

Basic User Guide to the TD-Info Website - www.teamdefence.info

Revised April 2020

The purpose of this document is to provide an overview of how to use the TD-Info website – how to navigate, search, change password etc. Reading this will help you get the most from using the website efficiently. It's designed mainly for members as the majority of website content and Wiki-style functionality is available *only to members* (once Registered, manually approved (*see Endnoteⁱ*) and then signed-in for a session). It has been updated in light of Covid-19 and a move to online working (*see Endnoteⁱⁱ*).

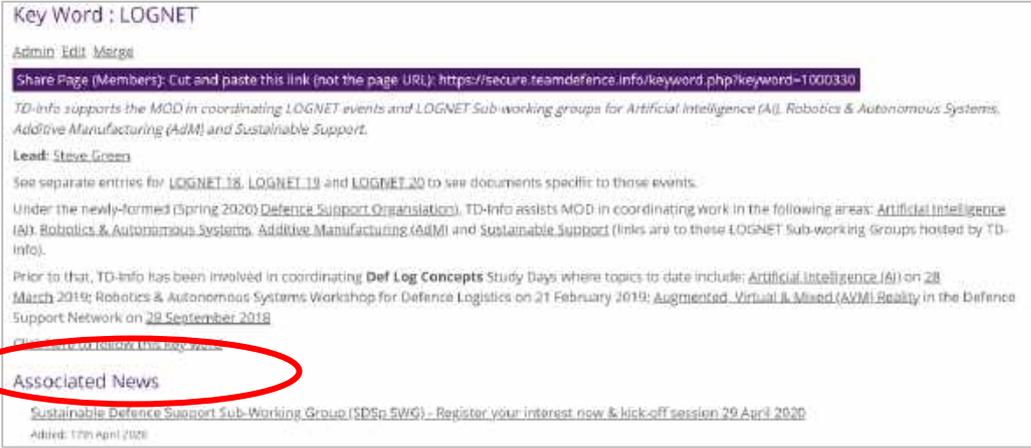
However, there are some sections that are available to non-members (i.e. all) such as **News** and **About**. Also, specific documents that are tagged **PUBLIC** which means they can be accessed by anyone. You will find that that links to member-only pages and documents will progress *only if you are signed-in*, and the website will prompt you if you are not.

The TD-info website is somewhat 'document-heavy' that arises from membership activities such as meetings, working groups and projects which create new documents as well as referencing existing ones. It uses a content management system with an 'underlying database' of files – i.e. the documents, community pages for Working Groups, Forums etc, keywords, calendar events, news items etc..

Content is curated (using keywords or tags) and cross-referenced (using hyperlinks). This means you can explore content in a similar way to how you use a Wiki – with the valuable addition of being able to 'tailor' what you are most interested in professionally by clicking to '**follow**' topics and groups (see **myTD-Info** below).

In addition to providing an ever-growing knowledge base, our website enables us to promote and coordinate regular meetings/forums – exclusively online as part of our continuity of working following Covid-19 - and events (e.g. webinars, online demonstrations and conferences).

Given the breadth of content on the website, how do you 'zero-in' on what is of most relevance to you? As hinted above, you need to explore &/or seek guidance/recommendations from colleagues or TD-Info staff. Having found content that is pertinent to your professional interests and role, you click to 'follow' that page/keyword or apply to join a forum. In doing so, you add links to that content into a webpage that is unique to you: the **myTD-Info** page. See screen shot below that highlights the '*Click here to follow this key word*'.



Key Word : LOGNET

Admin Edit Merge

Share Page (Members): Cut and paste this link (not the page URL): <https://secure.teamdefence.info/keyword.php?keyword=1000330>

TD-Info supports the MOD in coordinating LOGNET events and LOGNET Sub-working groups for Artificial Intelligence (AI), Robotics & Autonomous Systems, Additive Manufacturing (AdM) and Sustainable Support.

Lead: Steve Green

See separate entries for LOGNET 18, LOGNET 19 and LOGNET 20 to see documents specific to those events.

Under the newly-formed (Spring 2020) Defence Support Organisation, TD-Info assists MOD in coordinating work in the following areas: Artificial Intelligence (AI), Robotics & Autonomous Systems, Additive Manufacturing (AdM) and Sustainable Support (links are to these LOGNET Sub-working Groups hosted by TD-Info).

Prior to that, TD-Info has been involved in coordinating Def Log Concepts Study Days where topics to date include: Artificial Intelligence (AI) on 28 March 2019; Robotics & Autonomous Systems Workshop for Defence Logistics on 21 February 2019; Augmented, Virtual & Mixed (AVM) Reality in the Defence Support Network on 29 September 2018

Click here to follow this key word

Associated News

Sustainable Defence Support Sub-Working Group (SDSp SWG) - Register your interest now & kick-off session 29 April 2020

Added: 17th April 2020

The **myTD-Info** page (unique to you) is where your member session ‘opens’ each time you sign-in. The links saved there enable you to navigate directly to your ‘favourite’ webpages, keywords etc. on the site. And, **myTD-Info** also automatically ‘captures’ links to any documents you have downloaded and to meetings that you have been invited to so that this information is a single click away. You will learn that by using ‘follow’ when on the website, you selectively ‘tailor’ what content is of most interest to you, allowing you to be more efficient in navigating directly to content that you have decided is most relevant to you.

In addition to **myTD-Info**, there are powerful facilities in **Search** and **Keywords** (Tags). Understanding these elements is key to navigating and getting the most from the admittedly ‘text-dense’ Team Defence Information website.

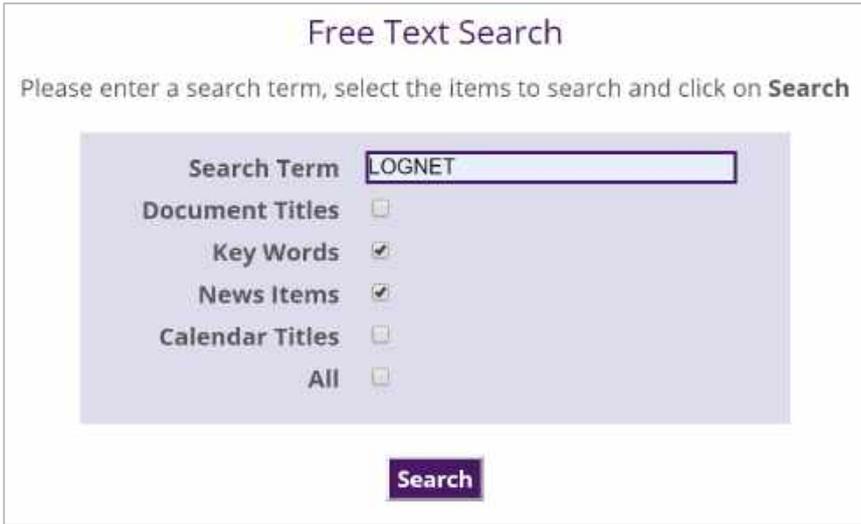
myTD-Info

- **myTD-Info** is the page where you start whenever you sign-in. It’s *your* summary view of the content you have opted to ‘follow’; *therefore, its makeup is unique to you.*
- **myTD-Info** provides a quick way to navigate to your interests using links to the relevant content. You can opt to ‘follow’: **Keywords, Events, Member Organisations, Communities and News items.** You can ‘un-Follow’ them, of course, which means they no longer appear on your myTD-Info page
- when you click to ‘follow’, there are 2 options shown: **Follow & Follow with e-mail notifications (beta)**ⁱⁱⁱ (see *Endnote* for more details)

Search

Search is only visible on the top menu once you have signed-in. It has two options: **Free Text Search** and **Document Search** which are explained below and on the website itself.

- **Free Text Search**



Free Text Search

Please enter a search term, select the items to search and click on **Search**

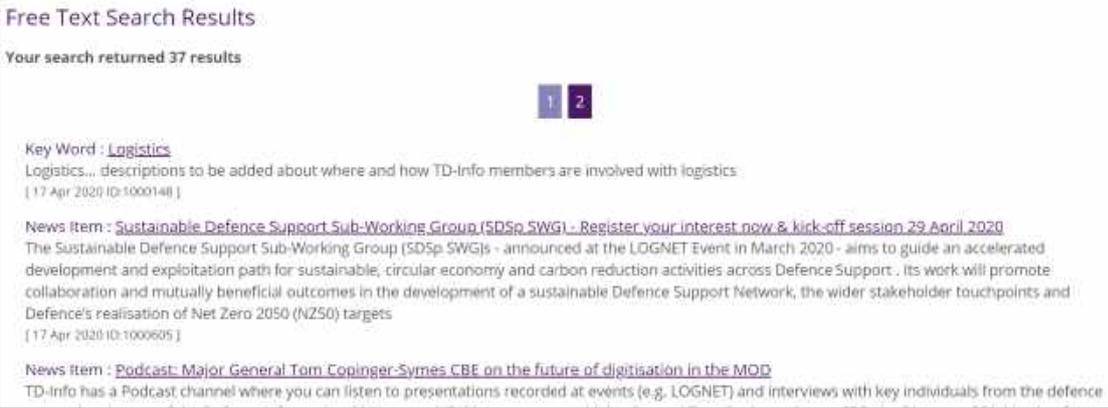
Search Term	LOGNET
Document Titles	<input type="checkbox"/>
Key Words	<input checked="" type="checkbox"/>
News Items	<input checked="" type="checkbox"/>
Calendar Titles	<input type="checkbox"/>
All	<input type="checkbox"/>

Search

Figure 1: Free Text Search

The example in Fig 1 shows that two boxes have been ticked. Click on the Search button.

The results that are returned have a 'Google-style' format (as shown below) where you click to follow the links of interest.



Free Text Search Results
Your search returned 37 results

1 2

Key Word : [Logistics](#)
Logistics... descriptions to be added about where and how TD-Info members are involved with logistics
[17 Apr 2020 ID:1000148]

News Item : [Sustainable Defence Support Sub-Working Group \(SDSp SWG\) - Register your interest now & kirk-off session 29 April 2020](#)
The Sustainable Defence Support Sub-Working Group (SDSp SWG) - announced at the LOGNET Event in March 2020 - aims to guide an accelerated development and exploitation path for sustainable, circular economy and carbon reduction activities across Defence Support. Its work will promote collaboration and mutually beneficial outcomes in the development of a sustainable Defence Support Network, the wider stakeholder touchpoints and Defence's realisation of Net Zero 2050 (NZ50) targets
[17 Apr 2020 ID:1000605]

News Item : [Podcast: Major General Tom Copinger-Symes CBE on the future of digitisation in the MOD](#)
TD-Info has a Podcast channel where you can listen to presentations recorded at events (e.g. LOGNET) and interviews with key individuals from the defence

- **Document Search**

you to locate documents based on using one or more of: **Community**, **Key Word** (tag), **Source** (i.e. Member organisation) and **Date range**. Set the parameters and click the Search button (or View button) to return a list of documents that match the criteria that you set, as shown in this screen shot:



Document Search

Please either select a single search criteria and click on **View**, or select multiple search criteria and click on **Search Documents**; alternatively [click here](#) to search for a specific Document ID

Community: JIG-Vanguard (JIG-V) [View]

Key Word: Please select ... [View]

Source: Please select ... [View]

Updated On/After: 1 January 2020 [View]

Updated On/Before: 28 April 2020 [View]

Search Documents

Try different combinations to discover how this works: e.g. set a date range covering the last month to see what new documents have been added in that timeframe.

- **Key Words** (also known as **Tags**) are grouped under **myTD-Info** but appear throughout the website, as links appended to Documents of all kinds including News Items and Events. Click on a specific Key Word to get to a page that has Wiki-style content about the term and a list of all documents that have been tagged with the term.
- **Key Word** content in the 'Wiki' is designed to be maintained and the person responsible for this is named (NB: not all have a person attribute to them, as yet). Hence, if you wish to propose a change to the Wiki content, you can email this person

Other Features to note...

- **Change Password** To change your password (e.g. the one you were given at Registration), first Sign-In with the password you were given, then go to **myTD-Info** page and look for the link **Change Password**. Click on this and follow instructions to update your password.

- **Update Details** on your **Profile**. This has the details you provided when you first Registered on the website. You can add to this (e.g. a professional bio, photo etc) and edit fields should they change (e.g. your phone number)
- **Your Alerts** on your my **TD-Info** page shows any messages that have been issued to specific groups; e.g. a meeting organiser might use an Alert to highlight to a relevant group that meeting details have changed. The highest level of Alert also issues an email (with a link to the website Alert) to each person in a specified group

Click here to follow is a link that appears in relation to one of the following: a Community, a Keyword, an Event or Meeting (in Calendar) and a News item. Whatever you choose to 'follow' is listed on your **myTD-Info** and becomes a quick way to navigate to content. Also, see *Endnote* number ⁱⁱⁱ on this topic

NB: if you **follow** a Group you are **not** automatically included on its mailing list for invitations to meetings etc. See item below on **Getting Invited to 'Regular' Meetings** for guidance on this.

- **Expand** When you see a document title with the word '**Expand**' to the right of the title, you can click this word to see a summary of the document content along with a link to Download it. Several documents are shown by using a number, for example, **+5 Expand** indicates there are 5 more **Sub-Documents/Files** to view. *E.g. the website will say "There are 5 sub-documents/files - click to download or click here for further information and/or to download zip file"*
- **Zip File** Where there are several documents, you may see the option to download them all together as a **Zip file**. This is very convenient when, say, you wish to download all pre-reading documents associated with a meeting or download all the presentations from an Event. E.g. a Meeting Minutes document is the **main file** and related documents (presentations, agenda etc.) are 'sub-files'. NB: **we use this feature less now** because it is not possible to fully curate 'sub-files' with Keywords so they are not then visible under keywords
- **How to Share Page Links** If you wish to share a TD-Info webpage with others, please **do not cut and paste the link (or URL) in the browser header**. The reason is that, when using the website as a signed-in member, the links are session-specific, not generic. Instead, to share a page, please look for the '**Share File (Members)**' as in this example:

Share File (Members): Cut and paste this link: <https://secure.teamdefence.info/filerequest.php?id=1004527>

Right click on the link and then select the option to **Copy link address** and then paste into your document. The following examples are of links to different items, pages or files/documents (*the clue is in the link description and your links should be of these formats to work*):

Document/File <https://secure.teamdefence.info/filerequest.php?id=1004527>
Event <https://secure.teamdefence.info/community.php?community=1000095>
News Item http://www.teamdefence.info/news_item.php?newsitem=1000279
Community <https://secure.teamdefence.info/community.php?community=1000091>

- **Getting Invited to 'Regular' Meetings** e.g. Working Groups and Forums. You need to ask (via email or in person) a TD-Info coordinator for that group to add you to that 'Group's'

mailing list so that you receive invites to meetings and any related communications. To apply, you need first to be a TD-Info member and active on the website. Each Group has a TD-Info member of staff as the coordinator. Apply to this person via an email to her/him. To find who this is for a Working Group, Forum etc., go to the web page for that Group. Click on the link that says '[Click here for Diary Dates, Contacts and More Information](#)'. This takes you to a page that lists the 'leads' for this group (e.g. MOD & Industry leads plus the TD-Info lead). Use the link provided to email the TD-Info lead to request being added to the mailing list. NB: if you **follow** a Group that does not automatically add you to the mailing list (it just adds a link to the Group onto your **myTD-Info**).

- **What do Invites to 'Regular' Meetings look like?** When a meeting invitation is created, you get an email from our website with the option to **Accept In Person**, **Accept Remote** (for teleconference participation if made available) or **Decline**. (NB: see Endnote about moving to Online-only sessions as a result of the Covid-19 lockdown)

Your reply to a meeting invitation of this type by clicking on one of the options provided. Your response automatically updates our website meeting attendance records which is important for knowing who to expect in attendance at meetings, whether in-person &/or online.

If you **Accept** a meeting invitation (online or in-person), you can add this meeting directly into your Outlook Calendar using the **ics** 'link' that you are given. If your availability changes and you are no longer able to attend, or conversely you declined and now wish to attend, you need to email the TD-Info organiser – the contact who sent the invitation who is probably the person listed on the website Group page when you click on the '[Click here for Diary Dates, Contacts and More Information](#)' link

Please keep these notes for future reference. If you have any feedback for suggestions to improve this basic guide please email Team Defence Information

ⁱ Manual approval is part of the process of Registration. We validate and approve each Registration manually to ensure that applicants are bona fide. Hence, those who Register should expect a time interval while this manual process is undertaken. Once our Admin staff make the approval, the system generates an email to the person who has applied to be a member, with relevant joining details.

ⁱⁱ [Webinars & Online Sessions are new 'default' way TD-Info supports ongoing activities](#) TD-Info has moved to using 'online' as the default means of supporting our ongoing activities and communities. Expect to find 'joining instructions' for online sessions to be links to (Microsoft) Teams meetings that are issued by email &/or only in the member area of our website. Given that meetings are now online as part of the response to Covid-19, the [Skype for Business](#) project accelerated production of a solution agnostic [Virtual Meetings TD-Info Best Practice Ways of Working](#). This includes reference to the excellent guidance from the National Cyber Security Centre (NCSC) [Video conferencing services: security guidance for organisations](#) and there is a useful [NCSC Videoconferencing infographic](#).

ⁱⁱⁱ A website development that is in beta phase is to provide two options: **Follow** and **Follow with notifications** **Follow** means 'pin the item to the *Your Interests* section of your **myTD-Info** page for quick access' while **Follow with notifications** is as per **Follow plus** you will receive **weekly notifications** of updates that may be of interest to you. NB: the **Follow with notifications** feature is currently under development and we anticipate it will start to appear soon.