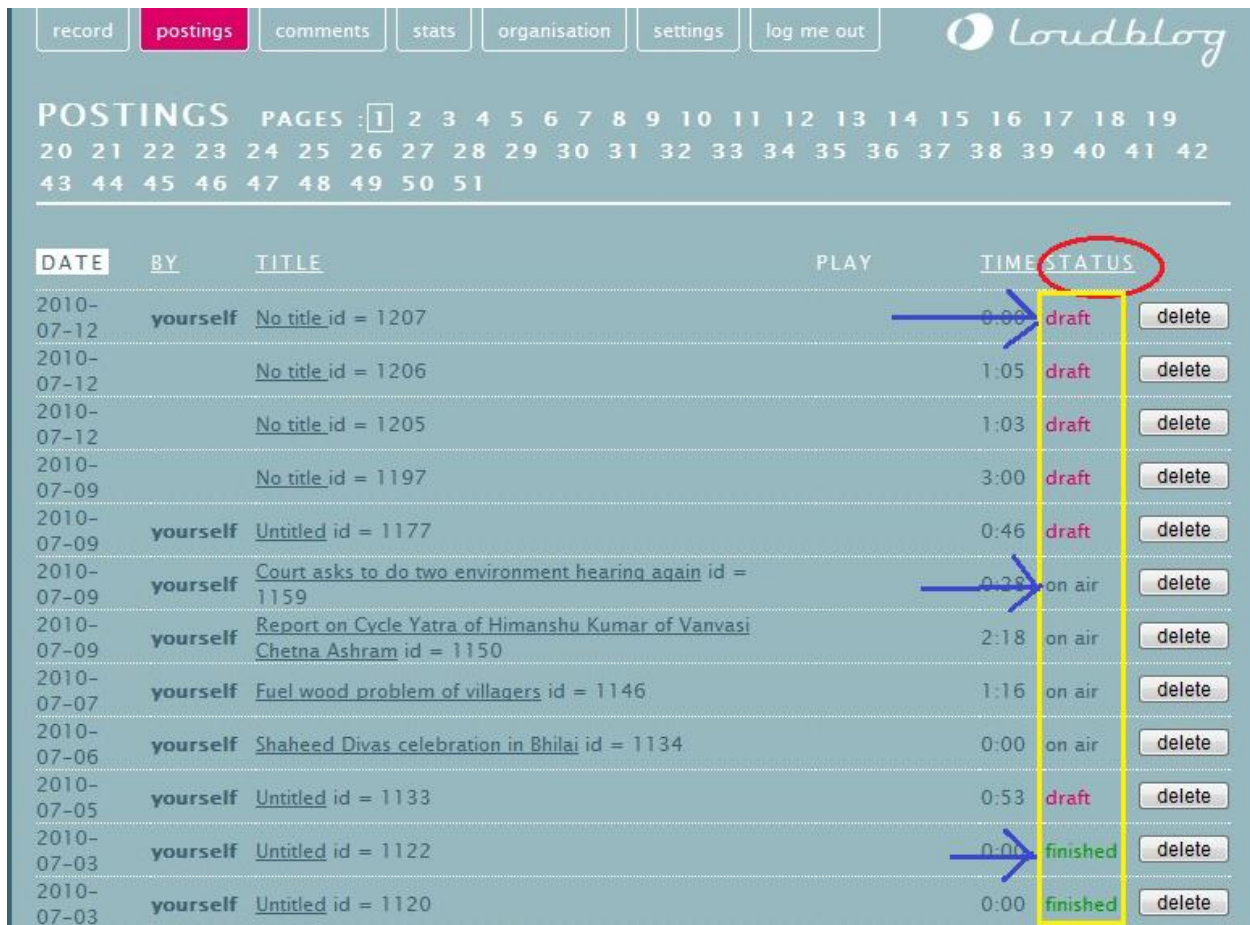


1. Go to www.cgnetswara.org/admin
2. You will be taken straight to the *postings* page. This page lists all the posts on Swara, with the most recent post being listed first according to their *id*. Post with higher id is more recent.



record	postings	comments	stats	organisation	settings	log me out
Loudblog						
POSTINGS PAGES : 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 31 32 33 34 35 36 37 38 39 40 41 42						
43 44 45 46 47 48 49 50 51						
DATE	BY	TITLE	PLAY	TIME	STATUS	
2010-07-12	yourself	No title id = 1207		0:00	draft	delete
2010-07-12		No title id = 1206		1:05	draft	delete
2010-07-12		No title id = 1205		1:03	draft	delete
2010-07-09		No title id = 1197		3:00	draft	delete
2010-07-09	yourself	Untitled id = 1177		0:46	draft	delete

3. The *STATUS* column signifies the present status of the corresponding posts where the keys have following significance.
draft = a post that isn't live or archived. The latest unheard posts will be marked as *draft* and will have *No Title* as their *TITLE*
on air = same as *published* on the old interface. A post that is currently live on the swara website and the voice system
finished = same as *archived* in the old interface



record	postings	comments	stats	organisation	settings	log me out
Loudblog						
POSTINGS PAGES : 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 31 32 33 34 35 36 37 38 39 40 41 42						
43 44 45 46 47 48 49 50 51						
DATE	BY	TITLE	PLAY	TIME	STATUS	
2010-07-12	yourself	No title id = 1207		0:00	draft	delete
2010-07-12		No title id = 1206		1:05	draft	delete
2010-07-12		No title id = 1205		1:03	draft	delete
2010-07-09		No title id = 1197		3:00	draft	delete
2010-07-09	yourself	Untitled id = 1177		0:46	draft	delete
2010-07-09	yourself	Court asks to do two environment hearing again id = 1159		0:28	on air	delete
2010-07-09	yourself	Report on Cycle Yatra of Himanshu Kumar of Vanvasi Chetna Ashram id = 1150		2:18	on air	delete
2010-07-07	yourself	Fuel wood problem of villagers id = 1146		1:16	on air	delete
2010-07-06	yourself	Shaheed Divas celebration in Bhilai id = 1134		0:00	on air	delete
2010-07-05	yourself	Untitled id = 1133		0:53	draft	delete
2010-07-03	yourself	Untitled id = 1122		0:00	finished	delete
2010-07-03	yourself	Untitled id = 1120		0:00	finished	delete

4. Click on the title of the post to be edited. A reminder, the latest unheard posts will be marked as *draft* and will have *No Title* as their *TITLE*

record **postings** comments stats organisation settings log me out Loudblog

POSTINGS PAGES: 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 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51

DATE	BY	TITLE	PLAY	TIME	STATUS	
2010-07-12	yourself	No title id = 1207		0:00	draft	delete
2010-07-12	yourself	No title id = 1206		1:05	draft	delete
2010-07-12	yourself	No title id = 1205		1:03	draft	delete
2010-07-12	yourself	No title id = 1197		3:00	draft	delete
2010-07-09	yourself	Untitled id = 1177		0:46	draft	delete
2010-07-09	yourself	Court asks to do two environment hearing again id = 1159		0:28	on air	delete
2010-07-09	yourself	Report on Cycle Yatra of Himanshu Kumar of Vanvasi Chetna Ashram id = 1150		2:18	on air	delete
2010-07-07	yourself	Fuel wood problem of villagers id = 1146		1:16	on air	delete
2010-07-06	yourself	Shaheed Divas celebration in Bhilaj id = 1134		0:00	on air	delete
2010-07-05	yourself	Untitled id = 1133		0:53	draft	delete
2010-07-03	yourself	Untitled id = 1122		0:00	finished	delete
2010-07-03	yourself	Untitled id = 1120		0:00	finished	delete

5. You will be taken to the page where you can edit the corresponding post.
6. To edit the file itself, do the following:
 - a. RIGHT CLICK on the filename which is present on the right under MEDIA FILE, right next to *Filename*.
 - b. A menu will pop up. Click on the *save link as* option and download the file to be edited to the desired location.

RECORDING (STEP 2)

USEFUL LINKS
This post id = 1133 | [Edit later post](#) | [Edit earlier post](#) | [Edit most recent post](#)

TITLE

MESSAGE

TAGS

CATEGORIES
--- --

AUTHOR OF THIS POSTING

POSTING TIME
2010 07 05 at 18 : 22 Set to now ☐ Sticky? ☐

MEDIA FILE
Filename: 1133.mp3
Size/Duration: 0MB / 0:00
Quality: 0kb/s () / ()
ID3 Title/Track: ()
[edit ID3 tags](#)

COMMENTS
☒ on ☐ off SIZE: No a

STATUS
☒ draft ☐ finished ☐ on a

ENABLE PREVIEWING?
☐ Yes ☒ No

[save all](#)

[Open Link in New Window](#)
[Open Link in New Tab](#)
[Bookmark This Link](#)
[Save Link As...](#)
[Send Link...](#)
[Copy Link Location](#)
[Save link with DownThemAll!](#)
[Start saving link with dTa OneClick!](#)

- c. Edit the post.
- d. To upload the edited post, follow steps 1 to 5 again (if you have closed the post edit page from step 6)
- e. Click on *change audio file* button, present on the right, just above SIZE LIMIT

record | postings | comments | stats | organisation | settings | log me out | Loudblog

RECORDING (STEP 2)

USEFUL LINKS
This post id = 1114 | [Edit later post](#) | [Edit earlier post](#) | [Edit most recent post](#)

TITLE

MESSAGE

In the last fortnight atleast 40 people have died in the region of Basaguda from a Diarrhea-like disease called Haija. Howeve health officials haven't been able to confirm the exact nature of the disease and haven't taken any steps. The government states that the situation is under control even as the number of deaths is steadily increasing.

TAGS

CATEGORIES
Hindi -- --

AUTHOR OF THIS POSTING

POSTING TIME
2010 07 03 at 00 : 27 Set to now ☐ Sticky? ☐

MEDIA FILE
Filename: 1114.mp3
Size/Duration: 0.4MB / 0:48min
Quality: 64kb/s (CBR) / 8kHz / mono
ID3 Title/Track: 40 dead in Basaguda area killed Haija n
[edit ID3 tags](#) [change audio file](#)

COMMENTS
☒ on ☐ off SIZE LIMIT: No audio allowed

STATUS
☐ draft ☐ finished ☒ on air

ENABLE PREVIEWING?
☐ Yes ☒ No

[save all](#)

- f. You will be taken to the RECORDING (STEP 1) page.
- g. Click on the *Choose File* button right next to *Use Browser (<2MB)*
- h. Browse for the file on your computer , select the file and then click *Open*
- i. Click on the *get file* button, right next to the filename of the file that you selected

- j. The edited file has been uploaded
7. Edit other relevant details. The ones that are OPTIONAL may be avoided.
 - a. TITLE : Specify or the title **This is REQUIRED**
 - b. MESSAGE : Type the summary of the post . This is OPTIONAL
 - c. TAGS: This is the CALLER'S NAME. (This is temporary and will soon be improved) Put in *Anonymous* if a name is not to be put. Callers are added dynamically, so new callers will be added as soon as a new name is typed. To avoid redundancy, please select the caller from the lists that pops up if the caller exists. This is OPTIONAL
 - d. CATEGORIES: This is the LANGUAGE of post. Select the correct language. If a language does not exist, please let me know and I will add that. * .This is OPTIONAL
 - e. COMMENTS: To allow/disallow online comments online on the post, click the appropriate radio button under COMMENTS. Comments are on by default. This is OPTIONAL
 - f. SIZE LIMIT: To allow comments in the form of audio files, select the maximum size limit under SIZE LIMIT. Suggested is 2 MB. By default audio comments are NOT allowed. This feature will be much more use with planned feature additions to the voice interface. This is OPTIONAL
 - g. STATUS: As described in step 3 above, mark the desired status of the post as desired. By default the status will be *draft*. NOTE: If a particular post has some error, like blank post, not audible, etc. or for some other reason will NOT be published, please mark the post as *finished*. This will avoid confusion with new posts that are marked draft. **This is REQUIRED**
 - h. AUTHOR OF THE POSTING: Leave it as it is. This is OPTIONAL
 - i. ENABLE PREVIEWING: Leave it as it is. This is OPTIONAL
 - j. POSTING TIME: Leave it as it is. This is OPTIONAL

8. To save the changes, click *save all*. This applies to even a single change being a made including editing file. A change will not be saved unless clicked on *save all*.
 9. That's it. You are done!
-

* From 7-d: To add a language yourself, do the following:

1. Click on the 'organization' tab on the top to go to the organization page.
2. Go under 'Edit categories'
3. Type the new new language under NAME in the empty row.
4. Click on "<<< add new"
5. Click *save all* to save.