

Website URL: <u>https://ssiomalaysia.org.my/</u> Backend URL: <u>https://ssiomalaysia.org.my/user</u> Username: [Will be provided] Password: [Will be provided]

#### 1. Login Screen

| Contraction of the second seco | Sath<br>Home   | About SSIOM        | Service        | ationa<br><sub>Spiritual</sub>                   | Education                       | nisation Mal                   | <b>aysia</b><br>Values | Mahilas                     | Young Adults                  | SCA     | Contact Us | ٩ |
|--|----------------|--------------------|----------------|--|---------------------------------|--------------------------------|------------------------|-----------------------------|-------------------------------|---------|------------|---|
| User account   |                |                    |                |  |                                 |                                |                        |                             |                               |         |            |   |
| Enter your Sathya Sai International G  | Drganisation M | lalaysia username. |                |  |                                 |                                |                        |                             |                               |         |            |   |
| Enter the password that accompanie   | es your userna | me.                |                |  |                                 |                                |                        |                             |                               |         |            |   |
| Our Other Website  | es             |                    |                |  |                                 |                                |                        |                             |                               |         |            |   |
| <ul> <li>&gt; Sathya Sai International Org</li> <li>&gt; Sathya Sai Universe</li> <li>&gt; Radio Sai Global Harmony</li> </ul>   | anisation      |                    | > <br>>!<br>>! | Prasanthi Rep<br>SSS Central Tr<br>SSS Sadhana T | orter<br>ust<br>Trust, Pubs Div |                                |                        | > SSS Vidya \<br>> Accommoc | 'ahini<br>lation in Prasanthi | Nilayam |            |   |
|  |                |                    | ©2020          | ) Sathya Sai In                                  | nternational Org                | ganisation Malaysia. All right | ts reserved            |                             |                               |         |            |   |

Please key in provided username and password to login.



## 2. Member Screen

| ►   Edit Track  | Sath         | iya Sai Ir      | nterna     | ationa                                   | l Orgar                | nisation Malaysia                      | а             |                     | Hello sarathx4 | Log out |
|---|--------------|-----------------|------------|--|------------------------|--|---------------|---------------------|----------------|---------|
| A STATE OF A | Home         | About SSIOM     | Service    | Spiritual                                | Education              | SS Academy for Human Values            | Mahilas       | Young Adults        | SCA            | ٩       |
| sarathx4  |              |                 |            |  |                        |  |               |                     |                |         |
| Newsletters   |              |                 |            |  |                        |  |               |                     |                |         |
| Subscribed to   |              |                 |            |  |                        |  |               |                     |                |         |
| Spiritual, Service, Education,  | Mahilas, You | ung Adults, SCA |            |  |                        |  |               |                     |                |         |
| History   |              |                 |            |  |                        |  |               |                     |                |         |
| Blog<br>View recent blog entries<br>Member for<br>1 month 2 weeks   |              |                 |            |  |                        |  |               |                     |                |         |
| Our Other Website   | es           |                 |            |  |                        |  |               |                     |                |         |
| > Sathya Sai International Org  | ganisation   |                 | > P        | rasanthi Rep                             | orter                  |  | > SSS Vidya \ | /ahini              |                |         |
| > Sathya Sai Universe<br>> Radio Sai Global Harmony   |              |                 | > S<br>> S | 55 Central Tr<br>SS Sadhana <sup>-</sup> | ust<br>Trust, Pubs Div |  | > Accommod    | lation in Prasanthi | Nilayam        |         |
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Member screen will be shown after you successfully login.



#### 3. Change password

|  | Hello sarathx4   | Log out    |
|--|--|------------|
| iome > sarathx4<br>sarathx4  | VIEW EDIT  | TRACK      |
| Current password  Current password  Enter your current password to change the <i>E-mail address</i> or <i>Password</i> . Request new password.           |  |            |
| E-mail address *<br>[sarathx4@gmail.com<br>A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address<br>mail. | is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notificat  | ions by e- |
| Password Password strength: Confirm password To change the current user password, enter the new password in both fields.                                 |  |            |
| - EMAIL SETTINGS     Plaintext email only     Check this option if you do not wish to receive email messages with graphics and styles.                   |  |            |
| CONTACT SETTINGS     Personal contact form     Allow other users to contact you via a personal contact form which keeps your e-mail address     feature. | hidden. Note that some privileged users such as site administrators are still able to contact you even if you choose to disa | ble this   |
| Save   |  |            |

To change existing password, you need to click on Edit link (Top left with black background). Please refer to Member Screen.

Now, you need to key in current password which was provided to you earlier and also key in new password by following password strength.

If you need to update email, you may do so at email address field.

Finally, please click on submit button to save the changes.

#### 4. Newsletter

| <b>^</b>   |  |  |  |                                |                       |                                      |               |                     | Hello sarathx4 | Log out |
|--|--|--|--|--------------------------------|-----------------------|--------------------------------------|---------------|---------------------|----------------|---------|
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| Spiritual  |  |  |  |                                |                       |                                      |               |                     |                |         |
| Spiritual activities of SSIOM  |  |  |  |                                |                       |                                      |               |                     |                |         |
| Online Global  | Guru I                                       | oornima  | a Celeb  | rations                        | - July 2              | 020                                  |               |                     |                |         |
| Submitted by admin on Fri, 03  | 3/07/2020 - 10                               | ):57am   |  |                                |                       |                                      |               |                     |                |         |
| POOR<br>MARASA BHAJ<br>Wordp he leaf of the Gard   |  | 2020<br>CHARANAM                                       |  |                                |                       |                                      |               |                     |                |         |
| Dear Brother and Sisters,  |  |  |  |                                |                       |                                      |               |                     |                |         |
| <ul> <li>8 PM 4th July 2020 (Lo</li> <li>9 AM 5th July 2020 (Lo</li> </ul>   | os Angeles T<br>os Angeles T<br>os Angeles T | i <b>me) –</b> Please che<br>i <b>me) –</b> Please che | ru Poornima<br>ck your local ti<br>ck your local t | Leiebration w<br>ime.<br>ime.  | ili take place at:    |                                      |               |                     |                |         |
| Participants are welcome<br>Read more  | to attend ei                                 | her or both ses:                                       | sions.   |                                |                       |                                      |               |                     |                |         |
| Our Other Website  | es   |  |  |                                |                       |                                      |               |                     |                |         |
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To view existing newsletter, you may click on newsletter category (Spiritual, Service & etc) below "Subscribed to" text. Please refer to Member Screen.

#### 5. View Blog Entry/Article

| <b>^</b>   |               |           |                          |  |                                 |                                      |                            |                               | Hello sarathx4 | Log out |
|--|---------------|-----------|--------------------------|--|---------------------------------|--------------------------------------|----------------------------|-------------------------------|----------------|---------|
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| You have not created any b   | olog entries. |           |                          |  |                                 | ×                                    |                            |                               |                |         |
| Post new blog entry.<br>sarathx4's blog  | I             |           |                          |  |                                 |                                      |                            |                               |                |         |
| Our Other Website  | es            |           |                          |  |                                 |                                      |                            |                               |                |         |
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|  |               |           |                          |  |                                 |                                      |                            |                               |                |         |

To view own created blog entries, you need to click on "View recent blog entries". Please refer to Member Screen.

To create new blog entry, you need to click on "Post new blog entry".



## 6. Post new Blog Entry/Article

|   |   | me » Add content   |
|---|---|--|
|   |   | eate Blog Entry  |
|   |   | Blog Title *   |
|   |   |  |
|   |   | REPLACEMENT PATTERNS   |
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## **Blog Title**

Key in title for your article.

#### Tags

Tags required for grouping articles. System will show choices of existing tags when you start typing. If the tag is new, no choices will be shown.

### **Blog Images**

Click on choose file and browse for image in your pc/laptop. Then click on upload to view the image. Following are image criteria required for successful image upload.

- Files must be less than 5 MB.
- Allowed file types: png gif jpg jpeg.
- Images must be larger than 640x480 pixels.

Upon upload the image, you will have button to remove uploaded image and also button to crop thumbnail image. Cropped thumbnail image is required to show approved article at homepage under Featured Articles/Announcements/Upcoming Events section.

#### Summary

This field will be hidden by default. Click on Body (<u>Edit Summary</u>) link for the summary field to appear. This summary is required to show approved article mini-description at homepage under Featured Articles/Announcements/Upcoming Events section.

## 6

Click on this icon and paste article content to remove text formatting from source. (recommended)

### Body

Body field is similar to summary field. However here you can style your content to be more attractive by exploring available toolbar icons.

## åå

Click on this icon to browse image from pc/laptop and upload to system and then select the image.

### Featured

This box checked by default which will show your approved article at homepage under Featured Articles section.

If you uncheck the box, then your approved article will be shown at homepage under Announcements/Upcoming Events section.

### Newsletter Category

You're required to select your article category for system able to send newsletter in future.



#### Preview & Save

Click on preview to preview your article. Once satisfied, please click on save to submit the article.

#### Important

The article will only be visible at homepage upon grammar checking and approval by admin. Please find sample article thumbnail and mini-description below.

