

♪ Vasudeva Server ♪

Vasudeva Service Application  
User Manual - Version 1.0a

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see

<http://www.vasudevservice.com/training>

for the latest version.

## Table of Contents

Recent Developments .....	4
User-Login .....	5
Logging In.....	6
Becoming an Editor .....	6
Adding a Document (example: Race information page) .....	7
Adding an Event .....	8
Adding an Image .....	9
Inserting an Image into a Document .....	10
Adding a Plone Article .....	12
Adding a News Item .....	14
Adding a Folder .....	15
Display Options for Folders .....	16
How to Undo.....	17
Contacts: .....	18

## Recent Developments

To enable you to contribute to the Vasudeva Server project as easy as 1-2-3, we are introducing a new content management system (CMS) called Vasudeva Service Application (VSA) that allows many different users with different roles to create sites easily and quickly without too much technical expertise. This manual is helpful for both [www.srichinmoyraces.org](http://www.srichinmoyraces.org) and [www.srichinmoycentre.org](http://www.srichinmoycentre.org).



Figure 1 – A Vasudeva Site

## User-Login

Members, Editors, Country-Reviewers have to be registered and assigned proper roles to perform their tasks.

1. To login go [www.srichinmoyraces.org](http://www.srichinmoyraces.org)
2. Click on “New user?” or “Join” and you will be taken to the registration form.
3. Please enter Data including your email address. Your email address is needed to validate you as a authorised user.
4. Check your e-Mail account for your Password.

The image shows a web registration form titled "Registration Form". It contains several sections with input fields and instructions:

- Personal Details**
  - Full Name \***: Enter first and last name, eg. John Smith. Fields for **First Name** (jwalanta) and **Last Name** (Schmidt).
  - User Name \***: Enter a user name, usually something like 'jwalant'. No spaces or special characters. Username and passwords are case sensitive, make sure the caps lock key is not enabled. This is the name used to log in. Field: jwalanta
  - E-mail \***: Enter an email address. This is necessary in case the password is lost. We respect your privacy, and will not give the address away to any third parties or expose it anywhere. Field: jwalanta@vasudevaserver.com
- A note: A password will be generated and e-mailed to you to complete the registration process.
- Country \***: Select the country where you live. We need this to assign your account to the proper Moderator. Field: Germany
- Gender**: Select your gender. It will help us offer more specialized search results. Field: Male
- Birthday**: Your birthday's day and month will show up in the calendar, so we shall be able to celebrate it properly! Fields: 14, April, 1979

At the bottom, there is a "register" button.

Figure 2 - Registration Form

## Logging In

Once you are a registered member of the site you can login using the fields on the left side of the homepage (fig. 3) or by selecting login from the user preferences along above the main content on the homepage (fig 4).

Fill in you user name and password and click **log in**.



Figure 1.3 Logging in

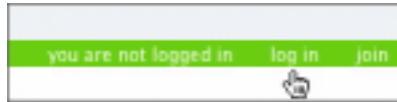


Figure 4 - Logging in

## Becoming an Editor

To become an Editor for a Country-Site, The site-Admin has to validate you and give you the appropriate rights. Please check with him through your MMS or by phone.

## Adding a Document (example: Race information page)



Figure 5 - Choosing the document from the drop down menu

1. Browse the place where you want to add text.

e.g.: [www.srichinmoyraces.org/us/races](http://www.srichinmoyraces.org/us/races)

2. Tabs will appear on top of the Text or Folder. Click on "**View**" if you are not already there.
3. Go to "**add new item**" and choose "**Document**"
4. Fill out the following fields:
  - a. **Short Name:** This will appear in the URL so consider keeping is very short  
e.g.: marathon2004
  - b. **Title:** will appear in navigation and as the title of the page, therefore keep it short!  
e.g.: Self-Transcendence Marathon '04
  - c. **Description:** will appears on the page as the first paragraph and as a summary of the whole document elsewhere
  - d. **Body text:** This is the main area for content. Either paste the text for the document here or type in the field and format using the editing options available.

**Important Note:** Use the **Body Text** drop down menu to format the text as this will invoke the stylesheets and ensure that the styling remains the same throughout the site. For most text, **Paragraph** is appropriate. For headers within the text use either **Heading 2** or **Heading 3**.

To add pictures to your document, please see "Adding an image" further down in this document.

- e. When finished, click **Save**.

5. Go to **state** at the top right of the editing field and select **submit** to send your brand new document for review to the country-reviewer. The state of the document will change to pending.

## Adding an Event

1. Browse to place where you want to add the Event.
2. Tabs will appear on top of the Text or Folder. Click on **“View”** if you are not already there.
3. Go to **“add new item”** and choose **“Event”**

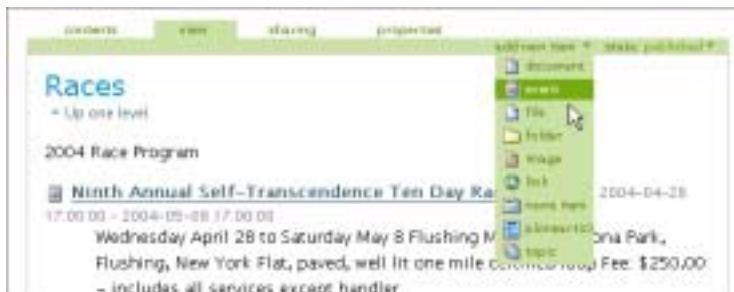


Figure 6 – Adding an event.

4. Fill out the following fields:
  - a. **Title:** The title of the event.
  - b. **Event Location:** The location should include the town/city/region/country.  
e.g.: Basel, Switzerland
  - c. **Event Type:** choose the appropriate event type from the list.
  - d. **Description:** A brief description of the event.
  - e. **Event URL:** Put the address of the page with more detailed information.  
e.g.: marathon2004
  - f. **Event Starts:** Select the correct information from the drop down menus.
  - g. **Contact Name:** e.g.: Sri Chinmoy Marathon Team or Kanai Zimmermann.
  - h. **Contact Email:** e.g.: [ch@srichinmoyraces.org](mailto:ch@srichinmoyraces.org)
  - i. **Contact Phone:**
5. Click **Save**
6. Go to **state** at the top right of the editing field and select **submit** to send your brand new event for review. The state of the event will change to pending.



Figure 7 – Calendar Portlet

Events are shown in the calendar by colouring the date. With the mouse hovering over the date the event is shown below the calendar. You can click on the date and you will see detailed information on the event.

## Adding an Image

1. Browse to you want to add one or more images.
2. Tabs will appear on top of the Text or Folder. Click on “**View**” if you are not already there.
3. Go to “**add new item**” and choose “**image**”



Figure 8 – Adding an image

4. Fill out the following fields:
  - a. **Short Name:** You will link to this picture from the document, so use a simple, short name
  - b. **Title:** Title of the Picture. In various views, this title will be visible to the public so use a meaningful text eg: Vedika receiving the channel award
  - c. **Description:** A brief description of the picture
  - d. **Image:** Browse to the image located at you local machine
5. Click **Save**

6. Go to **state** at the top right of the editing field and select **submit** to send your brand new picture for review. The state of the picture will change to pending.



Figure 9 – Contents of folder with image called Arpan.

## Inserting an Image into a Document

1. Browse to the document to which you want to add a picture.
2. Tabs will appear on top of the Text or Folder. Click on **“contents”**.
3. **Click** on the name of the document where you want to add the picture to.
4. You will see the document and the tab **“view”** is active.
5. Click on **“edit”**-Tab to edit the document and browse to the Body-Text.
6. Click in the body-text where you want to add the picture.
7. Click on the **“Insert Image”**-Icon. A little window comes up, where you enter the **“Short name”** of the picture.



Figure 10 – Click on the insert image icon



Figure 11 – Fill in the field with the short name of the image.

8. To make the text wrap around the image, as in the figure below, look for the tiny tick box (see fig. 11) at the bottom of the body text and click it. This will change the view to the html code view.
9. Look in the code for
 

```
<img src= ...
```

 and change it to
 

```
<img align="right" src= ...
```

 if you want the image on the right
 

```
<img align="left" src= ...
```

 if you want the image on the left



Figure 12 – click the check box to go to the html code view



Figure 13 – adding the code to make the text wrap around the image, in this case the image will be on the right.

10. Click on the check box again to go back to preview mode and see the results of the alignment.
11. Click on **Save**.
12. Go to **state** at the top right of the editing field and select **submit** to send your brand new event for review. The state of the event will change to pending.

## Adding a Plone Article

The Plone Article is a content type that includes text, images and attachments and arranges them together on the page according to predesigned templates that you can choose from. It is a very useful tool for building pages that require images and other files e.g. races with entry forms etc.

1. Browse to the place where you want to add a Plone-Article
2. Tabs will appear on top of the Text or Folder. Click on "**View**" if you are not already there.
3. Click on "**add new item**" and select "**plonearticle**"

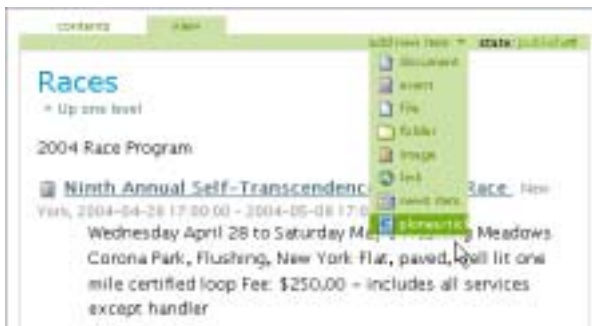


Figure 14 – Adding a ploneArticle

4. Fill in the fields alike you would do to document-items.
5. Click on **Save** you will be brought back to the view-tab and you can see the text you entered.
6. Click on "**images**"-Tab and add images you have on your local computer. You can upload as many pictures as you like. They will all show up in the document.



Figure 15 - Adding an image to the ploneArticle

7. Click on **Save** to upload the picture to your site.
8. Click on "**attachments**" to add a file at the bottom of the page.  
e.g.: The PDF-File for the registration-form of a race.



Figure 16 – Adding an attachment to the plone article

9. Click on **Save** to upload the file.
10. Click on "**model**". Here you can decide on the design on where the Text and picture should show up on the page.



Figure 17 – choosing the model for the plone Article

11. Click on **Save** to confirm your decision.
12. Go to **state** at the top right of the editing field and select **submit** to send your brand new event for review. The state of the event will change to pending.

## Adding a News Item

A news item is a small piece of news that is published on the front page. Add the relevant details and press '**Save**' and remember to **submit**.



Figure 18 – News Portlet

The Site-Visitor can either click on the News-Item or on **More** and see all the recent added News.

## Adding a Folder

Adding a folder is useful to organize various documents. Please try to be conscious and arrange the material in a logic way, so that the site is easy for site-visitors to navigate.

1. Browse to the place where you want to add a Folder
2. Tabs will appear on top of the Text or Folder. Click on “**View**” if you are not already there.
3. Click on “**add new item**” and select “**folder**”



Figure 19 - Adding a folder

4. Fill out the following fields:
  - a. **Short Name:** This will appear in the URL so consider keeping is very short  
e.g.: results
  - b. **Title:** Title of the Folder. This title will be visible to the public so use a meaningful text, but still short.  
e.g.: Race results
  - c. **Description:** A brief description of the Folder, if needed.
5. Click on **Save**.
6. Go to **state** at the top right of the editing field and select **submit** to send your brand new event for review. The state of the event will change to pending.

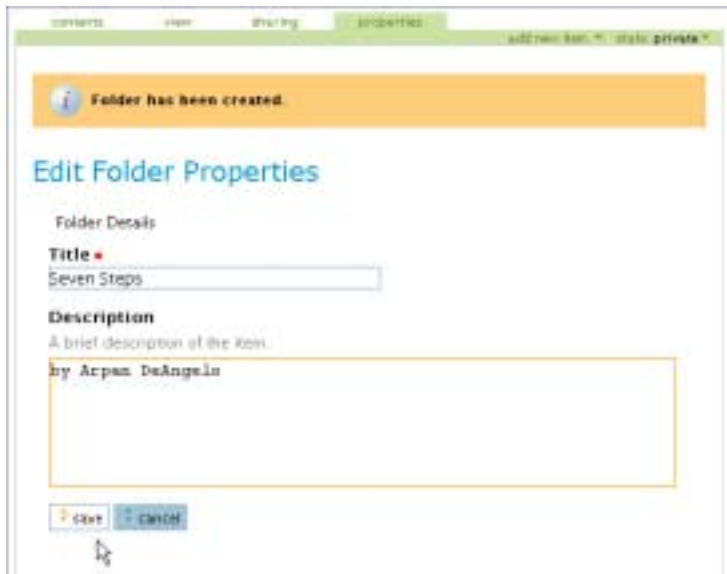


Figure 20 - Filling out the fields to add a folder

## Display Options for Folders

Folders can display their contents in two ways.

1. As a list like a table of contents (see fig. 22)
2. If you add a document and give as short name the value **index\_html** this page will display as the folder's home page when the folder is opened. Other items in the folder can only be accessed through the navigation links on the left or directly by manually creating links in the index\_html document. (see fig. 21)



Figure 21 – Folder with index\_html



Figure 22 – Folder without index\_html

## How to Undo

If you have changed, deleted or added an item and you wish to undo your action, click the undo option in the preferences bar. Then check the items that you want to undo and click **undo**.



Figure 23 – Choose undo in the preferences bar.

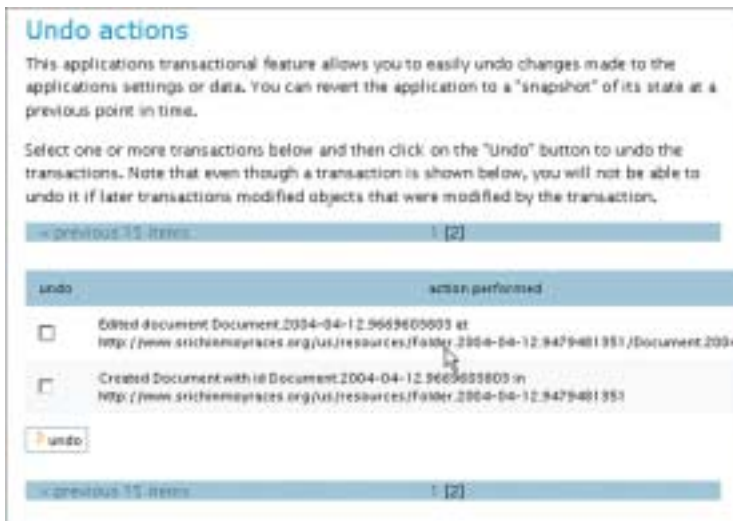


Figure 24 – Select the items you wish to undo and press 'undo'

**Contacts:**

**General questions, user support:**

bhuvah@vasudevaserver.org

jwalanta@vasudevaserver.org

**Web design, templates:**

tejaswi@vasudevaserver.org

**Server issues:**

support@vasudevaserver.org or

use the "Help me, please!"-Form

**Search engine issues:**

sandesh@vasudevaserver.org

**General policy:**

priyadarshan@vasudevaserver.org