

### SPP ADMINISTRATOR GUIDE: How to create and edit a wiki

### 1. What is a wiki?

A **wiki** is a web site developed collaboratively by a community of users, allowing any user to add and edit content. As a collaborative platform, the Social Protection Platform (SPP) is based on this type of technology, thus allowing SPP's administrators, collaborators, partners and users to create new content and edit it, from anywhere around the world.

You can find the wiki technology basically everywhere on the SPP, from country pages to workspaces, when adding news in the homepage or resources in the Library.

### 2. How to create wikis

#### 2.1 Wiki pages

To create a wiki page, be sure you are **logged in** and click on **Administration** in the right side menu, just below your name. Once the Administration page opens, click on **Wikis** on the left side of the screen under "Contents" to access the wiki list:

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@ s	<b>OCIAL</b> ding social pro- comprehension	Protection rotection floors it is security systems			10	Connected u Antico C Federal Victoria Cardiello	sens t71 My pensi Duchi My profi lableor Adminis Gircuo-Logout	tration
Data & Indicators	Toola	Regiona & Countries	Social Protection Floor	News	Publications	Topics	Workspaces	Insights
ADMINISTRATION )								
The space above you to octow CONE	inter all of the o	rodolas in the platform - <u>Consult</u> 9	w attrivitation putter					
Countries								
Languages.								
Organit/abore								
Profession								
Regional								
Specializations								
Mailing-lists								
CONTENTS								
Cva								
FAG								
Glassery								
Home								
Menu								
Тада								
Thomas								
Television Tracking								
Wikis								



The List of Wikis is currently organized as following:

LIST OF WIKIS >	c
GESS not	
an bing ming args then had	
knowledgemap Lucians, beener	
newsletter scoupcou Sven Hol	
ter project er numer - Guer Ser	

To create a new wiki page or folder (for example, for a topic page), open the folder "*GESS*" on the List of Wikis, as indicated in the image above. Then, on the right side of the page, click on the icons on top to create a new **wiki page** or **wiki folder**, as shown below:

Social Protection		ion				#		
Data & Indicators To	ola Regions & Cou	ntries Social Protection Flo	or News	Publications	Create a <b>wiki folder</b>	Analgetta		
LIST OF WIKIS								
ARND Mysenner					Create a			
Argentina os. 9.201 - Analia Calena					wiki page	120100		
Chile of contrar - vein Garcon						1. 8		
Golomola - Antecedentes os 2014 - Carla Alcelea						121100		
						$[(\mathcal{C}_{i})](\mathfrak{A})$		
Corporate Social Responsa autopog - Carla Accine	bišty					2.0		
Generative ProFiles						2.1.8		
El						(A) (#)		
CESS Partners in occupia - Carla Alumna						11		
Health protection pages						(A) (B)		

**2.1.1** To <u>create a wiki page</u>, click on the icon on the right side menu and fill in the fields:



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The file name is the name of the wiki that will appear on the wiki list	WHX-ADD 3 Next: Tarlett with 44 seconds (1 des tegering) File starts Title 6M Title 53	
The title is what will be seen by the users when the wiki page is made public	Title FR:           Position namking         0           Comments         0           - Staty EM         0           ×<         0         0           ×         0         0	
Please DO NOT COPY AND PASTE FROM A WORD DOCUMENT	Basic commands for text editing are available in the editor's menu.	
First copy the text into a Notepad document and then paste it into the content editor to avoid formatting	If possible, please add Spanish and French versions by clicking on <b>Body ES</b> and/or <b>Body FR</b> (optional)	
changes.		

**2.1.2** If you wish to create several wikis under the same topic, it may be useful to <u>create a wiki</u> <u>folder</u> and then add wiki pages to that folder for better organization.

Here are the steps to do it:

1 – Click on the icon *lie*, name it and then save it by clicking *Add*:

WIKI - ADD >	
Nexts marked with an emerge (1) an	e respired.
File name *	
	Agu

2 – Once you are back on the wiki list, search for the wiki folder you have just created and open it by clicking it.

3 – Click on the icon to create a wiki page under that folder, as indicated above.

Please note that you <u>cannot add</u> an already existing wiki page to a wiki folder; but you <u>can</u> <u>create as many wiki pages you need within a folder</u>.

Note: When creating a wiki folder or wiki page, choose a name which is easy to identify or find afterwards in the wiki list.



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Once the wiki page is created, you can link it to other existing pages in the platform and make it public.



### 2.2 Workspace Wikis

When you create a workspace, the workspace main page also works as a wiki. You can edit it the same way you edit wiki pages and topic pages, described above. On the main page you can add links to other wiki pages that you can create as indicated in point 2.1.

You can also create wikis pages and folders within the workspace. On the right-side menu of the workspace main page, there is a specific menu to view and access wikis in the workspace:



Click on the green button "Wikis" on the right side menu to open the list of wikis:



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**2.2.1 To create a <u>wiki page</u>** or a <u>wiki folder</u>, click on the following icons on the top of the wiki list:

	Create a wiki folder	Cre wik	ate a i page
LIST OF WIKIS >	6		
home o6.05.2013 - Carla Alcobia	1		

As mentioned above, you <u>cannot add</u> an already existing wiki page to a wiki folder; but you <u>can create as many wiki pages you need within a folder</u>. To do so, first create a wiki folder as indicated above and then open it by clicking on the folder icon, as shown below:

	Ger C
Introduction - Victoria Giroud-Castiella	× 🗊

Click on the page icon to create a new wiki page within that folder:

LIST OF WIKIS >	
1 General overview 05 12 2014 - Tomas Barbero	
2. Introduction to SP 05.12.2014 - Tomas Barbero	× 8
3. Risk and insurance 05.12.2014 - Tomas Barbero	/ 8
4. National dialogue exercise 05.12.2014 - Tomas Barbero	7 8
5. Jeopardy 05.12.2014 - Tomas Barbero	/ 8



To **<u>edit</u>** or <u>**delete**</u> a wiki page or a wiki folder, click on the respective icons:

LIST OF WIKIS >	Car	0
home o6.05.2013 - Carla Alcobia		Ū
	Edit the wiki page	Delete the wiki page

**2.2.2** You can also **chose the order of the wiki pages** in the wiki list, to better organize better your workspace contents:

WIKI - EDIT >			
Fields marked with an aste	risk (*) are required.		
File name *	wiki page 1		
Title EN *	wiki page 1		
Title ES *	wiki page 1		
Title FR *	wiki page 1	The <b>default position ranking</b> is	
Position ranking	0	"0", thus making the wiki page	
Comments	0	appear first in the wiki list.	
✓ Body EN		Change the position ranking of	
	li	other wiki pages to "1", "2", "3"	
B I S I		and so on to set them in the	
		desired order. The higher	
		numbered wiki page will appear	
		last in the wiki list.	
Body ES			
Body FR			
	Update		

You can change the order of the wikis whenever you want; to do so, you will need to edit the wikis page as indicated above.