

KEY DOLPHIN MANUAL

KeyDolphin for KEY PEOPLE

Some abbreviations used in this manual

KD: KeyDolphin
HD: HostDolphin
KP: KeyPerson
HL: Host List
HLSA: Host List Storage Area
KDBA: Key Dolphin Branch Administrator

How to enter ?

Go to <http://dolphin.servas.org>

⇒ Click on **Dolphin**

- insert your "User"
- insert your "Password"
- select your "Country"
- indicate Key List (Key Dolphin)

Click on **Login**

Note:

If you don't remember your Password/User

⇒ Click on "**Forgotten your Password?**"

Type your Email or User

The login information will be sent to your email address (only in case your data have been uploaded in KD)

Dolphin (Beta-1.)
Please Log In

User:
Password:
Country: Italy

Access to: Host List Key List

Forgotten your password? Login

My Data

To edit & update your personal data

⇒ Click on **My data** to see your role(s)

Person	Branch	Role	Start Date	End Date	Status
BURLANDO Mario	ICT Information Communication Team	Helper	January 01, 2007	-	A

Click on **Edit** to see and update your data

First name: Mario
Last Name: BURLANDO
Gender: M
Birth date (DD, MM, AA):

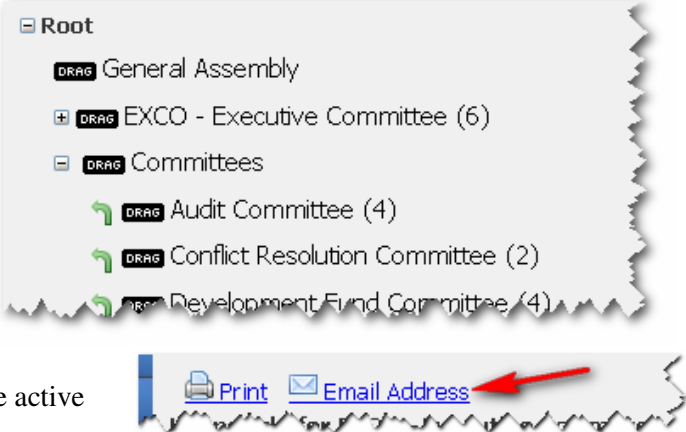
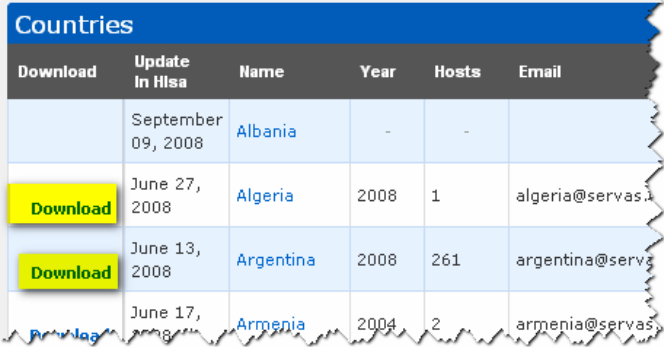
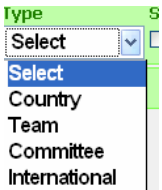
Work Phone: Mobile Phone: IN (Sk):

Orange section: your Host data (if KP is inserted in HD you get the same data as in HD)

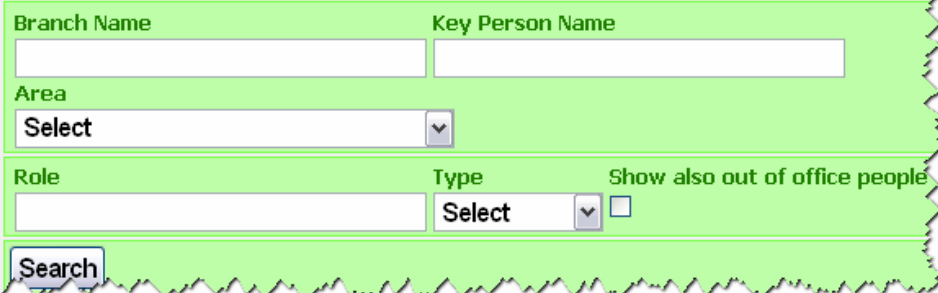

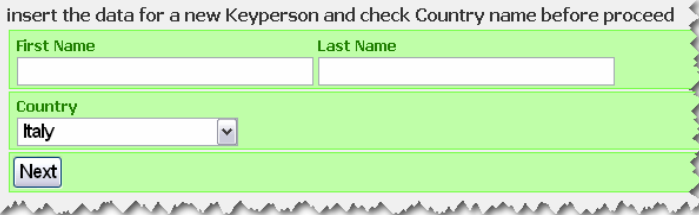
Host Address; Country: Italy
Address: City:

Green section: for alternative data, to complete only when your contact data as KP are different from your Host data






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	<p>Alternative Address to be used to contact me in my Servas Role Position</p> <p>Address _____ City _____</p> <p>To insert / complete / change your data</p> <p>⇒ Click on Update When the data are updated or if no changes have been done</p> <p>⇒ Click on Exit</p>																														
<p>Structure</p> <p>The items in the Structure give you the KP of the different Branches</p>	<p>⇒ Click on Structure to see</p> <p>Branches: General Assembly Exco Committees Teams Temporay Groups Areas & Countries</p> <p>Number of 'active' persons of the Branch</p> <p>Preview: you get the data of the active people of the Branch and a Print function</p> <p>Email Address: you get the email of the key person(s) of the Branch and the number of KP without email</p> <p>Note: you can copy & paste the email addresses</p> 																														
<p>Countries</p> <p>List of countries</p>	<p>⇒ Click on Countries to see the data of the countries</p> <ul style="list-style-type: none"> • Download: button to download the HL (if uploaded in HLSA) • Upload date in HLSA • Name of the country • Year of the latest HL • Hosts: number of hosts • Email of the country • Language for contact • Website of the country  <table border="1"> <thead> <tr> <th>Download</th> <th>Update In Hlsa</th> <th>Name</th> <th>Year</th> <th>Hosts</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td></td> <td>September 09, 2008</td> <td>Albania</td> <td>-</td> <td>-</td> <td></td> </tr> <tr> <td>Download</td> <td>June 27, 2008</td> <td>Algeria</td> <td>2008</td> <td>1</td> <td>algeria@servas...</td> </tr> <tr> <td>Download</td> <td>June 13, 2008</td> <td>Argentina</td> <td>2008</td> <td>261</td> <td>argentina@serv...</td> </tr> <tr> <td>Download</td> <td>June 17, 2008</td> <td>Armenia</td> <td>2004</td> <td>2</td> <td>armenia@servas...</td> </tr> </tbody> </table>	Download	Update In Hlsa	Name	Year	Hosts	Email		September 09, 2008	Albania	-	-		Download	June 27, 2008	Algeria	2008	1	algeria@servas...	Download	June 13, 2008	Argentina	2008	261	argentina@serv...	Download	June 17, 2008	Armenia	2004	2	armenia@servas...
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<p>Search</p> <p>You can make a Search on different criteria</p>	<p>⇒ Click on Search</p> <p>You can do a search on:</p> <ul style="list-style-type: none"> ▪ Branch : EXCO, Country, Team... ▪ Key Person Name (first name or last name) ▪ Area: KPs belonging to a specific area ▪ Role: KPs with the same role (NS, HLC..) ▪ Select : you select an item and you get the KP 																														

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	<p>make your selection (after you can print or extract the data)</p>  <p>Note: Check the checkbox to get the KP out of office (Inactive)</p> <p>After your Search you can:</p> <ul style="list-style-type: none"> ▪ Update the data of the KP of your country (if you have this permission) ▪ Print the preview of the list ▪ Create an extraction of the data in an Excel file ▪ Extract the Email Addresses of the KP you have searched <p>To update the data of KP who have no longer the same role or are no longer KP</p> <ul style="list-style-type: none"> ▪ Change the Status of the KP to InActive ▪ Insert the End Date <p>⇒ Click on Update</p> <p>⇒ Click on Exit</p> <p>⇒ Click on New Search to make another search</p>
<p></p> <p>To insert a NEW KP (you need permission)</p> <p>!! CASE ONE !! For countries <u>with</u> the Host List in Host Dolphin (HD)</p>	<p>⇒ Click on “New”</p>  <p>1. Insert Branch (country)</p> <p>2. Insert First name & Last name</p> <p>3. Verify the country</p> <p>⇒ Click on “Next”</p> <p>You get the KP who matches with the criteria and the data as inserted in HD</p> <p>4. Select the Role</p> <p>5. Verify the Status (Active)</p> <p>6. Insert the Start date</p> <p>⇒ Click on Create</p> <p>Note: if the name isn't found go to PART TWO (see below)</p>

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<p style="text-align: center;"></p> <p>To insert a NEW KP (you need permission)</p> <p>!! CASE TWO !! For countries without the Host List in Host Dolphin (HD)</p>	<p>⇒ Click on “New”</p> <ol style="list-style-type: none"> 1. Insert Branch (country) 2. Insert First name & Last name 3. Verify the country ⇒ Click on “Next” You get an empty window 4. Insert the data of the new KP - fields outlined in red are mandatory - Region - District If you don't know the Region/State or Province/District 'Not Defined' will be inserted as 'default' 4. Select the Gender 5. Complete the data 6. Select the Role 7. Verify the Status (Active) 8. Insert the start date ⇒ Click on Create <p>Note: Orange section: Host data / Green section: Alternative data (see above: My data)</p>																																																
<p style="text-align: center;"></p> <p>To edit & update the data of your own Country</p>	<p>⇒ Click on “Branches” You see the data of the country</p> <p>⇒  Permissions Note: KP with permission can change the data of their own country (permission KDBA: KeyDolphin Branch Administrator)</p> <div data-bbox="411 1274 1289 1809" style="border: 1px solid gray; padding: 5px;"> <p>Main  </p> <p>Branch profile</p> <p>Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Abbreviation Name</td> <td colspan="2">Member Status</td> </tr> <tr> <td>IT</td> <td>Italy</td> <td colspan="2">M</td> </tr> <tr> <td colspan="2">Parent</td> <td>Type</td> <td>Status edit Order</td> </tr> <tr> <td colspan="2">Europe and Near East</td> <td>Country</td> <td>Opened</td> </tr> <tr> <td colspan="2">Phone prefix Email</td> <td colspan="2">www</td> </tr> <tr> <td>+39</td> <td>italy@servas.org</td> <td colspan="2">www.servas.it</td> </tr> <tr> <td>Hostlist Year</td> <td>Number of Hosts</td> <td colspan="2">Printed List Date - DD/MM/YYYY</td> </tr> <tr> <td>2008</td> <td>1832</td> <td colspan="2">01/07/2008</td> </tr> <tr> <td colspan="2">Upload HLSA (Hostlist Storage Area)</td> <td>ServasItalia2008.pdf</td> <td>Remove</td> </tr> <tr> <td colspan="4">Uploaded on July 15, 2008</td> </tr> <tr> <td colspan="4">Language Pref. Spoken</td> </tr> <tr> <td colspan="4">ITA insert</td> </tr> </table> </div> <p>Notes Upload HLSA: you can directly upload a new version of your HL in the HLSA</p>	Abbreviation Name		Member Status		IT	Italy	M		Parent		Type	Status edit Order	Europe and Near East		Country	Opened	Phone prefix Email		www		+39	italy@servas.org	www.servas.it		Hostlist Year	Number of Hosts	Printed List Date - DD/MM/YYYY		2008	1832	01/07/2008		Upload HLSA (Hostlist Storage Area)		ServasItalia2008.pdf	Remove	Uploaded on July 15, 2008				Language Pref. Spoken				ITA insert			
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Email – Country Forward Management

To see and manage the emails connected at the country email xxxx@servas.org

You can manage yourself the redirection (forwarding) of the country email

Email - Forward Management

⇒ Click on 

⇒ Click on 

- Verify the emails connected at the country email

Delete an email

Add an email

- using Search you can find the email of one person already in the database a KP
- Or write directly the new email and click on the **Insert**:

⇒ Click on **Update**

Note: the new email will be memorized in one hour in the provider's server , check if all is correct after one hour.

