Web Portal for
District Secretariats
Ministry of Home Affairs

Web Administration User Manual

Project Developed in Association with
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# Table of Contents

1.0 **How to Access Joomla! Content Management System** ................................................................. 3  
   1.1 How to log in to the system ................................................................................................................. 3  
   1.2 How to logout from the system .......................................................................................................... 4  

2.0 **Article Manager** .............................................................................................................................. 5  
   2.1 Articles ................................................................................................................................................ 5  
      2.1.1 General Description ....................................................................................................................... 5  
      2.1.2 Add/Edit Article .......................................................................................................................... 6  
         2.1.2.1 Details .................................................................................................................................. 6  
         2.1.2.2 Article Text .......................................................................................................................... 6  
         2.1.2.2.1 JCE Editor ....................................................................................................................... 6  
         2.1.2.2 Code Mirror Editor .............................................................................................................. 8  
         2.1.2.3 Editor Buttons ....................................................................................................................... 8  

3.0 **Uploading, Inserting & Linking Files** ............................................................................................. 10  
   3.1 How to Upload an Image via Image Manager ..................................................................................... 10  
   3.2 How to Insert an Image via Image Manager ..................................................................................... 11  
   3.3 How to Link PDF / Image to an Article via Article Manager ............................................................. 12  
   3.4 How to Upload a PDF via File Browser Window .............................................................................. 14  
   3.5 How to Create a Folder ..................................................................................................................... 14  

4.0 **How to Manage Slideshow** ........................................................................................................... 15  

5.0 **How to Manage News Article** ........................................................................................................ 18  
   5.1 News & Events .................................................................................................................................. 18  

6.0 **How to Manage Government Service Centers** .......................................................................... 19  

7.0 **How to Manage Samurdhi Program and Planning Unit** .............................................................. 21  

8.0 **How to Manage Citizen Charter** .................................................................................................. 23  

9.0 **How to Manage Meeting & GA Programme** .............................................................................. 25  

10.0 **How to Manage Templates** ......................................................................................................... 27  
    How to Change Template Design ........................................................................................................ 27  

11.0 **How to Manage “Photo Gallery”** ............................................................................................... 33  
   11.1 Categories ....................................................................................................................................... 33  
   11.2 Images ............................................................................................................................................ 33  
      11.2.1 Adding an Image ..................................................................................................................... 34  
      11.2.2 Adding Multiple Images ........................................................................................................ 34  
      11.2.3 Creating a New Folder ......................................................................................................... 35  

12.0 **How to Manage “Video Gallery”** ............................................................................................... 36  

13.0 **How to handle FaLang Translation** ............................................................................................ 38
1.0 How to Access Joomla! Content Management System

1.1 How to log in to the system

In order to log in to the CMS of your organization's website you have to enter the following address in the browser.

www.[district name].dist.gov.lk/administrator/

Upon successful loading of the page, you will see the following screen (Fig. 1.1). In the login form of the page, type the user name and the password provided to you and click on "Login" button to enter into the CMS.

![Fig. 1.1 – CMS Login Page of the Website](image)

If you successfully logged in, you will see the home page of the CMS backend as shown below in (Fig. 1.2).

![Fig. 1.2 – CMS Home Page of the Website](image)

The main content of the home page is discussed in detail in below chapters.
1.2 How to logout from the system

In the top right hand corner of the window next to Website preview link, you will see a dropdown list as shown below in Fig. 1.3. Click on “Logout” so as to logout from the system.

![Logout Button](image_url)

Fig. 1.3 - Log out using Site >> Logout in main menu of CMS
2.0 Article Manager

2.1 Articles

2.1.1 General Description

To add a new article, navigate to the back end of the site and perform one of these actions:

- Click on “Article Manager” in the Control Panel
- Select Content → Article Manger from the drop-down menu of the Administrator Panel.

![Article Manager](image)

This is the back-end screen where you can add and edit Articles. Click on “New” button to create a new article. To edit an existing article, click on an article’s Title or click the Article’s check box and then click the ‘Edit’ button. The Add New Article and Edit Article screens have the same functionality.

**Search Tools:**

Once you click on “Search Tool” which is located next to the search box, a list of filters will appear. These filters are a series of controls that let you limit what items show in the manager screen. More than one filter may be entered. In this case, only items that meet all selected filter conditions will show on the list.

![Search Tools](image)

Filters can be reset using “Clear” button.
2.1.2 Add/Edit Article

2.1.2.1 Details

- **Title:** The Title for this item. This may or may not display on the page, depending on the parameter values you choose.
- **Alias:** The default value is the Title or Name in lower case and with dashes instead of spaces.
- **Category:** Select the Category for this Article from the drop-down list box.
- **Status:** The published status of this item.
  - **Published:** Item is visible in the front end of the site.
  - **Unpublished:** Item will not be visible to guests in the front end of the site.
  - **Archived:** Item will no longer show on blog or list menu items.
  - **Trashed:** Item is deleted from the site but still in the database. It can be permanently deleted from the database with the Empty Trash function in Article Manager.
- **Featured:** Select “Yes” if item will be shown in the Featured menu item, else select “No”.
- **Access:** Select the viewing access level for this item from the list box. The access levels that display will depend on what has been set up for this site in Users → Access Levels.

2.1.2.2 Article Text

This is where you enter the contents of the article. The JCE editor and the Code mirror editor facilitates you to edit the article content you enter. “**Toggle Editor**” button allows you to switch between the JCE editor and Code Mirror Editor.

2.1.2.2.1 JCE Editor

The default JCE editor allows users with a familiar word-processing interface to edit contents. The 4-row shown below provides many standard editing commands. (Fig. 2.4)
- **First Row.**
  - Buttons in the upper left allow you to open the Editor Help dialog, Undo & Redo. Next to that are buttons to make text bold, italic, underlined, or strikethrough. Next to that are buttons for align left, right, center, and full.
  - *Blockquote:* Insert or remove a Blockquote
  - *Format:* Select pre-defined formats for Paragraph, Address, Heading1, and so on.
  - *Styles:* Caption and System Page break styles can be set. Highlight the desired text and select the style. This will allow this text to be formatted based on CSS rules.
  - Buttons to remove formatting and cleanup messy HTML code on the selected text or element

- **Second Row.**
  - *Font Family:* Select the desired font.
  - *Font Size:* Select the desired font size.
  - Select Text Color or Background Color.
  - Cut, Copy and Paste Tools. Includes cleanup of Microsoft Word® content plain text paste options.
  - Outdent (move left) and Indent (indent right), Unordered List, Ordered list.
  - Subscript, Superscript, Insert Custom Character
  - *Horizontal Rule:* Insert a Horizontal Rule

- **Third Row.**
  - *Directionality:* Set the directionality on an element (eg: left-to-right or right-to-left)
  - *Full Screen:* Expand the editor to full the screen.
  - *Preview:* Preview the current article
  - *Source Code Editor:* Edit the HTML source code of an article
  - *Print:* Print the article contents
  - *Find and Find/Replace:* Find or Find & replace text in the article
  - *Tables:* Insert and Edit Tables. Includes tools for inserting, removing and merging cells and rows

- **Fourth Row.**
  - *Visual Characters:* These include visual representations of non-breaking spaces.
  - Insert Non-Breaking Space Character
  - *Edit CSS Style:* A dialog box displays that allows you to enter CSS style.
  - *Add* additional properties such as Insertion, Deletion, Acronym and Abbreviation.
  - *Anchor:* Create and edit anchors
  - *Link:* Insert and edit links to articles, web pages, files or e-mail addresses.
  - *Unlink:* Remove the link on the selected text or element
  - *Image Manager:* Upload, delete, rename and insert images
  - *Spellchecker:* Spellchecker using the Google Spell Checking service or as an interface for PSPell, Aspell or Enchant.
  - *Article Breaks:* Insert and edit Joomla!© Read more and Pagebreak elements
**Note:** Please do not copy text from Microsoft Word file or any other commercial document editing application in to JCE editor available in the form for entering translated texts. Only use Notepad application with MS Windows or in the case of Linux OS the basic text editor to copy and paste text in to the JCE editor.

### 2.1.2.2 Code Mirror Editor

The CodeMirror editor is designed to make it easy to enter HTML code in an article or description. CodeMirror supports syntax highlighting and auto-completion.

### 2.1.2.3 Editor Buttons

Five buttons are located just below the edit window, as shown below:

- **Article:** This button opens a modal window that allows you to easily create a link to any article in the current site. Click on this button, after placing the cursor at the point in the article where you want the linked article title to be inserted.

- **Image:** This button provides an easy way to insert an image into an Article. Images may be inserted from the 'images' folder and may also be uploaded.

- **Page Break:** This button allows you to insert a pagebreak inside an Article, which allows for page navigation when the article is displayed on a layout. This is useful for long articles.

- **Read More:** This button inserts a 'Read more...' break in the Article. This shows as a red dotted line across the Article. If an Article has a 'Read more...' break, only the text before the break, will initially display, and if the User clicks this link, either the entire Article or just the part after the 'Read more...' link is displayed.

**Toolbar**

At the top right you will see the toolbar:

- **New:** Opens the editing screen to create a new article.
- **Edit:** Opens the editing screen for the selected article.
- **Publish:** Makes the selected articles available to visitors to your website.
- **Unpublish:** Makes the selected articles unavailable to visitors to your website.
- **Featured:** Marks selected articles as featured. Works with one or multiple articles selected.
- **Archive:** Changes the status of the selected articles to indicate that they are archived.
- **Check In:** Checks-in the selected articles. Works with one or multiple articles selected.
- **Trash:** Changes the status of the selected articles to indicate that they are trashed.
- **Help:** Opens help screen.
- **Options:** Settings such as default parameters or permissions can be edited.
3.0 Uploading, Inserting & Linking Files

3.1 How to Upload an Image via Image Manager

Go to the desired article (or module) to which you wish to insert an image.

When you click on "Image" button, "Image Manager" window will pop up.

To upload images or other files, navigate to the desired directory in the "Image Manager" and click on "Upload" icon which is shown above in Fig. 4.2.

Upon clicking on "Upload" icon, “Upload” dialog will be opened which is shown in Fig. 4.3.
To upload a file, start by using the "Browse" button and locate the target file or files on your computer. Multiple files can be selected and added to the Upload Queue.

- You can edit the file name by clicking on it or by clicking on the Rename icon which is placed right side of the file name.

  **Note:**
  The name can only contains the characters a-z, A-Z, 0-9, period (.), underscore (_) and dash (-). Spaces are converted to underscores, all other characters are removed.

- You can remove the file form the queue by clicking on the "Delete" button. Once you have all the files you want queued, hit the "Upload" button.

### 3.2 How to Insert an Image via Image Manager

Select the image from the File Browser section by clicking on its name. The Display view will update with the image's details, and the image's attributes will be transferred to the Attributes section.
3.3 How to Link PDF / Image to an Article via Article Manager

Go to the desired article (or module) to which you wish to create a link to a PDF / image. In the edit mode of the page, select the text / image and click on the icon shown below in Fig. 4.6 to insert a link.

![Fig. 4.6 – Add Link to a PDF / Image](image)

Once you click the icon the following window will appear.

![Fig. 3.7 – Enter URL or Click on the icon to select the file](image)

Insert the “URL” of the file or click on the icon marked in the above image (Fig. 4.7) to select the relevant image/ PDF. Once the icon is clicked, the following window will appear (Fig. 3.8)
In the above window, navigate to the directory where the file you want to link exists by simply clicking on it. Select the file and click on "Insert" button to add the file.

Once you select and insert the file, the URL will be shown as shown in the above image. Select "Open in new window" option from Target select box. Click "Insert" button to link the file.

You can also remove the link by using "" icon in the editor.
3.4 How to Upload a PDF via File Browser Window

To upload PDFs or other files, navigate to the desired directory in the "File Browser" (Fig. 4.8) and click on "Upload" icon (Fig. 3.10) which is located in the upper right side of the window.

![Upload Icon](image)

**Fig. 3.10 – Click on “Upload” icon to upload files**

Please refer section “3.1 How to Upload an Image via Image Manager” to get known on how to upload a file.

3.5 How to Create a Folder

If you want to create a sub folder, you can do so using “File Browser” (Fig. 3.8). Navigate to the directory you want the soon-to-be sub folder to be located in. Click on "New Folder" icon located in the upper right side of the window as shown below in Fig. 3.11.

![New Folder Icon](image)

**Fig. 3.11 – Click on "New Folder" icon to create a New Folder**

Once you click on the icon, the following window will appear (Fig. 4.12)

![New Folder Window](image)

**Fig. 3.12 – Enter the name of the Folder and click on "OK"**

Type the name of the desired sub folder into this text field, and then click on "OK" button to create a folder.
4.0 How to Manage Slideshow

Once you click on “Extensions”, there is an option called “Module”.

Into that find out the module called “Main Slider”. Which is made clear (Red Highlighted box) in the below (Fig 4.3) screen.

This "Main Slider" facilitates you to manage the Main sliders in the home page of the website. You can access the edit facilities while clicking on the selected option.
Once your selection is made, you will be able to access following screen. Here you should select an option called "Slides Manager". Which is made clear in the below (Fig 4.4).

Fig. 4.4 - Display of Slides Manager selection

After clicking on “Slides Manager” option, you can see the following slider Items (Fig 4.5). Along with editing Facilities (4.6)

Fig. 4.5 – Display of the Slider Item
In the below window, There is an Option called “Add Slide”, then you can select “new” image, add it as a “new slide”

Fig. 4.6 – Display of the Slider with editing facilities
5.0 How to Manage News Article

5.1 News & Events

In order to access News Items, go to the Content menu → Categories, and you need to create category called "News & Events".

In the Article Manager, you need to select "News & Events" from the "Select Category" following which you will see the news articles as shown below in Fig. 5.1

![Fig. 5.1 – Display of Latest Articles under "News" Category](image1)

In order to add or edit news items, you can use "New" and "Edit" tools to be re-directed to the Edit Mode page, where you are facilitated to add and edit articles. Please refer section “2.1.2 Add/Edit Article” to get known on how to edit an article.

The title with publish date of the Latest News under this category will be displayed in the Home page.

![Fig. 5.2 – Display of News & Events in home page](image2)
6.0 How to Manage Government Service Centers

In order to access this session in back end to edit or add new center, go to the "Extensions" form that select a drop down called "Modules". Which is made clear in below (Fig 6.2)

Once you click on "Modules", the selection will be redirected to the following page, here you should select "Government service centers" (Highlighted with in Red Box (Fig 6.3)) module from the list.
If you click on that, you will be able to access following edit page to handle content as you wish.

Fig 6.4 - Display of Government service centers edit page
7.0 How to Manage Samurdhi Program and Planning Unit

Fig 7.1 - Display of Samurdhi Program, Planning Unit Banners in home page

This two banners contains separate detailed page.

*For an example:* If suppose you click on the banner called “Samurdhi Program”, the selection will be redirected to the article page (Fig 7.2)

Fig 7.2 - Display of Samurdhi Program article page

You can add data in this page in the back end, by filtering the article name in search box as you wish.

Fig 7.3 - Display of Samurdhi Program search
Further, you can get a clear idea about article handling in the back end with the above given (2.0) "**ARTICLE MANAGER**" section.

Fig 7.4 - Display of Samurdhi Program Edit page in back end
8.0 How to Manage Citizen Charter

This “Citizen Charter” section contains two sessions, which are following,

1. Divisional Secretariat
2. Grama Niladhari

This two sessions also contains separate detailed page.

For an example: If suppose you click on the "Divisional Secretariat", the selection will be redirected to the detailed page.

You can add or edit data in this page in the back end, by filtering the article name in search box as you wish.
Fig 8.3 - Display of Divisional Secretariat Edit page in back end

Further, you can get a clear idea about article handling in the back end with the above given (2.0) “ARTICLE MANAGER” section.
9.0 How to Manage Meeting & GA Programme

Meeting & GA Programme

Fig 9.1 - Display of Meeting & GA Programme in home page

In order to access this session in back end, go to "Content", into that select a dropdown called "Article". Which is shown below in (Fig 9.2)

Fig 9.2 - Display of Articles in back end

Here you may check there is a dropdown called "Search Category". Click on it to select "Meeting & GA Programme". The selection is made clear in below (Fig 9.3)
Once it done, related articles will be filtered under Meeting & GA Programme category.

Finally you can add articles by a button called "New", which is appear on top left corner (Fig 9.4).
10.0 How to Manage Templates

How to Change Template Design

In order to change the template design of your organization's website, you have to select Extensions → Template → Styles

![Fig. 10.1 - Display of Template Styles](image)

This is the Back-end screen where you can change template design.

**Note:** There is a facility that you can change template design by clicking on the particular star which is appear next to style name.

*For an Example:* If you supposed to change your template design to blue-poora - Default. You can change it by click on the star which is shown below in (Fig 10.2).

![Fig. 10.2 – Change Template design](image)
Following sessions are the front-end Home pages When you change template design in back-end 01. When you change template design to “blue-poora – Default”, Front-end will be changed like this.

Fig 10.2.1 – Front-end according to blue-poora - Default
02. When you change template design to “cyen-poora – Default”, Front-end will be changed like this.

Fig 10.2.2 – Front-end according to cyen-poora - Default
03. When you change template design to “green-poora – Default”, Front-end will be changed like this.

Fig 10.2.3 – Front-end according to green-poora - Default
04. When you change template design to “neda-poora – Default”, Front-end will be changed like this.

Fig 10.2.4 – Front-end according to neda-poora - Default
05. When you change template design to “yellow-poora – Default”, Front-end will be changed like this.

Fig 10.2.5 – Front-end according to yellow-poora – Default
11.0 How to Manage “Photo Gallery”

11.1 Categories

In order to access Photo Gallery, go to the Components menu → Phoca Gallery → Categories.

![Fig. 11.1 – Categories Screen](image1)

Before you can display any images in frontend, you need to create at least one category.

![Fig. 11.2 – Add/Edit Categories](image2)

To create a category you only need to fill in the title and press [Save]. The extension automatically creates the alias. All other fields are optional.

11.2 Images

Navigate to “Images” and you will see the following page.

![Fig. 11.3 – Images Screen](image3)
11.2.1 Adding an Image

Click on "New" tool from the toolbar, to add an image to a desired Category of Phoca Gallery.

![Add Images](image1)

You need not to fill the 'Title' and 'Alias' fields, as these will be created from the image name. But you must select the category and the filename. Select the respective category, and then click on "Select Filename" button to add an image.

**Uploading an Image**

Once you click on "Select Filename" button a window will appear, where you will see the below section (Fig. 11.5)

![Upload an Image](image2)

In the "Upload" tab in the above window, you can upload an image using the "Browse" and "Start Upload" buttons in the "Upload File [Max Size: 3.00 MB, Max Resolution: 3072 x 2304 px]" section.

11.2.2 Adding Multiple Images

If you have lot of images to be added, you can use "Multiple Add" tool from the toolbar. Once you click the tool, the below window (Fig. 11.6) will open.

![Add Multiple Images](image3)
You can select the images or folder you want to add to the gallery here. If you select a folder and this folder contains sub folders and images, the extension creates Category from selected folder, Subcategory from included sub folder and adds all the included images into this Category (Subcategory).

**Uploading Multiple Images**

![Upload File](image)

Near the bottom of the window you will see a tab named "**Multiple Upload**" where you will see the above section (Fig. 11.7). Click on "**Add Files**" button and select the images you like to upload, then click "**Open**", and then hit "**Start Upload**" button to upload them.

**11.2.3 Creating a New Folder**

![Create Folder](image)

In the “Create Folder” tab, you are facilitated to create a directory by simply entering a name for the directory and clicking on “**Create Folder**” button.
12.0 How to Manage “Video Gallery”

In order to access video gallery, go to the Article manager → Select Main Menu → Video Gallery. Then Click on the Video Gallery.

There is a common video upload code is mention in the above image, you can change specific file name id for specific uploads. As well as you can identify linking space is shown in highlighted mode.

You can use YouTube to get file name id. For that select wanted video from YouTube. Then you can see the selected video’s URL. One of the example is shown below,
Fig. 12.3 – Add/Edit Video Category

**Ex:** https://www.youtube.com/watch?v=UnhLNNYtFO4

**Note:** * file name id is highlighted in above link.
13.0 How to handle FaLang Translation

In order to access this translation process go to the “Components” menu, then select a dropdown called “FaLang”.

For an Example: If you select your Language along with menus, you will be able to see the following screen (Fig 13.2). If you required to translate any term, simply click on it to access edit screen.

Note: This entire term translation depends on the English elements.