

# User Manual for Web CMS




## Login

लगइन गर्नुहोस



इमेल:



पासवर्ड:



☐ अर्को लगइनको लागि सेभ गर्नुहोस

लगइन गर्नुहोस

Login can be done using username and password of own offices. After login user is redirected to own dashboard.

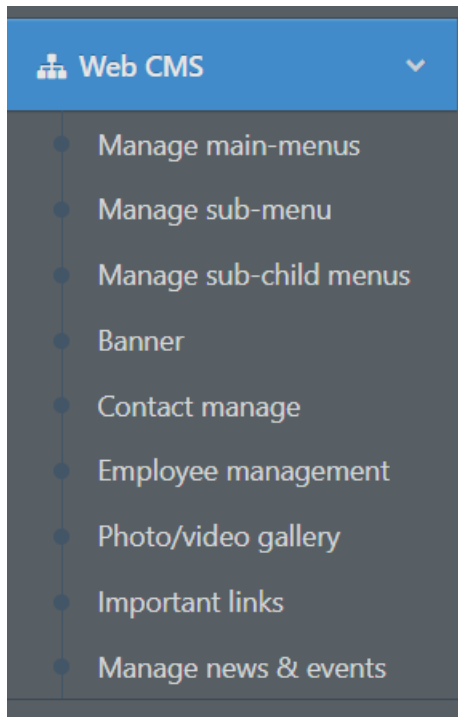
## Dashboard

Brief information about data in CDMS is shown in the dashboard.



## Web CMS

Web CMS is content management system for own office website.



Under Web CMS there are different navigation links.

#### i) Manage main menu

Main menu is the menu which is shown in navigation bar of website.

Main menu	Main menu (in Nepali)	Menu URL	Is active?	Has sub-menu?
<a href="#">Home</a>	गृह पृष्ठ	/home/index	true	false
<a href="#">About us</a>	हाम्रो बारेमा		true	true
<a href="#">Offices under Ministry</a>	मातहतका निकाय		true	true
<a href="#">Acts &amp; Regulations</a>	ऐन तथा नियमावली		true	true
<a href="#">Publication</a>	प्रकाशन		true	true
<a href="#">Notices &amp; Information</a>	सूचना तथा जानकारी		true	true
<a href="#">Contact Us</a>	सम्पर्क		true	false

After clicking on add new button the following page is shown:

Create main menu
Back To list
Save

Serial no

Main menu

Main menu (in Nepali)

Menu URL

Has sub-menu?

Is active?

Select

☐

☐

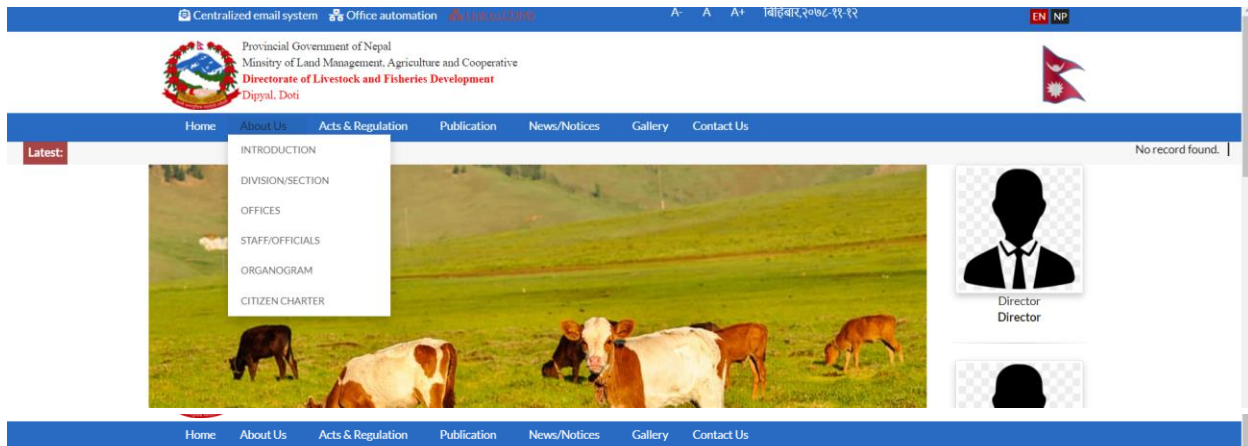
Serial no is number in which order the main menu is shown. Main menu is menu name in English and main menu(in Nepali) is menu name in Nepali. If the menu does not have menu below it then the menu

[Home](#)
[About Us](#)
[Acts & Regulation](#)
[Publication](#)
[News/Notices](#)
[Gallery](#)
[Contact Us](#)

ii) Manage sub menu

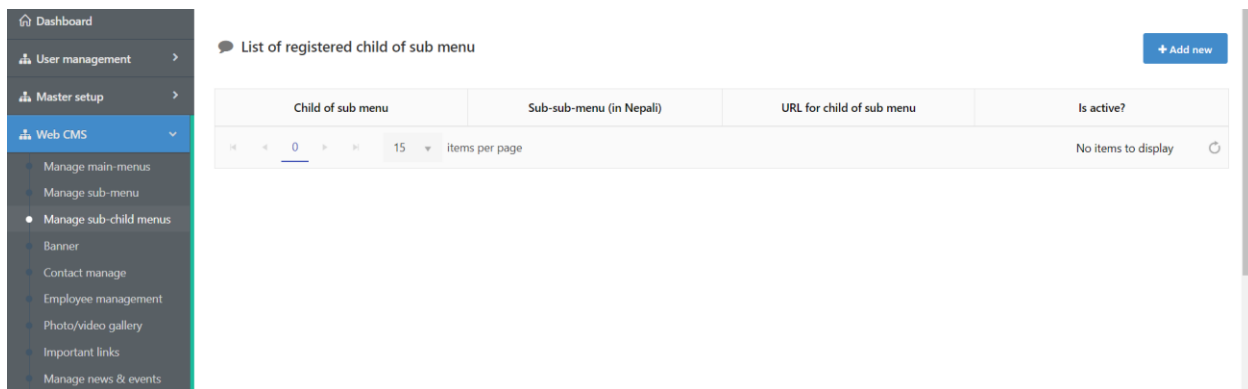
After clicking on add new button the following page is shown:

Serial no is number in which order the sub menu is shown. Main menu is menu which has this sub menu. Sub menu Nepali and English name is needed. If the menu does not have menu below it then the has child is to be checked. Is active means that the menu is to be shown or not in the website.



Sub menu is shown as above image in the website.

## Manage sub-child menus



After clicking on add new button the following page is shown:

Serial no.

Select sub menu

Child of sub-menu

Child of sub menu (in Nepali)

Is active? ☐

Serial no is number in which order the sub sub menu is shown. Submenu is menu which has this sub submenu. Sub sub menu Nepali and English name is needed.



Sub sub menu is shown as the image above.

Banner:

Banner can be uploaded from banner in the menu bar.

List of the banners

+ Add new

Title	Description	Action
<div> <div>0</div> <div>15 items per page</div> <div>No items to display</div> </div>		

After clicking on add new button, the URL is redirected to menu adding page.

Title  Is active? ☐

Description

Picture  Override title attribute

Banner title is title shown in banner and description is description of banner. Is active is whether the banner is to be shown or not. If checked only the banner is shown. Picture is image shown in banner.



Banner is shown as above image in website.

### Contact Manage

Ministry name	Department	Office name	Phone primary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Email primary	Email	Opening hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	Extension	Fax	Facebook url
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tweeter url	Web url		
<input type="text"/>	<input type="text"/>		

Contact information about office is created here. It is displayed in website as:-



## Directorate of Livestock and Fisheries Development

दिपायल सिलगढी न.पा.राजपुर डोटी

☎ P.: (+977) ०९४-४४०१४६, ०९४-४४०१३२,

E.: [dolf@sudurpashchim.gov.np](mailto:dolf@sudurpashchim.gov.np)

🔗 U.:

🕒 H.: 10:00-17:00

### Employee management:

Dashboard

User management >

Master setup >

Web CMS ▾

Manage main-menus

Manage sub-menu

Manage sub-child menus

Banner

Contact manage

Employee management

Photo/video gallery

Important links

Manage news & events

List of employees

+ Add new

Full name	Designation	PIS	Address
No items to display			

0 15 Items per page

Employee in the office is managed from here.

कर्मचारी दर्ता [Back To list](#) Save

Serial no

Category

Full name

PIS

Designation

Is he/she Information Officer? ☐

Is he/she Director/Office Chief? ☐

Office phone

Phone (personal)

Phone extension

Email primary

Email secondary

Address

Is active Yes ☒ No ☐

Picture

Override title attribute

Upload a file ↑

The information of employee and if the person is information officer or chief the respective checkbox is checked.

## Photo video gallery

List of registered galleries + Add new

Gallery title	Gallery type	URL for video gallery
<a href="#">Test</a>	Photo	
<a href="#">Gallery two</a>	Photo	

15 items per page 1 - 2 of 2 items

Photo and video gallery is managed here.

[List of registered galleries](#) [Back to list](#)

REGISTER GALLERY

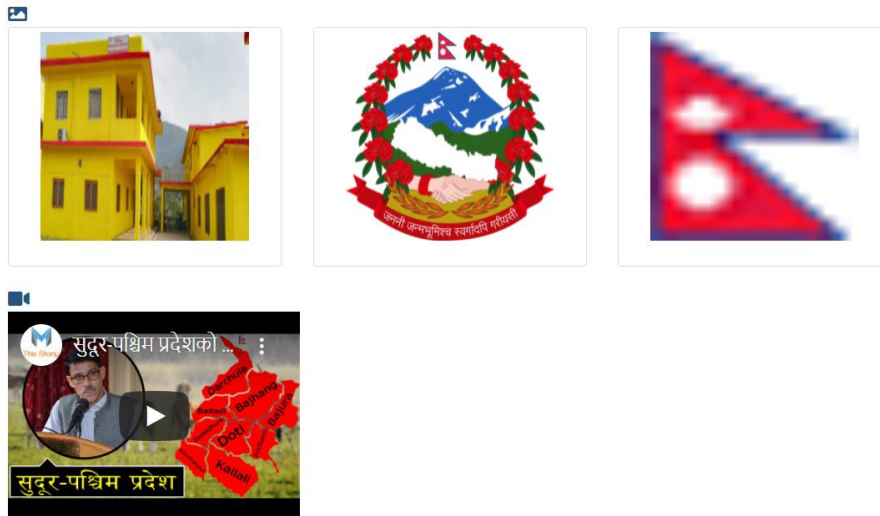
Gallery type

Gallery title

Save

Galley type is if it is photo or video. If photo then title is required and if video then gallery title is required.

Gallery is displayed in website as below.



## Important link

Dashboard

User management

Master setup

Web CMS

- Manage main-menus
- Manage sub-menu
- Manage sub-child menus
- Banner
- Contact manage
- Employee management
- Photo/video gallery
- Important links
- Manage news & events

CDM data manage

Report

List of registered important link

Link name

Link url

Link serial no.

0

15

items per page

No items to display

Important link are the links which are to be displayed in website.

Register Back To list

Save

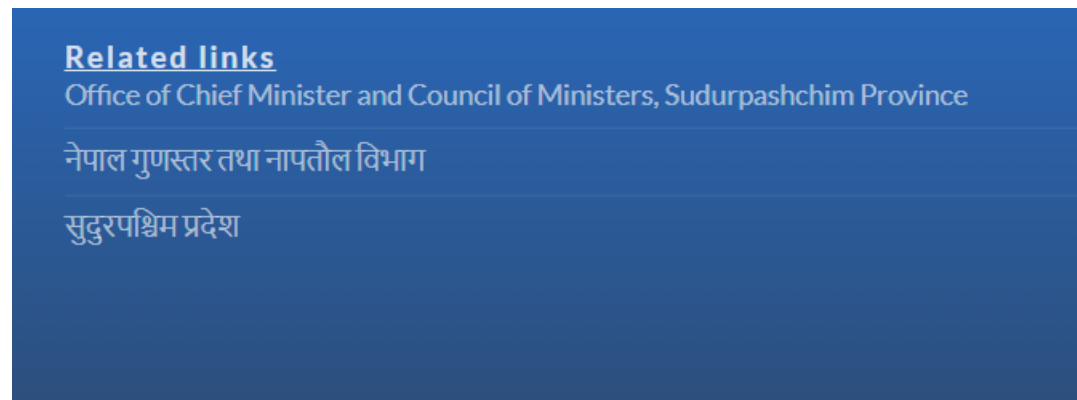
Link serial no.

Link name

Link name in Nepali

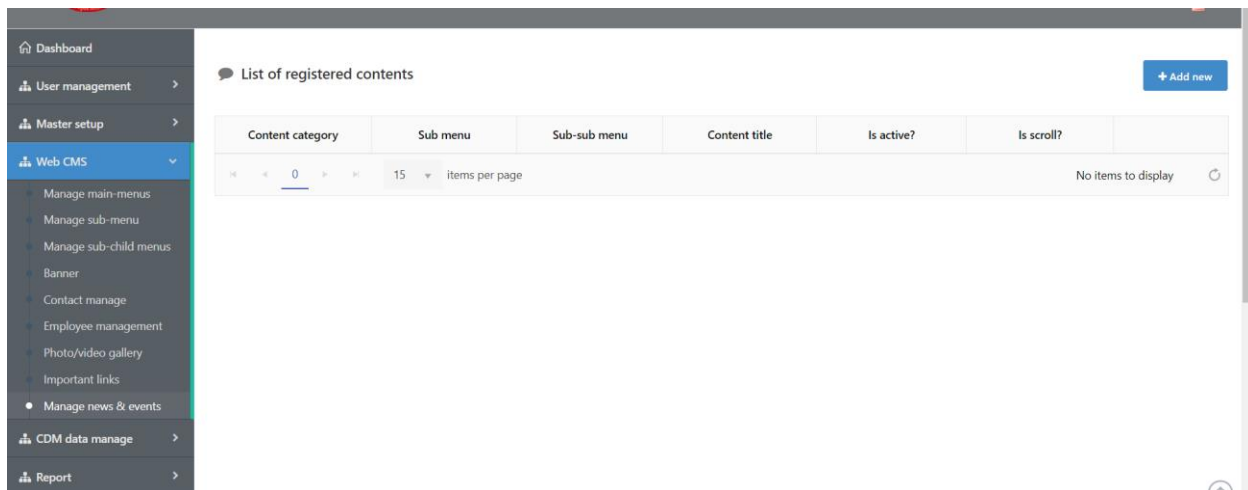
Link url

Link name and URL are needed. It is displayed as below in the website.



## Manage news and event

This menu is used to manage all the content of the website. It is also known used as content management.



After clicking on add new :-

