Web Portal for Divisional Secretariats
Ministry of Home Affairs

Web Administration User Manual

Project Developed in Association with Information and Communication Technology Agency of Sri Lanka

Developed by
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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 web site you have to enter the following address in the browser.

www.[division name].ds.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.

If you login successfully you will see the home page of the CMS of the website as shown below in (Fig. 1.2)

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 dropdown list](image.png)

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.

Fig. 2.1 - Article Manager

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 of the filter conditions will show on the list.

Fig. 2.2 – Search Tools

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 text you enter. "Toggle Editor" button allows you to toggle between the JCE editor and Code Mirror Editor.

2.1.2.2.1 JCE Editor

The default JCE editor allows users a familiar word-processing interface to use when editing contents. The 4-row toolbar below provides many standard editing commands. (Fig. 2.4)
• **First Row.**
  o 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.
  o **Blockquote:** Insert or remove a Blockquote
  o **Format:** Select pre-defined formats for Paragraph, Address, Heading 1, and so on.
  o **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.
  o Buttons to remove formatting and cleanup messy HTML code on the selected text or element

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

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

• **Fourth Row.**
  o **Visual Aid:** Toggle Visual Aids.
  o **Visual Characters:** These include visual representations of non-breaking spaces.
  o **Visual Blocks:** Toggle Visual Blocks. A visual representation of block elements.
  o Insert Non-Breaking Space Character
  o **Edit CSS Style:** A dialog box displays that allows you to enter CSS style.
  o Add additional properties such as Insertion, Deletion, Acronym and Abbreviation.
  o **Anchor:** Create and edit anchors
  o **Link:** Insert and edit links to articles, web pages, files or e-mail addresses.
  o **Unlink:** Remove the link on the selected text or element
  o **Image Manager:** Upload, delete, rename and insert images
  o **Spellchecker:** Spellchecker using the Google Spell Checking service or as an interface for PSPell, Aspell or Enchant.
  o **Article Breaks:** Insert and edit Joomla!© Read more and Page break 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 Code Mirror editor is designed to make it easy to enter HTML code in an article or description. Code Mirror 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 on 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 page break 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 this 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.

![Image Manager](image-manager.png)

Fig. 3.1 – Click on “Insert/ Edit Image” icon to insert a file

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

![Image Manager](image-manager.png)

Click on this icon to upload images

Fig. 3.2 – Navigate to the desired folder

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 button rename to the right of the file name.

⚠️ **Note:**

The name can only contain 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 from 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)
Fig. 3.8 – Navigate to the directory & select the relevant file

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.

Fig. 3.9 – Select Target option and insert the link

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 Components, there is an option called “Unite Revolution Slider”
This Unite Revolution Slider option facilitates you to manage the “DS Division Slider” (Fig 4.3) in the home page of the website. In “Unite Revolution Slider” click on the Main slider option. Then choose "Source Options", which is highlighted in Red box below.

Once you click on DS Division Slider Option, the “Edit Settings” page will be displayed, as shown in the below window.

![Fig. 4.4 – Main slider [Edit Settings]](image)

After Clicking on Edit Slider Option, you can see the slider Items here.

![Fig. 4.5 – Slider Items](image)
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 – Add Slides

Fig. 4.7 – Edit / Delete/ Duplicate Slides

In the above window, you can edit / delete/ duplicate existing slide(s) using the appropriate buttons as shown in Fig. 4.7.
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

![Image of Article Manager with News & Events category selected]

Fig. 5.1 – Display of Latest Articles under “News” Category

In order to add or edit news items, you can use “New” and “Edit” tools to be redirected 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.

![Image of Home page displaying News & Events]

Fig. 5.2 – Display of News & Events in home page
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 Service Cluster

![Service Cluster of Divisional Secretariat](image)

**Fig 7.1 - Display of Service Cluster in Home page**

This each and every session contains separate detailed pages. For an example: If you click on a session called "Civil Registration", the selection will be redirected to the detailed page(Fig 7.2)

![Civil Registrations](image)

**Fig 7.2 - Display of Service Cluster – Civil Registrations detailed page**

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

![Articles: Edit](image)

**Fig 7.3 - Display of Service Cluster – Civil Registrations 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.
8.0 How to Manage Samurdhi Program and Planning Unit

![Image of website interface with banners]

**Fig 8.1 - 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 detailed page (Fig 8.2)

![Image of detailed page]

**Fig 8.2 - Display of Samurdhi Program detailed page**

You can add more data in this page in the back end, by filtering the article name in search box as you wish.
Fig 8.3 - Display of Samurdhi Program 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 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 you supposed to click on the "Divisional Secretariat", the selection will be redirected to the detailed page(Fig 9.2)

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Service Provided</th>
<th>Main Document to be Produced</th>
<th>Max Time Taken to Serve</th>
<th>Main Officer Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>countersigning of residency certificates</td>
<td>National Identity Card</td>
<td>03 Minutes</td>
<td>Certification officer/AD/DivSec</td>
</tr>
<tr>
<td>02</td>
<td>Issuing of valuation certificates</td>
<td>Completed certificate</td>
<td>1/2 Hour</td>
<td>Divisional Secretary</td>
</tr>
<tr>
<td>03</td>
<td>Issuing of income certificates</td>
<td>Application certified by the div secretariat</td>
<td>1/2 Hour</td>
<td>Asst Div Sec/Div Sec</td>
</tr>
<tr>
<td>04</td>
<td>Issuing Birth/Death/Marriage Certificates</td>
<td>Formless process</td>
<td>05 Minutes</td>
<td>Additional Dist. Registrar</td>
</tr>
<tr>
<td>05</td>
<td>Approval to release of compulsory savings</td>
<td>Respective application form</td>
<td>05 Minutes</td>
<td>Div Sec/Asst Div Sec</td>
</tr>
<tr>
<td>06</td>
<td>Issuing Dry Rations cards</td>
<td>Relevant application</td>
<td>10 Minutes</td>
<td>Asst Div Sec</td>
</tr>
<tr>
<td>07</td>
<td>Issuing of income certificate</td>
<td>Application with the documents</td>
<td>1 Hour</td>
<td>Accountant</td>
</tr>
<tr>
<td>08</td>
<td>Issuing of assessment certificate</td>
<td>Assets deed with recommendation from GN</td>
<td>1/2 Hour</td>
<td>Div Sec</td>
</tr>
<tr>
<td>09</td>
<td>Issuing of land license after approval</td>
<td>Approved Application</td>
<td>1 Day</td>
<td>Div Sec</td>
</tr>
<tr>
<td>10</td>
<td>Recommendation of miscellaneous</td>
<td>Prescribe from with recommendation from social services</td>
<td>1 Weeks</td>
<td>Div Sec / Asst Div Sec</td>
</tr>
</tbody>
</table>

Fig 9.2 - Display of Divisional Secretariat 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.
Further, you can get a clear idea about article handling in the back end with the above given (2.0) "ARTICLE MANAGER" section.
10.0 How to Manage Templates

10.1 How to Change Template Design

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

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

This is the Back-end screen where you can change template design. You can change template design by clicking on the star which is next to style name.

**For an Example:** If you supposed to change your template design to ds-poora - Default. You can change it by click on the star that shown below.

![Figure 10.2 – Change Template design](image)
These are the front-end Home pages When you change template design in back-end 01. When you change template design to ds-poora - Default. Front-end will be changed like this.

Fig 10.2.1 – Front-end according to ds-poora – Default
02. When you change template design to dscyan-poora - Default. Front-end will be changed like this.

Fig 10.2.2 – Front-end according to dscyan-poora - Default
03. When you change template design to dsgreen-poora - Default. Front-end will be changed like this.

Fig 10.2.3 – Front-end according to dsgreen-poora - Default
04. When you change template design to dsmagento-poora - Default. Front-end will be changed like this.

Fig 10.2.4 – Front-end according to dsmagento-poora - Default
05. When you change template design to dsorange-poora - Default. Front-end will be changed like this.

Fig 10.2.5 – Front-end according to dsorange-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](image)

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

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

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](image)
11.2.1 Adding an Image

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

![Fig. 11.4 – 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)

![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.

![Fig.11.6 – 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”

Fig. 12.1 – “Divisional Secretariat” Video in the Main menu

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

Fig. 12.2 – 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=n9vyRpXUYiY

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”.

**Fig. 13.1 – Display of the Language and Content element dropdowns**

**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.

**Fig. 13.2 – Display of the Menu Translations**

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