

Using the Babels database: a reference guide for Caracas 2006

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December 20, 2005

Preliminary remarks

Any remarks (suggestions, corrections) concerning this userguide are greatly appreciated and should be sent to babels-tech@babels.org

The URL of the admin section of the database is:

<http://registration.babels.org/admin>

For security reasons, please do not disseminate this userguide via the web. Send it only to personal emails to trustworthy people.

This guide is for *restricted* admins. A restricted admin has only access to lists the restricted admin owns. For a general-purpose documentation guide on *all* of the features of PHPlist, please use the online PHPlist documentation website:

<http://docs.phplist.com>

Contents

1	General settings	2
2	Sending a message	3
2.1	Content of a message	3
2.2	Selecting criteria	4
2.3	Selecting lists	4
2.4	Resending messages, getting message info	4
3	Lists and users	5
3.1	Searching for users	6
3.2	Downloading a list	7
4	Additional information	8

1 General settings

At any moment, you can change the language of the interface. The default language is EN. Translations exist in the following languages, in order of completeness: FR, ES, PT, DE, ZH.



Figure 1: Interface language menu

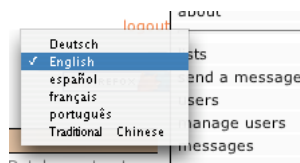


Figure 2: Changing the interface language

The following userguide will refer to the terms in the *English* interface, while showing pictures in the *Spanish* interface.

On the right-hand side of the screen, a menu contains most — but not all — of the functions you may need.

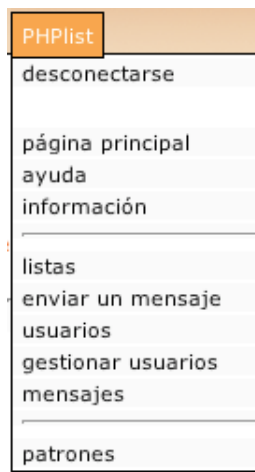
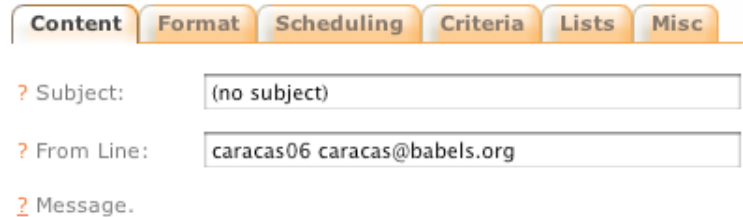


Figure 3: PHPlist menu

2 Sending a message

To send a message, click on “send a message” in the menu. This will lead you to a page with a number of “tabs”: content, format, scheduling, criteria, lists, misc.



Content Format Scheduling Criteria Lists Misc

? Subject: (no subject)

? From Line: caracas06 caracas@babels.org

? Message.

Figure 4: Sending a message

2.1 Content of a message

The first tab, “Content” is where you put the subject, reply-to address and content of the message. Please check the reply-to address so that it is NOT Babels-Tech.

You can paste your message in the “message” field. You can add “placeholders” to your message which correspond to data in the database: each message will contain data for each user. To see what “placeholders” exist in your system, click on the question mark on the left of “? Message:” (see figure 4), or see figure 5.

An example of a message could read:

Hello [FIRST NAME], you live in [COUNTRY OF RESIDENCE].

The placeholders will be replaced with personal data.

eg. Hello William, you live in United Kingdom. [sic]

Attribute	Placeholder
Last Name	[LAST NAME]
First Name	[FIRST NAME]
Sex	[SEX]
Date of Birth	[DATE OF BIRTH]
Postal Address	[POSTAL ADDRESS]

Figure 5: Examples of placeholders in the Babels database

Once you have pasted your message, you should always *save* your changes.

It is *highly recommended* to send yourself a *test message* after any significant change. You, or anyone whose email you selected, will immediately receive 2 messages: one in HTML format, one in plain text format. You can send a test message to several emails, *as long as these emails correspond to users in the Babels database.*

Enviar mensaje de prueba	a los	caracas@babels.org
emails:		(separe las direcciones con comas - todos deben ser usuarios)

Salvar cambios

Figure 6: Sending a test message and saving changes

2.2 Selecting criteria

You can use criteria corresponding to database fields to send your message — but you don't have to. For example, you can select criterion “Country of residence” with the operator “is” and then select several countries (using Ctrl-key), for eg. Nigeria and Pakistan, to send your message only to users who correspond to this criterion. There is no limit to the number of criteria you can use.

Using criteria can be complex: use it, but use it wisely to make sure you are targetting the right audience for your message. If you do not use criteria, the message will be sent to *all* the users on the selected mailing list(s) (see below).

2.3 Selecting lists

To actually send a message, you must select the list(s) you wish to send it to. The lists shown are those you *own*. For more on lists, see page 5.

You can select a list to *exclude*. For instance, if you send a message to list 1 and exclude list 2, all the users on list 1 will receive a message *except* the users also on list 2.

Once you have selected a list, or several lists, you will send your message to, click on “Send the message to the selected mailinglists”. The message will be sent automatically by the system at a predetermined time.¹

2.4 Resending messages, getting message info

If you click on the “Messages” option in the phplist menu, you will be presented with the list of messages that have been “sent” or “queued”. Queued messages are messages that will be sent unless you wish to “suspend sending”.

Sent messages present a number of useful statistics, as well as a number of options. You can “requeue” the message to send it again to the same list(s), “view” the message, or “edit” the message. If you requeue a message, it will be sent to the same list *only* to the users who have *not* received the message. If you “edit” a message, it will become a *new* message.

¹If you used the “Scheduling” option, it will be sent at the specified time/date. Otherwise, it will be sent within one hour until all the users on the list have received the message. Babels-Tech has automated the sending process so that all messages are sent at the beginning of each hour. If you ‘send’ a message at 8:10 or 8:40, the *actual* sending will only begin at 9:00.

Información del mensaje	Estado	Acción																		
De: Babels Caracas caracas@babels.org Asunto: Caracas: INFO 2 Creado: 2005-11-13 01:04:51 Embargo: 2005-11-13 01:04:00	Enviado: 2005-11-19 14:03:09 Hora a la que hay que enviarlo: 156 hours 1 mins 3 secs <table border="1"> <thead> <tr> <th>total</th> <th>texto</th> <th>HTML</th> <th>ambos</th> <th>PDF</th> <th>ambos</th> </tr> </thead> <tbody> <tr> <td>1145</td> <td>1146</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> </tr> <tr> <td colspan="3">Rebotado</td> <td>4</td> <td colspan="2"></td> </tr> </tbody> </table>	total	texto	HTML	ambos	PDF	ambos	1145	1146	0	1	0	0	Rebotado			4			visto volver a poner en cola editar eliminar
total	texto	HTML	ambos	PDF	ambos															
1145	1146	0	1	0	0															
Rebotado			4																	

Figure 7: Sent messages

3 Lists and users

Babels volunteers are considered as *users*. Each user corresponds to one email. Users can subscribe to *lists* using the Babels registration page. Admins can also subscribe users to lists which are not necessarily advertized on the Babels registration page. We will call them “hidden lists”. These are very useful as you can create subcategories of users depending on criteria. For example, you can have a hidden list for people who are ‘selected’, ‘confirmed’, ‘rejected’, ‘unsure’, or whatever else you wish.

Nº	Nombre	Orden	Funciones	Activa	Dueño
142	FSM Caracas 1170 Miembros	<input type="text" value="2"/>	editar ver miembros eliminar	<input checked="" type="checkbox"/>	caracas06
Foro Social Mundial Policéntrico/Foro Social Américas, 24-29 de enero, 2006. Caracas, Venezuela. Necesitamos voluntari@s especialmente para los idiomas indígenas . Volunteers are needed for indigenous languages in particular. Info: caracas(@)babels.org					

[añadir lista](#)

Figure 8: List of lists for Caracas 2006

You can *add a list* depending on your needs.

- Only Babels-Tech can add a list on the registration page.
- If you modify the description of the list which is advertized on the registration page, this will be shown on the registration page.
- You can choose the order of appearance of the lists.
- It is recommended to write a short yet clear description of your list(s).

Nombre de la lista:

Marque esta casilla para que la lista quede activa (visible)

Orden de lista

Origen de RSS

Descripción de la lista

Figure 9: Creating a list for Caracas 2006

3.1 Searching for users

If you click on “users” in the PHPlist menu, you will be shown the list of emails/users subscribed to the list(s) you own. You can search for users using any of the fields that exist in the database: by email, first name, country, etc.

Find a user: [reset](#)

[add a user](#)

users	confirmed	bl	del	key	listas	msgs	rss	rss	freq	bncs
william.shakespeare@gmail.com			X	X	del	1	0	0		0

[close](#) ^

Figure 10: Searching for a user

Once you have found the user(s) you are interested in, you can click on their email and access their personal file. This file contains all the information on the user, including hidden fields reserved for Babels organizers, as well as system-related fields.

Among the important elements of this page is the user’s list membership. You can select to subscribe a user to a new list or several lists. You can also modify the data on a user’s file.

Mailinglist Membership:

fsm caracas caracas-seleccionado/as

Figure 11: List membership

All changes made to a user file are recorded: if the user changes his/her file, if an admin changes the file, etc. everything is recorded by the system to guarantee traceability.

To view the “history” of changes, click on the “view history” link. This feature is useful if you want to make sure the user received a message (these are listed by ID number).

3.2 Downloading a list

You can download a list with selected data in CSV format (tab-delimited) which you can use with a spreadsheet program. To do so, go to the “main page” and select “Export”² in the subsection on “Lists and user functions”.

The next stage allows you to select the data you wish to export.

A second method consists in selecting “lists” from right-hand menu, and clicking on “view members” for the list you want, then on “download users on this list as a csv file”. The first method allows you to download the data for *all* the users from *all* the lists you own. The second method allows you to download *only* the data for users on a given list.

The screenshot shows a web interface for exporting user data. It features two date pickers: 'Desde el día:' and 'Hasta el día:', both set to '21', 'Noviembre', and '2005'. Below these is a question '¿Qué fecha hay que utilizar?:' with three radio button options: 'Fecha de inscripción', 'Fecha de modificación del registro', and 'When they subscribed to'. The third option is selected, and a dropdown menu next to it shows 'FSM Caracas'. At the bottom, there is a section 'Seleccione las columnas que quiera exportar' with three checked checkboxes: 'ID', 'Email', and 'Entered'.

Figure 12: Exporting a list of users

Read the instructions carefully and select *only* the fields you will actually need. If you export all the fields, this will slow the export process and most of the exported information will be useless for you anyway.

Important note: the selection of users to be downloaded is done within the ‘*from*’ and ‘*to*’ dates specified. If you forget to change the ‘*from*’ date (which defaults to today’s date) you will have a very small downloaded file.

Logging out

Once you are finished, never forget to log out! If you don’t log out, someone might take advantage of your computer to access personal data of hundreds of innocent volunteers!

If you don’t log out, the system will log you out automatically after some time. There is no limit to the number of people who can be logged in with the same login.

²This feature may be disabled for some admins.



Figure 13: Logging out

4 Additional information

Two short movie clips which complement the userguide are downloadable from the Babels website.

One clip explains how to find a person using the database:

http://www.babels.org/movies/finding_user.mov (720 KB, 38')

The other clip explains how to change the data of a user, and how to add that user to a list (for eg. the list of 'selected' people):

http://www.babels.org/movies/edit_user.mov (1.7 MB, 38')

To open these movie clips, you might have to download one of these programs:

VLC media player: <http://www.videolan.org/vlc/> (open source)

Quicktime player: <http://www.apple.com/quicktime/download/>