

# TMIP.ORG Forum Module User Manual

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## Background<sup>1</sup>

The Travel Model Improvement Program (TMIP) - TMIP was created to advance the state of the practice of travel modeling by advancing research and building the technical capabilities of agencies' staff. The success of TMIP is built upon the fundamental principle that sharing information benefits everyone in the transportation modeling and analysis community. Nearly all of our initiatives have some element of this principle built in whether it is in the form of one-to-many through web seminars and the clearinghouse, many-to-many through electronic discussion lists, or many-to-one through specific feedback requests

The Freight Model Improvement Program (FMIP) shares goals with TMIP of improving analysis practices to ensure that transportation professionals are well equipped to inform and support strategic transportation decisions. The consolidated online TMIP-FMIP Community of Practice (TMIP-FMIP|COP) site aims to continue TMIP's and FMIP's existing successful programs for internet-based capacity building and technology dissemination, and to develop and provide contemporary internet-based communication and interaction technologies within which new content and new capacity building and interaction opportunities may be created.

This updated COP site (TMIP.org) aims to bring all TMIP-related content and conversations into a one-stop-shop that makes the TMIP user experience more user-friendly. TMIP.org includes the following main features:

- Home: The COP homepage provides an explanation of the site, news, and descriptions of the site's content.
- Forum: **This replaces the former TMIP Listserv.** The new format will allow users to create topics and post messages to share thoughts, ideas, opinions, and other industry-related materials with the TMIP Community.
- Webinars: All TMIP webinar recordings will be found here. Currently, the Webinars page includes recordings of all TMIP webinars from 2007 to 2013. Webinar recordings from 2014 to present can be found by clicking "2014, 2015 and 2016 TMIP" under "More Webinars" on the side panel.
- Library: A resource library serves as a clearinghouse with links to many full-text documents in the field of transportation modeling.
- Contact: An outlet for any questions regarding TMIP.

## FAQs

### How do I get started?

Click on "Login/Register" in the top right corner. Then click "Register a New Account." All TMIP users will need to create a new account. Once registered, the user will receive a confirmation email—please check Junk and/or Clutter filters for this email if it does not arrive within a few minutes of registration.

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<sup>1</sup> Note: The official TMIP website <http://www.fhwa.dot.gov/planning/tmip/> did not change.

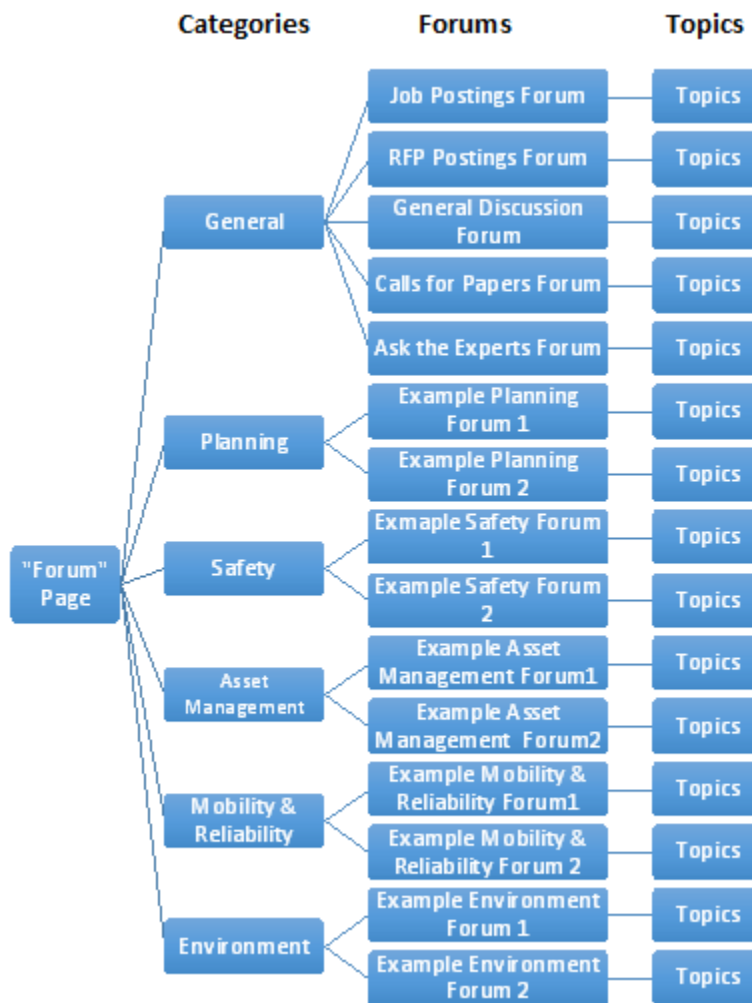
## What are “Groups”?

Groups are the organization of users based on their shared interests in topics. A user can be in multiple groups simultaneously. The purpose of Groups is to allow users to control the audience of their topics and to select which group’s discussion they would like to participate in.

Once a user is logged in, they can access their account by clicking “My Account.” The “Your Groups” section on the “Edit” subpage shows the user’s current subscription options. The “Other Groups” section shows other groups to which the user can subscribe. Users will only receive email updates for the group(s) to which they are subscribed and be able to respond to/comment on topics discussed in the group(s). The user will also only be able to select a group to which they subscribe as the audience of a topic they create.

## How does the Forum work?

The TMIP Forum is only accessible to registered members. The “Forum” page contains various forums. Within a forum, there will be multiple topics. Discussions among TMIP.org members happen at the Topic level. To make it easy to find a topic and participate in its discussions, forums themselves are grouped into Categories. (See graphic below.)



### Is this a replacement for the TMIP Listserv?

Yes, the TMIP Listserv will no longer operate solely through your email inbox. Now users have the ability to look at TMIP forum discussions by topic, which will facilitate more organized conversations and filter content based on the “Groups” that users select.

### Will I still receive emails?

Yes, when the user is subscribed to a “Group,” they will receive emails when new topics are created that are intended for that group or if comments/replies are posted within a related “group” forum.

### Can I create a topic through email?

No, unlike the TMIP Listserv format, the user can only create a topic by accessing the COP site, clicking the “Forum” tab in the navigation bar, and then selecting the title of the desired forum category. From here the user must click “New Topic” with the green plus sign to create a new topic for discussion. When creating a topic, the user must select an audience Group or Groups for the topic. All members in the selected Groups will receive email notifications about the topic and can participate in discussions on the topic. In order to include a Group in the audience, the creator of the topic must be a member of that Group. (Please reference the section on “Forum Participation” for more detail on creating a topic.)

### Can I respond to a topic via email?

Yes, the user can reply to the email directly by hitting “Reply All” and leaving the subject line as-is to respond to the topic. (Please reference the section on “Forum Participation” for more detail on responding to a topic via email.) Alternatively, the user can login to the COP site and access the “Forum” page to reply to a specific topic through the online interface.

### What do I do if I encounter problems while getting started with the TMIP.org forum format?

Users can access the “Contact” page on the COP site and submit issues to the TMIP program. TMIP staff are highly responsive and open to feedback on this forum.

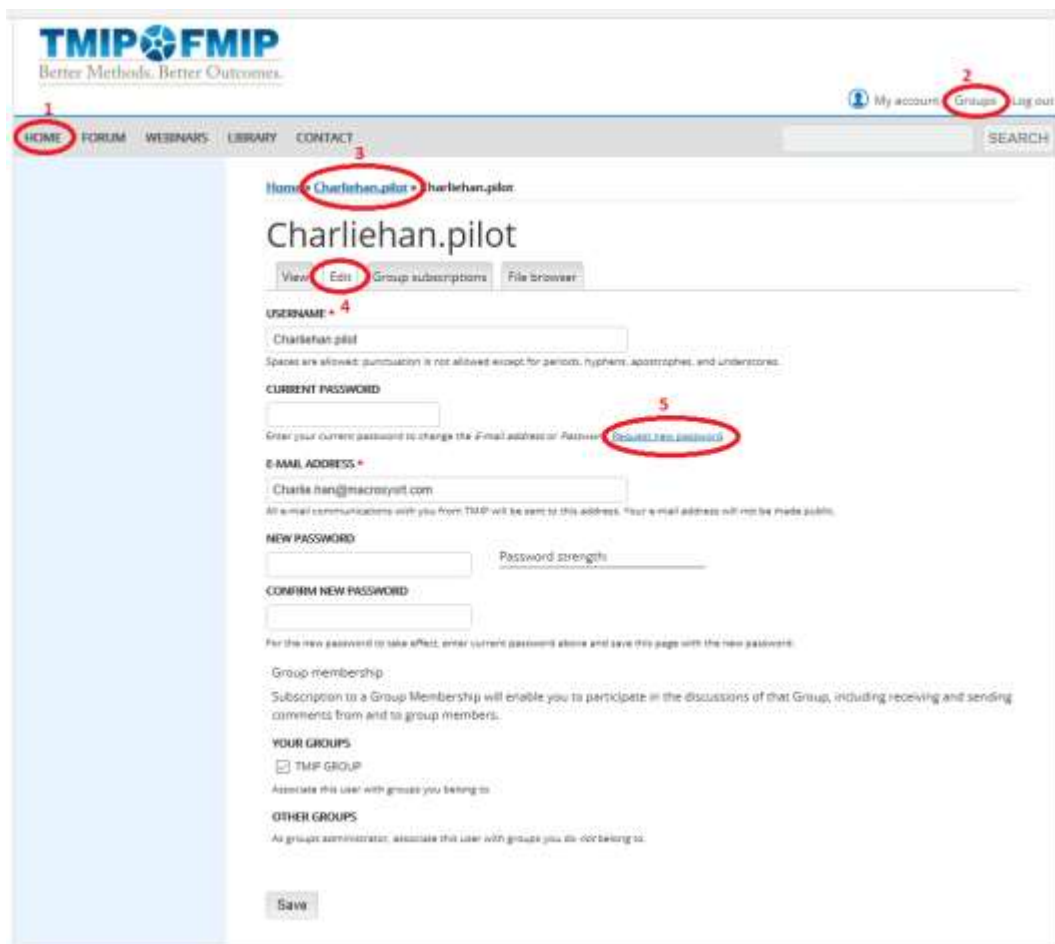
# General

## 1. Navigation

There are four basic ways to navigate TMIP.org:

- 1) Navigation Bar (1, 2)
- 2) Breadcrumb Navigation (3)
- 3) Tabs Navigation (4)
- 4) Tags Navigation (5)

As shown in the following screenshot, these navigation patterns may be present in one web page at the same time. While you can use any of the navigation patterns to “jump” from one web page to another, you should remember one important thing: if you make any change in a page, your change will not be saved unless you use the “Save” or “Submit” function on the page to commit the change. If you navigate away from the page before you commit the change, your change will be not saved. By the same token, you should feel free to navigate away from any page you are working on without worrying about unintended changes/damages to that page.



## 2. Unnecessary functions or texts in some pages

TMIP.org is a website built on a customized Drupal framework. Many existing Drupal open-source functional modules and templates were used in the development of TMIP.org. While these modules and templates provide powerful functionalities for the website, they also impose some inflexibilities or rigidity on the look and feel of the pages of the site because of their fundamental “one size fits all” designs. Sometimes, the needed functions are bundled with or buried in functions that are not needed in TMIP.org. It is very difficult, if not impossible, to remove or clean up the unneeded functions through customization. Consequently, some of the pages of the TMIP Forum module may contain some irrelevant or unnecessary contents or functions. In that case, just ignore them and focus on the functions you need.

## User

In addition to functioning as a repository for TMIP webinar and library materials, TMIP.org provides three services to its registered users:

- 1) Account Registration and Login
- 2) User Profile Management
- 3) TMIP Forum Participation

The Account Registration and Login allows a user to register an account with TMIP.org and then use the established credentials to login to the TMIP Forum. The User Profile Management allows a user to set up and change their account profile, including subscribing to and unsubscribing from a Group and changing passwords. The TMIP Forum Participation allows a user to participate in discussions among colleagues of any topics of their interests, including creating a topic for discussion and getting advices from subject experts.

## 1. Login/Register

### 1) Register an account

Step 1: Go to the Login page by clicking the Login/Register tag at the top right corner of the navigation bar of TMIP.org. This action will bring up the Login page.



Step 2: Click on the “Register a new account” link in the Login page. This action will bring up the Register page.

### Login

USERNAME \*

PASSWORD \*

[Forgot your password?](#)

[Register a new account](#)

Registering an account will enable you to participate in community discussions and to exchange ideas with experienced professionals on travel and freight modeling and planning topics.

[← Back](#)

Step 3: In the Register page (see screenshot below), provide the username you would like to use for the account, a valid email address that you would like to use to receive notifications from TMIP.org, password for the account, and check the boxes for the TMIP groups you would like to subscribe to. Then click the “Create new account” button.

Subscription to a group will enable you to receive and send discussions from and to members of the group on any topics created and discussed in the group.

## Register

**USERNAME \***

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-MAIL ADDRESS \***

All e-mail communications with you from TMIP will be sent to this address. Your e-mail address will not be made public.

**CONFIRM E-MAIL ADDRESS \***

Please re-type your e-mail address to confirm it is accurate.

**PASSWORD \*** Password

**CONFIRM PASSWORD \***

Provide a password for the new account in both fields. Password must be at least 6 characters.

**GROUP MEMBERSHIP \***

TMIP

Subscription to a Group Membership will enable you to participate in the discussions of that Group, including receiving and sending comments from and to group members.

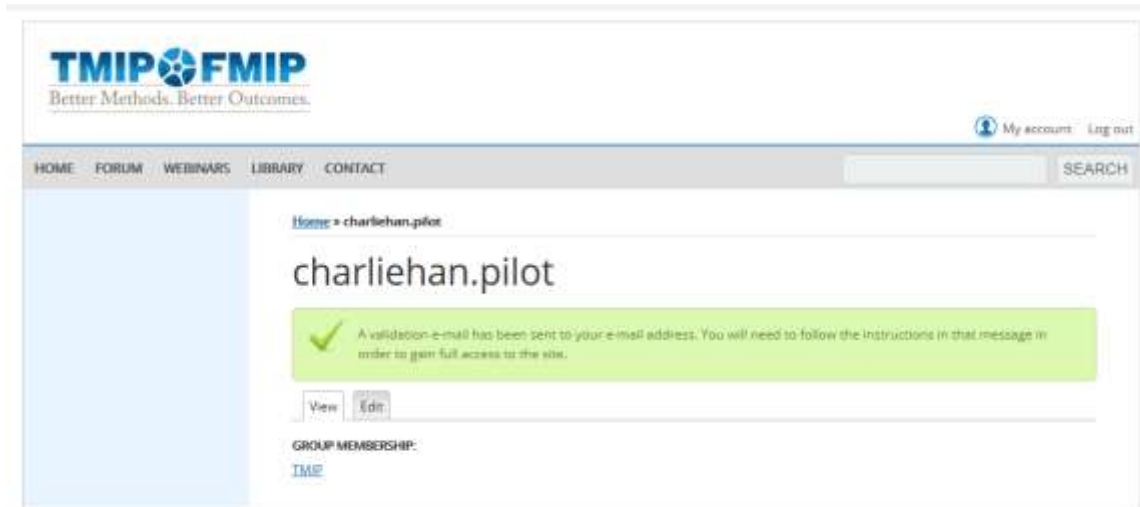
[Login](#)

[Forgot your password?](#)

[← Back](#)

A confirmation of a successful registration will be shown once you complete the registration (see screenshot below).





Step 4: Validate your email address for the account. As a measure to prevent “robo-signed-up”, TMIP will send the following email to the email address used in registering your TMIP account and ask you to validate the email address by clicking on the link in the TMIP email.

----- Forwarded Message -----

**From:** "noreply@mg.tmip.org" <noreply@mg.tmip.org>  
**To:** Your email address  
**Sent:** Saturday, July 1, 2017 1:00 PM  
**Subject:** Account details for charliehan.pilot at TMIP FMIP

Your user name,

Thank you for registering at TMIP FMIP. To validate your email address, please click this link or copy and paste it in your browser:

[https://tmip.org/user/validate/3841/1498928413/KA5iNxQ8AIF8N\\_VazTJ0M9zDq7fYtZKDYAbapIXDAko](https://tmip.org/user/validate/3841/1498928413/KA5iNxQ8AIF8N_VazTJ0M9zDq7fYtZKDYAbapIXDAko)

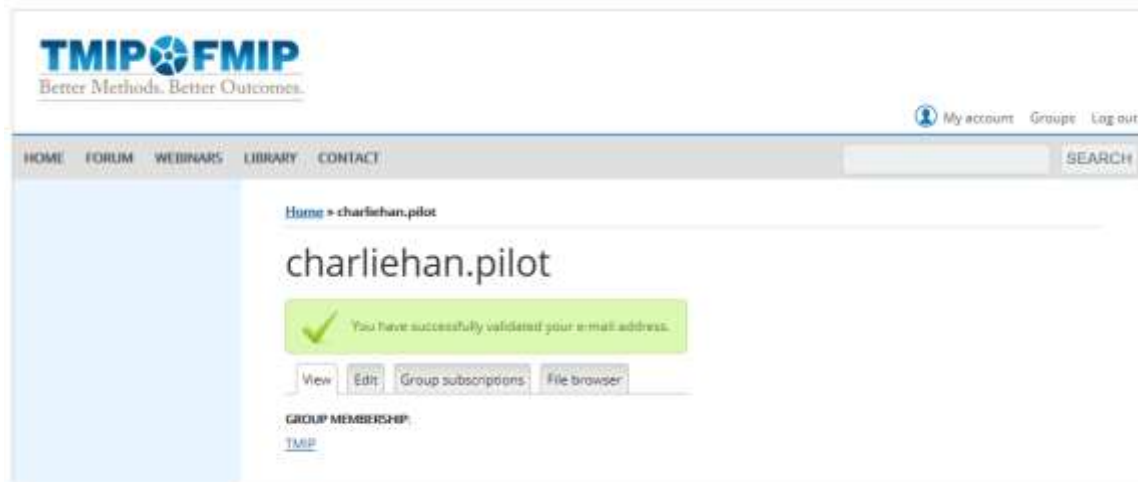
This link can be used only once to login within the next 48 hours. If no login within that time period, your registration will become void.

If you didn't initiate the registration process, please ignore this Email. In that case, the registration with email address: [your email address](#) will be removed in 48 hours.

-- TMIP FMIP team

Once you clicking on the link, a page (see screenshot below) will show on the TMIP site with a message: “You have successfully validated your e-mail address.”

This message also indicates that you have successfully completed your TMIP account registration.



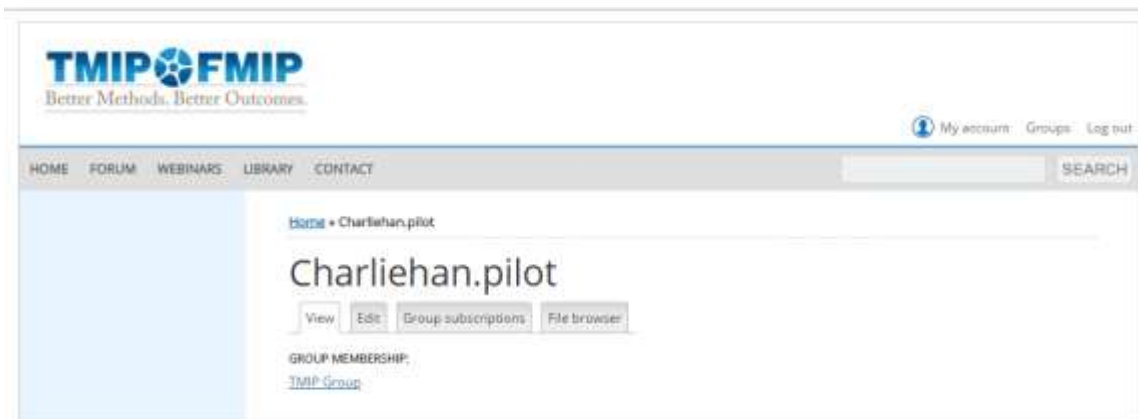
## 2) Login

Step 1: Go to the Login page (see screenshot in the previous section) by clicking the Login/Register tag in the navigation bar at the top right corner of the TMIP.org page.

Step 2: Provide your username and password to login.

## 2. Manage user profile

A successful login will land the user at their profile page, similar to the following screenshot.



For simplicity, the profile of a TMIP.org user account has only four components: username, email address, password, and Group subscription. These four components can be changed in the Edit subpage of the profile page. To go to the Edit subpage, click the Edit tab of the profile page.

HOME FORUM WEBINARS LIBRARY CONTACT

My account Groups Log out

SEARCH

Home » Charliehan.pilot » Charliehan.pilot

## Charliehan.pilot

View Edit Group subscriptions File browser

**USERNAME \***  
 Charliehan.pilot  
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**CURRENT PASSWORD**  
  
Enter your current password to change the E-mail address or Password. [Click here for help.](#)

**E-MAIL ADDRESS \***  
 Charlie.han@macrospst.com  
All e-mail communications with you from TMIP will be sent to this address. Your e-mail address will not be made public.

**NEW PASSWORD**  Password strength: \_\_\_\_\_

**CONFIRM NEW PASSWORD**

For the new password to take effect, enter current password above and save this page with the new password.

**Group membership**  
 Subscription to a Group Membership will enable you to participate in the discussions of that Group, including receiving and sending comments from and to group members.

**YOUR GROUPS**

- TMIP GROUP  
Associate this user with groups you belong to.

**OTHER GROUPS**

- EMAIL TEST GROUP
- TMIP GROUP
- TEST GROUP-1
- TEST GROUP-2

All groups administrators, associate this user with groups you do not belong to.

Save

The instructions of this section focus on how to subscribe to and unsubscribe from a Group. (Groups on the TMIP Forum are created and managed by TMIP administrators based on considerations of how to best facilitate various discussions and enable users to find information of their interests easily. Groups can only be created and changed by TMIP administrators/moderators.)

### 1) Subscribe to a Group

The User Groups section of the Edit subpage shows the user's current subscriptions to Groups. The Other Groups section shows other groups that the user can subscribe to.

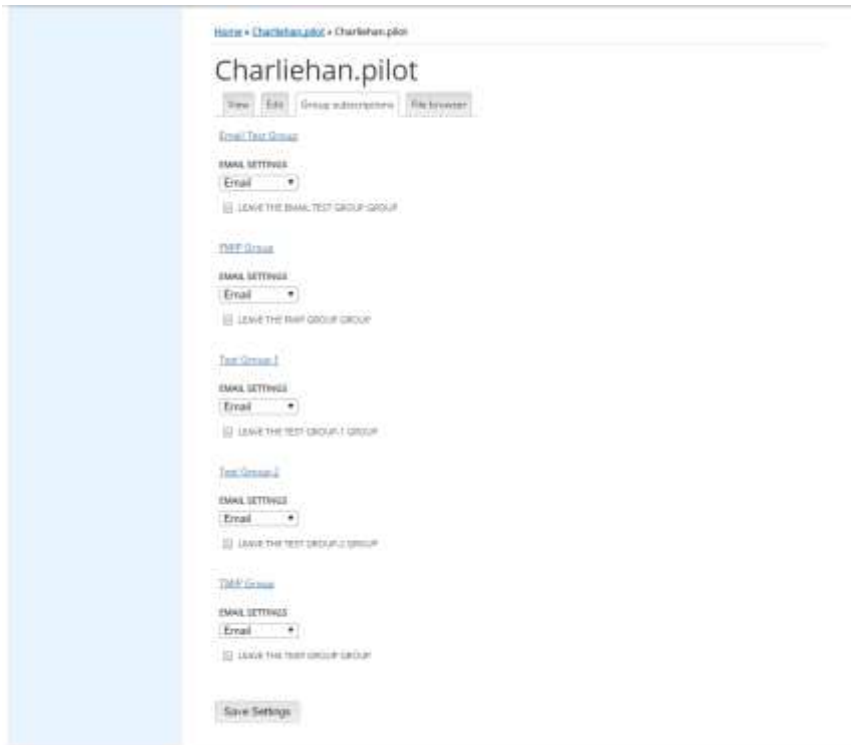
To subscribe to a new group, check the box to the left of a group's name in the Other Groups section and then click the "Save" button at the bottom of the page.

### 2) Unsubscribe from a Group

Step 1: Go to the Group Subscriptions subpage of the profile page by clicking the Group Subscriptions tab.

Step 2: Check the "Leave *groupname* Group" box under the name of the Group from which you want to unsubscribe.

Step 3: Click the "Save" button at the bottom of the page.



### 3. Reset Password

Reset Password is different from Change Password. Change Password applies to a situation where the user has a password to the account but wants to change it. Reset Password applies to a situation where the user forgot the account password but wanted to regain access to the account. (Tip: since Reset Password does not require the current password, you can also use it to change the password.)

To reset a password, take the following steps.

Step 1: Go to the Login page and click on the [Forgot your password?](#) tag.

### Login

USERNAME \*

PASSWORD \*

Log in

[Forgot your password?](#)

[Register a new account](#)

Registering an account will enable you to participate in community discussions and to exchange ideas with experienced professionals on travel and freight modeling and planning topics.

[-- Back](#)

Step 2: Enter your username or email address registered with your TMIP.org account and click “E-mail new password” button (see screenshot below).

### Forgot your password?

USERNAME OR E-MAIL ADDRESS \*

E-mail new password

[Login](#)

[Register a new account](#)

[-- Back](#)

A message will show up in the Login page to inform you that instructions on how to complete resetting your password have been sent to your email address.

TMIP FMIP  
Better Methods. Better Outcomes.

Login

Further instructions have been sent to your e-mail address.

USERNAME \*

PASSWORD \*

Log in

[Forgot your password?](#)

[Register a new account](#)  
Registering an account will enable you to participate in community discussions and to exchange ideas with experienced professionals on travel and freight modeling and planning topics.

[Back](#)

Step 3: Go to your email account and open the email you just received from [noreply@mg.macrosysrt.net](mailto:noreply@mg.macrosysrt.net) (See an example below).

-----Original Message-----

From: noreply@mg.macrosysrt.net [mailto:noreply@mg.macrosysrt.net]  
Sent: Tuesday, December 27, 2016 4:33 PM  
To: Your username  
Subject: Replacement login information

Your username,

A request to reset the password for your account has been made at TMIP FMIP.

You may now log in by clicking this link or copying and pasting it to your browser:

[http://tmip.org/user/reset/2181/1482874351/4PtELeGcp4U2\\_e2xGCX6WBN0qfdRlGfkDKROSx0GemQ](http://tmip.org/user/reset/2181/1482874351/4PtELeGcp4U2_e2xGCX6WBN0qfdRlGfkDKROSx0GemQ)

This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.

-- TMIP FMIP team

Step 4: Click the link in the Email. You'll be forwarded to the site for a temporary login, which requires no password (see screenshot below).

## Reset password

This is a one-time login for [REDACTED] and will expire on *Mon, 12/05/2016 - 6:26pm.*

Click on this button to log in to the site and change your password.

This login can be used only once.

[Log in](#)

[Login](#)

[Register a new account](#)

[← Back](#)

Step 5: Click the “Log in” button on the temporary Login page. This will lead you to your profile page where you can set a new password (see screenshot below).

The screenshot shows the TMIP FMIP user profile page. At the top, there is a navigation bar with links for HOME, WEBINARS, LIBRARY, CONTACT, and a search bar. The user's name is displayed as "Name = charliekuhn,dr - charliekuhn,dr". Below this, there is a "Username" field. A green notification box with a checkmark states: "You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password." Below the notification are buttons for "View", "Edit", and "Edit history". The form includes fields for "USERNAME", "PASSWORD", and "CONFIRM NEW PASSWORD". A "Password strength" indicator is shown next to the password field. At the bottom of the form is a "Save" button. A note at the bottom of the page reads: "For the save operation to take effect, please re-enter password above and save this page with the new password."

Step 6: Click the “Save” button at the bottom of the page. This will complete the password reset. The new password will take effect immediately.

## 4. Forum Participation

Currently, the TMIP Forum is only accessible to registered members. After login, the Forum can be accessed from the top navigation bar.

The TMIP Forum can host many forums. Within a forum, there can be many topics. Discussions among TMIP.org members happen at the Topic level. To make it easy to find a topic and participate in its discussions, forums themselves are grouped into Categories. The following screenshot shows the current structure of the TMIP Forum. (Note: The structure of TMIP Forum is still under development and will be updated as progress is made. What is presented here is an example to facilitate the discussion of the Forum functionalities.) At the top level, there are six Forum Categories:

- General
- Planning
- Safety
- Asset Management
- Mobility and Reliability
- Environment

The screenshot shows the TMIP Forum website interface. At the top, there is a logo for TMIP FMIP with the tagline 'Better Methods. Better Outcomes.' and a navigation bar with links for HOME, FORUM, WEBINARS, LIBRARY, and CONTACT. A search bar is also present. On the left side, there is a sidebar menu with categories: Forums (Planning, Safety, Asset Management, Mobility & Reliability, Environment), References, and Code of Conduct. The main content area is titled 'Forums' and includes filters for 'View Forums', 'Active topics', 'Unanswered topics', and 'New & updated topics'. Below this, there are sections for 'General' and 'Mobility & Reliability'. The 'Mobility & Reliability' section is described as 'A clearinghouse forum for users to ask and answer questions on freight modeling and data sources' and contains a table of forums.

Forum	Topics	Posts	Last post
<a href="#">Freight Modeling Reviews and Guidebooks</a>	1	2	<a href="#">FMIP example forum</a> by Dave Damm-Luhr 05/02/2014 - 2:47pm
<a href="#">Alternative and Innovative Freight Modeling Techniques</a>	0	0	n/a
<a href="#">Estimation and Forecasting of Freight Modeling Choices</a>	2	2	<a href="#">Test email 2</a> by bchen 06/09/2016 - 11:20am

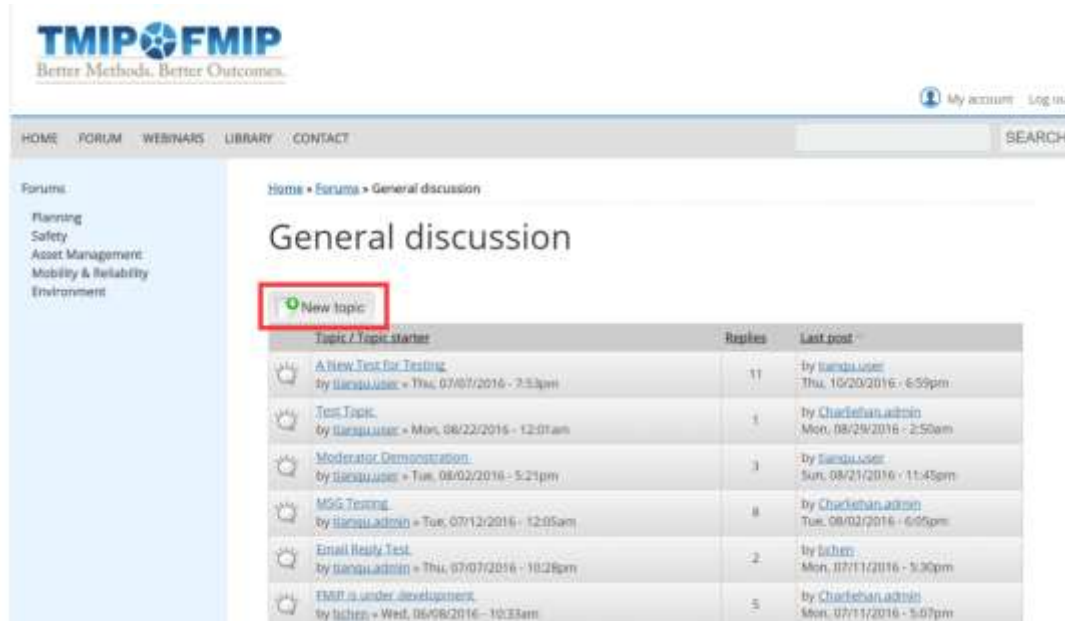
Within each Forum Category, there can be many forums. For example, there currently are four forums under the Mobility & Reliability category:

- Freight Modeling Reviews and Guidebooks
- Alternative and Innovative Freight Modeling Techniques
- Estimation and Forecasting of Freight Modeling Choices



- Freight Modeling by Spatial/Planning Context

You can access the topics and their discussions under a forum by first clicking the link of that forum in the Forum page. For example, clicking the [General Discussion](#) link will lead you to the Topic page of the General Discussion forum (see screenshot).



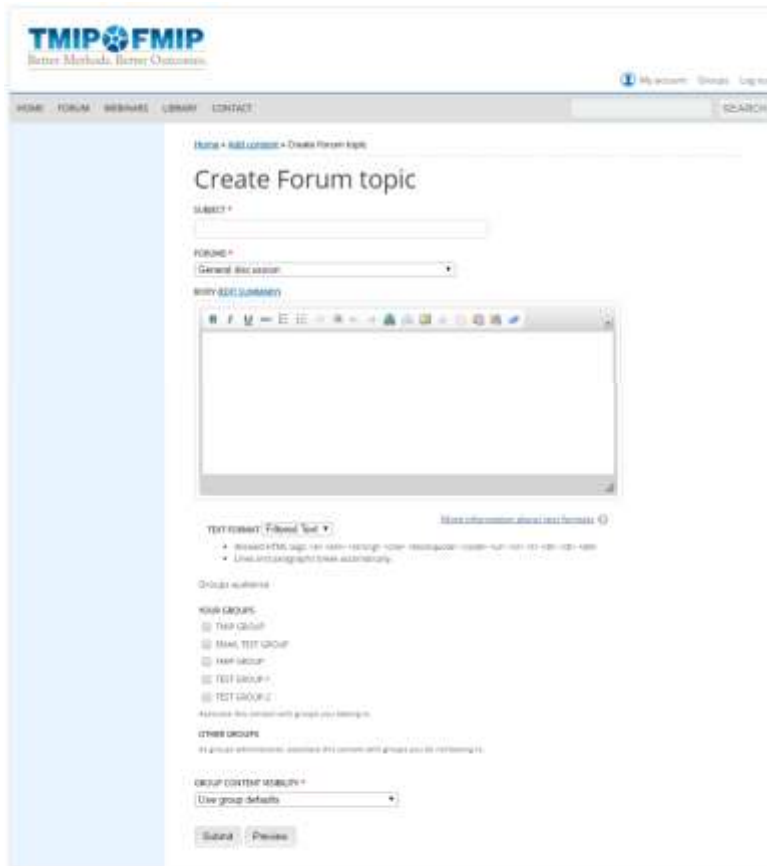
In this example, there are six topics at the top of the Topic page of the General Discussion forum. Each topic row contains information of the Title of the topic, the Author who created the topic, the Date and Time of the topic creation, the Number of Replies to the topic, the Author and Date and Time of the last reply.

The TMIP Forum offers a rich variety of functions that make it easy to participate in discussions of any topic. This manual, however, focuses on only the two most essential functions of the Forum: how to create a new topic and how to participate in the discussion of an existing topic.

### 1) Create a new topic

Step 1: Go to the forum where you want to post a topic by clicking the Forum tab in the navigation bar and then selecting the title of the forum in the Forum page.

Step 2: At the Topic page of that forum, click on the [New topic](#) tab to bring up a page for a new topic (see screenshot below). The tab may appear in multiple places on the Topic page. All of them work the same way.



Step 3: Give a subject/title to the topic and a summary of the issue or issues of concern.

Step 4: Select audience Groups for the topic. All members in the selected Groups will receive email notifications about the topic and can participate in discussions of the topic. In order to include a Group in the audience, the creator of the topic must be a member of that Group. (Refer to the User Profile Management section on how to become a member of a Group.)

Step 5: Submit the topic by clicking on the Submit button at the bottom of the new topic page. Step 5 completes the creation of a topic. However, the new topic will not be posted in the Forum until it is approved by a moderator of TMIP.org. Once approved, the new topic will be automatically added to the list of topics in the forum and be available to members of its audience for reviewing and commenting. The approved new topic will also be automatically sent to the email addresses of all members of the audience groups.

## 2) Comment on a topic

There are two ways to make a comment on a topic. One way is to simply reply to the email about that topic sent to you from TMIP Forum. The other way is to make a comment through a discussion page of the TMIP Forum.

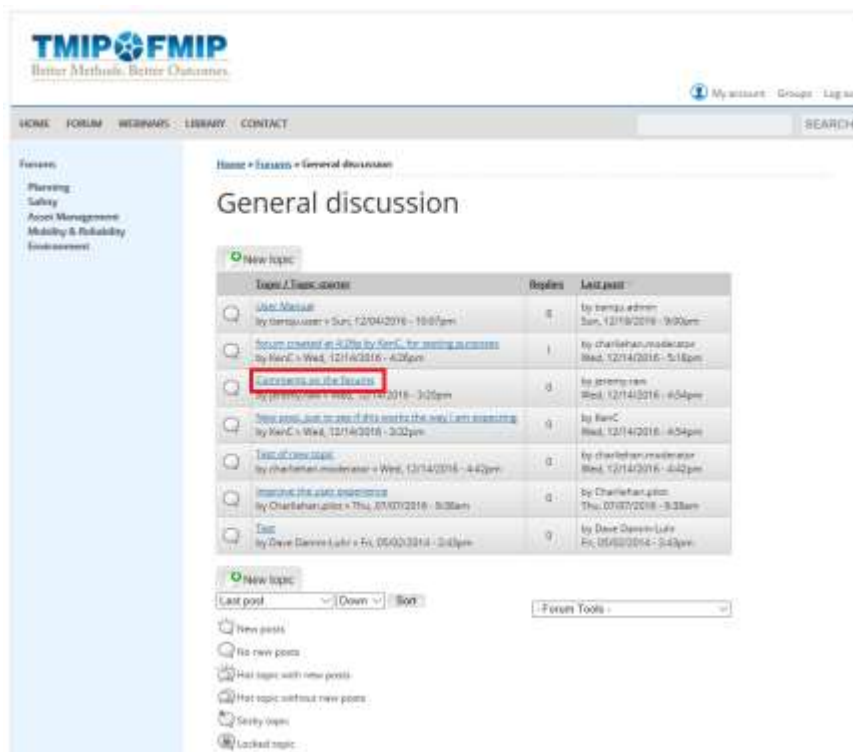
- a. Make a comment by replying an email from TMIP Forum

Make a comment by replying to an email about a topic from the TMIP Forum is as simple as your normal reply to an email. However, please pay attention to the following items to ensure that your comment is posted the way you intended.

- Choose “Reply All” from your email. TMIP Forum topics are created with audience groups specified. “Reply All” will ensure your comment will be delivered to all members of the audience groups.
- Do not change the subject field of your replying email. The TMIP Forum uses the email subject field to match your comment to the topic and the previous comments. If the subject field is changed, the TIMP Forum will not be able to post your comment.
- Delete previous email comments from the contents of your replying email. The TIMP Forum treats all content in one email as one comment. Therefore, if your replying email contains all previous emails/comments, your comment will be buried in redundancy because the previous comments are already available in the Forum.
- You can attach files to your replying email. The attached files will be sent to all members of the audience groups as attachments to your comment email. However, currently the attached files will not be presented as part of your comment in the discussion page of the Forum.

b. Make a comment through a discussion page of the TMIP Forum



Step 1: Open the discussion page of an existing topic you would like to comment on by clicking its title link in the Topic page. (See the screenshot below for an example.)



Step 2: Navigate to the Add New Comment section.

The comments of a topic are ordered chronologically from top to bottom in the discussion page of the topic, with the original comment (the topic creator’s comment) at the top and the latest comment at the bottom. The comments are also numbered with the original comment as #1

and the second comment as #2 and so on. The Add New Comment section is always at the bottom of the page following the latest comment. However, how to navigate to the Add New Comment section depends on if you want to make a comment on the original topic post or on a specific comment other than the original comment.

- a) To comment on the original comment, one quick way to navigate to the Add New Comment section is to click on the  tab at the top of the discussion page of the topic. (See the screenshot below.)
- b) To comment on a comment other than the original comment, navigate to the comment you would like to comment on, for example comment #3, by using the vertical scroll bar of the browser. Then, click on the  button at the bottom of that comment. In this way, your comment will be marked as “Reply to #3”. (See the screenshot below.)

Step 3: Write a comment in the text box of the Add New Comment section.

Step 4: Click the “Save” button at the bottom of the discussion page to submit the comment. Your comment will not be posted in the Forum until it is approved by a moderator of TMIP.org. Once approved, the comment will be automatically posted on the discussion page of the topic and be available to its audience for reviewing and commenting.

