Tab 3

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Basic Navigation of the NSF Online Workspace (http://standards.nsf.org)

Members Area

Welcome to the Members area of the NSF Online Workspace!

The Anatomy of a Website

Important Terms

Group – NSF Joint Committee, task group, or other functional group having a site on the NSF Online Workspace.

Ballot – The process by which consensus approval is achieved on a specific document. Official ballots are submitted by Joint Committees on proposed language changes to standards. Unofficial, or "straw," ballots may request approval on language, thoughts, or ideas.

Document – An electronically available file that has been distributed or provided to a Group to view or reference.

Event – A face-to-face meeting, conference call, or deadline.

Action Items – Follow up items assigned to a specific Group member with a specific deadline.

My Account

To view your account information, select "My Account" from the Main Menu (http://standards.nsf.org/kmembers/person/change_personal_info). Here you can see the Groups and Mailing Lists to which you belong (NSF will be using the mailing lists feature to send emails to task groups and committees), and view and edit your contact information.

> Note – you can edit everything except your Company and Interest Category. If you need either of these changed, please contact your Joint Committee or task group secretariat.

My Groups

To view the Groups to which you belong, select "My Groups" from the Pull-down Group Menu, or click the My Groups link on the Main Menu. Here you'll see a list of your Groups (all Joint Committees and task groups to which you belong) and a summary of all the recent activity (ballots, emails, posted documents, and calendar events) for all your Groups. This page also has a box for Open Ballots, so you can visit at any time to see what ballots are due. (If you have already voted on an open ballot, the page will display a check mark next to that ballot.)

Group Pages

To view a particular Group home page, click its name. Each Group home page contains the following information:

- Group's description and the name of its Chair

- Upcoming events

- Recently shared documents

- Recent emails

- Recent ballots

- List of Subgroups, if applicable.

Near the top of each Group home page is a section of tabs. Each tab is named according to what it leads to: Group Home, Roster, Calendar, Documents, Comments, Ballots, Action Items, and Email.

- Group Home: Summary page that shows the Group Notes (includes group email address) and all of the recent activity for that group.
- Roster: shows the current membership of the Group, member roles and interest categories.
- Calendar: displays scheduled events for the Group, as well as details such as call-in instructions for teleconferences.
- Documents: link to the online document repository for the Group's work and allows members to view documents such as draft standards and meeting summaries.

- Comments: displays comments provided by members on documents, and also allows members to submit their own comments for sharing with the Group roster.
- Ballots: leads to a list of ballots for that Group, sorted by close date (those that are still open are at the top).
- Action Items: shows what follow up actions have been assigned to Group members with due dates.
- Email: displays email that has been sent to the Group.

Emailing Groups and Individuals

The website allows members to email the group as a whole (using the group email address), the group chair, and individual members of the group. This can be done using the "send email" link under the Email navigation tab, or in one of the following ways:

- Whole group: Use your normal email program with the email address given under the Group Notes (on the Group Home page). Emails sent to the whole group are archived under the Email navigation tab.
- Group Chair: Use your normal email program with the Group Chair email address listed under the Group Notes (on the Group Home page) – this goes to both the chair and the group secretariat. Emails sent to the chair address are not posted publicly.
- Individual Members: Under the Roster navigation tab, each member has an envelope icon next to his or her name. Clicking on the icon brings the user to a "Send email to Group Member" email page. Emails sent to individual members are only for communication purposes and are not posted publicly.

Ballots

All ballots you are eligible to view or vote on are listed under the Ballot navigation tab on the My Groups page. You can also view ballots by group on the individual Group Pages. The parts of the ballot are described here:

- Ballot Title: The issue and revision number being voted on, usually including a brief description of the ballot (i.e., "336i1r1 (Sustainable Textiles Standard)").
- Ballot Description: The question to be answered (i.e., "Should this document be approved?")
- Ballot Options: The response options – usually: affirmative, negative with comments, and abstain. (The choice selected will be apparent after a ballot has been cast.)
- Document for Approval: The document in question – new standard revision showing new language or changes to existing language.
- Interest Category: The user's interest category.
- Opening/Closing Date: The exact date and time of the ballot period (open and close), shown in Eastern Time.
- Referenced Items: Supporting documentation – usually includes the appropriate cover memo, project initiation, pertinent meeting summaries, and anything else giving necessary background information to voters.

- <u>Voting Statistics/Summaries/Details</u>: These are updated daily based on the ballots cast by the voting members of the group. It is summarized in multiple ways for convenience.
- <u>Voter Comments</u>: Lists all comments received on the document (from voters and nonvoters).

My Calendar

The My Calendar link takes the user to a calendar for all of the user's groups. All events for all groups the user belongs to are viewable here. In contrast, each group's calendar only shows the events for that group.

From here, you may click the link for "Add Weekly Reminder," which will allow preferences for a weekly reminder of upcoming meetings to be sent via email.

Search Groups

This feature searches all ballots, calendar events, documents, emails, and groups, looking for the keywords you enter. Tips on searching can be viewed at the following link:

http://standards.nsf.org/apps/org/workgroup/portal/search_help.php.

Subgroups

When applicable, a list of subgroups may be found in the lower right corner of a Group Home page. These may be task groups or other groups related to the Group. You can see the relationship between one Group another Group (which may be a subgroup) by viewing the "Breadcrumbs." Breadcrumbs show the hierarchy of groups and allow users to move between related Groups quickly and efficiently. The last group in the list of breadcrumbs is the lowest in the hierarchy (in other words, if Group B is to the right of Group A, then Group B is a subgroup of Group A). An example appears below, in which The Joint Committee on Dietary Supplements is a subgroup of the Group "CPHC – Biosafety, Dietary Supplements, Food Equipment."

Help!

Below the search box, each page has a life preserver icon with the word HELP below it. Clicking this icon opens a window containing the application Help file. You can also contact NSF for help by clicking the Web Support link at the left side of any page.

More detailed training and online demonstrations of the NSF Online Workspace will periodically be offered by NSF. Please email admin@standards.nsf.org for information on the next available session.

Public Area

The Public Area is accessible to the general public, including those who do not have a username and password. The first page is a list of all of the NSF Groups (Joint Committees, Task Groups, etc). Clicking on a specific Group will take you to a detailed Group page (includes information such as Group Notes, Upcoming Shared Events, Recent Shared Documents, Recent Email, and Open Shared Ballots).

Calendar

This calendar view shows all publicly viewable upcoming events. Clicking on a calendar event will bring you to the detailed event page, which often includes the agenda and any supplemental materials for the event.

Documents

Shows a list of all publicly viewable documents. Because the NSF standards development and maintenance procedures strive for openness, many documents are released by NSF Standards staff to be shared publicly. They are listed here by Group name. You may also select the Group from the Public Area page, which shows the list of all Groups.

If you are looking for a specific document here but cannot find it, it can be found easily by going to the Group Home (select the Group name from the list under "Public Area"). You can also increase the number of documents viewable by changing the number in the field at the top of the page that says, "Show last [10] documents per workgroup."
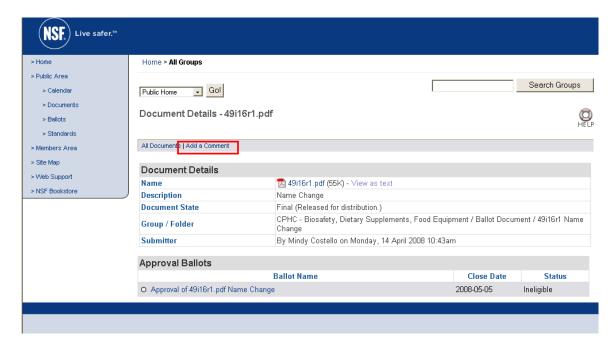
Ballots

Shows a list of publicly viewable ballots. Clicking on the link to the individual ballot will bring the user to the Ballot Details page. Ballots pertaining to a specific Group of interest can be found by selecting the Group from the list when first entering the Public Area.

Commenting on Ballots or Documents

Many documents, especially those being balloted, allow all viewers the option of making a comment. In the case of a ballot, this is one way of submitting a comment as part of the required public comment period for a proposed change. Any comments received will be

included with the voting member comments, and each will be given consideration and a response from the issue proponent.

To make a comment, click the "details" link for that document. Above the document details is another link, "Add a Comment." Clicking here will bring you to the Add Comment page, which can be filled out with your contact information (in order for a response to be directed to you) and your comments on and proposed solutions for the draft.

Standards

This area includes links to the NSF standards publication list, the NSF Standard Development and Maintenance Policies, the Issue Document and instructions on its use, and contact information for the NSF Standards Department.

NSF standards can be purchased online by clicking the link on the NSF Bookstore link found on the Main Menu.