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
   1. We look into URL-TP, we know we have to Assign “POSITION-0” because this is only top most position.
   2. We create a Module( Extensions->Modules->College Title)
      1. We add SGSITS LOGO AND NAME to it.
      2. Set Position: Position 0
      3. Show Title : Hide
3. Next task is to Create front page
   1. Create Article
      1. Name : College Home
4. Our Next Task is to Create **Top Menu**
   1. Add Menu Items
      1. Home
         1. Single Article – College Home
      2. Departments
         1. Category Blog
            1. Category – Departments
         2. Options – Category
            1. Mark Everything Hide
         3. Options – Blog Layout
            1. Leading Article – 0
            2. Intro Article -60
            3. Columns – 1
            4. Article Order – Title Alphabatically
      3. [ Add Video Gallery Option Here If you Want]
   2. 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)
   1. Create Category: Electrical Engineering
      1. Parent: Department
   2. Create **Faculties** Categories **(**Ex: Dr. H.K Verma)

*[Do for all faculties]*

* + 1. Name: Dr. H.K Verma
    2. Parent: Electrical Engineering
  1. Create User Groups (**Faculties)**:

*[Create for all faculties + one for HOD electrical\_hod]*

* + 1. Group Title: electrical\_H.K Verma
    2. Group Parent: Registered
  1. Create Login for faculty (Dr .H. K. Verma)

*[ NOT NEEDED TO DO CURRENTLY, THIS CAN BE DONE LATER]*

* + 1. Create User
       1. Write Account Details
       2. Assined User Group : Mark electrical\_H.K Verma
  1. Create Dept Info Article
     1. Name: Electrical Engineering
        1. Description 1
        2. Read More Line
        3. Description 2
     2. Assign Category: Departments
     3. Options – Show Title: Yes
     4. Permissions – HOD
  2. Create Two Menu
     1. Name: Electrical Engineering\_menu
        1. Create Menu Items
           1. Home

Single Article – Electrical Engineering Article

Options – Show Title: Yes

* + - * 1. Faculty Login

Single Article – Faculty Login

* + - * 1. Faculty Members

Category Blog – Category Electrical Engineering

Tags – Faculty Members

Category Option:

Show Subcategories Text: Hide

Subcategory Levels: None

Subcategory Description: Hide

Blog Layout Option

Include Subcategories: All

* + - 1. Allocate Module
         1. Name: Electrical Engineering\_menu
         2. Position: left (position-8)
         3. Menu Assignment: Only on Selected Pages

(Select Electrical Engineering menus only)

* + 1. Electrical Engineering\_faculty

*[Do for all faculties]*

* + - 1. Create Menu Items **(Faculties** [Ex: Dr. H.K Verma])
         1. Dr. H.K Verma

Featured Article

Layout Option

Select Categories: Dr. H.K Verma

Columns: 1

Article Order: Title Alphabatical

* 1. Create Articles **(Faculties** [Ex: Dr. H.K Verma])

*[Do for all faculties]*

* + 1. ARTICLE 0 - INTRO
       1. Name : Dr. H.K Verma – INTRO – 0
       2. Content: INTRO
          1. Add Menu Link : Dr. H.K Verma

Make it Bold

Make its font size: 12

* + - 1. Parent Category : Dr. H.K Verma
      2. Tags : Faculty Members
      3. Permission : HOD
    1. 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
    2. ARTICLE 2 – MUTABLE
       1. Name: Dr. H.K Verma – MUTABLE - 2
       2. Content: Experience, Research Details, etc
          1. {tab Education and Qualification}

Write Here

* + - * 1. {tab Work Experience}

Write Here

* + - * 1. {tab Research Details}

Write Here

* + - * 1. {/tabs}
      1. Parent Category: Dr. H.K Verma
      2. Featured: Yes
      3. Permission: HOD, SELF