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Electronic Communication in PSERC

1 PSerc Website

The PSERC website is constructed to serve as a flexible communication platform for PSERC activities. It allows PSERC members to upload and download files of interest to the PSERC community. Its design also enables PSERC members to participate in restructuring the site in ways that better meet their needs. Through the use of folders and user-created headings, users can organize and present materials in ways that make the most sense to them. This manual provides instructions on how to get started in making the PSERC web site (www.pserc.wisc.edu) a productive collaboration tool.

1.1 Basic Structure

The website's structural flexibility comes from its use of folders that can be created by users. Within each folder there can be more folders or there can be files for viewing and downloading. Particular folders of interest include:

- **Research Folder:** contains folders and working files related to PSERC's research stems and leveraged research projects (such as CERTS);
- **Publications Folder:** contains files of documents such as research products from 1997 to date;
- **PSERC Only Folder:** contains documents for the PSERC community as a whole (such as a folder on policies and procedures), for IAB members only (containing minutes of the closed IAB meetings, for example), and for PSERC management only; and
- **General Information:** contains documents providing a PSERC overview; job opportunities for students; industrial member newsletters; and presentations, seminars and short courses

Whether a user can create or edit folders, view (and download) files, or upload files depends upon the user's security access. Many folders are available to any user including "anonymous" public users. Other folders (such as the PSERC Only Publications Folder) are only accessible by PSERC members with a log-in name and password.

1.2 Obtaining Access to the PSERC Website

Many folders and files at the website are viewable without having to log-in; thus, they are open to the public. Other folders require that the user log-in.

To be able to log-in, a username and a password must be provided. Both must be eight or less characters. Your username and password should be emailed to the PSERC's webmaster, Professor Robert Lasseter, at lasseter@engr.wisc.edu or 608-262-0186.

1.3 Obtaining Assistance

You have two options for obtaining assistance in using the website. There is a Help option on most web pages. Also, the website manual can be viewed by clicking on the button for the manual. Alternatively, you can contact either PSERC's webmaster, Professor Robert Lasseter, at lasseter@engr.wisc.edu.

1.4 Questions About Website Content

If you have questions about materials that are on the website, you can contact:

- Appropriate PSERC university members (see the Members folder at the website)
- the PSERC webmaster (Professor Robert Lasseter at lasseter@engr.wisc.edu)
- Dennis Ray, Executive Director for PSERC djay@engr.wisc.edu.

2 Listserves

The PSERC community can participate in listserves that provide automatic delivery of email to all listserve members. There are two listserves: one for industrial members (IAB-L@cornell.edu) and one for university researchers (PSERC-L@cornell.edu). Emails on the listserves may include Occasional News, notices about PSERC activities, and notifications of documents being uploaded to the website. To join a listserve, you should simply send an email to Sally Bird, PSERC Administrative Assistant, at sab33@cornell.edu.