

## CMS USER GUIDE

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## Know your website

The screenshot shows the SAHA Institute of Nuclear Physics website. The header includes the logo and name 'SAHA INSTITUTE OF NUCLEAR PHYSICS', along with links for 'Webmail', 'Member Search', and 'Log in'. The main content area features a large banner for the 'COMPUTATIONAL SCIENCE DIVISION' with a blue wireframe background. Below the banner is a text-based article. To the right, there is a sidebar with sections for 'Members...', 'Conferences', and 'Seminar'. The footer contains navigation links for 'Divisions' and 'Institute's Facilities'. Red boxes and arrows highlight specific modules: 'HEADER (CUSTOM MODULE)' points to the top navigation bar; 'MENU MODULE' points to the horizontal menu; 'CUSTOM BANNER MODULE' points to the large image banner; 'ARTICLE' points to the text block below the banner; 'FOOTER MODULE' points to the bottom navigation bar; '(SIDE MENU MODULE)' points to the sidebar area; and three 'CUSTOM MODULE' labels point to the 'Members...', 'Conferences', and 'Seminar' sections respectively.

**Article** is some written information that you want to display on your site. It normally contains some text and can contain pictures and other types of content. Article might be shown with different fonts, colors, headings, and background, and might be shown in different locations on the page.

**Modules** are mostly known as the “boxes” that are arranged around a component, for example: the member module, footer module, menu module, login module etc. So, you can decide to show or hide the module depending on which menu item the user is viewing. Modules can be placed anywhere position on the webpage defined in the template.

**NOTE: All necessary modules are predefined. You have to create articles only. You only have to decide that which module needs to display along with the article you have just created.**

## CMS Administration Work Flow

Article can be shown in website by the following procedure.

- 1) Create a **article** : **Content => Article Manager => New**

**Note: You can't show an article until you create menu item for it.**

- 2) Link the article to a **menu item** of a menu : **Menus => Menu Manager**

**Click on any menu ( eg. Top menu). You will see the menu items like Home, Contact Us etc.**

**You can create here another menu item or Sub menu item for that article.**

**Link that article to that menu item.**

- 3) **Module** Manager helps to Show / hide module ( like top menu, banner, footer etc.) within the article you have created when you view that article on the website : **Extensions => Module Manager**

**WE WILL EXPLAIN HOW TO PERFORM THESE STEPS ONE BY ONE BY AN EXAMPLE.**

**KINDLY FOLLOW THESE STEPS AS MENTIONED IN THIS DOCUMENT.**

## ADMINISTRATOR LOGIN

### URL

[www.saha.ac.in/web/administrator](http://www.saha.ac.in/web/administrator)

Access with departmental **user ID & password** provided by Super admin.

If you forget your password kindly ask Super admin to **Reset** it.

You will get this screen (fig. 1) after successful login.

### **Administration Menu:**

#### Site =>

- 1) Control Panel [ You will get graphical view as icons for menu links]
- 2) My Profile [ Update your password ]

#### Menus=>

Menu Manager [ List of menus. **You don't need to create new menu**]

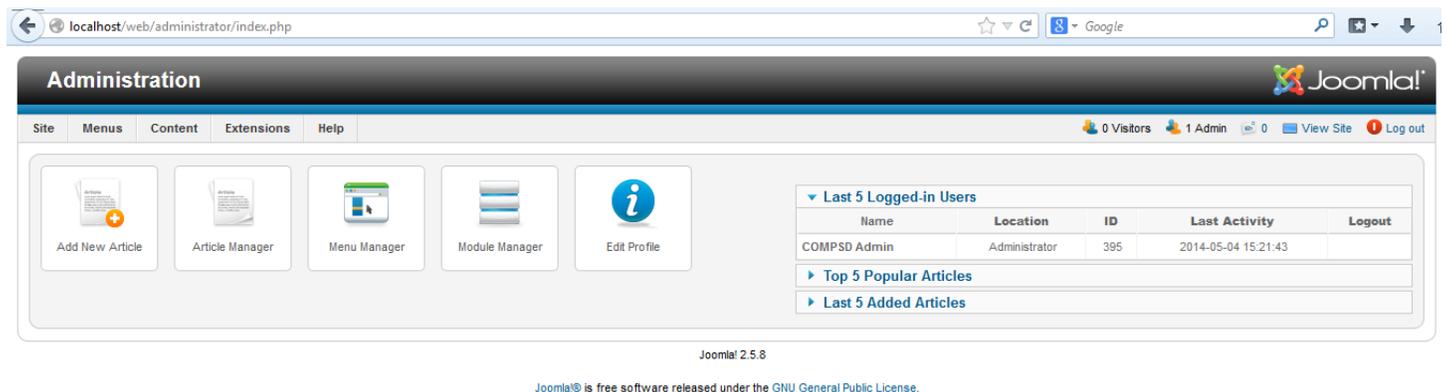
Click on the list of menus eg. COMPSD-Topmenu to get all menu items inside it. **You can Add, Edit, Publish, Unpublish and Delete menu items.**

#### Content=>

Article Manager [ List of articles; You can add, edit, publish, unpublish, delete article ]

#### Extensions=>

Module Manager [ List of modules; You can add, edit, publish, unpublish, delete module ]



Joomla! 2.5.8

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Last 5 Logged-in Users				
Name	Location	ID	Last Activity	Logout
COMPSD Admin	Administrator	395	2014-05-04 15:21:43	

(Fig. 1)

## ADMINISTRATOR LOGIN

### Update password

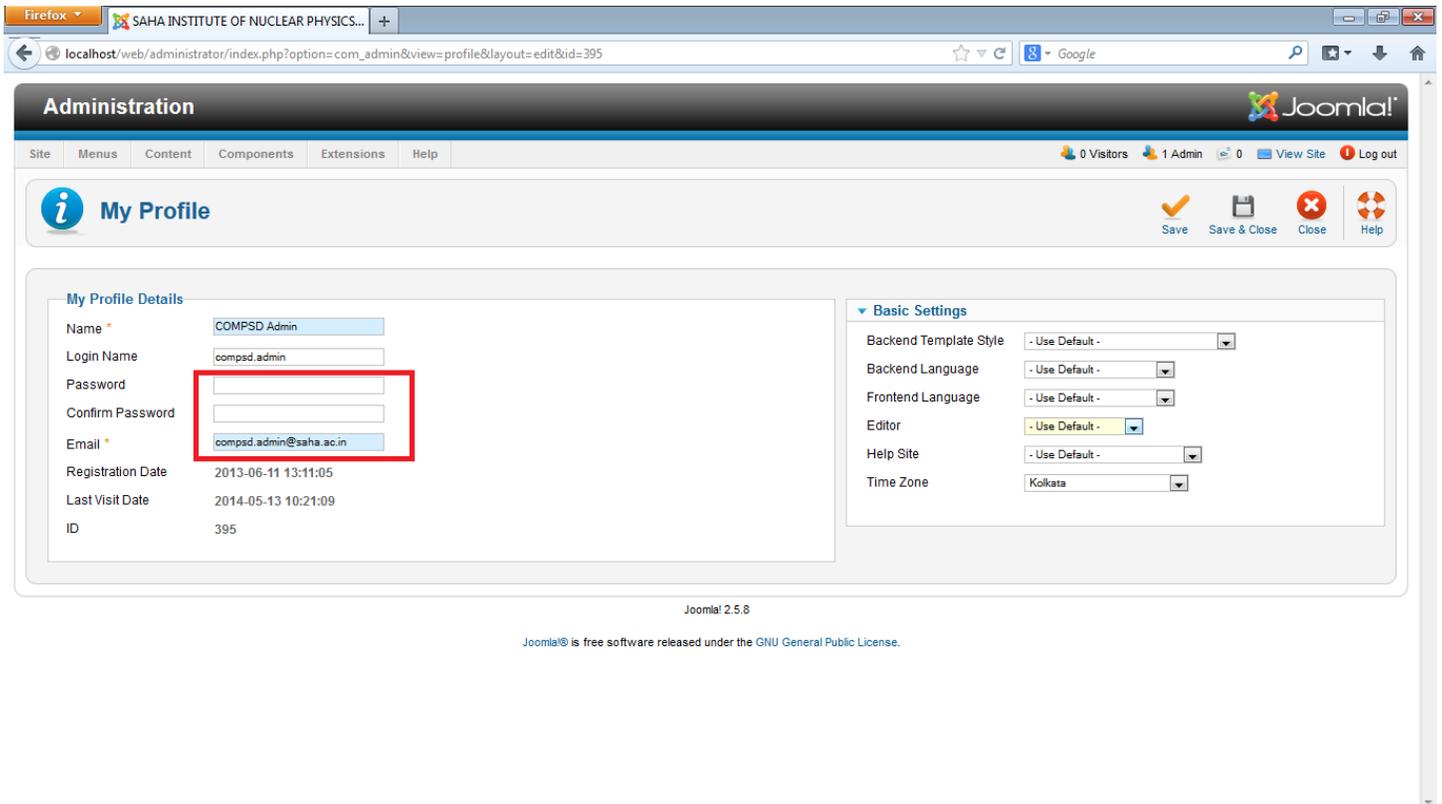
You can update your profile password in the following way,

- 1) You can click on the update profile button or,
- 2) Go through this link, **Site=>My Profile**

You will get this screen (fig. 2) in My Profile page,

Change your present password with a **strong password**.

**Note: Don't change Name, Login Name.**



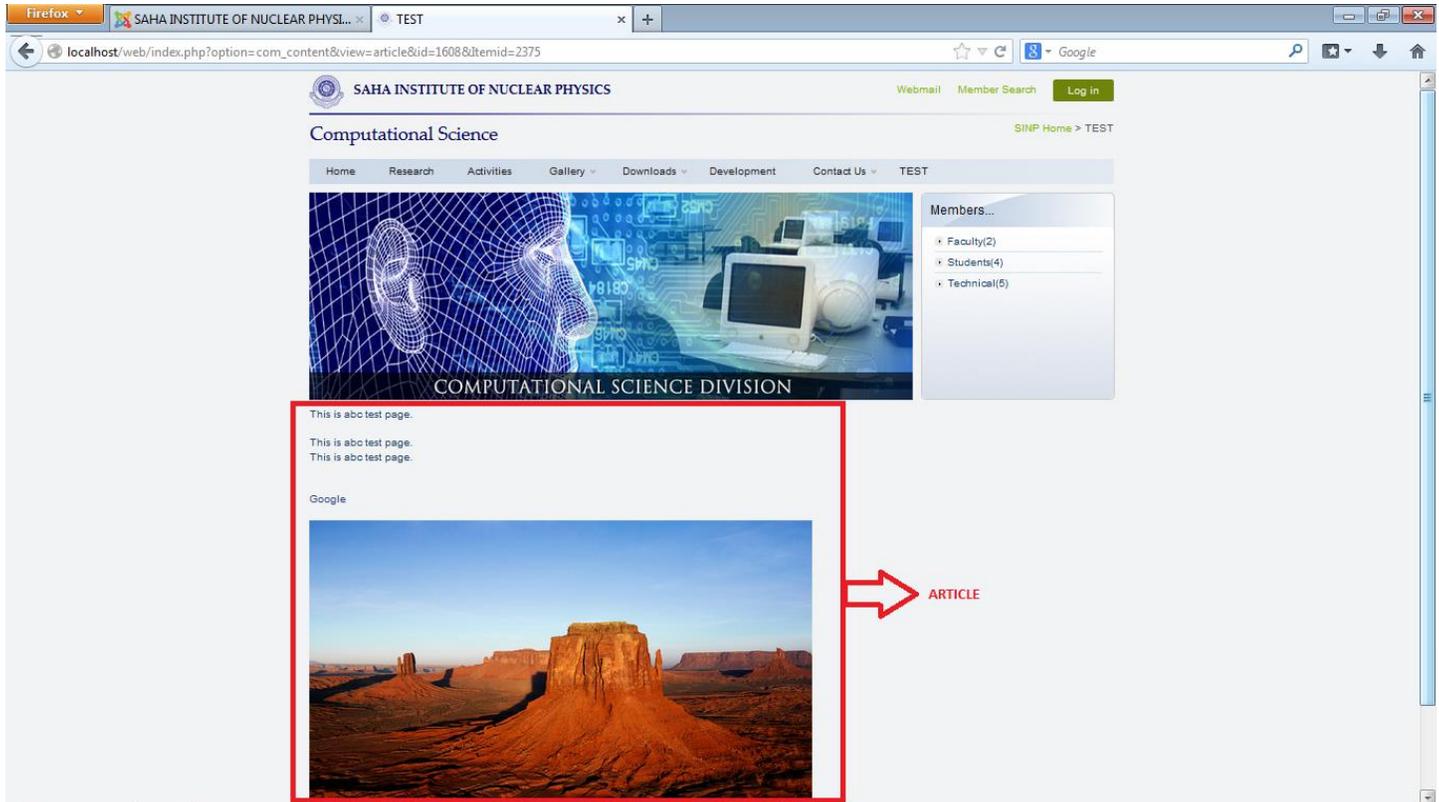
The screenshot shows the Joomla! Administrator interface for the 'My Profile' page. The browser address bar indicates the URL: localhost/web/administrator/index.php?option=com\_admin&view=profile&layout=edit&id=395. The page title is 'Administration' and the Joomla! logo is visible in the top right. The navigation menu includes Site, Menus, Content, Components, Extensions, and Help. The user status shows 0 Visitors, 1 Admin, and 0 logged out users. The 'My Profile' section contains two main panels: 'My Profile Details' and 'Basic Settings'. The 'My Profile Details' panel includes fields for Name (COMPSD Admin), Login Name (compsd.admin), Password, Confirm Password, Email (compsd.admin@saha.ac.in), Registration Date (2013-06-11 13:11:05), Last Visit Date (2014-05-13 10:21:09), and ID (395). The 'Basic Settings' panel includes dropdown menus for Backend Template Style, Backend Language, Frontend Language, Editor, Help Site, and Time Zone (Kolkata). A red box highlights the Password and Confirm Password fields. The footer shows Joomla! 2.5.8 and the GNU General Public License.

(Fig. 2)

## ARTICLE

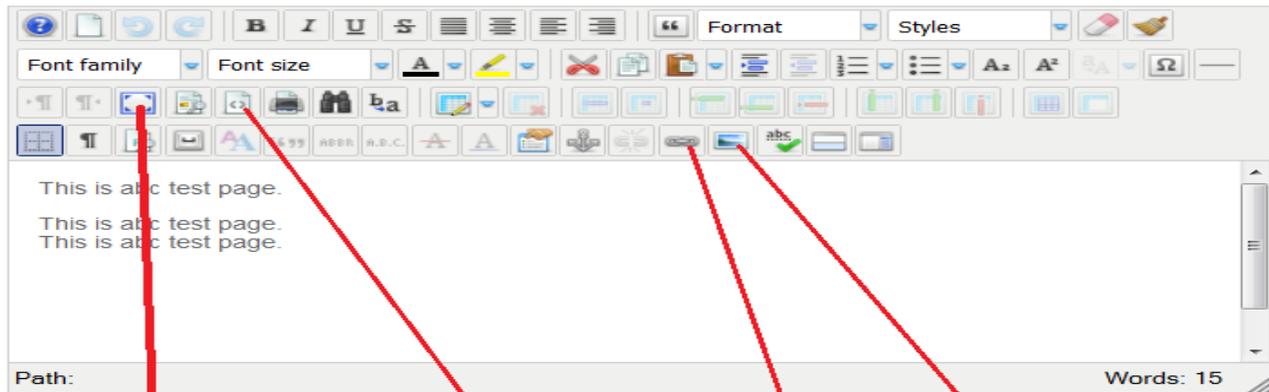
Article is some written information that you want to display on your site. It normally contains some text and can contain pictures and other types of content. Article might be shown with different fonts, colors, headings, and background, and might be shown in different locations on the page.

Check the following screen shot (fig. 3) to understand it.



(Fig. 3)

## TEXT EDITOR



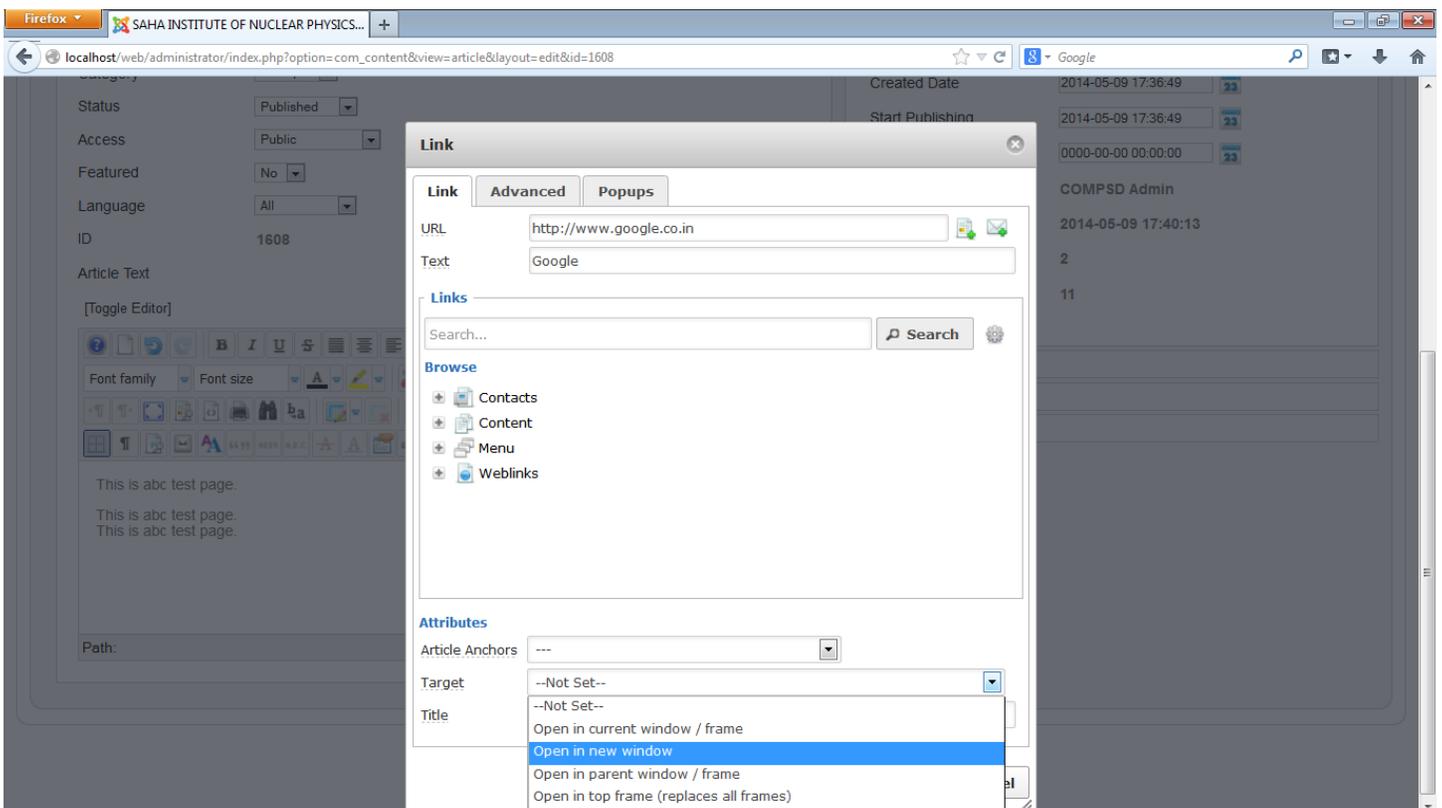
Click to edit in full screen mode  
\*Note  
Don't forget to click in again to see the save button

Click here to see the HTML source code  
\*Note  
Click it again to see WYSIWYG mode.

Insert/ Edit image  
This is for creating link to go other web page

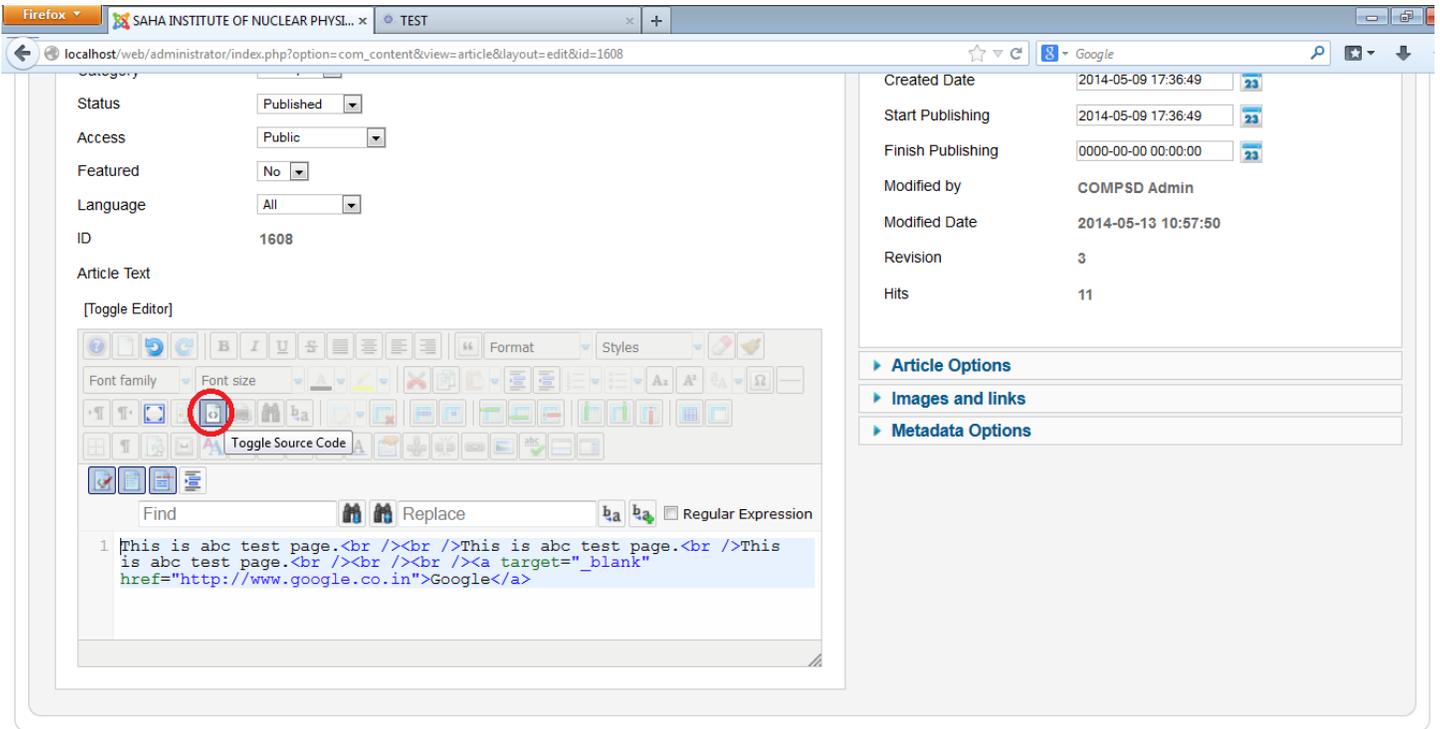
(Fig. 3.1)

**Note: Add/Create hyperlink by the following way (fig. 3.2)**



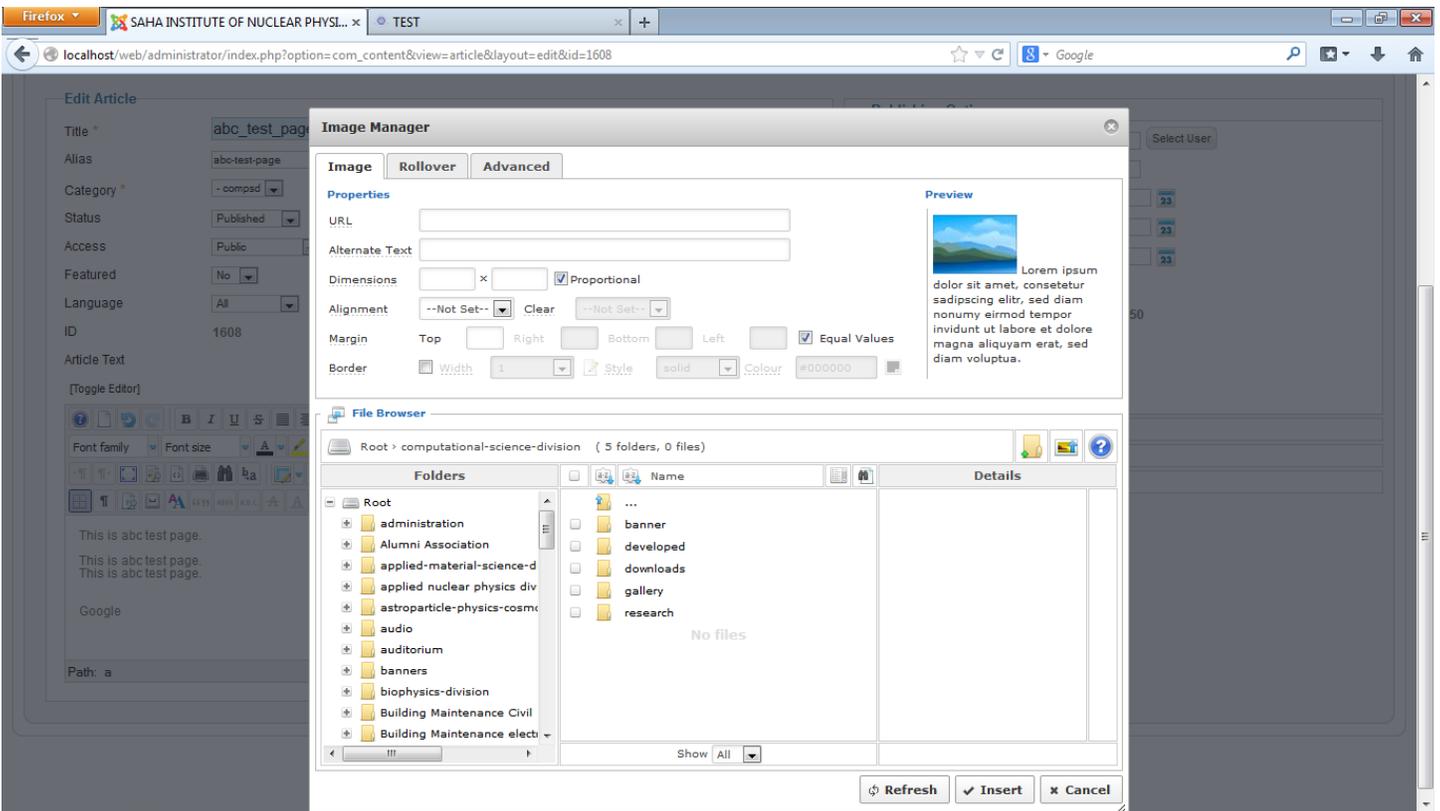
(Fig 3.2)

**Note: Source Code view (fig. 3.3)**



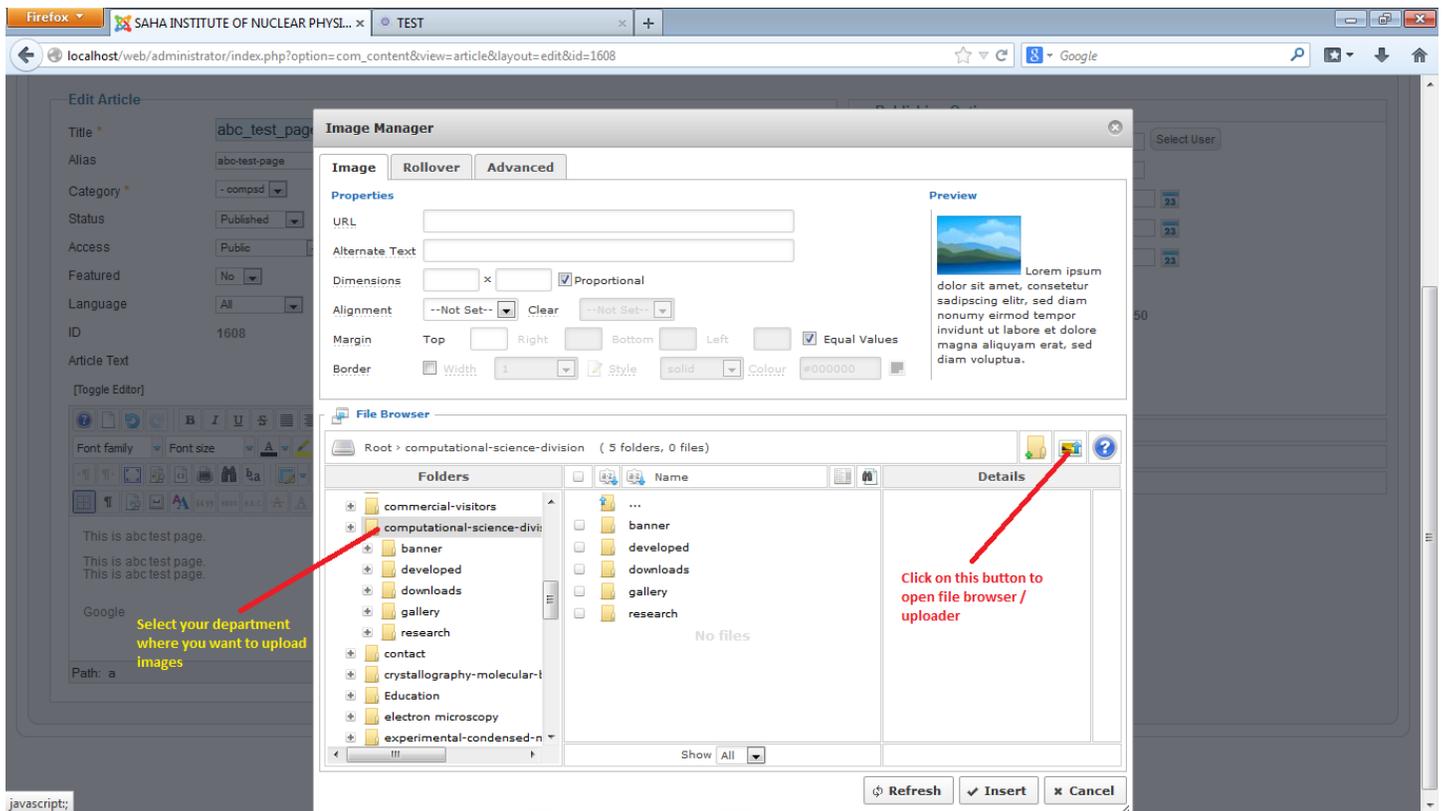
(Fig 3.3)

**STEP 1: Insert image by the following way (fig. 3.4)**



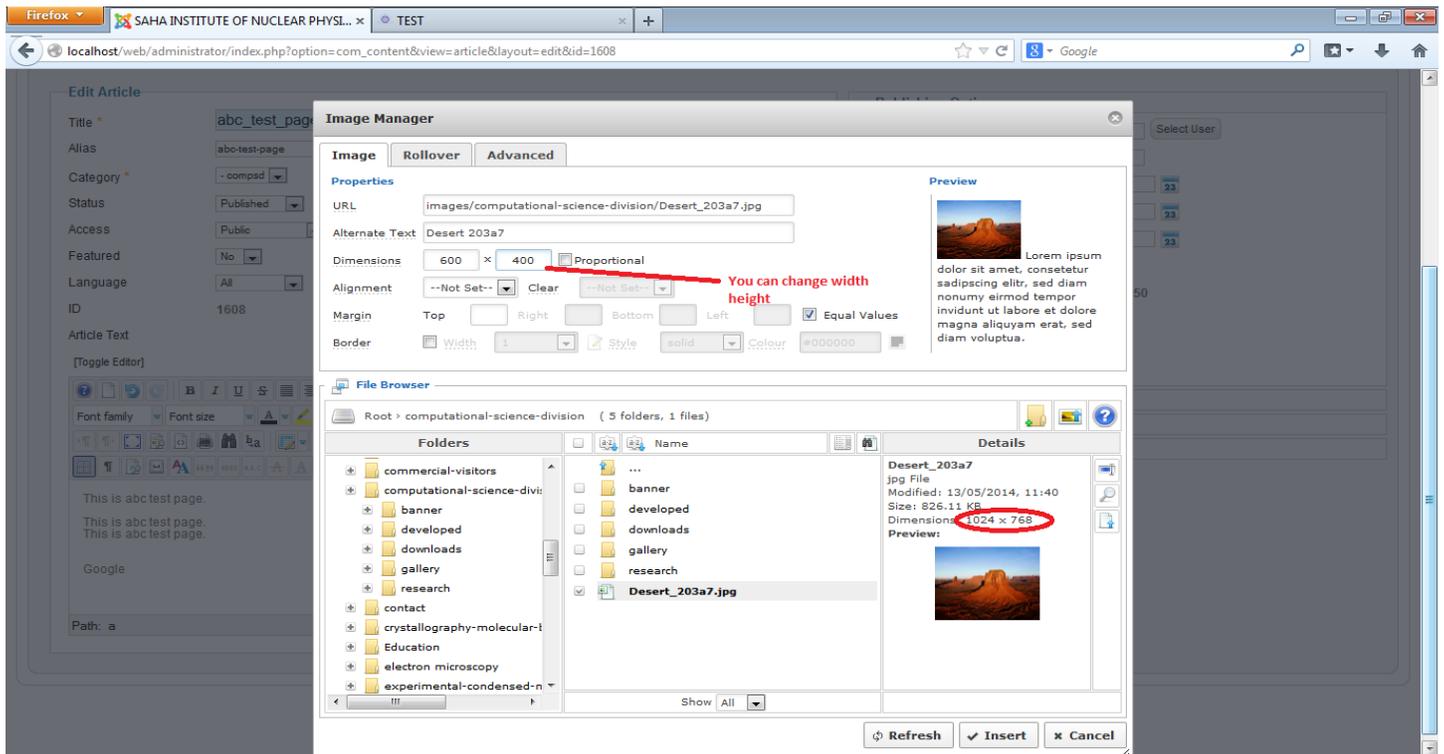
(Fig 3.4)

**STEP 2: Insert image by the following way (fig. 3.5)**



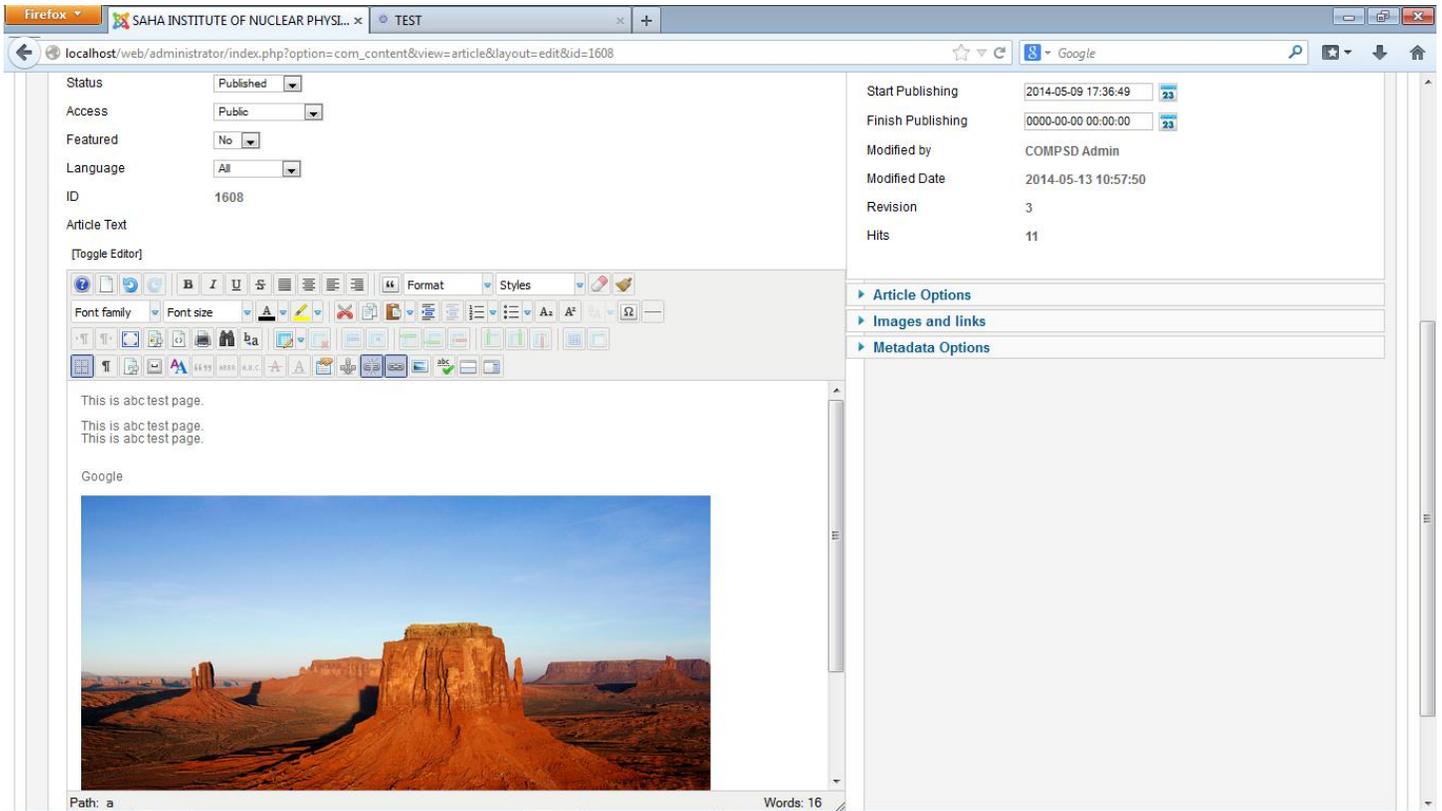
(Fig 3.5)

**STEP 3: Insert image by the following way (fig. 3.6)**



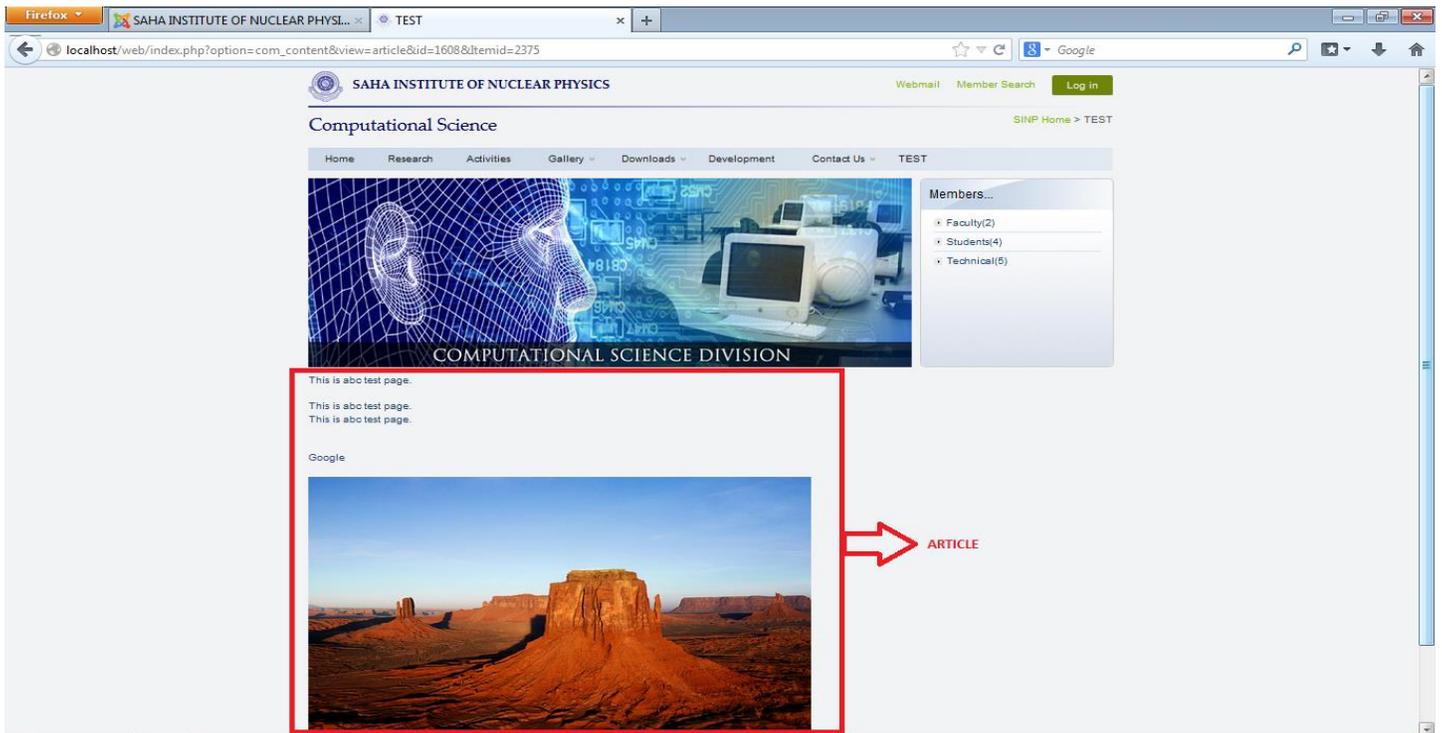
(Fig 3.6)

### Image is inserted (fig.3.7)



(Fig 3.7)

### Frontend View (fig.3.8)



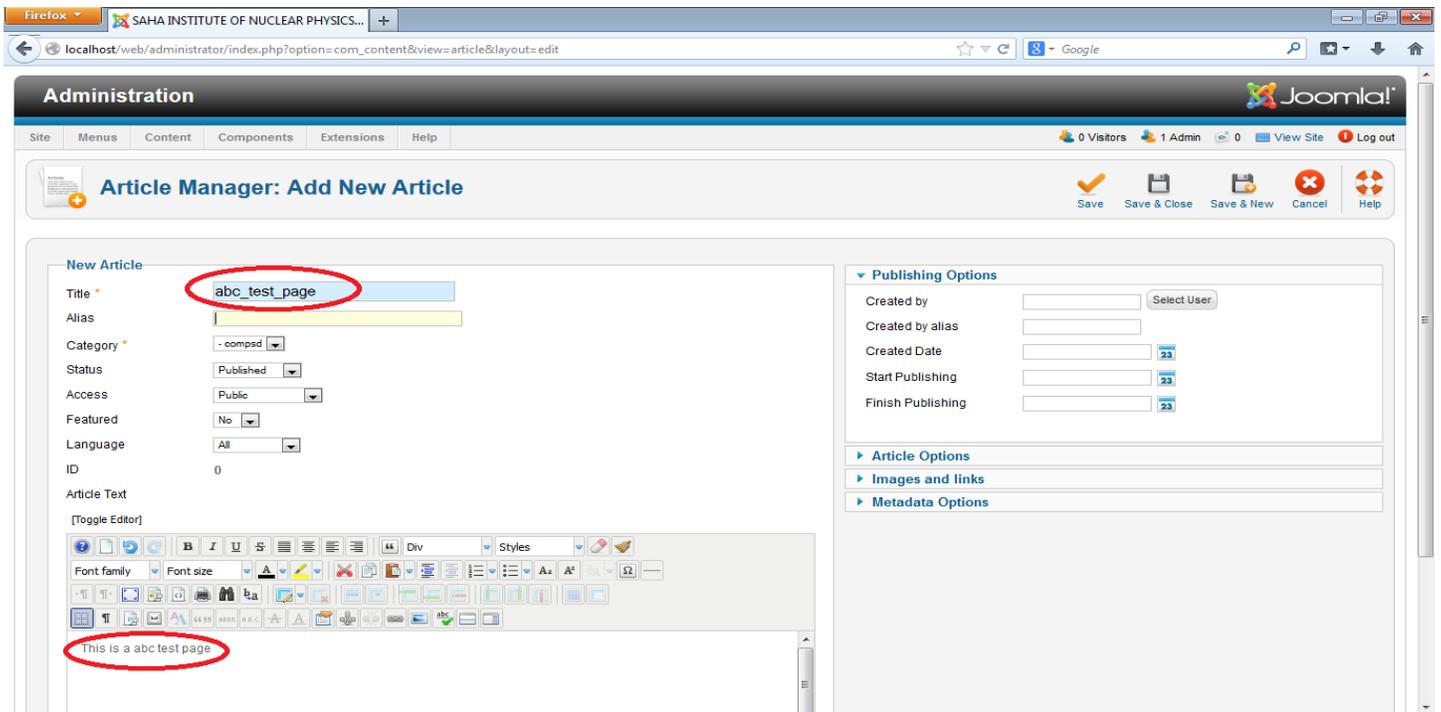
(Fig 3.8)

**ARTICLE**

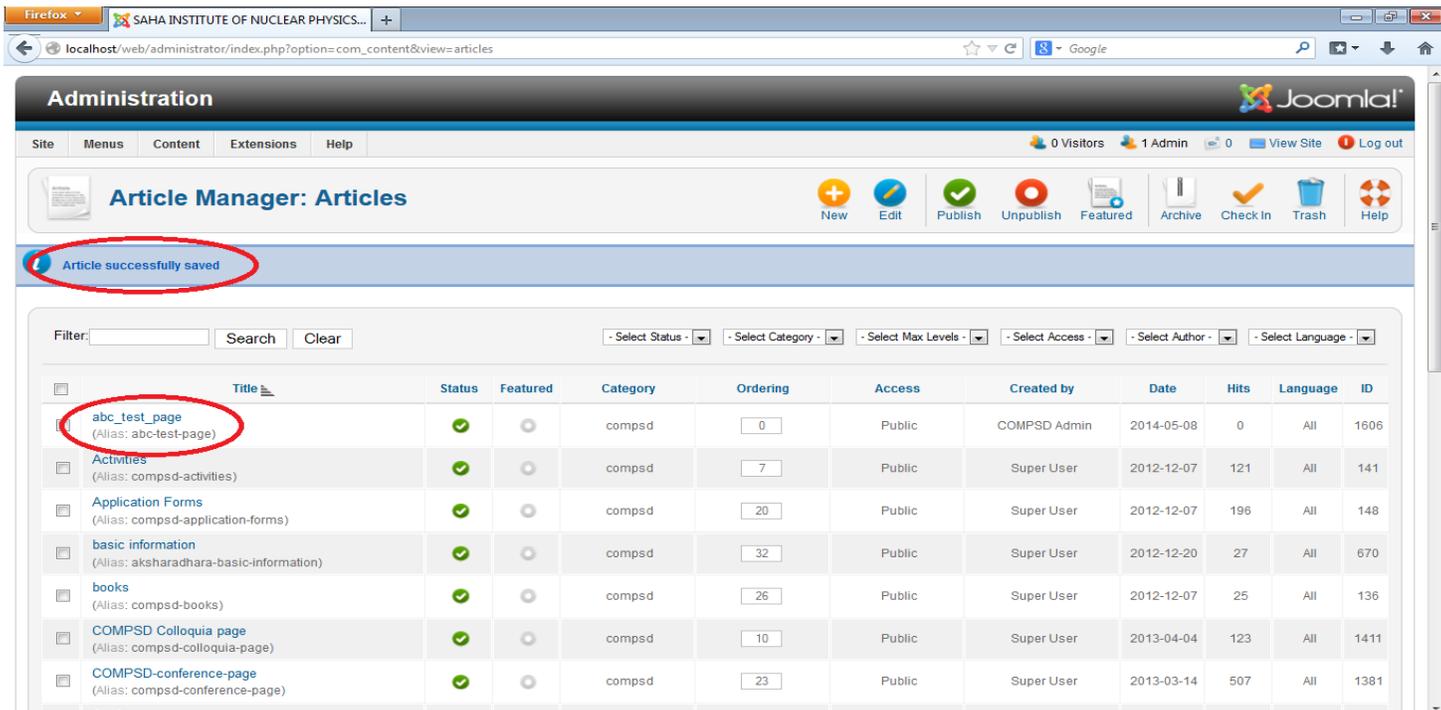
## ADD / CREATE

You can create article by the following way,

- 1) Content=>Article Manager=>New or
- 2) Content=>Article Manager=>Add New Article [Give a title and write down content inside the editor]



(Fig. 4)



(Fig. 5)

## ARTICLE

### EDIT

You can create article by the following way,

#### 1) Content => Article Manager

Click on any article to edit.

Added another two lines (check fig. 6)

After modifying the article click on **Save & Close** button.

The screenshot shows the Joomla! Administration interface for editing an article. The browser address bar indicates the URL: localhost/web/administrator/index.php?option=com\_content&view=article&layout=edit&id=1608. The Joomla! logo and version information are visible in the top right corner. The main navigation menu includes Site, Menus, Content, Components, Extensions, and Help. The current page title is "Article Manager: Edit Article". The interface is divided into two main sections: "Edit Article" on the left and "Publishing Options" on the right. The "Edit Article" section contains fields for Title (abc\_test\_page), Alias (abc-test-page), Category (compsd), Status (Published), Access (Public), Featured (No), Language (All), and ID (1608). Below these fields is a rich text editor with a toolbar and the text "This is abc test page." repeated three times. The "Publishing Options" section includes fields for Created by (COMPSD Admin), Created by alias, Created Date (2014-05-09 17:36:49), Start Publishing (2014-05-09 17:36:49), Finish Publishing (0000-00-00 00:00:00), Modified by (COMPSD Admin), Modified Date (2014-05-09 17:40:13), and Revision (2). There are also expandable sections for Article Options, Images and links, and Metadata Options. The bottom status bar shows the URL: localhost/web/administrator/index.php?option=com\_content&view=article&layout=edit&id=1608#.

(Fig. 6)

## ARTICLE

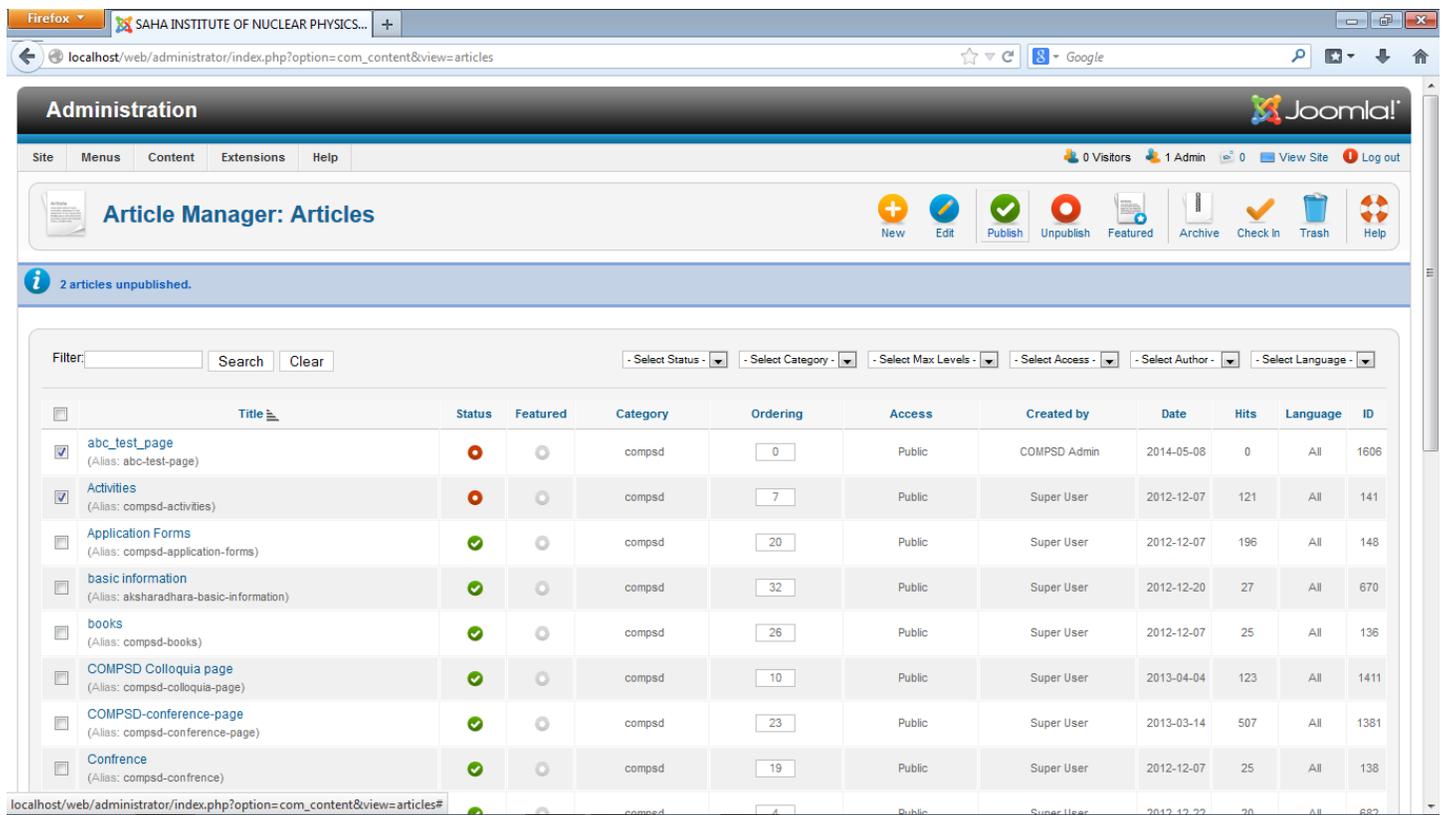
### PUBLISH / UNPUBLISH

You can Publish / Unpublish articles by the following way,

#### 1) Content => Article Manager

Select articles by checkbox and click on **Unpublish button**. Status **red icon** means articles are Unpublished and **green icon** means articles are Published.

You can Publish article which are Unpublished by the same way. Then you have select articles by checkbox and click **Publish button**.



The screenshot shows the Joomla! Administration interface for the Article Manager. The page title is "Article Manager: Articles". A notification bar indicates "2 articles unpublished." Below this is a table of articles with columns for Title, Status, Featured, Category, Ordering, Access, Created by, Date, Hits, Language, and ID. The Status column uses red and green icons to indicate the article's state.

<input type="checkbox"/>	Title	Status	Featured	Category	Ordering	Access	Created by	Date	Hits	Language	ID
<input checked="" type="checkbox"/>	abc_test_page (Alias: abc-test-page)	🔴	<input type="radio"/>	compsd	0	Public	COMPSD Admin	2014-05-08	0	All	1606
<input checked="" type="checkbox"/>	Activities (Alias: compsd-activities)	🔴	<input type="radio"/>	compsd	7	Public	Super User	2012-12-07	121	All	141
<input type="checkbox"/>	Application Forms (Alias: compsd-application-forms)	🟢	<input type="radio"/>	compsd	20	Public	Super User	2012-12-07	196	All	148
<input type="checkbox"/>	basic information (Alias: aksharadhara-basic-information)	🟢	<input type="radio"/>	compsd	32	Public	Super User	2012-12-20	27	All	670
<input type="checkbox"/>	books (Alias: compsd-books)	🟢	<input type="radio"/>	compsd	26	Public	Super User	2012-12-07	25	All	136
<input type="checkbox"/>	COMPSD Colloquia page (Alias: compsd-colloquia-page)	🟢	<input type="radio"/>	compsd	10	Public	Super User	2013-04-04	123	All	1411
<input type="checkbox"/>	COMPSD-conference-page (Alias: compsd-conference-page)	🟢	<input type="radio"/>	compsd	23	Public	Super User	2013-03-14	507	All	1381
<input type="checkbox"/>	Confrence (Alias: compsd-confrence)	🟢	<input type="radio"/>	compsd	19	Public	Super User	2012-12-07	25	All	138

(Fig. 7)

## ARTICLE

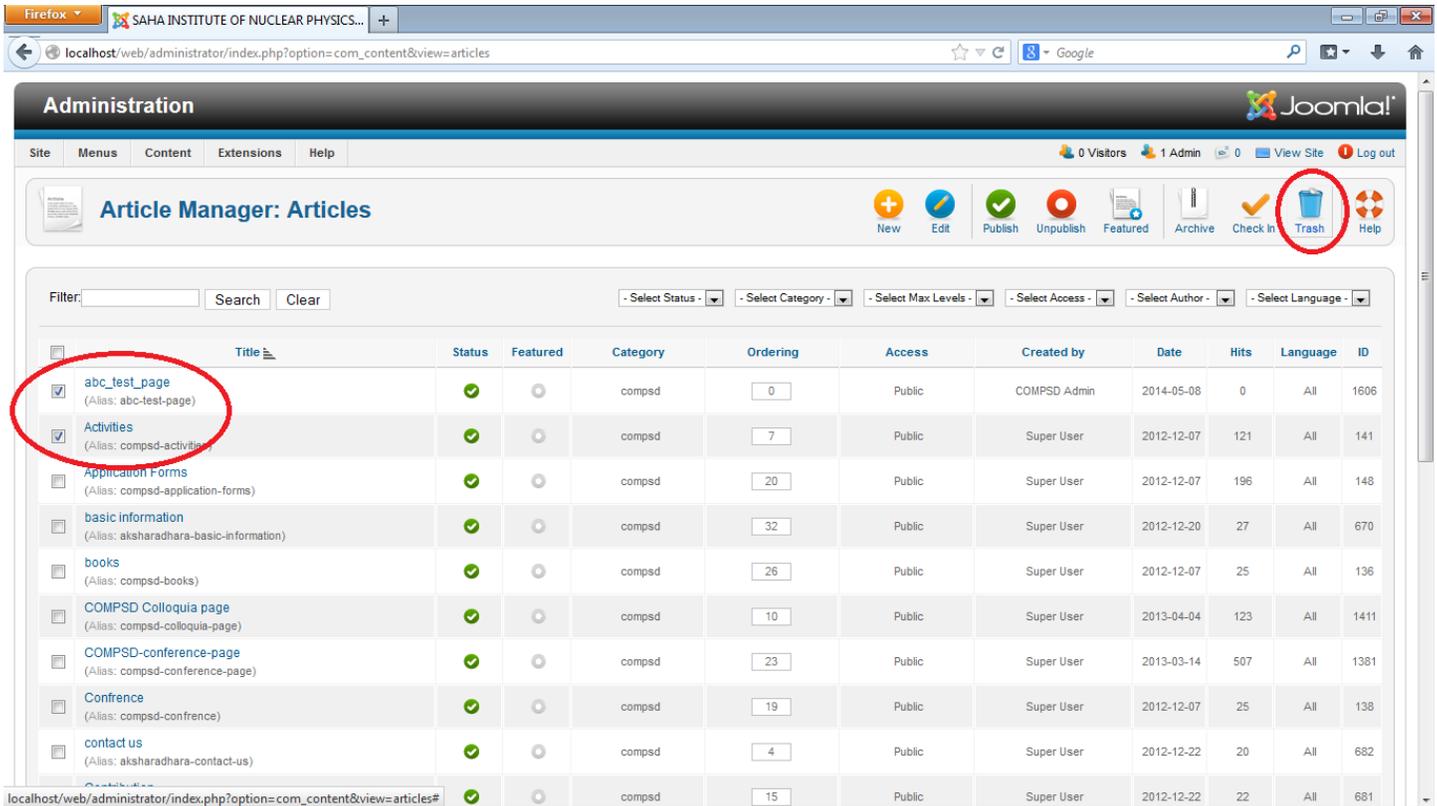
### DELETE

You can delete articles by the following way,

#### 1) Content => Article Manager

Select articles by checkbox and click on **Trash** button [see fig. 8]

**Note:** You can also get back/ publish deleted articles if you need it in future. It's like windows recycle bin [see fig.9]



The screenshot shows the Joomla! Administration interface for the Article Manager. The page title is "Article Manager: Articles". The navigation menu includes Site, Menus, Content, Extensions, and Help. The main toolbar contains buttons for New, Edit, Publish, Unpublish, Featured, Archive, Check In, Trash, and Help. The Trash button is circled in red. Below the toolbar is a filter section with a search box and several dropdown menus for Status, Category, Max Levels, Access, Author, and Language. The main content area is a table of articles with columns for Title, Status, Featured, Category, Ordering, Access, Created by, Date, Hits, Language, and ID. Two articles, "abc\_test\_page" and "Activities", are selected with checkboxes, and their rows are circled in red.

	Title	Status	Featured	Category	Ordering	Access	Created by	Date	Hits	Language	ID
<input checked="" type="checkbox"/>	abc_test_page (Alias: abc-test-page)	✓	○	compsd	0	Public	COMPSD Admin	2014-05-08	0	All	1606
<input checked="" type="checkbox"/>	Activities (Alias: compsd-activities)	✓	○	compsd	7	Public	Super User	2012-12-07	121	All	141
<input type="checkbox"/>	Application Forms (Alias: compsd-application-forms)	✓	○	compsd	20	Public	Super User	2012-12-07	196	All	148
<input type="checkbox"/>	basic information (Alias: aksharadhara-basic-information)	✓	○	compsd	32	Public	Super User	2012-12-20	27	All	670
<input type="checkbox"/>	books (Alias: compsd-books)	✓	○	compsd	26	Public	Super User	2012-12-07	25	All	136
<input type="checkbox"/>	COMPSD Colloquia page (Alias: compsd-colloquia-page)	✓	○	compsd	10	Public	Super User	2013-04-04	123	All	1411
<input type="checkbox"/>	COMPSD-conference-page (Alias: compsd-conference-page)	✓	○	compsd	23	Public	Super User	2013-03-14	507	All	1381
<input type="checkbox"/>	Conference (Alias: compsd-conference)	✓	○	compsd	19	Public	Super User	2012-12-07	25	All	138
<input type="checkbox"/>	contact us (Alias: aksharadhara-contact-us)	✓	○	compsd	4	Public	Super User	2012-12-22	20	All	682
<input type="checkbox"/>	Contributors	✓	○	compsd	15	Public	Super User	2012-12-22	22	All	681

(Fig. 8)

Administration Joomla!

Site Menus Content Extensions Help 0 Visitors 1 Admin 0 View Site Log out

### Article Manager: Articles

New Edit Publish Unpublish Featured Archive Check In Empty trash Help

Filter: Search Clear **Trashed** Select Category - - Select Max Levels - - Select Access - - Select Author - - Select Language -

<input type="checkbox"/>	Title	Status	Featured	Category	Ordering	Access	Created by	Date	Hits	Language	ID
<input type="checkbox"/>	abc_test_page (Alias: abc-test-page)		<input type="radio"/>	compsd	0	Public	COMPSPD Admin	2014-05-08	0	All	1606
<input type="checkbox"/>	Activities (Alias: compspd-activities)		<input type="radio"/>	compsd	7	Public	Super User	2012-12-07	121	All	141

Display # 20

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(Fig. 9)

**[Click on the status button or select articles by checkboxes and click publish]**

## MENU

Menu is a block of menu items.

Suppose you have created a menu named **COMPSD-Topmenu** and you have created menu items named **Home, Research, Activities, ....., Contact Us**.

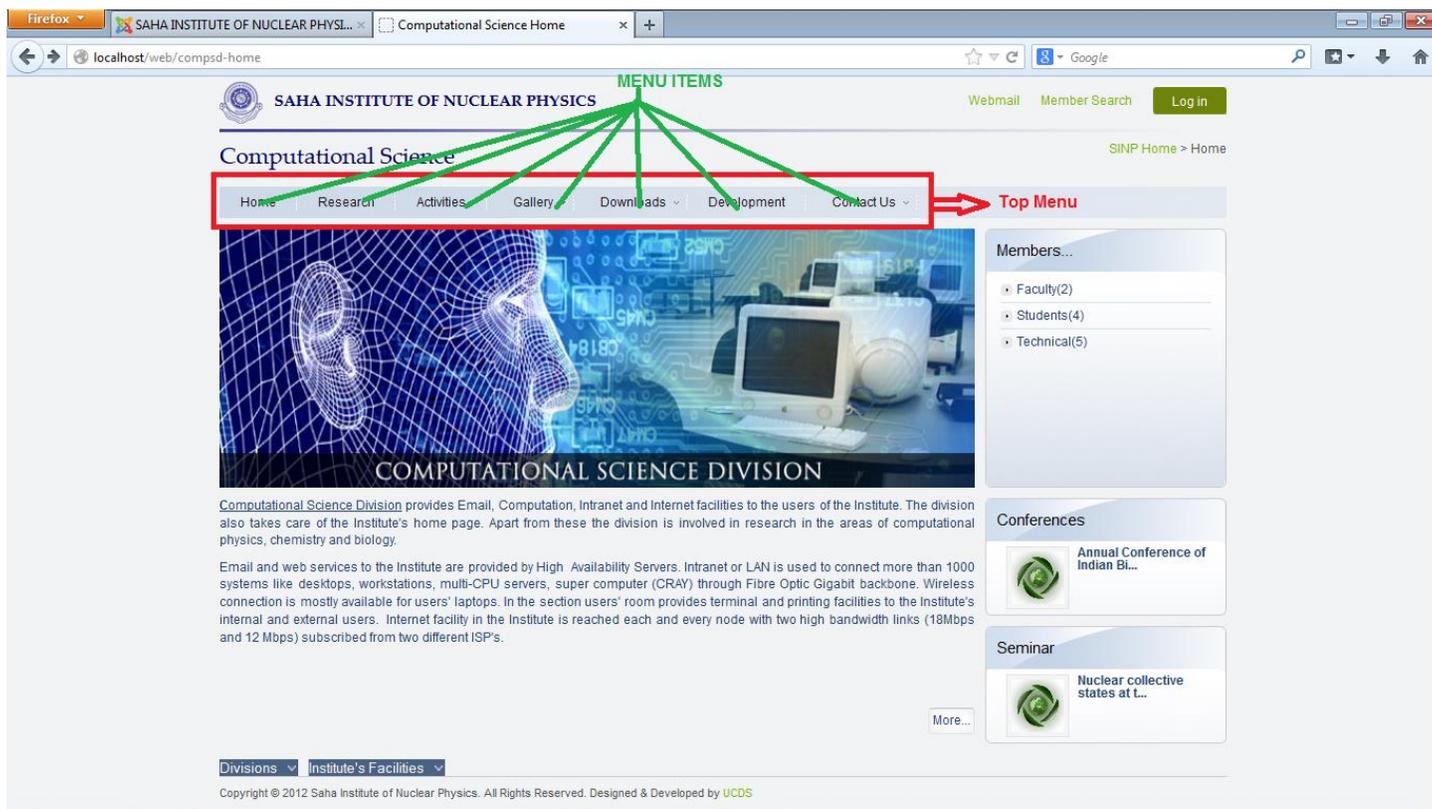
**WITHOUT CREATING MENU ITEM, YOU CANNOT DISPLAY YOUR ARTICLE. SO CREATE YOUR ARTICLE FIRST THEN ADD IT TO A MENU ITEM.**

**You can add an article to a menu item by creating a link between them. So that when you click a link (menu item) of a menu an article related to it will appear on the web page.**

**Note: Don't create any new menu. You only need to create menu items because all menus are already created according to the needs of present website.**

Follow these steps given below.

**Fig. 10** is the view of current divisional web site. We will create a **new menu item (not menu)** in the top-menu.



(Fig. 10)

## MENU

### Create New Menu Item

You can create menu item by the following way,

**Menus => Menu Manager or**

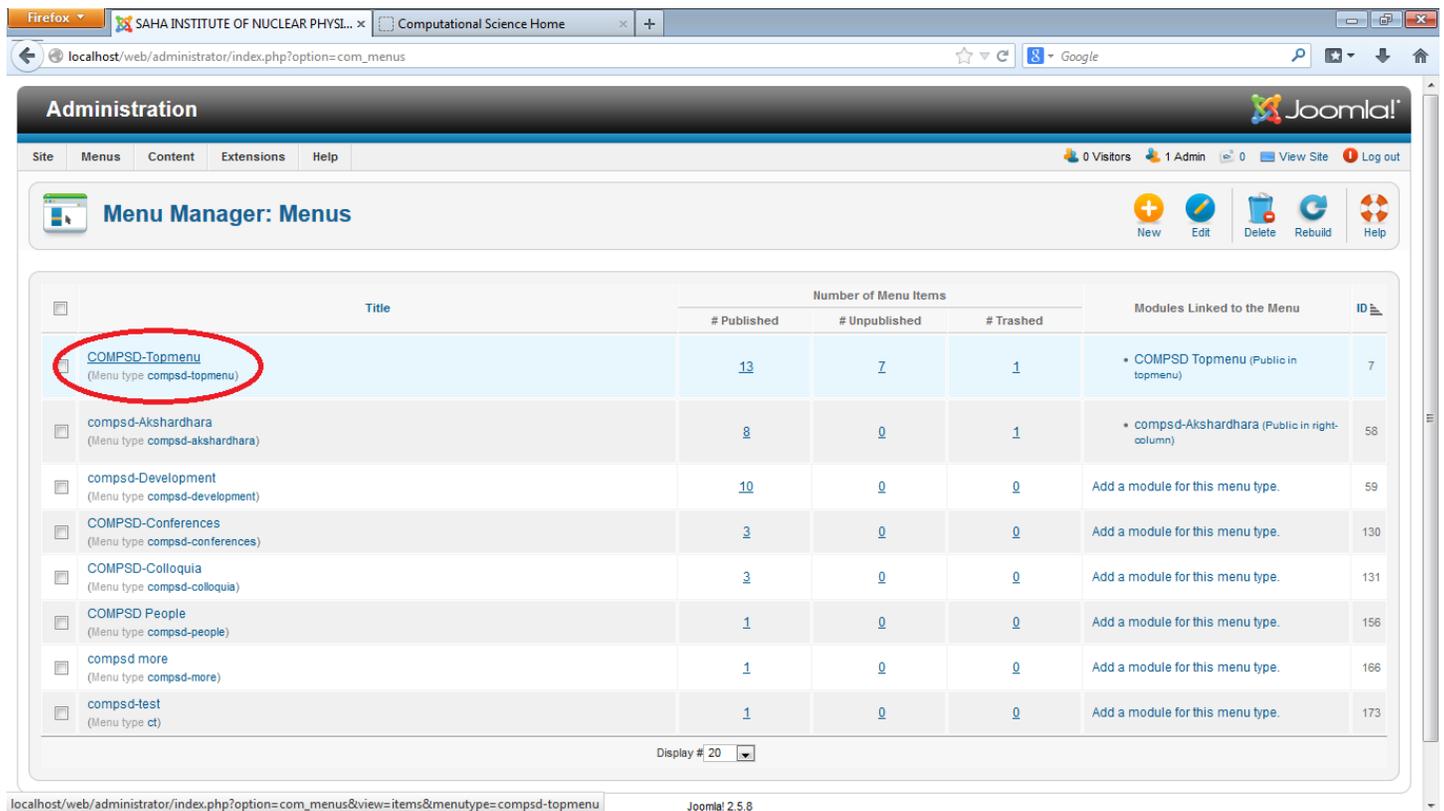
**Site => Control Panel => Click on Menu Manager icon**

These all are menu not menu items. Our target is to create menu items. How can we create menu items?

The answer is we have to click on menu in which we want to create menu item.

Let we want to create a link in **COMPSPD-Topmenu**. We have to click on **COMPSPD-Topmenu**.

Please check **fig. 12** for what you will see after click on it.



The screenshot displays the Joomla! Administration interface for the 'Menu Manager: Menus' section. The 'COMPSPD-Topmenu' menu item is highlighted with a red circle. The table below shows the details of various menu items.

	Title	Number of Menu Items			Modules Linked to the Menu	ID
		# Published	# Unpublished	# Trashed		
<input type="checkbox"/>	<b>COMPSPD-Topmenu</b> (Menu type compspd-topmenu)	13	7	1	• COMPSPD Topmenu (Public in topmenu)	7
<input type="checkbox"/>	compspd-Akshardhara (Menu type compspd-akshardhara)	8	0	1	• compspd-Akshardhara (Public in right-column)	58
<input type="checkbox"/>	compspd-Development (Menu type compspd-development)	10	0	0	Add a module for this menu type.	59
<input type="checkbox"/>	COMPSPD-Conferences (Menu type compspd-conferences)	3	0	0	Add a module for this menu type.	130
<input type="checkbox"/>	COMPSPD-Colloquia (Menu type compspd-colloquia)	3	0	0	Add a module for this menu type.	131
<input type="checkbox"/>	COMPSPD People (Menu type compspd-people)	1	0	0	Add a module for this menu type.	156
<input type="checkbox"/>	compspd more (Menu type compspd-more)	1	0	0	Add a module for this menu type.	166
<input type="checkbox"/>	compspd-test (Menu type ct)	1	0	0	Add a module for this menu type.	173

Display # 20

(Fig. 11)

Note: Status Red icon means they are disabled for showing in the website (frontend).

You can compare it with the frontend view in (fig.10)

Following list is the menu items of COMPSD-Topmenu.

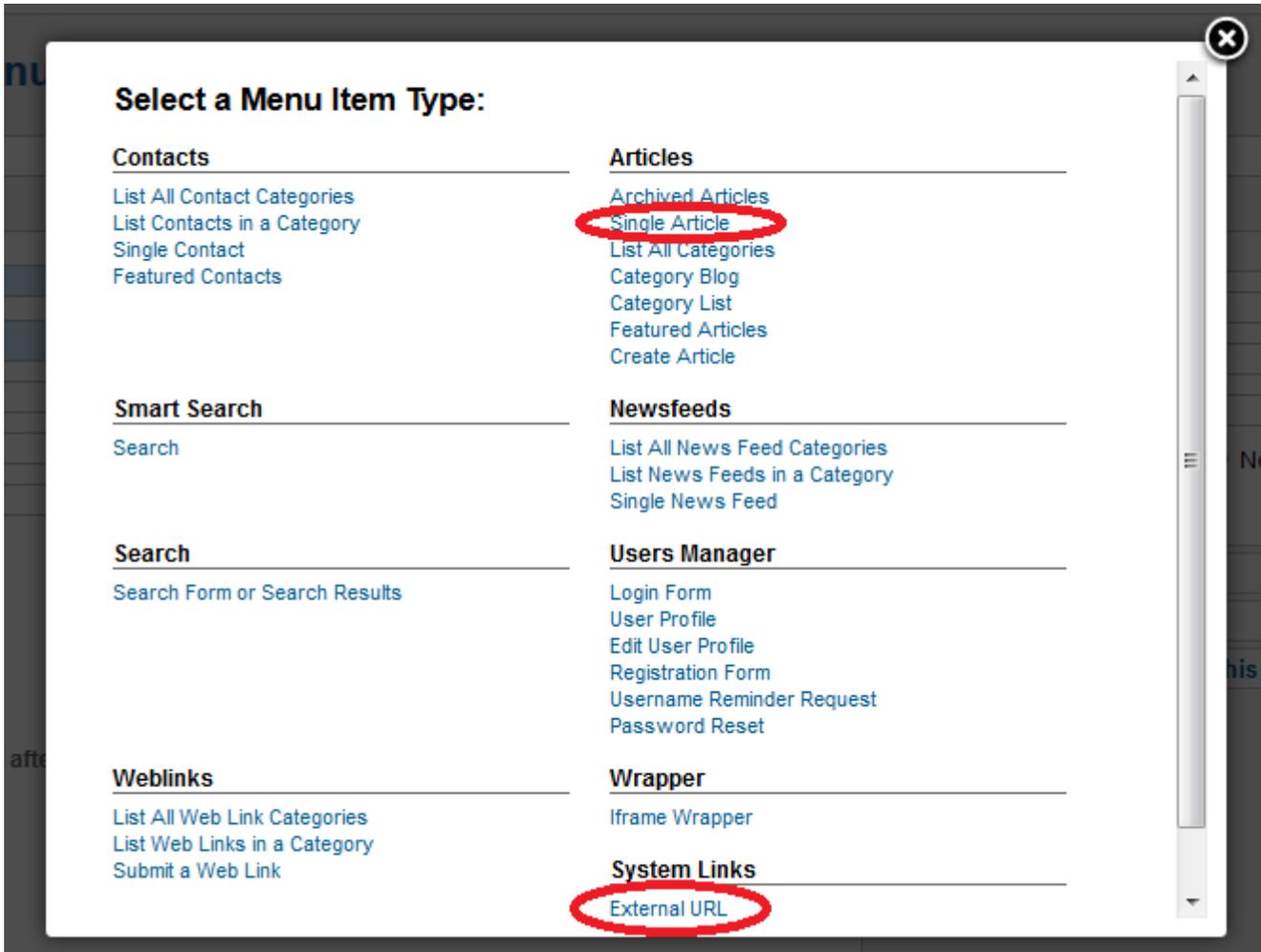
The screenshot shows the Joomla! Administration interface for the 'Menu Manager: Menu Items'. The table below lists the menu items, their status, and other details.

Title	Status	Ordering	Access	Menu Item Type	Home	Language	ID
Home (Alias: compsd-home)	✓	1	Public	Articles » Single Article	☆	All	262
Research (Alias: compsd-research)	✓	2	Public	Text Separator		All	263
Publications (Alias: compsd-publications)	✗	3	Public	Text Separator		All	264
Papers in Journals (Alias: compsd-journal)	✗	1	Public	Articles » Single Article	☆	All	267
Conference / Proceedings Papers (Alias: compsd-conference)	✗	2	Public	Articles » Single Article	☆	All	266
Books / Monographs (Alias: compsd-books)	✗	3	Public	Articles » Single Article	☆	All	265
Others (Alias: compsd-other)	✗	4	Public	Articles » Single Article	☆	All	268
Facilities (Alias: compsd-facilities)	✗	4	Public	Articles » Single Article	☆	All	269
Activities (Alias: compsd-activities)	✓	5	Public	Articles » Single Article	☆	All	270
Gallery (Alias: compsd-gallery)	✓	6	Public	Text Separator		All	271
Video (Alias: compsd-video)	✓	1	Public	Articles » Single Article	☆	All	273
Photograph (Alias: compsd-photograph)	✓	2	Public	Articles » Single Article	☆	All	274
Document (Alias: document)	✓	3	Public	Articles » Single Article	☆	All	2271
Downloads (Alias: compsd-downloads)	✓	7	Public	Text Separator		All	275
Application Forms (Alias: compsd-application-forms)	✓	1	Public	Articles » Single Article	☆	All	276
Free Softwares (Alias: compsd-free-softwares)	✓	2	Public	Articles » Single Article	☆	All	277
Development (Alias: compsd-development)	✓	8	Public	Articles » Single Article	☆	All	911
Contact Us (Alias: compsd-contact-us)	✓	9	Public	Text Separator		All	278
General (Alias: compsd-general)	✓	1	Public	Articles » Single Article	☆	All	279
Internal Telephone Directory (Alias: compsd-internal-telephone-directory)	✗	2	Public	Articles » Single Article	☆	All	280

(Fig. 12)

Follow these steps,

1. Click on new icon/button
2. A popup will appear like in (fig. 13)
3. Click on Single Article or External URL

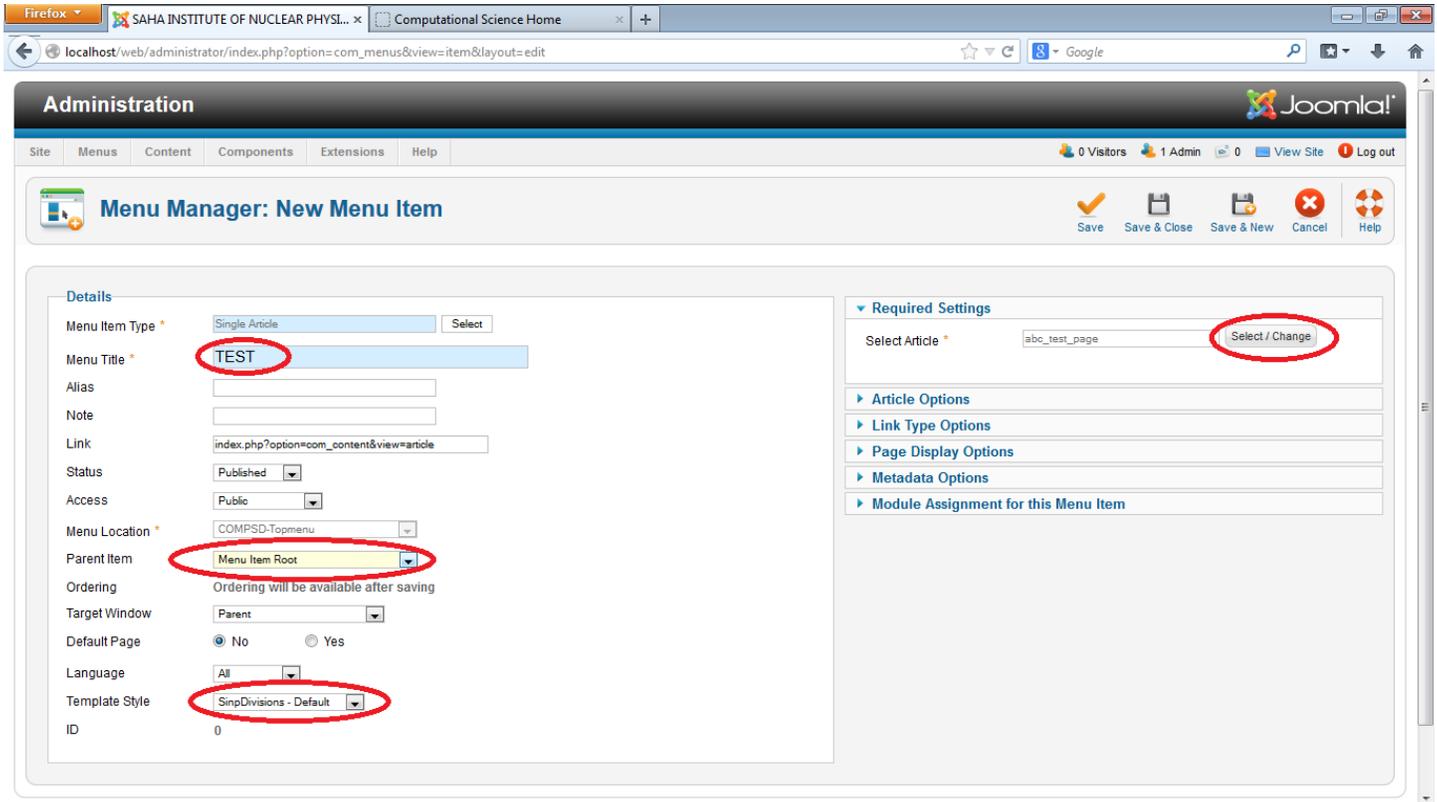


(Fig. 13)

## Next Step,s

1. Type a menu title
2. If you want to create sub menu item then select the **parent menu item** from the drop down. by default it is "Menu item Root"
3. Select Template Style, for Division / Centre -> SinpDivisions , for Facilities->SinpFacilities
4. Select article

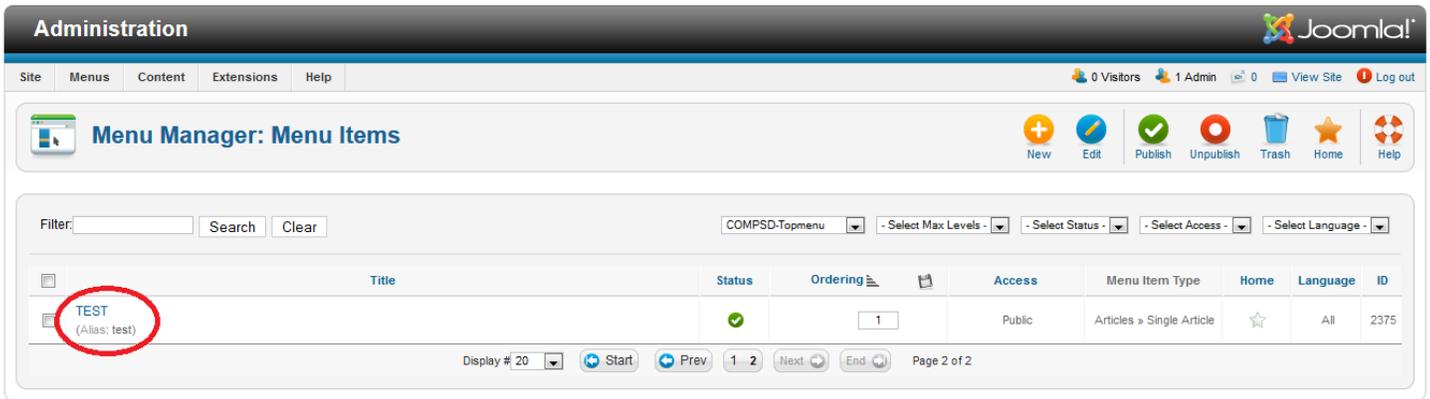
Check (fig. 14) to get details.



(Fig. 14)

Now you have created a menu item named **TEST**

Check (fig. 15)



Joomla! 2.5.8  
(Fig. 15)

Now check the frontend as in **fig. 16**.  
**TEST** menu item link is created. Now click on it.

You will notice something.  
**????**



(Fig. 16)

- :O Where is my heading of the Division/Facility?
  - :O Where is my Top menu?
  - :O Where is the footer of the Division/Facility?
- Check (fig. 17)



This is abc test page.

This is abc test page.

This is abc test page.

(Fig. 17)

## MODULE

### **ADD/MODIFY**

You can add/modify module by the following way (fig. 18),

Note: You don't need to create any module until you require it.

**Extensions => Module Manager**

**There are two types of module**

- i. Custom HTML [ like text editor you can add text, image etc.]
- ii. Menu [ attach a menu to this module type ]

**Aim: We want to show top menu, header, member, footer module in the TEST menu item link which we have created.**

**Step 1: Click on the module which you want to show within the article page content.**

Administration Joomla!

Site Menus Content Extensions Help 0 Visitors 1 Admin 0 View Site Log out

### Module Manager: Modules

New Edit Duplicate Publish Unpublish Check In Trash Help

Filter: Search Clear Site - Select Status - - Select Position - - Select Type - - Select Access - - Select Language -

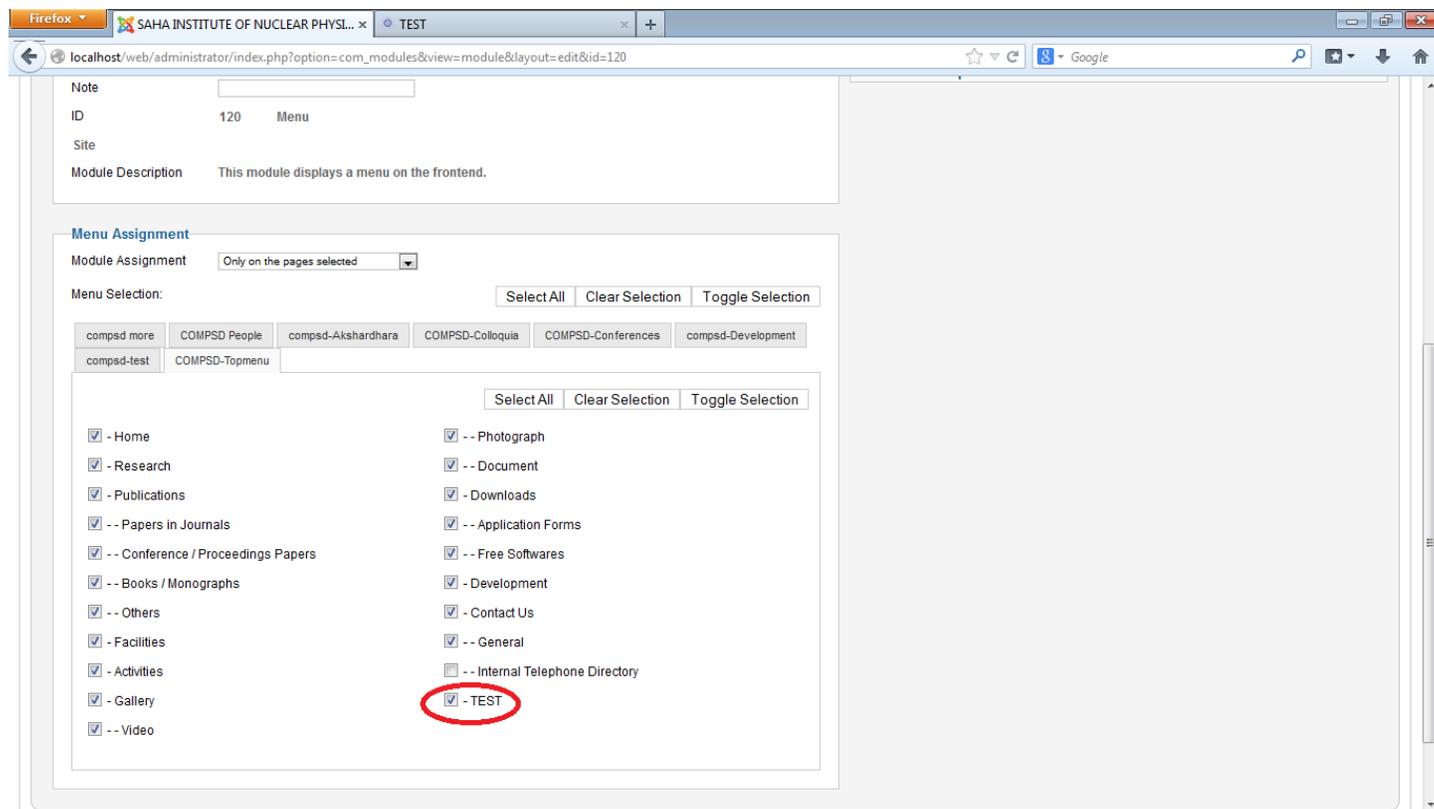
<input type="checkbox"/>	Title	Status	Position	Ordering	Type	Pages	Access	Language	ID
<input type="checkbox"/>	compsd-banner	✔	banner	12	Custom HTML	None	Public	All	187
<input type="checkbox"/>	test compsd	✔	header	0	Custom HTML	Selected only	Public	All	588
<input type="checkbox"/>	COMPSPD Header	✔	header	26	Custom HTML	Selected only	Public	All	104
<input type="checkbox"/>	Notice Board (Note: COMPSPD notice board)	✘	left-column	12	Custom HTML	Selected only	Public	All	218
<input type="checkbox"/>	Members... (Note: compsd members)	✔	right-column	41	Custom HTML	Selected only	Public	All	203
<input type="checkbox"/>	Links (Note: COMPSPD conference links)	✔	right-column	52	Custom HTML	Selected only	Public	All	542
<input type="checkbox"/>	compsd-Akshardhara	✔	right-column	104	Menu	Selected only	Public	All	344
<input type="checkbox"/>	<b>COMPSPD Topmenu</b>	✔	topmenu	30	Menu	Selected only	Public	All	120

Display # 20

(Fig. 18)

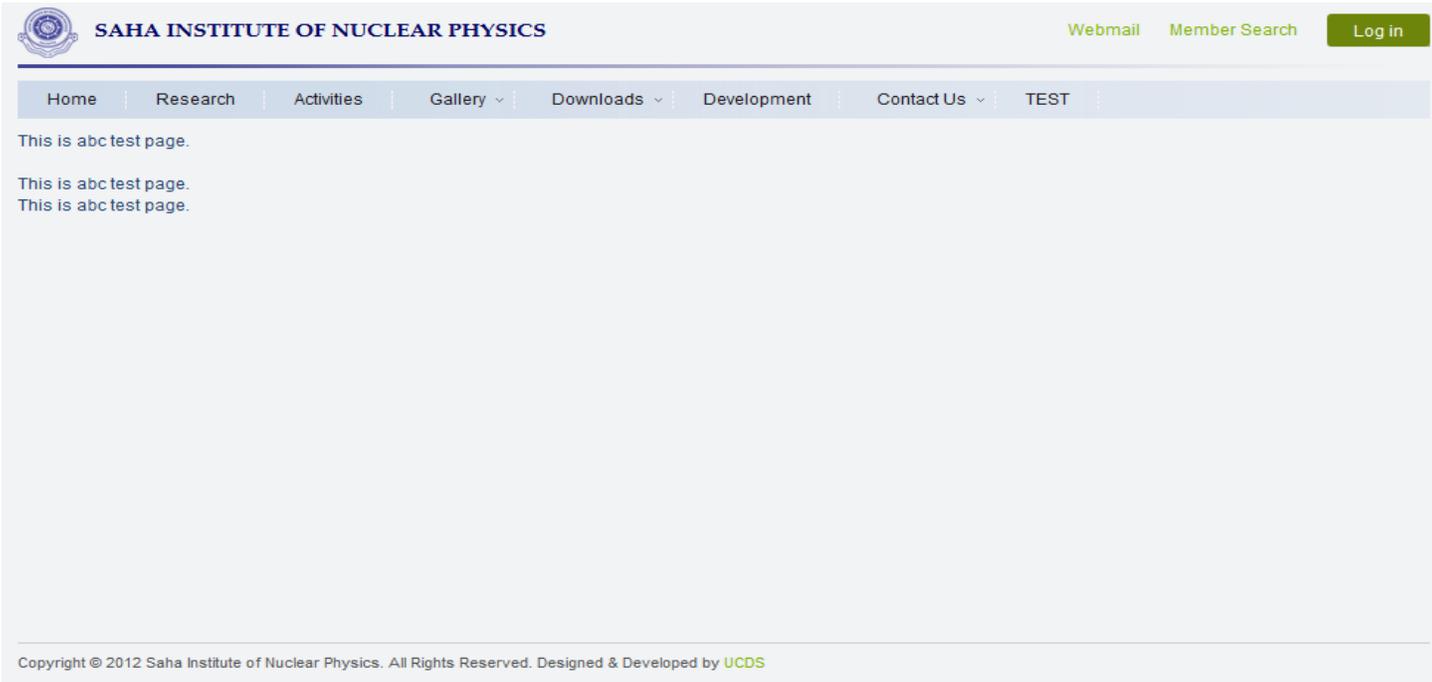
**Step 2: Select menu (COMPSPD-Topmenu) and Checkmark TEST menu item.**

It means when a user click on TEST link to which "abc\_test\_page" article was attached will be shown along with COMPSPD-Topmenu module.



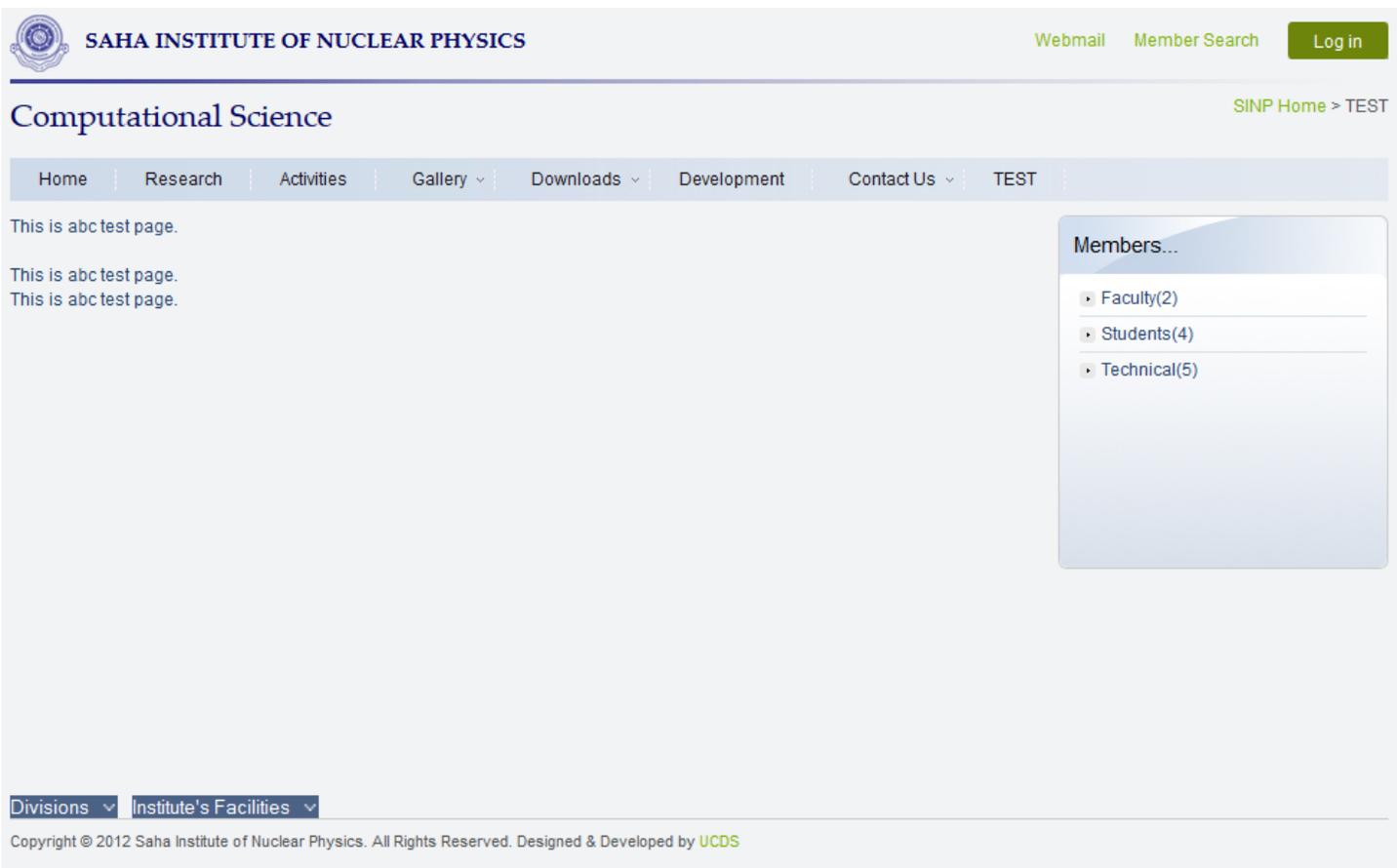
(Fig. 19)

Now check the frontend. You can see the Top menu module. Compare Fig. 20 with Fig. 17



(Fig. 20)

In this way all required module can be shown like fig. 21



(Fig. 21)

IN THESE WAYS YOU CAN CREATE ARTICLE, MENU AND MODULE.