CMS USER GUIDE

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- 2) CMS Administration Work Flow
- 3) Administrator login
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 - e. <u>Delete Article</u>
- 5) <u>Menu</u>
 - a. Create New Menu Item
 - b. Create Sub Menu Item
- 6) <u>Module</u>

Know your website



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.
- 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

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]



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(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.



(Fig. 2)

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)

<u>TEXT</u> EDITOR



(Fig. 3.1)

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

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(Fig 3.3)



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(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)

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(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]

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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.

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(Fig. 6)

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**.

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(Fig. 7)

DELETE

You can delete articles by the following way,

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]

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(Fig. 8)

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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.

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(Fig. 10)

<u>MENU</u>

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 COMPSD-Topmenu. We have to click on COMPSD-Topmenu.

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

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Compsd-Development (Menu type compsd-development)	<u>10</u>	<u>0</u>	<u>0</u>	Add a module for this menu type.	59
COMPSD-Conferences (Menu type compsd-conferences)	3	<u>0</u>	<u>0</u>	Add a module for this menu type.	130
COMPSD-Colloquia (Menu type compsd-colloquia)	3	<u>0</u>	<u>0</u>	Add a module for this menu type.	131
COMPSD People (Menu type compsd-people)	1	<u>0</u>	<u>0</u>	Add a module for this menu type.	156
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compsd-test (Menu type ct)	1	<u>0</u>	<u>0</u>	Add a module for this menu type.	173
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(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.

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iter:	Search Clear		COMPS	O-Topmenu 💌 - Se	elect Max Levels - 🔪 🕒	Select Status - 💽 - Select Acc	ess - 💌	- Select Language	e- 🗸
1	Title	Status	Ore	lering 🛓 📙	Access	Menu Item Type	Home	Language	ID
	Home (Alias: compsd-home)	0	۰	1	Public	Articles » Single Article	俞	All	262
	Research (Allis: compsd-research)	٢	• •	2	Public	Text Separator		All	263
	Publications (Alias: compsd-publications)	•	• •	3	Public	Text Separator		All	264
	Papers in Journals (Alias: compsd-journal)	0	۰	1	Public	Articles » Single Article	ŵ	All	26
1	Conference / Proceedings Papers (Alias: compsd-conference)	0	• •	2	Public	Articles » Single Article	兪	All	266
1	Books / Monographs (Allas: compsd-books)	0	• •	3	Public	Articles » Single Article	Ś	All	26
	Others (Alias: compsd-other)	0	•	4	Public	Articles » Single Article	숣	All	26
	Facilities (Alias: compsd-facilities)	0	• •	4	Public	Articles » Single Article	ŵ	All	269
1	Activities (Alias: compsd-activities)	0	• •	5	Public	Articles » Single Article	슯	All	270
	Gallery (Alias: compsd-gallery)	0	• •	6	Public	Text Separator		All	271
1	Video (Alias: compsd-video)	0	۰	1	Public	Articles » Single Article	숣	All	273
	Photograph (Alias: compsd-photograph)	٢	• •	2	Public	Articles » Single Article	☆	All	274
	Document (Alias: document)	0	•	3	Public	Articles » Single Article	合	All	227
	Downloads (Alias: compad-downloads)	٢	• •	7	Public	Text Separator		All	278
	Application Forms (Alias: compsd-application-forms)	0	۰	1	Public	Articles » Single Article	俞	All	276
3	Free Softwares (Alias: compsd-free-softwares)	٢	•	2	Public	Articles » Single Article	ŵ	All	277
	Development (Allas: compsd-development)	0	• •	8	Public	Articles » Single Article	俞	All	911
	Contact Us (Alias: compsd-contact-us)	٢	•	9	Public	Text Separator		All	278
3	General (Alias: compsd-general)	0	•	1	Public	Articles » Single Article	俞	All	275
	- Internal Telephone Directory	•	0		Public	Articles » Single Article		All	200

Joomla! 2.5.8

(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

Contacts	Articles	
List All Contact Categories	Archived Articles	
List Contacts in a Category	Single Article	
Engle Contacts	Category Blog	
Catalog Contacts	Category List	
	Featured Articles	
	Create Article	
Smart Search	Newsfeeds	
Search	List All News Feed Categories	
	List News Feeds in a Category	
	Single News Feed	
Search	Users Manager	
Search Form or Search Results	Login Form	
	User Profile	
	Edit User Profile Desistration Form	
	Username Reminder Request	
	Password Reset	
Weblinks	Wrapper	
List All Web Link Categories	Iframe Wrapper	
List Web Links in a Category		
Submit a Web Link	System Links	
	Enternal UDI	
	External UDI	

(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.

localhost/web/admini	strator/index.php?option=com_menus&view=item&layout=edit	☆ マ C 8 - Google 🔎 🖪 -
dministratior	1	nool 💢
Menus Content	t Components Extensions Help	🍓 0 Visitors 🔌 1 Admin 🔟 0 🔲 View Site 🚺
🥫 Menu Ma	anager: New Menu Item	Save & Close Save & New Cancel
Details		▼ Required Settings
Menu Item Type *	Single Article Select	Select Article * abo_test_page Select / Change
Alias		
Note		Article Options
Link	index.php?option=com_content&view=article	Page Display Ontions
Status	Published 💌	Metadata Options
Access	Public 💌	Module Assignment for this Menu Item
Menu Location *	COMPSD-Topmenu	
Parent Item 🤇	Menu Item Root	
Ordering	Ordering will be available after saving	
Target Window	Parent 💌	
Default Page	No O Yes	
Language	All	
Template Style	SinpDivisions - Default	

(Fig. 14)

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

Check (fig. 15)

Administration	_				X	lool 🕻	mla!'
Site Menus Content Extensions Help				🕹 0 Visitors 🛛 🕹 1 Admin	e 0 e	View Site	U Log out
Menu Manager: Menu Items			e New	Edit Publish Unput	olish Tras	h Home	Help
Filter. Search Clear	COMPSD	-Topmenu 💌 - Select M	ax Levels - 💌 - Selec	t Status - 💌 - Select Access	• 💌 • S	elect Language	e - 💌
Title	Status	Ordering 🛓 🔡	Access	Menu Item Type	Home	Language	ID
TEST (Alas: test)	0	1	Public	Articles » Single Article	會	All	2375
Display # 20 🔍 💿 Start	v 1 2	Next 🔾 End 💭 Pag	2 of 2				
oL	omla! 2.5.8						
(Fij	g. 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)

Webmail Member Search

SAHA INSTITUTE OF NUCLEAR PHYSICS

This is abc test page. This is abc test page. This is abc test page.

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(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.

Adı	ministration		-				X	Joon	nla!'
Site	Menus Content Extensions Help					🕹 0 Visitors 🕯	<mark>と</mark> 1 Admin 🖻 0 🔲 1	view Site 🌘	🕽 Log out
	Module Manager: Modules				edit	Duplicate	Unpublish Check In	Trash	Help
Filter	C Search Clear		Site - Selec	ct Status - 💌 - Select P	osition - 💌 - Select Ty	pe · · · S	elect Access - 💌 - Sele	ect Language -	•
	Title	Status	Position 🛓	Ordering	Туре	Pages	Access	Language	ID
	compsd-banner	0	banner	12	Custom HTML	None	Public	All	187
	test compsd	0	header	0	Custom HTML	Selected only	Public	All	588
	COMPSD Header	0	header	26	Custom HTML	Selected only	Public	All	104
	Notice Board (Note: COMPSD notice board)	0	left-column	12	Custom HTML	Selected only	Public	All	218
	Members (Note: compsd members)	0	right-column	41	Custom HTML	Selected only	Public	All	203
	Links (Note: COMPSD conference links)	0	right-column	52	Custom HTML	Selected only	Public	All	542
	compsd-Akshardhara	0	right-column	104	Menu	Selected only	Public	All	344
	COMPSD Topmenu	0	topmenu	30	Menu	Selected only	Public	All	120
	Display # 20 💌								

(Fig. 18)

Step 2: Select menu (COMPSD-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 COMPSD-Topmenu module.

A DALL	A INSTITUTE OF NUCLEAR PHYSI ×	• TEST × +		
localhost/web/ad	dministrator/index.php?option=com_r	nodules&view=module&layout=edit&id=120	☆ マ C 😸 マ Google	۶ 🖬 🗸
Note ID	120 Menu			
Site Module Descript	tion This module displays a me	nu on the frontend.		
Menu Assignm Module Assignm	nent Only on the pages selected	×		
Menu Selection:		Select All Clear Selection Togg	gle Selection	
compsd more	COMPSD People compsd-Akshard	Ihara COMPSD-Colloquia COMPSD-Conferences compsd-E	Development	
		Select All Clear Selection Toggle	e Selection	
🗹 - Home		📝 Photograph		
🗷 - Researc	ch	🖉 Document		
🔽 - Publicati	ions	I - Downloads		
Papers	in Journals	- Application Forms		
Conference	ence / Proceedings Papers	Free Softwares		
🔽 Books /	/ Monographs	🗷 - Development		
Others		Contact Us		
- Facilities	3	🔽 General		
Activities	3	Internal Telephone Directory		
Gallery		🔽 - TEST		

(Fig. 19)

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

SAHA INSTITUTE OF NUCLEAR PHYSICS	Webmail	Member Search	Log in
Home Research Activities Gallery ~ Downloads ~ Development Contact Us ~	TEST		
This is abc test page.			
This is abc test page. This is abc test page.			

(Fig. 20)

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

SAHA INSTITUTE OF NUCLEAR PHYSICS	Nebmail Member Search Log in
Computational Science	SINP Home > TEST
Home Research Activities Gallery ~ Downloads ~ Development Contact Us ~ TEST	
This is abc test page.	Members
This is abotest page.	Faculty(2)
	 Students(4)
	Technical(5)
Divisions v Institute's Facilities v	