RHRDC Sites Manual

TABLE OF CONTENTS

FOREWORD

This manual is specially tailored for the regional site administrators. That is, only the modules/components installed have been covered in this document. This should not be considered as a resource that can provide an in-depth Joomla tutorial. The modules/components for each site are the following: (1) Login; (2) Menu; (3) Eventlist; (4) Custommenu; (5) Search; (6) Latest News; (7) Bannerslider; (8) Breadcrumbs; and (9) Footer. If for some reasons, other modules or components need to be added to the sites, let the super-administrator know.

Some installed modules are not included in this manual because either they require programming skill, or there is no administration needed for them. Specifically, **Custommenu** requires basic PHP programming skill, so it is taken out of this document. If the need arises to modify the contents of this module, ask the super-administrator to do it. This ensures nothing is broken on the site while managing the module. **Search**, **Breadcrumbs, and Bannerslider** modules are likewise not covered because there is no administration needed for them.

Some instructions in this document may not be performed until some 'file & directory' permissions are explicitly changed on the server. It has been designed this way so that the server will always remain as locked-down as possible to prevent attacks from hackers. As soon as errors are seen when performing administrative tasks, seek assistance from the super-administrator immediately.

Screenshot of the front-end, showing the modules, is provided in this manual. Also, screenshots of the back-end panel are provided to ease site administration.
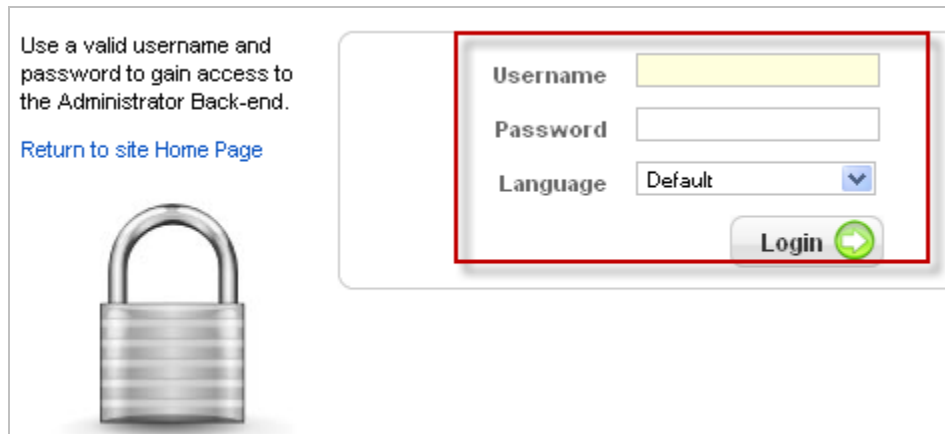
I.   FRONT-END SCREENSHOT

Figure 1.0

II.   <u>LOGIN TO THE BACKEND PANEL</u>

A.   Open a browser of your preference (i.e. Firefox, IE, Opera, Netscape, Google Chrome, etc.). In the address bar of your browser, type the URL of the backend panel that corresponds to your regional site. <u>See full list of backend and frontend URLs on the last page of this manual</u>.

B.   Login using the username and password provided to you by Renante Bahala (super-admin). If you did not get your username and password, send your request to <u>citdsadmin@pchrd.dost.gov.ph</u>.

Figure 2.0

III.   <u>CREATE NEW ARTICLES</u>

A.   Hover your mouse over the **Content** menu on top. Click on **Article Manager** menu item.
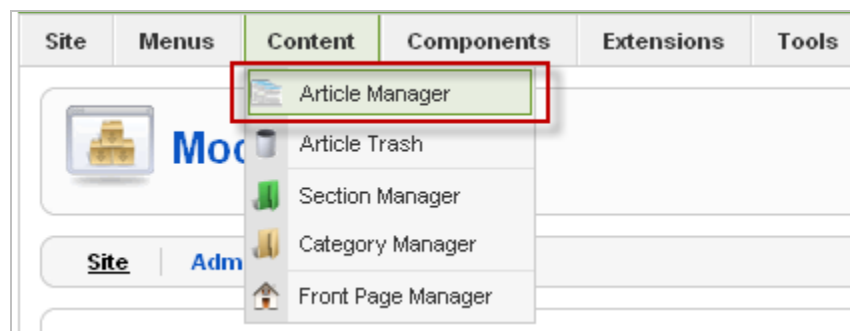

Figure 3.0

B. On Article Manager page, click on New button.

Figure 4.0

C. Fill in the required fields (title, section, category, and body). Publish and save the article.
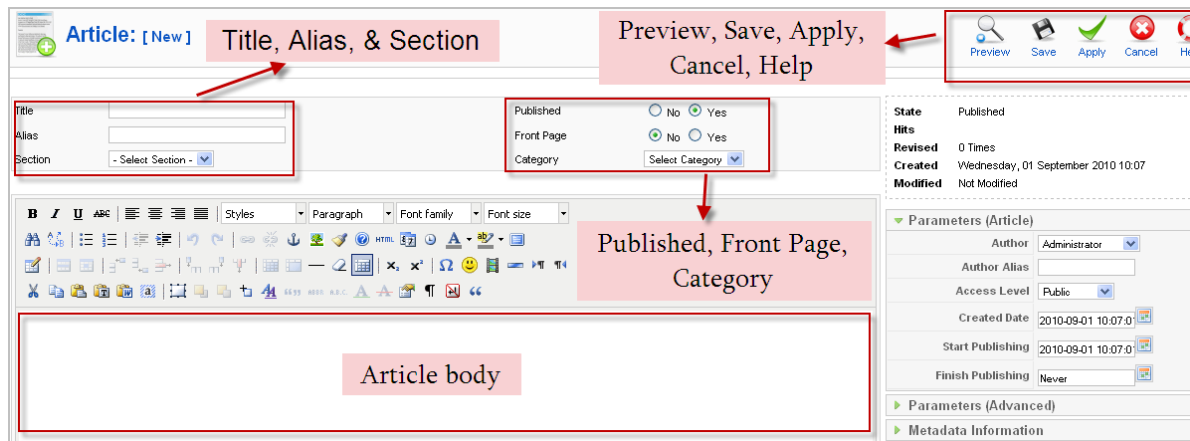

Figure 5.0

IV.   <u>MANAGE ARTICLES</u>

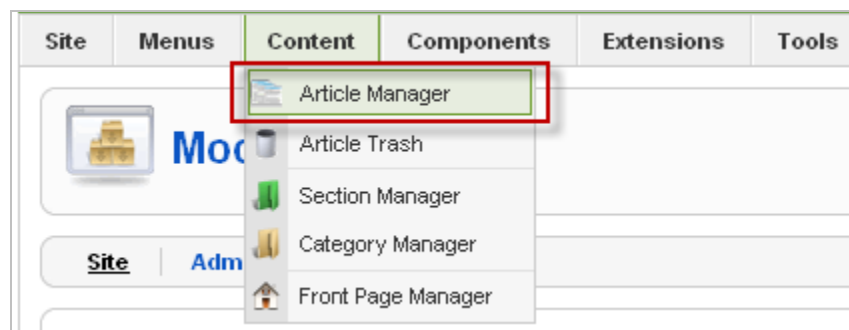A. Hover your mouse over the **Content** menu on top. Click on **Article Manager** menu item.

Figure 6.0

B. Tick the checkbox beside the article that you want to manage.
C. Click on any of the buttons on top to perform desired action.
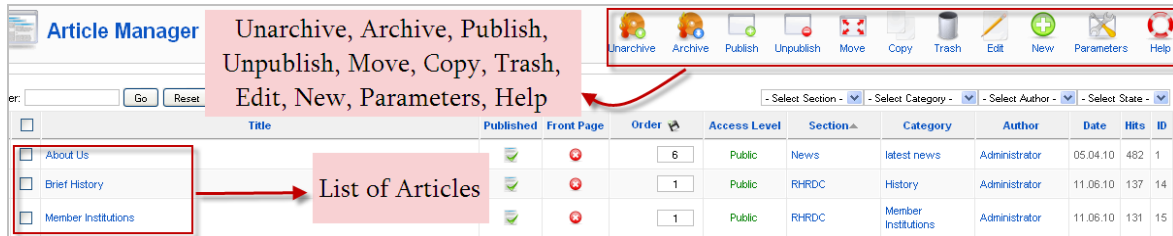

Figure 7.0

V. CREATE EVENTS

A. Hover your mouse over the **Components** menu on top. Click on **EventList** menu item.
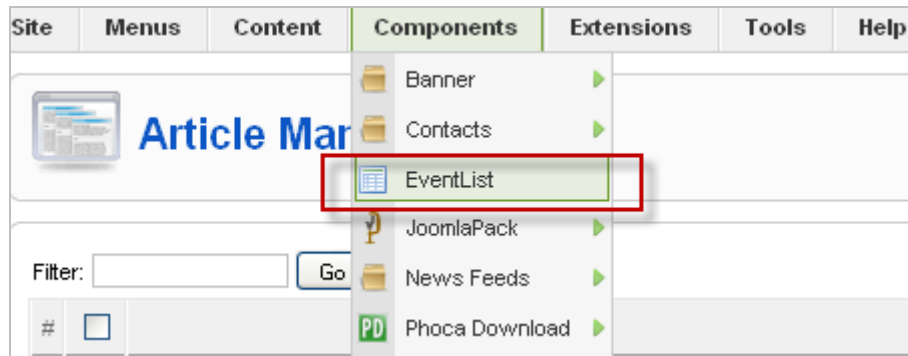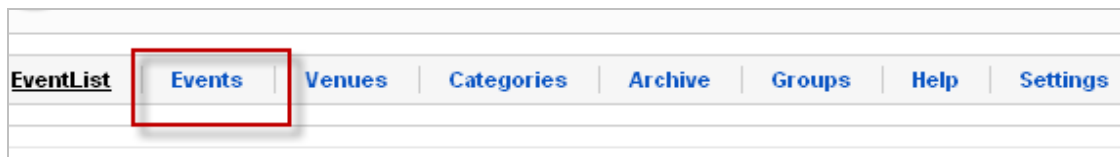

Figure 8.0

B. Click on **Events** tab.

Figure 9.0

C. Click on **New** button.

Figure 10

D. Fill in the required fields (Event title, Date, Enddate, Start, End). Set the venue if needed (it is optional). Choose category. Publish. Save.
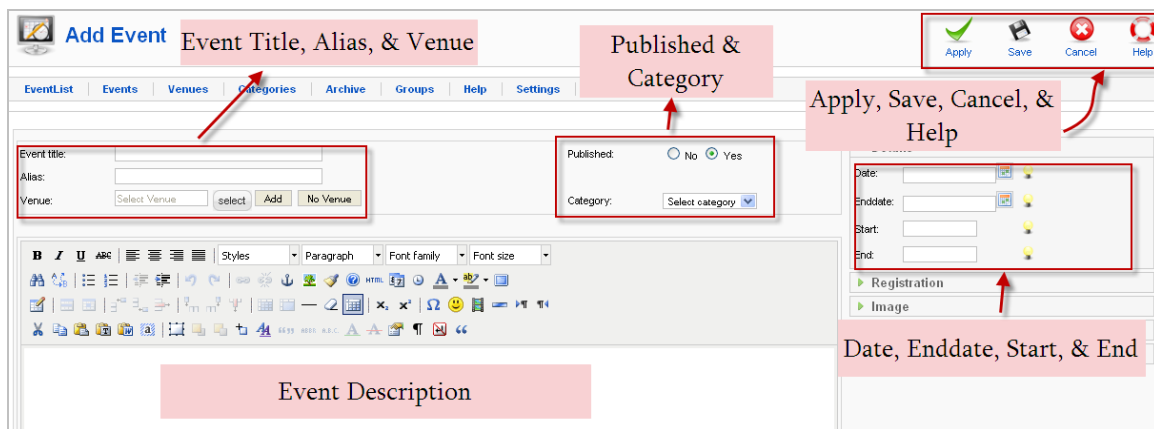

Figure 11

VI. **MANAGE EVENTS**

A. Hover your mouse over the **Components** menu on top. Click on **EventList** menu item.
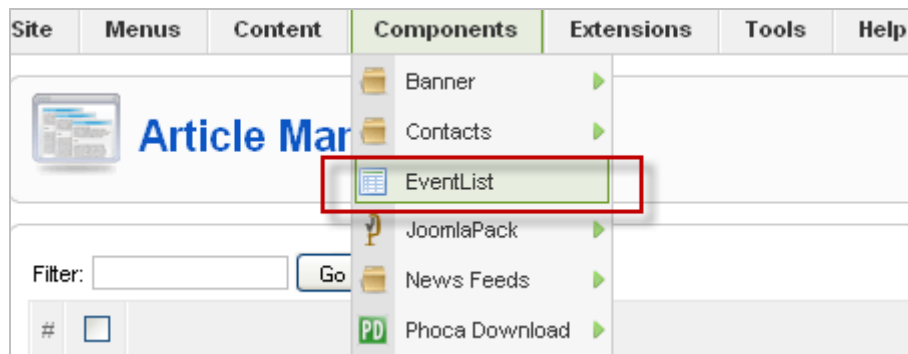

Figure 12

B. Click on **Events** tab. You will see a list of existing events if there is one, otherwise, it will show empty.
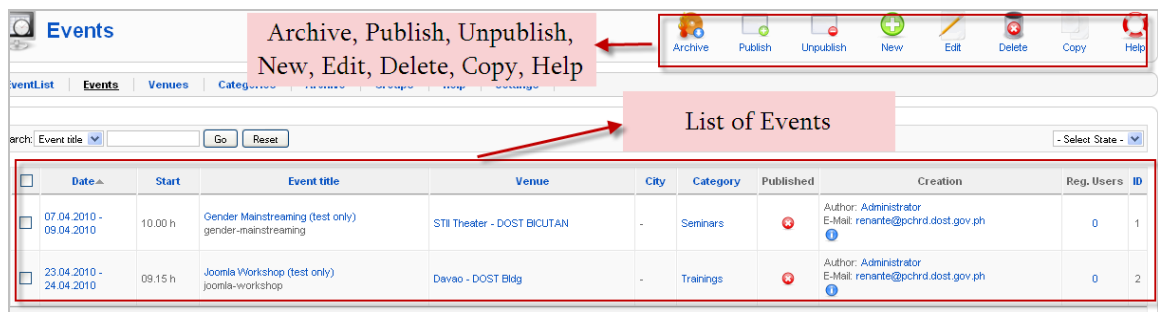

Figure 13

C. Tick the checkbox beside the event listed. Click on any of the buttons on top to perform the action desired

VII.   CREATE A PHOCAGALLERY CATEGORY

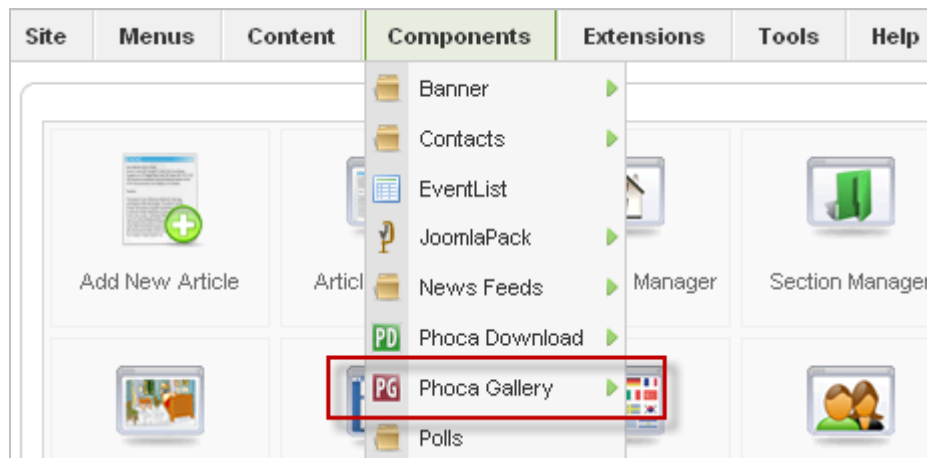A. Hover your mouse over the **Components** menu on top. Click on **Phoca Gallery** menu item.

Figure 20
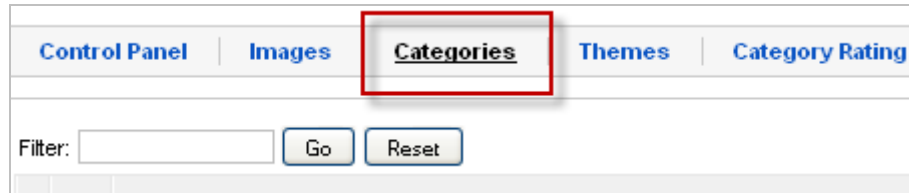
B. Click on **Categories** tab.
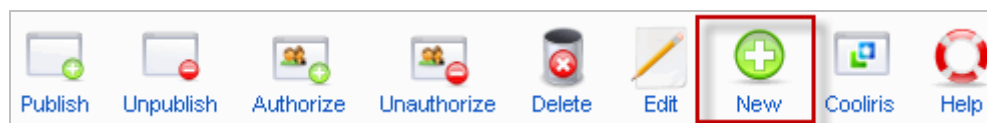
Figure 21

C. Click on **New** button on top.
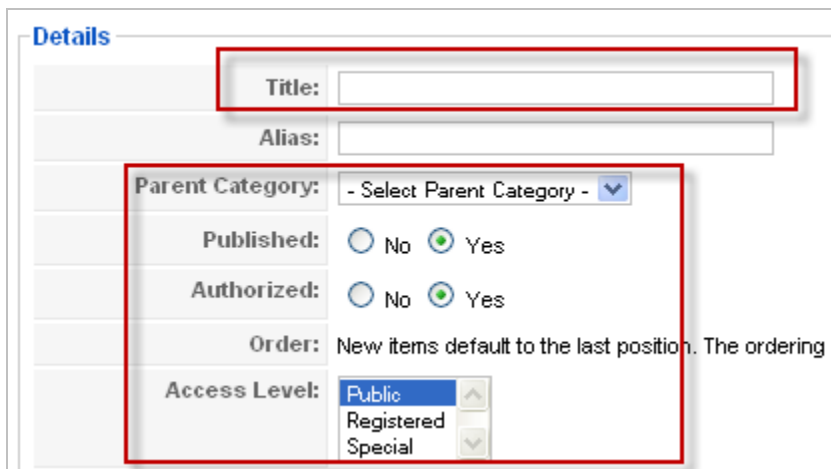

Figure 21

D. Fill in the **title** field.

Figure 22

E. Select **Parent Category** if a subcategory must be created, otherwise, leave it unchanged. Publish. Authorize.

F. Modify access permissions (Access Level, Access rights, Upload and Add User rights, Delete and Publish User rights, Owner) as needed.
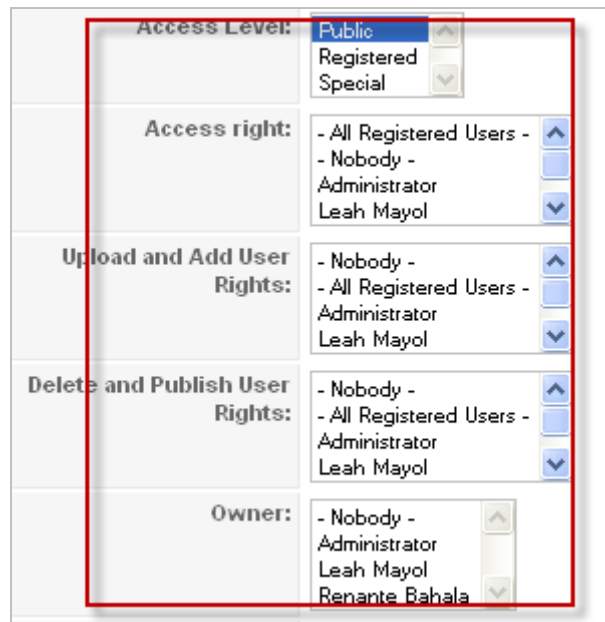
Figure 23

G. Click on **Save** or **Apply** button.

Figure 24

VIII. ADD IMAGES TO GALLERY

The instructions below assume that, at least, a phocagallery category has already been created, otherwise, create one by following instructions here.

A. Hover your mouse over the **Components** menu on top. Click on **Phoca Gallery** menu item.
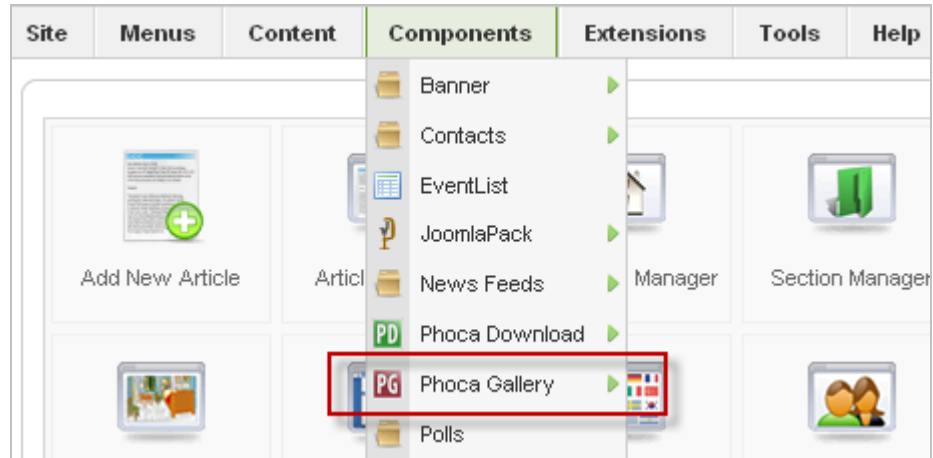
Figure 14

B. Click on **Images** tab.

Figure 15

C. Click on **New** button.

Figure 16

D. Fill in the Name field. Publish. Authorize. Select **Category**.

Figure 17

E. Click on **Image** button.

F. Upload image if it is not on the server yet. After the image is uploaded, add it to **Phocagallery**.

Figure 18

G. Click on **Save** or **Apply** button.

Figure 19

IX.   CREATE A PHOCADOWNLOAD SECTION

A. Hover your mouse over the **Components** menu on top. Click on **Phoca Download** menu item.
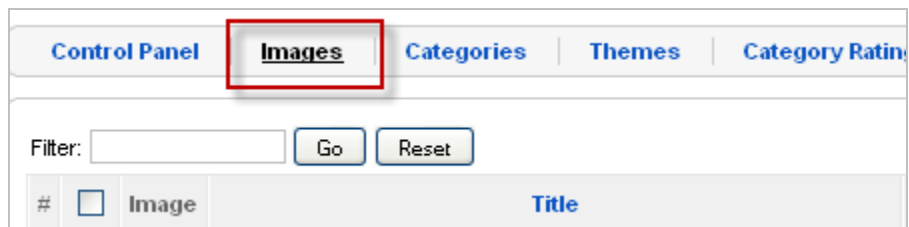

Figure 32

B. Click on **Sections** tab.

Figure 33

C. Click on **New** button on top.

Figure 34

D. Fill in the **Title** field (the only requirement to create a section). Specify other options as desired.

Figure 35

E. Change **Access Level** as needed.

Figure 36

F. Click on **Save** or **Apply** button on top.

Figure 37

X. <u>CREATE A PHOCADOWNLOAD CATEGORY</u>

> ⚠️ **Create a phocadownload section first before creating a category.**

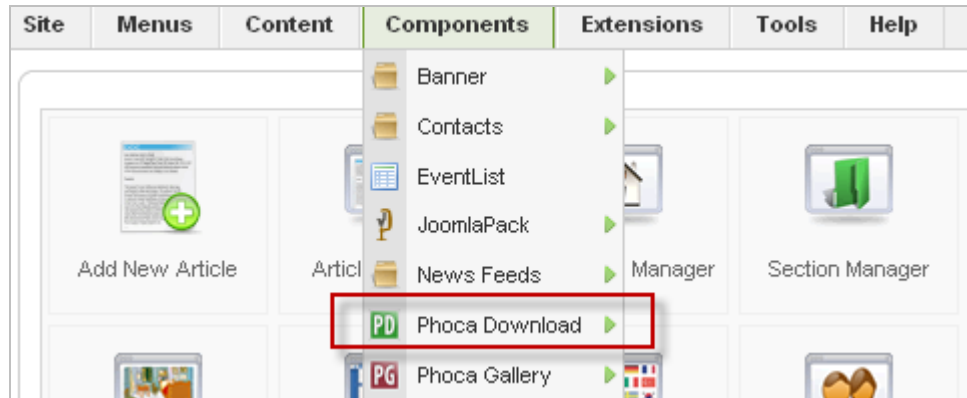A. Hover your mouse over the **Components** menu on top. Click on **Phoca Download** menu item.
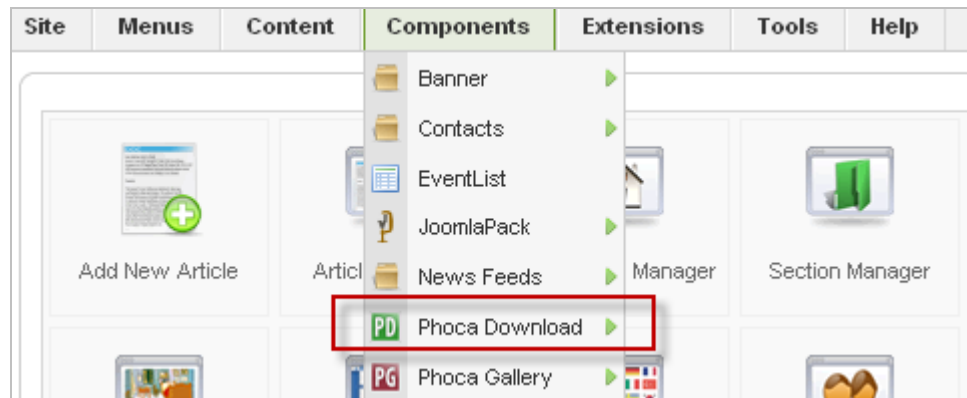
Figure 38

B. Click on **Categories** tab.

Figure 39

C. Click on **New** button on top.

Figure 40

D. Fill in the **Title** field. Select **Section**. Publish the category.

Figure 41

E. Change permissions as needed.
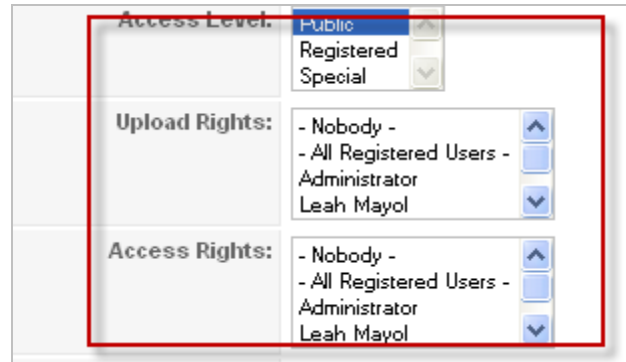
Figure 42

F. Click on **Save** or **Apply** button on top.

Figure 43

XI.   ADD FILES TO PHOCADOWNLOAD

The instructions below assume that, at least, a phocadownload section and a phocadownload category have already been created, otherwise, create one by following instructions here.

A. Hover your mouse over the **Components** menu on top. Click on **Phoca Download** menu item.
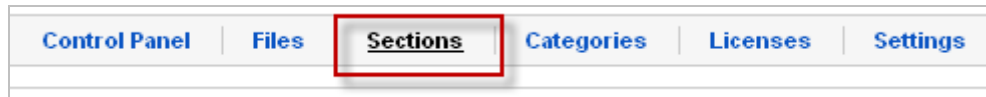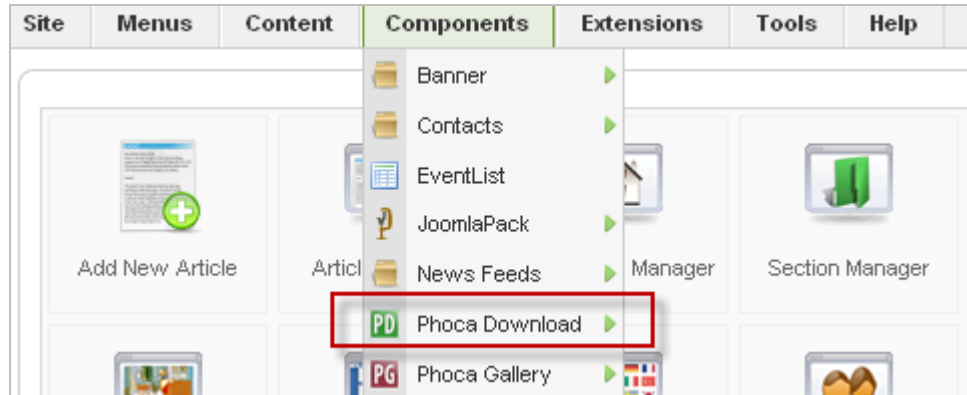
Figure 25

B. Click on **Files** tab.

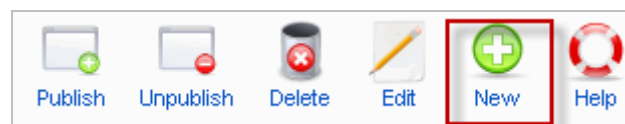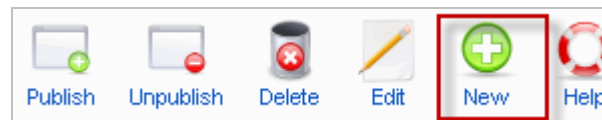**Figure 26**

C. Click on **New** button on top.

Figure 27

D. Fill in the required fields (name, section, category, and filename). Publish. Authorize.

Figure 28

E.   Click on **File** button.

Figure 29

F.   Upload the file first if it is not on the server yet, otherwise, add it to Phocadownload.

Figure 30

G.   Click on **Save** or **Apply** button on top.

Figure 31

XII. FULL LIST OF FRONTEND & BACKEND URLS

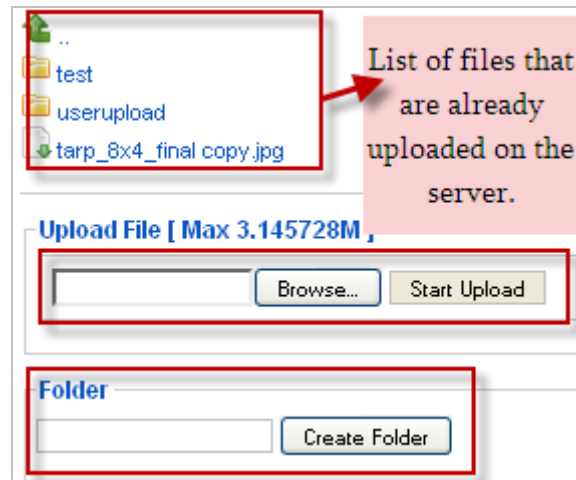| REGION	FRONTEND URL	BACKEND URL
REGION 1	http://r1hrdc.org/about.html	
REGION 2	http://region2.healthresearch.ph	http://region2.healthresearch.ph/administrator
REGION 3	http://region3.healthresearch.ph	http://region3.healthresearch.ph/administrator
REGION 4A	http://region4a.healthresearch.ph	http://region4a.healthresearch.ph/administrator
REGION 4B	http://region4b.healthresearch.ph	http://region4b.healthresearch.ph/administrator
REGION 5	http://region5.healthresearch.ph	http://region5.healthresearch.ph/administrator
REGION 6	http://region6.healthresearch.ph	http://region6.healthresearch.ph/administrator
REGION 7	http://region7.healthresearch.ph	http://region7.healthresearch.ph/administrator
REGION 8	http://region8.healthresearch.ph	http://region8.healthresearch.ph/administrator
REGION 9	http://region9.healthresearch.ph	http://region9.healthresearch.ph/administrator
REGION 10	http://region10.healthresearch.ph	http://region10.healthresearch.ph/administrator
REGION 11	http://region11.healthresearch.ph	http://region11.healthresearch.ph/administrator
REGION 12	http://region12.healthresearch.ph	http://region12.healthresearch.ph/administrator
ARMM	http://armm.healthresearch.ph	http://armm.healthresearch.ph/administrator
CAR	http://car.healthresearch.ph	http://car.healthresearch.ph/administrator
CARAGA	http://www.caragahealthresearch.org	
MMHRDC	http://mmhrdc.healthresearch.ph	http://mmhrdc.healthresearch.ph/administrator