Pec.edu CMS\_ Helpbook

*Version 1.0 April 2020*



Contents

[Login 3](#_Toc36472573)

[WEBMASTER features 4](#_Toc36472574)

[Webmaster initialization 4](#_Toc36472575)

[Adding Faculty 4](#_Toc36472576)

[Adding a department HOD 6](#_Toc36472577)

[Adding a 4C convener 6](#_Toc36472578)

[Adding a Webhander 7](#_Toc36472579)

[Adding a Memo 7](#_Toc36472580)

[WEB-HANDLER features 9](#_Toc36472581)

[Add Articles 9](#_Toc36472582)

[Add Gallery 11](#_Toc36472583)

[4Cs[[1]](#footnote-1) Facilities 12](#_Toc36472584)

[4C Summary 12](#_Toc36472585)

# Login

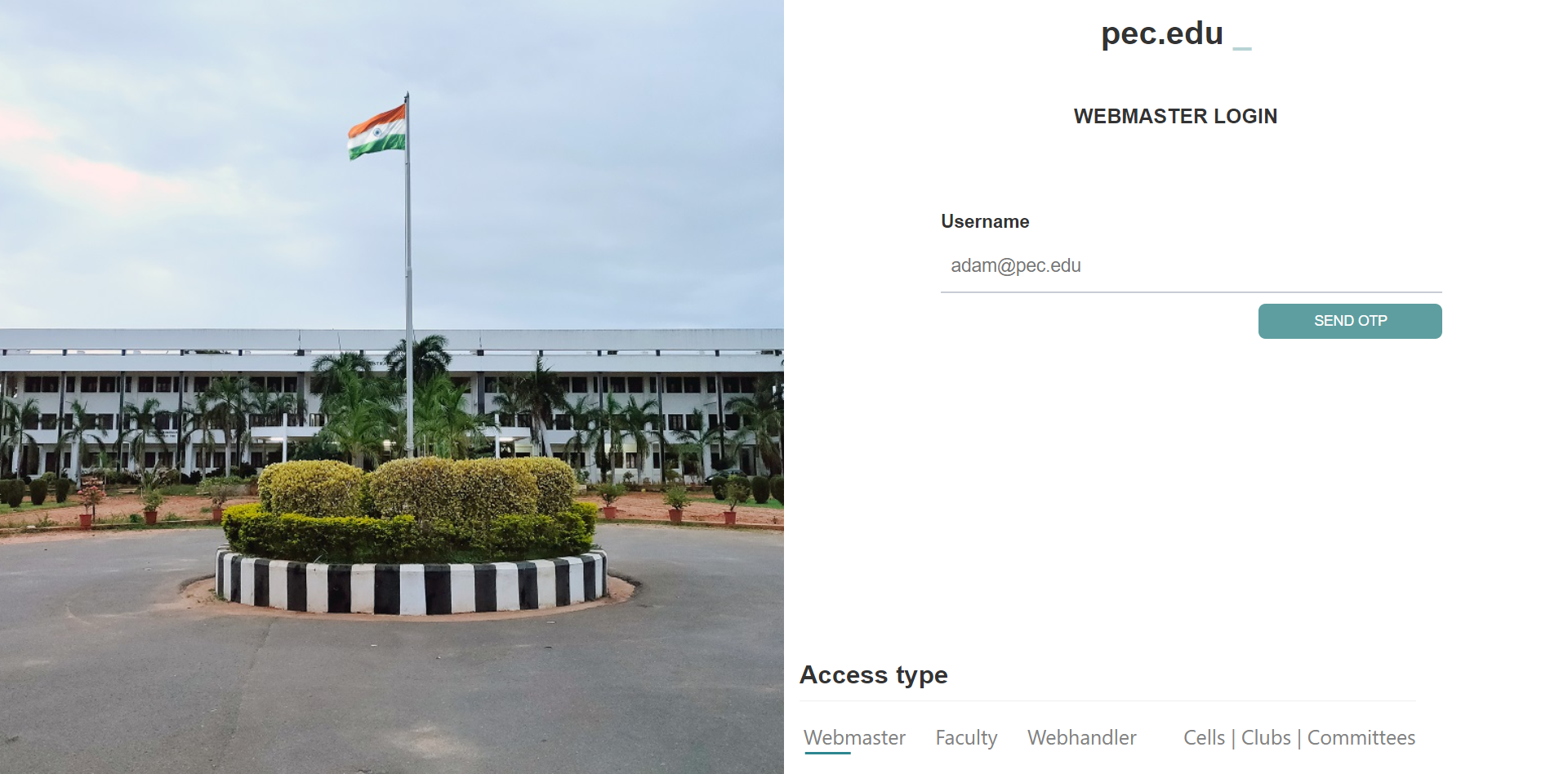


Figure : Login portal

Login for Webmaster, Faculty, Web-handler, 4C accounts-

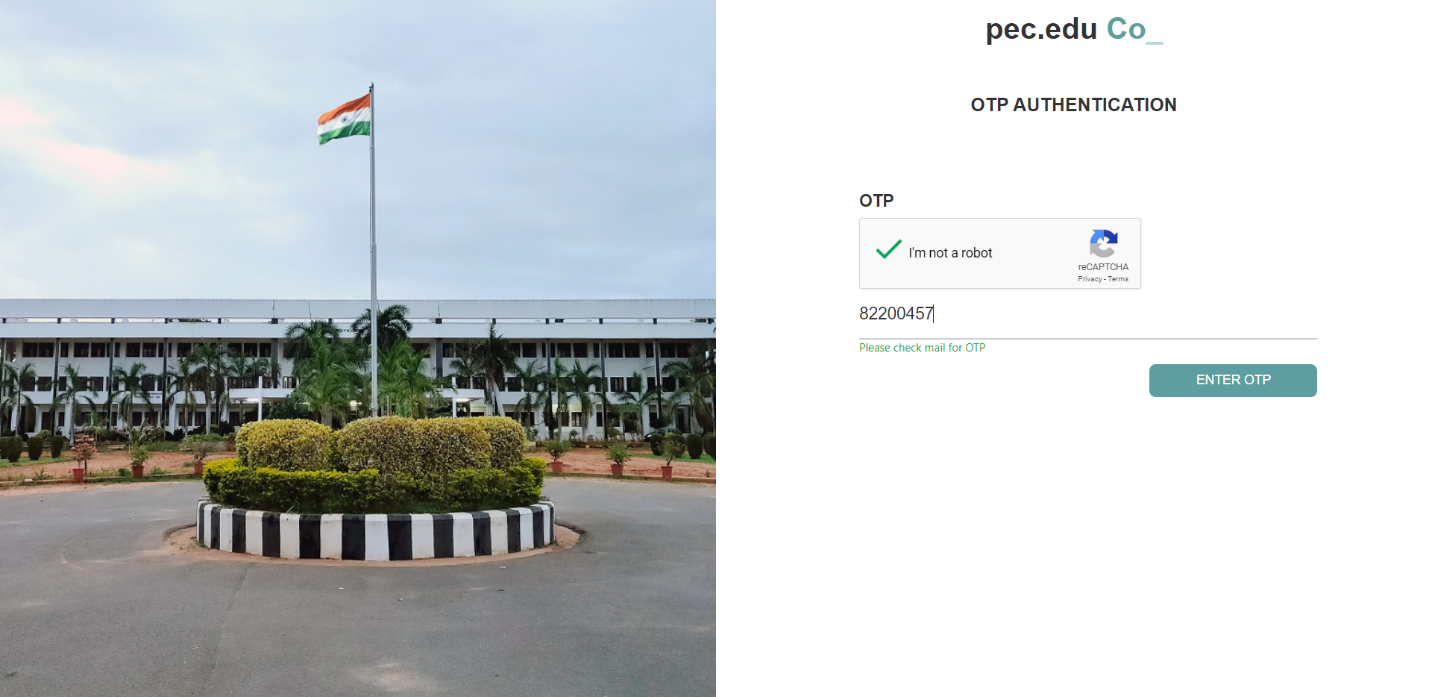
1. Select the desired ‘Access Type’ from the options given at the bottom.
2. Enter Username i.e. your registered email and press Send OTP.  
   For 4C access select the respective title.
3. OTP will be sent if your mail id matches the registered mail id for the account.  
   The OTP will be sent from [noreply@pec.edu](mailto:noreply@pec.edu) and is an 8 digit PIN number.
4. Verify the CAPTCHA and enter the OTP.
5. You’re Logged in. Remember to sign-out when the work is done.

Figure : OTP page

# WEBMASTER features

## Webmaster initialization

Manual: To add a webmaster manually you have to first enter the fields in the login table (if you are entering manually, please enter the department as ‘other’ so that a global identity is maintained other than the department specific one) and then add the id and designation associated in the idref and desg columns of role table. This step is only recommended in the testing phase (before the webmaster is added as a faculty of a department). Only the master webmaster with server access can perform this.

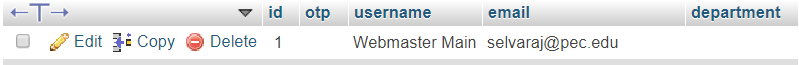


Figure : Fields in login table



Figure : Fields in role table

From CMS: Go to ‘Add roles’ option from Webmaster window and fill the required fields.

You may delete a webmaster from the ‘View Roles’ option.

The Webmaster is recommended to lead the current maintenance team to scrutinize the whole website environment and discuss possible scope of improvement at the end/start of every academic semester to keep the website links updated and the features rolling.

## Adding Faculty

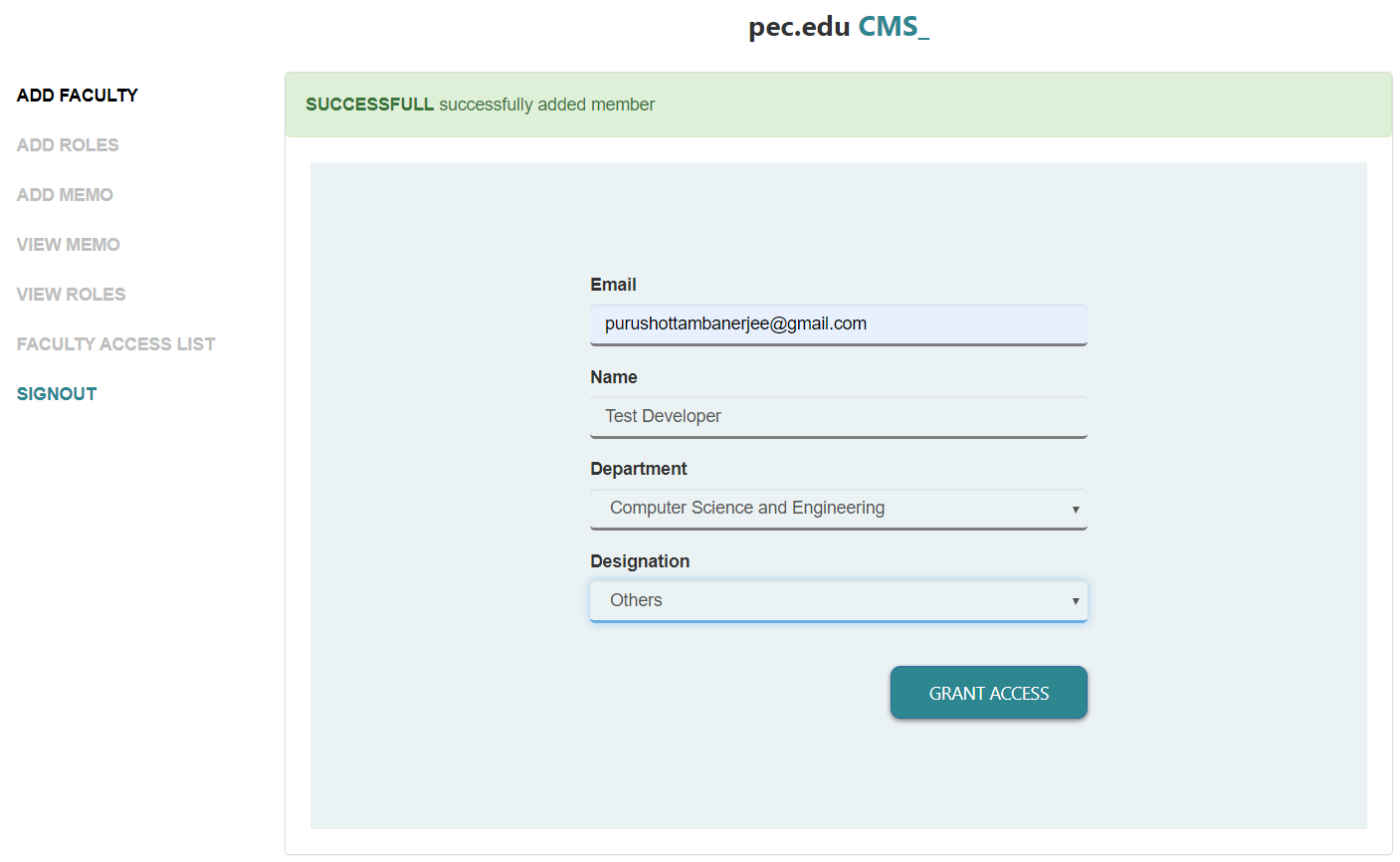


Figure : Adding a faculty

Provide the registered @pec.edu email, name of the Faculty (e.g. Ashok), department and designation (options: Professor, Assoc. Professor, Asst. Professor, Programmer, Others).

Note: This will add the faculty to the login table (for cms login) and basic\_faculty\_info (for department view) table. In case the faculty name is to be changed (e.g. Ashok -> Dr. Ashok) please visit the basic\_faculty\_info table and change the name there. You may delete faculty access for a particular faculty from ‘Faculty Access List’ option.  
Warning: The faculty list is to be added seniority wise as the listing is done based on the automatically generated id.

On addition, the card will be automatically added to the department with empty data which the faculty can fill from Faculty login.



Figure : Faculty card by default on department view

## Adding a department HOD

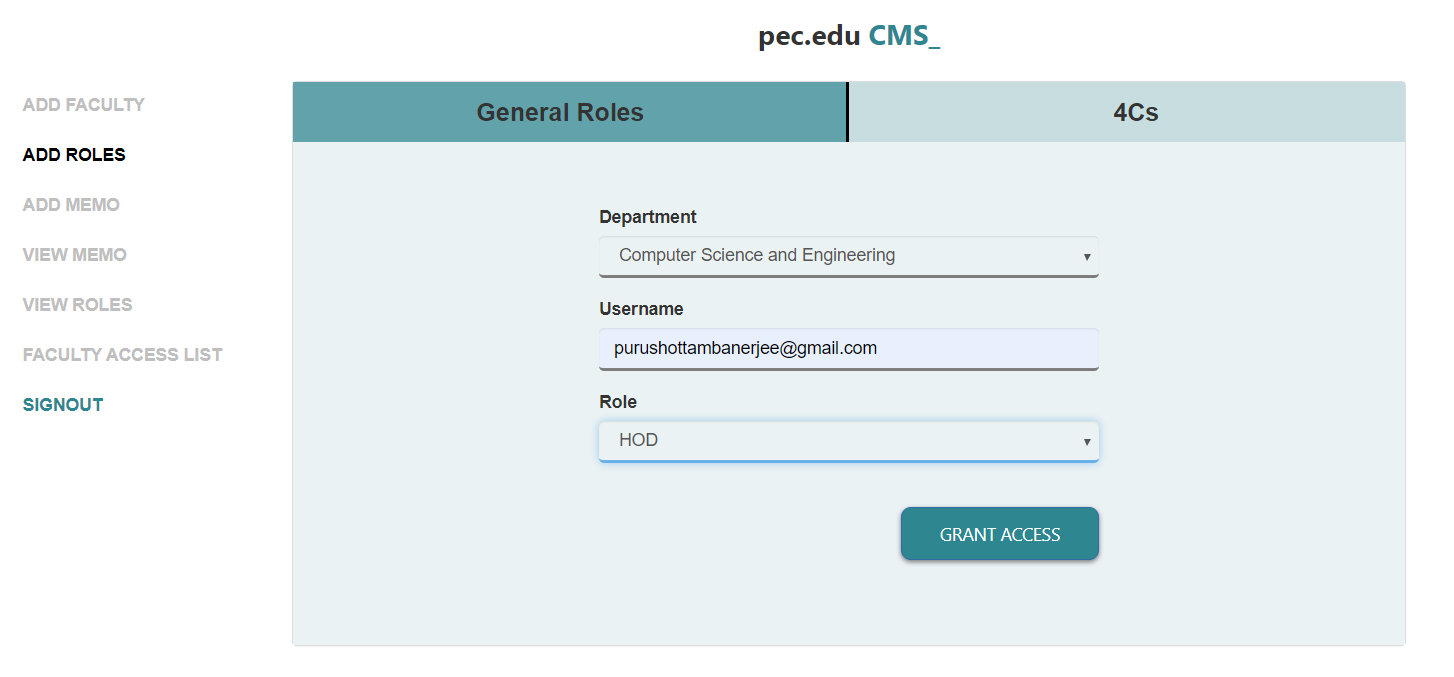


Figure : Adding HOD

Select the department, enter the associated mail id of the faculty and select the role as HOD.

Note: Only one HOD is associated with a department. It considers the newest entry. A department HOD has the additional option of adding staffs of the department from the Faculty login console. The tables associated are login and role directly and basic\_faculty\_info indirectly. You may delete a HOD from ‘View Roles’ option.

## Adding a 4C convener

Select the 4Cs tab in the ‘Add Roles’ option.

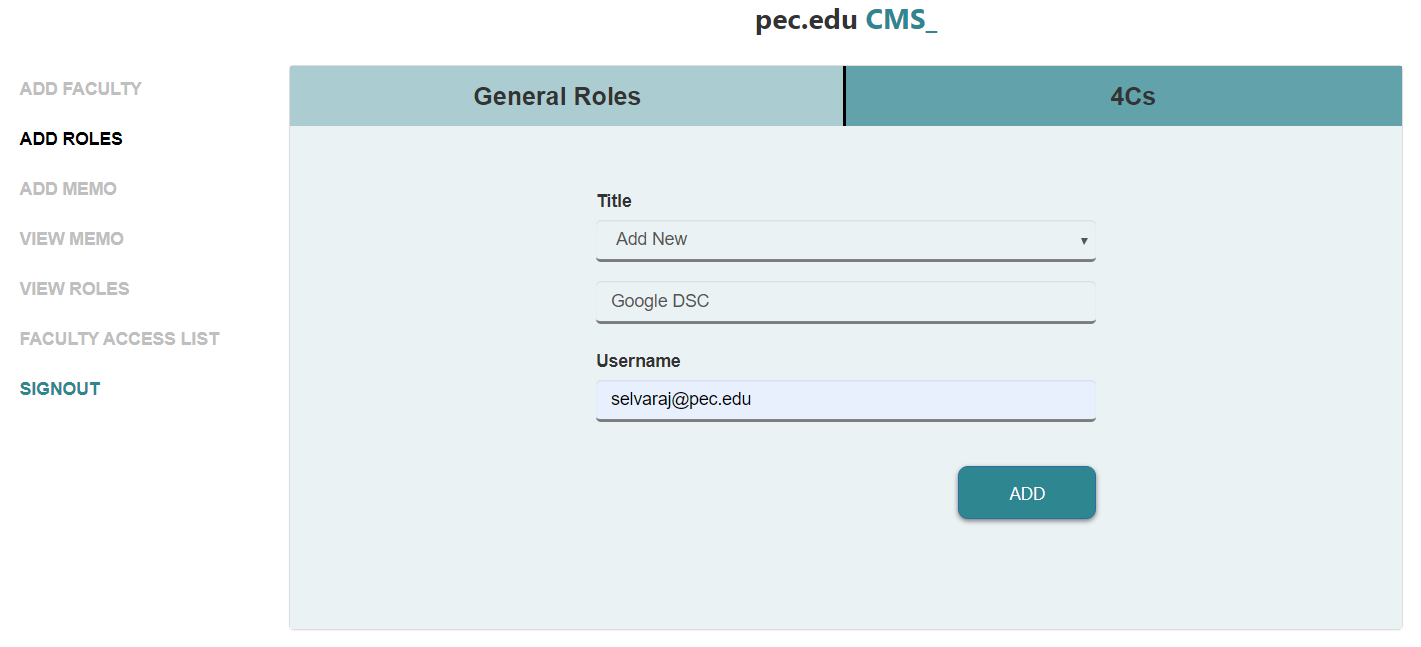


Figure : Add role panel

Select the title from the drop-down and give the associated convener mail id.

If the title is not given select ‘Add New’ from the dropdown, a field will prompt for the new title.

Note: Multiple titles may be associated with same convener mail id (e.g. [Ashok@pec.edu](mailto:Ashok@pec.edu) for clubs X and Y both). The table associated for web-handlers is the login table. You may delete a 4C convener from ‘View Roles’ option.

## Adding a Webhander

Done through General Roles tab of ‘Add Roles’ option. Follow regular process. Table associated are login and role.

Note: You may delete a web-handler from ‘View Roles’ option. The Web-handler have department specific features i.e. if the web-handler belongs to CSE he/she can uploads to CSE website. The associated table are login and roles. It is suggested to add one faculty per department as web-handler.

## Adding a Memo

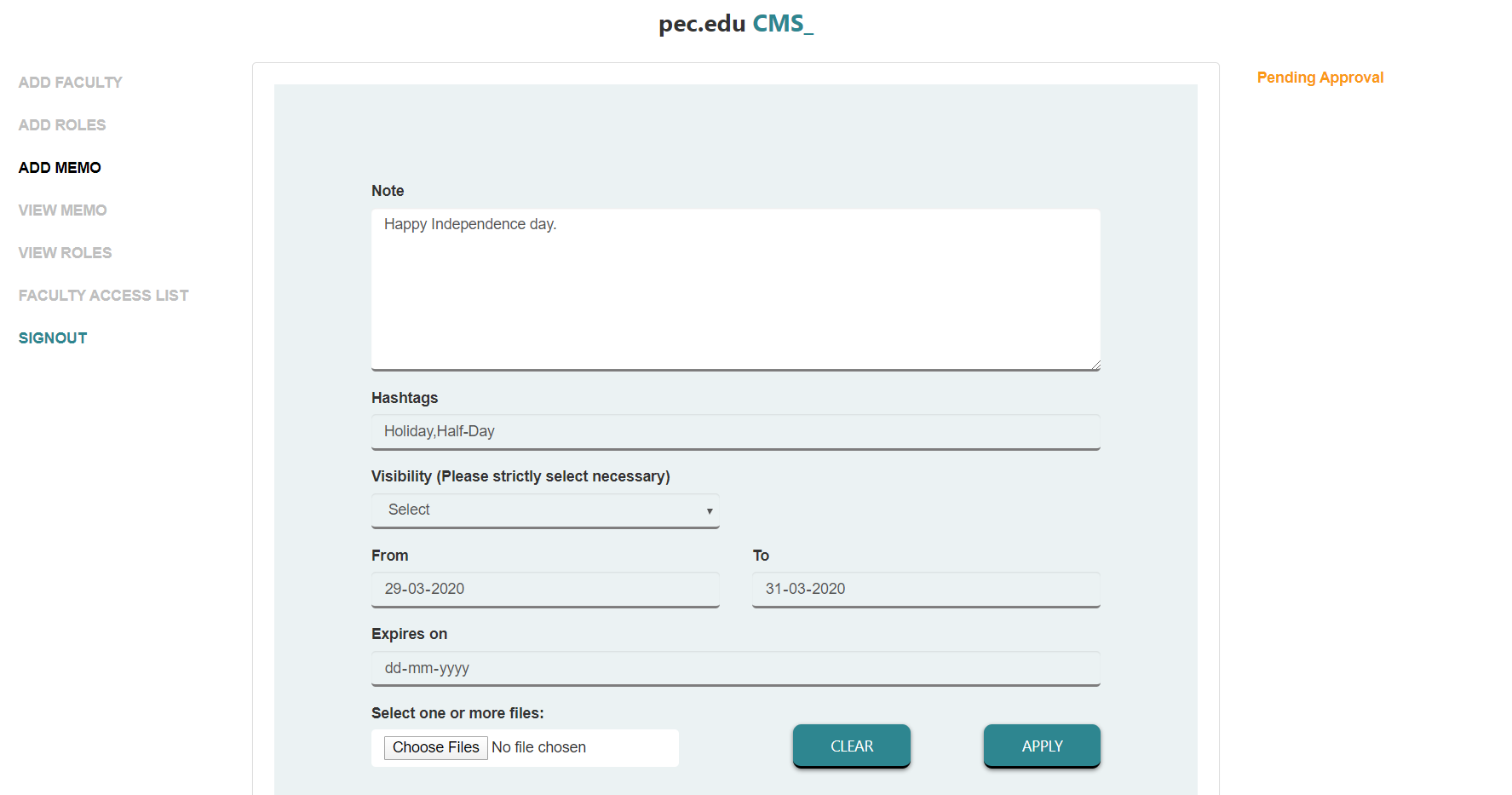


Figure : Add memo panel

Note: Enter your description. Please start with a brief summary as the card will display the first 15 words. Styling is not recommended inside the text field as the text file is automatically processed to generate a downloadable calendar file.

Hashtag: Enter one word descriptions separated by a comma (e.g. Holiday,Half-Day)

Visibility: 3 categories – all departments and main page (displays as departmental notice on home pages and all departs), main page (only home page) and department specific (only that department).

Expiry: The notice shall be hidden on the next day of given expiry date.

Webmasters can choose to upload one or more files with the memo (hold down shift/ctrl while selecting the files).

Webmasters has to approve any notice and update to be posted on the website and applications from faculty can be viewed on the right ‘Pending Approval’ section.

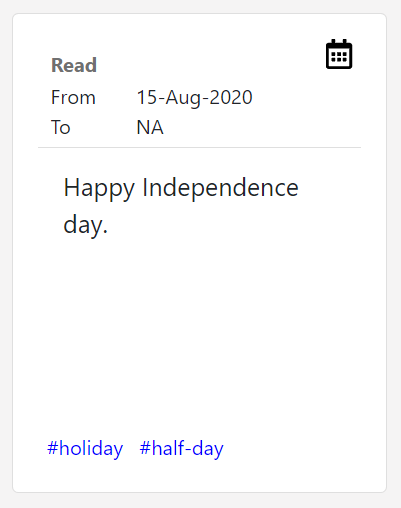


Figure : A notice card with filled in information (the calendar icon on top-right downloads the information)

Note: If you encounter any error in adding it would mostly be due to character conflicting. These are additional measures taken considering website security. At such times HTML character codes are to be used. Some known conflicts:   
(Refer: <https://www.rapidtables.com/web/html/html-codes.html>)

|  |  |
| --- | --- |
| View | HTML code |
| ‘ | &#39; |

So, if you want to enter Student’s enter as Student &#39;s

Associated tables are news\_update (for text), tags (for tags) and attachment (for storing attachments). You may delete a memo from the ‘View Memo’ option.

The folders where media is stored are:  
1. Cms/profilepics – Faculty images.  
2. Cms/articles – Articles headers.  
3. Cms/galleryimage – Gallery images.  
4. Cms/contentupload – News & Update attachments.

# FACULTY features

## {Regular Access}

# WEB-HANDLER features

## Add Articles

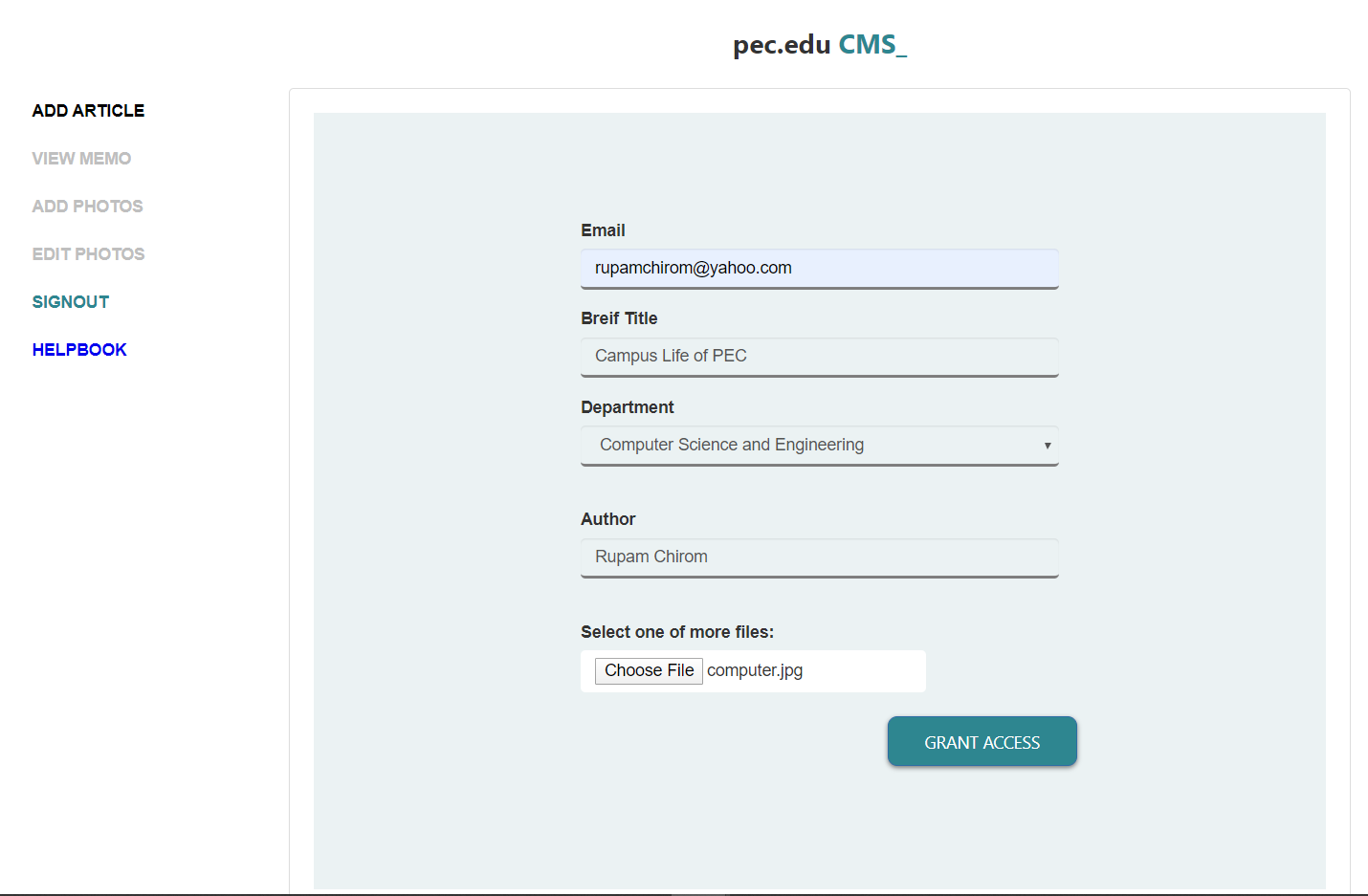


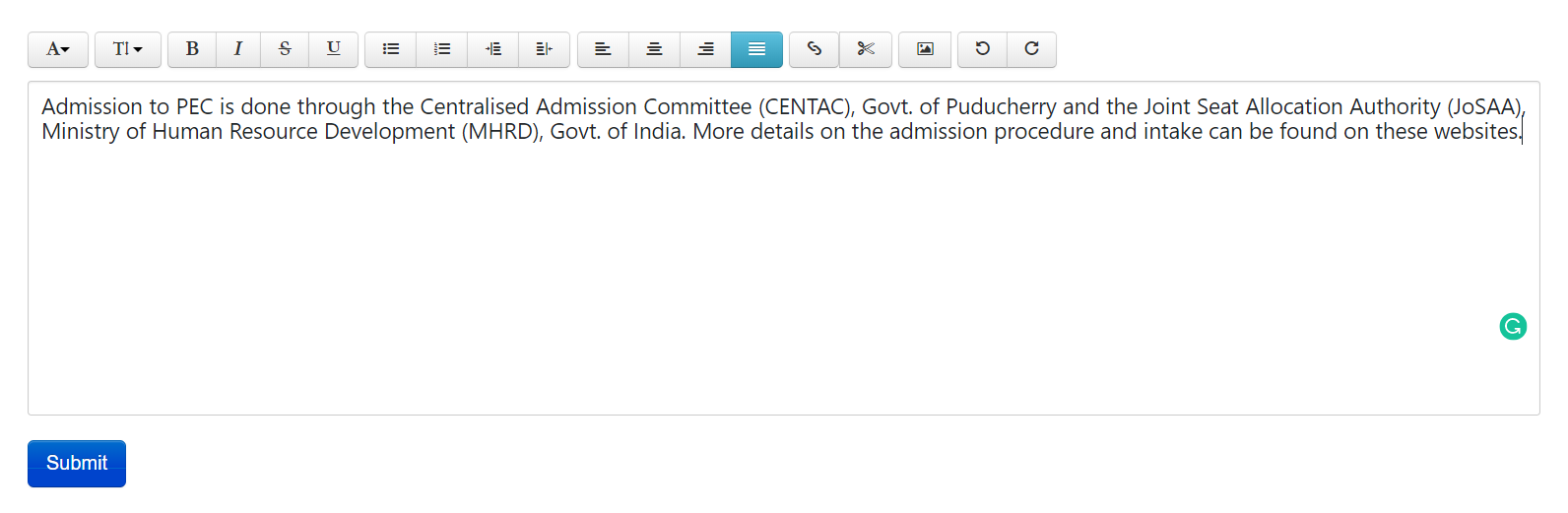
Figure : Add articles panel

Enter details for the articles in the ‘Add articles’ option.



Figure : View memo panel

Add/Edit or Delete the article content from the ‘View memo’ option. You’ll find a Rich-Text-Editor panel here.



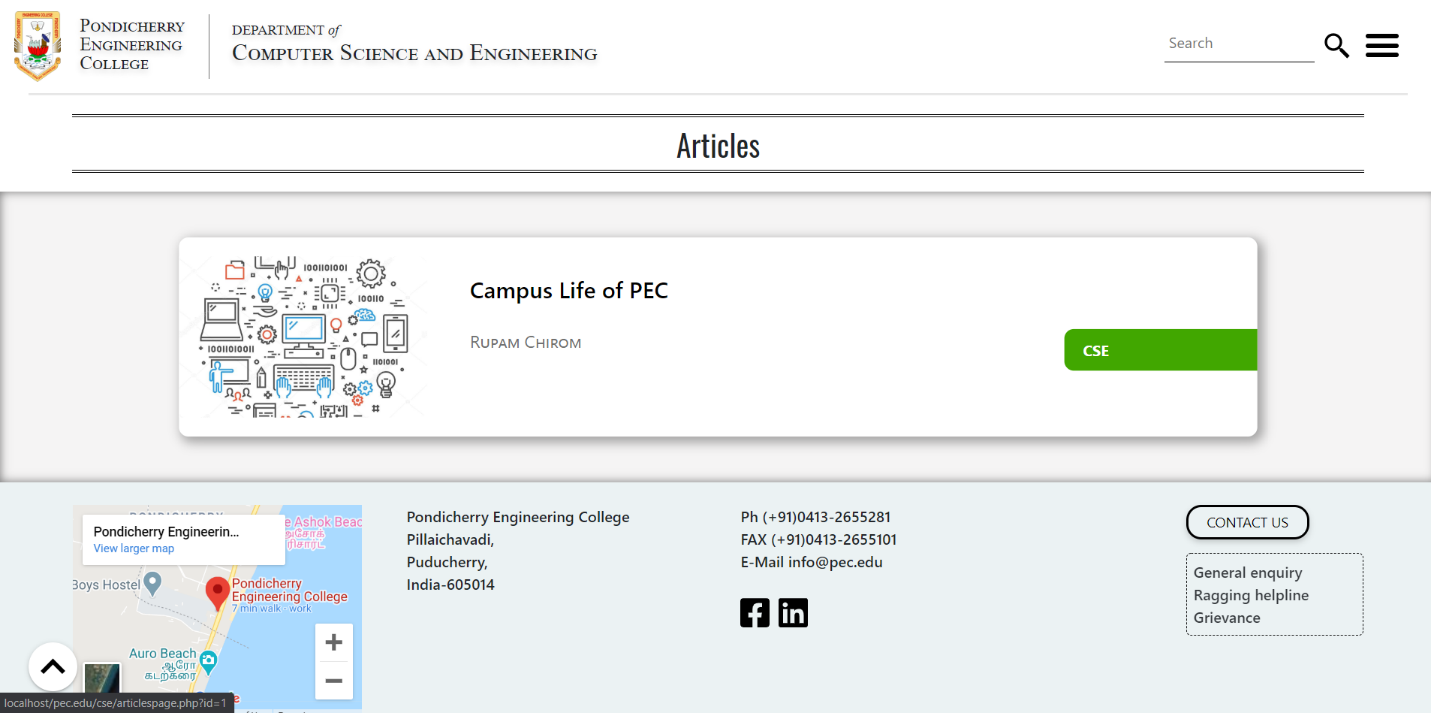
Figure : Rich-Text-Editor for article

Figure : Article listing on front

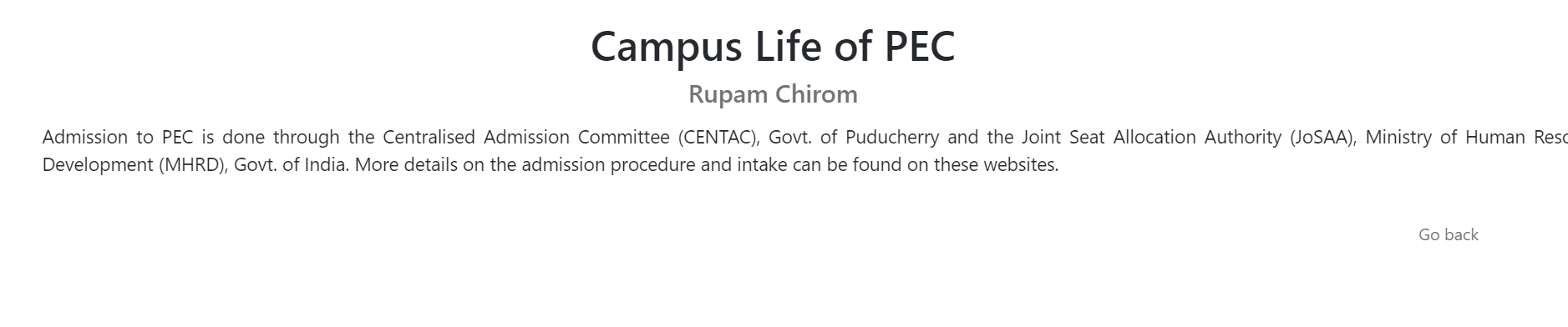
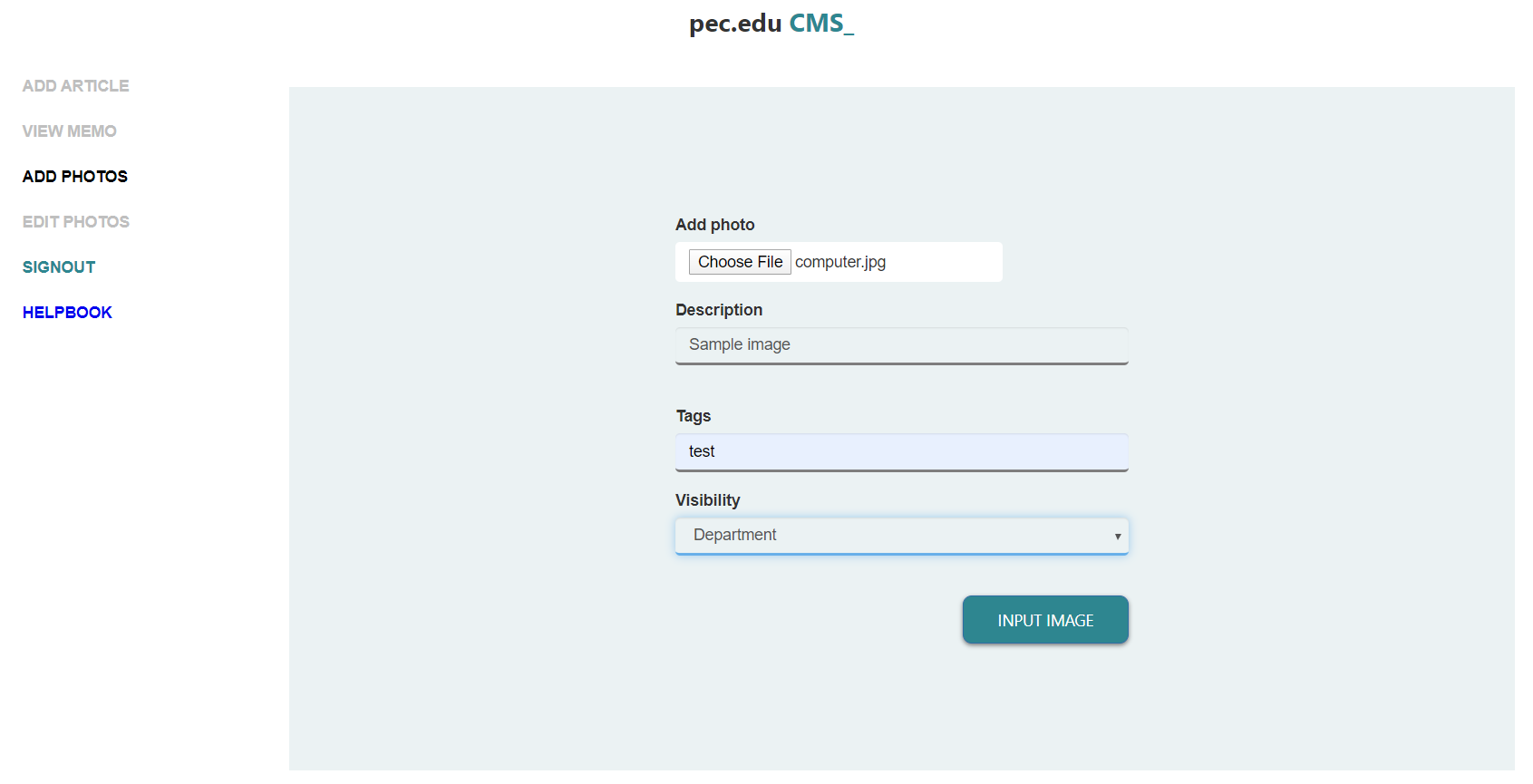


Figure : Article page

## Add Gallery



Add the image, description and title/tag related. Visibility can be set to Department, Campus or Others.

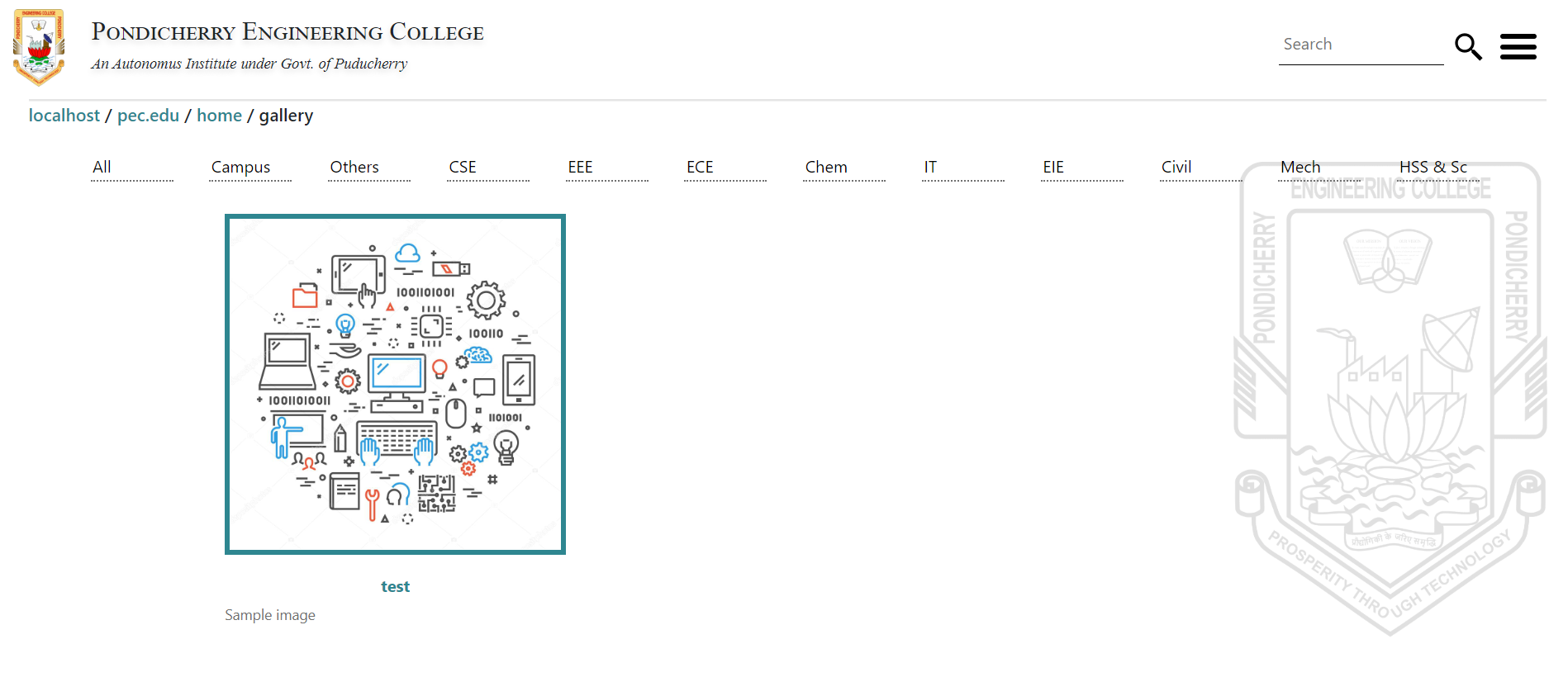


Figure : Gallery page

Note: You can delete the image from ‘Edit Photos’ option.

# 4Cs Facilities

## 4C Summary

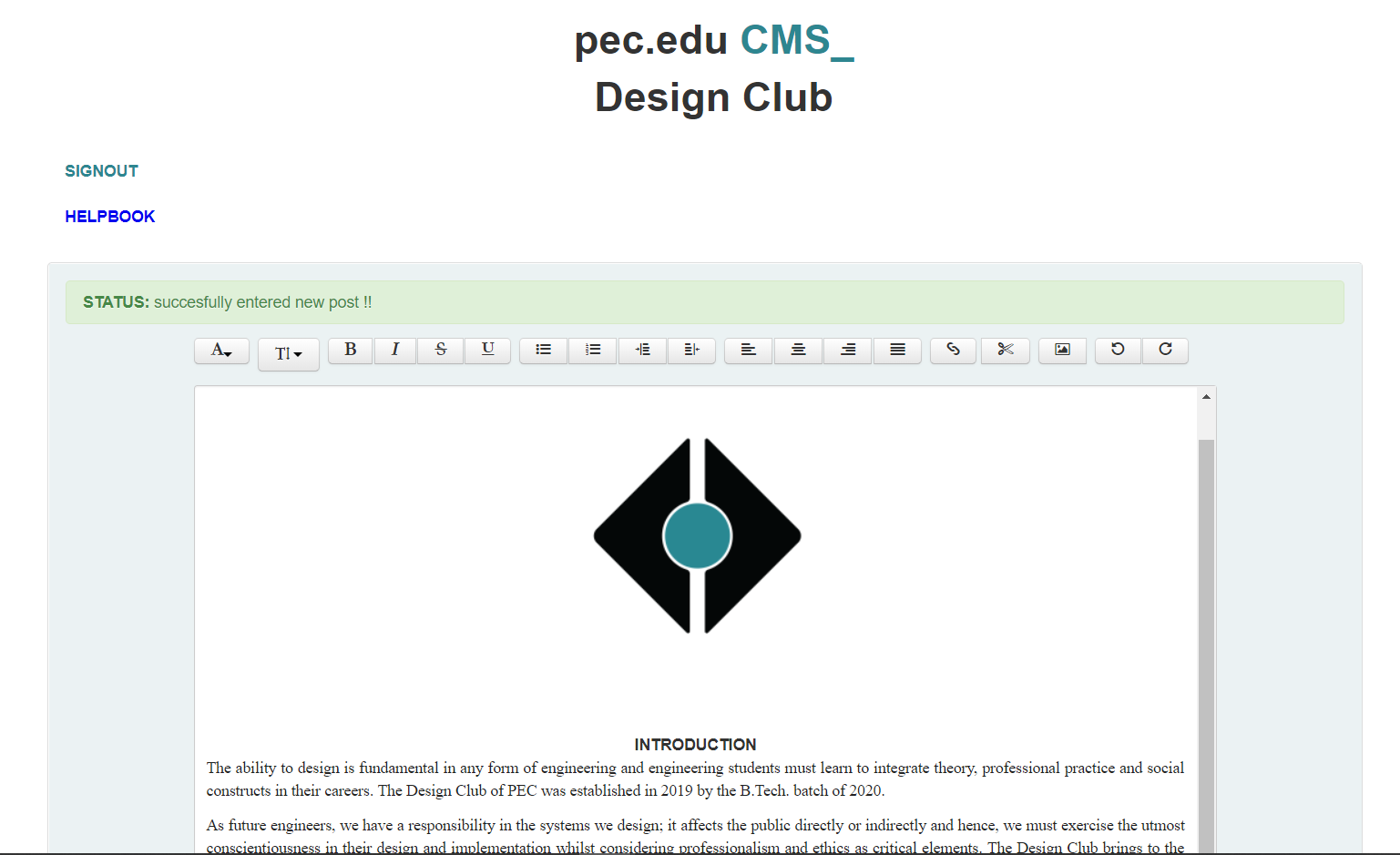


Figure : 4C window

Enter the details with the desired given formatting and press submit. You may update the same content by visiting here.

Note: Associated table in database is article.

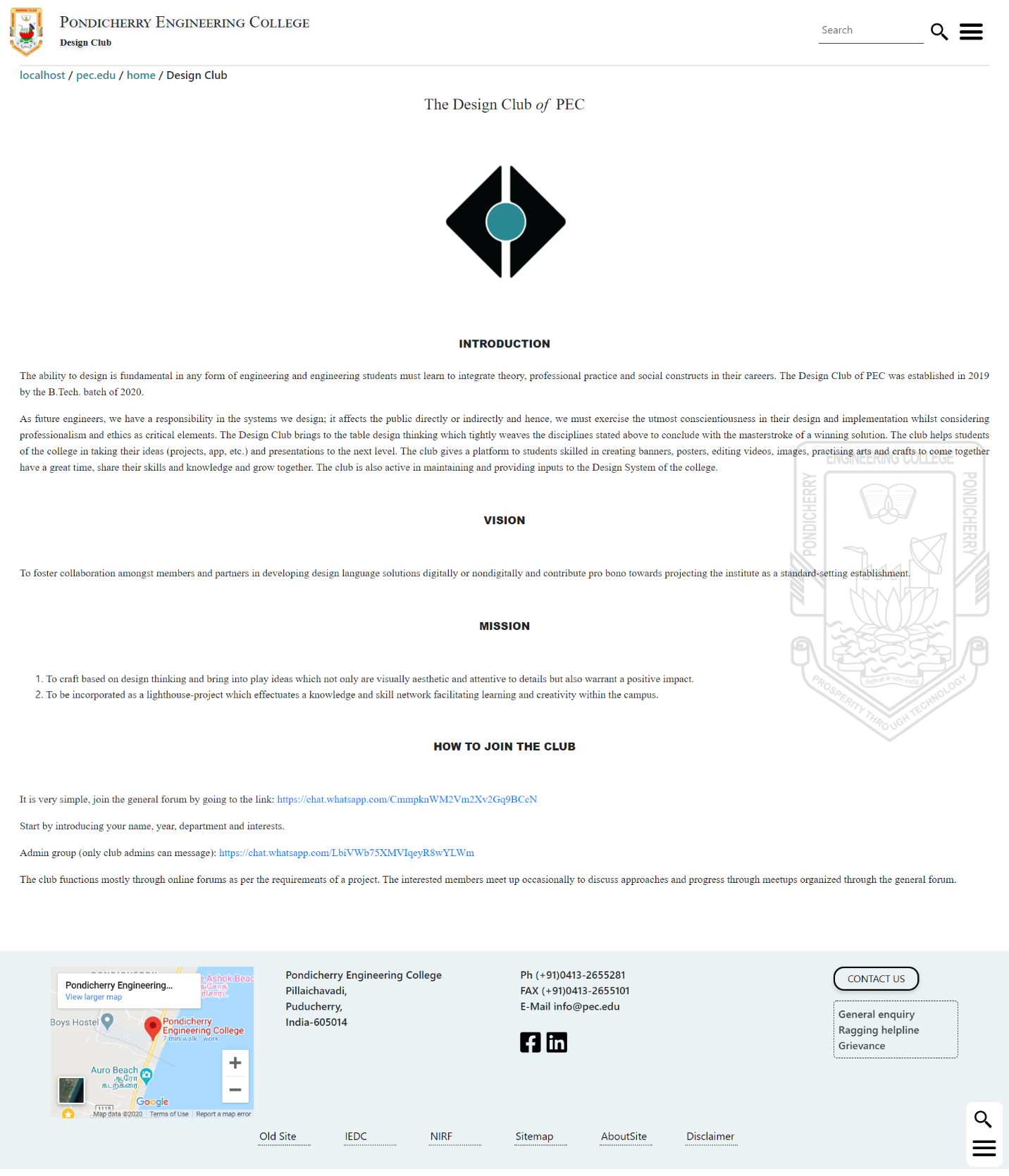


Figure : Design Club page created using CMS

1. 4Cs refer to Cells/Clubs/Committees/Chapters collectively. [↑](#footnote-ref-1)