ELITE Living Document
-User Manual-

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ELITE Living Document Manual

USER MENU

- ### Search Box
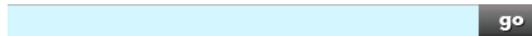
The function of the search tab is to return a list of the files (pdf, word, power point…) which contain the introduced word by the user.

- ### Follow us

Wiki users have direct access to the ELITE group in Twitter, Facebook and LinkedIn, where the latest news and information can be found.

- ### Preferences

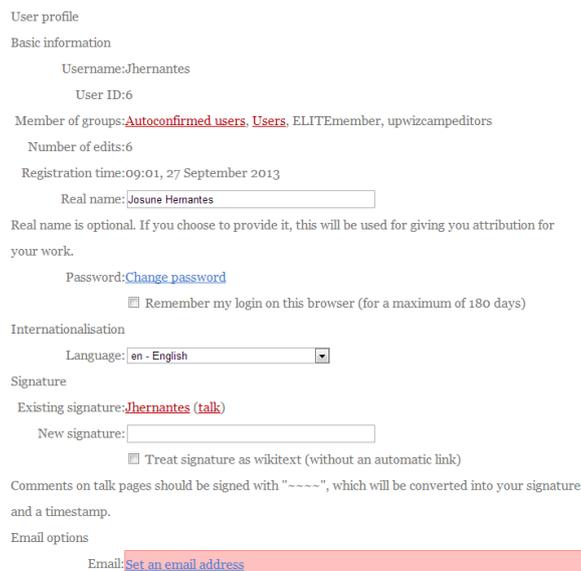The preferences button allows users to configure themselves their accounts settings and wiki appearance.
Profile configuration allows users to:

-Change their username in the wiki.
-Change their username password.
-Select the language for the wiki interface.
-Introduce the email in case their password is forgotten.

- ### Log out

Users can find in the user menu a button to log out from their wiki session.

MAIN MENU

- How to use the wiki

This page presents explanations on how to use the different functionalities provided in the wiki. The instructions contain examples and screen shots in order to enhance the use the wiki.

FILE ACTIONS

- Classification of files

This page presents the instructions in order to classify the uploaded documents in the wiki. The instructions contain a list of the existing categories and subcategories that the users have to take into account when classifying a document that is going to be uploaded in the wiki.

- Uploading and categorizing files

Different types of files (.pdf, .doc, .xls, .gif, .png, .jpeg) can be uploaded in the living document. Users will only have to click on the "Upload a file "option in the main menu.

In the upload page, the document which is being uploaded has to be selected and optionally the user can change its' name, add a short description and categorize it by selecting the existing possible values for the defined categories.

In reference to the category classification, it is possible to select more than one value in the same category. For instance, if the file we are to upload focuses on earthquakes and fires it is possible to select for "Type of disaster" category, "earthquakes" and "fires". Moreover, if the uploaded file does not match with one or more categories, there is no problem if no values for those categories are selected.

The following picture is presented as an example of an upload page, where a file is selected, a description for the file is added and categories are assigned.

- ## Duplicated file detection

ELITE living document is capable of identifying if the document that has been selected to upload is already uploaded in the system although the titles of the documents might be different. The living document is capable of identifying if the documents have the same content as far as they have the same format. For example if the two documents have pdf, the wiki is capable of detecting if the content is the same.

When the wiki detects that the document that is going to be uploaded is already in the wiki (with the same or different name), a warning message as the following is sent to the user.

- ## File information

A wiki page is created for every file that is uploaded in the wiki. This wiki page is named as the document which is uploaded.

The page consists of different sections depending on the contributions of the users:

1) A **link** to preview and download the file.
2) A five star **rating system** to allow users to vote the document.
3) A **summary** of the document that can be modified.
4) **Comments** posted by other users. It is also possible to vote and reply these documents and to add new comments.
5) **Information table** with the date the document was uploaded, the document's dimensions, the user who uploaded it and the summary introduced by the user who uploaded it.
6) Links to the **categories** that classify the document. The categories assigned to the document can be changed, as it is going to be explained afterwards in "Modifying the categories of the files" explanation.

An example of a file page is presented in the following picture:

- Modifying the categories assigned to the files

ELITE members have the right to modify the categories assigned to the files that have been uploaded **by them and cannot modify information of files uploaded by other users**. This is possible by clicking the edit link in the sidebar that is present for all the file pages in the wiki. The next step is to select or deselect the categories.

- Deleting a file

ELITE members can delete files that have been uploaded **by them and cannot delete files uploaded by other users**. To delete their files there is a button below Edit button in the sidebar menu, called Delete. Once the button is clicked, a warning message asking for the reason for deleting the file will appear.

- Searching within categories

This wiki page contains blank boxes for each of the defined categories for classifying files. The users are able to introduce a maximum of one value for each category. Once the category specificities are introduced, the page will display a list of documents which match with the requested category.

In the cases in which the user wants to search in more than one value for a category, the text boxes can be used. The text boxes look for specific values of categories which are necessary to introduce manually.

For instance, if we want to search documents which focus on best practices in floods emergencies at strategic level and written in English, it is necessary to select the value for each category in the search page.

But imagine that in addition to these categories specificities we want a document that not only is focused on strategic level but also on tactical and operational level. As we can only select a maximum of one value for each category, and strategic, tactical and operational are values for the same category, we have the possibility of adding the additional values in the list boxes as in the following picture.

- Adding videos

In this page a list of the attached videos in the wiki can be found. Each video can be previewed by clicking on it. Furthermore, there is a link to attach additional videos from youtube or vimeo.

In order to do so the next steps should be followed:

1- Firstly, depending on the video service sharing (youtube or vimeo) the corresponding link has to be clicked.

Category:Video

To attach a YOUTUBE video click the following link: Youtube   Youtube videos

To attach a VIMEO video click following link: Vimeo   Vimeo videos

2- Once that the link is selected, a name for the video that is going to be attached is requested.

Add a name for the video that is going to be attached

EU Taranis 2013 - Teaser   Create or edit

3- Finally, the ID of the video is required. Moreover, it is also possible to add a description or comments about the video.

VideoID: ev25ueGvPhg

Free text:

EU TARANIS was held in Salzburg, Austria, and was completed on Saturday 29th of June. The teams practiced urban search and rescue, search and rescue in chemical, biological, radiological and nuclear (CBRN) conditions, rescue in flood conditions, high capacity pumping, and water purification.

- Adding categories to videos

Videos can also be classified according to the existing categories. To do so, once the video is uploaded to the wiki, the edit button has to be clicked.
In the following example after having clicked the edit button for the video named EU Taranis 2013, we have now the option to select the categories values that match with the video characteristics.
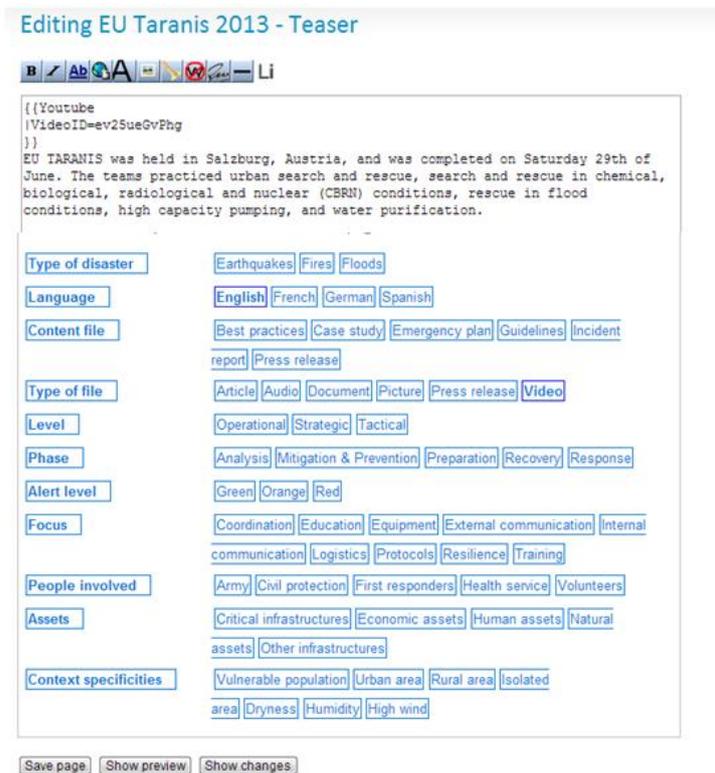
- Forum page

In this page of the wiki, a discussion board will be available in order to allow discussion among wiki members. ELITE Members have the rights to post, reply and delete news existing in it and to create new discussion themes.

SIDEBAR MENU

- Community of Practice page

This wiki page contains a list of organizations that have taken part in the three ELITE workshops. Information regarding the country to which the organization organizations belong and the workshop in which they participated is presented.

- ELITE Members list page

Each ELITE project member counts with a page in the wiki. These pages contain general information about the member, for instance, complete name, photo and organization to which belongs.

The ELITE members, who wish, can introduce more information or edit the information that is already in the pages by clicking the button "Edit with form". As a result of this, they would have to complete or edit the predefined form that will appear.

ELITE Member page.

Links to categories

- List of categories

The list of items in the side menu provides a link to the pages of the category existing in the wiki, as we can see in the right picture.

List of categories

Type of disaster
Language
Source
Content file
Type of file
Level
Phase
Focus
People involved
Assets
Context specificities

- Category pages

The category pages link to the subcategory pages.
For example, the "type of disaster" category page contains three links to the pages of each of its sub category; "Earthquakes", "Fires" and "Floods". In addition to the links, there is also a list of files that can be found in each subcategory.

Category:Type of disaster

- **Earthquakes**
- **Fires**
- **Floods**

All the files in Type of disaster category:

Earthquakes

- (Aoki and Rothwell 2011)Fukushima disaster (2).pdf
- (Below 2009) Disaster Category Classification.pdf
- (BTE01) Economic Costs of Natural Disasters in Australia.pdf
- (ECLAC 2003) Handbook for Estimating the Socio-economic and I
- (HSE11) HROs A review of the literature.pdf
- (McKenzie05) Vol. I Economic Impact Of Natural disasters on dev
- (Nanto 2011) Japan 2011 earthquake.pdf
- (Van de Walle08) Decision support for emergency situations.pdf

- Subcategory pages

In the subcategory pages there is a list of documents classified by the subcategory and a list of the most voted files in that subcategory is also presented.
The next picture is an example of the information we can find in the "Fires" subcategory page.
This page consists of a list of the most voted pages and a list of all the documents classified by that subcategory.

Category:Fires

File:Forest Fires Lessons Learned Report.pdf (3)

⭐⭐⭐☆☆

community score: 3.00 (one rating)

File:(Van de Walle08) Decision support for emergency situations.pd

⭐☆☆☆☆

community score: 1.00 (one rating)

File:Japanese government report.pdf (5)

⭐⭐⭐⭐⭐

community score: 5.00 (one rating)

- (Below 2009) Disaster Category Classification.pdf
- (BTE01) Economic Costs of Natural Disasters in Australia.pdf
- (Coles11) Decisions in Disaster Recovery Operations.pdf
- (ECLAC 2003) Handbook for Estimating the Socio-economic and
- (HSE11) HROs A review of the literature.pdf