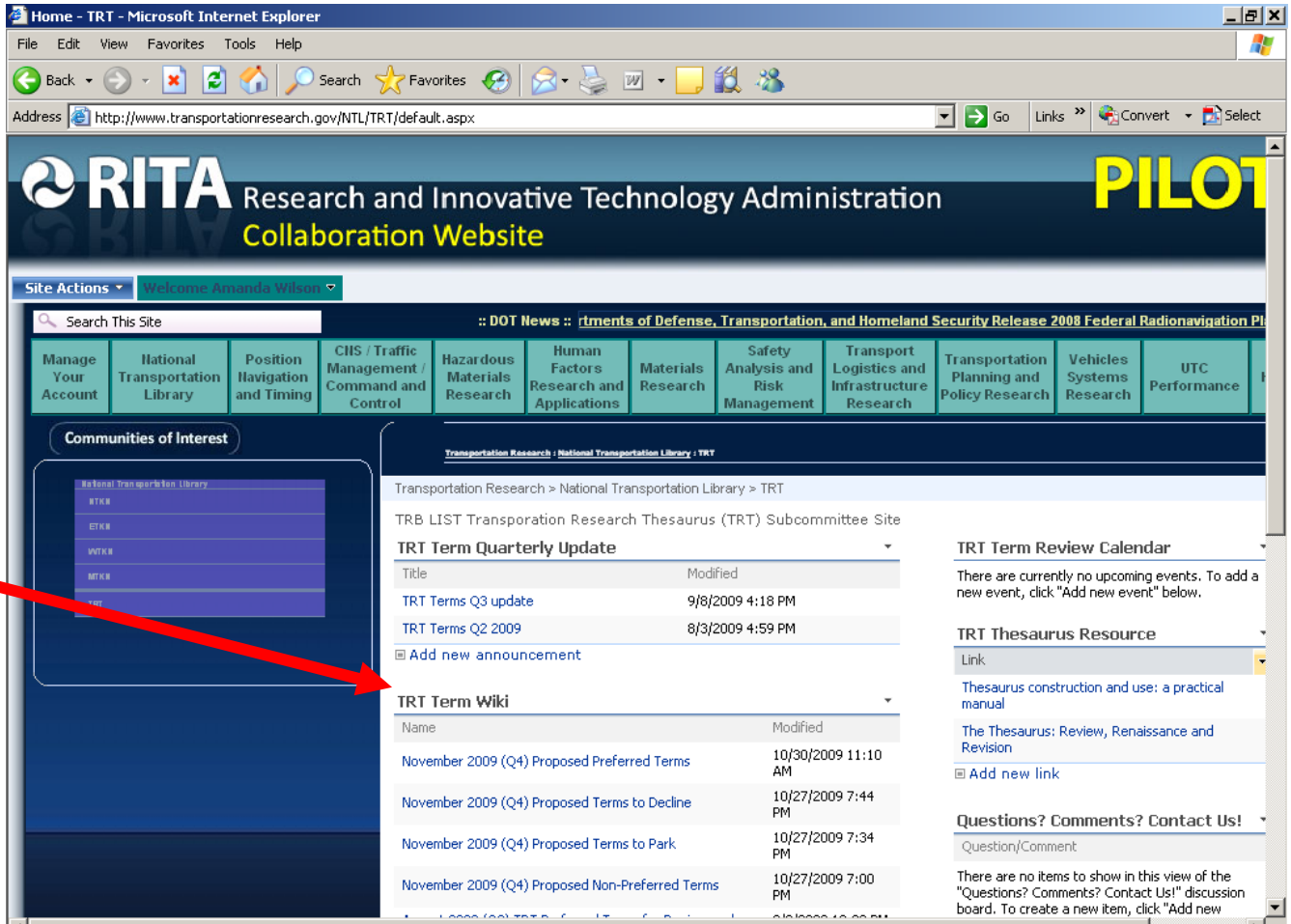


**Step 5:** Mouse over the “National Transportation Library” at the top left and select “TRT” from the drop down to access the TRB TRT Subcommittee Collaboration space (see illustration below)

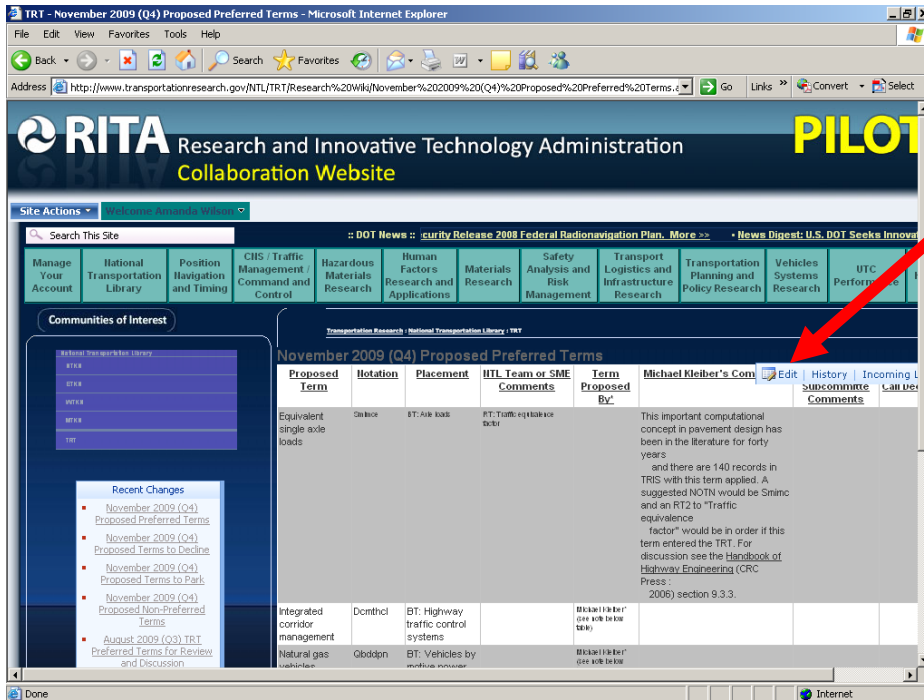


**Step 6:** Under “TRT Term Wiki” section, click the type of terms you would like to review. See **Quick Tour of Page Sections** at the end of this document for an explanation of the content of the TRT site.

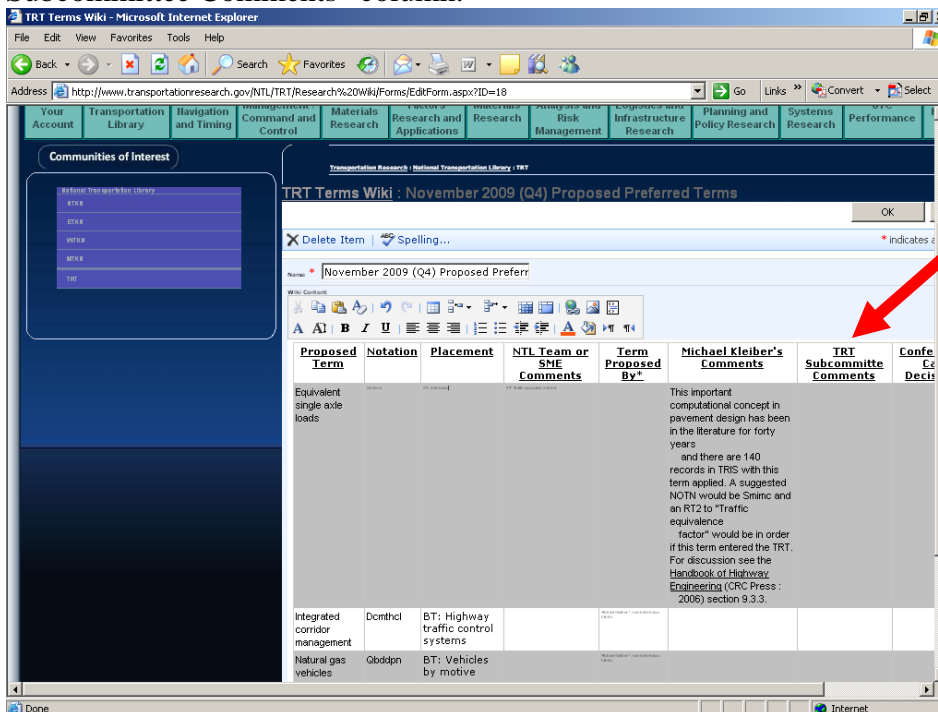
**NOTE:** For background information, NTL TRT Team research is located in the “Shared Documents” section of the main TRT Collaborative site page.



**Step 7:** Click “Edit” on the right side of the table in the middle to add your comments (see illustration below)



You will get a WYSIWYG edit screen to be able to type in your comments in the “TRT Subcommittee Comments” column.



When finished making edits, click “OK”.

## Quick Tour of Page Sections:

**TRT Term Quarterly Update:** announcement of new terms added to the TRT each quarter

**TRT Term Wiki:** collaborative pages containing NTL proposed terms, committee comments, and team consensus on TRT terms; arranged by quarter and type of term (preferred, non-preferred, declined, and parked)

**Shared Documents:** contains NTL Team research for each quarter, as well as comprehensive lists of terms reviewed per year/quarter

**TRT Term Review Calendar:** dates of note for TRB Subcommittee; each quarterly review's milestones are marked

**TRT Thesaurus Resource:** relevant resources for thesaurus construction

Home - TRT - Microsoft Internet Explorer

Address <http://www.transportationresearch.gov/NTL/TRT/default.aspx>

TRB LIST Transportation Research Thesaurus (TRT) Subcommittee Site

### TRT Term Quarterly Update

Title	Modified
TRT Terms Q3 update	9/8/2009 4:18 PM
TRT Terms Q2 2009	8/3/2009 4:59 PM

Add new announcement

### TRT Term Wiki

Name	Modified
November 2009 (Q4) Proposed Preferred Terms	10/30/2009 11:10 AM
November 2009 (Q4) Proposed Terms to Decline	10/27/2009 7:44 PM
November 2009 (Q4) Proposed Terms to Park	10/27/2009 7:34 PM
November 2009 (Q4) Proposed Non-Preferred Terms	10/27/2009 7:00 PM
August 2009 (Q3) TRT Preferred Terms for Review and Discussion	9/8/2009 12:03 PM
August 2009 (Q3) Terms to Park	9/2/2009 2:01 PM
August 2009 (Q3) TRT Non-Preferred Terms for Review and Discussion	9/2/2009 2:00 PM
August 2009 (Q3) Terms to Decline	9/2/2009 1:56 PM
May 2009 (Q2) TRT Non-Preferred Terms for Discussion	8/3/2009 4:59 PM
May 2009 (Q2) TRT Preferred Terms for Discussion PRB	8/3/2009 4:59 PM

Add new Wiki page

### Shared Documents

New Upload Actions Settings

Name
2009 Q4 NTL Research for TRT Terms
2009 Terms Reviewed for TRT

### TRT Term Review Calendar

There are currently no upcoming events. To add a new event, click "Add new event" below.

### TRT Thesaurus Resource

Link

Thesaurus construction and use: a practical manual

[The Thesaurus: Review, Renaissance and Revision](#)

Add new link

### Questions? Comments? Contact Us!

Question/Comment

There are no items to show in this view of the "Questions? Comments? Contact Us!" discussion board. To create a new item, click "Add new discussion" below.

Add new discussion

~ajw