

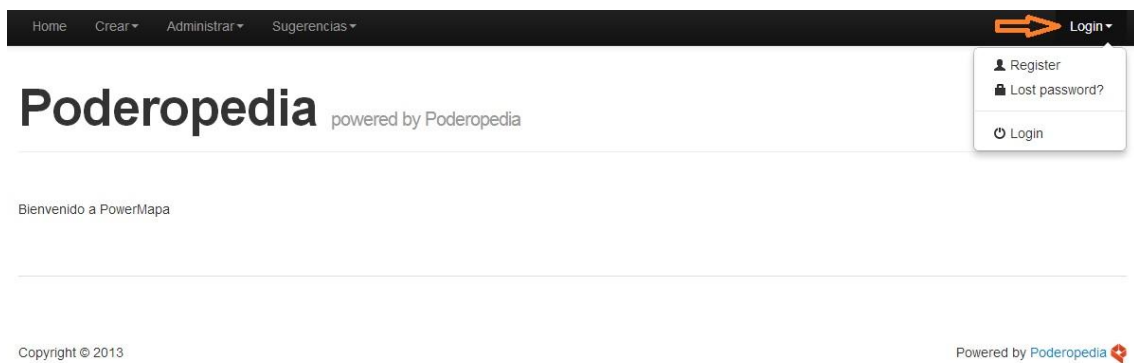
# USER MANUAL

## I.- REGISTER

To enter to the Poderopedia management platform you must first register.

On the right side of the website you will find the LOGIN meni where you will see the options Register, Lost Password and Login (**Fig 01**)

(Fig.01)



## II. - ENTITIES

To begin adding content to your own Poderopedia, you must first create an **ENTITY**. The **ENTITIES** in Poderperia are: **PERSON**, **COMPANY**, **CASES**, and **ORGANIZATION**. (**Fig. 02**)

(Fig.02)



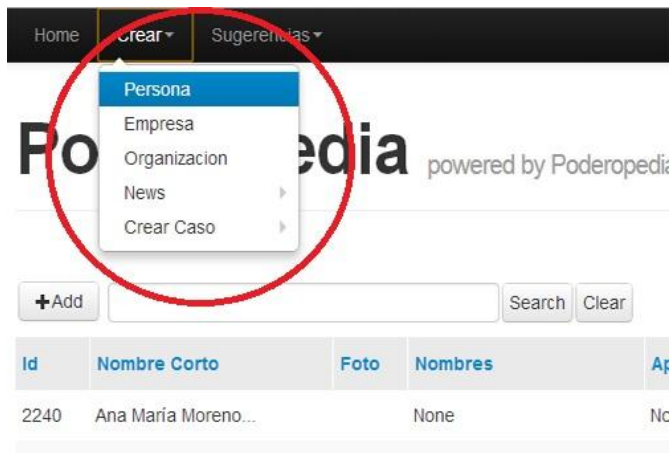
### III.- CREATE AN ENTITY


For purposes of this manual we will use as an example the creation of an “PERSON” entity. COMPANIES and ORGANIZATIONS entities operate in the same way.

1.- Go to “Create” in the menu, select the entity you want to enter. (Fig. 03).

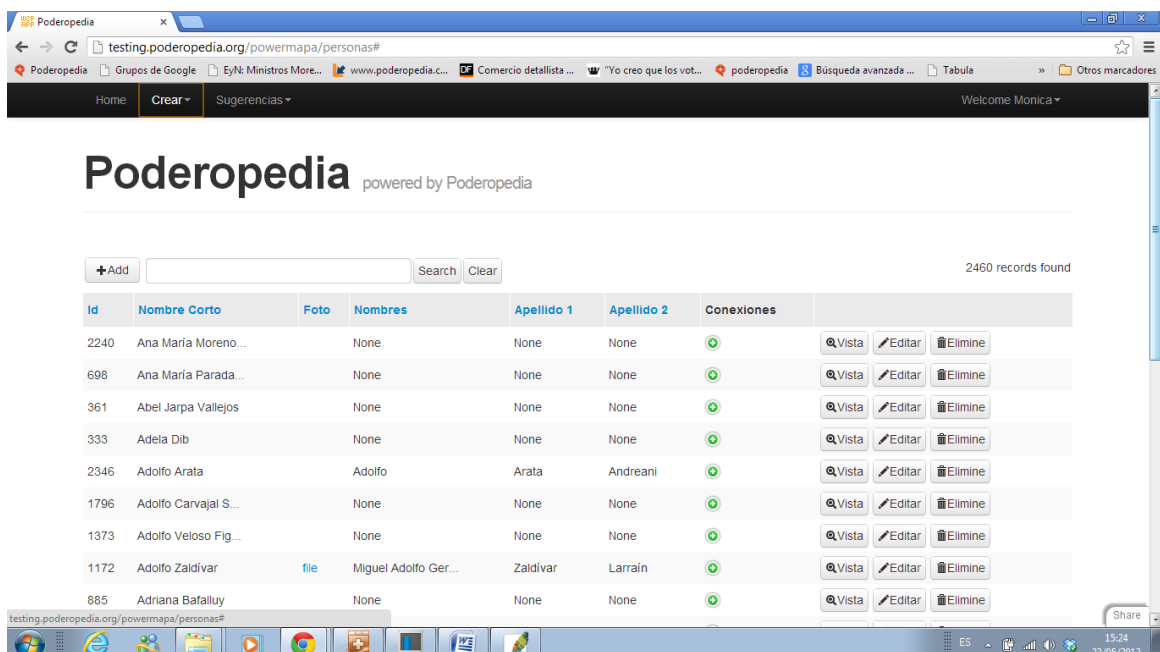
In our example we will enter a PERSON entity.

(Fig.03)

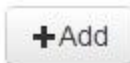



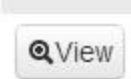

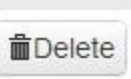


2.- This will display a grid with the previously added ENTITIES (Fig 04). If you have not added any ENTITY, you will only see the button 

(Fig. 04)



This are the elements that the grid cointains (**Fig. 04**)

|  |                     |
|--|---------------------|
|   | Add ENTITY FORM     |
| <input data-bbox="229 396 665 439" type="text"/>   | ENTITY search box   |
|   | Show CONECTIONS     |
|   | Preview ENTITY FORM |
|   | Edit ENTITY FORM    |
|   | Delete ENTITY FORM  |

3.- To add a new **ENTITY** FORM you should use the following button:



**(Fig.05)**

**(Fig.05)**

Home Crear Administrar Sugerencias

# Poderopedia

powered by Poderopedia

+ Add

Search

Clear

2463

1

| ID   | Nombre Corto         | Foto | Nombres | Apellido 1 | Apellido 2 | Conexiones |  |
|------|----------------------|------|---------|------------|------------|------------|--|
| 2240 | Ana Maria Moreno...  |      | None    | None       | None       |            | <button>Vista</button> <button>Editar</button> <button>Eliminar</button> |
| 690  | Ana Maria Parada ... |      | None    | None       | None       |            | <button>Vista</button> <button>Editar</button> <button>Eliminar</button> |
| 361  | Abel Jarpa Vallejos  |      | None    | None       | None       |            | <button>Vista</button> <button>Editar</button> <button>Eliminar</button> |
| 333  | Adela Dib            |      | None    | None       | None       |            | <button>Vista</button> <button>Editar</button> <button>Eliminar</button> |
| 2346 | Adolfo Arata         |      | Adolfo  | Arata      | Andreani   |            | <button>Vista</button> <button>Editar</button> <button>Eliminar</button> |

4.- It will display the Person entity Form, where you can enter the Basic Profile Information (**Fig. 06**) , Summary (**Fig. 08**), Long Profile (**Fig.09**), Sources (**Fig.10**), “Document Cloud” Sources (**12a**), if he is deceased or not (**Step 6**) and the Social Network (**Step 7**).

#### 4.1.- Basic data (**Fig. 06**)

(**Fig. 06**)



←Back

rut:

Nombres:

Apellido 1:

Apellido 2:

Nombre Corto:

Fecha de Nacimiento:

País de Residencia:

Main Sector:

Foto:  No se ha seleccionado ningún archivo

You must enter the required Basic Information (**Fig. 07**). The required fields are Name, Surname, Short Name and Country. All the other fields are optional.

The Date of Birth should be written in the DD/MM/YYYY format, the Home Country should be picked from the Menu, the Sector should be picked from the Menu, the profile picture should be 140 x 140 Pixels (JPG or PNG formats).

(**Fig. 07**)

**Example: We will add the data from the PERSON entity “Mónica Ventura Alcaíno”**

[←Back](#)

|                      |   |
|----------------------|---|
| rut:                 | <input type="text" value="12.321.451-1"/>   |
| Nombres:             | <input type="text" value="Monica"/>   |
| Apellido 1:          | <input type="text" value="Ventura"/>  |
| Apellido 2:          | <input type="text" value="Alcaíno"/>  |
| Nombre Corto:        | <input type="text" value="Monica Ventura"/>   |
| Fecha de Nacimiento: | <input type="text" value="05-04-1973"/>   |
| País de Residencia:  | <input type="text" value="CHILE"/>  |
| Main Sector:         | <input type="text" value="Cultivos"/>   |
| Foto:                | <input type="button" value="Seleccionar archivo"/> No se ha seleccionado ningún archivo |

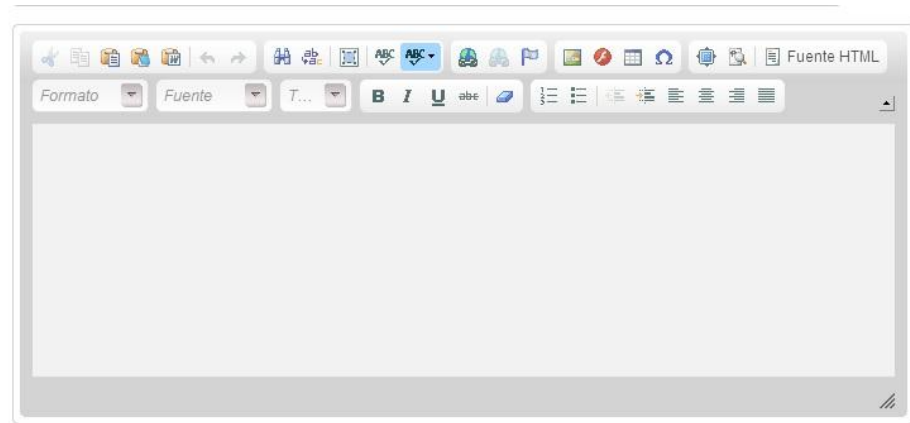
4.2.- We enter her Review (Summary Profile) **(Fig. 08)** and the Long Profile **(Fig.09)**, which contains a rich text editor where you can put links, bold, subtitle, etc . . .

**(Fig. 08)**

Reseña:

**(Fig.09)**

Perfil largo:



4.3.- **Add one or more Sources (Fig. 10).** To add a Source you must click on the button

**New Source**

### Use of the source tool

**Select options**

To use the source tool, simply click on the **Select options** button to see a list of available sources. There, you can check any sources you want to include, and search for sources in the search box.

Sources:

Sources Document Cloud:

Has past away:

Web:

Twitter:

Facebook:

Linkedin:

Check to delete:

Select options

Filter:

☐ ☐ ☐ ☐

Emol. Denuncian que universidades no reciben a alumnos de U. del Mar pese a conver

Emol. Empresario inmobiliario Aníbal Mosa es el nuevo dueño del 11% de Colo Colo

La Tercera. Fiscalía investiga pagos por asesorías a diputada Marta Isasi en medio de

Radio Universidad de Chile. Partido Humanista apoya la candidatura presidencial de M

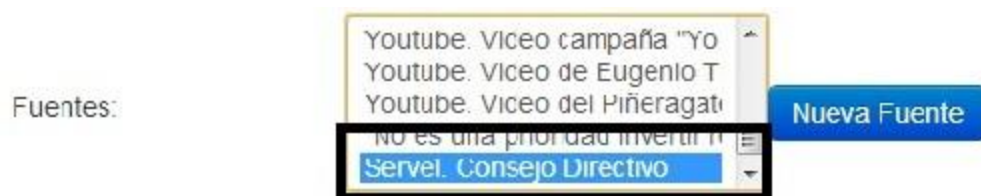
4.3.1.-It will display the Source Form (**Fig. 11**) (It only allows Sources form websites). Then you have to enter the required data. The date is entered in format DD/MM/YYYY.

(Fig. 11)



4.3.2.- The Source Form will close itself when you save it. The Source will be added to the alphabetically ordered list. (**Fig. 12**). You will have to chose it then. To chose more than ona Source, you can pick them by keeping pressed the **CTRL** button on your keyboard and clicking the Title of the Sources you want.

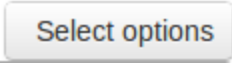
(Fig. 12)



## 5.- Use of the Document tool

Upload PDF Document associated with Document Cloud (**Fig. 12 a**). You can upload PDF documents linked with the Document Cloud tool ([www.documentcloud.org](http://www.documentcloud.org)) from Poderopedia.

You can only upload them in the Poderopedia Admin interface, to modify documents you must do so directly form the Document Cloud tool.

5.1.- To use the document tool, click the  button to see a list of documents available on Document Cloud. There, you can check all the documents you want to indude, or search for documents in the search box.

Sources Document Cloud:

Has past away:

Web:

Twitter:

Facebook:

Linkedin:

Check to delete:

Select options

New Document

Filter: 
Check all    Uncheck all

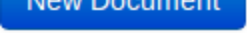
☒ Alberto Cardemil. Declaración de Intereses

☐ Alberto Cardemil. Declaración de Patrimonio

☐ Alberto Espina. Declaración de Intereses 2010

☐ Alberto Espina. Declaración de Patrimonio 2010

☐ Aldo Cornejo. Declaración de Intereses

5.2.- To add a new Document to Document cloud click the  button and fill the required data.

The **Entry Form** of a new PDF document will be displayed (**Fig. 12 b**) You must complete the required data. The required fields are **File** (Select File) and **Document Title**. You can set the **Source of the Document** (Example: World Bank), **Document Description**, **Associated Document URL**. **Access** option is mandatory (if you want to publish the document to all the public, you must chose the Public option, otherwise you musht chose Private). Finally, you must chose a Project (mandatory). Poderopedia Chile has three Projects: People, Enterprises and Organizations, which we upload PDF documents related to each of them. You must create these projects from the Document Cloud tool.



**(Fig. 12 b)**

|                                       |  |  |
|---------------------------------------|--|--|
| File:                                 | <input type="button" value="Seleccionar archivo"/> | No se ha seleccionado ningún archivo                       |
| Título Documento:                     | <input type="text"/>                               |  |
| Fuente del Documento:                 | <input type="text"/>                               |  |
| Descripción del Documento:            | <input type="text"/>                               |  |
| URL del documento asociado:           | <input type="text"/>                               | the URL of the article associated with the document        |
| URL donde el documento será embebido: | <input type="text"/>                               | the URL of the page on which the document will be embedded |
| Access:                               | <input type="text" value="public"/>                | <input type="button" value="v"/>                           |
| Project:                              | <input type="text"/>                               | <input type="button" value="v"/>                           |

6.- Is deceased. If the person is deceased you must check this option

Ha Fallecido: ☐

7.- Social Networks. Fill the form with the following data (optional)

|           |                      |
|-----------|----------------------|
| Web:      | <input type="text"/> |
| Twitter:  | <input type="text"/> |
| Facebook: | <input type="text"/> |
| Linkedin: | <input type="text"/> |

8.- Save the Profile Form with the Button

## IV.- ADD CONECTIONS TO THE PROFILE

After saving the Entity Form that we created a grid will display **(Fig. 13)** with the details that we entered. However, we still have to add the Connections.


**(Fig.13)**

### Personas:

**+Add**  **Search** **Clear**

Id

| Id   | Nombre Corto   | Foto | Nombres | Apellido 1 | Apellido 2 | Conexiones   |   |
|------|----------------|------|---------|------------|------------|--|---|
| 2893 | Monica Ventura |      | Monica  | Ventura    | Alcaino    |  |    |

2.- To add the Connections you must click the Add button  **(Fig. 14)** first

**(Fig. 14)**

**+Add**  **Search** **Clear**

| Id   | Nombre Corto   | Foto | Nombres | Apellido 1 | Apellido 2 | Conexiones   |  |
|------|----------------|------|---------|------------|------------|--|--|
| 2893 | Monica Ventura |      | Monica  | Ventura    | Alcaino    |  |    |

3.- The other connections will display **(Fig. 15)**

**(Fig. 15)**

| Id   | Nombre Corto   | Foto | Nombres | Apellido 1 | Apellido 2 | Conexiones  |   |
|------|----------------|------|---------|------------|------------|---|---|
| 2893 | Monica Ventura |      | Monica  | Ventura    | Alcaino    |  |    |

**Familia**  
[Agregar Conexión](#)

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**Conyuges**  
[Agregar Conexión](#)

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**Compañeros de Estudios**  
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**Amigos**  
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**Conocidos**  
[Agregar Conexión](#)

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4.- To add a new connection you must click on the “Add Connection” link **(Fig. 16)**. As an example we will enter a family connection.

**(Fig. 16)**

| Id   | Nombre Corto   | Foto | Nombres | Apellido 1 | Apellido 2 | Conexiones |   |
|------|----------------|------|---------|------------|------------|------------|---|
| 2893 | Monica Ventura |      | Monica  | Ventura    | Alcaíno    |            | <a href="#">Vista</a> <a href="#">Editar</a> <a href="#">Eliminar</a> |

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**Amigos**  
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**Conocidos**  
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5.- The Connection form will display (**Fig. 17**). For default will already have **entered the Person Entity**, the **Relationship** (the connection) and the **other Person** with whom you want to link your already created Entity. Besides the source(s) of your connection.

(**Fig. 17**)

## Familia

Persona  es  de

Fuentes:
 

Emol. Denuncian que universi  
 Emol. Empresario inmobiliario  
 La Tercera. Fiscalía investiga  
 Radio Universidad de Chile. P  
 Sofofa. Comunicados y declar  
 "El Saqueo de los grupos eco

[Nueva Fuente](#)

[Submit](#)

6.- Select connection. For our example we will select **Father/Mother** (**Fig. 18**)

(**Fig. 18**)

Monica Ventura es  de

Fuentes:
 

Emol. Denuncian que universi  
 Emol. Empresario inmobiliario  
 La Tercera. Fiscalía investiga  
 Radio Universidad de Chile. P  
 Sofofa. Comunicados y declar  
 "El Saqueo de los grupos eco

Abuelo/Abuela  
 Hermano /Hermana  
 Hijo/ Hija  
 Nieto/Nieta  
**Padre /Madre**  
 Primo/Prima  
 Sobrino /Sobrina  
 Tío / Tía

[Submit](#)

7.- Now you must enter the connection with another person (**Fig. 19**).

If the Person entered already exists in the database, you must **NOT** add it again, the system will alert you about it and you only have to select it. If not, you can create a new person Entity just entering his **SHORT NAME**. **DOING SO WILL CREATE A NEW PERSON ENTITY**.

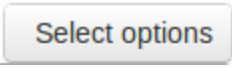
(Fig. 19)

The screenshot shows a web form titled "Familia". It has two main sections: "Persona" and "Parentesco". In the "Persona" section, there is a dropdown menu currently showing "Monica Ventura". In the "Parentesco" section, there is a dropdown menu showing "Padre /Madre". To the right of these, there is another "Persona" dropdown menu. This menu is open, showing a list of names: "Angela Valenzuela", "Angela Clocca Gómez", "Angela Rifo", and "Angela Jeria". The name "Angela Valenzuela" is highlighted. A blue button labeled "Nueva Fuente" is located below the "Fuentes" section, and a grey "Submit" button is at the bottom right.

8.- Add the source for the connection (Fig. 20). Press the button

New Source

### Use of the source tool

To use the source tool, simply click on the  button to see a list of available sources. There, you can check any sources you want to include, and search for sources in the search box.

(Fig. 20)

The screenshot shows a "Select options" dialog box. It has a search bar labeled "Filter: Enter keywords" and two buttons: "Check all" and "Uncheck all". Below the search bar is a list of sources with checkboxes next to them. The sources listed are: "Emol. Denuncian que universidades no reciben a alumnos de U. del Mar pese a conver", "Emol. Empresario inmobiliario Aníbal Mosa es el nuevo dueño del 11% de Colo Colo", "La Tercera. Fiscalía investiga pagos por asesorías a diputada Marta Isasi en medio de", and "Radio Universidad de Chile. Partido Humanista apoya la candidatura presidencial de M". To the right of the dialog box, there are two blue buttons: "New Source" and "New Document". At the bottom left, there is a "Submit" button.

8.1.- The Source Form will open. **(Fig. 21)**. The following fields must be completed:

**DESCRIPTION** (Title of the source), **URL** (Web address of your source), **DATE**

(DD/MM/YYYY). After completing the data, save them with the button

Submit

**(Fig. 21)**



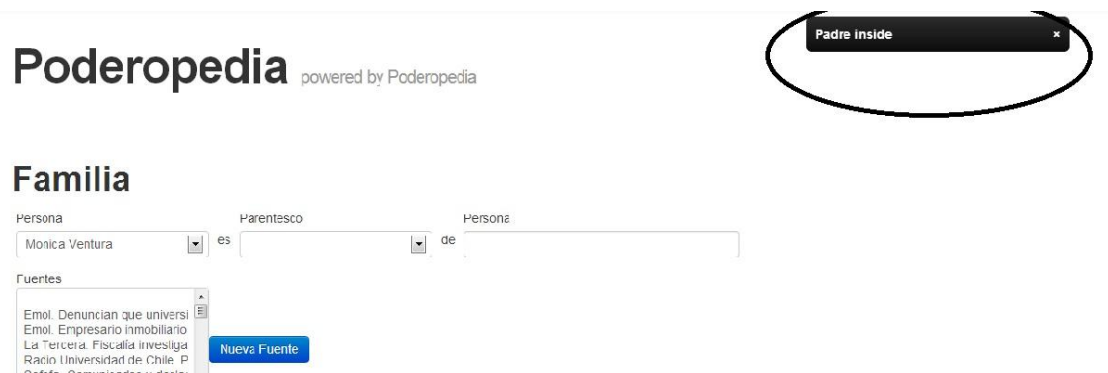
The screenshot shows a web interface titled "Familia". On the left, there is a "Persona" dropdown menu with "Monica Ventura" selected. Below it is a "Fuentes" list with several news snippets. A blue button labeled "Nueva Fuente" is positioned between the "Fuentes" list and the "Agregar Fuentes" modal. The modal, titled "Agregar Fuentes", contains four input fields: "Descripción:", "URL:", "Fecha Documento:", and "Source From:". The "Source From" field has "None" selected. A "Submit" button is at the bottom right of the modal. Below the "Fuentes" list, there is a "Submit" button and a "volver" button.

9.- Save the connection with the button

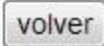
Submit

10. When saving, the system will alert the new connection. In our example , it will say "Father Inside". **(Fig.24)**

**(Fig.24)**



The screenshot shows the "Familia" form with a black alert box in the top right corner that says "Padre Inside". The form has three dropdown menus: "Persona" (with "Monica Ventura" selected), "Parentesco" (with "es" selected), and "Persona" (with "de" selected). Below the "Fuentes" list, there is a blue button labeled "Nueva Fuente".

11.- To add a new connection, use the button  (Fig.25)

(Fig.25)

## Familia


Persona  es Parentesco  de Persona

Fuentes

- Emol. Denuncian que universi
- Emol. Empresario inmobiliario
- La Tercera. Fiscalía investiga
- Radio Universidad de Chile. P
- Sofofa. Comunicados y declar
- "El Saqueo de los grupos eco

[Nueva Fuente](#)

[Submit](#)



12.- You will return to the Entity Grid (Fig.26) to continue adding Connections.


(Fig.26)


## Personas:

+Add

Search

Clear

| Id   | Nombre Corto   | Foto | Nombres | Apellido 1 | Apellido 2 | Conexiones   |   |
|------|----------------|------|---------|------------|------------|--|---|
| 2893 | Monica Ventura |      | Monica  | Ventura    | Alcaino    |  | <div><div>View</div><div>Edit</div><div>Delete</div></div> |

13. To enter a new connection. Click on the button  (Fig. 27) connections will be displayed to continue adding all the connections you need.

(Fig.27)

+Add

persona alias = "Monica Ventura"

Search

Clear

| Id   | Nombre Corto   | Foto | Nombres | Apellido 1 | Apellido 2 | Conexiones   |  |
|------|----------------|------|---------|------------|------------|--|--|
| 2893 | Monica Ventura |      | Monica  | Ventura    | Alcaino    |  | <div><div> Vista</div><div> Editar</div><div> Elimine</div></div> |

14. Other connections will be displayed (**Fig. 28**) to continue adding all you need. For example: SPOUSE

(Fig.28)

+Add

persona.alias = "Monica Ventura"

Search

Clear

1 records found

| Id   | Nombre Corto   | Foto | Nombres | Apellido 1 | Apellido 2 | Conexiones |   |
|------|----------------|------|---------|------------|------------|------------|---|
| 2893 | Monica Ventura |      | Monica  | Ventura    | Alcaino    |            | <div><div>Vista</div><div>Editar</div><div>Eliminar</div></div> |

Familia

Agregar Conexión

|    |               |    |                                   |                 |          |
|----|---------------|----|-----------------------------------|-----------------|----------|
| es | Padre /Madre  | de | Angela Valenzuela (editar Perfil) | editar conexión | Eliminar |
| es | Abuelo/Abuela | de | Coke (editar Perfil)              | editar conexión | Eliminar |

Conyuges

Agregar Conexión

Compañeros de Estudios

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# SEARCH FOR AN ENTITY WITHIN THE ADMINISTRATOR

## 1.- Buscar Entidad creada

Para buscar una ENTIDAD que ya hemos creado. Primero debes hacer click en el **buscador** (**Fig. 29**)

## 1. - Search for Entity created

To look for an entity that we have already created. First you must click on the **search box** (**Fig. 29**)

(Fig. 29)

Hacer click para buscar

Search

Clear

1. A menu with is displayed with the search criteria. (**Fig.30**)

(Fig.30)

Search

Clear

Nombres

=

New

And

Or

Close

1. Select a search criteria (**Fig. 16**). We will select search by "Short Name" (**Fig. 31**). We will seek the Entity we created: "Monica Ventura"

(**Fig.31**)

The screenshot shows a search interface. At the top, there is a '+Add' button, a search input field, and 'Search' and 'Clear' buttons. Below the search input, a dropdown menu is open, displaying a list of search criteria: Id, rut, Nombres, Apellido 1, Apellido 2, **Nombre Corto** (highlighted), Fecha de Nacimiento, País de Residencia, Reseña, Perfil largo, Ha Fallecido, Web, Twitter, Facebook, and LinkedIn. To the right of the dropdown, there is an equals sign and another dropdown menu. Further right are buttons for 'New', 'And', 'Or', and 'Close'. Below this, a table displays search results. The table has columns: Foto, Nombres, Apellido 1, Apellido 2, Conexiones, and a magnifying glass icon. The first row shows 'Adolfo Arata' with 'None' for Nombres, Apellido 1, and Apellido 2, and a green plus icon for Conexiones. The second row shows 'Adolfo Arata' with 'None' for Nombres, Apellido 1, and Apellido 2, and a green plus icon for Conexiones. The third row shows 'Adolfo Arata' with 'None' for Nombres, Apellido 1, and Apellido 2, and a green plus icon for Conexiones. The fourth row shows 'Adolfo Arata' with 'None' for Nombres, Apellido 1, and Apellido 2, and a green plus icon for Conexiones. The fifth row shows 'Adolfo Arata' with 'Adolfo' for Nombres, 'Arata' for Apellido 1, 'Andreani' for Apellido 2, and a green plus icon for Conexiones.

| Foto | Nombres | Apellido 1 | Apellido 2 | Conexiones |
|------|---------|------------|------------|------------|
|      | None    | None       | None       | +          |
|      | None    | None       | None       | +          |
|      | None    | None       | None       | +          |
|      | None    | None       | None       | +          |
|      | Adolfo  | Arata      | Andreani   | +          |

#### 1.4. Select **New** (**Fig. 32**)

(**Fig.32**)

The screenshot shows a search interface. At the top, there is a search input field, and 'Search' and 'Clear' buttons. Below the search input, there is a dropdown menu with 'Nombre Corto' selected. To the right of the dropdown, there is an equals sign and another dropdown menu. Further right are buttons for 'New', 'And', 'Or', and 'Close'. The 'New' button is circled in black.

- In the searchbox the following code will appear (**Fig. 33**):

(**Fig. 33**)

The screenshot shows a search interface. At the top, there is a search input field containing the text 'persona.alias = '''. This field is circled in black. To the right of the search input, there are 'Search' and 'Clear' buttons. Below the search input, there is a dropdown menu with 'Nombre Corto' selected. To the right of the dropdown, there is an equals sign and another dropdown menu.



1. Write Short Name of the person you want to search inside the quotes of the code (Fig. 34) and click the Search button

(Fig. 34)

A search interface with a text input field containing the code `persona.alias = "Monica Ventura"`. To the right of the input are two buttons: "Search" and "Clear". Below the input field is a dropdown menu currently showing "Nombre Corto". To the right of the dropdown is an equals sign "=" followed by another dropdown menu.

- 1.6. It will display the search result (Fig.35). In our example the Entity Person: Monica Ventura

(Fig.35).

## Personas:

| <div><div>+ Add</div><div></div><div>Search</div><div>Clear</div></div> |                |  |         |            |            |                                   |
|---|----------------|--|---------|------------|------------|-----------------------------------|
| <div><div>Ic</div><div></div></div>                                     |                |  |         |            |            |                                   |
| Id  | Nombre Corto   | Foto   | Nombres | Apellido 1 | Apellido 2 | Conexiones                        |
| 2893  | Monica Ventura |  | Monica  | Ventura    | Alcaino    | <div><div></div><div></div></div> |
|   |                | <div><div>View</div><div>Edit</div><div>Delete</div></div> |         |            |            |                                   |

## V.- Manage the Front Page

The front page of Poderopedia (**Fig.36**) consists of THREE FEATURED NEWS: A major and two minor. The featured news are ordered according to the time of entry. The main featured new will be the last entered. If you add another new, the main featured new will pass to be the second featured new.

(Fig.36)



1.- To manage the front page of Poderopedia you must enter the Administration Menu and Select Manage Home. The Home menu is displayed with the following options: Login (a new top cover) and List (to edit an already entered new) (**Fig. 37**)

(Fig. 37)



2.- To add a new featured new to the front page you have to select the option 'add' (**Fig. 38**).

(**Fig. 38**)



- The Featured new form will be displayed. Complete the form (like in number 4). (**Fig. 39**).

(**Fig.39**)

Imagen: Seleccionar archivo No se ha seleccionado ningún archivo

Título:

Tag:

Contenido:

Fecha:

URL:

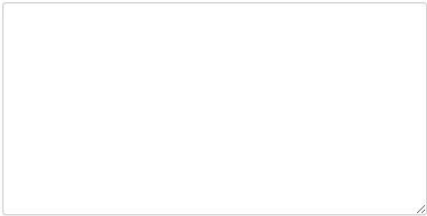
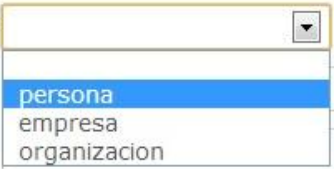

Seleccione Entidad:

Reference:

Alias:

4.- You will have to fill the form of **Fig.40** the following way:

|  |   |
|--|---|
| Imagen: <span>Seleccionar archivo</span> | Imagen de portada. Medidas 454 x 296 Pixeles. Formato JPG o PNG |
| Título: <input type="text"/>             | Título del destacado  |
| Tag: <input type="text"/>                | Tag. Etiqueta que aparece sobre la imagen de portada.           |

|  |  |
|--|--|
| <p>Contenido:</p>           | Contenido. Bajada del destacado  |
| <p>Fecha:</p> <input type="text" value="2013-05-27 12:20:18"/>   | Fecha y hora de ingreso del destacado  |
| <p>URL:</p> <input type="text" value="#"/>   | URL. Se crea en forma automática. No completar esta opción   |
| <p>Seleccione Entidad:</p>  | Selecciona Entidad según corresponda: Persona, Empresa u Organización  |
| <p>Reference:</p> <input type="text"/>   | Reference. Es el ID. Se crea en forma automática. No completar esta opción   |
| <p>Alias:</p>             | Alias. Escribir el nombre corto de la Entidad que se quiere destacar, se debe seleccionar. Al seleccionar se creará en forma automática la URL y el Reference (ID) |
| <input type="button" value="Submit"/>  | Submit. Grabar el destacado.   |

5.- Edit the featured cover story. To Edit the featured cover story you have to go to Menu Manage, select Home and then List. **(Fig. 41).**

**(Fig. 41)**



6.- A grid will be displayed (**Fig. 42**) containing the list of featured news. There, you will be able to:

View , Edit  or delete .

(**Fig. 42**)

| + Add |                      | Search               |                     | Clear                |                     | 69 records found     |                    |                      |   |
|-------|----------------------|----------------------|---------------------|----------------------|---------------------|----------------------|--------------------|----------------------|---|
| Id    | Imagen               | Título               | Tag                 | Contenido            | Fecha               | URL                  | Seleccione Entidad | Alias                |   |
| 71    | <a href="#">file</a> | Sven von Appen, e... | Grupo Ultramar      | Empresario portua... | 2013-05-17 22:25:24 | http://www.podero... | persona            | Sven Von Appen       |          |
| 70    | <a href="#">file</a> | Camilo Escalona, ... | Crisis en el PS     | Político socialis... | 2013-05-17 22:23:26 | http://www.podero... | persona            | Camilo Escalona      |          |
| 69    | <a href="#">file</a> | Corpesca, la pesq... | Grupo Angelini      | Es una de las emp... | 2013-05-15 22:41:49 | http://www.podero... | empresa            | Corpesca             |          |
| 68    | <a href="#">file</a> | MEO, la controver... | Presidenciales 2013 | Político y cineas... | 2013-05-15 22:40:47 | http://www.podero... | persona            | Marco Enríquez-Om... |       |
| 67    | <a href="#">file</a> | Arturo Fontaine y... | Think tank          | Licenciado en Fil... | 2013-05-15 22:39:02 | http://www.podero... | persona            | Arturo Fontaine      |    |
| 66    | <a href="#">file</a> | Quién es quién en... | Educación           | En su directorio ... | 2013-05-10 18:24:06 | http://www.podero... | organizacion       | Universidad San S... |    |
| 65    | <a href="#">file</a> | Félix De Vicente,... | Cambio de Gabinete  | El ex director de... | 2013-05-08 18:45:41 | http://www.podero... | persona            | Félix De Vicente     |    |


# VI.- CREATE CASES

Poderopedia, besides creating People profiles, Business profiles and Organizations profiles, allows the creation of articles. We will call these articles cases.

1. - To create a case you have to go to the Create menu (**Fig. 43**) and select the Create Case.

(Fig. 43)



3.-A new page will be displayed (**Fig. 44**). With the add button  you will be able to create a new case. In the grid will appear the Cases that have already entered, where you can:

View , Edit  Delete 

(Fig. 44)



| +Add <input type="text"/> Search Clear 1 record: |          |                |                      |      |          |         |                        |
|--|----------|----------------|----------------------|------|----------|---------|------------------------|
| Id   | Logotipo | Nombre         | Reseña               | Pais | Ciudad   | Fuentes | Fuentes Document Cloud |
| 2  | file     | Caso de prueba | <p style="text-al... | 44   | Santiago | 1482    | 106                    |

4.- When creating a new case the required form will be displayed (**Fig. 45**). You have to complete the required information and Save (Submit):

(Fig. 45)

Logotipo:  No se ha seleccionado ningún archivo

Nombre:

Reseña:

País:

Ciudad:

Fuentes: 

/ (documentURL)s

Emol. Denuncian que univer

Emol. Empresario inmobiliari

La Tercera. Fiscalía investig

Radio Universidad de Chile.

Fuentes Document Cloud: 

Alberto Cardemil. Declaració

Alberto Cardemil. Declaració

Alberto Espina. Declaración

Alberto Espina. Declaración

Aldo Cornejo. Declaración d

## VII.- MANAGE SOURCES

You can manage the already added Sources (Edit, Delete or Search).

1. - Go to Manage menu (**Fig. 46**), select My Sources

(**Fig. 46**)



2.-The Sources grid will be displayed (**Fig. 47**). There you can:

Create a new source  , View  , Edit  Delete  , or search (See step 3).



(Fig. 47)

| +Add                 | <input type="text"/> | Search          | Clear              |
|----------------------|----------------------|-----------------|--------------------|
| Descripción          | URL                  | Fecha Documento |                    |
| Sitio web corpora... | http://www.ossand... |                 | View  Edit  Delete |
| Sitio web corpora... | http://www.golflo... |                 | View  Edit  Delete |
| Sitio web corpora... | http://www.pollac... |                 | View  Edit  Delete |
| Reseña Biográfica... | http://historiapo... |                 | View  Edit  Delete |
| Diario La Segunda... | http://www.lasegu... | 09-12-2011      | View  Edit  Delete |
| La Segunda. "Las ... | http://www.lasegu... | 14-09-2011      | View  Edit  Delete |
| Diario La Nación ... | http://www.lanaci... |                 | View  Edit  Delete |
| Diario El Mostrad... | http://www.elmost... | 15-03-2011      | View  Edit  Delete |

### 3.- Search for a source

3.1.- We will look for a SOURCE we have already created. First you must click on the search box (Fig. 48)

(Fig. 48)

Hacer click para buscar

Search

Clear

3.2.- A menu with search criteria is displayed (Fig. 49)

(Fig. 49)

## Document

+Add

Search

Clear

Id

=

New

And

Or

Close

3.3. Select a search criteria of the document

We will select search by "Description." Then click the New button (Fig. 50)

(Fig. 50)

3.4. - Inside the search box the following code will appear: **document.name = ""** (Fig. 51)

(Fig. 51)

3.5.- Write the name of the document you want to search for inside the quotes of the code and click Search (Fig. 52)

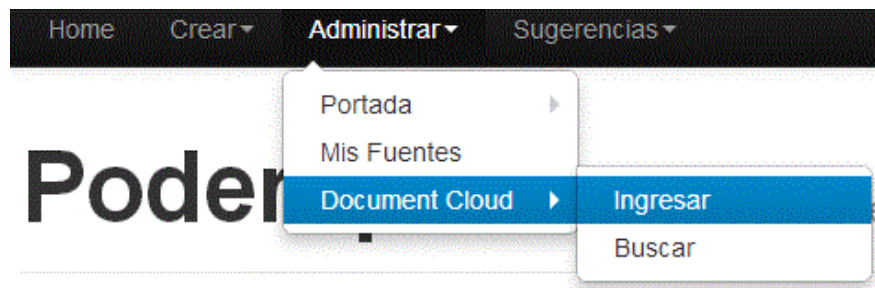
(Fig. 52)

## VII.- MANAGING SOURCES IN DOCUMENT CLOUD

You can upload PDF documents linked with Document Cloud tool ([www.documentcloud.org](http://www.documentcloud.org)) from Poderopedia. From the Poderopedia administrator you can only upload, to make annotations on the document you have to do it directly from the Document Cloud tool.

1. - To upload a PDF document you must go to the Manage menu (**Fig. 53**), select Document Cloud and then Enter:

(Fig. 53)



2.- The form will be displayed to enter a new PDF document (**Fig. 54**). You have to complete the required data. File (Select File) and Document Title are required. You can set the Paper Source (Ex World Bank), Description of Document or the Associated Document URL. Access option is mandatory (if you want the document be displayed to the public, select this option, otherwise you have to select the Private option). Finally you have to select a Project (mandatory). Poderopedia Chile has three projects: People, Enterprises (or Buisnesses) and Organizations. Here, we upload PDF documents related to each of them. You have to create this projects from the Document Cloud Tools .

(Fig. 54)

|                                       |  |  |
|---------------------------------------|--|--|
| File:                                 | <input type="button" value="Seleccionar archivo"/> | No se ha seleccionado ningún archivo                       |
| Título Documento:                     | <input type="text"/>                               |  |
| Fuente del Documento:                 | <input type="text"/>                               |  |
| Descripción del Documento:            | <input type="text"/>                               |  |
| URL del documento asociado:           | <input type="text"/>                               | the URL of the article associated with the document        |
| URL donde el documento será embebido: | <input type="text"/>                               | the URL of the page on which the document will be embedded |
| Access:                               | <input type="text" value="public"/>                |  |
| Project:                              | <input type="text"/>                               |  |




## IX.- SUGGESTIONS

From the Poderopedia administrator you can manage suggestions or user collaborations:

1. - To manage the suggestions you have to go to the Suggestion Menu (**Fig. 55**) and select one of the following options: Connections, I have Data, Suggest Person, Error or Inappropriate Content



- 2.- Selecting one of them will display a grid (**Fig. 56**) where you can:


View , Edit , delete , or search for a collaboration with the appropriate criteria.

(Fig. 56)

**Sugerirconexion**

62 records found

| Id | Seleccione Entidad | Reference | Alias                | Quiero sugerir       | ¿Cómo están relacionados? | Obtuve esta información de | Estado       |   |
|----|--------------------|-----------|----------------------|----------------------|---------------------------|----------------------------|--------------|---|
| 1  | organizacion       | 407       | Iglesia Católica     | Opus dei             | Genero especie            | http://www.iglesi...       | sin revision |    |
| 2  | persona            | 1114      | Carlos Heller Solari | clinica las condes   | director desde se...      | http://www.clinic...       | sin revision |    |
| 3  | persona            | 904       | Evelyn Matthei       | AGROSUPER S.A        | Évelyn Matthei es...      | http://www.laterc...       | sin revision |    |
| 4  | persona            | 1371      | Sergio Bitar Chacra  | UNIVERSIDAD MAYOR    | Fue parte de la m...      | http://twitpic.co...       | sin revision |    |
| 5  | persona            | 2455      | Teodoro Ribera       | Luis Herman Granier  | Jefe de Gabinete ...      | http://www.senado ...      | sin revision |    |
| 6  | organizacion       | 104       | Cieplan              | José Pablo Arella... | Investigador Seni...      | http://www.ciepla...       | sin revision |    |

- 3.- In the  option you can see the suggestion sent by a user and assign a state to it (**Fig. 57**). The states are: Without revision, rejected and Accepted/on course / Assigned.

(Fig.57)

Id: 4  
Selecione Entidad: persona  
Reference: 1371  
Alias: Sergio Bitar Chacra

Quiero sugerir: UNIVERSIDAD MAYOR

¿Cómo están relacionados?:

Fue parte de la mesa directiva de la Universidad Mayor. Dejó de figurar como director el día 18 de agosto de 2011. Su fotografía desapareció de la web de la institución en el momento más crítico del movimiento estudiantil.

Obtuve esta información de: <http://twitter.com/bcf5d>

Estado: sin revision 

Check to delete: ☐

Submit