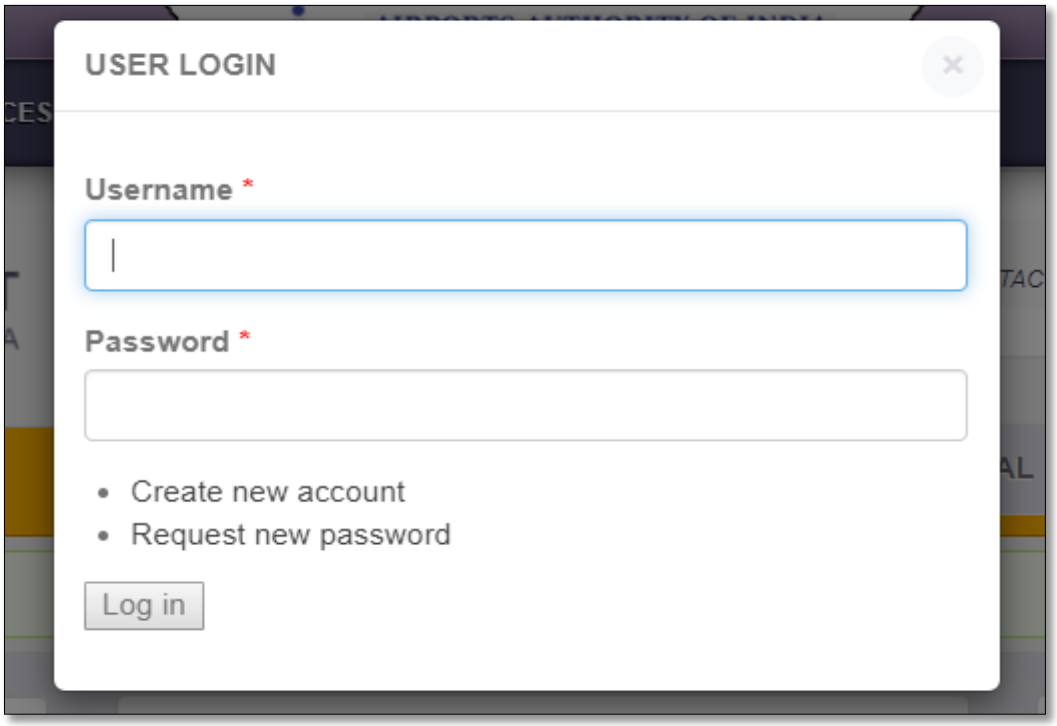
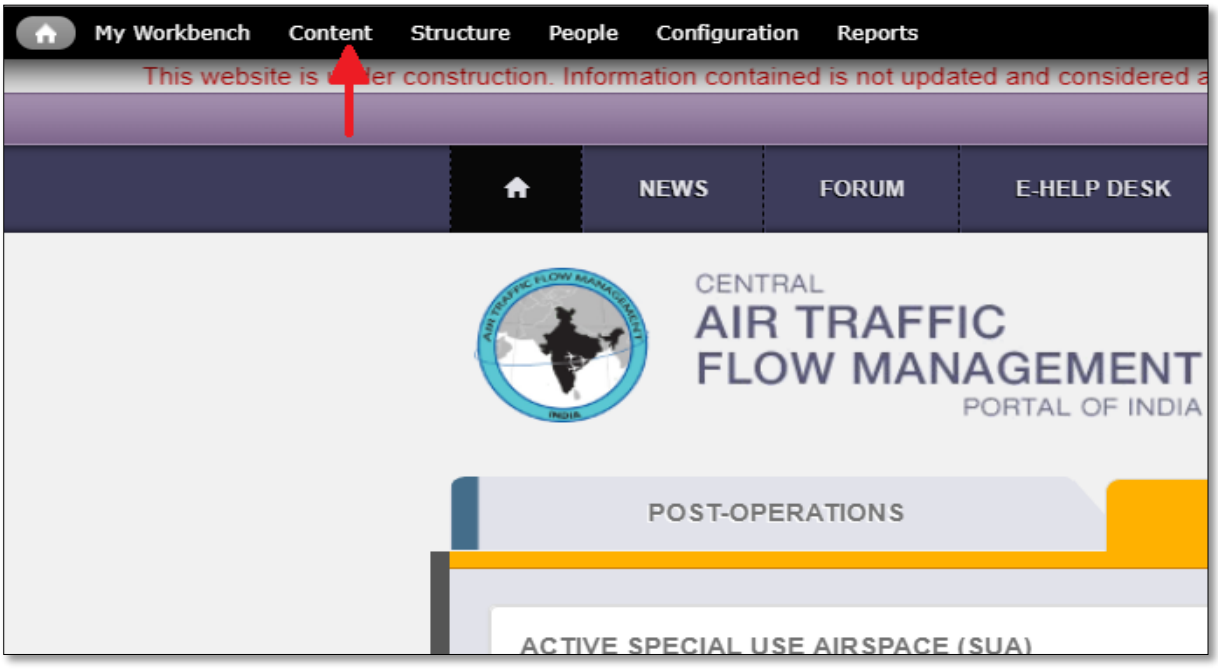
Manual for creating Events in Web Portal

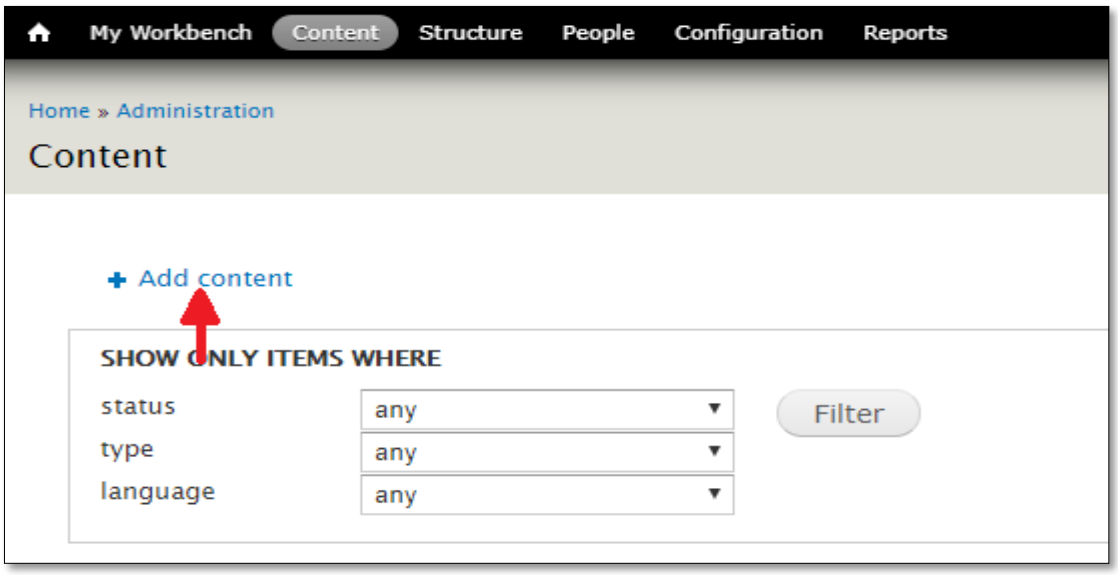
1. Go to the website using the URL https://www.atfmaai.aero/portal.
2. Login with the assigned user ID and password.



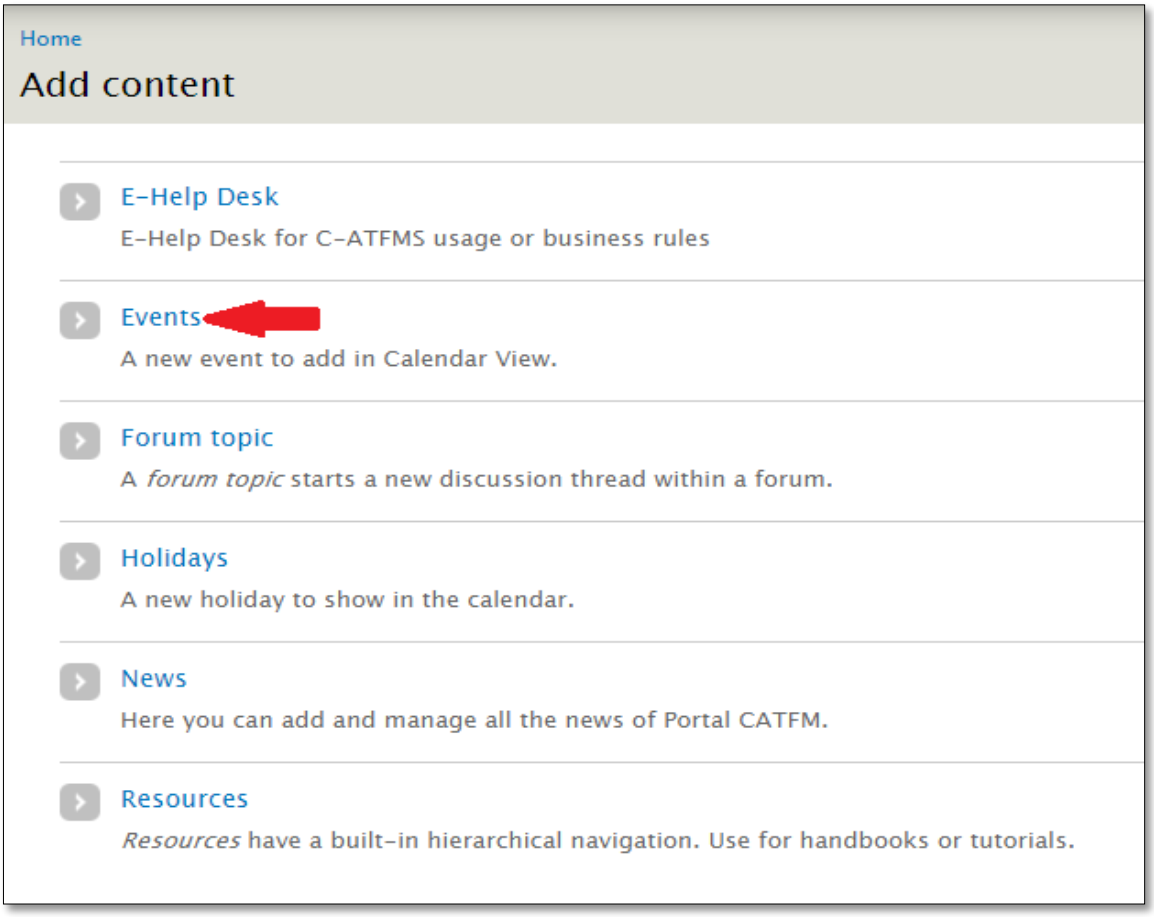
3. Go to “Content” tab



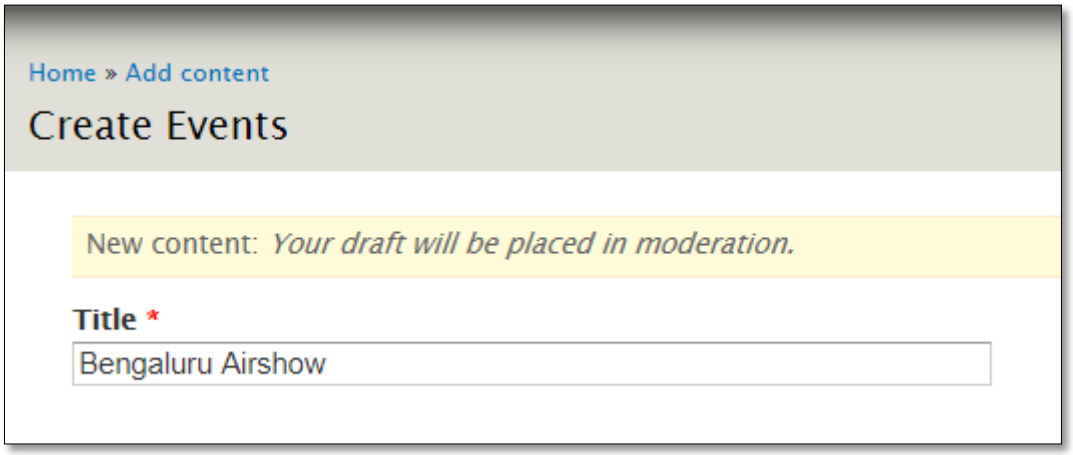
4. Select “Add Content” feature



5. Click on “Events” from the list. This leads to create Events page.



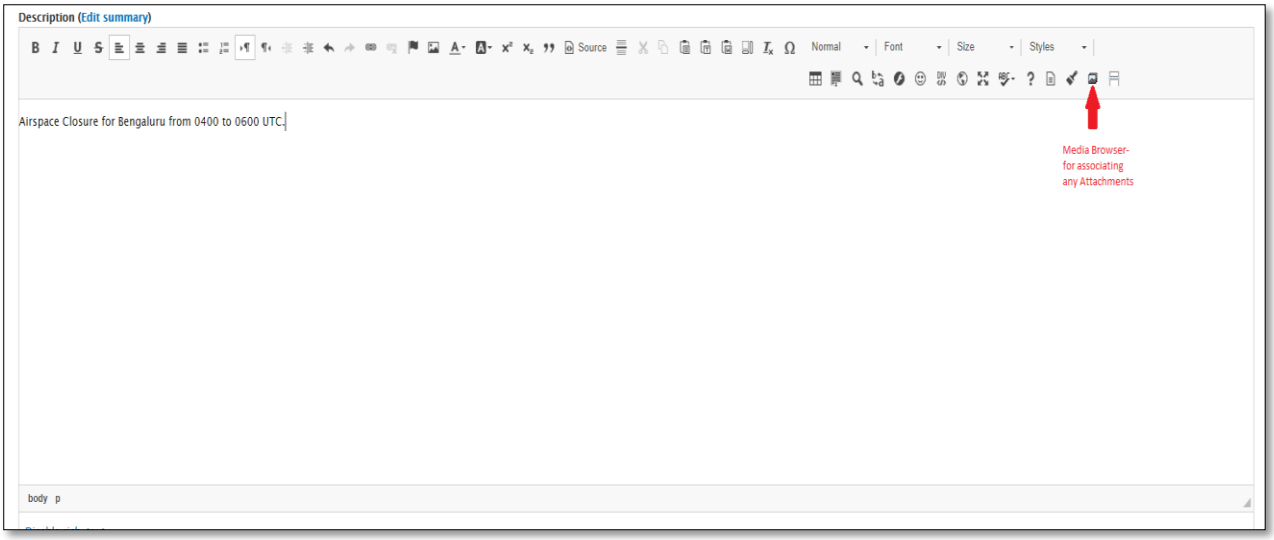
6. In the Create Events page, following fields are to be entered:
   a. **Title**: This represents the title of the Event to be created. This is a mandatory field. The Title can be the name of the Event, for e.g. "Bengaluru Airshow"



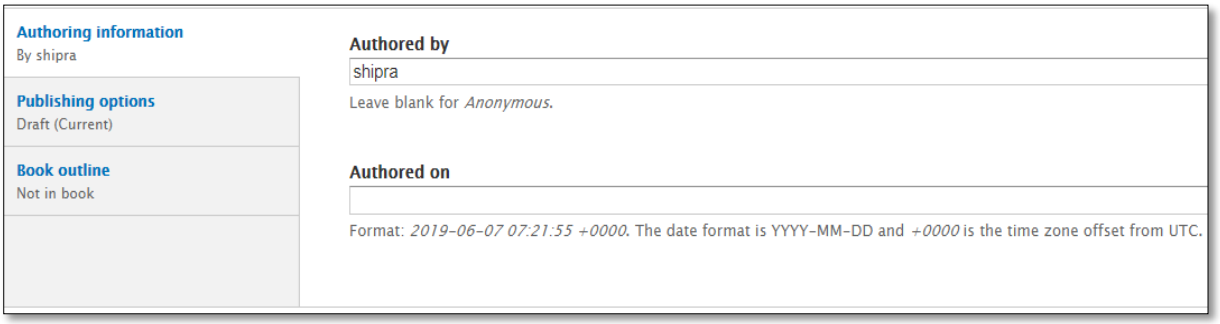
   b. **Language**: This allows user to select the language. It could be Hindi or English.

   c. **Date**: This represents the date of the Event/Special Activity. For an event scheduled for more than one day the same event can be created for each day.

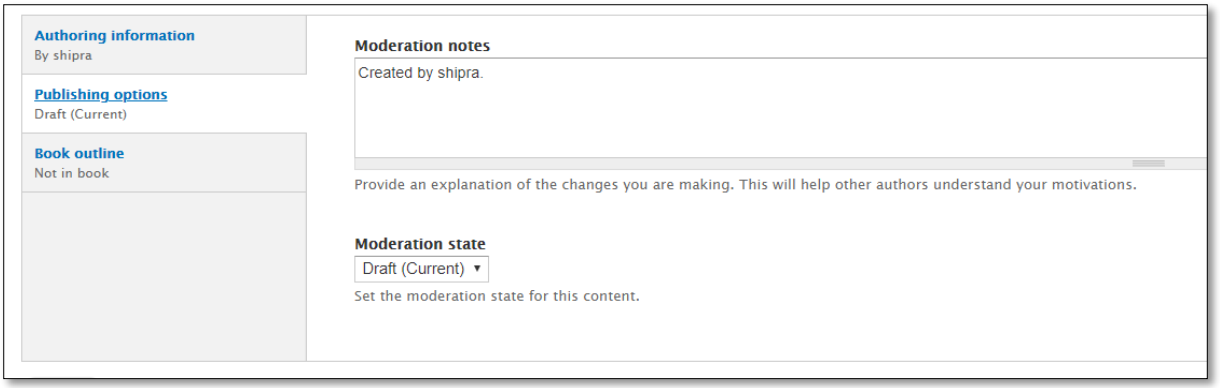
   d. **Description**: This allows user to add description for the event to be created. This may contain the detailed information of the said event, for example Days of Closure or Hours of Closure can be specified in this field. Any associated NOTAM/Press Release/Media file can be attached using "Media browser".



e. **Authoring Information**: Allows user to enter Author name (Authored by) and date of creation of Event (Authored on). If both the fields are left blank the system assigns anonymous author as default author and current time of submission as default date & time respectively.



f. **Publishing Options**: It has two subsequent fields, moderation notes and moderation state. Moderation notes provide an explanation of the changes made by editor/administrator if the content has been submitted for review. This will help other authors understand your motivations. Moderation state has three options:
   i. *Draft(current)* represents draft copy not to be altered/viewed by other site users and can only be edited by the author itself
   ii. *Needs Review* represents a copy to be submitted to editor/administrator for reviewing and appropriate changes to be made
   iii. *Published* -this directly publishes the content for all the site users.

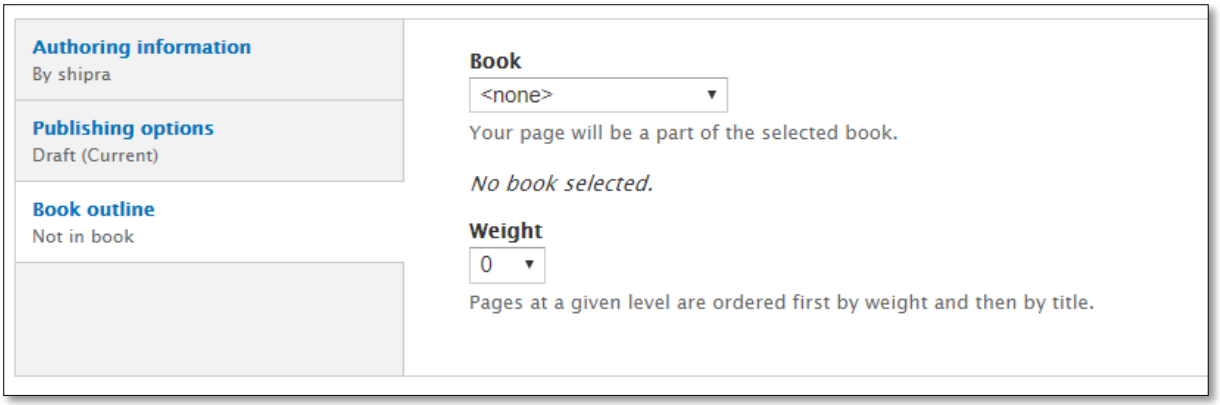


g. **Book Outline**:

i. *Book* allows user to make the created content to be a part of already existing event category.

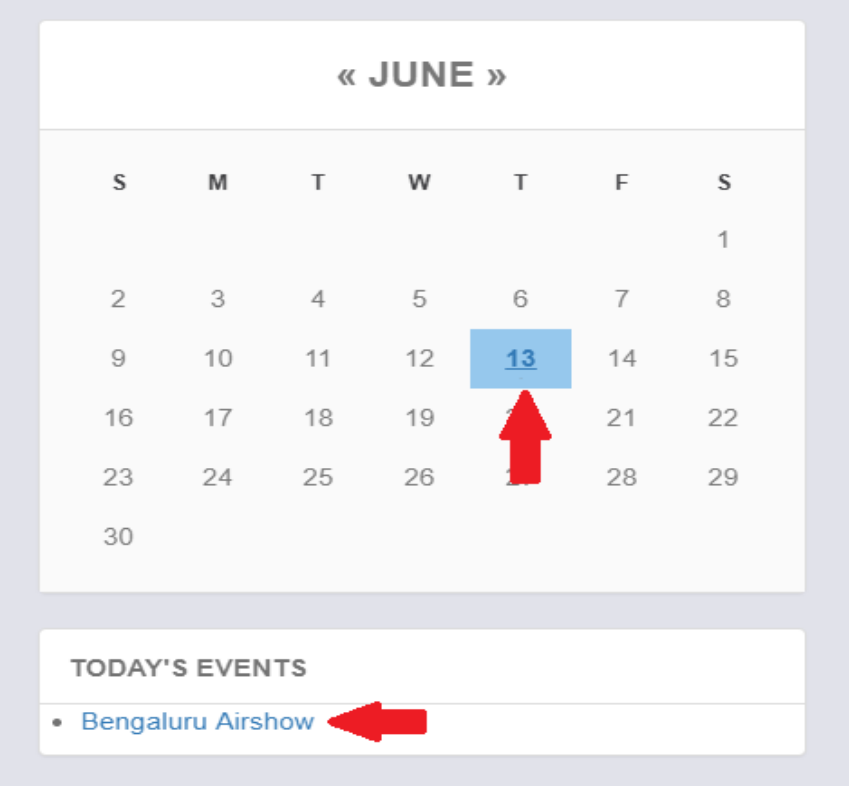
ii. *Weight* allows user to assign weight to the created content. Pages at a given level are ordered first by weight and then by title.

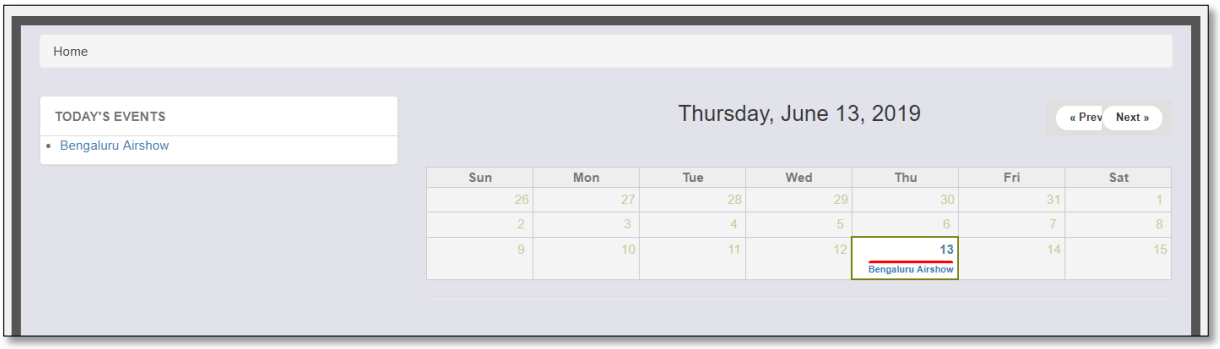
Note: Generally, this field should be entered with <none> as shown in the picture below in order not to make it part of Resources.

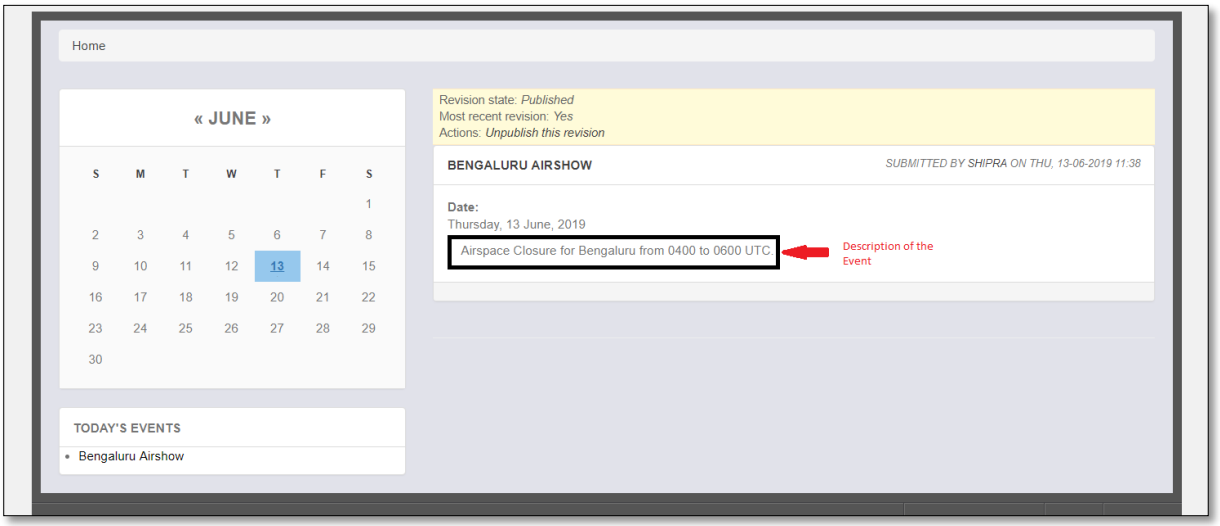


7. Click on “Save” to save the created content. Based on the moderation state chosen the created content either goes to Draft or Needs Review or Published state.

The published event can be viewed by clicking on the highlighted date on calendar as shown in following pictures. Also, on the day of said Event, the created content can be seen in “TODAYS’S EVENT” data block below the Calendar.


« JUNE »
S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 21 22
23 24 25 26 28 29
30
TODAY'S EVENTS
Bengaluru Airshow


Home
TODAY'S EVENTS
Bengaluru Airshow
Thursday, June 13, 2019
« Prev
Next »
Sun Mon Tue Wed Thu Fri Sat
26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
Bengaluru Airshow


Home
« JUNE »
S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30
TODAY'S EVENTS
Bengaluru Airshow
Revision state: Published
Most recent revision: Yes
Actions: Unpublish this revision
BENGALURU AIRSHOW
SUBMITTED BY SHIPRA ON THU, 13-06-2019 11:38
Date:
Thursday, 13 June, 2019
Airspace Closure for Bengaluru from 0400 to 0600 UTC
Description of the Event