Sweetpotato Knowledge Portal

A little knowledge in *use* is worth infinitely more than a lot of *idle* knowledge

Jens Riis-Jacobsen

Help: jriis@cgiar.org or

Karen Ayabei karenchumba@yahoo.co.uk

Help Uganda: Shifah Mulu [mshiphar@gmail.com]

Why a knowledge portal?

- Help sweetpotato scientists and development professionals do our job better
- Help people keep up to date, solve problems and make better decisions
- Strengthen the sweetpotato community of practice
- Facilitate networking and collaboration
- Develop a common language
- Diffuse best practices
- Cross-fertilize ideas and increase innovation
- Enhance the 'memory' of the sweetpotato community

Key elements of portal

- All members are equal
- Respectful tone of debate (no politics, no fights etc)
- Sweetpotato knowledge structure organizational principle for the content
- Portal work in English (default), French, Portuguese, and Spanish, and include translation tools
- Easy to find information
- Easy to add information (but only members can add)
- Optimized for low bandwidth conditions (few clicks, few page updates, low resolution graphics etc)
- User friendly, and little or no training needed.

How to find information

- Dynamic search field (write a few letters and search results start appearing)

- Latest updates show on front page, and or each topic and sub-topic (no need to click on folder to see what is new)

- Links to sub-topics and recent updates on topic pages e.g. Germplasm

How to navigate with few clicks (important on slow connection)

- Use Dynamic Search and arrive with one click
- If the information is new use Latest Updates and arrive with one click
- Use Topic pages and links to sub-topics and recent updates (2-3 clicks)
- Use "bread crumb" trail on top of page to go back up in hierarchy :
  - You are here: Home › Sweetpotato introduction › Users Guide › How to become a member?
- Use menu navigation

How to become a member

1. **Go to** www.SweetpotatoKnowledge.org
2. In the upper right corner **click on Register**
3. This will open a Registration form. **Fill in all the form**, or as a minimum the ones marked with a red square.
4. Once you have filled it in click **Register**
5. After registration SKP will offer to log you in, but you will still not be able to add content, as this requires the SKP manager to assign you permissions**. Normally, you should have been assigned the permissions by next day, and you can then log in and proceed to add content**.

Understanding Content

1. **Folder/Menu**: Help organize content logically
2. **File**: Existing Word, pdf etc document that is uploaded, good for large documents
3. **Page**: Similar to Word document, but written directly online (or copy/paste), good for small simple documents
4. **News**: Similar to Page, but mainly of temporary interest, show in special News section
5. **Event**: Event added to Calendar
6. **Link**: Link to external or internal page
7. **Institution**: Special folder for institution
8. **Project**: Special folder for Project
9. **Private Project**: Folder where user can limit access to project members

How to add content?

- Note: To add content you must first become a member and have permissions assigned (may take a day)
1. Login to Sweetpotato portal
2. Go to the place where you would like to STORE the content (Note: **Content is stored where you create it**)
3. Click on the type of content you would like to add
4. Fill in the relevant fields in the form that appears (Minimum is **title**, and all fields marked with red square are cumpulsary)
5. **Click Save**
6. Revise the content and **Publish it**

jriis@cgiar.org