1. Visit **_localhost/v1/?tp=1_** (say URL-TP)To know Template Positions
2. Our first task is to add SGSITS LOGO AND NAME AT TOP
   a. We look into URL-TP, we know we have to Assign "POSITION-0" because this is only top most position.
   b. We create a Module(Extensions->Modules->College Title)
      i. We add SGSITS LOGO AND NAME to it.
      ii. Set Position: Position 0
      iii. Show Title : Hide
3. Next task is to Create front page
   a. Create Article
      i. Name : College Home
4. Our Next Task is to Create **Top Menu**
   a. Add Menu Items
      i. Home
         1. Single Article – College Home
      ii. Departments
         1. Category Blog
            a. Category – Departments
         2. Options – Category
            a. Mark Everything Hide
         3. Options – Blog Layout
            a. Leading Article – 0
            b. Intro Article -60
            c. Columns – 1
            d. Article Order – Title Alphabatically
      iii. [Add Video Gallery Option Here If you Want]

   b. Now Mark Home As **HOME** (Index Page)
5. Now our next task is To Display List of Departments,

   [Follow Below Steps To add Departments]

HOW TO ADD DEPARTMENT

-ADD its Information

-ADD Faculties and their information

If you know how to add 1 department, you can similarly add all other departments.

1. Creating Department (Electrical Engineering)
    a. Create Category: Electrical Engineering
        i. Parent: Department
    b. Create **Faculties** Categories **(**Ex: Dr. H.K Verma)
       [Do for all faculties]
        i. Name: Dr. H.K Verma
        ii. Parent: Electrical Engineering
    c. Create User Groups (**Faculties)**:
       [Create for all faculties + one for HOD electrical_hod]
        i. Group Title: electrical_H.K Verma
        ii. Group Parent: Registered
    d. Create Login for faculty (Dr .H. K. Verma)
       [NOT NEEDED TO DO CURRENTLY, THIS CAN BE DONE LATER]
        i. Create User
            1. Write Account Details
            2. Assined User Group : Mark electrical_H.K Verma
    e. Create Dept Info Article
        i. Name: Electrical Engineering
            1. Description 1
            2. Read More Line
            3. Description 2
        ii. Assign Category: Departments
        iii. Options – Show Title: Yes
        iv. Permissions – HOD
    f. Create Two Menu
        i. Name: Electrical Engineering_menu
            1. Create Menu Items
                a. Home
                    i. Single Article – Electrical Engineering Article
                    ii. Options – Show Title: Yes
                b. Faculty Login
                    i. Single Article – Faculty Login

- c. Faculty Members
  - i. Category Blog – Category Electrical Engineering
  - ii. Tags – Faculty Members
  - iii. Category Option:
    1. Show Subcategories Text: Hide
    2. Subcategory Levels: None
    3. Subcategory Description: Hide
  - iv. Blog Layout Option
    1. Include Subcategories: All
- 2. Allocate Module
  - a. Name: Electrical Engineering_menu
  - b. Position: left (position-8)
  - c. Menu Assignment: Only on Selected Pages
    - i. (Select Electrical Engineering menus only)
- ii. Electrical Engineering_faculty
  [Do for all faculties]
  - 1. Create Menu Items **(Faculties** [Ex: Dr. H.K Verma])
    - a. Dr. H.K Verma
      - i. Featured Article
      - ii. Layout Option
        1. Select Categories: Dr. H.K Verma
        2. Columns: 1
        3. Article Order: Title Alphabatical
- g. Create Articles **(Faculties** [Ex: Dr. H.K Verma])
  [Do for all faculties]
  - i. ARTICLE 0 - INTRO
    1. Name : Dr. H.K Verma – INTRO – 0
    2. Content: INTRO
       - a. Add Menu Link : Dr. H.K Verma
         - i. Make it Bold
         - ii. Make its font size: 12
    3. Parent Category : Dr. H.K Verma
    4. Tags : Faculty Members
    5. Permission : HOD
  - ii. ARTICLE 1 – IMMUTABLE
    1. Name : Dr. H.K Verma – IMMUTABLE - 1
    2. Content: BASIC
    3. Parent Category: Dr. H.K Verma
    4. Featured: Yes
    5. Permission: HOD
  - iii. ARTICLE 2 – MUTABLE
    1. Name: Dr. H.K Verma – MUTABLE - 2
    2. Content: Experience, Research Details, etc

     a. {tab Education and Qualification}
        i. Write Here
     b. {tab Work Experience}
        i. Write Here
     c. {tab Research Details}
        i. Write Here
     d. {/tabs}

3. Parent Category: Dr. H.K Verma
4. Featured: Yes
5. Permission: HOD, SELF