



# **ATSIP User Manual**

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A Guide to the ATSIP Membership Website

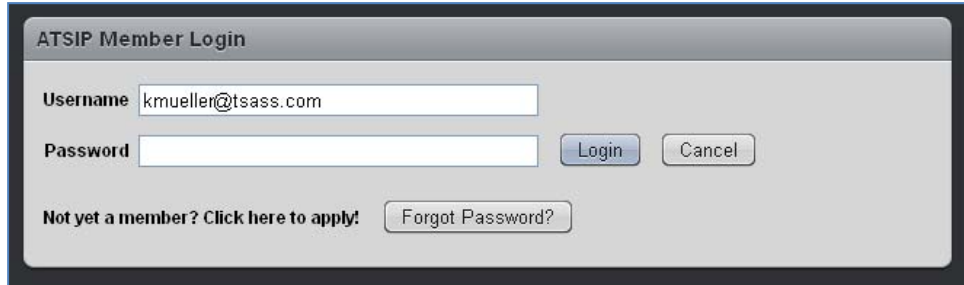
6/11/2013

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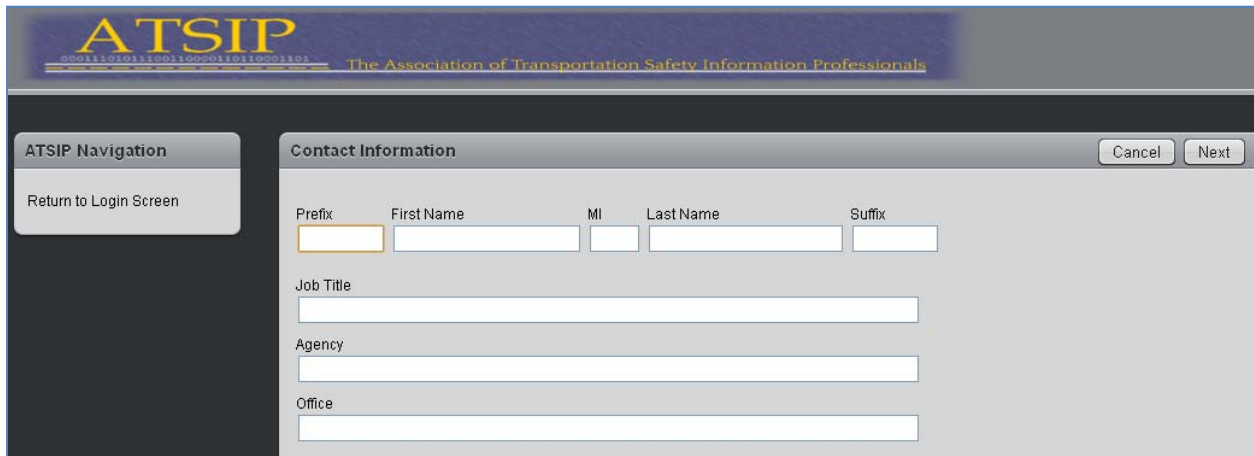
## Application Process

From the login page, <http://members.atsip.org/atsip> an existing member may retrieve their password or a non-member may apply for membership by clicking on the text “Click here to apply.”



The screenshot shows the 'ATSIP Member Login' interface. It features a title bar with the text 'ATSIP Member Login'. Below the title bar, there are two input fields: 'Username' with the value 'kmueller@tsass.com' and 'Password'. To the right of the password field are two buttons: 'Login' and 'Cancel'. Below these fields, there is a link that says 'Not yet a member? Click here to apply!' and a button labeled 'Forgot Password?'.

After clicking on “Click here to apply” the applicant will be prompted to fill out a form with basic contact information. Once the online application is submitted, the request is forwarded to the ATSIP Membership Chair. At the next monthly board meeting, the application will be reviewed and voted on. Soon afterward the applicant will receive an email with the status of the application. If approved, the email will contain username and password information so the new member may log into the system.



The screenshot shows the 'ATSIP Contact Information' form. The header includes the ATSIP logo and the text 'The Association of Transportation Safety Information Professionals'. On the left, there is a navigation menu with a button labeled 'Return to Login Screen'. The main form area is titled 'Contact Information' and includes a 'Cancel' and 'Next' button. The form fields are: 'Prefix', 'First Name', 'MI', 'Last Name', and 'Suffix' (all in a single row); 'Job Title'; 'Agency'; and 'Office'.

Once a user’s account has been invoiced, payment may be made:

- ONLINE: To pay online, please contact the ATSIP Treasurer at [treasurer@atsip.org](mailto:treasurer@atsip.org)
- POSTAL SERVICE: Make payments payable to ATSIP and mail to

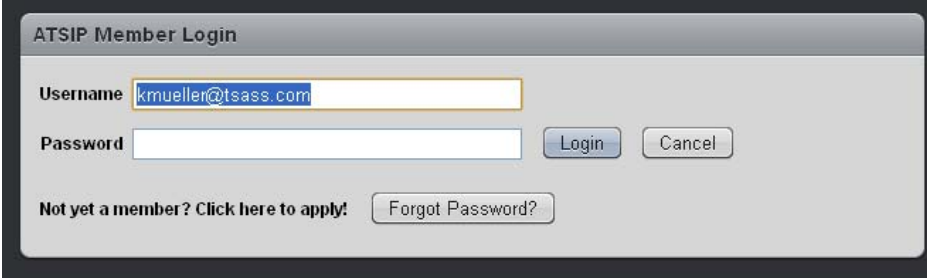
ATSIP  
Attn: R. Robert Rasmussen, II  
1522 Split Oak Lane, Apt. H  
Richmond, Virginia 23229

Invoices will be sent out each year, prior to the member's expiration date. Once payment has been received, the user will be sent a receipt via email. If a payment has not been received, a reminder email will be sent out.

## Basic Navigation

ATSIP Member Login Page: <http://members.atsip.org/atsip>

For existing members, the username is the email address at which ATSIP emails are currently sent. To retrieve a password, click on the *Forgot Password* button.



ATSIP Member Login

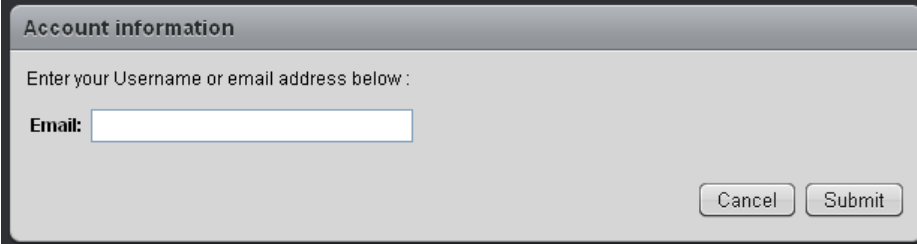
Username

Password

Login Cancel

Not yet a member? Click here to apply! Forgot Password?

After clicking on *Forgot Password*, the user will be prompted to enter their email address. If on file and listed as a member, the user will receive a password reminder at the address entered.



Account information

Enter your Username or email address below :

Email:

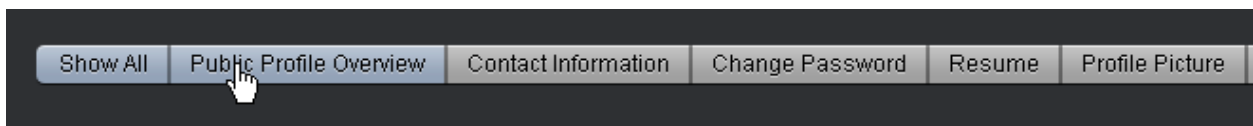
Cancel Submit

The first screen available upon logging in will be the user's Membership Profile, also known as the My Profile section. Here, a user may view their public profile and edit Contact Information, change their password, add or update their resume, include a profile picture, list years of professional expertise, add professional activities and view membership information. It is important to note that certain sections and information are only accessible by administrative users.

When browsing the system, a series of breadcrumbs at the top left of the screen will always display the user's current location. Clicking on a previous breadcrumb will take the user directly to that screen.



If a screen has more than one section, each section title will be displayed at the top of the screen on buttons. Clicking on a specific button will narrow down the screen view to just that section. To return to a view of all sections, click on *Show All*.



Feedback and/or issues can be provided via the Feedback/Bug hyperlink in the top right corner or through the Feedback icon on the left hand menu.

To log out, use the hyperlink in the top right corner.



## Home



The home page displays the ATSIP web page. ([www.atsip.org](http://www.atsip.org)) This page is also available to the general public and displays information on the Traffic Records Forums, membership details and meeting minutes, among other things.

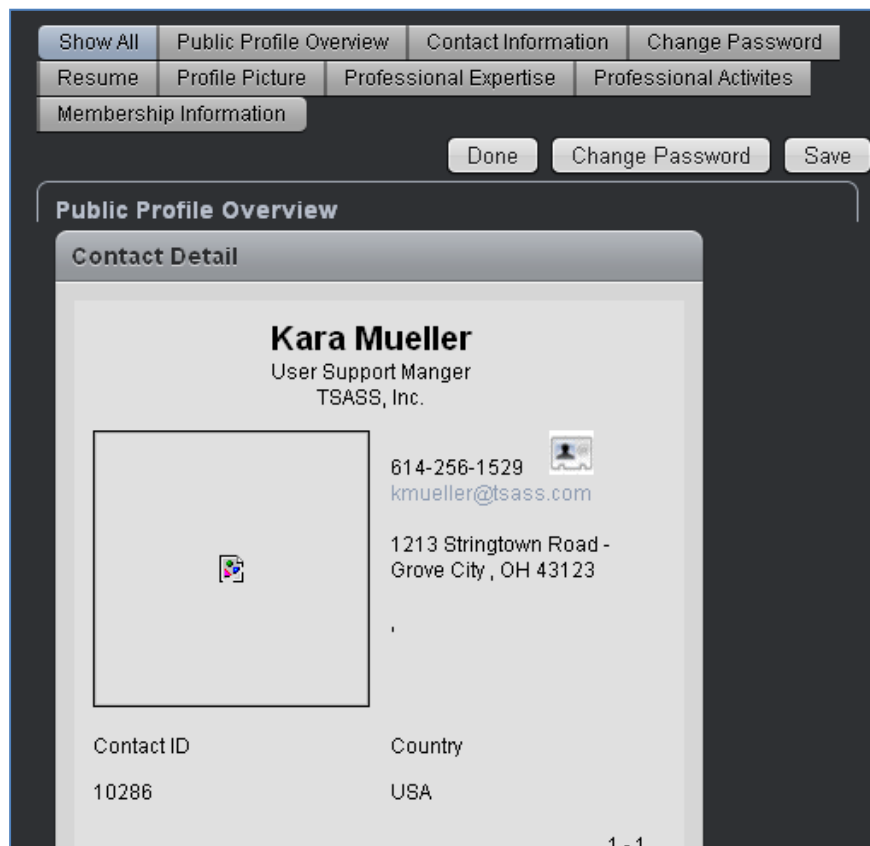
## My Profile



As mentioned previously, the system defaults to the My Profile section when a user first logs in. Here a user may view their public profile and edit Contact Information, change their password, add or update their resume, include a profile picture, list years of professional expertise, add professional activities and view membership information. Certain professional activities may only be added and updated by an administrative user.

### Public Profile Overview

Displays the view of the user's profile seen by all other users.



### Contact Information

This area should be used to edit all contact information.

**Contact Information**

Prefix: Ms. First Name: Kara MI: Last Name: Mueller Suffix:

Job Title: User Support Manger

Agency: TSASS, Inc.

The next sections maybe used to update the user’s password, add a resume and/or a profile photo. Years of professional experience and expertise may also be added.

**Change Password**

Current Password:

New Password:

Confirm Password:

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**Resume**

Browse for Resume:  No file chosen

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**Profile Picture**

Browse for Picture:  No file chosen

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**Professional Expertise**

Work History		Safety Data Systems	
Expertise	Years	Expertise	Years
Federal Government	<input type="text" value="0"/>	Traffic Crash Data	<input type="text" value="0"/>
State Government	<input type="text" value="0"/>	Citation / Conviction Data	<input type="text" value="0"/>
County Government	<input type="text" value="0"/>	EMS Run Data	<input type="text" value="0"/>
City Government	<input type="text" value="0"/>	Trauma / Injury Surveillance Data	<input type="text" value="0"/>



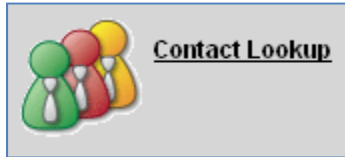
Professional Activities may be added using the small green plus sign. It is important to keep in mind that some activities may only be added by an administrative user.

Professional Activities								
								
<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Note</u>	<u>Sponsor</u>	<u>Professional Development Hours</u>	<u>Last Updated</u>	<u>Edit</u>	<u>Remove</u>
Forum	03-AUG-11	2011 Traffic Records Forum	-	-	-	03-APR-12		
					<b>0</b>			

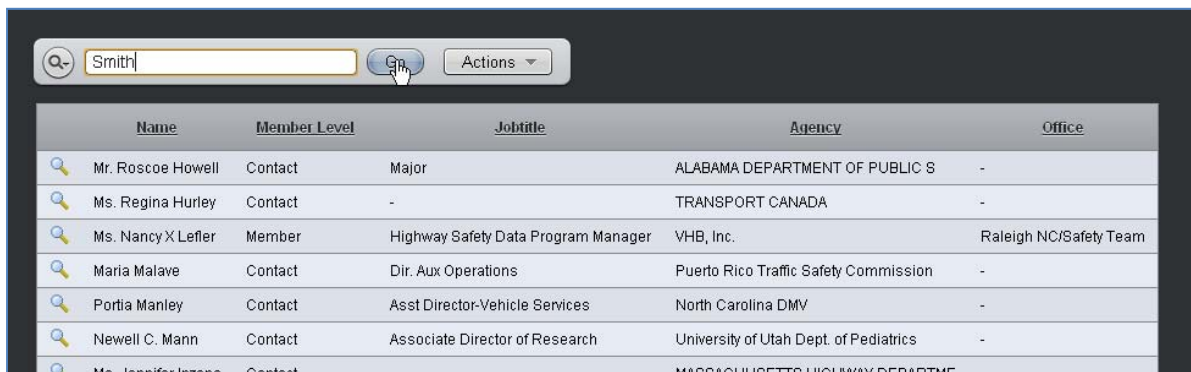
Finally, Membership Information is displayed at the bottom of the page.

Membership Information								
<u>Member Level</u>	<u>Sponsor</u>	<u>Member Date</u>	<u>Expiration Date</u>	<u>Dues</u>	<u>Invoice Date</u>	<u>Paid By</u>	<u>Paid Date</u>	<u>Member Status</u>
Member		-	31-DEC-12	25	02-FEB-12	Check	27-MAR-12	Active

## Contact Lookup

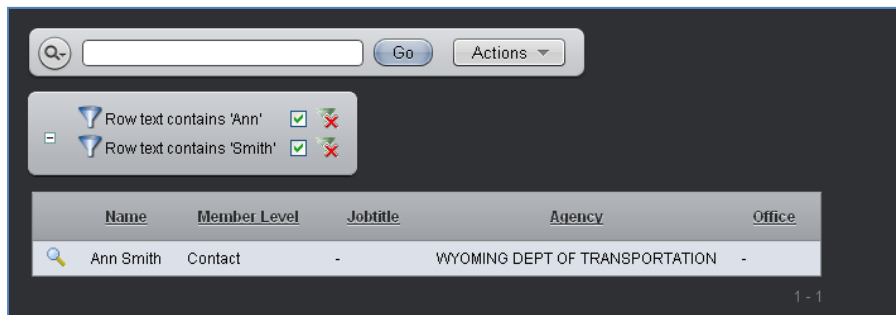


The Contact Lookup section allows user to search for and view the public profiles of other ATSIP members. To search all contact records, type a word into the search box and press *Go*. Searching for “Smith” for example, will bring back any record with the word Smith.



Name	Member Level	Jobtitle	Agency	Office
Mr. Roscoe Howell	Contact	Major	ALABAMA DEPARTMENT OF PUBLIC S	-
Ms. Regina Hurley	Contact	-	TRANSPORT CANADA	-
Ms. Nancy X Lefler	Member	Highway Safety Data Program Manager	VHB, Inc.	Raleigh NC/Safety Team
Maria Malave	Contact	Dir. Aux Operations	Puerto Rico Traffic Safety Commission	-
Portia Manley	Contact	Asst Director-Vehicle Services	North Carolina DMV	-
Newell C. Mann	Contact	Associate Director of Research	University of Utah Dept. of Pediatrics	-
Ms. Jennifer Lezama	Contact		MASSACHUSETTS HIGHWAY DEPARTME	

Queries may also be layered. For example, once a search for “Smith” has been completed, the user may then search those results for the name “Ann.” This will bring back all records with “Ann Smith” in the information.



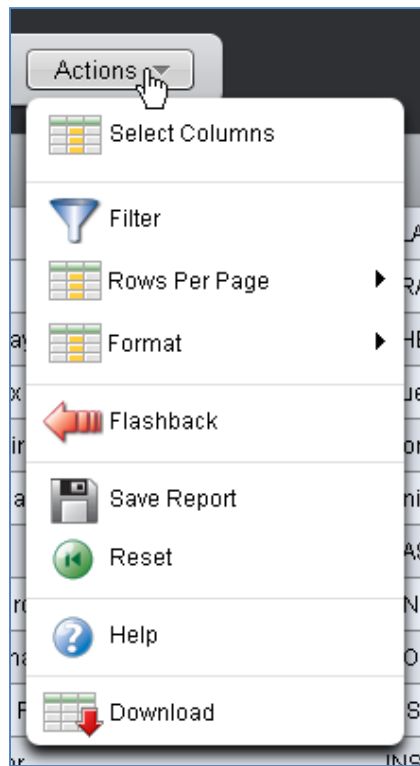
Name	Member Level	Jobtitle	Agency	Office
Ann Smith	Contact	-	WYOMING DEPT OF TRANSPORTATION	-

1 - 1

Clicking on a column header will pop up a smaller screen that allows for further sorting and querying.

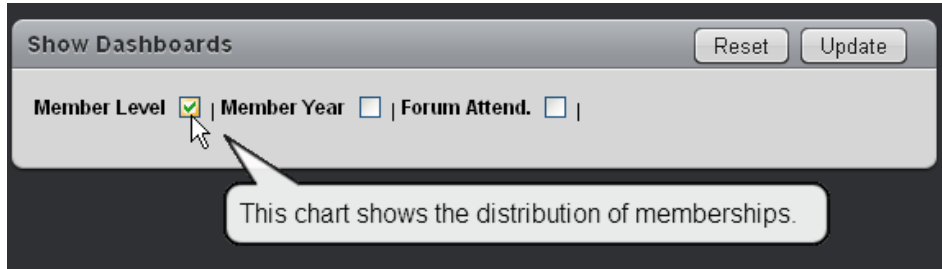
	Name	Member Level	Jobtitle
	Mr. Roscoe Howell	Contact	Major
	Ms. Regina Hurley	Contact	-
	Ms. Nancy X Lefler	Member	Highway Safety Data Program Man
	Maria Malave	Contact	Dir. Aux Operations
	Portia Manley	Contact	Asst Director-Vehicle Services
	Newell C. Mann	Contact	Associate Director of Research
	Ms. Jennifer Inzana	Contact	
	Carol Martell	Contact	
	Mr. Darren Izumo	Contact	AJ Nedzesky
	Larry Martin	Contact	Adrian Kelleher
	L.R Jacob	Contact	Alejandra Medina-Flintsch
	Mr. Steve Jarosz	Contact	Alexis Nevarez Pagan
	Jeff Memmott	Contact	Alice Raring
	June Menard	Contact	Ana Maria Eigen
	Mr. Hubie Mercado	Contact	Andrea Pfennig
			Andrew Graettinger
			Andrew Sattinger
			Angela Schmit
			Ann Smith

The Actions button allows for more complex queries and filters to be developed. The results may be saved as a Report that can be pulled up each time the user visits the page or downloaded to their computer.

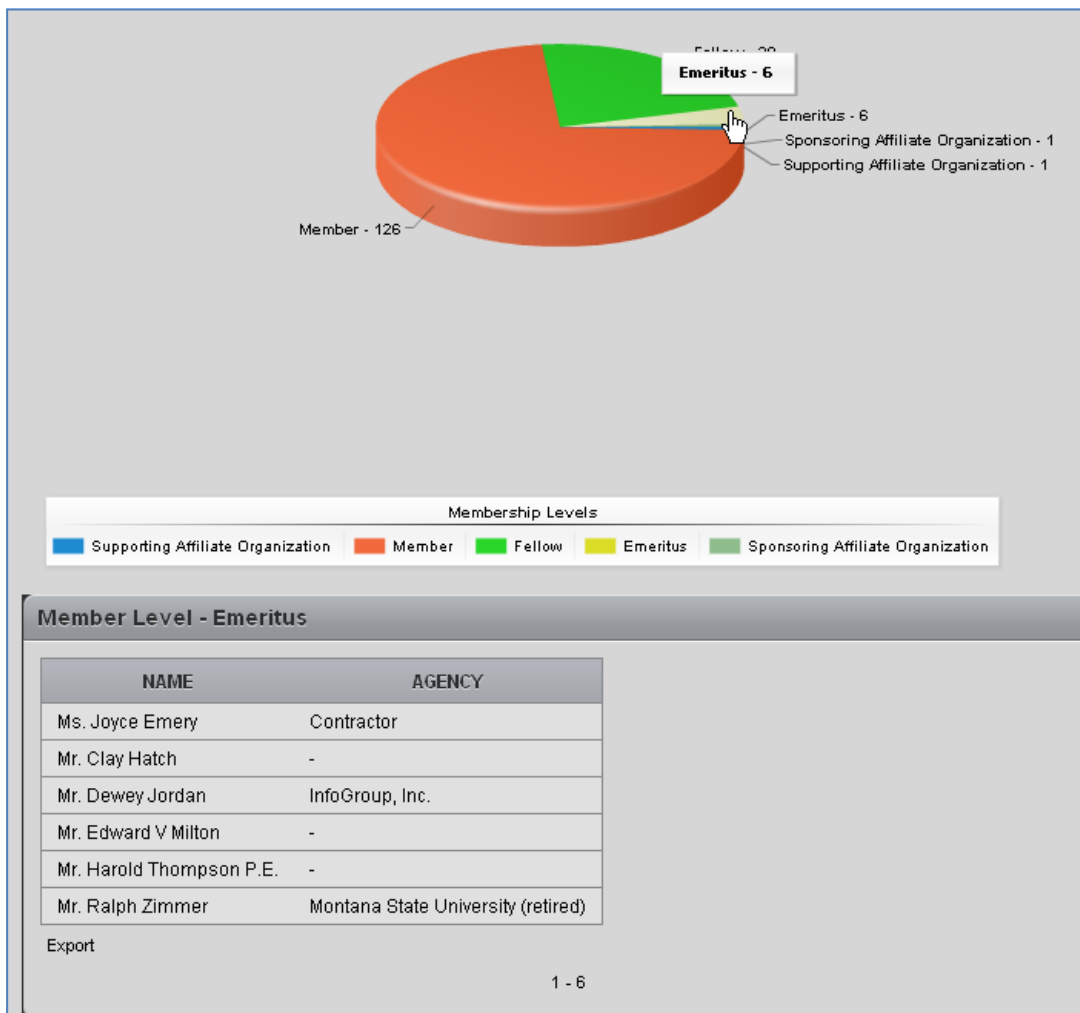


## Generate Report

The Generate Report section currently contains several reports that can be run by checking the report and clicking the *Update* button. Hovering over a report title provides a brief description.

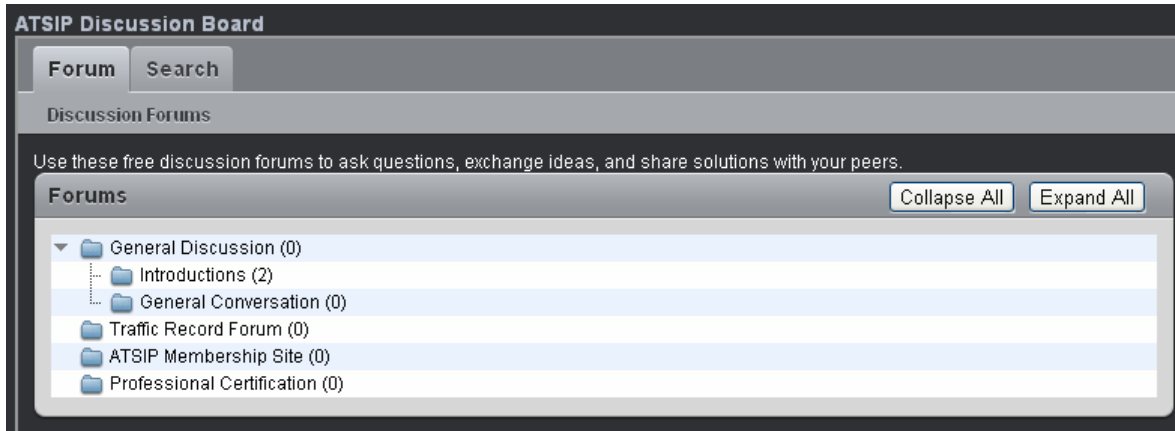


Clicking on portions of the reports will provide detailed information on the source of the summary data.

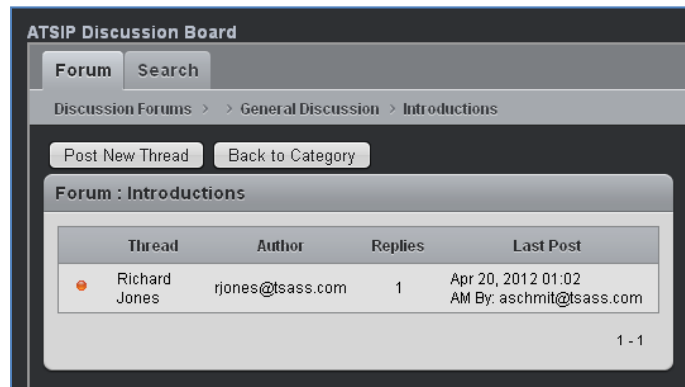


## Discussion Board

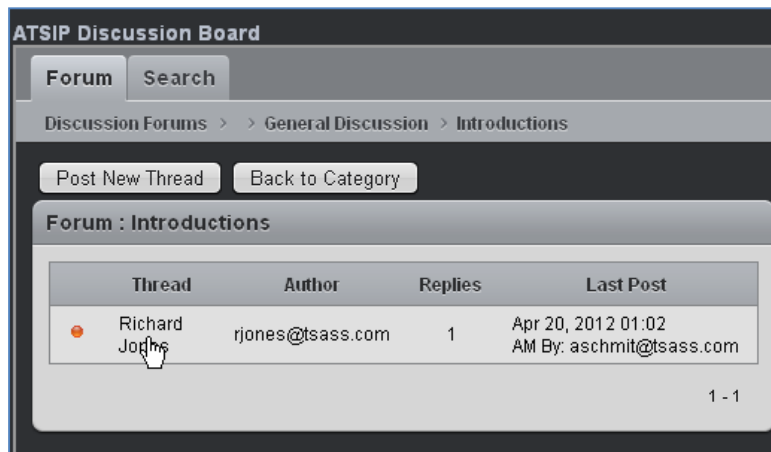
The discussion board allows users to interact and share information. Administrative users have the ability to add topics and all users may post comments.



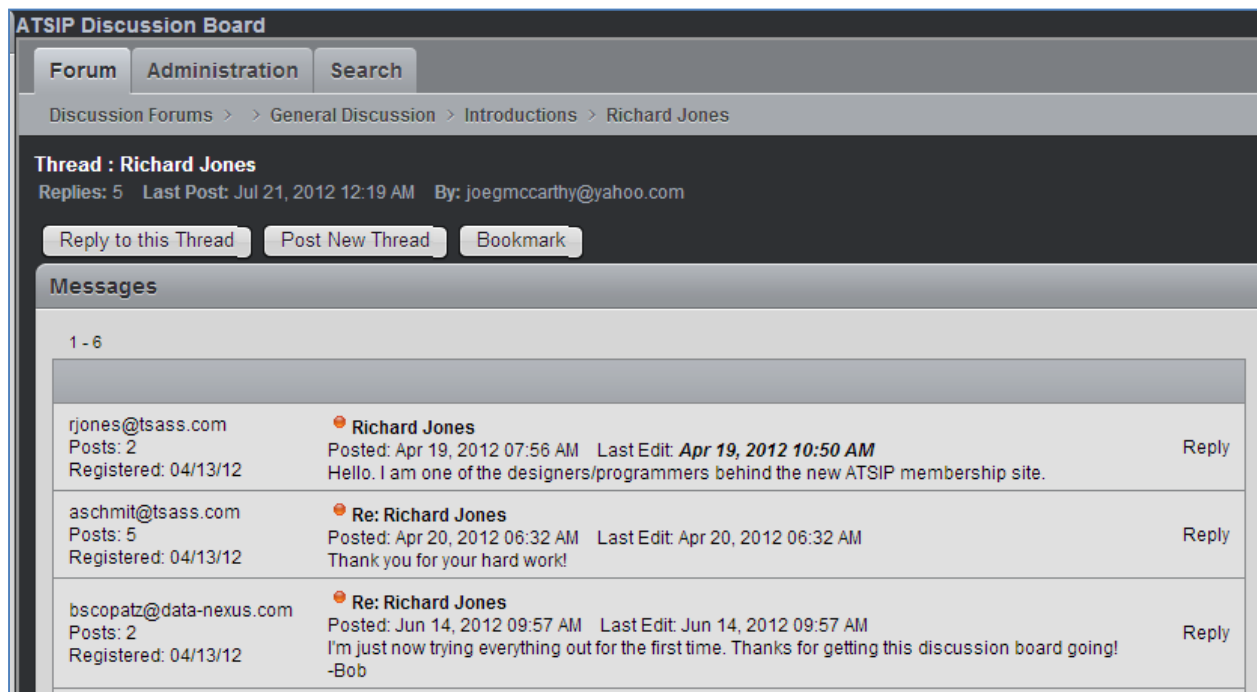
Clicking on a folder opens it to display all conversation threads within.



Clicking on a thread name opens it so that a user may view the conversation.



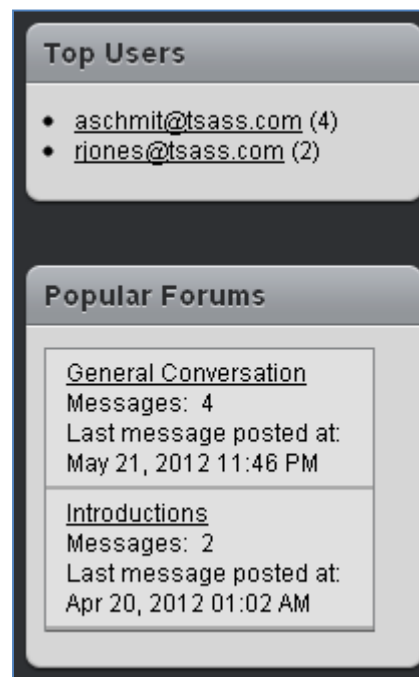
The user will then have the option to Reply, Post a New Thread or Bookmark this thread.



The screenshot shows the 'ATSIP Discussion Board' interface. At the top, there are navigation tabs for 'Forum', 'Administration', and 'Search'. Below these, a breadcrumb trail reads 'Discussion Forums > > General Discussion > Introductions > Richard Jones'. The main heading is 'Thread : Richard Jones', with sub-information: 'Replies: 5', 'Last Post: Jul 21, 2012 12:19 AM', and 'By: joegmccarthy@yahoo.com'. Three buttons are visible: 'Reply to this Thread', 'Post New Thread', and 'Bookmark'. A 'Messages' section follows, showing a list of 6 messages (1-6). The visible messages are:

Sender	Subject	Posted	Last Edit	Reply
rjones@tsass.com Posts: 2 Registered: 04/13/12	<b>Richard Jones</b>	Apr 19, 2012 07:56 AM	Apr 19, 2012 10:50 AM	Reply
aschmit@tsass.com Posts: 5 Registered: 04/13/12	<b>Re: Richard Jones</b>	Apr 20, 2012 06:32 AM	Apr 20, 2012 06:32 AM	Reply
bscopatz@data-nexus.com Posts: 2 Registered: 04/13/12	<b>Re: Richard Jones</b>	Jun 14, 2012 09:57 AM	Jun 14, 2012 09:57 AM	Reply

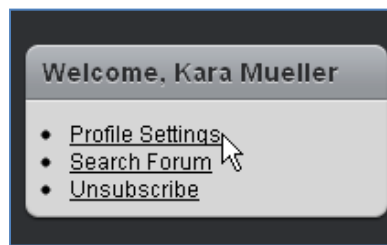
The right hand menu of the discussion board displays the users and discussion forums with the most activity.



The right-hand menu contains two sections:

- Top Users**
  - [aschmit@tsass.com](#) (4)
  - [rjones@tsass.com](#) (2)
- Popular Forums**
  - [General Conversation](#)  
Messages: 4  
Last message posted at:  
May 21, 2012 11:46 PM
  - [Introductions](#)  
Messages: 2  
Last message posted at:  
Apr 20, 2012 01:02 AM

The profile settings allows each user to add profile details specific to the discussion board and customize the number of threads and messages viewed per page.



**Profile**

**Threads per Forum Page**  ▾

**Messages per Thread Page**  ▾

**Timezone**  ▾

**\*Your Email**

**Locale**

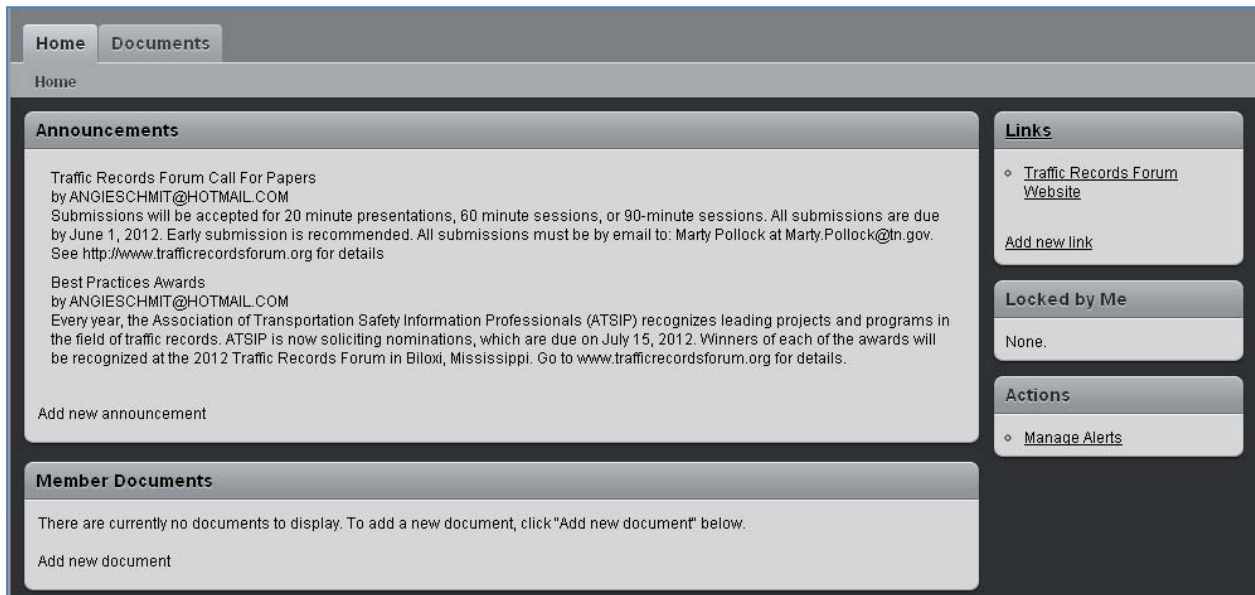
**Location**

**Occupation**

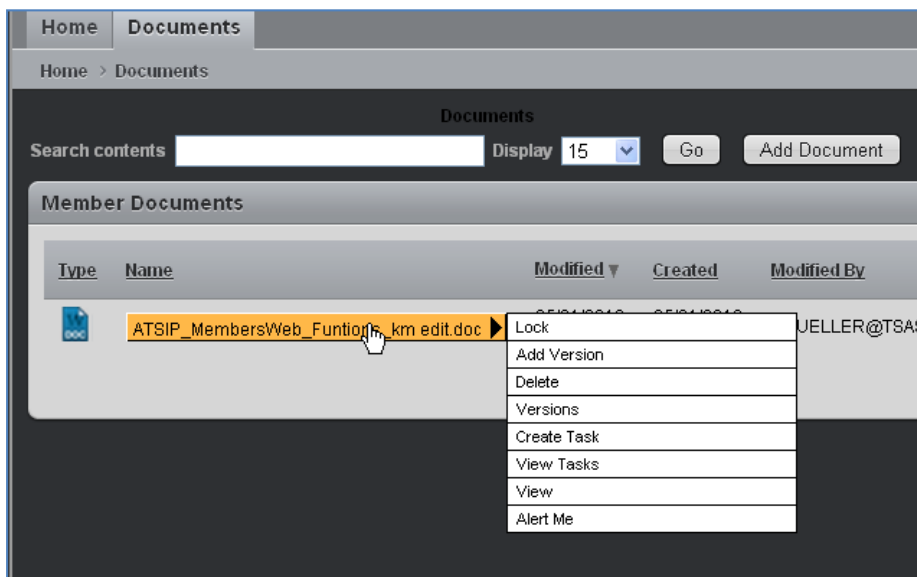
**Homepage**

## Document Library

The document library contains information uploaded by users as well as various announcements. New announcements and documents can be added on the Home tab. To view and search all uploaded documents, click on the Documents tab.



Documents may also be locked against changes or deleted. To lock or delete a document, click on the document name; a menu of options should appear and allow the user to select an action.

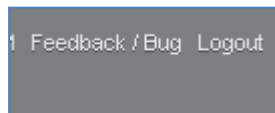




## Feedback



The feedback section can be accessed via the lady bug in the left hand menu or through the Feedback/Bug hyperlink at the top right of the page.



The feedback section allows users to submit issues, requests and comments to the developers without having to track down email addresses. The feedback section also documents the specific area of the system being commented on, which helps during problem resolution.

**Feedback** Cancel Submit Feedback

**Application: 100. ATSIP\_REBUILD\_DEV**  
**Page: 1. Page 1**

**Feedback**

**Feedback Type** General comment General comment Enhancement Request Bug

## Help



The help section contains basic information on how to use each section of the ATSIP member site. Clicking on a subject area button at the top of the screen will narrow down the text help to information on that section only.

