Library Administrator Guide for www.decisonprofessionals.com on Captavi
June 6, 2017

Questions about this document? Contact the Knowledge Sharing Council (Tim Nieman at tim@decapps.com).

General Description
The Knowledge Content Library ("Library") contains the knowledge content on the site, typically stored as Articles in the Captavi framework. Web pages are also used to provide various forms of access to Library "article" content.

Articles are a specific type of resource that can be structured so that searches can easily be made for our purposes. There are numerous fields to fill out when setting up a resource (e.g., webinar, presentation) as an Article. The following describes the approach of the current site so that someone attempting to make future changes will understand the original intent in how this is constructed.

Sorting of Items Returned from a Search
The Article editor in Captavi has a field labeled "Sort No". Ordering of returned searches sorts on this entry first in ascending order. For items with the same number, the sort will occur next on what is entered in the "Start Date" field, with most recent articles first, and then alphabetically by what is entered in the "Display Name" (note the alphabetical sort sometimes seems to fail for items with the same sort number and start date).

The selected order for SDP library items is controlled as follows where there are multiple sources of content in a search.
1. Webinars
   a. Sort No. is defaulted to 900 for DA Fundamentals and 910 for Invited Talks, with the Start Date set to the delivery date of the webinar to ensure sorting by date delivered.
   b. Webinars with the same Sort No. are sorted by the date of the webinar, more recent ones first.
2. Conference Presentations
   a. Sort No. is defaulted to 1000, with the Start Date set to the date of the conference to ensure sorting by date delivered. If available, the session times are also used to cluster talks by session. Because more recent dates/times come first, this means that the sessions are shown in reverse order for a given conference. Otherwise, alphabetic sorting will be by default.
   b. Presentations are thus sorted first by year, with most recent first, then alphabetically
3. Publications
   a. Publications (books) are sorted by popularity based on a rough census taken at the 2014 DAAG meeting, and supplemented with a survey of Fellows in late 2016. The sort may need to be revisited in the future.
      i. Sort No. is used to define the order, starting with 2000 and proceeding by increments of 1 or 2. (Numbers used are 2000-2098 as of 12/16/2016). Some blanks are left in the order to allow for insertions.
   b. Publications (journal articles) are sorted so that they follow books, and then first by whether they are from the Blue Books, and then by date.
      i. Blue Books are assigned numbers from 2101 to 2149 corresponding to the 49 articles.

ii. Other journal articles are assigned the Sort No. of 2200, and the date of publication is entered to guide further sorting.

Webinar design

Webinars are a members-only resource (with a few exceptions) so the full archived videos are behind the paywall. A short excerpt of each video is available to the public. There is a 2-layer structure.

1. The "top layer". Constructed as Articles, each webinar has a publicly viewable description of the webinar, an embedded YouTube excerpt (1-3 minutes), and a link to the page with full video, and sometimes to pdf and/or audio files. The excerpt typically is edited to removed most introductions of speaker backgrounds and focuses on providing the viewer with an introduction to what the talk is about. A trailer is added to the end to point people towards joining the society to see the full videos. These excerpts are posted to the SDP YouTube channel as Public videos.

2. The "bottom layer". Constructed as Web Pages, a brief description of the webinar and an embedded YouTube of the full video, plus access to any other files (pdf, audio, etc.). This page is typically member restricted. The full video is typically edited to removed material at the beginning of the video about the society, and begins with the actual webinar content. These videos are posted to a separate dedicated "Full webinars" YouTube channel.

Blue Books design

Any Blue Books for which we have author and publisher permissions are a members-only resource, so the full texts of these articles are behind the paywall. There is a slightly convoluted structure that ensures that these articles show up in Library searches and ensures that access to the full articles is behind the paywall.

1a. There is a separate Article in the list of book publications where one can link to Amazon for purchase of the full Blue Book, accessible from the list of Publications under Library search. This page also lists all of the Blue Book articles with a short abstract. Next to each listing is a link to an associated Web Page with the full text version for each, or if we do not have permissions, to the online location of information about the article.

1b. Constructed as separate Articles, each Blue Book article also has a publicly viewable abstract of the article, and a link to the page with the full text version. These pages will show up in any relevant Library Search without having to go through the previous Blue Book list.

2. Constructed as Web Pages, a link to the full pdf of the paper (if we have permissions). This page is member restricted.

Facilitating General Searches

Most Library content consists of video or pdf files. The general search functionality in Captavi will not scan through either of those. It will however find anything included in the title or description entered for the Article. To help aid the general search capability, each Library item is skimmed at the time of posting to ensure that keywords are included and available in the Article description for search to find. This is done in two ways.

1. If a keyword is not already included in the abstract for the item, it is added to a "Keywords" section at the end of the abstract.

2. Important topics that are expected to be searched by members are also assigned a cryptic version of the keyword. This methodology is primarily used at this point to create searches within the DecisionPedia, but may be useful for further development. Cryptic notation is used

within DecisionPedia search methods to avoid inadvertent selection of word combinations that don't belong in a search result. For example, the words "game" and "theory" may exist in a description without pertaining to "game theory". A full list of the cryptic words is included below in the description of the DecisionPedia.

DecisionPedia design
DecisionPedia pages are guided by a common template. To create a new DecisionPedia page, it is best to copy the html of an existing page and edit from there. The details of what html to change are not included here – the user should be vigilant in ensuring that all searches and links are set up correctly and tested.

To create links to library items by media type, go to General Search in the Library, set the Type to the *Topic*, then enter a keyword under Description to get the right media – enter Webinar, DAAG, Publication. To create links to library items by industry, go to General Search in the Library, set the Type to the *Industries*, then enter a keyword under Description to get the topic.

A set of cryptic tags are planted in the article descriptions to identify specific topics within searches. As described above, cryptic notation is used to avoid inadvertent selection of word combinations that don't belong in a search result.

Framing & Structuring	framestruc
Soft Skills and Facilitation	ssfacil
Framing Tools & Methods	framtool
Objectives hierarchy	objhier
Decision hierarchy	dechier
Strategy Table	strattab
Alternatives generation	altgen
Influence Diagram	infldiag
Analysis & Modeling	anamod
MUA / Value FT	multobj
Value Focused Thinking	vft
Swing weights	swingwt
Consequences table	conseqtab
Risk and Uncertainty	riskunc
Discretization	discz
Expert interviews	expint
Tornado chart	torncht
Sensitivity analysis	sensanal
Probability assessment	probass
Risk aversion	riskaver
Risk analysis	riskanal
Scenario Analysis	scenanal
Modeling	modtree
Decision Tree	dectree
Simulation	mcsim
Big data analytics	bigdata
Optimization	optz
VOI / VOC/ RO	voivoc

Value of information	valoi
Value of control	valoc
Real options	realopt
Portfolio Decision Analysis	portda
Portfolio analysis	portanal
Portfolio management	portmgmt
Strategy development	stratdev
Organizational Capability	orgcap
Implementation of DA	implda
Adoption of DA	adoptda
Value of DA	valued
Raiffa-Howard award	raifhow
Culture	cultr
Decision quality	decqual
Project execution	projexec
Training and Development	traindevel
Embedded DA	embedda
Additional Topics	
Cognitive Biases	cogbias
Game Theory	gtnegot
Societal Decisions	socdec
Non-profits	nonprof
Personal Decisions	perdec
Medical decisions	meddec
Business Development	busdev

Tags for Creating Drop-down Menu Searches in the main Library banner

Website tags for "Search By Topic"
Cognitive Biases
Soft Skills & Facilitation
Multi-attribute / Value Focused Thinking
Portfolio Decision Analysis
Game Theory / Negotiations
Framing and Structuring
Analysis and Modeling
Organizational Capability
Embedded DA
VOI / VOC / Real Options

Website tags for "Search By Industry"
Energy
Healthcare & Pharma
Government & Military
Non-Profit & Societal
All Industries (note this captures all industries other than those listed above)
Other (this category captures items that don't categorize into any type of industry or organization)

Publications
Archived Webinars = DA Fundamentals Series
Archived Webinars – Invited Talks
Conference Presentations

Larger list of Keywords used in descriptions to facilitate general searches
By Topics (tools, techniques, situations, impacts, etc.)
<<this list is not necessarily complete. Need to go thru webinars and grab more>>

Industries (not directly captured in Industry dropdown)
- Agriculture
- Airlines
- Finance
- Hydropower
- Manufacturing
- Military
- Non-profit
- School
- Technology
- Consumer products
- National Intelligence Agencies

Tools and Analyses
- Analysis
- Benefit-risk
- Big data analytics
- Consequences table
- Decision hierarchy
- Decision Tree
- Discount rate
- Efficient frontier
- Influence diagram
- Markov chain
- Modeling
- Multi-attribute
- Multi-objective
- Objectives
- Objectives hierarchy
- Optimization
- Options
- Portfolio analysis
- Portfolio management
- Probability assessment
- Project ranking
- Real estate diagrams
- Risk analysis

- Risk Matrix
- Scenario Analysis
- Sensitivity Analysis
- Simulation
- Six Hats
- Strategy Table
- Swing weights
- Systems analysis
- Tornado chart
- Tornado diagram
- Value of information
- Value of control
- Value of flexibility

Process
- Alternatives generation
- CPDEP
- Decision process
- Expert interviews
- Facilitation
- Framing
- Peer review
- Problem definition
- Soft skills
- Strategy development
- Structuring

Situations
- Adoption of DA
- Business development
- Climate change
- Coaching
- College
- DA adoption
- Decision support
- Development
- Drilling
- Education
- Implementation of DA
- Instruction
- Mediation
- Medical
- Natural resource
- Negotiations
- Non-profits
- Personal decisions
- Policy
- Reliability

- Societal decisions
- Teens
- Terrorism
- Training
- Water

Other
- Asymmetric risk
- Bias
- Capitalism
- Capital constraint
- Cognitive biases
- Correlation
- Culture
- Decision maker
- Decision Quality
- Dependency
- Discretization
- Diversification
- Economics
- EIS
- Embedded DA
- Expert panel
- Game Theory
- Learning Organization
- Monetary equivalent
- Natural capital
- ODQ
- Organizational capability
- Patients
- Percentiles
- Physicians
- Platform
- Price elasticity
- Project execution
- Raiffa-Howard
- Real options
- Requisite decision models
- Risk
- Risk aversion
- Social capital
- Stakeholder
- Swanson Megill
- Uncertainty
- Value of DA
- Value Focused Thinking

Companies

Abbott Labs
Air Force
Amgen
Arizona State University
AT&T
Attwater Consulting
Baxter
Bayer
Bell Canada
BP
Boehringer Ingelheim
BristolMyersSquibb
Chevron
Coast Guard
Confident Choices
ConocoPhillips
Cornell University
Data Machines
Decision Education Foundation
Decision Frameworks
Decision Strategies
Defense Resources Management Institute
Deloitte
Delta
Duke University
DuPont
GlaxoSmithKline
Eli Lilly
Endeavor Management
EpiX Analytics
European Medicines Agency
ExxonMobil
General Motors
Hess
IBM
Indianapolis Symphony Orchestra
Innovative Decisions
Johns Hopkins University
Johnson & Johnson
Keen Strategy
Kodak
Korsair Children's Hospital
KRE
Kromite
London School of Economics & Political Science
Lumina Decision Systems
Macway Uhl

Marine Corps
Market Research
Massachusetts General Hospital
MediaOne
Merck
NASA
National Intelligence Agencies
National Security Agency
Naval Postgraduate School
Nexen
Northwestern University
Nova Chemicals
Nova Gas
Novartis
Open Options
Petrous
Philips Healthcare
RAK
Rand Corporation
Rohm and Haas
Scientific Metrics
Shell
SmartOrg
Stanford University
Strata Decision Technology
Strategic Decisions Group
Syncopation
Syngenta
Texaco
Thurston High School
TransCanada Pipelines
United States Geological Survey
United States Military Academy
University of California Los Angeles
University of Houston
University of Illinois
University of Massachusetts
University of Texas
Unocal
Value Creation Associates
White Deer Partners
Whitney, Bradley & Brown

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