

TUTORIAL WEB ADMIN

USM KAMPUS KESIHATAN

WE MAKE IT WORK FOR U



VERSION: 1.3

PREPARED BY: Unit Web PPKT

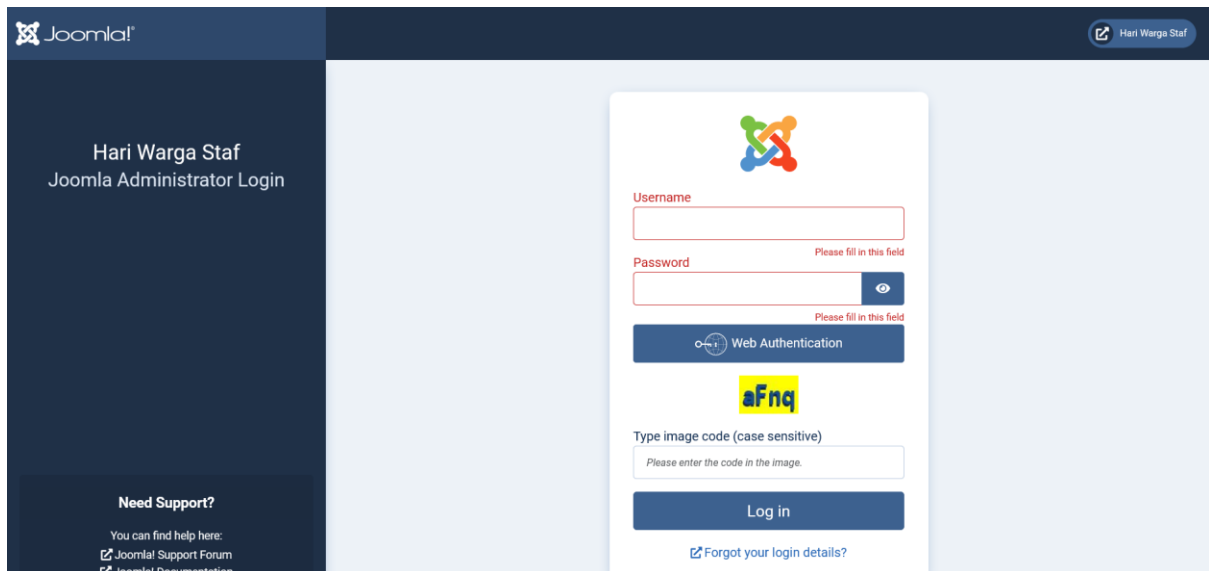
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1. JOOMLA! DASHBOARD

1.1. Access admin backend

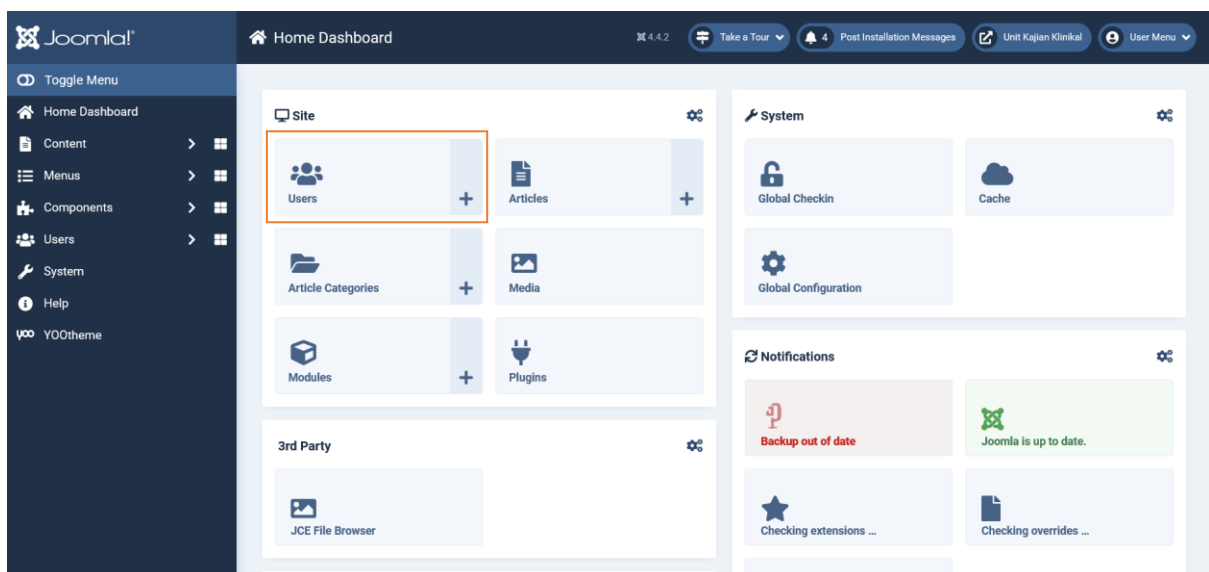
1.1.1. Enter username, Password, and enter Capcha and click Login



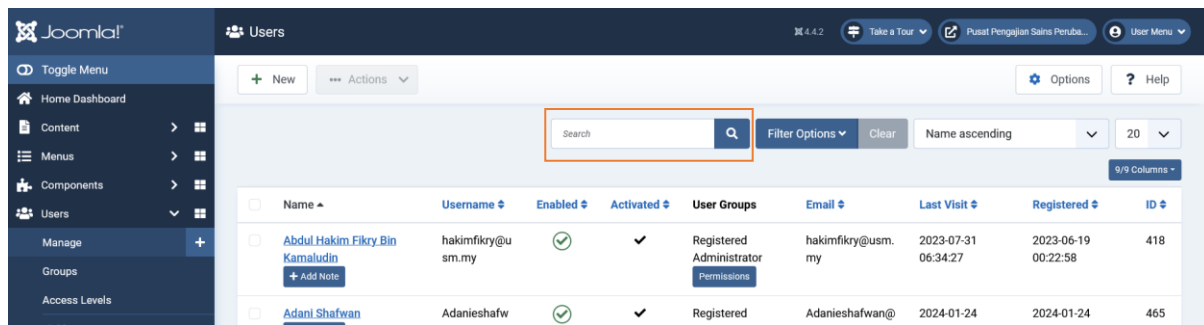
The image shows the Joomla! Administrator Login page. On the left, a dark blue sidebar contains the Joomla! logo, the user name 'Hari Warga Staf', the title 'Joomla Administrator Login', and a 'Need Support?' section with links to the Joomla! Support Forum and Joomla! Documentation. The main content area is light blue and features a white login form. The form includes a Joomla! logo at the top, followed by input fields for 'Username' and 'Password'. Below the password field is a 'Web Authentication' button. A CAPTCHA image with the code 'aFnq' is displayed, followed by a text input field for the code. At the bottom of the form is a 'Log in' button and a link for 'Forgot your login details?'.

1.2. Users function

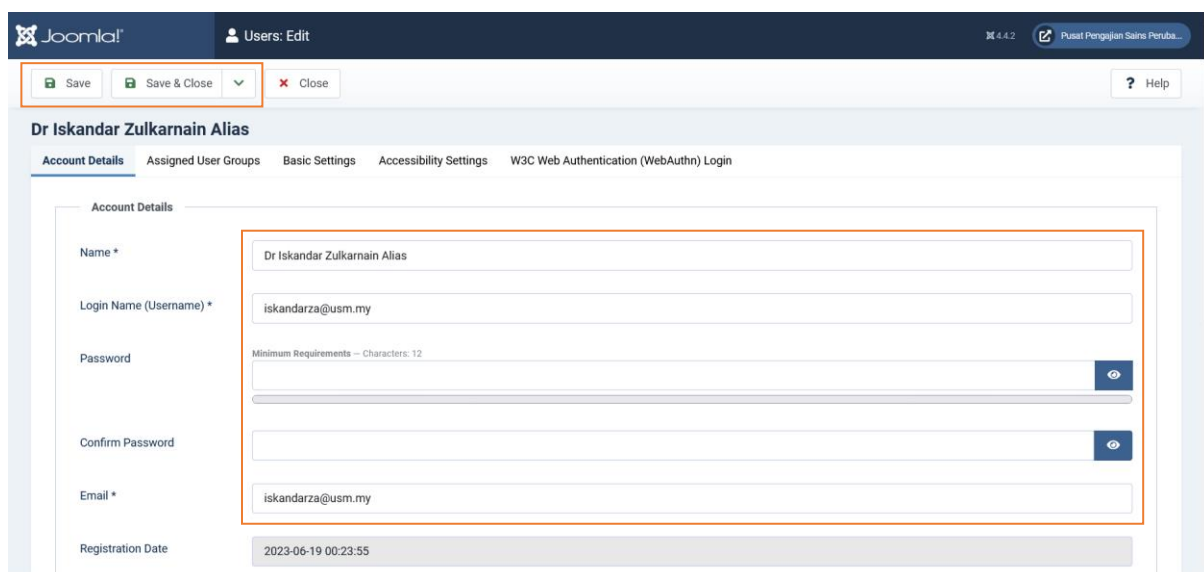
1.2.1. This function is used to change your profile information



1.2.2. Choose your profile by using *search* function

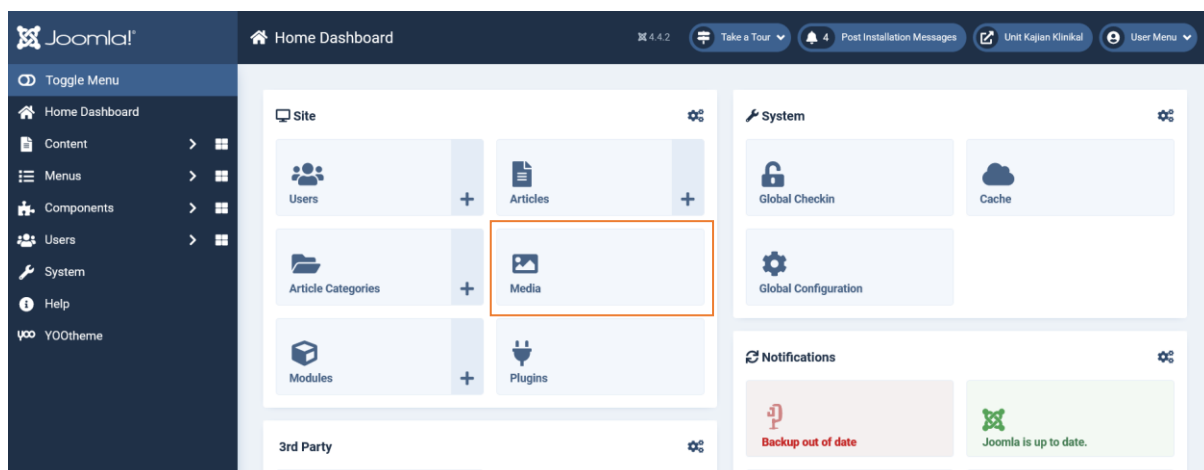


1.2.3. Fill info and click *Save & Close*

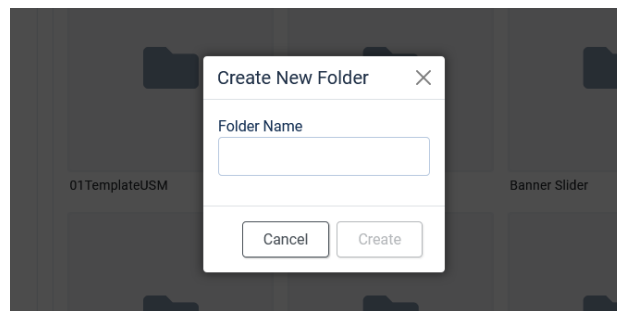
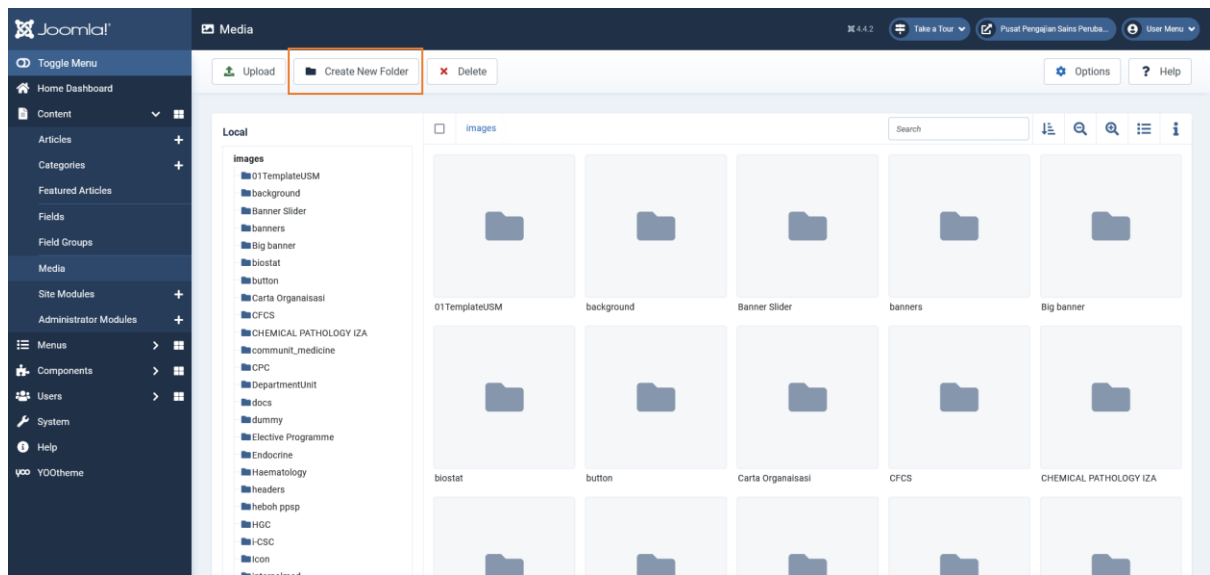


1.3. Media function

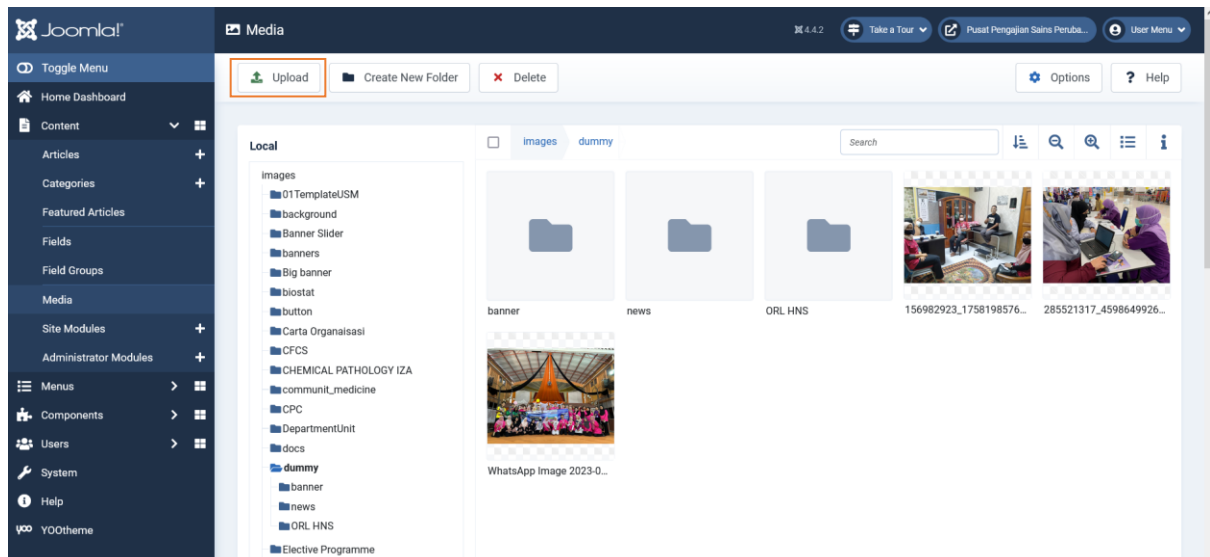
1.3.1. This function is used to upload your documents such as photos, videos, PDFs, or sound and make sure to upload your document in your folder



1.3.2. Click on *create new folder* and set folder's name (your department)



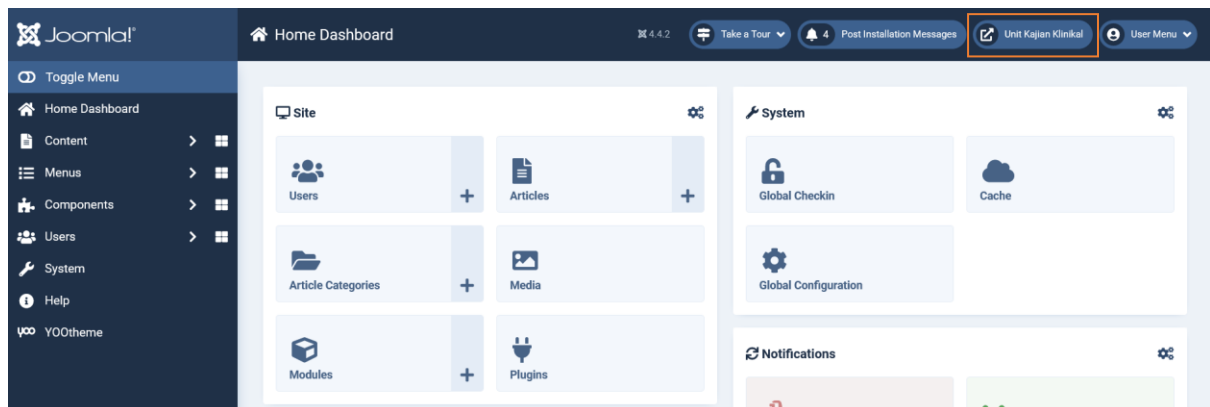
1.3.3. Upload your document by clicking on *upload* button



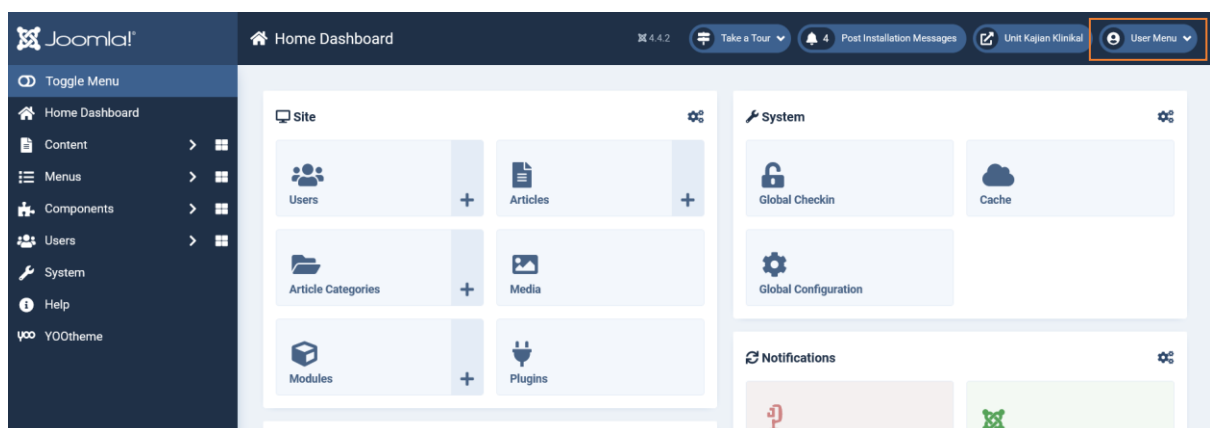
1.3.4. Certain regulations must be followed, image sizes restrictions (<5mb) and file types

Allowed Extensions	<code>bmp,gif,jpg,jpeg,png,webp,ico,mp3,m4a,mp4a,ogg,mp4,mp4v,mpeg,mov,odg,odp,ods,odt,pdf,png,ppt,txt,xcf,xls,css</code>
Check MIME Types	☒ Yes
Legal Image Extensions (File Types)	<code>bmp,gif,jpg,png,jpeg,webp</code>
Legal Audio Extensions (File Types)	<code>mp3,m4a,mp4a,ogg</code>
Legal Video Extensions (File Types)	<code>mp4,mp4v,mpeg,mov,webm</code>
Legal Document Extensions (File Types)	<code>odg,odp,ods,odt,pdf,ppt,txt,xcf,xls,css</code>
Legal Image Extensions (File Types)	<code>odg,odp,ods,odt,pdf,ppt,txt,xcf,xls,css</code>

1.4. Preview frontend website



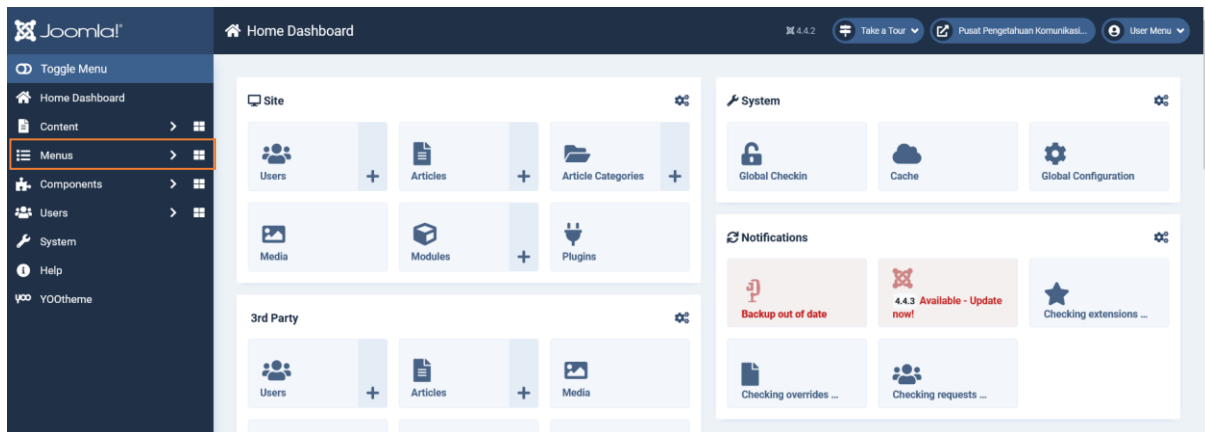
1.5. Logging out



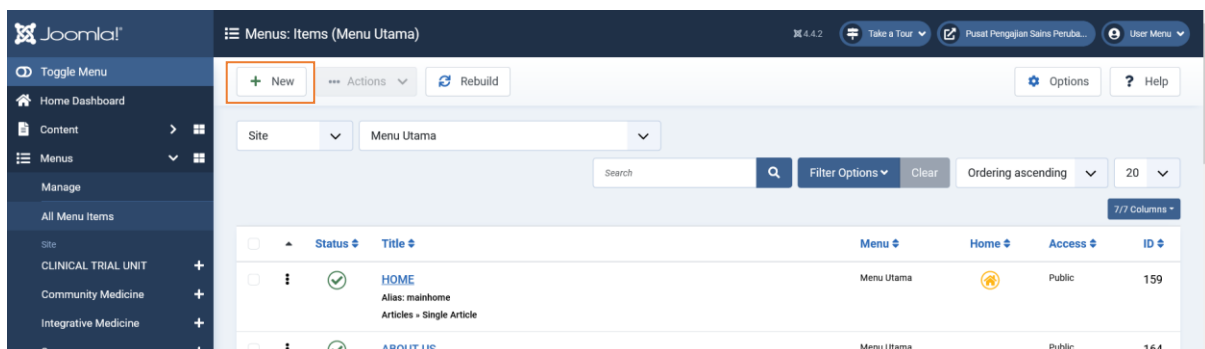
2. MENU FUNCTION

2.1. Creating a menu

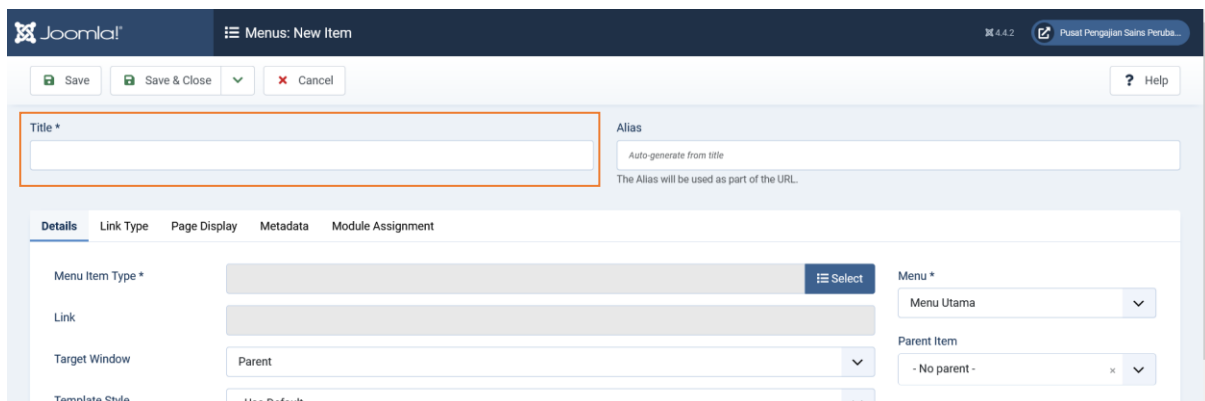
2.1.1. Adding a new menu simply by access on Homepage menu



2.1.2. Click on New to add



2.1.3. Fill all the data required and click Save or Save & Close



2.2. Creating submenus

2.2.1. Same as creating menu but change at Parent Item (Menu) become the submenu

The screenshot shows the Joomla! 4.4.2 interface for creating a new menu item. The title bar indicates 'Menus: New Item'. The top navigation bar includes the Joomla! logo, version 4.4.2, and a user profile icon. Below the title bar, there are buttons for 'Save', 'Save & Close', and 'Cancel', along with a 'Help' button. The main form area is divided into several sections. The 'Title' field is highlighted with an orange border. The 'Alias' field is also visible, with a note that it will be used as part of the URL. The 'Details' tab is selected, showing fields for 'Menu Item Type', 'Link', 'Target Window', and 'Template Style'. The 'Parent Item' dropdown is highlighted with an orange border and set to '- No parent -'. The 'Menu' dropdown is set to 'Menu Utama'. The 'Ordering' section is also visible, with a note that it will be available after saving.

Title *

Alias
Auto-generate from title
The Alias will be used as part of the URL.

Details | Link Type | Page Display | Metadata | Module Assignment

Menu Item Type * [Select]

Link

Target Window Parent

Template Style - Use Default -

Menu * Menu Utama

Parent Item - No parent -

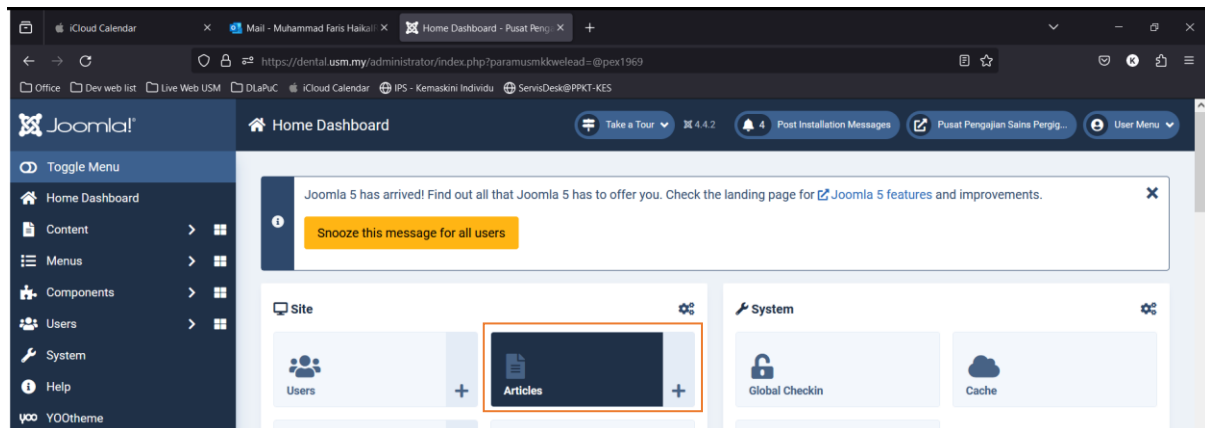
Ordering
Ordering will be available after saving.

Status

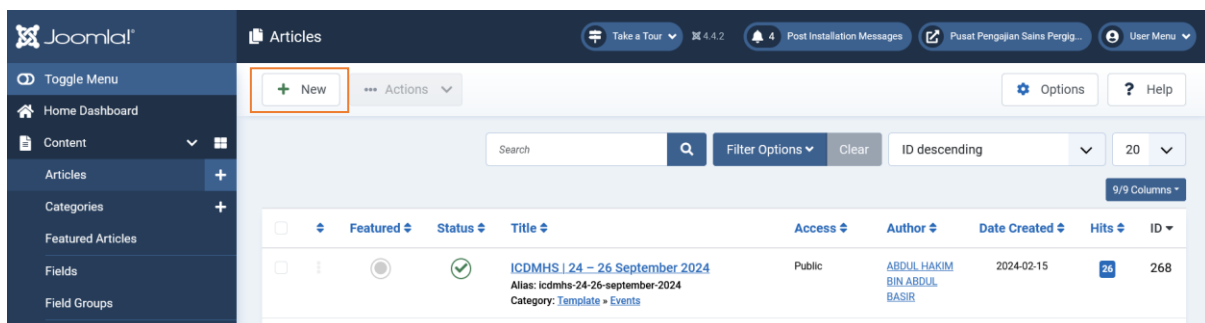
3. CONTENT EDITOR

3.1. Add new content using Article and YOOtheme builder

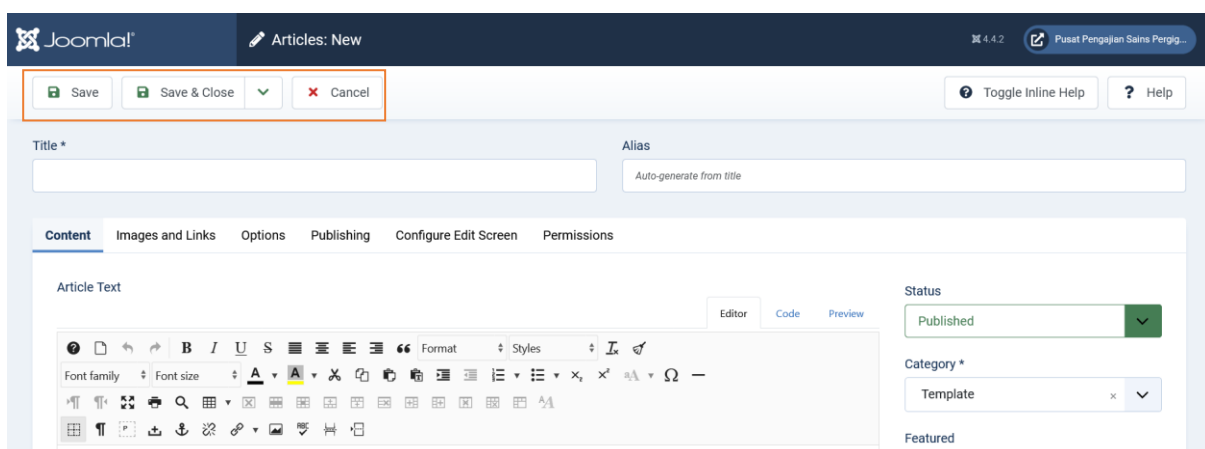
3.1.1. Access the Article function on Homepage



3.1.2. On the Article function page, to add new content click on New button

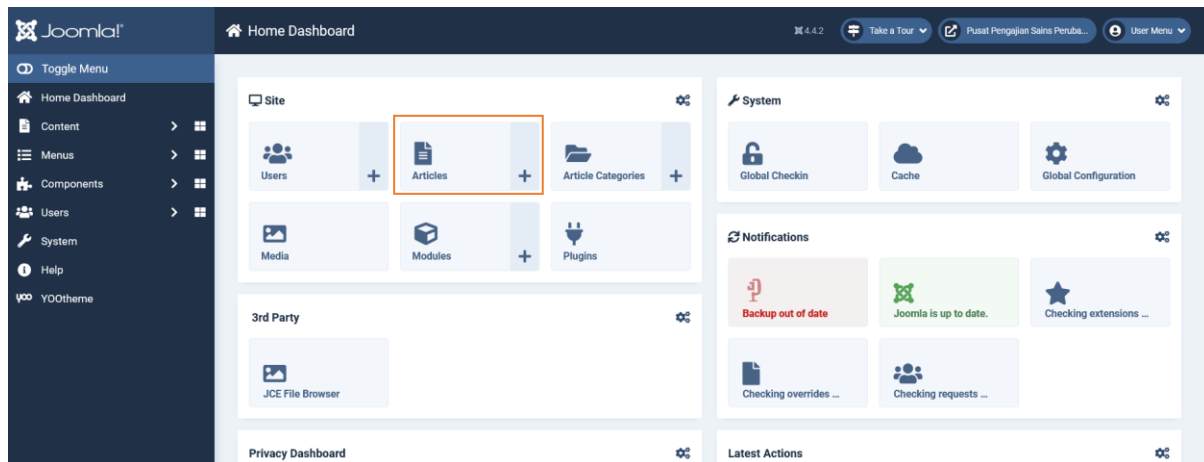


3.1.3. Fill all the requirements and click Save or Save & Close

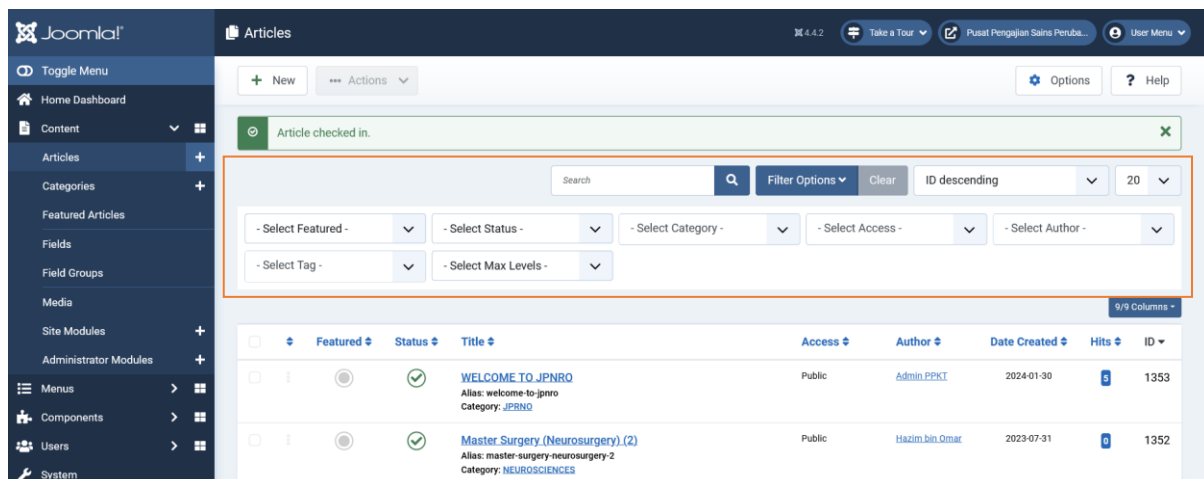


3.2. Edit content using Article function

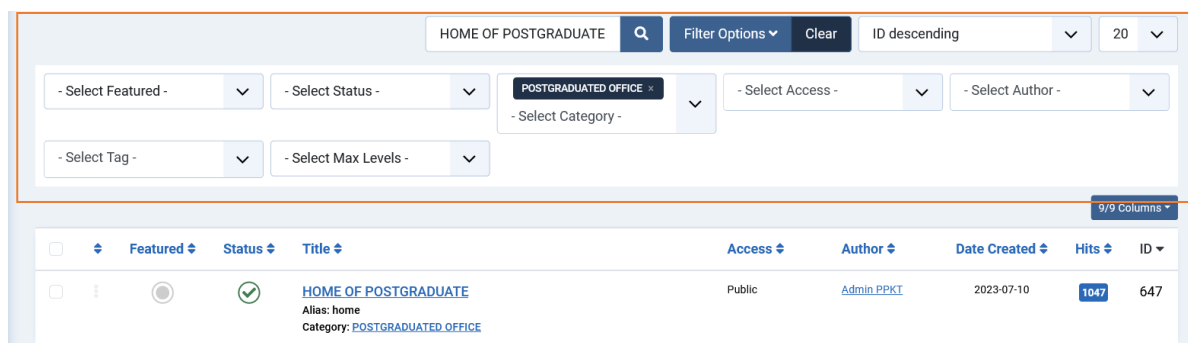
3.2.1. Access to Article function



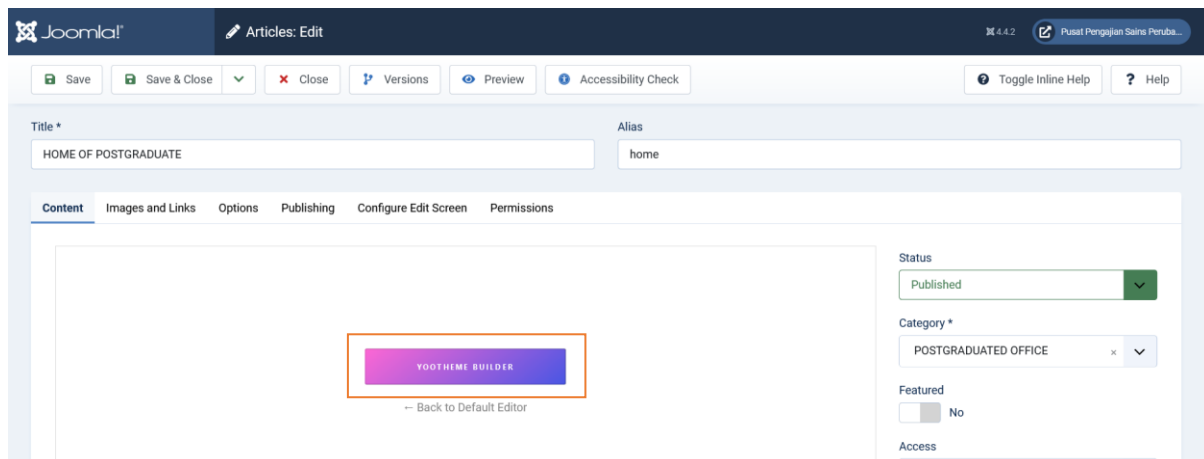
1.1.1. Look for your page by accessing to *filter option*



1.1.2. Use the search keywords or Filter Option



1.1.3. Click on the *YOOtheme Builder* to access to your homepage

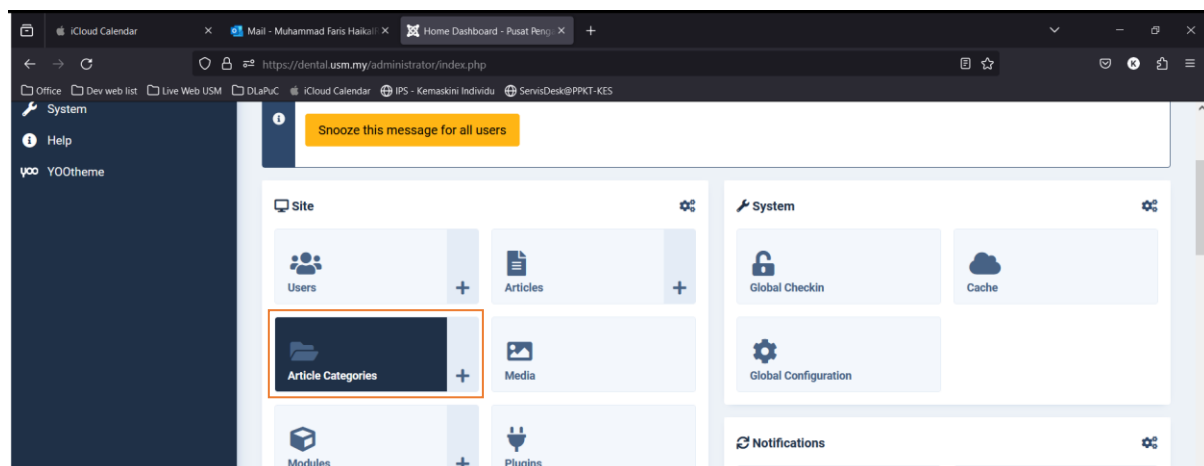


1.1.4. Your page might look different, you can change page layout by manipulating the *builder* functions and access other page of your department by accessing the Menus that was set

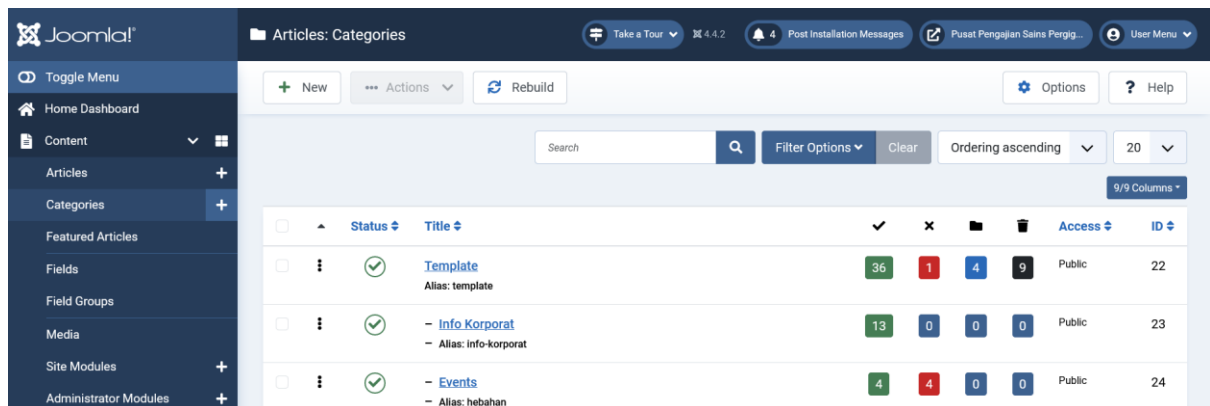


3.3. Content grouping using Article Categories

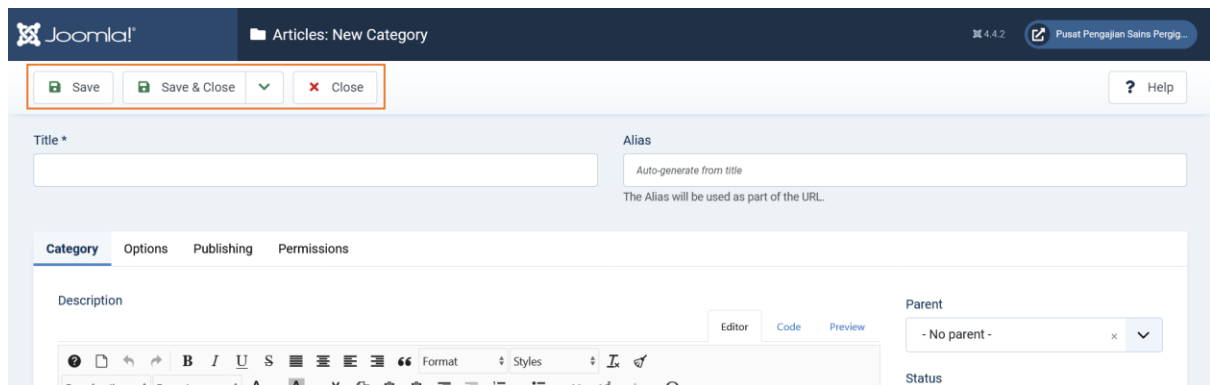
3.3.1. Choose Article Categories function on Homepage



3.3.2. Article Categories page, to add new category click on New button

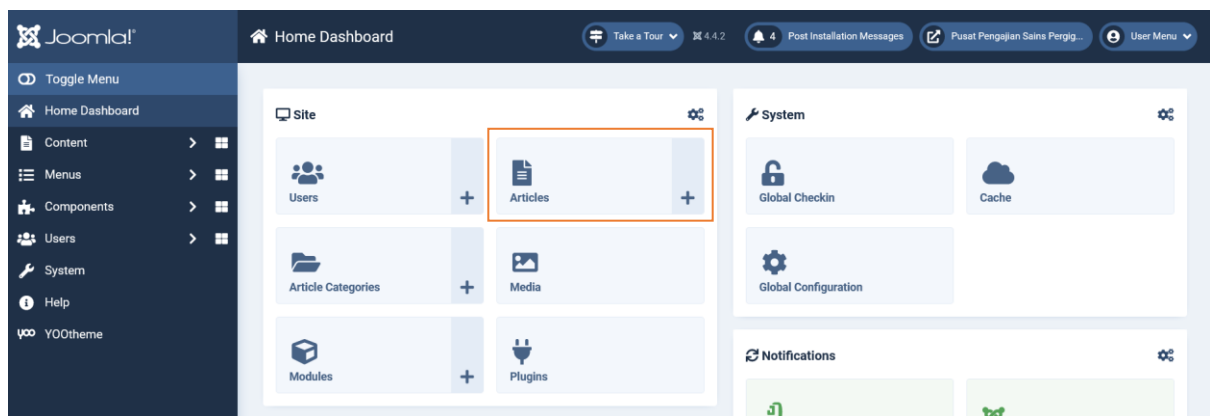


3.3.3. Fill all the requirement and click Save and Save & Close

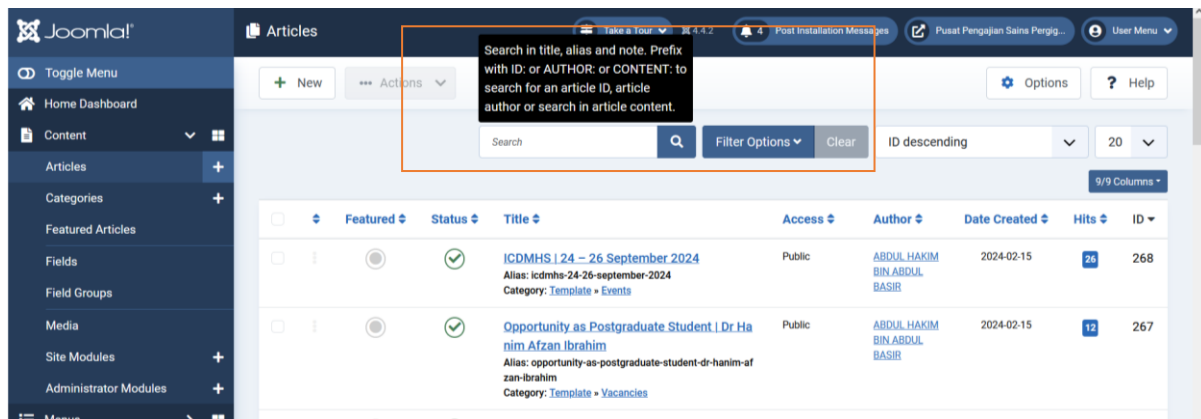


3.4. Edit an Article

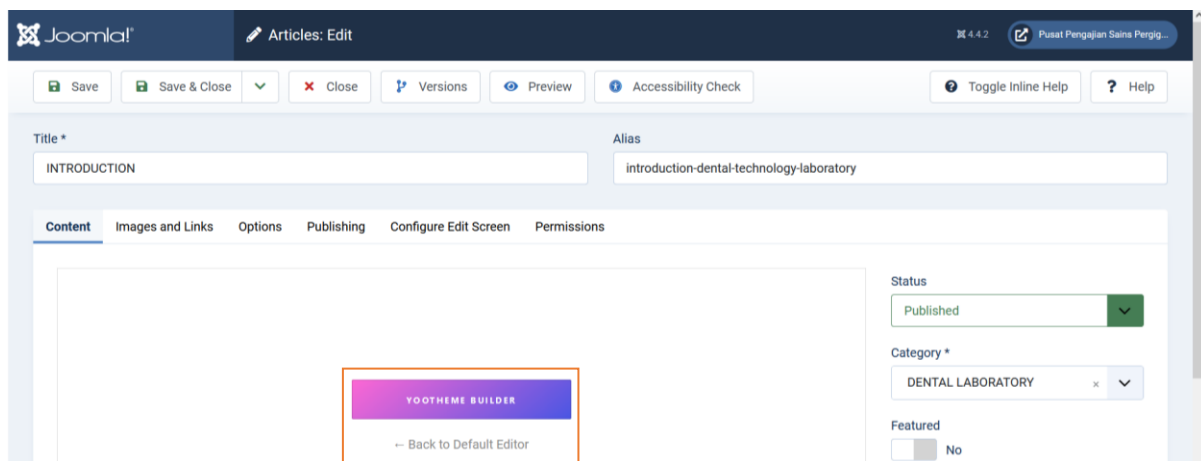
3.4.1. On Home Dashboard, to edit article simply access to Article function



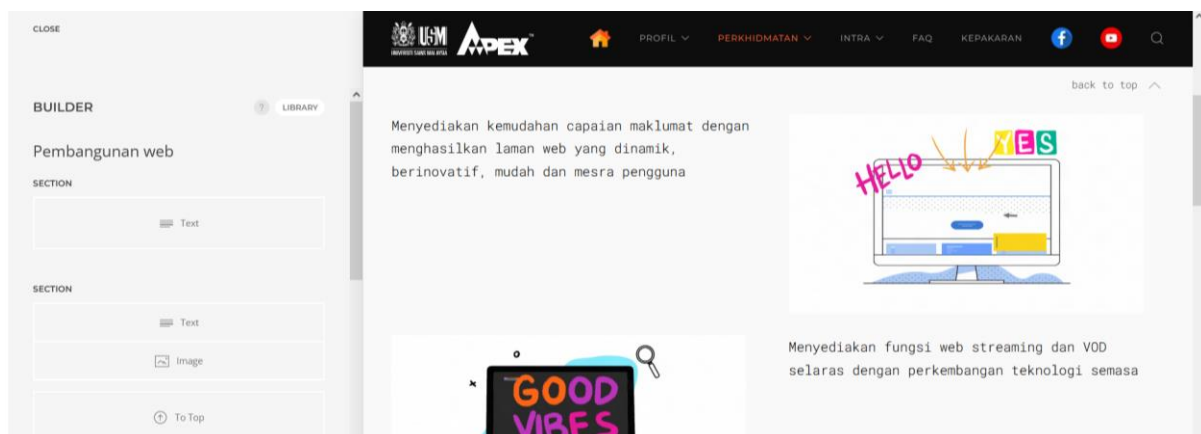
3.4.2. Look for the article by searching your article file simply using the search function



3.4.3. If you're using YOOtheme editor access the Builder page by clicking on YOOtheme Builder



3.4.4. Access and make changes using Builder function



3.4.5. If you are using Article Joomla! Editor the u can edit directly on the page

The screenshot shows the Joomla! Article Editor interface. At the top, there are buttons for 'Save', 'Save & Close', 'Close', 'Versions', 'Preview', and 'Accessibility Check'. Below these are tabs for 'Editor', 'Code', and 'Preview'. The main area is titled 'Article Text' and contains a rich text editor with various formatting tools. The text in the editor reads: 'This office, which comes under the purview of the Deputy Dean of Research, Innovation and Industry-Community Linkages, is headed by a Chief Science Officer. It has one Senior Science Officer, two Administrative Assistants and one General Assistant. The specific roles of this office are: • Serves as a liaison between researchers and USM Main & Health Campus Research Creativity Management Office, providing assistance in all types of grant applications through its Research Committee. • Serves as a center for the management of research grants (internal and external funded grants) which includes purchases of...'. On the right side, there are settings for 'Status' (set to 'Published'), 'Category *' (set to 'RIU-About'), 'Featured' (set to 'No'), 'Access' (set to 'Public'), and 'Tags'.

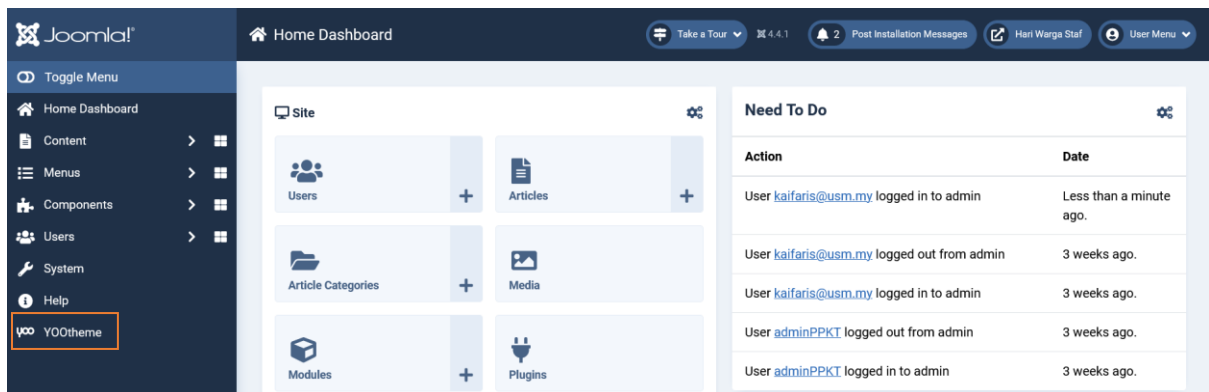
3.4.6. Delete/Unpublished Article by accessing the function on Actions button

The screenshot shows the Joomla! Articles management interface. On the left is a sidebar with a 'Toggle Menu' button and a list of menu items: 'Home Dashboard', 'Content', 'Articles', 'Categories', 'Featured Articles', 'Fields', 'Field Groups', 'Media', 'Site Modules', 'Administrator Modules', 'Menus', and 'Components'. The 'Articles' menu item is selected. The main area is titled 'Articles' and contains a table of articles. A dropdown menu is open over the 'Articles' menu item, showing options: 'Publish', 'Unpublish', 'Feature', 'Unfeature', 'Archive', 'Check-in', 'Trash', and 'Batch'. The table has columns for 'Title', 'Access', 'Author', 'Date Created', 'Hits', and 'ID'. The first article is 'ICDMHS | 24 – 26 September 2024' with a status of 'Public', author 'ABDUL HAKIM BIN ABDUL BASIR', and date '2024-02-15'. The second article is 'Opportunity as Postgraduate Student | Dr Hanim Afzan Ibrahim' with a status of 'Public', author 'ABDUL HAKIM BIN ABDUL BASIR', and date '2024-02-15'. The third article is '(8 Feb 2024, 2.30-3.30 pm) Research Cluster Presentation (Oral Health & Special Needs C' with a status of 'Public', author 'ABDUL HAKIM BIN ABDUL BASIR', and date '2024-01-29'.

4. FRONTPAGE LAYOUT

4.1. Edit using YOOtheme

- 4.1.1. Content layout using multiple Elements. Access to Home Dashboard, access frontpage (YOOtheme) by click on the side bar menu



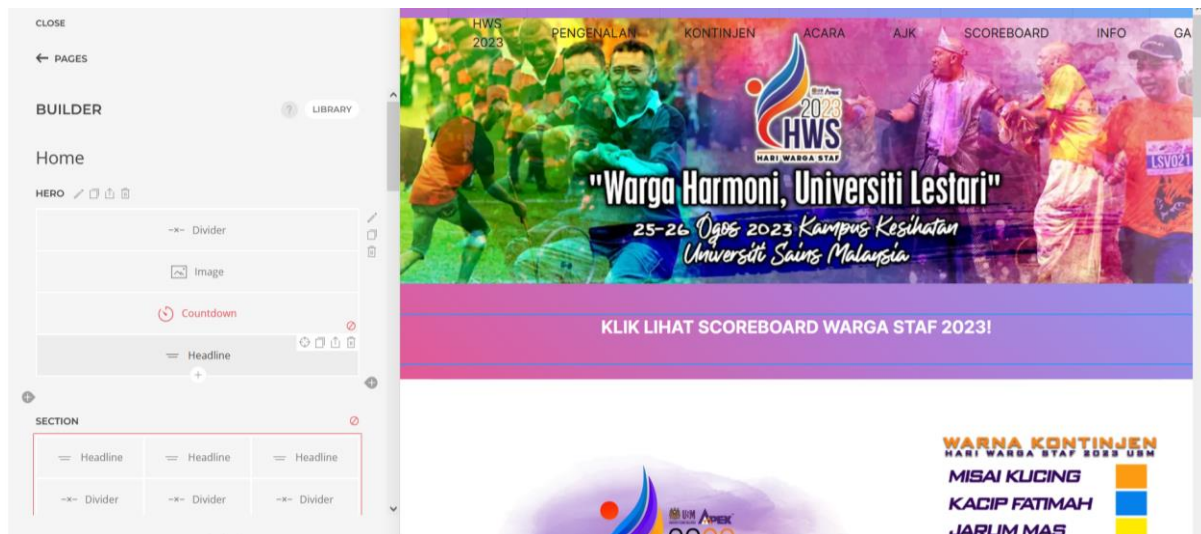
- 4.1.2. Click on Pages



- 4.1.3. Click on Builder

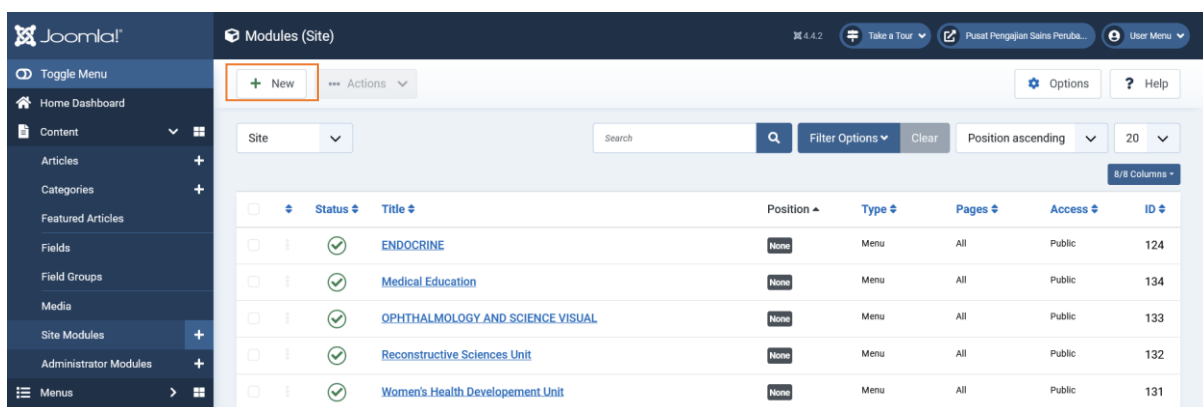
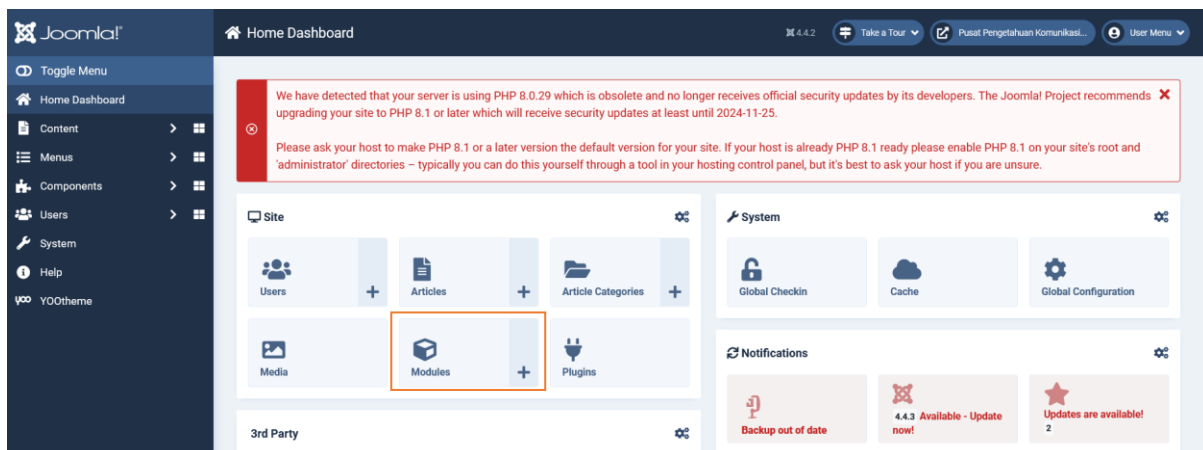


4.1.4. Make changes using the Builder menu, choose right element for your layout

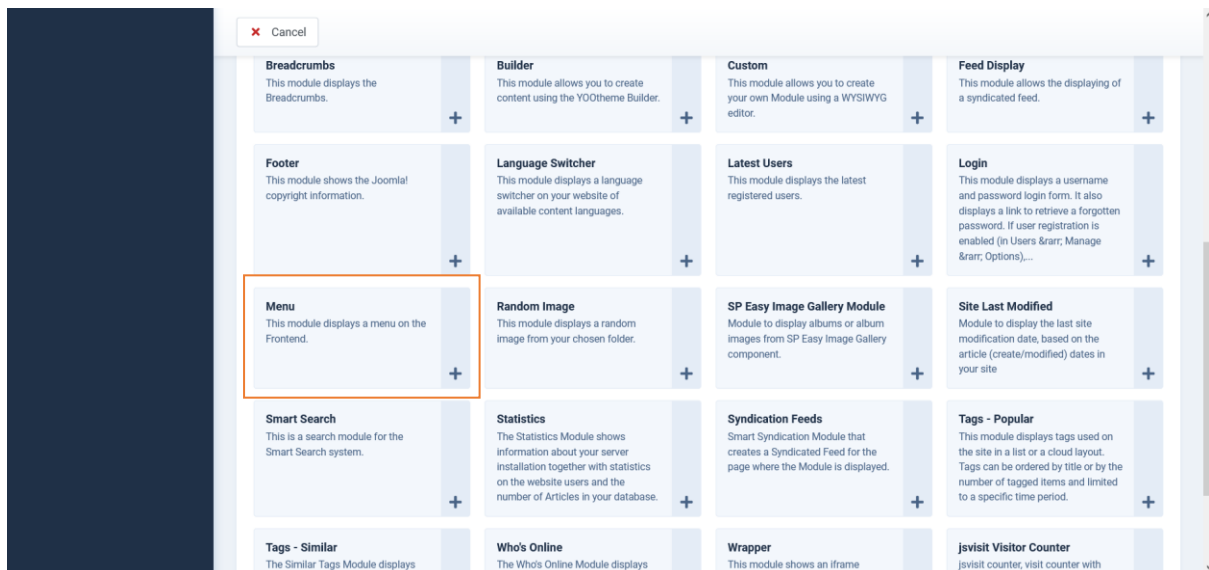


4.2. Display menu on a web page using Joomla Modules

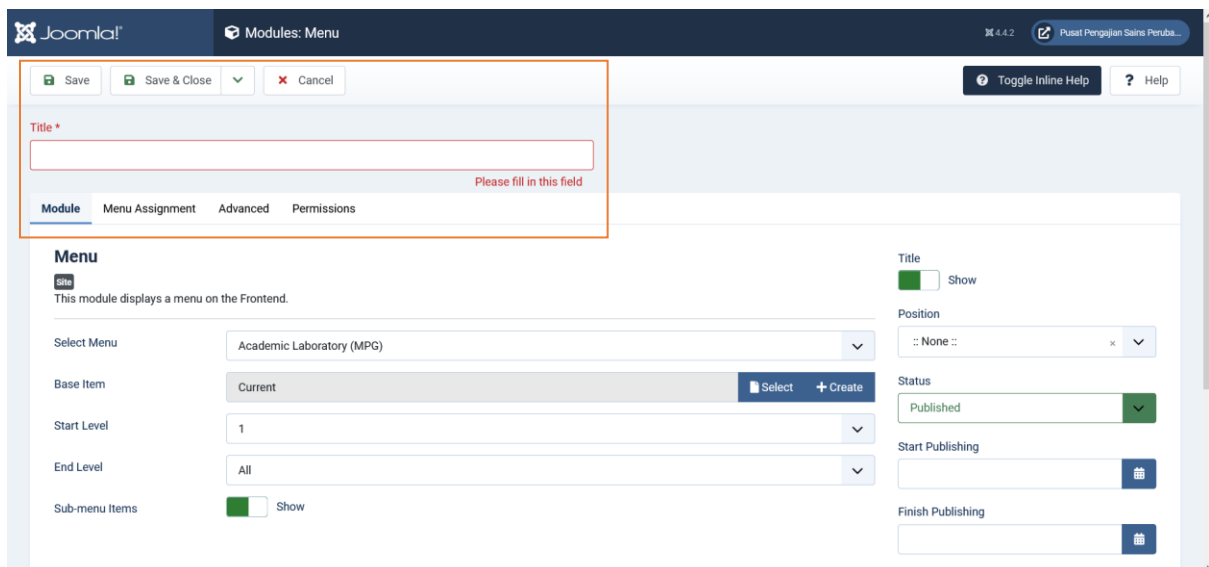
4.2.1. On homepage open Modules function



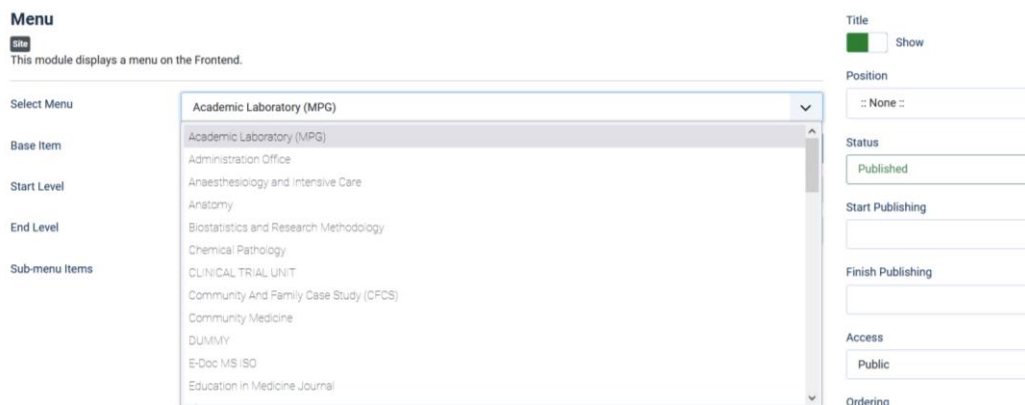
4.2.2. Choose Menu module



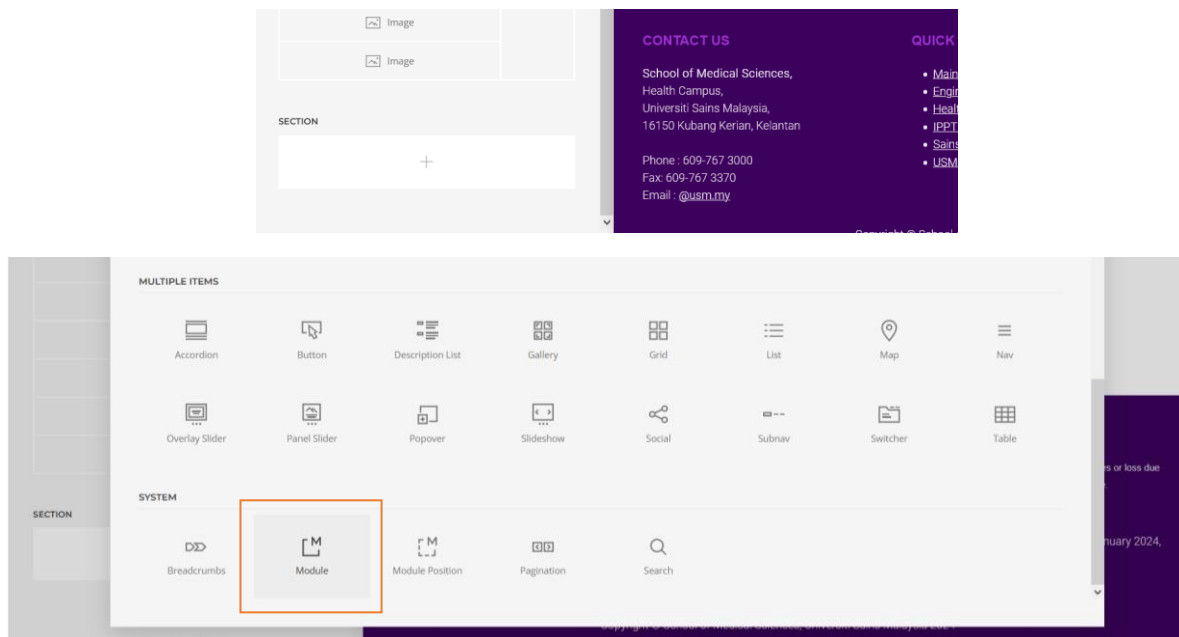
4.2.3. Fill the requirement needed and click Save and Save & Close



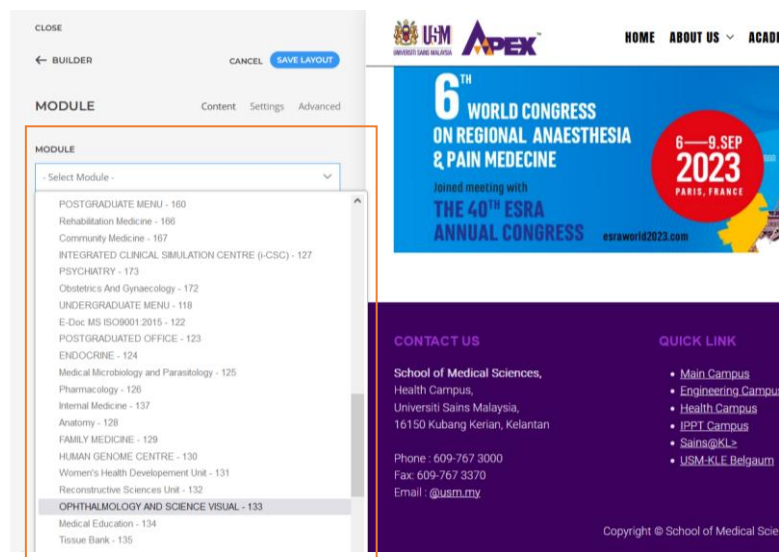
4.2.4. Choose your menu created



4.2.5. On YOOftheme, open page you want to view the menu and choose new element Module



4.2.6. Choose your module menu created



4.2.7. The menu should be viewed like this

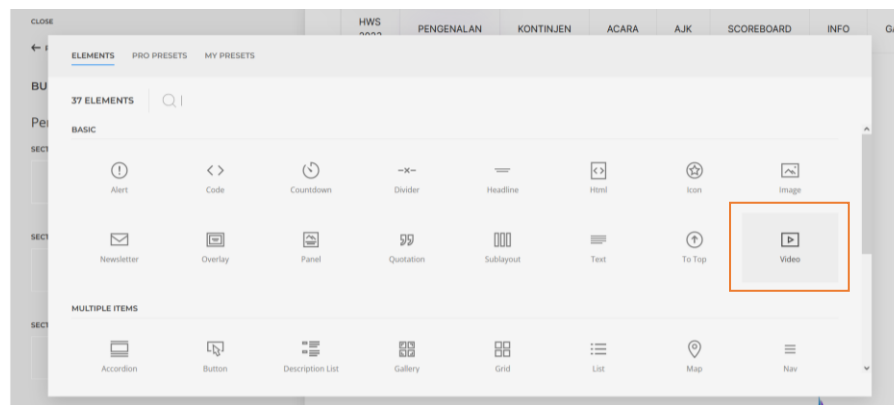


4.3. Display a video using YOOtheme

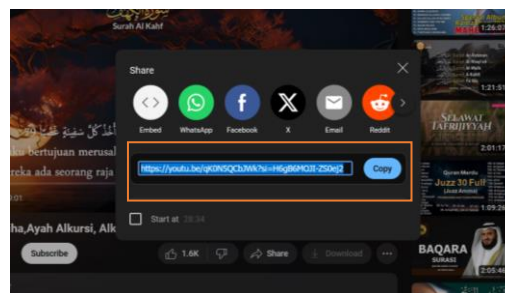
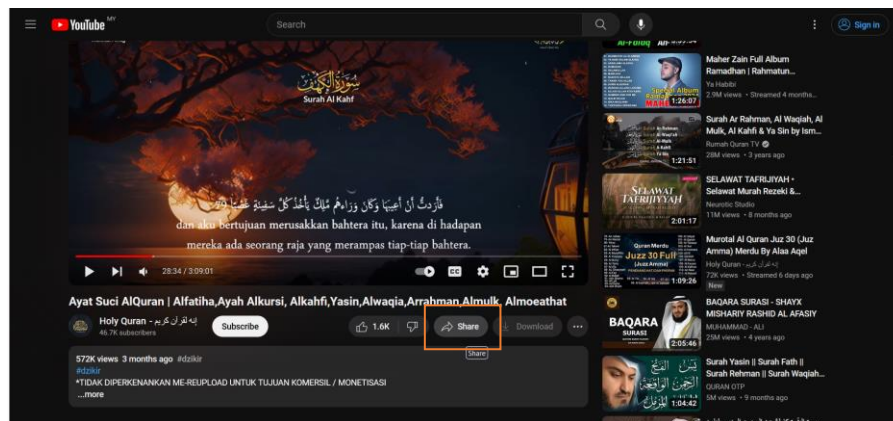
4.3.1. Import from source: Youtube, simply by adding new Element by click +



4.3.2. Choose Video element



4.3.3. On new browser tab, open and copy the youtube link



4.3.4. In the element video on YOOftheme, paste the link in the Content tab, Adjust the size that you desire to fit in page using the Width and Height function.

