



Quick Reference Guide: Adding to the Wiki Page

Introduction

This QRG is for super users of DARS who are experienced with the query feature and would like to add useful queries currently not listed on the DARS Wiki Queries Node Glossary. **Please note** you will have to have an Admin Wiki account to add content, if you don't have access then please email the [DARS Helpdesk](mailto:dars@admin.ox.ac.uk) to request it. (dars@admin.ox.ac.uk)

This QRG will cover:

- Formatting on the DARS Wiki Page
- Edit/Preview Tabs
- Adding to the Query Node Glossary
- Wiki Text Examples and Glossary

Formatting Content

When adding new queries to the Wiki page it's important to keep all the information in the same format. Currently the Query Node Glossary is formatted in 2 ways, firstly they are sorted by query classification groups (Employment, Individual/Personal, Events etc) and then by "Term, Comments and The Query Node".

Query Classification Groups are essentially the groups a query will fall under due to the output of a query, for example if you were to create a query that could search DARS and pull out who was the relationship manager to an alumni then it would be situated under relationship management group. (See Below as an example)

Relationship Management

These query nodes will help you to determine which areas of the University have a relationship with any individual, organisation or group.

Hints & Tips

- Always consider using these nodes as outputs, they'll inform you of who else is in contact with this individual or organisation.
- If considering an approach ALWAYS follow the Clearance process
- In most cases, the Undergraduate college will be the Relationship Manager for alumni.
- In most cases, the Central University will be the Relationship Manager for non-alumni.

Query Nodes

Term	Comments	Query Node
Relationship Manager	Area of the University with closest relationship	Assigned Security Groups > Security Group Name
Interested Parties	Other areas of the University with an active relationship	Sites > Name
Prospect Manager	Lead Fundraiser within Relationship Manager	Prospect > Prospect Manager > Name
UO Relationship Lead	Lead Fundraiser coordinating UODO approaches	UO Relationship Lead (Current) > Fundraiser

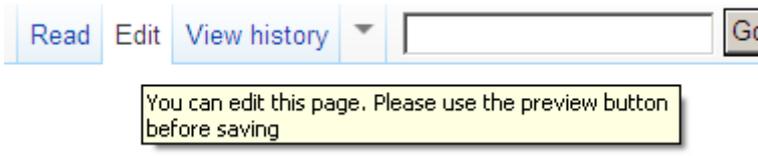
The nodes will be formatted as a pathway for you to follow in the Query builder, using the '>' symbol as an instruction to move down one level in the tables i.e.

- Education (Primary) > Attributes > Oxford College Attribute > Value would mean:
- Main table in Field explorer > Sub Table in Field Explorer > List of attributes > Field to select

Edit/Preview Tabs

The two main tabs you’ll be using when adding content is the edit and preview tabs, there self explanatory in that the core functionality of these tabs is they do exactly “what it says on the tin”. To edit you go into the Edit tab and to preview what you’ve written you go into the Preview Tab.

Once you’ve logged into your wiki account you will be brought to the main DARS Wiki main page, from here you will need to select the Query Nodes Glossary page which is located under the Navigation Pane. Now we are ready to add content to our current page, we do this by selecting “Edit” tab on the page which is located on the top right hand of the screen. (See below)



Once you’ve selected the edit page you will then be shown what’s currently on the Query Node Glossary, the best way to think about this is to imagine this part of the Wiki page as the “back office task” and the preview/actual page as the “front office result”. They work harmoniously with each other and if care is not taken when performing the back end task then it’ll come out as gobble de gook on the front. (See Below for Example)

Wiki Edit Page>>

>> Translates Into

>> Wiki Display Page



>> Translates Into



As you can see from the above when editing within the wiki we can quickly switch between the edit and preview tabs to have a real time update on how the content will look on a the live page. The more you use wikitext language the more familiar you’ll become with how it’ll look on the live page. (Please see the Glossary page at the bottom of this QRG for examples of useful Wikitext)

Adding Queries

If you wanted to add a query to the glossary that showed how to pull off how many constituents were living in Oxford, you would need to think about which classification group this query would belong to. In this case because the query was searching for records on an individual/organisation level then it would fall under the “**Individual/Personal**”group.

You would navigate to the “Individual/Personal” group within the edit field and put in the new query under the last, remembering to start with | - under the previous query. (This tells the table that this new function should go underneath the previous one. See Below)

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```
|-
| Previous Email Addresses
| Display historical email address
| Email Addresses > Email Address
|-
| Address within Oxford
| Shows all records with primary addresses within the city Oxford
| Address (Primary) > Address (Primary) > Value
|}
```

As you can see from the above we've stated a new line is required to be created within the current table by putting `|-` after the previous line, we've then entered in our new query in the correct format and then closed off the table with `|}` function. Once we've done this you can go into the preview pane and see how it looks. (See Below)

Previous Email Addresses	Display historical email address	Email Addresses > Email Address
Address within Oxford	Shows all records with primary addresses within the city Oxford	Address (Primary) > Address (Primary) > Value

As you can see this has successfully been added as a new query to the **“Individual/Personal”** classification group. Please see the Wiki Text examples table for a quick way to update your queries on the wiki.

Wiki Text Examples

Adding a Single Query	Adding a New Table of Queries
<pre>“ - TEXT 1 TEXT 2 TEXT 3 - “</pre>	<pre>“ { class="wikitable" style="width: 70%;" - ! HEADER 1 ! HEADER 2 ! HEADER 3 - TEXT 1 TEXT 2 TEXT 3 - } “</pre>

Glossary**Wiki Language Expressions**

<u>Term</u>	<u>Use</u>	<u>Keystroke</u>
-	To create a new a line within a table	Shift + Back Slash () and Hyphen Symbol (-)
	Adding non bold content to a line of text	Shift + Back Slash ()
!	Adding bold content to a line of text	Shift + 1 (!)
{-	New function (Creating Tables for example)	Shift + [({) and Hyphen Symbol (-)
}	Closing a function (End of a statement)	Shift +] (})
= TEXT =	Main Page Header	The = Key
== TEXT ==	Under lined Sub Page Header	“ “
=== TEXT ===	Bold Non Underlined Header	“ “

DARS Wiki page is located [here](http://darswiki.bsp.ox.ac.uk/index.php/Main_Page) (http://darswiki.bsp.ox.ac.uk/index.php/Main_Page) .

DARS Central Learning Page is located [here](https://www.darscentral.ox.ac.uk/page.aspx?pid=2180) (<https://www.darscentral.ox.ac.uk/page.aspx?pid=2180>)