Admin Manual for TLSW Support Website

Table of Contents

Contents

1. Login Page

To access the activities. Login credentials are need.

2. Menu

After entering the login credentials. The menu will have options as shown in below image

- Home
- What is TLSW?
- About US
- Services Offered
- Publications
- Activities
- Content Change
- Activities Change
- Logout

3. Activities and Activities Change
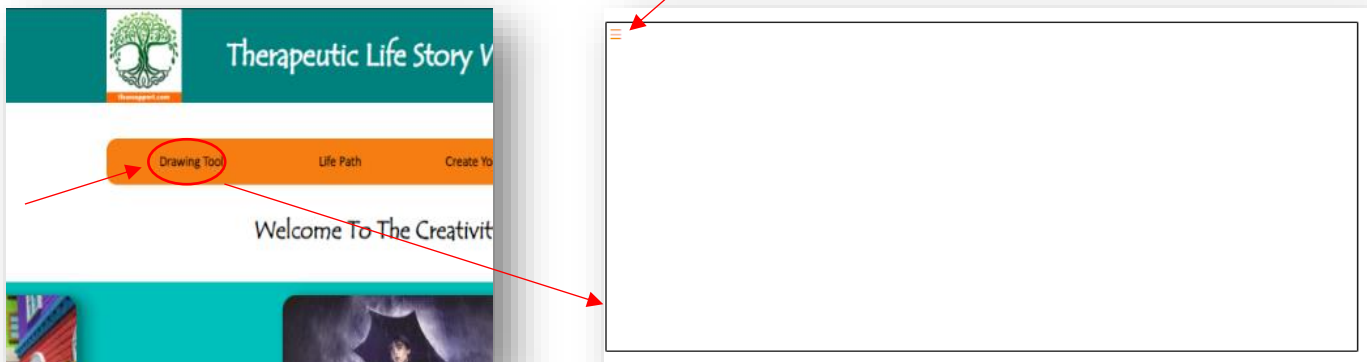
To select the activities page. Click on **menu** and then click on **activities.**
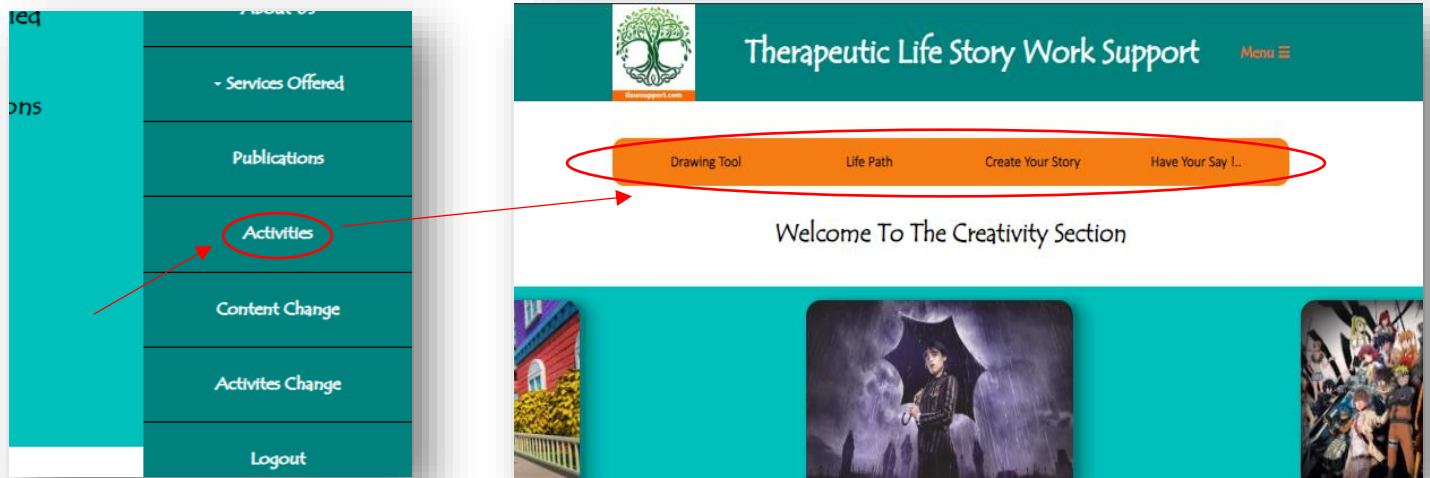
After clicking on activities, the page should be displayed as per the above image. To access the activities, there a navigation bar above the "welcome to the creativity section" heading.

3.1.   Drawing Tool:

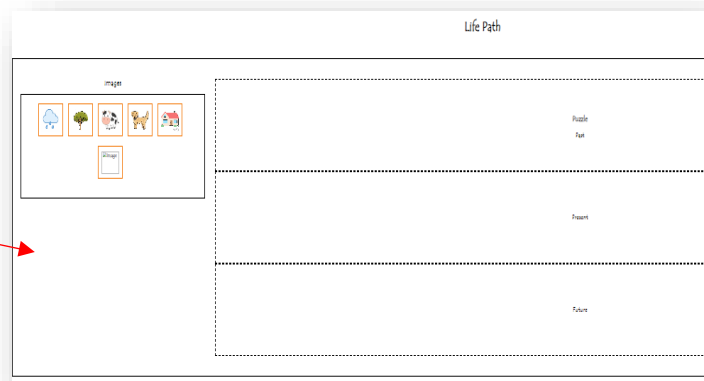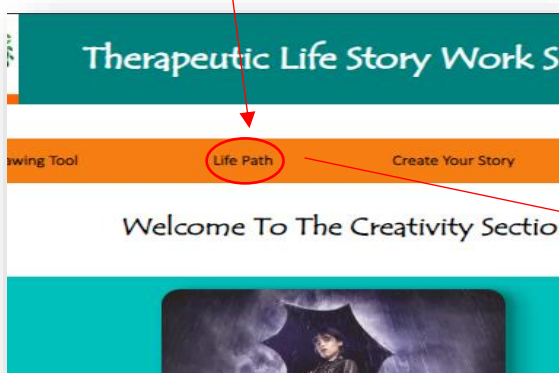To use the drawing, there is a three lines menu bar ≡ in the drawing container.

- Drawing tools : **pencil, brush, eraser**
- **Theme colors**
- **Brush Strokes**
- **Eraser thickness**
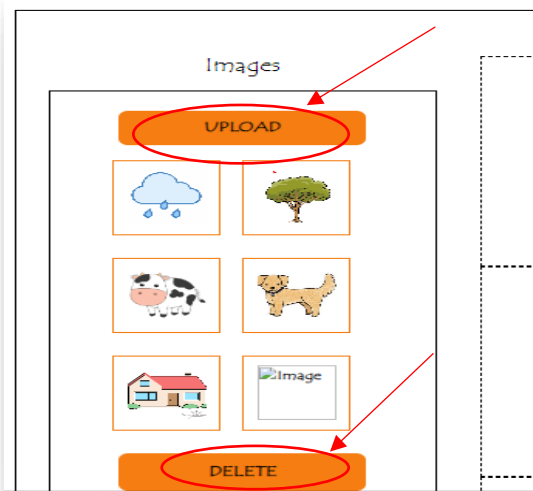- **Save, redo, undo and clear**
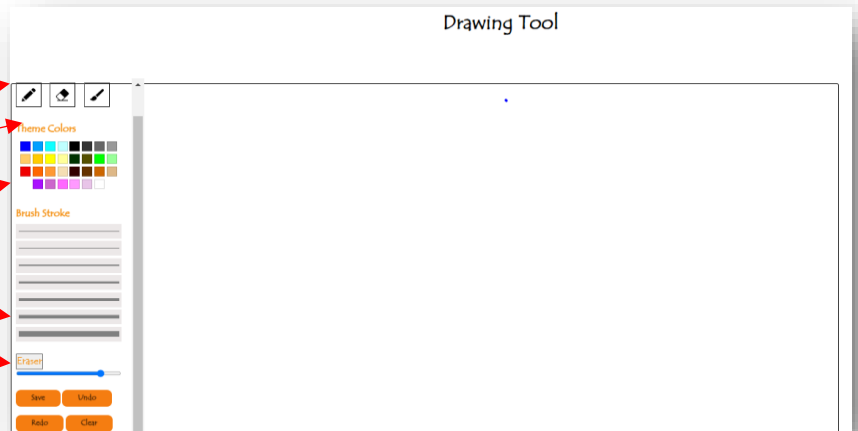
3.2.   Life Path

Click on the **life path** to access the activity. After clicking the life path, the page should be displayed as the image below.

This page is only for the people to use the activities. To the change the pictures for the activity. We need to click on **activities change.** After clicking on the activities change, the page should be displayed as the image below.

To change the pictures for the life path, click on **Life path Img change**. The page should display as shown in the image.
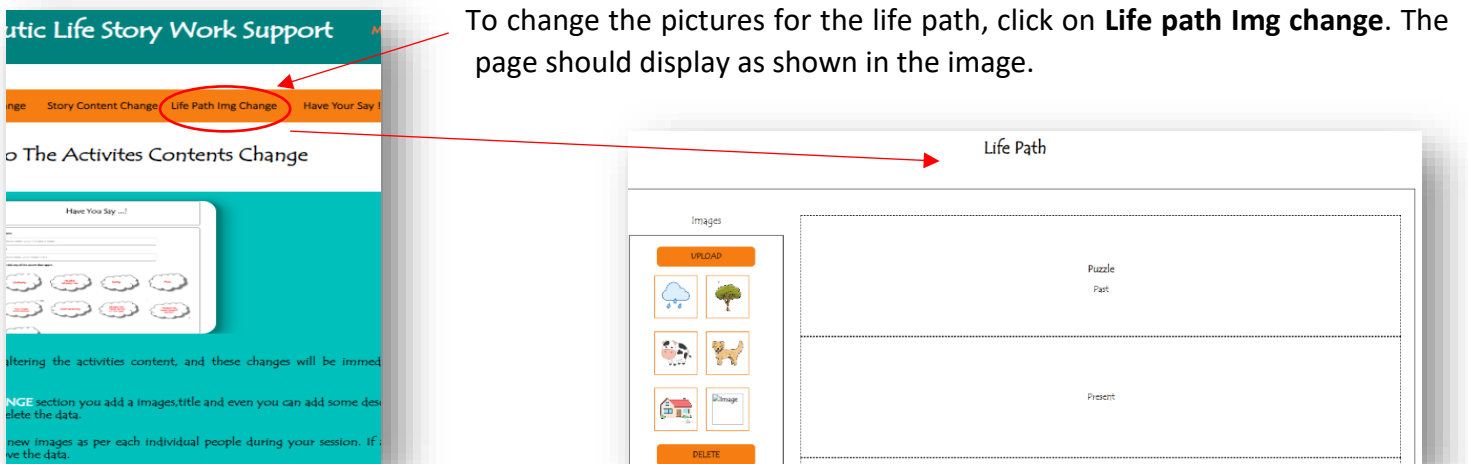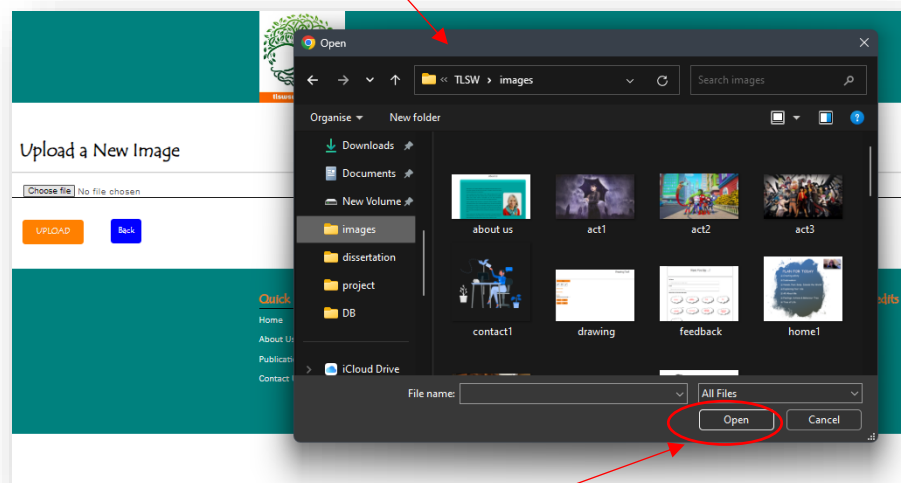

After clicking life path img change, there is images section with two buttons for the pictures at the right corner. To display the picture, we need to use **upload button.** To delete the displayed image, we need to use **delete button**.

To upload the image, click on upload button. After clicking the button, it will take you to the next page to upload the image. The page should be displayed as in the image below.
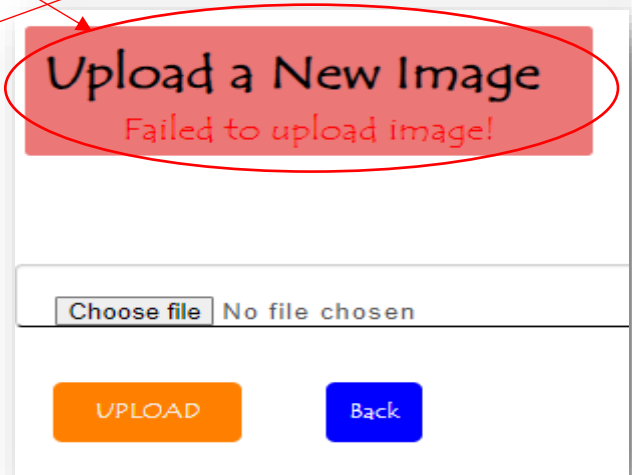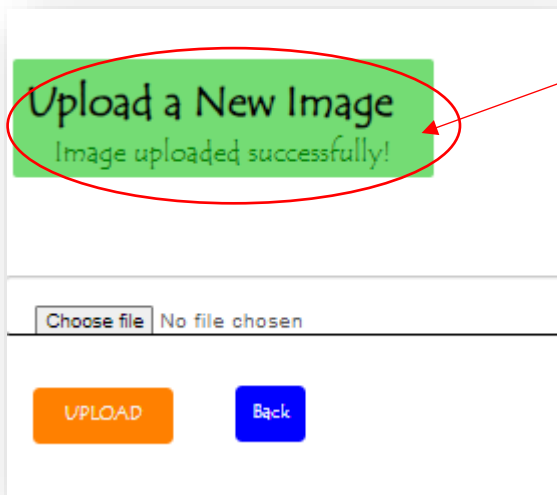
To upload the picture, click on **choose file button**. A **window pop box** will appear, it will ask to choose the folder from which you want to upload the picture.

After selecting the picture from the chosen folder, click open. We will see an image file name with **.extension** Ex: name.png, name.jpg. as shown in the image.

Then , click on upload button. we will get a successful message "Image uploaded successfully". If there is any problem with image, we can see the message " Failed to upload image".
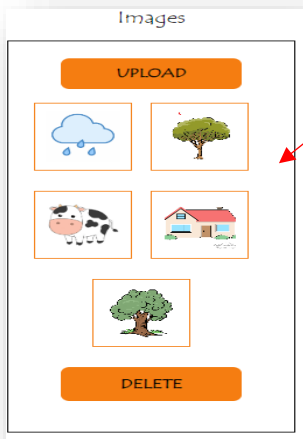

After the uploading the picture, click on back it will take to the original page. we can see the image **cow.jpg** updated in the image section.

If we want to delete the picture from the image section. Click on the picture which need to be deleted. After clicking on the image, the image should highlight with a tick mark on it. We can see the image as shown below.
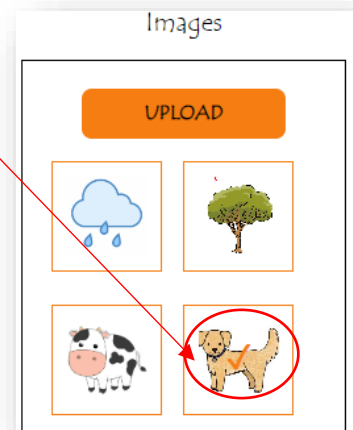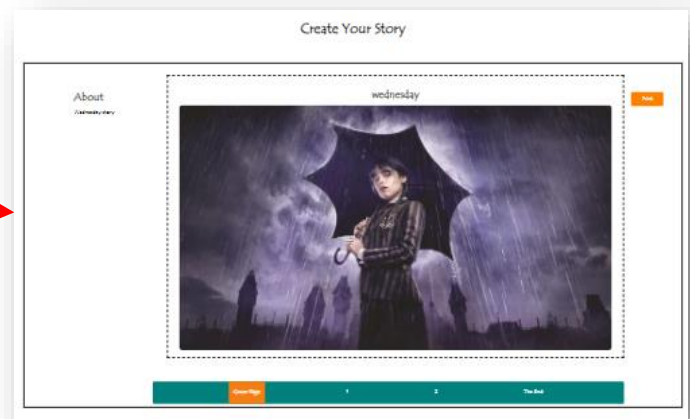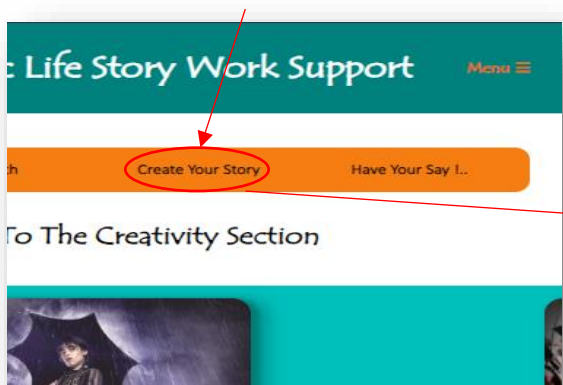
Then click on delete button. In pervious image we have highlighted the dog image. The dog image is deleted, as we can see in the image below.

3.3.   Create Your Story

Click on the **create your story** to access the activity. After clicking the create your story, the page should be displayed as the image below.

Under the cover page there is navigation bar. It is used to navigate through the story writing. In the page 1 and 2, people don't have the access to edit the activity. They can only use the activity provided like images and input text box to write their story. If we click on the **page 1** and **page 2** , the page should be display as the image below.


8

This page is only for the people to use the activities. To the change the pictures for the activity. We need to click on **activities change.** After clicking on the activities change, the page should be displayed as the image below.
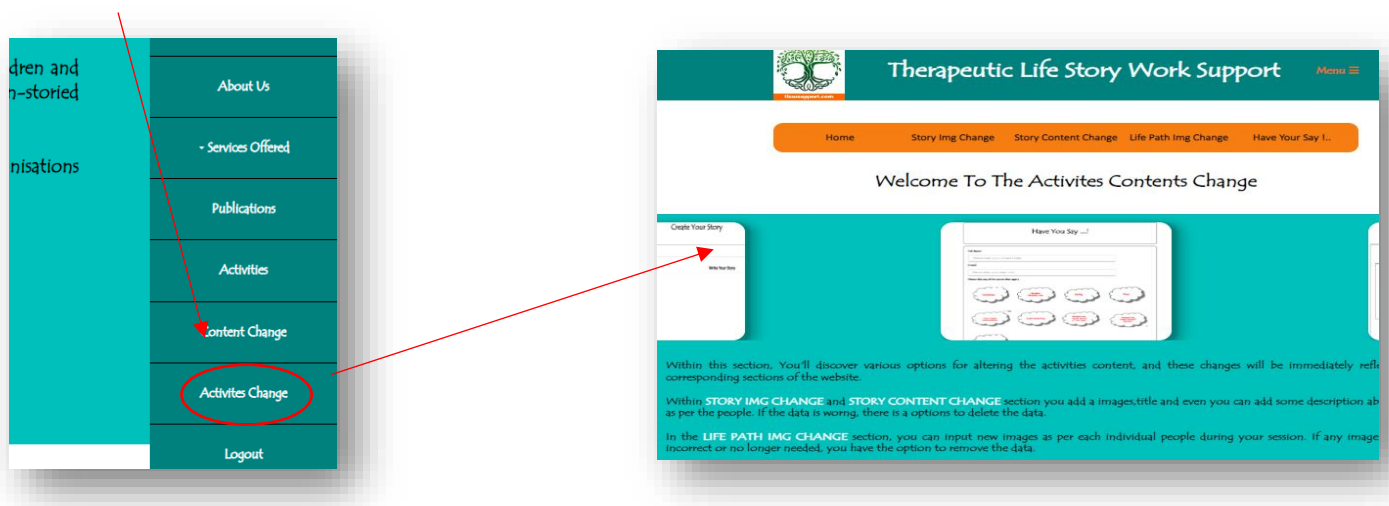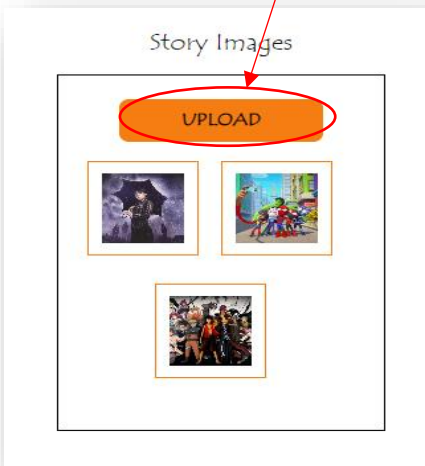

There two section for this story writing to change the content and images. **First section** is **Story img change**, this section is used to change the images in the pages 1 and 2. **Second section** is **Story content change**, this section is used to add and change the cover, end page and we can add the description for the story.
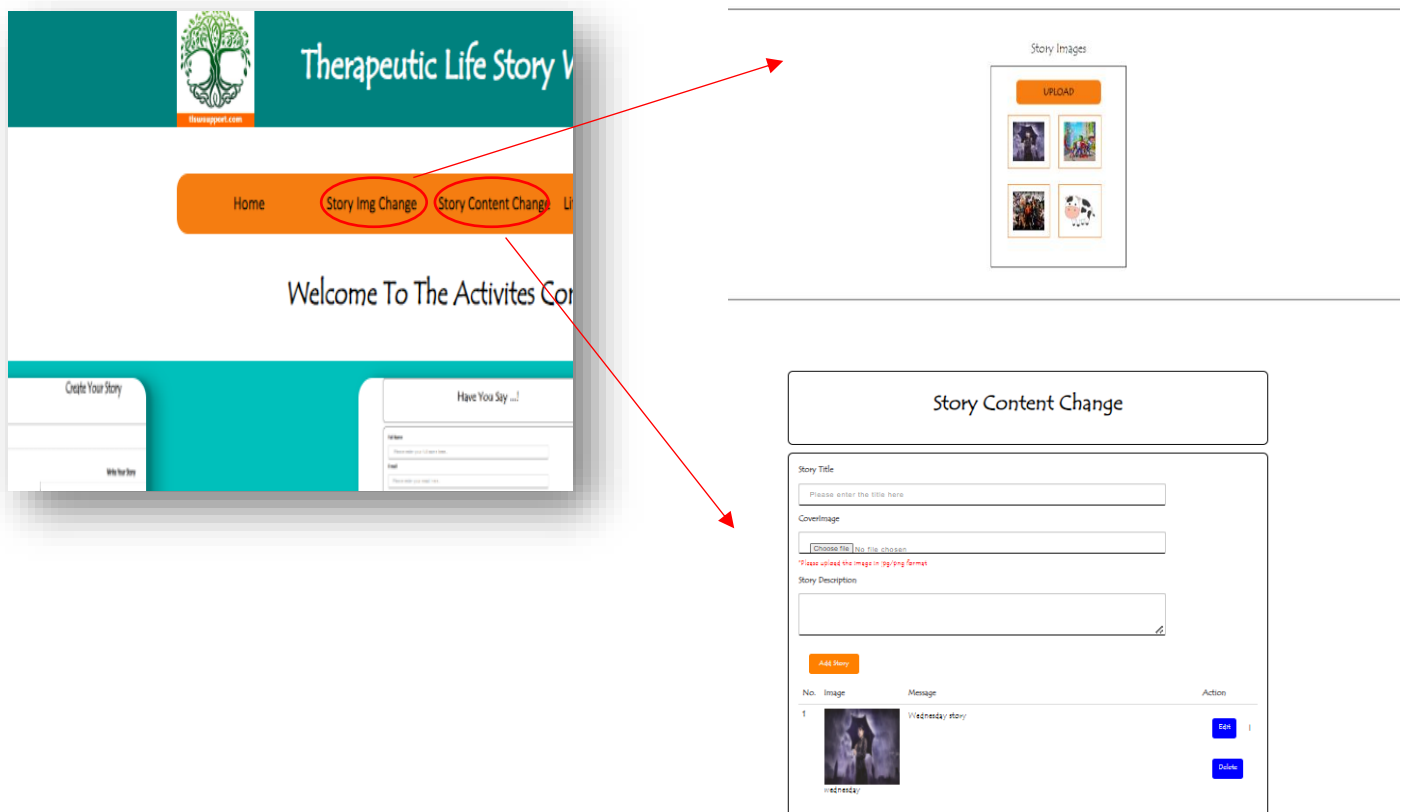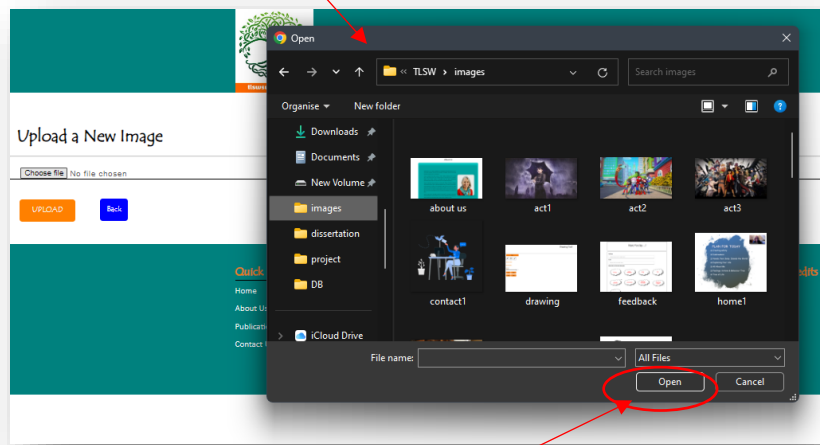
First: Story Img Change

After clicking story img change, there is images section with a button for the pictures. To display the picture, we need to use **upload button.**

To upload the image, click on upload button. After clicking the button, it will take you to the next page to upload the image. The page should be displayed as in the image below.

To upload the picture, click on **choose file button**. A **window pop box** will appear, it will ask to choose the folder from which you want to upload the picture.
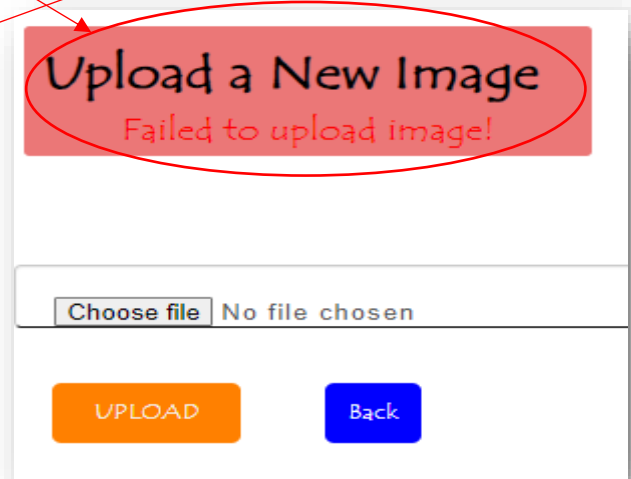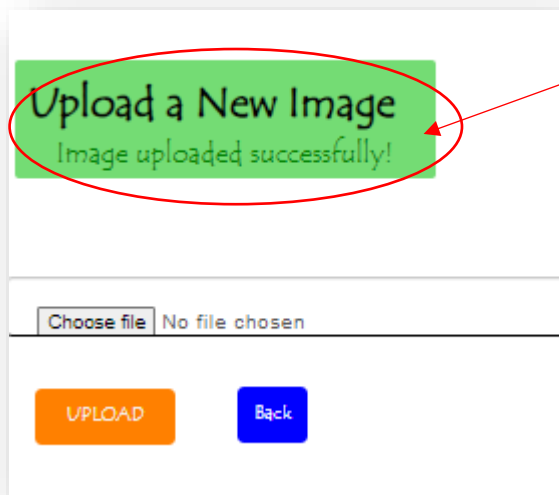

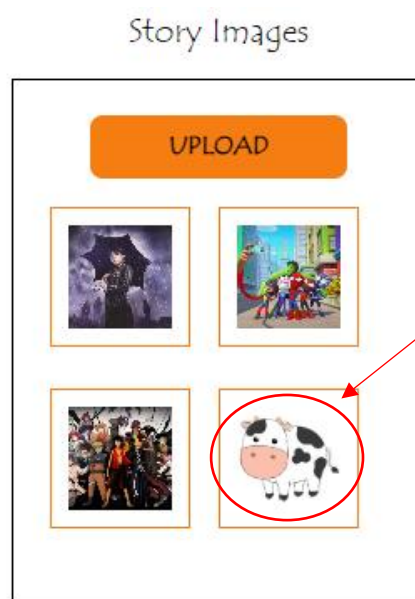After selecting the picture from the chosen folder, click open.

We will see an image file name with **.extension** Ex: name.png, name.jpg. as shown in the image.

Then , click on upload button. we will get a successful message "Image uploaded successfully". If there is any problem with image, we can see the message " Failed to upload image".

After the uploading the picture, click on back it will take to the original page. we can see the image **cow.jpg** updated in the image section.

Second: Story Content Change

Story Content Change

Story Title

Please enter the title here

CoverImage

Choose file | No file chosen

*Please upload the image in jpg/png format

Story Description

Add Story

To add Story ,

- Fill the story title box
- Click on choose file to select an image from your computer
- In the story description box, put your write up, a paragraph or sentence
- Click on 'Add Story' to update the story content.

Actions like 'Edit' and 'Delete' can be made to the Story Content

No.	Image	Message	Action
1	wednesday	Wednesday story	Edit Delete

To edit ,

- Scroll down
- Click on 'edit' under action column
- Fill the story title box
- Change the image If there's a need to by clicking on choose file
- Copy the previous text in the description box below by selecting the highlighted text
- Paste the previous text in the description box above to change whatever you want to change in the text
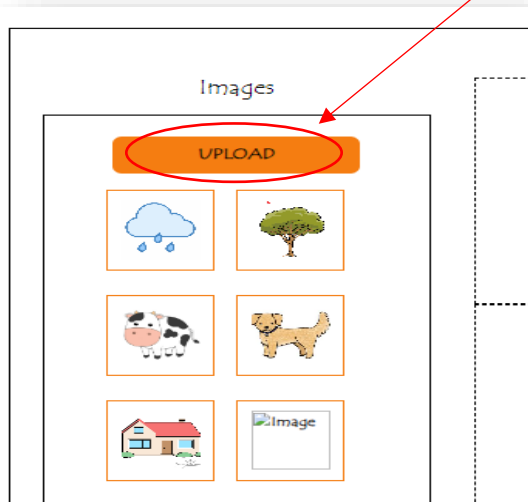- Click on update story

To Delete,

- Scroll down
- Click on 'Delete' under action column
- An information pops out at the top 'record deleted successfully'.

3.4.   Have Your say

Click on the **Have Your Say** to access the activity. After clicking have your say, the page should be displayed as the image below.
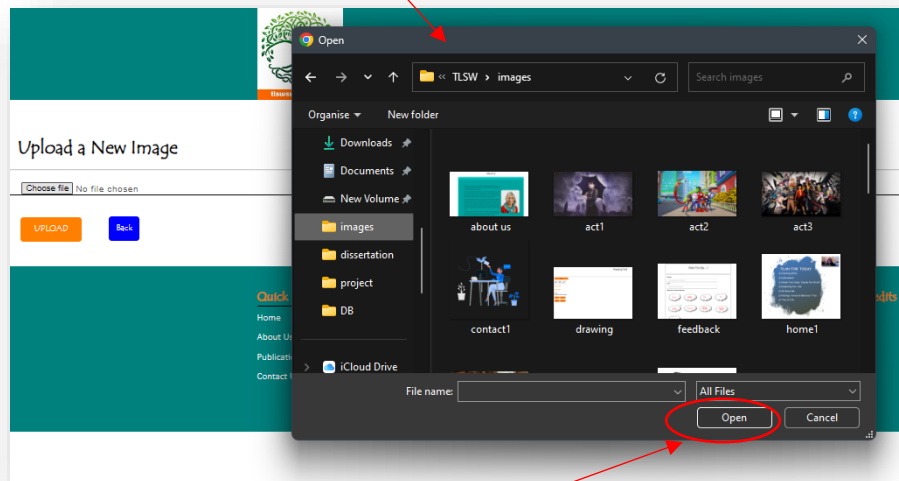
click **activities change** and then click **have your say,** there is images section in the center for the pictures. To display the picture, we need to use **upload button.**

To upload the image, click on upload button. After clicking the button, it will take you to the next page to upload the image. The page should be displayed as in the image below.
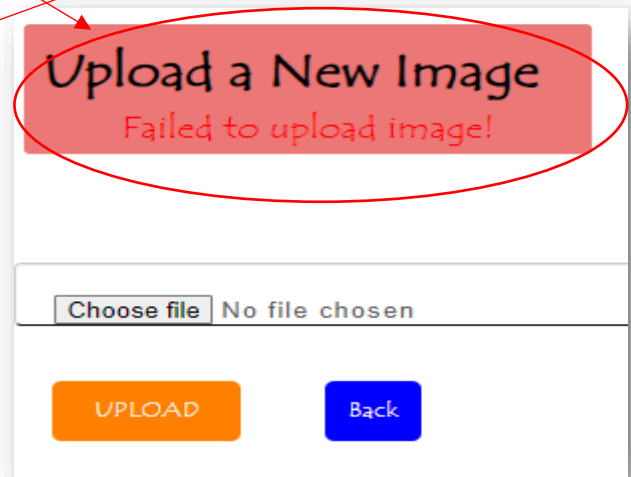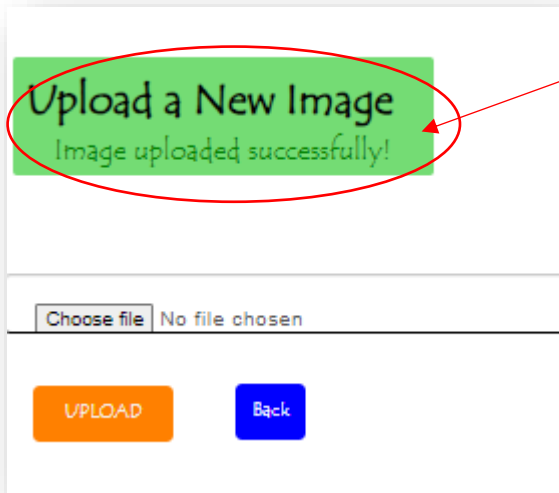

To upload the picture, click on **choose file button**. A **window pop box** will appear, it will ask to choose the folder from which you want to upload the picture.

After selecting the picture from the chosen folder, click open. We will see an image file name with **.extension** Ex: name.png, name.jpg. as shown in the image.

Then , click on upload button. we will get a successful message "Image uploaded successfully". If there is any problem with image, we can see the message " Failed to upload image".
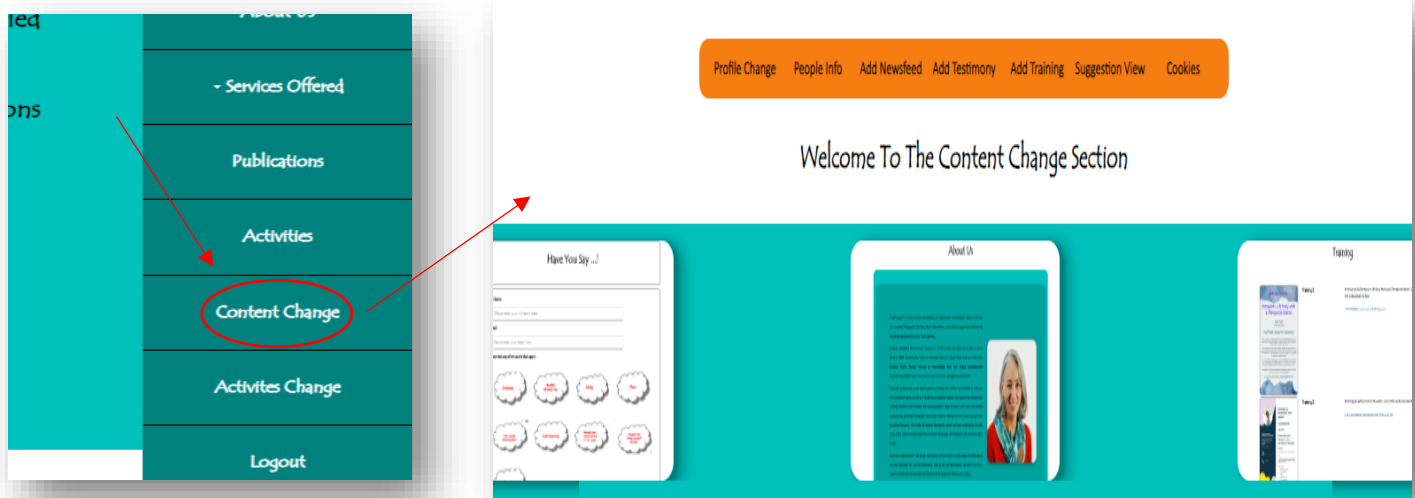

After the uploading the picture, click on back it will take to the original page. we can see the image **cow.jpg** updated in the image section.
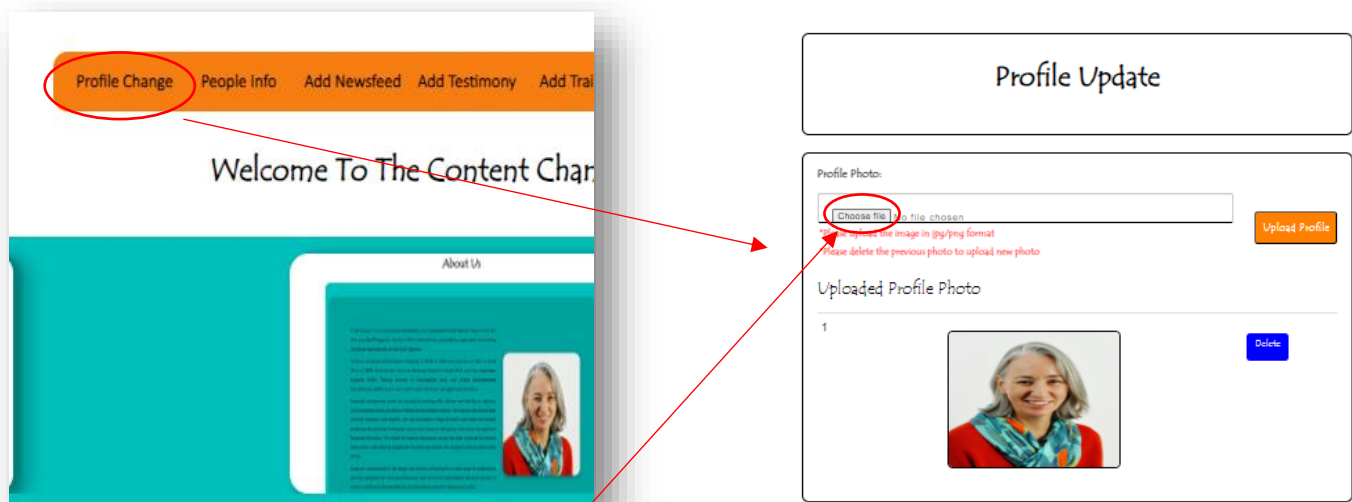
4. Content Change

To change the content for the website or needed to update the profile photo. We need click on the **menu** and then click on the **content change.**

4.1.   Profile Change

To change the profile photo, click on Profile Change. After clicking, the page should display as shown in the image.

To upload the photo, click on the **choose file**. Then the window box will pop up to select the profile photo . Next click on the **upload profile**.

4.2.   People Info

To add , edit or delete the people info click on the **patient info.**

To add patient_info

- ▪ Fill the Patient Full Name
- ▪ Click on 'choose file' to select the patient image from your computer
- ▪ Click on 'choose file' to select a patient file from your computer
- ▪ In the description box, put your write up, a paragraph or sentence
- ▪ Click on 'Add patient_info' button to update the patient info.

Actions like 'Edit' and 'Delete' can be made to the patient info.

To edit,

- Scroll down
- Click on 'edit' under action column
- Fill the title box
- Change the image If there's a need to by clicking on choose file
- Copy the previous text in the description box below by selecting the highlighted text
- Paste the previous text in the description box above to change whatever you want to change in the text
- Click on update training.

To Delete,

- Scroll down
- Click on 'Delete' under action column
- An information pops out at the top 'record deleted successfully'.

4.3.   Add Newsfeed

To add , edit or delete the newsfeed for the website click on **Add Newsfeed.**

To add News feed,

- Fill the title box
- Click on choose file to select an image from your computer
- In the description box, put your write up, a paragraph or sentence
- Click on 'Add News feed' to update the news feed

Actions like 'Edit' and 'Delete' can be made to the newsfeed
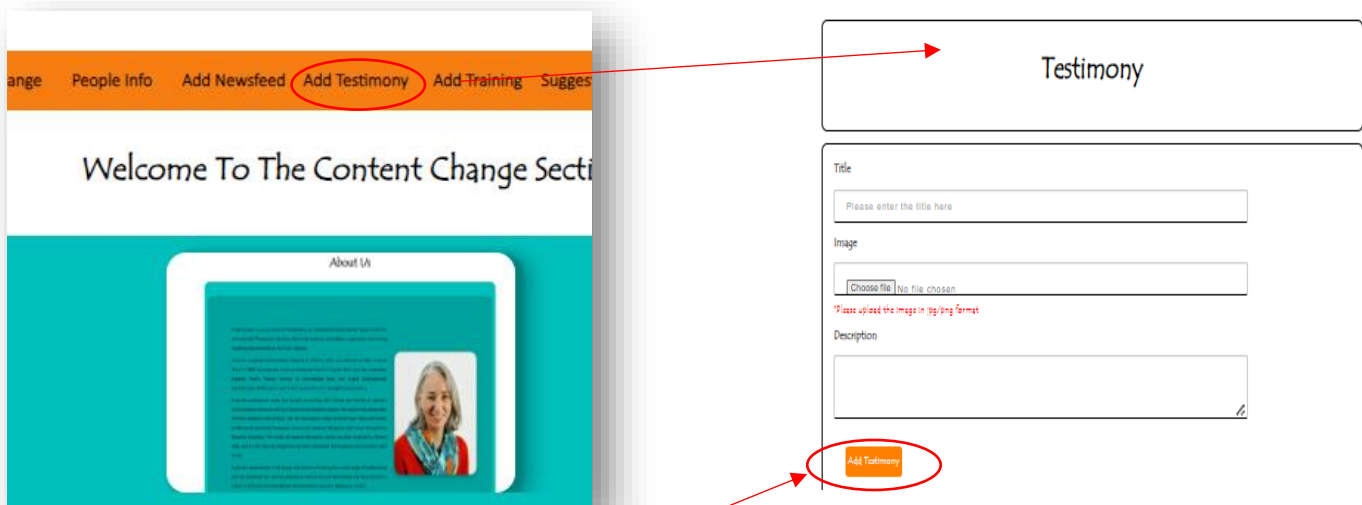

To edit,

- Scroll down
- Click on 'edit' under action column
- Fill the title box
- Change the image If there's a need to by clicking on choose file
- Copy the previous text in the description box below by selecting the highlighted text
- Paste the previous text in the description box above to change whatever you want to change in the text
- Click on update news feed

To Delete,

- Scroll down
- Click on 'Delete' under action column
- An information pops out at the top 'record deleted successfully'

4.4.   Add Testimony

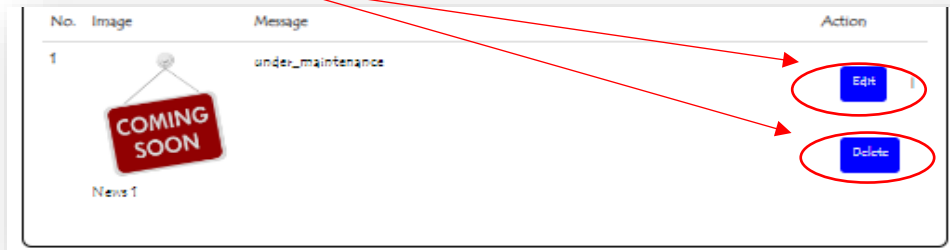To add , edit or delete the testimony for the website click on **Add Testimony.**

To add Testimony,

- Fill the title box
- Click on 'choose file' to select an image from your computer
- In the description box, put your write up, a paragraph or sentence
- Click on 'Add Testimony' to update the Testimony feed.

Actions like 'Edit' and 'Delete' can be made to the testimony

To edit,

- Scroll down
- Click on 'edit' under action column
- Fill the title box
- Change the image If there's a need to by clicking on choose file
- Copy the previous text in the description box below by selecting the highlighted text
- Paste the previous text in the description box above to change whatever you want to change in the text.
- Click on update testimony

To Delete,

- Scroll down
- Click on 'Delete' under action column
- An information pops out at the top 'record deleted successfully'.

4.5. Add Training

To add , edit or delete the testimony for the website click on **Add Testimony.**

To add Trainings

- Fill the title box
- Click on 'choose file' to select a flyer file from your computer
- In the description box, put your write up, a paragraph or sentence
- Click on 'Add Services' button to update the Training feed.

Actions like 'Edit' and 'Delete' can be made to the trainings.


To edit,

- Scroll down
- Click on 'edit' under action column
- Fill the title box
- Change the image If there's a need to by clicking on choose file
- Copy the previous text in the description box below by selecting the highlighted text
- Paste the previous text in the description box above to change whatever you want to change in the text
- Click on update training.

To Delete,

- Scroll down
- Click on 'Delete' under action column
- An information pops out at the top 'record deleted successfully'.
-

4.6.   Suggestion View

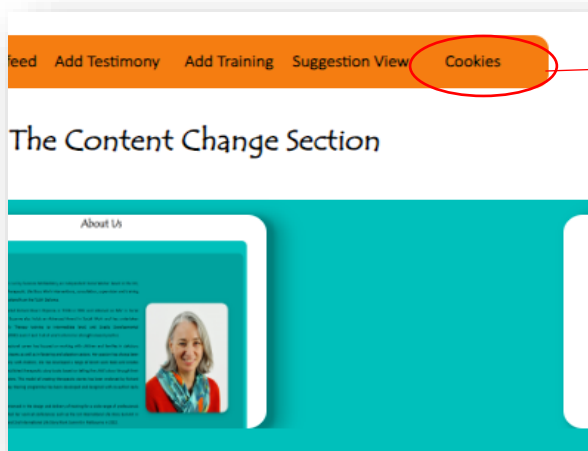To view the Have Your say form click on Suggestion View.
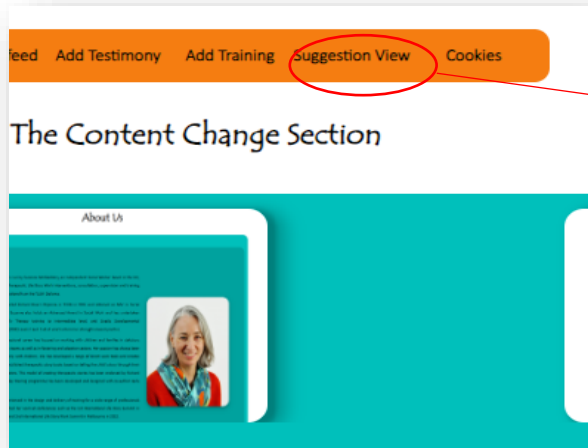
4.7.   Cookies View

Contains Information on who had visited the website