

Xitsonga.org

Add & Editing Entity Process

Who can add and edit content?

Only administrator users can add and edit content on the website, the content will have to be approved before it is made public. You can request administrator access by sending an email to **sneidon@xitsonga.org**

How do approving work and who is responsible?

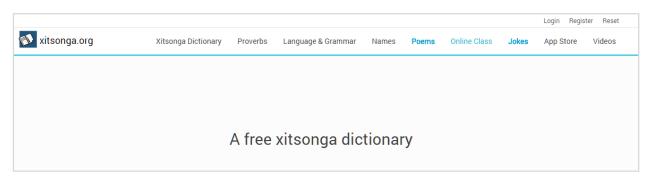
Selected reviewers will approve content; the approval should be within 48 hours of submission. The creator will be notified soon as content is approved.

During the time before the item is approved, the content will be made unavailable to the public.

How to edit and add content?

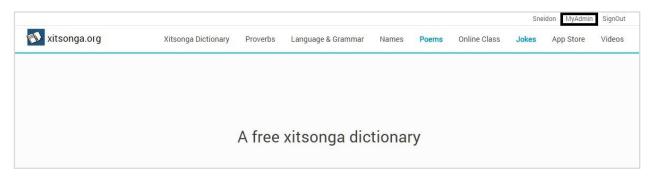
1. Login to the website, registration requires a valid email address

FIGURE 1 - LOGIN OR REGISTER



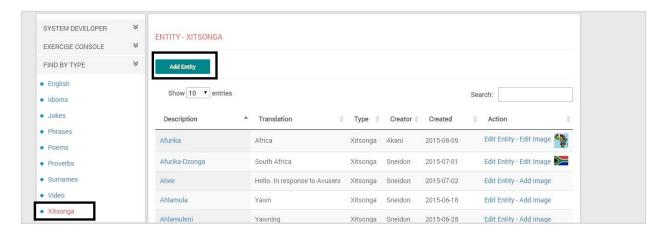
2. Open the MyAdmin menu

FIGURE 2 - MYADMIN



3. Select the type of entity and click new entity

FIGURE 3 - ADD ENTITY

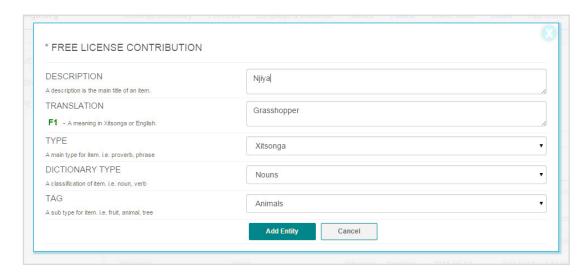


4. Add your details

Rules

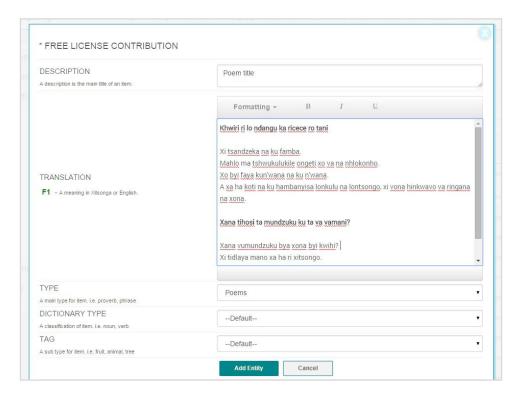
- The **description** should be as short as possible and must not contain characters special characters. Avoid using brackets and other special characters.
- The translation can be as long as desired.
- The **F1** on translation will provide rich content text box, it will allow for bold, underline, italics and other useful features. F1 is only available for **poems** and **jokes**.
- The **dictionary type** and **tag** are only applicable to **Xitsonga types**, if you specify a different type, i.e. English the dictionary type and tag must be default value.

FIGURE 4 - ADD NEW ENTITY DIALOG



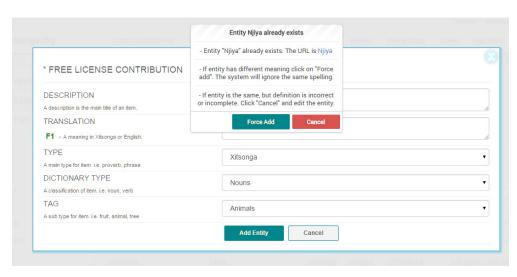
F1 feature – only works for jokes and poems.

FIGURE 5 - RICHTEXT F1 FEATURE



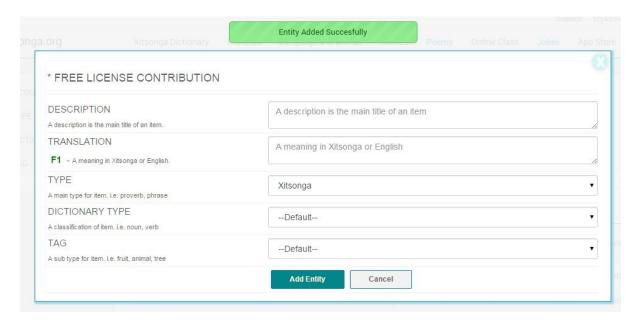
- If the entity already exists the system will give a warning with two options:
 - 1. Force add the system will ignore the warning and proceed to add the content. Useful for words with the same spelling but different meanings
 - 2. Cancel the system will go back to the new entity dialog.
- Before pressing force add, click on the URL to check if the word is not the same.

FIGURE 6 - ENTITY ALREADY EXISTS WARNING



• If all goes well, the following success message is displayed.

FIGURE 7 ADD ENTITY SUCCESS

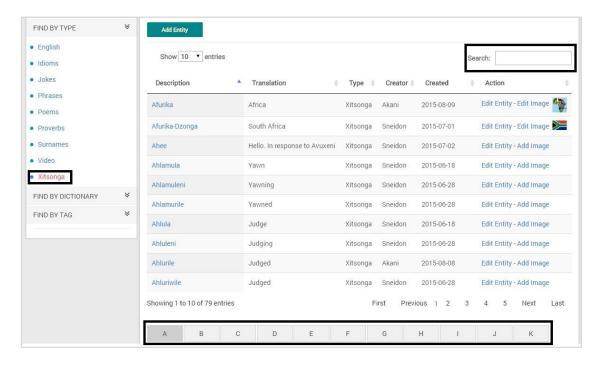


5. Editing entities

Rules and process

- Rules from adding entity also apply here.
- Find the entity, the following can be used to search
 - 1. Find entity by type i.e. Xitsonga, English, proverb, phrases
 - 2. If you find by Xitsonga type and English type, navigate by the A-Z listed below the items
 - 3. Find by dictionary type i.e. verbs, nouns, pronouns
 - 4. Find by tag i.e. animals, trees, greeting
 - 5. Search the tables by name or content after selecting one of the above 4 points
- The system audits all edits and they are made available to the public.

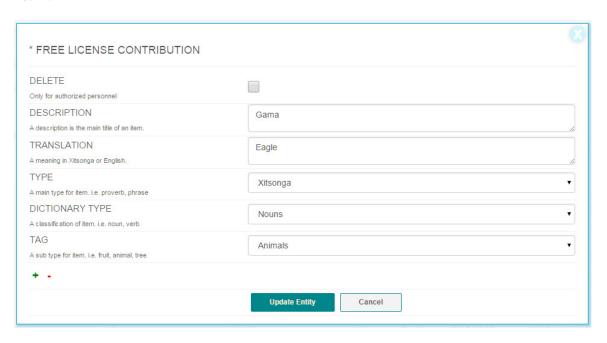
FIGURE 8 - FIND ENTITY



Edit entity

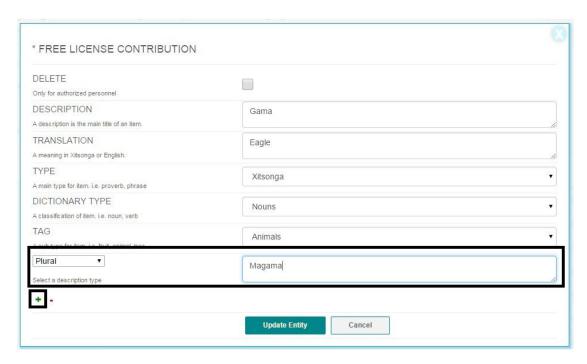
- 1. Select entity to edit by click on **edit entity** on the entity
- 2. Type in the desired changes
- 3. Select deleted if you wish to remove entity from database
- 4. Click update entity

FIGURE 9 EDIT ENTITY

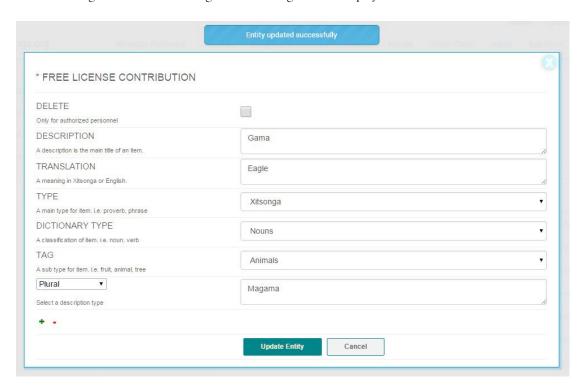


• Add new details to entity

Figure 10 Add new detail



• If all goes well the following success message will be displayed.



The conclusion

I hope the document was helpful. Erros should be reported to **sneidon@xitsonga.org**