

This Admin User Manual serves as an essential tool for any administrator tasked with managing the INGO Forum Bangladesh platform

Admin User Manual

for



Prepared by



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1. Introduction

The Admin Manual is a comprehensive guide designed to assist administrators in managing and navigating the various functionalities of the INGO Forum Bangladesh platform. This manual provides step-by-step instructions and detailed explanations for the features and tools available to administrators, enabling them to efficiently manage the website's content, users, and system settings. Whether you are a new administrator or an experienced user, this manual will serve as a valuable resource to help you understand and effectively use the platform's capabilities.

2. Project Overview

The INGO Forum Bangladesh platform is a centralized hub for managing content, events, users, and various aspects of the organization's online presence. Designed with a user-friendly interface, the platform allows administrators to efficiently handle tasks such as content creation, user management, publication oversight, and system configuration. The platform's features are structured to support the organization's goals of enhancing communication, collaboration, and engagement within the NGO community in Bangladesh. This Admin Manual provides an in-depth guide to utilizing these features, ensuring that administrators can maintain the platform effectively and keep it aligned with the organization's mission.

3. Key Features

User Management:

- **User List:** View, edit, and manage users, including their roles and statuses.
- **Member Requests:** Approve or reject membership requests with ease.
- **Role & Assign Management:** Customize user roles and permissions to control access levels.

Content Management:

- **Post Management:** Create, edit, and organize posts within various categories and subcategories.
- **Publication Management:** Oversee the addition and management of publications, ensuring they are categorized and accessible.
- **Media Gallery:** Manage photo and video galleries, allowing for visual content to be updated and maintained.

Event Management:

- **Events:** Create and manage events, including attendee lists and event requests.

- **Event Status & Attendees:** Monitor the status of events and keep track of participants.

Appearance Management:

- **Menus & Pages:** Customize the website's navigation menus and manage content pages.
- **Website Content:** Update key sections like the Home Banner, About Us, and FAQs to keep the website current and informative.

System Settings:

- **Global Configuration:** Adjust system-wide settings such as the site name, logo, and contact details to align with organizational needs.
- **File Management:** Upload and organize files, manage categories, and ensure that content is appropriately categorized and accessible.

4. Login & Header Menu Functionalities

4.1. Login (Marked Point 1)

Purpose:

This is the initial screen where users are prompted to log into the system.

Functionality:

- **Email Field:** Users enter their email address here.
- **Password Field:** Users enter their password here.
- **Login Button:** Once credentials are entered, clicking this button will authenticate the user and direct them to the Dashboard.

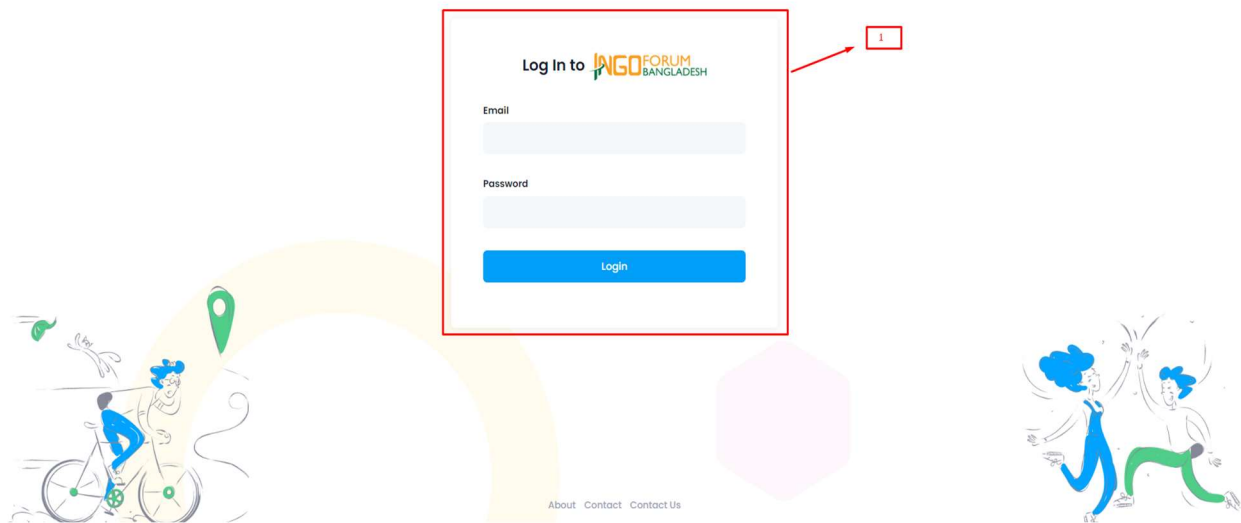


Figure 1 Admin Login Page

Usage:

- Enter your email and password in the respective fields.
- Click on the "Login" button to access your account.

4.2. My Profile (Marked Point 2)

Purpose:

Allows the user to view and edit their profile details.

Functionality:

- **My Profile Link:** Clicking on this will navigate the user to their profile page, where they can see personal details, change their password, and update their information.

Usage:

- Click on "My Profile" to view your details.
- Edit information as necessary and save changes.

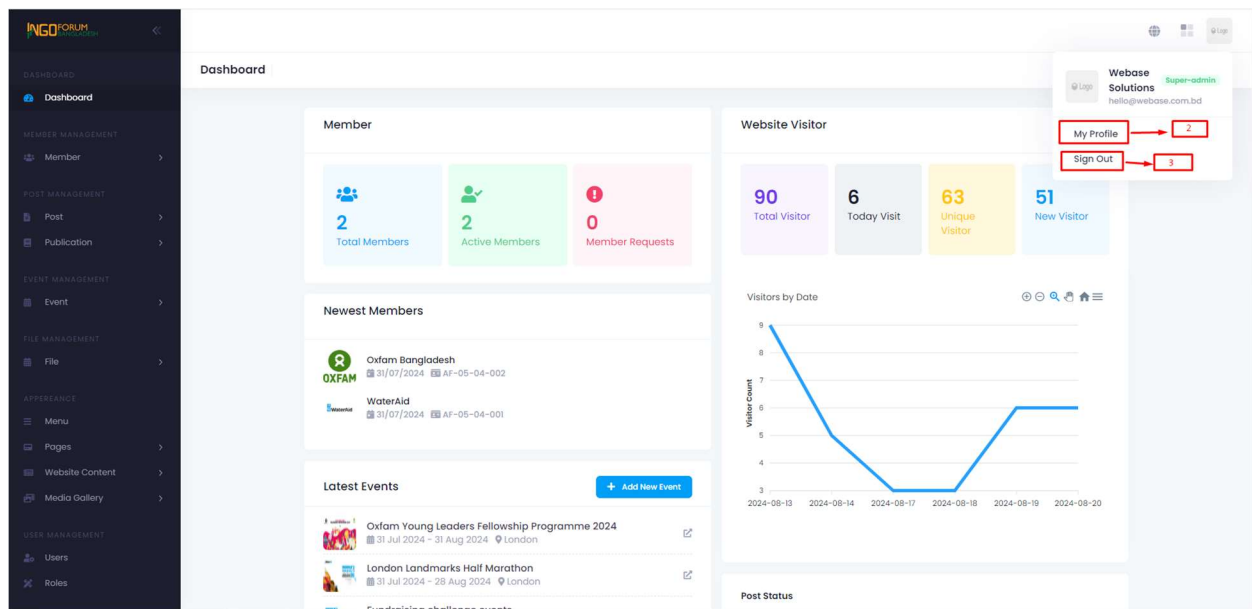


Figure 2 Profile Dropdown menu

4.3. Sign Out (Marked Point 3)

Purpose:

Provides a secure way to log out of the system.

Functionality:

- **Sign Out Link:** Clicking this will log the user out of the system and redirect them to the login page.

Usage:

- Click "Sign Out" when you wish to log out of your account securely.

4.4. Quick Links (Marked Point 4)

Purpose:

Offers easy access to frequently used functions.

Functionality:

- **Add Post:** Direct link to create a new post.
- **Member Request:** Access the list of member requests.
- **Add Banner:** Quick access to upload a new banner.
- **System Setting:** Shortcut to the system settings page.

Usage:

- Use these links for quick navigation to specific tasks without needing to go through the main menu.

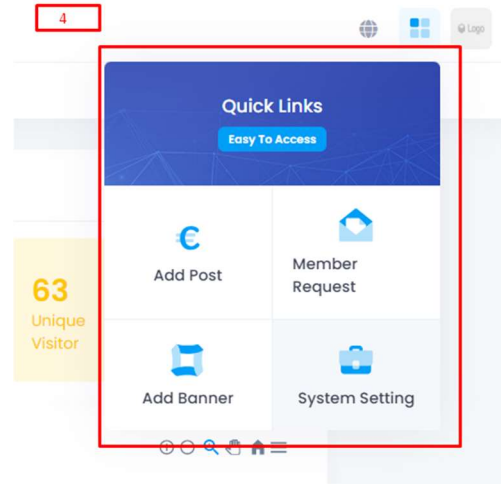


Figure 3 Quick Links

4.5. Globe Icon (Marked Point 5)

Purpose:

Provides a link to redirect users to the main website.

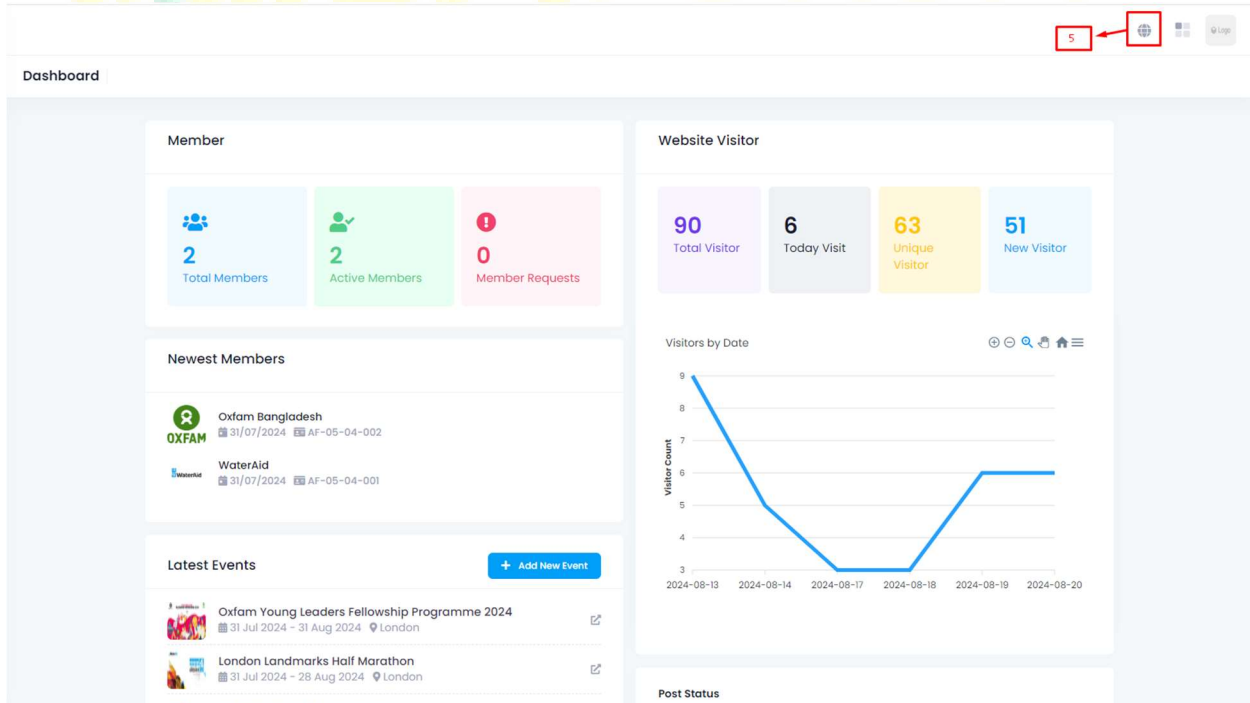


Figure 4 Main Website Redirect

Functionality:

- **Globe Icon:** Clicking on this icon will redirect the user to the main website.

Usage:

- Click the globe icon to access the main website directly.

5. Sidebar Menu

5.1. Dashboard Overview (Marked Point 6)

Purpose:

Provides a summary of the system's current status, including members and website visitors.

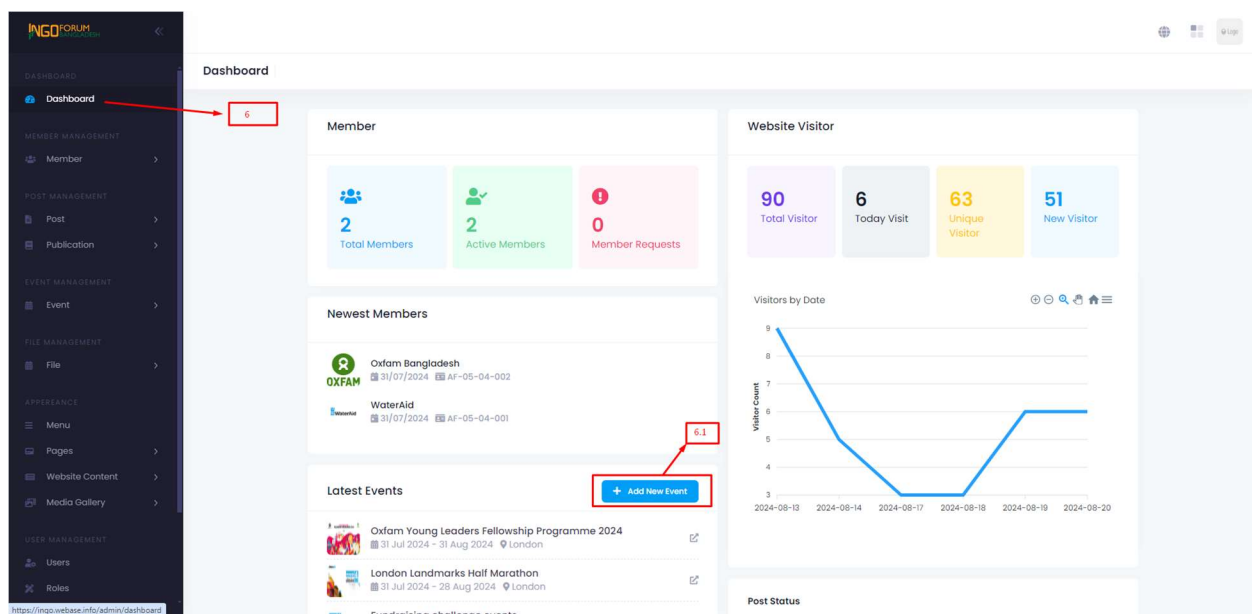


Figure 5 Dashboard Page

Functionality:

- **Total Members:** Shows the number of registered members.
- **Active Members:** Indicates how many members are currently active.
- **Member Requests:** Displays the number of pending member requests.
- **Visitor Count:** Graphical representation of website visitors over time.

Usage:

- Use the dashboard to quickly assess the current state of the system and any pending actions.

5.1.1. Add New Event (Marked Point 6.1)

Purpose:

Allows users to add new events to the system.

Functionality:

- **Add New Event Button:** Clicking this button will take the user to the event creation page.

Usage:

- Click on "Add New Event" to start creating a new event in the system.

5.2. Member Management (Marked Point 7)

Purpose:

This section manages all aspects related to system members.

The screenshot displays the 'Member Request List' page. The sidebar on the left contains a navigation menu with categories like DASHBOARD, MEMBER MANAGEMENT, POST MANAGEMENT, EVENT MANAGEMENT, FILE MANAGEMENT, APPEARANCE, and USER MANAGEMENT. Under MEMBER MANAGEMENT, 'Member' is highlighted with a red box and arrow labeled '7'. Below it, 'Member List' is also highlighted with a red box and arrow labeled '7.1'. The main content area features a 'Member Request List' table with columns: ORGANIZATION NAME, COUNTRY HEAD, NGO BUREAU NUMBER, ORGANIZATION TYPE, STATUS, and ACTION. The table contains two entries: 'WaterAid' and 'Oxfam Bangladesh'. The 'ACTION' column for each entry has an 'eye' icon, which is highlighted with a red box and arrow labeled '7.1.2'. Above the table, there are filter options for 'Organization Name' and 'Status', and a 'Filter' button highlighted with a red box and arrow labeled '7.1.1'. The footer of the page indicates '2021© Webase Solution'.

Figure 6 Member List Page

5.2.1. Member List (Marked Point 7.1)

Purpose:

Displays a list of all members in the system.

Functionality:

- **Filter by Organization Name:** Allows the user to filter members by organization.
- **Filter by Status:** Filters the list based on membership status.
- **Action Icons:** Options to view, edit, or delete member details.

Usage:

- Use the filters to narrow down the list of members.
- Click on the action icons to manage individual member profiles.

5.2.2. Filter (Marked Point 7.1.1)

Purpose:

Helps in narrowing down the member list based on specific criteria.

Functionality:

- **Filter Options:** Users can filter by organization name or status.

Usage:

- Select the appropriate filters to find specific members quickly.

5.2.3. View Member Details (Marked Point 7.1.2)

Purpose:

Allows users to view detailed information about a specific member.

Functionality:

- **View Icon:** Clicking this icon opens the member's detailed profile.

Usage:

- Click the "View" icon next to a member's name to see their complete details.

5.2.4. Member Requests (Marked Point 7.2)

Purpose:

Displays a list of membership requests that need approval.

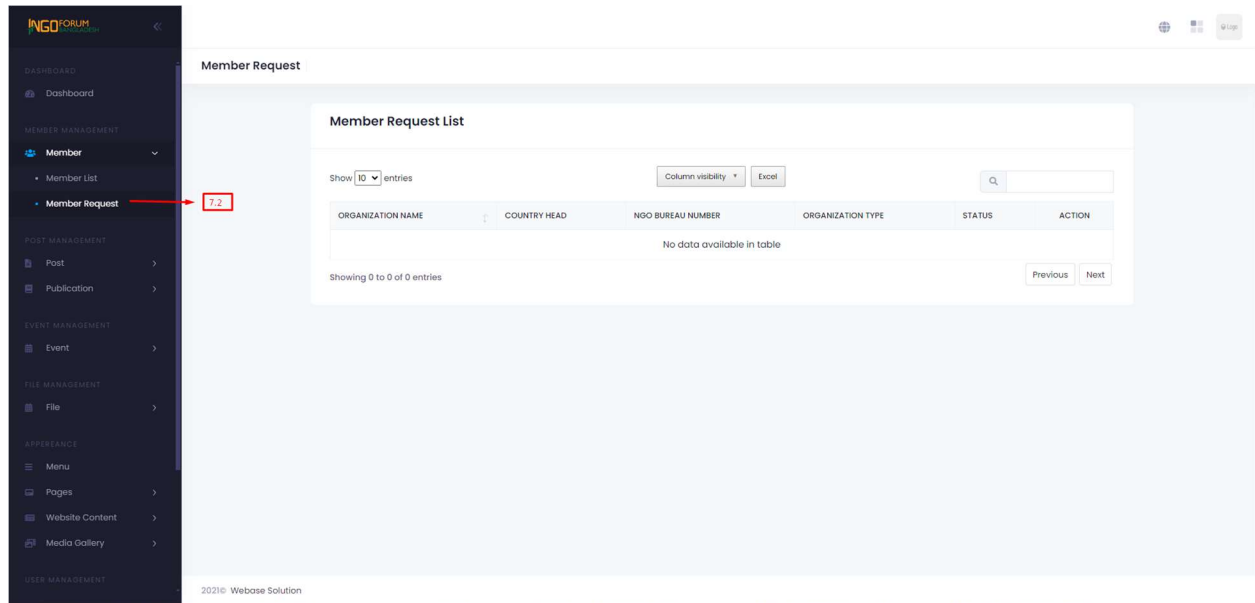


Figure 7 Member Request Page

Functionality:

- **Organization Name, Country Head, NGO Bureau Number, etc.:** Displays key details of each membership request.
- **Action Icons:** Options to approve, reject, or view more details about the request.

Usage:

- Review the list and use the action icons to manage each membership request.

5.3. Post Management (Marked Point 8)

Purpose:

This section allows for the management of all posts in the system.

5.3.1. Add Post (Marked Point 8.1)

Purpose:

Allows the user to create a new post within the system.

Figure 8 Create New Post Page

Functionality:

- **Select Category:** Choose the category for the post.
- **Title:** Enter the title of the post.
- **Long Description:** Add detailed content for the post.
- **Banner Upload:** Option to upload an image banner for the post.

Usage:

- Fill out the fields as necessary and submit the form to add a new post.

5.3.2. All Posts (Marked Point 8.1.1)

Purpose:

Gives access to the list of all posts in the system.

Functionality:

- **All Post Button:** Clicking this will take the user to the list of all posts.

Usage:

- Use this to quickly navigate to the full list of posts.

5.3.3. Post List (Marked Point 8.2)

Purpose:

Shows all posts currently in the system.

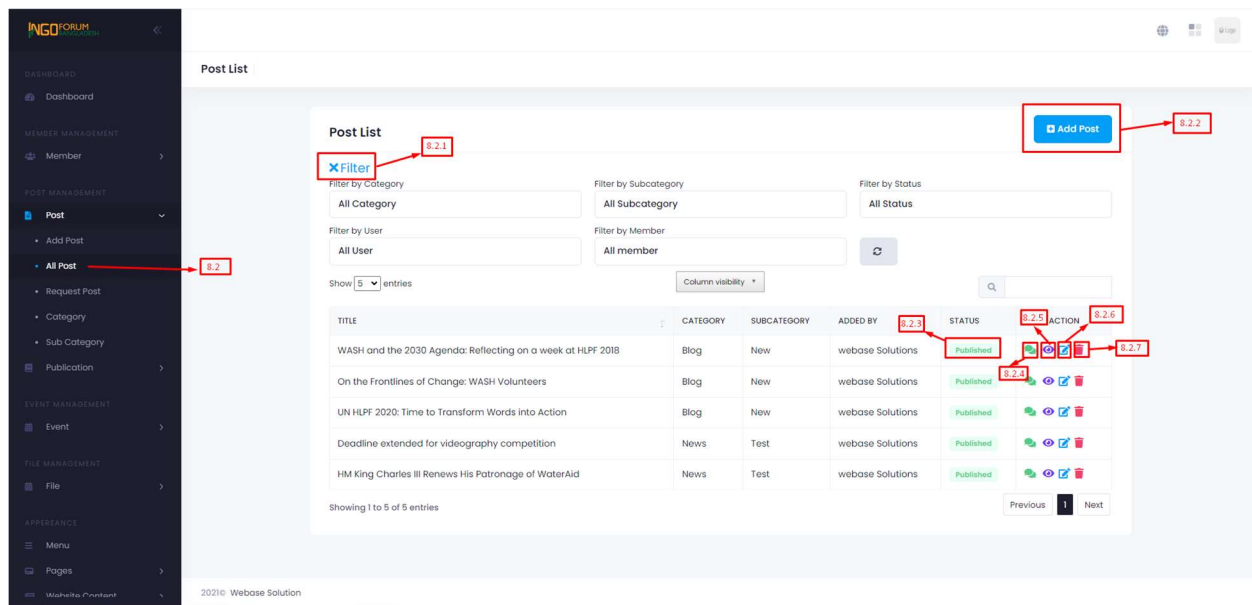


Figure 9 Post List Page

Functionality:

- **Filter by Category, User, Subcategory, Status:** Use these filters to narrow down the list of posts.
- **Action Icons:** Options to view, edit, delete, or change the status of a post.

Usage:

- Filter posts to find specific ones quickly.
- Use the action icons to manage individual posts.

5.3.4. Filter (Marked Point 8.2.1)

Purpose:

Helps in narrowing down the list of posts based on specific criteria.

Functionality:

- **Filter Options:** Users can filter by category, user, subcategory, or status.

Usage:

- Select the appropriate filters to find specific posts quickly.

5.3.5. Add Post (Marked Point 8.2.2)

Purpose:

Allows the user to create a new post within the system directly from the post list page.

Functionality:

- **Add Post Button:** Clicking this button will take the user to the post creation page.

Usage:

- Click on "Add Post" to start creating a new post in the system.

5.3.6. Post Status (Marked Point 8.2.3)

Purpose:

Indicates the current status of a post (e.g., published, draft).

Functionality:

- **Status Label:** Shows whether the post is published or in draft mode.

Usage:

- Use this information to quickly identify which posts are live and which are still in draft form.

5.3.7. Post Comments (Marked Point 8.2.4)

Purpose:

Displays the number of comments on a post.

Functionality:

- **Comment Icon:** Clicking this will show the comments associated with the post.

Usage:

- Review and manage comments directly from the post list.

5.3.8. Edit Post (Marked Point 8.2.5)

Purpose:

Allows users to edit the content of an existing post.

Functionality:

- **Edit Icon:** Clicking this icon opens the post editor.

Usage:

- Click the edit icon next to a post to update its content.

5.3.9. Delete Post (Marked Point 8.2.6)

Purpose:

Enables the user to remove a post from the system.

Functionality:

- **Delete Icon:** Clicking this icon will delete the post after confirmation.

Usage:

- Use this function carefully, as it will permanently remove the post.

5.3.10. Post Actions (Marked Point 8.2.7)

Purpose:

Provides options to view, edit, or delete a post.

Functionality:

- **Action Icons:** The icons next to each post provide various management options.

Usage:

- Click the respective icon to perform the desired action on the post.

5.3.11. Request Post List (Marked Point 8.3)

Purpose:

Shows all post requests within the system.

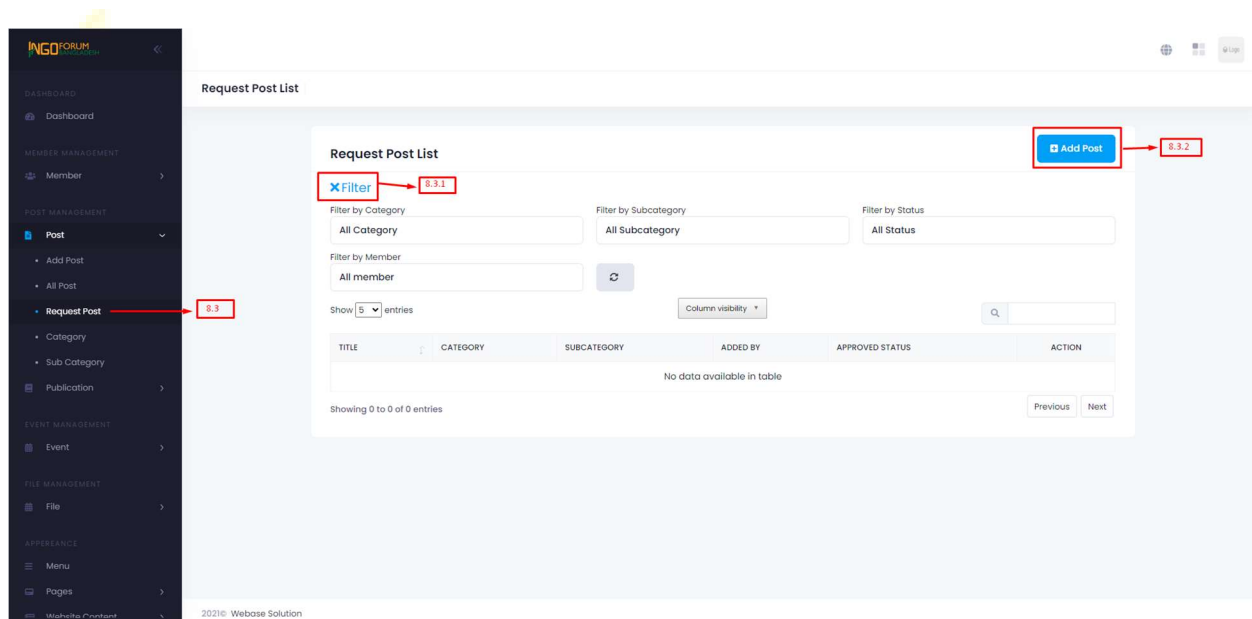


Figure 10 Post Request Page

Functionality:

- **Filter Options:** Allows filtering by category, subcategory, member, and status.
- **Action Icons:** Options to approve or reject a post request.

Usage:

- Use filters to narrow down the list and manage post requests effectively.

5.3.12. Filter (Marked Point 8.3.1)

Purpose:

Helps in narrowing down the list of post requests based on specific criteria.

Functionality:

- **Filter Options:** Users can filter by category, subcategory, member, or status.

Usage:

- Select the appropriate filters to find specific post requests quickly.

5.3.13. Add Post (Marked Point 8.3.2)

Purpose:

Allows the user to create a new post from within the post request list page.

Functionality:

- **Add Post Button:** Clicking this button will take the user to the post creation page.

Usage:

- Click on "Add Post" to start creating a new post in the system.

5.3.14. Post Category (Marked Point 8.4)

Purpose:

Manages different categories for posts.

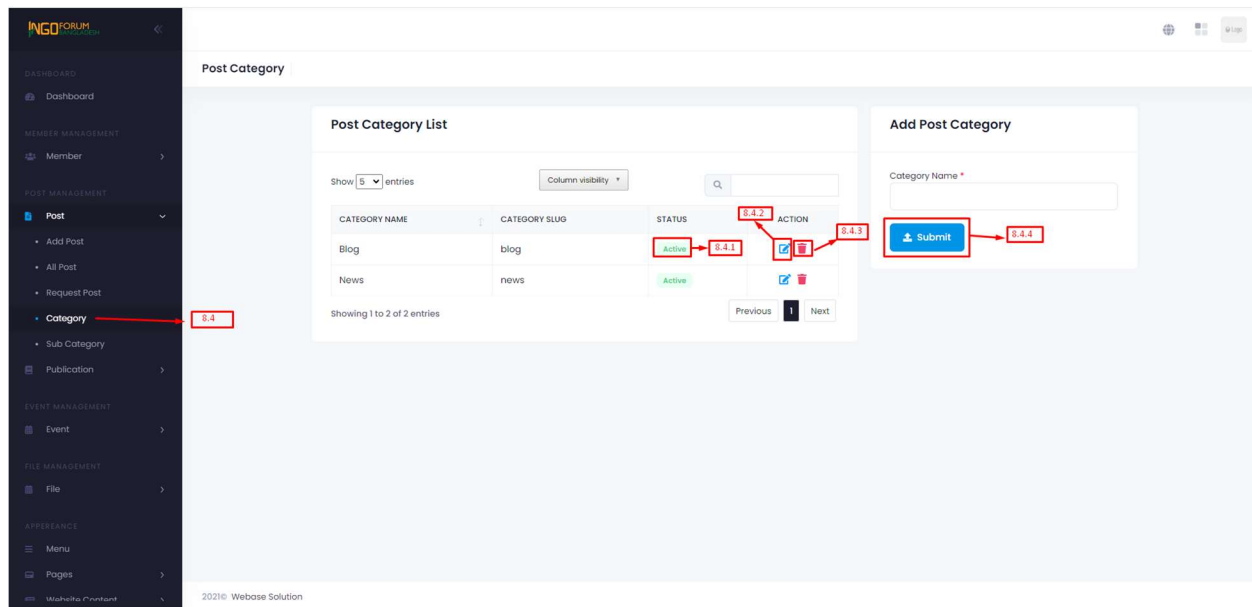


Figure 11 Post Category Page

Functionality:

- **Status Label:** Shows whether the category is active or inactive (Marked Point 8.4.1).
- **Edit Icon:** Allows editing of the category details (Marked Point 8.4.2).
- **Delete Icon:** Deletes the category from the system (Marked Point 8.4.3).
- **Submit Button:** Adds a new category to the system (Marked Point 8.4.4).

Usage:

- View, edit, or delete categories as needed.
- Use the "Submit" button to add a new category.

5.3.15. Post Subcategory (Marked Point 8.5)

Purpose: Manages different subcategories under each post category.

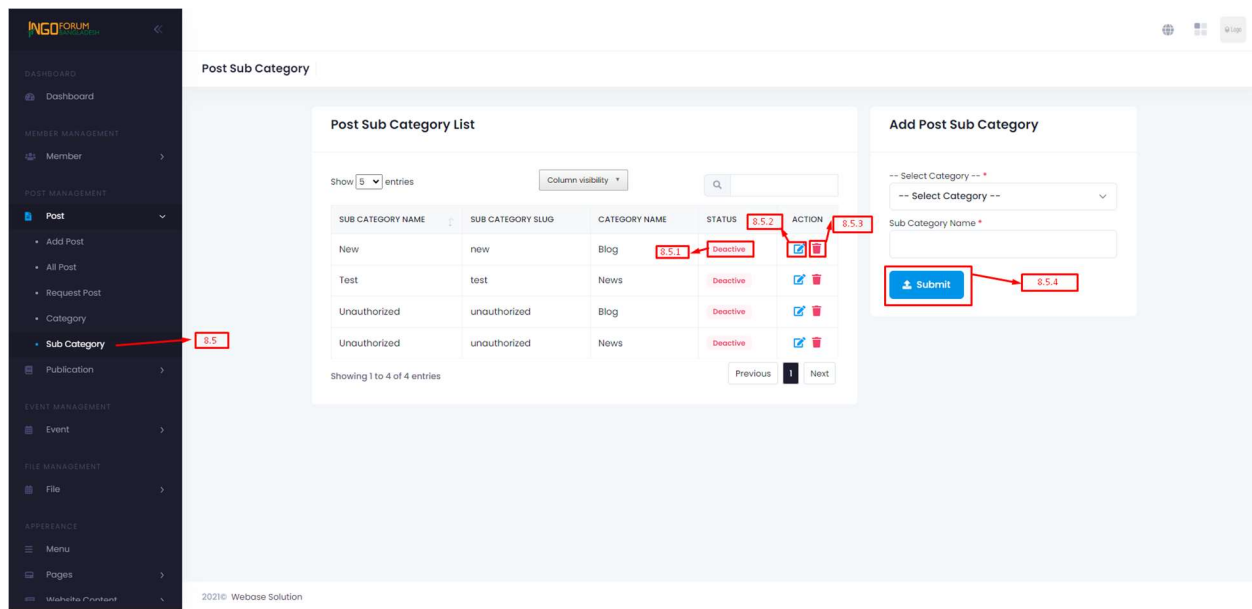


Figure 12 Post Sub Category Page

Functionality:

- **Category Name:** Displays the associated category name for the subcategory (Marked Point 8.5.1).
- **Status Label:** Shows whether the subcategory is active or inactive (Marked Point 8.5.2).
- **Action Icons:** Options to edit or delete the subcategory (Marked Point 8.5.3).
- **Submit Button:** Adds a new subcategory to the system (Marked Point 8.5.4).

Usage:

- View, edit, or delete subcategories as needed.
- Use the "Submit" button to add a new subcategory.

5.4. Publication Management

5.4.1. Add Publication (Marked Point 9.1)

The screenshot shows the 'Publication Add' page in the INGOFORUM system. The left sidebar contains a navigation menu with the following sections: DASHBOARD, MEMBER MANAGEMENT, POST MANAGEMENT, EVENT MANAGEMENT, FILE MANAGEMENT, and APPEARANCE. The 'Publication' item under POST MANAGEMENT is highlighted with a red box and labeled '9'. Below it, 'Add Publication' is also highlighted with a red box and labeled '9.1'. The main content area is titled 'Publication Add' and contains a form with the following fields: Category (dropdown), Title (text), Author (text), Publisher (text), Publish Date (date picker), Short Description (text area), Publication File (file upload), and Image (image upload). A blue 'All Publication' button is located in the top right corner of the form area, highlighted with a red box and labeled '9.1.1'. A 'Submit' button is at the bottom of the form. The footer of the page reads '2021© Webbase Solution'.

Figure 13 Add Publication Page

- **Marked Point 9.1.1 All Publication Button:** Navigates the user back to the "All Publication" list.
 - **Purpose:** Provides quick access to the list of all existing publications.
 - **Functionality:** Redirects to the publication list page.
 - **Usage:** Click to view and manage all publications.
- **Submit Button:** Finalizes and submits the new publication form.
 - **Purpose:** To add a new publication to the system.
 - **Functionality:** Saves the entered publication details to the database.
 - **Usage:** Fill out the form and click "Submit" to add the publication.

5.4.2. All Publication (Marked Point 9.2)

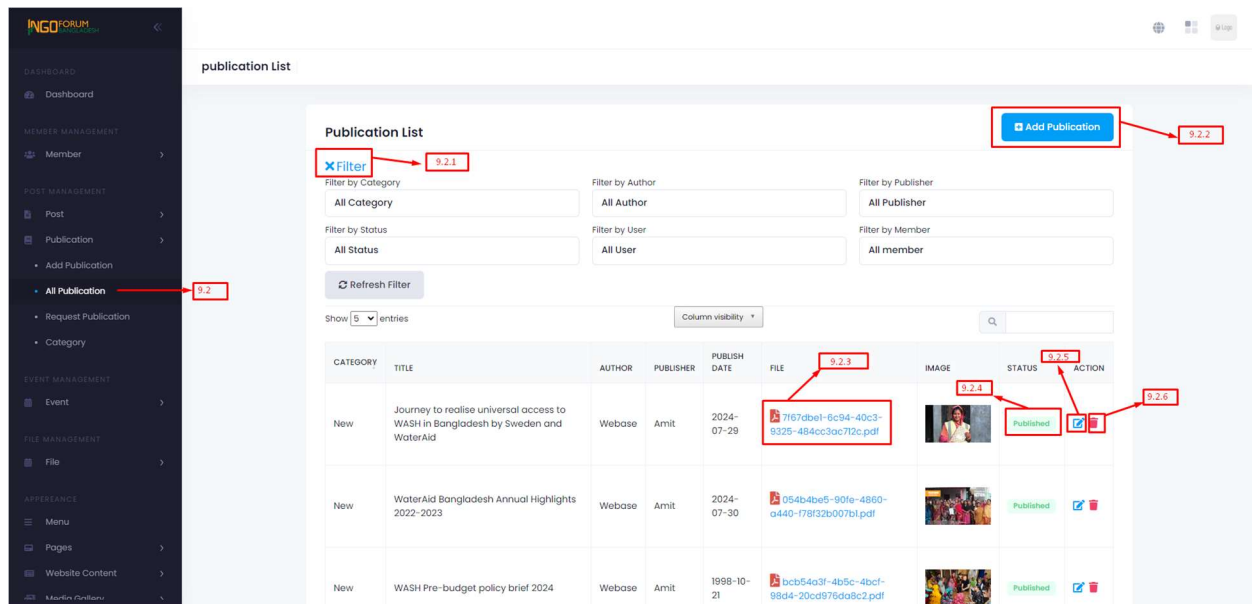


Figure 14 Publication List Page

- **Marked Point 9.2.1 Filter Option:** Filters the publication list by various criteria.
 - **Purpose:** To easily find specific publications.
 - **Functionality:** Filters based on category, status, author, etc.
 - **Usage:** Use the filter fields to narrow down the publication list.
- **Marked Point 9.2.2 Add Publication Button:** Adds a new publication.
 - **Purpose:** Provides an option to add a new publication directly from the list page.
 - **Functionality:** Opens the "Add Publication" form.
 - **Usage:** Click to start adding a new publication.
- **Marked Point 9.2.3 File Column:** Displays the file associated with the publication.
 - **Purpose:** Shows the downloadable file link.
 - **Functionality:** Clicking on the link will download the file.
 - **Usage:** Click the file link to download it.
- **Marked Point 9.2.4 Status Column:** Indicates the publication's current status (e.g., Published, Draft).
 - **Purpose:** Provides a quick view of the publication's status.
 - **Functionality:** Shows whether the publication is live or in draft mode.
 - **Usage:** Monitor to ensure the correct status is set for each publication.
- **Marked Point 9.2.5 Edit Action:** Allows editing of the publication details.
 - **Purpose:** To modify the publication information.
 - **Functionality:** Opens the publication in edit mode.

- **Usage:** Click to edit publication details.
- **Marked Point 9.2.6 Delete Action:** Removes the publication from the list.
 - **Purpose:** To delete an existing publication.
 - **Functionality:** Permanently deletes the publication from the system.
 - **Usage:** Use with caution to remove unwanted publications.

5.4.3. Publication Request (Marked Point 9.3)

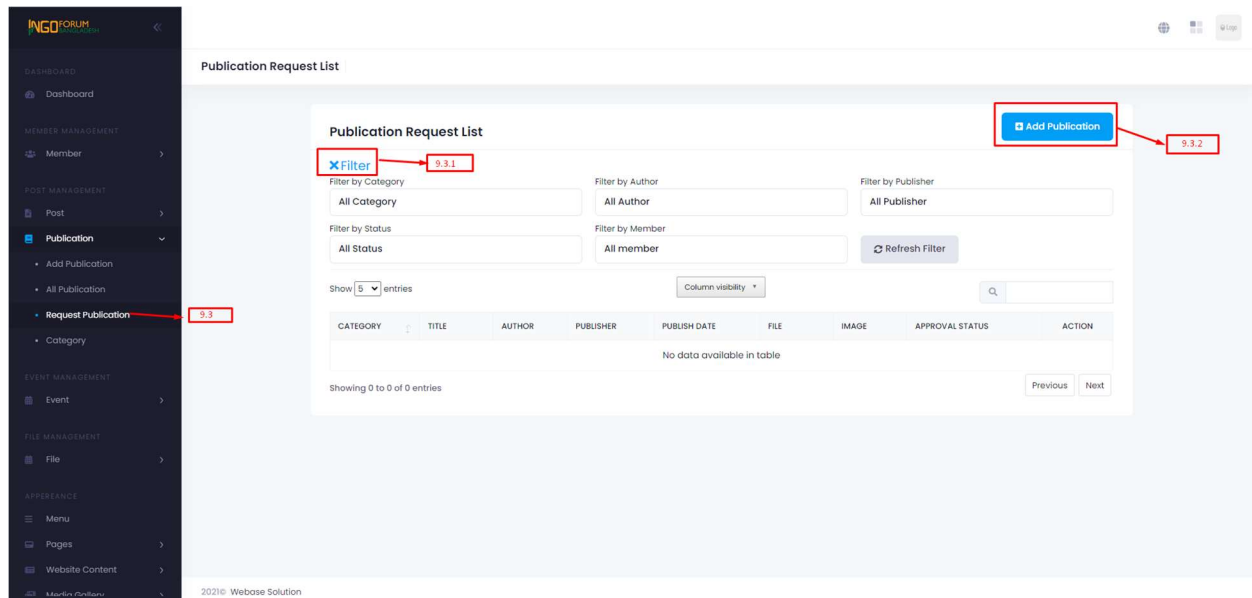


Figure 15 Publication Request Page

- **Marked Point 9.3.1 Filter Option:** Filters the publication request list by various criteria.
 - **Purpose:** To find specific publication requests.
 - **Functionality:** Filters based on category, author, status, etc.
 - **Usage:** Use filters to narrow down the publication request list.
- **Marked Point 9.3.2 Add Publication Button:** Adds a new publication request.
 - **Purpose:** To start the process of adding a new publication.
 - **Functionality:** Opens the form to request a new publication.
 - **Usage:** Click to initiate a publication request.

5.4.4. Publication Category (Marked Point 9.4)

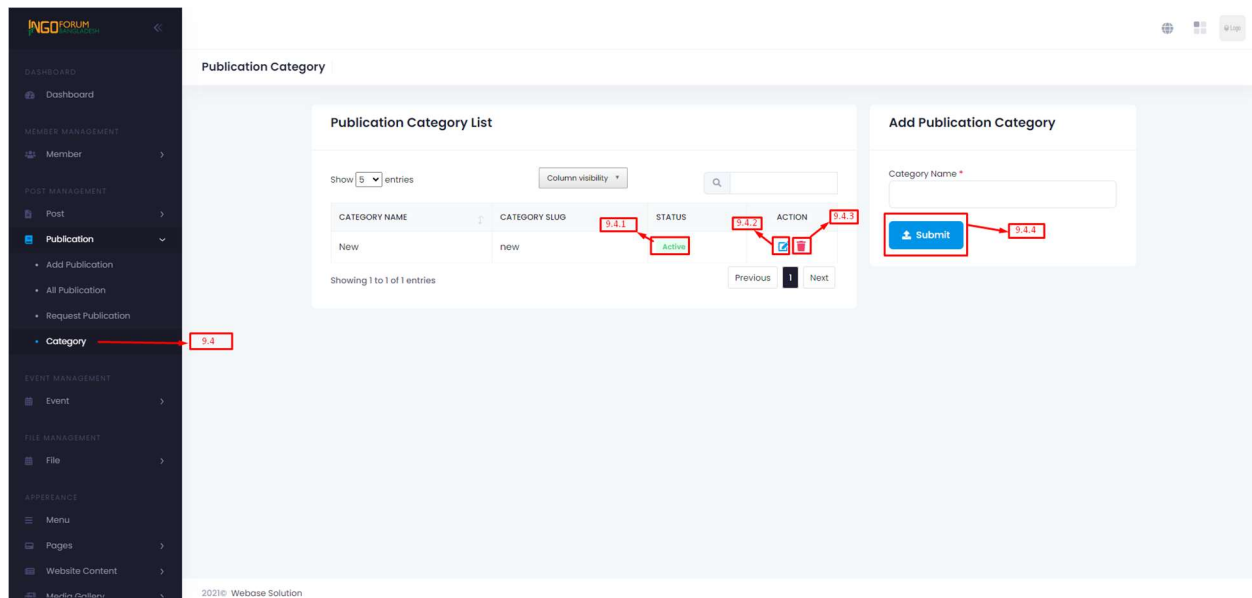


Figure 16 Publication Category Page

- **Marked Point 9.4.1 Category Slug:** Displays the unique identifier for the publication category.
 - **Purpose:** Helps in managing categories with unique slugs.
 - **Functionality:** Used internally to identify and link categories.
 - **Usage:** Monitor the slug to ensure it correctly represents the category.
- **Marked Point 9.4.2 Edit Action:** Allows editing of the publication category.
 - **Purpose:** To modify the category details.
 - **Functionality:** Opens the category in edit mode.
 - **Usage:** Click to edit the category details.
- **Marked Point 9.4.3 Delete Action:** Removes the publication category from the list.
 - **Purpose:** To delete an existing category.
 - **Functionality:** Permanently deletes the category from the system.
 - **Usage:** Use with caution to remove unwanted categories.
- **Marked Point 9.4.4 Submit Button:** Finalizes and submits the new category form.
 - **Purpose:** To add a new publication category.
 - **Functionality:** Saves the entered category details to the database.
 - **Usage:** Fill out the form and click "Submit" to add the category.

5.5. Event Management

5.5.1. Event List (Marked Point 10.1)

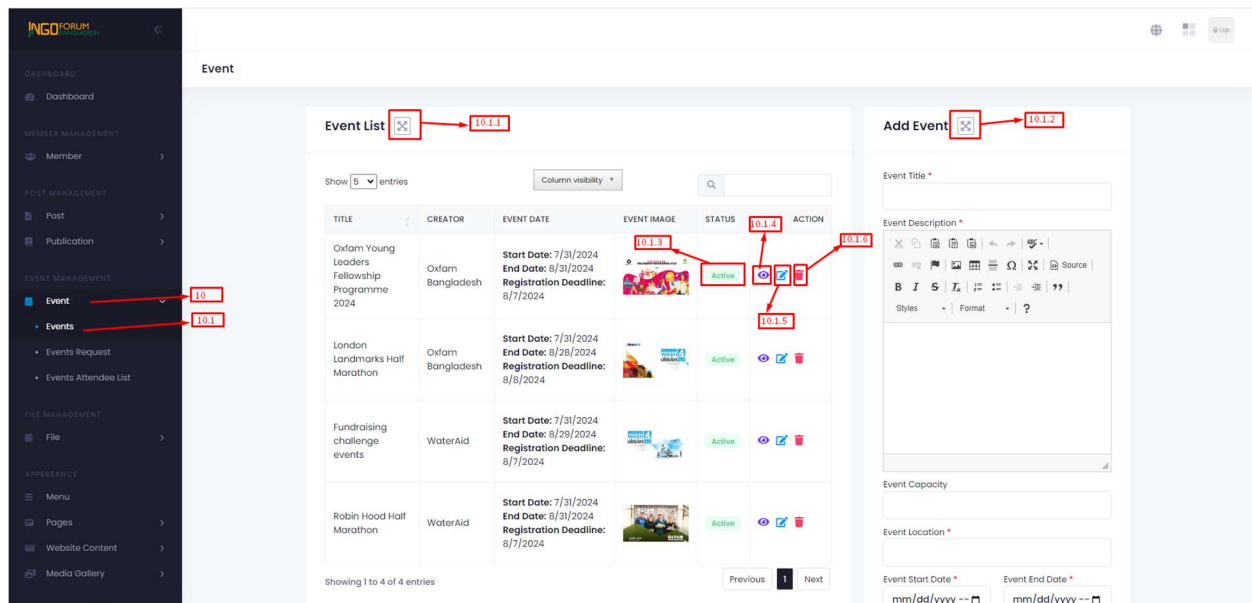


Figure 17 Event List Page

- **Marked Point 10.1.1 Expand/Collapse Event List:** Expands or collapses the event list.
 - **Purpose:** To manage the visibility of event details.
 - **Functionality:** Toggles between showing and hiding event details.
 - **Usage:** Click to expand or collapse event information.
- **Marked Point 10.1.2 Add Event Button:** Adds a new event.
 - **Purpose:** Provides an option to add a new event.
 - **Functionality:** Opens the form to create a new event.
 - **Usage:** Click to start adding a new event.
- **Marked Point 10.1.3 Event Image:** Displays the event's associated image.
 - **Purpose:** To visually represent the event.
 - **Functionality:** Shows the image uploaded for the event.
 - **Usage:** Monitor to ensure the correct image is associated with the event.
- **Marked Point 10.1.4 Event Status:** Indicates the event's current status (e.g., Active, Inactive).
 - **Purpose:** Provides a quick view of the event's status.
 - **Functionality:** Shows whether the event is live or inactive.
 - **Usage:** Monitor to ensure the correct status is set for each event.
- **Marked Point 10.1.5 View Action:** Allows viewing of event details.

- **Purpose:** To view detailed information about the event.
- **Functionality:** Opens the event in view mode.
- **Usage:** Click to view the event details.
- **Marked Point 10.1.6 Edit Action:** Allows editing of the event details.
 - **Purpose:** To modify the event information.
 - **Functionality:** Opens the event in edit mode.
 - **Usage:** Click to edit event details.

5.5.2. Event Request (Marked Point 10.2)

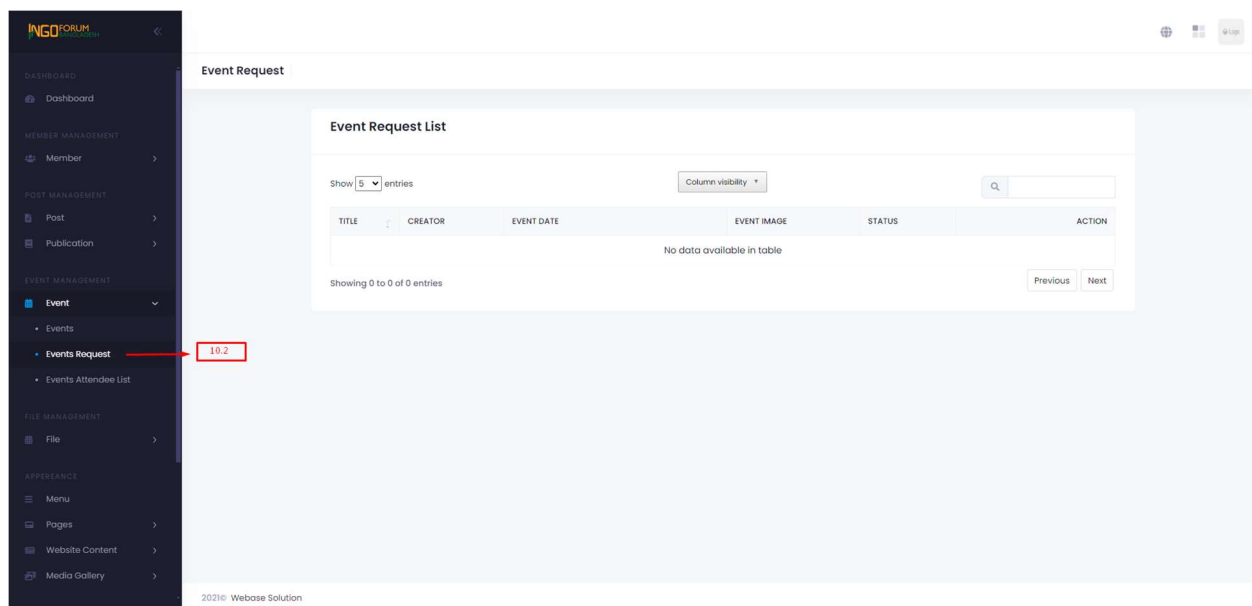


Figure 18 Event Request Page

- **Marked Point 10.2.1 Event Request List:** Shows all requests for event creation.
 - **Purpose:** To manage and review event creation requests.
 - **Functionality:** Displays a list of all event requests.
 - **Usage:** Monitor to manage incoming event requests.

5.5.3. Events Attendee List (Marked Point 10.3)

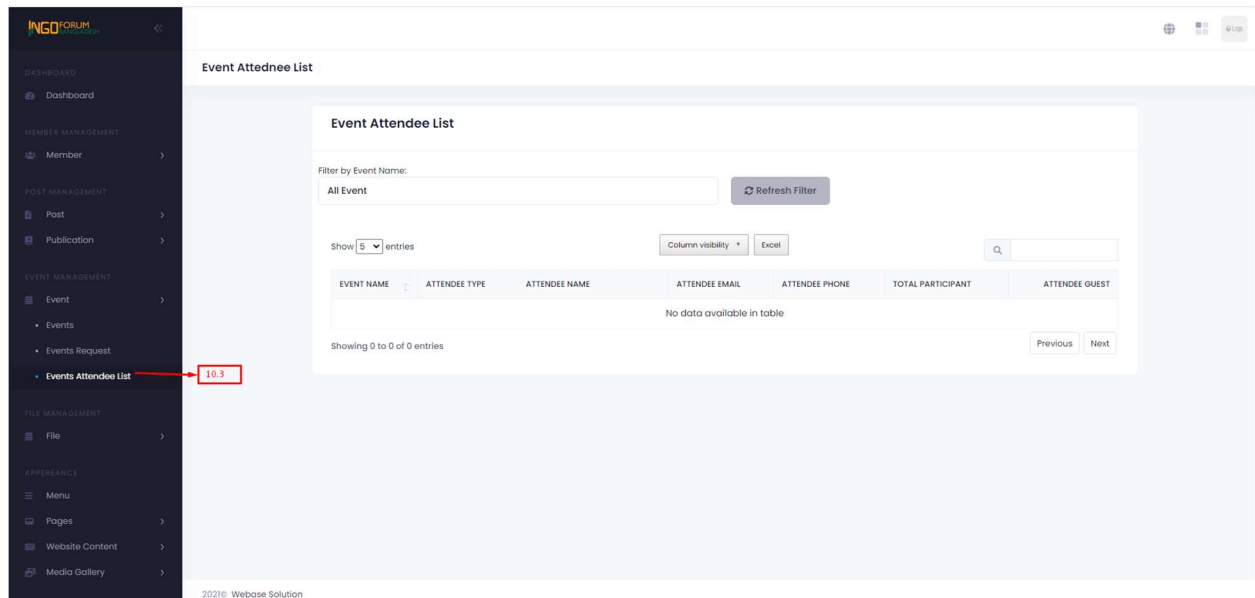


Figure 19 Event Attendee List

- **Marked Point 10.3.1 Event Attendee List:** Displays the list of attendees for each event.
 - **Purpose:** To manage and view event participants.
 - **Functionality:** Lists all participants registered for events.
 - **Usage:** Monitor to manage attendee information and follow-up.

5.6. File Management

5.6.1. Add File (Marked Point 11.1)

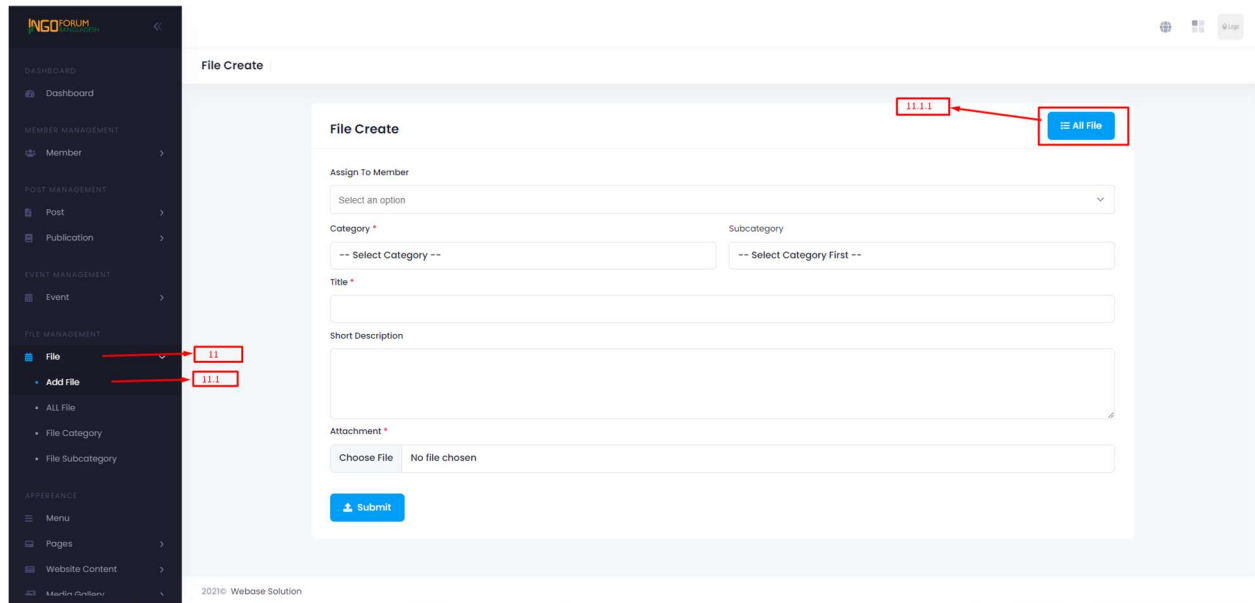


Figure 20 Add New File Page

- **Marked Point 11.1.1 All File Button:** Navigates the user back to the "All File" list.
 - **Purpose:** Provides quick access to the list of all existing files.
 - **Functionality:** Redirects to the file list page.
 - **Usage:** Click to view all files that have been uploaded.

5.6.2. ALL File (Marked Point 11.2)

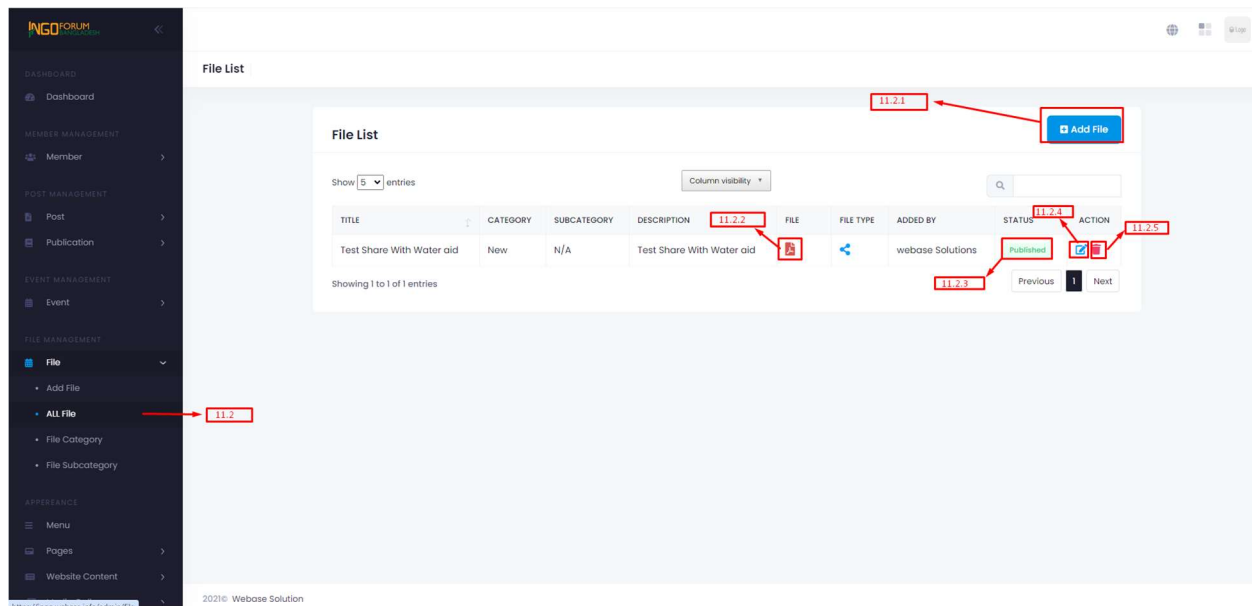


Figure 21 All File Page

- **Marked Point 11.2.1 Add File Button:** Opens the "Add File" form.
 - **Purpose:** Allows users to upload a new file.
 - **Functionality:** Opens a form to upload files and input relevant details.
 - **Usage:** Click to start the file uploading process.
- **Marked Point 11.2.2 File Icon:** Displays the type of the uploaded file.
 - **Purpose:** Provides a visual cue of the file type.
 - **Functionality:** Indicates whether the file is a PDF, image, document, etc.
 - **Usage:** Hover to view file details or click for more options.
- **Marked Point 11.2.3 Published Status:** Indicates that the file is publicly available.
 - **Purpose:** Shows the current visibility of the file.
 - **Functionality:** "Published" files are accessible to other users.
 - **Usage:** View or modify file status.
- **Marked Point 11.2.4 Edit Icon:** Opens the file editing form.
 - **Purpose:** Allows modifications to the file details.
 - **Functionality:** Opens the form where file information can be updated.
 - **Usage:** Click to edit the file details.
- **Marked Point 11.2.5 Delete Icon:** Deletes the file from the list.
 - **Purpose:** Removes the file from the database.
 - **Functionality:** Permanently deletes the file after confirmation.

- **Usage:** Click to delete the file.

5.6.3. File Category (Marked Point 11.3)

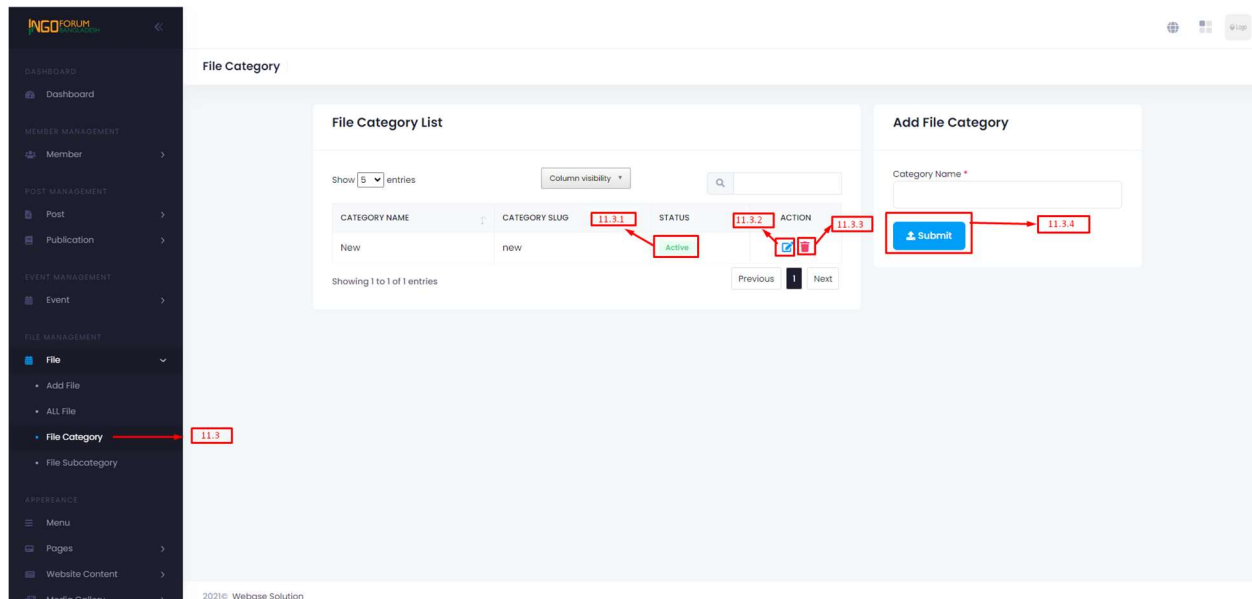


Figure 22 File Category Page

- **Marked Point 11.3.1 Category Slug:** Displays the URL-friendly version of the category name.
 - **Purpose:** Helps in SEO and clean URLs.
 - **Functionality:** Automatically generated based on the category name.
 - **Usage:** View the category slug associated with a file category.
- **Marked Point 11.3.2 Edit Icon:** Opens the category editing form.
 - **Purpose:** Allows changes to the category details.
 - **Functionality:** Opens the form to edit category name, slug, and status.
 - **Usage:** Click to edit the category.
- **Marked Point 11.3.3 Delete Icon:** Deletes the category from the list.
 - **Purpose:** Removes the category from the database.
 - **Functionality:** Permanently deletes the category after confirmation.
 - **Usage:** Click to delete the category.
- **Marked Point 11.3.4 Submit Button:** Saves the new or edited category.
 - **Purpose:** Submits the form to save category details.
 - **Functionality:** Saves the category name, slug, and other details.
 - **Usage:** Click to save the category.

5.6.4. File Subcategory (Marked Point 11.4)

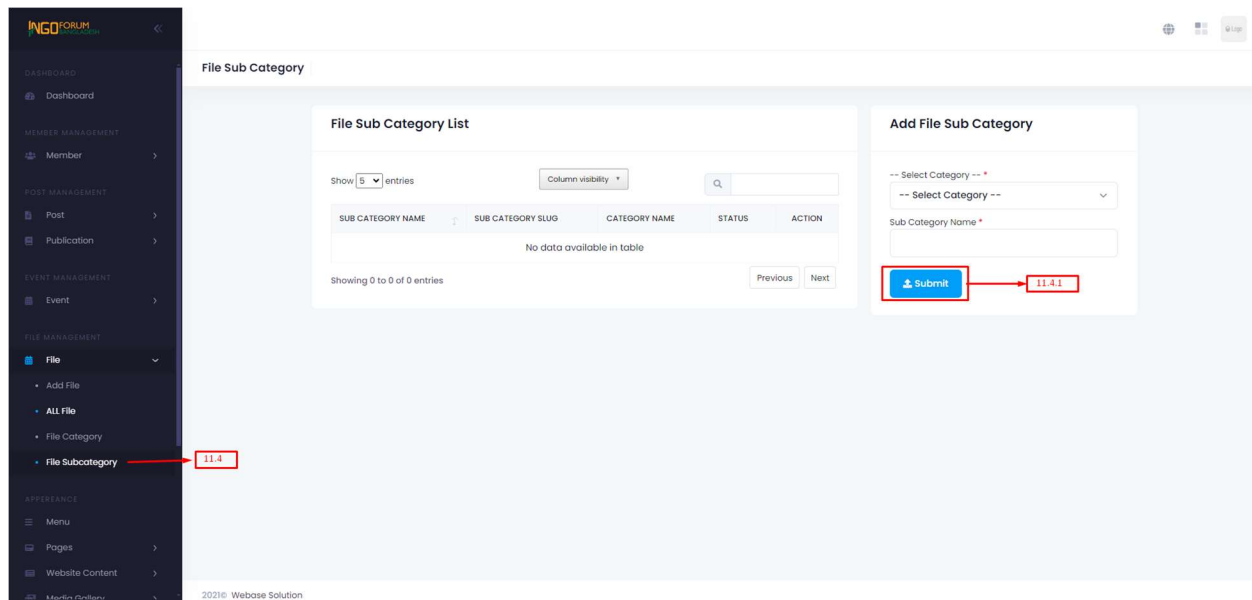


Figure 23 File Sub-Category Page

- **Marked Point 11.4.1 Submit Button:** Saves the new or edited subcategory.
 - **Purpose:** Submits the form to save subcategory details.
 - **Functionality:** Saves the subcategory name, slug, and category association.
 - **Usage:** Click to save the subcategory.

5.7. Appearance Management

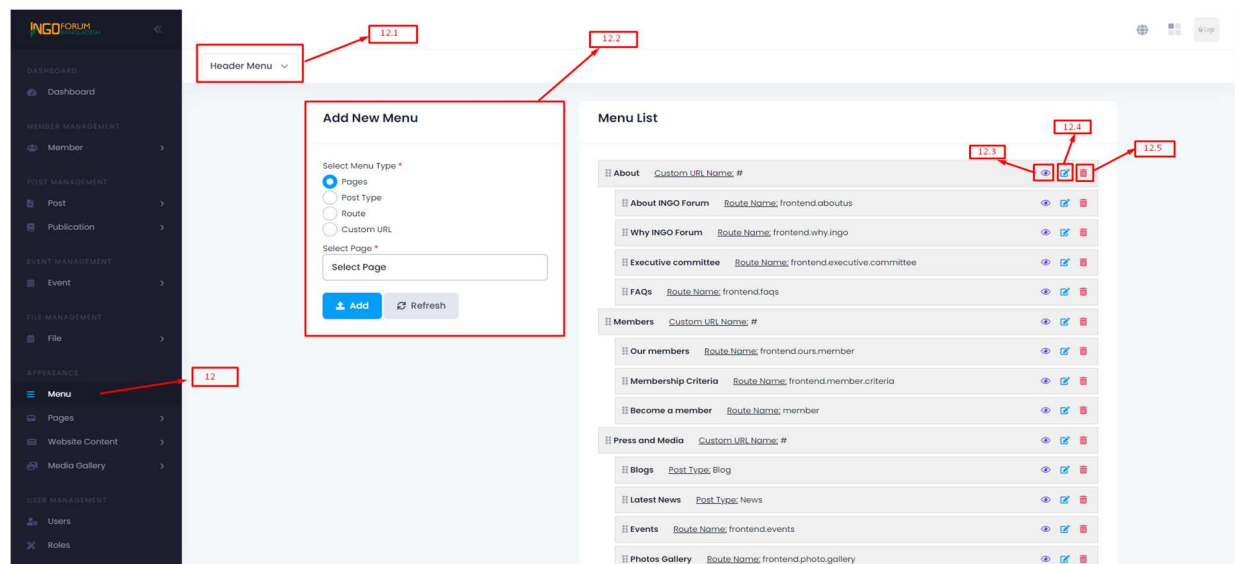


Figure 24 Menu Management

5.7.1. Menu (Marked Point 12)

- **Marked Point 12.1 Header Menu Dropdown:** Allows selection of a menu type (Header/Footer).
 - **Purpose:** To customize different menus for different sections of the website.
 - **Functionality:** Changes the menu list displayed based on the selection.
 - **Usage:** Choose "Header" or "Footer" to display the corresponding menu items.
- **Marked Point 12.2 Add New Menu:** Form to add a new menu item.
 - **Purpose:** Allows administrators to add new items to the selected menu.
 - **Functionality:** Inputs include menu type, page selection, and a button to add or refresh.
 - **Usage:** Fill in the required fields and click "Add" to create a new menu item.
- **Marked Point 12.3 View Icon:** Previews the menu item on the website.
 - **Purpose:** Provides a quick preview of the menu item.
 - **Functionality:** Opens the frontend page where the menu item is displayed.
 - **Usage:** Click to view how the menu item appears on the site.
- **Marked Point 12.4 Edit Icon:** Opens the menu item editing form.
 - **Purpose:** Allows modifications to the menu item.
 - **Functionality:** Opens the form where menu item details can be updated.
 - **Usage:** Click to edit the menu item.
- **Marked Point 12.5 Delete Icon:** Deletes the menu item from the list.
 - **Purpose:** Removes the menu item from the menu.
 - **Functionality:** Permanently deletes the menu item after confirmation.
 - **Usage:** Click to delete the menu item.

5.8. Page Management

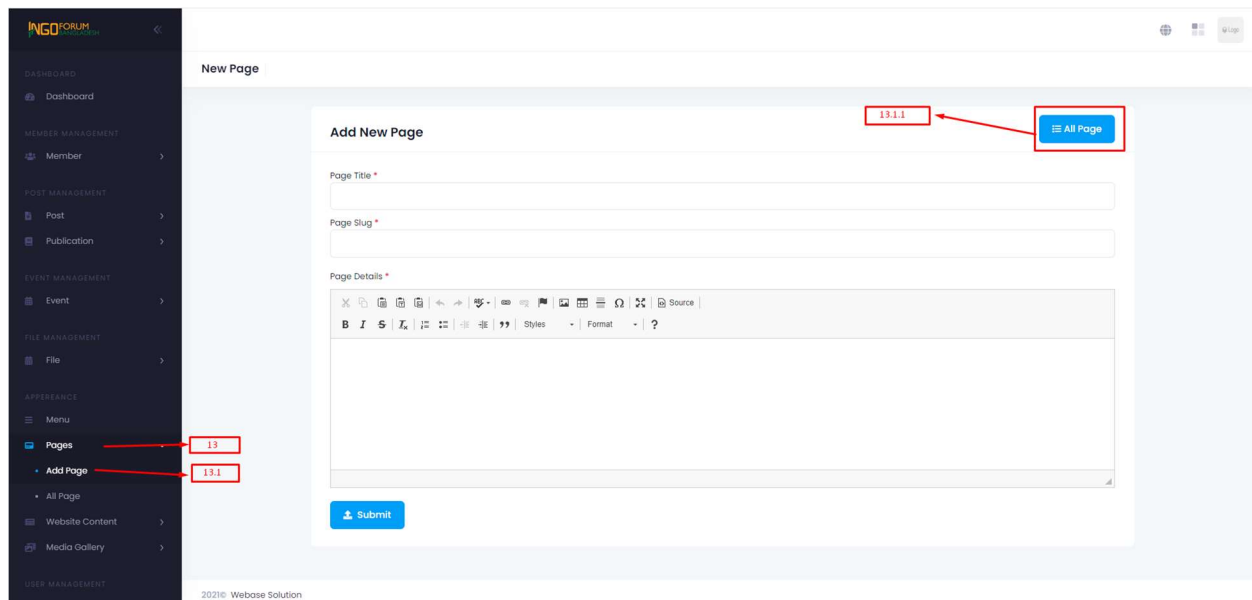


Figure 25 Create New Page

5.8.1. Add Page (Marked Point 13)

- **Marked Point 13.1 Add Page:** Form to add a new page to the website.
 - **Purpose:** Allows administrators to create new pages.
 - **Functionality:** Inputs include title, slug, and content.
 - **Usage:** Fill in the required fields and click "Submit" to create a new page.
- **Marked Point 13.1.1 All Page Button:** Navigates the user back to the "All Page" list.
 - **Purpose:** Provides quick access to the list of all existing pages.
 - **Functionality:** Redirects to the page list page.
 - **Usage:** Click to view all pages that have been created.

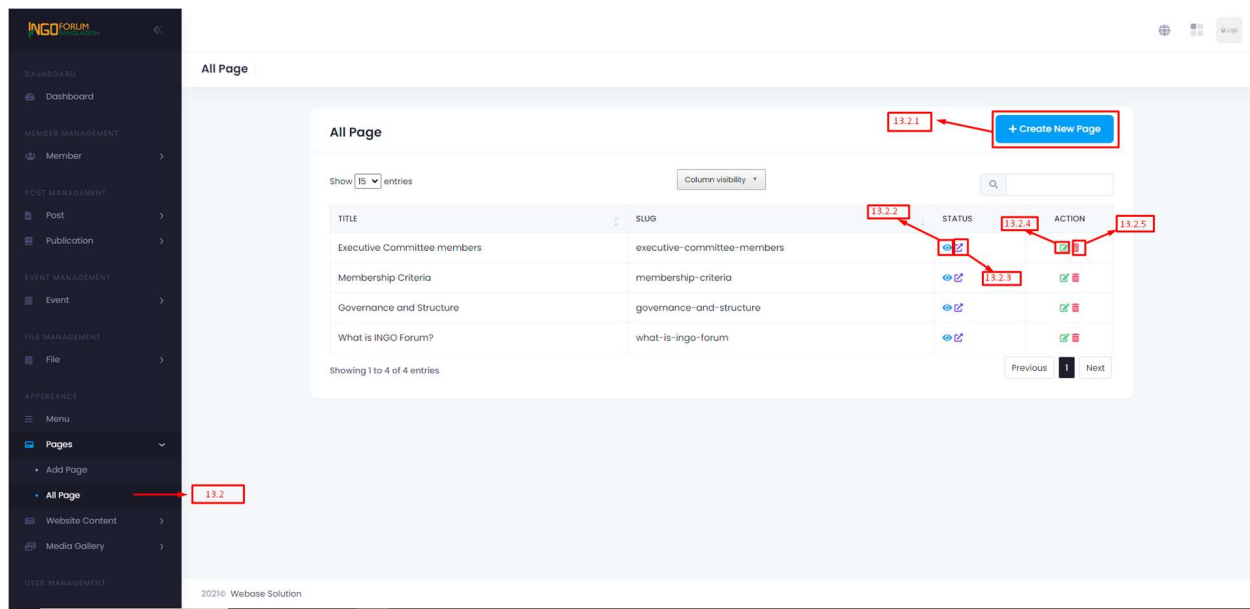


Figure 26 Page List

5.8.2. Page List (Marked Point 13.2)

- **Marked Point 13.2.1 Create New Page Button:** Opens the "Add Page" form.
 - **Purpose:** Allows users to create a new page.
 - **Functionality:** Opens a form to input the details for a new page.
 - **Usage:** Click to start creating a new page.
- **Marked Point 13.2.2 Edit Icon:** Opens the page editing form.
 - **Purpose:** Allows modifications to the page details.
 - **Functionality:** Opens the form where page content can be updated.
 - **Usage:** Click to edit the page.
- **Marked Point 13.2.3 View Icon:** Previews the page on the website.
 - **Purpose:** Provides a quick preview of the page.
 - **Functionality:** Opens the frontend page where the content is displayed.
 - **Usage:** Click to view how the page appears on the site.
- **Marked Point 13.2.4 Delete Icon:** Deletes the page from the list.
 - **Purpose:** Removes the page from the website.
 - **Functionality:** Permanently deletes the page after confirmation.
 - **Usage:** Click to delete the page.
- **Marked Point 13.2.5 Status Toggle:** Enables or disables the page.
 - **Purpose:** Controls whether the page is published or not.
 - **Functionality:** Toggle between "Active" and "Inactive" status.

- **Usage:** Click to change the status of the page.

5.9. Website Content Management

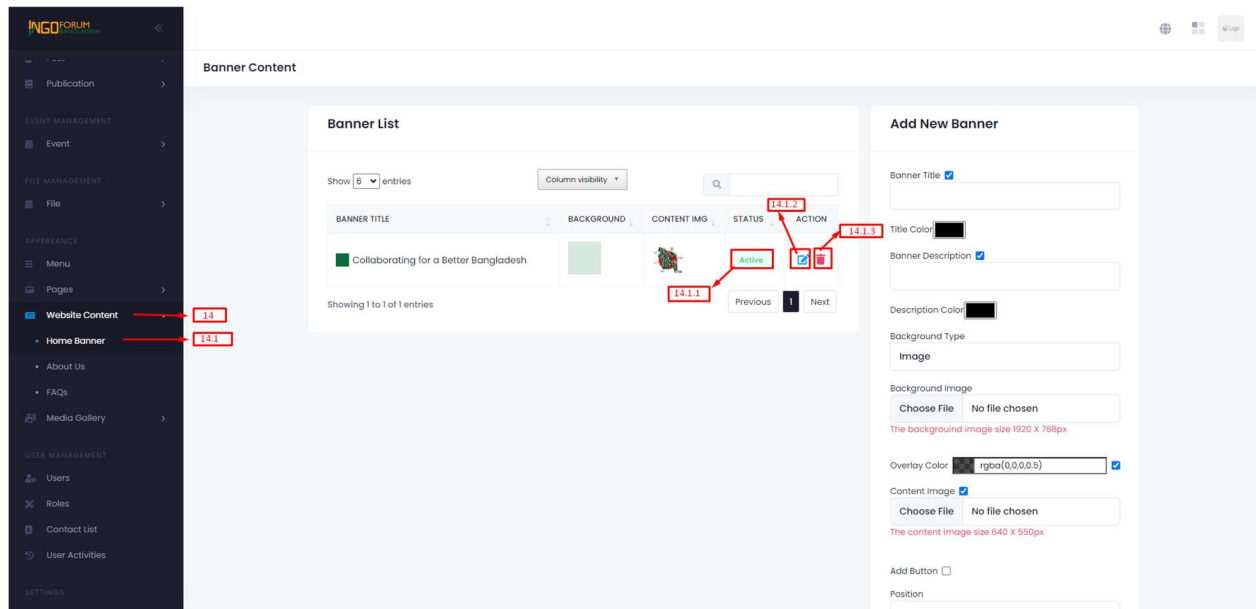


Figure 27 Home Banner Manage Page

5.9.1. Home Banner (Marked Point 14.1)

- **Marked Point 14.1.1 Banner Image:** Displays the current banner image.
 - **Purpose:** Provides a visual representation of the banner.
 - **Functionality:** Shows the image that is currently set as the banner.
 - **Usage:** Click to view or update the banner image.
- **Marked Point 14.1.2 Edit Icon:** Opens the banner editing form.
 - **Purpose:** Allows modifications to the banner details.
 - **Functionality:** Opens the form where banner details can be updated.
 - **Usage:** Click to edit the banner.
- **Marked Point 14.1.3 Delete Icon:** Deletes the banner from the list.
 - **Purpose:** Removes the banner from the website.
 - **Functionality:** Permanently deletes the banner after confirmation.
 - **Usage:** Click to delete the banner.
 - **Marked Point 14.2 About Us**

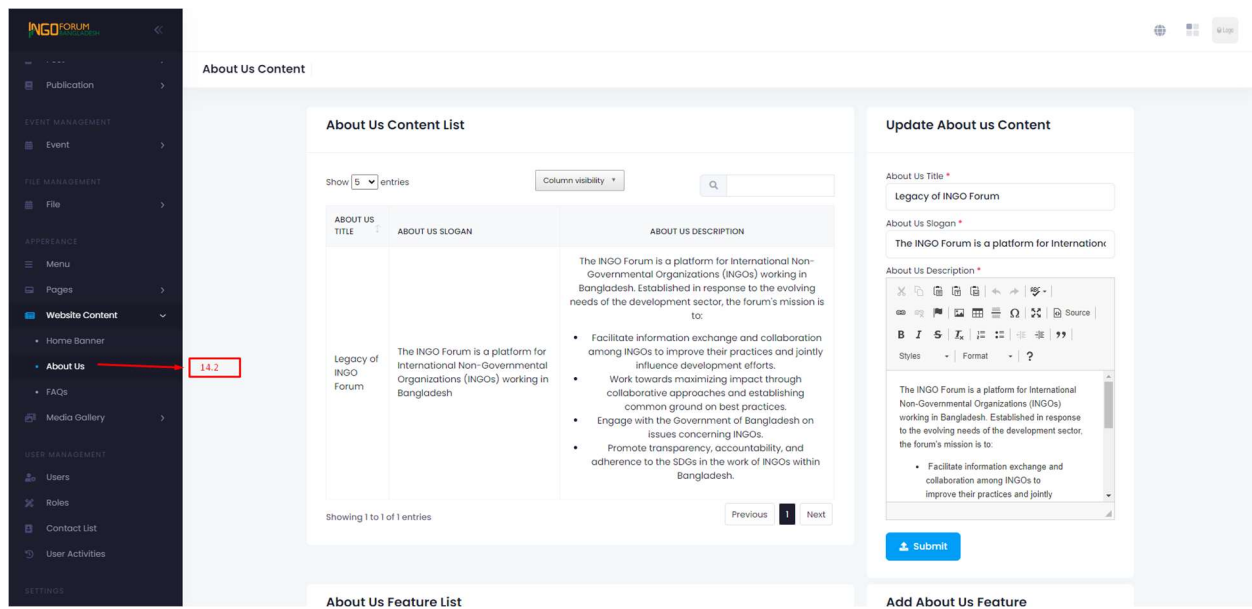


Figure 28 About Us Page

5.9.2. About Us Section (Marked Point 14.2): Displays information about the organization.

- **Purpose:** Provides a detailed description of the organization.
- **Functionality:** Editable content describing the mission and vision of the organization.
- **Usage:** Update or modify the content to reflect current information.

5.9.3. FAQs (Marked Point 14.3)

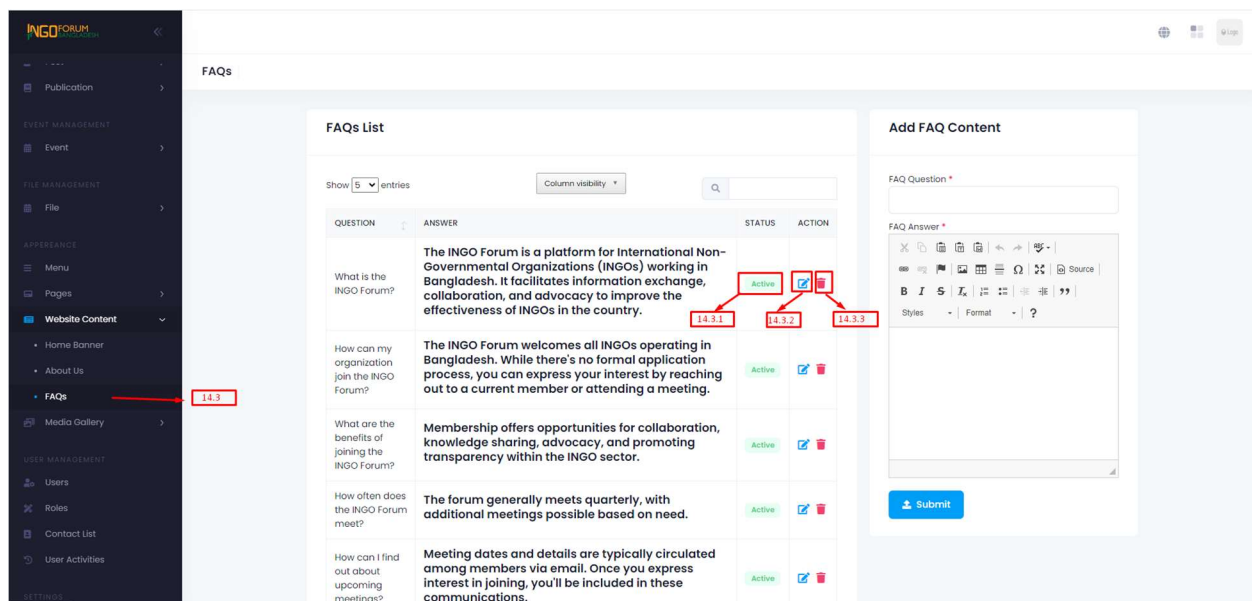


Figure 29 FAQ Page

- **Marked Point 14.3.1 Edit Icon:** Opens the FAQ editing form.
 - **Purpose:** Allows modifications to the FAQ content.
 - **Functionality:** Opens the form where FAQ details can be updated.
 - **Usage:** Click to edit the FAQ.
- **Marked Point 14.3.2 Delete Icon:** Deletes the FAQ from the list.
 - **Purpose:** Removes the FAQ from the website.
 - **Functionality:** Permanently deletes the FAQ after confirmation.
 - **Usage:** Click to delete the FAQ.
- **Marked Point 14.3.3 Status Toggle:** Enables or disables the FAQ.
 - **Purpose:** Controls whether the FAQ is published or not.
 - **Functionality:** Toggle between "Active" and "Inactive" status.
 - **Usage:** Click to change the status of the FAQ

5.9.4. Marked Point 15 Media Gallery

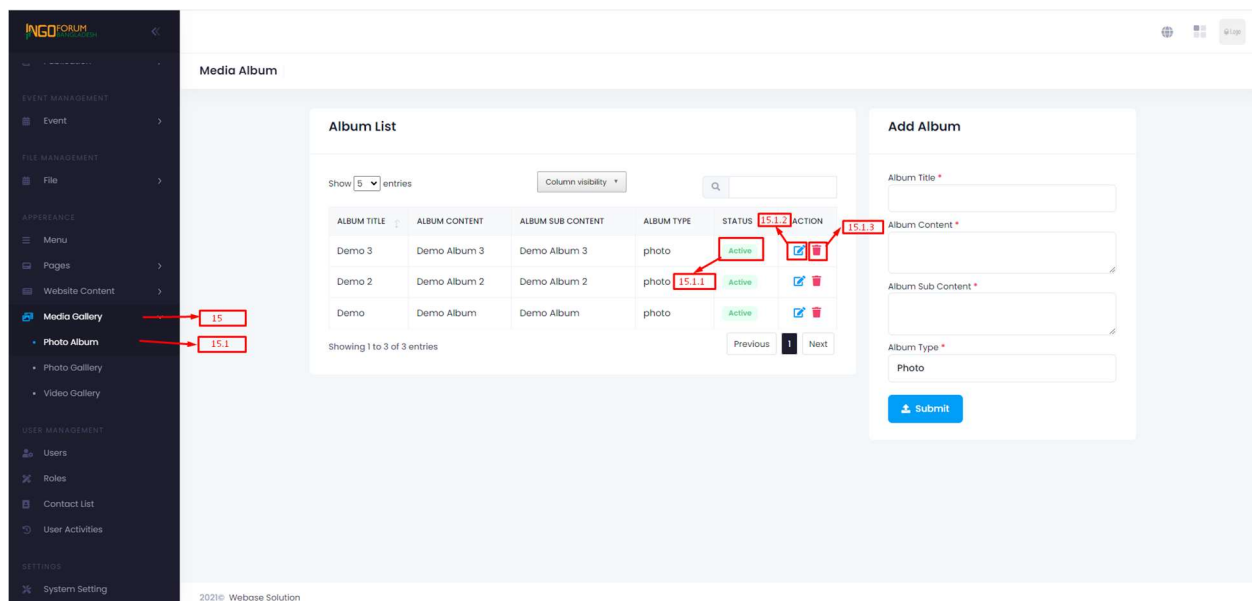


Figure 30 Photo Album Page

- **Marked Point 15.1 Photo Album**
 - **Marked Point 15.1.1 Status Toggle:** Enables or disables the album.
 - **Purpose:** Controls whether the album is published or not.
 - **Functionality:** Toggle between "Active" and "Inactive" status.
 - **Usage:** Click to change the status of the album.
 - **Marked Point 15.1.2 Edit Icon:** Opens the album editing form.
 - **Purpose:** Allows modifications to the album details.

- **Functionality:** Opens the form where album content can be updated.
 - **Usage:** Click to edit the album.
 - **Marked Point 15.1.3 Delete Icon:** Deletes the album from the list.
 - **Purpose:** Removes the album from the website.
 - **Functionality:** Permanently deletes the album after confirmation.
 - **Usage:** Click to delete the album.
- **Marked Point 15.2 Photo Gallery**

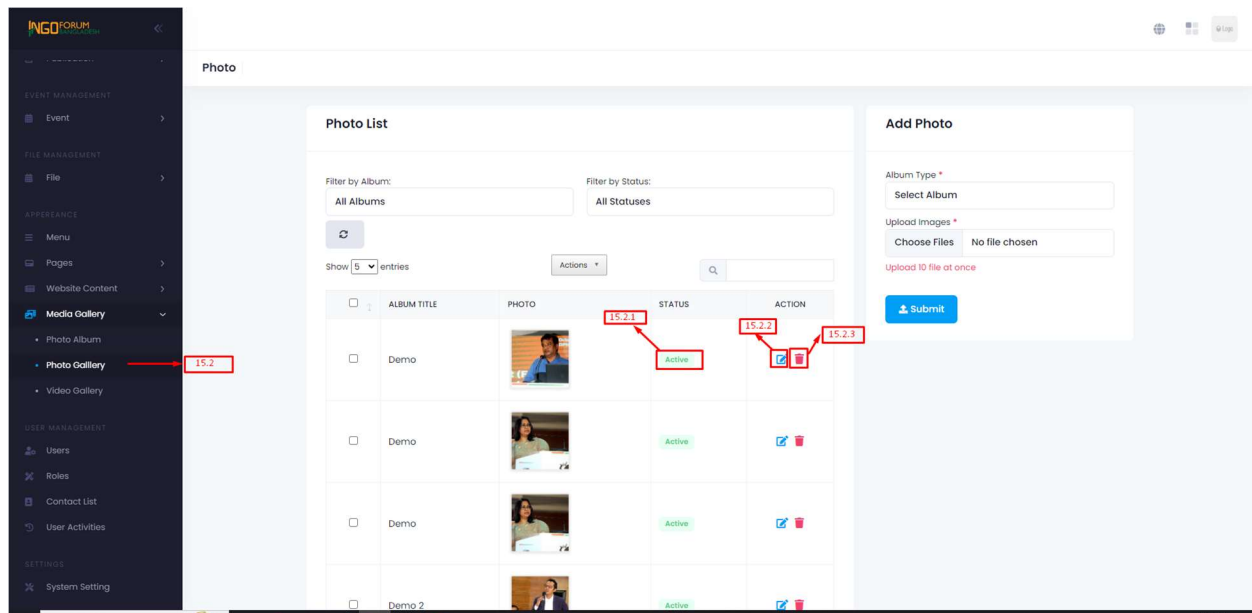


Figure 31 Photo Gallery Page

- **Marked Point 15.2.1 Photo Image:** Displays the current photo.
 - **Purpose:** Provides a visual representation of the photo.
 - **Functionality:** Shows the image that is currently set in the gallery.
 - **Usage:** Click to view or update the photo.
- **Marked Point 15.2.2 Edit Icon:** Opens the photo editing form.
 - **Purpose:** Allows modifications to the photo details.
 - **Functionality:** Opens the form where photo details can be updated.
 - **Usage:** Click to edit the photo.
- **Marked Point 15.2.3 Delete Icon:** Deletes the photo from the list.
 - **Purpose:** Removes the photo from the gallery.
 - **Functionality:** Permanently deletes the photo after confirmation.
 - **Usage:** Click to delete the photo.

- **Marked Point 15.3 Video Gallery**

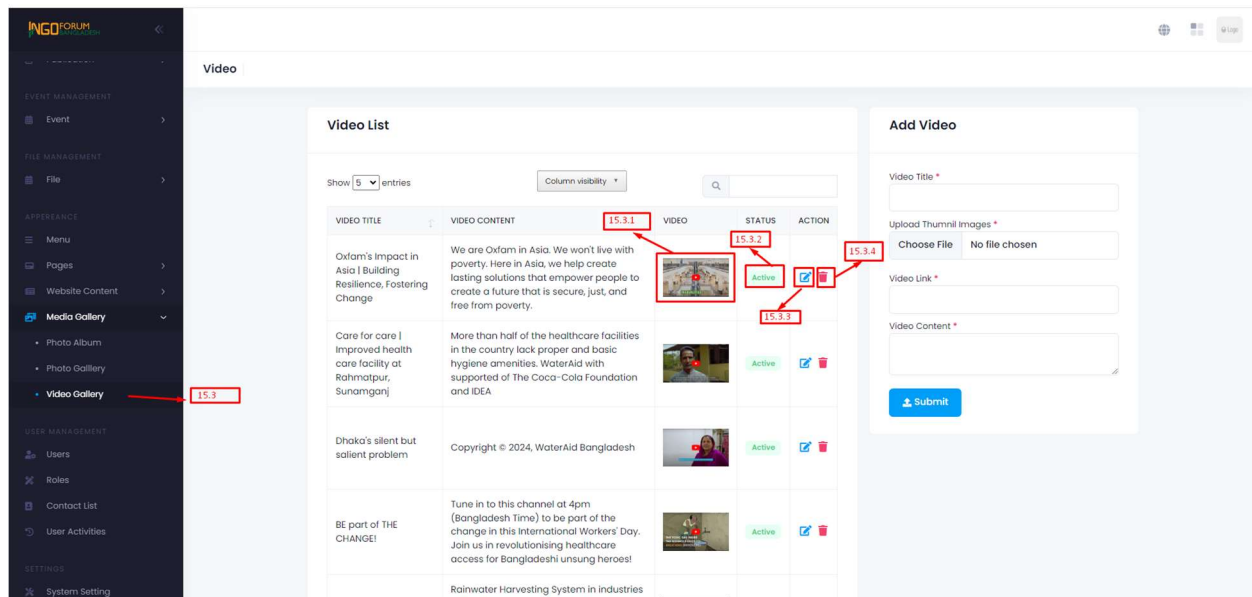


Figure 32 Video Gallery Page

- **Marked Point 15.3.1 Video Thumbnail:** Displays the current video thumbnail.
 - **Purpose:** Provides a visual representation of the video.
 - **Functionality:** Shows the thumbnail image that is currently set in the gallery.
 - **Usage:** Click to view or update the video.
- **Marked Point 15.3.2 Status Toggle:** Enables or disables the video.
 - **Purpose:** Controls whether the video is published or not.
 - **Functionality:** Toggle between "Active" and "Inactive" status.
 - **Usage:** Click to change the status of the video.
- **Marked Point 15.3.3 Edit Icon:** Opens the video editing form.
 - **Purpose:** Allows modifications to the video details.
 - **Functionality:** Opens the form where video details can be updated.
 - **Usage:** Click to edit the video.
- **Marked Point 15.3.4 Delete Icon:** Deletes the video from the list.
 - **Purpose:** Removes the video from the gallery.
 - **Functionality:** Permanently deletes the video after confirmation.
 - **Usage:** Click to delete the video.

5.10. User Management

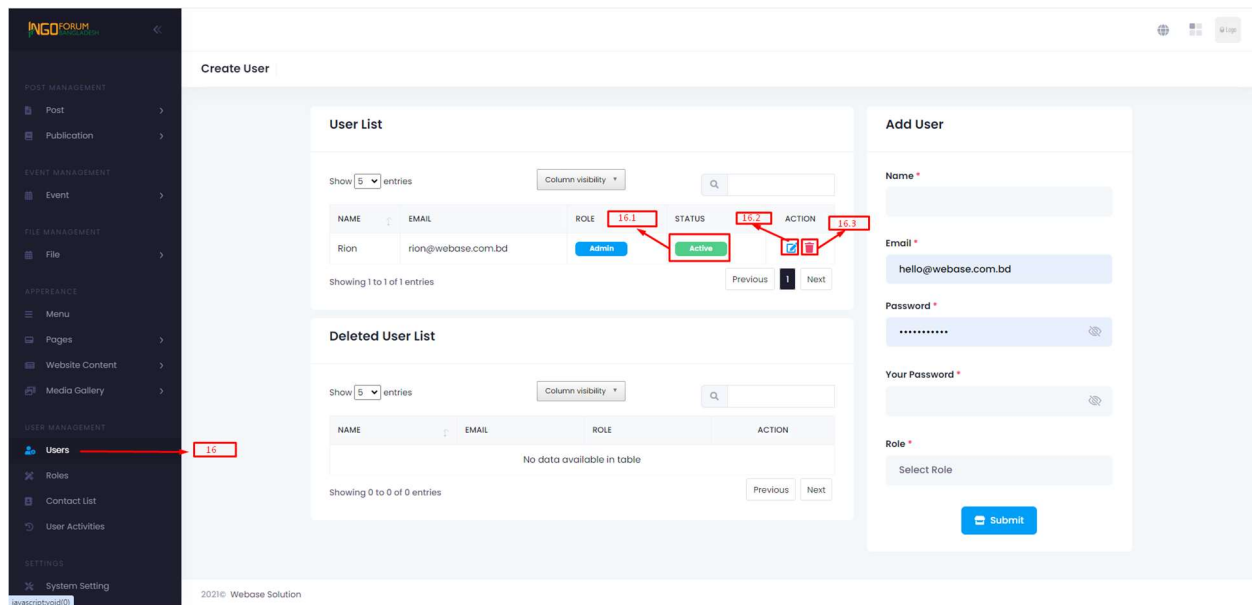
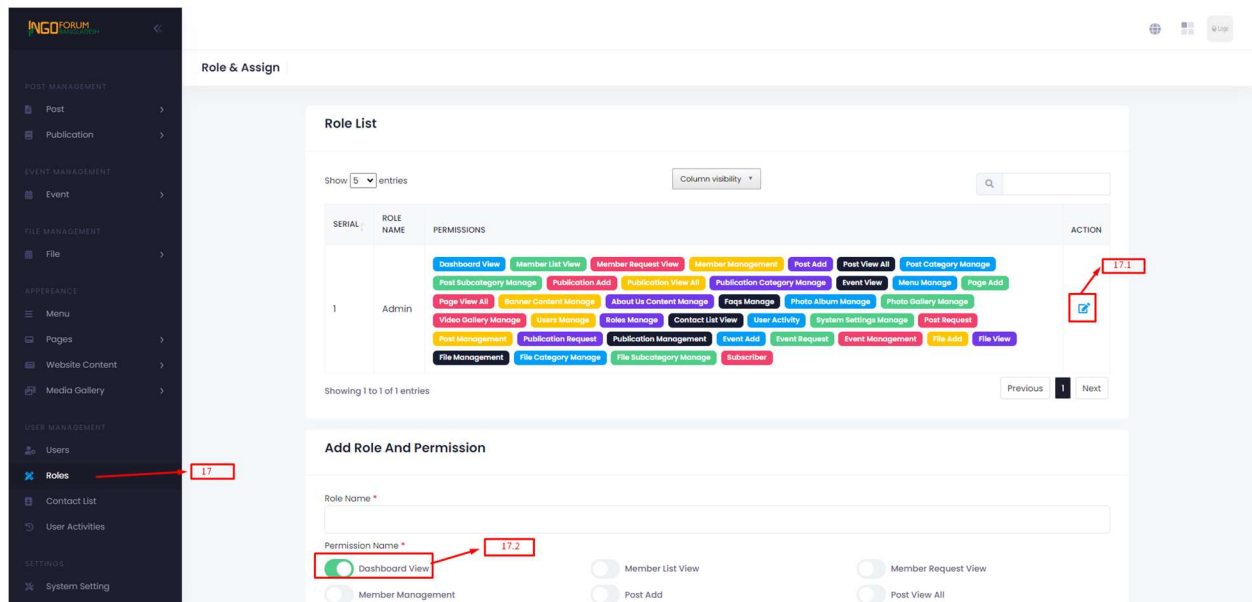


Figure 33 User Management

5.10.1. Users List (Marked Point 16)

- **Marked Point 16.1 Role Label:** Indicates the user's role within the system.
 - **Purpose:** Shows the user's access level.
 - **Functionality:** Displays roles like "Admin," "Editor," "Subscriber," etc.
 - **Usage:** View to understand the user's permissions.
- **Marked Point 16.2 Status Toggle:** Shows whether the user is active or inactive.
 - **Purpose:** Displays the current status of the user.
 - **Functionality:** Allows toggling between "Active" and "Inactive."
 - **Usage:** Click to change the user's status.
- **Marked Point 16.3 Edit Icon:** Opens the user editing form.
 - **Purpose:** Allows modifications to the user's details.
 - **Functionality:** Opens the form where user information can be updated.
 - **Usage:** Click to edit the user's information.

5.10.2. Role & Assign Management



- **Marked Point 17 Roles**

- **Marked Point 17.1 Edit Icon:** Opens the role editing form.
 - **Purpose:** Allows modifications to the role details and permissions.
 - **Functionality:** Opens the form where role information can be updated.
 - **Usage:** Click to edit the role and permissions.
- **Marked Point 17.2 Permission Toggle:** Enables or disables a specific permission for the role.
 - **Purpose:** Controls whether a permission is granted or not.
 - **Functionality:** Toggle between "Enabled" and "Disabled" for each permission.
 - **Usage:** Click to assign or remove permissions for the role.

5.11. Contact List (Marked Point 18)

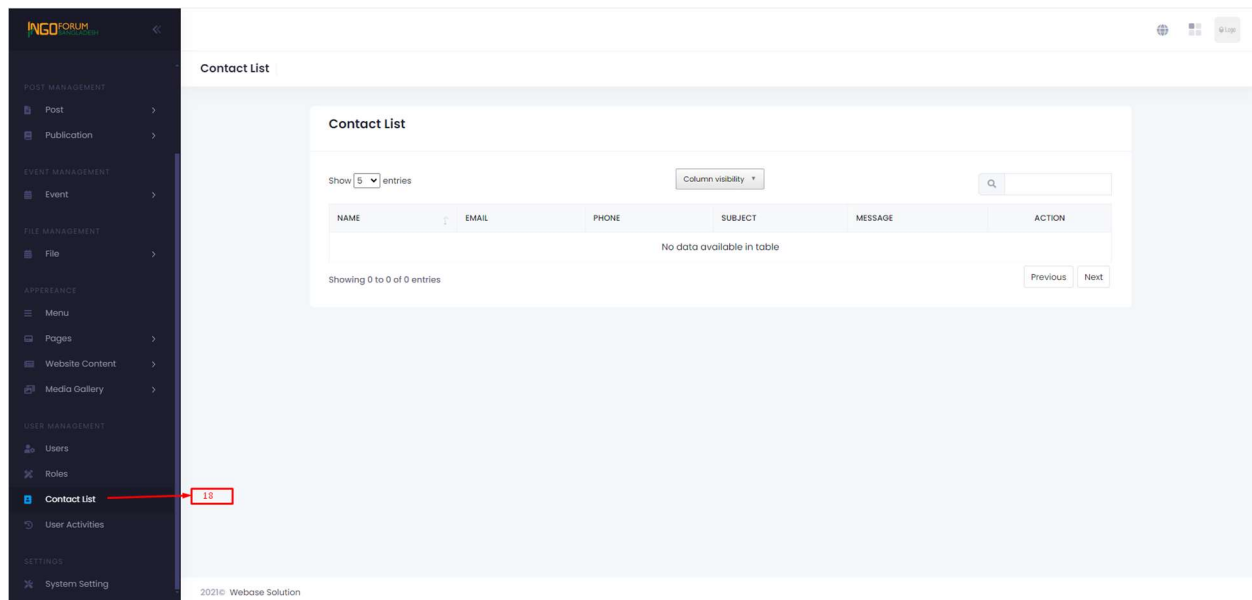


Figure 34 Contact List Page

Displays a list of contacts who have reached out via the website.

- **Purpose:** Provides a centralized location for viewing and managing contact submissions.
- **Functionality:** Allows administrators to view and respond to contact form submissions.
- **Usage:** Click on a contact to view more details or respond.

5.12. User Activities (Marked Point 19)

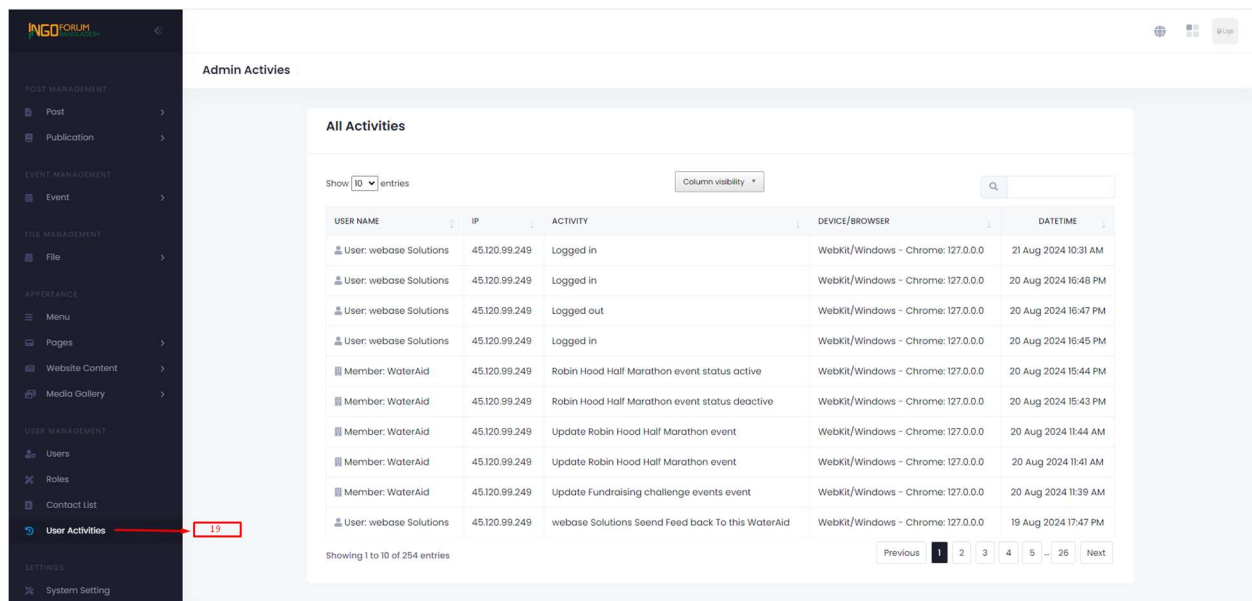


Figure 35 Admin User Activity List

Displays a log of user activities on the platform.

- **Purpose:** Provides a record of actions taken by users for accountability and tracking.
- **Functionality:** Logs include activities like login, logout, content creation, and more.
- **Usage:** Review to monitor user behavior and system usage.

5.13. System Settings

The screenshot displays the 'System Setting' page of the INGO Forum. The left sidebar contains a navigation menu with categories like 'POST MANAGEMENT', 'EVENT MANAGEMENT', 'FILE MANAGEMENT', 'APPEARANCE', and 'USER MANAGEMENT'. The 'System Setting' option is highlighted in the sidebar, and a red box labeled '20' points to it. The main content area shows the 'System Setting' form with various fields for configuring the website's global settings, including Name, Logo, Favicon, Short Content, Address, Address Emaded Code, Email, Phone, Facebook URL, LinkedIn URL, YouTube URL, and Twitter URL. A 'Submit' button is located at the bottom of the form.

Figure 36 System Settings Page

- **Marked Point 20 System Settings:** Centralized settings for the website's system configurations.
 - **Purpose:** Allows administrators to configure global settings like site name, logo, contact details, etc.
 - **Functionality:** Changes made here affect the entire site.
 - **Usage:** Modify settings to update global website configurations.

6. Conclusion

This Admin User Manual serves as an essential tool for any administrator tasked with managing the INGO Forum Bangladesh platform. By following the guidelines and instructions provided in this manual, administrators can ensure the platform operates smoothly, remains up-to-date, and continues to serve as an effective resource for the organization and its members. The manual is designed to be user-friendly, offering clear, concise directions that facilitate the efficient management of all platform features. Whether you are managing user accounts, updating content,

or configuring system settings, this manual will support you in maintaining the integrity and functionality of the INGO Forum Bangladesh platform.

