

StarTree

# Policy Portal

User guide

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6/22/2015

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## 2 About this guide

This guide is written based on my own notes. For now the guide covers some basic things and it should be improved. Some information in the guide is about MediaWiki, which powers the Policy Portal, but mostly I have been trying to keep the content about the site. There is information for users and admins.

## 3 Navigating the site

The site uses Semantic MediaWiki for organizing the pages. If you have never used wikis before, the page hierarchy can be confusing. This chapter will tell you how you can find the information you need with ease. If you want to get more information about Semantic MediaWiki, you can go to <https://semantic-mediawiki.org/>.

### 3.1 Browsing data

When you open the main page of the site, there are links to a site that allows you to browse policies either by policy domain, country or product.



Figure 1: Page: Browse policies

These pages list all of the policies in the database based on different criteria, but the browsing interface is not limited to these three options. If you want to get a list of properties ordered differently, you can use the search form. Instructions for this in [part 3.2: Searching for data](#). Before that, some information about policy properties.

### 3.1.1 Semantic properties

Semantic properties are what link pages in the site together. Properties can be used to find and list data in whatever manner the user wants.

#### 3.1.1.1 List of properties

Here is a full list of properties a single entry can have. All properties are optional.

Property	Description
<b>Name</b>	Full name of the policy/instrument.
<b>Year</b>	Year when the instrument was introduced (or was operational).
<b>Policy domain</b>	The broad area to which a given policy document pertains.
<b>Affected actors</b>	Actors directly or indirectly affected by policy instrument.
<b>Affected activity</b>	Activity directly or indirectly affected by policy instrument.
<b>Products</b>	Products specifically addressed by the policy instrument.
<b>Subject</b>	Specific topic or issue addressed by the policy document.
<b>Initiator</b>	An agent or organization responsible for the initiation of the policy instrument.
<b>Zone</b>	Zone in which the policy instrument is operational.
<b>Countries</b>	Countries in which the policy instrument is operational.
<b>Regions</b>	Regions in which the policy instrument is operational.
<b>Response set</b>	Precedence of information.
<b>Focus</b>	Targetting of NWFPs by the policy instrument (direct = the policy instrument directly addressed NWFP in question, indirect = the policy instrument does not directly address NWFP in question).
<b>Type of policy document</b>	Broad category of policy document.
<b>Instrument type</b>	Broad category of policy instrument: regulatory, economic, informational. Regulatory = policy instrument mainly of prescriptive or legal character. Economic = policy instrument involving monetary transfers or incentives among agents. Informational = policy instrument mainly providing information or technical support.
<b>Legal status of policy document</b>	The status of policy document (binding vs. non-binding).
<b>Description</b>	Free text description
<b>Full reference</b>	The full name of the policy document.
<b>Source link</b>	Possible link to the original document/further information.
<b>Scope</b>	Geographical scope. (Local/Regional/National/International)
<b>Class</b>	Is this is an instrument or a policy.

### 3.1.1.2 Explanations for some properties

#### Regions, countries, scope

There are three properties to state the area or region where the policy applies: *regions*, *countries* and *scope*. Regions and countries are not exclusive and both can be entered for a single policy. Regions and Countries refer to where the policy comes from

#### Name

Under the Name –property you can give the full name of the instrument, which can be different from the page title.


## 3.2 Searching for data

The interface offers two kinds of search possibilities. One is the text-based search field positioned at the top of every page. By clicking **Go**, whatever is entered in the text field is searched from every page (including content, title and source) from the site. The results are showed as a list.

The other search interface is found by clicking **Advanced search** from the navigation bar. This allows a more powerful search.

Personal ▾ Special page ▾ Tools ▾

1.



2.

## Run query: Policy query

This page can be used to search for policies and instruments. You can also download all the results with their properties as a CSV-file.

Enter the search terms below and click "Run Query".

Name ?

Year ?  -

Policy domain ?

Affected actors ?

Affected activity ?

Products ?

Initiator ?

Countries ?

Zone ?

Regions ?

Type of policy document ?

Instrument type ?

Subject ?

Geographical scope ?  International  National  Regional  Local

Legal status of policy document ?

Focus ?

Type ?

[More information about the search properties here.](#)

Sort results by:

1:

2:  (Optional)

3:  (Optional)

3.

Figure 2: Two search interfaces: Number 1 is the simpler text based search visible in every page. Number 2 shows the link to the more advanced search form. The search is executed by clicking the "Run query" -button (number 3).

### 3.2.1 Downloading data

It is possible to download all or part of the data in the database as a CSV (comma-separated values) –file. The easiest way to do this is to head to query form by clicking **Advanced search** from the navigation bar.

If you enter nothing in the search fields, then the form will return every policy entry there exists, if you want to get only some part of the entries, you can enter the conditions in the form. Instructions for using the search form are found elsewhere in this document.

After clicking **run query**, you can scroll at the bottom of the page and you will find **a hyperlink** that allows you to download the entries as a file

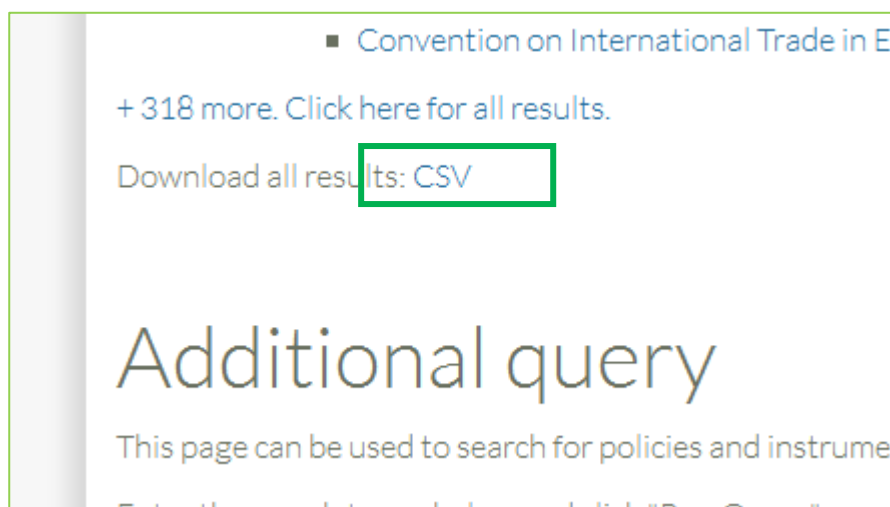


Figure 3: A link for downloading the data is located at the bottom of the search result page.

**A recommendation for opening CSV files** is OpenOffice Calc (download link below). If your current spreadsheet program has trouble opening all kinds of files, you may want to switch to OpenOffice. You can download Calc as part of OpenOffice for Windows, Linux or Mac from this address:

<https://www.openoffice.org/download/index.html>

### 3.3 Categories (site structure)

To make the site structure more logical and coherent, each page in the site is assigned to a category. For example pages talking about policies are in *Policies* –category, pages talking about instruments are in *Instruments* –category and pages talking about individual products are in *Products* –category.

The categorization is hierarchical. All pages in *Policies* belong to category *Policies and instruments* and so on. Here is a graph showing the current page categorization:

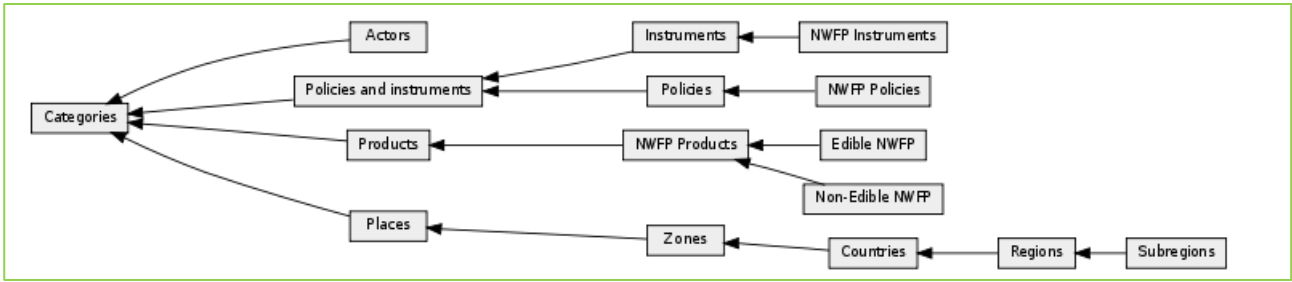


Figure 4: Graph showing the page categorization.

## 4 Editing the site

To be able to edit the site you need to have an account. In case you do not have one, contact the site administrator.

### 4.1 Logging in

Users can log in by clicking **Personal** at the upper left corner of the site and then **Log in** from the dropdown menu. After this just enter your log in credentials and press **Log in**. If your password was provided for you from somewhere, you may need to change it the first time you log in.

**Note:** The upper navigation menu cannot be seen in small screens. If you cannot see the menu, try to make your screen resolution larger, or switch to device with larger resolution.

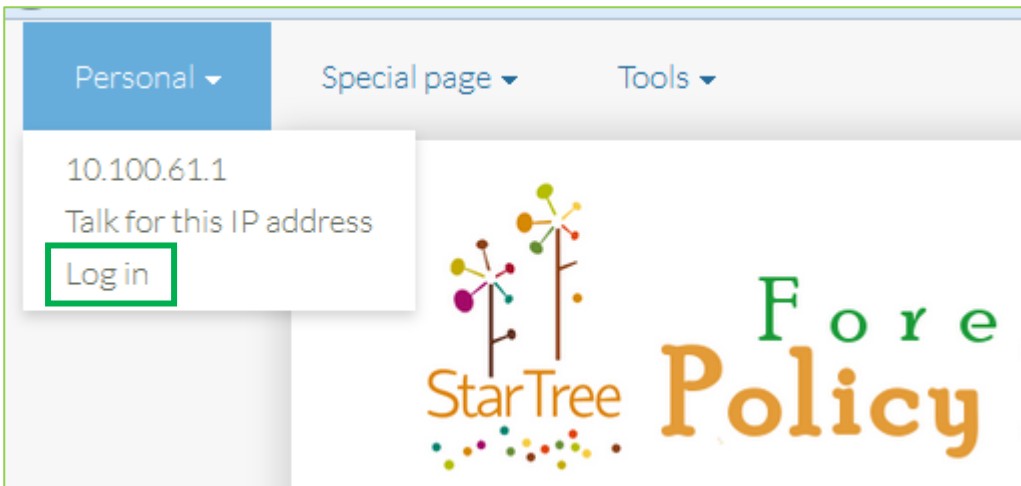


Figure 5: Registered users can log in using the upper navigation menu.

After logging in, the user can see more options in the upper navigation menu.

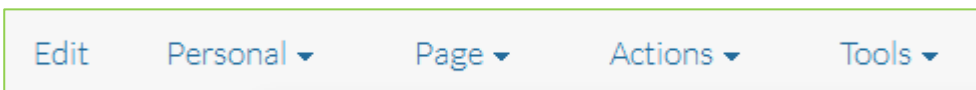


Figure 6: Upper navigation menu after logging in.

All of these menus will not be discussed in this user manual. Instead we go through the most basic things you can do.



## 4.2 Editing pages

Editing existing pages is possible by two ways: either with predefined forms or by directly editing the pages source code. If you are not familiar with the MediaWiki syntax, you may want to use the forms for editing. We will go through both of the ways here.

### 4.2.1 Editing with forms

Currently pages in following categories can be edited with forms:

1. Country
2. Policies and instruments
3. Region

To edit a page with form, open a page that belongs in one in these categories and click **Page** -> **Edit with form** from the upper navigation menu.

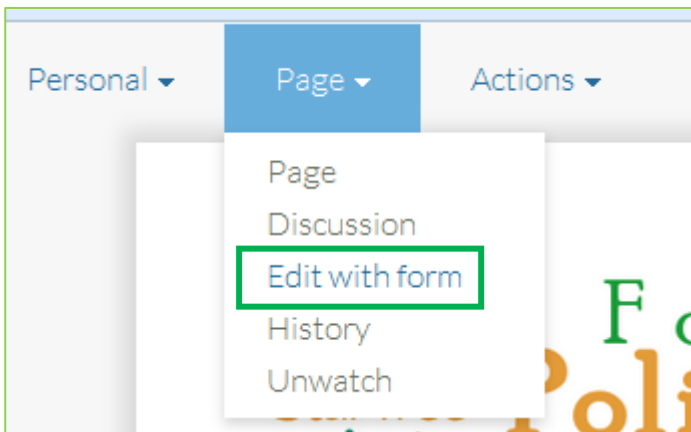


Figure 7: Link to edit form can be found in the upper menu.

You will be directed to the form page. After editing the fields, provide a short summary about what you have done and click **Save page** to save the changes.

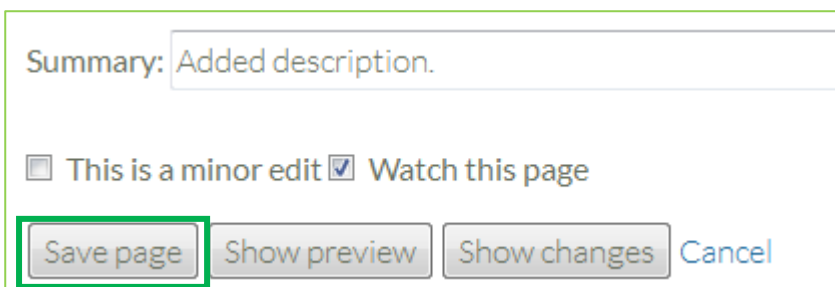
A screenshot of the MediaWiki edit form. The 'Summary' field contains the text 'Added description.'. Below it are two checkboxes: 'This is a minor edit' (unchecked) and 'Watch this page' (checked). At the bottom, there are four buttons: 'Save page' (highlighted with a green box), 'Show preview', 'Show changes', and 'Cancel'.

Figure 8: Saving the edit.

### 4.2.2 Editing source

To edit the source, you should be familiar with Semantic MediaWiki syntax. To edit the site source, just click **Edit** from the upper navigation menu.



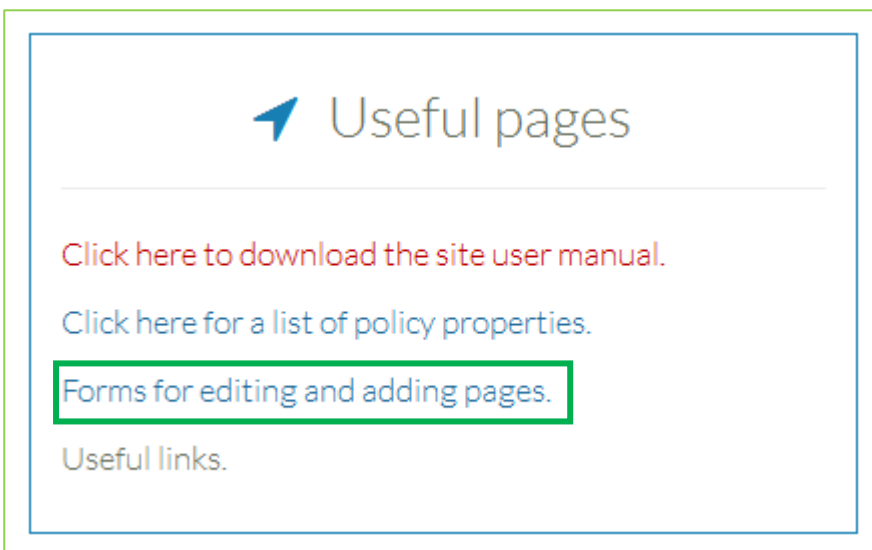
Figure 9: Link to edit source.

### 4.3 Creating new pages

Creating new pages happens in a much similar way than editing pages. You can enter a new policy (or new country, region...) in the wiki by creating a new page for it. The easiest way to do this is with a form.

#### 4.3.1 Creating with forms

Forms can be found by going to the front page under Useful pages.



If you want to add a policy, click **Policies and instruments**. Then you will be directed to a page that asks for the policy's name. This will become the pages title. See further instructions about this in part [3.4.2 Page titles](#).

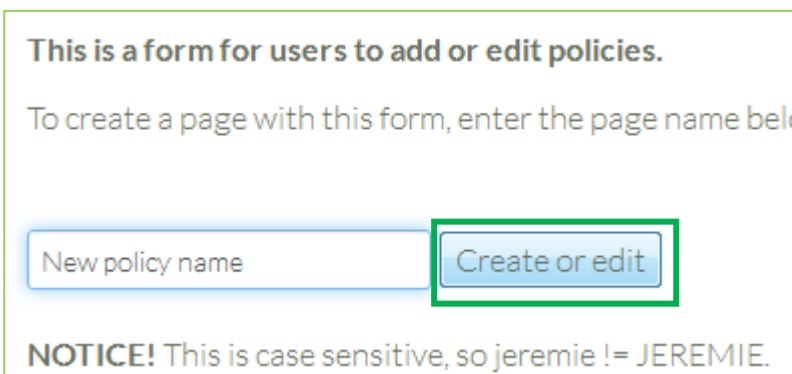


Figure 10: Creating a new policy page.

After clicking Create or edit, you will be brought to the form and you can proceed in the same way as when editing a page. The page will not be created until after you have saved it.

### 4.3.2 Creating new pages with source

When creating a new page without using a form, there are no direct links to doing this. You will need to find your way to a non-existing page. One way of doing this is to follow a **red link**. You will see a page saying there is no text in this page. Like such:

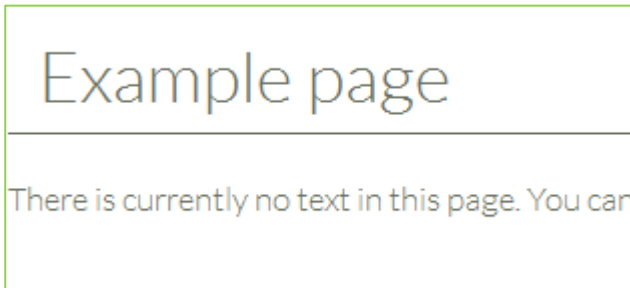


Figure 11: Non-existing page.

Other way of finding your way to a non-existing page is to simply type the pages name in the address field:

`star/Example page`

If you want to then create the page, simply click **Create**, from the upper navigation menu. Then add some text and click **Save**.

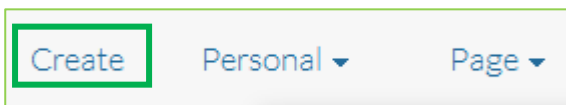


Figure 12: Create new page link.

## 4.4 Notes about naming practices

### 4.4.1 Property names

Semantic MediaWiki links sites together according to the properties. All properties for policies are listed in part 3. For more information about an individual property go to site `Property:[[Property name]]`.

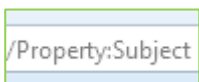


Figure 13: Each property has its own page.

When you are entering values for properties, please check that the spelling is correct. The value should be entered *exactly* as before, taking into consideration spaces and upped/lower case. After saving changes, double check that the property values are correct.

### 4.4.2 Page titles

When creating a new page, you will be asked to enter the title of the page. The name and the URL are derived from the title, which is given when creating the page. There are some restrictions to the page

name. The MediaWiki's URL-convention restricts the allowed page names. Also, really complex page names should be avoided to keep the URLs simple. If the actual name of the policy is longer/more complex than the title, you can enter the full name in the property called "Name".

Here are some restrictions for the names. The titles should not contain:

- Punctuation marks or special characters # < > [ ] | { } \_
- Notes of any kind
- Full list here: [https://www.mediawiki.org/wiki/Manual:Page\\_title](https://www.mediawiki.org/wiki/Manual:Page_title)

Examples of incorrect titles:

Title	What is wrong with it
Mushroom regulation in Forest Act (collection by public);	Containing policy type, notes and an unnecessary character at the end
Land concession for mushroom picking set between National Forest Administration (NFA) and private companies	Containing initiator information

There may be several policies with the same name (i.e. "Hunting licences" in Finland, Romania). Then you can for example define the country in the title inside of brackets, i.e. "Hunting licences (Romania)".

**Note:** The title cannot be edited afterwards. If the page title has to be changed, an administrator can move the whole page under new title and delete the old version of the page.

## 4.5 Other useful information

### 4.5.1 Redirects (if page has multiple names)

If there are multiple different names for one page or article, there is no need necessarily to change all those names to refer to only one page. This can be corrected more easily with redirects. For example, *United Kingdom* can also be referred to as *UK*. There is a page for United Kingdom, but not UK. If some policies report the country as UK, it would show a red link and these policies would not be found if "United Kingdom" is used as a search term. Solution: we can create a redirect from UK to United Kingdom by creating a page for UK and putting `#REDIRECT [[country name]]` in the source, in this case:



Figure 14: Redirect: Uk and United Kingdom will be treated as synonyms.

After this these both names are treated as synonyms and both can be found with the search. After clicking **Save Page** you will see this to confirm that the redirect was successful:

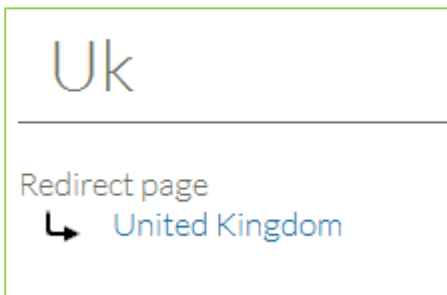


Figure 15: Uk is redirected to United Kingdom.

## 5 Special pages (for administrators)

Administrators should learn about the special pages by studying MediaWiki and Semantic MediaWiki documentation. Here just are some remarks about special pages.

### 5.1 Importing data

The site has Data Transfer –extension installed, which allows data to be imported from files. Here are instructions for uploading data with a CSV file.

#### 5.1.1 File requirements

More information about the input files here here:

[https://www.mediawiki.org/wiki/Extension:Data\\_Transfer](https://www.mediawiki.org/wiki/Extension:Data_Transfer). Here are just some notes:

- Make sure the names (Title) are unique, otherwise it will overwrite existing data
- The file must be truly a CSV file (i.e., separated by comma)

- File needs to be in UTF-8
- File's line breaks should contain "line feeds" ("\n")

### 5.1.2 Downloading the file

1. Go to **Tools** -> **Special Pages** -> **Import CSV**.
2. Upload file, choose preferred overwriting method (be careful not to overwrite data)
3. Click **Import**
4. If all goes well, the following screen is displayed. Otherwise, check the encoding.

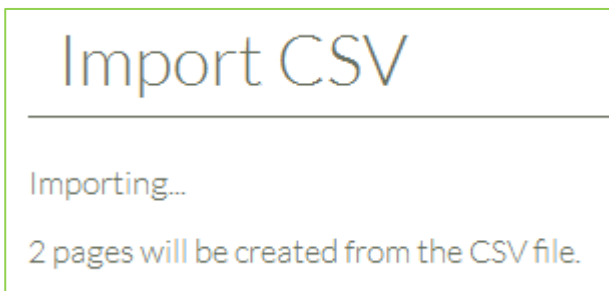


Figure 16: Successful data import.

## 6 FAQ

**There is strange code in the text/the page does not look the way it is supposed to.**

The site is not parsed correctly. Users can try purging the page by clicking **Actions** and then **Refresh**.

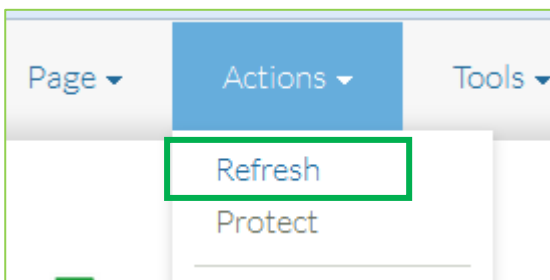


Figure 17: When logged in: Purge the page by clicking refresh.

If you are not logged in you can purge the page by typing `?action=purge` after the url of the page. Like this:

[ar/Biodiversity\\_strategy\\_for\\_2020?action=purge](#)

If the problem does not go away with purging, contact an administrator.