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# User MANUAL

for TACSO CSO database



Technical Assistance for Civil Society Organisations • [www.tacso.org](http://www.tacso.org)

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Technical Assistance for Civil Society Organisations  
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## 2. Registration of a new CSO

A public user visiting the site has option on a CSO home page to open a registration web form. In the Figure 1 is shown button “I want to register”.



Figure 1 - CSO home page

When user clicks on it a new web page with the registration web form will be open. The registration web form has three steps (see Figure 2 ):

1. Organization Data, Address and Contact – in this step user inserts data about organization, organization’s address and contact person which will administrate that organization.
2. Mission Statement and additional info – in this step user inserts data about Mission statement, organization activities, number of employees and number of members
3. Login Data- in this step user enters their desired login information(user name and password)

## Register your CSO

By registering your CSO you will get username and password and be able to add your organization data to directory and change it.

**1** Organization Data,  
Address and Contact

**2** Mission Statement  
and Additional Info

**3** Login Data

### ORGANIZATION DATA, ADDRESS AND CONTACT

Organization Name

Short Name

Areas of Interest

- Culture and Art
- Education and Research
- Protection of Environment
- Socio-Humanitarian Problems
- Youth and Students
- Building and Development of the Local Community
- Business, Professional and Specialist Interests
- Human Rights
- Legislation, Advocacy and Public Policy

Figure 2 - The registration web form

All registration steps have appropriate validation. Required fields have a required field validation (white stars shown in the Figure 3), number fields have data type validation (only numbers can be entered), password fields are validated for password strength and etc.

ORGANIZATION DATA, ADDRESS AND CONTACT

Organization Name Existing organization! EESTEC

Short Name \*

Figure 3- An example of validations controls

An Organization name field has validation for existence of inserted organization, because if in database exists organization with same name, registration of the new CSO organization cannot be done. Also, a contact e-mail field and user name have this type of validation.

It is important to notice that switch to next step cannot be done until all validation are not valid.

When user correctly enters all required data and clicks on finish button system will save inserted data and send a confirmation e-mail to contact e-mail. When error occurred during saving process or during sending e-mail, system will rollback all saved information and inform user with message.

If user successful saved data and received the confirmation e-mail, only what he/she needs is to clicks on confirmation link or to copies it to web browser's address bar and submits.

This is all what users need to do to successfully complete a registration procedure.

When the registration procedure is completed successfully, users will need to wait up to 24 hours to administrators approve their account and CSO profile.

### 3. Signing in as CSO user

At the CSO home page exists link to the login page (see Figure 1). In the login page, like is shown in the Figure 5, users need to insert their credentials (user name and password) and if credentials are valid users will be forwarded to their profile page. The profile page is shown in the Figure 4.

sadfasf



Edit

Log out

Delete

## Organization Data

Organization Name sadfasf

Short Name ORG23

Areas of Interest

- + Culture and Art
- + Education and Research
- + Socio-Humanitarian Problems
- + Youth and Students
- + Human Rights
- + Legislation, Advocacy and Public Policy
- + Spreading the Culture of Peace and Non-Violence
- + Women's Human Rights
- + International Organizations

Foundation Date 6/28/2011

## Contact Person

Contact Person First Name MIRKO

Contact Person Last Name MIRKOVIC

Figure 4 - CSO profile page

If credentials are invalid, system will inform them about reason why they cannot to log in.



Figure 5 -Login page

In the Figure 6 is shown case when credentials are invalid.

## Log in

Enter your username and password

**Login form**

User Name:

Password:

Your login attempt was not successful. Please try again.

Forgotten password or user name?

Remember me next time.

Figure 6 – Invalid credentials

In case when users forgotten their password or user name, they have link “Forgotten password or user name” which will forward them to a page for restoring password.

The restoring password page is shown in the Figure 7.

## Change password

Please enter one of the following information to get a new password.

**ENTER USERNAME OR E-MAIL:**

User name:

E mail:

Figure 7 - The restoring page

We can see that users for restoring and changing password need to enter their user name or email. In both cases system will try to find user with inserted user name or email, and if user was found, then system will send email with a link for changing password.

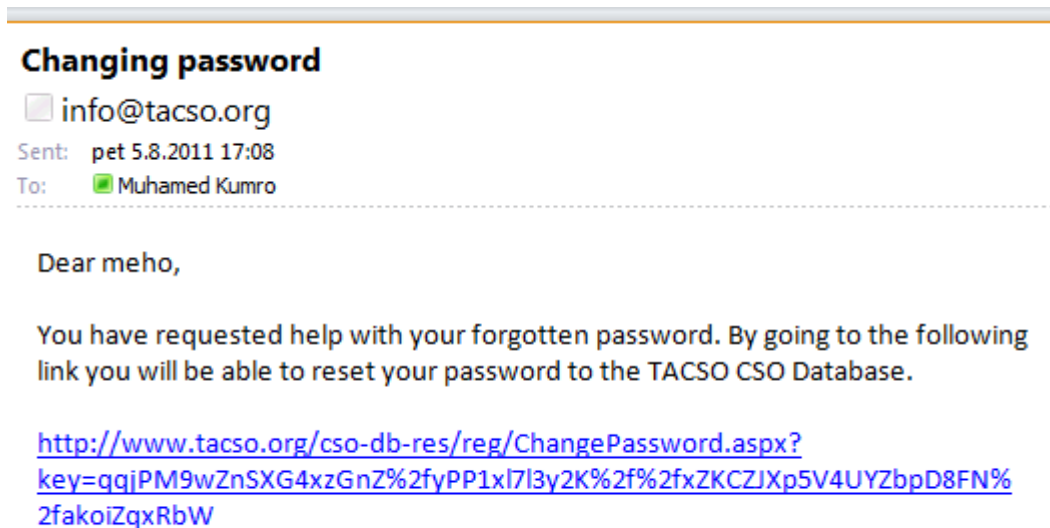


Figure 8 - An example of email for changing password

An example of email for changing password is shown in the Figure 8. In a case when system cannot to find user by user name or email, it will show message "User is not valid!"

## 4. Updating information in a CSO profile by the CSO user

Logged users have option for editing information about the CSO they are in charge of. They have on the profile page an edit button which opens a web form for editing CSO data. The web form for editing CSO data is shown in the Figure 9 - The editing web form.

**Edit your CSO**

Editing your CSO you will get username and password and be able to add your organization data to directory and change it.

**1** Organization Data, Address and Contact      **2** Mission Statement and Additional Info

**ORGANIZATION DATA, ADDRESS AND CONTACT**

Organization Name: sadfasf

Short Name: ORG23

Areas of Interest:

- Culture and Art
- Education and Research
- Protection of Environment
- Socio-Humanitarian Problems
- Youth and Students
- Building and Development of the Local Community

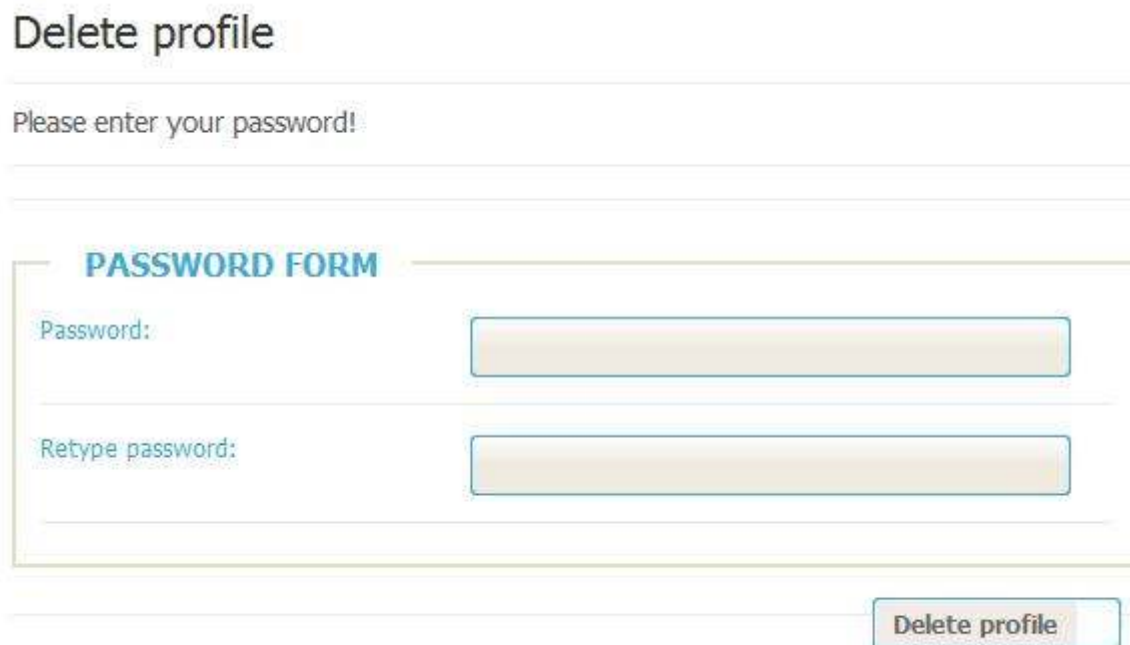
Figure 9 - The editing web form

This web form is similar to the registration web form; difference between them is in one step (Login data step). The editing web form has same validation like registration form; only exception is validation of the organization name field. When editing data, users cannot change name of the CSO organization. Process of editing CSO data is following:

User change data, then clicks on the finish button and if everything is ok, system will save data and inform user about that, in case that something goes wrong, system will rollback all changes and inform user.

## 5. Deleting CSO profile

CSO users have a delete button on their profile page for permanently deleting their profile and account. When logged user clicks on the delete button he will be forwarded to a delete profile page, which is shown on the Figure 10.



The screenshot shows a web interface for deleting a profile. At the top, the heading "Delete profile" is displayed. Below it, a prompt "Please enter your password!" is shown. The main form area is titled "PASSWORD FORM" and contains two text input fields: "Password:" and "Retype password:". A "Delete profile" button is positioned at the bottom right of the form area.

Figure 10 -Delete profile page

In the delete profile page user must confirm his password. Profile was deleted successfully if inserted password matches to user password in a database, if not system will inform user about that and cancel profile deleting.

## 6. Searching and viewing CSO profiles

At the CSO home page users can search for registered and approved CSO organizations. To do this, users need to write search term in a search field, and optionally to specify country and in an advanced search panel to check organization activities. From the Figure 11 we can see

an example of search criteria. After defining search criteria users need to click on a search button. System will search for organizations which match defined search criteria. Found organizations will be displayed in a list below the panel for advanced search. In the Figure 11 we can see a list of found organizations.

**TACSO CSO database**

Search:  Location:

**Advanced Search**

- Culture and Art
- Education and Research
- Protection of Environment
- Socio-Humanitarian Problems
- Youth and Students
- Building and Development of the Local Community
- Business, Professional and Specialist Interests
- Human Rights
- Legislation, Advocacy and Public Policy
- Spreading the Culture of Peace and Non-Violence
- Women's Human Rights
- International Organizations
- Others

#	CSO Name	Activity
	EESTEC Bosnia and Herzegovina   Added to database: 18/07/2011	Culture and Art Education and Research Protection of Environment

Figure 11 - Search page with defined search criteria and search results

All organization details are shown on a detail page (which is same like the profile page, only without edit, delete and logout buttons, see Figure 4) when user clicks on organization name in the list of found organizations.

On this way users can search for CSO organizations and view its details.