

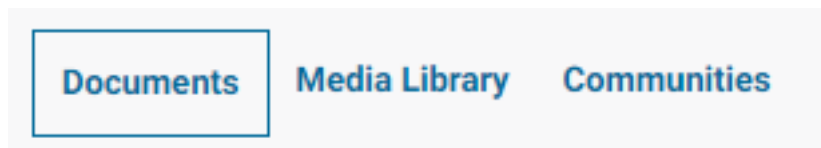
Learning Module

Learning Module: Documents

Delta's **Learning** module is a centralized repository for project- and portfolio-related documents and knowledge sharing. Click the Learning icon in the left navigation to enter the Learning module.

The screenshot shows the Delta Learning module interface. The top navigation bar includes the Delta logo, the project name 'Water and Sanitation Project', and user icons. The left sidebar contains navigation icons for Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning (highlighted), and Admin. The main content area is titled 'Knowledge Sharing and Learning' and features a horizontal navigation bar with 'Documents', 'Media Library', and 'Communities'. The 'Documents' section is active, displaying a file explorer with a left pane showing folders like 'Sectorial Studies', 'Water Regulation Documents', 'Internal Reports', 'Pictures', 'Videos', and 'Success stories'. The right pane shows a table of documents with columns for Title, Published Date, Author(s), Categories, and Subjects. The table lists various documents related to water supply, management, and strategy. At the bottom, it indicates '1 of 2 pages (24 files)' and 'Currently Connected: 2 Users'.

The first section of the module, **Documents**, is the centralized repository for project-related documents. Select Documents from the horizontal navigation, if not already selected.



The left side of the screen is the navigation pane, while the right side is referred to as the document pane. Folders are shown on the left, their contents on the right. The top folder level, called **Root**, is denoted by a forward slash (/).

This image provides a detailed view of the Documents section. The left pane shows a folder structure starting with the Root (/), followed by 'Sectorial Studies', 'Water Regulation Documents', and 'Internal Reports'. The right pane displays a table of documents. The table has columns for Title, Published Date, Author(s), Categories, and Subjects. The documents listed include 'HUMAN-POWERED HANDPUMPS ...', 'Legislative, regulatory and policy fr...', 'PROJECT: KENYA TOWNS SUSTAI...', 'The National Water Services Strat...', 'WATER AND SANITATION PROJECT', 'Water Supply and Sanitation in Ke...', and 'Write Document Example'. The table is sorted by Published Date in descending order.

NOTE: the horizontal functions menu is contextual, meaning it will change depending on where you are in the folder structure and which task you're accomplishing. The defaults, seen above, are New Folder, Refresh, and Filters.

Click on a folder column header to sort the selected folder's documents by Name, Published Date, Author(s), Category, and Subject.

Learning Module

DELTA Water and Sanitation Project

Knowledge Sharing and Learning

Documents Media Library Communities

New folder Refresh Filters Select a folder to upload a document

Title	Published Date	Author(s)	Categories	Subjects
WATER AND SANITATION PROJECT	Dec 31, 2009		Water Strategy	Water Services
Water and sanitation - Majidata proj...	Dec 02, 2013			
Legislative, regulatory and policy fra...	May 31, 2014		Water Management	Water Services
CLTS Management Capacity Buildin...	Nov 14, 2015	Professor Albert DANDINO	Water Strategy	Water Services
Water Supply and Sanitation in Kenya	Nov 30, 2015		Water Strategy	Water Services
PROJECT: KENYA TOWNS SUSTAIN...	Apr 30, 2016		Water Management	Water Services
The National Water Services Strateg...	May 31, 2017		Water Strategy	Water Services
Progress on Drinking Water, Sanitati...	Sep 30, 2017			
HUMAN-POWERED HANDPUMPS F...	Nov 08, 2018	Dr Musa Trambaly	Water Management	Water Services

1 of 2 pages (24 files)

Currently Connected: 2 Users Copyright DELTA Monitoring & Evaluation ©

To navigate between folders, click a folder in the navigation pane to select it and display its contents.

DELTA Water and Sanitation Project

Knowledge Sharing and Learning

Documents Media Library Communities

New folder Upload a document Write a document Upload from a link Refresh Filters

Title	Published Date	Author(s)	Categories	Subjects
HUMAN-POWERED HANDPUMPS ...	Nov 08, 2018	Dr Musa Trambaly	Water Management	Water Services
Legislative, regulatory and policy fr...	May 31, 2014		Water Management	Water Services
test document in January	Jan 27, 2020			
Water pump	Apr 09, 2019			
Water supply	Feb 24, 2019		Water Management	Water Services

1 of 1 pages (5 files)

Currently Connected: 2 Users Copyright DELTA Monitoring & Evaluation ©

To **create a new folder**, click the New Folder button below the horizontal sections navigation to bring up the New Folder popup window.

Learning Module

Folder



Enter your folder name

CREATE

Enter the desired name for the folder and click Create. The folder will be created inside the level selected in the navigation pane.

DELTA Water and Sanitation Project

Knowledge Sharing and Learning

Documents Media Library Communities

New folder Upload a document Write a document Upload from a link Refresh Filters

Water Regulation Documents

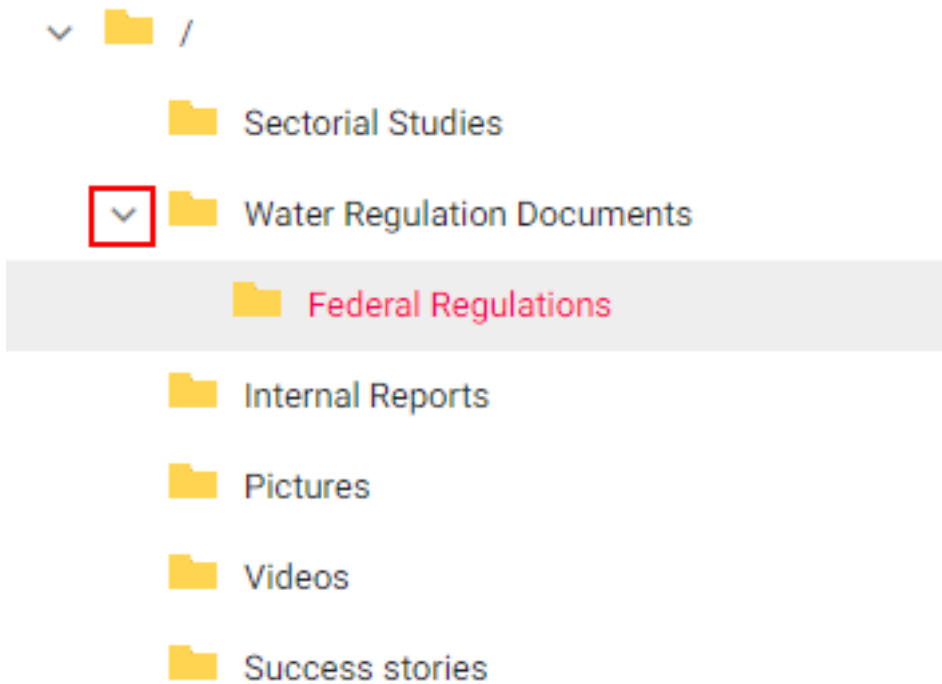
Title	Published Da...	Author(s)	Categories	Subjects
HUMAN-POWERED HANDPUMPS ...	Nov 08, 2018	Dr Musa Trambaly	Water Management	Water Services
Legislative, regulatory and policy fr...	May 31, 2014		Water Management	Water Services
test document in January	Jan 27, 2020			
Water pump	Apr 09, 2019			
Water supply	Feb 24, 2019		Water Management	Water Services

1 of 1 pages (5 files)

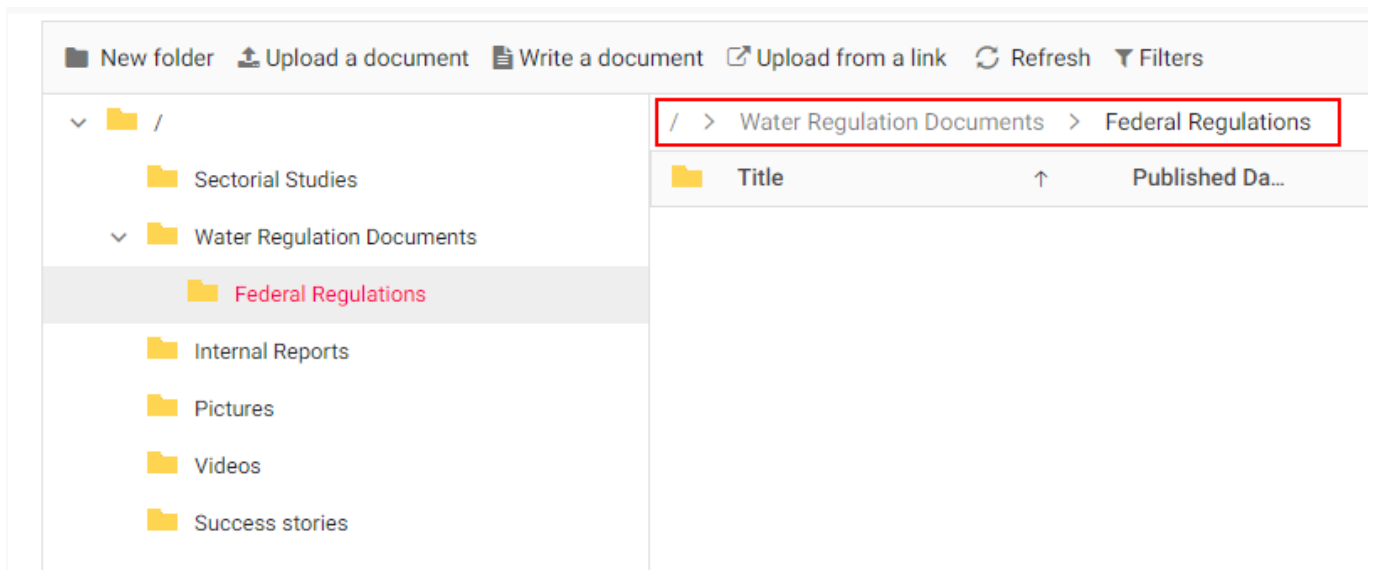
Currently Connected: 2 Users Copyright DELTA Monitoring & Evaluation ©

Use the carets in the navigation pane to expand and collapse the list of subfolders.

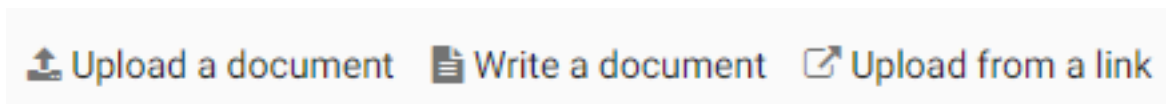
Learning Module



The path from a folder back to the Root level is displayed at the top left of the Document pane. You can use these breadcrumbs to navigate the contents of the library.



Three methods are available to you for adding documents to the library: Upload, Write, and Upload from Link.



To **upload a document**, click the destination folder in the left pane to select it. Select Upload a Document from the menu. This will open a standard dialog box from which you can navigate to the document you want to upload. Click the document and click Open or press Enter from your keyboard. A status popup will appear with a thermometer bar showing the progress of the upload. When the upload is complete, the popup will display a success message along with the file name and its size.

Learning Module

Upload Files



BROWSE...

sample_budget_import.xlsx

9.3 KB



File uploaded successfully

To upload another document to the same destination folder, click the Browse button in the status popup, and navigate to another document. Click the document to select it and click Open or press Enter from your keyboard. The status popup will appear after the upload has been completed. When you're done, click the X at top right corner of the status popup to dismiss it. Your uploaded document(s) will appear in the documents pane.

The screenshot shows the DELTA Knowledge Sharing and Learning interface. The top navigation bar includes the DELTA logo, the project name "Water and Sanitation Project", and user avatars. The left sidebar contains navigation icons for Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The main content area is titled "Knowledge Sharing and Learning" and has tabs for Documents, Media Library, and Communities. The Documents tab is active, showing a list of folders and files. A table displays the following data:

Title	Published Da...	Author(s)	Categories	Subjects
sample_budget_import.xlsx	Oct 06, 2020			
sample_disbursement_import.xlsx	Oct 06, 2020			

At the bottom of the interface, it shows "Currently Connected: 2 Users" and "Copyright DELTA Monitoring & Evaluation ©".

Each document type has its own icon and color. If the document's name is truncated by the width of the Title column, move your cursor until you get a double grab bar icon (<-||->), then click, hold, and drag to resize the column. You can resize any column in the document pane.

NOTE: while there are no limits to the size of documents which can be uploaded, keep in mind that the larger the document, the longer the upload will take. This may cause problems when using unstable or weak network connections.

To **write a document**, click the destination folder in the navigation pane to select it. Select Write a Document from the menu. The Document Description screen will open. All fields denoted by an asterisk are mandatory.

Learning Module

The screenshot shows the 'Document Description' form in the DELTA Water and Sanitation Project interface. The form is titled 'Document Description' and has a red close button in the top right corner. It contains several fields: 'Reference *' (text input), 'Published Date *' (date picker showing 10/07/2020), 'Document Format *' (dropdown menu showing 'Text'), 'Title *' (text input with placeholder 'Enter Document Title'), 'Language *' (text input), 'Author(s) *' (text input with placeholder 'Author(s)'), 'Contact (email or website)' (text input), 'Categories *' (dropdown menu with placeholder 'Select a document category'), 'Subjects *' (dropdown menu with placeholder 'Select a subject'), and 'Summary' (text input). There is also a 'Cover Page' section with a book icon and a plus button. The left sidebar shows navigation options: Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning (highlighted), and Admin. The bottom status bar indicates 'Currently Connected: 2 Users' and 'Copyright DELTA Monitoring & Evaluation ©'.

Enter a reference number for the document. There is no set format for how reference numbers are built, so you can use any convention or nomenclature you deem appropriate.

Enter the publication date of the document. The default is today's date. To select another date, click the calendar at the right end of the Publication Date field to open the calendar and navigate to the desired date.

Select the Document Format from the pick list.

Document Format *

The screenshot shows the 'Document Format' dropdown menu. The dropdown is open, displaying a list of options: 'Text' (highlighted in green), 'Image', 'Audio', 'Video', and 'PDF'. The search bar at the top of the dropdown is empty, and the 'Text' option is selected.

Enter a title for the document, and select the language. If the language you want does not appear, enter it freehand in the Language field. It will be made available for other documents once you save yours.

Enter the name of the author. This is a freehand field. If contact information for the author is available, enter it in the Contact field. Contact information can be an email address or a website URL. This field is optional, but we suggest as a best practice that you always enter as much information as possible.

Learning Module

is available.

Enter one or more category(ies) for the document. If the category you're looking for is not in the pick list, click the ≡ icon at the end of the field to bring up the Categories popup window.

Category 



Water Strategy

...

Water Management

...

Monitoring Report

...

Click the + in the popup window title bar to add the desired category. Enter its label and click OK. The new category will appear in the popup window. Click the X in the popup window title bar to close the popup. The new category will appear in the pick list and is available for selection.

Select one of more Subjects from the pick list. If the subject you're looking for does not appear in the pick list, create it using the same method described above for the Categories.

If desired, click the Upload icon under Cover Page to upload a cover page for your document. Cover pages are images, and most graphic formats are allowed: .xbm, .tif, .pjp, .jfif, .webp, .jpeg, .avif, .ico, .tiff, .bmp, .png, .jpg, .svgz, .jpg, .gif, and .svg. Navigate to your cover page image to select it, and press Enter or click Open to associate it to your document.

Enter a summary for the document. This field is optional.

Once all the mandatory fields have been completed, the Content and Document Sharing tabs will appear next to the Document Description tab.

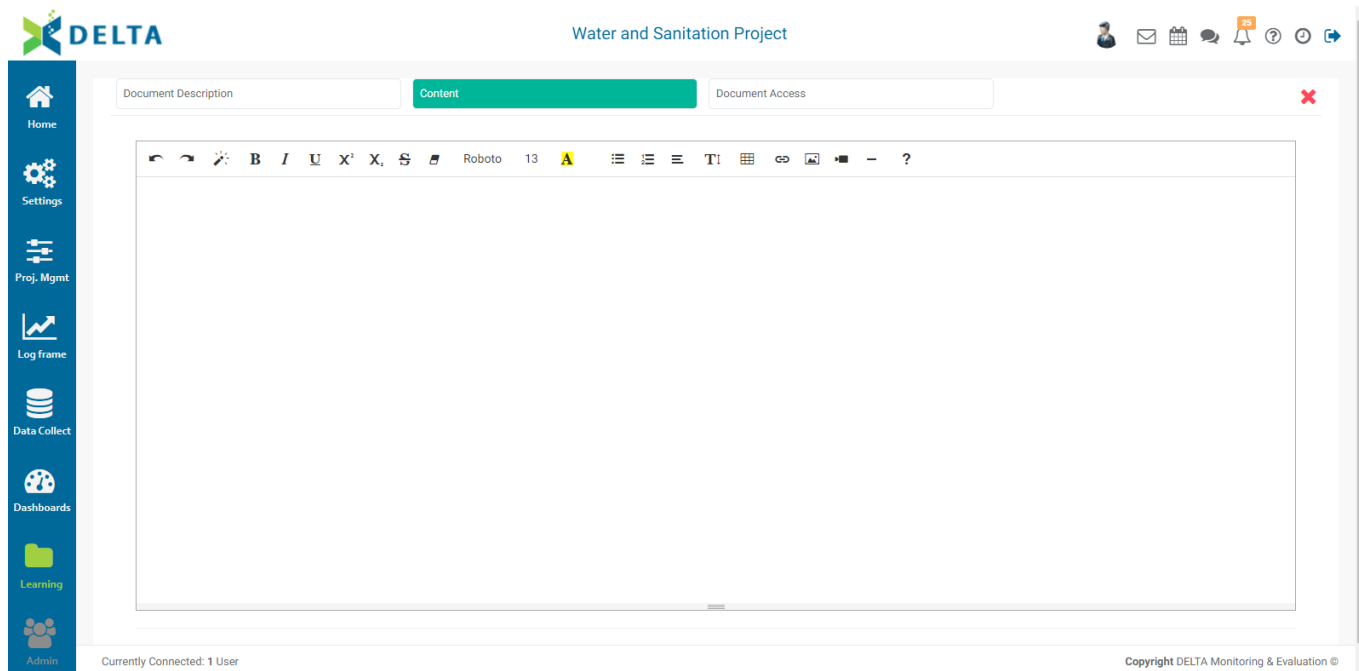
Document Description

Content

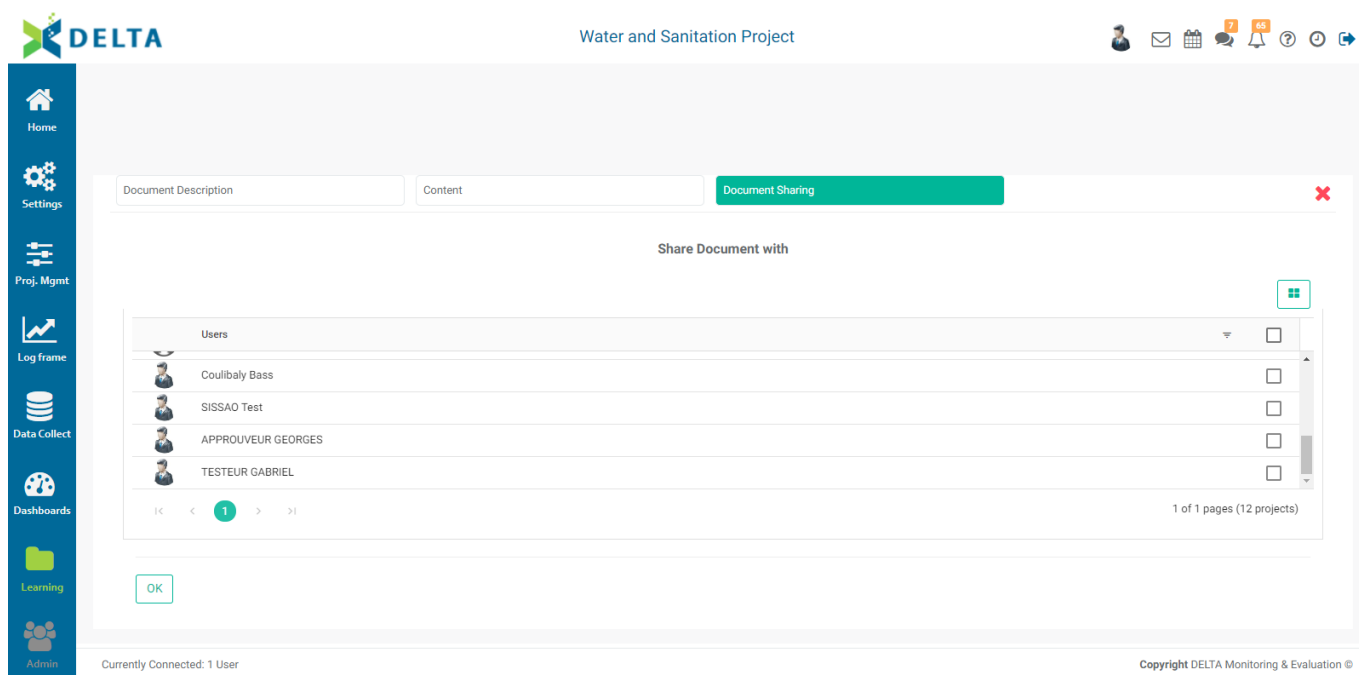
Document Sharing

Click the Content tab to bring it to the front. This screen contains Delta's full feature text editor. You can enter text and style it, embed images, and link to audio and video files, among its features.

Learning Module



Click OK at the bottom of the Content screen if you're done. If you would like to add permissions to your document, click the Document Access tab to bring it to the front.



Select the stakeholders who will have access to the document. Note that superusers do not appear on this screen, since they have permissions for everything in the system. Click OK when you're done. Your document will appear in the document list screen.

Learning Module

The screenshot shows the DELTA Knowledge Sharing and Learning interface. The top navigation bar includes the DELTA logo, the project name 'Water and Sanitation Project', and user icons. The left sidebar contains navigation links: Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning (highlighted), and Admin. The main content area is titled 'Knowledge Sharing and Learning' and has tabs for Documents, Media Library, and Communities. The Documents tab is active, showing a list of documents. A red box highlights the document 'Reference Document #1' by Alice Jones, published on Oct 06, 2020, under the category 'Water Strategy, Environmental...' and subject 'Water Services'. The bottom status bar indicates 'Currently Connected: 2 Users' and 'Copyright DELTA Monitoring & Evaluation ©'.

Title	Published Da...	Author(s)	Categories	Subjects
Empowering Kenya Water Manag...	Jul 03, 2020	Audina Marigona	Water Strategy	Water Supply
HUMAN-POWERED HANDPUMPS...	Nov 08, 2018	Dr Musa Trambaly	Water Management	Water Services
Kenya and Sanitation Issues	Mar 19, 2019	Mariam Nzamby	Water Strategy	Water Supply
Kenya Water Supply - vol 1	Mar 19, 2019	Directorate of Water Supply	Water Management	Water Supply
Kenya Water Supply Vol 2	Mar 19, 2019	Directorate of Water Supply	Water Management	Water Supply
Legislative, regulatory and policy f...	May 31, 2014		Water Management	Water Services
Progress on Drinking Water, Sanit...	Sep 30, 2017			
PROJECT: KENYA TOWNS SUSTA...	Apr 30, 2016		Water Management	Water Services
Reference Document #1	Oct 06, 2020	Alice Jones	Water Strategy, Environmental...	Water Services
sample_budget_import.xlsx	Oct 06, 2020			

If the document does not appear, use the Refresh button, or navigate to the destination folder if it's not the one currently selected.

The last option in the menu, **Upload from a Link**, allows you to point to a cloud document, such as documents stored on Dropbox or Google Drive. The document description tab is essentially the same as that for the Write a Document option, except that you **must** enter the URL of the document instead of navigating to it. There also is no Content tab. **NOTE:** documents added to the library via this method remain on their respective repositories and are **not** copied to the library.

Select a document by clicking its name once. To edit the selected document, click the Edit icon at top left above the navigation pane. To see a document's details, select it and click See Details at top left above the navigation pane, or double-click the document. Its Details screen will open.

The screenshot shows the details of 'Reference Document #1' in the DELTA Knowledge Sharing and Learning interface. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area is titled 'Reference Document #1' and has a red 'X' icon in the top right corner. The document is represented by a book icon. Below the icon are 'Download' and 'Share' buttons. The document data is displayed in a table:

Document data	
Title	Reference Document #1
Author(s)	Alice Jones
Published Date	Oct 7, 2020
Language	English
Contact (email or website)	

Below the document data is a 'Summary' section, followed by 'Categories' (Water Strategy) and 'Subjects' (Water Services). The bottom status bar indicates 'Currently Connected: 3 Users' and 'Copyright DELTA Monitoring & Evaluation ©'.

To download the document, select Download at bottom left. **NOTE:** downloading a linked document will open a new browser tab to the cloud service, in which you'll be able to view the document. This makes the Upload from Link an excellent option for making authoritative versions of external documents available to a project without having to worry about the freshness of the document's

Page 9 / 13

© 2026 WebArchitects <admin@linearflight.ca> | 2026-10-30 04:16

URL: <https://linearflight.ca/phpmyfaq/index.php?action=faq&cat=9&id=114&artlang=en>
© DeltaGIS Inc. 2020-2023. All Rights Reserved.

Learning Module

information. Click the X at top right to close the document details screen.

To delete a document, select it in the document pane, click Delete, and confirm the deletion.

Delete File

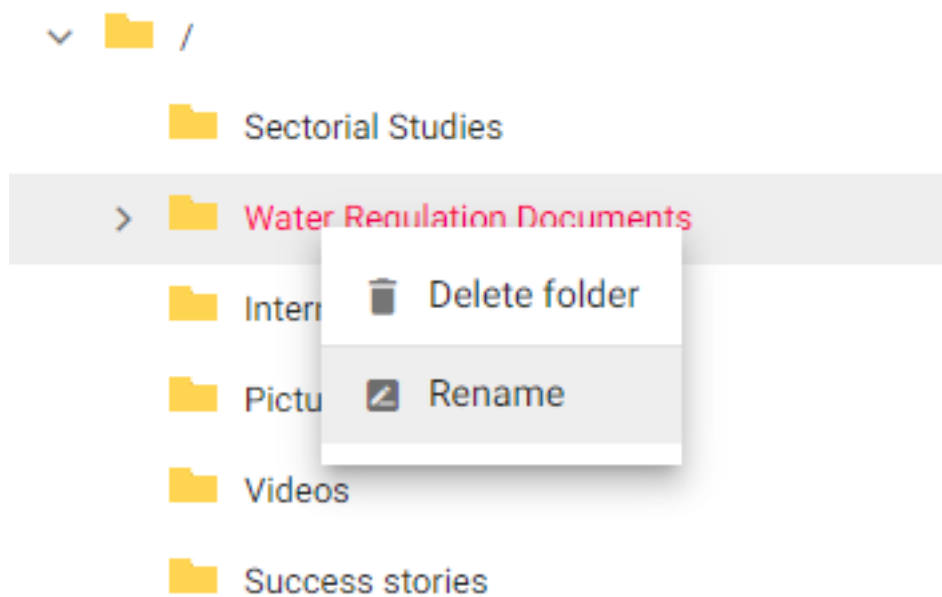


Are you sure you want to delete this file?

YES

NO

To rename a folder, right-click it in the navigation pane, and select Rename from the menu.



To delete a folder and its contents, right-click it in the left pane, select Delete, and confirm the deletion.

Learning Module



Confirm delete

Are you sure to delete this folder and all its content?

Yes

No

Use the **Filters** to sort through the library.

Filters

Field

Condition

Value

Title

Equal

+ Add

Title

Published Date

Subject

Category

Document Format

Author(s)

Language

policy fr...

May 31, 2014

Oct 06, 2020

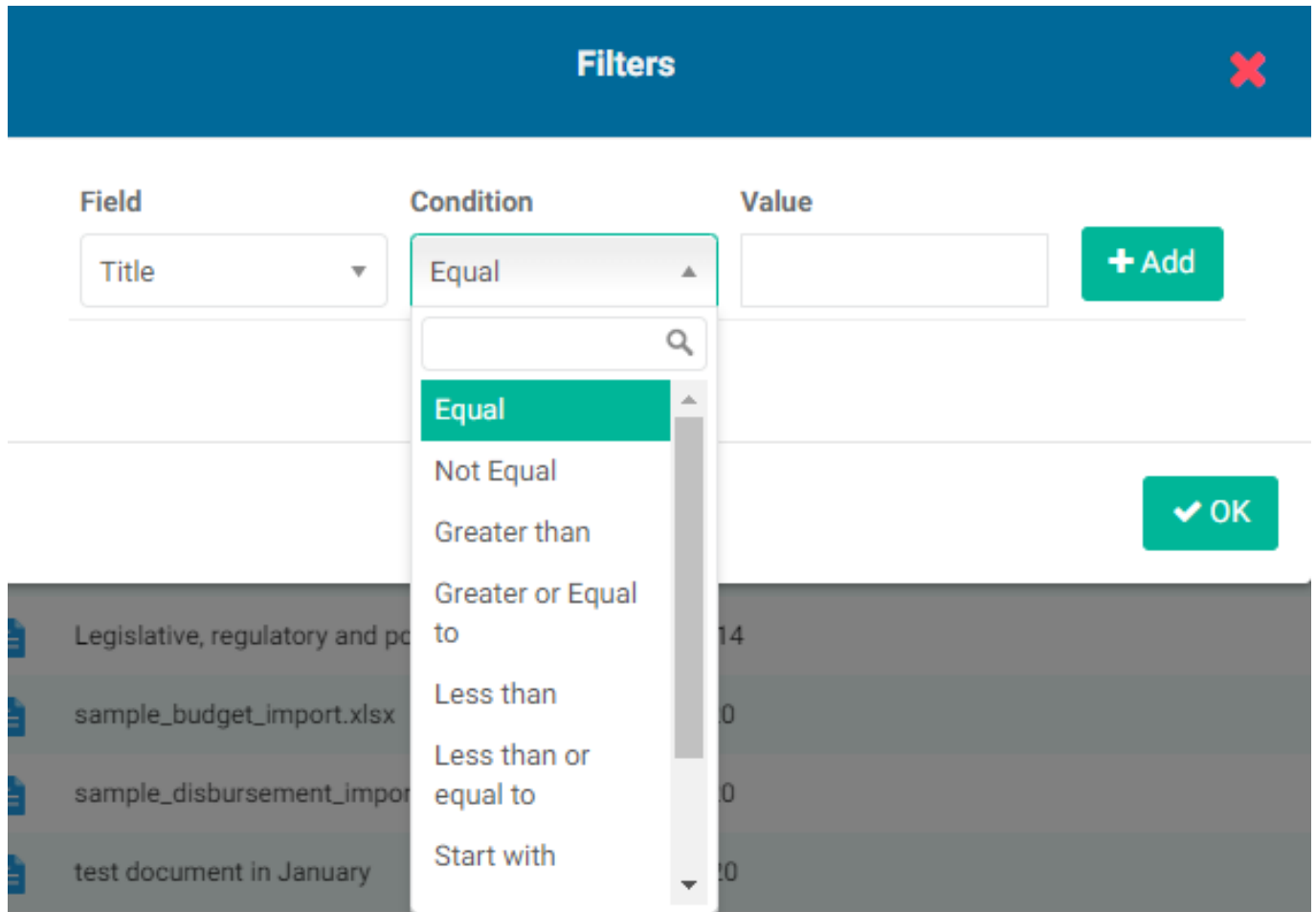
ort.xlsx

Oct 06, 2020

✓ OK

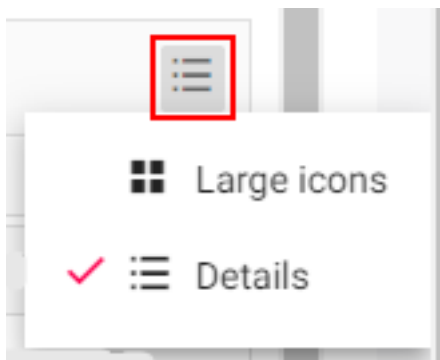
Select the field which you want to use to filter, then enter a condition.

Learning Module



Finally, enter the desired value for the filter, for example 'title contains water'. Click +Add to save the filter. Enter as many filters as desired, then click OK. Only the documents which conform to your filter(s) will be shown in the document pane.

You can toggle the display between Large Icons and Details by using the menu at top right. This menu only appears when a document is selected.



Both views work essentially the same way, except Details will show headers with the name of the folder or document, the item's last modification date, and its size. To deselect an item, click the X next to 1 Item Selected. Only one item can be selected at a time.

Previous: [Dashboards Module](#) | Next: [Learning Module: Media Library](#)

Learning Module

Unique solution ID: #1113

Author: n/a

Last update: 2023-07-01 21:12