



User's Manual

Imprint

Dito User's Manual, Version 1.0 (31 Oct 2003)
for Dito 2.0

Author: Josef Börding

Editor and Copyright ©:
Fraunhofer Institut Autonome Intelligente Systeme
Wissenskommunikation
Schloss Birlinghoven
53754 Sankt Augustin
Tel. (0 22 41) 14-27 26
Internet: <http://dito.ais.fraunhofer.de>

Dito development team:
Akram Abu-Haltam, Josef Börding, Andreas Echterhoff,
Eckehard Groß, Andreas Klotz, Oliver Märker, Ahmet Ocakli,
Lothar Oppor, Annika Poppenborg, Gernot Richter, Stefanie Roeder,
Ulrich Rottbeck, Stefan Salz, Andreas Schäfer, Winfried Tautges,
Angi Voß, Jürgen Walther, Josef Wehner, Viviane Wolff

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Dito – The Idea

Information

Discuss in a group or team, decide on materials available all the time to all participants.

Contributions

All participants contribute to the success of a discussion or a decision process. They all write contributions and make accessible supplementary files to the others.



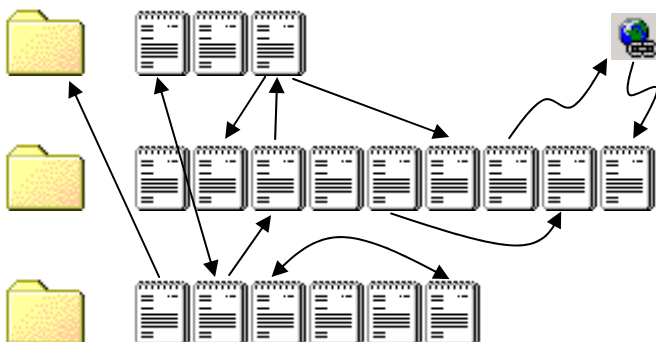
Sections

Sections are required to introduce a hierarchical structure (like folders). A editor manages the sections and contributions by summarizing contributions and moving them into appropriate places.



Links

Contributions may be linked as the editor likes it. There is no link restriction to threads or sections. The simplest case is the response to a contribution that will automatically be linked. During a discussion over the internet a web structure will be constructed. Links into the internet (hyperlinks) may also be used without restrictions¹.



¹ Links from the internet into a Dito section or to a Dito contribution are also available. The only restriction is that the reader of a section or contribution must have the appropriate access rights for reading.

Dito Overview

Information

Dito supports a broad spectrum of electronic discourses on problems of modern knowledge societies: participative problem solving, consensus finding, conflict mediation, consulting and learning in groups. On this and the following page you find the basic elements of Dito to form these discourses.

Basic elements

The basic elements of Dito are

Contribution	contributions in a discourse
Topic	a „leading contribution“ to which subsequent contributions may give further information
Section	„folder“ to store contributions
Attachment	any document attached to a contribution
View	different look to the contributions and sections for analysis
Link	hyperlinks connecting contributions in any direction; they link to contributions, sections, attachments, and into the internet
Trash	contains contributions, sections, and attachments for deletion; (the compact command does the final deletion)
Clipboard	for objects that are noted to be moved, linked, copied, or deleted

Actions

All actions may only be performed by users with sufficient access rights (see next page). Actions that are not available to the user will not be displayed. The Dito administrator or the manager of a community may assign access rights to users.

Contributions	write, read, edit, move, copy, delete, link, link to the internet, add attachment, send notify e-mail
Sections	create, edit, subscribe, move, copy, delete
Views	select, modify, filter, sort, search
Address book	view and edit address data; create new users, create communities, groups, and collectives

continued on next page

Dito Overview, continued

Acting users

Dito distinguishes the following users and roles:

Role	Allowed actions
Reader	read and navigate
Writer	write contributions
Editor	read, write, navigate, set links between contributions, create sections, move, copy, and delete contributions, create new users, manage user communities
Administrator	create user communities, select editor of a user community

It is useful to give reading access to a writer also.

Launch Dito

Prerequisites A web browser like Netscape, Internet Explorer.

Guest-Access Select the guest access to get the Dito „playground“. All contributions are visible to all other guests.

Call: `zeno8.ais.fraunhofer.de/zeno/forum`

Click on **Guest Login**.

Registered User The Dito administrator or the community manager will register users. Only the full name and the e-mail address of the user are required.

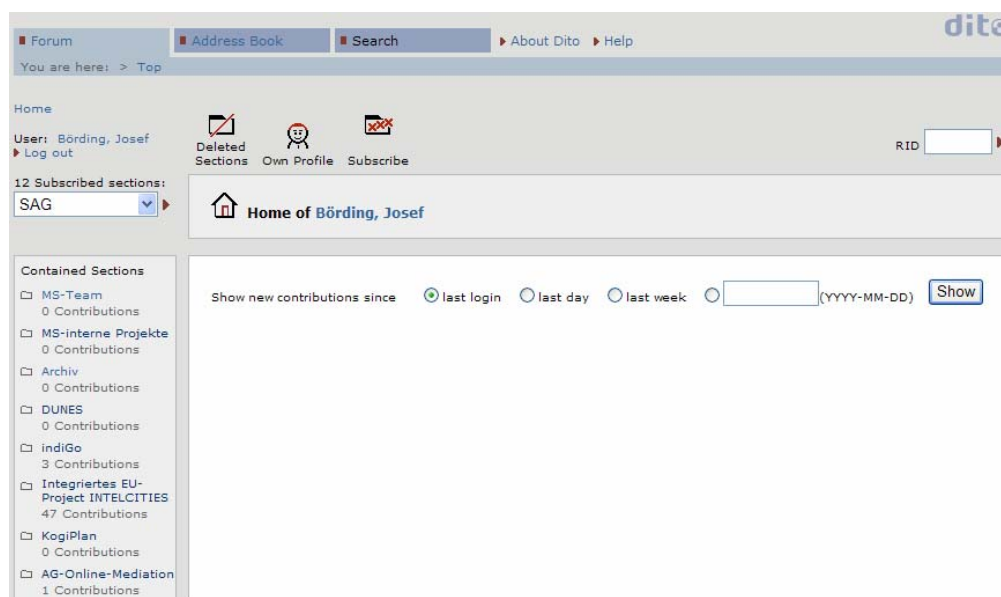
On registration an e-mail will automatically be sent to the registered user's address containing his login name and his personal password.

Dito-Login Call the Dito welcome page:
`zeno8.ais.fraunhofer.de/zeno/forum`

Enter your login name and your password, being sent to your on registration by e-mail.

Personal home page - Home

Information



After successful login you get your personal homepage, called Home.

Decide from which time period you want to see new contributions.

Jump directly from your current position to one of the subscribed sections (see p. 35) or into one of the contained sections displayed on the left.

Click one of the buttons that are available at any time:

Home	to jump directly to your personal homepage;
Forum	to view the currently selected forum;
Address Book	to open the address book (see p. 52);
Search	to start a full text search procedure in all Dito contributions (see p. 50);
> Top	to enter directly the top level of Dito sections (see p. 11).

Modified since last login

All changes in the subscribed sections since your last login will be displayed. This way you are all the time informed about all running discourses in Dito that are interesting to you.

Show new contributions

1. Select at "Show new contributions since" the time period from which you want to see current contributions.
2. Click the OK button.

continued on next page

Personal home page - Home, continued

View deleted sections (Editor)

Editors of a section get a "Deleted Sections" button to view all deleted sections they are editor in (see deleted sections view, p. 44).



View own profile

Users may view their own user profile, i.e. the data stored in the Dito address book. Depending on the access rights they may edit the profile or part of the profile (see details on p. 55).



Subscribe sections

Users may subscribe sections they have access to. Click the "Subscribe" button to subscribe or unsubscribe a section (see details on p. 35)

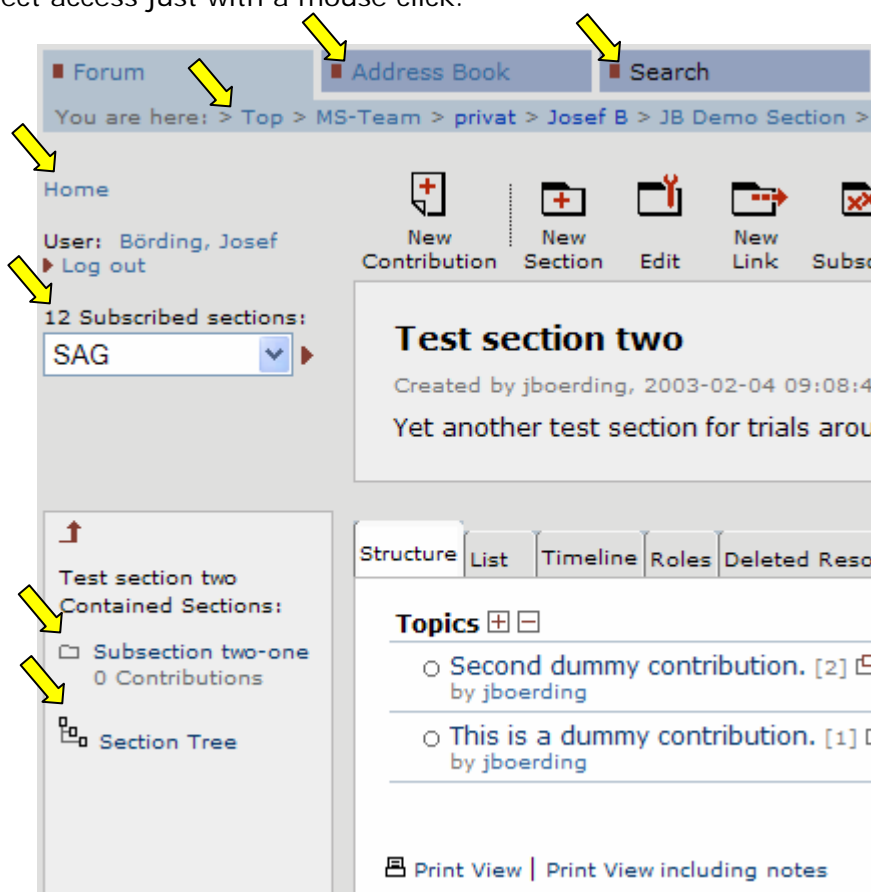


Navigation in Dito

Information

Dito offers buttons and hyperlinks in the top region and the left region of the Dito window for quick and easy navigation:

- buttons for **direct access**– Home, Search, and Address book;
- access **path** – nested sections; select the level in the path where you want to switch to;
- **subscribed sections** – select the section you want to jump to (the path will automatically be changed accordingly=;
- list of **contained sections** – you see a sections list with all direct subsections of the current section;
- **section tree** – create a new window with a section tree displaying all subsections of the current position; select any subsection for the direct access just with a mouse click.



Top section

Information

Dito is a large data storage. Users organize it by introducing a hierarchical sections structure. The topmost level is called the top section.

All Dito sections are subsections of the top section or of a section in a lower level.

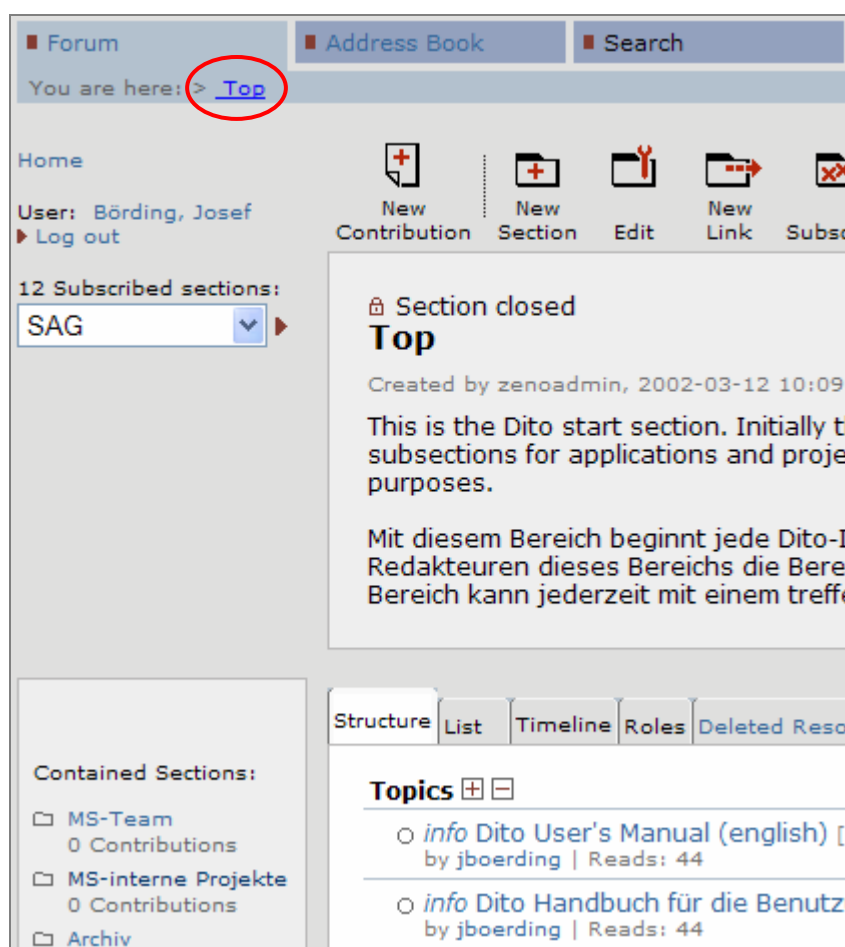
The top level is accessible from every Dito view.

Display top section

You are here: > Top > MS-Team > privat > Josef B > JB Demo Section

Click "Top" in the leftmost position of the path.

In the navigation area (left part of the Dito window) you see all subsections ("Contained Sections") of the top section.



Write a contribution



Information

Write own contributions as your contribution to a running discourse. This may be a new contribution, or a response on an existing contribution.

Write a new contribution

1. Select the section where you want to write the new contribution.
2. Click the „New Contribution“ button.



You get a form to write and indicate your contribution.

1. Select a **label** to indicate your contribution (labels are available in the section, prepared by the editor; see p. 29).
2. Write a headline to give your contribution a **title**. In some views only the contribution title will be displayed.
3. Write your contribution's **text**. Here you may write your contribution to the current discourse.
4. Give some **keywords** for the contribution (optional; very helpful for the global search function).
5. Decide on a **rank** for your contribution (optional, for sorting; large numbers will be displayed on top of the list).
6. Write time data, if required (**begin date, end date**). This will include the contribution in the time line view (see p. 43).
7. Mark the check box "**On response to this contribution inform the author**". So you will receive an e-mail every time after a response is written to your contribution.
8. Click the **OK** button after finishing your contribution.
9. Click the "**OK, Add Attachments**" button if you finished writing the contribution and want to add some attachments.

Links (see p. 19) can only be assigned after the contribution is available in a Dito section, i.e. after clicking the OK button.

continued on next page

Write a contribution, continued

Response to a contribution

A response contribution will automatically be linked with the original contribution. You may select a link label available in the section (managed by the editor).

1. Select the contribution to which you want to respond by clicking the contribution title. You will get the contribution view (see p. 15).
2. Click the "Respond" button.



You get a form to write and indicate your contribution.

1. Select a **label** to indicate your contribution (labels are available in the section, prepared by the editor; see p. 29).
2. Write a headline to give your contribution a **title**. In some views only the contribution title will be displayed.
3. Write your contribution's **text**. Here you may write your contribution to the current discourse.
4. Give some **keywords** for the contribution (optional; very helpful for the global search function).
5. Decide on a **rank** for your contribution (optional, for sorting; large numbers will be displayed on top of the list).
6. Write time data, if required (**begin date, end date**). This will include the contribution in the time line view (see p. 43).
7. Mark the check box "**On response to this contribution inform the author**". So you will receive an e-mail every time after a response is written to your contribution.
8. Click the **OK** button after finishing your contribution.
9. Click the "**OK, Add Attachments**" button if you finished writing the contribution and want to add some attachments.

Links (see p. 19) can only be assigned after the contribution is available in a Dito section, i.e. after clicking the OK button.

Edit / modify contribution



Information

Contributions may be edited by the editor at any time. Writers may edit their own contributions within a defined revision period (see p. 29).

Edit / modify contribution (Writer, Editor)

1. Select the contribution you want to edit.
2. Click the "Edit" button .



You get a form to edit your contribution.

1. Select a **label** to indicate your contribution (labels are available in the section, prepared by the editor; see p. 29).
2. Write a headline to give your contribution a **title**. In some views only the contribution title will be displayed.
3. Write your contribution's **text**. Here you may write your contribution to the current discourse.
4. Give some **keywords** for the contribution (optional; very helpful for the global search function).
5. Decide on a **rank** for your contribution (optional, for sorting; large numbers will be displayed on top of the list).
6. Write time data, if required (**begin date, end date**). This will include the contribution in the time line view (see p. 43).
7. Mark the check box "**On response to this contribution inform the author**". So you will receive an e-mail every time after a response is written to your contribution.
8. Click on an attachment if you want to rename, delete, or change it.
9. Click the **OK** button after finishing your contribution.
10. Click the "**OK, add attachments**" button if you finished writing the contribution and want to add some attachments.

The modified contribution is now available in Dito.

Contribution view und section view

Information

Depending on your current view (contribution or section) you get different tool bars.

The tools are contribution specific or section specific.

Additionally the visible tools depend on your access rights (see p. 41).

All tools in the contribution view



The following tools are available only in the contribution view:

- Respond
- New attachment

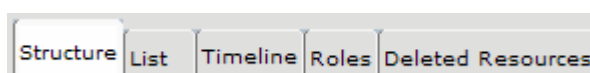
All tools in the section view



The following tools are available only in the section view:

- New contribution
- New section
- Subscribe

In the section view you get a tab line to select different modes of the section view (see views, pp. 38).



Contribution and Topic

Information

Dito distinguishes between a "topic" and a "normal" contribution. A topic is some kind of a leading article, ready for direct **responses**. This way a structured discussion will be made easy. All responses to a leading contribution are automatically linked to the topic. To make the link more precise you may select a link label (see p. 19).

One main **advantage** of topics is that moving or copying a topic will automatically include the whole structure of depending contributions.



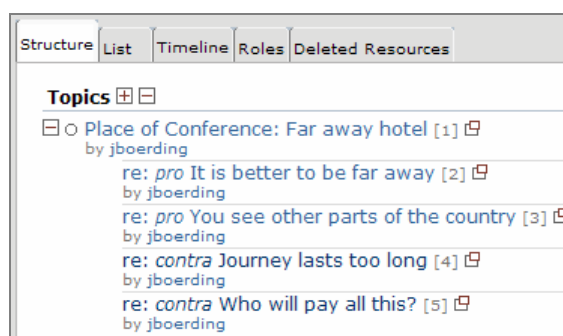
Each new contribution will automatically become a topic in the current section. The topic **icon** is a circle. #b#

Non-topic contributions are called **free contributions**. They are not linked to other contributions, and they are not responses to other contributions. Contributions that have been sent by e-mail will automatically become a free contribution (as long as they are not answers to other e-mails).

The structure view gives a indented overview of contributions and topics. First topics and their structure tree of responses will be displayed. Underneath – separated by a new headline – the free contributions are listed.

Examples:

A topic discussion in the structure view; the numbers in brackets indicate the sequence of writing:



The same discussion in the list view (part only; ordered by modification date; see list view details on pp. 40):



continued on next page

Contribution and Topic, continued

Contribution view of a topic

Clicking on a topic will display the contribution view together with a list of all contributions linked to this topic. This way a topic and all direct responses are available at one view.

The topic is indicated by a black circle, the currently displayed contribution is displayed by a red dot.

Notify that responses to responses are not directly visible. The topics concept is that there are only direct responses to a topic, and so only these direct responses are displayed. The structure view (see p. 39) also displays deeper nested structures.

Text of Contribution

Where shall we go with our great conference?
 The options are:
 - Stay at our town
 - Go to a near-by hotel
 - Go to a far-away hotel
 Please, give your arguments for one of the alternatives or against others.

Topic

- ☐ **Place of Conference: Far away hotel** [1]

by jboerding
 - re: *pro* It is better to be far away [2]

by jboerding
 - re: *pro* You see other parts of the country [3]

by jboerding
 - re: *contra* Journey lasts too long [4]

by jboerding
 - re: *contra* Who will pay all this? [5]

by jboerding

Print View

continued on next page

Contribution and Topic, continued

Make a contribution a topic (Editor)

Contributions that are not automatically topics (like e-mails sent to a section, see p. 45) may be marked in the current section to be a topic.

1. Enter the that contains the contribution.
2. Click the "Edit" button.
3. Scroll down the edit form. At the end you get a list of all contributions together with some properties (see figure).
4. Mark the "Topic" property of the contribution you want to make a topic.
5. Click the OK-Button (located above the properties list).



The selected contribution has become a topic.

	on the clipboard	Topic	deleted	locked against reading	closed
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topics					
<input type="radio"/> <input type="radio"/> Place of Conference: Far away hotel [1]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> <i>pro:</i> It is better to be far away [2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/> <i>pro:</i> You see other parts of the country [3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/> <i>contra:</i> Journey lasts too long [4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/> <i>contra:</i> Who will pay all this? [5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Link contributions



Information

Contributions may be linked in an arbitrary way. Contributions that are responses to other contributions will automatically be linked to the referred contribution (see topics, p. 16).

You decide on

- which contributions will be linked (at least 2);
- the direction of the link (from where to where);
- the link label (for instance "see", "info", "contra", "pro").

Link labels are section properties and will be defined or edited by the editor (see p. 29).

Link two contributions (Editor)

1. Open one of the contributions (source or target of the link) by clicking the contribution's title.
2. Click the "Note Down" button.



The contributions is noted to the clipboard for further actions.

3. Now open the other contribution that shall be linked by clicking that contribution's title.
4. Click the "New Link" button.
5. Select in the form displayed
 - a. the article you want to link (check the checkbox)
 - b. the direction of the link (i.e. which contribution is the source and which is the destination of the link);



Example: Establish a link between the contributions
 12230 „You see other parts of the country“ (= current contribution that shall be linked) and
 12259 „This is a dummy contribution“ (= contribution noted down on clipboard).

New Internal Link		
(This resource)	Label and Direction	Resource(s) to be linked
	<input type="radio"/> ← <input checked="" type="radio"/> see <input type="radio"/> → <input type="radio"/>	<input checked="" type="checkbox"/> This is a dummy contribution. [12259]

- c. a link label for the new link; select a link label available in the current section (here it makes a difference in setting up a link: the position of the contribution you open to establish the link decides on the link labels).
6. Click the OK button.

The link between the two contributions is established.

continued on next page

Link contributions, continued

Results of the example link

Links displayed with the contribution "You see other parts of the country" (current resource). There is an **outgoing link** to "This is a dummy contribution" in another section.

● **re: pro You see other parts of the country** [3] 
 by jboerding
 → see ○ **This is a dummy contribution.** in  **Test section two**

Links displayed with the contribution "This is a dummy contribution" (current resource). There is a **incoming link** to "You see other parts of the country".

○ ● **This is a dummy contribution.** [1] 
 by jboerding
 ← see  **pro You see other parts of the country** in  **Testsection 1**

Link labels (Editor)

Select a link label on establishing a link.

The link labels depends on the section (see p. 29) where you clicked the "New Link" button. You may only select links labels available in this section.

If you move a contribution from one section into another the link label does not change. Also a link label does not change if you edit the link labels of the section at a later time. Modification of link labels will be done by editing the link (see p. **Fehler! Textmarke nicht definiert.**)

continued on next page

Link contributions, continued

Delete link

Alternative 1: Links will automatically be deleted on deletion of one of the linked contributions.

Alternative 2: Delete the link that is no longer required.

1. Open the contribution that is the source of the link you want to delete.
2. Click the "Edit" button.
3. Scroll down the edit form. At the bottom you find the links.
4. Click the link you want to delete.
5. Delete the link by clicking the "Delete" button.



Internal Link

Source:
You see other parts of the country [12230]

Target:
This is a dummy contribution. [12259]

The contribution view will be displayed again. The previously selected link is deleted.

Attachment for a contribution



Information

A contribution may have attached files. The document type of attachments is arbitrary.

We recommend to write short abstracts regarding the content of attached files. So other users are informed about the attachments without having to open them.

It is also helpful to give good names to attachments. Sometimes version numbers are useful as well.

Attach a file

1. Open the contribution to attach a file.
2. Click the "Add Attachment" button.
You get a form to find the attachment file on your local computer.
3. Click the „Browse“ button and select the file you want to attach.



Attachment for contribution: "You see other parts of the country"

Input File:

Rename:


4. Enter – if required – in the "Rename" line an alternative name for the attachment, or leave it empty.
5. Click the OK button if this is the only file you want to attach.
Click the "OK, Add further Attachment" button if you want to attach another file.

The selected file has been attached to the contribution.

Text of Contribution

It is allways a good idea to travel around someones home country. People often know faraway parts of the world and have not seen the beauty of the own country.

Attachments

 Lake-District.jpg

continued on next page

Attachment for a contribution, continued

Update attachment

Sometimes attachments have to be updated by exchanging an old file with a new one. Most times the name of the attachment will not change.

1. Open the contribution whose attachment you want to update (exchange).
2. Click the "Edit" button.
3. Scroll down the edit form to the bottom. There you find the attached files.
4. Click the file that shall be updated.
5. Click the "Browse" button and select the file that will replace the current attachment.
6. In the "Rename" line the previous attachments name is written automatically. Renaming in one action with replacement is not possible. If required, do it in another edit cycle (see below).



Attachment for contribution: "You see other parts of the country"

Input File:

Rename:

7. Click the "Replace" button.

The edit form closes. The attached file is the new one.

Rename attachment

1. Open the contribution whose attachment you want to rename.
2. Click the "Edit" button.
3. Scroll down the edit form to the bottom. There you find the attached files.
4. Click the file that shall be renamed.
5. Enter a new name in the "Rename" line.



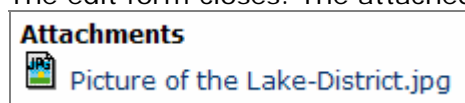
Attachment for contribution: "You see other parts of the country"

Input File:

Rename:

6. Click the OK button.

The edit form closes. The attached file has a new name.




continued on next page

Attachment for a contribution, continued

Delete Attachment

1. Open the contributon whose attachment you want to delete.
2. Click the "Edit" button.
3. Scroll down the edit form to the bottom.
 There you find the attached files.



Attachments:  [Picture of the Lake-District.jpg](#)

4. Click the attachment you want to delete.

Attachment for contribution: "You see other parts of the country"

Input File:

Browse...

Rename:

OK

OK, Add further Attachment

Cancel

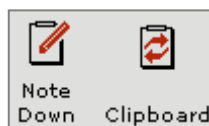
Replace

Delete

5. Click the "Delete" button.

The edit form will be closed. The attached file is deleted.

Move a contribution



Information

Move contributions from one section into another to adapt your information structures.

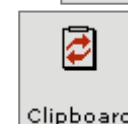
Moving a contribution will delete the contribution in one section and insert it into another section. The clipboard is the transfer tool.

Moving a contribution is not a physical movement but a renaming of the containing section. As a consequence all incoming links to the contribution and all outgoing links from the contribution will be conserved.

Possibly the contribution labels and link labels in the source and destination section are different. Moving a contribution will not alter the labels. You have to edit the contribution to modify labels.

Move a contribution using the clipboard (Writer, Editor)

1. Open the contribution you want to move.
2. Click the "Note Down" button.
3. Next open the destination section for the movement.
4. Click the "Clipboard" button.
5. Find the noted down contribution in the clipboard form. Mark the "move" checkbox to indicate the moving procedure.



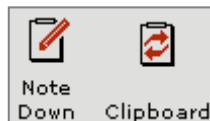
Topics

[Place of Conference: Far away hotel](#) [1] ☒ Move ☐ Copy

6. Click the OK button.

The form will be closed. The contribution is now available in the current section and has been removed from the previous section.

Copy a contribution



Information

Copy a contribution from one section into another if required.

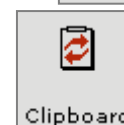
On copying a contribution the contribution will remain at its original section and a copy will be created in the destination section. The contribution has been doubled. The clipboard is the transfer tool for copying.

Copying a contribution will create a new contribution with a new identification number. Links of the original contribution will also be copied.

Possibly the contribution labels and link labels in the source and destination section are different. Copying a contribution will not alter the labels. You have to edit the contribution to modify labels.

Copy contribution (Writer, Editor)

1. Open the contribution you want to move.
2. Click the "Note Down" button.
3. Next open the destination section for the movement.
4. Click the "Clipboard" button.
5. Find the noted down contribution in the clipboard form. Mark the "Copy" checkbox to indicate the moving procedure.



Topics

[Place of Conference: Far away hotel](#) [1] ☐ Move ☒ Copy

6. Click the OK button.

The form will be closed. The contribution is now available in the current section and also in its original section. It has been doubled.

Delete a contribution



Information

Delete contributions that are no longer required. This helps to keep the overview in the current section.

Deleting a contribution moves the contribution into the list “Deleted Resources” (see p. 44). Links are no longer displayed, but can be re-installed automatically together with the contribution using the undelete function.

After calling the compact function the contribution will be deleted finally and cannot be restored again (see p. 49). Also all links are deleted forever.

Important Notices

Deleting a topic will also delete all response contributions. Deleted contributions will not be considered using the global search function (see p. 50).

Delete a contribution (Editor)

1. Open the contribution you want to delete.
Please remember: Deleting a topic will also delete all response contributions.

2. Click the “Delete” button.



The contribution has been moved to the trash.

continued on next page

Delete a contribution, continued

Undelete a contribution (Editor)

Deleted contributions will be stored in the trash until the compact command (see p. 49) does the final deletion. Contributions may be undeleted from the trash. The trash is available in the section.

1. Open the section that contains deleted contributions.
2. Click the "Deleted Resources" tab.
3. Mark the checkboxes of the contributions you want to undelete.



4. Click the OK button.

The structure view of the section will be displayed. The contributions marked in the list of "Deleted Resources" are undeleted. The original links of the contribution are also resored.

Create a new section



Information

Sections give the opportunity to organize contributions hierarchically. Sections in Dito are like folders in a file system. Direct subsections of a section are displayed in the section view of Dito in the left part of the window.

New section (Editor)

1. Open the section where you want to create a new subsection.
2. Click the "New Section" button.
3. Install the new section by filling the section form:



Title – The most important part of a section: the title names the section. We recommend to use short titles.

Text about section – The text contains information about the section. We recommend to note some words on the purpose of the sections and a contact person responsible for the section.

Rank – The rank modifies the sequence in the list of subsections.

Contribution labels – labels used to mark contributions in the section. Labels are separated by commas; an empty label can be introduced with a blank followed by a comma. If the containing section has contribution labels all these labels will be offered by default.

Link labels – labels used to mark links between contributions. Labels are separated by commas; an empty label can be introduced with a blank followed by a comma. If the containing section has link labels all these labels will be offered by default.

Qualifiers – Labels for the editor to indicate contributions (so called editor labels). Labels are separated by commas; an empty label can be introduced with a blank followed by a comma. If the containing section has editor labels all these labels will be offered by default.

Revision period – Number of hours within the writer of a contribution may modify the contribution. After the revision period expires only the editor may edit the contribution. If the revision period is set to "-1" it is set to endless time.

Mail-Alias – E-mail address for this section.

Dito Extensions – Extensions for Dito within special projects, for instance a GIS extension with cards.

Stylesheet – displaying the section; presently not used.

4. Click the ok button.

The new section as a subsection of the current section is ready for use.

Edit section



Information

Edit the section text and the parameters, especially the lists of available labels, if this is required during a discourse.

Edit section (Editor)

1. Open the section where you want to create a new subsection.
2. Click the "Edit" button.
3. Edit the section by modifying the section form entries:



Title – The most important part of a section: the title names the section. We recommend to use short titles.

Text about section – The text contains information about the section. We recommend to note some words on the purpose of the sections and a contact person responsible for the section.

Rank – The rank modifies the sequence in the list of subsections.

Contribution labels – labels used to mark contributions in the section. Labels are separated by commas; an empty label can be introduced with a blank followed by a comma. If the containing section has contribution labels all these labels will be offered by default.

Link labels – labels used to mark links between contributions. Labels are separated by commas; an empty label can be introduced with a blank followed by a comma. If the containing section has link labels all these labels will be offered by default.

Qualifiers – Labels for the editor to indicate contributions (so called editor labels). Labels are separated by commas; an empty label can be introduced with a blank followed by a comma. If the containing section has editor labels all these labels will be offered by default.

Revision period – Number of hours within the writer of a contribution may modify the contribution. After the revision period expires only the editor may edit the contribution. If the revision period is set to "-1" it is set to endless time.

Mail-Alias – E-mail address for this section.

Dito Extensions – Extensions for Dito within special projects, for instance a GIS extension with cards.

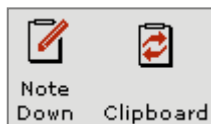
Stylesheet – displaying the section; presently not used.

4. Click the ok button.

The modified section is ready for use.

Remember: If you modified or deleted labels this has no influence on the labels already used in the contributions. To change labels you have to edit the contributions (see p. **Fehler! Textmarke nicht definiert.**) or the links (see p. **Fehler! Textmarke nicht definiert.**).

Move section

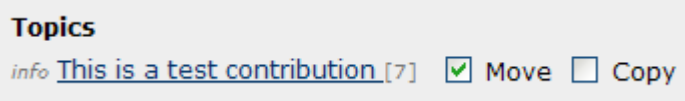
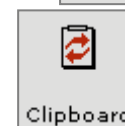


Information

Occasionally restructuring of sections is meaningful. Dito offers the tools to do any restructuring as you like.
 Moving a section means to move the section with all its contributions and subsections to another place.

Move section (Editor)

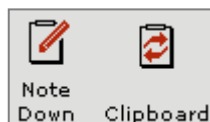
1. Open the section you want to move.
2. Click the "Note Down" button.
3. Open the destination section for the section you want to move.
4. Click the "Clipboard" button.



5. Click the "Move" checkbox to mark the section you want to move (in the figure above the "Test section two" is marked to move).
6. Click the OK button.

The noted down section has become a subsection of the current section.
 The navigation window contains the moved section.

Copy section



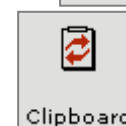
Information

In some situations it is useful to copy sections, for instance if two different groups of users want to discuss on the same prepared issue.

Copying a section means to duplicate the section with all its contributions and subsections to another place. The original section will remain untouched

Copy section (Editor)

1. Open the section you want to copy.
2. Click the "Note Down" button.
3. Open the destination section for the section you want to copy.
4. Click the "Clipboard" button.

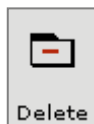


5. Click the "Copy" checkbox to mark the section you want to copy (in the figure above the "Test section two" is marked to copy).
6. Click the OK button.

The noted down section has become a subsection of the current section. The section has got a new section identification number, and so have all subsections and contributions.

The navigation window contains the copied section. The original section is still at its place without any changes.

Delete section



Information

Sections that are no longer required should be deleted. Remember that deleting a section will delete all the contributions in the section and all contained subsections.

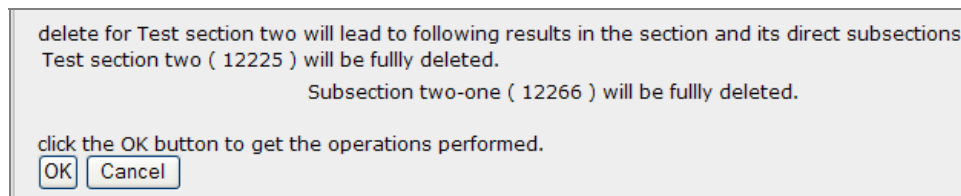
On deleting a section the section moves to a list of "Deleted Resources". As long as the list of "Deleted Resources" has not been compacted (see p. 49) the deleted section can be undeleted.

Delete section (Editor)

1. Open the section you want to delete.
2. Click the Delete button.



You get a result preview. There you read the consequences of the delete action.



3. Click the OK button if you agree with the result preview (in the figure above the section "Test section two" with the identification number 12225 and all direct subsections will be deleted).
4. The deleted section gets a deletion flag. The contributions and subsections of the section will no longer be displayed.

X Test section two

The deleted section with all its contributions and subsections has been moved to the list of "Deleted Resources" (see p. 44). As long as you did not compact the list of "Deleted Resources" (see p. 49) you may undelete the section (see below).

continued on next page

Delete section, continued

Undelete section (Editor)

You may undelete a section from the list of “Deleted Resources” (see p. 44) as long as you did not compact the list (see p. 49).

1. Open the section whos subsection you want to undelete.
2. Click the “Deleted Resources” tab.
3. Click the Undelete checkbox to undelete the section only (without contributions and subsections).
 Additionally mark the “Propagate downwards” checkbox to undelete all contributions and subsections also.

Sections

☐ Remove
 ☒ Undelete
 ☒ Propagate downwards
 [Test section two](#) (0 Contributions)

4. Click the OK button.

The selected section is available again.

Subscribe section



Information

For your personal use of Dito some selected sections are important to you. It is a waste of time if you always have to propagate down from the top section to the desired section. Subscribe the sections of interest. They are directly selectable from the Dito navigation window.

On every login you will be informed about changes in the subscribed sections.

Subscribe a section (Alternative 1: direct subscription of current section)

1. Open the section you want to subscribe.
 Click the "Subscribe" button.
2. Click the checkbox of the section you want to subscribe.
 The current section is available in the first line (see picture: "Test section two").



New subscription:

Search sections to subscribe:

☐ [Test section two](#) (2 Contributions): ☐ subscribe ☐ Daily notification

Configure your Homepage:

☐ Show new contributions since the last Login automatically when entering homepage.

☐ Include contained sections in search for new contributions (may cause longer request time).

Subscribed sections:

☐ [SAG](#) (2 Contributions): ☐ unsubscribe

☐ [MS-Team](#) (0 Contributions): ☐ unsubscribe

3. Click the OK button at the bottom of the subscription form.
4. Select a subscribed section or any other section to leave the subscription form.

The selected section is subscribed in your personal subscription list.

continued on next page

Subscribe section, continued

Subscribe a section
 (Alternative 2: search and subscribe)

1. Open any section.
2. Click the Subscribe button.
3. In the form "Subscribed Sections" enter the name or part of the section name you want to subscribe in the "Search sections to subscribe" line.
4. Click the "Search" button.



Dito lists all sections containing the search item and offers them for subscription.(see figure below).

New subscription:

Search sections to subscribe:

☐ [Test section two](#) (2 Contributions): ☐ subscribe ☐ Daily notification

Search result:

☒ [JB Demo Section](#) (8 Contributions): ☒ subscribe ☐ Daily notification

5. Click the checkbox of the section(s) you want to subscribe (in the figure above the section "JB Demo Section" is selected).
6. Additionally click the checkbox "Daily notification" if you want to be informed via e-mail about changes in the subscribed sections.
7. Click the OK button at the bottom of the subscription form.
8. Select a subscribed section or any other section to leave the subscription form.

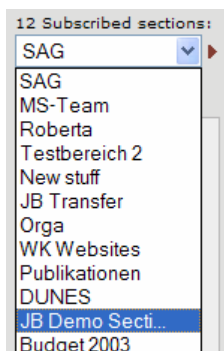
The selected section is subscribed in your personal subscription list.

continued on next page

Subscribe section, continued

Select subscribed section

1. Select your subscribed section from the drop down list in the Dito navigation window. If you want to enter the first subscribed section just click the red arrow right to the section name.



Dito immediately opens the selected section.

Unsubscribe section

Unsubscribe sections you do not need any longer.

1. Open any section.
2. Click the "Subscribe" button.



You get a form listing all your subscriptions.

Subscribed sections:	
<input type="checkbox"/> SAG (2 Contributions):	<input type="checkbox"/> unsubscribe
<input type="checkbox"/> MS-Team (0 Contributions):	<input type="checkbox"/> unsubscribe
<input type="checkbox"/> Roberta (4 Contributions):	<input type="checkbox"/> unsubscribe
<input type="checkbox"/> Testbereich 2 (0 Contributions):	<input type="checkbox"/> unsubscribe
<input type="checkbox"/> New stuff (6 Contributions):	<input type="checkbox"/> unsubscribe
<input type="checkbox"/> JB Transfer (34 Contributions):	<input type="checkbox"/> unsubscribe
<input type="checkbox"/> Orga (0 Contributions):	<input type="checkbox"/> unsubscribe
<input type="checkbox"/> WK Websites (9 Contributions):	<input type="checkbox"/> unsubscribe
<input type="checkbox"/> Publikationen (103 Contributions):	<input type="checkbox"/> unsubscribe
<input type="checkbox"/> DUNES (0 Contributions):	<input type="checkbox"/> unsubscribe
<input type="checkbox"/> JB Demo Section (8 Contributions):	<input type="checkbox"/> unsubscribe

3. Click the checkbox of the subscribed section you want to unsubscribe (see figure above).
4. Click the checkbox of the subscription for daily notification if you want to unsubscribe it.
5. Click the OK button at the bottom of the form.

The unsubscribed sections are no longer available in the drop-down menu with subscribed section.

Views – Display of structure and content

Information

Dito offers different views for

- to see important contributions and sections on one mouse-click;
 - to get an overview of the recently added contributions;
 - to get an overview of the structures sections;
 - to see the dependencies of linked contributions;
 - to see date and time relevant contributions in a timeline;
 - to see contributions and sections prior to the final deletion.
-

Tabs for different views



The section view offers different tabs to view the section content.

Struktüre – Structured and indented display of topics and free contributions (see p. 16).

List – View a list of all contributions in the current section. You decide on sorting and filtering.

Roles – View the list of access rights for the current section.

Timeline – View all contributions containing a date and time data (see p. 43) in a timeline. By default all contributions regarding the current month, starting with the current day, will be displayed.

Deleted Ressources – View all deleted resources of the current section. (An overview of all deleted sections will be given in your home view.) All resources marked for deletion may be undeleted (see p. 27 and p. 34).



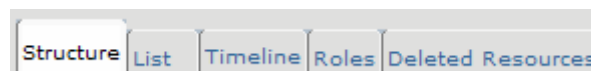
Home – Your personal Dito homepage. Get an overview of your top sections. Here you may directly see all deleted sections under your control, edit your own profile, and subscribe sections (see p. 8).



Section Tree – View the section tree in a separate window with the current section on topmost position. Depending on the level of the current position creating the view may last some time.

Sections names in the section tree will immediately display the section in the main Dito window.

View: Structure



Information

The structure view displays (in contrast to the section tree, see p. 45) the linking structure of the **contributions** in the current section. You only see the link labels, contribution labels, and titles of the contributions. In the structure view first the topics are listed and then the free contributions (see figure below). This is useful in the context of questions and answers using the topics concept (see p. 16).



Display structure view

The structure view is the default view of Dito.

1. Open the section that you want to see in structure view.
2. Click the "Structure" tab.

View: List



Information

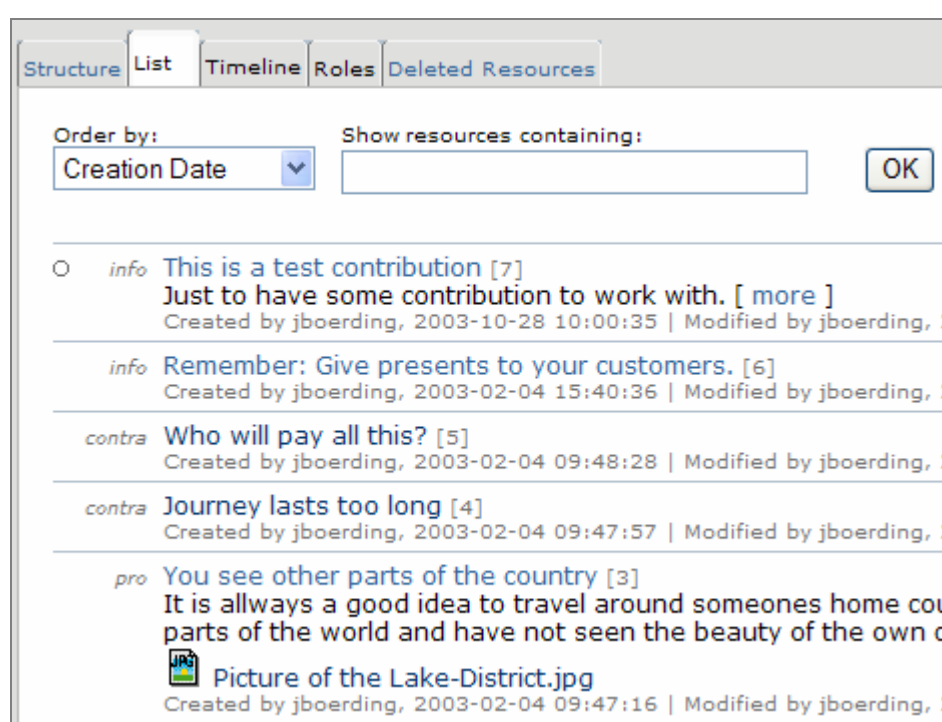
The list view for a section displays all contributions in the current section. To keep the overview only the first three lines of each contribution is displayed.

You may decide the ordering of the contributions.

Enter a search pattern to filter the contributions.

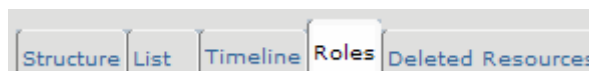
Display list view

1. Open the section you want to see in list view.
2. Click the "List" tab.



3. Select the sorting of contribution from the "Ordered by" drop-down list. Click the "Search" button to display the newly ordered list.
4. Enter some letters in the "Search Pattern" line to define a filter. The contributions containing the search pattern will be filtered. Click the "Search" button to display the filtered list.

View: Roles



Information

Access rights in Dito are assigned to three different roles:

- A **reader** may only read contributions in the current section.
- A **writer** may write, edit and delete contributions in the current section. To send e-mails to a section with an e-mail address (see p. 46) the user needs writing access.
- An **editor** has many access rights in the current section. They can
 - o Edit, move, copy, and delete contributions,
 - o Edit, move, copy, and delete sections,
 - o assign roles,
 - o include new users,
 - o create groups.

We recommend to assign read access to writers because otherwise the writer cannot open the section where he wants to write.

Assignment of roles may be done recursively, i.e. for the current section and all following subsections.

The **Dito administrator** has universal access rights. He may do all actions in Dito, especially define new user communities and their administrators.

continued on next page

View: Roles, continued

Display roles view

1. Open the section where you want to view the roles.
2. Click the "Roles" tab.

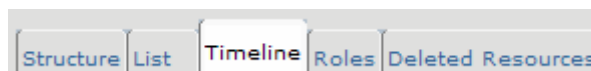
Principal	Read only permission	Write only permission	Editor
Börding, Josef [jboerding]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Josef Börding (ReadWrite) [jbwriter]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Roles
 in Community:
 Enter "<" to add the selected community

Replace role definitions by those of another section
 use

☐ apply to contained sections

View: Timeline



Information

The timeline view is only available if the current section contains contributions.

The timeline view is recommended if there are contributions that are time relevant and contain date and time information. This is useful in sections for project teams to coordinate their calendars.

Only contributions with date and time information will be displayed in the timeline view (see p. 12).

- The timeline view displays the months of the previous, current, and next year. Clicking a month's name will display the contributions that have date and time data for this month.
- By default the timeline displays a list of contributions starting on the current date (Oct 28, 2003 in the figure below). If you want to see all time relevant contributions of that month just click on the month's name.

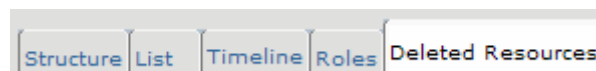
Example: Timeline at Oct 28, 2003



Display timeline view

1. Open the section where you want to see the timeline view.
2. Click the "Timeline" tab.

View: Deleted Resources



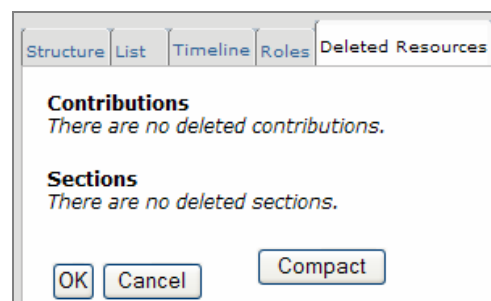
Information (Editor)

In the list of deleted resources – visible only for the **editor** – of a section you find all contributions and subsections that have been selected for deletion.

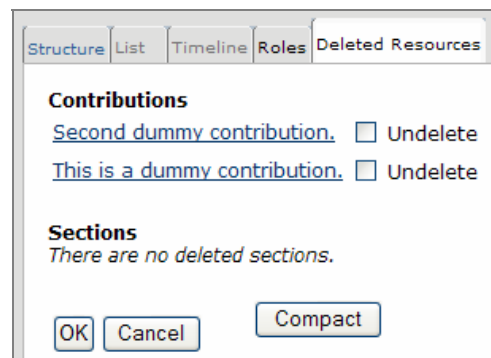
Decide on your action:

- Call the “Compact” command (see p. 49) to delete the resources finally. After the compact command execution no more undelete is possible.
- Click the “Undelete” checkbox of resources to undelete them. They will return to their previous position.
- Click the “Propagate downwards” checkbox on undeleting sections if you also want to undelete subsections and contributions of the section (see p. 28 and p. 34).

Example: The list of deleted resources is empty.



Example: The list of deleted resources contains two deleted contributions and no sections.



Display deleted resources view

Alternative 1:

1. Open the section where you want to see the deleted resources.
2. Click the “Deleted Resources” tab.

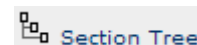
Alternative 2:

1. Click the Home button.
2. Click the “Deleted Resources” button.



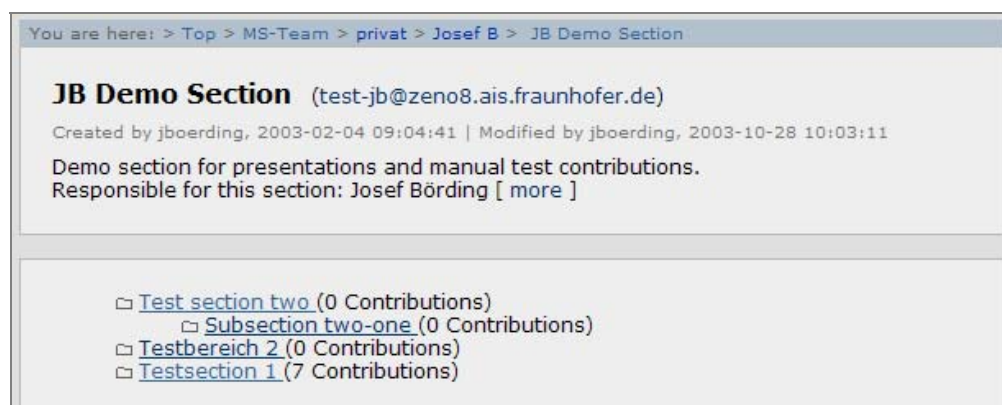
You see all deleted resources in sections where you are editor.

View: Section Tree



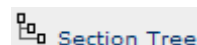
Information

The section tree opens a separate window displaying the current section and all subsequent subsections in a hierarchically indented list. In the list the number of contributions in every section will be shown. Depending on the depth and number of subsections calling the section tree may take some time (this is especially true if you call the section tree in the top section).



Display section tree

1. Open the section where you want to see the section tree.
2. Click the "Section Tree" hyperlink in the Dito navigation bar.



The section tree will be displayed in a separate window. Clicking on a section in the section tree will open the desired section in the Dito window.

Send E-Mail to a Dito section

Information

Registered users may send contributions to a Dito section via e-mail. The e-mail address of a section is defined by an editor.

Prerequisites for sending an e-mail:

1. The section has an e-mail address (see below).
2. The user is a writer in the section (see roles, p. 41 and p. 58).
3. The e-mail address of the sender is equal to the user's address registered in the address book (see p. 52).

E-Mail address of a Dito section (Editor)

1. Open the section in which you are an editor.
2. Click the section "Edit" button.
3. Enter the e-mail address for the section into the "Mail Address" line.



Mail Address of this Section:

If the e-mail address is already used on the Dito server you will get an error message.

4. Click the OK button.

After clicking the OK button e-mails may be sent to the section by users with writing access rights.

- The sender of the e-mail is the author of the contribution.
- The e-mail subject becomes the title of the contribution.
- The e-mail message will become the contribution text.
- E-mail attachments will become the attachments of the contribution.
- The contribution sent via e-mail will become a free contribution. If the e-mail will be answered and the answer is sent also to the section, the first e-mail becomes a topic automatically.

In the section view the e-mail address of the section will be displayed next to the section name (see figure below).

JB Demo Section (test-jb@zeno8.ais.fraunhofer.de)

E-Mail from Dito / Notification



Information

You may send an notify e-mail from Dito to any address from the contribution view or the section view. The e-mail automatically contains the URL of the contribution or the section. So the receiver of the e-mail just has to click the URL to see the contribution or the section.

The receiver of the e-mail has to be a Dito user with read access. Otherwise he gets an error message while opening the contribution or the section.

Send an e-mail notification from Dito

1. Open the contribution or the section from where you want to send a notify e-mail.
2. Click the "Notify" button.



A form will be displayed for further specifications.

3. Select a receiver
 - from the list of Dito users. All selected receivers will get a notification.
 - from the Dito sections list. The notification will become a new contribution in the selected section.
 - in the list of Dito communities. You see all those communities you are member in. All members of the selected communities will get the notification.
 - in the list of Dito groups. You see all those groups you are member in. All members of the selected groups will get the notification.
4. Enter one or more additional e-mail addresses of receivers that are not in the selection lists above.
Please remember that only those receivers may enter Dito who have sufficient access rights.
5. Edit the reply address, if required.
6. Edit the e-mail message, if required.
7. Click the "Preview" button.

You get a preview of the notification to be sent.

1. Click the "Send" button to send the message immediately. You will get a detailed sending protocol.
2. Click the "Edit" button if you like to modify the notification or to cancel the notification.

continued on next page

E-Mail from Dito / Notification, continued

Example of a notification

Preview:

Send notification:

Recipient(s):
User: jboerding <josef.boerding@ais.fraunhofer.de> , aechterhoff <echter@borneo.gmd.de> , aklotz <andreas.klotz@ais.fraunhofer.de>
Sections:

Reply to: boerding@ais.fraunhofer.de

Subject:
 Place of Conference: Far away hotel - (Dito notification from: Börding, Josef)

Note:

Dear %recipient%,

Where shall we go with our great conference?
 The options are:

- Stay at our town
- Go to a near-by hotel
- Go to a far-away hotel

Please, give your arguments for one of the alternatives or against others.

: Place of Conference: Far away hotel
 Created: 2003-02-04 09:44:13.0
 By: jboerding
 Dito-URL: <http://zeno8.ais.fraunhofer.de/zeno/forum?action=editArticle&view=print&id=12228>

(Longer request time when sending many mails, pleas click ok button only once)

At the place marked with „%recipient%“ the name of each recipient will be substituted.

The **e-mail message** of one recipient looks like this:

Betreff: Place of Conference: Far away hotel - (Dito notification from: Börding, Josef)

Dear Börding, Josef,

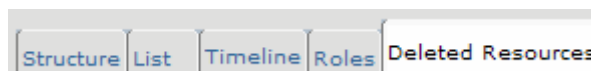
Where shall we go with our great conference?
 The options are:

- Stay at our town
- Go to a near-by hotel
- Go to a far-away hotel

Please, give your arguments for one of the alternatives or against others.

: Place of Conference: Far away hotel
 Created: 2003-02-04 09:44:13.0
 By: jboerding
 Dito-URL: <http://zeno8.ais.fraunhofer.de/zeno/forum?action=editArticle&view=print&id=12228>

Compact section



Information

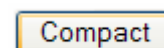
All Dito resources marked for deletion will be collected in a list of deleted resources of the section (see p. 44). This list may only be inspected by the **editor** of the section. The deleted resources remain in the list until the editor starts the compact function for final deletion. After the compact function is executed no undelete is possible.

Compact section (Editor)

1. Open a section with deleted resources.

2. Click the "Deleted Resources" tab.

3. Click the "Compact" button.

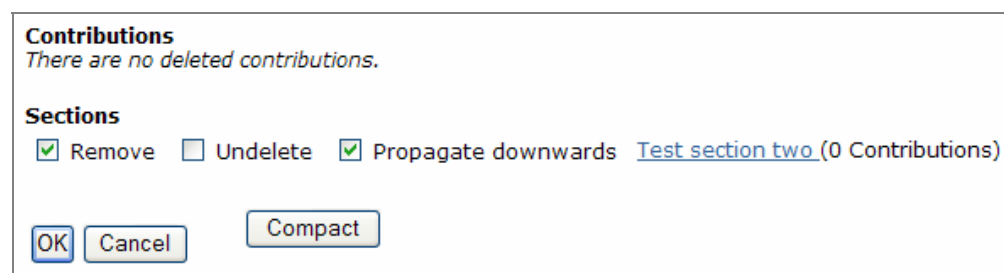


4. Read the message telling you what happens if the compact function will be executed (see figure below).

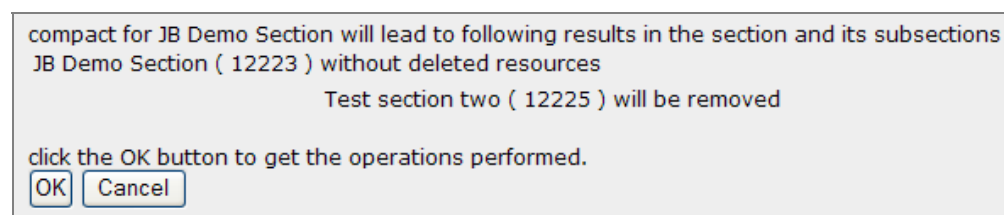
5. Click the OK button if you agree with the message.

The list of deleted resources is empty now. The resources have been deleted finally. No undelete is possible.

Example: Deleted resources in the section "JB Demo Section".



Example: Result preview after calling the compact function for the previous example.



If you click the OK button, the resources will be deleted finally.

Search



Information

Dito offers a powerful global search function. The search function is always available and may be started from the Dito window. The whole Dito database will be searched.

Only Dito **contributions** will be searched.

Section names, section notes, attached documents, and deleted resources **will not be searched** (see p. 27 and p. 33).

Call and start global search

1. Click the "Search" button.
2. Enter search items in the search form. Parts of words are also possible.
3. Decide on ordering of the resulting list.
4. Click the Search button at the end of the search form.



Search

Full text:

Title:

Contribution label:

Qualifier:

Login name of author:

Creation date not before:

yyyy-mm-dd
 Creation date not after:

yyyy-mm-dd

Order by:

Modification Date

Search

continued on next page

Search, continued

Search results Search results of the previous search example.

All contributions that contain the search items are listed with separation lines between different sections.

Sections names are ordered alphabetically, and the contributions are ordered in the requested way.

Results:

☐ [Testsection 1](#)

○ [Place of Conference: Far away hotel](#) ☐
 Created: 2003-02-04 09:44:13 | from: [jboerding](#)

pro: [It is better to be far away](#) ☐
 Created: 2003-02-04 09:46:21 | from: [jboerding](#)

Address Book

Address Book

Information

The address book is used to administer the Dito user's data. Access rights will be given using groups and roles. Administrators and community administrators may edit the user data.

We distinguish

- Users every registered Dito user;
- Communities a community administrator (assigned by the Dito administrator) may include users in a community, for instance members of a project team; within the community you may define groups containing only some members of the community;
- Groups collection of some members of a community, for instance within a project team some members with special tasks;
- Collectives a common (non personalized) user name for users that have no e-mail address; users of a collective may enter Dito with this collective user name and a known collective password; collectives are part of communities and will be created by the Dito administrator or by the community administrator; collectives may be useful for visitors to have a look on a running discussion

Dito Administrator


The Dito administrator

- defines communities using the address book, and
- assigns one user to be the community administrator.

continued on next page

Address Book, continued

User data

 **Börding, Josef**

Login name: jboerding

Common Name: Börding, Josef

Email: josef.boerding@ais.fraunhofer.de

Created: 2002-09-02 11:36:51.0 **by:**

Community: Zeno Community

Description: Groupmember of Wissenskommunikation

Organization: Fraunhofer AiS

Role in Organization: Reader, Writer, Editor

Communities:

- [AIS-Robotik-Diskurs \[ais_robotik\]](#)
- [AIS Community \[aiscom\]](#)
- [AIS Leitung \[aisleitung\]](#)
- [AIS Wissen und Kommunikation \[aiswk\]](#)
- [Dunes \[Dunes\]](#)
- [Esslingen 2003 \[esslingen2003\]](#)
- [Fraunhofer ZV \[fraunhoferzv\]](#)
- [HGF Fortbildung \[hgfbildung\]](#)
- [Projektinteressierte Roberta \[roberta\]](#)
- [Adelheid-Gym \[saq\]](#)
- [Zeno Community \[zenocom\]](#)

Login name the name used for Dito login

Common Name full user's name

Email E-mail address; as a new user is created a welcome e-mail will be sent to the e-mail address with an automatically created password. After successful login the user may enter the address book and modify his password, if requested (see p. 54).
 On sending an e-mail to a Dito section (see p. 46) the e-mail address of the sender will be checked; if it is ok the user access right in the section will be checked. If the user is a writer in the section his e-mail contribution will be accepted. Otherwise the e-mail will be rejected without any notification to the sender.

continued on next page

Address Book, continued

Change own Password

1. Call the address book by clicking the "Address Book" button.

2. Click the "Own Profile" button.



3. Click the "Change Password" button.



4. Enter the old password and twice the new password in the appropriate lines.

Old Password:

 New Password:

 New Password repeated:

5. Click the OK button.

The new password is now available.

Forgotten password

If you have forgotten your password the Dito administrator or the community administrator may create a new one.

Administrators actions:

1. Open the address book by clicking the "Address book" button.
2. Enter the user's name or part of the name.

Search for
 in Community:

3. Click the OK button to start searching.
4. Select the user in the search result list of users.
5. Click the "Reset Password" button.



An e-mail will be sent to the user containing a new password.

continued on next page

Address Book, continued

Edit own data

Users that are not administrators may only change some parts of the user data.

1. Click the "Address Book" button.



2. Click the "Own Profile" button.



3. Click the "Edit" button.



4. Modify your data in the available slots.

 A dialog box titled "Edit User Entry" with a user icon. It contains several input fields for user data:

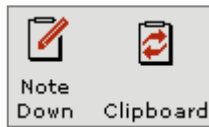
- Login name: jboerding
- Common Name: Börding, Josef
- Email: josef.boerding@ais.fraunhofer.de
- Zeno Community Description: Groupmember of Wissenskommunikation
- Zeno Community Organization: Fraunhofer AiS
- Zeno Community Role in Organization: Reader, Writer, Editor
- Add new attribute: ais_robotik (dropdown) and Organization (dropdown)

 At the bottom are "OK" and "Cancel" buttons.

5. Click the OK button.

The modified data are written in the Dito address book.

Clipboard



Information (Editor)

The clipboard is a note book to note down contributions and sections for some actions, like move, copy, or link.

The clipboard may contain many notes.

Notes will remain in the clipboard until the user logs out or an action is done with a resource in the clipboard.

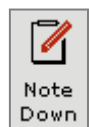
The various actions are only applicable if you have sufficient access rights to perform them.

Only the **editor** may open the clipboard to inspect it.

Note down

Note down contributions and sections to the clipboard by clicking the "Note Down" button.

They resources are stored in the clipboard for some following actions (move, copy, link).



Move or copy resources (Editor)

1. Note down some resources you want to move or copy.
2. Open the destination section.
3. Click the "Clipboard" button.
4. Click the checkboxes for "Move" or "Copy" close to the resource you want to move or copy.



Topics

[Second dummy contribution.](#) [2] ☐ Move ☐ Copy
[This is a dummy contribution.](#) [1] ☐ Move ☐ Copy

5. Click the OK button. The requested action will be executed.

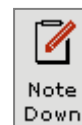
Details on move and copy you find on pages 25 and 26 for contributions, and on pages 31 and 32 for sections.

continued on next page

Clipboard, continued

Create link between contributions or sections

1. Open the section or the contribution that will be one part (source or destination) of the link.
2. Click the "Note Down" button.
 The current section or contribution will be written to the clipboard.
3. Open the section or contribution that will be the other part (source or destination) of the link.




4. Click the "New Link" button.



- Decide which section or contribution is source and which is destination of the link.
- Click the checkbox(es) out of a list of sections or contributions that shall be linked.

Example: Establish links from the current resource (= source) to two other resources (= destination).

New Internal Link		
(This resource)	Label and Direction	Resource(s) to be linked
	<input type="radio"/> ← <input type="text" value="see"/> → <input type="radio"/>	<input checked="" type="checkbox"/> Second dummy contribution. [12260] <input checked="" type="checkbox"/> This is a dummy contribution. [12259]

5. Click the OK button.

Result: Two new links are established. The noted down objects are removed from the clipboard.

● **re: contra Who will pay all this?** [5] 
 by jboerding
 → see ☐ Second dummy contribution. in ☐ Test section two
 → see ☐ This is a dummy contribution. in ☐ Test section two

Details on links (create, edit, delete) you find on page 19.

Roles

Information

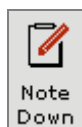
In Dito we have three kinds of access roles:
 reader, writer, and editor.

Reader

Readers may only read contributions in sections.
 Only those buttons are available that may be used by readers.

Button lines for read-only access

in contributions:



in sections:



Writers

Writers have – by default – no read access. So they can only contribute via e-mail (see p. 46). We recommend to give read access to writers also because otherwise he cannot see his own contributions.

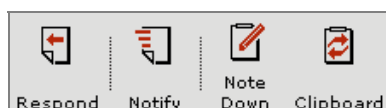
Users with read and write access may edit their own contributions. This is only possible within the revision period of the section (see p. 29).

Other contributions may be responded and implicitly linked.

Button lines for a writer who has also reading access

in contributions:

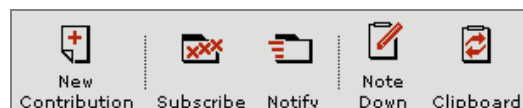
foreign contributions



own contributions



in sections:



continued on next page

Roles, continued

Editor

The editor has a wide range of access rights. The editor may edit sections and contributions as he likes it.

Button lines for editors

in a contribution:



in a section:



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