



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

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	
2.1.2 Add/Edit Article	
2.1.2.1 Details	6
2.1.2.2 Article Text	6
2.1.2.2.1 JCE Editor	6
2.1.2.2.2 Code Mirror Editor	
2.1.2.3 Editor Buttons	
3.0 Uploading, Inserting & Linking Files	
3.1 How to Upload an Image via Image Manager	
3.2 How to Insert an Image via Image Manager	
3.3 How to Link PDF / Image to an Article via Article Manager	
3.4 How to Upload a PDF via File Browser Window	
3.5 How to Create a Folder	
4.0 How to Manage Slideshow	
5.0 How to Manage News Article	
5.1 News & Events	
6.0 How to Manage Government Service Centers	
7.0 How to Manage Service Cluster	21
8.0 How to Manage Samurdhi Program and Planning Unit	
9.0 How to Manage Citizen Charter	24
10.0 How to Manage Templates	
10.1 How to Change Template Design	
11.0 How to Manage "Photo Gallery"	
11.1 Categories	
11.2 Images	
11.2.1 Adding an Image	
11.2.2 Adding Multiple Images	
11.2.3 Creating a New Folder	
12.0 How to Manage "Video Gallery"	
13.0 How to handle FaLang Translation	



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.

🔀 Joon	nla!°
L User Name	0
A Password	Ø
🔒 Log in	

Fig. 1.1 – CMS Login Page of the Website

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

Control Panel		🔀 Joomla!
CONTENT Vew Article Articles Categories Media	You have post-installation messages There are important post-installation messages that require your attention. To view those me You can review the messages at any time by selecting the Components, Post-installation me This Information area won't appear when you have hidden all messages. Review Messages	
STRUCTURE Menu(s) Modules	LOGGED-IN USERS VIgashini Administration	團 Monday, 18 January 2016 06:06
USERS	POPULAR ARTICLES 159 Minister's Message	圓 2015-10-30
CONFIGURATION Templates Language(s)	152 Departments and Institutions 140 Overview	臺 2015-11-05 臺 2015-10-30
· · · Languagu(a)	133 State Minister's Message 100 Contact Details	2015-10-302015-11-05

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.

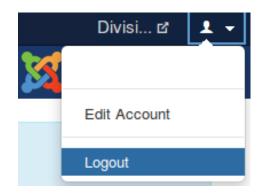


Fig. 1.3 - Log out using Site >> Logout in main menu of CMS



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 \rightarrow Article Manger from the drop-down menu of the Administrator Panel.

🕀 New 🗹 E	dit	 Publ 	lish 🛛 🕄 Un	oublish 🔶 🕇 Featured	Archive	Check In	Trash	Batch				🕑 Help	Coption:
rticles	Se	arch		٩ 3	earch tools 🕶	Clear					ID descending	•	20 *
ategories eatured Articles	\$		Status	Title			Access	Association	Author	Language	Date	Hits	ID 👻
	÷		 ✓ ☆ ▼ 	Programme Document Category: Initiatives	(Alias: programm	e-document)	Public		Ms. Piyoshila	All	2015-02-18	9	57
	1		 ✓ ☆ ▼ 	Frequently Asked Que asked-questions-faqs) Category: Library	stions (FAQs) i	(Alias: frequently-	Public		Ms. Piyoshila	All	2015-01-19	11	56
	-		✓ ☆ ▼	Technical Working Gro groups) Category: National Program		ical-working-	Public		Ms. Piyoshila	All	2015-01-19	8	55
	I		✓ ☆ ▼	Programme Executive executive-board) Category: Initiatives	Board (Alias: pro	ogramme-	Public		Ms. Piyoshila	All	2015-01-06	17	52
			✓ ☆ ▼	Programme Executive programme-executive-boar Category: Initiatives		feetings (Alias:	Public		Ms. Piyoshila	All	2014-12-31	19	51
	I			Asia-Pacific workshop Sustainable Forests & (Alias: asia-pacific-worksh for-sustainable-forests-ma Category: News	Management - op-on-women-s-i	What Works?" nclusion-	Public		Ms. Piyoshila	All	2014-03-10	7	50
	÷		✓ ☆ ▼	Course on Landscape, landscape-peoples-and-fur Category: News		unctions (Alias:	Public		Ms. Piyoshila	Al	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 of the filter conditions will show on the list.

Search		Q	Search tools -	Clear		ID descending	•	5	Ŧ
- Select Status	•	- Sel	ect Category	•	- Select Max Levels	•			
- Select Access	•	- Sel	ect Author	•	- Select Language	•			
- Select Tag									

Fig. 2.2 – Search Tools

Filters can be reset using "**Clear**" button.



2.1.2 Add/Edit Article

Title *	Alias	Auto-generate from title		
Content Publishing Images and links Associations Options				
Image: Comparison of the state of the s				Category* - Uncategorised Tags Select some options
				Status Published Featured Yes No Access Public Language All
Path: p			Words: 0 📈	Version Note
Insert Sliders Article Image Page Break Read More				

Fig. 2.3 – 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.

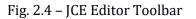
2.1.2.2 Article Text

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.

<u>2.1.2.2.1 JCE Editor</u>

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)

🔞 🗋 😏 😅 🖪 I 🗓 🕾 🗐 🗏 🗮 🗮 🗐 Maragraph 💌 Styles 🔍 🔗 🕩
Font family \checkmark Font size $\checkmark \land \checkmark \land \checkmark \land \checkmark \land $
III 🔂 🖃 🐴 66 39 ABBR A.B.C. 🛧 🛕 😭 🦓 🥰 🧊 📼 📰 🦈 🗔 🗊





• 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.
- $\circ~$ 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.
- o Unlink: Remove the link on the selected text or element
- Image Manager: Upload, delete, rename and insert images
- *Spellchecker:* Spellchekcer 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.

<u>2.1.2.2.2 Code Mirror Editor</u>

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:



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 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:



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 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

•				B	I	U	5		<u>=</u>	E		66 Pa	ragrapł	n 🗢	Style	s	▼ <	2 🕩
Font	fam	ily	-	Font	size		•	•	/ -	\gtrsim	P.	i i				v A	a A ²	a _A ⊽ <u>Ω</u> —
۰¶	٩ľ		3	0		ñ	₽a		•									
	T			A	66.99	ABBR	A.B.C.	A.	A	1		cz 🖹	abc 🖌					

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 Manag	er			0
Image Ro	llover Advanced			
Properties				Preview
URL Alternate Text Dimensions Alignment Margin Border	× ✓ Clear Top Right Width	Proportional Not Set Bottom Left Solid Colour	Equal Value	diam voluptua.
	er pries > content (0 fold) Folders	ers, 5 files)		Details
 Root 2014 banne coc contac gmap n heade n contac pdf phoca sampl slides 	ers etmap fp ers download ledata how	<pre>name nume nume nume nume nume nume nume nu</pre>		Click on this icon to upload images
🖃 📙 storie:	5 💆	Show All 💌	¢	Refresh 🖌 Insert 🛛 🗶 Cancel

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.

Upload			8
	🛃 Drop fi	les here	
		D Browse † Upload 🗙 (Close

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.

Upload 🙁										
org_structure_en.png	177 KB 🛋 💥									
org_structure_si.png	194 КВ 페 💥									

Fig. 3.4 – Files 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 form the queue by clicking on the "X"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.

Image Manager 📀									
Image Ro	llover Advanced								
Properties		Preview							
URL	images/content_image/publications/booklets_for_sale/book_0:								
Alternate Text	book 01	National States							
Dimensions	135 × 175 V Proportional	Lorem ipsum dolor sit amet, consetetur							
Alignment	Not Set 💌 ClearNot Set 💌	sadipscing elitr, sed diam nonumy eirmod tempor							
Margin	Top Right Bottom Left	Invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.							
Border	🗆 Width 🚺 💌 📝 Style solid 💌 Seleur	#000000							

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.

Link			8
Link	Advanced	Popups	Click on this icon to link Image / PDF
URL			► 🛃 🖂
Text	View PDF		

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)



File Browser		8
File Browser	scheme_of_recruitments (0 folders, 4 files)	
Folders	🔲 🚉 Name 📰 🛍	Details
 Root banners contactmap contactmap contents climate climate scheme_of_recruitments gmapfp mathers mathers	 i i i.i. i.i.<th>Click on this icon to upload PDF / Image</th>	Click on this icon to upload PDF / Image
	Show All	
	G	\$ Refresh ✔ Insert ★ Cancel

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.

Link	Advance	d P	opups						
URL	imag	es/cont	ent_imag	e/public	ations/an	nual_r	eports/a	innual 📑	
Text	View	PDF	U	RL of ti	ne file				
- Links –									
Search.							Q	Search	
									_
- 🗭 🗐 (Contacts								
-	Contacts Content								
•	Content Menu								
•	Content								
•	Content Menu								
•	Content Menu								
•	Content Menu								
•	Content Menu								
	Content Menu Weblink <i>s</i>								
 Attribute 	Content Menu Weblink <i>s</i>					•			
•	Content Menu Weblinks		v window			•			

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 "<u>3.1 How to Upload an Image via Image Manager</u>" 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)

New Folder	0
Name	
	√ 0K

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 Components, there is an option called "Unite Revolution Slider"

🕱 System - Users - Menus - Content -	Components - Extension	ns → Help →
☆ Control Panel	AcyMailing Banners	IslmooL 🐹
CONTENT New Article Articles Categories Media	Contacts > FaLang > JCE Editor > Joomlal Update Messaging > News Feeds >	Issages in messages that require your attention. To view those messages please select the Review Messages button below. ny time by selecting the Components, Post-installation messages menu item of your site's Administrator section. This information area won't ressages.
STRUCTURE	Phoca Gallery Post-installation Messages Proforms Basic Redirect Search	2016 04:02
USERS	Smart Search Tags Unite Revolution Slider	₽ 2015-11-06
CONFIGURATION	Video Gallery > Xmap	置 2015-11-09



0	Unite Revolution Slider - Sliders		2	🕻 Joor	nla!
	New Edit X Delete Y Publish Onpublish				
			- Select	Status -	ŗ
	Title *		Published	Preview	ID
	DS Division Slider	Edit Slides	~	Q	1

Fig. 4.3 – DS Division 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.

O Unite Revolution Silder - Main silder [Edit Settings]	🐹 Joomla!'
📓 Save & Copy 🖌 Save & Close & Close	
Silder Settings	General
Tide * Main slider	Delay 9000 ms
State Published •	Touch Enabled On Off
ID 1	Stop On Hover 💿 On 🔿 Off
	Shuffe Mode On 🛞 Off PHP Image Resize / Crop On 🚯 Off
Slider Settings Slider Type Fill Width	
Silder Size Width 1200 px Height 540 px	Load Google Font Ves 🛞 No
	Google Font PT+Sans+Narrow:400,700
Responsive Settings Screen Width1 940 px Slider Width1 770 px	Stop Slider On 🙆 Off
Screen Width2 780 px Silder Width2 500 px	Stop After Loops 0
Soreen Width3 510 px Slider Width3 310 px Soreen Width4 px Slider Width4 px	Stop At Slide 2
Screen Width4 px Sider Width4 px Screen Width5 px Sider Width5 px	
Screen Width6 px Silder Width6 px	Position
	Position on the page Center -
Edit Slides Show API Functions Show Export / Import	Margin Top 0 px
	Margin Bottom 0 px

Fig. 4.4 – Main slider [Edit Settings]

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

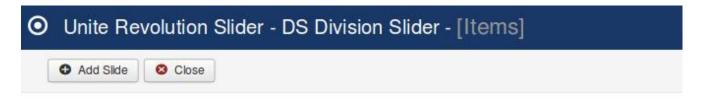




Fig. 4.5 – Slider Items

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

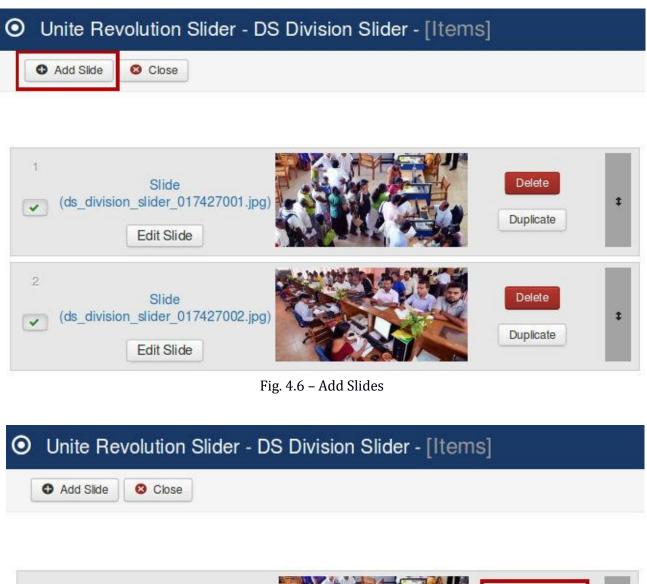




Fig. 4.7 – Edit / Delete/ Duplicate Slides

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 \rightarrow 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

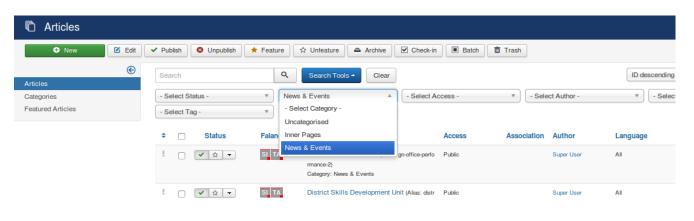
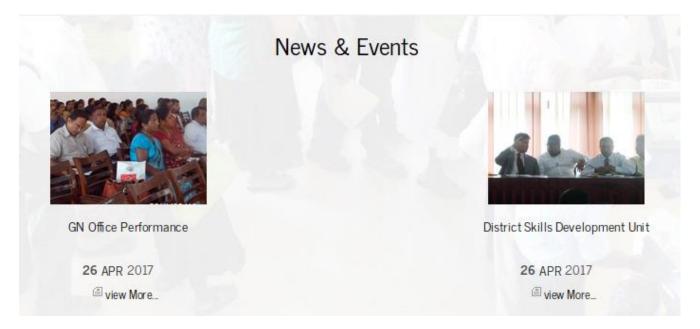


Fig. 5.1 – Display of Latest Articles under "**News**" Category

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.





6.0 How to Manage Government Service Centers Government Service Centers Police Stations Hospitals Schools Post Offices Railway Stations

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)

🐹 System 🕶 Users 👻 Menus 👻 Co	ntent 👻 Components 👻	Extensions -	Help 🗸	District Secre 🗗 👤 🗸
☆ Control Panel		Modules		!!slmooL 🐹
		Plugins		
		Templates		
CONTENT	You have post-installation	Language(s)		
New Article	There are important post-ins	Stallauon messages	marrequ	ire your attention.
C Articles	This information area won't	appear when you ha	ve hidde	en all the messages.
Categories	Read Messages			
🖾 Media				
CTDUCTUDE	LOGGED-IN USERS			

Fig 6.2 - Display of Dropdown selection

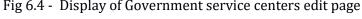
Once you click on "Modules", the selection will be redirected to the following page, here you should select "**Government service centers**" (Highlighted with in Red Box (Fig 6.3)) module from the list.

🕱 Syste	em v U	lsers 👻 Meni	us 🛨 Contei	nt + Comp	onents 👻 E	xtensions 👻 Help 👻			
•	New	🗹 Edit	Duplicate	✓ Publish	Onpublish	Check-in Batch	🛅 Trash		
Site		Ŧ	Search		Q	Search Tools - Clear]		Position ascending
	Status	Title				Position *	Туре	Pages	Access
:	 ✓ 	Main Menu				mainmenu	Menu	All	Public
:	 ✓ ✓ 	Meeting & GA I	Programme			meetings	News Show SP2	Selected	Public
	 	News & Events	5			news-section	News Show SP2	Selected	Public
:	8 -	Login Form				position-7	Login	All	Public
:	 ✓ 	Related Links				related-links	Custom	Selected	Public
:	 ✓ ✓ 	Top Menu (2)				secondarymenu	Menu	All	Public
:	 	District Secreta	ary			secratary-msg	Custom	Selected	Public
:	< -	Government Se	ervice Centers			service-center	Custom	Selected	Public
:	 	Search				site-search	Search	All	Public
	 	Main Menu				slimmenu	Menu	All	Public

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.

🕱 System Users Menus Content Components Extensions Help	
😚 Modules: Custom	
Save Save & Close Save & New Save & New Save as Copy Close	
Title* Government Service Centers	
Module Menu Assignment Module Permissions Options Advanced	
Custom	Show Title
Sie	Show Hide
This module allows you to create your own Module using a WYSIWYG editor.	Position
[Toggle Editor]	service-center +
BLUC BLUSESE A Format Skyles V	Status
Font family of Font size A A A O A A A A A A A A A A A A A A A	Published
	Start Publishing
	Finish Publishing
	Access
Police Stations	Public •
	Ordering
	1. Government Service Centers
Hospitals	All -
	Note
Fig. 6.4 - Display of Covernment service centers edit page	





7.0 How to Manage Service Cluster

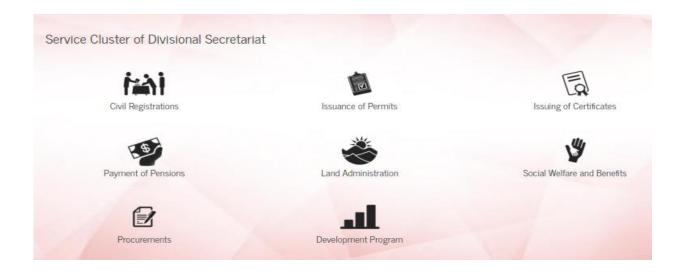


Fig 7.1 - Display of Service Cluster in Home page

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)



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	
Save Save & Close	+ Save & New Save as Copy
Title * Civil Registrations	Alias civil-registrations
Content Images and Links Options	Publishing Associations Configure Edit Screen Permissions
[Toggle Editor]	
	I ← Format
Font family Font size A A A A A A A A A A A A A A A A A A A	
III III III III ARE	
Birth/Marriage/Death Certificates [PDF - 0.0 KB] Approximate Age Certificates [PDF - 0.0 KB] National Identity Cards (Pre-Processing) [PDF - 0.0 KB] Passorts (Pre-Processing)	

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



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)



වර්ෂ 2017 සමෘද්ධි ප්රතිලාභීන් සවිබල ගැන්වීමේ වැඩසටහන

කොළඹ ප්රාදේශීය ලේකම කොට්ඨාසයේ සමාද්ධි බැංකු සංගම 03කි. මෙහි සමාද්ධි ප්රතිලාභ ලබන පවුල් ඒකක 5850 පමණ තිබේ. ඉන් ප්රතිලාහීන් 585 දෙනෙකු සවිබල ගැන්වීමට නියමිතය

ඒ අනුව කොළඹ ප්රාදේශීය ලේකම කොට්ඨාසය සදහා වෙන් කර ඇති ප්රතිපාදන මුදල රු. 1,136,625.00කි. එම ප්රතිපාදන වලින් කෘෂි වැඩසටහන සදහා රු. 86625/- ක්ද. කර්මාන්ත සංවර්ධනය සදහා රු. 500,000/- ක්ද, ධීවර හා සත්ත්ව පාලනය සදහා රු. 150,000/- ක්ද ව්යවසායක පුහුණු සදහා රු. 400,000/- කද මුදලක් වෙන් කර ඇත.

මෙහි පවතින සමාජ පරිසරය හා ආර්ථික වටපිටාව අනුව කර්මාන්ත සංවර්ධන හා අලෙව් සංවර්ධන වැඩසටහන අනුව පහත දැක්වෙන ව්යාපෘති ක්රියාත්මක කිරීම සදහා සැලසුම කර ඇත.

සමාද්ධ ප්රතිලාහීත් පවුල් 17ක අලෙවි සංවර්ධන වැඩසටහන් ක්රියාත්මක කිරීම සඳහා ජංගම කරන්න 17ක් ලබා දීමට නියමිතය. කොළකැද හා බීම වර්ග අලෙවිය, කිරි වෙළඳාම, වඩේ හා කෙට් කැම වර්ග වෙළඳාම, පළතුරු ආහාර පාන අලෙවිය සහ ප්ලාස්ටික් විසිතුරු භාණ්ඩ මේ යටතේ ක්රියාත්මක වන ව්යාපාතීන් වේ.

මීට අමතරව සුළු හා මධ්යම පරිමාණ අලෙවි හා කර්මාන්තකරුවන් වෙනුවෙන් වැඩි අවධානයක් යොමුව තිබේ. ඒ යටතේ ඇහළුම කර්මාන්තය සදහා ජුකි මැෂින් හා මහත මැෂින් ලබාදීමේ ව්යාපෘති, නිවාසවල සිදුකරන වෙළඳ ව්යාපාර සදහා හිතකරණ, තරාදී හා වෙනත් උපකරණ කට්ටල 70ට අධික සංඛ්යාවක් ලබාදීමට හදුනාගෙන ඇත.

එමෙන්ම සුළු හා මධ්යම පරිමාණ, කාන්තා මුලික ව්යවසායකයින්ගේ එකමුතුවෙන් නවයෝත්පාදන හා අගය එකතු කරන ලද (Value Added) නිෂ්පාදන පිළිබද පුහුණු වැඩමුළුවක් ලංකා කාර්මක සංවර්ධන මණ්ඩලය සහ ඇල්දෙනිය chillies අයතන එක්ව ක්රියාත්මක කිරීමට සැලසුම කර ඇත.

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.



🖉 Articles: Edit	8
Save Save & Close Save & New D Save as Copy Close	
Title * Samurdhi Program Alias divi-neguma	
Content Images and Links Options Publishing Associations Configure Edit Screen Permissions	
[Toggle Editor]	Status
(regree source) B Z U S B B E B B Heading 4 v Styles v 2 v	Published v
	Category *
s s o g o g h ka g-g er e-e f i f m -	- Inner Pages 🔹
	Featured
A	Yes No
25a 2017 జంత్రది చరద్వింతిగా జరీసం అంకారం సంగారం సంగారం సంగారం సంగారం సంగారం సంగారం సంగారం సంగారం సంగారం సంగార	Tes No
කොළඹ ප්රාදේශීය ලේකම කොටයාසයේ සමාද්ධ බැකු සංමේ 03කි. මෙහි සමාද්ධි ප්රතිලභ ලබන පවුල් ඒකක 5850 පමණ කියව. ඉන් ප්රතිලාවිත් 585 දෙනෙකු සවිබල ගැන්වීමට නියමිතය.	Access
ඒ අනුව කොළඹ ප්රාදේශීය ලේකම කොටඨාසය සදහා වෙන් කර ඇති ප්රතිපාදන මුදල රු. 1,136,625,00කි. එම ප්රතිපාදන වලින් කාසි වැඩසටහන සදහා රු. 866254 ක්ද, කර්මාන්ත සවර්ධනය සදහා රු. 500,0004 ක්ද, ධිවර හා සක්ෂ්ව සංලානය සදහා රු. 150,0004 ක්ද ව්වේසයක පුහුණු සදහා රු. 400,0004 කද මුදලක් වෙන් කර ඇත.	Public *
මෙහි පවතින පවත් පරීකරය හා ආර්ථික වටර්ටාව අනුට කර්මාන්ත කටර්ටාන හා අලෙව් කටර්ටාන වලධාය හා දැක්වෙන ව්රාව කර්මාන්ත කිරීම කළහා කලාදුම කර ඇත.	Language
සමාදයි ප්රතිලාතීන් පුටුල් 17ක දෙලට් සරවසන ප්රධානයක්ෂක කිරීම සඳහා ප්රමේ කරන්න 17ක් ලබා දීමට නියවිතය. කොළකාද හා බීම වර්ග දෙලවිය, කිරි වෙළඳම, පවති කාම පර්ග වෙළඳම, පළතුරු අඟර සහ අලෙවිය සහ ප්ලාස්ටික් විසිතුරු භාණ්ඩ මේ යටතේ ක්රියක්ෂක පහ වයාසන්න් වේ.	All
මට දෙනරට සුව හා මධ්යම සර්මාන් දෙලට් හා කර්මාන්තකරුවන් වෙනුවෙන් වැඩි අවධානයක් යොමුව කිරීම. ඒ යටතේ ඇහරම කර්මාන්තය පැහැසුන් මැතින් හර් හර් කර්මාන්තය පැහැසුන් මැතින් හර් හර්	Tags
වෙනත් උපතරණ ක්රටල 70ට අධික සංඛ්යාවක් ලබාදීමට හදුනාගෙන ඇත.	Type or select some options
රාතේම - පුර හා මධ්යම පරිමාණ, කාන්තා මුලික ව්යවසායකයින්ගේ එකමුතුවෙන් නව්යෝජපාදන හා අතය එකතු කරන ලද (Value Added) නිෂ්පාදන පිළිබද පුහුණු විද්ධමුවටක් ලංකා කාර්මක සවර්ධන මණ්ඩලය සහ ඇල්දෙනීය chilles ආයතන එක්ව ක්රියාත්මක කිරීමට සැලසුම කර ඇත.	Version Note

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



Fig 9.1 - 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 you supposed to click on the "Divisional Secretariat", the selection will be redirected to the detailed page(Fig 9.2)



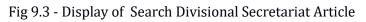
Serial No	Service Provided	Main Document to be Produced	Max Time Taken to Serve	Main Officer Responsible
01	countersigning of residency certificates	National Identity Card	0 <mark>3</mark> Minutes	Certification officer/AO/Ast.Div.Sec
02	Issuing of valuation certificates	Completed certificate	½ Hour	Divisional Secretary
03	Issuing of income certificates	Application certified by the div secretariat	% Hour	Asst Div Sec/Div Sec
04	Issuing Birth/Death/Marriage Certificates	Formless process	05 Minutes	Additional Dist. Registrar
05	Approval to release of compulsory savings	Respective application form	05 Minutes	Div Sec/Ast.Div.Sec
06	Issuing Dry Rations cards	Relevant application	10 Minutes	Asst Div Sec
07	Issuing of Income certificate	Application with the documents	1 Hour	Accountant
08	Issuing of assessment certificate	Assets deed with recommendation from GN	½ Hour	Div Sec
09	Issuing of land license after approval	Approved Application	1 Day	Div Sec
10	Recommendation of miscellaneous	Prescribe from with recommendation from social services	1 Weeks	Div Sec / Asst Div Sec

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.



🕱 🛛 System 🗸	Users - Menus - C	ontent Components Extensions Help	
C Articles			
\varTheta New	🗹 Edit 🗸 Publis	1 🛇 Unpublish 🗙 Feature 🛱 Unfeature 🚔 Archive 🗹 Check-in 🔳 Batch 🛅 Trash	
Articles	G	Citizen Charter of Divisional Secrets Q Search Tools Clear	
Categories		Status Falang Title	Access
Featured Articles		Citizen Charter of Divisional Secretariat (Alias: citizen-charter-of- divisional-secretariat) Category: Uncategorised	Public



	ave Save & Close + Save & New	v 🗅 Save as Copy 🖨 Versions 😵 Close		
• Citiz	zen Charter of Divisional Secretariat	Alias citizen-charter-of	f-divisional-secretar	
ontent	Images and Links Options Publishing	Associations Configure Edit Screen Permissions		
	inages and clinks Options Publishing	Associations Configure Carcocreen Permissions		
gle Editor]				
000				
t family	- Font size - <u>A</u> - <u>C</u> - X - <u>E</u> =			
Serial No	Service Provided	Main Document to be Produced	Max Time Taken to Serve	Main Officer Responsible
Serial No 01	Service Provided countersigning of residency certificates	Main Document to be Produced National Identity Card	Max Time Taken to Serve 03 Minutes	Main Officer Responsible Certification officer/AO/Ast.Div.Sec
01	countersigning of residency certificates	National Identity Card	03 Minutes	Certification officer/AO/Ast.Div.Sec
D1 D2	countersigning of residency certificates	National Identity Card Completed certificate	03 Minutes ½ Hour	Certification officer/AO/Ast.Div.Sec Divisional Secretary
01 02 03	countersigning of residency certificates Issuing of valuation certificates Issuing of income certificates	National Identity Card Completed certificate Application certified by the div secretariat	03 Minutes 34 Hour 34 Hour	Certification officer/AO/Ast. Div.Sec Divisional Secretary Asst Div Sec/Div Sec
01 02 03 04	countersigning of residency certificates Issuing of valuation certificates Issuing of income certificates Issuing Birth/Death/Marriage Certificates	National Identity Card Completed certificate Application certified by the div secretariat Formless process	03 Minutes 14 Hour 14 Hour 14 Hour 05 Minutes	Certification officer/AO/Ast. Div Sec Divisional Secretary Asst Div Sec/Div Sec Additional Dist. Registrar
D1 D2 D3 D4 D5	countersigning of residency certificates Issuing of valuation certificates Issuing of income certificates Issuing Birth/Death/Marriage Certificates Approval to release of compulsory savings	National Identity Card Completed certificate Application certified by the div secretariat Formless process Respective application form	03 Minutes % Hour % Hour 05 Minutes 05 Minutes	Certification officer/AO/Ast.Div.Sec Divisional Secretary Asst Div Sec/Div Sec Additional Dist. Registrar Div Sec/Ast.Div.Sec
01 02 03 04 05 06	countersigning of residency certificates Issuing of valuation certificates Issuing of income certificates Issuing Birth/Death/Marriage Certificates Approval to release of compulsory savings Issuing Dry Rations cards	National Identity Card Completed certificate Application certified by the div secretariat Formless process Respective application form Relevant application	03 Minutes 34 Hour 34 Hour 35 Minutes 05 Minutes 10 Minutes	Certification officer/AO/Ast. Div.Sec Divisional Secretary Asst Div Sec/Div Sec Additional Dist. Registrar Div Sec/Ast.Div.Sec Asst Div Sec
01 02 03 04 05 06 07	countersigning of residency certificates Issuing of valuation certificates Issuing of income certificates Issuing Birth/Death/Marriage Certificates Approval to release of compulsory savings Issuing Dry Rations cards Issuing of Income certificate	National Identity Card Completed certificate Application certified by the div secretariat Formless process Respective application form Relevant application Application with the documents	03 Minutes 14 Hour 14 Hour 05 Minutes 05 Minutes 10 Minutes 10 Minutes 11 Hour	Certification officer/AO/Ast. Div Sec Divisional Secretary Asst Div Sec/Div Sec Additional Dist. Registrar Div Sec/Ast.Div.Sec Asst Div Sec Asst Div Sec Accountant

Fig 9.4 - 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.



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 \rightarrow Template \rightarrow Styles

Templates: Styles (Sit	te)			oL 🐹	omla!"
\star Default 🛛 🖉 Edit 🗅 Duplicat	te X Delete			He	p Options
Styles	Site v Search	۹	Search Tools Clear	Template ascending	v 20 v
Templates	Style	Default	Pages	Template +	ID
C	Beez3 - Default	\$	Not assigned	Beez3	4
C	ds-poora - Default	\$	Not assigned	Ds-poora	9
C	🖉 dscyan-poora - Default			Dscyan-poora	11
C	dsgreen-poora - Default			Dsgreen-poora	10
C	dsmagento-poora - Default	\$	Not assigned	Dsmagento-poora	13
C	dsorange-poora - Default	\$	Not assigned	Dsorange-poora	12
C	protostar - Default		Not assigned	Protostar	7

Fig.10.1 - Display of Template Styles

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.

	Style	Default	Pages	Template *	ID
\Box	Beez3 - Default		Not assigned	Beez3	4
	🗶 ds-poora - Default	\$	Not assigned	Ds-poora	9
	Ø dscyan-poora - Default	\$	Not assigned	Dscyan-poora	11
	Ø dsgreen-poora - Default	*	Default for all pages	Dsgreen-poora	10
\Box	Ismagento-poora - Default	\$	Not assigned	Dsmagento-poora	13
	Ø dsorange-poora - Default	\$	Not assigned	Dsorange-poora	12
	Ø protostar - Default	\$	Not assigned	Protostar	7

Fig. 10.2 – Change Template design



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.

Ś	Colombo Division Ministry of Home Affairs	al Secretariat	Disaster M Gov.ik	fanagement News FAO Important Organiza பெலரு தமிழ் + = -	tions Right to Information Downloads Search
Â	About Us Administrative Structure	Development Needs Our Projects	Registered Organizations Stati	stical Information Media Room Co	ontact Us
195.					11-20
	R Civil Registrations	ABC - 123 Issuance of Permits	Issuing of Certificates	Find the services w	e provide
	Payment of Pensions	Cand Administration	Social Welfare and Benefits	Please check the relevant ca requirement. If you unable t searched, Please contact us	
	Procurements	E Development Program		Contact Us	
	Divi Neg	uma	•	Planning Unit	
		Govern	nment Service Cente	rs	
	Police Stations	Hospitals Scho	Nols Post Offices	Railway Stations	Nenasala
			News & Events		
	any 400	ුම පුදේශීය සමබන්ධකරණ කම්ටු රැස්වීම 201 ුම පුදේශීය සමබන්ධිකරණ කම්ටු රුස්වීම ස්තු_ • More_		ඩෙ ගු මෙහෙයුව ක්රිය සමබන්ධයෙ විශේෂ ඩෙ ගු වර්දන රැස්වම ඩෙ ගු මෙහෙයුම ක්රිය සමබන්ධ සදහා ම view More	
	District and Divisional Secretariat Portal		risions Iomagama Kaduwela Iaharagama Moratuwa himbirigasyaya	Kesbewa Padukka	Kolonnawa Ratmalana
	Main Menu > About Us > Administrative Structure > Development Needs > Gitzen Charter	Reach Us Colombo Divisional Secretariat Colmbo, Sri Lanka.	 ← +94 332 222 235 ② info@colombo.ds.gov.lk 	Citizen Charter Divisional Secretariat Grama Niladhari	Visitor Counter
	Copyright © 2017 Colombo Divisional Secretariat. A Developed In Association With Information and Cor Design and Developed by Pooranee Inspirations			FOR ALL TH GOVERNMENT C SERVICES INFOR	ITIZEN

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.

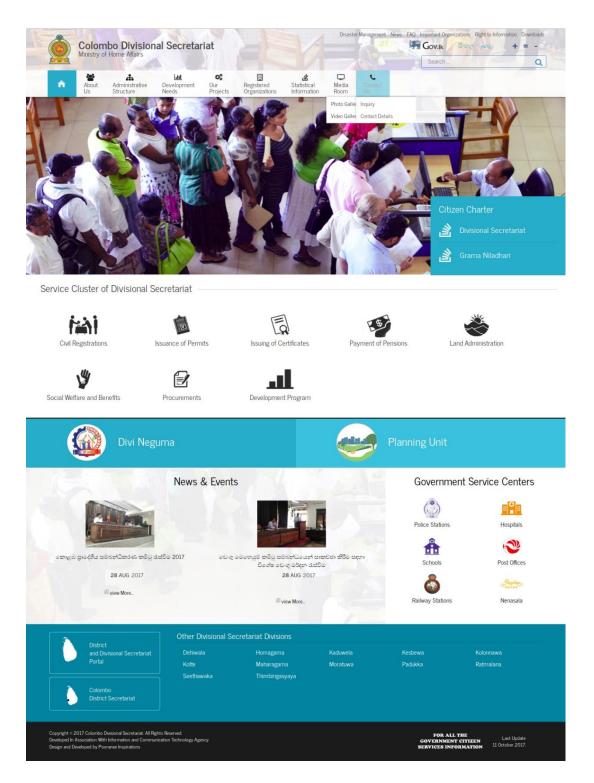


Fig 10.2.2 – Front-end according to dscyan-poora - Default



03. When you change template design to dsgreen-poora - Default. Front-end will be changed like this.

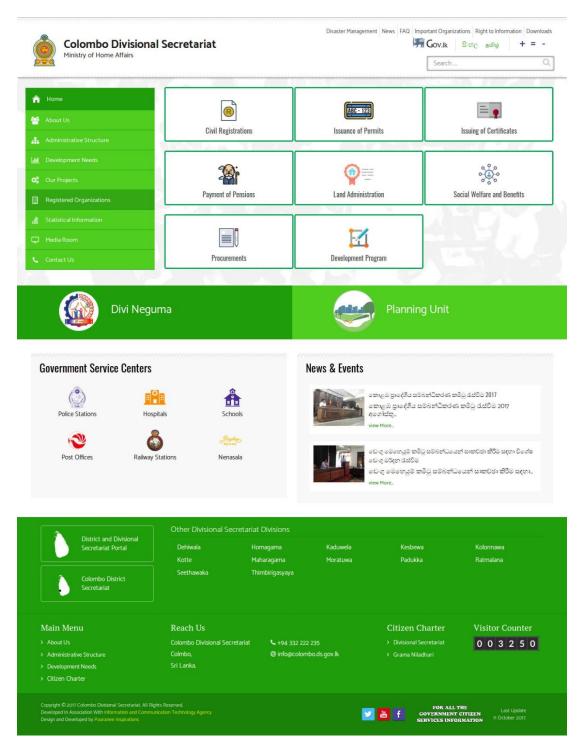


Fig 10.2.3 – Front-end according to dsgreen-poora - Default

04. When you change template design to dsmagento-poora - Default. Front-end will be changed like this.

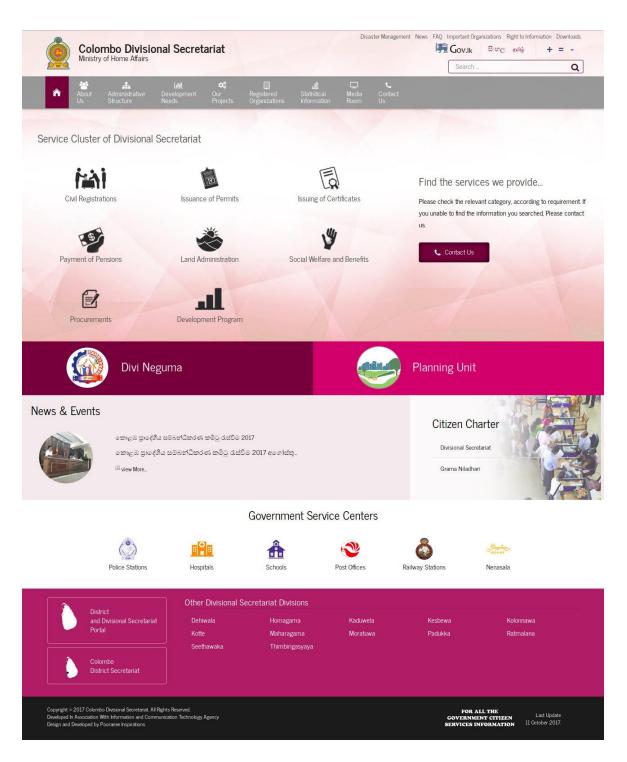


Fig 10.2.4 - Front-end according to dsmagento-poora - Default



05. When you change template design to dsorange-poora - Default. Front-end will be changed like this.

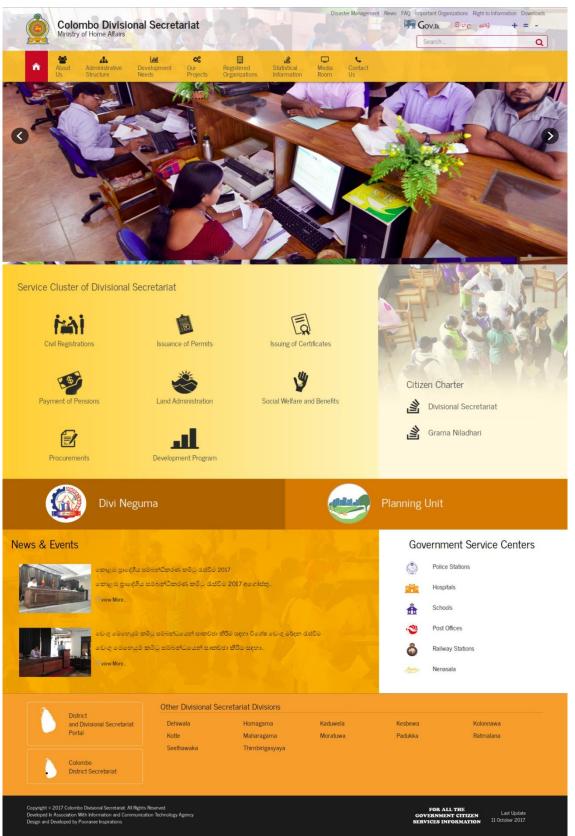


Fig 10.2.5 – Front-end according to dsorange-poora - Default

Powered by ICTA

11.0 How to Manage "Photo Gallery"

11.1 Categories

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

Categories			Thumbnail Creation Status: 🥑	🔀 Joomk
🕈 New 🗹 E	dit 🗸 Publish 🔇 Unpublish 📔 🖉 Authorize 📄 🍽 Unauthorize 📄 💌 Cooliri:	s X Delete Batch		• He
Control Panel Images	Search the items		Title * Ascending	× 20 ×
Categories	≑ 🔲 Title ∸	Published Authorized Parent Category	Access Owner Rating	Hits Language ID
Themes Category Rating	50 years Anniversary (Ašas:50-years-anniversary)	v v	Public ######	6 All 1
Image Rating Category Comments	Facilities (Alias: facilities)	 	Public	0 All 2
Image Comments Users	Training (Aliastraining)	 	Public	2 All 3

Fig. 11.1 – Categories Screen

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

General Options	Publishing Options	Metadata Options	Picasa (Google+) Settings
Title *]
Alias]
Parent Category	- Select Cat	egory 🔻)

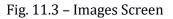
Fig. 11.2 – Add/Edit Categories

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.

📧 Images														Th	umbnail Creatio	n Status: 📀	X -	looml	a!'
New	% Multiple Add	Ø E	dit 🛛 🔇	Recreate T	humbnails	 Publish 	Unpublish	Authorize	Unauthor	ize 🗙 D	elete 🔳	Batch						0	Help
Control Panel	e	Sear	ch the ite	ms		۹)	•							Title		* Ascending)	* 20	Ŧ
mages Categories		٥		age 1	Title 🔺		Filename			Functions	Published	Authorized	Category	Owner	Uploaded by	Rating	Hits	Language	ID
Themes Category Rating Image Rating Category Comments		1			1 (Alias:1)		met_foreign_mayor	s_14-12-2015/1.c	PG	00 100 100 100 100 100 100 100 100 100	~	~	Hon. Prime Minister met Foreign Mayors at Temple Trees on 14/12/2015			****	0	All	1
Image Comments Users Facebook Tags Styles Info					1 (Alias:1)		secretary_state_am	bassador_16-12-	2015/1.JPG	9 6 9 S	~	~	Under Secretary of State (Designate) Ambassador Shannon met Prime Minister Ranil Wickremesinghe on 16/12/2015			南南南南南	2	All	6
- Select Status -	T T	I			2 (Alias:2)		met_foreign_mayor	s_14-12-2015/2.c	PG	00 100 100 100 100 100 100 100 100 100	 	~	Hon. Prime Minister met Foreign Mayors				0	All	2



11.2.1 Adding an Image

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

General Options	Publishing Options Geo Options External Link Options Metadata Options	
Title		
Alias		
Category *	- Select Category	
Ordering	New items default to the last position. The ordering can be changed after this item is saved.	
Filename *	Select Filename	

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.

<u>Uploading an Image</u>

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

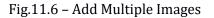
📤 Upload	🚵 Multiple Upload	🔄 Create Folder				
Upload File	[Max Size: 3.00 MB, M	ax Resolution: 3072 x 2304 px]				
Browse	No file selected.	土 Start Upload				
Fig. 11.5 – Upload an Image						

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.

Multiple Add		Path: /var/www/html/2015/gov/ayurvedicdrugscorp/web/images/phocagallery/
Title		Filename
Alias		
Published	Published •	avatars
Authorized	Authorized *	
Category	- Select Category - *	
Language	All	



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	🚵 Multiple Upload	🚞 Create Folder					
Unload Eilo I	May Size: 3.00 MB. M	1ax Resolution: 3072 x	2204 pv 1				
-		ue and click the start button.	2304 px]				
Filename					Status	Size	
							
							-
🔂 Add Fi	les 🚺 土 Start Upload				0%	0 b	

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

💌 Media					🔀 Joomla!
Upload	Create New Folder X Delete				Help Options
banners	Thumbnail View	/iew			
headers					
institution			Create Folder		
minster		5			
hocagallery	🖿 Root: images				
avatars			- x n - x n	- x [n - x [n -	x x
sampledata					0 0
fruitshop					

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"

New	🗹 Edit	🗸 Pul	olish	🕴 Unpubli	sh 🔶 🕇 Fe	ature ☆ I	Unfeature	Archive	Check-in	Batch	🛅 Trash			Help	•	Options
rticles	e	Searc	h			Q Sea	arch Tools 🔻	Clear				(ID descending	9	•	20 *
Categories		- Sele	ct Statu	JS -		Main Menu			- Select Acces	s -	•	Select Language -				
Featured Articles		- Sele	ect Tag	-	•	- Select Ca Uncategoris			- Select Max L	evels -	*			_		
		٠		Status	Title	Main Menu				Acces	s	Author	Language	Date	Hits	ID -
		÷		/☆ ▼	Video Galle Category: Ma	News & Ev	rents			Public		Randula	All	2015-08-28	14	11
		1		 ☆ 	Tomson Vo		ning moticate	o (ESI: 1000)	Alias: tomson-vocati	onal-trai Public		Randula	All	2015-08-20	70	5

Fig. 12.1 – "Divisional Secretariat" Video in the Main menu

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

☑ Save Save & Close + Save & New Save as Copy
Title * Video Gallery Alias video-gallery
Content Publishing Images and links Options
[Toggle Editor]
Font family v 18pt v 🔺 v 🖉 v 😹 🖹 📴 🚍 🔄 v 🗄 v Az Az Az 🗛 v Ω —
II 📴 🛏 🗛 6699 ABBR A.R.C. 🛧 🗛 🚰 🦣 🍏 🚥 💷 🥗 🗔
{youtube} File Name ID {/youtube}

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,





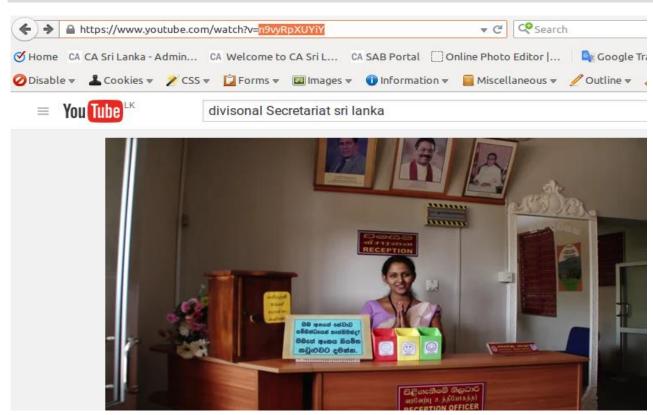


Fig. 12.3 – Add/Edit Video Category

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**".

Translate		🔀 Joomla!"
Publish Unpublish	😰 Edit 🗙 Delete	• Help
Control panel Translation		Languages: Content elements: Select Language
Orphans Content elements Help & HowTo	Message No element selected Please select a language and a content element.	

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.

Translate								Joc 🐹	omla!"
Publish Unpublish		Edit X Delete							Help
Control panel	Кеу	word filter	२ 🗙		Tamil (India)	•	Menus		• 20 •
Translation Orphans		Title	Language	Translation	Changed date	State		Published	ID
Content elements Help & HowTo		"Siyawera" Livelihood Development Program Application Form	Tamil (India)			۹		٢	174
Filter:		"Slyawera" Livelihood Development Project Proposed Credit Scheme	Tamil (India)			۲		٢	175
- Select Availability -		"Siyewera" Livelihood Development Program	Tamil (India)	வாழ்வாதார அபிவிருத்தி திட்�ி	Monday, 18 September 2017 10:21	9		~	169
		About Us	Tamil (India)	எம்மைப்பற்றி	Thursday, 17 August 2017 12:45	۲		•	110
		Agriculture	Tamil (India)	விவசாயம்	Thursday, 17 August 2017 18:57	9		•	162

Fig. 13.2 – Display of the Menu Translations

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

