

This manual is being developed to facilitate to servas hosts their first contact with the DOLPHIN system, developed to manage the lists of hosts for Servas International online and we hope will serve as a guide to all Servas hosts.

This document has been developed graphically explaining the terms, we are very grateful to receive your comments and suggestions to improve it and be able to distribute a final version.

A warm hug to everyone.

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1. ACCESS TO THE SYSTEM

To log in, DOLPHIN, enter in the address bar of your internet browser the following address: <http://dolphin.servas.org/login/login>
A window like the one seen below:

« USER in the box, enter the ID that was assigned.

« In the box PASSWORD enter the key to it was assigned.

« Select country where you live.

« Select the option Host List

« Click on the button LOGIN.

if you do not have access to your login or password, click on the link **Forgotten your password?**, a new window, and in the box identified with Email or login, enter your email address.

Your password and ID will be sent automatically in an email to the address you have entered in the box.
Note. The e-mail address to enter, must be the same as that provided to the coordinator of lists of Servas. In the event that generates an error to directly contact and lists the coordinator of the national secretary of his country.



2. UPDATING YOUR DATA

If you enter correctly, there should be a screen like the following.

To update your information go to the menu is located on the left side and click on the link identified as MY DATA.



The system will deploy two options on the right side of the menu that lets you select one of the two profiles.

In the first profile, my personal data, you can update the personal information of the host, their contact information, profession and language that can communicate with you and if you wish, also allow you to add a photo.

Click on the link profile **MY PERSONAL DATA**





Note: Cells with a red border, are binding and can not be left empty.

- ◀ In the first box **FIRST NAME**, put your name.
- ◀ In the second box **SECOND NAME**, put your name.
- ◀ In the third box **GENDER** select the letter to indicate their sex or gender, F = female FEMALE, MALE M = male.
- ◀ In the following cells, marked with **BIRTH DATE**, enter your birth date, first the day, second the month and last the yea. Year, is an obligatory cell, if you do not know or do not want to include, type 2008.
- ◀ In the box with e-mail, enter your email address. This box is vital because if you lose or forget your password, the system uses the email address of the box to send your username and password to the system.
- ◀ In the boxes below, you can enter additional email addresses and box may end if they want to enter the e-mail address, or with the nickname that is registered with the instant messaging service as Windows Live Messenger, Skype, ICQ, and so on.
- ◀ **MOBILE** in the first box, enter your phone number or cell phone, also includes indicative necessary to be able to contact your cellular or mobile phone from abroad. (In the case of Colombia is the number 57.)
- ◀ In the second box **WORK PHONE** enter the phone number of your work or office.
- ◀ In the third box **FAX** enter the fax number or fax number where you can send communications.
- ◀ in box **PROFESSION** enter their profession or job.

This item may become the language that dominates you and who can communicate with passengers. The system uses abbreviations that are in a database.

- To enter click the button **INSERT**, was immediately deployed beneath the button a new blank and next to it the search button and close.
- Enter one or two key digits of the language to be inserted and press the **SEARCH** button. The system will display the options that best meet the key points indicating two choices.

So and so it means a moderate mastery of language. Lowercase.

FLUENT is a mastery of language and advanced fluid. Uppercase.

Select the option that you deem appropriate and then hit **INSERT**.

You can repeat this procedure as many times as you want to add languages.

- When finished press the **CLOSE**.

In this line **LOGIN** find a box that contains the user name with which you can access the system dolphin, and next will see a small box marked **SHOW PASSWORD** by clicking on the box, you can make the system displays your password In this box you can change your password.

Languages
[eng](#) [spa](#) [fre](#) [insert](#)

Login Show Password

Create by (HOYOS URREA Leandro) on September 30, 2008 17:46 Update by (BATISTA Lyda) on October 05, 2008 20:38

Update

Image upload max 100Kb

In the last line, you'll see a box that gives you the option to add a photo to your profile. This is optional, you can skip this step.

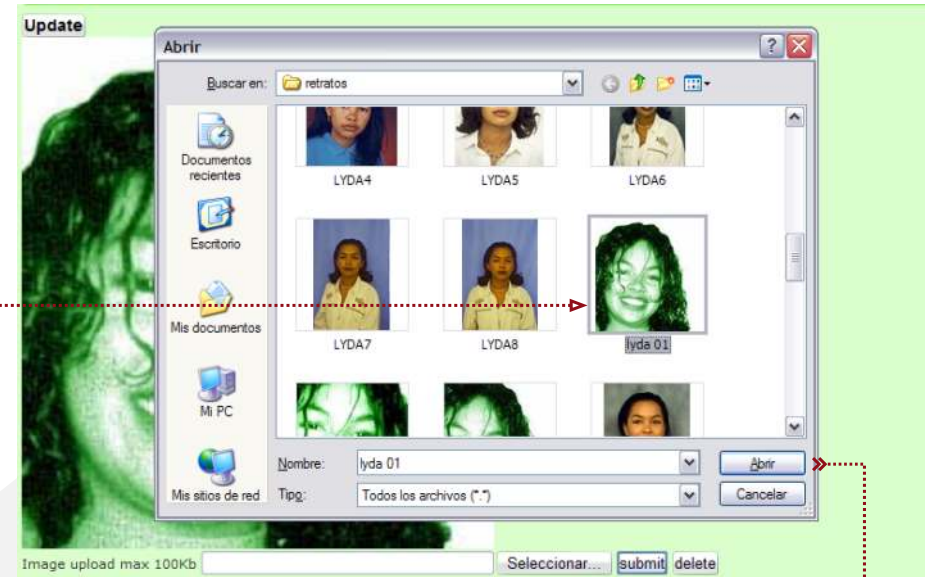
To begin this process click the **select** button, the system opens a new window that lets you navigate your computer and select the file you want to get on the system.

This should be an image file in JPG format and its weight should not exceed 100 Kbytes.

When you select the image click the button **ABRIR/OPEN**, the window closes and the direction of the image to upload will be reflected in the box.

Then click the **SUBMIT** button and the image will be transferred to the server system dolphin.

To complete the process of updating personal data **UPDATE** button. At this point you have already updated their personal information and contact.



To update your home data, go to the menu at the left side and click on the link identified as MY DATA. The system will deploy two options on the right side of the menu that lets you select one of the two profiles. In the second profile, **MY HOME AS HOST**, you can update your home addresses, telephone contacts, information, etc.

Click on the link profile **MY HOME AS HOST**



»----->

http://dolphin.servas.org/myprofile

HostDolphin

- Logout
- My Data
- Search
- Navigation

Select the profile

- my personal data
- my home as Host** ←

Copyright 2006 Dolphin. Logged in as: BATISTA Lyda (batistte@hotmail.com) your perm
For any problems, questions and information, please contact ict@servas.org



In this screen you can add and modify the data you want to give Servas travelers.
boxes with red border must contain information and can not be left empty.

Update home data for BASTA Lyda,

Address: Barrio la soledad, City: Bogota D.C., Zip: []

Province/District: Bogota D.C., State/Region: []

Near to (?): national University

Host type (?): Host, Phone: 2446357, Fax: []

Direction: []

Languages: spa eng insert

Interests: music + dance

Organizations: www.kalu.in + www.unela.org

Traveled: cuba + mexico + panama

Lived: []

Vacations: []

Address. Enter here your full address, street or race, numbers, codes, neighborhood or cologne, and so on.

City.

ZIP code

Province or district / state or region

Near to: Here you can enter a place, building, park or any reference that you deem useful to get to their house.

Phone (telephone) also enter the number of international or crazy that is required. (57-1) in the case of Bogota.

Direction (Directions to your home.)

Language. Language may be spoken at home.

Interests. Interests of the hosts who living in your home.

Organizations. Here you can add the names or Organizations data that you or your family work or are interested.

Traveled. Here you can enter the names of the countries that has known in your travels.

Lived. Here you can enter the names of the countries where he has lived for some time for study, work or any other reason.

Vacations. Here you can enter the names of the places where he likes to travel on vacation and could you recommend to Servas travelers

Host type (?)

- Host
- Day host
- Host
- Traveller
- Membership suspended
- Ex member

- Day host.** Host day only, It does not offer accommodation.
- Host.** Host offered accommodation.
- Traveler.** Option to the servos that are just passengers.
- Membership suspended.** This option allows you to report that for some reason (study, work, etc.) you suspended their membership to serve temporarily.
- Ex member.** This option allows you to inform you that it is no longer serve as host, but anyway you are interested in being in contact with the network.



In this screen you can add and modify the data you want to give Servas travelers.
boxes with red border must contain information and can not be left empty.

The screenshot shows a web browser window with the URL <http://dolphin.servas.org/opensdoors/edit1/4555>. The form contains the following fields and options:

- Address:** cuba + mexico + panama
- Lived:** (empty field)
- Vacations:** (empty field)
- I live with:** my husband and a cat
- Other information/further restrictions:** (empty field)
- Notes:** (empty text area)
- N. of travelers able to host (?):** 2
- Unconfirmed (?):** No
- Wish more travelers:** Yes
- Sleeping bag (?):** Sleeping bag advisable
- Advance notice required (?):** 2 days
- No Smoking Inside:** Yes
- Vegetarian:** No
- Animal (?):** cats
- Lodging only (?):** No
- Kitchen use (?):** Yes
- Disabled facilities (?):** Yes
- More days (?):** Yes 2
- Contact Language (?):** eng insert

At the bottom, it shows: Create by (HOYOS URREA Leandro) on September 30, 2008 17:44 Update by (HOYOS URREA Leandro) on October 02, 2008 06:20 and an Update button.

- Select
- Sleeping bag advisable
 - Sleeping bag required
 - Sleeping sheet advisable
 - Sleeping sheet necessary

I live with. People with whom he lives, wife, sons, uncles, grandparents, friends, and so on.

Other information / Further restrictions.
Here you can put all the additional information for you do not find the appropriate box and it considers necessary or useful for travelers and hosts can live together in harmony.

Additional notes.

Number of travelers that you can accommodate. + Holds children?

You receive travelers without confirmation ?.

Dou you like receive more travellers?.

Time required for notification of arrival or arrival required. days - Days (d) or weeks (w).

You allow smoking indoors?

Are you a vegetarian?

You have pets?

You can offer Lodging only?

You allow to travellers use your kitchen?

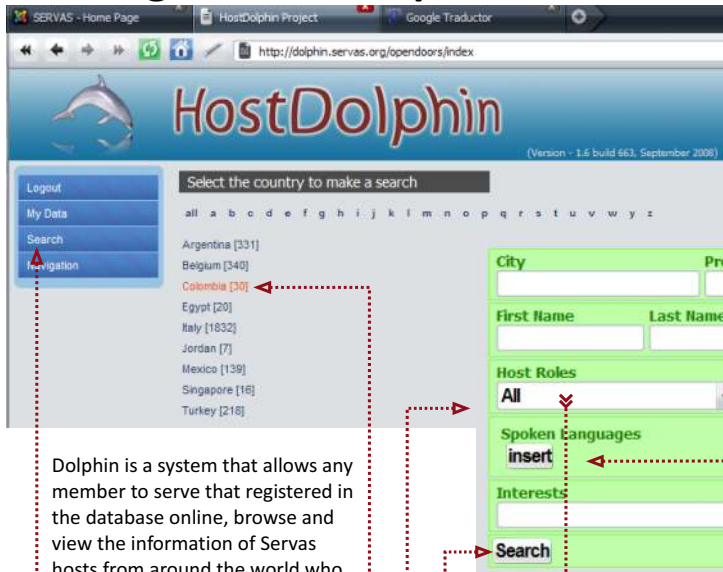
Your home has facilities for disabled guests.

Can offer more days to stay? how many?

Contact language.

Update. This button sends the information.

3. Seeking hosts in Dolphin



Dolphin is a system that allows any member to serve that registered in the database online, browse and view the information of Servas hosts from around the world who are included in the database of Dolphin.

To start a search go to the menu on the left and click **SEARCH** button it.

The system will display the list of countries and the number of registered hosts. Click on the country you want to see. »

Deploy an advanced search form, diligence in the fields that you consider necessary. »

To see the results of its press the search button search. »

Search for country (Colombia)

City Province/District State/Region

First Name Last Name Age Type Host

Host Roles Key Roles

Spoken Languages Contact Languages

Interests Organizations

Search

City / Province / district. + State / Region.
State or region.

First name. Name + last name. Last name. + Age. + Type
Host. Kind of host.

Spoken language.

Contact language.

Interest + Organizations

Host Roles

All

All

HOST

Day Host

Traveler

Regional coordinator

Member of National Board

No longer member

Membership temp. deferred

Local Help

Host Roles - Role of Host
This option displays the different roles of hosts that you can find.
Host
Host Day
Traveler
Regional Coordinator
National Coordinator

Key Roles

All

National Main Contact

National Peace Secretary

National President

National Secretary

National Treasurer

Project Helper

SI General Secretary

SI Host List Coordinator

SI Peace Secretary

SI President

SI Treasurer

SI Vice President

National Youth Contact

Key Dolphin Branch Administrator

Key Roles - Key people
This option displays the different kinds of key people Servas of the organization in any country.
National Coordinator

Age

= 30

<

>

<=

>=

Age - Edad
This option displays a choice of age ranges using the equal (=), larger (>), lower (<), greater than or equal (>=), less than or equal (<=).

Type Host

All

Members

Day host

Opendoor

Traveler

Ex member

•Type Host - Tipo de anfitrión
•This option displays the different types of hosts registered in the database.
•Members
•Guest Day
•Travelers
•Ex-members