EUROPOL

The Hague, October 2010
EDOC# 237140-v-2
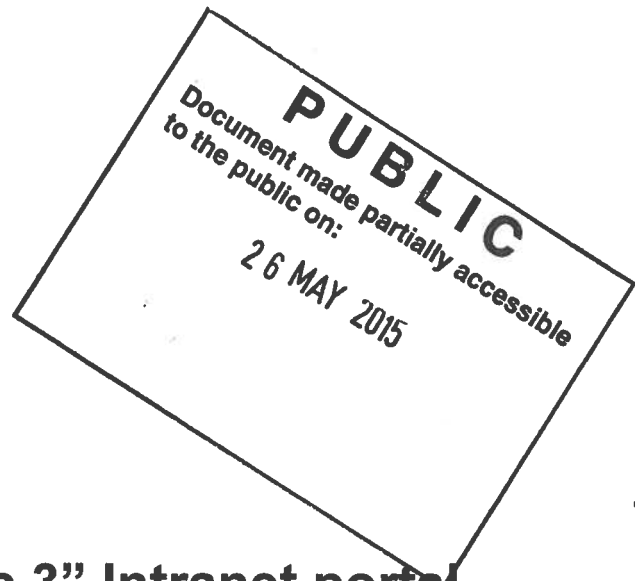
"Check the Web 3" Intranet portal
User Guide Manual

Table of contents:

1. AIM OF THE DOCUMENT

This document aims to give clear instructions to the MS on how to proceed in order to provide Europol with data to be stored on the "Check the Web" Intranet portal. It also aims to help the user of the "Check the Web" portal to navigate through the portal. The electronic version of this document can be updated at any time and will be made available on the "Check the Web" portal.

2. TYPE OF INFORMATION WHICH CAN BE STORED ON THE PORTAL

The portal aims at collecting information regarding Islamist extremist activities on the Internet.

2.1. Terrorist Organisations

A list of Terrorist Organisations.

2.2. Authors

A list of terrorist activists including their description and interventions (written, audio or video publications).

2.3. Media Outlets

A list of Media Outlets including a description of the Outlet.

2.4. Websites

A list of URLs of Islamist extremist websites:

- Websites of Islamist terrorist organisations, e.g.: GSPC or Hamas websites,
- Websites in support of Islamist terrorist organisations,
- Websites, forums, weblogs, directories which aim at spreading Islamist extremist ideology,
- Websites, forums, weblogs and directories which provide access to Islamist extremist documents (audio files, videos, publications, etc.)
- Any site promoting and / or disseminating the use of violence in the name of Islam.

2.5. Statements

A list of statements or declarations which:

- Claim attacks and / or abductions in the name of Islam;
- Threaten a western country, its citizens or its leaders in the name of Islam;
- Promote the use of violence in the name of Islam;
- Promote Islamist extremist ideology.
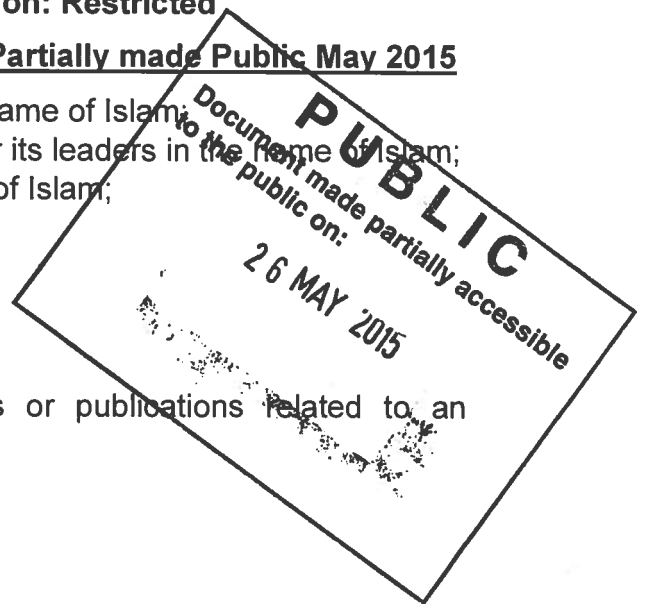
2.6. Publications

All Islamist extremist magazines, manuals or publications related to an Islamist terrorist organisation. E.g.: [...], etc.

2.7. Video and Audio

A list of terrorist organizations including their Video and Audio publications.

2.8. Dossiers

The dossier list contains series of publications related to terrorist activities (manuals for terrorism etc...).

2.9. Contact

The contact list contains information on people involved in the Counter Terrorism field with a special interest for the Islamist propaganda on the Internet.

The contact details are included on the portal with the agreement of the contact person. These details can be removed as soon as the contact person requests it via the ENU by e-mail.

2.10. Help

The Help page contains the User manual and frequently asked questions.

3. HOW CAN THE MS SEND DATA TO BE STORED ON THE PORTAL?

3.1. Language

All the information to be stored on the portal has to be sent in English language.

3.2. Classification of the information

The information stored in the portal should be EU Restricted / UE Restreint.

3.3. Original documents

The statements or publications in their original languages are necessary. It is important to mention where a document has been found on the internet.

[...]

The Islamist extremist publications require at least a translation of the table of content.

3.4. Sending information for the portal

The information to be included in the portal has to be sent to the Counter Terrorism-Unit at Europol (O4).

4. TERMINOLOGY

What is a:

4.1. Website:

or web site is a collection of web pages, images, videos and other digital assets and hosted on a particular domain or sub domain on the World Wide Web.

4.2. Web directory:

Web directory is an organised collection of links to other websites.

4.3. Weblog:

Or blog is an online journal or diary that is frequently updated and normally organised in where entries are made and displayed in a reverse chronological order.

4.4. Forum:

It is an online discussion group, where participants with common interests can exchange open messages.

4.5. URL:

It is an acronym for "Uniform Resource Locator" it is the address of a resource on the Internet which usually begins with http://.

5.   SIGN IN, CHANGE PASSWORD and LOG OFF

5.1.   Sign in

The first screen you see when accessing the portal is the *Sign in* screen.

[…]

Figure 1 sign in

Enter your username and password in the fields and click on *Sign in*.

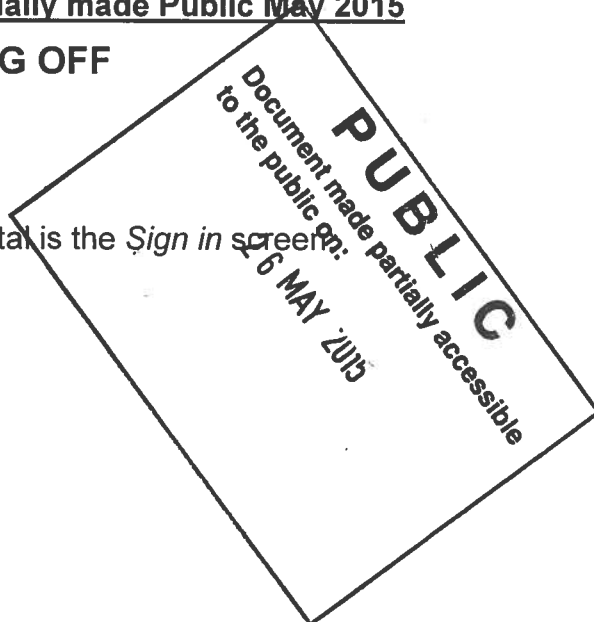### 5.2.   Change password

[…]

6.   HOME

On the "Home" Screen (see Figure 4) you have different possibilities.

[…]

Figure 2 Home

6.1.   Change personal settings, Sign out and Sign in as different User

Likewise, on the right upper corner there is a menu through which you can sign out, sign in with a different account and change your personal settings.

[…]

Figure 3 My Settings

6.2. Change between Types of Information

With a click on the name you can change between the types of Information which are stored on Check the Web.

[…]

Figure 4 Main Menu

6.3. Useful Tools

On the left side of the "Home" page (see Figure 5) there are different tools available

6.3.1. Arabic Keyboard

With a click on it you will open a separate window, which allows you to use a keyboard in Arabic letters. In the free space over the keyboard you will see the full word. Copy this word and paste it on the Check the web Search fields where ever you need.
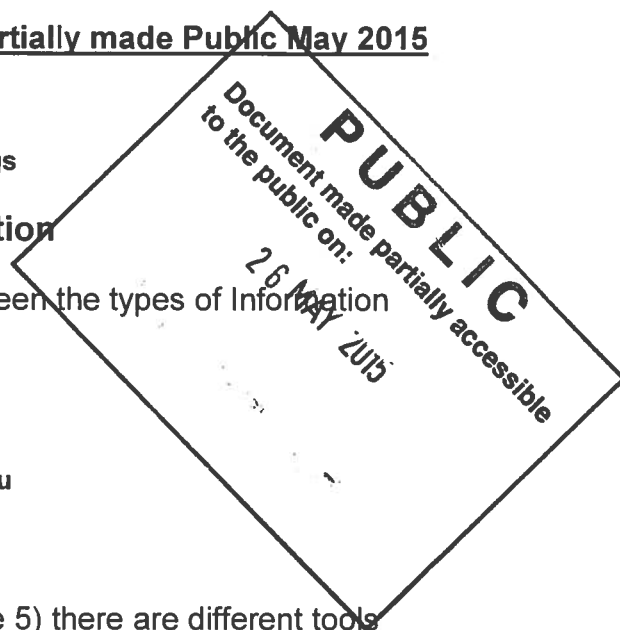
[…]

Figure 5 Arabic Keyboard

6.3.2. Export MD5 hashes

[…]

6.3.3. Convert of date

With this tool you are able to convert western date into Islamic date and Islamic date into Western date. The format of the date can be dd-mm-yyyy ore dd/mm/yyyy.

6.4. Search fields (Home page)

The "**Search from**" field allows you to choose between "All Check the Web" Information or a specific one, by using the drop down arrow.

The "**All of these words**" field allows you to search for one or more words. That means, if you insert i.e. "sahab, islam, terror" in this field you are searching for a file which includes sahab + islam + terror in the CTW database.

The "**Any of these words**" fields allows you to search for any of one ore more words. That means, if you insert i.e. "sahab, islam, terror" in this field you are searching for a file which includes sahab or islam or terror in the CTW database.

The "**None of these words**" fields allows you exclude one or more words from your search.

The **"The exact phrase"** field allows you to search for the exact phrase in the CTW database.

The **"Publication date"** allows you to reduce your search criteria in a time frame.

A Combination of the search fields is also possible!!!

7.   TERRORIST ORGANISATIONS

[…]

Figure 6 Terrorist Organisations

On this page you see the whole list of terrorist organisations which are stored in the CTW. By clicking on the name of the organisation a new window opens and you can see a glossary of this organisation.

8.   MEDIA OUTLETS

[…]

Figure 7 Media Outlets

On this page you can see the title and the description of the media outlet. By clicking on the title of the magazine a new window opens and

9.   WEBSITES

9.1. Description of the Websites menu

[...]

Figure 8 Websites

On this page you will see a list of websites. For each website you will find additional information:

- Previous URL(s)
- Language
- Terrorist organisation
- Media Outlet
- Type of site
- Assessments
- 1st contributor
- 1st SIENA/Info-Ex
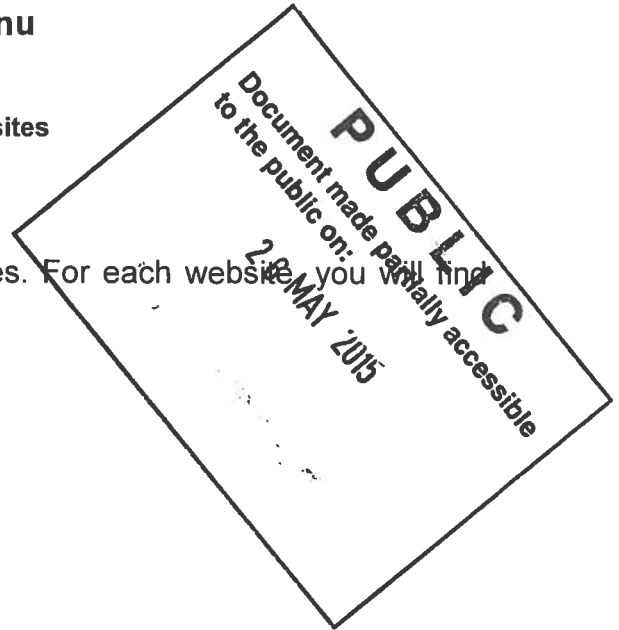
9.2. Subtitles

9.2.1. URL

By clicking on the URL, you will see a short description of the website.
The URL is not linked to the Internet.

[...]

Figure 9 URL

[...]
Figure 10 Description Website

9.2.2. Language

Under *Language*, you will see the original language used on the website.

9.2.3. Terrorist organisation

[...]

Under *Terrorist organisation* you can see if the website is related to a terrorist organisation and, if so, which one:

By clicking on the name of the organisation, you will have a short description of It., their websites, Statements and publications. (See figure 15)
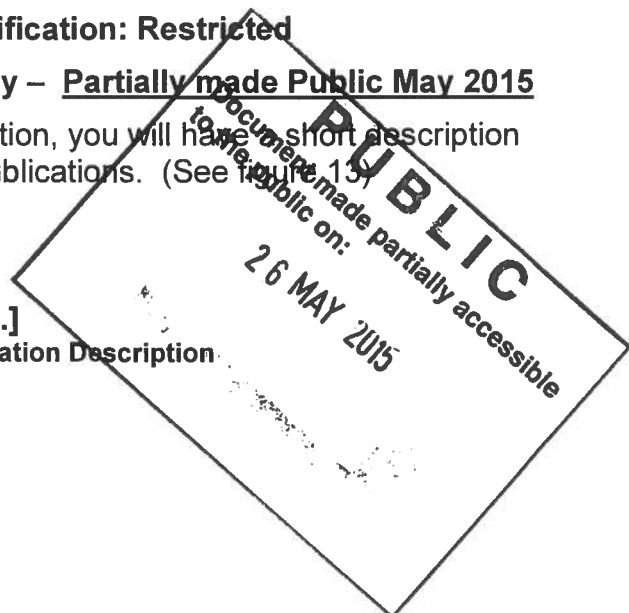
[...]

Figure 11 Organisation Description

9.2.4. Type of site

Under the *Type of site* menu, you can filter by web, web logs, forums or directories.

[...]

9.2.5. Contributors and Info-Ex

The fields *1st contributor* and *1st SIENA/Info-Ex* are mandatory and display the flag of the first country or organisation which has sent the information.

9.3. Filters and Search tool

On this website you have filters which you can use to sort the results. If necessary you can use more than one filter.

[...]

Filters are available to sort by:
- Websites
- Language
- Terrorist organisation
- Media Outlet
- Type of site
- 1st contributor
- 1st Info-Ex

Figure 12 Filter

10.   TERRORIST STATEMENTS and DECLARATIONS

10.1. Description of the Statements menu

This page is organised by terrorist organisations. You can see a list of terrorist organisations with the name of each of them followed by a number (between brackets).

List   Name   Number

[...]

Figure 13 Terrorist statements

10.2. Subtitles

You will also see the following subtitles or sub-menus:

- Terrorist organisation
- Publication date
- Media
- Media Outlet
- Title
- Source
- Translation
- MD5 hash
- 1st contributor
- 1st Info-Ex

First is the name of each terrorist organisation. You will also have a short description of a terrorist organisation (See figure 11) if you click on its name.

If you go on the + (plus) in front of *Terrorist organisation* you can expand the information on a specific terrorist organisation.

[...]

Figure 14 Terrorist Statements 2

10.2.1. Date of publication

Below the subtitle *Date of publication* you will find all the statements and declarations issued by a specific terrorist organisation, organised by date.

10.2.2. Media

At the next point, you can see which kind of statement it is (audio, video, text).

10.2.3. Media Outlet

When available, you will also see the *Media Outlet*. When clicking on the name of the media outlet you will have a short description of it.

10.2.4. Title

The next point is the title of the statement.

10.2.5. Source

In the "Source" field in, you can reach the original document by clicking on it.
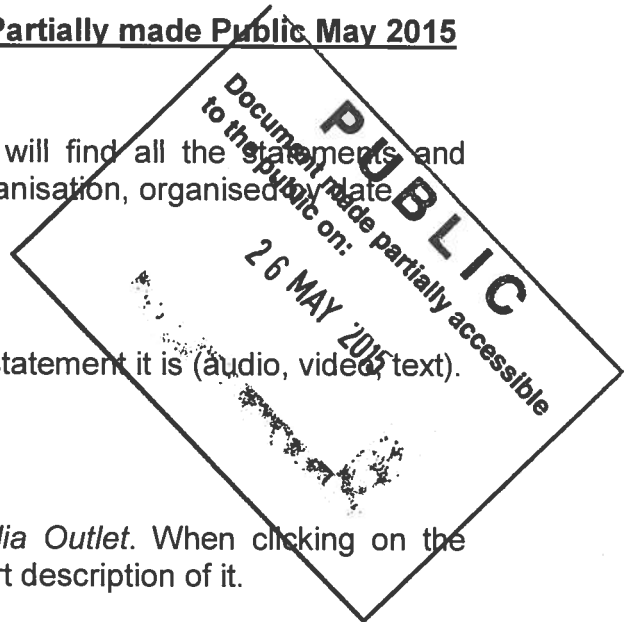
10.2.6. Translation

For the terrorist statements and declarations written in a language other than English, you will find a translation into English under the subtitle *Translation* which you can open by clicking on it.

10.2.7. MD5 hash

This field shows you the hash of a document.

10.2.8. Contributors and Info-Ex

The fields *1st contributor* and *1st Info-Ex* are mandatory and indicate which country has sent the information regarding a terrorist statement or declaration. If a second country has additional information on a terrorist statement or declaration, the fields *2nd contributor* and the *2nd Info-Ex* will be filled in.
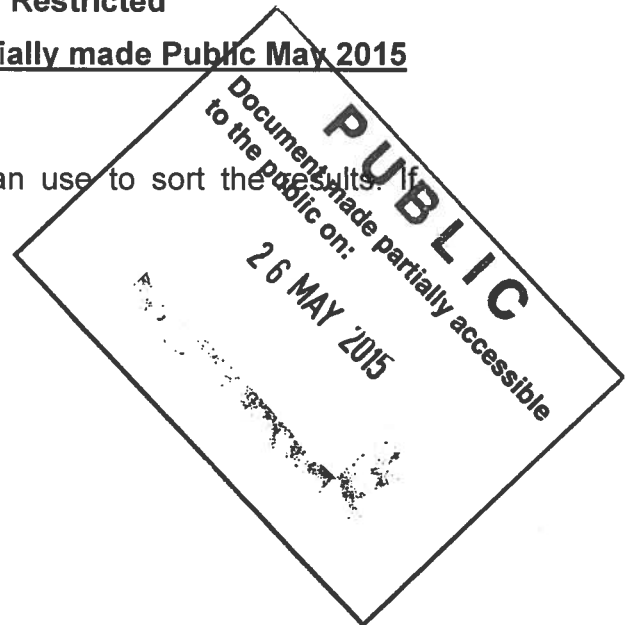
10.3. Filters and Search tool

On this website you have filters which you can use to sort the results. If necessary you can use more than one filter.

<u>Filters are available to sort by</u>:
- Date of publication
- Media
- Media Outlet
- Title
- Source
- Translation
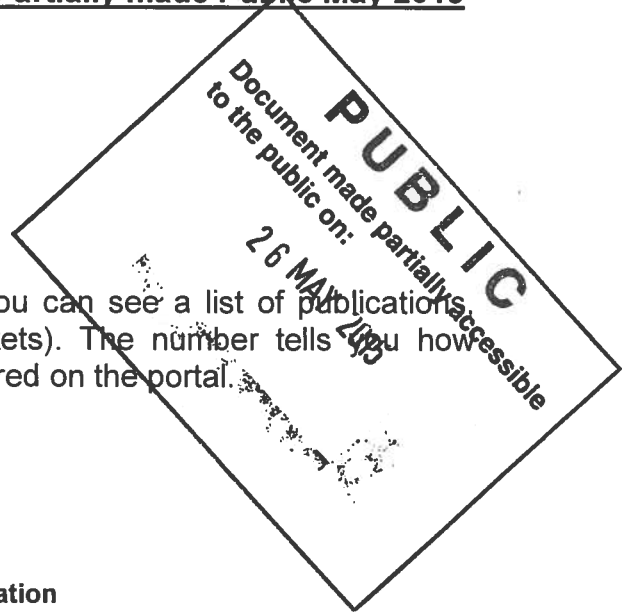- MD5 Hash
- 1st contributor
- 1st Info-Ex

11.   PUBLICATIONS

11.1. Description of Publications

This menu is organised by *Publications*. You can see a list of publications, their name and a number (between brackets). The number tells you how many issues of a specific publication are stored on the portal.

[...]

Figure 15 Publication

11.2. Subtitles

You also have the following subtitles:

- Publication
- Issue
- Date of publication
- Media Outlet
- Original
- MD5 hash
- 1st contributor
- 1st Info-Ex

11.2.1. Publication

A first menu offers the possibility to display all publications, serial publications or non-serial ones.

By clicking on the name of a publication, you will see a description of it, a picture of the cover and the name of the terrorist organisation it belongs to (when available).

[...]

Figure 16 Publication 1

[...]

Figure 17 Description Publication

By clicking on the + (plus), you can then reach additional information about the concerned publication.

[...]

Figure 18 Publication expand

The first field contains the name of the publication. You will also have a short description of the publication if you click on its name (see figure 19). Also included in this list is the hash of the publication.

11.2.2.Issue

Then you have the number of issues for this publication.

11.2.3.Date of publication

Below the subtitle *Date of publication* you will see all publications organised by date.
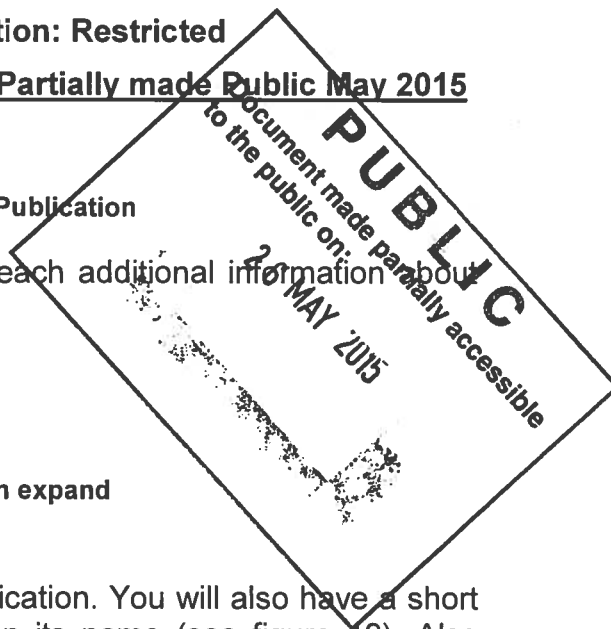
11.2.4.Media Outlet

If available, you also see the Media Outlet (i. e. the producer).

By clicking on the name of the Media Outlet you will have a description of it.

11.2.5.Original

Under the subtitle *Original* you will see in which format the publication is stored. If you click on this (PDF or WORD) you can open the publication in the format you have chosen.

[...]

11.2.6. Contributors and Info-Ex

The fields *1st contributor* and *1st Info-Ex* are mandatory and you can find which country has sent the information on this publication.

11.2.7. Filters and Search tool

On this website you have a filter which you can use to sort the results. If necessary you can use more than one filter.

<u>Filters are available to sort by</u>:
- Issue
- Date of publication
- Media Outlet
- Original
- MD5 hash
- 1st contributor
- 1st Info-Ex

12. CONTACT LIST

12.1. Description of the Contact List menu

From the Home Page of the CTW portal, you can access the list of contact points by going to the *Contact* menu.

You will then access a web page containing a list of contact points

For example, if you are looking for the contact point in Europol, you can search Europol in the list under *Organisation*. If you are looking for the contact point in the United Kingdom, you can either choose the descending order in the sub-menu under Country / Region (Z on top) - so that the window containing the contact details for the UK is displayed on top - or search UK in the list.

[...]

Figure 19 Contact list

By clicking on the name of one of the organisations in the contact list, you will see a short description of the organisation, together with the contact details when available.

12.2. Filters

On this website you have filters which you can use to sort the results. If necessary you can use more than one filter.
You also have the possibility to sort the list in *ascending* or *descending* order:

<u>Filters are available to sort by:</u>
- Country
- Contact Name
- Address
- Phone
- E-Mail
- Fax Number
- Organisation
- Department
- Unit

12.3. Actions

[…]

By clicking the drop down arrow behind the word actions you open the drop down field with four different opportunities.

- View in Datasheet
- Export to Spreadsheet
- Alert Me
- Export to Excel

13. Help

The "Help" page will be used from the Contain managers to store this user manual and frequently asked questions.