Procedure for Document Insertion

The procedure for inserting documents into the KB platform is as follows:

Accessing the Platform

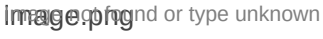
- Access the KB platform using the provided credentials.
- Ensure you have the necessary permissions to add or modify content.

Identifying the Correct Section

- Navigate the platform to find the most appropriate section based on the competencies and content of the project.
- Select the "Shelf" corresponding to the area of expertise of the document to be inserted.

Creating a New Document

- Within the selected "Shelf", click on "New Book", in the menu on the right of the page, to start creating a new document.
- Assign a meaningful title to the "Book" that reflects the content or subject matter



Defining Chapters

Chapters should be seen as aggregator of pages. If you have many documents to be uploaded all regarding the same topic but still slightly different, you can put them inside the same book, but under different chapters. *Important*, having a book with different pages is also acceptable, if you just have a few documents inside a book, it's totally fine to just have just directly pages inside of it, doing so will avoid unnecessary separation inside of a book that would just create clutter otherwise.

- Divide the document into chapters, each dedicated to a specific topic.
- Create a new chapter by clicking on the appropriate option and assigning it a descriptive title.

Adding Pages

- In the menu on the right of the page, click on the "New Page" button
- Each page should address a specific aspect, you can also see a page as a single document if you are inserting many inside the same book.
- Use the platform's editor to insert text, images, and other necessary elements.

Image not found or type unknown
image.png

After you are done creating and element, be it a book, a chapter or a page; you can edit or delete in at any moment.
To do so you just have to click on the element you want and that will open it for you.
On the right, under the Actions menu, you will have other actions that can be performed upon the element wich you have open already.

Revision #2
Created 4 March 2024 14:59:30
Updated 29 May 2024 18:36:45