

1.4.4 Maintaining the Wiki

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Authorized editors maintain the Crucible wiki as a structured, linked publication. Maintenance includes creating and updating pages, preserving stable references, applying controlled terminology, maintaining links and transclusions, recording unresolved issues, and reviewing the effect of changes on related content.

Editing Pages

Editors should:

- Preserve the established heading and page structure
- Use the established namespace conventions
- Link controlled terms to their canonical definitions
- Link requirements to their canonical requirement pages
- Use active voice and clear, direct language
- Use normative language only in formal requirement Statements
- Preview changes before saving
- Provide an edit summary that identifies the purpose of the change
- Review the rendered page after saving

Individual requirement pages are leaf pages and omit a trailing `:start` from their namespaces. Namespace index pages use a trailing `:start`.

Preserving Stable References

Each wiki page has a URI that can be referenced by other pages, requirements, issues, reviews, emails, and external documents.

Editors should preserve an established namespace after other content begins referencing it. A displayed page title can change without changing the namespace when retaining the existing URI prevents broken links.

Before moving, renaming, or deleting a page, editors should identify:

- Pages that link to the page
- Pages that transclude content from the page
- External documents that may reference the page
- Requirements or traceability records that depend on the page
- Media files stored in the page namespace

When a namespace must change, editors should use an approved move or redirect mechanism and verify that existing links continue to resolve.

Maintaining Canonical Content

Controlled terms, requirements, and other authoritative content should reside on canonical pages.

Editors should link to or transclude canonical content rather than maintain independent copies. This reduces duplication and prevents copies from becoming inconsistent.

A requirement Statement can be displayed from its canonical requirement page by using:

```
{{section>ACTUAL_REQUIREMENT_NAMESPACE#Statement&noheader&nofooter&noeditbtn}}
```

The actual requirement namespace replaces ACTUAL_REQUIREMENT_NAMESPACE.

Editors should revise the canonical source rather than modify only a page that displays transcluded content.

Maintaining Traceability

Editors should preserve links among:

- Operational concepts
- Mission Objectives
- Operational Requirements
- Functional Requirements
- Architecture content
- Implementation guidance
- Verification information
- Implementation status
- [Evidence](#)

Requirement pages should identify the pages that reference them. Related ConOps, architecture, and implementation pages should link back to the applicable requirements.

Editors should review backlinks after changing a page to identify dependent content that may also require review.

Maintaining Navigation

Editors should maintain:

- Parent-page navigation links
- Child-page links
- Section **Contents**
- The publication-wide [Table of Contents](#)
- Namespace index menus

- Links among related pages
- Page and section anchors used by other content

A new page should appear in the correct location in the navigation tree and use the numbering and naming conventions of its parent section.

Maintaining Images and Media

Images and other media should use descriptive filenames and reside in a media namespace associated with the relevant subject.

Editors should:

- Use lowercase filenames with hyphens between words
- Avoid spaces and punctuation in filenames
- Provide meaningful alternative text
- Add a numbered figure caption when the image forms part of the publication
- Size the image so labels and controls remain readable
- Center figures when appropriate
- Replace obsolete images rather than create unnecessary duplicates
- Verify media links after moving or renaming pages

Example:

```
<WRAP centeralign>
{{:dido:02-crusible:01-introduction:01-04-how-to-use-this-wiki:crucible-
navigation-tree.png?direct&600|Crucible navigation tree}}

**Figure 1.4.3-1: Crucible navigation tree**
</WRAP>
```

Recording Issues

Unresolved defects, questions, missing content, and proposed changes should be recorded in the applicable **Issues** section or in the controlling issues annex.

Editors should not silently resolve a substantive conflict by changing only one affected page. The issue should identify the affected content, the nature of the conflict, and the pages or requirements that require coordinated revision.

Reviewing Changes

Before considering a change complete, the editor should verify that:

1. The page renders correctly
2. Navigation links resolve

3. Controlled-term links resolve
4. Requirement links and transclusions resolve
5. Figure and media references resolve
6. Numbering remains consistent
7. Backlinks and dependent pages remain valid
8. The edit summary accurately describes the change
9. No unintended duplicate content was introduced

The page history preserves previous revisions and allows authorized users to compare or restore earlier content when necessary.

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