

TUTORIAL WEB ADMIN

USM KAMPUS KESIHATAN

WE MAKE IT WORK FOR U



VERSION: 1.4

PREPARED BY: Unit Web PPKT

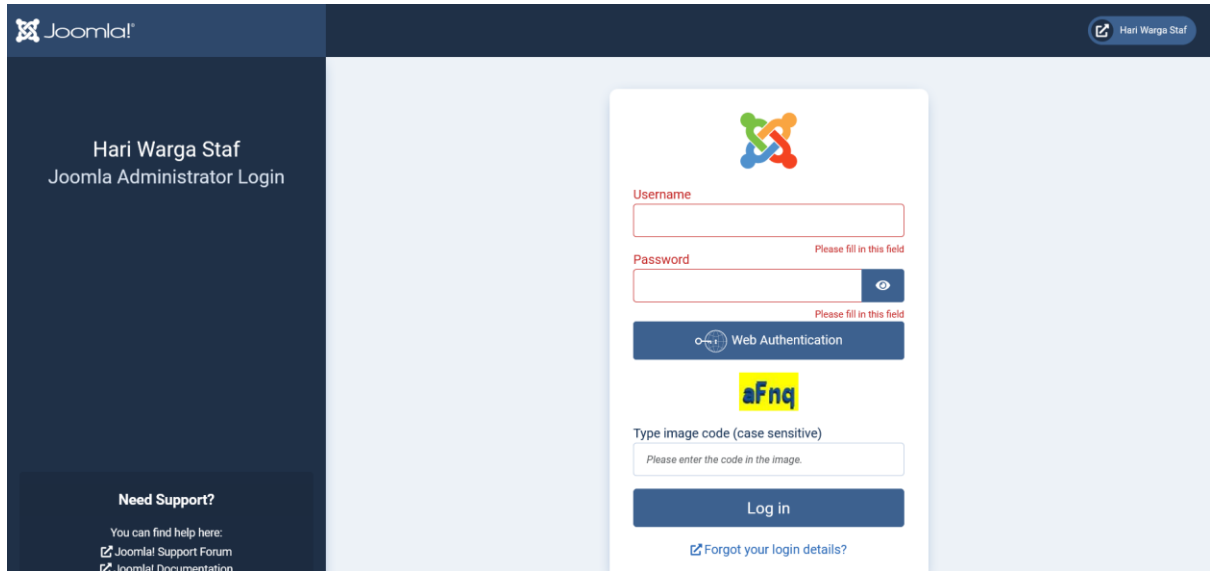
CONTENT

NO	DETAIL	PAGE
1	JOOMLA! DASHBOARD 1.1. Access admin backend 1.2. Users function 1.3. Media function 1.4. YOOtheme function 1.5. Preview frontend website 1.6. Logging out 1.7. Creating a menu 1.8. Creating a submenu	2 - 8
2	MENU FUNCTION 2.1. Creating a menu 2.2. Creating a submenu	6 - 7
3	CONTENT EDITOR 3.1. Edit content using Article function 3.2. Content grouping using Article Categories 3.3. Edit an article	8 - 13
4	FRONTPAGE LAYOUT 4.1. Edit using YOOtheme 4.2. Display menu on a web page using Joomla Modules 4.3. Display a video using YOOtheme 4.4. Display a grouping article	14 - 20

1. JOOMLA! DASHBOARD

1.1. Access admin backend

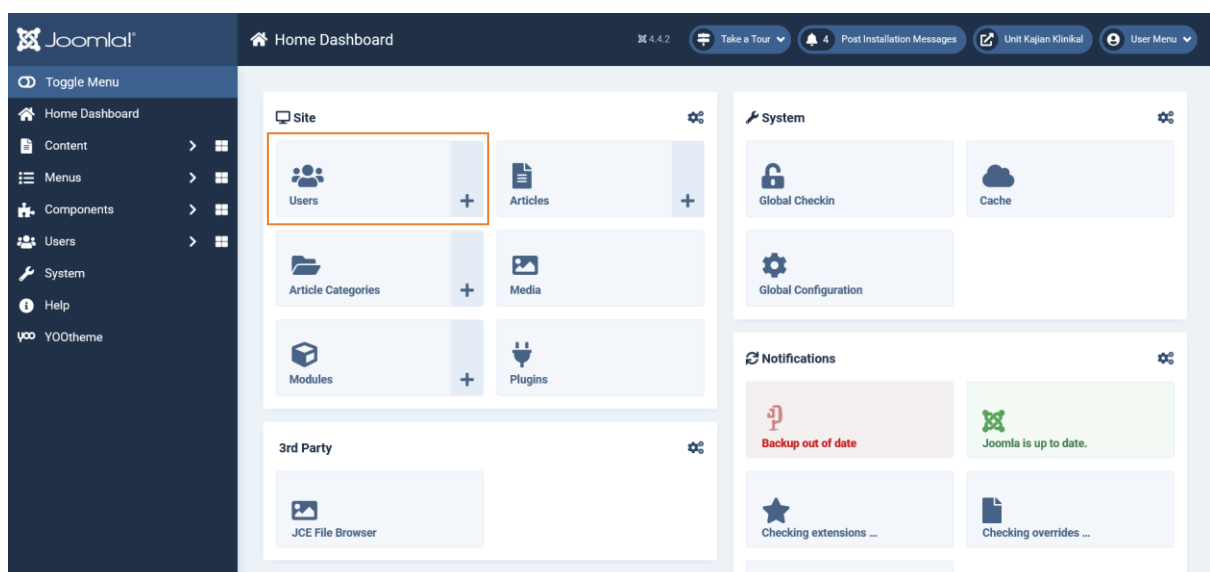
1.1.1. Enter username, Password, and enter Capcha and click Login



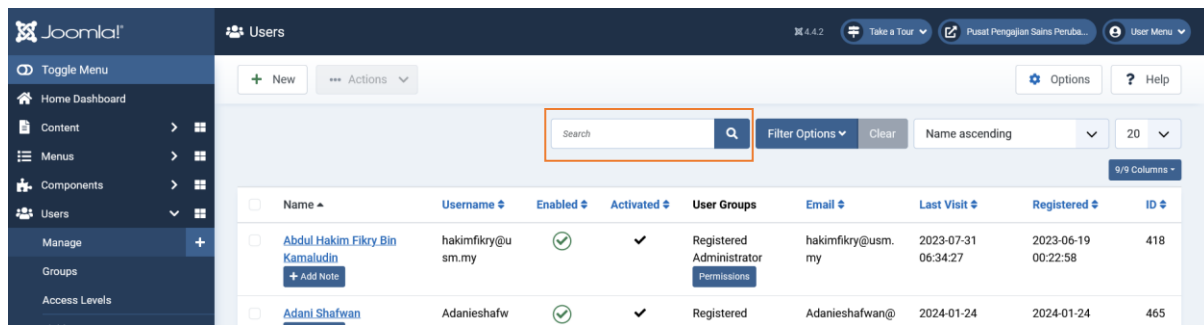
The image shows the Joomla! Administrator Login page. On the left, a dark blue sidebar contains the Joomla! logo, the text "Hari Warga Staf Joomla Administrator Login", and a "Need Support?" section with links to the Joomla! Support Forum and Joomla! Documentation. The main content area is light blue and features a white login form. The form includes a Joomla! logo, a "Username" field, a "Password" field with a toggle for visibility, a "Web Authentication" button, a CAPTCHA image with the code "aFnq", a "Type image code (case sensitive)" field, and a "Log in" button. A link for "Forgot your login details?" is located below the login button. The top right of the page shows the user's name "Hari Warga Staf" and a user menu icon.

1.2. Users function

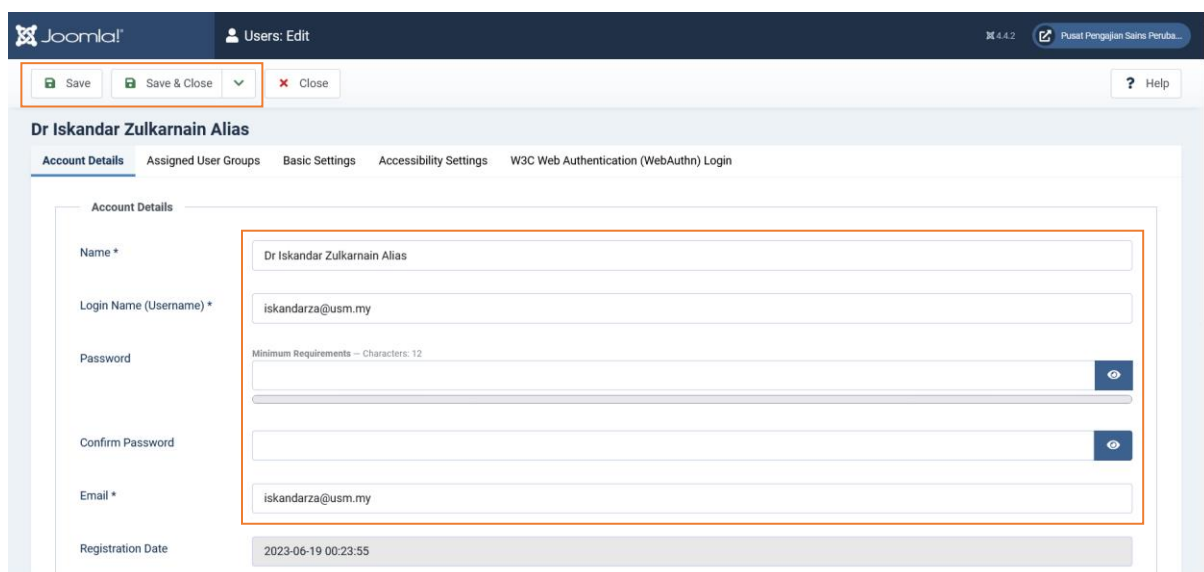
1.2.1. This function is used to change your profile information



1.2.2. Choose your profile by using *search* function

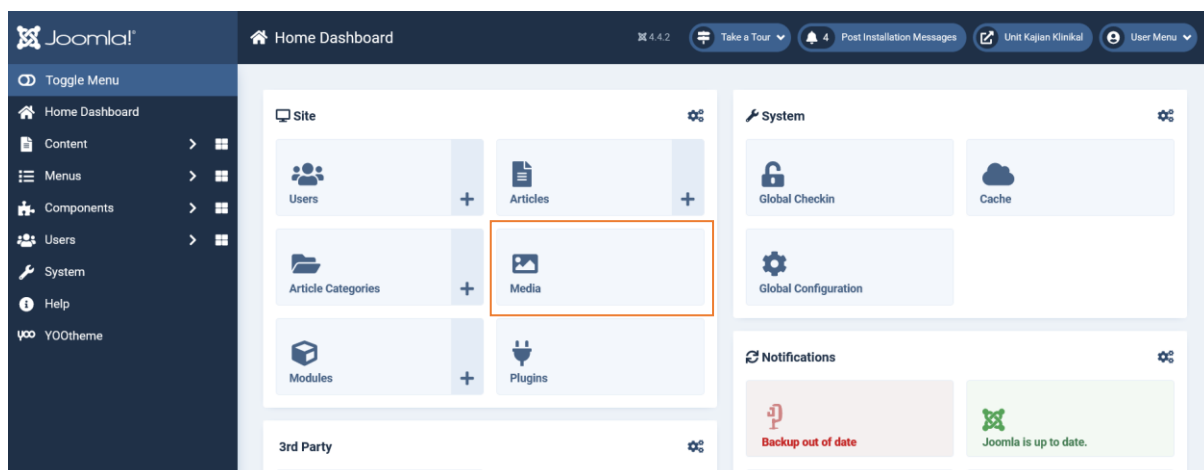


1.2.3. Fill info and click *Save & Close*

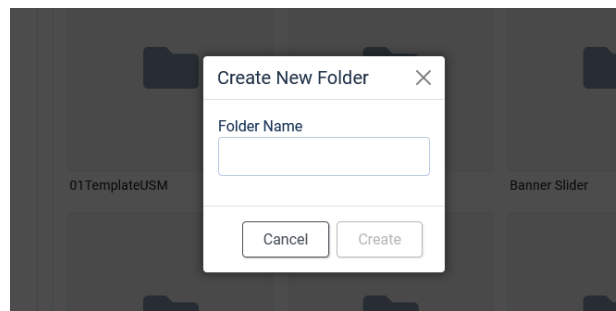
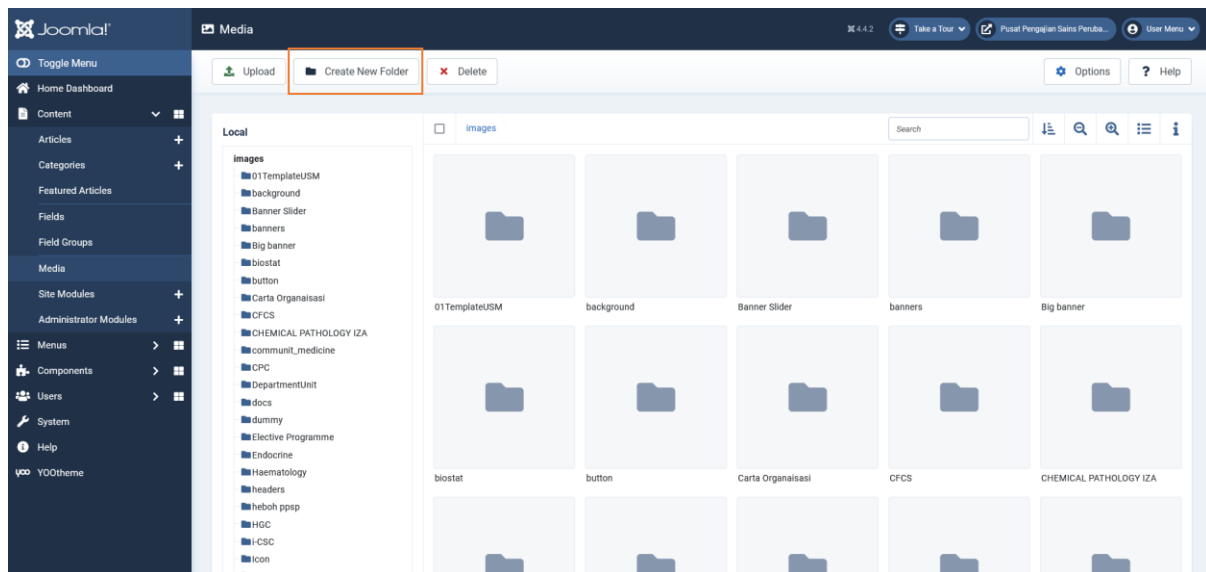


1.3. Media function

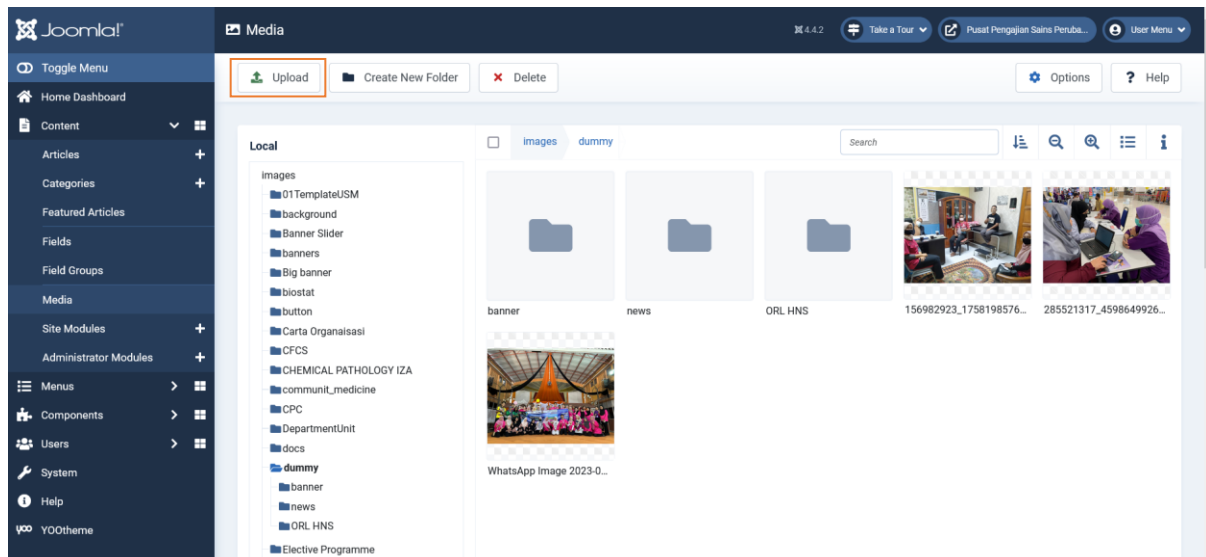
1.3.1. This function is used to upload your documents such as photos, videos, PDFs, or sound and make sure to upload your document in your folder



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



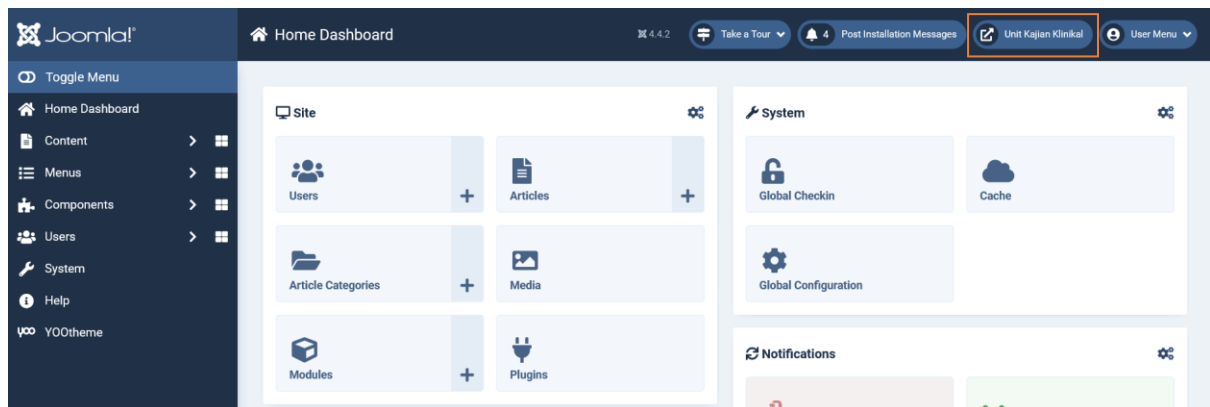
1.3.3. Upload your document by clicking on *upload* button



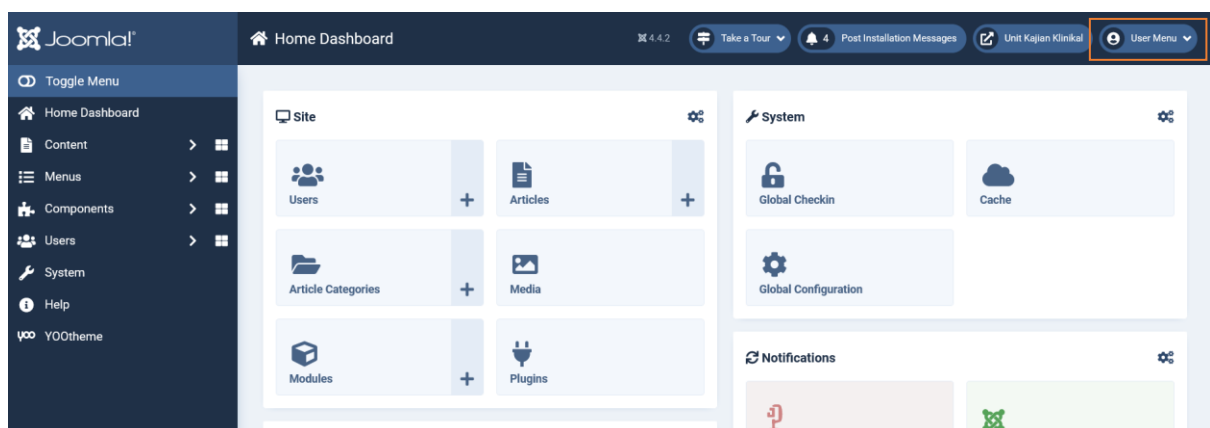
1.3.4. Certain regulations must be followed, image sizes restrictions (<5mb) and file types

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



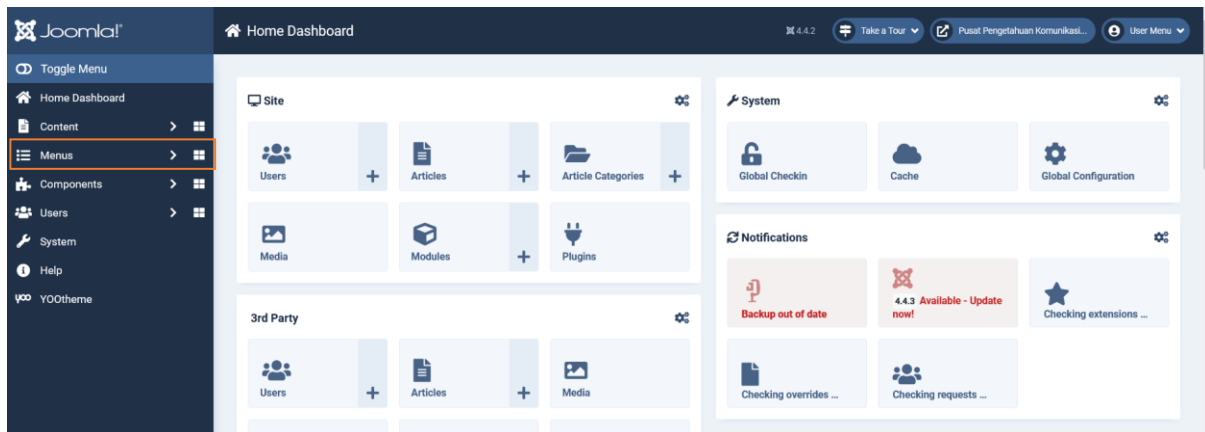
1.5. Logging out



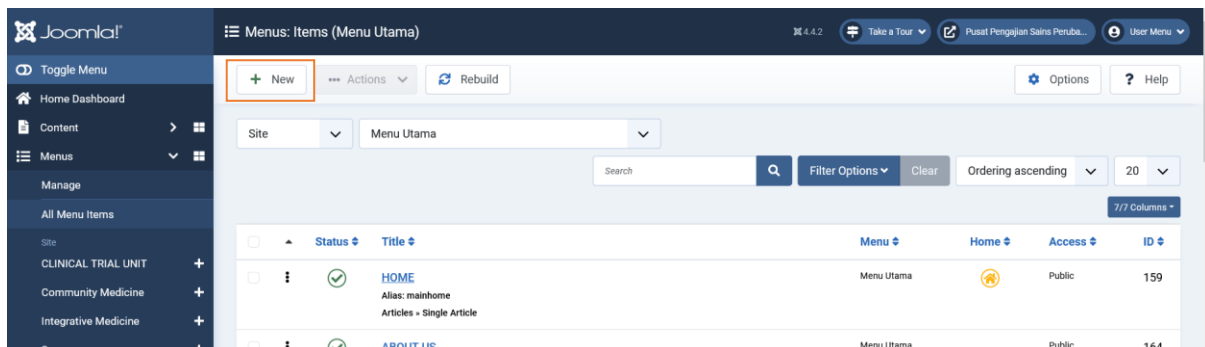
2. MENU FUNCTION

2.1. Creating a menu

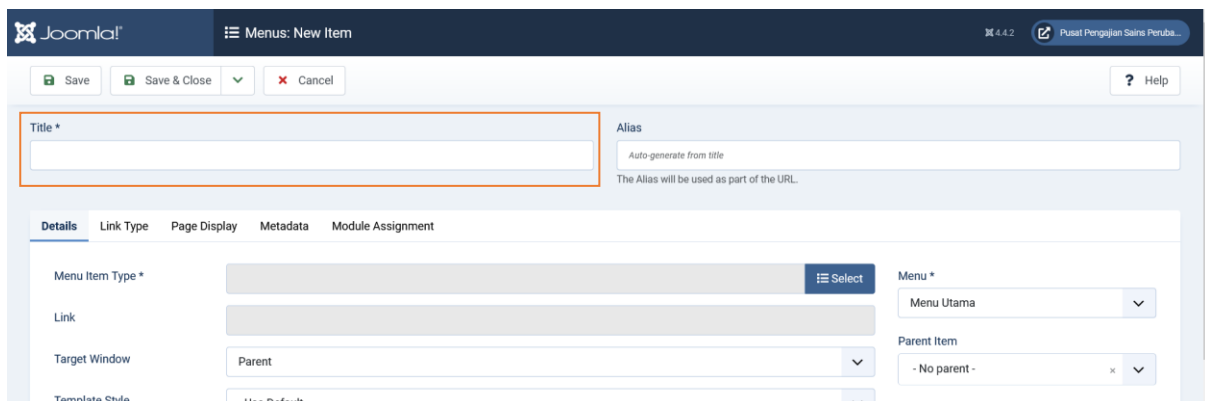
2.1.1. Adding a new menu simply by access on Homepage menu



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 link. Below the title bar are buttons for 'Save', 'Save & Close', and 'Cancel', along with a 'Help' icon.

The main form area is divided into several sections. At the top, there are two input fields: 'Title *' (highlighted with an orange border) and 'Alias'. The 'Alias' field has a placeholder 'Auto-generate from title' and a note 'The Alias will be used as part of the URL.' Below these fields are tabs for 'Details', 'Link Type', 'Page Display', 'Metadata', and 'Module Assignment'. The 'Details' tab is active.

Under the 'Details' tab, there are four rows of form fields:

- 'Menu Item Type *' with a 'Select' button.
- 'Link' with a text input field.
- 'Target Window' with a dropdown menu set to 'Parent'.
- 'Template Style' with a dropdown menu set to '- Use Default -'.

On the right side of the form, there are two more dropdown menus:

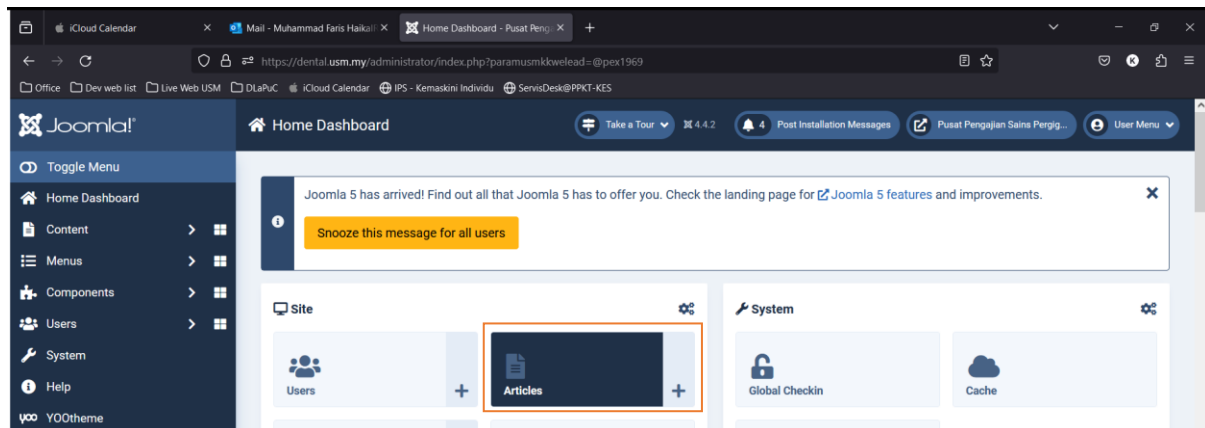
- 'Menu *' set to 'Menu Utama'.
- 'Parent Item' set to '- No parent -' (highlighted with an orange border).

Below these dropdowns, there are sections for 'Ordering' (with a note 'Ordering will be available after saving.') and 'Status' (with a green progress bar).

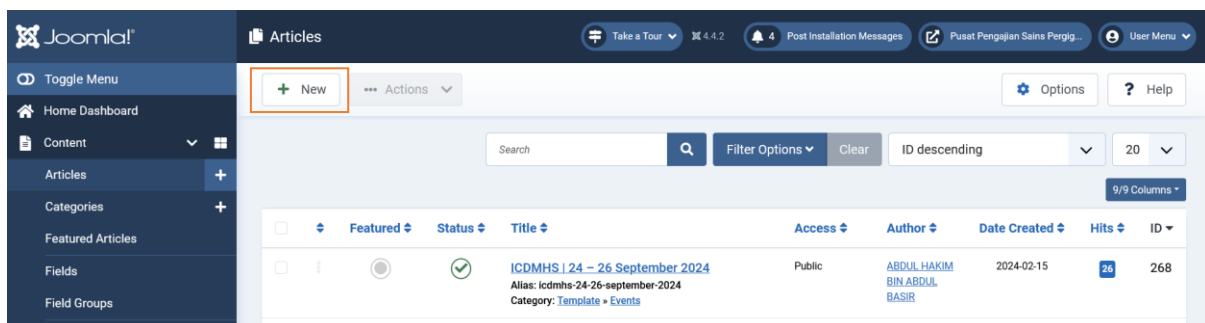
3. CONTENT EDITOR

3.1. Add new content using Article and YOOtheme builder

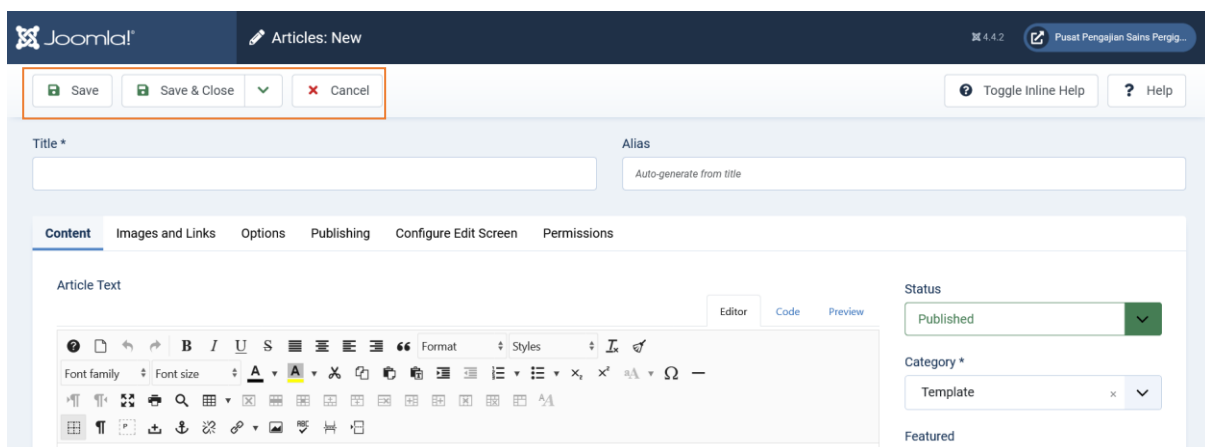
3.1.1. Access the Article function on Homepage



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

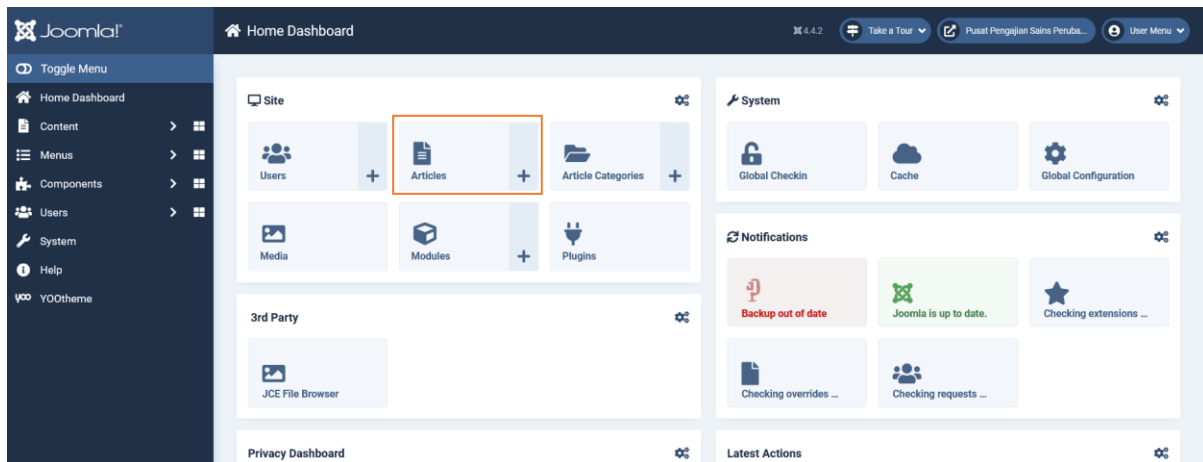


3.1.3. Fill all the requirements and click Save or Save & Close

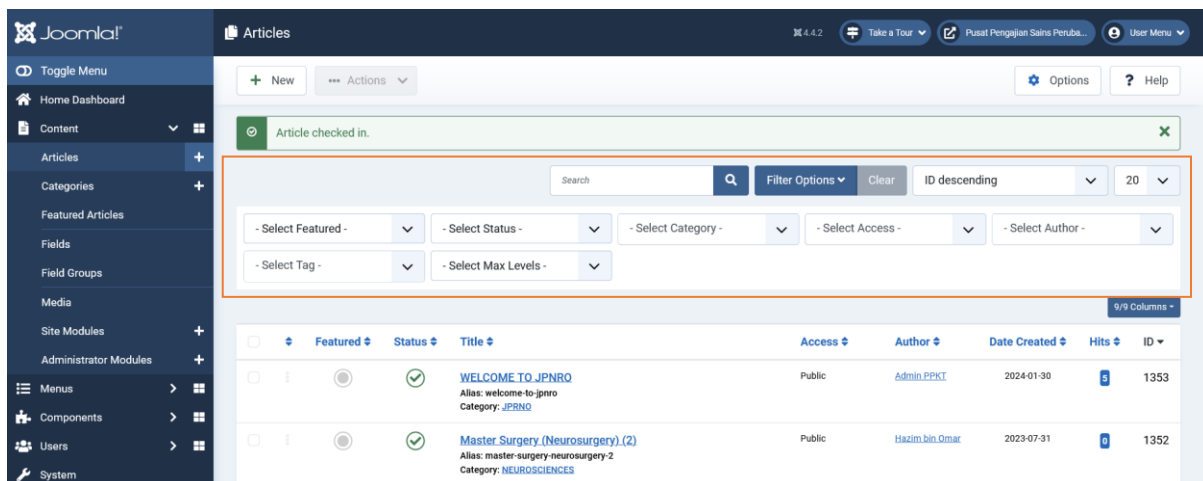


3.2. Edit content using Article function

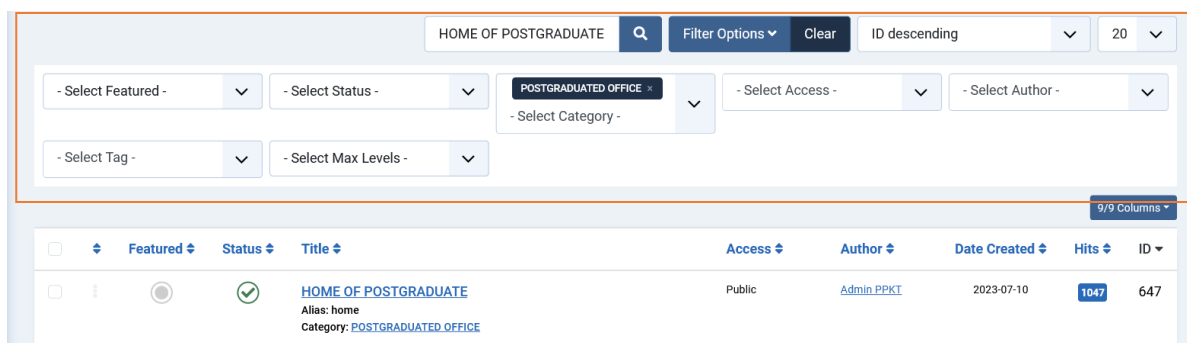
3.2.1. Access to Article function



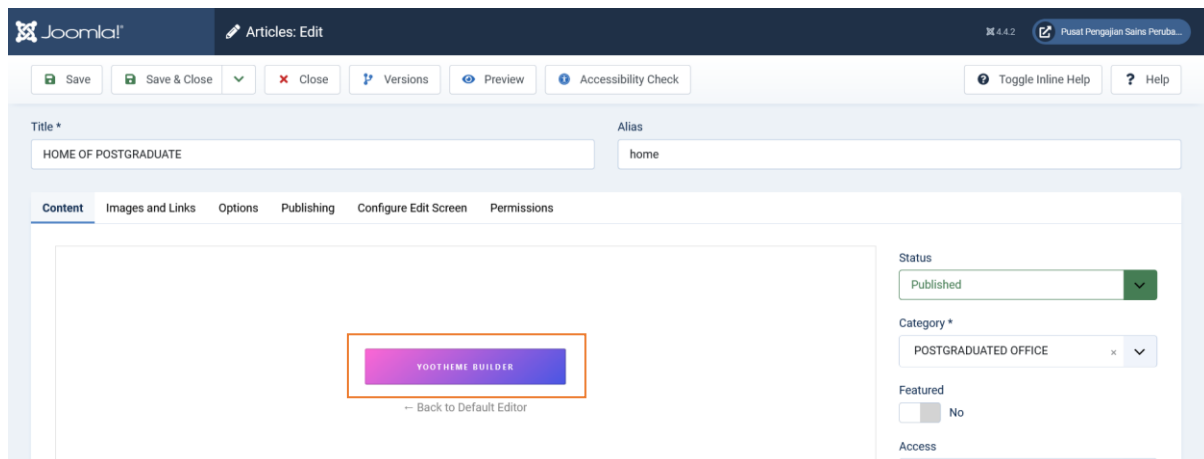
1.1.1. Look for your page by accessing to *filter* option



1.1.2. Use the search keywords or Filter Option



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

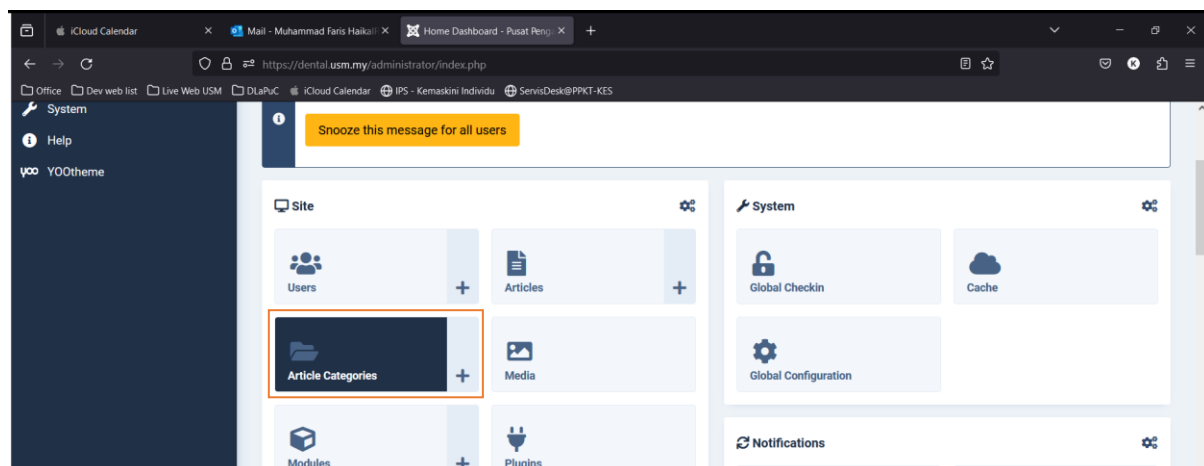


1.1.4. Your page might look different, you can change page layout by manipulating the *builder* functions and access other page of your department by accessing the Menus that was set

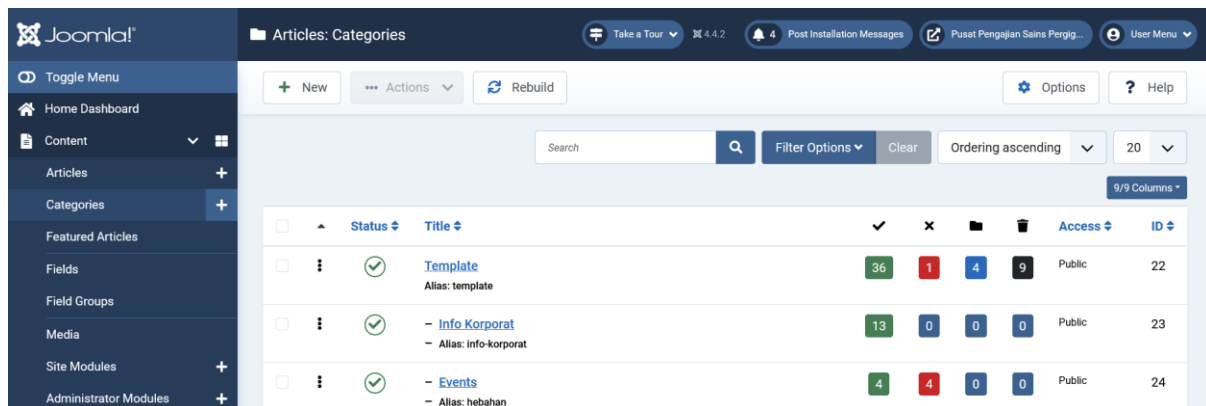


3.3. Content grouping using Article Categories

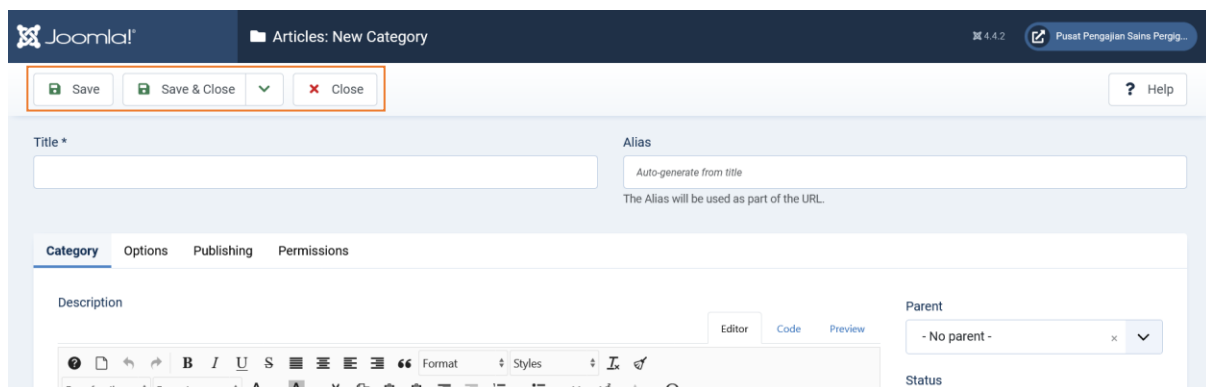
3.3.1. Choose Article Categories function on Homepage



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

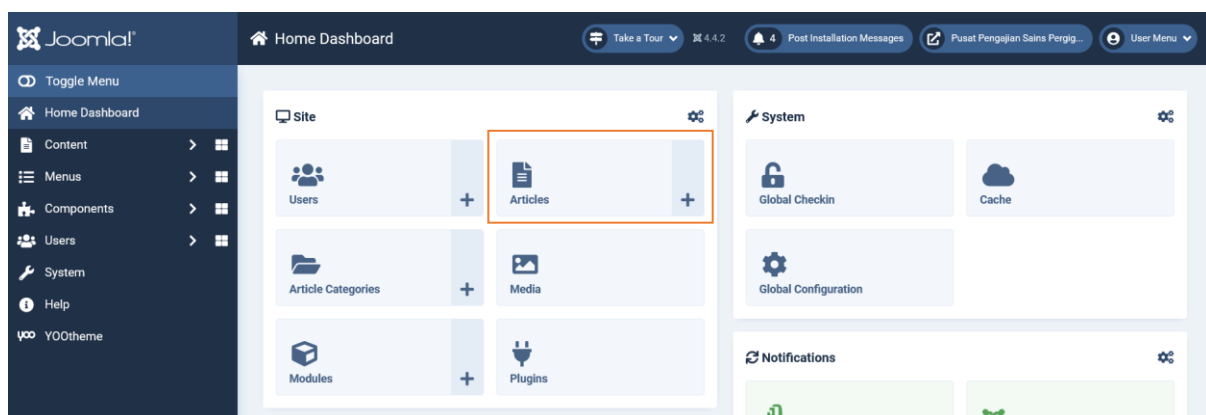


3.3.3. Fill all the requirement and click Save and Save & Close

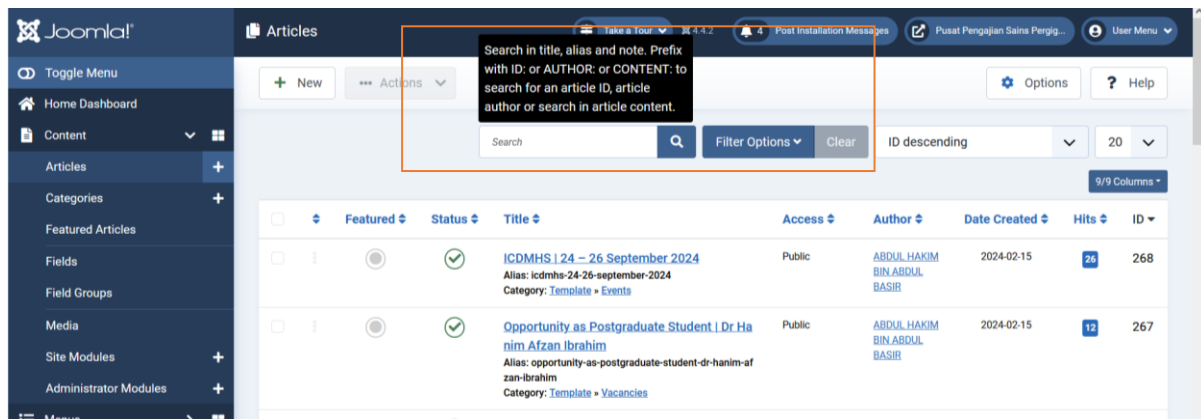


3.4. Edit an Article

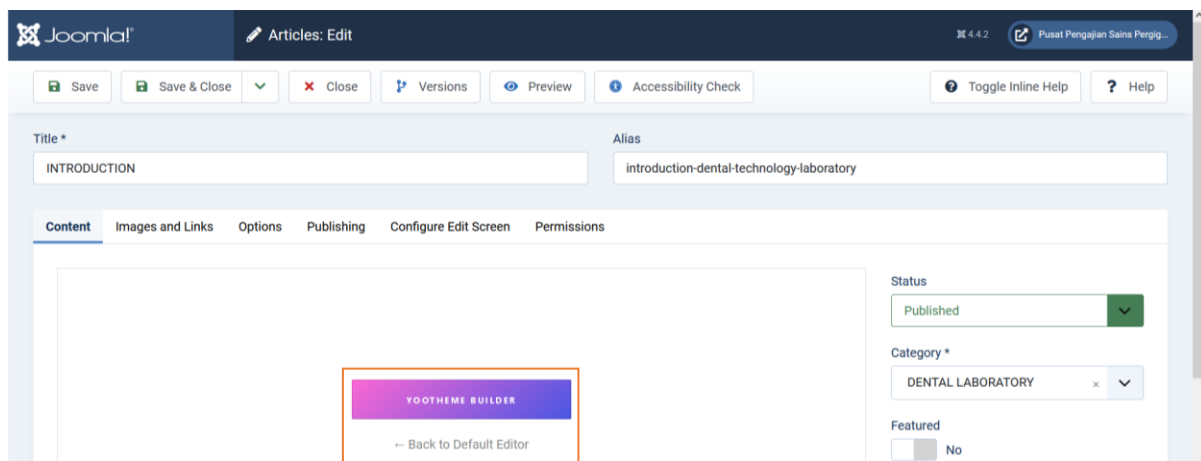
3.4.1. On Home Dashboard, to edit article simply access to Article function



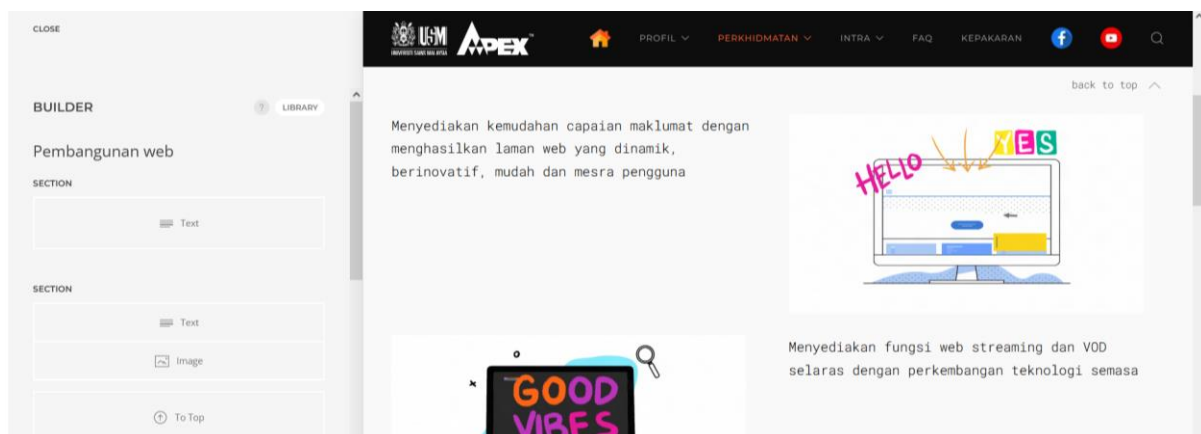
3.4.2. Look for the article by searching your article file simply using the search function



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

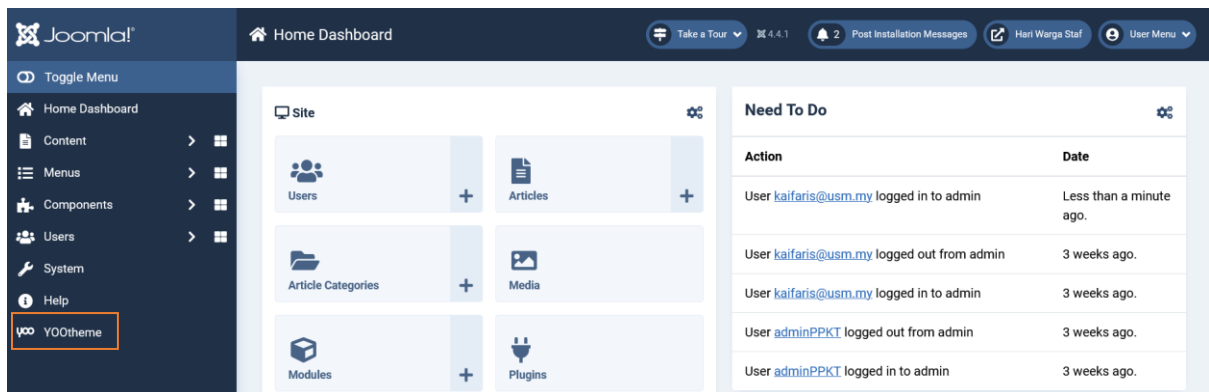
The screenshot shows the Joomla! Articles management interface. On the left is a sidebar with a 'Toggle Menu' button and a list of menu items: 'Home Dashboard', 'Content', 'Articles', 'Categories', 'Featured Articles', 'Fields', 'Field Groups', 'Media', 'Site Modules', 'Administrator Modules', 'Menus', and 'Components'. The main area is titled 'Articles' and contains a table of articles. A dropdown menu is open over the 'Articles' header, 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 data rows are as follows:

Title	Access	Author	Date Created	Hits	ID
ICDMHS 24 – 26 September 2024 Alias: icdmhs-24-26-september-2024 Category: Template » Events	Public	ABDUL HAKIM BIN ABDUL BASIR	2024-02-15	26	268
Opportunity as Postgraduate Student Dr Hanim Afzan Ibrahim Alias: opportunity-as-postgraduate-student-dr-hanim-afzan-ibrahim Category: Template » Vacancies	Public	ABDUL HAKIM BIN ABDUL BASIR	2024-02-15	12	267
(8 Feb 2024, 2.30-3.30 pm) Research Cluster Presentation (Oral Health & Special Needs C Alias: ...	Public	ABDUL HAKIM BIN ABDUL BASIR	2024-01-29	24	266

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



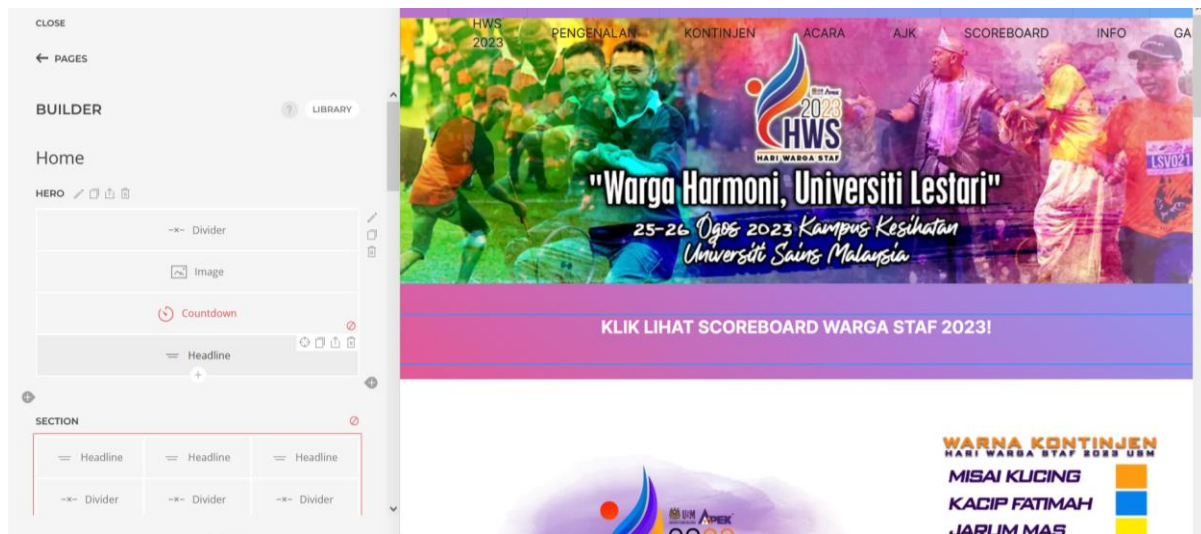
- 4.1.2. Click on Pages



- 4.1.3. Click on Builder

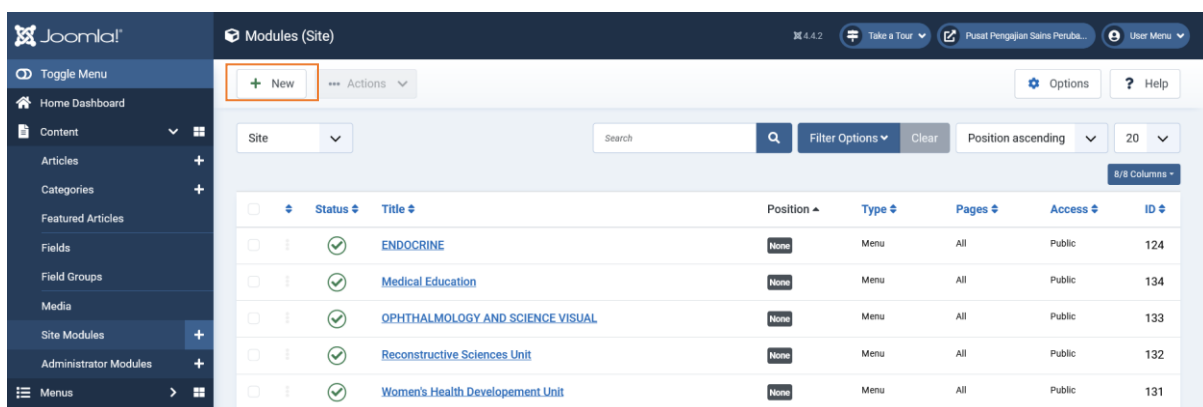
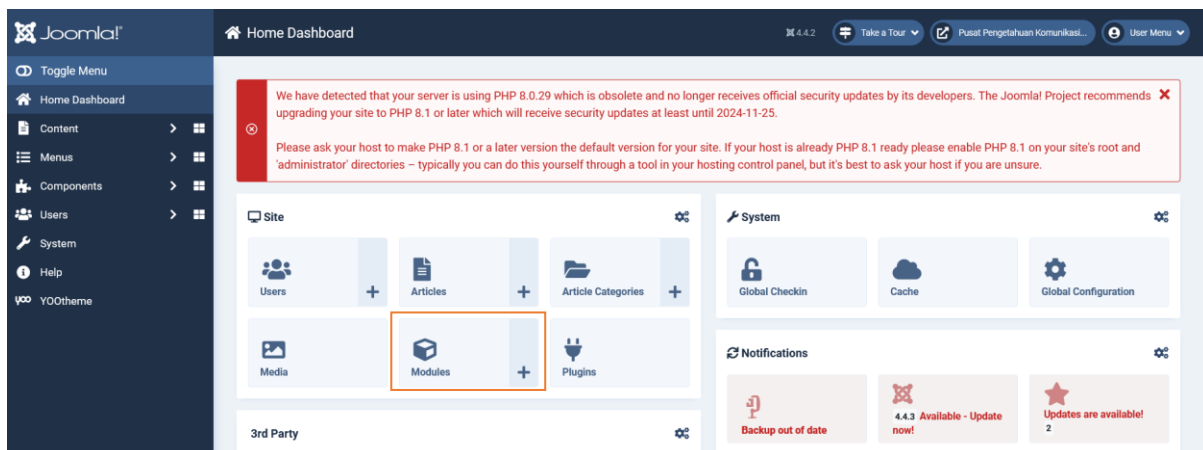


4.1.4. Make changes using the Builder menu, choose right element for your layout

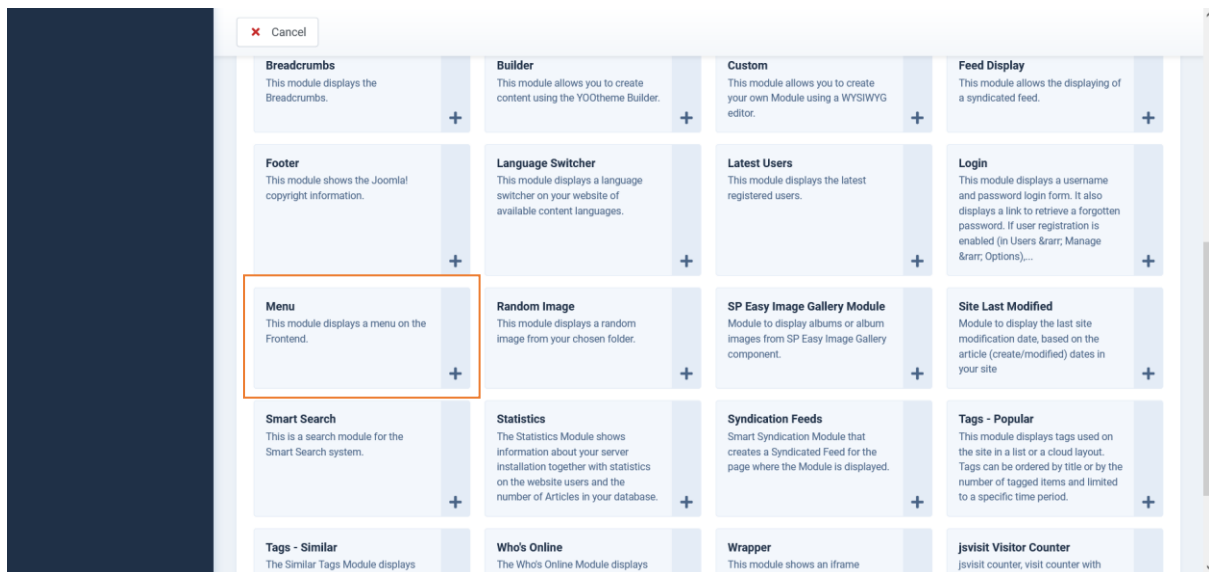


4.2. Display menu on a web page using Joomla Modules

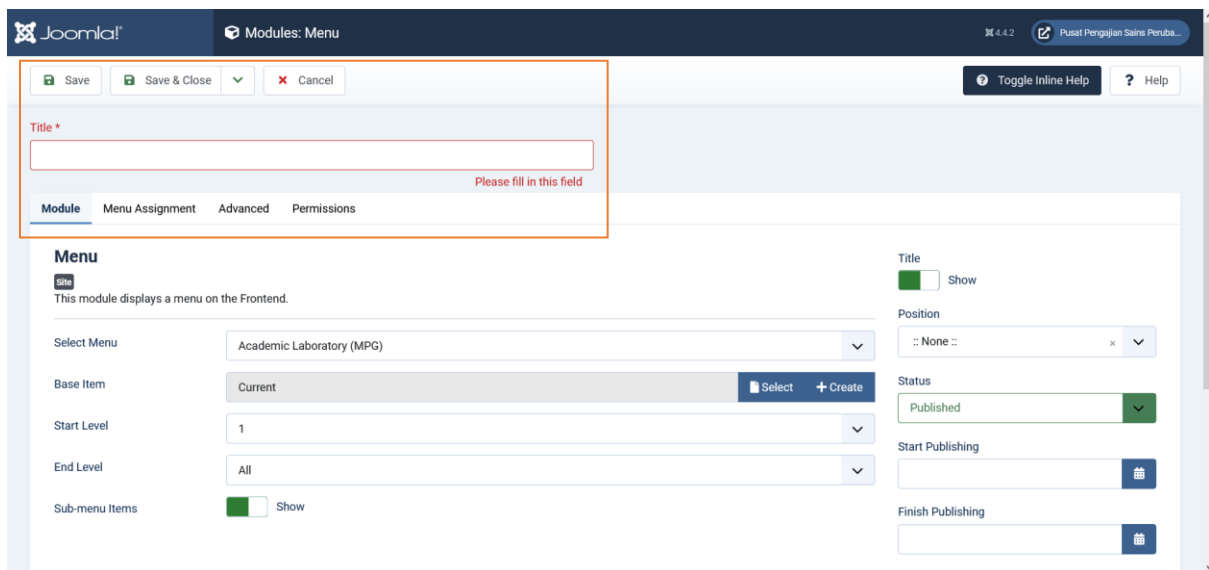
4.2.1. On homepage open Modules function



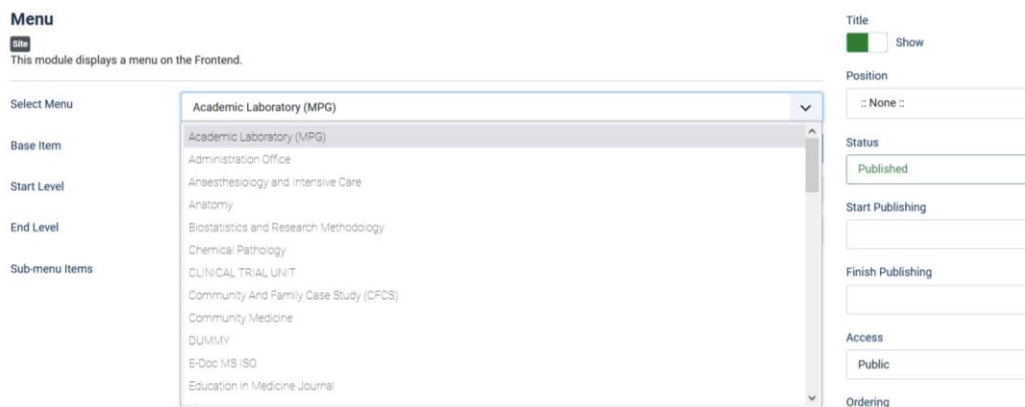
4.2.2. Choose Menu module



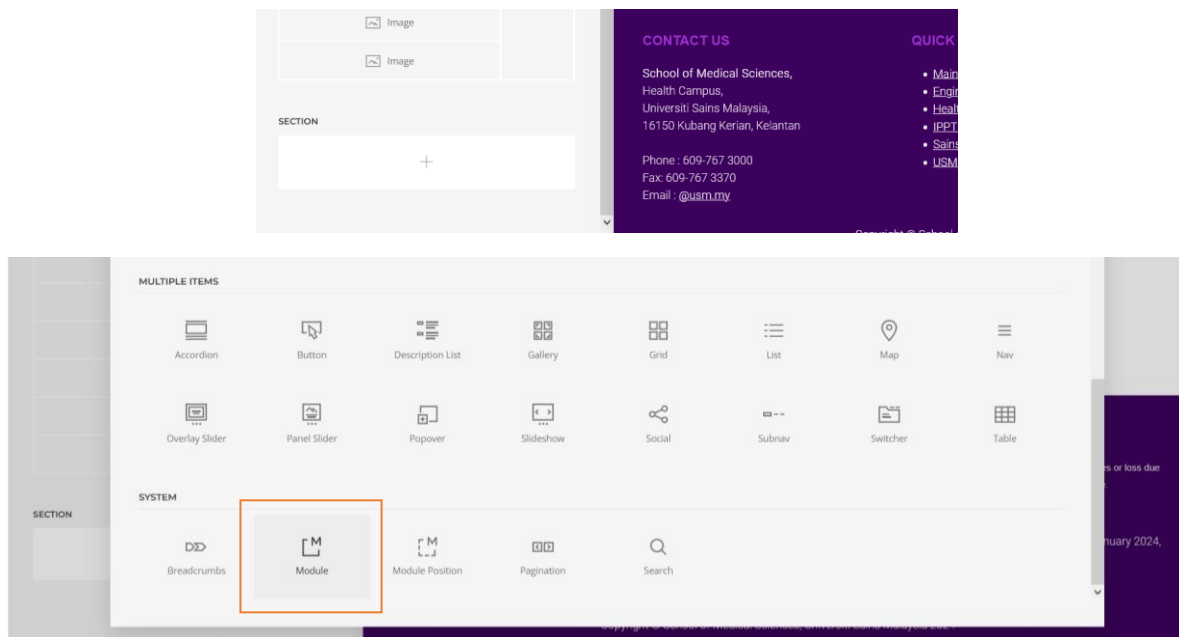
4.2.3. Fill the requirement needed and click Save and Save & Close



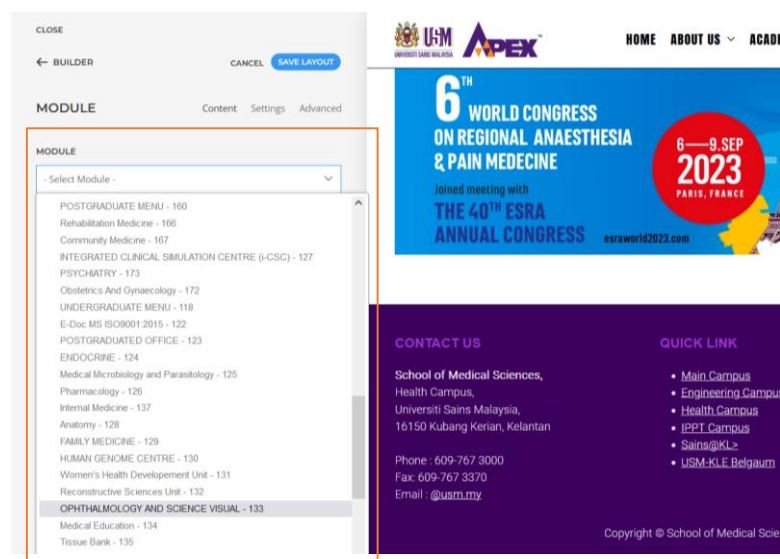
4.2.4. Choose your menu created



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

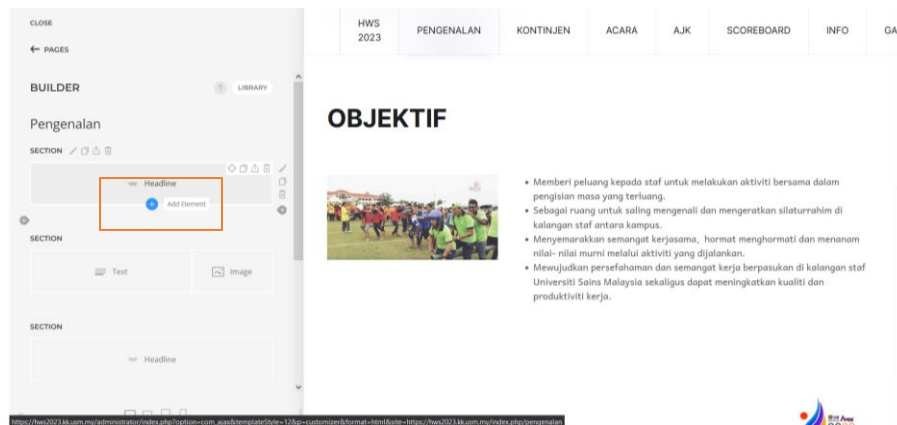


4.2.7. The menu should be viewed like this

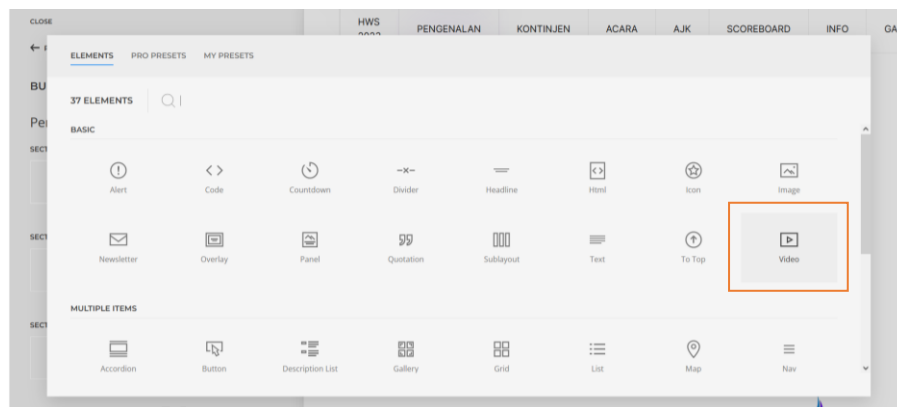


4.3. Display a video using YOOtheme

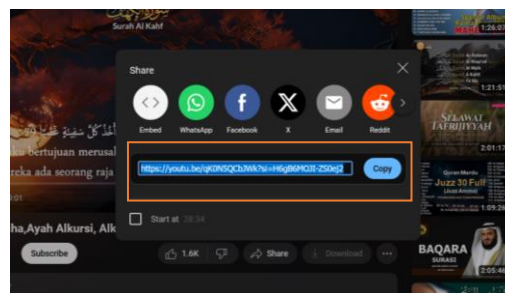
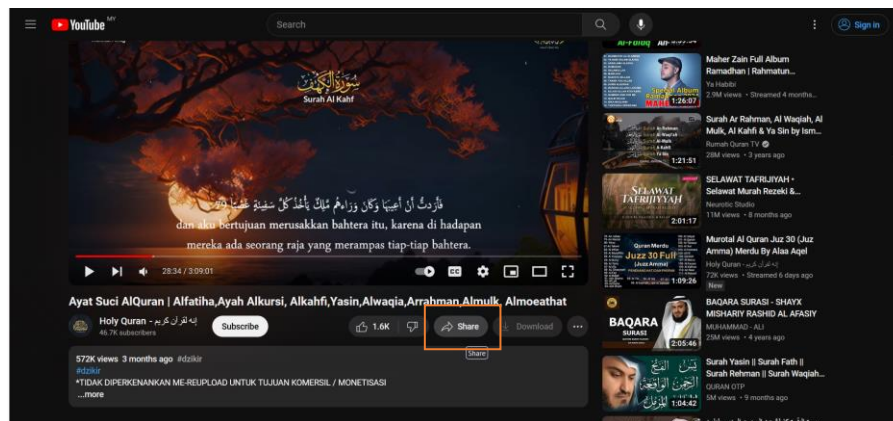
4.3.1. Import from source: Youtube, simply by adding new Element by click +



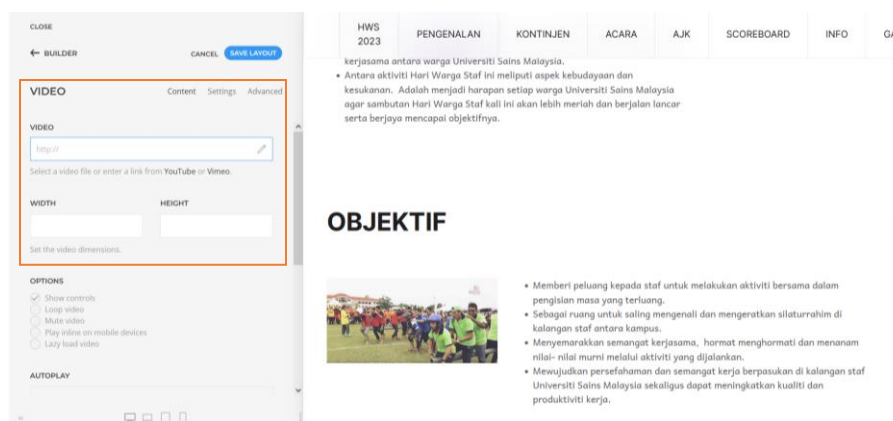
4.3.2. Choose Video element



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

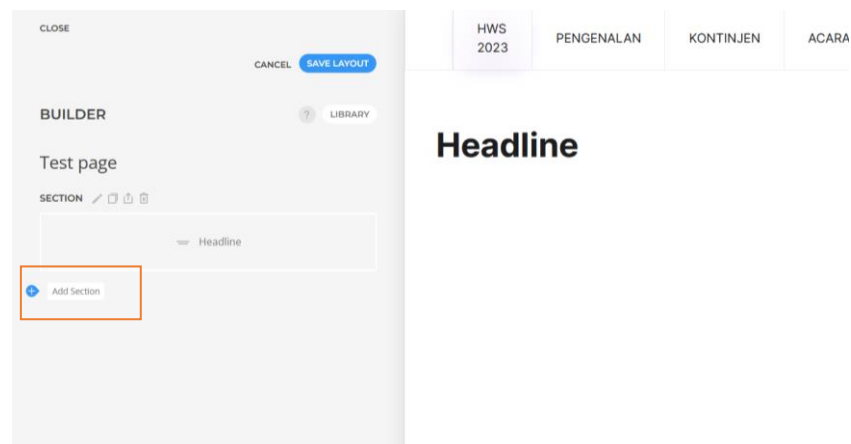


4.3.4. In the element video on YOOftheme, paste the link in the Content tab, Adjust the size that you desire to fit in page using the Width and Height function.

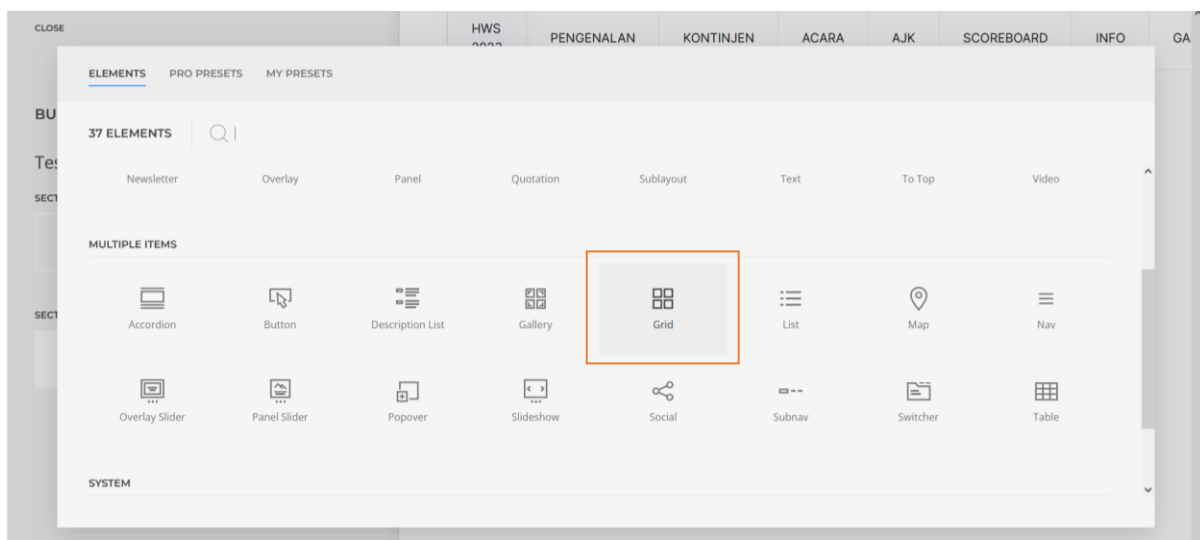
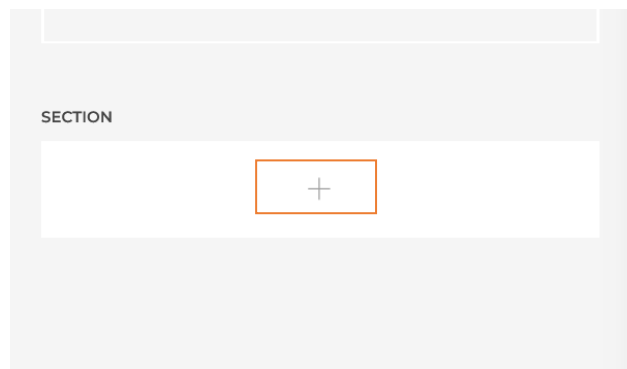


4.4. Display a grouping article

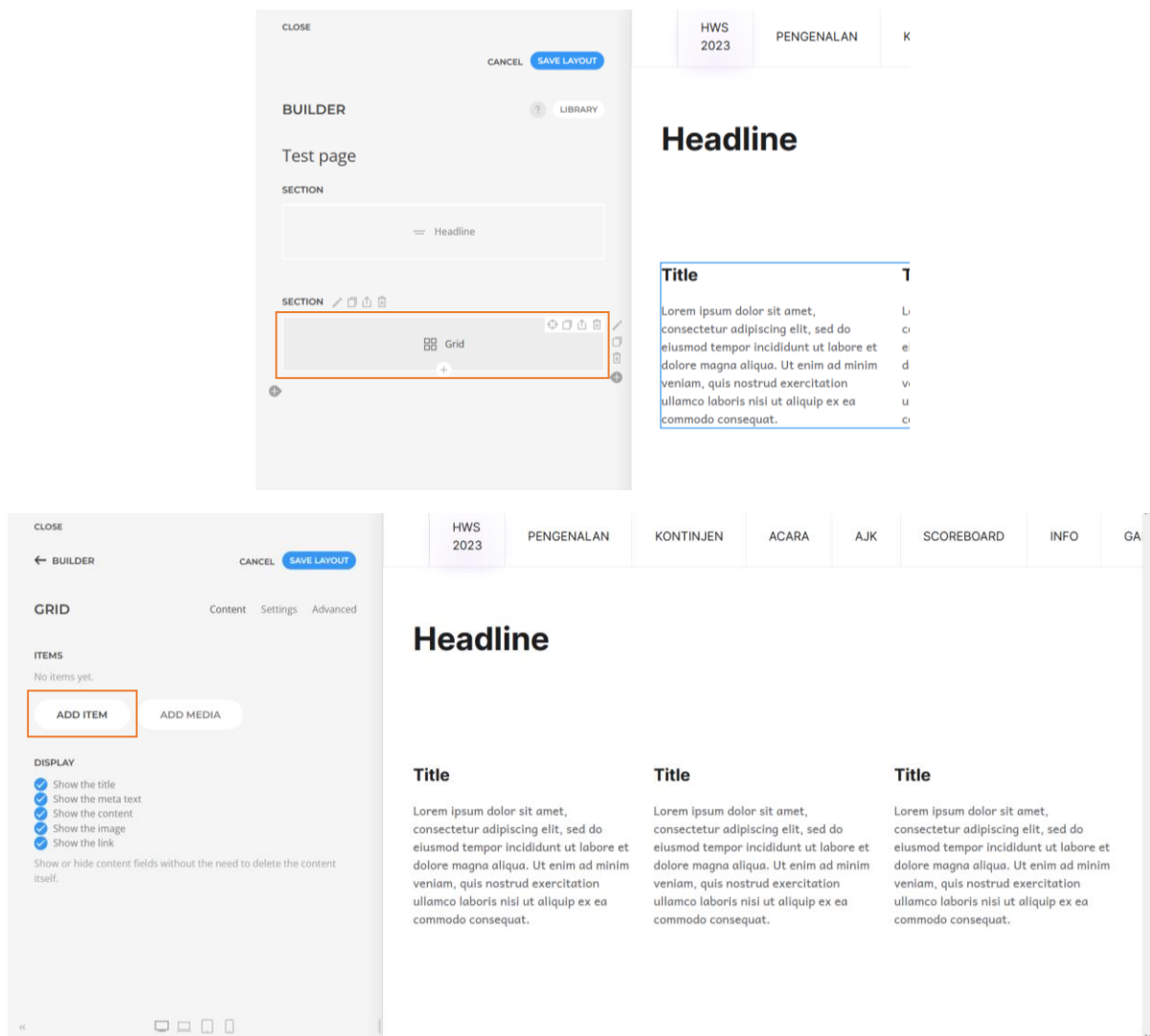
4.4.1. In the YOOftheme page, add new section



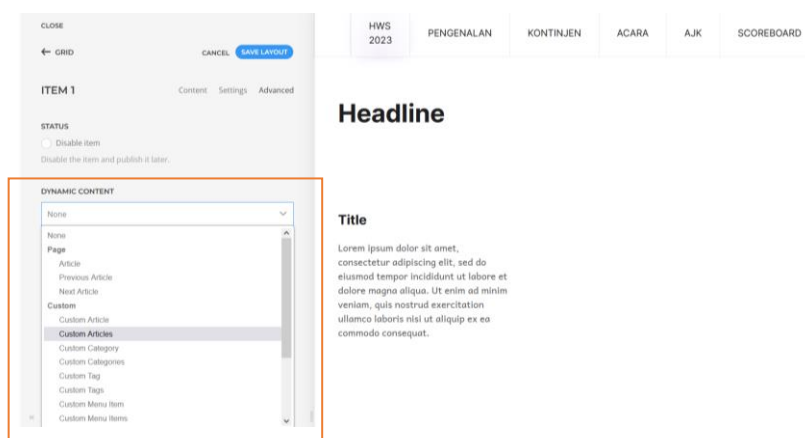
4.4.2. After section added, click + icon and choose element Grid



4.4.3. Open the element Grid and Add Item



4.4.4. On the Advance tab, choose Custom Articles from Dynamic Content tab



4.4.5. In Advance tab, you can set as you desire how the grid will be display

CLOSE

← GRID CANCEL SAVE LAYOUT

ITEM 1 Content Settings Advanced

Root

Categories are only loaded from the selected parent category.

START QUANTITY

1 3

Set the starting point and limit the number of categories.

ORDER DIRECTION

Category Order Ascending

DYNAMIC CONDITION

None

Set a condition to display the element or its item depending on the content of a field.

4.4.6. In the Content tab, click on the Dynamic on the tab Title, choose title. Dynamic on the tab Image choose image, and dynamic on tab Link choose link.

CLOSE

← GRID CANCEL SAVE LAYOUT

ITEM 1 Content Settings Advanced

TITLE

Dynamic

← GRID CANCEL SAVE LAYOUT

ITEM 1 Content Settings Advanced

Title

Description

Article Count

Image

Image Alt

Link

Tags

Alias

ID

IMAGE

Dynamic

← GRID CANCEL SAVE LAYOUT

ITEM 1 Content Settings Advanced

Description

Article Count

Image

Image Alt

Link

Tags

Alias

ID

LINK

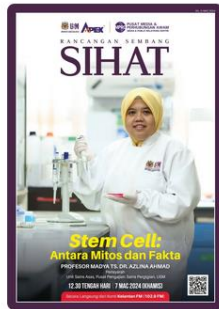
Dynamic

http://

Enter or pick a link, an image or a video file.

4.4.7. The layout should be like this

BERITA & AKTIVITI TERKINI



PEMAKINAN YANG
SIHAT BANTU
PENGHASILAN SEL
STEM DALAM BADAN

[Read more](#)



KANSER PAYUDARA:
STIGMA DAN MITOS
PENGHALANG
PENGESANAN AWAL

[Read more](#)



PENGARAH HOSPITAL
USM SERU
WARGANYA
BERSAMA
MENYOKONG
PEMANTAPAN
AGENDA APEX
UNIVERSITI

[Read more](#)