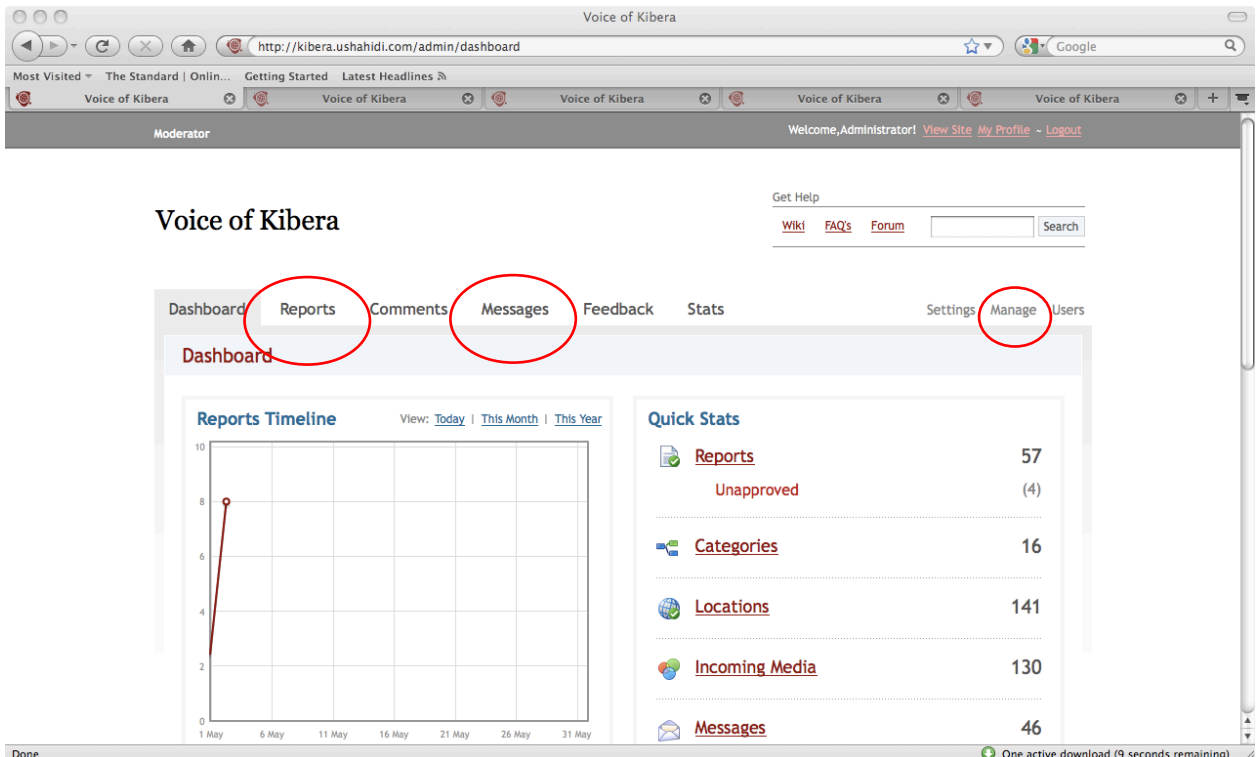


Voice of Kibera Basic Manual

To login, go to: <http://kibera.usahidi.com/login> 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.

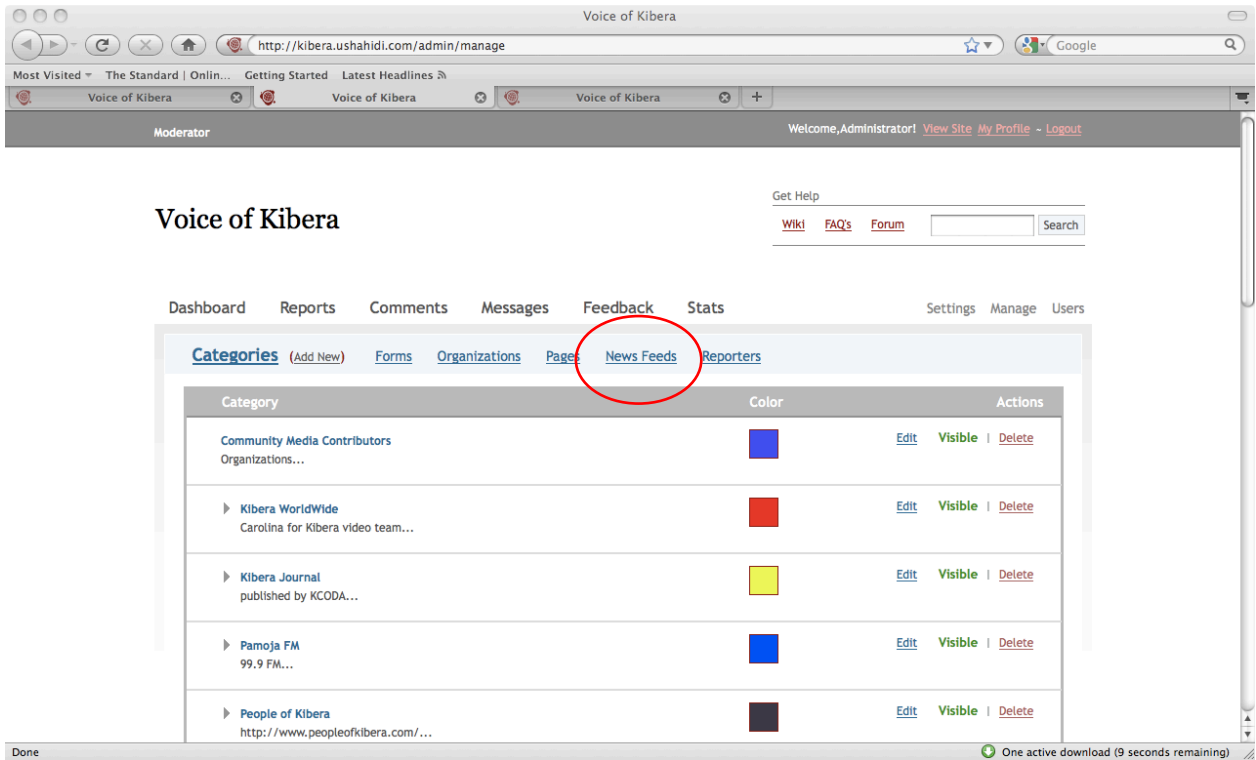


Once you login, you will be taken to the dashboard, which has a summary of recent activity.

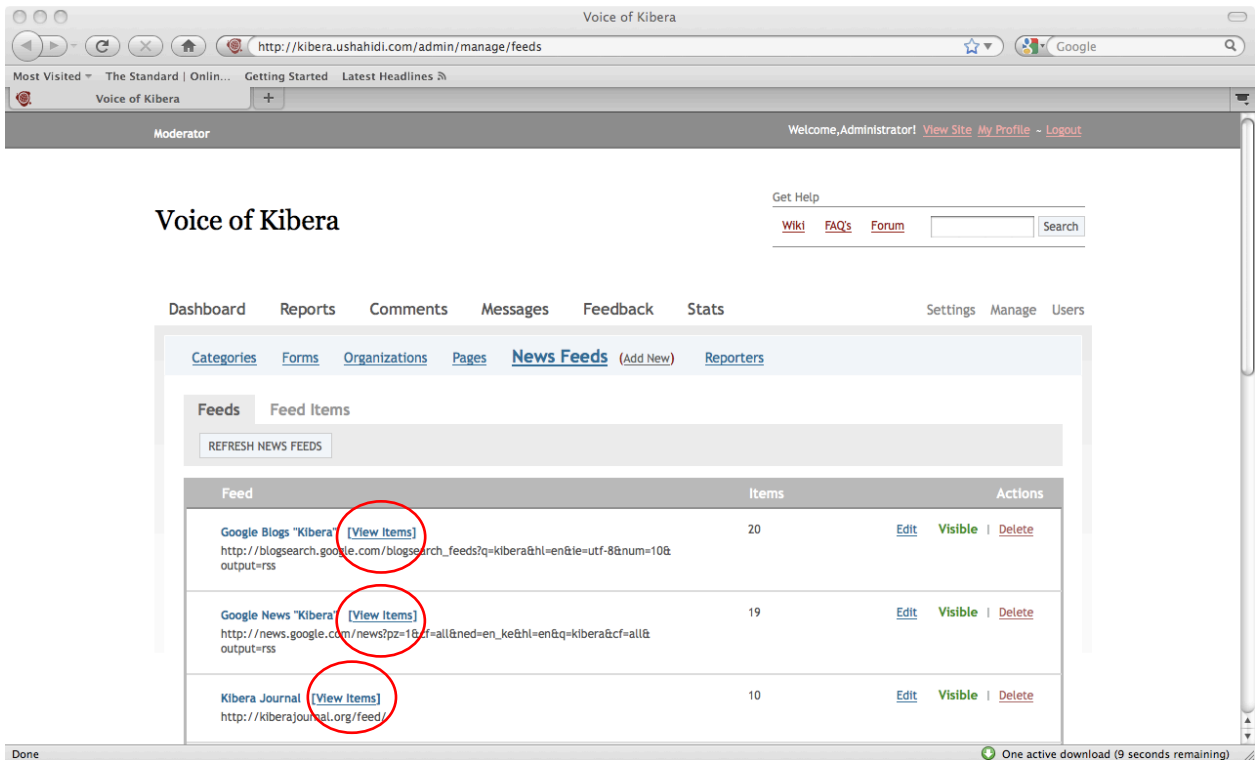


From the dashboard, you can navigate to the rest of the administration areas. You should focus on **Messages**, **Reports** and **Manage**.

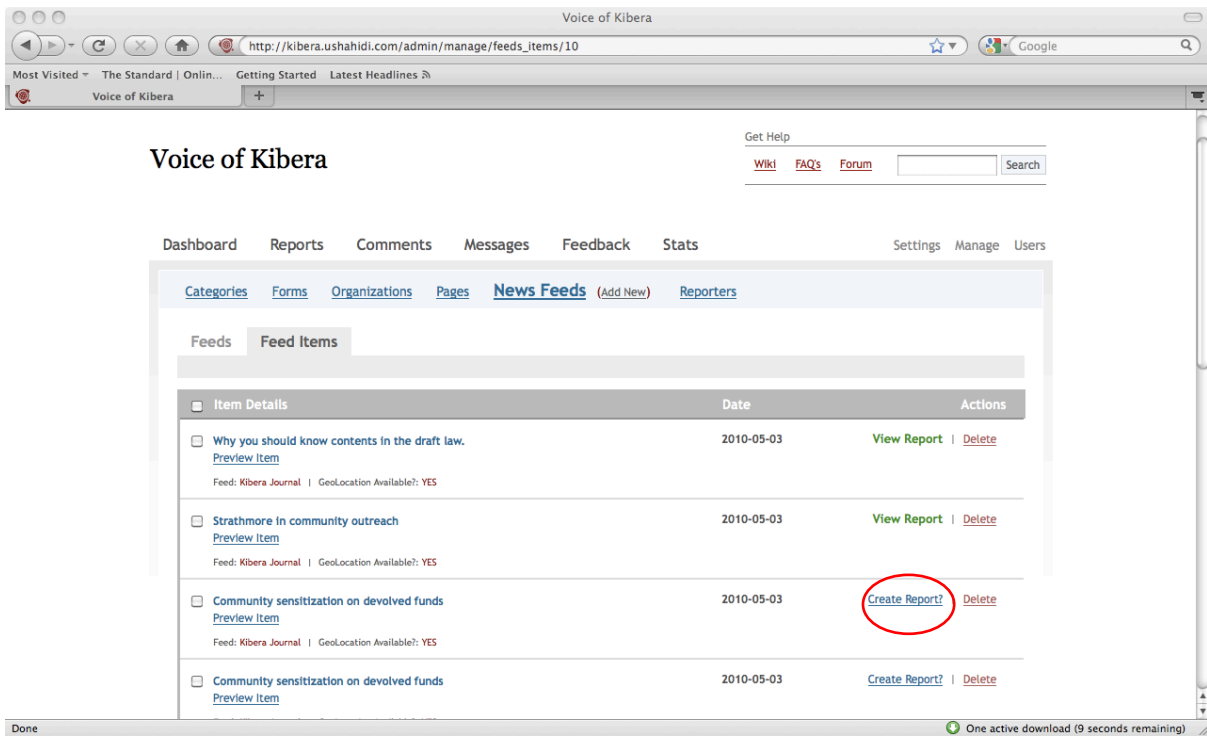
Under Manage is where you can edit or create new categories. To get to the categories list, click Manage in the right hand corner.



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.



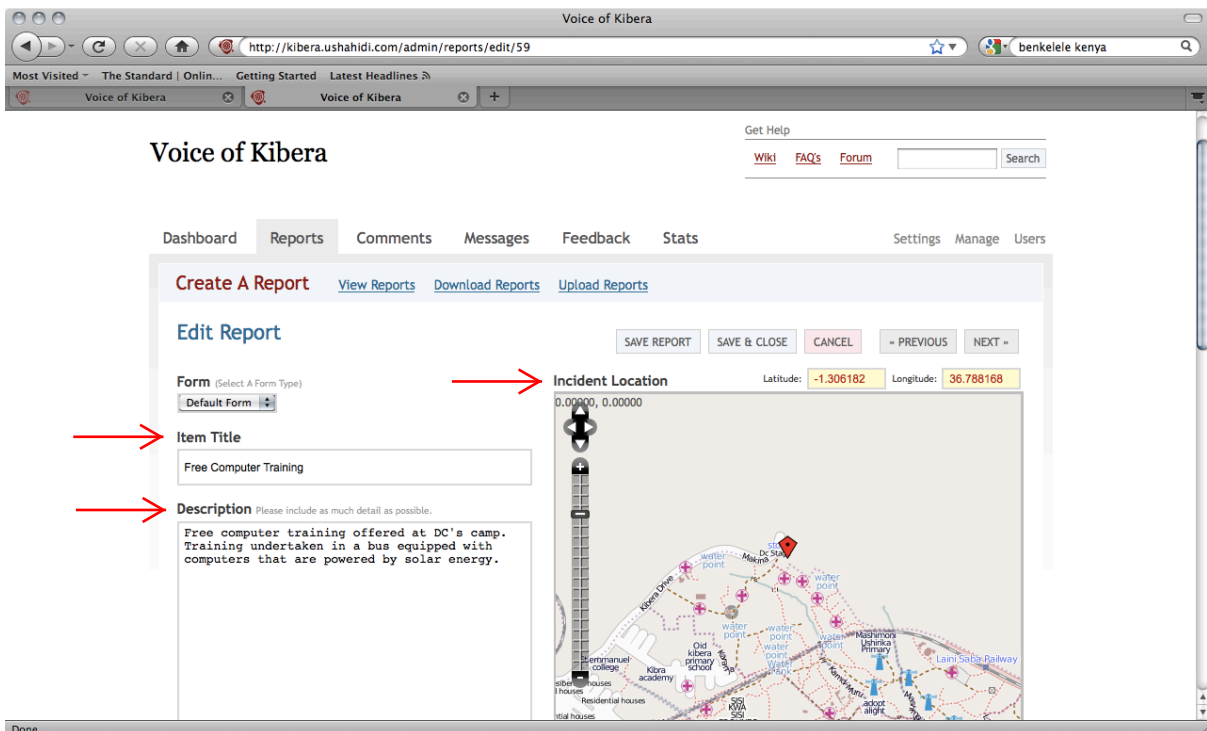
To create a report from a news feed, you must first click **[View items]**. Once you view the items, you will see the "Create Report?" option under Actions.



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.



City, State and/or Country FIND LOCATION
* If you can't find your location, please click on the map to pinpoint the correct location.

Date (mm/dd/yyyy) Time (Approximate) : :

Categories Select as many as needed. [new category](#)

- Kibera WorldWide
- Kibera Journal
- Pamoja FM
- Events
- Sports
- Community Media Contributors
- News
- Community Cleanup
- Housing
- People of Kibera
- Water/Sanitation
- Health
- Kibera News Network
- Hot Sun Foundation
- Education
- Voice of Kibera

Refine Your Location Name
Examples: Johannesburg, Corner City Market, 5th Street & 4th Avenue

News Source Link

Video Link

Upload Photos

Link to original report

Personal Information Optional.
First Name Last Name
Email Address

Information Evaluation
Approve this report? Yes No
Verify this report? Yes No
Source Reliability:
Information Probability:

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?”

Information Evaluation

Approve this report? Yes No

Verify this report? Yes No

Source Reliability:

Information Probability:

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 <http://kibera.ushahidi.com>.