



CIMA - WG IT

Wiki Migration Project

Part 2

Version 3.2

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What we wanted



- An application which is running on the FAI server farm
- High availability of administration and support
- User management by FAI IT
- Support and maintenance by FAI IT
- Closed application for CIMA delegates and the CIMA buerau
- No public access, only registered users have access
- Public information should be published on FAI CIMA Website
- Ample search function
- Office apps implemented and easy to use
- No monthly fee

The Solution is Nextcloud



Anmelden bei FAI - World Air Sports Federation

Kontoname oder E-Mailadresse
someone@gmail.com

Passwort
.....

→ Anmelden

Passwort vergessen?

Mit einem Gerät anmelden

FAI - World Air Sports Federation - The Sky Is Our Stadium
Datenschutzerklärung

cloud.fai.org

The tools we use



Calendar

A CIMA internal calendar which shows events, due dates etc.

Bookmarks

Bookmarks make information and data more organized.

Files

Any content we have to store like office documents, pictures etc.

Deck

Space for your latest work e.g. for CIMA plenary preparation.

Search

Search for files, comments, deck, bookmarks etc.

Forms

You can ask questions or write comments to the bureau or other groups.

Notes

Room for your personal notes.

Office

Tools like Excel, Word or Powerpoint allow the online work on documents.

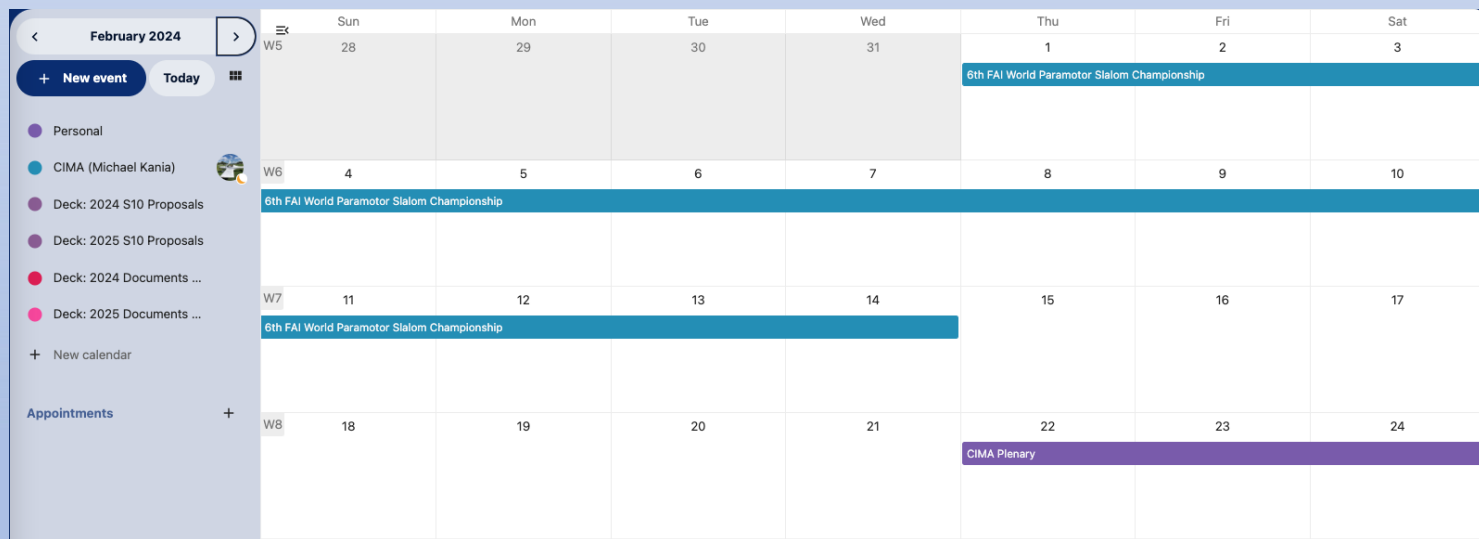
Contacts

All users you can share content with.

Calendar



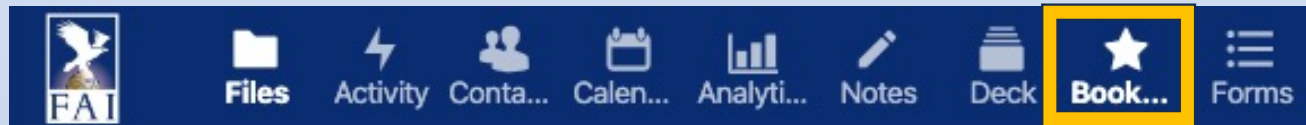
After successful login you will see at first the calendar, to keep you up to date.



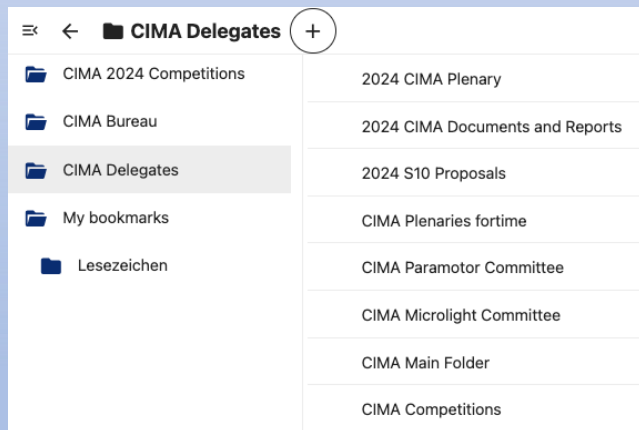
You will see the CIMA calendar entries, you also can make your own entries.

To see a particular calendar, the radio button on the left must be checked.

Bookmarks



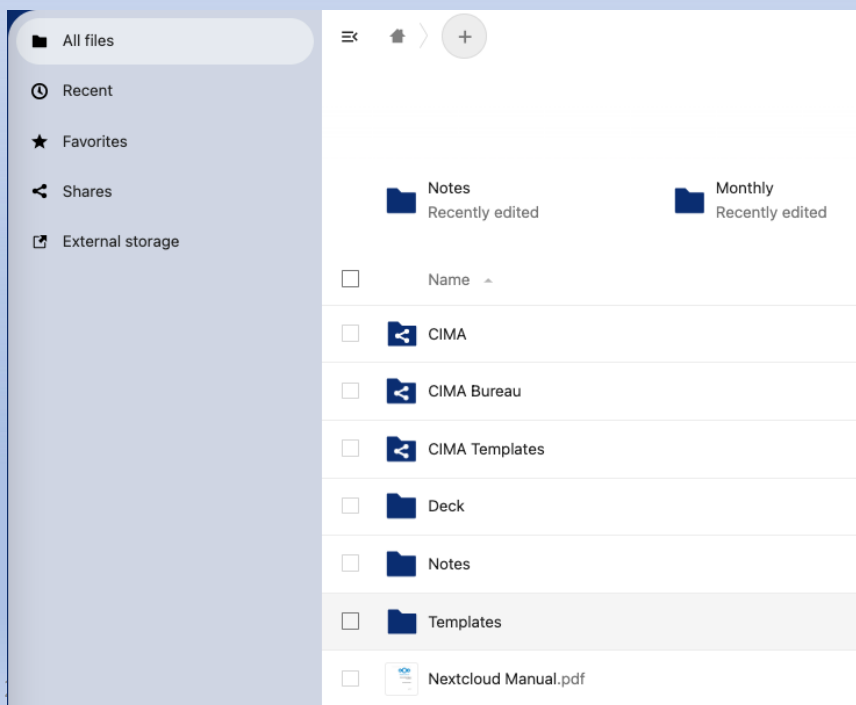
A useful starting point for your work could be Bookmarks.



The left column shows the bookmark folder. The right column the bookmarks itself.

There are some prepared bookmarks. You can add your own folders and bookmarks, if you want.

Files



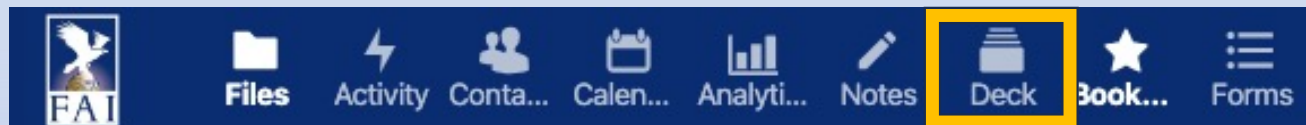
Files gives you access to all information of the FAI/CIMA Cloud, in most cases in read only mode.

A folder with such an icon  belongs to your personal area. This folders are fully accessible for you (read/write/delete)

A folder with such an icon  is shared with you by others, the information owner can control your access rights.

To find information fast and easy you should use the bookmarks or the search function as described later.

Deck, Boards, Lists and Cards



A screenshot of the 'Deck' interface. At the top, the word 'List' is written in red, with two red arrows pointing to the 'List of Documents' and 'Delegate Reports' sections. On the left, a sidebar shows a 'Board' with five items: '2024 Documents and ...', '2024 S10 Proposals', '2024 Subcommittee ...', '2024 Subcommittee P...', and 'Any other business'. A red arrow points from the word 'Board' to this sidebar. The main area shows a 'List of Documents' and 'Delegate Reports' with cards for 'GER-Documents', 'Bureau Documents', and 'Example'. A red arrow points from the word 'Card' to one of the cards. Each card has a label (e.g., 'Other Business', 'Bureau', 'Finished'), a description, and a due date (e.g., '#150', '#148', '#160').

The most important and powerful tool is the Deck. It is like a desktop where you can make your work e.g. in preparation of a plenary.

The deck contains boards. Boards have one or more lists, lists contains cards.

Cards are like record cards on your desktop. A card has a label, a description, and a due date if needed.

You can attach files to a card, you can leave comments in a card. Cards can be shared with users or groups as well as moved to other boards or lists.

Deck and Cards



A screenshot of a Jira card interface. The card title is "01 - S10 Annex 7 - Model local regulations and sample task for paramotor slalo...". Below the title, it shows "Modified: 20 hours ago · Created: a day ago". There are four tabs: "Details", "Attachments", "Comments", and "Timeline". The "Details" tab is active. Below the tabs, there are fields for "S10 Proposal", "Assign a user to this card...", and "Set a due date". A "Description" field is highlighted with a yellow box. Below the description field is a rich text editor with a toolbar. The card content includes sections for "Proposal from" (Wojtek DOMAŃSKI - CIMA Paramotor Subcommittee), "Proposal title" (01 - S10 Annex 7 - Model local regulations and sample task for paramotor slalom championships), "Existing text" (The actual Section 10 – Microlights and Paramotors, Annex 7 MODEL LOCAL REGULATIONS AND TASK CATALOGUE FOR PARAMOTOR SLALOM CHAMPIONSHIPS, To Take Effect on 01 January 2023), and "New text" (The 6th FAI World Paramotor Slalom Championships 2024 Local Regulations as a draft for adaptation by the S10 sub-committee to a new S10 Annex 7 - Model local regulations and sample task for paramotor slalom championships).

Use the register card Details to assign

- a title
- a label
- a user (optional)
- a due date (optional)

to the card.

The Description field is the field, where you can write or copy/paste the text.

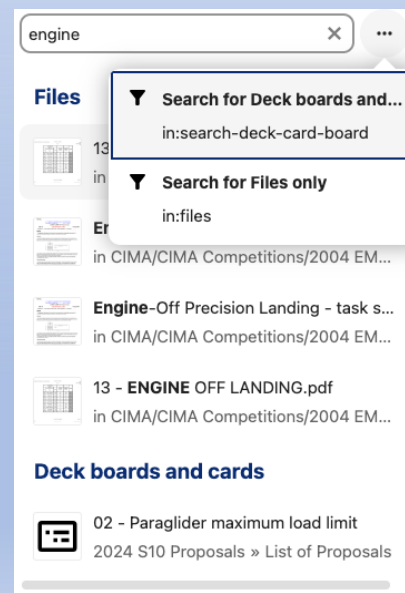
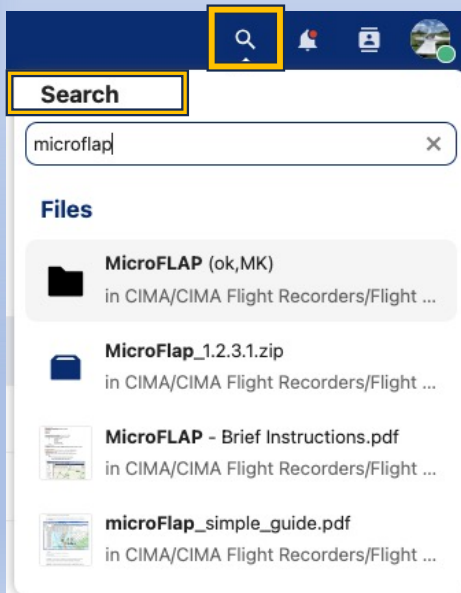
The register card Attachments allows you to attach files to the card.

The register card Comments allows you to add comments to a card.

Search



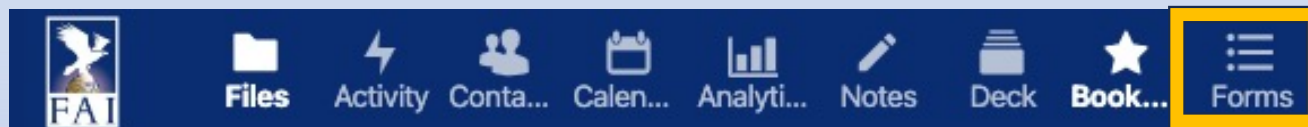
The search function is looking for the desired content in comments, bookmarks, notes, folder, filenames and the deck.



You need at least read rights for a file, folder or App to find this information.

To limit the number of results you can choose to search either for files or for deck.

Forms



+ New form

Shared with you

≡ CIMA Cloud Access

≡ I have a Question or Comment

≡ I have a Question or Comment

I have a Question or Comment

Please write your question or Comment. CIMA bureau is the recipient and will forward your message to the responsible person. Thank you!

Responses are connected to your Nextcloud account.

Which group concerns your question or comment?

- CIMA Section 10 Sub-Committee
- CIMA Competitions
- CIMA Plenary
- CIMA Bureau
- CIMA President
- CIMA Delegates
- IT Support
- CIMA Microlight Committee
- CIMA Paramotor Committee

Please write or copy/paste your question

Enter your answer

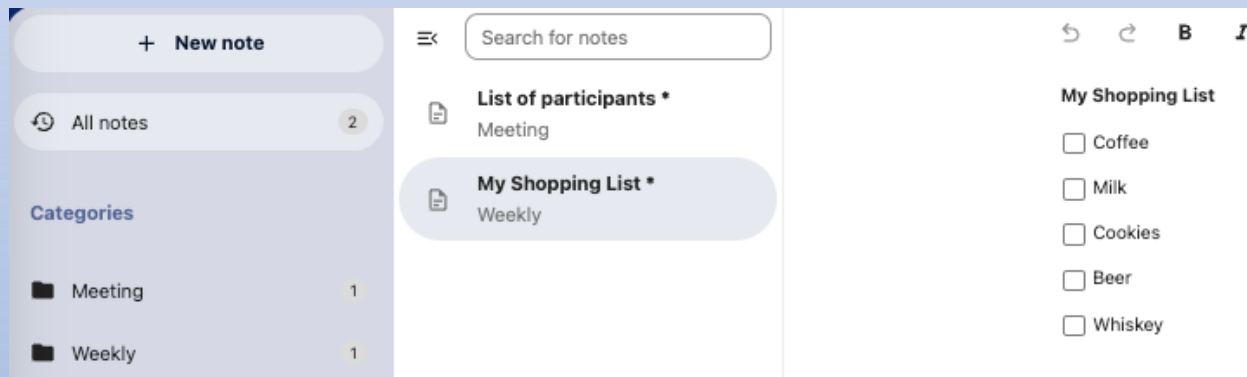
Submit

The CIMA bureau can create questionnaires or surveys for particular subjects.

This example allows you to ask questions to the bureau or other CIMA groups.

On the left hand you will see all forms which are available for you.

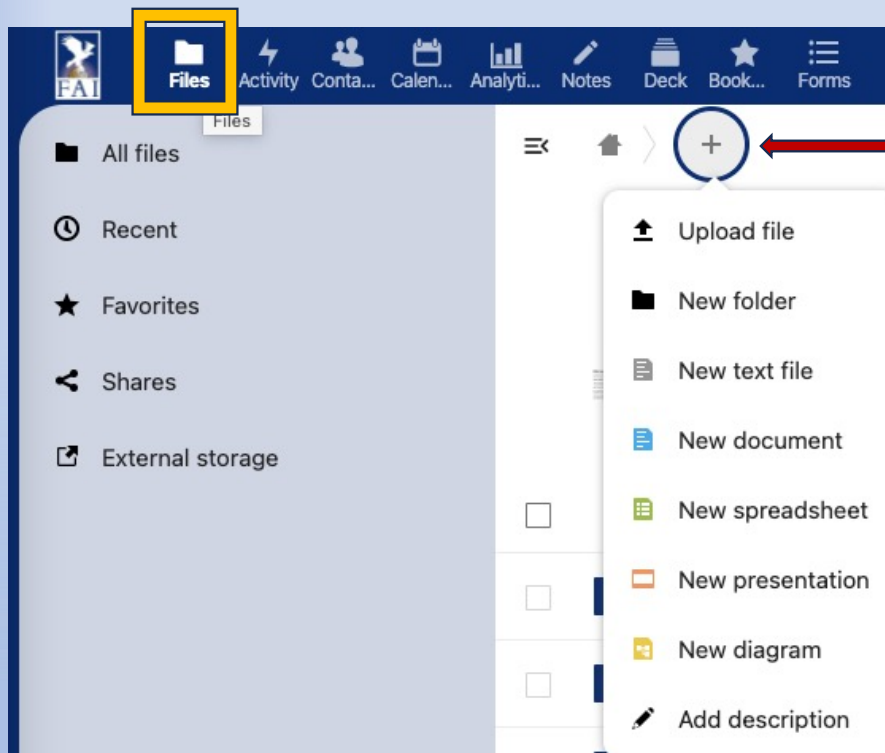
Notes



Notes should be used for Information which are not to be assigned for other delegates or admins.

It is not possible to share your personal notes with others directly.

Office and more

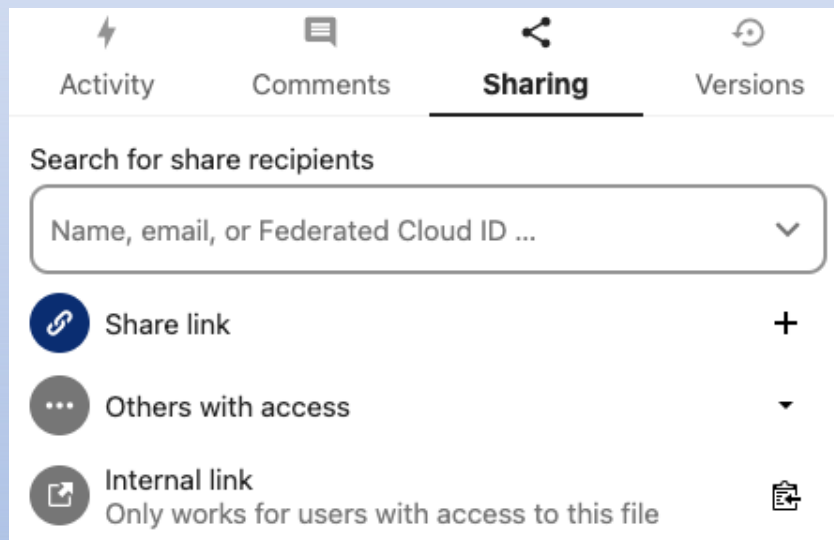


Within the Files area you will find some Office Apps and more options by a click on the + icon.

You can add or upload office documents to your own folders, add subfolders and descriptions.

If a description exists, the text will appear at the top of a folder. The name is always readme.md.

Share files



Documents created or uploaded to your personal folders are not readable for others. Nevertheless, you can share files or folder with others.

Share Link:

The file or folder is public reachable!

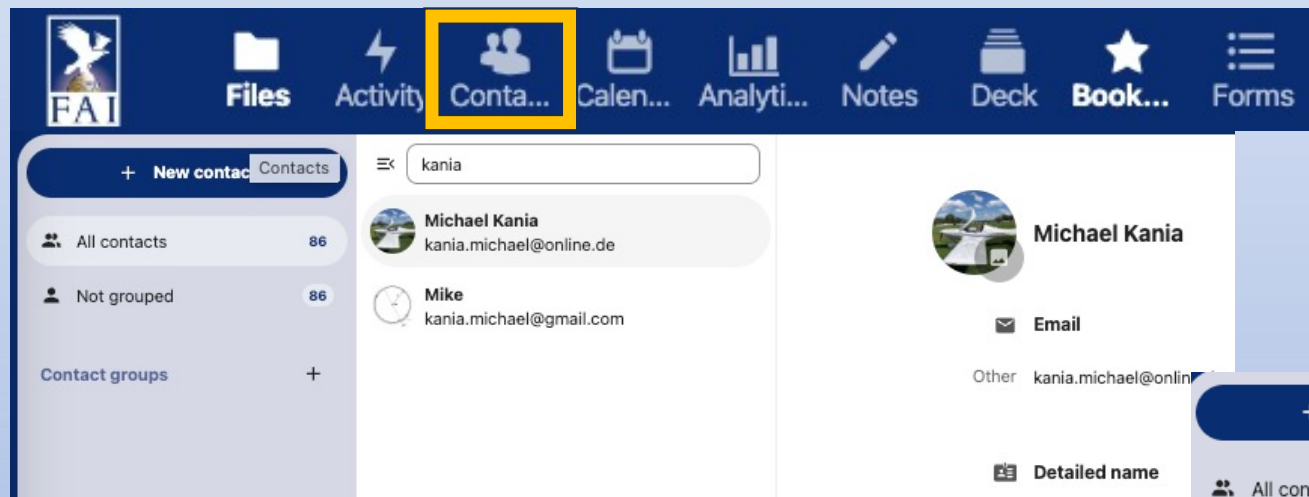
Others with access:

Allows access only for internal user or user groups.

Internal Link:

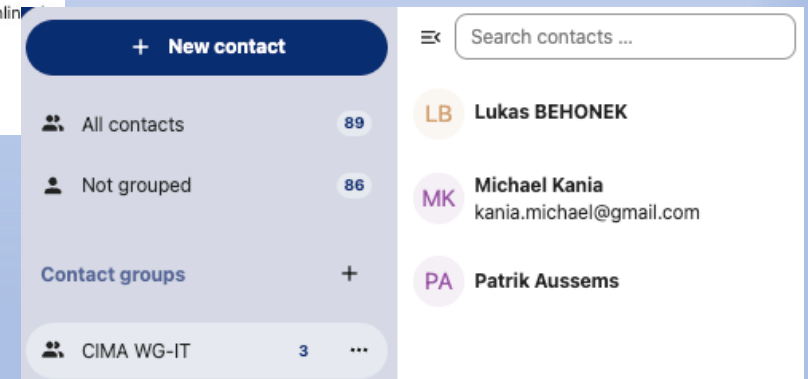
Works in combination with Others with access

Contacts

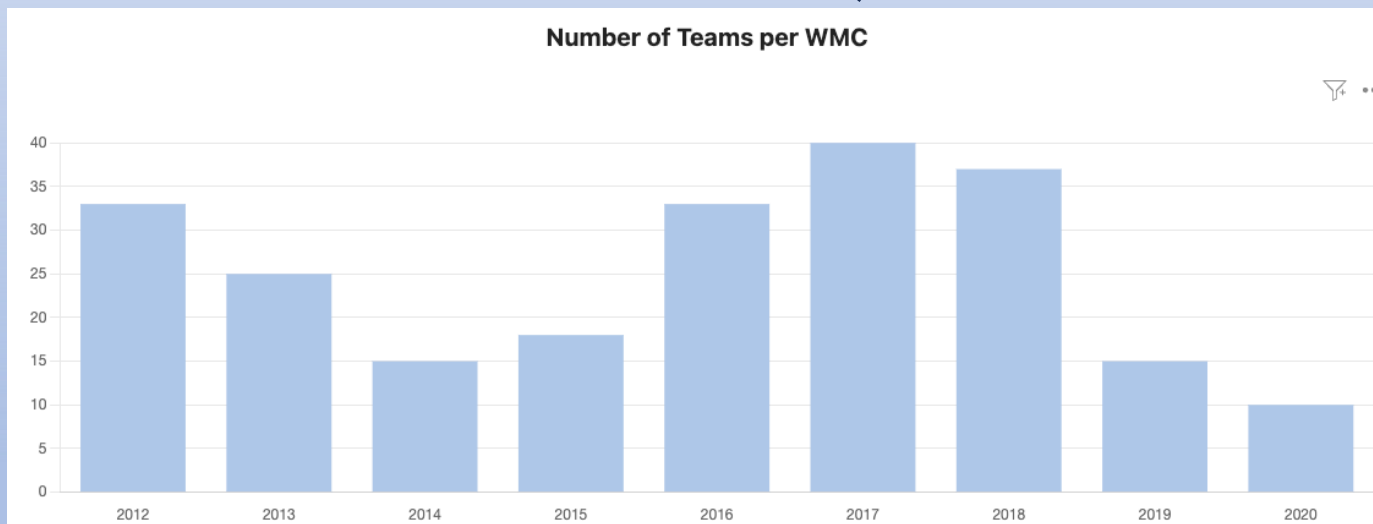


To find contacts either view the whole list or enter a search criteria to limit the results.

Contacts is not limited to CIMA; you will find all people which are using the FAI cloud.



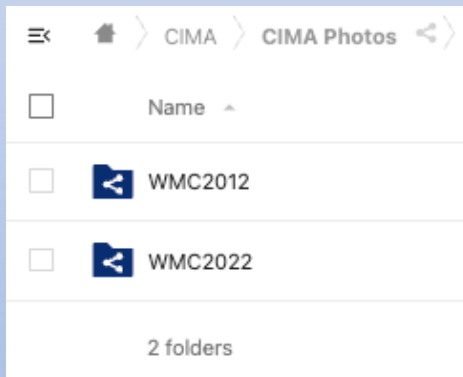
Yet another tool - Analytics



Analytics grants the possibility to present numbers in a chart.

This is a nice tool for the bureau to create graphical presentation.

Pictures and Photos



There is sufficient space to store thousands of photos of competitions and plenaries.

An easy picture viewer and a slide-show function is available.



One more tool - Activity



A screenshot of the 'Activity' log interface. On the left is a sidebar with a list of activity categories: 'All activities', 'By you', 'By others', 'Bookmarks', 'Favorites', 'File changes', 'Security', 'File shares', 'Calendar', 'To-dos', and 'Comments'. The main area shows a list of activities. The top activity is '+ Michael Kania created Plenary 2024', followed by a folder icon. Below that are two star icons indicating bookmarked links: 'https://cloud.fai.org/apps/deck/#/board/42' and 'https://cloud.fai.org/apps/deck/#/board/36'. Other activities include 'You created event Happy New Year in calendar Personal', 'Michael Kania shared calendar CIMA with you', 'You created calendar Personal', 'You deleted calendar WG-IT CIMA', 'You deleted calendar Personal', and 'Michael Kania deleted calendar WG-IT CIMA'.

Activity is a logbook which shows all activities from you or other users, which have common access to shared resources with you.

Summary



Deck

All users - current plenary topics, competitions, discussions

Bookmarks

All user – major topics and information

Files

Bureau, IT - large bulk of data, the past

Calendar

All users - organize yourself

Search

All users - find information easy and fast

Forms

Bureau, IT - polls, questionnaire, requests

Notes

All users - for your personal use

Office

All users - read, edit or create documents

Contacts

All users - Who is who

Questions





CIMA - WG IT

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