USER MANUAL

PUNJAB IRRIGATION PUBLIC WEBSITE ADMIN MANUAL [ADMIN PANEL]

DEVELOPMENT OF WATER RESOURCES MANAGEMENT INFORMATION SYSTEM (WRMIS) AND DECISION SUPPORT SYSTEM (DSS)

NESPAK

Version 0.1

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Revision History

Version	Date	By	Summary of Changes
1.0	23-Aug-16	NESPAK	Initial Draft

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6   PUNJAB IRRIGATION PUBLIC WEBSITE ADMIN MANUAL [ADMIN PANEL]

Admin Panel gives access to administration options for the public website, such as managing web pages, permissions, modifying the content type and sections. Public Website contents and all pages are controlled and managed from Admin Panel
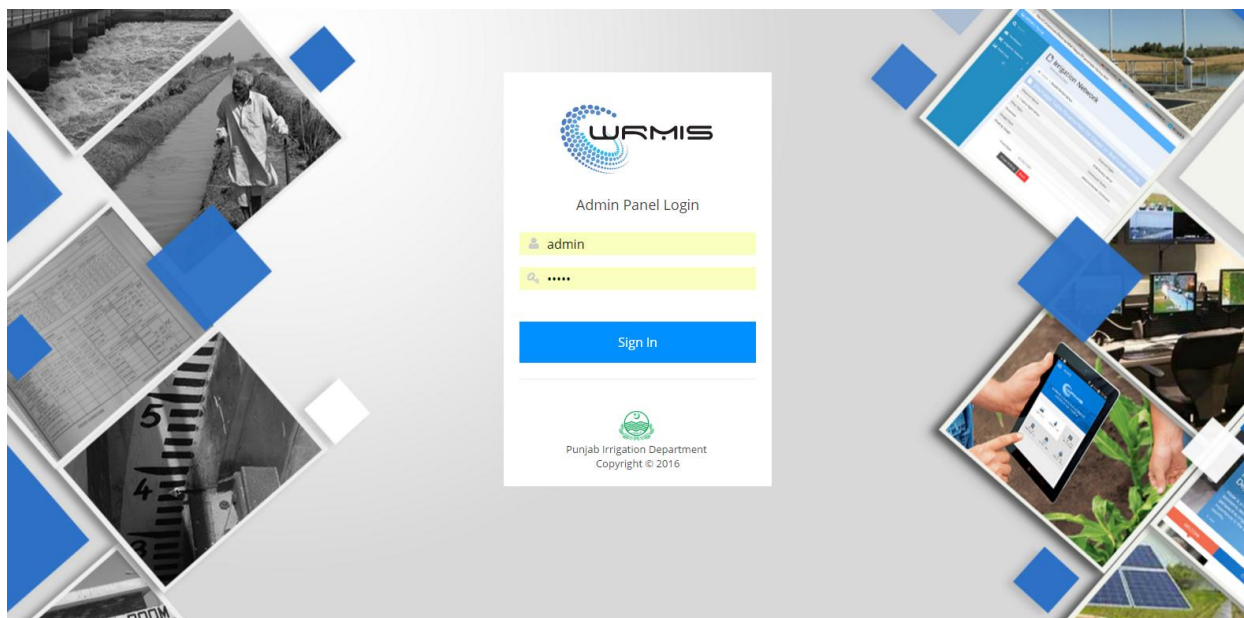
6.1   Admin Panel

Admin Panel contains 5 major functionalities as under:

- **Web Pages:** By means of this option Administrator can add new web pages, edit and delete the existing web pages.
- **Add Page.** By means of this option Administrator can create a new web page, fill it up with a content using the Editing panel (by means of this panel Administrator will be able to add links, monitor the text, download pictures, etc.).
- **Menu:** This option gives Administrator an interface to vary the structure of the website menu: add/edit/remove the menu choice.
- **Patterns:** This provides an option to manage the website patterns (website area consisting of side and lower menu, and the page header. This option allows adding/cancelling the links to the side menu on the left and on the right of text arrays, and change the Copyright.
- **Design:** By using this option Administrator can choose one of the given variants of website designs.

Using Admin Panel, Administrator can configure and manage the public website. To access the Admin Panel:

- Please enter as username/password on Sign-in Page

Username

- Enter the username

Password

- Enter the password

Sign In

- Click on sign in button and you will see the admin access 'Punjab Irrigation Public Website Admin Panel'.

6.2   General Setting

Through "**General Setting Management**" screen administrator can update the information in relevant text fields and these changes will be reflected on public website.

The General Settings Screen is the default Screen in the admin panel and controls some of the most basic configuration of public website.

How to Access: Left Menu -> General

- Click on General button, system moves the admin to the **General Settings Management** screen

Home URL

- This is Home address of public website through which you can visit the public website.
- This is the directory where Public Website main **index.php** file is located.
- Admin can enter the information in the '**Home URL'** text field, if admin changes the Home address of public website than admins are unable to reach the public website

Admin URL

- This is admin URL of public website through which you can manage and modify your public website.

WRMIS URL

- This is WRMIS (water resource management information system) Main Address through which you can visit the WRMIS application.

- Click on the WRMIS logo at the right side from the Public website, system moves the admin to the WRMIS Application with this URL Address.

Helpline Number

Help Line No#	0800 22 333

- This is help line number of the public website which is displayed at the Top right side of the public website.
- You can change the help line number and enter new number in this field.
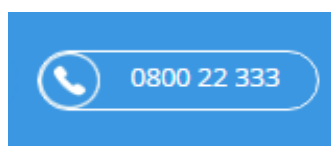
- On Public Website, when you drag the mouse at the phone logo, helpline number will be displayed.

Head Office Address

Head Office Address	Project Monitoring and Implementation Unit (PMIU), Punjab Irrigation Department, Old Anarkali, Lahore

- Head office address, which is displayed on contact us page of public website.
- If you want to change the address, please enter new address in the text field.

Support Email

Support Email	support@pmiu.com.pk

- This is support email address of the public website
- The address you enter here will never be displayed on the public website because this is a support email and if you want to send a message regarding the public website, an e-mail will be sent along with name, contact number and message to this Support email address.

Admin

Admin User	admin

- This is admin login admin name text field
- Enter the username in above mentioned field

Admin password

Admin Password	admin

- This is admin login password text field
- Enter the password in above mentioned field

Admin password again

Admin Password Again	admin

- Enter the password again in above mentioned field to verify the password
- Entered password should be same as above mentioned 'admin password' text field.

Save

✔ Save

- Click the <**Save**> button to ensure any changes you have made to your 'General Settings' are saved to your database. Once you click the button, a confirmation message will appear at the top of the page telling you your settings have been saved.

Cancel

Cancel

- Click on cancel button

6.3   Navigation Management

Through navigation management screen you can manage your menu, add new content. All the newly added menus are displayed on navigation management screen.

How to Access: Left Menu -> Navigation

- Click on Navigation button, system moves the admin to the **Navigation Management** screen

Name	Order	Action	URL			
Irrigation Zones	1	None	#	View	Edit	Delete
New Menu	1	None	#	View	Edit	Delete
Projects	2	None	#	View	Edit	Delete
PIDA	3	Blank	http://pida.punjab.gov.pk/	View	Edit	Delete
LBDCIP	4	Blank	http://lbdcip.irrigation.punjab.gov.pk/	View	Edit	Delete
Research & Development	5	None	#	View	Edit	Delete
Careers	6	None	#	View	Edit	Delete
Right to Information	7	None	#	View	Edit	Delete

Add New

+ Add New

- Click on add new button system moves the admin to the next screen of new navigation.

New Navigation

Name			Order	
Link Open	Same Tab ▼		Link URL	http://
	✔ Save Cancel			

6.3.1.1 <u>Name</u>

Name	New Menu

- Enter the name on the above mentioned **Name** text field

6.3.1.2 <u>Order</u>

Order	2

- Set the order of your menu for what place it should be on public website. Through this field you can change the order of navigational element in menus.
- For example if you select the order 2 and there is already 5 menus on the public website, your menu will be placed on 2nd position after the 1st menu.

6.3.1.3 <u>Link open</u>

Link Open	Same Tab ▼

- There are two option in Link Open. Same tabs mean your link will open in same tab and new tab means your link will open in new tab.

6.3.1.4 <u>Link URL</u>

Link URL	http://

- Enter the URL in the 'Link URL' where you want this menu to redirect to.
- When admin click on the newly added menu from the public website, system moves you to the given URL page.

6.3.1.5 <u>Save</u>

✔ Save

- Click on the <**Save**> button to ensure any changes you have made to your '**New Navigation'** are saved to your database. Once you click the button, a successfully message displayed at the top of the page **Success! Menus Successfully Added.**
- Newly added menu will be displayed on public website.
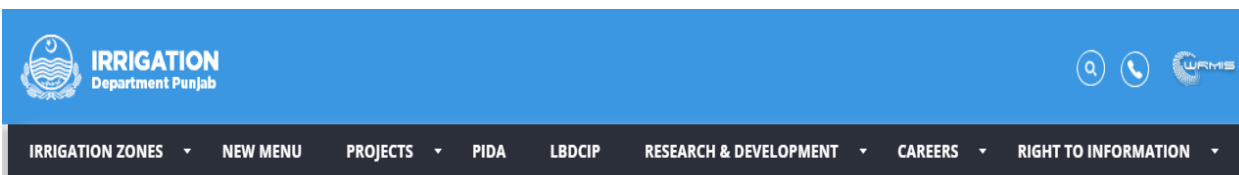
6.3.1.6 *Cancel*

Cancel

- Click on cancel button , system moves the admin to the Navigation management screen
- Newly added menus is now displayed on the navigation management screen.

View

View

- Click on view button against main menus, system moves the admin to the navigation management to add the sub menus

Navigation Management

Name	Order	Action	URL			
						+ Add New
Sargodha Zone	1	None	#	View	Edit	Delete
Bahawalpur Zone	2	None	#	View	Edit	Delete
2	2	None	http://	View	Edit	Delete
Lahore Zone	3	None	#	View	Edit	Delete
Faisalabad Zone	4	None	#	View	Edit	Delete
Multan Zone	5	None	#	View	Edit	Delete
D.G Khan Zone	6	None	#	View	Edit	Delete

Add New

+ Add New

- Click on add new button, system moves the admin to new navigation page and this is a sub menu page for adding new sub menu of main menu.

New Navigation

Name		Order	
Link Open	Same Tab	Link URL	http://

✔ Save Cancel

6.3.3.1 *Name*

Name	submenu

- Enter the name in the Name text box field

6.3.3.2   *Order*

Order	1

- Set the order of your menu which placed on the public website. Through this field you can change the order of navigational element in menus.
- For example if you select the order 1 and there is already 3 sub menu on the public website, your menu place on the 2nd number in sub menu list.

6.3.3.3   *Link open*

Link Open	Same Tab ▼

- Select the click functionality from the link open drop down.
- There is two tabs in the selection drop down. Same tabs mean your link will open
- in same tab and new tab means your link will open in new tab.

6.3.3.4   *Link URL*

Link URL	http://

- Enter the link URL in the 'link URL' text fields and this URL affiliate with this newly added Menu which is displayed on the public website
- When admin click on the newly added sub menu from the main menu, system moves you to the given URL page.

6.3.3.5   *Save*

✔ Save

- Click on the <**Save**> button to ensure any changes you have made to your '**New Navigation'** are saved to your database. Once you click the button, a successfully message displayed at the top of the page **Success! Menus Successfully Added.**
- Newly added submenu now displayed on the public website Main Menus
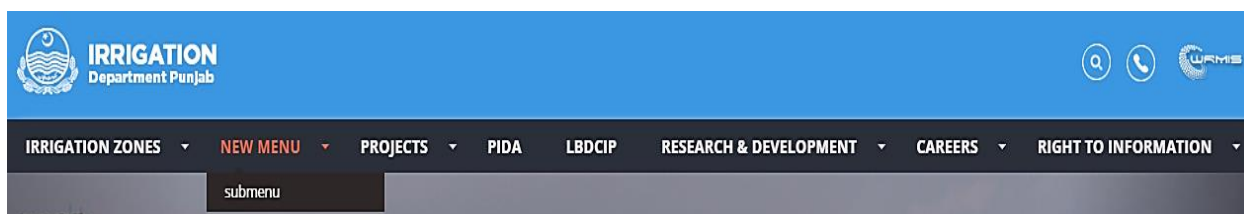
6.3.3.6   Cancel
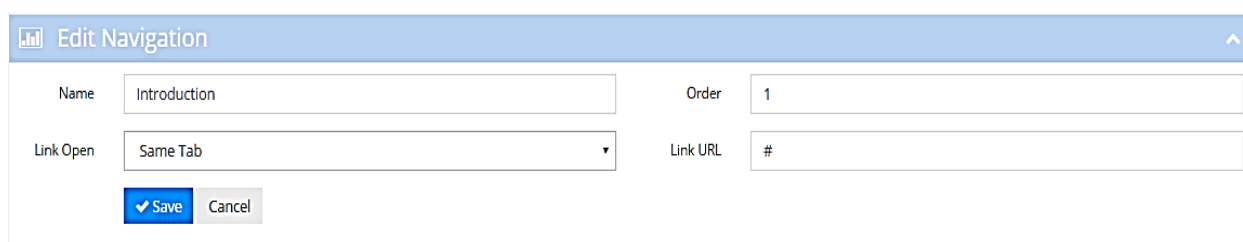
Cancel

- Click on cancel button , system moves the admin to the Navigation management screen
- Newly added sub menu is now displayed on the navigation management screen.

Edit

Edit

- Click on edit button , system moves the admin to the edit navigation screen with prepopulated values

Edit Navigation

Name	Introduction	Order	1
Link Open	Same Tab	Link URL	#

Save   Cancel

- To edit the Navigation "See the section of 3.3 Add New "

Delete

Delete

- Click on delete button, system prompt for the standard delete warning message **"Are you sure you want to delete this item?**
- Click on Ok button, system displayed a successfully message "**Success !Menu Successfully Deleted"**
- Click on back button , system moves the admin to the navigation management screen
- Click on cancel button, system will hide the message and record not delete.

6.4   Slider Management

- The term Slider is used for a slideshow added into a web page. It allows the admin to add only five pictures that will display on the public website. System allows the admin to create your own sliders and add them to your home page. System allows the admin to upload download view and delete the pictures.
- **How to Access:** Left Menu -> Slider
- Click on Slider button, system moves the admin to the **Slider Management**

screen

Choose file

- Click on choose file button , system prompt a new window
- Select an image and click on open
- Selected picture is now available on slider management screen and public website

Name

- Click on the name of pictures link, system open the picture in view mode.

Download

- Click on download link, system downloads the image in a browser.

Delete

- Click on delete link against image name , system delete the image from the slider management screen

6.5   Message (Home Page)

Through Message Management screen admin can add new message along with picture and title that will displayed on the public website.

   How to Access: Left Menu -> Home page -> Message

- Click on Message button under the home page Tab , system take the admin to the **Message Management** screen

Title

- Enter the title on above mention title text field.

Link

- Enter the URL link on above mention link text field.

Thumbnail

- Click on the change button to change the picture on above mention Thumbnail field, system prompt a new window.
- Select any picture from your system
- Click on open, new picture is added with its name on thumbnail field.
- Click on remove button , system removes the recently added picture
- Click on select file from thumbnail to select a new picture, system prompt a new window to select a picture

- Select a picture and click on open and image is now displayed with its name on thumbnail field.

Message

There are two ways that you can directly edit the Message (Home page).

6.5.4.1   WYSIWYG

A WYSIWYG is simply an acronym for **What You See Is What You Get** because the WYSIWYG editor does not require you to know the code and it will display the page on the website the way it look to you in the editor. There is a lot of functionality in this editor and it allow you to edit your website without having to hire someone who writes HTML code. A WYSIWYG editor or program is one that allows a developer to see what the end result will look like while the interface or document is being created.

- Toolbar

The toolbar is the place where you can find most of the editor features. It is placed right on top of the editing area. Each feature can be activated through a widget like a button or a list

box. Features can be grouped and groups of features are separated from one another using a small vertical bar. The toolbar gets updated whenever you take an action on the editing area (like typing a character or clicking). As a consequence, some features could be disabled depending on where you place the insertion caret inside the rich text area.

- Editing Area
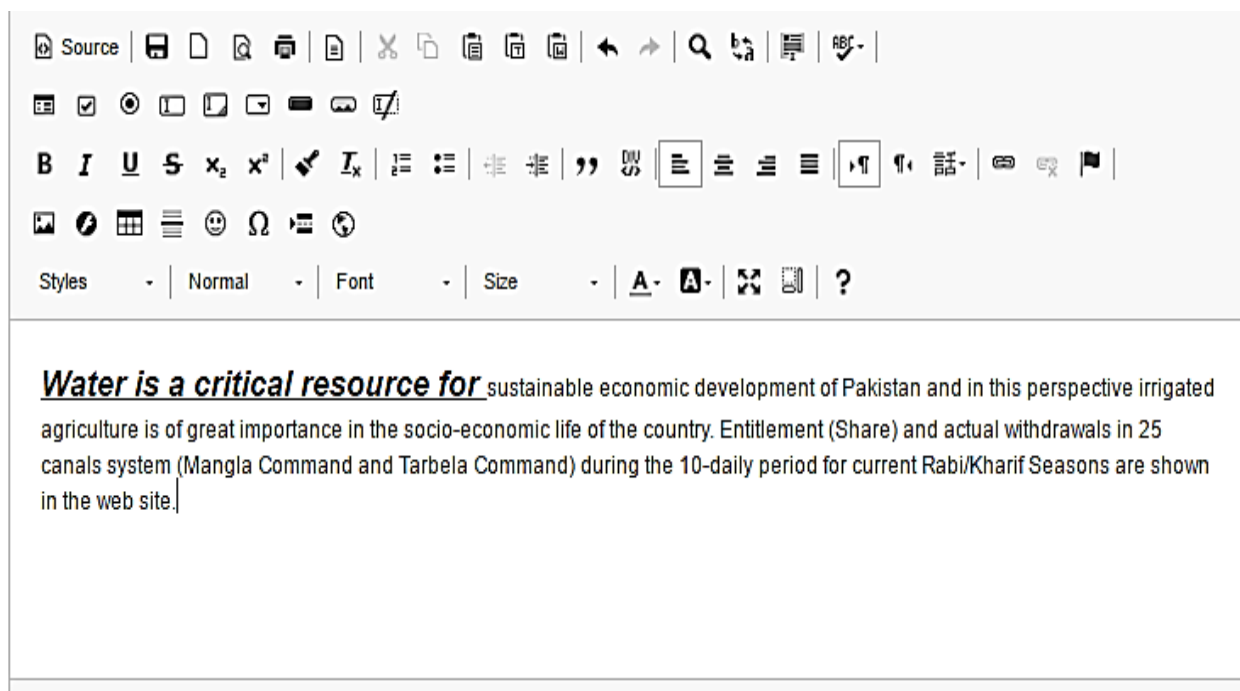
The editing area is the place where you will type in your text and format your document. It is a rich text area because you can see, while editing, how the text will look like after it is saved. Before you start typing make sure the editing area is focused. One way to focus the text area is to click on it. This should make the blinking insertion caret appear. You can control the caret using the arrow keys. Besides typing, the editing area allows you to select a piece of text. This is useful when you want to format your text. You can add new picture, link, and table through above mention toolbar. If your content becomes larger than the available space in the editing area the scrollbars, vertical or horizontal, will appear. The scrollbars allow you to go up and down, as well as left and right through your text.

6.5.4.2   Html source

If you click on the source button above mention toolbar, a pop-up displayed showing the HTML source code for your website and allowing you to edit the HTML source code directly. You can re-enable the source editor again at any stage by changing it back again.

Save

- Click on the <**Save**> button to ensure any changes you have made to your '**Message**' are saved to your database. Once you click the button, a successfully message displayed at the top of the page **Success! Message Successfully Updated.**
- Changes on above mention message management screen displayed on public website.

Cancel

- Click on cancel button, system moves the admin -

6.6   Essential (Home page)

Through Essential Management admin can edit Essentials that displayed on public website Essentials.

How to Access: Left Menu -> Home page -> Essential

- Click on Essential button under the home page Tab , system moves the admin to the **Essential Management** screen

- **Edit**

- Click on edit button against the list of the **Essential Management** as above mentioned, system moves the admin to **Edit Essential.**

6.6.1.1 Title

- Enter the title on above mention title text field

6.6.1.2 Link

- Enter the link on above mention link text field, entered link will associate with public website essentials.
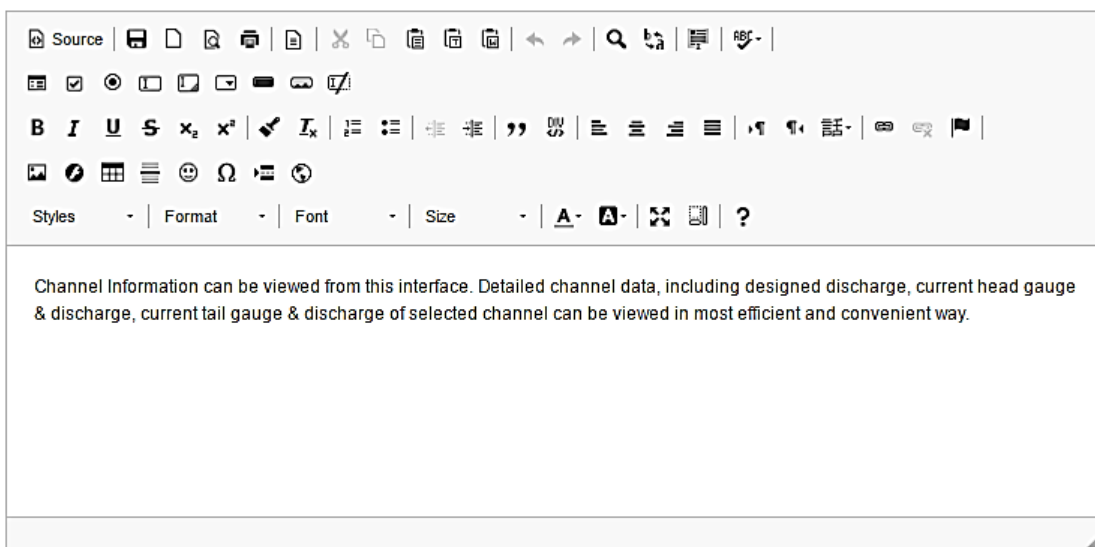
6.6.1.3 Thumbnail

- Click on the change button to change the picture on above mention Thumbnail field, system prompt a new window.
- Select any picture from your system or system
- Click on open, new picture is added with its name on thumbnail field.
- Click on remove button , system removes the recently added picture
- Click on select file from thumbnail to select a new picture, system prompt a new window to select a picture
- Select a picture and click on open and image is now displayed with its name on thumbnail field.

6.6.1.4 *Message*

- To edit the Message "See the section of 5.4 Message"

6.6.1.5 *Save*
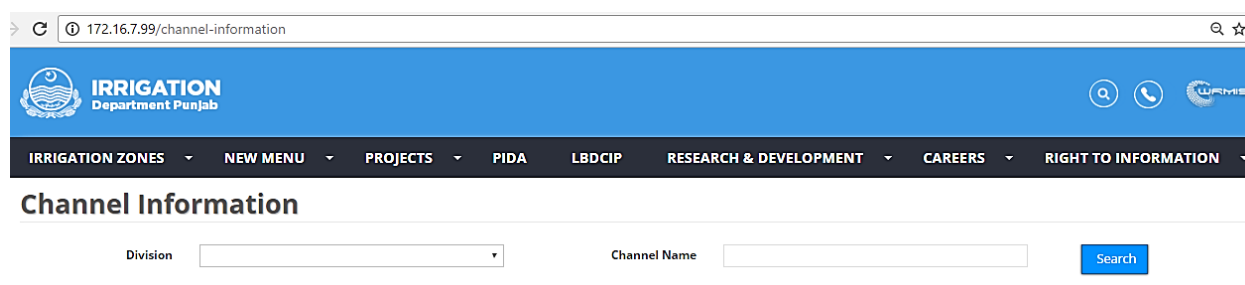
- Click on the <**Save**> button to ensure any changes you have made to '**Edit Essential**' are saved to your database. Once you click the button, a successfully message displayed at the top of the page **Success! Essential Successfully Updated.**
- Changes on above mention edit essential screen displayed on public website.

Channel Information

Channel Information can be viewed from this interface. Detailed channel data, including designed discharge, current head gauge & discharge, current tail gauge & discharge of selected channel can be viewed in most efficient and convenient way.

- Admin click on the Channel information, system moves the admin to the channel information with the above mention URL entered in Edit Essential Link text field.

6.6.1.6 *Cancel*

- Click on cancel button, system moves the admin -

6.7 Page Management (Pages)

Through this page management admin can manage website pages. Admin can add edit and delete pages of public website.

How to Access: Left Menu -> Pages -> Page Management

- Click on Page Management button under the pages Tab , system moves the admin to the **Page Management** screen

Page Management

Title	URL		
			+ Add New
Introduction of Bahawalpur Irrigation Zone	http://172.16.7.99/page/1	Edit	Delete
Salient Features of Bahawalpur Irrigation Zone	http://172.16.7.99/page/2	Edit	Delete
Budget of Bahawalpur Zone	http://172.16.7.99/page/3	Edit	Delete
Contacts for Bahawalpur Zone	http://172.16.7.99/page/4	Edit	Delete
Core Team of Bahawalpur Zone	http://172.16.7.99/page/5	Edit	Delete
Careers	http://172.16.7.99/page/8	Edit	Delete

Add New

+ Add New

- Click on add new button, system moves the admin to the New page screen.

New Page

Page Title	
Link Menu	Select...
Page Content	

✔ Save   Cancel

Activate Windows

6.7.1.1   *Title*

Page Title

- Enter title in the Title text field

6.7.1.2   *Link Menu*

Link Menu   Select...

Page Content

Select...
Irrigation Zones
Sargodha Zone
Bahawalpur Zone
Lahore Zone
Faisalabad Zone
Multan Zone
D.G Khan Zone
Projects
FRAU
SEC
PIU
WRMIS
PMIU
SPRU
PMO
PIDA
LBDCIP
Research & Development
Research Institue

- Select the relevant menu from the link menu drop down

6.7.1.3   *Page Content*

Page Content

Styles · | Normal · | Font · | Size · | A· ﾍ· | ﾍﾍ ﾍﾍ | ?

body   p

- To add the page content "See the section of 5.4 Message"

6.7.1.4   *Save*

✔ Save

- Click on the <**Save**> button to ensure any changes you have made on your '**New Page**' are saved to your database. Once you click the button, a successfully message displayed at the top of the page **Success! Page Successfully Added.**
- Newly added page also displayed on public website

6.7.1.5   *Cancel*
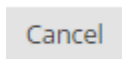
Cancel

- Click on cancel button , system moves the admin to the **Page Management** screen
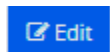
Edit

☑ Edit

- Click on edit button, system moves the admin to edit page with prepopulated values

- To edit the page "See the section of 7.1 Add New "

Delete
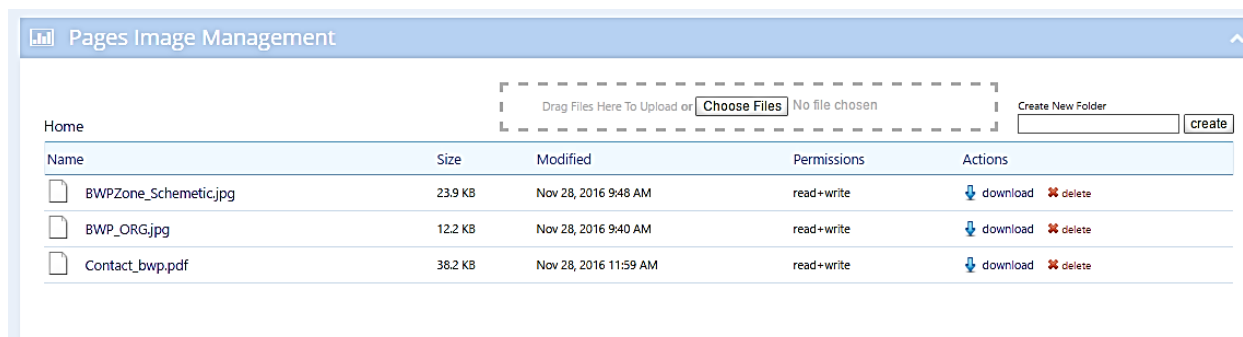
🗑 Delete

- Click on delete button, system prompt for the standard delete warning message **"Are you sure you want to delete this item?**
- Click on Ok button, system displayed a successfully message "**Success !Menu Successfully Deleted"**
- Click on back button, system moves the admin to the page management screen
- Click on cancel button, system will hide the message and record not delete.

6.8 Page Files (Pages)

Through page files, you can add picture, create new folder, add new picture in folder, delete and download pictures and added picture displayed on page management newly created pages

How to Access: Left Menu -> Pages -> Page File

- Click on Page File button under the pages tab, system moves the admin to the **Page Image Management** screen.

Create New Folder

- Enter the name in create new folder text field and click on create, newly created folder placed on **Page Image Management** screen.

Choose Files

- Click on choose file button , system prompt a new window
- Select an image and click on open
- Selected picture is now available on **Page Image Management** screen.

Name

- Click on pictures link, system open the picture in view mode.
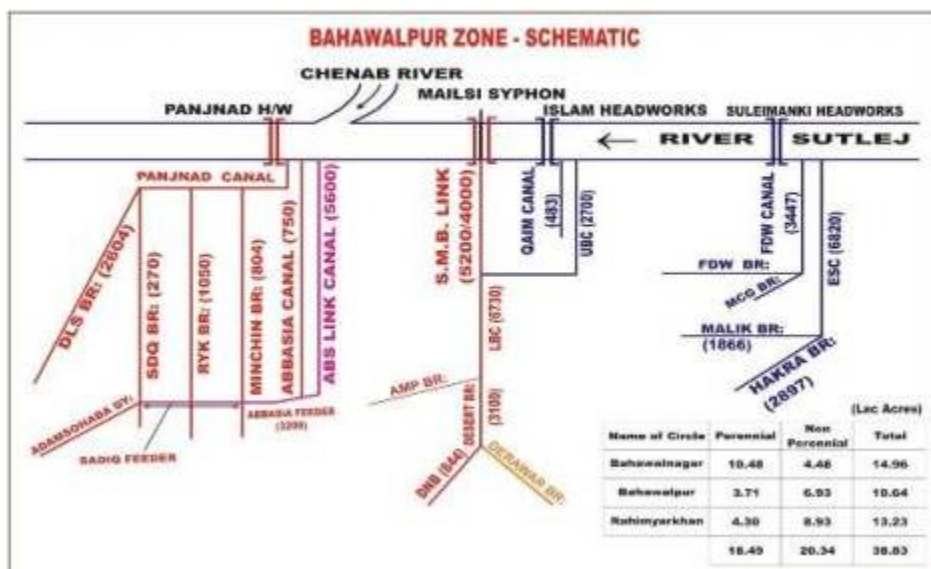
▉▉▉ Download

⬇ download

- Click on download link, system downloads the image in browser.

Delete

❌ delete

- Click on delete link against image name , system delete the image from the **Page Image Management** screen

6.9   Gallery Management

Through Gallery Management you can add gallery, new pictures, download added picture and delete pictures. These pictures and folders displayed on photo gallery of public website

How to Access: Left Menu ->Gallery -> Gallery Management

- Click on Gallery Management button under the Gallery Tab, system moves the admin to the **Gallery Management** screen

Title	Folder	
Ground Water Field Visit	Field Tour	Edit Delete
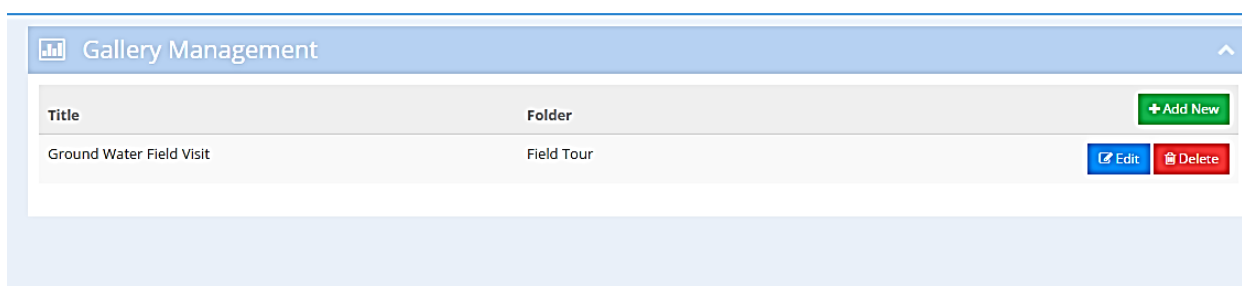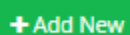
Add New

➕ Add New

- Click on add new button to add new gallery, system redirect the admin to the New Gallery screen

New Gallery

Title	
Description	
Directory	Field Tour ▾
Thumbnail	Select file

✔ Save Cancel

6.9.1.1 Title

Title

- Enter title in the Title text field

6.9.1.2 Description

Description

- Enter description in the description text field

6.9.1.3 Directory

Directory | Field Tour ▾
Field Tour
Thumbnail | New

- Select the directory from the directory dropdown, where all the relevant pictures of this gallery is placed.

6.9.1.4 Thumbnail

Thumbnail | Select file

- Click on Select file from Thumbnail , system prompt a new window
- Select an image from you system and click on open , picture is now available on thumbnail with its name

Thumbnail | 3a226596-d959-41e7-891e-5fd0795f9acd.png | Change   Remove

- If you want to change the picture , click on change from the thumbnail
- If you want to delete the picture , click on remove from the thumbnail

6.9.1.5   *Save*
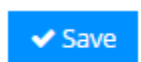
✔ Save

- Click on the <**Save**> button to ensure any changes you have made on your '**New Gallery**' are saved to your database. Once you click the button, a successfully message displayed at the top of the page **Success! Gallery Successfully Added.**
- Newly added folder displayed on **Photo Gallery** of public website

6.9.1.6 *Cancel*
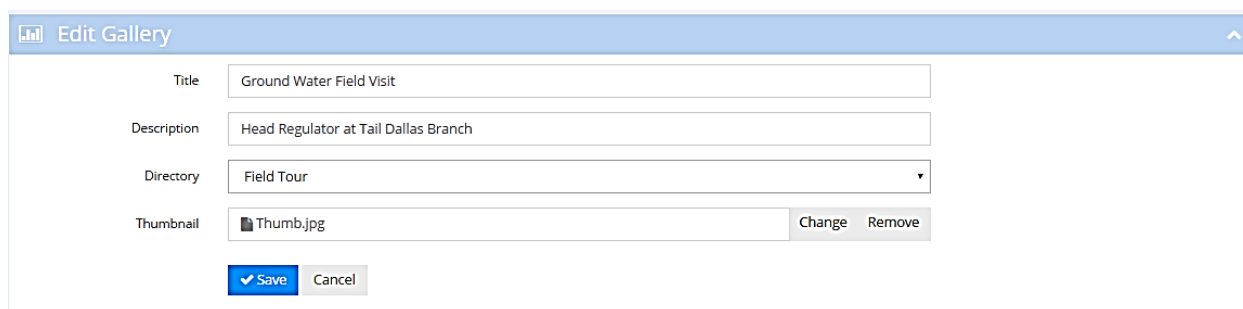
- Click on cancel button, system moves the admin to the **Gallery Management** Screen

Edit

- Click on edit button against title , system moves the admin to the **Edit Gallery** screen with prepopulated values

- To edit the gallery "See the section of 9.1 Add New"

Delete

- Click on delete button, system prompt for the standard delete warning message **"Are you sure you want to delete this item?"**
- Click on Ok button, system displayed a successfully message "**Success !Gallery Successfully Deleted"**
- Click on back button , system moves the admin to the gallery management screen
- Click on cancel button, system will hide the message and record not delete.

6.10   File Management

Through file management admin can add new images, create new folder, download images and delete images.

How to Access: Left Menu ->Gallery -> File Management

- Click on File Management button under the Gallery Tab, system moves the admin to the **Gallery File Management** screen
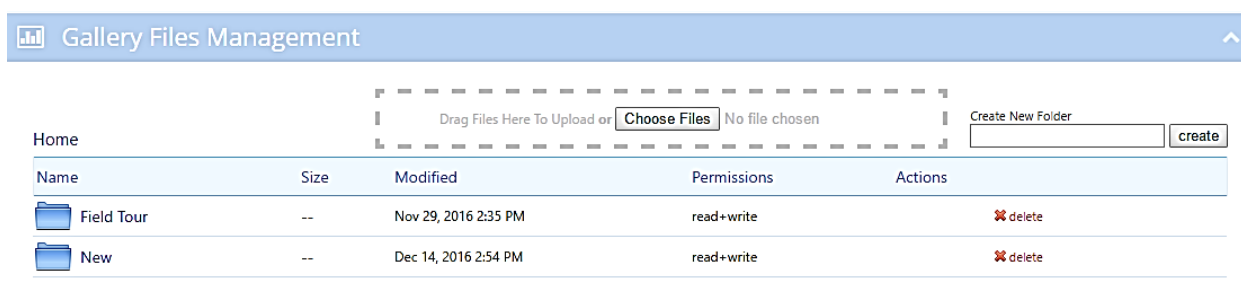
- To add new folder , add new images, view image , download and delete images **"See the section 8 Page Files"**

6.11   Feature Links

Through feature link admin can add, edit and delete new feature links. Newly added feature links are displayed on Link Management screen and public website features link.

How to Access: Left Menu ->Feature Links

- Click on Feature Link button, system redirect the admin to the **Link Management** screen

Links Management

Title	From Date	To Date	URL		
					+ Add New
Invitation for Bids for Strengthening of River Training Works of Islam Head Works	14-12-2016	31-12-2016	http://irrigation.punjab.gov.pk/Data/25089.pdf	Edit	Delete
Invitation for Bids for Remodelling of Shershah Railway Flood Bund	28-11-2016	31-12-2016	http://irrigation.punjab.gov.pk/Data/25121.pdf	Edit	Delete
Notification Regarding Regularization of Sub Divisional Officers (SDO), Irrigation Department	28-11-2016	31-12-2016	http://irrigation.punjab.gov.pk/data/SDONotification2016.pdf	Edit	Delete
List of Eligible and not Eligible Senior Sub Engineers for promotion against 20 Percent Quota, Irrigation Department	28-11-2016	31-12-2016	http://irrigation.punjab.gov.pk/data/Sub%20Engineers.pdf	Edit	Delete
Interviews for the different post of SPRU have been postponed, Irrigation Department	13-12-2016	31-12-2016	http://irrigation.punjab.gov.pk/Data/sprupostponed03112016.pdf	Edit	Delete
Flood Emergency Reconstruction and Resilience Project under ADP(FERRP)	01-10-2016	31-12-2016	http://irrigation.punjab.gov.pk/Data/Final%20ESMP%20ADB%20FERRP.rar	Edit	Delete
Disaster and Climate Resilience Improvement Project under World Bank (DCRIP)	01-10-2016	31-12-2016	http://irrigation.punjab.gov.pk/Data/FINal%20ESMPs%20WB%20DCRIP.rar	Edit	Delete
Annual Canal Closure Programme during Rabi 2016-17	01-10-2016	27-11-2016	http://irrigation.punjab.gov.pk/Data/25162.pdf	Edit	Delete
Director Finance Required For Lahore	15-11-2016	30-12-2016	Punjab-Irrigation-Department-Jobs-2013.jpg	Edit	Delete

Add New

+ Add New

- Click on add new button , system moves the admin to the New Link screen

📊 New Link

Title	
From Date	14-12-2016
To Date	14-12-2016
Link	http://

✔ Save **Cancel**

6.11.1.1 *Title*

Title

- Enter title in the Title text field

6.11.1.2 *From Date*

From Date | 14-12-2016

- Select From Date for showing the featured link.

6.11.1.3 *To Date*

To Date | 14-12-2016

- Select To Date to disable the featured link on the given date.

6.11.1.4 *Link*

Link | http://

- Enter the link in Link text field.

6.11.1.5 *Save*

✔ Save

- Click on the <**Save**> button to ensure any changes you have made on your '**New Link**' are saved to your database. Once you click the button, a successfully message displayed at the top of the page **Success! Links Successfully Added.**
- Newly added Links displayed on **Features link** of public website

Featured Links

New Invitation for Bids for Strengthening of River Training Works of Islam Head...

New Interviews for the different post of SPRU have been postponed, Irrigation D...

Invitation for Bids for Remodelling of Shershah Railway Flood Bund

Notification Regarding Regularization of Sub Divisional Officers (SDO), Irr...

List of Eligible and not Eligible Senior Sub Engineers for promotion agains...

Director Finance Required For Lahore

Flood Emergency Reconstruction and Resilience Project under ADP(FERRP)

Disaster and Climate Resilience Improvement Project under World Bank (DCRIP...

6.11.1.6 *Cancel*

Cancel

- Click on cancel, system moves the admin to the Link Management screen

Edit

Edit

- Click on edit button, system moves the admin to the Edit Link with prepopulated values

Edit Link

Title	Invitation for Bids for Strengthening of River Training Works of Islam Head Works
From Date	14-12-2016
To Date	31-12-2016
Link	http://irrigation.punjab.gov.pk/Data/25089.pdf

Save   Cancel

- To edit the link "See the section of 11.1 Add New"

Delete

🗑 Delete

- Click on delete button, system prompt for the standard delete warning message **"Are you sure you want to delete this item?**
- Click on Ok button, system displayed a successfully message "**Success !Links Successfully Deleted"**
- Click on cancel button, system will hide the message and record not delete.

6.12 Tenders/Auctions

Through tenders/auctions, you can add new tenders or auctions notice along with file, edit and delete notices. When admin click on Tenders/Auctions from the Essential of public website, system displayed all the tenders/auctions notices added through tenders/auctions management

How to Access: Left Menu ->Tenders/Auctions

- Click on Tenders/Auctions button, system moves the admin to the **Tenders/Auctions Management** screen

📊 Tenders/Auctions Management

Title	Type	Closing Date	Office	Division	+ Add New
Test Page	Auction	27-03-2017	Secretariat	Bhakkar	☑ Edit 🗑 Delete
TENDER NOTICE OF IRRIGATION WORKSHOP DIVISION BHAWALPUR	Auction	31-12-2016	Irrigation	Ahmedpur	☑ Edit 🗑 Delete
AUCTION OF LAND TRIMMU BARRAGE DIVISION	Tender	07-12-2016	Irrigation	Trimmu Barrage	☑ Edit 🗑 Delete
TENDER NOTICE OF SHUJABAD DIVISION	Tender	07-12-2016	Irrigation	Shujabad	☑ Edit 🗑 Delete
TENDER NOTICE OF SHEIKHUPURA DIVISION	Tender	08-12-2016	Irrigation	Sheikhupura	☑ Edit 🗑 Delete

Add New
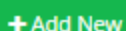
➕ Add New

- Click on add new button, system moves the admin to the **New Tender/Auction** screen.

📊 New Tender/Auction

Title		Type	Tender ▾
Date	03-04-2017	Active	Yes ▾
Office	PMIU ▾	Division	Ahmedpur ▾
File			Select file

✔ Save   Cancel

6.12.1.1 Title

Title

- Enter title in the Title text field

6.12.1.2 Type

Type   Tender ▾

- Select type Tender or Auction through this drop down..

6.12.1.3 Closing Date

Closing Date   14-12-2016

- Select the closing date through Closing Date calendar box.

6.12.1.4 Active

Active   Yes ▾
          Yes
Division   No
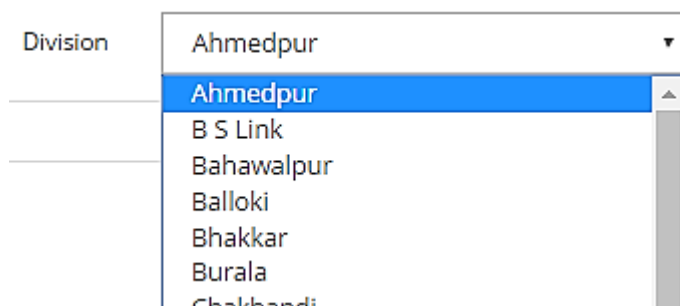
- Select the values Yes/No from Active drop down

6.12.1.5 Office

Office   Irrigation ▾
          PMIU
File   Secretariat
          PIDA
          Irrigation

- Select the office from the Office drop down

6.12.1.6 *Division*
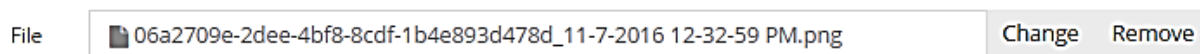
- Select the division from the Division drop down

6.12.1.7 *File*
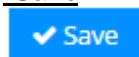
- Click on select file, system prompt a new window
- Select a file from system
- Click on open , image is available on below mention file with its name

- If you want to change the file , click on change button
- If you want to remove the file , click on remove button

6.12.1.8 *Save*

- Click on the <**Save**> button to ensure any changes you have made on your '**New Link**' are saved to your database. Once you click the button, a successfully message displayed at the top of the page **Success! Tender/Auction Successfully Added.**
- Click on Tenders from Essential of Public website , Newly added Tender Link displayed on Tenders screen

6.12.1.9 *Cancel*

Cancel

- Click on cancel button, system redirect the admin to the Tenders/Auctions Management screen

Edit

- Click on edit button against already added tender/auction on Tenders/Auctions Management screen , system redirect the admin to Edit Tender/Auction with prepopulated values
- To edit the link "See the section of 12.1 Add New"

Delete

- Click on delete button, system prompt for the standard delete warning message **"Are you sure you want to delete this item?**
- Click on Ok button, system displayed a successfully message "**Success !Tender Successfully Deleted"**
- Click on back button , system moves the admin to the Tender Management screen
- Click on cancel button, system will hide the message and record not delete.

6.13   Careers

Through careers management admin can add, delete and edit the new jobs and newly added job displayed on public website.
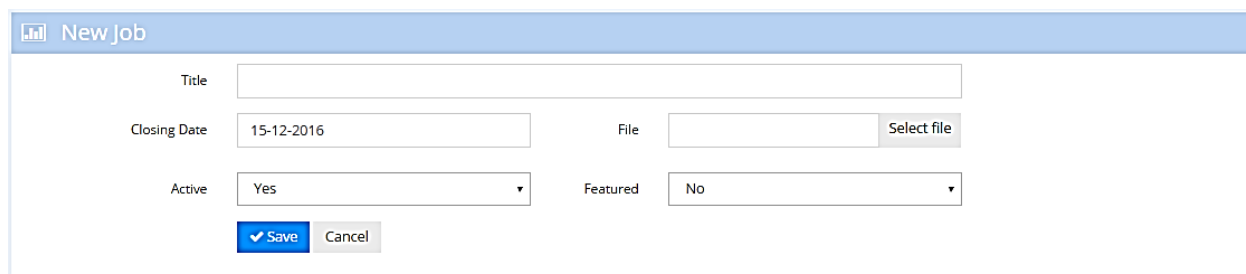
How to Access: Left Menu ->Careers

- Click on career button, system moves the admin to the **Career Management** screen

Add New
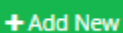
- Click on add new button, system redirect the admin to the new job screen

6.13.1.1 *Title*

Title

- Enter the job title through the Title text field

6.13.1.2 *Closing Date*

Closing Date   15-12-2016

- Select the closing date through the Closing Date calendar box

6.13.1.3 *File*

File   Select file

- Click on select file, system prompt a new window
- Select a file from system
- Click on open , image is available on below mention file with its name

File   add discharge   Change   Remove

- If you want to change the file , click on change button
- If you want to remove the file , click on remove button

6.13.1.4 *Active*

Active   Yes   ▼

- Select the values Yes/No from Active drop down

6.13.1.5 *Featured*

Featured   No   ▼

- Select the values Yes/No from Featured drop down
- If admin select value yes , new job will be displayed on featured links on public website

6.13.1.6 Save
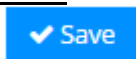
✔ Save

- Click on the **<Save>** button to ensure any changes you have made on your '**New job**' are saved to your database. Once you click the button, a successfully message displayed at the top of the page **Success! New Job Successfully Added.**
- Click on Careers link from Public website, newly added job Link displayed on Careers screen and if you select the feature value Yes new job also displayed on Feature Links.

6.13.1.7 Cancel
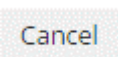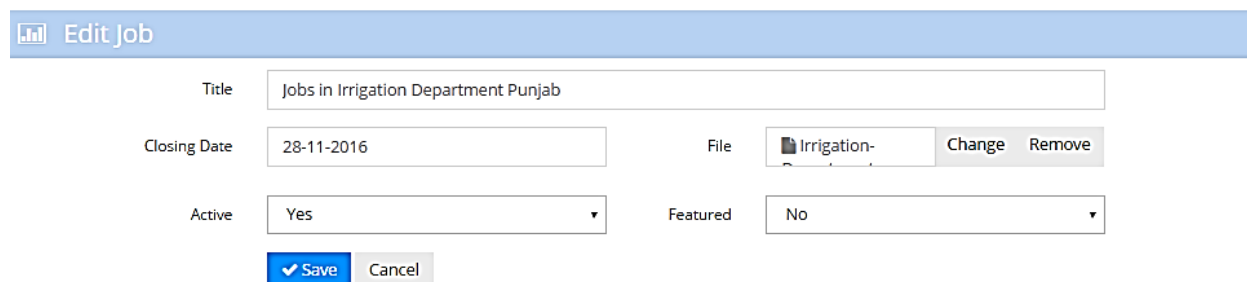
Cancel

- Click on cancel button, system moves the admin to the Career Management screen.
- Newly added job is now displayed on Career Management screen
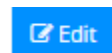
Edit

☑ Edit

- Click on edit button against job title on career management screen, system moves the admin to edit job with prepopulated values

📊 Edit Job

Title	Jobs in Irrigation Department Punjab		
Closing Date	28-11-2016	File	📄 Irrigation- [Change] [Remove]
Active	Yes ▾	Featured	No ▾

✔ Save **Cancel**

- To edit the job "See the section of 13.1 Add New"

Delete

🗑 Delete

- Click on delete button, system prompt for the standard delete warning message **"Are you sure you want to delete this item?**
- Click on Ok button, system displayed a successfully message "**Success !Job Successfully Deleted"**
- Click on back button , system moves the admin to the Career Management

screen
- Click on cancel button, system will hide the message and record not delete.

6.14   Our Team

Through our team management admin can add, delete and edit new team members.
How to Access: Left Menu ->Our Team

- Click on Our Team button, system redirect the admin to the **Team Management** screen

Team Management

Name	Designation	Sort Order	Active	
Mr. Muhammad Mushtaq Ahmed	Secretary, Irrigation Department	1	1	Edit Delete
Mr. Habibullah Bodla	Chief Monitoring	2	1	Edit Delete
Dr. Muhammad Riaz	Director Gauges	3	1	Edit Delete
Abdul Shakoor	Deputy Director Helpline	4	1	Edit Delete
Mr. Usman Tehseen	Deputy Director Caliberation	5	1	Edit Delete
Mr. Zohaib Shahid	Data Analyst	6	1	Edit Delete
Mr. Muhammad Omer	Software Developer	7	1	Edit Delete

Add New

+ Add New

- Click on add new button , system redirect the admin to the new member screen

New Member

Name

Thumbnail [   ] Select file   Sort Order [   ]

Designation [   ]   Email [   ]

Phone [   ]   Active [Yes   ▼]

Description

✔ Save   Cancel

6.14.1.1 Name

Name [   ]

- Enter team member name through the Name text field

6.14.1.2 Thumbnail

Thumbnail [   ] Select file

- Click on select file, system prompt a new window
- Select a file from system
- Click on open , image is available on below mention Thumbnail with its name

Thumbnail [channel D-29] Change   Remove

- If you want to change the file , click on change button
- If you want to remove the file , click on remove button

6.14.1.3 Sort Order

Sort Order [   ]

- Enter the order number to set the order of newly added team member through **Sort Order** text field
- For example, if you set the order 2, newly added team member will be placed on 2nd number on the public website team members list.

6.14.1.4 *Designation*

Designation

- Enter the designation of newly added team member through **Designation** text field

6.14.1.5 *Email*

Email

- Enter the email through **Email** text field

6.14.1.6 *Phone*

Phone

- Enter the phone number through **Phone** text field
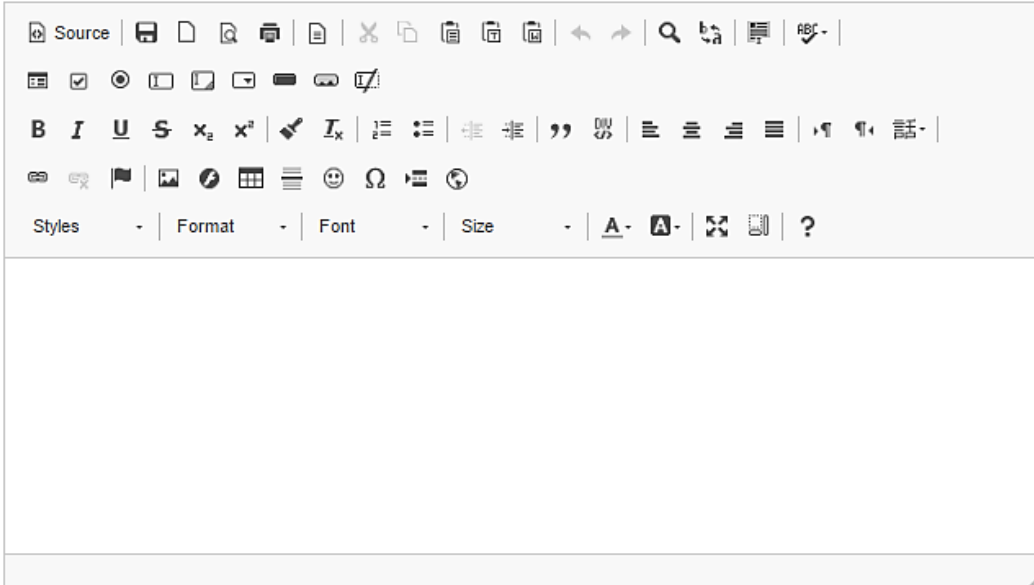
6.14.1.7 *Active*

Active	Yes ▾

- Select the values Yes/No on above mention **Active** drop down

6.14.1.8 *Description*

- To add the description of newly added team members **"See the section of 5.4 Message"**

### 6.14.1.9 *Save*

✔ Save

- Click on the <**Save**> button to ensure any changes you have made on your '**New Member**' are saved to your database. Once you click the button, a successfully message displayed at the top of the page **Success! Member Successfully Added.**
- Click on **Our Team** link from Public website , newly added team member displayed on our team

6.14.1.10 *Cancel*

Cancel

- Click on cancel button , system moves the admin to the team management

screen

Edit

- Click on edit button against name of team member from **Team Management** screen, system moves the admin to edit member screen with prepopulated values

- To edit the team member "See the section of 14.1 Add New"

Delete

- Click on delete button, system prompt for the standard delete warning message **"Are you sure you want to delete this item?"**
- Click on Ok button, system displayed a successfully message "**Success !Members Successfully Deleted"**
- Click on back button , system moves the admin to the Team Management screen
- Click on cancel button, system will hide the message and record not delete.

6.15 FAQ'S

Through FAQ's Management admin can add frequently asked questions list in English and Urdu which displayed on public website FAQ's section.

How to Access: Left Menu ->FAQ's

- Click on FAQ's button, system moves the admin to the **FAQs Management** screen

Title

- Enter the title name on above mention Title text field

English /Urdu

English

Urdu

- To add the FAQ's in English and Urdu **"See the section of 5.4 Message"**

Save

- Click on the <**Save**> button to ensure any changes you have made on your '**FAQ's Management**' are saved to your database. Once you click the button, a successfully message displayed at the top of the page **Success! FAQs Successfully Updated.**
- Click on **FAQ's** link from Public website, FAQ's list displayed on our team with two sections Urdu and English.

Frequently Asked Questions

English	Urdu

1. What is Entitlement?
2. What is Canal Operation Programme?
3. What are the Kharif & Rabi Seasons?
4. How is each share of province dertermined by IRSA?
5. Can you tell me about Water Accord 1991?
6. Can you highlight the clauses of Water Accord 1991?
7. What is bench mark for determining shortages and surplus?
8. What were Average Uses for 1977-82, as described in the Water Accord of 1991?
9. What is Significance of Canal Operation Programmes?
10. What are shortages / surplus and their calculations protocols?
11. How are the Average System Uses determined?
12. What is meant by Operation & Rotation for Canals on 10-Daily basis, and why a 1- daily basis is used to begin with?
13. What is Detail of Compiling of the system on provincial level?
14. Why the Irrigation Departments need concurrence of Agriculture Department while developing a Canal Operation Programme?
15. How the Public is notified through Newspapers, Radio or TV?
16. What is Wheat Management Group?
17. What is Cotton Management Group?
18. What is Rice Working Group?
19. Are there variations in actual operations of canals?
20. How the variations in actual operation are taken care of?
21. Is the Rotational Programme of each Canal Division available to public and water uses(Irrigation)?
22. How the Rotational Programme helps farmers and new F.O. orgranization?
23. Is the Entitlements and Rotational Plan and other data available on Web Site?

What is Entitlement?
Entitlement is the share of each Canal System in any 10-Daily period provided in the canal operation programme for each crop season i.e Kharif and Rabi.

What is Canal Operation Programme?
Canal Operation Programme is prepared from the seasonal share allocated by IRSA for each crop.

What is Kharif & Rabi Seasons?
Kharif season starts from April 1 to Sep 30 & Rabi season starts from October 1 to March 31, each year for canal water deliveries & entitlement.

How is the share of each provice determined by IRSA?
The share of each province is determined by IRSA in accordance with the Provisions of Water.

Can you tell me about Water Accord 1991?
The Water Accord 1991 apportions the Indus Basin water among the four provinces of Pakistan and lays down the basis for sharing shortages and surpluses.

Can you highlight various Clauses provided in Water Accord 1991?
Linked with 14 clauses a Water Accord 1991.