

# Policy for the use of the K-DMS within Regional Pasture Network



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## K-DMS Policy Note

*This document was prepared for members of the Regional Pasture Network in order to synchronize their understanding regarding the purpose and use of the **Regional Pasture Network** project collection on K-DMS Project edition.*

### Background

Regional Pasture Network was established to improve management of pastures through the development of capacity, transfer of knowledge, and sharing of reform experiences in the Central and Inner Asia. The Network will support the enhancement of national capacity in natural resource management and play a catalytic role in scaling up successful models and approaches. The aim is to achieve a sustainable and professional pasture management network, through which individual members and organizations can strengthen their capacity and share learning. The Network will focus on pasture management, but will include aspects of forest and wildlife management where these interact with livestock production activities on pastures. The target group of the Network includes policy makers, practitioners, and researchers from the five Central Asian republics, China, and Mongolia.

The Network takes a phased approach. The first phase focuses on creation of an electronic information exchange platform on the virtual document management system (K-DMS) of the Ecosystem-based Adaptation to Climate Change in High-mountainous Regions of Central Asia (EbA) Project. This will allow members of the Network to upload, manage, and share documents within themselves as well as publish chosen material into the wide web through the K-LINK Network.

The competences of the K-DMS and K-LINK Network will resolve bottlenecks with document exchange, offering accelerated and diversified knowledge discovery. Through K-LINK system for knowledge management and dissemination, a constantly updated library of key documents on natural resource management and climate change in Central Asia will be made accessible to stakeholders in the region and globally. The support and Help Desk for will be provided in the framework of the already financed actions for information sharing.

At the moment, the K-DMS includes more than 2550 items. Search for “ecosystem services” retrieves 575 documents, 145 presentations, 6 spreadsheets and 13 web-pages in English, Russian, and German. The full-text search through (sub-)collections displays only relevant documents, listing them in accordance with matches of key terms in their content. For more convenient access to information, filters categorize results with respect to language, document type and collections. For instance, the “ecosystem services” search results can be narrowed down further to Biodiversity Protection & Management, Knowledge Management & Mainstreaming, Pasture Management, or Environmental Economy, Ecosystem Services, Green Economy.

The K-DMS is also part of the K-LINK Network, where its six partners have contributed into the growing critical mass of knowledge in the field of natural resources management and climate resilience. At the moment, the Network includes more than 2741 documents which are also accessible for search to all K-DMS users through **Public** section of the K-DMS.

The K-DMS is available from internet 99.5% of the time, removing dependency of users upon their geographical location and/or their access to the physical server where files are being stored. To enhance collaboration between partners, K-DMS provides flexible access to users from various institutions to project collections.

### **Purpose**

The K-DMS will serve as a library of finalized information for the Regional Pasture Network. The aim is to make use of this growing collection of documents as a reference point for acquisition of knowledge and production of new material.

At the same time, it’s a twofold mission: besides library, the K-DMS members take part in testing the system. Only through feedback and input from users, K-DMS can improve and enlarge number of services provided.

Every K-DMS Project is expected to contribute into the growth of critical mass of knowledge, information and data in the K-Link Network. Therefore, a selection of open-source and copy-righted documents will be made visible for the Global Search.

### **Dissemination of information**

Being part of K-LINK Network does not mean that all documents from the K-DMS get automatically visible to a wider audience. A selection of documents will be chosen by Project Administrator to prevent publication of documents with sensitive content. Non-shareable documents should come only under **Not for public** collection. All documents in other collections will be considered as open for sharing to the K-LINK Network.

The library will contain information provided by members of the Regional Pasture Network. Nevertheless, neither K-LINK team nor Regional Pasture Network members claim any copyright ownership of documents belonging to external partners, even if they are made visible to the wide web through K-LINK Network search.

## K-DMS Anatomy

The K-DMS/Project Edition was tailored to the needs of development organizations to establish and enhance their cooperation with partners in the field. The particularity of the system is a collection of specific features that accelerate search of thematically and regionally localized material. For users of the K-DMS, it is recommended to get acquainted with the structure of the system for its optimized utilization.

Main sections of the user interface are **Projects**, **Recent**, **Personal**, and **Trash**.

**Projects** component consists of all the projects the user has been added to. Some users will see one or more yellow collections. The Project collections are usually monitored by an Administrator. We suggest to inform the Administrator about any need for creation of new Project subcollections or adding new users to it.

The **Recent** division displays most recently uploaded materials by the user. This is most convenient for quick access to uploaded documents and their allocation to target subcollections. The drag and drop function does not physically move documents, but copies it to a collection. Since collections are logical, one document can be stored in one or more subcollections.

**Personal** is a space for all uploaded and accessible documents. Through filters, the selection of documents can be narrowed down by Institution, Language, Type of a document, and Collection.

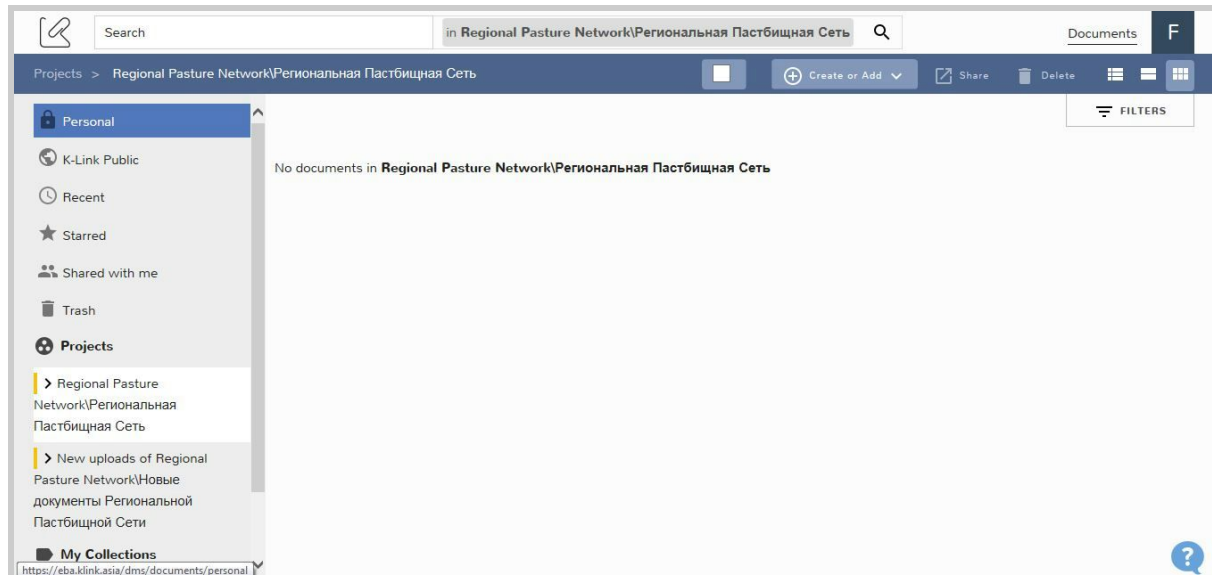
**Trash** contains all removed documents. Very often, when files have been assigned to incorrect subcollections, users tend to delete the document instead of un-selecting the wrong subcollection from details window. The system prevents duplication, therefore documents with identical content will not be allowed to get uploaded. Users will need to restore the deleted version from the Trash, drag and drop into target location, and un-select the incorrect collection from the details window.

When encountering any bugs or criticalities, we highly request to submit a **ticket** to improve the system, make it more adaptable to users, and prevent the error from happening in future. Our IT specialists systematically release new versions of the K-DMS with solved issues and added features.

## Start

Please log-in to your account on <https://eba.klink.asia/dms> using username and password as indicated by K-DMS team. For further support on use of the K-DMS please refer to FAQ K-DMS information sheet which is accessible via

Depending on the profile's user rights, DMS can differ from the screenshot below. With partner settings, you should have Documents on top right, empty **My Collections**, and two project folders: **Regional Pasture Network** and **New uploads Regional Pasture Network**. To view all project subcollections, please hit the arrow-like sign next to the titles.



If you use Internet Explorer, please be informed that only Internet Explorer 10 and above support the drag and drop feature. We suggest to install an alternative browser.<sup>1</sup>

In case if complete folders (with subfolders inside) are being uploaded, the K-DMS will duplicate the structure. Therefore, we recommend uploading a selected number of single documents. At the moment, documents which are titled in Latin and Cyrillic can be uploaded. Supported documents are doc/docx/gdoc, pdf, jpeg/jpg, ppt/pptx, xls/xlsm, rtf, KML/KMZ.

Please be informed that switching to a different K-DMS folder during the upload results in its termination.

### Upload policy

The Regional Pasture Network on K-DMS contains two main collections with multiple subcollections. Users are requested to upload documents into **New uploads of Regional Pasture Network**. There are two subcollections: **For public via K-Link** and **Not public (only Regional Pasture Network)**. Users uploading a document should upload to either first or the

<sup>1</sup> Link for free download of Mozilla Firefox: <https://www.mozilla.org/en-US/firefox/new/>



second, and not both subcollections. Project Administrator will regularly allocate the documents further among the subcollections of the **Regional Pasture Network**.

Support of the K-LINK team is available upon request through emails, Skype meetings, and soon through pre-recorded videos.

To upload a selected file, it needs to:

- a) respect the K-DMS naming convention (date\_title\_authors\_language\_version)<sup>2</sup>, and
- b) be drag and dropped into the target folder, or
- c) moved through “create or add” action in the upper menu.

If a document has been assigned to an incorrect subcollection, it should not be deleted as a file. Please read the FAQ K-DMS information sheet to learn about the procedures for removing document collections.

## Search

In the K-DMS, search and filters are integrated, therefore users can perform full-text search from their Personal, Project collection, and Project subcollections. The K-DMS applies statistical algorithm and displays documents in accordance with number of matches of key terms.

Below is a list of search operators and their functioning to facilitate retrieval of requested information.<sup>3</sup> Please use comprehensive key terms to retrieve appropriate results. Users can use filters to locate search results further with respect to language, type of documents, and collections. The operators to facilitate search are:

“**OR**” - the operator links two key-words and searches for documents which contain either one of them. When no operator is entered, the “OR” operator is assumed by the system.

“**AND**” - matches documents where both terms are used anywhere in the text.

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<sup>2</sup> K-DMS naming convention:

- date: YYYY-MM-DD
- title: alpha numeric without spaces (spaces must be encoded with dashes, no underscore or characters like ? ! \$ % & #)
- authors: alphanumeric without spaces  
(author1\_name-author1\_surname--author2\_name-author2\_surname)
- language: two letter language code (e.g. en, ru, kg)
- version: number with a maximum of three digits

<sup>3</sup> A more detailed description of boolean operators is presented on the following webpage:[https://lucene.apache.org/core/4\\_10\\_0/queryparser/org/apache/lucene/queryparser/classic/package-summary.html](https://lucene.apache.org/core/4_10_0/queryparser/org/apache/lucene/queryparser/classic/package-summary.html)

“+” - a word after this symbol must exist in documents retrieved after search is performed. For instance, "+landuse Uzbekistan": the search will focus on landuse, and will look for Uzbekistan too, but search results might include only documents that match landuse

“NOT” - terms after this operator must not be used in a retrieved document.

“\*” - when you do not remember the whole word (common with names/surnames), the symbol can be used to look for beginning or end of the word ( “\*” in the end or beginning of the keyword respectively).

To discover information, there are two options: use project structuring, or perform integrated search and apply filters.

As an example of a search operation, we provide experience from another K-DMS project (SELLER Environment and Working Group). To search for material on environmental education in Caucasus, users can go to **SELLER** → **Knowledge Management & Mainstreaming** or **SELLER** → **Biodiversity Protection & Management** or **SELLER** → **Agriculture, Agro-biodiversity & Wild Collection**.

Alternatively, users can enter comprehensive key terms, a full-text search of documents will be performed and results which the requested terms will be displayed. Besides words, we encourage use of boolean operators (AND, OR, +\-, \*). Proper combination of words and operators would look as follows:

1. “environmental education” AND Caucasus: 19 documents in filters, 2 from Knowledge Management & Mainstreaming collection...
2. energy AND finance: 6 documents in filters, 3 from Wood Energy, Energy Efficiency collection...
3. forestry AND Kyrgyzstan: 9 documents in filters, 4 from Pasture Management collection, 2 from Wood Energy, Energy Efficiency collection, 2 from Knowledge Management & Mainstreaming collection...
4. biodiversity AND Caucasus: 21 documents in filters, 6 from Biodiversity Protection & Management collection, 5 from Knowledge Management & Mainstreaming collection, 4 in Forest Management collection...

### Preview

Preview is available for documents in PDF and some documents in docx format. All uploaded versions of a document are listed under “Versions”.

## Information sharing

In order to promote collaboration through and full use of the system, members of the Regional Pasture Network are encouraged to share links to collections instead of sending as an attachment to emails.<sup>4</sup> This will ensure the adoption of the system by the members, hence more active use, feedback and improvement of the K-DMS. For demonstration, please follow this link: <https://eba.klink.asia/dms/klink/81f861/document>

## Personal collections

Users can create their own folders in **My Collection** to structure their information. With basic partner rights, a single or group of documents can be shared with one or more users.<sup>5</sup>

## User ticketing system

The K-LINK team would like to emphasize that the evolution of the system is also in the interests of users. Improvement of existing features and development of new ones can take place exclusively upon communication and request from users.

The ticketing system (the question mark at the bottom-right corner) serves as an instance for remote support from the K-LINK team members. In order to improve the system, we encourage contacting us with questions about functions, bugs reporting, and suggestion of new features. Tickets are collected in English and Russian. Support is also available at [tickets@klink.uservice.com](mailto:tickets@klink.uservice.com)

For a criticality to be successfully resolved, users should be as detailed in submitting their ticket as possible. Attachment of a screenshot is highly recommended for the developers to receive information which is often hidden from observation. Screenshot, as a tool, is embedded into the message field for convenience of users.

Considering the growing number of projects and institutions, the K-LINK team would like to call K-DMS users to be patient while the criticalities are being investigated and removed.

For feedback and suggestions, please hit the “Help us decide what to add next” underneath the “send a message” space. Alternatively, please go to <http://klink.uservice.com>. Your ideas will be reviewed and might be implemented in future editions of the platform.

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<sup>4</sup> Exceptions are when K-DMS is unavailable

<sup>5</sup> This feature might be amended after January 2016 release