News and Events Web Interface Documentation

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Section 1 : Accessing the Interface – Administration Area

1. Open your Internet Browser, either Internet Explorer, Mozilla Firebird, Netscape, Opera , Safari or any other Internet Browsing application

2. Enter the following address into you url/address bar:

Figure 1.1

☞ The website can also be access by visiting www.sathya.org.uk and clicking on the 'Administration' Link and then the 'Ananda Interface' link.

3. You should now see the following screen:

Figure 1.2

4. You are now being asked for a username and password. Enter the following password and username and press the "OK" button.

Username: sathyasaiadmin

Password: sairam

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5. You will be directed to the administration page where you will have options to enter your news/event item. You should now see the following screen:
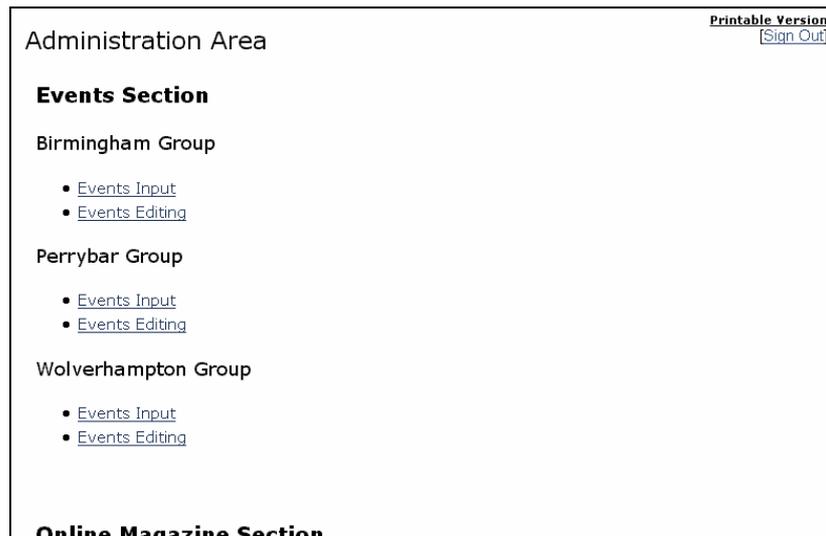
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Figure 1.3

6. You will see a heading "Events Section", underneath this heading is a table consisting of three columns. The first column contains links that, once clicked, allow you to enter your news/event item.

   The second column has links that lead to a page to edit the news/event items already entered. This is so you can correct any mistakes; this will be explained in detail later on in the guide.

   The third and final column explains contains a brief description of what the links on that row do.

NOTE: You should only click on the links that contain your centre/group's name in it.

7. To exit this interface, click on the "[Sign Out]" link (see figure 1.4).

Figure 1.4

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Section 2 : The News/Events Input Interface

1. To access the "News/Events Input Interface", follow the procedure described in Section 1.

2. In the section on the titled "Events Section" find and click on the link in the first column of the table which has you centre/group's name in it; as shown in figure 2.1 below.
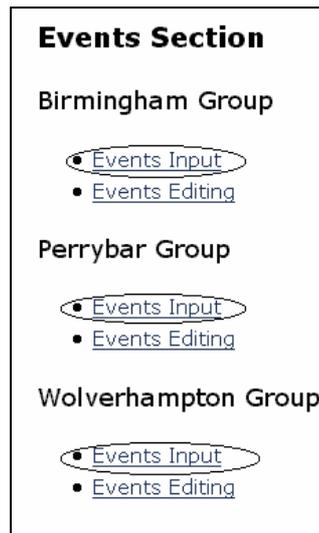

Figure 2.1

3. On clicking on the appropriate link you will be directed to the news/events input page.
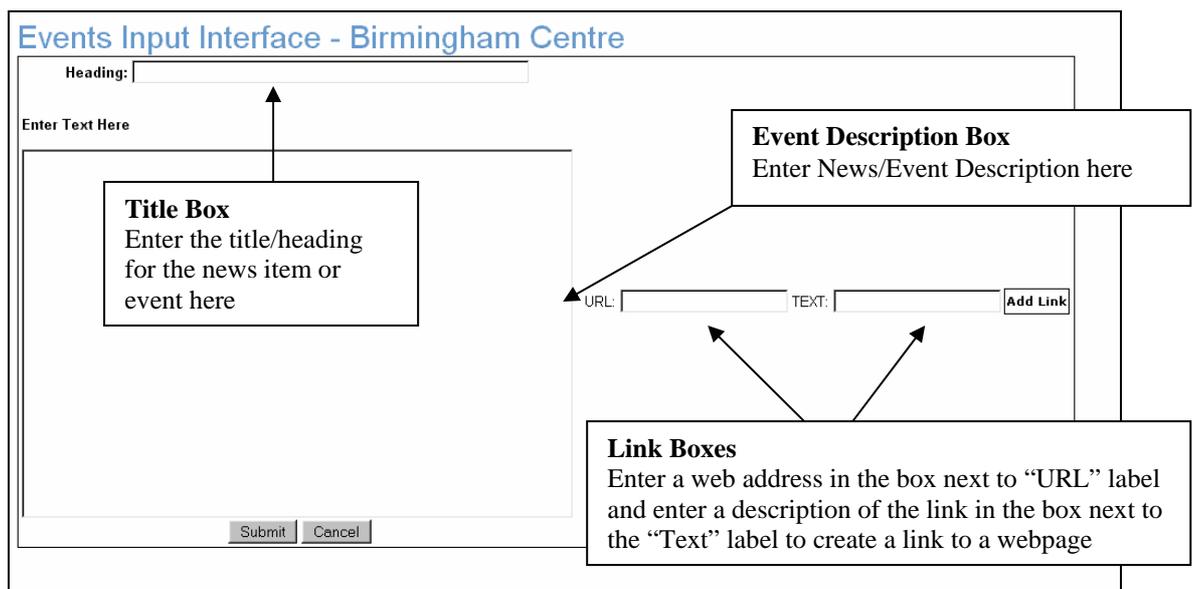

Figure 2.2

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4. In the box next to the label titled "Heading:", you should enter the news item/events title or heading.

   In the box underneath the label titled "Enter Text Here:", you should enter the description of the news item(s) or event(s).

   If you wish to add a link into the description allowing viewers to be referred to another webpage then:
   - Enter the web address of the link into the box next to the label titled "URL:."
   - Enter a description of the link in the box next to the label "TEXT"
   - Point and click your mouse to the position in the Event Description Box (see figure 2.2)
   - Click on the "Add Link" button on the far right hand side of the Link Boxes (see figure 2.2)

5. Once the news item/event has been entered, click on the "Submit" button underneath the "Description Box" (see figure 2.2)

   If the submission of the news/event item is successful then you will be re-directed back to the "Administration area, (see figure 1.3, Section 1).

6. If you want to exit the interface, click on the button labelled "Cancel" located underneath the "Description Box" (see figure 2.2). You will then be re-directed back to the "Administration area, (see figure 1.3, Section 1).

Section 3 : Events Editing Interface

1. To access the "News/Events Input Interface", follow the procedure described in Section 1.

2. To access the Events Editing Interface, click on the link in the second column of the table underneath the "Events Section" heading (see figure 3.1) that has your centre/groups name in it.

Figure 3.1

3. You will now be re-directed to the Events Editing
    Interface.

Edit Events Form

Event 1

Delete? ☐
Heading: News on 4-12-03
Date Posted: Posted: 5 / 12 / 2003

Event Description:
Thursday Afternoon: Baba came out at 3:20 went into the men's section taking letters. The car went between the men and the verandah until it came to the white center tile. There it pulled away from the verandah heading toward the middle of the women's section when the car went up the women's ramp onto the verandah.

We saw Baba briefly as he went into the interview room. There were bhajans and arathi. A few minutes later Baba left.

Event 2

Delete? ☐
Heading: News on 5-12-03
Date Posted: Posted: 5 / 12 / 2003

Event Description:
Friday Morning; Baba came out at 7:10 in the car. It went very slowly. Baba spoke with two women as he went with the white line toward the men's section. He took letters from the men and even spoke with one man, I think staff, at length.

He went toward the mandir and in front of it. For a moment, we thought Baba was getting out to walk up the ramp. but the car continued. It went straight to the exit on the women's side.

[Submit Data] [Reset All] [Cancel]

Figure 3.2

4. You will see a heading giving the event number, a checkbox to delete the
    event, the events title/heading, the date the event was entered into the system
    and a description of the news item/event (see figure 3.2).

5. You can click in any of the boxes where the texts for the news item(s)/event(s)
    reside.
    To modify the text, just delete the appropriate areas of text in the relevant text
    box(es).

6. If you want to delete a new item/event completely, just click on the little box
    to the right of the label titled "Delete?" You should see a tick appear in the

box indicating to the system that the event underneath the tick box is to be deleted.

7. Once you have modified the necessary events/news items, scroll down to the bottom of the form/interface. You should see three buttons. Click on the "Submit" button to apply your modifications.

8. If you made a mistake in modifying any of the news items/events, just scroll down to the bottom of the form/interface. You should see three buttons. Click on the "Reset All" button. This will reset all news items/events to their former text before any modifications were made.

9. If at any time you want to exit the interface without applying any modifications, scroll down to the bottom of the interface. You should see three buttons. Click on the "Cancel" button. You will then be directed back to the Administration Area Interface (see Section 1).

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