



User Manual

FDA – Website

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FDA Website – User Manual

Introduction

User Manual for “Food and Drugs Administration, Maharashtra” (FDA) Website Admin for content management purpose. User Manual for the FDA Website Content Management system using a folder structure. This manual is designed to provide comprehensive instructions to FDA's admin users on effectively managing and organizing content within the FDA website. The FDA content management system empowers administrators to create folders, upload files, and perform various content management tasks to ensure a well-structured and easily accessible website.

By following the guidelines outlined in this manual, FDA admin users will be able to navigate the folder structure, create new folders, rename existing ones, move folders and files, upload files, rename files, and delete folders and files as necessary. Additionally, this manual will cover important information regarding security and access permissions to maintain the integrity and confidentiality of the FDA website content.

It is important to note that access to the FDA content management system is limited to authorize admin users only. These admin users possess the necessary permissions to manage the website effectively. Therefore, it is essential to follow the instructions outlined in this manual diligently and ensure adherence to FDA's policies and best practices for content management.

Access and User Roles

FDA Website Admin

- Through the cloud authentication system, FDA admins will be granted exclusive access to the website's folder structure. This access ensures that only authorized personnel can make changes to the content, ensuring the integrity and security of the FDA website.
- FDA admin have the authority to add new files, update existing files, and delete files as necessary.

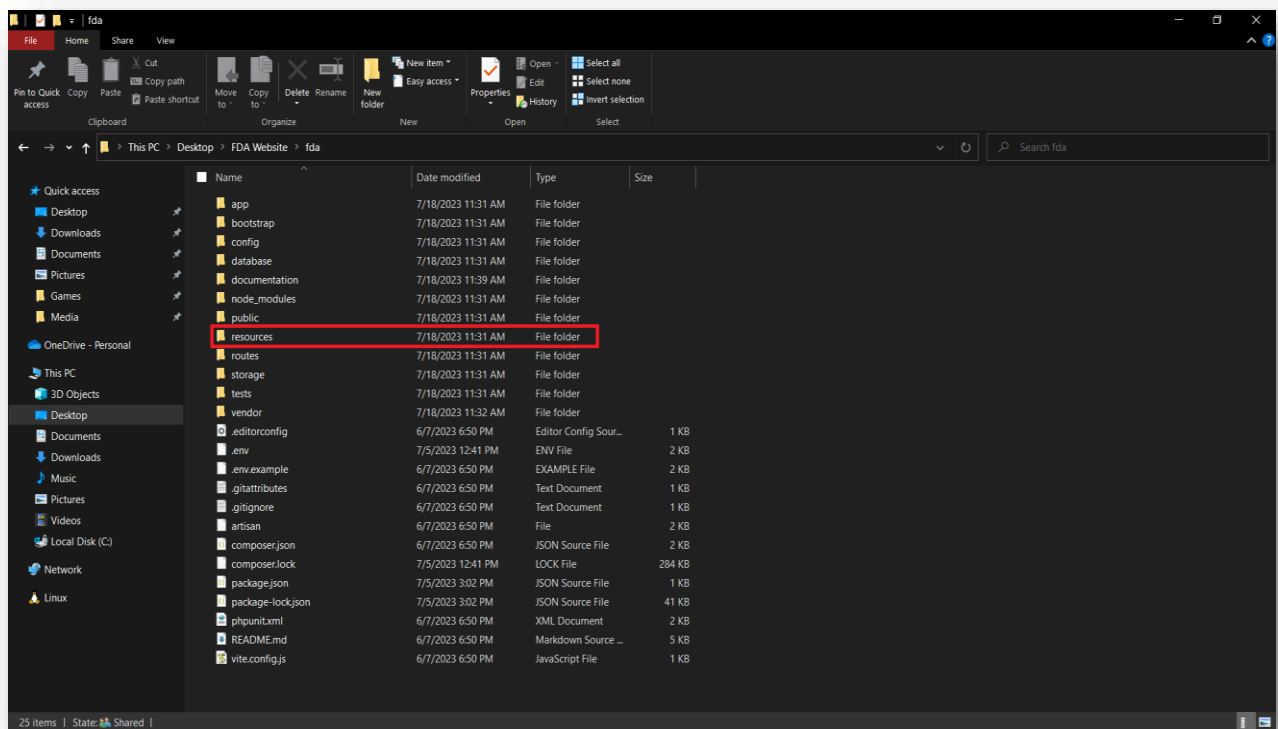
Folder Structure & Managing Content

Step – 1: Login to cloud Server

1. Using cloud server credentials login to cloud server.
2. Cloud server access will be given to FDA admin only.

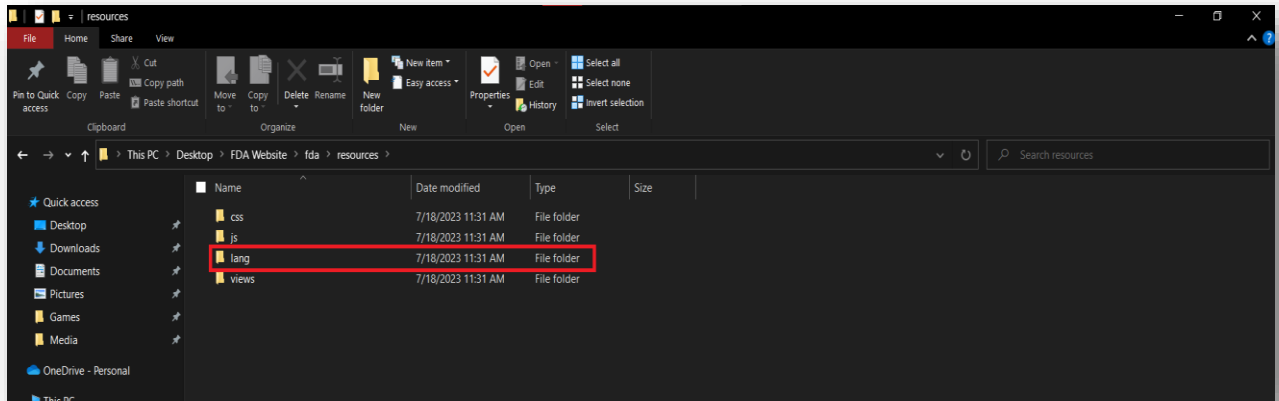
Step – 2: Access Resources Folder

Access the resource folder. Server path will be shared separately.

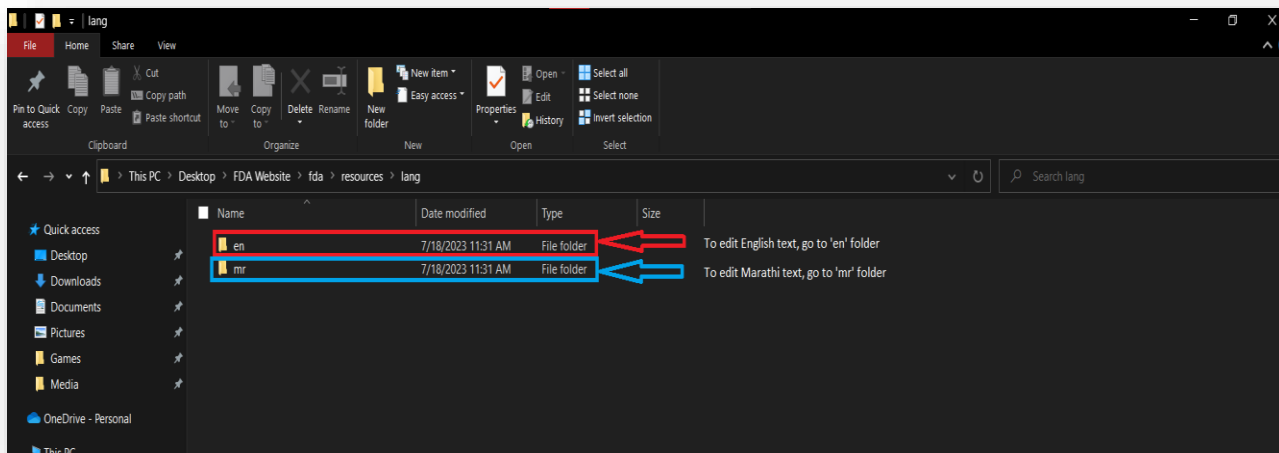


Step – 3 Open 'lang' Folder

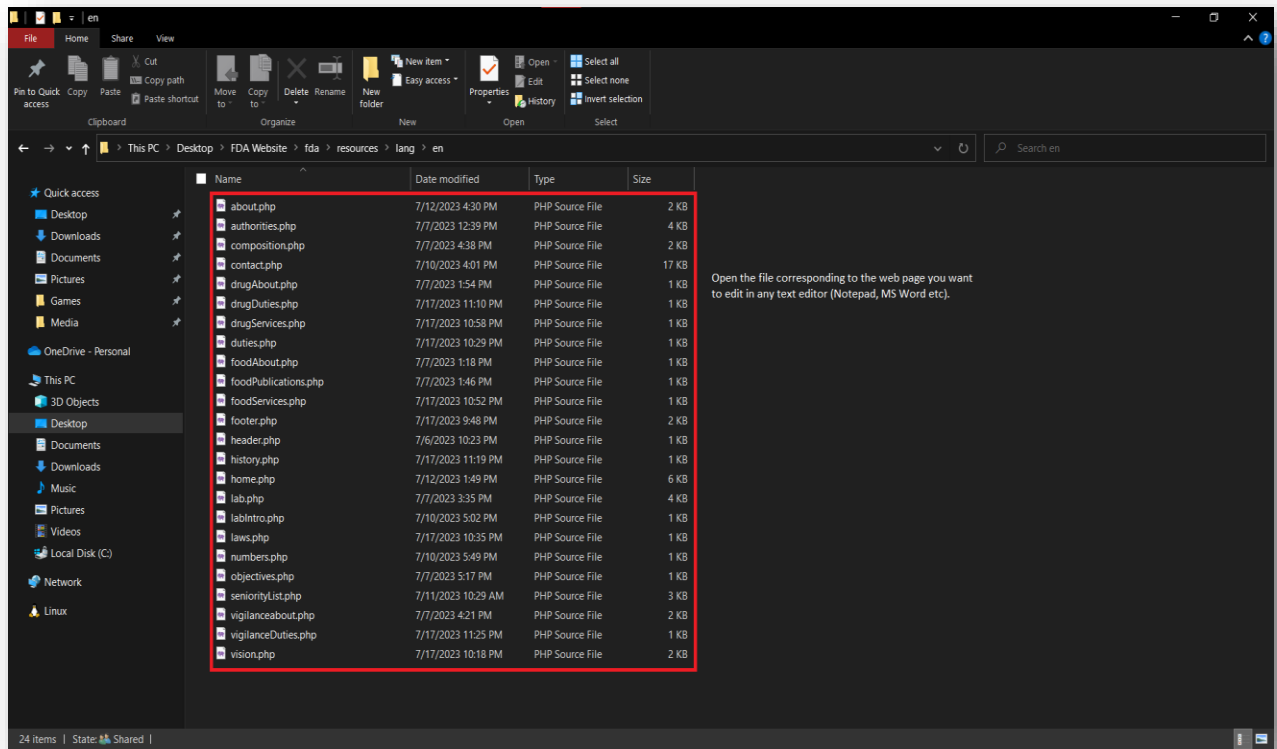
Lang folder is used for saving website content in multiple languages. Currently FDA website supports English and Marathi languages.



Sr. No.	Language	Folder Name
1	Marathi	mr
2	English	en



Update the PHP file content accordingly.

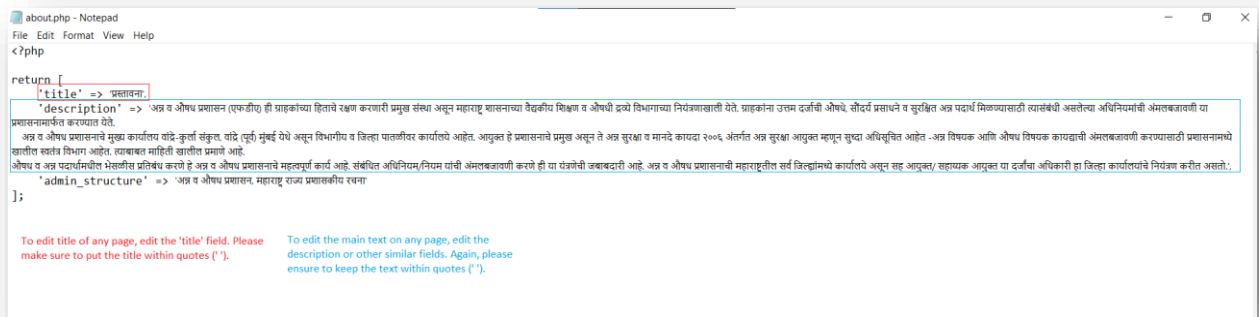


Update PHP File – Examples

Edit 'about.php'

This is the about page. It contains just the page title, and the about paragraph. To edit the title, just edit the text after **'title' =>** . Please make sure that the text is always within quotes (' '), otherwise the site will crash.

To edit the description, similarly just edit everything after **'description' =>** , ensuring all the text is within quotes.



```
about.php - Notepad
File Edit Format View Help
<?php

return [
    'title' => 'प्रस्तावना',
    'description' => 'अन्न व औषध प्रशासन (एफडीए) ही प्राइमरी हेल्थकेयर सेवा प्रदान करणारी प्रमुख संस्था असून महाराष्ट्र शासनाच्या वैद्यकीय शिक्षण व औषधी इत्ये विभागाच्या नियंत्रणाखाली येते. प्राइमरी हेल्थकेयर सेवा, सौंदर्य प्रसाधने व सुरक्षित अन्न पदार्थ मिळण्यासाठी या संस्थेची अस्तित्वा अधिनियमांनी अंमलबजावणी या प्रशासनात्मकतेत करवायला येते.
    अन्न व औषध प्रशासनाचे मुख्य कार्यालय बॉम्बे-कुर्ली संकुल, बॉम्बे (वृत्ती मुंबई येथे असून विभागीय व कित्या पाठविलेले कार्यालये आहेत. आणुक्त हे प्रशासनाचे प्रमुख असून ते अन्न सुरक्षा व मानदे कायदा २००६, अंतर्गत अन्न सुरक्षा आणुक्त लागू व सुद्धा अधिनियमित आहेत -अन्न विषयक आणि औषध विषयक कायदांनी अंमलबजावणी करणाऱ्यासाठी प्रशासनामध्ये खासगीत स्वतंत्र विभाग आहेत. याबाबतची माहिती खालील प्रमाणे आहे:
    औषध व अन्न पदार्थांमधील भेदांमधील प्रतिसंध करणे हे अन्न व औषध प्रशासनाचे महत्वाचे कार्य आहे. संबंधित अधिनियम/नियम यांनी अंमलबजावणी करणे ही या संस्थेची जबाबदारी आहे. अन्न व औषध प्रशासनाची महाराष्ट्रातील सर्व विस्तृतमधी कार्यालये असून ते आणुक्त/ सहाय्यक आणुक्त या दर्जाच्या अधिकारी हा कित्या कार्यालयांचे नियंत्रण करीत असते.'
    'admin_structure' => 'अन्न व औषध प्रशासन, महाराष्ट्र राज्य प्रशासकीय रचना'
];

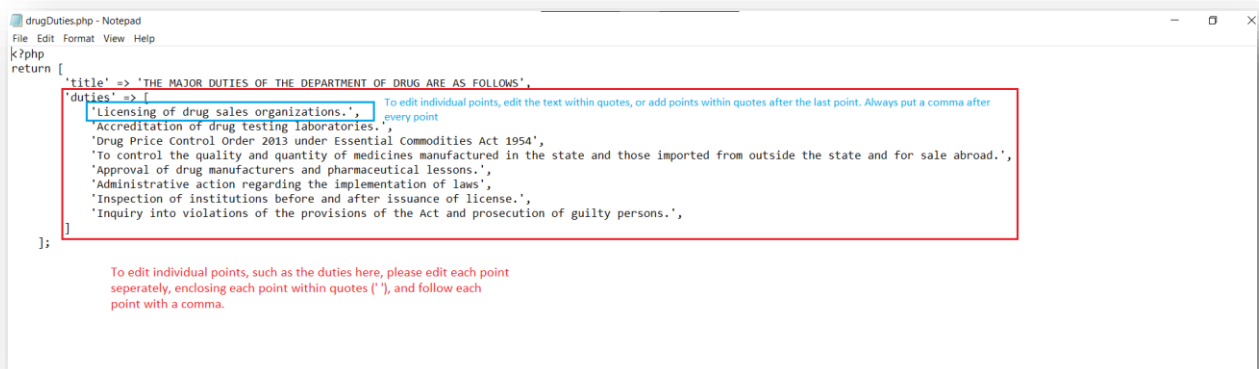
To edit title of any page, edit the 'title' field. Please make sure to put the title within quotes (\"'').
To edit the main text on any page, edit the description or other similar fields. Again, please ensure to keep the text within quotes (\"'').
```

Edit 'drugDuties.php'

This is the page that displays the duties of the drug department of the FDA.

To edit the title, just edit the text after **'title' =>** , the same way you did for the about page.

To edit the list of duties, edit the individual entries. Ensure that each point is enclosed within quotes (' '), and that each point is separated by a comma.



```
drugDuties.php - Notepad
File Edit Format View Help
<?php

return [
    'title' => 'THE MAJOR DUTIES OF THE DEPARTMENT OF DRUG ARE AS FOLLOWS',
    'duties' => [
        'Licensing of drug sales organizations.',
        'Accreditation of drug testing laboratories.',
        'Drug Price Control Order 2013 under Essential Commodities Act 1954',
        'To control the quality and quantity of medicines manufactured in the state and those imported from outside the state and for sale abroad.',
        'Approval of drug manufacturers and pharmaceutical lessons.',
        'Administrative action regarding the implementation of laws',
        'Inspection of institutions before and after issuance of license.',
        'Inquiry into violations of the provisions of the Act and prosecution of guilty persons.',
    ]
];

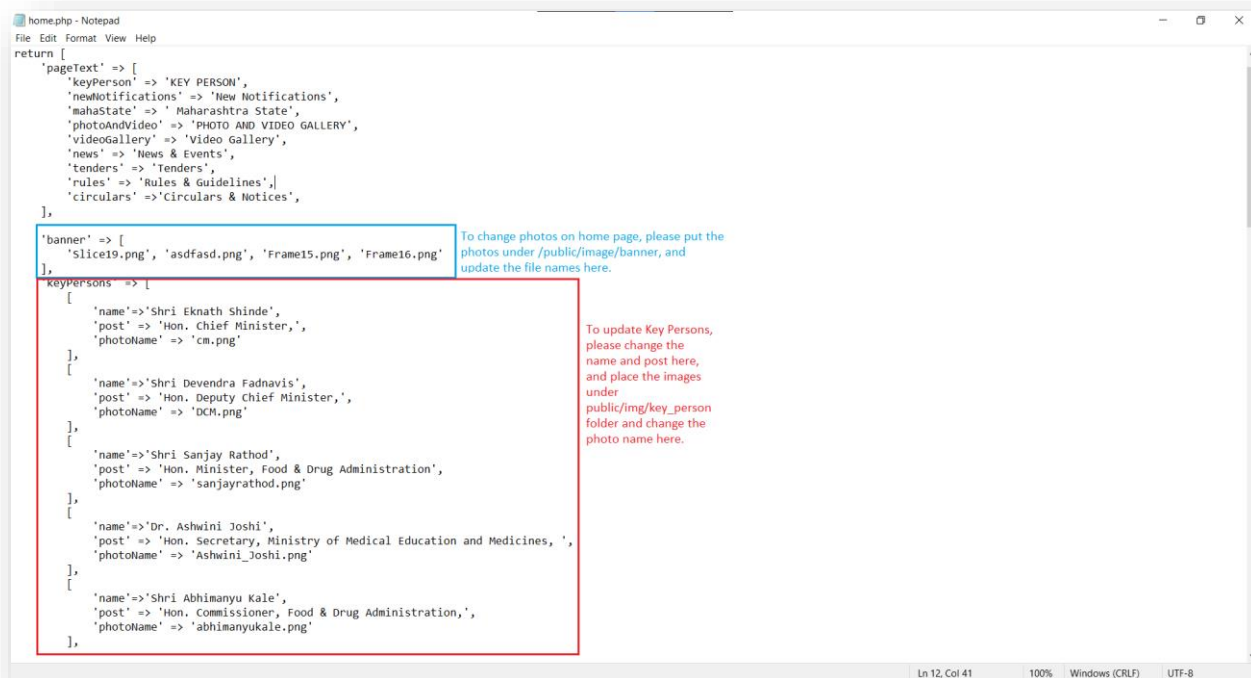
To edit individual points, such as the duties here, please edit each point separately, enclosing each point within quotes (\"''), and follow each point with a comma.
To edit individual points, edit the text within quotes, or add points within quotes after the last point. Always put a comma after every point
```

Edit 'home.php'

This page contains all the required details to display the home page of the website.

To edit the pictures shown on the home page, change the pictures within 'public/img/banner' directory, and update the names within the 'banner' field.

To edit the list of Key Persons, change the name and post, then add the photo of the person to 'public/img/key_person' directory, then change the 'photoName' field in the file. Please ensure to do this for both the English and Marathi versions.



This is the sample format for news, tender, rules and circulars.

```
[
    Give title for news/tender etc
    'title' => ",
    Give date. It should be in dd/mm/yyyy.
    'date' => ",
    Give only one, either link to website(for news, tenders and rules)
    or name of file(only for circulars)
    'link' => ",
    'filename' => ",
],
```

Please put the files for the circulars in the 'public/pdf file' directory.

To update the charts, please put the updated charts in the 'public/charts' directory and update the names in the respective files.

There is currently no Admin dashboard to update the website directly. This guide will be updated once the dashboard is created.