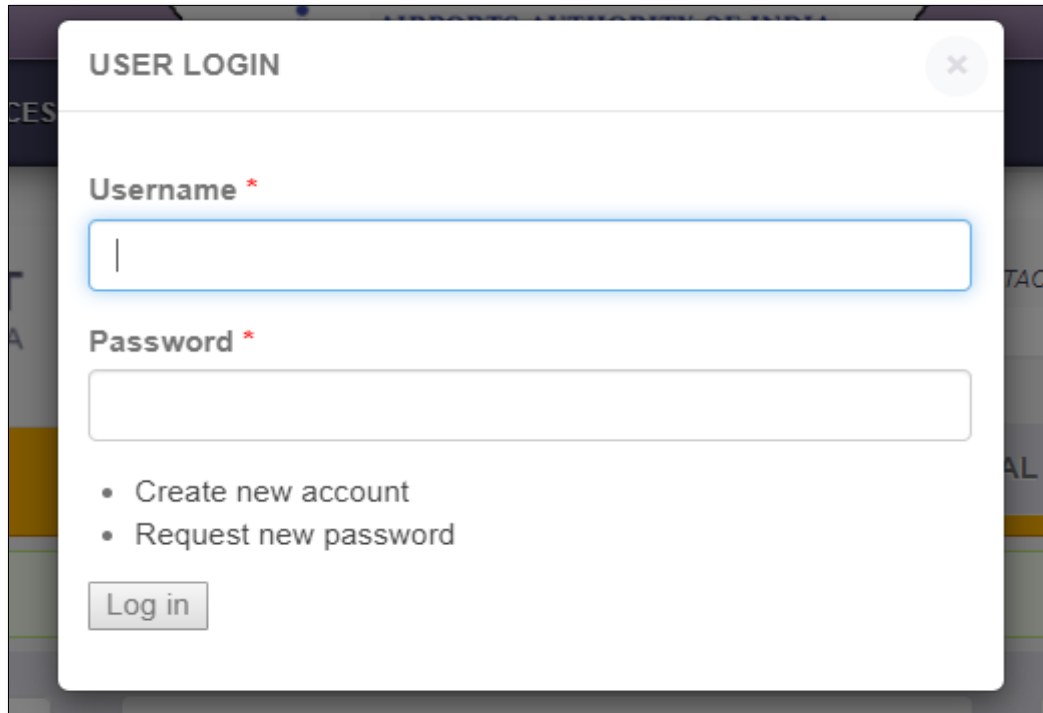


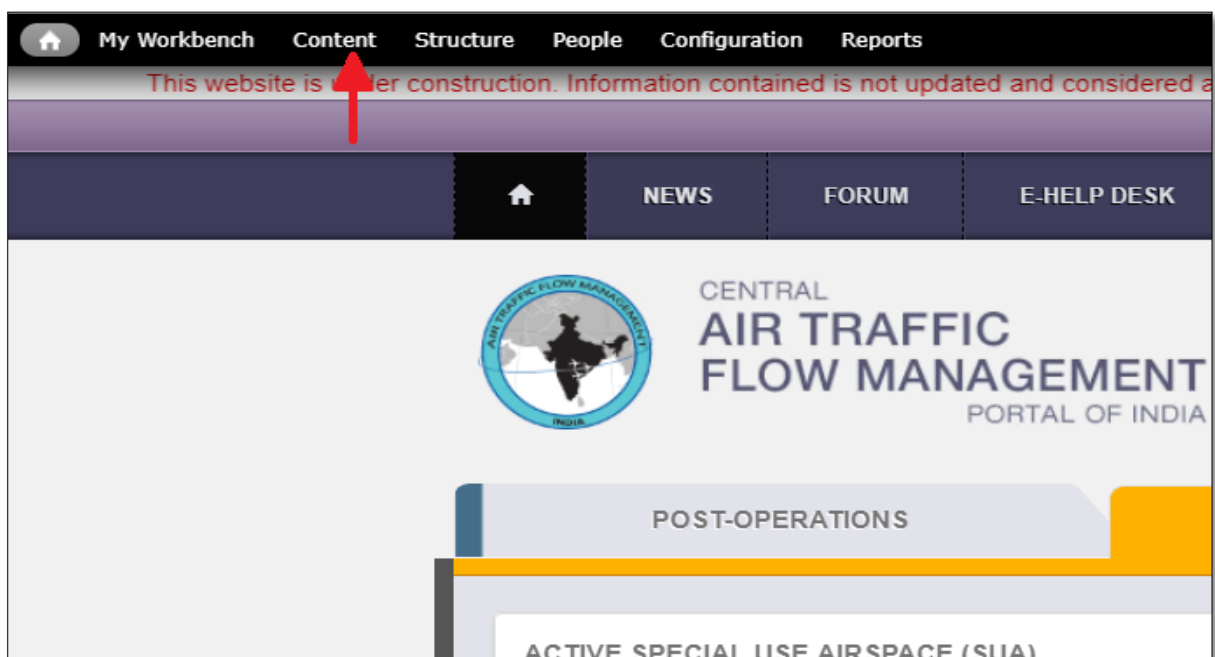
Manual for creating Events in Web Portal

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

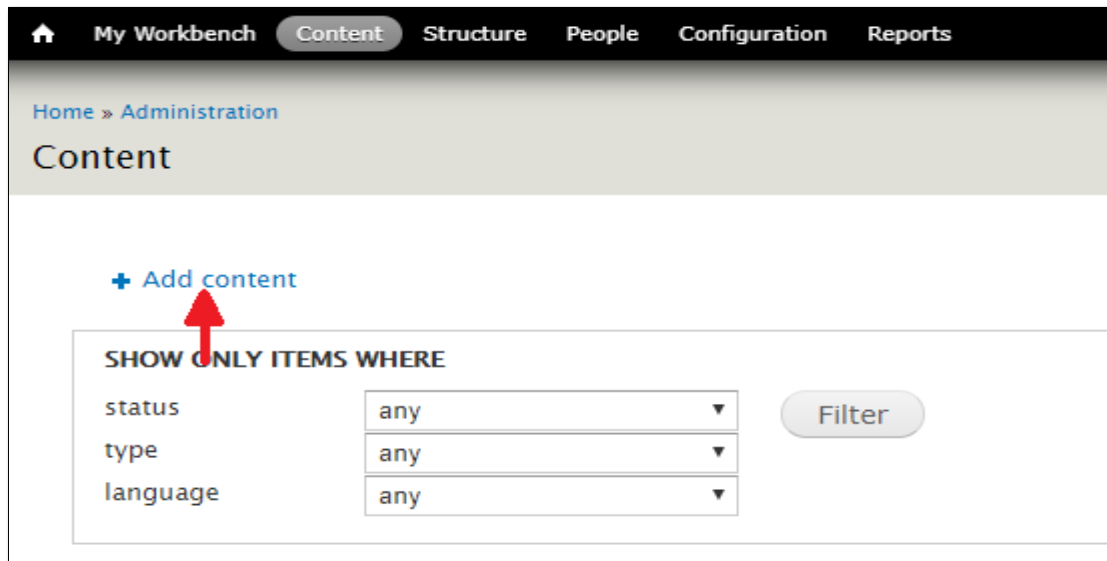


The screenshot shows a 'USER LOGIN' modal window. It contains two input fields: 'Username *' and 'Password *'. Below the password field, there are two links: 'Create new account' and 'Request new password'. A 'Log in' button is located at the bottom left of the modal.

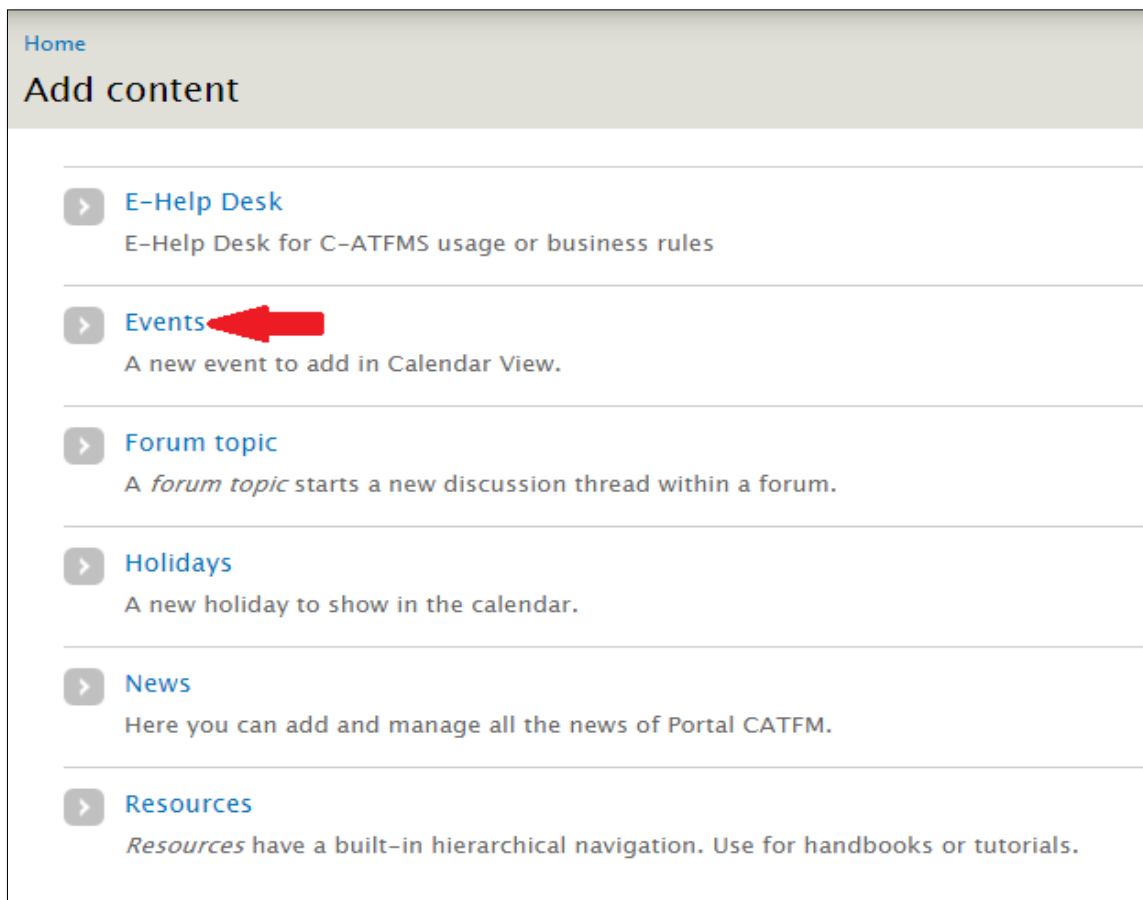
3. Go to "Content" tab



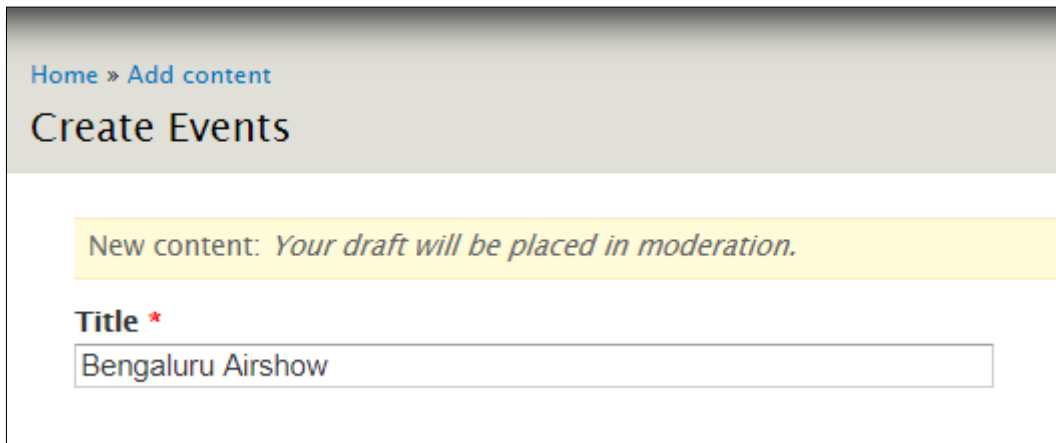
4. Select “Add Content” feature



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:
- 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”




The screenshot shows the 'Create Events' page. At the top, there is a breadcrumb trail: 'Home » Add content'. Below this is the title 'Create Events'. A yellow banner contains the message: 'New content: Your draft will be placed in moderation.' Below the banner is a form field labeled 'Title *' with a red asterisk. The text 'Bengaluru Airshow' is entered into the field.

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



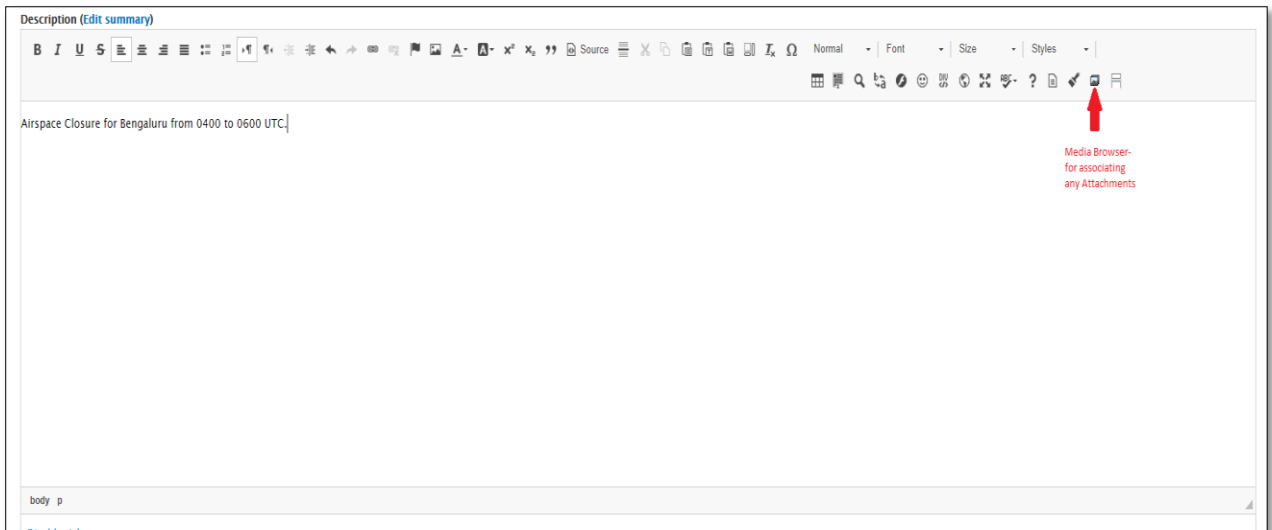
The screenshot shows a dropdown menu labeled 'Language'. The selected option is 'English' with a downward arrow next to it.

- 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.



The screenshot shows a form field labeled 'DATE'. Below the label is a sub-label 'Date' and a text input field containing '2019-06-13'. Below the input field is the text 'E.g., 2019-06-13'.

- 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.

<p>Authoring information By shipra</p> <p>Publishing options Draft (Current)</p> <p>Book outline Not in book</p>	<p>Authored by shipra Leave blank for <i>Anonymous</i>.</p> <p>Authored on <input type="text"/> Format: 2019-06-07 07:21:55 +0000. The date format is YYYY-MM-DD and +0000 is the time zone offset from UTC.</p>
---	--

- 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.

<p>Authoring information By shipra</p> <p>Publishing options Draft (Current)</p> <p>Book outline Not in book</p>	<p>Moderation notes Created by shipra.</p> <p>Provide an explanation of the changes you are making. This will help other authors understand your motivations.</p> <p>Moderation state Draft (Current) ▾ Set the moderation state for this content.</p>
---	--

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.

<p>Authoring information By shipra</p> <p>Publishing options Draft (Current)</p> <p>Book outline Not in book</p>	<p>Book <none> ▾ Your page will be a part of the selected book. <i>No book selected.</i></p> <p>Weight 0 ▾ Pages at a given level are ordered first by weight and then by title.</p>
---	--

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 <small>Bengaluru Airshow</small>	14	15

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						

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

TODAY'S EVENTS

- [Bengaluru Airshow](#)