

# Quick Reference Guide

## Region 3 Regional Response Team (RRT3) Website

This quick reference guide includes a brief introduction to the [RRT 3 website](#), [navigation](#), [document search](#), [document management](#), and [additional resources](#).

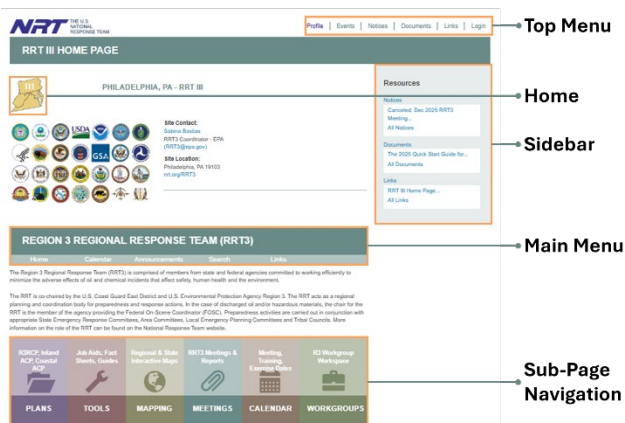
### SITE ACCESS AND OVERVIEW

**Site Access:** To request access, contact the RRT3 Coordinator.

The RRT3 website has information intended for the public as well as RRT members:

- Public pages share general information.
- Workgroup and some internal pages are restricted to authorized RRT or workgroup members.
- Website navigation includes: Top Menu, Main Menu, Sidebar Links, and Sub-pages.

Figure 1. RRT 3 Website Home Page Navigation



### NAVIGATING THE WEBSITE

**Top Menu:** Present on all pages; includes links like Profile (home), Events (calendar), Notices (announcements), Documents, and Links.

**Main Menu:** Links to Home, Calendar, Announcements, Documents, and Links sections of the RRT site.

#### REGION 3 REGIONAL RESPONSE TEAM (RRT3)

Home Calendar Announcements Documents Links

**Sidebar Links:** Contextual links to notices, documents, and resources specific to each page.

**Sub-pages:** Nested pages under main parent pages, accessible via colorful navigation bars, shown below in **Figure 2**.

Figure 2. RRT Plan Sub-pages

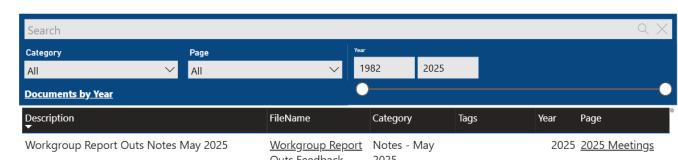


### DOCUMENT SEARCH

Use the search page to find public documents and resources by keyword, date, or category.

[nrt.org/RRT3\\_SEARCH](http://nrt.org/RRT3_SEARCH)

Figure 3. RRT Website Document Search



## DOCUMENTS

Access the “Documents” section via the Top Menu or Sidebar, shown below in Figure 4.

**Figure 4. Home Page Document Links**



Click the “All Documents” link in the Sidebar to view all documents posted on that page. Click any document title to view the document. The Documents view of the page shows the following information about each document:

- File Name. The original uploaded file name.
- Description. Brief description of the document.
- Category. The assigned document category.
- Date Uploaded. The date a document was added to the site.
- Size. The total file size.
- Link to Download. Click to download a copy.

Authorized users can add new documents:

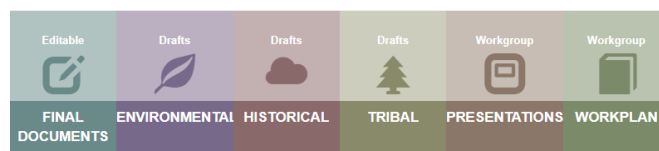
- Scroll to bottom of Documents page, upload file from your computer.
- Fill in document information: Description (include date), Security Level (Public, Private, Exclusive), Category, and Tags.
- Documents in development should be posted on workgroup pages; final versions should be posted on relevant content pages. Documents should only be posted in one place.
- To update an existing document’s info, click “Edit” next to the document, revise description, security, category, or tags, then save. Files themselves cannot be replaced once uploaded.

See **Add a New Document** in the [User Manual](#) for additional information.

## DOCUMENT CATEGORIES AND SECURITY LEVELS

Categories help organize documents; examples include Final Publication, Presentation, Summary, Working Draft. See Figure 5 for an example of document categories shown as links to CHER documents.

**Figure 5. Document Categories for CHER Workgroup**



Each page administrator determines which categories to use. New categories should be approved by workgroups.

Documents can be restricted to specific website users based on the assigned security levels:

- Public - visible to everyone
- Private - visible only to RRT members
- Exclusive - visible only to workgroup members

Proper categorization ensures links and documents display correctly across the site. See **Document Categories** in the User Manual for more information.

## ADDITIONAL RESOURCES AND TRAINING

See the full [RRT3 Website User Guide](#) for additional details about navigating the website, registering for an account, logging in, and accessing documents and resources.

## SUPPORT

For questions, further information, or assistance regarding webpage content, please contact:

- Sabina Bastias, Region 3 RRT Coordinator ([bastias.sabina@epa.gov](mailto:bastias.sabina@epa.gov))
- Kristen Jenkins, Region 3 RRT Contractor ([kristen.jenkins@tetrattech.com](mailto:kristen.jenkins@tetrattech.com))