

Mainehomelessplanning.org user “How to” overview.

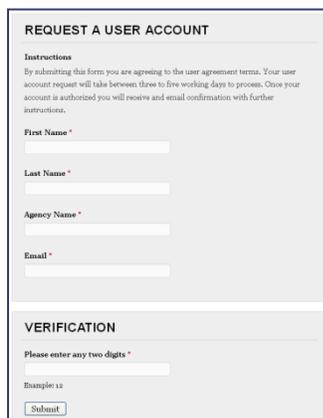


Much of the site’s information is public and available to any person who goes to the site. Some postings and discussions can be kept private to group of users such as folks from the Portland CoC or a post can be password protected.



If a posting is limited to a group visitors will see the posting title and “Sorry, but you do not have permission to view this content.” in place of the actual content.

To become a user and have rights to see limited access postings, create your own news postings, and join in the discussion forums, prospective users must register and agree to some very simple use rules.

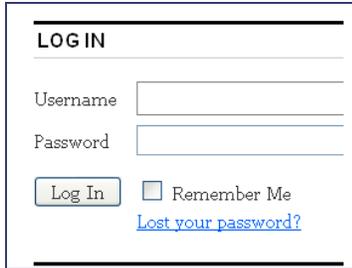


Requesting a user account is as easy as filling out the request form on the site and answering some very simple questions. Your name, the agency you are representing, and your email address.

Enter a verification string and press the submit button. The user account request will take between three to five working days to process. Once the account is authorized the user will receive and email confirmation with their username and password.

Note: to register for an account the user must submit a personal email address. Applicants with a shared or group email addresses cannot given access. (user pass words and other user specific information is sent to the registered email address)

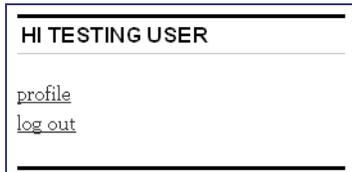
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To login, enter your user name and password in the log in section on the left side of the webpage.

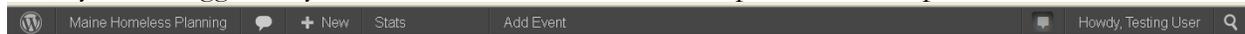
If you have forgotten your password you can use the “Lost your password” link to reset your password.

Once you have logged in, the screen will change to

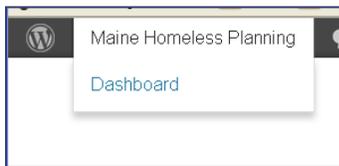


show your user name and options to edit your profile or log out.

Once you are logged in, you will see a bar with come new options at the top.



From this “members only” options bar you can add new posts (things you want to say), add an event to the event calendar, and use the dashboard features.



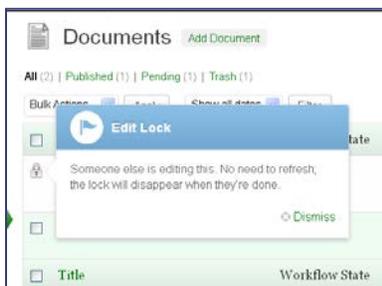
By clicking on the Maine Homeless Planning “button” you show a pull down menu with the choice to go to the “Dashboard”.



From the dashboard you can upload, documents and define to whom the documents should be visible.

The internal options will at first seem a bit daunting but really are quite straight forward.

The Documents section lists your documents; if the document is currently “checked out” for editing, it will show that and prevent anyone else from editing the document until it is checked back in.



Once the changed document is checked back in, the original and the changed version will be kept and kept separate so that the document history will show who changed what version and when.

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When a document has been edited and uploaded again, the document statistics show in the revision log.

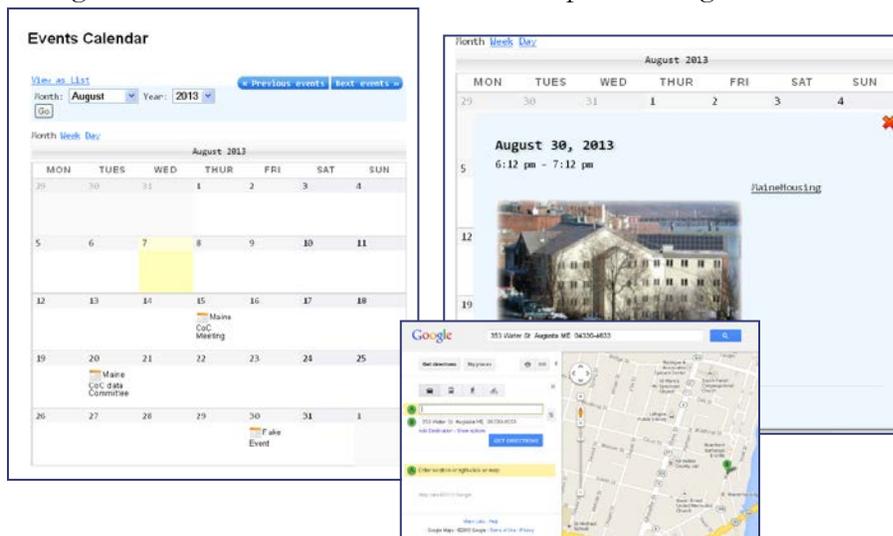


When a user created a document or a post, they can specify which user roles can see the item they just created.



The Events Calendar lets users create calendar event items.

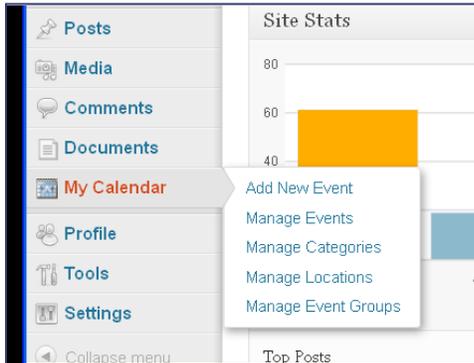
Clicking on an event listed in the Calendar will open a dialog to show more about the event.



The event detail has any description that was added about the event. It can include a photograph if you wish, and even a link to the location of the event on a Google map if all the location information is given when setting up the event.

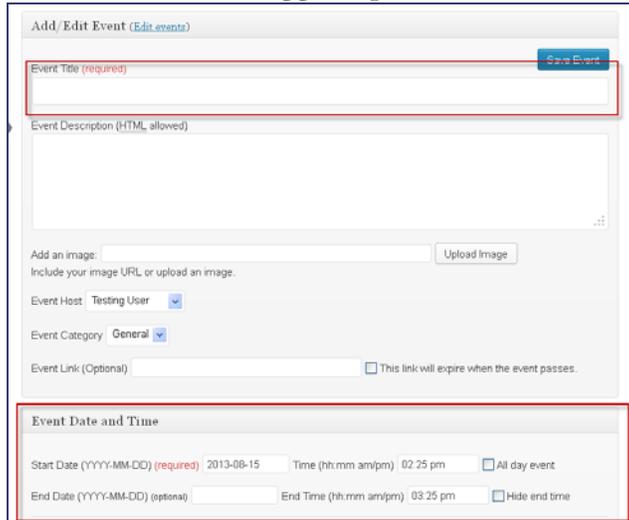
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You will setup your calendar item from the Calendar choice on the Dashboard.

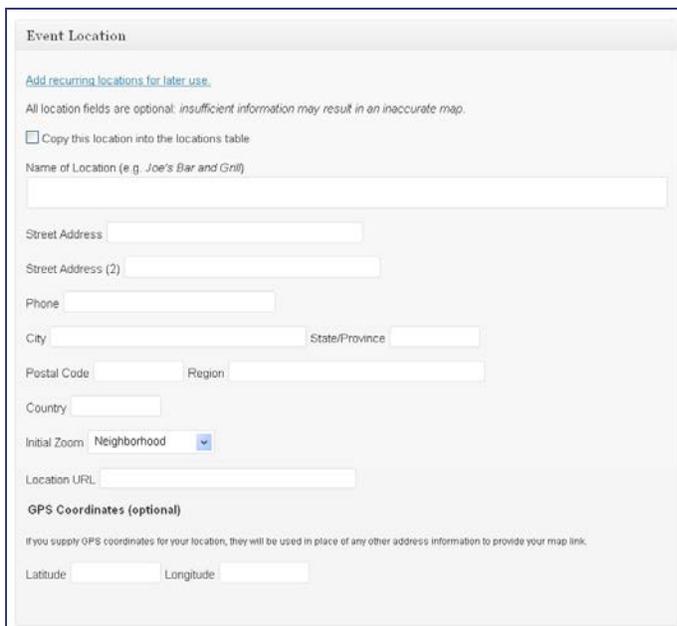


Choose the “Add New Event option to start a new event.

Creating an even can look a bit daunting. All that is really needed is an Event Title, the date or dates for the event, and where it will be happening.



If you enter complete address information, that information can be displayed and can be used to generate a map to the event.



This should get you started. If something does not work or does not look as described please let us know.