Using and Contributing to the Knowledgebase

Public Access

eduPERT KB is completey open - anyone can can access it in "read only" mode, without the need to register or log in

Contributing to the Knowledgebase

To add or edit content to the Knowledgebase you need to log with an eduGAIN-compatible Single Sign On system - the vast majority of R&E user accounts are already eduGAIN compatible, but it ius also possible to use eduGAIN via some social media accounts, such as Google G+.

1. Log in using the button in the top right hand corner - this will take you to the eduGAIN 'where are you from' page. Select your home institute or appropriate Social Media (e.g. G+)
   a. Your login profile is accessible via the button in the top right hand corner - you can edit at any time
2. Choose your category (e.g Network, EndHost, Performance and Measurement Tools, General Knowledge, and Case Studies) on the "Welcome Page" or look for a specific topic or page using the "search field".
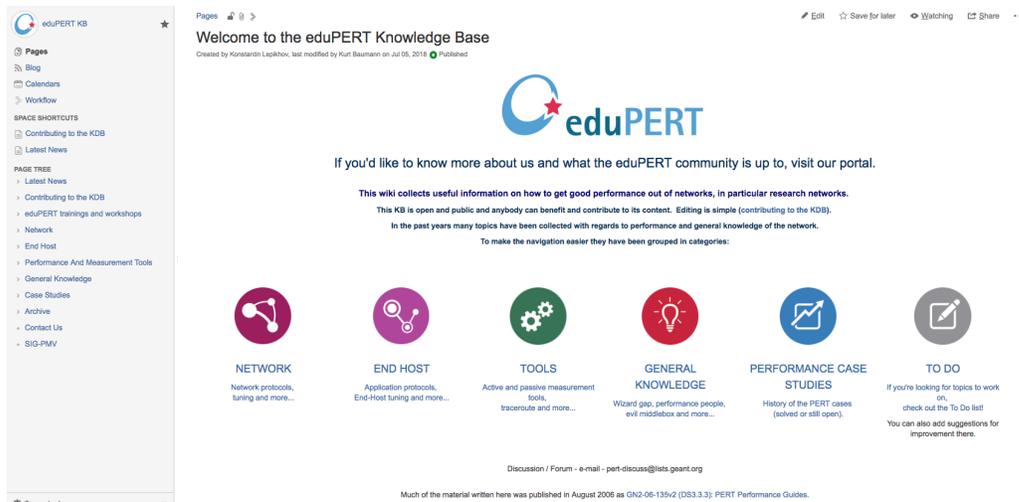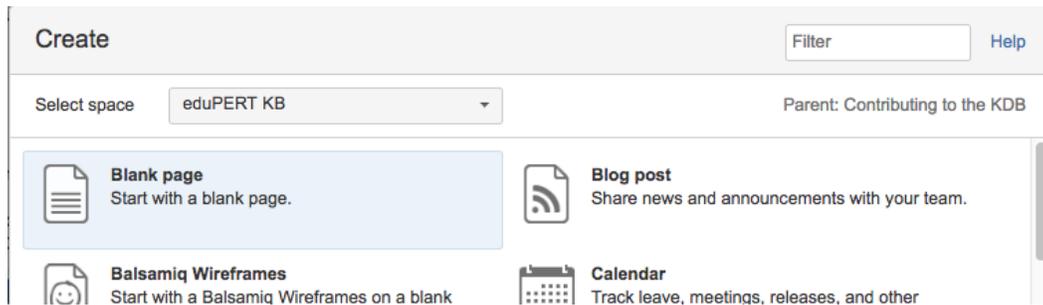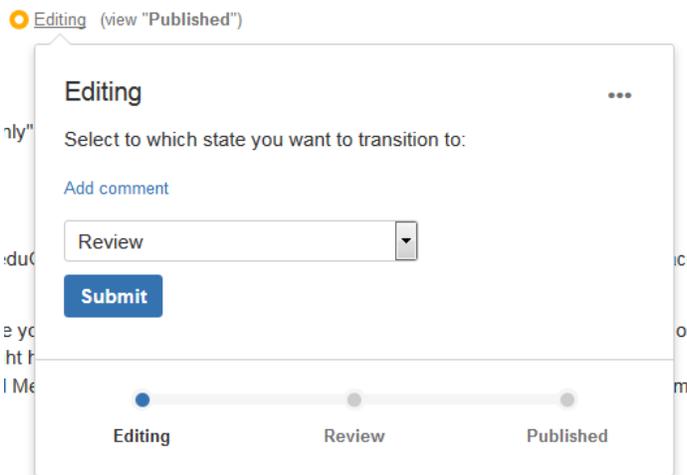

Adding a New Page

- The page tree on the left hand side shows the topic hierarchy. Navigate or search to find the right parent topic (page), and select that page.

- Below the tool bar on the parent page you will see that page's path (i.e. its location in hte database hierarchy). To create a new page click the "Create" button ......

- ... and in the pop up that appears select (for example) 'blank page'.

- Enter the title of your new page (in the example - eduPERT final Home).
- Edit your new page - all available features to help with this are on the tool bar at the top of the page.
    - At any point you can "Preview" your page using the button in the bottom right hand corner.
- When the page is complete (or you want to take a break from editing), select "Update" in the bottom right hand corner.
    - The page status (next to the page title) will change from 'Published' (with a little green circle) to 'Editing' (with a yellow circle)- the page will be visible to you, it will not be publicly visible or accessible until it has been approved by a moderator.
- When the page is ready to be published
    - Click on the 'Editing' link (next to the yellow circle) - this will open a pop up box

    - Select 'Review', and Submit

The page will then go through a moderation/review process (see 'Workflow' below), at the end of which it will be 'Published' and visible to all

Revise or Update existing Content

- Either browse (using page tree on left hand side) or search (using search box at top of page) to find the page you wish to edit.
- Click the "Edit" button (located towards the on top of your right hand side) and make appropriate changes.
    - At any point you can preview your changes using the "Preview" button (button right hand side).
- When you have finished your changes
    - Select or de-select the 'Notify Watchers' check box. For example, if the changes are of a minor cosmetic nature (typo fixing) it is appropriate to de-select the option.
    - Click the "Update" button (bottom right hand corner)
        - The page status (next to the page title) will change from 'Published' (with a little green circle) to 'Editing' (with a yellow circle)- the page will be visible to you, it will not be publicly visible or accessible until it has been approved by a moderator.
- When the page is ready to be published
    - Click on the 'Editing' link (next to the yellow circle) - this will open a pop up box
    - (Optional but desirable) Click 'Add comment' link and add a brief description of the change.
    - Select 'Review', and Submit

The page will then go through a moderation/review process (see 'Workflow' below), at the end of which it will be 'Published' and visible to all

Adding a Comment

As well as editing pages, it is possible to add comments, either to a whole page, or to specific text within an page (an "in-line comment"). You need to log in to add a comment, but unlike page editing there is no approval process - comments are immediately visible to everyone.
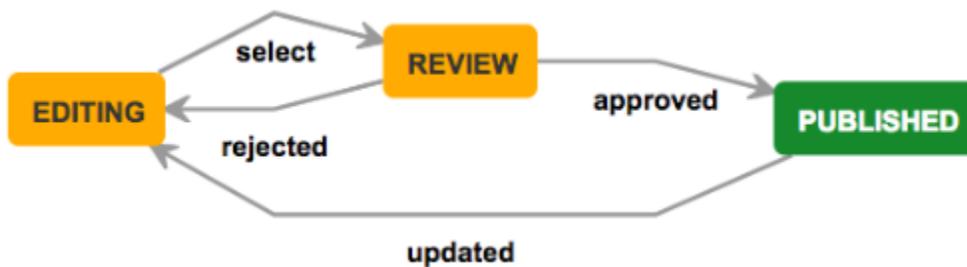
Page Comments

- Add page comments in the comment text box that is at the bottom of each page.

In-Line Comments

- Select (using mouse/cursor) the text you wish to comment on.
- A speech-bubble icon will appear at the top of the selected text - click on that and add your comment

Workflow: Page Status - From Contributions to Published Documents:

Contribution (page addition and editing) is only possible after logging in using eduGAIN, which itself requires valid federated account (note, some social media accounts are eduGAIN compliant, including Google G+)

Page States

- Newly created page has status **DRAFT**.
- Page Status **Editing**: Create (single "empty" page) a new page under chosen parent topic.
- Page Status **Editing**: Contribution activated (Update). This contribution is not visible publicly. (This is also the status of an existing page which someone starts editing)
- Page Status Change - **from Editing to Review**: Contributor changes the status "Editing" to "Review" with Comment (Check status with "View Workflow" or show "Activity Report"):
- Page Status **Review**: A mail is sent to the SMEs, to the eduPERT asking for Reviewing. One SME from the eduPERT team will Review the contribution
- Page Status **Published**: Contribution *approved*, the contribution is now visible for the whole world:
  - A mail is sent to the contributor, noted with the approve.
- Page Status **Editing (after Review)**: Contribution *rejected*:
  - A mail is sent to the contributor, noted with rejecting the contribution with Page Status "Editing".
  - Contributor can revise/report contribution and ask again for Review => Change page status to Review.
  - One SME will Review again the contribution – will approve or reject the contribution with comments.

Finding and tracking new Content

If you want to find the most recently created and updated pages, select "Pages" on the left hand sidebar and you will see a list of the most recently modified pages.

If you are interested in a particular topic and want to be be notified when that page changes, click the 'Watch' button on the top right hand side of the page

If you want to request a topic to be researched and added, or want to see what others have asked to be worked on, go to the TODO page