

CONTENT MANAGEMENT SYSTEM  
(Joomla! 3.8)

USER MANUAL

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OVERVIEW

**JOOMLA!.** is one of the commonly used content management system. Its is free and used primarily to publish contents of a dynamic web pages. The contents can be texts, images, videos, music, and documents that you want to manage in your website. Anyone can use this particularly those who are not familiar with coding and creating a website. Although javascripts, html and css can also be linked to joomla if you want to add or customize the design of your website. The purpose of using Joomla! Is to create website whether for small business or big organizations that needs web presence.

**USERS GROUP.** Is classified into two groups, the **backend** and **frontend** users/side.

**BACKEND User Groups.** The default administrative login can be accessed in this site [http://\(nameofyourwebsite\).com/administrator](http://(nameofyourwebsite).com/administrator)

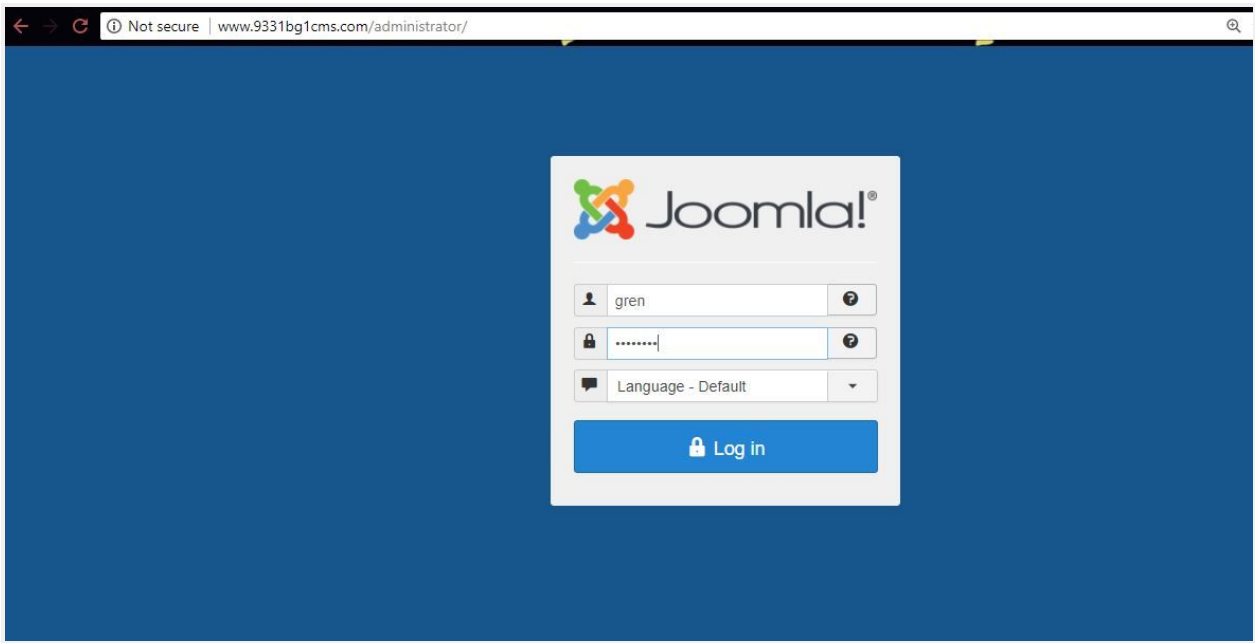


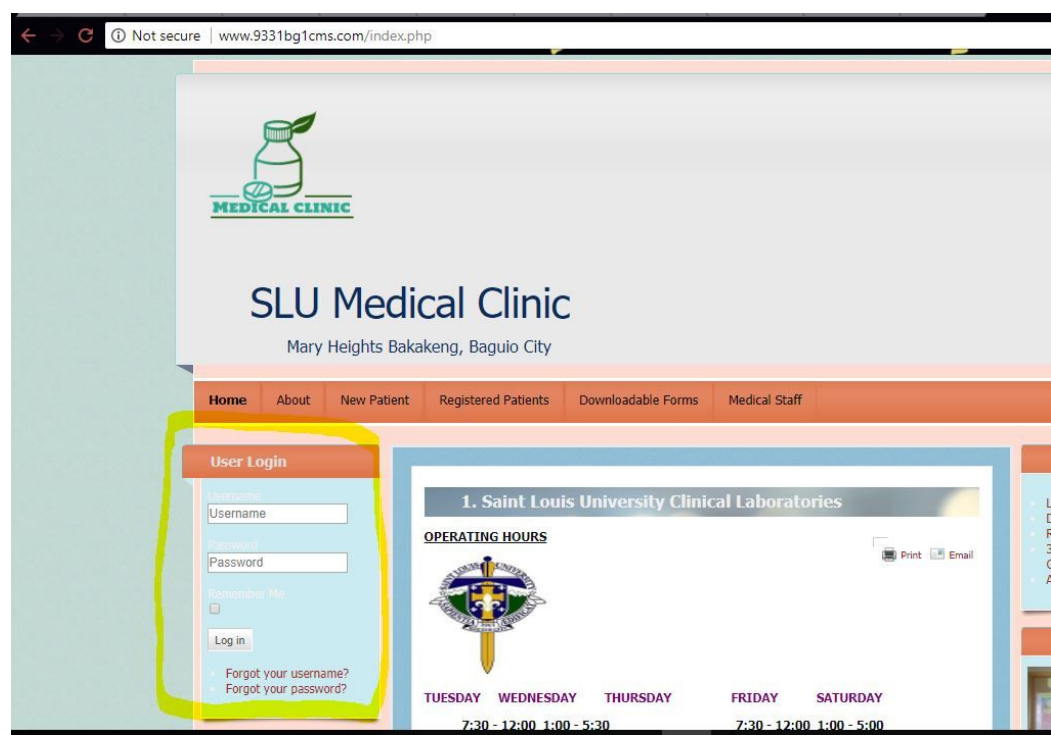
Fig. 1 the Administrator Control Panel

**Super Users Group.** For every joomla! site there is a super user that is installed. They are the most privileged of all user groups and have FULL ACCESS to the website where they can add or change features and contents to any section of the site and the like. It can log in to both front-end and back-end of the site. There can be more than one Super Users on a site.

**Administrators.** or the admin/control panel manipulates the website and its visual appearance and manage user access. One of the many responsibilities of an admin is to maintain the security for both users and the website. They can add users, new extensions, modules, components, languages, and plugins and to edit them but they cannot install templates and customize them.

**Managers.** The manager can access the backend side to create contents and other system information. They are like publishers who can access the backend but their access level are only limited to features like creating, editing, adding of contents, menus front page and categories.

**FRONTEND Users Group.** They can log in to the public side of the website.



**Fig 2.** The public side of the website where Front-end users can log in.

**Publisher.** They can post, edit and publish their content and others’ as well from the frontend interface. They can review any articles in the website, edit and change the publication options. They can determine if the articles are ready for publication, making them visible for the registered, author and unregistered public.

**Editor.** Have the permission to edit and post their content and other’s content as well from the front end side. They can see articles and edit them but cannot publish or change the articles and its publishing status even their own articles.

**Author.** They can post content in the frontend interface, edit the contents that are not published yet. They can show the options in the front page and select dates for publishing. When they submit an article/content they will receive a message saying “Thanks for your submission. Your submission will now be reviewed before being posted to the site.” and the submitted content will be reviewed first. They can only edit the article when it is published.

**Registered.** This users can login to the website but cannot contribute new content. They can only access other areas like forum or download section if your website has one.

FEATURES of Joomla!

Super users, admins, and managers, once one of them are logged in, will see the **CONTROL PANEL** and all the features like creating users, menus, contents, categories, installation of templates, modules, plugins and extensions. Those features will be used to manage the content and visual appearance of your website. There will be times when you will receive or a message will appear below the menu reminding you to update joomla!, installed templates, modules and extensions.

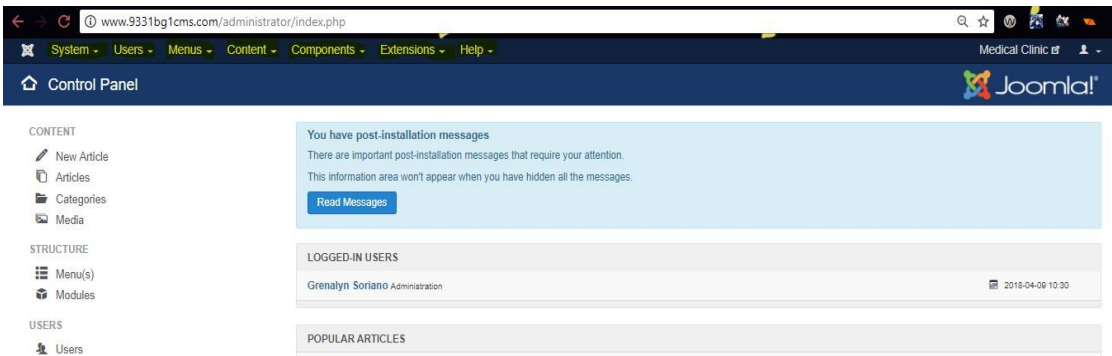


Fig 3. The Control Panel and its features.

**MEDIA MANAGER.** Allows you to create folders where you will store important files for your website and upload texts, images, music, videos, documents and the like.

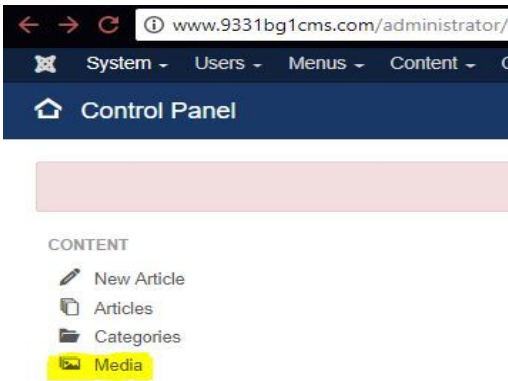


Fig 4. Media Manager

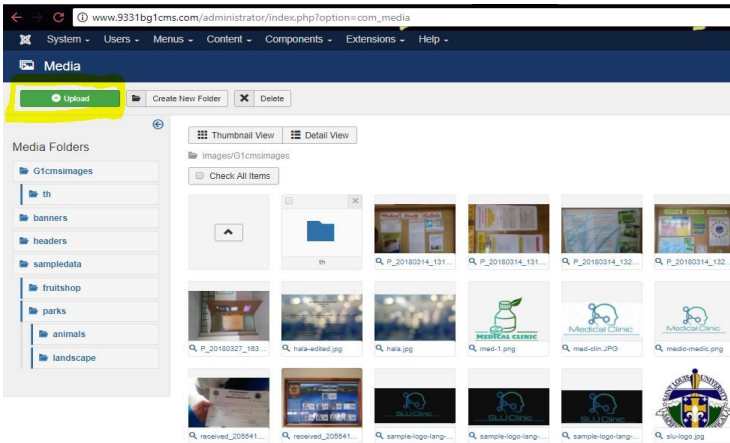



Fig. 5 Uploading files in the media manager

**USERS MANAGER.** The Super Users and Admins can add users and assign each of them the appropriate access level to the backend or frontend.

- Under the USERS manager, Manage, click **Add New Users**

[←](#) [→](#) [↻](#) Not secure | [www.9331bg1cms.com/administrator/index.php](http://www.9331bg1cms.com/administrator/index.php)

[System](#) [Users](#) [Menus](#) [Content](#) [Components](#) [Extensions](#) [Help](#)

 **Users: New**

Account Details

Assigned User Groups

Basic Settings

Name \*

Mariñas Jisselle Nicole

Login Name \*

nikki

Password

\*\*\*\*\*

Confirm Password

\*\*\*\*\*

Email \*

2164420@gmail.com

Registration Date

Last Visit Date

Last Reset Date

Password Reset Count

0

Receive System Emails

User Status

System
Users
Menus
Content
Components
Extensions
Help

**Users: New**

☒ Save

☒ Save & Close

☐ Save & New

☐ Cancel

Account Details
Assigned User Groups
Basic Settings

☐ Public

☐ - Guest

☐ - Manager

☐ ... - Administrator

☒ - Registered

☒ ... - Author

☒ ... - Editor

☒ ... - Publisher

☐ - Super Users

View Site
 0 Visitors
 1 Administrator
 0 Messages
 Log out

**Fig. 7** Fill out all the required fields for Account Details with the user's credentials

**Fig. 8** You can assign a specific user with appropriate access level, once finish click save.

## MENU MANAGER

Consists of the menus in your website. There are two types of Menu here, the Main Menu and the User Menu. The user menu belongs to the frontend side of a website and can be customized.

The screenshot shows the Joomla! administrator interface. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The 'Menus' dropdown menu is open, showing options: 'Manage', 'Add New Menu', 'All Menu Items', 'Site', 'Main Menu', and 'User Menu'. The 'Main Menu' and 'User Menu' are listed in the table below.

Title	Published	Unpublished	Trashed
Main Menu Menu Type: mainmenu	6	0	2
User Menu Menu Type: usermenu	5	0	1

Fig. 9 Menu Manager

When you edit a specific menu, all the options, details, layout and other settings will be shown in the screen where you will edit and configure your menu the way you want it to look like. A user can select the type of menu and choose a category. This category will contain a single or lists of articles as the content for your website.

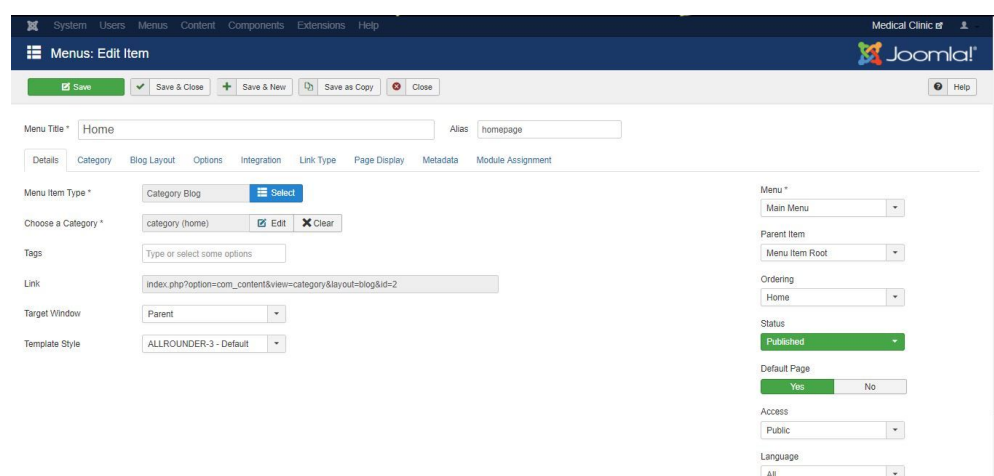


Fig. 10 Edit the Menu

**CONTENT MANAGER**

Have articles and categories. They can be edited or add new articles and categories. Click Articles to add or edit existing articles and decide if you want it published or unpublished, archived or trashed. You can also assign an article to a specific category and this category can be linked to a menu or pages you want it to appear in the website.

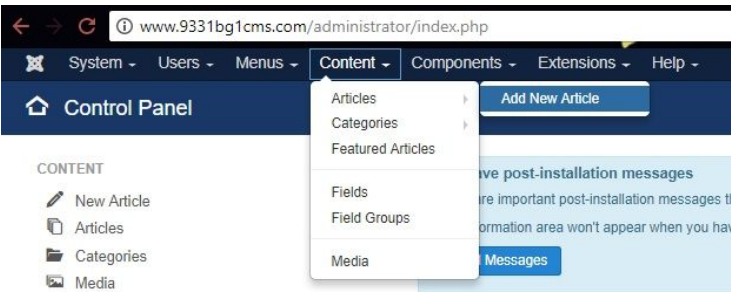


Fig. 11 Add new contents for your article.

This is the editing screen in the backend side. At the bottom row of the editor toolbar you can also create a link for a module so it will be visible when accessed on the current site.

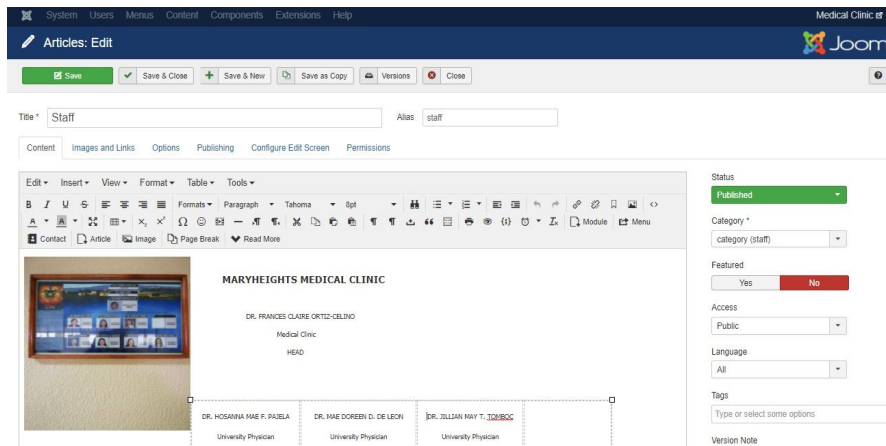
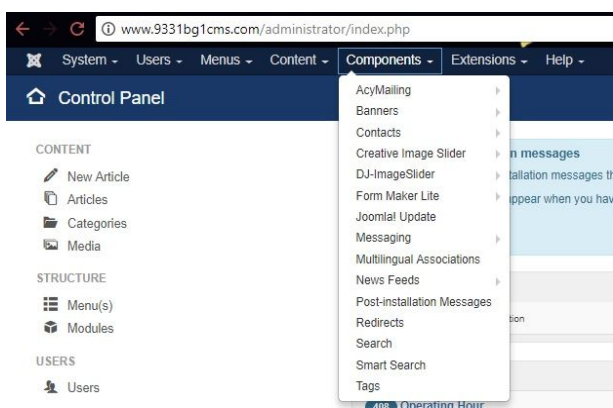
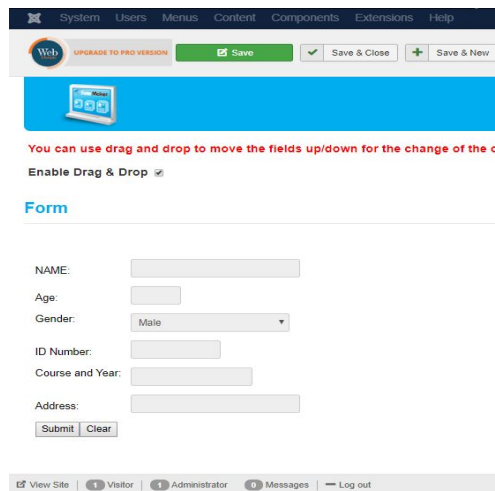


Fig. 12 Editing screen

**COMPONENTS.** The main functional units of Joomla, considered as mini-application, with several options under it for the purpose of adding page types and other contents to your site. In **Fig. 14** we have installed Form Maker Lite. If you want to create forms such as registration, survey, delivery, submission, or any kinds of form, click the Components Manager and select Form Maker. Just like the Menu, Articles, and templates and other managers they are editable.

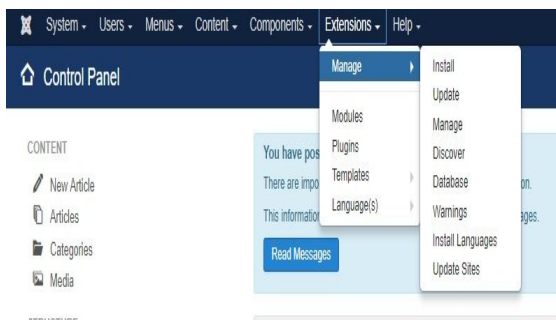


**Fig. 13** Applications and options under Components manager



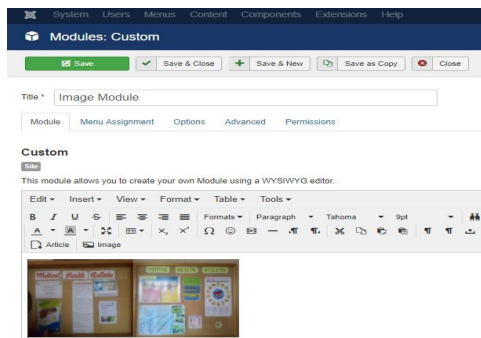
**Fig. 14** Customizable, Drag and Drop Form

**EXTENSIONS.** The options for extensions manager are Manage, Module, templates, plugins, and languages. The manage option allows you to install or update extensions, templates, modules etc. and you will also be able to see your database.



**Fig. 15** Manage option

The **Module** option contains images, articles, forms, main menu and the like where each of these modules can be positioned to different parts of your site. Each module can be assigned to one or more pages of the site. Permissions are applied to any users group as to what action they can perform when they access the content of a normal operation site or the frontend.



**Fig. 16** Module



**Plugins.** Its functions are associated with events that trigger actions. For example the way a component or module being used in the site respond to their actions. There are a lot of plugins which affects the actions and events in your website.

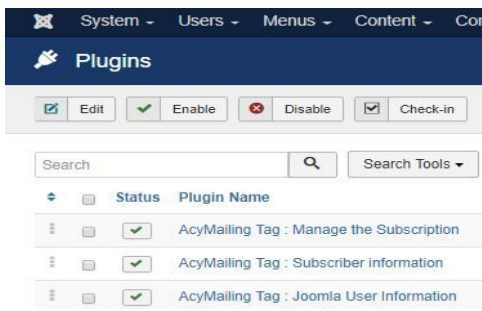


Fig. 17 AcyMailing plugin



Fig. 18 User - Profile plugin

**Templates.** Only the Super Users can download and edit the template for the website. By default there are two templates installed in Joomla!. There are free templates available online and they can be edited the way a user would want it to look.

Under extensions, click templates, you can either select styles or templates. When you select styles you can select from the list of templates and edit a specific template. There is toolbar where you can select what to edit like the fonts, logos, header etc.

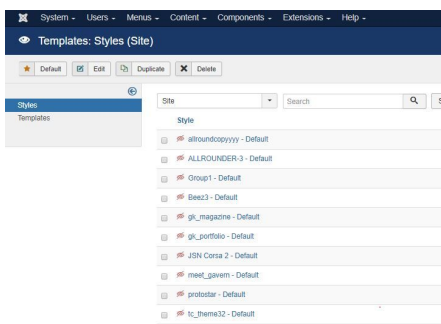


Fig. 19 Templates > Styles

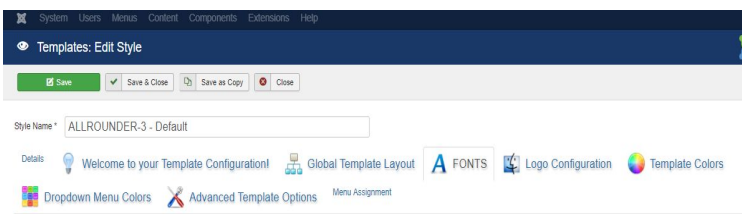


Fig. 20 edit styles

Another way to edit your template is to go to extensions, templates, and select templates. Here you can manually edit the html, css, php code of the template.

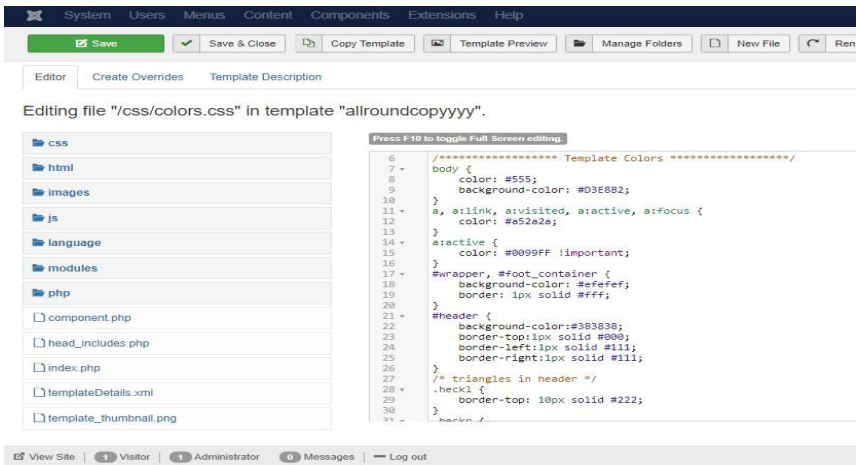


Fig. 21 Editing the source code of the template



USER LOGGED IN TO THE FRONTEND OF THE WEBSITE

Users that are logged in to public/frontend side of the site can also edit an article, depends on the users group the user was assigned, he can only edit an article (for **editors**), or add, edit and publish an article (for **publisher** users group).

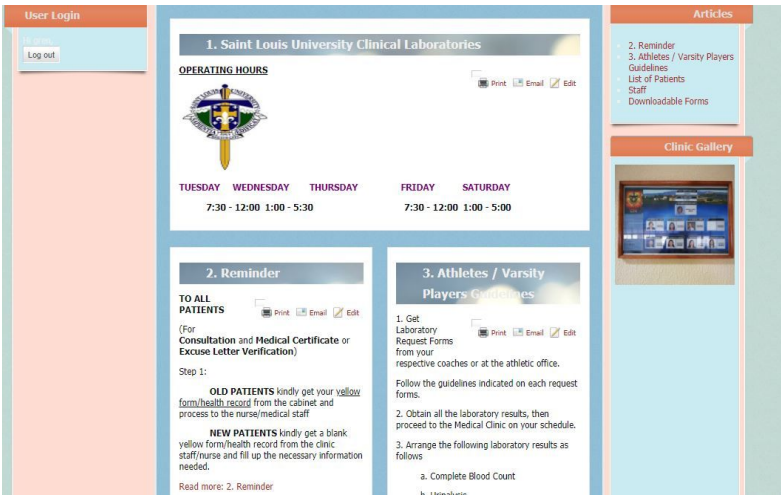


Fig. 22 Articles in the website

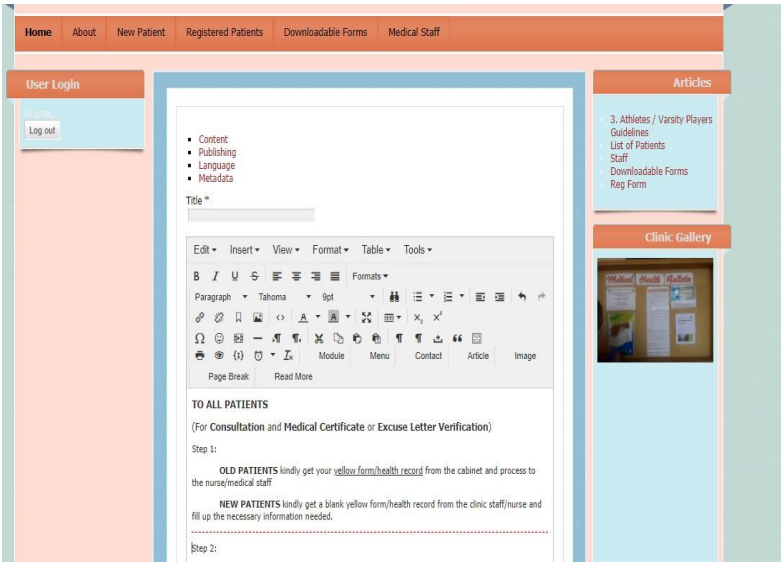


Fig. 23 users that are logged in can start editing the article.

Online Resources:

[https://docs.joomla.org/Help38:Site\\_Control\\_Panel](https://docs.joomla.org/Help38:Site_Control_Panel)

[https://docs.joomla.org/Help38:Users\\_Access\\_Levels](https://docs.joomla.org/Help38:Users_Access_Levels)

[https://docs.joomla.org/J1.5:User\\_Group\\_Access\\_levels\\_explained\\_in\\_simple\\_terms](https://docs.joomla.org/J1.5:User_Group_Access_levels_explained_in_simple_terms)