



Web Portal for Divisional Secretariats

Ministry of Home Affairs

Web Administration User Manual

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

Developed by



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1.0 How to Access Joomla! Content Management System

1.1 How to log in to the system

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

[www.\[division name\].ds.gov.lk/administrator/](http://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.



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)

POPULAR ARTICLES		
159	Minister's Message	2015-10-30
152	Departments and Institutions	2015-11-05
140	Overview	2015-10-30
133	State Minister's Message	2015-10-30
100	Contact Details	2015-11-05

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.

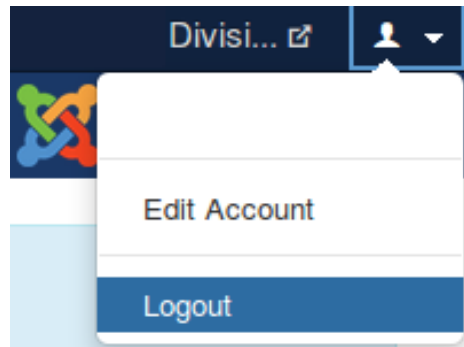


Fig. 1.3 - Log out using Site >> Logout in main menu of CMS

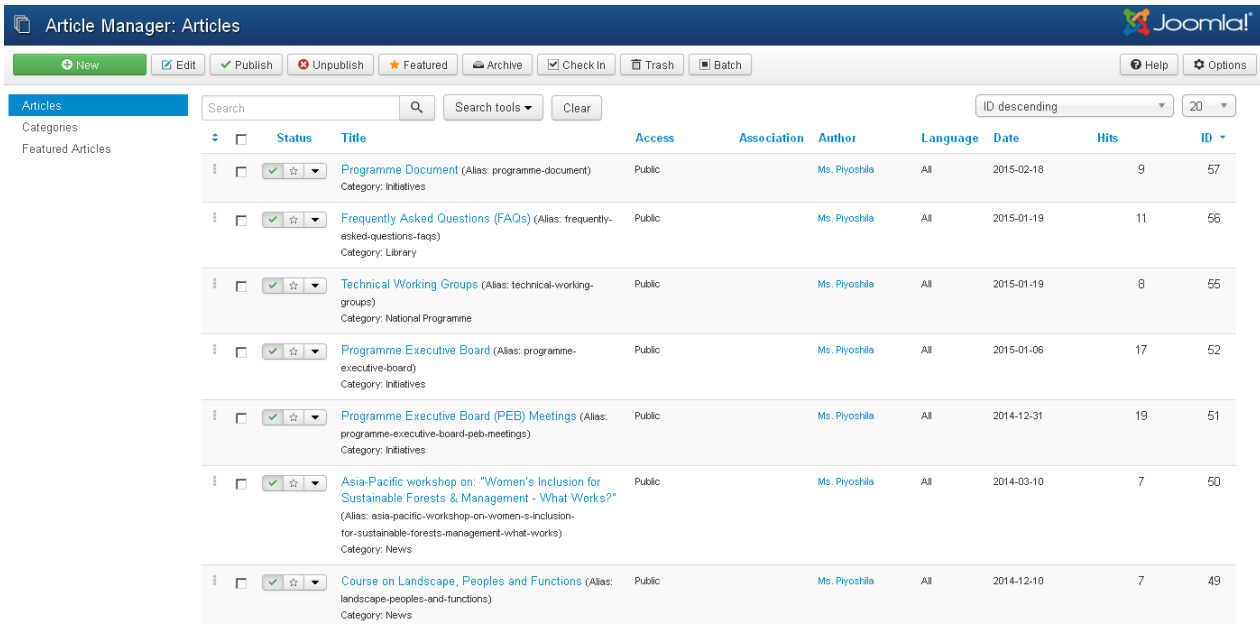
2.0 Article Manager

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



The screenshot shows the Joomla! Article Manager interface. At the top, there's 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 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. Piyoehila	All	2015-02-18	9	57
<input type="checkbox"/>	Frequently Asked Questions (FAQs) (Alias: frequently-asked-questions-faqs) Category: Library	Public		Ms. Piyoehila	All	2015-01-19	11	56
<input type="checkbox"/>	Technical Working Groups (Alias: technical-working-groups) Category: National Programme	Public		Ms. Piyoehila	All	2015-01-19	8	55
<input type="checkbox"/>	Programme Executive Board (Alias: programme-executive-board) Category: Initiatives	Public		Ms. Piyoehila	All	2015-01-06	17	52
<input type="checkbox"/>	Programme Executive Board (PEB) Meetings (Alias: programme-executive-board-peb-meetings) Category: Initiatives	Public		Ms. Piyoehila	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. Piyoehila	All	2014-03-10	7	50
<input type="checkbox"/>	Course on Landscape, Peoples and Functions (Alias: landscape-peoples-and-functions) Category: News	Public		Ms. Piyoehila	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 of the 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 are dropdown menus for 'ID descending' and '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.

2.1.2 Add/Edit Article

The screenshot shows the 'Add/Edit Article' interface. At the top, there are input fields for 'Title *' and 'Alias' (with a default value of 'Auto-generate from title'). Below these is a navigation menu with 'Content' selected. The main area contains a WYSIWYG editor with a toolbar and a large text area. To the right of the editor is a sidebar with several settings: 'Category *' (set to '-Uncategorised'), 'Tags' (a text input field), 'Status' (set to 'Published'), 'Featured' (radio buttons for 'Yes' and 'No'), 'Access' (set to 'Public'), 'Language' (set to 'All'), and 'Version Note' (a text input field). At the bottom of the editor, there are buttons for 'Insert Sliders', 'Article', 'Image', 'Page Break', and '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.

2.1.2.2.1 JCE Editor

The default JCE editor allows users a familiar word-processing interface to use when editing contents. The 4-row toolbar below provides many standard editing commands. (Fig. 2.4)

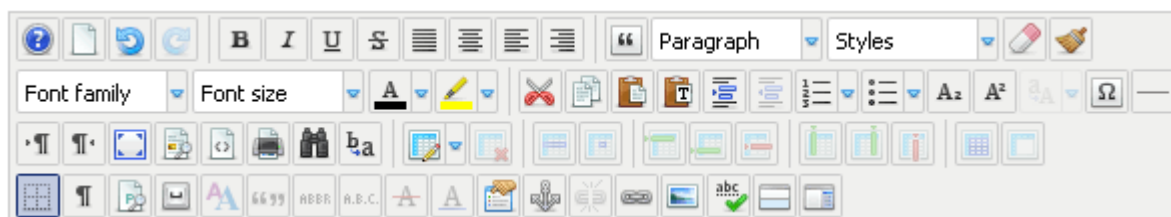


Fig. 2.4 – JCE Editor Toolbar

- **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 Page break elements



Note: Please do not copy text from Microsoft Word file or any other commercial document editing application in to JCE editor available in the form for entering translated texts. Only use Notepad application with MS Windows or in the case of Linux OS the basic text editor to copy and paste text in to the JCE editor.

2.1.2.2.2 Code Mirror Editor

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

2.1.2.3 Editor Buttons

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



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:



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 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

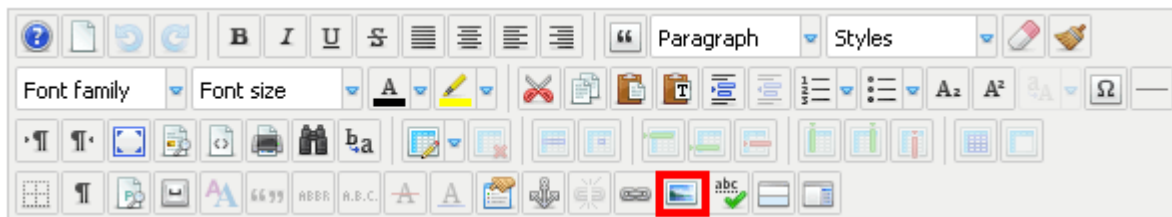


Fig. 3.1 – Click on “Insert/ Edit Image” icon to insert a file

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

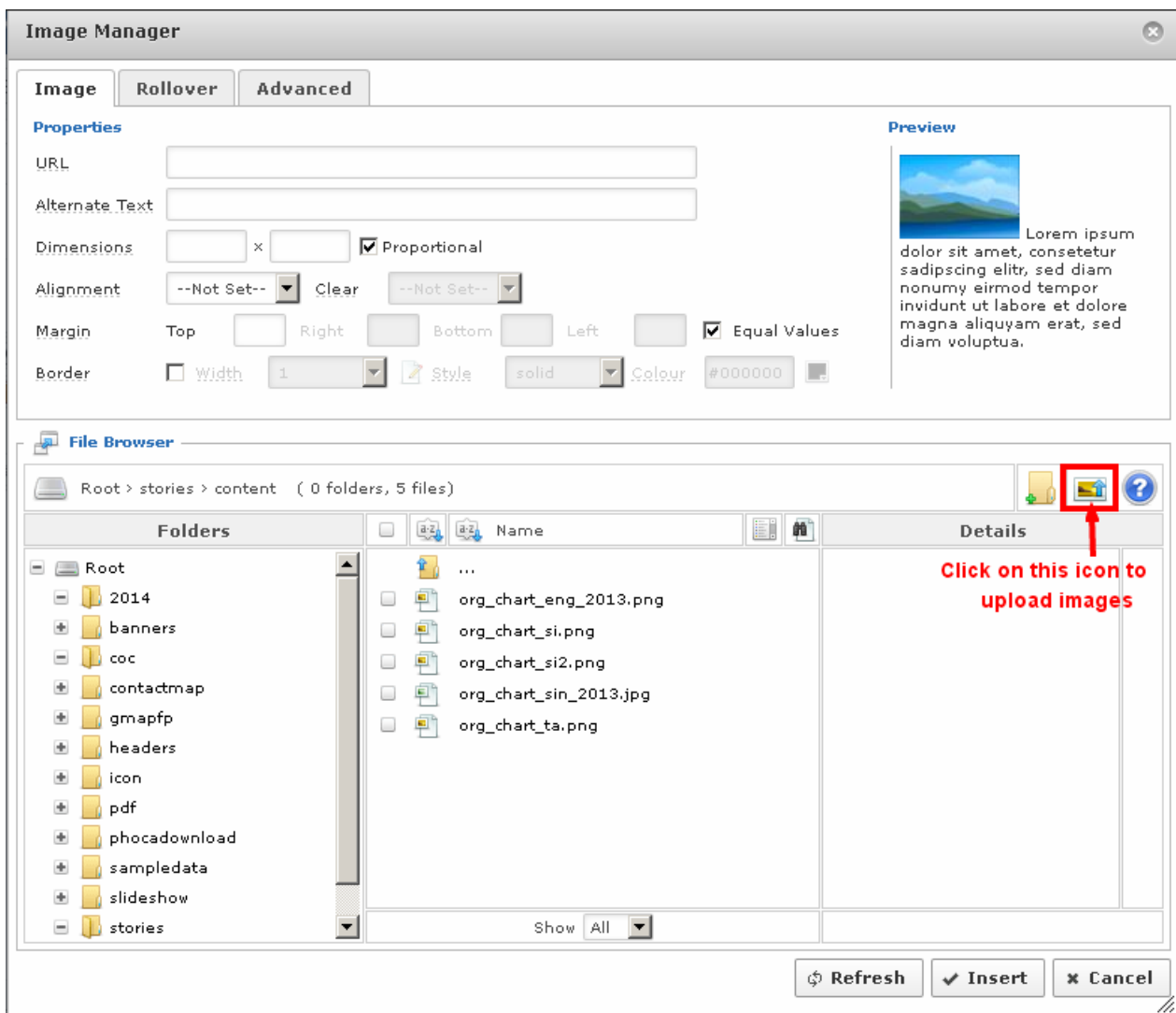


Fig. 3.2 – Navigate to the desired folder

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.

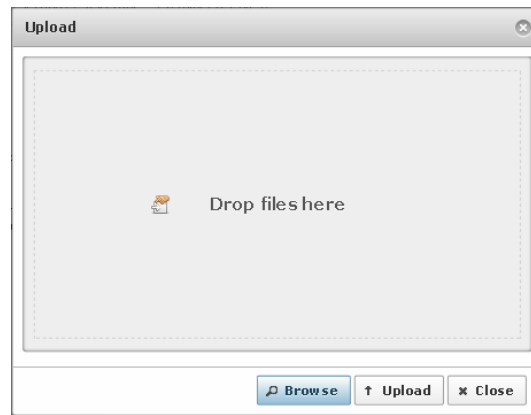


Fig. 3.3 – Browse and Upload File(s)

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 button rename to the right of the file name.



Note:

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

- You can remove the file from the queue by clicking on the "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.

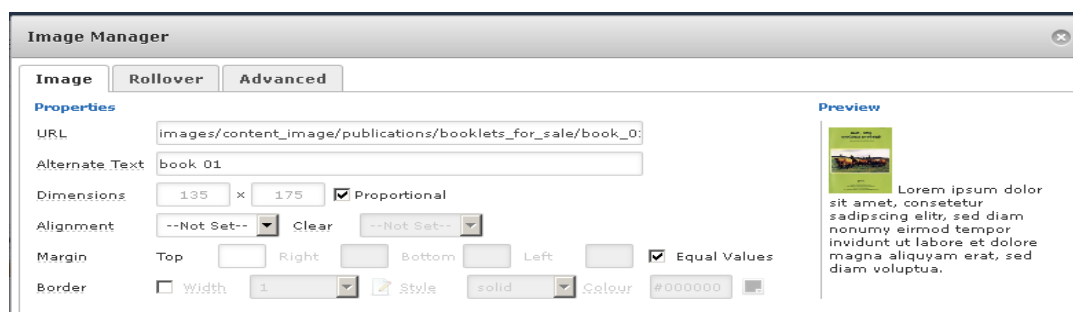


Fig. 3.5 – Image Attributes

- **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.

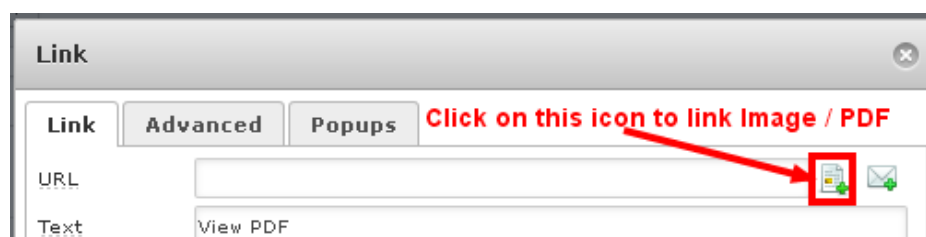


Fig. 3.7 – Enter URL or Click on the icon to select the file

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)

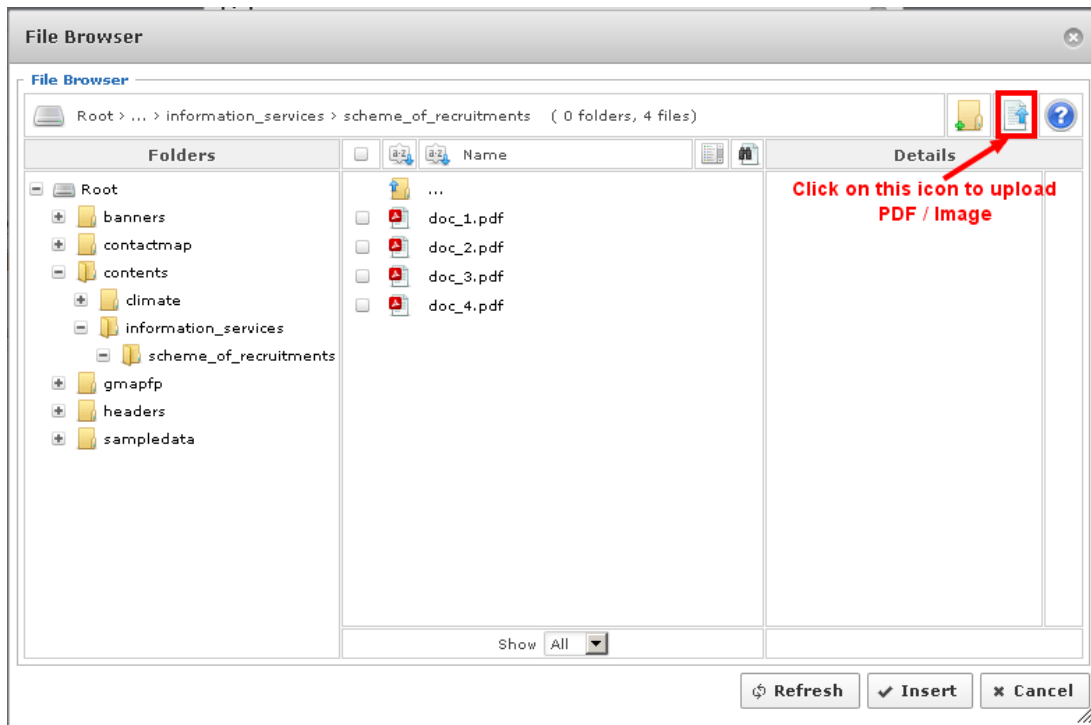


Fig. 3.8 – Navigate to the directory & select the relevant file

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.

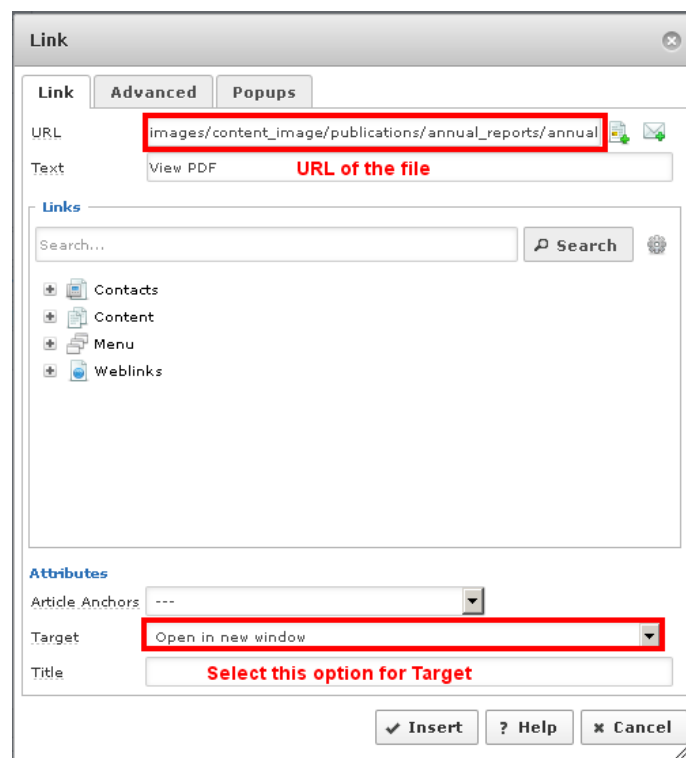



Fig. 3.9 – Select Target option and insert the link

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 is a text input field with the label 'Name' to its left. At the bottom right of the dialog box is an 'OK' button with a checkmark icon to its left.

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”

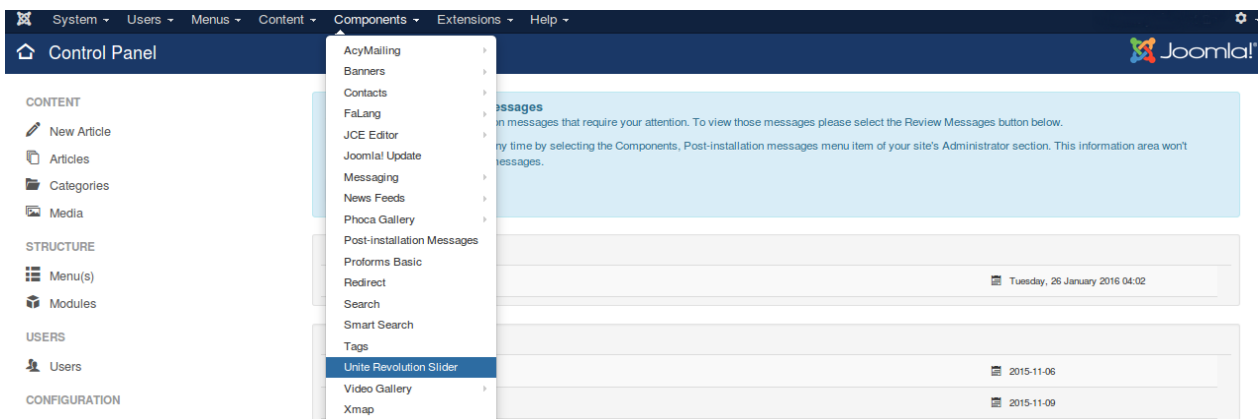


Fig. 4.2 - Components

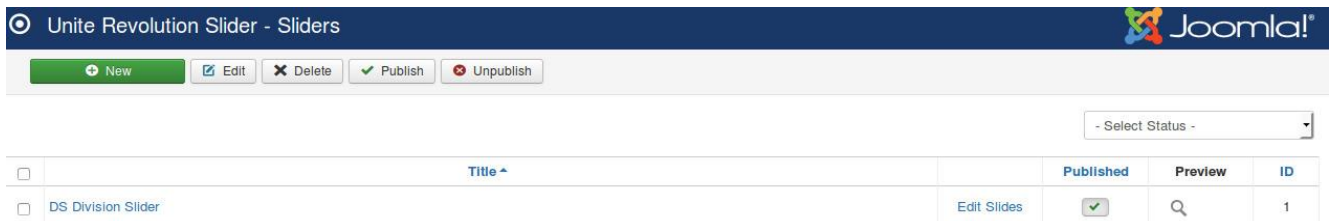


Fig. 4.3 – DS Division Slider

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.

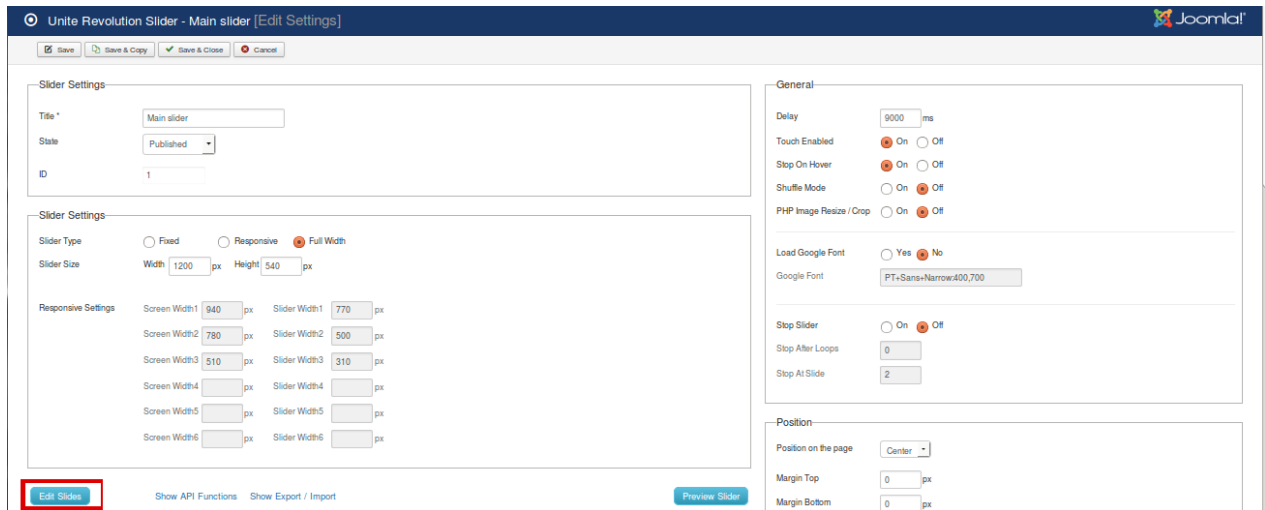


Fig. 4.4 – Main slider [Edit Settings]

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

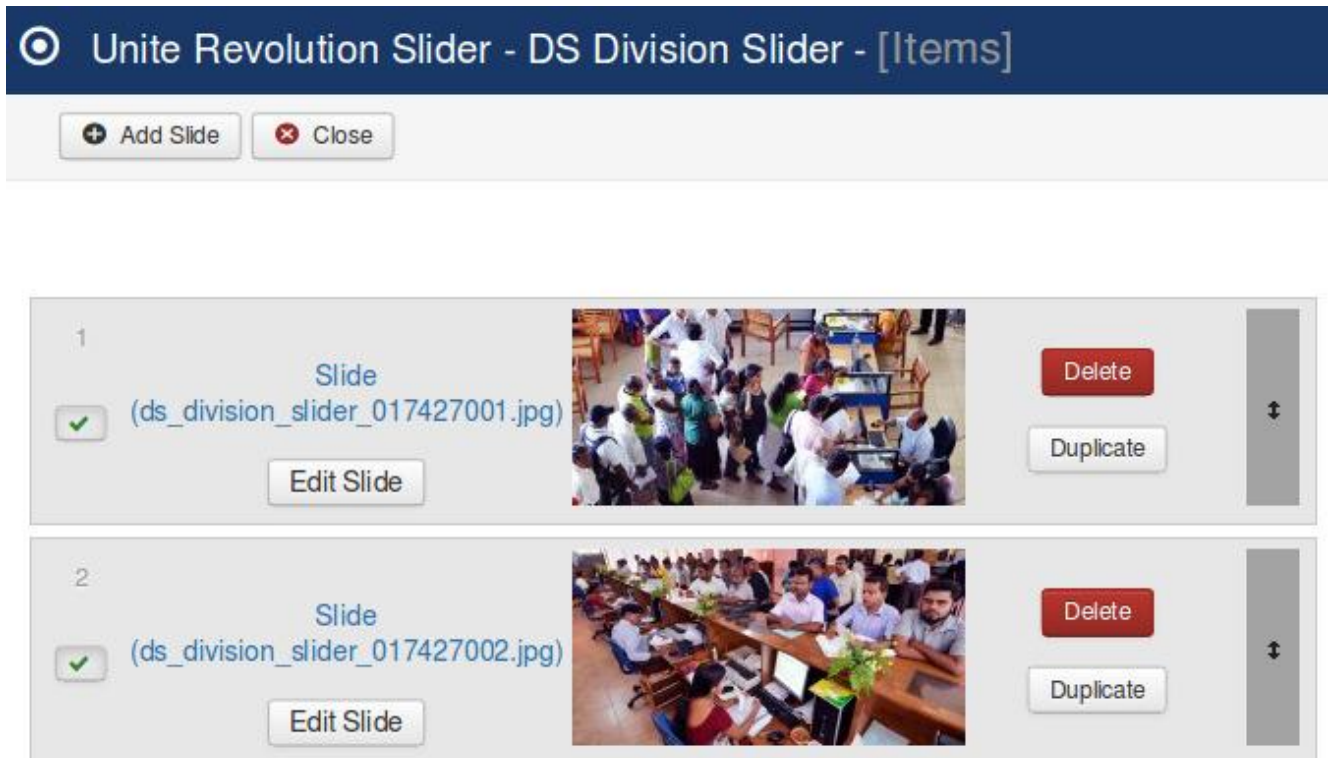


Fig. 4.5 – Slider Items

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



Fig. 4.6 – Add Slides

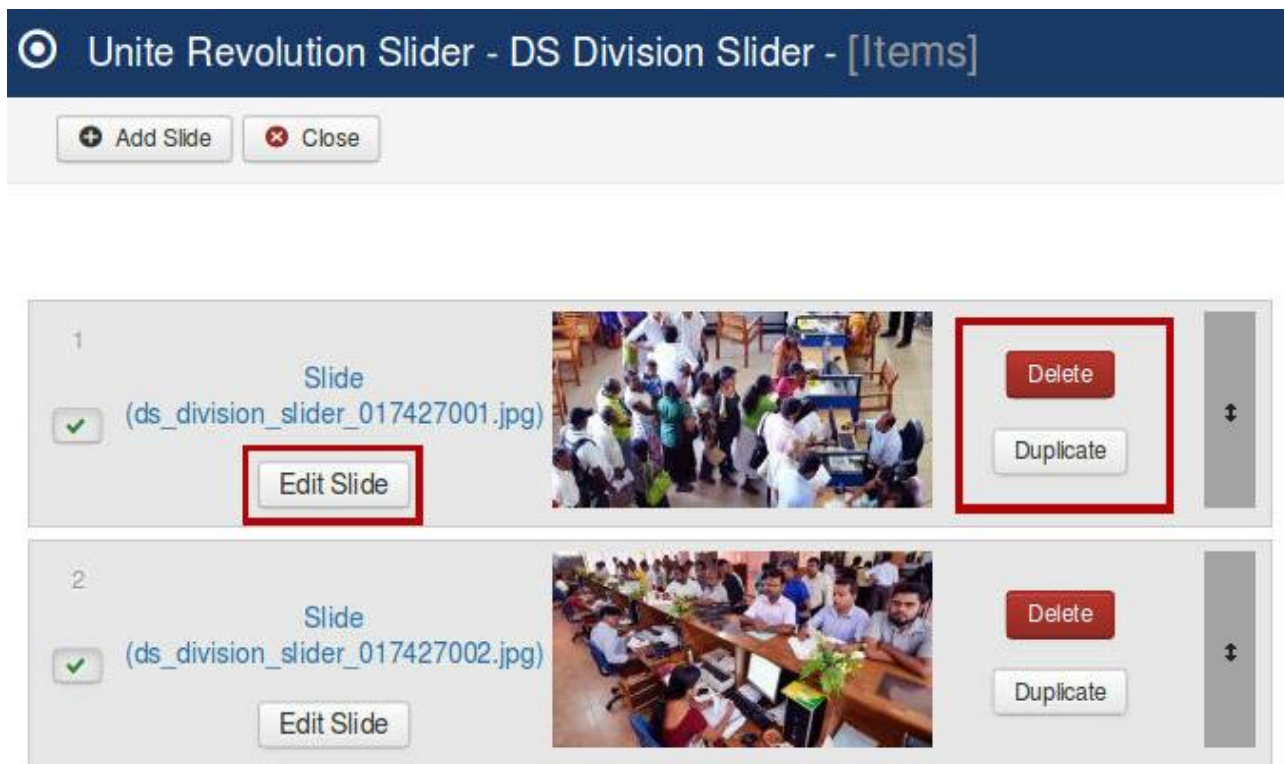


Fig. 4.7 – Edit / Delete/ Duplicate Slides

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

5.0 How to Manage News Article

5.1 News & Events

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

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

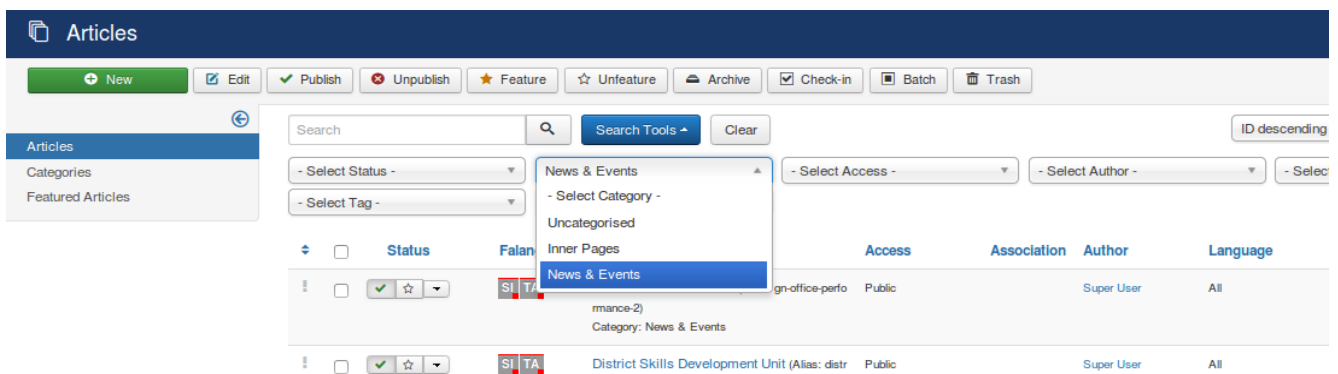


Fig. 5.1 – Display of Latest Articles under “News” Category

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.

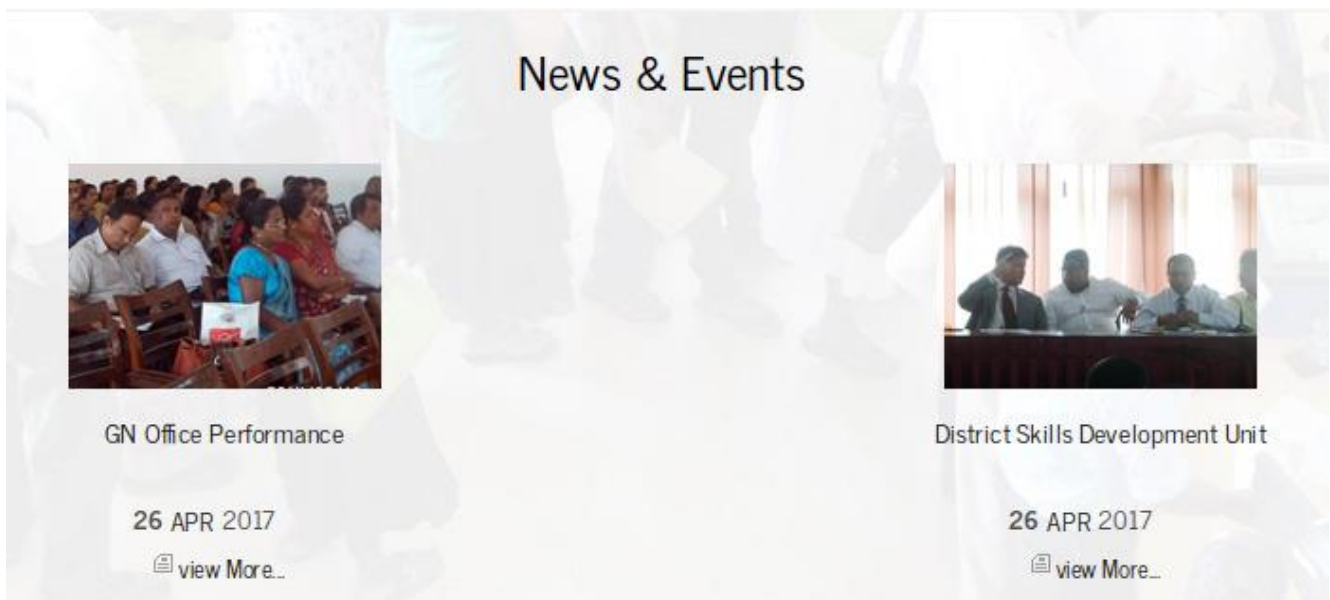


Fig. 5.2 – Display of News & Events in home page

6.0 How to Manage Government Service Centers

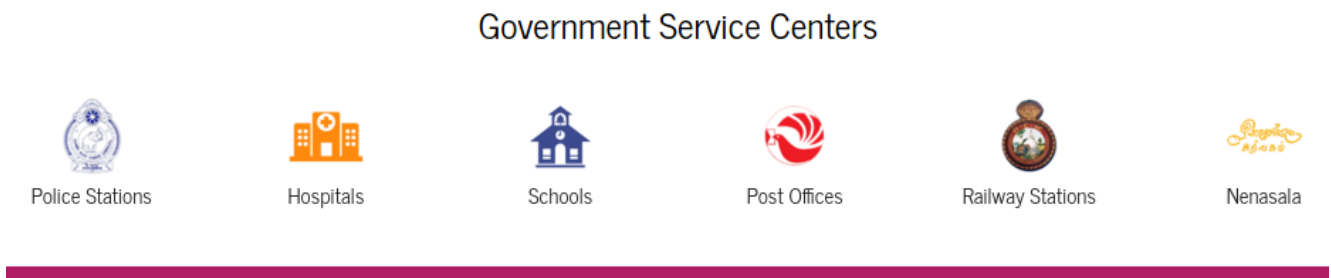


Fig 6.1 - Display of Government service centers in Home page

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)

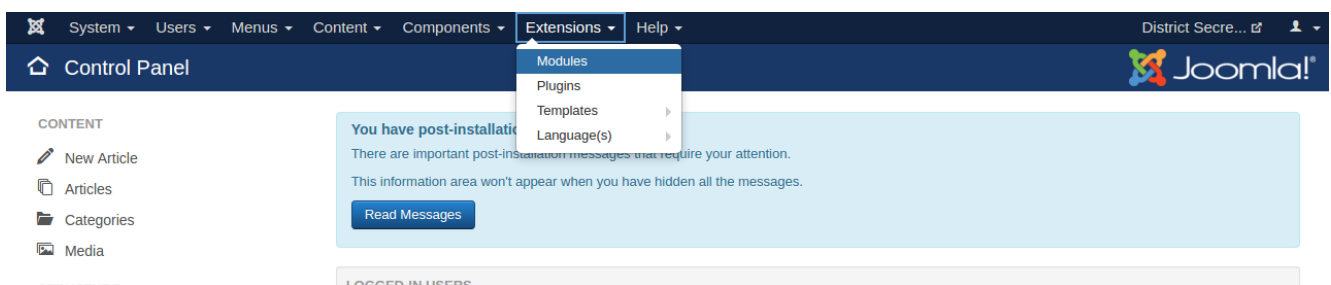


Fig 6.2 - Display of Dropdown selection

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.

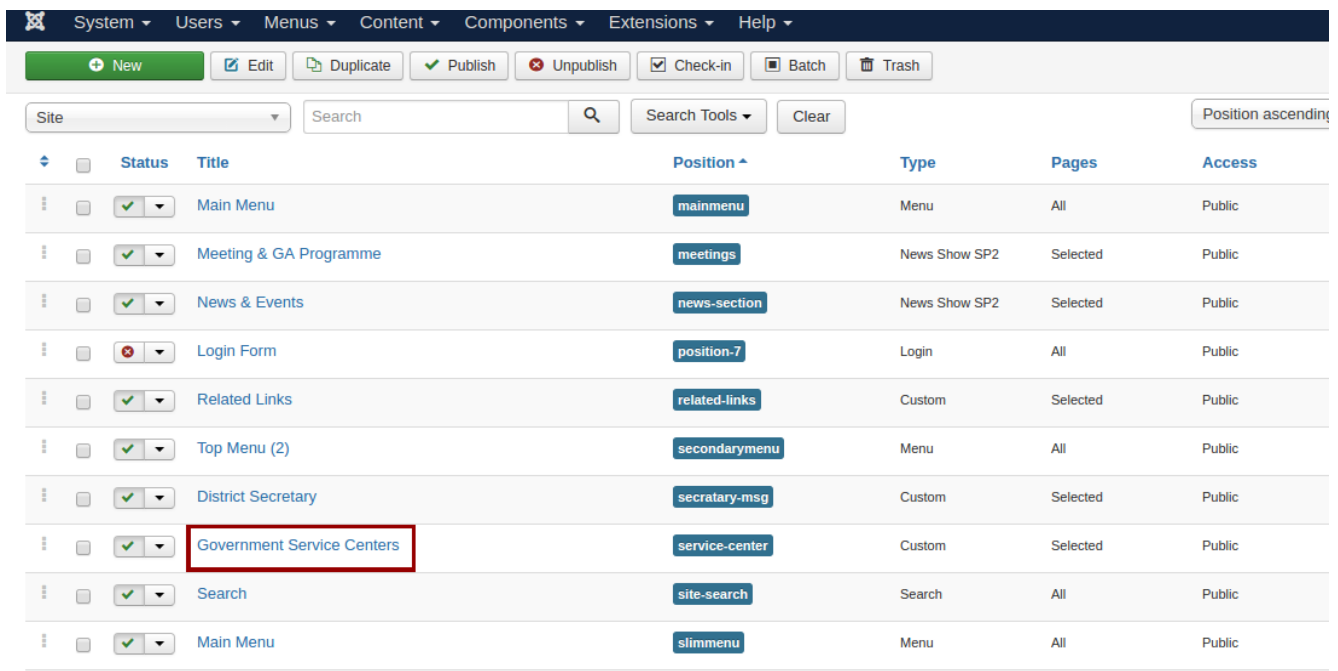


Fig 6.3 - Display of Government service centers selection

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

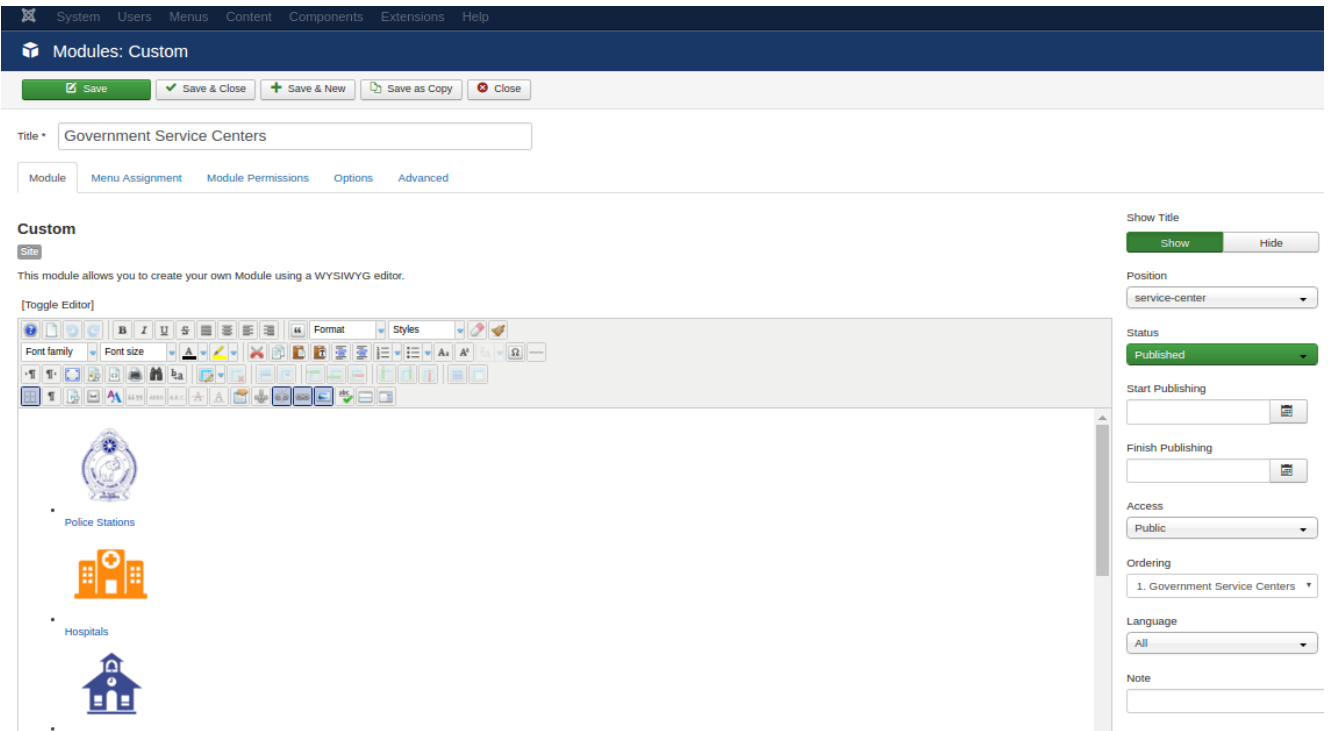


Fig 6.4 - Display of Government service centers edit page

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)



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

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

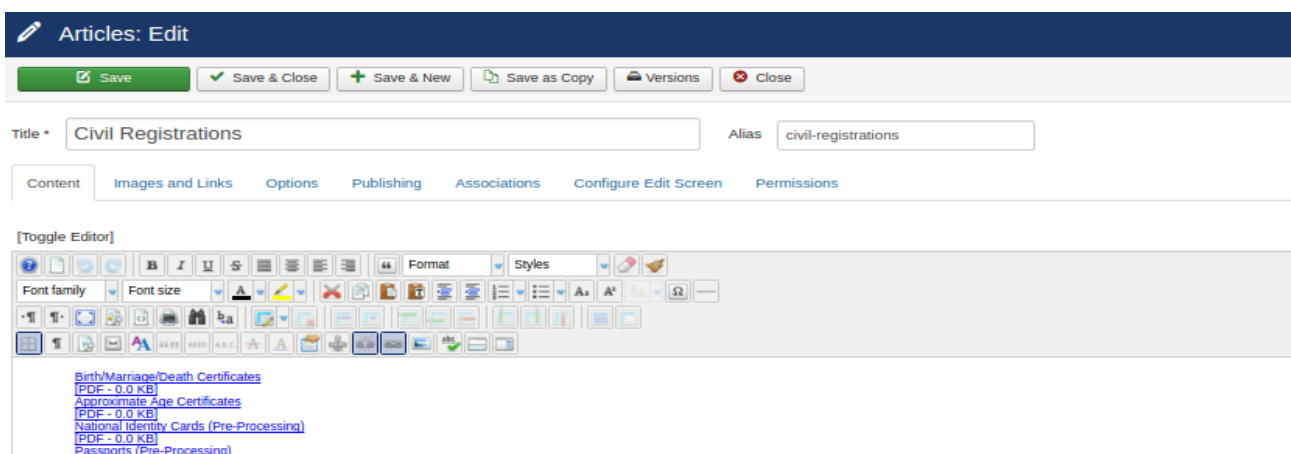


Fig 7.3 - Display of Service Cluster – Civil Registrations Edit page in back end

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

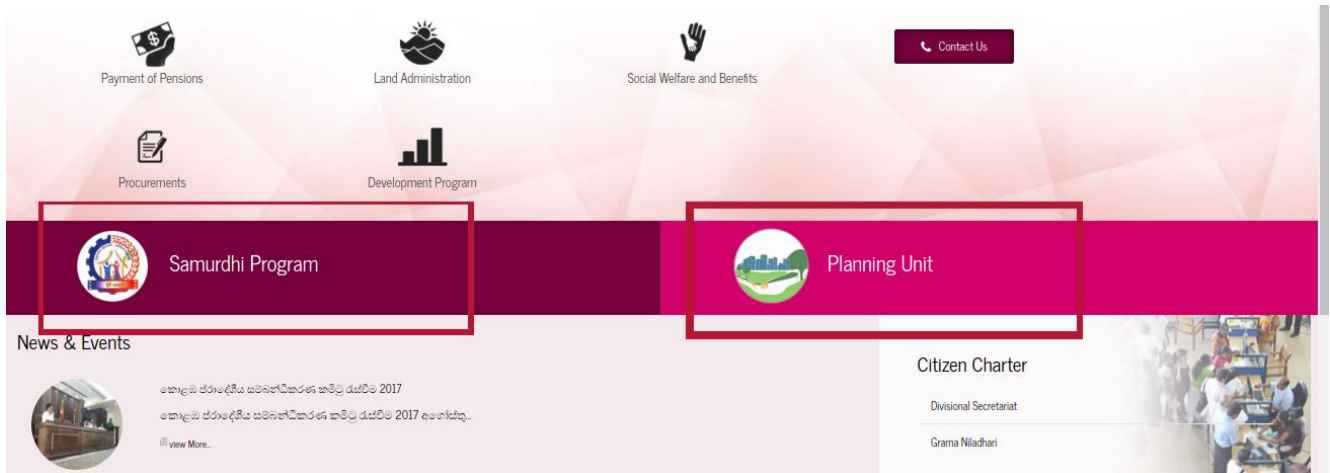


Fig 8.1 - Display of Samurdhi Program, Planning Unit Banners in home page

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)

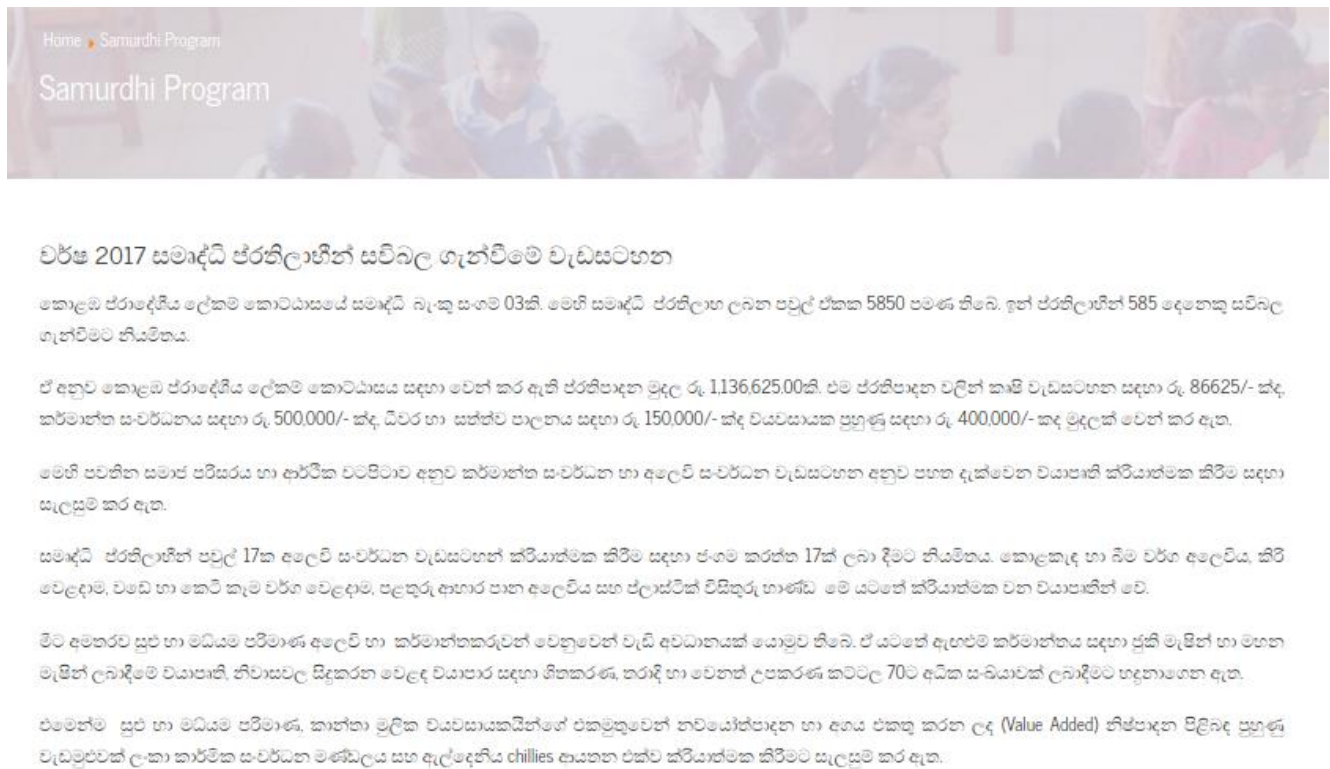


Fig 8.2 - Display of Samurdhi Program detailed page

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

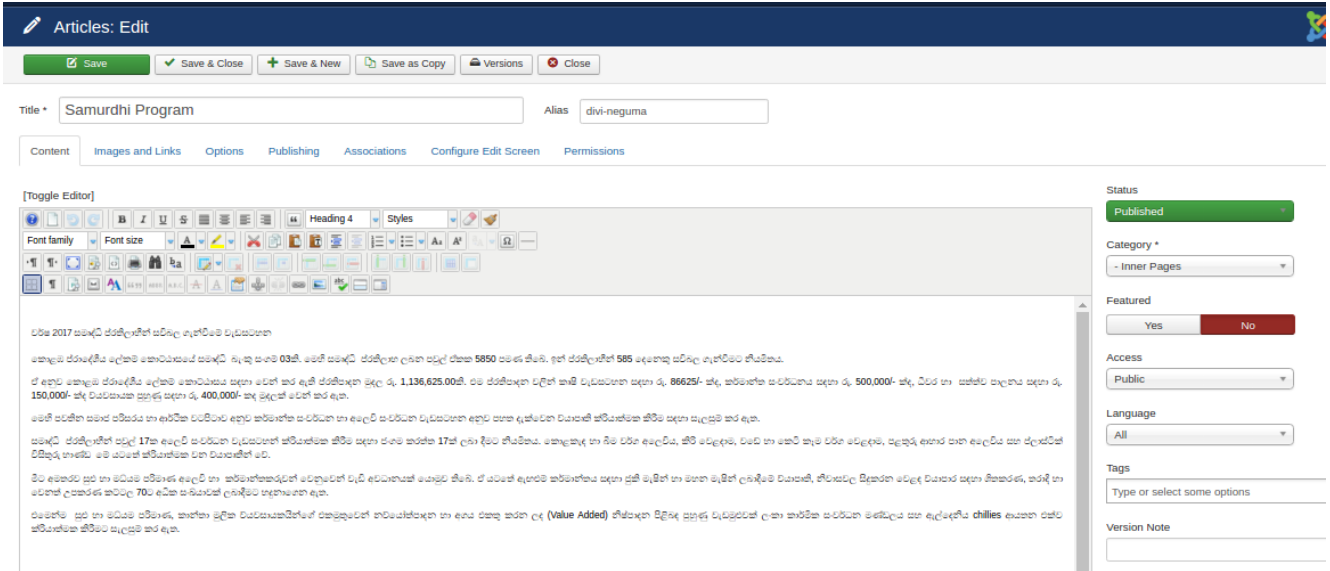


Fig 8.3 - Display of Samurdhi Program Edit page in back end

Further, you can get a clear idea about article handling in the back end with the above given (2.0) “ARTICLE MANAGER” section.

9.0 How to Manage Citizen Charter

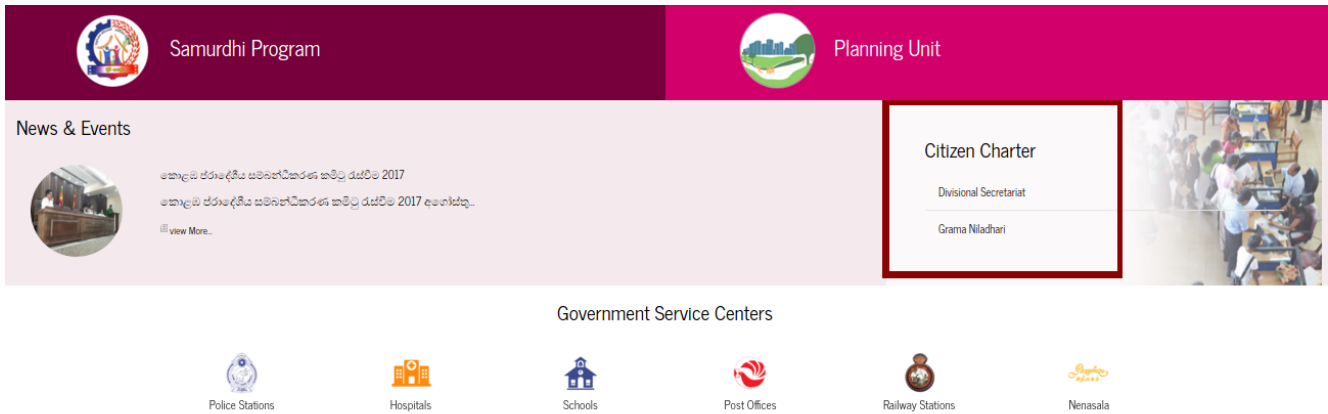


Fig 9.1 - Display of Citizen Charters in home page

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	03 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	½ 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.

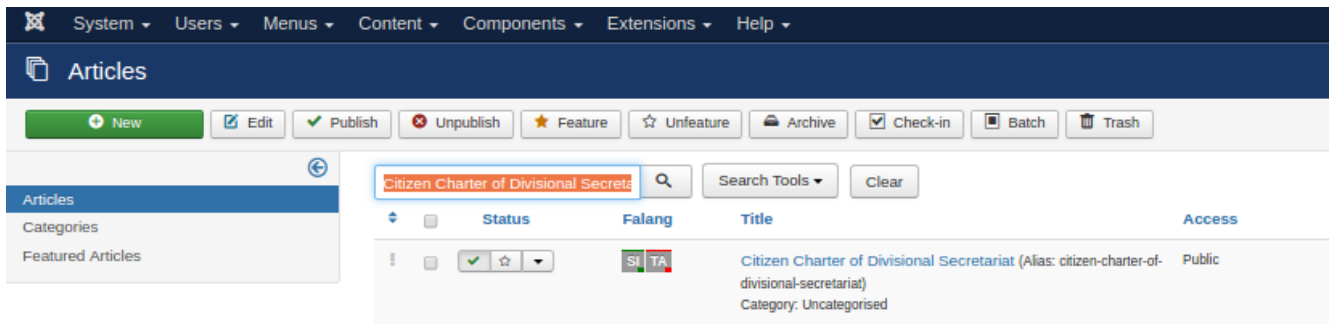


Fig 9.3 - Display of Search Divisional Secretariat Article

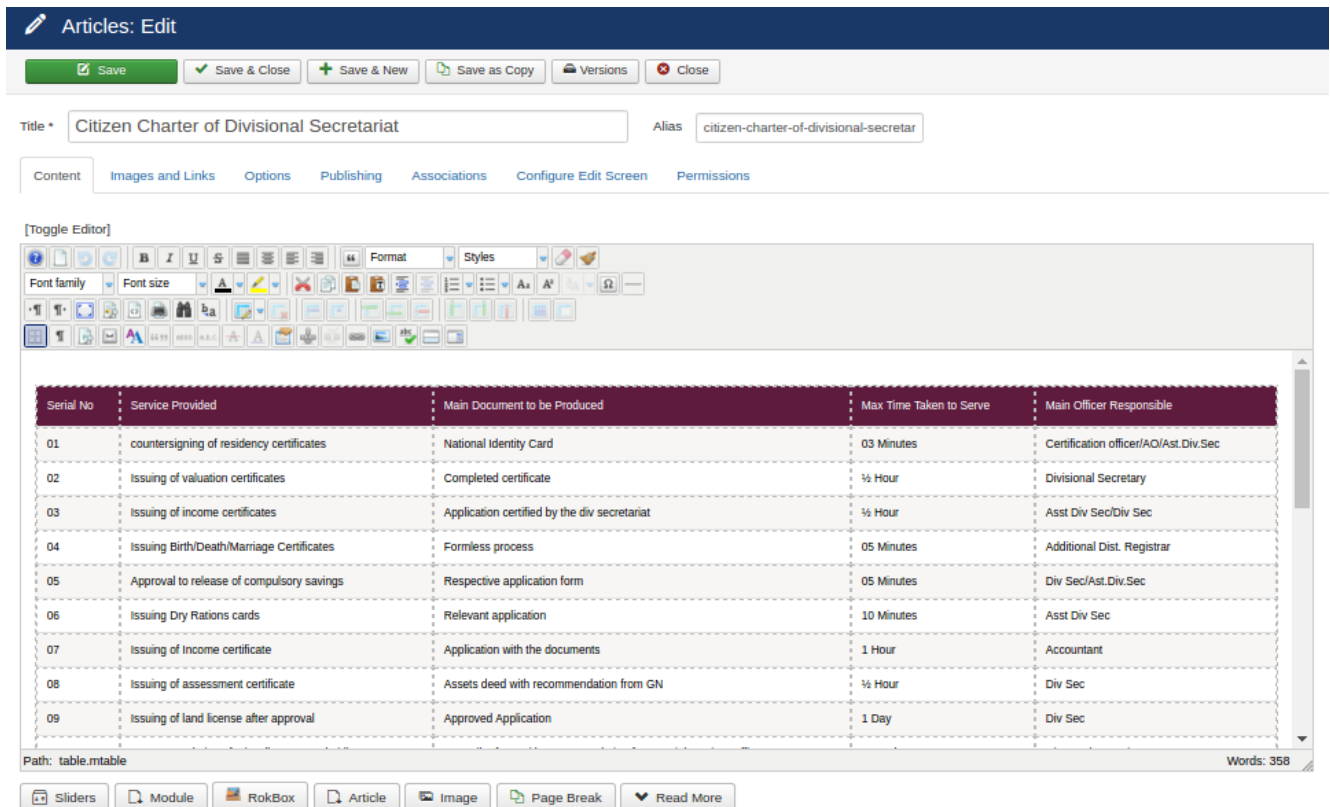


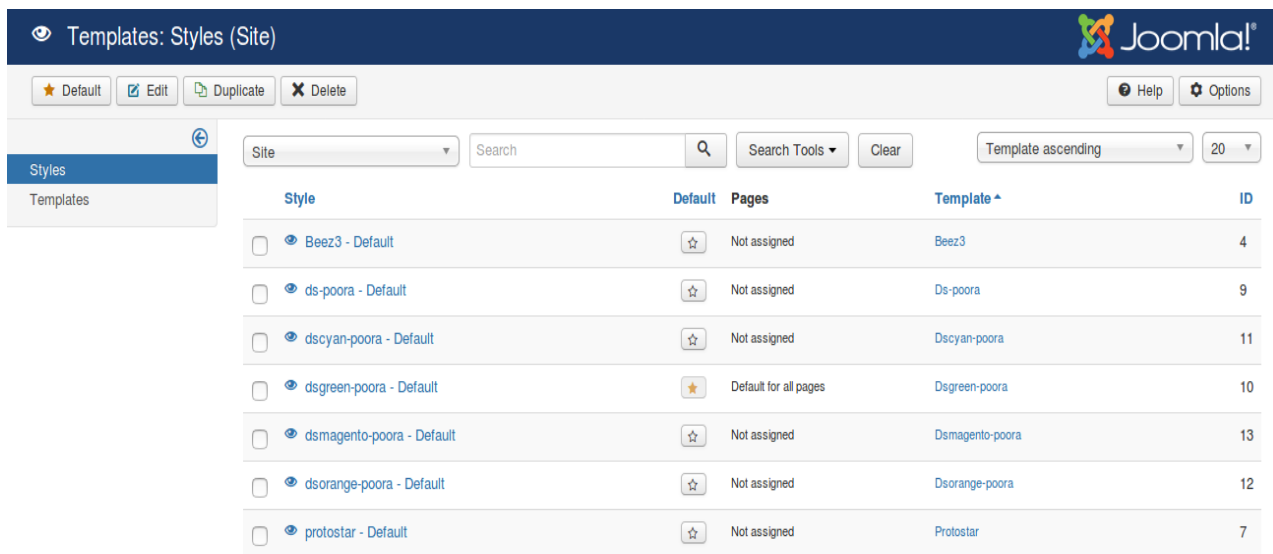
Fig 9.4 - Display of Divisional Secretariat Edit page in back end

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 → Template → Styles



Style	Default	Pages	Template	ID
<input type="checkbox"/> Beez3 - Default	☆	Not assigned	Beez3	4
<input type="checkbox"/> ds-poora - Default	☆	Not assigned	Ds-poora	9
<input type="checkbox"/> dscyan-poora - Default	☆	Not assigned	Dscyan-poora	11
<input type="checkbox"/> dsgreen-poora - Default	★	Default for all pages	Dsgreen-poora	10
<input type="checkbox"/> dsmagento-poora - Default	☆	Not assigned	Dsmagento-poora	13
<input type="checkbox"/> dsorange-poora - Default	☆	Not assigned	Dsorange-poora	12
<input type="checkbox"/> 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
<input type="checkbox"/> Beez3 - Default	☆	Not assigned	Beez3	4
<input type="checkbox"/> ds-poora - Default	☆	Not assigned	Ds-poora	9
<input type="checkbox"/> dscyan-poora - Default	☆	Not assigned	Dscyan-poora	11
<input type="checkbox"/> dsgreen-poora - Default	★	Default for all pages	Dsgreen-poora	10
<input type="checkbox"/> dsmagento-poora - Default	☆	Not assigned	Dsmagento-poora	13
<input type="checkbox"/> dsorange-poora - Default	☆	Not assigned	Dsorange-poora	12
<input type="checkbox"/> 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.

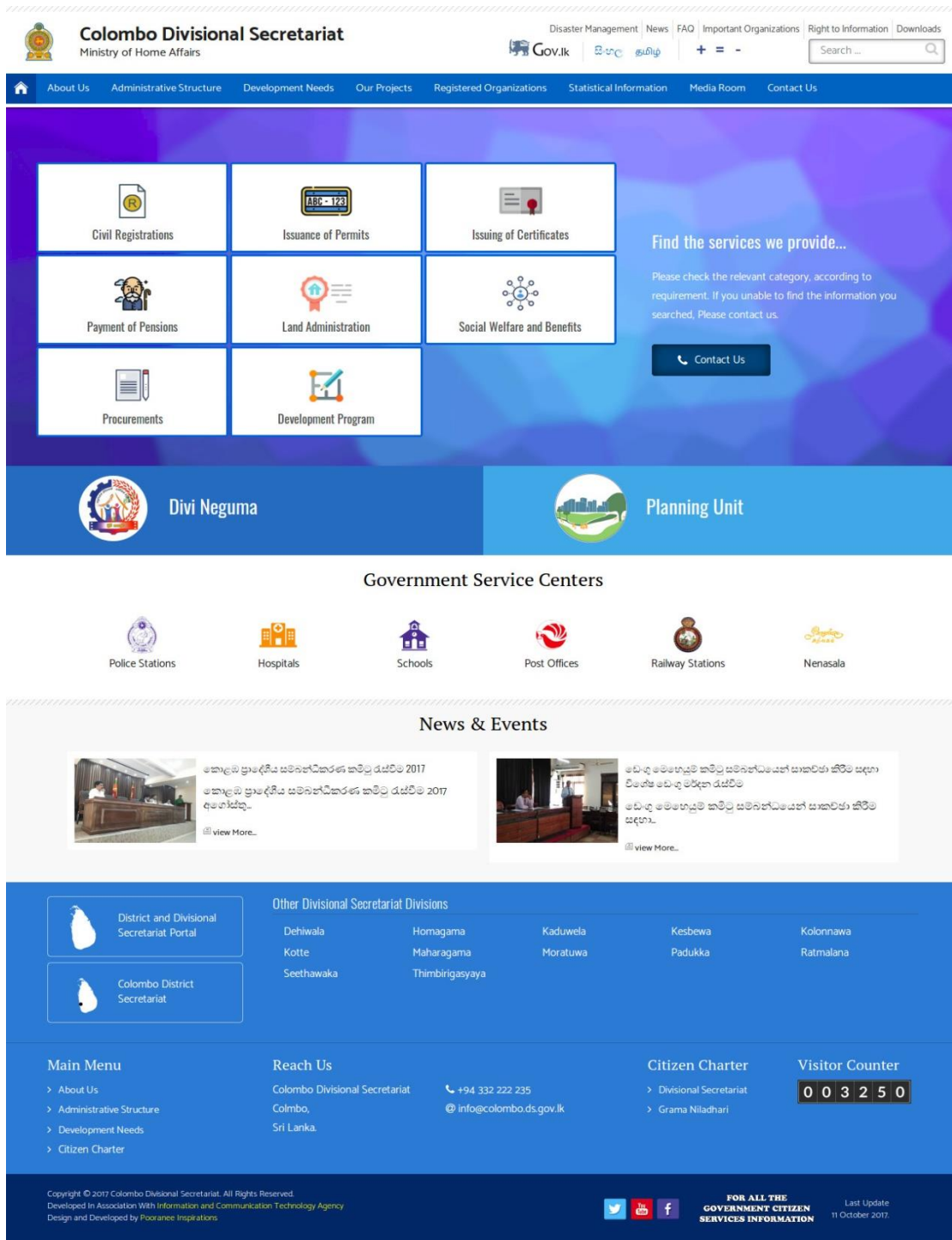


Fig 10.2.1 – Front-end according to ds-poora – Default

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

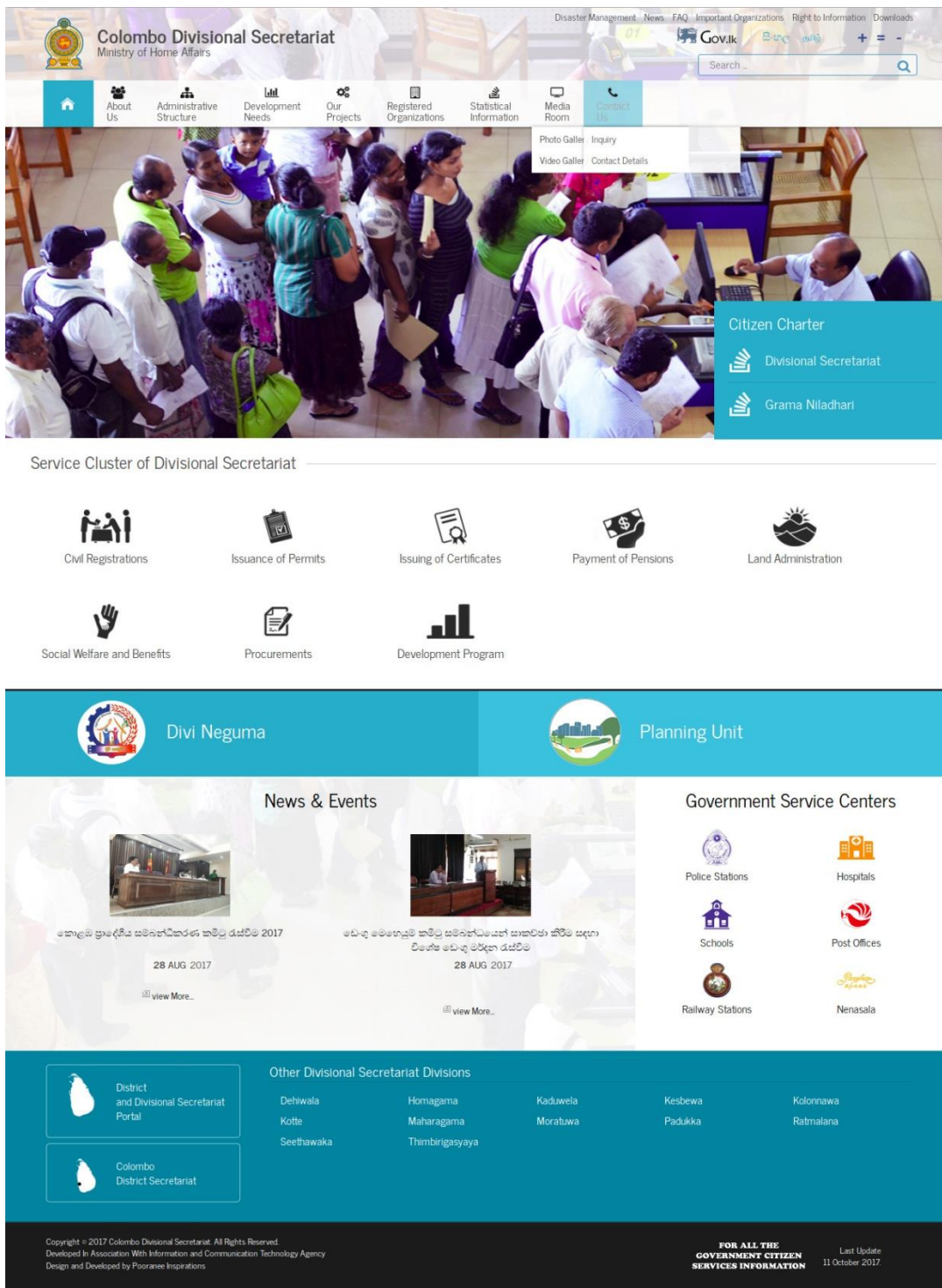


Fig 10.2.2 – Front-end according to dscyan-poora - Default

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

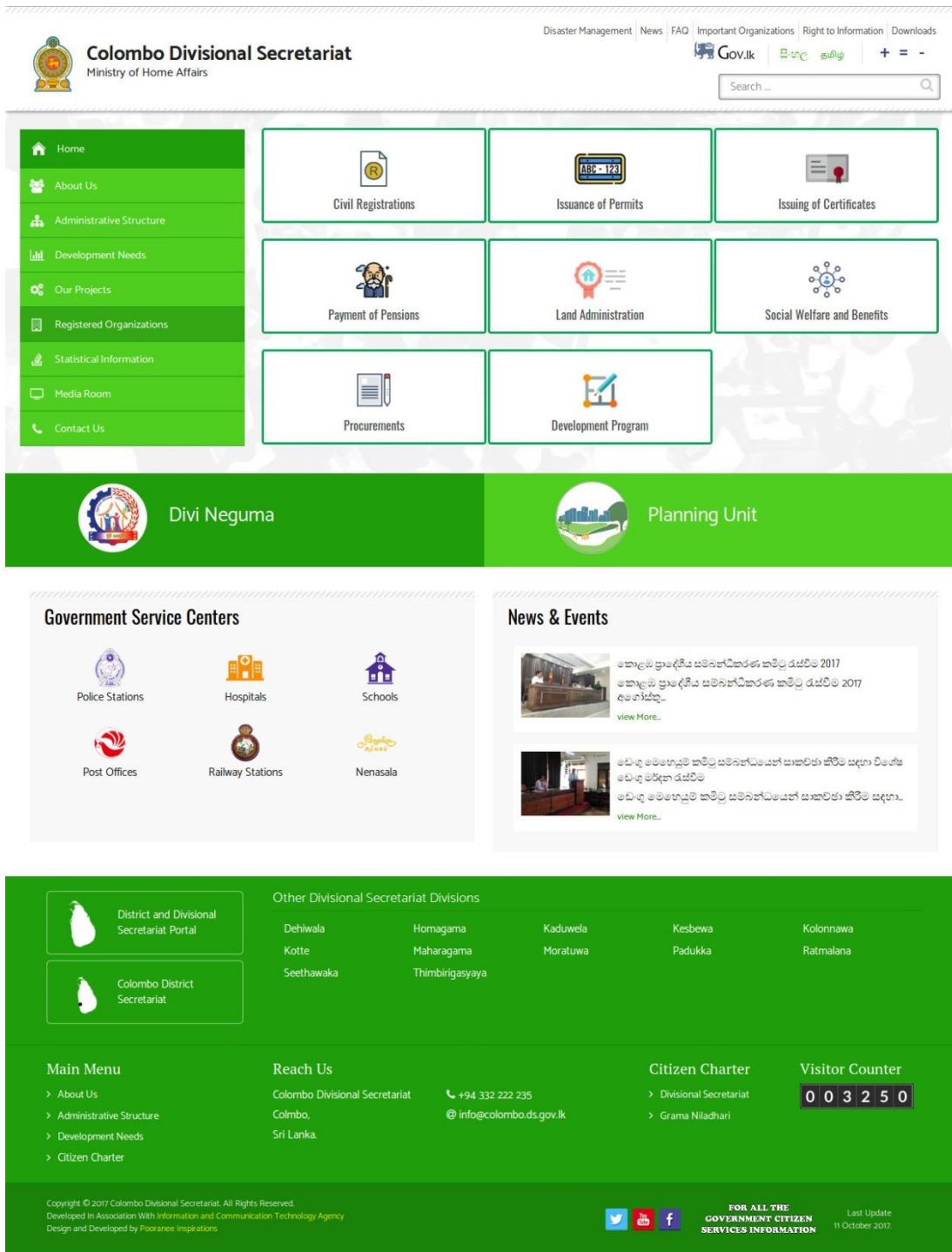


Fig 10.2.3 – Front-end according to dsgreen-poora - Default

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

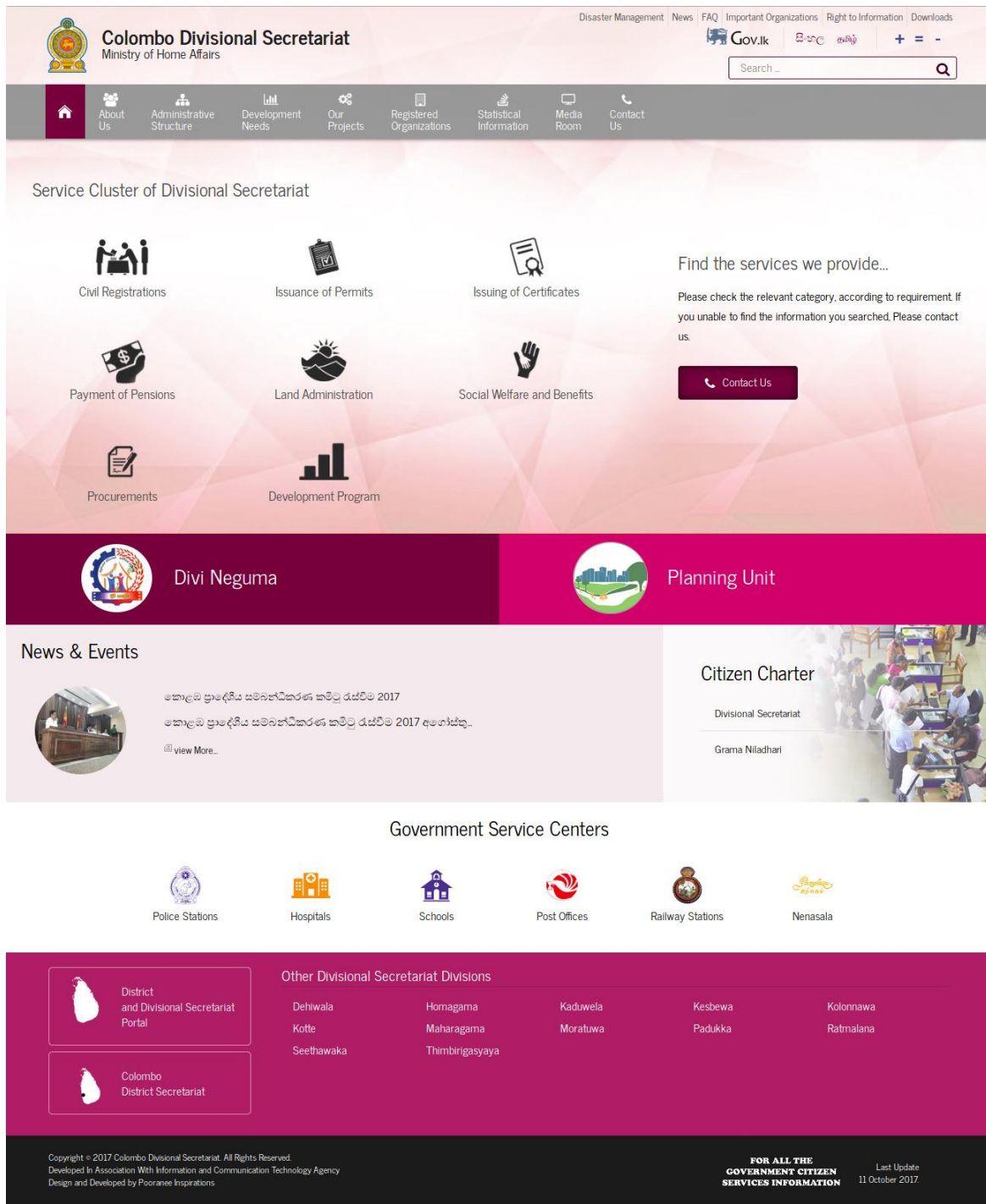


Fig 10.2.4 – Front-end according to dsmagento-poora - Default

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

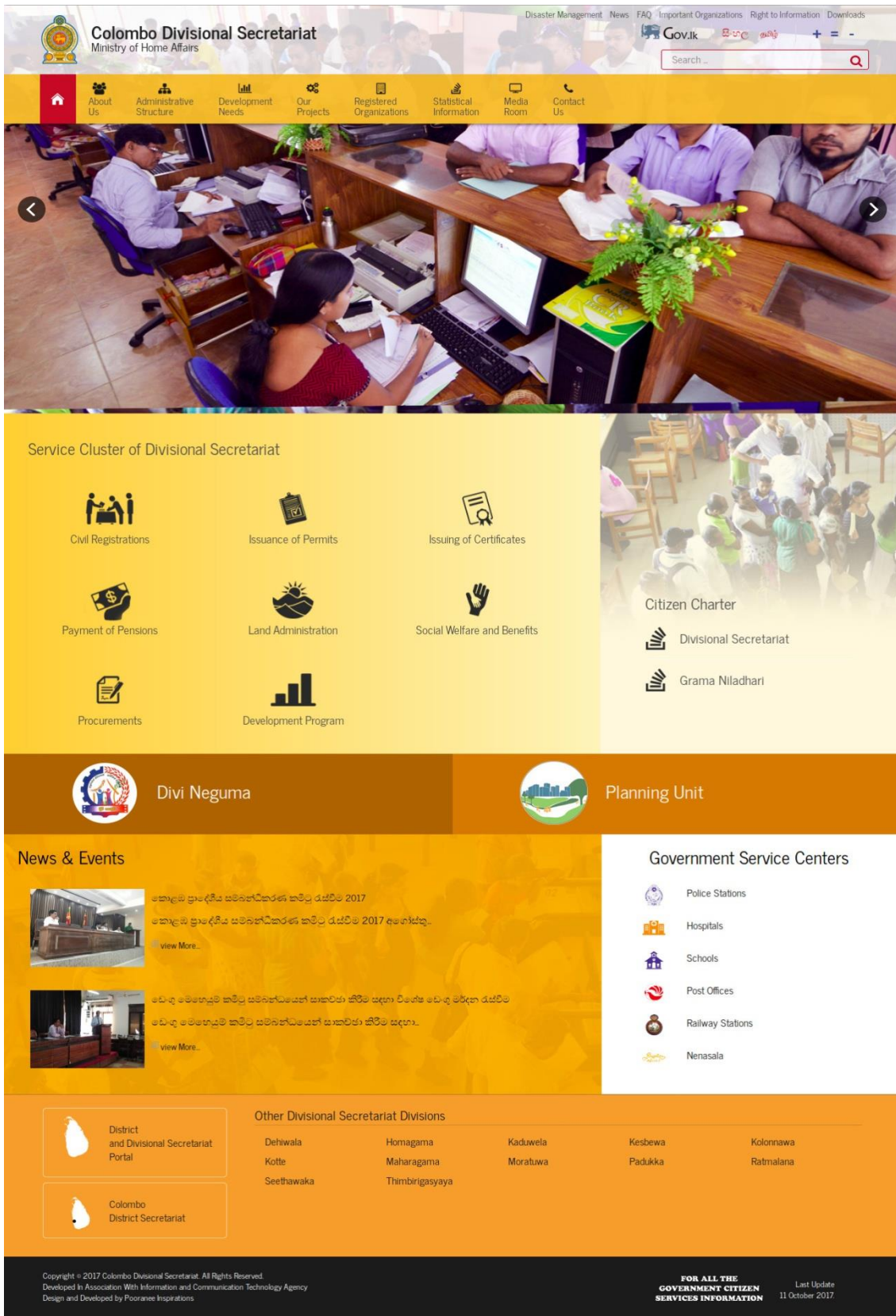


Fig 10.2.5 – Front-end according to dsorange-poora - Default

11.0 How to Manage “Photo Gallery”

11.1 Categories

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

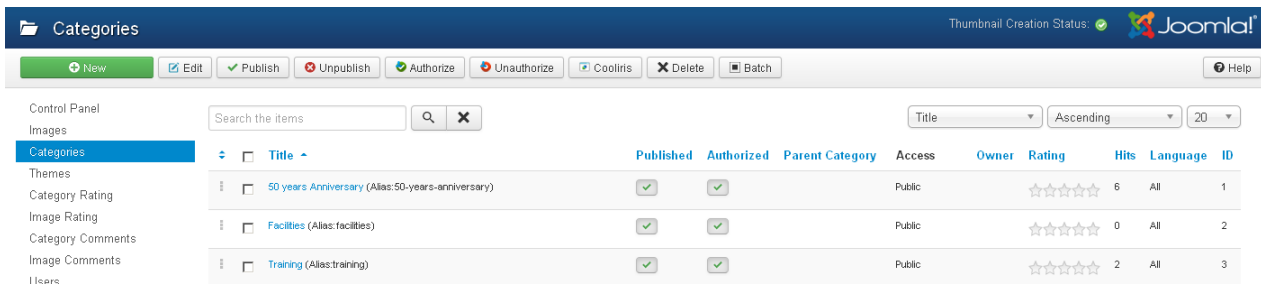


Fig. 11.1 – Categories Screen

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.

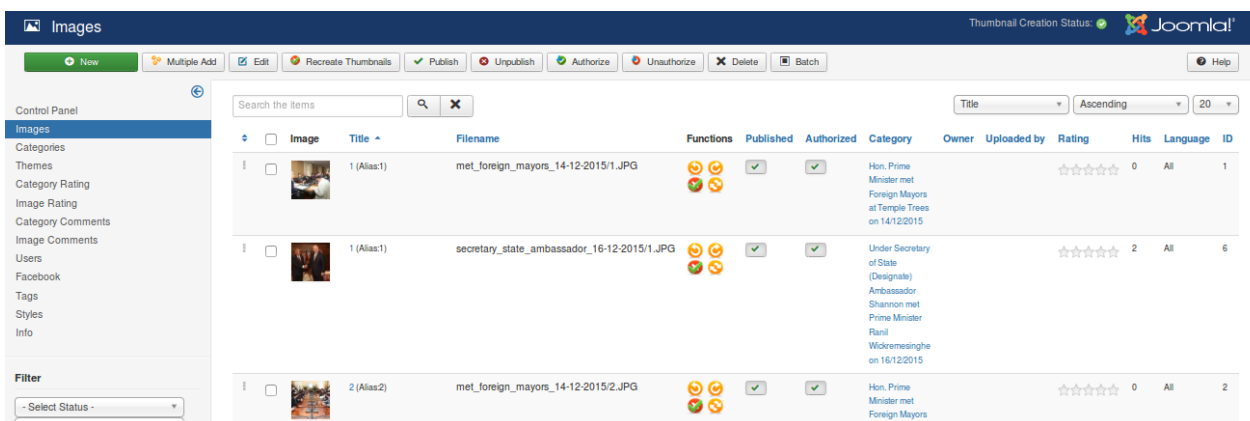


Fig. 11.3 – Images Screen

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:

- General Options (selected), Publishing Options, Geo Options, External Link Options, Metadata Options
- Title:
- Alias:
- Category *: (highlighted with a red box)
- Ordering: New items default to the last position. The ordering can be changed after this item is saved.
- 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.

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:

- Upload, Multiple Upload, Create Folder
- Upload File [Max Size: 3.00 MB, Max Resolution: 3072 x 2304 px]
- Browse... No file selected.

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**
- Title:
- Alias:
- Published:
- Authorized:
- Category:
- Language:
- Path: /var/www/html/2015/gov/ayurvedicdrugscorp/web/images/phocagallery/
- Filename**
- ..
- avatars

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

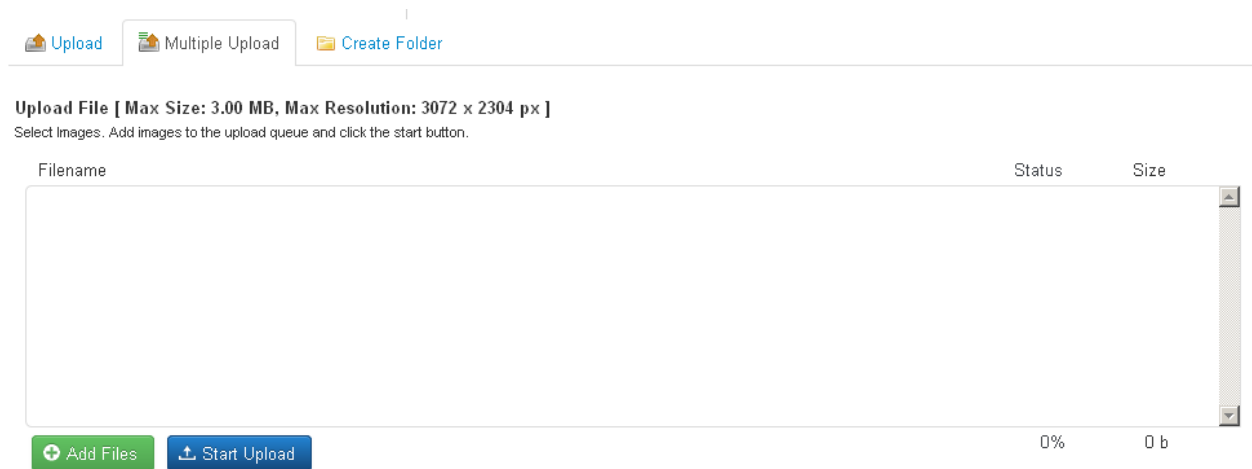


Fig. 11.7 – Upload Multiple Images

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

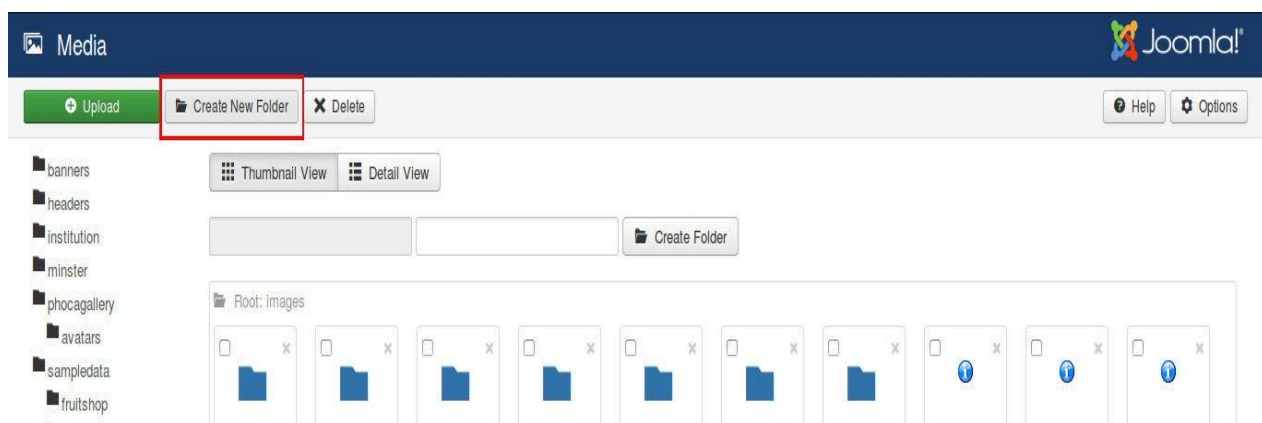


Fig. 11.8 – Creating New Folder

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”

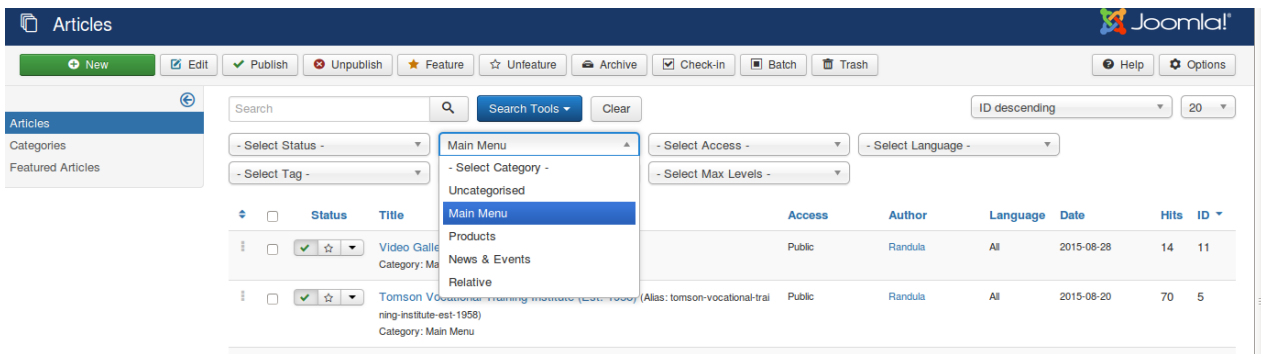


Fig. 12.1 – “Divisional Secretariat” Video in the Main menu

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

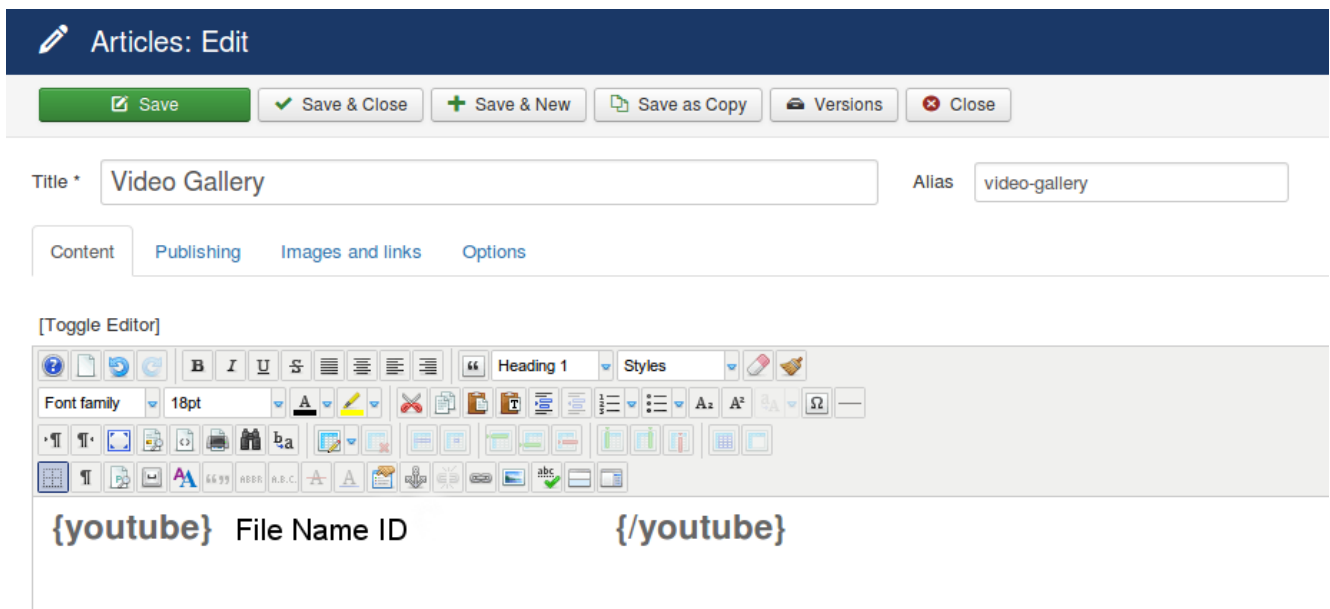


Fig. 12.2 – Video Gallery

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

You can use YouTube to get file name id. For that select wanted video from YouTube. Then you can see the selected video's URL. One of the example is shown below,

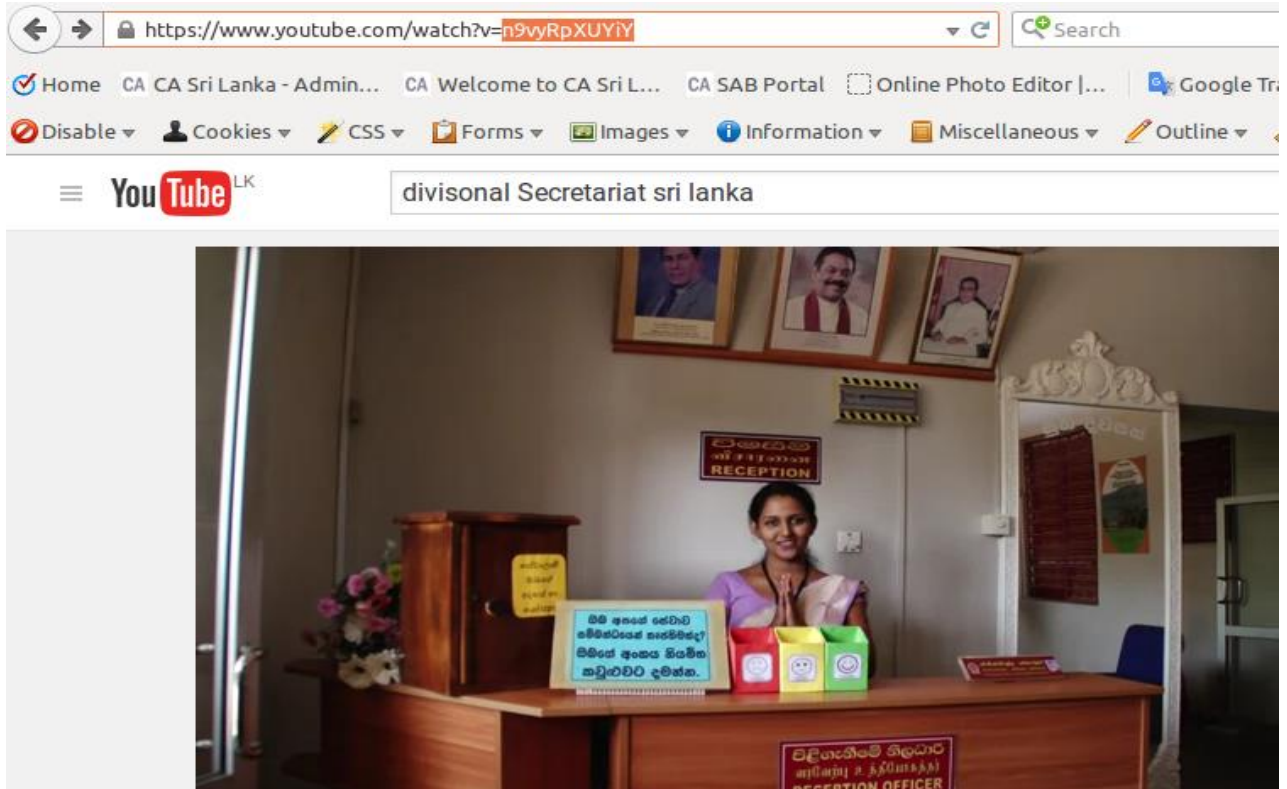


Fig. 12.3 – Add/Edit Video Category

Ex: <https://www.youtube.com/watch?v=n9vyRpXUYiY>

Note: * file name id is highlighted in above link.

13.0 How to handle FaLang Translation

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

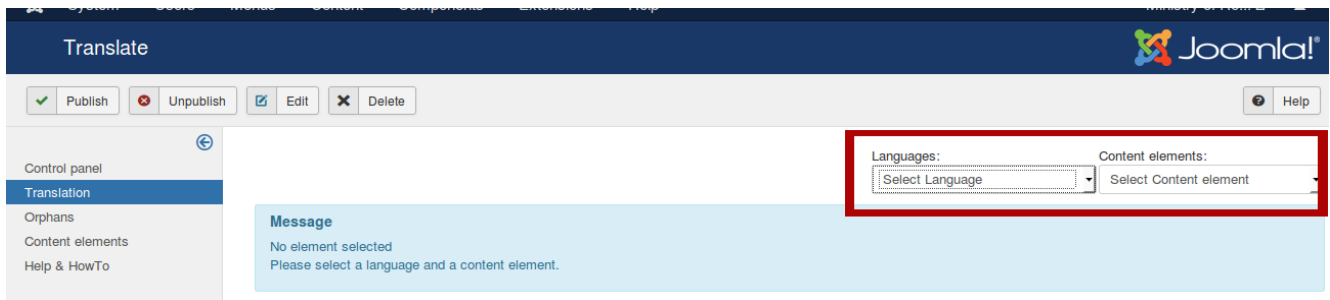


Fig. 13.1 – Display of the Language and Content element dropdowns

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

The screenshot shows the Joomla! Translate interface with a list of menu translations. The interface includes a 'Keyword filter' and a search icon. The list is filtered by 'Tamil (India)' and 'Menus'. The table below shows the details of the translations.

<input type="checkbox"/>	Title	Language	Translation	Changed date	State	Published	ID
<input type="checkbox"/>	"Siyawera" Livelihood Development Program Application Form	Tamil (India)			🔴	🔴	174
<input type="checkbox"/>	"Siyawera" Livelihood Development Project Proposed Credit Scheme	Tamil (India)			🔴	🔴	175
<input type="checkbox"/>	"Siyawera" Livelihood Development Program	Tamil (India)	வாழ்வாதார அபிவிருத்தி திட்டம் ...	Monday, 18 September 2017 10:21	💡	✅	169
<input type="checkbox"/>	About Us	Tamil (India)	எம்மைப்பற்றி	Thursday, 17 August 2017 12:45	✅	✅	110
<input type="checkbox"/>	Agriculture	Tamil (India)	விவசாயம்	Thursday, 17 August 2017 18:57	💡	✅	162

Fig. 13.2 – Display of the Menu Translations

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