HYDROPOLIS URBAN WATER PORTAL
The TU-Delft Hydropolis Urban Water Portal is part of the TU-Delft Wiki-environment. This means that we share our portal with other TU-Delft initiatives which are concerned with the interactive gathering of knowledge and the possibilities to make this knowledge accessible. The Urban Water Portal can be found at the following URL:

http://hydropolis.tudelft.nl

A wiki is a web application made up of a collection of linked web pages. In contrast to standard websites, which are managed by a webmaster, a wiki enables any visitor to add to or change existing information and to create new information.

This document will guide you through the different aspects of the Wiki-environment. The wiki-environment itself is hosted by E-Learning Support (ELS), and you can find more information about the environment on wiki.tudelft.nl. E-learning Support also assists in all kind of technical support, such as problems with your account.

Below are some other useful links:

- TU Delft Wiki:
  http://wiki.tudelft.nl

- E-learning support:
  http://wiki.tudelft.nl/bin/view/Main/Support

- A wiki-reference card:
  http://wiki.tudelft.nl/pub/Main/WebHome/TUWikiReferenceCardEN.pdf

The following pages explain some of the basics of our portal:

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Please read this guide carefully. For any questions or suggestions, we can be contacted via:

hydropolis@tudelft.nl
THE WIKI-INTERFACE

The website consists of several useful elements standard of the Wiki-interface (see fig. 1). These elements are available on any page of the portal, and can be used at any time:

1. The left bar presents a log-in button, useful links to statistics and links to other webs at the TU-Delft Wiki-environment.

2. The navigation bar on the top of the screen allows you to quickly navigate through the portal. It shows your current position in the portal (for example, the main page is called WebHome, located in the Main/Hydropolis Web on the TUDelft-wiki).

3. On the top right hand side of the page, you will find two general search-boxes:
   a. Use the box entitled “Jump” to directly access a page of which you know the name.
   b. Use the box entitled “Search” to search the entire Portal for your query.

4. On the bottom of each page, you will find buttons to edit the current page. From here, you can edit the page, attach a document, see its history or print it.

In between all this, you will find the actual webpage. The above mentioned elements make sure you never get lost on the website: you can, for example, always return to the homepage by clicking the Main/Hydropolis Web-button on the left bar.

Figure 1 – Standard Wiki-interface
A CLOSER LOOK AT THE HOMEPAGE

The homepage, called WebHome, introduces you to the portal. You can find it on:

http://hydropolis.tudelft.nl

From here you can start browsing through the portal. The homepage consists of three elements (see fig. 2):

1. A search bar which searches all topics currently available on the portal;
2. Buttons guiding you to the different categories on the portal, as well as support.
3. A so-called “cloud-tag” addressing the most important keywords on the portal.

Figure 2 – WebHome: the homepage of the portal
EDITING PAGES

Interactivity and collaboration are the keywords of this portal. You are heartily invited to share your specific knowledge with us, by adding new pages or editing existing pages. To do so, you first need to log in to the portal. TU-Delft affiliates can use their Net-ID. Others should contact us – for more information click the “request an account”-button at the homepage.

To show you how you can edit pages, we will take an example of a publication (see fig. 3). Above the title you can see that this page belongs to the category Research, and the sub-category Publications. To the right, you can see 4 buttons: the Edit-button allows you to edit the page. Its behavior is similar to the buttons at the bottom of the page: it doesn’t matter which one of the buttons you choose.

This page contains some general information on publications, shown directly below the title. Furthermore, it contains a summary (in Dutch) and an external link, in this case to Google.

To edit the page, click either of the edit-buttons.

Figure 3 – example of a page describing a publication.
You will now see the screen depicted in fig. 4. It consists, again, of three elements:

1. On top you will see a textbox. In here, you can edit the contents of the page. In this case, the textbox already shows the summary and external links as described on the last page. You can directly edit the text here – it is simply a matter of entering whatever you want to add. You will notice that a specific mark-up code is used. Click the Edit help-button just above the textbox to learn more about this mark-up.

2. This page is linked to a form, which contains general information about (in this case) the publication. If you edit the appropriate fields in the form, the updated information will show under the Publication-header on the page (cf. fig. 3). The data in the form is automatically formatted, which ensures that all publications are presented in the same way.

3. When you are done editing the page, you can either save your changes, or preview them, by using the appropriate buttons on the bottom of the page. If you enter a short summary of your changes, others will be able to track the changes you’ve made.
CREATING NEW PAGES

If you want to add data to the portal, but the topic to which it belongs does not yet exist, you can click the Add content!-button on the homepage. On the next page, you can select a pre-defined template, in order to add new content. These templates will guide you through the process of creating a new page, without any technical know-how required.

If your topic does not fit any of the templates, you can click the link below the Other Pages heading, which leads to WebCreateNewTopic-page (fig. 6).

1. You have to specify the Topic name, which is the name used to recognize and identify your topic. The WikiWord convention, used by the portal, means that you type all words of the topic name after each other, without spaces, capitalizing each word. You can see the system used throughout the existing pages of the portal.

2. You also have to specify the Topic parent. Each page has a parent, which is simply another page. For example (see fig. 5), the publication WaterwijkenWereldwijd has as its parent the page Publications. The latter has as its parent the page Research, and this one, consequently, has as its parent the Main/Hydropolis Web.

Each page can become another page's parent, but the intention is to pick a more general topic already enlisted on the portal. Click Pick from a list to choose a suitable parent.

3. Even here, you can use a pre-defined template. Yet, to make a page without a predefined template, select the Default template for your new page.

4. Now you can click the Create This Topic button, and you will see an empty page with a textbox. Insert any data you would like to share, click save and find your new page enlisted on the portal. Be sure to pick an appropriate place to mention your new page, so that others will find it; a good start would be your chosen parent.

Create New Topic in Main/Hydropolis Web

Figure 6 – Create a new topic