

# **Bios Editing in Zambia**

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November 2011

## **Abstract:**

Zambia is a piece of Conference Management Software. This document is a "How To" guide to editing the various bios type entries for the Zambia FFF-branch instance for your conference. This is still a work in progress.

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## 1 Introduction

The biographical information for your presenters is an important part of the convention experience that Zambia manages. This is part of how people decide they want to attend your convention and part of what they might want to do when there. From a presenter's point of view, the biographical information is a way to connect with their fan-base, to allow contact, give information, or arrange for continued interactions. From a con manager's point of view, managing biographical information is fairly work-intensive, and one of the things that doesn't exactly scale.

There are several pieces that make up the biographical information matrix within Zambia. Few, any, or all of the elements can be chosen to be deployed and customized to the desire of your particular convention or set of conventions. Currently the biographical information is designed to be held in a shared database, which lies outside of a specific convention, so that, while the information is available and editable within that convention, when the information is updated, it is updated across all the conventions served from the same server. Therefore the updated information is available across multiple convention instances. Not all of the conventions will necessarily use all of the information.

## 2 Biographical Information Matrix

The biographical information Matrix is made up of four different values. They are the types of biographical information, the status of a biographical element, the destination for the biographical element, and the language that that element is written in. There are limits applied to the various sizes of the entries, governed by the PublicationsLimits table.

### 2.1 Types

The (extendable) types that are currently in use are:

- uri: The set of Uniform Resource Identifiers (URLs, URNs, etc) that are available on your Zambia site, for people to follow. Most HTML markup works with this type. Examples include mailto references and webiste references.
- bio: The written biographical descriptive information.
- name: The name to be used in each circumstance
- pronoun: The preferred pronoun.
- twitter: A series of white-space separated twitter addresses.
- facebook: A series of white-space separated Facebook addresses.
- fetlife: A series of white-space separated FetLife addresses.

### 2.2 States

The states that are currently in use are used as a flow for the information and communication around such.

- raw: This is the information provided by or updated by the presenter when they have been granted access to Zambia. They might update this, and that will show as differences between this state and the "edited" state and/or the "good" state. This allows for unknown people to put unknown references and information on your web-site. Beware.

- edited: This is intended to be the mid-step, the negotiation point between the people responsible for what is being published in the literature and on the web, and the individual presenters, it is presented to facilitate dialogue, and everyone can see how it is to be presented, should it be approved. Once the "edited" state and the "raw" state are in agreement due to the collaboration between the staff and the participant, it would be considered ready for promotion to the "good" state.
- good: This is what is slated to be published. Once the "edited" state information matches the "raw" state information, that bio element should be promoted to the "good" state. If further changes to the "raw" state information happen, because a participant has edited the information, the process begins again. various publishing media.

## 2.3 Destinations

The possible destinations for each of the types, determines where that particular information is going to be used. Each of the limits set in the PublicationLimits table is both Type and Destination keyed, so, for example, the limit for the information published on the web might be more verbose (or in a different format) than that published on the badge, or in the con hard copy publications.

- web: To be published on the web, on the larger website, and in the KonOpas subset, if that is chosen to be used.
- book: To be published in a hard copy format, a book, a pamphlet, or the like about the con.
- badge: To be published on a name-badge type object, so that a subset of the information is immediately available at a glance.
- staffweb: As for the web, but for staff bios, which might be different from present or vending bios.
- staffbook: Similar to staffweb, for the staff bios which might be different from presenting or vending bios.

## 2.4 Languages

The language field is designed to contain any of the various language elements. Currently en-us and fr-ca are the two expected ones, as a hold-over from the original "secondary language" concept of Zambia when it was used for a Canadian event. Starting any language will allow it to be flexible enough to have it show up in the appropriate tables. Just adding to the LANGUAGE\_LIST searches for each/all of the languages listed. While this is a first step in the internationalization of this software, expanding the rest, along these lines is expected and planned for. Each of the other elements, the various verbiage on the pages, and in the reports will pull from similar tables, able to be customized off of, or feed concurrently, depending on the design the multiple languages available. All of the biographical information is designed to be subsequently displayed, rather than switched on the \$\_SESSION['language'] variable.

## 3 Pages

### 3.1 StaffManageBios.php

[StaffManageBios.php](#)

This is the starting point for managing the biographical and descriptive information data that will be published. The specific grids are:

- the presenters
- the staff
- the schedule elements
- the volunteers
- the vendors

Each of the tables on this page (illustrated below) address different sets of information. There might be some overlap, for example a staff member might also be a vendor, or a presenter, so information might be accessible via several paths. Every table cell will allow you to click through, and address whatever biographical elements need updating.

The rows are organized around the states with the first three rows indicating missing entries for the "raw" state the would appear in the first row, or missing elements in the "edited" state or "good" state that exist in the "raw" state in the second and third. The fourth through sixth rows are comparisons to find which elements don't match. The fourth row being if the "raw" state elements and the "edited" state elements don't match. The fifth a comparison between the "raw" state and "good" state. The sixth being between the "edited" state and the "good" state. Then, the final row is for if everything across all the states match each other. The goal is to achieve everything listed in the final row.

The columns are a combination of the various languages available and the types and destinations of each element.

To bring up the list of individuals in any particular category of missing, incorrect, or even correct information, simply click on the number of elements in the state you wish to work with. In the example below, there are seven individuals who do not have an edited en-us web entry in the biographical information matrix. By clicking on the "7" in that section of the table, you bring up the list of participants who's elements need editing.

The table might resemble the following:

Table 1: Staff - Manage Participant Biographies

Count of the States of the bios	en-us name web	fr-ca name web	en-us name book	fr-ca name book
Missing raw bio			3	6
Missing edited bio	7	16	21	5
Missing good bio	59	59	59	59
Raw bio doesn't match edited bio	17	11	18	19
Edited bio doesn't match good bio	12	9	28	46
All bios match	5	3	4	

Once the particular subsection for editing has been picked, you will be provided with a list of names in this category, so you might choose the one(s) to be edited. Illustrated below.

The three columns in this table are:

- Participant: Each name in this column is a link that will bring you to the page referenced by section 3.2 for the individual chosen, so the "edited" state can be updated. Also from here is where the information might be promoted to the "good" state if everything is in agreement.
- Edit Full: Each name in this column is a link that will bring you to the page referenced by section 3.3 to edit the "raw" state of the information on the participant chosen. This is the

full information we have on an individual, in case that such information is necessary to find out more about who they are, or if there are any notes, or the like to assist you with the biographical information editing.

- Currently being edited by: This column indicates the individual who is the one editing the particular individual's information at this time. Please, do not choose to edit the biographical information of someone who is locked by someone other than you.

The table might resemble the following:

Table 2: Staff - Manage Participant Biographies Subedit

Participant	Edit Full	Currently being edited by
Mr E.	Mr E.	
Joker	Joker	Str8mn
Batman	Batman	The Riddler
The Riddler	The Riddler	Batman
Catwoman	Catwoman	
Cartman	Cartman	
Robin	Robin	

There is also the "return" link, just above the table, that brings you back to the page referenced by the table "Staff - Manage Participant Biographies", in case you are done with this particular subset of individuals, and wish to deal with others.

### 3.2 StaffEditBios.php

#### StaffEditBios.php

This page is where an individual's information is edited from the point of view of the con staff. Once this page is opened for a participant, the editing individual's name will be placed in the "Currently being edited by" column, so two people don't try to edit the same bio information at the same time.

There are two links at the top of the page. The first is the individual's name and will lead you to the page mentioned section 3.3, in the mode of editing the participant chosen, and the return link, which will bring you back to the table above on the page from section 3.1.

Any of the "Save Whole Page" buttons will save the current state of the entire page, and clear the "Currently being edited by" flag.

The "Promote ... to good." links will only show up if the "raw" state information matches the "edited" state information.

The "Good entry exists for ... Biography" informational statement is there to let you know that the information has been promoted all the way up to the "good" state at least once before.

The design of this page has a series of elements, alternating "raw" state and "edited" state boxes, with the "raw" state boxes there for copying purposes, for they are not malleable. Which entries are available are dependent on what access the individual has. The ordering of the elements on the page will be something like:

- raw uri book en-us
- edited uri book en-us
- raw uri book fr-ca

- edited uri book fr-ca
- raw uri web en-us
- edited uri web en-us
- raw uri web fr-ca
- edited uri web fr-ca
- raw bio book en-us
- edited bio book en-us
- ...

There might be style guide for the formatting of the information in each of the informational entries. Things like:

- Each of the web and book bios entries are pre-pended automatically with the web and book name entries, bios should be written in the third person, and start with a space character.
- Multi-entry web uri entries should be separated by a web-style line-break.
- Multi-entry book uri entries should be separated by a double-colon

The database is (by default) a Latin-8 character set, so anything in the entries that is outside of that character set, will, most probably either be replaced by "?" or break the entry.

Entries into the blocks can be as long as you like, but, they will be length-checked, and rejected if they are longer than the limits set by the PublicationLimits table.

### 3.3 StaffEditCreateParticipant.php

#### StaffEditCreateParticipant.php

While this page is of more general use (which is more fully documented in the Presenter Flow Document) if absolutely necessary it can be used to modify the raw biographical information. The raw state of all of the types (uri, facebook, bio, etc.), destinations (web, book, badge, etc.), and languages are available to be edited on this page.