



Online Handbook Management

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General Concepts

- Wikimedia is an open source knowledge-base software project. The most famous installation is certainly the Wikipedia, a huge and constantly growing free online encyclopaedia.
- Each page created in the Wiki is called a *Namespace*. Namespaces can be used for anything from contents pages to general information. This flexibility allows the software to be used in really creative ways.
- For the purposes of the SNCT handbook, only logged in users may add or edit Namespaces to the Wiki. This is to ensure all information presented is correct at all times.
- To login to the SNCT user account, use the username: SNCT and the password: snctw1k1

1. Adding and Editing Namespaces

Adding a Namespace

To add a namespace to Handbook, simply create a link to it in the body of another namespace. This is done by encapsulating the name of the new namespace in two square brackets, and then closing two square brackets like so:

[[namespace]]

Save the changes made to the current namespace, and click on the link created to the new one.

You will be presented with an edit form to which you can add all the content for the new namespace, and once complete hit the save changes button at the bottom to finalise.

Edit a Namespace

Simply navigate to the namespace you wish to edit, and click on the edit button. You need to be logged in to do this.

Add or amend content to the namespace as you see fit then hit the save changes button at the bottom to save your work.

Delete a Namespace

To delete a namespace, simply navigate to it, and remove all content from the namespace.

There is no way to recursively remove all links to the namespace however.

2. Adding and Editing Users

In order to add or edit users in the system, you need to be logged in with the provided account above as Sysops are the only people capable of assigning rights to a user.

There are three types of users:

Sysops-> are capable of doing pretty much anything in the system.

Bureaucrat-> capable of maintaining and editing content ONLY.

Bot-> not for use with any SNCT users.

To add or edit a users rights, access the special pages from the toolbox links below the search area once you have logged in.

Add a User

Use the Log in/create account special page and follow instructions provided.

Assign a Users Rights/Edit a User

Make sure you are logged in as a Sysop user, and follow the instructions provided in the Restricted special page, User rights management.

Remove a User

In order to remove a user, they will need to be removed manually from the database, please contact me if you require this to be done.

3. Wiki Style Guide and Punctuation

Mediawiki uses a symbol based text formatting system, and works exactly the same way as when referencing or creating namespaces.

[[namespace]]

== Header 1 ==

=== Header 2 ===

'' bold ''

italics

Asterisk (*) line item

[<http://www.example.com> link title] for external internet links

Table example:

```
{|
|-
| '''from''' || '''to''' || '''Salary Point'''
|-
| 0 || 82 || 1
|-
| 83 || 96 || 2
|-
| 97 || 110 || 3
|-
| 111 || 126 || 4
|-
| 127 || 142 || 5
|-
| 143 || 159 || 6
|-
| 160 || 177 || 7
|-
| 178 || 196 || 8
|}
```

Figure 1 – Shows examples of text formatting and references to new namespaces, the location of the edit tab, and the location of the save button.

new my talk preferences my watchlist my contributions log out

article discussion **edit** history protect delete move watch

B

```
== The SNCT Handbook of Conditions of Service ==

=== Table of Contents ===

'''Part 1 - Introduction''' ([[Main Page]])

'''Part 1 - Appendices'''

[[Appendix 1.1]] - Constitution of the SNCT
[[Appendix 1.2]] - Definitions
[[Appendix 1.3]] - Local Framework Recognition and Procedure Agreement
[[Appendix 1.4]] - Code of Practice on Collegiality

'''Part 2 - The National Scheme of Salaries and Conditions of Service for Teachers and Associated Professionals'''

[[Part 2 Section 1]] - Pay
[[Part 2 Section 2]] - Main Duties
```

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Summary:

This is a minor edit Watch this page

Save page Show preview Show changes Cancel | [Editing help](#) (opens in new window)

Figure 2 – Shows the saved version of the above formatting, with links created.

The screenshot shows a web page for the SNCT Handbook of Conditions of Service. At the top right, there are user navigation links: [neil](#), [my talk](#), [preferences](#), [my watchlist](#), [my contributions](#), and [log out](#). Below these is a horizontal menu with buttons for [article](#), [discussion](#), [edit](#), [history](#), [protect](#), [delete](#), [move](#), and [watch](#). The main content area starts with the title "The SNCT Handbook of Conditions of Service" followed by a green [\[edit\]](#) link. Below this is a "Table of Contents" section with a green [\[edit\]](#) link. The table of contents lists several parts and sections, each with a green [\[edit\]](#) link:

- Part 1 - Introduction (Main Page)**
- Part 1 - Appendices**
 - [Appendix 1.1 - Constitution of the SNCT](#)
 - [Appendix 1.2 - Definitions](#)
 - [Appendix 1.3 - Local Framework Recognition and Procedure Agreement](#)
 - [Appendix 1.4 - Code of Practice on Collegiality](#)
- Part 2 - The National Scheme of Salaries and Conditions of Service for Teachers and Associated Professionals**
 - [Part 2 Section 1 - Pay](#)
 - [Part 2 Section 2 - Main Duties](#)
 - [Part 2 Section 3 - Working Year and Working Week](#)
 - [Part 2 Section 4 - Class Size](#)
 - [Part 2 Section 5 - Annual Leave](#)
 - [Part 2 Section 6 - Sickness Allowances and Notification Arrangements](#)
 - [Part 2 Section 7 - Family Leave](#)
 - [Part 2 Section 8 - Disciplinary and Grievance Procedures](#)
 - [Part 2 Section 9 - Other Provisions](#)
- Part 2 - Appendices**
 - [Appendix 2.1 - SNCT Salary Tables](#)
 - [Appendix 2.1 Annex A - Save your changes \[alt-s\] - Noted Posts](#)
 - [Appendix 2.2 Annex A - Job Sizing Questionnaire](#)
 - [Appendix 2.2 Annex B - Job Size Score Allocation to Salary Spines](#)
 - [Appendix 2.3 - Job Sizing Review](#)
 - [Appendix 2.3 Annex A - Review Criteria](#)
 - [Appendix 2.4 - Job Sizing for Principal and Depute Principal Educational Psychologists](#)
 - [Appendix 2.4 Annex A - Job Sizing Questionnaire for Principal and Depute Principal Educational Psychologists](#)
 - [Appendix 2.4 Annex B - Allocation of Job Size Points to Salary Points](#)