



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

MWIR Online Member Details and Reporting

Dear Ysdom family member,

Like always, Mid-West India Region has introduced another first in the Area and International: ***Online submission of Member Details and Reporting Forms.***

For the past 2 years, there were discussions about the complete utilization of this effort. This year the new Team under the leadership of RD Ym. P. Vijayakumar, has decided to go mandatorily *with online reporting* and no *more manual reports* from the Clubs to the upper sections in the Y's Men organizational ladder.

Though many are approaching the concept with a little doubt, during the last 2 years MWIR Teams have ensured that the members details were entered and maintained online. Many reports based on these member details are already available to the Region, Zone, District and Club levels.

The Project:

The project was to setup and maintain a common database of Y's Men, Y's Menettes and Y's Lings online on the website. It was created and the basic personal details of all the Members were captured. It is being updated by the respective Clubs.

There are provisions to enter the members details by the respective Clubs through an Administrator link provided to one office bearer within the club.

The entries can be approved only by the Regional Team.

A Content Management facility is also provided to enter the News and Events details from the Region, Zone, District and Clubs.

Member details need be exhibited in a table form and only restricted data will be available on the public area of the website for privacy reasons.

Additional details will be available only for the Administrators after they login.

Uploads:

Photographs: the resolution / size shall be restricted to 100KB max. Every photo can only be in the same .JPG format. This is to save valuable online space.

Bulletins: can be uploaded in the PDF format only and click on the respective link will open a new page to display the content.



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

News: can be with photos with a max resolution of 500KB. Only 10 news at a time can be managed. Projects also can be treated like a type of News.

Office bearer's photographs can be inserted through the Club's Member Details link only. The same will be picked for the respective Team pages depending on their official role in the organization.

There is provision to list office bearers based on the Designations through the admin link. The respective designation only needs to be selected at the member details.

Each Region, Zone, District and Club websites have a uniform, classy and elegant home page that can be maintained by the admin.

Region, Zone, District and Club pages are be under the respective Districts and can be maintainable by the admin

Admin at the District level can be the District Governor, Secretary, Bulletin Editor or Webmaster. Admin at the Club level can be the President, Secretary, Bulletin Editor or Webmaster. A Y's Ling with computer knowledge needs be appointed as the District and Club Webmasters. Their tenure at a time should be for a period of 3 years to ensure continuity.

Features:

- Facility to enter News and Events for each Region, Zone, District and Clubs thus enabling them to have separate websites that can be maintained by themselves.
- Administrative rights (username & password) for each Zone / District / Club to maintain the details on the website.
- Online reporting forms to reduce paper work and better scoring.
- Uniform home page for Zones, Districts and Clubs.
- Common member details database for Clubs, Districts, Zones, Region and Area.
- Statistical details like, total Clubs, count of Y's Men, Y's Menettes, Y's Youth, Y's Lings etc. can be displayed in each page respective to the Zone, District and Club.
- Reports submitted by each Club can be viewed or printed; thus introducing more transparency.

Benefits to the Area/Region:

- Regional Website can have consolidated statistics on Zones, Districts, and Clubs at a glance with restricted access to the reports.
- Online Reporting Forms with point calculations incorporated to the Region.



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

- Acknowledgement facility for Online Reporting Forms submission to the Clubs.
- Reports can only be submitted from registered email ids thus ensuring communications within the hierarchy.
- District / Zone and Regional Teams can share their user names and view/print any reports.
- Print / View facility for reports submitted.
- Reports on scores, total project values Club wise, District wise, Zone wise and Region wise.
- Accuracy and transparency within the hierarchy.
- Huge savings on time and effort from each level of office bearers.
- Standard and transparent norms will be implemented to ensure the true motto of our esteemed Organization.
- Since no one is novice to computers and internet now-a-days, the office bearers can have access to the Organizational information any time-any where.
- Communications can be made easier.
- Per member cost will be the least than setting up individual Zone, District and Club websites.
- No costs for separate domain registrations and webserver spaces. Our Organizational data is always linked and easy to access.

Responsibilities:

Every Ys Leader should be aware that by filling the reports and other documents online, they are actively contributing to the Green Movement of the Ys Dom. By saving each sheet of paper, we save the earth. The world will be viewing what you prepare online like News, Events, Photos, Calendars etc.

It would be ideal to nominate a Ys Ling with the knowledge to use computer, to the post of District or Club Webmaster. They will have Cabinet Rank in the Team. If they can be appointed for a period of 3 years, they can maintain the continuity of operations.

A. District Governors / District Secretaries / District Bulletin Editors / District Webmasters:

It is the responsibility of the DGs to ensure that the Club Presidents have submitted all the monthly reports online.



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

District Secretaries should be able to view the Club Reports and prepare the report for the Cabinet and for the Regional Councils.

District Bulletins and News Letters should be made available only online under the respective District web page by the District Bulletin Editor. Also they should share the photos and news of the various events conducted by the District.

District Webmaster should ensure that all these activities under the Districts are done online.

B. Club Presidents / Club Secretaries / Club Bulletin Editors / Club Webmasters

It is the responsibility of the Club Presidents to ensure that the Club's Members Details including photos and designations held by them and the monthly reports. He should always ensure that the Members details are up-to-date. Only they can ensure the accuracy of the member details.

Club Secretaries should be able to enter and view the Club Reports and prepare the report for the Cabinet and for the District Councils.

Club Bulletins and News Letters should be made available only online under the respective Club web page by the Club Bulletin Editor. Also they should share the photos and news of the various events conducted by the Club.

Club Webmaster should ensure that all these activities under the Districts are done online.

Given below is a brief user manual for the main areas, for your convenience.

*Let's do it now and let us **Make a Difference!***

The results will be far reaching...

Jacob John

Webmaster – Area and MWIR

jacobjohnm@gmail.com

midwestindiaysmen@gmail.com

+91 94470 49941

www.ysmenmidwestindia.org



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

○ **How to login?**

To login, enter the following website address into your browser and you will be presented with the screen:

<http://ysmenmidwestindia.org/back-office/>

Y's Men International
Y Service Clubs International
Mid West India Region

ADMIN PANEL

User Name:

Password:

Login

Forgot Password ?

You may enter the username and password sent to you from midwestindiaysmen@gmail.com

Y's Men International
Y Service Clubs International
Mid West India Region

ADMIN PANEL

User Name:

Password:

Login

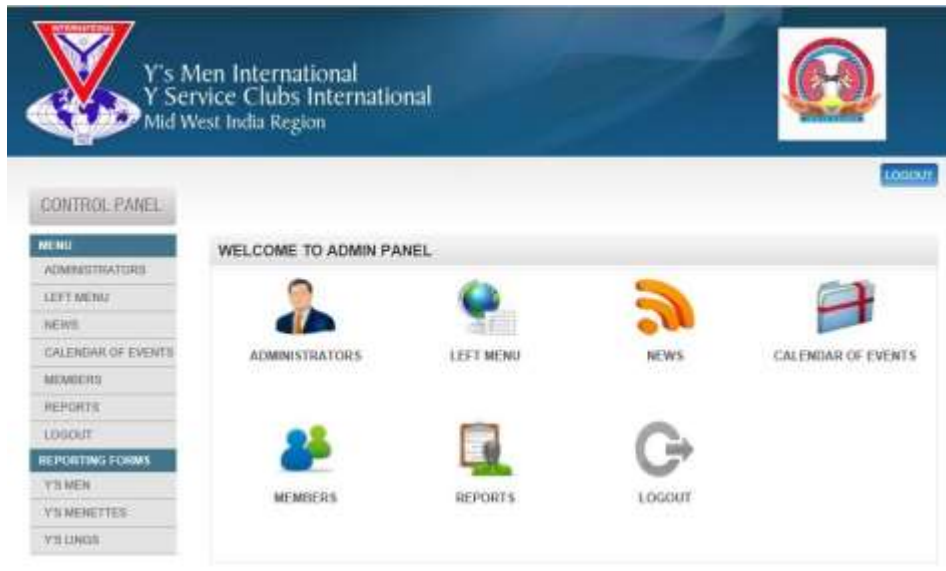
Forgot Password ?

Once you enter your credentials correctly, you will be presented with the following screen. (The screen content will have items appropriate to your user level.)



USER MANUAL

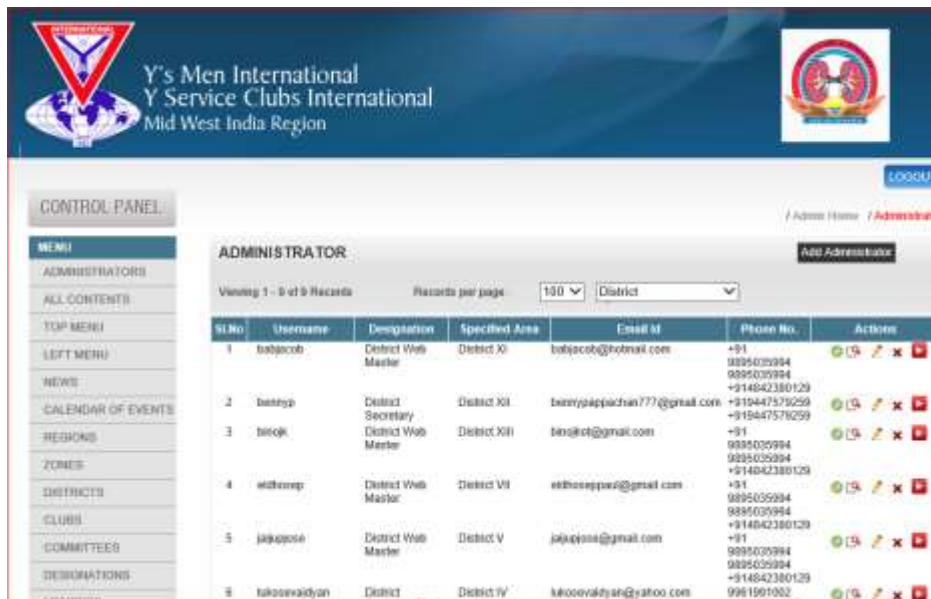
MWIR MEMBER DATABASE and WEBSITE MANAGEMENT



○ Administrator

How to add user?

Only Super Administrator can add a user. Other users can only edit their profile. You can add one user per zone/district/club.



Procedure to follow



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

1. Click on Administrator in Left Menu.
2. Then Click Add Administrator Button in the listing page.
3. There we can find following fields
 - a. Username
 - b. Email (Enter valid Email ID).
 - c. Password
 - d. Confirm Password
 - e. Select Type - Means (International/Regional/Zone/District/Club)
 - f. Select Zone/District/Club - based on type selected
 - g. Status - to Activate or Deactivate
4. After entering data click submit. Then the user will receive a mail with a username, password and admin URL.

The screenshot shows a web application interface for editing an administrator. On the left is a 'CONTROL PANEL' menu with options like ADMINISTRATORS, ALL CONTENTS, TOP MENU, LEFT MENU, NEWS, CALENDAR OF EVENTS, REGIONS, ZONES, DISTRICTS, CLUBS, COMMITTEES, DESIGNATIONS, MEMBERS, SETTINGS, REPORTS, SALUTATIONS, and MARKS ENTRY. The main content area is titled 'EDIT ADMINISTRATOR' and contains the following fields:

- Type*: District (dropdown menu)
- Region/Zone/District/Club*: District XI (dropdown menu)
- Designation*: District Web Master (dropdown menu)
- Member Name*: Geevarghese Varghese (text input)
- Username*: babjacob (text input)
- Email*: babjacob@hotmail.com (text input)
- Status*: Active Not Active

At the top right of the form area, there are links for 'Change Password' and 'Back'. A note at the bottom right states 'All Fields Marked * are Mandatory'.



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

○ How to add member?

Procedure to follow

1. Click on Members in Left Menu.
2. Then Click Add Member s Button in the listing page.
3. All Fields Marked * are Mandatory.
4. Enter Data for required fields and click submit.

CONTROL PANEL

MEMBERS

30 Records Per page: 100 Search Club Kozhakkamb Sub Members

S.No	Name	Designations	Type	Actions	Family Tree	Approval Status
1	Mr Aj M Kuriaiose	---	Ys Men			
2	Mr Alex Vity Thomas	---	Ya Men			
3	PWAF Alias O. V.	---	Ys Men			
4	Mrs Alice Paul	---	Ys Woman			
5	Ms Anette Jacob	---	Ys Youth			
6	Mrs Anjana Pratheesh	Club Y's Lady	Ys Woman			
7	Mr Benoy Paulose	Club Y's Men Secretary	Ys Men			
8	PWAF Biju Philipose	Club Y's Men President	Ys Men			
9	Mr Bobby M. Jacob	---	Ya Men			
10	Dr Cherian Varghese	---	Ys Men			
11	Adv. George C.I.	---	Ys Men			
12	PWAF Jacob John	Regional Web Master, Area Web Master	Ys Men			
13	Mr Jos Men Antony	---	Ys Men			
14	Mr Joseph C.C.	---	Ys Men			
15	Mr Korath V. Jassar	---	Ys Men			



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

A member details page will have the following details:

CONTROL PANEL / Admin Home / members [Logout](#)

EDIT MEMBERS [Back](#)

All Fields Marked * are Mandatory

Select Area *	India	Select Region *	Mid West India Region
Select Zone *	Zone IV	Select Districts *	District XI
Select Club *	Kizhakkambalam Town	Member Type *	Ys Men
Select Master Member	Select Member	Situation *	Mr
First Name *	Aj	Last Name *	M Kunakose

Home Address

Address 1 *	Madappilly house	Address 2	Mafayidamthunthu P. O.
Address 3	Edathala (Via)	City *	Emakulam
State *	Kerala	Country *	India
Zip Code	683561	Phone	+91 484 2680057 (+91484 2676543)

Business Address

Address 1		Address 2	
Address 3		City	
State		Country	Select Country

Zip Code Phone (+91484 2876543)

Other details

Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Mobile	8846060253 (+91 9876543210)
Date of Birth	08-07-1976 (dd-mm-yyyy)	Wedding Anniversary	21-10-2007 (dd-mm-yyyy)
Blood Group	O+	Email	symphony2239@yahoo.com
Year of joining Ysdom	2009	Photo (allow only .jpg images)	<input type="button" value="Choose File"/> No file chosen

Whether Charter member? Yes No

 [Delete](#)
Aj m
kunakose_20120730123620.jpg

Offices Currently Being Held in (2012-13)

International	Select	Regional	Select
Area	Select	Zone	Select
Districts	Select	Club	Select

Committee

International	Select Committee	Select Designation	Select Designation
Regional	Select Committee	Select Designation	Select Designation
Area	Select Committee	Select Designation	Select Designation
Zone	Select Committee	Select Designation	Select Designation



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

Districts:

Club:

Personal Profile:

Achievements History:

Status: Active Yes No

Entry made by: Added Date:

Approved by: Approved Date:

Updated by: Updated Date:

Copyright © 2012 Ys Men International.
Powered by #6 Technologies Pvt Ltd
Kerala - Kochi - India

You may enter the complete details of each Ys Men, Ys Menette, Ys Youth and Ys Ling in your Club. Remember to fill in the details with care.

You may select the photo of each member from your PC to upload. Press 'Submit' save the details.

Once you have completed updating ALL the members in your Club, please send a mail to midwestindiaysmen@gmail.com for approving the details.

Only the approved Member Details will be displayed in the appropriate pages and reports.



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

○ **News**

The news page lists the news title lists with its date and status.
Pagination and search option is provide to admin .

How to add news?

Procedure to follow

- Click on news link in Left Menu.
- Then click Add news Button in the listing page.
- All Fields Marked * are Mandatory
- Enter Data for required fields and click Submit.

Y's Men International
Y Service Clubs International
Mid West India Region

CONTROL PANEL

NEWS

Viewing 1 - 2 of 2 Records Records per page: 108 Club: Kichakkambalam Tow

S.No	Title	Date	Status	Actions
1	Club Picnic	01-10-2012	✓	[Edit] [Delete]
2	New Office Brannet	30-07-2012	✓	[Edit] [Delete]

How to edit News?

- Click on the edit icon for editing corresponding data.
- Edit the particular fields and click update button.
- You can also delete the news from listing page.



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

CONTROL PANEL

ADD NEWS Logout

ADMIN HOME / News Back

All Fields Started * are Mandatory

Title*

Region/Zone/District/Club*

Title*

Short Description

Type File URL Text

Content

MEMBERS

REPORTING FORMS

Y'S MEN

Y'S MENETTES

Y'S LINKS

BACKUP

DATABASE BACKUP

USERMANUAL MENU

ADMIN SIDE

MEMBERS

SETTINGS

REPORTS

SALUTATIONS

MARKS ENTRY

LOGOUT

REPORTING FORMS

Y'S MEN

Y'S MENETTES

Y'S LINKS

BACKUP

DATABASE BACKUP

USERMANUAL MENU

ADMIN SIDE

Content

Date

Expiry Date*

Image Browse...

Image Description

Status* Active Not Active

The News will be displayed on the website from the date specified and will expire on the Expiry Date.

You may upload one image per news. If there are more images, create a multi-page PDF and add as a file to the website.



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

○ Calendar of Events

The Events page lists the events title with its date and status.

How to Add Events?

Procedure to follow

- Click on Calendar of Events link in Left Menu.
- Then click Add Calendar of Events Button in the listing page.
- All Fields Marked * are Mandatory
- Enter Data for required fields and click Submit.

CONTROL PANEL

ADMIN Home > Calendar of Events

CALENDAR OF EVENTS

Viewing 1 - 12 of 12 Records Records per page: 100 Region: Mid West India Region

S.No	TITLE	Date	Status	Actions
1	Ind Regional Council	11-08-2013	●	[Edit] [Delete] [Refresh]
2	PS ACADEMY	10-08-2013	●	[Edit] [Delete] [Refresh]
3	Reg Cabinet August	08-08-2013	●	[Edit] [Delete] [Refresh]
4	Training for Member officers	26-07-2013	●	[Edit] [Delete] [Refresh]
5	1st Area council ASD's Training	21-07-2013	●	[Edit] [Delete] [Refresh]
6	Club officers training Zone 3&4	14-07-2013	●	[Edit] [Delete] [Refresh]
7	Reg Cabinet JULY	11-07-2013	●	[Edit] [Delete] [Refresh]
8	Club officers training Zone 1&2	07-07-2013	●	[Edit] [Delete] [Refresh]
9	4th Area Council	30-06-2013	●	[Edit] [Delete] [Refresh]
10	RSDADIST CABINET TRAINING	23-06-2013	●	[Edit] [Delete] [Refresh]
11	Reg Cabinet	13-06-2013	●	[Edit] [Delete] [Refresh]
12	Dist Web masters Training	02-06-2013	●	[Edit] [Delete] [Refresh]

REPORTING FORMS

How to edit events?

- Click on the edit icon for editing corresponding data.
- Edit the particular fields and click update button.
- You can also delete the news from listing page.



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

CONTROL PANEL / Admin Home / Calendar of Events

EDIT CALENDAR OF EVENTS Back

All Fields Marked * are Mandatory

Type*

Region/Zone/District/Club*

Title*

Short Description

Type File URL Text

File

Date (yyyy-mm-dd)

Expiry Date * (yyyy-mm-dd)

MEMBERS
SETTINGS
REPORTS
SALUTATIONS
MARKS ENTRY
LOGOUT
REPORTING FORMS
Y'S MEN
Y'S MENETTES
Y'S LINGS
BACKUP
DATABASE BACKUP
USERMANUAL MENU
ADMIN SIDE

Date (yyyy-mm-dd)

Expiry Date * (yyyy-mm-dd)

Image

Image Description

Status* Active Not Active



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

(Monthly) Reporting Forms:

The screenshot displays a web-based reporting form for MWIR member databases. The form is organized into several sections:

- CONTROL PANEL:** A sidebar on the left with navigation options like 'Home', 'Reports', 'Database', and 'Settings'.
- REPORT INFORMATION:** Fields for Report Title, Date, and various filters.
- MEMBERSHIP STATISTICS:** A table with columns for 'No.', 'Name', 'Age', 'Sex', and 'No. of Participants'.
- FINANCIAL REPORTS:** Fields for Income, Expenditure, and Balance.
- CLUB INFORMATION:** Fields for Club Name, Address, and Contact Details.

The Reporting form page provides three types of links which gives the marks that scored by the clubs. The reports are shown on basis of different combination of conditions.



USER MANUAL

MWIR MEMBER DATABASE and WEBSITE MANAGEMENT

1. Month wise report.

There are a couple of filter boxes to select particular clubs. Because of month wise reports, there are another couple of selection boxes regarding to month and year.

Detailed:- When all the select box is picked ,then the detailed report button will enabled and give some detailed report of marks about the selected club on particular month.

Summary:- This type of reports delivery total marks of particular (Zone/Districts/Clubs)

2. Member type wise report

This category is also finds some selection boxes with member category (Mens ,Menettes, Lings).Depending upon the member type the reports generated .

3. Month wise and Member type wise report (Combination)

This category is also finds some selection boxes regarding to zone, districts,clubs. And here comes both the month wise and member type selection boxes, so that the admin can get detailed and summary reports depending upon the selection.

Reports:

There are a wide range of reports provided in the system ranging from Member Details to Bloodgroup.

You may experiment with various reports and filtering combinations. No data is changed by just taking any reports.

○ **Logout**

To logout from admin side.