User Manual

Development and Implementation of fully integrated website for Tribhuvan University (Centralize CMS)

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SUBMITTED TO

LICT-ICTC, IOE

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Document History

Date	Version	Author	Reviewed by	Approved by	Description
09/09/2022	1.0.0	Er. Paras Rijal	Dr. Shreedhar Marasini		

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1. Introduction

This document has been created to help end user in using the Centralize CMS application.

1.1 Purpose

This User Manual (UM) document aims to provide a comprehensive description of the system function of **"Centralize CMS",** capabilities, contingencies, alternate modes of operation and step-by-step procedures for system access and use.

This document has been prepared using the scope of work outlined in the contract baseline and the information collected through elaborate workshops with all the relevant process owners and stakeholders.

1.2 Organization of the Manual

This manual has been organized under below headings:

1. General Information
2. Login
3. Forgot Password
4. Getting Started With Modules

2. *General Information*

The full featured hierarchial content management system(CMS) is an advanced web based system used for implementing integrated website of TU including its all bodies and strengthing the content creation, management, and visualization process.

This application contains below functional modules:

Note: This user manual is prepared for all kind of users i.e. Super Admin, Central Admin, Administrator and Content Admin, and list of modules mentioned below are a combination of all modules. Therefore, some of the modules descriptions may not relatable to some user types, in that case, please only go through the modules that you have the right and permission to access.

1. **Login Module:** From this module, the user gets logged in into the application.
2. **Dashboard**: After login, user will be landed into the application dashboard which should contain all the vital application information in both statistical and graphical format.
3. **User Management module**: From this module, user's roles and information can be viewed and managed.
4. **Configuration module:** From this menu, the following modules can be managed;
   - Countries
   - Provinces
   - Districts
   - Municipalities
   - Institution Types
   - Institutions
   - Official
   - Notices Types
   - Document Type
   - Module
   - Menubar
   - Topbar
   - Information Officer
   - Message From Head
   - Testimonials

- Graduation Statistics
- Education Level
- Colleges
- Public Holidays

5. **Utility:** From this module, backups, medias and downloads can be managed.
6. **CMS Mangement module:** Using the CMS Management menu, the following modules can be managed by the user;
    - Events
    - News
    - Publications
    - Notices
    - Banners
    - Contact-Us
    - Pages
    - Albums
    - Staffs
    - FAQS
    - Related Links
    - Bulletin
    - Budget
    - Linkage
    - Faculties
    - Programs
    - College Faculties
    - College Programs

7. **Request Disclosure Module:** Using this module, the user can view and approve/reject the requests sent by different institutions for publishing their events, news, notices and publications in the central website. (This module will be managed by Central Admin)

2.1 Authorized Use Permission

This application shall be owned and maintained by LICT-ICTC, IOE and they shall be solely responsible for its content. It is strictly forbidden to share any information associated with this application. The users are only authorized to operate the system according to the roles and permission defined to them. Any kind of misuse or unauthorized copies of data shall be subjected to punishment. User shall be responsible to the activities performed from their account.

2.2 Support & Services

This section describes the support services that we provide for help and assistance while operating this system.

2.2.1 Information

S.N	Member Name	Designation	Contact
1.	Dr. Shreedhar Marasini	Project Manager	9851151705

3. Login

User must login into the system using valid id and password.
How to login?
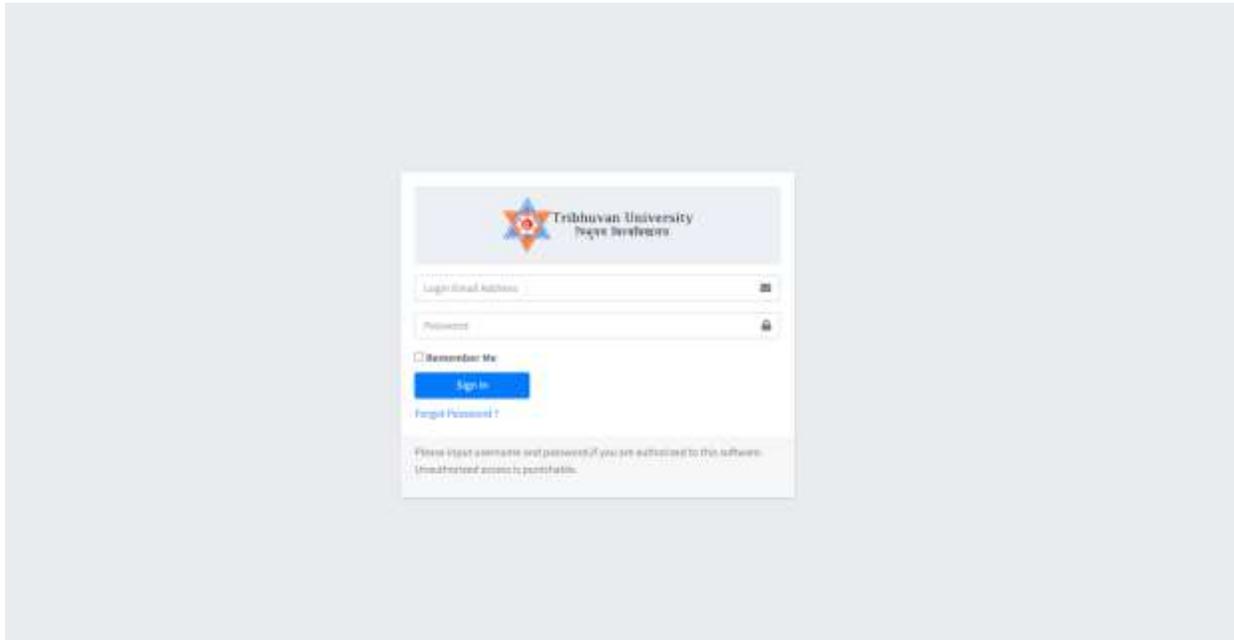
Step 1: Go through the system URL

Step 2: Enter valid email and password

Step 3: Click on "Sign in" button

4. Forgot Password

If you forget your password, then use below steps to get password:

1. Click on Forgot password link in the login box
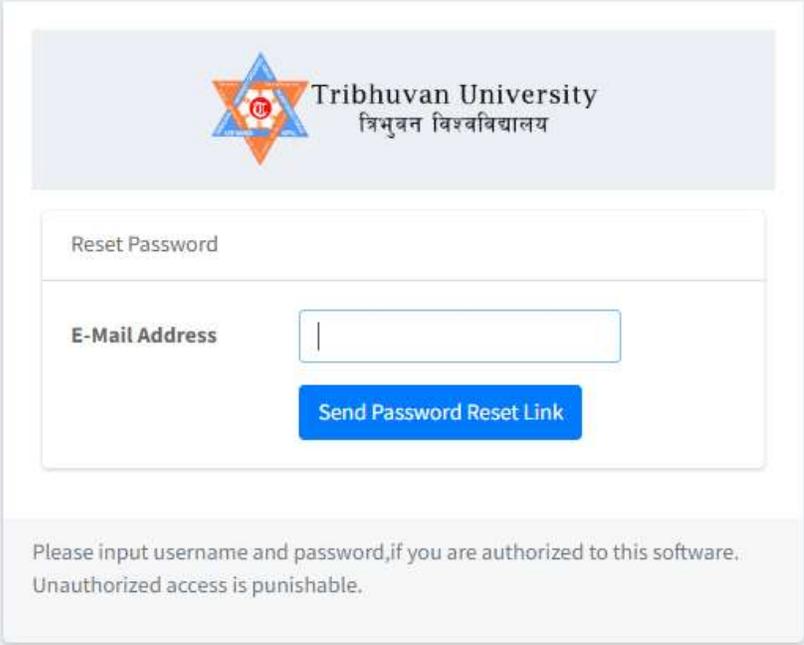
2. You will get form, enter email address as required in the form and click on Send Password Reset Link
3. Password will be sent to your email. Please check your email and use the password to login into the system.

THIS REGISTRATION, LOGIN AND FORGOT PASSWORD PROCESS WILL BE SAME FOR ALL TYPES OF USERS.

5. Getting Started with Backend Modules

As the user logs in, he/she will be redirected to the dashboard.

On the left sidebar, all the menus are listed that can be accessed and functioned by the user. The menus are; Dashboard, User Management, Configurations, Utility, CMS Management and Request Disclosure.

Dashboard

1. Click on Dashboard menu in the sidebar.
   Dashboard will be opened.
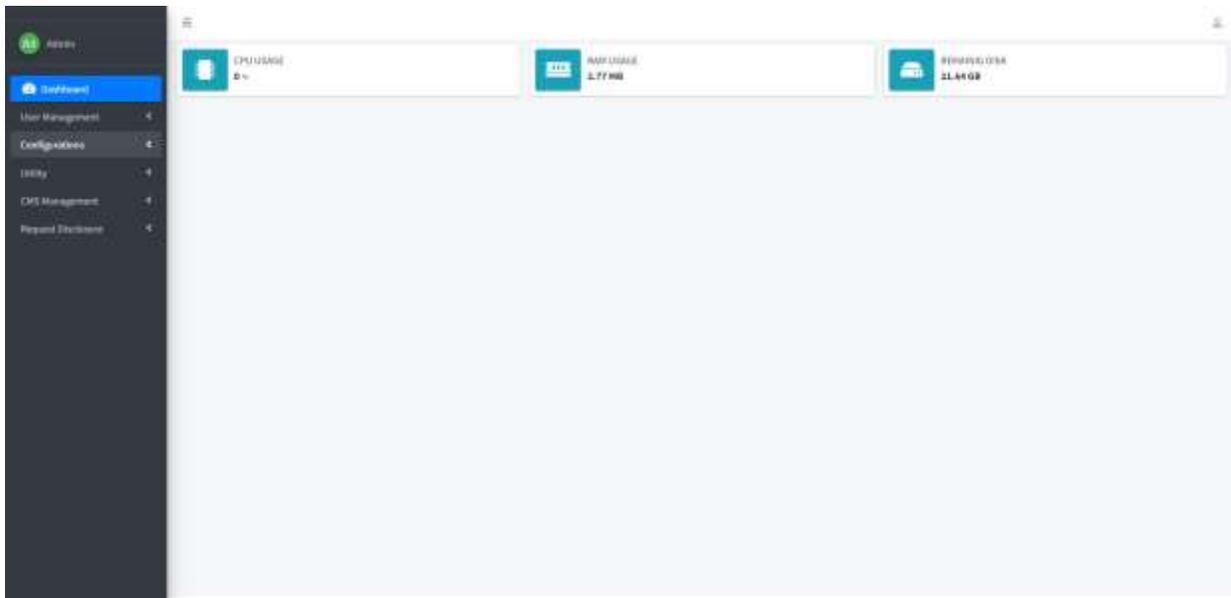
Change Password

1. Click on profile icon located on the top right corner of dashboard.
2. Click on "View Profile".
3. Change your password using the related fields.
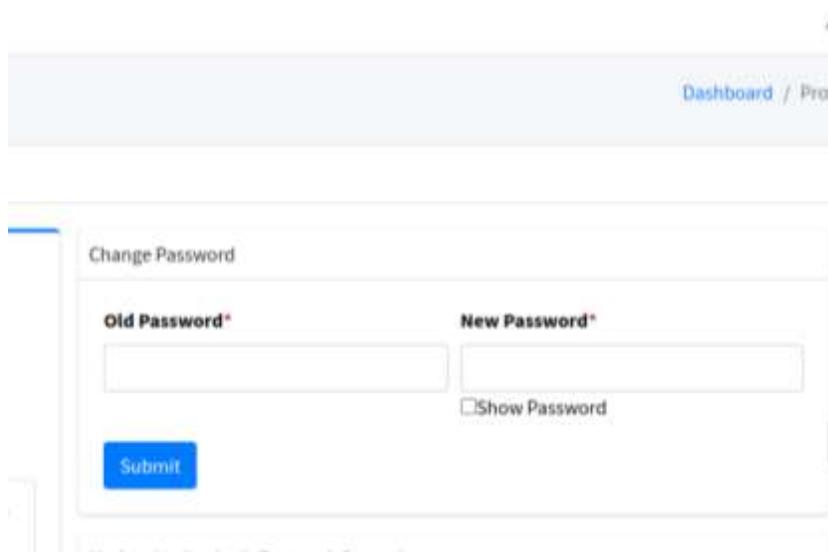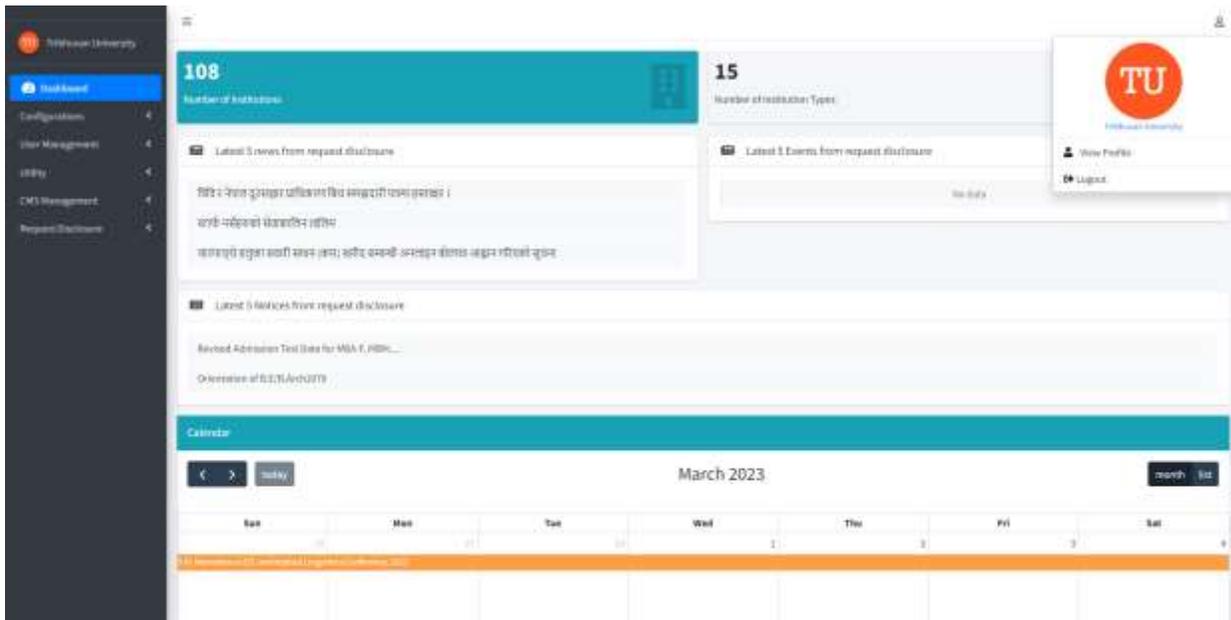
Institutions's Contact Information

1. Use the "Update Institution's Contact Information" section to add or update the contact details that will appear in footer section of the respective websites.

Update Institution's Contact Information

Telephone Number *

Office Phone Number

Email*

Email

Submit

User Management

Using the User Management menu, the following modules can be managed.

Users

1. Click on User to view the list of users in the index table.
2. Click on add button to add new users to the system
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of users.
5. Click on edit button from "Action" column to edit the data of users.
6. Click on delete button from "Action" column to delete the users.

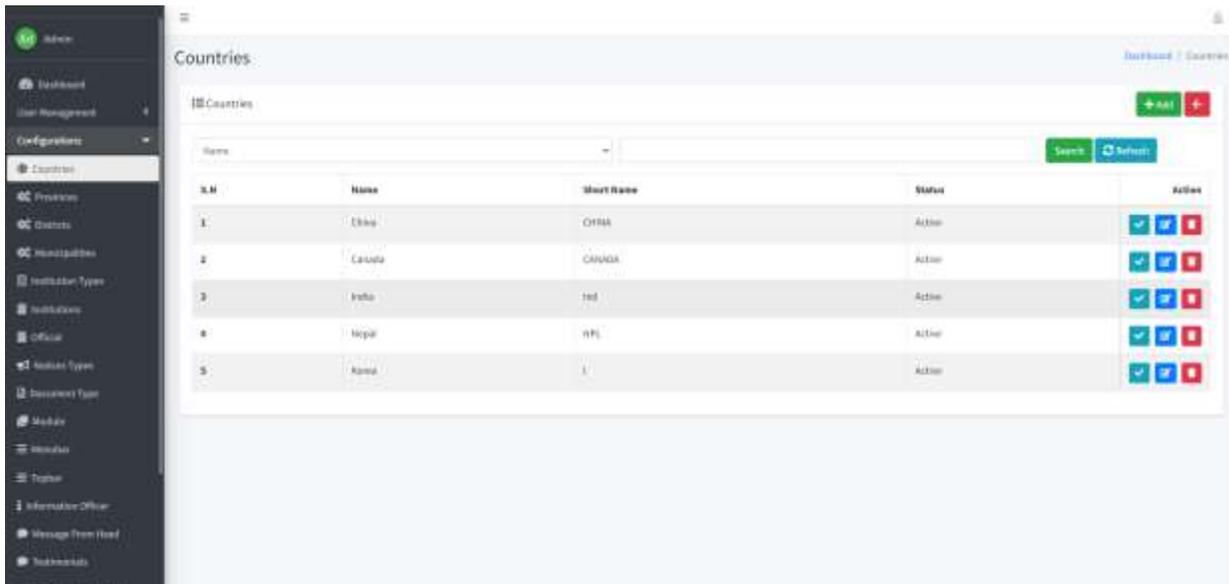By using the search function, the user can search for related data using different search parameters.
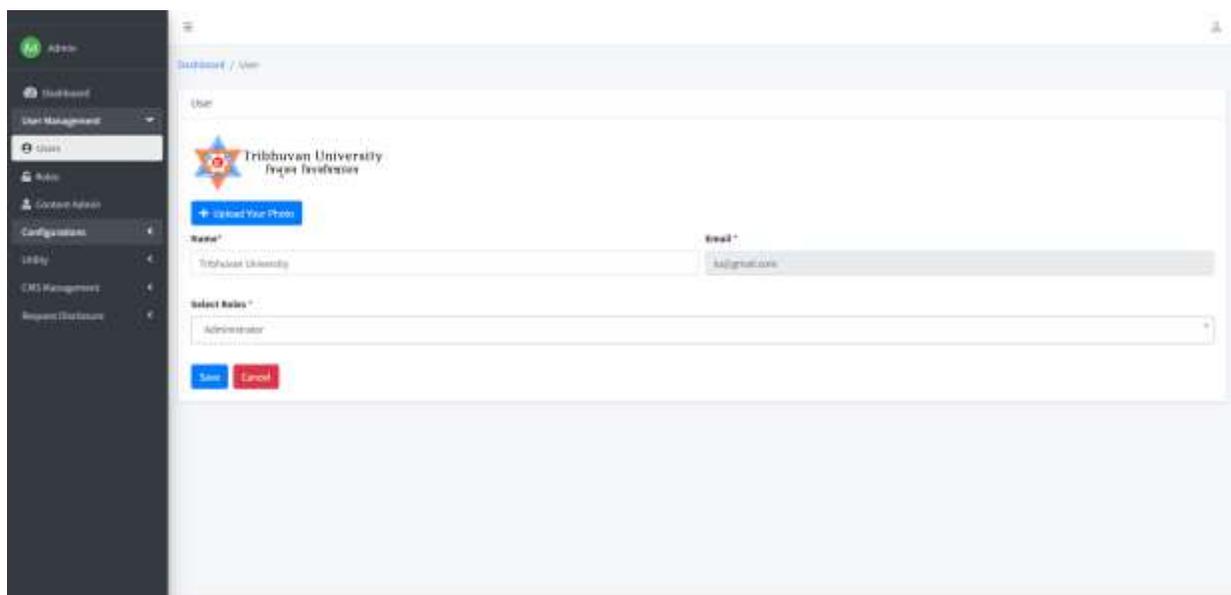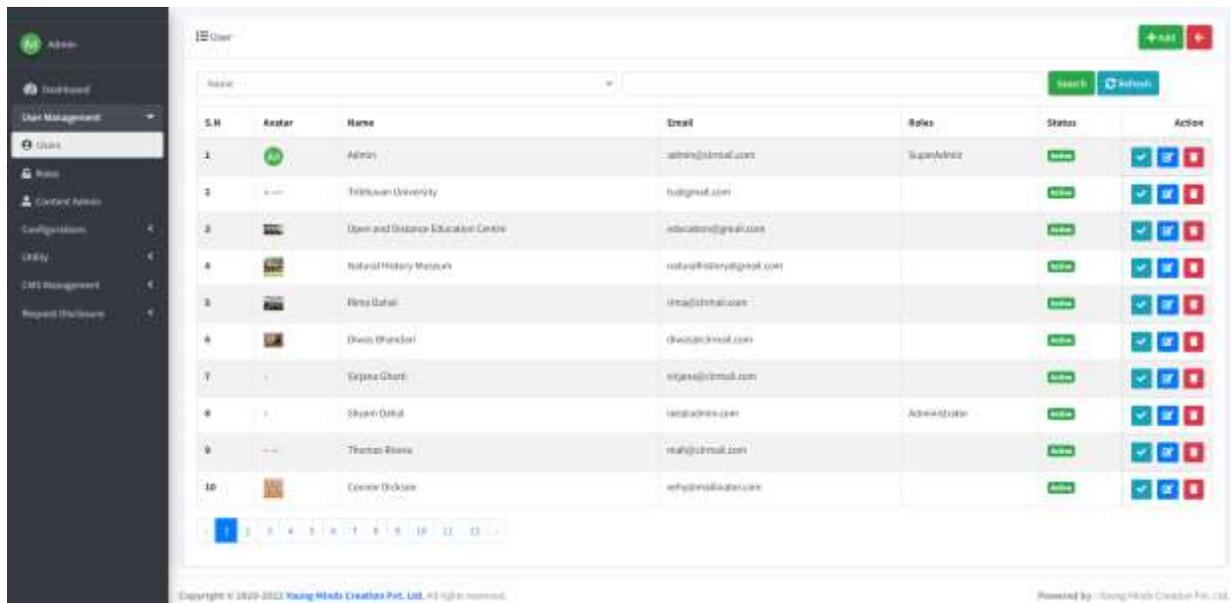
Roles

1. Click on Roles to view the list of user types in the index table.
2. Click on edit button from "Action" column to edit the roles of user types.
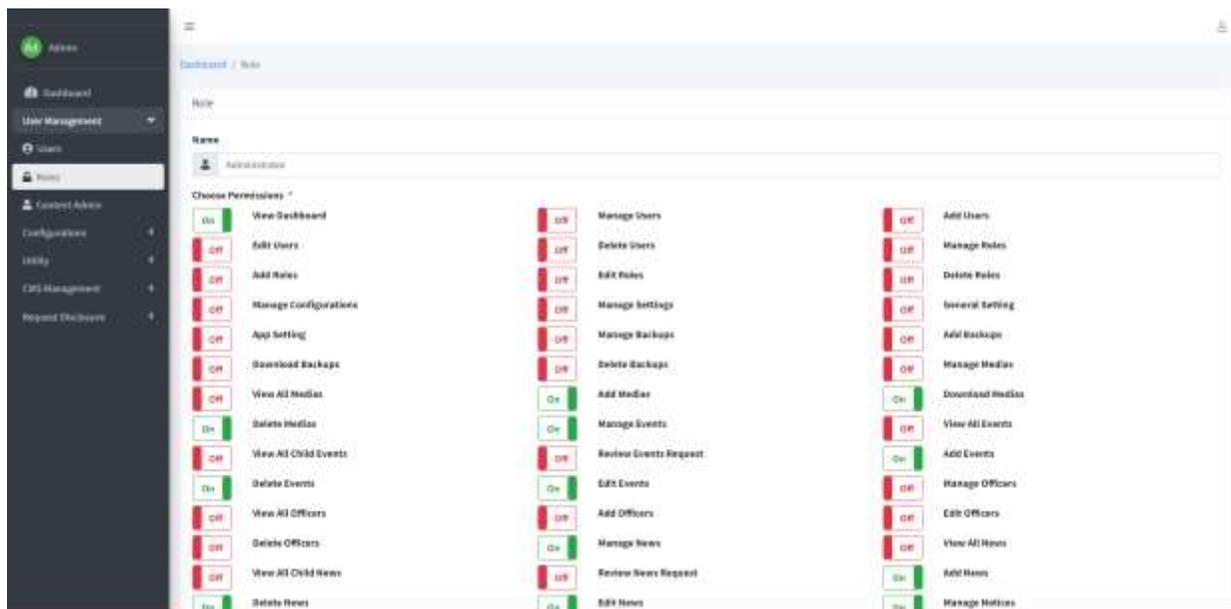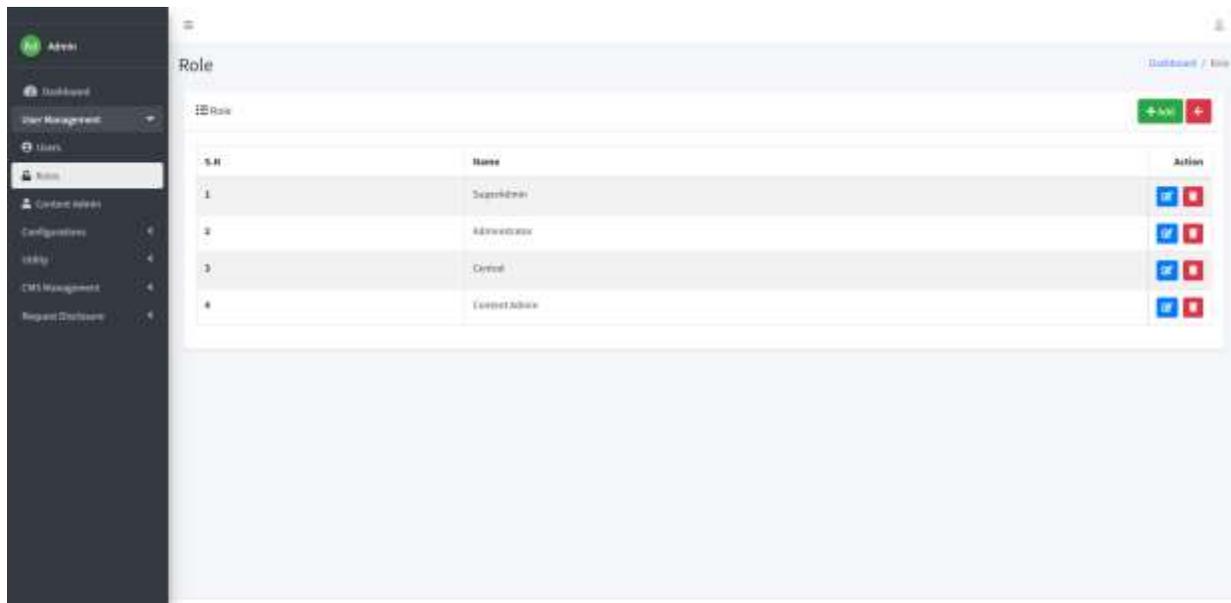
Content Admin

1. Click on Content Admin to view the list of Content Admins data in the index table.
2. Click on add button to add new content admin to the system.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of users.
5. Click on edit button from "Action" column to edit data of users.
6. Click on delete button from "Action" column to delete the users from the system.

By using the search function, the user can search for related data using different search parameters.
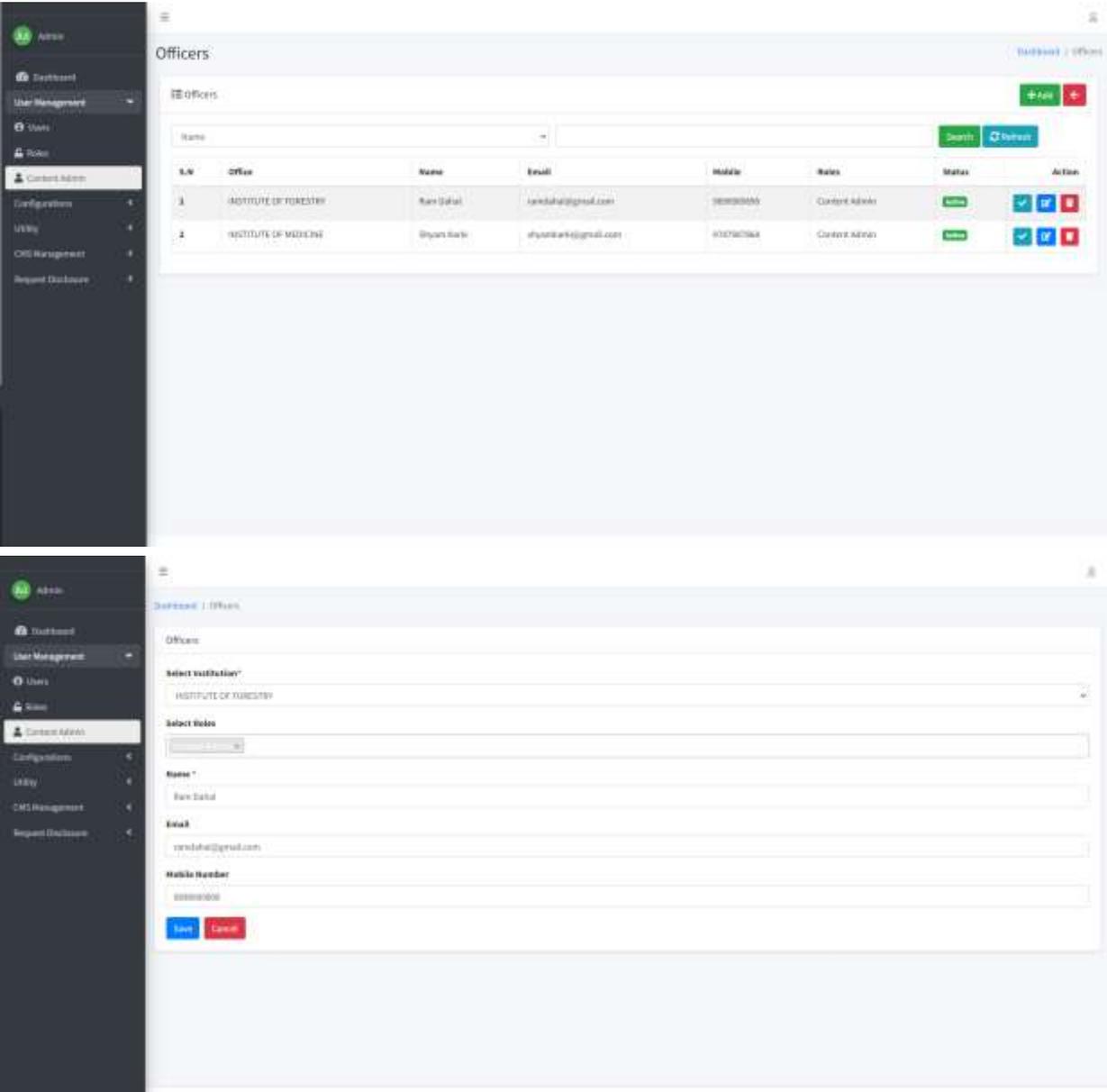
Configurations

Using the configuration menu from side bar, the user can have access to Countries, Provinces, Districts, Municipalities, Institution Types, Document Type, Module, Topbar,

Information Officer, Message From Head, Testimonials, Graduation Statistics, Education Level, Colleges and Public Holidays.
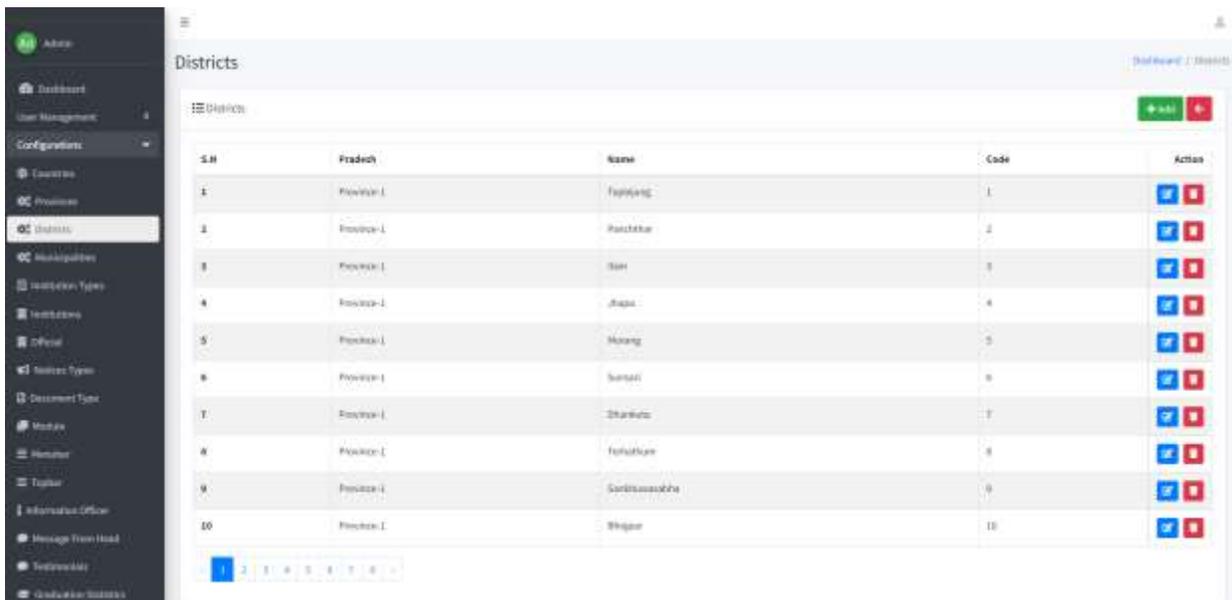
Countries

1. Click on Countries to view the list of countries in the index table.
2. Click on add button to add new countries to the database.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of countries.
5. Click on edit button from "Action" column to edit the data of countries.
6. Click on delete button from "Action" column to delete the countries from the table.

By using the search function, the user can search for related data using different search parameters.

Provinces

1. Click on Provinces to view the list of provinces in the index table.
2. Click on add button to add new province to the system.
3. Fill the given form and click on save button.
4. Click on edit button from "Action" column to edit the data of provinces.
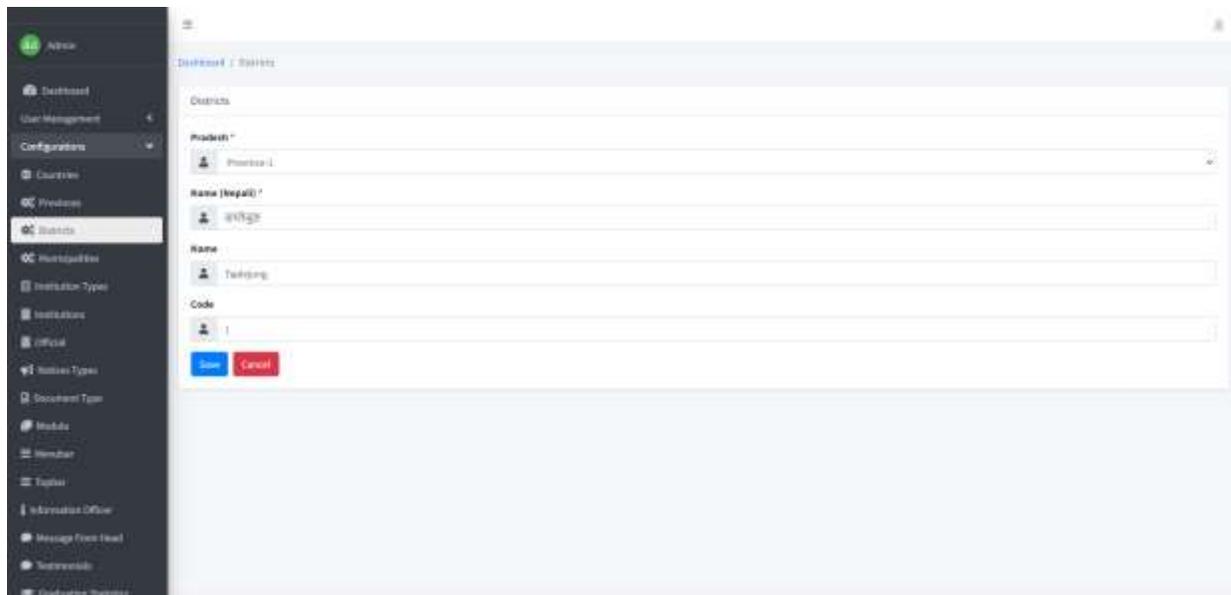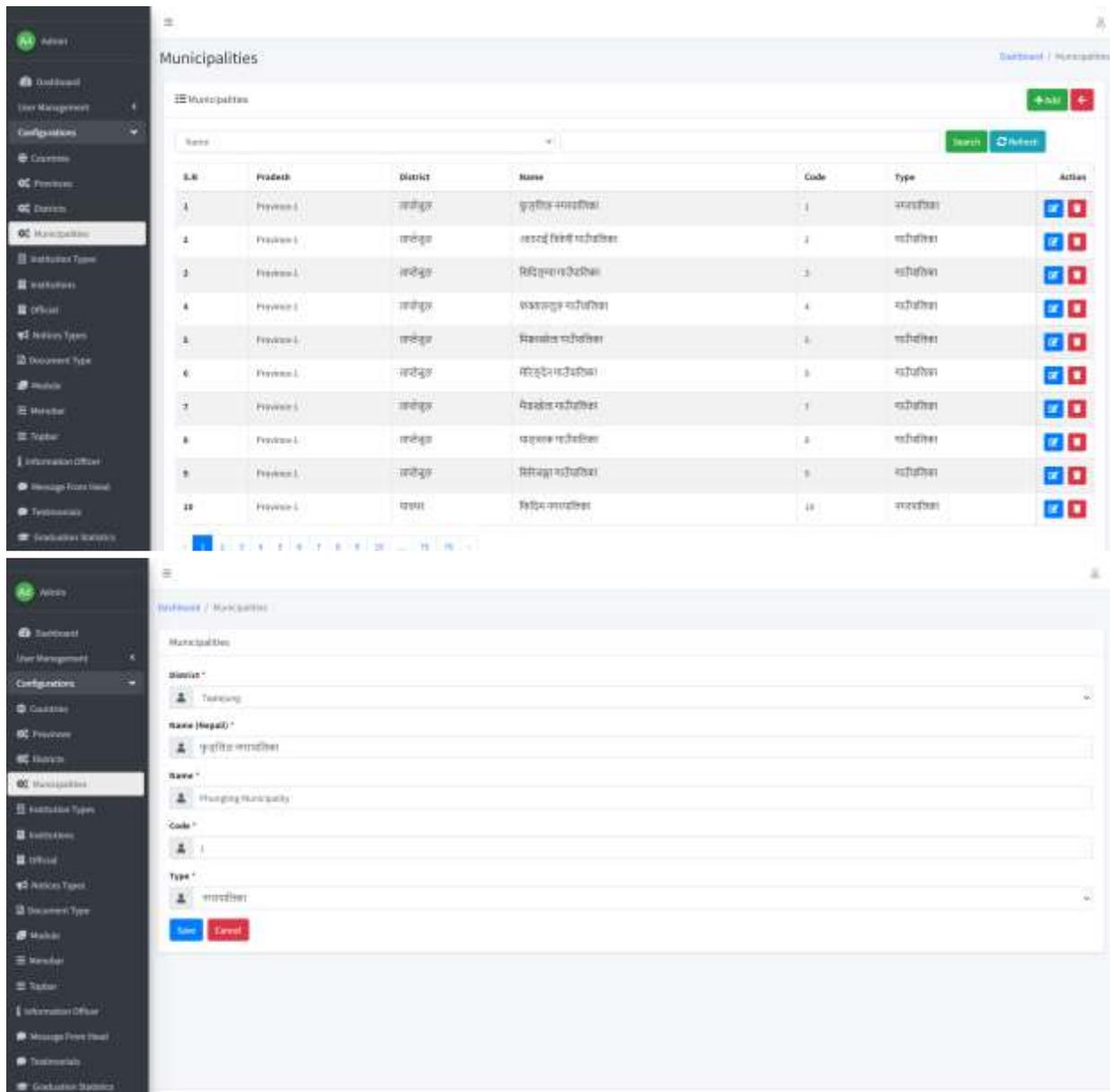5. Click on delete button from "Action" column to delete the provinces from database.
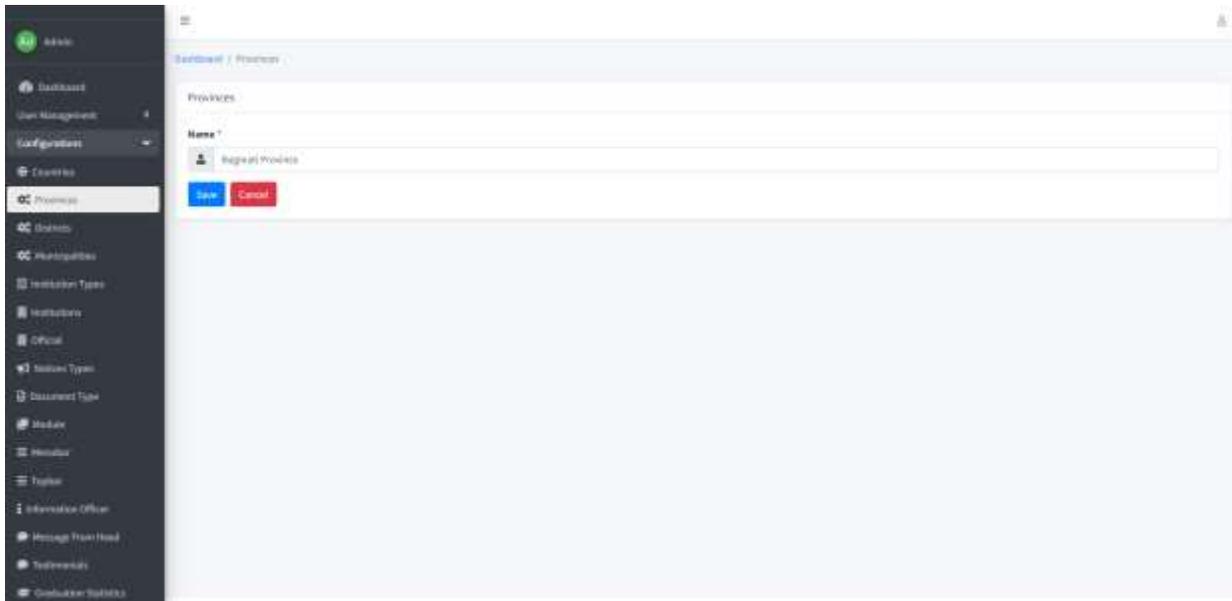
Districts

1. Click on Districts to view the list of districts in the index table.
2. Click on add button to add new districts to the system
3. Fill the given form and click on save button.
4. Click on edit button from "Action" column to edit the data of districts.
5. Click on delete button from "Action" column to delete the districts from the table.

Municipalities

1. Click on municipalities to view the list of municipalities in the index table.
2. Click on add button to add new municipalities to the system
3. Fill the given form and click on save button.
4. Click on edit button from "Action" column to edit the data of municipalities.
5. Click on delete button from "Action" column to delete the municipalities from the table.
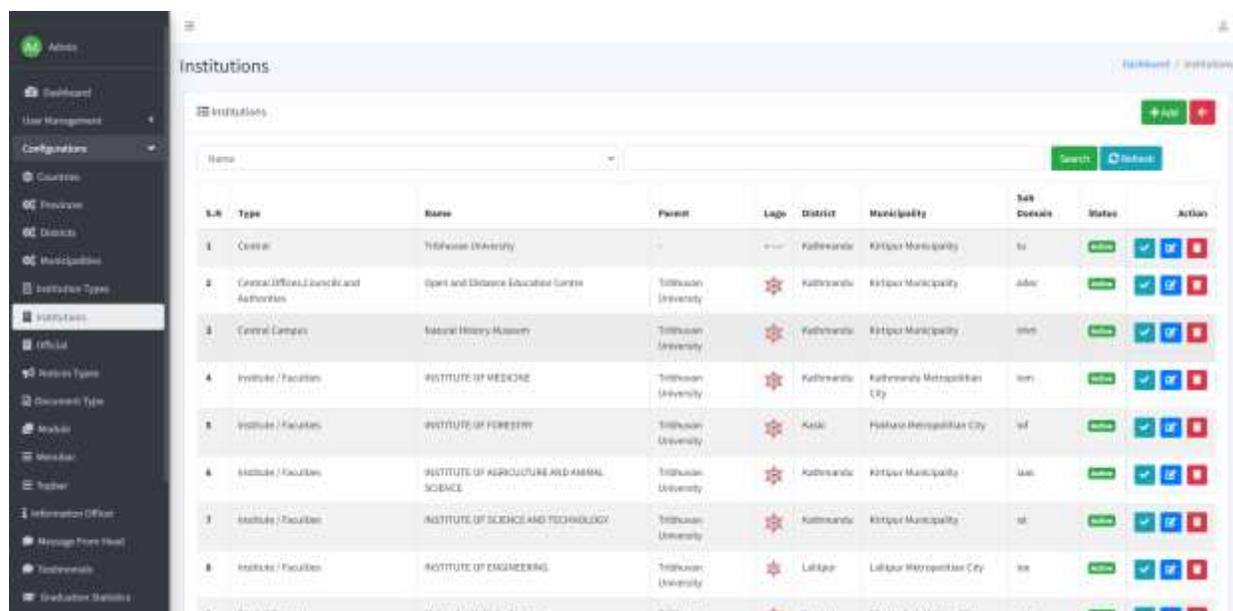
By using the search function, the user can search for related data using different search parameters.

Institution Types

1. Click on Institution Types to view the list of all types of institutions data in the index table.
2. Click on add button to add new type of institution to the system.
3. Fill the given form by adding name of the new institution type, choose its relatable template and click on save button.
4. Click on edit button from "Action" column to edit the data.
5. Click on delete button from "Action" column to delte the data from the table.

By using the search function, the user can search for related data.
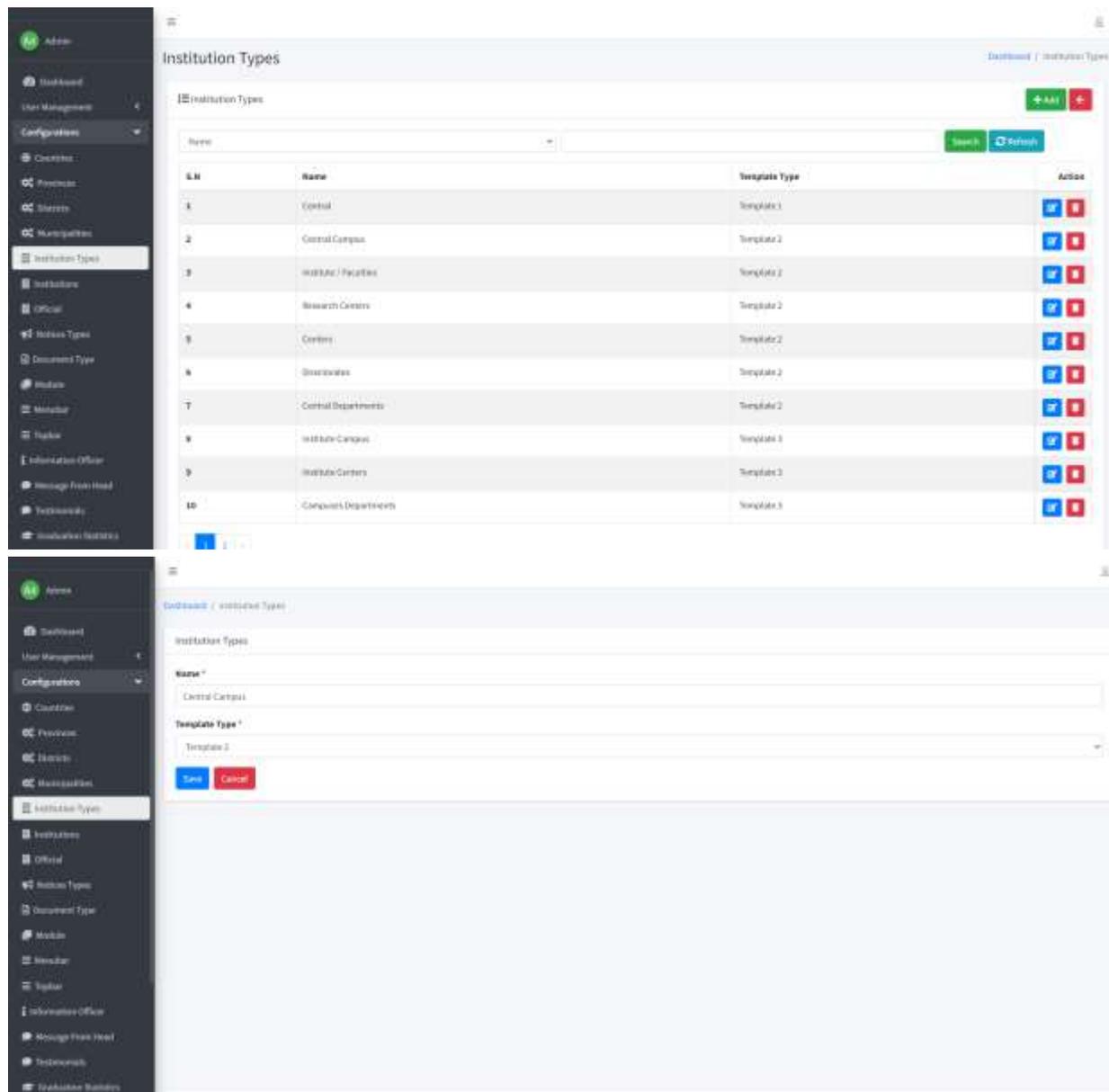
Institutions

1. Click on Institutions to view the list of all Institutions in the index table.
2. Click on add button to add new institutions to the system.
3. Fill the given form by adding name, logo, institution type, parent institution, subdomain, email, contact number, location of the institution etc. On the login

information section, add name, phone number and email address of the related administrator/admin of the institution. (Password with be forward via mail to the entered email address.)

4. Click on change status button from "Action" column to change the active status of institutions.
5. Click on edit button from "Action" column to edit the data of institutions.
6. Click on delete button from "Action" column to delete the institutions from the system.

By using the search function, the user can search for related data using different search parameters.

Official

1. Click on Official to view the list of Official Types in the index table.
2. Click on add button to add new Official type to the index table.

3. Fill the given form and click on save button. (the hierarchy and grid order view type define, how the officials data will be displayed in the website.)
4. Click on change status button from "Action" column to change the status of Official types.
5. Click on edit button from "Action" column to edit the data of Official Types.
6. Click on delete button from "Action" column to delete the Official Types from the table.
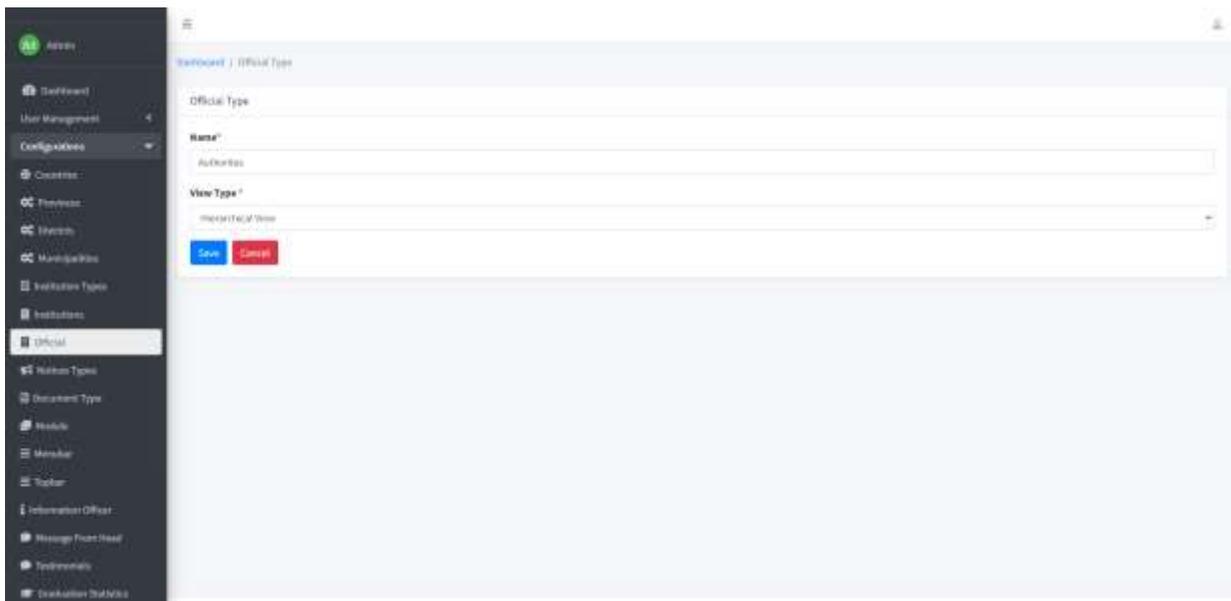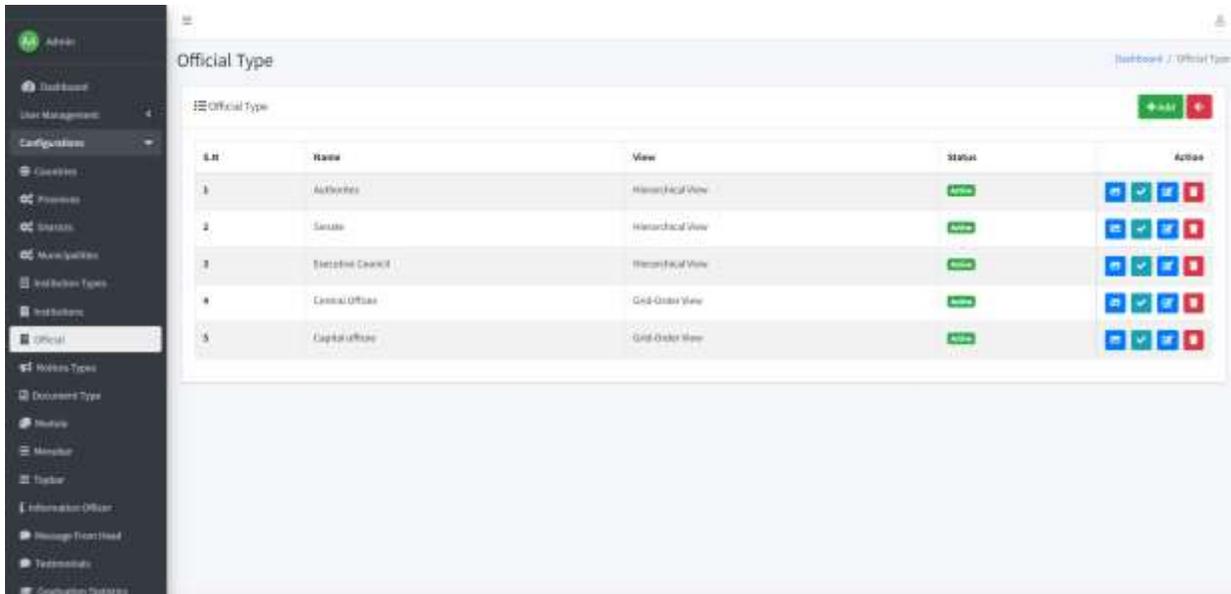
7. Click on Create Official button from "Action" column of any specific official type to add and view the list of officials that are included in that specific official type.

8. Click on add button to add Officials.
9. Fill the given form and click on save button.
   (Note: The hierarchical view of the data is determined by both; "Column order" and "Row order" and the grid view of the data is determined by only "row order".)
10. Click on change status button from "Action" column to change the status of Officials.
11. Click on edit button from "Action" column to edit the data of Officials.
12. Click on delete button from "Action" column to delete the Officials from the table.

Figure; Hiercharchy view
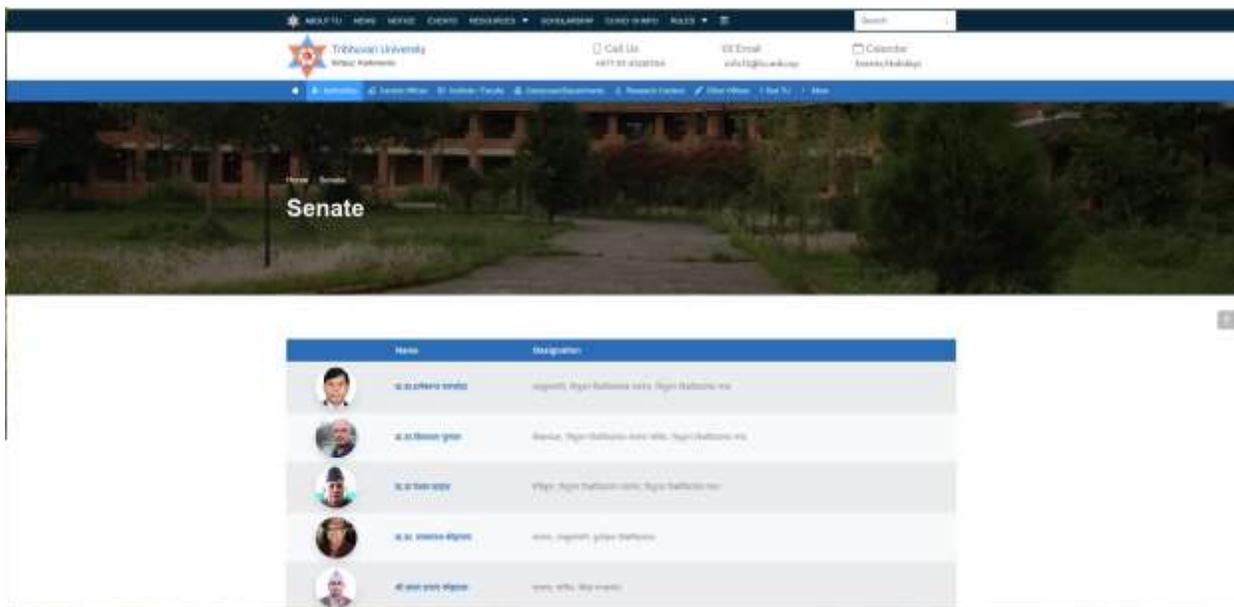
Figure; Grid order view

Notices Types

1. Click on Notice Types to view the list of Notices tyoes in the index table.

2. Click on add button to add new Notice type.
3. Fill the given form and click on save button. (The notice type will be used while adding notices.)
4. Click on edit button from "Action" column to edit the data of Notice types.
5. Click on delete button from "Action" column to delete the Notice types from the table.
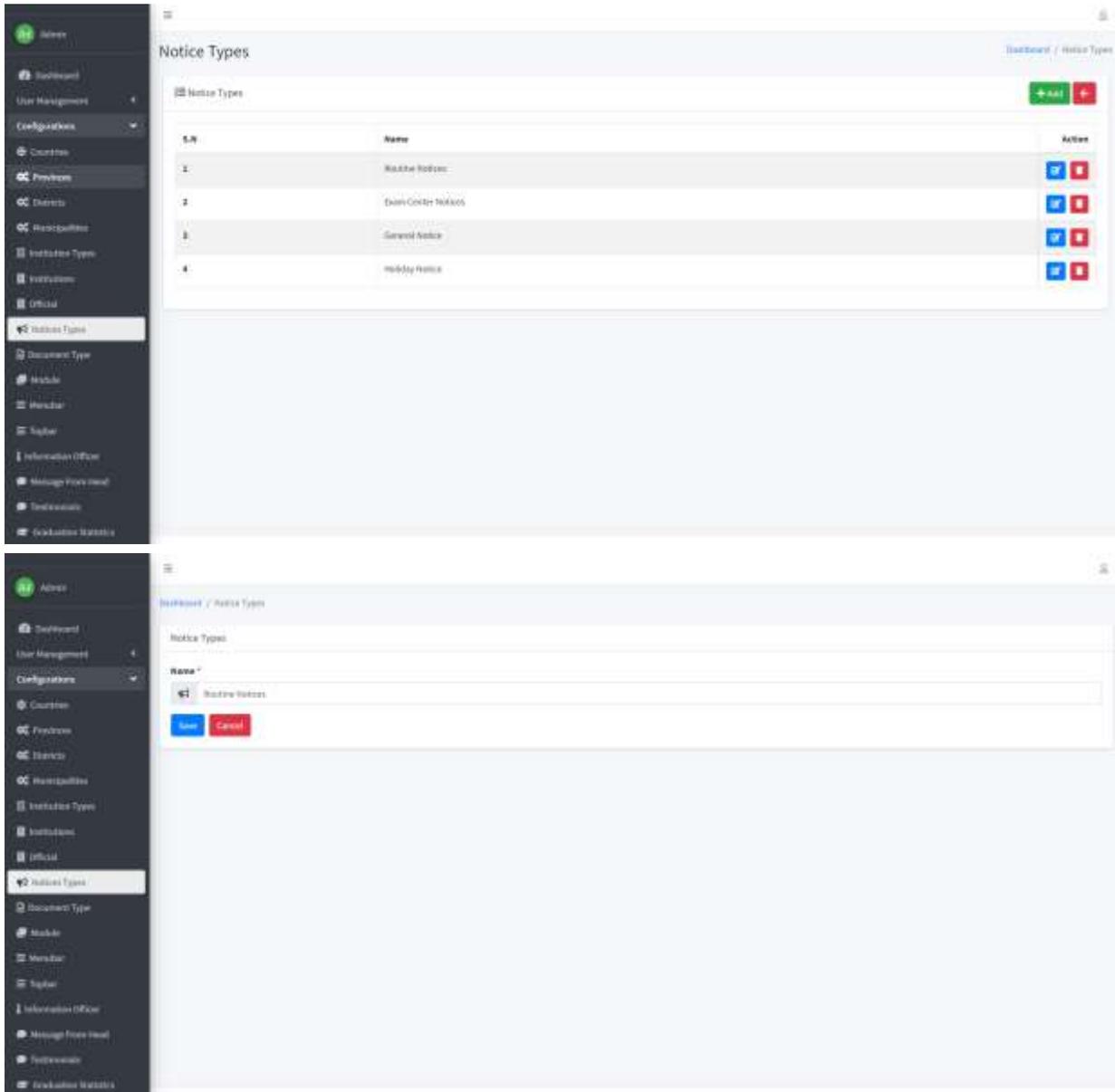

Document Type

1. Click on Document Type to view the list of Document Types in the index table.

2. Click on add button to add Document Types.
3. Fill the given form and click on save button. (The download type will be used while adding downloads/documents)
4. Click on edit button from "Action" column to edit the data of Document Types.
5. Click on delete button from "Action" column to delete Document Types from the table.
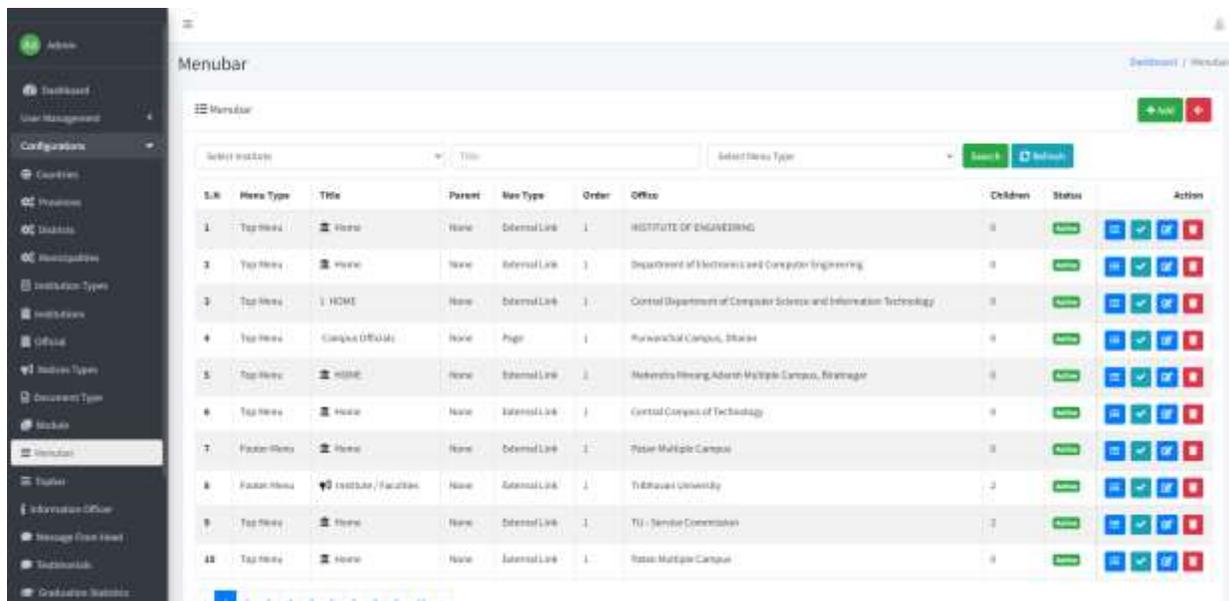
By using the search function, the user can search for related data using different search parameters.
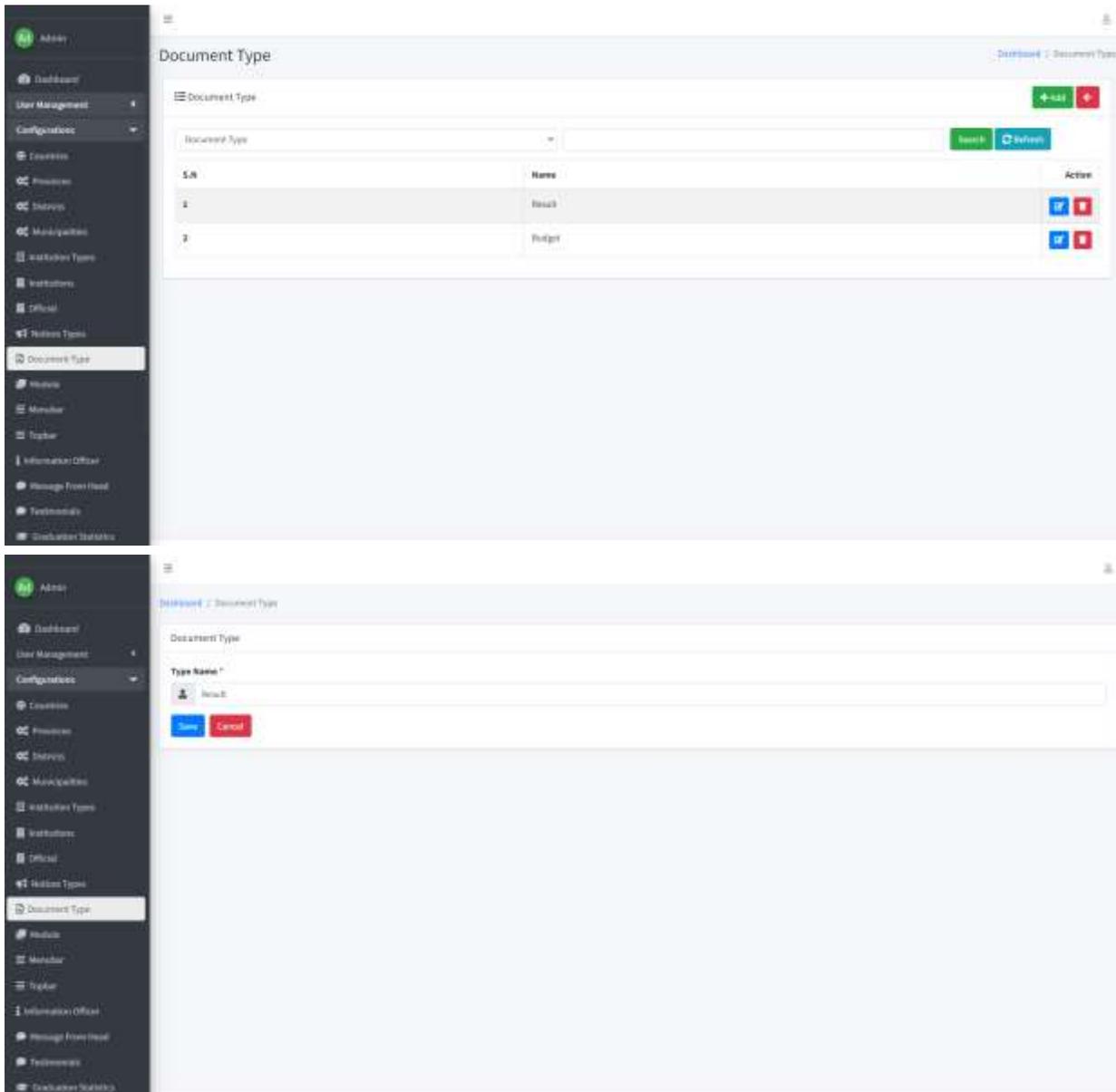
Menubar

1. Click on Menubar to view the list of menus in the index table.
2. Click on add button to add new menus.
3. Fill the given form where "nav type" indicates where the menu will be redirected.
   - If you choose to redirect the menu to a page, firstly you need to make a page from pages module.
   - If you choose to redirect the menu to a module, firstly you need to make a add data in the related module.
   - If you choose to redirect the menu to an external link, you need to paste a proper link in the external link field.

4. Click on change status button from "Action" column to change the status of menus. (the menu will be shown in the website only if the status in "Active". When the menu status is changed to "Inactive", the menu will not be shown in the website.)
5. Click on edit button from "Action" column to edit the menu.
6. Click on delete button from "Action" column to delete the menus.

By using the search function, the user can search for related menus.

7. Click on children button of any menu from the index table to view and add its child menus(second level menu).
8. Click on add button to add new menus.
9. Fill the given form(in the parent field, choose the parent menu/first level menu).
10. Click on change status button from "Action" column to change the status of menus.
11. Click on edit button from "Action" column to edit the menu.
12. Click on delete button from "Action" column to delete the menus.

By using the search function, the user can search for related menus.

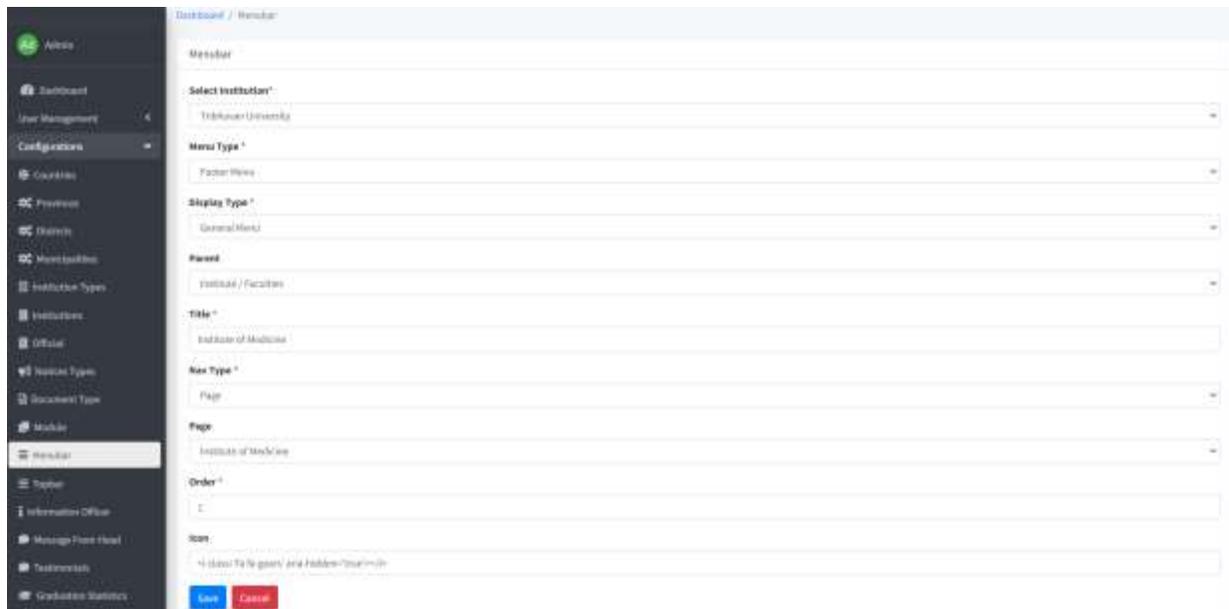13. Click on children button of any second level menu from the index table to view and add its child menus(third level menu).
14. Click on add button to add new menus.
15. Fill the given form and click on save button.
16. Click on change status button from "Action" column to change the status of menus.
17. Click on edit button from "Action" column to edit the menu.
18. Click on delete button from "Action" column to delete the menus.

Topbar

1. Click on Topbar to view the list of menus in the index table.
2. Click on add button to add new menus.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of menus.
5. Click on edit button from "Action" column to edit the menu.
6. Click on delete button from "Action" column to delete the menus.

By using the search function, the user can search for related data using different search parameters.

Information Officer

1. Click on Information Officer to view the list of information officers in the index table.
2. Click on add button to add new information officers.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of information officers.
5. Click on edit button from "Action" column to edit the data of information officers.
6. Click on delete button from "Action" column to delete the information officers from the table.

By using the search function, the user can search for related data using different search parameters.
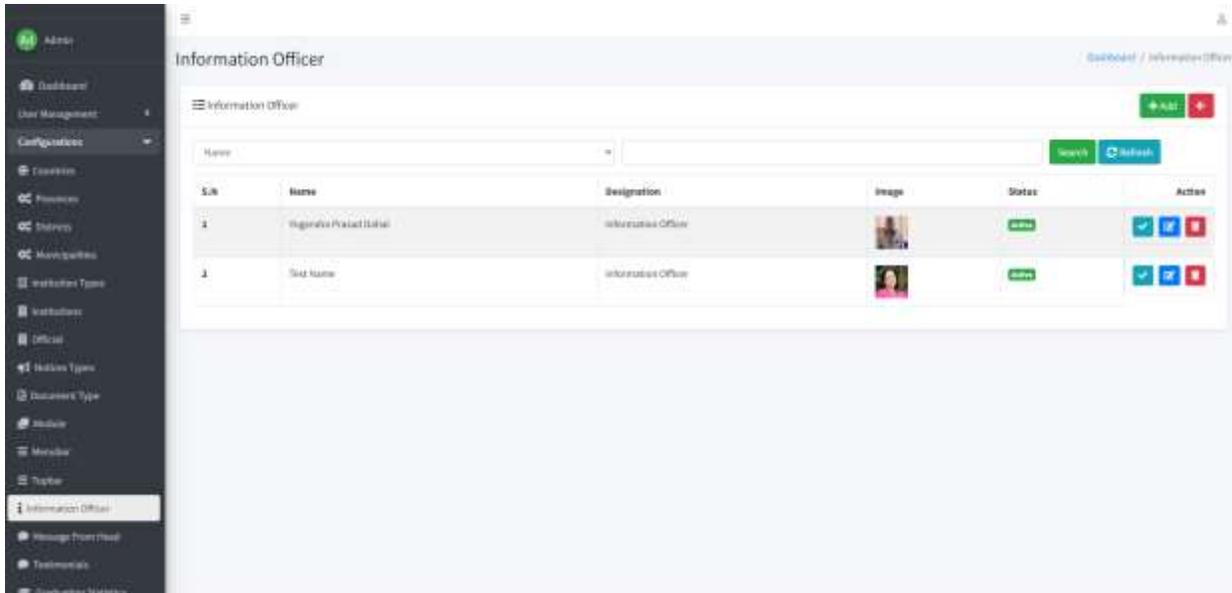
Message From Head

1. Click on Message From Head to view the list of data (Message From Head) in the index table.
2. Click on add button to add new data (Message From Head).
3. Fill the given form and click on save button.

4. Click on change status button from "Action" column to change the status of "Message From Head".
5. Click on edit button from "Action" column to edit the data (Message From Head).
6. Click on delete button from "Action" column to delete the data (Message From Head) from the table.

By using the search function, the user can search for related data using different search parameters.

Testimonials

1. Click on Testimonials to view the list of testimonials in the index table.
2. Click on add button to add new testimonials.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of testimonials.
5. Click on edit button from "Action" column to edit the testimonials.
6. Click on delete button from "Action" column to delete the testimonials from the table.

By using the search function, the user can search for related data using different search parameters.

Graduation Statistics

1. Click on Graduation Statistics to view the list of data (Graduation Statistics) in the index table.
2. Click on add button to add new data (Graduation Statistics).
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of (Graduation Statistics).
5. Click on edit button from "Action" column to edit the data (Graduation Statistics).
6. Click on delete button from "Action" column to delete the (Graduation Statistics) from the table.

By using the search function, the user can search for related data using different search parameters.

Education Level

1. Click on Education Level to view the list of data (Education Levels) in the index table.
2. Click on add button to add new data (Education Levels).
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of data (Education Levels).
5. Click on edit button from "Action" column to edit the data (Education Levels).
6. Click on delete button from "Action" column to delete the data data (Education Levels).
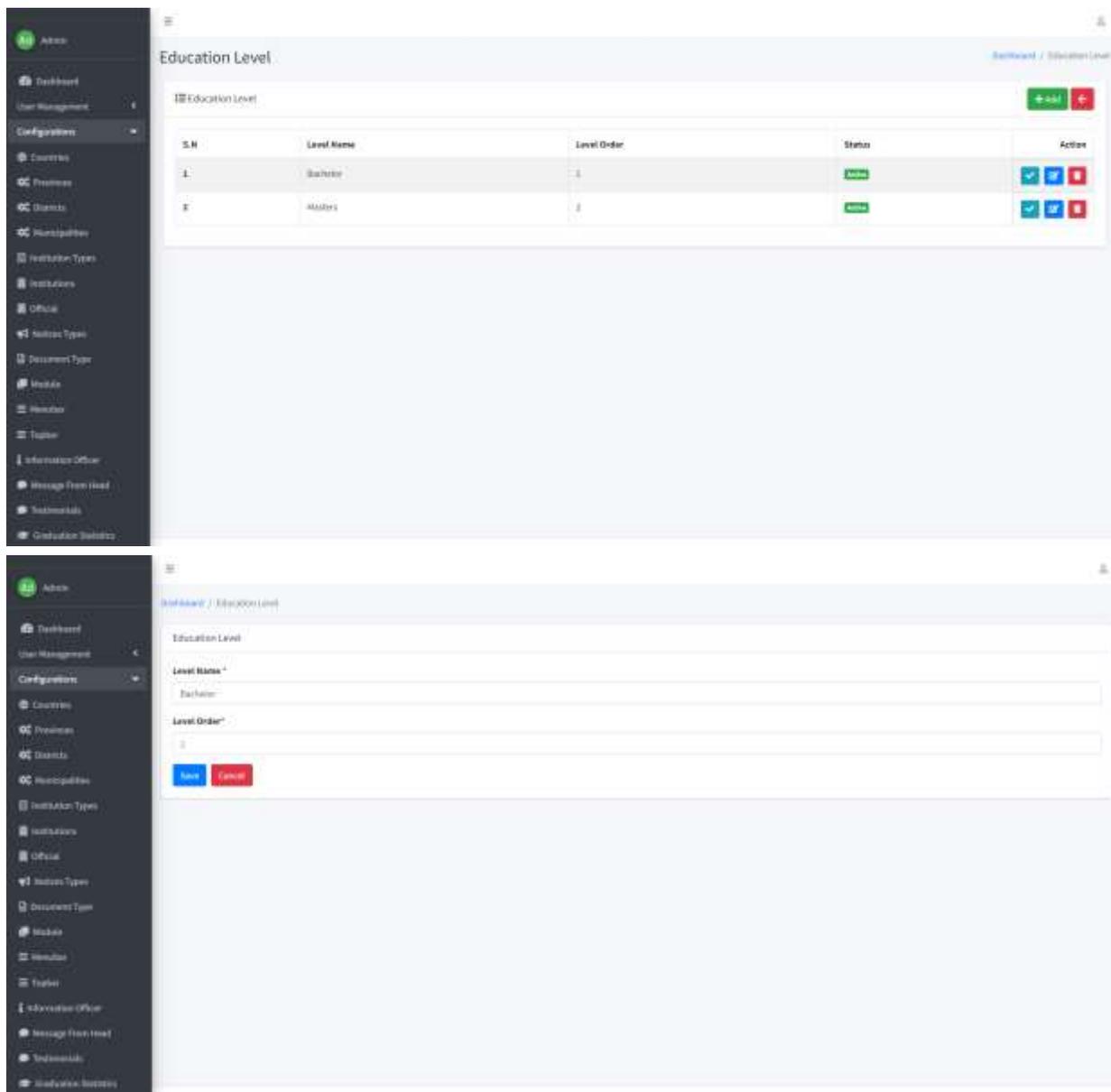
Colleges

1. Click on Colleges to view the list of Colleges in the index table.
2. Click on add button to add new colleges.
3. Fill the given form (in the "website" field, add the external link of the related college).
4. Click on change status button from "Action" column to change the status of Colleges.
5. Click on edit button from "Action" column to edit the data of Colleges.
6. Click on delete button from "Action" column to delete the Colleges from the table.
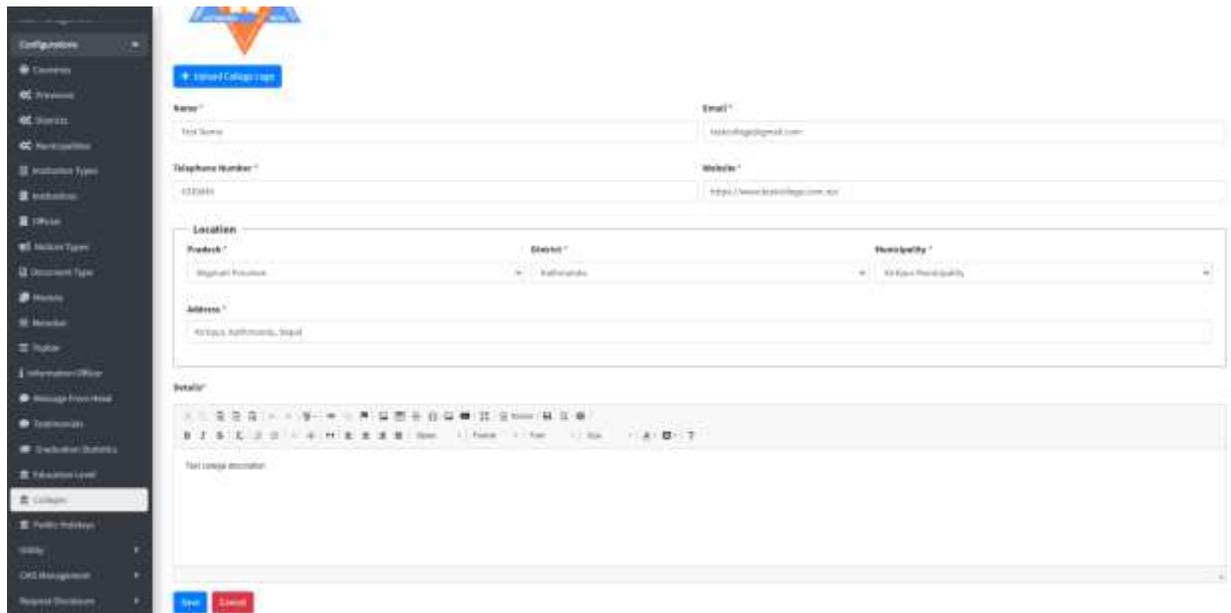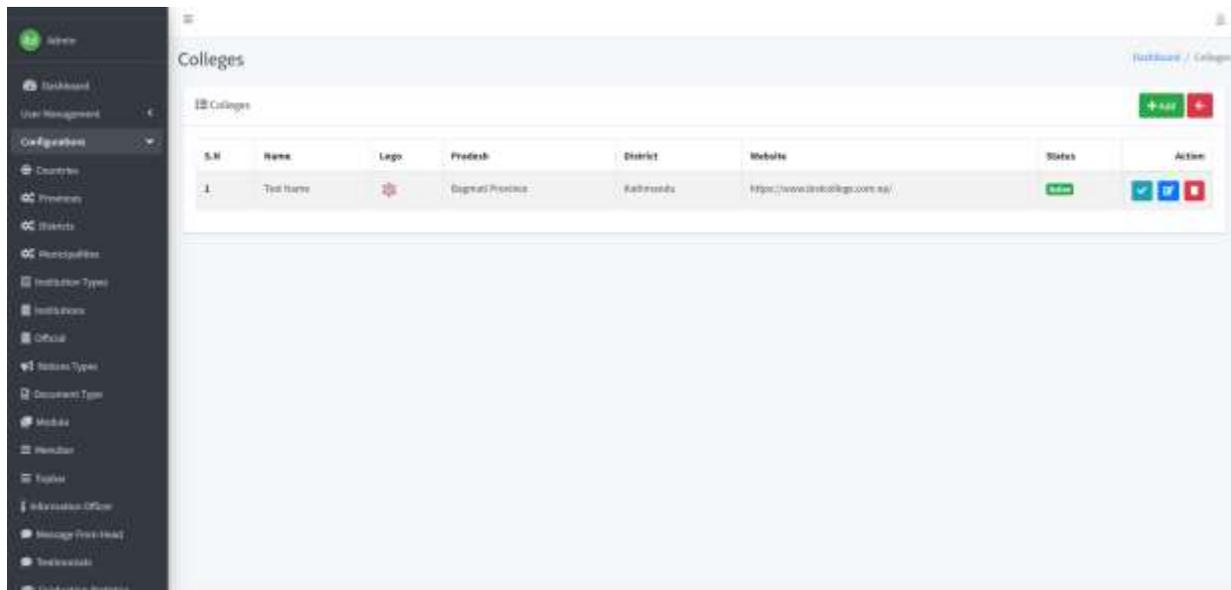
Public Holidays

1. Click on Public holidays to view the list of Public holidays in the index table.
2. Click on add button to add new Public holidays.
3. Fill the given form and click on save button. (This data will be shown in the central calendar in TU's website.)
4. Click on edit button from "Action" column to edit the Public holidays.
5. Click on delete button from "Action" column to delete the Public holidays from the table.

Staff Categories

1. Click on Staff Categories to view the list all categories of staff in the index table.
2. Click on add button to add new category
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the active/inactive status of data.
5. Click on edit button from "Action" column to edit the data.

6. Click on delete button from "Action" column to delete the data.

Utility

Using the Utility menu from side bar, the user can have access to Backups, Medias and Downloads.

Backups

1. Click on Backups to view the list of backup records in the index table.

2. Click on add button to add latest backup.
3. Click on download button from "Action" column to download the backup data.
4. Click on delete button from "Action" column to delete the backup data.
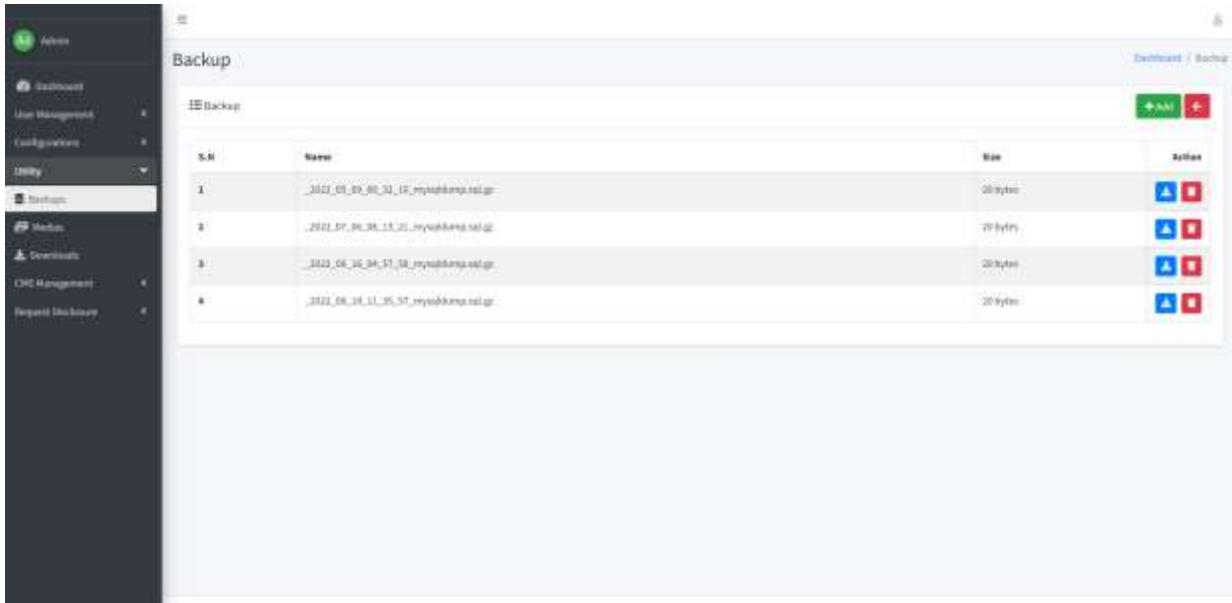
Medias
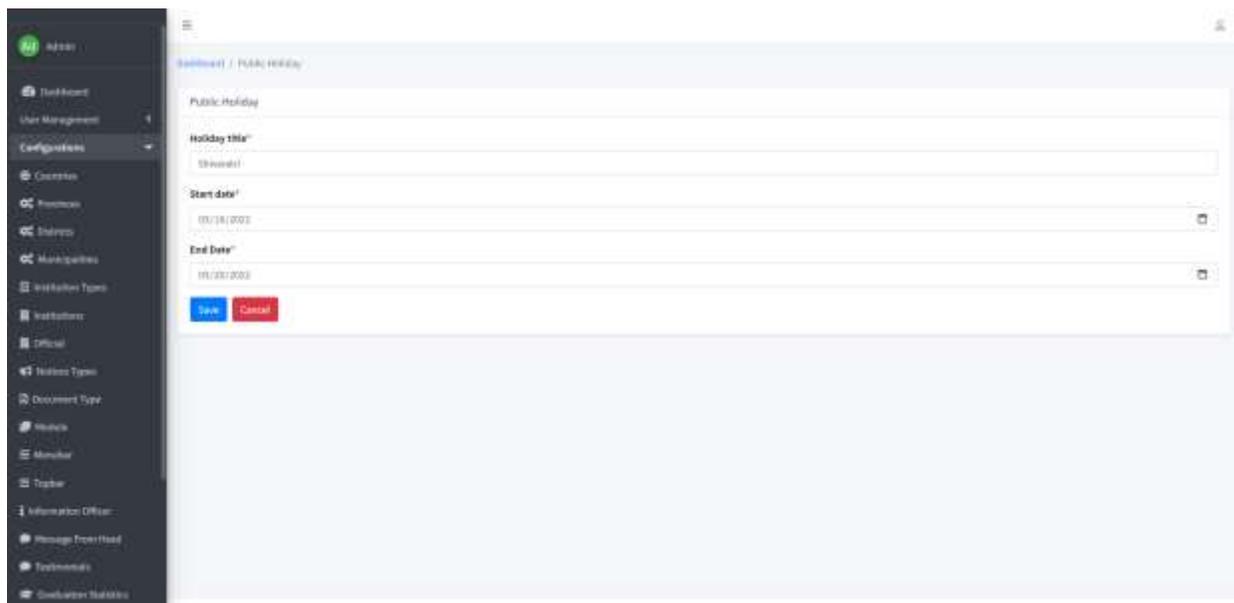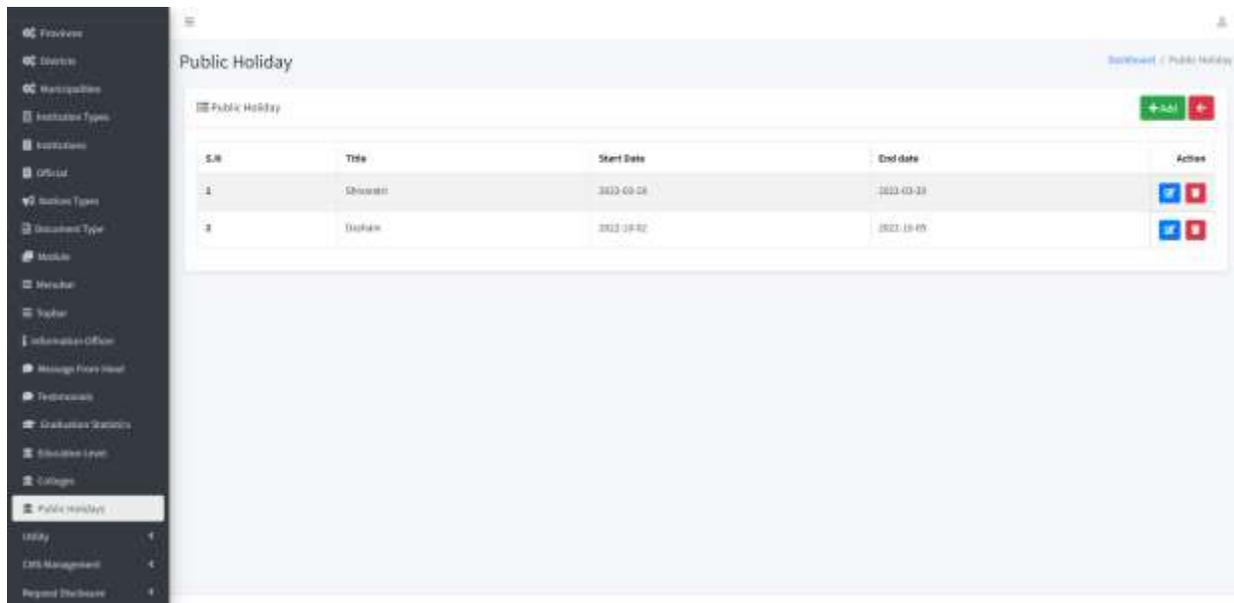
1. Click on Medias to view the list of medias in the index table.
2. Click on add button to add new medias.
3. Fill the given form and click on save button.
4. Click on download button from "Action" column to download the medias.
5. Click on delete button from "Action" column to delete the medias.
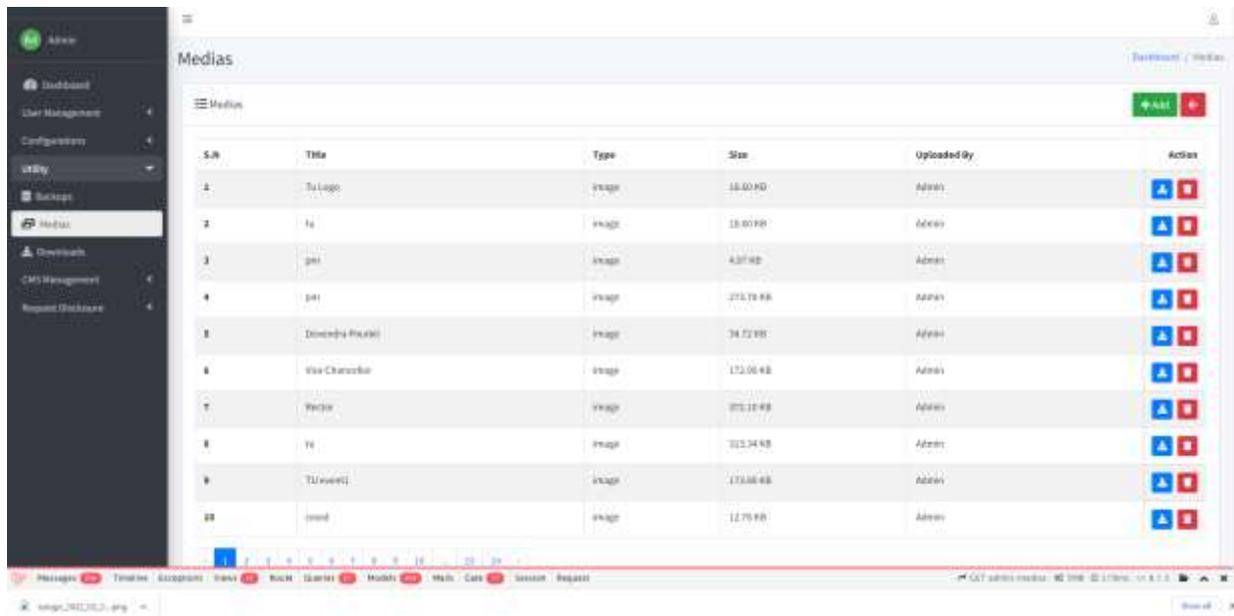
Downloads

1. Click on Downloads to view the list of downloads in the index table.
2. Click on add button to add new download documents.
3. Click on download button from "Action" column to download the documents.
4. Click on delete button from "Action" column to delete the activities from the table.

By using the search function, the user can search for related data using different search parameters.
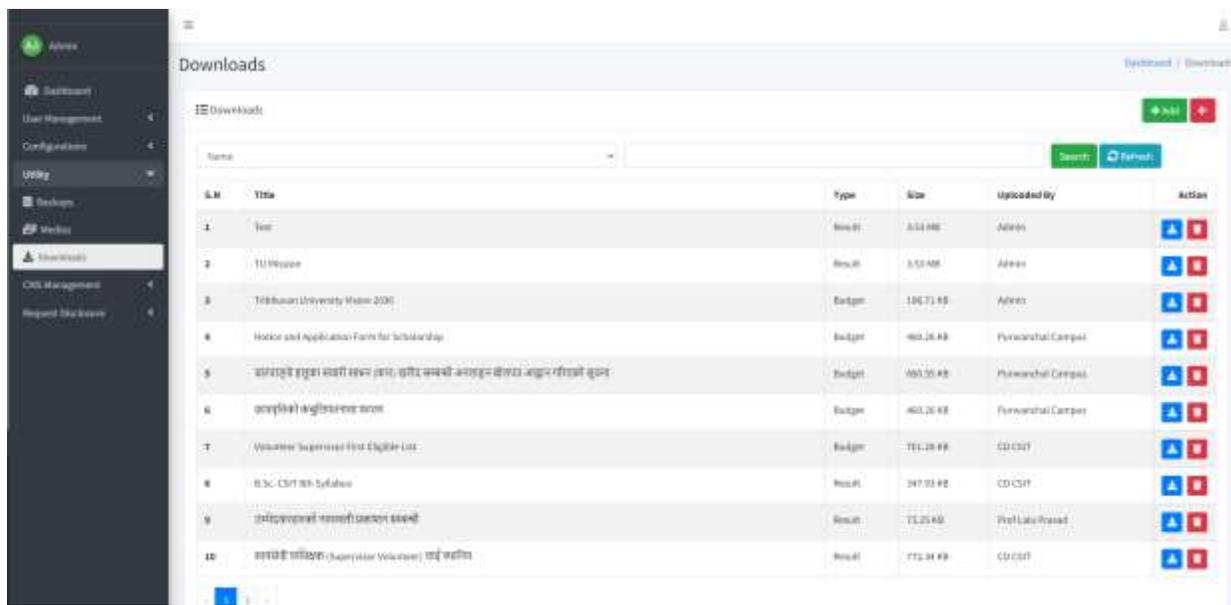
CMS Management

Using the CMS Management menu from side bar, the user can have access to Events, News, Notices, Banners, Contact-Us, Pages, Albums, Staffs, FAQ's, Related Links, Bulletin, Budget, Linkage, Faculties, Programs, College Faculties and College Programs.

Events

1. Click on Events to view the list of events in the index table.
2. Click on add button to add new events.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of events.
5. Click on edit button from "Action" column to edit the data of events.
6. Click on delete button from "Action" column to delete the events from the table.
7. Click on send button from "Request Central" column to request TU to publish the Events on the central website.
8. By using the search function, the user can search for related data using different search parameters.

News

1. Click on News to view the list of news in the index table.
2. Click on add button to add news.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of news.
5. Click on edit button from "Action" column to edit the data of news.
6. Click on delete button from "Action" column to delete the news from the table.

7. Click on send button from "Request Central" column to request TU to publish the news on the central website.
8. By using the search function, the user can search for related data using different search parameters.
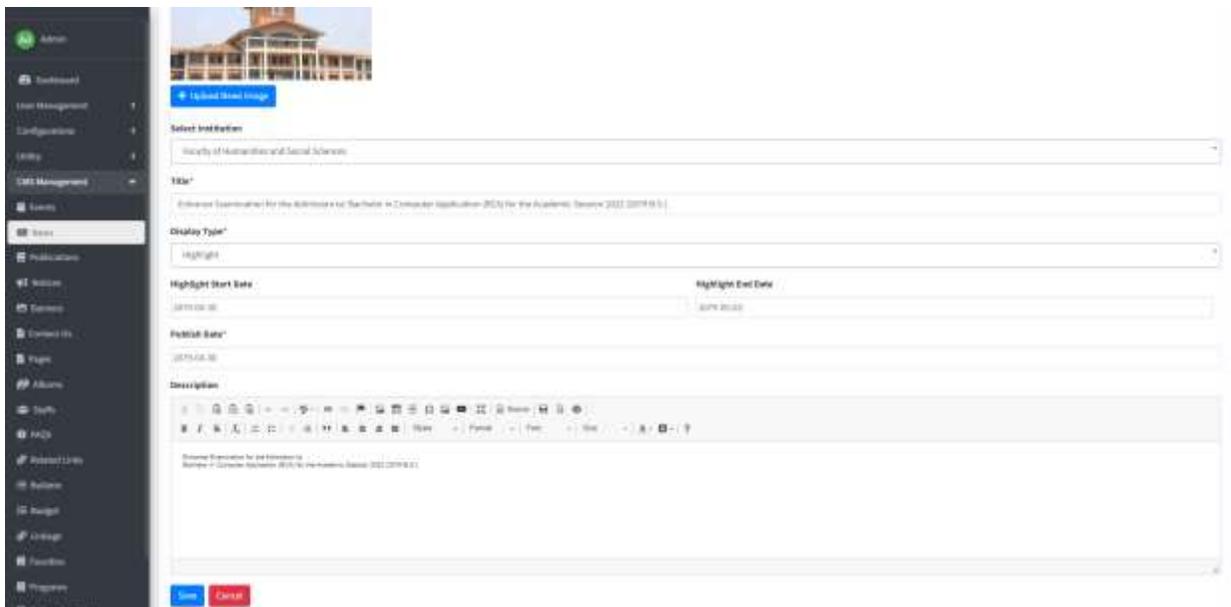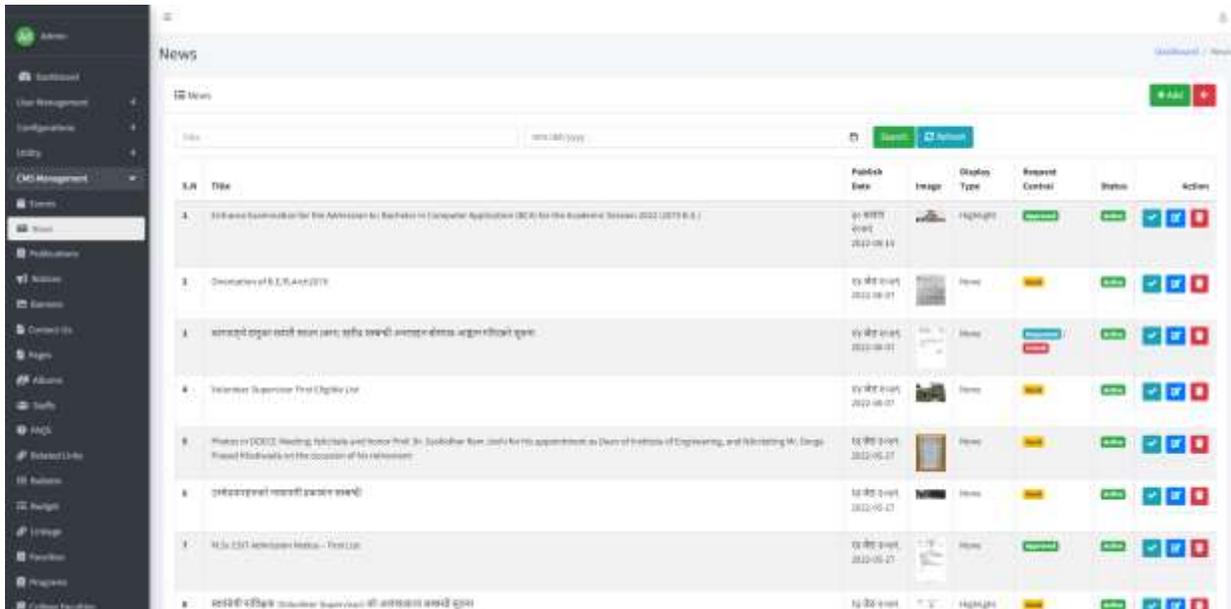
Publications

1. Click on Publications to view the list of publications in the index table.

2. Click on add button to add publications.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of publications.
5. Click on edit button from "Action" column to edit the publications.
6. Click on delete button from "Action" column to delete the publications from the table.
7. Click on send button from "Request Central" column to request TU to publish the publications on the central website.
8. By using the search function, the user can search for related data using different search parameters.

Notices

1. Click on Notices to view the list of notices in the index table.
2. Click on add button to add notices.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of notices.
5. Click on edit button from "Action" column to edit the data of notices.
6. Click on delete button from "Action" column to delete the notices from the table.
7. Click on send button from "Request Central" column to request TU to publish the notice on the central website.
8. By using the search function, the user can search for related data using different search parameters.

Banners

1. Click on Banners to view the list of banners in the index table.
2. Click on add button to add new banners.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of banners.
5. Click on edit button from "Action" column to edit the banners data.
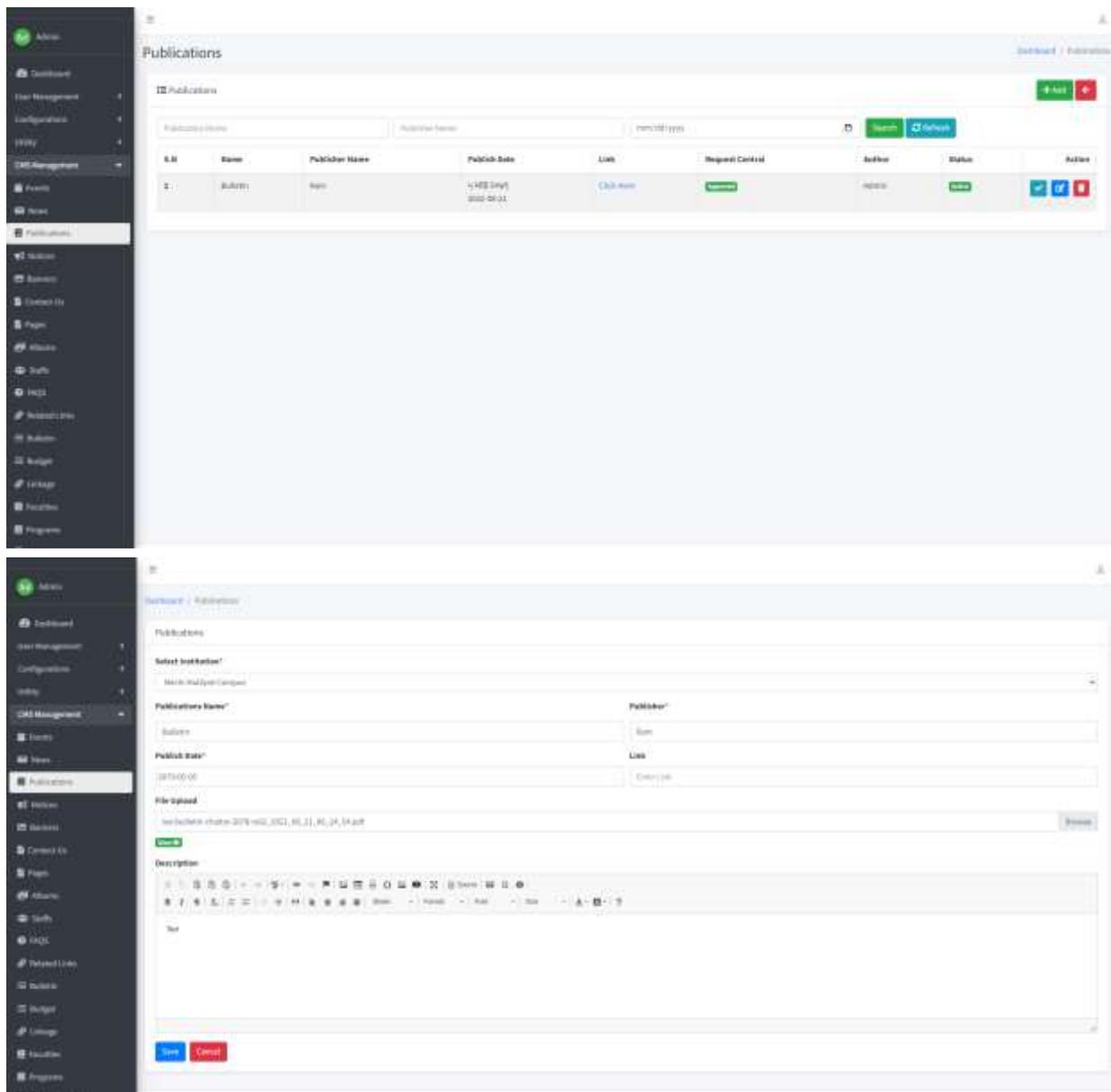6. Click on delete button from "Action" column to delete the banners from the table.
7. By using the search function, the user can search for related data using different search parameters.

Pages

1. Click on Pages to view the list of pages in the index table.
2. Click on add button to add new pages.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of pages.
5. Click on edit button from "Action" column to edit the pages data.
6. Click on delete button from "Action" column to delete the pages.

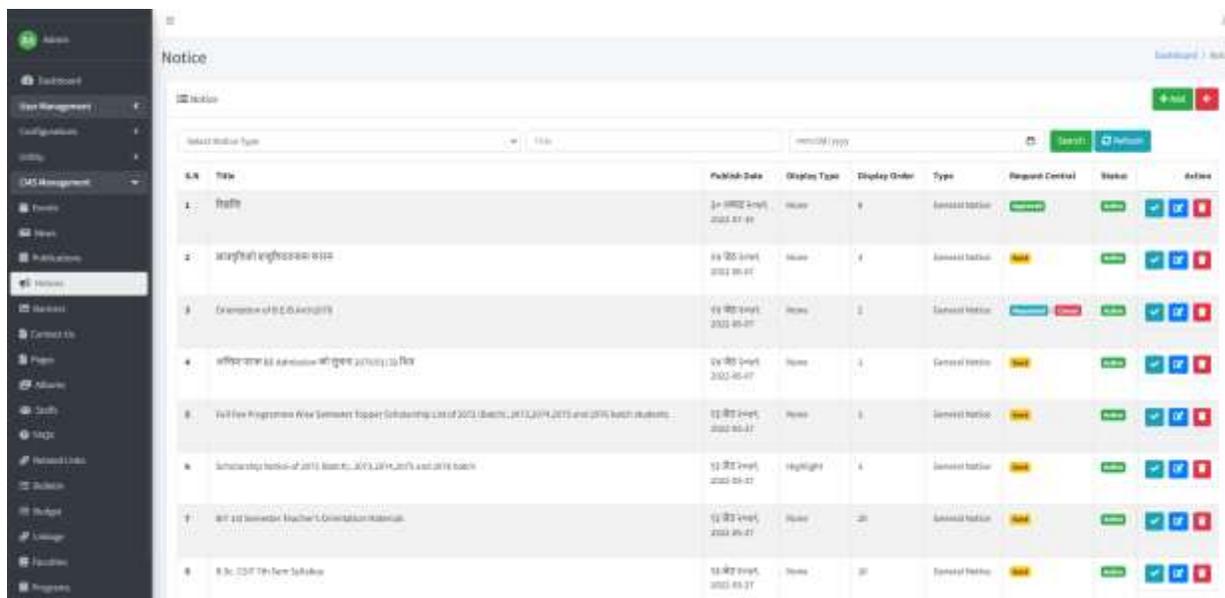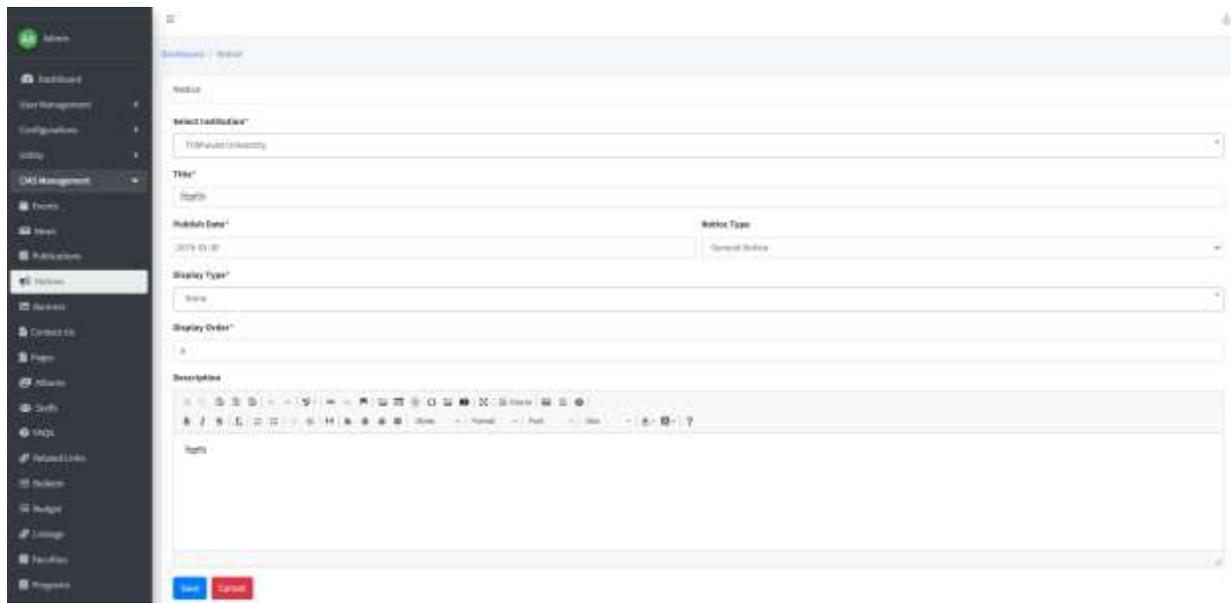7. By using the search function, the user can search for related data using different search parameters.

Albums

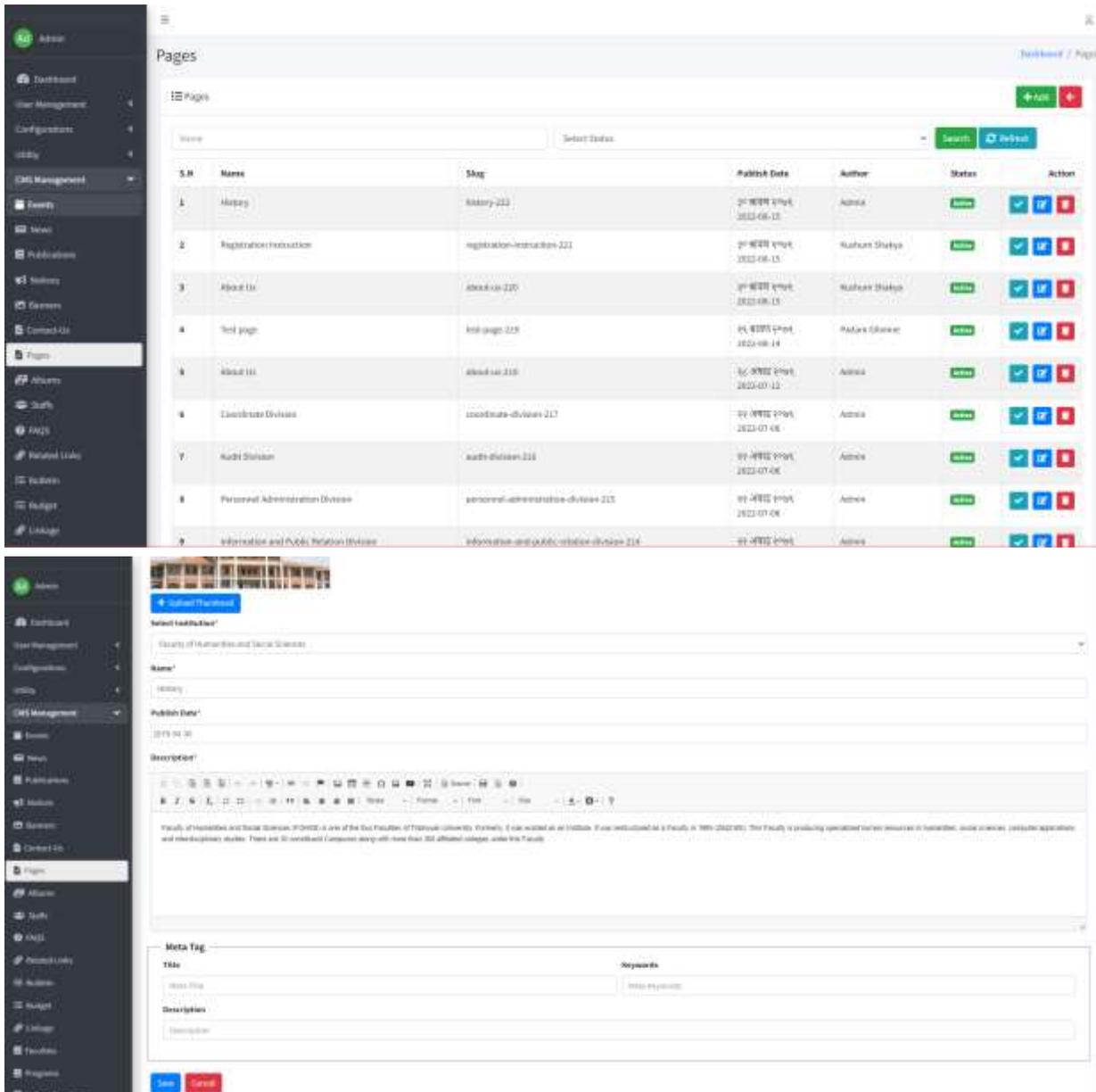1. Click on Albums to view the list of albbums in the index table.
2. Click on add button to add new album.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of albums.

5. Click on edit button from "Action" column to edit the ablums.
6. Click on delete button from "Action" column to delete the albums from the table.
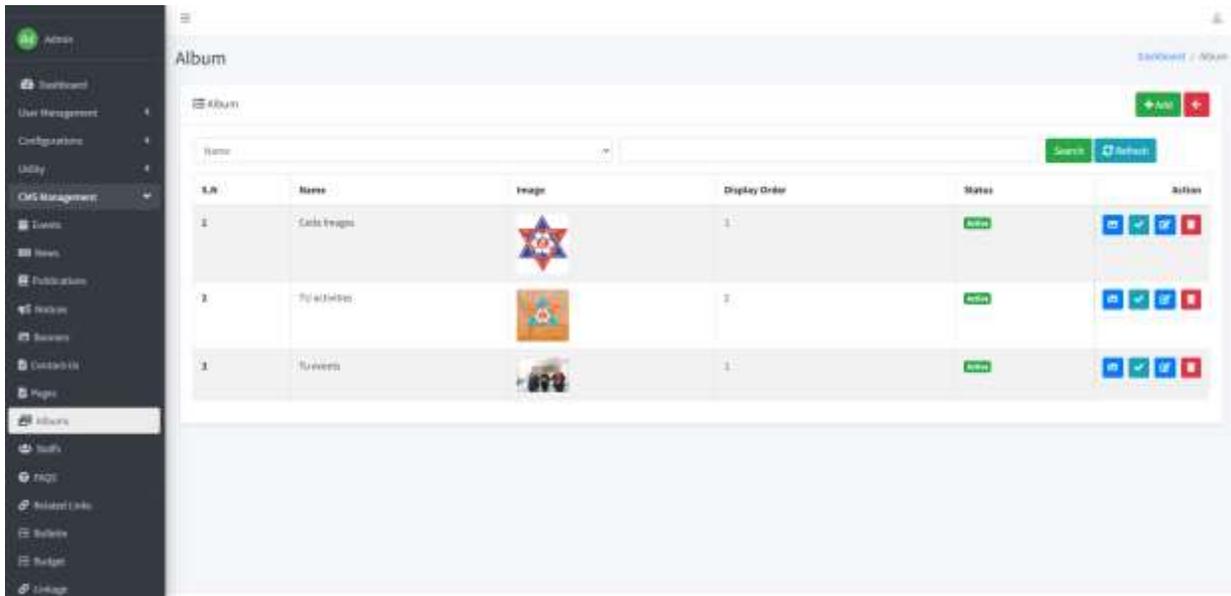
7. Click on Upload image button from "Action" column to view and add images in the ablum.
8. Click on add button to add new image in the album.
9. Fill the given form and click on save button.
10. Click on change status button from "Action" column to change the status of images.
11. Click on edit button from "Action" column to edit the images.
12. Click on delete button from "Action" column to delete the images from the album.
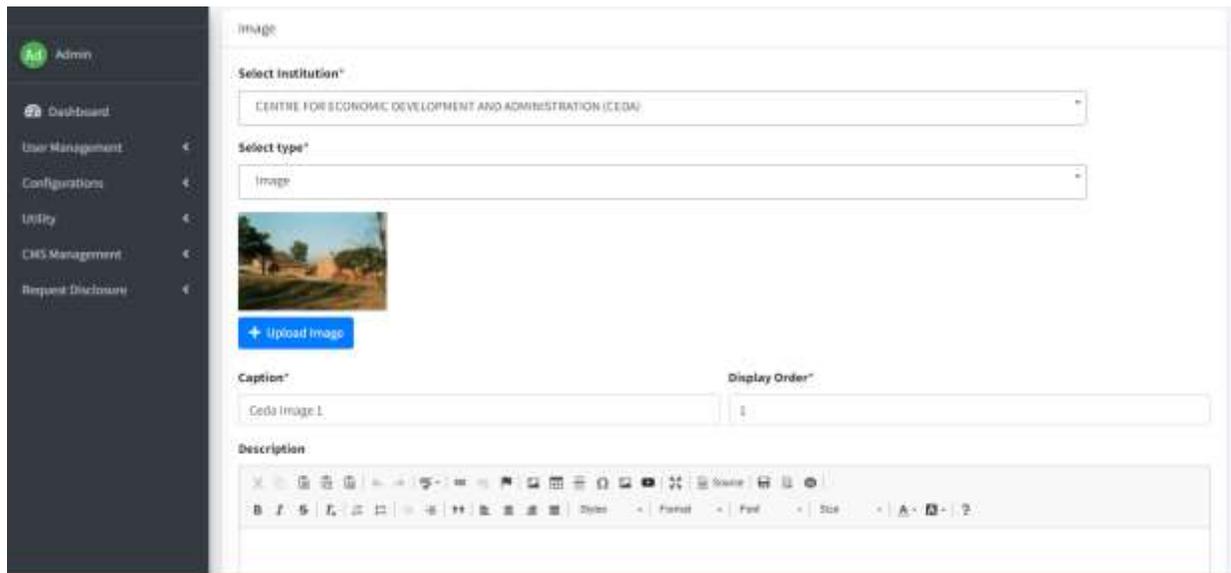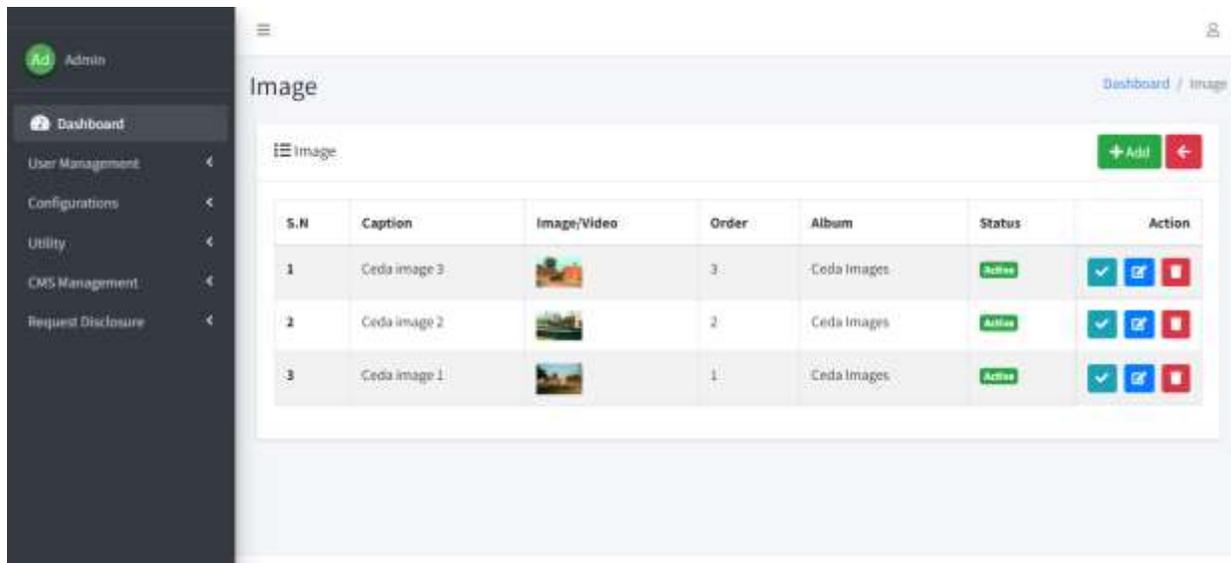
Staffs

1. Click on Staffs to view the list of notices in the index table.
2. Click on add button to add staffs.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of staffs.
5. Click on edit button from "Action" column to edit the data of staffs.
6. Click on delete button from "Action" column to delete the staffs from the table.
7. By using the search function, the user can search for related data using different search parameters.

FAQS

1. Click on FAQ's to view the list of FAQ's in the index table.
2. Click on add button to add FAQ's.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of FAQ's.
5. Click on edit button from "Action" column to edit the data of FAQ's.
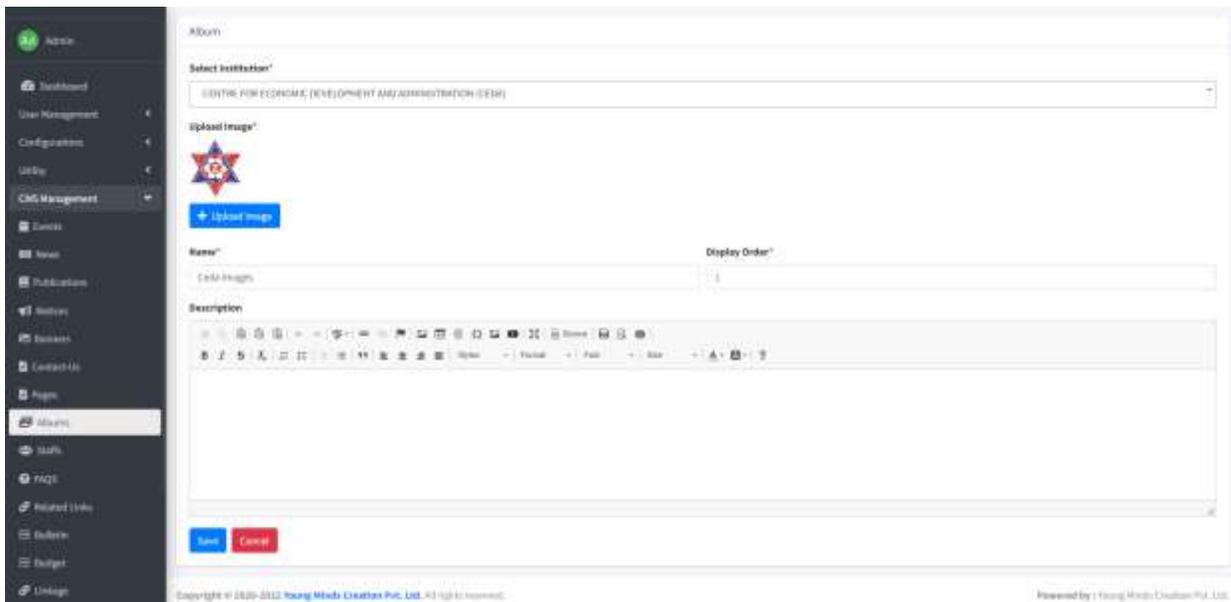6. Click on delete button from "Action" column to delete the FAQ's from the table.
7. By using the search function, the user can search for related data using different search parameters.

Related Links

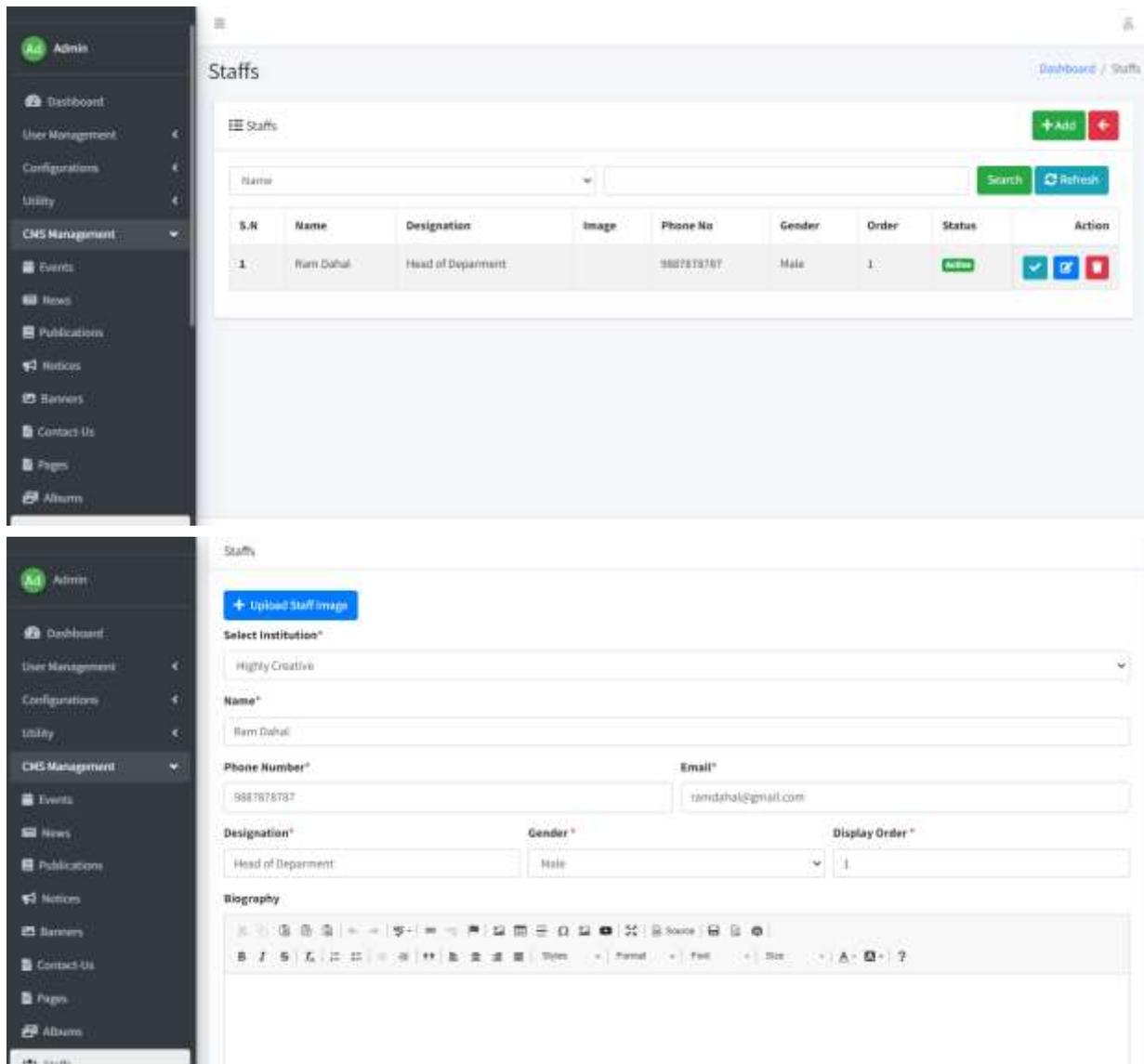1. Click on Related Links to view the list of related links in the index table.
2. Click on add button to add related links.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of related links.
5. Click on edit button from "Action" column to edit the data of related links.
6. Click on delete button from "Action" column to delete the related links from the table.

7. By using the search function, the user can search for related data using different search parameters.
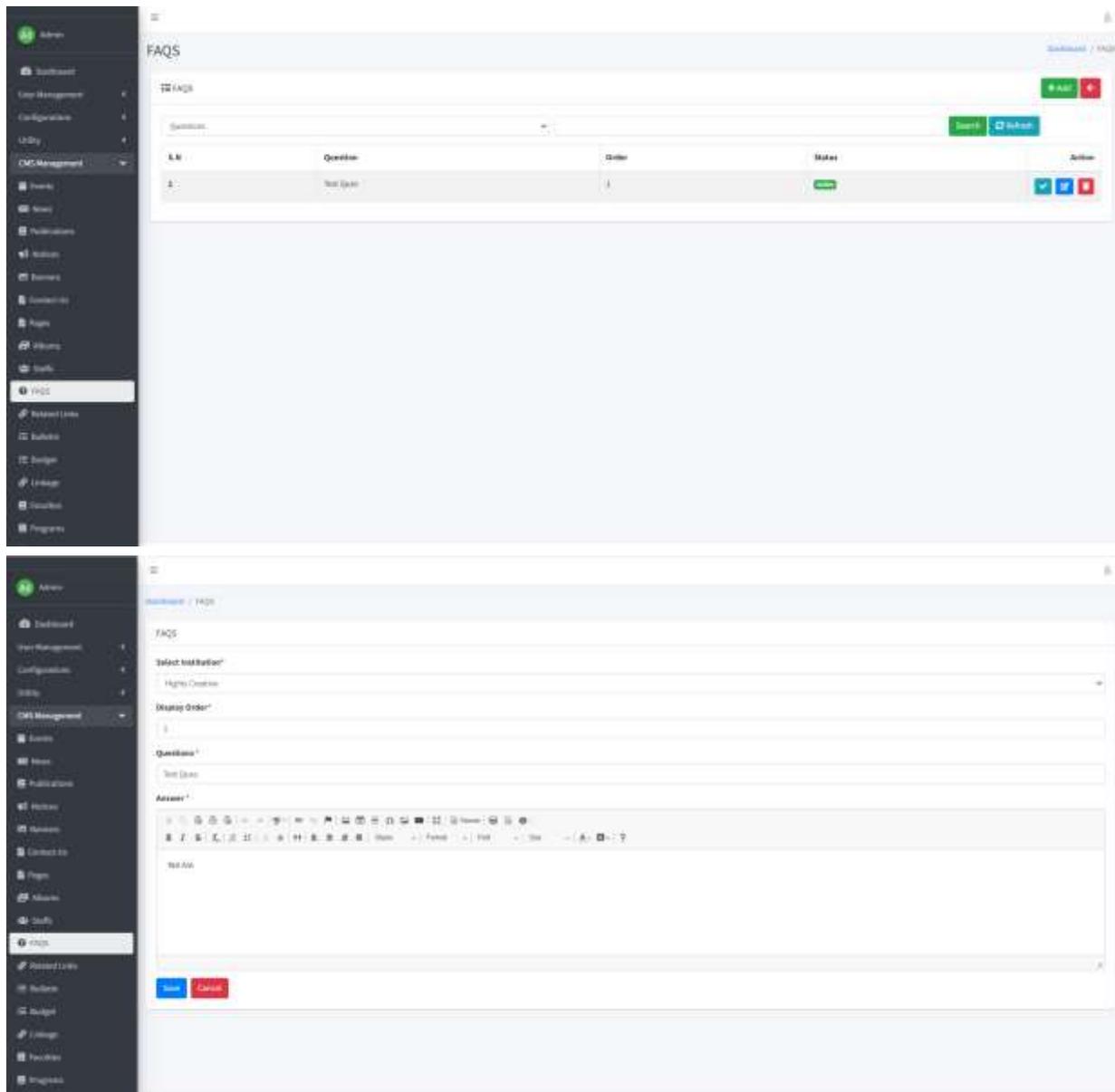

Bulletin

1. Click on Bulletin to view the list of bulletins in the index table.
2. Click on add button to add bulletins.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of bulletins.
5. Click on edit button from "Action" column to edit the data of bulletins.

6. Click on delete button from "Action" column to delete the bulletins from the table.
7. By using the search function, the user can search for related data using different search parameters.

Budget

1. Click on Budget to view the list of budgets in the index table.
2. Click on add button to add budget.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of budgets.

5. Click on edit button from "Action" column to edit the data of budgets.
6. Click on delete button from "Action" column to delete the budgets from the table.
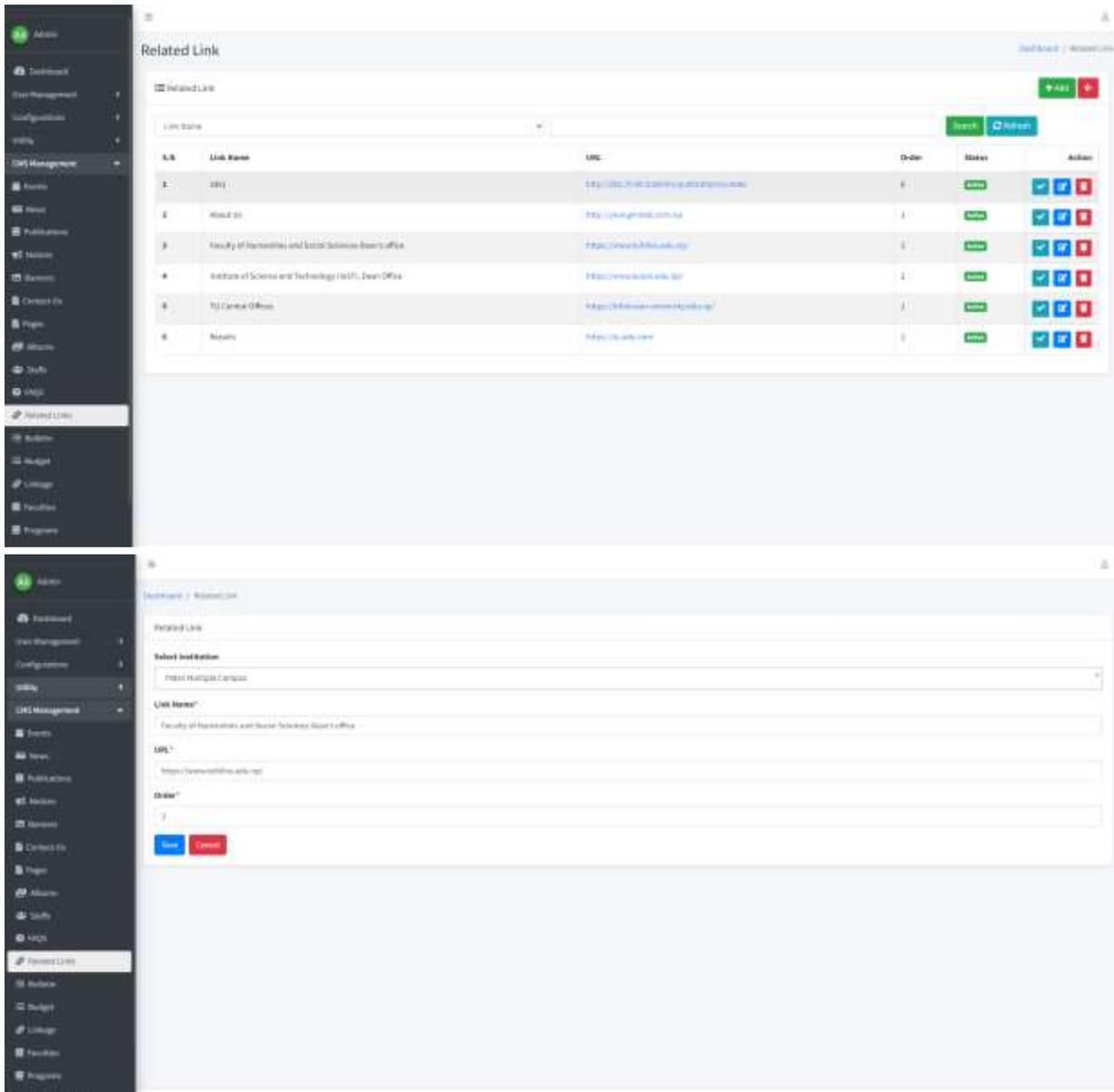7. By using the search function, the user can search for related data using different search parameters.

Linkage

1. Click on Linkage to view the list of linkages in the index table.
2. Click on add button to add linkages.
3. Fill the given form and click on save button.

4. Click on change status button from "Action" column to change the status of linkages.
5. Click on edit button from "Action" column to edit the data of linkages.
6. Click on delete button from "Action" column to delete the linkages from the table.
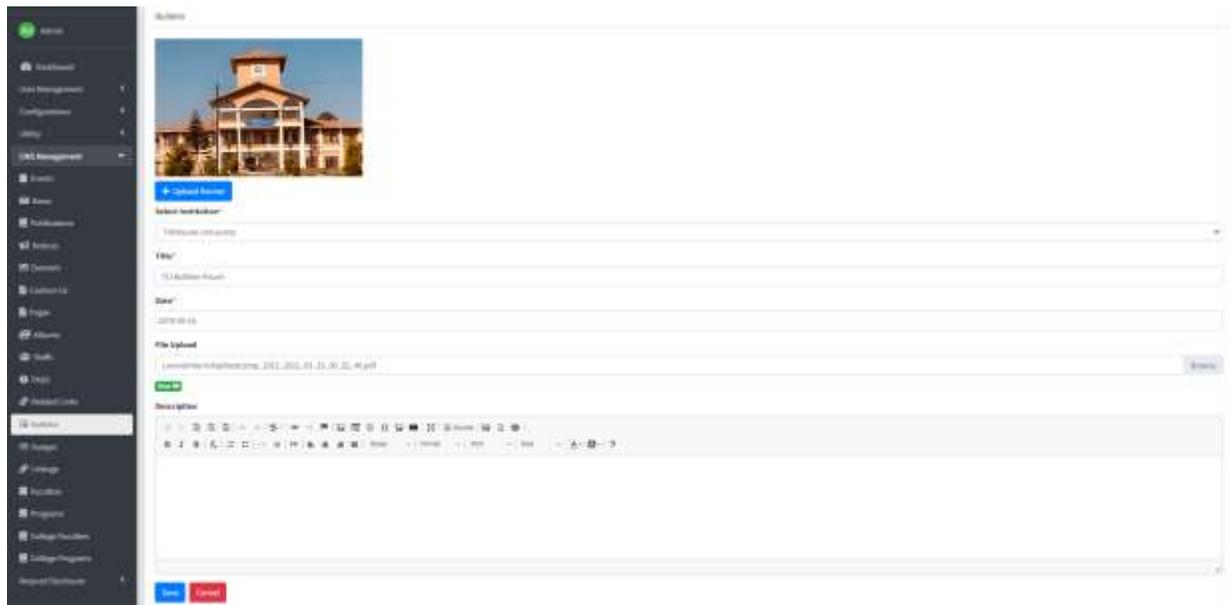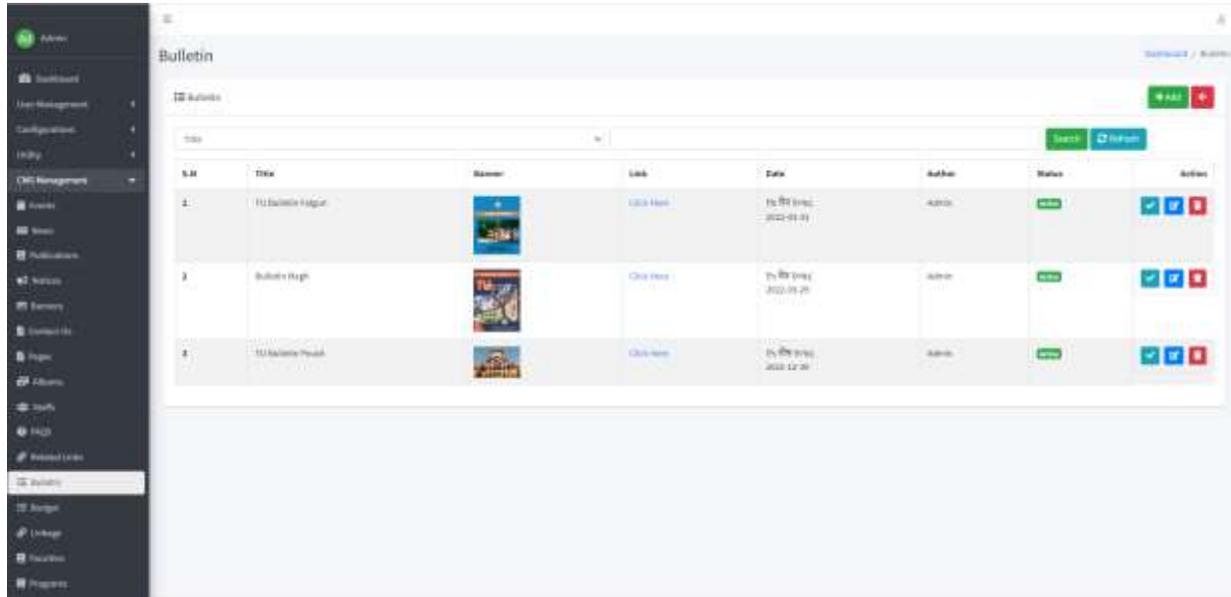7. By using the search function, the user can search for related data using different search parameters.

Faculties

1. Click on Faculties to view the list of faculties in the index table.
2. Click on add button to add faculties.

3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of faculties.
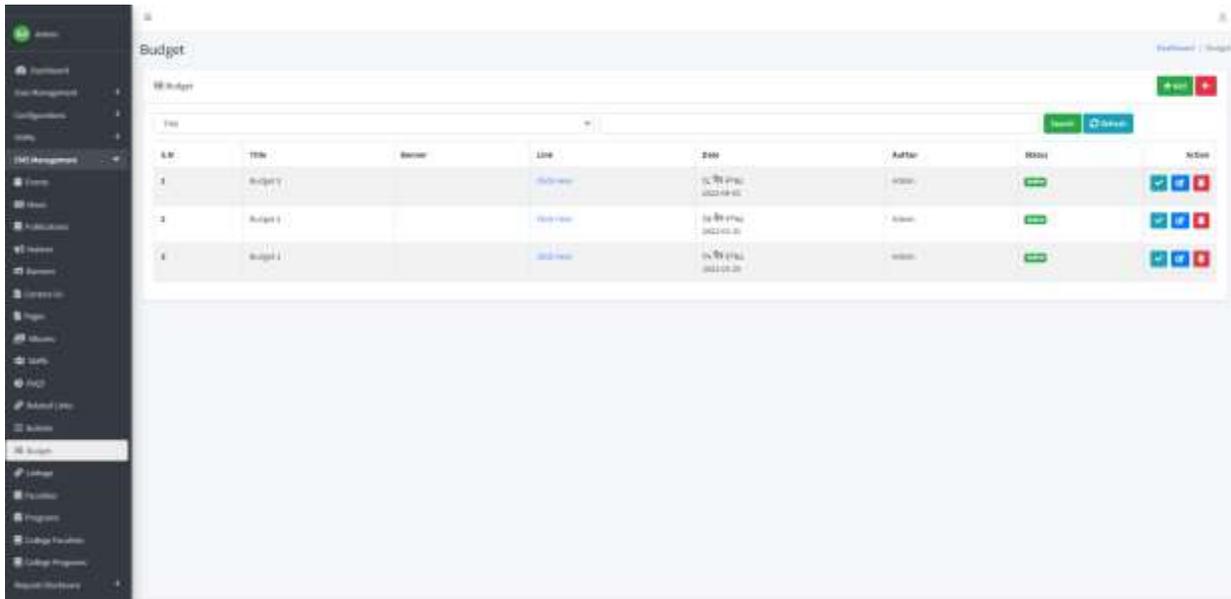5. Click on edit button from "Action" column to edit the data of faculties.
6. Click on delete button from "Action" column to delete the faculties from the table.
7. By using the search function, the user can search for related data using different search parameters.

Programs

1. Click on Programs to view the list of programs in the index table.

2. Click on add button to add programs.
3. Fill the given form and click on save button.
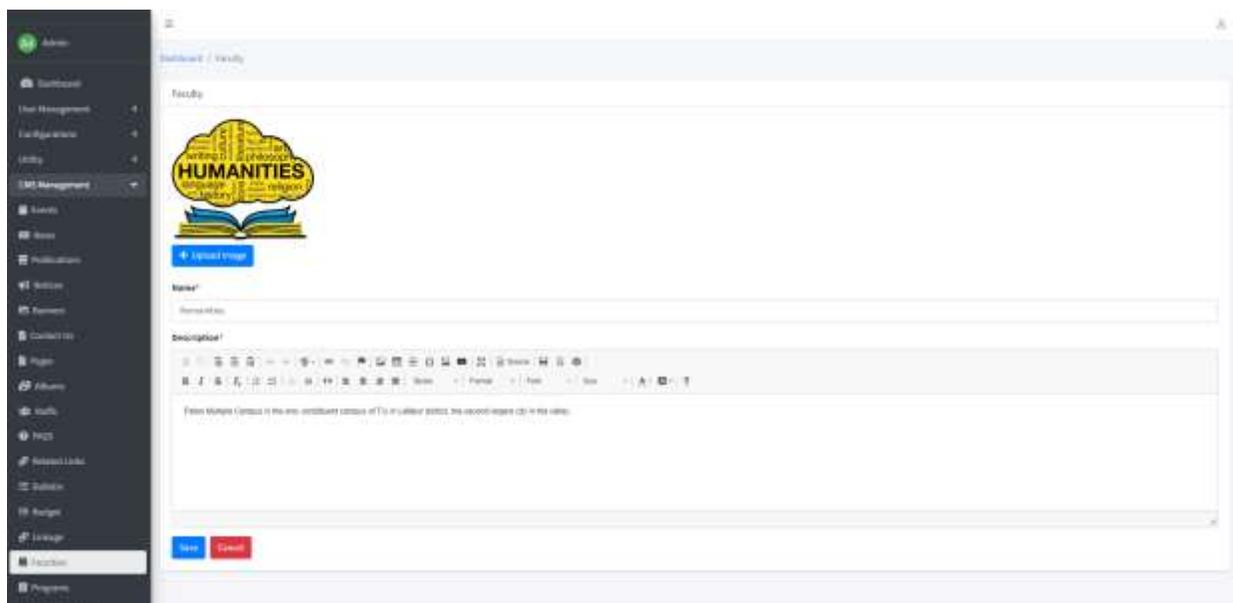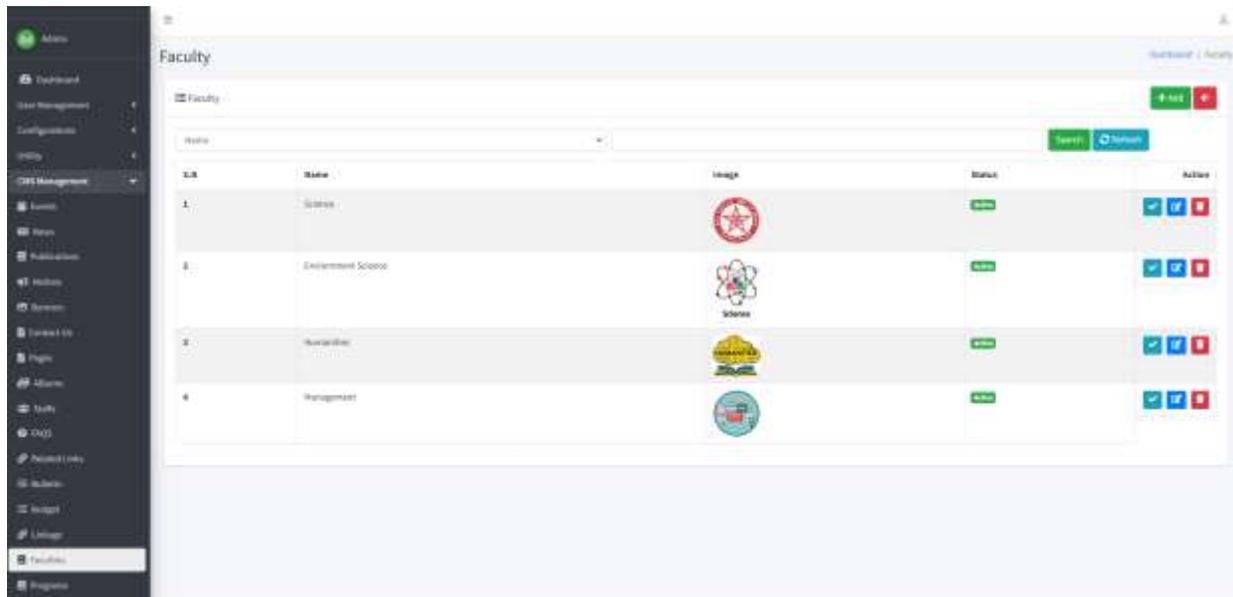4. Click on change status button from "Action" column to change the status of programs.
5. Click on edit button from "Action" column to edit the data of programs.
6. Click on delete button from "Action" column to delete the programs from the table.
7. By using the search function, the user can search for related data using different search parameters.

College Faculties

1. Click on College Faculties to view the list of college faculties in the index table.
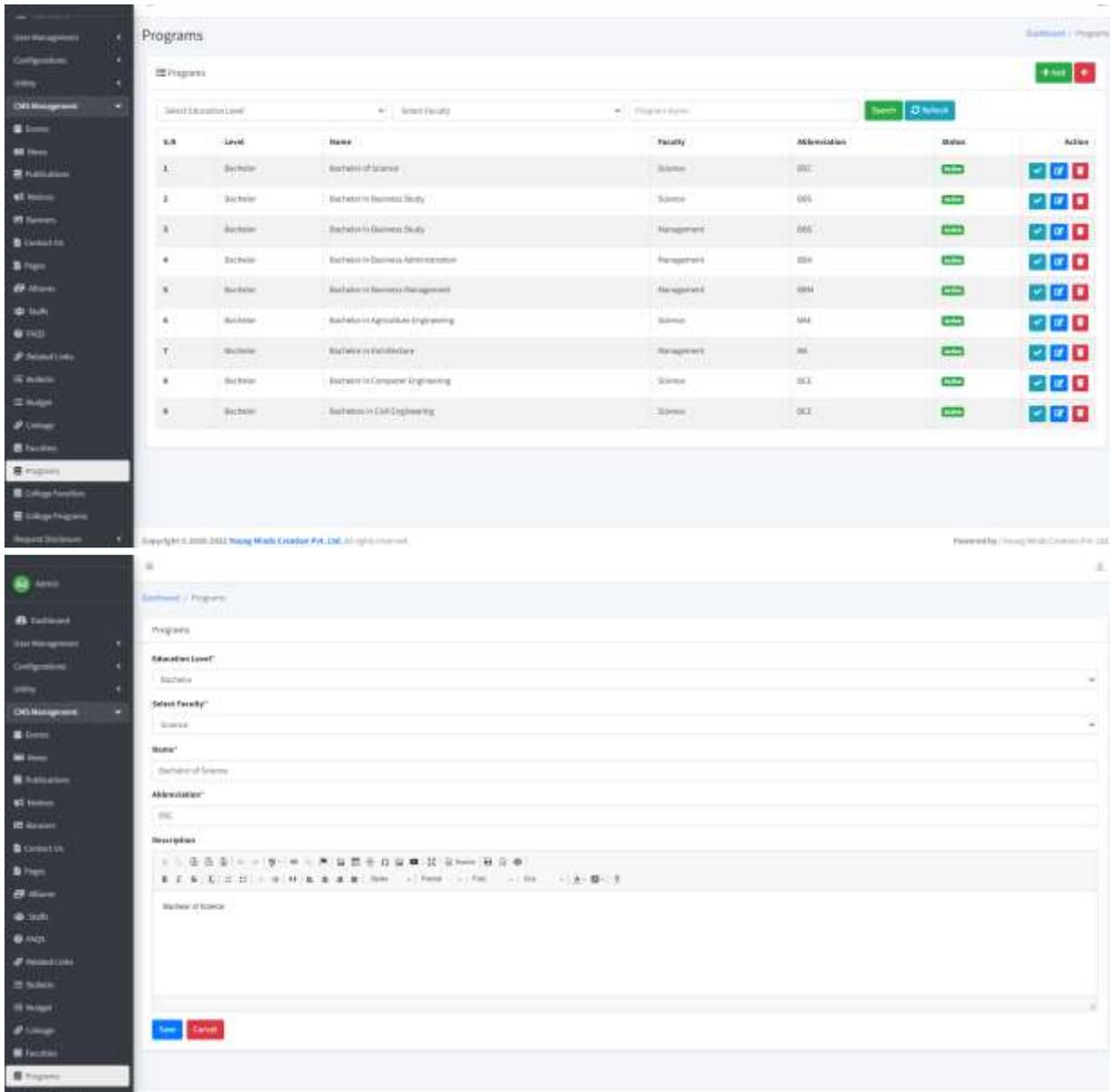2. Click on add button to add college faculties.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of notices.
5. Click on edit button from "Action" column to edit the data of college faculties.
6. Click on delete button from "Action" column to delete the college faculties from the table.
7. By using the search function, the user can search for related data using different search parameters.
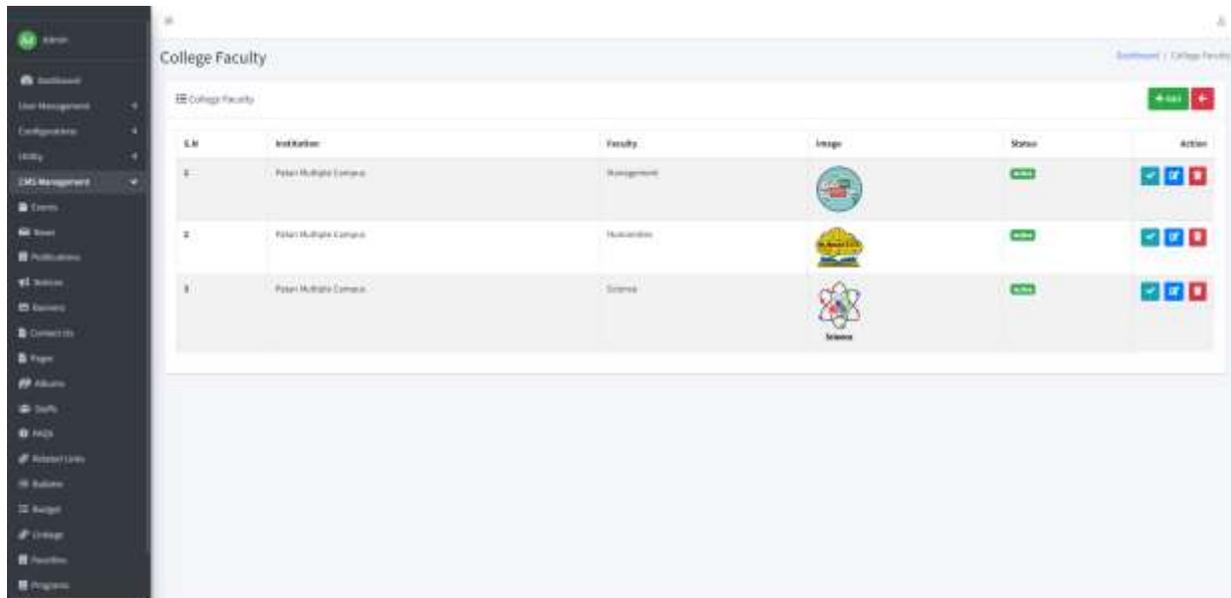
College Programs

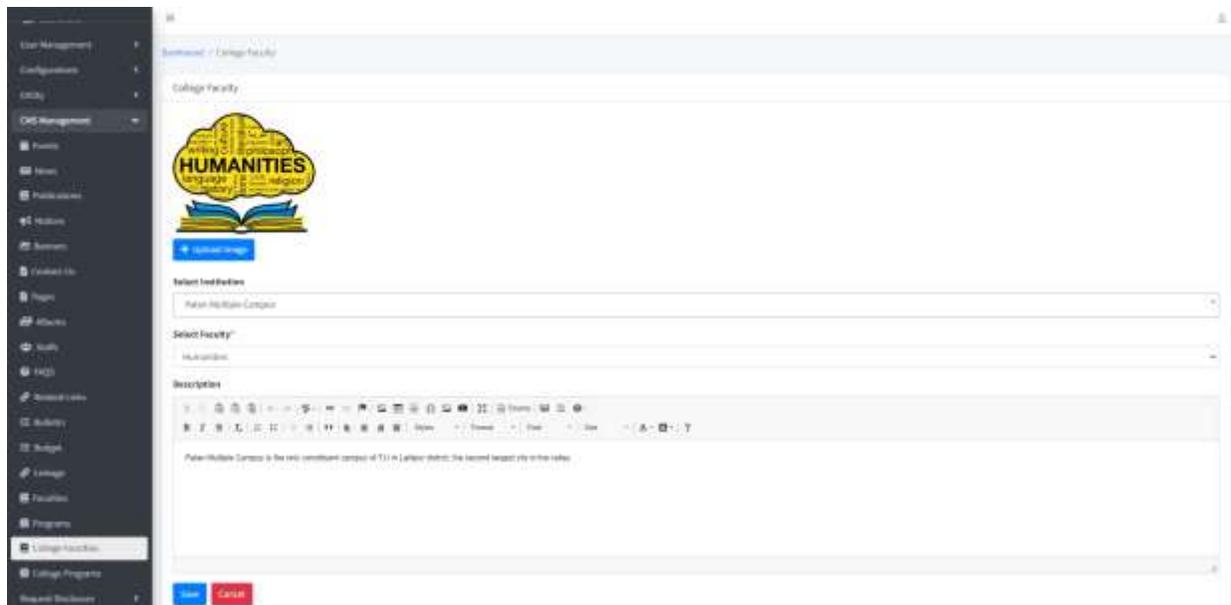1. Click on College Programs to view the list of college programs in the index table.
2. Click on add button to add college programs.
3. Fill the given form and click on save button.
4. Click on change status button from "Action" column to change the status of college programs.
5. Click on edit button from "Action" column to edit the data of college programs.
6. Click on delete button from "Action" column to delete the college programs from the table.
7. By using the search function, the user can search for related data using different search parameters.
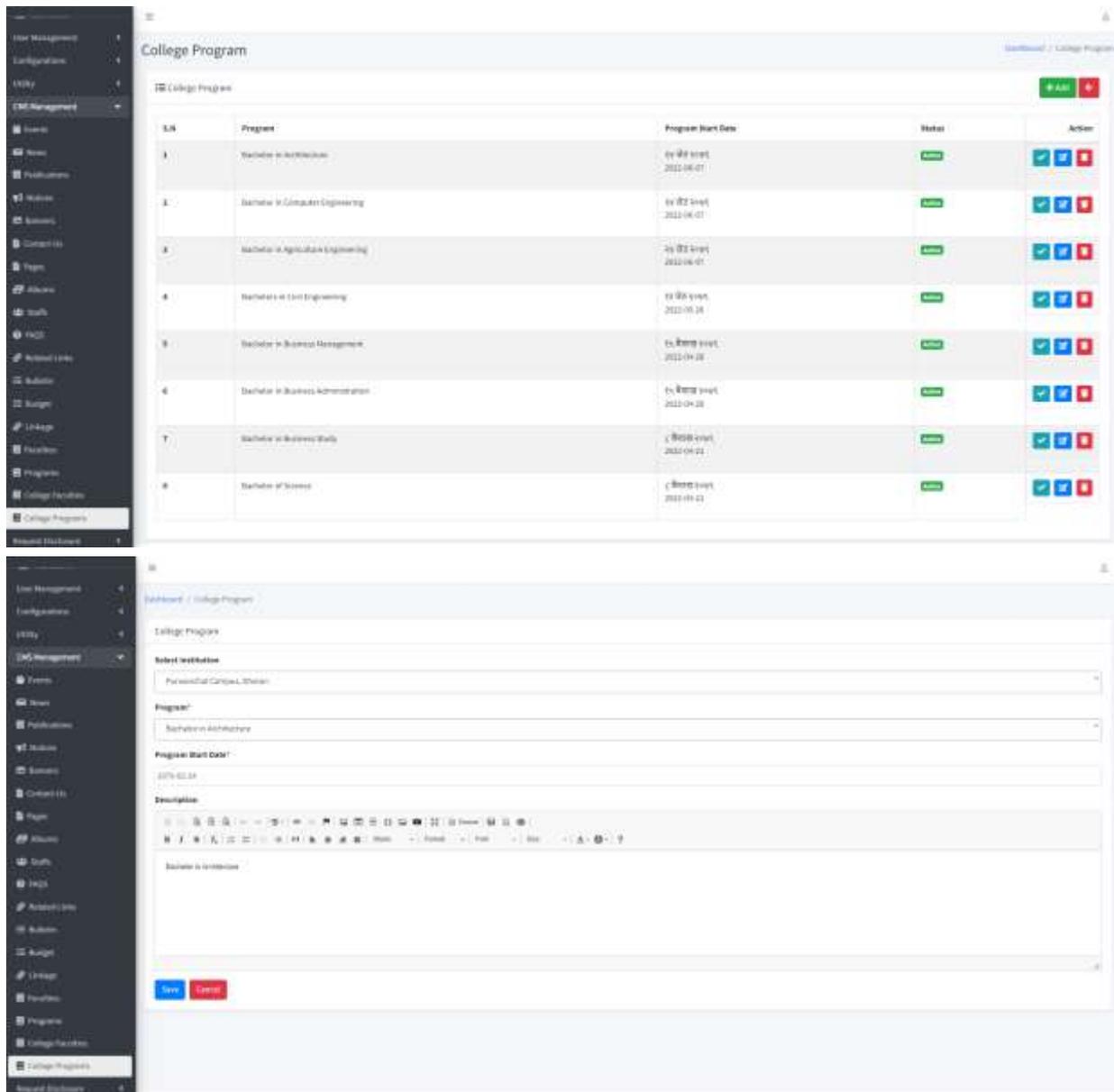
Request Disclosure

Using the Request Disclosure menu from side bar, the user can have access to Events, News, Notice and Publications.

Events

1. Click on Events to view the list of event requests in the index table.
2. Click on show button from "Action" column to view the detail of event request.

3. Approve or Reject the request and click on submit button.

News

1. Click on News to view the list of news requests in the index table.
2. Click on show button from "Action" column to view the detail of news request.
3. Approve or Reject the request and click on submit button.

Notice

1. Click on Notice to view the list of notice requests in the index table.
2. Click on show button from "Action" column to view the detail of notice request.
3. Approve or Reject the request and click on submit button.
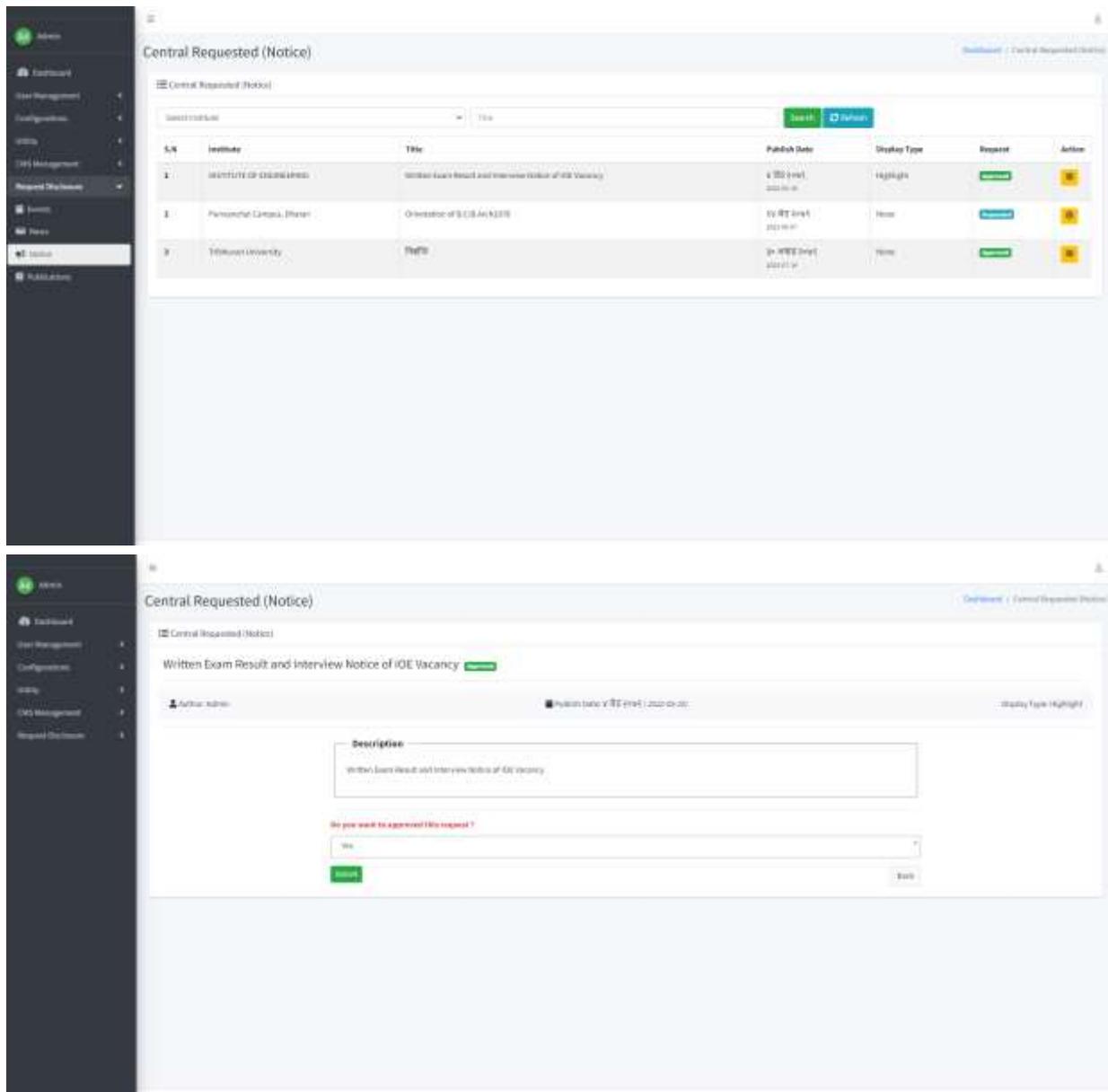
Publications

1. Click on Publications to view the list of publication requests in the index table.
2. Click on show button from "Action" column to view the detail of publication request.
3. Approve or Reject the request and click on submit button.

13. Error Correction, Exception

13.1 Special Instructions for Error Correction

Exception handler used in application helps to report different types of exceptions in different way.

13.2 Input Procedures and Expected Output

Below are some input procedures and their expected output in the application:

1. Input Procedure: To initiate login, user must fill login details and click on login button
   Expected Output: User will be accessed into the application.
2. Input Procedure: To initiate request or adding any content, user must click on the add new button in the system. On clicking the add new button, they get the interface to feed data.
   Expected Output: All the added data can be viewed in the list inside the module. information.
3. Input Procedure for Form : All the required field must be fill up.
   Expected Output: When successful entry of required field, the form submission will be successful otherwise validation error will be displayed.
4. Input Procedure: To initiate filter/edit, user must insert data in filter field and click on filter button.
   Expected Output: User will get filtered/edited data.

14. Project References

Application: Centralize CMS

Documents: Software Requirement Specification (SRS)