

# **Railfuture National Website – Guide for Branch Tiki Users**

*This document was last amended by Jerry Alderson, Director of Finance & IT, on 27<sup>th</sup> October 2018.*

This document is a work-in-progress and will be enhanced on a reactive basis, i.e. when answering questions.

## **SECTION 1 – RAILFUTURE WEBSITES**

### **Introduction**

The Railfuture national website, [www.railfuture.org.uk](http://www.railfuture.org.uk), is intended to be updated by as many of its trusted volunteers as possible. In particular each branch should be maintaining their pages. Because updating websites normally requires some technical knowledge, which needs to be minimised wherever possible, and a wish for all pages to have the same look and feel, Railfuture uses a Content Management System (CMS). Some organisations use very powerful and expensive CMS systems because they may have hundreds, or in the case of the BBC, thousands of people writing articles and so on. Railfuture uses some free-ware called Tiki. Many voluntary organisations such as ours use Tiki. We pay a Tiki expert for technical support on the occasions when we need it, such as solving problems and upgrading the system. Apart from this we manager it ourselves, and it is a cost-effective solution.

Tiki allows us to set-up users to update parts of the website (e.g. those pages allocated to a branch), and a history of changes (including auditing information) is stored so that if a page is incorrectly changed it can be backed out. We take daily full backups of the website, which is stored in a MySQL database, and keep them for a long time in case we need to restore a particular page.

Anyone who has edited pages on Wikipedia should have no problem using the Railfuture Tiki website.

### **Tiki Contacts**

The following people can help with Tiki questions and have full access:

Chris Page (*first point of contact for help*), Jerry Alderson, Ray King and Chris Fribbins.

In addition, Bruce Williamson (Media Spokesman) is a frequent Tiki user and can offer help.

Other branch users have experience and can offer advice:

Roger Blake (L&SE), Paul Hollinghurst (East Anglia), Ariadne Tampion (East Midlands).

Note: there is a Tiki syntax appendix in Section 3 of this document – check it first before asking questions.

The IT Directorate, part of Finance & IT is in charge of the website (just as it is in charge of all of Railfuture's IT presence, such as social media). Its director, Jerry Alderson, should be the first contact point for suggesting ideas for functional improvements and providing general feedback. National chairman Chris Page should be contacted about specific content and views on the layout/design and menus.

### **Non-Tiki Pages**

Almost all pages are defined with Tiki and stored in a database. A few have special business requirements or require a level of technical sophistication that is not easy to perform in Tiki, and are therefore managed outside of Tiki, whilst appearing to look like Tiki pages. The 'Tiki-Like' pages typically have dynamic content, which may be date dependent (for example, we cannot sell places at conferences that are over).

The Tiki-Like pages ([www.railfuture.org.uk/xxxxxx](http://www.railfuture.org.uk/xxxxxx)) are as follows:

- /branches/ - contains dynamic 'dashboard' for each branch
- /conferences/ - allows places at future events to be booked
- /demo/ - planned for the future to allow people to try e.g. redesigned train tickets
- /join/ - allows people to become members or supporters
- /library/ - dynamically produced list of all files publicly available

- /lottery/ - allows members (not supporters) to join/renew lottery
- /member/ - Self-Care for members, supporters, subscribers etc. to update their details, give consent for Railfuture to contact them and select interests. Members can also register attendance/apologies for AGM and submit proxy details. This will also be enhanced to allow branches to update branch-specific information about members and to produce branch member lists.
- /renewal/ - allows existing members and supports to renew
- /shop/ - various sales pages under this directory including a shopping basket

For historical reasons, some of the East Anglia branch content is also stored outside of Tiki, including the 'ox-cam' mini-site.

All of these 'Tiki-Like' pages are managed by Jerry Alderson, who is the first point of contact for the pages.

### **Other Railfuture Websites**

No-one should set-up any new websites (or any social media, such as Facebook, Instagram or Twitter) without approval at director level, and being supplied with a specific Railfuture email address to own it). This is to ensure that all of the assets of the company are managed in a controlled way and that there is business continuity (e.g. coping with sudden loss of someone). For the avoidance of doubt, branch chairs do NOT have the authority to set-up or allow anyone else to set-up branch websites, Facebook accounts, Instagram accounts etc. Moreover, no individual can may set-up any websites or social media that appears to belong to Railfuture as this is a breach of copyright.

Because of their special status as nations, Railfuture Scotland and Railfuture Wales have their own websites ([www.railfuturescotland.org.uk](http://www.railfuturescotland.org.uk) and [www.railfuturewales.org.uk](http://www.railfuturewales.org.uk)), under the control of F&IT. The Wales website is also bilingual. These are quite small websites, primarily containing a home page, some key campaign information and newsletters. They link to the main website. There is a standalone secured website ([www.railfuture.co.uk](http://www.railfuture.co.uk)) for elections to the board of directors and any RUGs that wish to have online voting. All of these websites are updated primarily by Jerry Alderson.

They are, however, integrated with the main website. The Scotland website will show a list of articles relevant to Scottish that have been created on the main website. To be shown it is important that they are given the *topic* of 'Scotland', even if a more specific topic such as news or review might seem appropriate. Note: if the article has been created with the wrong topic then this can easily be changed.

## **SECTION 2 – BRANCH CONTRIBUTIONS TO THE WEBSITE**

### **Main Branches Page and Branch Dashboard**

The [www.railfuture.org.uk/branches/](http://www.railfuture.org.uk/branches/) page is the entry point for finding out about Railfuture branches. This is also linked on the menu under '**Railfuture near you**'.

On the left-hand side, the branch-name links go to the main Tiki page for each branch, apart from Scotland and Wales where they go to the home page for their respective standalone websites.

The large map of Great Britain on the right-hand side and the series of small maps at the top of the screen allow dynamic content about a single branch to be displayed below the map when the user clicks on a particular branch area in the large map or one of the small maps. This content is called a “dashboard”.

The dashboard is intended to show key information about branches in a consistent format. It will dynamically search the Tiki database (and create links to content on the Scottish and Welsh websites) to find all contact that relates to the branch, and will display a list of pages and documents in a structured manner. The dashboard (programmed by Jerry Alderson) was introduced in mid-2014 and is still being enhanced. It will need to be refined as more content is added to the website in order not to be unwieldy.

It currently supports all uploaded documents and the branch pages. It can only group items and order them if there is a naming convention that is adhered to.

When branches upload files and create new pages, they should be mindful of how it will appear on the dashboard. For example, the dashboard will display the name and the description that was entered when the file was uploaded. The file also needs to have a unique filename, otherwise two different files would be indistinguishable.

### **Rules for Uploading Branch Documents (e.g. Newsletters)**

#### *1. File Type*

All branches should upload their newsletters, along with any other useful documents, such as submissions to consultations, to the website. These must always be in **PDF** format (never Word [doc, docx], PowerPoint [ppt] etc.). [The nightly operations report, used by Jerry, will report on any files that are in the wrong format.]

#### *2. File Name (Windows/MSDOS name)*

When someone clicks on the link to a branch newsletter it will normally download a copy to their computer. It will store it (e.g. in the “downloads” directory on Windows) with the same filename that was used when the file was uploaded. As the visitor may wish to keep a copy of the newsletter on their computer and find the file again easily then any uploaded files should have an informative filename (not “file.pdf” for example). Note: it is not possible to change the filename within Tiki once it has been uploaded - it would be necessary to rename it on a computer and upload it again (to the same file id, using the replace function).

#### *3. Avoid Multiple Copies or Multiple Versions of Files*

Before uploading a file please check that the file has not already been uploaded, as this is wasteful and causes confusion, especially if there is more than one version of a file (plus it would appear on the dashboard more than once, which would look bad). If a PDF needs to be corrected then the existing PDF file should be *replaced*. Do NOT use “upload file” to upload a new file. Instead find the file in the branch file gallery and click on the little blue “spanner” icon (the word “actions” appears when you hover over it), then choose “replace”. This is described below.

Branches can choose their own filename format, since the dashboard does not look at the filename when working out what to display. (This is not the case for displaying content from the Scottish and Welsh websites, which do not use Tiki, so it relies completely on the filename, which must be in a strict format. For

historical reasons, this is also the case for the East Anglia branch.) It is advised that branches stick with their chosen filename format for each issue of the newsletter, so that anyone who downloads them can get a sorted list. Consistency looks more professional anyway.

#### 4. Gallery

There are dozens of galleries, normally one for each type of document. However, files uploaded by branches themselves should be placed in their own gallery. Each branch has its own gallery (e.g. 'East Anglia', 'Wessex', 'West Midlands').

Access to galleries is controlled – a branch Tiki user can normally only upload files into the gallery for their own branch.

#### 5 Tiki Names – Denoting Content

Firstly, although descriptive (and unique) filenames are to be preferred, be careful to ensure that the actual (DOS) filename is no longer than 80 characters, as this is the maximum length that Tiki can store (DOS allows up to 255 characters for a filename). Tiki does not warn the user if the filename is too long and will truncate it. This causes problems in the Railfuture website library list and branch dashboards since it cannot ascertain the filetype and therefore cannot display the correct icon for the file, as well as potentially downloading a file to the visitor's device so that Windows does not know what program to use to display it.

As well as the actual (DOS) filename (i.e. what it is called in Windows, for example), there is also a Tiki "name" (aka "title"), which can be entered (along with a Tiki "description") when a file is being uploaded.

The Tiki "name" will default to the filename if not entered. Please do not leave it blank (if the file is to be visible indefinitely). The file will only appear on the branch dashboard and the library list if it is correctly defined. Railfuture obviously wants maximum exposure for its documents so this is important.

The dashboard and library pages need to know what a file *contains* in order to show it under the correct heading. This is also the case for the library. Railfuture defines the content using a three-char uppercase code at the beginning of the Tiki "name" field, and optionally an owner (the branch that it relates to if not within the branch gallery).

There are four different prefixes for Tiki names as follows

**XXX:xxxxxxxx**

**XXX:yyyy.mm.dd - xxxxxxxx**

**XXX-BBB:xxxx**

**XXX-BBB:yyyy.mm.dd - xxxxxxxx**

The punctuation (colons, hyphens and dots) and the spacing must be 100% correct. Do not deviate from it. Annoyingly Tiki may change a hyphen into an 'em' dash (i.e. narrow character into a wide character) and this will need to be corrected.

**XXX** describes the content (not the owner – it must NEVER be a branch code)

**BBB** describes the owner – the branch code – but ONLY if it is NOT in that branch gallery

You can associate a file with up to three branches. Therefore, set BBB to "NEA/NEW/YOR" for the three branches concerned by Rail North. An example is: "SUB-EAA/LON:2018.07.31 - Railfuture response to ORR timetable Inquiry, Thameslink & Great Northern" since the submission related to all branches covered by Govia Thameslink Railway i.e. East Anglia [EAA] and London & South East [LON].

The date **yyyy.mm.dd** is that way around to ensure correct sorting although it will be displayed in the friendly dd/mm/yyyy format on the website

The **xxxxxxxx** is free-format text that will be displayed on the page so make sure that it is appropriate (ideally limit it to about 60 characters to avoid it wrapping).

Files are normally displayed in descending date order i.e. most recent first. If there is no date e.g. because it is not specific to a particular date but may relate to a time of year, such as a spring newsletter then it is best to have a standard naming convention using an issue number with leading zeroes to ensure that it sorts correctly, followed in by text. See the section on sort order below.

As well as the Tiki name there is also the Tiki description (up to 250 characters can be displayed). This will appear on the website if the user hovers the cursor over the link to the file. If the description begins with “[xxxxxx]” then the xxxxxx is not shown as part of the ‘hover’ text but is used as a sub-category on the library/dashboard and is displayed in ascending order.

- ➔ There is no expiry date for displaying files on the branch dashboard or the library. They will appear forever, and this may not be appropriate. If it is a file that has a very short life, such as the notice of an AGM then the three-char prefix ought not to be used; simply mention the file on the branch home page. If you no longer wish a file to be visible on the dashboard/library then it can be moved to an “Archive” (exact spelling required) sub-directory. Please contact Jerry Alderson to ask for one to be set-up if there isn’t one.

Example: “BUL:Railfuture West Midlands eNews - Issue 06 - November 2014”

The most common codes that branches will use are:

| Documents                                 | Visual         | Audio                                |
|---|----------------|--------------------------------------|
| AGM = AGM minutes and notices             | GPH = Graphics | RAD = recordings of Radio Interviews |
| BUL = Branch eBulletin                    | MAP = Maps     |                                      |
| MAG = Branch newsletter/magazine          | PHO = Photos   |                                      |
| SUB = Branch submission to a consultation |                |                                      |

You can see the list of codes in use by going to the [www.railfuture.org.uk/library](http://www.railfuture.org.uk/library) page and then move the cursor over each of the descriptions – the code is the argument used at the end of the URL.

A full list of allocated three-char codes can be requested from Jerry Alderson.

Note: Tiki administrators may place some documents in national folders, such as “Radio Interviews”, but these can be associated with a branch by adding ‘-xxx’ to the prefix (e.g. “RAD-LIN:” for a radio interview concerning the Lincolnshire branch).

Do not worry too much about getting the name correct. Jerry frequently monitors files that have been uploaded and corrects the name where necessary to ensure that it appears on the dashboard/library and is consistent with the other files of the same type.

## 6 Tiki Names – Sort Order

The dashboard will show newsletters in reverse order, latest first. It does not rely upon the file id or the upload date since newsletters are not necessarily uploaded in chronological order. It uses the value entered in the “name” field.

For the sort to work the “name” used for each newsletter needs to be in a consistent format, (same spacing or punctuation in each case). Moreover, it needs some kind of numerical value to represent the issue number or publication date. If including the issue number then each number needs to have the same number of digits, so leading zeroes would be required (e.g. “Issue 075 – Summer 2014”). If using a publication date include the year first e.g. “2014 (1) – Spring”, the “2014 (2) – Summer”, “2014 (3) – Autumn”.

You will see that some files have a Tiki name that includes ‘[...]’. The square brackets are not displayed (although the characters within them are) but are used to extract the value between the square brackets and use it as a primary sort key so that documents are listed in date order.

- For example “PGM:Railfuture Summer [2017] Conference Leeds Programme” will sort descending based on year. Without the square brackets the summer ones would be shown first and then the autumn ones.

Before uploading a new file find the previous one in the same file gallery and copy and paste the name changing the date or issue number. After uploading please check the dashboard to ensure that the newsletter just uploaded appears first in the list. If it is incorrect, please go back to the “list galleries” page, find the file, click on the tool icon, choose “properties” and change the name.

*Note: if a large number files need to be renamed for any reason, please contact Jerry Alderson as it will be possible to do a simple ‘global edit’.*

### 7 Tiki Names – Identifying Live Files

Most of the files on the website will be frozen, relevant on the date that they were created and now essentially historical. Providing that they are historical then we do not need to replace them if the company registered address (or other legal attributes such as company name) change. However, live files need to be replaced when the legal information changes, and also any other content that needs to be current.

Examples of live files are: Membership Leaflets, Articles of Association, Who’s Who etc. There are also short-term current files such as fliers for conferences. These are considered live until the conference is over.

It is important that all live files are easily identifiable so that, for example, when the company name changed we were able to find all files easily. This is achieved by adding the “ [!LIVE!]” suffix at the very end of the Tiki name (nothing must follow it). Note: there is a space before ‘[’.

### Updating branch home page

Each of the branches has been allocated a ‘home’ page. The page names are frozen and may not be altered without F&IT approval. There is also a page for Scotland and Wales.

The branches should keep this page up to date. It ought to show the date of the next/last meeting for example, and should include information about the AGM. It should have main branch contacts and possible some key campaign. It should have suitable links to any other pages that the branch creates.

It is recommended that the branch does not duplicate items that appear on the branch dashboard, such as the list of newsletters. One of the reasons for introducing the dashboard was to reduce maintenance of branch pages by automatically detecting changes. The branch home page can, obviously, include a link to its newsletters on the dashboard.

The link <https://www.railfuture.org.uk/branches/index.php?dashboard=Yorkshire&group=MAG> would show a list of newsletters for the Yorkshire branch.

<https://www.railfuture.org.uk/branches/index.php?dashboard=London+and+South+East&maintype=DOC&group=MAG&action=displaylatest> would display the PDF of the latest newsletter for the London and South East branch.

### Uploading documents to be linked from the main branch page

When uploading any document, the first thing to consider is how long the file will be relevant (short term or long term?) and in particular whether a history of such files is really needed.

Newsletters have a long life – it is fine to keep a full history of branch newsletters on the website (although some thought should be given to out of date contact details for example).

Should a flier for a branch meeting be on the website indefinitely? It depends on the content of the flier. If it merely states date and time then that has no historical value, since it would probably also be in the newsletter. However, if it was an informative flier with a photograph of the guest speaker and information about them, for example, and what was to be discussed, then it may have indefinite value. Fliers for East Anglia branch meetings are retained in the website indefinitely for this reason.



If files are deleted then there is a risk of creating 'broken links'. There may be references to the file on the branch pages, in newsletters, on external websites and Google will still hold historical references. For short-term items such as the flier for the next meeting, where only one flier is needed at any time, it is strongly recommended that the existing PDF flier be replaced (i.e. using the same tiki file id, rather than creating a new tiki file id) as this will avoid broken links. It also means that other websites that refer to the Railfuture branch will always be pointing to the flier for the latest meeting. The "name" and "description" for the file should therefore be generic such as "Railfuture Yorkshire branch – flier for latest meeting".

### Creating additional branch pages

Branches are welcome to create additional pages. Like their branch main page it will be associated with their branch and only they (and website administrators) will be able to amend.

In Tiki there can only be one page with a particular name. Creating a page called "branch agm" for example is not very helpful to other branches. If the page has a geographic name in its name, such as Portishead (for the reopening campaign) then that will not clash. However, it is a good idea to include the name of the branch in all of its pages. The East Anglia branch has done so – all of theirs begin East Anglia.

When you choose the name for a page then that name automatically appears at the top of the branch page in large letters. You do not have the ability to override it, so it's important that the page name is appropriate and fits on the screen. A page can be renamed though, but any links to the old page will become broken, so it should not be done lightly.

Spaces can be included in page names. Many people prefer that rather than an underscore, as the underscore would also appear in the title and that might look strange.

When specifying a link to page with spaces Tiki has its own format – a "+" sign is used in place of spaces.

To create a page, choose a name for it and enter it in the create/edit page. Look for the following:

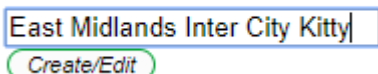
#### Quick Edit a Wiki Page



The screenshot shows a form titled "Quick Edit a Wiki Page". It features a single-line text input field that is currently empty. Below the input field is a button labeled "Create/Edit".

Enter a new page name – must not include '+' chars, as these are short-hand for spaces when linking to the page but at not part of the page name:

#### Quick Edit a Wiki Page



The screenshot shows the same "Quick Edit a Wiki Page" form. The text input field now contains the text "East Midlands Inter City Kitty". The "Create/Edit" button is still visible below the field.

It will not find the page, as expected, and will list possible pages to edit, but below that will be a blank area in which to enter the new page content. Entered some text and save it. If it is created by a branch user (who is linked to a specific branch category) then it should associate the new page with their branch. If it is created by an administrator, then they will need to manually associate it with the branch so that the branch user(s) can edit it.

### Adding special content to branch pages

The East Anglia and East Midlands branches have included their Twitter Timeline on one of their pages. This requires a configuration in Twitter to allow the website to use the timeline. Once the timeline syntax is entered on the Tiki page (if will not be shown but here will be a message about ap lug-in needing approval) contact Chris Page or Jerry Alderson to ask for them to approve the user of a plug-in on that page.

## SECTION 3 – TIKI SYNTAX GUIDE

### Linking to files

All files that are registered in the Tiki database have a numerical file id, and they should always be referenced by this number. The file can be accessed in various ways:

- `/DLnnnn` – download (can also be lower-case “dl” but the “l” can be confused with the digit one).
- `/displaynnnn` – display the file in the browser (for PDFs and images [full size]).
- `/previewnnnn` – display the type of a file using an icon (e.g. “PDF” icon).) – but for images it will show a smaller version of the photo (but probably still quite large).
- `/thumbnailnnnn` – display an image file in the browser as a thumbnail.

### Syntax when writing pages and articles

- *To include images:*

Historically all images that were held within the database, but this caused the database to become large (Railfuture used to have to pay a few based on the size of the database, though that is no longer the case since we moved host in 2017), but they are now held as individual files outside the database - this fact is transparent to Tiki editors.

However, the developers behind Tiki are moving away from defining images as a separate entity type to file, and at some point in the future everything will be a file. Both are given an ‘id’ and they use the same number range, which can be confusing.

Therefore “`img_id=nnn`” (an image) is different to “`img_fileid=nnn`” (a file). The latter is used for anything uploaded into a file gallery, which is what this document describes. In the syntax below “`fileid`” if it is a file but change to “`id`” if it was uploaded as a file image.

Left everything default:

```
{img fileId="1205"}
```

Wrap text around the photo:

```
{img fileId="1035" imalign="left" styleimage="padding-right:10px"}
```

Set maximum width of the photo and text wrap around it:

```
{img fileId="790" width="150" imalign="left" styleimage="padding-right:10px" title="Skelmersdale"}
```

The following example is a link to a branch Facebook page – it uses image id 563 for the Facebook icon:

```
{img id=563 imalign="left" width="40" link="https://www.facebook.com/Railfuture-West-Midlands-1691400741181640/" alt="Facebook" styleimage="padding-right:10px} Railfuture West Midlands Facebook page
```

In this above syntax, the *width* command is unnecessary as the Facebook icon is actually 40 wide but is included to show how to make it smaller (e.g. change 40 to 30). The *padding right* puts some space between the icon and the following text. If you want the icon in the middle of a line of text, leave out the *imalign* command. If you want to understand the syntax more, look at <https://doc.tiki.org/PluginImg>.

- *Headings:*

Headings are formed by starting the line with one, two, or three exclamation marks (“!”, “!!”, or “!!!”).

You can create numbered headings using a combination of the ! and # characters



- `!#` My Heading will produce "1.0 My Heading"
- `!!#` My Secondary Heading will produce "1.1 My Secondary Heading"
- `!!!#` My Tertiary Heading will produce "1.1.1 My Tertiary Heading"

- *To format text:*

|               |                            |  |
|---------------|----------------------------|--|
| Bold          | <code>__text__</code>      | (two underscores)  |
| Bulleted list | <code>*text</code>         | (asterisk)   |
| Centred       | <code>'::text'::</code>    | (two colons)   |
| Coloured      | <code>~~blue:text~~</code> | (two tildes, plus colour and colon: red, blue, ..., ff00ff, ...) |
| Italic        | <code>"text"</code>        | (two single quotes)  |
| Numbered list | <code>#text</code>         | (hash)   |
| Text box      | <code>^text^</code>        | (one carat)  |
| Underline     | <code>===text===</code>    | (three equal signs)  |

`{TAG(tag=>strike)}`This text uses strikethrough`{TAG}`

| Formatting Reason | Characters Used            | Example                              | tw version              |
|-------------------|----------------------------|--------------------------------------|-------------------------|
| MonoSpaced Text   | Minus & Plus "-" & "+"     |                                      | <code>--text--</code>   |
| Plain Text        | surrounding np tags "~np~" | <code>~np~ __not bold__ ~/np~</code> |                         |
| Deleted Text      | 2 dashes '-'               | <code>--text--</code>                | <code>&gt;=tw3.0</code> |

- *To create a nested list:*

Type two or more asterisks (bulleted lists) or hash marks (numbered lists) at the beginning of the line, as shown in the following examples:

```
*Level 1 (bulleted list)
**Level 2 (bulleted list)
***Level 3 (bulleted list)
#Level 1 (numbered list)
##Level 2 (numbered list)
###Level 3 (numbered list)
```

*More syntax will be added to this section.*

Tiki syntax can be found at <https://doc.tiki.org/Wiki-Syntax-Text>, but bear in mind that the latest version is 18 (which Railfuture hopes to upgrade to in late November 2018) and we are currently on 12.5.

## SECTION 4 - HOW TO GUIDE

### Logging in to the website to amend branch pages or upload files

In the browser URL line enter [www.railfuture.org.uk](http://www.railfuture.org.uk) and then click on “login” in the menu on the left-hand side, or enter <http://www.railfuture.org.uk/login>

*Note: because some members tried to login to Tiki, incorrectly believing that they need to do so to book conferences etc, the login page has been completely redesigned by Railfuture to have two different types of login (Self-Care and Tiki respectively); it gives a clear warning that the Tiki login is only for people who update the website.*

Enter your Tiki sign-on username/email address in the LOWER section, marked by the red arrow:

## Website Login

### Self-Care log-in - Members, Supporters, Subscribers

Update your details and give consent to Railfuture to contact you.

For members: record your attendance at the AGM and view member-only files.

|                                       |                      |
|---------------------------------------|----------------------|
| Railfuture Number:                    | <input type="text"/> |
| PIN:                                  | <input type="text"/> |
| <input type="button" value="Log in"/> |                      |

Your Railfuture Number and PIN is supplied on the inside of the cover sheet with *Railwatch*.

You do NOT need to log in to book conferences (or view the popular pages shown below on this page).

### Administrator/Contributor log-in

The login box below is only used by *Railfuture* administrators and editors to modify the website and for registered users to contribute articles or post comments about articles.



|  |                      |                           |
|--|----------------------|---------------------------|
| Email/Name:  | <input type="text"/> | [NOT a Railfuture Number] |
| (Some people use their <i>email</i> and others their <i>name</i> to login) |                      |                           |
| <input type="button" value="Continue"/>                                    |                      |                           |

Most new users (especially those who update branch pages) have had their username set to their email address (a railfuture.org.uk address), some historic users have a name instead.

The password is entered on a separate page (see image below) and is only reached if the username/email address is valid This ensures that non-privileged users cannot get beyond the initial page, so that we can output helpful messages to them.

[Note: the password-only page is just a wrapper and the real Tiki functionality is used to validate the password, which means that if the password is incorrectly entered then the unfriendly ‘vanilla’ Tiki login screen will be displayed. This gives you the chance to request the password to be sent to you, if necessary.]

# Tiki Login

## Administrators / Contributors

Please enter your Tiki password or press the cancel button

Email/Name: jerry

Password:  [NOT a PIN]

[Log in](#)

Or enter name, leave password blank and click [[I forgot my password](#)]

*Note: during login it will save a cookie. Your browser settings need to allow this.*

Click [Cancel](#) to return to the previous page

For setting up new users Chris Page and Chris Fribbins are good points of contact. They will need to know which branch the person will be updating as their permissions will be limited to pages for one branch.

When you are logged in you'll see that additional options appear in the menu on the left-hand side (such as upload files), and small icons also appear at the top of pages. Note: they do not appear on the 'tiki-like' pages.

Depending on your permissions you will see various options. For example, a branch user would see the "Branch Editors" menu as shown on the right (a super-user would also see an "Editors" menu as well).

Everyone should see the "file uploads" menu option for example.

If you are planning to upload a file and link it to the branch page then obviously you would upload the file first, get the file id number, and then amend the branch page to refer to it.

### **Branch Editors**

- [editor docs](#)
- [help forum](#)
- [maintenance forum](#)
- [wiki](#)
- [articles](#)
- [blogs](#)
- [newsletters](#)
- [galleries](#)
- [links directory](#)
- [forums](#)
- [site stats](#)
- [file uploads](#)
- [bug reports](#)

## 1. Worked example of uploading a file

Scroll down to the “Branch Editors” menu on the left hand side of the page and click on the “File Uploads” line. This will take you to the galleries page.

### Branch Editors

one state  
file uploads  
bus reports

(You could go straight to [http://www.railfuture.org.uk/tiki-list\\_file\\_gallery.php](http://www.railfuture.org.uk/tiki-list_file_gallery.php).)

At this point you might be tempted to click on the “Upload File” button at the top. Don’t. This is because you want to see what to call the file before you upload it.



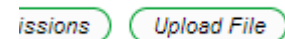
Instead scroll down and click on the gallery for your branch, which is shown on the left-hand side under “File Galleries”. They are listed in ascending alphabetical order. The branch ones are mixed in with other galleries.

It will then display some of the files in the gallery. Normally these are listed as the most-recently uploaded or changed first, but you can change the sort order by clicking the column heading (e.g. click “ID”).

| <input type="checkbox"/> | ID  | T | Filename   | Name   | Description | Size      | Created / Uploaded  | Last Modified       | Uploaded by    | Files | Hits |
|--------------------------|-----|---|--|--|-------------|-----------|---------------------|---------------------|----------------|-------|------|
| <input type="checkbox"/> | 912 |   | Railfuture-West-Midlands-eNews-006-Nov 2014.pdf  | BUL:Railfuture West Midlands eNews - Issue 06 - November 2014  |             | 529.15 KB | Wed 17 of Dec, 2014 | Wed 17 of Dec, 2014 | Jerry Alderson |       | 34   |
| <input type="checkbox"/> | 892 |   | Railfuture-West-Midlands-eNews-005-Oct 2014.pdf  | BUL:Railfuture West Midlands eNews - Issue 05 - October 2014   |             | 335.39 KB | Mon 10 of Nov, 2014 | Mon 10 of Nov, 2014 | Jerry Alderson |       | 59   |
| <input type="checkbox"/> | 891 |   | Railfuture-West-Midlands-eNews-004-Sept-2014.pdf | BUL:Railfuture West Midlands eNews - Issue 04 - September 2014 |             | 479.67 KB | Mon 10 of Nov, 2014 | Mon 10 of Nov, 2014 | Jerry Alderson |       | 27   |

Ideally find a file that is very similar to the one that you wish to upload. Then copy and paste the name (and also the description, if there is one) into an editor e.g. Notepad if using Windows (or Word). This is important because you want the new file (e.g. a branch newsletter) to have the same Tiki name (and same Tiki description) as the previous one apart from the issue number and/or date.

Then click the “Upload File” button, which will display a form to select the file and also add a name and description:



File title:

File description:

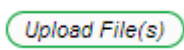
Upload from disk:  No file chosen

Unzip zip files:

File gallery:

Uploaded by:

Use the “Choose File” to navigate to the file on your computer. Then click:



When a new file is uploaded it will be given a new unique file ID. In order to see this file you may need to click on the “Additional Information” link. It will give you the syntax necessary to create a link to the file from a Tiki page.

When you view the gallery again the file should have appeared. If the file needs to be replaced then (e.g. with a corrected version, or because it is a generic file such as ‘flier for next meeting’ and the one for a later meeting is now required) then click on the blue ‘spanner’ and choose ‘replace’:

|  | ID | T | Filename  | Name  |
|--|----|---|---|---|
|  | 12 |   | Railfuture-West-Midlands-eNews-006-Nov-2014.pdf | BUL:Railfuture West Midlands eNews - Issue 06 - November 2014 |

If the Tiki name and/or description needs to be changed then click on the same icon and choose “Properties”.

Note: when a file is ‘replaced’ it will retain the same unique file ID. This means that no links to it, either on the Railfuture website or on any other websites would need to be changed.

## 2. Worked example of amending the branch home page

Go to the main braches page, either directly [www.railfuture.org.uk/branches](http://www.railfuture.org.uk/branches) or from the menu (“local action” then “branches”).

Choose your branch, say, Yorkshire, and click in the name on the left-hand side.

In Yorkshire’s case it would go to

<http://www.railfuture.org.uk/tiki-index.php?page=Yorkshire%20Branch>

The %20, which looks really ugly, is a space – the same could have been achieved by using a “+” sign:

<http://www.railfuture.org.uk/tiki-index.php?page=Yorkshire+Branch>

However, we also have short-cuts set-up and you could have entered:

<http://www.railfuture.org.uk/Yorkshire+Branch> – use this in publications

Spoilt for choice!

- [Devon and Cornwall](#)
- [East Anglia](#)
- [East Midlands](#)
- [Lincolnshire](#)
- [London and South East](#)
- [North East](#)
- [North West](#)
- [Severnside](#)
- [Thames Valley](#)
- [Wessex](#)
- [West Midlands](#)
- [Yorkshire](#)

Doing it this way simply takes you in to view mode, just like any other uses, except for some icons:

## Yorkshire Branch

The Yorkshire Branch covers the county of Yorkshire.

**Yorkshire rail user groups**

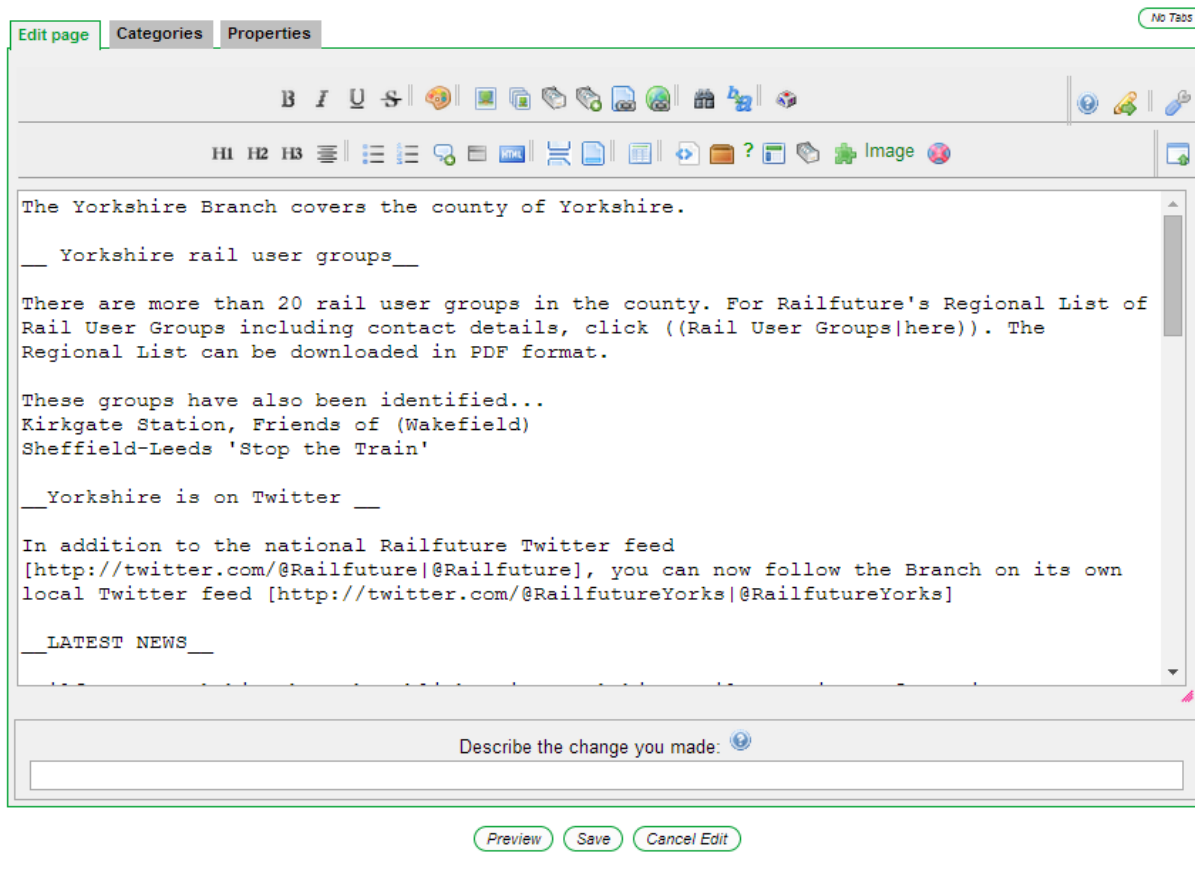
There are more than 20 rail user groups in the county. For Railfuture’s Regional List of Rail User Groups including contact details, click

The icon of a pen on a piece of paper allows the page to be edited. When you click on the icon the page will be re-displayed but this time with an edit box.

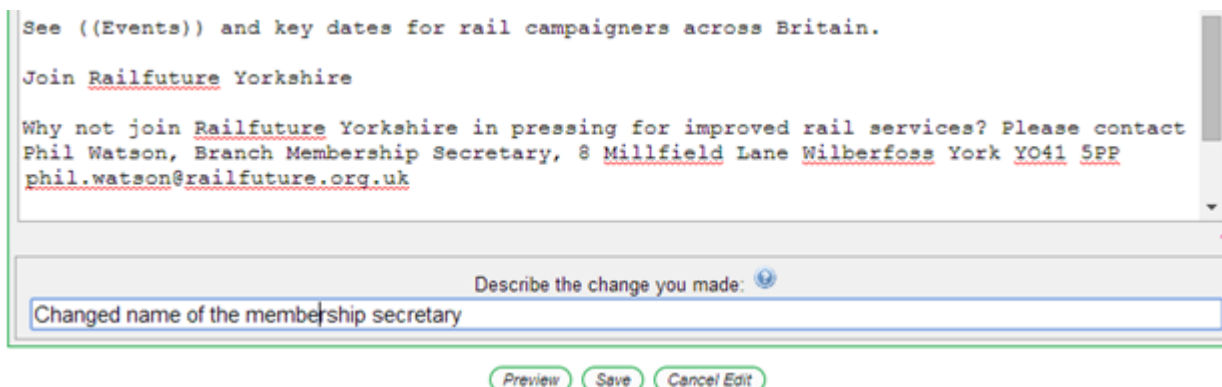


This is using the basic text, which enables you to see the Tiki syntax. Some people prefer the WYSIWYG (What you see is what you get) mode, which allows you to paste in something from, say, Word, but there are a few issues with WYSIWYG. You could create a page in Word, then paste it in using the WYSIWYG and then switch to text mode to fix anything that isn't quite right and then preview and save it.

**ranch**



Scroll down in the window and change the text you want. Also put an explanation of how you have change the page. This helps auditing and also to back-out a change.



You can preview, but this will not save it, and you only have a certain amount of time before it will time out. You'll need to press Save.

It should display the new page. If you are not happy just edit it again. If you made a complete mess of it the change can be reverted. Move the mouse over the icons to see what they do.



You didn't need to go through a menu to get to the branch page. If you knew the name you could just have entered it in the 'Quick Edit' box and clicked the button.

Note: email addresses can be harvested and used to send spam unless they are predicted. There is only one safe way to enter an email address in Tiki, which is without any brackets e.g. "jerry.alderson@railfuture.org.uk". Tiki will use the '@' to recognise it as an email address and automatically turn it into a hyperlink. The downside is that the value displayed on the page must be the full email address, but it is safe to do so. If you use: "[jerry.alderson@railfuture.org.uk|Jerry]" it will NOT be protected.

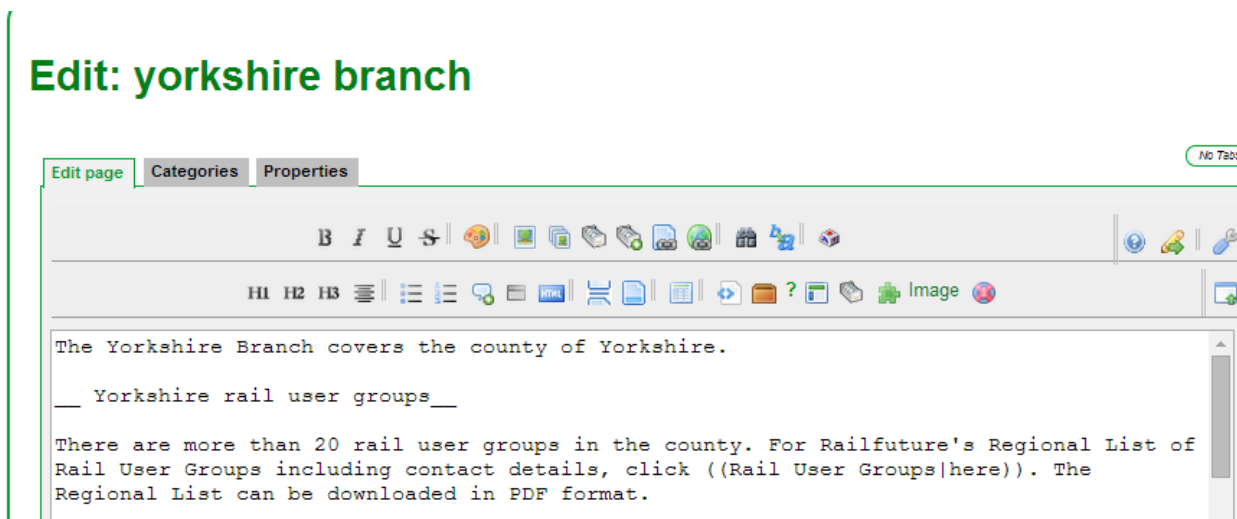
### Quick Edit a Wiki Page

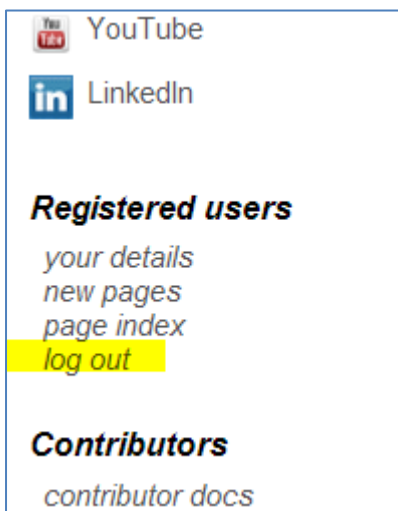
### Online Users

1 online user  
Jerry Alderson

But make sure you type "branch" correctly (unlike above), otherwise it will try to create a new page for you!



When you are finished, logout:



### Website pages for National Groups

The home page for the national campaigning groups is:

<http://www.railfuture.org.uk/National+Groups>

For example, Passenger Group's page is:

<http://www.railfuture.org.uk/Passenger+Group>

The examples in this document have been for branches but the Tiki advice applies equally to the national groups.

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*This guide is a work in progress will be updated for more examples later.*

### Known Technical Problems

Internet Explorer, in particular, has some issues with Tiki and the pages can hang. These tend to relate to older versions of IE (which has been renamed to Edge in later versions). Generally all other browsers work fine.

Google Chrome shows some rogue SEP characters in the text. It is unclear why this happens, but the characters can be removed by editing the page.

### Other Guide

There is also a Twitter guide to show branches how they can use it – please ask Jerry for a copy.

END