Voice of Kibera Basic Manual

To login, go to: <u>http://kibera.ushahidi.com/login</u> and type your username and password. If you're on a public computer, make sure to uncheck the box that says, "Stay logged in on this computer?" so that no one else can access your account.



Once you login, you will be taken to the dashboard, which has a summary of recent activity.

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From the dashboard, you can navigate to the rest of the administration areas. You should focus on **Messages**, **Reports** and **Manage**.

Under Manage is where you can edit or create new categories. To get to the categories list, click Manage in the right hand corner.

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Also under Manage is the tab for **News Feeds**. Incoming news feeds can be used to create reports for the site. Click News Feeds to be taken to that page.

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To create a report from a news feed, you must first click **[View items]**. Once you view the items, you will see the "Create Report?" option under Actions.

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Click on "Create Report?" to be taken to the Create Reports page. Creating a report is the same for all incoming media (SMS, News Feeds, Web Reports and Email).

Creating a Report

When you create a report, you **MUST** include: a title, description, categories, and location on the map as well as description of location.

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Community Media Hot Sun Foundation Contributors Education News Voice of Kibera Community Cleanup	Browse
Personal Information Optional. First Name Last Name Email Address	Information Evaluation Approve this report? Yes No Verify this report? Yes No Source Reliability: Select One information Probability: Select One i

The other information is optional and will only relate sometimes. For example, if you have a photo or video to add or a link to a news source. Fill in as much information as possible.

You **MUST** approve the report for it to appear on the website. To approve, click "Yes" next to "Approve this report?"

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You can also verify the report, if you know it to be correct and judge the source reliability and information probability.

Once you have approved a report, it will show up on the Voice of Kibera website at <u>http://kibera.ushahidi.com</u>.