



Web Portal for District 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.\[district name\].dist.gov.lk/administrator/](http://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

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

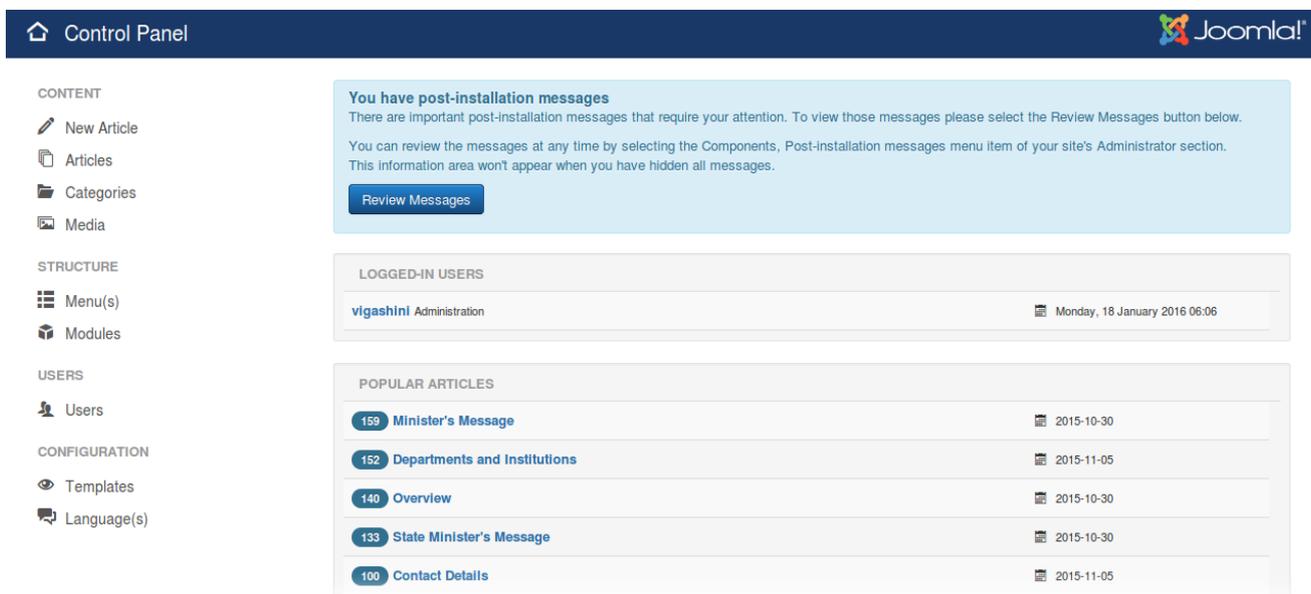


Fig. 1.2 – CMS Home Page of the Website

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.

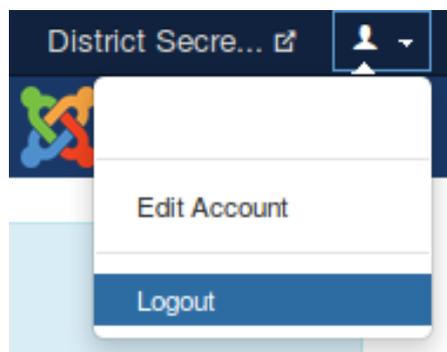


Fig. 1.3 - Log out using Site >> Logout in main menu of CMS

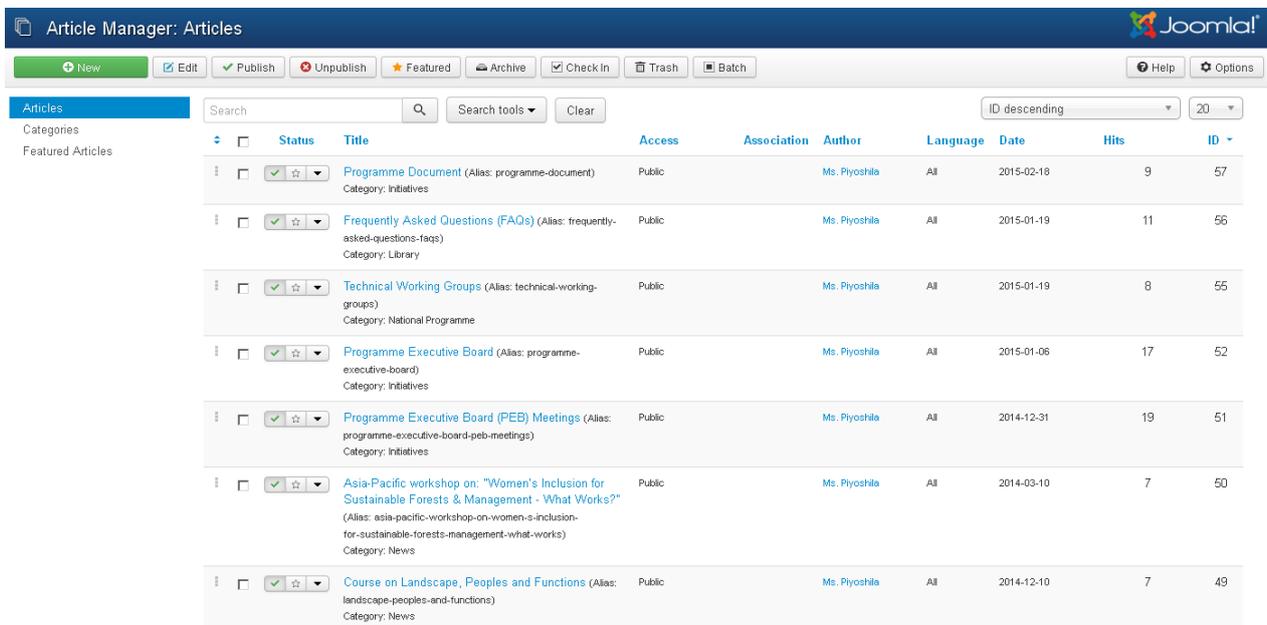
2.0 Article Manager

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.



The screenshot shows the Joomla! Article Manager interface. At the top, there is a navigation bar with buttons for New, Edit, Publish, Unpublish, Featured, Archive, Check In, Trash, and Batch. Below this is a search bar and a dropdown menu for search tools. The main content area displays a table of articles with the following columns: Status, Title, Access, Association, Author, Language, Date, Hits, and ID. The table contains six rows of article data.

Status	Title	Access	Association	Author	Language	Date	Hits	ID
<input type="checkbox"/>	Programme Document (Alias: programme-document) Category: Initiatives	Public		Ms. Piyoshila	All	2015-02-18	9	57
<input type="checkbox"/>	Frequently Asked Questions (FAQs) (Alias: frequently-asked-questions-faqs) Category: Library	Public		Ms. Piyoshila	All	2015-01-19	11	56
<input type="checkbox"/>	Technical Working Groups (Alias: technical-working-groups) Category: National Programme	Public		Ms. Piyoshila	All	2015-01-19	8	55
<input type="checkbox"/>	Programme Executive Board (Alias: programme-executive-board) Category: Initiatives	Public		Ms. Piyoshila	All	2015-01-06	17	52
<input type="checkbox"/>	Programme Executive Board (PEB) Meetings (Alias: programme-executive-board-peb-meetings) Category: Initiatives	Public		Ms. Piyoshila	All	2014-12-31	19	51
<input type="checkbox"/>	Asia-Pacific workshop on: "Women's Inclusion for Sustainable Forests & Management - What Works?" (Alias: asia-pacific-workshop-on-women-s-inclusion-for-sustainable-forests-management-what-works) Category: News	Public		Ms. Piyoshila	All	2014-03-10	7	50
<input type="checkbox"/>	Course on Landscape, Peoples and Functions (Alias: landscape-peoples-and-functions) Category: News	Public		Ms. Piyoshila	All	2014-12-10	7	49

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 selected filter conditions will show on the list.



The screenshot shows the Joomla! Search Tools interface. It includes a search bar with a search icon, a 'Search tools' button, and a 'Clear' button. To the right, there is a dropdown menu for 'ID descending' and a dropdown menu for '5'. Below these are several filter dropdown menus: '- Select Status', '- Select Category', '- Select Max Levels', '- Select Access', '- Select Author', '- Select Language', and '- Select Tag'.

Fig. 2.2 – Search Tools

Filters can be reset using “**Clear**” button.

- **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 Aid*: Toggle Visual Aids.
 - *Visual Characters*: These include visual representations of non-breaking spaces.
 - *Visual Blocks*: Toggle Visual Blocks. A visual representation of block elements.
 - 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.

2.1.2.2.2 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:



Fig. 2.5 – Editor Buttons of CMS

- **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:



Fig. 2.6 – Toolbar (Article Manager)

The functions are:

- **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.

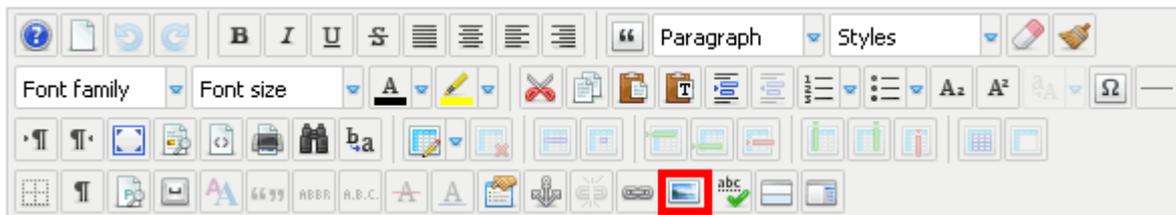


Fig. 3.1 – Click on “Insert/ Edit Image” icon to insert a file

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

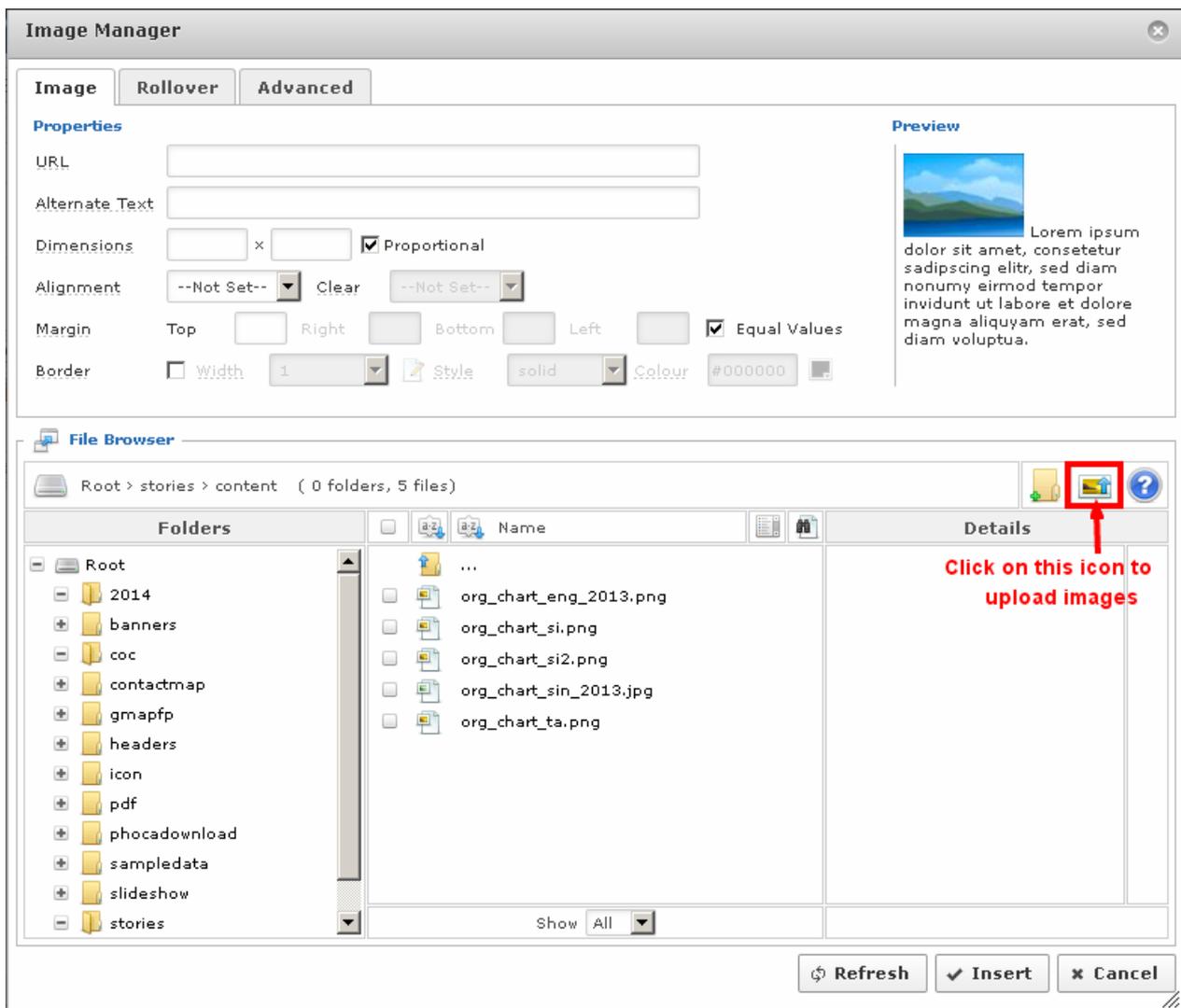


Fig. 3.2 – Navigate to the desired folder

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.

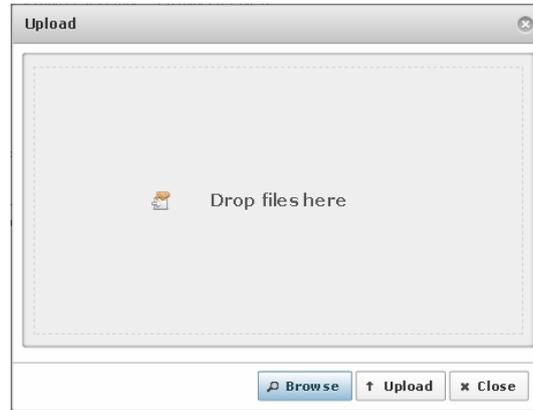


Fig. 3.3 – Browse and Upload File(s)

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.



Fig. 3.4 – Files 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.

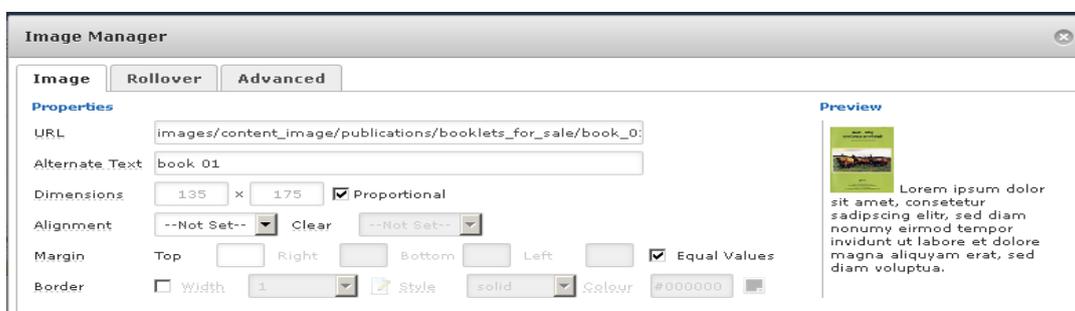


Fig. 3.5 – Image Attributes

- **URL:** The URL is the path to the image on the server
- **Alternate Text:** This defines a short description of the image.
- **Dimensions:** The width and height of the image, in pixels. Changing these values automatically updates the Style value. If the proportional checkbox is checked, changes to one value will automatically be affected on the other.
- **Margin:** Represents the amount of space (in pixels) between the image and surrounding items. If the Equal Values box is checked, all margin positions will inherit the same value.
- **Alignment:** The position of the image relative to surrounding text. In the case of Left and Right the float style is used, otherwise the text-align style is set.
- **Border:** Although this would appear to represent the border attribute, as this has also been deprecated, the chosen values are used to assign a border style to the image. If any of the values is set false (ie: 0 or none or blank) the border style is not inserted or an existing one is removed.

Changes to the Margin, Alignment and Border attributes are all reflected in the sample image and text layout in the Preview section. Click '**Insert**' to add the image to the article.

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.

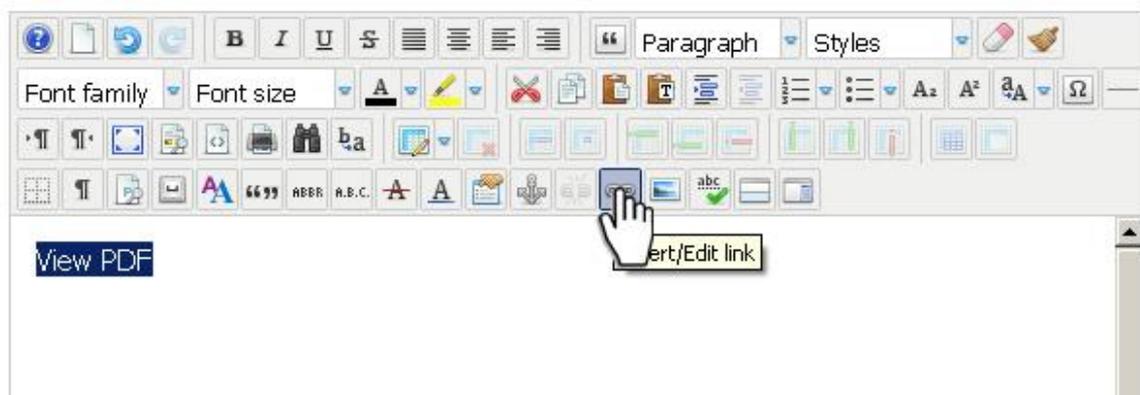


Fig. 4.6 – Add Link to a PDF / Image

Once you click the icon the following window will appear.

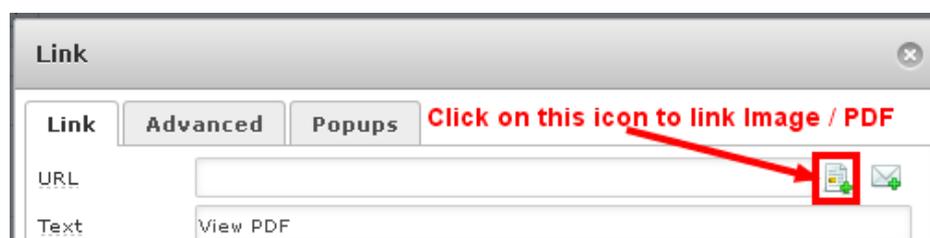


Fig. 3.7 – Enter URL or Click on the icon to select the file

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)

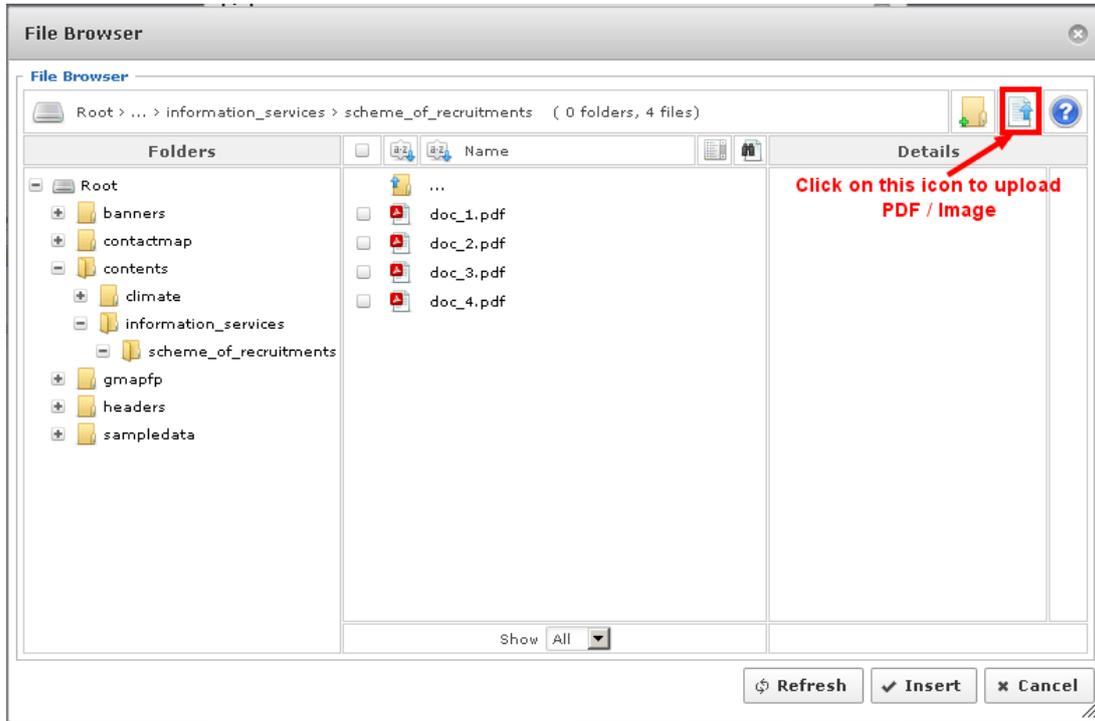


Fig. 3.8 – Navigate to the directory & select the relevant file

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.

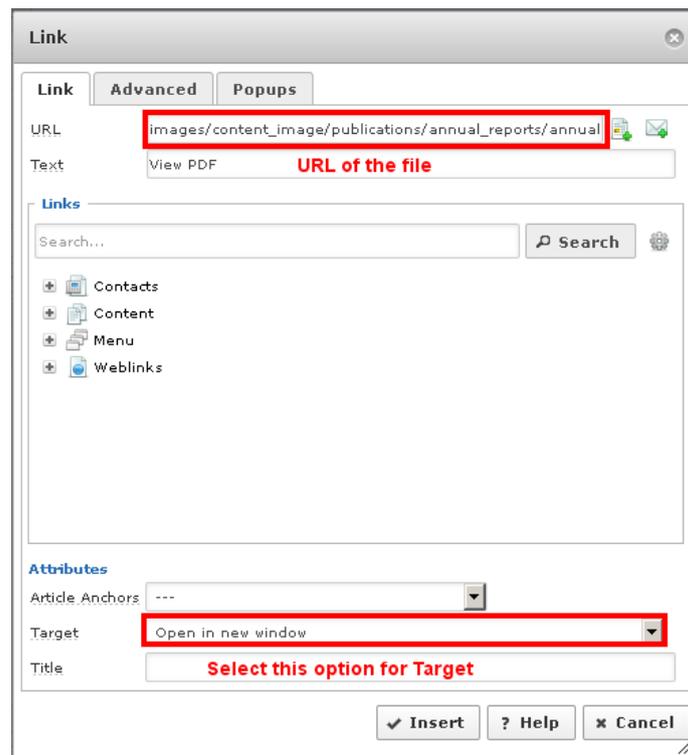


Fig. 3.9 – Select Target option and insert the link

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.



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.



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)

 A screenshot of a dialog box titled 'New Folder'. It has a close button (X) in the top right corner. Below the title bar, there is a text input field labeled 'Name'. At the bottom right of the dialog, there is an 'OK' button with a checkmark icon.

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



Fig. 4.1 – Slideshow in the Home Page

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

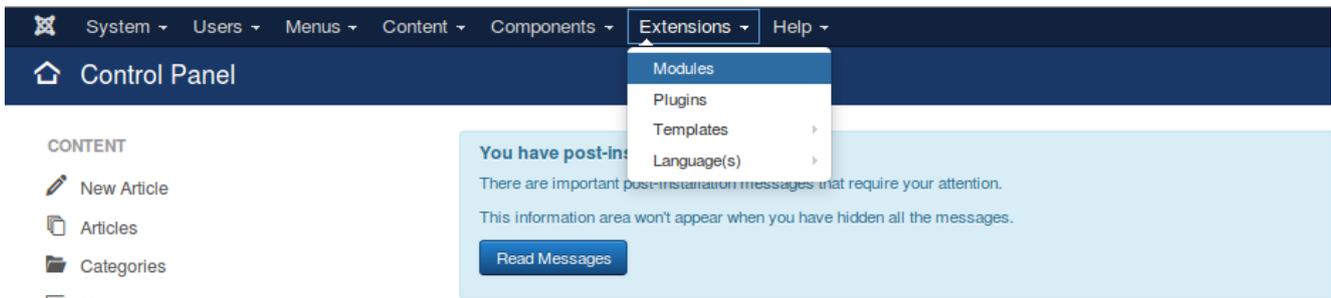


Fig. 4.2 - Display of Modules

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

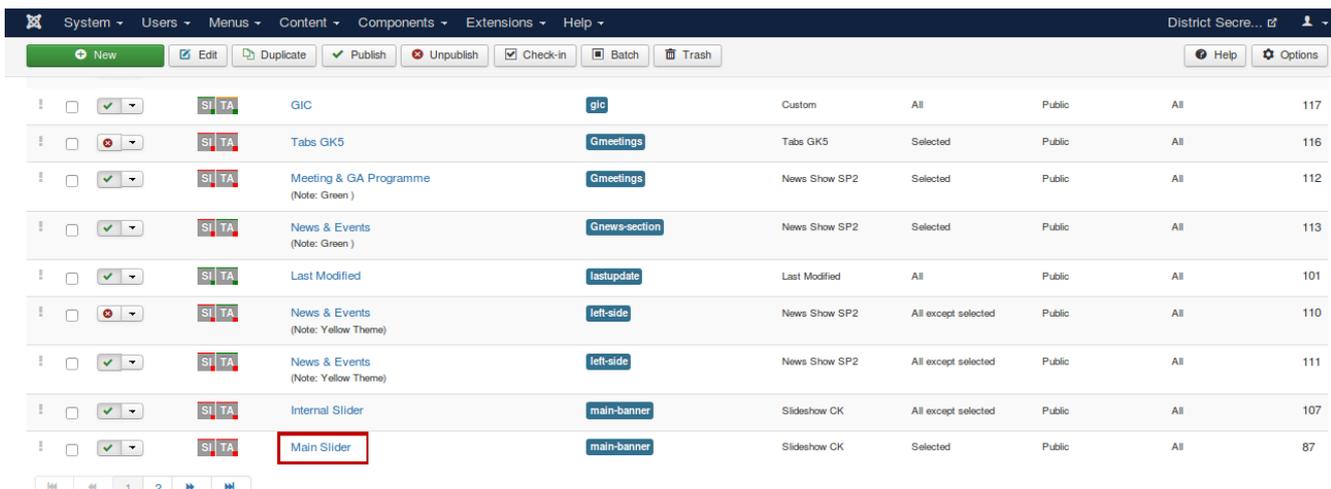


Fig. 4.3 – Display of Main Slider selection

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).

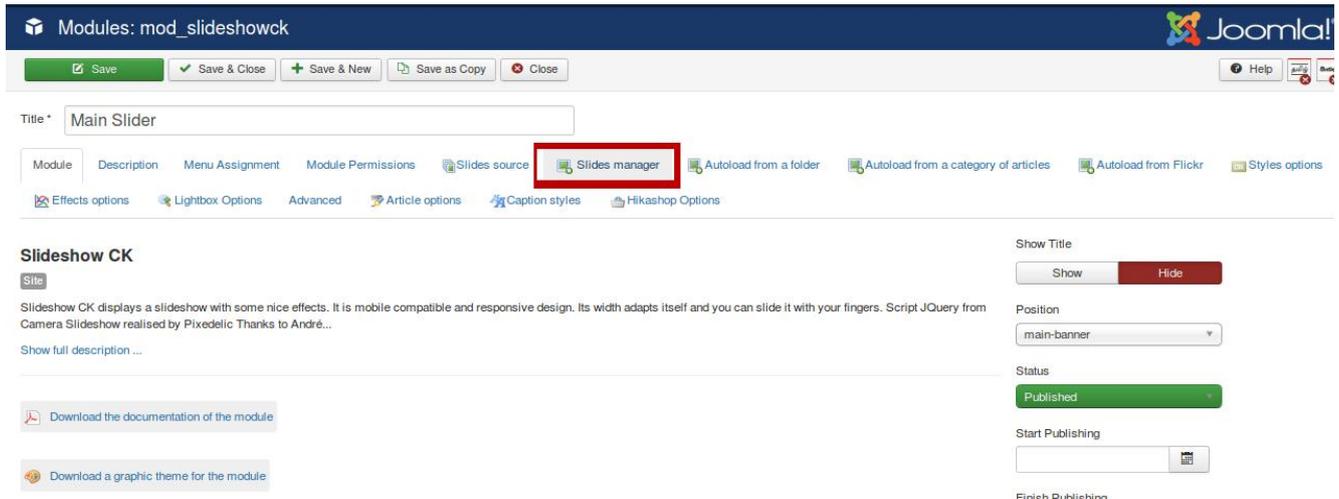


Fig. 4.4 - Display of Slides Manager selection

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

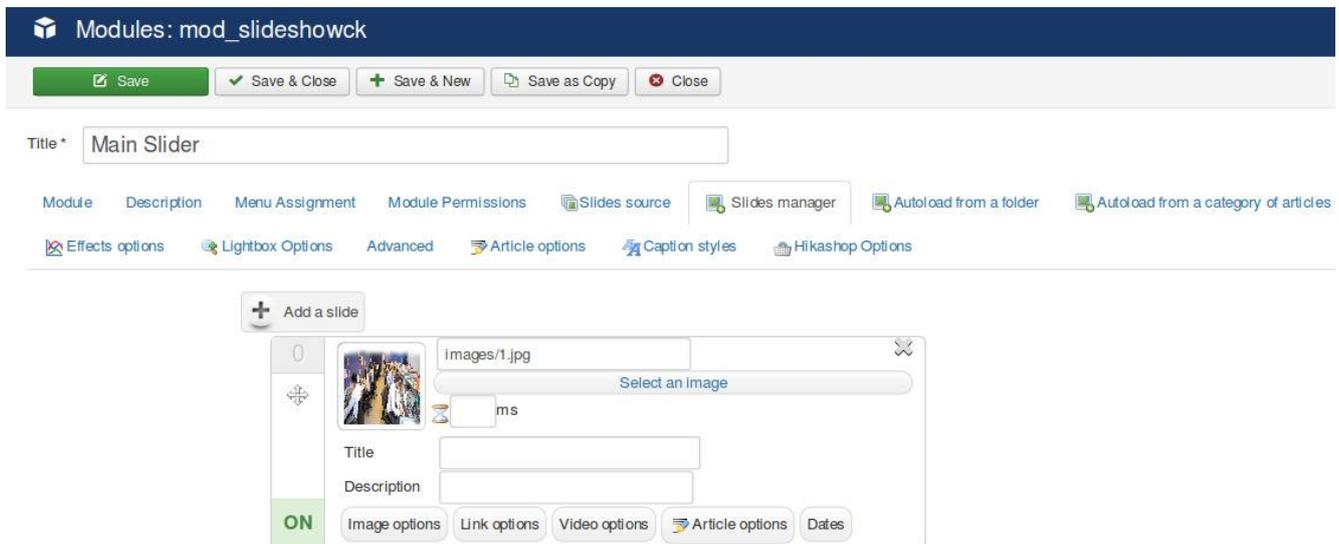
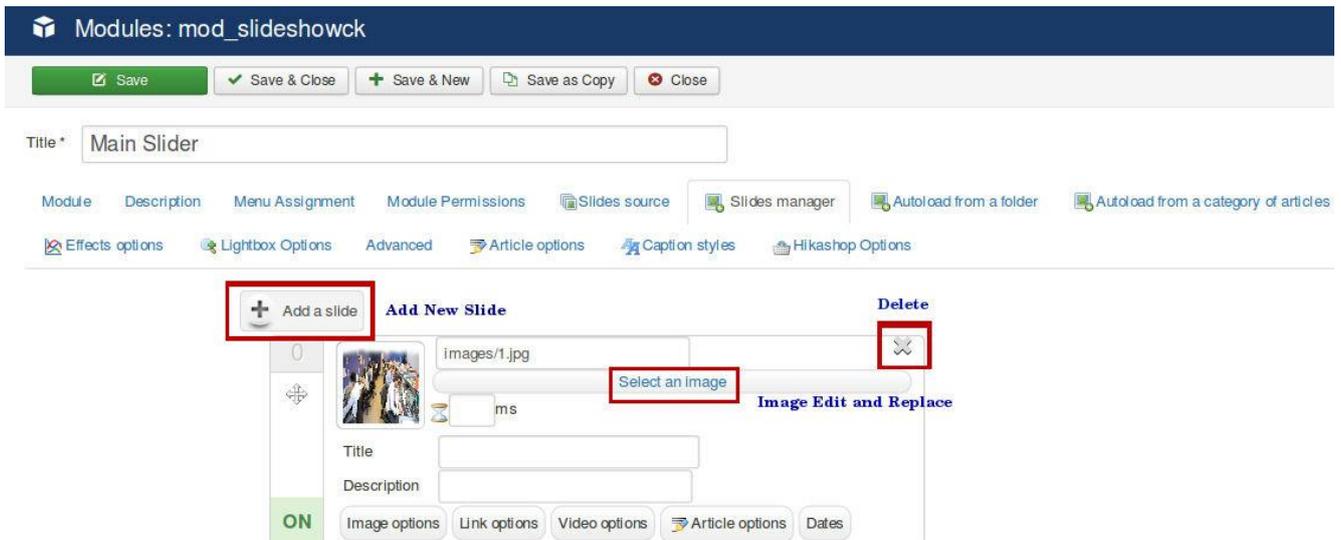


Fig. 4.5 – Display of the Slider Item

In the below window, There is an Option called “Add Slide” ,then you can select “new” image, add it as a “new slide”



The screenshot displays the Joomla! administration interface for the 'mod_slideshowck' module. At the top, there is a dark blue header with the module name. Below it, a toolbar contains buttons for 'Save', 'Save & Close', 'Save & New', 'Save as Copy', and 'Close'. The main content area features a 'Title' field with the value 'Main Slider'. A horizontal menu includes options like 'Module', 'Description', 'Menu Assignment', 'Module Permissions', 'Slides source', 'Slides manager', 'Autoload from a folder', and 'Autoload from a category of articles'. Below this, there are more options: 'Effects options', 'Lightbox Options', 'Advanced', 'Article options', 'Caption styles', and 'Hikashop Options'. The central focus is the 'Add New Slide' form, which is highlighted with a red box. This form includes a '+ Add a slide' button, a 'Delete' button, a 'Select an image' button, and a 'ms' input field. Below these are fields for 'Title' and 'Description', and a green 'ON' toggle. At the bottom of the form, there are buttons for 'Image options', 'Link options', 'Video options', 'Article options', and 'Dates'.

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

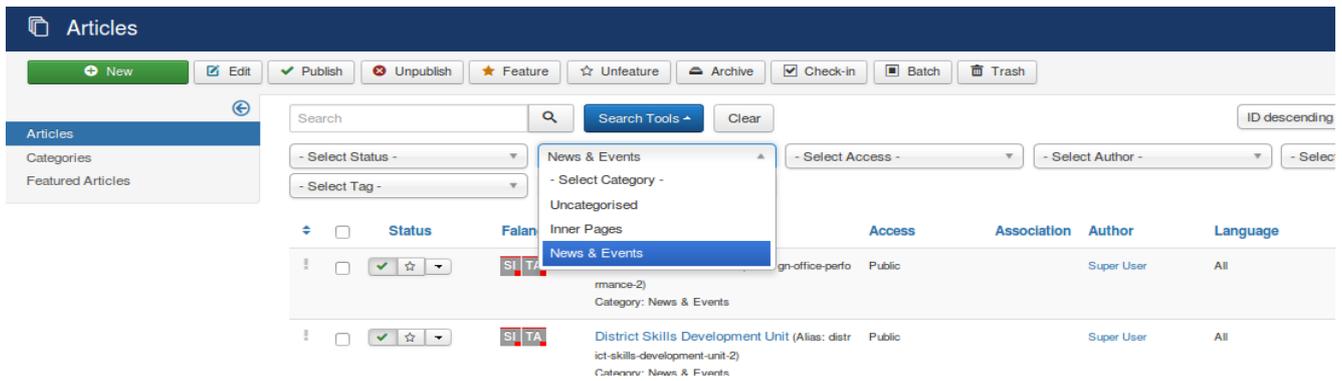


Fig. 5.1 – Display of Latest Articles under “News” Category

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.

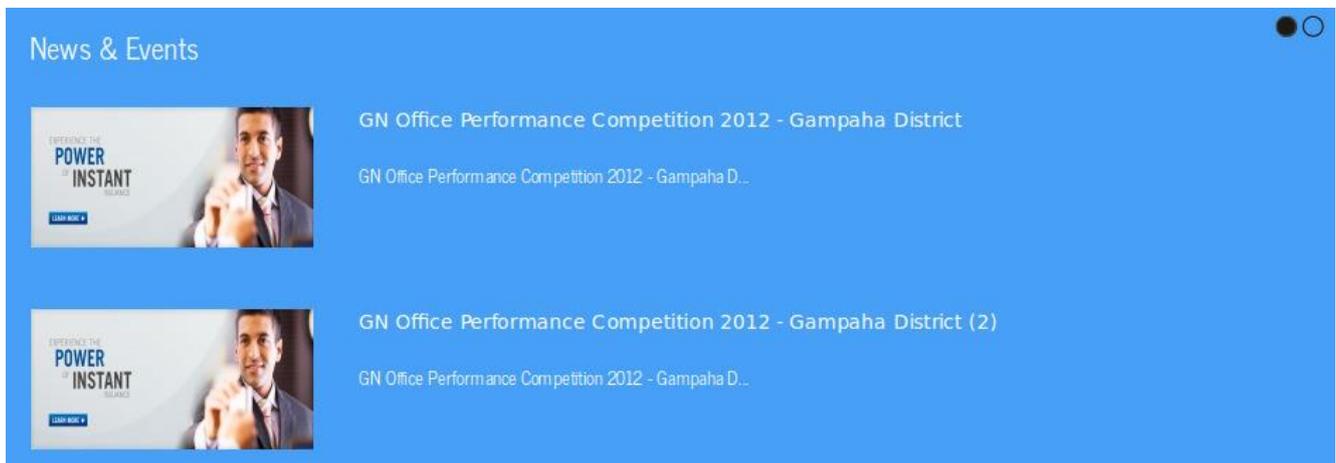


Fig. 5.2 – Display of News & Events in home page

6.0 How to Manage Government Service Centers



Fig 6.1 - Display of Government service centers in Home page

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)

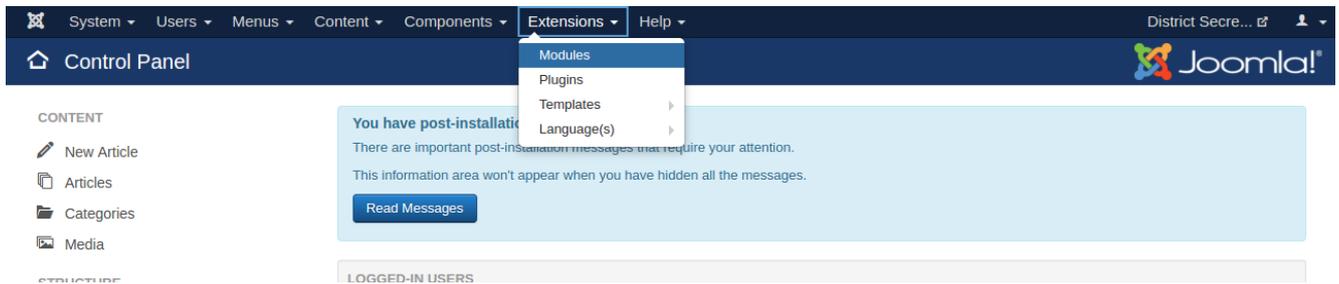


Fig 6.2 - Display of Dropdown selection

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.

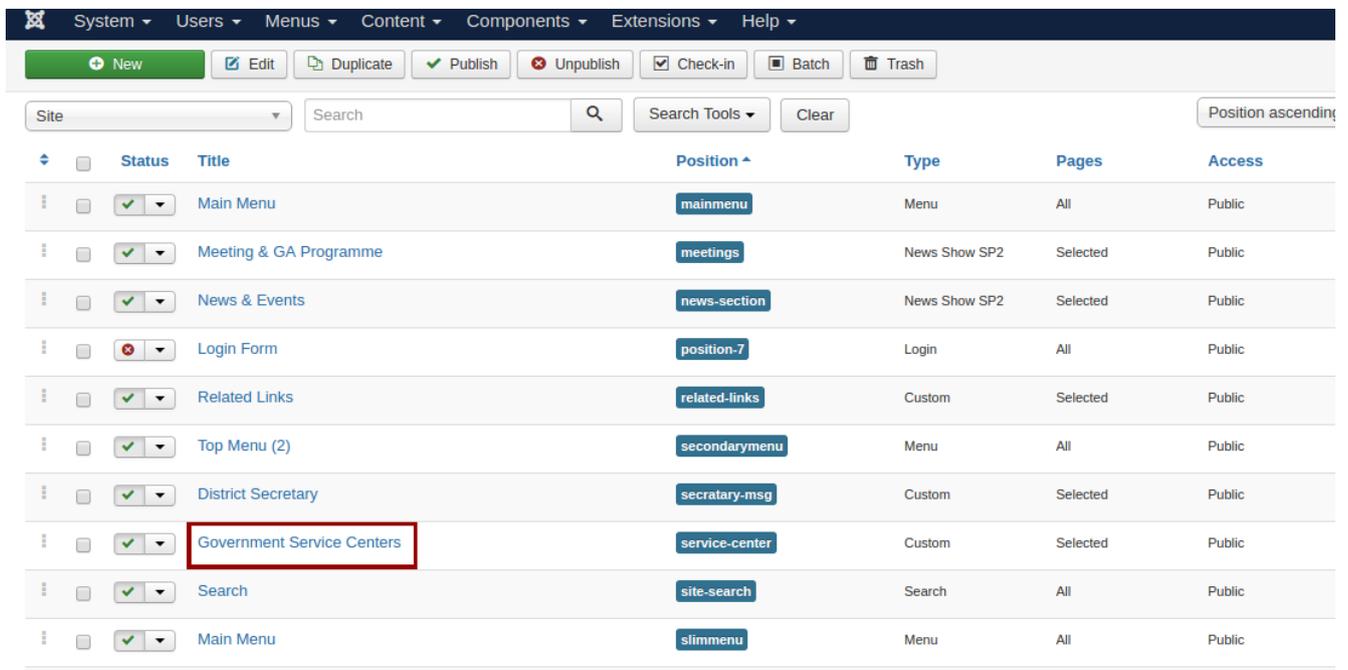


Fig 6.3 - Display of Government service centers selection

If you click on that, you will be able to access following edit page to handle content as you wish.

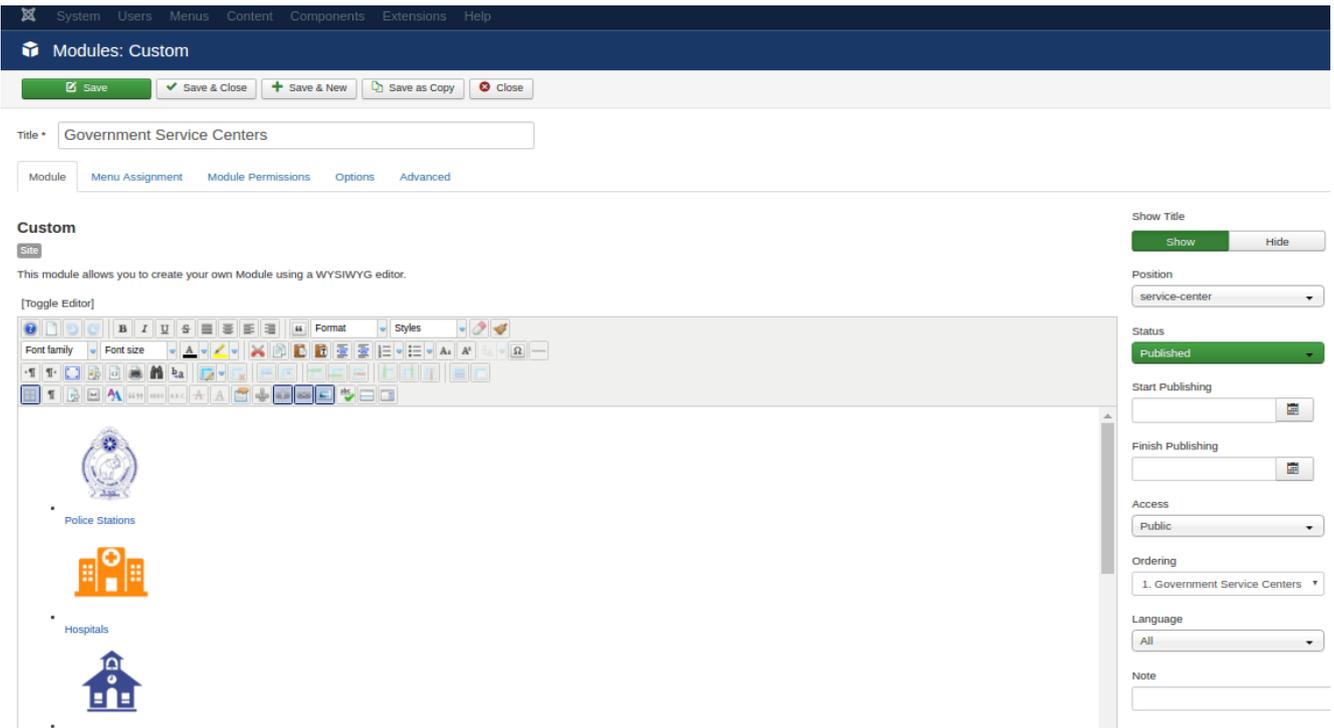


Fig 6.4 - Display of Government service centers edit page

The screenshot shows the Joomla! back-end interface for editing an article. At the top, there is a navigation menu with options: System, Users, Menus, Content, Components, Extensions, and Help. Below this is a dark blue header bar with a pencil icon and the text 'Articles: Edit'. A secondary bar contains several action buttons: Save, Save & Close, Save & New, Save as Copy, Versions, and Close. The main content area has a 'Title' field containing 'Samurdhi Program' and an 'Alias' field containing 'samurdhi'. Below the title fields are tabs for 'Content', 'Images and Links', 'Options', 'Publishing', 'Associations', 'Configure Edit Screen', and 'Permissions'. A '[Toggle Editor]' button is located above a rich text editor toolbar. The editor area contains the text 'This page is under construction'. On the right side, there is a vertical sidebar with several controls: a 'Status' dropdown set to 'Published', a 'Category' dropdown set to '- Uncategorise', a 'Featured' dropdown set to 'Yes', and an 'Access' dropdown.

Fig 7.4 - 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.

8.0 How to Manage Citizen Charter



Fig 8.1 - Display of Citizen Charters in home page

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.

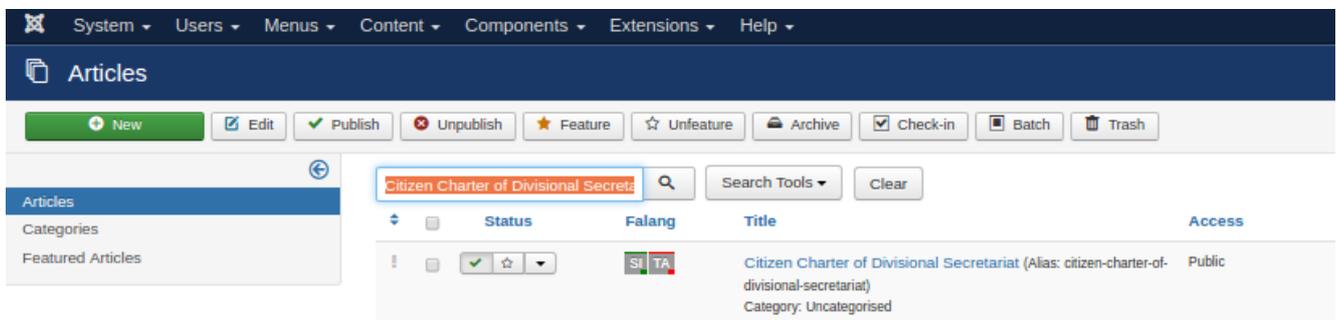


Fig 8.2 - Display of Search Divisional Secretariat Article

Articles: Edit

Save Save & Close Save & New Save as Copy Versions Close

Title • Divisional Secretariat Alias divisional-secretariat

Content Images and Links Options Publishing Associations Configure Edit Screen Permissions

[Toggle Editor]

Font family Font size Paragraph Styles

This page is under construction

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

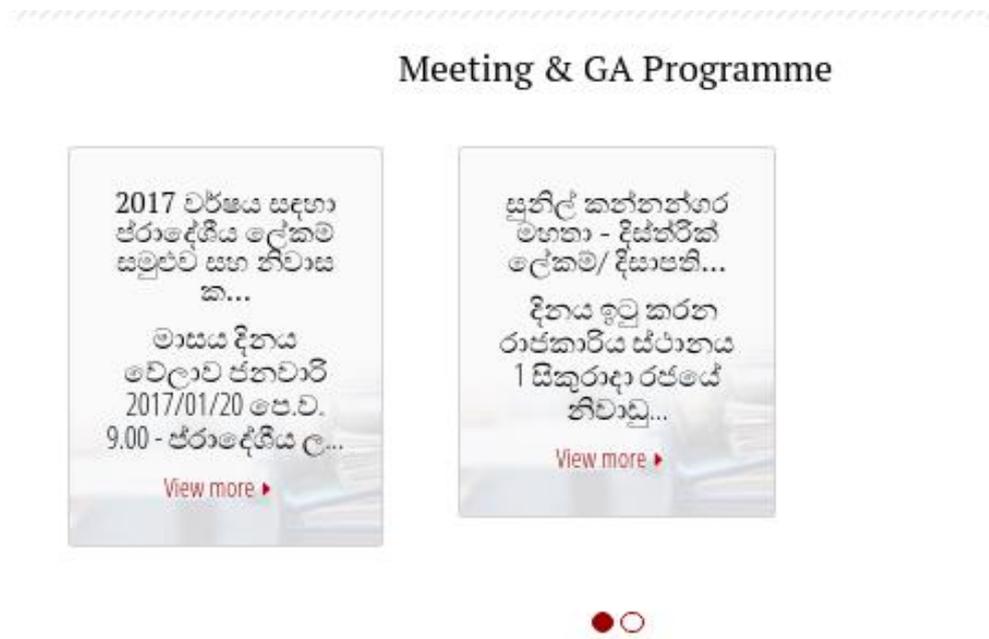


Fig 9.1 - Display of Meeting & GA Programme in home page

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

Status	Falang	Title	Access	Association	Author	Language	Date	Hits	ID
<input checked="" type="checkbox"/>		සුනිල් කන්නන්නර මහතා - දිස්ත්‍රික් ලේකම්/ දිසාපති මහලුම ඉදිරි පැවැත්ම - සුනිල් කන්නර මහතා (Alias: 2017-2) Category: Meeting & GA Programme	Public		hansani	All	2017-10-03	5	35
<input checked="" type="checkbox"/>		2017 වර්ෂය සඳහා ජරාදේශීය ලේකම් සමුළුව සහ නිවාස කමිටු රැස්වීම සැලැස්වීම සම්බන්ධ විකාශන (Alias: 2017) Category: Meeting & GA Programme	Public		hansani	All	2017-10-03	5	34
<input checked="" type="checkbox"/>		Visa (Alias: visa) Category: Uncategorised	Public		Super User	All	2017-05-24	19	33
<input checked="" type="checkbox"/>		Issuance of Permits / Licenses (Alias: issuance-of-permits-licenses) Category: Uncategorised	Public		Super User	All	2017-05-24	14	32
<input checked="" type="checkbox"/>		Planning Unit (Alias: planning-unit) Category: Uncategorised	Public		Super User	All	2017-05-24	108	31
<input checked="" type="checkbox"/>		Samurdhi Program (Alias: samurdhi) Category: Uncategorised	Public		Super User	All	2017-05-24	131	30
<input checked="" type="checkbox"/>		Grama Niladhari (Alias: grama-niladhari) Category: Uncategorised	Public		Super User	All	2017-05-24	45	29

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)

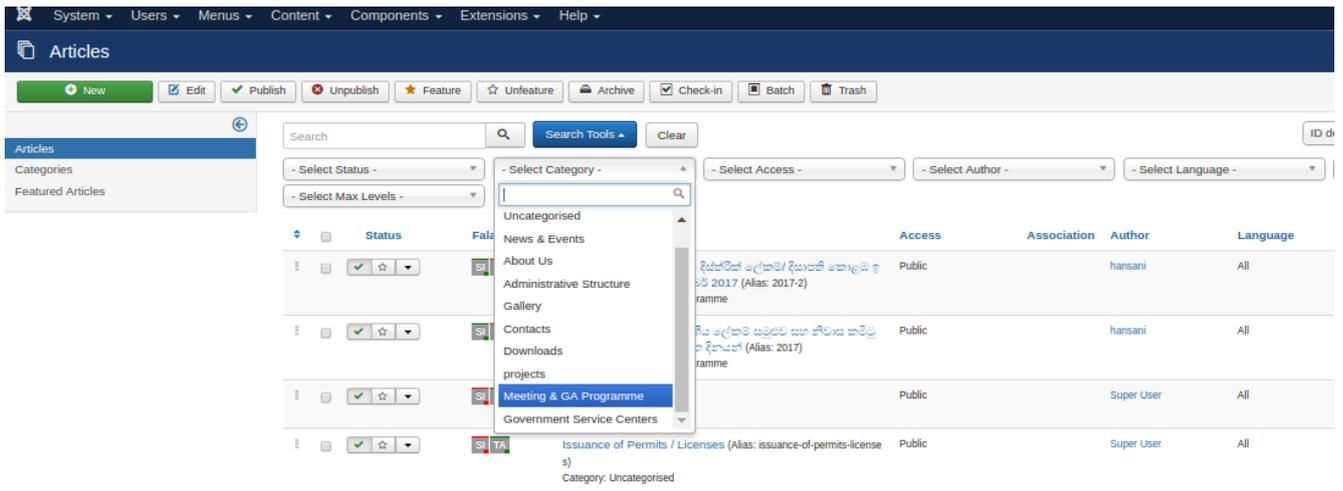


Fig 9.3 - Display of Meeting & GA Programme category selection

Once it done, related articles will be filtered under Meeting & GA Programme category.

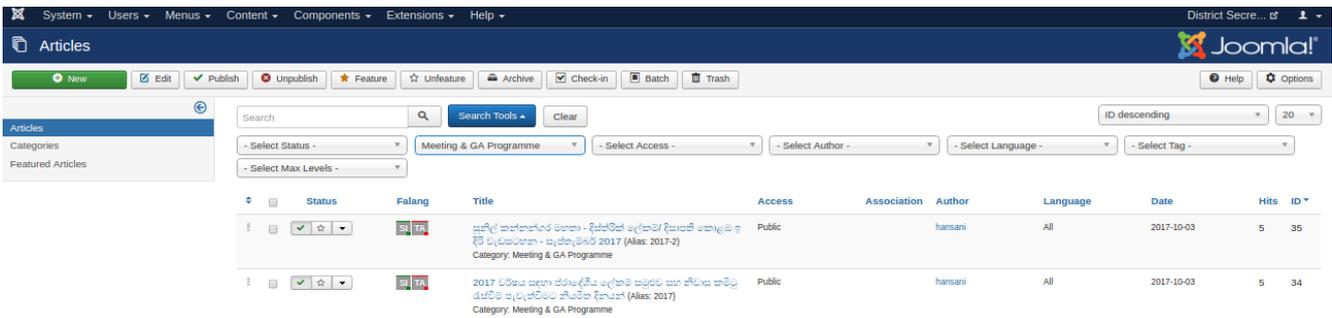


Fig 9.4 - Display of Meeting & GA Programme articles

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

Style	Default	Pages	Template	ID
<input type="checkbox"/> Beez3 - Default	<input type="checkbox"/>	Not assigned	Beez3	4
<input type="checkbox"/> blue-poora - Default	<input type="checkbox"/>	Not assigned	Blue-poora	13
<input type="checkbox"/> cyen-poora - Default	<input type="checkbox"/>	Not assigned	Cyen-poora	12
<input type="checkbox"/> green-poora - Default	<input type="checkbox"/>	Not assigned	Green-poora	11
<input type="checkbox"/> neda-poora - Default	<input type="checkbox"/>	Not assigned	Neda-poora	9
<input type="checkbox"/> protostar - Default	<input type="checkbox"/>	Not assigned	Protostar	7
<input checked="" type="checkbox"/> yellow-poora - Default	<input checked="" type="checkbox"/>	Default for all pages	Yellow-poora	10

Fig.10.1 - Display of Template Styles

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).

Style	Default	Pages	Template	ID
<input type="checkbox"/> Beez3 - Default	<input type="checkbox"/>	Not assigned	Beez3	4
<input type="checkbox"/> blue-poora - Default	<input checked="" type="checkbox"/>	Not assigned	Blue-poora	13
<input type="checkbox"/> cyen-poora - Default	<input type="checkbox"/>	Not assigned	Cyen-poora	12
<input type="checkbox"/> green-poora - Default	<input type="checkbox"/>	Not assigned	Green-poora	11
<input type="checkbox"/> neda-poora - Default	<input type="checkbox"/>	Not assigned	Neda-poora	9
<input type="checkbox"/> protostar - Default	<input type="checkbox"/>	Not assigned	Protostar	7
<input type="checkbox"/> yellow-poora - Default	<input checked="" type="checkbox"/>	Default for all pages	Yellow-poora	10

Fig. 10.2 – Change Template design

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.

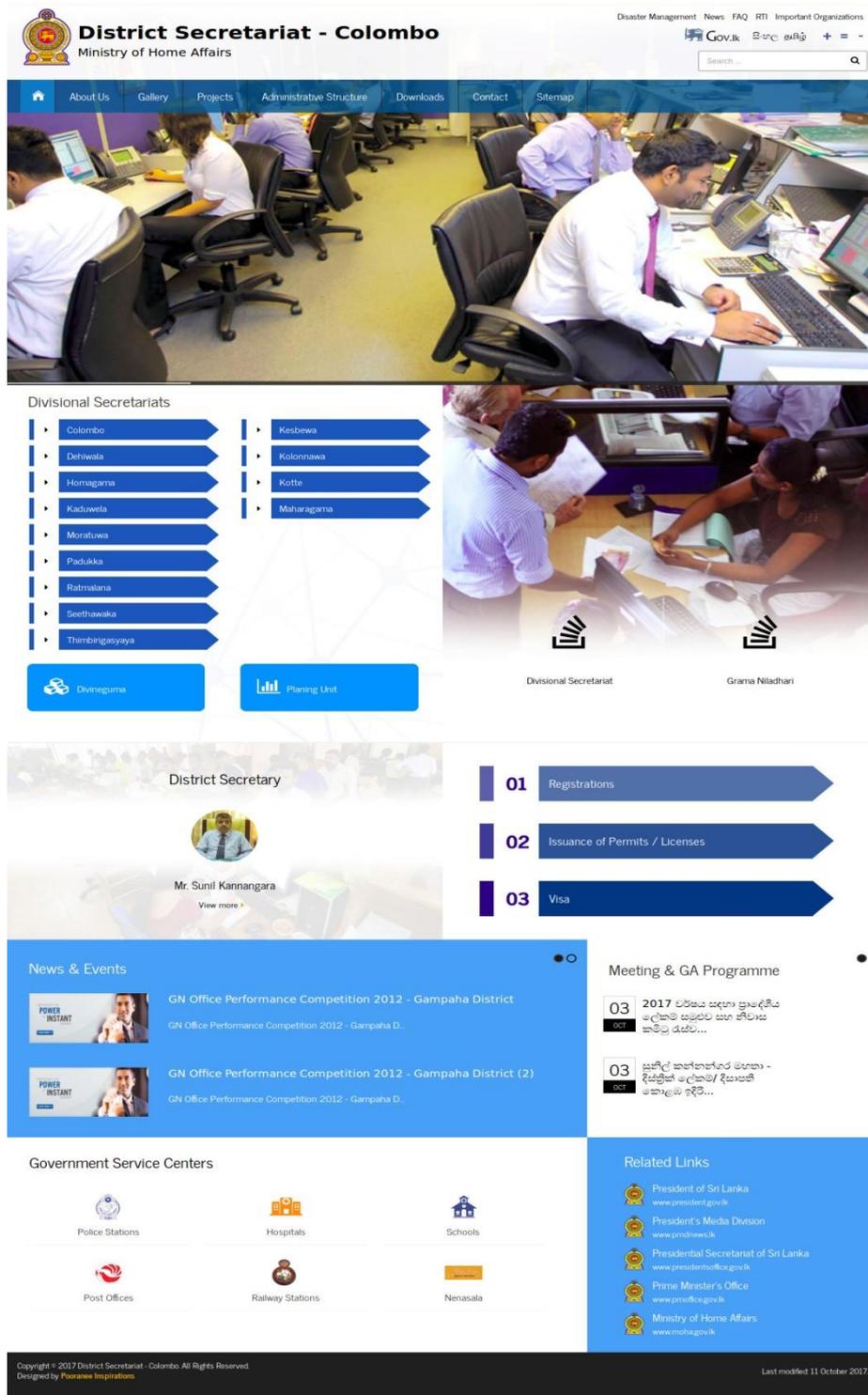


Fig 10.2.1 – Front-end according to blue-poora - Default

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

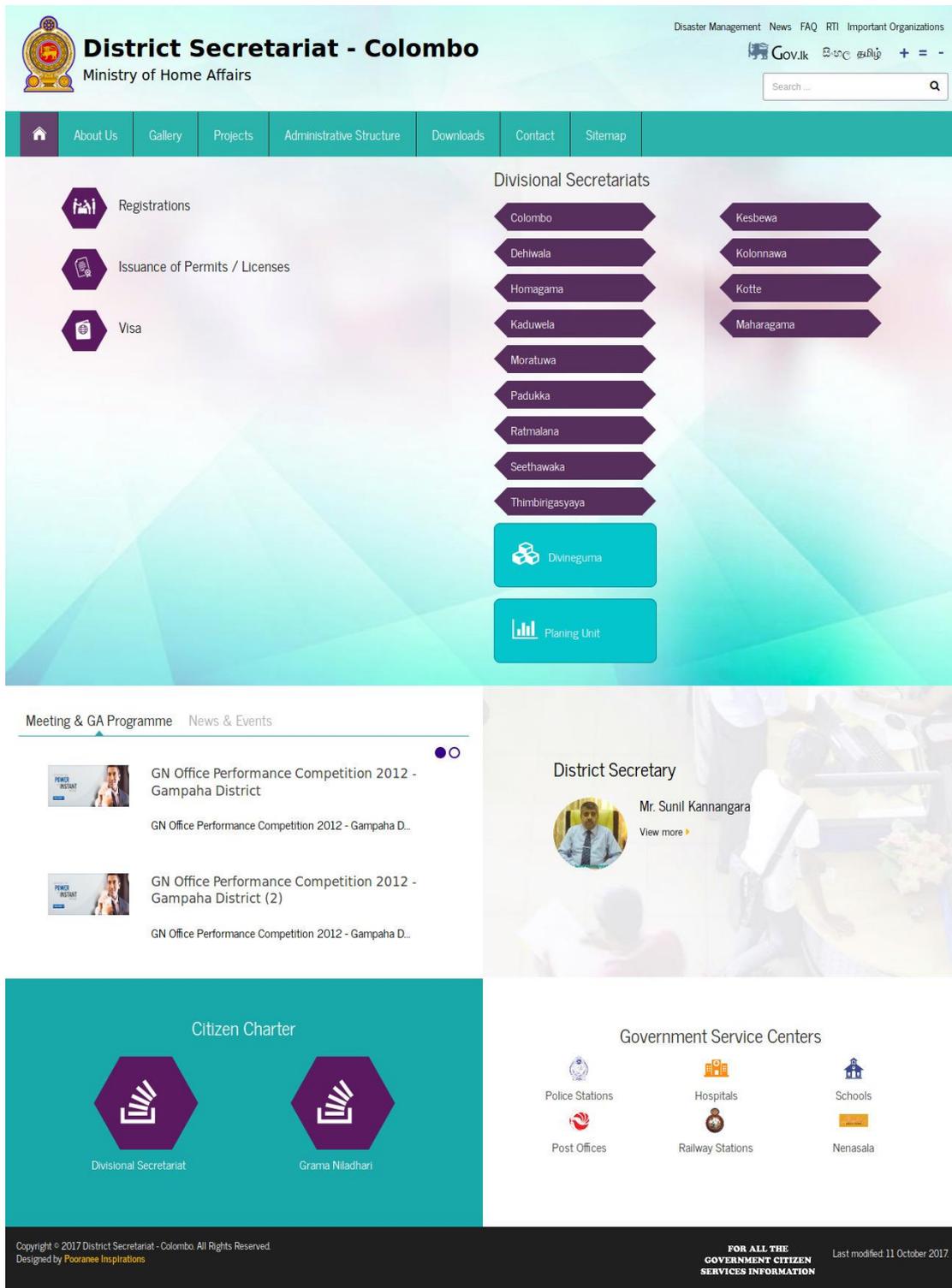


Fig 10.2.2 – Front-end according to cyen-poora - Default

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

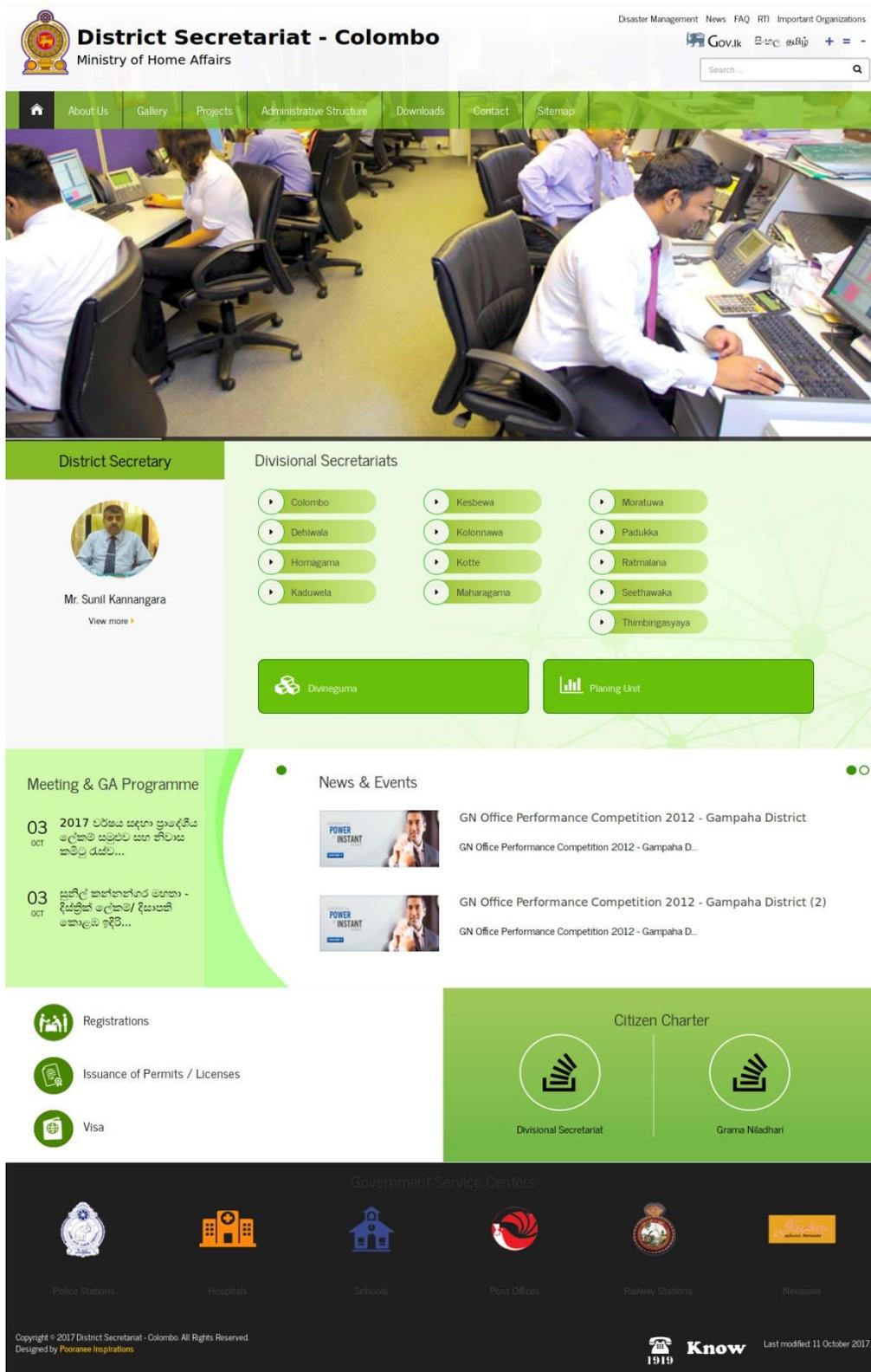


Fig 10.2.3 – Front-end according to green-poora - Default

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

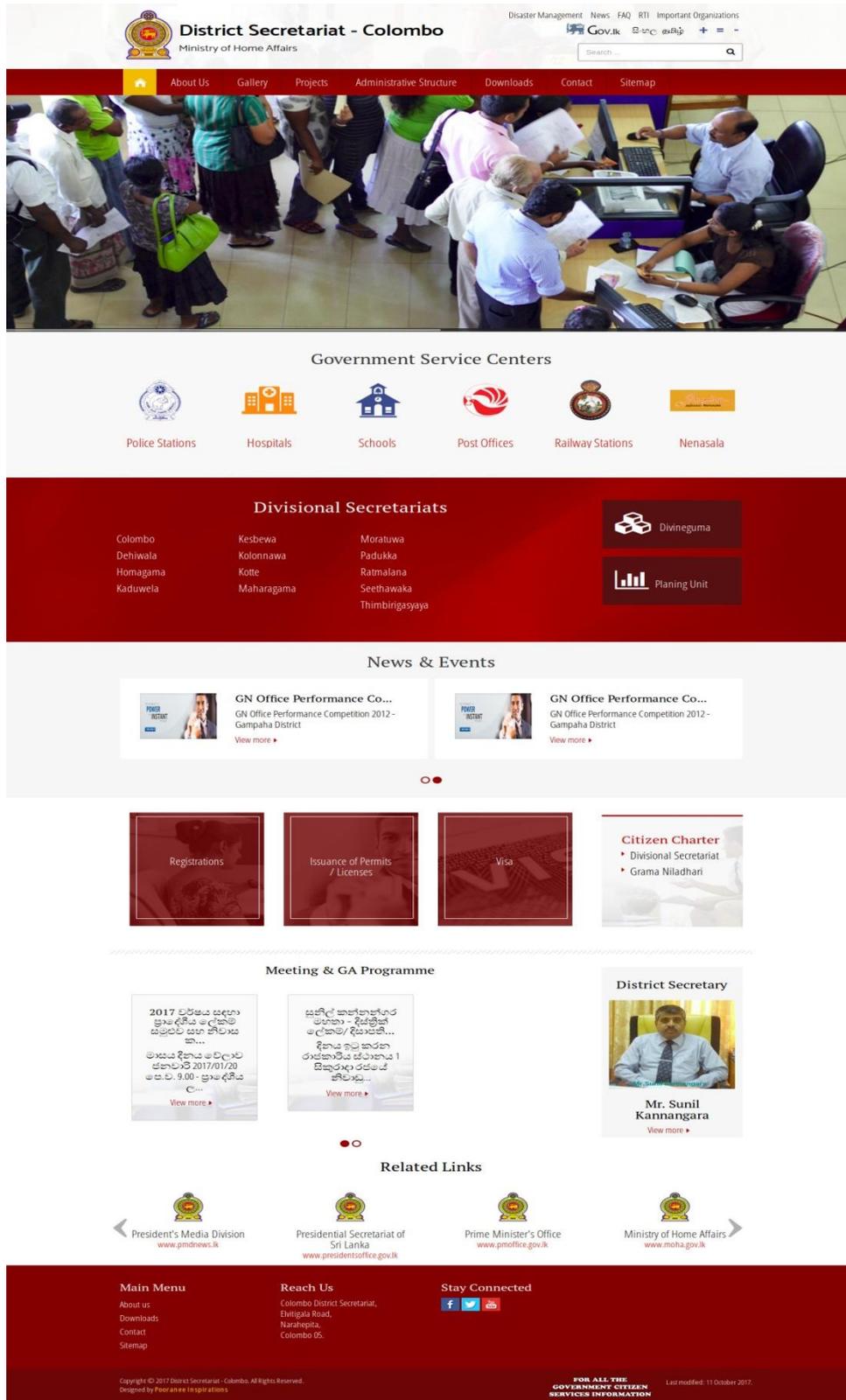


Fig 10.2.4 – Front-end according to neda-poora - Default

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

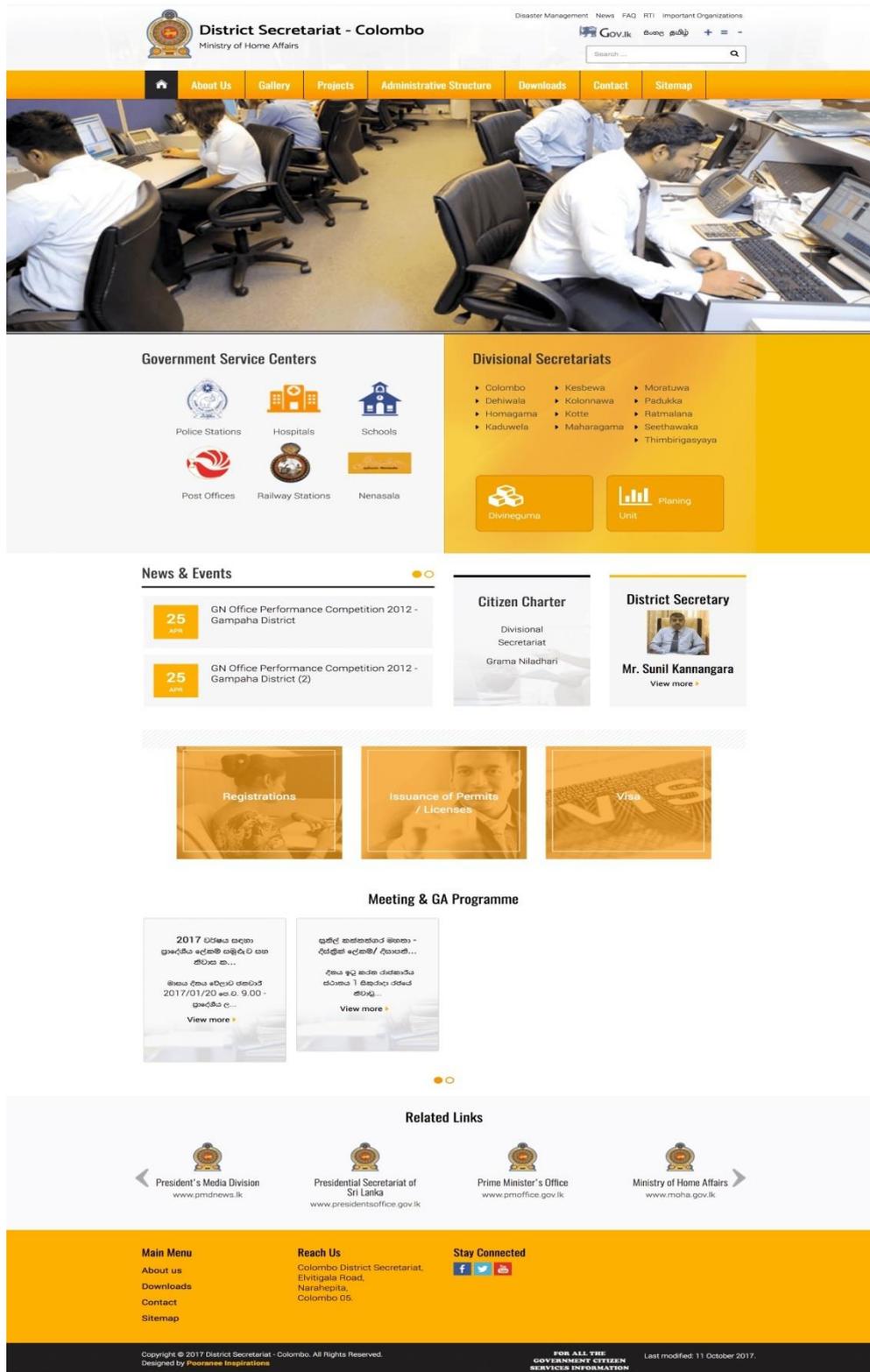


Fig 10.2.5 – Front-end according to yellow-poora – Default

11.0 How to Manage “Photo Gallery”

11.1 Categories

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

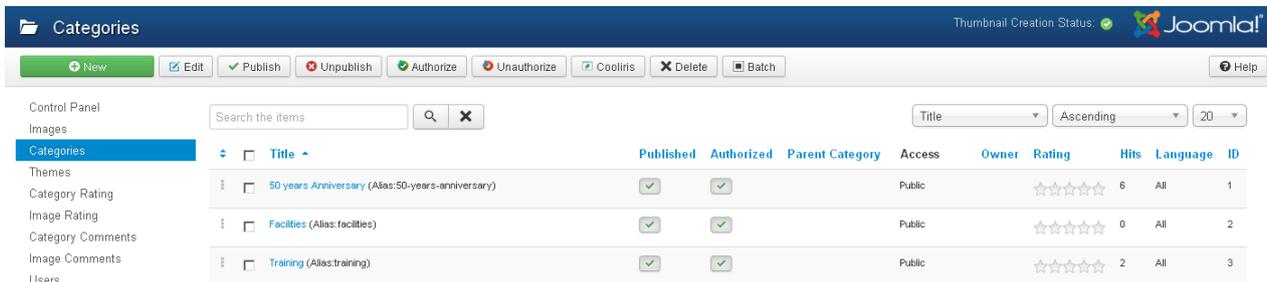


Fig. 11.1 – Categories Screen

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

Fig. 11.2 – Add/Edit Categories

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.

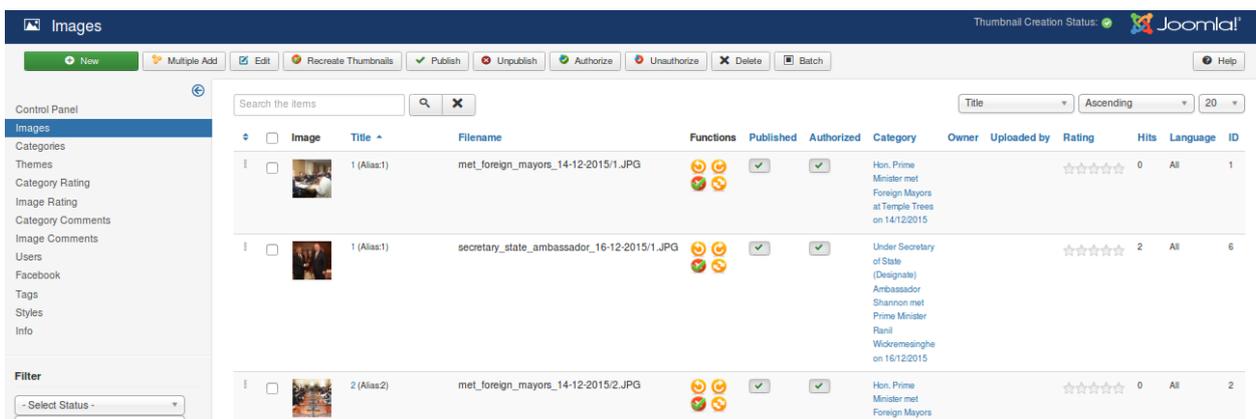


Fig. 11.3 – Images Screen

11.2.1 Adding an Image

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

The screenshot shows a form with the following elements:

- Navigation tabs: General Options (selected), Publishing Options, Geo Options, External Link Options, Metadata Options.
- Title: Text input field.
- Alias: Text input field.
- Category *: Dropdown menu with '- Select Category' selected. This field is highlighted with a red border.
- Ordering: Text input field with the note: "New items default to the last position. The ordering can be changed after this item is saved."
- Filename *: Text input field with a "Select Filename" button.

Fig. 11.4 – Add Images

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)

The screenshot shows the following elements:

- Navigation tabs: Upload (selected), Multiple Upload, Create Folder.
- Upload File [Max Size: 3.00 MB, Max Resolution: 3072 x 2304 px]: Section header.
- Browse...: Button to select a file.
- No file selected.: Text indicating no file is currently selected.
- Start Upload: Button to initiate the upload process.

Fig. 11.5 – Upload an Image

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.

The screenshot shows the following elements:

- Multiple Add: Section header.
- Title: Text input field.
- Alias: Text input field.
- Published: Dropdown menu with 'Published' selected.
- Authorized: Dropdown menu with 'Authorized' selected.
- Category: Dropdown menu with '- Select Category -' selected.
- Language: Dropdown menu with 'All' selected.
- Path: /var/www/html/2015/gov/ayurvedicdrugsCorp/web/images/phocagallery/
- Filename: Input field.
- ..: Directory navigation button.
- avatars: Folder icon and name.

Fig.11.6 – Add Multiple Images

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

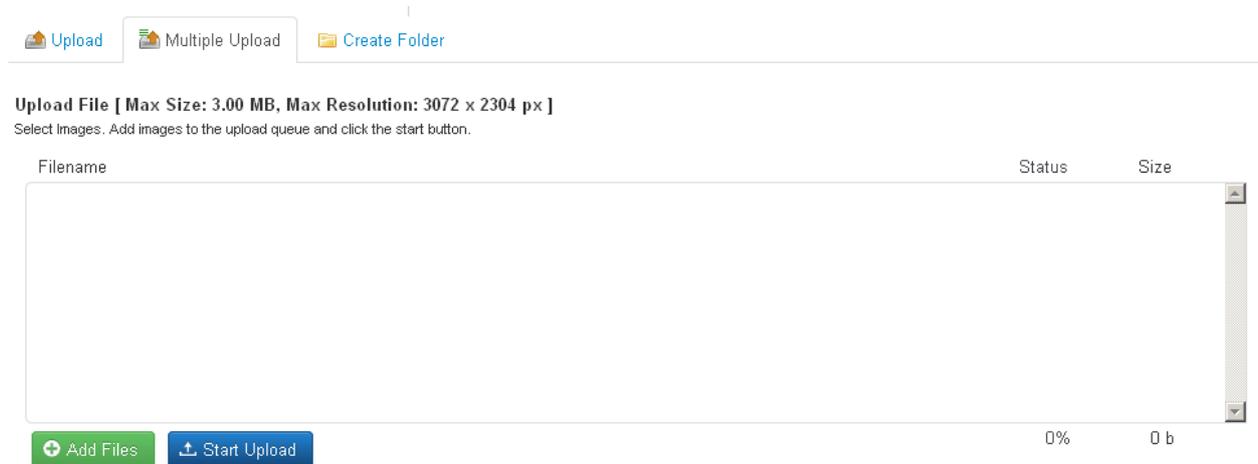


Fig. 11.7 – Upload Multiple Images

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

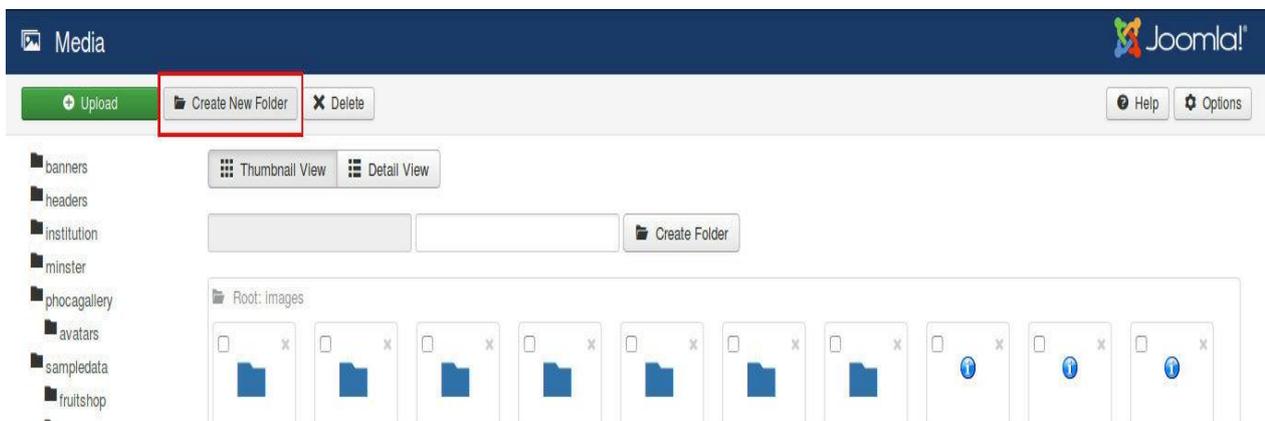


Fig. 11.8 – Creating New Folder

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”

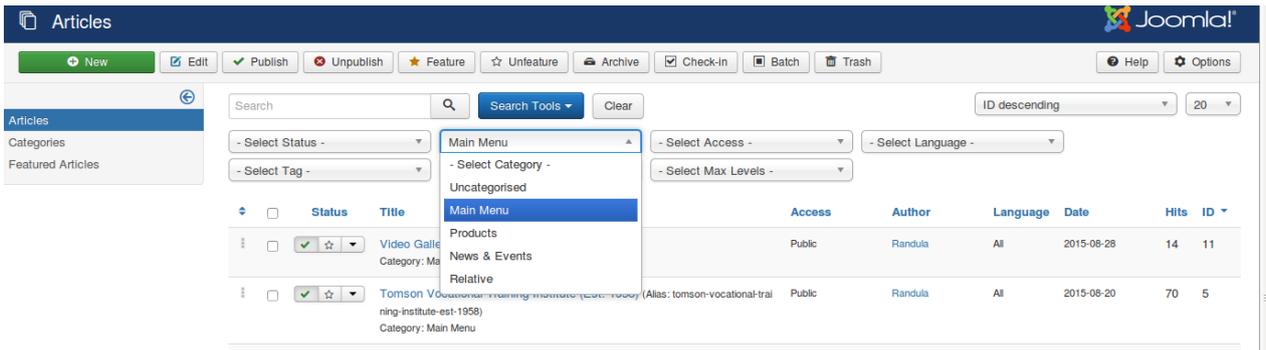


Fig. 12.1 – “District Secretariat” Video in the Main menu

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

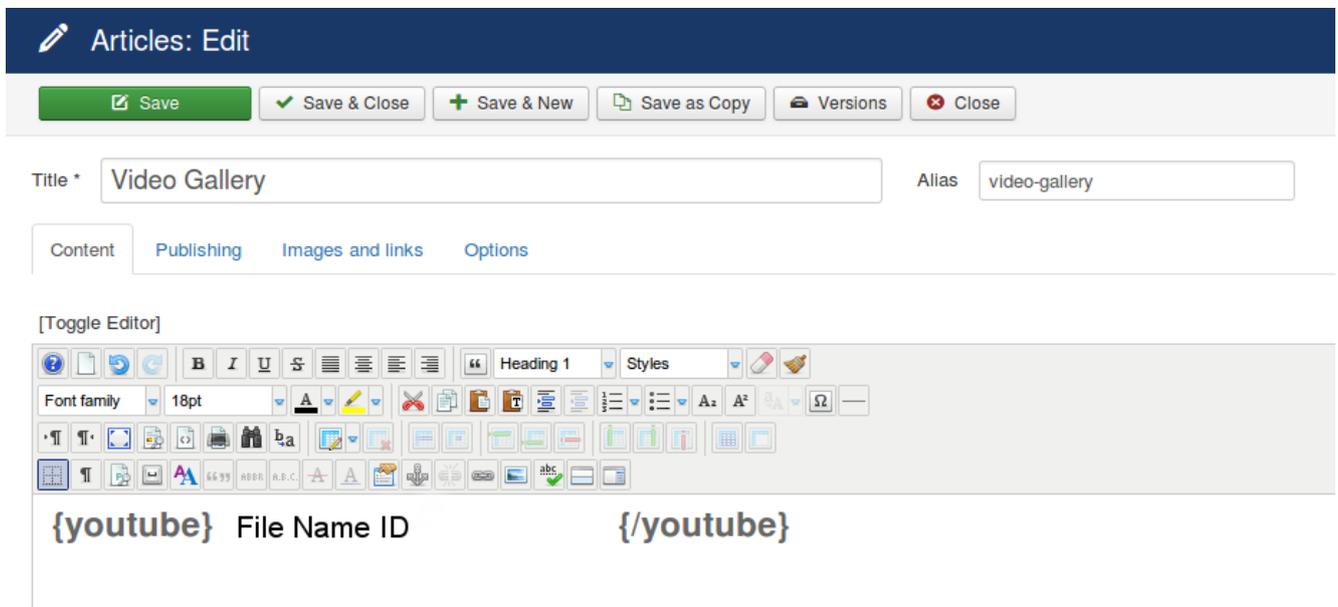


Fig. 12.2 – Video Gallery

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=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**”.

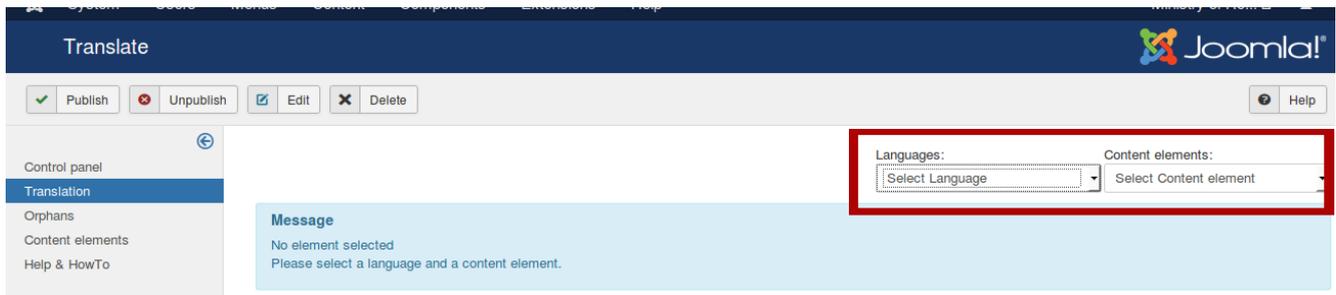


Fig. 13.1 – Display of the Language and Content element dropdowns

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.

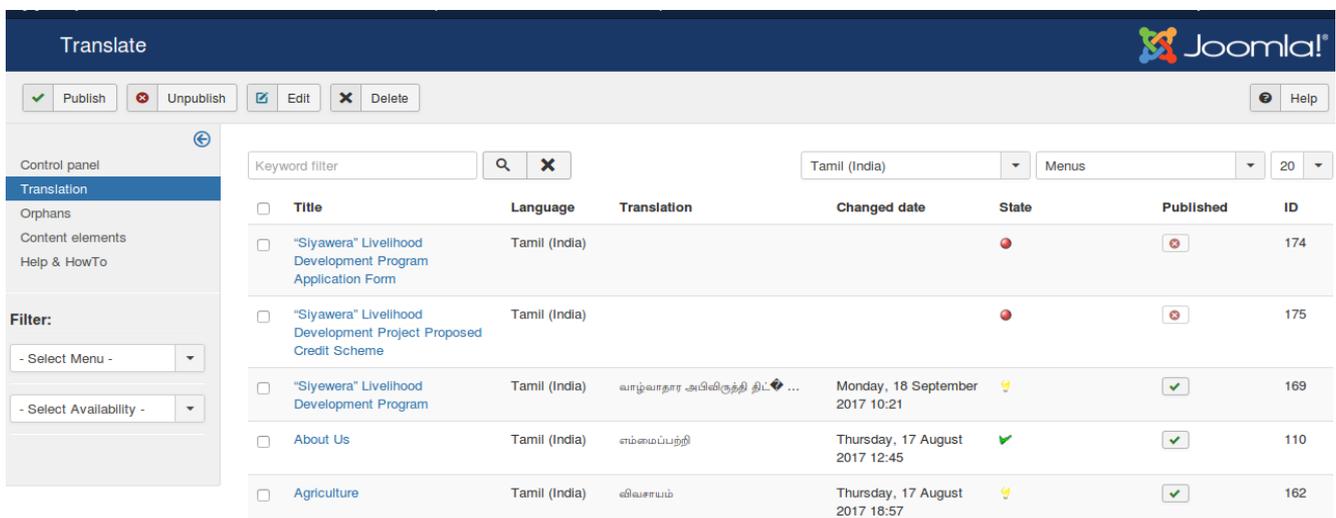


Fig. 13.2 – Display of the Menu Translations

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